

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
Cost Estimate		
SC-900 RCE	Request for Cost Estimate Form	This form will be used by GUs to submit requests for a Special Census cost estimate to the Census Bureau.
Mailings		
SC-L1Rev(E/S)	Invitation Letter	This letter is sent to all housing units in the Special Census area inviting 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 housing unit, and the URL where the housing unit can respond online to the Special Census. Revised to remove the Director's name.
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-L2Rev(E/S)	Reminder Letter	This letter is sent to all housing units 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 housing unit. It will be sent approximately one week after the Invitation Letter. Revised to remove the Director's name.
SC-P3Rev(E/S)	Reminder Postcard	This postcard is sent to all housing units 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. Revised to remove the Director's name.

SC-P4Rev(E/S)	Final Reminder Postcard	This postcard is sent to all housing units 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 housing units and it will be sent approximately one week after the Reminder Postcard. Revised to remove the Director's name.
Housing Unit Enumeration		
SC-Q	Housing Unit Enumerator Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at housing units (HU).
SC-Q(S)	Housing Unit Enumerator Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at housing units (HU).
SC-CQ	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.
SC-CQ(S)	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.
SC-IS	Information Sheet (English)	This information sheet is provided to respondents to help them choose response option(s) for census questions during enumeration.
SC-IS(S)	Information Sheet (Spanish)	This information sheet is provided to respondents to help them choose response option(s) for census questions during enumeration.
SC-CN(E/S)	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.
SC-NV(E/S)	Notice of Visit (English/Spanish)	This notice is left at HUs by field representatives when they visit a housing unit and no one is home.
SC-IS2(E/S)	Multi-Unit Manager Information Sheet	This letter is provided to multi-unit managers to provide information about the Special Census.

SC-ID	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 need for a follow-up contact.
SC-50.1a	Special Census Office Job Aids Telephone Script	
SC-QE-ISR 1	Special Census Internet Self-Response Instrument Screenshots	
TL Enumeration		
SC-Q-TL	Transitory Locations Enumerator Questionnaire (English)	This interview questionnaire will be used to collect Special Census data at eligible units in Transitory Locations (TL) such as RV parks, marinas, campgrounds, hotels or motels.
SC-Q-TL(S)	Transitory Locations Enumerator Questionnaire (Spanish)	This interview questionnaire will be used to collect Special Census data at eligible units in Transitory Locations (TL) such as RV parks, marinas, campgrounds, hotels or motels.
SC-CQ-TL	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.
SC-CQ-TL(S)	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.
SC-LFM-TLRev(E/S)	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. Revised to remove the Director's name.
SC-CN(E/S)	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.
SC-NV(E/S)	Notice of Visit (English/Spanish)	This notice is left at HUs by field representatives when they visit a housing unit and no one is home.

SC-117	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.
SC-IS-TL	Transitory Location Information Sheet	
SC-IS-TL(S)	Transitory Location Information Sheet (Spanish)	
GQ Enumeration		
SC-Q-GE	Individual Census Questionnaire for GQ (English)	This questionnaire will be used to collect Special Census data at group quarters (GQ) such as hospitals, prisons, boarding and rooming houses, college dormitories, military facilities, and convents.
SC-Q-GE(S)	Individual Census Questionnaire for GQ (Spanish)	This questionnaire will be used to collect Special Census data at group quarters (GQ) such as hospitals, prisons, boarding and rooming houses, college dormitories, military facilities, and convents.
SC-E-GE(E/S)	ICQ Privacy Envelope (English/Spanish)	This envelope is used during GQ enumeration to protect the Personal Identifiable Information (PII) PII of each respondent that completes a Special Census Individual Census Questionnaire (ICQ).
SC-LFM-GERev(E/S)	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. Revised to remove the Director's name.
SC-116	Group Quarters Control Record Special Census	This page will be used by Special Census field representatives to list residents/clients at GQs.
SC-351	Special Census Group Quarters Advance Script	This advance contact script is used to set up enumeration appointments with the facility.

Reinterview		
SC-RQ	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.
Address Listing		
SC-920	Address Listing Page	This page will include existing addresses from the MAF. Special Census field representatives will update these addresses, if needed, at the time of enumeration.
SC-921	Add Page	This page will be used by field representatives to add units that are observed to exist on the ground, that are not contained on the address listing page.
SC-435	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.
SC-693.2(ETL)	Transitory Location Listing Sheet	This page will be used by field staff to enter information about Transitory Units (Tus) at a Transitory Location (TL) during the enumeration of TLs. list transitory locations (TLs).
SC-688(TLAC)	Special Census Transitory Location Advance Contact In-Field Script	This advance contact script is used to set up enumeration appointments with the transitory location (TL).