



## SPECIAL CENSUS COST ESTIMATE REQUEST FORM

### GENERAL INSTRUCTIONS

A Special Census is a basic enumeration of population, housing units, and group quarters conducted by the U.S. Census Bureau at the request of a governmental unit. Special Censuses are conducted on a cost reimbursable basis. The first step for a governmental unit interested in having a Special Census conducted is to request an official cost estimate from the Census Bureau.

To request a cost estimate, the governmental unit should **email** the following items to [DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov):

1. An official letter from your jurisdiction requesting a Special Census cost estimate.
  - a. The letter should indicate if you are requesting a cost estimate for a full or partial Special Census. A full Special Census covers the jurisdiction of the entire governmental unit. A partial Special Census must contain at least one full tract that is completely within the jurisdiction of the governmental unit and can contain additional contiguous tracts or blocks.
  - b. This letter should be signed by the Highest Elected Official or designee.
2. A completed SC-900 "Special Census Cost Estimate Request Form."
  - a. The fillable SC-900 should be submitted electronically.
  - b. The SC-900 must be filled out completely, including your estimated population and housing unit counts.

**Note:** Please email ([DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov)) if your governmental unit is unable to fill out the SC-900 form electronically.

Your request for a cost estimate will not be considered until both items (official letter and completed SC-900) are received by the Census Bureau. Once both required items are received, the Special Census Program will notify you of receipt.

The Census Bureau estimates that completing this voluntary form will take 45 minutes on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to [DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov). Use "Paperwork Reduction Project 0607-0368" as the subject.

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears at the upper right of the form confirms this approval. If this number were not displayed, the Census Bureau could not conduct this program. The Census Bureau conducts the Special Census under the legal authority of the Title 13, U.S. Code, Section 196.

# SPECIAL CENSUS COST ESTIMATE REQUEST FORM

The information you provide on this form (SC-900) will be used to help the Census Bureau determine estimated costs for conducting a Special Census in your jurisdiction. Please provide the information requested. Attach additional pages as necessary. Approximately 30 days after all materials are received, the Census Bureau will send you a Special Census Cost Estimate and a Memorandum of Agreement for your consideration. The Special Census Program office will contact you if more information is needed during the cost estimate phase

## I. JURISDICTION CONTACT INFORMATION

**A.** Governmental Unit Name

**B.** Governmental 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  ZIP + 4

Mark (X) in this box if **both** the mailing address and location address are the **same**, then **SKIP** to item C. Otherwise, continue with item 2 below. ↘

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

City

State  ZIP Code  ZIP + 4

**C.** Does this Governmental Unit have a website?

Yes – *Provide Governmental Unit URL* ↘

No

**D.** Contact Person(s)

**PRIMARY**

**1.** Name

**2.** Title

**3.** Telephone  Extension

**4.** FAX Number

**5.** E-mail Address

**ALTERNATE**

**1.** Name

**2.** Title

**3.** Telephone  Extension

**4.** FAX Number

**5.** E-mail Address

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

Yes – *Specify time periods (MM/DD/YYYY)* ↘  
Between  and

No

## II. CHARACTERISTICS OF THE AREAS IN WHICH SPECIAL CENSUS IS TO BE CONDUCTED

**A.** Will this Special Census include the entire governmental unit or only specific areas within the governmental unit? "(A Special Census in only specific areas of the governmental unit is referred to as a partial Special Census. A partial Special Census must contain at least one full tract, with or without additional contiguous blocks.)"

Special Census will include:

- 1  Entire Governmental Unit – *SKIP to item C1*
- 2  Only specific areas within Governmental Unit – *Continue with item B1*

**B1.** If you are interested in a partial Special Census, what county or counties is the Special Census area in?

County(s) partial Special Census is located in

CENSUS TRACT #

CENSUS TRACT #

**2.** Please identify and list to the right the specific census tracts to be included in the partial Special Census. Please use Census 2020 tabulation geography.

*"Note, all partial Special Censuses must contain at least one full Census tract and the full tract must be within the governmental unit's jurisdiction."*

*Attach additional sheets, if needed.*

**For example:**

TRACT	
TR	2001.01
TR	0003.00

TR  
TR  
TR  
TR  
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TR  
TR  
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TR

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TR  
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TR  
TR  
TR

If applicable, please identify and list to the right any additional contiguous census blocks to be included in the partial Special Census. Please use Census 2020 tabulation geography.

*Attach additional sheets, if needed.*

**For example:**

TRACT		BLOCK	
TR	2001.01	BL	1003
TR	0003.00	BL	2026

CENSUS TRACT #

CENSUS BLOCK #

TR  
TR  
TR  
TR  
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TR  
TR  
TR

BL  
BL  
BL  
BL  
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BL  
BL  
BL  
BL  
BL  
BL

**ASSISTANCE:** For assistance with identifying tract or tract/block numbers or with using the census maps or TIGER shapefiles, please see our website: <https://tigerweb.geo.census.gov/tigerweb/> or contact the Special Census Program at [DCMD.Special.Census@census.gov](mailto:DCMD.Special.Census@census.gov)

## II. CHARACTERISTICS OF THE AREA(S) IN WHICH SPECIAL CENSUS IS TO BE CONDUCTED - Continued

**C1.** Using the Census Bureau definition shown below, do any of the areas to be included in the Special Census contain **GROUP QUARTERS?**

- 1  Yes – Complete item C2  
 2  No – SKIP to item D1

**Group quarters** are places where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents, and residency is commonly restricted to those receiving these services. These services may include custodial or medical care as well as other types of assistance. Group quarters include such places as college residence halls, residential treatment centers, skilled-nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

**C2.** For each type of Group Quarters listed in a through g (see below), indicate whether the area to be included in the Special Census contains this type of Group Quarter.

For "Yes" responses – Enter the total number of each type of group quarters and the estimated combined population for that type of group quarters at the time of the Special Census enumeration.

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

TYPE		Total No.	Estimated Population
1. College/University Student Housing .....	1 <input checked="" type="checkbox"/> Yes → 2 <input type="checkbox"/> No	4	800
2. Residential Treatment Center .....	1 <input type="checkbox"/> Yes → 2 <input checked="" type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>

TYPE		Total No.	Estimated Population
a. College/University Student Housing .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
b. Residential Treatment Centers .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
c. Skilled Nursing Facilities .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>(NOTE: Assisted living quarters are counted as individual housing units, not as part of a group quarters.)</b>			
d. Group Homes .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
e. Military Quarters .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
f. Correctional Facilities .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>
g. Workers' Group Living Quarters and Job Corps Centers .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 40px;" type="text"/>	<input style="width: 100px;" type="text"/>

**NOTES** – Please use this space for any explanation that may be essential in understanding your reported data.

## II. CHARACTERISTICS OF THE AREA(S) IN WHICH SPECIAL CENSUS IS TO BE CONDUCTED – Continued

**D1.** Using the Census definition shown below, do any of the areas to be included in this Special Census contain **TRANSITORY LOCATIONS**, where people stay that have no usual home elsewhere?

- 1  Yes – Complete item D2  
 2  No – SKIP to Section III

**Transitory locations** are locations where people are unlikely to live year-round due to the transitory/temporary/impermanent nature of the location. Transitory locations include places such as campgrounds, recreational vehicle (RV) parks, marinas, hotels, motels, racetracks, circuses, or carnivals. **NOTE:** Only include the transitory locations where you believe the people staying there have no other usual home elsewhere. For example, do not include RV parks, unless they specifically house people with no usual home elsewhere.

**D2.** For each type of Transitory Location listed in a through f (see below), indicate whether the area to be included in the Special Census contains this type of Transitory Location.

For "Yes" responses – Enter the total number of locations and the estimated combined population for that type of transitory location at the time of the Special Census enumeration.

TYPE		Total No. of Locations	Estimated Population
<b>a.</b> Recreational Vehicle (RV) Park .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>b.</b> Campgrounds .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>c.</b> Hotels/Motels .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>d.</b> Marinas .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>e.</b> Racetracks .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>
<b>f.</b> Circuses/Fairs/Carnivals .....	1 <input type="checkbox"/> Yes → 2 <input type="checkbox"/> No	<input style="width: 50px;" type="text"/>	<input style="width: 100px;" type="text"/>

## III. ESTIMATED POPULATION AND HOUSING UNIT COUNTS FOR AREAS IN WHICH SPECIAL CENSUS WILL BE CONDUCTED

<p><b>A.</b> What is the estimated housing unit count for the areas to be included in this Special Census?</p>	<p>Enter housing unit count estimate ↴</p> <p style="text-align: right;">As of – Month    Year</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> </div>
<p><b>B1.</b> What is the estimated <b>population</b> count for persons living in housing units in the areas to be included in this Special Census?  <i>NOTE: The 2020 Census population per household for your jurisdiction may be useful in your estimation of the population associated with new housing units.</i></p>	<p>Enter population count estimate ↴</p> <p style="text-align: right;">As of – Month    Year</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> </div>
<p><b>2.</b> What is the total estimated <b>population</b> of persons living in group quarters in the areas to be included in this Special Census?  <i>Include in this population estimate any and all of the group quarters population that were specified in Section II, item C2.</i></p>	<p>Enter population count estimate ↴</p> <p style="text-align: right;">As of – Month    Year</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> </div>
<p><b>3.</b> What is the total estimated <b>population</b> of persons living in transitory locations in the areas to be included in this Special Census?  <i>Include in this population estimate any and all of the transitory locations populations that were specified in Section II, item D2.</i></p>	<p>Enter population count estimate ↴</p> <p style="text-align: right;">As of – Month    Year</p> <div style="display: flex; justify-content: space-between; width: 100%;"> <input style="width: 40%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 10%; height: 20px;" type="text"/> <input style="width: 40%; height: 20px;" type="text"/> </div>

## IV. DATA USED TO DETERMINE POPULATION AND HOUSING ESTIMATES

**A.** Which of the following types of data were used to determine the housing unit and population estimates provided in *Section III*?

*Please specify yes or no for each listed type of data. If you answer "Yes" to any listed type of data, please enter the value of the actual or estimated **increase** from the 2020 Census that was used in determining your population and/or housing unit estimates in Section III. Please enter only the value of the **increase**.*

**B. TYPE**

- |  |   |   |
|--|---|---|
| <p><b>1.</b> Increased school enrollment . . . . .</p>   | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>2.</b> Increased building permit activity . . . . .</p>  | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>3.</b> Increased utility hook-ups . . . . .</p>  | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>4.</b> Increased occupancy permits . . . . .</p>   | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>5.</b> Recent annexation(s) . . . . .</p>  | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>6.</b> Housing units that were vacant in the 2020 Census that are now occupied</p>   | <p>1 <input type="checkbox"/> Yes<br/>2 <input type="checkbox"/> No</p>                     | <p>– Enter estimated or actual increase → <input style="width: 100px;" type="text"/></p>  |
| <p><b>7.</b> Other – Specify ↴</p> <p><input style="width: 350px; height: 20px;" type="text"/></p> <p><input style="width: 350px; height: 20px;" type="text"/></p> | <p>– Enter estimated or actual increase →</p> <p>– Enter estimated or actual increase →</p> | <p><input style="width: 100px; height: 20px;" type="text"/></p> <p><input style="width: 100px; height: 20px;" type="text"/></p> |

**C.** Are there special circumstances that will affect a Special Census in your jurisdiction?

*For example:*

- A college population that fluctuates depending on the time of the year.
- Seasonal workers who are present during particular time periods, but not there at other times.
- Other unique situations that may affect a population or housing count.

1  Yes – *Please describe in detail the situation and include the dates of any potential seasonal population fluctuations.* ↴

2  No

**IV. DATA USED TO DETERMINE POPULATION AND HOUSING ESTIMATES – Continued**

**D.** 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.