

Revised Timeline for ConnectHome Focus Groups

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 sites ¹	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 procedures ²	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 participants ⁴	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.