

State Application

Application Deadline: May 30, 2015

State:

State Director's Name:

Address:

City/State/Zip:

Telephone:

Email:

1. Briefly explain why you are interested in participating in the Leadership Excellence Academies Project.
2. Describe the process and criteria you will use in selecting program managers who are committed to professional growth and willing to spend approximately 50 hours a year to participate in the Academy trainings, interim activities, webcasts, and learning project over the next two years?
3. Will you sponsor participation of program managers whose adult education and literacy programs do NOT receive funding from your state office? These could include participation of program managers from various types of adult education and literacy programs (community-based organizations, libraries, etc.)
 - Yes, we will fully sponsor participation
 - We will partially sponsor participation
 - No, we will not be able sponsor participation at this time



4. What support will the state provide to facilitate, encourage, and recognize participants who attend the Leadership Excellence Academy? What specifically will you do to emphasize the importance of the timely completion and submission of all project activities?

5. Are you willing to commit to the following criteria?

The state will support the professional development process through:

- Soliciting interested participants through an application process and submitting participant contact information no later than August 1;
- Designating one individual as the state contact person to communicate with the LEA staff;
- Supporting the training process by finding and covering the costs of a training venue, arranging for appropriate training technologies, and providing refreshments;
- Ensuring that all training materials sent to the designated state contact are available at the training site at least one hour prior to the workshop;
- Providing incentives to encourage and recognize participation (e.g., paid travel, state recognitions, etc.);
- Emphasizing the importance of completing and submitting all LEA activities on time; and
- Ensuring access to computers with high-speed Internet for program managers' participation in webcasts and online courses.

Yes

No

6. Are you aware that the participants will be expected to complete the following?

In Year One, participants in the comprehensive Academies will be expected to:

- 1) Actively participate in: three six-hour face-to-face workshops, two one-hour online courses, and three one-hour webcasts.
- 2) Complete and submit interim activities between the face-to-face workshops.

In Year Two, participants will be expected to:

- 1) Activity participate in two six-hour face-to-face workshops, one six-hour online course, and three one-hour webcasts.
- 2) Complete and submit interim activities between the courses, and
- 3) Submit a culminating learning project.

Yes

No



7. Budgeting Procedures: To help us ensure an efficient invoicing process, please respond to the following questions:

- A. Will you need a sole source letter to process the contract? (We have one developed for your use.)
- Yes
 - No
- B. Does your state require that the contract be prepared by your state office, or will you be able to accept a contract prepared by the Center for Literacy, Education and Employment (CLEE)?
- Contract must be prepared by my state office
 - Contract may be prepared by CLEE
- C. The standard invoicing/payment schedule consists of three invoices/year sent approximately October 1st, January 1st, and April 1st. Will this schedule work for your state?
- Yes
 - No: If no, what schedule would you prefer?
- D. Please provide the contact information for the fiscal/contracting agency that will be invoiced for services.
- Name of fiscal agency:
- Name of person to whom invoices should be sent:
- Address:
- City/State/ZIP:
- Daytime Telephone:
- Email:
- E. Does your fiscal agency require the use of direct deposit/electronic funds transfer payments?
- Yes
 - No



F. Are there any other contractual issues on which you might need assistance?
If so, please list.

8. \$75 certification fee

State Director of Adult Education Signature:

Signature

Date

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Please send completed application form (via mail, fax, or email) to:

Stacey Wright, LEA Project Manager
PO Box 21
Blairs, VA 24527
Fax: 202-624-1497
Email: staceywrightlea@yahoo.com
Phone: 434.548.4447

