

FREQUENTLY ASKED CQR QUESTIONS!

! *What is the Count Question Resolution (CQR) Program?*

The Count Question Resolution (CQR) Program is an administrative review program that will be implemented by the Census Bureau to respond to particular challenges to the Census 2000 housing unit counts and group quarters population counts received from state, local or tribal officials of governmental entities in the U.S. and Puerto Rico. The CQR program is not intended to create a mechanism or process to challenge the March 6, 2001, decision of the Secretary of Commerce to release unadjusted Census 2000 redistricting data. No changes will be made to the apportionment counts as a result of this program.

The Census Bureau will research challenges using existing census records, materials, and files as well as documentation received from the challenging governments. Based upon this research, the CQR program will correct errors in boundaries, geocoding (assignment of addresses, structures, or key geographic locations identified by one or more geographic codes), and/or coverage (specific living quarters and persons residing therein that were identified during the Census 2000 process but erroneously included or excluded due to processing mistakes) for all affected governmental entities. **No additional data will be collected as part of Census 2000.**

We will only use data that have already been collected by the Census Bureau in compliance with legal requirements to produce state apportionment counts by December 31, 2000 and state redistricting data by April 1, 2001.

! *When will the CQR Program begin and end?*

- The CQR Program will **begin on June 30, 2001 [subject to OMB approval]**
- The CQR Program will end on September 30, 2003
 - The CQR Program start date is coordinated with the release of Summary File 1 (SF1) data; SF1 data will contain housing unit counts and group quarters population at the block level required for submitting a challenge

- Governmental units challenging the completeness and accuracy of Census 2000 counts must contact the Census Bureau directly in writing or by electronic mail to initiate the CQR process:

- Officials can submit their challenge in writing to:

**U.S. Census Bureau, Room 2002/2
Decennial Management Division
Count Question Resolution Program
4700 Silver Hill Road, Stop 7100
Washington, DC 20233-7100**

- Officials can submit their challenge via e-mail to the following address:

Count.Question.Resolution@census.gov

! *What types of corrections will be acceptable for CQR submissions?*

- **Boundary corrections** - a governmental unit believes the Census Bureau has placed a jurisdictional boundary(s) of a functioning governmental unit in the wrong location
 - Boundaries that are acceptable for use in Census 2000 are boundaries of functioning governmental units legally in effect on January 1, 2000. The date of January 1, 2000, is used because the Code of Federal Regulations, Title 15 U.S.C., Chapter I, Part 70, sets the cutoff dates for recognition of the boundary changes for Census 2000.
- **Geocoding corrections** - a governmental unit believes that the Census Bureau has placed living quarters (and the corresponding population) in the wrong location, that is, within the wrong census block or larger census geography
- **Coverage corrections** - a governmental unit believes that the Census Bureau enumerated specific living quarters during the Census 2000 process, but the living quarters (and the corresponding population) were either incorrectly added or deleted during the processing of the data

! What documentation is required for CQR submissions?

' The Census Bureau will require documentation before committing resources to investigate concerns raised by local and tribal officials. Government entities must specify whether the challenge disputes the location of a government unit boundary or the number of housing units and/or group quarters population counts in one or more tabulation blocks.

• For **Boundary corrections** (legal as of January 1, 2000) a government official must:

P provide, on a map which shows Census Bureau 2000 tabulation block numbers and boundaries, the following information:

R the location of the governmental unit boundary in dispute, (that is, an official must designate which boundary(s) they believe is incorrect in its current location)

R the correct location of the boundary(s) in question

P provide a list of the Census 2000 tabulation block number(s) associated with the boundary(s)

P provide a list of the addresses in affected tabulation blocks, indicating their location, in relation to the boundary requiring correction

P for boundary changes affected by legal actions not recorded by the Census Bureau, (that is, the Census Bureau did not receive notification of this boundary change); local or tribal governments must submit:

R the effective date of the boundary change

R the ordinance number or law resulting in each boundary change

R a statement that the boundary is not under litigation

R evidence that the state certifying official has approved the boundary change

R evidence that the boundary change has been certified by a local official

- For **Geocoding** and **Coverage Corrections**, a government official must provide documentation that the residential addresses or housing units in question were viable living quarters on April 1, 2000; officials must:

P provide the Census 2000 tabulation block number(s) in which they believe the housing unit counts are incorrect

R Summary File 1 (SF1) can be used to obtain Census 2000 tabulation block numbers and housing unit counts

P provide a complete address list for all housing units that should be included in each contested tabulation block; addresses can be classified as either city-style or non-city-style:

R For city-style addresses, officials must provide the following information, organized by Census 2000 census tracts and tabulation blocks:

- house number
- street name
- Post Office name
- State
- ZIP Code
- For multi-unit buildings, housing unit identifiers, such as apartment numbers, must be included

R For non-city-style addresses, officials must provide the exact location of the housing unit(s) in question; therefore, the following information is required for each housing unit within a disputed block:

- a map spot on a map and corresponding map spot number (the location of each housing unit must be marked on a map with a dot and given a corresponding number for identification purposes)
- a description of the housing unit
- a description of the location of the housing unit
- For example:

N map spot 4567-01

N Derby Road

N 2-story house on left with red brick chimney

N ½ mile from the intersection of Highways 12 and 19

N Anytown, GA 10020

- For **Group Quarters Population Corrections**, a government official must provide documentation dated no later than April 1, 2000; a group quarters is defined as a place where people live or stay other than the usual house, apartment, or mobile home; officials must:

P provide the Census 2000 census tract number(s) and tabulation block number(s) in which they believe the group quarters population is incorrect

R Summary File 1 (SF1) can be used to obtain Census 2000 tabulation block numbers and group quarters population counts

P provide a complete address list for all group quarters units that should be included in each contested tabulation block; group quarters may have housing units on the premises for staff and/or guests; addresses can be classified as either city-style or non-city-style (refer to the section on **Geocoding and Coverage Corrections** for a description of city and non-city-style addresses)

P provide the name, address, and telephone number for the administrative office of the facility (special place and group quarters) as of April 1, 2000

P provide certification by the local or tribal official that the addresses on their lists existed and were intended for occupancy on April 1, 2000

! *What types of geographic entities can submit a CQR challenge and who is eligible to submit a CQR challenge for these entities?*

The Census Bureau will only accept submitted challenges for a specific list of entity types. The universe of entities eligible for the CQR program consist of all general-purpose local and tribal governments and the legal administrative minor civil divisions within county or statistically equivalent entities. The universe also includes selected statistical entity types that serve as a surrogate for a legal area for a tribal government that does not have a legal land base (either a reservation or off-reservation trust land). Other statistical census designated place entities are eligible because a legal entity does not exist within that state or statistically equivalent entity. Inactive county, minor civil division, and incorporated place governmental units are eligible for CQR, but the CQR submission must come from an active government with authority to submit the challenge.

The following is a list of the specific entities eligible for the CQR Program. **Note that for certain entities, the agency/official eligible to submit a CQR challenge is in brackets [].**

' Counties and statistically equivalent entities including:

- Counties in 48 states
- Boroughs in Alaska
- Census Areas in Alaska [State Official]
- City and Boroughs in Alaska
- Municipalities in Alaska
- Parishes in Louisiana
- Municipios in Puerto Rico

' Minor civil divisions as recognized in Census 2000 in the following 28 states:

- | | | |
|---------------------------------|--------------------------------------|-------------------------------------|
| • Arkansas [County Official] | • Michigan | • Ohio |
| • Connecticut | • Minnesota | • Pennsylvania |
| • Illinois | • Mississippi [County Official] | • Rhode Island |
| • Indiana | • Missouri [County Official] | • South Dakota |
| • Iowa [County Official] | • Nebraska | • Vermont |
| • Kansas | • New Hampshire | • Virginia [County Official] |
| • Louisiana [Parish Official] | • New Jersey | • West Virginia [County Official] |
| • Maine | • New York | • Wisconsin |
| • Maryland [County Official] | • North Carolina [County Official] | |
| • Massachusetts | • North Dakota | |

' Incorporated places, including:

- Boroughs in Connecticut, New Jersey, and Pennsylvania
- Cities in 49 states and the District of Columbia
- City and boroughs in Alaska
- Municipalities in Alaska
- Towns in 30 states (excluding towns in New England, New York, and Wisconsin which are minor civil divisions)

- Villages in 20 states
- Specified incorporated places that have no legal description:
 - P Athens-Clarke County , GA
 - P Augusta-Richmond County, GA
 - P Lexington-Fayette, KY
 - P Anaconda-Deer Lodge County, MT
 - P Butte-Silver Bow, MT
 - P Carson City, NV
 - P Lynchburg, Moore County, TN
 - P Nashville-Davidson, TN
- ' Census designated places in Hawaii and Kalawao County, Hawaii [State Official]
- ' Comunidades and Zonas Urbanas in Puerto Rico
- ' Federally recognized American Indian reservations and off-reservation trust land entities [Tribal Government]; this includes a reservation designated as a:
 - Colony
 - community
 - Indian community
 - Indian village
 - pueblo
 - ranch
 - rancheria
 - reservation
 - reserve
 - village
- ' State recognized American Indian Areas [State Official]
- ' American Indian tribal subdivisions [Tribal Government]
- ' American Indian and Alaska Native statistical entities including:
 - Alaska Native village statistical areas (ANVSAs) [Tribal Government]
 - Oklahoma tribal statistical areas (OTSAs) [Tribal Government]
 - State designated American Indian statistical areas (SDAISAs) [State Official]
 - Tribal designated statistical areas (TDSAs) [Tribal Government]

- ' Hawaiian home lands [State Official]

! Where do I get the information and materials needed for documentation to submit a CQR challenge?

- ' Summary File 1 (SF1) data will be released on a state-by-state basis from June through September 2001 and will provide, at the block level, the following information:

- Housing unit counts
- Group Quarters population
- Tabulation block numbers

- ' Sources for SF1 data will be:

- American Fact Finder

P SF1 data will be available at <http://factfinder.census.gov>

- Customer Services

P SF1 data will be available for purchase in CD-ROM or DVD format by calling 301-457-4100 or via the Internet at webmaster@census.gov

- State Data Centers

P To locate a State Data Center (SDC) in your area, go to <http://www.census.gov/sdc/www/sdctxt.html>

- ' Maps:

- **All maps must be labeled with the state, county, census tract number(s), and block number(s) involved with the challenge, except for those maps submitted by tribal governments which must be labeled with the American Indian Area name, tribal census tract number(s), and block number(s)**

- Public Law (P.L.) 94-171 County Block Maps (Census 2000) are the first map product to contain 2000 tabulation blocks

- Acceptable Maps:

P P.L. 94-171 County Block Maps (Census 2000) [currently available]

P Census 2000 Block Maps [to be released June - September 2001]

P Maps generated from Redistricting Census 2000 TIGER/Line® files or Census 2000 TIGER/Line® files; the Redistricting Census 2000 TIGER/Line® files are currently available and the public can download these files for free from the Census Bureau web site or purchase the files on CD-ROM (we expect to offer these files for sale on DVD in June 2001)

P Any map which shows Census Bureau 2000 state, county, census tract, and tabulation block numbers and boundaries; for American Indian areas, any map which shows the American Indian Area, tribal census tracts, and tabulation block numbers

- Sources for maps/files:

P P.L. 94-171 County Block Maps (Census 2000):

R paper copies have been mailed to Redistricting participants

R download (in .PDF format) from the Census Bureau's website at <http://www.census.gov>

- go to *Geography*
Maps
Census 2000 Maps

R download TIGER/Line® files from the Census Bureau's website at <http://www.census.gov> [note that these files are typically used with a Geographic Information System (GIS) in order to create and display maps]

- go to *TIGER*
Redistricting Census 2000 TIGER/Line®

R State Data Centers [<http://www.census.gov/sdc/www/sdctxt.html>]

P Census 2000 Block Maps:

R paper copies will be mailed to each functioning governmental unit from June - September 2001

R we expect to have the Census 2000 Block Maps in .PDF format, available on a state-by-state basis, beginning in June 2001

P Customer Services

R paper copies of maps may be ordered, at \$5.00/map sheet with a minimum order of 5 map sheets required, from Customer Services via the telephone 301-457-4100 or via the Internet at webmaster@census.gov

! If the Census Bureau makes a CQR correction, will funding for federal programs be based on the revised CQR count?

Yes, revised population and/or housing unit counts issued as a result of a successful CQR challenge may be used by governments applying for federal programs. The Census Bureau will provide corrected counts to appropriate Federal and/or State officials as required.

! Did the Census Bureau count people who received their mail at post office boxes?

Yes. To create the address list in areas where post office boxes and rural routes are typically used for mail delivery, Census Bureau employees canvassed all blocks, recorded every address, and marked the location of each housing unit on their maps. When enumerators delivered questionnaires in these areas,

they also made further updates and corrections to the address list and maps. Additionally, in both city-style and non-city-style address areas, local and tribal governments were invited to review the census address lists and provide updates and corrections, as appropriate. In preparing address lists for city-style areas, we developed a list of house number street/name addresses associated with a specific block, even if the mail was delivered to a post office box. Postmaster returned questionnaires were followed up in later field operations.

! I believe the 2000 Census count does not include new homes built and occupied by April 1, 2000 in my municipality. How can I have these new homes and the corresponding population added to the count for my municipality if the federal government sends us only the housing unit count?

The challenging state, local, or tribal government should identify the affected tabulation block and provide a complete list of all addresses in that block as of April 1, 2000. The CQR Program will research your question to determine whether the new homes were identified and included in census records, but not processed during the Census 2000 operation.

! After reviewing my municipality's population count, I believe that persons living in a group quarters (such as a nursing home, college dormitory, prison, etc) were not included. How can I ascertain whether this group quarters was included in the count?

' Within SF1, Group Quarters data will be published as follows:

- Block level data for the total population:

P Institutionalized population

R Correctional Institutions

R Nursing Homes

R Other Institutions

P Noninstitutionalized population

R College Dormitories

R Military Quarters

R Other Noninstitutional Group Quarters

- Census tract level data for the total population will provide a more detailed breakdown of categories; for example, data for correctional institutions will be broken down into the following categories:

P Institutionalized population

R Correctional Institutions

- Federal prisons and detention centers
- Halfway houses
- Local jails and other confinement facilities
- Military disciplinary barracks
- State prisons
- Other types of correctional institutions

- ' Residents of nursing homes are enumerated as part of the group quarters population of your community.
- ' College students are counted where they live when attending college, including dormitories, fraternity or sorority houses and apartment buildings on campus where unmarried students live as part of the group quarters population. Students in apartments and condominiums off campus, and housing units on and off campus are tabulated as part of the household population and will not be classified as college students.
- ' Prisoners are counted at the prison and classified as part of the group quarters population.
- ' Military personnel can be enumerated in barracks, in on-base housing, or in off-base housing units. Personnel temporarily deployed away from their permanent duty station are enumerated at their usual residence at their permanent duty station. If enumerated as part of the group quarters population (e.g., in a barrack), military personnel will be tabulated in the group quarters data. If enumerated as part of the housing unit population, military personnel are tabulated as part of the housing unit population. Thus, the military quarters tabulation shown as part of group quarters does not include military personnel living in housing units.

! *What happens if a challenge is successful?*

- ' For CQR submissions that result in corrections:
 - the Census Bureau will respond to all affected governmental entities of any corrections to their official counts resulting from the CQR Program
 - corrected counts will be reflected in the Census Bureau's decennial file modified for use in making postcensal estimates that will be released on a flow basis beginning in December 2002
 - corrected counts may be used by governmental agencies for all programs requiring official Census 2000 data
 - the Census Bureau will not make corrections to the data concerning the characteristics of the population and housing inventory
 - base files for the census will remain unrevised so that none of the standard Census 2000 data products will reflect corrections
 - the Census Bureau can not incorporate CQR corrections into the redistricting data and subsequent data products; delivery of counts required for redistricting purposes was completed by the statutory deadline of April 1, 2001
 - an inventory of corrections also will be available on the *American FactFinder* Internet Data Access System (errata) and updated periodically

! *What happens if a challenge is unsuccessful?*

When a state, local, or tribal government provides evidence that the Census Bureau missed housing units or group quarters that existed on April 1, 2000, but the CQR research and Census 2000 records show that all of the Census Bureau's boundary information, geocoding, and processing were correctly implemented, the Census Bureau will respond by sending a letter to the official and/or his/her representative stating that the Census Bureau will retain the previously submitted documentation for consideration in the context of address list updating activities over the decade.

! Whom should data users contact concerning questions about the Count Question Resolution (CQR) Program?

The Count Question Resolution (CQR) Staff can be reached as follows:

- Write to:

**U.S. Census Bureau, Room 2002/2
Decennial Management Division
Count Question Resolution Program
4700 Silver Hill Road, Stop 7100
Washington, DC 20233-7100**

- Via telephone and FAX:

P Telephone: 1-866-546-0527

P FAX: 301-763-0260

- Via e-mail:

Count.Question.Resolution@census.gov

! Whom should data users contact concerning questions about the Census 2000 counts in the data products?

- ' Statistical Information Staff
Population Division
U.S. Census Bureau, Room 114/WP2
4700 Silver Hill Road, Stop 8860
Washington, DC 20233-8860

301-457-2422

e-mail: pop@census.gov

- ' Statistical Information Staff
Housing and Household Economic Stats Div.
U.S. Census Bureau, Room G-251/3
4700 Silver Hill Road, Stop 8500
Washington, DC 20233-8500

301-457-3242
e-mail hhes-info@census.gov
- ' Partnership and Services Program Staff [<http://www.census.gov/dmd/www/partner.htm>]
- ' State Data Center [<http://www.census.gov/sdc/www/sdctxt.html>]
- ' Information Services Program (ISP) [<http://www.census.gov/field/www/ispnums.html>]