Form C: City Census Certification

Form C is used to certify and submit the final results of a city census.

The Office of Financial Management (OFM) requires a signed copy of Form C with your other census documentation to complete certification.

Form C is the last form to be prepared. Every callback should be resolved or classified as vacant; every Block Tabulation Sheet and Block Group Tabulation Sheet should be completed and totaled.

Form C is available as an MS Excel document, as a PDF, or as a paper copy. The Excel version is preferred because some cells are populated based on formulas embedded in the workbook.

Form Layout:

Each Excel tab collects a specific type of data and should be printed on a separate page. In the instructions below we refer to the excel tabs as pages interchangeably.

Cells with a light blue background contain formulas and are not editable in Excel.

Certification:
The certification page lists summary information from the census and is used to gather the signatures certify the completion of the census.

Form C must be signed by the Mayor and census director to be valid. OFM requires a signed paper copy of the certification page, electronic-signatures cannot be accepted at this time.

Housing Units:
Enter the summarized totals from the census block group enumeration sheets. Data for all housing unit types are reported here.

New Housing:
The new housing section collects building permit and completion information and is used to validate this census and to support future estimates. This is the only section of Form C where information is not captured directly from the enumeration and input from the city permitting authority is required.

Manufactured Homes:
The Manufactured Home Park Detail section collects information summarized by park. The park information reported in this section will be used to pre-populate the following year’s Housing Unit and Population Estimate Report (Form A).

OFM will calculate the number of manufactured homes on individual city lots by subtracting the number of manufactured homes in parks from the total number of manufactured homes reported on the ‘Housing Units’ tab. The information reported in this section will be used to pre-populate the following year’s Housing Unit and Population Estimate Report (Form A).

Group Quarters:
The Group Quarters (GQ) tab is used to summarize the GQ data counted in the census and to gather the information necessary to contact the facilities for future estimates. The facility
information reported in this section will be used to pre-populate the following year’s Housing Unit and Population Estimate Report (Form A).

**Special Housing:**
The special housing tab is used to summarize the special housing and population data counted in the census and to gather the information necessary to census those sites for future year’s estimates.

OFM will use the counts collected in this census to estimate the city’s special population for all years up to the next census. Cities wishing to update their counts may conduct another count of the special population if they choose to. The information reported in this section establishes the base information for future counts. All future updates must include an enumeration of the units listed here.