

IOWA

Center for Social Science Innovation

COMMUNITY PERSPECTIVES ON THE JOHNSON COUNTY SHERIFF'S OFFICE AND JAIL

Project Proposal for the Johnson County Board of Supervisors' Criminal
Justice Coordinating Committee

April 9, 2025

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Executive Summary

The Center for Social Science Innovation (CSSI) is pleased to present a proposal for services that may assist the Johnson County Criminal Justice Coordinating Committee (CJCC) in its work to develop a plan for the Johnson County Sheriff's Office and Jail.

CSSI proposes a mixed mode project that uses a scientific approach to (1) poll a representative sample of Johnson County residents to estimate public input regarding the plan to replace the Johnson County Sheriff's Office and Jail and public perceptions of public safety, mental health supports, and community trust, and (2) moderate focus groups with key partners to develop an in-depth understanding of the needs of staff, incarcerated persons, and the community.

CSSI will work collaboratively with CJCC to design a project plan and execute the project. CSSI will also analyze and summarize data in conjunction with CJCC, with the goal of preparing a final report and presentation.

Project Description

Project Background

This project proposal is responsive to the request from the Johnson County Board of Supervisors, sent on January 15, 2025, to provide a proposal for services that may assist the CJCC in its work to develop a plan for the Johnson County Sheriff's Office and Jail. According to the CJCC Agenda on Thursday, January 9, 2025, "the mission of the Criminal Justice Coordinating Committee is to create a responsible, thorough, and inclusive plan to replace the Johnson County Sheriff's Office and Jail by relying on subject matter experts, best practices, and data informed decision making with public input. As a committee, we will strive to prioritize public safety, mental health supports, and community trust. By collaborating with key stakeholders, we aim to address the need for a safe and modern detention and law enforcement facility that meets the needs of staff, incarcerated persons, and the community."

Project Objective

CSSI proposes a mixed mode project to assist CJCC in its work to develop a plan for the Johnson County Sheriff's Office and Jail. The project goal is to use a scientific approach to (1) poll a representative sample of Johnson County residents to estimate public input regarding the plan to replace the Johnson County Sheriff's Office and Jail and public perceptions of public safety, mental health supports, and community trust, and (2) moderate focus groups with key partners to develop an in-depth understanding of the needs of staff, incarcerated persons, and the community.

Project Design

Overview

CSSI proposes a mixed mode design – survey and focus groups - to best meet the project objective. Our overall methods operate from a community engaged research orientation (e.g. Israel et al., 1998; Minkler 2000, 2005; Wallerstein et al., 2020), with CJCC as an integral part of the iterative development and implementation process. The key principles of community engaged research highlight: 1) community as a central unit of analysis; 2) the strengths and resources within communities to create solutions; 3) collaborative partnerships, mutual benefit, and co-learning in all phases of the project; and 4) the cyclical and iterative nature of community-based work. CSSI strives to integrate community engaged principles throughout the project to ensure that the methods selected yield outcomes representative of the needs and perspectives of key partners and communities. Furthermore, our methods adhere to best practices in survey methodology (e.g., Dillman et al., 2009; Messer & Dillman, 2011; Millmar & Dillman, 2011) that have established evidence-based recommendations for sampling strategies and modes of data collection to minimize error in reporting and increase the scientific integrity of results.

Population and Setting

The proposed project is intended to yield a representative sample of residents, 18 years and older, living in Johnson County, Iowa. Based on U.S. Census Population estimates (2023), the population of Johnson County, Iowa is 157,528 comprised of 62,214 household units. Looking at demographics, 19.10% of the population are persons under 18 years, 80.9% of the population are over 18 years, and 13.80% are persons over 65 years. Approximately 49.60% of the population is male and 76% are white alone. A majority (86%) of the population resides in incorporated areas.

Survey

Survey Instrument Development. CSSI staff will provide consultation and assist with survey development in close accordance with standards and best practices established by the American Association of Public Opinion Researchers (AAPOR). The team is well versed in survey instrument development and testing. Staff experience includes the construction of questionnaires, including content development and framing, sensitivity concerns, and general best practices in question format, language choice, and flow.

Survey questions will be developed in collaboration with CJCC. Potential survey topics to include may be opinions toward a plan to replace the Johnson County Sheriff's Office and Jail (e.g., level of support, perceived level of need); experiences with current Johnson County Sheriff's Office and Jail; contextual questions such as perceptions of public safety, mental health supports, and community trust; and demographics.

Survey questions will be crafted neutrally to reduce leading or bias of the respondents and provide clear and concise questions wording. Response options will be designed to be balanced and to elicit the most meaningful responses. Staff will provide suggestions to clarify the content of the survey to promote quality exchanges. Time trials will be conducted, and efforts will be made to keep surveys manageable and to prevent respondent fatigue from negatively affecting cooperation rates. CSSI recommends developing a survey instrument that takes 10-15 minutes for respondents to complete (on average 30-50 single response questions).

Prior to survey deployment, the CSSI team will perform an in-house quality assurance review and quality control testing of the survey instrument to ensure that the questions are free from errors, sequencing of survey questions follows the appropriate flow, the content is relevant and clearly presented, and the survey accurately captures the data requested by the end user. CSSI project specialists conduct weekly quality control assessments of project data and provide additional training to field staff weekly or as needed.

Survey Deployment. After completion of the survey instrument, CSSI staff will assist with sampling and deployment strategies for the survey. The current proposal outlines a recommended deployment for consideration by CJCC. This approach is developed to target 400 completed surveys. Based on the total population of Johnson County, 400 target completes represents the minimum recommended size to produce representative results with a 5% margin of error. In other words, because it is not feasible to survey the entire population, using a sample of 400 respondents will increase the likelihood that the outcomes are close to the real population value.

When sampling, we'll use a stratified approach to ensure geographic representation of Johnson County. Additionally, to recognize the language differences within the county and be responsive to budgetary needs, the current proposal includes the option for a single language print survey (English) that contains options to complete the survey in Spanish, either via the web or by request. The survey cover letter will include instructions, in Spanish, for potential Spanish-speaking respondents to request a Spanish-language survey packet be mailed to them or to complete the survey online via quick response (QR) code. Any respondent, regardless of language, will be able to complete the survey online in their preferred language (English or Spanish). Utilization of additional language options may be incorporated at an additional cost.

To produce the most optimal response rate and representativeness of respondents in Johnson County, CSSI proposes a mail survey with phone follow-up of Johnson Country residents. Contact information (e.g., household address and phone number) for the sample will be obtained from a trusted third-party vendor. An initial mailing of a packet will be deployed to the targeted sample (n = 3,859). The packet will include: an introductory letter with QR code, cash incentive (\$1), booklet style questionnaire, and a postage-paid business reply envelope. After about two weeks, a reminder postcard will be sent to target non-respondents (estimated at 89% of the full sample) followed by a second mail packet (similar to the initial packet but with no incentive).

CSSI will use our call center and field staff to help with telephone follow-up to mail survey non-respondents to complete the survey over the phone. Our proposal assumes we will contact approximately 3,435 non-respondents. We anticipate a 4% (n = 142) success rate of reaching respondents for a 20-minute interview. We will attempt each non-respondent up to 2 times and leave a voice message along with a toll-free number at both attempts. This data collection effort will be conducted over a 4-week period.

CSSI will track and store surveys in accordance with standard data security procedures. Data entry will be completed internally by the CSSI field staff. Double entry of each survey is standard to ensure any input errors are addressed. These two entries are matched, and any discrepancies are corrected. Data matching is then performed again, until no discrepancies occur.

We have budgeted approximately \$49,626.14 for the mail survey with QR code and phone follow-up option.

Focus Groups

CSSI staff provide services for coordinating and moderating focus groups by working with clients to develop a focus group plan, offering guidance on participant recruitment modes, consulting with clients to develop a focus group interview guide or question route and delivering expert moderator services. CSSI can provide both in-person and virtual (e.g., phone, web meeting) focus groups. Staff are experienced with various techniques to elicit in-depth responses from participants, including using specific skills like bulletin board focus groups and nominal group technique (NGT). In the past year alone, CSSI has engaged in 4 focus group projects for clients. Topics include firearm storage practices among rural lowans, concerns about water quality and sources of information, engagement with social media content, and community perceptions of a local intervention program.

For the current project, CSSI proposes a total of six focus groups. We propose conducting three targeted focus groups with individuals who bring unique and/or relevant expertise and experiences with the initiative such as staff from the sheriff's office, other service providers, and those who were formerly incarcerated in the Johnson County jail. Due to the sensitive nature of the topic, focus group composition would be guided by the best practice of grouping similar individuals in the same groups to increase trust among participants. In addition, we propose recruiting individuals (n= 18) to participate in three community focus groups. Each focus group would have a limit of 5-6 participants.

Recruitment. For the purpose of recruiting participants for the targeted focus groups, CJCC will provide to the CSSI team contact lists for relevant individuals and key partners. Participants for community focus groups will be recruited via the survey. We would include an opt-in question in the survey that asked whether respondents were interested in participating in a future focus group. We will randomly sample from those who responded "yes" to participate. Once interest in participating in a focus group is established, respondents will be contacted 2 additional times: once to provide logistical details about the time and location, and then with a reminder the day prior to the focus group. Focus groups will be conducted at an optimal time to encourage participation. Generally, early evening works well if a meal or food is provided. To encourage participation, we have budgeted for food and refreshments as well as parking costs for participants.

Moderation. The project team will work with CJCC to develop a focus group questioning route, or moderator guide. The moderator guide will include approximately 10 broad questions and in-depth prompts. This structure will allow for an approximate 90-minute focus group session, with each group. CSSI will also manage participant contact and provide expert moderator and co-moderator services for each group. We propose recording each focus group session with a digital voice recorder for later transcription and analysis.

Transcription and Coding Services. CSSI will provide in-house transcription services. Each focus group audio file will be auto-transcribed using Whisper-AI software. Then, field staff will perform 3 levels of quality assurance: 1) field staff will compare the text with audio, format the transcription file, and provide additional transcription, 2) a second field staff will edit as necessary, 3) a professional staff will review approximately 10% of the files for quality assurance. The transcription effort will produce a text document that can be used for qualitative coding and analysis. Following transcription and under the supervision of the focus group moderator, field staff will review and code each file using a grounded theory approach. The grounded theory approach allows coders to code themes as they emerge from the focus group conversations. These themes will be organized into themes and reconciled among the raters with guidance from the focus group moderator.

We have budgeted approximately \$13,399.61 for focus group support.

Project Management, Consultation, and Reporting

CSSI will provide consulting services to CJCC to assist with data collection, statistical techniques, and reporting. Methods supported by consultations may include question development recommendations, basic statistics, linear regression, model interpretation, data visualization, reporting, and more. CSSI staff work with software such as R, Stata, and SPSS.

Prior to project data collection, the team will communicate frequently with CJCC to determine appropriate sample options across modes and will share all relevant details and information about samples used for data collection. During data collection, CSSI will provide a weekly update for data collection that includes weekly reports of disposition status (e.g., number of completes, refusals) across modes.

The CSSI project manager will maintain frequent communication by providing weekly status updates, as described above, and will be available for regular project meetings to discuss challenges and barriers. A representative for the consultants will attend any required project meetings throughout the duration of the project.

Upon project completion, CSSI will provide a final disposition report, as applicable, for all modes of data collection. The consultants will conduct any requested statistical analyses, within the budgeted effort, and will assist CJCC with drafting reports and disseminating findings and results. CSSI routinely develops methodology and research reports for both internal and external clients.

We have budgeted approximately \$3,779.82 for consultation and reporting work.

Project Management

Timeline

To meet the project goal of engaging community input about the construction of a new jail in Johnson County, Iowa, CSSI proposes the following timeline to ensure data collection, analysis, and reporting are conducted in a timely manner to meet the committee's needs. Delays in contract negotiations may impact dates. This timeline is flexible.

Milestone	Date	Notes
Presentation of proposal to Committee	2/13/2025	
Committee decision on moving forward with proposed scope	3/7/2025	
Contract negotiated and signed	4/16/2025	If the county has any required terms or legal agreements, we can route through the University of Iowa Business Office
Planning and instrument development begins	4/17/2025	Approximately 3 weeks for instrument development
Survey Instrument finalized	5/9/2025	Need 10 business days for printing and assembly
Data collection phase begins	5/23/2025	Approximately 8 weeks in duration
Status update to committee	5/28/2025	Weekly updates to committee during data collection
Focus Group Moderation (key partners)	6/5/2025	If applicable. Key partner focus groups could take place in June
CSSI invoice #1 delivered	7/1/2025	FY25, Q4 invoice
Focus Group Moderation (community perceptions)	7/7/2025	If applicable. Community focus groups could take place in mid-July.
Data collection phase ends	7/18/2025	
Analysis & reporting phase begins	7/21/2025	Approximately 3 weeks in duration
Final deliverables to committee	8/8/2025	
Results presentation to committee	TBD	Date to be determined
CSSI final invoice delivered	10/1/2025	FY26, Q1 invoice

Center for Social Science Innovation Facilities & Personnel

As the University of Iowa's premier interdisciplinary social science research center, the Center for Social Science Innovation (CSSI) provides faculty, staff, students, and community members across the state of Iowa and beyond the resources and support they need to investigate the most critical issues facing our society. Under the Office of the Vice President for Research, CSSI is committed to advancing, supporting, and celebrating interdisciplinary social science research. The CSSI:

- Serves as a central hub at the University of Iowa where social scientists, including faculty, staff, and PhD students, can find a community of research support and resources.

- Provides strategic resources to support innovative and high impact social science research, including but not limited to quantitative and qualitative empirical research, theory development, evaluation science, and historical and comparative approaches.
- Fosters interdisciplinary collaboration enabling scholars to address topics of significant public interest spanning human behavior, health, community, culture, and institutional functioning.
- Maintains strong partnerships with research offices, centers, and institutes across campus to collectively leverage different resources from the university and funding agencies, facilitating training, scholarship, and co-sponsoring collaborative ventures.
- Seeks to improve the lives of Iowans by supporting research into how human behavior, civic engagement, and social interaction is affected by people's physical and social environment.
- Collaborates with external stakeholders from Iowa's communities and government organizations providing research support services and topical expertise to help assess needs and solve local challenges.

CSSI provides researchers across campus and within our communities the tools, resources, and support they need to investigate the most pressing issues of our society through four core priorities: research incubation, survey and multimethodology research services, grant development programming, and communication and dissemination.

CSSI's survey and multimethodology research services core is dedicated to providing comprehensive support to researchers across the University of Iowa, within our communities, and beyond—helping to navigate the complexities of survey and multimethodology research. The CSSI houses a vibrant data collection facility that includes a call center, mail survey processing space, web survey support, focus group support, statistical consultation, and transcription services. CSSI offers a variety of data collection services including consultation on survey project design and instruments, as well as full-service project management. Staff consult for clients nationwide on phone-based data collection, in-person interviews, web-based data collection, mail survey data collection, mixed-mode data collection, focus group facilitation, data entry, data analysis, and other services that support researchers. CSSI staff have been implementing data collection projects for over a decade.

CSSI houses state-of-the-art survey research facilities with 24 call stations for computer-assisted telephone interviewing (CATI) survey research projects. CSSI also conducts web-based research projects and has expertise with survey platforms, including Qualtrics and REDCap. Additional office space is dedicated to transcription and data entry. CSSI routinely pilots and fields focus group collections of all sizes and compositions. CSSI is fully equipped with survey data analysis software (e.g., Stata, SAS, SPSS) and staffed to conduct a wide variety of standard data analysis.

CSSI completes approximately 10,000 interviews per year across multiple modes and employs a wide variety of complementary survey techniques to ensure high response rates. These quality assurance techniques include monitoring call statistics to identify optimal calling times for different populations; managing call-backs; managing incentives for participants; employing push-to-web techniques; and managing multiple response and reminder mailings for mail surveys. A listing of recent projects can be found at <https://cssi.research.uiowa.edu/survey-multimethodology-research-services/projects>.

Personnel and Experience

Primary Contact: Cassidy Branch, MA, Manager of Research Services, Center for Social Science Innovation
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Cassidy Branch oversees CSSI's research services and supervises the CSSI research services staff. She will serve as the first point-of-contact on all matters dealing with services and the handling of day-to-day activities throughout the duration of the project. She will oversee data collection, serve as a moderator for focus groups, and coordinate report writing and analysis.

With over 17 years of experience within the research enterprise at the University of Iowa, Cassidy provides expert-level project management for a variety of research projects including multi-site research studies, community-based research, clinical trials, and evaluation projects. She has experience collaborating with both internal and external clients and specializes in quantitative, qualitative, and mixed methods approaches.

Cassidy is a member of the American Association for Public Opinion Research (AAPOR) and is a voting delegate for the Association of Academic Research Organizations (AASRO). She is formally trained in focus group moderation, questionnaire design and writing questions for surveys.

Cassidy joined the center in 2017 and served as a data collection and evaluation specialist from 2018 to 2024. Prior to joining the center, she worked with researchers at the University of Iowa College of Public Health.

The specific roles of each team member involved with the project are described below:

Mike Oie, MA, Data Analytics Specialist, Center for Social Science Innovation

Office location: 15 Social Sciences Research Building

Mike Oie works as a data analytics specialist and is responsible for data management, analysis, and survey programming for projects at the center. He also oversees the planning and coordination of the center's workshop and consulting services. For this project, Mike will serve as the data analyst for this project and contribute to report writing. Mike provides survey programming expertise in a variety of modes and software, including WinCATI for phone surveys, Qualtrics for web surveys, and REDCap for general data collection. He is skilled in using Stata, R, SPSS, and SAS statistical software to clean and analyze project data and prepare reports. Mike is a member of the American Association for Public Opinion Research (AAPOR) and the Association of Academic Research Organizations (AASRO). He has a CoreXM Expert Certification in Qualtrics and has received formal training in R, SPSS, and SAS. Mike has been with the center since 2020. Before joining the CSSI, he supported research activities at Washington State University.

Lisa Halm-Werner, Project Specialist, Center for Social Science Innovation

Office location: 2 Social Sciences Research Building

Lisa Halm-Werner is a project specialist and serves as the center's IRB liaison for the University of Iowa Human Subjects Office. For this project, Lisa will provide data collection support, co-moderate focus groups, and provide support report writing. Her role involves all facets of data collection services, including project planning, instrument

development and testing, compliance with human subjects' protocols, interviewer training, sample procurement and management, data coding, quality control, and more. Lisa also provides expert-level support for project cost estimation and budget management. With a combined 29 years of experience managing field operations and data collection processes for public and private sector organizations, Lisa supports researchers seeking information via telephone, mail, web, and in-person data collection modes. Key industry memberships include the American Association of Public Opinion Researchers (AAPOR) and the Association of Academic Survey Research Organizations (AASRO). Lisa is also formally trained in focus group moderation and questionnaire design.

Dawn Bower, Project Specialist, Center for Social Science Innovation

Office location: 005A Social Sciences Research Building

Dawn Bower oversees the call center for the center's research services and manages projects for researchers both within and outside of the University of Iowa. For this project, Dawn will assist with project data collection and oversee field staff working on this project. With 10 years of experience at the center, Dawn hires, trains, schedules, and manages the center's student interviewing and field staff. Dawn is highly involved with all center projects and collaborates with other project specialists regarding project-specific expectations, staffing needs, quality control measures, and technical support. In addition to managing the call center, Dawn provides project management support for a variety of client research projects including transcription, mail, data entry and phone projects. Dawn is a member of the American Association for Public Opinion Research (AAPOR) and the Association of Academic Survey Research Organizations (AASRO). To stay current with the latest trends in survey research, she has attended AAPOR conferences annually for the past several years. Prior to joining the center, Dawn was a supervisor, coach and mentor in a call center environment and worked in Patient Financial Services at the University of Iowa Hospitals and Clinics.

Duhita Mahatmya, PhD, Research Design Specialist, Center for Social Science Innovation

Office location: 127 Social Sciences Research Building

Duhita Mahatmya provides research development and methodological support in collaboration with the Survey & Multimethodology Research Services team. She coordinates with the CSSI team, affiliates, and stakeholders to develop highly competitive, interdisciplinary research proposals and provides analytic and reporting support to the CSSI team and clients. Duhita also holds an appointment as an Associate Research Scientist in the College of Education's Grants and Research Services Center. Since joining the College in 2016, she has helped secure over \$10 million in external research funding (NSF, Department of Education, IES, SAMHSA) as a research methodologist or project evaluator. Broadly, her research uses an ecological systems framework to examine family, school, and community influences on positive youth development and social emotional learning; she has over 45 peer-reviewed articles related to that work. She received her PhD in Human Development and Family Studies from Iowa State University.

Ethan Rogers, PhD, Associate Director, Center for Social Science Innovation

Office location: 113 Social Sciences Research Building

Ethan Rogers provides administrative oversight of the daily research and engagement operations of CSSI. In coordination with the director, he is responsible for aligning all center activities with its four core strategic priorities. Rogers joined the center in 2017 and served as an assistant research scientist from 2020 to 2023. Rogers' research is primarily focused on criminology, health, and criminal justice policy. His recent work explores topics including interpersonal disputes and conflict escalation, homicide trends, suicide among law enforcement officers, and the health consequences of adverse stressors across the life course. His research has been supported by the Centers

for Disease Control and Prevention, UI Injury Prevention Research Center, and the Healthier Workforce Center of the Midwest. As part of CSSI's mission to collaborate with external partners, Rogers provides consultation and research support to several local organizations and agencies, including the Johnson County Attorney's Office and the Iowa City Police Department (ICPD). He is currently leading a project to assess patterns in ICPD traffic stops.

Field staff (to be named)

Field staff will provide data collection services such as phone and in-person interviewing, assist with survey preparation by testing instruments, assist with tracking of mail-based surveys, and assist with data entry, cleaning, transcription, and coding.

Together, this team has the institutional and individual expertise and experience concerning both the conduct of quantitative and qualitative data collection, and the understanding of mixed mode survey methodology to successfully provide CJCC the support to develop a data-informed plan for the Johnson County Sheriff's Office and Jail.

Project Budget & Budget Justification

A break-down of cost components are shown in the following table. The project cost for survey deployment and six focus groups is \$66,805.57. The project cost for survey deployment only is \$53,405.96. A detailed description of each component is included in Appendix A

Budget Item	Survey Deployment Methods			Focus Group Methods		Project Management, Consultation, and Reporting	Totals
	Mail	Phone	Data Entry	Focus Groups	Transcription & Coding		
Sample	\$640.26						\$640.26
Printing	\$10,735.89						\$10,735.89
Mail	\$15,865.10						\$15,865.10
Incentives	\$3,859.00			\$1,800.00			\$5,659.00
Long Distance		\$531.79					\$531.79
Toll Free #	\$50.00	\$30.00		\$40.00			\$120.00
Translation	\$437.10						\$437.10
Focus Group Supplies				\$546.56			\$546.56
Software Fee					\$107.70		\$107.70
Field Staff Wages	\$475.41	\$4,689.18	\$493.14		\$2,427.79		\$8,085.52
Professional Staff Wages	\$3,587.86	\$4,778.62	\$1,759.57	\$5,887.39	\$1,617.26	\$3,533.44	\$21,164.14
Operations & Infrastructure	\$565.03	\$1,063.69	\$64.50	\$835.33	\$137.58	\$246.38	\$2,912.51
Totals	\$36,215.65	\$11,093.28	\$2,317.21	\$9,109.28	\$4,290.33	\$3,779.82	\$66,805.57
<i>Unit Cost</i>	\$146.62	\$77.93	\$8.19	\$1,518.21	\$715.06		

Definitions

Sample- Address-based sample cost for enough records in Johnson County to reach targeted number of completes. The sample is purchased through a trusted third-party vendor.

Printing- Printing costs of an 8-page survey printed in English only, a postcard reminder, a second survey mailing, mailing envelopes and business reply envelopes. Also includes printing of requested Spanish-language surveys.

Mail- Metering, handling, and postage for survey packets and postcard. Includes return services of undeliverable packets, change service (forwarding), return of business reply envelopes, re-sending packets to any returned packets with a forwarding address, and mailing of Spanish-language surveys.

Incentives- A \$1 pre-incentive will be provided in each mailed packet. A \$50 post-focus group incentive will be provided to participants of focus groups.

Long Distance- Long distance charges related to phone call follow-up.

Toll Free #- CSSI will provide a toll-free number within the survey packet. The same toll-free number will be used when leaving voice messages during phone call follow-up.

Translation- Translation costs for an 8-page survey.

Focus Group Supplies- Supplies are budgeted for the conduct of focus groups, and include participant contact costs (printing, mailing, long distance), snacks, refreshments, and parking vouchers.

Software Fee- Cost of specialty Dedoose software used for qualitative analysis.

Field Staff Wages- Wages and fringe of field staff hired to collect, sort, and track mail responses, data entry, and conduct phone call follow-up. Field staff costs are calculated based on approximately 8 weeks in field for mail data collection, 4 weeks in field for phone data collection, and 6 weeks to transcribe focus groups.

CSSI Professional Staff Wages- Wages and fringe of professional staff needed to conduct project scope. Professional staff wages are calculated based on approximately 8 weeks in field for mail data collection, 4 weeks in field for phone data collection, time to conduct 6 focus groups, and consultation throughout the project period ending August 2025.

CSSI Operations & Infrastructure- Rate set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.

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Appendix A

Cost Component Details



Center for Social Science Innovation

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CSSI Cost Estimate

Client:	Johnson County Criminal Justice Coordinating Committee
Project:	Perspectives on the Johnson County Sheriff's Office and Jail Facility
Date:	4/16/25
Cost Estimate Good Through:	6/16/25
Project Type:	Mail
Incentives:	\$1 pre-incentive
Field Start Date:	5/23/25
Field End Date:	7/18/25
Sample Size (n):	3859
Sample Type:	Address-based
Estimated Completes:	247
Survey Length (minutes):	15
Dataset Deliverable Date:	8/8/25
Notes:	Survey is limited to 8 pages, printed front and back, with pages 1 and 2 composed of cover letter and Information from County. English-only survey. There will be a QR code to push to web for and instructions in Spanish to push to web or request a survey.

Sample	\$	640.26
Printing	\$	10,735.89
Mail	\$	15,865.10
Incentives	\$	3,859.00
Shipping and Disposal	\$	-
Toll Free #	\$	50.00
Data Entry	\$	-
Translation	\$	437.10
Student / Mail Handling Wages	\$	475.41
CSSI Staff Wages	\$	3,587.86
CSSI Operations & Infrastructure*	\$	565.03
Total Project Cost	\$	36,215.65
Total Costs per Survey	\$	146.62

*The CSSI Operations and Infrastructure rate is set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.

PLEASE NOTE: The numbers represented here are an estimate based on pre-determined parameters. If these parameters change, CSSI costs may require adjustment. CSSI may not be able to accommodate specific field schedules based on field capacity with other awarded projects.


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CSSI Cost Estimate

Client: Johnson County Criminal Justice Coordinating Committee
 Project: Perspectives on the Johnson County Sheriff's Office and Jail Facility
 Date: 4/16/25
 Cost Estimate Good Through: 6/16/25
 Project Type: Phone follow-up to non-respondents
 Incentives: N/A
 Field Start Date: 5/23/25
 Field End Date: 7/18/25
 Sample Size (n): 3435
 Sample Type: Address-based sample with phone number
 Estimated Completes: 142
 Survey Length (minutes): 15
 Dataset Deliverable Date: 8/8/25
 Notes: 0

Sample Cost	\$	-
Incentives Cost	\$	-
Field Wages	\$	4,689.18
CSSI Staff Wages	\$	4,778.62
Long Distance Charges	\$	531.79
Toll Free #	\$	30.00
CSSI Operations & Infrastructure*	\$	1,063.69
Total Project Cost	\$	11,093.28
Total Costs per Completed Interview	\$	77.93

**The CSSI Operations and Infrastructure rate is set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.*

PLEASE NOTE: The numbers represented here are an estimate based on pre-determined parameters. If these parameters change, CSSI costs may require adjustment. CSSI may not be able to accommodate specific field schedules based on field capacity with other awarded projects.



**Center for Social Science
Innovation**

University of Iowa
Social Sciences Research Building
605 E Jefferson Street
Iowa City, Iowa 52242
319-335-6800
cssi.research.uiowa.edu

CSSI Cost Estimate

Client: Johnson County Criminal Justice Coordinating Committee
 Project: Perspectives on the Johnson County Sheriff's Office and Jail Facility
 Date: 04/16/25
 Cost Estimate Good Through: 06/16/25
 Project Type: Data Entry
 Field Start Date: 5/23/2025
 Field End Date: 7/18/2025
 Total Surveys: 283
 Items to be entered: 50
 Total Items to be entered: 15,282
 Number of Time to Enter: 2
 Estimated seconds per item: 3
 Estimated total number of hours: 25
 Dataset Deliverable Date: 8/8/2025
 Notes:

Student Wages	\$	493.14
CSSI Staff Wages	\$	1,759.57
CSSI Operations & Infrastructure*	\$	64.50
Total Project Cost	\$	2,317.21
Cost per Survey	\$	8.19
Cost per Item	\$	0.15

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CSSI Cost Estimate

Client:	Johnson County Criminal Justice
Project:	Perspectives on the Johnson County Sheriff's Office and Jail Facility
Date:	04/16/25
Cost Estimate Good Through:	06/16/25
Project Type:	Focus Group Moderation
Incentives:	\$50.00
Field Start Date:	05/23/25
Field End Date:	07/18/25
Total Participants:	36
Number of Focus Groups:	6
Focus Group Length (minutes):	90
Dataset Deliverable Date:	8/8/2025
Notes:	Recommendation: conduct several focus groups with homogenous characteristics to achieve representation of population. Examples could be: male corrections staff, female corrections staff, currently/previousy incarcerated individuals, community members recruited from quantitative survey, etc.

Incentive Costs	\$	1,800.00
Supplies and Other	\$	485.00
Participant Contact	\$	61.56
Toll Free #	\$	40.00
Travel	\$	-
CSSI Staff Wages	\$	5,887.39
CSSI Operations & Infrastructure*	\$	835.33
Total Project Cost	\$	9,109.28
Average Cost per Focus Group	\$	1,518.21

**The CSSI Operations and Infrastructure rate is set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.*

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CSSI Cost Estimate

Client: Johnson County Criminal Justice Coordinating Committee
 Project: Perspectives on the Johnson County Sheriff's Office and Jail Facility
 Date: 4/16/25
 Cost Estimate Good Through: 6/16/25
 Project Type: Transcription
 Incentives: N/A
 Field Start Date: 5/23/25
 Field End Date: 7/18/25
 Total Audio Files: 6
 Total Audio Length: 540
 Interview Description: Focus Group interview
 Audio Quality Notes: Good- multiple speaker
 Dataset Deliverable Date: 8/8/25
 Notes: Includes transcription and coding of qualitative data.

Student Staff Wages	\$	2,427.79
CSSI Staff Wages	\$	1,617.26
Software Fee	\$	107.70
CSSI Operations & Infrastructure*	\$	137.58
Total Project Cost	\$	4,290.33
Total Costs per Transcribed File	\$	715.06
Cost Per Minute of Recorded Audio	\$	7.95

**The CSSI Operations and Infrastructure rate is set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.*

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CSSI Cost Estimate

Client: Johnson County Criminal Justice Coordinating Committee
 Project: Perspectives on the Johnson County Sheriff's Office and Jail Facility
 Date: 4/16/25
 Cost Estimate Good Through: 6/16/25
 Project Type: Consultation
 Field Start Date: 4/17/25
 Field End Date: 9/30/25
 Topic: Community Jail Survey Reporting
 Notes:

Consultant Wages	\$	-
Incentive Value	\$	-
Mail Costs	\$	-
Field Wages	\$	-
CSSI Staff Wages	\$	3,533.44
CSSI Operations & Infrastructure*	\$	246.38
Total Project Cost	\$	3,779.82

**The CSSI Operations and Infrastructure rate is set annually to cover fixed costs paid directly by the CSSI and associated with project services to ensure that the CSSI operates on a break-even basis.*

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Appendix B

Scope of Work Agreement

**Center for Social Science
Innovation**

University of Iowa
Social Sciences Research Building
605 E Jefferson Street
Iowa City, Iowa 52242
319-335-6800
cssi.research.uiowa.edu

SCOPE OF WORK

Date: 4/16/2025

CONTACT INFORMATION

Client Name: Johnson County Criminal Justice Coordinating Committee (Erin Shane, Executive Director)

Client E-mail: eshane@johnsoncountyiowa.gov

Project Title: Perspectives on the Johnson County Sheriff's Office and Jail Facility Evaluation

Project Manager: Cassidy Branch

STUDY DESCRIPTION

Project Goal / Purpose:

The Center for Social Science Innovation (CSSI) proposes a mixed mode project to assist Johnson County's Criminal Justice Coordinating Committee (CJCC) in its work to develop a plan for the Johnson County Sheriff's Office and Jail. The project goal is to use a scientific approach to (1) poll a representative sample of Johnson County residents to estimate public input regarding the plan to replace the Johnson County Sheriff's Office and Jail and public perceptions of public safety, mental health supports, and community trust, and (2) moderate focus groups with key partners to develop an in-depth understanding of the needs of staff, incarcerated persons, and the community. The client will have the option of choosing the full proposal option, consisting of a poll and focus groups described previously, or a limited proposal option that includes only the poll and excludes the focus group aspect.

See "Community Perspectives on the Johnson County Sheriff's Office and Jail" project proposal attached to this scope of work for more context about the goals and methods.

Information to Post on Current Studies webpage (<https://cssi.research.uiowa.edu/survey-multimethodology-research-services/projects>)

Study Name: Community Perspectives on the Johnson County Sheriff's Office and Jail

Client: Johnson County Criminal Justice Coordinating Committee

Who to Contact with Questions: Cassidy Branch

Description of Project

The project goal is to use a scientific approach to (1) poll a representative sample of Johnson County residents to estimate public input regarding the plan to replace the Johnson County Sheriff’s Office and Jail and public perceptions of public safety, mental health supports, and community trust, and (2) moderate focus groups with key partners to develop an in-depth understanding of the needs of staff, incarcerated persons, and the community.

Project or Client’s Web Site: To be determined

DATA COLLECTION

The project will consist of mixed mode data collection, utilizing a mailed survey with phone call follow-up and focus groups (if applicable). See project proposal for full details.

INSTRUMENT DETAILS

CSSI will provide consultation to CJCC to develop appropriate instruments for data collection. See project proposal for full details.

CSSI will provide a basic list of demographics questions to use for this study.

SAMPLE GENERATION / PREPARATION

The sample sources will vary by mode. See project proposal for full details.

IRB APPROVAL

IRB Document Approval Target Date: 3/10/2025

Description of Center Involvement (if any) in IRB Submission Process: CSSI has submitted a Human Subjects Research Determination form and it was determined on 3/10/2025 that the project does not meet the regulatory definition of human subjects research and no further review by the IRB will be necessary.

The approval memo is included in Appendix C.

TRAINING & TESTING
(Phone and in person interview only)

Client Involved with Training Interview Staff?
No

Client Involved with Testing Instrument?
Yes

FIELD DATES

Data Collection Timeframe: See proposal for the full project timeline.

DATA ENTRY

Will Center or third-party vendor be responsible for data entry: CSSI

DELIVERABLES

Deliverables provided at a jointly agreed post data collection date

Preferred Format for Final, Cleaned Data Set

Mail and Phone data: Excel (Tab delimited) with open ends located within data file.

Focus Group data (if applicable): Word, Excel (Tab delimited)

Analysis of Final Data Set?

Yes

Reports Generated?

Yes

Other Client Requested Deliverable / Details:

CSSI and an in-house expert consultant will provide a mid-term and final report of the work outlined in the evaluation proposal.

Final Deliverables to Client Date:

08/8/2025

Notes:

All materials and primary data collected will be shared with client via OneDrive.

Project Reporting Frequency

CSSI will provide periodic reports on disposition status (includes # of completes, # refusals, etc.) while project is in field.

PROJECT COST

If study parameters are found to differ significantly, costs incurred will be re-assessed and billed accordingly. A client will be notified promptly if any additional expenditure is deemed necessary and an addendum to this agreement will be added and signed by center designee and client.

Cost Estimate Provided to Client Date:

4/8/2025

Estimated Total for Service:

\$53,405.96 (Limited proposal option, excludes focus group work)

Note: The client may choose at a later date to add a focus group option to the project. An addendum may be executed at that time and overall project cost adjusted.

How is this Project Funded?

County Budget

Invoicing Schedule

Quarterly, starting on July 1

The University of Iowa operates on a fiscal year calendar beginning July 1 and ending June 30. Invoices are generated quarterly as follows:

Quarter	Invoicing Period	Invoicing Process begins on:
1	July 1 through September 30	October 1
2	October 1 through December 31	January 1
3	January 1 through March 31	April 1
4	April 1 through June 30	July 1

Invoices will be delivered to the client within 10 days of the end of the corresponding invoicing period. Payment is requested within 30 days of receipt. Invoices will be delivered electronically, via email, unless otherwise requested by the client.

Invoicing Contact List

The client will serve as the primary contact for invoicing. Please list additional contacts who should also receive a copy of the invoice, if applicable:

Secondary contact (name, email address): Erin Shane, eshane@johnsoncountyiowa.gov

Administrative/Financial contact (name, email address): Jill Wenger, jwenger@johnsoncountyiowa.gov

SHARING OF INFORMATION

Center staff would like to share generic information regarding your project on the center website as part of our news and updates section. This information may include: client name, study title, study abstract, time period, and other generic information.

Please initial here if you agree to this. _____

ACKNOWLEDGEMENT OF SUPPORT

We request that you acknowledge the research support services offered through this Scope of Work in papers, reports, or other output relying on these services. Specifically, and in addition to any discussion included in the data or methodology section as appropriate, we ask that our support be noted in the general acknowledgements section. This could be as simple as the following: "Support for [services, e.g., data collection, transcription, statistical analysis] was provided by the Center for Social Science Innovation at the University of Iowa."

We would be excited to learn about publications and presentations arising from this support and can disseminate them through CSSI media channels, if desired.

COMMENTS/NOTES

The Center for Social Science Innovation (CSSI) has agreed to provide data collection support services related to the above-titled project based on the study parameters and deliverables defined in this Scope of Work. Unanticipated project inactivity of over 6 months will result in the return of any balance of prepaid funds and the closeout of the CSSI’s internal record of the project. The project may be revisited at a later date but will require a new cost estimate and scope of work.

Staff will be available for consultation about this project for one year after project close out, included as part of this cost estimate and Scope of Work. After one-year, additional charges for consultation may apply.



04/09/2025

CSSI Designee Signature / Date

Client Signature / Date



Appendix C

IRB Determination

**Office of the Vice President for
Research**

Human Subjects Office / IRB

University of Iowa

600 Newton Road 105A HLHS

Iowa City, Iowa 52242-1098

319-335-6564 irb@uiowa.edu<https://hso.research.uiowa.edu/>

March 10, 2025

TO: Cassidy Branch
Vrsh-Ctr for Soc Sci Innovatn
Marizen Ramirez

FROM: Catherine Woodman, MD
IRB Chair or Chair Designee

RE: Not Human Subjects Research Determination

I have reviewed the information submitted with your project titled 202503233 Community Perspective on the Johnson County Sheriff's Office and Jail Evaluation (CSSI program evaluation and quality assurance for external client). I have determined that the project described in the application *does not* meet the regulatory definition of human subjects research and does not require review by the IRB, because it is a QI project, collecting data for improving and planning for services.

We appreciate your care in submitting this application to the IRB for review. If the parameters outlined within this Human Subjects Research application request change, re review and/or subsequent IRB review may be required.

Please don't hesitate to contact me if you have any questions. The Human Subjects Office can be reached via phone (319)-335-6564 or email irb@uiowa.edu.

EXECUTIVE SUMMARY

Meeting Date: April 16, 2025

Agenda Language: Discuss Scope of Work with the University of Iowa Center for Social Science Innovation (CSSI) for a survey to gather public input regarding a new Johnson County Jail and Sheriff's Office, in the amount of \$53,405.96

Prepared by/Contact: Erin Shane, Executive Director

- This agenda item contemplates action which would have financial or budgetary implications of \$50,000 or more beyond those already authorized within the approved budget, has been discussed with the Finance Director as required, and includes a fiscal note from the Finance Director.
- This agenda item contemplates a contract and has been reviewed by the County Attorney's Office as required
- This agenda item DOES NOT contemplate a contract or action which would have a financial implication

Background:

The Board of Supervisors requested CSSI develop a project proposal for the Criminal Justice Coordinating Committee (CJCC), to assist with developing a plan for the new Johnson County Sheriff's Office and Jail. Below is a summary of Board action to date:

- CSSI presented and discussed their proposal for a mail survey and focus groups at the February 13 CJCC meeting. The committee agreed to move forward with the proposal, subject to the Board's budget approval.
- The Board of Supervisors agreed to a \$50,000 budget for the CSSI mail survey and focus group work at their February 19 work session. Staff agreed to work with CSSI on specifics.
- At the March 12 work session, I advised the total budget would be \$68,000 for both a mail survey (\$54K) and focus groups (\$14K) and acknowledged potential duplication of data efforts with the building feasibility study with Shive Hattery. I agreed to structure the CSSI scope of work to add the focus groups at a later date if needed and once the building feasibility study outreach plan was verified.

The proposal has been reviewed by both the County Attorney's office and Finance Director. We will need to submit a FY26 fall budget amendment to account for this project.

Recommendation:

Recommend approval of the Scope of Work with the University of Iowa Center for Social Science Innovation (CSSI) for a survey to gather public input regarding a new Johnson County Jail and Sheriff's Office, in the amount of \$53,405.96.