



## **Commission for Accreditation of Park and Recreation Agencies**

**TO:** Accredited agencies, applicant agencies, and accreditation visitors

**FROM:** Sandra Whitmore, Chair, Commission for Accreditation of Park and Recreation Agencies

**SUBJECT:** Spring 2009 CAPRA Update

**DATE:** March 5, 2009

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I would like to thank you for your on-going support of the accreditation process and the commitment to providing high quality park and recreation services. As evidenced by the growing list of agencies seeking accreditation, our profession recognizes the value of accreditation. In times of budget cuts and downsizing, accreditation is still important for many agencies to pursue for the first time and for others to maintain. Accreditation builds upon the initial Self Assessment process. It demonstrates that an agency is well managed, proactive, reviews its management practices against the standards of practice developed by park and recreation professionals, and is providing cost-effective and comprehensive services.

In 2007, Michael Hamm & Associates was contracted to conduct a comprehensive assessment of the agency accreditation program. Based on review and consideration of the results of the study, the Commission identified several areas to address in 2008. Please find below an outline of changes to the agency accreditation program, as approved by the Commission during its October 2008 meeting in Baltimore, MD. The following changes are effective January 1, 2009 unless otherwise indicated:

**CAPRA Board Membership:**

One of the four NRPA Representative positions on the Commission will be filled by a Citizen Representative.

**Appeals Fee:**

The appeals fee is \$1,000. This replaces a previous policy of requiring the appellant agency to cover all costs associated with an appeal of a Commission decision.

**Conflict of Interest and Confidentiality:**

Conflict of Interest and Confidentiality Agreements were approved for Commission Board Members and Accreditation Visitors. Visitors will receive a copy of the Agreement when scheduled for a visit.

**Response to Visitation Reports:**

A change in procedure has been established to no longer accept a written response to the visitation report by the Agency, providing the report as approved by the Commission Lead and Second indicates that all Fundamental Standards and a passing percentage (85%) of the remaining standards have been met. If the approved visitation report indicates one or more Fundamental Standards are not met and/or less than 85% of the remaining standards are met, the Agency will be provided the opportunity to respond within 30 days of receipt of the report. In summary, if the approved visitation report indicates the agency is in compliance with accreditation requirements, no agency response to the visitation report will be accepted.

**Reaccreditation Visits:**

All Standards will be reviewed during initial accreditation visits and reaccreditation visits. This replaces a previous policy that required only 50% of Standards to be reviewed during reaccreditation visits.

**Hearing Action Letters:**

Agencies will be informed of any standards remaining unmet after the Commission's decision on accreditation via the Hearing Action Letter. Agencies should expect to receive this letter within 60 days of the hearing. Progress on any unmet standards may be updated in the agency's annual report.

**Issuing Conditions:**

A policy has been established stating Conditions on accreditation can only be issued when a Fundamental Standard is not met and/or less than 85% of the remaining standards are met (i.e., agency not in compliance with accreditation requirements).

**Application and Annual Fee:**

Effective July 1, 2009, there will be a 10% increase in the Application Fee and a 20% increase in the Annual Fee. This is the first change in fees during CAPRA's 15-year history and will better enable the Commission to offer enhancements such as increased marketing and awareness of the benefits of agency accreditation. The new fee structure, effective for all annual fees and application fees due after July 1, is listed below:

Level	Operating Budget	Application Fee	Annual Fee
1	Under \$500,000	\$165	\$60
2	\$500,000 - \$1 million	\$275	\$120
3	\$1 million - \$2.5 million	\$550	\$180
4	\$2.5 million - \$5 million	\$1,100	\$240
5	\$5 million - \$10 million	\$1,650	\$300
6	10 million - \$15 million	\$2,200	\$360
7	\$15 million - \$25 million	\$2,750	\$480
8	Over \$25 million	\$3,300	\$600

**Department of Defense Standards:**

The Department of Defense presented a modified version of the CAPRA Standards to reflect the needs of all military services. As presented, the following standards were identified and approved by the Commission as not applicable to military services: 3.6.2, 5.3.5, 5.4.2.2, 7.1, 7.3, 7.4, and 9.7. The DoD version replaces the previous version developed by the Army. These standards will serve as the single set of Military Standards.

**Standard Revision:**

The Commission is in the process of reviewing the CAPRA Standards. The new standards will be made available to all participants in May 2009.

**Next Meeting:**

The spring 2009 meeting will take place on Friday and Saturday, March 20-21, 2009 in Washington, DC immediately following the NRPA Legislative Forum.

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Please contact Jimmy O'Connor at [joconnor@nrpa.org](mailto:joconnor@nrpa.org) or (703) 858-2150 with any questions regarding these changes. Thank you for your support.