FORM **SC-900**
(11-6-2012)

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

United States™ Census Bureau

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 SpecialCensusProgram@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 entire governmental unit; a partial Special Census covers only selected and specific areas within the governmental unit.
   - **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.

3. Remit a credit card payment of $200 for the cost estimate through Pay.gov.
   - **a.** The U.S. Census Bureau is requesting all customers submit payments for reimbursable work through electronic fund transfer (EFT).
   - **b.** To submit payment for the Special Census Cost Estimate using a credit card through EFT, follow the procedures outlined below.
     - **(1)** Go to www.pay.gov
     - **(2)** Type "**903**" in the "Search Public Forms" box on left of the form and click the grey "Go" box.
     - **(3)** This will bring up the Special Census Cost Estimate Public Form. Click this form.
     - **(4)** Fill in all fields with an asterisk (*) below the grey shaded areas. Complete the '**Bill To**" information on the left-hand side of the form. If your shipping address is the same as your "**Bill To**" address, please mark (X) the box in the '**Ship To**" area on the right of the form. If **"Bill To"** address and **"Ship To"** address are different, complete all asterisk information in the **"Ship To"** area.
     - **(5)** Click "**Submit Data** " button. The "**Enter Payment Information** " screen will appear. Enter the credit card and billing information. Once complete, click the '**Continue with Plastic Card Payment** " button.
     - **(6)** Verify that the **Address** , **Account** , and **Payment Information** are correct on the **Authorize Payment** screen. If incorrect, click "**Edit this Information.** " Otherwise continue to the **Email Confirmation Receipt** area of the screen. In the **Email Address:** field, enter the email address to which the confirmation email must be sent. In the **Confirm Email Address:** field, re-enter the email address previously entered. To send the **Email Confirmation Receipt** to additional email addresses, enter the email addresses in the **cc:** field, separated by a comma. Then click the box after the statement, '**I authorize a charge to my card account for the above amount in accordance with my card issuer agreement** ." Click the "**Submit Payment** " button. A **Payment Confirmation** screen will appear, please print and retain for your records.

Note: Please email or call the Special Census Program at (301) 763–1429 if your governmental unit is unable to make a payment through Pay.gov or unable to fill out the SC-900 form electronically.

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

The Six Regional Offices
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United States Census Bureau
REGIONAL OFFICES
Atlanta - (404) 331-1339
Chicago - (630) 288-9245
Denver - (720) 962-3880
Los Angeles - (818) 267-1724
New York - (212) 584-3430
Philadelphia - (215) 717-1830

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 as much detail as requested. Attach additional pages as necessary. Approximately 30 days after all materials are received, you will be sent a Special Census Cost Estimate, along with 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

☐ *Mark (X) 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

C. Does this Governmental Unit have a website?

1 ☐ Yes – *Provide Governmental Unit URL*

2 ☐ No

D. Contact Person(s)

PRIMARY	**ALTERNATE**
1. Name	**1.** Name
2. Title	**2.** Title
3. Telephone	**3.** Telephone
4. FAX Number	**4.** FAX Number
5. E-mail address	**5.** E-mail address

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

1 ☐ Yes – *Specify time periods (MM/DD/YYYY)*

Between

and

2 ☐ No

II. CHARACTERISTICS OF THE AREA(S) 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 of only specific areas within a governmental unit is referred to as a partial Special Census.)

Special Census will include:

1 ☐ Entire Governmental Unit – *SKIP to item C1*
2 ☐ Only specific areas within Governmental Unit – *Continue with item B1*
3 ☐ Don't know – *SKIP to item C1*

B1. If you are interested in a partial Special Census, are the areas to be included in the Special Census contiguous to one another?

1 ☐ Yes
2 ☐ No

2. Please identify and list to the right the specific census tracts/blocks to be included in the Special Census. *Please use Census 2010 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	BL
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ASSISTANCE: For assistance with identifying tract/block numbers or with using the census maps or TIGER shapefiles, please see our website http://www.census.gov/geo/www/maps/CP_ MapProducts.htm or contact your servicing Regional Office shown on page 2 of the worksheet.

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

C1. Using the Census 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*
3 ☐ Don't Know

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, indicate whether the area to be included in the Special Census contains this type of Group Quarter.

For "Yes" responses – *Enter the number of each type of group quarters and the estimated combined population of that type of group quarters.*

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

TYPE		Total No.	Estimated Population
1. College Residence Halls	1 ☒ Yes → 2 ☐ No	4	800
2. Residential Treatment Center	1 ☐ Yes → 2 ☒ No		

TYPE		Total No.	Estimated Population
a. College Residence Halls	1 ☐ Yes → 2 ☐ No		
b. Residential Treatment Centers	1 ☐ Yes → 2 ☐ No		
c. Skilled Nursing Facilities . . . . . (**NOTE:** Assisted living quarters are counted as individual housing units, not as part of a group quarters.)	1 ☐ Yes → 2 ☐ No		
d. Group Homes	1 ☐ Yes → 2 ☐ No		
e. Military Barracks	1 ☐ Yes → 2 ☐ No		
f. Correctional Facilities	1 ☐ Yes → 2 ☐ No		
g. Workers' Dormitories	1 ☐ Yes → 2 ☐ No		

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 those places where people often live or stay temporarily in between moving from place to place. Examples of these types of locations, where people who have no usual home elsewhere live, include Recreational Vehicle (RV) parks, campgrounds, hotels, motels, marinas, racetracks, circuses, fairs, and 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 hotels/motels, unless they specifically house people with no usual home elsewhere.*

D2. For each type of Transitory Location listed, indicate whether the area to be included in the Special Census contains this type of Transitory Location.

For "Yes" responses – *Enter the totalnumber of locations, the total number of units combined for all locations, and the estimated population at the time of the Special Census enumeration.*

TYPE		Total No. of Locations	Total No. of Units Combined for all Locations	Estimated Population
a. Recreational Vehicle Park	1 ☐ Yes → 2 ☐ No			
b. Campgrounds	1 ☐ Yes → 2 ☐ No			
c. Hotels/Motels	1 ☐ Yes → 2 ☐ No			
d. Marinas	1 ☐ Yes → 2 ☐ No			
e. Racetracks	1 ☐ Yes → 2 ☐ No			
f. Circuses/Fairs/Carnivals	1 ☐ Yes → 2 ☐ No			

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

A. What is the estimated housing unit count for the areas to be included in this Special Census?

Enter housing unit count estimate ↙ | As of – Month | Year

B1 What is the estimated **population** count for persons living in housing units in the areas to be included in this Special Census?
NOTE: *The 2010* ***Census population*** *per household for your jurisdiction may be useful in your estimation of the population associated with new housing units.*

Enter population count estimate ↙ | As of – Month | Year

2. What is the total estimated population of persons living in group quarters in the areas to be included in this Special Census?
Include in this population estimate any and all of the group quarters population that were specified in Section II, item C2.

Enter population count estimate ↙ | As of – Month | Year

3. What is the total estimated **population** of persons living in transitory locations in the areas to be included in this Special Census?
Include in this population estimate any and all of the transitory locations populations that were specified in Section II, item D2.

Enter population count estimate ↙ | As of – Month | Year

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*** *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

1. Increased school enrollment . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

2. Increased building permit activity . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

3. Increased utility hook-ups . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

4. Increased occupancy permits . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

5. Recent annexation(s) . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

6. 2010 Census vacant units occupied . . . . . 1 ☐ Yes – *Enter estimated or actual increase* → ☐
2 ☐ No

7. Other – *Specify*

_____ – *Enter estimated or actual increase* → ☐

_____ – *Enter estimated or actual increase* → ☐

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.

Clear Fields | Print Form | Save Form As