

ASSET LIAISON REPORT FORM

AGENCY:

LIAISON:

1. Agency Overview

Provide an overview of significant agency changes since the last Liaison visit one year ago.

- 2. Agency Strengths** What are two to four strengths that contribute most to the program/service outcomes? For each strength, list your observations and/or refer to supporting material provided to you during the Liaison visit. (Do not list everything that is satisfactory. It will be assumed that things not mentioned are okay).

- 3. Financial Outlook** Are there current funding concerns and what are the agency's plans to address them? Are there any changes in services which would impact the need for ASSET funding? What new and/or additional ways is the agency diversifying revenue sources (i.e., grants, fundraising, increasing program fees, etc.)?

4. Internal Management Practices

A. Board of Directors How is the agency's Board of Directors selected to represent the community it serves? Is there evidence that the agency's Board of Directors meets regularly, determines policy, and is equipped to provide effective oversight of the agency? Is membership of the Board stable and is tenure guided by a particular process?

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?

5. **Agency Comments** How does the agency's work align with Funder priorities and the most recent community needs assessment? Does the agency have questions or concerns about the ASSET process? If so, please specify.

6. Other Comments