



**Implementation Plan Guidance**

The goal of CBCR is to reduce crime, increase mutual trust, and improve community safety as part of a comprehensive strategy to rebuild neighborhoods and spur revitalization. The primary deliverable of the CBCR Planning Phase is the Implementation Plan. The objective of this document is to provide sites with guidance on how to craft an implementation plan package.

**Process**

CBCR grantees will:

1. Create an implementation plan package with the following:
  1. Executive summary
  2. Plan narrative (SARA Model)
  3. Budget
  4. Budget narrative
  5. Early action plan summary
2. Write each section for a general public audience and submit as one document with each one titled with names such as “Executive Summary.” There is no page minimum or maximum for each section. File should be single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.
3. Email the package to [CBCR@theiacp.org](mailto:CBCR@theiacp.org).

IACP will:

4. Provide initial feedback to the submitting site. Once finalized between the grantee site and IACP, it moves on to the next step.
5. Submit the implementation plan package (noted above) to the BJA Policy Advisor, with a CC to Programs Office contact (grant manager).

BJA will:

6. Review and provide feedback on the plan, and any red flags found in the budget and will ask for clarification or changes from the sites. Once BJA and grantee site address changes or questions, it moves on to the next step.

CBCR grantee will:

7. Submit an official Grant Adjustment Notice (GAN) for a Budget Modification to BJA.
8. Respond to questions, issues, or concerns during the approval process. Revise the budget or implementation strategy based on feedback from BJA and in consultation with IACP.
9. Receive official GAN approval of the Budget from BJA
10. Begin the implementation phase (with full access to the grant funds).

## Implementation Plan Package

### I. Executive Summary:

The executive summary should provide a mission statement and outline of the core leadership team as well as summarize, utilizing bullet points, on how the implementation plan supports the CBCR core elements:

- Data-Driven elements
- Spurs revitalization efforts
- Partnerships
- Community Oriented efforts.

### II. Plan Narrative:

The narrative should be broken up into four sections based upon the [SARA Model of Problem-Oriented Policing](#):

- Scanning
- Analysis
- Response
- Assessment

See **CBCR Tool for Developing Implementation Plan Narrative** chart below that outlines topics or questions to consider as grantee sites develop the Implementation Plan based on the SARA Model.

### III. Budget and Narrative:

Submit a [budget detail worksheet](#) (OJP format) supporting the implementation plan activities in agency format keeping in mind the following:

- Strategies funded by other sources may be discussed in the plan narrative but should not be part of the budget and budget narrative.



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- ONLY include activities directly funded by BJA, which should be related to public safety outcomes, and be reasonable in relation to the overall budget.
- Submit the final signed research partner (or data analyst) Memorandum of Agreement (MOA), if applicable. An MOA should outline the specific roles, responsibilities, and expectations of the research partner/team.
- Review the CBCR online Community of Practice resource library, DOJ Grants Financial Guide, and BJA solicitation for more details on unallowable costs.

#### **IV. Early Action Project Summary**

- Report on the Early Action Project (EAP) and how it supports the implementation plan.
- Expected outcomes of EAP, including performance measures
- Communications plan for marketing

#### **V. Appendix**

Include any visual aids, including trends and comparison crime data that illustrate the micro hot spot location and specify associated crime challenges at hot-spot location(s).

CBCR Tool for Developing Implementation Plan Narrative		
Section Name		Topics or Questions to Consider
SECTION 1	<b>Scanning</b>	<ul style="list-style-type: none"> <li>Consider this as a summary of the work completed for the proposal.</li> <li>Identify chronic crime hot spot(s) from proposal to best layout recurring problems to the public and the police.</li> <li>Prioritize those problems.</li> <li>Develop broad goals.</li> <li>Determine how frequently the problem(s) occur and how long they have been taking place.</li> <li>What are the community assets and experiences that have empowered the community towards action?</li> <li>What were the community perceptions of safety and community perceptions of police identified in the proposal?</li> <li>What are the community groups, residents, governmental agencies considered active in the area?</li> <li>How were events and conditions that precede and accompany the problems identified?</li> </ul>
	Items to Create for this section	<ul style="list-style-type: none"> <li>List the key issues that emerged from scanning process for closer examination in the planning phase.</li> <li>Create a summary of scanning efforts from the proposal.</li> </ul>

	Section Name	Topics or Questions to Consider
SECTION 2	<b>Analysis</b>	<ul style="list-style-type: none"> <li>• Consider this as work completed during the planning phase to narrow down the scope of the problems.</li> <li>• Develop a working hypothesis about why the problem is occurring.</li> <li>• Inventory of how the problem is currently addressed and the strengths and limitations of the current response.</li> <li>• Confirm or change the micro hot spot location(s) from the proposal.</li> <li>• What are the social, economic, and environmental factors that explain why crimes are taking place at the micro hot spot location(s)?</li> <li>• What are the trends identified from any community surveys or resource mapping?</li> <li>• Based on any surveys, what are the community perceptions of neighborhood feelings of safety and community perceptions of police identified in the proposal?</li> <li>• How are the trends similar or different from proposal? (narrow down the scope of the problem).</li> <li>• What new partners were identified and brought in to fill identified gaps and expand response capabilities?</li> <li>• What potential victim services were identified to ensure all victims receive services?</li> </ul>
	Items to Create for this section	<ul style="list-style-type: none"> <li>• Examples of community surveys created or used during the planning phase.</li> <li>• Asset or gap mapping around the hot spot.</li> <li>• Micro hot spot location(s) visuals (maps, trend analysis charts).</li> </ul>

	Section Name	Topics or Questions to Consider
<b>SECTION 3</b>	<b>RESPONSE</b>	<ul style="list-style-type: none"> <li>• List themes that resulted from the scanning and analysis phase and under each theme list the strategies proposed.</li> <li>• State the specific goals and objectives for the response plan.</li> <li>• A response strategy to address the problems identified within hot spot location(s) including evidence-based program(s) or the innovative strategy the program is modeled after.</li> <li>• Choose among the alternative interventions.</li> <li>• Clearly define partnerships/collaboration roles needed to carry out a successful response strategy.</li> <li>• Describe the decision-making processes of the steering committee or leadership council to address changes.</li> <li>• Report the results of asset mapping, community feedback, or other data from community partners that altered the approach from the proposal to the implementation plan.</li> <li>• List out the potential milestones.</li> <li>• What is the plan to sustain this response?</li> <li>• Define improvements to community relations with law enforcement either directly and indirectly by the initiative.</li> <li>• Describe which partners will fund the different aspects of the implementation plan. Keep in mind that revitalization pieces are trickier and need more discussions on what tangible items can be paid for by BJA vs partners.</li> </ul>
	Items to Create for this section	<ul style="list-style-type: none"> <li>• Response plan and responsible parties</li> <li>• Budget</li> <li>• Budget narrative</li> <li>• Partner MOUs</li> </ul>

	Section Name	Topics or Questions to Consider
SECTION 4	<b>ASSESSMENT</b>	<ul style="list-style-type: none"> <li>• What is the plan for evaluation of the implementation strategies?</li> <li>• What aspects of the implementation plan are most important to sustain?</li> <li>• What is the change management strategy to ensure longevity and the best response possible?</li> <li>• Will there be an ongoing assessment or one final evaluation?</li> <li>• Identify sources for continued funding, cultivating leadership, and maintaining momentum.</li> <li>• What is the plan to collect and store qualitative and quantitative data?</li> <li>• What is the plan to determine and report attainment of broad goals and specific objectives?</li> </ul>
	Items to Create for this section	<ul style="list-style-type: none"> <li>• Create a timeline and milestones for when the evaluation will take place.</li> <li>• Calendar of activities for this phase.</li> <li>• Evaluation Plan from the research partner or data analyst.</li> </ul>