**EDA-Austin Regional Office**

**Economic Development District Performance Assessment**

**SUBMITTAL CHECKLIST – COMPLETE PRIOR TO PEER REVIEW/EXCHANGE**

*Prepare narratives and/or copies of documents to address the following lists.*

*Save these as* ***Word or PDF format****, in order to post/transmit electronically using “New”-“File Upload” to your EDD folder at Google Drive – after notified of your scheduled peer review exchange.*

*Consider condensing your narratives/documents into fewer files for uploading to Google Drive.*

**SECTION I. NARRATIVE DESCRIPTIONS & CHARTS**

 **Agency Organization (should be submitted electronically)**

* **Structure and Organization:** Statement on legal organization, mission, meetings, and regionalism. Attach Board of Directors listing with appointment and/or representation defined, with respect to public ownership and composition being diverse (EO).
* **Planning and CEDS Committee:** Statement to describe activities and attach committee member listing with associated representation defined.
* **Staffing:** Statement on organization of staff and brief delineation for areas of responsibility.

**SECTION II. DOCUMENTS & EXAMPLES**

 **Documents**

* **Most recent audit**

**\* UPLOAD TO EDD Folder at Google Drive**

* **Most recent adopted CEDS**

**\* UPLOAD TO EDD Folder at Google Drive**

* **List of programs administered**
* **Copies of newsletters or other publications and articles issued by or about agency and/or EDA**
* **Copies of recent meeting agendas**
* **EDA projects (examples within preceding 5-10 years)**
* **Other Economic Development projects within region involving EDD participation**

**SECTION III. DOCUMENTS & EXAMPLES**

* **Self-Assessment of your own EDD on the PEER REVIEW TOOL.**