



Frequently Asked Questions #2 Regarding Letters of Interest for Professional Learning Networks

Released: May 11, 2017

On April 18, 2017, the California Collaborative for Educational Excellence (CCEE) released its [Request for Letters of Interest Announcement](#) soliciting letters of interest (LOIs) from those entities interested in hosting Professional Learning Networks (PLNs) for 2017-18 and 2018-19. The submission deadline to guarantee consideration of an LOI is Monday, May 15, 2017.

Since the release of the [Announcement](#), staff from the CCEE have fielded and responded to a number of questions. Based on these questions, the CCEE staff released the [Frequently Asked Questions #1](#) on May 3, 2017. Since then, the CCEE staff has received additional questions; this second Frequently Asked Questions responds to these additional questions.

List of Questions

- Q1: If a PLN has co-facilitators, do both need to attend the PLX and sub-PLX meetings?
- Q2: What documents must be submitted as part of the LOI?
- Q3: Is it required to submit one or more of the forms (A, B, and/or C) with the LOI?
- Q4: What costs should be included in the budget?
- Q5: If a PLN is not selected, will there be an opportunity to make changes to the LOI and resubmit?

Questions & Responses

Q1: If a PLN has co-facilitators, do both need to attend the PLX and sub-PLX meetings?

A: *Yes, both co-facilitators need to attend all PLX meetings and sub-PLX meetings.*

Q2: What documents must be submitted as part of the LOI?

A: *The LOI itself should be submitted as both a PDF and Word document. Letters of support and Forms A and B need only be submitted as a PDF. It would be appreciated, but definitely not required, if Form C was included in the LOI and if the budget was submitted as a table in Excel (as well as part of the LOI); failure to include Form C in the LOI or the budget in Excel will have no impact on the evaluation of the LOI or selection of the PLN.*

Q3: Is it required to submit one or more of the forms (A, B, and/or C) with the LOI?

A: *None of the forms are required. However, Form A or B is needed for each participant or participating LEA in order to receive an “Excellent” or “Sufficient” in the Membership Criterion. Form C is only an example of how the LOI could list the PLN participants, the positions of the PLN participants, and/or the LEAs participating in the PLN.*

Q4: What costs should be included in the budget?

A: *The budget should include the full cost of the PLN (and what portion of the full cost of the PLN that the CCEE is being asked to cover). **Please include a detailed breakdown of the full cost of the PLN.** Acceptable costs include, but are not limited to, the estimated cost of the facilitator, administrative support costs, additional meeting costs (e.g., if food is provided at PLN meetings, if a room has to be rented for a PLN meeting, if the host seeks to reimburse participants for travel to/from PLN meetings). All costs must be the direct result of the PLN itself; thus, indirect costs or costs that do not exclusively support the PLN (e.g., electricity costs) may not be included. Additionally, the cost of travel and lodging for facilitators to attend the required facilitator training in August of each year and to attend required Professional Learning Exchange (PLX) meetings should not be included in the budget as those will be covered or reimbursed separately by the CCEE. Please note that if a cost is included that should not be, the inclusion of a detailed breakdown will allow the CCEE staff to remove it and recalculate the cost.*

Q5: If a PLN is not selected, will there be an opportunity to make changes to the LOI and resubmit?

A: *There will be no ability to “correct” or make changes to an LOI that is not selected and there is also currently no plan for a second request for LOIs. The CCEE intends to select PLNs that (i) reflect the diversity of LEAs across California such as difference in geography, student demographics, LEA type, and LEA size, (ii) allow all LEAs to benefit from the learnings from the PLNs, and (iii) generally ensure fidelity to the requirements set forth in section 46 of Senate Bill No. 828 (2015-16). Thus, while the LOIs will be evaluated using the [PLN Evaluation Matrix](#), it is likely that the final selection of PLNs will include some LOIs that received “Limited” on one or even two of the criteria. Similarly, it is likely that some LOIs that receive “Excellent” or “Sufficient” on all criteria will not be selected.*

For additional detail or to ask additional questions, please email Josh Daniels (jdaniels@ccee-ca.org). As noted in the [Announcement](#), however, questions received on Friday, May 12, 2017 or Monday, May 15, 2017 are unlikely to be answered prior to the submission deadline.