



Office of Sustainability
2100 Ridge Avenue
Evanston, Illinois 60201
T 847.448.8069
TTY 847.448.8064
churley@cityofevanston.org
www.cityofevanston.org

9/9/2015

Maggie Ullman
INC Regional Networks Coordinator

Dear Ms. Ullman,

I am pleased to provide this letter of intent on behalf of the Prairie State Local Government Sustainability Network (PSN) for participation in the USDN Regional Networks Partnership Pilot Program. Below we have outlined the requested information for considering the PSN's interest in participating in this program.

1. The network name: **Prairie State Local Government Sustainability Network**

2. The network leadership team including: name, jurisdiction, email address, and if they are a USDN core member, USDN associate member, or non-USDN member community. **The PSN currently does not have a formal leadership structure. Our network is member driven with support from the Chicago Community Trust (CCT) for facilitation and coordination. For this reason, we will identify a USDN Core Member willing to serve a leadership role in this partnership with USDN and our CCT support staff.**

Catherine Hurley, Sustainability Manager, City of Evanston, USDN Core Member
churley@cityofevanston.org

Dan Hughes, Coordinating Support, Prairie State Network (Chicago Community Trust)
priariestatenetwork@gmail.com / dhughes@cct.org

3. Member list including: name, jurisdiction, and email address: **See attachment.**

4. Names of the Regional Network Coordinating Committee (RNCC) delegates. This will be up to two network leaders, and one network coordination support person (optional). **The PSN will initially have Catherine Hurley and Dan Hughes serve as the RNCC delegates. The first order of business for the PSN following acceptance into the Pilot Program, will be to identify a second person to serve as an RNCC delegate. The goal is to create a process and select the second delegate in the next 2 months. Since the PSN does not have a formal leadership structure, we feel that this approach will be inclusive and consistent with the character of the network.**

5. A statement of interest to participate in the pilot program, and the Tier the network will opt into. **The PSN is interested in participating in the USDN Regional Networks Partnership Pilot Program. We see the Pilot Program as a good opportunity to evolve the PSN by aligning with best practices for peer-to-peer networks and creating a formal relationship with USDN. Our network would like to participate at the PARTNER NETWORK level.**

6. A statement of commitment to complete the program workbook and requirements by September 2016. **The PSN is committed to working through the Regional Network Best Practices**

Workbook and requirements and doing so by September 2016. This commitment has been discussed with the PSN membership and the network agrees a portion of every meeting moving forward will focus on the workbook.

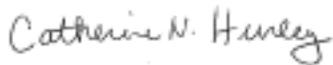
7. A summary of which program requirements your network already meets. **The PSN has evolved over the last few years since we began connecting in 2011. The PSN currently has both USDN and non-USDN members and commits to continuing to do so. The PSN is committed to evolving the network to meet the remaining requirements as listed in Table 2 of the USLA Resource Guid.**

8. Summarize which program requirements your network needs to complete during the pilot program. **Upon acceptance into the pilot program, the PSN will be able to easily comply with the following requirements: participate in the Regional Network Coordinating Committee, use USDN.org to support network communications, participate in a regional network member satisfaction survey, include membership from non-USDN communities, coordinate with USDN regarding routing new members to PSN network. Over the next year the PSN commits to working through the workbook. As part of that process, the PSN will create a co-chair and steering committee leadership structure and discuss and create a leadership succession plan.**

The PSN has grown as a network since it began in 2011 and we believe the USDN Regional Networks Partnership Pilot Program provides an opportunity to continue to evolve the Network. The Pilot Program will greatly shape the PSN's work plan for the next 12-months and we look forward to working with INC, USDN and the other program participants to implement best practices for peer-to-peer networks here in Illinois.

Please let me know if you have any questions.

Sincerely,



Catherine N. Hurley, P.E., LEED AP, Sustainability Manager, City of Evanston