

The 2010 Count Question Resolution (CQR) Program
Frequently Asked Questions

TOPIC 1: General		
Q. 1-1	Count Question Resolution Program Overview	What is the 2010 Census Count Question Resolution Program?
A. 1-1		The 2010 Census Count Question Resolution (CQR) Program is a mechanism for State, local and Tribal officials of governmental units in the U.S. and Puerto Rico to challenge the 2010 Census population counts of housing units and group quarters. The program will begin on June 1, 2011, following the release of the 2010 Census Public Law 94-171 Redistricting data, the Advance Release of Group Quarters Data from Summary File 1, and the Demographic Profiles. The Summary File 1 (SF1) will be released on a flow basis by State between June and August 2011.
Q. 1-2	CQR Challenge types	What kinds of challenges will the Census Bureau process?
A. 1-2		<p>The Count Question Resolution (CQR) Program will address questions about housing unit and group quarters counts for three types of challenges for the 2010 Decennial Census: (1) boundary, (2) geocoding, and (3) coverage.</p> <p><i>(1) Boundary</i>—The CQR Program can address the inaccurate reporting or the inaccurate recording of boundaries legally in effect on January 1, 2010. The Census Bureau requires documentation to ensure that the geographic assignment information provided by governmental units does not, in fact, reflect boundary changes made after January 1, 2010.</p> <p><i>(2) Geocoding</i>—These challenges affect the placement of living quarters and associated population within the correct governmental unit boundaries and census tabulation blocks.</p> <p><i>(3) Coverage</i>—These challenges, if upheld by the Census Bureau, result in the addition or deletion of specific living quarters and persons associated with them identified during the census process, but erroneously included as duplicates or excluded due to processing errors.</p> <p>The Census Bureau will research CQR challenges using existing census records, materials, and files in conjunction with the</p>

		<p>documentation received from the challenging governmental units.</p> <p>The revised CQR counts that the Census Bureau issues from the CQR Program are based on the 2010 Census geographic boundaries as of January 1, 2010 and the housing unit and population counts as of April 1, 2010.</p> <p>The Census Bureau will not collect additional data to resolve CQR challenges. The program does not include challenges to overseas counts of persons in the military or the Island Areas.</p> <p>The Census Bureau will post errata reflecting CQR-based changes to the 2010 Census counts on the American Fact Finder on a flow basis after the first CQR challenges are processed and resolved in the fall of 2011.</p>
Q. 1-3	CQR Program time frame	When will the CQR Program start and end?
A. 1-3		The CQR Program will accept CQR challenges beginning June 1, 2011 and ending with challenges that are received and postmarked, faxed, or emailed as of June 1, 2013.
Q. 1-4	Governmental units eligible to challenge 2010 Census counts through the CQR Program	What types of governmental units can challenge the 2010 Census counts as a part of this program?
A. 1-4		<p>All functioning governmental units. For example:</p> <ol style="list-style-type: none"> 1. States and statistically equivalent entities can submit challenges for their State or equivalent, plus any counties or equivalent entities, functioning minor civil divisions, incorporated places (including consolidated cities), State designated Tribal statistical areas, State-recognized American Indian Reservations, Hawaiian Home Lands, and (in Hawaii and Puerto Rico only) for census designated places within their jurisdiction. Puerto Rico may also submit challenges for sub minor civil divisions. 2. Counties and statistically equivalent entities can submit challenges for their county or equivalent entity plus any functioning minor civil divisions, incorporated places, and (in Hawaii and Puerto Rico only) census designated places within

		<p>their jurisdiction. Municipios in Puerto Rico may also submit challenges for sub-minor civil divisions.</p> <ol style="list-style-type: none"> 3. Actively functioning minor civil divisions can submit challenges for their minor civil division plus any incorporated place within their jurisdiction. 4. Incorporated places (including consolidated cities) can submit challenges for their place. 5. Federally-recognized American Indian tribes can submit challenges for American Indian reservation or off-reservation trust lands, Tribal designated statistical areas, and Oklahoma Tribal statistical areas plus any American Indian Tribal subdivisions within their jurisdiction. 6. Alaska Native Regional Corporations can submit challenges for their regional corporation and for Alaska Native Village statistical areas (ANVSAs) within their jurisdiction. 7. Alaska Native Village statistical areas can submit challenges for their ANVSA.
Q. 1-5	CQR Program information	How will local government/Tribal officials learn about the CQR Program?
A. 1-5		As required by the Paper Reduction Act, a Federal Register Notice (FRN) about the 2010 Census CQR Program was posted on May 26, 2010 inviting the general public to comment on the proposed information collection. The Census Bureau received final approval for the program from the Office of Management and Budget on February 22, 2011. The final CQR Program FRN and Program Announcement are posted on the CQR Web site. In addition, in March 2011, the Census Bureau sent a 2010 Census CQR brochure and letter announcing the program to the highest elected officials or Tribal chairs of over 39,000 functioning governments in the United States and Puerto Rico.
Q. 1-6	CQR challenge process	Who can initiate the challenge process?
A. 1-6		The Census Bureau will only accept challenges from the highest elected or appointed official of State, local, and Tribal area governmental units, or those designated in writing to represent

		<p>them or act on their behalf. If someone other than the government official has been designated, then the CQR submission must include a letter from the highest elected official or Tribal chair indicating their designee for submitting the challenge.</p>
Q. 1-7	How to submit a challenge	<p>How can State, local, and Tribal area government officials submit a challenge?</p>
A. 1-7		<p>State, local, and Tribal area government officials or their designated official must submit their challenge documentation to Census Bureau headquarters directly via mail, FAX, or email to initiate the challenge process.</p> <p>Mailing Address: U.S. Census Bureau Count Question Resolution Office Decennial Management Division 4600 Silver Hill Road Washington, DC 20233</p> <p>Direct Delivery Address (use for items delivered to Census by other than USPS, i.e. FedEx, DHL, UPS, couriers and suppliers): U.S. Census Bureau Count Question Resolution Office Decennial Management Division 4600 Silver Hill Road Suitland, MD 20746</p> <p>FAX: 301-763-9321</p> <p>E-mail: dmd.cqr@census.gov</p>
Q. 1-8	Types of evidence or documentation needed to initiate a challenge	<p>What type of evidence or documentation does a State, local or Tribal government need to initiate a challenge to the completeness or accuracy of the 2010 Census housing unit and group quarters counts?</p>
A. 1-8		<p>The Census Bureau requires specific documentation before committing resources to investigate a challenge. The submitted challenges must specify whether the challenge disputes 1) the location of a governmental unit boundary, 2) the number of housing units and/or group quarters in one or more census tabulation blocks, or 3) a combination of errors listed in 1 and 2. Supporting documentation includes both maps and address lists indicating all living quarters in challenged blocks as of April 1, 2010.</p>

Maps must identify the State, county, 2010 census tract(s) and 2010 census tabulation blocks associated with the challenge. If a challenge involves an American Indian Reservation or off-reservation trust land, the maps must identify the American Indian area, census Tribal tract, and 2010 census tabulation block boundary. Challengers must mark the exact location of each challenged address on the map(s) submitted to the Census Bureau. Maps for submitting a CQR challenge can be found on the CQR Web site at <http://2010census.gov/about/cqr>.

Address lists of all housing units and/or group quarters located in the challenged blocks are also required. The address list must include certification by the highest elected or appointed official of State, local, and Tribal area governmental units or those representing them or acting on their behalf that the living quarters existed and could be lived in on April 1, 2010. There are three types of address lists to be used by the governmental unit, depending on the type of addresses being challenged.

(1) City-Style Address Lists - A city-style address must include house number, street name, city, State, ZIP Code and county.

(2) Non-City-Style Address Lists - Non-city style addresses include rural route, P.O. box number addresses and any other addresses that do not contain a complete house number, street name, city, State, ZIP Code, and county. Only when no other address information is available should challengers solely provide detail describing the units being challenged in the location description field of the Non-City-Style Address List.

(3) Group Quarters Address Lists - Group Quarters addresses can include city style or non-city style addresses that are group quarters. 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. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. GQs include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, correctional facilities, and workers' dormitories. Provide the group quarters name, number and street address, city, State, ZIP Code, county, and telephone

		<p>number for the contact at the group quarters as of April 1, 2010.</p> <p>The Census Bureau has developed templates for governmental units to use in submitting their address list(s) of living quarters within the block(s) they are contesting. Use of these templates is strongly recommended, as they serve as a guide for submitting the required information for the different types of addresses and/or group quarters, which in turn expedites the challenge process. Governmental units may submit their data in other formats, but it is essential that all required information be provided for the different types of addresses submitted. Additional processing steps by the Census Bureau are required of data that is submitted outside of the template format. These templates are located on the CQR Web site at http://2010census.gov/about/cqr.</p>
Q. 1-9	FIPS State and County Codes	How can I find a list of the FIPS State and County Codes?
A. 1-9		FIPS State and County Codes can be obtained through the CQR Web site at http://2010census.gov/about/cqr .
Q. 1-10	How to certify that the Housing Units/Group Quarters existed and could be lived in on April 1, 2010	How do I certify that the housing units/group quarters on my address list existed and could be lived in on April 1, 2010?
A. 1-10		As described in the Program Announcement in the Federal Register (Volume 76, No. 45), the highest elected official (HEO); or appointed official of State, local, and Tribal area governments; or those representing them or acting on their behalf must include a signed Statement that the living quarters included with the challenge existed and could be lived in on April 1, 2010. The signed Statement serves as the HEO's certification of the addresses provided, and is considered the validation that those housing unit and/or group quarters addresses on the submitted list and maps existed and could be lived in on April 1, 2010.
Q. 1-11	Acceptable maps for a CQR challenge	What types of maps are acceptable when submitting a CQR challenge?
A. 1-11		(1) 2010 Census Block Maps – The Census Bureau produces these large-format (36" x 32") maps as a reference to the Summary File 1 data. These block-level maps are created for geographic

		<p>entities, such as, counties or equivalent entities, American Indian Reservations, incorporated places, consolidated cities, and minor civil divisions.</p> <p>(2) Public Law 94-171 County Block Maps (2010 Census) – The Census Bureau produces these large-format (36" x 32") county-based maps as a reference for the Redistricting Data Files available for all States, the District of Columbia, and Puerto Rico.</p> <p>(3) Maps derived from 2010 TIGER/Line shapefiles – The Census Bureau provides digital data in ESRI shapefile format.</p> <p>(4) Other maps or GIS data showing Census Bureau 2010 tabulation block numbers and boundaries.</p> <p>Maps for submitting a CQR challenge can be found on the CQR Web site at http://2010census.gov/about/cqr.</p>
Q. 1-12	Electronic challenge submissions	Will the U.S. Census Bureau accept a challenge and supporting documentation submitted electronically?
A. 1-12		<p>Yes. The Census Bureau has provided templates on the CQR Web site that we request challengers use to provide address lists to support their challenge. We are also including a link on the Census Bureau CQR Web site to maps that challengers can download to insert map spots to support their challenge. Challenging governmental units can submit these documents through email by sending them to dmd.cqr@census.gov. The address templates, maps and instructions are available on the Census Bureau CQR Web site at http://2010census.gov/about/cqr.</p>
Q. 1-13	Checklist of materials needed to initiate a challenge	How do I know when I have all of the materials necessary for submitting a CQR challenge?
A. 1-13		<p>This checklist is a guide to help you ensure that all of the necessary information is submitted. The following information needs to be included in a CQR challenge prior to submitting it to the CQR Office. <i>(Please refer to the corresponding sections in the 'Guidelines for Stateside Count Question Resolution (CQR) Challenges' document.)</i></p> <p><input type="checkbox"/> The challenge must include a complete address list(s) for all housing units and group quarters that existed and could be</p>

		<p>lived in on April 1, 2010, for each contested census tabulation block. <i>(As described in Section 2.3)</i></p> <ul style="list-style-type: none"> <input type="checkbox"/> The challenge must include a 2010 Census block map(s) on which the location of each housing unit and group quarters address is indicated by a map spot number. <i>(As described in Sections 2 & 3.)</i> <input type="checkbox"/> If submitting a boundary challenge: <ul style="list-style-type: none"> · Maps submitted by State, local or Tribal area governments must show the correct location of the boundary and the portion of the boundary that the Census Bureau potentially depicted incorrectly, including the 2010 Census tabulation block numbers associated with the boundary. · The State, local, or Tribal area government must also provide the Census Bureau with a list of addresses in challenged 2010 Census tabulation blocks, indicating their location in relationship to the boundary that the governmental unit wants the Census Bureau to correct. · For boundary challenges affected by legal actions not recorded by the Census Bureau, governmental units must submit the effective date and the ordinance number or law that effectuated the change in boundaries, provide evidence that the State certifying official has approved the boundary change if required by State law, and provide a Statement that the boundary is not under litigation. <i>(As described in Section 3.8.)</i> <input type="checkbox"/> The challenge must include certification by the highest elected official (HEO) that addresses existed and could be lived in on April 1, 2010. The local official may write a certification Statement and sign the address list itself or the local official may include the certification as a separate letter with the challenge documents. <i>(As described in Section 5.1.)</i> <input type="checkbox"/> Specify the type of challenge (boundary, geocoding, and/or coverage). <i>(As described in Section 5.2.)</i> <input type="checkbox"/> The challenge must be submitted by the HEO or include a signed Statement by the HEO that he/she has designated the contact person to submit the challenge. <i>(As described in Section 5.2)</i>
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Q. 1-14	How to obtain a 2010 Census Map	How can I get a map showing the boundaries that were used to tabulate the population of our municipality?
A. 1-14		<p>The 2010 Census Public Law 94-171 County Block Maps are available for all States, the District of Columbia, and Puerto Rico. You may download and print the maps from the 2010 Census Redistricting Maps Web site: http://www.census.gov/rdo/data/2010_census_redistricting_map_s uite.html</p> <p>The 2010 Census Block Maps are governmental unit-based block maps, which will be produced for all governmental units. These maps will be available beginning June 1, 2011 from the Census Web site, and will be released on a State by State basis through August 2011.</p> <p>You may generate maps based on information from the Census Bureau 2010 TIGER/Line shapefiles using a commercial geographic information system (GIS), as long as the maps identify the State, county, governmental unit, census tract, census tabulation block, and any other legal entity involved in a challenge. If a challenge involves an American Indian reservation or off-reservation trust lands, the maps must identify the American Indian area, census Tribal tract, and census tabulation block boundary. The 2010 Census TIGER/Line Files are available to download from the Census Bureau Web site: http://www.census.gov/geo/www/tiger/tgrshp2010/tgrshp2010.ht ml</p> <p>To request paper copies of the 2010 Census Block Maps or a CD with the TIGER/Line Files, please contact the CQR Program Office on (301) 763-9329 and the materials will be sent to you.</p> <p>Additionally, if the scale of the 2010 Census Block Maps is insufficient to report your CQR challenge, you may request 2010 Census Block-Based Work Maps (8 1/2" x 14") from the CQR Program Office. These are individual block-based maps available for all blocks with in a given county, which will be sent to you on a CD or DVD. If your governmental unit is in more than one county, you will receive all blocks for all counties on the CD or DVD.</p> <p>The 2010 Block Maps generated from the American Fact Finder are available from the American Fact Finder Web site: http://factfinder2.census.gov. These are maps generated from web</p>

		<p>based American Fact Finder printed on paper and annotated as required.</p> <p>When no other map is available or suits the challenger’s purpose, they can create a sketch map containing all of the necessary information. Templates for sketch maps will be available beginning June 2011 from the CQR Web site: http://2010census.gov/about/cqr. They can also be requested by calling the CQR Office on (301)763-9329.</p>
Q. 1-15	Challenges that result in a change to the 2010 Census counts	What happens if a challenge results in a change to the 2010 Census counts?
A. 1-15		<p>As described in the Program Announcement in the Federal Register (Volume 76, No. 45), the Census Bureau will issue corrected CQR counts based on the housing unit and population counts as of April 1, 2010. The governmental units may use new official census counts for all programs requiring official 2010 Census data. The Census Bureau will not make corrections to the 2010 population counts for individual housing units or GQs, or corrections to the characteristics of the population and housing inventory. The Census Bureau will modify the decennial file with the CQR corrections for use in generating the 2012 postcensal estimates.</p> <p>The CQR data will be available as errata on the American FactFinder <http://factfinder2.census.gov>beginning in the fall of 2011.</p>
Q. 1-16	Notification of corrections to the 2010 Census counts	Will the affected governments be notified if the Census Bureau review results in a correction to the 2010 Census counts?
A. 1-16		Yes. The affected government(s) will be provided a letter and certification of corrected housing unit and/or population counts.
Q. 1-17	Challenges That Do Not Result in Corrections	What happens if a challenge does not result in correction?
A. 1-17		If the challenge is unsuccessful, the Census Bureau will respond by sending a letter to the official or his/her representative stating that the Census Bureau will maintain the documentation for consideration in the context of address list updating activities in

		the future, but will not issue a revised count.
Q. 1-18	Eligibility to initiate a challenge (participation in previous survey)	If a local government or Tribal government did not participate in the 2008 or 2009 Local Update of Census Addresses (LUCA), the New Construction Program, the annual Boundary and Annexation Survey and/or the Boundary Validation Survey, will the government still be eligible to initiate a challenge related to the housing unit counts and group quarters population counts?
A. 1-18		Yes. These programs were voluntary and non-participation will not preclude the government from initiating a CQR challenge.
Q. 1-19	Paper maps or address lists dated later than April 1, 2010	Can supporting evidence, for example, paper maps or address lists, be dated later than April 1, 2010?
A. 1-19		Yes, as long as the government certifies via signature on the address list or map, that the boundaries contained on the maps were correct as of January 1, 2010 and the addresses contained on their list existed as of April 1, 2010. Street and road features, address ranges, and similar information submitted on maps in support of the addresses on the local list must have existed as of April 1, 2010.
Q. 1-20	Effect of corrected population counts on Redistricting	If population counts are corrected through the CQR program, will they have an effect on redistricting?
A. 1-20		No, not in the 2010 Redistricting data that is publically released to all States by the Census Bureau. Some State and local redistricting officials may choose to use the corrected CQR counts to redistrict a governmental unit. Because local redistricting officials determine if the corrected CQR numbers will be used, the effect of the corrected numbers and how they will be used is unknown.
Q. 1-21	Apportionment counts	Will CQR corrections be used to revise the apportionment counts?
A. 1-21		As described in the Program Announcement in the Federal Register (Volume 76, No. 45), the Census Bureau will not change the apportionment counts to reflect corrections resulting from the CQR Program.

Q. 1-22	2010 Census data products	How will the CQR corrections be noted in the Census Bureau's data products?
A. 1-22		The Census Bureau will update the 2010 Census Notes and Errata with the revised counts from the CQR program on a weekly basis starting in August 2011. This document can be found at: www.census.gov/prod/cen2010/notes/errata.pdf . We will also publish the revised counts on the American Fact Finder at http://factfinder2.census.gov beginning in September 2011. Any tables of data published by the Census Bureau affected by the CQR change will have a cell level note to alert people to the CQR change
Q. 1-23	Funding for federal programs	If the Census Bureau makes a CQR correction, can funding for federal programs be based on the revised CQR count?
A. 1-23		Yes. Revised population and/or housing unit counts issued as a result of a CQR challenge may be used by governments in applying for federal programs. The governmental units may use new official census counts for all programs requiring official 2010 Census data.
Q. 1-24	CQR Program contact information	If a local government/Tribal official requires additional information about the CQR program, who should they contact?
A. 1-24		Count Question Resolution Office Decennial Management Division U.S. Census Bureau Washington, DC 20233 Telephone: 301-763-9329 Fax: 301-763-9321 E-mail: dmd.cqr@census.gov
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TOPIC 2: Boundaries

Q. 2-25	Legal Boundaries	Why are legal boundaries fixed as of January 1, 2010 when the census is taken on April 1, 2010?
A. 2-25		By Federal Law, the tabulation and publication of data from the 2010 Census of Population and Housing, the Bureau of the Census will recognize only those boundaries legally in effect on January 1, 2010 that have been reported officially to the Bureau of the Census. The Bureau of the Census enumerates respondents on the date of the decennial census as residing within the legal limits of municipalities, county subdivisions, counties, States, and equivalent areas as those limits exist on January 1, 2010.
Q. 2-26	Annexations after January 1, 2010	Can the CQR Program be used to correct counts to cities with annexations after January 1, 2010?
A. 2-26		No. The boundaries that were in place in the US and Puerto Rico as of January 1, 2010 are the basis for making CQR boundary changes.
Q. 2-27	Incorrect Legal Boundaries	If we discover that the legal boundaries in the census were incorrect, how can we correct them and any change to the counts resulting from a boundary correction?
A. 2-27		You may submit a challenge following the guidelines outlined in the Program Announcement in the Federal Register (Volume 76, No. 45).

TOPIC 3: Addresses for Housing Units

Q. 3-28	2010 Census address list	Will my governmental unit receive a final list of addresses to check census results against our own records?
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A. 3-28		No. The Census address list is protected under Title 13 U.S.C. Under this law, private information that identifies a specific person or address cannot be disclosed or published.
Q. 3-29	Basis for determining housing and population counts	Since my governmental unit is covered by several ZIP Codes shared with other municipalities, how can I verify that the population has not also been attributed to the surrounding municipalities?
A. 3-29		The Census Bureau does not use United States Postal Service ZIP Codes to assign population and housing to municipalities. The housing and population assigned to each governmental unit is based on the legal boundaries of the governmental unit and the tabulation blocks within those legal boundaries along with the physical location of each address as established during the Census (see A.3- 31).
Q. 3-30	Addresses submitted in the Local Update of Census Addresses program	Why didn't the Census Bureau accept all of the addresses I submitted in the Local Update of Census Addresses program? Can we still challenge this decision?
A. 3-30		The Census Bureau conducted a field canvassing activity to validate the Census address list and the addresses submitted by local and Tribal participants in the LUCA Program. Those local and Tribal governments that submitted their address list in a timely manner and received final determination lists from the Census Bureau were able to appeal the results to the Census Address List Appeal Office. As required by the Census Address List Improvement Act of 1994 (P.L. 103-430), all appeals were reviewed and resolved prior to April 1, 2010 and a written determination was sent to the municipality, indicating which addresses in the appeal were rejected or accepted. Accepted addresses were reinstated into the Census address inventory and attempts were made to enumerate them. Field work determined the final census status of these units.
Q. 3-31	Census forms containing addresses with a post office located in a different community	As some census forms used addresses with a post office located in a different community, how can I be sure that these forms were correctly credited to our community?
A. 3-31		The Census Bureau did not use United States Postal Service information, such as the post office name, ZIP Code, or four-digit extension to determine the jurisdiction in which specific living quarters and associated populations were counted. Rather, census data were based on the geographic assignment of each

		<p>living quarter to the appropriate block in correct relationship to a jurisdictional boundary. This geographic assignment was determined by address information collected by census workers who recorded the location of housing units. It also was based on information provided by local and Tribal officials through the Local Update of Census Addresses Program. Therefore, census forms that used addresses with post offices located in different communities did not impact the Census Bureau's count.</p>
Q. 3-32	<p>How are residents that receive their mail at post office boxes counted?</p>	<p>Did the Census Bureau count people who received their mail at post office boxes?</p>
A. 3-32		<p>Yes, but not by mailing a form to a post office box address but delivering one to the physical address where they live.</p> <p>Residents are counted based on their usual residence (where they usually live and sleep) as of Census Day. We must both count people and assign them to a physical location where their living quarters are actually located. To do this, we conduct the census focused on where people live. The enumeration is driven by where people live, not by where they receive their mail. This concept of usual residence was established by the Census Act of March 1, 1790, as the interpretation of the Constitutional language requiring a census to determine the number of persons in each State.</p> <p>For areas where most people get their mail from post office boxes, and for other areas like the Gulf Coast regions affected by the hurricanes we generally use the Update Leave operation. For this operation, Census Bureau staff hand deliver census forms, rather than via United States Postal Service.</p>
Q. 3-33	<p>Residents that did not receive a questionnaire or were not visited by a census taker</p>	<p>A number of residents in my governmental unit reported that they did not receive a census questionnaire or were not visited by a census taker. How can I know whether these addresses were included in the census?</p>
A. 3-33		<p>The U.S. Census Bureau made every effort to produce a complete list of housing units for delivering the Census 2010 forms. Households that did not return questionnaires, for whatever reason, were included as part of our follow-up operations. During these operations, census enumerators contacted households from which we did not receive a questionnaire and conducted an interview with a resident of that household to collect their census information. If, after multiple attempts, enumerators were unable to reach any household</p>

		<p>member, they collected data on that household from neighbors or apartment managers as a last resort. It is quite possible that data from households were captured during these operations without the householder knowing that they were counted. For residents of group quarters, see Topic 4.</p>
Q. 3-34	Occupancy status of homes after April 1, 2010	<p>Can homes occupied after April 1, 2010, but before the census was completed, be added to the census count?</p>
A. 3-34		<p>If the housing unit existed on April 1, 2010, it was included in the census, whether vacant or occupied. Occupancy status was to be determined as of April 1, regardless of when the address was enumerated. Housing units that were not in existence on April 1, 2010 were not eligible to be included in the census.</p> <p>If the housing unit was occupied only after April 1, 2010, the occupants were not eligible to be included in the population count at that housing unit's location. Instead, the occupants should have been counted at their residence as of April 1, 2010.</p>
Q. 3-35	New homes built and occupied by April 1, 2010	<p>I believe the 2010 Census count does not include new homes built and occupied by April 1, 2010 in my governmental unit. How can I have these new homes and the corresponding population added to the count for my governmental unit if the government sends us only the housing unit count?</p>
A. 3-35		<p>The challenging 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, 2010. The CQR Program will research your question to determine whether the new homes were identified during the 2010 Census process. The challenging official will receive a letter that includes the results of the CQR research.</p>
Q. 3-36	Placement of living quarters and associated population within the correct boundaries	<p>Although the boundary of my governmental unit is correct, I believe that the census has included some houses along the boundary in an adjacent governmental unit. How can I get the Census Bureau to correct this error?</p>
A. 3-36		<p>This question relates to the placement of living quarters and associated population within the correct boundaries, census blocks, and the like (geocoding corrections). Governmental entities must identify the specific 2010 Census tabulation block that is being contested and include a list of the addresses for all housing units in that block on April 1, 2010.</p>

		The challenging 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, 2010. The CQR Program will research your question to determine if the housing units are correctly placed along the boundary. The challenging official will receive a letter that includes the results of the CQR research.
Q. 3-37	Vacant homes	I believe many of the houses in my governmental unit were incorrectly classified in the census as vacant when these houses have year-round residents who were not home when the census enumerator visited. How can these residents get counted?
A. 3-37		The CQR Program does not make changes to the occupancy status information about housing units that was collected in the Census. We will not research whether respondents or census enumerators made an incorrect determination of occupancy status or household size. That is, if the information that was collected (including a determination of occupancy status) during our census operations was processed correctly, no review or correction is possible under the CQR program. In order to challenge the census results, the governmental entity must provide documentation that housing units were missed in the Census. Refer to questions 1-6 through 1-11 for answers on how to do that.
Q. 3-38	How are snowbirds counted?	I believe my census population count is too low for my governmental unit due to counting the snowbirds at their winter/spring residence. How are snowbirds counted?
A. 3-38		Snowbirds are people who live at two or more residences (during the week, month, or year), such as people who travel seasonally between residences. They are counted at the residence where they live and sleep most of the time. If there is no residence where they live and sleep most of the time, they are counted where they live and sleep more than anywhere else. If the time is equally divided, or if usual residence cannot be determined, they were counted at the residence where they are staying on Thursday, April 1, 2010 (Census Day).
Q. 3-39	Correcting counts for snowbirds	How can my population count for snowbirds be corrected?
A. 3-39		The CQR Program does not make changes to the occupancy status information about housing units that was collected in the Census. Similarly, we will not research whether respondents or census enumerators made an incorrect determination of

		occupancy status, usual residence, or household size. That is, if the information that was collected (including a determination of occupancy status) during our census operations was processed correctly, no review or correction is possible under the CQR program.
Q. 3-40	Misallocated Housing Units	Within our city limits there is a census block(s) with housing units missed in the census. How can we determine if the housing units were misallocated?
A. 3-40		The challenging 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, 2010. The CQR Program will research your question to determine whether the new homes were identified during the 2010 Census process. If the new homes were omitted from the 2010 Census counts due to a processing error, they will be added to the governmental unit count through the CQR Program. The challenging official will receive a letter that includes the results of the CQR research.

TOPIC 4: How Special Populations were Enumerated

Q. 4-41	Residents of nursing homes	My governmental unit includes a nursing home. Where are residents of nursing homes counted? How can I find out if the residents of nursing homes were counted in my governmental unit, if they were supposed to be?
A. 4-41		Residents of nursing homes are enumerated as part of the group quarters population of your community. You should examine the group quarters tabulations released from March through August 2011 on the Census Bureau’s American FactFinder. The first file is the “Advance Release of Group Quarters Data from Summary File 1” which will be released in May 2011. Residents of nursing homes are included in the institutionalized population totals on the Demographic Profile tables provided by the Census Bureau to your governmental unit and the Advance Release of Group Quarters Data from Summary File 1. Block level detail is available in the Advance Release of Group Quarters data and on Summary File 1. Please review the tabulation block data. If it appears incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge. Note that nursing homes differ from assisted living facilities, which are enumerated as housing units.

Q. 4-42	College students	My governmental unit includes a college town. Where are college students counted? How can I find out if the students were counted in my governmental unit, if they were supposed to be?
A. 4-42		<p>College students in student housing were enumerated during the Group Quarters Enumeration Operation conducted from April 1, 2010 through May 14, 2010. The main goal for the 2010 Census was to enumerate people where they lived or stayed most of the time, including people who were living or staying in college/university/seminary student housing on April 1, 2010. College/University student housing includes residence halls and dormitories, which house college and university students in a group living arrangement that are owned, leased, or managed either by a college, university, or seminary, or by a private entity or organization. Fraternity and sorority housing recognized by the college or university are included as college housing. If college students are enumerated as part of the group quarters population (e.g., in a dormitory), the Census Bureau will tabulate students in the group quarters data.</p> <p>Students in apartments and other residential addresses other than group quarters received their census form in the mail by the U.S. Postal Service during our Mailout/Mailback operation. These students are tabulated as part of the household population and will not be classified as college students. Please review the tabulation block data. If it appears incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.</p>
Q. 4-43	Prisoners	My governmental unit includes a prison. Where are prisoners counted? How can I find out if the prisoners were counted in my governmental unit, if they were supposed to be?
A. 4-43		The Census Bureau data products include prisoners counted at the prison and tabulated as part of the group quarters population. You should examine the group quarters tabulations on the Demographic Profile provided by the Census Bureau to your governmental unit. The prison population is included in the institutionalized population totals on the Advance Release of Group Quarters Data and/or Demographic Profile. Census tract level detail showing "Federal prisons and detention centers" and "State prisons" is available from the Census Bureau on Summary File 1. Review your group quarters data and if it is incorrect, refer to questions 1-6 through 1-11 for answers on how to submit a CQR challenge.

Q. 4-44	Military Installation	My governmental unit includes a military installation. Where are the people living on the base counted?
A. 4-44		People living on military installations are either living in group quarters barracks or in on base housing. If enumerated on the installation as part of the group quarters population (e.g., in a barrack), military personnel permanently assigned to this base 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. It is important to look at the group quarters and housing unit counts for the military installation. Please review the tabulation block data. If it appears incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.
Q. 4-45	Home ports for military and/or merchant vessels	My governmental unit includes a home port for military and/or merchant vessels. Where are these military or other personnel counted? How can I find out if they were counted in my governmental unit, if they were supposed to be?
A. 4-45		Personnel on military and merchant vessels are enumerated on the vessel or in housing units in the jurisdiction in which their residence is located. At the time the crew members are enumerated, they indicate their usual residence and that is where they are tabulated. For example, if a crew member indicates his/her usual place of residence is on the vessel, that person will be tabulated as part of the group quarters data. If the crew member indicates his/her usual place of residence is not on the vessel, that person will be tabulated at his/her usual place of residence and not the vessel. Thus, the crews of vessel tabulation do not include crew members living off the vessel. Please review the tabulation block data. If it appears incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.
Q. 4-46	United States citizens Living abroad	Are United States citizens living abroad or military personnel stationed abroad counted as part of the U.S. resident population?
A. 4-46		Not for most data products. The U.S. resident population includes all persons (citizens and noncitizens) living in the 50 States and the District of Columbia. (The total resident population does not include the Commonwealth of Puerto Rico.) Overseas federal employees (military and civilian) and their dependents living with them that can be allocated back to a home

		State are included in the apportionment population only . Included in these counts are members of the U.S. Armed Forces on military vessels assigned to a home port in a foreign country and their dependents overseas living in port near them. Private U.S. citizens living abroad, who are not employed by the Federal Government and merchant marine personnel docked in a foreign port or sailing from one foreign port to another are not included in the overseas counts for apportionment or the U.S. resident population.
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TOPIC 5: Population Counts

Q. 5-47	Population counts too low	The number of housing units for my governmental unit is accurate, but the population total for my governmental unit is too low. What is the census estimate of the average number of persons per household, and how can I get a more accurate population count for my governmental unit?
A. 5-47		The CQR program does not make changes to the population count of housing units enumerated in the census. We will not research whether respondents or census enumerators made an incorrect determination of occupancy status or household size. That is, if the information that was collected (including a determination of occupancy status) during our census operations was processed correctly, no review or correction is possible under the CQR program.
Q. 5-48	Undocumented residents	My governmental unit includes a number of undocumented residents. After reviewing block-level data where these people reside, I believe that more people live in these blocks than were reported to the Census Bureau. How can the census figures be corrected to account for these persons?
A. 5-48		The scope of the CQR Program does not include review and revision of individual housing unit population counts. We will not research whether respondents or census enumerators made an incorrect determination of occupancy status or household size. That is, if the information that was collected (including a determination of occupancy status) during our census operations was processed correctly, no review or correction is possible under the CQR program.
Q. 5-49	How can I verify that all residents of homes	Between 2000 and 2010, many homes in my community were converted to apartments, but census figures show little

	<p>converted to apartments were counted?</p>	<p>population growth. How can I verify that all the residents of these housing units were counted?</p>
<p>A. 5-49</p>		<p>We made every effort to produce a complete and accurate address list for delivering the 2010 Census questionnaires. The address list used for the census was based on the Census 2000 address list, and was supplemented with address information from the United States Postal Service and listing operations conducted during the intercensal years. Local and Tribal governments were then invited to review and comment on the address lists and maps as required by the Census Address List Improvement Act of 1994 (P.L. 103-430). Temporary Census Bureau workers then canvassed areas all across the country to verify existing addresses and record new ones. Census workers were trained to attempt to make contact at every structure to determine the number of units at that particular structure. Those local and Tribal governments that submitted their address list in a timely manner and received final determination lists from the Census Bureau were also able to appeal the results to the Census Address List Appeal Office. As required by the Census Address List Improvement Act of 1994 (P.L. 103-430), all appeals were reviewed and resolved prior to April 1, 2010 and a written determination was sent to the municipality, indicating which addresses in the appeal were rejected or accepted. Accepted addresses were reinstated into the Census address inventory and attempts were made to enumerate them and validate the address. If you disagree with population and housing unit counts, you will need to submit a challenge. Refer to questions 1-6 through 1-11 for answers on how to do that.</p>
<p>Q. 5-50</p>	<p>Households in which we were unable to obtain a Population count during the Census</p>	<p>What does the Census Bureau do when you do not obtain a population count for a household?</p>
<p>A. 5-50</p>		<p>During the census, even after our Nonresponse Follow-Up operation was completed, we were unable to obtain information for a very small percentage of census addresses--less than half of one percent. For such addresses, we conducted a processing operation referred to collectively as count imputation. These addresses could be any one of three types: Status Imputation - where we don't know if a valid, livable housing unit exists at the address; Occupancy Imputation - where we know that a valid unit exists, but not whether it is occupied; and Household Size Imputation - where we know the unit exists and is occupied, but we don't know how many people live there. For units in the</p>

		<p>second category, occupancy imputation, we assigned a household size from 0 to 9, inclusive, based on the characteristics of the unit in question and those of similar housing units in the same neighborhood.</p> <p>When the CQR Program determines that a specific number of housing units are to be added in a certain jurisdiction, these housing units go through the same procedure of occupancy imputation as that used in the census itself in order to produce corrected population counts. The only time population may be added in this manner for CQR is when a housing unit is reinstated due to a processing error.</p>
Q. 5-51	Can school enrollment figures be used to compare against the official 2010 Census population counts?	Based on school enrollment figures, I believe the population count for my municipality is too low. How can the discrepancy between the number of children in school and the census population count for my municipality be reconciled?
A. 5-51		School enrollment figures cannot be used as the sole basis for challenging the official 2010 Census population counts. Please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.
TOPIC 6: Special Populations		
Q. 6-52	How are people experiencing homelessness counted in the Census?	I believe my city's census count is too low because the population experiencing homelessness was undercounted. How can I verify that this population was completely counted in the census? Will we be able to challenge counts for people experiencing homelessness?
A. 6-52		No. You will not be able to challenge population counts for people experiencing homelessness because of the way the Census Bureau included people experiencing homelessness in the Census tabulations. Depending upon how they were enumerated, they are tabulated in the group quarters data or housing unit data but not identified separately as people experiencing homelessness. We do not produce a separate count of people experiencing homelessness. If you believe your <i>overall</i> census counts are incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.
Q. 6-53	Migrant workers	A number of communities in my county have a large number of migrant workers. Because these people receive county and local services, I want to be sure they are counted here. How can I be

		sure the migrant workers were counted?
A. 6-53		You will not be able to challenge population counts for migrant workers because of the way the Census Bureau included migrant workers in the Census tabulations. Depending upon how enumerated, they are tabulated in the group quarters data or housing unit data but not identified separately as migrant workers. We do not produce a count of migrant workers. If you believe your <i>overall</i> census counts are incorrect, please see questions 1-6 through 1-11 for answers on how to submit a CQR challenge.
TOPIC 7: Other		
Q. 7-54	Can governmental units take their own census?	If we feel that our census count is too low, but it cannot be addressed by the CQR Program, or if there is growth since the conduct of the decennial census, how can we get a new count?
A. 7-54		If you believe your population counts are too low, or if you believe there has been growth and would like to have an updated count, a Special Census may be conducted at the request and expense of a governmental unit. They are conducted on a cost-reimbursable basis. To find out more about the Special Census Program, call 301-763-1429, send an email to SpecialCensusProgram@census.gov , or visit our web site at http://www.census.gov/regions/specialcensus/ .
Q. 7-55	2010 Census data products Help	If I have questions about the 2010 Census data products who should I call?
A. 7-55		Customer Liaison & Marketing Service Office (CLMSO) Customer Services Center Telephone: 1-800-923-8282 Or visit: < https://ask.census.gov/cgi-bin/askcensus.cfg/php/enduser/std_alp.php?p_sid=tZpriTmk > and “Ask a Question”.
Q. 7-56	Challenging jurisdictions	How can I find out which jurisdictions have officially filed a CQR challenge to their 2010 Census counts?
A. 7-56		The Census Bureau will post the jurisdictions that filed official CQR challenges to their 2010 Census counts starting with those received as of June 1, 2011, and will update this list weekly.

		<p>However, in compliance with the confidentiality requirements of Title 13, we will not be able to disclose specific details about any challenges. See CQR Challenges at http://2010census.gov/about/cqr for the current list of challenging jurisdictions. Also, beginning in the fall of 2011, CQR corrections will be available at www.census.gov/prod/cen2010/notes/errata.pdf or on the American Fact Finder at http://factfinder2.census.gov.</p>
Q. 7-57	CQR questions for Census Bureau officials	Will there be opportunities to interview Census Bureau officials regarding the details of a CQR challenge?
A. 7-57		The Census Bureau can only confirm that a challenge has been officially filed. However, in compliance with our strict confidentiality requirements of Title 13, we will not comment on the details of any challenge. See CQR Challenges at http://2010census.gov/about/cqr .
Q. 7-58	Media inquiries	Who does the media contact for interviews and more information about the CQR program?
A. 7-58		Contact the Public Information Office at (301) 763-9408. You may also go to http://2010census.gov/about/cqr for CQR program information.