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| **AGA Citizen-Centric Reporting**  **Evaluation Form** | |
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| **Entity and Year of Report:** |  |
| **Reviewer Name:** |  |
| **Review Date:** |  |

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| Thank you for your time and expertise in reviewing this CCR. Your input to the sections below helps the AGA national office staff provide constructive and actionable comments back to the entity that submitted this CCR.  Please make as many comments as you feel are necessary to help this entity continue to demonstrate accountability and transparency to its constituency. | | |
| **Page 1: Who Are We?**  **Information provided should include:**   1. **How the entity is organized** 2. **Demographics (population, income per capita)** 3. **Mission and vision statements, strategic goals** 4. **Services and activities** | | |
| **Positive comments (ex. Components of this page that were well–presented, clear, informative to the reader)** | | |
| **Constructive comments (ex. What could be added – or deleted – to make this page better?)** | | |
| **Page 2: How Are We Doing?**  **Information provided should include:**   1. **Key service areas and performance over the past couple of years** 2. **Progress towards strategic goals or deliverables** 3. **Recent accomplishments for non–financial outcomes** 4. **Detailed trend information highlighting changes from prior year(s), or a statement explaining why trend data is not yet available** | | |
| **Positive comments (ex. Components of this page that were well–presented, clear, informative to the reader)** | | |
| **Constructive comments (ex. What could be added – or deleted – to make this page better?)** | | |
| **Page 3: What Are the Revenues and Expenses?**  **Information provided should include:**   1. **Revenues and expenses for key service areas (salaries, facilities, taxes, grants, education, etc.) – where does funding come from, and where does the money go?** 2. **Explanation of changes in revenues/expenses from prior years, with the inclusion of trend data** 3. **If an audit was conducted, and the results of that audit** 4. **A link to their website for more (detailed) information** | | |
| **Positive comments (ex. Components of this page that were well–presented, clear, informative to the reader)** | | |
| **Constructive comments (ex. What could be added – or deleted – to make this page better?)** | | |
| **Page 4: What’s Next?**  **Information provided should include:**   1. **What challenges are expected in the coming year – economic changes, tax cuts or increases, unemployment, education, environmental challenges** 2. **Have priorities changed; if so, what influenced the change? Will there be new/different services for citizens?** 3. **Listing of key leaders and contact information for further engagement** 4. **A link to their website for more information, location of detailed reports and other supporting information** | | |
| **Positive comments (ex. Components of this page that were well–presented, clear, informative to the reader)** | | |
| **Constructive comments (ex. What could be added – or deleted – to make this page better?)** | | |
| **Overall Comments:**  **Identify comments for the overall report such as: “There is good use of space to convey a lot of detailed information”, “Good color scheme and use of photos throughout the four pages”, or “The document was free of technical jargon that the ‘typical citizen’ might not understand”** | | |
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| **To receive a Certificate of Excellence, CCR’s should meet 80% or more of the requirements listed above.**  **Should this Entity’s CCR be Awarded a Certificate of Excellence? YES or NO** |  | |