

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**1U.S. Census Bureau**  
**SPECIAL CENSUS PROGRAM**  
**OMB Control No. 0607-0368**

**B. Collections of Information Employing Statistical Methods**

**1. Universe and Respondent Selection**

Sampling methods are not employed in the Special Census Program. Each special census consists of a 100-percent enumeration. The local government can elect to have their entire community enumerated (Full special census) or part of their community enumerated (Partial special census). Every living quarters within the selected special census area of the local government is enumerated.

**2. Procedures for Collecting Information**

The local government identifies area boundaries and annexations and then confirms the “special census area” via a map. The Census Bureau then divides the “special census area” into Assignment Areas (AA) for data collection purposes. AAs are small geographic areas, usually a block or group of blocks, established by the Census Bureau as a basic unit for data collection by a single enumerator or other field staff. The “special census area” is the only area where the 100-percent enumeration will occur.

Enumerators use the SC-1 Questionnaire, the AA maps and the Address Register to facilitate data collection. The Address Register is a book that lists all of the known addresses in an AA. These addresses were extracted from the Census Bureau’s Master Address File (MAF).

The enumerator uses the AA maps to locate the area he/she needs to enumerate. The enumerator uses the Address Register to record, verify or update addresses and related information for all living quarters in an assignment area. The data collection instrument is the SC-1 Questionnaire. Each SC-1 has a pre-filled address label affixed. There is a labeled SC-1 Questionnaire for each address in the Address Register. The enumeration consists of personal visits to each living quarters to conduct a face-to-face interview with the occupants to complete the census questionnaires. The purpose of the special census is to obtain a complete and accurate population and housing count for the community as of the agreed upon referenced day, referred to as “special census day”.

**3. Methods to Maximize Response**

Prior to a special census being conducted, the Special Census program recommends that local governments educate their residents of the

upcoming census by way of public service announcements, mailings, community service boards and web site postings to ensure that residents are at ease when enumerators knock on their doors. These activities, however, are at the discretion of the local government.

In addition, the Special Census SC-1(F) and SC-31 Information Sheets are distributed to each respondent at each unit visited. The SC-1(F) and SC-31 inform residents of the legal authority by which all U.S. Census Bureau employees are bound, for life, to protect the confidentiality of information contained in questionnaires. While participation is voluntary, refusals are rarely encountered.

After the enumerator makes three unsuccessful personal visit attempts to complete a questionnaire for a residential unit, it is referred to the Crew Leader to contact the resident and complete the questionnaire. If neither the enumerator nor Crew Leader is able to elicit a response, a proxy respondent will be used, usually a next-door neighbor.

Local governments can also elect to participate in the Were You Counted (WYC) program. The program allows residents who think they (or their entire household) were missed in the special census enumeration to contact the Special Census Office (SCO) during the final week of enumeration and be counted. However, if no proxy respondent is available and the local government does not elect to have the WYC program (or the respondent does not use the WYC service), missing data will be imputed.

When information is missing or inconsistent, the Census Bureau uses a statistical method called imputation to assign values. Imputation relies on the statistical principle of homogeneity and the tendency of households within a small geographic area to be similar in most characteristics. Imputations for missing data characteristics in the Special Census processing involve a modification of the 2010 Census edit. It uses nearest neighbor hot deck matrices to do the imputation.

#### **4. Tests of Procedures or Methods**

The forms, procedures and methods used in the Special Census Program are essentially those that were used in the 2010 Census Update Enumerate operation. The 2010 Census forms underwent extensive pretest, cognitive testing and expert review prior to implementation in 2010. Additionally, the enumeration procedures being used for this decade's Special Census Program are those of the 2010 Census Update Enumerate Operation. All 2010 Census procedures and methods were the subject of an extensive and intensive evaluation and assessment program. Thus, the Special Census Program has been able to incorporate into this decade's forms, methods

and procedures, the lessons learned as a result of all of the Census Bureau's tests of 2010 procedures and methods leading up to the 2010 decennial as well as the results of the 2010 Census research and evaluation program.

**5. Contacts for Statistical Aspects and Data Collection**

For information regarding the statistical aspects and/or data collection for the Special Census Program, contact Michael A. Hall, Chief, Special Census Branch, Field Division, U.S. Census Bureau. He can be reached at (301) 763-1646.

**Attachments to the Supporting Statement:**

Attachment A	SC-1	Special Census Enumerator Questionnaire
Attachment B	SC-1(SUPP)	Special Census Enumeration Continuation Questionnaire
Attachment C	SC-1 (Phone/WYC)	Special Census Phone/WYC Questionnaire
Attachment D	SC-2	Special Census Individual Census Report
Attachment E	SC-3 (RI)	Special Census Enumeration Reinterview Form
Attachment F	SC-116	Special Census Group Quarters (GQ) Enumeration Control Record
Attachment G	SC-117	Special Census Transitory Locations (TL) Enumeration Record
Attachment H	SC-351	Special Census Group Quarters (GQ) Initial Contact Checklist
Attachment I	SC-920	Special Census Address Listing Page
Attachment J	SC-921(HU)	Special Census Housing Unit Add Page
Attachment K	SC-921(GQ)	Special Census Group Quarters Add Page
Attachment L	SC-921(TU)	Special Census Transitory Unit Add Page
Attachment M	SC-1(F)	Special Census Information Sheet
Attachment N	SC-31/SC-31(S)	Special Census Group Quarters Information Sheet
Attachment O	SC-26	Special Census Notice of Visit Form
Attachment P	SC-901	Special Census Address Listing Notes Page
Attachment Q	SC-3309	Special Census Language Identification Flashcard