# DIVISION V

### LIAISON REPORT FORM

AGENCY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ LIAISON: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Need for Program.**
2. Describe the target population.
3. Are the number of participants increasing or decreasing and is the trend aligning with agency projections?
4. What unique role does this service fulfill?
5. What would happen if the program/service ceased to exist?
6. What ASSET Funders priorities does the agency’s service(s) meet (see attached *checkbox form being created by Anneke*)?
7. **Agency Strengths.**
8. What are two - four factors that contribute most to the program/service outcomes?
9. For each strength, provide supporting evidence. (Do not list everything that is satisfactory. It will be assumed that things not mentioned are okay).
10. **Agency Weaknesses.**
11. What are two - four barriers hampering program/service outcomes?
12. For each barrier, provide supporting evidence. What are the agency’s plans for these barriers?
13. **Financial Outlook.**
14. Are there current funding concerns and what are the agency’s plans to address them?
15. Are there any plans to expand or reduce service which would impact the need for ASSET funding?
16. What new and/or additional ways is the agency diversifying revenue sources (i.e., grants, fund raising, raising program fees, etc.)?
17. **Internal Management Practices.**
18. **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.
19. **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?
20. **Agency Comments.**
21. Does the agency have comments or suggestions for improving the ASSET process or forms including ClearImpact Scorecard? If so, please describe.

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1. **OTHER COMMENTS**

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