FAMILY INTERVIEW CONSENT FORM
Evaluation of the Community Choice Demonstration

CONSENT

Thank you for taking the time to speak with me today. I am <NAME>, a researcher at <ORGANIZATION>, and this is <NAME> from <ORGANIZATION>. Please feel free to ask me any questions you might have as I move through the introduction. We will also [email/give] you a copy of this information.

Before we begin, I want to tell you a few things about this study and your participation in it.

The U.S. Department of Housing and Urban Development (HUD) hired a research team led by Abt Global, and other researchers, like the Urban Institute, to conduct a study on HUD's Community Choice Demonstration (Demonstration) program. The purpose of the study is to determine whether mobility services are effective in helping families with a Housing Choice Voucher (HCV) move to higher-opportunity, lower-poverty neighborhoods.

As part of this study, we are talking with landlords, staff from Public Housing Agencies (PHAs), mobility services staff, and other households, like yourself, who are participating in the Demonstration. During this interview, we will ask you questions about your experiences searching for and leasing a rental unit and your perspective on the Demonstration and the voucher program. We estimate the interview will last about 90 minutes. At the end of the interview, you will receive a $40 gift card.

There are no right or wrong answers to our questions. We are interested in learning about your experiences with the Demonstration. Your participation in the interview is voluntary. You can choose not to answer questions, and you can choose to end the conversation at any time.

We will be conducting interviews again in the future and may reach out to you in a future year.

During the interview, [NAME/I] will be taking detailed notes; I/we will not identify your name in our notes. With your permission, I/we will audio record the interview to have an accurate record of what is said as a back-up to our notes; we will not record any video. I/we may contact you after the interview to ask for clarification. No one outside of the interview team will be allowed to listen to the audio recordings or review the notes. We will make every effort to protect your privacy to the extent permitted by law, but if we think you are at risk of physical or emotional harm, we may need to notify someone. Only the people doing the research will see any information that identifies you personally and we will destroy the recording, transcript, and notes at the conclusion of the project.

What we learn from all the interviews will be published in a report to HUD. When we write our reports and discuss findings, the answers you provide during an interview will be combined with answers from many individuals. We never share any information that identifies you or any other respondents by name outside of our research team. However, we may identify the neighborhood you live in, which could make it possible for someone to figure out some information about you from the reports. We make every effort to avoid this, but you should be aware of the possibility.

The questions in this interview have been reviewed by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995. The information requested under this collection is fully protected and kept private to the extent possible according to the Privacy Act of 1974.

Do you have any questions about the study or today's discussion? *[Pause for response and address any questions]*

Do you agree to participate? *[Pause for response]*

Are you comfortable with this interview being recorded? *[Pause for response]*

Thank you, we are going to turn on the audio recorder now.

The tape recorder is now on.

Do you have any questions before we continue?

OK, let's start.

Thank you for taking the time to talk with us today.

The Paperwork Reduction Act Statement: This collection of information is voluntary and will be used to evaluate the US Department of Housing and Urban Development's Community Choice Demonstration. Public reporting burden for this collection of information is estimated to average 90 minutes per response, including the time for reviewing instructions, gathering, and maintaining the data needed, and reviewing the collection of information. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB number and expiration date for this collection are OMB #: 2528-0337, Exp: 12/31/2026. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Anna P. Guido at Anna.P.Guido@hud.gov or call at 202-402-5535.

Information About the Community Choice Demonstration (CCD) Study

This document answers questions you may have about the interview in which you have been invited to participate. After you review this information, you can decide if you still want to participate in the interview.

- **Who is conducting this study?**

  The U.S. Department of Housing and Urban Development (HUD) contracted with Abt Associates and their partners the Urban Institute, MEF Associates, Social Policy Research Associates, Sage Computing, a team of consultants, and other researchers that may be added in the future to conduct this study.

- **What is the purpose of this interview?**

  The purpose of this interview is to learn more about your current neighborhood, your experiences, services you may have received, and your overall well-being.

- **Why are you being asked to participate in this study?**

  We have asked you to participate in this study because you agreed to participate in the (CCD). At the time you agreed to participate, we explained that you may be asked to participate in interviews in the future. This is one of those interviews.

- **What will you be asked to do?**

  We will ask you to answer some questions about your experiences with the CCD including your housing search and move experiences, your employment status, and the overall well-being of you and your family. The interview will last up to 90 minutes.

- **Why do you need to record the interview?**

  We would like to audio record the interview so that we have an accurate record of what is said. However, we will not audio record the interview if you object to being recorded.

- **How will the information that is shared during the interview be used?**

  The information we gather will be used to evaluate the program and to inform HUD's efforts to understand the services that may help voucher holder families move to low-poverty, opportunity-rich neighborhoods.

- **Will anyone know what you say during the interview?**

  We will combine what you tell us about your experiences with the CCD with what other households tell us. If we quote you, we will not include your name or other information that could be used to identify you. Additionally, we will not allow anyone outside the research team to listen to the audio recordings or review the notes we take.

- **Could you be harmed by participating in the interview?**

  You may feel uncomfortable sharing your experiences or ideas, but you can always choose not to answer some or all the questions. You can also stop participating in the interview at any time.

- **Could you benefit from participating in the interview?**

  It is unlikely that you will benefit directly from participating in the interview, but many people appreciate the opportunity to share their experiences. The information you and others provide through these interviews will be helpful for understanding how the CCD is working and will be used for future policy and programming.

- **Will you receive anything if you participate in the interview?**

  Yes. You will receive a $40 gift card as a thank you for participating in the interview.

- **Are you required to participate in the interview?**

  No. Your participation in the interview is voluntary and your decision to participate or not will not be shared beyond the research team. Your responses will not affect your current or future receipt of housing assistance or other benefits.

- **Who can you call if you have any questions about the study?**

  If you have any questions about the study, you can call:

The Urban Institute Study Leader	The Abt Associates Project Manager
202-261-5642	301-347-5673
dlevy@urban.org	Laura_Paulen@abtglobal.com

  You may also contact one of HUD's project officers for this study, at 202-402-5540 / Teresa.Souza@hud.gov or at 202-402-5705 / Marina.L.Myhre@hud.gov.

- **If you have any questions about your rights as a participant in the study, you may contact**:

  Abt Associates IRB Administrator: toll-free, at 877-520-6835 or IRB@abtglobal.com.