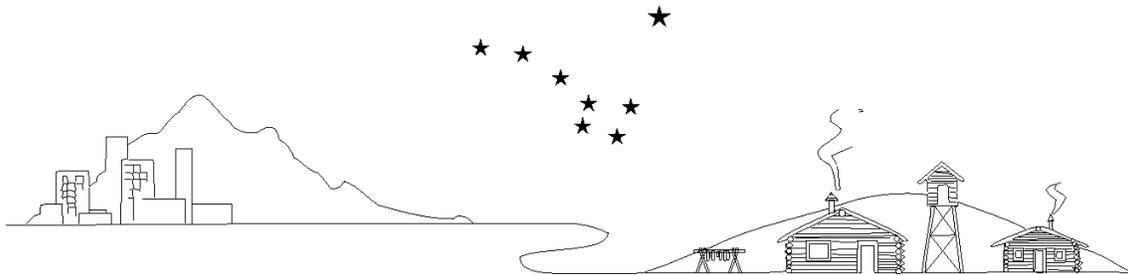


Municipal Population Estimate



Housing Unit Method Manual: Population Estimate Instructions and Reporting Forms

State of Alaska
Sean Parnell, Governor

Department of Commerce, Community, and Economic Development
Susan Bell, Commissioner

Division of Community and Regional Affairs
Scott Ruby, Director



Revised January 2012

Table of Contents

| | |
|---|-----------|
| Municipal Population Determinations and Requests for Adjustment | 1 |
| Population Determination | 1 |
| Population Adjustment Request..... | 1 |
| Extension of April 1st Deadline..... | 2 |
| Appeal to the Commissioner..... | 2 |
| Certified Population..... | 2 |
| Housing Unit Method Population Estimate Documentation and Procedures | 4 |
| Housing Unit Method Elements | 7 |
| I. Housing Units | 7 |
| 1. Administrative or Property Tax Records | 7 |
| 2. Field Census of Housing Units | 7 |
| 3. New Housing Units Constructed Since Last Housing Count | 8 |
| II. Vacancy Rates | 8 |
| 1. Sample Field Survey – Random Sample of Blocks | 9 |
| 2. Field Census..... | 9 |
| III. Residency Rates | 9 |
| IV. Average Persons per Household (PPH)..... | 10 |
| V. Group Quarters..... | 10 |
| HUM Population Estimate Calculations..... | 12 |
| POPULATION RESOLUTION..... | 14 |
| Appendix..... | 15 |
| Attachments..... | 19 |

Municipal Population Determinations and Requests for Adjustment

Population Determination

The director of the Division of Community and Regional Affairs (DCRA) determines funding for municipalities eligible to receive FY 2013 State revenues under various programs based on their population. The director sends the July 1, 2011, municipal population estimates, established by the state demographer of the Alaska Department of Labor and Workforce Development, to each municipality mid January 2012.

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 population estimate submitted by DCRA and 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, 2011, the municipality has until **April 1, 2012** to request an adjustment to the estimated population base from DCRA's director. If a municipality's request for adjustment is postmarked after **April 1, 2012**, 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 estimate method**, as described in this manual
- A **head count census**, as described in the separate *Head Count Census Manual: Population Estimate Instructions and Reporting Forms*, revised January 2012.

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 DCRA and should not be used for local population census or estimates. This manual and the separate *Head Count Census Manual* prescribe DCRA'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 on April 1, 2012 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 or brigitta.windisch-cole@alaska.gov, should you have any questions.

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 2011 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 of the director.*

Certified Population

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

- (1) A head count census conducted by the municipality in accordance with the *Head Count Census Manual: Population Estimate Instructions and Reporting Forms*, revised January 2012.
- (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, 2011.

Regulations state 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, 2011 figure, takes precedence over the Alaska Department of Labor and Workforce Development estimate made for July 1, 2011. However, a local census or a population estimate, conducted in 2012, will be adjusted to reflect a community's 2011 mid-year population level.

To align the new estimate with July 1, 2011, a linear adjustment will be made to reflect the population change between the most recent uncontested population estimate/count (e.g. April 1, 2010) and the new local count or estimate.(e.g. April 1, 2012). For example:

| | |
|---|----------------|
| New local count or estimate (e.g. as of April 1, 2012) | = 4,400 |
| Most recent uncontested population estimate/count (e.g. as of April 1, 2010) | = 4,000 |

| | |
|---|--|
| Linear Adjustment Methodology | |
| Population change (April 1, 2010 – April 1, 2012) = 400 | |
| Number of periods between most recent population count and new local count or estimate (e.g. April 1, 2012) = 24 months | |
| Resulting resident change is = 16.7 residents per month | |
| Adjusted time periods from April 1, 2010 to July 1, 2011 = 15 | |
| Population adjustments is calculated to be: $16.7 \times 15 = 250$ residents | |

| | |
|---|----------------|
| The final accepted population level as of July 1, 2011 | = 4,250 |
|---|----------------|

Housing Unit Method Population Estimate Documentation and Procedures

A municipality conducts a Housing Unit Method (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 HUM 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 must 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 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 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) at the time of the count. If the population estimate is not for July 1, 2011, the estimate will be prorated to that date. As discussed above, the 2012 population estimate will be adjusted to align it with the July 1, 2011 uncontested community population levels.

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 that accurately depicts the placement and names of block numbers, streets, roads, landmarks, and boundaries marking the corporate (legal) limits of the municipality. (See Attachment A for a sample)
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; and group quarters populations. Housing unit types and sample forms are provided and all required documentation is identified throughout this manual. (See Attachments B-I)
3. **Housing Unit Method Calculation worksheet.** Final calculation of Housing Unit Method population estimate, using the five housing unit elements discussed on the previous page. A sample calculation worksheet is on Form 4 (Attachment I). Please use Microsoft Excel for the worksheet, and submit a hard copy as well as an electronic copy of the worksheet(s) available at the following link:
http://commerce.alaska.gov/dca/pub/2012_HUM_Calculations.xlsx
4. **Resolution.** The municipality must pass and sign a resolution adopting the results of the population estimate. (See page 14 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 necessary to substantiate the local municipal population estimate.

HOUSING UNIT METHOD

2012 POPULATION ESTIMATE

Submitted To

**Dept. 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

Email: brigitta.windisch-cole@alaska.gov

Date Submitted: _____

Contact: _____

Included:

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

Housing Unit Method Elements

Each element used in the Housing Unit Method; housing units, vacancy rate, residency rates, average persons per household and group quarters is followed by a set of guidelines that will assist the municipality in documenting all necessary information when conducting the count.

I. Housing Units

- 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)
- Total housing units must be enumerated and documented by type of structure: single family, duplex, apartments (multiple family), and mobile homes. (See Attachment B 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 years' data will require additional documentation.

Acceptable Methodologies: Listed below are acceptable sources for identifying total housing units. Select one.

1. Administrative or Property Tax Records

Documentation printed directly from the property tax records 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: Provide tax records or information identified on **Form 1** (Attachment C); include map corresponding with assessment record tabulations.

2. Field Census of Housing Units

Vacancies, residency and/or persons per household (PPH) must be measured during a field census of housing.

Documentation: If only housing will be counted in the field, use Form 1 (Attachment C). Use Form 2 (Attachments E-F) to enumerate vacancies, residency and persons per household (PPH). The Form 3 Summary (Attachment G) must be used to sum up 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 2010 U. S. Census housing unit count and add any new units constructed and occupied since April 2010. You must deduct housing units demolished since 2010.

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 property by structure type and address. Complete Form 1, or provide similar information.

II. 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.
- 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 "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.

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

Acceptable Methodologies: *Select one* of the two methodologies listed below to determine Vacancy Rate, Residency Rate and Persons per Household (PPH).

1. Sample Field Survey – Random Sample of Blocks

Municipalities with less than 3,000 housing units must conduct a **40% random sample of residential census blocks**. Municipalities with 3,001 to 5,000 housing units are required to sample 25% of housing units. Municipalities with greater than 5,000 housing units can select a sample size sufficient to provide 1% error with 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. A two-person verification of random selection process is required and should be documented. These sample blocks are then surveyed door-to-door for vacancy, residency and persons per household (PPH). 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 Census Block Detail (Form 2) and Census Block Summary (Form 2 Summary). 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

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: Census Block Detail (Form 2) and Census 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.

III. Residency Rates

- Residency 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, 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 since July 1, 2011, unless a person has no usual place of residence. For example, an individual that is in your community for seasonal subsistence or employment

purposes is considered a non-resident. A household must be contacted in person to determine residency of its members. Special cases of residency are found in the Appendix, under the Glossary in the table titled: Table of Residence Special Case Definitions.

Acceptable Methodologies: *Select one* of the two methodologies listed under subsection Vacancy Rate, for determining Residency Rate.

IV. Average Persons per Household (PPH)

- PPH 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 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.
- $$\text{PPH} = \frac{\text{Resident Persons}}{\text{Occupied Housing Units Surveyed}}$$

Acceptable PPH Methodologies: Select one of the two methodologies listed under subsection Vacancy Rate, for determining Persons per Household (PPH).

V. Group Quarters

- Documentation must include Form 3. List each group facility name, service provided/facility purpose, address, contact name and phone number, and resident population as of the day of the count or since July 1, 2011, depending on the type of group quarters.
- The department may require additional residency documentation for any facility which houses non-resident population on the day of the count.
- See details below for residency definitions and other documentation. Further information about group quarters is found in the Appendix, Glossary.

Methodology: *Contact group quarter entity and request written and signed copy from the respective entity's housing manger. See details below.*

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 in the

last calendar year. If the facility is in operation year-round, and monthly or seasonal population residing in bunk houses fluctuates in this facility, a letter from the facility manager documenting the monthly group quarters population for the past calendar year is required and the average monthly population will be used and submitted to the department.

Military Barracks: If the barracks are in operation year-round, and monthly or seasonal population fluctuations occur in this facility, a letter from the facility documenting the monthly group quarters population on the day of the count 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 the population count as of the day of the count. Written documentation from the warden of the facility is required.

Hotels/Motels/Boarding Houses: Boarders who reside in these facilities for more than six months since July 1, 2011 must be counted. 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. Documentation from the boarding facility management is required.

College Dormitories: These facilities are also included in group quarters. Dormitory occupancy must be documented as of the day of count by the student housing manager.

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 documentation regarding occupancy as of the day of the count must be furnished by the facility manager.

HUM Population Estimate Calculations

Use Form 4 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 for each area. See sample on next page.

For each housing structure type: single, duplex, multi-family, mobile homes, boats/other provide:

- (A) **Total Number of Housing Units**
- (B) **Selection of Sample Census Blocks (List all Households Surveyed for Each Census Block)**
- (C) **Vacancy Rate = Vacant Housing Units Found in Sample/All Sampled Housing Units (per type)**
- (D) **Occupancy Rate = 1.00-Vacancy Rate**
- (E) **Residency Rate = Total Residents in Surveyed Housing Units/Total Persons in Surveyed Housing Units**
- (F) **Occupied Resident Households = Total Housing Units x Occupancy Rate from Surveyed Housing Units x Residency Rate from Surveyed Housing Units**
- (G) **Average Persons Per Household (PPH) = Total Residents in Surveyed Households/Occupied Housing Units from Survey**
- (H) **Estimated Resident Population = Occupied Resident Households x Average PPH**
- (I) **Estimated Resident Population + Group Quarters Population (Form 4) = Total Population Estimate**

FORM 4 - SAMPLE HOUSING UNIT METHOD (HUM) CALCULATIONS

| Structure Type | Total Housing Units | Vacancy Rate | Occupancy Rate | Residency Rate | Occupied Resident Households | Average PPH | Resident Population Estimate |
|---------------------|---------------------|-----------------|----------------|----------------|------------------------------|-------------|------------------------------|
| | A | C | D | E | F | G | H |
| <i>Calculations</i> | | <i>1.00 - C</i> | | | <i>A x D x E</i> | | <i>F x G</i> |
| 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 |
| TOTAL | 731 | | | | 686 | | |

SAMPLE

| | |
|---|--------------|
| Estimated Residents Living in Housing Units | 1,716 |
| + Group Quarters Population | 43 |
| Total Municipality Population Estimate | 1,759 |

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 _____, 2012 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 _____, 2012.

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 usual place of residence is elsewhere**. A unit from which the occupants are temporarily absent (on vacation, etc.) is considered occupied.
 - **Housing structures not considered housing units if vacant include:** dilapidated or derelict housing structures not 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, 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 having 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 multi-unit 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) since July 1, 2011, 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. If an individual is a new member of your community, they may be considered a resident if they have no other usual place of residence and if they intend to remain in the community. Non-citizens living in the United States are included, regardless of 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.

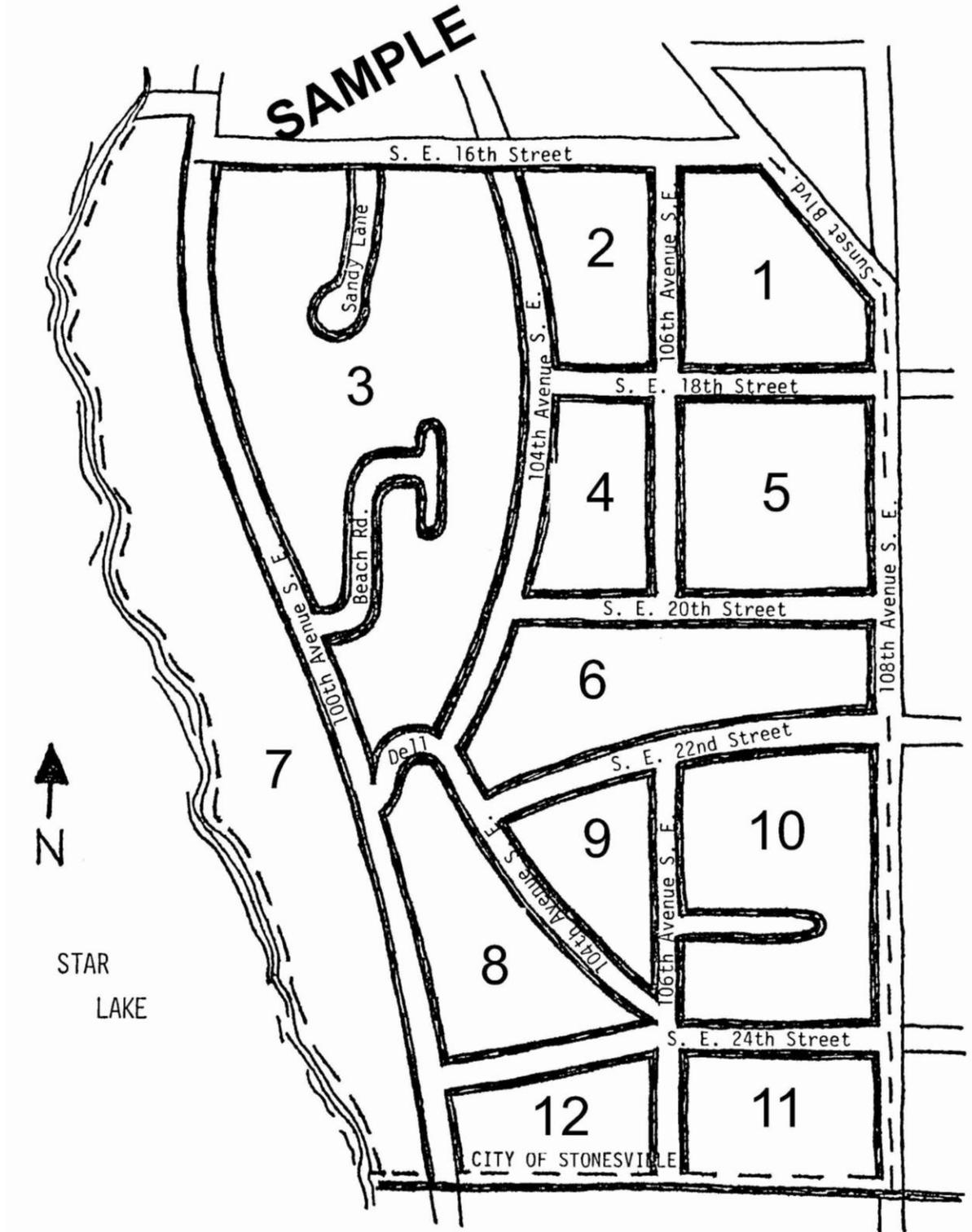
3. **Household:** A household is an occupied housing unit. It may be a single-person household, a household where unrelated persons live together, or a family household.
4. **Group Quarters:** Facilities that house group quarters populations are not counted as housing units. Group quarter populations 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; i.e., away on vacation or 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; i.e., people who consider the hotel 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 | Resident of |
| 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 workplace |
| 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 |
| Members of the Armed Forces | |
| 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 |
| College Student | |
| Not living in this household during school year - here only on vacation. | Location of residence while attending college/university where |
| 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 |
| Nurse living hospital or nursing home. | Location of the 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 |
| American Citizen Abroad | |
| 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 |
| Citizens of a Foreign Country | |
| 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 |
| Other | |
| 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 |
| Source: United States Census Bureau | |

Attachments

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

ATTACHMENT A



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

ATTACHMENT B

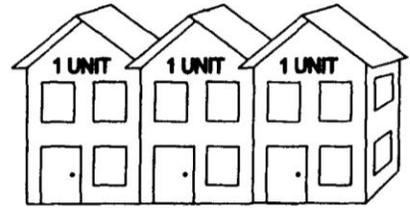
EXAMPLES OF STRUCTURE TYPES



1 Structure with
1 Housing unit



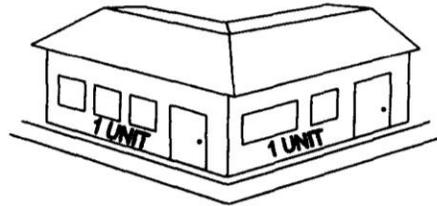
1 Structure with
1 Housing Unit



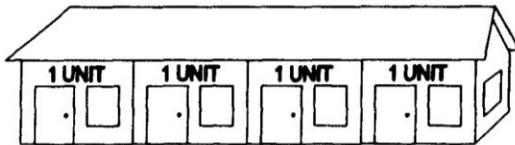
1 Structure with
3 Housing Units



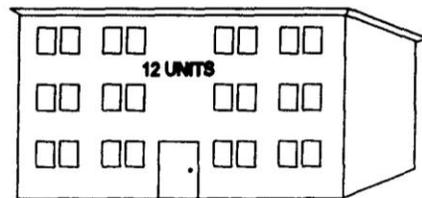
1 Structure with
2 Housing Units



1 Structure with
2 Housing Units



1 Structure with
4 Housing Units



1 Structure with
5+ Housing Units

ATTACHMENT C

FORM 1

**MUNICIPAL HOUSING INVENTORY
CITY OF _____**

Date _____

Enumerator _____

Block _____

Page _____

| 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 |
| Municipal Totals | | | | | |

Total All Housing Units

ATTACHMENT D
HOUSEHOLD SURVEY FORM

Date of Survey _____

Block # _____

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 since July 1, 2011 has each of the resident household member been living here?

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

ATTACHMENT I

**HOUSING UNIT METHOD POPULATION ESTIMATE
CALCULATION WORKSHEET
CITY OF _____**

Date _____

Contact _____

FORM 4

| Structure Type | Total Housing Units | Vacancy Rate | Occupancy Rate | Residency Rate | Occupied Resident Households | Average PPH | Resident Population Estimate |
|---------------------|---------------------|-----------------|----------------|----------------|------------------------------|-------------|------------------------------|
| | A | C | D | E | F | G | H |
| <i>Calculations</i> | | <i>1.00 - C</i> | | | <i>A x D x E</i> | | <i>F x G</i> |
| Single Family | | | | | | | |
| Duplex | | | | | | | |
| Multi-Family | | | | | | | |
| Mobile Homes | | | | | | | |
| Other/Boats | | | | | | | |
| TOTAL | | | | | | | |

Estimated Residents Living in Housing Units

+ Group Quarters Population

Total Municipality Population Estimate