

### Template Action Plan for Developing a Byrne JAG Strategic Plan

Step	Action	Anticipated Date of Completion
1	Begin Strategic Planning Process:	
a	Assign Responsibilities	
b	Engage TTA Provider	
c	Review Existing or Former JAG Plans	
2	Planning Meetings:	
a	Define Workgroup for Strategic Planning	
b	Schedule Planning Meetings	
3	Stakeholder Engagement:	
a	Identify Point of Contacts for Stakeholder Groups (e.g. below) <ul style="list-style-type: none"> <li>• Local Government</li> <li>• Judges, Prosecutors, Defense Attorneys</li> <li>• Law Enforcement &amp; Corrections Personnel</li> <li>• Victim Services Providers</li> <li>• Juvenile Justice Delinquency Prevention Programs Behavioral Health Partners</li> <li>• Community Corrections &amp; Reentry Services</li> <li>• Etc.</li> </ul>	
b	Identify and Engage Any Local Criminal Justice Coordinating Councils (CJCC)	
c	Draft or Edit Stakeholder Survey to Gather Input for Planning Process from Stakeholder Groups	
d	Receive Approval of Survey Instrument by Advisory/Governing Board	
e	Conduct Stakeholder Survey/Focus Groups for Information Gathering	
f	Review Preliminary Survey Results	
g	Push Survey to Additional Contacts	
h	Close Survey	
i	Preliminary Survey Results	
j	Final Survey Analysis Complete	
4	Data Gathering:	
a	Gather data (e.g., below): <ul style="list-style-type: none"> <li>• Crime Statistics</li> <li>• Corrections</li> <li>• Courts</li> <li>• Prosecution/Defense</li> <li>• Juvenile</li> <li>• Victims Data</li> <li>• Behavioral Health data</li> </ul>	

	• Etc.	
b	Identify Barriers to Accessing Data and/or Challenges to Using this Data for Decision Making	
5	Strategic Planning Retreat/ Planning Session	
a	Review Data	
b	Identify Priorities	
c	Set 5-year Goals	
d	Define Action Steps for Implementation (What Types of Projects to Fund)	
e	Finalize Goals, Objectives and Priorities for Funding Using Data	
f	Define Outcome Measures	
g	Define Data to be Collected	
h	Define Plans for Program Evaluation and Evidence Based/Informed Programs for Implementation	
i	Write Initial Draft of Strategic Planning	
6	Strategic Planning Initial Draft	
a	Request NCJA to Review Draft Plan (if applicable)	
b	Send Draft Plan to Advisory or Governing Board for Review	
c	Incorporate edits	
7	Strategic Planning Final Draft	
a	Develop Final Draft with All Feedback	
b	Initiate Public Comment Period (per state policy/law)	
c	Review and Incorporate Public Comment – Adoption by Advisory/Governing Board	
d	Submit Final Plan to Chief Executive for Review (allow 30 days)	
e	Accept Certification by Chief Executive	
8	Finalize Strategic Plan for Submission with FY2019 JAG Grant Application	
9	Submit Application to BJA	

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