

**ACCREDITATION COUNCIL
OF THE
AMERICAN PUBLIC WORKS ASSOCIATION**

ACCREDITATION MID-TERM REPORT

To be submitted two years following accreditation or re-accreditation

As part of the accreditation process, each agency previously 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. To assist these agencies, a standardize format has been developed designed to promote three purposes. The first is to verify the status of each organization as to any changes that may have occurred in the last two years and to ascertain the agencies interest in participating in this program. The second is to promote organizational development by promoting the concept of continuous improvement regarding its management practices. Finally, the report is designed to assist organizations in its efforts for re-accreditation, utilizing the latest edition of the *Public Works Management Practices Manual*.

Reporting Period: _____ to _____

Date of Original Accreditation: _____

Which edition of the *Management Practices Manual* was utilized?

_____	Fourth Edition	_____	Fifth Edition
_____	Sixth Edition	_____	Seventh Edition
_____	Eighth Edition		

Agency Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____ - _____

Mailing Address: _____
(If different from Street Address)

City: _____ State: _____ Zip: _____ - _____

Parent Agency's Chief Executive Officer: _____

Title: _____

Was he/she in this position at the time of the original accreditation?

_____ Yes _____ No If No, list date of appointment: _____

Public Works Agency's Chief Executive: _____

Title: _____

Phone : _____ FAX: _____ E-Mail: _____

Was he/she in this position at the time of the original accreditation?

_____ Yes _____ No If No, list date of appointment: _____

Public Works Agency's Accreditation Manager: _____

Title: _____

Phone : _____ FAX: _____ E-Mail: _____

Was he/she in this position at the time of the original accreditation?

_____ Yes _____ No If No, list date of appointment: _____

The intent of the mid-term report is to provide the Accreditation Council the answers to the following questions in a narrative report which will provide information on the changes and progress in your organization. Attach additional documentation that you feel would be useful in providing information pertaining to your efforts.

Organizational Changes

1. Please identify any organizational change(s) that has (have) occurred over the last two years.
 - A. Changes or reassignment of key personnel.
 - B. Changes in agency duties and responsibilities.
 - C. Technology advancements implemented by your agency.
2. Have any of these changes impacted your present management practices? If so, how have they impacted your past practices and what were those changes? Do you believe that you are in at least substantial compliance with the applicable practices in the edition of the *Public Works Management Practices Manual* that was the basis for your current accreditation?

Existing Management Practices

3. Utilizing the original Accreditation Comment Report, list all management practices that your agency was in only substantial compliance.

4. What efforts, if any, have you taken to improve these management practices? (Provide a list of all management practices improved indicating what changes were made. If you do not intend to improve these management practices, please explain why.)
5. Have you developed a systematic approach to addressing the remainder of these management practices? If so, what is your future plans and timetable for addressing these management practices?

Re-Accreditation

6. Have you reviewed and/or evaluated your management practices in light of the latest edition of the *Public Works Management Practices Manual*?
7. What management practices have you identified that will require modification prior to the next re-accreditation evaluation? Have you already incorporated these changes into your present practices? When do you plan on incorporating these changes?

Certification

This mid-term report is hereby submitted, on behalf of _____, for review and approval of the Accreditation Council of the American Public Works Association, with the sole 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)