

County of Los Angeles Quality and Productivity Commission  
39<sup>th</sup> Annual Productivity and Quality Awards Program  
“Catalysts for Innovation”

**2026 GUIDELINES**



Submit signed applications electronically to:  
**Quality and Productivity Commission**  
Jane Lam, Program Manager, [jalam@bos.lacounty.gov](mailto:jalam@bos.lacounty.gov)



**Due Thursday, June 18, 2026 – 5:00 p.m.**  
**Late submissions will not be accepted.**

**GENERAL GUIDANCE**

- Please carefully review the guidelines before submitting the application.
- Use plain language. Avoid using acronyms/abbreviations. Click [here](#) to view QPC’s Plain Language Tip Sheet.
- Do **not** adjust the margins or delete the prompts.
- **Font size:** Use only Arial 12-point font throughout the entire application.
- All applications must be signed by the Department Head and the department’s Productivity Manager (primary or alternates). Submissions with other signatures (e.g., Chief Deputy, Deputy Director, program lead, etc.) will **not** be accepted.

**FRONT PAGE**

**Name of Project:** Provide the reviewers with a clear idea of what the project is about. Limited to **50 characters or less**, including spaces. Be creative with your project titles for a chance to win an Evelyn Gutierrez Most Creative Title Award at the PQA evaluation!

**Date of Full Implementation (Project Start Date):** Indicate the start/launch date of the project. Project must have been **fully** implemented for a minimum of at least one year – on or before July 1, 2025. For PQA purposes, a project is considered **fully implemented** when it has successfully completed all planned activities and delivered measurable outcomes. A project is eligible for submission regardless of its duration as long as it was implemented on or before July 1, 2025. See examples below:

- Example 1: Date of full implementation (project start date) – January 15, 2025; Date of completion: June 30, 2025 (ELIGIBLE)
- Example 2: Date of full implementation (project start date) – October 2, 2025; Date of completion: Ongoing (NOT ELIGIBLE)

**If project is completed, enter end date:** Indicate when the project concluded.  
-OR-

**If project still ongoing, check here:** Add a checkmark (✓) to indicate that the project is still ongoing (not complete).

**Has your department previously submitted this project (Yes/No):** Add a checkmark (✓) next to the appropriate answer. Projects can only be submitted once to PQA for consideration. **Previously submitted projects are not eligible.**

**Executive Summary:** Describe the project in 15 lines or less. State clearly and concisely the project results and its effectiveness, highlighting both measurable outcomes and examples of its human impact.

**Benefits to the County:** Ensure the numbers presented in this section are annual cost avoidance, cost savings, and/or revenue generation **to the County government/departments**, not the overall County or public in general.

**Signatures:** Electronic, wet, or scanned signatures are acceptable. Alternate Productivity Managers may sign if the primary Productivity Manager is unable to do so. Signatures other than the Department Head’s will not be accepted.

*Call the Commission Office at (213) 893-0322 if you have any questions.*

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**SECTION I. FACT SHEET**  
*(Do not exceed three pages)*

**Fact Sheet:** Complete the three prompts describing the challenge(s), solution(s), and benefit(s) of the project. Do not adjust the margins or delete the prompts.

- **CHALLENGE(S):** Describe the core challenge(s) your project addresses and the population affected.
  - Discuss the challenge that generated the project. If the project is in response to a federal or state regulation or mandate, the project must go beyond mere compliance and must display a creative approach to meeting those requirements.
  
- **SOLUTION(S):** Describe the solution(s), including its implementation approach, primary stakeholders/collaborators, and how it drives innovation while enhancing quality and productivity.
  - Project vision and objectives
  - Consumers (who it serves)
  - Contributions by collaborators (refer to definitions below)
  - How is project innovative, resourceful, or unique
  - Describe what and how technology was used in the solution
  - How you know the above is true (e.g., cite performance measures, evaluations, other data, etc.)
  
- **BENEFIT(S) (worthiness of award):** What extraordinary quality and/or productivity-related outcome(s) has the project achieved, including its impact on County staff, individuals, and/or communities? Provide measures of success and be specific about the time frame.
  - Specific examples and measures of success (**must have been fully implemented for a minimum of at least one year**)
  - Show how the project achieved any or all of the following:
    - Offers a new service, fills gaps in availability of existing services, or provides financial benefits to the County government/departments
    - Improves the administration or enhances an existing County program
    - Upgrades customer service access, care, and/or response to LA County residents, employees, and diverse communities
    - Upgrades the working conditions or levels of training for County employees
    - Enhances the level of citizen participation in, or the understanding of, government programs
    - Provides information/data that facilitates effective public policy
    - Promotes intergovernmental (e.g., federal, state, local) cooperation and coordination in addressing shared problems
    - Promotes innovation and describes sustainability, transferability, and adaptability (how the project will continue or be a model for other County departments/jurisdictions)

**SECTION II. LINKAGE TO THE COUNTY STRATEGIC PLAN**  
*(Do not exceed one page)*

**Linkage to the County Strategic Plan:** Describe the County Strategic Plan goal(s) your project addresses and explain how.

**SECTION III. COST AVOIDANCE, COST SAVINGS, AND REVENUE GENERATED**  
**(ESTIMATED BENEFITS TO THE COUNTY)**  
*(Do not exceed two pages)*

**Estimated or Actual Benefits to the County:** Describe the annual financial benefits of the project to the County government. If your project does not provide financial benefits, but provides enhanced services to the public, please check the “Service Enhancement” box. Annual – 12 months only. If you are claiming cost benefits, include a calculation or other substantiation as defined by documented cost avoidance, cost savings, and/or revenue generated (estimated), on this page. Remember to retain your supporting documentation.

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**SIGNATURE PAGE**

**Single Department Submission:** Leave this page blank.

**Joint Submission:** If two or more County departments are collaborating, the named **lead department** must submit the application. Collaborations are subject to review; they do not include routine support or approvals. All collaborating departments and non-County department agencies must sign the application. **Electronic, wet, or scanned signatures for collaborators are acceptable.**

**Note:** A baseline definition of a **collaborator** is: “A collaborator plays an **active** role in the **planning, design, and implementation** of the program/project.” If a department/agency significantly contributed to the project **after** its development, such that the project could not continue without their contribution, then they should be on the signature page.