Byrne Criminal Justice Innovation (BCJI)
Planning and Implementation Milestones

Below is a suggested calendar of activities or milestones for the BCJI program:

The following milestones are based on a three-year *Planning and Implementation* period, with a one-year planning effort and a 2-year implementation effort. These milestones are suggested, not required, and may include elements that are not a part of your BCJI plan. Although many sites will not include all of the activities listed below, it is expected that for most sites, the majority of these elements will be part of the overall BCJI effort.

The philosophy of the BCJI program and other Neighborhood Revitalization Initiative (NRI) programs is that in order to effectively impact communities through evidence-based practices, time and care must be taken to gain knowledge of neighborhood conditions and craft a thoughtful and appropriate response. As such, the process laid out for the BCJI program is of greater importance than adhering strictly to a schedule or timeline.

Specific suggested milestones include:

PLANNING PHASE

0 – 3 Months

- Accept award
- Submit any additional budget information to Bureau of Justice Assistance (BJA)
- Negotiate contract/scope of work with researcher and other subcontractors
- Determine project coordinator status (e.g. dedicated hours)
- Identify preliminary cross-sector management team structure
- Identify primary data sources; begin discussions for regular data exchange
- Begin meetings of partnership team

4 – 6 Months

- Finalize contract/agreement with researcher and other subcontractors
- Develop written research plan

1

- Identify primary and secondary data sources
- Develop community engagement plan and begin engagement activities
- Begin data exchanges
- Begin data analysis to examine patterns and drivers of crime
- Determine form and function of cross-sector management team and structure of any additional partnerships
- Formalize cross-sector management team structure including methods for decision-making and conflict resolution (e.g. MOU)
- Update timeline
- Begin asset mapping or development of resource directory

7 – 12 Months

- Complete first stage of project research and data analysis
- Finalize selection of hotspots and/or target problems to be the focus of the BCJI activity
- Identify drivers of crime and prioritize responses
- Discuss findings of planning phase with residents and community members
- Identify primary evidence-based or innovative response strategies, or
- Identify methodology for selection of appropriate evidence-based or innovative strategies
- Identify community roles in Implementation Phase
- Produce asset map or resource directory
- Develop Theory of Change or Logic Model
- Submit Planning Phase Narrative to BJA and LISC, including theory of change or logic model (Planning Grantees only)

For Planning and Implementation Grantees only:

- Develop workplan/timeline
- Identify primary response partners and negotiate responsibilities
- Identify researcher role for implementation stage/actionable intelligence
- Begin discussion of economic development goals for implementation phase
- Develop sustainability plan
- Identify any adjustments needed to your BCJI budget to execute the implementation plan
- Submit Implementation Plan Package to BJA and LISC, including narrative, theory of change or logic model and workplan/timeline

IMPLEMENTATION PHASE

13 – 18 Months

- Respond to feedback provided by LISC and BJA on the Implementation Plan Package (typically delivered within 6 weeks of submission)
- Pursue budget modifications as needed
- Complete selection of appropriate evidence-based or innovative strategies as needed
- Begin execution of implementation workplan, including sustainability plan
- Report internally on progress relative to theory of change or logic model

19 – 24 Months

- Report internally on progress relative to theory of change or logic model
- Identify additional evidence-based or innovative strategies
- Develop partnerships to support economic development goals
- Assign responsibilities and develop internal reporting process for sustainability efforts

25 – 30 Months

- Assess community response to implementation plans and execution of strategies
- Report internally and to community on progress relative to theory of change or logic model
- Set specific goals for non-BJA resources to be captured during the project-year
- Report internally on progress toward program sustainability
- Report internally on status of economic development efforts

31 – 36 Months

- Revise asset map or resource directory
- Report internally and to community on progress relative to theory of change or logic model
- Report internally on initial indicators of program effect
- Report internally on progress toward program sustainability
- Draw on sustainability plan to inform cross-sector management team discussions of what happens after expiration of BCJI funding, including partnership structure, priorities, possible resources, and anticipated next steps
- Report internally on status of economic development efforts
- Begin transition to post-BCJI partnership structure

36 Months

- Report internally and to community on progress relative to theory of change or logic model
- Report internally and to community on indicators related to program effect
- Develop report for community and subsequent partnership structure on status of BCJI effort, long-term priorities, and anticipated next steps
- Begin grant closeout procedures, or
- Complete process for no cost extension
- Finalize project report