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LOW INCOME HOUSING AREA SURVEY

A circular presenting the technique for securing and tabulating data on composition, income, and expenditures for household facilities, of families living in dwelling units found to be substandard on the basis of data concurrently gathered in a Real Property Survey



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FOREWORD

This circular provides a suggested operating technique for a survey of the composition, income and other pertinent factors concerning families living in substandard dwelling units. Since the use of this technique depends upon certain data obtained from a physical inventory of housing, the procedure outlined herein is recommended only when it is carried out concurrently with a Real Property Survey.

It is hoped that the suggestions, as far as they are pertinent, will serve as a guide to successful project operation and will aid those responsible for technical supervision.

The procedures outlined herein are not mandatory. Local conditions and legal requirements may necessitate some changes. It has been demonstrated, however, that these procedures and forms are adequate to accomplish the stated objectives of such a survey.

These procedures relate only to the technique of project operation. Nothing in this circular is to be construed as affecting or modifying in any way administrative procedures of the Works Progress Administration.

F. C. Harrington
Administrator

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PREFACE

The launching of the Federal program of assistance in the construction of low rent housing for low income families has stimulated research by many communities to ascertain the volume and type of housing required to meet local need. By the first of December, 1938 more than 200 cities in 33 states had established local housing authorities under enabling legislation and were, therefore, eligible for application to the United States Housing Authority for loans. During the past year the Works Progress Administration received many inquiries concerning the possibility of operating as Works Program projects the fact finding surveys which would supply the interested communities with needed information in this particular field.

Until the United States Housing Authority was created, the major interest in surveys of housing had been met through the operation of Real Property Surveys.[1/] The results of a physical inventory of housing secured by a Real Property Survey, providing basic data relating to all dwelling units in the city, are of the greatest significance to any community concerned with a low rent housing program. The Real Property Survey, however, provides only general information pertaining to families. The Low Income Housing Area Survey described herein is designated to supplement the Real Property Survey by securing additional data on composition, income, and expenditures for household facilities, of families eligible for low rent

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1/ Since 1935 the Technique for a Real Property Survey (3 volumes) has served as the standard procedure for surveys of this type. Copies of this technique can be secured from the State Coordinator of Research Statistical and Survey Projects of the Works Progress Administration.

housing as contemplated by the act under which the United States Housing Authority was created.

While developed with specific reference to the urgent needs of local housing authorities, this manual will also serve the more general purpose of assisting in the conduct of surveys, under whatever auspices, which are designed to secure up-to-date information concerning substandard housing conditions, doubling up of families, income levels, and other matters necessary for developing plans for low rent housing and slum clearance.

Since projects operated according to the methods set forth in this circular must depend upon the use of general housing data gathered in a Real Property Survey, this procedure is recommended only when the Low Income Housing Area Survey is operated concurrently with a Real Property Survey.

The procedure outlined in this circular was developed by the Division of Social Research of the Works Progress Administration in cooperation with the United States Housing Authority and the Federal Housing Administration. Particular credit is due to Howard G. Brunsman, and Lawrence N. Bloomberg of the Federal Housing Administration, and Miss Catherine Bauer of the United States Housing Authority. Credit is also due Morris A. Copeland, William R. Leonard, and William M. Hoad of the Central Statistical Board, and David Wickens of the Farm Security Administration and the National Bureau of Economic Research for consultation and assistance in planning the survey.

The procedures outlined are recommended by the Division of Women's and Professional Projects as a guide in the operation of this type of research, statistical, and survey project.

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LOW INCOME HOUSING AREA SURVEY

NATURE OF PROJECT

A. General Objective

Through use of the technical methods outlined in this circular an analysis of the characteristics of families living in substandard dwelling units will be made available to local housing authorities and to other interested organizations and individuals (public or private). The collection and tabulation of this information make possible an analysis of the broad classifications and characteristics of such families. The scope of this survey procedure is limited to the securing of statistical information relating to those families with which the local Housing Authority will be concerned in planning a housing program. The selection of individual families as tenants of housing projects is a separate problem not within the scope of this survey.

The statistical information to be gathered includes family composition and income, expenditures for certain household facilities, employment status of occupants of the dwelling unit, location and industry of employment, kind of transportation used in reaching work, and the time consumed in transit. Information of these types will throw light on the desirability of providing new low rent housing and will aid in determining the amount, type, and most suitable location of such housing required in the city.

B. Relationship to Real Property Survey

The Real Property Survey is designed primarily as a physical inventory of real property in urban areas. A Dwelling Schedule, RPS

Form B or C, is prepared for each dwelling unit within each structure. On the basis of the information appearing on the Dwelling Schedules, RPS Forms B and C, the dwelling units can be classified as "standard" or "substandard" and the number and certain other characteristics of substandard dwelling units can be determined accordingly.[1/] Such information although of the utmost value and significance to the community does not include detailed data concerning the occupants. The Low Income Housing Area Survey, therefore, is designed to supplement the physical inventory through obtaining certain detailed information as to the families or groups of occupants living in substandard dwelling units.

The Low Income Housing Area Survey is confined to an enumeration of dwelling units found to be substandard on the basis of data obtained in the Real Property Survey. It is apparent, therefore, that the operation of this study is dependent upon substantial progress in the operation of a Real Property Survey.

The Low Income Housing Area Survey may be considered as a separate technical operation from the Real Property Survey. However, this circular is designed to supplement the Technique for a Real Property Survey. The two surveys should be conducted as part of the same WPA project. In any instance where the Real Property Survey has preceded this one in the

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[1/] Provision is made in the Technique for a Real Property Survey (Supplement to the Technique) for preparation of tables classifying dwelling units according to whether they are standard or substandard. While the details of the procedure for classification of "standard" and "substandard" dwelling units in the Low Income Housing Area Survey differ slightly from that used in the Real Property Survey, the end result is the same.

field as a separate project, it will be necessary to secure additional instructions (for use of this procedure on a follow-up project) from the State Coordinator of Research, Statistical and Survey Projects of the Works Progress Administration.

C. Types of Data Obtained

1. Principal tabulations. - The tabulations are designed to indicate the number of families of each racial group eligible for tenancy in USHA housing projects. For the purposes of this survey, the various factors affecting eligibility, as defined by the United States Housing Authority, may be listed as follows: occupancy, race, relief status, adequacy of dwelling unit, presence or absence of lodgers, number of groups in the dwelling unit, size and type of group, number of rooms, rental delinquency, number of minor dependents, number of employables, number of gainfully employed, income, and rental, both net and gross.

One series of tabulations deals with substandard dwelling units, and tabulates the various characteristics which have reference to the dwelling unit as a whole, and the persons living therein.

The second series of tabulations deals with groups living in substandard dwelling units, and, in cases where two or more groups live in one dwelling, provides for tabulating the individual groups according to the various factors affecting eligibility.

2. Other tabulations and mapping. - Provision is made, also, for the tabulation of the groups not interviewed, according to the reason for the failure to secure an interview. Furthermore, the information obtained

with regard to place and industry of employment, kind of transportation used in going to work, and time consumed in transit may be tabulated and mapped so as to assist the Housing Authority in determining desirable locations for low cost housing in relation to places of employment.

Interpretation of all tabulations must be made, however, in terms of the Real Property Survey data which the Low Income Housing Area Survey data supplement. In the Real Property Survey data will have been obtained concerning the race and number of persons in all dwelling units (both standard and substandard), the net rental, and the presence or absence of certain household facilities. The dwelling unit data are further classified by type of structure, kind of exterior materials, physical conditions, etc. Furthermore the Land Use portion of the Real Property Survey provides data regarding the present use of all land and the extent of coverage by permanent structures.

The combination of the two major studies (Real Property Survey and a Low Income Housing Area Survey) produces basic data essential to a progressive program of research in the field of housing. It also makes available the information desirable as a basis for action of the type contemplate by the Act establishing the United States Housing Authority.

D. Sponsors of Project

The Works Progress Administration is vitally concerned, from the standpoint of successful project operation, with the organization which elects to operate studies of this type. The sponsor's position is necessarily a responsible one. The appropriate sponsor for projects of this

type will ordinarily be the local housing authority or housing commission, although some cooperating agency may act as sponsor or co-sponsor. To operate a project of this type, the sponsor must, of course, be eligible according to the legal requirements of the Works Progress Administration.

Since the project is to secure information through a house-to-house canvass, it is essential that the sponsor enlist the cooperation of other research and civic bodies in conducting proper publicity for creating a cooperative attitude on the part of residents of the city.

The information to be secured is confidential in nature. There must be every assurance on the part of the sponsor and cooperating agencies, therefore, that no information concerning individual families or dwellings is made available to persons or agencies not directly connected with the project.2/

Furthermore, the sponsor or sponsors must give assurance that the statistics gathered will be given proper summarization and that the findings of the survey will be published. The original schedules are not to be destroyed but are to be preserved for use in subsequent studies. The sponsor must arrange for proper disposition of the original schedules by placement in the files of some research or planning agency in accordance with the published requirements of the Works Progress Administration.

2/ This precaution is not intended to prevent further analysis of the Low Income Housing Area Survey schedules and data by other research agencies. It is important, however, that the conditions under which the survey schedules are used be such as to insure that there will be no violation of the confidence of the informant established at the time the data are gathered.

E. Information To Be Included in Project Application

Before preparing the project application the sponsor is to make a preliminary investigation to determine the most advantageous basis for initiating a Low Income Housing Area Survey in his city. The following information is to be included in the project application:

1. Status of previous surveys. - The sponsor is to review all previous housing surveys conducted in the city and ascertain the location, condition, and custody of the basic documents and schedules. The applicatio is to indicate the extent to which the findings of such earlier surveys can be coordinated with the findings of the projected Low Income Housing Area Survey.

2. Statements concerning usefulness and plan of operations. - The Low Income Housing Area Survey must conform to the following requirements in terms of local conditions.

a. Must be of undoubted public usefulness. - A clear statement of its relationship to a comprehensive program for housing must be provided.

b. Must be very specific in form. - Applications must include the proposed schedules or questionnaires and outlines of tables summarizing the facts to be collected. If it is not intended to operate the project precisely in accordance with the technical instructions provided in this circular, a statement to this effect must be included. If any variations or additions are contemplated, the revised schedules, forms and instructions must accompany the application.

c. Must be competently supervised. - The names, experience and other qualifications of the technical supervisors must accompany the application.

d. Must be supported by local public opinion. - Letters from citizen groups, public officials, newspapers or other organizations representing considerable sections of the population would be evidence on this point.

3. Extent and method of coverage. - The Real Property Survey seeks to establish a permanent file covering all dwelling units in the city. Such a file is essential to any long time research program in housing. For an initial survey of that type it is, therefore, necessary to visit each dwelling unit in the city. The Low Income Housing Area Survey, however, is not intended to establish a permanent record of individual families. In this survey, families are studied in relation to their housing conditions.

From a statistical point of view it should not be necessary in any city to secure schedules from more than 10,000 families in order to make the analysis desired. For small cities which have fewer than 20,000 substandard dwellings, the entire number will be enumerated. For larger cities which have 20,000 or more substandard dwellings it is desirable to enumerate only a representative sample which will produce the minimum of 10,000 schedules desired. If a sampling procedure is contemplated, assistance in determining the proper sampling ratio and the procedure for selecting the sample will be given by the State Coordinator of Research, Statistical and Survey Projects of the Works Progress Administration.

The use of a representative sample in the larger cities will speed up the enumeration and tabulation so that the needed reports will be available at an earlier date. Furthermore, the consequent reduction of the working load will prove advantageous in that a more careful selection can be made of the enumerators who are to obtain the family composition and income data. The selection of the better grade of personnel should improve the quality of the materials secured from the field.

4. Costs for materials and personnel. - The application should contain estimates of the funds and personnel required for operating the project and a statement of the contribution to be made by the sponsor (see Sec. F "Personnel and Costs," below, for a discussion of this problem). In determining the sponsor's contribution, it is suggested that the local situation be examined to ascertain what part of the sponsor's contribution will be met by furnishing space, equipment, and supervision. Indicate, also, if cooperating agencies offer to aid the sponsor in furnishing any required materials, space, supervision, etc. Determine and state likewise the proportion of sponsor's funds available for printing forms, publication of the final report, and purchase of supplies necessitating cash outlay.

F. Personnel and Costs

1. Qualifications of survey supervisor. - The survey supervisor is to be employed and, except under unusual circumstances, paid by the project sponsor. He must be selected carefully since ordinarily full responsibility and authority for project operations are to be delegated to him as well as the task of preparing the final report in the form of an

analytical manuscript.[3] Hence, a person with both administrative and research experience is essential. College training and some familiarity with the field of housing are highly desirable. The supervisor must be able to grasp procedural details quickly. Above all, he must be a good organizer and teacher and must be adept in supervising the work of both men and women.

2. Man hour estimates in selection of personnel. - Estimates of personnel requirements for the Real Property Survey and the Low Income Housing Area Survey are presented in the accompanying tables (Table 1, Labor Estimate - Real Property Survey; Table 2, Labor Estimate - Low Income Housing Area Survey). These estimates provide a detailed basis for planning the requirements of each part of the project. Since both surveys are to be conducted as a single WPA project, it will be necessary to make certain consolidations of the two tables in preparing the WPA project application forms.

The tables should be considered in the nature of general suggestions pertaining to the type of personnel required and the kind of operations to be performed on the two parts of the project. A study of the two tables will also give some indication of the physical proportions and the functional relationships of the various operating steps. In consulting the tables, the following precautions are to be borne in mind:

a. Both tables are based on 10,000 dwelling units. The number of substandard dwelling units in any city, however, will be considerably smaller than the total number of units. On the basis of experience in a larger number of areas, it seems likely that in a city of 10,000 dwelling units approximately one third of the units will be substandard.

3/ The final report is to be prepared in accordance with the provisions of WPA Operating Procedure No. W-11, Revised July 1, 1938.

b. The first step required of the sponsor in planning the project is to estimate: (a) the total number of dwelling units in the city, and (b) the approximate number of substandard dwelling units. If the total number of dwelling units in the city cannot be readily determined from current records, the number of families reported in the 1930 Census may be used for estimating the base. Wherever 1930 Census reports on families are used, however, the general trend of population changes must be considered and corresponding corrections made in the estimate. In all instances, the number of families reported in the 1930 Census will be slightly larger than the number of dwelling units.

The number of substandard units is more difficult to estimate The available information indicates that, on the average, one-third of the urban dwellings will be substandard. In the larger metropolitan cities, however, this average is about 20 percent. In smaller cities, under 100,000 population the proportion of substandard dwellings will be considerably higher than in the metropolitan centers and in some cases may be as high as 50 percent.

c. The determination of the number of workers required is an important initial step in preparing estimates. The numbers presented in column 10 are estimated to be sufficient to complete the project within the indicated time limits.

d. Average production rates for each type of project operation (as listed in column 1) are included in column 3 (Schedules per hour). These averages are based on information available from operating projects. The estimates are ample and should meet the requirements of the majority of projects.

e. The number of persons recorded in column 10 (Number of workers) for each operating phase of the project should not be added to determine the total number of needed workers. During the course of the project it will be desirable and practicable to use in a later operation some of the workers who have completed an earlier operation.

f. The unit rates in column 3 (Schedules per hour) are not to be used as a guide to the efficiency of enumerators or other workers. It is likely, however, that production by the workers will be better than indicated, because the figures presented in this column allow for several additional handling operations too detailed and incidental to be included in the tables.

3. Using the Labor Estimate tables. - The following is an example of the use of the attached Labor Survey tables in estimating labor requirements. This example covers the enumerating phase of a Real Property Survey, and is based on line 1 (Enumeration) of Labor Estimate table 1.

a. In this example, the number of dwelling units to be covered is estimated to be 10,000 as recorded in column 2 (Number of dwelling units. Under average operating conditions it is

believed that 3 schedules can be enumerated per hour (column 3 "Schedules per hour"). Hence the "Hours of productive time" will be approximately 3,360 hours; obtained by dividing the entry for column 2 by the entry for column 3.

b. It is further estimated that 60 hours instructions will be required for each enumerator. Hence the 14 enumerators (see column 10 "Number of workers") assumed as necessary for operating the project will require a total of 840 hours of instructions as entered in column 5. Therefore, the total number of man hours for enumerators is 4,200 man hours (column 6); obtained by adding the entries in column 4 (Hours of productive time) and column 5 (Hours of instruction).

c. Assuming the scheduled hours per month to be 120, the number of man months can then be obtained by dividing column 6 (Total number of man hours) by column 7 (Scheduled hours per month). Then the number of months the 14 enumerators are to be employed (column 9) is to be found by dividing column 8 (Number of man months) by column 10 (Number of workers). The estimated distribution of workers from the standpoint of operating steps is shown in column 13 (Months employed).

d. The labor cost of each phase of operation can be determined by applying local WPA monthly security wage rates for each class of worker as indicated in column 12 (Class). Similarly, the total labor costs for each operating phase of the project can be obtained by multiplying the number of man months (column 8) by the classification rate.

Low Income Housing Area Survey

Table 1.—Labor Estimate for a Real Property Survey of 10,000 Dwelling Units

Operation	Number of units (dwelling units)	Schedules per hour	Hours of productive time[1]	Hours of instruction	Number of man hours	Scheduled hours per month[2]	Number of man months	Number of months to be employed	Number of workers	Type of personnel	Class[3]	Number of workers each month[4]					
												1st mo.	2d mo.	3d mo.	4th mo.	5th mo.	6th mo.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)					
Enumeration	10,000	3	3,360	840	4,200	120	35	2.5	14	Enumerators	Int	14	14	(14)			
	10,000	[5]—	480	120	600	120	5	2.5	2	Squad leaders	Sk	2	2	(2)			
	10,000	5	[6]480	120	600	120	5	2.5	2	Spot checkers	Sk	2	2	(2)			
Office checking	10,000	15	720	180	900	120	7.5	2.5	3	Jr. clerks (checking)	Int	3	3	(3)			
	10,000	15	720	180	900	120	7.5	2.5	3	Jr. clerks (coding)	Int	3	3	(3)			
	10,000	20	480	120	600	120	5	2.5	2	Sr. clerks (editing)	Sk	2	2	(2)			
Land use	10,000	5	1,920	240	2,160	120	18	4.5	4	Survey clerks	Int	4	4	4	4	(4)	
	10,000	—	480	60	540	120	4.5	4.5	1	Survey leader	Sk	1	1	1	1	(1)	
Mapping	10,000	—	2,160	—	2,160	120	18	6	3	Tracing draftsmen	Sk	3	3	3	3	3	3
	10,000	—	600	—	600	100	6	6	1	Draftsman	P. & T.	1	1	1	1	1	1
Tabulation	10,000	4	2,520	—	2,520	120	21	3.5	6	Jr. clerks	Int			[6]	6	6	6
	10,000	—	420	—	420	120	3.5	3.5	1	Sr. clerks	Sk			[1]	1	1	1
General staff	10,000	—	720	—	720	120	6	6	1	Stenographer	Sk	1	1	1	1	1	1
	10,000	—	1,440	—	1,440	120	12	6	2	Typist	Int	2	2	2	2	2	2
	10,000	—	600	—	600	100	6	6	1	WPA personnel supervisor	P. & T.	1	1	1	1	1	1
	10,000	—	—	—	—	—	6	6	1	City director	Sponsor	1	1	1	1	1	1

[1]These figures are adjusted to make them evenly divisible by the scheduled hours per month. See column 7.

[2]Scheduled hours per month are determined by the local WPA office. These figures are approximate.

[3]The classifications shown here are presented for purpose of illustration. They are subject to modification by local WPA offices.

[4]Figures in circles represent the number needed for the 1st half only of the indicated month; figures in boxes relate to the 2d half only of the month.

[5]Dashes indicate that column heading does not apply; e.g., supervisors do not actually do enumerating.

[6]All schedules are spot checked during the trial enumerating period after which time only 1 in 10 is spot checked. This fact explains why this figure is not 2,000. See Technique for a Real Property Survey, Vol. I, for instructions on spot checking.

Table 2.—Labor Estimate for a Low Income Housing Area Survey of 10,000 Substandard Dwelling Units

Operation	Number of substandard dwelling units	Schedules per hour	Hours of productive time[1]	Hours of instruction	Number of man hours	Scheduled hours per month[2]	Number of man months	Number of months to be employed	Number of workers	Type of personnel	Class[3]	Number of workers each month[4]					
												1st mo.	2d mo.	3d mo.	4th mo.	5th mo.	6th mo.
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)					
Preparing FC-1 schedules	10,000	10	1,000	200	1,200	120	10	1	10	Jr. clerks	Int	[10]	(10)				
Enumeration	10,000	1.25	8,400	2,100	10,500	120	87.5	2.5	35	Enumerators	Int	[35]	35	35			
	10,000	[5]—	720	180	900	120	7.5	2.5	3	Squad leaders	Sk	[3]	3	3			
Schedule editing	10,000	8	1,200	300	1,500	120	12.5	2.5	5	Sr. clerks	Sk	[5]	5	5			
Schedule coding[6]	10,000	15	720	180	900	120	7.5	2.5	3	Sr. clerks	Sk	[3]	3	3			
Tabulation	10,000	4	2,400	—	2,400	120	20	2.5	8	Jr. clerks	Int				8	8	(8)
	10,000	—	300	—	300	120	2.5	2.5	1	Sr. clerks	Sk				1	1	(1)
General staff										See R.P.S. estimate							

[1] These figures are adjusted to make them evenly divisible by the scheduled hours per month. See column 7.

[2] Scheduled hours per month are determined by the local WPA office. These figures are approximate.

[3] The classifications shown here are presented for purpose of illustration. They are subject to modification by local WPA offices.

[4] Figures in circles represent the number needed for the 1st half only of the indicated month; figures in boxes relate to the 2d half only of the month.

[5] Dashes indicate that column heading does not apply; e.g., supervisors do not actually do enumerating.

[6] Includes filling Data Cards, form FC-4.

4. Using WPA personnel. - The majority of the Works Progress Administration personnel for both studies can be secured from the clerical group. In the larger cities, especially those with more than 200,000 population, additional supervisory personnel to fill certain key positions should be furnished by the sponsor. Thus additional supervisors may be needed for transcription, for editing and coding, and for tabulation. The person selected for supervising the editing and coding section should preferably have training in the analysis of family composition and income data. This supervisor should also be responsible for interpretation of questions raised by the enumerators pertaining to these fields.

5. Materials and equipment. - The major material costs of the Low Income Housing Area Survey are represented by the reproduction of the Family Schedules, Form FC-1; of the Data Cards, Form FC-4; and by providing the enumerators' equipment. Since these forms are to be provided by the sponsor, their cost is to be determined locally. Assuming that 30 percent of the dwelling units in the city are found to be substandard on the basis of data obtained by the Real Property Survey, approximately 4,000 Family Schedules, Form FC-1, will be required for each 10,000 dwelling units. This figure makes allowance for spoilage training, etc.

The number of Data Cards, Form FC-4, will depend on the number of substandard dwelling units enumerated. The Data Card is to be printed in two colors; white and blue. One white card will be needed for each sub-standard dwelling unit enumerated in the Low Income Housing Area Survey, plus enough additional to allow for spoilage. The number of blue cards will ordinarily be only 20 to 30 percent of the number of white cards. While

in metropolitan areas the preparation of blue cards needed will be higher than in the cities of 100,000 or less population, the proportion will never be higher than 30 percent.

There will be certain additional costs for rental of office appliances, pencils, ink, pens, scratch paper, and other miscellaneous materials. A fabricoid envelope (9x12) should be furnished each enumerator. Also filing boxes with a capacity of 1,000 cards each will be needed for the Data Cards, Form FC-4.

The tabulation forms will be furnished by the State Coordinator of Research Statistical and Survey Projects of the Works Progress Administration. These will include the Tabulation Control Sheets, Forms FC-9, FC-10, and FC-11; the A-series and the B-series of tables; and table C.

Materials of comparable nature for the Real Property Survey are discussed in the section on "General Procedure" of Volume I of the Technique for a Real Property Survey.

INSTRUCTIONS TO PROJECT SUPERVISORS

A. General Approach

As previously indicated, the purpose of this survey is to obtain information necessary for an analysis of income, of expenditures for certain household facilities, and of the family composition of families living in dwelling units rated as substandard on the basis of information secured through Real Property Survey schedules. This circular is designed, therefore, to be coordinated with the Technique for a Real Property Survey in the operation of a WPA housing survey project. The references to the Technique for a Real Property Survey are designed to clarify basic technical problems. Care must be taken to insure that the public does not receive the impression that two separate housing surveys are being conducted in the city. Such a false impression might result in increased difficulties for the second interviewer.

For purposes of the survey certain convenient terms have been adopted. The meaning of the term "substandard" must be kept clearly in mind at all times. If this term is used in publicity relating to the project, it is important to indicate that the classifications used in the survey are for statistical comparisons only. The classification of "standard" or "substandard" has no bearing on the disposition of individual parcels of property for purposes of demolition or similar activities, though it is true that a general survey conducted according to this procedure will certainly have considerable bearing on pointing up plans for demolition, slum clearance, or housing reclamation programs.

It will be advisable for the supervisor to instruct his enumerators not to use the term "substandard" in discussing any aspect of the survey

with persons being interviewed. Considerable disturbance to the project may result if the idea becomes prevalent in the community that a survey conducted according to this procedure has direct bearing on the disposition of any particular piece of property. These are fact findings surveys. The responsibility for translating the analysis of the material secured by the project into suitable action rests with local authorities vested with appropriate powers.

1. Modification of technique. - Any necessary modification of the technical methods described in this circular and the details of project operation and organization must be determined by the survey supervisor in terms of the local situation.

It will be advantageous to each individual city, however, if surveys are so conducted that maximum comparability is achieved for the data collected in all areas in which the Low Income Housing Area Survey is undertaken. Experience in the operation of this type of project has demonstrated the value of using standardized technical methods wherever possible. The definitions and operations outlined in this circular are based upon experience drawn from a large number of local surveys of this type. Important advantages can be realized by the local supervisor and sponsor if the Low Income Housing Area Survey in his city is conducted in a manner which will permit comparisons with data collected either in the same city at a previous period or in other cities for past, present and future periods. Furthermore, the use of this standard technique will make it possible to draw upon the experience of other cities in the interpretation and analysis of the results.

The detailed procedures have been designed to cover the requirements of the United States Housing Authority and have received their approval, as well as that of the Federal Housing Administration. It is desirable, therefore, to follow the procedure closely in order that approved minimum information pertaining to housing situations will be available. The number of fields of inquiry should not be increased without considering the possible serious curtailment of the efficiency and accuracy of the enumerators, and the prolongation of operations by the editors, coders and tabulators. For practical reasons it is suggested that any additional questions, variations in existent questions, or changes in the technique be incorporated in a separate supplementary study without changing the present instructions. The supervisor will thereby save considerable time in the preparation of instructions. In many instances, modifications introduced into the body of the schedule would necessitate a complete rewriting of sections of the instructions. In any instance where it appears desirable to change items, or to increase their number, the State Coordinator of Research, Statistical and Survey Projects of the Works Progress Administration should be consulted. Any modification of the present technique should be explained in full detail in the project application.

It is recognized, however, that in some instances the supervisor will find certain borderline cases requiring decisions to be made locally which have bearing on classification of dwellings as substandard. Thus, in southern and southwestern states the problem of installed heating will have to be interpreted in the light of acceptable local standards. Obviously, if portable kerosene stoves or electric heaters are considered adequate as heating equipment, the use of these facilities should not cause a dwelling unit to be classified as substandard.

A similar problem is likely to arise in regard to fixing an upper limit on rental for those dwelling units found to be "substandard" only because of occupancy conditions. This circular provides that such a dwelling unit is to be rated as "substandard" if the rent is less than $40 a month. This figure is based upon a national average. After consulting with local persons who are well informed on the subject of rental and housing standards, it may be desirable to use a lower limit than $40. Thus, in some southern or western cities it may prove desirable to rule that such dwellings are not to be considered as "substandard" unless the rent is lower than $30 or even $25.1/ As soon as decisions have been reached on points of this type, the necessary changes are to be made in the detailed instructions so as to insure uniformity of coding "standard" and "substandard."

2. Date of enumeration. - The questions on the Family Schedule, Form FC-1, do not refer to a single enumeration date. Instead, the questions refer either to the Saturday preceding the date of the interview or to the week or year ending with that Saturday. As the data to be collected relate to rental and income groups and types of housing, the small percentage of families moving during the enumeration period will not significantly affect the interpretation of the results. The method of using an enumeration period, rather than a single date, will yield satisfactory results in this type of stud whereas in a study designed to establish an exact population or family count a single enumeration date would be necessary.

3. Timing and duration of the project. - The instructions have been prepared to give all possible aid to local housing authorities in securing information needed to meet certain administrative contingencies of their

1/ All such changes should be cleared with the State Coordinator of Research, Statistical and Survey Projects.

local program. Consideration of these problems accounts for timing the two surveys as indicated in Tables 1 and 2 "Labor Estimates" (See "Nature of Project") and in the detailed operating instructions (see appendix A).

If it is imperative that information relating to occupants of substandard dwelling units be available at the earliest possible date, the Low Income Housing Area Survey can be started as soon as the enumeration of a substantial number of blocks has been completed on the Real Property Survey. It is assumed that, under most favorable conditions, the Low Income Housing Area Survey can be started within approximately two weeks after the Real Property Survey has entered the field. Under these circumstances it will be advantageous to begin the Real Property Survey enumeration in those areas of the city where substandard dwellings are known to predominate.

If, on the other hand, the housing authority is under no pressure to complete the Low Income Housing Area Survey in advance of the final termination of the Real Property Survey, certain advantages in operations can be gained by deferring the start of the Low Income Housing Area Survey until the peak of the Real Property Survey has been passed. At this point some of the better enumerators on the Real Property Survey will have completed their assignments and can be transferred to the Low Income Housing Area Survey training school. After training is completed, these workers can be placed in the field for filling the Family Schedules, Form FC-1.

This latter method of procedure offers two advantages to the supervisor. The enumerators for the Low Income Housing Area Survey will have secured more experience on the Real Property Survey and their transfer can be conveniently arranged in terms of the normal personnel and production load.

Using this approach, the Low Income Housing Area Survey would be timed to start at the beginning of the third month of the Real Property Survey rather than at the middle of the first month. Thus, a delay of approximately six weeks would be involved in initiating the second survey in this manner.

It will be very disadvantageous to the operation of the project if the Real Property Survey enumeration is allowed to come entirely to a close before any of the enumeration for the Low Income Housing Area Survey is started. In large cities it would mean that the supervisor would have to make new arrangements for securing field offices and, in all instances, arrangements for securing public support would need to be renewed.

4. Area. - In cities with fewer than 20,000 substandard dwelling units the project should be planned to cover all of the substandard dwelling units within the city limits. As stated in the Technique for a Real Property Survey, it is desirable to include also the suburban territory, if arrangement can be made for sponsorship. If, for any reason, it is necessary to limit the scope of the survey to anything less than the entire city, the question of the area to be covered should be raised with the State Coordinator of Research, Statistical and Survey Projects of the Works Progress Administration

B. Forms to be Used and Sources of Data

1. Forms to be used. - The Family Schedule, Form FC-1, is to be used in gathering the information. Copies of this and other forms are attached as Appendix E (Facsimiles of Forms). The Data Card, Form FC-4, is designed to facilitate the hand tabulation of data transcribed from the Family Schedule, Form FC-1. Tabulation forms are also presented. In addition control sheets, Form FC-5 through FC-11, are provided for the purpose of

maintaining a check on the progress of the study.

2. Sources of data. - A Family Schedule, Form FC-1, is to be filled in part on the basis of information gathered on the RPS Forms B and C in the Real Property Survey, and in part from interview.

(a) The identification items and information relating to physical characteristics of the dwelling are to be transcribed from the applicable RPS Forms B or C; and

(b) data concerning family composition, income, industry and place of employment, kind of transportation, expenditures in addition to rent, and relief and rental status are to be filled through interview with a responsible occupant of the particular dwelling unit.

The Data Card, Form FC-4, used in tabulating, is to be filled by transcription from the Family Schedule, Form FC-1, after the Family Schedules have been properly edited and coded.

The various final tables are to be prepared through hand sorting and counting the Data Cards, Form FC-4.

C. Selection and Training of Personnel

In selecting personnel every effort should be made to obtain persons with previous experience as enumerators, schedule editors, etc., on research studies. It is desirable to transfer those enumerators who have been most successful in enumerating Real Property Survey schedules. The extent to which such a shift in personnel will be feasible will depend upon the timing and coordination of the two studies.

The supervisor will find that a thorough training period for members of the staff will be advantageous in that it will improve the quality of the work and will save considerable time that otherwise would be devoted

to reinterviewing and to correcting improperly filled schedules. To facilitate understanding of the technical methods outlined in this circular an illustrative narrative and schedule have been provided. Similarly a test narrative and schedule have been provided so that the supervisor can determine to what extent the enumerators have mastered the technique. It is necessary for all workers on the project to understand the general operations and the nature of the project. This can most easily be accomplished by having every one on the project start with the "Instructions to Enumerators" and the "Illustrative Narrative." All workers on the project should be supplied with the "Test Narrative" and be required to fill out the test schedule. Additional tests might be desirable for workers on more advanced or specialized duties. (See appendix B "Illustrative and Test Narratives.")

The supervisor should invite questions on technical points from the members of his staff. Such questions may well uncover points that are not completely covered in the instructions. The training period during which the illustrative and test narratives are to be reviewed by all members of the project staff will undoubtedly stimulate many technical questions. The general rule should be adopted that no person on the project is to perform any operation without understanding its significance in its relationship to the whole study.

D. General Operating Problems

1. Coordination with the Real Property Survey. - The Low Income Housing Area Survey and the Real Property Survey, as emphasized, are to be operated as a single project. It is essential, therefore, that the two studies be coordinated carefully. The following discussion indicates a number of the more important phases of this coordinating work.

(a) Necessity of separate enumeration. - It is desirable that the enumeration for the two studies be kept entirely separate. The procedure outlined in this circular necessitates two calls at dwelling units classified as "substandard" on the basis of the Real Property Survey. The RPS Dwelling Schedule is to be filled during the first interview; the "substandard" units are to be selected in the central office; and then the Family Schedule, Form FC-1, is to be filled during the second interview.

The separate interview for filling the Family Schedule, Form FC-1 is desirable for several reasons. In the first place, the accuracy of the information secured is likely to be greater if a smaller burden is put upon the enumerator. While the enumerator of the Family Schedule, Form FC-1, may have been previously employed in filling the Dwelling Schedule, RPS Forms B and C, it will be most conducive to accuracy if he is not required to learn the technical details of more than one schedule at a time. Simultaneous enumeration of the two schedules would require such a large number of corrections that many call-backs by the enumerators and squad leaders would be needed. In the second place, it is necessary to determine the adequacy of the dwelling unit before a Family Schedule, Form FC-1, is to be filled. It would be extremely difficult for the enumerator to determine this at the time of the RPS interview. Finally, if both the FC-1 and RPS schedules were to be filled during the same visit, the interview would be so prolonged as to interfere with the other activities of the informant and thus reduce the prospect of wholehearted cooperation.

Since in many cases more than one visit will be necessary, the Real Property Survey enumerators should be instructed to indicate tactfully, particularly in those areas where substandard dwellings clearly predominate, that a

second enumerator will probably call within a few weeks to secure additional information. An explanation made at the time of the Real Property Survey Enumeration will go a long way toward insuring a good reception for the enumerator on the Low Income Housing Area Survey. In making this explanation, however, it is important that the enumerator should not state or imply that the additional information is to be secured because the dwelling unit is "substandard" or "inadequate". Any such statement is apt to arouse antagonism particularly if the dwelling unit is "Owner-occupied."

(b) Diverting RPS Forms B and C from Real Property Survey operations to Low Income Housing Area Survey staff. - As indicated in the discussion of timing and duration of the project, the instructions outlined in this circular have been designed to give every advantage in time to the sponsor who is concerned primarily with a program for housing low income families.

The supplementary instructions to the Control Section (Appendix B) provide that the Dwelling Schedules, RPS Forms B and C, are to be received from the Real Property Survey file as soon as the RPS Block Face Card[2] has been prepared. This is the earliest possible point in the Real Property Survey operations at which the Dwelling Schedules RPS Forms B and C, can be diverted without an undue halt in the Real Property Survey processing.

The effect of this diversion of the RPS Forms B and C from the Real Property Survey routine can be most easily grasped by an examination of the "Detailed Flow Chart of Operations Performed on Forms by Blocks", which appears in the RPS technique.[3] The point at which the RPS Forms B and C are

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2/ See "INSTRUCTIONS TO FILING SECTION," Technique for a Real Property Survey, Volume I, p. 2.

3/ This flow chart follows page 9 of the "INSTRUCTIONS TO CITY DIRECTOR," Technique for a Real Property Survey, Volume I.

to be diverted to the Low Income Housing Area Survey is found on line 3 in the "Disposition of Forms" column. At this stage, the RPS Block Face Card has been prepared for the RPS Forms B and C, and the forms are ready for placement in the "Draftsman" file. The RPS Forms B and C are to be intercepted at this point. Separate out the RPS Forms A and place them in the "Draftsman" file. Forward the Dwelling Schedules, RPS Forms B and C, to the Control Section of the Low Income Housing Area Survey.

(c) Spot checking. - While the RPS technique makes provision for spot checking the enumerating, no such procedure is provided for the FC-1 enumeration. This is because of the desire to minimize the number of visits to individual dwelling units. Under no circumstances should more than three visits be made. Since the RPS intensive spot checking will be confined to the trial enumeration period and to 10 percent or less of the dwelling units thereafter, no serious difficulties should arise in the field work if the RPS enumerators prepare the ground by informing the family that a verifier may call upon them.

The Dwelling Schedules, RPS Forms B and C, which are spot checked will be identified by stamping "Spot checked" on them. Furthermore, the RPS Block Face Card will have listed on the back the serial numbers of all RPS Forms B and C selected for FC-1 enumeration. Through these two factors it will be possible to inform the RPS Spot checkers and the FC-1 enumerators how many visits have already been made to each household. This may prove helpful to them in planning their approach to the family.

(d) Cross identification. - Some means must be devised to make possible, in case of need, the matching of the Family Schedule, Form FC-1

and the Dwelling Schedules, RPS Forms B or C, which were prepared for the same dwelling unit. First assign RPS serial numbers (beginning with 1 for each block) to all Dwelling Schedules, RPS Forms B and C, before selecting substandard units. Then select the substandard units by the coding and sorting process outlined in appendix A. Finally, stamp an FC-1 serial number on the upper right corner of each substandard RPS Form B or C.

This will make possible the locating of the Family Schedule, Form FC-1, which corresponds to any Dwelling Schedule, RPS Form B or C. On the other hand, the Dwelling Schedule, RPS Form B or C, which corresponds to any Family Schedule, Form FC-1, can be traced easily through the enumeration district and block numbers appearing on the Form FC-1.

(e) Significance of RPS "extra family" in FC-1 study. - In the Real Property Survey (Supplement to the Technique) the existence of an "extra family" is considered, under certain rental conditions, to be sufficient for declaring the dwelling unit to be substandard even though the number of persons per room and the physical characteristics of the dwelling unit are considered adequate. The "extra family" is defined in the Real Property Survey as any individuals or group of persons living in a dwelling unit who plan to set up a home of their own when business picks up and jobs are available.

This definition of "extra family" does not affect the Low Income Housing Area Survey except in the original selection of the substandard Dwelling Schedules, RPS Forms B or C, and the consequent preparation of Family Schedules, Form FC-1, for enumeration. After this transcription is completed and the FC-1 enumeration begins, the RPS "extra family" ceases to be a factor in the Low Income Housing Area survey.

f. Independence of RPS and FC-1 editing operations. - Although comprising a single project, each of the two surveys provides for its own system of schedule editing and making corrections. Errors discovered on one survey should not be referred to the other survey for clearance.

2. Functions of group leaders. - The survey supervisor is to designate group leaders to supervise the various operations and to instruct workers in their duties. The group leaders must be thoroughly familiar with all phases of the survey procedure. They are to be responsible for supervising the work of their unit, and for assigning schedules and materials to their subordinates. In the event of any questions not covered by detailed instructions the members of the project staff are to consult the appropriate group leader.

3. Maintenance of control system. - To insure that no schedules or Data Cards are overlooked at any stage of the operations and that the various forms are routed in the most efficient manner possible a control system has been devised. Copies of the various control forms and instructions for their use are presented in appendix B (Supplementary Instructions to Control Section).

4. Preparation and distribution of detailed instructions. - Part I (Selection of Substandard Units) and Part II (Enumeration) of Appendix A (Detailed instructions .....) should be reproduced in sufficient quantities so a copy of each may be furnished to each workers on the project. The enumerators need not be given more than these two sections. The control clerks, editors, coders, tabulators, and verifiers should also be given copies of those parts of the instructions applying to their tasks. For certain of the operating units, the necessary supply of instructions can be

prepared by typing.

It will be desirable to print Part II (Enumeration) in booklet form with a special table of contents. This will make these instructions more usable in the field and, in consequence, more likely to be used regularly. A sample table of contents for the enumerator's instructions is presented in appendix C.

5. Preparing final tables. - The following tabulation shows the total tabular forms of each type needed in order to prepare one complete set of tables for the Low Income Housing Area Survey. This does not make allowance for extra copies which might be needed as work sheets, to compensate for spoilage, for such recapitulation work as the supervisor may desire in connection with his analysis, or for other needs. It is essential, therefore, that the supervisor set aside enough forms for the preparation of the final tables at the end of the survey.

Tabular form	No. of sections (each section is a separate table)
C	1
A-1	36
A-2	12
A-3	12
B-1	18
B-2	6
B-3 1/	18
B-4	4
B-5	48

1/ Table B-3 is two pages in length, hence 18 of each sheet will be needed.

E. Summary of Procedural Steps

In general the following procedural steps are to be carried out in the operation of the Low Income Housing Area Survey. Note that a number of these operations can be carried forward concurrently.

1. Obtain all Dwelling Schedules, RPS Forms B and C, for completed blocks from the Real Property Survey filing section, with the RPS Block Face Card attached to the forms for each block.

2. Arrange the RPS Forms B and C for each block in order by structure number.

3. Assign RPS serial numbers to all RPS Forms B and C beginning with number one for each block. (Note: This operation may have been performed by the Real Property Survey staff.)

4. Prepare a Block Face Card, Form FC-6, for each block and attach to the RPS Forms B and C for the block, placing it on top of the RPS Block Face Card.

5. Examine and code for substandard conditions, and select RPS Forms B and C for substandard units. Verify.

6. Assign FC-1 serial numbers to all substandard RPS Forms B and C.

7. Transcribe data from the substandard Dwelling Schedules, RPS Forms B or C, to the Family Schedule, Form FC-1, and verify.

8. Assign Family Schedules, Form FC-1, to the enumerators.

9. Enumerate substandard dwelling units to complete the filling of the Family Schedules, Form FC-1.

10. Edit Family Schedules, Form FC-1.

11. Fill section E (Adequacy) on Family Schedules, Form FC-1, and verify.

12. Code Family Schedules, Form FC-1, and verify.

13. Fill Data Cards, Form FC-4, by transcription from Family Schedules, Form FC-1, and verify.

14. Compute adjusted net rental and adjusted gross rental on Data Cards, Form FC-4, and verify.

15. Prepare Table C (for groups not interviewed) by hand sorting Data Cards, Form FC-4, and verify.

16. Prepare the "A - series" tables (for groups living in substandard dwelling units) by hand sorting both the white and the blue Data Cards, Form FC-4, and verify.

17. Prepare the "B - series" tables (for substandard dwelling units) by sorting only the white Data Cards, Form FC-4, and verify.

The detailed instructions (see appendices) have been so designed that each section is, as far as possible, complete within itself. In other words, a clerk who is performing an operation described in one section need not refer back to any previous section. As there are a number of recurrent factors, certain materials are repeated throughout. This repetition is designed (1) to eliminate the necessity of searching through various portions of the instructions and (2) to enable the supervisor to detach and give to each clerk that section which pertains only to the operation which the clerk is to perform.

The detailed instructions have been designed primarily, therefore, as specific instructions to the clerks who are to do the work and are to be so interpreted.

APPENDIX A

DETAILED INSTRUCTIONS
(for use of project staff)

I SELECTION OF SUBSTANDARD DWELLING UNITS

A. General Instructions

1. Dwelling units to be enumerated. - Enumeration is to be made of all dwelling units found to be substandard on the basis of data obtained on the Dwelling Schedules, RPS Forms B and C, filled during the course of the Real Property Survey.

2. Source of data. - The Dwelling Schedules, RPS Forms B and C, are to be requisitioned from the Real Property Survey office. Certain operations are to be performed by the FC-1 Control Section prior to selection of the substandard units. Detailed instructions for these operations are presented in Appendix B "Supplementary Instructions to Control Section."

B. Substandard Coding

1. General. - The purpose of the Substandard Coding is to select the Dwelling Schedules, RPS Forms B and C, for those dwelling units found to be substandard on the basis of an examination of the entries appearing on the Dwelling Schedule, RPS Form B or C, relating to each particular unit.

The Dwelling Schedules, RPS Forms B and C, will be received by the Substandard Coding Section segregated by blocks with the appropriate RPS Block Face Card and the Block Face Card, Form FC-6, attached. All forms will have been serialized (on the reverse side) beginning with number "1" for each block. In assigning the forms to the coding clerks it is imperative that no blocks be split. Count the schedules for each block before assigning and see that the count is the same as that indicated on

the Block Face Card, Form FC-6. Similarly count the schedules again before returning to the Control Section to make sure that all schedules are being returned.

2. Substandard dwelling units defined. - A dwelling unit is to be rated as substandard on the basis of (a) the physical characteristics of the dwelling; and (b) occupancy conditions in terms of persons per room, presence or absence of extra families, and rental.

a. Substandard as to physical characteristics. - A dwelling unit is to be rated as substandard as to physical characteristics if any one or more of the physical conditions exist which are listed in column 1 of Table A, below. Column 2 indicates the item on the RPS Form B or C. In column 3 is listed the substandard entry for each of the items.

Table A - Substandard Condition of Dwelling Unit

Line No.	Substandard condition (1)	RPS item (Sec. I - RPS Form B or C) (2)	RPS Substandard entry (3)
1.	Needs major repairs	I. Condition - 3 (Major repairs)	"X"
2.	Unfit for use	I. " - 4 (Unfit for use)	"X"
		(Sec. II - RPS Form B or C)	
3.	No private flush toilets	F (No. flush toilets)	"0" or fraction
4.	No private bathing unit	G (No. bathing units)	"0" or fraction
5.	No running water	H-3 (Running water - None)	"X"
6.	No installed heating	I-4 (Heating - None installed)	"X"
7.	No electricity or gas for lighting	J-3 (lighting - Other)	"X"

b. Substandard as to occupancy. - A dwelling unit is to be rated as occupancy substandard if (a) there are more than 1.5 persons per room or (b) if there are two or more families in the dwelling unit; provided, however, that if the unit is substandard for only one of these two occupancy factors, the unit is to be rated as occupancy substandard only if the rental is less than $40 a month.

Table B - Substandard Condition of Occupancy

Line No.	Substandard condition (1)	RPS item (2)	RPS Substandard entry (3)
		(Sec. I - RPS Form B or C)	
1.	More than 1.5 persons	Item M (Persons per room)	"E," "F," or "X"
		(Sec. II - RPS Form B or C)	
2.	Two or more families in dwelling unit	Item P-1 (Extra families)	See instructions below

3. Summarizing for physical characteristics of dwelling unit. - This operation will be facilitated by the preparation of a "jig". Take an unfilled Dwelling Schedule, RPS Form B or C, and cut out (with a sharp knife or razor blade) item I-3 (Major repairs) and I-4 (Unfit for use) in Section I (Entire structure). Also cut out items F (Flush toilets), G (Bathing units), H-3 (Running water - None), I-4 (Heating - None installed) and J-3 (Lighting - Other). By placing this "cut-out" or "jig" on top of each of the RPS Forms B and C, a glance will reveal whether one or more of these significant physical characteristics is substandard.

Enter an "X" on line 1 of item I-M (For office use) of the RPS Form B or C if a substandard entry is found for any one or more of the items listed above in Table A.

Enter a dash (-) on line 1 of item I-M if none of these items shows a substandard entry.

4. Coding persons per room. - All Dwelling Schedules, RPS Forms B and C are to be coded for persons per room. Note that provision is made in the Real Property Survey Technique[1] for performing this operation. If this task has not been accomplished by the RPS staff it is to be performed by the FC-1 staff in the following fashion:

Compare the entries for items II-E (Total rooms) and 2 (No. ... of all persons - (Total). Enter the code symbol in item I-M (For office use) after the words "Persons per room". Obtain the code symbol from the following table:

Code Table for Persons Per Room
(If either Rooms or Persons is not reported the Code is X)
(If the unit is vacant, the Code is a dash "-")

Number of Rooms	Persons per Room Code for Indicated Number of Persons					
	A	B	C	D	E	F
1	-	-	1	-	2	3 or More
2	1	-	2	3	4	5 or More
3	1	2	3	4	5-6	7 or More
4	1-2	3	4	5-6	7-8	9 or More
5	1-2	3	4-5	6-7	8-10	11 or More
6	1-3	4	5-6	7-9	10-12	13 or More
7	1-3	4-5	6-7	8-10	11-14	15 or More
8	1-4	5-6	7-8	9-12	13-16	17 or More
9	1-4	5-6	7-9	10-13	14-18	19 or More
10	1-5	6-7	8-10	11-15	16-20	21 or More
11	1-5	6-8	9-11	12-16	17-22	23 or More
12	1-6	7-9	10-12	13-18	19-24	25 or More

(For method of use of above table, see next page)

[1] Technique for a Real Property Survey, Part I, Instructions to Checking Section on Checking and Coding Forms A, B, and C.

Method of use of code table for persons per room: Assume that the schedule entry for item II-E (Total rooms) is "7" and for item II-M (Number .... of all persons) is "4". Move down the "Number of rooms" column in the above table to the line for "7 rooms"; then move to the right across the "7 rooms" line until the "4-5 persons" entry is located. In this case the "4 persons" entry appears in the column for Code B. Now enter Code "B" in the space provided in item I-M (For office use) after the words "Persons per room."

After verifying the coding, summarize by entering an "X" or a dash as the case may be on line 5 of item I-M (For office use). An "X" signifies substandard; a dash (-) signifies standard.

Enter an "X" on line 5 if the code entry for persons per room is "E", "F", or "X".

Enter a dash (-) on line 5 if the code entry is "A", "B", "C", or "D", or a dash (-).

5. Summarizing presence or absence of extra families. - An "X" or a dash (-) is to be entered on line 6 of item I-M (For office use) depending on the entries appearing on lines 1 and 2 of item II-P (Extra families).

Enter an "X" on line 6 if there are one or more extra families of which at least one consists of two or more persons or if the number of persons is unknown for any one or more of the extra families. Enter an "X" on line 6 if the presence or absence of extra families is reported unknown.

Enter a dash (-) on line 6 if the dwelling unit is vacant; if there are no extra families; or if there are one or more extra families but no one of these families consists of more than one person.

6. Sorting for "occupancy substandard". - Sort the Dwelling Schedules, RPS Forms B and C, into three groups according to the combination of entries on lines 5 and 6. Include in the first group all RPS Forms B and C showing dashes (-) on both of lines 5 and 6. Enter a dash (-) on line 2 of item I-M on each of these forms.

Include in the second group all RPS Forms B and C showing an "X" on both of lines 5 and 6. Enter an "X" on line 2 of item I-M for all forms in this group.

Include in the third group all RPS Forms B and C showing an "X" on only one of lines 5 and 6. These forms are to be examined for rental as indicated below.

7. Consideration of rental status. - Examine all RPS Forms B and C showing an "X" in only one of lines 5 and 6 of item I-M. Place the forms into two piles.

Include in the first group all RPS Forms B and C showing a rental of $40 a month or more. Enter a dash (-) on line 2 of item I-M of these forms.

Include in the second group all RPS Forms B and C with a monthly rental of less than $40 a month. Enter an "X" on line 2 of these forms.

8. Final selection of substandard units. - Combine all RPS Forms B and C into a single pile. Sort all forms into two groups according to the entries appearing on lines 1 and 2 of item I-M.

Include in the first group all RPS Forms B and C showing a dash on both of lines 1 and 2 regardless of entries on lines 5 and 6. These are the RPS Forms B and C for the standard dwelling units.

Include in the second group all RPS Forms B and C showing an "X" on either or both of lines 1 and 2 regardless of entries on lines 5 and 6. These are the RPS Forms B and C for substandard dwelling units.

Note: The above instructions are based on the assumption that the substandard coding is to be performed by the FC-1 staff. If the RPS staff has performed this operation pursuant to the instructions set forth in the Supplementary Technique (supplement of "A Technique for a Real Property Survey") the FC-1 staff need only to sort the RPS Forms B and C according to the entries already appearing on lines 1 and 2 of item I-M.

Before sorting, however, the FC-1 supervisor must make sure that the method used by the RPS staff has resulted in exactly the same entries as if they were made in accordance with the instructions in this circular.

9. Return to Control Section. - Count the RPS Forms B and C in each group to be sure that the combined total agrees with the entry for item 4 (Total RPS Forms B and C) of the Block Face Card, Form FC-6. Enter the total substandard RPS Forms B and C in answer to item 6 (Total substandard units) of the Block Face Card, Form FC-6. The clerk performing and verifying this substandard coding and selection of substandard cases is to enter his name and the date in the appropriate spaces on the Block Face Card, Form FC-6.[2/]

2/ The above instructions for substandard coding and selection of substandard units have been written on the basis of this series of operations being performed by a single clerk (and a single verifier) handling all operations for each block. It may be desirable, however, to have one pair of clerks concentrate on the "persons per room" coding for a series of blocks, another pair jigging (and verifying) for physical characteristics, etc. It is important, however, that the RPS Forms B and C for each block be kept separate. If a series of clerks is to handle these operations, the detailed operations and the names of the clerks and verifiers may be entered in the "Remarks" section of the Block Face Card, Form FC-6, or the Block Face Card may be modified accordingly, prior to reproduction.

List on the back of the applicable RPS Block Face Card the RPS serial numbers (appearing on the back of each RPS Form B and C) of each Dwelling Schedule found to be "Substandard."

Label each group carefully as "Standard" and "Substandard". Place the RPS Block Face Card on top of the "Standard" group; and the Block Face Card, Form FC-6, on top of the "Substandard" group. Place a rubber band around each group. Return the combined pile to the Control Section. From this point on, all operations with the RPS Forms B and C are to involve only the "Substandard" group.

10. Assigning FC-1 serial numbers. - After the Dwelling Schedules, RPS Forms B and C, are returned to the Control Section, the control staff will assign FC-1 serial numbers to the substandard forms. These numbers, running in a single series for the entire city, will be stamped in the upper right corner of the substandard RPS Forms B and C. The FC-1 serial numbers will be used thereafter for all control operations. This operation is mentioned here because it is the next operation in chronological order and is an important step. The detailed instructions for it are presented in Appendix B "Supplementary Instructions to Control Section".

C. Selecting the Sample.

1. General. - In cities of 20,000 or more substandard dwelling units it is desirable that the enumeration of substandard dwelling units be confined to a representative sample. The "Instructions to Supervisors" makes provision for this contingency. The following instructions apply only to those cities in which a sample is determined upon.

The substandard RPS Forms B and C will be received from the Control Section arranged by blocks with FC-1 serial numbers (a single series for the entire city) stamped in the upper right hand corner. Upon receipt the substandard forms for each block are to be counted, the FC-1 serial numbers checked to see that none have been skipped, and the entries for items 4, 5 and 6 of the Block Face Card, Form FC-6 verified.

2. Selection of sample. - The sampling clerk or clerks will be informed of the proper sampling ratio by the project supervisor. It is imperative that the FC-1 serial numbers be assigned by the control section prior to drawing the sample. Detailed instructions for drawing the sample will be provided the sampling clerk or clerks by the supervisor as outlined in "Instructions to Supervisors."

After drawing the sample, count the number of Dwelling Schedules, RPS Forms B and C, included in the sample for each block and enter on the Block Face Card, Form FC-6 in answer to item 7 (Total FC-1 schedules).

Note that on the back of the RPS Block Face Card will appear a listing of the RPS serial numbers of all Dwelling Schedules for units found to be "Substandard." In this listing, encircle (in red) the RPS serial numbers of the Dwelling Schedules included in the sample. This is to assist

the RPS spot checking staff by indicating which dwelling units have been selected for FC-1 interview.

The clerk drawing the sample is to enter his name and the date on line 4 (Selecting the sample) of the Block Face Card, Form FC-6. Another clerk is to verify that the correct forms have been selected and is then to enter his name and date in the appropriate columns on line 4 of the Block Face Card, Form FC-6.

Attach the RPS Block Face Card to those Dwelling Schedules, RPS Forms B and C, which are not included in the sample. Attach the Block Face Card, Form FC-6, to those Dwelling Schedules RPS Forms B and C, which comprise the sample. Be sure to keep the sample forms separate and see that they are clearly identified. Both groups of cards are then to be returned to the Control Section after they have been counted and the grand total checked with the entry for item 6 (Total substandard units) to insure that no schedules are missing.

D. Preliminary Preparation of Family Schedules, Form FC-1, Prior to Enumeration

1. General instructions. - A Family Schedule, Form FC-1, is to be prepared for each substandard unit for which a Dwelling Schedule, RPS Form B or C, has been selected for enumeration[3], regardless of whether the unit is owner-occupied, tenant-occupied, or vacant. Before the schedules are given to the enumerators, Section C (Physical Characteristics of Dwelling) is to be filled by transcription of data from the Dwelling Schedule, RPS Form B or C, for the particular substandard dwelling unit. In addition, certain of the identifying items appearing at the top of the schedule are to be filled at the same time and from the same source. These transcribed entries are to be copied exactly from the applicable RPS Form B or C to the Family Schedule, Form FC-1. These items are to be filled in ink as they constitute a permanent record. Although subject to correction by the enumerator, they are not to be erased by him.

2. Transcribing data from Dwelling Schedules, RPS Forms B and C, to the Family Schedules, Form FC-1. - When printing the Family Schedule, Form FC-1, the name of the city and State may have been inserted. If this has not been done, the city and State names are to be stamped or written in the space provided at the top of the schedule.

Item 1. Serial number. - Enter here the FC-1 serial number which was stamped in the upper right hand corner on the Dwelling

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[3] In cities where full coverage is to be obtained, all substandard dwelling units will be enumerated. In cities employing a sample coverage, only those substandard units will be enumerated for which a Dwelling Schedule, RPS Form B or C has been included in the sample.

Schedule, RPS Form B or C. (This is not the serial number stamped on the back of the RPS Form B or C).

Item 2, Date - RPS. - Enter here (after "(RPS)") the date which appears in the upper left corner of the Dwelling Schedule, RPS Form B or C. If more than one date appears on the RPS Form B or C transcribe the latest date to the Family Schedule, Form FC-1.

Item 3, Enumerator. - Leave this space blank.

Item 4. Street. - Enter here the name of the street on which the dwelling unit is located. This is to be transcribed from the comparable item appearing on the Dwelling Schedule, RPS Form B or C.

Item 5. Street number. - Enter here the street number as it appears on the Dwelling Schedule, RPS Form B or C.

Item 6. Apartment number or location. - Enter here the apartment number or location as it appears on the Dwelling Schedule, RPS Form B or C. If this entry does not appear on the RPS Form B or C, enter here the type of structure designated by an "X" in answer to item I-A (Type of structure) on the RPS Form B or C.

Item 7. E.D. number. - Enter here the number of the enumeration district as it appears on the Dwelling Schedule, RPS Form B or C.

Item 8. Block number. - Enter here the block number as it appears on the Dwelling Schedule, RPS Form B or C.

Item 9. Structure number. - Enter here the structure number as it appears on the Dwelling Schedule, RPS Form B or C.

Section C. Physical Characteristics of Dwelling. - The designating letters and numbers preceding each item in this section of the Family Schedule, Form FC-1, are identical with those on the Dwelling Schedule, RPS Forms B and C, from which the data are to be transcribed.

Fill all items in this section by exact transcription of the entries appearing for the comparable items on the applicable Dwelling Schedule, RPS Form B or C.

Section E. Adequacy. - These items are to be left blank.

Note: If more than 10 persons are reported on the total line of item II-M (No. .... of all persons) on the applicable RPS Form B or C, prepare another sheet of the Family Schedule, Form FC-1, and fasten the two sheets of the Family Schedule together.

After transcription of the items designated above, this operation is to be verified by another clerk or group of clerks. The transcription and verification clerks are to make the necessary entries on line 5 (Transcribing to Form FC-1) of the Block Face Card, Form FC-6, before the forms are returned to the Control Section.

II ENUMERATION

A. General Instructions to Enumerators

1. Nature of study. - The Low Income Housing Area Survey is designed to obtain the number and characteristics of low-income families living in substandard dwelling units. This survey is to be operated concurrently with a Real Property Survey, and as part of the same WPA project.

The Low Income Housing Area Survey supplements the Real Property Survey by providing additional information needed by the Local Housing Authority (or other agencies interested in housing conditions) in planning for housing of families now living in substandard dwellings.

2. Organization of Survey. - This survey is to be operated under the supervision of a Project Supervisor in charge of the entire project. For enumeration purposes the city is to be divided into several districts. A Squad Leader is to be in charge of each district and is to supervise and be responsible for the operations of the enumerators (10 to 15 in number) engaged in canvassing his district.

3. Assigning schedules to enumerators. - The partially filled Family Schedules, Form FC 1, will be received by the Group Leaders in groups by blocks with a Block Face Card, Form FC-8, attached to the schedules for each block. The Group Leader is to see that the number of schedules received for each block tallies with the number indicated in answer to item 7 (Total FC-1 schedules) of the Block Face Card. Also he is to see

that the beginning and ending serial numbers tally with those shown on the card.

In assigning schedules to enumerators it is imperative that blocks are not split. The Block Face Card, Form FC-8, is to be retained by the Group Leader so he can always tell which enumerator has the set of schedules.

Upon completion of the interviews for all substandard units in the block the enumerator is to return all schedules for that block to the Group Leader. The Group Leader is to see that no schedules are missing and, prior to returning the schedules and the Block Face Card to the Control Section, he is to see that the name of the enumerator has been entered in the appropriate space on the Block Face Card, and the date or dates of enumeration. (If enumeration for a block is not completed in one day, enter the beginning and ending date of enumeration on the face card). The space (on the Block Face Card) for verification is to be left blank as no spot-checking is provided.

4. Duties and responsibilities of enumerators. - The enumerators are to be assigned Family Schedules, Form FC-1, which have been filled in part in the Survey office by transcription of certain information from the RPS Dwelling Schedules, Forms B and C. The enumerator is to visit each dwelling for which a Family Schedule, Form FC-1 has been assigned to him and, by a personal interview with a responsible occupant of the dwelling is to obtain the required information in accordance with the detailed instructions which follow.

Too much stress cannot be laid on the necessity for careful and accurate work. While speed is desirable, under no circumstances is it to interfere with accuracy of returns. In order to fill properly the Family Schedules, Form FC-1, the enumerator must be thoroughly familiar with the instructions contained in this circular. Further instructions, when necessary for purposes of interpretation, will be provided by the Group Leaders. Any questions occurring to the enumerators while working in the field are to be referred to the Squad Leader for answer.

The Family Schedules, Form FC-1, are to be supplied to the enumerator by the Squad Leader, as well as all other necessary blanks and working materials. These materials are to include a map showing the blocks to be enumerated, a manila board folder, and a large envelope for supplies. Each enumerator must see that he has sufficient supplies on hand at all times.

Each enumerator is to be provided with an Identification Card signed by the City Director. This card must always be in the possession of the enumerator while on duty and is to be presented to any person who asks the enumerator for proof of identity, or who questions his right to perform his prescribed duties.

Each enumerator is to prepare and submit to his Group Leader a daily report of the work accomplished. The Group Leader is to provide such daily report forms to the enumerators, is to supervise their work, and is to perform such other duties as may be assigned by the project supervisor.

B. Description of the Family Schedule

Form FC-1

The Family Schedule, Form FC-1, is the most important form to be used in this survey. A brief description of the various sections of the schedule and of the usefulness of the information may assist the enumerator.

Identification items: The information for these items (except item 3. Enumerator) will have been copied from the applicable RPS Dwelling Schedule, Form B or C, before the enumerator receives the Family Schedule, Form FC-1.

Section A. Family composition, Employment status, and Source of income. - This section of the schedule is designed to provide information concerning the persons in the dwelling unit and the sources of the income of each.

(1) Family composition. - Columns 1 through 7 are to provide information concerning family size, number of families, and the personal characteristics of each person living in the dwelling unit during the period studied. These materials will assist in estimating the number and size of housing units needed to house adequately those families now living under substandard housing conditions.

(2) Employment status and source of income. - Columns 8 through 10f are to provide information concerning the employment status of all individuals during the period studied and the total yearly income of individuals (other than unattached lodgers) in each

dwelling unit. These columns have been arranged so as to make possible the recording of the amounts of income of various types. The materials will aid in the preparation of estimates of the number of families in each of the several income levels, as well as the number of families financially able to live in proposed housing units designed for rental at various rates.

Section B. Place and Industry of employment and kind of transportation. - Columns 11 through 15 are to provide information concerning those individuals in each dwelling unit who were employed during the week ending with the Saturday preceding the day of enumeration. This information will make possible the preparation of spot maps showing the location of employment of workers who "regularly report to same place of work." These maps together with the data concerning means of transportation and time required to get to work will aid in selecting site locations of housing projects. Furthermore, tabulations may be prepared, if desired, showing the number and sex of workers employed in the various industries, and the persons self-employed.

Section C. Physical characteristics of dwelling. - This section is designed to "tie-in" the information obtained in this survey with materials obtained in the Real Property Survey. At the time the enumerator receives the Family Schedules, Form FC-1, this information will have been transcribed from the corresponding RPS Dwelling Schedule, Form B or C. The enumerator is to verify these materials during the FC-1 interview, and is to make the necessary corrections.

Most of these items are to serve as a basis for determining whether or not a dwelling unit is physically substandard. Items A (Occupancy) and C (Monthly rental) have been included as additional factors useful in determining the number of families eligible for tenancy in USHA housing projects.

Section D. Expenditures last year in addition to rent. - These items are designed to show the total cost of facilities in addition to rent. This information is to be used in determining the gross rental paid by the family. The information also will help in determining the rental which the family can be expected to pay in USHA houses.

Section E. Adequacy. - These items are designed to summarize the conclusions reached as to the adequacy of the dwelling quarters in terms of the physical characteristics of the dwelling, and occupancy. This information is to be entered after the enumerator has turned in the Family Schedule, Form FC-1.

This information is fundamental in tabulations of the number of dwelling units found to be substandard.

Section F. Supplement to living expenses. - These items are to show whether the dwelling unit is receiving direct supplementation of income through public or private relief or indirectly through failure to pay rent.

C. Definition of Terms

The following definitions of terms are basic to the survey. Each enumerator must be thoroughly familiar with them and follow them consistently in making entries on the Family Schedule, Form FC-1.

1. Unit of enumeration. - The "substandard dwelling unit" is the unit of enumeration (See definition of "dwelling unit" and "substandard dwelling unit," below).

2. Dwelling unit. - By dwelling unit is meant a room or group of rooms occupied by a person or a family as their place of abode.

A residential structure may contain only one dwelling unit (single family house) or it may contain several dwelling units (two family house, apartment, etc.). In general, a dwelling unit when in a multi-family building, is closed-off from the rest of the structure. Occasionally, however, part of a residential structure will be rented out to another family without their quarters being completely closed off. This will count as a separate dwelling unit only if this family has exclusive use of these rooms, has permanent cooking facilities, and is able to live a separate family life. Movable gas or electric plates do not count as permanent cooking facilities. (Note that quarters which are completely closed off do not require cooking facilities to qualify as dwelling units.) Rooms or groups of rooms rented out to roomers are not to be considered as separate dwelling units.

4. Substandard dwelling unit. - A dwelling unit is to be rated as substandard on the basis of (a) the physical characteristics of the dwelling; and (b) occupancy condition. While the enumerator will not be called upon to make decisions as to "standard" or "substandard" it is important that all entries be as accurate as possible to insure the correct final decision on this point after the schedule has been turned in.

5. Composition of the dwelling unit. - A dwelling unit may contain (a) a family group; (b) a non-family group or (c) any combination of these groups. The following definitions and examples are designed to simplify the enumerator's task and to standardize the entering of names and existing relationships.

a. Family group. - A family group consists of a man and wife with, or without, unmarried children; or of either parent with one or more unmarried children. Other related persons may or may not be present.

b. Non-family groups. - Non-family groups are of four types: (1) related groups, (2) lone persons, (3) unattached lodgers, and (4) partners.

(1) Non-family related group. - A non-family related group consists of related persons among whom a family relationship (see "Family group," above) does not exist. Examples: 2 or more sisters or brothers; uncle and nephew; father and widowed daughter; etc.

(2) Lone person. - A lone person is one who either is the sole occupant in a dwelling unit or who, being head of the

entire dwelling unit, is not related to any other occupant. This means that he is always to be listed as "H(1)." Note that an unattached lodger is not a "Lone person" as an unattached lodger can never be listed as a head. If two people are living in a dwelling unit on a "partner" basis one of them is to be designated as head of the entire dwelling unit, and will be, therefore, a "lone person"; the other will be listed as a "partner".

(3) Unattached lodger. - An unattached lodger is a person living in a dwelling unit on a lodger basis who is not related to any other occupant. Note that an unattached lodger is not a "Lone person."

(4) Partners. - A partner is a person sharing a dwelling unit with one or more unrelated persons on a partnership basis. Note, however, that in such instances one of these persons is to be designated as a head and, as such, automatically becomes a "Lone person." The remaining "partner" or "partners" are to be entered as "Partners."

c. Combination of two or more groups. - Two or more of the groups listed above may appear in the same dwelling unit, such as two family groups; one family and one nonfamily group (such as a family group and a lone person, etc.).

6. Examples of entries for relationships. - Before entering the names of individuals occupying the dwelling unit it is first necessary to ascertain all relationships and then to determine the types of groups existing and the relationships among them. The following examples will serve not only to clarify the definitions listed above but will also indicate the proper mode of entry in columns 1 and 2.

One person is to be designated as head of each group. In groups where man and wife are present regard the man as the head. In all other groups designate as head that person whom the other members of the group regard as such. Always designate one person as head of the entire dwelling unit on the basis of the opinions of the occupants.

When all persons living in a dwelling unit are related to the head of the entire dwelling unit there is only one group present unless it is possible to distinguish two or more family heads. Note, however, that this group may be either a family group or a non-family related group.

When all persons living in a dwelling unit are related to the head of the dwelling unit there may be:

a. A family group which may or may not include other related persons. Example:

Col. A	Relationship
1	H(1)
2	Wife (1)
3	Mother-in-law (1)
4	Nephew (1)

0 - - - - 0

b. A nonfamily related group. Example:

Col. A	Relationship
1	H(1)
2	Brother (1)
3	Uncle (1)

0 - - - - 0

c. Two or more family groups which may or may not include other related persons. Example:

Col. A	Relationship
1	H(1)
2	Wife (1)
3	Son (1)
4	H(2) Brother (1)
5	Wife (2)
6	Mother-in-law (2)

This dwelling unit contains two family groups, one of which includes another related member. When two or more family groups live in a dwelling unit, all other related persons must be assigned to a particular family group on the basis of closest relationship. In case of equal relationship to the heads of two or more family groups, the persons are to be assigned to the family of the head of the dwelling unit.

0 - - - - 0

d. When some persons in the dwelling unit are on a lodger or partnership basis (unrelated to head) it is possible to have two or more groups even though there may not be two or more family groups.

Examples:

Col. A	Relationship
1	H(1)
2	Wife (1)
3	Son (1)
4	H(2) Lodger
5	Sister (2)
6	Lodger
7	Servant

In this case a family group and a non-family group of related persons live in the same dwelling unit, as well as an unattached lodger and a servant.

0 - - - - 0

Col. A	Relationship
1	H(1)
2	H(2) Lodger
3	Sister (2)

In this case, there is a lone person and a nonfamily group of related persons.

0 - - - - 0

Col. A	Relationship
1	H(1)
2	Partner

In this case there is a lone person and a partner.

When there is a lodger group (family or nonfamily) in a dwelling unit, it may be necessary to interview a member of the group in order to secure the necessary information.

D. Interviewing

The enumerator is to secure the information necessary for filling the Family Schedule, Form FC-1, through an interview with a responsible occupant of the family occupying the dwelling unit. All doubt as to the enumerator's identity is to be eliminated in the first few minutes of the contact. If announcements of the survey have been made over the radio or in the newspapers these should be mentioned. After a brief explanation of the nature of the project the enumerator should stress the point that the information will be useful in improving housing conditions within the city. He should explain that the information obtained from any specific dwelling will be treated as confidential; will not be used for tax assessment purposes; will not be made available to case work agencies; and that it will not be used in any way that might have an adverse effect on the interest of the occupants.

It is imperative that the utmost care and tact be exercised in securing information through the interview.

Interviews are not to be attempted until all parts of the enumeration instructions are thoroughly understood.

E. Special Enumeration Problems

1. General. - While the specific instructions for filling the Family Schedule, Form FC-1, are designed to cover practically all cases, it is recognized that special types of problems may arise for which specific instructions may not be available. In cases of doubt the enumerator is to use his best judgement in filling the Family Schedule. Before turning in the Family Schedule, however, he is to discuss any special problems with the Group Leader to insure that the correct entries have been made. In case of doubt, the Group Leader is to consult the Supervisor.

2. Specific problems. - Several types of specific problems, most likely to be encountered, are presented below with specific instructions for handling.

a. Newly divided dwelling units. - The enumerator may find that a single dewlling unit reported by the RPS enumerator now consists of two or more separate dwelling units as defined in "C. Definition of terms" above.

In such cases, enter information for one dwelling unit only on the original Family Schedule, Form FC-1, and enter the suffix letter "A" after the schedule number appearing in item 1 (Serial No.). Thus, if the original serial number was 682, the new serial number is to be 682-A. Be sure to correct all transcribed entries so that they portray the conditions concerning the dwelling unit for which the data are being filled.

For each additional dwelling unit, prepare another Family Schedule, Form FC-1, copying the original serial number from the original Form FC-1. Enter the letter "B" after the serial number of the second unit, "C" after the serial number of the third unit, etc. Thus, in the above example, the serial number for the second unit is to be 682-B; for the third is to be 682-C, etc.

b. Vacant units. - Some of the dwelling units selected for FC-1 coverage may have been vacant at the time of the Real Property Survey so that an "X" appears in answer to transcribed item A-3 (Vacant) in Section C (Physical Characteristics of Dwelling) on the Family Schedule, Form FC-1. The enumerator is to call at these dwelling units to determine if they are still vacant.

If the dwelling unit is still vacant at the time of the FC-1 enumeration, enter the words "No Interview - Dwelling Unit Vacant" across the face of the Family Schedule, Form FC-1. Note, however, that the information for item B-2 (Length of vacancy) in Section C of the schedule is to be brought up to date.

If a dwelling unit which was occupied at the time of the Real Property Survey ("X" for transcribed item A-1 "Owner" or A-2 "Tenant" of section C of the FC-1 schedule) is vacant when the FC-1 enumerator calls, the entry for item A (Occupancy) of section A is to be corrected, the duration of vacancy is to be ascertained and a correcting entry made for item B-2 (Length of vacancy). Then enter "No Interview - Dwelling Unit Vacant" across the face of the FC-1 schedule.

If a dwelling unit which was vacant at the time of the Real Property Survey is occupied when the FC-1 enumerator calls, correct the entry for item A (Occupancy) make correcting entries for item B (Duration) and fill the schedule in the normal fashion. The explanatory note on the back of the schedule is to read "Sec. C - item B-1 - Now occupied."

Family Schedules, Form FC-1, with the words "No Interview - Dwelling Unit Vacant" entered across the face are to be returned to the Squad Leader with the completed schedules. Do not destroy these schedules.

c. Change of occupants. - If the FC-1 enumerator finds that a dwelling unit is occupied but that a change of occupants has taken place since the Real Property Survey enumeration, the duration of the new occupancy is to be determined, the entries for item B (Duration) of section C are to be corrected, and the explanatory note on the back of the schedule is to read "Sec. C - item B-1 - New occupants." Then fill the Family Schedule, Form FC-1, for the family living in the dwelling unit at the time of the FC-1 enumeration.

d. Difficulty in locating dwelling unit. - If the enumerator is unable to locate the dwelling unit through the information transcribed from the Dwelling Schedule, RPS Form B or C, he is to consult his Squad Leader.

e. Difficulty in identifying dwelling unit. - In a few instances the FC-1 enumerator may find such serious discrepancies between the information transcribed from the RPS Form B or C and the actual

conditions as to justify a doubt that the dwelling unit being visited is the same as the one described on the RPS Form B or C. In such cases he is to attempt to locate the proper dwelling unit, but, in any event, is to consult with his Group Leader before turning in the Family Schedule, Form FC-1.

f. Dwelling units with more than ten persons. - If dwelling units are found with more than ten occupants (large single-family houses, rooming houses, etc.) use additional Family Schedules, Form FC-1, as continuation sheets. Be sure to copy exactly on the additional schedule all identifying information as it appears on the first sheet. In addition, mark the schedule sheets "No. 1 of 2 sheets"; "No. 2 of 2 sheets," etc., entering this statement on each sheet in the space below the schedule title "Family Schedule." Fasten both schedules together when the enumeration is completed. The data appearing in sections C, D, E and F are to appear on the first sheet only.

g. Refusal of interview; inability to obtain interview. - If the occupants of a dwelling unit refuse to supply the information or refuse to grant an interview, the problem is to be discussed with the Squad Leader. If, after every reasonable effort has been made, the interview is not obtained, write across the face of the Family Schedule, Form FC-1, "No interview - Refused."

If the enumerator is unable to obtain an interview for any reason other than those discussed above, enter across the face of the Family Schedule, Form FC-1, "No interview - because _____," indicating the specific reason.

F. Filling Family Schedule, Form FC-1

1. General instructions. - All entries on the schedules must be clear and distinct and are to be confined strictly to the spaces provided for them. Medium hard pencils (No. 3) are recommended for use by the enumerators. If an entry made by an FC-1 enumerator is incorrect it must be erased neatly before the correct entry is made. Never write over an entry at any time whether making a correction or for any other reason. To insure legibility and distinctness the enumerator is to use a sharp pencil at all times.

Every reasonable effort is to be made to secure the necessary information. Every item on the schedule is to be filled. If the required information cannot be obtained because the informants cannot remember or because they refuse to cooperate, enter "NR" (Not reported) for each such item. Note, however, that "NR" is not acceptable as an entry for certain items as specified in the detailed instructions for filling. All cases of failure to cooperate are to be reported to the squad leader. Enter "NR" only after every reasonable effort has been made to secure the information. Unless otherwise instructed enter a dash (-) in each space for which the entry does not apply. Do not use the dash (-) in spaces where the information cannot be obtained.

2. Order of enumeration. - At the time the Family Schedule, Form FC-1, is assigned to an interviewer certain items will already appear as the result of transcription from the equivalent Dwelling Schedule, RPS

Form B or C. These items will include the identification items at the top of the schedule; and items in section C (Physical Characteristics of Dwelling).

Each transcribed entry is to be verified before additional information is entered. After the verification of all such entries has taken place and the entries corrected as indicated below, the remaining items of the schedule are to be filled. It is desirable that within each section the question be asked and the information be entered in the same order that the items appear on the schedule. If while answering one question, however, the informant volunteers information answering another question, the information should be entered lightly and confirmed when that portion of the schedule is reached.

3. Correction of transcribed entries. - Every transcribed item (except item I "Condition") in Sec. C "Physical Characteristics of Dwelling" is to be verified by the enumerator. If the transcribed entry is no longer correct do not change or delete it. Simply make the entry which describes the true condition at the time of enumeration. This entry is to appear to the right of the transcribed entry. The enumerator is to indicate the corrected entry by "flagging" his entry with some symbol. Then by use of the same symbol identify a brief explanatory note on the back of the schedule.

Example: Schedule entry: "C. Monthly rent $27.50 - $24.00 1/

Explanatory note: "1/ Reduced rental - smaller amount is correct.

4. Order of listing of instructions for filling each section. - The detailed instructions presented below for filling the various sections of the Family Schedule, Form FC-1, are listed in the order of enumeration, as follows:

1. Identification items
2. Section C. Physical characteristics of dwelling
3. Section D. Expenditure last year in addition to rent
4. Section A. Family composition, employment status, and source of income.
5. Section F. Supplement to living expenses
6. Section B. Place and industry of employment and kind of transportation

Note: Section E (Adequacy) is not to be filled by the enumerator.

5. Specific instructions for filling Family Schedule, Form FC-1. - The sections and items of the Family Schedule are listed below in order of enumeration. In the instance of the items transcribed from the RPS Form B or C the instructions are phrased as though original entries are to be made. This is because they have been taken verbatim from the Real Property Survey Technique. Verify all these items, making corrected entries where necessary in the manner indicated above in paragraph F-3 (Correction of transcribed entries).

Identification items. - With the exception of items 2 (FC-1 date) and 3 (Enumerator) all items in this section will have been transcribed from the applicable RPS Form B or C.

Item 1. Serial No. - This is the FC-1 serial number assigned in the central office. Examine each Family Schedule, Form FC-1, to see that this number is present, clearly legible, and consistent with numbers appearing for other schedules for the same block.

Item 2. Date. - Examine each schedule to see that the RPS interview date is present and is within the period of time during which the Real Property Survey was conducted. After the FC-1 interview is complete and the Family Schedule has been filled, enter the date of the FC-1 interview here in the space after "(FC-1)".

Item 3. Enumerator. - After the FC-1 interview has been completed and the Family Schedule, Form FC-1, has been filled, the enumerator is to sign his name here as certification that the enumeration is complete and the schedule entries are correct.

Item 4. Street. - Verify the name of the street on which the dwelling unit is located.

Item 5. Street number. - Verify the street number.

Item 6. Apartment number or location. - If the apartment number or location appears, verify it. If the apartment number or location is missing on the Family Schedule, the enumerator is

to enter it if the information is available.

Item 7. E.D. number; Item 8. Block No.; and Item 9, Structure No. - Examine the schedule to see that these items appear and are consistent. Each enumerator is expected to know the number of the enumeration district and of the block in which he is operating, and the range of structure numbers within the block.

Section C. Physical Characteristics of Dwelling. - These items have been transcribed from the applicable RPS Form B or C.

All items in this section of the Family Schedule are given the same item designations as on the Dwelling Schedule, Form RPS B and C. It is for this reason that item I (Condition) and item I (Heating) have the same designating letter prefixed. On the RPS Forms B and C these two items are in different sections of the schedule, while on the FC-1 schedule it is necessary to put them in the same section. If reasonable care is exercised, however, no confusion need exist.

The instructions for these items have been taken verbatim from the Real Property Survey Technique. Hence, they are written as though original entries are to be made. All these items (except item I. Condition) are to be verified. If the original entry is still correct, let it stand. If it is now incorrect, make a correcting entry as described above in paragraph F-3 (Correction of transcribed entries). Do not verify or correct item I - Condition; let this entry stand without change.

Item I. Condition. - The FC-1 enumerator is not to verify, correct or change any entries for this item. Let it stand as transcribed from the RPS Form B or C.

Item A. Occupancy. - If the dwelling unit is occupied by the owner of the property, put a cross in the box marked "owner." If the dwelling unit is occupied by a tenant, put a cross in the box marked "tenant." Tenants include occupants who pay or have agreed to pay rent, occupants who receive the use of living quarters in exchange for services (janitors, building managers, clergymen occupying parsonages, etc.) and relatives of friends of owners who occupy dwelling units free of rent. If no persons live in the dwelling unit, put a cross in the box marked "vacant."

Ascertain the nature of occupancy (i.e., owner or tenant), and if the transcribed entry does not agree with the condition at the time of enumeration make a correcting entry. If the condition of occupancy has not changed let the original entry stand.

Item B. Duration. - If the dwelling unit is occupied, enter on Line 1 the number of years and months during which the present occupant has lived in this dwelling unit.

If the dwelling unit is vacant enter on Line 2 the number of years and months since the last occupants of it moved out. In the case of multi-family buildings, this can generally be determined from the janitor or from another tenant; in the case of a single family house this can often be found out from the neighbors. Be sure to answer this question for all vacant dwelling units.

If the dwelling unit has been occupied or vacant for less than a month enter the fraction indicating what part of a month it has been occupied or vacant. If it has been occupied for more than 1 month, enter the number of whole months but neglect fractions; thus 11 months and 3 weeks should be entered as 11 months.

Since this survey follows the Real Property Survey, from which these data are transcribed, some time will have elapsed between the enumeration dates of the two surveys. Therefore, in many cases, the reply to this query will not agree with the transcribed entry. In such instances enter the number of years and months of occupancy in the space between the original entry and the title of Line 2.

If the occupancy status of the dwelling unit has changed from occupied to vacant (or vice versa) since the filling of RPS Form B, indicate the entry which is correct on the day of enumeration by writing a note of explanation in the manner already prescribed.

Item C. Monthly rent. - This item is to be filled out for all dwelling units. Be sure to answer this question not only for dwelling units occupied by tenants, but also for those occupied by owners and those which are vacant. Make this entry in dollars and cents. Do not round it to even dollars. The entry"NR" is not acceptable!

If this dwelling unit is occupied by an owner fill in the monthly rental value of the quarters occupied by him. This value should be based upon the rents actually received for similar dwelling units in the same structure or neighborhood.

If this dwelling unit is occupied by a tenant who is paying or has agreed to pay a monthly rent, fill in the amount of rental which he has agreed to pay per month. In some cases he may actually be paying less than this figure, but the present agreed monthly rent should be entered. If this dwelling unit is occupied by a tenant who receives his quarters in exchange for services, or receives them without charge, fill in the monthly rental value of the quarters occupied by him and enter the letter "K" after the monthly rental figure to indicate that tenancy is rent-free.

If this dwelling unit is vacant fill in its monthly rental value. This figure should be based on the rents actually being charged for similar dwelling units in the same structure or neighborhood. It should not necessarily be the asking price of the dwelling unit, but the price which will probably be obtained when a tenant is found.

Occasionally, as in the case of seaside or summer properties, dwelling units will be rented or occupied for a season only, rather than for an entire year, or they may be rented for, or worth, a very low figure during part of the year and a high figure during the season. In such cases, inquire as to the rent or rental value for an entire year, divide this by 12, and enter the result as the monthly rent.

Item E. Total rooms. - Enter the number of rooms in this dwelling unit. Kitchens and permanently enclosed sun rooms of substantial size count as whole rooms. Dinettes and kitchenettes each count

as half-rooms. Do not count bathrooms, pantries, closets, halls, or small enclosed porches as rooms. Do not count rooms in basement or attic unless they are finished off and regularly used as living quarters. Do not count any room which is used as a business unit.

In order to answer this question correctly the enumerator must make specific inquiries as to the various rooms in the dwelling unit, and point out carefully just what spaces are to be counted as rooms.

Occasionally, the enumerator may find a dwelling unit which was previously reported as consisting of a certain number of rooms, but which has since been divided into two or more dwelling units. In such instances, make a second entry in this space and indicate which is the correct one in an explanatory note on the back of the schedule.

After completing enumeration of the first dwelling unit, the enumerator is to call at each additional dwelling unit which was formerly a part of the original dwelling unit, filling in a new Family Schedule, Form FC-1, for each one. Enter the identifying words "Divided dwelling unit" in the upper left hand corner (above the words "Serial No.") of the Family Schedule, Form FC-1, for each dwelling unit into which the original unit was divided. Use the same serial number for all except that, the appropriate suffix letter (A, B, C, etc.), is to be inserted after each serial number.

Item F. Flush toilets. - A flush toilet is an indoor toilet with running water; it may be in a bathroom or in a separate room of its own. Chemical toilets, outdoor toilets of any sort, and privies do not count as flush toilets. Enter here the number of flush toilets in this dwelling unit. If there is no flush toilet available for this dwelling unit enter "0". If the toilet is shared by two dwelling units enter "1/2"; if by three dwelling units enter "1/3", etc.

Item G. Bathing units. - A bathing unit is a bathtub or a separate shower; if a bathtub and a shower are in the same room, however, they count only as one unit. Fill in the number of bathing units in this dwelling unit. If there is no bathing unit available for this dwelling unit, enter an "0". If a bathing unit is shared by two dwelling units enter "1/2"; if it is shared by three dwelling units enter "1/3", etc.

Item H. Running water. - If there is hot and cold running water within the dwelling unit, put a cross in the box marked "Hot and Cold." If there is only cold water, put a cross in the box marked "Cold Only"; if there is no running water within the dwelling unit put a cross in the box marked "None". Running water available outside the dwelling unit is to be considered as "None". (Note that if "None" is marked the number of Flush Toilets in Section F and the number of Bathing Units in Section G must either be a fraction or zero.)

Item I. Heating. - This refers to the principal equipment employed for heating this dwelling unit, not to incidental heating appliances such as radiant heaters, etc. One box (and one only) is to be marked, which will indicate the principal equipment, as defined in the following list.

1. Central Steam or Hot Water. - This refers to a central furnace from which steam or hot water is piped to radiators in the various rooms in the dwelling unit. Gas radiators are not of this type, but of type 3, "Other Installed."

2. Central Warm Air. - This refers to a central furnace from which warm air is piped to the various rooms in the dwelling unit. Do not count hot air stoves such as base burners, etc. as "Central Warm Air."

3. Other installed. - This refers to heating equipment which is permanently installed in different rooms of the dwelling unit but which do not heat the dwelling unit from a central source. Base burners, gas radiators, stoves, fireplaces, etc. are of this type.

4. None installed. - This refers to dwelling units in which no heating equipment is permanently installed. If there is no heating or only portable kerosene stoves or electric heaters "None Installed" should be marked.

Item J. Lighting. - This refers to the principal type of lighting equipment installed in this dwelling unit whether or not service is

temporarily cut off. One box (and one only) is to be marked which will indicate the principal equipment installed. Put a cross in the box marked "Electric" if this is the principal lighting equipment; put a cross in the box marked "Gas" if this is the principal type, put a cross in the box marked "Other" if neither electric nor gas lighting is installed.

Section D. Expenditures Last Year in Addition to Rent. - Enter here in the appropriate spaces the cost of the various facilities in addition to rent for the period of one year ending on the Saturday preceding the date of the interview. This is to include all such expenditures regardless of the source of the money used to pay for them. Thus, if a relief agency paid any bills for facilities, include these bills. These items are of great importance as they are to aid in calculating the total operating costs of the dwelling unit. These items are to represent expenditures for this dwelling unit only; do not include expenditures made while living in any other dwelling unit!

Note: These items are to be filled for tenant-occupied dwelling units only. For owner-occupied or vacant dwelling units, enter a dash (-) for each of these items.

Do not enter the cost of any service which is included in the monthly rental.

Enter the total cost of each facility including all unpaid bills outstanding.

If the household has lived in this dwelling unit for less than one year ascertain the total expenditure for each item for the number of months of occupancy of this dwelling unit. Then divide

by the number of months of occupancy in this dwelling unit; and multiply by 12 to obtain an estimate for expenditure for one year. Enter the final figures only. Explain all calculations on the back of the schedule

Enter "NR" in any case where the amount of any expenditure cannot be ascertained. This entry is to be used, however, only as a last resort

Include in each instance all expenditures by all occupants of the dwelling unit regardless of relationship status except that in entering expenditures for garage (item 6) do not include garage expenditures of unattached lodgers.

Make all entries in even dollars. Thus if an expenditure for the year is $34.50, enter as $35. If it $34.49, enter as $34.

Item 1. Water. - Enter here (to the nearest dollar) the total yearly expenditure for water. If the expenditure is determined from bills or receipts be careful to check on the period to which the charge refers as quarterly billing is common in some communities.

Enter "None" if there has been no expenditure for water in addition to rent. Enter "None" if the cost of water is included in the rent.

Item 2. Gas. - Enter here (to the nearest dollar) the total expenditures in the last year for gas. Include all expenditures for gas whether piped into the unit or delivered in tanks, and regardless of the use made of it, whether for heating, lighting, cooking or refrigeration.

Enter "None" if there has been no expenditure for gas in addition to rent. Enter "None" if the cost of gas is included in the rent. Enter "None" if the dwelling unit is equipped for the use of gas but no gas was used during the past year. Enter "None" if the dwelling unit is not equipped for gas.

Item 3. Electricity. - Enter here (to the nearest dollar) the total expenditure in the last year for electricity. Include all expenditures for electricity without reference to its use.

Enter "None" if there has been no expenditure for electricity in addition to rent. Enter "None" if the cost of electricity is included in the rent. Enter "None" if the dwelling unit is equipped for the use of electricity but no electricity has been used in the past year. Enter "None" if the dwelling unit is not equipped for electricity.

Item 4. Coal (other fuel). - Enter here (to the nearest dollar) the total expenditure in the past year for all fuels other than gas and electricity.

If other fuels are used in addition to coal obtain separate itemized statements. Then add up the various expenditures and enter only the total in answer to this item. "Other fuels" include coke, fuel oil, wood, kerosene, gasoline, etc.

Enter "None" if there has been no expenditure for coal (or other fuel) in addition to rent. Enter "None" if the cost of coal (or other fuel) is included in the rent. Enter "None" if the dwelling unit is equipped for the use of coal (or other fuel) but no coal (or other fuel) has been used in the past year. Enter "None" if the dwelling unit is not equipped for the use of coal or "other" fuel.

Item 5. Ice (refrigeration). - Enter here (to the nearest dollar) the total expenditures in the past year for ice.

If ice is not used but separate expenditures are made for refrigeration, enter this amount in answer to this item.

An example of a separate expenditure is any payment made to the landlord for the use of a refrigerator in addition to payments for rental of the dewlling unit.

Do not include expenditures for fuels used for refrigeration if such expenditures have already been included in the answer to items 2 (Gas), 3 (Electricity) or 4 (Coal - other fuel), above.

Enter "None" if there has been no expenditure for ice in addition to rent. Enter "None" if the cost of ice is included in the rent. Enter "None" if the dwelling unit is equipped for the use of ice but no expenditures have been made for ice or other refrigerants during the past year.

Item 6, Garage. - If an occupant of the dwelling unit (except an unattached lodger) owns or uses an automobile for which garage rent is paid in addition to house rent, (enter to the nearest dollar) the total amount expended for this facility in the last year.

If garage rent is expressed in monthly terms the enumerator is to ascertain the number of months in the past year (during which the household lived in this dwelling unit) for which the expenditure was made and convert the figure to a total for the year before entering.

Example: A garage is rented for $3.00 a month for a period of three months. This makes the yearly rate $36.00 and the entry, therefore, is to be "$36.00".

Do not enter the expenditure for garaging a truck or other vehicle used principally for business purposes.

Do not enter garage expenditures of unattached lodgers. Include, however, expenditures of a member or by members of lodger groups.

Section A. Family Composition, Employment Status, and Source of Income. - Entries are to appear in this section for all occupants of the dwelling unit as indicated below. Note, however, that while entries must appear in columns 1 through 8 for each occupant of the dwelling unit, columns 9 through 10f are not to be filled for unattached lodgers.

Column A. Line No. - Make no entries here

Columns 1 through 8. - Enter here the indicated information for each occupant of the dwelling unit, including infants. A separate line is to be used for each occupant. Dashes (-) are not acceptable as entries in any position in columns 1 through 8. "NR" (for "no report") is not acceptable as an entry in columns 1 through 8 unless an interview has been found impossible.

Column 1. Name. - Enter here the names of all permanent residents actually living in the dwelling unit during the week ending with the Saturday preceding the day of enumeration. A "permanent resident" is a person whose usual sleeping place is in the dwelling unit and has no other place of abode.

Include all persons who are temporarily away on vacation, on business trips, in CCC camps, or in jail; or who are in hospitals or sanitariums because of temporary illness. Include

also all persons absent from home because of attendance at school unless such students are self-supporting and no longer regard the dwelling unit as their permanent residence.

Do not include persons in asylums, or prisons; in hospitals for incurable diseases; or in any other instutution where inmates usually remain for long periods of time. Do not include persons visiting in the dwelling unit.

(a) Order of entering names. - When two or more related groups occupy a dwelling unit, it is essential that they be identified. Hence, the names of persons in the dwelling unit are to be entered in the following order; (1) the head of the entire dwelling unit (see definition of head under "C. Definition of Terms," above); (2) his wife; (3) his children (whether sons or daughters) in the order of their ages, beginning with the eldest. Include all children legitimate, illegitimate, own, step, foster, or wards.

However, if any children of the head are themselves heads of family groups, or wives of other family heads, or have children of their own, they and their families are to be grouped together and listed as separate families (See instructions for filling column 2).

Other relatives, friends, lodgers, etc., are to be entered after all the families of the children of the head of the dwelling unit have been listed. If there are related groups among the other relatives, friends or lodgers, such as father and unmarried brother of the head, lodger and lodger's wife, etc. one person in each group is to be designated as a "head" and the relationship of other members of such group to this head is to be shown. Likewise, if two or more persons are living on a partnership basis, one is to be designated as a "head".

Leave no blank lines between entries. - If six persons live in a dwelling unit, the last name listed in column 1 (Name) is to appear on line 6 of column a (Line number).

(b) Method of entering names. - Print - do not write! Enter the last name first, followed by the first name in full, and the initial of the middle name, thus: "JONES, RICHARD S.". Note, however, that if a person usually signs his first initial and his middle name ("J. Henry Brown), the entry here is to be made in the same fashion. That is, enter "BROWN, J. HENRY" rather than "BROWN, JOHN H.".

In entering family groups, if the surname (last name) is the same for two or more succeeding lines do not repeat the surname. Enter the surname in full on the first of the lines, and enter a horizontal line in the surname position on the succeeding line or lines (see illustration below of entries for column 2).

Column 2. Relationship. - Designate the head of each group by the symbol "H". The person to be designated as "head" is to be selected in accordance with the definition of "head", above. For other members of the group write: son, daughter, father, mother, aunt, nephew, lodger, partner, etc., according to the particular relationship which the person bears to the head of the specific group of which he is a member.

When two or more groups are present, the separate groups must be identified. This is done by (a) designating the head of the first group (who is also the head of the dwelling unit) as "H(1)" and entering the realtionship which each member of the related group bears to him; (b) designating the heads of additional groups as "H(2)" or "H(3)" as the case may be, giving their relationships to "H(1)", and (c) entering the relationship of the other members of the second group

and that of the other members of the third group to the head of the third group, etc. For example:

	Name	Relationship	Age
Col. A			
1	CARNEY, JOHN T.	H(1)_____	50
2	_____, MARY	Wife (1)	48
3	_____, CARL	Son (1)	25
4	_____, PAUL W.	Stepson (1)	16
5	BOND, JOE L.	H(2) Son-in-law (1)	27
6	____, HELEN M.	Wife (2)	26
7	____, BETTY	Daughter (2)	3
8	MACK, WILLIAM	Nephew (1)	24
9	BOND, HENRY A.	Brother (2)	19
10	SMITH, HAROLD W.	Lodger	63

Thus, John T. Carney is the head of the entire dwelling unit as well as the head of the first (family) group. Joe L. Bond is a son-in-law of Mr. Carney, but is head of a second (family) group.

In cases where two or more lodgers living together in the dwelling unit are related, designate the head of the lodger group by entering "H(2) Lodger" and for the remaining persons enter the relationship which the other members of the lodger group bear to this head.

If a person lives alone (that is, is the sole occupant of a dwelling unit) enter "H" in Column 2. If two or more unrelated persons share a dwelling unit as partners, write "H" for one and "Partner" for the other person or persons.

Column 3. Sex. - Enter here the sex of the person whose name is listed on the same line in column 1 (Name).

Enter "M" for male and "F" for female. Make an entry for each person in the dwelling unit, including infants and children.

Column 4. Age. - Enter here the age in years of the person whose name is listed on the same line in column 1 (Name).

Enter age in completed years at last birthday, unless the person is an infant less than one year old as of the date of enumeration. If a child is less than one year old as of the date of enumeration enter his age in completed months, expressed as twelfths of a year. Thus, the age of a child 4 months old is to be entered as "4/12". If the child is less than one month old, enter the age as "0/12".

Note: An entry must appear here for each occupant of the dwelling unit. The entry "NR" is not acceptable in this column. If the exact age cannot be obtained, enter an estimate.

The enumerator is to make a special point of verifying the number of children and infants in the dwelling unit by

reviewing with the informant the names of those already listed, and by asking again if all children and infants have been listed.

Column 5. Marital status. - Enter here the marital status of the person whose name is listed on the same line in column 1 (Name).

Enter "S" for a single (or unmarried) person (regardless of age). An "unmarried" person is one who has never married.

Enter "M" for a married person.

Enter "Wd" for widowed (man or woman).

Enter "D" for divorced (man or woman).

Enter "Sp" for separated (man or woman). "Separated" means separated with the intention to live apart permanently. Enter "Sp" for both deserted and deserting spouses.

Column 6. Color or race. - Enter here the color or race of the person whose name is listed on the same line in column 1 (Name).

Enter "W" for white.

Enter "Neg" for Negro.

Enter "Oth" for any color or race other than white or Negro.

Note: Before entering "Oth," be sure that it represents a separate race group rather than merely a distinction of national origin. "Russian," "Portugese," and "Italian" are nationalities of the white race. "Chinese," "American Indian," "Filipino," "Hawaiian," "Hindu," etc., are to be considered as separate race distinctions and are to be entered as "Oth." A Mexican is to be entered as "Oth." unless he is accepted in the community as "White."

In case of any reasonable doubt, the racial classification of a person is to be determined by his generally accepted status in the community in which he lives.

Column 7. Place of birth. - Enter here the place of birth of the person whose name is listed on the same line in column 1 (Name).

If the person was born in the United States, enter the name of the State or territory in which the person was born. (Enter "District of Columbia" if the person was born in Washington, D.C.) Do not enter the city name. Do not enter "United States" as this is not sufficiently specific.

If the person was born in a foreign country, enter the name of the country of birth as he reports it. This survey is not concerned with political changes in certain foreign countries.

Column 8. Employment status. - Enter here in code the employment status (during the week ending with the Saturday preceding the day of enumeration) of each person, regardless of age, whose name is listed on the same line in column 1 (Name). This entry is to be made in code as listed and defined below:

Code Entry	Employment Status
GE	Gainfully employed
NP	Non-paid family worker
RE	Seeking reemployment

Code Entry	Employment Status
1st	Seeking work for first time
NONE	Not working and not seeking work

Definitions:

GE: Gainfully employed. - Enter GE if the person worked in private industry, for a regular government agency, or on a Works Program project at an occupation for which he received money or a money equivalent. (Do not enter "GE" for employment on a purely local relief project not conducted under the Works Program).

This classification includes all persons regardless of age who were employed no matter how briefly during the week ending with the Saturday preceding the day of enumeration even though they may not have been "Gainfully employed" before or after that week.

Enter GE (for "gainfully employed") for persons absent from work during that week, who can properly be classified in any one of the following groups:

1. Persons absent from work (due to illness or injury) but still receiving wages or salary.

2. Persons absent from work (due to illness or injury) on a non-pay status, for less than 7 days.

3. Persons absent from work on voluntary vacations or periodically recurring furloughs, or persons on strike or lockout who have been absent for less than 30 consecutive days.

4. Persons (such as proprietors of business establishments, professional persons in practice, or business executives) who, though absent from work, are still responsible for the business or practice. Also other professional persons such as college professors, instructors, and school teachers who hold regular positions but who were not actually working (during the particular week) because of school holidays, vacations, etc..

NP: Non-paid family worker. - Enter "NP" for a wife, son, daughter, or other relative of the head of the family who works regularly without wages or salary in the family shop or store or who works without wages or salary on other family work that contributes to the family's income (not including housework or incidental chores). Example: A wife working regularly without salary in her husband's store or office; or a girl assisting her mother regularly without wages on sewing done in the home for a clothing factory.

Do not include housewives or homemakers keeping lodgers or boarders within the dwelling unit as for the purposes of this survey they are not to be regarded as non-paid family workers (enter "None" for such housewives or homemakers as indicated below).

RE: Seeking reemployment. - Enter "RE" for unemployed persons who were gainfully employed at some time in the past and who were seeking work during the week ending with the Saturday preceding

the day of enumeration.

Enter "RE" also for persons unemployed for a period of 30 consecutive days or more because of lay-offs, periodically recurring furloughs, strikes or lockouts.

Likewise enter "RE" for persons who have been employed on the Works Program but during the week specified were awaiting reassignment or were seeking other reemployment.

Do not include persons who were gainfully employed during the week specified but were seeking another job (enter GE for these persons).

Do not include persons who once were gainfully employed but who during the specified week were not working or seeking work; Example: Retired persons (enter "None").

1st: Seeking work for first time. - Enter "1st" for persons (not gainfully employed) who were seeking work for the first time.

Note: Merely expressing the willingness to accept a job if one were offered is not sufficient.

Do not enter "1st" unless the person has made verbal or written application for a job.

None: Not working and not seeking work. - Enter "None", for all persons regardless of age who were not working and not seeking work during the specified week.

Enter "None" for housewives or homemakers keeping lodgers or boarders within the dwelling unit. Enter "None"for

"retired persons", that is, persons who once were employed but who are no longer working or seeking work.

Column 9. Number of weeks employed last year. - Enter here the number of weeks during which each person in the dwelling unit (except unattached lodgers) was employed in private, regular government, or Works Program employment, or as nonpaid family workers, during the year ending with the Saturday preceding the day of enumeration.

Enter a dash (-) for persons who were not employed at any time during the year.

Enter a dash (-) in columns 9 through 10f for all unattached lodgers.

In calculating number of weeks, multiply the number of months by 4 1/3.

A number must appear in this column for all persons (except unattached lodgers) for whom an entry of "GE" or "NP" appears in Column 8, and for all persons (except unattached lodgers) employed at any time during the year ending the Saturday preceding the day of enumeration.

Note: An unattached lodger is a person residing in the dwelling unit on a lodger basis who is not related to any other person living in the dwelling unit. Enter dashes (-) in columns 9 through 10f for all unattached lodgers. Note, however, that specific entries (not dashes "-") are to be entered for persons in a family or in a related non-family group living in the dwelling unit on a lodger basis.

Columns 10 through 10f. Source of income. - These columns are designed to show the total income by source of all occupants of the dwelling units (other than unattached lodgers) during the year ending with the Saturday preceding the day of enumeration.

All entries are to be to the nearest dollar. Thus, if an item is $34.50, enter as $35. If it is $34.44, enter as $34.

The following general instructions are to be clearly understood before entries are made in these columns.

An entry in dollars must appear in column 10 (Total income last year) for every line on which monetary entries appear in any one or more of columns 10a through 10f.

A monetary entry must appear in at least one of columns 10a through 10d for every occupant (except unattached lodgers) regardless of age or current employment status, who was gainfully employed at any time during the specified year.

A dash (-) must appear in each of columns 10a through 10d for all occupants for whom a dash (-) appears in column 9 (Number of weeks employed last year).

A dash (-) must appear in each of columns 10a through 10d for all occupants whose sole employment during the specified year was as a non-paid family worker.

A monetary entry must appear in column 10e (Pensions etc.) and column 10f (Insurance and other), or both, for any occupant (except unattached lodgers), regardless of age or employment status, who, during the past year, received any income of the type indicated

in the detailed instructions for filling these columns.

A dash (-) must appear in each column (of columns 10a through 10f) for which no income of the type specified is reported for the particular occupant.

This information on income is extremely important. Care and patience must be exercised by the enumerators to obtain complete and accurate returns on income. Do not enter "NR" (for not reported) except as a last resort. The enumerator is to assist the informant in arriving at accurate and acceptable entries whenever this may be done without suggesting replies.

Note that the following items are not to be included in any of these columns as, for the purposes of this survey, they are not to be considered as "income":

(1) Income from lodgers or boarders.

(2) Lump sum settlements of insurance policies.

(3) Settlement of legal claims for property damages.

(4) Lump sum settlements of claims on full or partial incapacitation.

(5) Inheritances and legacies not in the form of annuities, and windfalls (sweepstakes winnings, rewards, etc.)

(6) Irregular or spasmodic gifts from relatives or friends.

(7) Money received in the form of a loan.

(8) Money withdrawn from a bank account or investment.

(9) Money or the value of goods received in the form of direct relief or through local work relief not conducted under the Works Program.

Furthermore, no deductions are to be made for any losses of money or money equivalents.

Column 10 Total income. - Enter here on each line the total of all entries appearing on the same line in columns 10a through 10f.

This entry is to be made in whole dollars. Do not enter fractions of a dollar.

This entry need not be made at the actual time of interview. The addition is to be made and the result entered before the Family Schedules, Form FC-1, are returned to the squad leader as completed. It is important, however, that the enumerator ascertain the approximate total during the interview as an aid in determining the consistency of entries appearing in other columns of this section of the schedule. If the amount of total income seems inconsistent with any other item of information such as the entries in columns 8 (Employment status), 9 (Number of weeks employed last year) etc., the enumerator is to call the attention of the informant to the seeming discrepancy.

Enter a dash (-) here if no entries other than dashes (-) appear for columns 10 through 10f, as in the case of unattached lodgers.

Column 10a Wages, Salaries, and Commissions. - Enter here (to the nearest dollar) the total earnings received by each person in the form of wages, salaries, or commissions during the year ending with the Saturday preceding the day of enumeration.

This entry is to include only amounts earned from employment in private industry and in regular government employment in Federal, State, County or City governmental agencies. Include earnings derived from non-security wage employment under the Works Program. Do not include earnings derived from security-wage employment under the Works Program. Include total amounts received in the forms of "tips" or "gratuities" as in the case of waitresses, porters, bellhops, barbers, etc..

Enter a dash (-) for non-paid family workers. Enter a dash (-) for unattached lodgers. Enter a dash (-) if the particular occupant received no income of this type.

Column 10b. Works project jobs. - Enter here (to the nearest dollar) the total earnings for the past year from security-wage employment on projects operated under the Works Program (WPA, NYA, CCC, etc.).

Do not include earnings from work relief employment on local work relief projects not operated under the Works Program. Work relief employment (other than Works Program) is work in which a person's earnings are limited to the budgetary needs of a relief case, as determined by the local relief agency giving assistance to the case. Provision is made in Section F (Supplement to Living Expenses) for indicating whether persons in a dwelling unit were assisted in this manner.

Enter a dash (-) if the particular occupant received no income of this type. Enter a dash (-) for unattached lodgers.

Column 10c. Profits from business. - Enter here (to the nearest dollar) the total amount of income from business for the year ending on the Saturday preceding the day of enumeration.

Do not include withdrawals of capital from the business.

Do not include any withdrawal in the form of merchandise or the "stock in trade" of the business for personal or family use. Note: Provision is made in column 10d (Income in kind) for entering the estimated value of such merchandise.

Enter a dash (-) if the particular occupant received no income of this type. Enter a dash (-) for unattached lodgers.

Column 10d. Income in kind. - Enter here (to the nearest dollar) the estimated value of income in kind received as full or part payment for services rendered during the year ending on the Saturday preceding the day of enumeration.

Include the value of any items of payment in kind, such as food, clothing, pieces of furniture, household equipment, fuel, etc. (except estimated value of rent-free living quarters).

Include the estimated value of meals on the basis of 50 cents for the principal meal (dinner, whether evening or midday) and 25 cents for other meals. Include, also an estimate of the market value of other items of income "in kind."

Include an estimate of the value of all withdrawals of merchandise, or "stock-in-trade" of a business, which were made by the proprietor or operator of a business for his personal or family use. This includes merchandise of all kinds.

Enter a dash (-) if no income was received "in kind." Enter a dash (-) for unattached lodgers.

Note: Enter on the back of the schedule a list of the sources and respective values of the items upon which each entry in this column is based. The line number and column number of the applicable column entry are to appear also in the explanatory note on the back of the schedule.

Example: Column 10d, line 1: $240 in food at $20 per mo.
Column 10d, line 4: $125 in clothing.

Column 10e. Pensions, etc. - Enter here (to the nearest dollar) the amount of money received in the form of pensions or retirement payments, and sums provided under special legislation. Examples of the more common types are as follows:

Government pensions: Soldiers', sailors', marines', veterans', police, civil service, veterans' widows, etc..

Employer or corporation pensions: Payments under the Railroad Retirement Act, industrial pensions provided by large corporations such as public utilities, manufacturers, etc..

Special legislation: All forms of periodic payments made as a result of social legislation (sometimes referred to as categorical assistance). Examples; old-age assistance, aid to the blind, aid to dependent children, mothers' aid, aid to veterans, etc..

Do not include lump sums which were made in lieu of monthly pension payments. Such receipts are not to be included as "income" on this schedule.

Do not include periodic payments of compensation received as an offset to loss of salary or wages during the year, such as workmen's compensation, weekly or monthly payments on health and accident policies, etc.. Such periodic payments of compensation are to be included in the entry for column 10f (Insurance and other).

Do not include direct relief or local work relief.

Note: Enter on the back of the schedule a list of the sources and respective values of the items upon which each entry in this column is based. The line number and column number of the applicable column entry are to appear also in the explanatory note on the back of the schedule.

Example: Column 10e; line 1: $90 old age assistance, at $30 per month.

Column 10f. Insurance and other. - Enter here (to the nearest dollar) the yearly grand total of periodic payments received from matured annuity policies, workmen's compensation, including also any other items of income received as regular or periodical payments, which

have not been included in columns 10a through 10e.

Since rental from real estate does not represent net income, include 40 percent of actual rental as income. Do not include rental from sub-leased dwelling units.

Include:

(1) Unemployment insurance, annuities under insurance policies, or any other type of annuity.

(2) Periodic payments of compensation to offset loss of salary or wages during the year, for example, workmen's compensation, weekly or monthly payments on health and accident policies, etc.

(3) Regular periodic sums from relatives or friends.

(4) Alimony and payments for support of children.

(5) Profits from a sideline or side business such as the rental (but not sub-leasing) of real estate or personal property. Note: Include only 40 percent of gross return from rental of real estate.

(6) Interest from bank accounts, trust funds, loans, and interest or dividends from stocks, bonds, etc..

Note: Enter on the back of the schedule a list of the sources and respective values of the items upon which each entry in this column is based. The line number and column number of the applicable column entry are to appear also in the explanatory note on the back of the schedule.

Example: Column 10f, line 1: $120 from insurance annuity at $ 10 per month.

Column 10f, line 4: $180 for support of children at $ 15 per month.

Code income, etc. No entries whatsoever are to be made in this column.

Section F. Supplement to living expenses. - This section of the schedule is located directly over Columns 10b-10f. Its purpose is to show whether the income of any group within the dwelling unit had been supplemented by relief during the last year and whether more than two months' rent is owed for the dwelling units as a whole. Disregard other forms of supplementation. Do not attempt to secure the value of material relief or the amount owed for back rent.

Item 1. Public or private relief. - Enter "Yes" here if at any time during the year ending with the Saturday preceding the day of enumeration assistance in the form of material relief was received by any person (other than an unattached lodger) or group of persons in the dwelling unit. This assistance may have been received from either a public or private relief agency.

Enter "No" if no person or group of persons (except unattached lodgers) have received relief during the specified period. "NR" is not desirable.

In all instances in which "Yes" is entered here, enter "R" in the right-hand side of Column 10 on the line for the person who received the material relief. In the case of a head receiving relief for his entire group, make the "R" entry on the line for the head only.

For the purposes of this survey, relief is defined as assistance in some material form which includes either or both of the following:

a. Direct relief: Material relief given by public and private relief agencies in the form of cash, orders for food, clothing, fuel, household necessities, rent, etc., for which the client is not required to work for the benefits received.

b. Work relief: Temporary emergency employment of a member of a relief group whose earnings from employment on a work project were scaled to budgetary limitation or budgetary deficiency by a local relief agency. For the purposes of this survey employment under the Works Program is not to be regarded as "work relief."

For the purposes of this survey a group which received assistance only in the form of services such as assistance or advice in the administration of legal, financial or domestic affairs; clinical treatment; or medical, hospital or institutional care is not to be considered to have been on relief. All forms of assistance to special groups provided by social legislation are also excluded; among these are old-age assistance, aid to the blind, mothers' aid, aid to dependent children, aid to veterans, etc. The enumerator is to question the informant in order to ascertain that income from these sources has not been confused

with material relief.

Note: The supervisor is to provide a detailed list of the relief agencies in the city for the use of enumerators. Examples of public relief agencies are: State or local Department of Public Welfare, Department of Public Assistance, Poor Board, Commission for Aid to Needy Persons. Examples of private relief agencies are: Salvation Army, Volunteers of America, Good Samaritan Society, Catholic Charities, Jewish Charities, Family Welfare Societies, Community Chest, etc..

Item 2. Owes more than two months' rent. - Enter "Yes" if the tenant owes more than two months rent.

Enter "No" if the tenant owes two months rent or less. Enter "No" if the dwelling unit is occupied by a tenant on a rent-free basis.

Enter a dash (-) if the dwelling unit is owner-occupied.

Example: Assuming that the rental is $20 per month, enter "Yes" if the tenant owes more than $40 in rent. Enter "No" if the tenant owes $40 or less in rent regardless of the length of time it has been owed.

Note: "Rent owed" means rent for the entire dwelling unit which has not been paid to the landlord or his agent. It does not include rent owed the head of the dwelling unit for any portion of the dwelling unit he may have rented to lodgers.

Section B. Place and Industry of Employment and Kind of Transportation. - This section is to supply information which will aid in determining the best location of housing projects in terms of proximity to place of employment of each occupant (except unattached lodgers) of the dwelling unit employed during the week ending the Saturday preceding the day of enumeration.

Column B. Transfer Line Number. - Enter here the line number appearing in Column A for each person (except unattached lodgers) who is reported in Column 8, above, as either gainfully employed (GE) or as a nonpaid family worker (NP). List the line numbers in the same order as the persons are listed in Column 1. Leave no blank lines between entries in this column. Thus, the entries on the first three lines of Column B may be "1," "4", and "6," respectively.

Column 11. Regularly report to same place of work. - Enter "Yes" here if the worker considers himself to be regularly reporting to the same place of work. Enter "No" for (1) persons who report to work at different locations, (2) building construction workers, such as painters and carpenters, who report to the site of construction but who will report at another place after the present construction job is completed, and (3) all persons employed on the Works Program.

The test of permanency of place of work cannot be set arbitrarily by the enumerator, but must depend largely on the worker's idea of permanency and regularity.

"Yes" is the correct entry for persons, for example, who usually work at a branch or field office in one location, but who either periodically or occasionally report for a day's work at the main office in another location. Examples: Employees of chain stores or of large banking institutions, store employees performing the major part of their work in the company's warehouse, etc.. "Yes" is also the correct entry for persons working regularly at their places of residence.

"No" is usually the correct entry for members of crews "on call," outside salesmen, canvassers (both self- employed and working for others), odd job men, and others who work by the job.

Note: If the entry in this column is "No," enter a dash (-) on the same line in columns 13, 14 and 15. If the entry in this column is "Yes," a specific entry must appear in columns 13, 14 and 15. Note, also, that entries must appear in column 12 (Industry) regardless of the entry in column 11.

Column 12. Industry. - Enter here the name of the industry or business employing the person during the week ending with the Saturday preceding the day of enumeration.

Enter "W.P." for all persons employed on the Works Program. Do not attempt to give the type of work more specifically.

Enter "(self)" next to the industry entry for a person working on his own account, that is, a person running his own business with or without employees, who receives the profits from his business but no wages or salary. If "(self)" is entered the industry must appear, also. Do not enter "(self)" alone.

Never use the word "company" unless it is necessary to describe the activity or enterprise. The term "Oil company," is ambiguous and is not an acceptable entry because such a "company" may operate oil wells, a pipe line, an oil refinery, or a cottonseed oil mill, or it may be engaged in selling oil.

Do not use indefinite terms such as "factory," "mill," "shop," "store," or "public utilities," without stating the kind of factory, etc., as "soap factory," "cotton mill," "blacksmith shop," "grocery store," and in the case of public utilities, "street car lines," "motor bus lines," "electric power company," "telephone company," etc.

Never enter a firm name as "Doe and Company," but state the industry or business in which the person works, as "shoe factory," "coal mine," "real estate agency," etc.

Do not enter the word "contractor". Enter, instead, the name of the industry in which the person works, as "building construction," "plumbing installation," etc.

Examples of correct entries are:

Insurance company	Hotel
Real estate agency	Grocery store
Automobile factory	Odd jobs (no regular employer)
Department store	Law (self)
Steam railroad	Medicine (self)
Building repair	Nursing (registered)
Apartment house (occupations such as janitors, superintendents, etc.)	Practical nursing or child nursing
	Iron Foundry
Building construction (new construction)	Green house
Private family (servants, etc.)	Saw mill
Taxicab company	Steam laundry
Road construction	Home laundering
Printing office	Copper mine
Newsstand	Paper route

Column 13. Street and Number. - Enter here the name of the street and the street number of the place where the person was working during the week ending with the Saturday preceding the day of enumeration. This is to be the address of the industry entered in Column 12. If the exact street number is unknown to the informant, enter the closest street intersection.

Enter "Home," if the worker is employed at home as in a family shop or store located in the same building as the dwelling unit being reported.

Do not enter "Home" if the place of employment is next door to place of residence.

Enter a dash (-) here if the entry on this line in column 11 (Regularly report to same place of work) is "No."

Column 14. Kind of transportation. - Enter here the principal means of transportation used in going to and returning from work by each person for whom "Yes" is reported in column 11 (Regularly report to same place of work). Enter only the principal method of transportation if two or more are used interchangeably.

Enter "Walk" for persons not requiring transportation from their homes to places of work.

Enter "None" for a person working at his place of residence (entry in column 13 "Street and number" is "Home").

Enter a dash (-) for a person for whom "No" is entered in Column 11.

Examples of entries for this column:

Walk	Motor bus
Own automobile	Elevated railway
Friend's automobile	Railroad (electric or steam)
Street car	Subway

Column 15. Time required. - Enter here in minutes the time required in getting from home to work (one way) for all persons for whom an entry other than "None" or dash (-) appears in column 14 (Kind of transportation).

Include all time elapsed in going from home to work, that is from door to door. Thus, if a person has a 5-minute walk at both ends of a 15-minute street car ride, enter "25 min.".

Be sure to express the time in minutes. Thus, if the time is 1 hour and 10 minutes, enter "70 min.". Abbreviate the word minutes as indicated in the above examples.

Enter a dash (-) here if "None" or a dash (-) appears on the same line in column 14 (Kind of transportation).

Section E. Adequacy: The enumerator is to leave this section blank.

After the enumerator has completed the filling of all Family Schedules, Form FC-1, for a particular block, the schedules are to be returned to the group leader.

III SCHEDULE EDITING

A. General Instructions

The Family Schedule, Form FC-1, will be received by the Editing Section in bundles with a Bundle Face Card, Form FC-8, attached. Each bundle will contain the schedules for a group of blocks. Count the schedules in each bundle before assigning it and see that the count is the same as indicated on the Bundle Face Card, Form FC-8. Similarly, count the schedules again before returning to the Control Section to make sure all the schedules are being returned.

The schedule editor is to make a careful examination of each Family Schedule, Form FC-1, to see that it has been filled completely and accurately, and that no inconsistencies appear between entries. The editors are to be thoroughly familiar with all enumeration instructions. Furthermore, they are to familiarize themselves with the instructions for coding, and are to have a general understanding of the tabulating instructions. This schedule editing step is most important because it not only serves as a check upon correctness of enumeration but also makes possible the discovery and correction of inconsistencies and errors, which if not corrected, would delay or make difficult succeeding operations in the survey.

The schedule editor is to remember that it is his function to examine the schedules for completeness and consistency and (except in column 2 "Relationship" as indicated below,) it is not his task to make entries.

The only instance when a schedule editor is to make correcting entries is in the case of certain changes in column 2 (Relationship) of Section A of the schedule; and certain additional entries arising out of such changes. As indicated in the specific instructions (see below) for editing column 2 (Relationship), the relationship entries are to be examined carefully and certain specific types of changes are to be made if necessary.

With the above exceptions, if any entries are found lacking, are apparently incorrect, or appear inconsistent with other entries, the schedules are to be referred to the supervisor who is to route them back to the enumerator for correction.

B. Editing Routine

If the schedule is found to be correct in every detail, (except for changes in column 2 and resultant changes specifically authorized in the instructions below) the schedule editor is to enter "OK" in blue pencil at the top of the schedule in the corner above item 8 (Block No.).

If the schedule contains errors or omissions the editor is to enter a red check mark in the column or section where the error or omission occurs; and attach a slip of paper to the schedule with notations as to the nature of the error.

Schedules bearing the blue "OK" are to be held until all schedules in the bundle are approved.

Schedules not "OK'd" are to be returned to the enumerator for correction.

The enumerator is to correct each of the schedules returned to him, by erasing the mistakes and entering the correct information in the proper space.

When the corrected schedules are received again by the editor he is to examine them to see that the indicated corrections have been made and that the corrected entries are complete, accurate and consistent. If the schedule is found to be complete and accurate the blue "OK" is to be entered. If the corrected schedules still contain errors they are to be noted in the manner indicated above and are to be returned again to the enumerator for correction.

After all Forms FC-1 in a particular bundle have been finally approved, the name of the editor and the date of editing are to be entered in the appropriate space on the Bundle Face Card, Form FC-8.

It is imperative that each Family Schedule, Form FC-1, be examined by a second editor to verify that the authorized editorial changes have been made correctly, that is, the authorized editorial changes in column 2 (Relationship) of section A and all resultant changes in columns 9 through 10f; in item 1 (Public or private relief) of section F (Supplement to Living Expenses; and in section B (Place and Industry of Employment and kind of Transportation). After this verification has been completed, the name of the verification clerk and the date are to be entered in the appropriate space of the Bundle Face Card, Form FC-8.

After the approved schedules in the bundle have been counted to make sure none are missing, the Bundle Face Card is to be attached and the bundle returned to the Control Section for routing to the coders.

C. Editing Family Schedules, Form FC-1

In editing the Family Schedules, Form FC-1, in accordance with the following instructions, the editor is to bear in mind that all instructions relate to the final corrected items. Moreover, the entry "NR" (for "Not reported") is never desirable. If "NR" appears frequently refer the schedule to the supervisor. The editing instructions ignore the possibility of "NR" entries except in those instances where an entry of "NR" is not acceptable under any circumstances.

1. Section A. Family Composition, Employment status, and Source of Income. - This section of the schedule is to be examined and edited in accordance with the following specific instructions.

Column 1. Name. - The names appearing here are to be printed and not written. Names must be consistent with entries in column 2 (Relationship) and column 3 (Sex).

Column 2. Relationship. - This is the only portion of the schedule in which the editor is to make changes (except for corrections made necessary by such changes. Before attempting to edit this column the editor is to study the following portions of the enumerator's instructions:

1. "Definition of Terms" (see II Enumeration, C. "Definition of Terms").
2. Specific instructions for making entries in column 1 (Name).
3. Specific instructions for making entries in column 2 (Relationship).

If only one group is listed for the dwelling unit, the relationship of each person listed must be shown to the head of the group.

If only one family group is reported and all occupants of the dwelling unit are related to one another, the head of the family group is to be listed as "H(1)" to indicate that he is the head of the entire dwelling unit. If another related person has been listed as "H91)", change the "H(1)" entry to the line for the head of the family group and make the necessary further changes in the other "relationship" entries in this column.

Examples:

	Enumerator's return	Editor's change
1.	H(1)_____	Father (1)
2.	H(2) Son (1)	H(1)_____
	Wife (2)	Wife (1)

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1.	H(1)_____	Brother-in-law (1)
2.	Sister (1)	Sister-in-law (1)
3.	H(2) Brother-in-law (1)	H(1)_____
4.	Wife (2)	Wife (1)
5.	Son (2)	Son (1)

Do not erase the original entry. Write over this entry with red pencil.

If the only family group listed for the dwelling unit is a lodger family the above rule does not hold because all occupants

of the dwelling unit are not related. Hence, the relationship is to be reported as follows:

H (1) _____

H (2) Lodger

Wife (2)

Servants living in the dwelling unit are to be listed in this column as "Lodgers" and not as "Servants". If the word "Servants" is listed in column 2 (Relationship), therefore, do not erase the original entry but insert (in red) the word "Lodger."

All persons not related to any head in the dwelling unit are to be listed in this column as "Lodger." Change the entries "Partner," "Friend," "Servant," etc. to read "Lodger" in each instance. Do not erase the original entry but insert the word "Lodger" in red.

Note that in each such instance these persons become "Unattached Lodgers." The following additional changes must be made therefore:

(a) Change all entries on the lines for these persons in columns 9 through 10f to dashes (-).

(b) Delete (by running through with a red pencil) all entries for these persons in section B.

(c) If these persons are the sole recipients of relief in the dwelling unit, correct the entry for item 1 (Public or private relief) in section F, accordingly, by changing "Yes" to "No."

Column 3. Sex. - Must be "F" for "female" or "M" for "male." The sex of each person listed in column 1 (Name) must be shown. Entries in this column must be consistent with names listed in column 1 (Name) and with relationship listed in column 2 (Relationship). "NR" or a dash (-) is not acceptable.

Column 4. Age. - Must show a number. The age of every person must appear. Entry is to be consistent with the entry in column 2 (Relationship). A dash (-) or "NR" is not acceptable.

Column 5. Marital status. - Must be "S", "M", "Wd", "D", or "Sp.". An entry must appear for each person listed in column 1 (Name) regardless of age. Must be consistent with relationship (column 2), and age (column 4). A dash (-) is not acceptable, "NR" is not desirable.

Column 6. Color or race. - Must be "W", "Neg." or "Oth." With the possible exception of servants the same entry will ordinarily appear for each person in the dwelling unit. A dash (-) or "NR" is not acceptable.

Column 7. Place of birth. - Must be the name of a State, a territory (of the United States), or a foreign country. A specific entry must appear for each person listed in column 1 (Name), even though the place of birth may seem obvious from the other entries in this column. A dash (-) is not acceptable. "NR" is not desirable.

Column 8. Employment status. - A code entry must appear for each person. May be "GE", "NP", "RE", "1st", or "None." A dash (-) is not acceptable. "NR" is not desirable.

Column 9. Number of weeks employed last year. - Must show a number if the entry for column 8 (Employment status) is "GE" or "NP." Must show a dash (-) for all unattached lodgers. "NR" is not desirable.

Note, however, that a number may appear for persons (other than unattached lodgers) for whom an entry other than "GE" or "NP" appears in column 8 (Employment status). This is because a person may have been employed earlier in the year who was not employed during the week ending with the Saturday preceding the day of enumeration.

Column 10. Total income last year. - Must show an entry in dollars on every line on which specific entries in dollars appear in any of columns 10a through 10f. Must be in even dollars. Must equal summation of entries in columns 10a through 10f. Must show a dash (-) if a dash (-) appears for all of columns 10a through 10f. Note, however, that if the entry "NR" appears in any column, the entry for column 10 must also be "NR".

Column 10a through 10d. - Must be a monetary entry (in even dollars) in at least one (or more) of these columns for every occupant for whom the entry

for column 8 is "GE." Each column must show a dash (-) if the entry in column 9 (No. of weeks employed last year) is a dash (-). A monetary entry may or may not appear in one or more of these columns if the entry in column 9 (No. of weeks employed last year) is a number. (This uncertainty is due to the fact that the person may have worked as a "Nonpaid family worker" without monetary return.)

Columns 10e and 10f. - Review all explanatory notes on back of schedule to determine if the entries in these columns have been made correctly. Note that while periodic payments made as a result of special legislation are to be included in column 10e (Pensions, etc.), income in the form of direct or work relief received from relief agencies (public or private) are not to be included in either of these columns. "NR" is not desirable in either of these columns.

Section F. Supplement to Living Expenses. -

Item 1. Public or private relief. - Must be "Yes" or "No." If the entry is "Yes" an "R" must appear after at least one entry in column 10 (Total income last year) other than for an unattached lodger; the "R" may appear after more than one entry.

If the entry of "R" in column 10 appears only for "unattached lodgers," change the entry of "Yes" for item 1 (Public or private relief) to "No."

If the entry is "No" examine all explanatory notes relating to income on the back of the schedule and make sure that no direct relief or local work relief income has been included incorrectly in the entries for columns 10 through 10f.

A dash (-) is not acceptable. "NR" is not desirable.

Item 2. Owes more than 2 months rent. - Must be "Yes", "No," a dash (-), or "NR." If a dash (-) appears here an "X" must appear for item A-1 (Owner-occupied) in section C. "NR" is not desirable.

Section B. Place and Industry of Employment and Kind of Transportation. -

Column B. Transfer Line No. - See that the line numbers listed here and the entries on the same line are consistent with the line numbers appearing in column A (Line No.) and the entries on the corresponding line in column A. Note, particularly, that a line must be filled in section B for every person (except unattached lodgers) for whom an entry of "GE" or "NP" appears in column 8, above.

Column 11. Regularly report to same place of work. - Must be "Yes" or "No" on each line. If "No" appears here, dashes (-) must appear in columns 13 through 15. A dash (-) is not acceptable. "NR" is not desirable.

Note that if "W.P." appears in column 12 (Industry) the entry in column 11 must be "No."

Column 12. Industry. - See that the entries in this column are made in strict accordance with the enumerator's instructions for

entering in this column. It is imperative that this item be entered properly as otherwise coding will prove impossible. If "P" (For Works Program) appears here the entry in column 11 (Regularly report to same place of work) must be "No." A firm name is not acceptable here. The entry must be specific. The entry of "(self)" must be accompanied by a specific industry entry.

A dash (-) is not acceptable. "NR" is not desirable.

Column 13. Street and number. - A specific address or "Home" must appear here for all workers for whom the entry in column 11 is "Yes." A dash (-) must appear here if the entry for column 11 is "No." "NR" is not desirable.

Column 14. Kind of transportation. - A specific entry of "None" must appear here if the entry for column 11 is "Yes." Must be a dash (-) if the entry in column 11 is "No." "NR" is not desirable.

Column 15. Time required. - Must be a specific entry in minutes on every line on which an entry other than "None" or a dash (-) appears in column 14. Must be a dash (-) on every line on which "None" or a dash (-) appears in column 14 "NR" is not desirable.

If the entry is in hours and minutes it is not acceptable and must be changed to minutes. (The editor may make this change if this is the only item needing correction other than the changes authorized above.)

Section C. Physical Characteristics of Dwelling:

The entries appearing in this section were originally transcribed from the appropriate RPS Form B or C. They were subsequently verified by the FC-1 enumerator and correcting entries made by him where necessary. The following editing instructions refer to the final entries including those left unchanged.

Item I. Condition. - Must show an "X" in one box only. Must not show a correcting entry.

Item A. Occupancy. - Must shown an "X" in one box only. If a correcting entry has been made be sure that it is clearly indicated. Note that if the entry shows the dwelling is owner or tenant occupied the schedule must be completely filled or a definite reason for failure of interview entered across the face. "NR" is not desirable.

Item B. Duration. - Must show an entry for either item B-1 (Time lived here) or item B-2 (Length of vacancy). A correcting entry may appear for one item or both items. Entries for months are to appear as whole months, except that if the duration has been less than a single month a dash (-) is to appear for "years" and a fraction is to appear for "months."

If dashes (-) appear for item B-1 (Time lived here) an entry in years and months must appear for item B-2 (Length of vacancy).

If dashes (-) appear for item B-2, an entry in years and months must appear for item B-1.

If an "X" appears for item A-3 (Vacant), item B-1 (Time lived here) must show dashes (-); entries in years and/or months must appear for item B-2 (Length of vacancy). "NR" is not desirable as an entry for item B-2 if the dwelling unit is vacant.

If an "X" appears in either one of items A-1 (Owner) or A-2 (Tenant), dashes (-) must appear for item B-2 (Length of vacancy); entries in years and months must appear for item B-1 (Time lived here).

If a correcting entry has been made be sure it is clearly indicated. "NR" is not desirable for either item.

Item C. Monthly rent. - Must show an entry in dollars and cents on all schedules, regardless of whether the unit is occupied or vacant. "NR" is not acceptable. If an "X" appears for item A-2 (Tenant) a "K" may appear after the dollar and cents entry for item C (Monthly rent). But "K" must not appear if the entry for item A (Occupancy) shows an "X" after either items B-1 (Owner) or B-3 (Vacant).

"NR" is not acceptable.

If a correcting entry has been made be sure that it is clearly indicated.

Item E. Total rooms. - Must show an entry. If a correcting entry has been made be sure it is clearly indicated.

Item F. Number flush toilets. - Entry should be a number; "0"; or a fraction. If a correcting entry has been made be sure it is clearly indicated.

Item G. Number bathing units. - Should be a number; "0"; or a fraction. If a correcting entry has been made be sure that it is clearly indicated.

Item H. Running water. - Must be an "X" in one box only. If a correcting entry has been made be sure that it is clearly indicated. If an "X" appears for item A-3 (None) a fraction or an "0" must appear for items F (Flush toilets) and G (Bathing units).

Item I. Heating. - Must be an "X" in one box only. If a correcting entry has been made be sure that it is clearly indicated.

Item J. Lighting. - Must be an "X" in one box only. If a correcting entry has been made be sure that it is clearly indicated.

Section D. Expenditure Last Year in Addition to Rent:

This section of the Family Schedule, Form FC-1, is to be filled for tenant-occupied dwelling units only ("X" in answer to item A-2 "Tenant" of Section C "Physical Characteristics of Dwelling Unit").

A dash (-) is to appear for every item of item A (Occupancy) of Section C shows an "X" for either item A-1 (Owner) or A-3 (Vacant).

If the dwelling unit is tenant-occupied ("X" for item A-2, "Tenant") every item in this section is to show an entry in even dollars or "None." "NR" is not desirable.

Section E. Adequacy:

This section is to be left blank by the enumerator

IV. CODING

A. General Instructions

After the Family Schedules, Form FC-1, have been filled, edited, and found satisfactory, Section E (Adequacy) is to be filled and the schedules are to be coded in accordance with the instructions below. They will be received by the Coding Section in bundles with a Bundle Face Card, Form FC-8, attached. Each bundle will contain the schedules for a block or a group of blocks. A full bundle of schedules should be assigned to a single coder. Count the schedules in each bundle before assigning it and see that the count is the same as indicated on the Bundle Face Card, Form FC-8. Similarly, count the schedules again before returning to the Control Section to make sure all the schedules are being returned.

The coding clerks are to be thoroughly familar with the enumerator's instructions (See II "ENUMERATION), particularly with the following portions:

1. Definitions of family, family groups, etc.
2. Instructions for entering column 1 (Name) and 2 (Relationship) in Section A (Family Composition ...) of the schedule
3. Instructions for entering Section C (Physical Characteristics of Dwelling).

The success of this study depends to a great extent upon accurate and careful coding. If the coder has any doubt about any schedules or entries on the schedules he is to consult the group leader immediately.

Enter all codes legibly, being sure that each can be read at a glance.

Use red pencil in making all code entries.

B. Filling Section E (Adequacy)

This section is to be filled on all Family Schedules, Form FC-1, on the basis of information appearing in sections A and C. The following instructions are to be followed carefully.

Note: All references below to item entries in section C (Physical Characteristics of Dwelling) are to the final corrected entries.

Item 1. Code. - Leave this item blank. It is to be filled later by the coding unit.

Item 2. Condition of dwelling. - Entries are to be made here to indicate whether the dwelling unit is standard or substandard as to physical characteristics of the dwelling.

Note: An "X" must appear in answer to one of these items and a dash (-) must appear for the other. An "X" for both items is not acceptable. A dash (-) for both is not acceptable.

2a. Substandard. - Enter an "X" here if any one or more of the following "substandard" entries appear in Section C (Physical Characteristics of Dwelling Unit).

Item in Sec. C of Family Schedule, Form FC-1	Substandard Entry
I-3 (Major repairs)	"X"
I-4 (Unfit for use)	"X"
F (Flush toilets	"0" or a fraction
G (Bathing units)	"0" or a fraction
H-3 (Running water - none)	"X"
I-4 (Heating - none installed)	"X"
J-3 (Lighting - other)	"X"

Enter an "X" for item 2a (Substandard) in Section E (Adequacy) if one or more of the above entries appear in Section C.

Enter a dash (-) for item 2a (Substandard) if no "substandard" entry appears in Section C. "NR" is not acceptable as an entry in this space.

2b. Standard. - Enter an "X" here if none of the above "substandard" entries appear in Section C.

Enter a dash (-) here if one or more of the "substandard" entries appear in Section C. "NR" is not acceptable as an entry in this space.

Item 3. Occupancy. - Entries are to be made here to indicate the adequacy of the dwelling unit in terms of overcrowding and occupancy.

3a. Persons per room. - Refer to the table showing "Entries for item 3a (Persons per room" presented below. Count the total number of persons in the dwelling unit (including lodgers of all types). Obtain the number of rooms by reference to item E (Total rooms) of Section C (Physical Characteristics of Dwelling Unit). Then by reference to the code table obtain the correct entry for item 3a (Persons per room).

Entries for item 3a (Persons per room)
(If number of rooms is not reported, enter an "X" for item 3a)

Number of Rooms	Entry for item 3a (Persons per room) for indicated number of persons	
	" _ "	"X"
1	1	2 or more
2	1-3	4 or more
3	1-4	5 or more
4	1-6	7 or more
5	1-7	8 or more
6	1-9	10 or more
7	1-10	11 or more
8	1-12	13 or more
9	1-13	14 or more
10	1-15	16 or more
11	1-16	17 or more
12	1-18	19 or more

Method of use: Assume that the schedule entry for item E (Total rooms) of Section C is "7" and the number of persons (including all types of lodgers) listed in column 1 (Name) of Section A is "4". Move down the "Number of rooms" column in the above code table to the line for "7 rooms"; then move to the right across the "7 rooms" line to the "1-10 persons" entry is located. In this case the entry which includes "4 persons" appears in the " _ " column. Now enter a dash (-) for item 3a (Persons per room) of Section E (Adequacy).

3b. Number of subheads. - Do not enter a number here. - The entry must be an "X" or a dash (-).

Enter an "X" here if the entries in column 2 (Relationship) of Section A show two or more persons listed as a "heads." That is, if the symbol "H(2)," "H(3)," etc. appears in column 2 those persons are "subheads."

Enter a dash (-) here if only one person is listed as a "head." That is, if only the symbol "H(1)" appears in column 2

(Relationship) and "H(2)," "H(3)" do not appear. "NR" is not acceptable as an entry in this space.

Segregating dwelling units no longer substandard. - Upon completion and verification of entering section E (Adequacy) the Family Schedules, Form FC-1, are to be sorted to segregate schedules for those dwelling units no longer substandard.

Sort all schedules into two piles on the basis of the entries for item 2 (Condition of dwelling) of Section E (Adequacy). Place in one pile marked "Condition - Standard" all schedules showing an "X" for item 2b. Place in the other pile marked "Substandard" all schedules with a "X" for item 2a (Substandard).

Sort all schedules in the "Standard" pile into three piles according to the entries for item 2 (Occupancy). Place in the "Substandard" pile (referred to above) all schedules showing an "X" for both items 2a (Persons per room) and 2b (No. of subheads). Place in a pile marked "No longer substandard" all schedules with a dash (-) in both of items 2a and 2b. Place in a pile marked "Examine for rental" all schedules with an "X" in only one, not both, of items 2a and 2b.

Now examine rental (item C "Monthly rent" of section C "Physical Characteristics of Dwelling") on all schedules in the "Examine rental" pile. Place in the "Substandard" pile all schedules with a rental of less than $40 per month. Place in the "No longer substandard" pile all schedules with a rental of $40 a month or more. Verify all sorts.

The schedules labelled "No longer substandard" are those which were substandard at the time of the RPS interview but since that time have become standard. Enter (in red pencil) the words "No longer substandard" across the face of each of these schedules, and place a rubber band around them. (No coding need be done on these "No longer substandard" schedules, but they are to be returned to the Control Section with the rest of the bundle after the coding of the schedules in the "Substandard" pile has been completed).

After completing this operation the "Substandard" schedules are to be coded.

C. Coding Family Schedule, Form FC-1

All Family Schedules, Form FC-1, are to be coded except those on which such entries as "No interview" or "No longer sub-standard" are entered across the face. Vacant units are not to be coded as "No interview - Vacant" will appear across the face of the schedule.

The instructions below provide for codes for two groups of items appearing on the Family Schedule. The first group (A. Dwelling Unit Data) consists of items relating to the dwelling unit as a whole. The second group (B. Group Data) relates to the particular groups living within the dwelling unit.

Upon completion of the coding (and verification) the codes are to be transcribed to the Data Card, Form FC-4, in the manner prescribed in Part V (Preparing Data Card, Form FC-4) of this appendix. To facilitate later reference, therefore, the codes are listed below in the same order as they appear on the Data Card. The item names and numbers preceding each description are those appearing on the Data Card, Form FC-4.

Section A. Dwelling Unit Data

Item 1. Number of persons in dwelling unit. - Encircle in red the line number in column A (Line No.) of Section A of the Family Schedule which represents the total number of persons in the dwelling unit, including lodgers of all types.

Item 2. Number of lodgers. - Count the number of lodgers (of all types) in the dwelling unit. Enter the number in red in the upper left corner of the box heading of column 2 (Relationship).

Item 3. Number of heads. - Count the number of persons in the dwelling unit designated as "head" (whether "H-1;" "H-2;" "H-3;" etc.) Enter the number in red in the upper right corner of the box heading of column 2 (Relationship).

Item 4. Race. - Encircle in red the entry appearing in column 6 (Color or Race) for the head of the entire dwelling unit ("H-1").

Item 5. Adequacy. - The appropriate adequacy code is to be entered for item 1 (Code) of Section E (Adequacy) of the Family Schedule.

Code	Condition
1.	Physically substandard only.
2.	Occupancy substandard only.
3.	Both physically and occupancy substandard.

Enter code "1" in red for item 1 (Code) of section E of the schedule if an "X" appears for schedule item 2a (Substandard) and if a dash (-) appears for both of items 3a (Persons per room) and 3b (No. of subheads).

Enter code "2" in red if an "X" appears for schedule item 2b (Standard) and an "X" appears for one or both of items 3a (Persons per room) and 3b (No. of subheads).

Enter code "3" in red if an "X" appears for schedule item 2a (Substandard) and an "X" also appears for one or both of items 3a (Persons per room) and 3b (No. of subheads).

Item 6. Relief status. - The following relief status code is to be entered on the Family Schedule directly after the entry appearing for item 1 (Public or private relief) in Section F (Supplement to living expenses).

Relief Status Code	Entry for Item 1 (Public or Private Relief)
1	Yes
2	No
9	"NR"

Enter code "1" in red if the entry for item 1 (Public or private relief) is "Yes."

Enter code "2" in red if the entry is "No."

Enter code "9" in red if the entry is "NR" (for "not reported").

Item 7. Owes more than two months rent. - Enter the code in red on the Family Schedule directly following the entry for item 2 (Owe rent more than 2 months) of Section F (Supplement to living expenses).

Enter code "1" if the entry for item 2 (Owes more than 2 months rent) is "Yes."

Enter code "2" if the entry is "No."

Enter code "3" if the entry is a dash (-) signifying "Owner-occupied."

Enter code "9" if the entry is "NR" (for "not reported").

Item 8. Income (of dwelling unit). - This is to include the total income during the year ending the Saturday preceding the day of enumeration of all members of the dwelling unit who are related (as defined below) to the head of the entire dwelling unit ("H-1").

In computing this item note that if any person in a group is related to "H-1" or to any member of the group to which "H-1" belongs, the income of all persons in that group is to be included. Thus if "H-2" is a son-in-law of "H-1" and included in the group headed by "H-2" is a brother of "H-2", include the income of the brother as well as the income of all other members of both groups in computing the income of the entire dwelling unit. That is, if any member of a second group is related to "H-1" or to any member of the group to which "H-1" belongs the total income of both groups is to be included in the entry for A-8.

Obtain this item by adding the entries in column 10 (Total income last year) for all occupants of the dwelling unit who are related (as defined above) to the head of the dwelling unit ("H-1"), or to any member of the group to which "H-1" belongs. Do not include income of groups containing no member who is related to "H-1" or to any member of the group to which "H-1" belongs. Enter this amount at the top of the column headed "Code income" at the right side of the Family Schedule.

Enter the code in red just below the amount at the top of the column headed "Code income".

Income Code

Code	Amount of income
00	No income
01	$ .01 - $ 199.99
02	200.00 - 399.99
03	400.00 - 599.99
04	600.00 - 799.99
05	800.00 - 999.99
06	1,000.00 - 1,199.99
07	1,200.00 - 1,399.99
08	1,400.00 - 1,599.99
09	1,600.00 - 1,799.99
10	1,800.00 - 1,999.99
11	2,000.00 and over
99	"NR" (for "not reported")

Item 9. Net rental. - Multiply entry in schedule item C (Monthly rent) in Section C (Physical Characteristics ...) by 12 to obtain the yearly agreed rent or rental value. Enter this total amount (to the nearest dollar) at the top of the column headed "Code rent" at the right side of the Family Schedule. Enter the code in red immediately below this entry in the same column.

Rent Code	Amount of rent
1	$ 59.99 and under
2	60.00 - 119.99
3	120.00 - 179.99
4	180.00 - 239.99
5	240.00 - 299.99
6	300.00 - 359.99
7	360.00 - 479.99
8	480.00 and over

Item 10. Gross rental. - "Gross rental" equals "Net rental" (for the year) plus "Expenditures last year in addition to rent." Add all entries appearing for items 1 through 6 of Section D

(Expenditures last year in addition to rent). Add this amount to the entry for "Net rental" which was previously entered at the top of "Code rent" column. Enter the resultant total (to the nearest dollar) in the "Code rent" column, immediately below the code entry for "Net rental".

Enter "NR" if the entry "NR" appears for any one or more of items 1 through 6 of Section D. Enter a dash (-) if the dwelling unit is owner-occupied.

The entry for "Gross rental" is to be identical with that for "Net rental" if "None" appears for all of items 1 through 6 of Section D.

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Enter the "Gross rental" code in the "Code rent" column immediately below the entry for "Gross rental". Use the same coding chart as provided above for item 9 (Net rental) with the additional codes indicated below.

Enter code "0" if the entry for the amount of gross rent is a dash (-).

Enter code "9" if the entry for amount of gross rental is "NR".

Note: If a dash (-) appears for items 1 through 6 for Section D see that the entry for item A (Occupancy) shows that the unit is "Owner-occupied".

Item 11. Total rooms. - Encircle in red the entry appearing in answer to item E (Total rooms) of Section C (Physical Characteristics of Dwelling Unit).

Item 12. Occupancy. - Encircle in red the item number appearing before the entry in item A (Occupancy) of Section C which is designated by an "X" appearing in the box.

Section B. Group Data:

The following items, listed as they appear on the Data Card, Form FC-4, refer to the specific groups (family or nonfamily) living within the dwelling unit. Each specific group consists of a person designated as "head," and the other occupants of the dwelling unit to whom he bears the relationship of "head." Note that a person may be designated as a "head" even though there are no persons in the dwelling unit related to him.

Item 1. Type of group. - Enter the code for type of group (in red pencil) in Column A (Line number) on the line for the head of the particular group. If more than one group is present enter the appropriate code for each group. Note that this code may be written over the line number. The codes for "Type of group" are presented below. No code is presented for "NR" as this entry is not acceptable. All groups can be classified into one of the types listed below.

Code for Type of Group

Related persons other than those listed for a particular "type of group" may or may not be present, but this does not affect the use of the code, unless it definitely converts the group into another type for which another code has been provided. Thus, code "1" is for "husband and wife alone." The presence of a mother-in-law does not change the code. But if any children of the couple are present (other than children who are or who have been married) the code ceases to be "1" as this changes the group to the type provided for with codes "2," "3," or "4," depending upon the age of the children. All references to children refer only to children who have never been married. Children who are married and living with spouse (regardless of presence of children of their own) are, by definition, either heads of their own groups, or are spouses of such heads.

"Type of Group" Code

Code	Description of Group
1	Husband and wife alone
2	Both parents present - All children under 16
3	" " " - All children 16 or over
4	" " " - Some children under 16, some 16 or over
5	Only one parent present - All children under 16
6	" " " " - All children 16 or over
7	" " " " - Some children under 16, some 16 or over
8	Nonfamily group

Item 2. Size of group. - Count the number of persons in each group and enter the number in red to the left of column 2 (Relationship) on the line for the head of each separate group.

All persons properly included in a particular group may not appear on consecutive lines. Include in the first group the head of the entire household ("H-1") and all other persons for whom the notation "(1)" appears in column 2 (Relationship) except heads of succeeding groups. Include in the second group the head of that group ("H-2") and all other persons for whom the notation "(2)" appears after the term describing the relationship, (except persons who are themselves heads of still other groups, etc.

Note: The summation of the code entries for "size of group" must equal the total number of persons (excluding unattached lodgers) in the dwelling unit.

Item 3. Number of minor dependents. - Count the number of unmarried persons (in each group) under 21 years of age whose income as reported in column 10 (Total income last year) is less than $300 for the year or for whom no income is reported. Enter the number in red to the right of column 2 on the line for the head of the particular group.

Item 4. Number of employables. - Count the number of persons in each group for whom the entry in column 8 (Employment status) is "GE," "NP," "RE," or "1st." Enter the number in red to the left of column 8 (Employment status) on the line for the head of the particular group.

Note: This number must equal the total number of persons in the group minus the number of persons for whom the entry in column 8 is "None."

Item 5. Number gainfully employed. - Count the number of persons in each group for whom the entry in column 8 is "GE" or "NP." Enter the number in red at the right of column 8 (Employment status) on the line for the head of the particular group.

Item 6. Group income. - Total the income of all members of the first group as reported in column 10 (Total income last year) and enter the amount in the "Code income" column below the code entry for the income of the dwelling unit (see instructions for coding for item A-8 "Income of dwelling unit" above). Enter the code for this amount in red beneath the amount entry.

Total the income of the second group in the same way. Enter the amount and code in the "Code income" column directly below the amount and code entries of the first group. Repeat for each group. If there is more than one group, however, the code entries for each group are to be identified by placing the figure (1), (2), (3), etc., in parenthesis before each code for group income.

Note: If there is only one group in the dwelling unit it is not necessary to enter the amount and code as these entries will be identical with the entries already appearing in the "Code income" column for the income of the entire dwelling unit. Draw a double line (in red) across the column under the code entry for income of dwelling unit to show that only one group exists.

Upon completion of the coding operation, the coding is to be verified. Both the original coding clerk and the verifying clerk are to enter their names in the appropriate spaces on the Bundle Face Card, Form FC-8.

V. PREPARING DATA CARD, FORM FC-4

A. General Transcription Instructions

After all Family Schedules, Form FC-1, in a particular bundle have been coded, certain data are to be transcribed from the Forms FC-1 to the Data Cards, Form FC-4.

The Family Schedules will be received by the Transcription Section in bundles with a Bundle Face Card, Form FC-8, attached. Each bundle will contain the Family Schedules for a group of blocks. A full bundle of schedules may be assigned to a single transcriber. The group leader should have the schedules in each bundle counted before assigning it and see that the count is the same as indicated on the Bundle Face Card, Form FC-8. Similarly the schedules are to be counted again before returning to the Control Section to make sure that all the schedules are being returned. Also count the Data Cards, Form FC-4, for the bundle and enter the total on the Bundle Face Card, Form FC-8, in answer to item 4b (Total in bundle - Data Cards).

1. Source of data and form to be used. - A Data Card, Form FC-4, is to be prepared for each separate group whether family or nonfamily (except unattached lodgers), living in dwelling units selected for enumeration in the Low Income Housing Area Survey. If the dwelling unit was found to be vacant; if no interview was obtained for any other reason; or if the unit was found to be no longer substandard; one white Data Card, Form FC-4, is to be prepared for the dwelling unit as a whole and is to be

filled in accordance with the special provisions made below for handling such cases. (No blue cards are to be filled for units not interviewed, vacant, or no longer substandard). Note that one white Data Card, Form FC-4, is to be filled for each Family Schedule, Form FC-1.

The Data Card, Form FC-4, is to be reproduced in two colors: White and blue. A white card is to be filled for the group listed first on the Family Schedule, Form FC-1. A blue card is to be filled for each additional group in the dwelling unit. Thus, if a dwelling unit contains only one group, a white card only is to be prepared. If the dwelling unit contains three separate groups, a white card is to be prepared for the group listed first on the Form FC-1, and two blue cards (one for each additional group) are to be prepared.

2. Method of transcription. - All information to be transcribed will appear on the Family Schedule, Form FC-1, in red pencil or encircled in red. The individual items are arranged on the Data Card as nearly as possible in the order in which they appear on the Form FC-1. The transcriber is to have this order well in mind.

Some Family Schedules, Form FC-1, will be found which have "Not interviewed," "No longer substandard," etc., written across the face. For each such schedule prepare a white Data Card, Form FC-4 by filling in the serial number only. Then copy across the face of the Data Card the same explanation appearing on the face of the schedule, such as "Not interviewed - vacant"; "Not interviewed - information refused," "No longer substandard," etc. Do not fill any other Data Card items for such schedules.

Include these incomplete Data Cards with those which it is possible to fill completely.

All entries must be made clearly and legibly as faulty transcription slows up tabulation materially. Use No. 3 lead pencils.

B. Filling Data Card, Form FC-4

The transcriber is to follow carefully the instructions presented below:

Section A. Dwelling Unit Data. - The entries for this section are to be identical on all Data Cards, Form FC-4, for a particular dwelling unit, except that items 13 (Adjusted net rent) and 14 (Adjusted gross rent) are to be filled on the white cards only. Transcribe the entries on the white Data Card, Form FC-4, from the Family Schedule, Form FC-1. For all blue cards for additional groups in the dwelling unit, transcribe the data for this section from the applicable white card.

Serial Number. - Enter here the serial number which appears for item 1 (Serial No.) of the Family Schedule, Form FC-1, from which data are being transcribed.

Item 1. Number of persons. - Enter here the figure encircled in red which appears in column A (Line No.) of Section A (Family Composition, Employment Status, and Source of Income).

Item 2. Number of lodgers. - Enter here the red figure which appears in the upper left corner of the box head for column 2 (Relationship) of Section A of the schedule.

Item 3. Number of heads. - Enter here the red figure which appears in the upper right corner of the box head for column 2 (Relationship) of Section A of the schedule.

Item 4. Race. - Enter an "X" in the appropriate box to indicate the color or race of the head of the family. Obtain this information from column 6 (Color or race) of Section A of the schedule.

a. White. - Enter an "X" here if the entry encircled in red is "W".

b. Other. - Enter an "X" here if the entry encircled in red is "Neg" or "Oth."

Item 5. Adequacy. - Enter here the red figure which appears in item 1 (Code) of Section E (Adequacy).

Item 6. Relief status. - Enter here the red figure which appears in item 1 (Public or private relief) of Section F (Supplement to Living Expenses).

Item 7. Owes more than two months rent. - Enter here the red figure which appears in item 2 (Owes more than 2 months rent) of Section F.

Item 8. Income (Dwelling unit). - Enter here the first code entry (second entry in column) in the "Code income" column.

Item 9. Net rental. - Indicate here the amount and code for the net rental.

a. Amount. - Enter here the first amount (first entry in column) which appears in the "Code rent" column.

b. Code. - Enter here the first code entry (second entry in column) which appears in the "Code rent" column.

Item 10. Gross rental. - Indicates here the amount and code for the gross rental.

a. Amount. - Enter here the second amount (third entry in column) which appears in "Code rent" column.

b. Code. - Enter here the second code entry (fourth entry in column) which appears in "Code rent" column.

Item 11. Total rooms. - Enter here the figure encircled in red which appears in item E (Total rooms) of Section C (Physical Characteristics of Dwelling).

Item 12. Occupancy. - Enter an "X" in the appropriate box to indicate the occupancy status of the dwelling unit. Obtain this information from item A (Occupancy) of Section C (Physical Characteristics of Dwelling).

a. Owner. - Enter an "X" here if the item number of item A-1 is encircled in red.

b. Tenant. - Enter an "X" here if the item number of item A-2 (Tenant) is encircled in red.

c. Vacant. - Enter an "X" here if the item number of item A-3 (Vacant) is encircled in red.

Item 13. Adjusted net rental. - Leave this space blank on the white cards. This information is to be obtained later. (See Section D "Computing Adjusted Net Rental and Adjusted Gross Rental" of this part of the circular.) Enter a dash (-) here for the blue cards.

Item 14. Adjusted gross rental. - Leave this space blank on the white cards. This information is to be obtained later. (See Section D -

"Computing Adjusted Net Rental and Adjusted Gross Rental). Enter a dash (-) here for the blue cards.

Section B. Group Data. - The entries for this section pertain to the individual group for which the card is being filled. In the case of the white cards this will be the group including "H-1," the head of the entire dwelling unit. On the blue cards the group will be an additional group other than that headed by "H-1." The entries in this section will vary, therefore, for each card. These items are to be transcribed directly to the white and blue cards from the Family Schedule, Form FC-1.

Item 1. Type of group. - Enter here the red figure which appears in column A (Line No.) on the line for the head of the specific group for which this data is being transcribed.

Item 2. Size of group. - Enter here the red figure which appears to the left of column 2 (Relationship) of Section A of the Family Schedule on the line for the head of the group for which this item is being transcribed.

Item 3. Number of minor dependents. - Enter here the red figure which appears to the right of column 2 (Relationship) of Section A of the Family Schedule on the line for the head of the group for which this item is being transcribed.

Item 4. Number of employables. - Enter here the red figure which appears to the left of column 8 (Employment status) of Section A of the Family Schedule on the line for the head of the group for which this item is being transcribed.

Item 5. Number gainfully employed. - Enter here the red figure which appears to the right of column 8 (Employment status) of Section A of the Family Schedule on the line for the head of the group for which this item is being transcribed.

Item 6. Group income. - Enter here the code for the group. This code appears in the "Code income" column. If there is only one group in the dwelling unit note that only one code (that for income of dwelling unit) will appear in the "Code income" column and a double line (in red) will appear across the column. This means that the income for the group is the same as for the dwelling unit. Hence, this entry is to be the same as the entry previously made for Data Card item A-8.

If the dwelling unit contains more than one group, enter on the Data Card for each group the code entry for the group in question. The code for group one is designated in the "Code income" column by the notation "(1)" which appears before the entry. The code for group two is designated by the notation "(2)"; group three by the notation "(3)"; etc.

To facilitate handling keep together all Data Cards, Form FC-4, prepared for one dwelling unit until after verification. Upon completion of transcription place a rubber band around cards pertaining to the same dwelling unit. The transcription clerk is to enter his name and the date in the spaces provided on the Bundle Face Card, Form FC-8.

As the transcription is completed for each bundle, the transcription is to be verified by a person other than the original transcriber. After verification is completed, the verifying clerk is to enter his name and the date in the spaces provided on the Bundle Face Card, Form FC-8. Also count the total number of Data Cards (both blue and white) including those for the units not interviewed and those no longer substandard. Enter this figure in answer to item 4b (Total in bundle: Data Cards, Form FC-4) of the Bundle Face Card, Form FC-8.

C. Computing Adjusted Net Rental and Adjusted Gross Rental

After all Data Cards, Form FC-4, have been filled and verified for an individual bundle the information for items 13 (Adjusted agreed rental) and 14 (Adjusted gross rental) of Section A of the Data Cards are to be computed and entered on the white Data Cards, Form FC-4, for dwelling units containing lodgers.

1. Computing items 13 and 14. - The computing clerk is to follow the following instructions closely.

Step A. - Sort the Data Cards, Form FC-4, into two piles according to whether they are white or blue. Set aside the blue cards as this computation is to take place on the white cards only. Not sort out the white cards for dwelling units not interviewed and for those no longer substandard, and place them to one side with the blue cards.

Step B. - Sort the white Data Cards, Form FC-4 (except those dwelling units not interviewed or no longer substandard) into two groups

according to whether item A-2 (No. of lodgers) contains an entry other than "0." Now enter a dash (-) for items A-13 and A-14 on all Data Cards which show an entry of "0" for item 2. Items A-13 and A-14 are not to be computed for these cards.

Step C. - Compute the "Adjusted net rental" for Data Cards, Form FC-4, reporting an entry other than "0" in answer to item A-2 (No. of lodgers). Multiply the amount of "Net rental" (item A-9a) by the number of persons related to the head of the dwelling unit (item A-1, "No. of persons," minus item A-2, ("No. of lodgers"). Divide the result by the entry for item A-1 (No. of persons). Enter the final result (to the nearest dollar) in item 13-a (Adj. net rental - Amt.) of Section A of the Data Card.

Step D. - Code the entry for item 13-a (Adjusted net rental - Amount) of Section A of the Data Card. Enter the proper code in item 13-b (Code) of Section A.

Rent Code	Amount of rent
1	$ 59.99 and under
2	60.00 - 119.99
3	120.00 - 179.99
4	180.00 - 239.99
5	240.00 - 299.99
6	300.00 - 359.99
7	360.00 - 479.99
8	480.00 and over

Step E. - Compute the "Adjusted gross rental" for Data Cards, Form FC-4, reporting an entry other than")" in item A-2 (No. of lodgers). Multiply the amount of "Gross rental" (item 10-a of Section A) by

the number of persons related to the head of the dwelling unit (item A-1, "No. of persons" minus item A-2, "No. of lodgers"). Divide the result by the entry in item A-1 (No. of persons). Enter the final result (to the nearest dollar) in item 14-A (Adj. gross rental - Amt.) of Section A.

Enter a dash (-) for item 14-a (Adj. gross rental) if a dash (-) appears for item 10-a (Gross rental).

Enter a dash (-) for item 14-a (Adj. gross rental) if "0" appears for item A-2 (No. of lodgers).

Enter "NR" for item 14-a (Adj. gross rental) if "NR" appears for item 10-a (Gross rental).

Step F. - Code the entry for item 14-a. Enter the proper code in item 14-a (Code). Use the code indicated in Step C except that if "NR" appears, use code "9."

Upon the completion of the computations the computing clerk is to enter his name and the date the operation was performed in the space provided on the Bundle Face Card, Form FC-8.

Retain in one group all Data Cards for which items 13 and 14 have been computed, labelling the group "Computed." Retain in a second group the Data Cards for which items 13 and 14 were not computed, labelling the group "No computation required." Place a rubber band around each of the two groups.

2. Verifying computations. - Upon completion of the computing and entering and coding of adjusted net and adjusted gross rentals, these

operations are to be verified by persons other than the original computers and coders. Verify also the original sorts to make sure that the computations have been made on all cards on which the computations are required.

After verification of each bundle is complete, place the two groups of cards for each bundle together and return to the Control Section after the verification clerk has entered his name and the date in the spaces provided on the Bundle Face Card, Form FC-8.

VI TABULATING

A. General Tabulating Instructions

Tabulation cannot begin until Data Cards are completed for all Schedules unless it is desired to make preliminary tabulations for districts.

1. Receipt of Data Cards from Control Section. - The Data Cards, Form FC-4, will be received from the Control Section in bundles. Each bundle will consist of all Data Cards, Form FC-4, for a group of blocks. Blocks will not have been broken. Attached to each bundle will be a Bundle Face Card, Form FC-8.

Each bundle of Data Cards is to be checked in on the following table, which is to be prepared in advance.

"Bundles of Data Cards Received"

Bundle No. (1)	Date rec. (2)	No. Cards in bundle (3)
1		
2		
3		
4		
(etc.)		

In column 1 (Bundle No.) list all bundles in serial order beginning with "1". When a bundle is received enter the date on the appropriate line in column 2 (Date received). Count the Data Cards in the bundle and enter the total in column 3 (Number cards in bundle). See that this total matches

with that shown for item 4b (Total in bundle Data Cards, Form FC-4) of the Bundle Face Card, Form FC-8. If the number agrees detach the Bundle Face Card, Form FC-8, initial it in the "Remarks" section, and return it to the Control Section as a receipt for the particular bundle.

2. Tables to be filled and sources of data. - Two major sets of tables are to be filled. The A series (tables A-1 through A-3) are to be filled for groups living in substandard dwelling units. The B series (tables B-1 through B-5) are to be filled on a dwelling unit basis instead of a group basis. While both the white and blue Data Cards, Form FC-4, are to be sorted to fill the A series of tables, the B series are to be filled from only the white Data Cards, Form FC-4.

In addition, Table C is to be filled by a straight count of the white and blue cards for dwelling units vacant, not interviewed and those no longer substandard.

Each of the tables (except Table C) is to be filled for various categories of cards. The eight tables (A-1 through A-4; and B-1 through B-5) are, therefore, basic tables. Each basic table (listed in column 1) is to be filled separately as many times as the number of categories (or sections) listed in column 2.

Basic table	No. of categories (or sections) for which filled
A-1	36
A-2	12
A-3	12
B-1	18
B-2	6
B-3	8
B-4	4
B-5	48

A single table "C" is to be filled from Data Cards for groups not interviewed and for vacant dwelling units and units no longer sub-standard.

3. Preparation of file cards. - The detailed instructions for filling the "A" and "B" series provide for the sorting of cards and placing them in operating files numbered and labelled in accordance with a standardized system. Tabulating instructions for each major series of tables presents a listing of the various files (with file numbers) which are to be prepared.

Before beginning tabulation of the A-series of tables, therefore, prepare all the necessary file cards, labelling and numbering them. Then set up the operating files in which the Data Cards, Form FC-4, are to be placed during the hand-sorting operations.

4. Maintaining a Control System. - Three Tabulation Control Sheets, Forms FC-9, FC-10 and FC-11, are provided to insure a continuous check on the accuracy of the hand sorting of the Data Cards, Form FC-4. Tabulation Control Sheet, Form FC-9, is to be used in connection with tabulating the A-series of tables, except that one entry on this control sheet provides for a control over the preparation of table C. Hence, this sheet is a control over all (both white and blue) Data Cards, Form FC-4.

Tabulation Control Sheet, Form FC-10, is to be used in connection with tabulating the B-series of tables. Hence this sheet is a control over only the white Data Cards, Form FC-4.

Tabulation Control Sheet, Form FC-11, is prepared by sorting only the blue Data Cards, Form FC-4, for groups (other than the groups to which "H-1" belongs) living in substandard dwelling units. By addition of comparable cells in this control sheet and in the Form FC-10 (above) and comparison with the entries in the comparable cells of Form FC-9, the tabulation control clerk can be sure that the number of white and blue Data Cards check out.

5. General tabulating principles. - All tables are to be filled by hand-sorting the Data Cards, Form FC-4, and entering the counts in the appropriate table. To facilitate this operation a filing system has been devised whereby the principal sorts can be kept separate and in proper order while the detailed sorting, counting and entering of sub-groups are taking place. The tabulating instructions for filling each

series of tables is prefaced with a statement of the file cards to be prepared and the operating files to be set up in which the various groups of cards are to be placed. Also certain major counts are to be recorded on the appropriate Tabulation Control Sheet (Forms FC-9, FC-10, and FC-11) to facilitate a running verification of the results.

6. Segregation of Data Cards, Form FC-4, for dwelling units not interviewed and for units no longer substandard. - Table C is to be filled by a count of Data Cards, Form FC-4, for dwelling units not interviewed and for units no longer substandard.

Sort out all Data Cards, Form FC-4, (regardless of color) which have "Not interviewed" or "No longer substandard" written across the face. (This is to include Data Cards for "Vacant" dwelling units). Count the total of these Data Cards and enter in answer to item B (Total not interviewed or no longer substandard) of Tabular Control Sheet, Form FC-9.

Tabulation of table C (Dwelling Units No longer Substandard and Units Not Interviewed...) can now begin.

B. Instructions for Tabulating Table C

A single table C is to be prepared, based upon all Data Cards, Form FC-4, covering units no longer substandard and those not interviewed. This will include Data Cards for "Vacant" units.

Table C. - Dwelling Units No Longer Substandard, and Groups Not Interviewed by Reasons for Failure to Secure Interviews. - Tabulate according to the instructions below.

Step 1. - Sort out all Data Cards for units no longer substandard. (These will be the cards with "No longer substandard" written across the face.) Then sort according to color of cards (white and blue). Count the cards in each color group and enter in the proper column on line 2 (Dwelling units no longer substandard) of table C. All counts are to be made by two people to insure accuracy.

Step 2. - Sort out all Data Cards for dwelling units not interviewed. (These will be the cards with "Not interviewed" written across the face.) Then sort according to color of cards (white and blue). Count the cards in each color group and enter in the proper column of line 3 (Not interviewed) of table C.

Step 3. - Sort the white "Not interviewed" cards according to the reason for failure to secure or complete the interview. Count and enter in the "White" column on the proper "reason" line (such as "Dwelling unit vacant," "Information refused," etc.) of table C.

Note: Space is provided in the stub of table C for listing additional specific reasons other than those already appearing.

If a particular specific reason appears frequently the supervisor is to be consulted as to whether that "reason" should be given a specific listing on the table. The more infrequent reasons can be lumped under "Other reasons."

Step 4. - Obtain line 1 (Total) by adding line 2 (Dwelling units no longer substandard) and line 3 (Not interviewed). Note that line 3 equals the summation of lines 4, 5, 6, 7, and those for additional reasons for failure to secure interview, including the line for "Other reasons."

Step 5. - Upon completing this tabulation, the Data Cards for units no longer substandard and for units not interviewed are to be filed away. They are not to be included in tabulating the A and B series of tables.

C. Instructions for Tabulating the A-Series Tables

The A-series tables, tables A-1 through A-3, are to be tabulated for all groups living in substandard dwelling units. All Data Cards, white and blue, are to be used in tabulating the three tables included in the A-series, except those Data Cards representing units no longer substandard and groups not interviewed, used in tabulating table C.

Before tabulation of the A-series tables is begun, a set of file cards is to be made up with the designations indicated below. All the data appearing before each file number (below) are to appear on the file card also, but the file number is to stand out sharply, for ready reference.

As each group of Data Cards is sorted out, it is to be filed behind the appropriate file card, so that at no time should there be any doubt as to which "breakdown" is being tabulated. The file cards are to be entitled:

File by Occupancy	File No.
Owner	1
Tenant	2

File by Occupancy and Race:

Occupancy	Race	File No.
Owner	White	3
Owner	Other	4
Tenant	White	5
Tenant	Other	6

File by Occupancy, Race and Relief Status:

Occupancy	Race	Relief Status	File No.
Owner	White	Relief	7
Owner	White	Nonrelief	8
Owner	White	Relief status NR	9
Owner	Other	Relief	10
Owner	Other	Nonrelief	11
Owner	Other	Relief status NR	12
Tenant	White	Relief	13
Tenant	White	Nonrelief	14
Tenant	White	Relief status NR	15
Tenant	Other	Relief	16
Tenant	Other	Nonrelief	17
Tenant	Other	Relief status NR	18

File by Occupancy, Race, Relief Status and Adequacy:

Occupancy	Race	Relief Status	Adequacy	File No.
Owner	White	Relief	Physically substandard	19
Owner	White	Relief	Occupancy substandard	20
Owner	White	Relief	Phy. & Occu. substandard	21
Owner	White	Nonrelief	Physically substandard	22
Owner	White	Nonrelief	Occupancy substandard	23
Owner	White	Nonrelief	Phy. & Occu. substandard	24
Owner	White	Relief NR	Physically substandard	25
Owner	White	Relief NR	Occupancy substandard	26
Owner	White	Relief NR	Phy. & Occu. substandard	27
Owner	Other	Relief	Physically substandard	28
Owner	Other	Relief	Occupancy substandard	29
Owner	Other	Relief	Phy. & Occu. substandard	30
Owner	Other	Nonrelief	Physically substandard	31
Owner	Other	Nonrelief	Occypancy substandard	32
Owner	Other	Nonrelief	Phy. & Occu. substandard	33
Owner	Other	Relief NR	Physically substandard	34
Owner	Other	Relief NR	Occupancy substandard	35
Owner	Other	Relief NR	Phy. & Occu. substandard	36
Tenant	White	Relief	Physically substandard	37
Tenant	White	Relief	Occupancy substandard	38
Tenant	White	Relief	Phy. & Occu. substandard	39
Tenant	White	Nonrelief	Physically substandard	40
Tenant	White	Nonrelief	Occupancy substandard	41
Tenant	White	Nonrelief	Phy. & Occu. substandard	42
Tenant	White	Relief NR	Physically substandard	43
Tenant	White	Relief NR	Occupancy substandard	44

Occupancy	Race	Relief Status	Adequacy	File No.
Tenant	White	Relief NR	Phy. & Occu. substandard	45
Tenant	Other	Relief	Physically substandard	46
Tenant	Other	Relief	Occupancy substandard	47
Tenant	Other	Relief	Phy. & Occu. substandard	48
Tenant	Other	Nonrelief	Physically substandard	49
Tenant	Other	Nonrelief	Occupancy substandard	50
Tenant	Other	Nonrelief	Phy. & Occu. substandard	51
Tenant	Other	Relief NR	Physically substandard	52
Tenant	Other	Relief NR	Occupancy substandard	53
Tenant	Other	Relief NR	Phy. & Occu. substandard	54

When the file cards have been prepared, the following preliminary sorts are to be made, prior to tabulation of table A-3. Note: Tabulation of the A-series tables is to begin with table A-3 and end with table A-1.

Step 1. - Count all white and blue Data Cards, Form FC-4, for groups with whom an interview was secured. Enter the total in item C (Total known substandard) of the Tabulation Control Sheet, Form FC-9.

Note: The entries in items B (Total not interviewed or no longer substandard) and C (Total known substandard) are to be added to make sure that they equal the entry for item A (Total Data Cards).

Step 2. - Sort the Data Cards into two groups according to whether the entry in Data Card item A-12 (Occupancy) shows an "X" for "Owner" or "Tenant." (Note that no cards will appear showing an "X" for "Vacant" as the cards for "Vacant" units were removed when tabulating table C.) Verify this sort. File the two groups of Data Cards as indicated below. Now count the cards in each group and enter in the indicated positions on the Tabulation Control Sheet, Form FC-9.

Occupancy	File Number	Control Sheet Position
Owner	1	Line 1, field A
Tenant	2	Line 1, field D

Verify the counting and entering. The sum of the two entries is to equal item C (Total known substandard) of the Tabulation Control Sheet, Form FC-9.

Step 3. - Sort the Data Cards in each of files 1 and 2 according to the entry for item A-4 (Race). Verify this sort and place the Data Cards in "new" files 3 through 6, as indicated:

Old File	Occupancy	Race	New File No.	Control Sheet Position
1	Owner	White	3	Line 1, field B
	Owner	Other	4	Line 1, field C
2	Tenant	White	5	Line 1, field E
	Tenant	Other	6	Line 1, field F

Note: This step and all similar ones require removal of the Data Cards from the files in which they were found ("Old file"), sorting as directed, and filing the new groups behind the "New file" cards.

Count the Data Cards in each new file, and enter the results on the Tabulation Control Sheet, Form FC-9, in the positions indicated above. Verify the counts and entries. The sum of the entries in fields B and C, line 1 is to equal the entry in field A, line 1. The sum of the entries in fields E and F, line 1 is to equal the entry in field D, line 1.

Note: As files 3 through 6 are set up, files 1 and 2 cease to exist. Put the file cards for files 1 and 2 aside, as they will no longer be required. In all similar future steps, the same routine is to be followed. As new files are set up by sorting

Data Cards from old files, the old files cease to exist and the old file cards are to be set aside.

Step 4. - Sort the Data Cards in each of files 3 through 6 into three groups according to the code entry (1, 2, or 9) in item A-6 (Relief status). Verify this sort and place the Data Cards in "new" files 7 through 18, as indicated:

Old File	Occupancy	Race	Relief Status	New File No.	Control Sheet Position
3	Owner	White	Relief	7	Line 5, field B
	Owner	White	Nonrelief	8	Line 9, field B
	Owner	White	Relief NR	9	Line 13, field B
4.	Owner	Other	Relief	10	Line 5, field C
	Owner	Other	Nonrelief	11	Line 9, field C
	Owner	Other	Relief NR	12	Line 13, field C
5	Tenant	White	Relief	13	Line 5, field E
	Tenant	White	Nonrelief	14	Line 9, field E
	Tenant	White	Relief NR	15	Line 13, field E
6	Tenant	Other	Relief	16	Line 5, field F
	Tenant	Other	Nonrelief	17	Line 9, field F
	Tenant	Other	Relief NR	18	Line 13, field F

Count the cards in each file, and enter the results on the Tabulation Control Sheet, Form FC-9, in the positions indicated. Verify the counting and entering. The sum of the entries on lines 5, 9, and 13, field B, is to equal the entry on line 1, field B, etc. Retain the Data Cards in files 7 through 18 until otherwise instructed, below.

Table A-3. - All Groups Living in Substandard Dwelling Units Classified by Type and Size of Group, and by Occupancy, Race, and by Relief Status. - Table A-3 is to be tabulated in 12 sections, one for each of files 7 through 18.

Note to supervisor. - Fill in the headings (items A, B, and C) in the upper right hand corner of each of the 12 sections of table A-3, transcribing these items from the file cards covering files 7 through 18.

Step 1. - Sort the Data Cards in file 7 (Owner-white-relief) into 8 groups according to the code entry for item B-1 (Type of group). Count the cards in each "Type of group" sort and enter on the correct "Type of group" line (lines 3, 4, 7 through 9, and 11 through 13) in the "Total" column of the first section of table A-3. Verify the counting and entering.

Step 2. - Sort the Data Cards in each of the "Type of group" sorts according to the entry for item B-2 (Size of group). (Note: All Data Cards reporting "8" or a higher number in answer to this item are to be bunched in the "8 or more" group). Count the Data Cards in each of these "Size of group" sorts and enter on the correct "Type of group" line in the proper "Size of group" column. Verify the counting and entering.

Step 3. - Obtain line 10 by adding lines 11 through 13. Obtain line 6 by adding lines 7 through 9. Obtain line 5 by adding lines 6 and 10. Obtain line 3 by adding lines 4 and 5. Obtain line 1

by adding lines 2 and 3. Verify all horizontal and vertical additions. The grand total must equal the Form FC-9 entry on line 5 of field B.

Step 4. - Upon the completion of the first section of table A-3, combine the "Size of group" sort within each "Type of group" sort, but maintain the "Type of group" sort within the file.

Step 5. - Repeat the above steps (steps 1 through 4) for files 8 through 18, thereby filling the remaining 11 sections of table A-3. Verify carefully the sorting and counting within each file, and the entering of results within the remaining sections. The grand total for each section must equal the corresponding entry on the Tabulation Control Sheet, Form FC-9.

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Table A-2. - All Family Groups Living in Substandard Dwelling Units Classified by Number of Employables, Number Gainfully Employed, by Family Income and by Occupancy, Race, and Relief Status. - Table A-2 is to be tabulated in 12 sections, one for each of files 7 through 18. Only family groups are to be tabulated on table A-2. Instructions are given below for separating the nonfamily group from the family groups in each file.

Note to supervisor. - Fill in the headings (items A, B, and C) in the upper right hand corner of each of the 12 sections of table A-3, transcribing these items from the file cards for files 7 through 18.

Step 1. - Remove from file 7 the group of Data Cards coded "8" (Non-family) in item B-1 (Type of group).

Note: Step 5 in the tabulation of each section of table A-3 left the Data Cards in each file sorted by "Type of group." This sort was maintained for the purpose of removing, as indicated above, the "Nonfamily group" of Data Cards.

Step 2. - Upon the "Nonfamily group" being removed, combine all "Family" groups (codes 1 through 7) within file 7.

Step 3. - Sort the Data Cards in file 7 (Owner-white-relief) according to the entry in item B-4 (Number of employables) into 5 groups, according to whether the answer to this item is "0", "1", "3" or "4 or more." (Note: All Data Cards reporting "4" or a higher number in answer to item B-4 are to be bunched in the "4 or more" group). Verify this sort. Count the cards in the group reporting "0" in answer to item B-4 and enter on line 2 (0 person) in the "Total" column of the first section of table A-2.

Note: All of these Data Cards should also have "0" reported in answer to item B-5 (Number of Gainfully Employed).

Step 4. - Sort each of the remaining "Number of employables" groups in file 7 into groups according to the entries in item B-5 (Number gainfully employed). Count the Data Cards in each "Number of employables - Number gainfully employed" group and enter on the correct line (lines 3 through 16) in the "Total" column.

Step 5. - Sort the Data Cards in the group used for filling line 2 ("0" employables - "0" gainfully employed) of the "Total" column into the thirteen code groups reported in answer to item B-6 (Group income). Count the cards in each "Group income" code group and enter on line 2 in the proper "Group income" column. Verify the sorting, counting, and entering.

Step 6. - Repeat this procedure for each of the remaining "Number of employables" - "Number gainfully employed" groups (same groups as used for filling the "Total" column, lines 3 through 16).

Step 7. - Obtain line 1 by adding lines 2 through 16. Check carefully all additions. The grand total must equal the entry on line 3 in the total column of the corresponding section of table A-3.

Upon the completion of this section of table A-2, replace in file 7 the "Nonfamily" Data Cards (which were removed in step 1, above).

Step 8. - Repeat the procedures outlined above (Steps 1 through 7) for each of the remaining files (files 8 through 18), thereby filling the remaining 11 sections of table A-2. Check carefully the sorting and counting within each file, and the entering of results within the remaining sections.

Table A-1. - All Groups Living in Substandard Dwelling Units Classified by Income, Occupancy, Race, Relief Status, and by Adequacy, and All Family Groups Classified by Number of Minor Dependents and by Size of Family. - Table A-1 is to be tabulated in 36 sections, one for each of three "Adequacy" groups within each of files 7 through 18.

Step 1. - Sort the Data Cards in each of files 7 through 18 into three groups according to the code entry for item A-5 (Adequacy). Remove the Data Cards from files 7 through 18 and transfer them to files 19 through 54, as indicated by the table below:

Old File	Occupancy	Race	Relief Status	Adequacy	New File	Control Sheet Position
7	Owner	White	Relief	1	19	Line 6, field B
	Owner	White	Relief	2	20	Line 7, field B
	Owner	White	Relief	3	21	Line 8, field B
8	Owner	White	Nonrelief	1	22	Line 10, field B
	Owner	White	Nonerelief	2	23	Line 11, field B
	Owner	White	Nonrelief	3	24	Line 12, field B
9	Owner	White	Relief NR	1	25	Line 14, field B
	Owner	White	Relief NR	2	26	Line 15, field B
	Owner	White	Relief NR	3	27	Line 16, field B
10	Owner	Other	Relief	1	28	Line 6, field C
	Owner	Other	Relief	2	29	Line 7, field C
	Owner	Other	Relief	3	30	Line 8, field C
11	Owner	Other	Nonrelief	1	31	Line 10, field C
	Owner	Other	Nonrelief	2	32	Line 11, field C
	Owner	Other	Nonrelief	3	33	Line 12, field C
12	Owner	Other	Relief NR	1	34	Line 14, field C
	Owner	Other	Relief NR	2	35	Line 15, field C
	Owner	Other	Relief NR	3	36	Line 16, field C
13	Tenant	White	Relief	1	37	Line 6, field E
	Tenant	White	Relief	2	38	Line 7, field E
	Tenant	White	Relief	3	39	Line 8, field E

Old File	Occupancy	Race	Relief Status	Adequacy	New File	Control Sheet Position
14	Tenant	White	Nonrelief	1	40	Line 10, field E
	Tenant	White	Nonrelief	2	41	Line 11, field E
	Tenant	White	Nonrelief	3	42	Line 12, field E
15	Tenant	White	Relief NR	1	43	Line 14, field E
	Tenant	White	Relief NR	2	44	Line 15, field E
	Tenant	White	Relief NR	3	45	Line 16, field E
16	Tenant	Other	Relief	1	46	Line 6, field F
	Tenant	Other	Relief	2	47	Line 7, field F
	Tenant	Other	Relief	3	48	Line 8, field F
17	Tenant	Other	Nonrelief	1	49	Line 10, field F
	Tenant	Other	Nonrelief	2	50	Line 11, field F
	Tenant	Other	Nonrelief	3	51	Line 12, field F
18	Tenant	Other	Relief NR	1	52	Line 14, field F
	Tenant	Other	Relief NR	2	53	Line 15, field F
	Tenant	Other	Relief NR	3	54	Line 16, field F

Step 2. - Count the Data Cards in each of the new files (files 19 through 54) and enter, according to the table above, on the Tabulation Control Sheet, Form FC-9, in the positions indicated. Check carefully the counting and entering. The sum of lines 6, 7, and 8 in each field is to equal line 5 in the same field; the sum of lines 10, 11, and 12 is to equal line 9; the sum of lines 14, 15, and 16 is to equal line 13.

Note to supervisor: Fill in the headings on each of the 36 sections of table A-1, transcribing these items (A, B, C, and D) from the file cards covering each of files 19 through 54.

Step 3. - Sort the Data Cards in file 19 into the following two groups:

a. All cards with codes 1 through 7 in item B-1 (Type of group

b. All cards with code 8 in item B-1 (Type of group)

Step 4. - Count the cards falling into group b. (above) and enter on line 23 (Non-family groups) in the "Total" column of the first section of table A-1. Sort these "Non-family" Data Cards into groups according to the code entry in item B-6 (Group income). Count the cards in each "Group income" interval and enter on line 23 in the proper "Group income" columns.

Step 5. - Sort the cards in group a. (above) into the following two groups:

1. All cards with an entry of 0, 1, or 2 in item B-3 (Number of minor dependents).

2. All cards with an entry of 3 or higher in item B-3 (Number of minor dependents).

Step 6. - Count the cards falling in group 1 (above) and enter on line 9 (Total families) in the "Total" column of the first section of table A-1.

Sort these cards into groups according to the entry in item B-2 (Size of group). Count the cards in each "Size of group" sort and enter in the "Total" column on the correct "Size of group" line (lines 10 through 16).

Step 7. - Sort the cards in each "Size of group" sort into sorts according to the code entry in item B-6 (Group income). Count and enter on the correct "Size of group" line in the proper "Group income" column. Check carefully all sorting, counting, and entering.

Step 8. - Sort the Data Cards in group 2 (Step 5, above) according to the directions given in steps 6 and 7 (for sorting the Data Cards in group 1). Count and enter in the proper columns, on lines 17 through 22.

Step 9. - Obtain line 9 by adding lines 10 through 16. Obtain line 17 by adding lines 18 through 22. Obtain lines 1 through 8 by adding the comparable lines in parts 2 and 3 of this section of table A-1 ("Families with less than 3 minor dependents" and "Families with 3 or more minor dependents," respectively). Lines 10 and 11 are to be transcribed directly to lines 2 and 3; all other

lines in the "Number of dependents" sections are to be added, including the "Total families" lines (lines 9 and 17). Verify all additions. The grand total must equal the corresponding entry on the Tabulation Control Sheet, Form FC-9.

Step 10. - Repeat the above procedure (steps 3 through 9) for each of files 20 through 54, thereby filling the remaining 35 sections of table A-1. Verify carefully the sorting and counting within each file, and the entering of results within each of the remaining sections.

Upon the conclusion of each section of table A-1, combine all sorts within each of files 19 through 54.

D. Instructions for Tabulating the B-Series Tables

The B-series tables, tables B-1 through B-5, are to be tabulated for all substandard dwelling units. Only the white Data Cards are to be used in tabulating the five tables included in the B-series, except white Data Cards for groups not interviewed, which were used in tabulating table C and which were set aside immediately thereafter.

Before tabulation of the B-series tables is begun, a set of file cards is to be made up with the designations indicated below. All the data appearing before each file number (below) are to appear on the file card also, but the file number is to stand out sharply, for ready reference.

As each group of Data Cards is sorted out, it is to be filed behind the appropriate file card, so that at no time should there be any doubt as to which "breakdown" is being tabulated. The file cards are to be entitled:

File by occupancy, race, adequacy:

Occupancy	Race	Adequacy	File Number
Owner	White	Physically substandard	101
Owner	White	Occupancy substandard	102
Owner	White	Physically and occupancy substandard	103
Owner	Other	Physically substandard	104
Owner	Other	Occupancy substandard	105
Owner	Other	Physically and occupancy substandard	106
Tenant	White	Physically substandard	107
Tenant	White	Occupancy substandard	108
Tenant	White	Physically and occupancy substandard	109
Tenant	Other	Physically substandard	110
Tenant	Other	Occupancy substandard	111
Tenant	Other	Physically and occupancy substandard	112

File by occupancy, race and number of lodgers:

Occupancy	Race	Number of Lodgers	File Number
Owner	White	None	113
Owner	White	1 or More	114
Owner	Other	None	115
Owner	Other	1 or More	116
Tenant	White	None	117
Tenant	White	1 or More	118
Tenant	Other	None	119
Tenant	Other	1 or More	120

File by occupancy, race, number of lodgers, and number of heads.

Occupancy	Race	Number of Lodgers	Number of Heads	File Number
Owner	White	None	One	121
Owner	White	None	Two or More	122
Owner	White	One or More	One	123
Owner	White	One or More	Two or More	124
Owner	Other	None	One	125
Owner	Other	None	Two or More	126
Owner	Other	One or More	One	127
Owner	Other	One or More	Two or More	128
Tenant	White	None	One	129
Tenant	White	None	Two or More	130
Tenant	White	One or More	One	131
Tenant	White	One or More	Two or More	132
Tenant	Other	None	One	133
Tenant	Other	None	Two or More	134
Tenant	Other	One or More	One	135
Tenant	Other	One or More	Two or More	136

File by race, number of lodgers, number of heads, and relief status.

Tenant occupied dwelling units only.

Race	Number of Lodgers	Number of Heads	Relief Status	File Number
White	None	One	1	137
White	None	One	2	138
White	None	One	9	139
White	None	Two or More	1	140
White	None	Two or More	2	141
White	None	Two or More	9	142
White	One or More	One	1	143
White	One or More	One	2	144
White	One or More	One	9	145

Race	Number of Lodgers	Number of Heads	Relief Status	File Number
White	One or More	Two or More	1	146
White	One or More	Two or More	2	147
White	One or More	Two or More	9	148
Other	None	One	1	149
Other	None	One	2	150
Other	None	One	9	151
Other	None	Two or More	1	152
Other	None	Two or More	2	153
Other	None	Two or More	9	154
Other	One or More	One	1	155
Other	One or More	One	2	156
Other	One or More	One	9	157
Other	One or More	Two or More	1	158
Other	One or More	Two or More	2	159
Other	One or More	Two or More	9	160

File by race and by number of groups. Owner occupied dwelling units only.

Race	Number of Heads	File Number
White	One	161
White	Two or More	162
Other	One	163
Other	Two or More	164

File by race, number of heads, and by relief status. Owner occupied dwelling units only.

Race	Number of Heads	Relief Status	File Number
White	One	Relief	165
White	One	Non Relief	166
White	One	Relief NR	167
White	Two or More	Relief	168
White	Two or More	Non Relief	169
White	Two or More	Relief NR	170
Other	One	Relief	171
Other	One	Non Relief	172
Other	One	Relief NR	173
Other	Two or More	Relief	174
Other	Two or More	Non Relief	175
Other	Two or More	Relief NR	176

Upon the completion of file cards for files 101 through 176, a preliminary sort is to be made before tabulation of the B-series tables is begun. Instructions for this preliminary sort follow below.

Note: After the combination of cards indicated at the end of tabulating A-1 is completed, the cards (both white and blue) are in files 19 through 54, grouped by occupancy, race, relief status and adequacy.

Step 1. - Sort the Data Cards in each file (19 through 54) into two groups according to whether the Data Cards are white or blue. Count the white Data Cards in each file and enter on Control Sheet FC-10 in the correct position (lines 6 through 8, 10 through 12, and 14 through 16 in the proper field). Obtain line 5 by adding lines 6 through 8; obtain line 9 by adding lines 10 through 12; obtain line 13 by adding lines 14 through 16; obtain line 2 by adding lines 6, 10, and 14; obtain line 3 by adding lines 7, 11, and 15; obtain line 4 by adding lines 8, 12, and 16; obtain line 1 by adding lines 2, 3, and 4. Check all additions carefully.

Step 2. - Similarly, count and enter the blue Data Cards on Control Sheet FC-11, and perform the additions to fill the vacant lines. Verify the counting and entering, and all additions.

Note: Replace the blue Data Cards in files 19 through 54 after filling Control Sheet FC-11, as these cards are not to be used in tabulating any of the B-series tables.

Step 3. - Verify the entries on the Tabulation Control Sheets, Forms FC-9, FC-10, and FC-11 by adding comparable lines (lines 1 through 16) on Forms FC-10, and FC-11, and checking the sums against the comparable lines on Tabulation Control Sheet, Form FC-9. In each case the sum of the lines on FC-10 and FC-11 are to equal the comparable line on Form FC-9

Step 4. - Place the white Data Cards in files 19 through 54 into new files 101 through 112, which are arranged by occupancy, race, relief status, and adequacy as indicated by the table below.

Old File	Occupancy	Race	Relief Status	Adequacy	New File
19	Owner	White	Relief	1	101
20				2	102
21				3	103
22			Non Relief	1	101
23				2	102
24				3	103
25			Relief NR	1	101
26				2	102
27				3	103
28		Other	Relief	1	104
29				2	105
30				3	106
31			Non Relief	1	104
32				2	105
33				3	106
34			Relief NR	1	104
35				2	105
36				3	106

Old File	Occupancy	Race	Relief Status	Adequacy	New File
37	Tenant	White	Relief	1	107
38				2	108
39				3	109
40			Non Relief	1	107
41				2	108
42				3	109
43			Relief NR	1	107
44				2	108
45				3	109
46		Other	Relief	1	110
47				2	111
48				3	112
49			Non Relief	1	110
50				2	111
51				3	112
52			Relief NR	1	110
53				2	111
54				3	112

Step 5. - Count the cards in files 101-112. Check the results with the entries on lines 2, 3, and 4 of the Tabulation Control Sheet FC-10, as indicated by the table below:

File Number	Check with Control Sheet Entry
101	Field B, Line 2
102	Field B, Line 3
103	Field B, Line 4
104	Field C, Line 2
105	Field C, Line 3
106	Field C, Line 4
107	Field E, Line 2
108	Field E, Line 3
109	Field E, Line 4
110	Field F, Line 2
111	Field F, Line 3
112	Field F, Line 4

The number of cards in each file is to equal the indicated entry on the Control Form FC-10.

Retain the Data Cards in files 101 through 112 until otherwise instructed below.

Table B-1. All Dwelling Units Classified by Presence or Absence of Lodgers, by Rental, by Number of Rooms, and by Occupancy, Race, and Adequacy. - Table B-1 is to be tabulated in 18 sections, one section to be prepared for "Net rental" for each of files 101 through 112, including both "owner occupied" and "tenant occupied" dwelling units; and one section to be prepared for "Gross rental" for each of files 107 through 112 ("tenant occupied" dwelling units only).

Step 1. - As a preliminary step sort the Data Cards in each file into two groups according to whether the entry in A-2 (Number of lodgers is "0" or a number other than "0". Designate the two groups as

X - The cards showing an entry of "0"

Y - The cards showing an entry of a number other than "0"

Thus in file 101, the cards showing no lodgers are in file 101-X and the cards showing lodgers are in file 101-Y.

Verify this sort.

Tabulating Net Rental

Net rental is tabulated for both owner occupied and tenant occupied dwelling units (files 101 through 112).

Note to supervisor: Fill in items A, B, C, and D for each of the first 12 sections of table B-1. Transcribe items A, B, and C from the file cards covering files 101 through 112. Enter an "X" against "Net" type of rental for item D. Enter "X's" on lines 10, 20, 30, and 40 of each table section, as these "Not reported" lines are not to be used in tabulation for "Net rental."

The table section headings and files to be used are indicated by the table below.

Table Section Heading			File Number (Enter on lines 11 - 20)	File Number (Enter on lines 21 - 30)
Occupancy	Race	Adequacy		
Owner	White	Physically substandard	101-X	101-Y
		Occupancy substandard	102-X	102-Y
		Physically and occupancy substandard	103-X	103-Y
	Other	Physically substandard	104-X	104-Y
		Occupancy substandard	105-X	105-Y
		Physically and occupancy substandard	106-X	106-Y
Tenant	White	Physically substandard	107-X	107-Y
		Occupancy substandard	108-X	108-Y
		Physically and occupancy substandard	109-X	109-Y
	Other	Physically substandard	110-X	110-Y
		Occupancy substandard	111-X	111-Y
		Physically and occupancy substandard	112-X	112-Y

Step 1. - Count the Data Cards in file 101-X and enter the result on line 11 (Total dwelling units) in the "Total" column of the first section of table B-1. Similarly, count the Data Cards in file 101-Y and enter the result on line 21 (Total dwelling units) in the "Total" column of the first section of table B-1.

Step 2. - Sort the Data Cards in file 101-X into eight groups according to the number of rooms reported in item A-11 (Total rooms). (Note: All Data Cards reporting "8" or a higher number in answer to this item are to be bunched in the "8 or more" group). At the completion of this sort the cards are in the sub files indicated by the table below:

Number of Rooms	Subfiles
1 room	A
2 rooms	B
3 rooms	C
4 rooms	D
5 rooms	E
6 rooms	F
7 rooms	G
8 or more rooms	H

Count the cards in each group and enter on line 11 (Total dwelling units) in the proper column. Verify the sorting, counting and entering.

Similarly, sort the Data Cards in file 101-Y according to the entries for item A-11 (Total rooms). Count the cards in

each group and enter on line 21 (Total dwelling units) in the proper column. Verify the sorting, counting, and entering.

Step 3. - Sort the Data Cards in sub file A of file 101-X into 8 groups according to the code entry in item A-9 (Net rental). Count the cards in each group and enter on the correct "Net rental" line (lines 12 through 19) in the "1 room" column. Verify the sorting, counting, and entering. Now sort the remaining sub files (B through H) similarly, each into groups according to the code entry in item A-9. Count and enter on lines 12 through 19 in the proper "Number of rooms" column.

Step 4. - Repeat the above steps (steps 2 and 3) for file 101-Y, except that the sort is made for item A-13 (Adjusted net rental). Count and enter on lines 22 through 29.

Step 5. - Obtain the top 9 lines (All Dwelling Units) of this section of table B-1 by adding comparable lines of the bottom parts ("Dwelling units without lodgers" and "Dwelling units with lodgers," respectively). Verify all vertical and cross additions. The grand total entry must equal the entry on line 2 of field B of the Tabulating Control Sheet, Form FC-10.

Step 6. - Repeat steps 1 through 5, above, for files 102 through 112, thereby filling the remaining 11 of the first 12 sections of table B-1. Note that all "X" groups are to be sorted on

the basis of entries for item A-9 (Net rental) while all "Y" groups are to be sorted on item A-13 (Adjusted net rental). Verify carefully all sorting, counting, and entering, and all additions. The grand total entry for each section is to equal the corresponding entry on the Tabulation Control Sheet, Form FC-10.

Tabulating Gross Rental

Gross rental is to be tabulated for tenant occupied dwelling units only (files 107 through 112).

Note to supervisor. - Fill in items A, B, C, and D for each of the last 6 sections of table B-1. Transcribe items A, B, and C from the file cards for files 107 through 112. Enter an "X" against "Gross" type of rental for item D.

The table section headings and files to be used are indicated by the table below.

Table Section Heading			File Number	
Occupancy	Race	Adequacy	(Enter on lines 11 - 20)	Enter on lines 21 - 30)
Tenant	White	Physically substandard	107-X	107-Y
Tenant	White	Occupancy substandard	108-X	108-Y
Tenant	White	Physically and occupancy sub-standard	109-X	109-Y
Tenant	Other	Physically substandard	110-X	110-Y
Tenant	Other	Occupancy substandard	111-X	111-Y
Tenant	Other	Physically and occupancy sub-standard	112-X	112-Y

Step 1. - Count the Data Cards in file 107-X and enter the result on line 11 (Total dwelling units) in the "Total" column of the 13th section of table B-1. Similarly, count the Data Cards in file 107-Y and enter the result on line 21 (Total dwelling units) in the "Total" column of the 13th section of table B-1.

Step 2. - Sort the Data Cards in file 107-X into eight groups according to the number of rooms reported in item A-11 (Total rooms). (Note: All Data Cards reporting "8" or a higher number in answer to this item are to be bunched in the "8 or more" group). At the completion of this sort the cards are in the sub files indicated by the table below:

Number of Rooms	Sub files
1 room	A
2 rooms	B
3 rooms	C
4 rooms	D
5 rooms	E
6 rooms	F
7 rooms	G
8 or more rooms	H

Count the cards in each group and enter on line 11 in the proper column. Verify the sorting, counting, and entering.

Step 3. - Similarly, sort the Data Cards in file 107-Y into eight groups according to the number of rooms reported in item A-11 (Total rooms). Count the cards in each group and enter on line 21 (Total dwelling units) in the proper column. Verify the sorting, counting, and entering.

Step 4. - Sort the Data Cards in sub file A of file 107-X into nine groups according to the code entry in item A-10 (Gross rental). Count the cards in each group and enter on the correct line (lines 12 through 20) in the "1 room" column. Verify the sorting, counting, and entering. Now sort the remaining sub files (B through H) similarly, each into groups according to the code entry in item A-10. Count and enter on lines 12 through 20 in the proper "Number of rooms" column.

Step 5. - Repeat the above step (step 4) for file 107-Y, except that the"rental" sort is to be made by item A-14 (Adjusted gross rental). Count and enter on lines 22 through 30.

Step 6. - Obtain the "Total" column by adding the "Number of rooms" columns across. Obtain the top 10 lines (All dwelling units) of this section of table B-1 by adding comparable lines of the bottom parts ("Dwelling units without lodgers" and "Dwelling units with lodgers,") respectively. Verify carefully all vertical and cross additions. The grand total entry must be the same as the entry on line 2 of field B of the Tabulation Control Sheet, Form FC-10.

Step 7. - Repeat steps 1 through 6, above, for files 108 through 112, thereby filling the remaining five sections of table B-1. Note that all "X" groups are to be sorted on the basis of entries for item A-10 (Gross rental), while the "Y" groups are to be sorted on item A-14 (Adjusted gross rental). Verify carefully all sorting, counting, and entering, and all additions.

Step 8. - After each section of the table is finned, return the Data Cards to the file, maintaining in each file the sort by presence or absence of lodgers (the "X" and "Y" breaks of

each file). Now assemble the Data Cards in the "X" and "Y" breaks of files 101 through 112 into files 113 through 120, according to the table below. Count the cards in each of the new files 113 through 120, and enter on Control Sheet Form FC-10 (White Data Cards) in the positions indicated on the table below:

Old File	Occupancy	Race	No. of Lodgers	New File	Control Sheet Position
101-X, 102-X, 103-X	Owner	White	0	113	Field B, Line 17
101-Y, 102-Y, 103-Y			1 or more	114	Field B, Line 20
104-X, 105-X, 106-X		Other	0	115	Field C, Line 17
104-Y, 105-Y, 106-Y			1 or more	116	Field C, Line 20
107-X, 108-X, 109-X	Tenant	White	0	117	Field E, Line 17
107-Y, 108-Y, 109-Y			1 or more	118	Field E, Line 20
110-X, 111-X, 112-X		Other	0	119	Field F, Line 17
110-Y, 111-Y, 112-Y			1 or more	120	Field F, Line 20

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Table B-2. - All Dwelling Units Occupied by a Single Group, Classified by Presence or Absence of Lodgers, by Rental, by Size of Group, and by Occupancy and Race. - Table B-2 is to be tabulated in six sections. Net rental is to be shown for owner-occupied and tenant-occupied dwelling units, by race of occupant; and gross rental for tenant-occupied dwelling units, by race of occupant.

Note: Step 8 in the tabulation of table B-1 set up files 113 through 120. A preliminary sort is to be made before tabulation of table B-2 is begun.

Step 1. - Begin with file 113. Sort the Data Cards in this file according to the entry in item A-3 (Number of heads), into the following two groups:

(a) Those with an entry of "1".

(b) Those with an entry of "2" or more.

Designate the group of cards showing "1" head in answer to item A-3 as file 121, and those showing 2 or more heads as file 122. Verify the sort. Count the Data Cards in each group and enter on the Control Sheet (Form FC-10) in the positions indicated on the table below.

Step 2. - Repeat this sort for files 114 through 120, assigning new file numbers and entering on the Control Sheet as indicated by the table below:

Old File	Occupancy	Race	No. of Lodgers	No. of Heads	New File	Control Form Position
113	Owner	White	None	One	121	Field B, Line 18
				Two or More	122	Field B, Line 19
114			One or More	One	123	Field B, Line 21
				Two or More	124	Field B, Line 22
115		Other	None	One	125	Field C, Line 18
				Two or More	126	Field C, Line 19
116			One or More	One	127	Field C, Line 21
				Two or More	128	Field C, Line 22
117	Tenant	White	None	One	129	Field E, Line 18
				Two or More	130	Field E, Line 19
118			One or More	One	131	Field W, Line 21
				Two or More	132	Field E, Line 22
119		Other	None	One	133	Field F, Line 18
				Two or More	134	Field F, Line 19
120			One or More	One	135	Field F, Line 21
				Two or More	136	Field F, Line 22

Note: Only the odd-numbered files are to be used in the tabulation of table B-2.

Tabulating Net Rental

Net rental is tabulated for both owner occupied and tenant occupied dwelling units, using the odd-numbered files 121 through 135.

Note to supervisor: Fill in items A and B (according to the table below) for each of the first four sections of table B-2. Enter an "X" against "Net" type of rental for item C. Enter "X's" on lines 10, 20, 30, and 40 of each table section, as these "Not reported" lines are not to be used in tabulations for "Net rental."

The table section headings and the files to be used in their preparation are indicated by the table below:

Table Section Headings			File Number Enter on Lines 11-19	21-29 and 31-39
Owner	White	Net	121	123
Owner	Other	Net	125	127
Tenant	White	Net	129	131
Tenant	Other	Net	133	135

Step 1. - Count the total number of Data Cards in file 121 and enter in the "Total" column on line 11 (Total dwelling units) of the first section of table B-2. Verify the counting and entering. Sort the cards in file 121 into 8 groups according to the entry in item B-2 (Size of group). (Note: All Data Cards reporting "8" or a higher number in answer to this item are to be bunched in the "8 or more" group). Place the cards

in each sort into subfiles A through H, as indicated by the table below:

Number of Persons	After Sorting Place in Subfile
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8 or more	H

Verify the sort. Count the cards in each subfile and enter on line 11 (Total dwelling units) in the proper "Size of group" column. Verify counting and entering.

Step 2. - Repeat this step (step 1) for file 123. Enter the results on line 21 (Total dwelling units) in the proper columns. Now transcribe line 21 to line 31, as these two lines are identical.

Step 3. - Beginning with subfile A of file 121, sort the Data Cards into 8 groups according to the code entry for item A-9 (Net rental). Count the cards in each "Net rental" group of subfile A and enter in the "1 person" column of the first section of table B-2, on lines 12 through 19. Repeat this procedure for the remaining subfiles of file 121, counting and entering in the proper "Size of group" column on the correct "Net rental" line (lines 12 through 19). Verify sorting, counting, and entering.

Step 4. - Beginning with subfile A of file 123, sort the Data Cards into 8 groups according to the code entry for item A-13 (Adjusted net rental). Count the cards in each "Adjusted net rental" group

of subfile A and enter in the "1 person" column of the first section of table B-2, on lines 22 through 29. Repeat this procedure for the remaining subfiles of file 123, counting and entering in the proper "Size of group" column on the correct "Adjusted net rental" line (lines 22 through 29). Verify sorting, counting, and entering.

Step 5. - Combine the Data Cards in each "Size of group" subfile of file 123. Now sort the cards in each subfile into 8 groups according to the code entry for item A-9 (Net rental). Count the cards in each "Net rental" sort of each subgroup, and enter in the proper "Size of group" columns on the correct "Net rental" lines (lines 32 through 39). Verify sorting, counting, and entering.

Step 6. - Obtain the "Total" column by adding the "Size of group" columns across. Obtain the top part (Total dwelling units) of the first section of table B-2 by adding the comparable lines in the second part (lines 11 through 19) and third part (lines 21 through 29). To illustrate: Obtain line 1 by adding lines 11 and 21; obtain line 2 by adding lines 12 and 22; obtain line 3 by adding lines 13 and 23; etc. (Disregard lines 31 through 39 in making these additions). Verify carefully all vertical and cross additions.

Step 7. - Combine the "Rental" groups, maintaining subfiles A through H (Size of group) in files 121 and 123. Verify carefully the

major entries on this section of table B-2 with comparable entries on the Control Sheet (Form FC-10).

Step 8. - Repeat steps 1 through 7 above, for uneven-numbered files 125 through 135, thereby filling the remaining three "Net rental" sections of table B-2. Use two files to fill each section of the table, as indicated above.

Verify carefully all sorting, counting, entering, and addition. Compare all major entries with comparable entries on lines 18 and 21 of the Control Sheet, Form FC-10, to make sure that comparable entries are equal.

Tabulating Gross Rental

Gross rental is tabulated for tenant occupied dwelling units only, using the odd-numbered files 129 through 135.

Note to supervisor: Fill in items A and B (according to the table below) for each of the last two sections of table B-2. Enter an "X" against "Gross" type of rental for item C.

The table section headings and the files to be used in their preparation are indicated by the table below:

Table Section Headings	File Number Enter on Lines 11-20	21-30 and 31-40
Tenant White Gross	129	131
Tenant Other Gross	133	135

Step 1. - Beginning with subfile A (Size of group "1") of file 129, sort the Data Cards into 9 groups according to the code entry

for item A-10 (Gross rental). Count the cards in each "Gross rental" group of subfile A and enter in the "1 person" column on the correct "Gross rental" line (lines 12 through 20) of the second part (Dwelling units without lodgers) of this section of table B-2. Verify. Repeat this procedure for each of the remaining subfiles of file 129, entering the number of cards in each sort on the correct line (lines 12 through 20) in the proper column. Verify each sort, count, and entry. Obtain line 11 (Total dwelling units) by adding lines 12 through 20. Obtain the "Total" column by adding the "Size of group" columns across.

Step 2. - Beginning with subfile A of file 131, sort the Data Cards into 9 groups according to the code entry for item A-14 (Adjusted gross rental). Count the cards in each code group and enter in the "1 person" column on lines 22 through 30. Repeat this procedure for each subfile of file 131, entering the number of cards in each "Adjusted rental" sort on the correct line (lines 22 through 30) in the proper column. Obtain line 21 (Total dwelling units) by adding lines 22 through 30. Obtain the "Total" column by adding the "Size of group" columns across. Check carefully all sorting, counting, entering, and addition. Now combine the "Adjusted gross rental" sorts within each subfile of file 131.

Step 3. - Beginning with subfile A of file 131, sort the Data Cards into nine groups according to the code entry for item A-10 (Gross rental). Count the cards in each code group and enter in the "1 person" column on lines 32 through 40. Verify. Repeat this procedure for each of the remaining subfiles of file 131, entering the number of cards in each "Gross rental" sort on the correct line (lines 32 through 40) in the proper column. Obtain line 31 (Total dwelling units) by adding lines 32 through 40. Obtain the "Total" column by adding the "Size of group" columns across. Verify carefully all sorting, counting, entering, and all vertical and cross additions. The major entries on this section of table B-2 are to be compared with the corresponding entries on the Control Sheets, Form FC-10.

Step 4. - Obtain the top 10 lines of this section of table B-2 by adding comparable lines in the next two parts. To illustrate: obtain line 1 by adding lines 11 and 21; obtain line 2 by adding lines 22 and 32; obtain line 3 by adding lines 23 and 33; etc. (Disregard lines 31 through 40 in making these additions).

Step 5. - Repeat steps 1 through 4, above, for files 133 and 135, thereby filling the remaining section of table B-2.

Upon the completion of all sections of table B-2, combine all sorts and subfiles within each of files 121 through 136. Retain files 121 through 136, in preparation for tabulation of the next table.

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Table B-3. - All Tenant Occupied Dwelling Units Classified by Presence or Absence of Lodgers, by Number of Groups in the Dwelling Unit, by Net Rental, by Dwelling Unit Income, and by Race, Relief Status, and Rental Delinquency. - Table B-3 is to be tabulated in 18 sections, using the cards in files 129 through 136. Note: Files 121 through 128 are not to be used in tabulating table B-3.

Step 1. - Beginning with file 129, and proceeding with remaining files, sort the Data Cards into 3 groups according to the code entry in item A-6 (Relief status). Set up new files on the basis of this sort, according to the table below.

Old File	Race	Lodgers	Heads	Relief Status	New File
129	White	None	One	1	137
				2	138
				9	139
130			Two or More	1	140
				2	141
				9	142
131		One or More	One	1	143
				2	144
				9	145
132			Two or More	1	146
				2	147
				9	148
133	Other	None	One	1	149
				2	150
				9	151
134			Two or More	1	152
				2	153
				9	154
135		One or More	One	1	155
				2	156
				9	157
135			Two or More	1	158
				2	159
				9	160

Step 2. - Sort the Data Cards in each file (files 137 through 160) into three groups according to the code entry in A-7 (Owe rent). Place the Data Cards in each "Owe rent" group into a subfile, according to the table below:

Owe rent	After sorting, place in subfile
1	X
2	Y
9	Z

Verify the sorting.

Note to supervisor: Fill in the headings at the top of each section of table B-3. The table section headings and the files to be used in their preparation are as follows:

Table Section Headings			File Number Enter on Lines 10-18	19-27	28-36	37-45
White	Relief	Rent Del.	137-X	140-X	143-X	146-X
White	Relief	Rent Not Del.	137-Y	140-Y	143-Y	146-Y
White	Relief	Rent Del. NR	137-Z	140-Z	143-Z	146-Z
White	Non Relief	Rent Del.	138-X	141-X	144-X	147-X
White	Non Relief	Rent Not Del.	138-Y	141-Y	144-Y	147-Y
White	Non Relief	Rent Del. NR	138-Z	141-Z	144-Z	147-Z
White	Relief NR	Rent Del.	139-X	142-X	145-X	148-X
White	Relief NR	Rent Not Del.	139-Y	142-Y	145-Y	148-X
White	Relief NR	Rent Del. NR	139-Z	142-Z	145-Z	148-Z
Other	Relief	Rent Del.	149-X	152-X	155-X	158-X
Other	Relief	Rent Not Del.	149-Y	152-Y	155-Y	158-Y
Other	Relief	Rent Del. NR	149-Z	152-Z	155-Z	158-Z
Other	Non Relief	Rent Del.	150-X	153-X	156-X	159-X
Other	Non Relief	Rent Not Del.	150-Y	153-Y	156-Y	159-Y
Other	Non Relief	Rent Del. NR	150-Z	153-Z	156-Z	159-Z
Other	Relief NR	Rent Del.	151-X	154-X	157-X	160-X
Other	Relief NR	Rent Not Del.	151-Y	154-Y	157-Y	160-Y
Other	Relief NR	Rent Del. NR.	151-Z	154-Z	157-Z	160-Z

DO NOT COMBINE ANY OF THESE FILES.

Step 3. - Count the Data Cards in file 137-X and enter on line 10 (Total dwelling units) in the "Total" column of the first section of table B-3. Sort the cards in file 137-X into 13 groups according to the code entry for item A-8 (Income - Dwelling Unit). Count the cards in each code "Income" group and enter on line 10 in the proper "Income" column. Verify the sorting, counting, and entering.

Step 4. - Sort the cards in each "Income" group into 8 groups according to the code entry for item A-9 (Net rental). Count the cards in each "Net rental" group and enter on the correct "Net rental" line (lines 11 through 18) in the proper "Income" column. Verify sorting, counting, and entering.

Step 5. - Repeat this procedure (steps 3 and 4, above) for file 140-X, sorting by the entry in item A-9 (Net rental), and filling lines 19 through 27. Verify.

Step 6. - Count the Data Cards in file 143-X and enter on line 28 (Total dwelling units) in the "Total" column. Sort the cards in file 143-X into 13 groups according to the code entry for item A-8 (Income - Dwelling unit). Count the cards in each code "Income" group and enter on line 28 in the proper "Income" column. Verify the sorting, counting, and entering.

Step 7. - Sort the cards in each "Income" group into 8 groups according to the code entry for item A-13 (Adjusted net rental). Count the cards in each "Adjusted net rental" group and enter on the

correct "Adjusted net rental" line (lines 29 through 36) in the proper "Income" column. Verify sorting, counting, and entering.

Step 8. - Repeat this procedure (steps 6 and 7, above) for file 146-X, sorting by the entry in item A-13 (Adjusted net rental), and filling lines 37 through 45. Verify.

Step 9. - Obtain the "Total" column in each of the parts of this section of Table B-3 by adding the "Income - Dwelling unit" columns across. Check all additions carefully.

Step 10. - Fill the top part (lines 1 through 9) of this section of Table B-3 by adding comparable lines in each of the four remaining parts. To illustrate: Obtain line 1 by adding lines 10, 19, 28, and 37; obtain line 2 by adding lines 11, 20, 29, and 38; obtain line 3 by adding lines 12, 21, 30, and 39; etc. Check all additions carefully.

Step 11. - Repeat this procedure (steps 3 through 10, above) for the remaining files, to fill the remaining sections of table B-3 (see table under step 2, above, for guidance as to the files which are used to fill the different sections of table B-3, and the different parts of each section). Upon the conclusion of tabulation of each section, combine the "X", "Y", and "Z" subfiles of each file, but retain the files 137 through 160 in preparation for tabulation of table B-5. Note: Table B-5 precedes table B-4 in the tabulating procedures.

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Table B-5. All Tenant Occupied Dwelling Units Occupied by a Single Group, Classified by Presence or Absence of Lodgers, by Net Rental and by Group Income, and by Race, Relief Status, and by Size of Group. - Table B-5 is to be tabulated in 48 sections, using cards in files 137, 138, and 139; 143, 144, and 145; 149, 150, and 151; 155, 156, and 157.

Note: Files 121 through 128; 140, 141 and 142; 146, 147, and 148; 152, 153, and 154; 158, 159, and 160 are not to be used in tabulating table B-5.

Step 1. - Beginning with file 137 and proceeding with the remaining files (see opening paragraph for list of files to be used in this tabulation, and files to be excluded) sort the Data Cards in each file into 8 groups according to the entry for item B-2 (Size of group); designate the first group as "subfile A," the second as "subfile B," etc, according to the table below.

Size of Group	After Sorting Place in Subfile
1	A
2	B
3	C
4	D
5	E
6	F
7	G
8 or more	H

Verify this sort.

Note to supervisor: Fill in the headings at the top of each section of table B-5. The table section headings and the files to be used in their preparation are as follows:

Table Section Headings			File Number Post on Lines 10-18	19-27
White	Relief	1 Person	137-A	143-A
White	Relief	2 Persons	137-B	143-B
White	Relief	3 Persons	137-C	143-C
White	Relief	4 Persons	137-D	143-D
White	Relief	5 Persons	137-E	143-E
White	Relief	6 Persons	137-F	143-F
White	Relief	7 Persons	137-G	143-G
White	Relief	8 or More Persons	137-H	143-H
White	Non Relief	1 Person	138-A	144-A
White	Non Relief	2 Persons	138-B	144-B
White	Non Relief	3 Persons	138-C	144-C
White	Non Relief	4 Persons	138-D	144-D
White	Non Relief	5 Persons	138-E	144-E
White	Non Relief	6 Persons	138-F	144-F
White	Non Relief	7 Persons	138-G	144-G
White	Non Relief	8 or More Persons	138-H	144-H
White	Relief NR	1 Person	139-A	145-A
White	Relief NR	2 Persons	139-B	145-B
White	Relief NR	3 Persons	139-C	145-C
White	Relief NR	4 Persons	139-D	145-D
White	Relief NR	5 Persons	139-E	145-E
White	Relief NR	6 Persons	139-F	145-F
White	Relief NR	7 Persons	139-G	145-G
White	Relief NR	8 or More Persons	139-H	145-H

Table Section Headings			File Number Post on Lines 10-18	19-27
Other	Relief	1 Person	149-A	155-A
Other	Relief	2 Persons	149-B	155-B
Other	Relief	3 Persons	149-C	155-C
Other	Relief	4 Persons	149-D	155-D
Other	Relief	5 Persons	149-E	155-E
Other	Relief	6 Persons	149-F	155-F
Other	Relief	7 Persons	149-G	155-G
Other	Relief	8 or More Persons	149-H	155-H
Other	Non Relief	1 Person	150-A	156-A
Other	Non Relief	2 Persons	150-B	156-B
Other	Non Relief	3 Persons	150-C	156-C
Other	Non Relief	4 Persons	150-D	156-D
Other	Non Relief	5 Persons	150-E	156-E
Other	Non Relief	6 Persons	150-F	156-F
Other	Non Relief	7 Persons	150-G	156-G
Other	Non Relief	8 or More Persons	150-H	156-H
Other	Relief NR	1 Person	151-A	157-A
Other	Relief NR	2 Persons	151-B	157-B
Other	Relief NR	3 Persons	151-C	157-C
Other	Relief NR	4 Persons	151-D	157-D
Other	Relief NR	5 Persons	151-E	157-E
Other	Relief NR	6 Persons	151-F	157-F
Other	Relief NR	7 Persons	151-G	157-G
Other	Relief NR	8 or More Persons	151-H	157-H

Step 2. - Count the Data Cards in file 137-A and enter on line 10 (total dwelling units) in the "Total" column of the first section of table B-5. Sort the cards into 13 groups according to the code entry for item B-6 (Group income). Count the cards in each "Group income" sort and enter on line 10 in the proper "Group income" column. Verify the sorting counting, and entering.

Step 3. - Sort the cards in each "Group income" sort into 8 groups according to the code entry for item A-9 (Net rental). Count the Data Cards in each "Net rental" group and enter on the correct "Net rental" line (lines 11 through 18) in the proper "Group income" column. Verify the sorting, counting, and entering.

Step 4. - Count the Data Cards in file 143-A and enter on line 19 (total dwelling units) in the "Total" column. Sort the cards into 13 groups according to the code entry for item B-6 (Group income). Count the cards in each "Group income" sort and enter on line 19 in the proper "Group income" column. Verify the sorting, counting, and entering.

Step 5. - Sort the cards in each "Group income" sort into 8 groups according to the code entry for item A-13 (Adjusted net rental). Count the Data Cards in each "Adjusted net rental" group and enter on the correct "Adjusted net rental" lines (lines 20 through 27) in the proper "Group income" column. Verify the sorting, counting, and entering.

Step 6. - Obtain the "Total" column by addition of the "Group income" columns across. Obtain the top 9 lines of this section of table B-5 by addition of corresponding lines in the bottom 2 parts of the section. To illustrate: Obtain line 1 by adding lines 10 and 19; obtain line 2 by adding lines 11 and 20; obtain line 3 by adding lines 12 and 21; etc. Check all additions carefully.

Step 7. - Repeat this procedure (steps 2 through 6, above) for the remaining files (see table under step 1, above) thereby filling the remaining sections of table B-5. Verify all sorting, counting, entering, and addition. Upon the completion of each section of table B-5, combine the "Rental" and "Group income" sorts within each file and combine the "Size of group" subfiles (A through H).

Table B-4. - All Dwelling Units Classified by Relief Status, by Number of Groups in the Dwelling Unit, and by Dwelling Unit Income, and by Occupancy and Race. - This table is to be tabulated in 4 sections, 2 for owner occupied dwelling units and 2 for tenant occupied dwelling units. The sections for owner occupied dwelling units are to be tabulated by use of files 121 through 128. Note: Files 137 through 160 are not to be used in tabulating table B-4. The sections for the tenant occupied dwelling units are to be prepared by a recapitulation of data

from table B-3. Detailed instructions appear below for tabulating the owner occupied dwelling unit sections and for preparing the tenant occupied dwelling unit sections.

Step 1. - Combine files 121 through 128 into new files 161 through 164, as indicated by the table below:

Old File	Race	Number of Groups	New File
121 and 123	W	One	161
122 and 124		Two or More	162
125 and 127	Other	One	163
126 and 128		Two or More	164

Step 2. - Sort the Data Cards in each file (files 161 through 164) into 3 groups according to the code entry for item A-6 (Relief status). Sort according to the following table:

Old File	Race	No. of Heads	Relief Status	New File
161	W	One	1	165
			2	166
			9	167
162		Two or More	1	168
			2	169
			9	170
163	Other	One	1	171
			2	172
			9	173
164		Two or More	1	174
			2	175
			9	176

Verify this sort.

Note to supervisor: Fill in the headings at the top of each section of table B-4. The table section headings and the files to be used in their preparation are as follows:

Table Section Headings	File Number	Post on Line Number
White	165	5
	166	8
	167	11
	168	6
	169	9
	170	12
Other	171	5
	172	8
	173	11
	174	6
	175	9
	176	12

Step 3. - Count the Data Cards in file 165 and enter on line 5 (Nonrelief dwelling units - containing one group) in the "Total" column of the first section of table B-4. Sort the cards in file 165 into 13 groups according to the code entry for item A-8 (Income - Dwelling unit). Count the cards in each "Income - Dwelling unit" group and enter on line 5 in the proper "Income" column. Verify the sorting, counting, and entering.

Step 4. - Repeat this procedure (step 3, above) for the remaining files (files 166 through 176) thereby filling the remaining cells of the first two sections of table B-4. Verify all sorting, counting, and entering.

Step 5. - Fill the two sections of table B-4 for tenant occupied dwelling units by addition of lines on sections of table B-3. This addition is to be performed in accordance with the following table, which indicates the sections of B-3 to be used, the lines to be added, and the lines on table B-4 which are to be filled by this addition. In each case, six lines are to be added together on the B-3 table Sections, to equal one line on the B-4 table sections.

Table Section Headings		B-3 Headings	B-3 Line Numbers	B-4 Line Number
Tenant	White	White Relief	10 and 28	
		White Relief	10 and 28	
		White Relief	10 and 28	5
		White Relief	19 and 37	
		White Relief	19 and 37	
		White Relief	19 and 37	6
		White Non Relief	10 and 28	
		White Non Relief	10 and 28	
		White Non Relief	10 and 28	8
		White Non Relief	19 and 37	
		White Non Relief	19 and 37	
		White Non Relief	19 and 37	9
		White Relief NR	10 and 28	
		White Relief NR	10 and 28	
		White Relief NR	10 and 28	11
		White Relief NR	19 and 37	
		White Relief NR	19 and 37	
		White Relief NR	19 and 37	12
Tenant	Other	Other Relief	10 and 28	
		Other Relief	10 and 28	
		Other Relief	10 and 28	5
		Other Relief	19 and 37	
		Other Relief	19 and 37	
		Other Relief	19 and 37	6
		Other Non Relief	10 and 28	
		Other Non Relief	10 and 28	
		Other Non Relief	10 and 28	8
		Other Non Relief	19 and 37	
		Other Non Relief	19 and 37	
		Other Non Relief	19 and 37	9
		Other Relief NR	10 and 28	
		Other Relief NR	10 and 28	
		Other Relief NR	10 and 28	11
		Other Relief NR	19 and 37	
		Other Relief NR	19 and 37	
		Other Relief NR	19 and 37	12

Table Section Headings			File Number Post on Lines 10-18	19-27
White	Relief NR	1 Person	139-A	145-A
White	Relief NR	2 Persons	139-B	145-B
White	Relief NR	3 Persons	139-C	145-C
White	Relief NR	4 Persons	139-D	145-D
White	Relief NR	5 Persons	139-E	145-E
White	Relief NR	6 Persons	139-F	145-F
White	Relief NR	7 Persons	139-G	145-G
White	Relief NR	8 or More Persons	139-H	145-H
Other	Relief	1 Person	149-A	155-A
Other	Relief	2 Persons	149-B	155-B
Other	Relief	3 Persons	149-C	155-C
Other	Relief	4 Persons	149-D	155-D
Other	Relief	5 Persons	149-E	155-E
Other	Relief	6 Persons	149-F	155-F
Other	Relief	7 Persons	149-G	155-G
Other	Relief	8 or More Persons	149-H	155-H
Other	Non Relief	1 Person	150-A	156-A
Other	Non Relief	2 Persons	150-B	156-B
Other	Non Relief	3 Persons	150-C	156-C
Other	Non Relief	4 Persons	150-D	156-D
Other	Non Relief	5 Persons	150-E	156-E
Other	Non Relief	6 Persons	150-F	156-F
Other	Non Relief	7 Persons	150-G	156-G
Other	Non Relief	8 or More Persons	150-H	156-H
Other	Relief NR	1 Person	151-A	157-A
Other	Relief NR	2 Persons	151-B	157-B
Other	Relief NR	3 Persons	151-C	157-C
Other	Relief NR	4 Persons	151-D	157-D
Other	Relief NR	5 Persons	151-E	157-E
Other	Relief NR	6 Persons	151-F	157-F
Other	Relief NR	7 Persons	151-G	157-G
Other	Relief NR	8 or More Persons	151-H	157-H

Make all additions carefully. Verify the entries on table B-4.

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APPENDIX B

SUPPLEMENTARY INSTRUCTIONS TO CONTROL SECTION

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SUPPLEMENTARY INSTRUCTIONS TO CONTROL SECTION

A. General Instructions

1. Nature and significance of control system. - It is the responsibility of the Control Section to maintain a record of all technical operations. This involves the maintenance of a control system whereby the stage of operations for the entire project, or for any group of schedules, can be determined at a glance. Furthermore, the system must be such as to make possible the location of any schedule or group of schedules at any time. An automatic check must be maintained on all schedules so that if any should be mislaid or lost their absence will be noticed immediately.

The operation of an adequate control system is necessarily based upon efficient organization of the work. The control clerk will be in a particularly advantageous position to note and to report any blocking of operations, and, within limits, can recommend alternative routing tending toward and maintenance of an even flow of schedules.

The work of the Control Section is, therefore, of fundamental consequence to the operation of the project. In many respects it may be considered as a key section because while a breakdown in the operations of any other unit may be immediately detected in an efficiently operated control room, the inefficient handling of the controls may well result in disorganization throughout the whole set-up. The control clerks must, therefore, be constantly alert and take every possible precaution against errors.

2. Forms to be used. - Up to the beginning of tabulation, four control forms are basic to the control operations. Two of these forms (the Block Face Card, Form FC-6, and the Bundle Face Card, Form FC-8) are to be attached to the forms as they are routed through the various operations. The other two forms (the Block Control Sheet, Form FC-5 and the Bundle Control Sheet, Form FC-7) are to be maintained in the Control Section to serve as stationary master records. Detailed instructions for the use of these forms are presented below. The following description of each form will assist the control clerks in grasping quickly the essentials of the control system.

a. Block Face Card, Form FC-6. - As indicated in Part I (SELECTION OF CASES) of Appendix A, after receipt of the Dwelling Schedules, RPS Forms B and C from the RPS Control Section, RPS serial numbers (beginning with number 1 for each block) are to be ssigned by the FC-1 control staff. Then the Dwelling Schedules, RPS Forms B and C, are to be transmitted separately for each block to the Substandard Coding unit accompanied by the appropriate RPS Block Face Card and the FC-1 Block Face Card, Form FC-6.

The FC-1 Block Face Card, Form FC-6, is to accompany the Dwelling Schedules, RPS Forms B and C, through the various operations of Substandard Coding and is to be returned to the Control Section (with the RPS Forms B and C for the particular block) after the substandard coding has been completed. This provides the Control Section with the information necessary.

for maintenance of the stationary master record embodied in the Block Control Sheet, Form FC-5, described below.

The Block Face Card, Form FC-6, is to remain attached to the Dwelling Schedules, RPS Forms B and C, when they are sent to the transcription section for preliminary preparation of the Family Schedule, Form FC-1. Upon return of the Dwelling Schedules, RPS Forms B and C (and the Family Schedules, Form FC-1) to the Control Section, the Block Face Card, Form FC-6, is to be attached to the group of Family Schedules, Form FC-1, (for the particular block) when they are transmitted to the group leaders in charge of the enumerators.

After completion of the enumeration the schedules for the particular block are to be returned with the Block Face Card to the Control Section. At this point the control on a block basis stops as the Family Schedules, Form FC-1, are to be gathered together in bundles with each bundle containing the schedules for a block or a group of blocks. At this time, therefore, the Block Face Cards, Form FC-6, are to be filed in the control section as a permanent record until the study is completed.

b. Block Control Sheet, Form FC-5. - Whereas the Block Face Card, Form FC-6, is designed to travel with the schedule, the Block Control Sheet, Form FC-6, is to be maintained as a stationary master record in the control room and provides information as to the stage of operations of the schedules for each particular block. It is to be filled, therefore, from the Block

Face Card, Form FC-6, as the schedules and the Block Face Card are returned after each operation and before they are routed to the next operation.

c. Bundle Face Card, Form FC-8. - As indicated in the discussion of the Block Face Card, Form FC-6, (above) the Family Schedules, Form FC-1, are to be maintained in groups by blocks until after the enumeration for the block has been completed. From that point the Family Schedules, Form FC-1, are to be grouped in bundles with each bundle containing all Family Schedules, Form FC-1, for a block or group of blocks. At this stage the Block Face Cards, Form FC-6, are to be removed and filed. A Bundle Face Card, Form FC-8, is to be prepared and attached to each bundle, remaining with the bundle as it moves to and from the control section while the Family Schedules are being edited and coded, the data are being transcribed to the Data Card, Form FC-4, and the various rental computations are being made and verified. This brings the schedules to the tabulation operations, at which time the Bundle Face Cards are to be detached and filed. The control during the tabulation period will be maintained by a special set of forms handled in the Tabulation Section.

d. Bundle Control Sheet, Form FC-7. - The Bundle Control Sheet, Form FC-7, is to be maintained in the Control Section as a stationary master record for control of bundles of Family Schedules, Form FC-1. It is to be filled from the Bundle Face Card, Form FC-8, as each bundle passes through the control section between operations.

B. Block Control

All control operations involved in handling the Dwelling Schedules, RPS Forms B and C, from the time they are received from the RPS Control Section until they are returned to the RPS office are to be on a block basis. Similarly the control operations involved in handling the Family Schedules, Form FC-1, are to be on a block basis until after the enumeration is completed. The following control steps are to be followed carefully.

Step 1. - Immediately upon receipt of the RPS Forms B and C from the RPS Control Section, a Block Face Card, Form FC-6, is to be prepared for, and attached to, the group of Dwelling Schedules, RPS Forms B and C, for each block. On the Block Face Card, Form FC-6, fill items 1 (ED No.) and 2 (Block No.) by entering the enumeration district and block numbers respectively.

Step 2. - Arrange all Dwelling Schedules, RPS Forms B and C, for each block in order by structure number and assign RPS serial numbers beginning with "1" for each block. The serial number is to be written or stamped in ink on the reverse side of the RPS Forms B and C. The clerk performing this operation is to enter his name in column b (Performed by - Name) on line 1 (Serializing RPS Forms B and C) on the Block Face Card, Form FC-6. He is also to enter the date in column c (Performed by - Date).

Step 3. - Verify the serializing making sure that no numbers have been skipped and that the Dwelling Schedules, RPS Forms B and C for different blocks have not been mixed. (The name of the clerk performing the verification and the date of verification

are to be entered on the same line in columns d and e "Verified by").

Step 4. - Fill item 3 (RPS serial numbers) on Block Face Card, Form FC-6, by entering the first and the last RPS serial number for the particular block. Count the RPS Forms B and C for each block. Fill item 4 (Total RPS Forms B and C) on Block Face Card, Form FC-6, by entering the total number of RPS Forms B and C for the particular block. (If the serializing operation has been performed by the RPS staff enter an "X" on line 1 "Serialize RPS Forms B and C") in columns b and c "Performed by"; verify the serialization and make the other entries as above.) Now attach the Block Face Card, Form FC-6, to the Dwelling Schedules, Forms B and C, for the particular block, placing it on top of the RPS Block Face Card.

Step 5. - List the enumeration district number and the block number of each block on the Block Control Sheet, Form FC-5. Place the RPS Forms B and C for the particular block in a file marked "Ready for substandard coding." Upon release of the RPS Forms B and C to the Substandard Coding Section, enter the date in column 3 (Date out) of the Block Control Sheet, Form FC-5.

Step 6. - Upon return of the Dwelling Schedules, RPS Forms B and C for a particular block from the Substandard Coding Section, enter the date returned on the proper line in column 4 (Date returned) of the Block Control Sheet, Form FC-5. The Dwelling Schedules, RPS Forms B and C for each block will be returned separated into two groups; one group will be labelled "standard" and the other

group "substandard". The "standard" group will have the RPS Block Face Card attached; the "substandard" group will have the Block Face Card, Form FC-1, attached. Do not mix these groups.

It is important that every time the Dwelling Schedules, RPS Forms B and C, are returned to the Control Section that a control clerk count them to insure that no schedules have been mislaid. This counting should not be delayed as otherwise it may be difficult to determine at what stage of operations the schedule was lost or the schedules became mixed up with schedules for other blocks.

After counting the forms, the RPS Forms B and C for each block are to be placed in a file marked "Ready for verification of substandard coding."

Step 7. - When the RPS Forms B and C are released to the verification clerks the date is to be recorded in column 5 (Date out) of Block Control Sheet, Form FC-5. Upon return of the two groups of RPS Forms B and C ("standard" and "substandard") for a block after the substandard coding has been verified, enter the date in column 6 (Date returned) of Block Control Sheet, Form FC-5.

Place the "standard" group of RPS Forms B and C with the RPS Block Face Card in a file marked "Ready for return to RPS Control section". The FC-1 Block Face Card, Form FC-6, is to remain attached to the "substandard" group of Dwelling Schedules, RPS Forms B and C.

Step 8. - Arrange the "substandard" RPS Form B and C for each block by the RPS serial number appearing on the reverse side of each form. Then assign FC-1 serial numbers by stamping or writing them in ink in the upper right hand corner of the face of the "substandard" Dwelling Schedules, RPS Forms B and C. Be careful not to obliterate any entries previously entered. The FC-1 serial numbers are to comprise a single series for the city as a whole regardless of block and enumeration numbers. The name of the clerk performing the task and the date are to be entered in columns b and c (Performed by) on line 3 (Assigning FC-1 serial numbers) of the Block Face Card, Form FC-6. Also fill items 5 (FC-1 serial numbers), and 6 (Total substandard units) in the upper right corner of the Block Face Card, Form FC-6. Leave item 7 (Total Fc-1 Schedules) blank as, unless a sample is to be used, the entry will be identical with that for item 6 (Total substandard units).

On the Block Control Sheet, Form FC-5, enter in column 7 (Beginning) and 8 (Ending) the beginning and ending FC-1 serial numbers, respectively, for the particular block.

Step 9. - If all substandard units within the city limits are to be enumerated, enter dashes across the Block Face Card, Form FC-6, for line 4 (Selecting the sample). Also fill column 9 (Total FC-1 schedules) of the Block Control Sheet, Form FC-5, by transcribing the entry for item 6 (Total substandard units) of the Block Face Card, Form FC-6. If a sample is to be drawn

leave these items blank at this time.

If a sample is to be drawn transmit the substandard RPS Forms B and C for each block to the Sampling Section.

When the RPS Forms B and C for each block are returned from the Sampling Section fill column 9 (Total FC-1 schedules) of the Block Control Sheet, Form FC-5, by transcription from item 7 (Total FC-1 schedules) on the Block Face Card.

Place the substandard RPS Forms B and C not included in the sample in the file "Ready for return to the RPS Control Section" together with the standard RPS Forms B and C, and the RPS Block Face Card.

Now place the substandard RPS Forms B and C which are included in the sample in a file marked "Ready for FC-1 transcription."

From this step on, the instructions for handling the RPS Forms B and C and the Family Schedules, Form FC-1, are the same whether in a city obtaining full coverage or in a city in which a sample has been selected. Note, however, that in the case of the sample has been selected. Note, however, that in the case of the sample cities, all future references to the RPS Forms B and C relate only to those substandard RPS Forms B and C included in the sample, unless otherwise specified.

Step 10. - When the substandard RPS Forms B and C are released to the FC-1 transcription unit, enter the date on the proper line in column 10 (Date out) of the Block Control Sheet, Form FC-5. When the substandard RPS Forms B and C and the Family Schedules, Form FC-1 are returned after transcription, enter the date in column 11 (Date returned) of the Block Control Sheet, Form FC-5. Place both sets of forms (The RPS Forms B and C and the Family Schedules, Form FC-1) in a file marked "Ready for verification of FC-1 transcription.

Step 11. - When transmitting the RPS Forms B and C and the Family Schedules, Form FC-1 to the verification section, enter the date in column 12 (Date out) of the Block Control Sheet, Form FC-5; and after their return, enter the proper date in column 13 (Date returned). Place the Family Schedules, Form FC-1 (with the Block Face Card, Form FC-6, attached) in a file marked "Ready for enumeration."

Step 12. - Place the substandard RPS Forms B and C in the file marked "Ready for return to RPS Control section" together with the standard RPS Forms B and C. (If a sample has been drawn this file will now include the standard forms, the substandard forms not in the sample and the substandard forms included in the sample.)

Before returning the RPS Forms B and C to the RPS Control Section, all RPS Forms B and C for each block are to be placed

in order according to the RPS serial number stamped on the back, regardless whether they were found to be "standard" or "substandard" or whether they were or were not included in the sample. After placing the RPS Block Face Card on top of the pile for each block, the RPS Forms B and C are ready for return to the RPS Control section.

Step 13. - When the Family Schedules, Form FC-1, are released for enumeration, enter the date on the proper line in column 14 (Date out) for the Block Control Sheet, Form FC-5. When the Family Schedules, Form FC-1, are returned after enumeration, enter the date on the proper line in column 15 (Date returned) of the Block Control Sheet, Form FC-5.

It is important to note in the above instructions that all entries on the Block Control Sheet, Form FC-5, are to be made in the control section. In the instance of the Block Face Card, Form FC-6, however, only items 1 through 6 and lines 1, 3, and, in some instances, line 4 are to be entered by the control clerks. Lines 2a through 2d (Substandard coding); line 5 (Transcribing to Form FC-1 line 6 (Enumerating) and line 7 (Spot checking) are to be filled outside the control section by the clerks actually performing the indicated operations. In every instance, however, each Block Face Card, Form FC-6, is to be examined as it passes through the control section after each operation to make sure that the proper entries have been made upon it.

After all the above operations have been completed the control operations are to shift from a "Block" to a "Bundle" basis. Detailed instructions follow for preparation of bundles and for the use of the Bundle Face Card, Form FC-8, and the Bundle Control Sheet, Form FC-7.

C. Bundle Control

All control operations for handling the Family Schedules, Form FC-1 from the time that they have returned from the enumerators until the Data Cards, Form FC-4, are forwarded to the tabulation section are to be on a bundle basis. The following control steps are to be followed carefully.

Step 1. - Upon return of the Family Schedules, Form FC-1, for a particular block from the Enumeration Section the proper entry is to be made on the Block Control Sheet, Form FC-5, as indicated in step 13 (above) of the Block Control instructions. Then assemble the Family Schedules, Form FC-1 in bundles of approximately 50 schedules. Do not break blocks. Each bundle is to consist of all Family Schedules, Form FC-1, for a particular block or group of blocks. It will simplify the control operations and the handling of the Family Schedules, Form FC-1, if insofar as possible each bundle includes consecutively numbered blocks, and if schedules for blocks in different enumeration districts are not mixed any more than necessary.

Step 2. - Number each bundle as it is prepared, assigning number 1 to the first bundle; number 2 to the second bundle; etc. using

a continuous series of numbers for the entire city. Enter in column 16 (Assigned to bundle No.) of Block Control Sheet, Form FC-5, the number of the bundle in which the schedules for the particular block have been included. Detach all Block Face Cards, Form FC-6 and file them away in order of enumeration districts and block numbers, holding them for future reference.

Step 3. - Prepare a Bundle Face Card, Form FC-8, for each bundle, filling items 1 through 4. Note that if schedules for dwellings in more than one enumeration district are included in the same bundle, all enumeration district numbers for which schedules have been included are to be entered. When entering the block numbers on the Bundle Face Card it is important (in instances where the blocks have been numbered beginning with number 1 for each enumeration district to which the block belongs. Now count the number of Family Schedules, Form FC-1, in each bundle and enter on the Bundle Face Card, Form FC-8, in answer to item 4a (Total FC-1 schedules in bundle).

Step 4. - Enter the required information in columns 1 through 4 of the Bundle Control Sheet, Form FC-7. Note that this is to be identical with the information entered on the Bundle Face Card, Form FC-8, as indicated in step 3 above. Now attach the Bundle Face Card, Form FC-8, to the bundle and place in a file marked "Ready for schedule editing."

Step 5. - When releasing the bundle to the Schedule Editing section enter the date of release in column 5 (Schedule editing - date out). When the bundle is returned after editing enter the date of the Bundle Control Sheet, Form FC-7, in column 6 (Schedule editing - date returned). Count the Family Schedules, Form FC-1, and make sure they have all been returned. Place the bundle in a file marked "Ready for coding."

Step 6. - When releasing the bundle to the Coding section enter the date of release in column 7 (Coding - date out) of the Bundle Control Sheet, Form FC-7. Upon return of the bundle from the coding section, enter the date in column 8 (Coding - date returned) of the Bundle Control Sheet, Form FC-7. Count the Family Schedules, Form FC-1, and make sure they have all been returned. Place the bundle in a file marked "Ready for verification of coding."

Step 7. - When releasing the bundle for verification of coding enter the date of release in column 9 (Verification - date out). When the bundle is returned enter the date in column 10 (Verification - date returned). Count the Family Schedules, Form FC-1, and make sure they have all been returned. Place the bundle in a file marked "Ready for transcription to Data Cards, Forms FC-4".

Step 8. - When releasing the bundle for transcription to the Data Cards, Form FC-4, enter the date of release in column 11 (Transcription - date out). Upon return of the bundle of Family Schedules, Form FC-1 and the corresponding bundle of Data Cards, Form FC-4, enter the date in column 12 (Transcription -

date returned). Count the Family Schedules, Form FC-1, and make sure they have all been returned. Count the number of Data Cards returned with the bundle and enter the figure in column 13 (Total data cards in bundle) on the Bundle Control Sheet, Form FC-7; be sure that this number is the same as that appearing on the Bundle Face Card, Form FC-8, in answer to item 4b (Total in bundle - Data Cards). Place both bundles in a file marked "Ready for verification of transcription to Data Cards, Form FC-4".

Step 9. - When releasing the two bundles for verification of transcription to the Data Cards, Form FC-4, enter the date in column 14 (Verification - Date out). Upon return of the two bundles after verification, enter the date in column 15 (Verification - date returned). Count the Family Schedules, Form FC-1 and the Data Cards, Form FC-4, and make sure that all schedules and Data Cards have been returned.

Step 10. - Detach the Bundle Face Card, Form FC-8, from the bundle of Family Schedules, Form FC-1, transferring it to the bundle of Data Cards, Form FC-4. Place the Data Cards, Form FC-4, in a file marked "Ready for rental adjustment". File the bundle of Family Schedules, Form FC-1, in numerical order by bundle number for future reference.

Step 11. - When releasing the bundle of Data Cards, Form FC-4, for rental adjustment, enter the date in column 16 (Adjustment - date out).

Upon return after adjustment of rental, enter the date in column 17 (Adjustment - date returned) of the Bundle Face Card, Form FC-8.

Note that the cards will be returned in two groups, one labelled "Computed" and the other labelled "Computation not necessary." Retain the cards in these two groups. Count the Data Cards in both groups to make sure that all of the Data Cards have been returned. Now place a rubber band around the combined bundles but do not disturb the separate groups or their labels.

Count the Data Cards. Place the combined bundle of Data Cards, Form FC-4, in a file marked "Ready for verification of rental adjustment".

Step 12. - When releasing the Data Cards, Form FC-4 for verification of rental adjustment, enter the date in column 18 (Verification - date out). Upon return of the bundle after verification, enter the date in column 19 (Verification - date returned). Count the Data Cards, Form FC-4, in the bundle to make sure that they all have been returned. Place the bundle in a file marked "Ready for tabulating".

Step 13. - Upon release of the bundle to the Tabulation Control section for tabulation, enter the date in column 20 (To Tabulating Section). As indicated in the Tabulating Instructions (See

Appendix A) the tabulating control clerk is to count the Data Cards, Form FC-4, and make sure that he has received the number indicated on the Bundle Face Card, Form FC-8. He is then to initial the Bundle Face Card to signify receipt and return it to the Control Section, keeping the Data Cards. Upon return of Bundle Face Cards, From FC-8, file them away in numerical order by bundle number for future reference.

It is important to note in the above instructions that all entries on the Bundle Control Sheet, Form FC-7, are to be made in the control section. In the instance of the Bundle Face Card, Form FC-8, however, only items 1 through 4 are to be entered in the control section. All operation items (lines 1 through 4 and columns a through e) are to be entered by the clerks performing the specific operations. In every instance, however, each Bundle Face Card, Form FC-8, is to be examined, as it passes through the control section after each operation, to make sure that in each case the proper entries have been made.

Low Income Housing Area Survey

BLOCK CONTROL SHEET

Form FC-5

ED No.	Block No.	Substandard coding				Assigning FC-1 serial numbers		Total FC-1 schedules	Preliminary preparation of FC-1 schedules				Enumerating		Assigned to bundle No.
		Coding		Verifying					Transcribing		Verifying				
		Date out	Date ret.	Date out	Date ret.	Beginning	Ending		Date out	Date ret.	Date out	Date ret.	Date out	Date ret.	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)

Actual size 8½" X 14".

M-1700

Low Income Housing Area Survey

BLOCK FACE CARD

Form FC-6

1. ED No. _____
2. Block No. _____
3. RPS serial Nos. _____ to _____
4. Total RPS Forms B and C _____
5. FC-1 serial Nos. _____ to _____
6. Total substandard units _____
7. Total FC-1 schedules _____

Line No.	Operations (a)	Performed by		Verified by		Remarks:
		Name (b)	Date (c)	Name (d)	Date (e)	
1	Serialize RPS Forms B and C					
2	Substandard coding					
3	Assigning FC-1 serial Nos					
4	Selecting the sample					
5	Transcribing to Form FC-1					
6	Enumerating					

Actual size 4" X 6"

M-1700

Low Income Housing Area Survey

BUNDLE CONTROL SHEET

Form FC-7

Bundle No.	Total schedules (FC-1) in bundle	Contains		Schedule editing		Coding				Transcription to data cards					Rental adjustment				To tabulating section
						Coding		Verifying		Transcribing		Total data cards (FC-4) in bundle	Verifying		Adjusting		Verifying		
		ED Nos.	Block Nos.	Date out	Date returned	Date out	Date returned	Date out	Date returned	Date out	Date returned		Date out	Date returned	Date out	Date returned	Date out	Date returned	
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)

Actual size 8½" X 14".

M-1700

Low Income Housing Area Survey

BUNDLE FACE CARD

Form FC-8

1. Bundle No. _____
2. ED Nos. _____
3. Block Nos. _____
4. Total in bundle:
   a. FC-1 schedules _____
   b. Data cards, Form FC-4 _____

Line No.	Operations (a)	Performed by		Verified by		Remarks:
		Name (b)	Date (c)	Name (d)	Date (e)	
1	Editing					
2	Coding					
3	Filling data cards, Form FC-4					
4	Adjusting rental					

Actual size 4" X 6".

M-1700

APPENDIX C

ILLUSTRATIVE AND TEST NARRATIVES

APPENDIX C

ILLUSTRATIVE AND TEST NARRATIVES

A. General Instructions

These narratives and schedules are to be used to determine the extent of each person's familiarity with the enumeration instructions, and to determine ability to apply the instructions to a hypothetical case. An examination of the types of errors made will reveal points and sections in the instructions which need further discussion and clarification during the training period.

To accomplish the above purposes the narratives have been made fairly difficult. Although they are based on rather simple cases, the information has been deliberately disarranged. Note, however, that in each instance the descriptions, though seemingly vague, permit only one interpretation of the filling instructions.

These narratives are not necessarily typical cases and are not to be interpreted as such. Neither are they to be regarded as models or samples of interviewing procedure. Thus, in using the narratives the student must seek back and forth for his information. In actual interviewing, the interviewer is to note down information volunteered in advance, but when the actual item is reached in filling the schedule, the specific confirming question is to be asked.

Finally, these narratives are not substitutes for the detailed instructions presented in Appendix A. In case of doubt, while in the field, reference is to be made to the detailed instructions and <u>not</u> to these narratives.

B. Illustrative Narrative

(The correct entries for the Family Schedule, Form FC-1, based on the following narratives are presented on the Illustrative Schedule, Form FC-2, attached.)

In Washington, D.C., the enumerator, George Frank, was assigned to enumeration district 4, not far from the city's downtown area. On the afternoon of August 19, 1938, he arrived at block #9, which was next in the order of enumeration. His first schedule, #1234, was for the second floor dwelling unit of a three-story corner structure at 1801 R Street, listed as structure #1. Mr. Frank was admitted by Mrs. Mary Carney, a white woman, wife of John T. Carney, head of the dwelling unit.

After properly identifying himself and stating the purpose of his visit, the enumerator asked Mrs. Carney if she would cooperate by supplying him with the information needed to fill the schedule for that dwelling unit. When she agreed to help, he began with questions relating to the data transcribed from RPS Form B for the purpose of verifying these entries, which were as follows:

Section C. Physical Characteristics of Dwelling:

Item I. Condition - "X" for item I-3 (Major repairs)

Item A. Occupancy - "X" for item A-2 (Tenant)

Item B. Duration - "14 years, 11 months" for item B-3 (Time lived here);
Dashes (-) for item B-2 (Length of vacancy)

Item C. Monthly rent - "$20"

Item E. Total rooms - "4"

Item F. No. flush toilets - "1"

Item G. No bathing units - "0"

Item H. Running water - "X" for item 1f-2 (Cold only)

Item I. Heating - "X" for item I-3 (Other installed)

Item J. Lighting - "X" for item J-1 (Electric)

Note: As the first step fill the above information in Section C of the Test Schedule. In actual practice these items will have been filled before the schedules are given to the enumerator.

Mrs. Carney told the enumerator about the man who, the schedule showed, had called on June 26 to get the same information, but said that she would gladly go over it again. They had been living in the apartment, which consisted of a living room, kitchen, two bedrooms, a hall and two closets, since September 1923. There had been no changes or improvements made on the house since the previous enumeration.

When Mr. Frank asked for a list of the people living in the dwelling unit, he was told that in addition to Mr. and Mrs. Carney there was an unmarried son, Carl, aged 25, and an unmarried stepson, Paul W., aged 16, whom Mr. Carney had legally adopted several years before. Mr. Carney was born in Topeka, Kansas, in December, 1887, and Mrs. Carney, a native of Ohio, was born in March, 1890. Both children were born in Michigan. A former neighbor, Harold W. Smith, had moved in with the family about nine or ten months ago after the death of his wife. Mr. Smith, aged 63, was born in England. He had become a naturalized citizen in 1902. He had been retired by the railroad at the age of 61. His $30 a month pension started about two years ago at the time of his retirement. With his pension, and what was left from his wife's $1,000 insurance policy after funeral and doctor's expenses had been paid, he was able to pay $24 a month for room and board and still have something left over for other purposes.

Mrs. Carney said that for ten years her husband had run a small delicatessen at 1710 T Street, about five minutes' walk from the apartment, and that she helped him regularly every Saturday without salary. She had been doing this for several years. Carl had been working for a tile and marble contractor at 225 Randolph Street. It took him about 15 minutes to drive to work in his automobile. For the past two years he had been employed at $50 a month as an office boy. Business had been slack during the winter and he had been laid off February 1, but he had been called back to work on the first of April. Paul had worked after school for about eight weeks as a newsboy, earning $4.00 a week. He had given this up two weeks before because of illness, and he was not yet able to work.

The enumerator then asked the informant if there was any other income, such as rent and profits from business, etc. Mrs. Carney was hesitant to say anything about her husband's business affairs. Mr. Frank again explained that he was under oath not to reveal the information to anyone, and that the Housing Authorities would respect her confidence. After this reassurance, the informant told the enumerator that her husband averaged about $75 a month from the delicatessen. She estimated that they took about $15 worth of food from the delicatessen for their own use each month. Mrs. Carney said they had not had any assistance from the Relief Agency, but they were behind a month on the rent due to Paul's illness.

Upon questioning, Mrs. Carney told the enumerator that her bills for gas and electricity averaged about $1.25 and $2.00 ,a month, respectively. Water was included in the rent. The apartment was heated principally by a large coal stove. Five tons of coal at $12.50 a ton had carried them through

the previous year. During the fall and spring a small electric heater was used in the living room. Although there was a small icebox in the apartment, Mrs. Carney said that their expenditures for ice had not been very large. She estimated that about 30¢ a week during July and August would cover this expenditure. The use of a small garage was included in the rent.

C. Test Narrative

As enumerator assigned to block #1 in enumeration district #1, of Paterson, New Jersey, you have schedule No. 219 for a one-family row house at 311 Quincy Street, structure #14. The following facts, which were ascertained on July 6, at the time of RPS enumeration, are already entered on the Family Schedule, Form FC-1, at the time you receive it:

Section C. Physical Characteristics of Structure

Item I. Condition. - "X" for item I-3 (Major repairs)

Item A. Occupancy. - "X" for item A-2 (Tenant)

Item B. Duration. - "3 years and 11 months" for item B-3 (Time lived here); Dashes (-) for item B-2 (Length of vacancy).

Item C. Monthly rent. - "$19"

Item E. Total rooms. - "5"

Item F. No. flush toilets. - "1"

Item G. No. bathing units. - "1"

Item H. Running water. - "X" for item H-1 (Hot and cold).

Item I. Heating. - "X" for item I-3 (Other installed)

Item J. Lighting. - "X" for item J-2 (Gas).

Note: As a first step fill the above information on the Test Schedule. In actual practice you will receive the schedules with these items filled. Then fill the remaining information on the basis of the following narrative:

On August 2, 1938, you call at the above address and secure an interview with John Oaks, a young white man who is the married son of Jerome Oaks, head of the dwelling unit. After carefully reviewing the information which has been transcribed from RPS Form B, you find that there have been no changes except for the entry for item B-1 (Time lived here) which must be corrected. You proceed with the interview, filling the schedule from the facts which the younger Mr. Oaks describes for you.

Mr. Oaks explained that his father and mother and 18 year old unmarried sister, Florence, had been living alone in the house until the informant had moved in with his wife, Ellen, and their daughter, Mary Ellen, now three months old. Living with them is Thomas Oaks, brother of the head.

Jerome Oaks is the only person in the dwelling unit who is working at present. It is becoming more difficult for him, at the age of 51, to find a job in private industry. In the past year he has worked only 11 weeks at his regular occupation of weaver in a silk mill. The job paid $25 a week. After losing that job, he had to wait for more than two months before getting his present WPA job, as an attendant at the playground located at Field and Perry Streets. He has been working there for seven months at a salary of $57.50 per month. He usually walks to work in about 15 minutes, thus saving car fare.

John Oaks' mother, Martha, aged 46, has never done any work other than keep house for her family and is not seeking work now. Florence, his sister, would like to have a job of some sort although she has never

had any experience. Her friends have been writing letters, and going from door to door applying for work without results, so she hasn't "Bothered with any of that."

John Oaks, born in June, 1912, has not worked since May 15, 1938. He had worked as a bobbin boy in a silk mill at $15 a week for 18 months prior to the layoff in May. He is seeking work at the present time and hopes to be called back to the silk mill soon. His 20-year old wife, who has never worked before, has been applying for a position at the various stores and offices. Her lack of experience, she thinks, has been the cause of her failure to get work.

Thomas Oaks was born on April 19, 1888. He has been separated from his wife for several years. He is unable to work because of a serious leg injury which he suffered four months ago while working for the State Highway Commission. He had worked steadily for several years before that, earning $108 per month. He is now receiving a monthly payment of $28 which started a month after his injury occurred.

John Oaks, in reply to your questions, states that all the persons in the house, except his wife, were born in New Jersey. His wife is a native of Pennsylvania. He also informs you that no rent is owing to the landlord. He says that the relief agency had paid the doctor's bills when Florence had a badly infected foot in April, but that they had received no other aid from this source.

Expenses for running the house are not very great, although there are seven persons living there. They bought three tons of coal

last winter at $14 per ton. They estimate that their gas bill has averaged $2.50 a month during the past year. The family uses ice only six months of the year. Twenty cents worth every second day answers their needs. No additional expenditures are required for water. They haven't needed a garage for several years, nor is one included in the rent.

Note: Sign your name in the space marked "Enumerator" in the schedule heading.

M-1700

LOW INCOME HOUSING AREA SURVEY

M-1679

FAMILY SCHEDULE
Form FC-1

Illustrative Schedule
Form FC-2

1. Serial No. 1234
2. Date (RPS) 6/26/38 (FC-1) 8/19/38 City Washington State D.C. 7. ED No. 4 8. Block No. 9
3. Enumerator George Frank 9. Structure No. 1
4. Street R St. 5. Street No. 1801 6. Apartment No. or location second floor

SECTION E. ADEQUACY

1. Code
2. Condition of dwelling — a. Substandard ☐ b. Standard ☐
3. Occupancy — a. Persons per room ___ b. No. of subheads ___

SECTION F. SUPPLEMENT TO LIVING EXPENSES

1. Public or private relief No
2. Owes more than 2 months' rent No

SECTION A. FAMILY COMPOSITION, EMPLOYMENT STATUS, AND SOURCE OF INCOME

Line No.	Name	Relationship	Sex	Age	Marital status	Color or race	Place of birth	Employment status	No. of weeks employed last year	Source of income: Total income last year	Wages, salary, and commissions	Works project jobs	Profits from business	Income in kind	Pensions, etc.	Insurance and other	Code income
A	1	2	3	4	5	6	7	8	9	10	10a	10b	10c	10d	10e	10f	
1	Carney, John T.	H(1)	M	50	M	W	Kansas	GE	52	$1080	$ —	$ —	$ 900	$ 180	$ —	$ —	
2	——, Mary	Wife (1)	F	48	M	W	Ohio	NP	52	—	—	—	—	—	—	—	
3	——, Carl	Son (1)	M	25	S	W	Michigan	GE	43	500	500	—	—	—	—	—	
4	——, Paul W.	Adopted son (1)	M	16	S	W	Michigan	None	8	32	32	—	—	—	—	—	Code rent
5	Smith, Harold W.	Lodger	M	63	Wd	W	England	None	—	—	—	—	—	—	—	—	
6																	
7																	
8																	
9																	
10																	

SECTION B. PLACE AND INDUSTRY OF EMPLOYMENT AND KIND OF TRANSPORTATION

Transfer line No.	Regularly report to same place of work	Industry in which occupation is followed and place of reporting to work: Industry	Street and number	Going to work: Kind of transportation	Time required
B	11	12	13	14	15
1	Yes	Delicatessen (self)	1710 T St.	Walk	5
2	Yes	Delicatessen	1710 T St.	Walk	5
3	Yes	Contractor (tile setting)	225 Randolph St.	Automobile	15

SECTION C. PHYSICAL CHARACTERISTICS OF DWELLING (Transcribe from RPS Form B)

I. CONDITION (structure)
1. Good condition ☐
2. Minor repairs ☐
3. Major repairs ☒
4. Unfit for use ☐
5. Under const. ☐

A. Occupancy
1. Owner ☐
2. Tenant ☒
3. Vacant ☐

B. Duration
1. Time lived here Yrs. 14 mos. 11
15 1
2. Length of vacancy Yrs. — mos. —

C. Monthly rent $ 20.00
E. Total rooms 4
F. No. flush toilets 1
G. No. bathing units 0

H. Running water
1. Hot and cold ☐
2. Cold only ☒
3. None ☐

I. Heating
1. Cent. steam or hot water ☐
2. Cent. warm air ☐
3. Other installed ☒
4. None installed ☐

J. Lighting
1. Electric ☒
2. Gas ☐
3. Other ☐

SECTION D. EXPENDITURE LAST YEAR IN ADDITION TO RENT

1. Water $ None
2. Gas $ 15
3. Electricity $ 24
4. Coal (other fuel) $ 63
5. Ice (refrig.) $ 3
6. Garage $ None

Actual size 9⅞ × 12". Insert name of city and State in heading before reproducing schedule.

M-1700

LOW INCOME HOUSING AREA SURVEY

M-1579

1. Serial No. 219

2. Date (RPS) 7/6/38 (FC-1) 8/2/38 City Paterson State N.J.

3. Enumerator Henry Jones

4. Street Quincy 5. Street No. 311 6. Apartment No. or location one-family row

FAMILY SCHEDULE
Form FC-1

Test Schedule
Form FC-3

7. ED No. 1 8. Block No. 1

9. Structure No. 14

SECTION E. ADEQUACY

1. Code
2. Condition of dwelling
   a. Substandard ☐
   b. Standard ☐
3. Occupancy
   a. Persons per room
   b. No. of subheads

SECTION F. SUPPLEMENT TO LIVING EXPENSES

1. Public or private relief No
2. Owes more than 2 months' rent NO

SECTION A. FAMILY COMPOSITION, EMPLOYMENT STATUS, AND SOURCE OF INCOME

Line No.	Name	Relationship	Sex	Age	Marital status	Color or race	Place of birth	Employment status	No. of weeks employed last year	Source of income: Total income last year	Wages, salary, and commissions	Works project jobs	Profits from business	Income in kind	Pensions, etc.	Insurance and other	Code income
A	1	2	3	4	5	6	7	8	9	10	10a	10b	10c	10d	10e	10f	
1	Oaks, Jerome	H(1)	M	51	M	W	New Jersey	GE	41	$678	$ 275	$ 403	$ —	$ —	$ —	$ —	
2	——, Martha	Wife (1)	F	46	M	W	New Jersey	None	—	—	—	—	—	—	—	—	
3	——, Florence	Daughter (1)	F	18	S	W	New Jersey	None	—	—	—	—	—	—	—	—	
4	——, John	H(2) - Son(1)	M	26	M	W	New Jersey	Re	41	615	615	—	—	—	—	—	Code rent
5	——, Ellen	Wife (2)	F	20	M	W	Pennsylvania	1st	—	—	—	—	—	—	—	—	
6	——, Mary Ellen	Daughter (2)	F	3/12	S	W	New Jersey	None	—	—	—	—	—	—	—	—	
7	——, Thomas	Brother (1)	M	50	Sp	W	New Jersey	None	35	948	864	—	—	—	—	84	
8																	
9																	
10																	

SECTION B. PLACE AND INDUSTRY OF EMPLOYMENT AND KIND OF TRANSPORTATION

Transfer line No.	Regularly report to same place of work	Industry in which occupation is followed and place of reporting to work: Industry	Street and number	Going to work: Kind of transportation	Time required
B	11	12	13	14	15
1	NO	WP	—	—	—

Actual size 9"# 12". Insert name of city and State in heading before reproducing schedule.

SECTION C. PHYSICAL CHARACTERISTICS OF DWELLING (Transcribe from RPS Form B)

I. CONDITION (structure)
1. Good condition ☐
2. Minor repairs ☐
3. Major repairs ☒
4. Unfit for use ☐
5. Under const. ☐

A. Occupancy
1. Owner ☐
2. Tenant ☒
3. Vacant ☐

C. Monthly rent $ 19.00

F. No. flush toilets 1

B. Duration
1. Time lived here Yrs. 3 4 mos. 11 0
2. Length of vacancy Yrs. — mos. —

E. Total rooms 5

G. No. bathing units 1

H. Running water
1. Hot and cold ☒
2. Cold only ☐
3. None ☐

I. Heating
1. Cent. steam or hot water ☐
2. Cent. warm air ☐
3. Other installed ☒
4. None installed ☐

J. Lighting
1. Electric ☐
2. Gas ☒
3. Other ☐

SECTION D. EXPENDITURE LAST YEAR IN ADDITION TO RENT

1. Water $ None
2. Gas $ 30
3. Electricity $ None
4. Coal (other fuel) $ 42
5. Ice (refrig.) $ 18
6. Garage $ None

APPENDIX D

SPECIAL TABLE OF CONTENTS

APPENDIX D

SPECIAL TABLE OF CONTENTS

This circular has been prepared in readily separable sections, with each section descriptive of a single unit of operations. A single brief table of contents is presented for the whole and the pages are numbered consecutively from the beginning of the circular. In the course of project operations, however, each worker may be given only that portion applying to his own work. If desired, the pages can be renumbered when reprinting each section for distribution to project workers and a detailed table of contents for each portion inserted to aid in rapid reference. This is apt to prove particularly important in the instance of instructions to enumerators (Part II. Enumeration, Appendix A). A sample table of contents for the enumeration instructions is presented therefore in this appendix with the page numbers the same as now appearing in this circular. A similar table of contents can be prepared for any other section as desired and inserted in the copies of that section when distributed to the project staff.

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APPENDIX E

FACSIMILES OF FORMS

LOW INCOME HOUSING AREA SURVEY

M-1679

FAMILY SCHEDULE

Form FC-1

1. Serial No. _____

2. Date (RPS) _____ (FC-1) _____ City _____ State _____ 7. ED No. _____ 8. Block No. _____

3. Enumerator _____ 9. Structure No. _____

4. Street _____ 5. Street No. _____ 6. Apartment No. or location _____

SECTION E. ADEQUACY

1. Code _____
2. Condition of dwelling
   a. Substandard ☐
   b. Standard ☐
3. Occupancy
   a. Persons per room _____
   b. No. of subheads _____

SECTION F. SUPPLEMENT TO LIVING EXPENSES

1. Public or private relief _____
2. Owes more than 2 months' rent _____

SECTION A. FAMILY COMPOSITION, EMPLOYMENT STATUS, AND SOURCE OF INCOME

Line No.	Name	Relationship	Sex	Age	Marital status	Color or race	Place of birth	Employment status	No. of weeks employed last year	Source of income: Total income last year	Wages, salary, and commissions	Works project jobs	Profits from business	Income in kind	Pensions, etc.	Insurance and other	Code income
A	1	2	3	4	5	6	7	8	9	10	10a	10b	10c	10d	10e	10f	
1										$	$	$	$	$	$	$	
2																	
3																	
4																	Code rent
5																	
6																	
7																	
8																	
9																	
10																	

SECTION B. PLACE AND INDUSTRY OF EMPLOYMENT AND KIND OF TRANSPORTATION

Transfer line No.	Regularly report to same place of work	Industry is which occupation is followed and place of reporting to work: Industry	Street and number	Going to work: Kind of transportation	Time required
B	11	12	13	14	15

SECTION C. PHYSICAL CHARACTERISTICS OF DWELLING (Transcribe from RPS Form B)

I. CONDITION (structure)
1. Good condition ☐
2. Minor repairs ☐
3. Major repairs ☐
4. Unfit for use ☐
5. Under const. ☐

A. Occupancy
1. Owner ☐
2. Tenant ☐
3. Vacant ☐

B. Duration
1. Time lived here Yrs. _____ mos. _____
2. Length of vacancy Yrs. _____ mos. _____

C. Monthly rent $_____ E. Total rooms _____

F. No. flush toilets _____ G. No. bathing units _____

H. Running water
1. Hot and cold ☐
2. Cold only ☐
3. None ☐

I. Heating
1. Cent. steam or hot water ☐
2. Cent. warm air ☐
3. Other installed ☐
4. None installed ☐

J. Lighting
1. Electric ☐
2. Gas ☐
3. Other ☐

SECTION D. EXPENDITURE LAST YEAR IN ADDITION TO RENT

1. Water $ _____ 3. Electricity $ _____ 5. Ice (refrig.) $ _____
2. Gas $ _____ 4. Coal (other fuel) $ _____ 6. Garage $ _____

Actual size 9" × 12". Insert name of city and State in heading before reproducing schedule.

Low Income Housing Area Survey

DATA CARD

Form FC-4

Serial No. _____

A. DWELLING UNIT DATA

1. No. of persons _____
2. No. of lodgers _____
3. No. of heads _____
4. Race: a. ☐ White; b. ☐ Other
5. Adequacy _____
6. Relief status _____
7. Owes more than 2 mo's. rent _____
8. Income (dwelling unit) _____
9. Net rental: a. Amount $ _____
   b. Code _____
10. Gross rental: a. Amount $ _____
    b. Code _____
11. Total rooms _____
12. Occupancy: a. ☐ Owner
    b. ☐ Tenant
    c. ☐ Vacant
13. Adj. net rental: a. Amount $ _____
    b. Code _____
14. Adj. gross rental: a. Amount $ _____
    b. Code _____

B. GROUP DATA

1. Type of group _____
2. Size of group _____
3. No. of minor dependents _____
4. No. employables _____
5. No. gainfully employed _____
6. Group income _____

M-1700

Actual size 4" X 6".

M-1715

Low Income Housing Area Survey

TABULATION CONTROL SHEET

Form FC-9

[All data cards]

A. Total data cards _____

B. Total not interviewed or no longer substandard _____

C. Total known substandard _____

	Line No.	Owner-occupied						Tenant-occupied					
		Total		White race		Other race		Total		White race		Other race	
		File	Field A	File	Field B	File	Field C	File	Field D	File	Field E	File	Field F
Total groups	1	1		3		4		2		5		6	
Physically substandard	2												
Occupancy substandard	3												
Physically and occupancy substandard	4												
Total relief groups	5			7		10				13		16	
Physically substandard	6			19		28				37		46	
Occupancy substandard	7			20		29				38		47	
Physically and occupancy substandard	8			21		30				39		48	
Total nonrelief groups	9			8		11				14		17	
Physically substandard	10			22		31				40		49	
Occupancy substandard	11			23		32				41		50	
Physically and occupancy substandard	12			24		33				42		51	
Total groups with relief status not reported	13			9		12				15		18	
Physically substandard	14			25		34				43		52	
Occupancy substandard	15			26		35				44		53	
Physically and occupancy substandard	16			27		36				45		54	

Actual size 8½" X 14".

Low Income Housing Area Survey

TABULATION CONTROL SHEET

Form FC-10

[White data cards]

	Line No.	Owner-occupied						Tenant-occupied					
		Total		White race		Other race		Total		White race		Other race	
		File	Field A	File	Field B	File	Field C	File	Field D	File	Field E	File	Field F
Total dwelling units	1												
Physically substandard	2												
Occupancy substandard	3												
Physically and occupancy substandard	4												
Total dwelling units with relief groups	5												
Physically substandard	6			19		28				37		46	
Occupancy substandard	7			20		29				38		47	
Physically and occupancy substandard	8			21		30				39		48	
Total dwelling units with nonrelief groups	9												
Physically substandard	10			22		31				40		49	
Occupancy substandard	11			23		32				41		50	
Physically and occupancy substandard	12			24		33				42		51	
Total dwelling units with groups with relief status not reported	13												
Physically substandard	14			25		34				43		52	
Occupancy substandard	15			26		35				44		53	
Physically and occupancy substandard	16			27		36				45		54	
Total dwelling units without lodgers	17			113		115				117		119	
Dwelling units without lodgers occupied by a single group	18			121		125				129		133	
Dwelling units without lodgers occupied by two or more groups	19			122		126				130		134	
Total dwelling units with lodgers	20			114		116				118		120	
Dwelling units with lodgers occupied by a single group	21			123		127				131		135	
Dwelling units with lodgers occupied by two or more groups	22			121		128				132		136	

Actual size 8½" X 14".

M-1700

M-1715

Low Income Housing Area Survey

TABULATION CONTROL SHEET

Form FC-11

[Blue data cards]

	Line No.	Owner-occupied						Tenant-occupied					
		Total		White race		Other race		Total		White race		Other race	
		File	Field A	File	Field B	File	Field C	File	Field D	File	Field E	File	Field F
Total groups	1	1		3		4		2		5		6	
Physically substandard	2												
Occupancy substandard	3												
Physically and occupancy substandard	4												
Total relief groups	5			7		10				13		16	
Physically substandard	6			19		28				37		46	
Occupancy substandard	7			20		29				38		47	
Physically and occupancy substandard	8			21		30				39		48	
Total nonrelief groups	9			8		11				14		17	
Physically substandard	10			22		31				40		49	
Occupancy substandard	11			23		32				41		50	
Physically and occupancy substandard	12			24		33				42		51	
Total groups with relief status not reported	13			9		12				15		18	
Physically substandard	14			25		34				43		52	
Occupancy substandard	15			26		35				44		53	
Physically and occupancy substandard	16			27		36				45		54	

Actual size 8½" X 14".

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

C. Relief status (A-6) _____

D. Adequacy (A-5) _____

Table A-1.—All Groups[1] Living in Substandard Dwelling Units Classified by Income, Occupancy, Race, Relief Status, and by Adequacy, and all Family Groups Classified by Number of Minor Dependents and by Size of Family

Type of group (B-1), number of minor dependents, and size of group		Line No.	Group income (B-6)														Line No.
Number of minor dependents (B-3)	Size of family (B-2)		Total	None (Code 00)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800—$1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 99)	
All families (exclusive of nonfamily groups).	Total families	1															1
	2 persons	2															2
	3 persons	3															3
	4 persons	4															4
	5 persons	5															5
	6 persons	6															6
	7 persons	7															7
	8 persons or more	8															8
Families with less than 3 minor dependents (0, 1, 2).	Total families	9															9
	2 persons	10															10
	3 persons	11															11
	4 persons	12															12
	5 persons	13															13
	6 persons	14															14
	7 persons	15															15
	8 persons or more	16															16
Families with 3 minor dependents or more.	Total families	17															17
	4 persons	18															18
	5 persons	19															19
	6 persons	20															20
	7 persons	21															21
	8 persons or more	22															22
Nonfamily groups (Code 8, B-1) Total		23															23

[1]Includes family and nonfamily groups.

M-1700

H-1715

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

C. Relief status (A-6) _____

Table A-2.—All Family Groups[1] Living in Substandard Dwelling Units Classified by Number of Employables, Number of Gainfully Employed, by Family Income and by Occupancy, Race and Relief Status

All families (B-1) by number employables and number gainfully employed		Line No.	Family income (B-6)														Line No.
Number employables (B-4)	Number gainfully employed (B-5)		Total	None (Code 1)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800—$1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 13)	
	Total families	1															1
No person	No person	2															2
1 person	No person	3															3
	1 person	4															4
2 persons	No person	5															5
	1 person	6															6
	2 persons	7															7
3 persons	No person	8															8
	1 person	9															9
	2 persons	10															10
	3 persons	11															11
4 persons or more	No person	12															12
	1 person	13															13
	2 persons	14															14
	3 persons	15															15
	4 persons or more	16															16

[1]Excludes nonfamily groups.

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

C. Relief status (A-6) _____

Table A-3.—All Groups[1] Living in Substandard Dwelling Units Classified by Type and Size of Group, and by Occupancy, Race, and by Relief Status

Type of group (B-1)	Line No.	Size of group (B-2)								
		Total	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons or more
Total ---------- (Codes 1—8 inc.)	1									
Nonfamily groups ---------- (Code 8)	2									
Total family groups ---------- (Codes 1—7 inc.)	3									
Husband and wife alone ---------- (Code 1)	4									
Families with children ---------- (Codes 2—7 inc.)	5									
Both parents present ---------- (Codes 2, 3, 4)	6									
All children under 16 ---------- (Code 2)	7									
All children 16 and over ---------- (Code 3)	8									
Some children under 16, some 16 and over ---- (Code 4)	9									
One parent present ---------- (Codes 5, 6, 7)	10									
All children under 16 ---------- (Code 5)	11									
All children 16 and over ---------- (Code 6)	12									
Some children under 16, some 16 and over ---- (Code 7)	13									

[1]Includes family and nonfamily groups.

M-1700

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

C. Adequacy (A-5) _____

D. Type of rental, net (A-9, A-13) _____ gross (A-10, A-14) _____

Table B-1.—All Dwelling Units Classified by Presence or Absence of Lodgers, by Rental,[1] by Number of Rooms, and by Occupancy, Race, and Adequacy

Presence or absence of lodgers and rental		Line No.	Number of rooms (A-11)									Line No.
Presence or absence of lodgers (A-2)	Rental (A-9, A-10, A-13, A-14)		Total	1 room	2 rooms	3 rooms	4 rooms	5 rooms	6 rooms	7 rooms	8 rooms or more	
All dwelling units.	Total dwelling units	1										1
	Less than $60 (Code 1)	2										2
	$60—$119.99 (Code 2)	3										3
	$120—$179.99 (Code 3)	4										4
	$180—$239.99 (Code 4)	5										5
	$240—$299.99 (Code 5)	6										6
	$300—$359.99 (Code 6)	7										7
	$360—$479.99 (Code 7)	8										8
	$480 or more (Code 8)	9										9
	Not reported (Code 9)	10										10
Dwelling units without lodgers (A-9, A-10).	Total dwelling units	11										11
	Less than $60 (Code 1)	12										12
	$60—$119.99 (Code 2)	13										13
	$120—$179.99 (Code 3)	14										14
	$180—$239.99 (Code 4)	15										15
	$240—$299.99 (Code 5)	16										16
	$300—$359.99 (Code 6)	17										17
	$360—$479.99 (Code 7)	18										18
	$480 or more (Code 8)	19										19
	Not reported (Code 9)	20										20
Dwelling units with lodgers (A-13, A-14).	Total dwelling units	21										21
	Less than $60 (Code 1)	22										22
	$60—$119.99 (Code 2)	23										23
	$120—$179.99 (Code 3)	24										24
	$180—$239.99 (Code 4)	25										25
	$240—$299.99 (Code 5)	26										26
	$300—$359.99 (Code 6)	27										27
	$360—$479.99 (Code 7)	28										28
	$480 or more (Code 8)	29										29
	Not reported (Code 9)	30										30

[1]Rental for dwelling units with lodgers adjusted on a pro rata basis.

M-1700

H-1715

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

C. Type of rental net (A-9, A-13) _____ gross (A-10, A-14) _____

Table B-2.—All Dwelling Units Occupied by a Single Group[1] Classified by Presence or Absence of Lodgers, by Rental,[2] by Size of Group, and by Occupancy and Race

Presence or absence of lodgers and rental		Line No.	Size of group (B-2)									Line No.
Presence or absence of lodgers (A-2)	Rental (A-9, A-10, A-13, A-14)		Total	1 person	2 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons or more	
Total dwelling units.	Total dwelling units	1										1
	Less than $60 (Code 1)	2										2
	$60—$119.99 (Code 2)	3										3
	$120—$179.99 (Code 3)	4										4
	$180—$239.99 (Code 4)	5										5
	$240—$299.99 (Code 5)	6										6
	$300—$359.99 (Code 6)	7										7
	$360—$479.99 (Code 7)	8										8
	$480 or more (Code 8)	9										9
	Not reported (Code 9)	10										10
Dwelling units without lodgers (A-9, A-10).	Total dwelling units	11										11
	Less than $60 (Code 1)	12										12
	$60—$119.99 (Code 2)	13										13
	$120—$179.99 (Code 3)	14										14
	$180—$239.99 (Code 4)	15										15
	$240—$299.99 (Code 5)	16										16
	$300—$359.99 (Code 6)	17										17
	$360—$479.99 (Code 7)	18										18
	$480 or more (Code 8)	19										19
	Not reported (Code 9)	20										20
Dwelling units with lodgers: adjusted rental (A-13, A-14).	Total dwelling units	21										21
	Less than $60 (Code 1)	22										22
	$60—$119.99 (Code 2)	23										23
	$120—$179.99 (Code 3)	24										24
	$180—$239.99 (Code 4)	25										25
	$240—$299.99 (Code 5)	26										26
	$300—$359.99 (Code 6)	27										27
	$360—$479.99 (Code 7)	28										28
	$480 or more (Code 8)	29										29
	Not reported (Code 9)	30										30
Dwelling units with lodgers: unadjusted rental (A-9, A-10).	Total dwelling units	31										31
	Less than $60 (Code 1)	32										32
	$60—$119.99 (Code 2)	33										33
	$120—$179.99 (Code 3)	34										34
	$180—$239.99 (Code 4)	35										35
	$240—$299.99 (Code 5)	36										36
	$300—$359.99 (Code 6)	37										37
	$360—$479.99 (Code 7)	38										38
	$480 or more (Code 8)	39										39
	Not reported (Code 9)	40										40

[1]Includes family and nonfamily groups.
[2]Adjusted and unadjusted rental shown for dwelling units with lodgers.

Low Income Housing Area Survey

A. Race (A-4) _____

B. Relief status (A-6) _____

C. Rental delinquency (A-7) _____

Table B-3.—All Tenant-occupied Dwelling Units Classified by Presence or Absence of Lodgers, by Number of Groups[1] in the Dwelling Unit, by Net Rental,[2] by Dwelling Unit Income, and by Race, Relief Status, and Rental Delinquency

Presence or absence of lodgers, number of groups in dwelling unit, and net rental		Line No.	Income (dwelling unit) (A-8)														Line No.
Presence or absence of lodgers (A-2) and No. of groups (A-3)	Net rental (A-9, A-13)		Total	None (Code 1)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800—$1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 13)	
All tenant-occupied dwelling units.	Total dwelling units	1															1
	Less than $60 (Code 1)	2															2
	$60—$119.99 (Code 2)	3															3
	$120—$179.99 (Code 3)	4															4
	$180—$239.99 (Code 4)	5															5
	$240—$299.99 (Code 5)	6															6
	$300—$359.99 (Code 6)	7															7
	$360—$479.99 (Code 7)	8															8
	$480 or more (Code 8)	9															9
Tenant-occupied dwelling units without lodgers (A-2) occupied by a single group (A-3, A-9).	Total dwelling units	10															10
	Less than $60 (Code 1)	11															11
	$60—$119.99 (Code 2)	12															12
	$120—$179.99 (Code 3)	13															13
	$180—$239.99 (Code 4)	14															14
	$240—$299.99 (Code 5)	15															15
	$300—$359.99 (Code 6)	16															16
	$360—$479.99 (Code 7)	17															17
	$480 or more (Code 8)	18															18
Tenant-occupied dwelling units without lodgers (A-2) occupied by 2 or more groups (A-3, A-9).	Total dwelling units	19															19
	Less than $60 (Code 1)	20															20
	$60—$119.99 (Code 2)	21															21
	$120—$179.99 (Code 3)	22															22
	$180—$239.99 (Code 4)	23															23
	$240—$299.99 (Code 5)	24															24
	$300—$359.99 (Code 6)	25															25
	$360—$479.99 (Code 7)	26															26
	$480 or more (Code 8)	27															27

[1] Includes family and nonfamily groups.
[2] Rental for dwelling units with lodgers adjusted on a pro rata basis.

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A. Race (A-4) _____

B. Relief status (A-6) _____

C. Rental delinquency (A-7) _____

Table B-3.—All Tenant-occupied Dwelling Units Classified by Presence or Absence of Lodgers, by Number of Groups in the Dwelling Unit, by Net Rental, by Dwelling Unit Income, and by Race, Relief Status, and Rental Delinquency—Continued

Presence or absence of lodgers, number of groups in dwelling unit, and net rental		Line No.	Income (dwelling unit) (A-8)														Line No.
Presence or absence of lodgers (A-2) and No. of groups (A-3)	Net rental (A-9, A-13)		Total	None (Code 1)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800 $1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 13)	
Tenant-occupied dwelling units with lodgers (A-2) occupied by a single group (A-3, A-13).	Total dwelling units	28															28
	Less than $60...(Code 1)...	29															29
	$60—$199.99...(Code 2)...	30															30
	$120—$179.99...(Code 3)...	31															31
	$180—$239.99...(Code 4)...	32															32
	$240—$299.99...(Code 5)...	33															33
	$300—$359.99...(Code 6)...	34															34
	$360—$479.99...(Code 7)...	35															35
	$480 or more...(Code 8)...	36															36
Tenant-occupied dwelling units with lodgers (A-2) occupied by 2 or more groups (A-3, A-13).	Total dwelling units	37															37
	Less than $60...(Code 1)...	38															38
	$60—$119.99...(Code 2)...	39															39
	$120—$179.99...(Code 3)...	40															40
	$180—$239.99...(Code 4)...	41															41
	$240—$299.99...(Code 5)...	42															42
	$300—$359.99...(Code 6)...	43															43
	$360—$479.99...(Code 7)...	44															44
	$480 or more...(Code 8)...	45															45

Low Income Housing Area Survey

A. Occupancy (A-12) _____

B. Race (A-4) _____

Table B-4.—All Dwelling Units Classified by Relief Status, by Number of Groups[1] in the Dwelling Unit, by Dwelling Unit Income, and by Occupancy and Race

Relief status and number of groups in dwelling unit		Line No.	Income (dwelling unit) (A-8)														Line No.
Relief status (A-6)	Number of groups (A-3)		Total	None (Code 1)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800—$1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 13)	
All dwelling units	Total dwelling units	1															1
	Containing one group	2															2
	Containing two groups or more	3															3
Relief dwelling units	Total dwelling units	4															4
	Containing one group	5															5
	Containing two groups or more	6															6
Nonrelief dwelling units.	Total dwelling units	7															7
	Containing one group	8															8
	Containing two groups or more	9															9
Dwelling units with relief status not reported.	Total dwelling units	10															10
	Containing one group	11															11
	Containing two groups or more	12															12

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[1] Includes family and nonfamily groups.

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A. Race (A-4) _____

B. Relief Status (A-6) _____

C. Size of group (B-2) _____

Table B-5.—All Tenant-occupied Dwelling Units Occupied by a Single Group[1] Classified by Presence or Absence of Lodgers, by Net Rental,[2] and by Group Income, and by Race, Relief Status, and by Size of Group

Presence or absence of lodgers (A-2) and net rental (A-9, A-13)		Line No.	Group income (II-6)														Line No.
Presence or absence of lodgers (A-2)	Net rental (A-9, A-13)		Total	None (Code 1)	Less than $200 (Code 2)	$200—$399.99 (Code 3)	$400—$599.99 (Code 4)	$600—$799.99 (Code 5)	$800—$999.99 (Code 6)	$1,000—$1,199.99 (Code 7)	$1,200—$1,399.99 (Code 8)	$1,400—$1,599.99 (Code 9)	$1,600—$1,799.99 (Code 10)	$1,800—$1,999.99 (Code 11)	$2,000 or more (Code 12)	Not reported (Code 13)	
All tenant-occupied dwelling units.	Total dwelling units	1															1
	Less than $60 (Code 1)	2															2
	$60—$119.99 (Code 2)	3															3
	$120—$179.99 (Code 3)	4															4
	$180—$239.99 (Code 4)	5															5
	$240—$299.99 (Code 5)	6															6
	$300—$359.99 (Code 6)	7															7
	$360—$479.99 (Code 7)	8															8
	$480 or more (Code 8)	9															9
Tenant-occupied dwelling units occupied by a single group (A-3) without lodgers (A-2, A-9).	Total dwelling units	10															10
	Less than $60 (Code 1)	11															11
	$60—$119.99 (Code 2)	12															12
	$120—$179.99 (Code 3)	13															13
	$180—$239.99 (Code 4)	14															14
	$240—$299.99 (Code 5)	15															15
	$300—$359.99 (Code 6)	16															16
	$360—$479.99 (Code 7)	17															17
	$480 or more (Code 8)	18															18
Tenant-occupied dwelling units occupied by a single group (A-3) with lodgers (A-2, A-13).	Total dwelling units	19															19
	Less than $60 (Code 1)	20															20
	$60—$119.99 (Code 2)	21															21
	$120—$179.99 (Code 3)	22															22
	$180—$239.99 (Code 4)	23															23
	$240—$299.99 (Code 5)	24															24
	$300—$359.99 (Code 6)	25															25
	$360—$479.99 (Code 7)	26															26
	$480 or more (Code 8)	27															27

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[1] Includes family and nonfamily groups.

[2] Rental for dwelling units with lodgers adjusted on a pro rata basis.

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Table C.—Dwelling Units no Longer Substandard, and Groups Not Interviewed by Reasons for Failure To Secure Interviews

Items	Line No.	White cards	Blue cards
Total	1		
Dwelling units no longer substandard	2		
Not interviewed	3		
Dwelling unit vacant	4		
Information refused	5		
Failed to locate	6		
Dwelling unit demolished	7		
_____	( )		
_____	( )		
_____	( )		
_____	( )		
_____	( )		
_____	( )		
Other reasons	( )		

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