

# Attachment A: 2020 Special Census Materials List

Below is the list of the materials for use for the Special Census by the Census Bureau or by governmental units (GUs).

ID	Material	Description
<b>Cost Estimate</b>		
SC-900	Special Census Cost Estimate Request Form	This form will be used by GUs to submit requests for a Special Census cost estimate to the Census Bureau.
<b>Mailings</b>		
SC-L1(E/S)	Invitation Letter	This letter is sent to all housing units (HUs) in the Special Census area to invite them to self-respond through the Special Census internet self-response instrument. It contains information about the Special Census, a unique Special Census ID for each HU, and the URL where the HU can respond online to the Special Census.
SC-FL(E/S)	Frequently Asked Questions (FAQ) Insert	This FAQ insert will provide additional information to respondents who have census-related questions. It will also appear on the Census Bureau's Special Census web page.
SC-EO1(E/S)	Outgoing Envelope Mailing 1	This envelope will be used to send the Invitation Letter to HUs in the Special Census area.
SC-L2(E/S)	Reminder Letter	This letter is sent to all HUs in the Special Census area to remind them to self-respond through the Special Census internet self-response instrument. This letter will contain the unique Special Census ID for each HU. It will be sent approximately one week after the Invitation Letter.
SC-EO2(E/S)	Outgoing Envelope Mailing 2	This envelope will be used to send the Reminder Letter to HUs in the Special Census area.

<b>SC-P3(E/S)</b>	Reminder Postcard	This postcard is sent to all HUs in the Special Census area to remind them to self-respond through the Special Census internet self-response instrument. It will be sent approximately one week after the Reminder Letter.
<b>SC-P4(E/S)</b>	Final Reminder Postcard	This postcard is sent to all HUs in the Special Census area to remind them to self-respond through the Special Census internet self-response instrument. This is the final reminder to HUs and it will be sent approximately one week after the Reminder Postcard.
<b>Housing Unit Enumeration</b>		
<b>SC-Q</b>	Housing Unit Enumerator Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at HUs.
<b>SC-Q(S)</b>	Housing Unit Enumerator Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at HUs.
<b>SC-CQ</b>	Housing Unit Enumerator Continuation Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at HUs when there are more than six members in a household.
<b>SC-CQ(S)</b>	Housing Unit Enumerator Continuation Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at HUs when there are more than six members in a household.
<b>SC-IS</b>	Information Sheet (English)	This information sheet is provided to respondents to help them choose response option(s) for census questions during enumeration.
<b>SC-IS(S)</b>	Information Sheet (Spanish)	This information sheet is provided to respondents to help them choose response option(s) for census questions during enumeration.
<b>SC-CN(E/S)</b>	Confidentiality Notice (English/Spanish)	This notice explains how the Census Bureau is protecting respondents' information. Special Census field staff are required to give a Confidentiality Notice to each person from whom they request census-related information.
<b>SC-NV(E/S)</b>	Notice of Visit (English/Spanish)	This notice is left at HUs by field representatives when they visit a HU and no one is home.

<b>SC-IS2(E/S)</b>	Multi-Unit Manager Information Sheet	This letter is provided to multi-unit managers to provide information about the Special Census.
<b>SC-ID</b>	Language Identification Card	This card is used by field representatives to identify whether the HU respondent speaks one of the listed languages and determine which language skills will be needed for a follow-up contact.
<b>TL Enumeration</b>		
<b>SC-Q-TL</b>	Transitory Locations Enumerator Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at eligible units in Transitory Locations (TLs), such as RV parks, marinas, campgrounds, hotels or motels.
<b>SC-Q-TL(S)</b>	Transitory Locations Enumerator Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at eligible units in TLs, such as RV parks, marinas, campgrounds, hotels or motels.
<b>SC-CQ-TL</b>	Transitory Locations Enumerator Continuation Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at eligible units in a TL when there are more than six people.
<b>SC-CQ-TL(S)</b>	Transitory Locations Enumerator Continuation Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at eligible units in a TL when there are more than six people.
<b>SC-LFM-TL(E/S)</b>	Transitory Locations Facility Manager Letter (English/Spanish)	This letter is provided to TL facility managers to provide information about the Special Census and procedures for enumerating TLs.
<b>SC-CN(E/S)</b>	Confidentiality Notice (English/Spanish)	This notice explains how the Census Bureau is protecting respondents' information. Special Census field staff are required to give a Confidentiality Notice to each person from whom they request census-related information.
<b>SC-NV(E/S)</b>	Notice of Visit (English/Spanish)	This notice is left at eligible units in a TL by field representatives when they visit a unit and no one is home.
<b>SC-117</b>	Transitory Location Contact Record Special Census	This form will be used by office staff to collect contact information and schedule interviews for TLs, to determine the type of TL, and to estimate the number of interviews to be

		conducted.
<b>SC-IS-TL</b>	Transitory Location Information Sheet (English)	This information sheet is provided to respondents at TLs to help them choose response option(s) for census questions during enumeration.
<b>SC-IS-TL(S)</b>	Transitory Location Information Sheet (Spanish)	This information sheet is provided to respondents at TLs to help them choose response option(s) for census questions during enumeration.
<b>SC-693.2</b>	Transitory Location Listing Sheet	This page will be used by field staff to enter information about transitory units at a TL during the enumeration of TLs.
<b>SC-688</b>	Special Census Transitory Location Advance Contact In-Field Script	This advance contact script is used to set up enumeration appointments with the TL.
<b>GQ Enumeration</b>		
<b>SC-Q-GE</b>	Individual Census Questionnaire for GQ (English)	This questionnaire will be used to collect Special Census data at group quarters (GQs), such as hospitals, prisons, boarding and rooming houses, college dormitories, military facilities, and convents.
<b>SC-Q-GE(S)</b>	Individual Census Questionnaire for GQ (Spanish)	This questionnaire will be used to collect Special Census data at GQs, such as hospitals, prisons, boarding and rooming houses, college dormitories, military facilities, and convents.
<b>SC-E-GE(E/S)</b>	ICQ Privacy Envelope (English/Spanish)	This envelope is used during GQ enumeration to protect the Personal Identifiable Information (PII) of each respondent that completes a Special Census Individual Census Questionnaire (ICQ).
<b>SC-LFM-GE(E/S)</b>	Group Quarters Facility Manager Letter (English/Spanish)	This letter is provided to GQ facility managers to provide information about the Special Census and procedures for enumerating GQs.

<b>SC-116</b>	Group Quarters Control Record Special Census	This page will be used by Special Census field representatives to list residents/clients at GQs.
<b>SC-351</b>	Special Census Group Quarters Advance Script	This advance contact script is used to set up enumeration appointments with the facility.
<b>Reinterview</b>		
<b>SC-RQ</b>	Reinterview Questionnaire	This is a quality assurance questionnaire used by field representatives to conduct an independent interview at a sample of HUs. Special Census office staff will compare the data collected on this questionnaire with the original interview to make sure the original field representative followed procedures.
<b>SC-RQ(S)</b>	Reinterview Questionnaire (Spanish)	This is a quality assurance questionnaire used by field representatives to conduct an independent interview at a sample of HUs. Special Census office staff will compare the data collected on this questionnaire with the original interview to make sure the original field representative followed procedures.
<b>SC-435</b>	Dependent QA Check Record	This is a quality assurance form used by field representatives to conduct a listing quality check on the addresses in an assignment area.
<b>Address Listing</b>		
<b>SC-920</b>	Address Listing Page	This page will include existing addresses from the Master Address File (MAF). Special Census field representatives will update these addresses, if needed, at the time of enumeration.
<b>SC-921</b>	Add Page	This page will be used by field representatives to add units that are observed to exist on the ground and not contained on the address listing page.

