

ACCREDITATION COUNCIL  
OF THE  
AMERICAN PUBLIC WORKS ASSOCIATION  
APPLICATION  
FOR  
VOLUNTARY ACCREDITATION  
Public Works Management Practices Manual - Eighth Edition

Agency Name: \* \_\_\_\_\_

\*An entire operating division of a public works agency can apply for accreditation if it is a separate, semi-autonomous unit of government.

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

(if different from street address)

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

• Parent Agency's Chief Executive Officer: \_\_\_\_\_

Title: \_\_\_\_\_ Elected -  Or Appointed -

• Public Works Agency's Chief Executive: \_\_\_\_\_

Title: \_\_\_\_\_ Elected -  Or Appointed -

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail \_\_\_\_\_

APWA Member?  -- Yes, I.D. Number \_\_\_\_\_  -- No

• Public Works Agency's Accreditation Manager: \_\_\_\_\_

Title: \_\_\_\_\_

APWA Member?  -- Yes, I.D. Number \_\_\_\_\_  -- No

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail \_\_\_\_\_

Did you or someone from your office attend a workshop? \_\_\_ Yes \_\_\_ No

The public works agency is responsible for the Functional Areas, which are checked on the reverse side of this application form. The agency is responsible for addressing all recommended practices in the Functional Areas for which the public works agency has responsibility. Each area is covered by a separate chapter in the *Public Works Management Practices Manual* and forms the basis for fees charged for the accreditation process.

We hereby apply for voluntary accreditation by the Accreditation Council of the American Public Works Association. By this application, the agency acknowledges its commitment to accreditation and is willing to devote the resources necessary to complete the accreditation process. The agency is prepared to provide such information necessary for the Council to fairly evaluate the agency's eligibility for accreditation.

Executed this \_\_\_ day of \_\_\_\_\_, 201\_\_.

By: \_\_\_\_\_, Title: \_\_\_\_\_

(typed or printed name)

**Forward 2 copies of signed accreditation agreement, application, and statement of support from chief administrative officer and payment information to: APWA Accreditation Program, 1200 Main Street, Suite 1400, Kansas City, MO 64105.**

## DETERMINATION OF FEES AND APPLICABLE FUNCTIONAL AREAS

Which of the following functions does your department administer, manage, or provide services -- either directly or through a contractor or outside vendor? The department is responsible for an entire chapter if they have any involvement in any portion of the practices contained in a chapter, even if another department or agency has ultimate responsibility. If there is any accountability—the whole chapter applies. Explain reason for not being responsible or accountable for a particular functional area.

FUNCTIONAL AREA (Chapter Number)	YES	NO	REASON FOR NON-RESPONSIBILITY
Chapter 1-9			Required for all agencies
Planning and Development (10)			
Code Enforcement (11)			
Engineering Management (12)			
Bid Process (13)			
Project Management (14)			
Right-of-Way Management (15)			
Utility Coordination (16)			
Facilities Management (17)			
Equipment and Fleet Management (18)			
Parks, Grounds, and Forestry (19)			
Solid Waste Management (20)			
Solid Waste Collection (21)			
Solid Waste Recycling and Reuse (22)			
Solid Waste Disposal (23)			
Street Maintenance (24)			
Street Cleaning (25)			
Snow and Ice Control (26)			
Stormwater and Flood Management (27)			
Vector Control (28)			
Potable Water Distribution System (29)			
Water Treatment (30)			
Wastewater Collection and Conveyance (31)			
Wastewater Treatment and Disposal (32)			
Traffic Operations (33)			
Parking (34)			
Cemeteries (35)			
Airports (36)			
Transit Operations (37)			
Bridges (38)			
Beach Management (39)			
Asset Management System (40)			
<b>TOTALS (please enter a number for both Yes and No)</b>			Total for Yes and No must equal 40

Fees for accreditation are as follows: All applicants are responsible for Chapters 1 through 9 in the *Public Works Management Practices Manual*, regardless of functional responsibilities. Excludes on-site assessment costs, instructional materials, reference materials, subscriptions, consulting, or other services purchased directly from the American Public Works Association.

Each functional area is represented by a separate chapter in the manual. Conversely, each chapter will be counted as a functional area for the purpose of determining accreditation fees.

### Part A: Base Fee by Agency Population (2010 Census Data)

Check	POPULATION		Extension
	Under 10,000	\$1,500	
	10,001 to 25,000	\$2,500	
	25,001 to 50,000	\$6,500	
	50,001 to 100,000	\$9,000	
	100,001 to 300,000	\$11,000	
	300,001 to 1,000,000	\$15,000	
	More than 1,000,000	\$18,000	
	Subtotal Base Fee		\$

### Part B: Functional Area Fee (Added to the Base Fee)

Functional Areas	FUNCTIONAL AREAS		Extension
9	First 9 Chapters (Required for all agencies)	\$800	\$800
	Each additional chapter	\$200 each	\$
	Subtotal Functional Area Fee		\$

**Total Fee (add Base Fee and Functional Area Fee)** \$ \_\_\_\_\_