**JANUARY 2024**

**OFFICE OF THE BUDGET DIRECTOR**

[**www.dccouncilbudget.com**](http://www.dccouncilbudget.com/)

**RESEARCH REQUEST FORM**

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

OFFICE: \_\_\_\_\_\_\_\_\_\_\_\_\_ STAFF:\_\_\_\_\_\_\_\_\_\_\_\_

To help us understand your research needs, please answer the following questions with as much detail as possible. When complete, please email the form to Sam Rosen-Amy (srosenamy@dccouncil.gov) and Katelin Punelli (kpunelli@dccouncil.gov).

1. What is the question, policy, or issue to be researched?
2. What is the goal of the request? What do you want to find out specifically through this research?
3. Who will be the point of contact for this request?
4. Who is the intended audience for this research?
5. Which of the three research document offerings would best suit this request?
6. When would you like the research to be completed?
7. Who is the intended audience for this research?
8. How do you intend to use the information?
9. Is there draft legislation to review or is this research intended to inform the drafting of legislation? If there is no current legislation, are you aware of another jurisdiction with proposed or enacted legislation that is substantially similar in intent?
10. Is there any other information or context you would like to provide?

Please contact Sam Rosen-Amy (srosenamy@dccouncil.gov) with any questions.

The Research Team within the Office of the Budget Director (OBD) is available to conduct research and develop the following deliverables for Councilmembers and staff. Please note that all turnaound times are dependent on the complexity of the request and other ongoing projects.

**Summary Memorandum**

* A brief memo that provides either an overview of a policy or issue, or an overview of a D.C. agency, budget area, program, or service. The memo may include background, positives and drawbacks, experiences of other jurisdictions, a literature review, historical perspective, and other relevant information.
* Length: depends on the topic, but typically between two to five pages.
* Turnaround time typically between a week to a month.
* Example: [Absentee Ballot Requirements in D.C. and the 50 States](https://static1.squarespace.com/static/5bbd09f3d74562c7f0e4bb10/t/5f7f420a6def3f7fb4aa075d/1602175499383/FINAL_Absentee%2BBallot%2Bprocessing_tallying_elect_cert_dates.pdf) and [The District’s](https://www.dccouncilbudget.com/dcs-commitment-to-affordable-housing) [Commitment to Affordable Housing](https://www.dccouncilbudget.com/dcs-commitment-to-affordable-housing).

**51-State Survey**

* A chart or other visual, with a short summary of findings, that compares actions the other 50 states and D.C. have taken or are considering on a policy or issue. The survey may also be limited to selected states or other jurisdictions if that better addresses the request or timeframe.
* Length: depends on level of detail required but can range from two to twenty pages.
* Turnaround time typically takes between one to three weeks.
* Example: [50 State Survey of the Dates for Absentee Ballot Processing and tabulation, Release](https://static1.squarespace.com/static/5bbd09f3d74562c7f0e4bb10/t/5f7f44c833d3801ab9f0600e/1602176202573/50%2Bstate%2Bsurvey_absentee%2Bballot_processing_tabulating_certification_dates.pdf) [of Election Results, and Certification Dates](https://static1.squarespace.com/static/5bbd09f3d74562c7f0e4bb10/t/5f7f44c833d3801ab9f0600e/1602176202573/50%2Bstate%2Bsurvey_absentee%2Bballot_processing_tabulating_certification_dates.pdf).

**Economic Impact Analysis (see Council Rule 308)[[1]](#footnote-1)**

* A detailed report that explains the estimated economic impact of a policy action.
* Length: depends on complexity of the request, typically more than 30 pages.
* Turnaround time could take several weeks to a few months.
* Example: [Economic and Policy Impact Statement: Universal Paid Leave Amendment Act of](https://static1.squarespace.com/static/5bbd09f3d74562c7f0e4bb10/t/5bbf8f5e652deaa7fea4971f/1539280735775/Economic%2Band%2BPolicy%2BImpact%2BStatement%2BUPLAA.pdf) [2016 (B21-415).](https://static1.squarespace.com/static/5bbd09f3d74562c7f0e4bb10/t/5bbf8f5e652deaa7fea4971f/1539280735775/Economic%2Band%2BPolicy%2BImpact%2BStatement%2BUPLAA.pdf)

The general process from submission to completion:

1. The requestor submits a research request form.
2. OBD reviews the request and contacts the requestor to discuss the request and any outstanding questions.
3. OBD staff research, draft, and review the document.
4. Once finalized and approved, OBD staff sends the document to the requestor.
5. OBD staff contact the requestor to discuss the research finding.

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**RESEARCH REQUEST FORM**

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1. Please see Council Rule 308 when requesting an economic analysis. [↑](#footnote-ref-1)