

National Legislative Program Evaluation Society
2024 Excellence in Evaluation Award

SUBMISSION FORM

(See the online "Selection Criteria and Submission Instructions" for detailed information)

State: _____

Office: _____

Contact Person*: _____

Phone Number: _____

Email Address: _____

*Note: The results of the judging will be officially communicated to the designated Contact Person on this form. Communication to other individuals will not be made.

One-Paragraph Summary/Abstract of the Office's Achievements:

Please check to verify that the following required items are included with this submission:

- A written narrative (no more than 5 pages)** describing the office's body of work, the impact the office has made, and how the office has contributed to the field of performance auditing/program evaluation during the award period.
- Attachment A** – an organization chart that generally represents the four-year award period; a table that shows the number of program evaluator/performance auditor FTEs by their relevant position in the organization; and the office's total annual expenditures, by year, for the award period.
- Attachment B** – Summary information about the number of program evaluation reports, performance audit reports, special reports, briefing memos, and other work products issued during the award period. Do not include financial audits and other work performed primarily by financial auditors, as this type of work will **not** be considered when evaluating your application.
- Attachment C** – Copies of up to three reports so judges can become familiar with the content and quality of the office's work products. Also, provide instructions for how additional reports can be found on the office's website.
- Other Attachments** – Any relevant information that helps show the member office's results in meeting the selection criteria.

The submission form and documentation must be emailed to each judge by the **May 3, 2024** submission deadline. You are encouraged to request each judge confirm that the submission was received.