

# **Housing Unit Method Manual:**

## **Municipal Population Estimate**

### **Instructions and Reporting Forms**

*Revised January 2013*



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# **Municipal Population Determinations and Requests for Adjustment**

## **Population Determination**

The director of the Division of Community and Regional Affairs (DCRA) determines funding for municipalities that are eligible to receive State's FY 2014 revenues under various programs based on their population. The director sends the July 1, 2012 municipal population estimates, established by the state demographer of the Alaska Department of Labor and Workforce Development (DOWLD), to each municipality by mid-January 2013.

**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 population estimate submitted by DCRA and the municipality wishes to request an adjustment.**

## **Population Adjustment Request**

If the municipality believes its population estimate does not reflect its permanent resident population as of July 1, 2012, it has until April 1, 2013 to request from the DCRA's director an adjustment to the estimated population base. If a municipality's request for adjustment is postmarked after **April 1, 2013**, 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:

1. A **housing unit population estimate method**, as described in *this* manual, or
2. A **head count census**, as described in the separate *Head Count Census Method Manual: Municipal Population Count Instructions and Reporting Forms, Revised January 2013*.

Municipalities with a population of 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.

## **Extension of April 1, 2013 Deadline**

A municipality may request an extension of the deadline, if the request is received in writing by close of business on April 1, 2013, 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 to the Commissioner" below). Please, contact Brigitta Windisch-Cole, Research

Analyst, responsible for validating your population estimation method, at (907)269-4521, should you have any questions.

### Point in Time Estimation

The municipality must estimate the population of residents (persons who reside in the municipality for more than six months of the year) at the time of the count. A linear adjustment will be made to reflect the population change between the most recent certified population determination (e.g. July 1, 2011) and the new local count or estimate. For example:

<b>New local count or estimate (e.g. as of April 1, 2013)</b>	<b>= 4,400</b>
<b>Most recent certified population estimate/count (e.g. as of July 1, 2011)</b>	<b>= 4,000</b>

<b>Linear Adjustment Methodology</b>	
Population change (July 1, 2011 – April 1, 2013) = 400	
Number of periods between most recent certified population estimate or count and new local estimate or count (e.g. April 1, 2013) = 21 months	
Resulting resident change is = 19 residents per month	
Adjusted time periods from July 1, 2011 to July 1, 2012 = 12	
Population adjustments is calculated to be: 19 x 12 = 228 residents	

<b>The final accepted population level as of July 1, 2012</b>	<b>= 4,228</b>
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## Appeal to the Commissioner

If DCRA's director does not grant the request for a population adjustment or the municipality has other grounds for challenging the 2012 Alaska Department of Labor and Workforce Development (DOLWD) estimate, the director's decision may be appealed to the commissioner (3 AAC 130.050). **The appeal must be made within 10 business days after the municipality receives the decision from the director.**

## Certified Population

After all appeals have been resolved, the commissioner will certify a final municipal population report on or before June 1, 2013. The department's certified population is determined from one of the following:

1. A head count census conducted by the municipality in accordance with the *Head Count Census Method Manual: Municipal Population Count Instructions and Reporting Forms, Revised January 2013*.
2. A housing unit method population estimate conducted by the municipality in accordance with *this* manual.
3. An estimate made by the Alaska Department of Labor and Workforce Development for July 1, 2012.

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 as enumerated above. An approved locally conducted census that includes an adjustment to the July 1, 2012 figure takes precedence over the DOLWD estimate for July 1, 2012.

# Housing Unit Method Population Estimate Documentation and Procedures

## Components of Housing Unit Method Population Estimate

A municipality conducts a Housing Unit Method (HUM) population estimate by randomly sampling households to measure characteristics of the "typical conventional household," and by applying those characteristics to the total conventional housing unit inventory of the municipality. Because samples are subject to various types of statistical errors, the HUM is truly an estimate of population.

The following components with specified elements must be available to properly conduct a HUM population estimate:

1. Housing Units Inventory:
  - a. Conventional Housing Units - Total number of housing units by structure type (single family, duplex, multiple family and mobile homes)
  - b. Group Quarters - The number of group quarters and units
2. Sample survey of conventional housing units to derive the following elements:
  - a. Vacancy Rates - Vacancy rates for each structure type
  - b. Residency Rates - Residency rates for each structure type
  - c. PPH - Average persons per household (PPH) in each structure type

**Note: Please review the manual carefully, as elements of component 2 above, must be measured concurrently.**

Large municipalities and boroughs must measure and report each of the five elements described above by service areas or cities within their boundaries.

Municipalities that choose to conduct a HUM 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 sampling techniques and documentation required by the department will avoid any misinterpretations.

## Documentation Required

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 or subdivision, streets, roads,



landmarks, and boundaries which mark the corporate (legal) limits of the municipality. (See Attachment A for a sample).

**2. Housing Unit Method documentation.**

- a. Detailed inventory of all conventional housing units in the municipality by type.
- b. Detailed documentation of group quarters, surveys, facility summary and the resident population living in them.
- c. Detailed documentation of all field work, samples, and surveys for surveyed housing units.
- d. Final calculation of Housing Unit Method population estimate, using vacancy rates, residency rate, and average persons per household for each structure type. A sample calculation worksheet is on Form 4 (Attachment J). Please use Microsoft Excel for the worksheet, and submit a hard copy as well as an electronic copy of the worksheet(s), which is available at the following link:

[http://commerce.alaska.gov/dca/pub/2013\\_HUM\\_Calculations.xlsx](http://commerce.alaska.gov/dca/pub/2013_HUM_Calculations.xlsx)

- 3. Resolution.** The municipality must pass and sign a resolution adopting the results of the local population estimate. (See page 13 for a sample resolution).

Illustrations of housing unit types, forms and sample forms are provided as Attachments B through J and all required documentation is identified throughout this manual. The municipality should thoroughly document all steps involved in the Housing Unit Method population estimate, since the department may request any necessary documentation to substantiate the local municipal population estimate.

# Housing Unit Method Elements

Each component element used in the Housing Unit Method population estimate, documented under housing units inventory and elements from field survey are followed by a set of guidelines that will assist the municipality with documenting all necessary information when conducting the estimate or count.

## 1. Housing Units Inventory

### a. Conventional Housing Units Documentation Details

- i. A municipal map or U.S. Census block map is required, indicating legal boundaries of the municipality. (See Attachment A for a sample of census block map).
- ii. Total conventional housing units must be enumerated and documented by type of structure: single family, duplex, apartments (multiple family), and mobile homes. (See Attachment B for illustrations of housing unit types).
  - Include the most recent documentation printed directly from the property tax records, including a list of residential units by lot number, structure type, and year built. This information can also be identified on Form 1 (Attachment C). Include a map outlining census blocks, service areas, or geographic areas that correspond with assessment record tabulations.
  - Add any new units constructed and occupied since the last property tax assessment record. Attach a list of each new unit (must be completed and habitable) by structure type, address, and permit number.
  - Add live-aboard boats 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.
  - Deduct housing units demolished since the last property tax assessment records. Attach a list of each demolished property by structure type and address. Complete Form 1 (Attachment C), or provide similar information.
  - Deduct dilapidated, uninhabitable housing, and housing under construction, from the housing inventory. (Under Appendix, see Glossary for a further description of housing units using U.S. Census definitions).

- iii. If your municipality is stratified by service areas or geographically unique areas, housing units must be tabulated for each area by structure type.
- iv. Any unusual growth from previous year's data will require additional documentation.

## **b. Group Quarters Documentation Details**

- i. Contact group quarters entities and request written and signed copy of the documentation from the respective entity's administrator/manager. Persons in some facilities must be surveyed using Group Quarter Survey Form in Attachment D. See details below and Table 1 for residency definitions and other required documentation. Further information about group quarters is found in the Appendix, Glossary.
  - **On-shore or off-shore fish processing facilities:** Facilities must be in operation within the municipal boundaries for more than six months out of the past 12 months. A letter from the facility manager, documenting the average annual population in company owned bunkhouses is required.
  - **Labor camps (requires survey):** Company-provided housing for workers qualifies as group quarters. Resident occupants of such accommodations must fill out the group quarters survey to determine the residency status of the respective worker.
  - **Hotels/Motels/Boarding Houses (requires survey):** Boarders who reside in these facilities for more than six months as of June 30, 2012. If a hotel guest is in town temporarily, he/she may not be counted unless they have been housed for at least six months and a day.
  - **College Dormitories:** Dormitory occupancy must be reported on the day of survey and the count must be confirmed by the dormitory administrator.
  - **Military Barracks:** If the barracks are in operation year-round, a letter from the facility documenting the average annual population as of June 30, 2012 is required. Please refer to Table of Residence Special Case Definitions on page 16 for additional information).
  - **Correctional Facilities:** If the facility incarcerates a long-term population, include an average annual inmate population count as of June 30, 2012. Written documentation from the warden of the facility is required.
  - **Senior citizen homes and long-term medical care facilities:** These facilities are assumed to house local residents, therefore the occupancy must be documented. Include only senior citizen facilities that provide 24-hour care services and report count as of the day of the survey.
  - **Juvenile youth facilities, crisis shelters, and homeless shelters, etc.:** These facilities are assumed to house local residents, and documentation,

regarding average annual occupancy, must be furnished by the facility manager.

**TABLE 1**  
**Group Quarters Facilities - Population Source and Contact Person**

<b>Group Quarters Facility</b>	<b>Population Source</b>	<b>Contact Person</b>
On-Shore or Off-Shore Fish Processing	Annual Average (1)	Bunk House Manager
Labor Camps/Company Provided Housing	From Group Quarter Survey (2)	
Military Barracks	Annual Average (1)	Military Installation
Correctional Facilities	Annual Average (1)	Warden
Hotels/Motels/Boarding Houses	From Group Quarter Survey (2)	
College Dormitories	Count on day of survey	Dormitory Administrator
Senior Citizen Homes	Count on day of Survey	Manager
Long Term Medical Care Facilities	Count on day of survey	Administrator
Juvenile Youth Facilities	Annual Average (1)	Warden
Crisis Shelters	Annual Average (1)	Manager
Homeless Shelters	Annual Average (1)	Manager

Note:

(1) - July 2011 to June 2012

(2) - Survey form in manual

- ii. Documentation must include group quarters survey forms and Form 2 (Attachment E) which lists each group facility name, service provided/facility purpose, address, contact name, phone number, and surveyed resident population as of June 30, 2012.
- iii. The department may require additional residency documentation for any facility that houses a non-resident population since June 30, 2012.

## **2. Elements from Field Survey**

Municipalities with less than 3,000 conventional housing units must conduct a **40% random sample of conventional housing units**. Municipalities with 3,000 to 5,000 conventional housing units are required to sample 1,200-1,500 conventional housing units. Municipalities with greater than 5,000 housing units can 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 conventional housing units can be drawn at random from a hat, or through a random number generating computer program. A two-person verification of random selection process is required and must be documented. These sample units are then surveyed using the Household Survey Form provided as Attachment F. 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 from a conventional housing inventory that had 15% apartments), additional field work will be required.

**a. Documentation of Field Survey**

The following documentation from the field survey should be included in the submission:

- i. Current conventional housing inventory should be provided on Form 1, Attachment C.
- ii. Household survey forms as provided as Attachment F should be used when conducting the survey. Please copy the household survey form to make as many forms as needed. One form must be used for each conventional housing unit surveyed.
- iii. A survey summary form for each census block, provided as Form 3, Attachment G, should be compiled. A sample of Form 3 for a census block is provided as Attachment H.
- iv. A final summary of the entire survey should be documented on Form 3 Summary form, provided as Attachment I. The figures from this summary will be used to calculate the vacancy rates, residency rate and persons per household.
- v. A municipal map depicting all census blocks/subdivisions in the municipality is required. All units sampled and surveyed should be indicated by using a marker.

**b. Elements**

- i. Vacancy Rates
  - Vacancies must be measured for each structure type: single family, duplex, apartments (multiple family), and 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. These units should be excluded from the conventional housing inventory.
  - Vacancies or occupancy for all structure types can only be established by a survey.
  - Vacancies must be measured exactly as they are found on the "enumeration day." They are a "snapshot" of the current situation. For

example, if an apartment is vacant on the enumeration 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.

ii. Residency Rates

- Residency must be measured for each conventional housing structure type: single family, duplex, apartments (multiple family), and 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 more than six months of the year unless a person has no usual place of residence. For example, an individual who is in your community for seasonal subsistence or employment purposes is considered a non-resident. A household must be surveyed in person to determine residency of its members. Special cases of residency are found in the Table of Residence Special Case Definitions on page 16.

iii. Average Persons per Household (PPH)

- PPH must be measured for each conventional structure type: single family, duplex, apartments (multiple family), and 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 Table of Residence Special Case Definitions on page 16.

## **HUM Population Estimate Calculations**

Use Form 4 (Attachment J) 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 4 (Attachment J) for each area. See sample on next page.

For each conventional housing structure type: single, duplex, multi-family, and mobile homes provide:

- (A) Total Number of Conventional Housing Units from Inventory**
- (B) Vacancy Rate = Vacant Conventional Housing Units from Sample ÷ All Sampled Conventional Housing Units (per type)**
- (C) Occupancy Rate = 1.00-Vacancy Rate**
- (D) Residency Rate = Total Residents in Surveyed Conventional Housing Units ÷ Total Persons in Surveyed Conventional Housing Units**
- (E) Occupied Resident Households = Total Conventional Housing Units from Inventory x Occupancy Rate from Surveyed Conventional Housing Units x Residency Rate from Surveyed Conventional Housing Units**
- (F) Average Persons Per Household (PPH) = Total Residents in Surveyed Conventional Households ÷ Occupied Conventional Housing Units from Survey**
- (G) Estimated Conventional Resident Population = Occupied Conventional Resident Households in Survey x Average PPH from Survey**
- (H) Total Population Estimate = Estimated Conventional Housing Unit Resident Population + Group Quarters Population (Form 4)**
- (I) Adjust Total Population Estimate to July 1, 2012 Population Using Linear Adjustment Process Described on Page 2.**

**FORM 4 - SAMPLE HOUSING UNIT METHOD (HUM) CALCULATIONS**

Structure Type	Total Conventional Housing Units (From Tax Records)	Vacancy Rate (From Survey)	Occupancy Rate	Residency Rate (From Survey)	Occupied Resident Households	Average PPH (From Survey)	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	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>TOTAL</b>	731				686		

**SAMPLE**

	Estimated Residents Living in Conventional Housing Units	<b>1,716</b>
+	Quarters Population	43
	Total Municipality Population Estimate	<b>1,759</b>

If this estimate above is not for July 1, 2012, it will be prorated to that date, as discussed on page 2.



# 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  
(Date)  
was \_\_\_\_\_.  
(Population)

PASSED AND APPROVED BY THE \_\_\_\_\_ on  
(Governing Body)  
the \_\_\_\_\_ day of \_\_\_\_\_, 2013.

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

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

# Appendix

## Glossary

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.
  - a. **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).
  - b. **Vacant Housing Unit:** A housing unit is vacant if it is either without occupants or is temporarily occupied by persons whose usual place of residence is elsewhere. A unit from which the occupants are temporarily absent (on vacation etc.) is not considered a vacant unit.
  - c. **Vacant housing units that should not be included in the housing inventory:**
    - Dilapidated or derelict housing structures that are not considered fit for human habitation. These structures could have 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 unit(s) under construction.
  - d. **Year-round housing units:** All occupied and unoccupied units, regardless of design, that are intended for occupancy at all times of the year.
  - e. **Single-family detached unit:** A housing structure with open space on all four sides.
  - f. **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.
  - g. **Multi-family units:** Housing units contained in multi-unit structures such as apartment buildings.
2. **Conventional Housing Unit:** Single family homes, duplex homes, multiple family homes (apartments) and mobile homes. **These do not include group quarters.**

3. **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 a person divides his/her time between two or more residences. Also, non-citizens 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.
4. **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.
5. **Group Quarters:** Facilities that house group quarters populations are **not counted as conventional housing units**. Group quarters are multi-unit structures, all of which are owned or leased by a company for a long term (more than one year) for its employees. Group quarters populations are found most frequently in nursing homes, student residence halls, on military establishments, including military vessels, and other institutional facilities.
6. **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.
7. **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.

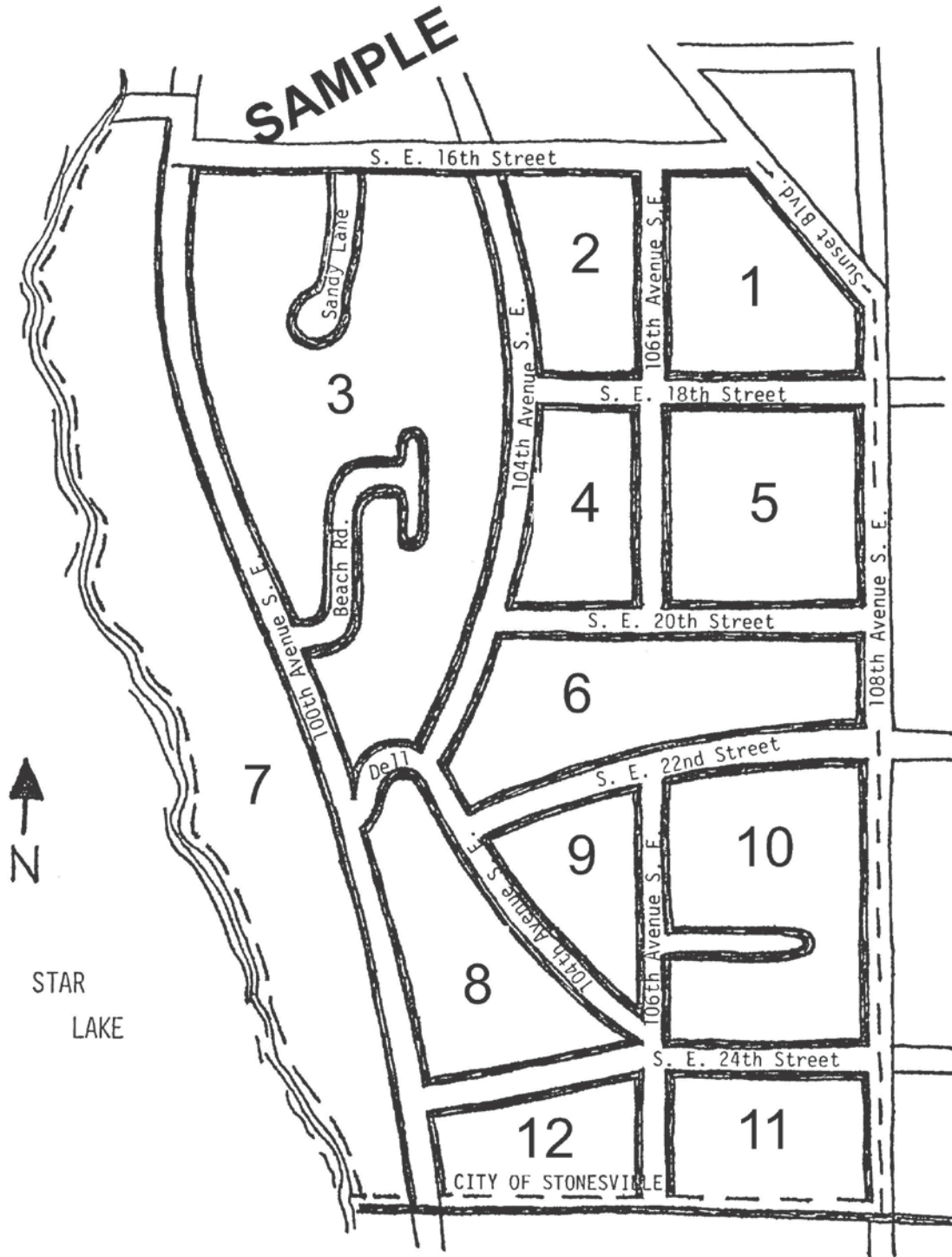
## Table of Residence Special Case Definitions

Type of Person	Residency Location
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.	Location of work 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>	
Living on military installation	Location of military installation
Stationed on nearby installation but living off base in this household.	This household
Assigned to a military vessel whose home port is 50 miles or more away from this household.	Location of the vessel
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 coast wide or foreign transportation.	Location of the vessel
Officer or crew member of a merchant vessel, vessel engaged in inland water transportation.	This household
<b>College Student</b>	
Not living in this household during school year - here only on vacation.	Location of residence while attending college/university
Living in this household during the school year (e.g. exchange student).	This household
Student away while attending school below college level or students attending boarding school	This household
<b>Other</b>	
Institutionalized individuals, those in prison or reformatories, and schools for citizens with special needs.	Location of institution
Members of religious order.	Location of monastery or convent
Nurse living in a hospital or nursing home.	Location of the hospital or nursing 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>	
On vacation or temporarily away for business assignment.	This household
Employed by the U.S. Government	Do not list
Any other American working or living abroad for extended time.	Do not list
<b>Citizens of a foreign country</b>	
Studying or working in the U.S. or the members of the family of such person living with him or her.	This household
Temporary traveling or visiting the U.S.	Do not list
<b>Source:</b> United States Census Bureau	

## **Attachments**

- A. Sample Block Map
- B. Examples of Structure Types
- C. Form 1: Municipal Conventional Housing Inventory
- D. Group Quarters Survey Form
- E. Form 2: Group Quarters Population Summary
- F. Household Survey Form
- G. Form 3 – Municipal Census Block Detail of Field Survey: Housing, Persons, Residency and Vacancy
- H. Form 3 Sample – Municipal Census Block Detail of Field Survey: Housing, Persons, Residency and Vacancy
- I. Form 3 Summary – Summary of Housing Sample from Field Survey – Housing, Persons, Residency and Vacancy
- J. Form 4: Housing Unit Method Population Estimate Worksheet

ATTACHMENT A  
SAMPLE BLOCK MAP



NOTE: MAPS MAY BE HAND DRAWN – BLOCK MAPS ARE AVAILABLE FROM U.S. CENSUS WEBSITE

**ATTACHMENT B**

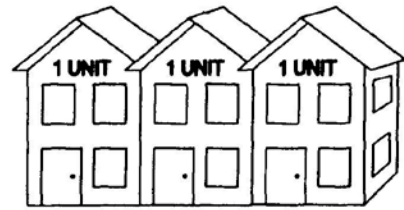
**EXAMPLES OF STRUCTURE TYPES**



1 Structure with  
1 Housing unit



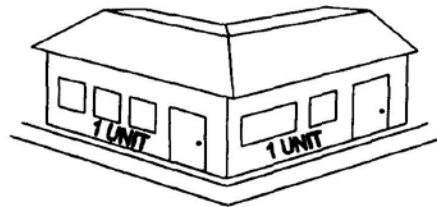
1 Structure with  
1 Housing Unit



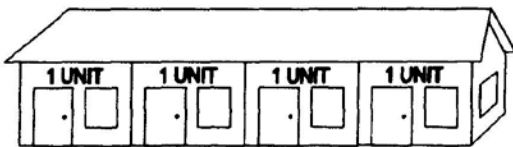
1 Structure with  
3 Housing Units



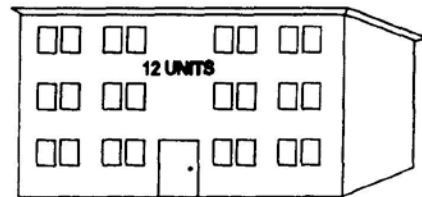
1 Structure with  
2 Housing Units



1 Structure with  
2 Housing Units



1 Structure with  
4 Housing Units



1 Structure with  
5+ Housing Units

**ATTACHMENT C – Form 1**

**MUNICIPAL CONVENTIONAL HOUSING INVENTORY  
CITY OF \_\_\_\_\_**

Date \_\_\_\_\_

Enumerator \_\_\_\_\_

Census Block #/Subdivision Name \_\_\_\_\_

Address/Lot/Permit #	Single	Duplex	Multi-Family	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 Conventional Housing Units**



**ATTACHMENT D**  
**GROUP QUARTERS SURVEY FORM**

Group Quarter Facility Name \_\_\_\_\_ Date \_\_\_\_\_

Unit # \_\_\_\_\_

1. What is your name? *Print name below*

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

2. Do you live or stay in this facility for more than 6 months?

\_\_\_\_ Yes (go to Question 3)

\_\_\_\_ No (Go to Question 4)

3. Do you declare residency elsewhere? If Yes, please complete all that apply

\_\_\_\_ Yes (Please complete all that apply in Address below)

\_\_\_\_ No

Street Address Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Rural Route Address: \_\_\_\_\_

City/Work Site: \_\_\_\_\_

State or Foreign Country: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

4. What is the full address of the place where you live or stay for more than 6 months

Street Address Number: \_\_\_\_\_

Street Name: \_\_\_\_\_

Apartment Number: \_\_\_\_\_

Rural Route Address: \_\_\_\_\_

City/Work Site: \_\_\_\_\_

State or Foreign Country: \_\_\_\_\_

ZIP Code: \_\_\_\_\_

**ATTACHMENT E – Form 2**

**GROUP QUARTERS POPULATION SUMMARY**

CITY OF \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Page \_\_\_\_\_

Facility	Service/Purpose	Address	Contact Name	Phone	Resident Pop.
<b>Total Group Quarters Population</b>					

**ATTACHMENT F**

**HOUSEHOLD SURVEY FORM**

Census Block #/Subdivision Name \_\_\_\_\_

Date \_\_\_\_\_

Housing Unit # \_\_\_\_\_

Household Address \_\_\_\_\_

Type of housing structure (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) \_\_\_\_\_

How many persons currently live in the household? (circle one)

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

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 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)**

What length of time has each of the resident household member been living here?

- |          |           |
|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |

### ATTACHMENT G – Form 3

### CENSUS BLOCK DETAIL OF FIELD SURVEY - HOUSING, PERSONS, RESIDENCY & VACANCIES

CITY/AREA \_\_\_\_\_

Block No. 10  
Page 3 of 5

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

Household Address	Housing Unit #	Single Family				Res	Duplex				Res	Multi-Family				Res	Mobile Home				Res	Dates of Residency			
		Tot	Occ	Vac	PPH		Tot	Occ	Vac	PPH		Tot	Occ	Vac	PPH		Tot	Occ	Vac	PPH					
																								1	
																									2
																									3
																									4
																									5
																									6
																									7
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																									18
																									21
																									30
Page Sub-Total																									

Definitions: Tot= Total Housing Units Surveyed  
Occ= Occupied Housing Units in Survey  
Vac= Vacant Housing Units in Survey  
PPH= Persons Per Household Surveyed  
Res= Residents in Households Being Surveyed

**ATTACHMENT H – Form 3 - Sample**

**CENSUS BLOCK DETAIL OF FIELD SURVEY - HOUSING, PERSONS, RESIDENCY & VACANCIES**

**CITY/AREA** \_\_\_\_\_

**Block No. 10**

**Page 3 of 5**

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

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

**Definitions:** Tot= Total Housing Units Surveyed  
 Occ= Occupied Housing Units in Survey  
 Vac= Vacant Housing Units in Survey  
 PPH= Persons Per Household Surveyed  
 Res= Residents in Households Being Surveyed

**ATTACHMENT I – Form 3 Summary**

**SAMPLE SUMMARY OF FIELD SURVEY – HOUSING, PERSONS, RESIDENCY & VACANCIES**

**CITY/AREA \_\_\_\_\_**

Detail Page	Housing Units Surveyed																			
	Single Family					Duplex					Multi-Family					Mobile Home				
	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res
	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res	Tot	Occ	Vac	PPH	Res

**CALCULATIONS:**  
 Vacancy Rate ( = Vac. Units/Tot. Units)  
 Residency Rate (= All Res. /All Per.)  
 PPH ( = All Res./All Occ. Units)

Single	Duplex	Multi-Family	Mobile Home

**ATTACHMENT J – Form 4**

**HOUSING UNIT METHOD POPULATION ESTIMATE  
CALCULATION WORKSHEET**

CITY OF \_\_\_\_\_

Date \_\_\_\_\_

Contact \_\_\_\_\_

Structure Type	Total Housing Units (From Conventional Housing Inventory)	Vacancy Rate (From Survey)	Occupancy Rate	Residency Rate (From Survey)	Occupied Resident Households	Average PPH (From Survey)	Resident Population Estimate
	A	B	C	D	E	F	G
<i>Calculations</i>		<i>1.00 - B</i>			<i>A x C x D</i>		<i>E x F</i>
Single Family							
Duplex							
Multi-Family							
Mobile Homes							
Other/Boats							
<b>TOTAL</b>							

Estimated Residents Living in Housing Units

+ Group Quarters Population

Total Municipality Population Estimate