



**Scope of Work  
Community Formation Commission  
Santa Barbara City Council  
Research Proposal**

Primary Contact: Elizabeth Ling, [linge@courttinnovation.org](mailto:linge@courttinnovation.org)  
Senior Program Manager, Criminal Defense Initiatives, Research-  
Practice Strategies

Timeframe: October 15, 2021-February 15, 2022

Budget: \$23,122

Scope of Work:

To help the Community Formation Commission gain community feedback on the development of a civilian police review system, the Center for Court Innovation will assist in the analysis of a short, quantitative survey; advise on and assist in facilitating virtual community feedback sessions; analyze qualitative data; and writing a brief summary memo. Specifically, the Center for Court Innovation will:

Administrative

- Participate in regular calls with Santa Barbara community partners

Survey Analysis

- Clean dataset sent by the Community Formation Commission
- Code any open-ended questions
- Create frequency tables for all survey items

Qualitative Feedback

- Advise Santa Barbara community partners on ways to solicit qualitative feedback through methods such as focus groups or community cafes
- Assist in facilitating virtual feedback sessions
- Analyze qualitative data and identify key themes

Findings Summary and Dissemination

- Write a memo detailing survey findings and qualitative themes
- Create a one-page summary of findings for distribution

Fund for the City of New York: Center for Court Innovation

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Research Survey in Santa Barbara, CA

October 15, 2021 - February 15, 2022

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PERSONNEL

Principal Research Associate	Jensen, Elise	10%
Deputy Research Director	White, Elise	20%
Senior Program Manager	Ling, Liz	5%
Deputy Director, Criminal Defense Initiatives	Vavonese, Lisa	5%

Subtotal 14,473

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TOTAL PERSONNEL 19,105

OTPS

SUPPLIES	224
CELL PHONE COSTS	176
STAFF TRAINING & RECRUITING	90
INDIRECT COSTS @ 18%	3,527

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TOTAL OTPS 4,017

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TOTAL 23,122

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