

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**U.S. Census Bureau**  
**SPECIAL CENSUS PROGRAM**  
**OMB Control No. 0607-0368**

**A. Justification**

**1. Necessity of the Information Collection**

Governmental units requiring current population statistics between decennial censuses request that the Census Bureau conduct special censuses. Many states distribute funds based on current population statistics. In addition, special census data are used by the local jurisdictions to plan new schools, transportation systems, housing programs, and water treatment facilities.

For the period January 2005 through April 2008, 193 governmental units have contracted with the Census Bureau for a special census. Attachment A is a list of these communities with basic information about each special census.

The Special Census Program includes a library of forms and the operational procedures that will be used for the many special censuses we anticipate conducting through June 2009. The Census Bureau will establish a reimbursable agreement with a variety of potential special census customers. We will submit for OMB's review and approval, under cover of a change worksheet, any special-purpose questions requested by customers to be added to special census questionnaires.

The Census Bureau requests clearance for the following Special Census Program forms:

SC-1	Special Census Enumerator Questionnaire
SC-1 SUPP	Continuation Questionnaire
SC-1 (Phone/WYC)	Special Census Telephone Questionnaire
SC-2	Special Place Questionnaire
SC-116	Group Quarters Enumeration Control Record
SC-351	Initial Contact Checklist – Special Place Operations
SC-920	Address Listing Page
SC-921(HU)	Housing Unit Add Page
SC-921(SP)	Special Place/Group Quarters Add Page

See attachments B through J for copies of the forms for which clearance is requested. Attachment K shows the set of flashcards that will be shown to respondents as an aid in answering certain questions. Attachment L shows the Notice of Visit that enumerators will leave at addresses where they are not able to make contact. The notice indicates that they have been there and will return to conduct an interview.

Legal authority for the conduct of special censuses is Title 13, United States Code, Section 196.

## **2. Needs and Uses of the Information**

Local jurisdictions use special census data to apply for available funds from both the state and Federal government. Many states distribute these funds based on current population statistics. This fact, along with local population shifts or annexations of territory, prompts local officials to request special censuses. In addition, special census data are used by the local jurisdictions to plan new schools, transportation systems, housing programs, water treatment facilities, etc. Some jurisdictions believe that additional data are required for proper planning and others must have the additional data to qualify for some sources of funding. For these reasons, local officials request special purpose questions. The Census Bureau also uses special census data as part of its local population estimates calculation and to update the Census Bureau's Master Address File (MAF) and Topographically Integrated Geographic Encoding and Referencing (TIGER) System.

Information quality is an integral part of the pre-dissemination review of the information disseminated by the Census Bureau (fully described in the Census Bureau's Information Quality Guidelines). Information quality is also integral to the information collections conducted by the Census Bureau and is incorporated into the clearance process required by the Paperwork Reduction Act.

## **3. Use of Technological Techniques**

The collection of information does not involve the use of automated, electronic, or other technological collection techniques. The collection, however, will be managed by an automated control system.

Because most of the special censuses are expected to be small and of short duration, the use of automated techniques would be unnecessary and impractical.

**4. Efforts to Identify Duplication**

Local jurisdictions contract with the Census Bureau to conduct special population censuses, as similar data are not available between decennial censuses. These local governmental units use data from special censuses to update the decennial census counts in order to receive state funds based on current population data. Distribution of these funds generally requires a certified census count from the Census Bureau.

**5. Minimizing Burden**

The Special Census Program does not include small businesses or entities.

**6. Consequences of Less Frequent Collection**

We collect these data for areas as they request it.

**7. Special Circumstances**

There are no special circumstances.

**8. Consultations Outside the Agency**

The Census Bureau published a *Federal Register* notice inviting comment about the Special Census Program on January 28, 2008, page 4816. Only one comment was received in response to the notice; the commenter expressed concern over the taxpayer cost of the program. However, special censuses are fully paid by the jurisdictions requesting them and no federal tax dollars are spent.

**9. Paying Respondents**

The Census Bureau does not pay respondents to participate in special censuses.

**10. Assurance of Confidentiality**

The information collected in special censuses is voluntary. Enumerators will explain to respondents that their answers will be kept confidential pursuant to title 13 USC. Also, enumerators will hand each respondent a copy of the Privacy Act Notice before asking questions. (See Attachment N.)

This notice complies with the requirements of the Privacy Act of 1974.

**11. Justification for Sensitive Questions**

There are no sensitive questions asked in special censuses.

**12. Estimate of Hour Burden**

Based on previous experience in special censuses and using similar forms in Census 2000, we estimate burden hours as shown below. These figures represent our estimates of annualized burden for the period June 1, 2008 through June 30, 2009.

SC-1 or SC-1 (Phone/WYC)      Special Census Enumerator Questionnaire  
140,714 respondents x 7 min. = 16,416.6 hours

SC-1SUPP      Continuation Questionnaire  
6,191 respondents x 1.75 min. = 180.6 hours

SC-2      Special Place Questionnaire  
1,108 respondents x 5 min. = 92.3 hours

SC-116      Group Quarters Enumeration Control Sheet  
138 respondents x 10 min. = 23.0 hours

SC-351      Initial Contact Checklist (Special Place Operations)  
138 respondents x 3 min. = 6.9 hours

SC-920      Address Listing Page  
140,714 respondents x 1 min. = 2,345.2 hours

SC-921(HU)      Housing Unit Add Page  
4,615 respondents x 1 min. = 76.9 hours

SC-921(SP)      Special Place/Group Quarters Add Page  
69 respondents x 1 min. = 1.1hours

Estimated total annual burden = 19,143 hours

**13. Estimate of Cost Burden**

There are no costs to respondents other than that of their time to respond.

**14. Estimates of Annualized Cost to Federal Government**

Census Bureau costs are paid in advance by the local government on the basis of a cost estimate in the memorandum of understanding. The local government also agrees to pay any unanticipated additional costs.

We anticipate an average of about 22 Special Censuses per year at an estimated \$97,000 each, resulting in an average yearly cost incurred by the Government (paid in advance) of approximately 2.13 million dollars.

**15. Reason for Change in Burden**

The decrease of 27,234 hours from the estimated burden hours in our last submission is due to the downward revision of our estimated number of annual respondents.

**16. Project Schedule**

The Census Bureau generally schedules special censuses within about 120 days after receiving a signed memorandum of understanding and advance payment. The length of time required for the enumeration depends on the size of the population in the area. We estimate that the enumeration period for the average special census will be about two weeks.

The Census Bureau provides the official population count derived from the special census at the earliest practicable date after the enumeration and the processing required producing the statistical results. The requesting agency will receive a summary tabulation and manipulable data file of the basic data for all governmental units within the special census area. Additionally, the requesting agency or other individuals may request more detailed tabulations on a reimbursable basis.

**17. Request to Not Display Expiration Date**

The expiration date will appear on all forms.

**18. Exception to the Certification**

There are no exceptions.