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 – 6/30/2014 and/or 7/1/2014 -8/31/2014)
- 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