

September 30, 2015

To: Prairie State Network  
Catherine Hurley and Dan Hughes

**Dear Catherine and Dan,**

Welcome to the USDN Regional Network Pilot Program! This letter serves to formally accept you into the pilot program as a PARTNER network. The goals of the Regional Network Partnership Pilot program are to: 1) Define and strengthen the relationships between USDN and Regional Networks of Sustainability Directors in North America; 2) Formalize network building best practices for existing and emerging networks, so they can be supported as an urban sustainability field-building tool; 3) Provide support for interested networks for continued Regional Network growth; and 4) Scale field development opportunities through regional network.

**Included in this letter:**

- **Appendix one** outlines the USDN Regional Networks Pilot Program background information and requirements.
- **Appendix two** outlines the Coordination Support USDN will provide to your Network for participating in the USDN Regional Network Partnership Pilot Program.
- **Attachment three** outlines the Regional Network Letter of Intent (LOI) Review.

**Next Steps:**

On the first Regional Network Coordinating Committee call on October 23<sup>rd</sup> at 3:00pm EST a full year calendar of events will be provided so you can 1) anticipate milestones, 2) share relevant dates with your leadership team, and 3) add calls and milestones to the appropriate calendars. The primary point of contact for the Regional Networks Pilot program is Maggie Ullman, she can be reached at [Maggie@saenv.com](mailto:Maggie@saenv.com), or at 828.713.9488. The USDN staff point of contact is [Mia Arter](#).

Please let us know if you have any questions or comments at any point throughout this project.

Sincerely,



Nils Moe  
USDN Managing Director

## APPENDIX 1

### USDN Regional Networks Pilot Program Background

#### Background

Beginning in September 2015, USDN is implementing the Regional Network Partnership Pilot Program. The goals of this program are to: 1) Define and strengthen the relationships between USDN and Regional Networks of Sustainability Directors in North America; 2) Formalize network building best practices for existing and emerging networks, so they can be supported as an urban sustainability field-building tool; 3) Provide support for interested networks for continued Regional Network growth; and 4) Scale field development opportunities through regional networks.

Regional Networks interested in participating in the Regional Network Pilot Partnership Program will self-select into one of two categories. Each category receives certain support services from USDN in exchange for committing to complete the associated requirements. See detail below:

<b>Table 1. USDN Services to Participating Networks</b>	<b>Affiliate Network</b>	<b>Partner Network</b>
<b>Regional Network Best Practices Workbook</b>	X	X
<b>Technical Assistance in Support of Workbook Completion</b>	X	X
<b>USDN Regional Network Coordinating Committee (RNCC) Participation</b>	X	X
<b>USDN.org Access</b>	X	X
<b>Member Surveys and Analysis</b>		X
<b>Network Building Strategy and Coordination Support</b>		X
<b>Access to USDN Regional Network Grant Offerings</b>		X

<b>Table 2. Regional Network Program Requirements</b>	<b>Affiliate Network</b>	<b>Partner Network</b>
<b>Complete the Regional Network Best Practices Workbook</b>	X	X
<b>Participate in the USDN Regional Network Coordinating Committee (RNCC)</b>	X	X
<b>Use USDN.org to Support Network Communications</b>	X	X
<b>Participate in a Regional Network Member Satisfaction Survey</b>		X
<b>Include Membership from Non USDN Communities</b>		X
<b>Coordinate with USDN Regarding Routing New Members to the Appropriate Network</b>		X
<b>Maintain a Co-Chair and Steering Committee Leadership Structure</b>		X
<b>Discuss and Create a Leadership Succession Plan</b>		X

## APPENDIX 2

### SCOPE OF WORK – Prairie State Network

#### Document Purpose

This document outlines the Network Building Strategy and Coordination Support USDN will provide to the **Prairie State Network** for participating in the USDN Regional Network Partnership Pilot Program at the **PARTNERSHIP NETWORK TIER**. On behalf of USDN, these services will be provided through Innovation Network for Communities (INC).

#### Scope of Work Detail

- **Coordinator Support**- INC will be available to support the network coordinator via email and calls throughout the course of the pilot year.
- **Network Support** - INC will be available to support network leaders via email, calls, or scheduled webinars throughout the course of the pilot year.
- **Steering Committee Orientation** – An optional call to address the high points of the Regional Network Best Practices Workbook. It will orient individual network Steering Committee members to the yearlong network building training, which the Regional Network Coordination Committee (RNCC) participants will be completing.
- **Network Funding Opportunities** – Up to two optional information sessions to detail relevant and timely funding opportunities available to regional network members. They may include focus on the Partners for Places Grant Program, Innovation Fund Program, and/or Peer Learning Exchange Program. These sessions will be open to all regional network members from any regional network.
- **Network Building 101 Training** – An optional training session to provide network building basics and practitioner experience. This will be different than the Steering Committee Orientation call in that it will target all network members and focus on how participating in networks can benefit both the field and individual careers.
- **USDN Website Training Webinars**- INC will coordinate with USDN to make two –four USDN website training webinars available to Regional Network Members.
- **Bi-Monthly Network Coordinator Information Sharing** - Available to networks with dedicated coordinators, this activity will provide a time and space for network coordinators to share and learn: best practices; effective tools; time saving strategies; resources to support members; and weaving strategies. These calls will be informal, with broad topics selected by the coordinators to focus dialog. They will alternate monthly with the RNCC Calls.

#### TimeLine

These services will be available between October 1, 2015 and September 30<sup>th</sup>, 2016. They are contingent upon continued completion of the partner network requirements and RNCC call attendance.

**Partner Network Contacts**

The three points of contact from the regional network named in this scope will be responsible for coordinating with INC for delivery of this scope of work. Their primary point of contact is Maggie Ullman: [Maggie@saenv.com](mailto:Maggie@saenv.com), or at 828.713.9488

<b>Name</b>	<b>Role in Network</b>	<b>Phone #</b>	<b>Email Address</b>
Catherine Hurley	Evanston, IL	847.448.8069	<a href="mailto:churley@cityofevanston.org">churley@cityofevanston.org</a>
Dan Hughes	PSN Coordinator	n/a	prairiestatenetwork@gmail.com

## APPENDIX 3

### Regional Network Letter of Intent Review

#### PARTNER TIER

#### OVERVIEW

Number of requirements met – 7

Percent of requirements met – 44%

Number of network members – 37

Number of network member communities – 24

#### DETAILED EVALUATION

Program Eligibility	
Network has at least 4 USDN members	No
Network has 12 or more active members	Yes
Submitted Membership List	Yes

Requirements for Partner Networks	
Commits to Complete the Work Book and Other Program Requirements	Yes
Named RNCC Delegates (see separate tab for delegates)	Yes
Commit to using the USDN.org website	Yes

Workbook Progress to Date	
Do they have a Network Purpose, Goals, and Vision Document?	No
Have they established a Network Governance Structure?	No
Do they have a Network Communications Plan?	No
Do they have a Network Annual Meeting Plan?	No
Do they have Membership Guidelines?	No
Do they have a Network Annual Work Plan?	No

Partner Network Requirements	
Defined Partner Scope with INC (partner networks only)	Yes
Network has non-USDN members	Yes
Network has co-chair and steering committee leadership structure	No
Network has a leadership succession strategy	No