**NPCR Annual Evaluation Report Template**

***Note: Page number maximum is 2 pages. Please use the blank space next to sections 1-3 to document your evaluation progress.***

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| **Section 1: Evaluation Overview**  Provide 1-2 sentences on the evaluation purpose and context.  Includes:   * What is being evaluated? * What informed the focus of your evaluation? |  |
| **Section 2: Describing the Evaluation**  *(1 paragraph)*  Explain your progress on addressing the evaluation questions. Summarize the evaluation design and where you are in the timeline of data collection and analysis.  Includes:   * Evaluation questions (answered and unanswered) * Evaluation activities that are planned and implemented |  |
| **Section 3: Major Findings, Achievements and Areas for Improvement** *(2 paragraphs)*  This should be the focus of your summary report. Briefly summarize key findings from your evaluation in the past year. If this is your progress report for Year 2, 3, 4 or 5, discuss how findings are similar or different from previous results. Include minor and major achievements to date. Lastly, discuss any areas for improvement in program implementation based on findings.  Includes:   * Evaluation question results * Comparison of results against previous findings * Minor and major achievements to date * Areas for improvement |  |