**Outline for Needs Assessment**

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| Activity  | Time Frame | Person Responsible |
| Develop comprehensive list of underserved and culturally specific programs and service providers to be surveyed. | September 2016 | Systems CoordinatorDirector of Program Development |
| Develop topic and provider specific surveys to be used with programs, allies and culturally specific organizations to gather information.  | September – October 2016 | Justice Systems AdvocateDirector of Program Development |
| Deliver surveys on justice, health and education systems to domestic violence programs for return in 2 weeks. | September – October 2016 | Justice Systems AdvocateDirector of Program Development |
| Deliver surveys to culturally specific organizations for return in 2 weeks.  | October 2016 | Systems CoordinatorDirector of Program Development |
| Develop anonymous, voluntary surveys for survivors.  | October 2016 | Justice Systems AdvocateDirector of Program Development |
| Distribute survivor surveys to programs to be used through February and returned in early March. | November 2016 | Director of Program Development |
| Send surveys to justice system allies for return in 2 weeks.  | December 2016 | Justice Systems AdvocateDirector of Ally Engagement |
| Hold Women of Color RoundTable  | January 2016 | Systems CoordinatorDirector of Program Development |
| Hold Roundtables with advocates and survivors | March 2016 | Systems CoordinatorJustice Systems AdvocateDirector of Program DevelopmentDirector of Ally Engagement |
| Compile Results | April 2017 | Director of Program Development – all staff |
| Publish Results | May 2017 | Executive Director – all staff |
| Meet w/DCFS to review results  | May 2017 | Executive Director & FVPSA Admin |