

BJA Tribal Justice Systems Planning Project—Grant Management Checklist

*Sample Two-year Timeline**

Target date	Process overview / Benchmarks	Tasks to complete	Notes	TTA available upon request
Months 1–3	Assemble advisory board / planning team - Identify multidisciplinary stakeholders that support the planning - Describe each advisory board member's role and responsibilities - Identify barriers to communication & discuss effective communication - Identify a shared vision and mission	☐ Grant coordinator completes a written list of Board members, contact information, and defined roles and responsibilities ☐ Hold board/team meeting to discuss grant deliverables and timeline ☐ Schedule monthly meetings to develop a Vision and Mission; discuss project needs and updates (all Board members) Vision <i>What would your ideal justice system look like? What kind of community quality of life will you have in the future?</i> Mission <i>What does this team do, for whom, and how will you do it?</i>	<i>Begin writing draft plan as you go.</i>	❖ Fillable worksheets ❖ Template ❖ TA meeting facilitation
Months 2–5	Grant management responsibilities Programmatic requirements	☐ Attend BJA orientation ☐ Meet BJA Policy Advisor and TA provider ☐ Establish/organize records management for progress reporting and data collection ☐ Create calendar for reporting and BJA requirements ☐ Establish a regular conference call schedule with TA provider		❖ One-on-one meetings with BJA and TA provider ❖ TA provider conference calls/emails
Months 3–9	Needs assessment plan Develop needs assessment plan for data collection[†]	☐ Schedule training on data with TA provider ☐ Identify and choose appropriate data collection methods, e.g., focus groups, interviews, surveys ☐ Identify resources available to collect information ☐ Identify responsibilities for collection, storage, and analysis ☐ Create timeline for completion		❖ Fillable worksheets ❖ TA provider conference calls / emails ❖ TA meeting in-person or via technology

* This two-year timeline is a **suggestion** of activities and due dates. The planning process is at the discretion of the Grantee. Grantees may take up to five years to complete.

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Months 4–8	Phase 1 training • Review project • Define “justice” • 5–10 year vision • Conduct resource map • Process flow chart • Identify needs by topic area • Identify what you need to know • Identify who/where to get the information	☐ Schedule two full days of training with full advisory board and TA providers ☐ Determine if enhanced sentencing or a Tribal Action Plan (TLOA TAP) are to be explored		❖ Virtual or onsite training and facilitation
Months 7–9	Phase 2 training • Determine additional data to be collected • Review initial data sets • Plan for conducting focus groups, talking circles, and interviews	☐ Schedule two full days of training with full advisory board and TA providers		❖ In-person training and facilitation
Months 8–10	Conduct needs assessment • Implement data collection plan and needs assessment • Review existing data • Advisory board has assignments • Continue to meet as a board	☐ Make logistical arrangements for needs assessment ☐ Ensure privacy measures are in place for physical collection and storage of information		❖ TA provider conference calls / emails

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Months 9–13	Data analysis - Identify emerging themes or main issues[†] - Identify over-arching goals, or a desired outcome to address the issues identified - Develop a problem statement, if applicable[§] - Define the need for more data, if needed	☐ Summarize the data and present to advisory board ☐ Prioritize the emerging themes or main issues ☐ Summarize data with a concrete statement of the problem or desired outcome to address the issues identified		❖ Fillable worksheets ❖ TA provider conference calls / emails ❖ <i>TA meeting facilitation recommended combined with strategic planning</i>
Months 10–18	Phase 3 training - Review data summary - Identify a plan: goals, objectives and activities to address issues, needs and gaps in services - Develop goals that will reduce, resolve, increase, etc., the issues identified in the problem statement	☐ Schedule two full days of training with full advisory board and TA providers ☐ Use advisory board input to identify meaningful goals that address the issues identified ☐ Identify stakeholders that can coordinate and collaborate to create, and later achieve, goals Goals <i>What positive change do you want to see as a result of our efforts?</i> <i>What are the intended results of the successful implementation of the plan?</i>		❖ Fillable worksheets ❖ TA provider conference calls / emails ❖ <i>TA meeting facilitation recommended combined with data analysis</i>

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Months 11–21	- Develop S.M.A.R.T. objectives that will achieve the goal - Develop corresponding activities to complete each objective	☐ Identify stakeholders that can coordinate and collaborate to develop objectives and activities to achieve the goals Objectives Specific. What exactly are we going to do? Measurable. How will we measure it? Achievable. Is this something we can do with the resources available? Relevant. Will this objective have an impact on the problem? Will it help to achieve the goal? Time-bound. Can we get it done in the proposed timeframe? Activities <i>Does this activity meet/address the issue?</i> <i>Is this aligned with our mission?</i> <i>Is this approach financially possible?</i> ☐ Calendar anticipated timelines ☐ Identify performance measures and benchmarks ☐ Infuse a sustainability plan	This may have to continue with various sub-committees following phase 3 training.	❖ Fillable worksheets ❖ TA provider conference calls / emails ❖ <i>TA meeting facilitation recommended combined with data analysis</i>
Months 11–22	Evaluation and sustainability - Process evaluation - Program evaluation - Determine opportunities to sustain the plan implementation, and later on, sustain the program after it is implemented	☐ Incorporate an evaluation plan into strategic plan ☐ Develop evaluation tools such as customer feedback forms and comment boxes Ask: <i>Will the project reach those it was targeted to reach?</i> <i>How will we know the programs are effective?</i> <i>Do we have a baseline measure? Can we establish one?</i>		❖ Fillable worksheets ❖ TA provider conference calls / emails

Target date	Process overview / benchmarks	Tasks to complete	Notes	TTA available upon request
Months 16–21	Logic model (optional)	☐ Create logic model of the plan Include: • Program vision and mission • Problem statement(s) and/or overarching goal • Inputs, outputs, outcomes including short and long-term, and anticipated impact		❖ Fillable worksheets ❖ TA provider conference calls / emails
Months 16–21	MOUs/MOAs and tribal resolutions • Draft necessary MOUs • Grant coordinator has drafted MOUs where needed and a resolution of support of the planning process if one is needed by council	☐ Identify who/what you want from partnerships ☐ Draft a letter of introduction ☐ Create partnerships within/outside the community ☐ Explore sustaining partnerships		❖ TA provider conference calls / emails
Months 16–24	Draft strategic plan • Draft strategic plan • Share with TA providers for review • Edit strategic plan	☐ Draft strategic plan ☐ Share with TA providers for review ☐ Edit strategic plan accordingly ☐ Email final draft to BJA for review ☐ Edit strategic plan accordingly ☐ If applicable, get tribal resolution to accept plan ☐ Submit approved strategic plan into JustGrants		❖ TA provider conference calls / emails
Ongoing to year 5	Continue working on any incomplete benchmarks			❖ TA provider conference calls / emails
Years 2–5, ongoing pending approved strategic plan	CTAS priority funding	☐ Notify BJA of the CTAS fiscal year you are requesting priority funding ☐ Prepare for next available CTAS application ☐ Submit priority application with strategic plan as an attachment		

† Needs Assessment

What does your grant narrative say about the focus of your planning needs?

Who is the target group for your plan? (e.g., service providers, community, first responders)

What do you want to know from target group? (e.g., satisfaction with services, challenges obtaining services)

‡ Data Analysis

Are the issues related to the challenges identified in the grant narrative?

Are they new issues?

Are these problems or symptoms of a problem?

Do services currently exist to address the problem? If yes, identify program or agency.

Are people able to access these services?

What community strengths can address these problems?

§ Problem Statement

What is the problem or issue? To what degree?

Who is affected by the problem? To what degree?

Where does this problem exist?

When is this problem evident?

Why does this problem occur?

What would happen without an intervention?



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