

Section I. Informed Consent

Here is a consent form. Let's go over it together. This document explains the following:

- As I mentioned, the purpose of the interview is to help the Census Bureau review some of the questions in the American Community Survey to ensure the questions are well understood.
- The interview will take between 60 and 75 minutes. At the end of the interview, you will receive \$40 for your participation in the study.
- There are no right or wrong answers. Your participation is voluntary, you may stop at any time, and you may choose not to answer any questions you don't want to answer.
- All information you give us will be kept confidential and you will not be identified as an individual on any of our reports. Your identifying information is protected by Title 13 of the United States Code.
- If you have any questions about the study, you may contact Rosanna Quiroz at 1-800-334-8571 ext. 27172. If you have any questions about your rights as a research participant in this study, you may call 1-866-214-2043. Both numbers are toll free.
- In addition, the back page asks for your permission to have this session audio recorded.

If you have any questions, please let me know. When you're ready, I ask that you sign and date both sections on the form.

1. DID PARTICIPANT HAVE ANY QUESTIONS OR CONCERNS?

₁ Yes → PLEASE SPECIFY BELOW:

₂ No

2. DID PARTICIPANT READ AND SIGN CONSENT FORM?

₁ Yes → **(GIVE A COPY TO PARTICIPANT, KEEP SIGNED FORM)**

₂ No → **(END INTERVIEW)**

3. DID PARTICIPANT AGREE TO AUDIO-TAPE?

₁ Yes

₂ No → **(SKIP TO SECTION II ON PAGE 2)**

4. TURN ON THE TAPE RECORDER, THEN SAY: Now I would like to confirm on tape that it is fine with you to record the interview.

Section II. Cognitive Interview

Now, if you're ready, I'd like to get started asking you some of the questions from the American Community Survey. This is the type of survey where an interviewer (CAPI: would knock on your door/ CATI: would call you on the phone) and ask you the survey questions (CAPI: in person at your home). As I ask the questions, please imagine that you are in your home answering these questions.

After I go through some of the survey questions I will ask you some additional questions about your opinions on certain words and questions.

During the survey questions, I'll ask the questions just like a Census Bureau interviewer would ask them. One of the questions will refer to your home address. For this exercise, let's pretend you live at 123 Elm Street and your telephone number is 321-1234. To make it more realistic for you, please tell me if you live in an apartment, detached home, condominium, trailer or mobile home, or in some other building.

RECORD TYPE OF BUILDING: _____

OK, now let's begin with the questions from the survey as if I were a Census Bureau interviewer.

INTERVIEWER:

- 1st READ ACS QUESTIONS AND RESPONSE OPTION IN SHADED BOXES ALOUD,
- 2nd RECORD RESPONSES ON THIS PROTOCOL GUIDE, THEN
- 3rd ASK SCRIPTED PROBES.
- 4th ADD SPONTANEOUS, FOLLOW-UP PROBES AS NEEDED FOR CLARIFICATION.

GENERAL PROBES (to be used as necessary):

- Please tell me what you are thinking.
- How did you choose your answer or how did you arrive at that answer?
- Could you tell me more about that?
- Could you tell me more about your situation with _____?
- I'm not asking you to give me an answer, but could you tell me why you don't want to answer that question?
- I noticed that you were smiling/doubting/paused when answering the question. Could you tell what you were thinking?

INTRODUCTORY QUESTIONS

<p>CAPI:</p> <p>INTRO_CP</p> <p>Hello. I'm... from the United States Census Bureau. We are conducting the American Community Survey to collect current population and housing information. I have some questions to ask you. Did you receive our mailings?</p> <ol style="list-style-type: none">1. Yes → GO TO ADRSVER2. No → GO TO ADRSVER <p>ADRSVER</p> <p>We're conducting a survey collecting information on people and housing in your area. First, I need to verify your address. Is this 123 Elm Street?</p> <ol style="list-style-type: none">1. Yes2. No <p>RESNUM</p> <p>¿Es ésta una residencia privada?</p> <ol style="list-style-type: none">1. Sí2. No	<p>CATI:</p> <p>VERIFY DIALED NUMBER</p> <p>This is _____ of the US Census Bureau. Have I reached 321-1234? (ALWAYS ASSUME R ANSWERS 'YES')</p> <p>HELLO RS</p> <p>I am calling about a very important survey. Are you the lady or gentleman of the house?</p> <ol style="list-style-type: none">1. Yes2. No <p>ADRSVER</p> <p>We're conducting a survey collecting information on people and housing in your area. First, I need to verify your address. Is this 123 Elm Street?</p> <ol style="list-style-type: none">1. Yes2. No <p>RESNUM</p> <p>Is this a private residence?</p> <ol style="list-style-type: none">1. Yes2. No
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	<p>CATI :</p> <p>INTRO PRE</p> <p>The Census Bureau is conducting the American Community Survey to collect current population and housing information. We are calling since we have not received your form yet.</p> <p>Did you receive our mailings on the American Community Survey?</p> <ol style="list-style-type: none">1. Yes2. No
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BUILDING SECTION:

YBL

About when was this <FILL BUILDING TYPE> first built?

- <1> 2000 or later —————▶ **GO TO YBL1**
- <2> 1990 - 1999
- <3> 1980 - 1989
- <4> 1970 - 1979
- <5> 1960 - 1969
- <6> 1950 - 1959
- <7> 1940 - 1949
- <8> 1939 or earlier

YBL1

(In what year was this <FILL BUILDING TYPE> built?

Enter specific year <FILL BUILDING TYPE> was built if 2000 or later.

MVY

**In what year did you move
into this [FILL BUILDING TYPE]?**

MVM

**In what month was that? (What was the month that you moved into this [FILL
BUILDING TYPE]?)**

- <1> January
- <2> February
- <3> March
- <4> April
- <5> May
- <6> June
- <7> July
- <8> August
- <9> September
- <10> October
- <11> November
- <12> December

PROBES BUILDING

YBL

Another question I asked was: “*About when was this <FILL BUILDING TYPE> first built?*”

- You said <ANSWER TO YBL ON PAGE 5>. How did you know what to answer?

- What were you thinking about when you heard that question? Was it difficult to answer at all? How sure were you of your answer?

IF R WAS ASKED YBL1, CONTINUE. IF YBL1 WAS SKIPPED, GO TO MVY on PAGE 5:

YBL1

And then I asked: “*What year was this <FILL BUILDING TYPE> built?*”

- You said <ANSWER TO YBL ON PAGE 5>. How did you know what to answer?

- What were you thinking about when you heard that question? Was it difficult to answer at all? How sure were you of your answer?

Then I asked: ***“In what year did you move into this <FILL BUILDING TYPE>? And I also asked “In what month was that? (What was the month that [you/HHOLDERNAME] moved into this [FILL BUILDING TYPE]?)”***

- You said <ANSWER TO MVY/MVM ON PAGE 5>. How did you know what to answer?

- What were you thinking about when you heard that question? Was it difficult to answer at all? How did you come up with the year? How did you come up with the month? How sure were you of your answer?

AGRICULTURAL PRODUCTS SECTION

Let’s now go back to the survey and I will ask you a few other questions.

ACR

Is this [BUILDING TYPE] on less than 1 [acre/cuerda], between 1 and 9.9 [acres/cuerdas], or 10 or more [acres/cuerdas]?

- Less than 1 acre(s) *Go to PROBES*
- 1 to 9.9 acre(s)
- 10 or more acre(s)

AGSA

IN THE PAST 12 MONTHS, were there any sales of agricultural products from this property?

- Yes
- No *Go to PROBES*

AGSB

How much were the sales?

- \$1 - \$999
- \$1,000 - \$2,499
- \$2,500 - \$4,999
- \$5,000 - \$9,999
- \$10,000 or more

PROBES AGRICULTURAL PRODUCTS

When I asked you: **“Is this [BUILDING TYPE] on less than 1 [acre/cuerda], between 1 and 9.9 [acres/cuerdas], or 10 or more [acres/cuerdas]?”**

- You said <ANSWER TO ACR ON PAGE 8>. How did you know what to answer?

- What did you think this question was asking? Was it difficult to answer at all? How sure were you of your answer?

- How big is an acre? Can you think of something about the size of an acre?

IF R ANSWERED LESS THAN 1 ACRE TO ACR (PAGE 8), GO TO ROOMS IN DWELLING SECTION (PAGE 11)

Then I asked you: ***“IN THE PAST 12 MONTHS, were there any sales of agricultural products from this property? (AGSA)”***

- You said <ANSWER TO AGSA ON PAGE 8>. Tell me more about that.

- What time period were you thinking about when you answered this question? IF NEEDED: what month did that begin and end?

- What do you think they mean here by ‘**agricultural products**’? Does this property yield any agricultural products? What happens to them?

IF R ANSWERED NO TO AGSA ON PAGE 8, GO TO ROOMS IN DWELLING
SECTION (PAGE 11)

IF R SAID YES TO AGSA: Then I asked **“How much were the sales?”**

- What did you think this question was asking for? Was it difficult or easy to answer this question?

- YOU SAID <ANSWER TO AGSB ON PAGE 8>. How did you know what to answer? Did you take into account the period of 12 months when you were thinking about your answer? How sure were you of your answer?

Let’s now go back to the survey and I will ask you a few other questions.

ROOMS IN DWELLING SECTION

Now I have a few more questions.

RMS

The next questions are about the number and kinds of rooms at this place. Rooms must be separated by built-in archways or walls that extend out at least 6 inches and go from floor to ceiling.

How many separate rooms are in this <BUILDING TYPE> not counting bathrooms, porches, balconies, foyers, halls or unfinished basements? *INCLUDE bedrooms, kitchens, etc.*

INCLBED

Did you include bedrooms?

Yes

No —————▶ **GO TO BDSINC**

BDSINC

How many of the (<RMS> rooms) would you list as bedrooms if this <BUILDING TYPE> were for sale or rent?

Enter number of rooms: _____

PROBE ROOMS:

- Let’s go back to the beginning of these questions. The instruction in the question reads: **“Rooms must be separated by built-in archways or walls that extend out at least 6 inches and go from floor to ceiling.”** In your own words, could you tell me what this sentence is saying?

- About how much is six inches?

- What do they mean there by ‘**separate room**’? IF NECESSARY: Do you remember what they tell you about what counts as a room? IF R GIVES EXAMPLES INSTEAD OF A DEFINITION, ASK: How must a room be separated from other rooms to count as a room?

- A question I asked you is: “**How many separate rooms are in this [BUILDING TYPE] not counting bathrooms, porches, balconies, foyers, halls or unfinished basements?**” You said <ANSWER TO RMS ON PAGE 11>. Tell me what rooms you counted to reach that number. MAKE SURE YOU KNOW WITHOUT A DOUBT WHETHER R INCLUDED BEDROOMS IN THE ANSWER.

- Were you unsure about whether to include or exclude any specific rooms? Tell me about that.

The next question I asked you was: “**How many of the (<RMS> rooms) would you list as bedrooms if this <BUILDING TYPE> were for sale or rent?**” You answered <ANSWER TO BDSINC ON PAGE 11>.

- Tell me about each of the bedrooms. What household members use each bedroom and for what main purpose? How are they separated from other rooms?

VEHICLE SECTION

Now I have another question from the survey.

VEH

How many cars, vans, and trucks of one-ton capacity or less are kept at home for use by members of this household?

(If a business vehicle is available for personal use, it should be included.)

- None
- 1
- 2
- 3
- 4
- 5
- 6 or more

- Tell me how you figured what to answer? IF R ANSWERED MORE THAN 1, ASK:
Which vehicles did you count?

- Are there any other vehicles your household members use that you did NOT include in your answer? Why did you not include them? Tell me about them.

- What do you think they mean here by “cars, vans, and trucks of one-ton capacity or less”? Can you give me examples? About how many pounds do you think are in one ton?

FOOD STAMPS SECTION:

OK. Let me ask you another question from the survey.

FSX

[STATESIDE:] IN THE PAST 12 MONTHS, did anyone in this household receive Food Stamps or a Food Stamp benefit card?

In some states the Food Stamps program may be known as the Supplemental Nutrition Assistance Program (SNAP)

[PUERTO RICO ONLY:] IN THE PAST 12 MONTHS, did anyone in this household receive Nutritional Assistance Program benefits or a Nutritional Assistance Program benefit card?

1. Yes
2. No

- In your own words what do you think this question is asking?

- IF ANSWER WAS NO, ASK: Has anyone in your household received benefits from the Food Stamps program in the past 3 years? When was the last time? How did you/they receive those benefits?

- What do you usually call those benefits? Do they have a special name in this state?

CONDO SECTION:

Now back to the survey questions:

CONX

The next few questions refer to this [BUILDING TYPE].

Is this [BUILDING TYPE] part of a condominium?

Yes

No → *Go to PROBES*

CONPAY

Is there a condominium fee?

Yes

No → *Go to PROBES*

CONFEE

What is the MONTHLY condominium fee?

Estimate monthly amount in dollars.

\$ _____

PROBES CONDO:

CONX

The first question I asked you was: ***“Is this [BUILDING TYPE] part of a condominium?”***

- What did you think this question was asking? What do you think they mean by ‘condominium’?

- You said <ANSWER TO CONX ON PAGE 15>. Did you have any difficulty answering this question? IF YES: Tell me more about that.

IF NO TO CONX, SKIP TO NEXT SECTION.

CONPAY

- IF YES TO CONX: The next question asks: ***“Is there a condominium fee?”*** You said <ANSWER TO CONPAY ON PAGE 15>. What do they mean by ‘condominium fee’ here?

- Is there another phrase you might use instead of ‘condominium fee’?

IF R ANSWERED NO TO CONPAT, SKIP TO NEXT SECTION.

CONFEE

- IF YES TO CONPAY: The next question asks: *What is the MONTHLY condominium fee?* You said <ANSWER TO CONFEE ON PAGE 15>. Tell me more about that.

- Was this difficult to answer? How certain are you of your answer?

TENURE SECTION

Let's get back to the next section of the survey.

TEN

(Do you / Do you or does someone in this household own this [BUILDING TYPE] with a mortgage or loan including home equity loans, own it free and clear, rent it, or occupy it without having to pay rent?)

Own with a mortgage or loan including home equity loans **(go to VALPROP)**

Own free and clear **(go to VALPROP)**

Rent **(go to Rent Section, page 19)**

Occupy without having to pay rent **(go to CONCLUSION, PAGE27)**

Don't know **(go to TENRENT)**

Refused **(go to TENRENT)**

TENRENT

(Do you / Do you or does someone in this household pay rent?)

1. Yes **(go to Rent Section, page 19)**
2. No **(go to TENMORT)**

TENMORT

(Do you / Do you or does someone in this household pay a mortgage?)

1. Yes **(go to VALPROP)**
2. No **(go to TENTAX)**

TENTAX

(Do you / Do you or does someone in this household pay real estate taxes?)

1. Yes **(go to VALPROP)**
2. No **(go to VALPROP)**

TEN

- The first question was: ***“(Do you / Do you or does someone in this household own this [BUILDING TYPE] with a mortgage or loan including home equity loans, own it free and clear, rent it, or occupy it without having to pay rent?”*** You said <ANSWER TO TEN ON THIS PAGE>. What did you think this question was asking?

- What do you think they mean by ‘**owned free and clear**’? Is there some other way to say that?

- IF NOT RENTING: Who owns this [BUILDING TYPE]? Are they still paying for it or is it paid for?

- What do you think they mean by ‘**home equity loans**’? Does anyone in your household have one?

TENTAX

- Later I asked you: “(Do you / Do you or does someone in this household pay real estate taxes?” You said <ANSWER TO TEN ON PAGE 17>. Tell me more about that.

- What do they mean by ‘**real estate taxes**’ here?

- Was this question easy to answer?

RENT SECTION: ASK THIS SECTION ONLY IF TEN = 'rent' OR IF TENRENT = 'Yes'.
OTHERWISE SKIP TO NEXT SECTION.

And now another section of the survey:

CAPI VERSION, ASK RNTEMP-RNTPAY
RNTEMP
How much is the rent for this [BUILDING TYPE]?

\$ _____

RNTPAY
How often is the rent paid?

1. Daily
2. Weekly
3. Monthly
4. Quarterly
5. Other (go to RNTOTH)

RNTOTH
How often is the rent paid?

_____ (go to RNTM)

CATI VERSION, ASK RenterRN & RNTM

RenterRN
What is the MONTHLY rent for this [BUILDING TYPE]?

\$ _____

RNTM
Does the MONTHLY rent include any meals?

1. Yes
2. No

CAPI VERSION: RNTTEMP

- The first question I asked you was: **“How much is the rent for this <BUILDING TYPE>?”** You said <ANSWER TO RNTTEMP ON PAGE 19>. How certain were you of your answer? Tell me more about that.

- In your own words what do you think this question is asking?

- What exactly is included in the rent?

CATI VERSION: RenterRN

- The first question I asked you was: **“What is the MONTHLY rent for this [BUILDING TYPE]”** You said <ANSWER TO RenterRN ON PAGE 19>. How certain were you of your answer? Tell me more about that.

- In your own words what do you think this question is asking?

- What exactly is included in the rent?

RENTERS: SKIP TO SECTION III. CONCLUSION ON PAGE 27.

PROPERTY VALUE/INSURANCE SECTION:

Let's continue with the survey questions now.

VALPROP

How much do you think this <house and lot/apartment/mobile home - and lot, if owned - / unit > would sell for if it were for sale?

\$ _____

TAX (asked for all owner-occupied units)

What are the annual real estate taxes on THIS property?

\$ _____

INS

What is the annual payment for fire, hazard, and flood insurance on THIS property?

\$ _____

PROBES PROPERTY VALUE/INSURANCE

VALPROP

- The first question I asked you in this section said: **“How much do you think this <house and lot/apartment/mobile home - and lot, if owned - / unit > would sell for if it were for sale?”** You said <ANSWER TO VALPROP ON PAGE 21> . What do you think this question was asking?

- Please tell me how you figured what to answer. How certain are you of your answer?

TAX

- Next I asked you: **“What are the annual real estate taxes on THIS property?”** And you said <ANSWER TO TAX ON PAGE 21>. Please tell me how you figured what to answer. How certain are you of your answer?

- If you were doing this survey at home, how would you go about getting the answer?

- IF NEC: Was it difficult or easy to answer this question?

INS

- And the last question in this series asked: ***“What is the annual payment for fire, hazard, and flood insurance on THIS property”*** And you said <ANSWER TO INS ON PAGE 21.> What did you think this question was asking? What do you think they mean by ‘hazard insurance’?

- Please tell me how you figured what to answer. How certain are you of your answer?

- If you were doing this survey at home, how would you go about getting the answer?

- IF NEC: Was it difficult or easy to answer this question?

MORTGAGE/LOAN SECTION: CHECK ANSWERS TO TEN AND TENMORT:

1. IF HOUSEHOLD HAS A MORTGAGE/LOAN, ASK MRGX.
2. IF OWNED FREE AND CLEAR, ASK MRGFR.

MRGX

Earlier I recorded that there is a mortgage or loan on this property. Is it a mortgage, deed of trust, contract to purchase, or similar debt?

1. Yes, mortgage, deed of trust, or similar debt
2. Yes, contract to purchase
3. No

MRGFR

Earlier I recorded that this property is owned free and clear. Is this correct?

1. Yes (go to SMXA)
2. No (go back to TEN to correct data and follow proper skips)

MRG

What is the regular MONTHLY mortgage payment on this property?

\$ _____

MRGT

Does the regular MONTHLY mortgage payment include payments for real estate taxes?

1. Yes, taxes included in payment
2. No, taxes paid separately or taxes not required

MRGI

Does the regular MONTHLY mortgage payment include payments for fire, hazard, or flood insurance?

1. Yes, insurance included in payment
2. No, insurance paid separately or no insurance

SMXA

Is there a second or junior mortgage on this property?

1. Yes
2. No

SMXB

Is there a home equity loan on this property?

1. Yes
2. No

SM

What is the regular MONTHLY payment on all second or junior mortgages and all home equity loans on this property?

\$ _____

MH

What are the total annual costs for personal property taxes, site rent, registration fees, and license fees on THIS mobile home and its site?

\$ _____

PROBES MORTGAGE/LOAN

MRGX

- The first question I asked you here was: ***“Earlier I recorded that there is a mortgage or loan on this property. Is it a mortgage, deed of trust, contract to purchase, or similar debt?”*** You said <ANSWER TO MRGX ON PAGE 23>. Tell me about your answer.

- What did you think this question was asking?

- Was it easy or difficult to answer this question? Tell me why.

- What does ***‘deed of trust’*** mean to you in this context?

- What do you think they mean by ‘**contract to purchase**’ in this question?

- What do you think they mean by ‘**similar debt**’ in this question?

MRG

- Later I asked you “*What is the regular MONTHLY mortgage payment on this property?*” You said <ANSWER TO MRG ON PAGE 23>. What do you think they are asking in this question ?

- How did you figure what to answer? How certain are you of your answer?

- What is included in the regular MONTHLY mortgage payment? IF NOT MENTIONED, PROBE TO SEE IF TAXES AND/OR INSURANCE ARE INCLUDED.

- IF TAXES NOT INCLUDED, ASK: Who pays the real estate taxes on this property? When and how?

- IF INSURANCE NOT INCLUDED, ASK: What types of insurance coverage are there on this property? How are they paid? When and by whom?

SMXA

- Then I asked you: ***“Is there a second or junior mortgage on this property?”*** Tell me what this question is asking, in your own words. IF NEC: What do you think they mean by ‘**second mortgage**’ or ‘**junior mortgage**’ here?

- Is there another way you would refer to a ‘**second mortgage**’ or ‘**junior mortgage**’?

SMXB

- And the last question was: ***“Is there a home equity loan on this property?”*** How did you decide what to answer? Tell me more about that.

Section III. Conclusion

These are all my questions. Thank you very much for your opinions.

- Do you have any overall opinions about the questions?

- Do you have any other comments or concerns?

- After hearing all of my questions, do you have any questions for me?

I want to thank you very much for your participation. I will now give you \$40 and I will ask you to sign a receipt form verifying that you received the money.

INTERVIEWER:

- TURN OFF THE TAPE RECORDER.
- HAND THE CASH INCENTIVE TO THE PARTICIPANT.
- BE SURE TO TAKE SIGNED CONSENT AND INCENTIVE RECEIPT

☐ **End Time:** _____ AM / PM

