County of Los Angeles Quality and Productivity Commission
35th Annual Productivity and Quality Awards Program
"Adapt, Create, Achieve"

2 0 2 2   G U I D E L I N E S

Submit signed applications electronically to:
Quality and Productivity Commission
lperez@bos.lacounty.gov

Due June 24, 2022 - 5:00 p.m.

Page 1

Font size: Use only Arial 12-point font.
Project Title: Provide the reviewers with a clear idea of what the project is about. (Limited to **50 characters or less,** including spaces)
COVID-19 Related Project: Check (√) the box if your project is COVID-19 related
Date of Implementation/Adoption: Indicate the start date of the project. Project must have been **fully** implemented **for a** minimum of at least one year – on or before July 1, 2021.
Project Status: Check (√) one box: "Ongoing" or "One-Time Only."
Previous submissions: Submit a project only once. Has your Department previously submitted this project?   Check (√) one box: "Yes" or "No."   Previously entered projects are not eligible.
Executive Summary: Describe the project in 15 lines. State clearly and concisely what difference the project has made.
Signatures: Electronic, wet, or scanned signatures are acceptable for all signatures.

(*Call the Commission Office at (213) 893-0322 for more information*)

Page 2, 3 and possibly Page 4 (Do not exceed three pages)

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Fact Sheets: State clearly and concisely what difference the project has made. You may want to consider including:

- Challenge. Describe the challenge.
  - 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. Describe how your project solves the challenge.
  - Project vision and objectives
  - Consumers (who it serves)
  - Contributions by partners
  - How project is innovative, resourceful, or unique
  - Describe all technology used in the solution
  - How you know the above is true (i.e., performance measures, evaluations, other data, etc.)

- Benefits (Worthiness of Award). Describe the results and the success of the project.
  - Specific examples and measures of success (**must have been fully implemented for a minimum of at least one year**)
  - How the project:
    - Offers a new service, fills gaps in availability of existing services, or provides financial benefits
    - Improves the administration or enhances an existing county program
    - Upgrades customer service access, care, and/or response to Los Angeles 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 that facilitates effective public policy
    - Promotes intergovernmental cooperation and coordination in addressing shared problems

Page 4 or 5 (Do not exceed one page)

Font size: Use only Arial 12-point font.
Linkage to the County Strategic Plan: Describe the County Strategic Plan goal(s) your project addresses and explain how.

Page 5 or 6 (Do not exceed one page)

Font size: Use only Arial 12-point font.
Estimated or Actual Benefits to the County: Describe the annual financial benefits to the County of the project. 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, on this page.

Page 6 or 7

Single Department Submission: Leave this page blank.

Joint Submission: If two or more 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 agencies must sign the application. **Electronic, wet, or scanned signatures for collaborators are acceptable.**