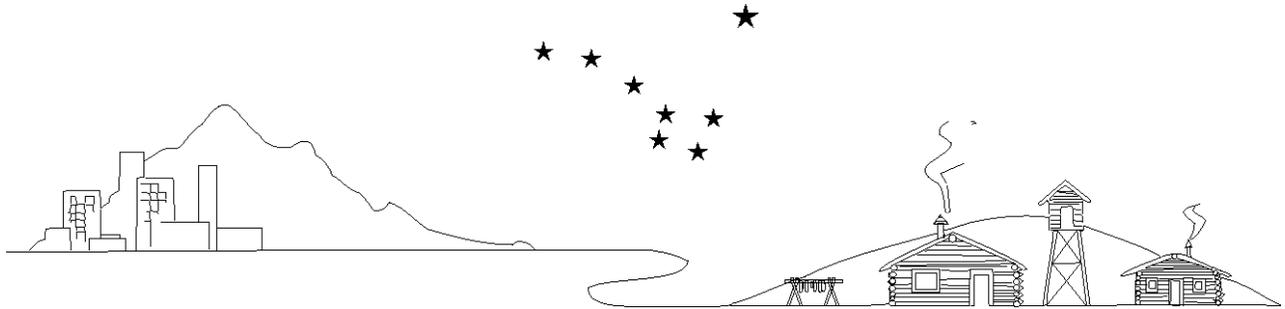


# Municipal Population Estimate



## Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms

State of Alaska  
Sean Parnell, Governor

Dept. of Commerce, Community, and Economic Development  
Emil Notti, Commissioner

Division of Community and Regional Affairs  
Tara Jollie, Director

January 2010





<b>Municipal Population Determinations and Requests for Adjustment ....</b>	<b>1</b>
Population Determination.....	1
Population Adjustment Request.....	1
Extension of April 1st Deadline.....	2
Appeal to the Commissioner.....	2
Certified Population.....	2
<b>Housing Unit Method Population Estimate Documentation and     Procedures .....</b>	<b>3</b>
I. Housing Units.....	6
1. Administrative or Property Tax Assessment Housing Records.....	6
2. Field Census of Housing Units .....	6
3. New Housing Units Constructed Since Last Housing Count .....	7
II. Vacancy Rates.....	7
III. Residency Rates.....	8
1. Sample Field Survey – Random Sample of Blocks for Vacancy and Residency.....	8
2. Field Census for Vacant Units and Resident Households .....	8
IV. Average Persons per Household (PPH).....	9
1. Sample Field Survey – Random Sample of Blocks .....	9
2. Field Census.....	9
V. Group Quarters.....	10
Additional Requirements: .....	10
HUM Population Estimate Calculations.....	11
<b>Population Resolution .....</b>	<b>13</b>
<b>Appendix.....</b>	<b>14</b>
<b>Attachments .....</b>	<b>17</b>



# Municipal Population Determinations and Requests for Adjustment

## Population Determination

Under regulation, the Director of the Division of Community and Regional Affairs (DCRA) determines municipal populations for previous calendar year to be used for various funding programs. These determinations are sent to each municipality by mid January following the estimate year.

The mid January municipal population determinations are provided by the Alaska Department of Labor and Workforce Development, State Demographer.

**NOTE: Municipalities are NOT REQUIRED to conduct a local census or population estimate. These forms ONLY need to be completed if your municipality disagrees with the Division's mid January population determination and wishes to request an adjustment.**

## Population Adjustment Request

If the municipality believes its population determination does not reflect the permanent resident population of the community of the previous calendar year, the municipality has until **April 1**, to request from DCRA's Director an adjustment to the mid January determination. If a municipality's request for adjustment is postmarked after **April 1**, it will be denied by the Director as being untimely filed. If the municipality's request for adjustment does not include all of the required documentation set forth in this manual, it will be denied by the Director as being unresponsive.

In determining a new population estimate, communities must select one of the following estimation methods:

- A **housing unit population method**, as described in this manual
- A **head count census**, as described in the separate Head Count Census Manual: Instructions and Reporting Forms, updated January 2010.

Municipalities with a population less than 1,000 must use the head count census, which is more reliable than the housing unit method for smaller populations. Municipalities with a population of 1,000 or more may use *either* method.

**PLEASE NOTE:** The methodologies described in the previous DCCED/DCRA publications entitled *Standards for Conducting a Population Census in Small Alaskan Cities* (1981) and the *Housing Unit Method of Population Estimation: A Manual for Municipal Personnel Responsible for Annual Population Estimates* (1982) is **no longer accepted** by this Department and should not be used for local population censuses or estimates. This manual and the separate *Head Count Census Manual* prescribe the Department's acceptable methodologies.

## **Extension of April 1st Deadline**

A municipality may request an extension of the deadline, if the request is received in writing by close of business April 1st and the municipality shows just cause for missing the deadline. However, please note that any extension of the deadline limits the time available to a municipality to appeal the Director's decision to the Commissioner (see "Appeal" below). Please, contact Brigitta Windisch-Cole, Research Analyst, responsible for validating population censuses, at 907-269-4521 should you have questions.

## **Appeal to the Commissioner**

If DCRA's Director does not grant the request for population adjustment or the municipality has other grounds for challenging the determination, the Director's decision may be appealed to the Commissioner (3 AAC 130.050). The appeal must be made within 10 days after the municipality first receives the decision of the Director.

## **Certified Population**

After all appeals have been resolved, the Commissioner will certify a final municipal population report by on or before June 1<sup>st</sup>. The Department's certified population is based upon one of the following:

- (1) A head count census conducted by the municipality
- (2) A housing unit method population estimate conducted by the municipality in accordance with this manual
- (3) An estimate by the Alaska Department of Labor and Workforce Development

Regulations state that the Department must use whichever of the above methods indicates the most recent population of the municipality. If there is a conflict among the municipal population numbers for the same year from two or more of the sources listed above, it will be resolved by taking them in the order set out above, so that an approved locally conducted census, that includes an adjustment to the previous calendar year estimate, would take precedence over the Alaska Department of Labor and Workforce Development estimate. A local census or population census or estimate, conducted in 2010, for example, will be adjusted to reflect a community's 2009 mid-year population.

# Housing Unit Method Population Estimate Documentation and Procedures

The Housing Unit Method (HUM) is the most commonly used approach to making small-area population estimates in the United States. A municipality conducts a HUM population estimate by randomly sampling households to measure characteristics of the "typical household," and by applying those characteristics to the total housing unit inventory of the municipality. Because samples are subject to various types of statistical errors, the Housing Unit Method is truly an estimate of population. In spite of the errors inherent in this methodology, for many large municipalities, a 100% "Head Count Census" would be overly labor-intensive and expensive.

Five housing unit elements must be measured to properly conduct a Housing Unit Method population estimate:

**I. Housing Units** - number of housing units by structure type (single family, duplex, etc)

**II. Vacancy Rates** - vacancy rates for each structure type

**III. Residency Rates** - residency rates for each structure type

**IV. PPH** - Average persons per household (PPH) in each structure type

**V. Group Quarters** - The number of permanent municipal residents living in group quarters

*Note: Please review the manual carefully, as some of these elements may be measured concurrently.*

**(1) Occupied Resident Households**

**x (Average PPH) = Estimated Household Population**

**(2) Estimated Household Population + Group Quarters Population = Total Population Estimate**

Sample reporting forms for each element required in the HUM are provided as attachments in the back of this manual. Large municipalities and boroughs must measure and report each of the five elements described above by service areas or cities within their boundaries.

Municipalities who choose to conduct a Housing Unit Method population estimate **should discuss their choice of methodology from among those presented in this manual with Brigitta Windisch-Cole, Research Analyst, at 907-269-4521, prior to conducting any field work.** Discussion in advance and pre-approval of the methodologies, sampling techniques, and documentation required by the Department is for the municipality's benefit.

**Point in Time Estimation:** Regardless of the type of method selected, the municipality must estimate the population of residents (persons who reside in the municipality for more than six months of the year) on June 30 of the estimate year. If the population estimate is not for July 1 of the estimate year, the estimate will be prorated to July 1 of the estimate year. For example, if a 2009 population estimate is made on October 1 of 2009, it will be adjusted by the Division of Community and Regional Affairs to July 1 of 2009, based on a linear trend between the last certified population estimate and the October 1 of 2009 estimate.

The following documents must be submitted to the Department in support of the local estimate.

1. **Municipal Map or U.S. Census Block Map.** A map of the municipality which accurately depicts the placement and names of block numbers, streets, roads, landmarks, and boundaries which mark the corporate (legal) limits of the municipality. (See Attachment B)
2. **Housing Unit Method documentation.** Detailed documentation of all field work, samples, and surveys for: housing units; vacancy rates; residency rates; average persons per household estimates; and group quarters populations. Sample forms are provided (Attachments C- K) and all required documentation is identified throughout this manual.
3. **Housing Unit Method Calculation worksheet.** Final calculation of Housing Unit Method population estimate, using the five housing unit elements above. A sample calculation worksheet is on Form 5 (Attachment K). Please use Microsoft Excel Version 2003 for the worksheet, and submit an electronic copy of the worksheet(s) as well as a hard copy.
4. **Resolution.** The municipality must pass and sign a resolution adopting the results of the population estimate. (See page 17 for a sample resolution).

The municipality should thoroughly document all steps involved in the Housing Unit Method population estimate, since the Department may request any documentation it deems necessary to substantiate the local municipal population estimate.

# HOUSING UNIT METHOD

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## 2010 POPULATION ESTIMATE

### Submitted To

Department of Commerce, Community, and Economic  
Development

Division of Community & Regional Affairs

Attn: Brigitta Windisch-Cole, Research Analyst

550 W. 7th Ave., Suite 1770

Anchorage, AK 99501-3501

Telephone: 907-269-4521 Fax: 907-269-4539

Date Submitted: \_\_\_\_\_

Contact: \_\_\_\_\_

Included:

- Housing Unit Method Documentation
- Municipal Map
- Council/Assembly Population Resolution

## I. HOUSING UNITS

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- A municipal map or U.S. Census block map is required, indicating legal boundaries of the municipality.
- Total Housing Units must be enumerated and documented by Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes. (See Attachment A for descriptions of housing unit types).
- If your municipality is stratified by service areas or geographically-unique areas, housing units must be tabulated for each area by structure type.
- Live-aboard boats may be counted as housing units. Contact the Harbormaster or conduct a boat-to-boat survey. If the number of residents living on each boat cannot be determined, an average population of one (1) will be used per boat.
- Dilapidated, uninhabitable housing, or housing under construction, may not be included in the housing inventory. (Under Appendix, see Glossary for a further description of housing units using U.S. Census definitions).
- Any unusual growth from previous year's data will require additional documentation.

**Acceptable Housing Unit Methodologies (HUM):** Listed below are acceptable sources for identifying total Housing Units to be sampled through a random selection of census blocks. Select one.

### 1. Administrative or Property Tax Assessment Housing Records

Documentation printed directly from the Assessment computer system is required, including a list of residential units by lot number, structure type, and year built. If your municipality is stratified by service areas or geographically-unique areas, block-level subtotals by structure type are sufficient. The map must outline census blocks, service areas, or geographic areas that correspond with assessment record tabulations.

**Documentation:** Assessment system report, or provide information identified on **Form 1** (Attachment C); map corresponding with assessment record tabulations.

### 2. Field Census of Housing Units

Vacancies, Residency and/or Persons per Household (PPH) may also be measured during a field census of housing.

**Documentation:** If only housing will be counted in the field, use Form 1. The last page should total all housing units. Use Form 2 (Attachments D-F) if vacancies and residency will be measured with housing. Use Form 3 (Attachments G-I) if vacancies, residency and PPH will also be enumerated. The Summary forms are used to total all blocks or areas surveyed. A Municipal Map with census block numbers and street names corresponding to the inventory worksheet must be provided.

### 3. New Housing Units Constructed Since Last Housing Count

You are required to use the 2000 U. S. Census housing unit count and add any new units constructed and occupied since April 2000. You must deduct housing units demolished since 2000.

**Documentation:** Attach a list of each new unit constructed (must be completed and habitable), structure type, address, and permit number. Attach a list of each demolished properties by structure type and address. Complete Form 1, or provide similar information.

## II. VACANCY RATES

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- Vacancies must be measured for each Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- If service areas or geographically-unique areas have been defined, vacancies must be tabulated separately for each area by structure type.
- Dilapidated or uninhabitable housing, including housing under construction, should not be counted as vacant.
- Vacancies or occupancy for all structure types can only be established through a door to door survey.
- Vacancies must be measured exactly as they are found on the "census day." They are a "snapshot" of the current situation. For example, if an apartment is vacant on the census day, but will be inhabited the following week, it must be marked as vacant. Failure to do so is equivalent to counting that relocating family twice, once in its old home and again in its new apartment.

**Vacancy Rate** = Vacant Housing Units Found / All Sampled Housing Units (per type)  
**Occupancy Rate** = 1.00 - Vacancy Rate

### III. RESIDENCY RATES

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- ☑ Residency must be measured for each Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- ☑ If service areas or geographically-unique areas have been defined, residency must be tabulated separately for each area by structure type.
- ☑ Residency is determined on the basis of where a person resides for 6 months of the year unless a person has no usual place of residence. For example, an individual or family that is in your community for seasonal subsistence or employment purposes is a non-resident household. A household member must be contacted in person to determine residency. Special cases of residency are found in the Appendix, under the Glossary titled: Table of Residence Special Case Definitions.

**Acceptable Methodologies:** Select one of the two methodologies listed below to determine Vacancy and Residency Rates.

#### 1. Sample Field Survey – Random Sample of Blocks for Vacancy and Residency

Municipalities with less than 2,000 housing units must conduct a **40% random sample of residential census blocks**. Municipalities with 2,000 to 4,000 housing units are required to sample 25% of housing units. Municipalities with greater than 4,000 housing units must select a sample size sufficient to provide 1% error of 90% confidence interval given the municipality's expected occupancy rate. **Contact the Department for recommended sample size.**

The required sample sizes of residential blocks are drawn at random from a hat, or through a random (block) number generating program. Two-person verification of random selection process is required and should be documented. These sample blocks are then surveyed door-to-door for vacancy and residency. Since households must be contacted to determine vacancy and residency, the Persons per Household (PPH) survey is usually conducted simultaneously in the selected sample areas. If the resulting sample is not of sufficient size for a specific housing unit structure type (for example, only 10% of all apartments were sampled in the 40% block selection), additional field work will be required.

**Documentation:** If conducting a sample of Blocks, use Block Detail (Form 2) and Block Summary (Form 2 Summary). Use Form 3 and Form 3 Summary if conducting vacancy, residency and PPH surveys simultaneously. (See Attachments at the back of the manual for all forms listed). A Municipal map depicting all blocks in the municipality and indicating the blocks sampled by using a marker to highlight the block borders is required.

#### 2. Field Census for Vacant Units and Resident Households

This is a door-to-door census of all housing units to determine vacancy. This is usually conducted only if the housing inventory is not known and a field census of housing is necessary. Residency and Persons per Household (PPH) can be measured for all households at the time of the census, or be measured separately in a sample field survey. Two-person verification of occupied housing units is required and should be documented. Vacant units must be identified by structure type.

**Documentation:** Block Detail (Form 2) and Block Summary (Form 2 Summary) information, is required. The Municipal map should indicate City boundaries, census blocks, and street names as they appear on Form 2. If the average Persons per Household (PPH) is also measured at this time include the use of Form 3 and Form 3 Summary worksheets.

## **IV. AVERAGE PERSONS PER HOUSEHOLD (PPH)**

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- PPH must be measured for each Structure Type: Single Family, Duplex, Apartments (Multiple Family), Mobile Homes.
- If service areas or geographically-unique areas have been identified, PPH must be tabulated separately for each service area by structure type.
- Non-residents are **not** included in the PPH survey. Special cases of residency are presented in the Appendix, under the Glossary in the table titled: Table of Residence Special Case Definitions.
- |   |
|---|
| PPH = Resident Persons / Occupied Housing Units Surveyed. |
|---|

**Acceptable PPH Methodologies:** Each of the two methodologies listed below are acceptable for determining Average PPH. Select one.

### **1. Sample Field Survey – Random Sample of Blocks**

Municipalities with less than 2,000 housing units must conduct a **40% random sample of census blocks**. Municipalities with 2,000 to 4,000 housing units are required to sample 25% of housing units. Municipalities with greater than 4,000 housing units must elect a sample size sufficient to provide 1% error of 90% confidence interval given a municipal specific occupancy rate. **Contact the Department for the required sample size.**

The required sample size of residential blocks is drawn at random from a hat, or through a random (block) number generating program. Two-person verification of random selection process is required and should be documented. A door-to-door survey of the selected areas is then conducted. **PPH is measured simultaneously with vacancy and residency.**

**Documentation:** Use Form 3 and Form 3 Summary.

### **2. Field Census**

This is a door-to-door census of all housing units by structure type to determine resident PPH. Residency and Vacancy must be measured for all households in a sample. Two-person verification of occupied housing units is required and PPH must be calculated separately for each structure type.

**Documentation:** Use Form 3 and Form 3 Summary.

## V. GROUP QUARTERS

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- Documentation must include Form 4. List each group facility name, service provided/facility purpose, address, contact name and phone number, and resident population as of June 30 of the estimate year.
- The Department may require additional residency documentation for any facility which houses a non-resident population as of July 1 of the estimate year.
- See "Additional Requirements" below for residency definitions and other documentation. Further information about group quarters is found in the Appendix, Glossary.

### **Acceptable Methodologies:** Select one.

1. Telephone Survey of Group Quarters Managers
2. Field Census of Group Quarters Managers

### **Additional Requirements:**

#### **On-Shore or Off-Shore Fish Processing Group Quarters and Construction Camps:**

Facilities must be in operation within the municipal boundaries for more than six months out of the past 12 months. If the facility is in operation year-round, and monthly or seasonal population increases and decreases occur in this facility, a letter from the facility documenting the monthly group quarters population for the past 12 months is required and the annual average population should be used and submitted to the Department.

**Military Barracks:** If the barracks are in operation year-round, and monthly or seasonal population increases and decreases occur in this facility, a letter from the facility documenting the monthly group quarters population as of June 30 of the estimate year is required. Please refer to Appendix, Table of Residence Special Case Definitions for addition information).

#### **Correctional Facilities:**

If the facility incarcerates a resident population include a count as of June 30 of the estimate year.

#### **Hotels/Motels:**

Permanent local residents who are living in long-term rooms are counted as of July 1 of the estimate year. If a hotel guest is in town temporarily, he/she may not be counted until they have been housed for at least six months and a day.

#### **Other Facilities:**

Senior Citizen homes, long-term medical care facilities, juvenile youth facilities, crisis shelters, and homeless shelters, etc., are assumed to house local residents, and therefore require no special documentation of individual resident status.

# HUM POPULATION ESTIMATE CALCULATIONS

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Use Form 5 to calculate the total population estimate. The following summarizes the information required, and the steps in the calculations. Municipalities with stratified service areas or geographic regions must utilize a separate Form 5 for each area.

For each Housing Structure Type: Single, Duplex, Multi-Family, Mobile Homes, Boats/Other:

- (A) **Total Number of Housing Units**
- (B) **Selection of Sample Census Blocks (List all Households for Each Census Block)**
- (C) **Vacancy Rate = Vacant Housing Units Found / All Sampled Housing Units**
- (D) **Occupied Housing Units = Total Housing Units x (1.00 – Vacancy Rate)**

- (E) **Persons Per Household (PPH) = Residents / Occupied Housing Units**  
**Where: Residents =  $\frac{\text{Number of Residents in Households Surveyed}}{\text{Total Persons in Households Surveyed}}$**

- (F) **Estimated Population = (D) Occupied Resident . Households x (E) Average PPH**

**(1) Occupied Resident Households  
x PPH = Estimated Household Population**

**(2) Estimated Household Population + Group Quarters Population (Form 4) = Total  
Population Estimate**

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**FORM 5 - SAMPLE HUM CALCULATIONS**

Structure Type	Total Housing Units	Vacancy Rate	Occupancy Rate	Residency Rate	Occupied Resident Households	Average PPH	Resident Population Estimate
	A	B	C	D	E	F	G
<b>Calculations:</b>		<b>1.00 - B</b>			<b>A x C x D</b>		<b>E x F</b>
Single Family	329	0.0432	0.9568	0.9900	312	2.72	848
Duplex	98	0.0390	0.9610	0.9950	94	2.54	238
Multi-Family	227	0.0556	0.9444	0.9790	210	2.13	447
Mobile Homes	65	0.0803	0.9197	0.9890	59	2.9	171
Other/Boats	12	N/A	N/A	1.0000	12	1	12
<b>TOTALS</b>	<b>731</b>				<b>686</b>		

**SAMPLE**

Estimated Residents Living in Housing

Group Quarters Population

Total Municipal Population Estimate

# POPULATION RESOLUTION

A RESOLUTION OF THE \_\_\_\_\_ adopting the  
(Municipality)  
determination of population of the municipality as of \_\_\_\_\_.  
(Date)

WHEREAS, the \_\_\_\_\_ has conducted an  
(Municipality)  
estimate of the municipal population indicating the population of permanent residents of the  
municipality as of \_\_\_\_\_, and  
(Date)

WHEREAS, the governing body of the municipality must pass a resolution adopting the  
results of the census for use by the Department of Commerce, Community, and Economic  
Development;

NOW THEREFORE BE IT RESOLVED THAT the governing body finds that on  
\_\_\_\_\_ the population of permanent residents of the municipality was  
(Date)  
\_\_\_\_\_.  
(Population)

PASSED AND APPROVED BY THE \_\_\_\_\_ on the  
(Governing Body)  
\_\_\_\_\_ day of \_\_\_\_\_, 2010.

BY: \_\_\_\_\_  
(Mayor)

ATTEST: \_\_\_\_\_  
(Clerk or Secretary)

# Appendix

## Glossary: Census definitions

1. **Housing Unit.** A housing unit is one or more rooms intended for permanent occupancy as separate living quarters. A housing unit is a house, an apartment, a mobile home, a group of rooms, or a single room occupied (or vacant, intended for occupancy) as separate living quarters. Separate living quarters are those in which the occupants live separately from any other people in the building and which have direct access from the outside of the building or through a common hall. The occupants may be a single family, one person living alone, two or more families living together, or any group of related or unrelated people sharing living arrangements.
  - Occupied Housing Unit (Also called a *Household*): a housing unit is occupied if a household of one or more resident persons usually live and sleep there. A housing unit is considered occupied if the residents are only temporarily absent. (See #6).
  - Vacant Housing Unit: a housing unit is vacant if it is either without occupants or is temporarily occupied by persons whose unusual place of residence is elsewhere. A unit from which the occupants are temporarily absent (on vacation etc.) is not considered a vacant unit.
  - Housing structures not considered housing units if vacant include: dilapidated or derelict housing structures that are not considered fit for human habitation, including: broken windows, missing doors or roof, collapsed walls or extensive fire damage; housing units being used solely for storage; recreational boats; tents, motor homes, travel trailers, and new housing under construction.
  - Year-round housing units: all occupied and unoccupied units, regardless of design, that are intended for occupancy at all times of the year.
  - Single-family detached unit: a housing structure with open space on all four sides.
  - Single-family attached unit: a single-unit housing structure that has one or more unbroken wall extending from ground to roof separating it from adjoining structures, such as a townhouse.
  - Multifamily units: housing units contained in multiunit structures such as apartment buildings.
  
2. **Residents:** Residency is determined on the basis of where a person usually resides on a weekly basis or for the majority of the year (more than six months) if persons divide their time between two or more residences. This place is not necessarily the same as the person's voting residence or legal residence. Also, noncitizens that are living in the United States are included, regardless of their immigration status. Persons who sleep consecutive nights in one locality to be near their place of work and sleep in another locality on weekends or during other non-work periods are considered residents of the housing unit in which they spend most of their nights during the week. The following special cases apply:

<b>Table of Residence Special Case Definitions</b>	
<b>Type of Person</b>	<b>Resident of</b>
Lives in this household but is temporarily absent on a visit, business trip, vacation, or in connection with job.	This household
Lives in this household only on weekends. Works most of the week in another place.	The other place
Lives in this household, but is in a general or VA hospital, including new babies in the hospital who have not yet been brought home.	This household
<b>Members of the Armed Forces</b>	
(a). Living on military installation	The military installation
(b). Stationed on nearby installation but living off base in this household.	This household
(c). Assigned to a military vessel whose home port is 50 miles or more away from this household.	The vessel
(c). Assigned to a military vessel whose home port is 50 miles or less away from this household.	This household
Officer or crew member of a merchant vessel, vessel engaged in coastwide or foreign transportation.	The vessel
Officer or crew member of a merchant vessel, vessel engaged in inland water transportation.	This household
<b>College Student</b>	
(a). Not living in this household during school year - here only on vacation.	Place where they live while attending college
(b). Living in this household during the school year.	This household
Student away while attending school below college level or students attending boarding school	This household
Nurse living hospital or nursing home.	Hospital or nursing home
Family members working and living away from home four or more nights a week for the majority of the calendar year.	Place where they live while working away from home
Person who has more than one home and divides time between them.	Place where he/she spends largest part of the year
<b>American Citizen abroad</b>	
(a). On vacation or temporarily away in connection with work.	This household
(b). Employed by the U.S. Government	Do not list
(c). Any other American working or living abroad for extended time.	Do not list
Institutionalized individuals, those in prison or reformatories, and schools for citizens with special needs.	The special place
Members of religious order.	The monastery or convent
<b>Citizens of a foreign country</b>	
(a). Studying or working in the U.S. or the members of the family of such person living with him or her.	This household
(b). Temporary traveling or visiting the U.S.	Do not list
<b>Source:</b> United States Census Bureau	

3. **Household:** A household is an occupied housing unit. It may be a single-person household, a household where unrelated persons live together, or a family household.
4. **Group Quarters:** Facilities that house group quarters populations are not counted as housing units. Group quarter populations are found most frequently in nursing homes, student residence halls, on military establishments, including military vessels, and populations residing in institutional group quarters.
5. **Vintage Year:** Refers to the year that demographers begin production on a set of population estimates. For example, the vintage 2009 estimates are estimates whose production was begun in 2009.
6. **Occupied Housing Unit:** A housing unit that is the usual place of residency of the occupant(s). Also referred to as a Household. A housing unit is classified as occupied if it is the usual place of residence of the person or group of people living in it at the time of enumeration, or if the occupants are only temporarily absent; that is, away on vacation or a business trip. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated people who share living quarters. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents; that is, people who consider the hotel as their usual place of residence or have no usual place of residence elsewhere. If any of the occupants in rooming or boarding houses, congregate housing, or continuing care facilities live separately from others in the building and have direct access, their quarters are classified as separate housing units. The living quarters occupied by staff personnel within any group quarters are separate housing units if they satisfy the housing unit criteria of separateness and direct access; otherwise, they are considered group quarters.

## Attachments

- A. Examples of Structure Types
- B. Sample Block Map
- C. Form 1: Municipal Housing Inventory
- D. Form 2: Sample Municipal Block Detail Field Survey: Housing, Residency and Vacancy
- E. Form 2
- F. Form 2 Sample
- G. Form 3 Sample Municipal Block Detail field Survey: Housing, Persons, Residency and Vacancy
- H. Form 3
- I. Form 3 Summary
- J. Form 4: Group Quarters Population
- K. Form 5: Hum Estimate Worksheet
- L. Household Size Sample Questionnaire

# Attachment A

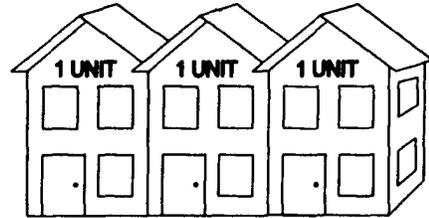
## EXAMPLES OF STRUCTURE TYPES



1 Structure with  
1 Housing unit



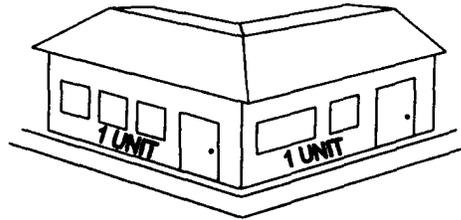
1 Structure with  
1 Housing Unit



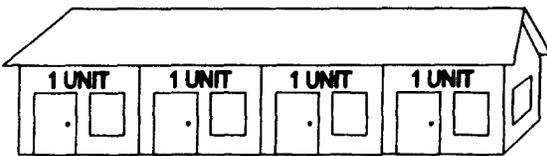
1 Structure with  
3 Housing Units



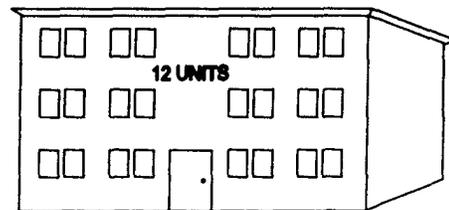
1 Structure with  
2 Housing Units



1 Structure with  
2 Housing Units



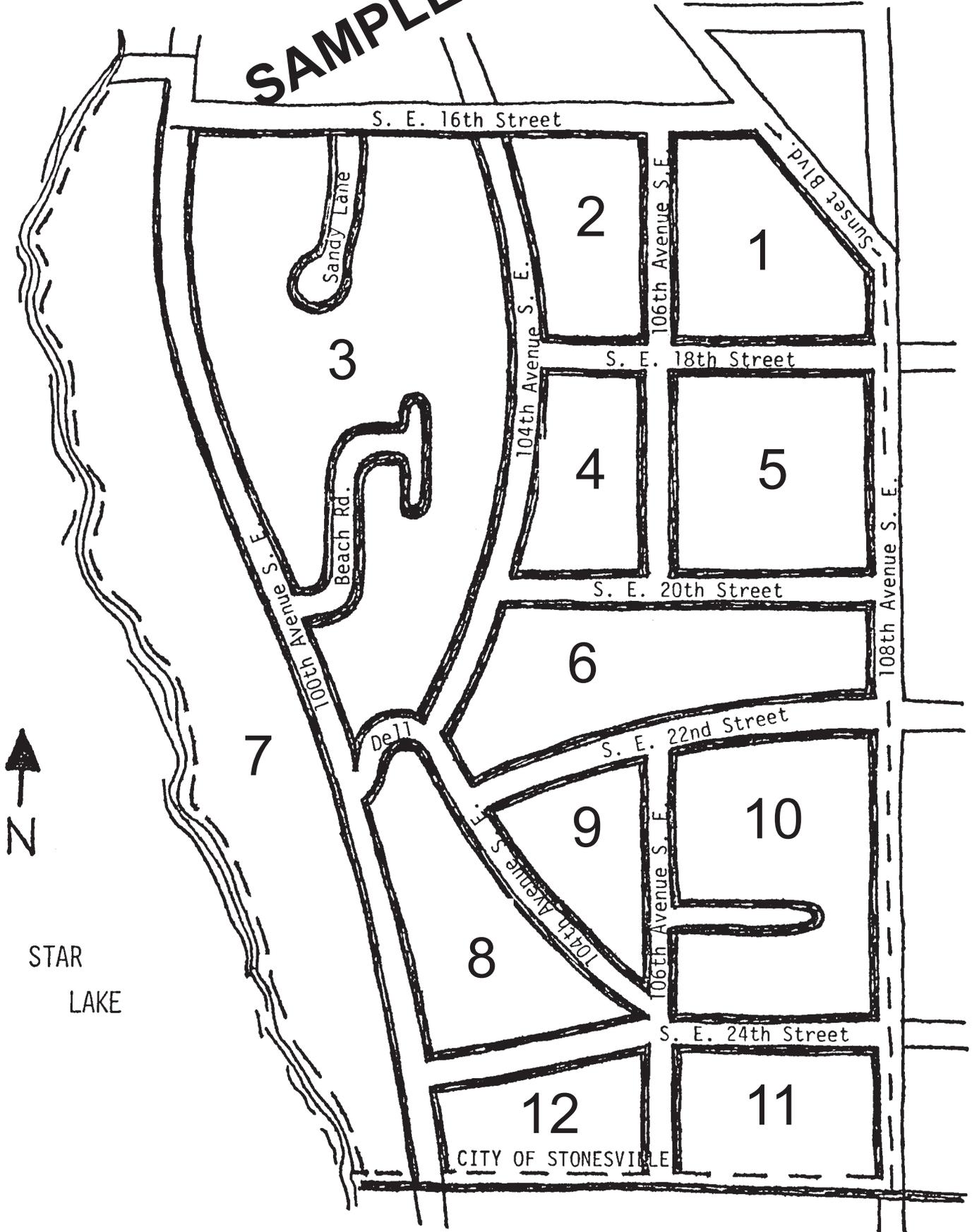
1 Structure with  
4 Housing Units



1 Structure with  
5+ Housing Units

Attachment B

**SAMPLE**



NOTE: MAPS MAY BE HAND DRAWN - BLOCK MAPS ARE AVAILABLE FROM THE 2000 U.S. CENSUS

# Attachment C

FORM 1

## MUNICIPAL HOUSING INVENTORY CITY OF \_\_\_\_\_

Date \_\_\_\_\_

Enumerator \_\_\_\_\_

Block \_\_\_\_\_

Page \_\_\_\_\_

Address/Lot/Permit #	Single	Duplex	Multi-Fam	Mobile	
					1
					2
					3
					4
					5
					6
					7
					8
					9
					10
					11
					12
					13
					14
					15
					16
					17
					18
					19
					20
					21
					22
					23
					24
					25
					26
					27
					28
					29
					30
<b>Municipal Totals</b>					

Total All Housing Units

**SAMPLE**

**MUNICIPAL BLOCK DETAIL  
FIELD SURVEY - HOUSING, RESIDENCY & VACANCIES  
CITY OF RIVERBEND**

Block No. 4  
Page 2 of 10

Date October 8, 1998  
Enumerator Jane Jones

Household Address	Housing Unit #	Housing Units Surveyed																Dates of Residency			
		Single				Duplex				Multi-Family				Mobile Home							
		Tot	Occ	Vac	Res	Tot	Occ	Vac	Res	Tot	Occ	Vac	Res	Tot	Occ	Vac	Res				
100 106th Ave. SE	1	1		1																1	
102 106th Ave. SE	2	1	1		1															since 1972	2
104 106th Ave. SE	3	1	1		1															since 1993	3
106 106th Ave. SE	4	1	1		1															since 1959	4
400 S.E. 18th St.	5													1	1		1			since 1940	5
402 S.E. 18th St.	6													1	1					summer work	6
404 S.E. 18th St.	7													1	1		1			since 1992	7
406 S.E. 18th St.	8													1	1		1			since 6/97	8
408 S.E. 18th St.	9													1	1		1			since 1973	9
410 S.E. 18th St.	10													1	1		1			since 1955	10
401 S.E. 18th St.	11													1	1		1			since 1985	11
403 S.E. 18th St.	12													1	1		1			since 1970	12
405 S.E. 18th St.	13													1	1		1			since 1/98	13
407 S.E. 18th St.	14													1	1		1			since 1988	14
251 Sunset Blvd. #1	15									1	1		1							since 1945	15
251 Sunset Blvd. #2	16									1	1		1							since 1933	16
251 Sunset Blvd. #3	17									1		1									17
251 Sunset Blvd. #4	18									1	1		1							since 1980	18
251 Sunset Blvd. #5	19									1	1									summer work	21
251 Sunset Blvd. #6	20									1	1		1							since 1960	30
Page Sub-Total		4	3	1	3					6	5	1	4	10	10	0	9				

Attachment D

**Definitions:**  
 Tot= Total Housing Units Surveyed  
 Occ= Occupied Housing Units in Total  
 Vac= Vacant Housing Units in Total  
 Res= Household spends majority of year in City, and has no other usual place of residence

**MUNICIPAL BLOCK DETAIL  
FIELD SURVEY - HOUSING, RESIDENCY & VACANCIES  
CITY/AREA \_\_\_\_\_**

Block No. \_\_\_\_\_  
Page \_\_\_\_\_

Date \_\_\_\_\_  
Enumerator \_\_\_\_\_

**Housing Units Surveyed**

Household Address	Housing Unit #	Single				Duplex				Multi-Family				Mobile Home				Dates of Residency	
		Tot	Occ	Vac	Res	Tot	Occ	Vac	Res	Tot	Occ	Vac	Res	Tot	Occ	Vac	Res		
																			1
																			2
																			3
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																			5
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																			21
																			30
Page Sub-Total																			

**Attachment E**

**Definitions:**  
 Tot= Total Housing Units Surveyed  
 Occ= Occupied Housing Units in Total  
 Vac= Vacant Housing Units in Total  
 Res= Household spends majority of year in City, and has no other usual place of residence











# Attachment K

FORM 5

## HOUSING UNIT METHOD POPULATION ESTIMATE CALCULATION WORKSHEET CITY OF \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Structure Type	Total Housing Units	Vacancy Rate	Occupancy Rate	Residency Rate	Occupied Resident Households	Average PPH	Resident Population Estimate
	A	B	C	D	E	F	G
<i>Calculations:</i>		$1.00 - B$			$A \times C \times D$		$E \times F$
Single Family							
Duplex							
Multi-Family							
Mobile Homes							
Other/Boats							
<b>TOTALS</b>							

Estimated Residents Living in Housing

Group Quarters Population

Total Municipal Population Estimate

**SAMPLE**

**HOUSEHOLD SIZE QUESTIONNAIRE  
DUE MARCH 1ST**

The City is conducting a population estimate, which is used, in part, to determine funding from the State of Alaska. An important part of the estimate is determining the average number of residents in each household (persons per household) for various housing types. We need as many responses as possible to ensure accuracy of the estimate. We urge you to take a minute to answer this survey, and appreciate your response by March 1st. Thank you!

If you have questions about filling out this survey, please call Jane Jones, City Clerk, at 555-4242.

1) What type of housing do you live in? *(please check one)*

- Single Family Home
- Duplex or Zero-Lot Line
- Mobile Home or Trailer
- Multi-Family (includes 3-plex, 4-plex and larger apartment complexes)
- Other (please identify type) \_\_\_\_\_

2) How many persons currently live in your household? *(circle one)*

**1    2    3    4    5    6    7    8    9    10    More \_\_\_\_\_**  
**(specify)**

3) How many of the persons circled above have another usual place of residence where they spend the majority of the year? (For example, how many are students that leave home to attend High School or College? How many persons are living in your household temporarily for seasonal employment, subsistence activities, or for other purposes?)

*(circle one)*

**None    1    2    3    4    5    6    7    8    9    10**

**More \_\_\_\_\_ (specify)**

NOTE: if households located outside of the City's incorporated boundaries may receive this survey, an additional question must be asked, such as:

Is your home located within City boundaries? Yes / No