



Byrne Criminal Justice Innovation (BCJI) Implementation Plan Guidelines

At the close of the *Planning Phase*, BCJI sites will submit an *Implementation Plan* package comprised of three elements:

(1) Implementation Plan Narrative

Please articulate the following:

A. *The Planning Process and Methods* (3-5 pages)

- Who was involved in your planning process (e.g., research partner, fiscal agent, police, community members, others)? Which of these partners were involved in determining the planning strategy? What was the process for agreeing upon a planning strategy?
- Describe your research methods for problem analysis (including crime analysis) and hot spot identification and analysis (type of data, data elements, and type of statistical analysis)
- What data were used in the analysis? How many years' worth of data was examined?
- Describe how community members were involved in the process, including their role in identifying problems and developing strategies

B. *Findings* (3-5 pages, exclusive of maps, tables, etc)

- What specific hot spots were identified? Which of these will be addressed by your BCJI effort?
- Did your data analysis reveal any changes to the hot spots identified in your original grant proposal? If so, why?
- What are your major findings about crime and its drivers in your target area? *Please discuss:*
 - Length of time the specific problems or problem locations have been problematic
 - Spatial and temporal patterns of the crime
 - Who is involved in criminal activity (both offenders and victims)? Are there any specific populations (e.g. youth, parolees, immigrants) that account for a disproportionate amount of crime, either as offenders or victims?
 - Nature of physical/economic environment?
 - What are the environmental attributes of the target area? How does crime overlay with physical assets and liabilities, development projects, law enforcement efforts, target areas of other initiatives and other relevant factors.
 - What are the community perceptions and intelligence about the crime issue? Does this differ from the perceptions of law enforcement? If so, how and, if known, why?
 - Patterns of reentry in the community, including comparison to other areas of the jurisdiction

- Are there any other trends or analyses that you would like to share?
- Did the analysis reveal any unexpected findings?

C. Proposed Strategies to address your findings (3-5 pages)

- What strategies will your cross-sector partnership employ to address these issues?
- What is the evidence-base or research-base that supports these strategies?
- For innovative strategies what is the theory or basis in evidence that indicates your approach is likely to be successful?
- What assumptions underlie your prediction of how your chosen strategies will produce these results?
- How do your interventions relate to broader economic development or revitalization plans for the target area or surrounding neighborhood?

D. Plans for Ongoing Research (2-3 pages)

- What is the role of your research partner during the implementation phase, including how often the research partner will meet with project partners?
- What are the expected results of your approach, including anticipated outcomes or indicators (intermediate and long-term) that you will track to measure success?
- Have you updated the research plan? If so, please provide a copy.

E. Plans for Community Engagement (1-3 pages)

- How will community members be involved in the BCJI project during the implementation phase?
- What mechanisms will you use to share information about progress with community members?
- What mechanisms will you use to gather feedback and new information from community members?

F. Plans for Sustaining the Effort (2-3 pages)

- What is your strategy for sustaining cross-sector relationships/partnerships during and beyond the life of the BCJI funding from BJA?
- What is your strategy for sustaining the commitment among key leaders and organizations to the core principles of BCJI, such as the use of research to guide decisions?
- What is your strategy for sustaining the implementation of specific strategies or activities funded by the BCJI grant?
- *For planning-only grant recipients*, provide a discussion about prioritization of responses and how the response plan will be carried out without additional federal funding for implementation. Additional funds for implementation are not available at this time and may not be available. Even if such funds become available, in the best case there will be substantial delays between completion of the planning phase and the availability of any such funds.

(2) Visual Representation of Strategies and Research Base

To complement your narrative, please provide a visual representation of how your proposed strategies relate to the crime drivers you uncovered or verified through research and analysis during planning, and which expected outcomes are relevant to your strategies (such as a theory of change chart or logic model). A sample is provided below, but you are welcome to use an alternative format.

Sample Logic Model						
<p>Theory of Change</p> <p><i>Brief statement about how strategy relates to broad vision for neighborhood change.</i></p> <p>(“By bringing our community together with institutional partners to address crime drivers, the ABC Neighborhood will become....”)</p>						
Problem Statement			Strategies	Outcomes		
Problem	Why?	Why here?		Short Term	Intermediate	Long Term
1.						
2.						
3.						

(3) Implementation Phase Workplan

Please submit a workplan listing your main strategies, related tasks, the party responsible for each task, and the expected timeframe for completion. A template is included as a guide, though alternative formats including a revised version of the *Project Timeline* from your original proposal are welcome. In the template included in this guide, a “Funding Source” column is suggested as a tool for identifying components of your strategy which might require special attention in your sustainability strategy.

SAMPLE IMPLEMENTATION WORKPLAN

Strategy/Activity	Major Tasks	Lead Responsible Party	Expected Completion Date	Funding Source (All BCJI? Part BCJI? All Other?)
PROGRAM STRATEGIES – Include law enforcement, economic development, service and other strategies here (<i>this information should correspond to section 1C of your Implementation Narrative</i>)				
1.	A. B. C.	e.g. City Police Dept.	e.g. Q4 2014	e.g. About 50% BCJI, 50% Other Private
2.	A. B. C.			

COMMUNITY ENGAGEMENT

1.	A. B. C.			
2.	A. B. C.			

RESEARCH & EVALUATION

1.	A. B. C.			
2.	A. B. C.			

EFFORTS TO PROMOTE SUSTAINABILITY

1.	A. B. C.			
2.	A. B. C.			

PROGRAM MANAGEMENT (e.g. cross sector team meetings)

1.	A. B. C.			
2.	A. B. C.			