

**National Legislative Program Evaluation Society**  
*2021 Excellence in Evaluation Award*

**SUBMISSION FORM**

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:**

## Submission Instructions

Any legislative office may apply for the Excellence in Evaluation Award. However, the office that wins the award in a given year is not permitted to apply for the award in the following two years. Submissions must include the following:

- **A completed submission form.**
- **A written narrative of 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 (which for 2021 is the four-year period beginning Jan. 1, 2017 and ending Dec. 31, 2020). (See "Selection Criteria" section for suggestions).
- **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. If possible, include a complete list of all work products to allow judges to obtain an understanding of the topics covered by each type of work product. If such a list is unavailable, provide a general description of the types of information provided and topics covered by each type of work product. **Please note:** 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.

### **Please note:**

- All applicants are responsible for submitting all documentation and materials to be considered by the submission deadline. Judges will not follow-up to obtain additional materials nor will additional materials be considered after the submission deadline.
- All documents must be submitted electronically (links to documents on a website will not be accepted).
- Documentation too large to email (e.g., video of a news report) should be discussed with the lead judge to determine a suitable method for submission.
- PDF documents must not be protected in any manner that would prevent printing or require a password to access the documents.

Please email your entry (including documents) to **each** of the judges by the submission deadline of **May 7, 2021**. Submissions received after the deadline will not be accepted. Applicants are encouraged to confirm with each judge via a **separate** email that their entry was received.