Appendix E: District Checklist for Submitting Proposal

The MTSS Partnership Grant

Districts must use this list prior to submission.

District: _____________________________________________________________

PREPARATION:
Hard copies of the following were prepared.

☐ Standard Contract (Part I) (upon approval – 8/31/2014)
☐ Budget Detail Pages (Part II)
☐ Project Application (Part IV)
☐ Assurance from School District (Part V)
☐ Assurance from each Participating School (Part VI)
☐ District-level Leadership Team Composition (Appendix C)
☐ School-level Leadership Team Composition for each school participating in Year 1 (Appendix D)

Electronic copies of the following were prepared.

☐ Budget Detail Pages (Part II)
☐ Program Application (Part IV)
☐ District-level Leadership Team Composition (Appendix C)
☐ School-level Leadership Team Composition (Appendix D)

SUBMISSION:
☐ Five (5) hard copies of the entire application with at least three (3) with original signatures are sent to:

Linda Tarmy
Office of Tiered System of Supports
Massachusetts Department of Elementary and Secondary Education
75 Pleasant Street
Malden, MA 02148-4906

☐ Electronic copies are sent to:

mtss@doe.mass.edu

This competitive proposal must be received at the Department by 5:00 pm on Monday, June 3, 2013.

For questions regarding submission, please contact Linda Tarmy at 781.338.3380.