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**INTEROFFICE MEMORANDUM**

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**TO:** KELLY RILEY  
**FROM:** SHANTA ELIZENBERRY DAVIS  
**SUBJECT:** NOTES ON NGA'S *PATHWAYS TO ADVANCEMENT POLICY ACADEMY*  
**DATE:** SEPTEMBER 5, 2003  
**CC:** Michael Boyd

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Listed are a few notes from the National Governors Association's Center for Best Practices *Pathways to Advancement Policy Academy* solicitation for details during a conference call on September 2, 2003. Lisa Grossman and Christopher Mazzeo are available to answer any questions. The call was an overview of the mailed information. The two key themes discussed was first, individuals need some form of postsecondary education and training in order to become financially self-sufficient and second, states are faced with the challenge of producing an adequate supply of skilled workers.

Listed are responses to questions from participants....

- The K-12 area is a component of this RFP and will be allowed to participate.
- Our (LA) Governor will leave in January 2004. There are other states such as KY, LA & MS, who will have a GOP race and yes, the core teams can remain intact throughout this process.
- Details on budget... make an estimate on what amount and how funds are in vision to be spent ...include the three meetings for team, salary of individuals...list how funds are to be obtained and support the goals. Do not use all on travel. NGA will offer technical assistance and will come to your site, this does not have to be included in the budget. No amount costs that are restrictive, you can continue to ask questions for help during budget. In-kind or match are not required, but would strengthen application let us know what is going on in your state.
- The "core" or "home" teams what do you want to accomplish and who should attend... the participants of 5 to 8 (more is encouraged) senior executives from relevant state agencies listed on pg. 4.
- Attachments will not count against your application.

Thank you for your confidence to complete this task.

