

**Data Study Group of the
IHBG Formula Negotiated Rulemaking Committee
Framework for Data Study Group Meetings and Process**

Step One:

Establish and adopt this Framework for Data Study Group Meetings and Process

Adopt document providing an overview of the Study Group's Data Source Assessment process (see the document presently titled "Overview of Evaluation")

Establish preliminary outline for the format of the Final Report

Establish process and timeline for **nominating** data sources for evaluation (including proposed nomination form)

Step Two:

Approve tools to be used to **evaluate** nominated data sources (see Data Source Characterization and Evaluation Process Matrices)

Step Three:

Close data source nomination period one week after expiration of public comment period

Compile and finalize list of data sources submitted by Data Study Group members and participants and by others in response to the Federal Register notice

Identify technical support person(s) who will **screen, characterize and evaluate** nominated data sources

Assign list of nominated data sources to technical support person(s) for screening

Step Four: (Three to five weeks after closing of nomination period):

Data source screening complete

Discussion to narrow down list of data sources to characterize based on screening

Identify technical support person(s) to characterize data sources (if different than those identified for data source screening)

Assign data sources meeting minimum qualifications to technical support person(s) for characterization

Step Five (Three to five weeks after previous meeting):

Data source characterization complete

List and discuss current variables

Identify technical support person(s) to evaluate data sources (if different than those identified for data source characterization)

Assign data sources meeting minimum qualifications to technical support person(s) for preliminary evaluation (preliminary evaluation due four weeks after assignment)

Step Six (Three to five weeks after characterization phase):

Discuss preliminary evaluation of data sources

Identify, draft and submit additional questions and/or requests for information to HUD or other relevant agencies to facilitate full evaluation of sources

Step Seven (Three to five weeks after submission of preliminary evaluation):

Conference Call: Review and discuss responses to questions and requests for information, and address any unresolved questions or requests

Step Eight (Three to five weeks after previous meeting to finalize data source evaluation report):

Consider report containing evaluation of data sources (including assessment of suitability for measuring current variables and other relevant housing needs)

Determine final list of data sources, and the variables they measure, for consideration by the Data Study Group

Select optimal data source(s) to measure current variables based on overall evaluation criteria

- If applicable, identify potential means to improve or enhance the data provided by these source(s), identifying the resources needed to implement such improvements and weighing the costs of those improvements against their potential value.

Identify other potential needs (not presently included in the IHBG formula) that could be measured using data from the sources that have been evaluated. Select optimal data source(s) for other needs that can be measured.

Technical support person(s) to prepare draft report containing recommendations for Committee no later than May 28, 2015.

Steps Nine

Review draft recommendations report prior to submission to Negotiated Rulemaking Committee (draft provided to Study Group at least two weeks prior to review)

Discuss revisions to draft and finalize report language, including minority and majority opinions if consensus cannot be reached

Submit final report language to Negotiated Rulemaking Committee no later than July 28, 2015.