District Checklist for Submitting Proposal
Literacy Professional Development Partnerships Grants

Districts/Collaboratives should use this list prior to submission.

District/Collaborative:_____________________________________________________

PREPARATION:
Hard copies of the following were prepared.

☐ Standard Contract (Part I), for each project duration (upon approval – 6/30/2013 and/or 7/1/2013 -8/13/2013)

☐ Budget Detail Pages (Part II), for each project duration

☐ Schedule C Form (needed if two or more districts are submitting together), for each project duration

☐ Narrative (Part III)

☐ Assurance from School District (Part IV)

☐ Assurance from each Participating School Principal (Part V)

☐ Assurance from each Participating Partner (Part VI)

☐ Alignment of Priorities Form

Electronic copies of the following were prepared.

☐ Budget Detail Pages (Part II), for each project duration

☐ Narrative (Part III)

☐ District Literacy Plan(s) if revised

SUBMISSION:
☐ 2 hard copies are sent to:
   Alexia Cribbs
   Office of Literacy and Humanities
   Massachusetts Department of Elementary and Secondary Education
   75 Pleasant Street
   Malden, MA  02148-4906

☐ Electronic copies are sent to:
   reading@doe.mass.edu