

Pilot for Estimate of Housing Discrimination against Lesbian, Gay and Transgender People:

Supporting Statement for Request for Clearance: Part B

January 7, 2014

Prepared for:

**Office of Policy Development and Research
U.S. Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20401**

Prepared by:

 **URBAN INSTITUTE**

2100 M Street, NW • Washington, DC 20037

Contract No. C-NYC-00936-005

UI No. 08577-005-00

**TABLE OF CONTENTS: PART B
COLLECTION OF INFORMATION EMPLOYING
STATISTICAL METHODS**

Pilot for Estimate of Housing Discrimination against Lesbian, Gay and Transgender People

B1. Respondent universe, sample selection and expected response rates	3
1a. Respondent universe	3
1b. Sample selection	3
1c. Expected response rates	3
B 2. Procedures for the collection of information	3
B 3. Methods to maximize response rates and to deal with issues of non-response	4
B 4. Pre-testing procedures and methods	5
B 5. Individuals or contractors responsible for statistical aspects of the design	5

ATTACHMENTS

Attachment A: Focus Group Materials

Attachment B: Participant Recruitment and Screening Materials

Attachment C: Federal Register Notice

Attachment D: Public Comment and HUD Response

PART B. COLLECTION OF INFORMATION EMPLOYING STATISTICAL METHODS

B1. RESPONDENT UNIVERSE, SAMPLE SELECTION AND EXPECTED RESPONSE RATES

1a. Respondent Universe

The focus group data collection effort does not employ statistical methods. The universe size cannot be determined due to the lack of secondary data that identifies people by sexual orientation and the lack of data on the transgender population.¹

1b. Sample Selection

Participants will be recruited via a purposive sampling method from among people living in the Washington, DC region who identify as lesbian, gay male, transgender female, transgender male, and heterosexual men and women. We anticipate recruiting a maximum of 15 participants for each of the 5 groups, for a maximum, overall total of 75 participants.

1c. Expected Response Rates

Not applicable

B2. PROCEDURES FOR THE COLLECTION OF INFORMATION

We will conduct up to 5 focus groups in one site. The focus group discussions will focus on people's housing search practices, ways in which they do or do not identify their sexual orientation or gender identity, and risks that might be expected by LGT people when searching for rental housing.

Recruiting Participants. Focus groups will be scheduled to take place prior to submission of the draft Data Collection and Analysis Plan so that lessons drawn from the discussions related to the development of data collection protocols will inform draft instruments. Working through existing networks UI has with expert panel members, UI will distribute fliers advertising the groups. Experts based in Washington, DC, include staff from organizations that serve or otherwise have some focus on lesbians, gay men, and transgender people, such as the Equal Rights Center, Human Rights Campaign, and the National Center for Transgender Equality. The fliers will contain contact information so that

¹ Sexual Minority Assessment Research Team (SMART). 2009. *Best Practices for Asking Questions about Sexual Orientation on Surveys: Created by Sexual Minority Assessment Research Team (SMART)*. The Williams Institute. Retrieved from <http://williamsinstitute.law.ucla.edu/wp-content/uploads/SMART-FINAL-Nov-2009.pdf>

interested parties can register with UI staff for one of the groups. Prospective participants will be asked a few screening questions to ensure they are a member of a target group and would be available to attend the appropriate group. Follow-up calls will be made with each registered participant to confirm attendance. See Attachment B for the focus group participant recruitment and screening materials.

Moderating Focus Groups. Focus groups will be held either at UI or in the offices of a local organization with which we hope to work during the later data collection phase of the study. Two UI staff will be present at each focus group. One staff member will moderate the discussions while the second person will take detailed notes. Having two people listening and recalling the discussion will be helpful in analysis and interpretation.

B3. METHODS TO MAXIMIZE RESPONSE RATES AND TO DEAL WITH ISSUES OF NON-RESPONSE

This section is not directly relevant for the conduct of focus groups. UI will work to achieve the participation of up to 15 people in each group by targeting effective placement of recruitment fliers (discussed above), by confirming attendance via telephone calls or email contacts with those who have registered, and offering an incentive.

At the close of each focus group, each participant will receive an incentive valued at \$20. The moderator will obtain a signed receipt for this transaction. Incentives have been shown to be effective in increasing overall response rates in all modes of surveys.² Incentives will be given either as gift cards or cash.

Rationale for the number to be selected. The number of focus groups was determined based on the study focus – one group per target population: lesbians, gay men, transgender women, transgender men, and heterosexuals. The maximum number of participants per focus group was based on best practices for effective focus group discussions and on budget considerations.

B4. PRE-TESTING OF PROCEDURES AND METHODS

² Goldenkoff, Robert, Using Focus Groups (pp. 340 – 362) *In Handbook of Practical Program Evaluation*, 2nd edition. J. Wholey, H. Hatry, and K. Newcomer, Eds. San Francisco: Wiley & Sons, Inc.; Singer, Eleanor (2002). “The Use of Incentives to Reduce Nonresponse in Household Surveys.” *In Survey Nonresponse*, eds. Robert M. Groves, Dan A. Dillmon, John L. Eltinge, and Roderick J.A. Little. p. 163-77.

In lieu of formal pretests of the focus group guide, UI project staff will carefully review the draft discussion guide as will select advisors, with a focus on question wording and content. The focus group sessions will be limited to 1.5 hours. UI will gauge the number of possible questions on other focus group guides that also had a time limit of 1.5 hours. Other elements of the focus group protocol, including the anonymous participant background form, have been field tested on numerous other studies so will not be pretested.

B5. INDIVIDUALS OR CONTRACTORS RESPONSIBLE FOR [STATISTICAL] ASPECTS OF THE DESIGN

The agency responsible for receiving and approving contract deliverables is:
Office of Policy Development and Research (PD&R)
U.S. Department of Housing and Urban Development
451 Seventh Street, SW
Washington, DC 20401

Person Responsible:
Dr. Brent Mast
202-402-5723
Brent.D.Mast@hud.gov

The organization responsible for moderating the focus group discussions is:

Urban Institute
2100 M Street, NW
Washington, DC 20037

Person Responsible:
Ms. Diane Levy, Principal Investigator
202- 261-5642
dlevy@urban.org

The organization responsible for statistical design of data that will be collected is:

Not applicable

The organization responsible for analyzing all data to be collected is:

Urban Institute
2100 M Street, NW
Washington, DC 20037

Persons Responsible:

Ms. Diane Levy, Principal Investigator
202- 261-5642
dlevy@urban.org

Ms. Claudia Aranda, Field Implementation Director
202-261-5314
caranda@urban.org