



THE STATE  
of **ALASKA**  
GOVERNOR BILL WALKER

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

DIVISION OF COMMUNITY AND REGIONAL AFFAIRS

P.O. Box 110809  
Juneau, Alaska 99811-0809  
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March 27, 2015

The Honorable Austin Swan, Sr., Mayor  
City of Kivalina  
P. O. Box 50079  
Kivalina, AK 99750

RE: FY 2016 Population Determination

Dear Mayor Swan Sr.,

The Division of Community and Regional Affairs (DCRA) received the city's request for population adjustment on March 19, 2015. Unfortunately, your request for population adjustment did not include all of the required documentation set forth in the Head Count Census Method Manual (manual) and therefore, is denied, for being unresponsive.

Per 3AAC 180.040, the request must be conducted in a manner satisfactory to the division. Three of the following four required components either have not been included or are deficient in meeting the documentation requirements as set forth in the manual:

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 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. You have included only the name of the head of the household with a total number of people in each unit.
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. However, the resolution states that a "Housing Unit Method" was used to conduct the estimate. This appears to have been stated incorrectly. Since the city has fewer than 1,000 persons, it must state "Head Count Census" method.

Per 3AAC 180.040, the director shall, in writing, grant or deny a request for adjustment within 10 days after receipt of the request. Today is the last working day for DCRA to consider this request before the 10-day review period expires on March 29, 2015. DCRA staff contacted the city on March 20, 2015 informing them of the above requirements and has not received any additional documentation for consideration.

The population estimate from the Department of Labor for July 1, 2014 for the City of Kivalina 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,

A handwritten signature in blue ink, consisting of a large, stylized 'K' followed by a horizontal line extending to the right.

Katherine Eldemar  
Director

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