

DIVISION V

LIAISON REPORT FORM

AGENCY: _____ LIAISON: _____

1. Need for Program.

- a) Describe the target population.
- b) Are the number of participants increasing or decreasing and is the trend aligning with agency projections?
- c) What unique role does this service fulfill?
- d) What would happen if the program/service ceased to exist?
- e) What ASSET Funders priorities does the agency's service(s) meet (see attached *checkbox form being created by Anneke*)?

2. Agency Strengths.

- a) What are two - four factors that contribute most to the program/service outcomes?
- b) For each strength, provide supporting evidence. (Do not list everything that is satisfactory. It will be assumed that things not mentioned are okay).

3. Agency Weaknesses.

- a) What are two - four barriers hampering program/service outcomes?
- b) For each barrier, provide supporting evidence.
- c) What are the agency's plans for addressing these barriers?

4. Financial Outlook.

- a) Are there current funding concerns and what are the agency's plans to address them?
- b) Are there any plans to expand or reduce service which would impact the need for ASSET funding?
- c) What new and/or additional ways is the agency diversifying revenue sources (i.e., grants, fund raising, raising program fees, etc.)?

5. Internal Management Practices.

a) Role of Board of Directors

- How is the agency's Board of Directors selected to represent the community it serves?
- Is there evidence that this agency's Board of Directors meets regularly, determines policy, and guides the overall direction of the agency?
- Describe the turnover in members on the Board of Directors.

b) Agency Management

- How does the organizational structure support effective delivery of services and sound administration of the agency?
- What is the staff turnover rate and how is it being addressed?
- How does the agency ensure staff training and continuing education are provided?

a) _____

b) _____

6. Agency Comments.

- a) Does the agency have comments or suggestions for improving the ASSET process or forms including ClearImpact Scorecard? If so, please describe.

