

**United Way-Thomas Jefferson Area
Program Review & Funding Committee Agency Liason
December 3, 2010**

The role of the agency liason in the United Way Program Review & Funding process:

- Delve more deeply into the agency for which you are the liason, thus better understanding the agency and its program(s) and the application to be reviewed. Focus your review on the outcomes the program(s) is/are attempting to achieve; service delivery to clients; and any challenges the program(s) may be encountering.
- In addition to the agency's application, the reviewer should study:
 - If applicable, the City/County/United Way site visit report and responses to questions from the City/County Review Team.
 - Any recommendations, conditions, comments attached to their current United Way grant contract.
 - Meet with senior agency personnel to discuss the program(s) seeking funding and the funding application.
- If practical, visit the site where program services are performed and observe the rendering of those services to program beneficiaries.
- The liason will lead the PR&FC review of the application during the discussion period answering many of the questions that will be raised by other PR&FC members. By studying the application and other relevant materials (and making a site visit) the reviewer may anticipate and obtain answers to the major questions that other PR&FC members may ask making the review process more efficient.
- Should the agency's response to information requested on the application be either unclear or inadequate, the reviewer should ask the agency to clarify their response.