



APWA ACCREDITATION MID-TERM REPORT

Submit two years following accreditation or re-accreditation

As part of the accreditation process, each agency accredited by the American Public Works Association (APWA) is required to submit a mid-term report identifying any changes or improvements made over the past two years. The information contained in this report will demonstrate efforts made toward continuous improvement and preparations for the next accreditation visit. Additional documentation may be provided, if necessary.

Date of most recent accreditation (approximate): _____

Which edition of the *Public Works Management Practices Manual* was used?

Agency Information

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Public Works Agency's Chief Executive

Name: _____

Title: _____

Phone: _____ Email: _____

Were they in this position at the time of most recent accreditation? Yes No

Public Works Agency's Accreditation Manager

Name: _____

Title: _____

Phone: _____ Email: _____

Were they in this position at the time of most recent accreditation? Yes No
(If No, is the individual who served as the accreditation manager still with
your organization?) Yes No

ORGANIZATIONAL CHANGES

1. Please identify any organizational changes that have occurred in the agency since the previous accreditation:

a. Changes or reassignment of key personnel:

b. Changes in agency duties and responsibilities:

2. Have any of these changes had an impact on your compliance with the applicable practices of the *Public Works Management Practices Manual* that was the basis of your most recent accreditation? Yes No

(If Yes, describe the impact these changes have had on the agency.):

SUBSTANTIAL COMPLIANCE PRACTICE UPDATES

*During your most recent accreditation evaluation, certain practices may have been rated as "substantial compliance." If so, provide a detailed account of these practices and the efforts your agency has undertaken to enhance them. This information is critical in demonstrating your agency's commitment to continuous improvement. If you need a copy of the final report from your agency's last evaluation, please contact accreditation@apwa.org. **If your agency achieved full compliance with all applicable practices, you are not required to complete this section.***

3. Please list the practices that were rated as substantial compliance.

4. For each practice listed, describe the steps taken to improve compliance. Include specific actions, policy changes, training programs, or other initiatives implemented to address these areas.

5. Provide the outcomes of these improvement efforts.

6. Has the agency advanced to the next edition of the *Public Works Management Practices Manual*? Yes No

(If No, APWA staff will contact you to discuss the upgrade process.)

7. Have you begun reviewing new practices for compliance? Yes No

8. APWA provides various evaluation methods for re-accreditation, enabling your agency to select the approach that aligns with your needs. While we will make every effort to accommodate your preference, we cannot guarantee the evaluation format. Please indicate your preference below:

Evaluator-led: Team consists of a team leader and evaluator to conduct the evaluation on-site. APWA accreditation manager will support the team remotely.

Staff-Led: Team consists of an APWA accreditation manager, team leader, and an evaluator to conduct the evaluation on-site.

Virtual Evaluation: Team will conduct the evaluation remotely via virtual platforms.

This mid-term report is hereby submitted, for review by APWA, with the intent of verifying that the agency continues to meet or exceed the requirements for status as an accredited agency.

Date Submitted:

By: _____ **Title:** _____

(Must be signed by the chief executive of the agency or parent organization)

ENGAGEMENT OPPORTUNITIES

As an accredited agency, there are opportunities for networking and engagement with your peers. We hope you will consider increasing your involvement through one or all of the options listed below.

1. Accredited agencies have found it beneficial to have members of staff serve as evaluators. Would you like to learn more about this opportunity for you or someone else within your organization? Yes No
(If Yes, APWA staff will contact you to provide more details. Please provide name and email address for those interested.):
Name: _____ Email: _____
Name: _____ Email: _____
2. As agencies work through the self-assessment process, a peer-to-peer review may be requested by the applying agency. Would your agency be available to participate in this review, providing feedback to the agency on the management practices completed?
 Yes No
(If Yes, APWA staff may provide your contact information directly to those agencies.)
3. The Model Practice Library is only available to staff from applicant or accredited agencies. Both the agency director and the accreditation manager have access to this library; however, other staff members may benefit from this resource. If there are others who you would like to grant access to, you may do so directly or let us know and we will supply the link to them directly.
Provide the name and email address of staff who need access to the Model Practice Library:
Name: _____ Email: _____
Name: _____ Email: _____