

## BYRNE CRIMINAL JUSTICE INNOVATION GRANTEE PROJECT TIMELINE

The Byrne Criminal Justice Innovation (BCJI) Program consists of two phases: The Planning and Action Plan Finalization Phase (Planning Phase) and the Action Plan Implementation Phase (Implementation Phase). The below timeline provides your BCJI site with guidelines for the milestones your site should achieve during the Planning and Implementation Phases. This timeline is based on a 12-month Planning Phase and a 24-month Implementation Phase and integrates the SARA model (Scanning, Analysis, Response, and Assessment).

All BCJI sites receive a maximum of \$150,000 to complete the Planning Phase, which lasts typically 6-12 months following the final clearance of the grantee's budget. The remainder of the funding should be used to complete the Implementation Phase, which typically lasts up to 24 months once your site's Action Plan has been submitted and approved through a Grant Award Modification (GAM) in the Justice Grants (JustGrants) system.

### Planning Phase

#### 0 – 1 MONTH

- Accept the BCJI award and work with the Bureau of Justice Assistance (BJA) to clear Award Special Conditions. **Your site must consult with your assigned BJA grant manager prior to conducting any grant activities, as well as confirm your budget approval status.**
- Finalize your core leadership team that will make the key decisions for the BCJI project. Members of the core leadership team should include the site lead, site coordinator, and main points of contact for the law enforcement, research, and community partners.
- Establish a regular meeting schedule for the core leadership team along with a decision-making process.

#### 2 – 3 MONTHS (SCANNING)

- Set up monthly calls with your dedicated BCJI training and technical assistance (TTA) provider, the International Association of Chiefs of Police (IACP). The IACP BCJI TTA Team is made up of dedicated staff from the IACP, partners at the University of Cincinnati (UC) and University of Nevada, Las Vegas (UNLV), and subject matter expert (SME) consultants.
- Engage with current and former BCJI sites on BCJI Connect, the online community of practice built for peer-to-peer site engagement.
- Attend the BCJI Orientation Virtual Meeting, hosted by BJA and IACP, and any other training events required by BJA.
- Following OJP's approval of your project budget and release of the Planning Phase funding, hire or assign a site coordinator.
- Form a larger stakeholder group of partners that will assist the core leadership team in guiding the BCJI project, including local government agencies, residents, community-based organizations, local businesses, criminal justice agencies, and social service providers.
- Establish a regular meeting schedule for the stakeholder group and a decision-making process.
- Finalize the research strategy with the core leadership team and identify diverse data sources for the initial data analysis.
- Begin stakeholder group meetings.

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## 4 – 5 MONTHS (SCANNING)

- Conduct asset mapping of community resources and services.
- Create any community/resident/business/stakeholder surveys that will be distributed during the Planning Phase.
- Begin examination of crime patterns and drivers using the previously identified data sources.
- Identify and plan for any activities to foster community buy-in and build momentum during the Planning Phase.

## 6 – 8 MONTHS (ANALYSIS)

- Identify any needed technical assistance, such as support, resources, SME consultations, or peer-to-peer discussions from the IACP BCJI TTA Team.
- Attend the BCJI Grantee Meeting, which is held for each new cohort of BCJI sites and coordinated by the IACP and BJA.
- Continue engaging with other BCJI sites on BCJI Connect and sharing site activities and ideas.
- Distribute the community/resident/business/stakeholder survey(s) created earlier in the Planning Phase (if applicable).
- Conduct the initial data analysis using the previously identified data sources.
- Identify crime drivers that contribute to creating crime hot spots.
- Prioritize the crime drivers that your project will address during the Implementation Phase.
- Discuss the initial findings from the Planning Phase with the stakeholder group.
- Conduct any planned community activities to foster community buy-in and build momentum (if applicable).
- Identify 2-3 Action Plan goals and corresponding objectives based on the completed scanning and analysis work.
- Discuss the proposed goals, implementation strategies, and outcome measures with your TTA provider and solicit feedback.

## 9 – 10 MONTHS (ANALYSIS)

- Analyze the community/resident/business/stakeholder survey(s) conducted earlier in the Planning Phase (if applicable).
- Finalize the project goals and objectives based on the crime drivers, hot spot locations, initial data analysis findings, and survey results (if applicable).
- Identify innovative, data-driven implementation strategies that match the crime drivers, goals, and objectives.
- Identify measurable outcomes for the goals and objectives.
- Consider a sustainability strategy for stakeholder partnerships following the end of your BCJI grant, including alternate and/or parallel funding sources.
- Identify in-kind partner contributions that can be leveraged during the Implementation Phase and beyond the end of the project.
- Discuss the proposed Action Plan goals, objectives, and strategies with the IACP BCJI TTA team and ask for feedback.
- Begin drafting the Action Plan narrative using the BCJI Action Plan Guidance document.
- Identify roles and responsibilities for the core leadership team and stakeholder group members during the Implementation Phase.
- Identify any necessary budget adjustments for the BCJI budget that will be executed with the Action Plan.

## 11 – 12 MONTHS (ANALYSIS)

- Finalize the plan for project sustainability following the end of your BCJI project.
- Finalize the assessment plan and outcome measures with your research partner.
- Obtain any memoranda of understanding (MOUs) from project partners.
- Confirm alternate/parallel sources of funding and in-kind partner contributions to sustain the BCJI goals and objectives throughout and beyond the Implementation Phase.
- Finalize the Action Plan and implementation budget drafts. Use the BJA budget detail worksheet to build your budget and budget narrative.

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- Submit the Action Plan and implementation budget drafts to the IACP at [bcji@theiacp.org](mailto:bcji@theiacp.org). The Action Plan will also be shared with the IACP's TTA partners at UC and UNLV. Please anticipate a two-week turnaround from when IACP staff have confirmed receipt of the Action Plan draft to when recommendations and feedback are returned to your site.
- Review the recommendations and feedback from the IACP BCJI TTA Team and incorporate any necessary changes. If needed, set up a call with the IACP BCJI TTA Team to discuss any questions or issues.
- Return the final Action Plan and budget detail worksheet to the IACP at [bcji@theiacp.org](mailto:bcji@theiacp.org). IACP staff will submit the Action Plan packet to BJA on your site's behalf.
- Attend any TTA opportunities, including in-person or virtual peer-to-peer exchanges, coordinated by the IACP BCJI TTA Team.
- Share project successes or address any challenges as they arise with the IACP BCJI TTA Team and with your fellow BCJI sites through BCJI Connect.
- Report on project sustainability and share the findings with the stakeholder group.

## 31 – 36 MONTHS (ASSESSMENT)

- Finalize sustainability plans with your core leadership team and the stakeholder group based on the findings from the sustainability reports.
- Conduct necessary data analyses to determine if the outcome measures were met.
- Determine if a no-cost extension (NCE) will be necessary to complete the requirements of your BCJI grant. If an NCE is needed, share this anticipated need with your BJA grant manager and submit the request in JustGrants **at least 30 days** prior to the end of the official project end date.
- Begin the grant closeout procedures, if an NCE is not required to complete the requirements of the BCJI grant,
- Submit the final report to BJA **no more than 90 days** following the official project end date.

## Implementation Phase

### 13 – 14 MONTHS (RESPONSE)

- Following receipt of written approval of the Final Action Plan from your BJA Policy Advisor, submit a Grant Award Modification (GAM) in the Justice Grants (JustGrants) system for official approval.
- Once the GAM is approved in JustGrants, begin execution of the selected implementation strategies, including the sustainability plan.

### 15 – 30 MONTHS (RESPONSE)

- Track project progress with your research partner in accordance with the assessment plan.
- Conduct regular data analysis to ensure project outcome measures are being met and share progress with community and project stakeholders.
- Adjust the implementation approach as needed to align with the project goals and objectives.
- Utilize your stakeholder group to guide the project activities forward.
- Continue forming new community partnerships to enhance project sustainability.
- Develop an internal reporting process for project sustainability.