



# SWREDA Concept for Peer Review & Exchange

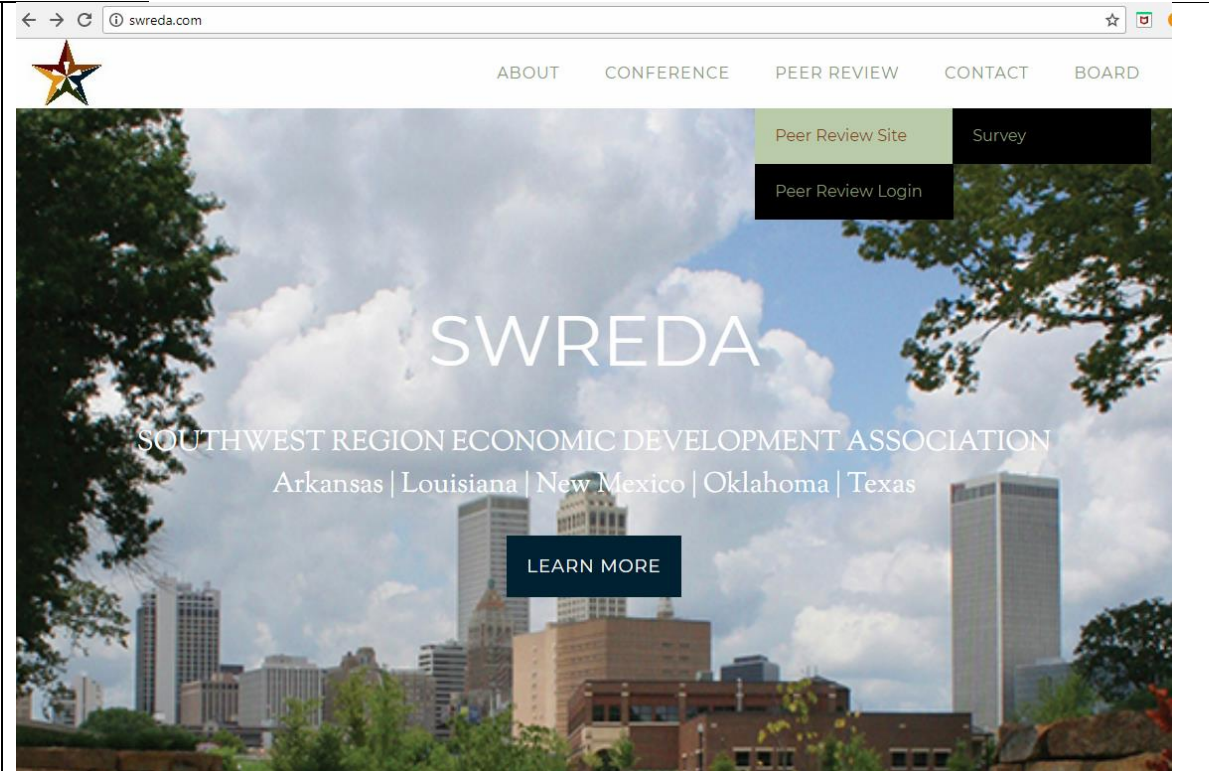
## ABOUT THE PEER REVIEW

### INTRODUCTION

*The AURO-EDD Peer Review Process is briefly described at SWREDA.com. Visit <http://swreda.com>, and hover and click on Peer Review, using drop-down options to access more information.*

*EDA requires EDDs to participate in a Peer Review at least once every three years.*

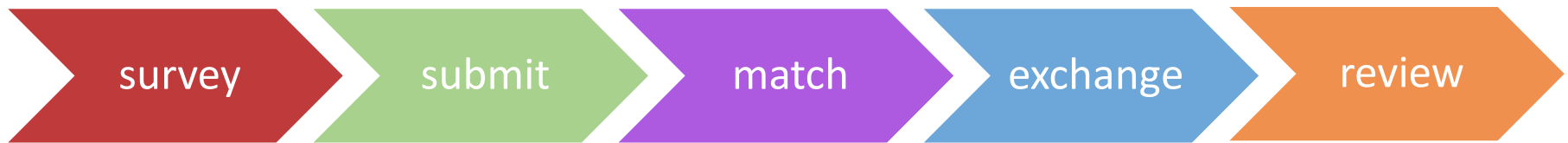
*EDA-AURO and SWREDA arrange for this to be done as an “exchange” so that Peer EDDs review one another...using a survey to match EDDs by preference, helping to establish a basis for good conversation...*



*To login at swreda.com the first time: Use your email address or the front portion of your email. Your password will be PeerReview2019. After logging in for the first time, you can edit it by clicking on your user name and ‘edit my profile’ in the top right of the home screen. If you have any trouble logging into the site, please contact Mason W. Canales at CAPCOG at [mcanales@capcog.org](mailto:mcanales@capcog.org) or 512-916-6163.*

**CONCEPT:** Use surveys to match Peer EDDs along similarities to benefit a good exchange and good conversation; complete two Peer Reviews at the same time...

Save time, save money, improve the process...make it happen in conjunction with SWREDA annual training conference...and enhance the collaboration of our 5-state network!



Complete yours online before October 18, 2019 at <http://swreda.com/>

Login to the Peers section and upload your documents.

1. Self-assessment
2. Other EDA-required documents

SWREDA finds your Peer!

We'll send you your match in mid-November.

Attend the morning December 4th session in Santa Fe, NM and have a good conversation with your Peer and EDA-AURO!

Submit your review of the Peer EDD.

After you have participated and completed everything, follow NADO's policies and submit your receipts and forms for partial reimbursement.

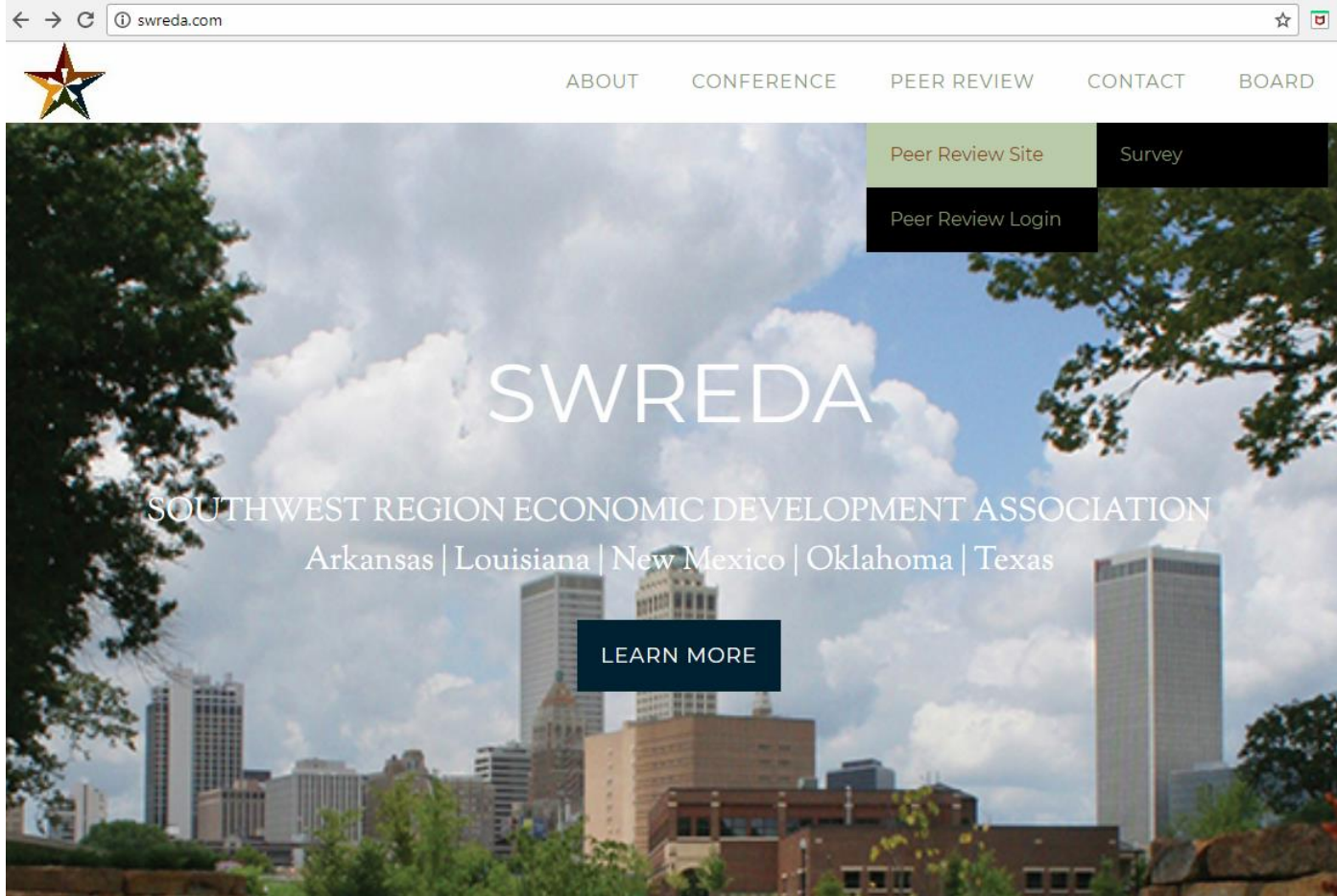
# 2019 PEER EDDS FOR REVIEW

**The listed EDDS are required to participate in PEER REVIEW on December 4<sup>th</sup> in Santa Fe.**

The following pairings will participate in a peer exchange for completing Peer Reviews with EDA in Santa Fe this December 4th.

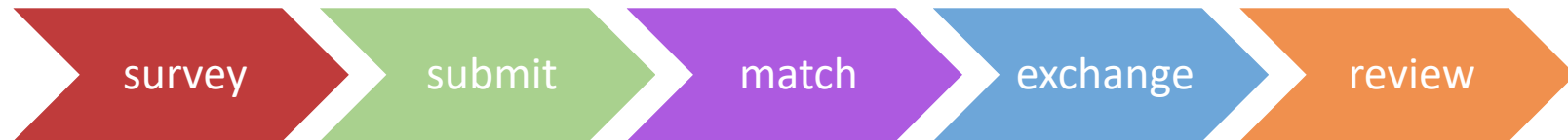
1.	Southwest Arkansas EDD	Kiamichi EDD of Oklahoma
2.	Capital Region Planning Commission (LA)	North Central Texas EDD/COG**
3.	Kisatchie-Delta Regional Planning & Development District (LA)	East Texas Economic Development District/COG
4.	The Coordinating & Development Corporation (LA)	West Texas EDD (within Rio Grande COG)
5.	North Delta Regional Planning and Development District (LA)	Southeast Texas EDD/RPC
6.	North Central New Mexico EDD	South Plains Association of Governments/EDD (TX)
7.	Association of Central Oklahoma Governments (Capital Area EDD-OK)	Lower Rio Grande Valley Development Council/EDD
8.	Indian Nations COG (OK)	Capital Area EDD/COG (CAPCOG-TX)

## WHAT TO EXPECT: *online submissions, a good conversation, and a short follow-up...*

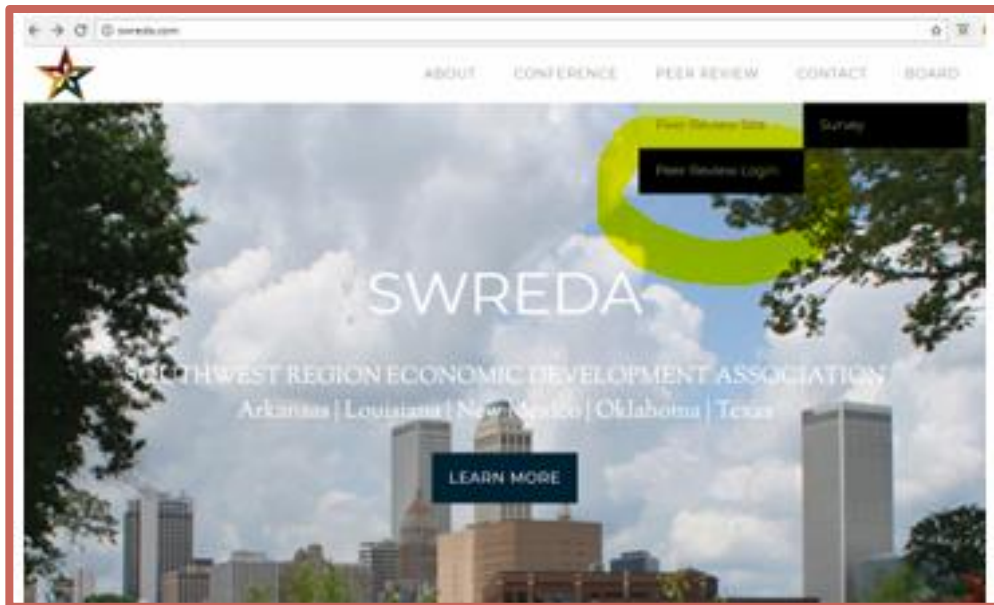


Check out the website often for updates!

# OVERVIEW of AURO PEER REVIEW PROCESS



1. Complete the **SURVEY** available under the Peer Review Site drop-down at <http://swreda.com>. One survey per EDD is needed, so that we have a good basis for EDD strengths and focus. Individual emails will be sent to each EDD for Peer Review Login. This will allow you to upload documents through the site prior to October 18th.
2. Use your assigned login at <http://swreda.com> to **SUBMIT** required **documents** for EDA **and** your peer EDD to access, including a **SELF ASSESSMENT** for EDA-AURO. This is also a good document to introduce yourself to your peer match.
3. Receive information by email on which EDD is your "**MATCH**" in Mid-November; we recommend and encourage Peers to go ahead and make contact by phone and/or email ahead of the December 4th Peer Review.
4. Beginning at **8 a.m., December 4, 2019**, as the onset of the SWREDA conference in Santa Fe, selected EDDs will participate in a good conversation or an "**EXCHANGE**" with one another and EDA-AURO.
5. By December 16, complete and upload an electronic Word document **REVIEW** of your Peer by uploading your electronic "PEER-REVIEW of \_\_\_ EDD" into your peer's folder online at <http://swreda.com> using your assigned login information and the Peer Review tool.
6. Submit expenses to NADO by email to [lhompson@nado.org](mailto:lhompson@nado.org) within 1 week of your peer review for a partial reimbursement to help with costs for one person in attendance and representing your agency for PEER REVIEW. Must follow NADO policy, attach receipts, and have completed **all** requirements of the Peer Review.



# NEW! Peer Review Login Portal

ABOUT CONFERENCE PEER REVIEW CONTACT BOARD

## PEER REVIEW

*Files for the Peer Review Process are available through swreda.com. Use the **Peer Review Login Portal** to access everything you need to complete the process.*

If you are having trouble logging in, contact [Mason Canales](#) at CAPCOG.

Use the Peer Review Login Portal to access the following documents.

- Letter from EDA Austin Regional Office
- Project Concept & Overview of the process
- Pre-Review Submittal Checklist
- Peer Review Assessment Tool
- Feedback Form
- Administrative Activity Documentation
- NADO Travel Policy
- NADO Expense Form

START AT THE “PEER REVIEW LOGIN PORTAL” with your assigned login and password.

Complete your SURVEY. SUBMIT your documents.



# Complete your EDD SURVEY online

## COMPLETE THE EDD SURVEY FORM ON SWREDA.COM

*The results of the pre-exchange survey are used to match up EDDs across the five states in order to benefit the Peer Review experience and help the flow of a relevant exchange. The Peer Review Process relies on each EDD in the EDA Austin Region to complete an EDD SURVEY FORM so SWREDA can match PEER EDDs into pairs. This helps SWREDA and EDA to plan ahead to schedule Peer Reviews.*

Complete the survey at <https://forms.gle/MNDLUUxQ4QeavjGt7>

*More information on the AURO-EDD Peer Review Process is briefly described at <http://swreda.com>. The survey link can also be found by hovering above the Peer Review and then Peer Review Site tabs.*

### SWREDA - Peer EDD SURVEY FORM - 2019

All EDDs are required to participate at least once per 3 years/grant period in an EDA-AURO review. The results of this survey are used to match up EDDs across the five states in order to benefit the Peer Review experience and help the flow of a relevant exchange. Don't worry, you're not being graded. Please take 5-10 minutes and complete this survey before October 18, 2019.

PLEASE COMPLETE ALL QUESTIONS.

\* Required

Email address \*

Your email

EDD Name \*

Your answer

Full Name of Your Agency, if different from EDD.

Your answer

**We need one completed survey per EDD.** From the "PEER REVIEW" tab, please select the dropdown for "SURVEY". The SWREDA-Peer EDD SURVEY FORM -2019 is a Google Form requesting agency and key person contact information, answers to size of staffing and population of your region, primary programs, strengths, desired additional information, and **\*\*please insert contact information for the most likely participant to attend the review on Dec 4th.**



submit

## Use the Portal to upload your docs!

1. Complete a self-assessment using the “Peer Review Tool” (word document). Login on <http://swreda.com/> and upload your completed self-assessment to your folder under the name...  
“MY EDD PEER REVIEW – [insert your EDD name or abbreviation]”.
2. Upload copies of required documents to your folder. These have been referred to as “PRE-REVIEW SUBMITTALS”.
  - **Most recent audit**
  - **Most recent adopted CEDS**
  - **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**
  - **Narrative answering the following items for your EDD:**
    - **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.



match

## SWREDA matches Peer EDDs!

SWREDA compiles the results of the “SWREDA-Peer EDA SURVEY FORM – 2019” to identify suitable matches for EDDs due in this year’s Peer Review and emails results by Mid-November so that you can make early introductions with one another by phone and/or email in advance of the Peer Review. This gives EDDs a chance to start a conversation, exchange emails, and do “homework” before December 4<sup>th</sup>.



## Peer Review is designed as a good conversation.

- Reach out to the Peer EDD assigned as your “match” and get an early start on getting to know one another.
- Participate in your scheduled Peer Review on December 4<sup>th</sup> in Santa Fe, New Mexico.
- Take notes! You will need to follow your good conversation and exchange of information more formally in a Peer Review document...



## Upload your review of your Peer!

- Participate in your scheduled Peer Review on December 4<sup>th</sup> in Santa Fe, New Mexico.
- Prepare and upload a Peer Review (tool) document ... of and for your PEER...using the naming it “[PEER REVIEW FOR (EDD name)-(STATE)]” and placing it in your Peer EDD’s folder.

\*\*YOU are requested to send an email to [swreda.peers@gmail.com](mailto:swreda.peers@gmail.com) when this is completed.

*SWREDA now partners with NADO for the annual conference, peer reviews, and other SWREDA functions. Participants for some of these functions may seek reimbursement for some travel costs directly related to a qualified activity such as peer reviews.*

***All reimbursement requests must be made based on NADO’s travel policies and using its expense form.***