

Guidance for EDD Designation Requests

Applicant seeking designation will need to demonstrate that the requirements set out in 13 C.F.R. parts 303 and 304 are met before requesting a designation as an EDD. Organizations interested in seeking designation as an EDD should **consult with EDA staff, prior to submitting an official designation request** to ensure that the aforementioned requirements have been met.

Once EDA staff make that determination, the applicant will need to submit in electronic form, the following documents and information outlined below together as one package. For ease of review by EDA, each bulleted item below should be saved as it's own electronic file (preferably PDF).

Written Requests for the Designation

- **Letter from the Chair of the District Organization** requesting the action. This letter must be written on District Organization letterhead and must address the reasons why the organization is requesting this action.
- **Letter(s) of concurrence from the state(s)**. These letter(s) must be written on state letterhead, clearly demonstrate support from the state regarding the proposed action, and include a list of counties in the proposed EDD. The letter must also clearly affirm state approval of the District Organization's CEDS.
- **County resolutions or letters of support** from at least a majority of the relevant geographic areas.

Overview

- **Background Narrative.** The background narrative should give a high-level overview of the proposed EDD. This must include the composition and location of the proposed EDD, as well as information on the geographic areas that would comprise the new EDD, if designated. It must include a general discussion of the area(s) proposed for designation, total population, and a description of the physical and socio-economic characteristics, including unemployment, per capita income (PCI), identification and description of the EDA eligible area(s), and other relevant data. Population, PCI, and unemployment data may be included in a table format. The background section must describe the economic conditions of the area, paying particular attention to document the economic distress of the region using information drawn from (or informed by) the CEDS.
- **Maps.** Maps of the proposed EDD must indicate the location of the proposed District within the states, counties, urban centers, eligible areas, important transportation nodes and networks, and significant geographic features that impact economic development, such as wetlands, floodplains, and identified brownfields. To the extent possible, the maps should illustrate the economic linkages described in the economic justification.

- **Economic Justification Narrative.** The justification must discuss how the proposed designation will advance EDA’s mission in the region. This information should be drawn from (or informed by) the CEDS document on file in the regional office. Reference to the information being “contained in or consistent with the CEDS” is insufficient. The justification must include a written analysis that supports the proposed region being designated as an EDD. For example, the Region may:
 - Share economic and community development challenges and opportunities with the existing area covered by the District;
 - Share employment patterns, workforce characteristics, or a workforce development strategy with the existing area covered by the District;
 - Share transportation access issues and/or transportation networks with the existing area covered by the District;
 - Have industry or business clusters in common with, or tied to, clusters located within the District’s existing boundaries;
 - Share natural resource planning (e.g., watershed planning) with the areas located within the District’s existing boundaries; and
 - Share resources that affect economic development, such as high-speed telecommunications access (see [13 C.F.R. § 303.7\(b\)](#)).

Applicant District Organization Composition and Information. The designation request must include following information:

- Current copies of the entities Articles of Incorporation, By-Laws, Intergovernmental Agreement, and/or Enabling Legislation for the applicant District Organization;
- List of participating jurisdictions and rationale for excluding non-participants contained within the geographic boundary;
- Governing Board and Executive Committee membership roster for the applicant District Organization In implementing [13 C.F.R. § 304.2\(c\)](#).
- The District Organization’s staff roster that includes each staff member’s educational background and professional experience.
- Documentation or narrative demonstrating compliance with [13 C.F.R. § 304.2\(c\)\(4\)](#) pertaining to public participation and transparency.
 - The District Organization must hold meetings open to the public at least twice a year and also shall publish the date and agenda of such meetings sufficiently in advance to allow the public a reasonable time to prepare in order to participate effectively.
 - The District Organization shall adopt a system of parliamentary procedures to assure that board members and others have access to an effective opportunity to participate in the affairs of the District.

- The District Organization shall provide information sufficiently in advance of decisions to give the public adequate opportunity to review and react to proposals. District Organizations should communicate technical data and other material to the public so they may understand the impact of public programs, available options, and alternative decisions.
- The District Organization must make available to the public such audited statements, annual budgets and minutes of public meetings, as may be reasonably requested.
- The District Organization and its board of directors must comply with all Federal and State financial assistance reporting requirements and the conflicts of interest provisions set forth in [13 C.F.R. § 302.17](#).