



# HOW TO REQUEST A SPECIAL CENSUS COST ESTIMATE Special Census

## INSTRUCTIONS

Send a **letter on your jurisdiction's official letterhead** requesting a Special Census cost estimate. Indicate if you are requesting a cost estimate for a full or partial Special Census, along with your estimated population and housing unit counts. The letter should be signed by your Highest Elected Official or designee.

Complete the **Transmittal Form** below and **Special Census Cost Estimate Worksheet** (pages 3-6) and include with your letter.

Include a \$200 check for the nonrefundable cost estimate processing fee, made payable to

**"Commerce-Census."** Attach your check to this transmittal form.

Send all materials by regular mail or certified mail to the following address. Include your letter, cost estimate worksheet, check and this transmittal form.

**Michael A. Hall  
U.S. Census Bureau  
4600 Silver Hill Road  
Field Division  
Special Census Branch, 5H023  
Washington DC 20233**

## TRANSMITTAL FORM

**1. Date transmitted**

**2. Subject**

**Special Census Cost Estimate Request**

**FROM**

**TO**

U.S. Census Bureau

This transmittal is for Census Bureau internal use only. All funds attached and received on this document are to be deposited to:



**Org Code: 11-15-0057-00-00-00-00**  
**Project/Task: 9050999**

*Attach \$200 check payable to "Commerce-Census" here.*

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# SPECIAL CENSUS COST ESTIMATE WORKSHEET

The answers you provide in this worksheet will be used to help determine estimated costs for conducting a Special Census in your jurisdiction. Please provide as much detail as requested. Attach additional pages as necessary. In approximately 30 days you will receive a Special Census Cost Estimate, along with a Memorandum of Agreement for your consideration. We will contact you if more information is needed during the cost estimate phase.

**PLEASE PRINT OR TYPE THE REQUESTED INFORMATION.**

## I. JURISDICTION CONTACT INFORMATION

**A.** Governmental Unit Name \_\_\_\_\_

**B.** Government Unit Address – Please include **both** the mailing address (example, PO Box) and the location address, if they are different.

**1.** Mailing Address – Number and street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

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

**2.** Location Address – Number and street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

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

**C.** Do you have a website?

1  Yes – Provide Government URL  \_\_\_\_\_

2  No

**D.** Contact Person

**1.** Name \_\_\_\_\_

**2.** Title \_\_\_\_\_

**3.** Telephone \_\_\_\_\_

( ) \_\_\_\_\_

**4.** FAX Number \_\_\_\_\_

( ) \_\_\_\_\_

**5.** E-mail address \_\_\_\_\_

**E.** Do you have a target date by which you would like to conduct a Special Census?

1  Yes – Specify target date (MM/DD/YR)  \_\_\_\_\_

2  No

**F.** Do you have a specific time frame in which you would like to conduct a Special Census?

1  Yes – Specify time periods (MM/DD/YR)  \_\_\_\_\_  
Between \_\_\_\_\_

2  No \_\_\_\_\_ and \_\_\_\_\_

**Mark (X) this box if an additional sheet is attached.**

## II. AREA IN WHICH SPECIAL CENSUS IS TO BE CONDUCTED

**A.** Will this Special Census include the entire governmental unit?  
Mark (X) one box.

- 1  Yes – SKIP to item C  
2  No – Continue with item B

**B.** Do you want a Special Census that only includes specific areas within your governmental unit and not the whole jurisdiction? (This is referred to as a partial special census.)

- 1  Yes  
2  No

**1.** Are these areas contiguous to one another?

- 1  Yes  
2  No

**2.** Please define these areas using Census 2010 tabulation geography. List the Census Tracts/Blocks that you would like included in the Special Census.

For example:	TRACT	BLOCK
	TR 2001.01	BL 1003
	TR 0003.00	BL 2026

Please indicate the reference source that was used to identify the 2010 Census Tracts/Blocks to be included in the Special Census.

Attach additional sheet if needed.

	TRACT	BLOCK
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL
TR		BL

**ASSISTANCE:** For assistance with the census maps or TIGER shapefiles, contact your servicing Regional Office shown on the Special Census Cost Estimates web page.

**NOTES –** Please use this space for any explanation that may be essential in understanding your reported information. Please cite item identifier to facilitate reference.

**Mark (X) this box if an additional sheet is attached.**

## II. AREA IN WHICH SPECIAL CENSUS IS TO BE CONDUCTED – Continued

C. Do any of these areas contain group quarters?

- 1  Yes  
2  No

**Group quarters** include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories. For "Yes" responses – *List the number of each type of group quarters and the estimated, combined population of that type of group quarters.*

**For example:** There is a college with 4 dormitories and each dormitory houses 200 students –

TYPE		Total Number	Estimated Population
1. College Residence Halls	1 <input checked="" type="checkbox"/> Yes→ 2 <input type="checkbox"/> No	4	800

TYPE		Total Number	Estimated Population
1. College Residence Halls	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
2. Residential Treatment Centers	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
3. Skilled Nursing Facilities (NOTE: Assisted living quarters are counted as individual housing units, not as part of a group quarters.)	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
4. Group Homes	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
5. Military Barracks	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
6. Correctional facilities	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		
7. Workers' dormitories	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No		

D. Are there any transitory location's where people may stay that have no usual home elsewhere?

- 1  Yes  
2  No

**Transitory locations** are those places where people often live or stay temporarily in between moving from place to place. Examples of these types of locations, where people who have no usual home elsewhere live, include Recreational Vehicle (RV) parks, campgrounds, hotels, motels, marinas, racetracks, circuses, fairs, and carnivals. For "Yes" responses – *List the number of each type of transitory location, the estimated population, and the number of units for that type of transitory location, at the time of Special Census enumeration.*

TYPE		Total Number of Locations	Estimated Population	Total Number of Units at Locations
1. Recreation Vehicle Park	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			
2. Campgrounds	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			
3. Hotels/Motels	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			
4. Marinas	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			
5. Racetracks	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			
6. Circuses/Fairs/Carnivals	1 <input type="checkbox"/> Yes→ 2 <input type="checkbox"/> No			

**NOTE:** Only list the transitory locations where you believe the people staying there have no usual home elsewhere. For example, do not list hotels/motels unless they specifically house people with no usual home elsewhere.

### III. DEMOGRAPHIC INFORMATION

<b>E.</b> What is the estimated housing unit count for this Special Census?	<i>Enter housing unit count estimate</i> ↴	As of –	Month	Year
	<input style="width: 100%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

<b>F.</b> What is the estimated population for this Special Census? <i>Include in the population estimate any of the group quarters and transitory location population that were specified in question C and D. The 2010 Census population per household for your jurisdiction may be useful in your estimation of the population associated with new housing units.</i>	<i>Enter population count estimate</i> ↴	As of –	Month	Year
	<input style="width: 100%;" type="text"/>		<input style="width: 50%;" type="text"/>	<input style="width: 50%;" type="text"/>

<b>G.</b> What type of data were used to determine the housing unit and population estimates? <i>Please specify below.</i> TYPE				
<b>1.</b> Increased school enrollment . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>2.</b> Increased building permit activity . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>3.</b> Increased utility hook-ups . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>4.</b> Increased occupancy permits . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>5.</b> Recent annexation(s) . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>6.</b> 2010 Census vacant units occupied . . . . .	1	<input type="checkbox"/> Yes – <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
	2	<input type="checkbox"/> No		<input style="width: 100%;" type="text"/>
<b>7.</b> Other – <i>Specify</i> ↴				
<input style="width: 100%;" type="text"/>		– <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>		– <i>Specify how many</i> →		<input style="width: 100%;" type="text"/>

<b>H.</b> Are there special circumstances that will affect a Special Census in your jurisdiction? For example, do you have a college population, are there seasonal workers present during particular time periods, or other unique situations that may affect a population count? For a "Yes" response – <i>Please describe in detail, including the dates of any seasonal population fluctuation, if known or can be approximated.</i>	1	<input type="checkbox"/> Yes – <i>Specify and provide dates</i> ↴
		<div style="border: 1px solid black; width: 100%; height: 100%;"></div>
	2	<input type="checkbox"/> No

<b>I.</b> Please feel free to provide any other details about your jurisdiction that may assist us in the preparation of your Special Census cost estimate and/or the timing of a Special Census.	
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**Mark (X) this box if an additional sheet is attached.**