

# TWENTY-SECOND ANNUAL CASHMAN GOOD GOVERNMENT AWARD GENERAL INFORMATION

The Cashman Good Government Award honors government entities and individuals who put workplace experience together with ingenuity to make citizen services work better, faster, and cheaper. While the achievement of dollar savings is often emphasized in nominations, the innovative refinements of governmental operations and ingenious changes to processes and procedures that save staff and processing time are equally worthy of recognition. Over the years, recipients have ranged from statewide service delivery approaches to local government departments finding ways to bypass budget shortfalls yet make improvements in citizen services by working from within, sometimes even off the clock. This type of effort goes on every day in Nevada thanks to the dedication and ingenuity of our government employees. Help the Nevada Taxpayers Association focus the spotlight on these outstanding achievements by making a nomination today!

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## ABOUT THE AWARD

The award was established in 1997 and was named in honor of the Cashman family. For over 100 years the Cashmans have been active in Nevada civic affairs and have taken a keen interest in the welfare of the community at large. They have provided an exemplary model for those who wish to get involved in bettering the civic environment in which we live.

## WHO IS ELIGIBLE?

All non-elected, full-time employees in Nevada State and local governments, including school districts, and the Nevada System of Higher Education are eligible for the award. The nomination may be for an individual or team who promotes efficient and timely service to Nevada citizens in a cost-effective, fiscally responsible manner. The nomination must be for acts which are above and beyond normal job duties. Within these guidelines, any manager or supervisor can enter another employee or can submit an application form for a work unit or their department.

## CRITERIA TO BE CONSIDERED

The selection process of applicants will be evaluated on the following:

- ▶ The strong, continuing, and consistent effort to spend taxpayers' dollars wisely and efficiently;
- ▶ Acts which are above and beyond normal job duties;
- ▶ The effective, open, and accountable practice of creating a "user-friendly" government; and
- ▶ The degree to which the achievement has provided measurable and tangible results.

## ENTRY PROCEDURES

**The Application Form** and **Entry Rules** can be downloaded from NTA's website in standard formats.

[www.nevadataxpayers.org](http://www.nevadataxpayers.org)

## DEADLINE and SUBMISSION

**Completed Applications must be received no later than 5:00 pm, Tuesday, November 19, 2019.**

Entries should be **emailed** to:

[info@nevadataxpayers.org](mailto:info@nevadataxpayers.org)

An email reply confirming receipt of the application will be sent upon receipt of the application.

## SELECTION PROCESS

A Selection Committee comprised of members of the Nevada Taxpayers Association will review all nomination forms submitted. Information submitted may be confirmed to verify accuracy. The entries are numerically scored. Based on the scores, finalists will be selected from: counties and school districts with a population of over 400,000; counties and school districts with a population of under 400,000; cities and towns with a population of over 100,000; cities and towns with a population of under 100,000; state government, and the Nevada System of Higher Education.

## ACCEPTANCE OF AWARD

Finalists will be notified in February 2020, prior to the Association's Annual Meeting and Luncheon in Las Vegas. The actual date of the meeting will be announced later.

Finalists are invited to attend the NTA Annual Meeting and Luncheon, during which finalists will be introduced and the winner will be announced and presented with the Cashman Good Government Award trophy.

# TWENTY-SECOND ANNUAL CASHMAN GOOD GOVERNMENT AWARD INSTRUCTIONS

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*Please read the instructions prior to filling out the application.*

1. Use the name of the nominee(s) as it would appear on the Award.
2. Respond to all questions.
3. Where an answer is “YES” or “NO” mark with an “X”.
4. Where a narrative is required, please use simple language. If acronyms are used, please use parentheses to spell out the full words the acronym stands for. (You need to do this only the first time you use the acronym.) Avoid technical jargon and abbreviations of work units or program names. This will assist the Selection Committee in understanding the entry.
5. The response space for all questions *is intentionally limited to promote a concise description* of the nominee’s achievement. PART I is limited to 150 words or less. Please structure your answer to PART I according to the outline provided on that portion of the nomination form.
6. Do not increase the size or style of the type-face. The space allocated for Part I will accommodate 150 words. For any narrative in Parts II or III, please keep your response concise; however, if additional space is required, use the last page and indicate the question you are answering.
7. Remember — the questions relate to the nominee’s performance and productivity achievement so the answers given are to be based on that criteria. (Review the “Criteria To Be Considered” on the previous page of this document.)
8. In Part III you may cite documents that will support your results. You may be asked to provide copies of such documents to the Selection Committee. ***Do not*** attach reports, videos, pictures, etc. They will not be provided to the Selection Committee.
9. Nomination forms are available in Word and PDF, and can be downloaded from NTA’s website:  
[www.nevadataxpayers.org](http://www.nevadataxpayers.org).
10. If the nomination is for a team or department please list the individual names of the team or department members on the last page of the application.
11. To submit the Application Form, attach it to an email addressed to [info@nevadataxpayers.org](mailto:info@nevadataxpayers.org). and put “Cashman Nomination” in the subject line. You will receive an email confirmation that we have received the application.
12. **If you have questions** or are unable to electronically access the Application Form and Instructions, or are unable to submit the application electronically, please contact NTA at (702) 457-8442 for alternate instructions.



2020

**CASHMAN GOOD GOVERNMENT AWARD APPLICATION**

*Please read entry rules before responding. Type or print all information.*

**NOMINATOR/NOMINEE INFORMATION**

**PERSON SUBMITTING DATA:** *Note; Must be a supervisor or a person independent from the nominee's work unit. Nominations by peers will not be accepted. You may not nominate yourself.*

Name:	Title:
Employer:	
Address:	
City:	Zip Code:
Phone Number:	Best time to call:
E-Mail Address:	Fax Number:

**THE NOMINEE:** (Please Mark)    **A. Individual** [  ]    **B. Work Unit** [  ]    **C. Dept./Agency** [  ]

**A. Name of Individual:**

Title	Department
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- OR -

**B. Name of Work Unit\***

Department

- OR -

**C. Name of Department\***

\* If nominee is a work unit or department, please attach a list with names of each person in the group and identify the name of the ranking member with contact address and phone number.

**EMPLOYER INFORMATION**

Employer Name:	Phone:
Employer Address (If different than above):	
City:	Zip Code:
Supervisor:	Phone:
Email:	
Name of Ex. Director, Manager, Supt.:	

Please mark the unit of Government the Nominee is from:  
 State [  ] County or School District [  ] City [  ] University [  ] Other [  ] (identify):

Population of Jurisdiction:	Nominee Clientele or Case Load:
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## PART I - DESCRIPTION OF ACHIEVEMENT

[1] In 150 words or less, please describe the nominee's accomplishment in the space provided below. The Selection Committee will not consider that part of an explanation which is in excess of 150 words. Please structure your answer to:

- a) Describe the stated objective of the project or program.
- b) Does the project or program directly benefit or improve service to the citizens of its jurisdiction, and if so, describe how.
- c) Describe the actions the nominee took to implement the project or program.
- d) Describe the obstacles the nominee faced, if any.
- e) Describe what was ultimately accomplished, and the value, in productivity and dollar savings. (*Also see Part III, which requests a calculation of your savings/efficiency achievement.*)

**Note:** See item #8 on the entry instructions regarding citation of documents that will substantiate the achievement.

**PART II - SPECIFICS OF ACHIEVEMENT**

1. Select the appropriate replies from the following list to complete this statement: "The achievement ...."

- a) required extra effort above and beyond the nominee's normal job duties ..... No [ ] Yes [ ]
- b) was part of a directive by a superior or elected body..... No [ ] Yes [ ]
- c) followed a major organizational change ..... No [ ] Yes [ ]
- d) was due to a reduction in workforce ..... No [ ] Yes [ ]

2. Select the appropriate replies from the following list to complete this statement: "The achievement ...."

- a) occurred due to a lack of funds ..... No [ ] Yes [ ]
- b) occurred despite a difficult work environment ..... No [ ] Yes [ ]

3. Was the achievement supported by increased:

- a) funding, (include grants)..... No [ ] Yes [ ]
- b) staffing; or..... No [ ] Yes [ ]
- c) technological resources? ..... No [ ] Yes [ ]

4. Did any private consultant, contractor or other person or work unit help to achieve the results that prompted this nomination?

If YES, use this space to briefly explain any "YES" answers. No [ ] Yes [ ]

5. Can the achievement be adapted for use elsewhere in your unit/department/agency or in other governmental units to improve program or service delivery or achieve cost savings?

If YES, use this space to briefly explain any "YES" answers. No [ ] Yes [ ]

6. If the achievement is a program or service and has a name or title please identify it. (Do not use acronyms or include the name of the governmental unit.)

7. If there is a web address for the program or service please provide the address here:

### PART III – FINANCIAL DETAILS OF ACHIEVEMENT

Please detail the financial aspects of the program/project, including:

- a) The dollar investment required for the project/program: \$ \_\_\_\_\_
- The total budget of the department/agency/division: \$ \_\_\_\_\_

b) Return on investment. Did the program result in: (Please check as appropriate)

- (1) \_\_\_ Dollar savings. Specify the amount: \$ \_\_\_\_\_
- (2) \_\_\_ Increased efficiency
- (3) \_\_\_ Increased productivity
- (4) \_\_\_ Increased/improved customer service

c) If you checked number (2), (3) and/or (4) above, please specify here how these savings/improvements are calculated.  
**Be concise.** If additional space is needed, continue on last page.

d) Explain any specific budget reductions or reallocation of funds that have occurred as a result of the achievement.  
**Be concise.** If additional space is needed, continue on last page.

## SUBMISSION INFORMATION

**Deadline to Receive Entries: 5:00 P.M. - Tuesday, NOVEMBER 19, 2019**

**Return Completed Form to: [info@nevad taxpayers.org](mailto:info@nevad taxpayers.org)**

*Please Note: If you are unable to submit via email, or have any questions about the form or award, please contact NTA. (702) 457-8442 or [info@nevad taxpayers.org](mailto:info@nevad taxpayers.org)*

Use this space for additional information.