



THE STATE
of **ALASKA**
GOVERNOR BILL WALKER

**Department of Commerce, Community,
and Economic Development**

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

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April 14, 2015

The Honorable Sarah Henry, Mayor
City of Brevig Mission
P.O. Box 85021
Brevig Mission, AK 99785

RE: FY 2016 Population Determination

Dear Mayor Henry,

The Division of Community and Regional Affairs (DCRA) received the City of Brevig Mission's request for population adjustment on April 8, 2015. Unfortunately, your request is denied for being untimely filed and unresponsive.

Per 3AAC 180.040 (b), "if a municipality's request is postmarked after April 1 of the calendar year, it will be denied by the director as being untimely filed." We received your request via email seven days after the April 1 deadline. Per 3AAC 180.040 (c), the head count census must be "conducted in a manner satisfactory to the division." Your request for population adjustment did not include all of the required documentation set forth in the Head Count Census Method Manual (manual). Only one of the following four required components was part of the documentation we received:

1. City Map – Map depicting the placement of housing units and identifying each of them by using a number that corresponds to those on the census forms. This was not included in the documentation.
2. Population Census Forms – The forms need to list out individuals in each housing unit by address and a reference number that corresponds with that on the City Map. The information to be included is shown in Attachment A of the manual. This was not included in the documentation.
3. Census Summary Sheet – The form should include total housing units, vacant units and total persons that consider the city their "primary place of residence". This was not included in the documentation.
4. City Council Resolution – This was included in the documentation.

The population estimate from the Department of Labor for July 1, 2014 for the City of Brevig Mission is 411. This population figure will be used by the Department of Commerce, Community and Economic Development in FY 2016 financial assistance programs.

The city may, under 3AAC 180.050, appeal this determination to the Commissioner of Commerce, Community, and Economic Development. This appeal must be postmarked within 10 days after the municipality receives this written decision.

Sincerely,



Katherine Eldemar
Director

cc: Manjula Boyina, DCRA RA IV
Lawrence Blood, DCRA, LGS V