



# SERVICE EFFORTS & ACCOMPLISHMENTS REPORTING

**OVERVIEW**—The Certificate of Achievement in Service Efforts and Accomplishments Reporting Program (SEA Program) encourages regular issuance of high-quality, comprehensive service efforts and accomplishments reports to citizenry and others, consistent with the program's criteria (based primarily on the GASB's suggested criteria for reporting performance information.) The program uses a peer review structure to evaluate the reports and provide detailed recommendations for improving the report's content and structure.

**EVALUATION**—The evaluation assesses the report's usefulness to the public and other stakeholders and evaluates how well government communicates its performance to the public, consistent with the program's criteria.

**BENEFITS**—An in-depth report evaluation; recommendations for improving report content and structure and an opportunity for formal recognition via the Certificate of Achievement in SEA Reporting. A three tiered award program offers participants of the program to quality for one of three awards.

**OBLIGATIONS**—All participants listed publicly; AGA will disseminate a "noteworthy features" document that might include each government's name associated with specific best practices in reporting.

**DEADLINE**—Reviews are received on a rolling basis.

**APPLICATION**—To participate in the SEA Program, please complete the following application and submit it along with **four** copies of your report within six months after the government's fiscal year end. If the report is not printed please provide a web link to the PDF.

**SUBMISSION**—Please submit your completed package to: Eveanna Barry, MS, Director of Performance Reporting, AGA, 2208 Mount Vernon Avenue, Alexandria, VA 22301-1314.

**MORE INFORMATION?** – Visit [www.agacgfm.org/performance/sea](http://www.agacgfm.org/performance/sea) for 1) Review Guidelines 2) program announcements 3) information about reviewer service and 4) performance newsletter and more. Alternatively, contact Evie Barry, at [ebarry@agacgfm.org](mailto:ebarry@agacgfm.org) 800.242.7211, ext. 324, 703.548.9367, fax or Louise Kapelewski at [lkapelewski@agacgfm.org](mailto:lkapelewski@agacgfm.org).

*The continuation of the Certificate of Achievement in Service Efforts and Accomplishments following the initial Alfred P. Sloan support would not be possible without resources from Accenture.*



## SEA PROGRAM APPLICATION—FY 2010 & FY 2011

Date of Application:	<input type="checkbox"/> 1 <sup>st</sup> Time SEA Program Participant <input type="checkbox"/> Return Participant
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### GOVERNMENT AND POINT OF CONTACT INFORMATION

Name of Government:	<input type="checkbox"/> City <input type="checkbox"/> County <input type="checkbox"/> State <input type="checkbox"/> Other _____
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Fiscal Year End:	<input type="checkbox"/> Jan 1 to Dec 31	<input type="checkbox"/> July 1 to June 30	<input type="checkbox"/> Oct 1 to Sept 30
<input type="checkbox"/> Other	_____		

Title of Report Submitted:

Official Requesting Review:

*This individual serves as point of contact, receives evaluation results, detailed technical comments and recommendations for improvement.*

Title:	Office:
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Street Address:

City:	State:	Zip:
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Phone:	Fax:	E-mail:
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Name(s) of publications or individual(s) AGA can send a press release announcing your government's award:

### ABOUT YOUR PERFORMANCE REPORT

How is the availability of your report announced?	How many copies are <u>printed</u> ?
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Is the report a public document? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is a CD-ROM of the report prepared? <input type="checkbox"/> Yes <input type="checkbox"/> No	Is the report available on the Internet? <input type="checkbox"/> Yes <input type="checkbox"/> No Web address:
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Where is your report distributed?

## CERTIFICATE OF ACHIEVEMENT

*If report merits the Certificate of Achievement\*, to whom should certificate be presented?*

Same as cited above    Government Name:

Same as cited above    Individual:

Same as cited above    Title:

## OTHER INFORMATION

**USE OF SEA INFORMATION.** AGA is assessing how governments are using SEA information. Please describe how your government's performance data are being used and by whom.

- Reporting Accountability       Resource Allocation       Management Decisions  
 Other

Comments: \_\_\_\_\_

**REVIEWERS.** Is anyone in your office/department interested in serving as a program reviewer(s)?

Yes—see below       Not at this time

Name:

Title:

Organization/Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

**NAME OF A CITIZEN GROUP** in the area that could be contacted to provide reviewers. Having citizen groups on teams enables the process to ascertain the extent to which the government's report is responsive to its citizens' needs and to provide recommendations to make it more responsive.

Yes—see below       Not at this time

Name:

Title:

Organization/Address:

City:

State:

Zip:

Phone:

Fax:

E-mail:

**See Cover Page of this application for submission instructions.**

*\*The program's review guidelines contain information about eligibility for receiving the Certificate of Achievement. The review guidelines are in the process of being revised to reflect the changes by GASB and should be finalized mid-2012.*

*\*\*Thank you to Accenture for assisting AGA to continue the SEA program.*