



## Government Improvement Awards Submittal Form

The City of Greensboro Government Improvement Awards offers any eligible full-time or part-time City employee to submit award nominations for programs or solutions that improved City productivity during the prior fiscal year. Please review the Program Policy/Overview before submission of this form. After completing the form, submit your improvement to the Budget & Evaluation Department via email at [Budget@greensboro-nc.gov](mailto:Budget@greensboro-nc.gov) or deliver directly to 300 W. Washington Street, Suite 220.

### Employee Information

Name \_\_\_\_\_ Job Title \_\_\_\_\_ Lawson Number \_\_\_\_\_

Department \_\_\_\_\_ Division/Section \_\_\_\_\_ Work Phone Number \_\_\_\_\_

Supervisor \_\_\_\_\_ Email Address \_\_\_\_\_

Check box if additional employees were involved. Attach list of additional employees (name, title, department) that participated in the improvement.

### Improvement Overview

Title of Improvement \_\_\_\_\_ Primary Department Involved \_\_\_\_\_

**Brief overview:** *(2-3 sentences describing the improvement)*

### Improvement Details

**Prior Service Method, Procedure, or Problem:** *(Describe, in detail, the service or need that your improvement addressed. Attach additional pages, photos, as necessary.)*

## Productivity Improvement

### How does the program/solution improve productivity?

Provides the same level of service at a lower cost

Avoids future cost increases

Provides a higher level of service at the same (or lower) cost

Improves service sustainability via products or practices

*Describe, in detail, (1) the process taken to implement the improvement, 2) how the program or solution improved productivity(include detailed cost, service level information if appropriate), and 3)an explanation of who will benefit from the improvement. (Attach*

**Implemented Improvement:** *additional pages or photos as necessary.)*

*I, the undersigned, verify that the improvement described was developed and is being submitted in accordance with the Core Values of the organization, Honesty, Integrity, Respect, Stewardship, in an effort to help improve City services.*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*