**Revised Timeline for ConnectHome Focus Groups**

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| Task | Time Needed To Complete Task | Expected Date |
| **HUD approval of focus group approach** | **2 weeks** | **March 7-March 18 (complete)** |
| **HUD submits 60-day OMB notice** | **N/A** | **March 29 (complete)** |
| **HUD selects sites** | **N/A** | **by May 16 (complete)** |
| Insight submits draft focus group protocols to HUD | 4 weeks | May 13 (complete) |
| **HUD provides feedback on focus group protocols** | **1 week** | **May 20 (complete)** |
| **HUD submit 30-day OMB notice (with final protocols)** | **N/A** | **August 7** |
| Insight prepares training materials for sites1 | 3 weeks | August 22-September 12 |
| Insight conducts outreach to sites/ select locations of FGs | 3 weeks | May 16-June 6 (complete) |
| Insight trains sites on logistics and recruiting procedures2 | 3 weeks | September 12-30 |
| **Obtain OMB approval** | **30-60 days** | **October 7** |
| PHAs conduct recruiting for focus groups (with regular check-in from Insight)3 | 3 weeks | October 7- October 28 |
| PHAs send reminders to focus group participants4 | 1 week |  |
| Insight conducts focus groups | 8 weeks 5 | Oct 28- Dec 23 |
| Analysis | 4 weeks | Jan 20, 2017 |
| Insight submits draft summary reports (1 per community)6 | 4 weeks | Feb 17, 2017 |
| **HUD provides comments** | **2 weeks** | **March 3, 2017** |
| Insight submits final summary reports (1 per community) | 2 weeks | March 17, 2017 |

1 Goal is to train PHAs on recruiting procedures before OMB approval so they can start right away.

2 Insight will schedule and conduct the PHA training following the submission of the OMB package. The training should be conducted shortly before the anticipated receipt of OMB clearance, to ensure the information is fresh in mind when conducting the recruitment.

3 Recruitment cannot begin until OMB clearance has been received.

4 PHA calls participants 1 week before each group and one day before group.

5 The fielding period will need to be longer if occurring during holidays.

6 Summary reports will be 10 pages long.