

March xx, 2018

MEMORANDUM FOR : Reviewer of 1220-0163

FROM : Robert Cage, Acting Assistant Commissioner
Division of Consumer Prices and Price Indexes

SUBJECT : Modification of Pre-Screening Forms for the
Housing Survey

On December 29, 2015, the CPI Housing Survey (CADC) was approved by OMB with clearance lasting through December 31, 2018. Pre-screening forms are used as an efficient way to determine tenure status for housing units. Our survey uses only renter data. Determining the renter status by mail is much less challenging and more economical than sending Economic Assistants to ask respondents if they rent or own their residence.

We will move away from using an outside vendor to conduct the pre-screening activity. In its place, our regional data collection staff will use a targeted approach of sending letters to select areas where physical access to potential renters is a challenge.

The letter will include a single question with four checkboxes to indicate if the respondent is a 1) Renter, 2) Owner, 3) Relative of the owner, or 4) None of the above (Some other arrangement exists other than owning or renting. Please describe). (Attachment 1). It will include the data collector's telephone and email contact information as well as a postage paid return envelope for the respondent to use when replying. If the letter comes back with Renter option checked, a follow-up letter will be sent to the address asking the respondent to either call or email the data collector to complete additional questions. (Attachment 2). The letter indicates that the estimated time to complete the additional questions is no more than five minutes.

We do not expect the modifications will have any significant effect on respondent burden.

If you have any questions about this request, please contact Rob Cage at 202-691-6959 or via e-mail at Cage.Rob@bls.gov, or Crystal Konny at 202-691-6972 or via email at Konny.crystal@bls.gov.

Attachments

Attachment 1 – Pre-screening Letter

Attachment 2 – Pre-screening Follow-up Letter