



ACCREDITATION MID-TERM REPORT

To be submitted two years following accreditation or re-accreditation

As part of the accreditation process, each agency accredited by the American Public Works Association, 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 show the efforts made toward continuous improvement and preparations toward the next Accreditation visit. Additional documentation may be attached if necessary, for responding to the questions.

Date of most recent accreditation: _____

Which edition of the *Public Works Management Practices Manual* was utilized? ____ Ed.

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ - _____

Public Works Agency's Chief Executive: _____

Title: _____

Phone : _____ E-Mail: _____

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

Public Works Agency's Accreditation Manager: _____

Title: _____

Phone : _____ E-Mail: _____

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

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 impacted your compliance with the applicable practices of the *Public Works Management Practices Manual* that was the basis for your current accreditation? Yes No (if No, skip to Question 3. If Yes, describe impact these changes have had on the agency.)

3. Provide a list of all Substantial Compliance practices from the most recent evaluation and what efforts have been made to improve these practices (add additional pages if necessary).

4. Has the agency advanced to the next edition of the Public Works Management Practices Manual? Yes No
5. Have you begun reviewing new practices for compliance? Yes No
6. Type of evaluation preferred for next re-accreditation evaluation?:
 - Evaluator-Led (team will consist of a team leader and evaluator)
 - Staff-Led (team will include an APWA Program manager with a team leader and evaluator(s))
 - Virtual (site visit will be conducted in a remote manner)

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.

Submitted this _____ day of _____, _____.

By: _____ Title: _____
(must be signed by the Chief Executive of the Agency or Parent Organization)





Engagement Opportunities with #AccreditationNation

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 the options list below.

- a) Accredited agencies have found it beneficial to have members of staff serve as evaluators for site visit reviews. Would you like to learn more about this opportunity for you or someone on your staff? Yes No

- b) 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 will contact you to provide more details on this opportunity.)

- c) The Accreditation Connect Community is open to staff from accredited agencies and those under contract. The agency director and accreditation manager have access to this community. There are additional staff who may benefit and contribute to the networking opportunities available through this community. Provide the name and email address of staff you would like to add.

Name: _____ Email: _____

Name: _____ Email: _____

Name: _____ Email: _____

- d) In August 2020, the accreditation digital badge was provided to the agency director. How has your agency used this new marketing tool to promote your agency's accreditation designation?

