728.1
H687res

Researcher's Guide to HUD Data

March 1978

Office of Policy Development and Research
Department of Housing and Urban Development

N
1029

Researcher's Guide to HUD Data

March 1978

edited by the
Committee on Facilitating Computer Use

Paul Burke, Chairperson	Special Studies
John Sneed	Impact Analysis
Howard Sumka	Community Conservation
Kenneth Wieand	Economic Policy

Office of Policy Development and Research
Department of Housing and Urban Development

The views, conclusions and recommendations in this report are those of the authors, who have tried to be accurate and complete, but who cannot guarantee they have always succeeded. The contents of this report do not reflect necessarily the official views and policies, expressed or implied, of the Department of Housing and Urban Development or the United States Government.

The title page was computer-generated, as explained on p. 52.

TABLE OF CONTENTS

		Page
1.	Introduction	5
2.	Annual Housing Survey Data	6-7
3.	FHA Data	8-9
4.	Private Mortgage Lending and Insurance Data	10-12
5.	CDBG Data	13
6.	PDR Survey of Subsidized Apartment Projects in Financial Trouble	14-15
7.	Census, Social Security, and Dun & Bradstreet Data Available through "ACCESS"	16-17
8.	Boiler Plate Language for PDR Contracts	18-19
	Annexes (Each Annex begins with a detailed table of contents.)	
9.	How to Use the Carderock Computer	20-55
10.	Detailed Description of Annual Housing Survey Data	56-154
11.	Detailed Description of FHA Data	155-199
12.	Detailed Description of CDBG Data	200-292
13.	Detailed Desctiption of Data on Subsidized Troubled Projects	293-333
14.	Detailed Description of ACCESS	334-391
15.	Bibliography	392-455
16.	Outline of Most HUD Data Systems	456-477

CHAPTER 1 - INTRODUCTION

This Researcher's Guide is a first effort to bring together in one place some brief descriptions of HUD data. It includes notes on where to find more information and on how to gain access to the data, once you have decided what data may be useful.

To help us produce a more complete guide eventually, in standardized format, we would like your comments on this guide, your corrections to or expansions of any of the data base descriptions, and your descriptions of any other data bases with which you are familiar. Please send your comments to any of the committee members listed on the title page.

Descriptions readily available in PDR were used for this Researcher's Guide. Two major gaps in its coverage are subsidized housing data and financial data. Subsidized housing data are available from the Assisted Housing Branch, MIS Division, Office of Housing and, to a limited extent, from the Division of Housing Research, PDR. Financial data are available from the Office of Finance and Accounting.

CHAPTER 2 - ANNUAL HOUSING SURVEY DATA

The Annual Housing Survey for the United States is designed to provide a current series of nationwide information concerning such subjects as the size and compostion of the housing inventory, the characteristics of the occupants, indicators of housing and neighborhood quality, and the characteristics of recent movers. Data presented in the 1974 Annual Housing Survey were collected by direct personal interviews, August through October, 1974, by the Bureau of the Census, acting as the collection agents for the Department of Housing and Urban Development.

The AHS sample consists of approximately 71,300 housing units located in counties and independent cities comprising the 461 sample areas used in current national surveys by the Census Bureau. The sample was selected from housing units enumerated in the 1970 census and updated by a sample of addresses from building permits to include units constructed since 1970.

This public-use computer tape file presents the basic records of each of the approximately 67,500 housing units sampled in the 1974 National Annual Housing Survey. Geographic identification provided on the file is in accordance with the Bureau of the Census' confidentiality restrictions, which by law (Title 13, U.S. code) prohibit the disclosure of any data which might specifically identify an individual person, household, or housing unit. As these data are basic housing unit records, the advantages derived from this computer tape file include the capability of obtaining a more detailed classification within each of the item shown, as well as the flexibility of manipulating variables to fit a user's specific needs.

All cities in the United States having a population of at least 250,000 and a total of at least 100 AHS sample cases have been identified. This identification is provided to permit the combination of individual areas for analytical purposes.

Caution is urged, however, in using these data as representation of the true housing situation in any individual city. The number of sample cases in the individual cities is not sufficient to provide data with a statistical reliability capable of measuring differences between areas or changes over time. For example, it has been estimated that a city with a population of 1,000,000 would be represented on this tape by approximately 260 sample cases. If the data for such a city showed that 2.6 percent of all year-round housing units lacked complete plumbing facilities, it is estimated that 95 percent or 2 sigma confidence interval would be between 0.9 percent and 4.3 percent. Thus, the chances are 95 out of 100 that if a complete census of all housing units in the city had been taken, the percent found lacking complete plumbing facilities could be anywhere from 0.9 to 4.3 percent of all year-round housing units.

It is also recommended that data for individual cities obtained from this tape should not be used in comparison with data for the cities which will be published in the SMSA Annual Housing Survey Series H-170 or available on the SMSA public use tapes. Not only would the number of sample cases representing an individual city on this tape be small, but the data have been processed through a weighting procedure designed to provide reliable data at the national and regional level which is entirely different than the weighting procedures for the SMSA's.

Detailed information on the sample design, weighting procedure, and sampling variability associated with these data is discussed in Appendix B of this technical documentation.

Chapter 3

HUD OPERATING DATA RELATING TO FHA MORTGAGE INSURANCE ACTIVITIES

INTRODUCTION

This catalog of HUD operating data relating to FHA mortgage insurance activities was prepared prior to designing an evaluation of the effects of FHA activity in older, urban, declining areas. In the course of carrying out this research it became clear that a wide variety of data existed which could be used in implementing such an evaluation, but that the nature and availability of the data were not described in any one, or even a few, sources.

This catalog attempts to fill that gap by listing data sources for all stages in the life cycle of an FHA mortgage credit insurance policy, including the after life if the mortgage or property is acquired by HUD. The information, which is presented in detail in Annex 11 is organized according to the following seven stages in the FHA mortgage life cycle:

I. Application for Property Appraisal and Conditional Commitment;

II. Application for Mortgagor Approval and Firm Commitment Processing;

III. Endorsement and Final Closing;

IV. Servicing of Insurance;

V. Termination of Insurance;

VI. Servicing HUD-Held Mortgages and Properties;

VII. Disposition of HUD-Held Properties and Mortgages.

While the data are comprehensive, they are also selective in that only those forms, data bases, and reports which contain information likely to be of significance in the evaluation of FHA activity are included. In general, data is excluded if it provides little or no information on the property or mortgagor or if the same data is available in a source which is discussed.

A large part of the information included was gathered from numerous handbooks designed to specify HUD policies and procedures for all participants in FHA mortgage insurance activities. The remainder of the information was gathered through interviews with HUD personnel actually responsible for collecting, storing or creating the data.

Within each major stage of the life cycle a brief description of the activity involved is first given. The data listing for each section is divided into (1) forms or source data; (2) computerized data bases; and (3) tabulations or reports. Each form is listed by name and number; the source or originator is given, as well as a general description of the data, examples of specific items where description is inadequate, and the manner and duration of storage after completion. Copies of blank forms are readily available from the HUD Central or FHA area or insuring offices. File storage of completed forms is discussed in the appropriate section. It should be noted that not all files are complete at all times.

Forms which are utilized at more than one processing stage are described only once, with reference made at each stage to the section containing the description. For computer data bases, the name, system processing number, producing office, source (input form) and a general description are given. Lists of the variables included in permanent statistical data bases are included in appendices. The appropriate producing office should be contacted regarding the availability of the data bases. In the lists of tabulations, details on frequency, type of publication or production, and reference number are given only once; thereafter, the section including that information follows the title in parentheses and only tables applicable to that processing stage are listed. Appendices 5, 6, 7 and 8 list all tables contained in certain comprehensive publications for a representative year; these lists should always be consulted for particular data items. Numerous output reports from computers which serve monitoring or quality control functions, or for which the data may also be found in published reports, are omitted. Note that the descriptions of the tabulations give all breakdowns available in the particular report; if a breakdown is not given, it should be assumed that data is included only for the entire universe. Thus, if no geographic breakdown is specified, the data are for the entire U.S.; if no section of the act breakdown is specified, all sections combined should be assumed. Data are for the period of publication only, unless cumulative is specified.

Annex 11 contains the complete report, which was produced for HUD under Contract H-2162-R by the Urban Institute.

CHAPTER 4 - PRIVATE MORTGAGE LENDING AND INSURANCE DATA

Mortgage Lending and Commitment Survey

In 1970, HUD began a monthly survey of mortgage loan transactions and commitment activity by seven major lender groups - commercial lenders, mutual savings banks, savings and loan associations, life insurance companies, private non-insured pension funds, State and local government retirement funds and Federal credit agencies. By the end of 1973 four other lender groups were added to the surveys -- State and local government credit agencies, mortgage companies, mortgage investment trusts, and federally-supported mortgage pools. Thus, the surveys now cover 11 lender groups which together account for about 97 percent of all mortgage debt outstanding.

More specifically, the surveys report new and outstanding commitments to make mortgage loans, originations, purchases, sales and holdings of mortgage debt, separating construction and long-term loans by four property types - 1-4 family homes, multifamily properties, non-farm nonresidential properties and farm properties. Monthly and quarterly data are published through HUD news releases.

Because of the necessarily large detail for each lender group the data are stored on a mass storage file by lender group. by year, by transaction and commitment data. The data are managed by a large master fortran program. A highly complex

but highly flexible subroutine is being developed which will enable researchers to write any number of isolated variables onto another "regular" data file for purposes of analysis. Contact Michael F. Molesky, ext. 55426, room 8218 for further information.

Private Mortgage Insurance Activity

This series was started in 1972 and covers all private mortgage insurers. Each month these insurers report the number of applications, the number of new loans insured, the dollar amount of the loans insured, and the dollar amount of total insurance in force. Work is underway to update the series monthly back to 1970. Industry data are published monthly in a special HUD news relaease. The data are not officially stored on any computer system. Contact Michael F. Molesky, ext. 55426, room 8218 for further information.

CHAPTER 5 - CDBG DATA

The Community Development Block Grant Program collects information on a variety of different forms throughout the year. Here we summarize very briefly the information collected by these forms. To give an idea of the amount of detail collected, a rough count of the items requested is shown next to each topic.

The forms are physically filed in a variety of locations in HUD. Some forms, being submitted in multiple copies, are filed in several locations. In addition, substantial amounts of data from some of the forms are transferred to computer memories.

In the Area Offices, some forms may be filed together in a working file for each community. Practice would vary among Area Offices, but often certain forms would be filed together, especially the Application, Funding Approval, Performance Report, and some financial forms.

In Central Office, data from several forms are filed separately, both in the physical filing systems and in the computer files. The principal reason for keeping the files apart is that the forms are collected for different purposes, by different users, and each form is located where it can be most easily accessed by the principal users.

The forms summarized are the following:

FORM	TIMES SUBMITTED PER YEAR
Application	1 +amendments
Funding Approval	1 +amendments
Grantee Performance Report	1
Relocation Report	1
Mail Survey from CPD	1
Request for Payment on Letter of Credit	Multiple
Report of Federal Cash Transactions	4 (12 if grant over $1,000,000)
Financial Status Report	5

CHAPTER 6 - PDR SURVEY OF SUBSIDIZED APARTMENT PROJECTS IN FINANCIAL TROUBLE

The data described here come from a structured survey of physical, financial, administrative, and problem characteristics of 338 insured, subsidized multifamily housing projects in one of the three categories of financial difficulty: default, assignment, or acquisition. Central Office staff administered the two-part structured survey to HUD field office staff in 13 Area Office jurisdictions and to owners and sponsors of 65 of the projects.

The study was conducted in response to a request from the Secretary for a projection of the major types of problems faced by financially troubled HUD-insured subsidized multifamily housing projects and for an estimate of the numbers of projects and units with each type of problem. The research study was designed,carried out, and the findings reported in 45 days during July and August, 1977.

The analysis of project financial condition was carried out through a two part survey instrument. Partone is essentially a data gathering instrument designed to compile a very detailed case history on each project included in the study from its inception to the present. The major categories of data collected were:

- Program and Project Identification
- Project Physical Characteristics
- Project Administrative History
- Project Financial History
- Project Occupancy, Rental, and Tenant Information
- Project Neighborhood Characteristic

Part two of the questionnaire is a more analytically oriented instrument designed to delineate, categorize, and prioritize the major problems of a given project in a format which allows rapid aggregation and summary. This section of the instrument includes four subparts:

- A Standardized checklist of project problems
- A Standardized format for prioritizing among project problems
- An analytical written discussion of problem dynamics, and
- A structured format for recommending options for problem resolution.

Checklist of Project Problems: Part two of the survey form begins with checklist of project problems. The list is divided into eight major problem categories.

- Project Design and Site
- Project Physical Structure
- Project Administration
- Project Tenant Attitudes and Behavior
- Project Neighborhood Conditions
- HUD processing and Servicing
- Local/State/Other Federal Government Impact
- General Market Conditions

CHAPTER 7 - CENSUS, SOCIAL SECURITY, AND DUN & BRADSTREET DATA AVAILABLE THROUGH ACCESS

Files of Individual Records Available Through ACCESS

File Name			File Contents
FIRMS	NENG NE NC S W		Records for each of 4.5 million business establishments describing (over time) their sales, employment, product line, net worth, financial status and so forth. Segmented by New England, Northeast, North Central, South and West. Source: Dun and Bradstreet
PHH70	NENG NE NC S W	05	Records for each of 2 million individuals describing their personal, household, and housing (PHH) characteristics. Segmented by New England, Northeast, North Central, South and West. Source: Census 1970 5% Public Use Sample.
PHH70US05			Records for 200,000 individuals containing much the same information as the sample of 2 million individuals.
MIGHIST			Records for 1.45 million members of the workforce. Includes information on the location and nature of each major job held in 1960, 1963, 1966, 1967, 1968, 1969 and 1971, as well as detailed information about the individual. At present, only a subset of this file is available. Source: Social Security records.
PAIRYR			Records of the year-by-year migration decisions of 1.45 million workers over an 11 year period. Since not all workers are in the file for all years, only about 7 million decisions are recorded in the file. At present only a subset is available. Source: Social Security records.
SCE60U			The 1960-61 BLS Survey of Consumer Expenditures, including detailed expenditure, income and wealth information for 9,000 individuals in urban areas, as well as a considerable amount of information about the indiviuals themselves.
AHS73			The 1973 Annual Housing Survey conducted by the U.S. Census Bureau for HUD, and consisting of detailed information about the personal, housing, and neighborhood characteristics associated with 52,000 housing units.

Aggregate Data Available in ACCESS

File Name	Contents
ACT60	Detailed, actual (as distinct from simulated) data on population and employment in 1960 for various levels of geographic aggregation
ACT70	Detailed, actual population and employment measures in 1970 for various geographic aggregations
ACT75	Total population estimates for various aggregations of counties in 1975
SIM80	Detailed estimates of population and employment for SMSAs and rural parts of BEA areas in 1980, based on our simulation model
OBERS80	Total population and employment estimates for BEA areas in 1980 produced by the Bureau of Economic Analysis.
SIM85	Detailed estimates of population and employment for SMSAs and rural parts of BEA areas in 1985, based on our simulation model.

IMPORTANT NOTE

The researcher is advised not to rely on ACCESS unduly in the long term, since the system is maintained by a private contractor (MIT) and may not be available permanently.

CHAPTER 8 - BOILER PLATE LANGUAGE FOR PDR CONTRACTORS

Task _____. Machine Readable Data. If the Contractor, in the performance of the work, converts the data to computer-readable form, the data must be submitted to the GTR in computer-readable form, and the original collection instruments (questionnaires, forms, coding sheets, etc.) must be held in a secure location and made accessible to HUD for 5 years. Data may be delivered on punched cards if (1) the data set would consist of 4,000 cards or less, and (2) the consent of the GTR is obtained. Otherwise, provision of the data will be on magnetic tape (2 copies) with the following specifications:

(1) 800 BPI density
(2) BCD character representation
(3) unlabelled
(4) block size less than or equal to 5120 characters
(5) fixed length records and blocks (length & blocking factor must be specified)
(6) 7-track
(7) even parity

In addition to the data the contractor will provide 2 copies of a written description of the data. This description should be capable of being understood by researchers unfamiliar with this contract. The description will include the following headings:

(1) Title

a short, descriptive title for the data base

(2) For further information contact:

name, address, and phone number of person or office which can provide further clarification if needed.

(3) Executive summary

an overview of the types of data and their purpose .

(4) Respondents

a precise description of the respondents or ultimate source of the data, including sampling procedure if a sample was used.

(5) Data Elements

a precise description of the data elements, e.g., a copy of the blank questionnaire or original form with any instructions or coding manuals used.

(6) Limitations

a critical report of the main limitations of the data base, under the following sub-headings:

(a) accuracy and validity checks

(b) response rates

(c) extent of missing data

(d) known and potential biases

(e) major related issues not covered by this data base

If the Contractor uses the Statistical Package for the Social Sciences (SPSS) to manipulate the data, a master SPSS program designed to create an SPSS system file with a full set of the variable names, value labels used, missing values, and "useful" transforms used in the course of the work will also be delivered in machine-readable form.

ANNEX 9 - HOW TO USE THE CARDEROCK COMPUTER

Contents

	Page
First Exercise	21-23
Second Exercise	24-27
Third Exercise	27-31
Reference Section	
A. General Hints	32-33
B. Handling Files	34-36
C. Examining and Changing Edit Files	37-40
D. SPSS	40-44
E. High Speed Printer and Card Reader	44-47
F. Dissplа	47-54
G. Packaging Several Programs in One Computer Run	54-55
H. Fortran	55

C. If you make a typo, and catch it before you go on to the next line, you can backspace to the error, and then type the rest of the line in again correctly. In order to backspace, hold down the button marked "CTRL" with one finger and touch "H" with another finger as many times as you need. Remember you must re-type all the rest of the line to the right of the error, even if only one or two letters were wrong.

D. Some computer keyboards print capital letters, others print small letters. It makes no difference. The only time you should use the shift key is when you need a punctuation mark, which may be on an upper case key. Do not use the shift key to create capital letters.

Starting the Terminal

1. Turn the on/off switch "ON".

   Dial 9-227-3000

2. When the telephone starts ringing, press the handset in the rubber circles, with the curly wire leading out the slight notch in the plastic near one of the rubber circles; or press the DATA button if the phone has one.

3. When the green or red light turns on, press the carriage return button, which will be marked "CAR RET" or "RETURN" or "C R".

4. After the computer gives the date and time, type:

   LOGIN

   and then press carriage return.

5. After the computer says "ENTER USER NAME" you type, on the same line, a secret code word beginning with the letters PU which may be obtained from another computer user. Then press carriage return.

6. After the computer says "ENTER PASSWORD" you type, on the same line, another secret code, beginning with the letters ED, which may be obtained from the same person.

7. At this point, and after every line you type, press carriage return and wait for the computer to say:

   COMMAND-

   or:

   . .

HUD-89 (6-72) PREVIOUS EDITION MAY BE USED

Memorandum

U.S. DEPARTMENT OF
HOUSING AND URBAN DEVELOPMENT

DATE: SEP 12 1977

IN REPLY REFER TO:

TO : Special Studies Staff

FROM : Paul Burke

SUBJECT: Computers

This memo, and the ones that follow, introduce computer use to staff members who do not use the computer now in their work.

The statistical package for the Social Sciences, SPSS, is a readily available tool which can make the computer do a lot of useful work: creating tables, scattergrams, calculating statistics, etc. I will explain some aspects of SPSS, and use as an example, the data collected in a recent field study of subsidized apartment projects in financial trouble. We will analyze what types of problems are common in apartment projects, and whether there are any patterns to these problems.

The first exercise will discuss how to "GET ON" the computer, and how to create tables. At the outset, you should use the terminal briefly, so you have some experience to discuss. The following 13 steps let you on the computer.

HINTS

A. Be careful of the difference between the letter O and the number 0, also between the letter I or L and the number 1.

B. If you get into trouble at any stage, and the computer is silent, try pressing carriage return and re-typing your last command. If that does not help, type an equals sign, alone at the beginning of a line, followed by carriage return.

   If that does not help, type: %A which tells the computer to stop whatever it is doing.

   If the computer is typing away like mad, and you want to stop it, press the "ESC" or "ESCAPE" key , and then type %A followed by carriage return.

8. Type the following lines in order. Remember instruction #7 after each line.

```
ATTACH,AAA,TEACH1,ID=PUBM
EDITOR
EDIT,AAA,S
LIST,300,LAST
```

9. The computer will then type out the following:

```
300=CROSSTABS        TABLES=H160  BY  V2
310=OPTIONS          1,5
320=FINISH
```

These lines are the right commands to print out a table, cross-tabulating data on H160 (financial status of each project) and V2 (whether the project was visited). The table to be created would look like Attachment A.

10. Note that the computer typed:

```
300=CROSSTABS        TABLES=H160  BY  V2
```

You should now type a similar command to create your own table, just changing "H160" and "V2" for other items on the following list. On each project, we have these data available, which you may use in a table.

H160	Project financial status (current, assigned, etc.)
V2	Whether project was visited in the field survey
V8	Section of the National Housing Act
G10	Type of sponsor (non-profit, etc.)
V23A	Number of other projects managed by the same management firm
H52	Number of units in the project
G46	Average number of stories in the project buildings
H195	Occupancy rate

Your command will look like:

```
300=CROSSTABS        TABLES=      BY
```

Remember to leave 7 spaces between the words CROSSTABS and TABLES, and remember to press "CAR RET" at the end of the line.

When you press "CAR RET", the computer will automatically erase the old command, and insert the new one in the right place. At this stage, the computer will be silent and will not say:

```
COMMAND-
```

or:

```
. .
```

But this is the only exception to instruction #7 above.

11. Type the following lines in order. Remember Instruction #7 after each line.

```
SAVE,BBB,N
BATCH,BBB,INPUT,HERE
FILES
```

12. The computer will now start creating the table you asked for. This will take some time. The computer will not automatically print out the table, and it will not even tell you automatically when the table and graph are finished. But the computer will store your table and graph, when complete, in its memory. Every 30 minutes or so, type:

```
FILES
```

You may log out if you wish, and log back in some time later, using steps 1 to 7, then type: EDITOR then go to step 12. Eventually, your job will be listed under the heading "REMOTE OUTPUT FILES". Be sure it is listed under "REMOTE OUTPUT FILES", and not under "REMOTE INPUT FILES" before proceeding. The name of your job will have 7 letters or numbers, beginning with the letters "PUBMY". When you type "FILES" and find your job listed under "REMOTE OUTPUT FILES", you may type the following lines, replacing XXXXXXX below with the name of the job as listed under "REMOTE OUTPUT FILES".

```
BATCH,XXXXXXX,LOCAL
F,CH=144
EDIT,XXXXXXX,S
LIST,ALL
```

13. The computer will print a long message, including your table, unless you have made an error in your commands. If you have made an error, you are a normal computer user. Try again. If you have not made an error, you are indeed lucky, and you are well on your way to an easy use of computers. To finish the computer session, type:

```
BYE
LOGOUT
```

and turn off the terminal.

ATTACHMENT A - FIRST EXERCISE

H160	COUNT / ROW PCT / COL PCT	V2 TROUBLD NO VISIT (0)	V2 TROUBLD VISITED (1)	ROW TOTAL
2. INSURED-DEFAULT		26	12	38
		68.4	31.6	12.9
		11.6	16.9	
6. ASSIGNED		148	47	195
		75.9	24.1	66.1
		66.1	66.2	
8. SECRETARY-OWNED		36	10	46
		78.3	21.7	15.6
		16.1	14.1	
9. MISSING OR OTHER		14	2	16
		87.5	12.5	5.4
		6.3	2.8	
COLUMN TOTAL		224	71	295
		75.9	24.1	100.0

HUD-96 (4-72) PREVIOUS EDITION MAY BE USED

Memorandum

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

TO : Special Studies Staff

DATE: SEP 21 [illegible]

IN REPLY REFER TO:
Revision 2

FROM : Paul Burke

SUBJECT: Computers, 2nd Exercise

This second exercise in using the computer will cover how to create more tables and scatter diagrams.

Introduction

The computer has a very sophisticated filing system. A computer "file" is like an ordinary file in your office. It may contain any quantity of words and numbers in any order. For example it can contain raw data from punched cards, or a set of instructions to tell the computer what to do, or both.

A. "Permanent Files" are files that the computer remembers from one day to another. They are kept separate by the computer, and cannot be changed directly. Each has a "Permanent File Name" and an "ID", both of which must be mentioned in order to work with the file.

B. When you "get on" the computer, you are assigned a temporary working space. Files that you use in this space are "local files". Each local file has a "local file name" but does not have any "ID". Like permanent files, they cannot be changed directly. When you log out of the computer, all these local files are promptly forgotten by the computer.

C. When you type the command, "Editor" you are assigned another temporary working space, which can hold one file at a time. A file in this space is called an "edit file". It does not have a name like a "local file name", or a "permanent file name", but unlike the other files, an "edit file" may be changed directly by the user. When you log out of the computer, the

edit file is promptly forgotten by the computer.

Various commands are used to copy files of one type into files of other types. The normal procedure is, first, to copy a permanent file into a local file, assigning it a local file name. Then the local file is copied into an edit file. Changes are then made in the edit file, and the new edit file is copied into a new local file, with a new local file name. Finally the new local file is copied into a permanent file. While this process may seem cumbersome, it does work very efficiently.

Some other types of files also deserve brief mention:

D. A "remote input file" is a set of commands which will tell the computer to perform calculations. Only a small part of the computer actually does such calculations, (the "central processing unit") and it is usually busy. The "remote input file" therefore has to wait in line for some time. When its turn comes, the computer automatically copies it into a "remote executing job."

E. A "remote executing job" is a set of calculations which are actually being executed by the computer. When the computer finishes, it automatically copies the results of the calculations into a "remote output file."

F. A "remote output file" is a table, a scatter diagram, or some other result of the computer's calculations.

Logging in or out of the computer does not make the computer forget any of these files. Logging in or out has no effect on remote input files, remote executing jobs or remote output files.

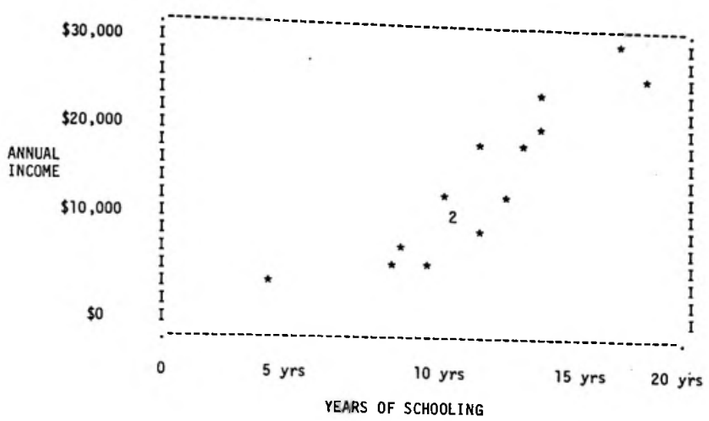
Various commands are used to copy a "local file" into a "remote input file" and to copy a "remote output file" into a "local file." The commands involved will be explained as they come up.

If you wish a list of the names of files you are using at any time, type "files", and the computer will give at least a partial list of file names. The computer will list the names of all "local files" and all "remote output files." It will not list any "edit file" or "permanent files." It may list the names of "remote input files" and "remote executing jobs", but these lists are not always complete and should not be trusted.

SECOND EXERCISE

This exercise will include some more practice on creating tables, and will introduce scatter diagrams. You should go through the following practice session on the computer twice. The steps are not difficult, but there are several explanations to remember, and they will stick with you better if you go through the whole process on the computer twice, on two different days.

In particular this exercise will cover scatter diagrams. These are graphs used to compare one type of data with another visually. For example if you had data on the length of schooling and the annual income of 15 people, a scatter diagram to compare schooling and income might look like:



This graph shows that people with more schooling generally earn higher incomes. Each * represents one person. The "2" means that two people had exactly the same income and schooling, so they fell on the same point in the graph.

Data like annual income and length of schooling are very appropriate for scatter diagrams, because they may take many values. For example there are 30,000 different possible annual incomes between $0 and $30,000. And length of schooling may be any number or fraction of a year, up to about 20 or 25 years. These data could be shown in a table only if the table were very large, or if we grouped the data, for example income in $5,000 intervals, and education in 4 year intervals. And grouping the data that way would make the analyst lose some detail. Scatter diagrams are useful to analyze data that may take many different values, without losing any detail. Tables are useful to analyze data that may take only a few categories, for example race and sex of people.

In our study of subsidized apartment projects in financial trouble, the following variables are appropriate for tables:

H160	Project Financial Status (4 possible categories)
V2	Whether project was visited in the field survey (2 possible categories)
V8	Section of the National Housing Act (4 possible categories in this study)
G10	Type of sponsor (non-profit, etc.) (4 possible categories)
V23A	Number of other projects managed by the same management firm (grouped into 4 categories: 0-5, 6-10, 11 or more, missing)
H52	Number of units in the project (grouped in 4 categories)
G46	Average number of stories in the project buildings (grouped in 4 categories)
H195	Occupancy rate (grouped in 4 categories)

The following variables are appropriate for scatter diagrams:

F52(0,500)	Number of units in the project
V46(0,40)	Average number of stories in the project buildings
V195(0,200)	Occupancy Rate
F35A(0,.4)	Number of staff per unit assigned to the project by the management
V60(66,86)	Date of initial endorsement, with months expressed as fractions of a year
V107(67,87)	Date of first negative cash flow, with months expressed as fractions of a year
F181(-100,200)	Cash flow (net cash throw-off) as percent of total expenses
F205(0,200)	Tenants whose rent is over 35 percent of income, as percent of all tenants in the project

From my first memo, reread hints A, B, and C, and use steps 1 through 7 to "LOG IN" the computer. Then proceed below. Remember instruction #7 after each line.

14. Type:

    ATTACH,AAA,TEACH2,ID=PUBM

    This command copies a permanent file into a new local file, which will be kept in the temporary working space that the computer assigned you when you logged in. The local file name will be AAA. The permanent file has a "Permanent File Name" (TEACH2), and an "ID" (PUBM), both of which had to be mentioned, as shown, in order to work with the file

15. Type:

    EDITOR

    This command assigns you another temporary working space, which can hold one file at a time.

16. Type:

    EDIT,AAA,S.

    This command copies local file AAA into an "EDIT FILE" which has no name.

17. Type:

    LIST,300,LAST

    This command makes the computer print out part of the edit file, from line 300 through the last line. The computer will print as follows:

```
300=CROSSTABS       TABLES=H160  BY  V2
310=OPTIONS         1,5
320=STATISTICS      1,2,3,6,7,8
330=SCATTERGRAM     F52(0,500)  WITH V46(0,40)
340=OPTIONS         4
350=FINISH
```

18. You should choose two variables from the above list of variables appropriate for tables, and type a new line 300 to create your own table. Your command will look like:

```
300=CROSSTABS       TABLES=        BY
```

When you press "CAR RET" after this new line, you are making a change in the "EDIT FILE", substituting a new line 300 for the old one. As discussed above, an "EDIT FILE" is the only type of file that a user can change directly. After pressing "CAR RET" you do not have to wait for the usual two dots from the computer; proceed to the next step.

19. You should also choose two items from the above list of variables appropriate for scatter diagrams, and type a new line 330 to create your own scatter diagram. The parentheses and numbers that go with each variable name are important to set up the scale of the graph. Just type them in as part of the variable name. Notice that you use "WITH", not "BY" in this line.

The present line 330 looks like:

```
330=SCATTERGRAM     F52(0,500)  WITH  V46(0,40)
```

Your command will look like:

```
330=SCATTERGRAM                 WITH
```

Substitute variable names which you choose from the list above. When you press "CAR RET" after typing this new line, you are making another change in the "EDIT FILE", replacing the old line 330. After pressing "CAR RET" you do not have to wait for the usual two dots from the computer.

20. Type:

```
LIST,300,LAST
```

This command makes the computer print out part of the new, changed, edit file, from line 300 through the last line. Check that lines 300 and 330 have been changed correctly. If not, figure out what went wrong, and change them correctly. When they are right, type:

```
SAVE,BBB,N
```

This command copies your new, changed, "EDIT FILE' into a new "LOCAL FILE", with BBB as its "LOCAL FILE NAME".

21. Type:

```
BATCH,BBB,INPUT,HERE
```

This command copies your new local file BBB into a "REMOTE INPUT FILE".

22. Type:

```
FILES
```

As explained above, this command gives a partial listing of your files. The local file BBB will not appear in this list, because it was destroyed by the computer as soon as it had been copied into a remote input file. This case of destruction is a quirk of the computer and should not bother you. It is not necessary to copy BBB into a "PERMANENT FILE" since it has no lasting value. The permanent file TEACH2 will not appear in this list, because permanent files never appear in such lists. The remote input file that you just created may or may not appear in the list, since the list of remote input files is not necessarily complete.

23. The computer will now start creating the table you asked for. This will take some time. The computer will not automatically print out the table, and it will not even tell you automatically when the table and graph are finished. But the computer will store your table and graph, when complete, in its memory. Every 30 minutes or so, type:

```
FILES
```

You may log out if you wish, and log back in some time later, using steps 1 to 7, then 15, then 23. Eventually, your job will be listed under the heading "REMOTE OUTPUT FILES". Be sure it is listed under "REMOTE OUTPUT FILES", and not under "REMOTE INPUT FILES" before proceeding. The name of your job will have 7 letters or numbers, beginning with the letters "PUBMX". When you type FILES and find your job listed under "REMOTE OUTPUT FILES", you may type the following lines, replacing XXXXXXX below with the name of the job as listed under "REMOTE OUTPUT FILES".

The format statement is F2.0, since the variable uses 2 columns, with zero of them to the right of the decimal point. A format statement for your data is just a string of these formats, one after another, separated by commas. For example: F5.2,F1.0,F3.2,F2.0 You should now write out the format statement for your particular data. You will be told below where to type it in the edit file.

The following steps will create an edit file which will contain your instructions to the central processing unit. Some of these commands look like the commands you yourself use at the terminal, but they will not be carried out at your terminal. You will place them in an edit file, then copy the edit file into a local file, and then send a copy to execute in the central processing unit. The central processing unit will read your data and create tables or scatter diagrams.

35. Type, inserting your name where indicated.(also insert the first four letters of your user name (used when you log in) in line 110 instead of PUZZ, and insert all of your password (used when you log in) instead of EDZZ.)

```
100=PUBMM,CM100000,T100,P4.     O-U  YOUR NAME
110=CHARGE, PUZZ,EDZZ,PR,B.
120=ATTACH,DISK1,YOURLASTNAME,ID=PUBM.
130=ATTACH,SPSS.
140=SPSS.
150=*EOR
160=PAGESIZE            999
170=PAGESIZE            NOEJECT
180=INPUT MEDIUM        DISK1
190=N OF  CASES         UNKNOWN
```

In these cards and the following ones, you will notice that every line in SPSS language contains two parts: A word or two, then some blank spaces, then some more words and/or numbers. There is a rule that this second group must begin in column 16 or higher, counting immediately after the equals sign that follows the line number. I have set up this example so the second part of each line always starts in column 17, thus leaving a small cushion, in case you miscount the number of blank spaces.

36. Type, making changes as appropriate for your data:

```
200=VARIABLE LIST     V1 to V5
```

This is an example. You must type in as many variables as there are in your raw data. For example if you have 3 variables in your raw data, you will type V1 to V3. This will tell the SPSS package of programs how many variables it will find in each case. This command will also give the variables names, by which they can be called in creating tables and scatter diagrams.

37. Type, inserting your own format statement where indicated:

```
210=INPUT FORMAT      FIXED(YOURFORMATSTATEMENT)
```

Remember I promised to tell you where to insert your format statement, that string of formats separated by commas, like F5.2,F2.0? You should insert it here between the parentheses. This format statement will tell the SPSS package of programs where to find each variable in your raw data.

38. Type:

```
220=PRINT FORMATS     ALL (3)
```

This command will help the computer make more legible tables, in case you have decimals in your data. The command will tell the central processing unit to print all variables correct to 3 decimal places.

You may now start creating whatever tables and scatter diagrams you wish. Remember to number, in order, each line that you type.

In order to create a table, you should use the following commands, in this order, substituting line numbers for XXX and variable names (like V1 or V2) for ** and **

```
XXX=CROSSTABS         TABLES=** BY **
XXX=OPTIONS           1,5
XXX=STATISTICS        1,2,3,6,7,8
```

In order to create a scatter diagram, you should use the following commands, in this order, substituting as explained below:

```
XXX=SCATTERGRAM       **(#,##) WITH ***($,$$)
XXX=OPTIONS           4
```

Insert the following, instead of the symbols in the example:

**	The variable on the vertical axis
#	The lowest value that variable ever has, in any case
##	Twice as big as the highest value that variable ever has, in any case
***	The variable on the horizontal axis
$	The lowest value this variable ever has, in any case
$$	Twice as big as the highest value this variable ever has, in any case

In each case, the "CROSSTABS" or "SCATTERGRAM" card will tell the SPSS package of programs which variables to use, by variable names as defined in step 15. The "OPTIONS" will tell the SPSS package of programs certain changes in the standard table format. The standard format and the changes that can be requested on an "OPTIONS" card are described in the SPSS book, so you can custom design your own tables and scatter diagrams.

The "STATISTICS" card with the "CROSSTABS" card will tell the SPSS package of programs to calculate certain standard tests of statistical significance. These are also explained in the SPSS book. You should not use the "STATISTICS" card with the "SCATTERGRAM" card until you eventually learn how to use the line printer, because the statistics it calculates will not fit on the paper at the terminal.

Now you may request any tables or scatter diagrams you wish from your data. Insert at least <u>two requests</u> for tables and <u>two requests</u> for scatter diagrams, complete with options cards and statistics cards, before going on to the next step.

39. Type:

L,A

This command, which is an allowed abbreviation of "LIST,ALL", makes the computer print out all of the new edit file that you have just typed in. Check that every command is correct, to the letter. Take some time on this checking, comparing your commands to the examples in this memo. When every command is right, Type:

S,BBB,N

This command, which is an allowed abbreviation of "SAVE,BBB,N", copies your new edit file into a new local file, with BBB as its local file name.

40. Type, substituting your own last name, followed (directly, without any space) by the number 2, where indicated.

CATALOG,BBB,YOURLASTNAME2,ID=PUBM

This command copies local file BBB into a permanent file, with your last name, followed by the number 2, as its permanent file name. The suffix 2 will keep this file from being confused with your raw data, which are also in a permanent file. So now your program is also in a permanent file. It can be re-run at any time. It can be changed at any time.

41. Now proceed to steps 21 through 27 of my September 21 memo. The only change in those instructions is that the 7-character name of your remote output file will begin "PUBMM" rather than "PUBMX".

If there are no errors in your program, and you get the output you want, congratulations, and go directly to step 44. Do not pass GO, do not collect $200. Just collect congratulations.

42. If there are errors in your program and the output file does not give you the tables and scatter diagrams you want, read the output to figure out what the error is.

Do not make corrections in this edit file. Remember your edit file now just holds the output from the Central Processing Unit. You must copy your program back into the edit file in order to correct errors in the program itself and re-run it. Do this as follows:

If you have logged out at any time after step 39, then the local file containing your program was erased when you logged out. You must make another copy by logging back in (steps 1-7,9) and then typing:

ATTACH,BBB,YOURLASTNAME2,ID=PUBM

Then proceed.

<u>If</u> you have not logged out, the local file BBB containing your program will still exist, and you may proceed directly.

43. Type:

E,BBB,S

This command which is an allowed abbreviation of "EDIT,BBB", copies local file BBB (which contains your instructions to the central processing unit) into an edit file. Then type:

RETURN,BBB

This command sends the local file away from your temporary working space. You do not need it since it has errors in it. Now return to step 39 and correct any errors you have found. Go on to step 40, and then steps 21 through 27 of my September 21 memo. Be patient. You may have to repeat this process of correction several times before all the errors are corrected.

44. If you have understood and completed correctly all of this exercise, you will be able to analyze any data on any subject at any time in any place, with SPSS. When, next, you learn how to use the high speed printer, and learn how to calculate new variables by adding, subtracting, multiplying, and dividing other values, you will have even more flexibility to analyze data to your heart's content. . .

HUD-86 (7-76) PREVIOUS EDITION MAY BE USED

Memorandum

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

TO : Special Studies Staff

DATE:

IN REPLY REFER TO:

FROM : Paul Burke

SUBJECT: Summary of Computer Commands

The preceding memos on computers have given you a progressively more complete picture of how to handle the power available in the NSRDC computer. You are now at the stage when all you need is the way of further assistance is a compendium of useful commands. The attached pages are divided into five parts. If someone volunteers to prepare an index, that will be a useful sixth part.

A. General Hints (A0 to A19)
B. Handling Files (B1 to B23)
C. Examining and Changing Edit Files (C1 to C15)
D. SPSS Commands on the Carderock Computer (D1 to D23)
E. High Speed Printer and Card Reader (E1 to E8)

In order to close out your last practice run session, see Section B21, and <u>erase the permanent files that you created in your last session</u>

Detailed information on these and other commands is available in:

<u>Computer Center Reference Manual</u>, published by NSRDC and available from User Services, 227-1907*

<u>Intercom Manual</u>, published by NSRDC and available from User Services, 227-1907.

<u>Computer Center Policy Manual</u>, published by NSRDC and available from User Services, 227-1907.

<u>Statistical Package for the Social Sciences</u>, second edition, 1975, published by McGraw-Hill, and available from Karl Lensler Room 4152, x55280.

The beginner is advised not to tackle the first three references listed here, as they are quite complex. But the last one listed is written clearly for the beginner, and provides useful information to supplement the attached pages.

*A copy may be examined in Les Rubin's office, room 8118.

In reading this last reference, you should know that Carderock has the SPSS Maxi version described on pp. 576-7, and any time the book says to use single quotes: ' you should use double quotes: "

Also attached to this memo is the code book that explains all data collected in this recent study of financially troubled subsidized apartment projects. With this book of codes, you can and should practice your new knowledge by analyzing some issues that interest you in these data.

Attachments

A. GENERAL HINTS

Be careful when working on the computer. It is easy to become over-confident and to begin entering commands carelessly, making typos or skipping commands. Since the computer cannot infer what you mean, as a human could, it will either give you an error message or give you results completely different from what you want. So proceed slowly and carefully.

A0. After every line, remember to press the carriage return button.

A1. In most cases you must then wait for the computer to type "COMMAND" or ". ." with the following exceptions:

First, if the computer gives you another message, you may usually proceed.

Second, if you type a new line in an edit file or retype an old line (for example "100=**********"), the computer will always be silent and you may proceed anyway.

If you ignore these instructions and type something when you are supposed to be waiting for the computer to type something, it may happen that no harm comes. But if the computer is sending its message at the same time you are typing, the two messages will interfere, your command will be garbled, and I will not be responsible for the results.

In case of trouble

A2. If you get into trouble at any stage, and the computer is silent, try pressing carriage return and re-typing your last command. If that does not help, type an equals sign, alone at the beginning of a line, followed by carriage return.

If that does not help, type: %A which tells the computer to stop whatever it is doing.

A3. If the computer is typing away like mad, and you want to stop it, press the "ESC" or "ESCAPE" key , and then type %A followed by carriage return.

A4. An important distinction should be made between two types of commands. If you use the command "EDITOR", explained in Section B3, and, sometime later on another line, type a number then an equals sign then a command then carriage return, the computer will try to place the command in an edit file (as explained in Section C1.) The command will be filed away and will not actually be carried out until the whole file of commands is sent to the computer. If you have not previously used the command "EDITOR", the computer will give you an error message. However at any time at all, if you simply type a command, then carriage return, without a number or equals

sign, the computer will try to carry out the command right away.

Typos

A5. Be careful of the differences between the letter O and the number 0, also between the letter I or L and the number 1.

A6. If you make a typo, and see it before you go on to the next line, you can backspace to the error, and then type the rest of the line again correctly. In order to backspace, hold down the button marked "CTRL" with one finger and touch "H" with another finger as many times as you need. Remember you must re-type all the rest of the line to the right of the error, even if only one or two letters were wrong.

Starting the Terminal

A7. Turn the on/off switch "ON".

A8. Dial 9-229-6000.

A9. When the telephone starts ringing, press the handset in the rubber circles, with the curly wire leading out the back of the terminal.

A10. When the green light marked "CARRIER DETECT" turns on, press the carriage return button, which will be marked "CAR RET" or "RETURN" or "C R".

A11. After the computer gives the date and time, type:

LOGIN

and then press carriage return.

A12. After the computer says "ENTER USER NAME", type on the same line, a secret code word beginning with the letters PU which may be obtained from another computer user. Then press carriage return.

A13. After the computer says "ENTER PASSWORD" , type, on the same line, another secret code, beginning with the letters ED, which may be obtained from the same person. Then press carriage return.

General Management Commands

A14 EDITOR

This command shifts you, as user, to a temporary working space in the computer called your EDITOR working space. The computer will start prompting you with two periods at the beginning of each line, instead of "COMMAND-" You may leave the EDITOR working space at any time, by typing:

A15 B

This command will move you from the EDITOR working space to the normal working space. It will not usually erase the edit file. The edit file can be found again if you type EDITOR. Logging out, however would erase the edit file. After you type "B", the computer will start prompting you with "COMMAND-" at the beginning of each line, instead of two periods.

Turning Off the Terminal

A16. If the terminal is typing and you want to interrupt it, see Section A3.

A17. If you are in the EDITOR working space, (See Section B3), type:

B

A18. Then, or if you are already outside the EDITOR working space, type:

LOGOUT

This command ends your computer session. All local files and any edit file will be erased, and the computer will tell you a summary of how much computer time you have used and the estimated cost.

A19. After the computer finishes typing its message, turn off the terminal and hang up the phone.

B. HANDLING FILES

The computer has a very sophisticated filing system. A computer "file" is like an ordinary file in your office. It may contain any quantity of words and numbers in any order. For example it can contain raw data from punched cards, or a set of instructions (known as a computer "program") to tell the computer what to do, or both.

B1. "Permanent files" are files that the computer remembers from one day to another. They are kept separate by the computer, and cannot be changed directly. Each has a "Permanent File Name" and an "ID", both of which must be mentioned in order to work with the file.

B2. When you "log in" the computer, you are assigned a temporary working space. Files that you use in this space are "local files". Each local file has a "local file name" but does not have any "ID". Like permanent files, they cannot be changed directly. When you log out of the computer, all these local files are promptly forgotten by the computer.

B3. When you type the command, "EDITOR" you are assigned another temporary working space, which can hold one file at a time. A file in this space is called an "edit file". It does not have a name like a "local file name", or a "permanent file name", but unlike the other files an "edit file" may be changed directly by the user. When you log out of the computer, the edit file is promptly forgotten by the computer. You remain in this editor workspace until you type, "B".

Various commands are used to copy files of one type into files of other types. The normal procedure is, first, to copy a permanent file into a local file, assigning it a local file name. Then the local file is copied into an edit file. Changes are then made in the edit file, and the new edit file is copied into a new local file, with a new local file name. Finally the new local file is copied into a permanent file. While this process may seem cumbersome, it does work very efficiently.

Some other types of files also deserve brief mention:

B4. A "remote input file" is a set of commands which will tell the computer to perform calculations. Only a small part of the computer actually does such calculations, (the "central processing unit") and it is usually busy. The "remote input file" therefore has to wait in line for some time. When its turn comes, the computer automatically copies it into a "remote executing job".

B5. A "remote executing job" is a set of calculations which are actually being executed by the computer. When the computer finishes, it automatically copies the results of the calculations into a "remote output file".

B6. A "remote output file" is a file that can be printed to show the result of the computer's calculations. The "remote output file" includes any printed tables or diagrams, a record of what the computer did, and an estimate of the cost.

Logging in or out of the computer has no effect on remote input files, remote executing jobs or remote output files.

Various commands are used to copy a "local file" into a "remote input file" and to copy a "remote output file" into a "local file". The commands involved will be explained below.

B7. The following table summarizes some important information about these six different types of files:

TYPES OF FILES

	Permanent	Local	Edit	Remote Input	Remote Executing	Remote Output
Is it erased when you log out?	No	Yes	Yes	No	No	No
Can it be changed directly by user?	No	No	Yes	No	No	No
Must its name begin with a letter?	Yes	Yes	Nameless	Yes	Yes	Yes
How many characters in its name?	2-40	2-7	Nameless	7*	7	7
Will its name be listed by the computer if you type "FILES" (See Section B10)?	Never	Always	Never	Some-times	Some-times	Always
Will its name be listed by the computer if you audit your files (See Section B11)?	Always	Never	Never	Never	Never	Never

*Name is automatically provided by computer. This name does not change as the file moves from Remote Input to Remote Executing and then to Remote Output.

The following commands are for general file manipulation. They may be used (except when noted otherwise) regardless of whether you are in the EDITOR workspace or outside it in the normal workspace.

In the examples certain abbreviations are used:

pfn	The name of a permanent file.
PU_ _,	The ID of a permanent file. When you create a permanent file, you should use, as ID, the first four letters of the code that you usually log in with.
lfn	The name of a local file.
lfn2	The name of a different local file.

For obscure metaphysical reasons, steps B8 and B9 are omitted.

list local files — B10. If you wish a list of the names of files you are using at any time, type:

FILES

The computer will give at least a partial list of files names. The computer will list the names of all "local files" and all "remote output files." It will not list any "edit file" or "permanent files." It may list the names of "remote input files" and "remote executing jobs," but these lists are not always complete and should not be trusted. A local file which is an exact copy of some permanent file will be starred.

list perm. files — B11. If you wish a list of the names of all permanent files with a particular ID, type the following commands, substituting your ID for "PU_ _:"

```
ATTACH,UTILITY
LIBRARY,UTILITY
RETURN,AFIL,OUTPUT
AUDIT,AI=I,ID=PU_ _,LF=AFIL
CONNECT,OUTPUT
AUDSORT,AFIL
```

perm. → local — B12. To copy a permanent file into a local file:

```
ATTACH,lfn,pfn,ID=PU_ _
```


local→perm — B13. To copy a local file into a permanent file:

```
CATALOG,lfn,pfn,ID=PU_ _
```

local→edit — B14. To copy a local file into an edit file:

```
E,lfn,S
```

Note that this command may only be given when you are in the EDITOR workspace.

If the computer responds, "LINES > CH - YES=TRUNCATE LINES, NO=ABORT EDIT", then see Section C12.

edit→local — B15. To copy an edit file into a local file:

```
S,lfn,N
```

Be sure to choose a local file name not already being used, and insert this instead of "lfn". This command may only be given when you are in the EDITOR workspace.

local→rem. in. — B16. To copy a local file into a remote input file, whose output, when done, will be available to print at your own teletype terminal:*

```
BATCH,lfn,INPUT,HERE
```

local→rem. in. — B17. To copy a local file into a remote input file, whose output, when done, will print at the line printer downstairs:*

```
BATCH,lfn,INPUT,YN
```

rem. out. →local — B18. To copy a remote output file into a local file:

```
BATCH,XXXX,LOCAL
```

In place of XXXX substitute the name of the remote output file. You can learn this name, which is created by the computer, by typing the command "FILES."

* See next page for an important footnote.

local → printer

B19. To copy a local file and send the copy to he printed at the line printer on the second floor:*

```
REWIND,lfn
COPYSBF,lfn,lfn2
REWIND,lfn2
BATCH,lfn2,PRINT,YN,PU_ _
```

These commands make the computer copy the file, shifting everything over one column, leaving column 1 blank.

All of your file will be printed at the line printer except for column 1. The line printer reads column 1 in order to learn when to skip lines, when to eject to the top of the next page, etc.

If you don't care about seeing the first column of your file, and if you are sure there are not many ones in the first column (a one in column one tells the printer to skip ahead to the top of the next page ____ very wasteful of paper), then you may type:

```
BATCH,lfn,PRINT,YN,PU_ _
```

Do this also for any local file that was created by copying a remote output file.

erase local

B20. To erase a local file that you no longer need, type:

```
RETURN,lfn
```

To return all local files, type:

```
CLEAR,INPUT,OUTPUT
```

erase perm.

B21. To erase a permanent file that you no longer need, perhaps because a corrected copy has been made, or because the analysis has been done, you must have a local file which is a copy of the permanent file. If an exact copy does not exist among your local files, then type:

```
PURGE,lfn,pfn,ID=PU_ _
```

If an exact copy already exists, type:

```
PURGE,lfn
```

Each of these commands erases the permanent file, but leaves the local file.

---

*Be careful of copying local files with a command that begins "BATCH." If the local file being copied is not an exact copy of some permanent file, the local file will be erased by the computer after this command. If you will want to use the local file again, you should copy it into a permanent file (See B13) before using a BATCH command.

perm. files "attached" to terminal

B22. There is a subtle relationship between permanent and local files. When you use the command "ATTACH,. . ." or "CATALOG, . . ." (Section B12 and B13), you set up a pair, a local file and a permanent file which are exact copies of each other. The permanent file is then said to be attached to your terminal.

When a permanent file is attached, no other terminal may copy the permanent file into a local file. The attachment can be broken only by erasing the local file (See Section B20), or by logging out, which always erases all local files. Either of these steps has the effect of freeing the permanent file in its storage niche for use later. For example, if you create data in an edit file, and then copy it into a local file, and then copy the local file into a permanent file, the permanent file will be attached to your terminal. If you send a program to the Central Processing Unit, and if this program needs to get a copy of the permanent file containing your data, it will not be able to get it, since the permanent file is attached to your terminal.

You must erase the local file (See Section B20) containing a copy of the raw data before you send the program to try and execute at the Central Processing Unit. You need not erase the edit file, since no attachment ever exists between permanent and edit files.

files with same name

B23. You must be careful that you do not try to give two files the same local file name at the same time. The computer will insist that each local file name be unique. But it is possible to have two permanent files with the same permanent file name, up to a maximum of five permanent files with the same name and ID.

Such re-use of a permanent file name is not recommended for beginners, because it is easy to lose track of the files. But the interested student may read on. Anytime you type, "CATALOG,lfn,pfn,ID=PU_ _," the computer will respond with various messages, among which will be "CT CY=" followed by a number. Each successive command to "CATALOG,. . ." a file under the same permanent file name and ID will result in a higher number after "CT CY=". These are called "cycle numbers." If, later, you wish to copy one of these permanent files into a local file, you should specify the cycle number of the permanent file you wish.

```
ATTACH,lfn,pfn,CY=#,ID=PU_ _
```

If you do not specify a cycle number, the computer will give you the file with the highest number present.

C. EXAMINING AND CHANGING EDIT FILES

As we explained earlier, edit files can be changed directly by the user, while no other type, in general, can be. Furthermore it is easy to print out, at your terminal, the contents of an edit file. Therefore if you want to examine or change any type of file, you should copy it into an edit file, and then examine or change the edit file. The commands to copy files in this way are described above in Section B.

The following commands are used to examine and to change the contents of an edit file. These may only be used in the EDITOR workspace, (see B3), i.e. they may only be used after you have typed the command EDITOR. In order to remind you that you are in the EDITOR workspace, the computer will generally prompt you with two periods at the beginning of each line.

Every file created in the EDITOR workspace and every file copied into the EDITOR workspace, must have a line number assigned to each line in the file. The line numbers will normally start at 100 and increase by increments of 10. However you may specify differently at any point, either by resequencing, or by inserting lines at other places.

writing a line

C1. Line Number=New Language

You may substitute any positive integer up to 999999 for "line number." You may substitute any letters, numbers, symbols, or spaces for "new language." If there already is a line with this line number, this command will erase it and put the new language in its place. If there is no line with this line number, this command will create a new line and place it in the right numerical order in the edit file.

specifying line numbers

C2. Each of the following commands may be applied to some, or all, of the lines in the edit file. The line or lines to be affected must be specified. If you do not specify a line or lines, the computer will assume you refer to the single line which the computer has most recently listed for you. In order to specify the line or lines you want in each of the following commands, substitute for "lines" in each command, one of the following expressions, where "n" and "m" must be positive integers with n<m:

n	Only line number n will be affected
n,m	Lines n through m will be affected
n,L	Lines n through the last line will be affected
L	Only the last line will be affected
A	All lines will be affected

listing lines

C3. The first command is:

```
L,lines
```

This simple command, if you substitute one of the above expressions in place of "lines" will tell the computer to list the line or lines specified. Example: L,180,200 will tell the computer to list lines 180 through 200.

C4. L,lines,/language/

In this command you must substitute any language you like up to 20 characters long, between the slashes.* Also, substitute one of the expressions in C2 in place of "lines". The computer will search for this language in the lines specified. It will list every line (in the range specified) where that language appears. Example: L,A,/TTACH/ will tell the computer to list all lines where the language TTACH appears.

C5. L,lines,/language/,(columns)

This command is very similar to the preceding one. First substitute one of the expressions in C2 in place of "lines." In this command you must substitute for "columns" one of the following expressions, where "i" and "j" are positive integers:

i	Only column i will be searched, or:
i,j	Columns i through j will be searched

Example: L,180,250,/1977/,(1,50) will tell the computer to list all lines from 180 through 200 where 1977 appears anywhere in columns 1 through 50.

deleting lines

C6. D,lines

This simple command, if you substitute one of the eligible expressions in place of "lines", will tell the computer to delete the line or lines specified. The other lines will not be renumbered; a gap will exist in the numbering sequence. Example: D,180,200 will tell the computer to delete lines 180 through 200.

C7. D,lines,/language/

In this command you must substitute any language you like, up to 20 characters long, between the slashes.* The computer will search for this language in the lines specified. It will delete every line (in the range specified) where the language appears. Example: D,180,330,/ATTACH/ will tell the computer to delete any line from 180 through 330 where the language ATTACH appears.

---

*Periods may be used instead of slashes (e.g., .language.) Or quotes may be used (e.g., "language"). Whichever delimiter is used, that delimiter may not be present in the language itself.

C8. D,lines,/language/,(columns)

This command is very similar to the preceding one. In this command you must substitute for "columns" one of the following expressions, where "i" and "j" are positive integers:

i	Only column i will be searched, or:
i,j	Columns i through j will be searched

Example: D,100,200,/789/,(77,79) will tell the computer to delete any line from 100 through 200 where the numbers 789 appear in columns 77, 78, and 79.

modifying lines

C9. /old language/=/new language/,lines

In this command you must substitute, between the first pair of slashes, a string of characters, up to 20 characters long, which already is present on some line or lines in the edit file. You must substitute between the second pair of slashes a string of characters, up to 20 characters long. The "new language" will replace the "old language", every place the old language appears, on the line or lines specified in the "lines" expression. The two phrases need not be the same length. When phrases are not the same length, the computer will move the end of the line to the right or left, to adjust for the length difference.

Make sure you express the command unambiguously. For example, suppose line 300 looks like:

300=SCATTERGRAM V2 WIT V3

The word "WITH" is misspelled. If you use the command:

/T/=/TH/, 300

This command will correct "WITH", but the new line 300 will look like:

300=SCATHTHERGRAM V2 WITH V3

Note that the old language "T" is replaced by the new language "TH" everywhere on the line. A better correction would have been:

/WIT/=/WITH/, 300

Then the new line 300 will look like:

300=SCATTERGRAM V2 WITH V3

In this command, periods may be used instead of slashes. For example:

.old language.=.new language. , lines

Or quotes may be used. For example:

"old language"="new language" , lines

Which ever delimiter is used, it must be used in all four places, and it may not be present in the language itself. So if you want to change some language and that language includes a slash or period, you should use quotes as delimiters.

C10. /old language/=/new language/,lines,(columns)

This command is very similar to the preceding one. In this command you must substitute for "columns", one of the following expressions, where "i" and "j" are positive integers:

i	Only column i will be searched, or
i,j	Columns i through j will be searched

Example: /PQR5"/=/AS/,A,(1,10) will tell the computer to change PQR5" into AS every time it appears in columns 1 through 10 in all lines.

Vetoing commands

C11. There is an optional command, called a veto, which may be combined with any of the last five commands, C6 through C10. It may not be used with commands that begin with "L", but it may be used with commands that begin with "D" or "/old language/".

The veto consists of adding a comma and then the letter V at the end of any of thelast five commands. If the comma and the letter V are present, then the computer will print out, for your perusal, the lines to be deleted or the lines to be changed, including the changes.

If after looking at the line you decide you do want your original command carried out, type Y, or YES, and press the carriage return button. Your command will be carried out.

If while looking at the line, you decide you do not want your command carried out, you should type N, or NO, and press the carriage return button. Your command will not be carried out, and the line will be kept in its original state.

This opportunity for you to veto your own command will be presented line by line. If, for example, you specify deletions on each of ten lines, you must make ten choices of Y or N, and you must make each choice in order, before the next line is presented to you. If, after viewing some of the lines, you decide you do want your command carried out on all lines, without further vetoes, type C instead of Y, after any one of the lines, and each remaining change will be carried out. If, after viewing some of the lines, you decide you do not want your command carried out on any more lines, type %A instead of N, after any one of the lines, and no further changes will be carried out. For example:

You type:	Computer responds:
L,300	300=SCATTERGRAM V2 WIT V3
/T/=/TH/,300,V	300=SCATHTHERGRAM V2 WITH V3
N	0 CHANGE(S)
/WIT/=/WITH/,300,V	300=SCATTERGRAM V2 WITH V3
Y	1 CHANGE(S)

Editor width

C12. F,CH=##

You must substitute some positive integer up to 520, for ##. This command establishes the width (i.e. the maximum number of characters on each line) of the edit file. The EDITOR workspace allows a certain maximum number of characters per line. The first time you type "EDITOR" in each session, the computer will give you 72 characters. If you want to copy into an edit file some file with more than 72 characters in its longest line (for example a remote output file with 135 characters) you may increase the maximum, by this command, before you try to copy the other file into an edit file.

Alternatively, if you just want to see the left hand side of the local file, you may let the computer truncate the excess characters. You can set the maximum at any number, by typing "F,CH=##" before you type "E,lfn,S". When you type "E,lfn,S" to copy a local file into an edit file (See B14), and some lines of lfn have more characters than the maximum, the computer will ask you whether you want the lines truncated. If you type YES, the computer will truncate excess characters.

Resequencing

C13. RESEQ,n,m

You must substitute positive integers for n and m; either may be bigger than the other. This command will reassign line numbers to the lines of the edit file. The lines will be kept in the same order, but each will have a new number. The first line will be assigned number "n". The increment between each line and the next will be "m". If you only give one number, it will be assumed to be "n", and "m" will be assumed to equal 10. If no numbers are inserted, "n" will be assumed to equal 100, and "m" to equal 10.

creating a new edit file

C14. C,S

This command will erase the edit file and create a new one. The computer will ask you to enter lines, and you should do so, pressing carriage return after each line. Do not enter line numbers; these and the equals signs will be generated by the computer.

When you have entered all the lines, press = and then carriage return, and the computer will return to normal operation. The principal advantage of this way of creating an edit file is that you do not need to enter line numbers.

If you omit the "S" in this command, the computer will prompt you with the line number before every line. Therefore be very careful, whenever you are in EDITOR workspace, about pressing just a C, alone on a line, followed by carriage return. The computer will erase your edit file! The positive integers n and m may optionally be placed after C or C,S. Their purpose is the same as in the previous command.

Adding to an edit file

C15. A,S,n,m

This command is very similar to the preceding one, except that the edit file is not erased. Lines are added to the existing edit file, starting at line "n" and proceeding in increments of "m". The computer will ask you to enter lines, and you should do so, pressing carriage return after each line. Do not enter line numbers; these and the equals signs will be generated by the computer.

When you have entered all the lines, press = and then carriage return, and the computer will return to normal operation.

If you want to add lines to the end of the edit file, you may type A,S without n or m. If you want the computer to prompt you with each line number, type A, with or without n and m. For example:

You type:	Computer responds:
L,100,120	100=ATLANTA 580 110=BOSTON 300 120=OMAHA 70 . .
A,S,113,1	ENTER LINES
CHICAGO 700 DENVER 63 DETROIT 50 FLINT 400 MEXICO 971 =	
L,100,120	100=ATLANTA 580 110=BOSTON 300 113=CHICAGO 700 114=DENVER 63 115=DETROIT 50 116=FLINT 400 117=NEXICO 971 120=OMAHA 70 . .

Notice that the computer has inserted data on Chicago, Denver, Detroit, Flint, and Mexico, between Boston and Omaha in the original file, because the command said to add lines, stating at line number 113, in increments of 1.

D. SPSS ON THE CARDEROCK COMPUTER

The SPSS language allows calculations to be performed on data. Possible calculations include: (a) creation of new variables by applying arithmetic to old ones, (b) creation of a list of the values of variables thus created, (c) creation of tables, scatter diagrams, or other statistical reports on the meaning of the data.

These calculations are not performed directly at your teletype terminal. In order to have these calculations performed, you must place a series of file manipulation commands and SPSS commands in a file, and then copy this file, known as a computer "program", all at once, to the Central Processing Unit where the calculations will be performed. Section C explains how to put these commands in a file. Sections B16 and B17 explain how to copy this file, all at once, to the Central Processing Unit.

The results of the calculations are not automatically printed out for you. After the calculations have been performed, the Central Processing Unit will send a file containing the results to your terminal, or to a high speed printer that you designate. If you wish to read this file, or part of it, you must give the proper commands at your terminal or at the high speed printer. The commands to be used at the high speed printer are described in Section E. The commands to be used at your terminal are described in Sections B and C.

They include: FILES to learn what name the computer has assigned to your remote output file. This name should be substituted for XXXX in the commands below:

```
BATCH,XXXX,LOCAL
EDITOR
F,CH=144
E,XXXX,S
L,A
```

File Manipulation Commands

The file manipulation commands come first in the file which will be sent, all at once, to the Central Processing Unit. They are called Job Control Language. They tell the Central Processing Unit who the user is, whom to bill for the work, what permanent files to attach and analyze, what to do with the files created by the SPSS package, etc. Each line in this section must end with a period even when a period would not be used when a similar command is used at the terminal. Typical job control language includes:

D1. PUXXX,CMYYYY,TZZZZ,P3. O-U YOUR NAME

Required as the first card of any program and known as the Job Card. Sorry to give you an exception right away, but notice that this line does not end with a period. The first part of the line ends with a period, then some words come to identify you personally, which do not end with a period. But most of the other lines in the job control language will end with periods.

Substitute for "PUXXX" the first four letters of your user name (used when you log in) followed by any one other letter. These will help you identify your output correctly, since these five characters will be the first five characters of the name of the remote output file which will be created by the Central Processing Unit as a result of your program.

Substitute a number for YYYY. The number may not include any 8 or 9. This determines how much computer memory is set aside for the job. 100000 is usually reasonable, but if you ever receive a message in your output, "CANT MEM ABOVE JOB CARD CM", then increase the number to anything up to 300000. Do not use commas or decimal points.

Substitute a number for ZZZZ. This determines how many seconds of computer time are allowed for your job. 100 is usually reasonable.

You may substitute another number for 3. This number may be 1, 2, 3, or 4. 4 gives highest priority, 1 minute to 1 hour turnaround, depending on how busy the computer is, and costs most. 1 gives lowest priority, overnight turnaround, and costs least. If you ask for a lot of computer memory and/or time, the computer will automatically bump you down to priority 3 or 2.

D2. CHARGE,PUXX,YYYY,PR,B.

Required as the second card of the program, and known as the Charge Card. Substitute for PUXX the first four letters of the first line of the program, which in turn should match the first four letters of the user name with which you usually log in. YYYY should match the whole of the password with which you usually log in.

Sometimes, you may be working at a terminal and you or someone else has logged in with a different user name and password from the ones you usually use, still you should insert here and, above, on the job card, your usual user name and password, not the ones you happen to be logged in under at the moment.

D3. MODE,1.

Always use this command. It corrects an obscure error that SPSS sometimes makes.

D4. REQUEST,SVFILE,*PF.

Should always be used. It is required if the SPSS commands are going to include the command "SAVE FILE". Otherwise not required, but it never does any harm.

D5. ATTACH,SPSS.

Required, in order to make available the SPSS package that will interpret your SPSS commands.

D6. ATTACH,XXX,YYY,ID=PUZZ.

Required, in order to make your data available for any calculations. Substitute for PUZZ the ID for your permanent file, which has your data. Substitute for YYY, the permanent file name. Substitute for XXX a local file name. You do not have complete discretion on this file name. If the permanent file holds raw data, then this local file name must match the name placed in columns 16 and above of the INPUT MEDIUM command that you will use in the SPSS section of the program. If the permanent file was created by an SPSS run and holds SPSS-manipulated data rather than raw data, then this local file name must be "GTFILE" of "GTARC1" or "GTARC2" or "GTARC3" etc., depending on which command you use to read the SPSS file. Don't worry about these local file names now. They are more fully discussed below in discussions of "INPUT MEDIUM", "GET FILE", and "GET ARCHIVE."

D7. SPSS.

Required. This command tells the Central Processing Unit to skip ahead to the commands in SPSS language, and start carrying them out. When the last SPSS command is finished, the Central Processing Unit will come back to this stage in the program and see if there is any further job control language to be carried out.

D8. CATALOG,SVFILE,YYY,ID=PUZZ.

Required if the computer is supposed to store some file of data as a new permanent file. The SPSS command "SAVE FILE" (see below) copies data into a local file called "SVFILE". This command here will copy that local file into a permanent file. Substitute a permanent file name and ID for YYY and PUZZ.

If you have not created any data to be stored permanently, this command is omitted.

D9. *EOR

Required, to divide the job control language from the SPSS commands. Note this command does not end with a period.

True SPSS Commands

The SPSS commands in the program, which will be sent, all at once, to the Central Processing Unit, include the following. (In each case there are one, two, or three words in columns 1-15 (the first 15 spaces of the line) and there are usually other words starting in column 16 or higher; start in column 17 to be safe).

D10
```
PAGESIZE      999
PAGESIZE      NOEJECT
```

This pair of commands should always be used at the beginning of a series of SPSS commands.

D11 INPUT MEDIUM XXX

This command is used when raw data are going to be read by the computer. Whatever you substitute for XXX must start with a letter and must have 2-7 letters or numbers in it. It must match the local file name that was used in step D6.

D12 N OF CASES UNKNOWN

This command is used when raw data are going to be read by the computer. This command tells the computer to analyze as many cases as it finds in the raw data, without any preconception about how many should be found.

D13 VARIABLE LIST XXXX

This command is used when raw data are going to be read by the computer. This command is fully explained in pp 36-37 of the 1975 SPSS book.

D14 INPUT FORMAT XXXX

This command is used when raw data are going to be read by the computer. This command is fully explained in pp 43-46 of the 1975 SPSS book.

D15 COMPUTE XXXX

This command is used when a new variable should be calculated, or when the values of an old variable should be changed. It uses simple arithmetic and is fully explained in pp 96-101 of the 1975 SPSS book.

D16 IF XXXX

This command is like COMPUTE, but the new or changed variable is only calculated if a certain logical condition, specified in the command itself, is fulfilled. This command is fully explained on pp 101-107 of the 1975 SPSS book.

D17 MISSING VALUES XXXX

This command may be used when there is some code in the raw data to indicate missing data. Such a value should not be treated like other values in calculations or output. This command is fully explained on pp 57-59 of the 1975 SPSS book.

D17.5 PRINT FORMATS XXXX

This command may be used to tell the computer how to print alphanumeric variables and variables with decimal places. It is explained on pp. 61-62 of the 1975 SPSS book.

D18
```
CROSSTABS     TABLES=XXXX
OPTIONS       XXXX
STATISTICS    XXXX
```

This set of three commands, the last two being optional, is used to create tables and is fully explained on pp 232-233 and 237-243 of the 1975 SPSS book.

D19
```
SCATTERGRAM   XXXX
OPTIONS       XXXX
STATISTICS    XXXX
```

This set of three commands, the last two being optional, is used to create scatter diagrams, and is fully explained on pp 294-297 of the 1975 SPSS book.

D20. SAVE FILE

After you write a program to read data from a raw data file, and calculate new variables, you may want to save the file, including all the new variables calculated and all the variables' names, so the work will not have to be redone the next time you use the file. The command "SAVE FILE" just before "FINISH" at the end of the SPSS commands, will in fact, save the file, including all the new variables and all the variables' names.

All the SPSS file will be copied into a local file in the computer. The name of the local file will be "SVFILE". This local file may then be copied into a permanent file, and accessed at any time. See D8.

The file that results is very different from a raw data file. The data are stored very compactly, in binary code, and can only be read by another SPSS program, not by you or by me.

If a file name is entered on the same line as SAVE FILE, starting in column 16 or higher, then the SPSS file will include this name as an internal file name. This internal name need not match the local file name "SVFILE", nor the permanent file name. This internal name is fairly useless.

D21. FINISH

This command is always the last SPSS command. It tells the Central Processing Unit to go back to the job control language to see if there are any further commands, such as copying a local file into a permanent file.

D22. GET FILE

This command is used if data are to be read by the computer from an SPSS file that was created earlier by a "SAVE FILE" command. It is used instead of the following cards that would be used for reading raw data:

```
INPUT MEDIUM    XXXX
N OF CASES      UNKNOWN
VARIABLES       XXXX
INPUT FORMAT    XXXX
```

The "GET FILE" command tells the computer to read the SPSS file from a local file named "GTFILE". The user must be sure that the permanent file containing the SPSS data is copied into local file GTFILE, so the SPSS command will find the data. Thus, local file name GTFILE should be used in step D6. If the SPSS file has an internal file name, it may be entered on the same line as GET FILE, starting in column 16 or higher.

It is generally unwise to read raw data into SPSS, perform calculations, save the file, then "get" that saved file, perform more calculations, save the file again, then "get" that second saved file, perform more calculations, etc. The calculations which define the variables would be spread in several different places, and it would be hard to correct them if an error were found, or even to remember what all the calculations were. It is better to store, in a permanent file, the program which defines the calculations and saves the SPSS file. If further calculations are desired at some point, they can be added to this program, a new complete SPSS file created directly from the raw data and the old saved file erased. Thus all calculations would be kept in one place, and there would be, at any one time, only one saved SPSS file, which could be accessed when necessary to prepare tables, scatter diagrams, etc. This is a recommended use of the "GET FILE" command.

D23. GET ARCHIVE FILE=XXXX VARIABLES=YYYY/
FILE=XXXX VARIABLES=YYYY/
FILE=XXXX VARIABLES=YYYY/

This command is similar to GET FILE, and is used if data are to be read by the computer from one or more SPSS files, created earlier by the "SAVE FILE' command. Again, this command replaces the following cards:

```
INPUT MEDIUM    XXXX
N OF CASES      UNKNOWN
VARIABLE LIST   XXXX
INPUT FORMAT    XXXX
```

The GET ARCHIVE command enables the user to bring together data on the same cases from more than one SPSS file. However the cases must match up one-to-one on the separate SPSS files that are being merged. There must be the same number of cases in each file, and the nth case in each file must match. But there may be different numbers of variables in each file.

Each file to be merged is listed on a separate line, as shown above, up to a maximum of five files.

If a file has an internal file name, this may be placed after "FILE=" instead of XXXX. Otherwise some word, but it does not matter what, must be placed after "FILE." From that file, the names of any variables which are to be used in the SPSS cards should be listed after "VARIABLES=", instead of YYYY. Then a slash. The names of the variables which are to be used must be listed in the order in which they were named on the original SPSS run which created the permanent file. Notice the GET ARCHIVE command is less convenient than the GET FILE command, where the variable names need not be listed at all. But the GET ARCHIVE command is the best game in town if you want to join data from more than one SPSS file.

The files listed on the separate lines will be read by the computer from different local files. The computer will read the first SPSS file from a local file named "GTARC1", the second SPSS file from a local file named "GTARC2", etc. Therefore you must be sure that the permanent files containing the SPSS data are copied appropriately into local files with these names, so that the computer will find the right variables and data when it looks for them. This set-up is accomplished by repeating step D6 as often as necessary to copy all your SPSS files from their permanent file names into local files, using GTARC1, GTARC2, etc. as local file names in step D6.

D.24 It sometimes happens that you want to write out data, not in an SPSS file, unreadable except by SPSS, but in a standard format, with ordinary decimal numbers and alphabetic letters, so that the data can be read by some other program, perhaps by Disspla, to create graphs, or by you yourself. You may write data in standard format by means of the WRITE CASES command, which is fully described on pp. 139 - 144 of the 1975 SPSS Book.

This command copies data onto a local file with local file name BCDOUT. In order to copy this local file into a permanent file before the end of the program (when the local file, like all local files, will be destroyed), you need to add some commands to the job control language:

After Step D4, add:

```
REQUEST, BCDOUT,*PF.
```

After step D8, or instead of it if step D8 is omitted, add:

```
CATALOG,BCDOUT,WWW,ID=PUZZ
```

Substitute a permanent file name for WWW, and an ID for PUZZ.

44

-25-

E. HIGH SPEED PRINTER AND CARD READER

In order to use the high speed printer (alias: line printer) downstairs, you should know all the steps, starting with turning it on. Concentrate, however, on steps 2-4 now. If you go to the line printer during the day it will usually be on already and step 1 is unnecessary. Steps 5-8 can be learned later, if necessary. The printer is in room 2257.

You always have a choice between printing your output at a teletype terminal or at the high speed printer. The terminal is usually more convenient for small jobs or for looking at a small part of a larger job. For example you can readily search for errors in your output at the terminal, and then, if there were no errors, send the complete output to print at the high speed printer.

The advantages of the high speed printer are, first, that it prints much faster than a terminal, and, second, that it prints 132 characters across so it can handle large tables and diagrams much more neatly than the terminal. The terminal only prints 65 characters across, and then puts what should be the rest of that same line onto the next line

E1. In order to turn on the line printer, go through the following steps:

a. Press POWER ON on line printer.
b. Press CLEAR POWER ON on card reader.
c. Switch all 3 switches to the right at the teletype at the bottom of the cathode ray tube (CRT)
d. Take the flat weight out of the hopper on top of the card reader.
e. Find the card deck marked "6600 or 6700 ASCII ONLY", and place it face down in the hopper, with the top edges of the cards toward you.
f. Place the flat weight on top of the cards.
g. Press LOAD on the card reader.
h. When all the cards have run through the reader, press CLEAR POWER ON, then RUN on card reader.
i. Press TALK on the phone that has two buttons, one marked DATA and the other marked TALK.
j. Lift the receiver and dial 9-227-1000.
k. When the phone starts to ring, press the button marked DATA. The button will not stay down, but don't worry.
l. Replace the receiver in its cradle.
m. After the CRT flashes the date and time, type:
```
LOGIN
```
and press SEND LINE.

n. After the CRT flashes "enter user name", type in a special secret code word, beginning "PU...", but not the same as you use on your terminal, and press SEND LINE.

o. After the CRT flashes "enter password", type in a special secret code word beginning "ED...", but again, not the same as you use on your terminal, and press SEND LINE.

-26-

E2. After the CRT flashes 'COMMAND' type:
```
H,O
```
and press SEND Line.

Note that SEND LINE on this machine is equivalent to carriage return on your terminal, and must be pressed after every line. Another difference between this terminal and other teletypes is in how you backspace to correct a mistake. On this terminal there are some buttons at the far right, marked with arrows. Tap the leftward pointing arrow in order to backspace.

If the computer responds "COMMAND NOT ALLOWED FROM A MUJ", type B and press SEND LINE, then repeat "H,O". The computer will give you a list of all jobs which are waiting to be printed. The computer will list the job name, the priority (PRI), and the length of the job in (approximately) dozens of pages (FS). Jobs with high priority numbers will print first. After the list has been shown, type E and press SEND LINE.

If you wish to change the priority of a job, type the following, inserting the last two characters of the job name instead of **, and the priority it should have instead of #### (the priority number must have 1 to 4 numeric characters, and may not include an 8 or 9)
```
PRIOR,**,####
```

If one of your jobs is listed there, and you do not want it to print, ever, the following command will erase it, if you substitute the last two characters of your job name instead of **

```
EVICT,**
```

E3. When you are ready for the printer to start, press the START button on the printer and then type:
```
ON,LP1
```
If the computer says COMMAND IGNORED type:
```
GO,LP1
```
If the computer still says COMMAND IGNORED type:
```
C
```
If the computer still says COMMAND IGNORED type:
```
%A
```
and then try the above commands again.

E4. Housekeeping is crucially important for the printer.

a. Every time during the day, when you leave the room unattended, carry out step E3.

b. Be careful that the paper flows neatly out of the printer and folds itself neatly in the basket. If you start a couple of folds in the basket, the paper will fold itself.

45

-27-

c. There is a stiff chrome wire with white plastic ends at the back of the printer 3 feet above the basket. The paper should run between the printer and this wire. If you see the paper outside this wire, snap out the wire and replace it outside the paper.

d. In order to stop the printer at any time, press STOP on the printer.

e. Never tear off paper any higher than one or two folds below the top of the pile in the basket. This rule accomplishes two purposes:

i. it leaves some paper folded right so that when more paper comes out of the printer, it will fold itself neatly.

ii. It leaves a full length of paper hanging out the back of the printer, so that gravity will continue to pull paper through. Otherwise paper will jam in the printer.

f. If the printer has stopped printing, and if any part of your job is higher than one or two folds below the top of the pile in the basket, press, on the printer, STOP and PAGE EJECT. Press this latter button 7 or 8 times, until all of your job lies one or 2 folds below the top of the pile in the basket. Then you may tear off your job.

g. The printer prints jobs in order of their priority, so when you tear off a stack of printout, and lift it out of the basket, you will often find several jobs stacked together. It is your responsibility to separate all jobs neatly when you use the room. Others do the same for you, so reciprocate WITHOUT FAIL OR EXCEPTION.

i. Each job is preceded by two pages (banner pages) which are blank except for the name of the job, in large letters. Tear off each job in front of both these banner pages, so that neither will be left to confuse the tail end of the preceding job.

ii After this tearing, since the paper is folded like an accordion, you may find the first banner page folded face down or face up. If folded face down, tear it off and throw it away so the second banner page will show face up. Be sure you throw away nothing but a banner page.

iii Then stack all printout on top of the printer, banner pages up.

h. A master day file exists at NSRDC that traces everyone who uses the machine. Offenses such as allowing the paper to get snarled or piling up unseparated jobs or showing an inability to follow these housekeeping rules can be traced and will result in being banned from the computer area. No kidding.

i. Whenever you have paper to throw away in this room, place it neatly in a trash box. Do not crumple it. The cleanup crews do not clean this room, and it will stay much neater if all who use it take reasonable care. Take a box out when it gets full and leave it in the 2nd floor hall, marked "TRASH'.

E5. Extra paper is kept in the sub-basement. Periodically you must make a contribution to the general good by bringing some upstairs. Obtain a strong dolly, probably from the loading dock in the basement. Take one of the service elevators to the sub-basement. The paper is stored in the NW corner. Find single ply paper, plain or lined, 11" x 14 7/8". Bring at least a dozen boxes to make the trip worthwhile. Stack the paper in the northeast corner of the line printer room.

E6. When the line printer runs out of paper, it will stop printing.

a. Swing up the top glass and press the silver door handle to swing open the front.

b. Put aside the empty box, tear the top off a new box, and put it in place.

c. Notice how the old paper runs between the paper guides, over the gears. Snap open these paper guides, and let the old paper run out the back. Place the new paper over the gears, and close the paper guides.

d. Press "Page eject" until the paper begins to fold neatly in the basket.

e. In order to line up the paper: swing open the left side of the line printer. Press PAGE EJECT once. Pull out slightly the black knob on the left side of the line printer, and turn it until the top edge of the topmost hole on a sheet of paper lines up with the long thin crack across the front of the printer. Press PAGE EJECT again. If the hole is not lined up right, several repetitions of step (e) may be necessary.

f. Close the side, front, and top and you can then re-start the printer. If the printer makes a loud buzzing sound when you close the front, press PAGE EJECT and the noise will usually go away.

E7. In order to read cards into the computer, go through the following steps:

a. If the line printer is printing, type
WAIT,LP1
Remember to press SEND LINE. Wait for the printer to stop, and for the screen to show a message with "LP1" and "WAIT" on the same line. Failure to do this will destroy a part of someone else's print-out.

b. Punch a card with 6, 7, 8 and 9 all punched into column 1. Place this card after the last card in your card deck.

c. Take the weight out of the hopper on the card reader, and place the cards in, face down. Replace the weight.

d. Remove any cards that are in the output hopper.

e. Press, on the card reader, in the following order: STOP, ABORT/2, RESET, END OF FILE, START.

f. Type, on the CRT, replacing "lfn" with a local file name of your choice:

R,lfn

g. If not all the cards would fit in the hopper in one pile, repeat steps b through d, and then press C and "send line" on the CRT. Go through this process as often as necessary. Make sure the 6/7/8/9 card is present at the very end of all the cards, and nowhere else.

h. The preceding commands copy the cards into a local file. If you want to copy the local file into a permanent file, the command is not "Catalog", as usual, but
STORE,lfn,PU__
RENAME,lfn,pfn,CY=900,AC=11890551**
where lfn and pfn are, respectively, the local file name and permanent file name of the file and PU__ is its ID. Substitute for ** the last two numbers of the password with which you usually log in.

i. The local file can be copied into a remote executing job, or an edit file as usual (See Section B).

If you typed "WAIT,LP1" in step (a), now type:
GO,LP1
and press SEND LINE.

E8. In order to turn off the line printer and terminal at the end of the day, go through the following steps:

a. Type B, if you are in the EDITOR working space (i.e. if the computer has been giving you ". ." after each command you type).

b. Type LOGOUT

c. After the computer has given its message, lift the phone and replace it; this will hang it up. Turn off the keyboard, the line printer, the card reader, and the keypunch.

F. DISSPLA

If you want to plot data in graphs or bar charts, or if you just want to layout some fancy lettering on a page, you may find the Dissplа package of programs useful.

The Dissplа manuals, available from User Services at Carderock (227-1907), are very clear and detailed. The introductory 2 or 3 chapters are all you would need for most simple graphs (even pie charts) and labelling, but the other chapters are equally clear and allow you to advance as far as you want. The following instructions show you how to use the Dissplа commands on the Carderock computer.

The most reliable approach is a two step process. First, you create a file, send it to the central processing unit, and have the computer create detailed instructions for a plotting device. Second, you take those instructions to a plotting device and let it draw the graph and labelling you need.

First Step

Dissplа calculations are not performed directly at your teletype terminal. In order to have these calculations performed, you must place a series of file manipulation commands and Dissplа commands in a file, and then copy this file, known as a computer "program", all at once, to the Central Processing Unit where the calculations will be performed. Section C explains how to put these commands in a file. Section B16 and B17 explain how to copy this file, all at once, to the Central Processing Unit.

The results of the calculations are not automatically printed out for you. After the calculations have been performed, the Central Processing Unit will send a file containing the results to its permanent memory, and another file containing a general report to your terminal or to a high speed printer that you designate. If you wish to read this report or part of it, you must give the proper commands at your terminal or at the high speed printer. The commands to be used at the high speed printer are described in Section E. The commands to be used at your terminal are described in Sections B and C.

They include: FILES to learn what name the computer has assigned to your remote output file. This name should be substituted for XXXX in the commands below:

```
BATCH,XXXX,LOCAL
EDITOR
F,CH=144
E,XXXX,S
L,A
```

File Manipulation Commands

The file manipulation commands come first in the file which will be sent, all at once, to the Central Processing Unit. They are call Job Control Language. They tell the Central Processing Unit who the user is, whom to bill for the work, what permanent files to attach and analyze, what to do with the files created by the Disspla package, etc. Each line in this section must end with a period even when a period would not be used when a similar command is used at the terminal. Typical job control language includes:

F1. `PUXXX,CMYYYY,TZZZZ,P3.  O-U  YOUR NAME`

Required as the first card of any program and known as the Job Card. Sorry to give you an exception right away, but notice that this line does not end with a period. The first part of the line ends with a period, then some words come to identify you personally, which do not end with a period. But most of the other lines in the job control language will end with periods.

Substitute for "PUXXX" the first four letters of your user name (used when you log in) followed by any one other letter. These will help you identify your output correctly, since the name of the remote output file (which will be created by the Central Processing Unit as a result of your program) will begin with these five characters.

Substitute a number for YYYY. The number may not include any 8 or 9. This determines how much computer memory is set aside for the job. 150000 is usually reasonable, but if you ever receive a message in your output, "CANT MEM ABOVE JOB CARD CM", then increase the number to anything up to 300000. Do not use commas or decimal points.

Substitute a number for ZZZZ. This determines how many seconds of computer time are allowed for your job. 100 is usually reasonable.

You may substitute another number for 3. This number may be 1, 2, 3, or 4. 4 gives highest priority, 1 minute to 1 hour turnaround, depending on how busy the computer is, and costs most. 1 give lowest priority, overnight turnaround, and costs least. If you ask for a lot of computer memory and/or time, the computer will automatically bump you down to priority 3 or 2, even if you ask for priority 4.

F2. `CHARGE,PUXX,YYYY,PR,B.`

Required as the second card of the program, and known as the Charge Card. Substitute for PUXX the first four letters of the first line of the program, which in turn should match the first four letters of the user name with which you usually log in. YYYY should match the whole of the password with which you usually log in.

Sometimes, you may be working at a terminal and you or someone else has logged in with a different user name and password from the ones you usually use, still you should insert here and, above, on the job card, your usual user name and password, not the ones you used to log in for this particular session.

F3 `FTN.`

Should always be used. It tells the computer to skip ahead and "compile" your program into commands understandable by the computer. After compilation, the computer comes back to this part of the program to read more commands.

F4 `REQUEST,PLFILE,*PF.`

Should always be used. It sets aside space and a local file name "PLFILE" to store the output of the program when finished.

F5
```
ATTACH,DISSPLA.
ATTACH,NSRDC.
LDSET,LIB=DISSPLA/NSRDC.
```

Required, in order to make available the Disspla package that will interpret your Disspla commands.

F6. `ATTACH,XXX,YYY,ID=PUZZ.`

Needed to make data in your permanent files available for any calculations. You may omit this step if you just have a little data and you want to type it in at the same time you are writing the program. If you use this step, though, substitute for PUZZ the ID of your permanent file, which has your data. Substitute for YYY, the permanent file name. Substitute for XXX a local file name. You do not have complete discretion on this file name. It should take the form TAPE11 or TAPE12 or TAPE13, etc.: the word tape followed by a number. Avoid using TAPE5, TAPE6, TAPE7, since these sometimes have a special meaning. If you want your program to read data from more than one of your permanent files, then insert here a series of commands similar to this one, with a different local file name and permanent file name in each one.

F7. `LGO.`

Required. This command tells the Central Processing Unit to carry out the commands which were "compiled" in step F3. When all those commands have been carried out, the computer will return to this part of the program to read some more commands.

F8. `CATALOG,PLFILE,YYY,ID=PUZZ.`

Required. When the computer gets to this point, it will have placed detailed instructions for a plotting device in a local file with local file name PLFILE. This command here will copy that local file into a permanent file. Substitute a permanent file name and ID for YYY and PUZZ.

F9. `*EOR`

Required, to divide the job control language from the Disspla command. Note this command does not end with a period.

True Disspla Commands

F10 The Disspla commands in the program, which will be sent, all at once, to the Central Processing Unit, are described below. (In each case the basic command goes in columns 7-72. Generally columns 1-6 are blank, but some items to put in those colums will be described. If any command does not fit in columns 7-72 of one line, the command may be continued in columns 7-72 of additional lines, but each continuation line should have an asterisk in column 6.)

```
PROG DISSPL (INPUT,OUTPUT,XXX)
```

Substitute for XXX the local file name you used in step F6. (If you skipped step F6, then simply skip XXX, and close the parentheses right after the word OUTPUT. If you attached more than one permanent file in step F6, then each local file name used should be listed on the same line in this step, inside the parentheses, each separated from the next by a comma.)

F11 `DIMENSION  AAA(aaa), BBB(bbb)`

On this line you should list each variable name (or "array") that you are going to use in the program. For example if you have data on cities, you may list AGE,MAYOR,AREA, etc. Each variable name should begin with a letter, include only letters and numbers (no spaces or puntuation), and have 1 to 7 characters. Substitute such names for AAA,BBB, etc. After each variable name, place in parentheses, instead of aaa and bbb, etc., the number of cases that will be present in your data. For example if you are analyzing 150 cities, place 150 inside each pair of parentheses. There is no limit to the number of variables you may list on this card and "continuation cards" (see F10), nor need they all have the same number of cases.

F12. `CALL COMPRS`

Required, to compress the output into compact form.

F13. `CALL BGNPL (1)`

Required, to set the Disspla commands to their starting points.

F14 You should understand some conventions about naming data. As stated in F11, the name of an array (variable name) must begin with a letter. If this letter is I,J,K,L,M, or N, then the data must be integers, without any decimal points or fractions, for example 1, -80, 1978 are integers. If the first letter of the array name is any other letter, then the data must be "reals", with a decimal point written, for example 1., -80., 1978., 3.5, .0001, 1.0 are reals. You might think that 1. and 1 are the same number, but Disspla (and indeed Fortran, on which Disspla is based) does not think so.

Generally you will want to express your data as reals, with decimal points, otherwise Disspla will not be able to graph them.

The terms "array" and "variable" are roughly synonymous. The value that a variable has for a particular case (for example the Area of a particular city) is known as an "element" of the array. Any "element" has a unique name. If, for example, SIZE is the name of an "array" or "variable" which contains data about size of various cities, then SIZE(10) is the name of the tenth array element, i.e. the size of the tenth city.

F15. Use this step if you want to type in a small amount of data at the same time you are typing your program into the computer:

```
DATA  XXX/YYY/
```

Leave one space after DATA. Substitute for XXX a list of array names, and/or array elements, each separated from the next by a comma, for example array names:

```
DATA AGE, SIZE, REGION
```

or array elements:

```
DATA AGE(1), AGE(2), SIZE(1),
*SIZE(2), REGION(1), REGION(2)
```

or a mixture:

```
DATA AGE, SIZE(1), SIZE(2), REGION
```

(If the asterisk above confuses you, see the parenthetical comment in F10.) Substitute for YYY as much data as you have, each value separated from the next by a comma. The order of the data should follow the order of the array names which you substituted for XXX. If your statement begins:

```
DATA AGE
```

then immediately after the slash you should place the values of each element in AGE. For example, if you are analyzing two cases you may type

```
DATA AGE   /300.,175./
```

Then this variable age will take the value 300. in the first case and the value 175. in the second case. Note the decimal points must be written since AGE beings with A, which means "real" values must be used. Continue entering data to fill up all the arrays and array elements which you substituted for XXX. For example:

```
DATA AGE, SIZE(1), SIZE(2)/300.,
*175.,50375.,123700./
```

You may continue this card on continuation cards as explained in F10. You may start a whole new DATA card at any point in the program, to type in more data.

F16 Use this step if you want to copy some data from your permanent files into arrays which you have named in step F11. If you skipped step F6, then skip this one too.

```
      DO  n  I=1,m
      READ(j,k)XXX

k     FORMAT(ZZZ)
n     CONTINUE
```

There are a lot of items for you to substitute here, but it's not really hard.

The middle two lines tell the computer to read, from tape j, according to format statement k, the arrays or array elements listed in XXX. The first and fourth lines tell the computer to repeat this process "m" times. Usually the "m" you choose is the number of cases which you have in your raw data, so the computer will read one case, store all the data in the first elements of the respective arrays (if you are reading data into more than one array (variable) at a time), then the computer will read the second case, storing its data in the second elements and continue up to the mth case.

In order to tell the computer to put the data into consecutive elements of your array(s), you should substitute for XXX, the "general" name of the array elements, for example AGE(I) or SIZE(I), rather than AGE(1) or SIZE(2). The first line, when it says I=1,m, defines I as a "counter" which will have the value 1, as far as line n, then will cause the computer to go back to the "DO" statement and start over with I having a value of 2, then 3, up to m.

So the series of lines:

```
      DO  n  I=1,m
      READ (j,k) AGE(I),SIZE(I)
k     FORMAT (ZZZ)
n     CONTINUE
```

is equivalent to:

```
      READ(j,k)AGE(1),SIZE(1)
k     FORMAT (ZZZ)
      READ (j,k)AGE(2),SIZE(2)
      .........
      READ(j,k)AGE(m),SIZE(m)
```

Each time the computer goes back to your local file with the raw data in it, it remembers where it read before, and reads the next line. By the time this repetitive process is finished, the arrays AGE and SIZE will be complete.

You may substitute a list of as many "general" names of array elements, like AGE(1), as you wish in place of XXX, each separated from the next by a comma.

Substitute a format statement for ZZZ, as described in step 13 of exercise 3 at the beginning of this chapter, or on pp. 43-46 of the 1975 SPSS book, or in any Fortran book.

Substitute some positive integer for k each of the two places k appears. The second time, note that it appears to the left of the FORMAT statement, in any of columns 2-5. Substitute some other positive integer for n each of the two places n appears. The second time, note that it appears to the left of the CONTINUE statement, in any of columns 2-5. Be careful with these integers in columns 2-5. Make sure each one is different from any other integer in columns 2-5 on any other line.

Substitute for m an integer which represents the number of cases to analyze.

Substitute for j an integer which was used in the end of your local file name in step F6, when you copied your permanent file into a local file named TAPE11, or TAPE13, etc. If, for example, you used TAPE11 as your local file name, then substitute 11 for j. Now you have finished all your substitutions.

F17. At this stage you have data in your arrays, and you are ready to plot the data. The Disspla book explains all, fairly clearly. If anything is not clear, study carefully the examples. Simple basic graphs, useful for most applications, are described on pp. 2-1 through 2-5 of the Disspla Beginners Manual, available from User Services, 227-1907. These graphs include linear graphs, logarythmic graphs, log-linear, and polar graphs.

Note that you should use "double quotes" anywhere the manual tells you to use 'single quotes'.

You can calculate new arrays, arithmetically, from old arrays in your data either by reading the data into SPSS, then performing calculations, then writing the new data onto a permanent file with the SPSS command WRITE CASES; or by using Fortran commands at any point in your Disspla program. If you do not know Fortran commands, I will not explain them here, but they are fairly simple, and you may be able to pick them up from some of the examples in the Disspla book. If you know no Fortran, you can always use SPSS.

F18. After all your Disspla commands, enter the following lines:

```
CALL  DONEPL
END
```


Second Step

Remember that whole program you wrote was just the first step in a two step process. When the program is finished by the computer, read the report at your terminal or at the line printer. If all is well, you may go on to the next step, actually obtaining a plot on a graph.

F19. Go to the public terminal room in room 3155 between 8:30 and 5:00 on Monday - Friday and ask to use the Tektronix terminal. If no one is using it, sign in (at the desk and at the terminal). If some one is using it, sign in at the desk and leave your number so you can be called when the terminal is available.

F20. When the terminal is free for you, turn on the terminal and the "hard copy device" next to it. Press the "talk/clear" button on the phone, and dial 7-227-3000. When it starts to ring press the "Data" button on the phone and replace the handset.

F21. Press the "reset" button on the terminal, then the "return" button. Then log in as if it were an ordinary terminal.

F22. Type in the following commands, pressing the "return" button after each. Substitute for XXX and PUZZ the name and ID of the permanent file which was created by the computer in the First Step above. See section F8.

```
ATTACH,PLFILE,XXX,ID=PUZZ
ATTACH,DISPOST
LIBRARY,DISPOST
FILE,TAPE62,RT=S
TEK300
```

F23. The computer will now ask you to "enter directives." Directives can be used to increase the size of the plots, to select only a small part of each plot for drawing, to superimpose plots, to select a limited number of plots, etc. The possible directives are described in a short folder available from User Services (227-1907), titled DISSPOP User Manual. If you do not want to make any directives, you may skip this step.

F24. Press "return", then press the space bar, then press "return" again. Now the terminal will start to draw your graph --- a beautiful sight. If you want to interrupt it at any time, press the "ESC" or "ESCAPE" key. If you then want the terminal to start plotting again, press "return". If, after seeing part of your graph(s), you decide you do not want to see the rest, press "ESCAPE", then the characters % and A then "RETURN."

F25 When the graph is finished, the terminal will whistle at you. If you want a photocopy of the screen, press the "copy" switch.

F26 If you press the space bar and then "return", the terminal will go on to the next graph. After your last graph, you may have to press space bar, return, space bar, return, to finish up.

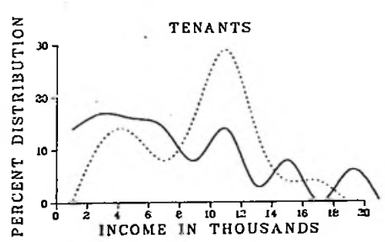
F27 When you are finished, type LOGOUT. Note how long you have been working, and write this down on the log sheet next to the hard copy device. Then press "reset" on the terminal three times. Then turn off the terminal and the hard copy device, press "talk/clear" on the phone, lift up the receiver and replace it.

DISSPLA EXAMPLE CREATING LETTERING,
CENTERED BY THE COMPUTER
(THIS PROGRAM CREATES THE TITLE PAGE OF THIS REPORT)

```
PUXXX,CMYYY,TZZZ,P3.              0-U YOUR NAME
CHARGE,PUXX,EDYYY,PR,B.
FTN.
ATTACH,NSRDC.
ATTACH,DISSPLA.
REQUEST,PLFILE,*PF.
LDSET,LIB=DISSPLA/NSRDC.
LGO.
CATALOG,PLFILE,RGF,ID=PUMF.
*EOR
      PROGRAM BURKE(INPUT,OUTPUT)
      DIMENSION IW7(300),IW8(300)
      CALL COMPRS
      CALL BGNPL (1)
      CALL PAGE (13.5,10.5)
      CALL TYPSET
      CALL HEIGHT (.42)
      CALL COMPLX
      CALL BASALF("L/CSCRIPT")
      CALL MIXALF("SCRIPT")
      CALL MX3ALF("INSTRUCTION","=")
      CALL LINEST(IW7,300,80)
      CALL LINES("=C(R)ESEARCHER'S (G)UIDE$",IW7,1)
      CALL LINES("=C)TO (HUD D)ATA$",IW7,2)
      CALL LINESP(7.)
      CALL HEIGHT(.21)
      CALL LINES("=C(M)ARCH 1978$",IW7,3)
      CALL LINESP(9.99)
      CALL LINES("=C)EDITED BY THE$",IW7,4)
      CALL LINESP(1.5)
      CALL LINES("=C(C)OMMITTEE ON (F)ACILITATING (C)OMPUTER (U)SE$",IW7
*,5)
      CALL LINESP(3.)
      CALL LINES("=N(P)AUL (B)URKE, (C)HAIRPERSON$",IW7,6)
      CALL LINESP(.75)
      CALL LINES("=N(J)OHN (S)NEFD$",IW7,8)
      CALL LINES("=N(H)OWARD (S)UMKA$",IW7,10)
      CALL LINES("=N(K)ENNETH (W)IEAND$",IW7,12)
      CALL LINES("=RE.75(S)PECIAL (S)TUDIES$",IW7,7)
      CALL LINES("=RE.75(I)MPACT (A)NALYSIS$",IW7,9)
      CALL LINES("=RE.75(C)OMMUNITY (C)ONSERVATION$",IW7,11)
      CALL LINES("=RE.75(E)CONOMIC (P)OLICY$",IW7,13)
      CALL LINESP(7.)
      CALL LINES("=C(O)FFICE OF (P)OLICY (D)EVELOPMENT AND (R)ESEARCH$",
*IW7,14)
      CALL LINESP(1.5)
      CALL LINES("=C(D)EPARTMENT OF (H)OUSING AND (U)RBAN (D)EVELOPMENT$
*",IW7,15)
      CALL TITLE ("  $",100,"  $",100,"  $",100,12.,10.)
      CALL STORY (IW7,14,.5,0.)
      CALL ENDPL (0)
      CALL RETITL
      CALL LINEST(IW8,300,80)
      CALL LINES("(R)ESEARCHER'S (G)UIDE TO (HUD D)ATA$",IW8,1)
      CALL STORY(IW8,1,.5,0.)
      CALL ENDPL(0)
      CALL DONEPL
      END
```


DISSPLA EXAMPLE WITH TWO CURVES ON ONE GRAPH,
SMOOTHED BY THE COMPUTER

```
PUXXX,CMYYYY,TZZZZ,P3.    0-U YOUR NAME
CHARGE,PUXX,YYYY,PR,B.
FTN.
REQUEST,PLFILE,*PF.
ATTACH,TAPE37,DEDATA4,ID=PUMF.
ATTACH,NSRDC.
ATTACH,DISSPLA.
LDSET,LIB=DISSPLA/NSRDC.
LGO.
CATALOG,PLFILE,SAMPLE,ID=PUMF.
*EOR
      PROGRAM DISSPL(INPUT,OUTPUT,TAPE37)
      DIMENSION H3(11),HN3(11),HINC(11)
      CALL COMPRS
      CALL BGNPL (1)
      DO 20 I=1,11
      READ (37,38) H3,HN3,HINC
   38 FORMAT(11F3.0)
   20 CONTINUE
      CALL SPLINE
      CALL PHYSOR(1.,6.5)
      CALL TITLE(" $",100,"(I.4)INCOME IN THOUSANDS$",100,"(I.4)PERCENT
     *DISTRIBUTIONS",100,2.9,1.5)
      CALL SCMPLX
      CALL GRAF(0.,2.,20.,0.,10.,30.)
      CALL PHYSOR(2.85,4.)
      CALL HEADIN("(I.4L11.)TENANTS$",100,1.,1)
      CALL CURVE(HINC,H3,11,0)
      CALL DOT
      CALL CURVE(HINC,HN3,11,0)
      CALL STRTPT(.7,-.9)
      CALL CONNPT(.2,-.9)
      CALL RESET("DOT")
      CALL STRTPT(-3.7,-.9)
      CALL CONNPT(-3.2,-.9)
      CALL MESSAG("(I.4)OCCUPANTS OF HUD-SOLD HOUSES$",100,-3.1,-.94)
      CALL MESSAG("(I.4)THEIR NEIGHBORS$",100,.8,-.94)
      CALL ENDPL(0)
      CALL DONEPL
      END
```



—— OCCUPANTS OF HUD-SOLD HOUSES ····· THEIR NEIGHBORS

G. Packaging Several Programs in One Computer Run

You may wish to piggy-back more than one program in one computer run. For example you may want to use SPSS to calculate some data, then write cases on local file BCDOUT, then read data off that local file rather than off a permanent file, to draw graphs with Disspla, or to do further SPSS calculations.

This piggy-backing can be done easily, it just requires putting commands in the right order.

If run separately, each program would have two parts, separated by a *EOR line

Example 1. job control language for the first program
*EOR
true commands of the first program

Example 2. job control language for the second program
*EOR
true commands of the second program

It takes some simple re-ordering to run the programs as one:

Example 3. job control language for the first program
commands to copy files from first to second program (see Note 1)
part of the job control language for the second program (see Note 2)
*EOR
true commands of the first program
*EOR
true commands of the second program

Note 1.

In order to copy local files from one program to the next, you need the following commands, each starting in column 1. Insert these lines between the job control languages of the first and second programs. This example assumes that the first program writes data onto local file BCDOUT, and the second program expects to read data from local file TAPE1 if you have other local file names, substitute them, respectively for BCDOUT and TAPE1.

```
RETURN,TAPE1.
REWIND,BCDOUT.
COPYE,BCDOUT,TAPE1.
REWIND,TAPE1.
RETURN,BCDOUT.
```

The first line erases any data that may be in local file name TAPE1, so it will be clear to receive new data. The last line erases the data from local file BCDOUT, so the next program can write further data into it if desired. The other three commands do the actual copying.

Note 2. You should omit some commands which would normally be in the job control language for the second program.

a. Omit the normal first two lines: the job card and the charge card. Leave them only at the beginning of the first job control language.

b Omit the card (ATTACH,XXX,YYY,ID=PUZZ.) which copies data from a permanent file onto a local file for use by the second program, since the data are already in a local file created by the first program.

c. Omit each of the following commands if it is an exact, letter for letter, duplicate of an earlier command:

any command beginning with: ATTACH
any command beginning with: LDSET
any command beginning with: REQUEST (unless the file name specified in the REQUEST command has been RETURNed between the last REQUEST command that specified this file, and the one you are thinking about omitting.

EXAMPLE OF PIGGYBACKING TWO PROGRAMS

```
PUXXX,CMYYYY,TZZZZ,P3.        O-U YOUR NAME
CHARGE,PUXX,YYYY,PR,B.
MODE,1.
REQUEST,SVFILE,*PF.
REQUEST,BCDOUT,*PF.
ATTACH,SPSS.
ATTACH,DISK1,RAWPART1,ID=PUBN.
SPSS.
CATALOG,BCDOUT,SELECTEDDATA,ID=PUBN.
RETURN,TAPE1.
REWIND,BCDOUT.
COPYE,BCDOUT,TAPE1.
REWIND,TAPE1.
RETURN,BCDOUT.
FTN.
REQUEST,PLFILE,*PF.
ATTACH,DISSPLA.
ATTACH,NSRDC.
LDSET,LIB=DISSPLA/NSRDC.
LGO.
CATALOG,PLFILE,GRAPHS,ID=PUBN.
*EOR
PAGESIZE          999
PAGESIZE          NOEJECT
INPUT MEDIUM      DISK1
N OF CASES        UNKNOWN
VARIABLE LIST     V1 TO V10
INPUT FORMAT      FIXED(F3.0,F5.2,RF1.0)
COMPUTE           V11=V1-V7/V3
WRITE CASES       (F10.5,F10.5,F10.5)V11,V1,V7)
FINISH
*EOR
      PROG DISSPL (INPUT,OUTPUT,TAPE1)
      DIMENSION V11(97),V1(97),AGE(97)
      CALL COMPRS
      CALL BGNPL(1)
      DO 3 I=1,97
      READ(1,4)V11(I),V1(I),AGE(I)
    4 FORMAT(F10.5,F10.5,F10.5)
    3 CONTINUE
      CALL LINPLT(V11,V1,97)
      CALL POLPLT(V11,AGE,97)
      CALL DONEPL
      END
```


H. FORTRAN

If you do not know FORTRAN, read no further; I will not try to explain it here. If you do know Fortran, the following notes will explain how to use it on the Carderock computer. You should first review Sections B and C on handling files and examining edit files.

From Section F, follow the instructions in steps F1 through F3. Then use a command similar to F4 but instead of "PLFILE", substitute the local file name of the file containing your output (for example if you write your output on tape8 , then use: REQUEST,TAPE8,*PF.)

Then follow instructions F6 and F7. Then use a command similar to F8, but again, instead of "PLFILE", substitute the local file name of the file containing your output (for example, if you write your output on tape8 , then use: CATALOG,TAPE8,YYY,ID=PUZZ.)

Then follow instructions in steps F9 through F11, F14 through F16, and continue with your FORTRAN program.

ANNEX 10 - DETAILED DESCRIPTION OF ANNUAL HOUSING SURVEY DATA

Contents

Introduction 57

AREA CLASSIFICATIONS App-2
- Urban and rural residence App-2
- Farm-nonfarm residence App-2
- Counties App-2
- Standard Metropolitan Statistical Areas App-2

DEFINITIONS AND EXPLANATIONS OF SUBJECT CHARACTERISTICS App-2
- General App-2
  - Comparability with 1973, 1974, and 1975 Annual Housing Surveys App-2
  - Comparability with 1970 Census of Housing data App-2
  - Comparability with 1970 Census of Population data ... App-3
  - Comparability with other current reports App-3
- Living Quarters App-4
  - Housing units App-4
  - Group quarters App-5
  - Rules for mobile homes, hotels, rooming houses, etc. App-5
  - Institutions App-5
  - Year-round housing units App-5
- Changes in the Housing Inventory App-5
  - Units added by new construction App-5
  - Units lost from the inventory .. App-5
  - Units lost through demolition or disaster App-5
  - Units lost through other means App-6
  - Unspecified units App-6
- Occupancy and Vacancy Characteristics App-6
  - Occupied housing units App-6
  - Race App-6
  - Spanish origin App-6
  - Tenure App-7
  - Site tenure App-7
  - Cooperatives and condominiums App-7
  - Reason for no-cash-rent occupancy App-7
  - Duration of occupancy App-7
  - Year head moved into unit ... App-7
  - Recent movers App-7
  - Present and previous units of recent movers App-7
  - Same or different head App-7
  - Main reason for move into present unit App-7
  - Owner or manager on property App-7
  - Vacant housing units App-8
  - Vacancy status App-8
  - Homeowner vacancy rate App-8
  - Rental vacancy rate App-8
  - Duration of vacancy App-9
- Utilization Characteristics App-9
  - Persons App-9
  - Rooms App-9
  - Persons per room App-9
  - Bedrooms App-9
- Structural Characteristics App-9
  - Complete kitchen facilities ... App-9
  - Condition of kitchen facilities . App-9
  - Basement App-9
  - Year structure built App-10
  - Units in structure App-10
  - Elevator in structure App-10
  - Stories between main and apartment entrances App-10
  - Storm windows, storm doors, and attic or roof insulation .. App-10
  - Mobile homes anchored with tie downs or other means ... App-10
  - In group of 6 or more mobile homes App-10
  - Roof App-10
  - Interior ceilings and walls App-10
  - Interior floors App-11
  - Selected structural deficiencies and wish to move App-11
  - Overall opinion of structure ... App-11
  - Common stairways App-11
  - Light fixtures in public halls .. App-11
  - Electric wiring App-11
  - Electric wall outlets App-11
  - Electric fuse blowouts App-11
  - Parking facilities App-11
- Plumbing Characteristics App-11
  - Plumbing facilities App-11
  - Complete bathrooms App-11
  - Source of water or water supply App-11
  - Availability of piped water ... App-12
  - Sewage disposal App-12
  - Flush toilet App-12
- Equipment and Fuels App-12
  - Telephone available App-12
  - Heating equipment App-12
  - Insufficient heat App-13
  - Air conditioning App-13
  - Automobiles and trucks available App-13
  - Fuels used for house heating and cooking App-13
  - Owned second home App-13
- Services and Neighborhood Conditions App-13
  - Garbage collection service App-13
  - Exterminator service App-14
  - Neighborhood conditions and neighborhood services App-14
- Financial Characteristics App-15
  - Value App-15
  - Value-income ratio App-15
  - Sales price asked App-15
  - Garage or carport on property . App-15
  - Mortgage or debt status App-15
  - Mortgage insurance App-16
  - Real estate taxes last year App-16
  - Property insurance App-16
  - Selected monthly housing costs App-16
  - Selected monthly housing costs as percentage of income App-17
  - Acquisition of property App-17
  - Alterations and repairs during the last 12 months App-17
  - Plans for improvements during the next 12 months App-17
  - Purchase price of mobile home . App-18
  - Year mobile home acquired ... App-18
  - Mobile home acquired new ... App-18
  - Contract rent App-18
  - Gross rent App-18
  - Gross rent in nonsubsidized housing App-18
  - Gross rent as percentage of income App-18
  - Gross rent in nonsubsidized housing as percentage of income App-18
  - Inclusion in rent (parking facilities, garbage and trash collection, and furniture) App-18
  - Rent asked App-19
  - Public, private, or subsidized housing App-19
- Household Characteristics App-19
  - Household App-19
  - Head of household App-19
  - Household composition or type of household App-19
  - Family or primary individual .. App-19
  - Subfamily App-19
  - Age of head App-19
  - Persons 65 years old and over . App-19
  - Own children App-20
  - Other relative of head App-20
  - Nonrelative App-20
  - Years of school completed by head App-20
  - Means of transportation and distance and travel time to work App-20
  - Income App-20

FACSIMILE OF THE ANNUAL HOUSING SURVEY QUESTIONNAIRE: 1976 ..... App-22

Documentation of the computer files 107-144
How to run regressions..... 145-149
How to make crosstabulations 149-153
Single-SMSA Operations 154

It is also recommended that data for individual cities obtained from this tape should not be used in comparison with data for the cities which will be published in the SMSA Annual Housing Survey Series H-170 or available on the SMSA public use tapes. Note only would the number of sample cases representing an individual city on this tape be small, but the data have been processed through a weighting procedure designed to provide reliable data at the national and regional level which is entirely different than the weighting procedures for the SMSA's.

Detailed information on the sample design, weighting procedure, and sampling variability associated with these data is discussed in Appendix B of this technical documentation.

The Annual Housing Survey for the United States is designed to provide a current series of nationwide information concerning such subjects as the size and composition of the housing inventory, the characteristics of the occupants, indicators of housing and neighborhood quality, and the characteristics of recent movers. Data presented in the 1974 Annual Housing Survey were collected by direct personal interviews, August through October, 1974, by the Bureau of the Census, acting as the collection agents for the Department of Housing and Urban Development.

The AHS sample consists of approximately 71,300 housing units located in counties and independent cities comprising the 461 sample areas used in current national surveys by the Census Bureau. The sample was selected from housing units enumerated in the 1970 census and updated by a sample of addresses from building permits to include units constructed since 1970.

This public-use computer tape file presents the basic records of each of the approximately 67,500 housing units sampled in the 1974 National Annual Housing Survey. Geographic identification provided on the file is in accordance with the Bureau of the Census' confidentiality restrictions, which by law (title 13, U.S. code) prohibit the disclosure of any data which might specifically identify an individual person, household, or housing unit. As these data are basic housing unit records, the advantages derived from this computer tape file include the capability of obtaining a more detailed classification within each of the item shown, as well as the flexibility of manipulating variables to fit a user's specific needs.

All cities in the United States having a population of at least 250,000 and a total of at least 100 AHS sample cases have been identified. This identification is provided to permit the combination of individual areas for analytical purposes.

Caution is urged, however, in using these data as representation of the true housing situation in any individual city. The number of sample cases in the individual cities is not sufficient to provide data with a statistical reliability capable of measuring differences between areas or changes over time. For example, it has been estimated that a city with a population of 1,000,000 would be represented on this tape by approximately 250 sample cases. If the data for such a city showed that 2.6 percent of all year-round housing units lacked complete plumbing facilities, it is estimated that 95 percent or 2 sigma confidence interval would be between 0.9 percent and 4.3 percent. Thus, the chances are 95 out of 100 that if a complete census of all housing units in the city had been taker, the percent found lacking complete plumbing facilities could be anywhere from 0.9 to 4.3 percent of all year-round housing units.

AREA CLASSIFICATIONS

Urban and rural residence.—Urban housing comprises all housing units in urbanized areas and in places of 2,500 inhabitants or more outside urbanized areas. More specifically, urban housing consists of all housing units in (a) places of 2,500 inhabitants or more incorporated as cities, villages, boroughs (except Alaska), and towns (except in the New England States, New York, and Wisconsin), but excluding those housing units in the rural portions of extended cities; (b) unincorporated places of 2,500 inhabitants or more; and (c) other territory, incorporated or unincorporated, included in urbanized areas. Housing units not classified as urban constitute rural housing. Information on the historical development of the urban-rural definition appears in the 1970 Population Census PC(1)-A reports.

In the Annual Housing Survey, the urban and rural residence classification of the housing units is the same as in the 1970 census.

Farm-nonfarm residence.—In rural areas, occupied housing units are subdivided into rural-farm housing, which comprises all rural units on farms, and rural-nonfarm housing, which comprises the remaining rural units. Occupied housing units are classified as farm units if they are located on places of 10 or more acres from which sales of farm products amounted to $50 or more during the 12-month period prior to the interview or on places of less than 10 acres from which sales of farm products amounted to $250 or more during the 12-month period prior to the interview. Occupied units in rural territory which do not meet the definition for farm housing are classified as nonfarm. All vacant units in rural areas also are classified as nonfarm.

Counties

The primary divisions of most of the States are termed counties; in Louisiana, the corresponding areas are termed parishes. Alaska has no counties; in this State, areas designated as census divisions have been defined for general statistical purposes by the State in cooperation with the Census Bureau and are treated as county equivalents. Four States (Maryland, Missouri, Nevada, and Virginia) contain one or more cities that are independent of any county; for statistical purposes these independent cities are treated as county equivalents.

Standard Metropolitan Statistical Areas

The definitions of standard metropolitan statistical areas used in the Annual Housing Survey correspond to the 243 SMSA's used in the 1970 census. These include the 228 SMSA's as defined and named in the Bureau of the Budget publication, **Standard Metropolitan Statistical Areas: 1967**, U.S. Government Printing Office, Washington, D.C. 20402. After 1967, 15 SMSA's were added, of which 2 were defined in January 1968 and an additional 13 were defined in February 1971 on the basis of the results of the 1970 census. Changes in SMSA definition criteria, boundaries, and titles made after February 1971 are not reflected in this series of reports. SMSA's are defined by the Office of Management and Budget (formerly Bureau of the Budget).

Except in the New England States, a standard metropolitan statistical area is a county or group of contiguous counties which contains at least one city of 50,000 inhabitants or more, or "twin cities" with a combined population of at least 50,000. In addition to the county or counties containing such a city or cities, contiguous counties are included in an SMSA if, according to certain criteria, they are socially and economically integrated with the central city. In the New England States, SMSA's consist of towns and cities instead of counties. Each SMSA must include at least one central city, and the complete title of an SMSA identifies the central city or cities. For a detailed description of the criteria used in defining SMSA's, see the Bureau of the Budget publication cited above.

In this report, figures for "in central cities" refer to all housing units within the legal city boundaries. For a few central cities, the figures include some housing units in parts of the city classified as rural in the 1970 census.

DEFINITIONS AND EXPLANATIONS OF SUBJECT CHARACTERISTICS

General

As stated in the introductory text of this report, the 1976 Annual Housing Survey was conducted by personal interview. The survey interviewers were instructed to read the questions directly from the questionnaire. The definitions and explanations given for each subject are, to a considerable extent, drawn from various technical and procedural materials used in the collection of the data. This material helped the field interviewers to understand more fully the intent of each question and thus to resolve problem or unusual cases. Additional explanatory information has been added to this portion of the text to assist the user in understanding the statistics.

Comparability with 1973, 1974, and 1975 Annual Housing Surveys.—Most of the concepts and definitions used in the 1976, 1975, 1974, and 1973 reports are essentially the same. However, there are significant differences in the measurement of losses between the 1973 report and the 1974, 1975, and 1976 reports and in the source of the 1970 data. In the 1974, 1975, and 1976 reports, the data refer to losses of individual housing units, whereas, in 1973, a housing unit was counted as a loss only when the whole structure in which the unit was located was lost from the inventory. In addition, the source of the 1970 data in the 1974, 1975, and 1976 reports is the 1970 census unpublished tabulations; however, the 1970 data in the 1973 report are from both published and unpublished tabulations.

Additional differences, if any, are discussed under the particular subject later in the section. Because of the relatively small sample size, particular care should be taken in making year to year comparisons, especially where there are small differences between the figures (see appendix B).

Comparability with 1970 Census of Housing data.—The concepts and definitions are essentially the same for items that

appear in both the 1970 census and the 1976 survey.

There is a major difference, however, in the time period of the "recent mover" classification (see parts D and E of this series). In the Annual Housing Survey, "recent movers" are households that moved into their unit during the 12 months prior to the interview, a time period of 1 year or less. In the 1970 Census of Housing reports, different time periods were used. In Volume II, **Metropolitan Housing Characteristics**, the shortest time period for "year moved into unit," is "1969 to March 1970" (1¼ years); in Volume IV, **Components of Inventory Change**, the period is 1969 to December 1970 (approximately 2 years); and in Volume VII, No. 5, **Mover Households**, the time period is April 1965 to March 1970 (approximately 5 years).

Other definitional differences, if any, are discussed under the particular subject. Additional differences between the 1976 Annual Housing Survey data and the 1970 census data may be attributed to several factors. These include the extensive use of self-enumeration in the census in contrast to personal interview in the Annual Housing Survey; differences in processing procedures; the estimation procedures and sample designs; the sampling variability of the estimates from the Annual Housing Survey; to a smaller extent, the sampling variability associated with the sample data from the census; the nonsampling errors associated with the Annual Housing Survey estimates; and the nonsampling errors associated with the census data.

Statistics on counts and characteristics of changes in the housing inventory between the 1960 and 1970 censuses are given for the United States and for 15 selected SMSA's in the 1970 Census of Housing, Volume IV, **Components of Inventory Change.** In volume IV the data are based on information for a sample of housing units enumerated in late 1970 as part of the 1970 census. Data are provided for such components of change between 1960 and 1970 as new construction, conversions, other additions, demolitions, mergers, other losses, and housing units that were the same in 1960 and in 1970.

In parts A and E of this series, data for three of these components are shown; i.e., new construction, demolition (or disaster), and other losses (some other means). The 1976 data on new construction were obtained primarily from a sample of units selected from building permits. The 1970 **Components of Inventory Change** data were obtained from the 1970 census tabulations of the "year structure built" item; i.e., housing units built in 1960 or later were classified as added by "new construction."

Data as of 1971 for "mortgage status," "mortgage insurance," "real estate taxes last year," "selected monthly housing costs," and "acquisition of property" are presented in the 1970 Census of Housing, Volume V, **Residential Finance.** In volume V, the data are based on information collected for a sample of housing units in the Residential Finance Survey which was conducted in 1971 as part of the 1970 census. The 1971 report provided data on the financing of homeowner and rental properties, including characteristics of the mortgages, properties, and owners.

Differences in the concepts and definitions between the data in this report and volume V include the following. The basic unit of tabulation in this report is the housing unit; in volume V, it is the property. Data on mortgage status and mortgage insurance in this report are based on the occupant's answer; in volume V, mortgage status and mortgage insurance were verified by the lender. In this report, real estate taxes and selected monthly housing costs reflect the total amount of real estate taxes and housing costs, excluding special assessments. In volume V the tabulations for real estate taxes and selected monthly housing costs *include* special assessments.

Comparability with 1970 Census of Population data.—In the 1970 census, data for "years of school completed" were based on responses to two questions—the highest grade or year of regular school each household member attended, and whether or not that grade or year was completed. In the 1976 Annual Housing Survey, data for "years of school completed" were based on responses to a single question—the highest grade or year of regular school completed by the head. Therefore, the 1976 Annual Housing Survey may overstate the education level of the head of the household; that is, respondents may have reported the grade or year the head was currently enrolled in or had last been enrolled in whether or not the grade or year was completed.

Comparability with other current reports.—This series of reports contains information similar to that contained in some of the other current Census Bureau reports, such as the Current Housing Report, **Housing Vacancies**, the Current Population Reports, and the Current Construction Reports, published by the Bureau of the Census. Because of procedural differences mentioned below, care should be taken when comparing data from the Annual Housing Survey with data from other current surveys.

Comparability with Housing Vacancy Survey.—Data on vacancy rates and characteristics of vacant units from the Housing Vacancy Survey are available for the United States by inside and outside standard metropolitan statistical areas. This nationwide survey, with a sample size of approximately 58,000 units (interviews obtained for approximately 55,000 occupied and vacant housing units), is conducted monthly by the Bureau of the Census in conjunction with its Current Population Survey. Data are published quarterly and annually in Current Housing Reports, Series H-111, **Housing Vacancies.**

The concepts and definitions used in the 1976 Annual Housing Survey and the Housing Vacancy Survey are the same. Differences may be attributed to factors such as sampling variability, nonsampling errors, survey techniques, and processing procedures.

Current Population Reports from the Current Population Survey.—The Current Population Survey is a monthly sample survey of approximately 58,000 designated sample units. From the data collected in the Current Population Survey, the Bureau issues several publications under the general title Current Population Reports. Included are reports on house-

hold and family characteristics, mobility of the population, and income.

Although the concepts and definitions used in this report are essentially the same as those used in the Current Population Reports, and the intent of both the Annual Housing Survey and the Current Population Survey is the same, there is a major difference in the concept of "mover." In parts D and F, household heads that moved into their units during the 12 months prior to the interview are classified as "recent movers." In the Current Population Survey, individuals whose current place of residence is different than in March 1970 are classified as "movers."

There are also likely to be significant differences in the data on income and years of school completed. The time period covering income is different in this series of reports because income data cover the 12 months prior to the date of the interview while the income data in the Current Population Survey refer to the calendar year prior to the date of the interview. There are also significant differences in the way income questions are asked. For "years of school completed by head," the differences cited in the section, "Comparability with 1970 Census of Population data," also apply to the Current Population Survey.

Additional differences between the 1976 Annual Housing Survey and the Current Population Survey may be attributed to factors such as the sampling variability and nonsampling errors of the figures from the two surveys, survey procedures and techniques, and processing procedures.

Current Population Reports from the Survey of Purchases and Ownership.—The 1974 Survey of Purchases and Ownership is a sample survey covering approximately 20,000 of the designated sample units in the 1974 Annual Housing Survey. Data are collected on ownership, availability, and recent purchases of automobiles and other vehicles, television sets, and selected major household appliances. Information on the price paid is obtained for recently purchased items. The data can be obtained by writing to the Director, Bureau of the Census, Washington, D.C. 20233.

Although the Survey of Purchases and Ownership was taken in conjunction with the Annual Housing Survey, there are differences in the concepts and definitions between the two. For example, the data on automobiles and other four-wheel vehicles, such as pickup trucks and passenger vans, collected in the Survey of Purchases and Ownership reflect the number of such vehicles that are owned or being bought by a member of the family. The data collected in the Annual Housing Survey reflect the number of automobiles and trucks owned or regularly used by any member of the household, including nonrelatives. Additional differences may be attributed to such factors as estimation procedures, sampling variability, and nonsampling errors.

Current Construction Reports from the Survey of Construction and Survey of Residential Alterations and Repairs.—The Census Bureau issues several publications under the general title, Current Construction Reports. The data for these reports are primarily from the Survey of Construction and Survey of Residential Alterations and Repairs.

The Survey of Construction consists of approximately 14,000 permit-issuing places throughout the United States. The reports from the survey contain current data on housing starts and completions, construction authorized by building permits, housing units authorized for demolition in permit-issuing places for selected areas, new one-family homes sold and for sale, characteristics of new housing, and value of new construction put in place. The concepts and definitions used in this report differ from some of those used in the Survey of Construction. The major difference is that the Survey of Construction shows counts and characteristics of housing units in various stages of construction through completion. The Annual Housing Survey shows counts and characteristics of the existing housing inventory. Additional differences between the 1976 Annual Housing Survey and the Survey of Construction may be attributed to factors such as the sampling variaibility and nonsampling errors of the figures from the two surveys, survey procedures and techniques, and processing procedures.

The Survey of Residential Alterations and Repairs is a sample survey of approximately 5,000 designated owner-occupied properties. The survey collects data on expenditures by property owners for upkeep and improvement of residential properties including renter-occupied housing units, single as well as multiunit structures, and units on 10 acres or more. The data on alterations and repairs in this report are restricted to one-family homes on less than 10 acres and no business on property. For additional information on the Survey of Residential Alterations and Repairs, see Current Construction Reports, Series C50, **Residential Alterations and Repairs.**

Living Quarters (Parts A, B, C, D, E, F)

Living quarters are classified as either housing units or group quarters. Usually, living quarters are in structures intended for residential use (e.g., a one-family home, apartment house, hotel or motel, boarding house, or mobile home or trailer). Living quarters may also be in structures intended for nonresidential use (e.g., the rooms in a warehouse where a watchman lives), as well as in places such as tents, caves, and old railroad cars.

Housing units. (Parts A, B, C, D, E, F)—A housing unit is a house, an apartment, a group of rooms, or a single room occupied or intended for occupancy as separate living quarters. Separate living quarters are those in which the occupants do not live and eat with any other persons in the structure and which have either (1) direct access from the outside of the building or through a common hall which is used or intended to be used by the occupants of another unit or by the general public or (2) complete kitchen facilities for the exclusive use of the occupants. The occupants may be a single family, one person living alone, two or more families living together, or any other group of related or unrelated persons who share living arrangements (except as described in the section on group quarters). For vacant units, the criteria of separateness, direct access, and complete kitchen facilities for exclusive use are applied to the intended occupants whenever possible. If the information cannot

be obtained, the criteria are applied to the previous occupants. Both occupied and vacant housing units are included in the housing inventory, except that mobile homes, trailers, tents, caves, boats, railroad cars, and the like, are included only if they are occupied.

Group quarters. (Parts A, B, C, D, E, F)—Group quarters are living arrangments for institutional inmates or for other groups containing five or more persons not related to the person in charge. Group quarters are located most frequently in institutions, boarding houses, military barracks, college dormitories, fraternity and sorority houses, hospitals, monasteries, convents, and ships. A house or apartment is considered group quarters if it is shared by the person in charge and five or more persons unrelated to him, or, if there is no person in charge, by six or more unrelated persons. Information on the housing characteristics of group quarters was not collected.

Rules for mobile homes, hotels, rooming houses, etc. (Parts A, B, C, D, E, F)—Mobile homes or trailers, tents, boats, or railroad cars are not considered housing units if vacant, used only for business, or used only for vacations.

Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents; i.e., persons who consider the hotel as their usual place of residence or have no usual place of residence elsewhere. Vacant rooms or suites of rooms are classified as housing units only if located in hotels, motels, and similar places in which 75 percent or more of the accommodations are occupied by permanent residents.

If any of the occupants in a rooming or boarding house live and eat separately from everyone else in the building and have either direct access or complete kitchen facilities for exclusive use, their quarters are classified as separate housing units. The remaining quarters are combined. If the combined quarters contain four or fewer roomers unrelated to the head, they are classified as one housing unit; if the combined quarters contain five or more roomers unrelated to the head or person in charge, they are classified as group quarters. In a dormitory, residence hall, or similar place, living quarters of the supervisory staff and other employees are separate housing units if they satisfy the housing unit criteria; other living quarters are considered group quarters.

Institutions. (Parts A, B, C, D, E, F)—Living quarters of staff personnel are separate housing units if they satisfy the housing unit criteria. Other living quarters are considered group quarters.

Year-round housing units. (Parts A, E)—Data on housing characteristics are limited to year-round housing units; i.e., all occupied units plus vacant units which are intended for year-round use. Vacant units intended for seasonal occupancy and vacant units held for migratory labor are excluded because it is difficult to obtain reliable information for them. However, this report does present counts of the total housing inventory which includes all vacant seasonal and migratory housing units.

The statistics in the 1974, 1975, and 1976 reports shown for "all year-round housing units" may not be comparable to the corresponding data shown in the 1973 reports, because the 1974, 1975, and 1976 tabulations included an estimation procedure which adjusted the survey counts of "vacant year-round" and "vacant—seasonal and migratory" units separately to independent current estimates. (See section on "Estimation" in Appendix B—Source and Reliability of the Estimates.) In 1973, "vacant—seasonal and migratory" units were combined with several categories of year-round vacancies (rented or sold, not occupied; held for occasional use; and other vacant) and adjusted to the combined total of the independent estimates for these categories. Thus, the 1974, 1975, and 1976 data for "vacant—seasonal and migratory" housing units and for "all year-round housing units" adhere more closely to the independently derived current estimates than they did in 1973. The 1974, 1975, and 1976 characteristics for "all occupied units," "owner occupied," and "renter occupied" are, however, comparable with the corresponding 1973 data.

Changes in the Housing Inventory

Units added by new construction. (Parts A, E)—A housing unit built in April 1970 or later is classified as a unit added by "new construction." Information was collected on vacant units under construction at the time of the interview, only if construction had proceeded to a point that all exterior windows and doors were installed and final usable floors were in place. Housing units built during this period but removed from the housing inventory before the interview are not reflected in the new construction counts for the 1970 to 1976 period. In the Annual Housing Survey, data on new construction were obtained primarily from a sample of units selected from building permits; in the 1970 Census of Housing, Volume IV, **Components of Inventory Change,** new construction data were obtained from tabulations of the 1970 census sample records of units built 1960 or later.

Units lost from the inventory. (Parts A, E)—Characteristics are presented for the total of all units removed from the 1973 housing inventory in 1973 or later through demolition or disaster and through other means. Separate counts of "demolition or disaster" losses and of "other losses" are shown in part A of this series. The 1974, 1975, and 1976 surveys cover all losses, including those in structures that were not completely lost.

Units lost through demolition or disaster. (Parts A, E)—A housing unit which existed in October 1973 and was torn down on the initiative of a public agency or as a result of action on the part of the owner is classified as a unit lost through demolition. Units destroyed by fire, flood, or other natural causes are classified as units lost through disaster. In the 1973 survey, a housing unit was counted as a demolition or disaster loss when the whole structure in which it was located was lost from the inventory. In the 1974, 1975, and 1976 surveys and in the 1970 Census of Housing, Volume IV, **Components of Inventory Change,** the data on losses refer to all housing unit losses, including losses of units in structures which still contained one or more housing units.

In addition, units lost through disaster were counted in 1970 as "units lost through other means."

Units lost through other means. (Parts A, E)—Any housing unit which existed in October 1973 is counted as lost through other means when it was lost from the housing inventory through means other than demolition or disaster. This component includes the following types of losses:

1. Units lost by change to group quarters; for example, a housing unit that was occupied by a family in 1973 and by a family and five lodgers at the time of the 1976 survey.
2. Units lost from the inventory because they are vacant and unfit for human habitation. A unit is unfit for human habitation if the roof, walls, doors, or windows no longer protect the interior from the elements.
3. Vacant units lost from the inventory because there is positive evidence (sign, notice, mark on the house or block) that the units are scheduled for demolition or rehabilitation or that they are condemned for reasons of health or safety so that further occupancy is prohibited.
4. Units lost by change to entirely nonresidential use.
5. Units moved from site since October 1973. Such moves in the same area do not necessarily result in a net loss from the total inventory since they presumably represent units added in the place to which they were moved.

In the 1973 Annual Housing Survey, a housing unit was counted as lost through other means when the entire structure in which it was located was lost to the housing inventory through means other than demolition or disaster. In the 1974, 1975, and 1976 surveys, the data on losses refer to all housing unit losses including losses of units in structures which still contained one or more housing units.

Unspecified units. (Part A)—There are other components of change in the housing inventory for which the Annual Housing Survey provides no specific measures. The survey procedures do not include a measure of conversions and mergers and units added from other sources such as nonresidential structures. The net effect of these omissions on the change in the total housing inventory is not known.

Units changed by conversion.—Conversion refers to the creation of two or more housing units from fewer units through structural alteration or change in use. Structural alteration includes such changes as adding a room or installing partitions to form another housing unit. Change in use is a simple rearrangement in the use of space without structural alteration, such as locking a door which closes off one or more rooms to form a separate housing unit.

Units changed by merger.—A merger is the result of combining two or more housing units into fewer units through structural alteration or change in use. Structural alteration includes such changes as the removal of partitions or dismantling of kitchen facilities. Change in use may result from a simple rearrangment of space without structural alteration, such as unlocking a door which formerly separated two housing units. A change in use also occurs, for example, when a family occupies both floors of a house which formerly contained a separate housing unit on each floor.

Units added through other sources.—Any housing unit added to the inventory through sources other than new construction or conversion is classified as a unit added through other sources. This component includes units created from living quarters previously classified as group quarters and units created from nonresidential space such as a store, garage, or barn. Also included are units moved from one site to another. Such units, if moved within the same area, do not necessarily result in a net addition to the total inventory since they presumably represent units lost in the place from which they were moved. A previously vacant mobile home or trailer, whether on a different site or the same site, is a net addition if currently occupied as a housing unit.

Occupancy and Vacancy Characteristics

Occupied housing units. (Parts A, B, C, D, E, F)—A housing unit is classified as occupied if a person or group of persons is living in it at the time of the interview or if the occupants are only temporarily absent—for example, on vacation. However, if the unit was occupied entirely by persons with a usual place of residence elsewhere, the unit is classified as vacant. By definition, the count of occupied housing units is the same as the count of households.

Race. (Parts A, B, C, D, E, F)—The classification by race shown here refers to the race of the head of the household occupying the housing unit. The concept of race as used by the Census Bureau does not denote clear-cut scientific definitions of biological stock. The interviewer was to report the race of the head of the household in three categories: White, Black (Negro), and other. The last category includes American Indian, Chinese, Eskimo, Japanese, Korean, and any other race except White and Black. Figures on tenure are given separately for White and Black household heads; units with household heads of other races are included in the total in table 1 of parts A and E and may be derived by subtracting the sum of White and Black from the total. More detailed characteristics of units with Black household head are presented in separate tables. The classification of race in the Annual Housing Survey was made by the interviewer based on his own observation. In the 1970 census, race was essentially a self-classification by people according to the race with which they identified themselves.

Spanish origin. (Parts A, B, C, D, E, F)—The classification by Spanish origin here refers to the origin of the head of the household occupying the housing unit. Detailed characteristics of units with head of Spanish origin are presented in separate tables. Spanish origin was determined on the basis of a question that asked for self-identification of a person's origin or descent. Respondents were asked to select their origins from a "flash card." Persons of Spanish origin were those who indicated that their origin was either Mexican American, Chicano, Mexican, Mexicano, Puerto Rican, Cuban, Central or South American, or other Spanish.

In the 1970 census and current surveys' reports, Spanish persons are identified according to various criteria: Birthplace, birthplace of parents, language, surname, and origin or descent. For this reason, care should be taken in making comparisons of Spanish-origin estimates from the Annual Housing Survey with other surveys.

Tenure. (Parts A, B, C, D, E, F)—A housing unit is "owner occupied" if the owner or co-owner lives in the unit, even if it is mortgaged or not fully paid for. A cooperative or condominium unit is "owner occupied" only if the owner or co-owner lives in it. All other occupied units are classified as "renter occupied," including units rented for cash rent and those occupied without payment of cash rent.

Site tenure. (Parts A, E)—Separate data are available on tenure of mobile home and trailer sites. Site tenure for owner-occupied, mobile homes and trailers is restricted to mobile homes and trailers on less than 10 acres. The site is owned if the occupants own or are buying the site on which the mobile home is located. The site is considered rented if the occupants pay a rental fee for the use of the site, the site rent is paid by someone not living in the sample unit, or the occupants neither own nor pay cash rent for the site.

Cooperatives and condominiums. (Part A)—A cooperative is a type of ownership whereby a group of housing units are owned by a corporation of member-owners. Each individual member is entitled to occupy an individual housing unit and is a shareholder in the corporation which owns the property.

A condominium is a type of ownership that enables a person to own an apartment or house in a project of similarly owned units. The owner has his own deed and very likely his own mortgage on his unit. The owner may also hold common or joint ownership in some or all common areas such as grounds, hallways, entrances, elevators, etc.

Cooperative or condominium ownership may apply to various types of structures including single-family houses, rowhouses, townhouses, etc., as well as apartment units.

Reason for no-cash-rent occupancy. (Part E)—For units which are occupied without payment of cash rent, data are shown on the reason for occupany; i.e., whether the unit is provided by a farm related job, such as a tenant farmer, farm manager, foreman, or laborer; provided by a nonfarm related job, such as a minister, resident manager, or janitor; or, provided by a relative or friend.

Duration of occupancy. (Parts B, E, F)—Data on duration of occupancy are based on information for the head of household; the data refer to the period when present occupancy began. Statistics are shown on whether the head lived in the unit "less than 3 months" or "3 months or longer." A head who "lived here last winter," must have moved into his unit prior to the previous February.

Year head moved into unit. (Parts A, C, D, E)—The data are based on the information reported for the head of the household and refer to the year of latest move. Thus, if the head moved back into a unit he had previously occupied, the year of his latest move was to be reported; if he moved from one apartment to another in the same building, the year he moved into his present unit was to be reported. The intent is to establish the year the present occupancy by the head began. The year the head moves is not necessarily the same year other members of the household move, although in the great majority of cases the entire household moves at the same time.

Recent movers. (Parts D, E)—Households that moved into their present units within 12 months prior to the date of the interview are termed "recent movers." The household is classified by year moved into unit on the basis of information reported for the head of the household.

Present and previous units of recent movers. (Part D)—The "present" unit is the unit occupied by the recent mover at the time of the interview. The "previous" unit is the unit from which he moved. If the household moved more than once during the 12 months prior to the date of the interview, the "previous" unit is the one from which the household last moved.

Same or different head. (Part D)—Characteristics of the present and previous units occupied by recent movers are largely restricted to households that were essentially the same in the two units. The definitions of the characteristics for the previous unit are generally the same as those for the present unit.

A household for which the head in the present unit is the same person as the head in the previous unit (identified in the tables as "same head") is considered essentially the same even though there may have been some changes in the composition of the household. Conversely, a household in which there was no change except for a new household head was considered a household with "different head."

Main reason for move into present unit. (Parts D, E)—The statistics presented are restricted to units occupied by recent movers in which the present head of household was also the head at the previous unit he occupied. The classification categories refer to the principal reason the head of the household moved into his present unit. The category "job related reasons" refers to reasons such as job transfer, new job, retirement, and commuting reasons. The category "family status" refers to reasons such as newly married, family increased in size, and moved to be closer to relatives. The category "housing needs" refers to reasons such as wanted to own his own residence, wanted a less expensive house, and didn't like his old neighborhood. The category "other reasons" includes reasons for moving which do not fall into any of the above classifications.

Owner or manager on property. (Parts B, C, E)—These statistics are based on the number of housing units in structures of two or more units with the owner or the resident manager or superintendent living on the property. The category "with owner on property" refers to the owner and not his agent, resident manager, or

superintendent. "With resident manager or superintendent on property" refers to a resident manager, superintendent, janitor, or other representative of the owner.

Vacant housing units. (Parts A, B, F)—A housing unit is vacant if no one is living in it at the time of the interview, unless its occupants are only temporarily absent. In addition, a vacant unit may be one which is occupied entirely by persons who have a usual residence elsewhere.

New units not yet occupied are classified as vacant housing units if construction has reached a point where all exterior windows and doors are installed and final usable floors are in place. Vacant units are excluded if unfit for human habitation; that is, if the roof, walls, windows, or doors no longer protect the interior from the elements, or if there is positive evidence (such as a sign on the house or in the block) that the unit is to be demolished or is condemned. Also excluded are quarters being used entirely for nonresidential purposes, such as a store or an office, or quarters used for the storage of business supplies or inventory, machinery, or agricultural products.

The concepts and definitions of vacant housing units used in this report are the same as those used in the 1970 Census of Housing reports.

Vacancy status. (Parts A, B, E)—Vacant housing units are classified as either "seasonal and migratory" or "year-round." "Seasonal" units are intended for occupancy during only certain seasons of the year. Included are units intended for recreational use, such as beach cottages and hunting cabins, and vacant units held for herders and loggers. "Migratory" units are vacant units held for occupancy by migratory labor employed in farm work during the crop season.

"Year-round" vacant housing units are available or intended for occupancy at any time of the year. A unit in a resort area which is usually occupied on a year-round basis is considered year-round. A unit used only occasionally throughout the year is also considered year-round.

"Year-round" vacant units are subdivided as follows:

For sale only.—Vacant year-round units "for sale only" also include vacant units in a cooperative or condominium project if the individual units are offered for sale only.

For rent.—Vacant year-round units "for rent" also include vacant units offered either for rent or for sale.

Rented or sold, not occupied.—If any money rent has been paid or agreed upon but the new renter has not moved in as of the date of the interview, or if the unit has recently been sold but the new owner has not yet moved in, the year-round vacant unit is classified as "rented or sold, not occupied."

Held for occasional use.—This category consists of vacant year-round units which are held for weekend or other occasional use throughout the year. The intent of this question was to identify homes reserved by their owners as second homes. Because of the difficulty of distinguishing between this category and seasonal vacancies, it is possible that some "second homes" are classified as "seasonal" and vice versa.

Temporarily occupied by persons with usual residence elsewhere (URE).—If all the persons in a housing unit usually live elsewhere, that unit is classified as vacant provided the usual place of residence is held for the household and is not offered for rent or for sale. For example, a beach cottage occupied at the time of the interview by a family which has a usual place of residence in the city is included in the count of vacant units. If their house in the city were in the survey sample, the house would be reported "occupied" and would be included in the count of occupied units since the occupants are only temporarily absent.

Held for other reasons, or other vacant.—If a vacant year-round unit does not fall into any of the classifications specified above, it is classified as "held for other reasons." For example, this category includes units held for settlement of an estate, units held for occupancy by a caretaker or janitor, and units held for personal reasons of the owner. In parts A and E of this series, the "other vacant" category includes all units temporarily occupied by persons with usual residence elsewhere and units held for other reasons.

Characteristics of vacant housing are limited to year-round vacant units. Vacant units intended for seasonal occupancy and vacant units held for migratory labor are excluded because it is difficult to obtain reliable information for them. However, counts of seasonal units are given in parts A and E of this series.

The 1974, 1975, and 1976 counts for "seasonal and migratory," "Year-round, rented or sold not occupied," "Year-round, held for occasional use," and "Year-round, other vacant" may not be comparable to the corresponding counts shown in the 1973 reports, because a more detailed estimation procedure was used in the 1974, 1975, and 1976 tabulations. For 1974, 1975, and 1976, the estimation procedure adjusted the survey counts of "vacant year-round" and "vacant—seasonal and migratory" units separately to independent current estimates. (See section on "Estimation" in Appendix B—Source and Reliability of the Estimates.) In 1973, vacant—seasonal and migratory units were combined with several categories of year-round vacancies (rented or sold, not occupied; held for occasional use; and other vacant) and were adjusted for the combined total of the independent estimates for these categories. Thus, the 1974, 1975, and 1976 data for vacant units adhere more closely to the independent estimates than the 1973 data.

Homeowner vacancy rate. (Parts A, E)—The 1976 homeowner vacancy rate is the number of year-round vacant units for sale as a percent of the total homeowner inventory; i.e., all owner-occupied units and year-round vacant units for sale or sold, not occupied. The homeowner vacancy rate for 1970 excludes vacant units sold but not occupied.

Rental vacancy rate. (Parts A, E)—The 1976 rental vacancy rate is the number of year-round vacant units for rent as a percent of the total rental inventory; i.e., all renter-occupied units and all year-round vacant units for rent or rented, not occupied. The rental vacancy rate for 1970 excludes vacant units rented but not occupied.

Duration of vacancy. (Parts B, E)—The statistics on duration of vacancy refer to the length of time (in months) from the date the last occupants moved from the unit to the date of the interview. The data, therefore, do not provide a direct measure of the total length of time units remain vacant. For newly constructed units which have never been occupied, the duration of vacancy is counted from the date construction was completed. For recently converted or merged units, the time is reported from the date conversion or merger was completed. Units occupied entirely by persons with usual place of residence elsewhere are excluded from the data.

Utilization Characteristics

Persons. (Parts A, B, C, D, E, F)—All persons occupying the housing unit are counted. These persons include not only occupants related to the head of the household but also any lodgers, roomers, boarders, partners, wards, foster children, and resident employees who share the living quarters of the household head. The data on "persons" show categories of the number of one-person through seven-or-more-person households by the number of housing units.

A person is counted at his usual place of residence. This refers to the place where the person lives and sleeps most of the time. This place is not necessarily the same as his legal residence, voting residence, or domicile.

Rooms. (Parts A, B, C, D, E, F)—The statistics on "rooms" are for the number of housing units with specified number of rooms. Rooms counted include whole rooms used for living purposes, such as living rooms, dining rooms, bedrooms, kitchens, finished attic or basement rooms, recreation rooms, permanently enclosed porches that are suitable for year-round use, and lodger's rooms. Also included are rooms used for offices by a person living in the unit.

A partially divided room, such as a dinette next to a kitchen or living room, is a separate room only if there is a partition from floor to ceiling, but not if the partition consists only of shelves or cabinets.

Not included in the count of rooms are bathrooms, halls, foyers or vestibules, balconies, closets, alcoves, pantries, strip or pullman kitchens, laundry or furnace rooms, unfinished attics or basements, other unfinished space used for storage, open porches, trailers used only as bedrooms, and offices used only by persons not living in the unit.

If a room is used by occupants of more than one unit, the room is included with the unit from which it is most easily reached.

Persons per room. (Parts A, C, D, E)—"Persons per room" is computed for each occupied unit by dividing the number of persons in the unit by the number of rooms in the unit. The figures shown refer, therefore, to the number of housing units having the specified ratio of persons per room.

Bedrooms. (Parts A, B, C, D, E, F)—The number of bedrooms in the unit is the count of rooms used mainly for sleeping, even if also used for other purposes. Rooms reserved for sleeping such as guest rooms, even though used infrequently, are counted as bedrooms. On the other hand, rooms used mainly for other purposes, even though used also for sleeping, such as a living room with a hideaway bed, are not considered bedrooms. A housing unit consisting of only one room, such as a one-room efficiency apartment, is classified by definition as having no bedroom.

Data on bedrooms lacking privacy are shown for housing units with two or more bedrooms. Units have bedrooms lacking privacy when it is necessary to pass through a bedroom to get to another room, such as a den, and/or to get to the bathroom. The bathroom access criterion is applied only to units with one complete bathroom or one bathroom plus half bath in which the half bath lacks a flush toilet.

In addition, statistics are shown in parts B, E, and F for households with bedrooms used by three or more persons of all ages, but are shown separately for such households when one or more of these persons is 13 years of age or older.

Structural Characteristics

Complete kitchen facilities. (Parts A, B, C, E, F)—A unit has complete kitchen facilities when it has all three of the following for the exclusive use of the occupants of the unit: (1) An installed sink with piped water, (2) a range or cookstove, and (3) a mechanical refrigerator. All kitchen facilities must be located in the structure. They need not be in the same room. Quarters with only portable cooking equipment are not considered as having a range or cookstove. An icebox is not included as a mechanical refrigerator.

The kitchen facilities are for the exclusive use of the occupants when they are used only by the occupants of one housing unit, including lodgers or other unrelated persons living in the unit. When a structure consists of only one housing unit, all equipment located inside the structure is classified, by definition, for exclusive use.

For vacant units from which one or all of the kitchen facilities had been removed, the kitchen facilities used by the last occupant were to be reported.

Condition of kitchen facilities. (Parts B, E, F)—Units with complete kitchen facilities were classified as to whether all the kitchen facilities were in usable condition. If one or more of the kitchen facilities (sink, range or cookstove, and refrigerator) could not be used for its intended purpose, the unit was classified as having "1 or more not usable." Kitchen facilities that normally function properly, but which were temporarily out of use (two weeks or less) because of a breakdown, were classified as usable.

Basement. (Parts A, B, C, D, E, F)—Statistics on basements are based on the number of housing units located in structures built with a basement. A structure has a basement if there is enclosed space in which persons can walk upright under all or part of the building.

In parts B, E, and F of this series, basements in structures with occupied units are further classified by signs of water leakage. The category, "with signs of water leakage," consists of units in which the basement shows signs of water having leaked in from the outside, even if the signs only appear when it rains or during other similar situations. "No signs of water leakage" means that the basement shows no signs of water leakage, or that the signs of water leakage are caused by a problem inside the structure such as faulty plumbing. If the basement shows signs of water having leaked in from the outside but the problem causing the leakage has been corrected, the unit was classified as having no signs of water leakage.

The 1976 data on basements are for "all year-round housing units"; the 1970 data on basements are restricted to "all occupied housing units."

Year structure built. (Parts A, B, C, D, E)—"Year structure built" refers to when the building was first constructed, not when it was remodeled, added to, or converted. The figures refer to the number of units in structures built during the specified periods and in existence at the time of the interview. For mobile homes and trailers, the manufacturer's model year was assumed to be the year built.

Units in structure. (Parts A, B, C, D, E, F)—In determining the number of units in a structure, all housing units, both occupied and vacant, were counted. The statistics are presented for the number of housing units in structures of specified type and size, not by the number of residential structures.

A structure is a separate building that either has open space on all sides or is separated from other structures by dividing walls that extend from ground to roof. Structures containing only one housing unit are further classified as detached or attached (see parts A and E).

A one-family house is detached if it has open space on all four sides even though it has an adjoining shed or garage. A one-family house is attached if it has one or more walls extending from ground to roof which divide it from other adjoining structures, such as in row houses, townhouses, etc.

Mobile homes and trailers are shown as a separate category (see parts A, C, D, and E). When one or more rooms have been added to a mobile home or trailer it is classified as a one-family house. If, however, only a porch or shed has been added, it is still counted as a mobile home or trailer.

Elevator in structure. (Parts A, B, C, E)—Statistics on elevator in structure are for the number of housing units in structures with four floors or more which have a passenger elevator. Units are in a "walk-up" structure of four floors or more if the structure has no passenger elevator or if the only elevator service is for freight.

Stories between main and apartment entrances. (Parts B, F)—This item is restricted to two or more unit structures and is concerned with the number of floors from the main entrance of the apartment building to the main entrance of the apartment. The number of stories is determined from ground level if there is no main building entrance and the apartment has its own private entrance, either from the ground level of the building or from an area that is *not located inside* the building; or if there is a main building entrance, but the entrance to the apartment cannot be reached by using the main building entrance.

Storm windows, storm doors, and attic or roof insulation. (Parts A, E)—The purpose of these three items is to determine if a housing unit has some form of insulation which helps to reduce heat loss during the winter and heat gain during the summer. The statistics are shown only for occupied, one-family homes and occupied, mobile homes and trailers.

Storm windows or other protective window covering.—This category refers to protective window covering, such as storm windows, double-glazed glass, closeable shutters, or plastic. Housing units with "Some windows covered" have protective coverings over some, but not all windows.

Storm doors.—This category refers to additional doors hung in exterior doorways. Doors on attached garages are not included. Housing units with "Some doors covered" have storm doors on some, but not all, exterior door openings.

Attic or roof insulation.—This category includes roll or blanket insulation encased in a paper covering, fiberglass batting, and loose insulation which is poured or blown between the attic floor joists.

Mobile homes anchored with tie downs or other means. (Parts A, E)—An anchored mobile home or trailer is one that is secured to the ground through the use of tie downs, bolts, etc. The main purpose in anchoring a mobile home or trailer is to protect the unit from wind movement or destruction.

In group of 6 or more mobile homes. (Parts A, E)—Mobile homes and trailers that are gathered close together are considered to be in a "group." This may be a large mobile home park containing many units or it may be a small number grouped together on a single site or adjacent sites.

Roof. (Parts B, E, F)—Units "with signs of water leakage" are those in which the roof shows signs of water having leaked in from the outside or where the roof leaks when it rains. "No signs of water leakage" means that the roof shows no signs of water having leaked in from the outside, or that the roof shows signs of water leakage but the problem causing the leakage has been corrected. If the signs of water leakage are caused by a problem inside the structure such as faulty plumbing, the unit was classified as having no signs of water leakage.

Interior ceilings and walls. (Parts B, E, F)—Statistics are presented on whether or not there are open cracks or holes and broken plaster or peeling paint on the interior ceilings or walls of a housing unit. Included are cracks or holes that do not go all the way through to the next room or to the outdoors. "Hairline cracks" or cracks that appear in the walls or ceilings but are not large enough for a fingernail file to be inserted in, and very small holes

caused by nails or other similar objects are not considered to be open cracks or holes.

Broken plaster or peeling paint must be on the inside walls or ceilings, and at least one area of the broken plaster or peeling paint must be approximately one square foot or larger.

Interior floors. (Parts B, E, F)—Data are shown on whether there are holes in the interior floors of a housing unit. The holes do not have to go through the floor. Excluded are very small holes caused by nails or other similar objects.

Selected structural deficiencies and wish to move. (Parts B, E, F)—The category "household would like to move" consists of housing units in which the respondent considers one or more of the following structural deficiencies so objectionable that he would like to move from his unit: (1) A basement with signs of water leakage, (2) roof leakage, (3) open cracks or holes in the interior walls or ceiling, (4) holes in the floor, and (5) broken plaster or peeling paint on the ceiling or inside walls.

Overall opinion of structure. (Parts B, E, F)—The data presented are based on the respondent's overall opinion of his house or building as a place to live. The respondent was asked to rate the structure as excellent, good, fair, or poor.

Common stairways. (Parts B, E, F)—The statistics on common stairways are presented for housing units in structures of two or more units with common stairways. The figures for "loose steps" and "loose railings" reflect the physical condition of the stairway; i.e., whether there are loose, broken, or missing steps or stair railings. Common stairways are stairways which are usually used by the occupants of more than one unit or by the general public. They may be either inside the structure or attached to the outside of the building.

Light fixtures in public halls. (Parts B, E, F)—The statistics on light fixtures in public halls are presented for housing units in structures of two or more units with public halls which have light fixtures, and whether the light fixtures are in working order. Light fixtures include wall lights, ceiling lights, or table lamps in the public halls of the building. Public halls are used by the occupants of more than one unit or by the general public.

Electric wiring. (Parts B, E, F)—A housing unit is classified as having exposed electric wiring if the unit has any wiring that is not enclosed, either in the walls or in metal coverings, or if the wiring is outside the walls but enclosed in some material other than metal. Extension cords and other types of wiring that extend from a wall outlet to an appliance or lamp are not considered as exposed wiring.

Electric wall outlets. (Parts B, E, F)—A housing unit is classified as having electric wall outlets in each room if there is at least one working electric wall outlet or wall plug in each room of the unit. A working electric wall outlet or wall plug is one that is in operating condition; i.e., can be used when needed. If a room does not have an electric wall outlet, an extension cord used in place of a wall outlet is not considered to be an electric wall outlet.

Electric fuse blowouts. (Parts B, E, F)—These statistics are for occupied housing units which have had an electric circuit fuse blown or breaker switch tripped during the three months prior to the interview. The data are restricted to households whose head has been at his present address for at least 90 days prior to the date of the interview. A blown fuse or tripped breaker switch results in the temporary loss of electricity until the fuse is replaced or the breaker switch reset. Blown fuses inside certain appliances or equipment (such as some large air conditioners) are counted as "fuse or switch blowouts."

Parking facilities. (Parts D, E)—The statistics on parking facilities presented in this report are restricted to renter-occupied units for which cash rent is paid and exclude one-family homes on 10 acres or more. The data refer to off-street parking facilities which are available in connection with the building. The facilities are provided by the landlord or management and must be available without an additional cost to the renter. The parking facility may be a garage, carport, driveway, or open lot where the occupant may park his car off the street.

Plumbing Characteristics

Plumbing facilities. (Parts A, B, C, D, E, F)—The category "with all plumbing facilities" consists of units which have hot and cold piped water inside the structure as well as a flush toilet and a bathtub or shower inside the structure for the exclusive use of the occupants of the unit. All plumbing facilities must be located in the structure but they need not be in the same room. "Lacking some or all plumbing facilities" means that the unit does not have all three specified plumbing facilities (hot and cold piped water, flush toilet, and bathtub or shower) inside the structure, or that the toilet or bathing facilities are also for the use of the occupants of other housing units.

Complete bathrooms. (Parts A, B, C, D, E, F)—A housing unit is classified as having a complete bathroom if it has a room with a flush toilet and bathtub or shower and a washbasin, as well as piped hot water in the structure for the exclusive use of the occupants of the unit. A half bathroom has either a flush toilet or a bathtub or shower for exclusive use, but does not have all the facilities for a complete bathroom.

The category "also used by another household" consists of units with bathroom facilities which are also for the use of the occupants of other housing units.

The category "none" consists of units with no bathroom facilities, units with only a half bathroom, and units with all bathroom facilities but not in one room.

Source of water or water supply. (Parts A, C, E)—"A public system or private company" refers to a common source supplying running water to six or more housing units. The water may be supplied by a city, county, water district, or private water company, or it may be obtained from a well which supplies six or more housing units. If a well provides water for five or fewer housing units, it is classified as an "individual well." Indi-

vidual wells are further classified by whether they were originally "drilled" or "dug." Water sources such as springs, creeks, rivers, cisterns, ponds, or lakes are included in the "other" category.

Breakdowns or failures in the water supply were asked when the unit had piped water inside the structure. The water may be available from sources such as a sink, washbasin, bathtub, or shower. A unit is classified as having no piped water inside structure if the unit has no piped water or if the only piped water available is outside the structure—for example, on an open porch or in another building. Data on breakdowns or failures of water supply are shown if the housing unit was occupied by the head of the household at least 90 days prior to the interview and if the breakdown or failure lasted 6 consecutive hours or longer during the 90 days prior to the interview. Breakdowns or failures in the water supply mean that the unit was completely without running water from its regular source. A unit was considered to be completely without running water if (1) the water system serving the unit supplied no water at all, or (2) no water was available in the unit due to a breakdown or failure in the water supply inside the structure, or (3) the equipment and facilities (i.e., faucets in the kitchen and the bathroom sinks, faucet and shower in the bathtub, flush toilet, etc.) were all inoperable. If the faucet in the kitchen was broken, but the one in the bathtub was working, the unit was not classified as being completely without water.

Units with a breakdown or failure in the water supply are also classified according to the number of breakdowns or failures and to the most common source of the problem. "Problems inside the building" refer to such problems as broken pipes in the unit (or building) or turning the water off in the unit (or building) for maintenance and repairs. "Problems outside the building" refer to such problems as power failures, breaks in the main water line, or shutdowns by the water company for maintenance and repairs.

Availability of piped water. (Part E)—Units with no piped water in the building are classified by whether piped water is available within a quarter of a mile.

Sewage disposal. (Parts A, B, C, D, E, F)—A "public sewer" is connected to a city, county, sanitary district, neighborhood, or subdivision sewer system. It may be operated by a governmental body or private organization. A "septic tank or cesspool" is an underground tank or pit used for disposal of sewage. Small sewage treatment plants which in some localities are called neighborhood septic tanks are classified as public sewers. A chemical toilet uses chemicals to break down or dissolve sewage, a privy refers to an "outhouse" or other small shelter outside the unit which contains a toilet. Units for which sewage is disposed of in some other way are included in the "other" category.

The data on breakdowns or failures in the means of sewage disposal are limited to units in which the means of sewage disposal was a public sewer, septic tank, or cesspool. The breakdown or failure may have been the result of an overloaded sewage disposal system, lack of running water, a broken or cracked tank, etc. Data on breakdowns are shown if the housing unit was occupied by the head of the household at least 90 days prior to the interview and if the breakdown or failure lasted 6 consecutive hours or longer during the 90 days prior to the interview.

Flush toilet. (Parts B, C, E, F)—The statistics on breakdowns or failures of flush toilet are limited to units that had all plumbing facilities with only one flush toilet; that is, one complete bathroom or one complete bathroom plus a half bath without flush toilet. The flush toilet may be completely unusable because of broken pipes, stopped up soil pipe, lack of water supplied to the flush toilet, or some other reason.

Units with breakdown or failure in flush toilet are classified by the number of breakdowns or failures and to the most common source of the problem. "Problems inside the building" refer to such breakdowns or failures as broken pipes in the unit (or building), a cracked or broken bowl, or faulty flushing mechanism. "Problems outside the building" refer to such breakdowns or failures as breaks in the main water or sewer line or shutdowns by the water company for maintenance or repairs.

Data on breakdowns or failures of flush toilet are shown if the housing unit was occupied by the head of household at least 90 days prior to the interview, and if the breakdown or failure lasted 6 consecutive hours or more during the 90 days prior to the interview.

Equipment and Fuels

Telephone available. (Parts A, E)—A unit is classified as having a telephone if there is a telephone available for receiving calls to the occupants of the unit. The telephone may be located outside or inside the housing unit, and one telephone may serve the occupants of several units. The number of housing units with a telephone available, therefore, does not indicate the number of telephones installed in homes.

Heating equipment. (Parts A, B, C, E, F)—"Warm-air furnace" refers to a central system which provides warm air through ducts leading to various rooms. A "heat pump" refers to an electric heating-cooling system which utilizes indoor and outdoor coils, a compressor, and a refrigerant to pump hot air in during the winter and cooled air in during the summer. Only heat pumps that are centrally installed with ducts to the rooms are included in this category. "Steam or hot water" refers to a central heating system in which heat from steam or hot water is delivered through radiators or other outlets. "Built-in electric units" are permanently installed in floors, walls, ceilings, or baseboards. A "floor, wall, or pipeless furnace" delivers warm air to the room right above the furnace or to the room(s) on one or both sides of the wall in which the furnace is installed.

"Room heaters with flue" include circulating heaters, convectors, radiant gas heaters, and other nonportable heaters that burn gas, oil, kerosene, or other liquid fuels, and which are connected to a flue, vent, or chimney to remove smoke and fumes. "Room heaters without flue" include any room heater (not portable) that burns gas, oil, or kerosene which is not connected to a flue, vent, or chimney. "Fireplaces, stoves, or portable heaters" include room heaters that burn coal, coke, charcoal, wood or other solids. It also includes portable room heaters that burn kerosene, gasoline, fuel oil, or other liquid fuel; as well as portable electric heaters that get current from an electrical wall outlet.

For vacant units from which the heating equipment had been removed, the equipment used by the last occupants was to be reported.

For breakdowns or failures of heating equipment, data are shown for units occupied by the household head during the winter prior to the interview if the equipment was unusable for 6 consecutive hours or longer during that time. To qualify as having lived here "last winter," the household head must have moved into the unit prior to February 1976.

Heating equipment is considered unusable if it cannot be used for the purposes intended; the breakdown or failure may be caused by broken pipes, electrical or gas parts out of order, or downed power lines.

Insufficient heat. (Parts B, E, F)—The statistics presented refer to housing units in which the household head occupied the unit during the winter prior to the date of the interview. To qualify as having lived here "last winter," the household head must have moved into the unit prior to February 1976.

Separate data are shown for units with additional heat source, rooms which lacked specified heat source, and units with closed rooms. The term "specified heating equipment" includes warm-air furnace; steam or hot water system; built-in electric units; floor, wall, or pipeless furnace; and room heaters with flue. Excluded are room heaters without flue or vent, fireplaces, stoves, and portable heaters.

The data on additional heat source refer to units with "specified heating equipment" which *had* to use additional sources of heat to supplement the regular heating system because the regular system did not provide enough heat. Additional sources of heat such as kitchen stoves, fireplaces, or portable heaters, may have been used only in the mornings or on very cold evenings. Electric blankets, heating pads, or hot water bottles are not considered additional sources of heat.

"Rooms lacking specified heat source" include rooms lacking hot air ducts, registers, radiators, and room heaters. The intent of this item was to identify rooms in units with "specified heating equipment" which did not contain the means of conveying the heat to the room. The kitchen was not considered to be a room for this item.

Separate data are also shown for rooms which were closed because they could not be kept warm. The rooms must have been closed for 7 consecutive days or longer during the previous winter, and the unit must have "specified heating equipment." For this item, also, the kitchen was not considered a room.

Air conditioning. (Parts A, B, C, D, E)—Air conditioning is defined as the cooling of air by a refrigeration unit; excluded are evaporative coolers, fans, or blowers which are not connected to a refrigeration unit. A room unit is an individual air conditioner which is installed in a window or an outside wall and is generally intended to cool one room, although it may sometimes be used to cool more than one room. A central system is a central installation which air-conditions the entire housing unit. In an apartment building, a central system may cool all apartments in the building, each apartment may have its own central system, or there may be several systems, each providing central air conditioning for a group of apartments. A central installation with individual room controls is a central air-conditioning system.

Automobiles and trucks available. (Parts A, C, D, E)—Statistics on "automobiles available" represent the number of passenger automobiles, including station wagons and vans, which are owned or regularly used by any member of the household and which are ordinarily kept at home. The figures include leased automobiles, taxicabs, and company-owned automobiles kept at home. Police cars, pickups, or larger trucks were not to be counted. In the 1973 Annual Housing Survey, taxicabs kept at home were not included in the count of "automobiles available."

The data on "trucks available" represent the number of pickups and small panel trucks of one-ton capacity or less which are owned or regularly used by any member of the household and which are ordinarily kept at home. Trucks used for business purposes were included only if also used for personal activities of household members.

The statistics do not reflect the number of privately owned automobiles or trucks or the number of households owning such vehicles.

Fuels used for house heating and cooking. (Parts A, C, E)—"Utility gas" is gas that is piped through underground pipes from a central system and serves the neighborhood. "Bottled, tank, or LP gas" is stored in tanks which are refilled or exchanged when empty. "Fuel oil, kerosene, etc." includes fuel oil, kerosene, gasoline, alcohol, and other combustible liquids. "Other fuel" includes any other fuel such as briquettes made of pitch and sawdust, coal dust, corncobs, or purchased steam.

Owned second home. (Parts A, C, E)—A second home may be a single-family house, vacation cottage, hunting cabin, ski lodge, etc., which is owned and held for use sometime during the year by the owner or members of his household. Second homes may also be owned in partnership or on a shared basis with members of a different household. The figures include second homes which are sometimes rented or leased on a short-term basis to other persons but are principally held for the owner's occasional use during the year.

The statistics refer to the number of households that own (one or more) second homes. The data, therefore, do not reflect the number of owned second homes. (See also discussion of vacant units "Held for occasional use" in section on "Occupancy and Vacancy Characteristics.")

Services and Neighborhood Conditions

Garbage collection service. (Parts A, B, D, E, F)—A housing unit is classified as

having garbage collection service if either a private or public company collects the trash or garbage on a regular basis and carries it to public disposal areas. Units with garbage collection service are classified by the frequency of the service. In some areas where the garbage (food waste) is collected by one company and the trash (paper, cans, etc.) by another, data are obtained only for the garbage collection service.

If the household does not have garbage collection service, the means of garbage disposal is classified as follows:

Incinerator, trash chute, or compactor.—An incinerator is a large unit on the property designed to burn all trash and garbage. Trash chutes and compactors were marked as the means of garbage disposal when the final means of disposal was not known; i.e., if the respondent knew only that he put his garbage down a trash chute or that his garbage goes into a compactor. A compactor is a unit which packs trash and garbage into smaller units for disposal.

Garbage disposal unit.—A garbage disposal unit is connected to the kitchen sink and grinds up the garbage which is disposed of through the sewage system.

Other means.—If the method of disposal does not fall into any of the classifications specified above, it is classified as "other means."

The statistics on garbage and trash collection service presented in part D are restricted to renter-occupied units for which cash rent is paid and exclude one-family homes on 10 acres or more. The data refer to whether or not the cost of garbage and trash collection service is paid by the renter.

Exterminator service. (Parts B, E, F)—The statistics on exterminator service refer to households that have been at their present address for at least three months prior to the date of the interview and who reported that they had seen mice or rats or signs or traces of their presence *inside* the house or building during the last 3 months. Signs of mice and rats or traces of their presence include droppings, holes in the wall, or ripped or torn food containers. "Regular extermination service" refers to periodic visits by a licensed company or individual who uses chemicals and sprays to control or kill pests and rodents. The regular service interval may be once a month, four times a year, or any other such interval. "Irregular extermination service" includes visits by an exterminator who is called only when needed by the household or building manager, or where it is known that a building is serviced but it is not known whether the service is regular or irregular. "No extermination service" includes units in a house or building that has not been serviced during the 12 months prior to the interview and where it is not known if there is any exterminator service.

Neighborhood conditions and neighborhood services. (Parts B, E, F)—The statistics presented are based on the respondent's opinion and attitude toward the neighborhood in which he lives. Thus, the respondent's answer may or may not reflect the "actual" description of the neighborhood. Furthermore, the respondent may not have the same opinion as his neighbor about the neighborhood conditions and/or neighborhood services; for example, the respondent may feel that the street lighting or neighborhood shopping facilities are inadequate while his neighbor may not.

Neighborhood conditions, and neighborhood conditions and wish to move.—Data on neighborhood conditions are based on the respondent's answers to a three-part question concerning specific neighborhood conditions listed below. The respondent was asked (1) if the condition was present in his neighborhood, (2) if the condition bothered him, and (3) if the condition was so objectionable that he "would like to move" from the neighborhood. In parts B, E, and F, data are presented concerning parts 1 and 3 of the aforementioned question. In part F, data are also presented concerning part 2 of the question.

1. Airplane noise.—This category refers to the respondent's opinion concerning noise made by airplanes in landing or taking off or sonic booms from nearby airports or military bases.

2. Street noise.—Street noise refers to noise made by children playing outdoors, noise from a factory or business, or any other sounds that the respondent considers street noise.

3. Heavy traffic.—This category refers to the presence of cars and/or trucks which the respondent classifies as heavy traffic.

4. Streets need repair.—The data are based on the respondent's opinion that the streets, either paved or unpaved, are continually in need of repair or are bordered by open ditches used for water or sewage drainage.

5. Roads impassable.—This category refers to roads that the respondent reported to be neglected by State, county, or city crews during snowstorms, heavy rainstorms, or other such conditions that make a road impassable.

6. Poor street lighting.—Poor street lighting includes areas, in the opinion of the respondent, that have no street lighting, streets with insufficient lighting, and streets where the lighting does not work adequately.

7. Crime.—This category refers to all forms of street and neighborhood crime such as petty theft, assaults against the person, burglary, etc., or any related activities that the respondent judges to be a crime.

8. Litter.—Included are all types of trash, debris, or junk such as paper, cans, or abandoned cars in the street, on empty lots, or on properties on the street which the respondent considers as litter.

9. Abandoned buildings.—Abandoned buildings refer to both single and multiunit buildings which the respondent reported to be abandoned or boarded up. Included in this category are remains of previous buildings.

10. Housing in rundown condition.—This category refers to occupied housing units which, in the respondent's opinion, are in rundown condition.

11. Commercial or industrial.—This category refers to commercial, industrial, or other activities, including both large and small industries as well as businesses and stores, that the respondent considers to be nonresidential.

12. Odors.—This category refers to the respondent's opinion concerning fumes, smoke, or gas coming from cars, trucks, nearby industries, factories, businesses, etc.

The figures shown for the categories under "undesirable conditions" will not add to the total because more than one undesirable neighborhood condition may be reported for the same unit.

Neighborhood services.—The data shown are based on the respondent's opinion of the adequacy of the following neighborhood services:

1. Public transportation.—These data reflect the respondent's opinion of the availability of public transportation such as bus, subway, or taxicab service.

2. Schools.—These statistics reflect the respondent's opinion about the schools in his neighborhood, such as the proximity of the school, population of the student body, etc.

3. Neighborhood shopping.—This category refers to the respondent's opinion regarding stores, such as grocery or drug stores, in this vicinity, and their merchandise, prices, or services.

4. Police protection.—This category refers to the respondent's opinion about the presence, quality, quantity, and response time of services that should be provided by the police.

5. Fire protection.—These data reflect the respondent's opinion regarding the presence and response time of the local fire protection services.

6. Hospitals and health clinics.—This category refers to the quality and proximity of health facilities, etc., serving the local community in the opinion of the respondent.

Neighborhood services and wish to move.—The category "household would like to move" consists of housing units in which the respondent considers one or more of the specified neighborhood services (such as public transportation) so inadequate or unsatisfactory that he would like to move from the neighborhood.

The figures shown for the categories under "household would like to move" will not add to the total because more than one inadequate service may have been reported for the same unit.

Overall opinion of neighborhood.—The data presented are based on the respondent's overall opinion of the neighborhood according to the street conditions and the neighborhood services available (described in preceding paragraphs). The respondent was asked to rate the street or neighborhood as excellent, good, fair, or poor. Data are also shown for wish to move because of undesirable street conditions cross-classified by the respondent's overall opinion of his neighborhood.

Financial Characteristics

Value. (Parts A, C, D, E, F)—Value is the respondent's estimate of how much the property (house and lot) would sell for if it were for sale. The statistics on value are shown only for one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property. Owner-occupied cooperatives, condominiums, mobile homes, and trailers are excluded from the value tabulations.

Value-income ratio. (Parts A, C, E)—The value-income ratio is computed by dividing the value of the housing unit by the total money income of the family or primary individual. The data are presented for the same owner-occupied units for which "value" was tabulated (see "Value" for exclusions). The ratio was computed separately for each unit and was rounded to the nearest tenth. In reporting value, respondents were asked to select an appropriate class interval. The midpoints of the value intervals were used in the computation of the value-income ratio, except that a mean of $2,000 was assigned for values less than $2,500 and a mean of $70,000 was assigned for values of $60,000 or more. For income, the dollar amounts were used. Units occupied by families or primary individuals who reported no income or a net loss comprise the category "not computed."

The 1976 income statistics are for the 12 months prior to the date of the interview. For 1970, the income statistics cover the calendar year 1969.

Sales price asked. (Parts B, E)—For vacant units, the sales price is the amount asked for the property at the time of the interview and may differ from the price at which the property is sold. The statistics on sales price asked are shown only for vacant for sale one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property.

Garage or carport on property. (Parts B, C, D, E)—The garage or carport must be currently available for use by the occupants of the unit; i.e., members of the household can use it for parking even if it is currently used as a storage area for items such as lawn equipment or furniture. It may be attached to the house or it may be completely unattached, but it must be on the property. Excluded are garages or carports that have been converted to other uses such as living quarters, an area used for business purposes, an area rented to someone else, or for some reason cannot be used for parking.

Mortgage or debt status. (Parts A, C, E)—Mortgage status refers to one-family homes and debt status refers to mobile homes and trailers. Units with no mortgage or similar debt outstanding on the property comprise the category "owned free and clear." Also included in this category

are housing units in which the owner has no mortgage but pays a "ground rent"; that is, the occupant owns the unit but leases, rents, or pays a fee for the use of the land.

Mortgage status.—The data are restricted to owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property. The data exclude owner-occupied cooperative and condominium units. A mortgage or similar debt refers to all forms of debt where the property is pledged as security for payment of the debt. It includes such debt instruments as deeds of trust, trust deeds, mortgage bonds, and vendor liens. In the first three arrangements, usually a third party, known as the trustee, holds the title to the property until the debt is paid. In the vendor lien arrangement, the title is kept by the buyer but the seller (vendor) reserves, in his deed to the buyer, a lien on the property to secure payment of the balance of the purchase price. Also included as a mortgage or similar debt are contracts to purchase, land contracts, and lease-purchase agreements where the title to the property remains with the seller until the agreed upon payments have been made by the buyer.

Debt status.—The data are limited to owner-occupied, mobile homes and trailers on less than 10 acres. Units where payments are being made toward the purchase of the mobile home or trailer comprise the category, "Installment loan or contract."

Mortgage insurance. (Parts A, C, D, E)—The data are restricted to owner-occupied units with a mortgage or similar debt. In addition, the units must be one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property. Owner-occupied cooperatives, condominiums, mobile homes, and trailers are excluded from the tabulations on mortgage insurance.

Mortgage insurance is financial protection provided to the lender in case the borrower fails to keep up his required mortgage payments and defaults on his loan. Such insurance protection is offered by both the Government, acting as an insurance agent, and by private mortgage insurance companies. The Federal government agencies that currently insure or guarantee mortgages or similar debts include the Federal Housing Administration (FHA), the Veterans' Administration (VA), and the Farmers Home Administration. Mortgages or loans that are not insured or guaranteed by FHA, VA, or the Farmers Home Administration are referred to as "conventional" mortgages. Mortgage debts insured or guaranteed by State or local government agencies are not included in the category "Insured by FHA, VA, or Farmers Home Administration".

The Federal Housing Administration insures loans on homes. The Veterans' Administration guarantees or insures loans under the Serviceman's Readjustment Act (G.I. Bill). The Farmers Home Administration provides much the same service as FHA, but confines its assistance to rural areas.

Private mortgage insurance companies provide insurance protection to lenders so that borrowers may obtain conventional loans with higher loan-to-value ratios than noninsured loans. Downpayment and monthly payment are often less than for noninsured loans but terms are generally longer and the borrower pays an insurance premium as part of his monthly mortgage payment. The data on private mortgage insurance is not separable from data on other conventional loans and is therefore included in the category "Not insured or insured by private mortgage insurance."

Real estate taxes last year. (Parts A, C, E)—The data are restricted to owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property. The data exclude owner-occupied cooperatives, condominiums, mobile homes, and trailers. "Real estate taxes last year" refers to the total amount of all real estate taxes payable on the entire property during the last billing period. It includes State and local real estate taxes. Not included are payments on delinquent taxes due from prior years or payments for special assessments, facilities, or services. When the real estate taxes are included with the mortgage, a separate amount for the taxes is obtained.

In part C, the mean real estate taxes for last year per $1,000 value of the property (house and lot) are presented. Housing units for which no taxes are paid are excluded from the computation of the mean.

Property insurance. (Parts A, C, E)—This refers to fire and hazard insurance; that is, policies which protect the unit and its contents against loss due to damage by fire, lightning, wind, hail, explosion, etc. Homeowners' policies are also included since this type of insurance has fire and hazard insurance together with other types of homeowner protection such as liability. If the cost of the insurance was included as part of the mortgage payments, a separate amount for the insurance was obtained. The amount of the insurance premium reported was the amount paid for an entire 12-month period even if made in two or more installments. Property insurance is shown only as a component of "Selected monthly housing costs" and "Selected monthly housing costs as percentage of income." (See parts A, C, and E.) The data are presented separately for owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property and for owner-occupied, mobile homes and trailers on less than 10 acres. The data exclude owner-occupied cooperative and condominium units.

Selected monthly housing costs. (Parts A, C, E)—The data are presented separately for owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property and for owner-occupied, mobile homes and trailers on less than 10 acres. The data exclude owner-occupied cooperative and condominium units. Separate distributions are shown for units "with a mortgage" and for units "owned free and clear." Selected monthly housing costs is the sum of payments for mortgage or loan outstanding, real estate taxes (including taxes on mobile home or trailer site if the site is owned), property insurance, utilities (electricity, gas, water, and sewage disposal), fuel (oil, coal, kerosene, wood, etc.), and garbage and trash collection.

Households that had a mortgage or similar debt but failed to report the amount of their payment and/or those households that did not report their real estate taxes were included in the "not reported" category. Likewise, for mobile homes and trailers, households that had an installment loan or contract but failed to report their loan payment and/or their taxes were also included in the "not reported" category.

Selected monthly housing costs as percentage of income. (Parts A, C, E)—The yearly housing costs (selected monthly housing costs multiplied by 12) are expressed as a percentage of the total income of the family or primary individual. This percentage is presented for the same owner-occupied units for which "selected monthly housing costs" were tabulated (for exclusions, see "Selected monthly housing costs"). The percentage was computed separately for each unit and was rounded to the nearest tenth. For income and "selected monthly housing costs" the dollar amounts were used. Units occupied by families or primary individuals who reported no income or a net loss comprise the category "not computed."

Households that did not report the amount of, or did not pay mortgage or similar debt and/or real estate taxes were included in the "not reported" category.

Acquisition of property. (Parts A, C, E)—This item indicates how the current owner acquired the property; i.e., whether by purchase or by means other than purchase. Data are presented for one-family homes which are on less than 10 acres, owned free and clear and without a commercial establishment or medical or dental office on the property.

Placed or assumed a mortgage.—This includes units where the present owner had to place one or more new mortgages in order to obtain the property or assumed an existing mortgage on the property. The intent is to determine whether the property was ever mortgaged by the present occupants even though there was no mortgage at the time of the interview.

Acquired through inheritance or gift.—This includes property acquired as a beneficiary of an estate and property acquired through a gift.

Paid all cash.—In these cases, the owner paid cash for the total cost of the property and no mortgage or other similar debt was involved.

Acquired in other manner.—This category includes acquisitions of properties through foreclosure, delinquent tax sale, corporate reorganization, or trade for another property. Also included are those cases in which the owner acquired the property with borrowed funds (for all or part of the purchase price or cost of construction) and this loan was not secured by the property; i.e., a mortgage, deed of trust, land contract, etc.

Alterations and repairs during the last 12 months. (Parts A, C, E)—The statistics refer to the 12 months prior to the interview and are restricted to owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property.

The data are presented according to whether the alterations and repairs cost less than $100 or $100 or more. The total cost of the labor and materials was to be reported. However, if the labor was performed by the occupants or provided without charge, only the cost of the materials was obtained. The cost pertains to a single job; for example, if several jobs were done, each costing less than $100 but the sum total was over $100, it was reported as costing less than $100 since none of the jobs by themselves cost $100 or more.

Additions.—Additions refer to floor space built onto, above, or below an existing unit in order to increase the enclosed space within the house, such as a bedroom or basement added onto a house. It may also be construction of other buildings on the property. The building, such as a garage, may not necessarily be attached.

Alterations.—These are permanent changes made either to the inside or outside of a structure including the surrounding grounds. Alterations inside the structure include any type of remodeling resulting in permanent modification of space; for example, construction of a breakfast nook in a kitchen. It may involve completely remodeling a room, such as a kitchen or bathroom, or a structural change, such as separation of living and dining areas by a permanent room divider. It may also include attached equipment installed in the house for the first time; i.e., built-in dishwasher. Alterations outside the structure consist of installing walks, driveways, fences, storm windows or doors, planting trees or shrubbery, or swimming pools built into the ground.

Replacements.—This refers to the *complete* substitution of a new piece of fixed equipment, surfacing, or fixed appliances for an old item that was previously there; for example, a new gas furnace or central air-conditioning system for one that no longer functioned properly. Excluded are appliances such as clothes washers, refrigerators, or window air-conditioners.

Repairs.—This refers to jobs necessary for maintenance and preventive care of the structure, property, or fixed equipment; for example, painting, papering, floor sanding, mending water pipes, and replacing parts of large equipment such as a furnace valve.

Plans for improvements during the next 12 months. (Parts A, C, E)—This item is restricted to owner-occupied, one-family homes on less than 10 acres without a commercial establishment or medical or dental office on the property. This item refers to the respondent's plans, if any, to make improvements on his property (additions, alterations, replacements, or repairs) during the 12-month period following the interview and whether the labor and/or materials for any one job would cost more or less than $100.

Purchase price of mobile home. (Parts A, E)--This item refers to owner-occupied, mobile homes and trailers on less than 10 acres. The purchase price is the total cost of the mobile home or trailer at the time of purchase including the down payment but excluding site costs or closing costs. The "not purchased" category refers to mobile homes and trailers that were not purchased by any occupant of the unit; for example, if the unit was acquired as a gift.

Year mobile home acquired. (Parts A, E)—This item pertains to owner-occupied, mobile homes and trailers on less than 10 acres. "Year acquired" is the calendar year that the current owner took possession of the mobile home or trailer, not the year the mobile home or trailer was manufactured. "Acquired" includes purchase as well as other forms of taking possession such as inheritance, gift, trade, and foreclosure.

Mobile home acquired new. (Parts A, E)—The data pertain to owner-occupied, mobile homes and trailers on less than 10 acres. "Acquired new" means that no other person or family lived in the mobile home or used it for a business, etc., before the present owner acquired it.

Contract rent. (Parts A, E)—Contract rent is the monthly rent agreed to, or contracted for, even if the furnishings, utilities, or services are included. The statistics on rent exclude one-family homes and mobile homes and trailers on 10 acres or more. Renter units occupied without payment of cash rent are shown separately as "no cash rent" in the rent tabulations.

Gross rent. (Parts, A, C, D, E, F)—The computed rent termed "gross rent" is the contract rent plus the estimated average monthly cost of utilities (electricity, gas, water) and fuels (oil, coal, kerosene, wood, etc.) if these items are paid for by the renter (or paid for him by someone else, such as a relative, welfare agency, or friend) in addition to rent. Contract rent is the monthly rent agreed to, or contracted for, regardless of any furnishings, utilities, or services that may be included. Thus, gross rent is intended to eliminate differentials which result from varying practices with respect to the inclusion of utilities and fuel as part of the rental payment. The estimated costs of water and fuels are reported on a yearly basis but they are converted to monthly figures in the computation process.

The statistics on rent exclude one-family houses on 10 acres or more. Renter units occupied without payment of cash rent are shown separately as "no cash rent" in the rent tabulations.

Gross rent in nonsubsidized housing. (Parts A, E)—The gross rent for nonsubsidized housing units excludes units reported in public housing projects, units with Federal, State, or local government rent subsidies, as well as one-family homes on 10 acres or more. Data on nonsubsidized units in this report are not based on government or local records; the figures are, therefore, subject to the ability of a respondent to properly classify his unit as subsidized or nonsubsidized housing.

Gross rent as percentage of income. (Parts A, C, E)—The yearly gross rent (monthly gross rent multiplied by 12) is expressed as a percentage of the total income of the family or primary individual. The percentage is presented for the same renter-occupied units for which gross rent was tabulated; thus, the statistics on gross rent as percentage of income reflect the exclusion of certain renter-occupied units. The percentage was computed separately for each unit and was rounded to the nearest whole number. For gross rent and income, the dollar amounts were used in the computation. Units for which no cash rent was paid and units occupied by families or primary individuals who reported no income or a net loss comprise the category "not computed."

The 1976 income statistics are for the 12 months prior to the date of the interview. For 1970, the income statistics cover the calendar year 1969.

Gross rent in nonsubsidized housing as percentage of income. (Parts A, E)—This item was computed in the same manner as "gross rent as percentage of income" except that rents and incomes for public and subsidized housing units were excluded. Data on nonsubsidized units in this report are not based on government or local records; they are, therefore, subject to the ability of a respondent to properly classify his unit as subsidized or nonsubsidized housing.

Inclusion in rent (parking facilities, garbage and trash collection, and furniture). (Part C)—Counts are shown separately for units in which parking facilities, garbage and trash collection, and furniture are included in the rent. The data are restricted to renter-occupied units for which cash rent is paid and exclude one-family homes on 10 acres or more.

Parking facilities.—The statistics refer to off-street parking facilities which are available in connection with the building. The facilities are provided by the landlord or management and must be available without additional cost to the renter. The parking facility may be a garage, carport, driveway, or open lot where the occupant may park his car off the street.

Garbage and trash collection.—Included are units which have garbage and trash collection service available in connection with the building. The service may be public or private and must be available without additional cost to the renter. If the garbage (food waste) is collected by one company and the trash (paper, cans, etc.) by another, the data refer to the garbage collection service. In tables 3, 6, and 9, separate counts are also shown for renter-occupied units reporting additional amounts paid for garbage and trash collection service.

Furniture.—The statistics refer to furnished apartments or houses in which the management supplied major pieces of furniture such as a bed, sofa, chest of drawers, and table and chairs for the use of the occupant. Refrigerator, cooking range or stove, lamps, and rugs are not considered furniture. Units in which the occupants rent furniture from some source other than the management are not classified as furnished units.

Rent asked. (Parts B, E)—For vacant units, the rent is the amount asked for the unit at the time of the interview and may differ from the rent contracted for when the unit was occupied. The data are for vacant, year-round units for rent, excluding one-family homes on 10 acres or more. The median rent asked is shown separately for units in which the rent includes payment for utilities (electricity, gas, and water) and fuels (oil, coal, kerosene, wood, etc.). Median rent asked is also shown for units in which the rent includes payment for utilities and fuels, as well as garbage and trash collection service.

Public, private, or subsidized housing. (Parts B, C, D, E)—A housing unit is classified as being in a "public housing project" if the structure in which the unit is located is owned by a local housing authority or other public agency, such as a housing and redevelopment authority or a housing development agency, and operated as public housing. These organizations may receive subsidies from the Federal or State government but the local agency owns the property. All other housing units are classified as "private housing."

Private housing units are further classified by whether the unit is subsidized; that is, the respondent pays a lower rent because a Federal, State, or local government program pays part of the cost of construction, building mortgage, or operating expenses. These programs include (1) the interest subsidy programs of the Department of Housing and Urban Development (HUD) for rental and cooperative housing for moderate-income families, (2) the rent supplement program where part of the rent for low-income families occupying certain types of rental housing projects is paid by HUD, and (3) the direct loan program of HUD for housing the elderly.

The statistics on public or subsidized housing exclude one-family homes on 10 acres or more and renter units occupied without payment of cash rent. In addition, the data are not based on government or local records; the figures are, therefore, subject to the ability of a respondent to properly classify his unit as public or private and, if private, as subsidized or nonsubsidized housing.

Household Characteristics

Household. (Parts A, B, C, D, E, F)—A household consists of all the persons who occupy a housing unit. By definition, the count of households is the same as the count of occupied housing units.

Head of household. (Parts A, B, C, D, E, F)—One person in each household is designated as the "head"; that is, the person who is regarded as the head by the members of the household. However, if a married woman living with her husband is reported as the head, her husband was considered the head for the purpose of simplifying the tabulations.

Household composition or type of household. (Parts A, B, C, D, E, F)—Statistics by age of head are presented separately for two-or-more-person households and for one-person households. Households having two or more persons are further subdivided as follows:

Male head, wife present, no nonrelatives.—Each household in this group consists of the head and his wife, and other persons, if any, all of whom are related to him. In parts B and F, the category "husband-wife" consists of the head and his wife and all other persons occupying the unit whether or not they are related to the head.

Other male head.—This category includes households with male heads who are married, but with wife absent because of separation or other reason where husband and wife maintain separate residences; and male heads who are widowed, divorced, or single. In parts A, C, D, and E, this category includes households with male head, wife present *and* nonrelatives living with them. In parts B and F, all "male head, wife present" households are included in the "husband-wife" category.

Female head.—This group comprises households with female heads regardless of their marital status. Included are female heads with no spouse and female heads whose husbands are living away from their families; for example, husbands in the Armed Forces living on military installations.

Households consisting of only one person are shown separately as "one-person households" and are not included in the subcategories "other male head" and "female head."

Family or primary individual. (Parts A, C, D, E, F)—Housing units are occupied by either "families" or "primary individuals." The term "family" refers to the head of a household and all (one or more) other persons living in the same household who are related to the head by blood, marriage, or adoption. If the head lives alone or with nonrelatives only, then the head is considered a "primary individual."

Married couples related to the head of a family are included in the family and are not considered as separate families. A lodger, servant, or other persons unrelated to the head is considered a member of the household but not of the family.

In the statistics on household composition, families are always included in one of the three major groups of two-or-more-person households. Primary individuals with nonrelatives living with them are tabulated as "other male head" or "female head." Primary individuals living alone are always tabulated as "one-person households."

Subfamily. (Parts A, B, C, D, E, F)—A subfamily is a married couple with or without children, or one parent with one or more own single (never married) children under 18 years old, living in a household and related to, but not including the head of the household or his wife. The most common example of a subfamily is a young married couple sharing the home of the husband's or wife's parents.

Age of head. (Parts A, C, D, E)—The age classification refers to the age reported for the head of the household as of his last birthday.

Persons 65 years old and over. (Parts A, D, E)—All persons, including the head, who are members of the household and

are 65 years old and over are included in the count of persons 65 years old and over.

Own children. (Parts A, B, C, D, E, F)–Statistics on presence of "own" children of household heads are shown in this report. A child under 18 years old is defined as an "own" child if he or she is a single (never married) son, daughter, stepchild, or adopted child of a household head. Own children of subfamilies are excluded from the total count of own children.

Other relative of head. (Parts A, B, E, F)–This category includes all persons related to the head by blood, marriage, or adoption except wife or child of head and members of subfamilies.

Nonrelative. (Parts A, B, C, D, E, F)–A nonrelative of the head is any person in the household who is not related to the head by blood, marriage, or adoption. Roomers, boarders, lodgers, partners, resident employees, wards, and foster children are included in this category.

Years of school completed by head. (Parts A, C, E)–The statistics refer to the highest grade of regular school completed and not to the highest grade attended. For persons still attending school, the highest grade completed is one less than the one in which they are currently enrolled. "Regular" school refers to formal education obtained in graded public, private, or parochial schools, colleges, universities, or professional schools, whether day or night school, and whether attendance was full or part time. That is, "regular schooling" is formal education which may advance a person toward an elementary or high school diploma, or college, university, or professional school degree. Schooling or tutoring in other than regular schools is counted only if the credits obtained are regarded as transferable to a school in the regular school system. Household heads whose highest grade completed was in a foreign school system or in an ungraded school were instructed to report the approximate equivalent grade (or years) in the regular United States school system. A head was not reported as having completed a given grade if he dropped out or failed to pass the last grade attended. Education received in the following types of schools is not counted as "regular schooling": Vocational schools, trade schools, business schools, and non-credit adult education classes.

Means of transportation and distance and travel time to work. (Parts A, E)–The statistics are restricted to household heads who had a job the week prior to the interview. A job is defined as a definite arrangement for regular part-time or full-time work every week or every month for pay. Heads who do not report to the same place of work every day comprise the "No fixed place of work" category.

Head's principal means of transportation to work.–If different means of transportation are used on different days, the means used most often is recorded. If more than one means of transportation is used each day, the means covering the greatest distance is recorded. A "carpool" is where one or more persons regularly ride in the car with the head; the head may share driving, drive others, or ride with someone else. The category "mass transportation" includes railroad, subway, elevated transportation system, bus and streetcar.

Distance from home to work.–The statistics refer to the one-way distance the head of household travels from home to work.

Travel time from home to work.–The data refer to the average time it takes the household head to travel one-way from home to work.

Income. (Parts A, C, D, E, F)–The statistics on income in the Annual Housing Survey are based on the respondent's reply to questions on income for the 12 months prior to the interview and is the sum of the amounts reported for wage and salary income, net self-employment income, Social Security or railroad retirement income, public assistance or welfare payments, and all other money income. The figures represent the amount of income received before deductions for personal income taxes, Social Security, union dues, bond purchases, health insurance premiums, Medicare deductions, etc.

In this report, the statistics relate to the money income of the family or primary individual occupying the housing unit; i.e., the sum of the income of the head of the family and all other members of the family 14 years old and over, or the income of the primary individual. Incomes of persons living in the unit but not related to the head of the household are not included in this sum.

Wage or salary income is defined as the total money earnings received for work performed as an employee at any time during the 12-month period prior to the interview. It includes wages, salaries, piece-rate payments, commissions, tips, cash bonuses, and Armed Forces pay. Net self-employment income is defined as net money income (gross receipts minus operating expenses) received from a business, professional practice, partnership, or farm in which the person was engaged on his own account.

Social Security or railroad retirement income includes cash receipts of Social Security pensions; survivors' benefits; disability insurance programs for retired persons, dependents of deceased insured workers, or disabled workers; and deductions for Medicare and health insurance premiums. Cash receipt of retirement, disability, and survivors' benefit payments made by the U.S. Government under the Railroad Retirement Act are also included. Separate payments received for hospital or other medical care are not included.

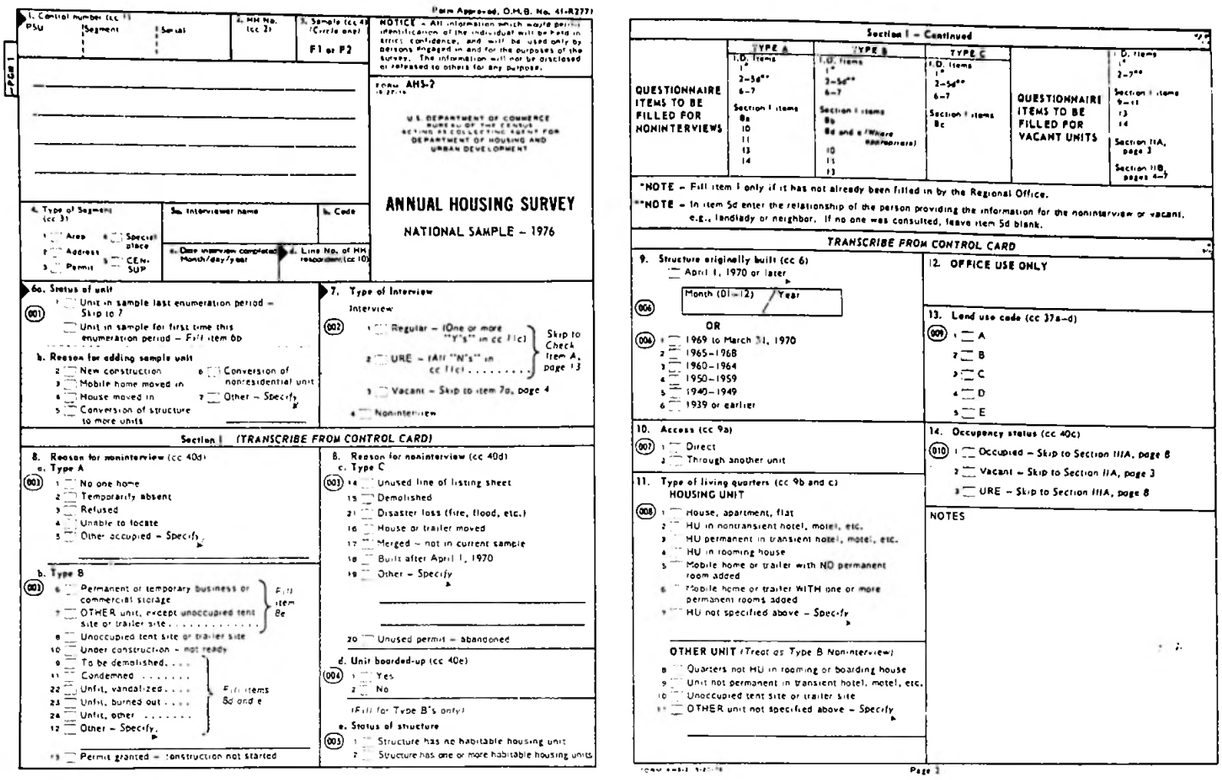
Income from all other sources includes money income received from sources such as periodic payments from estates and trust funds; dividends; interest; net rental income (or loss) from property rentals; net receipts from roomers or boarders; net royalties; public assistance or welfare payments which include cash receipts received from public assistance programs, such as old age assistance, aid to families with dependent children, and aid to the blind or totally disabled; unemployment insurance benefits; money received for transportation and/or subsistence by persons participating in special governmental training programs such as the Area Redevelopment Act and the Manpower Development and Training Act; workmen's compensation cash benefits; periodic payments by the Veterans' Administration to disabled members of the Armed Forces or to survivors of deceased veterans; public or private pensions; periodic receipts from insurance policies or annuities; alimony or child support from persons who are not members of the household; net gambling gains; and nonservice scholarships and fellowships.

Receipts from the following sources were not included as income: Value of income "in kind," such as free living quarters, housing subsidies, food stamps, or food produced and consumed in the home; money received from the sale of property (unless the recipient was engaged in the business of selling such property); money borrowed; tax refund; withdrawal of bank deposits; accrued interest on "uncashed" savings bonds; exchange of money between relatives living in the same household; and gifts and lump-sum insurance payments, inheritances, and other types of lump-sum receipts.

The income statistics and the characteristics of the household refer to different periods in time. For 1976, the income data refer to the 12 months prior to the interview and the household characteristics refer to the date of the interview. For 1970, income data refer to the calendar year 1969, but the household characteristics refer to April 1, 1970. Thus, family income does not include amounts received by persons who were members of the family during all or part of the income period if these persons no longer resided with the family at the time of the interview. On the other hand, family income includes amounts reported by related persons who did not reside with the family during the entire income period but who were members of the family at the time of the interview. For most families, however, the income reported was received by persons who were members of the family throughout the income period.

There may be significant differences in the income data between the Annual Housing Survey and other Bureau of the Census' surveys and censuses. For example, the time period for income data in the Annual Housing Survey refers to the 12 months prior to the interview while other income data generally refer to the calendar year prior to the date of the interview. Additional differences in the income data may be attributed to factors such as the various ways income questions are asked, the sampling variability and nonsampling errors between the Annual Housing Survey and other Bureau surveys and censuses, survey procedures and techniques, and processing procedures.

Facsimile of the Annual Housing Survey Questionnaire: 1976



Form Approved, O.M.B. No. 41-R2771

1. Control number (cc 1)
PSU | Segment | Serial

2. HH No. (cc 2)

3. Sample (cc 4)
(Circle one)
F1 or P2

NOTICE – All information which would permit identification of the individual will be held in strict confidence, and will be used only by persons engaged in and for the purposes of the survey. The information will not be disclosed or released to others for any purpose.

Form AHS-2
(6-27-75)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR
DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ANNUAL HOUSING SURVEY
NATIONAL SAMPLE – 1976

4. Type of Segment (cc 3)
1 Area 4 Special place
2 Address
3 Permit 5 CEN-SUP

5a. Interviewer name

5b. Code

6. Date interview completed
Month/day/year

7. Line No. of HH respondent (cc 10)

6a. Status of unit
(901) 1 Unit in sample last enumeration period – Skip to 7
Unit in sample for first time this enumeration period – Fill item 6b

b. Reason for adding sample unit
2 New construction
3 Mobile home moved in
4 House moved in
5 Conversion of structure to more units
6 Conversion of nonresidential unit
7 Other – Specify

7. Type of Interview
Interview
(902) 1 Regular – (One or more "Y"s" in cc 71c) – Skip to Check Item A, page 13
2 URE – (All "N"s" in cc 71c) – Skip to Check Item A, page 13
3 Vacant – Skip to item 7a, page 4
4 Noninterview

Section I (TRANSCRIBE FROM CONTROL CARD)

8. Reason for noninterview (cc 40d)
a. Type A
(903) 1 No one home
2 Temporarily absent
3 Refused
4 Unable to locate
5 Other occupied – Specify

b. Type B
(903) 6 Permanent or temporary business or commercial storage
7 OTHER unit, except unoccupied tent site or trailer site
8 Unoccupied tent site or trailer site
10 Under construction – not ready
9 To be demolished
11 Condemned
22 Unfit, vandalized
23 Unfit, burned out
24 Unfit, other
12 Other – Specify
Fill item 8e
Fill items 8d and e

13 Permit granted – construction not started

8. Reason for noninterview (cc 40d)
c. Type C
(903) 14 Unused line of listing sheet
15 Demolished
21 Disaster loss (fire, flood, etc.)
16 House or trailer moved
17 Merged – not in current sample
18 Built after April 1, 1970
19 Other – Specify

20 Unused permit – abandoned

d. Unit boarded-up (cc 40e)
(904) 1 Yes
2 No
(Fill for Type B's only)

e. Status of structure
(905) 1 Structure has no habitable housing unit
2 Structure has one or more habitable housing units

Section I – Continued

QUESTIONNAIRE ITEMS TO BE FILLED FOR NONINTERVIEWS	TYPE A	TYPE B	TYPE C	QUESTIONNAIRE ITEMS TO BE FILLED FOR VACANT UNITS
	T.O. Items 1* 2–5d** 6–7	T.O. Items 1* 3–5d** 6–7	T.O. Items 1* 2–5d** 6–7	T.O. Items 1* 2–5d**
	Section I items 8a 10 11 13 14	Section I items 8b 8e and e (Vacant noninterviews) 10 11 13	Section I items 8c	Section I items 9–11 13 14 Section IIA, page 3 Section IIB, pages 4–5

*NOTE – Fill item 1 only if it has not already been filled in by the Regional Office.
**NOTE – In item 5d enter the relationship of the person providing the information for the noninterview or vacant, e.g., landlady or neighbor. If no one was consulted, leave item 5d blank.

TRANSCRIBE FROM CONTROL CARD

9. Structure originally built (cc 6)
April 1, 1970 or later
Month (01–12) / Year
(904)
OR
(904) 1969 to March 31, 1970
1965–1968
1960–1964
1950–1959
1940–1949
1939 or earlier

12. OFFICE USE ONLY

13. Land use code (cc 37a–d)
(909) A
B
C
D
E

10. Access (cc 9a)
(907) 1 Direct
2 Through another unit

14. Occupancy status (cc 40c)
(910) 1 Occupied – Skip to Section IIIA, page 8
2 Vacant – Skip to Section IIA, page 3
3 URE – Skip to Section IIIA, page 8

11. Type of living quarters (cc 9b and c)
HOUSING UNIT
(908) 1 House, apartment, flat
2 HU in nontransient hotel, motel, etc.
3 HU permanent in transient hotel, motel, etc.
4 HU in rooming house
5 Mobile home or trailer with NO permanent room added
6 Mobile home or trailer WITH one or more permanent rooms added
7 HU not specified above – Specify

OTHER UNIT (Treat as Type B Noninterview)
8 Quarters not HU in rooming or boarding house
9 Unit not permanent in transient hotel, motel, etc.
10 Unoccupied tent site or trailer site
11 OTHER unit not specified above – Specify

NOTES

Page 2

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

~ PGM 2

Section IIA – VACANT UNITS

TRANSCRIBE FROM CONTROL CARD

1a. Number of living quarters (cc 27a)
(922) 1 Mobile home or trailer (no permanent room attached) – Skip to 3
2 One, detached from any other building
3 One, attached to one or more buildings
Go to b
4 2
5 3 or 4
Skip to c
6 5 to 9
7 10 to 19
8 20 to 49
9 50 or more
Skip to 2a

b. Other living quarters on property (cc 27d)
(923) 1 Yes
2 No

c. Commercial establishment on property (cc 27e)
(926) 1 Yes
2 No

d. Medical or dental office on property (cc 27f)
(927) 3 Yes
4 No

2a. Number of stories (floors) (cc 29a)
(931) 1 1 to 3 – Skip to 3
2 4 to 6
3 7 to 12
4 13 or more

b. Passenger elevator (cc 29b)
(932) 1 Yes
2 No

3. Number of rooms (cc 30)
(933) _____ Rooms

4. Working electric wall outlet (wallplug) in all rooms (cc 31)
(934) 1 Yes
2 No

5. Concealed wiring (cc 32)
(935) 1 Yes
2 No

6a. Source of water (cc 33a)
(936) 1 A public system or private company – END TRANSCRIPTION
2 An individual well – Go to b
3 Some other source – Specify – END TRANSCRIPTION

b. Type of well (cc 33b)
(937) 1 Drilled
2 Dug

END OF TRANSCRIPTION

Page 3

Section IIB – VACANT UNITS

7a. Is this unit intended for year-round use, for occupancy only on a seasonal basis or for use by migrant workers?
(241) 8 YEAR ROUND – Ask b
Seasonal
9 Summers only
Winters only
10 Other seasonal – Specify in Notes on page 2
Skip to 8
7 Migratory – Skip to 8

b. Is this house (apartment) for rent, for sale only, rented not occupied, sold not occupied, held for occasional use, or something else?
(938) 1 Vacant – for rent
Vacant – for sale only
2 Regular ownership
3 Condominium ownership
4 Cooperative ownership
5 Rented, not occupied
6 Sold, not occupied
7 Held for occasional use
8 Other vacant – Specify

8. How many months has this house (apartment) been vacant?
(939) 1 Less than 1 month
2 1 month up to 2 months
3 2 months up to 6 months
4 6 months up to 12 months
5 1 year up to 2 years
6 2 years or more

9. How many bedrooms are in this house (apartment)?
(940) _____ Bedrooms
OR
0 None – Skip to 11

10a. Is it necessary to go through anyone's bedroom to get to any bathroom?
(938) 1 Yes
2 No

b. Is it necessary to go through anyone's bedroom to get to any other room?
(960) 1 Yes
2 No

11. Does this house (building) have complete kitchen facilities; that is, a kitchen sink with piped water, a refrigerator, and a range or a cookstove?
(963) Yes – Are these facilities only for the use of the intended occupants?
1 Yes – Used for this household only
2 No – Also used by another household
3 No

12. Does this house (building) have complete plumbing facilities; that is, hot and cold piped water, a flush toilet and a bathtub or shower?
(972) Yes – Are these facilities only for the use of the intended occupants?
1 Yes – Used for this household only – Ask 13
2 No – Also used by another household – Skip to 14a
3 No – Skip to 14a

13. How many complete bathrooms and half bathrooms does this house (apartment) have?
A complete bathroom is a room with a flush toilet, bathtub or shower, and a washbasin with piped water.
A half bathroom has at least a flush toilet or a bathtub or shower, but does not have all the facilities for a complete bathroom.
(973) (Mark only one box)
1 Complete plumbing facilities but not in one room
2 1 complete bathroom
3 1 complete bathroom plus a half bath with no flush toilet
4 1 complete bathroom plus a half bath with flush toilet
5 2 complete bathrooms
6 More than 2 complete bathrooms

Page 4

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIB – VACANT UNITS – Continued

14a. Is this house (building) connected to a public sewer? (078) 1 ☐ Yes – Skip to 15 / 2 ☐ No

b. What means of sewage disposal does it have? (079) 1 ☐ Septic tank or cesspool / 2 ☐ Chemical toilet / 3 ☐ Privy / 4 ☐ Use facilities in another structure / 5 ☐ Other – Specify

15. What type of heating equipment does this house (apartment) have? *(Read answer categories)* *(If more than one, mark MAIN type of heating equipment)* (084) 1 ☐ A central warm-air furnace with ducts to individual rooms, or a heat pump / 2 ☐ Steam or hot water system / 3 ☐ Built-in electric units (permanently installed in wall, ceiling, or baseboard) / 4 ☐ Floor, wall, or pipeless furnace / 5 ☐ Room heaters WITH flue or vent burning gas, oil, or kerosene / 6 ☐ Room heaters WITHOUT flue or vent burning gas, oil, or kerosene / 7 ☐ Fireplaces, stoves, or portable room heaters } Skip to 17a / 8 ☐ Unit has no heating equipment

16. How many rooms are there without hot air ducts or registers, radiators, or room heaters? *(Do not count kitchen and bathrooms)* (086) 1 ☐ None / 2 ☐ 1 room / 3 ☐ 2 rooms / 4 ☐ 3 rooms or more

17a. Does this house (apartment) have air conditioning, either individual room units or a central system? (091) 1 ☐ Yes / 2 ☐ No – Skip to 18

b. Which does it have? (092) 1 ☐ Central – Skip to 18 / 2 ☐ Room units

c. How many room units? (093) 1 ☐ 1 / 2 ☐ 2 or more

18. Is there a basement in this house (building)? *(A basement is an enclosed space in which persons can walk upright under all or part of the building.)* (099) 1 ☐ Yes / 2 ☐ No

CHECK ITEM A VACANCY STATUS *(See item 7b, page 4)*

FOR SALE ONLY (See Control Card item 27a) ☐ A condominium – Skip to 20 / ☐ One-unit structure – Ask 19 / ☐ Two-or-more-unit structure, or a mobile home or trailer – Skip to 21

FOR RENT (See Control Card item 27a) ☐ One-unit structure – Ask 19 / ☐ Two-or-more-unit structure, or a mobile home or trailer – Skip to 22

☐ ALL OTHERS (See items 7a and 7b) (Other vacants, units rented or sold, units held for occasional use, seasonal, and similar units) – Skip to *Check Item C, page 7*

FORM AHS-2 (5-20-76) Page 5

Section IIB – VACANT UNITS – Continued

(If rural transcribe from cc item 37b. If urban ask or fill by observation.) 19. Does this place have 10 acres or more? (109) 1 ☐ Yes, 10 acres or more / 2 ☐ No, less than 10 acres

CHECK ITEM B

VACANT FOR SALE ONLY

If this is a –

☐ One-unit structure on less than 10 acres and there is no commercial establishment or medical or dental office on the property *(Control Card items 27e and f)* – Ask 20

☐ All others – Skip to 27a

VACANT FOR RENT

If this is a –

☐ One-unit structure on less than 10 acres – Skip to 22

☐ One-unit structure on 10 acres or more – Skip to 27a

20. What is the sale price asked for this property (condominium unit)? *SHOW FLASHCARD B* (110) 1 ☐ Less than $5,000 / 2 ☐ $ 5,000 – $ 7,499 / 3 ☐ 7,500 – 9,999 / 4 ☐ 10,000 – 12,499 / 5 ☐ 12,500 – 14,999 / 6 ☐ 15,000 – 17,499 / 7 ☐ 17,500 – 19,999 / 8 ☐ 20,000 – 24,999 / 9 ☐ 25,000 – 29,999 / 10 ☐ 30,000 – 34,999 / 11 ☐ 35,000 – 39,999 / 12 ☐ 40,000 – 49,999 / 13 ☐ 50,000 – 59,999 / 14 ☐ 60,000 – 74,999 / 15 ☐ 75,000 or more

21. Is there a garage or carport on this property which is available for the use of occupants? (093) 1 ☐ Yes / 2 ☐ No } Skip to 27a

22. What is the MONTHLY rent? *(If rent is not to be paid by the month, mark the time period covered, compute the monthly rent in the "Notes" space, and enter the monthly rent on the line provided.)* *(Include site rent for mobile homes if it is to be paid separately.)* (146) $ _____ Per month

(147) 1 ☐ More frequently than once a month / 2 ☐ Less frequently than once a month / 3 ☐ Once a month

Notes

23. Is this house (apartment) in a public housing project; that is, is it owned by a local housing authority or other public agency? (151) 1 ☐ Yes / 2 ☐ No

24. In addition to rent, does the renter also pay for –

a. Electricity? (153) 1 ☐ Yes / 2 ☐ No, included in rent / 3 ☐ No, electricity not used

b. Gas? (155) 1 ☐ Yes – / 2 ☐ No, included in rent / 3 ☐ No, gas not used

c. Water? (157) 1 ☐ Yes / 2 ☐ No, included in rent or no charge

d. Oil, coal, kerosene, wood, etc.? (159) 1 ☐ Yes / 2 ☐ No, included in rent / 3 ☐ No, these fuels not used or obtained free

FORM AHS-2 (5-20-76) Page 6

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIB – VACANT UNITS – Continued

25. In addition to rent, does the renter also pay for garbage and trash collection? (161) 1 ☐ Yes / 2 ☐ No

CHECK ITEM C (See Control Card item 27a) ☐ One-unit structure, or a mobile home or trailer – Skip to 27a / ☐ Two-or-more-unit structure – Ask 26a

26a. Does the owner of this building/Do you (if speaking to the owner) live on this property? (172) 1 ☐ Yes – Skip to 27a / 2 ☐ No / 3 ☐ Don't know

b. Is there a resident manager, superintendent or janitor who lives on this property? (173) 1 ☐ Yes / 2 ☐ No / 3 ☐ Don't know

OBSERVATION 27a. Is the unit boarded-up? (239) 1 ☐ Yes / 2 ☐ No

OBSERVATION b. Are there any buildings (other than this building) that appear to be abandoned and/or are there any buildings with windows broken or boarded-up on this street? (240) 1 ☐ Yes / 2 ☐ No

CHECK ITEM D (See Control Card item 27a) ☐ One-unit structure, or a mobile home or trailer – *End AHS-2 interview and go to Control Card item 39* / ☐ Two-or-more-unit structure – Go to 28a

OBSERVATION 28a. Do the public halls in this building have light fixtures? (242) 1 ☐ Yes / 2 ☐ No / 3 ☐ No public halls } Skip to 29a

b. Are the light fixtures in working order? (243) 1 ☐ All in working order / 2 ☐ Some in working order / 3 ☐ None in working order

29a. Are there loose, broken, or missing steps on any common stairways inside this building or attached to this building? (244) 1 ☐ Yes / 2 ☐ No / 3 ☐ No common stairways – Skip to 30

b. Are all stair railings firmly attached? (245) 1 ☐ Yes / 2 ☐ No / 3 ☐ No stair railings

OBSERVATION – *Fill for 2 or more unit structures* 30. How many stories (floors) are there from the main entrance of the building to the main entrance of the apartment? (289) 1 ☐ None, on same floor / 2 ☐ One (up or down) / 3 ☐ Two or more (up or down) } *SKIP to Check Item Y, page 40*

FORM AHS-2 (5-20-76) Page 7

Section IIIA – OCCUPIED UNITS *(Include URE)*

TRANSCRIBE FROM CONTROL CARD

1. Line number of household respondent (cc 10) (011) _____

HOUSEHOLD CHARACTERISTICS – *DO NOT LIST URE'S ("N" IN 11C) UNLESS ENTIRE HOUSEHOLD IS URE*

2a. Line number (cc 10)	2b. Relationship to household head (cc 11b)	OFFICE USE ONLY	2c. Age (cc 14)	2d. Marital status (For persons 14+) (cc 15) 1 – Married 2 – Widowed 3 – Divorced 4 – Separated 5 – Never married ENTER CODE	2e. Race (cc 16) 1 – White 2 – Negro 3 – Other ENTER CODE	2f. Sex (cc 17) CIRCLE ONE Male	Female
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2
						1	2

FORM AHS-2 (5-20-76) Page 8

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS – *(Include URE)*

CHECK ITEM A

Mark all 3 parts (See cc 21)

(1) Household head lived here last 90 days . . . . . (033) 1 ☐ Yes 2 ☐ No

(2) Household head lived here last winter . . . . . (034) 1 ☐ Yes 2 ☐ No

(3) Household head MOVED here during the last 12 months . . . . . (035) 1 ☐ Yes 2 ☐ No

35. How many bedrooms do you have in your house (apartment)? Count rooms used mainly for sleeping even if used for other purposes. (036) _____ Bedrooms

OR

0 ☐ None – Skip to 38

36a. Is it necessary to go through anyone's bedroom to get to any bathroom? (039) 1 ☐ Yes 2 ☐ No

b. Is it necessary to go through anyone's bedroom to get to any other room? (040) 1 ☐ Yes 2 ☐ No

CHECK ITEM B

(See cc 11c) Do not count persons with usual residence elsewhere unless entire household is URE.

☐ Household has 1 or 2 persons – Skip to 38

☐ Household has 3 or more persons – Ask 37a

37a. Are any bedrooms used for sleeping by 3 or more persons? ☐ Yes → How many bedrooms are used for sleeping by 3 or more persons? (041) 1 ☐ 1 bedroom 2 ☐ 2 or more bedrooms 3 ☐ No – Skip to 38

b. Are any of the persons who use this bedroom (these bedrooms) 13 years of age or older? (042) 1 ☐ Yes 2 ☐ No

38. Do you have complete kitchen facilities in this house (building); that is, a kitchen sink with piped water, a refrigerator and a range or a cookstove? (043) 1 ☐ Yes – For this household only 2 ☐ Yes – Also used by another household 3 ☐ No – Skip to 40

39a. Are the kitchen sink, refrigerator, and range or cookstove all in usable condition? (044) 1 ☐ Yes – Skip to Check Item C 2 ☐ No

b. Which of the items are not in usable condition? *(Mark all that apply)* (045) 1 ☐ Kitchen sink 2 ☐ Refrigerator 3 ☐ Range or cookstove } Skip to Check Item C

40. Do you have piped water –

a. In this building? (046) 1 ☐ Yes – Skip to Check Item C 2 ☐ No

b. Available within 1/4 mile? (047) 1 ☐ Yes 2 ☐ No } Skip to 45b

Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

CHECK ITEM C

Household head lived here last 90 days (See Check Item A(1), page 13)

☐ Yes – Ask 41a

☐ No – Skip to 42

41a. At any time in the last 90 days were you COMPLETELY without running water? (068) 1 ☐ Yes 2 ☐ No – Skip to 42

b. Were you completely without running water for 6 consecutive hours or more? (069) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know } Skip to 42

c. How many times? (070) 1 ☐ 1 2 ☐ 2 3 ☐ 3 or more

d. What was the (most common) reason you were completely without water for 6 consecutive hours or more – was it because of problems inside the building or problems outside the building? (071) 1 ☐ Inside – Specify problem 2 ☐ Outside – Specify problem

42. Do you have complete plumbing facilities in this house (building); that is, hot and cold piped water, a flush toilet and a bathtub or shower? (072) 1 ☐ Yes – For this household only 2 ☐ Yes – Also used by another household 3 ☐ No } Skip to 45a

43. How many complete bathrooms and half bathrooms do you have? A complete bathroom is a room with a flush toilet, bathtub or shower, and a washbasin with piped water. A half bathroom has at least a flush toilet or a bathtub or shower, but does not have all the facilities for a complete bathroom. (073) *(Mark only one box)*

1 ☐ Complete plumbing facilities but not in one room

2 ☐ 1 complete bathroom

3 ☐ 1 complete bathroom plus half bath with no flush toilet

4 ☐ 1 complete bathroom plus half bath with flush toilet

5 ☐ 2 complete bathrooms

6 ☐ More than 2 complete bathrooms } Skip to 45a

CHECK ITEM D

Household head lived here last 90 days (See Check Item A(1), page 13)

☐ Yes – Ask 44a

☐ No – Skip to 45a

44a. At any time in the last 90 days was there a breakdown in your flush toilet; that is, was it completely unusable? (074) 1 ☐ Yes 2 ☐ No – Skip to 45a

b. Did any of these breakdowns last 6 consecutive hours or more? (075) 1 ☐ Yes 2 ☐ No – Skip to 45a

c. How many of these breakdowns were there? (076) 1 ☐ 1 2 ☐ 2 3 ☐ 3 4 ☐ 4 or more

d. What was the (most common) reason you were completely without the use of your flush toilet for 6 consecutive hours or more – was it because of problems inside the building or problems outside the building? (077) 1 ☐ Inside – Specify problem 2 ☐ Outside – Specify problem

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

45a. Is this house (building) connected to a public sewer? (078) 1 ☐ Yes – Skip to Check Item E 2 ☐ No

b. What means of sewage disposal do you use? (079) 1 ☐ Septic tank or cesspool 2 ☐ Chemical toilet . . . . . 3 ☐ Privy . . . . . 4 ☐ Use facilities in another structure . . . 5 ☐ Other – Describe } Skip to 47

CHECK ITEM E

Household head lived here last 90 days (See Check Item A(1), page 13)

☐ Yes – Ask 46a

☐ No – Skip to 47

46a. At any time in the last 90 days was there a breakdown in your public sewer (septic tank or cesspool); that is, was it completely unusable? (080) 1 ☐ Yes 2 ☐ No – Skip to 47

b. Did any of these breakdowns last 6 consecutive hours or more? (081) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know } Skip to 47

c. How many of these breakdowns were there? (082) 1 ☐ 1 2 ☐ 2 3 ☐ 3 or more

47. How is your house (apartment) heated – by gas, oil, electricity, or with some other fuel? Gas → (083) 1 ☐ From underground pipes serving the neighborhood 2 ☐ Bottled, tank, or LP 3 ☐ Fuel oil, kerosene, etc. 4 ☐ Electricity 5 ☐ Coal or coke 6 ☐ Wood 7 ☐ Other fuel 8 ☐ No fuel used

48. What type of heating equipment does your house (apartment) have? *(Read answer categories)* *(Mark heating equipment used most)* (084) 1 ☐ A central warm-air furnace with ducts to individual rooms, or a heat pump 2 ☐ Steam or hot water system 3 ☐ Built-in electric units (permanently installed in wall, ceiling, or baseboard) 4 ☐ Floor, wall, or pipeless furnace 5 ☐ Room heaters WITH flue or vent burning gas, oil, or kerosene 6 ☐ Room heaters WITHOUT flue or vent burning gas, oil, or kerosene 7 ☐ Fireplaces, stoves, or portable room heaters } Skip to Check Item G 8 ☐ Unit has no heating equipment – Skip to 53a

Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

CHECK ITEM F

Household head lived here LAST WINTER (See Check Item A(2), page 13)

☐ Yes – Ask 49

☐ No – Skip to 50

49. During the winter of . . . (year), when your regular heating system was working, did you, at any time, have to use additional sources of heat because your regular system did not provide enough heat? Do not include additional sources of heat used solely because of the current energy shortage. (Additional sources of heat may be the kitchen stove, a fireplace, or a portable heater.) (085) 1 ☐ Yes 2 ☐ No

50. How many rooms do you have without hot air ducts or registers, radiators, or room heaters? Do not count kitchen or bathrooms. (086) 1 ☐ None 2 ☐ 1 room 3 ☐ 2 rooms 4 ☐ 3 or more rooms

CHECK ITEM G

Household head lived here LAST WINTER (See Check Item A(2), page 13)

☐ Yes – Ask 51a

☐ No – Skip to 53a

51a. At any time during the winter of . . . (year), was there a breakdown in your heating equipment; that is, was it completely unusable for 6 consecutive hours or more? (087) 1 ☐ Yes 2 ☐ No – Skip to 52a

b. How many times did that happen? (088) 1 ☐ 1 2 ☐ 2 3 ☐ 3 4 ☐ 4 or more

52a. During the winter of . . . (year), did you completely close certain rooms for a week or longer because you couldn't get them warm? Do not include rooms closed solely for the purpose of saving fuel due to the current energy shortage. (Include kitchens and bathrooms) (089) 1 ☐ Yes 2 ☐ No – Skip to 53a

b. Which rooms? *(Mark all that apply)* (090) 1 ☐ Living room 2 ☐ Dining room 3 ☐ One or more bedrooms 4 ☐ Other – Specify

53a. Do you have air conditioning, either individual room units or a central system? (091) 1 ☐ Yes 2 ☐ No – Skip to Check Item H

b. Which do you have? (092) 1 ☐ Central – Skip to Check Item H 2 ☐ Room units

c. How many room units do you have? (093) 1 ☐ 1 2 ☐ 2 or more

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

CHECK ITEM H — Household head lived here last 90 days (See Check Item A(1), page 13)
- Yes – Ask 54a
- No – Skip to 55a

54a. Have any electric fuses or breaker switches blown in your house (apartment) in the last 90 days? (094) 1 Yes; 2 No; 3 Don't know } Skip to 55a

b. How many times did this happen? (095) 1 1; 2 2; 3 3 or more

55a. Does your house (apartment) have garbage collection service (either public or private)? (096) 1 Yes; 2 No; 3 Don't know } Skip to 55c

b. How often is the garbage collected? (097) 1 Less than once a week; 2 Once a week; 3 Twice a week; 4 Three or more times a week; 5 Don't know } Skip to 56a

c. How do you dispose of your garbage? (If more than one method used, mark the one used most.) (098) 1 Incinerator; 2 Trash chute or compactor; 3 Garbage disposal; 4 Carry out to be picked up; 5 Other – Specify

56a. Is there a basement in this house (building)? (A basement is an enclosed space in which persons can walk upright under all or part of the building.) (099) 1 Yes; 2 No – Skip to 57

b. Does the basement show any signs of water having leaked in from the outside? (100) 1 Yes; 2 No; 3 Don't know

57. Does the roof of this house (building) leak? (101) 1 Yes; 2 No; 3 Don't know

58a. Does this house (apartment) have open cracks or holes in the interior walls or ceiling? (Do not include hairline cracks) (102) 1 Yes; 2 No

b. Does this house (apartment) have holes in the floors? (103) 1 Yes; 2 No

59a. Is there any area of broken plaster on the ceiling or inside walls which is larger than this piece of paper? (SHOW CLOSED QUESTIONNAIRE) (104) 1 Yes; 2 No

b. Is there any area of peeling paint on the ceiling or inside walls which is larger than this piece of paper? (SHOW CLOSED QUESTIONNAIRE) (105) 1 Yes; 2 No

FORM AHS-2 (5-20-76) Page 17

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

CHECK ITEM I — If "Yes" was marked in any of the six previous questions 56b, 57, 58a, 58b, 59a, and/or 59b – Ask 60
Any entry other than "Yes" in ALL of the above items – Skip to Check Item J

60. Is . . . (Specify the condition(s) mentioned in any of the six previous questions) so objectionable that you would like to move from this house? (106) 1 Yes; 2 No

CHECK ITEM J — Household head lived here last 90 days (See Check Item A(1), page 13)
- Yes – Ask 61a
- No – Skip to Check Item K

61a. At any time in the last 90 days have you seen any mice or rats, or signs of mice or rats in this house (building)? (107) 1 Yes; 2 No – Skip to Check Item K

b. Is this house (building) serviced by an exterminator regularly, only when needed, irregularly, or not at all? (Include only exterminator service for mice or rats) (108) 1 Regularly; 2 Only when needed; 3 Irregularly; 4 Not at all

CHECK ITEM K

TENURE (cc item 25a)
- OWNED AS A COOPERATIVE – Skip to 80
- OWNED AS A CONDOMINIUM – Skip to 63

OWNED OR BEING BOUGHT (See cc item 27a)
- One-unit structure, or a mobile home or trailer – Ask 62
- Two-or-more-unit structure – Skip to 80

RENTED FOR CASH (See cc item 27a)
- One-unit structure – Ask 62
- Two-or-more-unit structure, or a mobile home or trailer – Skip to 71

OCCUPIED WITHOUT PAYMENT OF CASH RENT – Ask 62

62. Does this place have 10 acres or more? (If rural transcribe from cc item 37b. If urban ask or fill by observation.) (109) 1 Yes; 2 No

CHECK ITEM L (See Check Item K)

OWNED OR BEING BOUGHT
If this is a –
- One-unit structure on less than 10 acres and there is no commercial establishment or medical or dental office on the property (''No'' in Control Card items 31e and f) – Ask 63
- Mobile home or trailer on less than 10 acres – Skip to 64a
- All others – Skip to 80

RENTED FOR CASH
If this is a –
- One-unit structure on less than 10 acres – Skip to 71
- One-unit structure on 10 acres or more – Skip to 80

OCCUPIED WITHOUT PAYMENT OF CASH RENT
If this is a –
- One-unit structure on less than 10 acres – Skip to Check Item N, page 22
- One-unit structure on 10 acres or more – Skip to 80
- Two-or-more-unit structure, or a mobile home or trailer – Skip to Check Item N, page 22

FORM AHS-2 (5-20-76) Page 18

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

63. How much do you think this property, that is, house and lot, (condominium unit) would sell for on today's market? SHOW FLASHCARD B (110) 1 Less than $5,000; 2 $ 5,000 – $ 7,499; 3 7,500 – 9,999; 4 10,000 – 12,499; 5 12,500 – 14,999; 6 15,000 – 17,499; 7 17,500 – 19,999; 8 20,000 – 24,999; 9 25,000 – 29,999; 10 30,000 – 34,999; 11 35,000 – 39,999; 12 40,000 – 49,999; 13 50,000 – 59,999; 14 60,000 – 74,999; 15 75,000 or more

CHECK ITEM M (See Control Card item 25a)
- OWNED AS A CONDOMINIUM – Skip to 80
- All others – Skip to 65

66a. Do you own the mobile home (trailer) SITE or is it rented? (111) 1 Owned – Skip to c; 2 Rented – Ask b

b. What is the MONTHLY rent for the site? 0 Occupied without payment of cash rent; (112) $ _____ .00

c. Do you have an installment loan or contract on this mobile home (trailer) or do you own it free and clear? (113) 1 Installment loan or contract – Skip to 66a; 2 Owned free and clear – Skip to 67a

65. Do you have a mortgage, deed of trust, or land contract on this property, or do you own it free and clear? (114) 1 Mortgage, deed of trust, or land contract; 2 Owned free and clear – Skip to 67a

66a. In regard to the mortgage (loan), what are the required payments to the lender? If more than one mortgage (loan) on this property (mobile home or trailer), give sum of payments. (If there are separate loans on the mobile home and its site, combine amounts.) (115) $ _____ .00 PER (116) 1 Month; 2 Year; 3 Other – Specify

b. In regard to the mortgage (loan), do the required payments include –
(1) Real estate taxes on this property? (117) 1 Yes; 2 No
(2) Fire and hazard insurance? (118) 1 Yes; 2 No

c. (1) What kind of mortgage (loan) do you have? SHOW FLASHCARD C (119) 1 Federal Housing Administration; 2 Veterans Administration; 3 Farmers Home Administration; 4 None of the above } Skip to 68

(2) Is your mortgage (loan) privately insured? Do not count borrowers life insurance. (Private mortgage insurance insures the lender if the borrower fails to keep up his mortgage payments.) (119) 5 Yes; 6 No; 7 Don't know } Skip to 68

FORM AHS-2 (5-20-76) Page 19

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

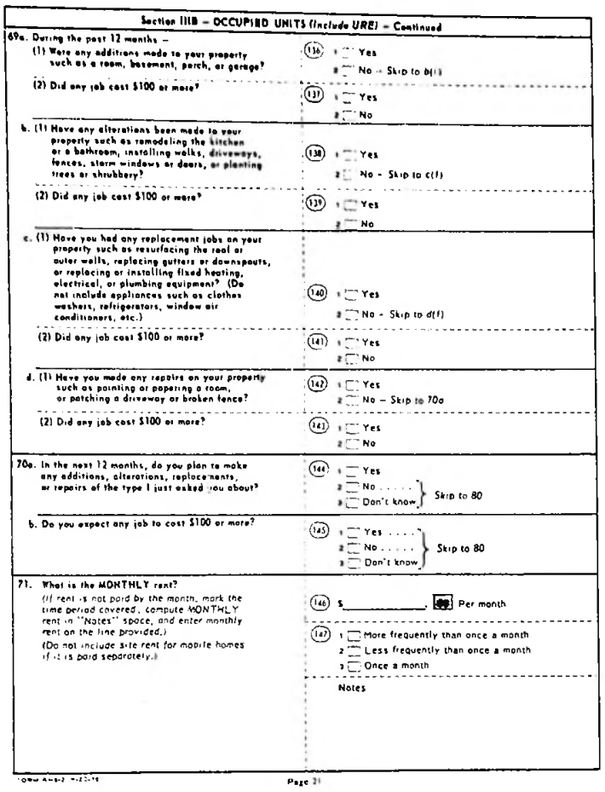
67a. Did you place or assume a mortgage (loan) when you acquired this property (mobile home)? (120) 1 Yes – Skip to 68; 2 No

b. How did you acquire this property (mobile home)? (121) 1 Inheritance or gift; 2 Paid all cash; 3 Other manner – Specify

68. Do you pay for –
a. (1) Electricity? (122) 1 Yes; 2 No, electricity not used – Skip to b(1)
(2) What is the average MONTHLY cost? (123) $ _____ .00
b. (1) Gas? (124) 1 Yes; 2 No, gas not used – Skip to c(1)
(2) What is the average MONTHLY cost? (125) $ _____ .00
c. (1) Oil, coal, kerosene, wood, etc.? (126) 1 Yes; 2 No, these fuels not used or obtained free – Skip to d(1)
(2) What is the YEARLY cost? (127) $ _____ .00
d. (1) Fire and hazard insurance? (Also include if part of mortgage payments.) (128) 1 Yes; 2 No – Skip to e(1)
(2) What is the YEARLY cost? (129) $ _____ .00
e. (1) Real estate taxes? (Also include if part of mortgage payments.) (130) 1 Yes; 2 No – Skip to f(1)
(2) What is the YEARLY cost? (Do not include taxes in arrears from previous years.) (131) $ _____ .00
f. (1) Water supply and sewage disposal, separately from real estate taxes? (132) 1 Yes; 2 No or payment included in real estate taxes – Skip to g(1)
(2) What is the YEARLY cost? (133) $ _____ .00
g. (1) Garbage and trash collection, separately from real estate taxes? (134) 1 Yes; 2 No or payment included in real estate taxes – Skip to 69a
(2) What is the YEARLY cost? (135) $ _____ .00

FORM AHS-2 (5-20-76) Page 20

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

69a. During the past 12 months –

(1) Were any additions made to your property such as a room, basement, porch, or garage? (136) 1 ☐ Yes 2 ☐ No – Skip to b(1)

(2) Did any job cost $100 or more? (137) 1 ☐ Yes 2 ☐ No

b. (1) Have any alterations been made to your property such as remodeling the kitchen or a bathroom, installing walks, driveways, fences, storm windows or doors, or planting trees or shrubbery? (138) 1 ☐ Yes 2 ☐ No – Skip to c(1)

(2) Did any job cost $100 or more? (139) 1 ☐ Yes 2 ☐ No

c. (1) Have you had any replacement jobs on your property such as resurfacing the roof or outer walls, replacing gutters or downspouts, or replacing or installing fixed heating, electrical, or plumbing equipment? (Do not include appliances such as clothes washers, refrigerators, window air conditioners, etc.) (140) 1 ☐ Yes 2 ☐ No – Skip to d(1)

(2) Did any job cost $100 or more? (141) 1 ☐ Yes 2 ☐ No

d. (1) Have you made any repairs on your property such as painting or papering a room, or patching a driveway or broken fence? (142) 1 ☐ Yes 2 ☐ No – Skip to 70a

(2) Did any job cost $100 or more? (143) 1 ☐ Yes 2 ☐ No

70a. In the next 12 months, do you plan to make any additions, alterations, replacements, or repairs of the type I just asked you about? (144) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know – Skip to 80

b. Do you expect any job to cost $100 or more? (145) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know – Skip to 80

71. What is the MONTHLY rent?
(If rent is not paid by the month, mark the time period covered, compute MONTHLY rent in "Notes" space, and enter monthly rent on the line provided.)
(Do not include site rent for mobile homes if it is paid separately.)

(146) $_____ .00 Per month

(147) 1 ☐ More frequently than once a month 2 ☐ Less frequently than once a month 3 ☐ Once a month

Notes

Page 21

Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

CHECK ITEM N (See Control Card item 27a) ☐ Mobile home or trailer – Ask 72a ☐ All others – Skip to 73

72a. Do you own the mobile home site or is it rented? (148) 1 ☐ Owned – Skip to 75 2 ☐ Rented

b. What is the MONTHLY rent for the site? (149) $_____ .00 0 ☐ Occupied without payment of cash rent – Skip to 75

c. Is the site rent included with the rent for the mobile home? (150) 1 ☐ Yes 2 ☐ No – Skip to 75

73. Is this house (apartment) in a public housing project; that is, is it owned by a local housing authority or other public agency? (151) 1 ☐ Yes – Skip to 75 2 ☐ No

74. Are you paying a lower rent because the Federal, State, or local Government is paying part of the cost? (152) 1 ☐ Yes 2 ☐ No

75. (In addition to your rent) do you pay for –

a. (1) Electricity? (153) 1 ☐ Yes 2 ☐ No, included in rent or supplied free 3 ☐ No, electricity not used – Skip to b(1)

(2) What is the average MONTHLY cost? (154) $_____ .00

b. (1) Gas? (155) 1 ☐ Yes 2 ☐ No, included in rent or supplied free 3 ☐ No, gas not used – Skip to c(1)

(2) What is the average MONTHLY cost? (156) $_____ .00

c. (1) Water? (157) 1 ☐ Yes 2 ☐ No, included in rent or no charge – Skip to d(1)

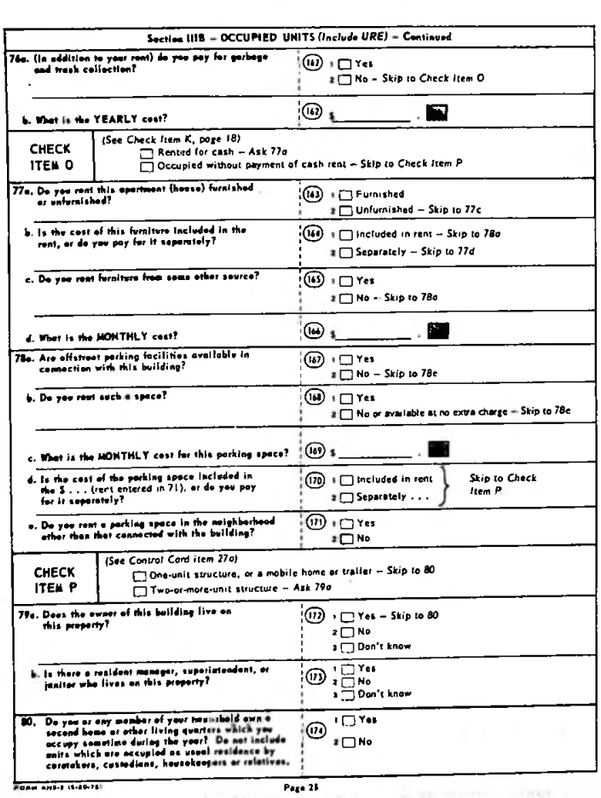
(2) What is the YEARLY cost? (158) $_____ .00

d. (1) Oil, coal, kerosene, wood, etc.? (159) 1 ☐ Yes 2 ☐ No, included in rent 3 ☐ No, these fuels not used or obtained free – Skip to 76a

(2) What is the YEARLY cost? (160) $_____ .00

Page 22

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

76a. (In addition to your rent) do you pay for garbage and trash collection? (161) 1 ☐ Yes 2 ☐ No – Skip to Check Item O

b. What is the YEARLY cost? (162) $_____ .00

CHECK ITEM O (See Check Item K, page 18) ☐ Rented for cash – Ask 77a ☐ Occupied without payment of cash rent – Skip to Check Item P

77a. Do you rent this apartment (house) furnished or unfurnished? (163) 1 ☐ Furnished 2 ☐ Unfurnished – Skip to 77c

b. Is the cost of this furniture included in the rent, or do you pay for it separately? (164) 1 ☐ Included in rent – Skip to 78a 2 ☐ Separately – Skip to 77d

c. Do you rent furniture from some other source? (165) 1 ☐ Yes 2 ☐ No – Skip to 78a

d. What is the MONTHLY cost? (166) $_____ .00

78a. Are offstreet parking facilities available in connection with this building? (167) 1 ☐ Yes 2 ☐ No – Skip to 78e

b. Do you rent such a space? (168) 1 ☐ Yes 2 ☐ No or available at no extra charge – Skip to 78e

c. What is the MONTHLY cost for this parking space? (169) $_____ .00

d. Is the cost of the parking space included in the $ . . . (rent entered in 71), or do you pay for it separately? (170) 1 ☐ Included in rent 2 ☐ Separately . . . – Skip to Check Item P

e. Do you rent a parking space in the neighborhood other than that connected with the building? (171) 1 ☐ Yes 2 ☐ No

CHECK ITEM P (See Control Card item 27a) ☐ One-unit structure, or a mobile home or trailer – Skip to 80 ☐ Two-or-more-unit structure – Ask 79a

79a. Does the owner of this building live on this property? (172) 1 ☐ Yes – Skip to 80 2 ☐ No 3 ☐ Don't know

b. Is there a resident manager, superintendent, or janitor who lives on this property? (173) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know

80. Do you or any member of your household own a second home or other living quarters which you occupy sometime during the year? Do not include units which are occupied as usual residence by caretakers, custodians, housekeepers or relatives. (174) 1 ☐ Yes 2 ☐ No

Page 23

Section IIIB – OCCUPIED UNITS *(Include URE)* – Continued

81a. How many cars or passenger automobiles are owned or regularly used by members of your household? (Count company cars kept at home, do NOT count trucks.) (175) 1 None 2 1 3 2 4 3 5 4 or more

b. How many trucks of one-ton capacity or less are owned or regularly used by members of your household? (Count company trucks kept at home.) (176) 1 None . . . 2 1 . . . . 3 2 or more – Skip to Check Item Q, page 25

82. FOR OFFICE USE

NOTES

Page 24

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

CHECK ITEM Q

URE household (See item 7, page 15 – Skip to 105, page 30
(See Check Item A(3), page 13)
Head moved here during the last 12 months – Ask 83
Head has lived here 12 months or longer – Skip to 102a, page 29

83. The following questions are about the place where . . . (head) lived before moving here. What was the address of . . .'s (head) previous residence?

Address (Number and street)

City or town

County | State | ZIP code

OR

(177) 1 ☐ Outside the United States – Skip to 102a, page 29

84. What is the main reason . . . (head) moved from his previous residence? (Write all reasons mentioned below, and then mark the main reason.)

(178) (179) (180)

EMPLOYMENT
1 ☐ Job transfer
2 ☐ Entered or left U.S. Armed Forces
3 ☐ Retirement
4 ☐ New job or looking for work
5 ☐ Commuting reasons
6 ☐ To attend school
7 ☐ Other

FAMILY
8 ☐ Needed larger house or apartment
9 ☐ Widowed
10 ☐ Separated
11 ☐ Divorced
12 ☐ Moved to be closer to relatives
13 ☐ Newly married
14 ☐ Family increased
15 ☐ Family decreased
16 ☐ Wanted to establish own household
17 ☐ Other

OTHER
18 ☐ Neighborhood overcrowded
19 ☐ Change in racial or ethnic composition of neighborhood
20 ☐ Wanted better neighborhood
21 ☐ Wanted to own residence
22 ☐ Lower rent or less expensive house
23 ☐ Wanted better house
24 ☐ Displaced by urban renewal, highway construction, or other public activity
25 ☐ Displaced by private action
26 ☐ Schools
27 ☐ Wanted to rent residence
28 ☐ Wanted residence with more conveniences
29 ☐ Natural disaster
30 ☐ Wanted change of climate
31 ☐ Other

Page 25

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

85a. Was . . . (head) the head of the household in his previous residence at the time he moved?

(179) 1 ☐ Yes
Respondent is the head – See INTERVIEWER INSTRUCTION
Respondent is not the head – Ask 85b
2 ☐ No – Skip to 102a, page 29

b. Were you also a member of . . .'s (head) household in the previous residence?

(180) 1 ☐ Yes
2 ☐ No

INTERVIEWER INSTRUCTION If the respondent is the head, or "Yes" was marked in 85b – Ask questions 86–101 in terms of "your" previous residence. If "No" was marked in 85b – Ask questions 86–101 in terms of "head's" previous residence.

86. How many rooms were in . . .'s (your) (head) previous residence? Do not count bathrooms, porches, balconies, halls, foyers, or half-rooms.

(181) _____ Number

87. How many bedrooms were in . . .'s (your) (head) previous residence? Count rooms used mainly for sleeping, even if used for other purposes.

(182) _____ Number
0 ☐ None

88. How many persons were in . . .'s (your) (head) previous residence at the time . . . (you) (head) moved?

(183) _____ Number

89. Did . . . (you) (head) have complete plumbing facilities in . . .'s (your) (head) previous residence (building); that is, hot and cold piped water, a flush toilet, and a bathtub or shower?

(184) 1 ☐ Yes – Were these facilities used by . . .'s (your) (head) household only?
1 ☐ Yes – Used for that household only
2 ☐ No – Also used by another household
2 ☐ No

90. How many living quarters, both occupied and vacant, were in the building where . . .'s (your) (head) previous residence was located?

(185) 1 ☐ Mobile home or trailer (no permanent room attached)
2 ☐ One, detached from any other building
3 ☐ One, attached to one or more buildings
4 ☐ 2
5 ☐ 3 or 4
6 ☐ 5 to 9
7 ☐ 10 to 19
8 ☐ 20 to 49
9 ☐ 50 or more

91a. Was . . .'s (your) (head) previous residence owned or being bought by someone in the household?

☐ Yes – Was it owned as a cooperative or condominium?
(186) 1 ☐ No – Skip to Check Item R
2 ☐ Yes, a cooperative – Skip to 102a, page 29
3 ☐ Yes, a condominium – Skip to 93
☐ No – Ask 91b

b. Was it rented for cash rent or occupied without payment of cash rent?

(186) 4 ☐ Rented for cash
5 ☐ Occupied without payment of cash rent

Page 26

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

CHECK ITEM R

TENURE OF PREVIOUS RESIDENCE (See item 91, page 26)

OWNED OR BEING BOUGHT (See item 90, page 26)
☐ One-unit structure – Ask 92a
☐ Two-or-more-unit structure, or a mobile home or trailer – Skip to 102a, page 29

RENTED FOR CASH OR OCCUPIED WITHOUT PAYMENT OF CASH RENT (See item 90, page 26)
☐ One-unit structure – Skip to 94
☐ Two-or-more-unit structure, or a mobile home or trailer – Skip to Check Item S

92a. Was that house on a place of 10 acres or more?

(187) 1 ☐ Yes – Skip to 102a, page 29
2 ☐ No

b. Was there a commercial establishment or medical or dental office on the property?

(188) 1 ☐ Yes – Skip to 102a, page 29
2 ☐ No

93. What was the value of that property when . . . (you) (head) moved; that is, about how much did that property (house and lot) (condominium unit), sell for, or would it have sold for, had it been for sale?

SHOW FLASHCARD B

(189)
1 ☐ Less than $5,000
2 ☐ $ 5,000 – $ 7,499
3 ☐ 7,500 – 9,999
4 ☐ 10,000 – 12,499
5 ☐ 12,500 – 14,999
6 ☐ 15,000 – 17,499
7 ☐ 17,500 – 19,999
8 ☐ 20,000 – 24,999
9 ☐ 25,000 – 29,999
10 ☐ 30,000 – 34,999
11 ☐ 35,000 – 39,999
12 ☐ 40,000 – 49,999
13 ☐ 50,000 – 59,999
14 ☐ 60,000 – 74,999
15 ☐ 75,000 or more

Skip to 102a, page 29

94. Was that house on a place of 10 acres or more?

(190) 1 ☐ Yes – Skip to 102a, page 29
2 ☐ No

CHECK ITEM S (See item 91, page 26)
☐ Rented for cash – Ask 95
☐ Occupied without payment of cash rent – Skip to 96

95. What was the MONTHLY rent for . . .'s (your) (head) previous apartment (house)?
(If rent was not paid by the month, write the amounts and the time period covered in the "Notes" space, then compute MONTHLY rent and enter on the line provided.)
(Include site rent for mobile homes if it was paid separately.)

(191) $_____ .00 Per month

NOTES

96. Was that house (apartment) in a public housing project; that is, was it owned by a local housing authority or other public agency?

(192) 1 ☐ Yes – Skip to 98
2 ☐ No

97. Did . . . (you) (head) pay a lower rent because the Federal, State, or local Government was paying part of the cost?

(193) 1 ☐ Yes
2 ☐ No

Page 27

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

98. (In addition to rent), did . . . (you) (head) pay for –

a. (1) Electricity?

(194) 1 ☐ Yes
2 ☐ No, included in rent or supplied free
3 ☐ No, electricity not used
Skip to b(1)

(2) What was the average MONTHLY cost?

(195) $_____ .00

b. (1) Gas?

(196) 1 ☐ Yes
2 ☐ No, included in rent or supplied free
3 ☐ No, gas not used
Skip to c(1)

(2) What was the average MONTHLY cost?

(197) $_____ .00

c. (1) Water?

(198) 1 ☐ Yes
2 ☐ No, included in rent or no charge – Skip to d(1)

(2) What was the YEARLY cost?

(199) $_____ .00

d. (1) Oil, coal, kerosene, wood, etc.?

(200) 1 ☐ Yes
2 ☐ No, included in rent
3 ☐ No, these fuels not used or obtained free
Skip to 99a

(2) What was the YEARLY cost?

(201) $_____ .00

99a. (In addition to rent), did . . . (you) (head) pay for garbage and trash collection?

(202) 1 ☐ Yes
2 ☐ No – Skip to Check Item T

b. What was the YEARLY cost?

(203) $_____ .00

CHECK ITEM T (See item 91, page 26)
☐ Rented for cash – Ask 100a
☐ Occupied without payment of cash rent – Skip to 102a, page 29

100a. Did . . . (you) (head) rent the apartment (house) furnished or unfurnished?

(204) 1 ☐ Furnished
2 ☐ Unfurnished – Ask 100c

b. Was the cost of the furniture included in the rent or did . . . (you) (head) pay for it separately?

(205) 1 ☐ Included in rent – Skip to 101a
2 ☐ Separately – Ask 100d

c. Did . . . (you) (head) rent furniture from some other source?

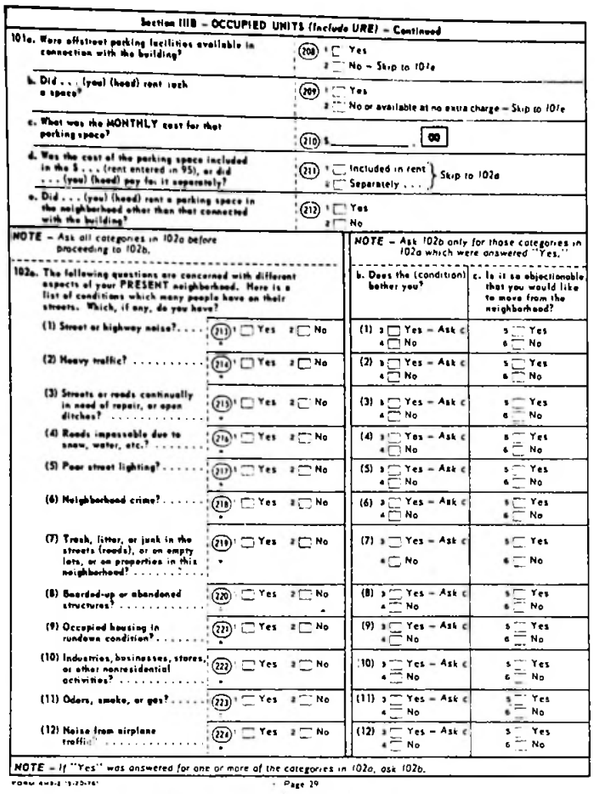
(206) 1 ☐ Yes
2 ☐ No – Skip to 101a

d. What was the MONTHLY cost?

(207) $_____ .00

Page 28

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



Section IIIB – OCCUPIED UNITS (Include URE) – Continued

101a. Were offstreet parking facilities available in connection with the building? (208) 1 Yes 2 No – Skip to 101e

b. Did . . . (you) (head) rent such a space? (209) 1 Yes 2 No or available at no extra charge – Skip to 101e

c. What was the MONTHLY cost for that parking space? (210) $ .00

d. Was the cost of the parking space included in the $ . . . (rent entered in 95), or did . . . (you) (head) pay for it separately? (211) 1 Included in rent 2 Separately . . . Skip to 102a

e. Did . . . (you) (head) rent a parking space in the neighborhood other than that connected with the building? (212) 1 Yes 2 No

NOTE – Ask all categories in 102a before proceeding to 102b.

NOTE – Ask 102b only for those categories in 102a which were answered "Yes."

102a. The following questions are concerned with different aspects of your PRESENT neighborhood. Here is a list of conditions which many people have on their streets. Which, if any, do you have?		b. Does the (condition) bother you?	c. Is it so objectionable that you would like to move from the neighborhood?
(1) Street or highway noise?	(213) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(2) Heavy traffic?	(214) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(3) Streets or roads continually in need of repair, or open ditches?	(215) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(4) Roads impassable due to snow, water, etc.?	(216) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(5) Poor street lighting?	(217) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(6) Neighborhood crime?	(218) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(7) Trash, litter, or junk in the streets (roads), or on empty lots, or on properties in this neighborhood?	(219) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(8) Boarded-up or abandoned structures?	(220) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(9) Occupied housing in rundown condition?	(221) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(10) Industries, businesses, stores, or other nonresidential activities?	(222) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(11) Odors, smoke, or gas?	(223) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No
(12) Noise from airplane traffic?	(224) 1 Yes 2 No	3 Yes – Ask c 4 No	5 Yes 6 No

NOTE – If "Yes" was answered for one or more of the categories in 102a, ask 102b.

FORM AHS-2 (1-25-76)

Page 29

Section IIIB – OCCUPIED UNITS (Include URE) – Continued

NOTE – Ask ALL categories in 103a before proceeding to 103b.

NOTE – Ask 103b only for those categories in 103a which were answered "No."

103. The following questions are concerned with neighborhood services. a. Do you have adequate or satisfactory –		b. Is the (service) so inadequate or unsatisfactory that you would like to move from the neighborhood?
(1) Public transportation?	(225) 1 Yes 2 No 3 Don't know	(226) 1 Yes 2 No
(2) Schools?	(227) 1 Yes 2 No 3 Don't know	(228) 1 Yes 2 No
(3) Neighborhood shopping such as grocery stores or drug stores?	(229) 1 Yes 2 No 3 Don't know	(230) 1 Yes 2 No
(4) Police protection?	(231) 1 Yes 2 No 3 Don't know	(232) 1 Yes 2 No
(5) Fire protection?	(233) 1 Yes 2 No 3 Don't know	(234) 1 Yes 2 No
(6) Hospitals or health clinics?	(235) 1 Yes 2 No 3 Don't know	(236) 1 Yes 2 No

NOTE – If "No" was answered for one or more categories in 103a, ask 103b.

104a. In view of all the things we have talked about, how would you rate this NEIGHBORHOOD as a place to live – would you say it is excellent, good, fair or poor? (237) 1 Excellent 2 Good 3 Fair 4 Poor

b. How would you rate this HOUSE (building) as a place to live – would you say it is excellent, good, fair or poor? (238) 1 Excellent 2 Good 3 Fair 4 Poor

OBSERVATION

105. Are there any buildings that appear to be abandoned and/or are there any buildings with windows broken or boarded-up on this street? (239) 1 Yes 2 No

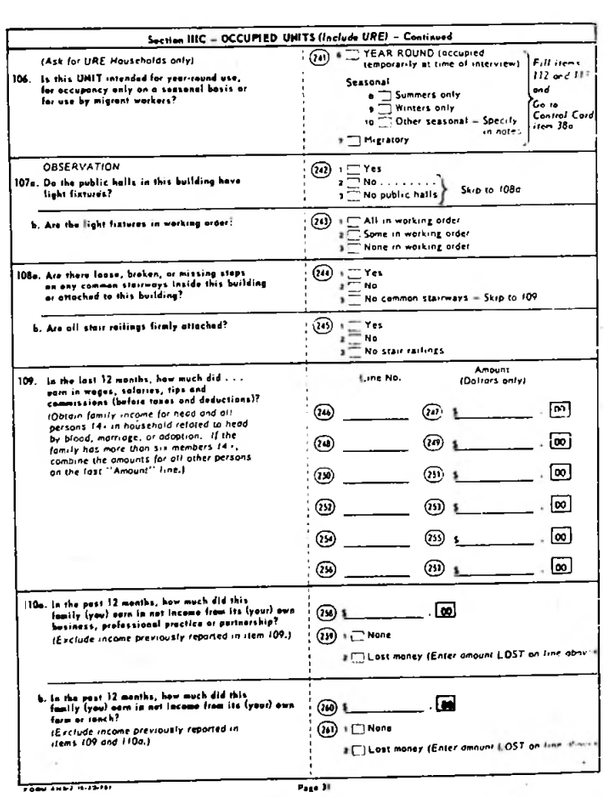
CHECK ITEM U

☐ URE Household (See item 7, page 1) – Ask 106
(See Control Card item 27a)
☐ A one-unit structure, or a mobile home or trailer – Skip to 109
☐ Two-or-more-unit structure – Skip to 107a

FORM AHS-2 (1-25-76)

Page 30

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



Section IIIC – OCCUPIED UNITS (Include URE) – Continued

(Ask for URE Households only)

106. Is this UNIT intended for year-round use, for occupancy only on a seasonal basis or for use by migrant workers? (241) 6 YEAR ROUND (occupied temporarily at time of interview) Seasonal: 8 Summers only 9 Winters only 10 Other seasonal – Specify in notes 7 Migratory — Fill items 112 and 117 and Go to Control Card item 38a

OBSERVATION

107a. Do the public halls in this building have light fixtures? (242) 1 Yes 2 No . . . . . 3 No public halls – Skip to 108a

b. Are the light fixtures in working order? (243) 1 All in working order 2 Some in working order 3 None in working order

108a. Are there loose, broken, or missing steps on any common stairways inside this building or attached to this building? (244) 1 Yes 2 No 3 No common stairways – Skip to 109

b. Are all stair railings firmly attached? (245) 1 Yes 2 No 3 No stair railings

109. In the last 12 months, how much did . . . earn in wages, salaries, tips and commissions (before taxes and deductions)? (Obtain family income for head and all persons 14+ in household related to head by blood, marriage, or adoption. If the family has more than six members 14+, combine the amounts for all other persons on the last "Amount" line.)

Line No.	Amount (Dollars only)
(246)	(247) $ .00
(248)	(249) $ .00
(250)	(251) $ .00
(252)	(253) $ .00
(254)	(255) $ .00
(256)	(257) $ .00

110a. In the past 12 months, how much did this family (you) earn in net income from its (your) own business, professional practice or partnership? (Exclude income previously reported in item 109.) (258) $ .00 (259) 1 None 2 Lost money (Enter amount LOST on line above)

b. In the past 12 months, how much did this family (you) earn in net income from its (your) own farm or ranch? (Exclude income previously reported in items 109 and 110a.) (260) $ .00 (261) 1 None 2 Lost money (Enter amount LOST on line above)

FORM AHS-2 (1-25-76)

Page 31

Section IIIB – OCCUPIED UNITS – Continued

NOTE – Ask 111a for all categories before asking 111b.

NOTE – Ask 111b only for those categories in 111a which were answered "Yes."

(Obtain family income for head and all persons 14+ in household related to head by blood, marriage, or adoption.)

111a. In the past 12 months, did any member of this family (you) receive any money from –		111b. How much was received from (source of income) in the past 12 months?
(1) Social Security or Railroad Retirement payments?	(262) 1 Yes 2 No	(263) $ .00
(2) Estates, trusts or dividends?	(264) 1 Yes 2 No	(265) $ .00
(3) Interest on savings accounts or bonds?	(266) 1 Yes 2 No	(267) $ .00
(4) Net rental income?	(268) 1 Yes 2 No	(269) $ .00
(5) Welfare payments or other public assistance?	(270) 1 Yes 2 No	(271) $ .00
(6) Unemployment compensation?	(272) 1 Yes 2 No	(273) $ .00
(7) Workmen's compensation?	(274) 1 Yes 2 No	(275) $ .00
(8) Government employee pensions?	(276) 1 Yes 2 No	(277) $ .00
(9) Veterans payments?	(278) 1 Yes 2 No	(279) $ .00
(10) Private pensions or annuities?	(280) 1 Yes 2 No	(281) $ .00
(11) Alimony or child support?	(282) 1 Yes 2 No	(283) $ .00
(12) Regular contributions from persons not living in this household?	(284) 1 Yes 2 No	(285) $ .00
(13) Anything else?	(286) 1 Yes 2 No	(287) $ .00

NOTE – If "Yes" was answered for one or more of the categories in 111a, ask 111b.

OBSERVATION – Fill for mobile home in group of 6 or more.

112. How many mobile homes are in this group? (288) 1 6–99 2 100 or more

OBSERVATION – Fill for 2 or more unit structures

113. How many stories (floors) are there from the main entrance of the building to the main entrance of the apartment? (289) 1 None, on same floor 2 One (up or down) 3 Two or more (up or down)

CHECK ITEM V

(See Control Card item 11b)
☐ Household contains only family members – Skip to Check item W, page 36
☐ Household contains persons 14+ NOT RELATED TO THE HEAD by blood, marriage or adoption – Ask 114

FORM AHS-2 (1-25-76)

Page 32

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

NOTES

Page 33

Section IIIB – OCCUPIED UNITS – Continued

114. In the last 12 months, how much did . . . earn in wages, salaries, tips and commissions (before taxes and deductions)?

(Obtain income for persons 14 + in household NOT RELATED TO HEAD by blood, marriage or adoption.)

115a. In the past 12 months, how much did . . . earn in net income from his/her own business, professional practice or partnership?

b. In the past 12 months, how much did . . . earn in net income from his/her own farm or ranch?

NOTE – Ask 116b for each "Yes" response in 116a. Ask 116a (and 116b, as appropriate) for all categories before asking 116c.

116a. In the past 12 months did . . . (names of persons 14 + NOT RELATED TO HEAD by blood, marriage or adoption) receive any money from –		116b. Who received this type of income? (Enter line numbers)
(1) Social Security or Railroad Retirement payments?	(290) 1 Yes 2 No	
(2) Estates, trusts or dividends?	(291) 1 Yes 2 No	
(3) Interest on savings accounts or bonds?	(292) 1 Yes 2 No	
(4) Net rental income?	(293) 1 Yes 2 No	
(5) Welfare payments or other public assistance?	(294) 1 Yes 2 No	
(6) Unemployment compensation?	(295) 1 Yes 2 No	
(7) Workmen's compensation?	(296) 1 Yes 2 No	
(8) Government employee pensions?	(297) 1 Yes 2 No	
(9) Veterans payments?	(298) 1 Yes 2 No	
(10) Private pensions or annuities?	(299) 1 Yes 2 No	
(11) Alimony or child support?	(300) 1 Yes 2 No	
(12) Regular contributions from persons not living in this household?	(301) 1 Yes 2 No	
(13) Anything else?	(302) 1 Yes 2 No	

NOTES (303)

Page 34

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued

	(323) Line No.	(342) Line No.	(361) Line No.
114. (305) $ .00	114. (324) $ .00	114. (343) $ .00	114. (362) $ .00
115a. (306) $ .00 (307) 1 None 2 Lost money (Enter amount LOST on line above)	115a. (325) $ .00 (326) 1 None 2 Lost money (Enter amount LOST on line above)	115a. (344) $ .00 (345) 1 None 2 Lost money (Enter amount LOST on line above)	115a. (363) $ .00 (364) 1 None 2 Lost money (Enter amount LOST on line above)
b. (308) $ .00 (309) 1 None 2 Lost money (Enter amount LOST on line above)	b. (327) $ .00 (328) 1 None 2 Lost money (Enter amount LOST on line above)	b. (346) $ .00 (347) 1 None 2 Lost money (Enter amount LOST on line above)	b. (365) $ .00 (366) 1 None 2 Lost money (Enter amount LOST on line above)
116c. How much did . . . receive from (source of income) in the past 12 months?	116c. How much did . . . receive from (source of income) in the past 12 months?	116c. How much did . . . receive from (source of income) in the past 12 months?	116c. How much did . . . receive from (source of income) in the past 12 months?
(1) (310) $ .00	(1) (329) $ .00	(1) (348) $ .00	(1) (367) $ .00
(2) (311) $ .00	(2) (330) $ .00	(2) (349) $ .00	(2) (368) $ .00
(3) (312) $ .00	(3) (331) $ .00	(3) (350) $ .00	(3) (369) $ .00
(4) (313) $ .00	(4) (332) $ .00	(4) (351) $ .00	(4) (370) $ .00
(5) (314) $ .00	(5) (333) $ .00	(5) (352) $ .00	(5) (371) $ .00
(6) (315) $ .00	(6) (334) $ .00	(6) (353) $ .00	(6) (372) $ .00
(7) (316) $ .00	(7) (335) $ .00	(7) (354) $ .00	(7) (373) $ .00
(8) (317) $ .00	(8) (336) $ .00	(8) (355) $ .00	(8) (374) $ .00
(9) (318) $ .00	(9) (337) $ .00	(9) (356) $ .00	(9) (375) $ .00
(10) (319) $ .00	(10) (338) $ .00	(10) (357) $ .00	(10) (376) $ .00
(11) (320) $ .00	(11) (339) $ .00	(11) (358) $ .00	(11) (377) $ .00
(12) (321) $ .00	(12) (340) $ .00	(12) (359) $ .00	(12) (378) $ .00
(13) (322) $ .00	(13) (341) $ .00	(13) (360) $ .00	(13) (379) $ .00

Notes

Page 35

Section IIIB – OCCUPIED UNITS – Continued

CHECK ITEM W (See Control Card item 25a)

- OWNED or BEING BOUGHT (Regular, condominium, or cooperative ownership) – Ask 117a
- Rented for cash or occupied without payment of cash rent – Skip to 117b

117a. Do you have insurance on your home and its contents for any of the following?

(1) Theft	(380) 1 Yes	2 No 3 Don't know
(2) Floods	(381) 1 Yes	2 No 3 Don't know
(3) Earthquakes	(382) 1 Yes	2 No 3 Don't know

Skip to 118a after filling 117a

b. Do you have insurance on your household contents (furniture and belongings) for any of the following?

(1) Fire	(383) 1 Yes	2 No 3 Don't know
(2) Theft	(383) 1 Yes	2 No 3 Don't know
(3) Hazards (such as flood, windstorm, earthquake)	(383) 1 Yes	2 No 3 Don't know

118a. At your present address have you ever applied for and been refused fire or theft insurance or hazard insurance such as flood, windstorm, earthquake, etc., BECAUSE OF WHERE YOU LIVE? (384) 1 Yes 2 No 3 Don't know } Skip to 119

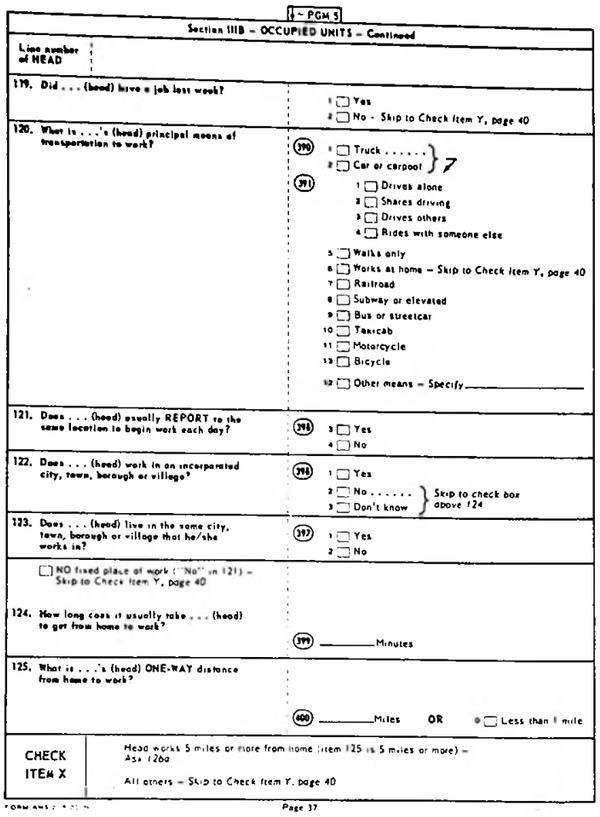
b. What type of insurance coverage have you been refused because of where you live? (385)

1 Fire only
2 Theft only
3 Hazard only
4 Fire and theft
5 Fire and hazard
6 Theft and hazard
7 Fire, theft and hazard

Notes

Page 36

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



→ PGM 5

Section IIIB – OCCUPIED UNITS – Continued

Line number of HEAD

119. *Did . . . (head) have a job last week?*
1 ☐ Yes
2 ☐ No - Skip to Check Item Y, page 40

120. What is . . .'s (head) principal means of transportation to work?
(390) 1 ☐ Truck . . . . . } 7
2 ☐ Car or carpool
(391) 1 ☐ Drives alone
2 ☐ Shares driving
3 ☐ Drives others
4 ☐ Rides with someone else
5 ☐ Walks only
6 ☐ Works at home – Skip to Check Item Y, page 40
7 ☐ Railroad
8 ☐ Subway or elevated
9 ☐ Bus or streetcar
10 ☐ Taxicab
11 ☐ Motorcycle
12 ☐ Bicycle
13 ☐ Other means – Specify _____

121. Does . . . (head) usually REPORT to the same location to begin work each day?
(394) 3 ☐ Yes
4 ☐ No

122. Does . . . (head) work in an incorporated city, town, borough or village?
(396) 1 ☐ Yes
2 ☐ No . . . . . } Skip to check box above 124
3 ☐ Don't know

123. Does . . . (head) live in the same city, town, borough or village that he/she works in?
(397) 1 ☐ Yes
2 ☐ No

☐ NO fixed place of work ("No" in 121) – Skip to Check Item Y, page 40

124. How long does it usually take . . . (head) to get from home to work?
(399) _____ Minutes

125. What is . . .'s (head) ONE-WAY distance from home to work?
(400) _____ Miles OR ☐ Less than 1 mile

CHECK ITEM X
Head works 5 miles or more from home (item 125 is 5 miles or more) – Ask 126a
All others – Skip to Check Item Y, page 40

Page 37

→ PGM 6

Section IIIB – OCCUPIED UNITS – Continued

126a. Does . . . (head) have any objections to the distance (he/she) travels to get to work?
(405) 1 ☐ Yes – Skip to c
2 ☐ No – Ask b

b. What would you say your reasons are for living 5 or more miles from . . .'s (head) place of work?
Is it because –
(1) You like the neighbors in your present neighborhood? (406) 3 ☐ Yes 4 ☐ No
(2) You like your house (apartment)? (407) 3 ☐ Yes 4 ☐ No
(3) Your present home is close to good schools, or church? (408) 3 ☐ Yes 4 ☐ No
(4) Your present home is convenient to shops, recreation, and similar facilities? (409) 3 ☐ Yes 4 ☐ No
(5) Your present home is close to the jobs of others (besides the head) in your family? (410) 3 ☐ Yes 4 ☐ No
(6) You can afford your present home? (411) 3 ☐ Yes 4 ☐ No
(7) You're used to your present home, or you're comfortable, or you've always lived here? (412) 3 ☐ Yes 4 ☐ No
(8) Some other reason I have not already mentioned? (413) 3 ☐ Yes 4 ☐ No
If "Yes," specify reason(s) – _____ (Skip to Note above item 127)

c. What are the reasons you don't live closer to . . .'s (head) place of work?
Is it because –
(9) You don't like any houses which are closer to work? (414) 3 ☐ Yes 4 ☐ No
(10) You would not like to live among the type of people in the neighborhoods which are closer to work? (415) 3 ☐ Yes 4 ☐ No
(11) The neighborhoods closer to work have poor schools or lack churches? (416) 3 ☐ Yes 4 ☐ No
(12) The neighborhoods closer to work are inconvenient to shops, recreation, or other similar facilities? (417) 3 ☐ Yes 4 ☐ No
(13) The neighborhoods closer to . . .'s (head) work are too far from other family members' jobs? (418) 3 ☐ Yes 4 ☐ No
(14) You cannot afford housing in neighborhoods closer to work? (419) 3 ☐ Yes 4 ☐ No
(15) There is no closer housing available? (420) 3 ☐ Yes 4 ☐ No
(16) You don't like change; it's trouble to move? (421) 3 ☐ Yes 4 ☐ No
(17) . . . (head's) present job is temporary, or . . . (head) expects to change jobs? (422) 3 ☐ Yes 4 ☐ No
(18) Some other reason I have not already mentioned? (423) 3 ☐ Yes 4 ☐ No
If "Yes," specify reason(s) – _____

NOTE: If 2 or more "Yes" answers in categories (1)–(18), ask item 127. If "Yes" only in c(14), go to note above item 128. All others go to Check Item Y.

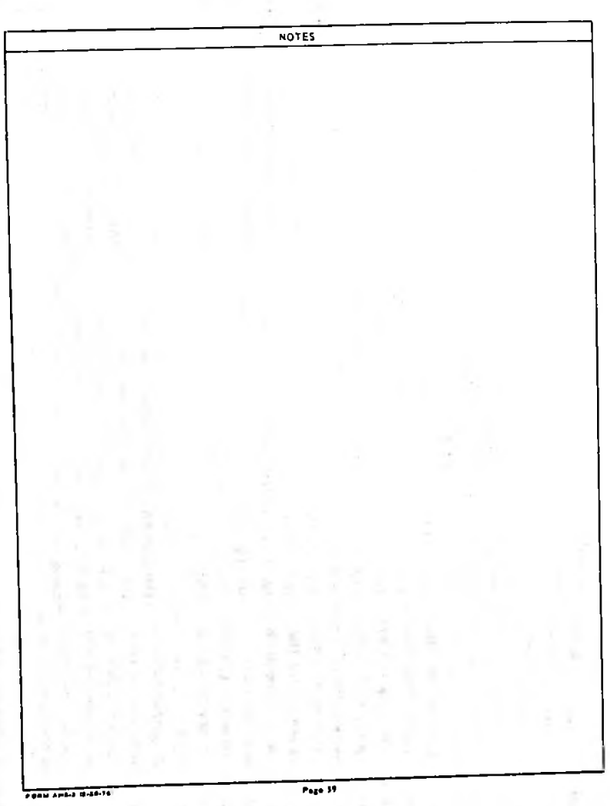
127. In view of all of the reasons we have talked about (Specify "Yes" answers mentioned in (1)–(18) above), which reason would you say is the most important reason you live 5 or more miles from . . .'s (head) work? (424) _____ Reason number

NOTE: "Yes" in item 126c(14) and "No" in item 123 – Ask 128
All others – Skip to Check Item Y

128. You said you cannot afford housing in neighborhoods closer to work – would . . . (head) move to the place where he/she works if housing . . . available which he/she could afford? (398) 1 ☐ Yes 2 ☐ No 3 ☐ Don't know

Page 38

Facsimile of the Annual Housing Survey Questionnaire: 1976—Continued



NOTES

Page 39

Section IIIC – VACANT AND OCCUPIED UNITS

CHECK ITEM Y
☐ Urban box marked in Control Card item 37a – Skip to Check Item Z
Rural box marked in Control Card item 37a AND
☐ "Yes" in Control Card item 37c or 37d – Ask 129
☐ "No," "NA" or "DK" in Control Card item 37c or 37d – Skip to Check Item Z

129. During the past 12 months did sales of crops, livestock and other farm products from this place amount to $1,000 or more? (425) 1 ☐ Yes 2 ☐ No

CHECK ITEM Z
(See item 7, page 1)
☐ Regular interview – *End AHS-2 Interview and go to Control Card Item 38a*
☐ Vacant interview – *End AHS-2 Interview and go to Control Card Item 39*

Notes

Page 40 ★U.S. GOVERNMENT PRINTING OFFICE

Appendix B

Source and Reliability of the Estimates

SAMPLE DESIGN App-42
Selection of sample areas App-42
Designation of sample housing units for the 1976 survey App-42
Selection of the 1973 sample housing units App-42
Splitting of the sample App-43
Selection of supplemental sample housing units in rural areas App-43
Selection of sample housing units for the 1976 Coverage Improvement Program App-43
ESTIMATION App-44
RELIABILITY OF THE ESTIMATES App-45
Sampling errors App-45
Illustration of the use of the standard error tables. Illustration I App-47
Illustration II App-48
Differences App-48
Illustration of the computation of the standard error of a difference App-48
Nonsampling errors App-49
Reinterview program App-49
Coverage errors App-49
Rounding errors App-50

SAMPLE DESIGN

The 1976 estimates are based on data collected in October through December 1976 for the Annual Housing Survey (AHS), which was conducted by the Bureau of the Census, acting as collection agent for the Department of Housing and Urban Development. The sample for this survey was spread over 461 sample areas (called primary sampling units), comprising 923 counties and independent cities with coverage in each of the 50 States and the District of Columbia.

Approximately 75,500 sample housing units (both occupied and vacant) were eligible for interview in the 1976 Annual Housing Survey. Of this number, 4,500 interviews were classified as "noninterview" for various reasons. Occupied housing units were classified as "noninterview" mainly because the occupants were not found at home after repeated calls. For vacant housing units, interviews were not obtained because an informed respondent was not found after repeated visits. In addition to the 75,500, there were also 6,600 sample units which were visited but found not to be eligible for interview for the AHS in terms of collecting information relevant to the 1976 housing inventory.

Selection of sample areas.—The United States was divided into areas made up of counties and independent cities referred to as primary sampling units (PSU's). These PSU's were then grouped into 376 strata, 156 of which consisted of only one PSU which was in sample with certainty. These 156 strata were mostly the larger SMSA's and were called self-representing (SR) since the sample from the sample area represented just that PSU. Each one of the other 220 strata consisted of a group of PSU's and were referred to as non-self-representing (NSR), since the sample of housing units from the sample PSU in a stratum represented the other PSU's in the stratum as well.

One PSU was selected from each NSR stratum with probability proportionate to the 1970 census population of the PSU. (This resulted in 220 NSR sample PSU's.) In addition, the NSR strata were grouped into 110 pairs, and one stratum was picked at random from each pair. From this stratum, an additional PSU was selected independently of the other PSU selected from this stratum. Since the two PSU's were independently selected, it was possible for the same PSU to be selected twice. This occurred in 25 instances, producing an additional 85 NSR sample PSU's, thus giving a grand total of 461 PSU's.

Designation of sample housing units for the 1976 survey.—The sample housing units designated to be interviewed in the 1976 survey consisted of the following categories, which are described in detail in succeeding sections.

1. All sample housing units that were interviewed in the 1975 survey.
2. All sample housing units that were either type A noninterviews; i.e., units eligible to be interviewed, or type B noninterviews; i.e., units not eligible for interview at the time of the survey but which could become eligible in the future, in the 1975 survey. (For a list of reasons for type A and type B noninterviews, see the facsimile of the 1976 AHS questionnaire, page 1.)
3. All sample housing units that were selected from the list of building permits issued since the 1975 survey. (This sample represented the housing units built in permit-issuing areas since the 1975 survey).
4. All sample housing units that were selected as part of the 1976 Coverage Improvement Program. (This sample represented most of the housing units which, until 1976, did not have a chance of selection.)

Selection of the 1973 sample housing units.—The overall sampling rate used to select the sample for the 1973 AHS was about 1 in 1,366. The within-PSU sampling rate for the AHS was determined so that the overall probability of selection for each sample housing unit was the same; e.g., if the probability of selecting a NSR PSU was 1 in 10, then the within-PSU sampling rate would be 1 in 136.6.

Within the sample PSU's, a sample of the housing units enumerated in the 1970 Census of Population and Housing was selected for the AHS. In addition, a sample of new construction building permits was also selected to represent the units constructed since the 1970 census. These samples were selected at about twice the rate mentioned previously; i.e., at 2 in 1,366, thereby producing a sample twice as large as needed. This sample was split into two equal-sized samples—one to be used for the AHS, and one to be held in reserve for possible future use for the AHS. The procedure used to split this sample into equal-sized samples is described in the next section.

The sample of 1970 census units was selected in several stages of sampling. Within the sample PSU's, the first step was the selection of a sample of census enumeration districts (ED's), administrative units used in the 1970 census. The probability of selection for an ED was

proportionate to the 1970 census counts of housing units (HU's) and persons in group quarters in the formula:

$$\frac{\text{Number of HU's in the ED} + \frac{\text{Number of group quarters persons in the ED}}{3}}{4}$$

The next step was to select an expected cluster of about four neighboring housing units within each sample ED. For most of the ED's, the selection was accomplished using the list of addresses for the ED as compiled in the 1970 census. However, in those ED's where addresses were incomplete or inadequate (mostly rural areas), the selection process was accomplished using area sampling methods. These ED's were divided into segments, (i.e., small land areas with well-defined boundaries, having an expected size of four, or a multiple of four, housing units) and a segment was selected. Those selected segments with an expected size which was a multiple of four were further subsampled at the time of the survey so that an expected four housing units were chosen for interview.

The sample of new construction units was selected from building permits issued since January 1970. Within each sample PSU, the building permits were chronologically ordered by month issued, and compact clusters of approximately four housing units were created. These clusters were then sampled for inclusion in the AHS at the sampling rate of 2 in 1,366. Housing units constructed since the 1970 census in areas which do not issue building permits were brought into the sample as a result of the area sample described above.

Splitting of the sample.—The described sample selection procedure produced clusters (or segments) of size-four housing units for the sample taken from the census address frame, the new construction frame, and the area sampling frame (mainly rural areas). Clusters of this size should result in a minimum loss in precision for estimates of housing characteristics in rural areas because of the heterogeneity of neighboring units. However, clusters of size-two housing units were considered to be more optimum within those areas where the housing characteristics of neighboring units tend to be very similar (i.e., urban areas and new construction units). A splitting operation was then carried out for clusters selected from the census address and the new construction frames. This consisted of halving each sample cluster from these frames. Thus, two housing units from each of these clusters were included in the survey and two housing units were held in reserve. No splitting operation was carried out within the clusters selected from the area sampling frame; every other area sample cluster of four housing units was used for the survey and the remaining clusters were assigned to the reserve sample.

Selection of supplemental sample housing units in rural areas.—In 1974, it was decided to increase the reliability of the AHS estimates of rural housing characteristics by doubling the number of sample housing units from rural areas. This was accomplished by reactivating the reserve sample, selected in the original sampling operations in 1973, from rural areas only. For the reserve sample selected in census address and new construction frames, this meant that the other half of each rural cluster (an expected two housing units) was reactivated in 1974. Similarly for the area sampling frame, this meant the entire reserve cluster (an expected four housing units) was reactivated in 1974 if the cluster was rural. This supplementation increased the overall probability of selection for sample housing units in rural areas to about 2 in 1,366; whereas, the overall probability of selection for sample housing units in urban areas remained at 1 in 1,366.

Selection of sample housing units for the 1976 Coverage Improvement Program.—The 1976 Coverage Improvement Program was undertaken to correct certain deficiencies in the AHS National sample from the census address and new construction frames. The coverage deficiencies included the following units:

1. New construction, from building permits issued prior to January 1970.
2. Units converted to residential use in structures totally nonresidential at the time of the 1970 census.
3. Houses that have been moved to their present site since the 1970 census.
4. Mobile homes placed in parks either missed in the 1970 census or established since the 1970 census.
5. Mobile homes placed outside parks since the 1970 census or vacant at the time of the 1970 census.

A sample of new construction units whose permits were issued before January 1970 was selected in two stages. First, units whose permits were issued before January 1970, but which were completed after the census, were identified from the Survey of Construction (SOC), a survey of building permits conducted monthly by the Bureau of the Census. These units were then sampled so that the overall probability of selection was about 1 in 1,320.

A sample of mobile homes placed in a park missed by the census or established after the census was also selected in two stages. During the first stage, a list of mobile home parks was obtained from commercial listings. This list was then supplemented by additional parks identified by a canvassing operation similar to that performed in ED's where area sampling methods are used. The second stage consisted of dividing the parks into clusters of an expected size of four sites. Then these clusters were sampled so that the overall probability of selection was about 1 in 1,366.

For the remaining units, (i.e., mobile homes placed outside parks since the 1970 census, mobile homes vacant at the time of the 1970 census, units converted from nonresidential to residential use since the 1970 census, and houses that had been moved onto their present site since the 1970 census), the sampling was done in three stages. First, a subsample of the regular AHS sample units from the census address frame was selected. Second, succeeding structures that had been eligible to be selected from the census address frame were then listed in a defined path of travel to the right from the sample unit until eight structures (excluding mobile home parks) were found. Finally, the intervening structures that had been

listed which did not have a chance of selection in the AHS were identified and the units within these structures were interviewed.

ESTIMATION

In 1976 the AHS estimates employed a three-stage ratio estimation procedure. However, prior to implementation of the procedure, the basic weight (i.e., the inverse of the probability of selection) was adjusted to account for the type A noninterview housing units encountered in the AHS. This noninterview adjustment was done separately for occupied and vacant units. The noninterview adjustment was equal to the following ratio:

$$\frac{\text{Interviewed housing units + noninterviewed housing units}}{\text{Interviewed housing units}}$$

The first-stage ratio estimation procedure was employed for sample housing units from non-self-representing (NSR) PSU's only. This procedure was designed to reduce the contribution to the variance arising from the sampling of PSU's. The first-stage ratio estimation procedure takes into account the differences that existed at the time of the 1970 census in the distribution by tenure and residence of the housing population estimated from the sample NSR PSU's and that of the NSR housing population in each of the four census regions of the country. The first-stage ratio estimation factor for each specified category was as follows:

$$\frac{\text{The 1970 census housing population in the residence-tenure category for all NSR strata in a census region}}{\text{Estimate of the housing population category using 1970 census housing counts for sample NSR PSU's in a census region}}$$

The numerators of the ratios were calculated by obtaining the 1970 census housing counts for each of the residence-tenure categories for each NSR stratum and summing these counts across the NSR strata in each census region. The denominators were calculated by obtaining the 1970 census housing counts for each of the residence-tenure categories for each NSR sample PSU, weighting these counts by the inverse of the probability of selecting that PSU, and summing these weighted counts across the NSR sample PSU's in each census region. The computed first-stage ratio estimation factor was then applied to the existing weight for each NSR sample unit in each first-stage ratio estimation category.

The second-stage ratio estimation procedure was designed to adjust the AHS sample estimate of one category of conventional new construction units (i.e., one category of sample units built April 1, 1970, or later) to an independently derived current estimate where a known deficiency in the AHS sample exists (see the section on non-sampling error) for each of the four regions. This estimate was considered to be the best estimate available for the number of conventional new construction units in this category. The second-stage ratio estimation factor was as follows:

$$\frac{\text{Current best estimate of new construction in the category}}{\text{AHS sample estimate of new construction units in the category}}$$

The numerators of the ratios were derived from data based on the Survey of Construction (SOC).

The denominators of the ratios were obtained from the weighted estimates for the AHS sample units using the existing weight after the first-stage ratio estimation procedure. The computed second-stage ratio estimation factor was then applied to the existing weight for each sample unit in each second-stage ratio estimation category.

The third-stage ratio estimation procedure was employed for all the AHS sample units. This procedure was designed to adjust the AHS sample estimates of housing (i.e., the estimates employing the noninterview, first-stage, and second-stage adjustments) to independently derived current housing estimates for four categories of vacant housing units and for 24 categories for occupied housing units. Each of these 24 categories is a combination of the characteristics of residence, tenure, race of head, and sex of head. The third-stage ratio estimation factor for each specified category was as follows:

$$\frac{\text{Current independent estimate of housing units in the category}}{\text{AHS sample estimate of housing units in the category}}$$

The numerators of the ratios for occupied housing units were derived from data based on the Current Population Survey (CPS), a sample household survey conducted monthly by the Bureau of the Census. The numerators of the ratios for vacant housing units were derived from data based on the Housing Vacancy Survey (HVS), a quarterly vacancy survey also conducted by the Bureau of the Census.

The denominators of the ratios were obtained from the weighted estimates for the AHS sample units, using the existing weight after the second-stage ratio estimation procedure. The computed third-stage ratio estimation factor was then applied to the existing weight for each sample unit in each third-stage ratio estimation category.

The second- and third-stage ratio estimation procedures were repeated in an iterative process in order to bring the AHS estimates into close agreement with both sets of "independent" estimates. The second stage was modified so that the estimates for all twelve categories of new construction would be identical to the estimates before the third stage. Hence, the repeated second stage had the effect of controlling the AHS sample estimates of new construction units to the "unbiased" sample estimates for eleven categories of new construction units for each of the four regions (i.e., seven categories for conventional new construction units and four for new construction mobile homes) and, as before, of adjusting the AHS sample estimate of one category of conventional new construction units to an independently derived current estimate.

The numerators were either the unbiased weighted estimates for the AHS sample units, using the existing weight after the first-stage ratio estimation procedure (i.e., the estimates employing the noninterview and first-stage adjustments) or the independent estimate derived from data based on the Survey of Construction (SOC).

The denominators of the ratios in this iterative process were obtained from the weighted estimates for the AHS sample units after the previous stage of ratio estimation. The factors resulting from this iterative process were then applied to the existing weight on the appropriate records, and the resulting product was used as the final weight for tabulation.

The effect of the third-stage ratio estimation procedure, as well as the overall estimation procedure, was to reduce the sampling error for most statistics below what would have been obtained by simply weighting the results of the sample by the inverse of the probability of selection. The distribution of the housing population selected for the sample differed somewhat, by chance, from that of the nation as a whole in such basic housing characteristics as tenure, vacancy status, residence, race of head, and sex of head. These characteristics are probably closely correlated with other housing characteristics measured for the AHS. Therefore, through the use of the three-stage ratio estimation procedure, one can expect the sample estimate to be improved substantially.

RELIABILITY OF THE ESTIMATES

There are two types of possible errors associated with estimates based on data from sample surveys—sampling and nonsampling errors. The following is a description of the sampling and nonsampling errors associated with the AHS National sample.

Sampling errors.—The particular sample used for this survey is one of a large number of possible samples of the same size that could have been selected using the same sample design. Even if the same schedules, instructions, and interviewers were used, estimates from each of the different samples would differ from each other. The average deviation (from all possible samples) of a sample estimate from the average of the estimate (derived from all possible samples) is defined as the sampling error. The standard error of a survey estimate attempts to provide a measure of this variation among the estimates from the possible samples and, thus, is a measure of the precision with which an estimate from a sample approximates the average result of all possible samples.

As calculated for this report, the standard error also partially measures the variation in the estimates due to response and interviewer errors (nonsampling errors), but it does not measure, as such, any systematic biases in the data. Therefore, the accuracy of the estimates depends on both the sampling and nonsampling errors, measured by the standard error, and biases and some additional nonsampling errors not measured by the standard error.

The procedure, as illustrated, provides a method to construct interval estimates so that a known proportion of the intervals would contain the average of all possible samples. For example, if all possible samples were selected, and each of these samples were surveyed under essentially the same general conditions, and an estimate and its estimated standard error were calculated for each sample, then:

1. Approximately 68 percent of the intervals from one standard error below the estimate to one standard error above the estimate would include the average result of all possible samples;
2. Approximately 90 percent of the intervals from 1.6 standard errors below the estimate to 1.6 standard errors above the estimate would include the average result of all possible samples;
3. Approximately 95 percent of the intervals from two standard errors below the estimate to two standard errors above the estimate would include the average result of all possible samples.

The average result of all possible samples either is or is not contained in any particular computed interval. However, for a particular sample one can say with specified confidence that the average result of all possible samples is included in the constructed interval.

The figures presented in the tables are approximations to the standard errors of various estimates shown in this report. In order to derive standard errors that would be applicable to a wide variety of items and also could be prepared at a moderate cost, a number of approximations were required. As a result, the tables of standard errors provide an indication of the order of magnitude of the standard errors rather than the precise standard error for any specific item.

Tables I through IV present the standard errors applicable to the 1976 housing inventory estimates in this report. Table I shows the approximate standard errors applicable to all 1976 housing inventory

TABLE I. Standard Errors of Estimated Number of Housing Units: 1976 (Excluding estimates of housing units pertaining to Lacking Complete Plumbing Facilities, Households with Head of Spanish Origin, and Vacant Housing Units)

(68 chances out of 100)

Size of estimate (000)	Standard error		Size of estimate (000)	Standard error	
	Total or White (000)	Black (000)		Total or White (000)	Black (000)
0	1	1	1,000 ...	38	36
5	3	3	2,500 ...	60	50
10	4	4	5,000 ...	83	50
25	6	6	10,000 ..	113	–
50	9	9	25,000 ..	158	–
100	12	12	50,000 ..	164	–
250	19	19	75,000 ..	76	–
500	27	26			

TABLE II. Standard Errors of Estimated Numbers of Housing Units Pertaining to Lacking Complete Plumbing Facilities and Households with Head of Spanish Origin: 1976

(68 chances out of 100)

Size of estimate (000)	Standard error		Size of estimate (000)	Standard error	
	Total, White, or Spanish origin (000)	Black (000)		Total, White, or Spanish origin (000)	Black (000)
0	2	2	1,000	45	43
5	3	3	2,500	71	59
10	5	5	5,000	99	59
25	7	7	10,000	135	–
50	10	10	25,000	189	–
100	14	14	50,000	196	–
250	23	22	75,000	90	–
500	32	31			

estimates except those pertaining to the indicated specified items. The standard errors shown in tables II, III, and IV should be used for those specified items.

TABLE III. Standard Errors of Estimated Numbers of Year-Round Vacant Housing Units: 1976

(68 chances out of 100)

Size of estimate (000)	Standard error (000)	Size of estimate (000)	Standard error (000)
0	1	250	15
5	2	500	21
10	3	1,000 ..	28
25	5	2,500 ..	34
50	7	3,500 ..	31
100	10		

TABLE IV. Standard Errors of Estimated Numbers of Seasonal and Migratory Vacant Housing Units: 1976

(68 chances out of 100)

Size of estimate (000)	Standard error (000)	Size of estimate (000)	Standard error (000)
0	19	100	42
5	19	250	64
10	19	500	82
25	22	1,000 ..	87
50	30		

Linear interpolation should be used to determine standard errors for levels of estimates not specifically shown in tables I through IV.

The reliability of an estimated percentage, computed by using sample data for both numerator and denominator, depends upon both the size of the percentage and the size of the total upon which the percentage is based. Estimated percentages are relatively more reliable than the corresponding estimates of the numerators of the percentages, particularly if the percentages are 50 percent or more.

Tables V through VIII present the standard errors of estimated percentages. Table V shows the approximate standard errors of all estimated percentages of housing units except those pertaining to the specified items in tables II, III, and IV. The standard errors shown in tables VI, VII, and VIII should be used for those specified items. Two-way linear interpolation should be used to determine standard errors for estimated percentages not specifically shown in tables V through VIII.

Included in tables I through VIII are estimates of standard errors for estimates of zero and zero percent. These estimates of standard errors are considered as overestimates of the true standard errors and should be used primarily for construction of confidence intervals for characteristics when an estimate of zero is obtained.

For ratios of the form (100) (x/y), where x is not a subclass of y, tables V through VIII underestimate the standard error of the ratio when there is little or no correlation between x and y. For this type of ratio, a better approximation of the standard error may be obtained by letting the standard error of the ratio be approximately equal to:

$$(100)\,(x/y)\,\sqrt{\left(\frac{\sigma_x}{x}\right)^2 + \left(\frac{\sigma_y}{y}\right)^2}$$

where: x = the numerator of the ratio
y = the denominator of the ratio
σ_x = the standard error of the numerator
σ_y = the standard error of the denominator

TABLE V. Standard Errors of Estimated Percentages of Housing Units: 1976 (Excludes estimated percentages of housing units pertaining to Lacking Complete Plumbing Facilities, Households with Head of Spanish Origin, and Vacant Housing Units)

(68 chances out of 100)

Base of percentage (000)	Estimated percentage[1]							
	0 or 100	1 or 99	2 or 98	5 or 95	10 or 90	15 or 85	25 or 75	50
5	22.7	22.7	22.7	22.7	22.7	22.7	23.4	27.1
10	12.8	12.8	12.8	12.8	12.8	13.7	16.6	19.1
25	5.5	5.5	5.5	5.5	7.3	8.6	10.5	12.1
50	2.8	2.8	2.8	3.7	5.1	6.1	7.4	8.6
100	1.4	1.4	1.7	2.6	3.6	4.3	5.2	6.1
250	0.6	0.8	1.1	1.7	2.3	2.7	3.3	3.8
500	0.3	0.5	0.8	1.2	1.6	1.9	2.3	2.7
1,000	0.15	0.4	0.5	0.8	1.1	1.4	1.7	1.9
2,500	0.06	0.2	0.3	0.5	0.7	0.9	1.0	1.2
5,000	0.03	0.2	0.2	0.4	0.5	0.6	0.7	0.9
10,000 ...	0.02	0.12	0.2	0.3	0.4	0.4	0.5	0.6
25,000 ...	0.01	0.08	0.11	0.2	0.2	0.3	0.3	0.4
50,000 ...	–	0.05	0.08	0.12	0.2	0.2	0.2	0.3
75,000 ...	–	0.04	0.06	0.10	0.13	0.2	0.2	0.2

[1] Standard errors are presented to the nearest one-tenth of 1 percent except when the standard error is less than one-tenth of 1 percent; in those cases, the standard error is shown to the nearest one-hundredth of 1 percent.

TABLE VI. Standard Errors of Estimated Percentages of Housing Units Pertaining to Lacking Complete Plumbing Facilities and Households with Head of Spanish Origin: 1976

(68 chances out of 100)

Base of percentage (000)	Estimated percentage[1]							
	0 or 100	1 or 99	2 or 98	5 or 95	10 or 90	15 or 85	25 or 75	50
5	29.5	29.5	29.5	29.5	29.5	29.5	29.5	32.3
10	17.3	17.3	17.3	17.3	17.3	17.3	19.8	22.9
25	7.7	7.7	7.7	7.7	8.7	10.3	12.5	14.5
50	4.0	4.0	4.0	4.5	6.1	7.3	8.9	10.2
100	2.0	2.0	2.0	3.2	4.3	5.2	6.3	7.2
250	0.8	0.9	1.3	2.0	2.7	3.3	4.0	4.6
500	0.4	0.6	0.9	1.4	1.9	2.3	2.8	3.2
1,000	0.2	0.5	0.6	1.0	1.4	1.6	2.0	2.3
2,500	0.08	0.3	0.4	0.6	0.9	1.0	1.3	1.4
5,000	0.04	0.2	0.3	0.4	0.6	0.7	0.9	1.0
10,000 ...	0.02	0.14	0.2	0.3	0.4	0.5	0.6	0.7
25,000 ...	0.01	0.09	0.13	0.2	0.3	0.3	0.4	0.5
50,000 ...	–	0.06	0.09	0.14	0.2	0.2	0.3	0.3
75,000 ...	–	0.05	0.07	0.12	0.2	0.2	0.2	0.3

[1] Standard errors are presented to the nearest one-tenth of 1 percent except when the standard error is less than one-tenth of 1 percent; in those cases, the standard error is shown to the nearest one-hundredth of 1 percent.

Illustration of the use of the standard error tables. Illustration I.—Table A-2 of this report shows that in the United States there were 13,214,000 renter-occupied housing units with common stairways in 1976. Interpolation in table I above shows that the standard error of an estimate of this size is approximately 123,000. The following procedure was used in interpolating:

The information presented in the table below was extracted from table I. The entry for "x" is the one sought.

Size of estimate (000)	Standard error (000)
10,000	113
13,214	x
25,000	158

By vertically interpolating between 113 and 158, the entry for "x" is determined to be:

$$13{,}214 - 10{,}000 = 3{,}214$$
$$25{,}000 - 10000 = 15{,}000$$

$$113 + \frac{3{,}214}{15{,}000}\,(158 - 113) = 123$$

Consequently, the 68-percent confidence interval, as shown by these data, is from 13,091,000 to 13,337,000 housing units. Therefore, a conclusion that the average estimate of 1976 housing units of this type lies within a range computed in this way would be correct for roughly 68 percent of all possible samples. Similarly, we could conclude that the average estimate, derived from all possible samples, lies within the interval from 13,017,000 to 13,411,000 housing units with 90 percent confidence; and that the average estimate lies within the interval from 12,968,000 to 13,460,000 housing units with 95 percent confidence.

Table A-2 also shows that of the 13,214,000 renter-occupied housing units with common stairways, 11,790,000, or 89.2 percent, were located inside SMSA's. Interpolation in table V (i.e., interpolation on both the base and percent) of this appendix shows that the standard error of the above percentage is 0.4 percentage points. The following procedure was used in interpolating:

The information presented in the table below was extracted from table V. The entry for "p" is the one sought.

Base of percentage (000)	Estimated percentage		
	10 or 90	89.2	15 or 85
10,000 ..	0.4	a	0.4
13,214 ..		p	
25,000 ..	0.2	b	0.3

1. By horizontal interpolation between 0.4 and 0.4, the entry for cell "a" is determined to be 0.4.

$$89.2 - 85.0 = 4.2$$
$$90.0 - 85.0 = 5.0$$

$$0.4 + \frac{4.2}{5.0}\,(0.4 - 0.4) = 0.40$$

2. By horizontal interpolation between 0.2 and 0.3, the entry for cell "b" is determined to be 0.28.

$$89.2 - 85.0 = 4.2$$
$$90.0 - 85.0 = 5.0$$

$$0.2 + \frac{4.2}{5.0}\,(0.3 - 0.2) = 0.28$$

3. By vertical interpolation between 0.40 and 0.28, the entry for "p" is determined to be 0.4.

$$13{,}214 - 10{,}000 = 3{,}214$$
$$25{,}000 - 10{,}000 = 15{,}000$$

$$0.4 - \frac{3{,}214}{15{,}000}\,(0.40 - 0.28) = 0.4$$

It is estimated that the 1976 AHS sample missed about three percent (i.e., about 300,000 units) of all conventional new construction (i.e., all conventional housing units built after April 1970), because the permits for these units, which were built before October 1976, were issued less than five months in advance of the survey.

In addition, the 1976 Coverage Improvement Program also had certain deficiencies. First, when the canvassing was done to identify mobile home parks that were not in the sample frame or not on the commercial lists, only 92 percent of the census address frame ED's were represented. Second, it appears that the listing procedure (used to find mobile homes placed outside parks, units converted from nonresidential to residential, and houses that had been moved onto their present site) was not very efficient for finding nonresidential conversions (which might be primarily in business districts), since the listing procedure started from a residential unit. (The sample estimate of this component was approximately 16,000 housing units with a standard error of 12,000.)

Finally, it is felt that deficiencies also exist in ED's where area sampling methods are used. As before, it had been assumed that all units located inside these ED's would be represented in the sample. However, it has been estimated that the 1976 AHS sample missed as much as two percent (i.e., as much as 400,000 units) of all housing units in ED's where area sampling methods are used because these units are not listed during the canvassing. The third stage of ratio estimation corrects for these deficiencies as far as the count of total housing is concerned; i.e., it adjusts the estimate of the total housing inventory to the best available estimate. However, biases of subtotals would still remain.

Rounding errors.—With respect to errors associated with processing, the rounding of estimates introduces another source of error in the data, the severity of which depends on the statistic being measured. The effect of rounding is significant relative to the sampling error only for small percentages when these figures are derived from relatively large bases. This means that confidence intervals formed from the standard errors given may be distorted, and this should be taken into account when considering the results of this survey.

* U. S. GOVERNMENT PRINTING OFFICE : 1978—261-239/1209

INTRODUCTORY NOTES

AFTER ISSUING THE 1973 NATIONAL USER TAPE, THE SURVEY BEGAN USING A NEW GEOGRAPHIC IDENTIFIER SYSTEM, SO THE CONTROL NUMBERS WERE ALTERED, MAKING LONGITUDINAL LINKAGE WITH LATER NATIONAL SURVEYS IMPOSSIBLE. ANY LONGITUDINAL ANALYSIS WILL FIND THE 1973 SURVEY OF LIMITED USEFULNESS.

UNDER SOME OF THE VARIABLE NAMES, THERE WILL APPEAR A SUMMARY OF THE YEARS IN WHICH THE QUESTION APPEARED ON THE NATIONAL AND SMSA SURVEYS. A YEAR DESIGNATOR FOLLOWED BY 2 OR MORE _'S (HYPHENS) MEANS THROUGH LATEST SURVEYS DOCUMENTED. AN 'S' APPENDED TO A YEAR DESIGNATOR INDICATES THE SMSA SURVEY RATHER THAN THE NATIONAL.

EXCEPT WHERE NOTED (PRIMARILY AMONG THE QUESTIONS RELATING TO GEOGRAPHIC IDENTIFIERS), THE RESPONSES FOR QUESTIONS ON THE YEAR IN NATIONAL SURVEY WILL BE EXACTLY THE SAME AS FOR THE YEAR IN SMSA SURVEY. I.E., THE 1975 SMSA QUESTIONS ARE EXACTLY THE SAME AS THE 1974 NATIONAL QUESTIONS, EXCEPT AS NOTED. IN ORDER TO MINIMIZE CONFUSION, WHEN A QUESTION HAS CHANGED OVER THE YEARS, ONLY THE FINAL FORM OF THE QUESTION IS DOCUMENTED, UNLESS THE FOLLOWING YEAR'S SMSA QUESTION WAS CHANGED.

WHERE THE QUESTION HAS BEEN THE SAME FOR ALL SURVEYS, NO YEAR DESIGNATIONS WILL APPEAR IN THE DOCUMENTATION.

DOCUMENTATION FOR THE USE OF THE
ANNUAL HOUSING SURVEY PUBLIC USE TAPES
WITH THE A.H.S. REGRESSION/CROSSTAB
PACKAGE ON THE DTNSRDC CDC 6600/6700
COMPUTER SYSTEM, CARDEROCK, MARYLAND.

THE DATABASE SYSTEM AND
THIS DOCUMENTATION WERE
DEVELOPED BY:

JOHN D. SNEED
DIVISION OF PROGRAM IMPACT ANALYSIS
OFFICE OF POLICY DEVELOPMENT AND RESEARCH
U.S. DEPT. OF H. U. D.
7TH AND D STS. S. W.
WASHINGTON, D. C. 20410

COMMENTS, SUGGESTIONS, AND SAD STORIES
INVITED AND ENCOURAGED. (202)-755-6230

EDITION 1 FEBRUARY 17, 1978

DOCUMENTATION APPLIES TO FOLLOWING SURVEYS:

SURVEY	YR	NOTES
1973 NATIONAL	73R	NOTE SUFFIX 'R'
1974 NATIONAL	74F	NOTE SUFFIX 'F'
1975 NATIONAL	75	NOT YET EXTENSIVELY USED--CAUTION
1976 NATIONAL	76	NOT YET EXTENSIVELY USED--CAUTION
1977 NATIONAL	77	NOT RECEIVED YET FROM CENSUS DOCUMENTATION BEING DEVELOPED FROM CENSUS QUESTIONNAIRES USER SHOULD EXPECT REVISIONS
1974 SMSA	74S	SAME QUESTION SET AS 73R
1975 SMSA	75S	SAME QUESTION SET AS 74F NEWPORT NEWS NOT UP YET
1976 SMSA	76S	NOT RECEIVED YET FROM CENSUS DOCUMENTATION BEING DEVELOPED FROM CENSUS QUESTIONNAIRES USER SHOULD EXPECT REVISIONS VERY SIMILAR TO 75 NATIONAL
1977 SMSA	77S	NOT RECEIVED YET FROM CENSUS DOCUMENTATION BEING DEVELOPED FROM CENSUS QUESTIONNAIRES USER SHOULD EXPECT REVISIONS VERY SIMILAR TO 76 NATIONAL

GEOGRAPHIC IDENTIFIERS

(1) CONTROL CONTROL NUMBER FOR UNIT TRACKING
*****NOTE: THE 1973 NATIONAL CONTROL NUMBER IS*****
***** NOT THE SAME AS FOR SUCCEEDING NATIONAL *****
*****SURVEYS. LONGITUDINAL LINK CAN'T BE DONE.*****

(2) AMT 'A' WEIGHT
74------ ---DOES NOT APPLY TO 73 OR ANY SMSA FILE---
NO SMSA

(3) RCIUS RANDOM CLUSTER CODE
74------ ---DOES NOT APPLY TO 73 OR ANY SMSA FILE---
NO SMSA

(4) NCIUS NON-INTERVIEW CLUSTER CODE
74------ ---DOES NOT APPLY TO 73 OR ANY SMSA FILE---
NO SMSA

(5) RUPREC RURAL RECODE
74------ ---DOES NOT APPLY TO 73 OR ANY SMSA FILE---
NO SMSA
1 U. S. ESTIMATES
2 RURAL ESTIMATES
*****TO DO TOTAL URBAN ESTIMATES, YOU
*****MUST CALCULATE U. S. ESTIMATE AND
*****RURAL ESTIMATE AND SUBTRACT THE
*****THE LATTER FROM THE FORMER. THIS
*****DOES NOT APPLY TO 1973 NATIONAL
*****OR ===ANY=== SMSA FILE.

(6) REGION CENSUS REGION
73------
NO SMSA
1 NORTHEAST
2 NORTH CENTRAL
3 SOUTH
4 WEST

EXCEPTIONS: OHIO PORTION HUNTINGTON-ASHLAND, WV-KY-OH
INDIANA PORTION LOUISVILLE, KY-IN
NEW JERSEY PORTION WILMINGTON, DE-MD-NJ
-----ALL ARE INCLUDED IN THE SOUTH REGION WHERE THE BULK OF THE SMSA IS LOCATED.

(7) METRO METROPOLITAN RESIDENCE
(SELECTED SMSA'S ONLY)
(THE CENTRAL CITY CODE IS SUPPRESSED EXCEPT FOR THOSE SMSA'S FOR WHICH AN 'X' APPEARS UNDER THE HEADING 'CC/NCC IDENTIFIER' UNDER THE VARIABLE 'SMSA')

73	74S 75S	74 75 76	
1	1	1	CENTRAL CITY OF SMSA
2	3	2	SMSA, BUT NOT IN CENTRAL CITY
3			NOT IN SMSA
	2	4	SECOND CENTRAL CITY I.E. LONG BEACH, CA -OR- ST PAUL, MN -OR- OAKLAND, CA
	9	9	NOT IN SMSA OR SUPPRESSED
9			SUPPRESSED (THIS NEEDS TO BE CHECKED)

GEOGRAPHIC IDENTIFIERS (CONTINUED)

(8) URBAN URBAN STATUS
73------ 74
NO SMSA 73 75 76

73	75	76	
	1	1	URBAN
2	2		RURAL
		2	RURAL FARM GT 10 ACRES
		3	RURAL FARM LT 10 ACRES
		4	RURAL NON-FARM GT 10 ACRES
		5	RURAL NON-FARM LT 10 ACRES
	9	9	SUPPRESSED

(9) POP PLACE SIZE
73------ 73 74--
NO SMSA

	1	1	5000- 19999
	2	2	20000- 49999
	3		50000- 99999
	4		100000- 249999
	5		250000- 499999
	6		500000- 999999
	7		1000000 OR MORE
	9		0-5K OR NONPLACE
		9	SUPPRESSED

(10) ZMETRO SMSA/NON-SMSA STATUS
74------ ---DOES NOT APPLY TO 73 OR ANY SMSA FILE---
NO SMSA
1 INSIDE SMSA
2 OUTSIDE SMSA

(11) SMSA SMSA CODE

74------ THIS TABLE SHOWS THE SMSAS FOR WHICH THE CENTRAL CITY
74------ AND NON-CENTRAL CITY ARE IDENTIFIED.

ITEMS WHICH ARE PARENTHESIZED AND ASTERISKED ARE PORTIONS OF SMSA DESIGNATIONS WHICH DO NOT APPEAR IN CENSUS AHS DOCUMENTATION, BUT, SO FAR AS CAN BE DETERMINED, SHOULD HAVE BEEN INCLUDED.

ROUGHLY 20 SMSA'S PER YEAR ARE COVERED IN THE SMSA SURVEY. THE GEOGRAPHIC IDENTIFIERS FOR THE SMSA SURVEYS APPEAR IN A TABLE FOLLOWING THE NATIONAL SMSA IDENTIFICATION TABLE.

ONLY SMSA'S LISTED UNDER THE 'COUNTY' VARIABLE (SEE BELOW) ARE IDENTIFIED ON THE SMSA SURVEYS. ONE SHOULD FIRST DETERMINE WITH WHICH SMSA'S ONE WISHES TO WORK BY REFERENCE TO THE TABLE UNDER 'COUNTY', THEN REFER BACK TO THIS TABLE TO FIND THE SMSA NUMBER, IF IT TURNS OUT TO BE NEEDED.

	SMSA CODE	STATES	NAME OF SMSA	CC/NCC IDENTIFIED
	0080	OH	AKRON	X
	0160	NY	ALBANY-SCHENECTADY-TROY	X
	0200	NM	ALBUQUERQUE	
	0240	PA NJ*	ALLENTOWN-(BETHLEHEM-EASTON)*	
	0360	CA	ANAHEIM-SANTA ANA-GARDEN GROVE	X
	0460	WI	APPLETON-OSHKOSH	
	0520	GA	ATLANTA	X
	0600	GA SC	AUGUSTA	
	0640	TX	AUSTIN	
	0680	CA	BAKERSFIELD	
	0720	MD	BALTIMORE	X
	0760	LA	BATON ROUGE	
	0840	TX	BEAUMONT-PORT ARTHUR-ORANGE	
	0960	NY PA	BINGHAMTON	
	1000	AL	BIRMINGHAM	X
	1120	MA	BOSTON	X
	1160	CT	BRIDGEPORT	
	1280	NY	BUFFALO	X
	1320	OH	CANTON	
	1440	SC	CHARLESTON	
	1520	NC	CHARLOTTE	
	1560	TN GA	CHATTANOOGA	
	1600	IL	CHICAGO	X
	1640	OH KY IN	CINCINNATI	X
	1680	OH	CLEVELAND	X
SMSA ONLY	(1720)	CO	COLORADO SPRINGS (SMSA SURVEYS ONLY)	
	1760	SC	COLUMBIA	
	1840	OH	COLUMBUS	X
	1880	TX	CORPUS CHRISTI	
	1920	TX	DALLAS	X
	1960	IA IL	DAVENPORT-ROCK ISLAND-MOLINE	
	2000	OH	DAYTON	
	2080	CO	DENVER	X
	2120	IA	DES MOINES	
	2160	MI	DETROIT	X
	2240	MN WI	DULUTH-SUPERIOR	
	2320	TX	EL PASO	
	2360	PA	ERIE	
	2640	MI	FLINT	
	2680	FL	FORT LAUDERDALE-HOLLYWOOD	
	2760	IN	FORT WAYNE	
	2800	TX	FT WORTH	X
	2840	CA	FRESNO	
	2960	IN	GARY-HAMMOND-EAST CHICAGO	X
	3000	MI	GRAND RAPIDS	
	3120	NC	GREENSBORO-WINSTON SALEM-HIGH POINT	X
	3160	SC	GREENVILLE	
	3240	PA	HARRISBURG	
	3280	CT	HARTFORD	
	3320	HI	HONOLULU	X
	3360	TX	HOUSTON	X
	3400	WV KY OH	HUNTINGTON-ASHLAND	
	3480	IN	INDIANAPOLIS	X
	3560	MS	JACKSON	

SMSA CODE	STATES	NAME OF SMSA	CC/MCC IDENTIFIER
3600	FL	JACKSONVILLE	
3640	NJ	JERSEY CITY	
3680	PA	JOHNSTOWN	
3760	MO KS	KANSAS CITY	Y
3840	TN	KNOXVILLE	
4000	PA	LANCASTER	Y
4040	MI	LANSING	
4120	NV	LAS VEGAS	
4400	AR	LITTLE ROCK-NORTH LITTLE ROCK	
4440	OH	LORAIN-ELYRIA	
4480	CA	LOS ANGELES-LONG BEACH	
4520	KY IN	LOUISVILLE	Y
4720	WI	MADISON	X
4920	TN AR	MEMPHIS	
5000	FL	MIAMI	
5080	WI	MILWAUKEE	
5120	MN	MINNEAPOLIS-ST PAUL	X
5160	AL	MOBILE	X
5360	TN	NASHVILLE-DAVIDSON	Y
5480	CT	NEW HAVEN-WEST HAVEN	
5560	LA	NEW ORLEANS	
5600	NY	NEW YORK CITY	
5640	NJ	NEWARK	Y
5680	VA	NEWPORT NEWS-HAMPTON	X
5720	VA	NORFOLK-PORTSMOUTH	Y
5880	OK	OKLAHOMA CITY	
5920	NE IA	OMAHA	X
5960	FL	ORLANDO	Y
6000	CA	OXNARD-VENTURA	
6040	NJ	PATERSON-CLIFTON-PASSAIC	
6120	IL	PEORIA	
6160	PA	PHILADELPHIA	X
6200	AZ	PHOENIX	
6280	PA	PITTSBURGH	Y
6440	OH WA	PORTLAND	X
6480	MI MA	PROVIDENCE-WARWICK-PAWTUCKET	Y
(6640)	NC	RALEIGH (SMSA SURVEYS ONLY)	X
6680	PA	READING	X
6760	VA	RICHMOND	
6840	NY	ROCHESTER	
6880	IL	ROCKFORD	
6920	CA	SACRAMENTO	Y
7040	MO IL	ST LOUIS	
7120	CA	SALINAS-(SEASIDE)-MONTEREY	Y
7160	UT	SALT LAKE CITY	X
7240	TX	SAN ANTONIO	
7280	CA	SAN BERNARDINO-RIVERSIDE	
7320	CA	SAN DIEGO	
7360	CA	SAN FRANCISCO-OAKLAND	Y
7400	CA	SAN JOSE	Y
7480	CA	SANTA BARBARA	X
7600	WA	SEATTLE-EVERETT	X
7680	LA	SHREVEPORT	
7800	IN	SOUTH BEND	Y
7840	WA	SPOKANE	
8000	MA CT	SPRINGFIELD-CHICOPEE-HOLYOKE	
8120	CA	STOCKTON	
8160	NY	SYRACUSE	
8200	WA	TACOMA	
8280	FL	TAMPA-ST PETERSBURG	
8400	OH MI	TOLEDO	
8480	NJ	TRENTON	X
8520	AZ	TUCSON	X
8560	OR	TULSA	
8600	NY	UTICA-ROME	
8840	DC MD VA	WASHINGTON	
8960	FL	WEST PALM BEACH-BOCA RATON	
9040	KS	WICHITA	Y
9120	PA	WILKES-BARRE--HAZELTON	
9160	DE MD NJ	WILMINGTON	
9240	MA	WORCESTER	
9280	PA	YORK	
9320	OH	YOUNGSTOWN-WARREN	
9999		NOT APPLICABLE OR SUPPRESSED	

SMSA ONLY

(12) COUNTY NO NATLS 74S------ COUNTY CODE (SMSA FILES ONLY)

THE COUNTY CODES SHOWN IN THE TABLES BELOW APPEAR ONLY ON THE SMSA FILES, AND ONLY FOR THE SMSA'S INDICATED. THE SMSA CODE FOR EACH SMSA INCLUDED IN THE SMSA SAMPLE IS THE SAME AS THE SMSA CODE FOR THAT SMSA IN THE NATIONAL SAMPLE, AND MAY BE LOOKED UP IN THAT TABLE.

ROUGHLY 20 SMSA'S PER YEAR ARE COVERED IN THE SMSA SURVEY. A GUIDE TO WHICH SMSA'S ARE IN WHICH SMSA SURVEY APPEARS UNDER THE COLUMN MARKED 'SMSA YEARS'. THERE ARE FOUR COLUMNS SO THAT FOUR WAVES OF SMSA ENUMERATIONS (PAST AND FUTURE) CAN BE DOCUMENTED. THE USER IS THUS ABLE TO DETERMINE WHEN AN SMSA OF INTEREST WILL NEXT BE IN THE SMSA SAMPLE.

SMSA 1	WAVE 2	3	4	SMSA STATE COUNTY	COUNTY CODES	IN CENT CITY	NOT IN CENT CITY	RECORD COUNT
74	77	81	85	BOSTON, MASS		YES	YES	13661*
74	77	81	85	WASHINGTON, DC-MD-VA				
				DC (STATE=11)		ALL		13204
				MD (STATE=24)				
				MONTGOMERY	31		ALL	
				PRINCE GEO	33		ALL	
				VA (STATE=51)				
				ALEX, ARL	1		ALL	
				BALANCE OF VA	2		ALL	
74	77	81	85	DETROIT, MICH				
				MACOMB	99		ALL	13804
				OAKLAND	125		ALL	
				WAYNE	163	YES	YES	
74	77	80	84	LOS ANGELES-LONG BEACH, CAL		YES	YES	13916
74	77	80	84	ALBANY-SCHENECTADY-TROY, NY		YES	YES	4741
74	77	81	85	ANAHEIM-SANTA ANA-G.G., CAL		YES	YES	4775
74	77	81	85	DALLAS, TEXAS		YES	YES	4652
74	77	81	85	FT. WORTH, TEXAS		YES	YES	4739
74	77	80	84	MEMPHIS, TN-ARK		----	----	4462
74	77	81	85	MINNEAPOLIS-ST PAUL, MN				
				HENNEPIN	53	YES	YES	4504
74	77	81	85	NEWARK, NJ				
				ESSEX	13	YES	YES	4508
				MORRIS	27		ALL	
				UNION	39		ALL	
74	77	81	85	ORLANDO, FLA		----	----	4547
74	77	81	85	PHOENIX, ARIZ		YES	YES	4672
74	77	81	85	PITTSBURGH, PA				4762
				ALLEGHENY	3	YES	YES	
				WESTMORELAND	27		ALL	
				NO 27S ON TAPE, LOTS OF 129S. SUSPECT ERROR.				
74	77	80	84	SALT LAKE CITY, UT		----	----	4773
74	77	81	85	SPOKANE, WASH		----	----	4703
74	77	81	85	TACOMA, WASH		----	----	4733
74	77	81	85	WICHITA, KAN		----	----	4744

NOTE: * (BOSTON)--ONLY 13631 OBSERVATIONS WERE FOUND ON THE CENSUS TAPE FOR BOSTON.

SMSA 1	WAVE 2	3	4	SMSA STATE COUNTY	COUNTY CODES	IN CENT CITY	NOT IN CENT CITY	RECORD COUNT
75	78	82	86	PHILADELPHIA, PA-NJ				13688*
				PA (STATE=42)				(11277)
				BUCKS	17		1049	
				CHESTER	29		691	
				DELAWARE	45		1408	
				MONTGOMERY	91		1599	
				PHILADELPHIA	101	6530		
				NJ (STATE=34)				(2331)
				CAMDEN	7		1205	
75	78	82	86	ATLANTA, GA				12939
				DEKALB, FULTON	888	6079		
75	79	83	87	CHICAGO, ILL				13680
				COOK	31	6533	4180	
				DU PAGE	43		1008	
				KANE	89		526	
				LAKE	97		679	
75	78	82	86	SAN FRANCISCO-OAKLAND, CAL				13646
				ALAMEDA	1	2072	2395	
				SAN FRANCISCO	75	4498		
				SAN MATEO	81		1944	
75	78	82	86	CINCINNATI, OH-KY-IND				4541
				OHIO (STATE=39)		1509	2074	(3543)
				KY+IND (STATE=88)			958	(998)
75	78	82	86	COLORADO SPRINGS, COLO		----	----	4621
75	78	82	86	COLUMBUS, OHIO		2791	1750	4541
75	79	83	87	HARTFORD, CONN		----	----	4706
75	78	82	86	KANSAS CITY, MO-KN				4467
				MISSOURI (STATE=29)		1813	1254	(3067)
				KANSAS (STATE=20)			1400	(1400)
75	77	81	85	MADISON, WISC		----	----	4746
75	79	83	87	MIAMI, FLORIDA		1043	3262	4305
75	79	83	87	MILWAUKEE, WISC				4720
				MILWAUKEE	79	2414	1114	
75	78	82	86	NEW ORLEANS, LA				4608
				ORLEANS	71	2352		
75	78	82	86	NEWPORT NEWS-HAMPTON, VA		----	----	3976
75	78	82	86	PATERSON-CLIFTON-PASSAIC, NJ		1024	3704	4728
75	79	83	87	PORTLAND, OR-WA		1587	3122	4709
75	78	82	86	ROCHESTER, NY		1504	3122	4626
75	78	82	86	SAN ANTONIO, TEXAS		----	----	4680
75	78	82	86	SAN BERNARDINO-RIVERSIDE-ONT		1111	3568	4679
75	78	82	86	SAN DIEGO, CAL		2203	2132	4335
75	78	82	86	SPRINGFIELD-CHIC-HOL+MA-CN		----	----	5063

NOTE: * (PHILA.)--ONLY 13588 OBSERVATIONS WERE FOUND ON THE CENSUS TAPE FOR PHILADELPHIA.

SMSA 1	WAVE 2	3	4	SMSA STATE COUNTY	COUNTY CODES	IN CENT CITY	NOT IN CENT CITY	RECORD COUNT
76	80	84	88	ALLENTOWN-BETHLEHEM-EASTON, PA-NJ				
76	79	83	87	BALTIMORE				
76	80	84	88	BIRMINGHAM, ALA				
76	79	83	87	BUFFALO				
76	79	83	87	CLEVELAND				
76	79	83	87	DENVER				
76	80	84	88	GRAND RAPIDS, MICH				
76	79	83	87	HONOLULU				
76	79	83	87	* HOUSTON				
76	80	84	88	INDIANAPOLIS				
76	79	83	87	LAS VEGAS				
76	80	84	88	LOUISVILLE, KY-IND				
76	80	84	88	* NEW YORK CITY, NY				
76	80	84	88	OKLAHOMA CITY				
76	79	83	87	OMAHA				
76	80	84	88	PROVIDENCE-PAWT-WARW, RI-MA				
76	79	83	87	RALEIGH				
76	80	84	88	SACRAMENTO				
76	80	84	88	* ST LOUIS, MO-IL				
76	79	83	87	* SEATTLE-EVERETT, WA				

SAGINAW, MICHIGAN IS ALSO SURVEYED BUT THE TAPE IS NOT RELEASED SINCE THE SMSA IS UNDER 250,000 POPULATION.

COUNTY CODE OF 999 IS ENTERED FOR A SUPPRESS CODE.

NOTE: * THESE SMSA'S WILL BE THE LARGE SAMPLE SMSA'S (13000-15000 OBSERVATIONS) FOR THIS WAVE.

(13) STATE STATE CODE (SMSA SAMPLES ONLY)

NO NATL
74S-----

THE STATE CODES WILL ONLY BE RELEVANT TO SOME YEARS AND FOR PARTS OF SMSA'S THAT ARE (1) OVER 250,000 IN POPULATION AND (2) NOT OF SUCH A NATURE THAT DISCLOSING THE STATE CODE WILL ALLOW ANOTHER SECTION OF THE SMSA WITH POPULATION LESS THAN 250,000 TO BE IDENTIFIED.

74S	75S	76S	CODE	STATE
		•	1	ALABAMA
•			2	ALASKA
•			3	AMERICAN SAMOA?
•			4	ARIZONA
	•	•	5	ARKANSAS
	•	•	6	CALIFORNIA
	•	•	7	CANAL ZONE?
			8	COLORADO
			9	CONNECTICUTT
•			10	DELAWARE
	•		11	DISTRICT OF COLUMBIA
	•		12	FLORIDA
			13	GEORGIA
		•	14	GUAM
			15	HAWAII
	•	•	16	IDAHO
	•	•	17	ILLINOIS
	•	•	18	INDIANA
•	•	•	19	IOWA
	•	•	20	KANSAS
	•		21	KENTUCKY
			22	LOUISIANA
			23	MAINE
•			24	MARYLAND
•	•	•	25	MASSACHUSETTS
•		•	26	MICHIGAN
			27	MINNESOTA
	•	•	28	MISSISSIPPI
			29	MISSOURI
		•	30	MONTANA
		•	31	NEBRASKA
			32	NEVADA
•			33	NEW HAMPSHIRE
•	•	•	34	NEW JERSEY
•	•	•	35	NEW MEXICO
		•	36	NEW YORK
			37	NORTH CAROLINA
	•	•	38	NORTH DAKOTA
		•	39	OHIO
			40	OKLAHOMA
•	•	•	41	OREGON (PORTLAND SUPPRESSED)
			42	PENNSYLVANIA
			43	PUERTO RICO
			44	RHODE ISLAND (PROVIDENCE SUPRESD)
•			45	SOUTH CAROLINA
•			46	SOUTH DAKOTA
•	•	•	47	TENNESSEE
•			48	TEXAS
			49	UTAH
•	•		50	VERMONT
			51	VIRGINIA
•		•	52	VIRGIN ISLANDS
			53	WASHINGTON
	•		54	WEST VIRGINIA
	•		55	WISCONSIN
			56	WYOMING
•	•	•	88	KENTUCKY/INDIANA SUPPRESSED
			99	SUPPRESSED

(14) PLACE PLACE CODE OF CENTRAL CITY (1973 NATIONAL SURVEY ONLY)
73 ONLY
NO SMSA •••••PLEASE NOTE--1973 NATIONAL ONLY•••••

5	WASHINGTON, DC
25	BALTIMORE
150	ATLANTA
660	PHOENIX
820	DENVER
440	BOSTON
450	BUFFALO (CENSUS DOCUMENTATION HAS BUFFALO AS 405-ERROR)
680	DETROIT
965	CINCINNATI
900	CLEVELAND
905	PORTLAND,ORE
940	MEMPHIS
956	NEW ORLEANS
960	COLUMBUS
1000	JACKSONVILLE
1016	NASHVILLE, TN
1051	CHICAGO
1085	DALLAS
1140	SEATTLE
1145	INDIANAPOLIS
1610	LONG BEACH,CAL
1630	LOS ANGELES
1645	MILWAUKEE
1815	OKLAHOMA CITY
1970	OAKLAND,CAL
1975	HOUSTON
2220	KANSAS CITY
2475	SAN DIEGO
2485	SAN FRANCISCO
2505	NEW YORK
2510	SAN JOSE
2585	MINNEAPOLIS
5745	SAN ANTONIO
3875	ST LOUIS
4265	APPEARS ON TAPE--UNIDENTIFIED
7180	PHILADELPHIA
7234	PITTSBURGH
9999	OTHER/SUPPRESSED

(15) WEIGHT WEIGHT FOR NATIONAL SAMPLE REPRESENTATION
••••• TWO IMPLIED DECIMAL PLACES •••••
•••••MULTIPLY BY .01 FOR NATIONAL WEIGHT•••••

(16) CMS CONVERSION-MERGER STATUS SINCE LAST SURVEY
74-75 ••••• DROPPED FROM 1976 NATIONAL SURVEY •••••
NO SMSAS YET
1 MERGED
2 CONVERTED TO MORE UNITS
3 NO CHANGE

(17) ISTATUS TYPE OF INTERVIEW
73-----
74S ONLY
1 OCCUPIED REGULAR
2 USUAL RESIDENCE ELSEWHERE
3 VACANT

(18) IMONTH MONTH OF INTERVIEW
NO NATLS
74S----
1 JANUARY
2 FEBRUARY
3 MARCH
4 APRIL
5 MAY
6 JUNE
7 JULY
8 AUGUST
9 SEPTEMBER
10 OCTOBER
11 NOVEMBER
12 DECEMBER

(19) BUILT YEAR STRUCTURE BUILT
MMYY MONTH + YEAR SINCE 3/1970
1 1969 TO 3/31/70
2 1965 TO 1968
3 1960 TO 1964
4 1950 TO 1959
5 1940 TO 1949
6 1939 OR EARLIER

(20) TENURE TENURE STATUS

73	74	75	76	
1	1			OWN OR BUYING
2				OWN COOPERATIVE OR CONDOMINIUM
	2			OWN COOPERATIVE
	3			OWN CONDOMINIUM
3	4			RENT FOR CASH
4	5			NO CASH RENT
9	9			OUT OF UNIVERSE

(21) LUC LAND USE CODE
73 ONLY •••••DROPPED 1974 NATIONAL SURVEY•••••
NO SMSAS •••••COMPARE WITH 'URBAN' IN 1976•••••
1 URBAN
2 LARGE RURAL FARM
3 SMALL RURAL FARM
4 LARGE RURAL NONFARM
5 SMALL RURAL NONFARM

(22) CROPSL CROP SALES $1000 OR MORE IN LAST 12 MONTHS?
76-----
77S---- •••••NEW QUESTION 1976 NATIONAL•••••
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(23) ACCESS ACCESS TO UNIT
74-----
75S----
1 DIRECT
2 THROUGH OTHER UNIT
9 OUT OF UNIVERSE (?)

(24) TYPE TYPE OF LIVING QUARTERS
1 HOUSE, APARTMENT, OR FLAT
2 HOUSING UNIT IN NONTRANSIENT HOTEL
3 PERMANENT UNIT IN TRANSIENT HOTEL
4 ROOMING HOUSE
5 MOBILE HOME OR TRAILER
6 NOT SPECIFIED ABOVE
9 OUT OF UNIVERSE (?)

(25) STATUS OCCUPANCY STATUS
1 OCCUPIED
2 VACANT
3 USUAL RESIDENCE ELSEWHERE

(26) VACANCY VACANCY STATUS

73	74	75	76	
1	1			VACANT- FOR RENT
2	2			VACANT- FOR SALE
		3		VACANT- CONDOMINIUM
		4		VACANT- COOPERATIVE
3		5		RENTED, NOT YET OCCUPIED
4		6		SOLD, NOT YET OCCUPIED
5		7		HELD FOR OCCASIONAL USE
6		8		OTHER, INCLUDING USUAL RES ELSEWH
7		9		MIGRATORY
8	10			SEASONAL SUMMER OCCUPANCY ONLY
9	11			SEASONAL WINTER OCCUPANCY ONLY
10	12			SEASONAL OTHER
99	99			OUT OF UNIVERSE

(27) MOVAC MONTHS THIS HOUSE OR APT HAS BEEN VACANT
1 0 TO 1 MONTHS
2 1 TO 2 MONTHS
3 2 TO 6 MONTHS
4 6 TO 12 MONTHS
5 1 TO 2 YEARS
6 2 OR MORE YEARS
9 OUT OF UNIVERSE

(28) BOARD IS UNIT BOARDED UP
74-----
75S----
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(29) PHONE USE OF TELEPHONE
74-----
75S----
1 YES
2 NO
9 OUT OF UNIVERSE

(30) MOVED — DATE HEAD OF HOUSEHOLD MOVED IN
MMYY — MONTH + YEAR SINCE 3/70
1 — 1965 TO 4/1/70
2 — 1960 TO 1964
3 — 1950 TO 1959
4 — 1949 OR EARLIER
9999 — OUT OF UNIVERSE

(31) CMHEAD — HEAD OF HOUSEHOLD RESIDENCE 4/1/70
0 — OUTSIDE U. S.
9 — OUT OF UNIVERSE

(32) CINLIM — HEAD LIVED IN CITY-TOWN LIMITS 4/1/70
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(33) CHUSAF — HEAD IN US ARMED FORCES 4/1/70
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(34) RMQO — HEAD LIVED HERE LAST 90 DAYS
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(35) RMWINT — HEAD LIVED HERE LAST WINTER
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(36) RMYEAR — HEAD MOVED HERE IN LAST 12 MONTHS
(ALL COMPUTER-GENERATED CENSUS DOCUMENTATION IS WRONG ON THE SENSE OF THIS ITEM.)
*****NOTE REVERSAL IN SENSE OF QUESTION*****
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(37) NUNITS — NO. OF LIVING QTRS IN BLDG INCL. VACANT
1 — MOBILE HOME, TRAILER
2 — 1, DETACHED
3 — 1, ATTACHED
4 — 2
5 — 3 OR 4
6 — 5 TO 9
7 — 10 TO 19
8 — 20 TO 49
9 — 50 OR MORE

(38) TIED — MOBILE HOME IS SECURED BY TIEDOWNS
74----- / 75-----
1 — YES
2 — NO
3 — DON'T KNOW
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(39) TPARK — MOBILE HOME IN GROUP OF 4+ (ENUMERATOR OBSERVATION)
74----- / 75-----
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(40) OTHLQ — OTHER LIVING QUARTERS ON PROPERTY?
75----- / 776S-----
NEW QUESTION 1975 NATIONAL
1 — YES
2 — NO

(41) PARKSZ — NUMBER OF MOBILE HOMES IN GROUP
75----- / 776S-----
NEW QUESTION 1975 NATIONAL
1 — 6-99
2 — 100 OR MORE
9 — OUT OF UNIVERSE

(42) CLIMB — STORIES FROM MAIN BLDG ENTRY TO MAIN APARTMENT ENTRY
75----- / 776S-----
NEW QUESTION 1975 NATIONAL
1 — NONE, SAME FLOOR
2 — ONE, UP OR DOWN
3 — TWO OR MORE
9 — OUT OF UNIVERSE

(43) SHOPS — COMMERCIAL ESTAB. IN BUILDING. (ENUMERATOR OBSERVATION)
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(44) DOCS — MEDICAL,DENTAL OFC IN BUILDING (ENUMERATOR OBSERVATION)
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(45) FLOORS — NUMBER OF STORIES IN BUILDING (EXCLUDING BASEMENT)
1 — ONE TO THREE
2 — FOUR TO SIX
3 — SEVEN TO TWELVE
4 — THIRTEEN OR MORE

(46) ELEV — PASSENGER ELEVATOR IN BUILDING (ENUMERATOR OBSERVATION)
1 — YES
2 — NO
9 — OUT OF UNIVERSE

(47) ROOMS — NUMBER OF ROOMS IN HOUSE OR APARTMENT

NATL: 74--	73	SMSA: NONE	74S--	
		----	----	
			1-96	1-96 ROOMS
		1-11		1-11 ROOMS
			97	97 OR MORE ROOMS
		12		12 OR MORE ROOMS

(48) PLUGS — WORKING ELECTRIC WALL OUTLETS
1 — YES
2 — NO
8 — NOT ANSWERED

(49) BEDRMS — NO. OF BEDROOMS IN HOUSE OR APARTMENT

NATL: 74--	73	SMSA: NONE	74S--	
		----	----	
			0-96	NONE TO 96 BEDROOMS
		0-5		NONE TO 5 BEDROOMS
			97	97 OR MORE BEDROOMS
		6		6 OR MORE BEDROOMS

(50) PRIVN — MUST GO THRU BEDRM TO REACH NONBATH/BEDROOM
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(51) PRIVB — MUST GO THRU BEDRM TO REACH BATH
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(52) IF3BED — ANY BEDROOMS USED FOR SLEEPING BY 3 OR MORE PERSONS?
73 ONLY / NO SMSA
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(53) NUM3BED — NO. BDRMS USED FOR SLEEPING BY 3 OR MORE

	OTHERS	
73	+74S	
----	----	
1	1	1 BEDROOM
2	2	2 OR MORE BEDROOMS
	3	NONE
8	8	NOT ANSWERED
9	9	OUT OF UNIVERSE

(54) NOPRIV — ANYONE IN 3-PERSON BR OVER 12 YRS
74----- / 75-----
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(55) KITCHEN — COMPLETE KITCHEN FACILITIES
1 — YES EXCLUSIVE USE
2 — YES, SHARED
3 — NO
9 — OUT OF UNIVERSE (?)

(56) APPOK — SINK,REFRIG,RANGE ALL USABLE
74----- / 75-----
1 — YES
2 — NO
8 — NOT ANSWERED
9 — OUT OF UNIVERSE

(57) APPBAD — WHICH-SINK,REFRIG,RANGE- UNUSABLE
74----- / 75-----
3 — RANGE ONLY
20 — REFRIGERATOR ONLY
23 — REFRIGERATOR AND RANGE
100 — SINK ONLY
103 — SINK AND RANGE
120 — SINK AND REFRIGERATOR
123 — SINK, REFRIGERATOR, AND RANGE
998 — NOT ANSWERED
999 — OUT OF UNIVERSE

(58) CFUEL — PRIMARY COOKING FUEL
******** — NOTE DIFFERENT RESPONSE NUMBERING FROM HFUEL********
1 — GAS FROM UNDERGROUND PIPES
2 — GAS LP, BOTTLED, OR TANK
3 — ELECTRICITY
4 — FUEL OIL, KEROSENE
5 — COAL OR COKE
6 — WOOD
7 — OTHER FUEL
8 — NO FUEL USED
99 — OUT OF UNIVERSE (?)

(54) WATER — WATER SOURCE

1	PUBLIC OR PRIVATE SYSTEM
2	INDIVIDUAL WELL
3	OTHER SOURCE

(60) WELL — IF WATER SOURCE WELL, IS IT DRILLED
74-----
75S-----

1	YES, DRILLED
2	NO, DUG
8	NOT ANSWERED
9	OUT OF UNIVERSE

(61) WPIPED — PIPED WATER IN BUILDING
74-----
75S-----

1	YES
2	NO
9	OUT OF UNIVERSE

(62) WNEAR — WATER AVAILABLE WITHIN 1/4 MILE
74-----
75S-----

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(63) IFDRY — WATER SOURCE BREAKDOWN LAST 90 DAYS

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(64) WANDRY — COMPLETE LACK RUNNING WATER 6 HRS OR MORE

1	YES
2	NO
3	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

(65) NUMDRY — NUMBER OF WATER BREAKDOWNS OF 6 HRS OR MORE

1	1
2	2
3	3 OR MORE
8	NOT ANSWERED
9	OUT OF UNIVERSE

(66) WHYDRY — PRIMARY REASON FOR WATER BREAKDOWN

1	PROBLEM IN BUILDING
2	PROBLEM NOT IN BUILDING
8	NOT ANSWERED
9	OUT OF UNIVERSE

(67) PLUMB — COMPLETE PLUMBING FACILITIES

1	YES EXCLUSIVE USE
2	YES SHARED
3	NO

(68) BATHS — NUMBER OF BATHROOMS

1	ALL FACILS, BUT NOT IN ONE ROOM
2	ONE FULL BATH
3	ONE, + HALF BATH WITHOUT TOILET
4	ONE, + HALF BATH WITH TOILET
5	TWO FULL BATHS
6	OVER 2 BATHS
9	OUT OF UNIVERSE

(69) IFTLT — FLUSH TOILET BREAKDOWN LAST 90 DAYS
(3'S DETECTED ON ORIGINAL 73 TAPE)

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(70) BANTLT — FLUSH TOILET BREAKDOWN OF 6 HRS OR MORE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(71) NUMTLT — NUMBER OF FLUSH TOILET BREAKDOWNS OF 6 HRS OR MORE

1	1
2	2
3	3
4	4 OR MORE
8	NOT ANSWERED
9	OUT OF UNIVERSE

(72) WHYTLT — CAUSE OF FLUSH TOILET BREAKDOWNS

1	PROBLEM IN BUILDING
2	PROBLEM NOT IN BUILDING
8	NOT ANSWERED
9	OUT OF UNIVERSE

(73) PUBSEW — HOUSE-BUILDING CONNECTED TO PUBLIC SEWER

1	YES
2	NO

(74) SEWDIS — MEANS OF SEWAGE DISPOSAL

1	SEPTIC TANK OR CESSPOOL
2	CHEMICAL TOILET
3	PRIVY (OR OUTHOUSE??)
4	FACILITIES IN OTHER STRUCTURE
5	OTHER SEWAGE/TOILET FACILITIES
9	OUT OF UNIVERSE

(75) IFSEW — PUBLIC SEWER BREAKDOWN LAST 90 DAYS

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(76) BANSEW — PUBLIC SEWER BREAKDOWN 6 HRS OR MORE

1	YES
2	NO
3	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

(77) NUMSEW — NO. OF PUBLIC SEWER BREAKDOWNS

1	1
2	2
3	3 OR MORE
8	NOT ANSWERED
9	OUT OF UNIVERSE

HEATING EQUIPMENT AND ITS RELIABILITY

(78) HFUEL — HEATING FUEL
(1974 CENSUS DOCUMENTATION IS IN ERROR, WHERE IT SHOWS THAT THIS QUESTION ALSO REFERS TO PRIMARY COOKING FUEL)
******** NOTE DIFFERENT RESPONSE NUMBERING FROM CFUEL ********

1	GAS FROM UNDERGROUND PIPES
2	GAS LP, BOTTLED, OR TANK
3	FUEL OIL OR KEROSENE
4	ELECTRICITY
5	COAL OR COKE
6	WOOD
7	OTHER FUEL
8	NO FUEL USED
99	OUT OF UNIVERSE

(79) HEQUIP — TYPE OF HEATING EQUIPMENT

1	CENTRAL WARM AIR FURNACE
2	STEAM OR HOT WATER/HOT AIR
3	BUILT-IN ELECTRIC UNITS
4	FLOOR, WALL OR PIPELESS FURNACE
5	ROOM HEATER WITH VENT OR FLUE BURNING GAS, OIL, OR KEROSENE
6	ROOM HEATER WITHOUT VENT OR FLUE BURNING GAS, OIL, OR KEROSENE
7	FIREPLACE, STOVE, OR SPACE HEATER
8	NO HEATING EQUIPMENT

(80) HADDL — ADDITIONAL HEATING EQUIPMENT PAST WINTER

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(81) IFND — ARE THERE ANY ROOMS WITHOUT HOT AIR DUCTS?
73 ONLY
74S ONLY

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(82) NUMND — NO. ROOMS WITHOUT HOT AIR DUCTS

73	74S OTHERS	
0	1	NONE
1	2	ONE ROOM
2	3	TWO ROOMS
3	4	THREE OR MORE ROOMS
8	8	NOT ANSWERED
9	9	OUT OF UNIVERSE

(83) IFCOLD — TOTAL HEAT BREAKDOWNS LAST WINTER 6 HRS OR MORE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(84) NUMCOLD — NUMBER OF HEAT BREAKDOWNS LAST WINTER 6 HRS OR MORE

1	1
2	2
3	3
4	4 OR MORE
8	NOT ANSWERED
9	OUT OF UNIVERSE

(85) IFCLSD — ROOMS CLOSED FOR WARMTH LAST WINT

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

HEATING EQUIPMENT AND ITS RELIABILITY (CONTINUED)

(86) NUMCLSD — NUMBER AND WHICH ROOMS CLOSED FOR WARMTH LAST WINTER

4	OTHER ONLY
30	BEDROOMS
34	BEDROOMS+OTHER
200	DINING
204	DINING+OTHER
230	DINING+BEDROOMS
234	DINING+BEDROOMS+OTHER
1000	LIVING
1004	LIVING+OTHER
1030	LIVING+BEDROOMS
1034	LIVING+BEDROOMS+OTHER
1200	LIVING+DINING
1204	LIVING+DINING+OTHER
1230	LIVING+DINING+BEDROOMS
1234	LIVING+DINING+BEDROOMS+OTHER
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(87) STORMW STORM WINDOWS OR DOUBLE-GLAZED GLASS, CLOSEABLE
74------ SHUTTERS, OR PLASTIC OVER WINDOWS
75S----- 1 YES,ALL
2 YES,SOME
3 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(88) STORMD STORM DOORS
74------
75S----- 1 YES,ALL
2 YES,SOME
3 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(89) INSUL ATTIC OR ROOF INSULATION
74------
75S----- 1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(90) AIR AIR CONDITIONING
1 YES
2 NO

(91) AIRSYS AIR CONDITIONING SYSTEM
1 CENTRAL
2 ROOM UNITS
9 OUT OF UNIVERSE

(92) NUMAIR NUMBER OF AIR CONDITIONING UNITS
1 1
2 2 OR MORE
9 OUT OF UNIVERSE

(93) IFBLOW BLEW FUSES OR BREAKERS LAST 90 DAYS
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(94) NUMBLOW NO. OF TIMES BLEW FUSE OR BREAKERS
1 1
2 2
3 3 OR MORE
8 NOT ANSWERED
9 OUT OF UNIVERSE

(95) NOWIRE WIRING IN HOUSE CONCEALED
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE (?)

(96) TRASH GARBAGE COLLECTION SERVICES FOR UNIT
(1974 CENSUS DOCUMENTATION SHOWS 4=NOT ANSWERED.
THIS IS PROBABLY WRONG, BUT HAS NOT YET BEEN CHECKED.)
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(97) FTDASH FREQUENCY OF GARBAGE PICKUP
1 LESS THAN ONCE A WEEK
2 ONCE A WEEK
3 TWICE A WEEK
4 3+ TIMES A WEEK
5 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(98) DISP MEANS OF GARBAGE DISPOSAL
1 INCINERATOR
2 CHUTE OR COMPACTOR
3 GARBAGE DISPOSAL
4 CARRY TO BE PICKED UP
5 OTHER MEANS
8 NOT ANSWERED
9 OUT OF UNIVERSE

(99) CELLAR BASEMENT IN HOUSE OR BUILDING
1 YES
2 NO

MEASURES OF HOUSING DILAPIDATION CAUSING DESIRE TO MOVE

(100) BLEAK SIGNS OF BASEMENT LEAKS
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(101) RLEAK LEAKING ROOF
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(102) CRACKS OPEN CRACKS OR HOLE IN WALLS OR CEILING
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(103) HOLES HOLES IN FLOOR
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(104) PEEL BROKEN PLASTER OR PEELING PAINT INSIDE
73-74 1 YES
74S-75S 2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(105) BIGP BROKEN PLASTER OR PEELING PAINT OVER 1 SQUARE FOOT
73-74 1 YES
74S-75S 2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(106) PAINT ANY PEELING PAINT OVER 1 SQUARE FOOT?
75------ 1 YES
76S----- 2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(107) PLASTER ANY BROKEN PLASTER OVER 1 SQUARE FOOT?
75------ 1 YES
75S---- 2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(108) DILAPM DO YOU WANT TO MOVE BECAUSE OF LEAKS, CRACKS, HOLES,
74------ BROKEN PLASTER, OR PEELING PAINT?
75S----- 1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(109) RATS SIGNS OF RATS OR MICE IN BLDG LAST 90 DA
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(110) EXTERM SERVICE BY EXTERMINATOR
1 REGULARLY
2 WHEN NEEDED
3 IRREGULARLY
4 NOT AT ALL
8 NOT ANSWERED
9 OUT OF UNIVERSE

(111) WHYNCR REASON FOR NO CASH RENT
74------ 1 WITH JOB
75S----- 2 FRIEND OR RELATIVE
3 OTHER REASON
8 NOT ANSWERED
9 OUT OF UNIVERSE

(112) JOBNCR TYPE OF JOB ALLOWING NO CASH RENT
74------ 1 TENANT FARMER
75S----- 2 FARM MANAGER
3 FARM LABORER
4 OTHER FARM
5 NOT FARM RELATED
8 NOT ANSWERED
9 OUT OF UNIVERSE

(113) LOT — IS THIS HOUSE/APARTMENT ON LOT OF 10 ACRES OR MORE?

1	YES
2	NO
9	OUT OF UNIVERSE

(114) VALUE — PROPERTY VALUE IN DOLLARS

75	74	
76		
	1	UNDER $2500
	2	$2500-$4999
1		UNDER $5000
2	3	$5000-$7499
3	4	$7500-$9999
4	5	$10000-$12499
5	6	$12500-$14999
6	7	$15000-$17499
7	8	$17500-$19999
8	9	$20000-$24999
9	10	$25000-$29999
10	11	$30000-$34999
11	12	$35000-$39999
12	13	$40000-$49999
13	14	$50000-$59999
14	15	$60000 OR MORE
15		$60000-$74999
98	98	$75000 OR MORE
99	99	NOT ANSWERED
		OUT OF UNIVERSE

MOBILE HOME PURCHASE DETAIL

(115) OWNLOT — OWN MOBILE HOME LOT

74----- 75S-----	
	1 YES
	2 NO
	8 NOT ANSWERED
	9 OUT OF UNIVERSE

(116) LMENT — MONTHLY RENT FOR MOBILE HOME SITE

74----- 75S-----	
0-1998	$0-$1998
1999	$1999 OR MORE
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(117) YRBUYM — YEAR ACQUIRED MOBILE HOME OR TRAILER

74----- 75S-----	
59	1959 OR BEFORE
YY	19YY
99	OUT OF UNIVERSE

(118) NEWM — WAS MOBILE HOME NEW WHEN ACQUIRED

74----- 75S-----	
1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(119) PRICEM — PURCHASE PRICE OF MOBILE HOME

NO MAIL 75S-----	
0	NOT PURCHASED
1-99997	$1-$99997
99998	NOT ANSWERED
99999	OUT OF UNIVERSE

(120) ZPRICEM — PURCHASE PRICE OF MOBILE HOME

74----- NO SMSA	
1	UNDER $500
2	$500-$999
3	$1000-$1499
4	$1500-$1999
5	$2000-$2499
6	$2500-$2999
7	$3000-$3499
8	$3500-$3999
9	$4000-$4499
10	$4500-$4999
11	$5000-$5499
12	$5500-$5999
13	$6000-$6499
14	$6500-$6999
15	$7000-$7499
16	$7500-$7999
17	$8000-$8499
18	$8500-$8999
19	$9000-$9499
20	$9500-$9999
21	$10000-$10499
22	$10500-$10999
23	$11000-$11499
24	$11500-$11999
25	$12000-$12499
26	$12500-$12999
27	$13000-$13499
28	$13500-$13999
29	$14000-$14499
30	$14500-$14999
31	$15000 OR MORE
98	NOT ANSWERED
99	OUT OF UNIVERSE

MORTGAGE CHARACTERISTICS AND BREAKDOWN

(121) MORT — MORTGAGE ON PROPERTY

1	MORTGAGE
2	FREE AND CLEAR
8	NOT ANSWERED
9	OUT OF UNIVERSE

(122) PMT — AMOUNT OF MORTGAGE PAYMENT

74----- 75S-----	
1-9996	$1-$9996
9997	$9997 OR MORE
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(123) FPMT — FREQUENCY OF MORTGAGE PAYMENT

74----- 75S-----	
1	MONTHLY
2	YEARLY
8	NOT ANSWERED
9	OUT OF UNIVERSE

(124) TAXPMT — REAL ESTATE TAXES INCLUDED IN MORTGAGE PAYMENT

74----- 75S-----	
1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(125) INSPMT — FIRE + HAZARD/CASUALTY INSURANCE INCLUDED IN MORTGAGE PAYMENT

74----- 75S-----	
1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(126) MORTINS — MORTGAGE INSURANCE

73 74S	74 NONE	NONE 75S	75-- 76S--	
1				YES
	1	1	1	YES, FHA
	2	2	2	YES, VA
	3	3	3	YES, FMHA
				YES, PRIVATE COMPANY (UNRELIABLE)
	4	5	5	NO
2		6	6	DON'T KNOW
8	8	8	8	NOT ANSWERED
9	9	9	9	OUT OF UNIVERSE

(127) MATBUY — MORTGAGE PLACED-ASSUMED AT ACQUISITION (APPLIES ONLY TO 'OWNED FREE AND CLEAR' UNITS--74 ??) (75+75S DOCUMENTATION REFERS TO MOBILE HOMES ONLY. THIS IS APPARENTLY AN ERROR. REMAINS TO BE CHECKED.)

74----- 75S-----	
1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(128) HOWBUY — HOW PROPERTY WAS ACQUIRED (APPLIES ONLY TO 'OWNED FREE AND CLEAR' UNITS--74 ??) (75+75S DOCUMENTATION REFERS TO MOBILE HOMES ONLY. THIS IS APPARENTLY AN ERROR. REMAINS TO BE CHECKED.)

74----- 75S-----	
1	INHERITED OR GIFT
2	PAID ALL CASH
3	OTHER MANNER
8	NOT ANSWERED
9	OUT OF UNIVERSE

HOUSEHOLD EXPENDITURES ON UTILITIES, TAXES, ETC. (OWNER)

(129) BUYE — HOUSEHOLD BUYS ELECTRICITY

74----- 75S-----	
1	YES
2	NO
9	OUT OF UNIVERSE

(130) AMTE — AVERAGE MONTHLY COST FOR ELECTRICITY

74----- 75S-----	
399	$399 OR MORE
999	OUT OF UNIVERSE

(131) BUYG — HOUSEHOLD BUYS GAS

74----- 75S-----	
1	YES
2	NO
9	OUT OF UNIVERSE

(132) AMTG — AVERAGE MONTHLY COST FOR GAS

74----- 75S-----	
199	$199 OR MORE
999	OUT OF UNIVERSE

(133) BUYO — HOUSEHOLD BUYS OIL, COAL, KEROSENE, ETC.

74----- 75S-----	
1	YES
2	NO
9	OUT OF UNIVERSE

(134) AMTO — AVERAGE ANNUAL COST FOR OIL, COAL, KEROSENE, ETC.

74----- 75S-----	
1999	$1999 OR MORE
9999	OUT OF UNIVERSE

(135) BUYI — HOUSEHOLD BUYS FIRE-HAZARD INSURANCE

74----- 75S-----	
1	YES
2	NO
9	OUT OF UNIVERSE

(136) AMTI — AVERAGE ANNUAL COST FOR FIRE-HAZARD INS

74----- 75S-----	
1999	$1999 OR MORE
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(137) BUYX — HOUSEHOLD PAYS REAL ESTATE TAXES

74----- 75S-----	
1	YES
2	NO
9	OUT OF UNIVERSE

(138) AMTX — REAL ESTATE TAXES FOR YEAR IN DOLLARS

9997	$9997 OR MORE
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(139) BUYW — HOUSEHOLD PAYS SEPARATE WATER AND SEWAGE

74----- 75S-----	
1	YES
2	NO OR IN TAXES
9	OUT OF UNIVERSE

(140) AMTW — ANNUAL COST OF WATER AND SEWAGE

74----- 75S-----	
9997	$9997 OR MORE
9998	NOT ANSWERED
9999	OUT OF UNIVERSE

(141) BUYT — HOUSEHOLD PAYS SEPARATE TRASH COLLECTION

74----- 75S-----	
1	YES
2	NO OR IN TAXES
9	OUT OF UNIVERSE

(142) AMTT — ANNUAL COST OF TRASH COLLECTION

74----- 75S-----	
199	$199 OR MORE
998	NOT ANSWERED
999	OUT OF UNIVERSE

EXPENDITURES ON STRUCTURE - PAST AND CONTEMPLATED

NOT 73

NONE OF THESE QUESTIONS APPEARED ON THE 1973 NATIONAL SURVEY, NOR ON THE 1974 SMSA SURVEY.

ITEMS 'ADD' THROUGH 'MAJFIX' ALL FOLLOW THE SAME RESPONSE SCHEME. THE LAST TWO ITEMS, 'IMM' AND 'MAJIMM', ALLOW A DON'T KNOW RESPONSE (CODED AS '3'), AS NOTED BELOW.

(143) ADD — ADDITIONS TO PROPERTY IN LAST 12 MONTHS
(144) MAJADD — ADDITIONS TO PROPERTY COST $100 OR MORE
(145) ALT — ALTERATIONS TO PROPERTY IN LAST 12 MONTHS
(146) MAJALT — ALTERATIONS TO PROPERTY COST $100 OR MORE
(147) REP — REPLACEMENTS ON PROPERTY IN LAST 12 MONTHS
(148) MAJREP — REPLACEMENTS ON PROPERTY COST $100 OR MORE
(149) FIX — REPAIRS TO PROPERTY IN LAST 12 MONTHS
(150) MAJFIX — REPAIRS TO PROPERTY COST $100 OR MORE
ALL 74----- 75S-----
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(151) IMM — EXPECT TO ADD, REPAIR, FIX, ALTER IN NEXT 12 MONTHS
(152) MAJIMM — EXPECT CHANGES TO COST $100, NEXT 12 MONTHS
ALL 74----- 75S-----
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(153) GARAGE — GARAGE OR CARPORT ON PROPERTY *AVAILABLE
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(154) RENT — MONTHLY RENT CONTRACT
1999 $1999 OR MORE
9999 OUT OF UNIVERSE

(155) FRENT — FREQUENCY OF RENT PAYMENT
1 MORE THAN ONCE A MONTH
2 LESS THAN ONCE A MONTH
3 ONCE A MONTH
9 OUT OF UNIVERSE

(156) OWNSIT — IF MOBILE HOME, IS SITE OWNED
74----- 75S-----
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(157) INCS — IF MOB HOME, IS SITE RENT IN HOME RENT
74----- 75S-----
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(158) SPENT — MONTHLY RENT FOR MOBILE HOME SITE
74----- 75S-----
1999 $1999 OR MORE
9998 NOT ANSWERED
9999 OUT OF UNIVERSE

(159) PROJ — PUBLIC HOUSING PROJECT
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(160) SUB — HOUSEHOLD RECEIVING GOVERNMENT RENT SUBSIDY
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

UTILITY COSTS AND OTHER EXPENDITURES (RENTERS)

(161) PAYE — HOUSEHOLD PAYS FOR ELECTRICITY?
1 YES
2 NO, INCLUDED IN RENT
3 NO, NOT USED
9 OUT OF UNIVERSE

(162) COSTE — AVERAGE MONTHLY COST OF ELECTRICITY
OTHERS
74 +75S
199 $199 OR MORE
399 $399 OR MORE
998 NOT ANSWERED
999 OUT OF UNIVERSE

(163) PAYG — HOUSEHOLD PAYS FOR GAS
1 YES
2 NO, INCLUDED IN RENT
3 NO, NOT USED
9 OUT OF UNIVERSE

(164) COSTG — AVERAGE MONTHLY COST OF GAS
199 $199 OR MORE
999 OUT OF UNIVERSE

(165) PAYW — HOUSEHOLD PAYS FOR WATER
1 YES
2 NO CHARGE OR INCLUDED IN RENT
9 OUT OF UNIVERSE

(166) COSTW — AVERAGE ANNUAL COST OF WATER
1999 $1999 OR MORE
9999 OUT OF UNIVERSE

(167) PAYO — HOUSEHOLD PAYS OIL, COAL, KERO, WOOD, ETC
1 YES
2 NO, INCLUDED IN RENT
3 NO, NOT USED OR FREE
9 OUT OF UNIVERSE

(168) COSTO — AVERAGE ANNUAL COST OF OIL, COAL, ETC
1999 $1999 OR MORE
9999 OUT OF UNIVERSE

(169) PAYT — HOUSEHOLD PAYS FOR GARBAGE COLLECTION
1 YES
2 NO
9 OUT OF UNIVERSE

(170) COSTT — AVERAGE ANNUAL COST GARBAGE COLLECTION
199 $199 OR MORE
999 OUT OF UNIVERSE

(171) IFF — APT OR HOUSE RENTED FURNISHED
1 YES
2 NO
9 OUT OF UNIVERSE

(172) PAYF — COST OF FURNITURE INCLUDED IN RENT
*****NOTE REVERSAL IN SENSE OF QUESTION*****
1 YES
2 NO
9 OUT OF UNIVERSE

(173) OTHF — FURNITURE RENTED OTHER THAN LANDLORD (INCORRECTLY CODED IN MANY CENSUS DOCUMENTATIONS)
1 YES
2 NO
9 OUT OF UNIVERSE

(174) COSTF — AVERAGE MONTHLY RENT ON FURNITURE
199 $199 OR MORE
999 OUT OF UNIVERSE

UTILITY COSTS AND OTHER EXPENDITURES (RENTERS) - (CONTINUED)

(175) IFP — PARKING FACILITIES AVAILABLE WITH BLDG
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(176) PAYP — HOUSEHOLD PAYS FOR A BLDG PARKING SPACE
*****NOTE REVERSAL OF SENSE OF QUESTION*****
1 YES
2 NO
9 OUT OF UNIVERSE

(177) COSTP — MONTHLY COST FOR PARKING SPACE
199 $199 OR MORE
998 NOT ANSWERED
999 OUT OF UNIVERSE

(178) INCP — COST OF PARKING SPACE INCLUDED IN RENT
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(179) FARP — PARK SPACE AWAY FROM BUILDING
1 YES
2 NO
8 NOT ANSWERED
9 OUT OF UNIVERSE

(180) OWNHERE — OWNER OF BLDG LIVES HERE
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(181) MGRHERE — MGR, SUPER, OR JANITOR LIVES HERE
1 YES
2 NO
3 DON'T KNOW
8 NOT ANSWERED
9 OUT OF UNIVERSE

(182) SECOND — OWN SECOND HOME

1	YES
2	NO
9	OUT OF UNIVERSE

(183) CARS — NUMBER OF HOUSEHOLD CARS

NATL: 73	SMSA: 74S	74-- / 75S--	
1	1	1	NONE
2	2	2	1
3	3	3	2
4		4	3 OR MORE
	4	5	4 OR MORE
9	5	9	OUT OF UNIVERSE

(184) TRUCKS — NUMBER OF HOUSEHOLD TRUCKS INC. COMPANY (LT 1 TON)

1	NONE
2	1
3	2 OR MORE
9	OUT OF UNIVERSE

EMPLOYMENT AND JOURNEY TO WORK

(185) IFJ — HOUSEHOLD HEAD EMPLOYED LAST WEEK
74-----
75S----

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(186) TRANSJ — PRINCIPAL MEANS OF TRANS TO WORK
74-----
75S----

1	DRIVES ALONE
2	SHARES DRIVING
3	DRIVES OTHERS
4	RIDES WITH ANOTHER
5	WALKS ONLY
6	WORKS AT HOME
7	RAILROAD
8	SUBWAY OR ELEVATED TRAIN
9	BUS OR STREETCAR
10	TAXICAB
11	BIKE OR CYCLE
12	OTHER MEANS
98	NOT ANSWERED
99	OUT OF UNIVERSE

(187) CARTOJ — CAR USED IN LARGELY NONCAR TRIP TO WORK
74
75 — *****DROPPED FROM 1976 SURVEY*****

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(188) WKTOWN — WORK IN INCORPORATED CITY OR TOWN
76 — *****NEW QUESTION--1976 NATIONAL*****

1	YES
2	NO
3	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

(189) TIMEJ — TIME REQUIRED FOR JOURNEY TO WORK
74-----
75S----

NATL: 74	SMSA: NONE	75-- / 75S--	
		0	WORKS AT HOME
1	1	1	UNDER 15 MINUTES
2	2	2	15-29 MINUTES
3	3	3	30-44 MINUTES
4	4	4	45-59 MINUTES
5	5	5	1 HR- 1 HR 29M
6	6	6	OVER 1 HR 30M
7	7	7	WORKPLACE VARIES
8	8	8	NOT ANSWERED
9	9	9	OUT OF UNIVERSE

(190) DISTJ — ONE-WAY DISTANCE FROM HOME TO WORK
74-----
75S----

NATL: 74	SMSA: NONE	75-- / 75S--	
		0	WORKS AT HOME
1	1	1	UNDER 1 MILE
2	2	2	1-4 MI
3	3	3	5-9 MI
4	4	4	10-19 MI
5	5	5	20-29 MI
6	6	6	30-39 MI
7	7	7	40-49 MI
8	8	8	OVER 50 MILES
9	9	9	WORKPLACE VARIES
98	98	98	NOT ANSWERED
99	99	99	OUT OF UNIVERSE

(191) SAMTWN — LIVE IN SAME TOWN AS WORK
76----
?77S---- — *****NEW QUESTION 1976 NATIONAL*****

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

REASON FOR MOVE AND CHARACTERISTICS OF PREVIOUS RESIDENCE

(192) WHYMOVE — PRIMARY REASON HEAD MOVED

NATL: 73	SMSA: 74S	74-- / 75S--	
1	1	1	JOB TRANSFER
2	2	2	ENTERED OR LEFT ARMED FORCES
3	3	3	RETIRED
4	4	4	NEW JOB
5	5	5	COMMUTE REASONS
6	6	6	ATTEND SCHOOL
7	7	7	OTHER WORK REASON
8	8	8	NEEDED LARGER UNIT
9	9	9	WIDOWED
10	10	10	SEPARATED
11	11	11	DIVORCED
12	12	12	CLOSER TO RELATIVES
13	13	13	NEWLY MARRIED
14	14	14	FAMILY SIZE INCREASED
15	15	15	FAMILY SIZE DECREASED
16	16	16	ESTABLISH OWN HOUSEHOLD
17	17	17	OTHER FAMILY REASON
18			NEIGHBORHOOD
	18	18	NEIGHBORHOOD OVERCROWDED
	19	19	RACIAL/ETHNIC SHIFT
	20	20	BETTER NEIGHBORHOOD
19	21	21	WANTED TO OWN
20	22	22	LOWER RENT OR PRICE
21	23	23	BETTER HOUSE
22	24	24	DISPLACED BY URBAN RENEWAL, HIGHWAY CONSTRUCTION, OR OTHER PUBLIC ACTIVITY
	25	25	DISPLACED BY PRIVATE ACTIVITY
23	26	26	SCHOOLS
24	27	27	WANTED TO RENT
25	28	28	WANTED CONVENIENCES
26	29	29	NATURAL DISASTER
27	30	30	CHANGE CLIMATE
28	31	31	OTHER REASON
29	98	98	NOT ANSWERED
98	99	99	OUT OF UNIVERSE
99			

(193) XINUS — PREVIOUS RESIDENCE OUTSIDE U.S.?
73 ONLY
NO SMSA

1	YES
9	OUT OF UNIVERSE

(194) XMHEAD — RESPONDENT WAS HEAD OF HOUSE IN PREVIOUS RESIDENCE
(IN 1973, AND MAYBE IN SUBSEQUENT SURVEYS, 'NO' INCLUDED THOSE PERSONS REPORTING PREV RES OUT OF U.S.)

1	YES
2	NO
9	OUT OF UNIVERSE

(195) XMEMB — RESPONDENT WAS MEMB OF HOUSE IN PREVIOUS RESIDENCE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

CHARACTERISTICS OF PREVIOUS RESIDENCE (CONTINUED)

(196) XRMS — NUMBER OF ROOMS IN HEADS PREVIOUS RESIDENCE

NATL: 73	SMSA: 74S--	74-- / NONE	
1-38		1-38	1-38 ROOMS
	1-11	1-11	1-11 ROOMS
39		12	39 OR MORE
	12		12 OR MORE
98	98	98	NOT ANSWERED
99	99	99	OUT OF UNIVERSE

(197) XBEDRMS — NUMBER OF BDRMS IN HEADS PREVIOUS RESIDENCE

NATL: 73	SMSA: 74S--	74-- / NONE	
1-38		1-38	1-38 ROOMS
	1-5	1-5	1-5 BEDROOMS
39		39	39 OR MORE
	6	6	6 OR MORE
98	98	98	NOT ANSWERED
99	99	99	OUT OF UNIVERSE

(198) XPER — NUMBER OF PERSONS IN PREVIOUS RESIDENCE AT MOVE

NATL: 73	SMSA: 74S--	74-- / NONE	
1-18		1-18	1-18 ROOMS
	1-11	1-11	1-11 PERSONS
19		19	19 OR MORE
	12	12	12 OR MORE
98	98	98	NOT ANSWERED
99	99	99	OUT OF UNIVERSE

(199) XPLUMB — COMPLETE PLUMBING IN PREVIOUS RESIDENCE

1	YES, SOLE USE
2	YES, SHARED
3	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(200) XNUNITS — NO. LIVING QTRS, IN PREVIOUS RESIDENCE

1	MOBILE HOME OR TRAILER
2	ONE UNIT, DETACHED
3	ONE UNIT, ATTACHED
4	2
5	3 OR 4
6	5 TO 9
7	10 TO 19
8	20 TO 49
9	50 OR MORE
98	NOT ANSWERED
99	OUT OF UNIVERSE

(201) XTENURE — TENURE WHILE AT PREVIOUS RESIDENCE

NATL: 73	SMSA: 74S	74-- / 75S--	
1		1	OWNED OR BEING BOUGHT
	1	2	OWN COOPERATIVE
		3	OWN CONDOMINIUM
			OWN COOPERATIVE OR CONDOMINIUM
2		4	RENTED FOR CASH
3		5	NO CASH RENT
4			
9	9	9	OUT OF UNIVERSE

(202) XCOMDOC — COMM,DOC,OR DENT ESTAB AT PREVIOUS RESIDENCE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

CHARACTERISTICS OF PREVIOUS RESIDENCE (CONTINUED)

(203) XVALUE PREVIOUS PROPERTY SALE VALUE

75	73	
76	74	
	1	UNDER $2500
	2	$2500-$4999
1		UNDER $5000
2	3	$5000-$7499
3	4	$7500-$9999
4	5	$10000-$12499
5	6	$12500-$14999
6	7	$15000-$17499
7	8	$17500-$19999
8	9	$20000-$24999
9	10	$25000-$29999
10	11	$30000-$34999
11	12	$35000-$39999
12	13	$40000-$49999
13	14	$50000-$59999
	15	$60000 OR MORE
14		$60000-$74999
15		$75000 OR MORE
98	98	NOT ANSWERED
99	99	OUT OF UNIVERSE

(204) XLOT PREV HOUSE ON LOT OF 10 ACRES OR MORE (OWNER)
(APPLIES TO BOTH OWNER + RENTER ON 73,74S)
(74S,75,75S,76 DOCUMENTATION IN ERROR)

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(205) XLOTR PREV HOUSE ON PLACE OF 10 ACRES OR MORE (RENTER)
74-----
75S----- (75,75S,76 DOCUMENTATION IN ERROR)

1	YES
2	NO
9	OUT OF UNIVERSE

(206) XRENT MONTHLY RENT FOR PREVIOUS RESIDENCE

NAIL: 74	OTHERS	
SMSA: NONE	ALL	
0	0	NO CASH RENT
ZZZZ	ZZZZ	$ZZZZ
1999		$1999 OR MORE
	9997	$9997 OR MORE
9998	9998	NOT ANSWERED
9999	9999	OUT OF UNIVERSE

(207) XPROJ PREVIOUS RESIDENCE IN PUBLIC HOUSING PROJECT

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(208) XSUB GOVERNMENT SUBSIDY AT PREVIOUS RESIDENCE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

COST OF UTILITIES, FURNITURE, AND PARKING AT PREVIOUS RESIDENCE

(209) XPAYE AT PREVIOUS RESIDENCE HOUSEHOLD PAID ELECTRICITY

1	YES
2	NO, INCLUDED IN RENT
3	NO, NOT USED
8	NOT ANSWERED
9	OUT OF UNIVERSE

(210) XCOSTE AT PREVIOUS RESIDENCE MONTHLY COST ELECTRICITY

OTHERS		
74	+75S	
ZZZ	ZZZ	$ZZZ
199		$199 OR MORE
	997	$997 OR MORE
998	998	NOT ANSWERED
999	999	OUT OF UNIVERSE

(211) XPAYG AT PREVIOUS RESIDENCE HOUSEHOLD PAID GAS

1	YES
2	NO, INCLUDED IN RENT
3	NO, NOT USED
8	NOT ANSWERED
9	OUT OF UNIVERSE

(212) XCOSTG AT PREVIOUS RESIDENCE MONTHLY COST GAS

OTHERS		
74	+75S	
ZZZ	ZZZ	$ZZZ
199		$199 OR MORE
	997	$997 OR MORE
998	998	NOT ANSWERED
999	999	OUT OF UNIVERSE

(213) XPAYW AT PREVIOUS RESIDENCE HOUSEHOLD PAID WATER

1	YES
2	NO CHARGE OR INCLUDED IN RENT
8	NOT ANSWERED
9	OUT OF UNIVERSE

(214) XCOSTW AT PREVIOUS RESIDENCE ANNUAL COST WATER

OTHERS		
74	+75S	
ZZZZ	ZZZZ	$ZZZZ
1999		$1999 OR MORE
	9997	$9997 OR MORE
9998	9998	NOT ANSWERED
9999	9999	OUT OF UNIVERSE

(215) XPAYO AT PREVIOUS RESIDENCE HOUSEHOLD PAID OIL,COAL,ETC

1	YES
2	NO, INCLUDED IN RENT
3	NO, NOT USED OR FREE
8	NOT ANSWERED
9	OUT OF UNIVERSE

(216) XCOSTO AT PREVIOUS RESIDENCE ANNUAL COST OIL,COAL,ETC

OTHERS		
74	+75S	
ZZZZ	ZZZZ	$ZZZZ
1999		$1999 OR MORE
	9997	$9997 OR MORE
9998	9998	NOT ANSWERED
9999	9999	OUT OF UNIVERSE

(217) XPAYT AT PREVIOUS RESIDENCE HOUSEHOLD PAID GARBAGE COLLECTION

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

COST OF UTILITIES, FURNITURE, AND PARKING AT PREVIOUS RESIDENCE (CONT)

(218) XCOSTT AT PREVIOUS RESIDENCE ANNUAL COST GARBAGE COLL

OTHERS		
74	+75S	
199		$199 OR MORE
	997	$997 OR MORE
998	998	NOT ANSWERED
999	999	OUT OF UNIVERSE

(219) XIFF PREVIOUS RESIDENCE RENTED FURNISHED

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(220) XPAYF PREVIOUS RESIDENCE FURNITURE INCL IN RENT
*****NOTE REVERSAL IN SENSE OF QUESTION*****

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(221) XOTHF PREVIOUS RESIDENCE FURN RENTED FROM NON-LANDLORD
(74S,75 CENSUS DOCUMENTATION IS IN ERROR)

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(222) XCOSTF PREVIOUS RESIDENCE MONTHLY RENT ON FURNITURE

OTHERS		
74	+75S	
199		$199 OR MORE
	997	$997 OR MORE
998	998	NOT ANSWERED
999	999	OUT OF UNIVERSE

(223) XIFP PREVIOUS RESIDENCE PARKING AVAIL WITH BLDG

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(224) XPAYP PREVIOUS RESIDENCE HOUSEHOLD RENTED A PARK SPACE

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(225) XCOSTP PREVIOUS RESIDENCE MONTHLY COST FOR A PARK SPACE

OTHERS		
74	+75S	
ZZZ	ZZZ	$ZZZ
199		$199 OR MORE
	997	$997 OR MORE
998	998	NOT ANSWERED
999	999	OUT OF UNIVERSE

(226) XINCP PREVIOUS RESIDENCE PARKING SPACE INCL IN RENT
*****NOTE REVERSAL IN SENSE OF QUESTION*****

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(227) XFARP PREV RES PARK IN OTHER NEIGHBORHOOD OR OUTSIDE BLDG

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

RESIDENT PERCEPTIONS OF NEIGHBORHOOD CONDITIONS

ALL THE NEIGHBORHOOD CONDITIONS QUESTIONS FOLLOW THE SAME FORMAT.

(228) SNOW ROADS IMPASSABLE DUE TO SNOW,WATER,ETC.
74-----
75S---- 'SNOW' QUESTION NOT ON 1973 NATIONAL

(229) STRN STREET NOISE
(230) TRAF HEAVY STREET TRAFFIC
(231) ROAD STREET CONTINUALLY IN NEED OF REPAIR
(232) STRL STREET LIGHTING INADEQUATE?
(233) CRIME STREET OR NEIGHBORHOOD CRIME
(234) JUNK TRASH, LITTER, OR JUNK
(235) ABAN ABANDONED OR BOARDED-UP BUILDINGS
(236) DUMP RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD
(237) NONRES COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY
(238) ODOR ODORS, SMOKE, OR GAS
(239) AIRN AIRPLANE NOISE

73	74	75-76	77--	:NAIL
74S	NONE	75S	776S--	:SMSA
1		1	1	YES, CONDITION EXISTS
2	1	2	2	NO, CONDITION DOES NOT EXIST
		3		YES, CONDITION IS BOTHERSOME
	2	4	3	YES, DON'T OBJECT/DOESN'T BOTHER
			4	BOTHERS A LITTLE
			5	BOTHERS VERY MUCH
	3	5	6	OBJECT, AND WANT TO MOVE
	4	6		OBJECT, BUT DON'T WANT TO MOVE
8	8	8	8	NOT ANSWERED
9	9	9	9	OUT OF UNIVERSE

(240) STRND STREET NOISE DISTURBING
(241) TRAFD HEAVY STREET TRAFFIC DISTURBING
(242) ROADD STREET CONTINUALLY IN NEED OF REPAIR DISTURBING
(243) STRLD STREET LIGHTING INADEQUACY DISTURBING
(244) CRIMED STREET OR NEIGHBORHOOD CRIME DISTURBING
(245) JUNKD TRASH, LITTER, OR JUNK DISTURBING
(246) ABAND ABANDONED OR BOARDED-UP BUILDINGS DISTURBING
(247) DUMPD RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD DISTURBING
(248) NONRESD COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY DISTURBING
(249) ODORD ODORS, SMOKE, OR GAS DISTURBING
(250) AIRND AIRPLANE NOISE DISTURBING
73 ONLY
74S ONLY

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(251) STRNM STREET NOISE SO BAD THAT YOU WANT TO MOVE
(252) TRAFM HEAVY STREET TRAFFIC SO BAD THAT YOU WANT TO MOVE
(253) ROADM STREET CONTINUALLY IN NEED OF REPAIR YOU WANT MOVE
(254) STRLM STREET LIGHTING INADEQUACY SO BAD YOU WANT MOVE
(255) CRIMEM STREET OR NEIGHBORHOOD CRIME SO BAD YOU WANT MOVE
(256) JUNKM TRASH, LITTER, OR JUNK SO BAD THAT YOU WANT TO MOVE
(257) ABANM ABANDONED OR BOARDED-UP BUILDINGS SO BAD YOU WANT MOVE
(258) DUMPM RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD YOU WANT MOVE
(259) NONRESM COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY YOU WANT MOVE
(260) ODORM ODORS, SMOKE, OR GAS SO BAD THAT YOU WANT TO MOVE
(261) AIRNM AIRPLANE NOISE SO BAD THAT YOU WANT TO MOVE
73 ONLY
74S ONLY

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

RESIDENT PERCEPTIONS OF NEIGHBORHOOD SERVICES

THESE QUESTIONS HAVE CAUSED A LOT OF CONFUSION AMONG USERS OF THE A.H.S. USER TAPES. THE CENSUS DOCUMENTATION FOR SOME FILES ERRONEOUSLY SWITCHES 'ADEQUATE' AND 'INADEQUATE', OBVIOUSLY CAUSING GREAT PROBLEMS IN USER PROGRAMS. TO FURTHER COMPLICATE MATTERS, THE QUESTIONS ON THE SURVEY CHANGED FROM ONE TO THE OTHER SENSE AFTER THE 1973 SURVEY. THIS DOCUMENTATION WILL CARRY THE CORRECT DESIGNATIONS.

(262) TRN — IS PUBLIC TRANSPORTATION ADEQUATE?
(263) SCH — ARE SCHOOLS ADEQUATE?
(264) SHP — ARE SHOPPING FACILITIES ADEQUATE?

(265) FUZZ — POLICE PROTECTION ADEQUATE?
74-----
75S----

(266) FIRE — FIRE PROTECTION ADEQUATE?
74-76 *****DROPPED FROM 1977 NATIONAL*****
74S-75S

(267) RECR — OUTDOOR RECREATION FACILITIES ADEQUATE?
77----- *****NEW QUESTION 1977 NATIONAL*****
?78S----

(268) HOSP — HOSPITALS OR HEALTH CLINICS ADEQUATE?
74-----
75S----

NATL: 73 74--
SMSA: 74S 75S--

2	1	YES
1	2	NO
3	3	DON'T KNOW
8	8	NOT ANSWERED
9	9	OUT OF UNIVERSE

(269) TRNM — PUBLIC TRANSPORT SO INADEQUATE THAT YOU WANT TO MOVE?
(270) SCHM — SCHOOLS SO INADEQUATE THAT YOU WANT TO MOVE?
(271) SHPM — SHOPPING SO INADEQUATE THAT YOU WANT TO MOVE?

(272) FUZZM — POLICE SO INADEQUATE THAT YOU WANT TO MOVE?
74-----
75S----

(273) FIREM — FIRE PROTECTION SO INADEQUATE THAT YOU WANT TO MOVE?
74-76 *****DROPPED FROM 1977 NATIONAL*****
74S-75S

(274) RECRM — OUTDOOR RECREATION FACILS. SO INAD. YOU WANT TO MOVE?
77----- *****NEW QUESTION 1977 NATIONAL*****

(275) HOSPM — HOSPITALS SO INADEQUATE THAT YOU WANT TO MOVE?
74-----
75S----

NATL: 73-76 77
SMSA: 74S-77S ?78S--

	1	DOES NOT BOTHER
	2	BOTHERS A LITTLE
	3	BOTHERS VERY MUCH
	4	BOTHERS SO MUCH WOULD LIKE TO MOVE
1		YES
2		NO
8	8	NOT ANSWERED
9	9	OUT OF UNIVERSE

(276) HOWH — RESIDENTS OPINION OF HOUSE AS RESIDENCE
74-----
75S----

(277) HOWN — RESIDENTS OPINION OF STREET AS RESIDENCE
73-----
74S----

1	EXCELLENT
2	GOOD
3	FAIR
4	POOR
8	NOT ANSWERED
9	OUT OF UNIVERSE

(278) EANAN — ENUMERATOR OBSERVATION OF ABAND OR BOARDED BLDGS

1	YES
2	NO
8	NOT ANSWERED

(279) LTS — LIGHT FIXTURES IN BUILDING PUBLIC HALLS

1	YES
2	NO
3	NO PUBLIC HALLS
8	NOT ANSWERED
9	OUT OF UNIVERSE

(280) LTSOK — PUBLIC HALL LIGHT FIXTURES WORKING

1	ALL WORK
2	SOME WORK
3	NONE WORK
8	NOT ANSWERED
9	OUT OF UNIVERSE

(281) BANSTEP — HAZARDOUS STEPS ON COMMON STAIRWAYS

1	YES
2	NO
3	NO COMMON STAIRS
8	NOT ANSWERED
9	OUT OF UNIVERSE

(282) RAILOK — FIRMLY ATTACHED STAIR RAILINGS

1	YES
2	NO
3	NO STAIR RAILS
8	NOT ANSWERED
9	OUT OF UNIVERSE

INDIVIDUAL WAGE AND SALARY QUESTIONS

NOT IN 73

NONE OF THESE QUESTIONS APPEARED ON THE 1973 NATIONAL SURVEY, OR ON THE 1974 SMSA SURVEY.

FOR ITEMS LINE1, LINE2, LINE3, LINE4, LINE5, AND LINE6, THE CODE '97' OR '99' IS USED TO INDICATE A SUMMARY OF ALL OTHER PERSONS IN THE HOUSEHOLD NOT ENUMERATED ON A LOWER LINE. IT IS PROBABLE GIVEN EXISTING DOCUMENTATION THAT THE CODE ONLY APPEARS AT LINE6, BUT THIS HAS NOT BEEN CHECKED. THE CODE '99' IS ALSO USED TO INDICATE 'OUT OF UNIVERSE'. THIS FURTHER COMPLICATES THE SITUATION. A THOROUGH INVESTIGATION OF THE WHOLE 'LINE NUMBER' NOMENCLATURE NEEDS TO BE DONE.

(283) LINE1 — LINE NUMBER OF FAMILY MEMBER 1
(284) LINE2 — LINE NUMBER OF FAMILY MEMBER 2
(285) LINE3 — LINE NUMBER OF FAMILY MEMBER 3
(286) LINE4 — LINE NUMBER OF FAMILY MEMBER 4
(287) LINE5 — LINE NUMBER OF FAMILY MEMBER 5
(288) LINE6 — LINE NUMBER OF FAMILY MEMBER 6

1-96	LINE NUMBER
97	SEE ABOVE DISCUSSION
99	SEE ABOVE DISCUSSION

(289) SAL1 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 1
(290) SAL2 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 2
(291) SAL3 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 3
(292) SAL4 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 4
(293) SAL5 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 5
(294) SAL6 — ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 6

0-49999	$0-$49999
50000	$50000 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE
999998	NOT ANSWERED
999999	OUT OF UNIVERSE

(295) PBUS — FAMILY EARNINGS FROM BUSINESS OR PROFESSIONAL PRACTICE
(296) PFARM — FAMILY EARNINGS FROM FARM OR RANCH

-10000	LOSS GE $10000
-ZZZZ	LOSS OF $ZZZZ
0-49999	$0-$49999
50000	$50000 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE
999998	NOT ANSWERED
999999	OUT OF UNIVERSE

OTHER SOURCES OF FAMILY INCOME

ANY FAMILY EARNINGS FROM:

(297) QSS — SOCIAL SECURITY OR RAILROAD RETIREMENT
(298) QDIV — ESTATES, TRUSTS, OR DIVIDENDS
(299) QINT — BOND OR SAVING ACCOUNT INTEREST
(300) QRENT — NET RENTAL INCOME
(301) QWELF — WELFARE OR PUBLIC ASSISTANCE
(302) QUNEMP — UNEMPLOYMENT COMPENSATION
(303) QWKCMP — WORKMENS COMPENSATION
(304) QGOVPN — GOVERNMENT EMPLOYEE PENSION
(305) QVET — VETERANS' PAYMENTS
(306) QPRVPN — PRIV PENSION, ANNUITY
(307) QALIM — ALIMONY, CHILD SUPPORT
(308) QOUTPR — ANY REG CONTRIB FROM PERSONS NOT IN HH
(309) QOTHER — ANYTHING ELSE

1	YES
2	NO
9	OUT OF UNIVERSE

NOT IN 73

THE FOLLOWING QUESTIONS DID NOT APPEAR ON THE 1973 NATIONAL SURVEY OR ON THE 1974 SMSA SURVEY, EXCEPT 'VOTHER' (SEE FOLLOWING PAGE).

AMOUNT FAMILY EARNED FROM:

(310) VSS — SOCIAL SECURITY OR RAILROAD RETIREMENT
(311) VDIV — ESTATES, TRUSTS, OR DIVIDENDS
(312) VINT — BOND OR SAVINGS ACCOUNT INTEREST
(313) VRENT — NET RENTAL INCOME
(314) VWELF — WELFARE OR PUBLIC ASSISTANCE
(315) VUNEMP — UNEMPLOYMENT COMPENSATION
(316) VWKCMP — WORKMENS COMPENSATION
(317) VGOVPN — GOVERNMENT EMPLOYEE PENSION
(318) VVET — VETERANS PAYMENTS
(319) VPRVPN — PRIVATE PENSION OR ANNUITY
(320) VALIM — ALIMONY, CHILD SUPPORT
(321) VOUTPR — AMOUNT REG CONTRIB BY PERSONS NOT IN HOUSEHOLD
(322) VOTHER — ANYTHING ELSE

0-49999	$0-$49999
50000	$50000 OR MORE
99999	OUT OF UNIVERSE

1973 AND 1974S INCOME QUESTIONS (RELEVANT ONLY TO THOSE SURVEYS)

(323) INCOME — FAMILY INCOME FROM WAGES, SALARY, TIPS, COMM.'S ETC.
73 ONLY / 74S ONLY

0-49999	$0-$49999
50000	$50000 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE

(324) PROFIT — FAMILY INCOME FROM BUSINESS, PRACTICE, OR FARM
73 ONLY / 74S ONLY

-10000	LOSS OF $10000 OR GREATER
-ZZZZ	LOSS OF $ZZZZ
0-49999	$0-$49999
50000	$50000 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE

OTHER 1973/1974S SOURCES OF INCOME

ALL OF THE QUESTIONS ON LATER SURVEYS FROM 'QSS' TO 'QOTHER' WERE ASKED ON THE 1973 AND 1974S SURVEYS. SEE PRECEDING PAGE.

(325) QTOTAL — TOTAL INCOME FROM OTHER SOURCES
73 ONLY / NO SMSAS

(326) VSP — SOCIAL SECURITY OR RAILROAD RETIREMENT
NO NATLS / 74S ONLY

(327) VDTR — INCOME FROM DIVIDENDS, INTEREST, RENT
NO NATLS / 74S ONLY

(328) VWP — INCOME FROM WELFARE, PUBLIC ASSISTANCE
NO NATLS / 74S ONLY

(329) VUW — INCOME FROM UNEMP OR WKMANS COMP
NO NATLS / 74S ONLY

0-49999	$0-$49999
50000	$50000 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE

THE QUESTION 'VOTHER' FROM THE PRECEDING PAGE WAS ALSO ASKED TO PICK UP RESIDUAL SOURCES OF INCOME.

(330) PLINE1 — LINE NUMBER OF RESPONDENT
74------ / 75S----

01-97	1-97
98	NOT ANSWERED (?)
99	OUT OF UNIVERSE

(331) GRADE1 — HIGHEST GRADE OF SCHOOL ATTENDED BY HEAD
74------ / 75S----

0	NO SCHOOL
1	KINDERGARTEN
2	GRADE 1
3	GRADE 2
4	GRADE 3
5	GRADE 4
6	GRADE 5
7	GRADE 6
8	GRADE 7
9	GRADE 8
10	GRADE 9
11	GRADE 10
12	GRADE 11
13	GRADE 12-HS GRAD
14	1 YR COL
15	2 YR COL
16	3 YR COL
17	4 YR COL
18	5 YR COL
19	6+YR COL
98	NOT ANSWERED
99	OUT OF UNIVERSE

(332) PLINE — LINE NUMBER FOR HEAD
74------ / 75S----

01-97	1-97
99	OUT OF UNIVERSE

(333) REL — RELATIONSHIP TO HEAD
74------ / 75S---- (SHOULD ALWAYS BE '11')
(CONSULT REL2 IF OTHER CODES ARE FOUND)

11	HEAD OF HOUSEHOLD
99	OUT OF UNIVERSE

(334) AGE — AGE OF HEAD (ONLY GIVEN EXACTLY IN 73 AND SMSA SAMPLES)
73 ONLY / 74S----

1-96	1-96
97	97 YRS OR MORE
99	OUT OF UNIVERSE

(335) ZAGE — RECODED AGE OF HEAD (ONLY ON 74 AND FOLLOWING NATLS)
74------ / NO SMSA

1	14-19 YRS
2	20-24 YRS
3	25-29 YRS
4	30-34 YRS
5	35-39 YRS
6	40-44 YRS
7	45-49 YRS
8	50-54 YRS
9	55-59 YRS
10	60-61 (NOTE BREAK
11	62-64 IN PATTERN)
12	65-69 YRS
13	70-74 YRS
14	75-79 YRS
15	80-84 YRS
16	85-89 YRS
17	90+ YRS
99	OUT OF UNIVERSE

(336) MAR — MARITAL STATUS OF HEAD
74------ / 75S----

1	MARRIED
2	WIDOWED
3	DIVORCED
4	SEPARATED
5	NEVER MARRIED
9	OUT OF UNIVERSE

(337) RACE — RACE OF HEAD

1	WHITE
2	BLACK
3	OTHER
9	OUT OF UNIVERSE

(338) SEX — SEX OF HEAD

1	MALE
2	FEMALE
9	OUT OF UNIVERSE

CHARACTERISTICS OF FAMILY MEMBERS 2-15

THE CODE VALUES FOR THE CHARACTERISTICS OF FAMILY MEMBERS 3-15 ARE THE SAME AS THOSE GIVEN BELOW FOR FAMILY MEMBER 2

(339) PLINE2 — LINE NUMBER FOR FAMILY MEMBER 2
74------ / 75S----

01-97	1-97
99	OUT OF UNIVERSE

(340) REL2 — RELATIONSHIP TO HEAD--FAMILY MEMBER 2
74------ / 75S---- (SHOULD NEVER BE 11)

4	OTHER RELATIVE
5	NON-RELATIVE (PARTNER)
6	OTHER NON-REL
12	WIFE OF HEAD
13	UNM CHLD OF HEAD
21	SUBF 1--HEAD
22	SUBF 1--WIFE
23	SUBF 1--UNM CHILD
31	SUBF 2--HEAD
32	SUBF 2--WIFE
33	SUBF 2--UNM CHLD
41	SUBF 3--HEAD
42	SUBF 3--WIFE
43	SUBF 3--UNM CHLD
51	SUBF 4--HEAD
52	SUBF 4--WIFE
53	SUBF 4--UNM CHLD
99	OUT OF UNIVERSE

(341) AGE2 — AGE OF FAMILY MEMBER 2
74------ / 75S---- (DON'T KNOW IF RECODED LIKE ZAGE OR NOT. 1974,1975,1976 DOCUMENTATION DISAGREE.)

1-96	1-96 YEARS
97	97 YRS OR MORE
99	OUT OF UNIVERSE

(342) MAR2 — MARITAL STATUS OF FAMILY MEMBER 2
74------ / 75S----

1	MARRIED
2	WIDOWED
3	DIVORCED
4	SEPARATED
5	NEVER MARRIED
9	OUT OF UNIVERSE

(343) RACE2 — RACE OF FAMILY MEMBER 2
74------ / 75S----

1	WHITE
2	BLACK
3	OTHER
9	OUT OF UNIVERSE

(344) SEX2 — SEX OF FAMILY MEMBER 2
74------ / 75S----

1	MALE
2	FEMALE
9	OUT OF UNIVERSE

(345) PLINE3 — LINE NUMBER FOR FAMILY MEMBER 3
(346) REL3 — RELATIONSHIP TO HEAD--FAMILY MEMBER 3
(347) AGE3 — AGE OF FAMILY MEMBER 3
(348) MAR3 — MARITAL STATUS OF FAMILY MEMBER 3
(349) RACE3 — RACE OF FAMILY MEMBER 3
(350) SEX3 — SEX OF FAMILY MEMBER 3
(351) PLINE4 — LINE NUMBER FOR FAMILY MEMBER 4
(352) REL4 — RELATIONSHIP TO HEAD--FAMILY MEMBER 4
(353) AGE4 — AGE OF FAMILY MEMBER 4
(354) MAR4 — MARITAL STATUS OF FAMILY MEMBER 4
(355) RACE4 — RACE OF FAMILY MEMBER 4
(356) SEX4 — SEX OF FAMILY MEMBER 4
ALL 74------ / 75S----

CHARACTERISTICS OF FAMILY MEMBERS 2-15 (CONTINUED)

(357) PLINE5 — LINE NUMBER FOR FAMILY MEMBER 5
(358) REL5 — RELATIONSHIP TO HEAD--FAMILY MEMBER 5
(359) AGE5 — AGE OF FAMILY MEMBER 5
(360) MAR5 — MARITAL STATUS OF FAMILY MEMBER 5
(361) RACE5 — RACE OF FAMILY MEMBER 5
(362) SEX5 — SEX OF FAMILY MEMBER 5
(363) PLINE6 — LINE NUMBER FOR FAMILY MEMBER 6
(364) REL6 — RELATIONSHIP TO HEAD--FAMILY MEMBER 6
(365) AGE6 — AGE OF FAMILY MEMBER 6
(366) MAR6 — MARITAL STATUS OF FAMILY MEMBER 6
(367) RACE6 — RACE OF FAMILY MEMBER 6
(368) SEX6 — SEX OF FAMILY MEMBER 6
(369) PLINE7 — LINE NUMBER FOR FAMILY MEMBER 7
(370) REL7 — RELATIONSHIP TO HEAD--FAMILY MEMBER 7
(371) AGE7 — AGE OF FAMILY MEMBER 7
(372) MAR7 — MARITAL STATUS OF FAMILY MEMBER 7
(373) RACE7 — RACE OF FAMILY MEMBER 7
(374) SEX7 — SEX OF FAMILY MEMBER 7
(375) PLINE8 — LINE NUMBER FOR FAMILY MEMBER 8
(376) REL8 — RELATIONSHIP TO HEAD--FAMILY MEMBER 8
(377) AGE8 — AGE OF FAMILY MEMBER 8
(378) MAR8 — MARITAL STATUS OF FAMILY MEMBER 8
(379) RACE8 — RACE OF FAMILY MEMBER 8
(380) SEX8 — SEX OF FAMILY MEMBER 8
(381) PLINE9 — LINE NUMBER FOR FAMILY MEMBER 9
(382) REL9 — RELATIONSHIP TO HEAD--FAMILY MEMBER 9
(383) AGE9 — AGE OF FAMILY MEMBER 9
(384) MAR9 — MARITAL STATUS OF FAMILY MEMBER 9
(385) RACE9 — RACE OF FAMILY MEMBER 9
(386) SEX9 — SEX OF FAMILY MEMBER 9
(387) PLINE10 — LINE NUMBER FOR FAMILY MEMBER 10
(388) REL10 — RELATIONSHIP TO HEAD--FAMILY MEMBER 10
(389) AGE10 — AGE OF FAMILY MEMBER 10
(390) MAR10 — MARITAL STATUS OF FAMILY MEMBER 10
(391) RACE10 — RACE OF FAMILY MEMBER 10
(392) SEX10 — SEX OF FAMILY MEMBER 10
(393) PLINE11 — LINE NUMBER FOR FAMILY MEMBER 11
(394) REL11 — RELATIONSHIP TO HEAD--FAMILY MEMBER 11
(395) AGE11 — AGE OF FAMILY MEMBER 11
(396) MAR11 — MARITAL STATUS OF FAMILY MEMBER 11
(397) RACE11 — RACE OF FAMILY MEMBER 11
(398) SEX11 — SEX OF FAMILY MEMBER 11
(399) PLINE12 — LINE NUMBER FOR FAMILY MEMBER 12
(400) REL12 — RELATIONSHIP TO HEAD--FAMILY MEMBER 12
(401) AGE12 — AGE OF FAMILY MEMBER 12
(402) MAR12 — MARITAL STATUS OF FAMILY MEMBER 12
(403) RACE12 — RACE OF FAMILY MEMBER 12
(404) SEX12 — SEX OF FAMILY MEMBER 12
(405) PLINE13 — LINE NUMBER FOR FAMILY MEMBER 13
(406) REL13 — RELATIONSHIP TO HEAD--FAMILY MEMBER 13
(407) AGE13 — AGE OF FAMILY MEMBER 13
(408) MAR13 — MARITAL STATUS OF FAMILY MEMBER 13
(409) RACE13 — RACE OF FAMILY MEMBER 13
(410) SEX13 — SEX OF FAMILY MEMBER 13
(411) PLINE14 — LINE NUMBER FOR FAMILY MEMBER 14
(412) REL14 — RELATIONSHIP TO HEAD--FAMILY MEMBER 14
(413) AGE14 — AGE OF FAMILY MEMBER 14
(414) MAR14 — MARITAL STATUS OF FAMILY MEMBER 14
(415) RACE14 — RACE OF FAMILY MEMBER 14
(416) SEX14 — SEX OF FAMILY MEMBER 14
(417) PLINE15 — LINE NUMBER FOR FAMILY MEMBER 15
(418) REL15 — RELATIONSHIP TO HEAD--FAMILY MEMBER 15
(419) AGE15 — AGE OF FAMILY MEMBER 15
(420) MAR15 — MARITAL STATUS OF FAMILY MEMBER 15
(421) RACE15 — RACE OF FAMILY MEMBER 15
(422) SEX15 — SEX OF FAMILY MEMBER 15
ALL 74------ / 75S----

INFORMATION ON OTHER PERSONS (I.E. IN EXCESS OF 15)

ALL THESE VARIABLES FOLLOW THE SAME SCHEME.

(423) OTH6 NUMBER OF OTHER PERSONS UNDER 6 YRS OLD
74------
75S-----

(424) OTH13 NUMBER OF OTHER PERSONS 6-13 YRS OLD
74 ONLY (74,75,76 DOCUMENTATION DISAGREE)
NO SMSA
(425) OTH17 NUMBER OF OTHER PERSONS PROBABLY IN ERROR
75------ (74,75,76 DOCUMENTATION DISAGREE)
75S-----

(426) OTHN NUMBER OF OTHER NON-RELATIVES
74------
75S-----

(427) OTHT NUMBER OF OTHER PERSONS
74------
75S-----

1	1
2	2
...	ETC.
7	7 OR MORE
9	OUT OF UNIVERSE

1975 ONLY

THESE QUESTION ARE ONLY ON THE 1975 NATIONAL SURVEY.
THEY WERE NOT ON THE 1976 SMSA SURVEY.

SPECIAL INSULATION SURVEY 1975 CO-ORDINATED WITH F. E. A.

THESE QUESTION WERE ASKED ONLY ON THE 1975 NATIONAL SURVEY.

(428) NEWSW STORM WINDOWS LAST 12 MONTHS?
(429) NEWSD STORM DOORS LAST 12 MONTHS?
(430) NEWIN INSULATION LAST 12 MONTHS?
(431) NEWWIN WALL INSULATION LAST 12 MONTHS?
(432) NEWWTH WEATHERSTRIPPING LAST 12 MONTHS?
(433) NEWAIN ATTIC INSULATION LAST 12 MONTHS?
ALL 75 ONLY
NO SMSA

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(434) AMTAIN AMOUNT OF ATTIC INSULATION ADDED
75 ONLY
NO SMSA

1	LESS THAN 3 INCHES
2	3-6 INCHES
3	6 INCHES OR MORE
4	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

(435) NEWICST COST OF INSULATION
75 ONLY
NO SMSA

1	$1-$99
2	$100-$199
3	$200-$399
4	$400 OR MORE
5	DON'T KNOW
6	NO CHARGE OR NONE
8	NOT ANSWERED
9	OUT OF UNIVERSE

NEW-1976

THESE QUESTION ARE NEW ON THE 1976 NATIONAL SURVEY.

NEW QUESTIONS ON INSURANCE 1976

(436) INSTHF THEFT INSURANCE (OWNER)
(437) INSFLD FLOOD INSURANCE (OWNER)
(438) INSQKE EARTHQUAKE INSURANCE (OWNER)
(439) INSRFR FIRE INSURANCE (RENTER)
(440) INSRTH THEFT INSURANCE (RENTER)
(441) INSRHZ HAZARD INSURANCE (RENTER)
(442) REFINS REFUSED INSURANCE
ALL 76------
?77S-----

1	YES
2	NO
3	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

(443) REFTYP TYPE OF INSURANCE REFUSED
76------
?77S-----

1	FIRE ONLY
2	THEFT ONLY
3	HAZARD ONLY
4	FIRE AND THEFT
5	FIRE AND HAZARD
6	THEFT AND HAZARD
7	FIRE, THEFT, AND HAZARD
8	NOT ANSWERED
9	OUT OF UNIVERSE

CENSUS RECODES

EXACT FORMULAE AND CONDITIONS FOR THE CALCULATION OF RECODES BY CENSUS BUREAU ARE NOT IN THE DOCUMENTATION SUPPLIED BY THEM, AND THEREFORE NO EASY WAY EXISTS TO QUICKLY VERIFY THE CORRECTNESS OF THESE RECODES. CONFLICTS EXIST IN THE CENSUS DOCUMENTATION WHICH INDICATE THAT THESE RECODES ARE TO BE USED VERY CAREFULLY. IN SOME INSTANCES, RECODES HAVE PROBABLY BEEN BASED ON ALLOCATED DATA AND THE USER WOULD HAVE NO WARNING OUTSIDE THE ALLOCATION FLAGS SET ON THE ORIGINAL DATA. CAVEAT EMPTOR.

(444) ZSPEC RECODED RENTER-OWNER CODE

1	SPECIFIED RENTERS
2	SPECIFIED OWNERS
3	ALL OTHER OCCUPIED UNITS
9	OUT OF UNIVERSE

(445) ZMOVE RECODED INADEQUATE SERVICES-WANT TO MOVE
73-74 *****RECODE DROPPED IN LATER SAMPLES*****
74S ONLY

1	INADEQUATE SERVICE, WANT MOVE
2	INADEQUATE SERVICE, DONT WANT MOVE
3	INADEQUATE SERVICE, WISH TO MOVE NOT REPORTED
4	ADEQUATE SERVICES
8	NOT REPORTED OR OUT OF UNIVERSE

(9 IS O-U IN 73)

(446) ZPARK RECODED PARKING FACILITIES PRESENT UNIT (REC MOV ONLY)

1	PARK COST IN RENT
2	PARK PAID SEPARATELY
3	PARKING PAYMENT METHOD NOT REPORTE
4	SPACE NOT RENTED
5	PARKING SPACE RENT NOT REPORTED
6	SPACE RENTED ELSEWHERE
7	SPACE NOT RENTED ELSEWHERE
8	WHETHER SPACE RENTED ELSEWHERE NOT REPORTED
9	PARKING AVAILABILITY NOT REPORTED
10	RENT NO CASH RENT
11	DIFF. HEAD IN PREV.-PRESENT UNIT
12	(1974) OUT OF UNIVERSE
98	NOT ANSWERED
99	OUT OF UNIVERSE

(447) ZXPARK RECODED PARKING FACILITIES PREV UNIT (REC MOV ONLY)
*****1976 DOCUMENTATION IN ERROR*****

1	PARK COST IN RENT
2	PARK PAID SEPARATELY
3	PARKING PAYMENT METHOD NOT REPORTE
4	SPACE NOT RENTED
5	RENT NOT REPORTED
6	SPACE RENTED ELSEWHERE
7	SPACE NOT RENTED ELSEWHERE
8	WHETHER SPACE RENTED ELSEWHERE NOT REPORTED
9	PARKING AVAILABILITY NOT REPORTED
10	RENT NO CASH RENT
11	DIFF. HEAD IN PREV.-PRESENT UNIT
12	(1974) OUT OF UNIVERSE
98	NOT ANSWERED
99	OUT OF UNIVERSE

(448) ZSTRM RECODED NEIGHBORHOOD CONDITION-DESIRE TO MOVE
74------
74S-----

74 NONE	75-- INATL	76S-- SMSA	
1	1	1	MOVE BECAUSE OF ONE CONDITION
2	2	2	MOVE DUE TO 2-4 CONDITIONS
3	3	3	MOVE DUE TO 5+ CONDITIONS
4	4	4	INADEQUATE, BUT NO WISH TO MOVE
	5	5	WISH TO MOVE NOT REPORTED
0	0	6	NO INADEQUATE CONDITIONS
8	8	8	NOT ANSWERED
9	9	9	OUT OF UNIVERSE

(449) ZCROWD — RECODED PERSONS PER ROOM

ZZZ	Z.ZZ PERSONS PER ROOM
997	9.97 OR MORE PERSONS PER ROOM
999	OUT OF UNIVERSE

(450) ZUTIL — RECODED UTILITIES INCLUDED IN RENT

1	ALL UTILITIES IN RENT
2	GARBAGE COLLECTION IN RENT, BUT NOT ALL OTHER SERVICES
3	SOME OR NO UTILS INCLUDED
9	OUT OF UNIVERSE

(451) ZTRV — RECODED COMPOSITE TENURE,RACE,VACANCY

1	WHITE OWNER
2	BLACK OWNER
3	OTHER OWNER
4	WHITE RENTER
5	BLACK RENTER
6	OTHER RENTER
7	VACANT FOR SALE ONLY
8	VACANT FOR RENT
9	RENTED, NOT OCCUPIED
10	SOLD, NOT OCCUPIED
11	HELD FOR OCCASIONAL USE
12	OTHER VACANT
13	MIGRATORY
14	SEASONAL SUMMERS ONLY
15	SEASONAL WINTERS ONLY
16	OTHER

(452) ZCOMP — RECODED HH COMPOSITION BY AGE, SEX OF HEAD

74-----
75S----

(WP=WIFE PRESENT)
(NR=NON-RELATIVES PRESENT)
(NNR=NO NON-RELATIVES PRESENT)

NAIL: 74	SMSA: 75S	75-- / 76S--	
1	1	1	MALE HEAD LT 25 YRS, WP/NNR
2	2	2	MALE HEAD 25-29 YRS, WP/NNR
3	3	3	MALE HEAD 30-34 YRS, WP/NNR
4	4	4	MALE HEAD 35-44 YRS, WP/NNR
5	5	5	MALE HEAD 45-64 YRS, WP/NNR
6	6	6	MALE HEAD 65+ YRS, WP/NNR
7		7	MALE HEAD LT 65 YRS, WP/NR
	7	8	MALE HEAD LT 25 YRS, WP/NR
	8	9	MALE HEAD 25-29 YRS, WP/NR
	9	10	MALE HEAD 30-34 YRS, WP/NR
	10	11	MALE HEAD 35-44 YRS, WP/NR
	11	12	MALE HEAD 45-64 YRS, WP/NR
8	12		MALE HEAD GE 65 YRS, WP/NR
9		13	OTHER MALE HEAD LT 65
	13	14	OTHER MALE HEAD LT 25
	14	15	OTHER MALE HEAD 25-29
	15	16	OTHER MALE HEAD 30-34
	16	17	OTHER MALE HEAD 35-44
	17	18	OTHER MALE HEAD 45-64
10	18		OTHER MALE HEAD GE 65
11		19	FEMALE HEAD LT 65
	19	20	FEMALE HEAD LT 25
	20	21	FEMALE HEAD 25-29
	21	22	FEMALE HEAD 30-34
	22	23	FEMALE HEAD 35-44
	23	24	FEMALE HEAD 45-64
12	24		FEMALE HEAD GE 65
13		25	PRIMARY INDIVIDUAL LT 65
	25	26	PRIMARY INDIVIDUAL LT 25
	26	27	PRIMARY INDIVIDUAL 25-29
	27	28	PRIMARY INDIVIDUAL 30-34
	28	29	PRIMARY INDIVIDUAL 35-44
	29	30	PRIMARY INDIVIDUAL 45-64
14	30		PRIMARY INDIVIDUAL GE 65
99	99	99	OUT OF UNIVERSE

(453) ZSERVM — RECODED INAD NEIGHBRHD SERVS-DESIRE MOVE
73-74
74S ONLY
*****RECODE DROPPED IN LATER SAMPLES*****

2	WANT MOVE
3	DON'T WANT MOVE
8	NOT REPORTED
9	OUT OF UNIVERSE

(454) ZCHILD — RECODED OWN CHILDREN UNDER 18
73---
74S ONLY

0	NONE
1	1 UNDER 6 ONLY
2	2 UNDER 6 ONLY
3	3 OR MORE UNDER 6
4	1 6-17 ONLY
5	2 6-17 ONLY
6	3 OR MORE 6-17
7	2+ BOTH AGE GROUPS
8	3 (OR MORE), BOTH AGE GROUPS
99	OUT OF UNIVERSE

(455) ZINC — RECODED INCOME (TOTAL FOR FAMILY)

-10000	-$10000 OR WORSE
-ZZZZ	LOSS OF $ZZZZ
0	NO INCOME OR VACANT UNIT
ZZZZZ	$ZZZZZ
50000	$50000 OR MORE
999999	OUT OF UNIVERSE

(456) ZVT — RECODED VALUE-INCOME RATIO

0	NOT COMPUTED
ZZ	Z.Z
97	9.7 OR MORE
98	UNCLEAR HOW THIS IS HANDLED
99	OUT OF UNIVERSE

(457) ZRENT — RECODED GROSS RENT (NET RENT PLUS UTILITIES)

0	NO CASH RENT
ZZZZ	$ZZZZ
2730	$2730 OR MORE
9999	OUT OF UNIVERSE

(458) ZRT — RECODED GROSS RENT AS PERCENT OF INCOME

0	NOT COMPUTED
ZZ	ZZ PERCENT
97	97 PERCENT OR MORE
98	UNCLEAR HOW THIS IS HANDLED
99	OUT OF UNIVERSE

(459) ZUTIL2 — RECODED UTILITIES INCLUDED IN RENT

1	INCLUDED IN RENT
2	NOT INCLUDED IN RENT
9	OUT OF UNIVERSE

(460) ZPARK2 — RECODED AVAILABILITY OF PARKING

1	PARKING NOT AVAILABLE
2	PARKING PAID IN RENT
3	PARKING PAID SEPARATELY
4	PARKING AVAIL BUT NOT RENTED
8	PARKING AVAIL NOT REPORTED
9	OUT OF UNIVERSE

(461) ZXCROWD — RECODED PERSONS PER ROOM-PREV RES

ZZZ	Z.ZZ
997	9.97 OR MORE
998	NOT REPORTED--UNCLEAR
999	OUT OF UNIVERSE

(462) ZXTEN — RECODED SPECIFIED OWNER FOR PREVIOUS RESIDENCE
(1975,1976 DOCUMENTATION PROBABLY IN ERROR. APPARENT CHANGE IN CODING IS PROBABLY SPURIOUS.)
(1973 DOCUMENTATION SHOWS NOTHING FOR '3', BUT IT SHOWS UP ON THE TAPE.)

74	OTHERS +75S	
1	1	SPECIFIED OWNER
2		SPECIFIED RENTER
	2	OTHER OWNER OCCUPIED
3	3	OTHER OCCUPIED
9	9	OUT OF UNIVERSE

(463) ZXRENT — RECODED GROSS RENT FOR PREVIOUS RESIDENCE

0	NO CASH RENT
ZZZZ	$ZZZZ
2730	$2730 OR MORE
9998	NOT REPORTED
9999	OUT OF UNIVERSE

(464) ZSMHC — SELECTED MONTHLY HOUSING COSTS
74-----
NO SMSA

74	
99997	$99997 OR MORE
99998	NOT ANSWERED
99999	OUT OF UNIVERSE

(465) ZSMHCP — MONTHLY HOUSING COSTS AS PERCENT OF INCOME
74-----
NO SMSA

0	NOT COMPUTED
ZZ	ZZ PERCENT
97	97 PERCENT OR MORE
98	NOT ANSWERED
99	OUT OF UNIVERSE

(466) ZALT — ALTERATIONS AND REPAIRS SUMMARY
74-----
NO SMSA

74	75 / 76	
1	1	NO ALTERATIONS OR REPAIRS
2	2	LT $100 ONLY
3	3	GT $100 ONLY
	4	1 LT $100 + 1 GT $100
4		MULTIPLE ALTERATIONS
8	8	NOT ANSWERED
9	9	OUT OF UNIVERSE

(467) ZDEFM — WOULD LIKE TO MOVE BECAUSE OF STRUCTURAL DEFICIENCIES
74-----
NO SMSA

1	MOVE DUE TO 1 CONDITION
2	MOVE DUE TO 2 CONDITIONS
3	MOVE DUE TO 3 OR MORE CONDITIONS
4	DEFICIENCIES REPORTED, BUT WOULD NOT LIKE TO MOVE
5	WISH TO MOVE NOT REPORTED
6	NO STRUCTURAL DEFICIENCIES
8	NOT REPORTED (NOT ON 74)
9	OUT OF UNIVERSE

(468) ZSERVM2 — WISH TO MOVE DUE TO INADEQUATE NEIGHBORHOOD SERVICES
74-----
NO SMSA

1	WISH TO MOVE
2	DON'T WISH TO MOVE
3	WISH TO MOVE NOT REPORTED
4	NO INADEQUATE SERVICES
5	DON'T KNOW (NOT ON 74)
8	NOT ANSWERED
9	OUT OF UNIVERSE

(469) PER — NUMBER OF PERSONS IN HOUSEHOLD
(470) PER65 — NUMBER OF PERSONS IN HOUSEHOLD AGE 65+

(471) C6 — NUMBER OF CHILDREN UNDER 6 YRS OLD
74------
74S ONLY

(472) C617 — NUMBER OF UNMARRIED CHILDREN 6 TO 17
74------
74S ONLY

(473) C18 — NUMBER OF UNMARRIED CHILDREN 18 + OVER
74 ONLY ('C18' NOT INCLUDED ON 1975,1976 NATIONAL)
74S ONLY

NAIL: 74	SMSA: 75S	75-- / 76S--	
0	0		NONE
7		7	7 OR MORE
	19	19	19 OR MORE
99	99	99	OUT OF UNIVERSE

(474) HHCOMP — HOUSEHOLD COMPOSITION
73-----
74S ONLY

1	HEAD WITHOUT WIFE
2	HEAD WITH WIFE
9	OUT OF UNIVERSE

(475) RELS — HOUSEHOLD COMPOSITION (PRESENCE OF RELATIVES)
73-----
74S ONLY

0	NO RELATIVES OR NONRELATIVES
1	OTHER RELATIVES PRESENT
2	NONRELATIVES PRESENT
3	RELATIVES + NONRELATIVES
9	OUT OF UNIVERSE

(476) SPAN — SPANISH ORIGIN OF HEAD

1	MEXICAN-AMERICAN
2	CHICANO
3	MEXICAN
4	MEXICANO
5	PUERTO RICAN
6	CUBAN
7	CENTRAL OR SOUTH AMERICAN
8	OTHER SPANISH
9	OTHER
99	OUT OF UNIVERSE

(477) XLOC — LOCATION OF PREVIOUS UNIT

74S	75S	75 / 76	
		1	SAME SMSA
1	1		SAME SMSA, CENTRAL CITY
2		2	SAME SMSA, NOT CENTRAL CITY
	2		DIFFERENT SMSA
3			DIFFERENT SMSA, CENTRAL CITY
4			DIFFERENT SMSA, NOT CENTRAL CITY
5	3		NONSMSA SAME STATE
6	4		NONSMSA DIFFERENT STATE
9	9		OUT OF UNIVERSE

(478) S30 — NUMBER OF SUBFAMILY HEADS UNDER 30
(479) S3064 — NUMBER OF SUBFAMILY HEADS 30 TO 64
(480) S65 — NUMBER OF SUBFAMILY HEADS 65 + OVER
ALL 73-----
74S ONLY

0-6	NONE TO 6
7	7 OR MORE
8	NOT ANSWERED
9	OUT OF UNIVERSE

NEW-1975

THESE QUESTION ARE NEW ON THE 1975 NATIONAL SURVEY.

REASON WHY FAMILY LIVES IN CURRENT UNIT

(481)	WDTST	OBJECT TO WORK DISTANCE?
(482)	WNFIGH	LIKE PRESENT NEIGHBORS?
(483)	WHOUSE	LIKE PRESENT HOUSE?
(484)	WSCH	CLOSE TO SCHOOLS?
(485)	WSHP	CONVENIENT TO SHOPPING?
(486)	WFAMJB	CLOSE TO OTHER FAMILY MEMBERS JOBS?
(487)	WAFORD	CAN AFFORD PRESENT HOME?
(488)	WCOMF	USED TO PRESENT HOME?
(489)	WOTHER	OTHER REASONS?

REASON WHY FAMILY DOES NOT LIVE IN CLOSER UNIT TO HEAD'S WORK

(490)	DCLHSE	DISLIKE CLOSER HOMES?
(491)	DCLPEO	DISLIKE CLOSER PEOPLE?
(492)	DCLSCH	POOR SCHOOLS CLOSER?
(493)	DCLSHP	INCONVENIENT TO SHOPPING CLOSER?
(494)	DCLFMJ	TOO FAR FROM OTHER FAMILY MEMBERS' JOBS?
(495)	DCLAFF	CAN'T AFFORD CLOSER HOME?
(496)	DCLAVL	NO CLOSER HOMES AVAILABLE?
(497)	DCLCHG	DON'T LIKE CHANGE?
(498)	DCLTMP	HEAD'S JOB ONLY TEMPORARY?
(499)	DCLOTH	OTHER REASON?

ALL 75-----
?76S----

1	YES
2	NO
8	NOT ANSWERED
9	OUT OF UNIVERSE

(500) REASON 75----- ?76S----
REASON FOR LIVING 5 MILES OR MORE FROM HEAD'S WORKSITE
*****APPEARS TWICE ON 1975,76 DOCUMENTATIONS*****

75	76	
1	1	LIKE NEIGHBORS
2	2	LIKE PRESENT HOUSE
3	3	CLOSE TO SCHOOLS
4	4	CLOSE TO SHOPPING
5	5	CLOSE TO OTHERS' JOBS
6	6	CAN AFFORD HOUSE
7	7	USED TO PRESENT HOME
8	8	OTHER POSITIVE REASON
9	9	DON'T LIKE CLOSER HOMES
10	10	DON'T LIKE CLOSER NEIGHBORS
11	11	CLOSER SCHOOLS POOR
12	12	CLOSER HOMES NOT CLOSE TO SHOPPING
13	13	TOO FAR FROM OTHERS' JOBS
14	14	CAN'T AFFORD CLOSER HOMES
15	15	NO CLOSER HOUSE AVAILABLE
16	16	TOO MUCH TROUBLE TO MOVE
17	17	JOB TEMPORARY
18	18	OTHER NEGATIVE REASON
20		NO REASON
	96	OBJECT DISTANCE REASON NOT REPT
	97	NOT OBJECT DIST REASON NOT REPT
	98	WHETHER OBJECT DIST NOT REPT
98		NOT ANSWERED
99	99	OUT OF UNIVERSE

(501) MOVEMW 76----- ?77S----
MOVE TO HEAD'S WORKSITE
*****NEW QUESTION 1976 NATIONAL SURVEY*****

1	YES
2	NO
3	DON'T KNOW
8	NOT ANSWERED
9	OUT OF UNIVERSE

ALLOCATION FLAGS

THE ALLOCATION FLAGS HAVE A PECULIAR CODING SCHEME BASED ON SETTING ONLY ONE BIT OF A COMPUTER WORD TO INDICATE THAT A CENSUS ALLOCATION HAS BEEN MADE. THEREFORE, MORE THAN ONE VALUE OF AN ALLOCATION FLAG WOULD HAVE TO BE REJECTED TO GET RID OF ALL OCCURRENCES OF ALLOCATION DONE ON ONE PARTICULAR VARIABLE. THE NOVICE NEED NOT UNDERSTAND THE COMPUTER CONCEPTS USED, BUT MAY RELY ON THE FOLLOWING DISCUSSION.

EACH ALLOCATION VARIABLE ('ALL01's, 'ALL02', ETC.) REPRESENTS THREE ALLOCATION FLAGS, NOT JUST ONE FLAG. WHEN ONE OF THE THREE FLAGS MUST BE TURNED ON TO INDICATE AN ALLOCATION HAS BEEN PERFORMED. THE QUANTITY 4, 2, OR 1 IS ADDED TO THE ALLOCATION VARIABLE, WHICH IS INITIALLY ZERO, WHICH QUANTITY IS ADDED DEPENDS ON THE DATA DESCRIPTIONS TO BE FOUND IN THE DIRECTORY FOLLOWING. ONE OF THE THE THREE VARIABLES WILL ALWAYS BE FLAGGED BY ADDING 4, ONE BY ADDING 2, AND THE THIRD BY ADDING 1. THE RESULT IS A VARIABLE THAT CAN TAKE ANY VALUE FROM 0 TO 7. IF, FOR EXAMPLE, BOTH THE FIRST VARIABLE (CALLED '4 BIT' BELOW) AND THE THIRD VARIABLE (CALLED '1 BIT' BELOW) HAVE BEEN ALLOCATED WITHIN THE SAME ALLOCATION FLAG, THE ALLOCATION FLAG VARIABLE WILL HAVE THE VALUE 5 FOR THAT OBSERVATION. THE COMPLETE COMBINATION SCHEME IS AS FOLLOWS:

0	NO ALLOCATIONS WERE PERFORMED
1	ONLY THE '1 BIT' VARIABLE WAS ALLOCATED
2	ONLY THE '2 BIT' VARIABLE WAS ALLOCATED
3	BOTH '1 BIT' AND '2 BIT' WERE ALLOCATED
4	ONLY THE '4 BIT' VARIABLE WAS ALLOCATED
5	BOTH '1 BIT' AND '4 BIT' WERE ALLOCATED
6	BOTH '2 BIT' AND '4 BIT' WERE ALLOCATED
7	ALL 3 VARIABLES COVERED WERE ALLOCATED

TO REJECT CASES WHERE A PARTICULAR VARIABLE WAS ALLOCATED, ONE MUST SPECIFY A REJECT COVERING THE FULL SET OF VALUES THAT COULD OCCUR IF THAT VARIABLE'S ALLOCATION FLAG IS SET. TO BE EXPLICIT:

FOR ALLOCATIONS ON VARIABLE	REJECT ALL THESE FLAG VALUES
BIT 1	1,3,5,7
BIT 2	2,3,6,7
BIT 4	4,5,6,7

AS A MORE CONCRETE EXAMPLE, TO REJECT ALL CASES WHERE THE VARIABLE 'PHONE' WAS ALLOCATED, USING THE 1974 NATIONAL SURVEY, YOU WOULD NEED TO REFERENCE THE ITEM 'ALL01' IN AN ITEM STATEMENT, AND THEN REJECT THE OBSERVATION WHEN ALL01 WAS 2,3,6, OR 7.

A DIRECTORY OF THE ALLOCATION FLAGS BEGINS ON THE NEXT PAGE.

ALLOCATION FLAG DIRECTORY

THE FIGURES IN PARENTHESES ARE UNWEIGHTED COUNTS FOR THAT YEAR.

(502) ALL01 ALLOCATION FLAG 01

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-BUILT	BUILT	BUILT (9)	BUILT	BUILT	N.A.	BUILT
2 BIT-AGE	AGE	PHONE (210)	PHONE	PHONE	N.A.	PHONE
1 BIT-MOVED	MOVED	MOVED (0)	MOVED	MOVED	N.A.	MOVED

(503) ALL02 ALLOCATION FLAG 02

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-UNUSED	UNUSED	CINLIM (1186)	CINLIM	CINLIM	N.A.	CINLIM
2 BIT-NUNITS	NUNITS	NUNITS (6)	NUNITS	NUNITS	N.A.	NUNITS
1 BIT-FLOORS	FLOORS	FLOORS (6)	FLOORS	FLOORS	N.A.	FLOORS

(504) ALL03 ALLOCATION FLAG 03

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-ROOMS	ROOMS	ROOMS (117)	ROOMS	ROOMS	N.A.	ROOMS
2 BIT-BEDRMS	BEDRMS	BEDRMS (117)	BEDRMS	BEDRMS	N.A.	BEDRMS
1 BIT-KITCHEN	KITCHEN	KITCHEN (715)	KITCHEN	KITCHEN	N.A.	KITCHEN

(505) ALL04 ALLOCATION FLAG 04

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-CFUEL	CFUEL	CFUEL (83)	CFUEL	CFUEL	N.A.	CFUEL
2 BIT-PLUMB	PLUMB	WPIPED (29)	WPIPED	WPIPED	N.A.	WPIPED
1 BIT-BATHS	BATHS	PLUMB (95)	PLUMB	PLUMB	N.A.	PLUMB

(506) ALL05 ALLOCATION FLAG 05

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-HFUEL	HFUEL	BATHS (95)	BATHS	BATHS	N.A.	BATHS
2 BIT-HEQUIP	HEQUIP	HFUEL (21)	HFUEL	HFUEL	N.A.	HFUEL
1 BIT-AIR	AIR	HEQUIP (264)	HEQUIP	HEQUIP	N.A.	HEQUIP

ALLOCATION FLAG DIRECTORY (CONTINUED)

(507) ALL06 ALLOCATION FLAG 06

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-AIRSYS	AIRSYS	AIR (332)	AIR	AIR	N.A.	AIR
2 BIT-NUMAIR	NUMAIR	AIRSYS (332)	AIRSYS	AIRSYS	N.A.	AIRSYS
1 BIT-CELLAR	CELLAR	NUMAIR (332)	NUMAIR	NUMAIR	N.A.	NUMAIR

(508) ALL07 ALLOCATION FLAG 07

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-VALUE	VALUE	CELLAR (214)	CELLAR	CELLAR	N.A.	CELLAR
2 BIT-RENT	RENT	VALUE (2077)	VALUE	VALUE	N.A.	VALUE
1 BIT-PAYE	PAYE	MORT (584)	MORT	MORT	N.A.	MORT

(509) ALL08 ALLOCATION FLAG 08

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-COSTE	COSTE	BUYE (433)	BUYE	BUYE	N.A.	BUYE
2 BIT-PAYG	PAYG	AMTE (1553)	AMTE	AMTE	N.A.	AMTE
1 BIT-COSTG	COSTG	BUYG (503)	BUYG	BUYG	N.A.	BUYG

(510) ALL09 ALLOCATION FLAG 09

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-PAYW	PAYW	AMTG (1757)	AMTG	AMTG	N.A.	AMTG
2 BIT-COSTW	COSTW	BUYO (540)	BUYO	BUYO	N.A.	BUYO
1 BIT-PAYO	PAYO	AMTO (1378)	AMTO	AMTO	N.A.	AMTO

(511) ALL10 ALLOCATION FLAG 10

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-COSTO	COSTO	BUYW (547)	BUYW	BUYW	N.A.	BUYW
2 BIT-PAYT	PAYT	AMTW (2095)	AMTW	AMTW	N.A.	AMTW
1 BIT-COSTT	COSTT	BUYT (530)	BUYT	BUYT	N.A.	BUYT

(512) ALL11 ALLOCATION FLAG 11

1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-IFF	IFF	AMTT (1392)	AMTT	AMTT	N.A.	AMTT
2 BIT-PAYF	PAYF	RENT (646)	RENT	RENT	N.A.	RENT
1 BIT-OTHF	OTHF	PAYE (357)	PAYE	PAYE	N.A.	PAYE

ALLOCATION FLAG DIRECTORY (CONTINUED)

(513) ALL12 ALLOCATION FLAG 12

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-COSTF	COSTF	COSTE (1324)	COSTE	COSTE	N.A.	COSTE
2 BIT-SECOND	SECOND	PAYG (375)	PAYG	PAYG	N.A.	PAYG
1 BIT-CARS	CARS	COSTG (1217)	COSTG	COSTG	N.A.	COSTG

(514) ALL13 ALLOCATION FLAG 13

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-TRUCKS	TRUCKS	PAYW (377)	PAYW	PAYW	N.A.	PAYW
2 BIT-UNUSED	UNUSED	COSTW (705)	COSTW	COSTW	N.A.	COSTW
1 BIT-XTENURE	XTENURE	PAYO (380)	PAYO	PAYO	N.A.	PAYO

(515) ALL14 ALLOCATION FLAG 14

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-PROFIT	INCOME	COSTO (685)	COSTO	COSTO	N.A.	COSTO?
2 BIT-QSS	PROFIT	PAYT (365)	PAYT	PAYT	N.A.	PAYT
1 BIT-QDIV	QSS	COSTT (542)	COSTT	COSTT	N.A.	COSTT

(516) ALL15 ALLOCATION FLAG 15

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-QINT	QDIV	IFF (582)	IFF	IFF	N.A.	IFF
2 BIT-QRENT	QINT	PAYF (582)	PAYF	PAYF	N.A.	PAYF
1 BIT-QWELF	QRENT	OTHF (582)	OTHF	OTHF	N.A.	OTHF

(517) ALL16 ALLOCATION FLAG 16

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-QUNEMP	QWELF	COSTF (591)	COSTF	COSTF	N.A.	COSTF
2 BIT-QWKCMP	QUNEMP	SECOND (226)	SECOND	SECOND	N.A.	SECOND
1 BIT-QGOVPN	QWKCMP	CARS (351)	CARS	CARS	N.A.	CARS

(518) ALL17 ALLOCATION FLAG 17

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-QVET	QGOVPN	TRUCKS (1085)	TRUCKS	TRUCKS	N.A.	TRUCKS
2 BIT-QPRVPN	QVET	XLOC? (474)	XLOC?	XLOC?	N.A.	XLOC?
1 BIT-QALIM	QPRVPN	XTENURE (24)	XTENURE	XTENURE	N.A.	XTENURE

ALLOCATION FLAG DIRECTORY (CONTINUED)

(519) ALL18 ALLOCATION FLAG 18

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-QOUTPR	QALIM	SAL1 (4495)	SAL1	SAL1	N.A.	SAL1
2 BIT-QOTHER	QOUTPR	SAL2 (3266)	SAL2	SAL2	N.A.	SAL2
1 BIT-QTOTAL	QOTHER	SAL3 (2692)	SAL3	SAL3	N.A.	SAL3

(520) ALL19 ALLOCATION FLAG 19

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-INCOME?	VSH	SAL4 (1158)	SAL4	SAL4	N.A.	SAL4
2 BIT-INCOME?	VDIR	SAL5 (465)	SAL5	SAL5	N.A.	SAL5
1 BIT-INCOME?	VWP	SAL6 (151)	SAL6	SAL6	N.A.	SAL6

(521) ALL20 ALLOCATION FLAG 20

	1973	1974S	1974	1975S	1975	1976S	1976
4 BIT-MOVAC	VUW	PBUS (1721)	PBUS	PBUS	N.A.	PBUS
2 BIT-UNUSED	VOTHER	PFARM (1045)	PFARM	PFARM	N.A.	PFARM
1 BIT-UNUSED	MOVAC	QSS (777)	QSS	QSS	N.A.	QSS

(522) ALL21 ALLOCATION FLAG 21

			1974	1975S	1975	1976S	1976
4 BIT-			VSS (2236)	VSS	VSS	N.A.	VSS
2 BIT-			QDIV (970)	QDIV	QDIV	N.A.	QDIV
1 BIT-			VDIV (2628)	VDIV	VDIV	N.A.	VDIV

(523) ALL22 ALLOCATION FLAG 22

			1974	1975S	1975	1976S	1976
4 BIT-			QINT (1040)	QINT	QINT	N.A.	QINT
2 BIT-			VINT (7069)	VINT	VINT	N.A.	VINT
1 BIT-			QRENT (960)	QRENT	QRENT	N.A.	QRENT

(524) ALL23 ALLOCATION FLAG 23

			1974	1975S	1975	1976S	1976
4 BIT-			VRENT (1716)	VRENT	VRENT	N.A.	VRENT
2 BIT-			QWELF (924)	QWELF	QWELF	N.A.	QWELF
1 BIT-			VWELF (1148)	VWELF	VWELF	N.A.	VWELF

ALLOCATION FLAG DIRECTORY (CONTINUED)

(525) ALL24 ALLOCATION FLAG 24

			1974	1975S	1975	1976S	1976
4 BIT-			QUNEMP (902)	QUNEMP	QUNEMP	N.A.	QUNEMP
2 BIT-			VUNEMP (1100)	VUNEMP	VUNEMP	N.A.	VUNEMP
1 BIT-			QWKCMP (956)	QWKCMP	QWKCMP	N.A.	QWKCMP

(526) ALL25 ALLOCATION FLAG 25

			1974	1975S	1975	1976S	1976
4 BIT-			VWKCMP (1043)	VWKCMP	VWKCMP	N.A.	VWKCMP
2 BIT-			QGOVPN (956)	QGOVPN	QGOVPN	N.A.	QGOVPN
1 BIT-			VGOVPN (1141)	VGOVPN	VGOVPN	N.A.	VGOVPN

(527) ALL26 ALLOCATION FLAG 26

			1974	1975S	1975	1976S	1976
4 BIT-			QVET (928)	QVET	QVET	N.A.	QVET
2 BIT-			VVET (1263)	VVET	VVET	N.A.	VVET
1 BIT-			QPRVPN (1003)	QPRVPN	QPRVPN	N.A.	QPRVPN

(528) ALL27 ALLOCATION FLAG 27

			1974	1975S	1975	1976S	1976
4 BIT-			VPRVPN (1410)	VPRVPN	VPRVPN	N.A.	VPRVPN
2 BIT-			QALIM (954)	QALIM	QALIM	N.A.	QALIM
1 BIT-			VALIM (1062)	VALIM	VALIM	N.A.	VALIM

(529) ALL28 ALLOCATION FLAG 28

			1974	1975S	1975	1976S	1976
4 BIT-			QOUTPR (981)	QOUTPR	QOUTPR	N.A.	QOUTPR
2 BIT-			VOUTPR (1087)	VOUTPR	VOUTPR	N.A.	VOUTPR
1 BIT-			QOTHER (1260)	QOTHER	QOTHER	N.A.	QOTHER

(530) ALL29 ALLOCATION FLAG 29

			1974	1975S	1975	1976S	1976
4 BIT-			VOTHER (1435)	VOTHER	VOTHER	N.A.	VOTHER
2 BIT-			MOVAC (119)	UNUSED	MOVAC	N.A.	MOVAC
1 BIT-			UNUSED	NUNITS*	NUNITS*	N.A.	NUNITS*

ALLOCATION FLAG DIRECTORY (CONTINUED)

(531) ALL30 ALLOCATION FLAG 30

			1974	1975S	1975	1976S	1976
4 BIT-			GRADE1 (992)	FLOORS*?	FLOORS*?	N.A.	FLOORS*
2 BIT-			UNUSED	ROOMS*	ROOMS*	N.A.	ROOMS*
1 BIT-			UNUSED	BEDRMS*	BEDRMS*	N.A.	BEDRMS*

(532) ALL31 ALLOCATION FLAG 31

				1975S	1975	1976S	1976
4 BIT-				KITCHEN*	KITCHEN*	N.A.	KITCHEN*
2 BIT-				PLUMB*	PLUMB*	N.A.	PLUMB*
1 BIT-				BATHS*	BATHS*	N.A.	BATHS*

(533) ALL32 ALLOCATION FLAG 32

				1975S	1975	1976S	1976
4 BIT-				HEQUIP*	HEQUIP*	N.A.	HEQUIP*
2 BIT-				AIR*	AIR*	N.A.	AIR*
1 BIT-				AIRSYS*	AIRSYS*	N.A.	AIRSYS*

(534) ALL33 ALLOCATION FLAG 33

				1975S	1975	1976S	1976
4 BIT-				NUMAIR*	NUMAIR*	N.A.	NUMAIR*
2 BIT-				CELLAR*	CELLAR*	N.A.	CELLAR*
1 BIT-				VALUE*	VALUE*	N.A.	VALUE*

(535) ALL34 ALLOCATION FLAG 34

				1975S	1975	1976S	1976
4 BIT-				RENT*	RENT*	N.A.	RENT*
2 BIT-				PAYE*	PAYE*	N.A.	PAYE*
1 BIT-				PAYG*	PAYG*	N.A.	PAYG*

(536) ALL35 ALLOCATION FLAG 35

				1975S	1975	1976S	1976
4 BIT-				PAYW*	PAYW*	N.A.	PAYW*
2 BIT-				PAYO*	PAYO*	N.A.	PAYO*
1 BIT-				PAYT*	PAYT*	N.A.	PAYT*

ALLOCATION FLAG DIRECTORY (CONTINUED)

(537) ALL36 ALLOCATION FLAG 36

	1975S	1975	1976S	1976
4 BIT-	GRADE1?	GRADE1	N.A.	GRADE1
2 BIT-	NUNITS*	TPARK	N.A.	TPARK
1 BIT-	MOVAC*	PARKSZ	N.A.	PARKSZ

(538) ALL37 ALLOCATION FLAG 37

	1975S	1975	1976S	1976
4 BIT-	CLIMB	CLIMB?	N.A.	CLIMB
2 BIT-			N.A.	
1 BIT-			N.A.	

NOTES:

AN * (ASTERISK) MEANS THE ALLOCATION FLAG IS SET ONLY FOR VACANT UNITS USING DATA FROM OTHER VACANT UNITS.

A ? (QUESTION MARK) MEANS THAT THE INTERPRETATION OF THE CENSUS DOCUMENTATION IS UNCLEAR. SOME PARTICULAR INCONSISTENCIES ARE:

(1) IN ALL17, A REFERENCE IS MADE, VARIOUSLY, TO 'PREVIOUS ADDRESS OF HEAD' ('H171' IN 1975S). XLOC IS OUR BEST GUESS AS TO WHAT IS BEING ALLOCATED.

(2) THE 1976 DOCUMENTATION STATES THAT THE 4-BIT OF ALL14 IS AN ALLOCATION FLAG FOR 'SRENT'. IT IS OUT OF PATTERN, AND IS ALMOST CERTAINLY SUPPOSED TO BE 'COST0'.

OTHER ?'ED ITEMS WILL BE CLEANED UP IN THE FIRST REVISION

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(245)	ABAN	ABANDONED OR BOARDED-UP BUILDINGS
(246)	ABAND	ABANDONED OR BOARDED-UP BUILDINGS DISTURBING
(247)	ABANM	ABANDONED OR BOARDED-UP BUILDINGS SO BAD YOU WANT MOVE
(23)	ACCESS	ACCESS TO UNIT
(143)	ADD	ADDITIONS TO PROPERTY IN LAST 12 MONTHS
(334)	AGF	AGE OF HEAD (ONLY GIVEN EXACTLY IN 73 AND SMSA SAMPLES)
(389)	AGF10	AGE OF FAMILY MEMBER 10
(395)	AGF11	AGE OF FAMILY MEMBER 11
(401)	AGF12	AGE OF FAMILY MEMBER 12
(407)	AGF13	AGE OF FAMILY MEMBER 13
(413)	AGF14	AGE OF FAMILY MEMBER 14
(419)	AGF15	AGE OF FAMILY MEMBER 15
(341)	AGF2	AGE OF FAMILY MEMBER 2
(347)	AGF3	AGE OF FAMILY MEMBER 3
(353)	AGF4	AGE OF FAMILY MEMBER 4
(359)	AGF5	AGE OF FAMILY MEMBER 5
(365)	AGF6	AGE OF FAMILY MEMBER 6
(371)	AGF7	AGE OF FAMILY MEMBER 7
(377)	AGF8	AGE OF FAMILY MEMBER 8
(383)	AGF9	AGE OF FAMILY MEMBER 9
(90)	AIR	AIR CONDITIONING
(239)	AIRN	AIRPLANE NOISE
(240)	AIRND	AIRPLANE NOISE DISTURBING
(241)	AIRNM	AIRPLANE NOISE SO BAD THAT YOU WANT TO MOVE
(91)	AIRSYS	AIR CONDITIONING SYSTEM
(502)	ALL01	ALLOCATION FLAG 01
(503)	ALL02	ALLOCATION FLAG 02
(504)	ALL03	ALLOCATION FLAG 03
(505)	ALL04	ALLOCATION FLAG 04
(506)	ALL05	ALLOCATION FLAG 05
(507)	ALL06	ALLOCATION FLAG 06
(508)	ALL07	ALLOCATION FLAG 07
(509)	ALL08	ALLOCATION FLAG 08
(510)	ALL09	ALLOCATION FLAG 09
(511)	ALL10	ALLOCATION FLAG 10
(512)	ALL11	ALLOCATION FLAG 11
(513)	ALL12	ALLOCATION FLAG 12
(514)	ALL13	ALLOCATION FLAG 13
(515)	ALL14	ALLOCATION FLAG 14
(516)	ALL15	ALLOCATION FLAG 15
(517)	ALL16	ALLOCATION FLAG 16
(518)	ALL17	ALLOCATION FLAG 17
(519)	ALL18	ALLOCATION FLAG 18
(520)	ALL19	ALLOCATION FLAG 19
(521)	ALL20	ALLOCATION FLAG 20
(522)	ALL21	ALLOCATION FLAG 21
(523)	ALL22	ALLOCATION FLAG 22
(524)	ALL23	ALLOCATION FLAG 23
(525)	ALL24	ALLOCATION FLAG 24
(526)	ALL25	ALLOCATION FLAG 25
(527)	ALL26	ALLOCATION FLAG 26
(528)	ALL27	ALLOCATION FLAG 27
(529)	ALL28	ALLOCATION FLAG 28
(530)	ALL29	ALLOCATION FLAG 29
(531)	ALL30	ALLOCATION FLAG 30
(532)	ALL31	ALLOCATION FLAG 31
(533)	ALL32	ALLOCATION FLAG 32
(534)	ALL33	ALLOCATION FLAG 33
(535)	ALL34	ALLOCATION FLAG 34
(536)	ALL35	ALLOCATION FLAG 35

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(537)	ALL36	ALLOCATION FLAG 36
(538)	ALL37	ALLOCATION FLAG 37
(145)	ALT	ALTERATIONS TO PROPERTY IN LAST 12 MONTHS
(434)	AMTAIN	AMOUNT OF ATTIC INSULATION ADDED
(130)	AMTE	AVERAGE MONTHLY COST FOR ELECTRICITY
(132)	AMTG	AVERAGE MONTHLY COST FOR GAS
(136)	AMTI	AVERAGE ANNUAL COST FOR FIRE-HAZARD INS
(134)	AMTO	AVERAGE ANNUAL COST FOR OIL, COAL, KEROSENE, ETC.
(142)	AMTT	ANNUAL COST OF TRASH COLLECTION
(140)	AMTW	ANNUAL COST OF WATER AND SEWAGE
(138)	AMTX	REAL ESTATE TAXES FOR YEAR IN DOLLARS
(57)	APPBAD	WHICH-SINK,REFRIG,RANGE- UNUSABLE
(56)	APPOK	SINK,REFRIG,RANGE ALL USABLE
(2)	AWT	'A' WEIGHT
(64)	BADDRY	COMPLETE LACK RUNNING WATER 6 HRS OR MORE
(76)	BADSEW	PUBLIC SEWER BREAKDOWN 6 HRS OR MORE
(281)	BADSTEP	HAZARDOUS STEPS ON COMMON STAIRWAYS
(70)	BADTLT	FLUSH TOILET BREAKDOWN OF 6 HRS OR MORE
(68)	BATHS	NUMBER OF BATHROOMS
(49)	BEDRMS	NO. OF BEDROOMS IN HOUSE OR APARTMENT
(105)	BIGP	BROKEN PLASTER OR PEELING PAINT OVER 1 SQUARE FOOT
(100)	BLEAK	SIGNS OF BASEMENT LEAKS
(28)	BOARD	IS UNIT BOARDED UP
(19)	BUILT	YEAR STRUCTURE BUILT
(129)	BUYE	HOUSEHOLD BUYS ELECTRICITY
(131)	BUYG	HOUSEHOLD BUYS GAS
(135)	BUYI	HOUSEHOLD BUYS FIRE-HAZARD INSURANCE
(133)	BUYO	HOUSEHOLD BUYS OIL, COAL, KEROSENE, ETC.
(141)	BUYT	HOUSEHOLD PAYS SEPARATE TRASH COLLECTION
(139)	BUYW	HOUSEHOLD PAYS SEPARATE WATER AND SEWAGE
(137)	BUYX	HOUSEHOLD PAYS REAL ESTATE TAXES
(183)	CARS	NUMBER OF HOUSEHOLD CARS
(187)	CARTOJ	CAR USED IN LARGELY NONCAR TRIP TO WORK
(99)	CELLAR	BASEMENT IN HOUSE OR BUILDING
(58)	CFUEL	PRIMARY COOKING FUEL
(31)	CHHEAD	HEAD OF HOUSEHOLD RESIDENCE 4/1/70
(33)	CHUSAF	HEAD IN US ARMED FORCES 4/1/70
(32)	CINLIM	HEAD LIVED IN CITY-TOWN LIMITS 4/1/70
(42)	CLIMB	STORIES FROM MAIN BLDG ENTRY TO MAIN APARTMENT ENTRY
(16)	CMS	CONVERSION-MERGER STATUS SINCE LAST SURVEY
(1)	CONTHOL	CONTROL NUMBER FOR UNIT TRACKING
(162)	COSTE	AVERAGE MONTHLY COST OF ELECTRICITY
(174)	COSTF	AVERAGE MONTHLY RENT ON FURNITURE
(164)	COSTG	AVERAGE MONTHLY COST OF GAS
(168)	COSTO	AVERAGE ANNUAL COST OF OIL,COAL,ETC
(177)	COSTP	MONTHLY COST FOR PARKING SPACE
(170)	COSTT	AVERAGE ANNUAL COST GARBAGE CULLECTION
(166)	COSTW	AVERAGE ANNUAL COST OF WATER
(12)	COUNTY	COUNTY CODE (SMSA FILES ONLY)
(102)	CRACKS	OPEN CRACKS OR HOLE IN WALLS OR CEILING
(233)	CRIME	STREET OR NEIGHBORHOOD CRIME
(244)	CRIMED	STREET OR NEIGHBORHOOD CRIME DISTURBING
(255)	CRIMEM	STREET OR NEIGHBORHOOD CRIME SO BAD YOU WANT MOVE
(22)	CROPSL	CROP SALES $1000 OR MORE IN LAST 12 MONTHS?
(473)	C1R	NUMBER OF UNMARRIED CHILDREN 18 + OVER
(471)	C6	NUMBER OF CHILDREN UNDER 6 YRS OLD
(472)	C617	NUMBER OF UNMARRIED CHILDREN 6 TO 17
(495)	DCLAFF	CAN'T AFFORD CLOSER HOME?
(496)	DCLAVL	NO CLOSER HOMES AVAILABLE?
(497)	DCLCHG	DON'T LIKE CHANGE?

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(494)	DCLFMJ	TOO FAR FROM OTHER FAMILY MEMBERS' JOBS?
(490)	DCLHSE	DISLIKE CLOSER HOMES?
(499)	DCLOTH	OTHER REASON?
(491)	DCLPEO	DISLIKE CLOSER PEOPLE?
(492)	DCLSCH	POOR SCHOOLS CLOSER?
(493)	DCLSHP	INCONVENIENT TO SHOPPING CLOSER?
(498)	DCLTMP	HEAD'S JOB ONLY TEMPORARY?
(108)	DILAPM	DO YOU WANT TO MOVE BECAUSE OF LEAKS, CRACKS, HOLES,
(98)	DISP	MEANS OF GARBAGE DISPOSAL
(190)	DISTJ	ONE-WAY DISTANCE FROM HOME TO WORK
(330)	DLINE1	LINE NUMBER OF RESPONDENT
(44)	DOCS	MEDICAL,DENTAL OFC IN BUILDING (ENUMERATOR OBSERVATION)
(236)	DUMP	RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD
(247)	DUMPD	RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD DISTURBING
(258)	DUMPM	RUNDOWN HOUSES OR BLDGS IN NEIGHBORHOOD YOU WANT MOVE
(278)	EABAN	ENUMERATOR OBSERVATION OF ABAND OR BOARDED BLDGS
(46)	ELEV	PASSENGER ELEVATOR IN BUILDING (ENUMERATOR OBSERVATION)
(110)	EXTERM	SERVICE BY EXTERMINATOR
(179)	FARP	PARK SPACE AWAY FROM BUILDING
(266)	FIRE	FIRE PROTECTION ADEQUATE?
(273)	FIREM	FIRE PROTECTION SO INADEQUATE THAT YOU WANT TO MOVE?
(149)	FIX	REPAIRS TO PROPERTY IN LAST 12 MONTHS
(45)	FLOORS	NUMBER OF STORIES IN BUILDING (EXCLUDING BASEMENT)
(123)	FPMT	FREQUENCY OF MORTGAGE PAYMENT
(156)	FRENT	FREQUENCY OF RENT PAYMENT
(97)	FTRASH	FREQUENCY OF GARBAGE PICKUP
(265)	FU7Z	POLICE PROTECTION ADEQUATE?
(272)	FU7ZM	POLICE SO INADEQUATE THAT YOU WANT TO MOVE?
(153)	GARAGE	GARAGE OR CARPORT ON PROPERTY *AVAILABLE
(331)	GRADE1	HIGHEST GRADE OF SCHOOL ATTENDED BY HEAD
(80)	HADDL	ADDITIONAL HEATING EQUIPMENT PAST WINTER
(79)	HEQUIP	TYPE OF HEATING EQUIPMENT
(78)	HFUEL	HEATING FUEL
(474)	HHCOMP	HOUSEHOLD COMPOSITION
(103)	HOLES	HOLES IN FLOOR
(268)	HOSP	HOSPITALS OR HEALTH CLINICS ADEQUATE?
(275)	HOSPM	HOSPITALS SO INADEQUATE THAT YOU WANT TO MOVE?
(128)	HOWBUY	HOW PROPERTY WAS ACQUIRED
(276)	HOWH	RESIDENTS OPINION OF HOUSE AS RESIDENCE
(277)	HOWN	RESIDENTS OPINION OF STREET AS RESIDENCE
(93)	IFBLOW	BLEW FUSES OR BREAKERS LAST 90 DAYS
(85)	IFCLSD	ROOMS CLOSED FOR WARMTH LAST WINT
(83)	IFCOLD	TOTAL HEAT BREAKDOWNS LAST WINTER 6 HRS OR MORE
(63)	IFDRY	WATER SOURCE BREAKDOWN LAST 90 DAYS
(171)	IFF	APT OR HOUSE RENTED FURNISHED
(186)	IFJ	HOUSEHOLD HEAD EMPLOYED LAST WEEK
(81)	IFND	ARE THERE ANY ROOMS WITHOUT HOT AIR DUCTS?
(175)	IFP	PARKING FACILITIES AVAILABLE WITH BLDG
(75)	IFSEW	PUBLIC SEWER BREAKDOWN LAST 90 DAYS
(69)	IFTLT	FLUSH TOILET BREAKDOWN LAST 90 DAYS
(52)	IF3BED	ANY BEDROOMS USED FOR SLEEPING BY 3 OR MORE PERSONS?
(151)	IMM	EXPECT TO ADD,REPAIR,FIX,ALTER IN NEXT 12 MONTHS
(14)	IMONTH	MONTH OF INTERVIEW
(323)	INCOME	FAMILY INCOME FROM WAGES, SALARY, TIPS, COMM.'S ETC.
(178)	INCP	COST OF PARKING SPACE INCLUDED IN RENT
(157)	INCS	IF MOB HOME, IS SITE RENT IN HOME RENT
(437)	INSFLD	FLOOD INSURANCE (OWNER)
(125)	INSPMT	FIRE + HAZARD/CASUALTY INSURANCE INCLUDED IN MORTGAGE
(438)	INSQKE	EARTHQUAKE INSURANCE (OWNER)
(439)	INSRFR	FIRE INSURANCE (RENTER)

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(441)	INSRNZ	HAZARD INSURANCE (RENTER)
(440)	INSRTH	THEFT INSURANCE (RENTER)
(436)	INSTHF	THEFT INSURANCE (OWNER)
(89)	INSUL	ATTIC OR ROOF INSULATION
(17)	ISTATUS	TYPE OF INTERVIEW
(112)	JOBNCR	TYPE OF JOB ALLOWING NO CASH RENT
(234)	JUNK	TRASH, LITTER, OR JUNK
(245)	JUNKD	TRASH, LITTER, OR JUNK DISTURBING
(256)	JUNKM	TRASH, LITTER, OR JUNK SO BAD THAT YOU WANT TO MOVE
(55)	KITCHEN	COMPLETE KITCHEN FACILITIES
(283)	LINE1	LINE NUMBER OF FAMILY MEMBER 1
(284)	LINE2	LINE NUMBER OF FAMILY MEMBER 2
(285)	LINE3	LINE NUMBER OF FAMILY MEMBER 3
(286)	LINE4	LINE NUMBER OF FAMILY MEMBER 4
(287)	LINE5	LINE NUMBER OF FAMILY MEMBER 5
(288)	LINE6	LINE NUMBER OF FAMILY MEMBER 6
(113)	LOT	IS THIS HOUSE/APARTMENT ON LOT OF 10 ACRES OR MORE?
(116)	LRENT	MONTHLY RENT FOR MOBILE HOME SITE
(279)	LTS	LIGHT FIXTURES IN BUILDING PUBLIC HALLS
(280)	LTSOK	PUBLIC HALL LIGHT FIXTURES WORKING
(21)	LUC	LAND USE CODE
(144)	MAJADD	ADDITIONS TO PROPERTY COST $100 OR MORE
(146)	MAJALT	ALTERATIONS TO PROPERTY COST $100 OR MORE
(150)	MAJFIX	REPAIRS TO PROPERTY COST $100 OR MORE
(152)	MAJIMM	EXPECT CHANGES TO COST $100+ NEXT 12 MONTHS
(148)	MAJREP	REPLACEMENTS ON PROPERTY COST $100 OR MORE
(336)	MAR	MARITAL STATUS OF HEAD
(390)	MAR10	MARITAL STATUS OF FAMILY MEMBER 10
(398)	MAR11	MARITAL STATUS OF FAMILY MEMBER 11
(402)	MAR12	MARITAL STATUS OF FAMILY MEMBER 12
(408)	MAR13	MARITAL STATUS OF FAMILY MEMBER 13
(414)	MAR14	MARITAL STATUS OF FAMILY MEMBER 14
(420)	MAR15	MARITAL STATUS OF FAMILY MEMBER 15
(342)	MAR2	MARITAL STATUS OF FAMILY MEMBER 2
(348)	MAR3	MARITAL STATUS OF FAMILY MEMBER 3
(354)	MAR4	MARITAL STATUS OF FAMILY MEMBER 4
(360)	MAR5	MARITAL STATUS OF FAMILY MEMBER 5
(366)	MAR6	MARITAL STATUS OF FAMILY MEMBER 6
(372)	MAR7	MARITAL STATUS OF FAMILY MEMBER 7
(378)	MAR8	MARITAL STATUS OF FAMILY MEMBER 8
(384)	MAR9	MARITAL STATUS OF FAMILY MEMBER 9
(127)	MATBUY	MORTGAGE PLACED-ASSUMED AT ACQUISITION
(7)	METRO	METROPOLITAN RESIDENCE
(181)	MGRHERE	MGR, SUPER, OR JANITOR LIVES HERE
(121)	MORT	MORTGAGE ON PROPERTY
(126)	MORTINS	MORTGAGE INSURANCE
(27)	MOVAC	MONTHS THIS HOUSE OR APT HAS BEEN VACANT
(30)	MOVED	DATE HEAD OF HOUSEHOLD MOVED IN
(501)	MOVEHW	MOVE TO HEAD'S WORKSITE
(4)	NCLUS	NON-INTERVIEW CLUSTER CODE
(433)	NEWAIN	ATTIC INSULATION LAST 12 MONTHS?
(435)	NEWICST	COST OF INSULATION
(430)	NEWIN	INSULATION LAST 12 MONTHS?
(118)	NEWM	WAS MOBILE HOME NEW WHEN ACQUIRED
(429)	NEWSD	STORM DOORS LAST 12 MONTHS?
(428)	NEWSW	STORM WINDOWS LAST 12 MONTHS?
(431)	NEWWIN	WALL INSULATION LAST 12 MONTHS?
(432)	NEWWTH	WEATHERSTRIPPING LAST 12 MONTHS?
(237)	NONRES	COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY
(248)	NONRESD	COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY DISTURBING

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(259)	NONRESM	COMMERCIAL, INDUSTRIAL, NONRES ACTIVITY YOU WANT MOVE
(54)	NOPRIV	ANYONE IN 3-PERSON BR OVER 12 YRS
(95)	NOWIRE	WIRING IN HOUSE CONCEALED
(92)	NUMAIR	NUMBER OF AIR CONDITIONING UNITS
(94)	NUMBLOW	NO. OF TIMES BLEW FUSE OR BREAKERS
(86)	NUMCLSO	NUMBER AND WHICH ROOMS CLOSED FOR WARMTH LAST WINTER
(84)	NUMCOLD	NUMBER OF HEAT BREAKDOWNS LAST WINTER 6 HRS OR MORE
(85)	NUMDRY	NUMBER OF WATER BREAKDOWNS OF 6 HRS OR MORE
(82)	NUMND	NO. ROOMS WITHOUT HOT AIR DUCTS
(77)	NUMSEW	NO. OF PUBLIC SEWER BREAKDOWNS
(71)	NUMTLT	NUMBER OF FLUSH TOILET BREAKDOWNS OF 6 HRS OR MORE
(93)	NUM3BED	NO. BDRMS USED FOR SLEEPING BY 3 OR MORE
(37)	NUMUTS	NO. OF LIVING QTRS IN BLDG INC. VACANT
(238)	ODNR	ODORS, SMOKE, OR GAS
(249)	ODNRD	ODORS, SMOKE, OR GAS DISTURBING
(260)	ODNRM	ODORS, SMOKE, OR GAS SO BAD THAT YOU WANT TO MOVE
(173)	OTHF	FURNITURE RENTED OTHER THAN LANDLORD
(40)	OTHLQ	OTHER LIVING QUARTERS ON PROPERTY?
(426)	OTHN	NUMBER OF OTHER NON-RELATIVES
(427)	OTHT	NUMBER OF OTHER PERSONS
(424)	OTH13	NUMBER OF OTHER PERSONS 6-13 YRS OLD
(425)	OTH17	NUMBER OF OTHER PERSONS 6-17 YRS OLD
(423)	OTH6	NUMBER OF OTHER PERSONS UNDER 6 YRS OLD
(180)	OWNHERE	OWNER OF BLDG LIVES HERE
(115)	OWNLOT	OWN MOBILE HOME LOT
(156)	OWNSIT	IF MOBILE HOME, IS SITE OWNED
(106)	PAINT	ANY PEELING PAINT OVER 1 SQUARE FOOT?
(41)	PARKSZ	NUMBER OF MOBILE HOMES IN GROUP
(161)	PAYE	HOUSEHOLD PAYS FOR ELECTRICITY?
(172)	PAYF	COST OF FURNITURE INCLUDED IN RENT
(163)	PAYG	HOUSEHOLD PAYS FOR GAS
(167)	PAYO	HOUSEHOLD PAYS OIL,COAL,KERO,WOOD,ETC
(176)	PAYP	HOUSEHOLD PAYS FOR A BLDG PARKING SPACE
(169)	PAYT	HOUSEHOLD PAYS FOR GARBAGE COLLECTION
(165)	PAYW	HOUSEHOLD PAYS FOR WATER
(295)	PBUS	FAMILY EARNINGS FROM BUSINESS OR PROFESSIONAL PRACTICE
(104)	PEEL	BROKEN PLASTER OR PEELING PAINT INSIDE
(469)	PER	NUMBER OF PERSONS IN HOUSEHOLD
(470)	PER65	NUMBER OF PERSONS IN HOUSEHOLD AGE 65+
(296)	PFARM	FAMILY EARNINGS FROM FARM OR RANCH
(29)	PHONE	USE OF TELEPHONE
(14)	PLACE	PLACE CODE OF CENTRAL CITY (1973 NATIONAL SURVEY ONLY)
(107)	PLASTER	ANY BROKEN PLASTER OVER 1 SQUARE FOOT?
(332)	PLINE	LINE NUMBER FOR HEAD
(387)	PLINE10	LINE NUMBER FOR FAMILY MEMBER 10
(393)	PLINE11	LINE NUMBER FOR FAMILY MEMBER 11
(399)	PLINE12	LINE NUMBER FOR FAMILY MEMBER 12
(405)	PLINE13	LINE NUMBER FOR FAMILY MEMBER 13
(411)	PLINE14	LINE NUMBER FOR FAMILY MEMBER 14
(417)	PLINE15	LINE NUMBER FOR FAMILY MEMBER 15
(339)	PLINE2	LINE NUMBER FOR FAMILY MEMBER 2
(345)	PLINE3	LINE NUMBER FOR FAMILY MEMBER 3
(351)	PLINE4	LINE NUMBER FOR FAMILY MEMBER 4
(357)	PLINE5	LINE NUMBER FOR FAMILY MEMBER 5
(363)	PLINE6	LINE NUMBER FOR FAMILY MEMBER 6
(369)	PLINE7	LINE NUMBER FOR FAMILY MEMBER 7
(375)	PLINE8	LINE NUMBER FOR FAMILY MEMBER 8
(381)	PLINE9	LINE NUMBER FOR FAMILY MEMBER 9
(48)	PLNGS	WORKING ELECTRIC WALL OUTLETS
(67)	PLNMB	COMPLETE PLUMBING FACILITIES

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(122)	PMT	AMOUNT OF MORTGAGE PAYMENT
(9)	POP	PLACE SIZE
(119)	PRICEM	PURCHASE PRICE OF MOBILE HOME
(51)	PRIVB	MUST GO THRU BEDRM TO REACH BATH
(50)	PRIVN	MUST GO THRU BEDRM TO REACH NONBATH/BEDROOM
(324)	PROFIT	FAMILY INCOME FROM BUSINESS, PRACTICE, OR FARM
(159)	PROJ	PUBLIC HOUSING PROJECT
(73)	PURSEW	HOUSE-BUILDING CONNECTED TO PUBLIC SEWER
(307)	QALIM	ALIMONY, CHILD SUPPORT
(298)	QDIV	ESTATES, TRUSTS, OR DIVIDENDS
(304)	QGOVPN	GOVERNMENT EMPLOYEE PENSION
(299)	QINT	BOND OR SAVING ACCOUNT INTEREST
(309)	QOTHER	ANYTHING ELSE
(308)	QOUTPR	ANY REG CONTRIB FROM PERSONS NOT IN HH
(306)	QPRVPN	PRIV PENSION, ANNUITY
(300)	QRENT	NET RENTAL INCOME
(297)	QSS	SOCIAL SECURITY OR RAILROAD RETIREMENT
(325)	QTOTAL	TOTAL INCOME FROM OTHER SOURCES
(302)	QUNEMP	UNEMPLOYMENT COMPENSATION
(305)	QVET	VETERANS' PAYMENTS
(301)	QWFLF	WELFARE OR PUBLIC ASSISTANCE
(303)	QWKCMP	WORKMENS COMPENSATION
(337)	RACE	RACE OF HEAD
(391)	RACE10	RACE OF FAMILY MEMBER 10
(397)	RACE11	RACE OF FAMILY MEMBER 11
(403)	RACE12	RACE OF FAMILY MEMBER 12
(409)	RACE13	RACE OF FAMILY MEMBER 13
(415)	RACE14	RACE OF FAMILY MEMBER 14
(421)	RACE15	RACE OF FAMILY MEMBER 15
(343)	RACE2	RACE OF FAMILY MEMBER 2
(349)	RACE3	RACE OF FAMILY MEMBER 3
(355)	RACE4	RACE OF FAMILY MEMBER 4
(361)	RACE5	RACE OF FAMILY MEMBER 5
(367)	RACE6	RACE OF FAMILY MEMBER 6
(373)	RACE7	RACE OF FAMILY MEMBER 7
(379)	RACE8	RACE OF FAMILY MEMBER 8
(385)	RACE9	RACE OF FAMILY MEMBER 9
(282)	RAILOK	FIRMLY ATTACHED STAIR RAILINGS
(109)	RATS	SIGNS OF RATS OR MICE IN BLDG LAST 90 DA
(3)	RCLUS	RANDOM CLUSTER CODE
(500)	REASON	REASON FOR LIVING 5 MILES OR MORE FROM HEAD'S WORKSITE
(267)	RECR	OUTDOOR RECREATION FACILITIES ADEQUATE?
(274)	RECRM	OUTDOOR RECREATION FACILS. SO INAD. YOU WANT TO MOVE?
(442)	REFINS	REFUSED INSURANCE
(443)	REFTYP	TYPE OF INSURANCE REFUSED
(6)	REGION	CENSUS REGION
(333)	REL	RELATIONSHIP TO HEAD
(475)	RELHS	HOUSEHOLD COMPOSITION (PRESENCE OF RELATIVES)
(388)	REL10	RELATIONSHIP TO HEAD--FAMILY MEMBER 10
(394)	REL11	RELATIONSHIP TO HEAD--FAMILY MEMBER 11
(400)	REL12	RELATIONSHIP TO HEAD--FAMILY MEMBER 12
(406)	REL13	RELATIONSHIP TO HEAD--FAMILY MEMBER 13
(412)	REL14	RELATIONSHIP TO HEAD--FAMILY MEMBER 14
(418)	REL15	RELATIONSHIP TO HEAD--FAMILY MEMBER 15
(340)	REL2	RELATIONSHIP TO HEAD--FAMILY MEMBER 2
(346)	REL3	RELATIONSHIP TO HEAD--FAMILY MEMBER 3
(352)	REL4	RELATIONSHIP TO HEAD--FAMILY MEMBER 4
(358)	REL5	RELATIONSHIP TO HEAD--FAMILY MEMBER 5
(364)	REL6	RELATIONSHIP TO HEAD--FAMILY MEMBER 6
(370)	REL7	RELATIONSHIP TO HEAD--FAMILY MEMBER 7

ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(376)	REL8	RELATIONSHIP TO HEAD--FAMILY MEMBER 8
(382)	REL9	RELATIONSHIP TO HEAD--FAMILY MEMBER 9
(154)	RENT	MONTHLY RENT CONTRACT
(147)	REP	REPLACEMENTS ON PROPERTY IN LAST 12 MONTHS
(101)	RLEAK	LEAKING ROOF
(35)	RMWINT	HEAD LIVED HERE LAST WINTER
(36)	RMYEAR	HEAD MOVED HERE IN LAST 12 MONTHS
(34)	RMGO	HEAD LIVED HERE LAST 90 DAYS
(231)	ROAD	STREET CONTINUALLY IN NEED OF REPAIR
(242)	ROADD	STREET CONTINUALLY IN NEED OF REPAIR DISTURBING
(253)	ROADM	STREET CONTINUALLY IN NEED OF REPAIR YOU WANT MOVE
(47)	ROOMS	NUMBER OF ROOMS IN HOUSE OR APARTMENT
(5)	RURREC	RURAL RECODE
(289)	SAL1	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 1
(290)	SAL2	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 2
(291)	SAL3	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 3
(292)	SAL4	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 4
(293)	SAL5	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 5
(294)	SAL6	ANNUAL SALARY,WAGES,TIPS,COMMIS FAMILY MEMBER 6
(191)	SAMTWN	LIVE IN SAME TOWN AS WORK
(263)	SCH	ARE SCHOOLS ADEQUATE?
(270)	SCHM	SCHOOLS SO INADEQUATE THAT YOU WANT TO MOVE?
(182)	SECOND	OWN SECOND HOME
(74)	SEWDIS	MEANS OF SEWAGE DISPOSAL
(338)	SEX	SEX OF HEAD
(392)	SEX10	SEX OF FAMILY MEMBER 10
(398)	SEX11	SEX OF FAMILY MEMBER 11
(404)	SEX12	SEX OF FAMILY MEMBER 12
(410)	SEX13	SEX OF FAMILY MEMBER 13
(416)	SEX14	SEX OF FAMILY MEMBER 14
(422)	SEX15	SEX OF FAMILY MEMBER 15
(344)	SEX2	SEX OF FAMILY MEMBER 2
(350)	SEX3	SEX OF FAMILY MEMBER 3
(356)	SEX4	SEX OF FAMILY MEMBER 4
(362)	SEX5	SEX OF FAMILY MEMBER 5
(368)	SEX6	SEX OF FAMILY MEMBER 6
(374)	SEX7	SEX OF FAMILY MEMBER 7
(380)	SEX8	SEX OF FAMILY MEMBER 8
(386)	SEX9	SEX OF FAMILY MEMBER 9
(43)	SHOPS	COMMERCIAL ESTAB. IN BUILDING. (ENUMERATOR OBSERVATION)
(264)	SHP	ARE SHOPPING FACILITIES ADEQUATE?
(271)	SHPM	SHOPPING SO INADEQUATE THAT YOU WANT TO MOVE?
(11)	SMSA	SMSA CODE
(228)	SNOW	ROADS IMPASSABLE DUE TO SNOW,WATER,ETC.
(476)	SPAN	SPANISH ORIGIN OF HEAD
(158)	SRENT	MONTHLY RENT FOR MOBILE HOME SITE
(2)	STATE	STATE CODE (SMSA SAMPLES ONLY)
(25)	STATUS	OCCUPANCY STATUS
(88)	STORMD	STORM DOORS
(87)	STORMW	STORM WINDOWS OR DOUBLE-GLAZED GLASS, CLOSEABLE
(232)	STRL	STREET LIGHTING INADEQUATE?
(243)	STRLD	STREET LIGHTING INADEQUACY DISTURBING
(254)	STRLM	STREET LIGHTING INADEQUACY SO BAD YOU WANT MOVE
(229)	STRN	STREET NOISE
(240)	STRND	STREET NOISE DISTURBING
(251)	STRNM	STREET NOISE SO BAD THAT YOU WANT TO MOVE
(160)	SUB	HOUSEHOLD RECEIVING GOVERNMENT RENT SUBSIDY
(478)	S3N	NUMBER OF SUBFAMILY HEADS UNDER 30
(479)	S3N64	NUMBER OF SUBFAMILY HEADS 30 TO 64
(480)	S65	NUMBER OF SUBFAMILY HEADS 65 + OVER

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(124)	TAXPMT	REAL ESTATE TAXES INCLUDED IN MORTGAGE PAYMENT
(60)	TENURE	TENURE STATUS
(38)	TIED	MOBILE HOME IS SECURED BY TIEDOWNS
(189)	TIMEJ	TIME REQUIRED FOR JOURNEY TO WORK
(39)	TPARK	MOBILE HOME IN GROUP OF 4+ (ENUMERATOR OBSERVATION)
(230)	TRAF	HEAVY STREET TRAFFIC
(241)	TRAFD	HEAVY STREET TRAFFIC DISTURBING
(232)	TRAFM	HEAVY STREET TRAFFIC SO BAD THAT YOU WANT TO MOVE
(186)	TRANSJ	PRINCIPAL MEANS OF TRANS TO WORK
(96)	TRASH	GARBAGE COLLECTION SERVICES FOR UNIT
(262)	TRU	IS PUBLIC TRANSPORTATION ADEQUATE?
(269)	TRWM	PUBLIC TRANSPORT SO INADEQUATE THAT YOU WANT TO MOVE?
(184)	TRUCKS	NUMBER OF HOUSEHOLD TRUCKS INC. COMPANY (LT 1 TON)
(24)	TYPE	TYPE OF LIVING QUARTERS
(8)	URBAN	URBAN STATUS
(26)	VACANCY	VACANCY STATUS
(320)	VALIM	ALIMONY, CHILD SUPPORT
(114)	VALUE	PROPERTY VALUE IN DOLLARS
(327)	VDIR	INCOME FROM DIVIDENDS, INTEREST, RENT
(311)	VDIV	ESTATES, TRUSTS, OR DIVIDENDS
(317)	VGOVPN	GOVERNMENT EMPLOYEE PENSION
(312)	VINT	BOND OR SAVINGS ACCOUNT INTEREST
(322)	VOTHER	ANYTHING ELSE
(321)	VOUTPR	AMOUNT REC CONTRIB BY PERSONS NOT IN HOUSEHOLD
(319)	VPRVPN	PRIVATE PENSION OR ANNUITY
(313)	VRENT	NET RENTAL INCOME
(326)	VSR	SOCIAL SECURITY OR RAILROAD RETIREMENT
(310)	VSS	SOCIAL SECURITY OR RAILROAD RETIREMENT
(315)	VUNEMP	UNEMPLOYMENT COMPENSATION
(329)	VUW	INCOME FROM UNEMP OR WKMANS COMP
(318)	VVET	VETERANS PAYMENTS
(314)	VWELF	WELFARE OR PUBLIC ASSISTANCE
(316)	VWKCMP	WORKMENS COMPENSATION
(328)	VWP	INCOME FROM WELFARE, PUBLIC ASSISTANCE
(487)	WAFORD	CAN AFFORD PRESENT HOME?
(59)	WATER	WATER SOURCE
(488)	WCOME	USED TO PRESENT HOME?
(481)	WDIST	OBJECT TO WORK DISTANCE?
(15)	WEIGHT	WEIGHT FOR NATIONAL SAMPLE REPRESENTATION
(60)	WELL	IF WATER SOURCE WELL, IS IT DRILLED
(486)	WFAMJB	CLOSE TO OTHER FAMILY MEMBERS JOBS?
(483)	WHOUSE	LIKE PRESENT HOUSE?
(66)	WHYDRY	PRIMARY REASON FOR WATER BREAKDOWN
(192)	WHYMOVE	PRIMARY REASON HEAD MOVED
(111)	WHYNCR	REASON FOR NO CASH RENT
(72)	WHYTLT	CAUSE OF FLUSH TOILET BREAKDOWNS
(184)	WKTOWN	WORK IN INCORPORATED CITY OR TOWN
(62)	WNEAR	WATER AVAILABLE WITHIN 1/4 MILE
(482)	WNEIGH	LIKE PRESENT NEIGHBORS?
(489)	WOTHER	OTHER REASONS?
(61)	WPIPED	PIPED WATER IN BUILDING
(484)	WSCH	CLOSE TO SCHOOLS?
(485)	WSHP	CONVENIENT TO SHOPPING?
(197)	XBEDRMS	NUMBER OF BDRMS IN HEADS PREVIOUS RESIDENCE
(202)	XCOMDOC	COMM.DOC,OR DENT ESTAB AT PREVIOUS RESIDENCE
(210)	XCRSTE	AT PREVIOUS RESIDENCE MONTHLY COST ELECTRICITY
(222)	XCOSTF	PREVIOUS RESIDENCE MONTHLY RENT ON FURNITURE
(212)	XCOSTG	AT PREVIOUS RESIDENCE MONTHLY COST GAS
(216)	XCOSTO	AT PREVIOUS RESIDENCE ANNUAL COST OIL,COAL,ETC
(225)	XCOSTP	PREVIOUS RESIDENCE MONTHLY COST FOR A PARK SPACE

-----ANNUAL HOUSING SURVEY DOCUMENTATION PAGE 74
ALPHABETIC INDEX OF VARIABLES ON ALL SURVEYS (CONTINUED)

REF NO.	VARIABLE NAME	DESCRIPTION OF VARIABLE
(218)	XCOSTT	AT PREVIOUS RESIDENCE ANNUAL COST GARBAGE COLL
(214)	XCOSTW	AT PREVIOUS RESIDENCE ANNUAL COST WATER
(227)	XFARP	PREV RES PARK IN OTHER NEIGHBORHOOD OR OUTSIDE BLDG
(194)	XHEAD	RESPONDENT WAS HEAD OF HOUSE IN PREVIOUS RESIDENCE
(219)	XIFF	PREVIOUS RESIDENCE RENTED FURNISHED
(223)	XIFP	PREVIOUS RESIDENCE PARKING AVAIL WITH BLDG
(226)	XINCP	PREVIOUS RESIDENCE PARKING SPACE INCL IN RENT
(193)	XINUS	PREVIOUS RESIDENCE OUTSIDE U.S.?
(477)	XLOC	LOCATION OF PREVIOUS UNIT
(204)	XLOT	PREV HOUSE ON LOT OF 10 ACRES OR MORE (OWNER)
(205)	XLOTR	PREV HOUSE ON PLACE OF 10 ACRES OR MORE (RENTER)
(195)	XMFMB	RESPONDENT WAS MEMB OF HOUSE IN PREVIOUS RESIDENCE
(200)	XNUNITS	NO. LIVING QTRS. IN PREVIOUS RESIDENCE
(221)	XOTHF	PREVIOUS RESIDENCE FURN RENTED FROM NON-LANDLORD
(209)	XPAYE	AT PREVIOUS RESIDENCE HOUSEHOLD PAID ELECTRICITY
(220)	XPAYF	PREVIOUS RESIDENCE FURNITURE INCL IN RENT
(211)	XPAYG	AT PREVIOUS RESIDENCE HOUSEHOLD PAID GAS
(215)	XPAYO	PREVIOUS RESIDENCE HOUSEHOLD PAID OIL,COAL,ETC
(224)	XPAYP	AT PREVIOUS RESIDENCE HOUSEHOLD RENTED A PARK SPACE
(217)	XPAYT	AT PREVIOUS RESIDENCE HOUSEHOLD PAID GARBAGE COLLECTION
(213)	XPAYW	NUMBER OF PERSONS IN PREVIOUS RESIDENCE
(198)	XPER	COMPLETE PLUMBING IN PREVIOUS RESIDENCE AT MOVE
(199)	XPLUMB	PREVIOUS RESIDENCE IN PUBLIC HOUSING PROJECT
(207)	XPROJ	MONTHLY RENT FOR PREVIOUS RESIDENCE
(206)	XRENT	NUMBER OF ROOMS IN PREVIOUS RESIDENCE
(196)	XROOMS	GOVERNMENT SUBSIDY AT PREVIOUS RESIDENCE
(208)	XSUB	TENURE WHILE AT PREVIOUS RESIDENCE
(201)	XTENURE	PREVIOUS PROPERTY SALE VALUE
(203)	XVALUE	YEAR ACQUIRED MOBILE HOME OR TRAILER
(117)	YRQUYM	RECODED AGE OF HEAD (ONLY ON 74 AND FOLLOWING NATLS)
(335)	ZAGE	ALTERATIONS AND REPAIRS SUMMARY
(496)	ZALT	RECODED OWN CHILDREN UNDER 18
(494)	ZCHILD	RECODED HH COMPOSITION BY AGE, SEX OF HEAD
(492)	ZCOMP	RECODED PERSONS PER ROOM
(449)	ZCROWD	WOULD LIKE TO MOVE BECAUSE OF STRUCTURAL DEFICIENCIES
(467)	ZDFFM	RECODED INCOME (TOTAL FOR FAMILY)
(495)	ZINC	SMSA/NON-SMSA STATUS
(10)	ZMETRO	RECODED INADEQUATE SERVICES-WANT TO MOVE
(445)	ZMOVE	RECODED PARKING FACILITIES PRESENT UNIT (REC MOV ONLY)
(446)	ZPARK	RECODED AVAILABILITY OF PARKING
(490)	ZPARK2	PURCHASE PRICE OF MOBILE HOME
(120)	ZPRICEM	RECODED GROSS RENT (NET RENT PLUS UTILITIES)
(457)	ZRENT	RECODED GROSS RENT
(498)	ZRI	RECODED GROSS RENT AS PERCENT OF INCOME
(493)	ZSERVM	RECODED INAD NEIGHBRHD SERVS-DESIRE MOVE
(498)	ZSERVM2	WISH TO MOVE DUE TO INADEQUATE NEIGHBORHOOD SERVICES
(404)	ZSMHC	SELECTED MONTHLY HOUSING COSTS
(465)	ZSMHCP	MONTHLY HOUSING COSTS AS PERCENT OF INCOME
(444)	ZSPEC	RECODED RENTER-OWNER CODE
(448)	ZSTRM	RECODED NEIGHBORHOOD CONDITION-DESIRE TO MOVE
(451)	ZTBV	RECODED COMPOSITE TENURE,RACE,VACANCY
(450)	ZUTIL	RECODED UTILITIES INCLUDED IN RENT
(459)	ZUTIL2	RECODED UTILITIES INCLUDED IN RENT
(456)	ZVT	RECODED VALUE-INCOME RATIO
(461)	ZXCROWD	RECODED PERSONS PER ROOM-PREV RES
(447)	ZXPARK	RECODED PARKING FACILITIES PREV UNIT (REC MOV ONLY)
(463)	ZXRENT	RECODED GROSS RENT FOR PREVIOUS RESIDENCE
(462)	ZXTEN	RECODED SPECIFIED OWNER FOR PREVIOUS RESIDENCE

REVISION 4
10/19/77

John D. Sneed

A.H.S. Regression Package

Regressions using Annual Housing Survey data may be performed on the Carderock CDC 6000 series computers utilizing a procedure file which eliminates virtually all system control cards. The input deck consists of four logical records and is described below (7-8-9 cards multi-punched in column 1 or, from INTERCOM, *EOR cards separate logical records):

Record 1 SYSTEM CONTROL

Two cards are required after job and charge cards:

```
jobname,CM77000,T1000,P3,RP1.          O-U your name
CHARGE,userid,accountnum,PR.
ATTACH,AHSPROCEDUREFILE,ID=PUMG.
BEGIN,REGRESS,AHSPROC,Y=year.
```

The only unfamiliar parameter here is y=year. "year" is a two-digit parameter, referring to the survey year, with possibly a letter appended (P for national preliminary, S for SMSA sample, etc.). For example, Y=74S would access the 1974 SMSA sample. To access only one SMSA from the SMSA sample, see Appendix F. At present, the 1973 revised (Y=73R) and 1974 national samples (Y=74F) are available.

Record 2 MACRO CALLS

Machine-language commands (macros) define which variables to extract from the sample requested. The macro name must begin in column 11 and the arguments in column 18 or beyond. The macro name must always be followed by a blank. Only the ITEM and KEEP macros will be discussed here, since they are the basic data retrieval macros. See Appendix A for other macros.

The KEEP macro specifies the number of variables to be retained for regression analysis. When "KEEP n" is specified, only variables 1 to n will be available in the regression package. n may equal, exceed, or be below the number of ITEM macros used, depending on whether one wishes to use only variables specified with ITEM, add variables in the transformation routine, or drop some variables used in the transformation routine only in computation of other variables.

```
      ITEM    INCOME,14
      ↑       ↑
column 11 column 18
```

The above macro is sufficient to define variable 14 in the regression package to be the data item called INCOME in the naming scheme which has been set up for each file. You will need a directory to determine what the legal variable names are. Due to Census revisions, they vary widely from one sample to another. A reference copy of all current directories is kept in the Office of Economic Policy for quick availability - do not remove the reference copies, except to make xerox copies.

Record 3 TRANSFORMATION ROUTINE

Although some common transforms can be done with macros in record 2, the user may specify any desired mathematical transform in record 3, using very elementary FORTRAN. All FORTRAN commands have an optional statement number in columns 1-5, an optional continuation character in column 6, and the command proper in columns 7-72. In general, users of this package will only use columns 7-72.

The first four cards always are the same:

```
                column 7
                ↓
      SUBROUTINE TRANS
      COMMON/OUTCOM/ITEMB,ITEM(1000)
      DIMENSION RITEM(1000)
      EQUIVALENCE(ITEM,RITEM)
```

The last two cards must be:

```
      RETURN
      END
```

After the fourth card, transformation statements may be entered, using elementary FORTRAN. The data items selected by the ITEM macros (or others) may be assumed to

be "delivered" to your transformation routine as integer variables in the position in the ITEM matrix corresponding to the variable number you assigned to the data item. You may have ITEM macros specifying variable numbers higher than the number of the KEEP macro call. These data items will be delivered to the transformation routine, and will be discarded only after transformations are completed. Implicit decimal points are ignored, i.e. the very few AHS variables that can take on values such as 3.42 would be delivered as 342, so scaling is left to the user.

For example, the macro:

```
ITEM    INCOME,14
```

:will put "INCOME" in the FORTRAN variable ITEM(14).

Any transformations which alter elements of the ITEM or RITEM matrices will alter the corresponding regression variables.

A simple example of a transformation appears in Appendix B.

There is only area in which programming caution must be used: If any FORTRAN statements require a "floating point number" as input or typically deliver a number with a decimal point as output, the expressions FLOAT(ITEM(n)) or RITEM(n) must be used, respectively, instead of ITEM(n) to specify the relevant input argument or result variable.

For example, if one wished to take the natural logarithm of variable 9 and place it in variable 14, the necessary command would be:

```
RITEM(14)=ALOG(FLOAT(ITEM(9))
```

The expression FLOAT(ITEM(9)) is used because the FORTRAN function ALOG only takes a "floating-point" input value (as do ALOG10, SIN, COS, EXP (e to a power) and all other trigonometric and log/exponentiation functions in FORTRAN). The output expression RITEM(14) is necessary because the typical logarithm is not an integer, but rather is a number with a decimal point.

Aside from such function calls, the only other area where RITEM and FLOAT may be necessary is in the realm of division. If you divide two variables which are restricted to integer values, FORTRAN will automatically drop any fraction. Any constant you specify with no decimal point is assumed to behave in division as a restricted integer.

For example, all the following statements will cause variable 3 to be set to variable 1 divided by 2000:

```
RITEM(3)=ITEM(1)/2000.0
RITEM(3)=FLOAT(ITEM(1))/2000.0
RITEM(3)=FLOAT(ITEM(1))/2000.0
```

The following statement will cause variable 3 to be set to variable 1 divided by 2000, with any fraction dropped:

```
ITEM(3)=ITEM(1)/2000
```

The latter statement could be used to recode, for instance, income into $2000 intervals, such that:

ITEM(3)=	when ITEM(1)=
0	$0 to 1999
1	$2000 to 3999
2	$4000 to 5999, etc.

The former statements would be used to simply scale income by a factor of 2000.

HINT: One should never divide by a constant. It is much faster to multiply by the reciprocal, e.g.:

```
ITEM(3)=ITEM(1)*.0005 (for integral value,
                       fraction dropped)

RITEM(3)=ITEM(1)*.0005 (if fraction is to be retained)
```


In FORTRAN, all names starting with I, J, K, L, M, or N are restrioted integers, while all other names are allowed to represent numbers with decimal points.

There are three useful functions in FORTRAN which require integer arguments:

MIN0(I1,I2) equals the minimum of the 2 (or more) arguments.
MAX0(I1,I2),equals the maximum of the 2 (or more) arguments.
(the names MIN0 and MAX0 end in zeroes, not the letter"O")
MOD(I1,I2,) divides I1 by I2, and takes the remainder.

i.e.:

```
ITEM(7)=MIN0(ITEM(1),ITEM(2))
    :variable 7 is set to the lesser of
     variable 1 or variable 2.

ITEM(7)=MOD(ITEM(4),100)
    :variable 7 is set to the remainder of
     variable 4 divided by 100 (i.e. the last
     two digits)
```

More examples:

```
ITEM(6)=ITEM(4)-ITEM(3)
ITEM(5)=ITEM(1)*ITEM(2)
    :subtraction and multiplication of variables
```

Commands can also be executed only when a certain condition is met:

```
IF(ITEM(2).GT.7500)ITEM(19)=ITEM(7)
```

.GT. is a relational operator meaning "greater than". Other relational operators are:

.EQ.	equals
.NE.	does not equal
.GE.	greater or equal
.LE.	less or equal
.LT.	less than

The operators .OR. and .AND. can be used to make complex conditions for transformations:

```
ITEM(19)=0
IF(ITEM(2).GT.7500.OR.ITEM(4).GT.7500)ITEM(19)=1
```

If you set the variable ITEMB to a non-zero value, the program will reject the observation for regression purposes. Any use you may have made of the observation for cross-tabulation purposes are beyond the control of the package, and will remain intact.

Record 4. REGRESSION COMMANDS

First, you must provide two (2) cards with a descriptive label for the run. This will allow you to keep various runs straight.

Second, you must supply a label card for each variable you retained in the transformation routine. The value on the KEEP macro in record 2 must equal the number of label cards. Only the first 20 characters are read. Any characters or punctuation marks are permissible.

You then include as many sets of regression commands as you desire. A set consists of two elements:

1. A card specifying the number of terms (including the dependent variable and the constant term) in the regression.

2. As many cards as are necessary to punch the variable numbers onto cards, dependent variable last. The constant term is specified as variable 0. The numbers must be separated by commas.

End the deck with an end-of-file card (6-7-8-9 multi-punched in column 1) if running batch jobs. You must do this with all batch jobs on the CDC system.

A correlation matrix of the variables may be obtained by including a single card just before or after any regression with the single number 0 (zero).

APPENDIX A. OTHER MACROS

I. REJECT

The REJECT macro allows one to discard observations not meeting certain criteria. The FORTRAN relational operators (see Record 3 description) without the surrounding periods are used to describe the sample. The below macro call will reject all households with wage and salary income over $25000:

```
REJECT INCOME,GT,25000
```

(Macro arguments must be separated by commas.)

II. ITEMS

The macro sequence:

```
ITEM    INCOME,1
ITEM    PROFIT,2
ITEM    RENT,3
```

:can be abbreviated:

```
ITEMS (INCOME,PROFIT,RENT),1
```

A subsequent ITEM, ITEMS, or DUMMY macro entered with the variable number missing would use variable number 4 as a starting point.

III. DUMMY

The macro sequence:

```
DUMMY (WATER,PLUMB,KITCHEN),3,16
```

:will create zero-one dummies in variables 16, 17, and 18, which will be 1 when WATER, PLUMB, and KITCHEN, respectively, equal 3, and 0 otherwise.

APPENDIX B. SAMPLE JOB

To estimate the question: (1974 national data)

RENT = B0 + B1*(INCOME+PROFIT)

Submit the following job:

```
jobname,CM77000,T1000,P3,RP1.                O-U name
CHARGE,userid,accountnum,PR.
ATTACH,AHSPROCEDUREFILE,ID=PUMG.
BEGIN,REGRESS,AHSPROC,Y=74F.
7
8
9
        KEEP    4
        ITEM    INCOME,1
        ITEM    PROFIT,2
        ITEM    RENT,3
        REJECT RENT,GT,9990
7
8
9
    SUBROUTINE TRANS
    COMMON/OUTCOM/ITEMB,ITEM(1000)
    DIMENSION RITEM(1000)
    EQUIVALENCE(ITEM,RITEM)
    ITEM(4)=ITEM(1)+ITEM(2)
    RETURN
    END
7
8
9
1974 PRELIMINARY NATIONAL DATA
REGRESS RENT ON WAGE/SALARY +PROFIT EXCLUDING OTHER INCOME SOURCES
INCOME
PROFIT
RENT
INCOME+PROFIT
3
0,4,3
6
7
8
9
```

Note: This is a trivial example. Any analyses you do will probably require the use of the value ZINC, which is total family income. (The variable INCOME is generally only wage and salary income, so watch out!)

Appendix C. Crosstabs from the A.H.S.

Crosstabulations can also be run on the Annual Housing Survey databases, given an elementary knowledge of FORTRAN. The input deck consists of three logical records. Record 1 (SYSTEM CONTROL) is the same as for regression analysis. Record 2 (MACRO CALLS) is the same as for regression analysis, except that one will generally want to specify the variable WEIGHT in addition to the questionnaire items desired. The KEEP macro is omitted. (If regressions are also desired, leave it in.)

The fourth record (REGRESSION COMMANDS) described in the regression write-up is omitted for crosstabs with no accompanying regressions; it has no counterpart. The third record (TRANSFORMATION ROUTINE) must be modified somewhat for all crosstabs.

The regression write-up specifies in effect that in record 3 one must include a "subroutine" named TRANS, which begins with the statement "SUBROUTINE TRANS" and ends with the statement "END". A second subroutine named OUT must be included beginning with the statement "SUBROUTINE OUT". and ending with the statement "END", with no 7-8-9 or *EOR card separating it from the TRANS subroutine. Some additional statements must be added to TRANS, as well.

First, the changes to the TRANS routine:

A. If the crosstabs are to be weighted according to the national weightings on the data tape, you will need to adjust the weight by a factor of 100, since there are two implied decimal places on the tape, but the fast read routine delivers the number with decimal point omitted. A typical weight would be 1349.72; the TRANS routine would receive 134972 from the program. Assuming that you specified the weight to appear in variable 17 with the macro call "ITEM WEIGHT,17", you should insert, as the first transformation statement, the statement:

```
WT=ITEM(17)*.01
^
column 7
```


Thereafter, refer to WT for the weight. ITEM(17) (or whichever ITEM you have stored the weight in) can be re-used for other purposes.

B. After the transformations and before the "RETURN" card, insert statements that count the occurrences in which you are interested. Do not use names beginning with I,J,K,L,M, or N for these counts if using weighted data, because the decimal places will be lost. (You may feel this is unimportant, but it can make a significant difference when summing over the entire sample.)

An example: Suppose that in variable positions 6,7, and 8 (ITEM(6),ITEM(7), and ITEM(8)) we have specified variables C6,C617, and C18 (#children aged 0-5,6-17, and 18+ respectively). We wish to count the estimated number of households in the U.S. with more than 2 children at home. The proper statement would be:

```
IF(ITEM(6).EQ.99)ITEM(6)=0
IF(ITEM(7).EQ.99)ITEM(7)=0
IF(ITEM(8).EQ.99)ITEM(8)=0
IF(ITEM(6)+ITEM(7)+ITEM(8).GT.2)CHILD2=CHILD2+WT
```

After the TRANS routine has been called for each observation, the variable CHILD2 will contain the desired count.

Obviously, any such counting variables must be initially set to zero. This is accomplished by inserting a statement immediately after the COMMON/COUNTS/ cards (see below), which clears the counter to zero only once, before the program starts running, i.e.

```
DATA CHILD2/0.0/
^
column 7
```

You would not want to use the statement "CHILD2=0.0" because that would reset the counter to zero as each observation were read. The DATA statement in FORTRAN is designed specifically for giving a variable an initial value to work from, then dropping out of the active part of the FORTRAN routine once processing of the data file begins.

C. All counters which you use and will want to be printing must be transmitted to the OUT subroutine through a COMMON/COUNTS/ statement (which allows both subroutines to have access in common, i.e. to share, those counters). Insert these immediately after the first four (mandatory) cards in the TRANS routine.

For example:

```
COMMON/COUNTS/CHILD2
↑
Column 7
```

All counters must be listed, separated by commas. If they won't fit on one card, stop before column 72, punch a 1 in column 6 of the next card, and continue punching in columns 7-72 of the next card. You can have up to 18 cards of continuation after the COMMON/COUNTS/ card, each with a 1 in column 6.

Finally, the OUT subroutine must be provided. The first card is:

```
SUBROUTINE OUT
↑
column 7
```

Next, the COMMON/COUNTS/ card must be reproduced exactly as it appeared in the TRANS subroutine, including continuation cards.

Then FORTRAN write statements and format statements are used to print out the counters specified on the COMMON/COUNTS/ card. The general form of a write and accompanying format statement is:

```
    WRITE(6,n)list elements
n   FORMAT(SPSS format)
```


For "n", substitute a unique number from 1 to 99999. The number must appear in columns 1-5. For "list elements", substitute the counters you want printed. Inside the parentheses in the FORMAT statement, include an ordinary SPSS format which specifies how you want the counters printed. (SPSS uses FORTRAN formatting, not vice versa, for the curious.)

Pursuing our number of children example:

```
        WRITE(6,711)CHILD2
711     FORMAT(*  NUMBER OF HOUSEHOLDS WITH OVER*,
       1  * 2 CHILDREN=*,F15.2)
columns-1
          6,7
```

Those unfamiliar with SPSS/FORTRAN formats are referred to pages 6-1 through 6-31 of the CDC FORTRAN Extended Version 4 Reference Manual or to section 4.6 of the SPSS manual (second edition).

The OUT subroutine ends with two cards:

```
RETURN
END
↑
column 7
```

Matrix manipulation:

Crosstabs performed in FORTRAN become quite unwieldy when the number of cells increases, unless the user uses matrix notation. For example, consider the problem of crosstabulating the answers to just two questions which could possibly be YES(1), NO(2), NOT ANSWERED(8), or OUT OF UNIVERSE(9). Sixteen counters would be needed (4 x 4).

Using matrix notation, and assuming that the two questions happen to be passed to the TRANS routine in

locations ITEM(6) and ITEM(14), the problem can be handled more compactly. Assume the weight has been scaled as noted above and appears in the variable WT.

We would include a matrix of counters in the COMMON/COUNTS/ statement consisting of 16 counters bound together in a 4 by 4 table (matrix, array):

```
COMMON/COUNTS/QTAB(4,4)
```

:and, in the TRANS routine, clear it initially with the statement (as described above):

```
DATA QTAB/16*0.0/
```

The possible values for each question are 1,2,8 and 9. The following statements will change them to 1,2,3, and 4:

```
IF(ITEM(6).GT.2)ITEM(6)=ITEM(6)-5
IF(ITEM(14).GT.2)ITEM(14)=ITEM(14)-5
```

After the above two statements, the following statement would count up the number of occurrences (weighted) for each cell (think about this one):

```
QTAB(ITEM(14),ITEM(6))=QTAB(ITEM(14),ITEM(6))+WT
```

The above statements all appear in the TRANS routine. Of course, the COMMON/COUNTS/ statement also appears in the OUT routine.

In the OUT routine, the following statements would print the results:

```
      WRITE(6,101)((QTAB(I,J),I=1,4),J=1,4)
101   FORMAT(*  CROSSTAB OF ITEM 6 BY ITEM 14* /10X,*ITEM 14=*,
     1 *YES          NO           NOT ANSWERED OUT OF UNIVERSE*//
     2 *  ITEM 6=YES       *,4F13.2/
     3 *          NO        *,4F13.2/
     4 *  NOT ANSWERED      *,4F13.2/
     5 *  OUT OF UNIVERSE   *,4F13.2)
```

The counters will print out in the following order:

```
QTAB(1,1)  QTAB(2,1)  QTAB(3,1)  QTAB(4,1)
QTAB(1,2)  QTAB(2,2)  QTAB(3,2)  QTAB(4,2)
QTAB(1,3)  QTAB(2,3)  QTAB(3,3)  QTAB(4,3)
QTAB(1,4)  QTAB(2,4)  QTAB(3,4)  QTAB(4,4)
```

:and the table might look something like this (this example is compressed: the statements shown would spread the columns a little wider):

CROSSTAB OF ITEM 6 BY ITEM 14

	ITEM 14=YES	NO	NOT ANSWERED	OUT OF UNIVERSE
ITEM 6= YES	3677214.64	117614.12	0.00	0.00
NO	2147002.42	8304116.01	2146.21	0.00
NOT ANSWERED	2847.14	727.16	738.26	0.00
OUT OF UNIVERSE	12635016.29	24117991.07	15268.29	8167214.99

(The above sample table would imply that all persons who were asked question 6 were a subset of the persons who were asked question 14--this is just an example so don't draw any preconceptions--this is merely an illustration that some cells may be zero because of the way the questions are defined and not necessarily because no one happened to give a certain combination of answers.)

APPENDIX D. SAMPLE CROSSTABULATION RUN

The problem:

Cross-tabulate the number of children with the total family income and race. Break out Spanish origin (which is counted as white) as a separate racial category. Income should be split into categories of (1) less than $4000, (2) $4000 to $5999, (3) $6000 to $7999, (4) $8000 to $9999, (5) $10000 to $15999, and (6) $16000 or more. Include households with over 10 children of the head in the 10-child category. Use the preliminary 1974 national sample, weighted.

Solution:

Set up a matrix A which is 11 by 6 by 4, i.e. the possible values for number of children (0-10) as the first subscript, the categories for income numbered from 1 on (1-6) as the second subscript, and codes for the four racial groups (1-4) as the third subscript.

Thus, any cell A(I,J,K) will be the count of households with I-1 children, in income class J, of race K (K=1 for white, 2 for black, 3 for other (Asian, etc.), and 4 for Spanish origin).

When the SPAN variable is 1-8, we will alter the RACE variable to 4, to give a distinct value to RACE when the household head is of Spanish origin.


```
jobname,CM77000,T1000,P3,RP1.
CHARGE,userid,accountnum,PR.
ATTACH,AHSPROCEDUREFILE,ID=PUMG.
BEGIN,REGRESS,AHSPROC,Y=74F.
7
8
9
        ITEM   ZINC,1
        ITEM   C6,2
        ITEM   C617,3
        ITEM   C18,4
        ITEM   RACE,5
        ITEM   SPAN,6
        ITEM   WEIGHT,7
        REJECT ZINC,GT,50000
        REJECT RACE,EQ,9
7
8
9
    SUBROUTINE TRANS
    COMMON/COUNTS/A(11,6,4)
    COMMON/OUTCOM/ITEMB,ITEM(1000)
    DIMENSION RITEM(1000)
    EQUIVALENCE(RITEM,ITEM)
    DATA A/264*0.0/
    WT=ITEM(7)*0.01
    IF(ITEM(6).LE.8)ITEM(5)=4
    IF(ITEM(2).EQ.99)ITEM(2)=0
    IF(ITEM(3).EQ.99)ITEM(3)=0
    IF(ITEM(4).EQ.99)ITEM(4)=0
    NCHILD=MIN0(11,1+ITEM(2)+ITEM(3)+ITEM(4))
    J=ITEM(1)/2000-1
    IF(J.EQ.6.OR.J.EQ.7)J=5
    J=MIN0(MAX0(J,1),6)
    A(NCHILD,J,ITEM(5))=A(NCHILD,J,ITEM(5))+WT
    RETURN
    END
    SUBROUTINE OUT
    COMMON/COUNTS/A(11,6,4)
    DIMENSION LABEL(4)
    DATA LABEL/5HWHITE,5HBLACK,5HOTHER,7HSPANISH/
    DO 1 I=1,4
    WRITE(6,20)LABEL(I),(L,L=1,6)
20  FORMAT(*   RACE=*,A10/38X,*INCOME CLASS*/6X,6I11)
    DO 2 J=1,11
 2  WRITE(6,21)J-1,(A(J,L,I),L=1,6)
21  FORMAT(1X,I2,* CHILDREN*,6F11.0)
 1  CONTINUE
    RETURN
    END
6
8
9
```

Note: (1) The variable NCHILD in TRANS is not number of children, but number of children plus 1. FORTRAN will not allow a subscript to be zero without causing serious garbage-producing errors. (2) The DO statements in OUT are analogous to DO REPEAT in SPSS, and should be obvious. (3) Labelling is done with the LABEL array in OUT. From this example and a simple knowledge of SPSS/FORTRAN formatting, you can handle most problems. A complete reference is beyond my scope here and must be found in the FORTRAN manual. (4) When more than one counter or matrix cell must be cleared to zero, the DATA statement need consist only of the number of elements to be cleared, a star, and 0.0. (5) The REJECT macros serve to eliminate vacant units. Census reports incomes over $50000 as $50000. (6) When writing in FORTRAN, always start each line with a space (1X). See FORMATS 20 and 21 for various ways of doing this.

Appendix E. PERCENTAGE CALCULATIONS

When performing crosstabs on the A.H.S. files, it is often useful to calculate percentage amounts along a row or column. This can be performed by elementary DO loops in the OUT subroutine, which compute row and/or column sums before printing, then divide those sums into the table elements as printing commences. To obtain the table elements as printing commences. To obtain percentages (such as 87.3) as opposed to ratio fractions (such as .873), multiply each sum by 0.01 as it is calculated, since:

a_{ij} as a percentage of $\sum_j a_{ij}$ $\quad 100 * a_{ij} / \sum_j a_{ij} = a_{ij} / (0.01 * \sum_j a_{ij})$

From the example of Appendix D, I will expand it to print row and column percentages for each table. Only the subroutine OUT is changed:

```
    SUBROUTINE OUT
    COMMON/COUNTS/A(11,6,4)
    DIMENSION LABEL (4), ROWSUM(11), COLSUM(6)
    DATA LABEL/5HWHITE,5HBLACK,5HOTHER,7HSPANISH/
    DO  1  I = 1,4
    DO  5  J = 1,11
    SUM = 0.0
    DO  6  K = 1,6
 6  SUM = SUM + A(J,K,I)
 5  ROWSUM(J) = SUM * 0.01
    DO  7  J = 1,6
    SUM = 0.0
    DO  8  K = 1, 11
 8  SUM = SUM + A(K,J,I)
 7  COLSUM(J) = SUM * 0.01
    WRITE(6,20)LABEL(I),(L,L=1,6)
20  FORMAT(*  RACE=*,A10/38X,*INCOME CLASS*/6X,6I11)
    DO  2  J = 1,11
 2  WRITE(6,21)J-1,(A(J,L,I),L=1,6),
   1(A(J,L,I)/COLSUM(L),L=1,6),
   2(A(J,L,I)/ROWSUM(J),L=1,6)
21  FORMAT(1X,I2,* CHILDREN*,6F11.0/
   1  5X,*COL PCT*,6F11.2/
   2  5X,*ROW PCT*,6F11.2/)
 1  CONTINUE
    RETURN
    END
```

Appendix F. SINGLE-SMSA OPERATIONS

To access only one SMSA from the SMSA sample, the fourth card of record one must be changed to:

BEGIN,REGRESS,AHSPROC,Y=year,C=n.

The following table details the SMSA delivered for different combinations of "year" and "n". Number of observations available is in parentheses. If the C parameter is omitted, all SMSA's will be processed.

year =	74S	75S	76S*
n=			
0	Albany (4741)	Atlanta (12939)	Allentown
1	Anaheim (4775)	Chicago (13680)	Baltimore
2	Boston** (13631)	Cincinnati (4541)	Birmingham
3	Dallas (4652)	Colorado Sp. (4621)	Buffalo
4	Detroit (13804)	Columbus (4541)	Cleveland
5	Ft. Worth (4739)	Hartford (4706)	Denver
6	Los Angeles (13916)	Kansas Cy. (4467)	Grand Rapids
7	Memphis (4462)	Madison (4766)	Honolulu
8	Minneapolis (4594)	Miami (4305)	Houston
9	Newark (4598)	Milwaukee (4720)	Indianapolis
10	Orlando (4547)	New Orleans (4508)	Las Vegas
11	Phoenix (4672)	Paterson (4728)	Louisville
12	Pittsburgh (4762)	Phila.**(13588)	New York
13	Salt Lake City (4773)	Portland (4709)	Oklahoma City
14	Spokane (4703)	Rochester (4626)	Omaha
15	Tacoma (4733)	San Antonio (4680)	Providence
16	Washington (13294)	San Bernadino (4679)	Raleigh
17	Wichita (4744)	San Diego (4335)	Sacramento
18		S. Francisco (13646)	St. Louis
19		Springfield (5063)	Seattle
20		Newport News*	

* Not yet available.

** Don't have all observations Census says we should have. See documentation.

HUD Contract Number H-2162-R

ANNEX 11

Contract Report No. 225-3

HUD OPERATING DATA RELATING TO FHA MORTGAGE INSURANCE ACTIVITIES

July 1975

by

Linda L. Royster

A REPORT ON RESEARCH SUPPORTED BY DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT, OFFICE OF POLICY DEVELOPMENT AND RESEARCH

THE URBAN INSTITUTE
WASHINGTON, D.C.

ACKNOWLEDGEMENT

The work forming the basis for this report was conducted pursuant to a contract with the Office of Policy Development and Research, U.S. Department of Housing and Urban Development. I wish to express my appreciation to the many individuals in the central office of the Department of Housing and Urban Development who assisted me in acquiring the information necessary to prepare this catalogue. It is hoped that any errors or omissions may be corrected through continued interaction. Opinions expressed are those of the author and do not necessarily represent the views of the Urban Institute or of the U.S. Department of Housing and Urban Development. I also wish to thank C. Duncan MacRae for helpful comments.

156

TABLE OF CONTENTS

INTRODUCTION 1

I. APPLICATION FOR PROPERTY APPRAISAL AND CONDITIONAL COMMITMENT PROCESSING 3
- A. Forms - Single-family 3
- B. Forms - Multifamily 6
- C. Computer Data Bases - Single-family 8
- D. Computer Data Bases - Multifamily 8
- E. Reports - Single-family 8
- F. Reports - Multifamily 9

II. APPLICATION FOR MORTGAGOR APPROVAL AND FIRM COMMITMENT PROCESSING 10
- A. Forms - Single-family 10
- B. Forms - Multifamily 12
- C. Computer Data Bases - Single-family 13
- D. Computer Data Bases - Multifamily 13
- E. Reports - Single-family 13
- F. Reports - Multifamily 13

III. ENDORSEMENT AND FINAL CLOSING 14
- A. Forms - Single-family 14
- B. Forms - Multifamily 14
- C. Computer Data Bases - Single-family 15
- D. Computer Data Bases - Multifamily 16
- E. Reports - Single-family 16
- F. Reports - Multifamily 18

IV. SERVICING OF INSURANCE 19
- A. Forms - Single-family 19
- B. Forms - Multifamily 20
- C. Computer Data Bases - Single-family 22
- D. Computer Data Bases - Multifamily 22
- E. Reports - Single-family 23
- F. Reports - Multifamily 23

V. TERMINATION OF INSURANCE 23
- A. Forms - Single-family 24
- B. Forms - Multifamily 25
- C. Computer Data Bases - Single-family 25
- D. Computer Data Bases - Multifamily 26
- E. Reports - Single-family 27
- F. Reports - Multifamily 27

VI. SERVICING HUD-HELD MORTGAGES AND PROPERTIES 28
- A. Forms - Single-family 28
- B. Forms - Multifamily 30
- C. Computer Data Bases - Single-family 31
- D. Computer Data Bases - Multifamily 31
- E. Reports - Single-family 31
- F. Reports - Multifamily 32

157

VII. DISPOSITION OF HUD-HELD PROPERTIES AND MORTGAGES 32
- A. Forms - Single-family 32
- B. Forms - Multifamily 33
- C. Computer Data Bases - Single-family 34
- D. Computer Data Bases - Multifamily 34
- E. Reports - Single-family 35
- F. Reports - Multifamily 35

APPENDIX 1. FILE STORAGE 36

APPENDIX 2. SAMPLING PROCEDURE - SINGLE-FAMILY MASTER STATISTICAL DATA 37

APPENDIX 3. VARIABLES ON THE ANNUAL MASTER STATISTICAL, THE 5-YEAR MASTER STATISTICAL AND THE 6th-YEAR DROP-OUT FILES 57

APPENDIX 4. VARIABLES ON THE INSURED AND TERMINATED MASTER OR THE CROSS REFERENCE MASTER 60

APPENDIX 5. TABLES IN 1972 HUD STATISTICAL YEARBOOK 62

APPENDIX 6. TABLES IN FHA HOMES 1972 DATA FOR STATES AND SELECTED AREAS ON CHARACTERISTICS OF FHA OPERATIONS UNDER SECTION 203 67

APPENDIX 7. TABLES IN "FHA TRENDS OF HOME MORTGAGE CHARACTERISTICS," "AREA TRENDS, A SUPPLEMENT TO FHA TRENDS," and "STATE TRENDS, A SUPPLEMENT TO FHA TRENDS" 69

APPENDIX 8. TABLES IN SERIES DATA HANDBOOK, A SUPPLEMENT TO FHA TRENDS 71

ALPHABETICAL LIST OF FORMS INCLUDED 73

NUMERICAL LIST OF FORMS INCLUDED 76

INDEX 79

HUD OPERATING DATA RELATING TO FHA MORTGAGE INSURANCE ACTIVITIES

INTRODUCTION

This catalog of HUD operating data relating to FHA mortgage insurance activities has been prepared in support of research preliminary to the design of an evaluation of the effects of FHA activity in older, urban, declining areas. In the course of carrying out this research it became clear that a wide variety of data existed which could be used in implementing such an evaluation, but that the nature and availability of the data was not described in any one, or even a few, sources.

This catalog attempts to fill that gap by listing data sources for all stages in the life cycle of an FHA mortgage credit insurance policy, including the after life if the mortgage or property is acquired by HUD. The seven stages are: I. Application for Property Appraisal and Conditional Commitment, II. Application for Mortgagor Approval and Firm Commitment Processing, III. Endorsement and Final Closing, IV. Servicing of Insurance, V. Termination of Insurance, VI. Servicing HUD-Held Mortgages and Properties, and VII. Disposition of HUD-Held Properties and Mortgages. While it is thus comprehensive of all phases, it is also selective in that only those forms, data bases, and reports which contain information likely to be of significance in the evaluation of FHA activity are included. In general, data is excluded if it provides little or no information on the property or mortgagor or if the same data is available in a source which is discussed.

A large part of the information included was gathered from numerous handbooks[1] designed to specify HUD policies and procedures for all participants in FHA mortgage insurance activities. The remainder of the information was gathered through interviews with HUD personnel actually responsible for collecting, storing or creating the data.

Within each major stage of the life cycle a brief description of the activity involved is first given. The data listing for each section is divided into (1) forms or source data; (2) computerized data bases; and (3) tabulations or reports. Each form is listed by name and number; the source or originator is given, as well as a general description of the data, examples of specific items where description is inadequate, and the manner and duration of storage after completion. Copies of blank forms are readily available from the HUD Central or FHA area or insuring offices. File storage of completed forms is discussed in the appropriate section. It should be noted that not all files are complete at all times.

[1] An index of HUD issuances, including handbooks, may be found in Handbook 000.1 "Classification Numbers and Indexes," Appendix 2, available from the central office. The listing is both numerical and by subject, with most relevant handbooks included between numbers 4000.9 and 4950.2.

Forms which are utilized at more than one processing stage are described only once, with reference made at each stage to the section containing the description. For computer data bases, the name, system processing number, producing office, and source (input form) is given, as well as a general description. Lists of the variables included in permanent statistical data bases are included in appendices. The appropriate producing office should be contacted regarding the availability of the data bases. In the lists of tabulations, details on frequency, type of publication or production, and reference number are given only once;[1] thereafter, the section including that information follows the title in parentheses and only tables applicable to that processing stage are listed. Appendices 5, 6, 7 and 8 list all tables contained in certain comprehensive publications for a representative year; these lists should always be consulted for particular data items. Numerous output reports from computer systems which serve monitoring or quality control functions, or for which the data may also be found in published reports, are omitted. Note that the descriptions of the tabulations give all breakdowns available in the particular report; if a breakdown is not given, it should be assumed that data is included only for the entire universe. Thus, if no geographic breakdown is specified, the data are for the entire U.S.; if no section of the act breakdown is specified, all sections combined should be assumed. Data are for the period of publication only, unless cumulative is specified.

[1] For in-house tabulations, the producing office is given as the only known source; published reports are available through HUD Information Office.

I. APPLICATION FOR PROPERTY APPRAISAL AND CONDITIONAL COMMITMENT PROCESSING

In the initial stage, application for single-family mortgage insurance is made by an approved mortgagee providing information on the subject property. The local FHA area or insuring office appraises the property and, if it is acceptable, issues a conditional commitment to insure, specifying the maximum insurable mortgage available to an approved mortgagor and listing property conditions which must be met before endorsement. The initial stage of multifamily processing may include either a feasibility analysis, conditional commitment processing, or both. The former consists of an analysis by the local FHA office of the likelihood of the project succeeding, based on its knowledge of the market area and information provided by the prospective mortgagor, such as management plans, rents to be charged, and available financing for initial operating deficits. The application may be processed for conditional commitment to insure if more detailed plans are available and the mortgagor so desires, however, neither feasibility analysis nor conditional commitment processing are required for multifamily units. Prospective mortgagors who are familiar with FHA requirements and procedures are encouraged to submit application directly for firm commitment processing.

A. Forms - Single-family

1. 2800-1[1] through 2800-6 "Application for Property Appraisal and Commitment"

a. 2800-1 "Mortgagee's Application for Property Appraisal and Commitment" is completed by the mortgagee requesting appraisal of a particular property and a commitment to insure, conditioned upon approval of the mortgagor. Data provided on the form include mortgagee name and address, property address, and a general and legal description of the property. The form is stored in the case binder.[2]

b. 2800-3 "FHA Underwriting Report" and 2800-4 "Data Page" (identical forms) are completed by the appraiser in processing the application. They contain detailed information used in determining the acceptability of the property and the maximum insurable mortgage. Data include location, cost data for the subject

[1] Forms referred to are FHA standard forms, unless preceded by "HUD".

[2] See Appendix 1 for description of the case binder materials and storage.

and comparable properties, neighborhood information, and commitment terms, if approved. The 2800-3 is stored in the case binder; the 2800-4 serves as direct input to computerized data records. (See Section I.C.1)

c. 2800-4a is an abbreviated form of the 2800-4 completed for non-FHA appraisals used by FHA appraisers as comparables. It contains only the descriptive information and sales price. They are also computerized into the Appraisal Data system (See Section I.C.1).

d. 2800-5 "Conditional Commitment for Mortgage Insurance under the National Housing Act" is completed by the field office.[1] It contains the commitment terms as above as well as any conditions which msust be satisfied before endorsement such as health authority approval, certification of electrical or heating systems, or correction of defects. One copy is sent to the mortgagee to notify him of approval; one copy is stored in the case binder.

2. 700-1 through 700-9 Optical Character Recognition (OCR) Action Forms

The OCR Action Forms are completed by the field office and contain the case number, type of action taken on the case, and the data items listed below. They are used to inform the central office of action taken primarily for the purpose of fee billing during processing and serve as direct input to the IIF-Fiscal Control Master, and other files generated by the IIF-Fiscal Control System (See Section I.C.2). The specific actions are:

a. 700-1 "Application" records the receipt of a completed application to be processed by the field office. Data are: section of the act, type of construction (new or existing), number of living units, and mortgagee number.

b. 700-2 "Transfer between Sections" records a change in section of the act during processing, including a decision to process under 223(e) which is made by the field ofice. Datum provided is the new section of the act.

[1]The term field office is used throughout to refer to the area or insuring office responsible for underwriting processing or mortgage servicing. Central office refers to the central headquarters of the Department of Housing and Urban Development in Washington.

c. 700-5 "Reject" records the rejection of an application and contains no other data.

d. 700-6 "Reopened Reject" records the reopening of a case for reconsideration and contains no other data.

e. 700-7 "Reject of a Reopened Reject" is self-explanatory and contains no other data.

f. 700-8 "Commitment Issued" records the issuance of an initial commitment. Data are FI code,[1] amount of commitment, date commitment was issued, and date commitment expires.

g. 700-9 "Commitment Extended" records the extension of a commitment expiration date and includes the mortgagee number and the new expiration date.

3. The following forms remain in the case binder after completion by the field office. They do not serve as input to other records, but contain information not found elsewhere.

a. 2026 "Report on Application" records the reason for closing the case if it is rejected or otherwise closed by field office action.

b. 2019 "Estimate of Market Price by Comparison" and 2014 "Cost Estimate--Inplace Unit Method" are completed by the appraiser and record data pertinent to the determination of market price if the 2800-3 is insufficient. Data include information on benchmark properties compared to the subject property and adjustments made to estimate of value as a result of comparison of specific characteristics, such as age, number of bathrooms, and number of square feet.

c. 180 "Condominium Analysis and Appraisal" is completed by the FHA office in processing an application for multifamily mortgage insurance on condominium property to be sold after completion as individual units. It is used in place of the 2800 when converting to a single family mortgage. See Section I.B.7 for description.

[1]Filing Identification Codes are established by the main office to delineate general housing areas. Each FI number usually refers to a political boundary (county or independent city), but a large unit may be divided into two or more housing areas.

B. Forms - Multifamily

1. 2013 "Application - Project Mortgage Insurance" is completed by the prospective mortgagor for multifamily rental property if the application is submitted for feasibility analysis and by an approved mortgagee if the application requests conditional commitment.[1] Data include location of property, description of project (row, semi-detached, detached, elevator, non-elevator); type of foundation; number of stories; type of construction (new or rehabilitation); site information (size, zoning, utilities, unusual site features); estimate of income from property, including per unit rent; estimate of expenses; and total requirements for settlement. Copies of this form are stored in the field office and Washington dockets.[2] If the application has been made for feasibility analysis only, a feasibility letter is sent to the prospective mortgagor indicating rents, dollar limitations on costs, mortgage and land values, cash requirements, expected processing time, and target dates for future submissions. A copy is retained in the field office docket. If the application has been made for conditional commitment, more complete plans and drawings are required, more detailed analysis of the project is made by the field office, and the determination is made whether or not to issue a conditional commitment. Note that neither the feasibility letter nor the conditional commitment are standardized FHA forms.

2. 2264 "Rental Housing - Project Income Analysis and Appraisal" is completed by the field office during processing for feasibility statement and/or conditional commitment. It contains information also found on the 2013, as well as the HUD-FHA judgement on acceptability of the site, data on comparable properties used to determine value when fully improved, value as is, acquisition and other costs, and calculation of budgeted construction costs. Copies are stored in the field office and Washington dockets.

[1]It is not required that the request for feasibility analysis be made on the standard form 2013; a letter specifying approximately the same information may also be used.

[2]See Appendix 1 for description of storage of materials in the Washington Docket, the Field Office Docket, and the Federal Records Center.

3. 2264A "Supplement to Project Analysis" is also completed by the field office in conjunction with the 2264. It contains data on the type of mortgagor, type of project, and values used to determine maximum insurable mortgage and total requirements for settlement. Copies are stored in the field office and Washington dockets.

4. 2274 "Operating Expense Analysis Worksheet" is completed by the field office as supporting documentation to the 2264. It contains detailed information on comparable properties and computation of and adjustments to operating expenses of the subject property resulting from comparison with other properties. Copies are stored in the field office and Washington dockets.

5. 3201 "Application for Mortgage Insurance - Cooperative Housing - Condominium Housing" is similar to the 2013, but additional data is provided on units as owned (down payments for cooperative, total monthly charge), and on annual common expenses, net common expenses and fixed charges, legal organization, and marketing charges. Copies are stored in the field office and Washington dockets.

6. 2264B "Cooperative or Condominium Housing - Project Analysis" is similar to the 2264, except that data on per unit charges contains information on contemplated down payment and unit charge per month, instead of unit rent per month, and details of common property and expenses are included. Copies are stored in the field office and Washington dockets.

7. 180 "Condominium Analysis and Appraisal," completed by the field office, contains detailed data on each condominium unit in a project, including descriptive information, market price, FHA value, rental value, monthly expenses, and conditional commitment mortgage amount, term and interest. It is stored in the field office and Washington dockets and used in place of the 2800 when converting the blanket mortgage to individual mortgages.

8. 2264RS "Determination of Rehabilitation Costs Plus 'As Is' Value of a Project Under 235(j)" is completed by the field office during processing of a 235(j) Rehabilitation-Sales Application. Data contained are total and breakdown of costs required for completion. It is stored in the field office and Washington dockets.

9. 2275 "Multifamily Valuation Data" summarizes information provided from other forms during processing and serves as a capsule data source for the project. It contains descriptive information, and data on costs, rental rates and occupancy, expenses, and sale. It is stored in the field office and Washington dockets.

C. Computer Data Bases - Single-family

1. Temporary data from the 2800-4 (Section I.A.1.b.) and 2800-4a Section I.A.1.c.) are computerized through the Appraisal and Statistical Collection System developed and maintained by the Housing Programs Systems Division of the Office of ADP Systems Development. Appraisal data listings (see Section I.E.8) are produced for the field offices from the appraisal data file which is usually maintained for approximately nine months and destroyed if endorsement has not occurred in that time[1] (see Appendix 3 for items from the 2800-4 retained after endorsement). Permanent statistical data bases are not kept on applications or conditional commitments.

2. Data from the OCR Action Forms (I.A.2.) serve as input to the Insurance in Force (IIF) - Fiscal Control System and, through it, to the IIF - Fee Collections System. Both systems, which are maintained by the Administrative Support Systems Division of the Office of ADP Systems Development, generate data bases and reports, primarily for accounting purposes, which record fees due for field office actions. Volume data reports on applications are generated from the master files.

D. Computer Data Bases - Multifamily

The Multifamily Housing Master File, developed by the Housing Programs Systems Division of the Office of ADP Development, records limited information on the project during all life-cycle stages. It is updated monthly to incorporate changes in processing status, construction status, and type of commitment. Data items are: project number, name and location, codes for sponsor type, elderly housing urban renewal area, assisted project, refinancing or reinsuring, rehabilitation, state, county, SMSA or locality population, construction status, processing status, type of commitment, neighborhood, SMSA and region codes, census tract, section of the act, number of units (regular or elderly), mortgage amount, and disaster area code.

[1]Several files of appraisal data exist for earlier periods; a list of these was not available from the Housing Programs Systems Division, but could be compiled.

E. Reports - Single-family

1. "All Sections Combined - Disposition of Applications," monthly, HPMC-FHA, Management Information Systems Division; disposition of applications by insuring office.

2. "FHA Monthly Report of Operations -- Part 2 Home Mortgage Programs," monthly, published, RR:301 (HOMES); number of cases and units in applications, by type of construction and section of the act.

3. "FHA Monthly Report of Operations -- Part 3 Summary of Activity Under All Programs," monthly, published, RR:301 (TOTAL); number of applications and number of units in applications, total and by type of construction.

4. "Housing and Urban Development Trends," quarterly, published; number of units in applications received by month, type of construction, and selected section of the act.

5. "Monthly Report of FHA Insuring Operations-Home Mortgages," monthly, HPMC-FHA, Management Information Systems Division; disposition of applications, by section of the act.

6. "Report of Applications for [date]," monthly, HPMC-FHA, Management Information Systems Division, RR:300; number of units in applications by construction type, section of the act, and month.

7. "Status of Home Mortgage Operations," quarterly, HPMC-FHA, Management Information Systems Division; number of cases, number of units, and amount for applications received, on hand, examined, and rejected; by section of the act; cumulative to date.

8. "Summary of Monthly Appraisal Data," monthly, computer print-out to field offices; appraisal data listed by data tract and address for all FHA appraisals and a variable number of VA and conventional appraisals. See Section I.C.1. for description of data base.

F. Reports - Multifamily

1. "All sections combined -- Disposition of Applications," (I.E.1.); disposition of applications by insuring office.

2. "FHA Monthly Report of Operations -- Part 1 Project Mortgage Insurance Programs," monthly, published, RR:301 (PROJECTS); number of cases and units in applications, by construction type, section of the act, and month.

3. "Housing and Urban Development Trends," (I.E.4.); number of units in applications received by month, type of construction, and selected section of the act.

4. "Report of Applications for [date]," (I.E.6.); number of units in applications, by construction type, section of the act, and month.

5. "Selected Multifamily Status Reports - Mortgage Insurance Programs, By Name and Location of Each Project, Cumulative as of [date]," quarterly, HPMC-FHA, Management Information Systems Division, RR:02 SERIES; lists name, location, section of the act, mortgage amount, units, processing and construction status, by state and status.

6. "Summary of Project Operations as of [date]," quarterly HPMC-FHA, Management Information Systems Division, RR:301-P; number of cases, number of units, and amount for applications received, preliminary rejections, on hand, and processed applications, and final rejections, by section of the act, cumulative to date.

II. APPLICATION FOR MORTGAGOR APPROVAL AND FIRM COMMITMENT PROCESSING

For single-family units, the second stage consists of an application by the mortgagee for approval of the prospective mortgagor. After a credit analysis, the field office either rejects the mortgagor's application or issues a firm commitment to insure stating the mortgage amount and terms. Firm commitment processing for multifamily units consists of a detailed analysis of the project, including study of the market area to be served, comparable properties, construction plans and costs, and estimated income and operating expenses. The firm commitment mortgage amount represents the FHA estimate of the requirements for site acquisition and construction or rehabilitation costs and may be adjusted before final endorsement depending on actual costs.

A. Forms - Single-family

1. 2900-1 through 2900-4 "Mortgagee's Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act"

a. 2900-1 "Mortgagee's Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act" is completed by the mortgagee to request credit analysis of the individual mortgagor(s) where the property has been approved through the 2800 procedure, and to request a firm commitment for mortgage insurance. It contains name, address, and socio-economic characteristics of the mortgagor(s), amount and terms of mortgage applied for, settlement requirements, and future monthly payments should the mortgage become effective and insurance endorsed. It is stored in the case binder.

b. 2900-2 "Credit Analysis Page" and 2900-3 "Data Page" (identical forms) are completed by the field office during processing. They contain not only the information on the 2900-1 but also loan to value ratio, term to remaining economic life ratio, rental information if applicable, ratios of net effective mortgagor income to housing expense and total fixed payments, and mortgagor credit rating. 2900-2 is stored in the case binder. 2900-3 serves as direct input to computerized data bases (See Section II.C.1 and Appendix 3).

c. 2900-4 "Firm Commitment for Mortgage Insurance under the National Housing Act" is completed by the field office approving firm commitment. Data are section of the act, property address, name, address, and characteristics of the mortgagor (as on 2900-1), mortgage amount and terms as approved, estimated value and closing costs, occupancy status, and additional requirements for closing (e.g. 2544 "Builder's Warranty" is required for new construction). A copy is stored in the case binder.

2. 700-30 "Neighborhood and Minority Report," completed by field office to record the status of the credit analysis, shows whether mortgage credit is rejected, approved, or approved on reconsideration after reject; whether mortgagor is a certified displaced person, and if so, whether over 62 years of age or handicapped; minority group status, neighborhood information, and specific location information (SMSA number, if any, and Census Tract). The form serves as input to the Minority Group Reporting System (not yet fully operational; see below under Section II.C.2.).

3. 700-2 "Transfer Between Sections" - See Section I.A.2.b.

4. 3100 "Application for Homeownership Assistance under Section 235 of the National Housing Act" is jointly completed by the mortgagor and the field office. It contains detailed information on income (past and expected), mortgage, assets, dependents, and assistance payment calculations. It is stored in the case binder and serves as direct input to Homeownership Assistance and Recertification Application System (HARAS) and files generated by that system (see HARAS History under Section II.C.3.; the system is not fully operational).

B. Forms - Multifamily

1. 2013 "Application - Project Mortgage Insurance" and 3201 "Application for Condominium Housing" are submitted by the mortgagee as the application for immediate firm commitment processing. See Section I.B.1. and I.B.5. for description.

2. The following forms are completed by the field office for the first time at this stage, or amended to include more complete data if the project utilized the feasibility or conditional commitment stages. See Section I.B. for description.

a. 2264 "Rental Housing - Project Income Analysis and Appraisal"

b. 2264A "Supplement to Project Analysis"

c. 2264B "Cooperative or Condominium Housing - Project Analysis"

d. 2264RS "Determination of Rehabilitation Costs Plus 'As Is' Value of a Project under 235(j)"

e. 2274 "Operating Expense Analysis Worksheet"

f. 2275 "Multifamily Valuation Data"

3. Regulatory agreements, specifying the obligations of the mortgagor during construction and operation of the project, must be signed prior to firm commitment. The specific agreement required depends on the type of mortgagor, type of project and section of the act under which insurance is written.

4. 2432 "Commitment for Insurance of Advances," is the firm commitment to insure executed by the field office. It specifies the mortgage amount, interest, payment provisions, maturity date, expiration date of the commitment, and conditions and requirements for final closing. Copies are stored in the field office and Washington dockets.

5. 2453 "Commitment to Insure Upon Completion" is completed by the field office in cases in which advances during construction are not made. It contains information on the maximum insurable mortgage, section of the act, mortgagee and sponsors names and addresses, proposed mortgagor and expiration date of commitment. It is stored in the field office and Washington dockets.

C. Computer Data Bases - Single-family

1. The 2900-2 is computerized in the same manner as the 2800. See Section I.C.1. for description and Appendix 3 for variables included.

2. The 700-30 "Neighborhood and Minority Report" is used as direct input to the Minority Group Reporting System currently being developed by the Housing Programs Systems Division of the Office of ADP Systems Development. The system will provide reports on minority group status of applicants by neighborhood, geographic location, mortgage amount, and displacement status.

3. The 3100 serves as direct input to the Homeownership Assistance and Recertification Application System (HARAS) and its primary data base, the HARAS History Master file, an historical data base of all Section 235 participants updated through annual recertification (See Section IV.A.3.). The HARAS system is not currently operational and useable data bases are not available as of the date of this report.

D. Computer Data Bases - Multifamily

The Multifamily Housing Master data base is updated to include application for firm commitment. See Section I.D. for description.

E. Reports - Single-family

None

F. Reports - Multifamily

1. "FHA Multifamily Firm Applications," and "Multifamily Firm Commitments," monthly, HPMC-FHA, Management Information Systems Division, RR:383 Projects; opening inventory, disposition of applications or commitments, and closing inventory, by region and insuring office.

2. "Selected Multifamily Status Reports - Mortgage Insurance Programs, by Name and Location of Each Project, cumulative as of [date]," (I.F.5.); see Section I.F.6. for description.

III. ENDORSEMENT AND FINAL CLOSING

Inspection of the property during construction (for new construction cases) and endorsement of the mortgage insurance certificate by the local office at final closing constitute the third stage for single-family units. For multifamily units, in addition to periodic inspection of construction, the local office monitors construction costs through builder and contractor cost certifications and may insure advances of up to 90 percent of the final mortgage amount. Final closing takes place only after all construction has been completed (except when funds in escrow provide for completion of approved off-site construction) and a final mortgage amount is calculated as a result of cost certification.

A. Forms - Single-family

1. 9100-1 through 9100-3 "Mortgage Insurance Certificate"

a. 9100-1 is completed by the mortgagee and endorsed by the field office. It is the actual certificate of insurance retained by the mortgagee and contains the case number, mortgagee and mortgagor names and addresses, section of the act, and mortgage amount.

b. 9100-2 and 9100-3 contain, in addition to the above, details of the mortgage itself. 9100-2 is computerized for the IIF - Small Homes Master (see Section and for files generated by the Appraisal and Statistical Collection System (see Section I.C.1.). 9100-3 is stored in the field office for approximately two years.

B. Forms - Multifamily

1. 2403 "Application for Insurance of Advance of Mortgage Proceeds" is completed by the mortgagee requesting insurance of advances during construction pursuant to a Building Loan Agreement signed by all parties. It specifies project name

and number, mortgagor, amount requested, remaining balance of committed amount, and date to be advanced. "Certificate of Mortgage Insurance" is attached and is completed by the field office to indicate approval. Copies of both are stored in the field office and Washington dockets.

2. 2275 "Multifamily Valuation Data" - See Section I.B.9.

3. 2331 "Summary of Cost Certification Review - Cost Section" and 2331A "Cost Certification Review Worksheet - Mortgage Credit Section" are completed by the field office after construction and before final closing. They summarize data from certificates of actual costs submitted by builders and contractors during construction and are stored in the field office and Washington dockets.

4. 2580 "Maximum Insurable Mortgage" is completed by the field office and records changes in mortgage amount resulting from cost certification reviews (2331 and 2331A), including specification of disallowable costs, if any. Copies are stored in the field office and Washington dockets.

5. 2023 "Request for Final Endorsement of Credit Instrument" is completed by the mortgagee to request final closing and endorsement of insurance on final mortgage amount. It contains the final mortgage amount and is stored in the field office and Washington dockets.

C. Computer Data Bases - Single-family

1. The Annual Master Statistical File [F31CAB] is created from data obtained through the Appraisal and Statistical Collection System. It contains records for newly insured cases sampled according to the procedure described in Appendix 2. It is merged annually into the 5-Year Master Statistical File [F69AAA], and a third file, 6th-Year Dropout Statistical File [F69AAB] is created. The Annual file is retained for approximately five years, the 6th-Year Dropout for three years (one year only currently available). The variables common to all three files are taken from the 2800, 2900, and 9100 forms (discussed in Sections I, II, and III) and contain information on the property, the mortgagor, and the mortgage. A list of variables is included in Appendix 3.[1] The files are maintained by the Housing Programs Systems Division of the Office of ADP Systems Development.

[1] The 5-Year Master Stat and the 6th Year Dropout Stat also contain termination information. See Section V.C.1.

2. The Insured and Terminated File (available for 1968 through 1973) and the Cross Reference Master File (available for 1974) provide a limited amount of information on all cases insured in those years. The variables, which are listed in Appendix 4, include information on the mortgage, location of the property, and termination (See Section V.C.1.). The producing office is the Housing Programs Systems Division of the Office of ADP Systems Development.

3. Other data bases created at endorsement, such as the Insurance in Force-Small Homes Master, generated by the Administrative Support Systems Division of the Office of ADP Systems Development, are maintained primarily for servicing purposes such as premium billing and contain no information on the property or mortgagor.

D. Computer Data Bases - Multifamily

1. The Multifamily Housing Master File is updated to include final endorsement. See Section I.D. for description.

2. Other data bases, such as the Insurance in Force-Projects Master, generated by the Administrative Support Systems Division of the Office of ADP Systems Development, are maintained for accounting purposes and contain no information on the property or mortgagor, but do contain the characteristics of the mortgage.

E. Reports - Single-family

1. Average, median, and percent in range data on section 203(b) home mortgage operations, including volume of insured mortgages and characteristics of mortgagee, mortgagor, property and mortgage, are included in the following publications. Data are based on sampled cases.

   a. "FHA Homes [date]: Data for States and Selected Areas on Characteristics of FHA Operations under Section 203," annual, published, RR:250 BOOK. A list of tables appears in Appendix 6.

   b. "FHA Trends of Home Mortgage Characteristics," quarterly, published, RR:250; data for total U.S. A list of tables appears in Appendix 7.

   c. "Area Trends, "A Supplement to FHA Trends," quarterly, published, RR:250-M; data for selected housing areas. Tables are listed in Appendix 7.

   d. "State Trends, A Supplement to FHA Trends," quarterly published, RR:250-S; data by state; see Appendix 7 for list of tables included.

   e. "Series Data Handbook, A Supplement to FHA Trends," annual, published, RR:251; annual series data for total U.S.; a list of tables appears in Appendix 8.

2. "Congressional Report as of [quarter and year]," quarterly, computer printout, HPMC-FHA, Division of Management Information Systems; cases and amount in insurance written, by section of the act, special program, and construction status; current quarter, year to date, and cumulative to date; cases and amount in insurance written 1) where mortgagor is a veteran, 2) pursuant to 223(e), 3) by neighborhood code, 4) under 235 conditional, 5) through the Department of Agriculture, 6) involving substantial rehabilitation, 7) where appraisal was made by the Veteran's Administration, and 8) under Title I. Tables are generated by SMSA, county, state, insuring office, and total United States.

3. "FHA Home and Project Mortgage and Property Improvement Loan Insurance Operations," annual, published, RR:315 and 317; volume of mortgages by state, county, and SMSA, and by type of construction, annual and cumulative, 1934 to date.

4. "FHA Low Cost Housing Trends of 1-family Homes," quarterly published, RR:252; volume and characteristics data on home mortgages insured under section 221(d)(2); data are averages and percent in range.

5. "FHA Monthly Report of Operations - Part 2 Home Mortgage Programs," (I.E.2.); number of cases, number of units and amount of mortgages insured, by section of the act and type of construction.

6. "FHA Monthly Report of Operations - Part 3 Summary of Activity Under All Programs," (I.E.3.); number of cases, number of units, and amount of mortgages insured by type of construction, and cumulative, by section of the act.

7. "Housing and Urban Development Trends," (I.E.4.); number of units in properties insured, by month, type of construction, and selected section of the act.

8. "[date] HUD Statistical Yearbook," annual, published, GPO stock number 2300-00257; detailed historical and annual data on volume of insured home mortgages and characteristics of mortgagee, mortgagor and property. A list of all tables appears in Appendix 5.

9. "Monthly Report of FHA Insuring Operations - Home Mortgages," (I.E.5.); volume of insured cases, number of units, and amount, by section of the act.

10. "Report of Applications for [date]," (I.E.6.); number of units in mortgages insured by type of construction, and section of the act.

11. "Status of Home Mortgage Operations," (I.E.7.); number of cases, number of units, and amount of mortgages insured and mortgages in force, cumulative, by section of the act.

12. "Summary of Mortgage Insurance Operations and Contract Authority," monthly, published, Office of Finance and Accounting; number of cases, number of units, and amount of insurance written, by section of the act.

F. Reports - Multifamily

1. "FHA Home and Project Mortgage and Property Improvement Loan Insurance Operations," (III.E.3.); number of cases, number of units, and amount of mortgages insured, by state, county, and SMSA, cumulative 1934 to date.

2. "FHA Monthly Report of Operations -- Part 1 Project Mortgage Insurance Programs," (I.F.2.); number of cases, number of units, and amount of mortgages insured by type of construction and section of the act.

3. "FHA Monthly Report of Operations -- Part 3 Summary of Activity Under All Programs," (I.E.3.); number of cases, number of units, and amount of mortgages insured by type of construction, and cumulative, by section of the act.

4. "Housing and Urban Development Trends," (I.E.4.); number of units covered in insurance written, by month, type of construction, and section of the act.

5. "[date] HUD Statistical Yearbook," (III.E.8.); detailed volume and characteristics of insured multifamily properties; see Appendix 5 for a list of tables.

6. "Projects: Number of Dwelling Units Started - Rental and Cooperative," monthly, RR:384-P, HPMC-FHA, Management Information Systems Division; number of units by region and area or insuring office.

7. "Report of Applications for [date]," (I.E.6.); number of units in mortgages insured by type of construction and section of the act; and number of proposed construction and rehabilitation units started, by section of the act.

8. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); number of cases, number of units, and amount of insurance written, by section of the act.

9. "Summary of Project Operations as of [date]," (I.F.6.); number of cases, number of units, and amount of mortgages insured and mortgages in force, cumulative, by section of the act.

IV. SERVICING OF INSURANCE

Servicing of insurance on single-family mortgages is limited to changes in mortgagee or mortgagor, monitoring assisted cases, and monitoring cases in default. In addition, managers of multifamily housing projects are required to report periodically on their financial and occupancy status; reports are monitored by HUD to assure compliance with regulatory agreements and accounting regulations.

A. Forms - Single-family

1. 2210 "Request for Credit Approval of Substitute Mortgagor" is submitted by the mortgagee with a completed 2900 when a property with an insured mortgage is sold. Upon approval by the FHA office, the mortgagee issues a 2210-1 "Approval of Purchaser and Release of Seller" to the previous mortgagor who must include it with any new application for mortgage insurance. Copies are retained by the field office only if a new application is made.

2. HUD-92080 "Mortgage Record Change" is submitted whenever a sale of the mortgage or property results in a change in the holding mortgagee, change in servicer, or change in mortgagor. Names and addresses of past and present mortgagees, servicers, and/or mortgagors, type of change, construction status, and original mortgage amount and maturity date are included. The Cross Reference Master data base is updated from this form (See Section III.C.2., IV.C.1., and Appendix 4).

3. 3101 "Recertification of Family Income and Composition - Section 235(b)" is completed annually by the mortgagee and mortgagor and is required for continued assistance under 235(i) or 237 programs. It contains mortgagee name, address and socioeconomic characteristics and serves as direct input to HARAS History Master (see Section II.C.3. and IV.C.2.).

4. 2068 "Home Mortgage Default Notice" is completed by the mortgagee to notify the FHA office of (1) default within 90 days of delinquency date, (2) reinstatement after default, (3) continuing default, after 6 installments are delinquent and every 60 days thereafter, and (4) imminent

foreclosure, start of foreclosure, and completion of foreclosure. It contains the case number, name and address of mortgagor(s), number of payments past due, and status as above. It is stored in the field office Default File until the default condition is corrected or insurance terminated.

B. Forms - Multifamily

1. HUD-92080 "Mortgage Record Change" - See Section IV.A.2. for description.

2. HUD-93479 "Monthly Report for Establishing Net Income," HUD-93480 "Schedule of Disbursements," and HUD-93481 "Schedule of Accounts Payable" may be required monthly of the mortgagor at any time in which the viability of the project is considered to be in danger, including during the initial rent-up period, when the mortgage is in default, and during any period of forebearance or deferment of principal payments. They are required annually in any case. They list the financial information suggested in the title, with HUD-93479 listing gross income figures and summarizing HUD-93480 and HUD-93481. Copies are stored in the field office and the central Washington office.

3. HUD-3104 "Monthly Report of Excess Income (Section 236)" is completed by the mortgagor to report income in excess of approved basic rentals. It contains the amount of total excess and identifying information and is stored in the field and central offices.

4. HUD-9808 "Monthly Operating Summary for Insured Subsidized Multifamily Projects" is submitted by the mortgagor or project manager and provides financial data used in analyzing the viability of the project. It serves as input to the Multifamily Early Warning System reports (see Section IV.D.1. and IV.F.2.).

5. HUD-92558 "Income and Operating Expense Analysis," is up-dated annually by field office personnel from other documents such as the current 2264 and HUD-92458. It provides data on income, occupancy, administrative, operating, and maintenance expenses, taxes and insurance payments, and financial requirements for mortgage payments. Copies are stored in the field and central offices.

6. HUD-92470 "Physical Inspection Report," is completed by field office personnel at least annually, or more often if previous inspections warrant closer monitoring. The form lists various items inspected (e.g. elevators, plumbing fixtures, electrical fixtures) and rates each on its acceptability. It also indicates significant trends affecting the property, including neighborhood changes or management changes.

7. HUD-2410 "Statement of Profit or Loss" is also required annually and includes information on rental income (actual and potential); renting, administrative, operating and maintenance and financial expenses; depreciation; taxes and insurance; corporate or mortgagor entity expenses; and operating profit or loss.

8. HUD-9801 "Occupancy Report - Multifamily, HUD-Insured and Section 202 Housing," is required annually of mortgagors. It provides information on occupancy by race and age of tenant and by assisted households; number of units, vacancy status, and rent by number of bedrooms, and services included in rent. It is stored in the central office and serves as direct input to the Multifamily Housing Occupancy Data base (see Section IV.D.2.).

9. HUD-92458 "Rental Schedule and Information on Rental Projects" is completed by the mortgagor subsequent to HUD approval of an increase in rental income. It contains identifying information, type and description of units, rental rates, gross monthly and annual rental income, equipment and services included in rent, number and unit rent for non-dwelling units, and number, use, and assigned rental value for non-revenue producing space. It is submitted to the FHA office for approval and stored in the field and central offices.

10. HUD-92426 "Notice of Default Status on Multifamily Housing Projects" is submitted by the mortgagee to report default or reinstatement to the field office. The default section includes information on amount of delinquent payments and remaining mortgage balance, reason for default, and mortgagee's expectation of reinstatement. The reinstatement section specifies the date and amount of payment curing the default condition. Copies are stored in the field and central offices.

11. HUD-91705 "Total Family Income Certification" is completed by the manager of a 221(d)(3)BMIR project for each tenant at the time of initial occupancy and every two years thereafter. It lists the name, age, sex, place of employment, and income of each family member, as well as the calculation of adjusted annual income used in determining eligibility and the eligibility status of the family. The form is retained in the project files for three years.

12. 3131 "Application for Tenant Eligibility under the Section 236 Program" is prepared on the prospective tenant in a 236 project. In addition to name, age, sex, relationship to head, employment status, and income of each family member, information is provided on type of structure, size of unit, payment calculations, special consideration status (handicapped, elderly, or displaced persons), and race of head. Annual recertification is required using form 3132 "Recertification of Family Income and Composition under the Section 236 Program," which is identical to the 3131 except that unit information and special consideration status are deleted. Copies of both forms are retained in the project files and the field office and serve as direct input to the Subsidized Housing Admissions/Continued Occupancy data base (see Section IV.D.3.).

C. Computer Data Bases - Single-family

1. Transfer of mortgagee (form HUD-92080) is included in the Insured and Terminated and Cross Reference Master data bases. See Appendix 4 for list of variables and Section III.C.2. for description.

2. Annual recertification of income by assistance recipients (form 3101) is included in the HARAS History Master data base. See Section II.C.3. for description.

D. Computer Data Bases - Multifamily

1. The Multifamily Early Warning System is an interactive system maintained by the Field Support Systems Division of the Office of ADP Systems Development. It monitors financial data on subsidized multifamily projects obtained from HUD-9808 (see IV.B.4.) and input to the system directly from the field office. Summary reports are produced listing projects which may be in danger of default (see Section IV.F.2.). No permanent data bases are maintained.

2. The Multifamily Housing Occupancy data base is created annually from the HUD-9801 (Section IV.B.8.) submitted by all insured and HUD-held projects. Data include information on occupancy by race, household size, elderly vs. non-elderly, and number of bedrooms in the unit.

3. The Subsidized Housing Admissions/Continued Occupancy data base is generated annually from Forms 3131 and 3132 (Section IV.B.12.), income certification forms required for occupancy in subsidized units. Data elements include location of project, rent of unit, and socio-economic characteristics of tenants.

E. Reports - Single-family

1. "Congressional Report as of [quarter and year]," [III.E.2.]; number of cases and amount of all insurance in force. See Section III.E.2. for breakdowns.

2. "Status of Home Mortgage Operations," (I.E.7.), includes data by section of the act for mortgages in force and non-default terminations, by type, number of cases, number of units, and amount; cumulative to date.

3. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); includes data by section of the act on number of cases, number of units, and amount; cumulative (all insurance written and fiscal year to date), and estimated insurance outstanding.

F. Reports - Multifamily

1. "Default Status of HUD Insured Multifamily Housing Mortgages," monthly, HUD, Office of Administrative and Program Services; includes number of defaults at beginning of month, disposition during month, and number on hand at end of month, by region and by program.

2. "Projects Failing Occupancy and Financial Norms," monthly, output of Multifamily Early Warning System (see Section IV.D.1.). Projects are listed by name and number if (1) vacancy rate $\geq$ 10%; (2) cash receipts are $\leq$ 90% of potential income; (3) accounts receivable are $\geq$ 10% of monthly income; (4) accounts payable are $\geq$ 10% of monthly income; or (5) total expenditures are $\geq$ 98% of potential income.

3. "Selected Multifamily Status Reports - Mortgage Insurance Programs," (I.F.5.). lists each multifamily project by section of the act, state, and status.

4. "Summary of Project Operations as of [date]," (I.F.6.); includes data by section of the act on number of cases, number of units, and amount of insurance written and non-default terminations by type; cumulative to date.

V. TERMINATION OF INSURANCE

Non-default termination may result from prepayment of the loan, voluntary agreement between the mortgagee and mortgagor, maturity, or supercession, and no further action is required by HUD. However, when default termination occurs, either the mortgage or the property is typically conveyed to HUD, and the mortgagee claims the benefits of the insurance. The mortgagee may also elect to retain the property after foreclosure and forego benefits.

A. Forms - Single-family

1. 2068F "Mortgagor's Statement - Request for Special Forebearance or Assignment (or Record of Interview with Delinquent Mortgagor" is completed by the mortgagor or mortgagee and accompanies the mortgagee's request to assign a defaulted mortgage to HUD.[1] It contains detailed information on the socio-economic characteristics of the mortgagor, a plan for correcting delinquency, whether or not the property has recently been offered for sale, and other liens on the property.

2. 2784 "Consent to Assignment of Home Mortgage and Procedure for Completing Claim for Insurance Benefits" is completed by the FHA office for the purpose stated and contains only the case number and the mortgagor's name. Copies are stored in the field office and central office.

3. 2777 and 2777-A "Application for Insurance Benefits and General Assignment" is submitted by the mortgagee (after receipt of the 2784) on the date the assignment is filed for record; data include identifying information, date of the assignment, information on the mortgage, property address, and mortgagor. Copies are stored in the field and central offices.

4. 2777-B "Fiscal Data to Support Claim for Insurance Benefits" accompanies the 2777 and gives details on the amount of benefit claimed.

5. 2344 "Lender's Request for Termination of Home Mortgage Insurance" is submitted by the mortgagee whenever termination of insurance is desired prior to maturity as a result of prepayment, voluntary termination, or nonconveyance default termination. Information on the type of termination, mortgage, pro rata premium due, name and address of seller, property address, and section of the act are included.

[1] Also required of the mortgagee (no special forms) are a detailed statement of the cause of default, a statement of the mortgagee's opinion of the probability of reinstatement of the account, and a copy of his payments record card.

6. 1025 "Notice of Property Transfer and Application for Insurance Benefits" is submitted by the mortgagee after acquiring property through foreclosure or accepting a deed in lieu of foreclosure, and after the deed to the Secretary has been filed for record. Data included are reason for default, property location, date of institution of foreclosure proceedings or deed in lieu and date title was filed for record, and unpaid principal balance. Copies are retained in the field office, various central office divisions, and serve as direct input to the Acquired Home Property Phase I Master file (See Section V.C.2.).

7. 2779 "Schedule of Tax Information," included with the 1025 or the 2777, gives information on taxes recently paid or taxes due and serves as direct input to the Acquired Home Property Phase II Master file (See Section V.C.3.).

8. 2060B "Damage and Occupancy Report" is submitted with the 1025 in cases in which the property has been damaged by disaster or in which the dwelling is occupied or contains personal property of previous occupants. It gives details of noncompliance with requirements to transfer the property unoccupied and recognition of mortgagee's responsibility for the property until such requirements are met.

B. Forms - Multifamily

1. 311 "Request for Termination of Multifamily Mortgage Insurance (Prepayment or Voluntary Termination)" is similar to the single-family form 2344 and is used to request any form of non-default termination. Copies are placed in the field office and Washington dockets.

2. Due to the highly complicated and varied legal proceedings required when a multifamily mortgage or property is acquired by HUD as a result of default termination, recording of such action is largely through legal documents, letter, and memorandum. Each case is handled on an individual basis by HUD personnel.

C. Computer Data Bases - Single-family

1. An Annual Terminations File [F22BEM] is generated, by the Housing Programs Systems Division of the Office of ADP Systems Development, from information passed from the Insurance In Force System and includes data on terminations of all types. Elements include type of termination, reason for default (if any), termination date, premium rate, interest rate, section of the act, FI/CO number, program code, default code, maturity date, construction status,

servicing and holding mortgagee numbers, and term, amount and endorsement date of the mortgage. These records are merged with records from the 5-Year Master Statistical and Cross Reference Master data bases and the termination data is appended to the appropriate records (see Appendices 3 and 4). In addition, a data base Sampled in Force Cases (10 year) is maintained containing records with termination information from the 5-year Master Statistical data base.

2. The Acquired Home Property Phase I Master data base is generated daily from Form 1025, which provides partial settlement information, and Form 2778, which provides final settlement information. Data items are included on the original mortgage and the name and address of previous mortgagor, in addition to claimed amounts (partial and final), payee name and address, and dates paid. These records are consolidated on a weekly and monthly basis; the monthly data base serves as direct input of the Acquired Home Property Phase II Master data base.

3. The Acquired Home Property Phase II data base records acquisition, maintenance, and disposal costs for HUD-acquired home mortgage properties. Identifying information includes case number and address of property; other data items list expenses incurred in acquisition, maintenance, and sale of the property. Also see Section VI.A.,C., and E.

4. The Mortgage Notes Master data base includes data on HUD-held home mortgages, primarily for billing, delinquent notices, and other servicing activities. Elements include interest rate, monthly payment, face amount of mortgage, term, maturity date, tax and insurance information, name and address of mortgagor, and property address.

D. Computer Data Bases - Multifamily

The Insurance in Force System maintains an Historical Activity data base with a record on each project ever insured, which includes elements specifying the type and date of termination. Other elements are derived from the Insurance in Force-Projects data base (see Section III.D.2.) and include information on the mortgage.

E. Reports - Single-family

1. "Analysis of HUD-Acquired Home Mortgage Properties," monthly, Office of Management Information and Field Support. Part I: number of properties on hand at beginning of period, sold, newly acquired, and covered by sales contracts, by region and area or insuring office.

2. "Analysis of HUD-Acquired Home Mortgage Properties and Multifamily Housing Properties and Mortgages," semi-annual, Office of Management Information and Field Support; number of properties on hand at beginning of period, acquired during period, sold during period, and on hand at end of period; by region and area or insuring office.

3. "Congressional Report as of [quarter and year]," [III.E.2.]; number of cases and amount of insurance terminated, broken down as in III.E.2. Additional tables are generated on distribution of terminated cases by type of termination.

4. "Number of HUD-Acquired Home Mortgage Properties," monthly, Office of Management Information and Field Support; number of properties acquired, by region and area or insuring office.

5. "Status of Home Mortgage Operations," (I.E.7.); number of cases, number of units, and amount of mortgages assigned to HUD and title acquired by HUD subsequent to mortgage assignment; by section of the act; cumulative to date.

6. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); mortgages acquired by direct acquisition and conversion, liquidations, and change in inventory, by section of the act; cumulative to date.

F. Reports - Multifamily

1. "Analysis of HUD-Acquired Home Mortgage Properties and Multifamily Properties and Mortgages," (V.E.2.); number of cases and number of units covered by mortgages assigned and properties acquired, by region and area or insuring office.

2. "Analysis of HUD-Acquired Multifamily Housing Properties and Mortgages," monthly, HUD, Office of Management Information and Field Support; number of mortgages assigned and properties acquired and number of units covered, by region and area or insuring office.

3. "Default Status of HUD Insured Multifamily Housing Mortgages," (IV.F.1.); number of mortgages assigned and properties acquired, by region and area or insuring office.

4. "Selected Multifamily Status Reports - Mortgage Insurance Programs By Name and Location of Each Project, Cumulative as of [date]," (I.F.5.); lists projects for which mortgage has been assigned to HUD and status of mortgage (held, sold, etc.) or properties which have been acquired by HUD.

5. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); mortgages and properties acquired; by section of the act; cumulative to date.

6. "Summary of Project Operations as of [date]," (I.F.6.); number of cases, number of units, and amount of mortgages assigned to HUD, and properties acquired; by section of the act; cumulative to date.

VI. SERVICING HUD-HELD MORTGAGES AND PROPERTIES

Fiscal servicing is handled automatically by the central office. The field office is notified when an account becomes delinquent. Further servicing, including securing payment to bring the account to a current status, executing forebearance agreements (single-family), provisional work-out agreements, or formal modification agreements (multifamily), or recommending foreclosure, is the responsibility of the field office. Periodic reporting requirements by project managers or mortgagors are identical to those for insured projects. HUD action is also required when properties are acquired as a result of default termination. Typical servicing includes maintenance and repair and, in some cases, rental of the property if immediate sale is not anticipated.

172

A. Forms - Single-family

1. HUD-9500 "Property Acquisition and Disposition Register" is a permanent field office record listing each acquired property by property disposition number (assigned in order of acquisition). It contains the case number, number of living units, address, date acquired, and sale closing date.

2. HUD-9501 "Acquired Property Record Card" is prepared by the field office on each acquired property as the following information is acquired from other forms listed in this section and section VII.A.: property address, old and new case numbers, acquisition date, control data such as date of appraisal and date assigned to the Area Management Broker (AMB), monthly rent, "as is" sale price, "as repaired" sale price, down payment, term, date listed for sale, name of purchaser and broker, closing date of sale, type of financing, and property description (Note: the same information is provided as in section 14 of the 2800-3). The cards are stored in the field office alphabetically, by city (or similar division) and by street address and are coded for reacquisition; they are destroyed three years after sale closing date.

3. HUD-9516 "Amendment to Schedule 'A' of Broker Contract and Request for Property Listing Information" is prepared by the field office and the AMB for each property assigned to the AMB. It contains the case number, former mortgagor name, property address, occupancy status and rent if occupied, damage by disaster status, description (same as Section 14 of 2800-3), estimated cost of repairs (from 477, see below), and recommended sale prices, repaired and as is. A copy is stored in the individual property file.[1]

4. 2800-3 "FHA Underwriting Report" is completed by the field office in lieu of HUD-9516 when the property will not be assigned to an AMB. It is stored in the individual property file. (See Section I.A.1.b. for description). It also serves as input to the Appraisal Data file (see Section I.C.1).

5. 477 "Bid on Repairs" is completed by the manager (AMB or field office staff), specifying repairs needed on property and by the bidding contractor, and cost of repairs. A copy is stored in the individual property file.

6. HUD-9503 "Approved Property Disposition Program" (formerly 2060) is prepared by the field office as soon as possible after acquisition specifying a plan for disposition of the property. Data included are case number, address, condition of the property, recommended offering price (repaired or as is and whether eligible for insurance), cost of repairs, and occupancy goal. Adjustments to repair cost estimates and sales price during processing are noted. A copy is stored in the individual property file.

7. 2542 "Purchase Order and Payment Authorization" is used by the field office for all expenditures of more than $50.00. It lists the articles or services provided, quantity, unit and total price, and contractor's name and address. Upon completion of the repair work, the AMB or field office staff inspects the property and completes HUD-9519 "Acquired Property Inspection Report," specifying whether repairs are acceptable or recommending correction or additional repair. Copies of both are stored in the individual property file.

[1] See Appendix 1 for storage of the individual property file.

8. 2700 "Broker's Summary Accounting Report,"
2700a "Broker's Report of Collections," and
2700b "Broker's Report of Disbursements," are completed monthly by the AMB listing total and itemized collections and disbursements. Also included are unit or case number and tenant's name or payee. They are stored in the Broker's Report of Collections file and destroyed after disposition.

9. 2067 "Record of Servicing Action" is completed by the field office at any time during the life of a HUD-held mortgage when servicing is required, such as efforts to acquire payment from delinquent mortgagors. A mortgage servicing file is established when the first 2067 is completed, and any subsequent 2067's, memoranda of telephone conversations, and correspondence regarding the account are stored in this file.

B. Forms - Multifamily

The forms listed in Sections 1 through 5 are completed by field office personnel or the designated AMB and included with a narrative report on the project prepared by the field office for the purpose of determining a disposition program. Copies are stored in the Multifamily Housing Project Master File in the field office.[1]

1. HUD-9601 "Physical Property Report" records a basic description of the acquired property, including name, number and address, section of the act, year completed, and descriptive information such as type of foundation, exterior finish, interior wall type, heat and air conditioning types, and non-dwelling facilities.

2. HUD-9605 "Rental Rates and Services" lists for each unit in the project the number of rooms, bedrooms, and bathrooms, unit address, and rent per unit to be charged after acquisition. It is accompanied by a similar list of rates previously charged if these are different. After approval a copy is sent to the AMB as authorization to charge the rents specified. HUD-9606 "Broker Authorization" further specifies for the AMB the number and wages of project employees, allowable project operating space, and other details of operation.

3. 2264 "Project Income Analysis and Appraisal," see Section I.B.2. for description.

4. HUD-9602 "Occupancy Schedule" lists the tenants of each unit and information on the unit rent, expiration date of lease, and identifying data.

[1] See Appendix 1 for storage of the Multifamily Housing Project Master File.

173

5. HUD-9500 "Property Acquisition and Disposition Register," see Section VI.A.1. for description.

6. HUD-9615 "Report of Physical Condition and Recommendation for Expenditures" lists interior and exterior repairs required for 1) protection and maintenance and 2) upgrading, and the estimated cost of repairs.

7. 2700 "Broker's Summary Accounting Report," 2700a "Broker's Report of Collections," and 2700b "Broker's Report of Disbursements" are completed monthly by the AMB (see Section VI.A.8. for description and storage).

8. HUD-9617 "Repair Expenditure Control Sheet" is maintained by the field office to monitor repair work on the acquired project. It lists the services to be performed, amount of expenditure approved, contract amount, and dates of specifications completion, bid, contract, and work completion. It is stored in the Multifamily Housing Project Master file.

9. 2542 "Purchase Order and Payment Authorization," see Section VI.A.7. for description.

10. 3132 "Recertification of Family Income and Composition under the Section 236 Program" is required of all tenants paying below market rents in an acquired property which was formerly insured under Section 236. See Section IV.B.12. for description.

11. 9801 "Occupancy Report - Multifamily, HUD-Insured and Section 202 Housing" is completed annually by the AMB. See Section IV.B.8. for description.

C. Computer Data Bases - Single-family

1. Acquired Home Properties Phase II - See Section V.C.3.

2. Mortgage Notes Master - See Section V.C.4.

D. Computer Data Bases - Multifamily

1. Multifamily Housing Occupancy - See Section IV.D.2.

E. Reports - Single-family

1. "Analysis of HUD-Acquired Home Mortgage Properties," (V.E.1.);

   a. Part II: disposition program for acquired properties not sold or covered by sales contracts, including number held off market, programmed for rental, rented, with repair in

progress, listed for sale, and disposition program pending; by region and area or insuring office.

b. Part IV: number of acquired properties not assigned to Area Management Broker, number of offers received and sales closed involving displacees or Section 235 financing, and estimated times for various stages of disposal; by region and area or insuring office.

F. Reports - Multifamily

1. "Analysis of HUD-Acquired Home Mortgage Properties, Part IV," (V.E.1.); number of multifamily properties leased to Local Housing Authorities; by region and area or insuring office.

2. "Selected Multifamily Status Reports - Mortgage Insurance Programs By Name and Location of Each Project, Cumulative as of [date]," (I.F.5.); status of property acquired or disposed of; by section of the act, state, and type of disposition.

VII. DISPOSITION OF HUD-HELD PROPERTIES AND MORTGAGES

In most cases, properties are sold at the earliest possible time, subject to the condition of the property and housing market conditions. Management of the sale is handled by the field office, including advertising offered properties, insuring compliance with HUD regulations such as non-discrimination, and legal closing procedures. Whenever possible, HUD-held mortgages in good standing are also sold.

A. Forms - Single-family

1. HUD-9551 "Offer to Purchase and Broker's Tender" is submitted as the purchase offer and includes old case number, property address, sales price, down payment and earnest money amounts, and name and address of applying purchaser. A copy is stored in the individual property file.

2. 2900 "Mortgagee's Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act" is completed if the sale is to be financed by FNMA, or under other special circumstances. In addition, if the mortgage is to be insured by FHA, a new case number is assigned and the usual credit approval process is pursued.[1] A copy is stored in the individual property file and the new case binder, if appropriate.

[1] At this point, a new case binder will be prepared containing a copy of HUD-9516 or 2800-3 as appropriate, and maintained as for any other insured mortgage.

3. 2004W "Financing and Closing Costs (Private Financing)" is submitted with the 2900 when HUD will insure the mortgage and lists the mortgagee's estimate of closing costs, itemized and total, property location, and old case number. It is stored in the individual property file.

4. 2384 "Standard Retail Sales Contract" is prepared and executed when an offer to purchase is accepted. Included are property address, old case number, price, deposit, balance due at closing and method of payment, contingencies and conditions, occupancy agreement, closing date, and signature of purchaser. A copy is stored in the individual property file.

5. 755A "Notice of Closing" is submitted by the private mortgagee to inform the field office of the closing date. It also lists the old and new case numbers and is stored in the individual property file.

6. 2651F "Real Property - Sale Closing Statement" records the details of the sale when FNMA financing is obtained and includes location of the property, old and new case numbers, sales price, interest on mortgage, escrow amounts, and tax information. A copy is kept in the individual property file.

7. 2651P "Closing Statement - Privately Financed Sale" records sale details when an FHA insured or conventional mortgage is used. It lists closing costs, in addition to the information contained in 2651F above and is stored in the individual property file.

8. 700-1 and 700-8 (see Section I.A.2.) and 9100 (see Section III.A.1.) are completed for FHA insured mortgages. Copies of the 9100 are stored in the individual property file.

9. HUD-9500 and HUD-9501 record sale information (see Section VI.A.1. and 2. for items included).

B. Forms - Multifamily

1. The following forms described in Section VI.B.1-4 are completed by the field office or AMB in reanalysis of the project before it is offered for sale:

a. HUD-9601 "Physical Property Report"
b. HUD-9605 "Rental Rates and Services"
c. HUD-2264 "Project Income Analysis and Appraisal"
d. HUD-9602 "Occupancy Schedule"

2. A "Prospectus and Invitation to Bid" is prepared by the main office listing project name and number, date constructed, date acquired, number of buildings, units, and rooms, brief description of construction, available utilities, type of paving, tenant services and equipment included in rent, current rents, taxes, cost of utilities, and occupancy percentages for the preceding 12 months. In addition, if a HUD-held mortgage is anticipated, the minimum price and down payment and maximum mortgage is stated. Copies are sent to a standing list of interested parties and made available in the field office to prospective bidders.

3. A "Contract of Sale and Purchase" is completed and signed by bidders for the property and becomes a legal sales contract upon acceptance of the bid and execution by the appropriate HUD official. It lists identifying information, legal description, name and address of bidder, amount of bid, deposit, cash at closing, mortgage amount, and customary fixed provisions for escrow deposits, taxes, etc. A copy is stored in the Multifamily Housing Project Master file.

4. A complete inventory of all chattels of the property, to be sold by bill of sale with the property, is made by the field office or AMB before the prospectus is issued and again just before closing. Copies are kept in the master file.

5. Other legal documents executed in connection with the sale of acquired multifamily properties are non-standard and tailored to the particular type of sale, property, and purchaser.

C. Computer Data Bases - Single-family

1. Acquired Home Properties Phase II - See Section V.C.3.

2. In a case in which the property is disposed of through sale with the new mortgage insured by FHA, the Insurance in Force data bases include the new mortgage information (See Section III.C.3.); input data is obtained from the 700-1, 700-8 and 9100-2.

D. Computer Data Bases - Multifamily

1. The Insurance in Force data base for projects (See Section III.D.2.) is also updated to include new insured mortgages on sold properties.

2. The Multifamily Housing Master File records (Section I.D.) are amended to include the changed status of the acquired project. Note that a supporting data base, the Multifamily Housing Milestone file contains all records deleted from or changed in the Multifamily Housing Master File; thus it is

possible to track a project from the initial feasibility processing through several acquisitions and mortgage identifications.

E. Reports - Single-family

1. "Analysis of HUD-Acquired Home Properties," (V.E.1.); number of properties listed for sale, covered by sales contracts, status of contracts, and sold, by region and area or insuring office.

2. "Analysis of HUD-Acquired Home Mortgage Properties and Multifamily Housing Properties and Mortgages," (V.E.2.); number of properties sold, by region and area or insuring office.

3. "Number of HUD-Acquired Home Mortgage Properties Sold." monthly, HPMC-FHA, Office of Management Information and Field Support; number of properties by region and area or insuring office.

4. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); changes in acquired property and HUD-held mortgage inventory; number of cases, units, sales price, acquisition cost and capitalized expenses, net profit and loss to fund; cumulative to date; by section of the act.

F. Reports - Multifamily

1. "Analysis of HUD-Aoquired Home Mortgage Properties and Multifamily Housing Properties and Mortgages," (V.E.2.); number of properties sold during the period, by region and area or insuring office.

2. "Analysis of HUD-Acquired Multifamily Housing Properties and Mortgages," (V.F.2.); number of properties sold during the period, by region and area or insuring office.

3. "Selected Multifamily Status Reports - Mortgage Insurance Programs By Name and Location of Each Project, Cumulative as of [date]," (I.F.5.); status of formerly insured or mortgage-held properties.

4. "Summary of Mortgage Insurance Operations and Contract Authority," (III.E.12.); number of cases, number of units, and amount for properties disposed of through sale, net inventory change, and profit and loss to fund; cumulative to date, by section of the act.

5. "Summary of Project Operations as of [date]," (I.F.6.); number of cases, number of units, and amount for properties sold with reinsurance, sold-mortgage held, otherwise disposed of; cumulative to date, by section of the act.

Appendix 1

Single-family Case Binders

Upon receipt of a completed single-family application in the field office, a unique case number is assigned and a folder established as a repository of information on that case during processing. The single-family case number includes the following elements: first, a two-digit state code; second, a one-digit insuring office code; third, a five digit serial number; and fourth, a three-digit section of the act code. If the application is rejected, the case binder is retained for six months and then destroyed. If the application is approved and insurance endorsed, the binder is sent to the central office where it is stored for approximately two years. It is then sent to the Federal Records Center in Suitland, Maryland, and stored in numerical order by case number for thirty-six years.

Multifamily Dockets

A field office docket consisting of one or more folders is established for each project as soon as a project number is assigned by the field office. The multifamily project number consists of: (1) a two-digit state code, (2) a one-digit insuring office code, (3) a five-digit serial number, and (4) a suffix containing (a) a two-digit code for sponsor type, (b) a one-digit code for elderly housing, rent supplement approval, or both, (c) a one-digit code for condomium housing, location in an urban renewal area or both, (d) refinanced or reinsured projects, and (e) existing projects involving repairs, improvements, or rehabilitation. Upon final endorsement, the Washington docket containing duplicates of all primary forms and correspondence is created for the main HUD office. Both are retained at least until termination of mortgage insurance; after termination they are stored at the Federal Records Center for an indefinite period. The only information not stored in one or both dockets are the master set of drawings and specifications, and copies of approved construction changes; these are sent immediately to the Federal Records Center.

Individual Property Files and Multifamily Housing Project Master Files

The Individual Property File is prepared in the field office immediately upon notification of the acquisition of a single-family property. The file is marked with the original case number and stored in sequence by case number until disposition of the property; thereafter, term sales and cash sales are stored separately (in case number order) at the field office for one year and then transferred to the Federal Records Center. The field office also prepares the Multifamily Housing Project Master File when it is notified that HUD will acquire a project. Documents pertaining to the project acquisition, maintenance, and sale are stored there until one year after disposition. The file is then stored at the Federal Records Center.

Appendix 2

Sampling Procedure - Single-family Master Statistical Data[1]

From the universe of all single family cases, a sample is drawn which includes all cases not insured under 203(b)[2] and a sample of 203(b) cases drawn as follows: the 2800-4 and accompanying 2900-3 are sorted into strata, based on insuring office workload; a sample is selected using the final digit of the case number according to the specific sampling fraction assigned to each stratum. The data is then edited to eliminate out of range, incomplete or non-comparable data. A quality control review assures that a bias is not introduced by such elimination or that corrections are made and the case reinserted if bias does occur. The following pages list the applicable sampling fractions for each insuring office. Since the sample is drawn to assure adequacy by insuring office, sub-samples must be drawn for states. The maximum percentage samples which can be used within states (without weighting) are also given.

---

[1] See Section III.C.1. for description of Annual Master Statistical, 5-Year Master Statistical and 6th-Year Drop-Out data bases.

[2] Cases insured under a section such as 223(e) pursuant to 203(b) are also sampled 100 percent.

Revised Sampling Procedure for Statistical Analysis of Insured Cases Effective May 1, 1973

The following procedure for sampling Section 203 insured mortgages is designed to provide reliable statistics by insuring office. The offices are divided into seven groups on the basis of case workload. Those with the smallest workloads require 100% samples; smaller samples suffice for offices with larger workloads.

1ST STAGE SAMPLE (OFFICE-SMSA)

GROUP I
100% New and Existing

Office Numbers	
111	Alaska, Anchorage
031,499	Arkansas, Little Rock
044	California, San Diego
061	Connecticut, Hartford
071	Delaware, Wilmington
141,831	Hawaii, Honolulu
121,439	Idaho, Boise
132	Illinois, Springfield
161	Iowa, Des Moines
181	Kansas, Topeka
201	Kentucky, Louisville
221	Louisiana, New Orleans
498	Louisiana, Shreveport
231	Maine, Bangor
241	Maryland, Baltimore
263	Michigan, Grand Rapids
281,289	Mississippi, Jackson
292	Missouri, St. Louis
311	Montana, Helena
321,169	Nebraska, Omaha
331,332	Nevada, Reno
341	New Hampshire, Manchester
351	New Jersey, Camden
401	North Dakota, Fargo
422	Oklahoma, Tulsa
431,569	Oregon, Portland
442	Pennsylvania, Pittsburgh
451	Rhode Island, Providence
461	South Carolina, Columbia
471	South Dakota, Sioux Falls
481	Tennessee, Knoxville
482	Tennessee, Memphis
483	Tennessee, Nashville
521	Utah, Salt Lake City
531	Vermont, Burlington
562,129	Washington, Spokane
571	West Virginia, Charleston
581	Wisconsin, Milwaukee
591,592	Wyoming, Casper

GROUP II
100% New and 70% Existing

Select digits for Existing ending in
0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4, and 8 for Existing

011,012	Alabama, Birmingham
043	California, Sacramento
081,249,548	District of Columbia, Washington
091	Florida, Jacksonville
101,109	Georgia, Atlanta
182,291	Kansas, Kansas City
251	Massachusetts, Boston
261,262	Michigan, Detroit
271	Minnesota, Minneapolis
361	New Mexico, Albuquerque
371	New York, Albany
372,375	New York, Buffalo
381	North Carolina, Greensboro
411	Ohio, Cincinnati
412	Ohio, Cleveland
413	Ohio, Columbus
421	Oklahoma, Oklahoma City
441	Pennsylvania, Philadelphia
492	Texas, Fort Worth
493	Texas, Houston
494,497	Texas, Lubbock
495	Texas, San Antonio
541,542	Virginia, Richmond
561	Washington, Seattle

GROUP III
100% New and 50% Existing

Select digits for Existing ending in
0, 1, 3, 5, and 7
Omit digits ending in 2, 4, 6, 8 and
9 for Existing

041	California, Los Angeles
092	Florida, Miami
093,094	Florida, Tampa
151,152	Indiana, Indianapolis
352	New Jersey, Newark
373,374#	New York, Hempstead
491	Texas, Dallas

#Effective 4/29/74

GROUP IV
70% New and 100% Existing

Select digits for New ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4 and 8 for New

501,821 Puerto Rico, San Juan

GROUP V
70% New and 70% Existing

Select digits for New and Existing ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4 and 8 for New and Existing

051 Colorado, Denver

GROUP VI
70% New and 50% Existing

Select digits for New ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4 and 8 for New
Select digits for Existing ending in 0, 1, 3, 5, and 7
Omit digits ending in 2, 4, 6, 8 and 9 for Existing

046,047 California, Santa Ana
131 Illinois, Chicago

178

GROUP VII
50% New and 50% Existing

Select digits for New and Existing ending in 0, 1, 3, 5 and 7
Omit digits ending in 2, 4, 6, 8 and 9 for New and Existing

021,022 Arizona, Phoenix
042,045 California, San Francisco

As a result of the varied samples used in producing adequate insuring office statistics on the income housing expense relationship, data by states must either be weighted or sub-samples must be selected based on the lowest percentage sample selected for any insuring office jurisdiction within the state. Since all samples have been selected in a uniform manner based on the terminal digits of the case number, the mechanical selection of sub-samples provides a most efficient method of developing uniform characteristics. Furthermore, since the samples selected by insuring offices require a much higher percentage sample than would be needed for the production of adequate state information, the reduction in the number of cases available for the state tabulation to the minimum sampling percentage used for any insuring office jurisdiction within the state would not jeopardize the accuracy obtained for the state.

The following list of states indicates the maximum percentage samples available for use without weighting within the state. The small "s" following a sample percentage indicates that a sub-sample of this percentage is to be obtained by mechanical selection.

2ND STAGE SAMPLE (STATE)

		New	Existing
011,012	Alabama	100	70
111	Alaska	100	100
021,022	Arizona	50	50
031	Arkansas	100	100
041,042,043,044 045,046,047	California	50s	50s
051	Colorado	70	70
061	Connecticut	100	100
071	Delaware	100	100
081	Dist. of Col.	100	70
091,092,093,094	Florida	100	50s
101,109	Georgia	100	70
141	Hawaii	100	100
121,129	Idaho	100	100

		New	Existing
131,132	Illinois	70s	50s
151,152	Indiana	100	50
161,169	Iowa	100	100
181,182	Kansas	100	70s
201	Kentucky	100	100
221,222	Louisiana	100	100
231	Maine	100	100
241,249	Maryland	100	70s
251	Massachusetts	100	70
261,262,263	Michigan	100	70s
271	Minnesota	100	70
281,289	Mississippi	100	100
291,292	Missouri	100	70s
311	Montana	100	100
321	Nebraska	100	100
331,332	Nevada	100	100
341	New Hampshire	100	100
351,352	New Jersey	100	50s
361	New Mexico	100	70
371,372,373,374# 375	New York	100	50s
381	N. Carolina	100	70
401	N. Dakota	100	100
411,412,413	Ohio	100	70
421,422	Oklahoma	100	70s
431,439	Oregon	100	100
441,442	Pennsylvania	100	70s
451	Rhode Island	100	100
461	S. Carolina	100	100
471	S. Dakota	100	100
481,482,483	Tennessee	100	100
491,492,493,494 495,497,498,499	Texas	100	50s
521	Utah	100	100
531	Vermont	100	100
541,542,548	Virginia	100	70
561,562,569	Washington	100	70s
571	West Virginia	100	100
581	Wisconsin	100	100
591,592	Wyoming	100	100
501	Puerto Rico	70	100
821	Virgin Islands	70	100
831	Guam	100	100

#Effective 4/29/74

179

In selecting sub-samples mechanically the following terminal digits of the case number are to be selected, for a:

*30% sample, select digits 0, 3, and 5
50% sample, select digits 0, 1, 3, 5 and 7
70% sample, select digits 0, 1, 3, 5, 6, 7 and 9
100% sample, select all terminal digits

*Currently not in use

3RD STAGE SAMPLE (NATIONAL)

50% New
50% Existing

States having more than 1 Insuring Office

Sample	Sub-Sample	Sample	Sub-Sample
California		**New York**	
100/50		100/70	
50/50		100/70	100/50s
100/70	50s/50s	100/50	
100/100			
70/50		**Ohio**	
Florida		100/70	
		100/70	100/70
100/70		100/70	
100/50	100/50s		
100/50		**Oklahoma**	
Illinois		100/70	100/70s
		100/100	
70/50	70s/50s		
100/100		**Pennsylvania**	
Kansas		100/70	100/70s
		100/100	
100/100	100/70s		
100/70		**Tennessee**	
Louisiana		100/100	
		100/100	100/100
100/100	100/100	100/100	
100/100			
Michigan		**Texas**	
		100/50	
100/70		100/70	
100/100	100/70s	100/70	100/50s
Missouri		100/70	
		100/70	
100/70			
100/100	100/70s	**Washington**	
New Jersey		100/70	
		100/100	100/70s
100/100			
100/50			

Department of Housing and Urban Development
Housing Production and Mortgage Credit-FHA
Division of Research and Statistics
Statistical Systems and Methods Branch
January 5, 1973

Revised Sampling Procedure for Statistical Analysis of Insured Cases
Effective April 1, 1972

The following procedure for sampling Section 203 insured mortgages is designed to provide reliable statistics by insuring office. The offices are divided into seven groups on the basis of case workload. Those with the smallest workloads require 100% samples; smaller samples suffice for offices with larger workloads.

1ST STAGE SAMPLE (OFFICE-SMSA)

Office Numbers	GROUP I 100% New and Existing
111	Alaska, Anchorage
031,499	Arkansas, Little Rock
061	Connecticut, Hartford
071	Delaware, Wilmington
141,831	Hawaii, Honolulu
121,439	Idaho, Boise
132	Illinois, Springfield
161	Iowa, Des Moines
222,498	Louisiana, Shreveport
231	Maine, Bangor
281,289	Mississippi, Jackson
311	Montana, Helena
331,332	Nevada, Reno
341	New Hampshire, Manchester
401	North Dakota, Fargo
422	Oklahoma, Tulsa
451	Rhode Island, Providence
471	South Dakota, Sioux Falls
482	Tennessee, Memphis
521	Utah, Salt Lake City
531	Vermont, Burlington
571	West Virginia, Charleston
591,592	Wyoming, Casper

GROUP II
100% New and 70% Existing

Select digits ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4, and 8 for Existing

011,012	Alabama, Birmingham
043	California, Sacramento
044	California, San Diego
051	Colorado, Denver
081,249,548	District of Columbia, Washington
091	Florida, Jacksonville
181	Kansas, Topeka
182,291	Kansas, Kansas City
201	Kentucky, Louisville
221	Louisiana, New Orleans
241	Maryland, Baltimore
263	Michigan, Grand Rapids
292	Missouri, St. Louis
321,169	Nebraska, Omaha
351	New Jersey, Camden
361	New Mexico, Albuquerque
371	New York, Albany
381	North Carolina, Greensboro
413	Ohio, Columbus
431,569	Oregon, Portland
442	Pennsylvania, Pittsburgh
461	South Carolina, Columbia
481	Tennessee, Knoxville
483	Tennessee, Nashville
492	Texas, Fort Worth
493	Texas, Houston
495	Texas, San Antonio
541,542	Virginia, Richmond
562,129	Washington, Spokane
581	Wisconsin, Milwaukee

GROUP III
100% New and 50% Existing

Select digits ending in 0, 1, 3, 5, and 7
Omit digits ending in 2, 4, 6, 8 and 9 for Existing

041	California, Los Angeles
092	Florida, Miami
151,152	Indiana, Indianapolis
251	Massachusetts, Boston
271	Minnesota, Minneapolis
352	New Jersey, Newark
372,375	New York, Buffalo
373	New York, Hempstead
411	Ohio, Cincinnati
412	Ohio, Cleveland
421	Oklahoma, Oklahoma City
441	Pennsylvania, Philadelphia
494,497	Texas, Lubbock

GROUP IV
70% New and Existing

Select digits for New ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4, and 8 for New and Existing

501,821	Puerto Rico, San Juan

GROUP V
70% New and 50% Existing

Select digits for New ending in 0, 1, 3, 5, 6, 7, and 9
Omit digits ending in 2, 4, and 8 for New
Select digits for Existing ending in 0, 1, 3, 5 and 7
Omit digits ending in 2, 4, 6, 8 and 9 for Existing

021,022	Arizona, Phoenix
042,045	California, San Francisco
046,047	California, Santa Ana
093,094	Florida, Tampa
101,109	Georgia, Atlanta
131	Illinois, Chicago
261,262	Michigan, Detroit
491	Texas, Dallas
561	Washington, Seattle

As a result of the varied samples used in producing adequate insuring office statistics on the income housing expense relationship, data by states must either be weighted or sub-samples must be selected based on the lowest percentage sample selected for any insuring office jurisdiction within the state. Since all samples have been selected in a uniform manner based on the terminal digits of the case number, the mechanical selection of sub-samples provides a most efficient method of developing uniform characteristics. Furthermore, since the samples selected by insuring offices require a much higher percentage sample than would be needed for the production of adequate state information the reduction in the number of cases available for the state tabulation to the minimum sampling percentage used for any insuring office jurisdiction within the state would not jeopardize the accuracy obtained for the state.

The following list of states indicates the maximum percentage samples available for use without weighting within the state. The small "s" following a sample percentage indicates that a sub-sample of this percentage is to be obtained by mechanical selection.

2ND STAGE SAMPLE (STATE)

		New	Existing
011,012	Alabama	100	70
111	Alaska	100	100
021,022	Arizona	70	50
031	Arkansas	100	100
041,042,043,044	California	70s	50s
045,046,047			
051	Colorado	100	70
061	Connecticut	100	100
071	Delaware	100	100
081	Dist. of Col.	100	70
091,092,093,094	Florida	70s	50s
101,109	Georgia	70	50
141	Hawaii	100	100
121,129	Idaho	100	100
131,132	Illinois	70s	50s
151,152	Indiana	100	50
161,169	Iowa	100	100
181,182	Kansas	100	70
201	Kentucky	100	70
221,222	Louisiana	100	70s
231	Maine	100	100
241,249	Maryland	100	70
251	Massachusetts	100	50
261,262,263	Michigan	70s	50s
271	Minnesota	100	50
281,289	Mississippi	100	100
291,292	Missouri	100	70
311	Montana	100	100
321	Nebraska	100	70
331,332	Nevada	100	100
341	New Hampshire	100	100
351,352	New Jersey	100	50s
361	New Mexico	100	70
371,372,373,375	New York	100	50s
381	N. Carolina	100	70
401	N. Dakota	100	100
411,412,413	Ohio	100	50s
421,422	Oklahoma	100	50s
431,439	Oregon	100	70
441,442	Pennsylvania	100	50s
451	Rhode Island	100	100
461	South Carolina	100	70
471	South Dakota	100	100

2ND STAGE SAMPLE (STATE) CONTINUED

		New	Existing
481,482,483	Tennessee	100	70s
491,492,493			
494,492,493	Texas	70s	50s
494,495,497			
498,499			
521	Utah	100	100
531	Vermont	100	100
541,542,548	Virginia	100	70
561,562,569	Washington	70s	50s
571	West Virginia	100	100
581	Wisconsin	100	70
591,592	Wyoming	100	100
501	Puerto Rico	70	70
821	Virgin Islands	70	70
831	Guam	100	100

In selecting sub-samples mechanically the following terminal digits of the case number are to be selected, for a:

*30% sample, select digits 0, 3, and 5
50% sample, select digits 0, 1, 3, 5 and 7
70% sample, select digits 0, 1, 3, 5, 6, 7 and 9
100% sample, select all terminal digits

*Currently not in use

3RD STAGE SAMPLE (NATIONAL)

70% New
50% Existing

States having more than 1 Insuring Office

Sample	Sub-Sample
New Jersey	
100/70	100/50s
100/50	
New York	
100/70	100/50s
100/50	
100/50	
Pennsylvania	
100/50	100/50s
100/70	
Florida	
100/70	70s/50s
100/50	
70/50	
Tennessee	
100/70	100/70s
100/100	
Illinois	
70/50	70s/50s
100/100	
Michigan	
70/50	70s/50s
100/70	
Ohio	
100/50	100/50s
100/50	
100/70	

Sample	Sub-Sample
Louisiana	
100/70	100/70s
100/100	
Missouri	
100/70	100/70
100/70	
Oklahoma	
100/50	100/50s
100/100	
Texas	
70/50	
100/70	70s/50s
100/70	
100/50	
100/70	
California	
100/50	
100/70	70s/50s
100/70	
70/50	
70/50	
Washington	
70/50	70s/50s
100/70	

Department of Housing and Urban Development
Federal Housing Administration
Division of Research and Statistics
Statistics Section
6/30/72

Revised Sampling Procedure for Statistical Analysis of Insured Cases Effective January 1, 1969

The following procedure for sampling Section 203 insured mortgages is designed to provide reliable statistics by insuring office. The offices are divided into seven groups on the basis of case workload. Those with the smallest workloads require 100% samples; smaller samples suffice for offices with larger workloads.

GROUP I
100% New and Existing

Alaska, Anchorage
Arkansas, Little Rock
Connecticut, Hartford
Delaware, Wilmington
Hawaii, Honolulu
Idaho, Boise
Illinois, Springfield
Iowa, Des Moines
Louisiana, Shreveport
Maine, Bangor
Mississippi, Jackson
Montana, Helena
Nevada, Reno
New Hampshire, Manchester
North Dakota, Fargo
Oklahoma, Tulsa
Rhode Island, Providence
South Dakota, Sioux Falls
Tennessee, Memphis
Utah, Salt Lake City
Vermont, Burlington
West Virginia, Charleston
Wyoming, Casper

GROUP II
100% New and 70% Existing

Select digits ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4 and 8 for Existing

Alabama, Birmingham
California, Sacramento
California, San Diego
Colorado, Denver
District of Columbia, Washington
Florida, Jacksonville
Kansas, Topeka
Kentucky, Louisville
Louisiana, New Orleans
Maryland, Baltimore
Michigan, Grand Rapids
Missouri, Kansas City
Missouri, St. Louis
Nebraska, Omaha
New Jersey, Cambden
New Mexico, Albuquerque
New York, Albany
North Carolina, Greensboro
Ohio, Columbus
Oregon, Portland
Pennsylvania, Pittsburgh
South Carolina, Columbia
Tennessee, Knoxville
Texas, Forth Worth
Texas, Houston
Texas, San Antonio
Virginia, Richmond
Washington, Spokane
Wisconsin, Milwaukee

GROUP III
100% New and 50% Existing

Select digits ending in 0, 1, 3, 5, and 7
Omit digits ending in 2, 4, 6, 8 and 9 for Existing

California, Los Angeles
Florida, Miami
Indiana, Indianapolis
Massachusetts, Boston
Minnesota, Minneapolis
New Jersey, Newark
New York, Buffalo
New York, Hempstead
Ohio, Cincinnati
Ohio, Cleveland
Oklahoma, Oklahoma City
Pennsylvania, Philadelphia
Texas, Lubbock

GROUP IV
70% New and Existing

Select digits ending in 0, 1, 3, 5, 6, 7 and 9
Omit digits ending in 2, 4, and 8 for both New and Existing

Puerto Rico, San Juan

GROUP V
70% New and 50% Existing

Select digits for New ending in 0, 1, 3, 5, 6 7 and 9
Omit digits ending in 2, 4 and 8 for New
Select digits for Existing ending in 0, 1, 3, 5 and 7
Omit digits ending in 2, 4, 6, 8 and 9 for Existing

Arizona, Phoenix
California, San Francisco
California, Santa Ana
Florida, Tampa
Georgia, Atlanta
Illinois, Chicago
Michigan, Detroit
Texas, Dallas
Washington, Seattle

As a result of the varied samples used in producing adequate insuring office statistics on the income housing expense relationship, data by states must either be weighted or sub-samples must be selected based on the lowest percentage sample selected for any insuring office jurisdiction within the state. Since all samples have been selected in a uniform manner based on the terminal digits of the case number, the mechanical selection of sub-samples provides a most efficient method of developing uniform characteristics. Furthermore, since the samples selected by insuring offices require a much higher percentage sample than would be needed for the production of adequate state information the reduction in the number of cases available for the state tabulation to the minimum sampling percentage used for any insuring office jurisdiction within the state would not jeopardize the accuracy obtained for the state.

The following list of states indicates the maximum percentage samples available for use without weighting within the state. The small "s" following a sample percentage indicates that a sub-sample of this percentage is to be obtained by mechanical selection.

	New	Existing
Alabama	100	70
Alaska	100	100
Arizona	70	50
Arkansas	100	100
California	70s	50s
Colorado	100	70
Connecticut	100	100
Delaware	100	100
Dist. of Col.	100	70
Florida	70s	50s
Georgia	70	50
Hawaii	100	100
Idaho	100	100
Illinois	70s	50s
Indiana	100	50
Iowa	100	100
Kansas	100	70
Kentucky	100	70
Louisiana	100	70s
Maine	100	100
Maryland	100	70
Massachusetts	100	50
Michigan	70s	50s
Minnesota	100	50
Mississippi	100	100
Missouri	100	70
Montana	100	100
Nebraska	100	70

	New	Existing
Nevada	100	100
New Hampshire	100	100
New Jersey	100	50s
New Mexico	100	70
New York	100	50s
North Carolina	100	70
North Dakota	100	100
Ohio	100	50s
Oklahoma	100	50s
Oregon	100	70
Pennsylvania	100	50s
Rhode Island	100	100
South Carolina	100	70
South Dakota	100	100
Tennessee	100	70s
Texas	70s	50s
Utah	100	100
Vermont	100	100
Virginia	100	70
Washington	70s	50s
West Virginia	100	100
Wisconsin	100	70
Wyoming	100	100
Puerto Rico	70	70

In selecting sub-samples mechanically the following terminal digits of the case number are to be selected, for a:

*30% sample, select digits 0, 3, and 5
50% sample, select digits 0, 1, 3, 5 and 7
70% sample, select digits 0, 1, 3, 5, 6, 7, and 9
100% sample, select all terminal digits

*Currently not in use

Department of Housing and Urban Development
Federal Housing Administration
Division of Research and Statistics
Statistics Section
12/10/68

States having more than 1 Insuring Office

Sample	Sub-Sample	Sample	Sub-Sample
New Jersey		**Louisiana**	
100/70	100/50s	100/70	100/70s
100/50		100/100	
New York		**Missouri**	
100/70		100/70	
100/50	100/50s	100/70	100/70
100/50			
Pennsylvania		**Oklahoma**	
100/50	100/50s	100/50	100/50s
100/70		100/100	
Florida		**Texas**	
100/70	70s/50s	70/50	
100/50		100/70	70s/50s
70/50		100/70	
Tennessee		100/50	
100/70	100/70s	100/70	
100/100		**California**	
Illinois		100/50	
70/50	70s/50s	100/70	70s/50s
100/100		100/70	
Michigan		70/50	
70/50	70s/50s	70/50	
100/70		**Washington**	
Ohio		70/50	70s/50s
100/50		100/70	
100/50	100/50s		
100/70			

Appendix 3

Variables on the Annual Master Statistical, The 5-Year Master Statistical and the 6th-Year Drop-Out Files[1]

Common Data
1. Case number

2800 Data
1. Type heat
2. FI Code
3. Zip Code* or Data Tract (1973 and 1974 only)
4. Neighborhood codes
5. Year completed
6. Building type
7. Construction type
8. Factory fabricated
9. Type of exterior finish
10. Number of stories (full and half)
11. Condition of structure
12. Type of basement code
13. Number of living units
14. Number of bedrooms
15. Number of rooms
16. Number of baths (full and half)
17. Garage codes
18. Type of utilities - water, sewer, electric
19. Type of wiring (underground, above ground)
20. Extra features
21. Air conditioning
22. Lot dimensions
23. Sale price
24. Date of sale
25. Equipment in value
26. Replacement costs of improvements
27. Market price of equivalent site
28. Replacement cost
29. Market price
30. FHA value
31. Price per square foot
32. Area - foundation
33. Area - floor
34. Property address (house number and street name)*
    a. House number (5 characters)
    b. Street name (13 characters)

2900 Data
1. Total previous monthly housing expense*
2. Special processing code
3. Husband's age

---

*Variables followed by an asterisk are available only from 1974 on.

[1]See Section III.C.1. for description of data bases.

4. Wife's age
5. Years married
6. Number of dependents
7. Purpose of loan
8. Occupancy status (or mortgagor type)
9. Race code
10. Principal effective income
11. Income code
12. Total monthly income
13. Total effective income
14. Net effective income
15. Retired mortgagor code

Previous Monthly housing expenses:
16. Taxes assessed
17. Total previous mortgage payment
18. Maintenance expense
19. Total fixed payment

Settlement requirements:
20. Sale price
21. Closing cost
22. Total acquisition cost

9100 Data
1. Housing area name
2. Mortgagor name (22 characters)*
3. State name (5 characters)
4. Section of the act
5. Program code
6. Construction status
7. Number of living units
8. Service branch
9. Term in months
10. Type of mortgage
11. F.I. code
12. Monthly payment to principal and interest
13. Mortgage amount
14. Loan to value ratio (computed)
15. Interest rate
16. Date of endorsement
17. Census tract and suffix*
18. Holding mortgagee number
19. Servicing mortgagee number and branch

FI/CO Data
1. FHA County Code
2. Insuring Office state
3. Defined Area Code*

4. Region code*
5. Federal Standard SMSA code*
6. Federal Standard State code*
7. Federal Standard county code*

Termination Area - not on Annual Master Statistical
1. Date of termination (month, year)
2. Reason for default
3. Type of termination
4. Group account
5. Servicing mortgagee number
6. Mortgagee change code
7. Holding mortgagee code
8. Exposure in months

Appendix 4

Variables on the Insured and Terminated Master and/or the Cross Reference Master[1]

Insured Case Data

1. FHA case number
2. Section of the act
3. Program code
4. Construction type
5. Number of living units
6. Endorsement date (day, month, year)
7. Amortization date (day, month, year)
8. Duration of mortgage in months
9. Maturity date (month, year)
10. Type of mortgagee
11. Original holding mortgagee number
12. Original servicing mortgagee and branch number
13. Loan to value ratio*
14. Monthly payment to principal and interest
15. Mortgage amount
16. Interest rate
17. Mortgagor name
18. Property address*
    a. House number (5 characters)
    b. Street name (13 characters)
    c. City name (10 characters)
    d. Zip code (5 characters)
19. FI/CO number

FI/CO File Area

20. HUD monitoring area
21. HUD region
22. Federal Standard SMSA Code
23. Federal Standard State Code
24. Federal Standard County Code
25. HUD housing area code
26. Insuring state code
27. Insuring office code
28. Census tract and tract suffix*

* Variables marked by an asterisk are available on the Cross Reference Master file only.

[1] See Section III.C.2. for description of data bases.

Minority Group Area

29. Minority group code*
30. Neighborhood classification*
    a. Core city
    b. Model city
    c. Urban Renewal area
    d. Code enforcement area
    e. Blighted area
31. Dispersal data*
32. Application mortgagee and branch*

Termination area

33. Type of termination
34. Termination date (month, year)
35. Reason for default
36. Exposure time in months
37. Current holding mortgagee number
38. Current servicing mortgagee and branch number

Acquired Home Property Area

39. Amount of claim (acquisition cost)*
40. Amount of profit or loss*

APPENDIX 5

TABLES IN 1972 HUD STATISTICAL YEARBOOK[1]

156. Mortgages and loans insured by FHA, 1934-1972.
157. Privately owned housing units started under FHA programs compared with total for United States, 1935-1972.
158. Status of FHA insurance written as of December 31, 1972.
159. Home mortgages insured by FHA, 1935-1972.
160. Multifamily housing mortgages insured by FHA, 1935-1972.
161. Volume of FHA-insured mortgages and loans, by state location of property, 1972.
162. Volume of FHA-insured new and existing home mortgages, by state location of property, by section, 1972.
163. Number and percentage distribution of FHA-insured multifamily housing projects and units by population of the place in which the project is located for selected programs, as of December 31, 1972.
164. Volume of FHA-insured multifamily housing mortgages, by state location of projects, by sections, 1972.
165. Volume of FHA-insured mortgages and loans, by state location of property, 1934-1972.
166. Title I Property Improvement Loans insured by FHA, 1934-1972.
167. Mortgages and loans insured inside and outside of Standard Metropolitan Statistical Areas, selected years.
168. Volume of FHA-insured home mortgages by state location of property, by section of the act, 1935-1972.
169. Volume of FHA-insured multifamily mortgages, by state location of projects, by section, 1935-1972.
170. Financing of FHA-insured mortgages and loans, by type of institution, 1972.

[1] Table numbers given are for the 1972 issue. Tables may vary slightly from year to year.

171. Holdings of FHA-insured mortgages, by type of institution, as of December 31, 1972.
172. Purchases of FHA-insured mortgages, by type of institution, 1972.
173. Sales of FHA-insured mortgages, by type of institution, 1972.
174. Financing of FHA-insured mortgages and loans, by type of institution, selected years, 1946-1972.
175. Termination of FHA home mortgage insurance by type, 1935-1972.
176. Disposition of FHA-acquired home properties, 1935-1972.
177. Disposition of FHA-acquired multifamily housing properties and mortgages, December 31, 1972.
178. Termination of FHA multifamily housing mortgage insurance, by type, 1935-1972.
179. Termination of FHA home mortgage insurance, selected years, 1959-1972.
180. Termination of FHA multifamily housing mortgage insurance, selected years, 1950-1972.
181. Default status of FHA-insured home mortgages, selected years, 1950-1972.
182. Default status of FHA-insured multifamily housing mortgages, selected years, 1950-1972.
183. FHA home mortgage insurance terminated during the year 1972.
184. Termination and default status of FHA home mortgage insurance, by state, as of December 31, 1972.
185. Termination and default status of FHA-insured multifamily housing mortgages, by state location of project, as of December 31, 1972.
186. Claims paid on Title I property improvement loans, by state location, 1972 and cumulative.
187. Title I property improvement loans outstanding and claims paid by FHA, selected years 1934-1972.
188. Characteristics of 1-family home transactions, Sec. 203, for selected years, by type of construction.

189-195. Specific characteristics, 1-family homes, Sec. 203, selected years.

196-203. Specific characteristics by estimate of value, new or existing 1-family homes, Section 203, 1972.

204-209. Specific characteristics by improved floor area, new or existing 1-family homes, Section 203, 1972.

210-215. Specific characteristics by mortgagor's total effective monthly income, new or existing 1-family homes, Section 203, 1972.

216-221. Specific characteristics by total acquisition cost, new or existing 1-family occupant purchase homes, Section 203, 1972.

222. Mortgage market transactions on HUD-insured new home mortgages, 1960-1972

223-224. Specific characteristics by estimate of property value, new or existing 1-family homes, Section 221(d)(2), 1972.

225-226. Specific characteristics by estimate of value, new or existing 1-family homes, Section 221(d)(2), 1972.

227-228. Specific characteristics by improved floor area, new or existing 1-family homes, Section 221(d)(2), 1972.

229-230. Specific characteristics by mortgagor's total effective monthly income, new or existing 1-family occupant homes, Section 221(d)(2), 1972.

231-232. Specific characteristics by total acquisition cost, new or existing 1-family occupant purchase homes, Section 221(d)(2), 1972.

233. Percentage distribution of selected characteristics of the Section 235(i) homeownership assistance program, 1972.

234-237. Specific characteristics by total acquisition cost, new or existing 1-family occupant purchase homes, Section 235(i), 1972, first nine months.

238. Characteristics of FHA insured multifamily projects started under Section 207, by type of structure, 1972.

239. Characteristics of FHA insured multifamily projects started under Section 207, selected years.

240. Characteristics of FHA Insured Multifamily Projects Started under Section 207, by Number of Bedrooms, 1972

241. Characteristics of FHA insured multifamily projects started under Section 221, market interest rate, by type of structure, 1972.

242. Characteristics of FHA insured multifamily projects started under Section 221, market interest rate, selected years.

243. Characteristics of FHA insured multifamily projects started under Section 221, market interest rate, by number of bedrooms, 1972.

244. Characteristics of FHA insured multifamily projects, profit-motivtted, started under Section 221 market interest rate, by type of structure, 1972.

245. Characteristics of FHA insured multifamily projects, non-profit and limited dividend, strated under section 221 market interest rate, by type of structure, 1972.

246. Characteristics of FHA insured nursing homes started under Section 232, by type of structure, 1972.

247. Characteristics of FHA insured nursing homes started under Section 232, selected years.

248. Characteristics of FHA insured nursing homes started under Section 232, by size of room or ward, 1972.

249. Characteristics of FHA condominium projects started under Section 234, by type of structure, 1972.

250. Characteristics of FHA condominium projects started under Section 234, selected years.

251. Characteristics of FHA condominium projects started under Section 234, by number of bedrooms, 1972.

252. Characteristics of FHA insured multifamily projects started under Section 236, by type of structure, 1972.

253. Characteristics of FHA insured multifamily projects started under Section 236, selected years.

254. Characteristics of FHA insured multifamily projects started under Section 236, by number of bedrooms, 1972.

255. Characteristics of FHA insured mobile home parks started under Section 207M, selected years.

256. Characteristics of FHA Insured Projects Started Under Section 235(j), Selected Years.

257. Number of Payments Received Prior to Default, by Term of Title I Improvement Loans, 1972.

258. Title I Property Improvement Loans by Amount and Term of Loan for Selected Years.

259. Title I Property Improvement Loans by Amount of Loan and Major Type of Improvement, by Type of Property Improved, 1972.

260. Title I Improvement Loans by Type of Improvement, 1972.

261. Type of Improvement by Type of Property for Claims Paid on Title I Improvement Loans, 1972.

262. FHA-Insured Home and Project Mortgage Debt Retirements During Selected Years, 1940-1972.

263. Outstanding Balance of Insurance in Force, Insurance Reserves and Estimated Reserve Requirements in the Insurance Funds of the Federal Housing Administration as of June 30, 1970-1972.

264. Actuarial Schedule 1. - Annual Termination Rates for 1- to 4-Family Home Mortgates by Type of Termination Based on Aggregate Termination Experience by Policy Year for Sec. 203 Mortgages Insured from 1935 Through 1970 and Exposed to Policy Anniversaries in 1971 or Prior Termination Dates.

265. Actuarial Schedule 2. - Survivorship Table for a Group of 1- to 4-Family Home Mortgages of Various Maturity Classes Based on Aggregate Termination Experience by Policy Year for Sec. 203 Mortgages Insured From 1935 Through 1970 and Exposed to Policy Anniversaries in 1971 or Prior Termination Dates.

266. Actuarial Schedule 3. - Decrement Table of a Group of 1- to 4-Family Home Mortgages Based on Aggregate Termination Experience by Policy Year for Sec. 203 Mortgages Insured from 1935 through 1970 and Exposed to Policy Anniversaries in 1971 or Prior Termination Dates.

267. Combined Insurance Funds, Income and Operating Expenses through June 30, 1972.

268. Combined Insurance Funds, Income from Insurance Operations and Investments, through June 30, 1972.

Appendix 6

Tables in FHA Homes 1972 Data for States and Selected Areas on Characteristics of FHA Operations under Section 203[1]

1. Volume of FHA-insured new and existing home mortgages.
2. Number of cases included in sample by type of case, new and existing.
3. Type of financing institutions, new and existing.
4. Term of mortgage and percent of mortgages insured at maximum permissable amount for 25 and 30 year term, new and existing.
5. Ratio of loan to value, new and existing.
6. Estimate of property value, new and existing.
7. Property replacement cost, new.
8. Estimated construction cost per square foot, new.
9. Property characteristics, new and existing.
10. Number of rooms and bedrooms, new and existing.
11. Improved living area, new and existing.
12. Number of bathrooms, new and existing.
13. Year built, existing.
14. Structural characteristics, new and existing.
15. Basements, new and existing.
16. Number of stories, new and existing.
17. Building type and material, new and existing.
18. Available market price of equivalent site, new and existing.
19. Ratio of market price of site to value, new and existing.
20. Price of site per square foot, new and existing.
21. Size of lot, new and existing.
22. Water supply and sewage disposal systems, new and existing.
23. Home equipment reported at the time of processing, new and existing.
24. Mortgagor's annual current income for occupant transactions, new and existing.
25. Estimated mortgagor's effective monthly income for occupant transactions, new and existing.
26. Characteristics of borrower's monthly income for occupant transactions, new and existing.
27. Monthly payment characteristics of occupant transactions, new and existing.
28. Financial characteristics of occupant transactions, new and existing.
29. Age of husband for occupant transactions, new and existing.
30. Percentage distribution of mortgagors by marital status and years married for occupant transactions, new and existing.
31. Percentage distribution of number of dependents and years married for occupant transactions, new and existing.
32. Estimated prospective monthly housing expense for occupant transactions, new and existing.
33. Estimate of monthly cost of heating and utilities for occupant transactions, new and existing.

[1]Same tables included for states and areas. Table numbers are for the 1972 issue; other issues may vary slightly.

34. FHA estimate of monthly cost of maintenance and repair for occupant transactions, new and existing.
35. Total acquisition cost, purchase transactions, new and existing.
36. Purchase transaction characteristics, new and existing.
37. Sale price per square foot, 1-story purchase transactions, new and existing.
38. FHA estimate of closing costs, purchase transactions, new and existing.
39. Mortgagor's investment, purchase transactions, new and existing.

Appendix 7

Tables in
"FHA Trends of Home Mortgage Characteristics,"
"Area Trends, A Supplement to FHA Trends," and
"State Trends, A Supplement to FHA Trends"

1. Estimate of Value[1]
2. Mortgage Amount
3. Loan to Value Ratio
4. Estimated Market Price of Site
5. Site/Value Ratio
6. Lot Size (in square feet)
7. Price of Site Per Square Foot
8. Estimated Construction Cost Per Square Foot
9. Neighborhood Location
10. Condition of Home
11. Number of Stories
12. Basement Facilities
13. Garage Facilities
14. Percent of Homes that are:
    Detached Structures
    Factory Fabricated
    Air Conditioned (central)
15. Home Equipment in Value
16. Extra Features
17. Type Heat Installed
18. Improved Living Area
19. Rooms
20. Bedrooms
21. Bathrooms
22. Water Supply
23. Sewage Disposal
24. Type of Mortgagee
25. a. Replacement Cost of Property (proposed only)
    b. Year Built (existing only)
26. Term of Mortgage
27. Percent of Mortgages Insured at Maximum Permissable Amount
28. Annual Gross Family Income (Total Current Income)
29. Monthly Gross Family Income Acceptable to FHA (Total Effective Income)

---

[1] Separate values in all tables for proposed and existing construction.

30. Effective Income as Percent of Gross Family Income
31. Monthly Net Family Income Acceptable to FHA—After Taxes (Net Effective Income)
32. Sex and Marital Status of Principal Mortgagor
33. Principal Mortgagor's Monthly Effective Income
34. Wife's Income Status
35. Monthly Secondary Income—When Income of Wife is Acceptable
36. Monthly Secondary Income—When Wife Unemployed or Her Income is Disallowed
37. Family Profile
38. Age of Husband (Principal Mortgagor)
39. Age of Wife (Co-mortgagor)
40. Age of Unmarried Male—When Principal Mortgagor
41. Age of Unmarried Female—When Principal Mortgagor
42. Average Monthly Payment Characteristics
43. Monthly Payment to Principal and Interest
44. Monthly Hazard Insurance
45. Monthly Real Estate Taxes
46. Monthly Mortgage Payment
47. Monthly Maintenance and Repair Expense
48. Monthly Heating and Utilities Expense
49. Prospective Monthly Housing Expense
50. Other Fixed Obligations
51. Total Monthly Fixed Obligations
52. Housing Expense/Total Effective Income Ratio
53. Sale Price Per Square Foot
54. Sale Price
55. Incidental Closing Costs
56. Total Acquisition Cost
57. Value/TAC by Total Acquisition Cost
58. Value/Total Acquisition Cost Ratio
59. Mortgagor's Investment

Appendix 8

Tables in Series Data Handbook, A Supplement to FHA Trends[1]

1. Volume of FHA-insured new and existing home mortgages
2. Characteristics of 1-family home transactions
3. Age of principal mortgagor
4. Age of co-mortgagor
5. Age of unmarried female, when principal mortgagor
6. Age of unmarried male, when principal mortgagor
7. Area:
    Improved floor area
    Stores - Area by stories
8. Basements
9. Bathrooms
10. Bedrooms
11. Building type - air conditioning - factory fabricated
12. Closing cost
13. Exterior finish
14. Garage and carport:
    Garages and carports (percent with no garage, carport and garage)
    Garage and carport capacity
    Garage and carport type
15. Home appliances included in value at time of processing
16. Income:
    Adjustment for net income (Federal income tax)
    Annual total current income (gross family income)
    Annual total effective income
    Monthly secondary income (when income of wife is allowed)
    Monthly secondary income (when wife unemployed or income disallowed)
    Monthly total current income (gross family income)
    Monthly total effective income
    Net effective income (monthly effective income after tax)
    Percent of income allowed)tot.eff.inc. as % of tot.current inc.)
    Total effective income by co-mortgagor's income codes
    Wife's income status
17. Marital status and number dependents:
    Marital status
    Number dependents
18. Mortgage:
    Loan/value ratio
    Mortgage amount
    Purpose of loan
    Term of mortgage
19. Mortgagor's investment

20. Payment characteristics:
    - Hazard insurance
    - Heating and utilities
    - Housing expense
    - Housing expense/net effective income ratio
    - Housing expense/total effective income ratio
    - Maintenance and repair
    - Mortgage payment
    - Other recurring charges
    - Payment to principal and interest
    - Taxes and assessments
    - Total fixed obligations
21. Replacement cost:
    - Construction cost per square foot
    - Replacement cost of property
    - Replacement cost/value ratio
22. Rooms
23. Sale price
24. Sale price per square foot
25. Site characteristics:
    - Average site/average value ratio
    - Lot size
    - Market price of site
    - Price of site per square foot
    - Site/value ratio
26. Structures and family units
27. Total acquisition cost
28. Type of originating mortgagee
29. Type of mortgagor
30. Value:
    - Estimate of property value
    - Monthly rental value
    - Ratio of value/total acquisition cost
31. Water supply and sewage disposal
32. Year built - age of structure (existing)

ALPHABETICAL LIST OF FORMS INCLUDED

Acquired Property Inspection Report	HUD-9519	29
Acquired Property Record Card	HUD-9501	28,33
Amendment to Schedule 'A' of Broker Contract and Request for Property Listing Information	HUD-9516	29
Application for Homeownership Assistance under Section 235 of the National Housing Act	FHA-3100	12,13
Application for Insurance of Advance of Mortgage Proceeds	FHA-2403	14
Application for Insurance Benefits and General Assignment	FHA-2777	24
Application for Insurance Benefits and General Assignment	FHA-2777A	24
Application for Mortgage Insurance - Cooperative Housing - Condominium Housing	FHA-3201	7,12
Application - Project Mortgage Insurance	FHA-2013	6,12
Application for Property Appraisal and Commitment	FHA-2800	3,5,8,15,29
Application for Tenant Eligibility under the Section 236 Program	FHA-3131	22
Approved Property Disposition Program	HUD-9503	29
Bid on Repairs	FHA-477	29
Broker Authorization	HUD-9606	30
Broker's Report of Collections	FHA-2700a	30,31
Broker's Report of Disbursements	FHA-2700b	30,31
Broker's Summary Accounting Report	FHA-2700	30,31
Builder's Warranty	FHA-2544	11
Closing Statement - Privately Financed Sale	FHA-2651P	33
Commitment for Insurance of Advances	FHA-2432	13
Commitment to Insure Upon Completion	FHA-1453	13
Condominium Analysis and Appraisal	FHA-180	5,7
Consent to Assignment of Home Mortgage and Procedure for Completing Claim for Insurance Benefits	FHA-2784	24
Contract of Sale and Purchase		
Cooperative or Condominium Housing - Project Analysis	FHA-2264B	7,12
Cost Certification Review Worksheet - Mortgage Credit Section	FHA-2331A	15
Cost Estimate--Inplace Unit Method	FHA-2014	5
Damage and Occupancy Report	FHA-2060B	25
Determination of Rehabilitation Costs Plus 'As Is' Value of a Project Under 235(j)	FHA-2264RS	7,12
Estimate of Market Price by Comparison	FHA-2019	5
Financing and Closing Costs (Private Financing)	FHA-2004W	33
Fiscal Data to Support Claim for Insurance Benefits	FHA-2777B	24
Home Mortgage Default Notice	FHA-2068	19
Income and Operating Expense Analysis	HUD-92558	20
Lender's Request for Termination of Home Mortgage Insurance	FHA-2344	24

Maximum Insurable Mortgage	FHA-2580	15
Monthly Operating Summary for Insured Subsidized Multifamily Projects	HUD-9808	20,22
Monthly Report for Establishing Net Income	HUD-93479	20
Monthly Report of Excess Income (Section 236)	HUD-3104	20
Mortgage Insurance Certificate	FHA-9100	14,15,33,34
Mortgage Record Change	HUD-92080	19,20,22
Mortgagee's Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act	FHA-2900	10,13,15,19,32
Mortgagor's Statement - Request for Special Forebearance or Assignment (or Record of Interview with Delinquent Mortgagor)	FHA-2068F	24
Multifamily Valuation Data	FHA-2275	8,12,15
Notice of Closing	FHA-755A	33
Notice of Default Status on Multifamily Housing Projects	HUD-92426	21
Notice of Property Transfer and Application for Insurance Benefits	FHA-1025	25,26
Occupancy Report - Multifamily, HUD-Insured and Section 202 Housing	HUD-9801	21,22,31
Occupancy Schedule	HUD-9602	31,33
OCR Action Forms	FHA-700	4,8,11,13,33,34
Offer to Purchase and Broker's Tender	HUD-09551	32
Operating Expense Analysis Worksheet	FHA-2274	7,12
Physical Inspection Report	HUD-92470	20
Physical Property Report	HUD-9601	30,33
Property Acquisition and Disposition Register	HUD-9500	28,30,33
Prospectus and Invitation to Bid		34
Purchase Order and Payment Authorization	FHA-2542	29,31
Real Property - Sale Closing Statement	FHA-2651F	33
Recertification of Family Income and Composition - Section 235(b)	FHA-3101	19,22
Recertification of Family Income and Composition under the Section 236 Program	FHA-3132	22,31
Record of Servicing Action	FHA-2067	
Regulatory Agreements		12
Rental Housing - Project Income Analysis and Appraisal	FHA-2264	6,12,30,33
Rental Rates and Services	HUD-9605	30,33
Rental Schedule and Information on Rental Projects	HUD-92458	21
Repair Expenditure Control Sheet	HUD-9617	31
Report on Application	FHA-2026	5
Report of Physical Condition and Recommendation for Expenditures	HUD-9615	31
Request for Credit Approval of Substitute Mortgagor	FHA-2210	19
Request for Final Endorsement of Credit Instrument	FHA-2023	15
Request for Termination of Multifamily Mortgage Insurance (Prepayment or Voluntary Termination)	FHA-311	25

Schedule of Accounts Payable	HUD-93481	20
Schedule of Disbursements	HUD-93480	20
Schedule of Tax Information	FHA-2779	24
Standard Retail Sales Contract	FHA-2384	33
Statement of Profit or Loss	HUD-2410	21
Summary of Cost Certification Review - Cost Section	FHA-2331	14
Supplement to Project Analysis	FHA-2264A	7,12
Total Family Income Certification	HUD-91705	21

NUMERICAL LIST OF FORMS INCLUDED

FHA-180	Condominium Analysis and Appraisal	5
FHA-311	Request for Termination of Multifamily Mortgage Insurance (Prepayment or Voluntary Termination)	5,7
FHA-477	Bid on Repairs	25
FHA-700	OCR Action Forms	29
FHA-755A	Notice of Closing	4,8,11,13,33,34
FHA-1025	Notice of Property Transfer and Application for Insurance Benefits	33
FHA-1453	Commitment to Insure Upon Completion	25,26
FHA-2004W	Financing and Closing Costs (Private Financing)	13
FHA-2013	Application - Project Mortgage Insurance	33
FHA-2014	Cost Estimate--Inplace Unit Method	6,12
FHA-2019	Estimate of Market Price by Comparison	5
FHA-2023	Request for Final Endorsement of Credit Instrument	5
FHA-2026	Report on Application	15
FHA-2060	now HUD-9503	5
FHA-2060B	Damage and Occupancy Report	
FHA-2067	Record of Servicing Action	25
FHA-2068	Home Mortgage Default Notice	
FHA-2068F	Mortgagor's Statement - Request for Special Forebearance or Assignment (or Record of Interview with Delinquent Mortgagor)	19
FHA-2210	Request for Credit Approval of Substitute Mortgagor	24
FHA-2264	Rental Housing - Project Income Analysis and Appraisal	19
FHA-2264A	Supplement to Project Analysis	6,12,30,33
FHA-2264B	Cooperative or Condominium Housing - Project Analysis	7,12
FHA-2264RS	Determination of Rehabilitation Costs Plus 'As Is' Value of a Project Under 235(j)	7,12
FHA-2274	Operating Expense Analysis Worksheet	7,12
FHA-2275	Multifamily Valuation Data	8,12,15
FHA-2331	Summary of Cost Certification Review - Cost Section	15
FHA-2331A	Cost Certification Review Worksheet - Mortgage Credit Section	15
FHA-2344	Lender's Request for Termination of Home Mortgage Insurance	24
FHA-2384	Standard Retail Sales Contract	33
FHA-2403	Application for Insurance of Advance of Mortgage Proceeds	14
FHA-2432	Commitment for Insurance of Advances	13
FHA-2542	Purchase Order and Payment Authorization	29,31
FHA-2544	Builder's Warranty	11
FHA-2580	Maximum Insurable Mortgage	15
FHA-2651F	Real Property - Sale Closing Statement	33
FHA-2651P	Closing Statement - Privately Financed Sale	33
FHA-2700	Broker's Summary Accounting Report	30,31
FHA-2700a	Broker's Report of Collections	30,31
FHA-2700b	Broker's Report of Disbursements	30,31

FHA-2777	Application for Insurance Benefits and General Assignment	24
FHA-2777A	Application for Insurance Benefits and General Assignment	24
FHA-2777B	Fiscal Data to Support Claim for Insurance Benefits	24
FHA-2779	Schedule of Tax Information	24
FHA-2784	Consent to Assignment of Home Mortgage and Procedure for Completing Claim for Insurance Benefits	24
FHA-2800	Application for Property Appraisal and Commitment	3,5,8,15,29
FHA-2900	Mortgagee's Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act	10,13,15,19,32
FHA-3100	Application for Homeownership Assistance under Section 235 of the National Housing Act	12,13
FHA-3101	Recertification of Family Income and Composition - Section 235(b)	19,22
FHA-3131	Application for Tenant Eligibility under the Section 236 Program	22
FHA-3132	Recertification of Family Income and Composition under the Section 236 Program	22,31
FHA-3201	Application for Mortgage Insurance - Cooperative Housing - Condominium Housing	7,12
FHA-9100	Mortgage Insurance Certificate	14,15,33,34
HUD-2410	Statement of Profit or Loss	21
HUD-3104	Monthly Report of Excess Income (Section 236)	20
HUD-9500	Property Acquisition and Disposition Register	28,30,33
HUD-9501	Acquired Property Record Card	28,33
HUD-9503	Approved Property Disposition Program	29
HUD-9516	Amendment to Schedule 'A' of Broker Contract and Request for Property Listing Information	29
HUD-9519	Acquired Property Inspection Report	29
HUD-9551	Offer to Purchase and Broker's Tender	32
HUD-9601	Physical Property Report	30,33
HUD-9602	Occupancy Schedule	31,33
HUD-9605	Rental Rates and Services	30,33
HUD-9606	Broker Authorization	30
HUD-9615	Report of Physical Condition and Recommendation for Expenditures	31
HUD-9617	Repair Expenditure Control Sheet	31
HUD-9801	Occupancy Report - Multifamily, HUD-Insured and Section 202 Housing	21,22,31
HUD-9808	Monthly Operating Summary for Insured Subsidized Multifamily Projects	20,22
HUD-91705	Total Family Income Certification	21
HUD-92080	Mortgage Record Change	19,20,33
HUD-92426	Notice of Default Status on Multifamily Housing Projects	21
HUD-92458	Rental Schedule and Information on Rental Projects	21
HUD-92470	Physical Inspection Report	20

INDEX

Acquired Home Property Phase I Master data base	26
Acquired Home Property Phase II Master data base	26,31,34
Acquired Properties,	23-28
Disposition program	29-35
Register, HUD-9500	28,30,33
Repairs	29,31
Volume data, multifamily	27,32
Volume data, single-family	27,31-32
Acquired Mortgages,	
Volume data, multifamily	27,28
Volume data, single-family	27
Annual Master Statistical data base	15, Appendix 2 Appendix 3
Annual Terminations data base	25
Application,	
Closed Application for Insurance, FHA-2026	5
Conditional commitment, FHA-2800	3-10
Condominium Insurance, FHA-3201	7,12
Cooperative Insurance, FHA-3201	7
Credit analysis, FHA-2900	10,12
Firm commitment, FHA-2900	10-14
Mortgagor approval, FHA-2900-1	11,32
Multifamily Rental Insurance, FHA-2013	6,12
Property appraisal, FHA-2800	3-10
Residence in 236 unit	22
Volume data, multifamily	9,10,14
Volume data, single-family	9
Application for Homeownership Assistance	12
Application for Insurance Benefits	24,25
Appraisal,	
Condominium, FHA-180	5
Rental housing, FHA-2264	6,30,33
Single-family, FHA-2800-3	3,29

HUD-92558	Income and Operating Expense Analysis	20
HUD-93479	Monthly Report for Establishing Net Income	20
HUD-93480	Schedule of Disbursements	20
HUD-93481	Schedule of Accounts Payable	20

Appraisal Data Listings 8

Appraisal and Statistical Collection System 8,14,15

Area Management Brokers 28-31

"Area Trends, A Supplement to FHA Trends" Appendix 7

Case binders, description Appendix 1

Chattels inventory, HUD-held properties 34

Closing sale of HUD-acquired properties 33

Commitment,

- Conditional
- Firm 3-10
- Insured advances 3-10
- Insure upon completion 13 13

Conditional commitment, single-family, FHA-2800-5 4

Condominium analysis, FHA-180 5

Cost certifications 15

Credit analysis, FHA-2900-2 11,13,32

Cross Reference Master data base 16,22,26, Appendix 4

Default notice,

- Multifamily mortgages, HUD-92426 21
- Single-family mortgages, FHA-2068 19

Default termination, see Termination

Disposition

- HUD-held mortgages 29-35
- HUD-held properties 29-35
- Volume data, multifamily 35
- Volume data, single-family 35

Endorsement 14-18

FHA Homes 1972 Appendix 6

"FHA Trends of Home Mortgage Characteristics" Appendix 7

Firm commitment, FHA-2900-4 11

5-Year Master Statistical data base 15,26,Appendix 3

HARAS History Master data base 13,22

Historical Activity data base (multifamily) 26

Homeownership Assistance and Recertification Application System (HARAS) 13,22

Income certification

- Section 221(d)(3)BMIR, HUD-91705 21
- Section 235, FHA-3101 19
- Section 236, FHA-3131 and FHA-3132 22,31

Income reports, multifamily 20,21,31

Inplace unit cost analysis, FHA-2014 5

Inspection reports, multifamily 20

Insurance certificate, single-family, FHA-9100 14,33

Insurance-In-Force - Fee Collections System 8

Insurance-In-Force - Fiscal Control System 8

Insurance-In-Force - Projects Master data base 16,26,34

Insurance-In-Force - Small Homes Master data base 14,16,34

Insured advances,

- Application for 14
- Commitment for 13

Insured cases,

- Characteristics data, multifamily 18
- Characteristics data, single-family 16,17
- Volume data, multifamily 18,23
- Volume data, single-family 16-18,23

Insured and Terminated Data base 16,22,Appendix 4

Market price, single-family, FHA-2019 5

Minority Group Reporting System 13

Mortgage Notes Master data base 26,31

Mortgage record change, HUD-92080 19,20

Multifamily Early Warning System 22,23

Multifamily Housing Master data base 8,13,16,34

Multifamily Housing Milestone data base 34

Multifamily Housing Occupancy data base 22,31

Occupancy reports,

- default termination 25
- multifamily 21,22,31,33

OCR Action Forms, FHA-700 4-5,8,33,34

Operating expense analysis, FHA-2274 7,12

Project analysis,

- Condominium housing, FHA-2264B, FHA-180 5,7
- Cooperative housing, FHA-2264B 7,12
- Rental housing, FHA-2264 6,12

Prospectus, sale of HUD-held properties 34

Purchase offer, HUD-held properties 32

Regulatory agreements 12

Rehabilitation costs, FHA-2264RS 7,12

Rental rates,

- Acquired Properties 30,33
- Insured Properties 21

Sales contract, HUD-held properties 33,34

Sampled In Force Cases (10 Year) data base 25

Sampling procedure, single-family statistical data bases Appendix 2

Series Data Handbook

Servicing, Appendix 8

- Insured mortgages 19-23
- HUD-held mortgages 28-32
- HUD-held properties 28-32

6th-Year Dropout Statistical data base 15,Appendix 3

"State Trends, A Supplement to FHA Trends" Appendix 7

Statistical Yearbook Appendix 5

Subsidized Housing Admissions/Continued Occupancy data base 22

Substitute mortgagor, FHA-2210 19

Terminations,

- Assignment of mortgage to HUD upon default 24-27
- Assignment of property to HUD upon default 25-27
- Voluntary 24,25

Valuation data, multifamily 8,12,15

ANNEX 12 - DETAILED DESCRIPTION OF CDBG DATA

Contents

	Page
Introduction	201
Where Forms are Filed	201
Summaries	202-208
Application Form and Instructions	209-234
Funding Approval Form	235-238
Grantee Performance Report and Instructions	239-263
Relocation Report	264-265
1975 Mail Survey	266-274
1976 Mail Survey	275-285
Request for Payment on Letter of Credit	286
Report of Federal Cash Transactions	287-291
Financial Status Report	292

The Community Development Block Grant Program collects information on a variety of different forms throughout the year. Here we summarize very briefly the information collected by these forms. To give an idea of the amount of detail collected, a rough count of the items requested is shown next to each topic.

The forms are physically filed in a variety of locations in HUD. Some forms, being submitted in multiple copies, are filed in several locations. In addition, substantial amounts of data from some of the forms are transferred to computer memories.

In the Area Offices, some forms may be filed together in a working file for each community. Practice would vary among Area Offices, but often certain forms would be filed together, especially the Application, Funding Approval, Performance Report, and some financial forms.

In Central Office, data from several forms are filed separately, both in the physical filing systems and in the computer files. The principal reason for keeping the files apart is that the forms are collected for different purposes, by different users, and each form is located where it can be most easily accessed by the principal users.

The forms summarized are the following:

FORM	TIMES SUBMITTED PER YEAR
Application	1 +amendments
Funding Approval	1 +amendments
Grantee Performance Report	1
Relocation Report	1
Mail Survey from CPD	1
Request for Payment on Letter of Credit	Multiple
Report of Federal Cash Transactions	4 (12 if grant over $1,000,000)
Financial Status Report	5

Where Forms are Filed

Application	AO	7151		C
Amendments	AO			
Funding Approval	AO		ARA for Admin.	C
Grantee Performance Report	AO	7151		C
Relocation Report	AO	7244		
1975 Mail Survey		CPDE		C
1976 Mail Survey		CPDE		C
Request for Payment on Letter of Credit	AO	T	ARA for Admin.	C
Report of Federal Cash Transactions	AO		ARA for Admin.	
Financial Status Report	AO		ARA for Admin.	

C - Computer files. Most objective data are transferred from the forms. However sometimes only a sample of communities are computerized. Exact formats and numbers of communities computerized vary. Files are maintained by CPD Office of Evaluation and CPD Data Systems and Statistics Division.

T - Department of Treasury Regional Disbursing Offices.

AO - HUD Area Offices.

CPDE - CPD Office of Evaluation. Some of these data may be considered confidential.

ARA for Admin. - Assistant Regional Administrators for Administration in the HUD Regional Offices

SUMMARIES (copies of the actual forms will be found after these summaries)

APPLICATION, HUD 7015 to 7015.12, 11/75

Number of Data Items Requested	
	Goals
1 Narrative per need	Brief description of each community development need.
1 Narrative per need	Brief description of each other need having a particular urgency.
1 Narrative per objective	Brief description of each long term community development objective.
1 Narrative per objective	Brief description of each short term community development objective.
	Activities
1 Narrative per activity	Brief description of each activity.
9 blanks per activity	For each activity: related objective, related budget item, census tract, environmental review status, application year CDBG cost, following year CDBG cost, total other funds and source.
18 blanks	Amount in each of 16 budget categories.
10 blanks	Amount from each planned source of funds.
	Housing
56 blanks	Number of housing units by occupancy, by tenure, by whether suitable for rehabilitation, by whether substandard, and date of estimate.
1 Narrative	Brief definition of "substandard".
1 Narrative	Brief definition of "suitable for rehabilitation".
68 blanks	Number of households requiring assistance (undefined), by tenure, by whether to be displaced, by sex of head of household (undefined), by minority, by whether elderly or handicapped 1-2 person, or other family 1-4 persons, or family over 4 persons.
36 blanks	Number of households requiring assistance, expected to reside in community, by location of employment, by sex of head household, by whether minority or not, by whether elderly or handicapped 1-2 person, or other family 1-4 persons, or family over 4 persons.
16 blanks per type of subsidy	Goals for numbers of households to be assisted, by whether to be assisted in 1 year or 3 years, by source of assistance, by whether elderly or handicapped 1-2 person, or other family 1-4 persons, or family over 4 persons.
1 blank	Census tracts where new construction of lower income housing planned.
1 blank	Census tracts where rehabilitation of lower income housing planned.
2 Narratives	Brief description of reasons for locations selected for lower income housing.
	General
1 blank	Level of government.
1 blank	Total population benefiting (undefined).
1 blank	Congressional District(s)
1 blank	Beginning date.
1 blank	Length of project.
1 blank	State clearinghouse.

FUNDING APPROVAL, HUD 7082, 3/76

1 blank	Category of recipient
3 blanks	Amount reserved & approved
8 blanks	Amount for repaying urban renewal loans
1 blank	Application requirements waived
1 blank	Urgent need approval
1 blank & Narrative	Environmental review actions
3 blanks	Urban renewal funds reserved and approved
9 blanks	Approval of recipient other than principal grantee
3 blanks	Loan guarantee approval
2 blanks per activity	Disapproved activities
Narrative	Special conditions

GRANTEE PERFORMANCE REPORT, HUD 4069 to 4083, and 4087, 1/76 or 9/75

Number of Data Items Requested	
	General Progress
1 Narrative per activity	Brief description of actual activities funded wholly or partially by CDBG.
4 blanks per activity	Amount obligated and expended for each activity in current year and total to date.
1 per activity	Total amount estimated and expended for each activity in current year and total to date.
1 per activity	Budget line for each activity.
1 per activity	Census tract(s) for each activity.
1 per activity	How each activity was initially approved (e.g. application, Urban Renewal continuation, local option, ...)
1 per activity	Year each activity started.
1 per activity	Estimated year each activity ends.
1-7 narratives	Brief description of how the overall program meets seven statutory objectives.
	Beneficiaries
1 blank per activity	Whether activity benefits whole city, specific areas, or specific individuals.
1 per activity	Total beneficiaries (undefined) for each activity.
1 per activity	Percent of beneficiaries below 80% of median income (undefined) for each activity.
5 per activity	Percent of beneficiaries, Black, Spanish/American, American Indians, Oriental, Other minority, for each activity.
1 narrative per activity	Brief description of types of beneficiaries for each activity.
5 blanks per activity	Percent of beneficiaries by sex of head of household (undefined) and by minority (see above), for each service or assistance activity.

Number of Data Items Requested	
	Relocation
120 blanks per activity	Total relocated by sex of head of household, by minority, by whether or not permanently re-housed, by whether on-site or off-site if temporarily re-housed, and by census tract in which placed if permanently re-housed, for each activity.
	Housing
18 per subsidy type	Number of families given housing assistance, by source of subsidy, by whether elderly or handicapped 1-2 persons, or other families 1-4 persons, or over 4 persons, by whether new rental, or rehabilitated rental, or existing rental, or new homeownership, or rehabilitated homeownership; including goal, number committed, number occupied (the occupied units are further broken by whether minority or not, and whether female headed (undefined) or not).
1 Narrative	Brief description of other steps taken that do not show in numerical table.
4 blanks per census tract	Number of units with financial commitment, by census tract and by whether new, rehabilitated, or existing.
	Environment
1 per activity	Date environmental review started for each activity.
1 per activity	Status of environmental review for each activity.
2 per activity	Dates draft and final EISs sent to CEQ for each activity on which EIS required.
1 per activity	Whether historic structure is affected, for each activity.
1 per activity	Date historic preservation certification sent to HUD for each activity affecting a historic structure.
1 per activity	Date HUD released funds for each activity approved conditionally

Number of Data Items Requested	
	Discrimination
1 Narrative	Brief explanation of how minority needs were identified and addressed.
1 Narrative per study	Brief explanation of any planning studies funded under CDBG, including the effects of activities studied on minorities and women, the corrective actions recommended and the further actions needed.
1 Narrative per study of action	Brief explanation of studies or actions in zoning, codes, land use, development of public facilities or housing, etc., and the results, recommendations and effects of the studies or actions, especially as they affect fair housing.
2 Narratives per action	Brief description of each anti-discrimination action taken.
2 blanks per action	Person responsible for each anti-discrimination action, cost or staff time of each, and accomplishments of each.
1 Narrative	Brief description of contractors' efforts to employ residents of project area.
3 blanks	Whether plan for using project area businesses exists, whether any minority owned banks exist in community and whether any accounts have been opened in them.
2 blanks	Number of times contractors used project area businesses, and dollar amount.
8 blanks per contract	For each contract and sub-contract over $10,000, assisted by CDBG, the name of contractor, data awarded, amount, whether a project area business, competitive, minority, female, for construction, or supplies, or services.
1,260 blanks	Number of employees in departments assisted By CDBG, by permanent, or temporary, or parttime by income categories, by sex, by minority; including number as of start, number hired, fired, resigned, promoted, number from project area, number entering training, number from project area entering training.

Number of Data Items Requested	
	Participation
3 Narratives	Brief description of when citizens were given information on CDBG, allowed to make suggestions, notified of availability of application, and notified of HUD's acceptance of it, and when public hearings were held.
2 Narratives	Brief description of purposes of meetings and hearings held.
1 Narrative	Brief description of changes in the next year.
1 Narrative	Brief description of citizen participation on program revisions.
1 Narrative	Brief description of how citizen participation was important.

RELOCATION REPORT, HUD 7083, 5/75

	Displaced
21 blanks	Number relocated by whether family, or individual, or business, by minority categories.
3 blanks	Number to be, but not yet, relocated, by whether family, or individual, or business.
	Placed
15 blanks	Number of claims paid, by whether minority, by type of payment (e.g. homeowners, renters).
17 blanks	Amount paid, by whether minority, by type of payment.
4 blanks	Number of claims paid, under CDBG, beyond normal requirements, by reason for payment.
4 blanks	Amount paid, under CDBG, beyond normal requirements, by reason for payment.
4 blanks	Number and cost of parcels acquired, by whether voluntary or forced sale.
1 blank	Number of formal grievances filed.

1975 MAIL SURVEY, HUD 4709, 1/75
(Data may be considered Confidential)

	Writing Application
1 blank	Source of general advice.
12 blanks	Sources of specific advice, by topic in CDBG application.
1 Narrative	Brief description of future need for advice.
7 blanks	Relevance of other plans.
20 blanks	Offices helping develop application, and lead responsibility.
10 blanks	Cost & time in preparing application.
9 blanks & Narrative(s)	Sources of difficulty in application.
	Deciding Policies
7 blanks	Influence of various outside factors on application (e.g. CP, plans, State).
8 blanks	Influence of various outside factors, compared to categoricals.
9 blanks	Sources of difficulty in Regulations.
1 Narrative	Brief description of difficulties in understanding eligible activities.
1 Narrative	Brief description of legal conflicts between local law and CDBG regulations.
	Comparison with Categoricals
2 Narratives per activity	Brief descritpion of categorical programs that could not be continued under CDBG.
4 blanks per categorical program	Status of categorical programs (e.g. whether phasing out or expanding.
8 blanks	Ranking of legislative objectives.
31 blanks	Reasons why new CD activities had not been undertaken before.
3 Narratives	Brief description of community development needs.
15 blanks	Relevance of CDBG to CD needs.
Chart	CD organization chart.

1976 MAIL SURVEY HUD 4709, 7/76
(Data may be considered confidential)

	Writing application & managing program
18 blanks	Usefulness of various sources of advice.
13 blanks	Use of consultants.
4 blanks	Cost and time of consultants.
5 blanks	Cost and time in preparing application and Grantee Performance Report.
1 Narrative	Reasons for any difference in cost from 1st year.
18 blanks	Relevance of other plans.
11 blanks	Offices helping implement program and lead responsibility.
11 blanks	Offices helping develop application and lead responsibility.
9 blanks	Organizational changes.
8 blanks & 2 Narratives	Change in paperwork and Federal supervision.
26 blanks	Sources of difficulty in application.
12 blanks & Narrative	Sources of difficulty in program requirements.
7 blanks	Helpfulness of HUD clarifications over the year.
33 blanks & Narrative	Usefulness of Grantee Performance Report.
	Deciding Policies
17 blanks	Spending for social services.
16 blanks	Influence of various outside factors on application.
16 blanks	Use of other funds.
40 blanks	Desire for activities that are ineligible.
14 blanks	Causes of delay in program.
11 blanks	Methods of informing citizens.
18 blanks	Methods of finding citizen preferences.
7 blanks	Participation of professional groups (e.g. academics, businesses).
7 blanks	Number & location of public meetings.
13 blanks	Stages when citizens participated.
6 blanks & Narrative	Formal complaints.

REQUEST FOR PAYMENT ON LETTER OF CREDIT, TFS 7578, 7/76

5 blanks	Federal Funds on hand.
1 blank	Other income.
1 blank	Disbursements.
5 blanks	Amount requested.

REPORT OF FEDERAL CASH TRANSACTIONS, HUD 238, 6/73

2 blanks	Cash on hand.
5 blanks	Receipts from HUD.
4 blanks	Disbursements.
1 blank	Interest income.
1 blank	Advances to sub-grantees.

FINANCIAL STATUS REPORT HUD 237, 6/73

6 blanks	Federal & non-Federal outlays.
1 blank	Program income.
4 blanks	Unpaid obligations.
2 blanks	Authorization.
5 blanks	Indirect expenses.

CENSUS AND HISTORICAL DATA

Certain types of census data for each community and a summary of past participation in categorical programs are available in CPD computer tapes and PDR computer tapes which have been used to analyze alternative formulas and entitlements.

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT PROGRAM

1. NAME OF APPLICANT

2. APPLICATION NO.

3. ☐ ORIGINAL ☐ AMENDMENT

ENTITLEMENT APPLICANTS ONLY
4. PROGRAM YEAR:
FROM: TO:

ACTIVITY DESCRIPTION	RELATED SHORT-TERM OBJECTIVE	CENSUS TRACT/ ENUMERATION DISTRICT	ENVIRONMENTAL REVIEW STATUS	RELATED BUDGET LINE ITEM	ESTIMATED COST ($000) BLOCK GRANT FUNDS PROGRAM YEAR	BLOCK GRANT FUNDS SUBSEQUENT YEAR	BLOCK GRANT FUNDS TOTAL	OTHER FUNDS AMOUNT	OTHER FUNDS SOURCE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)
GRAND TOTAL					$	$	$	$	

HUD-7015.1 (11-75)

Form Approved
OMB No. 63-R1471

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
APPLICATION FOR FEDERAL ASSISTANCE

1. STATE CLEARINGHOUSE IDENTIFIER

2. APPLICANT'S APPLICATION NO.

3. FEDERAL GRANTOR AGENCY
Department of Housing and Urban Development

4. APPLICANT NAME

AREA OR REGIONAL OFFICE

STREET ADDRESS - P.O. BOX

CITY | STATE | ZIP CODE

5. DESCRIPTIVE NAME OF THE PROJECT
Community Development Block Grant Program

6. FEDERAL CATALOG No.

7. FEDERAL FUNDING REQUESTED
$

8. GRANTEE TYPE
☐ STATE, ☐ COUNTY, ☐ CITY, ☐ OTHER (Specify)

9. TYPE OF APPLICATION REQUEST
☐ NEW GRANT, ☐ CONTINUATION, ☐ SUPPLEMENT, ☐ OTHER CHANGES (Specify)

10. TYPE OF ASSISTANCE
☐ GRANT, ☐ LOAN, ☐ OTHER (Specify)

11. POPULATION DIRECTLY BENEFITING FROM THE PROJECT

13. LENGTH OF PROJECT

12. CONGRESSIONAL DISTRICT
a.
b.

14. BEGINNING DATE

18. DATE OF APPLICATION

16. THE APPLICANT CERTIFIES THAT TO THE BEST OF HIS KNOWLEDGE AND BELIEF THE DATA IN THIS APPLICATION ARE TRUE AND CORRECT, AND THAT HE WILL COMPLY WITH THE ATTACHED ASSURANCES IF HE RECEIVES THE GRANT.

TYPED NAME | TITLE | TELEPHONE NUMBER (Area Code, Number, Ext.)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

FOR FEDERAL USE ONLY

HUD-7015 (11-75)

EDITION OF 10-74 IS OBSOLETE

INSTRUCTIONS FOR HUD FORM 7015 APPLICATION FOR FEDERAL ASSISTANCE

Item 1 - Enter the State Clearinghouse identifier. This is the code or number assigned by the clearinghouse to applications requiring State clearinghouse coordination for programs listed in Attachment D, Office of Management and Budget Circular No. A-95.

Item 2 - To be completed by HUD.

Item 3 - Enter the name and address of the appropriate HUD Area Office.

Item 4 - Enter the name and the complete address of the applicant.

Item 5 - Enter "entitlement" or "discretionary", whichever is applicable.

Item 6 - Enter 14.218 for Entitlement Funds, or 14.219 for Discretionary Funds, as shown in the Catalog of Federal Domestic Assistance. In addition, if discretionary applicant, identify funding source, i.e., innovative, metropolitan area balance, nonmetropolitan area balance, areawide, or disasters.

Item 7 - For an entitlement grant, enter the entitlement amount. For a discretionary grant, enter the amount that is requested from the Federal government.

Item 8 - Check one grantee type. If the grantee is other than a State, county, or city government, specify the type of grantee under "Other". If in SMSA, give name of SMSA. If two or more applicants are filing a single application, indicate "Joint Funding" on the application, and insure that this form is completed by each applicant.

Item 9 - Check "new grant" if the request is being submitted for the first time. For amendments, check "other change" and indicate amendment.

Item 10 - Check "grant".

Item 11 - Enter the 1970 census population of the community as upgraded to reflect boundary and anexation changes.

Item 12 -

a. Enter the congressional district(s) in which the applicant is located.
b. Enter the congressional district(s) in which most of the actual work on the project will be accomplished. If the work will be accomplished city-wide or county-wide, covering several congressional districts, also write "city-wide" or "county-wide".

Item 13 - Enter the number of months that will be needed to complete the Community Development Program after Federal funds are available.

Item 14 - Enter the approximate date the program year is expected to begin.

Item 15 - Enter the date this application is submitted. If an amendment, enter date of amendment.

Item 16 - To be completed by the applicant's authorized representative.

COMMUNITY DEVELOPMENT PROGRAM (HUD 7015.1)

General

The application shall include a summary of a Community Development Program which:

(1) Includes the activities, to be undertaken with block grant funds for the program year to meet the community development needs and objectives together with the estimated costs and general location of such activities.
(2) Indicates resources other than block grant funds which are expected to be made available during the program year toward meeting the identified needs and objectives.
(3) Takes into account appropriate environmental factors. An applicant may provide in the Community Development Program for the planned obligation of program year funds in the subsequent program year. An applicant may also provide in its Community Development Program for the payment of the cost of an eligible activity in installments or increments over a several year period, in which case the applicant shall provide in its Community Development Program for the obligation of at least a portion of its entitlement amount for the activity in the program year that the activity is initiated and shall identify that the cost of such activity is to be phased over a several year period; nevertheless, approval of such activity in subsequent years is subject to the availability of funds and the submission of an application meeting the requirements of 24 CFR part 570 each year for which entitlement funds are to be applied toward payment for the activity. A Community Development Program shall not consist solely of planning activities as described in Section 570.200(a)(12).

Maps

Submit a map or maps of geographic jurisdiction of the applicant showing the general location, by census tract, or all proposed activities described in the Community Development Program. Indicate separately, by each census tract, the concentrations of minority groups and lower-income persons. When a census tract covers a substantial area (for example a small community where the entire community is one or two census tracts), smaller definitions, such as enumeration districts should be used.

Column (1) – Activity Description.

Describe briefly the activities which the applicant proposes to undertake in the program year. The description shall be sufficiently specific to allow HUD to review the eligibility of each proposed activity which will receive block grant funds.

While inclusion of activities in the Community Development Program which will not receive block grant funds is generally optional with the applicant, the applicant must include any activities which are necessary for the purpose of demonstrating eligibility of other activities which will receive block grant funds. For instance, see Section 570.200(a)(2) of the Regulations concerning the provision of parking facilities, solid waste disposal facilities, and fire protection services and facilities; and Section 570.200(a)(4) concerning financing rehabilitation of privately owned properties.

Related activities which constitute a single project for environmental review purposes shall be grouped together so as to clearly portray the status of all environmental reviews.

Special Instructions for Column (1):

Payment of non-Federal share: For each activity for which block grant funds will be used to pay all or part of the non-Federal share, identify the type of activity to be carried out (e.g., water and sewer facility, drug abuse program), and enter "Payment of Non-Federal Share."

Completion of Urban Renewal/NDP Projects: Identify by project number each urban renewal project and NDP which is scheduled to recieve block grant funds in the new program year for: (1) completion of previously approved activities funded under Title I of the Housing Act of 1949; and/or (2) repayment of project temporary loan indebtedness and interest, where such repayment will be made by the applicant and not by means of a grant deduction pursuant to Section 570.802.

Model Cities Continuation: List each ongoing activity being carried out in a Model Cities program to be continued with block grant funds and identify such activities as "Model Cities Continuation." The total amount of funds in each year's Community Development Budget for continuation of Model Cities activities not otherwise eligible under the Act shall not exceed the recipient's hold harmless amount attributable to Model Cities. (Section 570.200(b)). If Model Cities activities are otherwise eligible under the Community Development Block Grant Program after the fifth Model Cities funding year, they should be listed as new activities and included in the budget line item appropriate for those activities.

Reprogrammed Unobligated Funds From Prior Program Year: Funds from the previous program year budget that will not be obligated by the applicant prior to the beginning of the new program year may, at the discretion of the applicant, be reprogrammed for new activities. The reprogramming may be accomplished in this application by showing such funds as a budget resource in the Community Development Budget on line F.7., and then listing the new or different activities to be carried out with the funds in Column (1) of the Community Development Program. Complete remaining columns of the Community Development Program.

Program Administration: Enter "General Program Administration" to show the estimated cost of administering the applicant's overall community development program. Estimated administrative costs related to activities may be separately indicated for each applicable activity, in accordance with the instructions for Columns (5), (6), (7) and (8). However, the administrative costs of the various activities shall all be included on line E.14. (Administration) of the community development budget. Thus line E.14., shall equal the sum of estimated cost for general program administration plus the estimated administrative costs related to activities. Amounts included on Line E.14., are not subject to environmental review procedures.

Column (2) – Related Short-Term Objective. Enter the number of each short-term objective identified in the Community Development Plan which the activity will support. If the activity is designed to serve an "other community development need having a particular urgency", enter the number of that need.

Column (3) – Census Tract or Enumeration District. Identify the census tract or tracts in which activity will be undertaken. If the activity will serve the entire community enter "community wide." Caution should be exercised to ensure that activities undertaken on a community wide basis are eligible for assistance. If the applicant's jurisdiction does not have census tracts, enter the enumeration district or districts.

Column (4) – Environmental Review Status. For each project (as defined in 24 CFR 58.3) enter either: "Exempt" (project is exempt, as described in 24 CFR 58.21); or "Assessment" (project is under assessment; finding not yet made); or "Clearance – EIS" (finding made; project in clearance requiring EIS): or "Clearance – No EIS" (finding made; project in clearance not requiring EIS); or "Certification" (environmental review completed; ready for certification submission); or "Clearance Completed" (Certification submitted; release of funds approved.) This column may be left blank for the reasonable administrative costs related to the planning and execution of the Community Development Program.

Column (5) – Related Budget Line Item. For each activity listed in Column (1), which will receive funds included in the community development budget, enter the budget line item which relates to the activity. If an activity covers more than one budget line item, list each of the line item numbers.

Column (6) – Block Grant Funds: Program Year. Enter the amount (in $000) from the Community Development Budget which is expected to be obligated in the program year. A dollar amount must be provided in Column (6) directly opposite each corresponding budget line item number shown in Column (5).

Column (7) – Block Grant Funds: Subsequent Year. Enter the amount (in $000) from the Community Development Budget which is expected to be obligated in the subsequent program year. A dollar amount must be provided in Column (7) directly opposite each corresponding budget line item number shown in Column (5).

Column (8) – Block Grant Funds: Total. Enter the sum of the amounts (in $000) shown in Columns (6) and (7) for each budget line item number listed in Column (5). The total of all amounts in Column (6) plus the total of all amounts in Column (7) shall equal the total of all amounts in Column (8). The total of Column (8) plus the amount designated for contingencies and/or unspecified local option activities shall be the same as the amounts shown on Line E-18 (Total Program Activity Costs) and Line F-8 (Total Resources For Program Activity Costs) of the Community Development Budget.

Column (9) – Other Funds: Amount. Enter the amount (in $000) in funds estimated to be available from sources other than those shown in Part F of the Community Development Budget which are expected to be available for the activity.

Column (10) – Other Funds: Source. Enter the source of expected funds.

Grand Total. Enter grand totals on last page of the Community Development Program.

COMMUNITY DEVELOPMENT PLAN SUMMARY
(OTHER NEEDS HAVING A PARTICULAR URGENCY)

1. NAME OF APPLICANT

2. APPLICATION NUMBER

3. ☐ ORIGINAL ☐ AMENDMENT

4. PROGRAM YEAR *(Entitlement Applicants Only)*

FROM: TO:

A:

Data Source:

HUD-7015.2A (11-75)

Page ____ of ____ Pages

COMMUNITY DEVELOPMENT PLAN SUMMARY
(STATEMENT OF NEEDS)

1. NAME OF APPLICANT

2. APPLICATION NUMBER

3. ☐ ORIGINAL ☐ AMENDMENT

4. PROGRAM YEAR *(Entitlement Applicants Only)*

FROM: TO:

A:

Data Source:

A:

Data Source:

A:

Data Source:

HUD-7015.2 (11-75)

Page ____ of ____ Pages

COMMUNITY DEVELOPMENT PLAN SUMMARY

General

The application shall include a summary of a three-year community development plan which identifies community development needs, demonstrates a comprehensive strategy for meeting those needs, and specifies both short- and long-term community development objectives which have been developed in accordance with areawide development planning and national urban growth policies. The plan summary shall also describe a program which is designed to eliminate or prevent slums, blight, and deterioration where such conditions or needs exist, and to provide improved community development facilities and public improvements, including the provision of supporting health, social and similar services where necessary and appropriate. In identifying the needs, the applicant shall take into consideration and summarize any special needs found to exist in any identifiable segment of the total group of lower-income persons in the community. With respect to areawide planning, the applicant must give careful consideration to applicable areawide plans but need not conform rigidly to such plans or secure approval of areawide planning agencies. Where activities are determined in the A-95 comments transmitted by the clearinghouses to be inconsistent with applicable areawide plans, then the applicant shall provide in the application to HUD an explanation of the reasons for the inconsistencies.

Statement of Needs

Within the space provided on the form, summarize the applicant's community development needs, including any special needs found to exist in any identifiable segment of the lower income population. Indicate the data source on which they are based; i.e., census data, capital improvement program, special local surveys or plans, etc. Number the statement of needs consecutively (A-1, A-2, A-3, A-4, etc.) using as many pages as necessary.

Other Needs Having A Particular Urgency

Section 104(b)(2) of the Housing and Community Development Act of 1974 and section 570.303(e)(6) of the Community Development Block Grant Regulations require that all applicants certify that "the Community Development Program has been developed so as to give maximum feasible priority to activities which will benefit low- or moderate-income families or aid in the prevention or elimination of slums or blight."

The Act also provides that "the Secretary may also approve an application describing activities which the applicant certifies and the Secretary determines are designed to meet other community development needs having a particular urgency as specifically described in the application." In order for the Secretary to make the determination required by the Act and the Regulations, the applicant must specifically describe all "other community development needs having a particular urgency." Therefore, for each such community development need, and within the space provided on the form, specifically describe the nature of the need and the reasons for its particular urgency. Indicate why the need must be addressed at this time with block grant funds. Quantify the degree or extent of the need if possible.

Long-Term Objectives

Within the space provided, describe long-term objectives designed, in whole or in part, to address the applicant's community development needs. Long-term objectives are those requiring more than three years for accomplishment. Number the long-term objectives consecutively (B-1, B-2, B-3, B-4, etc.) using as many pages as necessary.

Short-Term Objectives

Within the space provided, describe short-term objectives designed to make measurable progress against the applicant's community development needs, over a period of up to three years. Wherever possible, the short-term objectives should include measurable factors, such as quantity, quality, or a combination of these. Identify the general location of activities to be carried out to meet each short-term objective. Number the short-term objectives consecutively (C-1, C-2, C-3, C-4, etc.) using as many pages as necessary.

COMMUNITY DEVELOPMENT PLAN SUMMARY
(LONG-TERM OBJECTIVES)

1. NAME OF APPLICANT

2. APPLICATION NUMBER

3. ☐ ORIGINAL ☐ AMENDMENT

4. PROGRAM YEAR *(Entitlement Applicants Only)*
FROM: TO:

B-

Supports Need(s) No:

B-

Supports Need(s) No:

B-

Supports Need(s) No:

HUD-7015.3 (11-75) Page of Pages

214

COMMUNITY DEVELOPMENT PLAN SUMMARY
(SHORT-TERM OBJECTIVES)

1. NAME OF APPLICANT

2. APPLICATION NUMBER

3. ☐ ORIGINAL ☐ AMENDMENT

4. PROGRAM YEAR *(Entitlement Applicants Only)*
FROM: TO:

C-

Supports Need(s) No:

C-

Supports Need(s) No:

C-

Supports Need(s) No:

Page___ of___Pages HUD-7015.4 (11-75)

2

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BUDGET

A. ☐ ORIGINAL ☐ AMENDMENT

B. APPLICATION NO.

C. NAME OF APPLICANT

D. PROGRAM YEAR
FROM: TO:

LINE NO.	E. PROGRAM ACTIVITY	AMOUNT	FOR HUD USE ONLY
1.	ACQUISITION OF REAL PROPERTY		
2.	PUBLIC WORKS, FACILITIES, SITE IMPROVEMENTS		
3.	CODE ENFORCEMENT		
4.	CLEARANCE,DEMOLITION, REHABILITATION		
5.	REHABILITATION LOANS AND GRANTS		
6.	SPECIAL PROJECTS FOR ELDERLY AND HANDICAPPED		
7.	PAYMENTS FOR LOSS OF RENTAL INCOME		
8.	DISPOSITION OF REAL PROPERTY		
9.	PROVISION OF PUBLIC SERVICES		
10.	PAYMENT OF NON-FEDERAL SHARES		
11.	COMPLETION OF URBAN RENEWAL/NDP PROJECTS		
12.	RELOCATION PAYMENTS AND ASSISTANCE		
13.	PLANNING AND MANAGEMENT DEVELOPMENT		
14.	ADMINISTRATION		
15.	CONTINUATION OF MODEL CITIES ACTIVITIES		
16.	SUBTOTAL *(Sum of Lines 1 thru 15)*		
17.	CONTINGENCIES AND/OR UNSPECIFIED LOCAL OPTION ACTIVITIES *(Not to exceed 10% of line 16)*		
18.	TOTAL PROGRAM ACTIVITY COSTS *(Sum of Lines 16 and 17)*		
	F. RESOURCES FOR PROGRAM ACTIVITY COSTS		
1.	ENTITLEMENT OR DISCRETIONARY AMOUNT		
2.	LESS DEDUCTIONS		
3.	ENTITLEMENT/DISCRETIONARY AMOUNT FOR PROGRAM ACTIVITIES *(Line 1 minus 2)*		
4.	PROGRAM INCOME		
5.	SURPLUS FROM URBAN RENEWAL/NDP SETTLEMENT		
6.	LOAN PROCEEDS		
7.	REPROGRAMMED UNOBLIGATED FUNDS FROM PRIOR PROGRAM YEAR		
8.	TOTAL RESOURCES FOR PROGRAM ACTIVITY COSTS *(Sum of Lines 3-7)*		

[1] ☐ *Check box if costs include indirect costs which require approval of a cost allocation plan as required by Federal Management Circular 74-4.*

EDITION OF 10-74 IS OBSOLETE HUD-7015.5 (11-75)

215

COMMUNITY DEVELOPMENT BUDGET INSTRUCTIONS

ITEM A—ORIGINAL-AMENDMENT. Check "original" box if this is the first budget to be approved in the current year, otherwise check "amendment" box.

ITEM B—APPLICATION NUMBER. Enter assigned application number.

ITEM C—APPLICANT. Enter the name of the unit of general local government as it appears in the Application for Federal Assistance, Item 4.

ITEM D—PROGRAM YEAR. Entitlement Applicants shall enter the starting and ending dates of the program year for which this application is being submitted. Discretionary Applicants leave blank.

ITEM E—PROGRAM ACTIVITY.

LINE E. 1.—ACQUISITION OF REAL PROPERTY. Enter costs of acquisition as defined in Section 570.200(e)(1).

LINE E. 2.—PUBLIC WORKS, FACILITIES, SITE IMPROVEMENTS. Enter the costs of acquisition, construction, reconstruction, or installation of public works facilities and site for other improvements as defined in Section 570.200(e)(2).

LINE E. 3.—CODE ENFORCEMENT. Enter costs for code enforcement as defined in Section 570.200(a)(3).

LINE E. 4.—CLEARANCE, DEMOLITION, REHABILITATION. Enter the costs of clearance, demolition, removal, and rehabilitation as defined in Section 570.200 (a)(4).

LINE E. 5.—REHABILITATION LOANS AND GRANTS. Enter the costs of financing rehabilitation of privately owned properties as defined in Section 570.200 (a)(4).

LINE E. 6. –SPECIAL PROJECTS FOR ELDERLY AND HANDICAPPED. Enter the costs of program activity directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons as defined in Section 570.200 *(a)(5)*.

LINE E. 7. –PAYMENTS FOR LOSS OF RENTAL INCOME. Enter the total of payments to housing owners for losses of rental income as defined in Section 570.200 *(a)(6)*.

LINE E. 8. –DISPOSITION OF REAL PROPERTY. Enter the costs of disposition of real property as defined in Section 570.200 *(a)(7)*.

LINE E. 9. –PROVISION OF PUBLIC SERVICES. Enter the costs of public services as defined in Section 570.200 *(a)(8)*.

LINE E. 10. –PAYMENT OF NON-FEDERAL SHARES. Enter the total of payments representing non-Federal shares required for Federal grant-in-aid programs undertaken as part of the Community Development Program, to the extent that they are otherwise eligible as defined in Section 570.200 *(a)(9)*.

LINE E. 11. – COMPLETION OF URBAN RENEWAL NDP/PROJECTS. Enter on this line only funds for: (1) completion of previously approved activities in urban renewal projects or NDPs funded under Title I of the Housing Act of 1949; and (2) repayment of project temporary loan indebtedness and interest. Attach a supporting schedule listing each urban renewal and NDP project number and indicating separately for each the amounts to be used in the new program year for completion of previously approved activities and the amounts to be used for repayment of loan indebtedness and interest. Do not include funds for repayment of project temporary loan indebtedness and interest on this line or in the supporting schedule where HUD determines or the applicant requests that a deduction be made from the applicant's grant to pay such costs pursuant to Section 570.802. Amounts so deducted shall be shown on line F. 2. All new activities, whether or not to complete the local urban renewal plan, shall be shown on other appropriate lines. *(Section 570.200(a)(10).*

LINE E. 12. –RELOCATION PAYMENTS AND ASSISTANCE. Enter the total costs of relocation payments and assistance as defined in Section 570.200*(a)(11)*. The amount entered shall be sufficient to fully fund relocation payments and assistance pursuant to Section 570.602, for all persons expected to be displaced by activities receiving block grant assistance during the program year even if such displacement will not occur until a later program year.

LINE E. 13.–PLANNING AND MANAGEMENT DEVELOPMENT. Enter the costs of *(1)* developing a comprehensive community development plan and *(2)* developing a policy-planning-management capacity as defined in Section 570.200*(a)(12)*.

LINE E. 14. –ADMINISTRATION. Enter reasonable administrative costs and carrying charges related to the planning and execution of community development and housing activities as defined in Section 570.200*(a)(13)*.

LINE E. 15. –CONTINUATION OF MODEL CITIES ACTIVITIES. Enter the costs of carrying out any ongoing Model Cities program activity. The amount included in this entry for continuation of Model Cities Activities not otherwise eligible under the Act may not exceed the recipient's hold harmless amount attributable to Model Cities pursuant to Section 570.200*(b)*. No activity costs should be entered in this program activity category after the fifth year of the applicant's Model Cities Program. After the fifth year, Model Cities activity costs which are eligible under the Community Development Program shall be shown on other appropriate lines.

LINE E. 16. –SUBTOTAL. Enter the total of lines 1 thru 15.

LINE E. 17. –CONTINGENCIES AND/OR UNSPECIFIED LOCAL OPTION ACTIVITIES. Enter the amount, not to exceed ten percent of line E. 16, locally determined as necessary to provide a contingency for designated activities and/or amounts for eligible unspecified program activities.

LINE E 18. –TOTAL PROGRAM ACTIVITY COSTS. Enter the sum of lines E. 16 and E. 17. The amount must equal the amount shown on line F8.

ITEM F – RESOURCES FOR PROGRAM ACTIVITY COSTS.

LINE F. 1. –ENTITLEMENT OR DISCRETIONARY AMOUNT. Enter the applicable amount as shown on HUD Form 7015, item 7.

LINE F. 2. –LESS DEDUCTIONS. Enter the total of grants to be used for: *(1)* repayment of urban renewal or NDP temporary loan indebtedness and interest where HUD determines or the applicant requests that a deduction be made from the applicant's grant to pay such costs pursuant to Section 570.802; and *(2)* security in connection with a HUD guaranteed Loan *(Line F. 4 of Form HUD-7015.6)*. The amount representing repayment of temporary loan indebtedness and interest shall not include any amount shown on Line E. 11, Completion of Urban Renewal/NDP Projects. A supporting schedule indicating specific projects and the respective amounts relating to repayment of temporary loan indebtedness and interest shall be submitted.

LINE F. 3. –ENTITLEMENT/DISCRETIONARY AMOUNT AVAILABLE FOR BUDGET ACTIVITIES. Enter the difference between lines F. 1 and F. 2.

LINE F. 4. –PROGRAM INCOME. Enter total of all income to be derived from program activity for which there is reasonable assurance of receipt in time to apply to program activity costs in the program year. Such income includes rents, land disposition proceeds, interest earned on revolving funds, repayments of principal and interest on rehabilitation loans, etc.

LINE F. 5.–SURPLUS FROM URBAN RENEWAL/NDP SETTLEMENT. Enter the amount of surplus Federal grant, derived from financial settlement of urban renewal projects and NDPs completed after January 1, 1975, to be used as a resource in the program year. These amounts shall not be estimates, but shall be based on financial settlement documents.

LINE F. 6.–LOAN PROCEEDS. Enter the amount of funds to be borrowed using a HUD loan guarantee *(line 6. of Application for Community Development Loan Guarantee, Form HUD-7015.6)*.

LINE F. 7. –REPROGRAMMED UNOBLIGATED FUNDS – PRIOR PROGRAM YEAR. Enter the total of funds from the prior program year budget that will not be obligated by the applicant prior to the beginning of the new program year which the applicant elects to use as a resource for new activities.

LINE F. 8.–TOTAL RESOURCES FOR PROGRAM ACTIVITY COSTS. Enter the total of Lines F. 3 thru F. 7.

("For HUD Use Only" Column: This column is for HUD use during the review of the application. Changes will be made necessary to reflect corrections for typographical errors; errors in computation; deletions or adjustments for proposed activities which are determined to be ineligible.)

Form Approved
OMB No. 63R.1471

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PLAN – TABLE I. SURVEY OF HOUSING CONDITIONS

A. HOUSING STATUS AND CONDITION OF ALL HOUSING UNITS IN THE COMMUNITY

1. NAME OF APPLICANT

2. APPLICATION/GRANT NUMBER
B - | | | - | | | - | | | - | | |

3. ☐ ORIGINAL ☐ AMENDMENT, DATE:

4. PROGRAM YEAR
FROM: TO:

5. DATE OF HOUSING SURVEY(S) USED

STATUS AND CONDITION OF ALL HOUSING UNITS	YEAR OF ESTIMATE	NUMBER OF HOUSING UNITS								
		ALL UNITS		OWNER			RENTER			
		TOTAL	SUBTOTAL SUITABLE FOR REHABILITATION*	TOTAL	SUBTOTAL SUITABLE FOR REHABILITATION*		TOTAL	SUBTOTAL SUITABLE FOR REHABILITATION*		
(a)	(b)	(c)	(d)	(e)	(f)					
1 1. Occupied Units – Total										
2 a. Substandard										
3 b. Standard and All Other *(line 1 minus line 1a)*										
4 2. Vacant Available Units – Total										
5 a. Substandard										
6 b. Standard and All Other *(line 2 minus line 2a)*										
7 3. Housing Stock Available – Total *(sum of lines 1 and 2)*										
8 4. Vacancy Rate *(line 2 ÷ 7)*										

"Units "Suitable for Rehabilitation" must be included as a subtotal if the applicant is proposing a rehabilitation program on Table III, Goals for Lower Income Housing Assistance.

B. DEFINITIONS, DATA SOURCES, AND METHODS *(Attach additional pages)*

1. Definition of "substandard" used.
2. Definition of "suitable for rehabilitation" used.
3. Data sources and methods used.

HUD-7015.8 (12-75)

Form Approved
OMB No. 63R-1471

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PLAN – TABLE II. HOUSING ASSISTANCE NEEDS OF LOWER INCOME HOUSEHOLDS

1. NAME OF APPLICANT

2. APPLICATION/GRANT NUMBER
B – – – –

3. ☐ ORIGINAL
☐ AMENDMENT, DATE:

4. PROGRAM YEAR
FROM: TO:

5. DATE OF HOUSING SURVEY(S) USED

218

	STATUS OF HOUSEHOLDS REQUIRING ASSISTANCE	NUMBER OF HOUSEHOLDS											
		ALL HOUSEHOLDS				ALL FEMALE-HEADED HOUSEHOLDS				ALL MINORITY HOUSEHOLDS			
		TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)	TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)	TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)
	(a)	(b-1)	(b-2)	(b-3)	(b-4)	(c-1)	(c-2)	(c-3)	(c-4)	(d-1)	(d-2)	(d-3)	(d-4)
1	A. OWNER HOUSEHOLDS *(Excluding displacees)*												
2	B. RENTER HOUSEHOLDS *(Excluding displacees)*												
3	C. HOUSEHOLDS EXPECTED TO BE DISPLACED IN PROGRAM YEAR *(Sum of lines C1 and C2)*												
4	1. Owners												
5	2. Renters												
6	D. ADDITIONAL FAMILIES EXPECTED TO RESIDE IN COMMUNITY *(Sum of lines D1 and D2)*												
7	1. As a result of planned employment												
8	2. Already employed in locality												
9	E. TOTAL HOUSING ASSISTANCE NEEDS *(Sum of lines A, B, C, and D)*												
10	Percent of Total	100%	%	%	%								

F. DATA SOURCES AND METHODS *(Attach additional pages)*

HUD-7015.9 (12-75)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PLAN – TABLE II. HOUSING ASSISTANCE NEEDS OF LOWER INCOME HOUSEHOLDS

1. NAME OF APPLICANT

2. APPLICATION/GRANT NUMBER
B – – – –

3. ☐ ORIGINAL
☐ AMENDMENT, DATE:

4. PROGRAM YEAR
FROM: TO:

219

	STATUS OF HOUSEHOLDS REQUIRING ASSISTANCE	PROVIDE DATA FOR EACH CATEGORY OF MINORITY HOUSEHOLD, AS APPROPRIATE											
		(Check appropriate box) 1. ☐ BLACK/NEGRO 2. ☐ SPANISH-AMERICAN 3. ☐ AMERICAN INDIAN 4. ☐ ORIENTAL 5. ☐ ALL OTHER MINORITIES				(Check appropriate box) 1. ☐ BLACK/NEGRO 2. ☐ SPANISH-AMERICAN 3. ☐ AMERICAN INDIAN 4. ☐ ORIENTAL 5. ☐ ALL OTHER MINORITIES				(Check appropriate box) 1. ☐ BLACK/NEGRO 2. ☐ SPANISH-AMERICAN 3. ☐ AMERICAN INDIAN 4. ☐ ORIENTAL 5. ☐ ALL OTHER MINORITIES			
		TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)	TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)	TOTAL	ELDERLY OR HANDICAPPED (1-2 persons)	FAMILY (4 or less persons)	LARGE FAMILY (5 or more persons)
	(e)	(e-1)	(e-2)	(e-4)	(e-5)	(f-1)	(f-2)	(f-3)	(f-4)	(g-1)	(g-2)	(g-3)	(g-4)
1	A. OWNER HOUSEHOLDS *(excluding displacees)* - Total												
2	B. RENTER HOUSEHOLDS *(excluding displacees)* - Total												
3	C. HOUSEHOLDS EXPECTED TO BE DISPLACED IN PROGRAM YEAR *(Sum of lines 1 and 2)*												
4	Owners												
5	Renters												
	D. TOTAL *(Sum of lines A,B, and C)*												

HUD-7015.9 (12-75)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING ASSISTANCE PLAN

TABLE III. GOALS FOR LOWER INCOME HOUSING ASSISTANCE
CURRENT YEAR GOAL

1. NAME OF APPLICANT

3. [ ] ORIGINAL
[ ] AMENDMENT, DATE:

2. APPLICATION/GRANT NUMBER
B - - - -

4. PROGRAM YEAR
FROM: TO:

	TYPES AND SOURCES OF ASSISTANCE	NUMBER OF HOUSEHOLDS TO BE ASSISTED: ALL HOUSEHOLDS	ELDERLY OR HANDICAPPED (1–2 persons)	FAMILY (1 or less persons)	LARGE FAMILY (5 or more persons)
	(a)	(b)	(c)	(d)	(e)
	A. NEW RENTAL UNITS				
1	1. Section 8–HUD				
2	2. State Agency–Total (Sum of lines a and b)				
3	a. Section 8				
4	b. Other				
5	3. Other Assisted New Rental Housing (Identify) - Total				
(6)	a.				
(7)	b.				
8	4. Total (Sum of lines 1, 2, and 3)				
	B. REHABILITATION OF RENTAL UNITS				
9	1. Section 8–HUD				
10	2. State Agency–Total (Sum of lines a and b)				
11	a. Section 8				
12	b. Other				
13	3. Other Assisted Rehabilitation of Rental Housing (Identify) – Total				
(14)	a.				
(15)	b.				
16	4. Total (Sum of lines 1, 2, and 3)				
	C. EXISTING RENTAL UNITS				
17	1. Section 8–HUD				
18	2. State Agency–Total (Sum of lines a and b)				
19	a. Section 8				
20	b. Other				
21	3. Other Assisted Existing Rental Housing (Identify) – Total				
(22)	a.				
(23)	b.				
24	4. Total (Sum of lines 1, 2, and 3)				
	D. REHABILITATION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS				
25	1. CD Block Grants				
26	2. Section 235				
27	3. Other Rehabilitation Assistance to Homeowners or Prospective Homeowners (Identify) - Total				
(28)	a.				
(29)	b.				
30	4. Total (Sum of lines 1, 2, and 3)				
	E. NEW CONSTRUCTION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS				
31	1. Section 235				
32	2. Other (Identify) – Total				
(33)	a.				
(34)	b.				
35	3. Total (Sum of lines 1 and 2)				
36	F. ALL HOUSING ASSISTANCE GOALS (Sum of lines A1, B1, C4, D1, and E3)	220			

HUD-7015.10 (12-75)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
HOUSING ASSISTANCE PLAN

TABLE III. GOALS FOR LOWER INCOME HOUSING ASSISTANCE
THREE YEAR GOAL

1. NAME OF APPLICANT

3. [ ] ORIGINAL
[ ] AMENDMENT, DATE:

2. APPLICATION/GRANT NUMBER
B - - - -

4. PROGRAM YEAR
FROM: TO.

	TYPES AND SOURCES OF ASSISTANCE	NUMBER OF HOUSEHOLDS TO BE ASSISTED: ALL HOUSEHOLDS	ELDERLY OR HANDICAPPED (1–2 persons)	FAMILY (1 or less persons)	LARGE FAMILY (5 or more persons)
	(a)	(b)	(c)	(d)	(e)
	A. NEW RENTAL UNITS				
1	1. Section 8–HUD				
2	2. State Agency–Total (Sum of lines a and b)				
3	a. Section 8				
4	b. Other				
5	3. Other Assisted New Rental Housing (Identify) - Total				
(6)	a.				
(7)	b.				
8	4. Total (Sum of lines 1, 2, and 3)				
	B. REHABILITATION OF RENTAL UNITS				
9	1. Section 8–HUD				
10	2. State Agency–Total (Sum of lines a and b)				
11	a. Section 8				
12	b. Other				
13	3. Other Assisted Rehabilitation of Rental Housing (Identify) – Total				
(14)	a.				
(15)	b.				
16	4. Total (Sum of lines 1, 2, and 3)				
	C. EXISTING RENTAL UNITS				
17	1. Section 8–HUD				
18	2. State Agency–Total (Sum of lines a and b)				
19	a. Section 8				
20	b. Other				
21	3. Other Assisted Existing Rental Housing (Identify) - Total				
(22)	a.				
(23)	b.				
24	4. Total (Sum of lines 1, 2, and 3)				
	D. REHABILITATION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS				
25	1. CD Block Grants				
26	2. Section 235				
27	3. Other Rehabilitation Assistance to Homeowners or Prospective Homeowners (Identify) - Total				
(28)	a.				
(29)	b.				
30	4. Total (Sum of lines 1, 2, and 3)				
	E. NEW CONSTRUCTION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS				
31	1. Section 235				
32	2. Other (Identify) – Total				
(33)	a.				
(34)	b.				
35	3. Total (Sum of lines 1 and 2)				
36	F. ALL HOUSING ASSISTANCE GOALS (Sum of lines A1, B1, C4, D1, and E3)				
37	PERCENT OF ALL HOUSEHOLDS	100%	%	%	%

G. EXPLANATION OF PRIORITIES (Attach additional pages)

221

HUD-7015.10 (12-75)

Form Approved
OMB No. 63R-1571

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PLAN

TABLE IV – GENERAL LOCATIONS FOR PROPOSED LOWER INCOME HOUSING

1. NAME OF APPLICANT	3. [ ] ORIGINAL [ ] AMENDMENT, DATE:
2. APPLICATION/GRANT NUMBER B - - - -	4. PROGRAM YEAR FROM: TO:

A. IDENTIFY GENERAL LOCATIONS ON MAP IN THIS APPLICATION

1. New Construction: Census Tract Numbers

2. Rehabilitation: Census Tract Numbers

B. EXPLANATION OF SELECTION OF GENERAL LOCATIONS

1. New Construction

2. Rehabilitation

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

ASSURANCES

The applicant hereby assures and certifies with respect to the grant that:

(1) It possesses legal authority to apply for the grant, and to execute the proposed program.

(2) Its governing body has duly adopted or passed as an official act a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and designating the authorized representative of the applicant to act in connection with the application and to provide such additional information as may be required.

(3) It has complied with all the requirements of OMB Circular No. A-95 as modified by Sections 570.300(c) (for entitlement applicants) or 570.400(d) (for discretionary applicants) and that either

(i) any comments and recommendations made by or through clearinghouses are attached and have been considered prior to submission of the application; or

(ii) the required procedures have been followed and no comments or recommendations have been received.

(4) Prior to submission of its application, the applicant has:

(i) provided citizens with adequate information concerning the amount of funds available for proposed community development and housing activities, the range of activities that may be undertaken, and other important program requirements;

(ii) held at least two public hearings to obtain the views of citizens on community development and housing needs; and

(iii) provided citizens an adequate opportunity to articulate needs, express preferences about proposed activities, assist in the selection of priorities, and otherwise to participate in the development of the application.

(5) Its chief executive officer or other officer of applicant approved by HUD:

(i) Consents to assume the status of a responsible Federal official under the National Environmental Policy Act of 1969 insofar as the provisions of such Act apply to the applicant's proposed program pursuant to 24 CFR 570.603; and

(ii) Is authorized and consents on behalf of the applicant and himself to accept the jurisdiction of the Federal courts for the purpose of enforcement of his responsibilities as such an official.

(6) The Community Development Program has been developed so as to give maximum feasible priority to activities which will benefit low or moderate income families or aid in the prevention or elimination of slums or blight. Where all or part of the community development program activities are designed to meet other community development needs having a particular urgency, such needs are specifically described in the application under the Community Development Plan Summary.

(7) It will comply with the regulations, policies, guidelines and requirements of Federal Management Circulars 74-4 and 74-7, as they relate to the application, acceptance and use of Federal funds for this federally-assisted program.

(8) It will administer and enforce the labor standards requirements set forth in Section 570.605 and HUD regulations issued to implement such requirements.

(9) It will comply with all requirements imposed by HUD concerning special requirements of law, program requirements, and other administrative requirements approved in accordance with Federal Management Circular 74-7.

(10) It will comply with the provisions of Executive Order 11296, relating to evaluation of flood hazards.

(11) It will comply with:

(i) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and the regulations issued pursuant thereto (24 CFR Part I), which provides that no person in the United States shall on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

(ii) Title VIII of the Civil Rights Act of 1968 (P.L. 90-284) as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services within the applicant's jurisdiction.

(iii) Section 109 of the Housing and Community Development Act of 1974, and the regulations issued pursuant thereto (24 CFR 570.601), which provides that no person in the United States shall, on the ground of race, color, national origin or sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with Title I funds.

(iv) Executive Order 11063 on equal opportunity in housing and nondiscrimination in the sale or rental of housing built with Federal assistance.

(v) Executive Order 11246, and all regulations issued pursuant thereto (24 CFR Part 130), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally - assisted contracts. Such contractors and subcontractors shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.

(vi) Section 3 of the Housing and Urban Development Act of 1968, as amended, requiring that to the greatest extent feasible opportunities for training and employment be given lower income residents of the project area and contracts for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the area of the project.

(12) It will:

(i) In acquiring real property in connection with the community development block grant program, be guided to the greatest extent practicable under State law, by the real property acquisition policies set out under Section 301 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) and the provisions of Section 302 thereof:

(ii) Pay or reimburse property owners for necessary expenses as specified in Section 303 and 304 of the Act; and

(iii) Inform affected persons of the benefits, policies, and procedures provided for under HUD regulations (24 CFR Part 42).

(13) It will:

(i) Provide fair and reasonable relocation payments and assistance in accordance with Sections 202, 203, and 204 of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 and applicable HUD regulations (24 CFR Part 42), to or for families, individuals, partnerships, corporations or associations displaced as a result of any acquisition of real property for an activity assisted under the program;

(ii) Provide relocation assistance programs offering the services described in Section 205 of the Act to such displaced families, individuals, partnerships, corporations or associations in the manner provided under applicable HUD regulations;

(iii) Assure that, within a reasonable time prior to displacement, decent, safe, and sanitary replacement dwellings will be available to such displaced families and individuals in accordance with Section 205(c) (3) of the Act, and that such housing will be available in the same range of choices to all such displaced persons regardless of their race, color, religion, national origin, sex, or source of income;

(iv) Inform affected persons of the benefits, policies, and procedures provided for under HUD regulations; and

(v) Carry out the relocation process in such a manner as to provide such displaced persons with uniform and consistent services, including any services required to insure that the relocation process does not result in different or separate treatment to such displaced persons on account of their race, color, religion, national origin, sex, or source of income.

(14) It will establish safeguards to prohibit employees from using positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.

(15) It will comply with the provisions of the Hatch Act which limit the political activity of employees.

(16) It will give HUD and the Comptroller General through any authorized representative access to and the right to examine all records, books, papers, or documents related to the grant.

Item 2 Application/Grant Number. Enter the assigned application number, if known.

Item 3 Original-Amendment. Check "Original" box if this is the first time the table is being submitted for the current year. Otherwise, check "Amendment" box to indicate a revision (whether during the application processing period or during the program year) of an earlier submission for the same program year, and indicate the date of the revision.

Item 4 Program Year. Leave blank.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING ASSISTANCE PLAN

GENERAL INSTRUCTIONS FOR FORMS HUD-7015.8 THRU 11

The Housing Assistance Plan (HAP) section of the Community Development Block Grant application consists of four forms and a map with narrative explanation, showing, respectively: I. Survey of Housing Conditions; II. Housing Assistance Needs of Lower Income Households; III. Goals for Lower Income Housing Assistance; and IV. General Locations for Proposed Lower Income Housing. Tables I and II, which set forth housing conditions and the housing assistance needs of lower income households, must be taken into account in formulating the locality's goals for lower income housing assistance shown in Table III.

Applicants are required to complete all portions of the forms, in accordance with these instructions. Incomplete or inadequate preparation of the HAP may constitute grounds for disapproval of an entire Community Development Block Grant application.

Except as noted below, data should be drawn from generally available materials, published or unpublished, that are readily accessible to the applicant and to HUD. These include materials from the Census Bureau; records of code enforcement agencies; records of other public agencies, particularly local public housing agencies or renewal authorities; local, regional, or state Section 701 housing elements and comprehensive plans; and materials provided by HUD as described below. Data sources, reference dates, and methods of estimation must be supplied for each entry. Applicants are expected to develop improved and additional data, as needed, for the preparation and implementation of their HAPs.

HUD Area Offices are prepared to provide certain data and guidance to applicants requesting assistance. Specifically, technical assistance will be made available for developing information necessary to complete Tables I and II, including the required estimates of households expected to reside in the community.

In Items 1 through 4 on each form enter:

Item 1 Name of Applicant. Enter the name of the unit of general local government as it appears in the Application for Federal Assistance, Form HUD-7015.

TABLE I. SURVEY OF HOUSING CONDITIONS
(HUD-7015.8)

Basic Requirement

The Housing Assistance Plan must describe the condition of the housing stock in the community. Completion of the subtotal item, "Suitable for Rehabilitation," is mandatory only for those applicants proposing housing rehabilitation goals in Table III.

A. Housing Status and Condition of All Housing Units in the Community

"Owner Units" include all owner-occupied nonseasonal units, regardless of type of structure, plus all nonseasonal vacant units available for sale only. Units in condominium or cooperative projects are to be reported as owner units unless occupied on a rental basis or specifically available for rent.

"Renter units" include all nonseasonal units occupied on a rental basis (including those having no cash rent) plus all nonseasonal vacant units available for rent.

"Substandard units" must be estimated by the applicant on the basis of local judgments of housing quality acceptable for occupancy. The standards which are used must be set forth in Section B.1. The following are some of the general criteria which an applicant may consider in identifying substandard housing. Units should be classified as substandard if they lack one or more essential plumbing facilities (hot and cold piped water, private toilet, and private shower or bath) for exclusive use of the occupants of the unit, or if they are in dilapidated condition (defined by the 1960 Census of Housing as units that do not provide safe and adequate shelter; i.e., having one or more critical defects, or having a combination of intermediate defects in sufficient number to require extensive repair or rebuilding, or being of inadequate original construction). In addition, local definitions could recognize as substandard those units which violate one or more significant aspects of local housing codes or which significantly fall short of the housing quality standards as set forth in Section 882.109 of the Regulations for the Section 8 Housing Assistance Payments Program--Existing Housing. (24 CFR, Part 882).

"Standard and all other units" are residuals from the totals of "occupied units" and "vacant units," after deducting "substandard units," as defined and identified by the applicant. In addition to all units which are clearly acceptable by local standards, these entries also should include units which, while not substandard, are of marginal usefulness in the market, or in deteriorating condition caused by use or inadequate maintenance.

"Suitable for rehabilitation" relates to estimates by the locality with respect to existing housing resources. These resources may be currently substandard or clearly marginal from the standpoint of either equipment or condition, but which are considered economically and physically appropriate for rehabilitation. Applicants are encouraged to consider the following factors in making estimates of the numbers of units suitable for rehabilitation: (1) the costs of required equipment and construction; (2) the market acceptance and value of the units after rehabilitation; (3) the need for, availability of, and costs of essential community services and facilities which are necessary to continuing use and maintenance after rehabilitation; and (4) the technical feasibility of rehabilitation with currently available or accessible construction and financing resources. Thus, market conditions and standards, municipal resources and resolve, neighborhood environment, industry capacity, and dwelling unit characteristics all will have a bearing on local estimates of units which are currently less than acceptable, but which through feasible rehabilitation may be made into standard quality, economical housing units. If the accomplishment of the rehabilitation would require loans, grants, or other housing subsidies, the availability of such resources should be considered before establishing goals on Table III for the rehabilitation of these units. Applicants should note that units "suitable for rehabilitation" are to be included as subtotals. The locality's criteria for determining "suitable for rehabilitation" must be set forth in Item B.2.

B. Definitions, Data Sources, and Methods

Applicants are required to provide the definitions of "substandard" housing and "suitable for rehabilitation" used in surveying the condition of housing units in the community. Data sources for each entry of required information and methodology used for any calculation or estimate also must be identified, including a complete description of any sampling methods employed. A copy of any surveying instrument and interviewing instructions also must be provided when the applicant has undertaken an independent survey of housing conditions.

TABLE II. HOUSING ASSISTANCE NEEDS OF LOWER INCOME HOUSEHOLDS
(HUD-7015.9)

Basic Requirement

The plan must contain estimates of the housing assistance needs of lower income households residing, or families expected to reside, in the community. Separate estimates are required for owner households needing assistance and renter households needing assistance, by household type (elderly or handicapped, family, and large family), and for owner and renter households displaced or to be displaced. Estimates of the housing assistance needs of households residing in the community should take into consideration and summarize any special needs found to exist in any identifiable segment (women and minority groups) of the lower income households in the community.

Definitions to be Used in Estimating Housing Assistance Needs

1. Lower Income Households are families whose income does not exceed 80 percent of the median income for the area as determined by HUD, with adjustments for smaller or larger families, except that HUD may establish income limits higher or lower than 80 percent on the basis of its findings that such variations are necessary because of the prevailing levels of construction costs, unusually high or low incomes or other factors. This is the definition of lower income families used in the Section 8 Housing Assistance Payments program, the Section 235 program, and in Section 570.3(o) of the Community Development Block Grant Regulations. These income limits are available, on request, from the HUD Area Office.

2. Elderly Households are one or two person households headed by a person over 62 years of age.

3. Handicapped Households are one or two person households headed by a person who is under a disability or is handicapped (as defined in Section 3 of the U.S. Housing Act of 1937, as amended).

4. Family Households are households including four or fewer persons, excluding elderly and handicapped households composed of one or two persons.

5. Large Family Households are households having five or more persons.

6. Female Headed Households are all households headed by a female, regardless of age or minority or non-minority group status.

7. Minority Households are members of a minority group which includes Negroes/Blacks, Spanish-Americans, Orientals, American Indians, or other groups normally identified by race, color or national origin.

8. Households Expected to be Displaced include all households displaced or to be displaced by public action or private action within the program year.

9. Families "Expected to Reside" include lower-income families expected to reside in the community as a result of commercial, industrial, governmental, or service employment generated by new or expanded development; and lower-income families with workers currently employed in the community, but not living there, as determined pursuant to Section 570.303(c)(2) of the Housing Assistance Plan regulations.

Basis for Estimating Housing Assistance Needs of Lower Income Households

Separate estimates are required for owner households needing assistance (Table II, Section A), and renter households needing assistance (Table II, Section B). In providing estimates, applicants should consider the numbers of lower-income families occupying housing units which are considered substandard, and the numbers of lower-income families occupying housing units which are overcrowded (with 1.01 or more persons per room). Applicants should also take into account the fact that some lower income households already occupy adequate housing without spending an excessive proportion of income for such housing.

Applicants should note that columns (b-1) through (b-4) are not the sums of columns (c-1) through (c-4) and (d-1) through (d-4). The totals for all households requiring assistance (columns (b-1) through (b-4), are the sums of all minority households needing assistance, (d-1) through (d-4), plus all nonminority households needing assistance which are not shown on the form.

Estimates of Female-Headed Households Needing Assistance

Information should be provided on Page 1 of Table II, for female-headed households residing in the communities, including minority and nonminority households, where such data are generally available from the Census, from surveys by R. L. Polk enumerators, or other sources. Applicants not having data generally available need not complete this section of Table II. Because female-headed households also will be included in the estimates of minority and nonminority households needing assistance, this category should not be added to the totals of households needing assistance.

Estimates of Minority Households Needing Assistance

Estimates must be provided on Page 1 of Table II, of all minority households needing assistance. In addition, data on the number of

226

227

by household type, that need assistance. If there are more than three minority groups in the applicant community, use an additional copy of Table II, Page 2.

Estimates of Housing Assistance Needs of Families Expected to Reside in the Community

Applicants must provide estimates of the housing assistance needs of families expected to reside in the community. Separate estimates, by household type, of the total number of families expected to reside in the community are required, as follows:

1. Additional Families Expected to Reside in the Community as a Result of Planned Employment. Applicants must provide estimates, by household type, of the total number of lower income families with workers expected to reside in the community in the next three years as a result of known commercial, industrial, governmental, or service employment expected to be generated by new or expanded development. These estimates must be derived from generally available data with respect to the total number of new jobs for lower income workers with families who do not now reside in the community. All such non-resident lower income families must be assumed to be expected to reside in the community. Sources of information to derive these estimates may include approved development plans, building permits, and awards of significant contracts. The estimate of lower income families with workers expected to reside may be reduced by the number of lower income workers already living in the community who can be expected to fill new jobs.

   The following example illustrates the calculation of the number of lower income families with workers expected to reside in the community as a result of planned employment:

New jobs for lower income workers to be created by expansion of government facility	1,200
New jobs for lower income workers in planned new shopping center	100
Total planned new jobs for lower income workers	1,300
Unemployed lower income workers living in community and expected to fill new jobs	- 900
Additional lower income families expected to reside in the community as a result of planned employment	400

2. Additional Families With Workers Already Employed in the Community, but Living Elsewhere, Expected to Reside in the Community. Applicants must provide estimates, by household type, of the number of lower income families with workers already employed in the community, but living elsewhere, who could reasonably be expected to reside in the community if housing they could afford were available. These estimates are to be based on either of the following data:

   (a) Federal Census Data. HUD field offices will provide a number of applicants located in metropolitan areas (cities of 50,000 or more, central cities of SMSAs, urban county SMSAs, and certain other places) with estimates using methodologies based on Federal Census data. These data will assist applicants, on an interim basis, in developing estimates of the number of lower income families with workers already employed in the community but living elsewhere, pending receipt of special tabulations of Federal Census information.

   (b) Housing Needs Assessments. For some areas, a housing needs assessment, more recent than available Federal Census data, has been prepared by an areawide, regional, or State planning agency, and the assessment addresses the housing assistance needs of families with workers employed, but not living in the community. The applicant must consider the contents of any such needs assessments in utilizing estimates based on Federal Census data.

   Applicants may also utilize other more recent data generally available to estimate the number of lower income families with workers employed, but not living, in the community. If such data are used, the applicant must explain any deviations from estimates derived from available Federal Census data or from more recent areawide, regional, or State planning agency assessments.

   In determining the number of families with workers employed in the community but not living there who could reasonably be expected to reside in the community, the applicant's estimate must be such as to make the percentage of lower income workers living in the community at least equal the metropolitan percentage of such workers. The following example illustrates the application of this minimum percentage rule:

	Community X	Community Y
1. SMSA percentage of lower income families with workers living in the community where they work	50%	50%
2. Lower income families with workers, working in community	10,000	10,000
3. 50% of 10,000	5,000	5,000
4. Lower income families with workers, working and living in the community	4,000	2,000
5. Minimum number of non-resident lower income families with workers "expected to reside" (line 3 minus line 4)	1,000	3,000

When an applicant community in a metropolitan area has a ratio of lower income families to the total number of families in the community which exceeds the ratio in the metropolitan area of lower income families to total families, it may be considered to have an undue concentration of lower income persons, but only for the purpose of estimating the number of non-resident lower income families with workers employed in the community, who could reasonably be expected to reside there. Such an applicant may take this factor into account when providing the estimate of the number of non-resident lower income families with workers who could reasonably be expected to reside in the community.

An applicant community in a non-metropolitan area, for which relevant Federal Census data are not available, must submit its best estimate of the number of non-resident families with workers employed in the community, who could reasonably be expected to reside there, based on data generally available from Federal, State, areawide, or local sources.

Calculation of Proportions (Percent of Total)

Proportions (percent of total) indicated on Table II, Section E, are to be calculated by determining the percent, of the totals shown, represented by each household type (elderly or handicapped, family, and

large family). These percentages serve as a base for application of the proportional goals requirement, described on page 13 of these Instructions.

Data Sources and Methods

Applicants are required to provide, in Section F of Table II, data sources for each entry of required information. The methodology used for any calculation or estimate also must be identified, including a complete description of any sampling methods employed. A copy of any surveying instrument and interviewing instructions also must be provided when the applicant has undertaken an independent survey of the housing assistance needs of lower income households.

TABLE III. GOALS FOR LOWER INCOME HOUSING ASSISTANCE (HUD-7015.10)

Basic Requirement

The Housing Assistance Plan must include a realistic current year goal describing planned numbers of additional assisted units to be provided for lower income households. The year should coincide with the program year described elsewhere in the Community Development Block Grant application. To provide a longer term framework, applicants are required to prepare a current year goal within the context of a three-year goal which coincides with the three-year Community Development Plan.

Determination of Realistic Goals

In establishing current year and three-year housing assistance goals, the applicant should determine the types of assistance which are best suited to the housing assistance needs of lower income households in the community. Housing assistance goals may take into consideration the availability of housing assistance resources in the program year and over the three-year period.

Under Section 570.306(b)(2)(ii), the Secretary is required by law to approve a block grant application, unless a determination is made that the activities to be undertaken by the applicant are plainly inappropriate to meeting the needs identified by the applicant. In its review of an applicant's housing assistance goals, HUD may determine that, where an applicant has substantial housing needs, and housing assistance resources are available, minimal housing goals are plainly inappropriate to meeting such needs. An example of when a goal will be considered by HUD to be so minimal as to be ineffective, and therefore plainly inappropriate, is a situation where an applicant has identified a substantial number of households needing assistance and proposes housing assistance goals which are infeasible because the level of assistance proposed would not support a viable housing project or housing assistance program. Another example is a situation where an applicant has substantial housing needs, ignores housing assistance resources identified as being available from HUD, and does not include, in its goals, other housing assistance resources which will provide a similar level of assistance to meet housing needs, by household type. Applicants are not required to include housing assistance programs available from HUD in their housing assistance goals, as long as housing assistance needs at similar levels, by household type, can be met with other forms of assistance.

Units Having Firm Financial Commitments

Housing assistance goals are to reflect the applicant's goals

with respect to obtaining firm financial commitments for housing assistance during the current year and three-year period. Therefore, the goals are to reflect only proposed new commitments and must not include housing units or projects for which firm financial commitments already have been obtained. The nature of a firm financial commitment may vary from program to program, but in all cases, units for which an official document pledging financial support has been executed in a prior program year, identifying a specific project or units, should not be included in Table III. Examples of firm financial commitments are as follows:

1. Section 8 New Construction and Substantial Rehabilitation - Notification of Application Approval.
2. Section 8 Existing Housing - Execution of an Annual Contributions Contract.
3. Other Low-Rent Public Housing Programs - A Program Reservation.
4. Section 235 - A Preliminary Reservation of Section 235 Contract Authority.
5. Other assisted housing - A firm financial commitment by a lending institution, or a government agency, which identifies a specific project or units.

When projects having firm financial commitments are planned for, or are under construction in the locality, they should be reported on the applicant's Grantee Performance Report, and the estimates of lower income households needing assistance (Table II) should be adjusted to account for those households whose needs will be satisfied through the completion of these projects or units. For example, if a low-rent public housing project consisting of 100 units for the elderly is under construction in the community, the numbers of lower income elderly households indicated as needing assistance on Table II should not include those 100 households.

Housing Units Needed to Assist in Urban Renewal Project Close-Outs

Section 105(h) of Title I of the Housing Act of 1949 requires that if an urban renewal project was approved after December 24, 1969, and involves the demolition or removal of any residential structure occupied by low- and moderate-income families, an equal number of standard units, available to low- and moderate-income families, must be provided to replace those units removed. Replacement units needed to meet this requirement must be included in the housing assistance goals.

In addition, all lower income housing units which are required in order to comply with the provisions of Section 105(f) of Title I of the Housing Act of 1949 must be included in the housing assistance goals. Section 105(f) requires that a majority of housing units provided in the community's total of predominantly residential urban renewal projects approved after August 1, 1968, be for low- and moderate-income families and individuals, and that at least 20 percent of the housing units must be for low-income families and individuals.

Proportional Goals

Within the period of the three-year goal (Program Years 1976, 1977, 1978), the total three-year housing assistance goal (Section F of Table III, page 2) must address the needs of the three household types--elderly or handicapped, family, and large family--in proportion to the percentage of lower income households, identified in Table II, represented by that household type. Applicants may adjust the percent for any household type downward by as much as 10 percentage points but in no event by more than one-fourth of the total percent represented by a particular household type. The following table presents an example illustrating the proportionality requirement for the three-year housing assistance goal, and the range of adjustments:

	ELDERLY OR HANDICAPPED	FAMILIES	LARGE FAMILIES	TOTAL
Number of Households Needing Assistance (Sec. E of Table II)	1,600	2,000	400	4,000
Percent of Total Households Needing Assistance Represented by each Household Type (Sec. E of Table II)	40%	50%	10%	100%
3-Year Goal Minimum Requirement after Maximum Downward Adjustment	30%*	40%*	7.5%**	N/A
If applicant proposes to assist 1,000 households over the three-year period				
Strictly proportional distribution of housing goals by household type	400	500	100	1,000
Minimum assistance for each household type if applicant uses 10% downward adjustment	300	400	75 (225)***	1,000***

*Ten percentage point downward adjustment.

**Ten percentage point adjustment reduces the category of households by more than one-fourth of the category's total percentage. The rule that no category may be reduced by more than 1/4 of the total percentage is applicable: 10% x 3/4 = 7.5%.

***After meeting the minimum requirement, applicant may allocate the balance of units proposed in any manner to reach the proposed total of 1,000 units. As indicated, the balance may be allocated, for example, to the large family category.

Exceptions. HUD may grant an exception to the general proportionality requirement for the three-year goal. Applicants may request an exception only with documentation of special needs arising from one or more of the following situations:

1. Displacement of significant numbers of households of a particular size;

2. Natural disasters;

3. Accommodating proposals for projects of feasible size which could not otherwise be developed if the proportionality test were strictly applied;

4. Meeting the requirements of Section 105(f) and (h) of the U.S. Housing Act of 1949, as described above; or

5. Implementing the goals of areawide fair share housing plans.

New, Rehabilitated, and Existing Units

Goals for new, rehabilitated, and existing units should relate to the findings regarding the availability of vacant existing units and of units suitable for rehabilitation, and the types of housing assistance needs identified by the applicant on Table II. The distribution of assistance should be made taking into consideration the objectives of: conservation and preservation of the existing housing stock, curtailment of housing deterioration, promotion of neighborhood stability, minimizing detrimental environmental impact, avoidance of undue concentrations of low-income persons, and economic feasibility.

Section 8 Mix of New, Rehabilitated, and Existing Units

Applicant communities with an adequate rental housing vacancy rate, which plan to use the Section 8 Housing Assistance Payments programs, generally must establish housing assistance goals which largely exclude new construction and which, through use of the existing housing stock, emphasize preservation and rehabilitation.

A rental vacancy rate of 6 percent for nonseasonal, available units will be considered adequate except in localities experiencing very little growth. In such cases, a lower vacancy rate may be deemed adequate.

Plans for use of Section 8 new construction may be approved in communities with adequate vacancy rates to the extent that the community can demonstrate that the available housing assistance resources cannot effectively be used, in a proportional manner, in programs emphasizing use of the existing housing stock or that the housing assistance needs of lower income households cannot be met, in total or by household type, by such resources. Such demonstration must include data indicating the extent to which conditions such as the following prevail:

1. A substantial portion of the lower income households in the community are living in marginally acceptable units which do not meet the housing quality requirements of the Section 8 Existing Housing program and there are not sufficient vacant units within the price limitations (fair market rents) and quality requirements of the program to accommodate them.

2. Vacancies are unusually concentrated in unit sizes or structure types which are not appropriate to the housing needs of one or more types of lower income households (such as large families).

3. New construction programs are necessary to meet the requirements of Sections 105(f) and (h) of the U.S. Housing Act of 1949, as amended.

4. Current household growth is absorbing available units at a rate sufficiently high to indicate that a currently adequate vacancy rate will decrease rapidly in the near future.

Communities which have a less than adequate rental vacancy rate and are planning to use Section 8 assistance should plan a mix of new, rehabilitated and existing housing which utilizes proportions of existing housing to the extent it is feasible, utilizing lower proportions of existing housing where the vacancy rate is lower. Rehabilitation programs which are integral parts of neighborhood renewal strategies are appropriate in communities with stock suitable for rehabilitation regardless of the vacancy rate. Applicants proposing rehabilitation goals should consider the interrelation between construction costs, rental or sale value after rehabilitation, and long-term viability of of projects and neighborhoods.

Current or recent vacancy surveys by R. L. Polk enumerators or postal carriers, reports of idle utility meters, or rental management vacancy reports may provide effective means for up-dating 1970 Housing Census rental vacancy data. Applicants requiring assistance in determining the community's rental vacancy rate should contact the HUD field office.

Housing Assistance Goals for the Section 8 Housing Assistance Payments Program

In order to assist applicants in establishing goals for using the Section 8 Housing Assistance payments program, HUD will provide information with respect to the amount of Section 8 assistance that could reasonably be expected to be made available by field offices to the metropolitan or nonmetropolitan geographic area ("allocation area") of which the locality is a part.

It is expected that HUD field office directors will make public their offices' total dollar allocation of Section 8 housing assistance funds for metropolitan and nonmetropolitan areas, when Section 8 funds are allocated to these offices, and indicate the approximate numbers of new (or rehabilitated) or existing units the funds could support. If a State Housing Finance or Development Agency is authorized to receive a specific set-aside of a portion of the field office's total allocation of Section 8 funds, the amount of this set-aside also will be made known. Upon request, the HUD field office will provide a preliminary estimate of the general range within which the ultimate authorization for a geographic area, of which the locality is a part, may be expected to fall. This preliminary estimate will be based upon a statistical "fair share" measurement of housing assistance needs for a geographic area ("allocation area"). In the case of rural areas, the "allocation area" will be considerably larger than an individual locality, and in the case of metropolitan areas it may include an entire SMSA.

Prior to determining the actual funding level for an allocation area, field offices will evaluate the contents of available local Housing Assistance Plans and any other relevant information on housing needs, including local, regional, and State or areawide 701 housing plan elements, to determine whether locally generated or other data, such as "expected to reside" need, demonstrate that the relative housing needs of the several allocation areas are greater or lesser than needs indicated by the statistical fair share measurement derived from Census data. The amount of Section 8 funds ultimately made available to an allocation area out of a HUD field office's allocation of Section 8 funds may reflect the extent to which Housing Assistance Plans show that some or all housing assistance needs will be met through programs other than Section 8. It should be noted that, in addition to funds provided out of a HUD field office allocation, additional Section 8 funds may be made available to some areas through the Section 202 Housing for Elderly and Handicapped Program, from State agency set-asides, or from HUD-Housing Management's special set-aside of Section 8 units. Moreover, there is a possibility that if it has been demonstrated that the Section 8 funds made available to one or more allocation areas will not be utilized, such funds may be subsequently reallocated to an area where there is need and where they will be utilized.

Types and Sources of Assistance

Table III, Section A. New Rental Units. Goals for additional new rental units proposed to be constructed for lower income households are to be included in this section. Housing for large families consists of all units of three or more bedrooms. The applicant may include goals for Section 8 new construction on Line A.1. when the Section 8 assistance is to be provided by HUD directly. If the applicant has requested, or intends to request, that a State agency utilize a portion of its set-aside in the community to provide housing units under the Section 8 New Construction program, the numbers of such Section 8 units should be included on Line A.2.a; this activity should not be included in the totals shown on Line A.1. If the applicant proposes that the State agency utilize a different new construction program which will provide rental assistance to lower income households in the locality, the units proposed should be identified, by name of the program and numbers of units, on Line A.2.b. Any other Federal, local or private new construction rental program for lower income households should be identified, by name of the program and number of units on Line A.3 and described, in detail, in Section G.

Table III, Section B. Rehabilitation of Rental Units. Indicate goals for units in the locality which are to be rehabilitated and made available, subsequent to completion of rehabilitation, for rent by lower income households. Goals for the use of Community Development Block Grants to rehabilitate rental units to be occupied by lower income households may be included in Section B.3. Section B.3. also may include goals for the use of Low-Rent Public Housing Modernization funds to improve vacant public housing units which are deteriorated, damaged, or in substandard condition to standard condition. Rehabilitation goals, by assistance program and numbers of units, should be described in the same manner as under Section A.

Table III, Section C. Existing Rental Units. Indicate goals for the number of existing housing units, for which housing subsidies will be provided, so that the units can be rented by lower income households. Goals for the use of Section 8 housing assistance payments for projects covered by HUD-insured or HUD-held mortgages, to be provided from HUD Housing Management's special set-aside, may be included in Section C.3. Existing housing goals, by assistance program and numbers of units, should be described in the same manner as called for under Section A.

Table III, Section D. Rehabilitation Assistance to Homeowners or Prospective Homeowners. Indicate, on line D.1., goals for the numbers of units owned by lower income households for which rehabilitation assistance, using CD block grant funds, will be provided. Indicate, on line D.2., goals for the rehabilitation of housing units to be

assisted under the Section 235 program. Identify on line D.3., by program and numbers of units, any other proposed rehabilitation programs providing assistance for units owned by lower income households. A description of any other proposed rehabilitation programs should be provided in the same manner as called for under Section A.

Table III, Section E, New Construction Assistance to Homeowners or Prospective Homeowners. Indicate goals for proposed assistance to lower income households purchasing housing units (including single-family homes, condominiums, and cooperative housing units) to be constructed in the locality. New construction assistance programs other than Section 235 should be identified on line E.2., and described in the same manner as called for under Section A.

Table III, Section F. All Housing Assistance Goals. Indicate total current year and three-year lower income housing assistance goals (Lines A.4. and B.4. and C.4. and D.4. and E.3., and indicate proportions of assistance, by household types, for three-year goals.

Table III, Section G. Explanation of Priorities. The plan should include a brief narrative explanation of what housing needs priorities are reflected in the goals prescribed and the local basis for setting these priorities . Other lower income assistance programs identified on lines A.3., B.3., C.3., D.3., and E.2. should be described, including the source, nature, and depth of the subsidy. Applicants who want to review applications submitted to HUD by a State agency for proposed housing assistance in the community should so indicate in their narrative explanation. Applicants also must identify which of the units included in the current year and three year goal are necessary to meet the requirements of Section 105(f) and (h) of the U.S. Housing Act of 1949, as amended.

234

TABLE IV: GENERAL LOCATIONS FOR PROPOSED LOWER INCOME HOUSING
(HUD-7015.11)

Basic Requirement

The plan must indicate general locations proposed for housing for lower income households. Such locations must be selected with the objectives of:

1. furthering community revitalization, including neighborhood restoration and rehabilitation;

2. promoting greater choice of housing opportunities for low-income persons and avoiding undue concentrations of assisted housing in areas containing a high proportion of low-income persons;

3. assuring the availability of public facilities and services adequate to serve proposed housing projects.

General Locations for Proposed HUD-Assisted Housing

1. Section 8 New Construction and Substantial Rehabilitation.

In addition to meeting the basic requirements, general locations for HUD-assisted housing must contain sites, within the boundaries specified, which conform to the site and neighborhood standards established by HUD for the Section 8 Housing Assistance Payments Program--New Construction (24 C.F.R., Part 880.112) or for the Section 8 Housing Assistance Payments Program--Substantial Rehabilitation (24 C.F.R., Part 881.112).

If both new and rehabilitated housing are contemplated under Section 8, a statement should be provided identifying those general locations that will be limited to either new construction or rehabilitation and those where both types will be acceptable. The general locations designated should have sufficient units suitable for rehabilitation and available sites suitable for new construction, to facilitate accomplishment of the plan's goals for rehabilitated and newly constructed housing. The general locations indicated should be of sufficient size and number to enable a reasonable degree of flexibility in selecting specific project sites, and to avoid unduly limiting the availability of sites for otherwise acceptable assisted housing projects. Specific sites for units to be assisted under the Section 8 program (for example, sites in urban renewal areas) may be included only if the applicant has

previously requested and received pre-approval, in writing, from the HUD field office and, if such specific site is in an area of minority concentration, the applicant can show that sufficient, comparable housing exists outside areas of minority concentration.

2. Section 235.

General locations for housing proposed to be assisted under Section 235 must contain sites, within the boundaries specified, which meet at least the adequate level on Items 2, 3, 4, and 5 of the Project Selection Criteria (24 C.F.R., Part 200).

Map and Supporting Materials.

The applicant must submit a map or maps of the geographic jurisdiction of the applicant showing the general location, by Census tract (except as provided below), of all proposed new and rehabilitated housing for lower income households included in the applicant's current year goal (Table III, page 1). The concentrations of minority groups and lower income persons also should be indicated, separately, for each minority group, by Census tract. This map with the above information may be combined with the map required in the CD Program, or prepared separately. A narrative explanation of how the locations will serve to meet the objectives as outlined in the Basic Requirement must be provided on Table IV. When a Census tract covers a substantial area (for example, a small community where the entire community consists of one or two Census tracts), smaller delineations, such as Census Enumeration Districts, should be used to show general locations. General locations for Section 8 Existing Housing should not be included.

235

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

DEC 21 1976

FUNDING APPROVAL UNDER TITLE I OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 (Public Law 93-383)

1. NAME OF APPLICANT	2. APPLICATION/GRANT NO.
3. APPLICANT'S ADDRESS (Include Street, City, County, State and Zip Code)	4. DATE OF APPLICATION
	5. DATE OF HUD RECEIPT OF APPLICATION
	6. ☐ Original Funding Approval ☐ Amendment. Amendment No. _____

All section references below are to the Housing and Community Development Act of 1974, unless otherwise indicated.

7. CATEGORY OF COMMUNITY DEVELOPMENT BLOCK GRANT FOR THIS FUNDING ACTION
(Check only one)
a. ☐ Metropolitan Entitlement (Sec. 106)
b. ☐ Metropolitan Discretionary (Sec. 106)
(1) _____ (SMSA Name), SMSA, State of _____
c. ☐ Non-Metropolitan Entitlement (Sec. 106)
d. ☐ Non-Metropolitan Discretionary (Sec. 106)
☐ Secretary's Discretionary (Sec. 107)
☐ Urgent Needs Fund (Sec. 103(b))

8. AMOUNT OF COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS APPROVED
a. Amount of CDBG Funds Currently Reserved for this Applicant. . . . . $ _____
b. Amount of CDBG Funds Now Being Approved for this Applicant . . . . . $ _____
c. Amount of Reservation to be Cancelled (Line 8a minus 8b). . . . . $ _____

HUD ACCOUNTING USE ONLY

BATCH	TAC	PROGRAM	Y	A	REG	AREA	DOCUMENT NO	PROJECT NUMBER - $
	153 176						7082	
1	4	9	12	13	14	16	18	23 30 35

CATEGORY	AMOUNT 1	EFFECTIVE DATE	F	AMOUNT 2	SCHEDULE NO.
39	41 45 50	54	60	61 65 70	74 79

9. DISTRIBUTION OF APPROVED COMMUNITY DEVELOPMENT BLOCK GRANT
a. Grant Amount Budgeted by Locality for Repayment of Urban Renewal Loans . . . . . $ _____
Grant Amount Reserved for Guarantee of Loans for Acquisition of Property (Sec. 108(b)). . . . . $ _____
Grant Amount Deducted by HUD to Settle Outstanding Urban Renewal Loans (Sec. 112(a)(1)) . . . . . $ _____
d. Sum of lines 9a, 9b, and 9c . . . . . $ _____
e. Amount of Approved CDBG Available for Disbursement (Line 8b minus 9d) . . . . . $ _____

1

HUD-7082 (3-76)

INSTRUCTIONS

& NO.

1. Enter the Applicant's name as shown in Item 4 of Form HUD-7015, Application for Federal Assistance.

2. Enter the number shown in Item 2 of Form HUD-7015.

3. Enter the Applicant's complete address as shown in Item 4 of Form HUD-7015.

4. Enter the date of application or amendatory shown in Item 15 of Form HUD-7015.

5. Enter the month, day and year that the application or amendatory was received, provided that it was judged to be complete, and the 75 day period was started in accordance with 24 CFR 570.306. If the application was incomplete, enter the date that the additions which made it complete were received. Complete only when 7a or 7c is checked.

6. Check the appropriate box. Check "Original Funding Approval" for the first funding approval form executed under the grant number shown in Block No. 2. Check "Amendment" for subsequent funding approval forms executed under the same grant number. Number amendments under the same grant number consecutively, starting with "1."

7. Check the appropriate box. If box 7b is checked, complete line 7b(1).

8. The amounts entered in this block shall pertain only to funds appropriated for CD Block Grants. They shall not include amounts pertaining to surplus urban renewal funds, which are handled separately in Block No. 10. a.

   a. Enter the amount of CDBG funds currently reserved for this Applicant under the grant number shown in Block No. 2. If amendment, enter the amount of CDBG funds which have been reserved since the completion of the previous Funding Approval form.

   b. Enter the amount of CDBG funds now being approved for this Applicant. If amendment, enter only the increase (+) or decrease (-) in the amount of CDBG funds approved for use by this Applicant under the grant number shown in Block No. 2.

   c. Subtract the amount on line 8b from the amount on line 8a and enter the difference on this line.

9. The amounts entered in this block shall pertain only to the distribution of the grant amount approved on line 8b.

   a. Enter the amount voluntarily budgeted by the locality for repayment of urban renewal loans. (Obtain this figure from supporting schedule for line 11 of Form HUD-7015.5, Community Development Budget.) Attach schedule indicating the following for each loan: Project Number: _____
   Amount of CDBG funds budgeted for loan repayment: $_____

   b. Enter the amount shown on line 4 of Item F of approved Form HUD-7015.6, Application for Community Development Loan Guarantee, if applicable.

   c. Enter the amount deducted by HUD pursuant to 24 CFR 570.802 to be used for repayment of urban renewal loans. Attach schedule, indicating the following for each loan:
   Project Number: _____
   Amount of CDBG funds to be applied to loan repayment: $_____

   d. Add the amounts on lines 9a, 9b, and 9c and enter the sum on this line. This is the amount of CDBG funds made available by this Funding Approval form for disbursement through the grant payment system (e.g. letter of credit).

10. Complete only if surplus grant funds remained after the financial settlement of urban renewal and/or NDP project(s), and those funds have been reassigned to this Applicant. Reference: 24 CFR 570.801.

   a. Enter the amount of surplus U. R. funds reserved for this Applicant. Verify this amount with the Regional Accounting Division. On the first Funding Approval form in which this block is completed, enter the total amount of surplus U. R. funds reserved for this Applicant via Form HUD-718. On subsequent Funding Approval forms, whether original or amendment, enter the balance of surplus U. R. funds available for future use, as shown on line 10c of the previous Funding Approval form, plus any additional amount of surplus U. R. funds reserved for this Applicant via Form(s) HUD-718.

   b. Enter the amount of surplus U. R. funds now being approved for use by this Applicant. This amount will be disbursed through the grant payment system being used for CDBG funds (e.g., letter of credit). If a letter of credit is being used to disburse CDBG funds, the same letter of credit will be used to disburse surplus U. R. funds.

   c. Subtract the amount on line 10b from the amount on line 10a and enter the difference on this line.

11. a. Column (2). Enter the amount of CDBG funds now being approved for use by the Applicant identified in Block No. 1

   Column (3). Enter the amount of surplus U. R. funds now being approved for use by the Applicant identified in Block No. 1.

   b. Complete only when there is a legal incapacity on the part of the Applicant identified in Block No. 1, concurred in by HUD, to contract for all of the approved grant assistance. Reference: 24 CFR 570.500.

   Column (1). Enter the name and complete address (Street, City, County, State and Zip Code) of the recipient, other than the Applicant, of approved grant funds. Any grant recipient identified in this block must execute the grant agreement, authorized by this Funding Approval, as a party thereto.

   Column (2). Enter the amount of CDBG funds now being approved for use by the recipient other than the Applicant.

   Column (3). Enter the amount of surplus U. R. funds now being approved for use by the recipient other than the Applicant.

   c. Complete only when line 11b is completed.

   Column (2). Enter the sum of lines 11a(2) and 11b(2). The total must equal the amount shown on line 8b.

   Column (3). Enter the sum of lines 11a(3) and 11b(3). The total must equal the amount shown on line 10b.

12. Enter the amount shown on line 6 of Item F of approved HUD-7015.6, Application for Community Development Loan Guarantee, if applicable.

13. Check the appropriate box. Check 13b only when there is a legal incapacity on the part of the Applicant identified in Block No. 1, concurred in by HUD, to contract for the approved loan guarantee assistance. Reference: *(24 CFR 570.700).* Enter the name and complete address (Street, City, County, State and Zip Code) of the loan guarantee recipient. Any loan guarantee recipient identified in this block must execute the grant agreement, authorized by this Funding Approval, as a party thereto.

14-20. Complete applicable sections.

Acceptance Provisions. Transmit to the recipient either the Acceptance Provisions (for a single recipient) or the Alternate Acceptance Provisions (for multiple recipients), as applicable.

14. Waiver of Certain Application Requirements for Section 106 Grants

☐ 1 The application requirements of Section 104(a)(1), (2) and (3) are waived pursuant to Section 104(b)(3), except as indicated below:

15. Determination Regarding Particularly Urgent Needs to be Met by Proposed Activities

☐ 1 HUD has determined that the activities described in the application as supporting community development needs having a particular urgency, as specifically described in the application, are designed to meet such needs.

16. Environmental Review Actions

(a) ☐ 1 The Applicant lacks legal capacity to assume environmental responsibilities under Section 104(h). HUD has prepared and circulated a final Environmental Impact Statement on the application.

(b) ☐ 2 The Applicant has legal capacity to assume environmental responsibilities under Section 104(h) and has submitted requests for release of funds and certifications approved by HUD under Section 104(h)(2) for all projects except those listed under Item 17(a) hereof and the following exempt activities:

17. Conditional Approvals on Use of Funds

The obligation or utilization of funds for the activities shown below, except for the reasonable administrative costs related to the planning and execution of the projects listed in subsection (a) is prohibited without the further express written authorization of HUD.

(a) Projects requiring HUD environmental approval under Section 104(h)(2):

(b) Section 105(a)(8) public services determined necessary or appropriate for which other Federal assistance may be available:

(c) Section 105(a)(2) flood or drainage facilities for which other Federal assistance may be available:

(d) Any activities within the preceding categories which will be undertaken as a result of program amendments, or as unspecified local option activities.

(e) Activities affected by failure to comply with applicable HUD regulations or law: (The specific regulation or law with respect to each activity listed, and the corrective actions required to remove the conditional approval, are cited as Special Conditions in Item 20.)

18. Ineligible Activities Reducing Section 106 Grant Entitlement

☐ 1 Application for funding of the following proposed activities, determined by HUD to be ineligible under Title I of the Act, is disapproved and the Applicant's Section 106 grant entitlement has been reduced in the amount shown below:

Proposed Activity	Amount
Total:	

19. Grant or Loan Guarantee Recipient Other than Applicant

☐ 1 The grant and/or loan guarantee approved for any recipient other than the Applicant, as shown in Items 11.b. and/or 13.b., is for the following projects or activities:

Name of Recipient	Project or Activity	Amount

10. AMOUNT OF SURPLUS URBAN RENEWAL FUNDS APPROVED AND BALANCE AVAILABLE *(Sec. 112(b)*

a. Amount of Surplus U.R. Funds Reserved for this Applicant ..... $_____
b. Amount of Surplus U.R. Funds Now Being Approved ..... $_____
c. Balance of Surplus U.R. Funds Available for Future Use *(Line 10a minus 10b)*..... $_____

HUD ACCOUNTING USE ONLY

BATCH	TAC	PROGRAM	V	A	REG	AREA	DOCUMENT NO.	PROJECT NUMBER - S
	153 176						7082	
1 2		9	12	13	14	16	18	23 30 35

CATEGORY	AMOUNT 1	EFFECTIVE DATE	F	AMOUNT 2	SCHEDULE NO.
36	41 45 50	54	60	61 65 70	74 79

11. RECIPIENTS OF APPROVED GRANT AMOUNTS

IDENTIFICATION OF RECIPIENTS	APPROVED COMMUNITY DEVELOPMENT BLOCK GRANT	APPROVED SURPLUS URBAN RENEWAL FUNDS
(1)	(2)	(3)
a. Applicant Identified in Block No. 1	$	$
b. Name and Address of Recipient Other Than Applicant *(Include Street, City, County, State and Zip Code)*	$	$
c. Total	$	$

12. AMOUNT OF LOAN GUARANTEE NOW BEING APPROVED *(Sec. 108(b))* $

13. RECIPIENT OF LOAN GUARANTEE
(Check only one)
a. ☐ Applicant Identified in Block No. 1
b. ☐ Recipient Other Than Applicant *(Name and Address)*

HUD-7082 (3-76)

Special Conditions and Modifications of Grant Agreement

☐ Check if continued on extra sheet and attach.

The funding approval indicated above for utilization of the assistance provided thereunder in accordance with the approved application, subject to the requirements of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383) and the Department of Housing and Urban Development's rules and regulations, and the execution of a Grant Agreement in accordance therewith, is hereby authorized for the program year beginning on _____

Date: _____ Secretary of Housing and Urban Development

By: _____
(Signature)

_____
(Title)

Applicant notified that funding has been authorized: _____

ACCEPTANCE PROVISIONS

The Grant Agreement, authorized by the Department of Housing and Urban Development on _____, under the Funding Approval for application/grant no. _____, is hereby accepted by the Applicant as Grantee under the Agreement and the Grantee agrees to comply with the terms and conditions of the Agreement, applicable law, regulations and all requirements of HUD, now or hereafter in effect, pertaining to the assistance provided.

_____
(Name of Applicant/Grantee)

By: _____
(Signature of Authorized Official)

Title: _____ Date: _____

238

(ALTERNATE)

ACCEPTANCE PROVISIONS
(Use only if paragraph A applies)

The Grant Agreement authorized by the Department of Housing and Urban Development on _____, under the Funding Approval for application/grant no. _____ is hereby accepted by the parties in the capacities indicated below.

(The Applicant must complete and sign Section A if any party who is not the Applicant is required to sign Section B)

A. The acceptance of the Agreement under Section B below by any party other than the Applicant is due to the legal incapacity of the Applicant concurred in by HUD, to enter into Agreement with respect to the (grant) (loan guarantee) being provided thereunder to such party. The Applicant hereby consents to the provision of the (grant) (loan guarantee) to such party as Grantee, designated by the Applicant to undertake the program, or that portion thereof, for which such (grant) (loan guarantee) is authorized by HUD, and accepts responsibility in assuring that the party will comply with the requirements of the Agreement and all Assurances of the Applicant regarding compliance with post application requirements.

Name of Applicant: _____

By: _____

Title: _____ Date: _____

(Each entity designated as a recipient for grant or loan guarantee assistance in the Funding Approval, including the Applicant if so designated, must complete and sign Section B)

B. The Grantee designated below agrees to comply with the terms and conditions of the Agreement, applicable law, regulations and all requirements of HUD, now or hereafter in effect, pertaining to the assistance provided, and hereby accepts the Agreement as Grantee thereunder.

1. Name: _____ ☐ Grant ☐ Loan Guarantee

By: _____
(Signature of Authorized Official)

Title: _____ Date: _____

2. Name: _____ ☐ Grant ☐ Loan Guarantee

By: _____
(Signature of Authorized Official)

Title: _____ Date: _____

GRANTEE PERFORMANCE REPORT

General Instructions

The Grantee Performance Report is required by Section 104(d) of the Housing and Community Development Act of 1974 and fulfills the requirements of 24 CFR 570.906. It is to be submitted by each grant recipient as part of its subsequent year application for funding. It is recognized that recipients may not have complete information on all areas included in the report, but they should make every effort to use the best available data. The report will be used by HUD staff in making the annual review of recipient performance described below.

(a) General. The Secretary will review each recipient's annual performance. The review of the recipient's performance will take place where possible, prior to approval of the succeeding year's application for grant.

(b) Objective. The review system is designed to determine:

(1) Whether the recipient has carried out a program substantially as described in its application;

(2) Whether that program conformed to the requirements of the CDBG regulations and other applicable laws and regulations;

(3) Whether the recipient has demonstrated a continuing capacity to carry out in a timely manner the approved community development program. To determine the recipient's continuing capacity, the Secretary will consider:

(i) The recipient's performance in moving activities into execution or accomplishing activities undertaken as a part of the community development program in substantial conformance with the recipient's schedule or timetable for its activities; and

(ii) The recipient's performance in utilizing its resources, including funds received under the CDBG Program, at a rate which indicates substantial conformance with the recipient's planned rate of expenditure or utilization.

239

In making determinations concerning a recipient's continuing capacity, the Secretary will be guided by the experience of other recipients of similar size with similar grant amounts as judged by the above factors. Where a recipient's performance with respect to the above factors lags substantially behind that of similar recipients, or for any other reason, the Secretary desires further information, the Secretary may require submission of additional information concerning the administrative, planning, budgeting, management, and evaluation functions of the recipient to determine whether a lack of capacity is the source of the recipient's substantial nonperformance. The Secretary shall further determine by this review if action on the part of the recipient to eliminate the causes of substantial nonperformance will satisfy the requirement of a finding that the necessary capacity to carry out in a timely manner its community development program in succeeding years exists.

(c) Basis for Review. Each recipient shall assist the Secretary in performing her review function with respect to:

(1) Review of reports and records of recipients;

(2) Review of certification by the recipient of conformance to applicable laws and regulations;

(3) Site visits and inspections on a routine sampling basis including interviews with citizens and local officials.

(d) Census Tract Data - General Instructions

Information on census tracts is required in Form I (4070), Form I-C (4077) and Form III B (4069). Please use the following procedure to enter census tract data. Census tract numbers can include up to six digits such as 1234.12. Please report the basic number up to four digits and the two digit suffix if appropriate. Enter numbers in the following manner, if the basic number is one digit, enter it in column 4. If two numbers, enter them in columns 3 and 4 and so on. Use columns 5 and 6 for the two digit suffix as appropriate. If census tract numbers are not appropriate because the project or activity is citywide or countywide, indicate by the letter A in column 4. If recipient's jurisdiction does not have census tracts, enter the enumeration district or districts number and specify ED in columns 5 and 6.

HUD-4087 (1-76)

Contents

The Grantee Performance Report consists of the following forms:

Cover Sheet (HUD-4071)

I. Progress on Planned Activities (HUD-4070)

I-A. Households Benefitting from Activities Underway or Completed-Physical and Capital Improvements (HUD 4078.1)

I-B. Population Benefitting from Activities Underway or Completed-Services or Assistance (HUD-4078)

I-C. Relocation (HUD-4077)

II. Recipient Assessments (HUD-4080)

III-A. Housing Assistance Provided (HUD-4076)

III-B. Location of Units with Financial Commitment (HUD-4069)

IV. Environmental Review Process (HUD-4075)

V-A. Equal Opportunity in CDBG Programs or Activities (HUD-4081)

V-B. Fair Housing (HUD-4082)

V-C. Action to Prevent Discrimination in the Sale, Rental, and Financing of Housing (HUD-4072)

V-D. Entrepreneurship (HUD-4083)

V-E. Title I-Assisted Prime Contracts (HUD-4073)

V-F. Title I-Assisted Sub-Contracts (HUD-4073.1)

V-G. Recipient Employment (HUD-4074)

VI. Citizen Participation (HUD-4079)

HUD-4087 (1-76)

INSTRUCTIONS FOR COMPLETING COVER SHEET (HUD-4071)

Item 1 - Enter the name and complete address of the grantee.

Item 2 - Enter the dates of the period covered by the Report.

Item 3 - This form should be signed by the same person who signs the Application for Federal Assistance (HUD-7015).

Form Approved
OMB No. 63-R1524

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

GRANTEE PERFORMANCE REPORT

1. GRANTEE NAME AND ADDRESS	2. DATE OF PERIOD COVERED BY REPORT FROM: TO:

3. THE GRANTEE CERTIFIES THAT:

(a) To the best of its knowledge and belief the data in this report was true and correct as of the date in Item 2.

(b) The records mentioned in 24 CFR Part 570.907 are being maintained and will be made available upon request.

(c) Federal assistance made available under the CDBG Program is not being utilized to reduce substantially the amount of local Financial Support for community development activities below the level of such support prior to the start of the CDBG Program Year.

TYPED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	SIGNATURE	TELEPHONE NO. *(Include Area Code)*
		DATE

HUD-4071 (9-75)

OMB 63R1524

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I. PROGRESS ON PLANNED ACTIVITIES

GRANTEE NAME	DATE	PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT FORM	HUD GRANT IDENTIFICATION NO

NO. (1)	DESCRIPTION (2)	YEAR BEGUN (3)	CENSUS TRACT (4)	ORIGIN (5)	CURRENT ESTIMATED COMPLETION DATE (6)	RELATED BUDGET LINE ITEM (7)	AMOUNT				
							CURRENT ESTIMATED COST (8)	OBLIGATED		EXPENDED	
								CURRENT PROGRAM YEAR (9)	LIFE OF PROGRAM (10)	CURRENT PROGRAM YEAR (11)	LIFE OF PROGRAM (12)

HUD-4070 (1-76)

Page of pages

INSTRUCTIONS FOR COMPLETING
"PROGRESS ON PLANNED ACTIVITIES"
24 CFR 570.906(b)(1)

General - List all projects and activities for which funds were budgeted, obligated, or expended during the program year. Use actual amounts; round to nearest dollar.

Column 1 - Number - Number the projects and activities consecutively and use these numbers in the other portions of the grantee performance report.

Column 2 - Description - List all projects and activities as described in the Community Development Program (HUD 7015.1). For local option activities added by local amendment, use an equivalent description.*

Column 3 - Year Begun. Enter the Program Year (1st, 2nd, 3rd, etc.) in which this project or activity was first listed as a Community Development Program.

Column 4 - Census Tract. Identify the census tract or tracts in which the project or activity is located. Include all tracts for which activity is planned during the current program year, even if work had not yet begun at the time the report was prepared. See general instructions part (d) for entering census data.

Column 5 - Origin. Use the following code to indicate the manner in which the project or activity became a part of the CD Program. Use as many letters as are appropriate.

- A - Activities Included in Most Recent Application
- B - Local Option Activities
- C - Activities Added by HUD-Approved Amendment
- D - Activities Added by Local Amendment
- E - Activities Continued from Previous Program Year (should not be used in first-year report)
- F - Continuation of Federally-supported Urban Renewal Project
- G - Continuation of Model Cities Activity
- H - Continuation of other activity previously funded from other sources

Column 6 - Current Estimated Completion Date. Enter the month and year that the project or activity is presently estimated to be completed. Indicate any projects or activities dropped from the CD program with the word "dropped".

Column 7 - Related Budget Line Item. For each project or activity, enter the budget line item number which relates to the project or activity. If a project or activity covers more than one budget line item, list each of the line item numbers. List dollar amounts in Column 8 directly opposite each corresponding budget line item number shown in Column 7.

General - List funds estimated, obligated, and/or expended in the appropriate column. List funds from other sources in parentheses. If a project has been dropped indicate any funds obligated or expended.

Column 8 - Indicate the current estimate of the total amount required to complete the project or activity.

Column 9 - Indicate the total amount of obligations made during the current program year to date. This includes the amount of orders placed, contracts and grants awarded, services received and similar transactions. Include all obligations, even if the funds have also been expended.

Column 10 - Indicate the cumulative amount of obligations since the start of the first program year. (For the first year report, Columns (9) and (10) should be the same.)

Column 11 - Indicate the total amount of accrued expenditures during the current program year to date. This includes the sum of actual cash disbursements, the amount of indirect expense incurred, and the net increase (or decrease) in the amounts owed by the grantee for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees. If the grantee's accounting records are not kept on an accrual basis, the grantee should develop such information through an analysis of the documentation on hand or on the basis of best estimates.

* For Urban Counties only - in the event that the urban county or a department thereof, does not have responsibility for implementing all or some of the projects/activities, identify the agency or unit carrying out the activity.

Column 12 - Indicate the cumulative amount of accrued expenditures since the start of the first program year. (For the first year report, Columns (11) and (12) should be the same.)

Comments. On a separate sheet of paper provide a narrative report addressing:

(a) Operating Steps Taken. To provide a better picture of actual progress, list all major steps taken to date by the operating agency to carry out the project or activity. These can include, but are not limited to, such activities as hiring of staff, selection of sites, completion of architects' plans, signing of contracts, City Council authorization, procurement of supplies or facilities, etc.

(b) Problems Encountered. If the grantee has encountered any problems that have impeded progress, describe them. Also describe any steps being taken to overcome them.

(c) Other Sources of Funds. Indicate the source of any non-CDBG funds included in Column (8), if that source was not identified in Column (6b) of the Community Development Program (HUD 7015.1).

(d) Advances for Public Works Planning. If the project or activity had been planned with a Federal planning advance under this program, indicate the amount of the advance and when it will be repaid, if it has not been repaid already.

(e) Relocation. Indicate if the project or activity has or will generate a relocation workload during the program year. Complete a copy of I-C, Relocation Funded under CDBG (HUD 4077) for this project or activity.

OMB 63R1821

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I-B POPULATION BENEFITTING FROM ACTIVITIES UNDERWAY OR COMPLETED — SERVICES OR ASSISTANCE

GRANTEE NAME

DATE

PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

HUD GRANT IDENTIFICATION NO.

ACTIVITY ID NUMBER (1)	POPULATION BENEFITTING						MINORITY POPULATION BENEFITTING % OF TOTAL (2b)											
	TYPE (2a)	TOTAL (2b)	% MALE (2c)	% FEMALE (2d)	% LOWER INCOME (2e)		BLACK		SPANISH-AMERICAN		AMERICAN INDIAN		ORIENTAL		ALL OTHER	
							MALE (3a)	FEMALE (3b)	MALE (3c)	FEMALE (3d)	MALE (3e)	FEMALE (3f)	MALE (3g)	FEMALE (3h)	MALE (3i)	FEMALE (3j)
243																		

HUD-4078 (1-76)

Instructions for Completing "Population Benefitting From Activities Underway or Completed - Services or Assistance."

Column 1 - Identification Number - For each service or assistance project or activity (those other than physical or capital improvement) listed in Progress on Planned Activities (HUD 4070) which is now underway or completed, enter the identifying number from Column (1) of that form.

Column 2 - Population Benefitting - Population benefitting as a result of activities under this category shall be defined and described as follows:

A. General - Activities under this category are general in nature and may have no specific beneficiaries or service area. Some examples are: walk-in or visitor services in a downtown location; or lectures or tours of historic sites. For activities of this type, enter the letter "A" in Column 2a and proceed to the next activity.

B. Service Area - Activities under this category are general in nature but serve a particular neighborhood or area. Som examples are: outreach educational activities in drug abuse, safety, health, etc., and employment referral or counseling activities. For activities of this type that are neighborhood or service area oriented, enter the letter "B" in Column 2a, the estimated number of households in the service area in Column 2b; and the percent of these households that are lower income in Column 2e. Lower income households means households whose incomes do not exceed 80% of median family income.

C. Direct - Activities under this category are direct and serve people specifically enrolled in the program. Examples are child care, health services, vocational training, and rehabilitation loans and grants. In most cases, the beneficiaries shall be described by the gender, race or ethnicity of the head-of-household. For example, if 1000 families are enrolled in a neighborhood health clinic, enter the data by male and female heads-of-household. If 100 children are enrolled in a child care program, enter the data by male and female heads-of-household. In some instances, beneficiaries are individuals. An example is enrollment in a vocational training program.

For all direct activities serving households, enter the letter "C" in Column 2a.

For all direct activities serving individuals, enter the letter "D" in Column 2a. For all direct activities, enter the total number of beneficiaries (households or individuals) in Column 2b; the percentage, by gender, in Columns 2c and 2d; and the percentage that are lower income in Column 2e.

Column 3 - Minority Population Benefitting - For activities marked "B" that are general in nature but take place in a particular neighborhood or area, estimate the percentage of minority group households and female-headed households (Polk data, if available). If data by gender is not available, place the minority percentages in the "male" column and write "NA" in the "female" column.

For activities marked "Direct," serving a population specifically enrolled in a program, specify minority group, by gender, in the appropriate column.

Minority groups include Blacks, Spanish-Americans, American Indians, Orientals, and other groups normally identified by race, color, or national origin.

Description and/or Source of Data - On a separate sheet of paper, state the source used for estimating total beneficiaries, lower income beneficiaries, and the minority and female components and describe the general boundaries of the service area where applicable (e.g., "Main Street to the river, 4th Avenue to the railroad tracks" or "Census tracts 6 and 7 and the lower half of 8"). Do not include whole census tracts when the service area does not or cannot logically extend that far.

244

OMB 63R1324

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

I-C RELOCATION FUNDED UNDER CDBG

NOTE: COMPLETE A SEPARATE FORM FOR EACH ACTIVITY LISTED ON FORM HUD-4070 WHICH GENERATED A RELOCATION WORKLOAD.

GRANTEE NAME	DATE	ACTIVITY NUMBER	PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM	HUD GRANT IDENTIFICATION NUMBER

245

	ITEM DESCRIPTION	RELOCATION, BY HEAD OF HOUSEHOLD											
		TOTAL WORKLOAD		MINORITY WORKLOAD									
				BLACK		SPANISH-AMERICAN		AMERICAN INDIAN		ORIENTAL		ALL OTHER	
		MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE	MALE	FEMALE
		(1a)	(1b)	(2a)	(2b)	(2c)	(2d)	(2e)	(2f)	(2g)	(2h)	(2i)	(2j)
1	TOTAL RELOCATION WORKLOAD												
2	PLACED IN TEMPORARY HOUSING												
	a. ON-SITE												
	b. OFF-SITE												
3	BALANCE IN WORKLOAD												
4	REMOVED FROM WORKLOAD WHEREABOUTS UNKNOWN												
5	PERMANENTLY RELOCATED, BY CENSUS TRACT												
	a.												
	b.												
	c.												
	d.												
	e.												
	f.												

HUD-4077 (9-71)

INSTRUCTIONS FOR COMPLETING "RELOCATION"

Complete a separate form for each project or activity listed on "Progress on Planned Activities" (HUD 4070) which generated a relocation workload. Identify the project or activity by entering the appropriate number from Column (1) of HUD-4070 in the box labelled "Activity Number."

Column (1) Total Workload - Enter the total number of households who were in the relocation workload anytime during the program year to date, by gender of head-of-household. An individual is considered a household.

Column (2) Minority Workload - Enter the number of minority households by gender of head-of-household in the appropriate column. Use additional columns, as necessary. Minority groups include Blacks, Spanish-American, American Indians, Orientals, and other groups normally identified by race, color, or national origin.

Line (1) - Total Relocation Workload to date. Those entering the workload are households for whom the agency has responsibility to provide relocation assistance. Responsibility begins at such time as property is acquired. Lines 2, 3, 4 and 5 should add up to Line 1.

Line (2) - Place in Temporary housing. Households which still remain in the workload but have been relocated from their original unit and placed in temporary housing.

a. On site - Households in temporary housing on the project site.
b. Off Site - Households in temporary housing off of the project site.

Line (3) - Balance in Workload. All households which remain in the workload, except for those listed, above, under Temporary Housing.

Line (4) - Removed from Workload, Whereabouts Unknown.

Line (5) - Permanently Relocated, by Census Tract. Enter census tract number to which households have been permanently relocated. Indicate for each census tract the number of households by gender and minority characteristics. This should include households which have been placed in standard housing and households which have relocated without assistance, but whose whereabouts are known. Add additional lines, as necessary. See general instructions part (d) for entering census tract data.

	Does Contribute	Does Not Contribute
(6) Reduction of the isolation of income groups within communities and promotion of an increase in the diversity and vitality of neighborhoods.	____	____
(7) Restoration and preservation of properties of special value for historic, architectural, or esthetic reasons.	____	____

II. Short-Term Objectives

Using a separate sheet of paper, list all short-term objectives which are being addressed by this year's CD program. (Use the numbers from the previous Community Development Plan Summary: C-1, C-2, etc.). Briefly explain how the current program year's activities have contributed to each objective. For each objective list the numbers of the activities listed on the Progress on Planned Activities (HUD-4070) that contribute to that objective.

Form Approved
OMB No. 63-R1524

II. Recipient Assessment
24 CFR 570.906(b)(2)

I. Statutory National Objectives

The following constitute the general objectives established by Congress for the national program of Community Development Block Grants. It is not anticipated that any one community's CD program, in any one year, will deal with each objective. (The local program, of course, remains subject to the assurance, required by law, concerning giving maximum feasible priority to activities which will benefit low- or moderate-income families or aid in the prevention of elimination of slums or blight). For each of the following general objectives, check the appropriate box to indicate whether the current program year's activities do or do not contribute to that objective. Briefly explain, on a separate sheet of paper, all affirmative responses, indicating how the current program year's activities have contributed to each objective.

CD Program	Does Contribute	Does Not Contribute
(1) Elimination of slums and blight and prevention of blighting influences.	____	____
(2) Elimination of conditions detrimental to health, safety, and public welfare through code enforcement, demolition, interim rehabilitation assistance, and related activities.	____	____
(3) Conservation and expansion of the nation's housing stock	____	____
(4) Expansion and improvement of the quanity and quality of community services	____	____
(5) More rational utilization of land and other natural resources and better arrangement of needed activity centers	____	____

OMB NO. 63 R-1824

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

III–A HOUSING ASSISTANCE PROVIDED

GRANTEE NAME	DATE	PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM	HUD GRANT ID NO.

TYPES AND SOURCES OF ASSISTANCE	TOTAL			ELDERLY OR HANDICAPPED (1-2 Persons)				
						OCCUPIED		
	GOAL (1a)	COMMITTED (1b)	OCCUPIED (1c)	GOAL (2a)	COMMITTED (2b)	TOTAL (2c)	MINORITY (2d)	HANDICAPPED (2e)
A. NEW RENTAL UNITS:								
1. Section 8–HUD								
2. State Agency-Total *(Sum of lines a & b)*								
a. Section 8								
b. Other								
3. Other Assisted New Rental Housing *(Identify)* Total								
a.								
b.								
4. Total: *(Sum of lines 1, 2, & 3)*								
B. REHABILITATION OF RENTAL UNITS:								
1. Section 8–HUD								
2. State Agency-Total *(Sum of lines a & b)*								
a. Section 8								
b. Other								
3. Other Assisted Rehabilitation of Rental Housing *(Identify)* Total								
a.								
b.								
4. Total *(Sum of lines 1, 2, & 3)*								
C. EXISTING RENTAL UNITS:								
1. Section 8–HUD								
2. State Agency-Total *(Sum of lines a & b)*								
a. Section 8								
b. Other								
3. Other Assisted Existing Rental Housing *(Identify)* Total								
a.								
b.								
4. Total *(Sum of lines 1, 2, & 3)*								
D. REHABILITATION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS								
1. CD Block Grants								
2. Section 235								
3. Other Rehabilitation Assistance to Owners *(Identify)* Total								
a.								
b.								
4. Total *(Sum of lines 1, 2, & 3)*								
E. NEW CONSTRUCTION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS:								
1. Section 235								
2. Other *(Identify)* Total								
a.								
b.								
3. Total *(Sum of lines 1 + 2)*								
ALL HOUSING ASSISTANCE *(Sum of lines A4, B4, C4, D4, and E3)*								

OMB NO. 63 R-1824

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

III–A HOUSING ASSISTANCE PROVIDED

GRANTEE NAME	DATE	PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM	HUD GRANT ID NO.

TYPES AND SOURCES OF ASSISTANCE	FAMILY (4 or less persons)					LARGE FAMILY (5 or more persons)				
			OCCUPIED					OCCUPIED		
	GOAL (3a)	COMMITTED (3b)	TOTAL (3c)	MINORITY (3d)	FEMALE HEADED (3e)	GOAL (4a)	COMMITTED (4b)	TOTAL (4c)	MINORITY (4d)	FEMALE HEADED (4e)
A. NEW RENTAL UNITS:										
1. Section 8–HUD										
2. State Agency-Total *(Sum of lines a & b)*										
a. Section 8										
b. Other										
3. Other Assisted New Rental Housing *(Identify)* Total										
a.										
b.										
4. Total *(Sum of lines 1, 2, and 3)*										
B. REHABILITATION OF RENTAL UNITS:										
1. Section 8–HUD										
2. State Agency-Total *(Sum of lines a & b)*										
a. Section 8										
b. Other										
3. Other Assisted Rehabilitation of Rental Housing *(Identify)* Total										
a.										
b.										
4. Total *(Sum of lines 1, 2, & 3)*										
C. EXISTING RENTAL UNITS:										
1. Section 8–HUD										
2. State Agency-Total *(Sum of lines a & b)*										
a. Section 8										
b. Other										
3. Other Assisted Existing Rental Housing *(Identify)* Total										
a.										
b.										
4. Total *(Sum of lines 1, 2, & 3)*										
D. REHABILITATION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS:										
1. CD Block Grants										
2. Section 235										
3. Other Rehabilitation Assistance to Owners *(Identify)* Total										
a.										
b.										
4. Total *(Sum of lines 1, 2, & 3)*										
E. NEW CONSTRUCTION ASSISTANCE TO HOMEOWNERS OR PROSPECTIVE HOMEOWNERS:										
1. Section 235										
2. Other *(Identify)* Total										
a.										
b.										
3. Total *(Sum of lines 1 + 2)*										
ALL HOUSING ASSISTANCE: *(Sum of lines A4, B4, C4, D4, and E3)*										

INSTRUCTIONS FOR COMPLETING TABLE III-A. HOUSING ASSISTANCE PROVIDED

A. Sources of Information

It is recognized that in many instances the community may not be maintaining the data necessary to complete this report. However, occupancy statistics and other information required should be available from the Local Public Housing Agency responsible for administering assisted housing programs and from the HUD Area or Insuring Office.

B. Goal, Columns (1a), (2a), (3a), and (4a)

1. List the goals established in Table III of the Housing Assistance Plan for the program year that the performance report is applicable, for each household category to be assisted (i.e., Elderly or Handicapped, Family, and Large Family) and the sources of assistance proposed.

2. If no entry appears in Table III for a line or column, leave the corresponding line or column blank in Table III-A.

C. Committed, Columns (1b), (2b), (3b), and (4b)

1. General

Report in total and by household category the accomplishment of the goals in terms of units with financial commitment. The nature of the commitment may vary from program to program but should, in all cases, represent a firm commitment backed by an official document identifying specific projects or units.

2. Section 8

a. Existing Rental Units - Report for HUD and State Agency Section 8 units, only those units for which an Annual Contributions Contract has been executed.

b. New Rental Units or Rehabilitation of Rental Units - Report for HUD and State Agency Section 8 units, only those units for which a Notification of Application Approval has been received.

3. Programs Other Than Section 8 - Report only units for which a firm financial commitment has been made by a lending institution or a government agency which identifies specific projects or units.

4. Goal Without Financial Commitment - If a goal is specified for which, as of the report date, no financial commitment meeting the above criteria exists, footnote the applicable line and column and indicate in the "Narrative Explanation of Progress," any steps taken to date toward meeting the goal.

D. Occupied

1. Total, Columns (1c), (2c), (3c), and (4c) - Report by household category, the total number of all households, with minority and nonminority group heads, that are occupying assisted units.

2. Minority* Columns (2d), (3d), and (4d) - Report, by household category, the total number of households with minority group heads that are occupying assisted units. Note: In column (2d), report the total number of Elderly or Handicapped households with minority group heads; and in columns (3d) and (4d) include the number of female-headed households with minority group head.

3. Handicapped, Column (2e) - Report the total number of households with a handicapped head, i.e., with a minority or nonminority group head, that are occupying assisted units. This number should represent the number of handicapped included in column (2c).

4. Female-Headed Households, Columns (3e) and (4e) - Report by Family and Large Family households, the total number of female-headed households with minority or nonminority group heads that are occupying assisted housing. The number shown in column (3e) and column (4e) should represent the number reported in column (3c) and column (4c), respectively, for these households.

Narrative Explanation of Progress

Indicate the following with sheet provided:

1. Steps to Meet HAP Goals - Identify major steps, short of financial commitment, towards meeting the goals outlined in the HAP. Such steps can include, but are not limited to, identification of sites, identification of units suitable for rehabilitation, acquisition of sites, and submission of proposals by private developers or local government agencies, indicating the number and types of units involved.

*Minority groups include Black, Spanish-American, American Indian, Oriental, and other groups normally identified by race, color, or national origin.

2. Steps Taken to Improve Ability to Meet HAP Goals - Identify steps taken by the community to improve its overall capacity to reach its HAP goals. Such steps can include, but are not limited to, establishment or reorganization of housing staff, establishment of criteria for housing assistance.

3. Problems Encountered - Identify problems encountered in reaching HAP goals and steps planned to overcome these problems.

OMB 63R1684

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

III-B LOCATION OF UNITS WITH FINANCIAL COMMITMENT *(Attach Map)*

HUD GRANT IDENTIFICATION NO.

SMSA CODE

CENSUS TRACT (a)	NUMBER OF UNITS: TOTAL (b)	NEW (c)	REHABILITATION (d)	EXISTING (e)

HUD-4568 (1-76)

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

III-A HOUSING ASSISTANCE PROVIDED

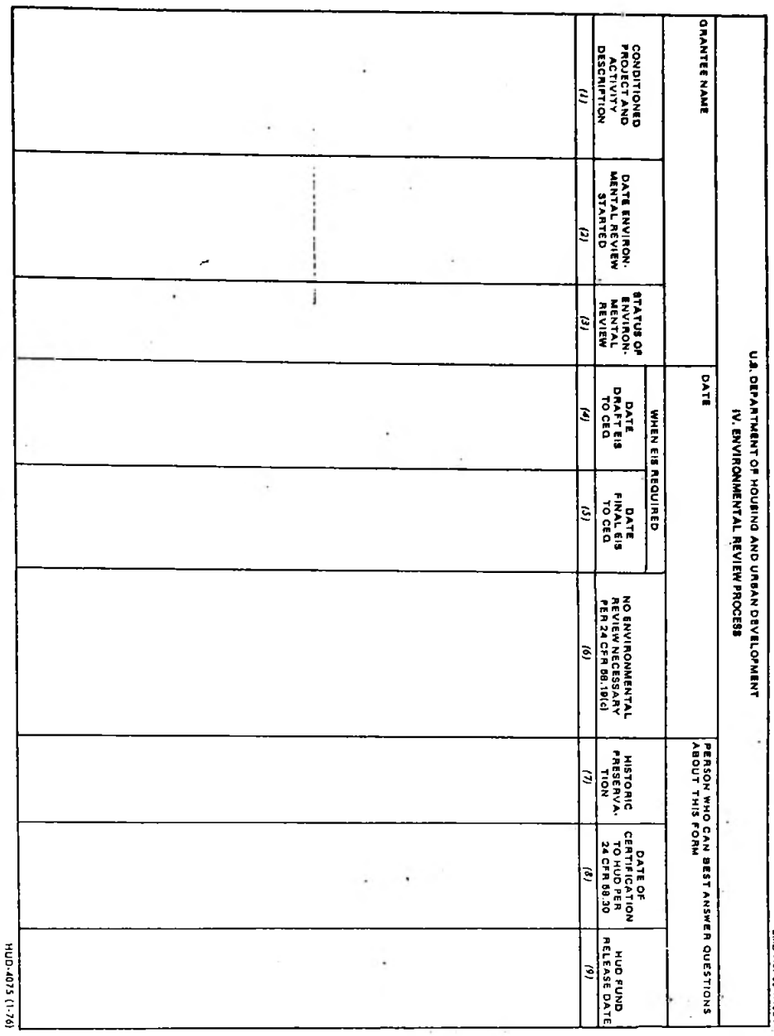
NARRATIVE REPORT

(See Instructions)

INSTRUCTIONS FOR
COMPLETING LOCATION OF UNITS
WITH FINANCIAL COMMITMENT

Indicate the SMSA Identification Code as appropriate. Identify the census tracts in which there are housing units with a financial committment (that is, that are included in the "Committed Columns on the Housing Assistance Provided" form IIIA).

Report for each census tract listed the total number of units having financial commitments and distribute by how many are new, rehabilitation and existing units. Attach a map of the locality showing the locations of all units reported. See general instructions part (d) for reporting census tract data.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
IV. ENVIRONMENTAL REVIEW PROCESS

Form Approved
OMB No. 63-R1524

GRANTEE NAME

PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

CONDITIONED PROJECT AND ACTIVITY DESCRIPTION (1)	DATE ENVIRONMENTAL REVIEW STARTED (2)	STATUS OF ENVIRONMENTAL REVIEW (3)	DATE (WHEN EIS REQUIRED)		NO ENVIRONMENTAL REVIEW NECESSARY PER 24 CFR 58.19(c) (6)	HISTORIC PRESERVATION (7)	DATE OF CERTIFICATION TO HUD PER 24 CFR 58.30 (8)	HUD FUND RELEASE DATE (9)
			DATE DRAFT EIS TO CEQ (4)	DATE FINAL EIS TO CEQ (5)				

HUD-4075 (1-76)

INSTRUCTIONS FOR COMPLETING "ENVIRONMENTAL REVIEW PROCESS"
24 CFR 570.906(b)(4)

Column (1) - Conditioned project and activity description. List all projects and activities which were conditioned in the grant agreement (HUD 7082) pending environmental approval. Use the numbers used in Column (1) of the Progress on Planned Activities (HUD 4070) to identify these projects and activities.

Column (2) - Date environmental review started. State the date, or estimate the approximate date the environmental review process for the project was started. If date is estimated, indicate by the abbreviation "est."

Column (3) - Status of environmental review. Enter one of the following in this column, as applicable, depending upon the status of the environmental review as of the date of this report:

(a) Enter "Review in Progress," if the environmental review is in progress, but has not progressed to the point of arriving at a Level of Clearance Finding.

(b) Enter "No EIS," if a Level of Clearance Finding has been made which does not require preparation of an EIS.

(c) Enter "EIS Required," if a Level of Clearance Finding has been made which requires preparation of an EIS.

Column (4) - Date Draft EIS to CEQ. (Complete only if EIS required.) If Column (3) indicates an EIS is required, state the date the Draft EIS was submitted to CEQ. If the Draft EIS has not been submitted to CEQ, as of the date of this report, then estimate the date it will be so submitted, enter such estimate date and indicate by the abbreviation "est."

Column (5) - Date Final EIS to CEQ. (Complete only if EIS required.) If Column 3 indicates an EIS is required and Column (4) states or estimates the date of submission of the Draft EIS to CEQ, then state the date the Final EIS was submitted to CEQ. If the Final EIS has not been submitted to CEQ, as of the date of this report, then estimate the date it will be so submitted, enter such estimated date and indicate by the abbreviation "est."

Column (6) - No environmental review necessary per 24 CFR 58.19(c). Enter the word "yes," if the project or activity is a continuation of a previously commenced activity for which a previous environmental review and clearance was completed and a decision was made under 24 CFR 58.18(c) that no further review is required. If inapplicable, enter "NA."

Column (7) - Historic Preservation. Enter the word "Yes," or "no," as applicable, to indicate whether or not the project or activity is subject to the review requirements of 36 CFR Part 800, relating to the protection of Historic and Cultural Properties. If "yes," then also enter one of the following: The phrase "No Effect," if a Finding of No Effect has been made; the phrase "Effect - Review in Process," if a Finding of Effect has been made, but the required review is not completed; or the phrase "Effect - Review Complete," if a Finding of Effect was made and the required review has been completed.

Column (8) - Date of Certification to HUD per 24 CFR 58.30. State the date an environmental certification was submitted to HUD pursuant to 24 CFR 58.30. If such certification has not been submitted as of the date of this report, then estimate the date such submission is expected, enter the estimated date and indicate by the abbreviation "est."

Column (9) - HUD fund release date. If HUD has issued its "Notice of Removal of Grant Conditions," releasing the funds for the project, then enter the date HUD issued the same. If funds have not yet been released as of the date of this report, enter "NA."

Form Approved
OMB No 63-R1521

V-A. Equal Opportunity in CDBG Programs or Activities

24 CFR 570.900(c)(1)

1. Indicate the person who can best answer questions regarding this section.

NAME _____ (Phone)

TITLE _____

ADDRESS _____ (Room #)

2. For each program area (e.g., parks, public works, water and sewer) in which there are activities funded by CD Block Grants, summarize on a separate sheet of paper:

(a) the steps that have been taken to identify low- and moderate-income minority needs as they may be greater than those of the low- and moderate-income population in general, and
(b) the actions that have been taken to correct conditions which may have limited minority participation or benefits in the past.

For example, if CDBG funds are used for the development of neighborhood parks and playgrounds, the recipient shall summarize the steps that have been taken to identify the extent to which minority households have access to parks/playgrounds compared to non-minority households (comparing persons per acre, extent and condition of facilities, etc.) and if disparities are found, a summary of the efforts underway to correct these conditions and assure equal opportunity for minorities to enjoy the benefits of that program area.

3. On a separate sheet of paper, list and very briefly summarize each study funded under Section 570.200 (a)(12). For each study: (1) describe how the activities under consideration relate to the provision of equal opportunities in the delivery of facilities and services for minorities and women, (2) describe any actions recommended to correct effects of conditions which may have resulted in limited opportunities for minorities or women in the subject area and, (3) describe actions needed to assure equal opportunity in the future.

HUD-4081 (1-76)

Form Approved
OMB No. 63-R1524

V-B. Fair Housing (24 CFR 570.900(c)(2))

1. By executing the Certificate of Assurance for Title VIII of the Civil Rights Act of 1968, the recipient has agreed to administer its programs relating to housing and urban development in a manner to affirmatively further fair housing. (Activities under this category need not be limited to those funded under CD Block Grants.) Listed below are areas of particular concern in which specific actions can be taken to provide for greater housing opportunities throughout the locality for minorities and women. For the areas of concern listed below:

a. Check those in which studies or actions have been undertaken during the program year.

b. On a separate sheet of paper, summarize the specific study or activity and briefly describe the results and recommendations of the study or the effects of the action.

As an example, a locality might examine the pattern of multi-family zoning to determine its effect on minorities. The recipient would check "zoning", and note on the separate sheet that a study was undertaken to determine the effects of current multi-family zoning on minorities. The results of the study could be summarized, for example, "the pattern of zoning tends to further the concentration of minorities in the locality because the bulk of the multi-family zoning is in, or adjacent to, minority communities, rather than located throughout the locality." If the study recommends actions, such as dispersing multi-family housing, these recommendations must be summarized.

_____ Zoning

_____ Building Codes

_____ Housing Codes

_____ Land Use Planning, Policy and Implementation

_____ Development Program Planning, Policy (including Site Selection Policies), and Implementation

_____ Public Facilities

_____ Housing

_____ Other (Specify _____)

2. Complete Form V-C, "Action to Prevent Discrimination in the Sale, Rental and Financing of Housing," (HUD-4072).

HUD-4082 (1-76)

Form Approved
OMB No. 63-R1524

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

V-C ACTION TO PREVENT DISCRIMINATION IN THE SALE, RENTAL, AND FINANCING OF HOUSING

GRANTEE NAME | DATE | PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

CODE NUMBER OF SPECIFIC ACTIONS TO PREVENT DISCRIMINATION UNDERTAKEN DURING PROGRAM YEAR (1)	STAFF PERSON RESPONSIBLE AND OR CONTRACTOR (2)	DOLLAR VALUE OF STAFF TIME AND/OR CONTRACT (3)	ACCOMPLISHMENTS (4)

PAGE ____ OF ____ PAGES

HUD-4072 (9-75)

INSTRUCTIONS FOR COMPLETING V-C " ACTIONS TO PREVENT DISCRIMINATION IN THE SALE, RENTAL, AND FINANCING OF HOUSING "

Column 1 - By executing the Certificate of Assurance for Title VIII, the recipient has agreed to take action as necessary, to affirmatively further fair housing by taking specific actions to prevent discrimination on the grounds of race, color, sex or national origin in the sale or rental of housing, the financing of housing and the provision of brokerage services within the recipient's jurisdiction. Use the code listed below to indicate the general area of activities which were undertaken during the program year. Activities need not be limited to those funded under CD Block Grants. List each activity, by letter, on a separate line in Column 1. Under each letter provide a brief description of the activity.

Code	Activity
A	Develop or strengthen local laws to reflect national and/or substantially equivalent State fair housing laws, including effective investigating and enforcement powers and sanctions.
B	Provide funds to adequately administer a local fair housing law.
C	Require use of HUD affirmative marketing and advertising by private developers and real estate agents as a condition for obtaining local licenses, building permits or other regulatory devices.
D	Provide, assist, or contract with fair housing groups to provide assistance to minorities in locating housing in non-minority areas (e.g., counseling, referrals, escort service).
E	Fund or provide services to integrated neighborhoods interested in preserving their character.
F	Develop and implement a local loan or financial counseling program to assist minorities in participating in the total housing market.
G	Undertake studies with respect to the nature and extent of discriminatory housing practices and publish reports, recommendations and information derived from such studies.
H	Other, Specify

HUD-4072 (9-75)

Column 2 - Enter the name and title of the staff person responsible for this activity. If the activity is contracted, enter the name of the Contractor, as well as the responsible staff person.

Column 3 - Enter the dollar value of staff time and/or the cost of Contractor services incurred on this activity during the program year.

Column 4 - Enter the accomplishments or progress during the program year (in quantitative terms, where possible).

Form Approved
OMB No. 63-R1524

V-D. Entrepreneurship & Employment

1. The grantee is required in the Section 3 Regulations (24 CFR 135 Subparts B and C) to utilize lower income area residents to the greatest extent feasible as trainees and employees and to require contractors and subcontractors to do likewise.

   a. Is there a method for assuring that the contractors and subcontractors are meeting the requirements of Subparts B and C, above? ____Yes ____No

   b. Summarize on a separate sheet, the results of contractors' and subcontractors' efforts to utilize project area residents. (Results of recipient efforts are included in VG-Form 4074.)

2. The grantee is required in the Section 3 Regulations (24 CFR 135 Subpart D) to award, to the greatest extent feasible, contracts for work in connection with CDBG funded projects to business concerns located within the Section 3 covered project area or business concerns owned in substantial part by persons residing in the Section 3 covered area; and to require contractors and subcontractors to do likewise. Grantees, recipients, contractors and subcontractors are required to develop an Affirmative Action Plan (AAP) for utilization of eligible Section 3 businesses.

   a. Has an affirmative action plan for the utilization of Section 3 businesses been developed? ____Yes ____No

   b. Does the plan include a method for assuring that each Contractor and Subcontractor has developed and is implementing any AAP for the utilization of Section 3 businesses? ____Yes ____No

   c. Summarize on a separate sheet, the results of contractors' and subcontractors' progress in utilizing Section 3 businesses, i.e., number and dollar amount in relation to total amount. (Results of grantee efforts are included in V-G Form 4074.)

3. The grantee is encouraged in Federal Management Circular 74-7, Attachment A, to utilize minority banks for demand and/or time accounts. Are there any minority owned commercial banks in the locality? _____ Minority savings and thrift institutions? ___. If yes, have grantee accounts been opened in any of these institutions? _____ Describe briefly.

Form Approved
OMB No. 63-R1524

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

V-E TITLE I ASSISTED PRIME CONTRACTS OVER $10,000

(Specify period covered)

PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

NAME OF CITY

DATE

AGENCY OR UNIT OF GOVERNMENT

HUD GRANT IDENTIFICATION NUMBER

CONSECUTIVE NUMBER	NAME OF CONTRACTOR	DATE OF AWARD	SPECIFY DOLLAR VALUE OF CONTRACT IN APPROPRIATE COLUMN		√ ELIGIBLE SECTION 3 BUSINESS	√ COMPETITIVE		√ MINORITY CONTRACTOR	√ FEMALE CONTRACTOR	SPECIFY TYPE OF WORK UNDER THE APPROPRIATE COLUMN		
			OVER $10,000 UNDER $100,000	$100,000 OR MORE		YES	NO			CONSTRUCTION	SUPPLIES	SERVICES
(1)	(2)	(3)	(4a)	(4b)	(5)	(6a)	(6b)	(7)	(8)	(9a)	(9b)	(9c)
	CUMULATIVE TOTALS		$	$	#	#	#	#	#	#	#	#

HUD-4073 (9-75)

PAGE _____ OF _____ PAGES

INSTRUCTIONS FOR COMPLETING

"Title I Assisted Prime Contracts over $10,000"

General Instructions:

Each administrative or operating agency receiving Community Development Block Grant Funds (e.g., manager's office, public works department) and each separate unit of government (e.g., housing authority, renewal agency) shall complete this form for all prime contracts over $10,000 funded in whole, or in part, with CDBG funds. This requirement does not apply to rehabilitation contracts between an agency and an individual homeowner.

Although contracts not exceeding $10,000 are exempt from the equal opportunity clause, it should be noted that the Department intends to enforce fully the following provision from the 24 CFR Section 130.20 (a): "The Department, applicants, contractors, and subcontractors shall not procure supplies or services in less than usual quantities to avoid applicability of the equal opportunity clause."

It is the responsibility of the recipient of Community Development Block Grant Funds (the unit of general local government) to coordinate the assembly and assure the accuracy of the information contained in this form.

Column 1 - Number each contract consecutively. Continue consecutive numbering from page to page, as appropriate.

Column 2 - Enter the full name of the Contractor. For subsequent contracts with the same contractor, the name may be abbreviated and the consecutive number of the first entry listed in parentheses.

Column 3 - Enter the month and year.

Column 4 - Enter the exact dollar amount of the contract in the appropriate sub-column. Total each sub-column at the bottom of the page. If more than one page is used, totals should be cumulative.

Column 5 - Check this box if the contractor is an eligible Section 3 business. If not, leave blank. An eligible Section 3 business is a small business concern located in the Section 3 covered project area or owned, in substantial part, by persons residing in the Section 3 covered project area. Refer to the Section 3 regulations (24 CFR Part 135, 10-23-75) for a more complete definition of terms. A copy of these regulations are available from the Equal Opportunity Director in the Department of Housing and Urban Development Area Office. At the bottom of this column, add and list the number of checks. If more than one page is used, total should be cumulative.

Column 6 - Indicate whether or not the contract was procured on a competitive basis by checking (a) or (b). At the bottom of this column, add and list the number of checks under the appropriate category. If more than one page is used, total should be cumulative.

Column 7 - Check this column if the contractor is a member of a minority group or is a firm owned predominantly (that is, more than 50 percent) by members of minority groups. Minority group members include Blacks, Spanish-Americans, American Indians, Orientals, and members of other groups normally identified by race, color, or national origin. At the bottom of this column, total the number of checks. If more than one page is used, totals should be cumulative.

Column 8 - Check this column if the contractor is a woman or a firm owned predominantly by women. Totals, same as Column 7.

Column 9a- If the contract is for construction; specify the type of construction. If not, leave blank. ("Construction" means construction, rehabilitation, alteration, conversion, extension, demolition or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. Also include in this subcolumn the supervision, inspection, and other on-site functions incidental to the actual construction.)

Column 9b- If the contract is for supplies, specify the type of supplies provided, e.g., janitorial, office, etc. If not, leave blank.

Column 9c- If the contract is for services, specify the type of services provided, e.g., research, legal, etc. If not, leave blank.

At the bottom of Column 9, total the number of entries in (a), (b) and (c) under each of these subheadings. If more than one page is used, totals should be cumulative.

Form Approved OMB No. 63-R1524

NAME OF CITY

DATE

AGENCY OR UNIT OF GOVERNMENT

PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

HUD GRANT IDENTIFICATION NUMBER

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

V-F TITLE I ASSISTED SUB-CONTRACTS OVER $10,000

(Specify period covered)

NAME OF CONTRACTOR

CONSECUTIVE NUMBER	NAME OF SUB-CONTRACTOR	DATE OF AWARD	SPECIFY DOLLAR VALUE OF CONTRACT IN APPROPRIATE COLUMN: OVER $10,000 UNDER $100,000	SPECIFY DOLLAR VALUE OF CONTRACT IN APPROPRIATE COLUMN: $100,000 OR MORE	ELIGIBLE SECTION 3 BUSINESS	MINORITY CONTRACTOR	FEMALE CONTRACTOR	SPECIFY TYPE OF WORK UNDER THE APPROPRIATE COLUMN: CONSTRUCTION	SPECIFY TYPE OF WORK UNDER THE APPROPRIATE COLUMN: SUPPLIES	SPECIFY TYPE OF WORK UNDER THE APPROPRIATE COLUMN: SERVICES
(1)	(2)	(3)	(4a)	(4b)	(5)	(6)	(7)	(8a)	(8b)	(8c)
		CUMULATIVE TOTALS	$	$						

HUD-4071.1 (9-75)

PAGE ___ OF ___ PAGES

INSTRUCTIONS FOR COMPLETING

"Title I Assisted Subcontracts Over $10,000"

General Instructions:

Each administrative or operating agency receiving Community Development Block Grant Funds (e.g., manager's office, public works department) and each separate unit of government (e.g., housing authority, renewal agency) is responsible for the completion of this form for each contract funded in whole, or in part, with CDBG funds which includes the use of subcontracts over $10,000. This requirement does not apply to rehabilitation contracts between a contractor and an individual homeowner.

Although subcontracts not exceeding $10,000 are exempt from the equal opportunity clause, it should be noted that the Department intends to enforce fully the following provision from 24 CFR Section 130.20(a): "The Department, applicants, contractors, and subcontractors shall not procure supplies or services in less than usual quantities to avoid applicability of the equal opportunity clause."

It is the responsibility of the recipient of Community Development Block Grant funds (the unit of general local government) to develop a method to coordinate the assembly and assure the accuracy of the information contained in this form. (If the contractor has more than one prime contract with the locality or agency, a separate form should be completed for each contract.)

Column 1 - Number each subcontract consecutively. Continue consecutive numbering from page to page, as appropriate.

Column 2 - Enter the full name of the subcontractor. For subsequent contracts with the same subcontractor, the name may be abbreviated and the consecutive number of the first entry listed in parentheses.

Column 3 - Enter the month and year.

Column 4 - Enter the exact dollar amount of the sub-contract in the appropriate sub-column at the bottom of the page. If more than one page is used, totals should be cumulative.

Column 5 - Check this box if the subcontractor is an eligible Section 3 business. If not, leave blank. An eligible Section 3 business is a small business concern located in a Section 3 covered project area or owned, in substantial part, by persons residing in the Section 3 covered project area. Refer to the Section 3 regulations (24 CFR Part 135, 10-23-75) for a more complete definition of terms. A copy of these regulations are available from the Equal Opportunity Director in the Department of Housing and Urban Development Area Office. At the bottom of this column, add and list the number of checks. If more than one page is used, total should be cumulative.

Column 6 - Check this column if the subcontractor is a member of a minority group or is a firm owned predominantly (that is, more than 50 percent) by members of minority groups. Minority group members include Blacks, Spanish-Americans, American Indians, Orientals, and members of other groups normally identified by race, color, or national origin. At the bottom of this column, total the number of checks. If more than one page is used, totals should be cumulative.

Column 7 - Check this column if the subcontractor is a woman or a firm owned predominantly by women. Totals, same as Column 6.

Column 8a- If the subcontract is for construction, specify the type of construction. If not, leave blank. ("Construction" means construction, rehabilitation, alteration, conversion, extension, demolition, or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. Also include in this subcolumn the supervision, inspection, and other on-site functions incidental to the actual construction.)

Column 8b- If the subcontract is for supplies, specify the type of supplies provided, e.g., janitorial, office, etc. If not, leave blank.

Column 8c- If the subcontract is for services, specify the type of services provided, e.g., research, legal, etc. If not, leave blank.

At the bottom of Column 8, total the number of entries in (a), and (b) and (c) under each of these subheadings. If more than one page is used, totals should be cumulative.

OMB NO. 63R-1524

PERSON WHO CAN BEST ANSWER QUESTIONS ABOUT THIS FORM

HUD GRANT ID NO.

NAME OF GRANTEE

DATE

| Title I Recipient departments, agencies, and units of government | Total | | V-Q Recipient Employment | | |

INSTRUCTIONS FOR COMPLETING

"Recipient Employment"

Complete this form for all departments of the city, county or unit of government receiving CDBG funds, including administrative or legal departments as well as operating departments or separate agencies (e.g. renewal, public housing). Use three forms--one each for permanent, temporary and part-time, if appropriate. If the salary ranges on the form differ from the recipient's existing data collection system, the recipient may substitute it's own salary ranges for Sections A, B, C & D if the recipient's ranges do not exceed $2,500 for all salaries between $7,500 and $12,500. No substitutions in salary ranges may be made for Sections E and F, pertaining to Section 3 residents and training programs.

The dates reported should generally coincide with the start of the CDBG program year and the date the performance report is prepared. A small variation in dates to coincide with the recipient's data system is permissible. On the form, enter the actual dates for the information that is supplied.

Minority groups include Blacks, Spanish-Americans, American Indians, Orientals and members of other groups normally identified by race, color or national origin.

Form Approved
OMB No. 63-R1524

VI. CITIZEN PARTICIPATION

Except where indicated your responses should reflect experience during the past program year rather than the one for which you are applying.

A. As a contact point, identify the city department, organization, agency, or individual responsible for developing and implementing the Citizen Participation Plan and maintaining the records required by 24 CFR 570.907(b).

Name
Title
Organization
Address

B. 1. At what point in the development of the application were citizens likely to be affected by community development and housing activities, including low income persons: (a) provided information on the community development and housing programs including the amount of funds available (24 CFR 570.900(d)(1)(i)); (b) afforded an opportunity to articulate needs, express preferences about program activities, assist in the selection of priorities and participate in the development of the application (24 CFR 570.900(d)(2)); (c) provided information on other important program requirements such as Davis-Bacon, environment, equal opportunity, and relocation (24 CFR 570.900(d)(1)(iv)); and (d) provided bi-lingual opportunities, when appropriate (24 CFR 570.900(d)(2))?

2. Were meetings, other than formal hearings, utilized? Yes_____ No_____ If yes, for what purposes?

3. In what ways, if any, are the activities described in 1 and 2 above being changed for the next program year?

C. 1. When during the planning process, and how often, were public hearings held (24 CFR 570.900(d)(1)(ii))?

2. For each hearing held, indicate the purpose.

3. Describe any changes planned or actions taken to modify the hearing process for subsequent years' activities and the desired results.

D. What provisions have been made for citizen participation in budget and/or program revisions, changes, or amendments (24 CFR 570.900(d)(1)(v)?

E. When were citizens advised of HUD's acceptance of your application for processing and of the availability of the application to interested parties (24 CFR 570.300(b))?

F. Cite any key issues relating to your Community Development Program, including the Housing Assistance Plan, where you feel citizen participation was a significant element in the outcome.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

FORM APPROVED OMB NO 63-R1348

ANNUAL REPORT ON RELOCATION AND REAL PROPERTY ACQUISITION ACTIVITIES

(See Instructions on Reverse Side)

Reg	Area	State	Locality	HUD Project No.	Prog	Card	Tr

HUD USE ONLY

Report Year Ending June 30, 19 ____

1. IS THIS THE FINAL REPORT FOR THIS PROJECT? YES ☐ NO ☐

2. PROJECT NAME

3. LOCALITY *(City & State)*

4. PROJECT NUMBER

5. GRANTEE

6. PROGRAM: *(Check only one)*

01 ☐ CDBG - ENTITLEMENT GRANT
02 ☐ CDBG - DISCRETIONARY GRANT
03 ☐ URBAN RENEWAL - CONV.
04 ☐ URBAN RENEWAL - NDP
05 ☐ MODEL CITIES
06 ☐ OPEN SPACE LAND
07 ☐ WATER AND SEWER
08 ☐ NEIGHBORHOOD FACILITY
09 ☐ PUBLIC FACILITY LOANS
10 ☐ CODE ENFORCEMENT
11 ☐ LOW-INCOME PUBLIC HOUSING
12 ☐ OTHER *(Identify)*

PART A. RELOCATION OF PERSONS DISPLACED BY ACTIVITIES SUBJECT TO UNIFORM ACT

	ITEM	PERSONS RELOCATED IN REPORT YEAR							PERSONS REMAINING IN WORKLOAD
		NEGRO/ BLACK (a)	SPANISH AMERICAN (b)	ORIENTAL (c)	AMERICAN INDIAN (d)	OTHER MINORITY (e)	WHITE NON MIN. (f)	TOTAL (g)	(h)
1	Families								
2	Individuals								
3	Businesses, Farms, and Nonprofit Organizations								

PART B. RELOCATION PAYMENTS AND EXPENSES UNDER UNIFORM ACT (DISBURSED IN REPORT YEAR)

	ITEM		MINORITY CLAIMANTS ONLY		TOTAL – ALL CLAIMANTS	
			NO. OF CLAIMS (a)	AMOUNT PAID (b)	NO. OF CLAIMS (c)	AMOUNT PAID (d)
4	Payments for Moving Expenses for Families and Individuals	Actual Expenses (Section 202(a))				
5		Fixed Payment Including Dislocation Allowance (Section 202(b))				
6	Payments for Moving Expenses for Businesses, Farms, and Nonprofit Organizations	Actual Expenses (Section 202(a))				
7		Payment in Lieu of Actual Expenses (Section 202(c))				
8	Replacement Housing Payments for Homeowners (Section 203(a))					
9	Rental Assistance Payment (Tenants and Certain Others) (Section 204(1))					
10	Downpayment Assistance (Tenants and Certain Others) (Section 204(2))					
11	Housing Assistance as Last Resort (Section 206(a))					
12	Administrative Costs					
13	Total (Sum of Lines 4 through 12)					

PART C. RELOCATION PAYMENTS OTHER THAN THOSE REQUIRED BY UNIFORM ACT (DISBURSED IN REPORT YEAR)

	ITEM	DISPLACEMENT NOT COVERED BY UNIFORM ACT		AMOUNTS PAID IN EXCESS OF UNIFORM ACT ENTITLEMENT	
		NO. OF CLAIMS (a)	AMOUNT PAID (b)	NO. OF CLAIMS (c)	AMOUNT PAID (d)
14	Moving and Related Expenses				
15	Replacement Housing Payments (Homeowner and Rental)				

PART D. REAL PROPERTY ACQUISITION SUBJECT TO UNIFORM ACT (SETTLEMENTS COMPLETED DURING REPORT YEAR)

	ITEM	NUMBER OF PARCELS (a)	COMPENSATION PAID (b)
16	Acquired by Negotiation (Include all parcels acquired by any method other than condemnation for reason of price disagreement)		
17	Acquired by Condemnation (Include only parcels condemned because of price disagreement)		

PART E. RELOCATION GRIEVANCES FILED DURING REPORT YEAR

		TOTAL NO.
18	Relocation Grievances Filed in Connection with Project	

Prepared by:

(Name)

(Title)

(Date) *(Telephone Number)*

Approved by:

(Signature of Authorized Officer)

(Title)

(Date)

HUD-7082 (6-75)

1

264

INSTRUCTIONS

1. REPORT COVERAGE. With the exception of Part C, all entries on this report cover activities subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, P.L. 91-646 *(herein called the "Uniform Act")*. Part C covers certain relocation expenditures not required by the Uniform Act. If project funds have been expended for any relocation payments or assistance that cannot be included in any of the entries on this report form, attach an explanatory statement identifying the type, purpose, and amount of each such payment. Do not duplicate on any report any activities reported to HUD as part of another project. Activities carried out under a categorical urban renewal project using Community Development Block Grant *(CDBG)* funds identified on Line 11 of the grantee's CDBG budget *(Form HUD-7015.5)* shall be reported as part of the categorical urban renewal project.

2. REPORT PERIOD. With the exception of Column *(h)* in Part A, each report covers only activities of the report year, July 1 - June 30. DO NOT REPORT any activities previously reported to HUD.

3. SEPARATE REPORT FOR EACH PROJECT. A separate report must be submitted for each HUD-assisted project *(or program)* for which relocation or real property acquisition activities have been authorized, unless a Final Report for the project has previously been submitted to HUD. For report purposes, each CDBG entitlement grant with the same grant type and serial number *(regardless of fiscal year of funding)*, each Neighborhood Development Program *(regardless of the number of NDP areas)*, and each Model Cities Program shall be considered a single project for which a single consolidated report shall be submitted.

4. WHERE AND WHEN TO SUBMIT REPORT. Submit an original and two copies of this report to the Director, Community Planning and Development Division, of the HUD Area Office *(or Denver Regional Office)* serving your locality as soon as possible after June 30, but NOT LATER THAN JULY 31.

5. DEFINITIONS.

(a) Person. This term means a separate reportable case of any kind: a family, an individual, a business, a farm, or nonprofit organization.

(b) Relocation Claim. This term means a written submission *(application)* from a displaced person for a particular type of relocation payment, e.g., a replacement housing payment, or a moving expense payment.

(c) Parcel. This term means any tract or contiguous tracts of land in the same ownership, whether one or more platted lots or parts of lots. An easement, a separate ownership of mineral rights, or other separately held interest, if acquired separately, shall be considered to be a separate parcel.

6. HOW TO REPORT RELOCATION CLAIMS. A relocation claim shall be reported only once. When reported, include the full amount approved for the claimant. Accordingly, do not report any advance partial payment until the full entitlement has been paid and such advance is then automatically included within the amount reported as the full entitlement. *(EXCEPTION: If a rental assistance payment is paid in installments, the full entitlement shall be reported as paid during the report year in which the initial installment was paid.)* When two or more persons are displaced from a single unit but move separately, a separate claim is to be reported for each person's entitlement with respect to the particular type of payment.

7. HOW TO REPORT RACE AND ETHNIC DATA. Race and ethnic classifications conform to standard categories used in HUD programs. Spanish-American includes persons of Puerto Rican, Mexican, Cuban, Latin American, and other Spanish or Iberian descent; Oriental includes persons of Chinese, Filipino, Japanese, and Korean descent; Other Minority includes persons of Eskimo, Aleut, Hawaiian, part-Hawaiian, Polynesian, Micronesian and other descent. The classification of families shall be that of the head of the household. The classification of business concerns and farm operations shall be based on the classification of the owner. The classification of nonprofit organizations shall be based on the classification of the predominant group served.

8. HOW TO REPORT DOLLAR AMOUNTS. Round out all money entries to the nearest whole dollar amount. Do not include decimal points. For example, $948.49 shall be reported as $948 and $948.50 shall be reported as $949.

9. SPECIAL INSTRUCTIONS. The following instructions should help clarify certain entries on the report.

PART A - Columns *(a)* - *(g)*. Report in Columns *(a)* through *(g)* persons permanently relocated during the report year. Persons "permanently relocated" are persons displaced by project activities who were eligible for relocation payments and assistance and who, during the report year, moved to their replacement location. This includes businesses, farms, and nonprofit organizations which, upon displacement, discontinued operations. It also includes self-relocated persons. "Permanently relocated" may include persons who, at the close of the report period, had not yet received the full amount of the relocation payments for which they were eligible. For this report, a family is considered to be "one person."

PART A - Column *(h)*. Report in Column *(h)* the number of persons who are eligible for relocation payments and assistance *(e.g., persons who have received a "notice of intent to acquire" their property for the project)* but who were not permanently relocated by the close of the report year.

PART B - Columns *(a)* and *(b)*. Report in Column *(a)* the number of claims paid to minority claimants during the report year. Minorities are defined in item 7 above. Report in Column *(b)* the total dollar amount represented by the claims reported in Column *(a)*. *(Note: Each minority claim must also be included in Column (c) and the dollar amount paid to the minority claimant must also be included in Column (d).)*

PART B - Line 11. Report in Column (c) the number of families and individuals displaced by project activities who were provided assistance in accordance with Section 206*(a)* of the Act. Report in Column *(d)* the total financial assistance under Section 206*(a)* allocable to the persons reported in Column (c). *(If a person receives financial assistance under Section 203 or 204 as well as under Section 206(a), report the person as a claim in Column (c), but in Column (d) report only the amount of financial assistance allocable to Section 206(a).)*

PART B - Line 12. Report on this line all administrative costs incurred during the report year in connection with relocation activities carried out under the project. Include the cost of providing relocation advisory assistance and services under Section 205 of the Act. Under the CDBG program, include any payments to housing owners for losses of rental income incurred in temporarily holding housing units for the relocation of families and individuals displaced by CDBG activities.

PART C - Columns *(a)* and *(b)*. Report in Column *(a)* claims by persons displaced by CDBG activities which are not subject to the Uniform Act. These are claims paid *(in whole or in part from CDBG funds)* pursuant to State or local law or a written policy established in accordance with CDBG program regulations. Report in Column *(b)* the total dollar amount represented by the claims reported in Column *(a)*.

PART C - Columns *(c)* and *(d)*. Report in Column (c) each claim for which the amount paid exceeds the amount required to be paid under the Uniform Act. *(Claims reported on Line 14 of Column (c) must also be reported on Line 4, 5, 6 or 7 of Column (c). Claims reported on Line 15 of Column (c) must also be reported on Line 8, 9, or 10, Column (c).)* For each claim reported in Column (c), include in Column *(d)* the total amount paid in excess of the amount required to be paid under the Uniform Act. *(Such amount is not duplicated elsewhere on this report form. For example, if the agency pays $5,000 in moving and related expenses to a business entitled to $3,500 under the Uniform Act, the sum of $3,500 shall be included on Line 6, Column (d) and $1,500 shall be included on Line 14, Column (d).)*

PART C - Lines 14 and 15. Line 14 covers moving and related expenses *(actual and fixed payments)* paid to families, individuals, businesses, farms, and nonprofit organizations. Line 15 covers replacement housing payments, rental assistance payments, and downpayment assistance provided to families and individuals. *(Part C applies only to the CDBG Program.)*

PART D - Lines 16 and 17, Column *(b)*. Report in Column *(b)* the total amount of "just compensation" paid for the parcels acquired. DO NOT INCLUDE any amounts paid for incidental expenses such as recording fees and transfer taxes, mortgage prepayment penalties, real property taxes and other public service charges, interest on a court award, compensation for rent losses, litigation expenses, and relocation payments.

PART E - Line 18. Report on Line 18 the total number of formal relocation grievances submitted during the report year by persons displaced by activities subject to the Uniform Act. The grievances may pertain to relocation payments or to the adequacy of replacement housing as provided under HUD regulations governing local grievance procedures.

2

265

GPO 881-950

Form Approved
OMB No. 63-S-74025

U. S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974
COMMUNITY DEVELOPMENT FUNDING SURVEY

OFFICE OF EVALUATION
COMMUNITY PLANNING AND DEVELOPMENT

This survey will document the experience of cities in completing their first year applications for the Community Development Block Grant Program. Data collected in this survey will be used exclusively for improvement of the block grant program and will not affect any application for block grant funds.

Please complete this survey within two weeks and return it to Mr. David Dresser, Director, Urban Studies Division, Room 7168, Community Planning and Development, HUD, Washington, D. C. 20410.

CITY	STATE

FOR HUD USE ONLY

Reg.	St.	City	City Types	City Types	Pop. Gp.	Entitlement ($000)

I. TECHNICAL ASSISTANCE

1. From whom did you obtain the most useful and substantive information and explanation of the Housing and Community Development Act of 1974? *(Information enabling your city to begin its community development plan and prepare its application)* Check only one.

- ☐ HUD Area Office
- ☐ HUD Insuring Office
- ☐ HUD Regional Office
- ☐ HUD Central Office
- ☐ Public Interest Group
  *(Specify)*_____
- ☐ Professional Association or Publication
- ☐ General News Media
- ☐ Private Consultant
- ☐ State Government

2. a. Please identify below the application requirements for which your city obtained technical assistance in preparing its application or preparing its community development program. Indicate the source of technical assistance, or the fact that technical assistance either was not required, or was needed but not available, by placing a check mark under the appropriate column heading. Make only one selection for each requirement.

Application Requirement	HUD	PUBLIC INTEREST GROUP	STATE/AREA PLANNING AGENCY	UNIVERSITY	PRIVATE CONSULTANT	NOT REQUIRED	NEEDED BUT NOT AVAILABLE	OTHER* *(Specify)*
1. Community Development Plan Summary *(Statement of Needs)*								
(Long-Term Objectives)								
(Short-Term Objectives)								
2. Community Development Program *(HUD 7015.1)*								
3. Community Development Budget *(HUD 7015.5)*								
4. Application for Loan Guarantee *(HUD 7015.6)*								
5. Survey of Housing Conditions *(HUD 7015.8)*								
6. Housing Assistance Needs of Lower Income Households *(HUD 7015.9)*								
7. Annual Goal for Housing Assistance *(HUD 7015.10)*								
8. General Location of Lower Income Housing *(HUD 7015.11)*								
9. Certification(s) – *(Specify)*								

*OTHER *(Specify)*

2. b. List below areas of technical assistance that your city anticipates it will require in the future in implementing its first year CD program under the block grant program.

II. APPLICATION PROCESS

3. Please indicate the usefulness of the following planning tools in preparing your city's block grant application by ranking them in order: 1 – most useful
   7 – least useful
   0 – not used

PLANNING TOOL	NO.	PLANNING TOOL	NO.
Workable Program for Community Development		Existing Neighborhood Development/Urban Renewal Program	
Master Development Plan		Existing Model Cities Plan	
Capital Improvement Program		Other *(Specify)*	
701 Program Design or Other 701 – Funded Products			

4. Check from the following list those agencies or departments that participated in development of your city's community development block grant application. Also, indicate by marking * the group(s) assigned lead responsibility for the actual preparation of the application.

- ☐ Office of the Mayor
- ☐ City Manager
- ☐ Department of Community Development
- ☐ Model Cities Agency
- ☐ City Planning Agency
- ☐ City Code Enforcement Agency
- ☐ City Council *(Commissioners)*
- ☐ Redevelopment Authority *(LPA)*
- ☐ Housing Authority *(LHA)*
- ☐ Other *(Specify)* _____

5. Indicate the influence that the following factors had on the direction and development of your city's community development application by ranking them in order of importance: 1 – most influence; 7 – least influence; 0 – no influence

FACTOR	NO.	FACTOR	NO.
Citizen Participation Input		PRIOR HUD GRANTS	
Area wide Comprehensive Plan		CITY PLANS AND POLICIES	
State Comprehensive Plan		OTHER *(SPECIFY)*	
Consultant Recommendations			

6. Have the factors indicated below changed in developing your city's community development block grant application as compared to your experience in developing applications for previous HUD grant-in-aid programs: *(Check appropriate box.)*

FACTOR	INCREASE	DECREASE	NO CHANGE
a. Citizen participation in developing application			
b. Local government's ability to respond to needs and priorities			
c. Coordination between agencies in community development plans			
d. Competition between local groups wanting projects funded			
e. Bookkeeping and paperwork requirements for city			
f. Federal "red tape"			
g. Federal intervention in local decisions			
h. Federal technical assistance to the city			

7. Indicate to the best of your ability the resources required in order for your city to prepare, process, and submit its community development application.

RESOURCES	HOURS	
a. City department staff time		
b. Local public agency staff time *(non-city employees)*		
c. Private agency staff time		
d. Consultant staff time		
e. Total Cost		$

8. Below is a list of the various components of the block grant application. Please indicate with a check mark which, if any, were difficult to complete, or in your opinion involved unreasonable time or expense. In each case, describe briefly in the space provided the main cause of difficulty, explaining the specific problem your city encountered.

APPLICATION REQUIREMENT	√	DESCRIPTION OF DIFFICULTY
a. Community Development Plan *(Statement of Needs)* *(Long-Term Objectives)* *(Short-Term Objectives)*		
b. Community Development Program *(HUD 7015.1)*		
c. Community Development Budget *(HUD 7015.5)*		
d. Application for Loan Guarantee *(HUD 7015.6)*		
e. Survey of Housing Conditions *(HUD 7015.8)*		
f. Housing Assistance Needs of Lower Income Households *(HUD 7015.9)*		
g. Annual Goal for Housing Assistance *(HUD 7015.10)*		
h. General Location of Lower Income Housing *(HUD 7015.11)*		
i. Certification(s) – *(Specify)*		

III. CODE OF FEDERAL REGULATIONS

9. Please indicate by a check mark any portion of the Rules and Regulations governing the Community Block Grant *(24 CFR Part 570)* that your city found difficult to interpret or which required further clarification from HUD before your application could be completed.

- ☐ Subpart A – General Provisions
- ☐ Subpart B – Allocation of Funds
- ☐ Subpart C – Eligible Activities
- ☐ Subpart D – Application for Entitlement Grants
- ☐ Subpart F – Grant Administration
- ☐ Subpart G – Other Program Requirements
- ☐ Subpart H – Loan Guarantees
- ☐ Subpart I – Financial Settlement
- ☐ Subpart J – Program Management

10. Identify any specific eligible or ineligible activities, as described in Part 570, Subpart C, that you considered unclear or incomplete. *(Continue on reverse side if necessary.)*

11. Were any of the Rules and Regulations in Part 570, Community Development Block Grants, considered illegal or in conflict with State or local law related to the powers of your city government -- as interpreted by your city attorney or legal advisor? ☐ Yes ☐ No

If yes, please cite the section of the Rules and Regulations and State or local law. Describe how the difference was resolved. *(Continue on reverse side if necessary.)*

IV. LOCAL NEEDS AND PRIORITIES

12. Using CD block grant funds, was your city unable to continue any desired activity or activities funded previously by the replaced categorical grant-in-aid programs *(Urban Renewal, Model Cities, etc.)*? ☐ Yes ☐ No

If yes, indicate the type of activity and the reason why it could not be continued.

ACTIVITY	REASON

(Continue on reverse side)

13. Below is a table which includes a list of the categorical grant-in-aid programs replaced by community development block grants. Indicate in the first column *(Participation)* which programs your city has participated in during the period of 1968-72. For each program identified in column 1a, select one statement each from columns 2, 3 and 4 that best describes your city's community development program.

GRANT-IN-AID PROGRAM	1 PARTICIPATION		2 STATUS OF PROGRAM ACTIVITIES				3 LEVEL OF FUNDING				4 ACTIVITY LOCATION			
	a	b	a	b	c	d	a	b	c	d	a	b	c	d
	(check one)		*(check one)*				*(check one)*				*(check one)*			
	Did participate in this program	Did not participate in this program	Will continue all activities	Will continue some activities	Will phase out all activities	Finishing up activities, will complete program/or have already completed program.	Approximately same level of funding	Substantially reduced level of funding	Substantially increased level of funding	Will not fund this year	Continue all activities in defined project areas	Expand all activities to city-wide basis	Some activities will remain only in project areas while some will be expanded on city-wide basis	N/A -- activities will be phased out/or have been completed
Model Cities														
Water and Sewer Grants														
Open Space and Historic Preservation														
Public Facilities Loans														
Neighborhood Facilities														
Rehabilitation Loans														
Urban Renewal														
Conventional Urban Renewal														
Neighborhood Development Program														
Concentrated Code Enforcement														
Rehabilitation Grants														

14. From analysis of your application's Community Development Plan Summary, how would you describe the emphasis given to achievement of each of the legislative objectives summarized below. *(1 – greatest emphasis; 8 – least emphasis; 0 – not considered applicable to community.)* These objectives are stated in the Rules and Regulations, Section 570.2.

LEGISLATIVE OBJECTIVE	EMPHASIS RATING
a. Elimination of slums and blight	
b. Elimination of conditions which are detrimental to health, safety, and public welfare	
c. Conservation and expansion of the Nation's housing stock to provide a decent home and suitable living environment	
d. Expansion and improvement of the quantity and quality of community services	
e. A more rational utilization of land and other resources	
f. Reduction of the isolation of income groups	
g. Restoration and preservation of properties of special value	
h. Expanding economic opportunity, principally for low and moderate income persons	

15. Of the activities described in your application's community development program, are any undertaken for the first time in the past ten-year period by local general government? ☐ Yes ☐ No
If yes, describe at the top of each column *(1-3)* in the space provided the most important new activity *(ies)* in your community development program *(no more than three)*.
Select from the list below the most accurate reason why each of these activities was not previously undertaken by local general government in the past.

CATEGORY	1	2	3
Description *(Name)* of Activity →			
REASON			
a. Under prior grant-in-aid legislation local general government was not an eligible recipient			
b. Prior grant-in-aid programs did not fund this activity			
c. City's applications for funding of this activity through grant-in-aid programs were not funded due to lack of adequate appropriation.			
d. City's applications for funding apparently did not meet Federal priorities and were not funded.			
e. City did not have adequate cash to meet its required share of the total project cost under the categorical program.			
f. Cost of applying for Federal Grant-in-aid for the activity was considered excessive.			
g. Administrative or technical requirements for grant-in-aid program were considered excessive.			
h. Has never been identified as a priority activity in the past.			
i. City did not choose to undertake this activity in the past.			

16. a. Considering all the community development needs of your city at this time – including needs that cannot be satisfied through the community development block grant program and those which would not necessarily be addressed by local general government – describe below the three highest priority needs of your community.

FIRST

SECOND

THIRD

b. Please answer the following questions relative to each of the three priority needs stated above by inserting a check in the appropriate box.

QUESTION	FIRST PRIORITY		SECOND PRIORITY		THIRD PRIORITY	
	Yes	No	Yes	No	Yes	No
a. Will this need be met in whole through the funds provided under the community development block grant?						
b. Will this need be met in part through funds provided under the community development grant?						
c. Will the community development block grant funds allow the city to divert its locally generated funds to complete activities related to this need?						
d. Would this community need have been met in whole or in part through funds provided under the replaced categorical grant-in-aid programs?						
e. Will the activities undertaken as a part of your Community Development Program increase the probability that this need will be met?						

17. Please use this page to show a chart of how your city's community development organization is structured, indicating relationships to Mayor, City Council, City Manager, Key Departments, Special Purpose Agencies.

ORGANIZATIONAL CHART HERE

NAME AND TITLE OF PERSON COMPLETING QUESTIONNAIRE	NAME AND TELEPHONE NO. OF PERSON TO CONTACT FOR ADDITIONAL INFORMATION OR CLARIFICATIC .

HUD USE ONLY
CARD 1. CON'D

1. Please indicate the degree to which each of the following groups provided useful information on Community Development Block Grants in IMPLEMENTING your 1st year program and PREPARING your 2nd year application. (*Circle the appropriate number for each group.*)

	IMPLEMENTING 1st Year Program					PREPARING 2nd Year Application					
	not used	not useful			very useful	not used	not useful			very useful	
a. HUD Area Office	0	1	2	3	4 5	0	1	2	3	4 5	19 20
b. HUD Insuring Office	0	1	2	3	4 5	0	1	2	3	4 5	21 22
c. HUD Central Office	0	1	2	3	4 5	0	1	2	3	4 5	23 24
d. Public Interest Groups (Specify: _____)	0	1	2	3	4 5	0	1	2	3	4 5	25 26
e. Professional Association of Publication (Specify: _____)	0	1	2	3	4 5	0	1	2	3	4 5	27 28
f. General News Media	0	1	2	3	4 5	0	1	2	3	4 5	29 30
g. Private Consultants	0	1	2	3	4 5	0	1	2	3	4 5	31 32
h. State Government	0	1	2	3	4 5	0	1	2	3	4 5	33 34
i. Areawide or Regional Planning Agency or Council of Governments	0	1	2	3	4 5	0	1	2	3	4 5	35 36

2. Was private consultant assistance used in any of the following parts of IMPLEMENTING your 1st year program or PREPARING your 2nd year application? (*Circle 1 for yes or 2 for no.*)

	YES	NO	
IMPLEMENTING 1st Year Program			
a. General program administration	1	2	37
b. Organizational development	1	2	38
c. Project feasibility studies	1	2	39
d. Financial management	1	2	40
e. Environmental reviews	1	2	41
f. Citizen participation	1	2	42
g. Monitoring	1	2	43
h. Evaluation	1	2	44
i. Preparation of Grantee Performance Report	1	2	45
PREPARING 2ND Year Application			
j. Development of Housing Assistance Plan (HAP) data	1	2	46
k. Preparation of Community Development Plan	1	2	47
l. Preparation of Community Development Program	1	2	48
m. Other (SPECIFY: _____)	1	2	49

50-79 SKIP 80 =1

Form Approved
OMB 63-R-1548

U. S. Department of Housing and Urban Development

HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974
COMMUNITY DEVELOPMENT EXPERIENCE SURVEY

Office of Evaluation
Community Planning and Development

This survey will document the experience of cities/counties in completing their first year program and second year applications for the Community Development Block Grant Program. Data collected in this survey will be used exclusively for improvement of the Block Grant Program and will not affect any application for Block Grant funds.

Please complete this survey within two weeks and return it to The Office of Evaluation, Community Planning and Development, HUD, Room 7174, Washington, D. C. 20410.

CITY/COUNTY

STATE

Name of person completing this form

Phone Number (area code)

Position/Title

Length of time in this local government

FOR HUD USE ONLY

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18

Reg St Cr City/Cnty Cit Cyc Pop Cr grant ($000)

HUD 4709
(7-76)

3. If private consultant assistance was used in any part of IMPLEMENTING your 1st year program or PREPARING your 2nd year application, please indicate the dollar amount and person-hours for the services provided.

	IMPLEMENTING 1st Year Program	PREPARING 2nd Year Application
Dollar amount	$	$
Number person-hours		

4. Indicate to the best of your ability the total resources required in both hours and dollars in order for your community to prepare, process, and submit its 2nd year Community Development application and the Grantee Performance Report. Include in your calculations, city/county department staff time, local public agency staff time, and consultant staff time.

	Preparing 2nd Year Application	Preparing Grantee Performance Report
Dollar amount	$	$
Number person-hours		

5. Did preparation of your 2nd year Community Development application take less or more time and resources in comparison to the 1st year application? (*Circle the appropriate number.*)

less time		no difference		more time
1	2	3	4	5

5a. If there was a difference, briefly specify the reasons why.

HUD USE ONLY
CARD 2
1-10 DUPLICA
11-17 18-24
25-30 31-36
37-43 44-50
51-56 57-62
63
64-79 SKIP
80 =2

6. Indicate the usefulness of the following planning tools in preparing your community's 2nd year Community Development application, including Housing Assistance Plans. (*Circle the appropriate number for each group.*)

	not used		not useful			very useful	
State Planning Tools							
a. State 701 housing element	0	1	2	3	4	5	11
b. State 701 land use plan	0	1	2	3	4	5	12
c. Other state comprehensive plans/policies	0	1	2	3	4	5	13
d. State A-95 comments	0	1	2	3	4	5	14
Areawide Planning Tools							
e. Areawide 701 housing element	0	1	2	3	4	5	15
f. Areawide 701 land use plan	0	1	2	3	4	5	16
g. Other areawide comprehensive plans and policies	0	1	2	3	4	5	17
h. Areawide A-95 comments	0	1	2	3	4	5	18
Local Planning Tools							
i. Local 701 housing element	0	1	2	3	4	5	19
j. Local 701 land use plan	0	1	2	3	4	5	20
k. Other local 701 funded activities	0	1	2	3	4	5	21
l. Local non-701 funded studies	0	1	2	3	4	5	22
m. Other land use plans/policies	0	1	2	3	4	5	23
n. Local capitol improvement program	0	1	2	3	4	5	24
Other Planning Tools							
o. Workable Program for Community Renewal	0	1	2	3	4	5	25
p. Urban Renewal/HDP Plans	0	1	2	3	4	5	26
q. Model Cities Plans	0	1	2	3	4	5	27
r. Other (Specify: _____)	0	1	2	3	4	5	28

HUD USE ONLY
CARD 3
1-10 DUPLICA

276

7. Which agencies and/or departments participated in IMPLEMENTING the 1st year Community Development Program? (*Circle the appropriate number under each "amount of participation" column.*) What single group had lead responsibility in IMPLEMENTING the 1st year program? (*Circle only one letter under the "lead responsibility" column.*)

	IMPLEMENTING 1st Year Program: Amount of Participation				Lead Responsibility	
	none	a little	some-what	a great deal		
a. Office of the mayor/county executive	0	1	2	3	a	29
b. City/county manager's office	0	1	2	3	b	30
c. Department of Community Development	0	1	2	3	c	31
d. Model Cities Agency	0	1	2	3	d	32
e. City/county code enforcement agency	0	1	2	3	e	33
f. City/county planning agency	0	1	2	3	f	34
g. City council/commissioners	0	1	2	3	g	35
h. Local Public Agency (LPA)	0	1	2	3	h	36
i. Local Housing Authority (LHA)	0	1	2	3	i	37
j. Other (Specify: _____)	0	1	2	3	j	38
						39 (alpha)

8. Which agencies and/or departments participated in PREPARING your 2nd year Community Development application? (*Circle the appropriate number under each "amount of participation" column.*) What single group had lead responsibility in PREPARING the application. (*Circle only one letter under the "lead responsibility" column.*)

	PREPARING 2nd Year Application: Amount of Participation				Lead Responsibility	
	none	a little	some-what	a great deal		
a. Office of the mayor/county executive	0	1	2	3	a	40
b. City/county manager's office	0	1	2	3	b	41
c. Department of Community Development	0	1	2	3	c	42
d. Model Cities Agency	0	1	2	3	d	43
e. City/county code enforcement agency	0	1	2	3	e	44
f. City/county planning agency	0	1	2	3	f	45
g. City council/commissioners	0	1	2	3	g	46
h. Local Public Agency (LPA)	0	1	2	3	h	47
i. Local Housing Authority (LHA)	0	1	2	3	i	48
j. Other (SPECIFY: _____)	0	1	2	3	j	49
						50 (alpha)

HUD USE ONLY
CARD 3, CON'D

277

9. Did any of the following organizational changes take place in your community in order to plan for and implement the Community Development Block Grant Program? (*Circle the appropriate number for each.*)

	YES	NO	
a. Creation of Department of Community Development (or similar title) within city/county government	1	2	51
b. Creation of Local Renewal Agency	1	2	52
c. Creation of Public Housing Authority	1	2	53
d. Redevelopment powers used to be partially or wholly in an independent authority are now entirely in city/county government	1	2	54
e. Elimination of Local Renewal Agency	1	2	55
f. Elimination of Local Housing Authority	1	2	56

	DECREASE	NO CHANGE	INCREASE	
g. Decrease or increase in the frequency of contacts, with the Local Renewal Agency or Local Housing Authority	1	2	3	57
h. Decrease or increase in the frequency of contacts with Regional Planning Commission or Council of Governments	1	2	3	58
i. Decrease or increase in the frequency of contacts with State Planning Departments	1	2	3	59

10. In comparing the first full year of experiences in the Community Development Block Grant Program to your experiences in the categorical programs, did the factors below decrease, increase or remain the same? (*Circle the appropriate number for each.*)

	DECREASE	NO CHANGE	INCREASE	DID NOT PARTICIPATE IN CATEGORICAL PROGRAMS	
a. Bookkeeping and paperwork requirements for the city	1	2	3	0	60
b. Federal "red tape"	1	2	3	0	61
c. Federal intervention in local decisions	1	2	3	0	62
d. Federal technical assistance to the city	1	2	3	0	63

e. IF YOU CIRCLED "3" FOR "INCREASE" FOR ANY OF THE ABOVE QUESTIONS, PLEASE INDICATE BELOW, WHY YOU BELIEVE THIS INCREASE OCCURRED?

HUD USE ONLY
CARD 3, CON'D

11. Now, comparing the 2nd year Community Development Block Grant application experiences to the 1st year application experiences, did the factors below decrease, increase or remain the same? [*Circle the appropriate number for each.*]

HUD USE ONLY

CARD 3, CON'D

	DECREASE	NO CHANGE	INCREASE	
a. Bookkeeping and paperwork requirements for the city	1	2	3	64
b. Federal "red tape"	1	2	3	65
c. Federal intervention in local decisions	1	2	3	66
d. Federal technical assistance to the city	1	2	3	67

e. IF YOU CIRCLED "3" FOR "INCREASE" FOR ANY OF THE ABOVE QUESTIONS, PLEASE INDICATE BELOW, WHY YOU BELIEVE THIS INCREASE OCCURRED? 68-79 SKIP

80 =3

278

12. Below is a list of the various requirements of the Community Development Block Grant application. Please indicate if any were difficult to complete for the 2nd year application. [*Circle 1 for difficult or 2 for not difficult.*] If difficult, indicate the single most important reason why. [*Circle one response only: 3,4,5,6,7, or 8.*]

HUD USE ONLY

CARD 4

1-10 DUPLICA

Application Requirement	Difficult	Not difficult	(If difficult) Description of Difficulty: Unreasonable time to prepare	Insufficient data	Forms/instructions unclear	Local government is lacking program understanding or CDBG or Section 8	Regulations have changed and been difficult to keep up with	Other (SPECIFY BELOW)	
a. Community Development Plan (Statement of needs, long-term objectives, short-term objectives) (24CFR 570.303(a))	1	2	3	4	5	6	7	8	11 12
b. Community Development Program--proposed activities (24CFR 570.303(b))	1	2	3	4	5	6	7	8	13 14
c. Community Development Program--proposed target areas (24CFR 570.303(b)(2))	1	2	3	4	5	6	7	8	15 16
d. Community Development Budget (24CFR 570.303(d))	1	2	3	4	5	6	7	8	17 18
e. Application for Loan Guarantee (24CFR 570.701)	1	2	3	4	5	6	7	8	19 20
f. Survey of Housing Conditions (24CFR 570.303(c)(1))	1	2	3	4	5	6	7	8	21 22
g. Housing Assistance Needs of Lower Income Households (24CFR 570.303(c)(2))	1	2	3	4	5	6	7	8	23 24
h. Housing Assistance Needs of "Expected to Reside" (24CFR 570.303(c)(2))	1	2	3	4	5	6	7	8	25 26
i. Annual Goal for Housing Assistance (24CFR 570.303(c))	1	2	3	4	5	6	7	8	27 28
j. Three-Year Goal for Housing Assistance--Proportional Goals (24CFR 570.303(c)(3))	1	2	3	4	5	6	7	8	29 30
k. General Location of Lower Income Housing (24CFR 570.303(c)(4))	1	2	3	4	5	6	7	8	31 32
l. Certifications (24CFR 570.303(e))	1	2	3	4	5	6	7	8	33 34
m. Grantee Performance Report (24CFR 570.303(f); 570.906)	1	2	3	4	5	6	7	8	35 36

13. Below is a list of select program requirements of the Community Development Block Grant Program. How difficult was each of these to comply with in the 1st program year? [*Circle the appropriate number.*]

HUD USE ONLY

CARD 4, CON'D

	not difficult				very difficult	
a. Non-discrimination and Equal Opportunity (24CFR 570.601; 570.900(c))	1	2	3	4	5	37
b. Relocation (24CFR 570.602; 570.900(a))	1	2	3	4	5	38
c. Acquisition (24CFR 570.602; 570.900(b))	1	2	3	4	5	39
d. Environment (24CFR 570.603)	1	2	3	4	5	40
e. Historic preservation (24CFR 570.604)	1	2	3	4	5	41
f. Labor standards (24CFR 570.605)	1	2	3	4	5	42
g. Architectural Barriers Act of 1968 (24CFR 570.606)	1	2	3	4	5	43
h. Clean Air Act and Federal Water Pollution Control Act (24CFR 570.610)	1	2	3	4	5	44
i. Citizen participation (24CFR 570.900(d))	1	2	3	4	5	45
j. Uniform Administrative Requirements for Grants-in-Aid to State and Local Governments (FMC 74-7)	1	2	3	4	5	46
k. Cost Principles Applicable to Grants and Contracts with State and Local Governments (FMC 74-4)	1	2	3	4	5	47
l. Letter of Credit Procedures (HUD 3900.23)	1	2	3	4	5	48

13a. If any of the above program requirements were difficult to comply with during the 1st program year, briefly indicate why.

279

14. Below are HUD efforts taken to improve existing rules and regulations governing the preparation of the Community Development Block Grant application and program. Please indicate if each item has helped none, a little, somewhat, a great deal, or if each item has increased difficulties. [*Circle the appropriate number.*]

HUD USE ONLY

CARD 4, CON'D

	none/ unaware of item	a little	somewhat	a great deal	increased difficulties	
a. Revisions to eligible activities (CDBG Regulations; 24CFR 570)	0	1	2	3	4	49
b. Environmental Review Program Guide	0	1	2	3	4	50
c. Polk Data--Profiles of Change	0	1	2	3	4	51
d. Housing Assistance Plan--Form & Instructions Revision	0	1	2	3	4	52
e. Provisions of Data for "Expected to Reside"	0	1	2	3	4	53
f. HUD response to local inquiries	0	1	2	3	4	54
g. HUD Area Office clarification memoranda	0	1	2	3	4	55

15. How useful was the Grantee Performance Report to the city/county government for program management purposes? [*Circle the appropriate number.*]

not used				very useful	
0	1	2	3	4	5	56

57-79 SKIP

80 =4

16. Do you believe that the Grantee Performance Report needs to be changed in any way? Indicate for each table of the Grantee Performance Report if you believe items should be added, deleted, or modified, and list the column number from the table that needs change. (*Circle the appropriate number and list appropriate columns if changes are suggested.*)

HUD USE ONLY
CARD 5
1-10 DUPLICA

		add items	delete items	modify items	List column numbers within table that need change	
I.	Progress on Planned Activities (HUD-4070)	1	2	3		11 12 13
I-A.	Households Benefitting from Activities Underway or Completed --Physical and Capital Improvements (HUD 4078.1)	1	2	3		14 15 16
I-B.	Population Benefitting from Activities Underway or Completed--Services or Assistance (HUD-4078)	1	2	3		17 18 19
I-C.	Relocation (HUD-4077)	1	2	3		20 21 22
II.	Recipient Assessments (HUD 4080)	1	2	3		23 24 25
III-A.	Housing Assistance Provided (HUD-4076)	1	2	3		26 27 28
III-B.	Location of Units with Financial Commitment (HUD-4069)	1	2	3		29 30 31
IV.	Environmental Review Process (HUD-4075)	1	2	3		32 33 34
V-A.	Equal Opportunity in CDBG Programs or Activities (HUD-4081)	1	2	3		35 36 37
V-B.	Fair Housing (HUD 4082)	1	2	3		38 39 40
V-C.	Action to Prevent Discrimination in the Sale, Rental, and Financing of Housing (HUD 4072)	1	2	3		41 42 43
V-D.	Entrepreneurship (HUD 4083)	1	2	3		44 45 46
V-E.	Title I-Assisted Prime Contracts (HUD-4073)	1	2	3		47 48 49
V-F	Title I-Assisted Sub-Contracts (HUD-4073.1)	1	2	3		50 51 52
V-G.	Recipient Employment (HUD 4074)	1	2	3		53 54 55
VI.	Citizen Participation (HUD 4079)	1	2	3		56 57 58

16a. Briefly describe the changes that you have recommended for the Grantee Performance Report.

17. What percent of your 2nd year Community Development program budget has been planned for social service programs. Include budget line items for public services and continuation of Model Cities activities which are social services.

_____ %

HUD USE ONLY
CARD 5, CON'D
59-60

18. How important was each of the following factors in determining this level of expenditure for social services in the 2nd year budget? (*Circle the appropriate number for each factor.*)

		not used			not important		very important	
a.	Legislative language	0	1	2	3	4	5	61
b.	HUD regulations	0	1	2	3	4	5	62
c.	Direction from HUD Area Office	0	1	2	3	4	5	63
d.	HUD selection criteria or rating system (*for discretionary only*)	0	1	2	3	4	5	64
e.	Direction from HUD Central Office	0	1	2	3	4	5	65
f.	Citizen participation	0	1	2	3	4	5	66
g.	Professional/staff determination	0	1	2	3	4	5	67
h.	Local political environment	0	1	2	3	4	5	68
i.	Past level of expenditure	0	1	2	3	4	5	69
j.	Model Cities experiences	0	1	2	3	4	5	70
k.	Community level of need	0	1	2	3	4	5	71
l.	Environmental review requirements	0	1	2	3	4	5	72
m.	Availability of funds from other sources	0	1	2	3	4	5	73
n.	Budgeting method (zero-based budgeting, cost benefit analysis)	0	1	2	3	4	5	74
o.	Local evaluation processes	0	1	2	3	4	5	75
p.	Other (Specify: _____)	0	1	2	3	4	5	76

19. If there were no regulations or guidelines constraining the use of Community Development funds for social services, do you believe your budget for this type of activity would be higher, lower, or about the same? (*Circle the appropriate number.*)

higher	lower	about the same	
1	2	3	77

78-79 SKIP
80 =5

20. In relationship to the full range of Community Development needs in your community, how important was each of the following factors in selecting the ACTIVITIES to be funded in the 2nd year Community Development application? (*Circle the appropriate number for each.*)

HUD USE ONLY
CARD 6
1-10 DUPLICA

		not used			not important		very important	
a.	Legislative language	0	1	2	3	4	5	11
b.	HUD regulations	0	1	2	3	4	5	12
c.	Direction from HUD Area Office	0	1	2	3	4	5	13
d.	HUD selection criteria or rating system (*for discretionary only*)	0	1	2	3	4	5	14
e.	Direction from HUD Central Office	0	1	2	3	4	5	15
f.	Citizen participation	0	1	2	3	4	5	16
g.	Professional/staff determination	0	1	2	3	4	5	17
h.	Local political environment	0	1	2	3	4	5	18
i.	Past level of expenditure	0	1	2	3	4	5	19
j.	Model Cities experiences	0	1	2	3	4	5	20
k.	Community level of need	0	1	2	3	4	5	21
l.	Environmental review requirements	0	1	2	3	4	5	22
m.	Availability of funds from other sources	0	1	2	3	4	5	23
n.	Budgeting method (zero-based budgeting, cost benefit analysis)	0	1	2	3	4	5	24
o.	Local evaluation processes	0	1	2	3	4	5	25
p.	Other (SPECIFY: _____)	0	1	2	3	4	5	26

21. Has your community been able to use its 1st year Community Development Block Grant funds to obtain other public or private funds?

YES	NO	
1	2	27

21a. (IF YES TO QUESTION 21 ABOVE) Indicate the budget line item that was used to obtain funds, the amount of other funds obtained, and the source of the funds.

Budget Line	Dollar Amount	Source of Other Funds: Other HUD	Other Federal	State	Local	Private	
____	____	1	2	3	4	5	28-29/30-36/37-41
____	____	1	2	3	4	5	42-43/44-50/51-55
____	____	1	2	3	4	5	56-57/58-64/65-69
____	____	1	2	3	4	5	70-79 SKIP
____	____	1	2	3	4	5	80 =6

CARD 7
1-10 DUPLICA
11-12/13-19/20-24
25-26/27-33/34-38

22. The 1974 Housing and Community Development Act, and HUD regulations implementing the Act (Section 570.201) prohibit spending Block Grant funds for certain types of activities. Below is an illustrative list of prohibited activities. Were there requests within your community to budget Block Grant funds for these activities? (*Circle 1 for yes; 2 for no.*) Which ones would your community have budgeted Block Grants for if they were not prohibited? (*Circle 3 for "would budget" and 4 for "would not budget."*)

HUD USE ONLY
CARD 7, CON'D

PROHIBITED ACTIVITIES	(circle one) Request for these activities: YES	NO	(circle one) Would budget CD funds	Would NOT budget CD funds	
a. PUBLIC FACILITIES--buildings and facilities for the conduct of government business; such as, city halls, courthouses, police stations (570.201(a)(4))	1	2	3	4	39 40
b. City/county-wide recreation facilities; such as, stadiums, concert halls, convention centers (570.201(a)(2))	1	2	3	4	41 42
c. City/county-wide service facilities; such as, central social service facilities, sheltered workshops, group homes, etc. (570.201(a)(3))	1	2	3	4	43 44
d. Schools (570.201(a)(4))	1	2	3	4	45 46
e. Transportation facilities; such as, airports, subways, bus stations (570.201(a)(5))	1	2	3	4	47 48
f. City/county-wide medical facilities (570.201(a)(6))	1	2	3	4	49 50
g. General government expenses for non-community development expenses (570.201(d))	1	2	3	4	51 52
h. Treatment works for sewage or industrial wastes of a liquid nature (570.201(a)(7))	1	2	3	4	53 54
i. New housing construction (except last resort housing) (570.201(f))	1	2	3	4	55 56
j. Social services not directly related to CDBG program (570.200(a)(8))	1	2	3	4	57 58

59-79 SKIP
80 =7

23. Have any of these community development-type activities been funded in your community with other Federal, State, local or private funds during the past 12 months? (*Circle 1 for yes or 2 for no.*) Identify the funding source. (*Circle all appropriate responses.*)

PROHIBITED ACTIVITIES	YES	NO	Source of Other Funding: Other Federal	State	local	private	
a. PUBLIC FACILITIES--buildings and facilities for the conduct of government business: such as, city halls, courthouses, police stations (570.201(a)(4))	1	2	3	4	5	6	11 12-15
b. City/county-wide recreation facilities: such as, stadiums, concert halls, convention centers (570.201(a)(2))	1	2	3	4	5	6	16 17-20
c. City/county-wide service facilities: such as, central social service facilities, sheltered workshops, group homes, etc. (570.201(a)(3))	1	2	3	4	5	6	21 22-25
d. Schools (570.201(a)(4))	1	2	3	4	5	6	26 27-30
e. Transportation facilities: such as, airports, subways, bus stations (570.201(a)(5))	1	2	3	4	5	6	31 32-35
f. City/county-wide medical facilities (570.201(a)(6))	1	2	3	4	5	6	36 37-40
g. General government expenses for non-community development expenses (570.201(d))	1	2	3	4	5	6	41 42-45
h. Treatment works for sewage or industrial wastes of a liquid nature (570.201(a)(7))	1	2	3	4	5	6	46 47-50
i. New housing construction (except last resort housing) (570.201(f))	1	2	3	4	5	6	51 52-55
j. Social services not directly related to CDBG program (570.200(a)(8))	1	2	3	4	5	6	56 57-60

HUD USE _____
CARD 8
1-10 DUPLICA

24. Rate each of the following factors on the degree to which they slowed down your local community development program. (*Circle the appropriate number.*)

	Slowed Down Local Program: none	a little	some-what	a great deal	
a. HUD change--eligible activities	0	1	2	3	61
b. HUD--problem in release of funds	0	1	2	3	62
c. HUD--problem with environmental review	0	1	2	3	63
d. HUD--other (SPECIFY: _____)	0	1	2	3	64
e. Local political debate over project, involving mayor/council/commissioners	0	1	2	3	65
f. Citizen participation	0	1	2	3	66
g. Citizen law suit	0	1	2	3	67
h. Difficult environmental review	0	1	2	3	68
i. Normal administrative problem (interagency debate, contracting procedures, inefficiency, etc)	0	1	2	3	69
j. Local legal problem (for example, city does not have powers)	0	1	2	3	70
k. Implementation is dependent upon other activities in the area	0	1	2	3	71
l. Complicated planning to be done	0	1	2	3	72
m. Hiring staff to operate program	0	1	2	3	73
n. Other (SPECIFY: _____)	0	1	2	3	74

HUD USE ONLY
CARD 8, CON'D
75-79 SKIP
80 -8

25. To what extent were each of the following methods used to INFORM citizens of your community about the Community Development application? (*Circle the appropriate number.*)

METHODS	Use of Each Method: none	a little	some-what	a great deal	
a. Local newspapers	0	1	2	3	11
b. Radio	0	1	2	3	12
c. Television	0	1	2	3	13
d. Distribution of special literature about the program, such as, community bulletins and pamphlets	0	1	2	3	14
e. Predominantly minority newspapers	0	1	2	3	15
f. Minority-oriented television and radio programming	0	1	2	3	16
g. Announcements in local churches and other community meetings or their bulletins	0	1	2	3	17
h. Door-to-door messengers	0	1	2	3	18
i. Van with public address system	0	1	2	3	19
j. Display signs throughout area	0	1	2	3	20
k. Other (SPECIFY: _____)	0	1	2	3	21

HUD USE ONLY
CARD 9
1-10 DUPLICA

26. To what extent were the following methods used to INVOLVE citizens of your community in the Community Development Block Grant application planning and preparation process. (*Circle the appropriate number.*)

	Amount of Involvement: none	a little	some-what	a great deal	
a. Survey or questionnaire to determine citizen preferences	0	1	2	3	22
b. New citizen advisory boards, committees, or task force formed specifically for Community Development program	0	1	2	3	23
c. Model Cities Commission	0	1	2	3	24
d. Existing Project Area Committees (Urban Renewal/NDP)	0	1	2	3	25
e. Other existing citizen advisory board, committees or task force	0	1	2	3	26
f. Public hearings	0	1	2	3	27
g. Invitations to citizens or public/civic groups to submit proposals for projects to be included in the local community development program	0	1	2	3	28
h. Other (SPECIFY: _____)	0	1	2	3	29

27. Did any of the following groups participate in preparing the Community Development application or the planning process? (*Circle the appropriate number.*)

	Amount of Participation: none	a little	some-what	a great deal	
a. Members of academic community (university, college)	0	1	2	3	30
b. Private housing developers	0	1	2	3	31
c. Private planners, community development consultant firms	0	1	2	3	32
d. Real estate officials	0	1	2	3	33
e. Local business persons	0	1	2	3	34
f. Banking or financial institution representatives	0	1	2	3	35
g. Other non-government groups (SPECIFY: _____)	0	1	2	3	36

HUD USE ONLY
CARD 9, CON'D

28. Other than the two (2) required public hearings, how many additional public hearings or meetings were held in your community in preparation of the second year Community Development Block Grant application and program?

HUD USE ONLY
CARD 9, CON'D

Numbers of meetings over the two required _____ 37-38

29. Where did these meetings take place? [Circle 1 for yes or 2 for no.]

		YES	NO	
a.	A central location	1	2	39
b.	Neighborhoods for which community development projects were being proposed	1	2	40
c.	Neighborhoods throughout the community that were selected without regard to the extent of community development need	1	2	41
d.	Low income neighborhoods	1	2	42
e.	Ethnic/racial minority neighborhoods	1	2	43
f.	Other (SPECIFY: _____)	1	2	44

30. Does your community use citizen advisory boards, committees, or task forces to represent citizen views to local officials for the CDBG Program?

YES	NO	
1	2	45

284

30a. [Skip if you answered "no" to question 30 above.]
If your community uses citizen advisory boards, committees, or task forces for the Community Development Block Grant program, how are the citizens selected? [Circle 1 for yes or 2 for no.]

HUD USE ONLY
CARD 9, CON'D

		YES	NO	
a.	City-wide with members elected by citizens	1	2	46
b.	City-wide with members appointed by local officials	1	2	47
c.	Neighborhood based with members elected by citizens	1	2	48
d.	Neighborhood based with members appointed by local officials	1	2	49
e.	Neighborhood based with membership to include all residents in a specific geographic area	1	2	50
f.	Volunteer	1	2	51
g.	Combination (SPECIFY: _____)	1	2	52
h.	Other (SPECIFY: _____)	1	2	53

30b. [Skip if you answered "no" to question 30 above.]
About how often have the local citizen advisory boards, committees, or task forces met? [Circle the appropriate number.]

weekly	every two weeks	monthly	every three or four months	other (SPECIFY)	
1	2	3	4	5	54

[SPECIFY FOR OTHER: _____]

31. In which of the following stages did citizens participate in the local Community Development program? [Circle the appropriate number.]

HUD USE ONLY
CARD 9, CON'D

		Amount of Participation				
	PLANNING	none	a little	some-what	a great deal	
a.	Describing needs	0	1	2	3	55
b.	Setting goals	0	1	2	3	56
c.	Setting priorities for activities	0	1	2	3	57
d.	Selecting neighborhoods in which proposed activities would take place	0	1	2	3	58
e.	Drafting proposals for activities to be considered for inclusion in the Community Development application	0	1	2	3	59
	DECISION MAKING					
f.	Writing statements of goals for application	0	1	2	3	60
g.	Selecting activities for which funding is to be requested in the application	0	1	2	3	61
h.	Selecting neighborhoods in which funded projects would be located	0	1	2	3	62
i.	Reviewing final draft of the application	0	1	2	3	63
	MONITORING/EVALUATION					
j.	Making formal changes or amendments in the application	0	1	2	3	64
k.	Keeping up with progress of Community Development program	0	1	2	3	65
l.	Review of Grantee Performance Report before submitted to HUD	0	1	2	3	66
m.	Assessing impact of activity	0	1	2	3	67

285

32. How many written, formal complaints about proposed activities or proposed target neighborhoods, or the way the local Community Development program has been operated have been received by the local government from citizens or citizen groups? [Circle the appropriate number.]

HUD USE ONLY
CARD 9, CON'D

none	1-5	6-10	11-15	more than 15	
0	1	2	3	4	68

32a. Briefly describe the issues raised in these written formal complaints.

33. If there have been complaints or objections, what was the final disposition of each? [Indicate the number of complaints that were handled in each manner.]

		Number of Complaints/ Objections	
a.	Change in application before it was submitted to HUD	_____	69-70
b.	Change in local program after application was approved by HUD	_____	71-72
c.	Promise of change in succeeding year's application	_____	73-74
d.	No change in application; explanation to citizens	_____	75-76
e.	Other (SPECIFY: _____)	_____	77-78
			79 SKIP
			80 =9

☆ U.S. GOVERNMENT PRINTING OFFICE: 1976—210-966/314

REQUEST FOR PAYMENT ON LETTER OF CREDIT AND STATUS OF FUNDS REPORT

SECTION I – REQUEST FOR PAYMENT

AGENCY STATION SYMBOL	LETTER-OF-CREDIT NUMBER	DOCUMENT NUMBER	AMOUNT REQUESTED $

NAME AND ADDRESS OF U. S. AGENCY	NAME AND ADDRESS OF DRAWER	PAID BY *(Treasury Use Only)*
NAME AND ADDRESS OF TREASURY DISBURSING OFFICE	MAKE TREASURY CHECK PAYABLE TO:	VOUCHER APPROVED *(Treasury Use Only)*
		CHECK NUMBER *(Treasury Use Only)*

SECTION II – STATUS OF FEDERAL FUNDS *(Must Be Completed By Drawer)*

ITEMS	ESTIMATED NO. OF DAYS SUPPLY	AMOUNT
1. FEDERAL FUNDS ON HAND *(Beginning of Federal Fiscal Year)*		$
2. ADD: ADVANCES RECEIVED, FISCAL YEAR TO DATE		
3. ADD: COLLECTIONS, REFUNDS, AND/OR MISCELLANEOUS RECEIPTS		
4. Subtotal		
5. LESS: ACTUAL DISBURSEMENTS, FISCAL YEAR TO DATE		
6. FEDERAL FUNDS ON HAND AT TIME OF THIS REQUEST		
7. ADD: AMOUNT OF THIS REQUEST FOR PAYMENT		
8. ADD: UNPAID REQUESTS FOR PAYMENT PREVIOUSLY SUBMITTED		
9. TOTAL		$
10. OUTSTANDING ADVANCES TO SUB-GRANTEES – NUMBER TOTAL $		*Treasury Use Only*

SECTION IIA – REMARKS *(Drawers Use)*

SECTION III – CLASSIFICATION OF THE AMOUNT OF THIS REQUEST *(Must Be Completed By Drawer)*

PROGRAM, GRANT NO. OR OTHER IDENTIFYING NO.	AMOUNT	PROGRAM, GRANT NO. OR OTHER IDENTIFYING NO.	AMOUNT
	$		$

INSTRUCTIONS FOR PREPARING PAGE 1 OF THE REPORT OF FEDERAL CASH TRANSACTIONS

Item 1 – Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 – Enter the name and complete mailing address including the ZIP Code for the grantee organization.

Item 3 – Enter the employer identification number assigned by the U. S. Internal Revenue Service.

Item 4 – Enter the Federal grant number or other identifying numbers requested by the grantor agency. If this report covers more than one grant, leave this space blank and provide the information on page 2 of this report.

Item 5 – This space is reserved for an account number or other identifying number which may be assigned by the grantee.

Item 6 – Enter the letter of credit number which applies to this report. If all advances were made by Treasury check, enter "NA" for not applicable and leave Items 7 and 8 blank.

Item 7 – Enter the voucher number of the last letter of credit payment voucher (Form TUS 5401) which was credited to your account.

Item 8 – Enter the total number of letter of credit payment vouchers which were credited to your account during the reporting period.

Item 9 – Enter the total number of Treasury checks received during the reporting period, whether or not deposited.

Item 10 – Enter the month, day, and year of the beginning and ending dates of the period covered by this report.

Item 11 – STATUS OF FEDERAL CASH

Line a. Enter the total amount of Federal cash on hand at the beginning of the reporting period including all of the Federal funds on deposit, imprest funds, and undeposited Treasury checks.

Line b. Enter the total amount of all Federal funds received through payment vouchers (Form TUS 5401) which were credited to your account during the reporting period.

Line c. Enter the total amount of all Federal funds received during the reporting period through Treasury checks, whether or not deposited.

Line d. Enter the sum of Lines b and c.

Line e. Enter the sum of Lines a and d.

Line f. Enter the total Federal cash disbursements or payments made during the reporting period including disbursements of cash received as program income. Disbursements as used here also include the amount of advances and payments less refunds to subgrantees or contractors and the amount to which the grantee is entitled for indirect costs and usage charges for buildings and equipment.

Line g. Enter the Federal share of program income received during the reporting period. Enter only the amount of program income which was required to be used on the project or program by the terms of the grant.

Line h. Enter the net disbursements. This amount is the difference between the amount shown on Line f minus the amount on Line g.

Line i. Enter the amount of all adjustments pertaining to prior periods affecting the ending balance which have not been included in any lines above. Identify each grant for which an adjustment was made, and enter an explanation for each adjustment in the "Remarks" space provided.

Line j. Enter the total amount of Federal cash on hand at the end of the reporting period. This amount should include all funds on deposit, imprest funds, and undeposited funds (Line e less Line h plus or minus Line i).

Item 12 – Enter the estimated number of days until the cash on hand, shown on Line 11j, will be expended. If more than three days cash requirements are on hand, provide an explanation in the "Remarks" space as to why the drawdown was made prematurely, or other reasons for the excess cash. The requirement for the explanation does not apply to prescheduled or automatic advances.

Item 13 – OTHER INFORMATION

Line a. Enter the amount of interest earned on advances of Federal funds but not remitted to the grantor agency. If this includes any amount earned and not remitted to the grantor agency for over 60 days, explain in the "Remarks" space. (States and State agencies do not need to complete this line.)

Line b. Enter the amount of advances to subgrantees or other secondary recipients included in Line 11h.

Item 14 – In addition to providing explanations as required above, this space is provided for additional explanation deemed necessary by the grantee and for the information required by the Federal grantor agencies in compliance with the governing legislation.

Item 15 – Complete the certification before submitting this report..

OMB NO. 63-R018.

U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT **REPORT OF FEDERAL CASH TRANSACTIONS**		1. Federal Agency and Organizational Element	
2. Name of Grantee Organization		3. Report Period (Month, Day, Year) FROM TO	
4. Federal Grant No. or Other Identifying No.	5. Grantee's Account No. or Identifying No.	6. Federal Share of Net Disbursements a. For the Period	b. Cumulative
7. TOTALS			

HUD-2358A (6-72)

INSTRUCTIONS FOR PREPARING PAGE 2 OF THE REPORT OF FEDERAL CASH TRANSACTIONS

Use this page *only* when the Report of Federal Cash Transactions covers more than one grant.

Item 1 – Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 – Enter only the name of the grantee as shown on Item 2 of page 1.

Item 3 – Enter the reporting period covered by this report as shown in Item 10 of page 1.

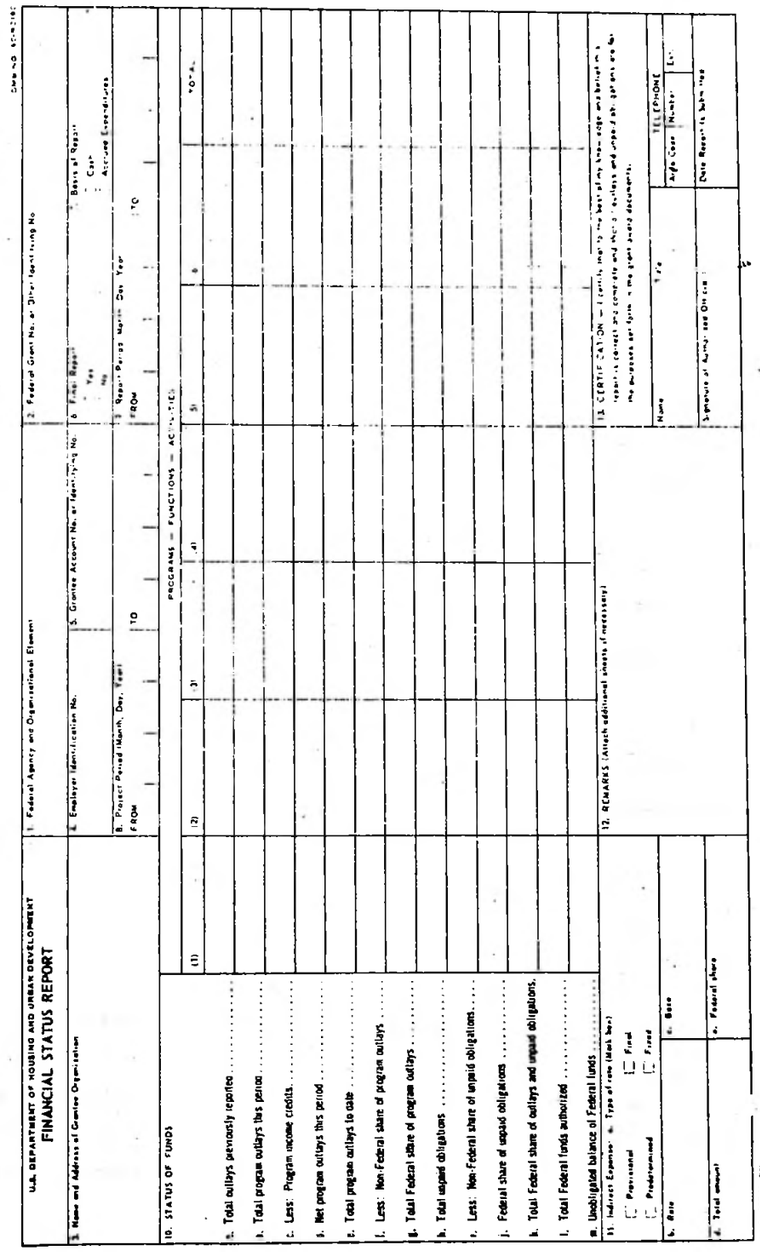
Item 4 – Enter the Federal grant number for each grant listed. Provide a subdivision by other identifying numbers if required by the Federal grantor agency.

Item 5 – Space is reserved for the grantee to show its account or other identification numbers.

Item 6a – Show the net disbursements (gross disbursements less program income received) made from Federal cash during the reporting period for each grant or line item shown under Item 4.

Item 6b – Show the cumulative net disbursements made for each grant or line item under Item 4.

Item 7 – Enter the totals for Columns 6a and 6b. The total of Column 6 should be the same as the total on Line 11h on page 1. Also the total in Column 6b should be same as the sum of this period's disbursement (Column 6a), the adjustments shown on Line 11i on page 1, and the cumulative disbursements in the last report. Explain any differences.



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
FINANCIAL STATUS REPORT

1. Federal Agency and Organizational Element
2. Federal Grant No. or Other Identifying No.
3. Name and Address of Grantee Organization
4. Employer Identification No.
5. Grantee Account No. or Identifying No.
6. Final Report: Yes / No
7. Basis of Report: Cash / Accrued Expenditures
8. Project Period (Month, Day, Year): FROM / TO
9. Report Period (Month, Day, Year): FROM / TO

PROGRAMS — FUNCTIONS — ACTIVITIES

10. STATUS OF FUNDS	(1)	(2)	(3)	TOTAL
a. Total outlays previously reported				
b. Total program outlays this period				
c. Less: Program income credits				
d. Net program outlays this period				
e. Total program outlays to date				
f. Less: Non-Federal share of program outlays				
g. Total Federal share of program outlays				
h. Total unpaid obligations				
i. Less: Non-Federal share of unpaid obligations				
j. Federal share of unpaid obligations				
k. Total Federal share of outlays and unpaid obligations				
l. Total Federal funds authorized				
m. Unobligated balance of Federal funds				

11. Indirect Expense — a. Type of rate (Mark box): ☐ Provisional ☐ Predetermined ☐ Final ☐ Fixed
b. Rate
c. Base
d. Total amount
e. Federal share

12. REMARKS (Attach additional sheets if necessary)

13. CERTIFICATION — I certify that to the best of my knowledge and belief this report is correct and complete and that all outlays and unliquidated obligations are for the purposes set forth in the grant award documents.

Name and Title
Signature of Authorized Certifying Official
TELEPHONE (Area Code, Number, Extension)
Date Report Is Submitted

HUD-1227 (6-72)

1900.2

Appendix 1

INSTRUCTIONS FOR PREPARING THE FINANCIAL STATUS REPORT

Item 1 – Enter the name of the Federal grantor agency and organizational element to which this report is submitted.

Item 2 – Enter the grant number or other identifying number assigned by the Federal grantor agency.

Item 3 – Enter the name and complete mailing address, including the ZIP code for the grantee organization.

Item 4 – Enter the employer identification number assigned by the U.S. Internal Revenue Service.

Item 5 – This space is reserved for an account number or other identifying numbers which may be assigned by the grantee.

Items 6 and 7 – Mark the appropriate boxes.

Item 8 – Enter the month, day, and year of the beginning and ending of this project period. For formula grants which are not awarded on a project basis, show the grant period.

Item 9 – Enter the month, day, and year of the beginning and ending dates of the period for which this report is prepared. The frequency of the report will be established by the Federal grantor agency.

PLEASE READ BEFORE COMPLETING ITEM 10 – The purpose of vertical Columns (1) through (6) is to provide financial data for each program, function, and activity in the budget as approved by the Federal grantor agency. If additional columns are needed, use as many additional forms as needed and mark *"continuation"* on each form; however, the summary totals of all programs, functions or activities should be shown in the *"total"* Column of the first page.

For grants pertaining to a single Federal grant program (catalog number) or several grant programs which do not require a functional or activity classification, enter under Columns (1) through (6) the title of the program(s). For grants pertaining to multiple programs where one or more programs require a further breakdown by function or activity, use a separate form for each program showing the applicable functions or activities in separate columns. For grants containing several functions or activities which are funded from several programs, prepare a separate form for each activity or function when requested by the Federal grantor agency.

Item 10 – STATUS OF FUNDS

Line a. Enter the total outlays reported on Line 10e of the last report. Show zero, if this is the initial report.

Line b. Enter the total gross program outlays for this report period, including disbursements of cash realized as program income. For reports which are prepared on a cash basis, outlays are the sum of actual cash disbursements for goods and services, the amount of indirect expense charged, the value of in-kind contributions applied, and the amount of cash advances and payments made to contractors and subgrantees. For reports prepared on an accrued expenditure basis, outlays are the sum of actual cash disbursements, the amount of indirect expense incurred, the value of in-kind contributions applied, and the net increase (or decrease) in the amounts owed by the grantee for goods and other property received and for services performed by employees, contractors, subgrantees, and other payees.

Line c. Enter the amount of all program income realized in this period which is to be used in the project or program in accordance with the terms of the grant. For reports prepared on a cash basis, enter the amount of cash income received during the reporting period. For reports prepared on an accrual basis, enter the amount of the net increase (or decrease) in the amount of accrued income since the beginning of the report period.

Line d. This amount should be the difference between amounts shown on Lines b and c.

Line e. Enter the sum of amounts shown on Lines a and d above.

Line f. Enter the amount pertaining to the non-Federal share of program outlays included in the amount on Line e.

Line g. Enter the Federal share of program outlays. The amount should be the difference between Lines e and f.

Line h. When the report is prepared on a cash basis, enter the total amount of unpaid obligations for this project or program including unpaid obligations to subgrantees. If the report is prepared on an accrued expenditure basis, enter the amount of undelivered orders and other outstanding obligations. Do *not* include any amounts that have been included on Lines a through g. On the final report, Line h should have a zero balance.

Line i. Enter the non-Federal share of unpaid obligations shown on Line h.

Line j. Enter the Federal share of unpaid obligations shown on Line h. The amount shown on this line should be the difference between the amounts on Lines h and i.

Line k. Enter the sum of the amounts shown on Lines g and j. If the report is final, the report should not contain any unpaid obligations.

Item l – Enter the total cumulative amount of Federal funds authorized.

Line m. Enter the unobligated balance of Federal funds. This amount should be the difference between Lines k and l.

Item 11 – INDIRECT EXPENSE

a. Type of rate – Mark the appropriate box.

b. Rate – Enter the rate in effect during the reporting period.

c. Base – Enter the amount of the base to which the rate was applied.

d. Total Amount – Enter the total amount of indirect cost charged during the report period.

e. Federal Share – Enter the amount of the Federal share charged during the report period.

If more than one rate was applied during the project period, include a separate schedule which shows the bases against which the indirect cost rates were applied, the respective indirect rates, the month, day, and year the indirect rates were in effect, amounts of indirect expense charged to the project, and the Federal share of indirect expense charged to the project to date. (See Office of Management and Budget Circular No. A-87 which contains principles for determining allowable costs of grants and contracts with State and local governments.)

Item 12 – Space is provided for any explanation deemed necessary by the grantee or for the provision of information required by the Federal grantor agencies in compliance with the governing legislation.

Item 13 – Complete the certification before submitting this report.

9/75

HUD-Wash., D.C.

Page 2

Contents of Annex 13

Detailed Description of Data on Subsidized Troubled Projects

	Page
Introduction	294
Selection of Field Offices and Projects	295-296
Data Accessibility	297-299
Multi-family Data Instrument Part One	300
A. Project Identification Information	301-304
B. Project Physical Characteristics	305
C. Project Administrative History	306-307
D. Project Financial Data and History	308-310
E. Project Occupancy, Rental and Tenant Information	311-313
F. Project Neighborhood Characteristics	314-317
G. Project Problems Assessment	318-319
Multi-family Data Instrument Part Two	320
A. Project Identification Information	321-322
B. Inventory of Project Problems	323-327
C. Problem Severity	328-333

For Further Information, Contact:

John Pickering, Division of Special Studies
755-5541, Room 8118

Paul Burke, Division of Special Studies
755-5541, Room 8118

The data described here come from a structured survey of physical, financial, administrative, and problem characteristics of 338 insured, subsidized multifamily housing projects in one of the three categories of financial difficulty: default, assignment, or acquisition. Central Office staff administered the two-part structured survey to HUD field office staff in 13 Area Office jurisdictions and to owners and sponsors of 65 of the projects.

The study was conducted in response to a request from the Secretary for a projection of the major types of problems faced by financially troubled HUD-insured subsidized multifamily housing projects and for an estimate of the numbers of projects and units with each type of problem. The research study was designed, carried out, and the findings reported in 45 days during July and August, 1977.

The analysis of project financial condition was carried out through a two part survey instrument. Partone is essentially a data gathering instrument designed to compile a very detailed case history on each project included in the study from its inception to the present. The major categories of data collected were:

- Program and Project Identification
- Project Physical Characteristics
- Project Administrative History
- Project Financial History
- Project Occupancy, Rental, and Tenant Information
- Project Neighborhood Characteristic

Part two of the questionnaire is a more analytically oriented instrument designed to delineate, categorize, and prioritize the major problems of a given project in a format which allows rapid aggregation and summary. This section of the instrument includes four subparts:

- A Standardized checklist of project problems
- A Standardized format for prioritizing among project problems
- An analytical written discussion of problem dynamics, and
- A structured format for recommending options for problem resolution.

Checklist of Project Problems: Part two of the survey form begins with checklist of project problems. The list is divided into eight major problem categories.

- Project Design and Site
- Project Physical Structure
- Project Administration
- Project Tenant Attitudes and Behavior
- Project Neighborhood Conditions
- HUD processing and Servicing
- Local/State/Other Federal Government Impact
- General Market Conditions

SELECTION OF FIELD OFFICES AND PROJECTS

This section describes the processes and data used to select the sample of 13 field offices and 338 subsidized multifamily projects included in the field survey of financially troubled multifamily projects.

Selection Design

The projects in HUD's multifamily inventory were categorized according to their formal financial status. The status groups are:

- Insured and Current
- Insured in Default
- Assigned
- Acquired

The last three categories in the list were considered to indicate financial trouble.

To select an appropriate sample of field offices and projects to represent both the overall volume of multifamily projects (all four categories) as well as the proportion which is in financial difficulty (last three categories) the following basic information was obtained:

- For the national inventory (all four categories): the total number of projects and units, by status group (insured, default, assignment, acquired), by Section of the Act.

	NATIONAL INVENTORY							
Financial	236		221(d)3		221(d)4		207	
Status	Projects	Units	Projects	Units	Projects	Units	Projects	Units
Current								
Default								
Assigned								
Acquired								

- For the inventory (all four categories) in each field office: the total number of projects and units, by status group (insured, default, assigned, acquired), by Section of the Act (same as table above, except for each field office).
- For each project the following characteristics:

  (1) sponsor type
  (2) subsidy status and type
  (3) new or rehabilitated construction
  (4) urban renewal location
  (5) project size
  (6) SMSA and place populations

- For projects included in the final sample, three additional pieces of information:

  (7) income and expense data for three recent years
  (8) physical and financial data
  (9) market analysis data

Selection of Field Offices

Field offices were selected by rank ordering each according to the number of projects and units in each of five major categories. In effect, this process included 10 separate rankings because each of the 5 categories was ranked twice, by project and by unit totals.

FIELD OFFICE RANKING SYSTEM		
Ranking Categories	Projects	Units
Share of National Troubled Inventory		
Share of Field Office Inventory in Trouble		
Share of Field Office Inventory in Default		
Share of Field Office Inventory Assigned		
Share of Field Office Inventory Acquired		

When these rankings were applied to the field office sample of all troubled projects, 16 field offices were found to be among the top 15 offices in at least 4 of the 10 rankings (See Table 1). Eleven of the offices were found to be among the top 15 in 7 of the 10 rankings.

As an additional assurance that the total field office sample would be representative of the national inventory, a similar rank ordering process was applied to the subsidized (insured under 221 BMIR, 221 Mkt, and 236) inventory in the 16 offices selected in the initial ranking.* This process showed that 13 of the 16 field offices which ranked in the top of 15 of the total troubled inventory also ranked consistently in the top 10 of the troubled subsidized inventory (See Table II). These 13 cities were chosen for site visits. They included:

Boston
Newark
New York
Washington
Atlanta
Chicago
Indianapolis
Detroit
Cincinnati
Kansas City
Los Angeles
San Francisco
Oklahoma City

As the following table shows these offices account for large proportions of HUD's multifamily inventory, both troubled and untroubled.

COMPARISON OF NATIONAL INVENTORY TO SAMPLE INVENTORY IN 13 FIELD OFFICES

	National Inventory	Sample Inventory	Percent
Total Projects	16,366	6,203	38%
Total Troubled Projects	2,659	1,367	51%
Total Subsidized Untroubled Projects	8,844	3,344	38%
Total Subsidized Troubled Projects	1,707	1,047	62%

Project Selection

To select approximately 25 sample projects in each of the field offices selected for study, the troubled projects in each office were divided into the three categories of financial difficulty -- default, assignment, acquisition. Projects were then chosen on a random basis in proportion to their representation in each of these categories (See Tables V and VI).

* The subsidized troubled projects account for approximately two-thirds of the total troubled inventory.

Tables V and VI show that the total number of projects selected in each troubled category is roughly the same as the proportion of the total multifamily inventory which each troubled category accounts for.

COMPARISON OF NATIONAL INVENTORY OF TROUBLED PROJECTS TO SAMPLE INVENTORY OF TROUBLED PROJECTS IN 13 FIELD OFFICES

	National Inventory (Troubled)	Sample
Default	14%	14%
Assigned	66%	66%
Acquired	20%	20%

Since most of the field offices selected have more projects than the 25 needed for the sample, the actual projects selected for analysis were chosen on a random basis within each category of financial difficulty.

A similar random selection process was used to select 6 of each field office's sample of 25 projects for site visits. This second random process was modified, however, to reflect information available on sponsor type, Section of the Act, subsidy status, and urban renewal location.

DATA ACCESSIBILITY

The data are stored in three computer files. They are weighted to reflect all financially troubled subsidized projects in the cities visited, and one "good" project in each city. To access the data, you should be familiar with use of the NSRDC computer. Prepare an edit file including the following commands:

```
100=PU...
110=CHARGE,PU...
120=MODE,1.
130=ATTACH,SPSS.
140=ATTACH,GTARC1,MFPART1,ID=PUBW.
150=ATTACH,GTARC2,MFPART2AO,ID=PUBW.
160=ATTACH,GTARC3,MFPART2P,ID=PUBW.
170=SPSS.
180=*EOR
190=PAGESIZE        999
200=PAGESIZE        NOEJECT
210=GET ARCHIVE     FILE=BURKE VARIABLES=XXXX/
220=                FILE=MFPART2AO VARIABLES=YYYY/
230=                FILE=MFPART2P VARIABLES=ZZZZ/
```

Then insert commands for any calculations and output desired.

In the place of XXXX insert a list of names of variables which you want to use from Part One of the questionnaires (from V1 through F309). Insert at least one variable name. The names must follow the order of the list on the next page.

In place of YYYY insert a list of the names of variables which you want to use from Part Two questionnaires that were completed by HUD staff in the area offices (from V310 through S411). Insert at least one variable name. The names must follow the order of the list on the next page.

In pace of ZZZZ insert a list of names of variables which you want to use from the Part Two questionnaires that were completed by project managers and owners on selected projects (from WV310 through WS411). Insert at least one variable name. The names must follow the order of the list on the next page.

If you wish access to the raw data, card images of part 1 data are available on file RAWPART1 , and card images of part 2 data (including data from HUD staff and project managers and owners) able on file RAWPART2 . All cards are present, but they are not all in order.

COMPUTER CODE BOOK

Subsidized Apartment Projects in Financial Difficulty

December 6, 1977

The following pages reproduce the questionnaires used in this study and show the "variable names" by which the items are identified in the computer. Each "variable name" includes some letters and a number. The numbers run in order from the beginning to the end of the questionnaires, independently of the question numbers. Letter prefixes and suffixes indicate various transformations of the raw data.

A special note must be made on the "Multifamily Data Instrument, Part Two." These questions were answered, by HUD office staff, on every project. On some projects, however, they were also answered independently, by project managers or owners. Data from both sources were computerized. These data are further explained in the appropriate pages of the questionnaire.

When data are missing on any item for a particular project, a special code is inserted in the computerized data base. The code 99999 always means missing data. For variables V8, V10 - V309, V318 - V321, WV318 - WV321, and F52, the code 9 also means missing data.

SUBSIDIZED PROJECTS IN FINANCIAL TROUBLE 10/28/77

FILE HAS BEEN SAVED WITH THESE VARIABLES..

SEQNUM	SUBFILE	CASWGT	V1	V2	V3	V4	V5	V6	V7
V8	V9	V10	V11	V12	V13	V14	V15	V16	V17
V18	V19	V20	V21	V22	V23	V24	V25	V26	V27
V28	V29	V30	V31	V32	V33	V34	V35	V36	V37
V38	V39	V40	V41	V42	V43	V44	V45	V46	V47
V48	V49	V50	V51	V52	V53	V54	V55	V56	V57
V58	V59	V60	V61	V62	V63	V64	V65	V66	V67
V68	V69	V70	V71	V72	V73	V74	V75	V76	V77
V78	V79	V80	V81	V82	V83	V84	V85	V86	V87
V88	V89	V90	V91	V92	V93	V94	V95	V96	V97
V98	V99	V100	V101	V102	V103	V104	V105	V106	V107
V108	V109	V110	V111	V112	V113	V114	V115	V116	V117
V118	V119	V120	V121	V122	V123	V124	V125	V126	V127
V128	V129	V130	V131	V132	V133	V134	V135	V136	V137
V138	V139	V140	V141	V142	V143	V144	V145	V146	V147
V148	V149	V150	V151	V152	V153	V154	V155	V156	V157
V158	V159	V160	V161	V162	V163	V164	V165	V166	V167
V168	V169	V170	V171	V172	V173	V174	V175	V176	V177
V178	V179	V180	V181	V182	V183	V184	V185	V186	V187
V188	V189	V190	V191	V192	V193	V194	V195	V196	V197
V198	V199	V200	V201	V202	V203	V204	V205	V206	V207
V208	V209	V210	V211	V212	V213	V214	V215	V216	V217
V218	V219	V220	V221	V222	V223	V224	V225	V226	V227
V228	V229	V230	V231	V232	V233	V234	V235	V236	V237
V238	V239	V240	V241	V242	V243	V244	V245	V246	V247
V248	V249	V250	V251	V252	V253	V254	V255	V256	V257
V258	V259	V260	V261	V262	V263	V264	V265	V266	V267
V268	V269	V270	V271	V272	V273	V274	V275	V276	V277
V278	V279	V280	V281	V282	V283	V284	V285	V286	V287
V288	V289	V290	V291	V292	V293	V294	V295	V296	V297
V298	V299	V300	V301	V302	V303	V304	V305	V306	V307
F15	H15	F16	H16	F17	H17	H17A	F35A	F34A	H34A
H35A	F47	H47	F48	H48	F49	H49	F50	H50	F51
H51	G57	R58	R59	R60	R61	R62	R63	R64	R65
R66	R67	R68	R69	R70	R71	R72	R73	R74	R75
R76	R77	R78	R79	R80	R81	R82	R83	R84	R85
R86	R87	R88	R89	R90	R91	R92	R93	R94	R95
R96	R97	R98	R99	R100	R101	R102	R103	R104	R105
R106	R107	R108	R109	R110	R111	R112	R113	R114	R115
R116	R117	R118	R119	R120	R121	R122	R123	R124	R125
R126	R127	R128	R129	R130	R131	R132	R133	R134	R135
R136	R137	R138	R139	R140	R141	R142	R143	R144	R145
R146	R147	R148	R149	R150	R151	R152	R153	R154	R155
R156	R157	R158	R159	R174	R226	R227	R228	R260	R263
R266	R269	R272	G58	G59	G60	G61	G62	G63	G64
G65	G66	G67	G68	G69	G70	G71	G72	G73	G74
G75	G76	G77	G78	G79	G80	G81	G82	G83	G84
G85	G86	G87	G88	G89	G90	G91	G92	G93	G94
G95	G96	G97	G98	G99	G100	G101	G102	G103	G104
G105	G106	G107	G108	G109	G110	G111	G112	G113	G114
G115	G116	G117	G118	G119	G120	G121	G122	G123	G124
G125	G126	G127	G128	G129	G130	G131	G132	G133	G134
G135	G136	G137	G138	G139	G140	G141	G142	G143	G144
G145	G146	G147	G148	G149	G150	G151	G152	G153	G154
G155	G156	G157	G158	G159	G174	G226	G227	G228	G260
G263	G266	G269	G272	H58	H59	H60	H61	H62	H63
H64	H65	H66	H67	H68	H69	H70	H71	H72	H73
H74	H75	H76	H77	H78	H79	H80	H81	H82	H83
H84	H85	H86	H87	H88	H89	H90	H91	H92	H93
H94	H95	H96	H97	H98	H99	H100	H101	H102	H103
H104	H105	H106	H107	H108	H109	H110	H111	H112	H113
H114	H115	H116	H117	H118	H119	H120	H121	H122	H123
H124	H125	H126	H127	H128	H129	H130	H131	H132	H133
H134	H135	H136	H137	H138	H139	H140	H141	H142	H143
H144	H145	H146	H147	H148	H149	H150	H151	H152	H153
H154	H155	H156	H157	H158	H159	H174	H226	H227	H228
H260	H263	H266	H269	H272	H181	F181	E181	G181	H193
F193	E193	G193	F199	H199	V208A	F204A	A	F201	G201
F202	G202	F203	G203	F204	G204	F205	G205	F206	G206
F207	G207	F208	G208	V221A	F221A	F211	G211	F212	G212
F213	G213	F214	G214	F215	G215	F216	G216	F217	G217
F218	G218	F219	G219	F220	G220	H223	F223	H225	F225
F226	F230	F248	F254	G229	G230	G248	G254	F232	F233
F244	F255	G232	G233	G244	G245	F235	F236	F250	F256
G235	G236	G250	G246	F238	F239	F251	F257	G238	G239
G251	G257	F241	F242	F252	F258	G241	G242	G252	G258
F244	F245	F253	F259	G244	G245	G253	G259	F300	F301
F302	F303	F304	F305	F306	F307	F308	F309	S292	S309
V4A	G52	G195	G24	G53	G162	G163	G178	G197	G199
F3	G210	G222	G223	G224	G225	G262	G265	G285	G286
F34	I230	I231	I232	I233	I234	I235	I236	I237	I238
I239	I240	I241	I242	I243	I244	I245	I246	I248	I249
I250	I251	I252	I253	I254	I255	I256	I257	I258	I259
H100	G160	G10	V23A	H52	G46	H195	F7	E7	W
F52A	D7	F8							

Part 2 variables are stored in the following order:

Data collected in field offices:

V310 - V321
A322 - A411
B322 - B411
C322 - C411
D322 - D411
E322 - E411
F322 - F411
Q322 - Q411
R322 - R411
S322 - S411

Data collected at projects:

WV310 - WV321
WA322 - WA411
WB322 - WB411
WC322 - WC411
WD322 - WD411
WE322 - WE411
WF322 - WF411
WQ322 - WQ411
WR322 - WR411
WS322 - WS411

MULTIFAMILY DATA INSTRUMENT

PART ONE

Project Identification and Description

General Instructions

The purpose of these questions is to collect a variety of information about HUD's multifamily inventory in a standard format. In order to do that, there are a few things to keep in mind as you complete the sets of questions:

1. Answer one complete set of questions for each multifamily project for which information is being requested.

2. IMPORTANT: Xerox legible copies of the following HUD/FHA forms from the project file and attach them to this questionnaire.

   FHA/HUD Form Numbers and Names

   (a) 2264 Project Income Analysis
   (b) 9801 Occupancy Report
   (c) 92458 Rent Schedule
   (d) 92558 Income and Operating Expense
   (e) 92470 Physical Inspection
   (f) 9605. Rental Rates and Survey (PD projects only)
   (g) 9601 Physical Property Report (PD projects only)
   (h) 9615 Report of Physical Condition (both deferred maintenance and rehab copies) (PD projects only)
   (i) 9650 Record of Acquired Multifamily Housing Property (PD projects only)

3. Income, cost expense, and percentage figures should be rounded to the nearest whole number.

4. Some questions ask for exact information from case records. Others ask for approximate information which should be from the best available source, usually the loan servicer who is most familiar with the project.

5. Use only the sheets and format provided to answer questions. Do not submit xerox copies of these sheets.

6. It is preferred that answers be legibly entered in pencil.

7. Each set of questions should be completely filled out for each requested project. Do not cross reference answers. For example, do not answer any questions with the response, "same answer as Sunset View Project".

8. "Right justify" all answers for which boxes are provided. For all questions in this questionnaire for which boxes are provided, the number of digits in the answer must be the same as the number of boxes provided.

   Example 1:

   The number of dwelling units is:

   Efficiency [0] [7] [5]

   The correct answer is 75 efficiency units.

   Example 2:

   What is your birth date? [0] [2] Month [0] [5] Day [4] [7] Year

   The correct answer is February (02) 5, 1947. The zero is added preceding the month (2), acting as a placeholder.

   Example 3:

   How much is your rent? $[0] [0] [2] [6] [1].[0] [0]

   Although the actual amount paid for rent is $260.75, the amount is rounded and two zeroes precede the rounded figures in each box provided.

CENTRAL OFFICE USE ONLY V1 | V2

code number assigned for this study → [ ] [ ] [ ] 1 2 3 | [ ] [0] [1] 4 5 6 V3 card number

0 - if a troubled project, not visited
1 - if a troubled project, visited
2 - if a "good" project, visited

NOT WRITE IN HIS COLUMN

A. Project Identification Information

1. Project Number (include suffix): [ ] - [ ] [ ] (FHA Number, 202 Project Number, etc.) V4 V5 V6 — 7-15

2. Project Name:

3. Location: (Street Address)
   (City, State, Zip)
   (Telephone with Area Code)

F7: ratio of the number of troubled subsidized projects in the city to the number sampled, for use in weighting

V7 4. Area/Insuring Office: numeric code — 16-17

V8 5. Section of the Act: alpha-numeric code — 18-19

6. Project Developer/Owner/Sponsor:

   (a) Name of current or last sponsor/owner:

   (b) Name of original sponsor/owner:

   (c) Number of sponsor/owners project has ever had (including current and original) [ ] [ ] V9 — 20-21

   (d) The original owner/sponsor was a: (circle one)

   G10: same, except that codes 2, 3, 4, 6 are combined as 2

   V10
   1 - Limited dividend private investor
   2 - Non-profit religious organization or church
   3 - Non-profit union
   4 - Non-profit community based organization
   5 - Non-profit coop
   6 - Non-profit fraternal organization
   7 - Other (Specify: _____) — 22

   (e) The current owner/sponsor is a: (circle one)

   V11
   1 - Limited divident private investor
   2 - Non-profit religious organization or church
   3 - Non-profit union
   4 - Non-profit community based organization
   5 - Non-profit coop
   6 - Non-profit fraternal organization
   7 - Other (Specify): _____ — 23

   (f) Name of Developer (if different from owner/sponsor):

(g) If the original sponsor/owner was a limited dividend private investor, complete the following information if available:

	% of ownership
1. Names of general partners:	
2. Names of limited partners:	

If readily available, also supply the following information:

1. Breakdown of capital investment
2. Period of time to make investment
3. Type of guarantee (e.g., for completion of project, for operating expenses or working capital, etc.)
4. Form of guarantee (e.g., cash escrow, letter of credit, etc.)
5. Date partnership assumed control
6. Attach xerox of partnership agreement

F12-F17: units as % of all units in the project

F17A: total subsidized units as % of all units in the project

H12-H17: units as % of all units in the project, coded as a decile, for use in tables

H17A: total subsidized units as % of all units in the project, coded as a decile, for use in tables

7. Indicate the number of units in this project which are presently receiving subsidies through the following programs.

	Number of Units		
(a) Rent Supplement	☐☐☐ V12	24-26
(b) Section 23	☐☐☐ V13	27-29
(c) Section 8 Loan Management	☐☐☐ V14	30-32
(d) Section 8 Existing	☐☐☐ V15	33-35
(e) Other (Specify)	☐☐☐ V16	36-38
(f) Other (Specify)	☐☐☐ V17	39-41

8. Project Management:

(a) Name of Management Firm (if any):

(b) Name of Project Manager:

(c) Are the owner/sponsor and the management agent or firm corporately connected? (circle one) — 42

V18 1 - yes -- (Specify relationship) _____

2 - no

(d) Approximately how many other projects does this project's management agent or firm handle? (enter "0" if none)

(i) Number of HUD subsidized projects	☐☐☐ V19	43-45
(ii) Number of other HUD projects	☐☐☐ V20	46-48
(iii) Number of HUD-owned projects	☐☐☐ V21	49-51
(iv) Number of other HUD subsidized, insured or other-wise assisted projects	☐☐☐ V22	52-54
(v) Number of private projects	☐☐☐ V23	55-57

V23A = V19+V20+V23, coded into the following groupings: 0-5, 6-10, 11-20, 21+

(e) How many months has the present management agent or firm been in this project? ☐☐☐ V24 — 58-60

G24: same as V24, but coded into 6-month periods, for use in tables

(f) How many other management agents or firms have managed the project prior to this one? ☐☐☐ V25 — 61-63

(g) How many of the following types of personnel are assigned to the project?

F34A: total full time staff per unit

F35A: total full time, and, arbitrarily, half of the part time staff, per unit

H34A: total full time staff per unit, coded in hundredths, for use in tables

H35A: same as F35A, but coded in hundredths, for use in tables

	Number of Full Time	Number of Part Time	
(i) Resident Manager	☐ V26	☐ V27	64-65
(ii) Other office staff	☐☐ V28	☐☐ V29	66-69
(iii) Maintenance and janitorial staff	☐☐☐ V30	☐☐☐ V31	DUP. 1-5 6=2 7-12
(iv) Security staff	☐☐☐ V32	☐☐☐ V33	13-18
(v) Other (specify) 303	☐☐☐ V34	☐☐☐ V35	19-24

9. At the time of project application, did the sponsor(s) of this project have:	Yes	No		
1. Motivation necessary to provide low-income housing	1	2	V36	25
2. Roots in neighborhood and community	1	2	V37	26
3. Previous experience in building low-income housing	1	2	V38	27
4. Previous experience in operating housing projects	1	2	V39	28
5. Previous experience with low-income persons	1	2	V40	29
6. Previous experience working with members of minority groups	1	2	V41	30

10. How many other HUD insured or direct loan multifamily projects does this sponsor own which are presently:		
(a) in default ☐☐ V42		31-32
(b) assigned ☐☐ V43		33-34
(c) Secretary owned ☐☐ V44		35-36

B. Project Physical Characteristics

1. Project type: (circle one) 1 - Walk-up 2 - Garden 3 - Townhouse 4 - Highrise (elevator) 5 - Other (specify) V45		37
2. Number of stories: ☐☐ V46 (average for scattered site)		38-39
3. Unit Mix:		
(a) Number of 0 Bedroom Units ☐☐☐ V47		40-42
(b) Number of 1 Bedroom Units ☐☐☐ V48		43-45
(c) Number of 2 Bedroom Units ☐☐☐ V49		46-48
(d) Number of 3 Bedroom Units ☐☐☐ V50		49-51
(e) Number of 4 Bedroom Units ☐☐☐ V51		52-54
(f) Total Number of Units ☐☐☐ V52		55-57
4. Percent of total rentable area which is for commercial use: ☐☐ % V53		58-59
5. Please circle one response for each statement below:		
(a) This is a scattered site project 1 - Yes 2 - No V54		60
(b) This project is in an urban renewal neighborhood 1 - Yes 2 - No V55		61
(c) This project was a rehabilitation of an existing structure 1 - Yes 2 - No V56		62
6. Number of Buildings in project: ☐☐☐ V57		63-65

G46: same as V46, except that certain codes are grouped: 1-2, 3-4, 5+

F47-F51: units as % of all units in the project

H47-H51: units as % of all units in the project, coded as a decile, for use in tables

F52: same as V52, except that where V52 is missing, an estimate is used if there is any basis for estimating from data in V47-V51

Q52: same as F52, but coded in quantiles, for use in tables

Q53: same as V53, but coded as a decile, for use in tables.

F52A: zero if F52 is missing. Otherwise it is the product of F7 and F52, for use in weighting

DUPLICATE 1-5 6=3

C. Project Administrative History

(List the month and year (e.g.,03/72) that the following actions took place. One date should be placed on each line provided where applicable)

FOR EACH DATE:

V58-V159: the year, plus the month as a decimal (re-coded from raw data)

R58-R159: the number of months the date falls before or after the beginning of rent-up (negative numbers indicate dates before rent-up)

G58-G159: same as V58-V159, grouped into calendar years, for use in tables

H58-H159: same as R58-R159, grouped into 12 month periods, for use in tables

Production Actions by Owner/Developer and HUD

V58	1. Firm Application received by HUD	7-10	
V59	2. Commitment given by HUD	11-14	
V60	3. Initial endorsement by HUD	15-18	
V61	4. Start of construction by developer	19-22	
V62	5. Construction completed by developer	23-26	
V63	6. Final endorsement given by HUD	27-30	
V64	7. Date of first scheduled mortgage payment	31-34	
V65	8. Date of beginning of subsidy payments	35-38	
V66, V67, V68	9. Other (Specify) _____	39-54	
V69			

Operational Actions by Owner/Manager

V70	10a. Begin rent-up	55-58	
V71	b. 25% occupancy achieved	59-62	
V72	c. 50% occupancy achieved	63-66	
V73	d. 75% occupancy achieved	67-70	
V74	e. Full occupancy (90% or more) achieved	71-74	Duplicate 1-5 6-9
V75	V76	V77	V78
V79	V80	V81	V82
V83	V84	V85	V86
V87	V88	V89	V90
V91	V92	V93	V94
V95	V96	V97	V98
V99	V100	V101	V102
V103	V104	V105	V106
	11. Replace management agent or firm	7-22	
	12. Replace resident manager	23-38	
	13. Request rent increase	39-54	
	14. Request mortgage modification	55-70	
	15. Request workout agreement		Duplicate 1-5 6-9

Operational Actions by HUD

V107	16. Request supplementary tenant rental assistance (Rent Sup., Sec. 8 LM)	23-38	
V108	V109	V110	V111
V112	V113	V114	V115
	17. Other (specify): _____	39-54	
	18. _____	55-70	Duplicate 1-5 6-6
	19. First negative cash flow (from HUD-Form 92552)	7-10	
	20a. Grant supplementary tenant rental assistance (Rent Sup., Sec. 8 LM)	11-26	
	b. Deny supplementary rental assistance	27-42	

V116	V117	V118	V119
V120	V121	V122	V123
V124	V125	V126	V127
V128	V129	V130	V131
V132	V133	V134	V135
			V136
V137	V138	V139	V140
V141	V142	V143	V144
			V145
			V146
V147	V148	V149	V150
V151	V152	V153	V154
			V155
V156	V157	V158	V159

21a.	Grant rent increase	43-58
b.	Deny rent increase	59-74
22.	Default notice sent to project	Duplicate 1-5 6-9
23a.	Grant Mortgage modification	23-38
b.	Deny mortgage modification	39-54
24.	HUD accepts assignment of project	55-58
25a.	Grant work out agreement	59-74
b.	Deny work out agreement	Duplicate 1-5 6-9
26a.	Foreclosure action first recommended by HUD field office	23-26
b.	Foreclosure action completed/Deed given in lieu of foreclosure (deed in possession of HUD)	27-30
27.	Management agent or receiver of HUD-owned project replaced.	31-46
28.	Raise rents in HUD-owned project	47-62
29.	Disposal actions initiated by HUD (demolish, sell, etc.)	63-66 Duplicate 1-5 6-9
30.	Other (specify _____	7-22

see notes on previous page for

V116 - V159
R116 - R159
G116 - G159
H116 - H159

G160: same, except that 3 is recoded as 1, and 4 is recoded as 6, and "good" projects are coded as 99995

H160: same as V160, except that 1,3 are recoded as 9, 4,5,7 are recoded as 6. "Good" projects are coded as 99995

G162: same as V162, in 3 month groupings, for use in tables

G163: same as V163, in 3 month groupings, for use in tables

D. Project Financial Data and History

1. The current financial status of this project is: (circle one) — 23

V160
1 - Insured/Current
2 - Insured/Default
3 - Direct Loan/Current
4 - Direct Loan/Default
5 - Assigned/Current
6 - Assigned/Default
7 - Assigned/In Foreclosure
8 - Secretary-Owned

2. How many times has this project been in default? ☐☐ V161 — 24-25

3. (a) Total number of months this project has ever been in default: ☐☐☐ V162 — 26-28

(b) Total number of months this project has ever been in default, but under no formal measures of relief (e.g., work out, modifications, etc.): ☐☐☐ V163 — 29-31

4. (a) Is there currently a "work out agreement, forebearance, or mortgage modification in effect for this project? (circle appropriate response) — 32

V164
1 - work out
2 - modification
3 - forebearance
4 - none of these

(b) If any of the above are currently in effect, answer the following questions: — 33-35

(i) Number of months covered by relief? ☐☐☐ V165

(ii) Extent of relief given (forebear interest, defer principal, etc.) V166 alpha-numeric code — 36-37

(iii) Have required payments been maintained on a current basis? (circle one) — 38

V167
1 - yes
2 - no

(iv) Is project income being accounted for during period of relief (e.g., monthly accounting reports)? (circle one) — 39

V168
1 - yes
2 - no

V174: the year, plus the month as a decimal

R174: the number of months the date falls before or after the beginning of rent-up

Q174: the year, plus the month as a decimal, recoded into the calendar year, for use in tables

H174: same as R174, for use in tables

G178: same as V178, coded as a decile, for use in tables

F181: net cash throw-off as pct of total expenses

H181: same as F181, in 2 pct point increments

E181: net cash throw off per unit in the project

G181: same as E181, in $50 increments, for use in tables

5. How many modifications, forebearances, or work out agreements have there been on this project? — 40-41

(a) Number of forebearances ☐☐ V169

(b) Number of modifications ☐☐ V170 — 42-43

(c) Number of work outs ☐☐ V171 — 44-45

6. Please fill in the figures below referring to the indicated line on the most recent HUD-Form 92558 (including HUD-owned projects)

a. The HUD 92558 used to complete this section covered the period ending: V172 ☐☐ Month V173 ☐☐ Day 19 ☐☐ Year — 46-47

Account		Line Number Form (9)2558	Amount of Actual Yearly Income and Expenses	
Apartment Rent	V175	Line 1	$☐,☐☐☐,☐☐☐.00	52-58
Total Actual Rent	V176	Line 4	☐,☐☐☐,☐☐☐.00	59-65
Potential Apartment Rent	V177	Line 5	☐,☐☐☐,☐☐☐.00	66-72
Average Occupancy		Line 6	V178 ☐☐%	73-75
Total Expenses	V179	Line 43	☐,☐☐☐,☐☐☐.00	76-13
Total Cash Requirement	V180	Line 51	☐,☐☐☐,☐☐☐.00	14-20
Net Cash Throw Off	V181	Line 52	☐,☐☐☐,☐☐☐.00	21-27

Net Cash Throw Off was: (circle one) — 28

V182
1 - Positive
2 - Negative

7. Date of first negative cash flow (from HUD Form 92558): 19☐☐ V183 — 29-30

8. Total number of years this project has had a reported negative cash flow ☐☐ V184 — 31-32

9. Date of first waiver of Reserve for Replacement Fund: 19☐☐ V185 — 33-34

10. Total number of Reserve for Replacement waviers: ☐☐ V186 — 35-36

11. For HUD-owned projects only, complete the following information for the past year:

Apartment Rent	V187	Line 1	$ □□□,□□□.00 — 37-43
Total Actual Rent	V188	Line 4	□□□,□□□.00 — 44-50
Potential Apartment Rent	V189	Line 5	□□□,□□□.00 — 51-57
Average Occupancy	V190	Line 6	□□□ — 58-60
Total Expenses	V191	Line 43	□□□,□□□.00 — 61-67
Total Cash Requirement	V192	Line 51	□□□,□□□.00 — 68-74
Net Cash Throw Off	V193	Line 52	□□□,□□□.00 — [illegible]

New Cash Throw Off is: (Circle one) — V194 — 19

1 - Positive

2 - Negative

F193: net cash throw off as pct of total expenses

H193: same as F193, in 2 pct point increments, for use in tables

E193: net cash throw-off per unit in the project

G193: same as E193, in $50 increments, for use in tables

E. Project Occupancy, Rental and Tenant Information

G195: same as V195, but recoded to deciles, for use in tables

H195: same as V195, but coded into the following groupings: 0-74%, 75-89%, 90-100%

1. Average occupancy rate over the last year: □□□ % V195 — 20-22

2. Has the occupancy rate increased, decreased, or stayed the same over the years? (circle one) — V196 — 23

1 - increased

2 - decreased

3 - stayed the same

G197: same as V197, but recoded to 5 pct point groups

3. What was the project's approximate turnover rate for the last year: □□□ % V197 — 24-26

4. Has the turnover rate increased, decreased or stayed the same over the years? (circle one) — V198 — 27

1 - increased

2 - decreased

3 - stayed the same

F199: Total pct of units, on avarage during the past year, that were occupied and not delinquent more than 30 days

5. On the average, what percentage of the units in this project were more than 30 days delinquent in rent at any one time during the last year? V199 □□□ % — 28-30

G199: same as V199, but recoded into deciles

H199: same as F199, but recoded into deciles

V208A: total of V200 through V208

6. What number of households in this project were paying the following percentage of their gross income for rent? (calculate from rent rolls

Rent-to-Income Ratio	# of Households	
(a) under 20%	□□□ V200	31-33
(b) 21 - 24%	□□□ V201	34-36
(c) 25%	□□□ V202	37-39
(d) 26 - 30%	□□□ V203	40-42
(e) 31 - 35%	□□□ V204	43-45
(f) 36 - 40%	□□□ V205	46-48
(g) 41 - 50%	□□□ V206	49-51
(h) 50 - 75%	□□□ V207	52-54
(i) over 75%	□□□ V208	55-57

7. Estimate the average rent-to-income ratio of tenants in the project:

G209: in deciles — (a) at initial occupancy □□ % V209 — 58-59

G210: in deciles — (b) presently □□ % V210 — 60-61

DUPLICATE 1-4 / 5&1 — 6 = 2

F201: Households paying over 20% of income as pct of all Households

F202: 24%

F203: 25%

F204: 30%

F205: 35%

F206: 40%

F207: 50%

F208: 75%

G201 - G208 are the same, respectively as F201 - F208, but are coded into deciles

F211: Tenants with incomes $1000 or less, as pct of all tenants
F212 2000
F213 3000
F214 4000
F215 5000
F216 7000
F217 9000

F218: $11,000 or less
F219: 15,000 or less
F220: 20,000 or less

7. Gross income ranges of tenants:
(calculate from rent rolls)

G211-G220: are the same, respectively, as F211-F220, but are coded into deciles

V221A: total of V211 through V221

Income Range	# of Households	
(a) $ 0- 1,000	V211	7-9
(b) 1,001- 2,000	V212	10-12
(c) 2,001- 3,000	V213	13-15
(d) 3,001- 4,000	V214	16-18
(e) 4,001- 5,000	V215	19-21
(f) 5,001- 7,000	V216	22-24
(g) 7,001- 9,000	V217	25-27
(h) 9,001-11,000	V218	28-30
(i) 11,001-15,000	V219	31-33
(j) 15,001-20,000	V220	34-36
(k) over 20,000	V221	37-39

8. Approximately what percentage of the tenant families in this project were/are:

G222: same as V222, but in deciles
G223: same as V223, but in deciles
G224: same as V224, but in deciles
G225: same as V225, but in deciles

	At Initial Occupancy	Currently	
(a) Elderly and Handicapped	V222 ___%	V223 ___%	40-45
(b) Members of a Racial Minority	V224 ___%	V225 ___%	46-51

F223: change in elderly composition from initial occupancy to now (V223-V222)
H223: same as F223, but in deciles
F225: change in racial composition from initial occupancy to now (V225-V224)

9. Description of average rents charged in project (for 236 projects, use basic rents):

Unit Type	Projected at Application (Year __) V226	Initial Occupancy (Year __) V227	Current Rent (Year __) V228	
0 Bedroom	V229 $	V230 $	V231 $	58-66
1 Bedroom	V232	V233	V234	67-75
2 Bedroom	V235	V236	V237	7-15
3 Bedroom	V238	V239	V240	16-24
4 Bedroom	V241	V242	V243	25-33
Other (specify)	V244	V245	V246	34-42

F229-F245: same, respectively, as V229-V245, but expressed as a pct of "current rent" for the particular unit size, rather than in dollars
G229-G245: same as F229-F245, but coded as decile, for use in tables
I229-I245: same as V229-V246, but coded in $20 groups, for use in tables

10. Are there any occupied privately owned, non-subsidized units in the neighborhood where this project is located which are comparable (i.e., similar in type, condition, and quality) to the units in the project? (circle one)
1 - yes
2 - no
V247 43

11. If there are comparable units in the neighborhood where the project is located, approximately what are the average monthly rents that are being charged for those units?

F248-F259: same, respectively, as V248-V259, but expressed as a pct of "current rent" for the particular unit size, rather than in dollars
G248-G259: same as F248-F259, but coded as decile, for use in tables
I248-I259: same as V248-V259, but coded in $20 groups, for use in tables

Unit Type	Rents for Comparable Units	
0 Bedroom	$ V248	44-46
1 Bedroom	V249	47-49
2 Bedroom	V250	50-52
3 Bedroom	V251	53-55
4 Bedroom	V252	56-58
Other (specify)	V253	59-61

12. If this project was in the private market and full occupancy had to be maintained, approximately what are the highest average monthly rents that could be charged for units in this project?

Unit Type	Highest Possible Rents	
0 Bedroom	$ V254	62-64
1 Bedroom	V255	65-67
2 Bedroom	V256	68-70
3 Bedroom	V257	71-73
4 Bedroom	V258	74-76
Other (specify)	V259	77-79

DATES
V260-V272, the year plus the month as a decimal
R260-R272: the number of months the date falls before or after the beginning of rent up
G260-G272: same as V260-V272, grouped into calendar years
H260-H272: same as R260-R272, grouped into 12 month periods

13. Rent Increase (Decrease) History

(a) List dates and approximate percent increase (+) or decrease (-) for all rent level changes.

Date (Month/Year) e.g., 03/72	+=1 -=2	Percent Change	
V260 __/__	V261	V262 __%	7-14
V263 __/__	V264	V265 __%	15-22
V266 __/__	V267	V268 __%	23-30
V269 __/__	V270	V271 __%	31-38
V272 __/__	V273	V274 __%	39-46

DUPLICATE 1-4 5=1 6=4

(b) How many requests for rent increases have been turned down by HUD or a local rent control board?
HUD - __ V275 Other - __ V276 47-50

G262: same as V262, but coded as a decile
G265: same as V265, but coded as a decile

14. Is there an active tenant organization: (circle appropriate responses)

	Yes	No		
(a) in this project	1	2	V277	51
(b) in the neighborhood	1	2	V278	52

F. Project Neighborhood Characteristics

1. The best description of the area where this project is located is: (circle one)

V279
1 - Urban, the central business district
2 - Urban, the core area, but not the central business district
3 - Urban, but not in the core area or the central business district
4 - Suburban, the central business district
5 - Suburban, but not in the central business district
6 - Rural area

53

2. Is this project located within a major city of the Standard Metropolitan Statistical Area (SMSA)?

V280
1 - yes
2 - no

54

3. The area which is generally considered to be "the neighborhood" where this project is located is chiefly (circle one):

V281
1 - residential
2 - commercial
3 - industrial
4 - residential/commercial
5 - residential/industrial
6 - commercial/industrial
7 - residential/commercial/industrial

55

4. At the time this project was first occupied by residents, the approximate income level in "the neighborhood" where this project is located was:

V282
1 - very low income
2 - low income
3 - lower middle income
4 - middle income
5 - upper income

56

5. Today, the approximate income level in what is generally considered "the neighborhood" where this project is located is: (circle one)

V283
1 - very low income
2 - low income
3 - lower middle income
4 - middle income
5 - upper income

57

6. Since this project was first occupied by tenants, the proportion of minority residents in "the neighborhood" where the project is located, other than the residents of this project, is: (circle one)

V284
1 - greatly increased
2 - slightly increased
3 - about the same
4 - slightly decreased
5 - greatly decreased

58

G285 : same as V285, coded as decile

G286 : same as V286, coded as decile

7. Today, approximately what percentage of families in "the neighborhood" where this project is located are:

a. Elderly or Handicapped? ☐☐ x V285

59-60

b. Members of a racial minority? ☐☐ x V286

61-62

8. In the area which is generally considered to be "the neighborhood", what is the approximate mix of single family and multifamily housing other than the project? (circle one)

V287
1 - 100% single family
2 - 75% single family/25% multifamily
3 - 50% single family/50% multifamily
4 - 25% single family/75% multifamily
5 - 100% multifamily
6 - It is not a residential neighborhood

63

9. In the "neighborhood" where the project is located, the approximate mix of owners and renters other than the residents of this project is: (circle one) — 64

V288

1 - 100% owners
2 - 75% owners/25% renters
3 - 50% owners/50% renters
4 - 25% owners/75% renters
5 - 100% renters
6 - It is not a residential neighborhood

10. The approximate proportion of subsidized or public housing in "the surrounding neighborhood" other than this project is: (circle one) — 65

V289

1 - 0% - No other subsidized or public housing
2 - 10% - Other subsidized or public housing
3 - 25% - Other subsidized or public housing
4 - 50% - Other subsidized or public housing
5 - 75% - Other subsidized or public housing
6 - 90% - Other subsidized or public housing
7 - 100% - All subsidized or public housing

11. How would you rate the quality and/or availability of these services in the neighborhood of the project when it was new? (circle one number for each item)

S292: total of V290 through V299

		poor	fair	good	exc	Not Avail.	
1. Overall Condition	V290	1	2	3	4	0	66
2. The Police Protection	V291	1	2	3	4	0	67
3. The Public Schools	V292	1	2	3	4	0	68
4. General Appearance	V293	1	2	3	4	0	69
5. The Public Transportation	V294	1	2	3	4	0	70
6. The Condition of Streets	V295	1	2	3	4	0	71
7. Parks, Playgrounds, Recreational Facilities	V296	1	2	3	4	0	72
8. The Stores and Supermarkets	V297	1	2	3	4	0	73
9. The Garbage and Trash Collection	V298	1	2	3	4	0	74
10. The Fire Protection	V299	1	2	3	4	0	75

duplicate 1-4
5-1
6-5

12. How would you rate the quality and/or availability of these services in the neighborhood of the project NOW? (circle one number for each item)

S309: total of V300 through V309

S309A: change in total service ratings (S309 - S292)

		poor	fair	good	exc	Not Avail.	
1. Overall Condition	V300	1	2	3	4	0	7
2. The Police Protection	V301	1	2	3	4	0	8
3. The Public Schools	V302	1	2	3	4	0	9
4. General Appearance	V303	1	2	3	4	0	10
5. The Public Transportation	V304	1	2	3	4	0	11
6. The Condition of Streets	V305	1	2	3	4	0	12
7. Parks, Playgrounds, Recreational Facilities	V306	1	2	3	4	0	13
8. The Stores and Supermarkets	V307	1	2	3	4	0	14
9. The Garbage and Trash Collection	V308	1	2	3	4	0	15
10. The Fire Protection	V309	1	2	3	4	0	16

F300: change in "overall condition" (V300 - V290)

F301 - F309: similar to F300, for each service, respectively

G. Project Problems Assessment

(Please make sure your replies to the follcwirg questions are legible)

1. List and briefly describe the most important factors or problems which have contributed to the financial difficulties this project is facing. For example, did anything occur during processing, during or after initial occupancy, and/or recently which adversely affected the project? Were there major construction, maintenance, market, management, tenant, and/or neighborhood problems?

2. Briefly describe the most important problems this project and/or its tenants will face in the immediate future.

(USE REVERSE OF PAGE IF NECESSARY)

MULTIFAMILY DATA INSTRUMENT

PART TWO

Project Problems Analysis

General Instructions

The purpose of these questions is to collect a variety of information about HUD's multifamily inventory in a standard format. In order to do that, there are a few things to keep in mind as you complete the sets of questions:

1. Answer one complete set of questions for each multifamily project for which information is being requested.

2. Income, cost expense, and percentage figures should be rounded to the nearest whole number.

3. Some questions ask for exact information from case records. Others ask for approximate information which should be from the best available source, usually the loan servicer who is most familiar with the project.

4. Use only the sheets and format provided to answer questions. Do not submit xerox copies of these sheets.

5. It is preferred that answers be legibly entered in pencil.

6. Each set of questions should be completely filled out for each requested project. Do not cross reference answers. For example, do not answer any questions with the response, "same answer as Sunset View Project".

7. "Right Justify" all answers for which boxes are provided. For all questions in this questionnaire for which boxes are provided, the number of digits in the answer must be the same as the number of boxes provided.

Example 1:

The number of dwelling units is:

Efficiency [0] [7] [5]

The correct answer is 75 efficiency units.

Example 2:

What is your birth date? [0] [2] Month [0] [5] Day [4] [7] Year

The correct answer is February (02) 5, 1947. The zero is added preceding the month (2), acting as a placeholder.

Example 3:

How much is your rent? $[0] [0] [2] [6] [1].[0] [0]

Although the actual amount paid for rent is $260.75, the amount is rounded and two zeroes precede the rounded figures in each box provided.

MAKE YOUR RESPONSES LEGIBLE

V310 - V320: Data collected from HUD staff.

WV310 - WV320: Same items of data, respectively, from project owner or manager, if interviewed.

FOR CENTRAL OFFICE USE ONLY:

V310 [ ] [ ] [ ] code number assigned for this study, same as V1
1 2 3

DO NOT WRITE IN THIS COLUMN

* THIS PROJECT WAS:

V311 1 - Visited by Central Office Team
2 - Not Visited .4.

* RESPONDENT WAS:

V312 1 - HUD Staff
2 - Project Manager or owner 5

* List Name(s), Title(s) and Phone Numbers of all respondents:

_____, _____ ( ) _____
_____, _____ ( ) _____
_____, _____ ( ) _____ 6=1 7=6

V313 →

A. Project Identification Information

1. Project Number (include suffix) : [ ] [ ] [ ]

WV321: from owner or manager

V321: from HUD staff

DO NOT WRITE IN THIS COLUMN

(e) The current owner/sponsor is a: (Circle one)

1 - Limited dividend private investor
2 - Non-profit religious organization or church
3 - Non-profit union
4 - Non-profit community based organization
5 - Non-profit coop
6 - Non-profit fraternal organization
7 - Other (Specify_____)

24

(f) Name of Developer (if different from sponsor):

B. Inventory of Project Problems

General Instructions:

This section of the questionnaire is designed to briefly inventory the types of major problems affecting (or likely to affect) the viabily of the project. For each major problem type, indicate approximately when in the life of the project it was affected by the problem by checking the appropriate time period box. If a project was affected by a problem type during more than one time period, check all of the time periods in which the problem type existed in the project. If you are not sure in which time periods it occurred, use your best judgement in selecting the appropriate time periods.

A322-F411: Data collected from HUD staff

WA322-WF411: Same data, respectively, collected from owner or manager

Problem Type	Underwriting and Production Phase	First Year of Operation	Intermediate Period (after 1st year--prior to current)	Current Period (last year to date)	Near Future (next 2 years)	Never a Problem (not likely to be one soon)	DO NOT WRITE IN THIS COL.
1. Project Design and Site							
(a) On-site facilities (laundry, storage, recreation room)	A322	B322	C322	D322	E322	F322	25-30
(b) Amenities (landscaping, pool, well-designed play areas, adequate parking)	A323						31-36
(c) Defensible space (personal sense of security, privacy, controlled access)	A324						37-42
(d) Unit mix, size or layout (arrangement, access)	A325						43-48
(e) Building mix, size or layout (arrangement, access)	A326						49-54
(f) Physical environment (free from excessive standing water, noise, congestion, pollution, garbage and trash)	A327						55-60
(g) Site conditions (soil condition, grade)	A328						61-66
(h) Commercial Space	A329						67-72
2. Project Physical Structure (Workmanship and/or Materials)	A330						DUP 1-6
(a) Site preparation (fill, grading, utility connection, etc.)							7-7 8-13
(b) Foundation (materials, workmanship)	A331						14-19
(c) Plumbing	A332						20-25
(d) Electrical	A333						26-31
(e) Appliances	A334						32-37
(f) Roof	A335						38-43
(g) Elevators	A336						44-49

-C-O-N-T-I-N-U-E-D-

A337-F361:
from HUD staff

WA337-WF361:
from owner or manager

	Under-writing	1st year	Inter-mediate	Current	Near future	Never	
(h) Heating and Cooling	A337	B337	C337	D337	E337	F337	50-55
(i) Insulation	A338						56-61
(j) General Structure (walls, floors, window, framing, doors)	A339						62-67
(k) Other (parking, sidewalks, pools, etc.) (Specify _____)	A340						68-73
3. Project Administration (Developer/Owner, Building/Contractor, Architect, and/or Manager)	A341						DUP 1-6 7=8
(a) Arrangement of financing or availability of working capital							8-13
(b) Coordination and administration of production efforts (delays in construction or tenant relocation, failure to properly supervise, etc.)	A342						14-19
(c) Compliance with contracts	A343						20-25
(d) Maintenance (repair, replacement, repainting, cleaning of common areas)	A344						26-31
(e) Security (securing of project and protection of tenants)	A345						32-37
(f) Rental Activities (promoting, showing, screening, renting, collecting, evicting)	A346						38-43
(g) Tenant Relations (handling complaints, meeting with tenant groups)	A347						44-49
(h) Relations with neighborhood or community development groups	A348						50-55
(i) Fiscal and Personnel Management of Project and/or Commercial Space	A349						56-61
(j) Owner compliance with HUD regulations	A350						62-67
(k) Manager compliance with HUD regulations	A351						68-73
(l) Attitude of Owner toward continued viability of project and/or tenants	A352						DUP 1-6 7=8 8-13
(m) Attitude of Manager toward continued viability of project and/or tenants	A353						14-19
(n) Overall performance of Owner	A354						20-25
(o) Overall performance of Manager	A355						26-31
4. Project Tenant Attributes and Behavior (a) Family size	A356						32-37
(b) Family structure (single parent, female-headed -vs- male-headed)	A357						38-43
(c) Tenant Turnover	A358						44-49
(d) Age composition	A359						50-55
(e) Racial Mix	A360						56-61
(f) Problem Tenants	A361						62-67
							DUP 1-5 6=2 7=0

C-O-N-T-I-N-U-E-D

A362-F385:
from HUD staff

WA362-WF385:
from owner or manager

	Under-writing	1st year	Inter-mediate	Current	Near future	Never	
(g) High rent-to-income ratios (including utilities)	A362	B362	C362	D362	E362	F362	8-13
(h) Tenants not able to pay necessary rents with available subsidies	A363						14-19
(i) Rent Delinquency (residential/commercial)	A364						20-25
(j) Rent Strikes or tenant demonstrations	A365						26-31
(k) Vandalism or Project Abuse	A366						32-37
(l) Other crime	A367						38-43
(m) Incompatibility among tenants	A368						44-49
(n) Attitude toward Management	A369						50-55
(o) Unreasonable expectations and complaints	A370						56-61
5. Neighborhood (a) Social Services (hospitals, child care, schools, library, recreation)	A371						DUP 1-6 7=1 8-13
(b) Transportation	A372						14-19
(c) Commercial Areas	A373						20-25
(d) Vandalism and Other crime	A374						26-31
(e) Physical environment (free from excessive noise, pollution, congestion, trash, garbage, abandoned properties)	A375						32-37
(f) Social environment (project adversely impacted by social conditions in neighborhood)	A376						38-43
(g) Attitude of neighborhood residents toward project and tenants	A377						44-49
(h) Pressures on project from outside (non-governmental) interest groups	A378						50-55
(i) Project "Image" in neighborhood	A379						56-61
(j) Other (Specify _____)	A380						62-67
6. HUD Processing and Servicing During Production and Operation of Project • Programs and Policies (a) Reasonableness of HUD policies, programs and/or regulations	A381						DUP 1-6 7=2 8-13
(b) Complexity and burden of HUD forms, reporting requirements and/or compliance regulations	A382						14-19
(c) Commingling of diverse programs in projects	A383						20-25
• HUD Personnel and Processing (d) Number and skills of HUD staff	A384						26-31
(e) Quality of Processing (Reasonableness and timeliness of staff processing and servicing decisions and activities)	A385						32-37

C-O-N-T-I-N-U-E-D

		Under-writing	1st year	Inter-mediate	Current	Near future	Never	
	(f) Sensitivity of staff to project and tenant problems (ability to balance HUD needs against project and tenant needs)	A386	B386	C386	D386	E386	F386	38-43
	(g) Availability of staff to work with project	A387						44-49
	(h) Other (Specify_____)	A388						50-55
7.	Local/State/Other Federal Governmental Impacts (a) Delivery of public services (social, roads and transportation, police, fire)	A389						56-61
	(b) Local and state legal restrictions, requirements, and application (eviction regulations, rent control, business regulations, legal services, land use controls, fair housing)	A390						62-67
	(c) Local code inspections (timely, fair and impartial, professional)	A391						68-73
	(d) Federal (except HUD) legal restrictions, requirements, and application (NEW, NEPA, EO, OSHA)	A392						DUP 1-6 7=3 8-13
	(e) Other Federal Social Programs (Model Cities, Community Development, Urban Renewal, Economic Development, Public Works, Legal Services)	A393						14-19
	(f) Local Political Pressures	A394						20-25
	(g) Other (Specify_____)	A395						26-31
8.	General Market Conditions •Money Market (a) Front-end financing (availability and cost of mortgage money, syndications, construction financing)	A396						32-37
	(b) Need for and ability to obtain short-term borrowing	A397						38-43
	(c) Major repair, replacement, and improvement financing (availability and cost)	A398						44-49
	(d) Other (Specify_____)	A399						50-55
	•Rental Housing Markets (e) General area-wide demand for low-and-moderate-income multifamily rental housing	A400						56-61
	(f) General area-wide supply of low-and-moderate-income multifamily rental housing	A401						62-67
	(g) Competitive acility of project (ability to compete in terms of rent levels, age and conditions of building, amenities, etc.)	A402						68-73
	(h) Other (Specify_____)	A403						74-79
								DUP 1-6 7=4

-C-O-N-T-I-N-U-E-D-

A386-F403: Data from HUD staff

WA386-WF403: from owner or manager

		Under-writing	1st year	Inter-mediate	Current	Near future	Never	
•	Project Expenses (availability and/or Cost of Goods, Services, Taxes) (i) Fuel Oil, gas, electricity, coal rates and/or availability	A404	B404	C404	D404	E404	F404	8-13
	(j) Other utility rates and/or availability (water, sewer, etc.)	A405						14-19
	(k) Insurance Rates and/or Availability	A406						20-25
	(l) Taxes	A407						26-31
	(m) General Project Labor and Personnal Rates and Supply	A408						32-37
	(n) Specialized Contract Services (plumbing, electrical, security, exterminating, building contractors)	A409						38-43
	(o) Availability of Competent Management Agents or Companies	A410						44-49
	(p) Other (Specify_____)	A411						50-55

DUP 1-5 6=5 7=4

A404-F411: from HUD staff

WA404-WF411: from owner or manager

C. Problem Severity

General Instructions: The preceeding section asked you to sort through a list of project problems. These problems were grouped into eight major categories:

1. Project Design and Site
2. Project Physical Structure
3. Project Administration
4. Project Tenant Attitudes and Benavior
5. Neighborhood
6. HUD Processing, Servicing, and Programs
7. Other Governmental Impacts
8. General Market Conditions

This section asks you to rate the importance of the problems you checked according to three seperate ranking systems.

Ranking System 1

For each of the problems checked in Part B above, how would you rate the severity of the problem's impact on the project's viability using the following scale of one to four:

1=slight impact (problem is annoying; but project will survive even if it is not treated)

2=some impact (problem is serious; may cause trouble over time if not corrected; will not alone cause project to fail if not corrected)

3=considerable impact (problem is critical; could eventually cause project to fail if not corrected)

4=severe impact (problem will be fatal soon if not corrected)

Ranking System 2

Now that you have rated the severity of the problems, select the five that you think are the most important and rank order them using the following scale:

recoded in computer as:

5 A = most severe problem

4 B = 2nd most severe problem

3 C = 3rd most severe problem

2 D = 4th most severe problem

1 E = least severe of the five

Ranking System 3

For the five problems ranked above, show how you would distribute 100 units of problem solving resources. For example, if one problem is clearly more important than four lesser problems, you might assign weights as follows:

	Units
1st problem (clearly most important)	60
2nd problem	15
3rd problem	10
4th problem	10
5th problem	5

Q322-S411: Data collected from HUD staff

WQ322-WS411: Same data, respectively, collected from owner or manager

Problem Type	RATE SEVERITY (1=slight to 4=severe impact)	RANK ORDER (5=most severe through 1=least severe of five ranked)	WEIGHT IMPORTANCE OF PROBLEMS (Distribute 100 units of resources)	DO NOT WRITE IN THIS COLUMN
1. Project Design and Site				
(a) On-site facilities (laundry, storage, recreation room)	Q322	R322	S322	8-11
(b) Amenities (landscaping, pool, well-designed play areas, adequate parking)	Q323			12-15
(c) Defensible space (security, privacy, control of access to project)	Q324			16-19
(d) Unit mix, size or layout (arrangement, access)	Q325			20-23
(e) Building mix, size or layout (arrangement, access)	Q326			24-27
(f) Physical environment (free from excessive standing water, noise, congestion, pollution, garbage and trash)	Q327			28-31
(g) Site conditions (soil condition, grade, flood plain)	Q328			32-35
(h) commercial space	Q329			
2. Project Physical Structure (workmanship and/or Materials)				
(a) Site preparation (fill, grading, utility connection, etc.)	Q330			36-39
(b) Foundation (poor materials, workmanship)	Q331			40-43
(c) Plumbing	Q332			44-47
(d) Electrical	Q333			48-51
(e) Appliances	Q334			52-55
(f) Roof	Q335			56-59
(g) Elevators	Q336			60-63

-C-O-N-T-I-N-U-E-D-

Q337-S361: Data from HUD staff

WQ337-WS361: from owner or manager

	rate	rank order	weight	
(h) Heating and Cooling	Q337	R337	S337	64-67
(i) Insulation	Q338			68-71
(j) General Structure (walls, floors, window framing, doors)	Q339			72-75
(k) Other (parking, sidewalks, pools, etc.) (Specify ____)	Q340			76-79
3. Project Administration (Developer/Owner, Building/Contractor, Architect, and/or Manager)	Q341			DUP 1-6
				7=5
(a) Arrangement of financing or availability of working capital				8-11
(b) Coordination and administration of production efforts (delays in construction or tenant relocation, failure to properly supervise, etc.)	Q342			12-15
(c) Compliance with contracts	Q343			16-19
(d) Maintenance (repair, replacement, repainting, cleaning of common areas)	Q344			20-23
(e) Security (securing of project and protection of tenants)	Q345			24-27
(f) Rental Activities (promoting, showing, screening, renting, collecting, evicting)	Q346			28-31
(g) Tenant Relations (handling complaints, meeting with tenant groups)	Q347			32-35
(h) Relations with neighborhood or community development groups	Q348			36-39
(i) Fiscal and Personnel Management (accurate fiscal records, cost control, supervision of personnel)	Q349			40-43
(j) Owner compliance with HUD regulations	Q350			44-47
(k) Manager compliance with HUD regulations	Q351			48-51
(l) Attitude of Owner toward continued viability of project and/or tenants	Q352			52-55
(m) Attitude of Manager toward continued viability of project and/or tenants	Q353			56-59
(n) Overall performance of Owner	Q354			60-63
(o) Overall performance of Manager	Q355			64-67
4. Project Tenant Attributes and Behavior	Q356			68-71
(a) Family size				
(b) Family structure (single parent, female-headed -vs- male-headed)	Q357			DUP 7=6 8-11
(c) Tenant Turnover	Q358			12-15
(d) Age composition	Q359			16-19
(e) Racial Mix	Q360			20-23
(f) Problem Tenants	Q361			24-27

Q362-S385: from HUD staff

WQ362-WS385: from owner or manager

	rate	rank order	weight	
(g) High rent-to-income ratios (including utilities)	Q362	R362	S362	28-31
(h) Tenants not able to pay necessary rents with available subsidies	Q363			32-35
(i) Rent Delinquency	Q364			36-39
(j) Rent Strikes or tenant demonstrations	Q365			40-43
(k) Vandalism or Project Abuse	Q366			44-47
(l) Other crime	Q367			48-51
(m) Incompatibility among tenants	Q368			52-55
(n) Attitude toward Management	Q369			56-59
(o) Unreasonable expectations and complaints	Q370			60-63
5. Neighborhood	Q371			64-67
(a) Social Services (hospitals, child care, schools, library, recreation)				
(b) Transportation	Q372			68-71
(c) Commercial Areas	Q373			72-75
(d) Vandalism and Other crime	Q374			76-79
(e) Physical environment (free from excessive noise, pollution, congestion, trash, garbage, abandoned properties)	Q375			DUP 1-6 7=2 8-11
(f) Social environment (project adversely impacted by social conditions in neighborhood)	Q376			12-15
(g) Attitude of neighborhood residents toward project and tenants	Q377			16-19
(h) Pressures on project from outside (non-governmental) interest groups	Q378			20-23
(i) Project "Image" in neighborhood	Q379			24-27
(j) Other (Specify ____)	Q380			28-31
6. HUD Processing and Servicing During Production and Operation of Project	Q381			
a Programs and Policies				
(a) Reasonableness of HUD policies, programs, and/or regulations				32-35
(b) Complexity and burden of HUD forms, reporting requirements and/or compliance regulations	Q382			36-39
(c) Commingling of diverse programs in projects	Q383			40-43
b HUD Personnel and Processing	Q384			44-47
(d) Number and skills of HUD staff				
(e) Reasonableness and timeliness of staff processing and servicing decisions and activities	Q385			48-51

	rate	rank order	weight	
(f) Sensitivity of staff to project and tenant problems (ability to balance HUD needs against project and tenant needs)	Q386	R386	S386	52-55
(g) Availability of staff to work with project	Q387			56-59
(h) Other (Specify_____)	Q388			60-63
7. Local/State/Other Federal Governmental Impacts				
(a) Delivery of public services (social, roads and transportation, recreation, police, fire)	Q389			64-67
(b) Local and state legal restrictions, requirements, and application (eviction regulations, rent control, business regulations, legal services, land use controls, fair housing)	Q390			DUP 1-6; 7=8; 8-11
(c) Local code inspections (timely, fair and impartial, professional)	Q391			12-15
(d) Federal (except HUD) legal restrictions, requirements, and application (NEW, NEPA, EO, OSHA)	Q392			16-19
(e) Other Federal Social Programs (Model Cities, Community Development, Urban Renewal, Economic Development, Public Works, Legal Services)	Q393			20-23
(f) Local Political Pressures	Q394			24-27
(g) Other (Specify_____)	Q395			28-31
8. General Market Conditions				
• Money Market				
(a) Front-end financing (availability and cost of mortgage money, syndications, construction financing)	Q396			32-35
(b) Need for and ability to obtain short-term borrowing	Q397			36-39
(c) Major repair, replacement, and improvement financing (availability and cost)	Q398			40-43
(d) Other (Specify_____)	Q399			44-47
• Rental Housing Markets				
(e) General area-wide demand for low-and-moderate-income multifamily rental housing	Q400			48-51
(f) General area-wide supply of low-and-moderate-income multifamily rental housing	Q401			52-55
(g) Competitive ability of project (ability to compete in terms of rent levels, age and conditions of building, amenities, etc.)	Q402			56-59
(h) Other (Specify_____)	Q403			60-63

Q386-S403: from HUD staff

WQ386-WS403: from owner or manager

	rate	rank order	weight	
• Project Expenses (availability and/or Cost of Goods, Services, Taxes)				
(i) Fuel Oil, gas, electricity, coal rates and/or availability	Q404	R404	S404	DUP 1-6; 7=9; 8-11
(j) Other utility rates and/or availability (water, sewer, etc.)	Q405			12-15
(k) Insurance Rates and/or Availability	Q406			16-19
(l) Taxes	Q407			20-23
(m) General Project Labor and Personnal Rates and Supply	Q408			24-27
(n) Specialized Contract Services (plumbing, electrical, security, exterminating, building contractors)	Q409			28-31
(o) Availability of Competent Management Agents or Companies	Q410			32-35
(p) Other (Specify_____)	Q411			36-39

Q404-S411: from HUD staff

WQ404-WS411: from owner or manager

END OF COMPUTERISED DATA

ANNEX 14 - DETAILED DESCRIPTION OF ACCESS

Contents

User's guide to ACCESS..... 335
Information Available..... 335
Individual Records..... 336-337
Aggregate Data..... 338
How to Use ACCESS..... 339
Using the Terminal..... 340
Sample Session with TABULATE Option..... 340-346
Sample Session with DISPLAY Option 346-348
How to Get Started..... 348
Attachment 1 - Files Available through ACCESS..... 349-354
Attachment 2 - Instructions for Getting Started on ACCESS. 354
Attachment 3 - Using Telenet..... 355-359
Sample Session with Telenet..... 360-368
Data Dictionary for 1970 Census 1/1000File..... 369-382
Data Dictionary for Dun & Bradstreet File..... 383-391

For Further Information contact:

Steve Weitz, Office of Economic Affairs,
755-5421, room 8212

IMPORTANT NOTE

The researcher is advised not to rely on ACCESS unduly in the long term, since the system is maintained by a private contractor (MIT) and may not be available permanently.

USER'S GUIDE TO ACCESS

ACCESS gives someone who is not a computer specialist the ability to access and analyze a number of very large data files quickly and inexpensively. The user can work with ACCESS anywhere in the United States through a simple terminal and a telephone.[1] All communications with ACCESS are in English. It translates a request into computer language and gets the job done. It will not let the user commit fatal errors along the way, and offers assistance anytime help is requested, or whenever the user makes a careless mistake.

Information Available

The information available through ACCESS comes in two basic forms: (1) files of individual records and (2) aggregate data.

Individual Records

The individual files contain a "record" for each individual "case" in the file, where a case might be a person, or a household, or a business establishment or a county. Each record, in turn, contains a number of

---

1. From 43 metropolitan areas ACCESS may be dialed up toll-free through a communications network (Telenet).

pieces of information about each case. We call these pieces of information "variables" -- like age, sex, race, education, and so forth. One file, for example, contains information about 2,030,276 individuals in the United States, in the form of 52 variables, each of which describes some characteristic of each individual.

Figure 1 lists the files of individual records presently available through ACCESS. Attachment 1 includes a more detailed description of these files and lists the variables found in each.

Using the TABULATE option in ACCESS, the user can cross tabulate any of these files in any way that he or she chooses. Thus it is possible to answer an almost unlimited number of questions. Present users, for example, are finding out how many people in one state would qualify for a housing program, or how many members of a household work depending on what industry the household head works in, or what industries hire a certain kind of worker and hence are best suited for a particular site.

ACCESS can be expanded indefinitely. New files of individual records can be added with very little effort.

For each file available, the user is given a "dictionary" that describes the size and structure of the file, the names of all the variables (pieces of information) available for each individual case in the file, and the codes used to define each variable. All the user must do is ask for variables by the right name, and regroup them if the basic codes used in the file are too detailed. A sample page from the dictionary of the PHH70 series is included as Figure 2.

As a final feature, the user can gain access to individual records

Figure 1

Files of Individual Records Available Through ACCESS

File Name			File Contents
FIRMS	NENG NE NC S W		Records for each of 4.5 million business establishments describing (over time) their sales, employment, product line, net worth, financial status and so forth. Segmented by New England, Northeast, North Central, South and West. Source: Dun and Bradstreet
PHH70	NENG NE NC S W	05	Records for each of 2 million individuals describing their personal, household, and housing (PHH) characteristics. Segmented by New England, Northeast, North Central, South and West. Source: Census 1970 5% Public Use Sample.
PHH70US05			Records for 200,000 individuals containing much the same information as the sample of 2 million individuals.
MIGHIST			Records for 1.45 million members of the workforce. Includes information on the location and nature of each major job held in 1960, 1963, 1966, 1967, 1968, 1969 and 1971, as well as detailed information about the individual. At present, only a subset of this file is available. Source: Social Security records.
PAIRYR			Records of the year-by-year migration decisions of 1.45 million workers over an 11 year period. Since not all workers are in the file for all years, only about 7 million decisions are recorded in the file. At present only a subset is available. Source: Social Security records.
SCE60U			The 1960-61 BLS Survey of Consumer Expenditures, including detailed expenditure, income and wealth information for 9,000 individuals in urban areas, as well as a considerable amount of information about the individuals themselves.
AHS73			The 1973 Annual Housing Survey conducted by the U.S. Census Bureau for HUD, and consisting of detailed information about the personal, housing, and neighborhood characteristics associated with 52,000 housing units.

Figure 2

Sample Page from PHH70 Dictionary

Variable Name	Categories	Description
UNITS		Units in structure
	0	1 family, detached
	1	1 family, attached
	2	2 family building
	3	3-4 family building
	4	5-9 family building
	5	10-19 family building
	6	20-49 family building
	7	50 or more family building
	8	Mobile home or trailer
	9	NA (G.Q.)
INCFAM		Total income of family or primary individual to nearest $100
	0	$1-$99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	1000	$1-$99 loss
	1001 to 1098	Loss in $100 intervals
	1099	Loss of $9900 or more
	999	No income
	998	NA (group qtrs.)
HEADREL		Basic relationship to household head
	0	Head of household
	1	Wife of head
	2	Son or daughter of head
	3	Other relative of head
	4	Roomer, boarder, lodger
	5	Patient or inmate
	6	Other not related to head

in the file that meet certain criteria. For example, a community development corporation wanted to know which firms in New England in certain carefully selected industries were above a certain size, growing, and sound financially. This subset of firms was of particular interest for placement on a site in the Boston area. Unlike everything else in ACCESS, lists of this kind cannot be obtained automatically; their production must be arranged with the ACCESS staff.

Aggregate Data

Some users may be more interested in aggregate totals for counties or metropolitan areas or states than in detailed analysis of individual cases. ACCESS also "knows" a great deal about counties (and aggregations of counties) over an extended period of history as well as 10 to 15 years into the future. Building on past censuses and compilations of data as well as forecasts, the DISPLAY option allows the user to group counties in a variety of ways and to see how each group is changing over time. Figure 3 lists the aggregate files presently available in ACCESS; Attachment 1 includes a more detailed description of these files. Figure 4 presents other files available but not yet introduced into the system because no one has asked for them.

Figure 3

Aggregate Data Available in ACCESS

File Name	Contents
ACT60	Detailed, actual (as distinct from simulated) data on population and employment in 1960 for various levels of geographic aggregation
ACT70	Detailed, actual population and employment measures in 1970 for various geographic aggregations
ACT75	Total population estimates for various aggregations of counties in 1975
SIM80	Detailed estimates of population and employment for SMSAs and rural parts of BEA areas in 1980, based on our simulation model
OBERS80	Total population and employment estimates for BEA areas in 1980 produced by the Bureau of Economic Analysis.
SIM85	Detailed estimates of population and employment for SMSAs and rural parts of BEA areas in 1985, based on our simulation model.

338

Figure 4

Aggregate Data Available but Not Yet in Access

1. Detailed migration flows to and from each of 315 metropolitan and rural areas in the United States for the paired years 1967-68, 1968-69, 1969-70, and 1970-71.
2. Net migration between 1950 and 1960 for counties and states (produced by Gladys Bowles).
3. Original data from the censuses of population, business and agriculture for counties and states for 1930, 1940, 1950, and 1960.
4. Socioeconomic data for 509 State Economic Areas in 1960.
5. Total migration flows into and out of State Economic areas for 1955-60 and 1965-70.
6. Detailed migration flows into and out of State Economic Areas for 1967-68.
7. Census county employment data for 1940, 1950, and 1960.
8. Components of population change (natural increase, net migration and annexation) for 1,905 incorporated cities between 1960 and 1970 by age, race, and sex.
9. County Business Patterns estimates of employees, payrolls, and number of firms (by eight size classes) by SIC code for counties in 1962, 1964, 1965, 1967, 1969, 1970, 1971, and 1972. The 1964 file is by 2-digit SIC code; the rest are by 4-digit SIC code.
10. City/County Data book file for counties, SMSA's, Urbanized Areas Urban Places, and cities over 25,000 for 1952, 1956, 1962, 1967, and 1972, including data on voting behavior, area, population, vital statistics, income, education, migration, labor force, housing, banking, local governments, manufacturing, trade, services, mineral industries, agriculture, and, for cities, electri bills, hospitals, and climate.

How to Use ACCESS

Use of ACCESS breaks into two parts: (1) what to do before you sit down at a terminal, and (2) what you do at the terminal. Since use of the terminal in ACCESS is almost trivial and requires virtually no expertise, the bulk of the user's burden falls where it belongs -- formulating the question he/she wishes to ask and translating that question into the items measured by the Census Bureau or the other sources of information. In our experience, question formulation is by far the most difficult task. Researchers and administrators and planners have struggled so long to bring scraps of data to bear on their questions that even the most experienced are ill-equipped to work in an environment which is data-rich.

The easiest way to understand how ACCESS works is to trace through an example. Suppose you wanted to know what proportion of elderly household heads who own their homes in the Boston SMSA would qualify for a housing subsidy because of their income. Suppose further that you wanted to know the answer for three different income cutoffs: $5,000, $7,000, and $10,000.

The first step is to select a file that will do the job. In this case, the 1970 Public Use Sample for New England (PHH70NENG05) comes the closest. Its only problem being that it is slightly out of date, and requires an inflation adjustment for dollar figures. Lets say, for the minute, that the 1970 equivalent of the 1977 income limits was $4,000, $6,000 and $8,000.

The next step is to ascertain which variables and codes in the dictionary for the PHH70 file correspond to the concepts we have in mind: elderly, household head, home ownership, being in the Boston SMSA, and having a certain family income. The best ones (derived from the dictionary) are:

Concept	Variable Name	Desired Category(s)	Code	Type
Elderly	Age	Over 65	66-100	Selector
Household Head	Headrel	Head	0	Selector
Home Ownership	Tenure	Owner	0	Selector
In Boston SMSA	MA1	Boston	5	Selector
Family Income	Incfam	0-3999 4000-5999 6000-7999	0-39 40-59 60-79	Tabulator

Note that there are two kinds of variables involved: selectors and tabulators. The first four (Over 65, Head, Owner, and Boston) are selectors. They select certain cases from the total population that are of particular interest. They have only one code. They do not define the dimensions of a table, but rather the items to be tabulated, i.e., we only want to do a table for the elderly who are household heads and who own their homes and who live in Boston. Any person not meeting each of these conditions will be excluded from the table. Incfam, in contrast, is a tabulator. It defines the rows (or columns) of a table -- in this case a one-row table since Incfam is the only tabulator variable.

By simple use of the dictionary you reduce your questions to a set of very explicit, unambiguous codes. Observe that the codes may not be

quite what you had expected. The Census Bureau, for example, divides income by 100 to save space.

Using the Terminal

Now you are ready to go to the terminal to get the answer. The procedure for calling up the MIT computer, logging on, and getting into the ACCESS System is described in Attachment 2. If you are about to call in, turn to Attachment 2 and follow the step-by-step instructions.[1] Once in ACCESS, your session (since you have opted to tabulate a file of individual records) breaks into four major phases, which are diagrammed in Figure 5. Each phase is conducted in English. All you do is answer questions. If, at any time, you do not know what to do next, type HELP (or simply "H" to save time) and you will be given assistance. We have done this on several occasions in the sample session (See Figure 6) to find out about Boston's elderly homeowners.

Turning to the sample session, we first logged on and indicated that we wanted to tabulate individual records by typing TABULATE. ACCESS then came back and began asking questions. The sequence of questions, and their answers, should be examined carefully at this point by the serious user. The dialogue is more or less self-explanatory. Note, however, the following:

1. ACCESS catches mistakes (in this case deliberate ones) and provides an opportunity to correct them.

2. You can erase one or more mistyped characters by using the "#" character. It erases back from the last character typed. Thus HOP##APPY becomes HAPPY to the computer. Similarly, the "@" character can be used to erase everything typed thus far on a line and begin from scratch without starting a new line.

1. If you are using the communications link (Telenet), see Attachment 3.

Figure 5

Four Major Phases in Using the TABULATE Option in ACCESS

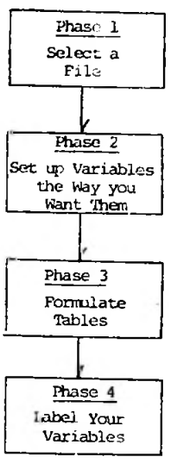


Figure 6
Sample Session with Tabulate Option

```
log on birch size(300)
ENTER PASSWORD FOR BIRCH-

BIRCH LOGON IN PROGRESS AT 15:17:40 ON APRIL 19, 1977

WELCOME TO ACCESS

IF YOU NEED INFORMATION ON HOW TO USE ACCESS, TYPE

  HELP ACCESS

READY
help access

ACCESS IS COMPOSED OF THREE SUBSYSTEMS:

        TABULATE - TO CREATE TABULATIONS FROM INDIVIDUAL RECORDS
                     OF PEOPLE OR FIRMS OR WHATEVER;
        SHOWTAB  - TO PRINT TABLES PRODUCED BY TABULATE;
        DISPLAY  - TO DISPLAY DATA STORED AT THE COUNTY LEVEL
                     OR AT HIGHER LEVELS OF AGGREGATION.

TO USE ANY OF THESE SYSTEMS, SIMPLY TYPE THE NAME OF THE SYSTEM YOU
WANT TO USE.  FOR EXAMPLE, TO RUN TABULATE, TYPE

  TABULATE

READY



tabulate


DO YOU WANT TO SEE TABULATE NEWS OF MARCH 3,1977
no

ARE YOU AN EXPERIENCED USER?
no
WE WILL ASK YOU A SERIES OF QUESTIONS TO HELP YOU SPECIFY
WHAT TABLES YOU WANT TO TABULATE.  AFTER YOU HAVE SPECIFIED
YOUR TABLES, YOU WILL HAVE TO WAIT FOR AN HOUR OR SO FOR
THE TABULATIONS TO BE DONE.
IF YOU DO NOT UNDERSTAND A QUESTION, TYPE H (I.E. HELP) FOR
FURTHER EXPLANATION.
YOU SHOULD REMEMBER TO HIT CARRIAGE RETURN AFTER TYPING YOUR
ANSWER TO A QUESTION.  ALSO, THE MESSAGE:

  END W. E

MEANS END WITH THE LETTER E.  THAT IS, IF YOU ARE DONE
ENTERING CATEGORIES OR VARIABLES OR WHATEVER IS BEING
ASKED FOR, LET TABULATE KNOW BY TYPING  E

ENTER NAME OF FILE TO BE TABULATED
```


Figure 6 (continued)

```
h
AVAILABLE FILES ARE:
NAME            CONTENTS
PHH70US05       1970 5% PUBLIC USE SAMPLE FOR UNITED STATES
                SAMPLE CONTAINS .1% OF THE POPULATION
PHH70NENG05     1970 5% PUBLIC USE SAMPLE FOR NEW ENGLAND
                SAMPLE CONTAINS 1% OF THE POPULATION
PHH70NE05       1970 5% PUBLIC USE SAMPLE FOR NORTH EAST (1% OF POP)
PHH70NC05       1970 5% PUBLIC USE SAMPLE FOR NORTH CENTRAL (1% OF P
PHH70S05        1970 5% PUBLIC USE SAMPLE FOR SOUTH (1% OF POP)
PHH70W05        1970 5% PUBLIC USE SAMPLE FOR WEST (1% OF POP)

FIRMSNENG       NEW ENGLAND DUN AND BRADSTREET FILE
                DESCRIBING INDIVIDUAL FIRMS IN 1969,1972 AND 1974
FIRMSNE         NORTHEAST DUN AND BRADSTREET FILE
FIRMSNC         NORTH CENTRAL DUN AND BRADSTREET FILE
FIRMSS          SOUTH DUN AND BRADSTREET FILE
FIRMSW          WEST DUN AND BRADSTREET FILE

AHS73           1973 ANNUAL HOUSING SURVEY
SCE60U          1960 SURVEY OF CONSUMER EXPENDITURE FOR URBAN AREAS
MIGHIST         MIGRATION HISTORY (1960,63,66-71)  OF INDIVIDUALS
PAIRYR          MIGRATION INFORMATION BY INDIVIDUAL BY YEAR
                (1960,63,66-71)

TOYPOP          A SMALL SUBSET OF PHH70US05 FILE, FOR TEST RUNS
TOYHOUSE        A SMALL SUBSET OF AHS73 FILE, FOR TEST RUNS
TOYFIRMS        A SMALL SUBSET OF FIRMSW FILE, FOR TEST RUNS

ENTER NAME OF FILE TO BE TABULATED
phh70neng05

DO YOU WANT TO RECATEGORIZE ANY VARIABLES?
help
  MOST VARIABLES HAVE MANY DIFFERENT CATEGORIES.  YOU MAY
NOT WANT TO TABULATE THEM FOR ALL CATEGORIES OR FOR ALL
CATEGORIES INDIVIDUALLY.  WE WILL ASK YOU A SERIES OF
QUESTIONS WHICH WILL ALLOW YOU TO RECATEGORIZE (AGGREGATE)
VARIABLES.  SOME EXAMPLES ..
  PERHAPS YOU WANT TO MAKE A TABLE WHICH SHOWS HOW MANY
YOUNG, MIDDLE-AGED AND OLD PEOPLE ARE IN THE FILE.  TO DO
THIS YOU CAN RECATEGORIZE THE AGE VARIABLE WHICH HAS 101
CATEGORIES (0-100) INTO A NEW VARIABLE WITH 3 CATEGORIES:
CATEGORY 1 (YOUNG PEOPLE) WHICH WOULD INCLUDE THE AGE
VARIABLE'S CATEGORIES 0-34, CATEGORY 2 (MIDDLE-AGED PEOPLE)
WHICH WOULD HAVE AGE'S CATEGORIES 35-64 AND CATEGORY 3 (OLD
PEOPLE) WHICH WOULD INCLUDE AGE'S CATEGORIES 65-100.  YOU
COULD CALL THIS NEW VARIABLE AGE3.
  PERHAPS YOU ALSO WANT TO MAKE A TABLE WHICH SHOWS HOW MANY
PEOPLE ARE MINORS (AGED 0 THROUGH 17).  TO DO THIS YOU CAN
RECATEGORIZE THE AGE VARIABLE AGAIN INTO ANOTHER NEW VARIABLE
WITH 1 CATEGORY (CONTAINING AGE'S CATEGORIES 0-17).  YOU
COULD CALL THIS VARIABLE MINORS OR YOUNG OR WHATEVER YOU
LIKE.  LATER, ANY TABLE WHICH USES THIS NEW VARIABLE WOULD
TABULATE ONLY PEOPLE AGED 0 THROUGH 17.  PEOPLE OLDER THAN
17 WOULD NOT BE INCLUDED IN THE TABLE.
  PLEASE NOTE: YOU CREATE A NEW VARIABLE FROM AN ORIGINAL
VARIABLE'S CATEGORIES;  THE ORIGINAL VARIABLE'S CATE-
GORIZATION IS NEVER CHANGED.


DO YOU WANT TO RECATEGORIZE ANY VARIABLES?
```

Figure 6 (continued)

```
yes

ENTER NAME OF VARIABLE TO RECATEGORIZE, END W. E
age
ENTER CATEGORY   1, END W. E
66-100
ENTER CATEGORY   2, END W. E
e
WHAT NAME DO YOU WANT TO GIVE THIS RECATEGORIZED VARIABLE
over65


ENTER NAME OF NEXT VARIABLE TO RECATEGORIZE,  END W. E
headrel
ENTER CATEGORY   1, END W. E
0
ENTER CATEGORY   2, END W. E
e
WHAT NAME DO YOU WANT TO GIVE THIS RECATEGORIZED VARIABLE
head


ENTER NAME OF NEXT VARIABLE TO RECATEGORIZE,  END W. E
tenut#re
ENTER CATEGORY   1, END W. E
0
ENTER CATEGORY   2, END W. E
e
WHAT NAME DO YOU WANT TO GIVE THIS RECATEGORIZED VARIABLE
owner


ENTER NAME OF NEXT VARIABLE TO RECATEGORIZE,  END W. E
ma
 MA       IS NOT A VARIABLE IN THIS FILE.  FOR A LIST OF VARIABLES
IN THIS FILE SEE THE REFERENCE MANUAL.

ENTER NAME OF VARIABLE TO RECATEGORIZE, END W. E
mal
ENTER CATEGORY   1, END W. E
5
ENTER CATEGORY   2, END W. E
e
WHAT NAME DO YOU WANT TO GIVE THIS RECATEGORIZED VARIABLE
boston


ENTER NAME OF NEXT VARIABLE TO RECATEGORIZE,  END W. E
incfam
ENTER CATEGORY   1, END W. E
0-39
ENTER CATEGORY   2, END W. E
40-59
ENTER CATEGORY   3, END W. E
5-#0-79
    50 IN RANGE   50-  79 ALREADY IN CATEGORY    2
ENTER CATEGORY   3, END W. E
60-79
ENTER CATEGORY   4, END W. E
```


Figure 6 (continued)

```
e
WHAT NAME DO YOU WANT TO GIVE THIS RECATEGORIZED VARIABLE
faminc


ENTER NAME OF NEXT VARIABLE TO RECATEGORIZE,  END W. E
e


YOUR RECATEGORIZED VARIABLES ARE:

 OVER65
   66-100

 HEAD
   0

 OWNER
   0

 BOSTON
   5

 FAMINC
   0-39
   40-59
   60-79

YOU MAY HAVE MADE MISTAKES WHEN SPECIFYING CATEGORIES
FOR A NEW VARIABLE.  NOW IS THE TIME TO MAKE CORRECTIONS.
DO YOU WANT TO MAKE ANY?
no


NOW YOU MAY SPECIFY TABLES TO BE TABULATED AND PRINTED.

YOUR TABLES CAN BE PRINTED AT YOUR TERMINAL OR AT THE MIT
COMPUTER ROOM (ON THE LINE PRINTER).
DO YOU WANT YOUR TABLES PRINTED AT YOUR TERMINAL?
yes

ENTER TABLE  1, END W. E
h
THE RULES FOR TABLE SPECIFICATION ARE:
  FOR EACH TABLE ENTER A LIST OF VARIABLES (ORIGINAL AND/OR
RECATEGORIZED) THAT YOU WANT TO TABULATE; SEPARATE THE
VARIABLES WITH , (COMMA).  YOU MAY TABULATE UP TO 9 VARIABLES
IN A TABLE.  ONLY 72 CHARACTERS MAY BE TYPED ON A LINE;
IF YOU NEED 2 LINES TO TYPE THE LIST OF VARIABLES, TYPE '
(QUOTE) AS THE LAST CHARACTER ON THE FIRST LINE (TO INDICATE
LINE CONTINUATION).  ' SHOULD NOT BE EMBEDDED IN A VARIABLE
NAME.
  WHEN YOU HAVE SPECIFIED ALL THE TABLES YOU WANT, TYPE E.

DO YOU WANT MORE EXPLANATION OF TABLE MAKING?
y
  SOME EXAMPLES:
YOU WANT TO TABULATE AGE BY WAGES.
 COMPUTER TYPES:  ENTER TABLE 1,  END W. E
```


Figure 6 (continued)

```
 YOU TYPE:         AGE,INCWAGE
IN THIS TABLE AGE WILL BE THE ROWS AND WAGES THE COLUMNS.
(INCWAGE IS THE VARIABLE NAME FOR WAGES IN THE CENSUS FILE)
YOU WANT TO TABULATE SEX BY AGE BY WAGES.
 COMPUTER TYPES:  ENTER TABLE 2,  END W. E
 YOU TYPE:        SEX,AGE,INCWAGE
THIS TABLE WILL HAVE ONE SUBTABLE PRINTED FOR EACH SEX
CATEGORY (IE. A SUBTABLE FOR MALES AND A SUBTABLE FOR FEMALES).
IN EACH SUBTABLE, AGE WILL BE THE ROWS AND WAGES THE COLUMNS.
  FOR TABLES WHICH TABULATE 3 OR MORE VARIABLES, NORMALLY THE LAST
VARIABLE IN THE LIST WILL BE THE COLUMNS OF EACH SUBTABLE
AND THE SECOND FROM LAST VARIABLE WILL BE THE ROWS.  ANY
SUBTABLE WHOSE CELLS SUM TO 0, WILL NOT BE PRINTED.
  NOW YOU MAY SPECIFY YOUR OWN TABLES.


ENTER TABLE  1, END W. E
over65,ha#ead,qwner,boston,faminc
 QWNER    NOT NAME OF ORIGINAL OR NEW VARIABLE

ENTER TABLE  1, END W. E
head,over65,owner,boston,faminc
WANT SPECIAL COUNT?
h
  THIS IS A DIFFICULT FEATURE TO UNDERSTAND AND IS ONLY USED IN
SPECIAL CASES.  IF YOU ARE A NEW USER, WE DON'T RECOMMEND
THAT YOU TRY TO UNDERSTAND IT OR USE IT NOW; WE SUGGEST THAT
YOU ANSWER N TO THE NEXT 2 QUESTIONS.
 DO YOU WANT AN EXPLANATION OF SPECIAL COUNTING?
y
  PERHAPS YOU ARE INTERESTED IN KNOWING HOW MANY PEOPLE
IN NEW ENGLAND WERE EMPLOYED IN 1974 MAKING GUNS.  THE NEW
ENGLAND DUN AND BRADSTREET FILE CAN GIVE YOU AN ESTIMATE.
WHEN TABULATING THIS FILE YOU CAN MAKE A NEW VARIABLE, CALLED
GUNS, WHICH INCLUDES THE VARIABLE SIC74'S CATEGORIES
3482-3484,3489 (THE SIC CODES FOR ORDNANCE MANUFACTURERS).
THEN YOU CAN SPECIFY THAT YOU WANT A TABLE WHICH TABULATES
GUNS.  THE ONLY PROBLEM IS THAT THE TABLE WOULD COUNT NUMBER
OF FIRMS WHICH PRODUCED GUNS NOT NUMBER OF PEOPLE EMPLOYED
MAKING GUNS.  THE FOLLOWING EXAMPLE WILL SHOW YOU HOW TO
COUNT THE NUMBER OF PEOPLE.
 COMPUTER TYPES:  ENTER TABLE 1, END W. E
 YOU TYPE:        GUNS
 COMPUTER TYPES:  WANT SPECIAL COUNT?
 YOU TYPE:        Y
 COMPUTER TYPES:  ENTER NAME OF VARIABLE TO BE USED FOR
                   SPECIAL COUNT, TYPE E FOR NO SPECIAL COUNT
 YOU TYPE:        AEMPL74
  AEMPL74 IS THE D AND B FILE'S SPECIAL VARIABLE WHICH INDICATES
THE NUMBER OF EMPLOYEES IN A FIRM IN 1974.  EACH TIME A FIRM
IS ENCOUNTERED WHICH HAS AN SIC74 CODE OF 3482,3483,3484 OR
3489, TABLE 1 WILL BE INCREMENTED BY AEMPL74 (THE NUMBER OF
EMPLOYEES IN THAT FIRM) INSTEAD OF 1 (1 FIRM).

WANT SPECIAL COUNT?
```


Figure 6 (continued)

```
no
WANT TABLE PRINTED IN ABSOLUTE VALUES?
h
 THERE ARE THREE DIFFERENT WAYS TO PRINT A TABLE:
(1) IN ABSOLUTE NUMBERS, (2) IN ROW PERCENTS, AND
(3) IN COLUMN PERCENTS.  YOU MUST SPECIFY AT LEAST ONE
OF THE PRINT OPTIONS AND YOU MAY SPECIFY AS MANY AS THREE.
IF YOU ANSWER Y TO THE QUESTION:
WANT TABLE PRINTED IN ABSOLUTE VALUES?
ALL CELLS IN THE TABLE WILL BE PRINTED AS ABSOLUTE NUMBERS.
IF YOU ANSWER Y TO THE QUESTION:
WANT TABLE PRINTED AS ROW PERCENTS?
EACH CELL IN THE TABLE WILL BE PRINTED AS A PERCENT OF ITS
ROW TOTAL.
IF YOU ANSWER Y TO THE QUESTION:
WANT TABLE PRINTED AS COLUMN PERCENTS?
EACH CELL IN THE TABLE WILL BE PRINTED AS A PERCENT OF
ITS COLUMN TOTAL.
  EXAMPLE:
COMPUTER TYPES:  WANT TABLE PRINTED IN ABSOLUTE VALUES?
YOU TYPE:        Y
COMPUTER TYPES:  WANT TABLE PRINTED AS ROW PERCENTS?
YOU TYPE:        Y
COMPUTER TYPES:  WANT TABLE PRINTED IN COLUMN PERCENTS?
YOU TYPE:        N
 IN THIS EXAMPLE THE TABLE WILL BE PRINTED IN ABSOLUTE
NUMBERS AND IN ROW PERCENTS.
 NOTE-  FOR TABLES WITH MORE THAN TWO DIMENSIONS, A NUMBER
OF SUBTABLES ARE PRINTED.  FOR ROW PERCENTS, EACH CELL
IN A SUBTABLE IS THE PERCENT OF ITS SUBTABLE ROW TOTAL.
FOR COLUMN PERCENTS, EACH CELL IN A SUBTABLE IS THE PERCENT
OF ITS SUBTABLE COLUMN TOTAL.

WANT TABLE PRINTED IN ABSOLUTE VALUES?
y
WANT TABLE PRINTED AS ROW PERCENTS?
y
WANT TABLE PRINTED AS COLUMN PERCENTS?
n

ENTER TABLE  2, END W. E
e


YOUR TABLES ARE:

TABLE  1
  HEAD     OVER65   OWNER    BOSTON   FAMINC
PRINT OPTIONS:
  ABSOLUTE VALUES
  ROW PERCENTS
NUMBER OF SUBTABLE(S):   2  TOTAL LINES:     9


NOW YOU MAY DELETE TABLES YOU DO NOT WANT TO
TABULATE AND/OR RESPECIFY TABLES WHICH YOU HAVE DEFINED
INCORRECTLY.


DO YOU WANT TO DELETE ANY TABLES?
```

Figure 6 (continued)

```
no

DO YOU WANT TO CHANGE ANY TABLES?
no

DO YOU WANT TO SPECIFY LABELS FOR ANY VARIABLE'S CATEGORIES?
y
DO YOU WANT A LIST OF ALL VARIABLES USED IN YOUR TABLES?
y
 VARIABLE  NO. CATEGORIES
 HEAD              1
 OVER65            1
 OWNER             1
 BOSTON            1
 FAMINC            3

ENTER NAME OF VARIABLE WHOSE CATEGORIES YOU WANT TO LABEL,
END W. E
faminc
ENTER LABEL FOR CATEGORY     1
0-4k
ENTER LABEL FOR CATEGORY     2
4-6k
ENTER LABEL FOR CATEGORY     3
6-10k

ENTER NAME OF NEXT VARIABLE WHOSE CATEGORIES YOU WANT TO LABEL,
END W. E
e

DO YOU WANT TO SEE A LIST OF THE VARIABLES WHOSE CATEGORIES
YOU HAVE LABELED AND THEIR LABELS?
yes

 FAMINC
0-4K      4-6K      6-10K

YOU MAY HAVE MADE MISTAKES WHEN SPECIFYING SOME LABELS.
DO YOU WANT TO MAKE ANY CORRECTIONS?
yes

ENTER NAME OF VARIABLE WHOSE LABEL(S) YOU WANT TO CHANGE,
END W. E
faminc
DO YOU WANT TO RESPECIFY LABELS FOR ALL CATEGORIES?
no

ENTER NUMBER OF CATEGORY WHOSE LABEL YOU WANT TO CHANGE,
END W. E
3
ENTER LABEL FOR CATEGORY   3
6-8k
ENTER NUMBER OF NEXT CATEGORY WHOSE LABEL YOU WANT TO CHANGE,
END W. E
e
```


Figure 6 (continued)

```
ENTER NAME OF NEXT VARIABLE WHOSE LABEL(S) YOU WANT TO CHANGE,
END W. E

y
Y      IS NOT THE NAME OF A VARIABLE WHOSE CATEGORIES YOU HAVE LABELED

ENTER NAME OF VARIABLE WHOSE LABEL(S) YOU WANT TO CHANGE,
END W. E
e

DO YOU WANT TO SEE A LIST OF THE VARIABLES WHOSE CATEGORIES
YOU HAVE LABELED AND THEIR LABELS?
y

 FAMINC
0-4K      4-6K      6-8K

YOU MAY HAVE MADE MISTAKES WHEN SPECIFYING SOME LABELS.
DO YOU WANT TO MAKE ANY CORRECTIONS?
no

WE ESTIMATE THAT THE COMPUTER CHARGE TO DO THESE TABULATIONS
AND, IF YOUR TABLES ARE PRINTED ON THE MIT LINE PRINTER,
TO PRINT THESE TABLES WILL BE ABOUT $  5..
DO YOU WANT TO RUN THIS JOB AND HAVE IT CHARGED TO YOUR ACCOUNT?
yes


THIS JOB WILL BE RUN. ITS NAME IS BI191514.



DO YOU WANT TO KNOW HOW TO FIND OUT WHETHER YOUR JOB HAS RUN?
y
IT WILL TAKE AN HOUR OR SO FOR YOUR JOB TO RUN (LESS ON A
GOOD DAY, MORE ON A BAD DAY).
AFTER THE MESSAGES

  JOB BI191514 SUBMITTED
  READY

HAVE BEEN TYPED TO YOU, YOU SHOULD LOG OFF
AND LOG BACK ON IN A WHILE.  IF THE JOB HAS RUN SUCCESSFULLY
YOU WILL GET AN AUTOMATIC MESSAGE:

  BI191514 ENDED

IF THE JOB FAILED FOR ANY REASON, THE MESSAGE WILL BE:

  BI191514 JOB FAILED

IF THE JOB HAS NOT RUN, YOU WILL GET NO MESSAGE. TRY AGAIN
LATER.
```


Figure 6 (continued)

```
IF THE JOB HAS RUN AND YOU OPTED FOR TERMINAL OUTPUT, TYPE:

  SHOWTAB

AND THE RESULTS WILL BE PRINTED.
IF THE JOB FAILED, TELEPHONE US (617-253-6253) TO FIND OUT
WHY.



**********PLEASE BEWARE**********
  DO NOT SPECIFY ANY OTHER TABULATIONS UNTIL THIS JOB HAS
RUN AND YOU HAVE INSPECTED YOUR TABLES.  ANOTHER RUN WILL
DESTROY THE COMMANDS TO DO THIS JOB AND, IF YOU REQUEST
THAT THE TABLES BE OUTPUT TO YOUR TERMINAL, WILL DESTROY
TABLES CREATED DURING THIS RUN.
**********


JOB BI191514 SUBMITTED
READY


logoff
M11838.7319     77/04/19 15:47:46 SHIFT-1  TOTAL COST:  $5.27
BIRCH LOGGED OFF TSO AT 15:47:53 ON APRIL 19, 1977+
```


Figure 6 (continued)

```
logon birch
ENTER PASSWORD FOR BIRCH-

BIRCH LOGON IN PROGRESS AT 15:48:58 ON APRIL 19, 1977
type 'help courses' for details on intermediate multics course
due to air conditioning maintenance, no tso available
from 1 pm sat apr 23 until 1 pm sun apr 24

WELCOME TO ACCESS

IF YOU NEED INFORMATION ON HOW TO USE ACCESS, TYPE

  HELP ACCESS

READY


showtab

    TABLES SPECIFIED ON 04/19  AT 15:19


TABLE TABLE1  PAGE 1
     TABLE OF FAMINC
       0-4K      4-6K      6-8K     TOTAL
       409.      182.      130.      721.


TABLE TABLE1  PAGE 1
ROW PERCENTS
     TABLE OF FAMINC
       0-4K      4-6K      6-8K     TOTAL
      56.73     25.24     18.03      721.


READY
```

Suppose, after learning about the elderly who qualify for a housing subsidy, you wished to know how many elderly were in the Boston SMSA in 1970 and how many are likely to be there in 1980. You turn to the DISPLAY option to obtain such information. Once again, the system is self-instructing and corrects mistakes. A sample session, in which the desired information is acquired, is presented in Figure 7. In this case, the results come directly back to the user without delay.

Figure 7

Sample Session with DISPLAY Option

```
logon birch size(300)
ENTER PASSWORD FOR BIRCH-

PASSWORD NOT AUTHORIZED FOR USERID
REENTER -

BIRCH LOGON IN PROGRESS AT 15:14:24 ON JANUARY 3, 1977
for lap course schedule information type 'help courses'
warning if your account expires 12/31 see user accounts

WELCOME TO ACCESS

IF YOU NEED INFORMATION ON HOW TO USE ACCESS, TYPE

  HELP ACCESS

READY


display

ARE YOU AN EXPERIENCED USER?
no

  WE WILL ASK YOU A SERIES OF QUESTIONS SO THAT YOU CAN
SPECIFY WHAT DATA YOU WANT TO SEE.  IF YOU DO NOT UNDERSTAND
A QUESTION OR WANT A LIST OF POSSIBLE ANSWERS, TYPE H
(IE. HELP).  YOU SHOULD REMEMBER TO HIT CARRIAGE RETURN
AFTER TYPING YOUR ANSWER TO A QUESTION.
  IF A QUESTION EXPECTS MORE THAN ONE ANSWER, IT WILL LET
YOU KNOW BY SUGGESTING THAT YOU 'END W. E' AND BY
PROMPTING YOU FOR EACH SEPARATE ANSWER WITH A '?'.
ENTER ONLY ONE OPTION AT A TIME.  WHEN YOU HAVE SPECIFIED
ALL YOUR OPTIONS, TYPE 'E' TO SIGNIFY THAT YOU ARE DONE.
  FOR EXAMPLE:
  TO SPECIFY THAT YOU WANT TO KNOW ABOUT MIGRATION AREAS 5,
28 AND 205 YOU WOULD DO THE FOLLOWING:
COMPUTER TYPES:  WHICH MIGRATIONS AREAS, END W. E
COMPUTER TYPES:  ?
```


Figure 7 (continued)

```
YOU TYPE:          5
COMPUTER TYPES:  ?
YOU TYPE:         28
COMPUTER TYPES:  ?
YOU TYPE:        205
COMPUTER TYPES:  ?
YOU TYPE:          E

NOW YOU MAY SPECIFY YOUR DISPLAYS.


WILL YOU WANT TO MAKE COMPARISONS?
help
IF YOU TYPE Y, YOU WILL BE ABLE TO COMPARE DATA FROM TWO
FILES.  IF YOU TYPE N, YOU WILL ONLY BE ABLE TO INSPECT
DATA FROM ONE FILE.


WILL YOU WANT TO MAKE COMPAPISONS?
yes

WHICH FILE FOR BASE?
act70

WHICH FILE FOR COMPARISON?
sim80

WHICH VARIABLE?
h
VARIABLES FOUND IN BOTH ACT70    AND SIM80    ARE:
EMP       EMPLOYMENT
POP       POPULATION

WHICH VARIABLE?
pop

WHICH INFORMATION FOR POP        END W. E
 ?
h
CHOICES:
TOT   ..... TOTALS
ED3   ..... <HS
      ..... HS-3COLL
      ..... 4COLL+
RAC2  ..... NONBLACK
      ..... BLACK
AGE5  ..... 0-14
      ..... 15-24
      ..... 25-34
      ..... 35-64
      ..... 65+
IT    ..... INDIVIDUAL TYPES
   1  .....  0-14 NBL <HS
   2  .....  0-14 NBL HS-3C
   3  .....  0-14 NBL 4COL+
   4  .....  0-14 BLK <HS
   5  .....  0-14 BLK HS-3C
   6  .....  0-14 BLK 4COL+
   7  ..... 15-24 NBL <HS
```


Figure 7 (continued)

```
   8  ..... 15-24 NBL HS-3C
   9  ..... 15-24 NBL 4COL+
  10  ..... 15-24 BLK <HS
  11  ..... 15-24 BLK HS-3C
  12  ..... 15-24 BLK 4COL+
  13  ..... 25-34 NBL <HS
  14  ..... 25-34 NBL HS-3C
  15  ..... 25-34 NBL 4COL+
  16  ..... 25-34 BLK <HS
  17  ..... 25-34 BLK HS-3C
  18  ..... 25-34 BLK 4COL+
  19  ..... 35-64 NBL <HS
  20  ..... 35-64 NBL HS-3C
  21  ..... 35-64 NBL 4COL+
  22  ..... 35-64 BLK <HS
  23  ..... 35-64 BLK HS-3C
  24  ..... 35-64 BLK 4COL+
  25  .....   65+ NBL <HS
  26  .....   65+ NBL HS-3C
  27  .....   65+ NBL 4COL+
  28  .....   65+ BLK <HS
  29  .....   65+ BLK HS-3C
  30  .....   65+ BLK 4COL+

WHICH INFORMATION FOR POP        END W. E
 ?
rac2
 ?
e

DO YOU WANT ABSOLUTE NUMBERS OR PERCENT OF TOTAL?
h
CHOICES:
A ..... ABSOLUTE NUMBERS
P ..... PERCENT OF TOTAL

DO YOU WANT ABSOLUTE NUMBERS OR PERCENT OF TOTAL?
a

WHICH GEOGRAPHIC AREA(S)?   END W. E
 ?
h
CHOICES:
U     ..... U.S.
R     ..... CRUDE REGIONS
B     ..... BEAS
M     ..... MAS

WHICH GEOGRAPHIC AREA(S)?   END W. E
 ?
m
 ?
e

WHICH MAS                   END W. E
 ?
5
 ?
e
```

Figure 7 (continued)

```
COMPARISONS FOR POPULATION

-------------------------------------------------------------------
MA   5                        ACT70        SIM80          DIFF   %DIFF
-------------------------------------------------------------------
  RAC2
      NONBLACK              3537507.     3743600.     206093.    0.06
      BLACK                  130006.      173674.      43668.    0.34

ANOTHER DISPLAY?
yes

DO YOU STILL WANT ACT70     AND SIM80     ?
yes

WANT SAME GEOGRAPHIC AREA(S) AND SUBGROUP(S)?
yes

WHICH VARIABLE?
pop

WHICH INFORMATION FOR POP        END W. E
 ?
age5
 ?
e

DO YOU WANT ABSOLUTE NUMBERS OR PERCENT OF TOTAL?
e


      COMPARISONS FOR POPULATION

-------------------------------------------------------------------
MA   5                        ACT70        SIM80          DIFF   %DIFF
-------------------------------------------------------------------
  AGE5
      0-14                  1049893.     1072917.     23024.    0.02
      15-24                  584277.      629955.     45678.    0.08
      25-34                  444873.      530494.     85621.    0.19
      35-64                 1202078.     1274251.     72173.    0.06
      65+                    366394.      409663.     23269.    0.06

ANOTHER DISPLAY?
no
READY


logoff
M11838,7319     77/01/03 15:22:51 SHIFT-1  TOTAL COST:  $2.86
BIRCH LOGGED OFF TSO AT 15:22:57 ON JANUARY 3, 1977+
```


How to Get Started

HUD users should contact Steve Waltz, CPD / Economic Affairs, PDR, 755-6268

Getting started in ACCESS is very simple. A potential user sends us:

1. a brief description of what ACCESS will be used for
2. a list of the files within ACCESS to be drawn upon
3. authorization to set up an account (normally a purchase order).

We will set up the account and send back an ID and password, and the dictionaries for whatever files you wish to use. From that point on, you may use the system whenever you please. MIT will bill you monthly only for costs you have incurred during the previous month. The bill will amount to the computer time you have used in your ACCESS sessions multiplied times a factor to cover the storage and labor costs involved in maintaining the system. Historically, our ratio of total costs to computer costs has run around five. We are, at present using the factor of five in our billing.

In general, our total cost (including the factor) is quite low -- particularly by historical standards. The ACCESS system makes very efficient use of the computer. Since we make no profit, the cost to the user is anywhere from five to 100 times cheaper than what most users are accustomed to.

If you have any questions regarding ACCESS or its use, please feel free to contact:

David Birch
Building 9-322
MIT
Cambridge, Mass. 02139
(617) 253-6344

or

Elizabeth Martin
Building 9-324
MIT
Cambridge, Mass. 02139
(617) 253-6253

We welcome your use of ACCESS, and hope you will join with us in exploring the richness of the information it contains.

Attachment 1

Files Available Through ACCESS

Dun and Bradstreet File of Business Establishments (FirmsXX)

Size: 4.5 million business establishments

Years: 1969, 1972 and 1974

Geography:
- Zip Code
- County
- State
- SMSA
- Migration area
- Region
- U.S.

Variables:
- SMSA
- State
- County
- Zip Code
- Migration Area
- Year started
- Financial Strength
- Credit appraisal
- Annual sales
- Net worth
- Employees at establishment.
- Total employees in Organization
- Primary SIC Code
- Secondary SIC Code
- Tertiary SIC Code
- Headquarters state
- Firm status as part of a multi-unit operation
- Subsidiary indicator
- Manufacturing indicator

Attachment 1 (continued)

1970 Public Use Sample 1/100 File (PRH70XX05)

Size: 2,030,276 individual persons

Year: 1970

Geography:
- County subgroup
- County group
- Migration area
- Region
- U.S.

Variables:
- County group
- County subgroup
- Migration area
- Number of persons in housing unit
- Number of rooms
- Tenure
- Value of property
- Rent
- Year built
- Units in structure
- Family income
- Relationship to household head
- Type of group quarters
- Sex
- Race
- Spanish surname
- Age
- Birth quarter
- Marital status
- Place of birth
- Highest grade attended
- Finished grade
- Hours worked
- Year last worked
- Industry
- Occupation
- Class of worker
- Employment status
- Activity 1965
- Military status 1965
- Student status 1965
- Worked 1969
- Weeks worked 1969
- Wages 1969
- Professional/business earnings 1969
- Farm earnings 1969
- Welfare income
- Chief income recipient
- Person's total income
- Family income/poverty
- Size of family
- Sub-family relationship
- Type of sub-family
- Family type
- Spanish type
- Citizenship
- Immigration year
- Age at first marriage
- State of residence 1965
- Industry 1965
- Occupation 1965
- Class of worker 1965

Attachment 1 (continued)

1970 Public Use Sample 1/100 File (PHH70NNO5)

Size: 203,098 individual persons
Year: 1970
Geography: County Subgroup
County group
U.S.

Variables:
- County Group
- County subgroup
- Number of persons in housing unit
- Number of rooms
- Tenure
- Value of property
- Rent
- Year built
- Units in structure
- Family income
- Relationship to household head
- Type of group quarters
- Sex
- Race
- Spanish surname
- Age
- Birth quarter
- Marital status
- Place of birth
- Highest grade attended
- Finished grade
- Children ever born
- Hours worked
- Year last worked
- Industry
- Occupation
- Class of worker
- Employment Status
- Activity 1965
- Military status 1965
- Student status 1965
- Worked 1969
- Weeks worked 1969
- Wages 1969
- Professional/business earnings in 1969
- Farm earnings 1969
- Welfare income
- Chief income recipient
- Person's total income
- Family income/poverty
- Size of family
- Subfamily relationship
- Citizenship
- Inmigration year
- Age at first marriage
- State of residence 1965
- Industry 1965
- Occupation 1965
- Class of worker 1965

Attachment 1 (continued)

Social Security Paired Year File (PAIRYR)

Size: About 7 million migration decisions by 1.45 million individual persons

Geography: State
Migration area

Years: 1960/1963, 1963/1966, 1966/1967, 1967/1968, 1968/1969, 1969/1970, 1970/1971

Variables:
- Age
- Race
- Sex
- Status
- Move indicator
- First year of paired years
- Number of different jobs held at place of origin
- Direction of move (north, south, east, west)
- Distance between places of origin and distination
- Wage change between origin and destination

Have following variables for place of origin and place of destination
- Migration area
- State
- Region
- Area type
- Wages
- Industry
- Percent unemployment in 1970
- Percent families with income of $5000 or less in 1970
- Percent families with income of $15,000 or more in 1970
- Percent people with 4 or more years of college in 1970
- Percent employed in service industries in 1970
- Percent population growth 1960-70
- Percent out-migration 1967
- Percent black in 1970
- Total population in 1970

The following variables are computed from whatever data is available for the individial from 1966 through 1971:
- Migrant type - 5 types ranging from no moves through chronic mover
- Average number of moves
- Average number of regions lived in
- Average number of moves which were returns to a previous place
- Average time spent in each place between moves
- Compound growth rate of earnings

Attachment 1 (continued)

Social Security Migration History File (MIGHIST)

Size: 1.45 million individual persons

Years covered: 1960, 1963, 1966 through 1971

Geography: Migration area

Variables:
- Age
- Sex
- Race
- Status
- Industry
- Migration area (MA) of employment 1969
- Migration area (MA) of employment 1970
- Migration area (MA) of employment 1971
- Move indicator 1969
- Area type of MA 1969
- History of prior migrations relative to MA of employment 1969
- Type of move (in area type hierarchy) 1969-70
- Move indicator 1970
- Area type of MA 1970
- History of prior migrations relative to MA of employment in 1970
- Type of move (in area type hierarchy) 1970-71

The following variables are computed from data for years 1966 through 1971:
- Average number of jobs per year
- Compound growth rate of wages
- Number of moves
- Average number of moves
- Average number of regions lived in
- Average number of different area types lived in
- Average number of moves which were returns to previous place
- Average time spent in each place between moves
- Migrant type - 5 types ranging from no moves through chronic mover

Attachment 1 (continued)

1960 County Components Summary File (ACT60)

Year: 1960

Geography: U.S.
Region
BEA area
Migration area

Variables:
- Total population
- Race - 2 groups
  - nonblack; black
- Age - 5 groups
  - 0-15, 16-24, 25-34, 35-64, 65+
- Eduoation - 3 groups
  - less than high school,
  - high school to 3 years of college,
  - 4 college or more
- Total employment
- Employment in farming
- Employment in manufacturing
- Employment in service

Attachment 1 (continued)

1970 Fourth Count Census Summary File (ACT70)

Year: 1970

Geography: U.S.
Region
BEA area
Migration area

Variables: Total population
Race - 2 groups
nonblack, black
Age - 5 groups
0-15, 16-24, 25-34, 35-64, 65+
Education - 3 groups
less than high school,
high school to 3 years of college,
4 college or more
Total employment
Employment in farming
Employment in manufacturing
Employment in service

Attachment 1 (continued)

1975 Census County Estimates (ACT75)

Year: 1975

Geography: U.S.
Region
BEA area
Migration area

Variables: Total population

Attachment 1 (continued)

1980 Simulation Results (SIM80)

Year: 1980

Geography: U.S.
Region
BEA area
Migration area

Variables: Total population
Race - 2 groups
nonblack, black
Age - 5 groups
0-15, 16-24, 25-34, 35-64, 65+
Education - 3 groups
less than high school,
high school to 3 years of college,
4 college or more
Total employment
Employment in farming
Employment in manufacturing
Employment in service

Attachment 1 (continued)

1980 OBERS Projections (OBERS80)

Year: 1980

Geography: U.S.
Region
BEA area
Migration area

Variables: Total Population
Total Employment

Attachment 1 (continued)

1985 Simulation Results (SIM85)

Year: 1985

Geography: U.S.
Region
BEA area
Migration area

Variables: Total Population
Race - 2 groups
nonblack, black
Age - 5 groups
0-15, 16-24, 25-34, 35-64, 65+
Education - 3 groups
less than high school
high school to 3 years of college
4 college or more
Total employment
Employment in farming
Employment in manufacturing
Employment in service

Attachment 2

Instructions for Getting Started on ACCESS

1. Dial 617-258-7511
2. Get connect indicator (light) on terminal.
3. Type letter O and carriage return (CR).
   You must type a Carriage Return after each message you type to transmit the message over the phone line.
4. It will ask you to log on. Type:

   LOGON XXXXX Size (300)

   where XXXXX is your ID. Make sure you put spaces in the right place. Don't forget the Carriage Return at the end.
5. It will ask you for your password. Type it in (and, as always, a Carriage Return.)
6. It will give you some messages and READY. Type:

   TABULATE or DISPLAY

   If you need help at any point, type H. Never hit the "Break" or "Attn" keys. If you do, you will lose ACCESS.
7. If for any reason ACCESS quits (which it should never do) simply start over with TABULATE or DISPLAY.
8. When you are done, type:

   LOGOFF

   Wait for two messages and disconnect the phone from the terminal.

Attachment 3

Using Telenet

The most important thing you must realize when using Telenet is that you are dealing with three different levels, each of which will be talking to you at one time or another:

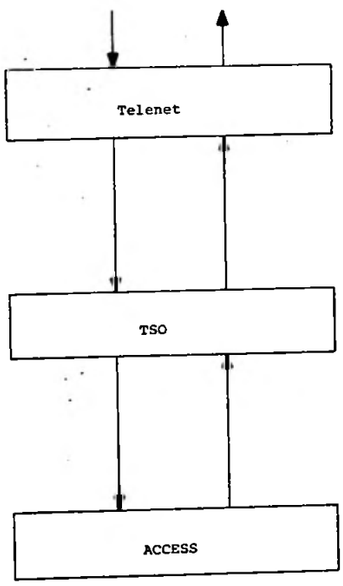
1. Telenet (a local "host" computer hooked to a communications network)
2. TSO (the MIT Computer)
3. ACCESS

Each level has its own commands and its own syntax. Figure 1 summarizes how you move from one level to the next. Figure 2 outlines the steps you follow, and Figure 3 provides an annotated sample run. Figure 5 is a copy of Telenet's own user's manual, including terminal identifiers and telephone numbers.

(Attachment 3 (continued)

Figure 1

The Three Levels



Level	Prompts With	To Reach It	To Leave It
Telenet	@	CR CR	Letter "D"
TSO	Ready	Letter "O" at beginning CONT during session	CR @ CR
ACCESS	A question	Automatic	Normal Exit or Break Key

Attachment 3 (continued)

Figure 2

Steps in Using Telenet

1. Turn on computer and terminal.
2. Set at 300 baud (30 cps) and full duplex.
3. Dial local Telenet number.
4. When you get the connect indicator, hit 2 carriage returns (CR).
5. Telenet will respond with a message and:

   TERMINAL=

6. You type in the identifier for your type of terminal (See Figure 4; in our case it was (DECW).
7. Telenet returns with its prompter: @
8. You type:

   C 617 IS1

9. It types:

   617 IS1 CONNECTED

10. You type the letter "O" (and a CR)
    You may have to repeat this step if it doesn't work the first time.
11. TSO will now respond and request that you logon. Do so as you normally would as a regular TSO user.
12. TSO will end the logon procedure with its prompt: READY
13. Return temporarily to Telenet by typing:

    CR @ CR (See Figure 1)

14. Telenet will respond with its prompt: @
15. You type:

    DEVI VIRT

    It returns with @

    You type:

    ENABLE PADDING

Attachment 3 (continued)

Figure 2 (continued)

16. Telenet prompts for another command with : @
17. You type:

    CONT

    in order to go back to TSO (see Figure 1)

18. TSO comes back with: READY
19. You can now run the retrieval package. In the sample run it was:

    TABULATE

20. When you are done with the retrieval package and are back at TSO's READY, type

    LOGOFF

21. TSO will log you off but still leave you connected. To get back to Telenet, do the usual thing, i.e. type:

    CR @ CR

22. Telenet will prompt with: @
    You type

    D

    to disconnect from Telenet

23. Turn off the terminal and hang up the phone.

Good luck. It's not as complicated as it sounds, as you can see from the sample session. You simply have to do the right steps in the right sequence.

Figure 3

Attachment 3 (continued)

Sample Session with Telenet

```
                                   Dialed Number
                                   Hit CR twice
<-------------------------------------

TELENET
603 AL2

TERMINAL=decw

@c 617 is1

617 IS1 CONNECTED
                                   There is no prompt at this point
o  <-------------------------------------
@KJG4012A ENTER LOGON -

 logon birch2
ENTER PASSWORD FOR BIRCH2-
                                   Your password
<-------------------------------------
BIRCH2 LOGON IN PROGRESS AT 17:13:03 ON APRIL 12, 1977
Friday April 1, the mail office resumes 9-12 , 2-5 hours
for information on cpu surcharge elimination, type 'help news'
type 'help courses' for details on elementary pl/1
and intermediate multics courses in april
READY

@                                  This is actually CR @ CR
<-------------------------------------

 TELENET

 @devi virt

 @enable padding

 @cont

 READY
 tabulate
 DATA SET OFF.FRONT.GO.DATA GOT IN CATALOG   } Deliberately ran job
 MISSING DATA SET NAME+                      } which would not run
 READY
 logoff
 MI1838,P13698   77/04/12 17 13:4 SHIFT-1  TOTAL COST:  $.77
 BIRCH2 LOGGED OFF TSO AT 17 17:09 ON APRIL 12, 1977+

 617 IS1 DISCONNECTED  2:50 11 51  <-- Automatically disconnected
                                       this time
```


Figure 4

Attachment 3 (continued)

Telenet Users Guide

How to Use Telenet The Public Packet-Switched Network for Data Communications

Information for Terminal Users

Telenet Communications Corporation
Corporate Headquarters
1050 17th Street, NW
Washington, DC 20036

Telephone: 202/637-7900

Regional Sales Offices:

New England
Boston, MA 617/899-4478

New York-New Jersey-Penn
New York, NY 212/594-6644

Central-Southeast
Washington, DC 202/637-7900

Southwest-Southern California
Los Angeles, CA 213/477-2048

Northwest-Northern California
Menlo Park, CA 415/854-5845

Telenet Customer Service
Telephone: 202/347-2424

Attachment 3 (continued)

Figure 4 (continued)

Telenet Sign-On Procedure

The instructions below explain how to connect to your computer through Telenet if you are using an ASCII-type terminal. If you are using a selectric-based terminal (like the IBM 2741), or if you are accessing an APL service for either class of terminal, Steps 1 and 3 will be different. See Notes. In the example: □ = *your* response. CR = carriage return. All other messages are automatically sent by Telenet.

Steps	Example	Notes
1. Turn on the terminal and coupler.		(1) Selectric-based terminals: switch to OFFLINE or LOCAL.
2. Dial local Telenet number.		(2) Telenet will have local dial-in service in more than 60 cities in the coming months. For a current list, contact your computer service or any Telenet office.
3. Send two carriage returns.	CR CR	(3) Step three identifies the speed and code at which your terminal is operating. The appropriate speed/code detectors are: (a) ASCII terminals: CR CR ASCII/APL application CR J CR (b) Selectric-based terminals (first switch to REMOTE or COMM): □ CR Selectric/APL application J CR
4. Telenet will identify itself and ask you to identify your terminal. Type in the four character ID for your terminal, followed by a carriage return.	TELENET 202 DL 9 TERMINAL=□□□□ CR	(4) A list of Terminal Model Identifiers is included in this folder. If it does not contain an ID for your terminal, just enter a carriage return. In most cases this will work satisfactorily. Use of the four character ID, however, ensures the best performance for your terminal.
6. Type a C for "connect", skip a space, and type the network address of the computer, followed by a carriage return.	@C □□□ □□ CR	(5) The Telenet address for the computer you wish to reach is available from your computer service.
6. Telenet will respond with a connection message. You are now ready to begin your conversation with the computer.	(address) CONNECTED	(6) If a connection cannot be made immediately, Telenet will print out an explanation. See list of Network Messages.
7. To disconnect Log off as usual. Telenet will in most cases send a "DISCONNECTED" message, indicating that your *computer* connection through the network has been terminated. Hang up to disconnect from Telenet.	(address) DISCONNECTED	(7a) Three number groups may appear along with the disconnect message. They indicate: connect time in minutes and seconds; packets received; and packets sent. (7b) The disconnected message returns you to Telenet. At this point you may request a connection to another computer on the network without redialing. (7c) If you did not automatically receive a disconnect message—and you wish to use another computer on the network—you can disconnect from the first computer by entering: CR @ CR @D CR (address) DISCONNECTED

FOR TERMINALS WIRED DIRECTLY TO TELENET
After your terminal has been turned on, begin with Step 5.

Attachment 3 (continued)

Figure 4 (continued)

Terminal Model Identifiers

Enter the identification for your terminal model in response to network inquiry TERMINAL=

Terminal Model	Identifier
Anderson Jacobson 630	AJ83
Anderson Jacobson 841	†
Computer Devices CDI 1030	CD30
Computer Transceiver Execuport 300	CT30
Computer Transceiver Execuport 1200	CT12
Datapoint 3000	DP22
Datapoint 3300	DP30
DECwriter	DP33
Data 100 73	DECW
General Electric TermiNet 30	DT73
General Electric TermiNet 120	TN30
General Electric TermiNet 300	TN12
General Electric TermiNet 1200	GE30
Hazeltine 2000	GE12
IBM 2740/2741 EBCD (with type:)	HZ20
963, 996, 998	
938, 939, 961, 962, 997	IBM1
942, 943	IBM2
947, 948	IBM3
IBM 2740/2741 Correspondence (with type:)	IBM4
001, 005, 007, 008, 012, 202, 030, 050, 053, 067, 070, 085	
006, 010, 015, 019, 059, 090	IBM5
021, 025-029, 031-038, 060, 068, 080, 123, 129-145, 156, 161	IBM6
043, 054	IBM7
IBM 5767	IBM8
IBM 5100	†
Imlac PDS-1	†
Infoton Vista Standard	IML1
Infoton Vistar Display	IFVS
Memorex MRX 1240	IFVD
Research Inc. Teleray 3300	MX40
Tektronix 4010	RI33
Tektronix 4013	TK10
Tektronix 4023	TK13
Teletype Model 33	TK23
Teletype Model 35	TT33
Teletype Model 37	TT35
Teletype Model 38	TT37
Teletype Model 40	TT38
Teletype Inktronics	TT40
Texas Instruments 725	TTIN
Texas Instruments 733	TI25
Texas Instruments 735	TI33
Trendata 1000	TI35
Univac DCT 500	†
Vidoo Systems 1200	UV50
Vidoo Systems 5000	VS12
† same as IBM 2741	VS50

Network Commands

When you are talking to Telenet (in Telenet "command mode"), you may use any of the following network commands or their abbreviations (boxed):

CONNECT — a request for connection to the computer address that follows

DISCONNECT — to disconnect from your computer system

CR @ CR — to interrupt your computer conversation and return to Telenet command mode

CONTINUE — to return to your computer conversation after you have been in Telenet command mode

HALF . DUPLEX — to stop the network from echoing keyboard input on ASCII terminals

FULL . DUPLEX — to echo keyboard input on ASCII terminals

Attachment 3 (continued)

Figure 4 (continued)

Explanation of Network Messages

@	A Telenet prompt character indicating that the network is waiting for a command
TERMINAL=	Request for user to enter terminal model identifier

In response to CONNECT command:

(address) CONNECTED	The connection between your terminal and the computer has been established successfully
(address) BUSY	All computer ports are in use
(address) DOES NOT SUPPORT TERMINAL	The computer system is refusing the connection because of the terminal model or mode
ILLEGAL ADDRESS	The computer system address is invalid because it identifies a non-existent system
ILLEGAL DESTINATION ADDRESS	Connection to this address is not permitted
ILLEGAL SOURCE ADDRESS	The computer system will not communicate because of the terminal's address
(address) NOT AVAILABLE	The computer system is operating but is actively refusing to permit the terminal to connect
(address) NOT OPERATING	No connection can be made because the computer system is not operating
(address) NOT REACHABLE	The computer system cannot be reached because intervening components are out of service
(address) NOT RESPONDING	The computer system is operating but not acknowledging the terminal's request to connect
(address) REFUSED COLLECT CONNECTION	The computer system is not willing to accept the charges for the connection
(address) STILL CONNECTED	The terminal is still actively connected to this address. You must disconnect before initiating another connection
(address) STILL PENDING	The terminal has a request for connection to this address pending. You must disconnect before initiating another connection.
SUBPROCESS UNAVAILABLE	The specific process included as part of address is not available

In response to CONTINUE command:

NOT CONNECTED	No suspended connection exists and the command is ignored

Attachment 3 (continued)

Figure 4 (continued)

Telenet Dial-In Access Numbers

110-300 bps adaptive speed ports

Arizona	
Phoenix	602/257-1552
California	
Los Angeles	
Central & East	213/624-5230
West & Valley	213/822-9287
South & Long Beach	213/549-5150
Orange County	714/558-6061
San Diego	714/231-1922
San Francisco	415/362-6200
San Francisco Peninsula	415/595-0360
San Jose	408/279-8450
Colorado	
Denver	303/623-0876
Connecticut	
Hartford	203/522-0344
New Haven/ Bridgeport	203/789-0211
Stamford	203/357-1808
District of Columbia	
Washington	202/347-1400
Florida	
Miami	305/374-6400
Georgia	
Atlanta	404/577-8911
Illinois	
Chicago	312/372-4901
Indiana	
Indianapolis	317/635-9630
Louisiana	
New Orleans	504/568-1840
Maryland	
Baltimore	301/962-5010
Massachusetts	
Boston	617/338-1400
Michigan	
Detroit	313/961-5115
Minnesota	
Minneapolis	612/339-0150
Missouri	
Kansas City	816/474-1600
St. Louis	314/231-8800
New Jersey	
Newark	201/623-6818
New York	
Albany	518/445-9111
Buffalo	716/847-0600
Long Island	516/292-0320
New York	212/736-7205
Rochester	716/454-3430
White Plains	914/682-8777
Ohio	
Cincinnati	513/621-7017
Cleveland	216/241-0940
Columbus	614/463-1400
Oregon	
Portland	503/243-2800
Pennsylvania	
Philadelphia	215/574-0620
Pittsburgh	412/765-2681
Texas	
Dallas	214/748-0127
Houston	713/224-3380
Utah	
Salt Lake City	801/364-2644
Washington	
Seattle	206/624-9780
Wisconsin	
Milwaukee	414/271-2560

Canadian

Montreal	
110 bps	514/878-9975
134.5 bps	514/878-9977
300 bps	514/878-9971
Ottawa	
110 bps	613/563-9625
134.5 bps	613/563-9629
300 bps	613/563-9639
Toronto	
110 bps	416/361-1728
134.5 bps	416/361-1515
300 bps	416/361-0011

1200 BPS Ports

Boston	617/338-7495
Chicago	312/726-1957
Dallas	214/748-6371
Los Angeles	213/624-1521
New York	212/736-1800
San Francisco	415/956-5777
Washington, DC	202/347-6093

1970 Public Use Sample 1/1000 File (5% Sample)

Number of records: 203085

File Name: PHH70us05

General Description:

This file an extract of the 1970 1/1000 Public Use Sample File; it merges selected fields from the household record and the person record into one record for each individual. The 1/1000 Public Use Sample File is a random sample of .1 percent of the U.S. population in 1970. Specifically, it is 2% of a randomly selected 5% of the 1970 population who were asked the basic census questions and additional special questions.

Variable Name	Categories	Description
CGROUP	1 through 149	County group number See Appendix A
SUBGROUP	1 through 99	County subgroup number See Appendix A
PERSONS	0 through 28	Number of persons in housing unit (1 in case of group quarters person)
ROOMS		Number of Rooms
	0	1 room
	1	2 rooms
	2	3 rooms
	3	4 rooms
	4	5 rooms
	5	6 rooms
	6	7 rooms
	7	8 rooms
	8	9 or more rooms
	9	NA (group quarters)

Variable Name	Categories	Description
TENURE	0	Owned or being bought
	1	Cooperative or condominium
	2	Cash rented
	3	No cash rent
	4	NA - group qtrs.
HOUSVAL	0	Value of property under $5,000
	1	$5,000-$7,499
	2	$7,500-$9,999
	3	$10,000-$12,499
	4	$12,500-$14,999
	5	$15,000-$17,499
	6	$17,500-$19,999
	7	$20,000-$24,999
	8	$25,000-$34,999
	9	$35,000-$49,999
	10	$50,000 or more
	11	NA
RENT	1 through 999	Monthly rent in dollars
	0	NA
YRBUILT		Year structure was built
	0	1969 or 1970
	1	1965-1968
	2	1960-1964
	3	1950-1959
	4	1940-1949
	5	1939 or earlier
	6	NA (group qtrs.)

Variable Name	Categories	Description
UNITS		Units in structure
	0	1 family, detached
	1	1 family, attached
	2	2 family building
	3	3-4 family building
	4	5-9 family building
	5	10-19 family building
	6	20-49 family building
	7	50- or more family building
	8	Mobile home or trailer
	9	NA (G.Q.)
INCFAM		Total income of family or primary individual to nearest $100
	0	$1-$99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	1000	$1-$99 loss
	1001 to 1098	Loss in $100 intervals
	1099	Loss of $9900 or more
	999	No income
	998	NA (group qtrs.)
HEADREL		Basic relationship to household head
	0	Head of household
	1	Wife of head
	2	Son or daughter of head
	3	Other relative of head
	4	Roomer, boarder, lodger
	5	Patient or inmate
	6	Other not related to head

Variable Name	Categories	Description
GQTYPE		Type of Group Quarters
	0	Correctional institution
	1	Mental diseases hospital and treatment centers
	2	TB and other chronic diseases hospital
	3	Aged and dependent homes
	4	Mentally handicapped home
	5	Physically handicapped homes, schools and hospitals
	6	Homes for neglected and dependent children
	7	Other institutions for children
	8	Rooming and boarding houses, tourist homes and communes
	9	Military installations
	10	College dormitories
	11	Other
	99	NA (persons not in G.Q.)
SEX	0	Male
	1	Female
RACE	0	White
	1	Negro
	2	Indian (Amer.)
	3	Japanese
	4	Chinese
	5	Filipino
	6	Hawaiian (In Alaska: Aleut)
	7	Korean (In Alaska: Eskimo)
	8	Other

Variable Name	Categories	Description
SPANNAME		Spanish Surname
	0	White, Spanish surname
	1	Negro and other races (except white), Spanish surname
	2	Not Spanish surname
	3	NA (Not one of 5 South-western States)
AGE	0	Under 1 year
	1 to 99	1 to 99
	100	100 or over
BIRTHQTR	0	First quarter
	1	Second quarter
	2	Third quarter
	3	Fourth quarter
MARRIAGE		Marital status
	0	Married, spouse present
	1	Married, spouse absent
	2	Widowed
	3	Divorced
	4	Separated
	5	Never married
	6	NA (persons under 14)
BIRTHPL		Place of birth recode
	1	U.S. State
	2	At sea or abroad of American parents
	3	U.S. possession
	4	Foreign

Variable Name	Categories	Description
BIRTHPL2	1-99	State of birth or country of birth See Appendix B
HIGRADE		Highest grade attended
	0	Never attended school
	1	Nursery school
	2	Kindergarten
	3	Elementary 1
	4	Elementary 2
	5	Elementary 3
	6	Elementary 4
	7	Elementary 5
	8	Elementary 6
	9	Elementary 7
	10	Elementary 8
	11	Elementary 9
	12	High School 10
	13	High School 11
	14	High School 12
	15	College 1
	16	College 2
	17	College 3
	18	College 4
	19	College 5
	20	College 6 or more
	21	NA (persons under 3 years)
GRADFIN		Finished Grade
	0	Now attending
	1	Finished grade
	2	Did not finish
	3	NA (persons under 3 years or never attended)

Variable Name	Categories	Description
CHILDREN		Children ever born
	0	None
	1 to 11	1-11
	12	12 or more
	13	NA(males, females under 14)
HRSWORK		Hours worked (during week before census interview)
	0	1-14 hours
	1	15-29 hours
	2	30-34 hours
	3	35-39 hours
	4	40 hours
	5	41-48 hours
	6	49-59 hours
	7	60 or more hours
	8	NA (persons not at work-see variable WORKSTAT)
YEARWORK		Year last worked
	0	1970
	1	1969
	2	1968
	3	1964-1967
	4	1960-1963

(Continues on next page)

Variable Name	Categories	Description
YEARWORK (cont.)		
	5	1959 or earlier
	6	Never worked
	7	NA (persons with WORKSTAT "at work" or in armed forces, persons under 14 years, persons unemployed or not in labor force (NILF) who did not report year last worked.)
INDUSTRY	17 through 937	Industry code, see Appendix C
	0	NA (persons under 14 years, persons who never worked, persons in the armed forces, persons NILF who did not report year last worked, or persons NILF and last worked 1959 or earlier).
OCCUPATN	1-991	Occupation code, see Appendix D
	0	NA (persons under 14 years, persons who never worked, persons in the armed forces, persons NILF who did not report year last worked, or persons NILF and last worked 1959 or earlier).
WORKCLAS		Class of worker
	0	Employee of private co., etc.
	1	Federal government employee (including persons in the armed forces).
	2	State government employee

(Continues on next page)

Variable Name	Categories	Description
WORKCLAS (cont.)		
	3	Local government employee
	4	Self-employed; own business, not incorporated
	5	Self-employed; own business, incorporated
	6	Working without pay
	7	NA (persons under 14 years, persons who never worked, persons NILF who did not report year last worked, persons NILF who last worked 1959 or earlier).
WORKSTAT		Employment status
	0	Not in universe (under 14 years)
	1	At work
	2	With a job - not at work
	3	Unemployed
	4	Armed forces - at work
	5	Armed forced - on leave
	6	Not in labor force

Variable Name	Categories	Description
WORK65		Activity 5 years ago: working at job or business (full or part-time)
	0	Yes
	1	No
	2	Not reported
	3	NA (persons under 14 years old)
MIL65		Activity 5 years ago: in armed forces
	0	Yes
	1	No
	2	Not reported
	3	NA (persons under 14 years old)
COLLEG65		Activity 5 years ago: in college
	0	Yes
	1	No
	2	Not reported
	3	NA (persons under 14 years old)
WORK69		Worked last year (1969)
	0	Yes
	1	No
	2	NA (persons under 14 years)
WKSWORK		Weeks worked in 1969
	0	13 weeks or less
	1	14-26 weeks
	2	27-39 weeks
	3	40-47 weeks

(Continues on next page)

Variable Name	Categories	Description
WKSWORK(cont.)		
	4	48-49 weeks
	5	50-52 weeks
	6	NA (persons under 14 or who did not work last year)
INCWAGE		Earnings in 1969 to nearest $100: Wages, Salary Commissions, Bonuses, or Tips from all jobs
	999	No income
	0	$1 to $99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	998	NA (under 14 years)
INCBUS		Earnings in 1969 to nearest $100: Non-Farm Business, Professional Practice or Partnership
	999	No income
	0	$1-$99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	1000	$1-$99 loss
	1001 to 1098	Loss in hundred dollars intervals
	1099	Loss of $9,900 or more
	998	NA (under 14 years of age)
INCFARM		Earnings in 1969 to nearest $100: own farm
	999	No income
	0	$1-$99

(Continues on next page)

Variable Name	Categories	Description
INCFARM(cont.)		
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	1000	$1-$99 loss
	1001 to 1098	Loss in hundred dollar intervals
	1099	Loss of $9900 or more
	998	NA (under 14 years or age)
INCWELF		Income from Public Assistance or Welfare
	999	No income
	0	$1 to $99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	998	NA (under 14 years)
MAINEARN		Is this person chief income recipient in family
	0	No, family member not having largest income or person under 14
	1	Yes, family member with largest income (and every persons in G.Q. or unrelated person 14+)
INCTOT		Persons total income
	999	No income
	0	$1-$99
	1 to 499	$100-$199 to $49,900-$49,999
	500	$50,000 or more
	1000	$1-$99 loss

(Continues on next page)

Variable Name	Categories	Description
INCTOT(cont.)		
	1001 to 1098	Loss in hundred dollar intervals
	1099	Loss of $9,990 or more
	998	NA (under 14 years of age)
POVRATIO		Ratio of family income to poverty cutoff
		Below poverty cutoff
	0	Under .50 of poverty cutoff
	1	.50-.74
	2	.75-.99
		Above poverty cutoff
	3	1.00-1.24
	4	1.25-1.49
	5	1.50-1.99
	6	2.00-2.99
	7	3.00+
	8	NA (Inmates of institutions, unrelated persons under 14 years old, armed forces living in military barracks, or college students living in dormitories)
FAMSIZE		Size of family
	2 to 35	Total number persons in primary family or subfamily
	0	NA (G.Q. or other person not the head of a family or subfamily)
SUBFAMRL		Sub-family relationship
	0	Head in a subfamily
	1	Wife in a subfamily
	2	Own child in a subfamily

(Continues on next page)

Variable Name	Categories	Description
SUBFAMRL (cont.)		
	3	In family but not in subfamily
	6	Primary individual
	7	Secondary individual in household
	8	Noninmate in group quarters
	9	Inmate in group quarters
CITIZEN		Citizenship
	0	Naturalized U.S. citizen
	1	Alien
	2	Born abroad of American parents
	3	Native born
YRIMMIG		Year of inmigration
	0	1965-1970
	1	1960-1964
	2	1955-1959
	3	1950-1954
	4	1945-1949
	5	1935-1944
	6	1925-1934
	7	1915-1924
	8	Before 1915
	9	Not reported
	10	NA (Native born)
MARRYAG		Age at first marriage
	14 to 99	14 to 99 years of age at first marriage
	0	NA (under 14 years or never married)

Variable Name	Categories	Description
STATE65		State of residence 1965
	1 through 56	State code, see Appendix E
	98	Abroad
	99	State not specified
	0	NA (persons under 14 years)
IND65		Industry 5 years ago (1965)
	17 through 999	Industry code, see Appendix C
	0	NA (persons under 14, persons not working at job 5 years ago)
OCC65		Occupation 5 years ago (1965)
	1-995	Occupation code, see Appendix D
	0	NA (Persons under 14, persons not working at a job or business 5 years ago)
WORKCL65		Class of worker 5 years ago (1965)
	0	Private company or government employee
	1	Self-employed or an unpaid family worker
	2	NA (Persons under 14, persons not working at a job or business 5 years ago)

Appendix A

A county group (CGROUP) is a Bureau of Economic Analysis (BEA) area[1] or an aggregate of BEA areas when the population is very small. Subgroups (SUBGROUP) are subdivisions of county groups; aggregates of subgroups are SMSAs. In the entire U.S. there are about 149 county groups and about 500 county group/subgroups.

Maps which identify these areas of available. A list of the 5 digit codes (county groups-first 2 or 3 digits and subgroups - last 2 digits) for SMSAs follows.

1. The United States is subdivided into 173 BEA areas. In most cases, a BEA area includes an SMSA (or group of SMSAs) and its surrounding commuter shed.

ALPHABETICAL LISTING OF
STANDARD METROPOLITAN STATISTICAL AREAS
IDENTIFIED ON
1970 COUNTY GROUP PUBLIC USE SAMPLES

Akron, Ohio SMSA	6301
Albany-Schenectady-Troy, N.Y. SMSA:	
Albany County	601
Rensselaer, Saratoga, and Schenectady Counties	602
Albuquerque, N.M. SMSA	12901
Allentown-Bethlehem-Easton, Penn.-N.J. SMSA:	
Lehigh County, Pa.	1413
Northampton County, Pa., and Warren County, N.J.	1414
Anaheim-Santa Ana-Garden Grove, Calif. SMSA	14302
Appleton-Oshkosh, Wis. SMSA	7801
Atlanta, Ga. SMSA:	
DeKalb County	4001
Fulton County	4002
Clayton, Cobb, and Gwinnett Counties	4003
Augusta, Ga.-S.C. SMSA	2901
Austin, Texas SMSA	11501
Bakersfield, Calif. SMSA	14303
Baltimore, Md. SMSA:	
Baltimore City	1601
Baltimore County	1602
Anne Arundel, Carroll, Harford, and Howard Counties	1603
Baton Rouge, La. SMSA	12301
Beaumont-Port Arthur-Orange, Texas SMSA	12501
Binghamton, N.Y.-Penn. SMSA	1101
Birmingham, Ala. SMSA	4101
Boston, Mass. SMSA (defined in terms of whole counties):	
Suffolk County	406
Essex County	402
Middlesex County	403
Norfolk County	404
Plymouth County	405
Bridgeport, Conn. SMSA (defined as Fairfield County)	1311
Buffalo, N.Y. SMSA	801
Canton, Ohio SMSA	6302
Charleston, S.C. SMSA	2902
Charlotte, N.C. SMSA	2401
Chattanooga, Tenn.-Ga. SMSA	4401
Chicago, Ill. SMSA:	
Cook County	7201
DuPage County	7202
Kane County	7203
Lake County	7204
McHenry and Will Counties	7205
Cincinnati, Ohio-Ky.-Ind. SMSA:	
Hamilton County, Ohio	5801
Dearborn County, Ind.; Boone, Campbell, and Kenton Counties, Ky; and Clermont and Warren Counties, Ohio	5802
Cleveland, Ohio SMSA:	
Cuyahoga County	6304
Geauga, Lake and Medina Counties	6305
Columbia, S.C. SMSA	2701
Columbus, Ohio SMSA	6001
Corpus Christi, Texas SMSA	12702

Alphabetical Listing of SMSA's Identified on 1970 County Group Public Use Samples (continued)

Dallas, Texas SMSA	11301
Davenport-Rock Island-Moline, Iowa-Ill. SMSA	7401
Dayton, Ohio SMSA	5901
Denver, Colo. SMSA:	
Adams and Arapahoe Counties	13101
Boulder and Jefferson Counties	13102
Denver County	13103
Des Moines, Iowa SMSA	9301
Detroit, Mich. SMSA:	
Wayne County	6601
Macomb County	6602
Oakland County	6603
Duluth-Superior, Minn.-Wis. SMSA	8001
El Paso, Texas SMSA	12801
Erie, Pa. SMSA	901
Flint, Mich. SMSA	6604
Fort Lauderdale-Hollywood, Fla. SMSA	3301
Fort Wayne, Ind. SMSA	7001
Fort Worth, Texas SMSA	11302
Fresno, Calif. SMSA	14304
Gary-Hammond-East Chicago, Ind. SMSA	7206
Grands Rapids, Mich. SMSA	6801
Greensboro-Winston-Salem-High Point, N.C. SMSA:	
Guilford County	2301
Forsyth, Randolph, and Yadkin Counties	2302
Greenville, S.C. SMSA	2601
Harrisburg, Penn. SMSA	1501
Hartford, Conn. SMSA (defined as Hartford County)	501
Honolulu, Hawaii SMSA (treated as the State of Hawaii):	
Honolulu City	14901
Balance of Honolulu County, and Kauii, Maui, and Hawaii Counties	14902
Houston, Texas SMSA	12502
Huntington-Ashland, W.Va.-Ky.-Ohio SMSA	4801
Indianapolis, Ind. SMSA:	
Marion County	5601
Boone, Hamilton, Hancock, Hendricks, Johnson, Morgan, and Shelby Counties	5602
Jackson, Miss. SMSA	12001
Jacksonville, Fla. SMSA	3101
Jersey City, N.J. SMSA	1312
Johnstown, Penn. SMSA	6201
Kansas City, Mo.-Kan. SMSA:	
Jackson County, Mo.	9803
Johnson County, Kan. and Cass County Mo.	9801
Wyandotte County, Kan. and Clay and Platte Counties, Mo.	9802
Knoxville, Tenn. SMSA	4601
Lancaster, Pa. SMSA	1502
Lansing, Mich. SMSA	6901
Las Vegas, Nev. SMSA	14001
Little Rock-North Little Rock, Ark. SMSA	10401
Lorain-Elyria, Ohio SMSA	6306
Los Angeles-Long Beach, Calif. SMSA	14301

Alphabetical Listing of SMSA's Identified on 1970 County Group Public Use Samples (continued)

Louisville, Ky.-Ind. SMSA	5001
Madison, Wisc. SMSA	7702
Memphis, Tenn.-Ark. SMSA	4201
Miami, Fla. SMSA	3302
Milwaukee, Wisc. SMSA:	
Milwaukee County	7703
Ozaukee, Washington, and Waukesha Counties	7704
Minneapolis-St. Paul, Minn. SMSA:	
Hennepin County	8201
Ramsey County	8202
Anoka, Dakota, and Washington Counties	8203
Mobile, Ala. SMSA	12201
Nashville-Davidson, Tenn. SMSA	4501
New Haven, Conn. SMSA (defined as New Haven County)	503
New Orleans, La. SMSA:	
Orleans Parish	12302
Jefferson, St. Bernard and St. Tammany Parishes	12303
New York, N.Y. SMSA:	
Kings County	1301
New York County	1302
Queens County	1303
Richmond County	1304
Bronx County	1305
Nassau County	1306
Suffolk County	1307
Rockland and Westchester Counties	1308
Newark, N.J. SMSA	
Essex County	1315
Morris County	1316
Union County	1317
Newport News-Hampton, Va. SMSA	2001
Norfolk-Portsmouth, Va. SMSA:	
Norfolk City	2002
Chesapeake, Portsmouth, and Virginia Beach Cities	2003
Oklahoma City, Okla. SMSA	10701
Omaha, Neb.-Iowa SMSA	9401
Orlando, Fla. SMSA	3201
Oxnard-Ventura, Calif. SMSA	14305
Paterson-Clifton-Passaic, N.J. SMSA:	
Bergen County	1313
Passaic County	1314
Peoria, Ill. SMSA	7301
Philadelphia, Pa.-N.J. SMSA:	
Philadelphia County, Pa.	1406
Bucks County, Pa.	1407
Montgomery County, Pa.	1408
Chester County, Pa.	1409
Delaware County, Pa.	1410
Burlington County, N.J.	1404
Camden and Gloucester Counties, N.J.	1405
Phoenix, Ariz. SMSA	14101
Pittsburgh, Pa. SMSA:	
Allegheny County	6202
Westmoreland County	6203
Beaver and Washington Counties	6204
Portland, Ore.-Wash. SMSA:	
Multnomah County, Ore.	13701
Clackamas and Washington Counties, Ore. and Clark County, Wash.	13702
Providence, R.I. SMSA (defined as Bristol, Kent, and Providence Counties)	409
Reading, Pa. SMSA	1412

Alphabetical Listing of SMSA's Identified on 1970 County Group Public Use Samples (continued)

Richmond, Va. SMSA	1901
Rochester, N.Y. SMSA	701
Rockford, Ill. SMSA	7601
Sacramento, Calif. SMSA	14501
St. Louis, Mo.-Ill. SMSA:	
St. Louis City, Mo.	10103
St. Louis County, Mo.	10104
Franklin, Jefferson, and St. Charles Counties, Mo.	10105
Madison County, Ill.	10101
St. Clair County, Ill.	10102
Salinas-Monterey, Calif. SMSA	14701
Salt Lake City, Utah SMSA	13202
San Antonio, Texas SMSA	12601
San Bernardino-Riverside-Ontario, Calif. SMSA:	
Riverside County	14306
San Bernardino County	14307
San Diego, Calif. SMSA	14201
San Francisco-Oakland, Calif. SMSA:	
San Francisco County	14704
Alameda County	14702
Contra Costa and Marin Counties	14703
San Mateo County	14705
San Jose, Calif. SMSA	14706
Santa Barbara, Calif. SMSA	14308
Seattle-Everett, Wash. SMSA:	
King County	13501
Snohomish County	13502
Shreveport, La. SMSA	11601
South Bend, Ind. SMSA	7101
Spokane, Wash. SMSA	13401
Springfield-Chicopee-Holyoke, Mass.-Conn. SMSA (defined as Hampden County, Mass.)	505
Stockton, Calif. SMSA	14401
Syracuse, N.Y. SMSA	702
Tacoma, Wash. SMSA	13503
Tampa-St. Petersburg, Fla. SMSA:	
Hillsborough County	3303
Pinellas County	3304
Toledo, Ohio-Mich. SMSA	6501
Trenton, N.J. SMSA	1401
Tucson, Ariz. SMSA	14102
Tulsa, Okla. SMSA	10601
Utica-Rome, N.Y. SMSA	703
Washington, D.C.-Md.-Va. SMSA:	
District of Columbia	1604
Montgomery County, Md.	1605
Prince Georges County, Md.	1606
Alexandria City and Arlington County, Va.	1607
Fairfax and Falls Church Cities, and Fairfax, Loudoun, and Prince William Counties, Va.	1608
West Palm Beach, Fla. SMSA	3305
Wichita, Kan. SMSA	9701
Wilkes-Barre-Hazleton, Pa. SMSA	1201
Wilmington, Del.-N.J.-Md. SMSA	1411
Worcester, Mass. SMSA (defined as Worcester County)	407
York, Pa. SMSA	1503
Youngstown-Warren, Ohio SMSA	902

Appendix B

BIRTHPL2

This variable with BIRTHPL indicates the U.S. state; U.S. possession, or country where the individual was born.

BIRTHPL	BIRTHPL2	Place of Birth
1	01	Alabama
1	02	Alaska
1	04	Arizona
1	05	Arkansas
1	06	California
1	08	Colorado
1	09	Connecticut
1	10	Delaware
1	11	District of Columbia
1	12	Florida
1	13	Georgia
1	15	Hawaii
1	16	Idaho
1	17	Illinois
1	18	Indiana
1	19	Iowa
1	20	Kansas
1	21	Kentucky
1	22	Louisiana
1	23	Maine
1	24	Maryland
1	25	Massachusetts
1	26	Michigan
1	27	Minnesota
1	28	Mississippi
1	29	Missouri

Appendix B (cont.)

BIRTHPL	BIRTHPL2	Place of Birth
1	30	Montana
1	31	Nebraska
1	32	Nevada
1	33	New Hampshire
1	34	New Jersey
1	35	New Mexico
1	36	New York
1	37	North Carolina
1	38	North Dakota
1	39	Ohio
1	40	Oklahoma
1	41	Oregon
1	42	Pennsylvania
1	44	Rhode Island
1	45	South Carolina
1	46	South Dakota
1	47	Tennessee
1	48	Texas
1	49	Utah
1	50	Vermont
1	51	Virginia
1	53	Washington
1	54	West Virginia
1	55	Wisconsin
1	56	Wyoming
1	99	State not reported
2	01	At Sea
2	02	Abroad of Amer Parnt
3	03	American Samoa
3	04	Canal Zone

Appendix B(cont.)

BIRTHPL	BIRTHPL2	Place of Birth
3	05	Guam
3	08	Puerto Rico
3	07	Virgin Islands
3	08	Other U.S. Possessions
3	99	Possession not Reported
4	10	England
4	11	Scotland
4	12	Wales
4	13	Northern Ireland
4	14	Ireland-Erie
4	15	Norway
4	16	Sweden
4	17	Denmark
4	18	Netherlands
4	19	Belgium
4	20	Switzerland
4	21	France
4	22	Germany
4	23	Poland
4	24	Czechoslovakia
4	25	Austria
4	26	Hungary
4	27	Yugoslvaia
4	28	Latvia
4	29	Estonia
4	30	Lithuania
4	31	Finland
4	32	Fumania
4	33	Bulgaria
4	34	Greece
4	35	Italy

Appendix B (cont.)

BIRTHPL	BIRTHPL2	Place of Birth
4	36	Spain
4	37	Portugal
4	38	Iceland
4	39	Luxembourg
4	40	Albania
4	41	Other Europe
4	42	Turkey
4	43	Syria
4	44	Lebanon
4	45	Israel
4	46	U.A.R.
4	47	Other Southwest Asia
4	48	Pakistan
4	49	India
4	50	China
4	51	Japan
4	52	Korea
4	53	Philippines
4	54	Other Asia
4	55	Byelorussian SSR
4	56	Ukrainian SSR
4	57	Other Russia
4	58	Jordan
4	59	Iran
4	60	Canada
4	61	Mexico
4	62	Guatemala
4	63	British Honduras
4	64	Honduras
4	65	Nicaragua

Appendix B (cont.)

BIRTHPL	BIRTHPL2	Place of Birth
4	66	El Salvador
4	67	Costa Rica
4	68	Panama
4	69	Cuba
4	70	Jamaica
4	71	West Indies-Ass.Stat
4	72	Dominican Republic
4	73	Haiti
4	74	Other West Indies
4	75	Trinidad and Tobago
4	76	Venezuela
4	77	Ecuador
4	78	Peru
4	79	Bolivia
4	80	Brazil
4	81	Paraguay
4	82	Urugray
4	83	Chile
4	84	Argentina
4	85	Other Cent. & S. Amer.
4	86	Columbia
4	87	Northern Africa
4	88	Central Africa
4	89	Union of S. Africa
4	90	South Africa
4	91	Other Africa
4	92	Vietnam
4	93	Azores

Appendix B (cont.)

BIRTHPL	BIRTHPL2	Place of Birth
4	94	Other Atlantic Island
4	95	Australia
4	96	New Zealand
4	97	Trust Territory-Pacf
4	98	Other Pacific Islands
4	99	Country not Specified

Appendix C

Industry Classification

(Numbers in parentheses are the SIC code equivalents)

Census Code	
	AGRICULTURE, FORESTRY, AND FISHERIES
017	Agricultural production (01)
018	Agricultural services, except horticultural (07 except 0713 and 073)
019	Horticultural services (073)
027	Forestry (08)
028	Fisheries (09)
029	Agriculture, forestry, and fisheries--allocated
	MINING
047	Metal mining (10)
048	Coal mining (11, 12)
049	Crude petroleum and natural gas extractions (13)
057	Nonmetallic mining and quarrying, except fuel (14)
058	Mining--allocated
	CONSTRUCTION
067	General building contractors (15)
068	General contractors, except building (16)
069	Special trade contractors (17)
077	Not specified construction
078	Construction--allocated
	MANUFACTURING
	Durable goods
	Lumber and wood products, except furniture
107	Logging (241)
108	Sawmills, planing mills, and mill work (242, 243)
109	Miscellaneous wood products (244,249)
118	Furniture and fixtures (25)
	Stone, clay, and glass products
119	Glass and glass products (321-323)
127	Cement, concrete, gypsum, and plaster products (324, 327)
128	Structural clay products (325)
137	Pottery and related products (326)
138	Miscellaneous nonmetallic mineral and stone products (328, 329)

Durable goods-Continued

Metal industries
- 139 Blast furnaces, steel works, rolling and finishing mills (3312,3313)
- 147 Other primary iron and steel industries (3315-3317, 332, 3391, part 3399)
- 148 Primary aluminum industries (3334, part 334, 3352, 3361, part 3392, part 3399)
- 149 Other primary nonferrous industries (3331-3333, 3339, part 334, 3351, 3356, 3357, 3362, 3369, part 3392, part 3399)
- 157 Cutlery, hand tools, and other hardware (342)
- 158 Fabricated structural metal products (344)
- 159 Screw machine products (345)
- 167 Metal stamping (346)
- 168 Miscellaneous fabricated metal products (341, 343, 347, 348, 349)
- 169 Not specified metal industries

Machinery, except electrical
- 177 Engines and turbines (351)
- 178 Farm machinery and equipment (352)
- 179 Construction and material handling machines (353)
- 187 Metalworking machinery (354)
- 188 Office and accounting machines (357 except 3573)
- 189 Electronic computing equipment (3573)
- 197 Machinery, except electrical, n.e.c. (355, 356, 358, 359)
- 198 Not specified machinery

Electrical machinery, equipment, and supplies
- 199 Household appliances (363)
- 207 Radio, T.V., and communication equipment (365, 366)
- 208 Electrical machinery, equipment, and supplies, n.e.c. (361, 362, 364, 367, 369)
- 209 Not specified electrical machinery, equipment, and supplies

Transportation equipment
- 219 Motor vehicles and motor vehicle equipment (371)
- 227 Aircraft and parts (372)
- 228 Ship and boat building and repairing (373)
- 229 Railroad locomotives and equipment (374)
- 237 Mobile dwellings and campers (3791)
- 238 Cycles and miscellaneous transportation equipment (375, 3799)

Professional and photographic equipment, and watches
- 239 Scientific and controlling instruments (381, 382)
- 247 Optical and health services supplies (383, 384, 385)
- 248 Photographic equipment and supplies (386)
- 249 Watches, clocks, and clockwork-operated devices (387)
- 257 Not specified professional equipment
- 258 Ordnance (19)
- 259 Miscellaneous manufacturing industries (39)
- 267 Manufacturing, durable goods--allocated

Census Code

MANUFACTURING-Continued

Nondurable goods

Food and kindred products
- 268 Meat products (201)
- 269 Dairy products (202)
- 278 Canning and preserving fruits, vegetables, and sea foods (203)
- 279 Grain-mill products (204, 0713)
- 287 Bakery products (205)
- 288 Confectionery and related products (207)
- 289 Beverage industries (208)
- 297 Miscellaneous food preparation and kindred products (206,209)
- 298 Not specified food industries
- 299 Tobacco manufactures (21)

Textile mill products
- 307 Knitting mills (225)
- 308 Dyeing and finishing textiles, except wool and knit goods (226)
- 309 Floor coverings, except hard surface (227)
- 317 Yarn, thread, and fabric mills (221-224, 228)
- 318 Miscellaneous textile mill products (229)

Apparel and other fabricated textile products
- 319 Apparel and accessories (231-238)
- 327 Miscellaneous fabricated textile products (239)

Paper and allied products
- 328 Pulp, paper, and paperboard mills (261-263, 266)
- 329 Miscellaneous paper and pulp products (264)
- 337 Paperboard containers and boxes (265)

Printing, publishing, and allied industries
- 338 Newspaper publishing and printing (271)
- 339 Printing, publishing, and allied industries, except newspapers (272-279)

Chemicals and allied products
- 347 Industrial chemicals (281)
- 348 Plastics, synthetics and resins, except fibers (282, except 2823 and 2824)
- 349 Synthetic fibers (2823, 2824)
- 357 Drugs and medicines (283)
- 358 Soaps and cosmetics (284)
- 359 Paints, varnishes, and related products (285)
- 367 Agricultural chemicals (287)
- 368 Miscellaneous chemicals (286, 289)
- 369 Not specified chemicals and allied products

Petroleum and coal products
- 377 Petroleum refining (291)
- 378 Miscellaneous petroleum and coal products (295, 299)

Rubber and miscellaneous plastic products
- 379 Rubber products (301-303, 306)
- 387 Miscellaneous plastic products (307)

Leather and leather products
- 388 Tanned, curried, and finished leather (311)
- 389 Footwear, except rubber (313, 314)
- 397 Leather products, except footwear (312, 315-317, 319)

- 399 Manufacturing, nondurable goods--allocated
- 398 Not specified manufacturing industries

Census Code

TRANSPORTATION, COMMUNICATIONS, AND OTHER PUBLIC UTILITIES

Transportation
- 407 Railroads and railway express service (40)
- 408 Street railways and bus lines (411, 413-415, 417)
- 409 Taxicab service (412)
- 417 Trucking service (421, 423)
- 418 Warehousing and storage (422)
- 419 Water transportation (44)
- 427 Air transportation (45)
- 428 Pipe lines, except natural gas (46)
- 429 Services incidental to transportation (47)

Communications
- 447 Radio broadcasting and television (483)
- 448 Telephone (wire and radio) (481)
- 449 Telegraph and miscellaneous communication services (482, 489)

Utilities and sanitary services
- 467 Electric light and power (491)
- 468 Electric-gas utilities (493)
- 469 Gas and steam supply systems (492, 496)
- 477 Water supply (494)
- 478 Sanitary services (495)
- 479 Other and not specified utilities (497)

- 499 Transportation, communications, and other public utilities--allocated

WHOLESALE AND RETAIL TRADE

Wholesale trade
- 507 Motor vehicles and equipment (501)
- 508 Drugs, chemicals, and allied products (502)
- 509 Dry goods and apparel (503)
- 527 Food and related products (504)
- 528 Farm products--raw materials (505)
- 529 Electrical goods (506)
- 537 Hardware, plumbing, and heating supplies (507)
- 538 Not specified electrical and hardware products
- 539 Machinery equipment and supplies (508)
- 557 Metals and minerals, n.e.c. (5091)
- 558 Petroleum products (5092)
- 559 Scrap and waste materials (5093)
- 567 Alcoholic beverages (5098)
- 568 Paper and its products (5096)
- 569 Lumber and construction materials (5098)
- 587 Wholesalers, n.e.c. (5094, 5097, 5099)
- 588 Not specified wholesale trade
- 599 Wholesale trade--allocated

Census Code

WHOLESALE AND RETAIL TRADE-Continued

Retail trade
- 607 Lumber and building material retailing (521-524)
- 608 Hardware and farm equipment stores (525)
- 609 Department and mail order establishments (531, 532)
- 617 Limited price variety stores (533)
- 618 Vending machine operators (534)
- 619 Direct selling establishments (535)
- 627 Miscellaneous general merchandise stores (539)
- 628 Grocery stores (541)
- 629 Dairy products stores (545)
- 637 Retail bakeries (546)
- 638 Food stores, n.e.c. (542-544, 549)
- 639 Motor vehicle dealers (551, 552)
- 647 Tire, battery, and accessory dealers (553)
- 648 Gasoline service stations (554)
- 649 Miscellaneous vehicle dealers (559)
- 657 Apparel and accessories stores, except shoe stores (56 except 566)
- 658 Shoe stores (566)
- 667 Furniture and home furnishings stores (571)
- 668 Household appliances, TV, and radio stores (572, 573)
- 669 Eating and drinking places (58)
- 677 Drug stores (591)
- 678 Liquor stores (592)
- 679 Farm and garden supply stores (596)
- 687 Jewelry stores (597)
- 688 Fuel and ice dealers (598)
- 689 Retail florists (5992)
- 697 Miscellaneous retail stores (593-595, 599 exc. 5992)
- 698 Not specified retail trade
- 699 Retail trade--allocated

FINANCE, INSURANCE, AND REAL ESTATE
- 707 Banking (60)
- 708 Credit agencies (61)
- 709 Security, commodity brokerage, and investment companies (62, 67)
- 717 Insurance (63, 64)
- 718 Real estate, incl. real estate-insurance-law offices (65, 66)
- 719 Finance, insurance, and real estate--allocated

Census Code	
	BUSINESS AND REPAIR SERVICES
727	Advertising (731)
728	Services to dwellings and other buildings (734)
729	Commercial research, development, and testing labs (7391, 7397)
737	Employment and temporary help agencies (736, 7398)
738	Business management and consulting services (part 7392)
739	Computer programing services (part 7392)
747	Detective and protective services (7393)
748	Business services, n.e.c. (732, 733, 735, 7394, 7395, 7396, 7399)
749	Automobile services, except repair (751, 752, 754)
757	Automobile repair and related services (753)
758	Electrical repair shops (762, 7694)
759	Miscellaneous repair services (763, 764, 769, except 7694)
767	Business and repair services--allocated
	PERSONAL SERVICES
769	Private households (86)
777	Hotels and motels (701)
778	Lodging places, except hotels and motels (702, 703, 704)
779	Laundering, cleaning, and other garment services (721, 727)
787	Beauty shops (723)
788	Barber shops (724)
789	Shoe repair shops (725)
797	Dressmaking shops (part 729)
798	Miscellaneous personal services (722, 726, part 729)
799	Personal services--allocated
	ENTERTAINMENT AND RECREATION SERVICES
807	Theaters and motion pictures (78, 792)
808	Bowling alleys, billiard and pool parlors (793)
809	Miscellaneous entertainment and recreation services (791, 794)
817	Entertainment and recreation services--allocated
	PROFESSIONAL AND RELATED SERVICES
828	Offices of physicians (801, 803)
829	Offices of dentists (802)
837	Offices of chiropractors (804)
838	Hospitals (806)
839	Convalescent institutions (8092)
847	Offices of health practitioners, n.e.c. (part 8099)
848	Health services, n.e.c. (807, part 8099)
849	Legal services (81)
857	Elementary and secondary schools (821)
858	Colleges and universities (822)
859	Libraries (823)
867	Educational services, n.e.c. (824, 829)
868	Not specified educational services

Census Code	
	PROFESSIONAL AND RELATED SERVICES-Continued
869	Museums, art galleries, and zoos (84)
877	Religious organizations (866)
878	Welfare services (part 867)
879	Residential welfare facilities (part 867)
887	Nonprofit membership organizations (861-865, 869)
888	Engineering and architectural services (891)
889	Accounting, auditing, and bookkeeping services (893)
897	Miscellaneous professional and related services (892, 899)
899	Professional and related services--allocated
	PUBLIC ADMINISTRATION
907	Postal service (part 9190)
917	Federal public administration (part 9190, 9490)
927	State public administration (9290)
937	Local public administration (9390)
947	Public administration--allocated
	Workers not classifiable by industry
997	Unemployed persons, last worked 1959 or earlier*
999	Industry not reported**

*Found in experienced civilian labor force universe only.
**Used for Industry 5-years ago item only.

Appendix D

Occupation Classification

Census Code	
	PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS
001	Accountants
002	Architects
	Computer specialists
003	Computer programmers
004	Computer systems analysts
005	Computer specialists, n.e.c.
	Engineers
006	Aeronautical and astronautical engineers
010	Chemical engineers
011	Civil engineers
012	Electrical and electronic engineers
013	Industrial engineers
014	Mechanical engineers
015	Metallurgical and materials engineers
020	Mining engineers
021	Petroleum engineers
022	Sales engineers
023	Engineers, n.e.c.
024	Farm management advisors
025	Foresters and conservationists
026	Home management advisors
	Lawyers and judges
030	Judges
031	Lawyers
	Librarians, archivists, and curators
032	Librarians
033	Archivists and curators
	Mathematical specialists
034	Actuaries
035	Mathematicians
036	Statisticians
	Life and physical scientists
042	Agricultural scientists
043	Atmospheric and space scientists
044	Biological scientists
045	Chemists
051	Geologists
052	Marine scientists
053	Physicists and astronomers
054	Life and physical scientists, n.e.c.
055	Operations and systems researchers and analysts

Census Code	
	PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS-Continued
056	Personnel and labor relations workers
	Physicians, dentists, and related practitioners
061	Chiropractors
062	Dentists
063	Optometrists
064	Pharmacists
065	Physicians, medical and osteopathic
071	Podiatrists
072	Veterinarians
073	Health practitioners, n.e.c.
	Nurses, dietitians, and therapists
074	Dietitians
075	Registered nurses
076	Therapists
	Health technologists and technicians
080	Clinical laboratory technologists and technicians
081	Dental hygienists
082	Health record technologists and technicians
083	Radiologic technologists and technicians
084	Therapy assistants
085	Health technologists and technicians, n.e.c
	Religious workers
086	Clergymen
090	Religious workers, n.e.c.
	Social scientists
091	Economists
092	Political scientists
093	Psychologists
094	Sociologists
095	Urban and regional planners
096	Social scientists, n.e.c.
	Social and recreation workers
100	Social workers
101	Recreation workers
	Teachers, college and university
102	Agriculture teachers
103	Atmospheric, earth, marine, and space teachers
104	Biology teachers
105	Chemistry teachers
110	Physics teachers
111	Engineering teachers
112	Mathematics teachers
113	Health specialties teachers
114	Psychology teachers
115	Business and commerce teachers
116	Economics teachers
120	History teachers
121	Sociology teachers

Census Code	PROFESSIONAL, TECHNICAL, AND KINDRED WORKERS - Continued
	Teachers, college and university--continued
122	Social science teachers, n.e.c.
123	Art, drama, and music teachers
124	Coaches and physical education teachers
125	Education teachers
126	English teachers
130	Foreign language teachers
131	Home economics teachers
132	Law teachers
133	Theology teachers
134	Trade, industrial, and technical teachers
135	Miscellaneous teachers, college and university
140	Teachers, college and university, subject not specified
	Teachers, except college and university
141	Adult education teachers
142	Elementary school teachers
143	Prekindergarten and kindergarten teachers
144	Secondary school teachers
145	Teachers, except college and university, n.e.c.
	Engineering and science technicians
150	Agricultural and biological technicians, except health
151	Chemical technicians
152	Draftsmen
153	Electrical and electronic engineering technicians
154	Industrial engineering technicians
155	Mechanical engineering technicians
156	Mathematical technicians
161	Surveyors
162	Engineering and science technicians, n.e.c.
	Technicians, except health and engineering and science
163	Airplane pilots
164	Air traffic controllers
165	Embalmers
170	Flight engineers
171	Radio operators
172	Tool programmers, numerical control
173	Technicians, n.e.c.
174	Vocational and educational counselors
	Writers, artists, and entertainers
175	Actors
180	Athletes and kindred workers
181	Authors
182	Dancers
183	Designers
184	Editors and reporters
185	Musicians and composers
190	Painters and sculptors
191	Photographers
192	Public relations men and publicity writers
193	Radio and television announcers
194	Writers, artists, and entertainers, n.e.c.
195	Research workers, not specified
196	Professional, technical, and kindred workers --allocated

Census Code	MANAGERS AND ADMINISTRATORS, EXCEPT FARM
201	Assessors, controllers, and treasurers: local public administration
202	Bank officers and financial managers
203	Buyers and shippers, farm products
205	Buyers, wholesale and retail trade
210	Credit men
211	Funeral directors
212	Health administrators
213	Construction inspectors, public administration
214	Inspectors, except construction, public administration
216	Managers and superintendents, building
220	Office managers, n.e.c.
221	Officers, pilots, and pursers: ship
222	Officials and administrators: public administration, n.e.c.
223	Officials of lodges, societies, and unions
224	Postmasters and mail superintendents
225	Purchasing agents and buyers, n.e.c.
226	Railroad conductors
230	Restaurant, cafeteria, and bar managers
231	Sales managers and department heads, retail trade
233	Sales managers, except retail trade
235	School administrators, college
240	School administrators, elementary and secondary
245	Managers and administrators, n.e.c.
246	Managers and administrators, except farm--allocated
	SALES WORKERS
260	Advertising agents and salesmen
261	Auctioneers
262	Demonstrators
264	Hucksters and peddlers
265	Insurance agents, brokers, and underwriters
266	Newsboys
270	Real estate agents and brokers
271	Stock and bond salesmen
280	Salesmen and sales clerks, n.e.c.
281	Sales representatives, manufacturing industries
282	Sales representatives, wholesale trade
283	Sales clerks, retail trade
284	Salesmen, retail trade
285	Salesmen of services and construction
296	Sales workers--allocated
	CLERICAL AND KINDRED WORKERS
301	Bank tellers
303	Billing clerks
305	Bookkeepers
310	Cashiers

Census Code	CLERICAL AND KINDRED WORKERS - Continued
311	Clerical assistants, social welfare
312	Clerical supervisors, n.e.c.
313	Collectors, bill and account
314	Counter clerks, except food
315	Dispatchers and starters, vehicle
320	Enumerators and interviewers
321	Estimators and investigators, n.e.c.
323	Expediters and production controllers
325	File clerks
326	Insurance adjusters, examiners, and investigators
330	Library attendants and assistants
331	Mail carriers, post office
332	Mail handlers, except post office
333	Messengers and office boys
334	Meter readers, utilities
	Office machine operators
341	Bookkeeping and billing machine operators
342	Calculating machine operators
343	Computer and peripheral equipment operators
344	Duplicating machine operators
345	Key punch operators
350	Tabulating machine operators
355	Office machine operators, n.e.c.
360	Payroll and timekeeping clerks
361	Postal clerks
362	Proofreaders
363	Real estate appraisers
364	Receptionists
	Secretaries
370	Secretaries, legal
371	Secretaries, medical
372	Secretaries, n.e.c.
374	Shipping and receiving clerks
375	Statistical clerks
376	Stenographers
381	Stock clerks and storekeepers
382	Teacher aides, exc. school monitors
383	Telegraph messengers
384	Telegraph operators
385	Telephone operators
390	Ticket, station, and express agents
391	Typists
392	Weighers
394	Miscellaneous clerical workers
395	Not specified clerical workers
396	Clerical and kindred workers --allocated

Census Code	CRAFTSMEN AND KINDRED WORKERS
401	Automobile accessories installers
402	Bakers
403	Blacksmiths
404	Boilermakers
405	Bookbinders
410	Brickmasons and stonemasons
411	Brickmasons and stonemasons, apprentices
412	Bulldozer operators
413	Cabinetmakers
415	Carpenters
416	Carpenter apprentices
420	Carpet installers
421	Cement and concrete finishers
422	Compositors and typesetters
423	Printing trades apprentices, exc. pressmen
424	Cranemen, derrickmen, and hoistmen
425	Decorators and window dressers
426	Dental laboratory technicians
430	Electricians
431	Electrician apprentices
433	Electric power linemen and cablemen
434	Electrotypers and stereotypers
435	Engravers, exc. photoengravers
436	Excavating, grading, and road machine operators; exc. bulldozer
440	Floor layers, exc. tile setters
441	Foremen, n.e.c.
442	Forgemen and hammermen
443	Furniture and wood finishers
444	Furriers
445	Glaziers
446	Heat treaters, annealers, and temperers
450	Inspectors, scalers, and graders; log and lumber
452	Inspectors, n.e.c.
453	Jewelers and watchmakers
454	Job and die setters, metal
455	Locomotive engineers
456	Locomotive firemen
461	Machinists
462	Machinist apprentices
	Mechanics and repairmen
470	Air conditioning, heating, and refrigeration
471	Aircraft
472	Automobile body repairmen
473	Automobile mechanics
474	Automobile mechanic apprentices
475	Data processing machine repairmen
480	Farm implement

Census Code	CRAFTSMEN AND KINDRED WORKERS-Continued
481	Heavy equipment mechanics, incl. diesel
482	Household appliance and accessory installers and mechanics
483	Loom fixers
484	Office machine
485	Radio and television
486	Railroad and car shop
491	Mechanic, exc. auto, apprentices
492	Miscellaneous mechanics and repairmen
495	Not specified mechanics and repairmen
501	Millers; grain, flour, and feed
502	Millwrights
503	Molders, metal
504	Molder apprentices
505	Motion picture projectionists
506	Opticians, and lens grinders and polishers
510	Painters, construction and maintenance
511	Painter apprentices
512	Paperhangers
514	Pattern and model makers, exc. paper
515	Photoengravers and lithographers
516	Piano and organ tuners and repairmen
520	Plasterers
521	Plasterer apprentices
522	Plumbers and pipe fitters
523	Plumber and pipe fitter apprentices
525	Power station operators
530	Pressmen and plate printers, printing
531	Pressman apprentices
533	Rollers and finishers, metal
534	Roofers and slaters
535	Sheetmetal workers and tinsmiths
536	Sheetmetal apprentices
540	Shipfitters
542	Shoe repairmen
543	Sign painters and letterers
545	Stationary engineers
546	Stone cutters and stone carvers
550	Structural metal craftsmen
551	Tailors
552	Telephone installers and repairmen
554	Telephone linemen and splicers
560	Tile setters
561	Tool and die makers
562	Tool and die maker apprentices
563	Upholsterers
571	Specified craft apprentices, n.e.c.
572	Not specified apprentices
575	Craftsmen and kindred workers, n.e.c.

Census Code	CRAFTSMEN AND KINDRED WORKERS-Continued
580	Former members of the Armed Forces
586	Craftsmen and kindred workers--allocated
	OPERATIVES, EXCEPT TRANSPORT
601	Asbestos and insulation workers
602	Assemblers
603	Blasters and powdermen
604	Bottling and canning operatives
605	Chainmen, rodmen, and axmen; surveying
610	Checkers, examiners, and inspectors, manufacturing
611	Clothing ironers and pressers
612	Cutting operatives, n.e.c.
613	Dressmakers and seamstresses, except factory
614	Drillers, earth
615	Dry wall installers and lathers
620	Dyers
621	Filers, polishers, sanders, and buffers
622	Furnacemen, smeltermen, and pourers
623	Garage workers and gas station attendants
624	Graders and sorters, manufacturing
625	Produce graders and packers, except factory and farm
626	Heaters, metal
630	Laundry and dry cleaning operatives, n.e.c.
631	Meat cutters and butchers, exc. manufacturing
633	Meat cutters and butchers, manufacturing
634	Meat wrappers, retail trade
635	Metal platers
636	Milliners
640	Mine operatives, n.e.c.
641	Mixing operatives
642	Oilers and greasers, exc. auto
643	Packers and wrappers, except meat and produce
644	Painters, manufactured articles
645	Photographic process workers
	Precision machine operatives
650	Drill press operatives
651	Grinding machine operatives
652	Lathe and milling machine operatives
653	Precision machine operatives, n.e.c.
656	Punch and stamping press operatives
660	Riveters and fasteners
661	Sailors and deckhands
662	Sawyers
663	Sewers and stitchers
664	Shoemaking machine operatives
665	Solderers
666	Stationary firemen

Census Code	OPERATIVES, EXCEPT TRANSPORT-Continued
	Textile operatives
670	Carding, lapping, and combing operatives
671	Knitters, loopers, and toppers
672	Spinners, twisters, and winders
673	Weavers
674	Textile operatives, n.e.c.
680	Welders and flame-cutters
681	Winding operatives, n.e.c.
690	Machine operatives, miscellaneous specified
692	Machine operatives, not specified
694	Miscellaneous operatives
695	Not specified operatives
696	Operatives, except transport--allocated
	TRANSPORT EQUIPMENT OPERATIVES
701	Boatmen and canalmen
703	Busdrivers
704	Conductors and motormen, urban rail transit
705	Deliverymen and routemen
706	Fork lift and tow motor operatives
710	Motormen; mine, factory, logging camp, etc.
711	Parking attendants
712	Railroad brakemen
713	Railroad switchmen
714	Taxicab drivers and chauffeurs
715	Truck drivers
726	Transport equipment operatives--allocated
	LABORERS, EXCEPT FARM
740	Animal caretakers, exc. farm
750	Carpenters' helpers
751	Construction laborers, exc. carpenters' helpers
752	Fishermen and oystermen
753	Freight and material handlers
754	Garbage collectors
755	Gardeners and groundskeepers, exc. farm
760	Longshoremen and stevedores
761	Lumbermen, raftsmen, and woodchoppers
762	Stockhandlers
763	Teamsters
764	Vehicle washers and equipment cleaners
770	Warehousemen, n.e.c.
780	Miscellaneous laborers
785	Not specified laborers
796	Laborers, except farm--allocated

Census Code	FARMERS AND FARM MANAGERS
801	Farmers (owners and tenants)
802	Farm managers
806	Farmers and farm managers--allocated
	FARM LABORERS AND FARM FOREMEN
821	Farm foremen
822	Farm laborers, wage workers
823	Farm laborers, unpaid family workers
824	Farm service laborers, self-employed
826	Farm laborers and farm foremen--allocated
	SERVICE WORKERS, EXC. PRIVATE HOUSEHOLD
	Cleaning service workers
901	Chambermaids and maids, except private household
902	Cleaners and charwomen
903	Janitors and sextons
	Food service workers
910	Bartenders
911	Busboys
912	Cooks, except private household
913	Dishwashers
914	Food counter and fountain workers
915	Waiters
916	Food service workers, n.e.c., except private household
	Health service workers
921	Dental assistants
922	Health aides, exc. nursing
923	Health trainees
924	Lay midwives
925	Nursing aides, orderlies, and attendants
926	Practical nurses
	Personal service workers
931	Airline stewardesses
932	Attendants, recreation and amusement
933	Attendants, personal service, n.e.c.
934	Baggage porters and bellhops
935	Barbers
940	Boarding and lodginghouse keepers
941	Bootblacks
942	Child care workers, exc. private household
943	Elevator operators
944	Hairdressers and cosmetologists
945	Personal service apprentices
950	Housekeepers, exc. private household

Census Code	
	SERVICE WORKERS-Continued
	Personal service workers-Continued
952	School monitors
953	Ushers, recreation and amusement
954	Welfare service aides
	Protective service workers
960	Crossing guards and bridge tenders
961	Firemen, fire protection
962	Guards and watchmen
963	Marshals and constables
964	Policemen and detectives
965	Sheriffs and bailiffs
976	Service workers, exc. private household--allocated
	PRIVATE HOUSEHOLD WORKERS
980	Child care workers, private household
981	Cooks, private household
982	Housekeepers, private household
983	Laundresses, private household
984	Maids and servants, private household
986	Private household workers--allocated
	WORKERS NOT CLASSIFIABLE BY OCCUPATION
991	Unemployed persons, last worked 1959 or earlier*
995	Occupation not reported **

* Found in experienced civilian labor force universe only.
** Used for Occupation 5-years ago item only.

Appendix E

State Code

Code	State Name	Code	State Name
1	Alabama	29	Missouri
2	Alaska	30	Montana
4	Arizona	31	Nebraska
5	Arkansas	32	Nevada
6	California	33	New Hampshire
8	Colorado	34	New Jersey
9	Connecticut	35	New Mexico
10	Delaware	36	New York
11	District of Columbia	37	North Carolina
12	Florida	38	North Dakota
13	Georgia	39	Ohio
15	Hawaii	40	Oklahoma
16	Idaho	41	Oregon
17	Illinois	42	Pennsylvania
18	Indiana	44	Rhode Island
19	Iowa	45	South Carolina
20	Kansas	46	South Dakota
21	Kentucky	47	Tennessee
22	Louisiana	48	Texas
23	Maine	49	Utah
24	Maryland	50	Vermont
25	Massachusetts	51	Virginia
26	Michigan	53	Washington
27	Minnesota	54	West Virginia
28	Mississippi	55	Wisconsin
		56	Wyoming

WEITZ

Dun and Bradstreet File Addenda

The current Dun and Bradstreet dictionary is for the New England file. The files for the four regions have the same variables as the New England file, except the following variables are not included:

EMPLT69, 72, 74
EMPLTI69, 72, 74
SIC269, 72, 74
SIC369, 72, 74
HQSTAT69, 72, 74
AEMPLT69, 72, 74 (special variables)

Before you use the Dun and Bradstreet files for analysis, we suggest that you read:

Using the Dun and Bradstreet Data for Research on Regional Economic Development, by Peter M. Allaman, October, 1975, Inter-Area Migration Project, Working Paper No. 4.

A copy of this working paper is available from:

Steve Weitz, Office of Economic Affairs
Room 8164 755-0268

RECEIVED AUG 24

WEITZ

Dun and Bradstreet File
(New England)

Number of Records: 269,613
File Name: FIRMSNE firmsnc, firmss, firmsw

General Description:

Each record in this file contains data describing a different firm from the Dun and Bradstreet "Duns Market Identifier" files for the years 1969, 1972, and 1974. If data are not present for a particular year, it is recorded as "missing data," and will be automatically excluded from tabulations. Data include geographic identifiers, measures of the size of sales, net worth, and employment, credit ratings, product, and position in a corporate structure, if applicable. Measures relate to the activity at that particular location for all but "Total Employment," which is given only on headquarters records and refers to total U.S. employment. Since a record is included in the file if the firm was in New England in any one of the three years, there may be data present for other areas if all records are accepted for a tabulation.

A special set of variables allows the user to produce tables weighted by employment, rather than being counts of firms.

VARIABLES USED IN THE DUN AND BRADSTREET FILE

Variable Name	Maximum Level	Variable Description
RECTYPE	9	Record Type. Defines what years' data are present for this firm. Since records will automatically be excluded from tables if data are not present for the requested year, the user need not usually be concerned with this variable. See Appendix A for definitions of the codes.
YEARSTRT	30	Year Started. The year that the business was started, as given by the most recent year for which there is data. See Appendix B for detailed breakdown.
STATE69 STATE72 STATE74	51	State Code. State in which establishment located in each year. See Appendix C for codes.
UNTY69 UNTY72 COUNTY74	999	County Code. County of location in each year, in alphabetic sequences within each state. See Dun & Bradstreet County Code Book, for applicable codes. These codes are available on microfiche on request.
ZIP69 ZIP72 ZIP74	99999	Zip Code. ZIP code area of establishment location in each year.
MA69 MA72 MA74	317	Migration Area Code. "Migration Area" code of establishment location. These are essentially 1974 SMSA's and the rural portions of BEA areas. These areas cross state lines, since they are composed of functionally-related counties. See Appendix D for a list. For further detail see P.M. Allaman and D.L. Birch, Definition of Migration Areas Used in the Inter-Area Migration Project, Cambridge, Mass.: MIT-Harvard Joint Center for Urban Studies. Inter-Area Migration Project Working Paper #2, 1975.
CITY74	9999	City Code. City of location in 1974, in alphabetic sequences within each state. Codes for specific cities are available on request.

Variable Name	Maximum Level	Variable Description
SMSA74	999	SMSA Code. SMSA of establishment location, for 1974 only. For details see Dun & Bradstreet, Inc., Marketing Services Division, Standard Metropolitan Statistical Area Codes. Nov. 1974. 1970 Census definitions used.
FINST69 FINST72	30	Financial Strength. Estimate of financial strength of company by class. See Appendix E for details.
CREDIT69 CREDIT72	8	Credit Appraisal. 0 - Financial strength only 1,5 - High 2,6 - Good 3,7 - Fair 4,8 - Limited For a fuller explanation of the relationship between credit and financial strength, see Appendix E.
SALES69 SALES72 SALES74	8190	Sales. Annual Sales volume for the company. Branch listings and some few special cases do not have this figure. This number is coded as described in Appendix F --i.e., maximum level is $19,000,000,000.
SALESI69 SALESI72 SALESI74	1	Sales Code Indicator. --applies to number given in SALESXX: 0 = Actual sales 1 = Low end of a range See Appendix F .
NETWTH72	8190	Net Worth. This field contains the tangible net worth of the company involved. Branch listings and some few special cases do not have this figure. Coded as described in Appendix F --i.e., maximum level is $19,000,000,000.
NETWI72	1	Net Worth Code Indicator.--applies to number given in NETWTHXX 0 = Actual Net Worth 1 = Low end of a range See Appendix P..
EMPL69 EMPL72 EMPL74	2999	Employees Here. This field contains number of employees at this location. This field is carried in branch listings and is present in all but some few special listings (e.g., lock boxes). Coded as described in appendix F--i.e., maximum level is 99,900 employees. Zero employees possible--e.g., a sole proprietorship.

Variable Name	Maximum Level	Variable Description
EMPLI69 EMPLI72 EMPLI74	1	Employee Here Code Indicator. Applies to number given in EMPLXX. 0 = Actual Employment 1 = Low end of a range--e.g., for firms with seasonal fluctuations. See Appendix F
EMPLT69 EMPLT72 EMPLT74	4200	Total Employees. This field contains the total number of employees for the organization to which the establishment belongs. For branch listings and some special listings the field is blank. For single-location establishments, the field is the same as "Employees Here" field. The headquarter listing of multi-establishment firms contains the total number of employees for the entire organization. Coded as described in Appendix F --i.e., maximum level is 2,000,000 employees.
EMPLTI69 EMPLTI72 EMPLTI74	1	Total Employees Code Indicator. Applies to number given in EMPLTXX. 0 = Actual Employment 1 = Low end of a range See Appendix F
SIC69 SIC72 SIC74	9999	Major or Primary SIC.* This position is always filled and represents the primary function of the establishment. Codes of 0 or 9999 possible for "firms" which are lock boxes only, etc. For SIC69 and SIC72 we converted from the original 1967 SIC definition to the 1972 definition, as used in SIC74.
SIC269 SIC272 SIC274	9999	Secondary SIC. Present if more than one line of business conducted at this location. Codes and conversion as for SICXX.
SIC369 SIC372 SIC374	9999	Tertiary SIC. Present if more than two lines of business conducted at this location. Codes and conversion as for SICXX.
HQSTAT69 HQSTAT72 HQSTAT74	51	Headquarters State. This field contains the state location of the headquarters record of a multi-unit operation, coded as described in Appendix C.
FIRMTP69 FIRMTP72 FIRMTP74	2	Firm Type. This shows the company's status as part of a multi-unit operation. Following are possible codes: 0 = Not multi-unit affiliated (single location). 1 = Headquarters location of multi-unit operation. 2 = Branch location of multi-unit operation.
SUBSID69 SUBSID72 SUBSID74	3	Subsidiary Indicator. If this establishment is a subsidiary, there will be a "3" in this position. If it is not a subsidiary, the position will contain a "0".

* Must use four digits and span of #'s--ergo 1500-1599 for all SIC 15 firms.

Variable Name	Maximum Level	Variable Description
MFHERE69 MFHERE72 MFHERE74	0	Manufacturing Indicator. This code tells whether or not manufacturing operations are done at this point. Possible entries are: 0 = Manufacturing is done at this location. 1 = No manufacturing is done at this location, or missing data (probably rare). Note: Code "1" will normally be treated as an illegal value and the observation discarded in a tabulation, unless special measures are taken.

Special Variables

The following variables may only be used as special count variables. They may not be recategorized or cross-tabulated.

These special variables represent each firm's actual employment, and the firm's sales and net worth rounded to the nearest $1000. We have included them so that a user may count number of employees, sales, or net worth in a certain category rather than number of firms. The earlier variables which describe employment, sales and net worth have been specially coded to make recategorization possible and cannot be used directly for special counting.

Variable Name	Maximum Value	Variable Description
ASALES69 ASALES72 ASALES74	19,000,000	Sales/1000. Annual sales volume rounded to nearest $1000. Branch listings and some few special cases do not have this figure.
ANETW72	19,000,000	Networth/1000. Tangible net worth of the company rounded to nearest $1000. Branch listings and some few special cases do not have this figure.
AEMPL69 AEMPL72 AEMPL74	99,900	Actual Employees Here. Number of employees at this location.
AEMPLT69 AEMPLT72 AEMPLT74	2,000,000	Actual Total Employees. For headquarters firms this is the total number of employees in the entire organization. For single-location establishments, this number is the same as "Actual Employees Here." For branch listings and some special listings the field is blank.

Appendix A

Record Type Codes

Code	Years Present	Record Type
0	1969	Death in 1970-72
1	1969, 1972	Death in 1973-74
2	1969,1972,1974	Existed all years
3	1969,1974	1972 Missing
4	1972; started 1970-72	Birth in 1970-72, Death in 1973-74
5	1972; started < 1970	New Listing 1970-72, Death in 1973-74
6	1972,1974; started 1970-72	Birth in 1970-72, Exists in 1974
7	1972,1974; started < 1970	New Listing in 1970-72 Exists in 1974
8	1974; started 1973-74	Birth in 1973-74
9	1974; started < 1970	New Listing in 1973-74

Appendix B

Year Started Codes

Code	Year Started
0	1657-1799
1	1800-1829
2	1830-1864
3	1865-1899
4	1900-1904
5	1905-1909
6	1910-1914
7	1915-1919
8	1920-1924
9	1925-1929
10	1930-1934
11	1935-1939
12	1940-1944
13	1945-1949
14	1950-1954
15	1955-1959
16	1960
17	1961
18	1962
19	1963
20	1964
21	1965
22	1966
23	1967
24	1968
25	1969
26	1970
27	1971
28	1972
29	1973
30	1974

Appendix C

State Codes

Code	State
1	Alabama
2	Alaska
3	Arizona
4	Arkansas
5	California
6	Colorado
7	Connecticut
8	Delaware
9	District of Columbia
10	Florida
11	Georgia
12	Hawaii
13	Idaho
14	Illinois
15	Indiana
16	Iowa
17	Kansas
18	Kentucky
19	Louisiana
20	Maine
21	Maryland
22	Massachusetts
23	Michigan

24	Minnesota
25	Mississippi
26	Missouri
27	Montana
28	Nebraska
29	Nevada
30	New Hampshire
31	New Jersey
32	New Mexico
33	New York
34	North Carolina
35	North Dakota
36	Ohio
37	Oklahoma
38	Oregon
39	Pennsylvania
40	Rhode Island
41	South Carolina
42	South Dakota
43	Tennessee
44	Texas
45	Utah
46	Vermont
47	Virginia
48	Washington

49	West Virginia
50	Wisconsin
51	Wyoming

Appendix D Migration Area Codes

MA	
1	BANGOR,ME-TOTAL
2	PORTLAND,ME-RURAL
3	PORTLAND,ME-METRO
4	BTRLINGTON,VT-TOTAL
5	BOSTON/BKTN,MA-TOTAL
6	NSPSH/MANCH,NH-TOTAL
7	PROVIDENCE,RI-TOTAL
8	WORCESTER,MA-TOTAL
9	H HVN/N LDN,CT-TOTAL
10	HARTFORD,CT-TOTAL
11	ALBY/SCH/TY,NY-RURAL
12	ALBY/SCH/TY,NY-METRO
13	SYRACUSE,NY-NE RURAL
14	SYRACUSE,NY-SW RURAL
15	SYRACUSE,NY-METRO
16	UTICA/ROME,NY-METRO
17	ROCHESTER,NY-TOTAL
18	BUFFALO,NY-RURAL
19	BUFFALO,NY-METRO
20	ERIE,PA-RURAL
21	ERIE,PA-METRO
22	WILLIAMSPRT,PA-RURAL
23	WILLIAMSPRT,PA-METRO
24	BINGHMTN,NY/PA-RURAL
25	BINGHMTN,NY/PA-METRO
26	SCRTN/WKS B,PA-TOTAL
27	NEW YORK,NY-RURAL
28	NEW YORK,NY-METRO
29	PHILADELPHIA,PA-TOTAL
30	HARRISBURG,PA-RURAL
31	HARRISBURG,PA-METRO
32	ALTOONA,PA-METRO
33	BALTIMORE,MD-RURAL
34	BALTIMORE,MD-METRO
35	WASHINGTON,DC-TOTAL
36	STAUNTON,VA-TOTAL
37	ROANOKE,VA-RURAL
38	ROANOKE,VA-METRO
39	RICHMOND,VA-RURAL
40	RICHMOND,VA-METRO
41	NFK/NPT NS,VA-RURAL
42	NFK/NPT NS,VA-METRO
43	RALEIGH,NC-RURAL
44	RALEIGH,NC-METRO
45	WILMINGTON,NC-RURAL
46	WILMINGTON,NC-METRO
47	WINSTN/SALM,NC-RURAL
48	WINSTN/SALM,NC-METRO
49	CHARLOTTE,NC-RURAL
50	CHARLOTTE,NC-METRO
51	ASHEVILL,NC-RURAL
52	ASHEVILLE,NC-METRO
53	GRNVILLE,SC-RURAL
54	GREENVILLE,SC-METRO
55	COLUMBIA,SC-RURAL
56	COLUMBIA,SC-METRO
57	FLORENCE,SC-TOTAL
58	CHARLESTON,SC-RURAL
59	CHARLESTON,SC-METRO
60	AUGUSTA,GA-RURAL
61	AUGUSTA,GA-METRO
62	SAVANNAH,GA-RURAL
63	SAVANNAH,GA-METRO
64	GNVL/JCKNVL,FL-RURAL
65	GNVL/JCKNVL,FL-METRO
66	ORLANDO,FL-RURAL
67	ORLANDO,FL-METRO
68	MIAMI,FL-TOTAL
69	TAMPA/STPET,FL-RURAL
70	TAMPA/STPET,FL-METRO
71	FT MYR/SRST,FL-METRO
72	TALLAHASSEE,FL-RURAL
73	TALLAHASSEE,FL-METRO
74	PENSACOLA,FL-RURAL
75	PENSACOLA,FL-METRO
76	MONTGOMERY,AL-RURAL
77	MONTGOMERY,AL-METRO
78	ALBANY,GA-RURAL
79	ALBANY,GA-METRO
80	MACON,GA-RURAL
81	MACON,GA-METRO
82	COLUMBUS,GA/AL-RURAL
83	COLUMBUS,GA/AL-METRO
84	ATLANTA,GA-RURAL
85	ATLANTA,GA-METRO
86	BIRMINGHAM,AL-RURAL
87	BIRMINGHAM,AL-METRO
88	MEMPHIS,TN/AR-RURAL
89	MEMPHIS,TN/AR-METRO
90	HUNTSVILLE,AL-RURAL
91	HUNTSVILLE,AL-METRO
92	CHATTANOOGA,TN-RURAL
93	CHATTANOOGA,TN-METRO
94	NASHVILLE,TN-RURAL
95	NASHVILLE,TN-METRO
96	KNOXVILLE,TN-RURAL
97	KNOXVILLE,TN-METRO
98	BRISTOL,VA/TN-RURAL
99	BRISTOL,VA/TN-METRO
100	HUNTINGTON,WV-RURAL
101	HUNTINGTON,WV-METRO
102	CHARLESTON,WV-METRO
103	LEXINGTON,KY-RURAL
104	LEXINGTON,KY-METRO
105	LOUISVILE,KY-RURAL

MA	
106	LOUISVILE,KY-METRO
107	EVANSVILE,IN-RURAL
108	EVANSVILE,IN-METRO
109	TERRE HAUTE,IN-TOTAL
110	SPRINGFLD,IL-RURAL
111	SPRINGFLD,IL-METRO
112	CHAMPAGN-UR,IL-RURAL
113	CHAMPAGN-UR,IL-METRO
114	LAFAYETTE,IN-RURAL
115	LAFAYETTE,IN-METRO
116	INDIANAPOS,IN-RURAL
117	INDIANAPOS,IN-METRO
118	MUNCIE,IN-RURAL
119	MUNCIE,IN-METRO
120	CINCINNATI,OH-RURAL
121	CINCINNATI,OH-METRO
122	DAYTON,OH-TOTAL
123	COLUMBUS,OH-RURAL
124	COLUMBUS,OH-METRO
125	PKSB,WV/MRTA,O-METRO
126	CLARKSBURG,WV-TOTAL
127	PITTSBURGH,PA-RURAL
128	PITTSBURGH,PA-METRO
129	YOUNGSTOWN,OH-TOTAL
130	CLEVELAND,OH-RURAL
131	CLEVELAND,OH-METRO
132	LIMA,OH-TOTAL
133	TOLEDO,OH-RURAL
134	TOLEDO,OH-METRO
135	DETROIT,MI-TOTAL
136	SAGINAW,MI-RURAL
137	SAGINAW,MI-METRO
138	GRAND RAPDS,MI-RURAL
139	GRAND RAPDS,MI-METRO
140	LANSING,MI-TOTAL
141	FORT WAYNE,IN-RURAL
142	FORT WAYNE,IN-METRO
143	SOUTH BEND,IN-RURAL
144	SOUTH BEND,IN-METRO
145	CHICAGO,IL-RURAL
146	CHICAGO,IL-METRO
147	PEORIA,IL-RURAL
148	PEORIA,IL-METRO
149	DAVENPORT,IL-RURAL
150	DAVENPORT,IL-METRO
151	CEDAR RAPDS,IA-RURAL
152	CEDAR RAPDS,IA-METRO
153	DUBUQUE,IA-RURAL
154	DUBUQUE,IA-METRO
155	ROCKFORD,IL-RURAL
156	ROCKFORD,IL-METRO
157	MADISON,WI-RURAL
158	MADISON,WI-METRO
159	MILWAUKEE,WI-RURAL
160	MILWAUKEE,WI-METRO
161	GREEN BAY,WI-RURAL
162	GREEN BAY,WI-METRO
163	WAUSAU,WI-TOTAL
164	DULUTH/SUPR,MN-RURAL
165	DULUTH/SUPR,MN-METRO
166	EAU CLAIR,WI-TOTAL
167	LA CROSSE,WI-RURAL
168	LA CROSSE,WI-METRO
169	ROCHESTER,MN-RURAL
170	ROCHESTER,MN-METRO
171	MINN-ST PL,MN-RURAL
172	MINN-ST PL,MN-METRO
173	GRAND FORKS,ND-TOTAL
174	MINOT,ND-TOTAL
175	GREAT FALLS,MT-RURAL
176	GREAT FALLS,MT-METRO
177	BILLINGS,MT-RURAL
178	BILLINGS,MT-METRO
179	BISMARCK,ND-TOTAL
180	FARGO-MORHD,ND-RURAL
181	FARGO-MORHD,ND-METRO
182	ABERDEEN,SD-TOTAL
183	SIOUX FALLS,SD-RURAL
184	SIOUX FALLS,SD-METRO
185	RAPID CITY,SD-TOTAL
186	SCOTTSBLUFF,NB-TOTAL
187	GRAND ISLND,NE-TOTAL
188	SIOUX CITY,IA-RURAL
189	SIOUX CITY,IA-METRO
190	FORT DODGE,IA-TOTAL
191	WATERLOO,IA-RURAL
192	WATERLOO,IA-METRO
193	DES MOINES,IA-RURAL
194	DES MOINES,IA-METRO
195	OMAHA,NB/IA-RURAL
196	OMAHA,NB/IA-METRO
197	LINCOLN,NB-RURAL
198	LINCOLN,NB-METRO
199	SALINA,KS-TOTAL
200	WICHITA,KS-RURAL
201	WICHITA,KS-METRO
202	KANS CTY,MO/KS-RURAL
203	KANS CTY,MO/KS-METRO
204	TOPEKA,KS-METRO
205	COLUMBIA,MO-RURAL
206	COLUMBIA,MO-METRO
207	QUINCY,IL-TOTAL
208	ST LOUIS,MO/IL-RURAL
209	ST LOUIS,MO/IL-METRO
210	PADUCAH,KY-TOTAL
211	SPRINGFIELD,MO-RURAL
212	SPRINGFIELD,MO-METRO
213	LITTLE ROCK,AR-RURAL

MA	
214	LITTLE ROCK,AR-METRO
215	FORT SMITH,AR-RURAL
216	FORT SMITH,AR-METRO
217	TULSA,OK-RURAL
218	TULSA,OK-METRO
219	FAYETTEVILLE,AR-METRO
220	OKLA CITY,OK-RURAL
221	OKLA CITY,OK-METRO
222	WICHITA FLS,TX-RURAL
223	WICHITA FLS,TX-METRO
224	AMARILLO,TX-RURAL
225	AMARILLO,TX-METRO
226	LUBBOCK,TX-RURAL
227	LUBBOCK,TX-METRO
228	ODESSA,TX-RURAL
229	ODESSA,TX-METRO
230	ABILENE,TX-RURAL
231	ABILENE,TX-METRO
232	SAN ANGELO,TX-TOTAL
233	DALLAS,TX-RURAL
234	DALLAS,TX-METRO
235	WACO,TX-TOTAL
236	AUSTIN,TX-RURAL
237	AUSTIN,TX-METRO
238	TYLER,TX-RURAL
239	TYLER,TX-METRO
240	TEXARKANA,TX-RURAL
241	TEXARKANA,TX-METRO
242	SHREVEPORT,LA-RURAL
243	SHREVEPORT,LA-METRO
244	MONROE,LA-RURAL
245	MONROE,LA-METRO
246	ALEXANDRIA,LA-METRO
247	GREENVILLE,MS-TOTAL
248	JACKSON,MS-RURAL
249	JACKSON,MS-METRO
250	MERIDIAN,MS-TOTAL
251	MOBILE,AL-RURAL
252	MOBILE,AL-METRO
253	BILOXI/GRPT,AL-METRO
254	NEW ORLEANS,LA-RURAL
255	NEW ORLEANS,LA-METRO
256	BATON ROUGE,LA-METRO
257	LK CHARLES,LA-RURAL
258	LK CHARLES,LA-METRO
259	LAFAYETTE,LA-METRO
260	BEAUMONT,TX-TOTAL
261	HOUSTON,TX-RURAL
262	HOUSTON,TX-METRO
263	SAN ANTONIO,TX-RURAL
264	SAN ANTONIO,TX-METRO
265	CRS CHRISTI,TX-RURAL
266	CRS CHRISTI,TX-METRO
267	LAREDO,TX-METRO

MA	
268	BROWNSVILLE,TX-TOTAL
269	EL PASO,CO-RURAL
270	EL PASO,TX-METRO
271	ALBUQUERQUE,NM-RURAL
272	ALBUQUERQUE,NM-METRO
273	PUEBLO/COSP,CO-RURAL
274	PUEBLO/COSP,CO-METRO
275	DENVER,CO-RURAL
276	DENVER,CO-METRO
277	GRND JUNCTN,CO-TOTAL
278	CHEYENNE,WY-TOTAL
279	SALT LK CITY,UT-RURAL
280	SALT LK CTY,UT-METRO
281	IDAHO FALLS,ID-TOTAL
282	BUTTE,MT-TOTAL
283	SPOKANE,WA-RURAL
284	SPOKANE,WA-METRO
285	SEATTLE,WA-RURAL
286	SEATTLE,WA-METRO
287	YAKIMA,WA-RURAL
288	YAKIMA,WA-METRO
289	PORTLAND,OR/WA-RURAL
290	PORTLAND,OR/WA-METRO
291	EUGENE,OR-RURAL
292	EUGENE,OR-METRO
293	BOISE CITY,ID-RURAL
294	BOISE CITY,ID-METRO
295	RENO,NV-RURAL
296	RENO,NV-METRO
297	LAS VEGAS,NV-TOTAL
298	PHOENIX,AZ-RURAL
299	PHOENIX,AZ-METRO
300	TUCSON,AZ-TOTAL
301	SAN DIEGO,CA-TOTAL
302	LOS ANGELES,CA-METRO
303	SNTA BARBRA,CA-METRO
304	FRESNO,CA-RURAL
305	FRESNO,CA-METRO
306	BAKERSFIELD,CA-METRO
307	STOCKTON,CA-RURAL
308	STOCKTON,CA-METRO
309	SACRAMENTO,CA-RURAL
310	SACRAMENTO,CA-METRO
311	REDDING,CA-TOTAL
312	EUREKA,CA-TOTAL
313	SAN FRANCSO,CA-TOTAL
314	SANJOSE/SCZ,CA-METRO
315	MONTRY/SLNS,CA-METRO
316	ALASKA
317	HAWAII

390

Appendix E

Financial Strength/Credit Rating Codes

Financial Strength and Credit Rating are linked in the following way:

D&B Rating	Financial Strength Range	Code	Credit Appraisal Code: High	Good	Fair	Limited	Other
5A	over $50,000,000.	00	1	2	3	4	
4A	$10 mill. - $50 mill.	00	5	6	7	8	
3A	$1 mill. - $10 mill.	01	1	2	3	4	
2A	$750,000. - $1 mill.	02	1	2	3	4	
1A	$500,000. - $750,000.	03	1	2	3	4	
BA	$300,000. - $500,000.	04	1	2	3	4	
BB	$200,000. - $300,000.	05	1	2	3	4	
CB	$125,000. - $200,000.	06	1	2	3	4	
CC	$75,000. - $125,000.	07	1	2	3	4	
DC	$50,000. - $75,000.	08	1	2	3	4	
DD	$35,000. - $50,000.	09	1	2	3	4	
EE	$20,000. - $35,000.	10	1	2	3	4	
FF	$10,000. - $20,000.	11	1	2	3	4	
GG	$5,000. - $10,000.	12	1	2	3	4	
HH	up to $5,000.	13	1	2	3	4	
	Both Financial Strength and Credit Rating						
1	$125,000. and over	21					0
2	$20,000. - $125,000.	22					0
Other	get other additional report	25					0

There are other miscellaneous codes for FINSTXX above 30 which were discarded, and there may be codes in the ranges 14-20, 23-24, and 26-30 for which we have no definitions. In general 0-13 should be used for FINSTXX and 1-8 for CREDITXX

Appendix F

D&B Coding Scheme for Numbers

Numbers

This scheme is used for Employment (Here and Total), Net Worth, Sales and can be represented as follows:

No. of Digits in Actual Number	CODE
1	000#
2	00##
3	0###
4	1###
5	2###
6	3###
7	4###
8	5###
9	6###
10	7###

Where the symbol # represents the most significant digits (up to three). For numbers up to 999, the first digit will always be a zero. After 999 is reached, the first digit will always indicate the number of zeros that have to be added to the following three digits, e.g., Code 3450 = 450 + 3 zeros = 450,000. The number is always "normalized" in the sense that the first digit will always be as small as possible and still represent the number. For example, 400,000 would always be represented as 3400, never as 4040 or as 5004.

Code Indicators

The Code Indicators are related to their corresponding numeric variables in the following way:

391

Appendix F (cont.)

Variable	Variable Name	Code Indicator
Sales	SALESXX	SALESIXX
Net Worth	NETWTHXX	NETWIXX
Employment (Here)	EMPLXX	EMPLIXX
Employment (Total)	EMPLTXX	EMPLTIXX

For all of the above, if the code indicator contains a "0", the variable represents the actual number, which will be rounded to the three most significant digits if larger than 999. If the code indicator contains a "1", the variable represents the low end of a range. This would be most prevalent for employment in seasonal industries, such as farming or construction, or sales in businesses with cyclical demand. If the code indicator is "2", the variable is unavailable, and will have been set to an illegal value. Thus, these values will automatically be excluded from a table even if only the variable itself (SALES, NETWTH, EMPL, or EMPLT) is used. It is only necessary to use the code indicator if one wishes to separate the "actuals" from the "low end of the range" numbers.

ANNEX 15 - BIBLIOGRAPHY

Contents

	Page
Guides to Census Publications	393-398
Social Indicators 1976	399-405
Periodicals from the Bureau of Labor Statistics	406
Editor and Publisher Market Guide	407
Handbook of Cyclical Indicators	407
Business Conditions Digest	407-411
Federal Information Sources and Systems	412
American Statistics Index	412
Federal Program Evaluations	413-417
Compendium of PDR-Funded Research through 1975	418
Computerized Search Services in the HUD Library	419-422
Information Bank (about 60 newspapers & Magazines, constantly changing)	420-422
Orbit (about 45 computerized data bases, constantly changing)	423-430
Dialogue (about 85 computerized data bases, constantly changing)	431-446
Library of Congress Computerized Catalog	447-455

GUIDES TO CENSUS

General and Specialized Guides	Library Call Number and Location
BUREAU OF THE CENSUS CATALOG ■ Descriptions of all Census Bureau materials, published and unpublished ■ Indexes to subjects, States, and local areas ■ Quarterly, cumulative to annual, with monthly supplements	312 C25 date
GUIDE TO PROGRAMS AND PUBLICATIONS; SUBJECTS AND AREAS ■ Content of programs and reports in outline form ■ Indexes to major subjects and to geographic areas	312 C25gui 1973
BUREAU OF THE CENSUS CATALOG OF PUBLICATIONS, 1790-1972 ■ Bibliographic guide to the content and development of all census publications ■ Comprehensive subject index; geographic index since 1945	312 (016) C25b
MINI-GUIDE TO THE 1972 ECONOMIC CENSUSES ■ Concise reference guide to census information on business, construction, industry, and transportation	312 C25mi
CENSUS DATA FOR COMMUNITY ACTION ■ Simple instructions for using 1970 census data	
1970 CENSUS USERS' GUIDE: PART 1 ■ Definitions of terms and applications of population and housing data ■ Indexes to programs and concepts	312 1970 C25c pt. 1
GUIDE TO RECURRENT AND SPECIAL GOVERNMENT STUDIES, GSS-62 ■ Examples of tables from each report	VF 352 C26 GSS no. 62
GUIDE TO FOREIGN TRADE STATISTICS ■ Examples of tables from each report	
INDEX TO SELECTED 1970 CENSUS REPORTS	312 1970 C251

SUMMARY STATISTICS

General and Specialized Summaries	Library Call Number and Location
STATISTICAL ABSTRACT OF THE UNITED STATES ■ The standard annual summary of statistics on the social, political, and economic characteristics of the Nation ■ Extensive guide to public and private sources ■ Comprehensive index	083.41 (73) C27 year
POCKET DATA BOOK, U.S.A. ■ A condensation of the Statistical Abstract, simplified for ready reference, with charts on current trends ■ Index and glossary of terms	312 C25po year
COUNTY AND CITY DATA BOOK ■ Demographic, social, and economic data for States, counties, cities, and unincorporated places of 25,000 or more, and for metropolitan and urbanized areas	083.41 (73) C25 Suppl.C year
HISTORICAL STATISTICS OF THE UNITED STATES, COLONIAL TIMES TO 1970— BICENTENNIAL EDITION* ■ Demographic, social, and economic trends ■ Analytical text and detailed source notes ■ Comprehensive index — NOT YET RECEIVED	083.41 (73) C25 Suppl.H 1970
CONGRESSIONAL DISTRICT DATA BOOK ■ Population and housing data with maps for each district; Votes cast for President and Congress	083.41 (73) C25 Suppl.CD year
GRAPHIC SUMMARY OF THE 1970 POPULATION CENSUS, PC(S1)-55 ■ Maps and charts excerpted from final reports	312 1970 C25 PC(S1)-55
GRAPHIC SUMMARY OF THE 1970 HOUSING CENSUS, HC(S1)-16 ■ Maps and charts excerpted from final reports	312 1970 C25h HC(S1)-16
SUBJECT AND U.S. AREA REPORTS ■ U.S. summaries for specific censuses (listed on the following panels)	see under specific census

*In press

FOR FURTHER INFORMATION, SEE THE BUREAU OF THE CENSUS CATALOG, OR WRITE TO THE DIRECTOR, BUREAU OF THE CENSUS, WASHINGTON, D.C. 20233

and DETAILED REPORTS

State and Local Data	Library Call Number and Location
1970 CENSUSES OF POPULATION AND HOUSING By census tract and low-income area	312 1970 C25un
1972 CENSUSES OF RETAIL TRADE, SERVICE INDUSTRIES, AND WHOLESALE TRADE NOT YET RECEIVED OLD CENSUS OF BUSINESS NO.	312 year C25b
CURRENT REPORTS	
Except where noted, the reports listed, with typical subjects, include State or local data:	
ANNUAL SURVEY OF MANUFACTURES, M71(AS)-6.1 to 6.9 Production workers, capital expenditures, value added	312 C25 MAS year
COUNTY BUSINESS PATTERNS, CBP Taxable payrolls and employment	330 (083.41) S82 year State
CURRENT INDUSTRIAL REPORTS Mainly national data for specific products	"Q"
GOVERNMENT EMPLOYMENT, GE Employment and payrolls — PERIODICALS and ——>	312 C25 GE-71
GOVERNMENT FINANCES, GF Revenue and expenditures — PERIODICALS and	336 C25g year 353 C25g year 352.1 C25L year
HOUSING UNITS AUTHORIZED BY BUILDING PERMITS, C40 Number and value of new housing units	PERIODICALS under CENSUS
POPULATION ESTIMATES AND PROJECTIONS, P-25 Births, deaths, migration, voting age, race	PERIODICALS under CENSUS

OTHER TITLES:

Look in Card Catalog under "Census" OR
Look on periodicals shelves under "CENSUS"

State and Local Data	Library Call Number and Location
CENSUS REPORTS	
Except as noted, the AREA REPORTS of the censuses include data for:	
■ Each State, county, and city or place of 2,500 or more	
■ Payroll and number of employees	see under specific census
■ Sales, receipts, revenue, or value of products	
Many population and housing AREA REPORTS include data for:	
■ Every area mentioned above	
■ Each metropolitan or urbanized area	
■ Places of 1,000 or more: Population, sex, age, race	
■ Employment status, minorities, education, income, etc.	
■ Occupancy, facilities, value, rent, and other housing subjects	
Summary data for our country as a whole are given in AREA or SUBJECT REPORTS	
The Scope of the Area Reports Is Summarized Above; Only the Exceptions Are Noted Below:	
1969 CENSUS OF AGRICULTURE For each State and county	312 1969 C25 Agric.
1972 CENSUS OF CONSTRUCTION INDUSTRIES For each State	312 1972 C25c CC72
1972 CENSUS OF GOVERNMENTS	352 C25c 1972
1970 CENSUS OF HOUSING	312 1970 C25h
1972 CENSUS OF MANUFACTURES For each State, industrial county and city NOT YET RECEIVED	312 1972 C25m
1972 CENSUS OF MINERAL INDUSTRIES For each State and county	"Q"
1970 CENSUS OF POPULATION	312 1970 C25

No. 12
November 1977

UNITED STATES DEPARTMENT OF COMMERCE
Bureau of the Census
Washington, D.C. 20233

TELEPHONE CONTACTS FOR DATA USERS
BUREAU OF THE CENSUS

Director	Manuel D. Plotkin	301/763-5190
Deputy Director	Robert L. Hagan	-5192
Program and Policy Development Office (PPDO)	Theodore G. Clemence, Chief	-2758
Congressional Liaison	Pennie Harvison	-5360
Public Information Office (PIO)	Henry H. Smith, Chief	-7273

DEMOGRAPHIC FIELDS

Associate Director for Demographic Fields	Daniel B. Levine	-5167
Demographic Surveys Division (DSD)	Earle J. Gerson, Chief	-2777
Foreign Demographic Analysis Division (FDA)	John Aird, Chief	202/376-7692
Housing Division (HOUS)	Arthur F. Young, Chief	301/763-2863
International Statistical Programs Center (ISPC)	J. Timothy Sprehe, Chief	-2832
Office of Demographic Analysis (ODA)	Robert P. Parkinson, Acting Chief	-1774
Population Division (POP)	Meyer Zitter, Chief	-7646
Statistical Methods Division (SMD)	Charles D. Jones, Chief	-2672
Assistant Director for Demographic Censuses, and Chief, Demographic Census Staff (DCS)	David L. Kaplan	-7670

Demographic Subject Matter Contacts

Age and Sex: United States	POP	Jennifer Peck	-5368
States (age only)	"	Gilbert Felton	-5072
Aliens	"	Elmore Seraile	-7571
Americans Overseas	"	Nampeo McKenney	-7890
Annexation Population Counts	"	Joel Miller	-5716
Apportionment	"	Robert Speaker	-5161
Armed Forces	"	Jennifer Peck	-5368
Births and Birth Expectations; Fertility Statistics	"	Maurice Moore	-5303
Census Tract Population	"	Robert Speaker	-5161
Citizenship: Foreign Born Persons, Country of Birth; Foreign Stock Persons, Mother Tongue	"	Elmore Seraile	-7571
Commuting (Journey to Work): Means of Transportation; Place of Work	"	Philip Fulton	-5226
Consumer Expenditure Survey	DSD	Gail Hoff	-2380
Consumer Purchases and Ownership of Durables	POP	Jack McNeil	-5032
Crime Surveys: Victimization, General Information	DSD	Linda Murphy	-1735
Data Analysis and Publication	ODA	Adolfo Paez	-1765
Current Population Survey	DSD	Gregory Russell	-2773
Decennial Census: General Plans	DCS	Morris Gorinson	-2748
Content and Tabulations	"	Marshall Turner	-7325
Minority Statistics Program	"	Clifton Jordon	-5169
Disabled	POP	Jack McNeil	-5032
Education; School Enrollment	"	Larry Suter	-5050
Employment; Unemployment; Labor Force	"	Paula Schneider	-2825
Families: Size; Number; Marital Status	"	Arthur Norton	-5189
Farm Population	"	Robert Speaker	-5161
Health Surveys	DSD	Robert Mangold	-5508
Housing: Housing Information, Decennial Census	HOUS	Bill Downs	-2873
Annual Housing Survey	"	Elmo Beach	-2881
Housing Vacancy Data	"	Paul Harple, Jr.	-2880
Residential Finance	"	Betty Kent	-2866
Income Statistics: Decennial Census	POP	George Patterson	-5682
Current Surveys; Revenue Sharing	"	Gordon Green	-5060
Incorporated/Unincorporated Places	"	Robert Speaker	-5161
Industry and Occupation Statistics (See also Economic Fields)	"	John Priebe	-5144
Institutional Population	"	Arthur Norton	-5189
International Population	"	Samuel Baum	-2870
Land Area	"	Richard Forstall	-5161
Longitudinal Surveys	DSD	George Gray	-2764

(more)

Demographic Subject Matter Contacts--con.

Migration; Mobility	POP	Kris Hansen	301/763-5255
Mortality and/or Death	"	Martin O'Connell	-5303
Outlying Areas (Puerto Rico, etc.)	"	Gilbert Felton	-5072
Population Count Complaints	"	Joel Miller	-5716
Population: General Information; Census Data; Characteristics; Survey Data	"	Betty Cady	-5002 or -5020
Population Estimates and Projections:			
Estimates: Counties and Local Areas; Revenue Sharing	"	Frederick Cavanaugh	-7722
Congressional Districts	"	Donald Starsinic	-5072
Individual States; SMSA's	"	Marianne Roberts	-5313
United States (National)	"	Jennifer Peck	-5368
Estimates Research	"	Richard Irwin	-7883
Federal-State Cooperative Program for Local Population Estimates	"	Mary Kay Healy	-7722
Projections: National Population	"	Signe Wetrogan	-5300
State and Local Population	"	Bill Rives	-5300
Household	"	Robert Grymes	-5189
Poverty Statistics; Low Income Areas	"	Arno Winard	-5790
Prisoner Surveys: National Prisoner Statistics	DSD	Carolyn Thompson	-1832
Data Analysis and Publication	ODA	John Wallerstedt	-1778
Race and Ethnic Statistics:			
Black, American Indians, and Other Races	POP	Nampeo McKenney	-7890
Spanish Population	"	Edward Fernandez	-5219
Religion	"	Elmore Seraile	-7571
Revenue Sharing	"	Joseph Knott	-5179
Sampling Methods	SMD	Charles Jones	-2672
Social Stratification	POP	Larry Suter	-5050
Special Censuses	DCS	George Hurn	-5806
Special Surveys	DSD	Evan Davey	-5507
SMSA's: Area Definition and Total Population	POP	Richard Forstall	-5161
Travel Surveys	DSD	John Cannon	-1798
Urban/Rural Residence	POP	Richard Forstall	-5161
Veteran Status	"	Mark Littman	-5050
Voting and Registration	"	Larry Suter	-5050
Voting Rights	"	Gilbert Felton	-5072

ECONOMIC FIELDS

Associate Director for Economic Fields	Shirley Kallek	-5274
Business Division (BUS)	Tyler R. Sturdevant, Chief	-7564
Construction Statistics Division (CSD)	Leonora M. Gross, Chief	-7163
Foreign Trade Division (FTD)	Emanuel A. Lipscomb, Chief	-5342
Governments Division (GOVS)	Sherman Landau, Chief	-7366
Industry Division (IND)	Milton Eisen, Chief	-5850
Assistant Director for Economic and Agriculture Censuses, and Chief, Economic Census Staff (ECS)	Richard B. Quanrud	-7356
Agriculture Division (AGR)	Orvin L. Wilhite, Chief	-5230
Economic Surveys Division (ESD)	Roger H. Bugenhagen, Chief	-7735

Economic Subject Matter Contacts

Agriculture: General Information	AGR	Arnold Bollenbacher	-5170
Crop Statistics	"	Donald Jahnke	-1939
Farm Economics	"	John Blackledge	-5819
Livestock Statistics	"	Thomas Monroe	-1974
Special Surveys	"	Kenneth Norell	-5914
Construction Statistics:			
Census/Industries Surveys	CSD	Alan Blum	-5435
Special Trades; Contractors; General Contractor-Builder	"	Andrew Visnansky	-7547
Current Programs	"	David Siskind	-7165
Construction Authorized by Building Permits (C40 Series); and Residential Demolitions (C45 Series)	"	John Pettis	-7244
Expenditures on Residential Additions, Alterations, Maintenance and Repairs, and Replacements (C50 Series)	"	Elinor Champion	-5717
Housing Starts (C20 Series); Housing Completions (C22 Series); and New Residential Construction in Selected SMSA's (C21 Series)	"	William Mittendorf	-7314
Price Indexes for New One-Family Homes Sold (C27 Series)	"	Barry Rappaport	-7842
Sales of New One-Family Homes (C25 Series)	"	Juliana Van Berkum	-7314
Value of New Construction Put in Place (C30 Series)	"	Allan Meyer	-5717
County Business Patterns	ESD	Robert Schiedel	-7642

(more)

Economic Subject Matter Contacts--con.

Employment/Unemployment Statistics	POP	Paula Schneider	301/763-2825
Energy Related Statistics	DIRS	Elmer S. Biles	-7184
Enterprise Statistics	ESD	John Dodds	-7086
Environmental Surveys	IND	Wayne McCaughey	-5616
Exports, Origin of	IND	Ruth Runyan	-5872
Foreign Trade Information	FTD	Paul Finn	-5140
Governments: Criminal Justice Statistics	GOVS	Diana Cull	-2842
Eastern States Government Sector	"	Howard Sales	-7783
Western States Government Sector	"	Ulvey Harris	-5344
Employment	"	Alan Stevens	-5086
Finance	"	Vancil Kane	-5847
Governmental Organization	"	Muriel Miller	-5308
Revenue Sharing	"	John Coleman	-5272
Taxation	"	Earle Knapp	-5302
Income Statistics: Decennial Census	POP	George Patterson	-5682
Current Surveys; Revenue Sharing	"	Gordon Green	-5060
Industry and Commodities Classification	ESD	Walter Neece	-5449
Manufactures: Census/Annual Survey of Manufactures	IND	Arthur Horowitz	-7666
Subject Reports (Concentration, Production Index, Water, etc.)	"	Ruth Runyan	-5872
Durables	"	Dale Gordon	-7304
Nondurables	"	Michael Zampogna	-2510
Current Programs	"	John Wikoff	-7800
Shipments, Inventories, and Orders	"	William Menth	-2502
Durables	"	Malcolm Bernhardt	-2518
Nondurables	"	Robert Nealon	-5911
Fuels/Electric Energy Consumed by Manufacturers	"	John McNamee	-5938
	"	John McNamee	-5938
Mineral Industries	ESD	Cotty Smith	-7690
Minority Businesses			
Puerto Rico: Censuses of Retail Trade, Wholesale Trade, and Selected Service Industries	BUS	Alvin Barten	-5282
	"	Bobby Russell	-7038
Retail Trade: Census			
Monthly Retail Trade Report: Accounts Receivable; and Monthly Department Store Sales	"	Conrad Alexander	-7128
Weekly Retail Sales Report; Advance Monthly Retail Sales; and Retail Inventories Survey	"	Irving True	-7660
	"	Dorothy Reynolds	-7039
Selected Service Industries: Census	"	Edward Gutbrod	-7077
Current Services Reports			
Transportation: Commodity Transportation Survey; Truck Inventory and Use; Domestic Movement of Foreign Trade Data	ESD	Robert Torene	-5430
Travel Surveys	DSD	John Cannon	-1798
	BUS	Faran Stoetzel	-5281
Wholesale Trade: Census			
Current Wholesale Sales and Inventories; Green Coffee Survey; Canned Food Survey	"	Ronald Piencykoski	-5294

USER SERVICES, GEOGRAPHIC MATTERS, PUBLICATIONS, AND FIELD OPERATIONS

Associate Director for Administration and Field Operations	James W. Turbitt	-5238
Administrative Services Division (ASD)	Henry J. Husmann, Chief	-5400
Data User Services Division (DUSD)	Michael G. Garland, Chief	-7720
Geography Division (GEO)	Jacob Silver, Chief	-5636
Assistant Director for Field Operations, and Chief, Field Division (FLD)	Curtis T. Hill	-5000
Data Preparation Division (DPD)	Don L. Adams, Chief	812/335-1344

User Services

Age Search	DUSD	Christine Stewart	301/763-7337
Bureau of the Census Catalog	"	Mary Gordon	-5574
Census Procedures, History of	"	Frederick Bohme	-7337
College Curriculum Support Project	"	Paul Zeisset	-2400
Computer Tapes; Computer Programs	"	Larry Carbaugh	-2400
Data User News, Monthly Newsletter	"	Nancy Smith	-7454
Data User Training:			
Seminars, Workshops, Training Courses, Conferences, and Exhibits	"	Ann D. Casey	-5293
National Services Program--Services for Minority Organizations	"	Vivien Lipscombe	-1978

(more)

User Services--con.

Map Orders	DUSD	Deloris Fentress	301/763-2400
Microfilm	"	Paul Manka	-2400
Public Use Samples (Microdata)	"	Paul Zeisset	-2400
Special Tabulations	"	Larry Carbaugh	-2400
Statistical Compendia: Congressional District Data Reports; Historical Statistics of the United States	"	Helen Teir	-5475
County and City Data Book	"	Mark Herrenbruck	-5358
Statistical Abstract; Pocket Data Book	"	William Lerner	-7024
Summary Tape Processing Centers	"	Gary Young	-7454
Unpublished Census Tables	"	Paul Manka	-2400

Geographic Matters

Area Measurement and Centers of Population	GEO	Lawrence Taylor	-5707
Boundaries and Annexations	"	Frances Barnett	-5437
1970/1980 Census Geography	"	Donald Hirschfeld	-2668
Computer Graphics and Computer Mapping	"	Frederick Broome	-7442
GBF/DIME System	"	Robert La Macchia	-7315
Geographic Statistical Areas	"	Alice Winterfeld	-7291
Geographic Uses of Earth Resources Satellite Technology: United States	"	James Davis	-5437
International	"	Robert Durland	-5720
GE-50 Series Maps	"	Conrad Thoren	-5035
Revenue Sharing Geography	"	Frances Barnett	-5437
Urban Atlas	"	Carl Leggieri	-2668

Publications

Library	ASD	Betty Baxtresser	-5040
Publications Microfiche	"	Theresa Allen	-5511
Reference Service	"	Richard Cooper	-5042
Subscriber Services (Publications)	"	Daisy Williams	-7472

Field Operations

Census Bureau Regional Offices	Regional Director	Telephone Number	Data User Services Officer	Telephone Number
Atlanta, GA	Thomas W. McWhirter	404/881-2271	Wayne Wall	404/881-2274
Boston, MA	Arthur G. Dukakis	617/223-2327	Judith Cohen	617 223-0668
Charlotte, NC	Joseph R. Norwood	704/372-0711 Ext. 351	Lawrence McNutt	704/372-0711 Ext. 351
Chicago, IL	Stanley D. Moore	312/353-6251	Thomas Moss	312/353-0980
Dallas, TX	Percy R. Millard	214/749-2814	Valerie McFarland	214/749-2394
Denver, CO	Richard C. Burt	303/234-3924	Jerry O'Donnell	303/234-5825
Detroit, MI	Robert G. McWilliam	313/226-7742	Timothy Jones	313/226-4675
Kansas City, KS	Rex L. Pullin	816/374-4601	Kenneth Wright	816/374-4601
Los Angeles, CA	C. Michael Long	213/824-7317	E. J. (Bud) Steinfeld	213/824-7291
New York, NY	John C. Cullinane	212/264-3860	James Hsiung	212/264-4730
Philadelphia, PA	Porter S. Rickley	215/597-4920	David Lewis	215/597-8314
Seattle, WA	John E. Tharaldson	206/442-7800	Lyle Larson	206/442-7080

STATISTICAL AND SURVEY METHODOLOGY

Associate Director for Statistical Standards and Methodology	Harold Nisselson	301/763-2562
Center for Census Use Studies (CCUS)	Donald S. Luria, Chief	-7490
Research Center for Measurement Methods (RCMM)	Barbara A. Bailar, Chief	-7028
Statistical Research Division (SRD)	James L. O'Brien, Acting Chief	-5350
Chief Census Research and Technical Advisor	Eli S. Marks	-7650

Subject Matter Contacts

Census Use Study Publications	CCUS	Bonnie Lyons	-2393
Census Use Studies (Interagency): Economic Programs	"	Dani Emery	-7533
Social Programs	"	Hal Wallach	-2588
Systems Technology	"	Greg Nowakowski	-2422
Survey Methodology Information System	SRD	Patricia Fuellhart	-7600

Listing of Telephone Contacts for Data Users compiled by Mathilda R. Bowman, User Training Branch, Data User Services Division, Bureau of the Census. Write for additional copies, or call 301/763-5512.

For information about SUBJECT MATTER NOT LISTED, call 301/763-2400

Social Indicators 1976

This report is a product of the Federal Statistical System.

U.S. Department of Commerce
Juanita M. Kreps, Secretary
Courtenay M. Slater, Chief Economist

OFFICE OF FEDERAL STATISTICAL POLICY AND STANDARDS
Joseph W. Duncan, Director

BUREAU OF THE CENSUS
Manuel D. Plotkin, Director

Issued December 1977

Introduction	I. Ethnic Diversity of the Population II. Public Perceptions III. International Comparisons IV. Selected Maps	XXI
1 Population	I. Population Growth II. Population Distribution III. Public Perceptions IV. International Comparisons	1
2 The Family	I. Trends in Family Size and Composition II. Living Arrangements III. Family Stability IV. Public Perceptions V. International Comparisons	41
3 Housing	I. Housing Inventory and Facilities II. Trends in Housing Demand III. Public Perceptions IV. International Comparisons	75
4 Social Security and Welfare	I. Program Developments II. Protection Provided III. Public Perceptions IV. International Comparisons	101
5 Health and Nutrition	I. Mortality II. Disability III. Other Health Indicators IV. Nutrition V. Public Perceptions VI. International Comparisons	143
6 Public Safety	I. Uniform Crime Reports II. Criminal Victimization III. Social Responses IV. Public Perceptions V. International Comparisons	217
7 Education and Training	I. Enrollment and Attainment II. Achievement III. Adult Education and Training IV. Public Perceptions V. International Comparisons	259
8 Work	I. Economic Activity and Employment II. Unemployment III. The Conditions and Quality of Work IV. Public Perceptions V. International Comparisons	321
9 Income, Wealth, and Expenditures	I. Level of Income II. Measures of Wealth III. Measures of Poverty IV. Measures of Expenditures V. Public Perceptions VI. International Comparisons	399
10 Culture, Leisure and Use of Time	I. Use of Time II. Recreation and Leisure III. Culture IV. Public Perceptions V. International Comparisons	483
11 Social Mobility and Participation	I. Social Mobility II. Social Participation III. Public Perceptions IV. International Comparisons	521
Index		559

SUBJECT INDEX

Note:
The numbers accompanying the subject headings in this index refer to statistical tables and corresponding charts. Tables identified by capital letters are in the introductory chapter. Headings such as age, sex, and time series are not included, since they are employed extensively throughout the report.

Abortion
Attitudes toward, 1/13
Induced legal, selected countries, 1/17

Accidents
Fatal, 6/3
Fatal, selected countries, 6/19-6/21
Also see Mortality

Achievement tests
Adult competency levels, 7/23
International, 7/33
Performance scores, 7/19, 7/20
Reading, 7/20
Science, 7/22
Writing, 7/21

Activity limitations, *see Chronic conditions*

Acute conditions
Characteristics of persons with, 5/13, 5/14
Types of, 5/12

Adult education
Occupational training, 7/23
Participants, 7/24, 7/25

Aged, Aging, *see Elderly*

Alcohol
Consumer prices, 9/24
Per capita consumption, selected countries, W

Alienation
Srole anomie scale, 11/19

American Indian population
Socioeconomic characteristics, E

Appliances
Ownership, by household income class, 9/16

Arable land
Acres per capita, selected countries, T

Arrests
Urban police arrest rates, 6/12, 6/13

Attitudes
Abortion, legal, 1/13
Crime, fear of in neighborhood, 6/18
Crime control expenditures, 6/18
Death penalty, 6/18
Desired proximity to U.S.A., S
Divorce, ease of getting, 2/16
Gun control legislation, 6/18
Health care expenditures, 5/38
Health, personal, 5/38
Job evaluation, 8/28-8/30
Job satisfaction, 8/28
Life in the U.S., I
Neighborhood, evaluation of, 3/13
Neighborhood services, evaluation of, 3/14
Older persons sharing home, 2/14
Present life, H
School integration, 7/28
Social programs, 4/20
Treatment of criminals by courts, 6/18
Wish to move from present residence, 3/15
Also see Confidence, Evaluations, National priorities, Satisfaction

Automobiles
Ownership, by income class, 9/16

Beneficiaries, *see Social security*

Births, *see Fertility*

Black population
Socioeconomic characteristics, E, F
Also see Race

Book(s)
Production, selected countries, 10/19
Published, by field, 10/13

Burglary
Property crimes reported to the FBI, 6/2
Also see Crime, Victimization

Cause of death, *see Mortality*

Children
Aid to Families with Dependent Children (AFDC) beneficiaries, 4/17
Expected number, 1/11, 1/12
Ideal number, 1/12
In families, 2/11
Involved in divorces, 2/9, 2/10

Chinese population
Socioeconomic characteristics, E

Chronic conditions
Blood pressure, 5/31
Hearing limitations, 5/30
Major activity limitations, 5/18, 5/19
Mobility limitations, 5/17
Obesity and leanness, 5/35
Vision defects, 5/30

Class, *see Social class*

Cohorts
Labor force participation, 8/3
Survivorship, 5/3

College degrees awarded
Fields of study, 7/17, 7/18
Levels, 7/16, 7/17
Sex of recipients, 7/18

College enrollment
By ability grouping, 7/11
By age, sex, and race, 7/13
By income and race, 7/12
Of high school graduates, 7/10
Of 15- to 25-year-olds, selected countries, 7/30, 7/31

College plans of high school seniors
By age, sex, and family income, 7/9
By sex and race, 7/8

Competency, *see Achievement tests and Educational achievement*

Concerts performed and attendance, 10/14

Confidence in leaders of—
Education, 7/27
Medicine, 5/38
Organized religion, 11/20
Press, 10/16
Selected institutions, Q
Television media, 10/16

Consumer expenditures, *see Expenditures*

Consumer price(s)
Index, 9/23, 9/24
Index, selected countries, 9/36
Inflation, selected countries, V

Consumer skills, 9/33

Consumption, *see Expenditures*

Crime
Household, by type, 6/9, 6/10
Personal, violence and theft, 6/5-6/7
Rates, violent and property, 6/1, 6/2
Treatment of criminals by courts, 6/18
Also see Victimization

Crowding
Persons per room, 3/2-3/5
Persons per room, selected countries, 3/17

Culture
Concerts performed and attendance, 10/14
Knowledge producing and disseminating occupations, 10/11
Museum visits, 10/15
Also see Knowledge

Dancing, *see Leisure, favorite activities*

Death, *see Mortality*

Degrees earned, *see College degrees awarded*

Dental care
Dentists per 100,000 population, 5/26
Of children, by income class, 5/29

Dependency ratios, selected countries, 1/16
Also see Nonworkers, ratios

Diabetes, relation to obesity, 5/36

Diet, *see Nutrition*

Disability, 5/10, 5/11
Income of severely disabled, 4/11
Also see Chronic conditions

Discouraged workers, by reason, 8/17

Divorce
Attitudes toward ease of, 2/16
Children involved, 2/9, 2/10
Number and rate, 2/8-2/10, 2/12
Rates in selected countries, 2/17

Donations
By household income class, 11/9
By source and allocation, 11/10

Dropouts, *see School retention rates*

Earnings
Of married women, 9/5
Of wage and salary workers, 8/19
Required for selected purchases, 8/27

Economic activity, *see Employment, Labor Force*

Education
High school and college graduation rates, 7/15
Public expenditures, selected countries, 7/29
School retention rates, 7/7, 7/10
Special needs, 7/4
Years of school completed by 25- to 34-year-olds and 45- to 54-year-olds, 7/14
Also see Adult education, College degrees awarded, College enrollment, College plans, Educational achievement, Educational attainment, School enrollment, School retention rates

Educational achievement
Adult functional competency, 7/23
Adult performance scores, consumer situations, 9/33
International test scores, selected countries, 7/33
Performance scores, selected fields, by age and sex, 7/19
Reading, 17-year-olds, 7/20
Science, 17-year-olds, 7/22
Writing, by age level, 7/21

Educational attainment
Growth rates, selected countries, 7/32
Intergenerational changes, 11/1
Median years of schooling, by occupation, 8/8
Of 25- to 34-year-olds and 45- to 54-year-olds, 7/14
School retention rates, 7/7
Subjective social class rankings, 11/18

Elderly
Attitudes toward older persons sharing home, 2/14
Income, 4/6, 4/7, 4/10
Nursing homes, 5/22
Social security beneficiaries, 4/4, 4/5

Employment
By economic sector, selected countries, 8/32
Economic activity rates, 8/5
Economic activity rates, selected countries, 8/31
Multiple jobholding, by reason, 8/11
Occupations, 8/9
Of women, by presence and age of children, 8/7
Part-time, by reason, 8/10
Work experience of women, 8/6

Energy
Per capita consumption, selected countries, U

Enrollment, *see School enrollment*

Error sampling, *described in Introduction*

Ethnic groups
Socioeconomic characteristics, G
Also see National origin, Spanish origin

Evaluations
Neighborhood, 3/13
Neighborhood services, 3/14
Selected life concerns, L, M, N, O
Also see Attitudes, Satisfaction

Exercise
Average hours per week, 10/1-10/3

Expected length of working life, *see Working life expectancy*

Expenditures
Annual family income spent on selected items, 9/26
Average weekly, selected items, 9/27-9/32
Consumer spending, selected items, selected countries, X
On education, selected countries, 7/29
On health care, 5/23-5/25
Personal consumption, selected items, 9/25
Social welfare, 4/1, 4/2
Social welfare as a percent of GNP, 4/21

Exports
Net, cereal grains, selected countries, T

Family(ies)
Aggregate income deficit of, 9/22
Attitudes toward older persons sharing home, 2/14
Below poverty level, 9/18-9/20
Children, by presence of parents and race, 2/11
Children in families, 2/2, 2/10, 2/11
Consumer expenditures, by selected family characteristics, 9/26-9/32
Evaluations of selected life concerns, O
Family status of persons, 2/5
Income, by source, race, and region, 9/9-9/11
Income comparisons, 9/34
Income distribution, 9/2, 9/6, 9/7
Median income, by age of head, 9/3
Median income, by race, 9/1
Median income, by sex of head, 9/4
Satisfaction with family life, 2/13
Types, sizes, and other characteristics, 2/1, 2/2

Family care and personal care, 10/1-10/3

Feelings, *see Attitudes*
Also see Confidence, National priorities, Satisfaction

Fertility
Abortion, attitudes toward legal, 1/13
Abortion, legally induced, selected countries, 1/17
Births, number of, 1/5
Expected number of children, 1/11
Ideal number of children, 1/12
Rates, by age of mothers, 1/7
Rates, by race, 1/6

Filipino population
Socioeconomic characteristics, E

Financial situation, satisfaction with, P

Firearms
Annual production and imports, 6/16
Attitudes toward mandatory gun permits, 6/18
Murders committed with and without firearms, 6/17

Fires
Loss of life due to, selected countries, 6/21

Food, *see Nutrition*

Food stamps, 4/19

Free time, *see Leisure*

Friendships, satisfaction with, 10/16

Functional competency, *see Educational achievement*

Giving, *see Donations*

Graduation rates, *see School retention rates*

Gross National Product (GNP), 4/8
Per capita, selected countries, U

Guns, gun control, *see Firearms*

Health care, 5/20-5/22, 5/29
Expenditures, 5/23-5/25, 5/30
Personnel, 5/26

Health status
Personal assessment of, 5/37
Satisfaction with, 5/38

Hearing limitations, 5/30

Heart disease and nutrition, selected countries, 5/42

Hispanic population, *see Spanish origin*

Homicide
Loss of life by violent causes, 6/3
Loss of life by violent causes, selected countries, 6/19-6/21
Rates, by sex and race, 6/4
Also see Mortality and Victimization

Hours of work
Average weekly, 8/20
Average weekly in manufacturing, selected countries, 8/33
Constraints on, 8/21

Household (s)
Average size, selected countries, 2/17
Crime, 6/9, 6/10
Crowding, by race, 3/5
Crowding index, 3/3-3/5
Persons per room, 3/2, 3/3
Plumbing facilities, 3/6, 3/7
Size, 3/1
Also see Family, Housing

Housing
Crowding index, 3/3-3/5
Demand projected, 3/12
Desire to move, 3/15
Neighborhood evaluation, 3/13
Neighborhood services evaluation, 3/14
Occupied housing units (projected), 3/11
Persons per room, 3/2
Persons per room, selected countries, 3/17
Plumbing facilities, 3/6-3/10
Plumbing facilities, selected countries, 3/18
Satisfaction with place of residence, 3/16

Hypertension, *see Chronic conditions, blood pressure*

Immigrants, immigration
Net civilian, 1/5
Number and country of origin, A
Occupations, B, C
Also see Ethnic groups, National origin

Income
Aggregate, by type, 4/8
Attitudes towards life in the U.S., by income class, I
Chronic conditions, by income class, 5/17, 5/18
Comparison of family, 9/34
Criminal victimization, by income class, 6/6, 6/9
Dental care, by income class, 5/29
Disabled persons, by income class, 4/11
Distribution among families, 9/2, 9/7
Distribution, selected countries, 9/38, 9/39
Food stamp purchasers, 4/19
Health status, by income class, 5/37
Impact of selected transfer payments, 9/21
Median family income, by age of family head, 9/3
Median family income, by race of family head and region, 9/11

Median family income, by sex of family head, 9/4
Median wage or salary income of year-round, full-time workers, 9/8
Of families and unrelated individuals, 9/1, 9/6
Outdoor recreation participation, by income class, 10/8
Perceived change in income, 9/35
Perceived relative income status, 9/34
Persons 65 years old and over, by income source, 4/5, 4/6
Plumbing facilities, by income class, 3/10
Post-secondary education enrollment, by income class, 7/12
Private philanthropy, by income class, 11/9
Television viewing, by income class, 10/5
Type and sources, 9/9, 9/10
Also see Earnings

Indians, *see American Indians*

Individuals
Aggregate income deficit of, 9/22
Below poverty level, by age, 9/17
Below poverty level, by region and race, 9/18
Living arrangements, 2/6
Median income of unrelated individuals, 9/1
Median income of year-round, full-time workers, 9/8
Primary individuals, 2/6, 2/7
Projections of primary individuals, 3/11

Infant and neonatal mortality, *see Mortality*

Inflation
Growth in consumer prices and wages, selected countries, V
Also see Consumer prices

Injuries
Incidence, by locale, 5/15
Occupation related, 8/24

Insurance
Health and retirement, 4/15
Unemployment, 4/16
Also see Social security

Integration
Attitudes toward school integration, 7/28

Intergenerational change, *see Social mobility*

International comparisons
Abortions, legally induced, 1/17
Age-sex distribution of population, 1/15
Aging, index of, 1/16
Alcohol and tobacco consumption, W
Average household size, 2/17
Average weekly hours in manufacturing, 8/33
Book production, 10/19
Consumer price index, 9/36
Consumer prices and wages, growth rates, V
Consumer spending on selected items, X
Dependency ratios, 1/16
Divorce rate, 2/17
Economic activity rates, 8/31
Education, public expenditures on, 7/29
Educational achievement test scores, by field, 7/33
Educational attainment, growth in, 7/32
Employment, by sector, 8/32
Energy consumption, per capita, U
Gross national product, per capita, U
Growth in consumer prices and wages, V
Heart disease and nutrition, 5/42
Housing facilities, 3/18
Income distribution, before and after taxes, 9/37, 9/38
Life expectancy, 5/40
Mortality, infant, 5/41
Mortality, standardized rates, 5/42
Nonworker:worker ratios, 8/36
Nutrition and heart disease, 5/42
Persons per room, 3/17
Population, age-sex distribution, 1/15
Population and labor force, 8/32
Population growth, 1/14
Rates of population change, W, 1/14
Religious beliefs, perceived importance of, 11/22
School enrollment, full time, selected ages, 7/30, 7/31
Single-person households, 2/17
Social welfare program expenditures, 4/21
Time of travel to and from work, 10/17
Time spent on selected media, 10/18
Tobacco and alcohol consumption, W
Unemployment insurance coverage, 8/35
Unemployment rates, 8/34
Voting participation rates, 11/21
Wages, growth in real, V

International relations
Desired proximity to the U.S.A., S
Expected future relations with U.S.A., S

Isolation, *see Alienation, Social participation*

Jail inmates, 6/14

Japanese population
Socioeconomic characteristics, E

Job
Changes, 8/23
Evaluation, 8/29, 8/30
Satisfaction, P, 8/28
Time spent at, travel to and from, selected countries, 10/17

Judicial system
Criminals, treatment of by courts, 6/18
Also see Attitudes

Juvenile (s)
Arrested on suspicion of theft, 6/13
Arrested on suspicion of violent crime, 6/12
Delinquents, 6/15
Held in jail, 6/14

Knowledge
Book production, selected countries, 10/19
Books published, by field, 10/13
Employment in production and dissemination of, 10/11

Labor force
Median years of schooling, occupation, sex, and race, 8/8
Nonworkers, 8/1
Participation of women, 8/6, by presence and ages of children, 8/7
Population, by labor force status, 8/4
Projected, by age and sex, 8/1, 8/2
Projected, by cohorts, 8/3
Rates of economic activity, 8/5-8/7
Rates of economic activity, selected countries, 8/31
Selected countries, 8/32
Working life expectancy (males), 8/18

Land, *see Arable land*

Leisure
Average hours per week, 10/1-10/3
Favorite activities, 10/4
Time spent per day, selected media and countries, 10/18
Life concerns, evaluation of, L, M, N, O

Life expectancy
At ages 20, 40, and 60, 5/2
Gain in, 5/9
Selected countries, 5/40

Limitations, *see Chronic conditions*

Living arrangements of persons, 2/5-2/7

Marriage, marital status
Average hours per week in major activity, 10/1
First marriages, divorces, remarriages, 2/8
Marital happiness, 2/15
Of population, 2/3, 2/4
Of television viewers, 10/5

Media
Characteristics of television viewers, 10/5, 10/6
Favorite leisure activities, 10/4
Time spent per day, selected countries, 10/18
Also see Confidence in leaders and Time use

Memberships
By type of organization, 11/12
Also see Social participation

Mental health services and facilities, 5/20, 5/21

Mexican Americans, *see Spanish origin*

Migration, *see Mobility*

Mobility
Geographic, 1/10
Job changes, 8/23
Limitations, 5/17
Occupational, from father to son, 11/2
Also see Social mobility

Mortality
Death rates, 5/4, 5/6
Heart disease, selected countries, 5/42
Infant and neonatal, 5/5
Infant, selected countries, 5/41
Motor vehicle accidents, homicides, and fires, selected countries, 6/19-6/21
Number of deaths, 1/5
Obesity, 5/36
Selected causes, 5/7-5/9
Smoking, 5/28
Unexpected events, selected countries, 6/19
Violent causes, 6/3

Motor vehicle accidents
Death rates, selected countries, 6/20, 6/21
Loss of life due to, 6/3

Motor vehicle theft
Household crimes, by selected characteristics of victims, 6/9, 6/10
Property crimes reported to the FBI, 6/2

Movies, theater
Favorite leisure activities, 10/4

National origin
Of the population, D
Socioeconomic characteristics of the population, E

National priorities
Crime reduction, 6/18
Educational improvements, 7/27
Health care, 5/38
Summary findings, R

Nonworkers
Persons not in the labor force, 8/1
Ratios, nonworkers:workers, 8/1
Ratios, nonworkers:workers, selected countries, 8/36

Nurses per 100,000 population, 5/26

Nursing homes, 5/22

Nutrition
And heart disease, selected countries, 5/42
Food intake, by energy source, 5/32
Food intake, per capita, 5/33
Selected nutrients, 5/34

Obesity
And morbidity, 5/36
Of the population, 5/35

Occupation
By median years of school completed, 8/8
By sex and race, 8/9
Injuries, occupationally related, 8/24
Job satisfaction, 8/28-8/30
Knowledge producing and disseminating, 10/11
Unemployment rates, 8/15

Occupational mobility, 8/23
Also see Social mobility

Occupational training, *see Adult education*

Older persons, *see Elderly*

Opinions, *see Attitudes, Confidence, National priorities, Satisfaction*

Organizational activities.
Average hours per week, 10/1-10/3

Organizations, national, 11/11

Outdoor recreation, *see Recreation, Scouting*

Participation, *see Social participation*

Part-time employment, *see Employment*

Perceptions, *see Attitudes, Confidence, National priorities, Satisfaction*

Performance tests and scores, *see Educational achievement*

Persons, *see Individuals*

Pharmacists per 100,000 population, 5/26

Philanthropy, *see Donations*

Physicians per 100,000 population, 5/26

Population
Age and sex distribution, 1/2
Age and sex distribution, selected countries, 1/15
Aging index, selected countries, 1/16
Characteristics of, by race, E
Components of change, 1/5
Dependency ratios, 1/16
Fertility rates, 1/6, 1/7
Growth and growth rates, W, 1/1, 1/2, 1/4
Growth rates, selected countries, T, 1/14
Mobility, geographic, 1/10
National origin of, D
Projections, 1/1-1/3, 7/1
Race and age, 1/3
Residence, metropolitan and nonmetropolitan, 1/9
Residence, urban and rural, 1/8
School-age, 7/1

Poverty
And nutrition, 5/34
And obesity, 5/35
Families below the poverty level, 9/18-9/20
Impact of selected transfer payments, 9/21
Persons below the poverty level, 9/17

Projections
Components of population change, 1/5
Families, number of, 2/1
Housing demand, 3/12
Labor force, by age and sex, 8/1-8/3
Labor force participation of selected cohorts, 8/3
Occupied housing units, 3/11
Population, by age, sex, and race, 1/1-1/4
Primary individuals, 3/11
School-age population, 7/1

Property crime, *see Crime, Victimization*

Protection
Against illness, accident, disability, 4/14
Against income loss from short-term illness, 4/12
Against income loss from unemployment, 4/13
Children receiving AFDC payments (Aid to Families with Dependent Children), 4/17
Insurance coverage, 4/15
Public assistance, 4/18
Unemployment insurance coverage, selected countries, 8/35
Also see Social security

Psychiatric services, *see Mental health services and facilities*

Quality of life, *see Attitudes, Confidence, Housing, Life concerns, Satisfaction, Social participation, Working conditions*

Race
Adult education, participation in, 7/24, 7/25
Age-sex distributions of population, 1/3
Children, expected number of, 1/11
Children in families, 2/11
Chronic conditions, 5/18
Cohort survivorship, 5/3
College enrollment, 7/13
College plans of high school seniors, 7/8
Confidence in leaders of organized religion, 11/20
Consumer expenditures, selected items, 9/26, 9/30
Crimes of violence and theft, 6/5, 6/8
Crimes reported to police, 6/11
Death rates, 5/4, 5/5
Dietary intake, 5/34
Disability days, 5/10, 5/11
Discouraged workers, by reason, 8/17
Divorced persons, 2/12
Earnings, median, by occupation, 8/19
Economic activity rates, 8/5
Education and occupation, 8/8
Educational achievement, 7/20-7/23
Educational attainment, 7/14
Fertility rates, 1/6
Food stamp purchases, 4/19
Gain in life expectancy, 5/9
Health insurance (group coverage), 4/15
Health status, 5/37
Homicide victims, 6/4
Hypertension, 5/31
Income, by source, 9/9, 9/10
Income distribution, 9/2, 9/6, 9/7
Income of families and unrelated individuals (median), 9/1
Income of families, by region, 9/11
Income of married women, 9/5
Income of year-round, full-time workers (median), 9/8
Infant and neonatal mortality rates, 5/5
Labor force status of population, 8/4
Lean and obese adults, 5/35
Life concerns, evaluations of, M
Life expectancy at ages 20, 40, and 60, 5/2
Life expectancy, gain in, 5/9
Life in the U.S., evaluations of, I
Limitations in major activity, 5/18
Limitations in mobility, 5/17
Marital status, 2/4
Mortality rates, 5/4, 5/5
Occupation, by sex, 8/9
Occupational mobility, from father to son, 11/2
Occupational training, 7/26
Persons in nursing homes, 5/22
Persons per room, 3/5
Plumbing facilities, 3/9, 3/10
Population, by age, 1/3
Population projections, 1/3, 1/4
Poverty of families, 9/18-9/20
Psychiatric services, 5/21
Religious beliefs, importance of, 11/15
Residence, urban and rural, 1/8
Retirement plan coverage, 4/15
School enrollment, by grade level, 7/6
School enrollment, of 3- and 4-year-olds, 7/2, 7/3
School enrollment, post-secondary levels, 7/12
Science achievement scores, 7/22
Socioeconomic characteristics of population, E, F
Television viewing, 10/5, 10/6
Time use, by major activity, 10/2
Unemployment, by occupation and sex, 8/15
Unemployment, by reason, 8/16
Unemployment rates, 8/12
Victimization, criminal, 6/4, 6/5, 6/8, 6/9
Volunteer work, 11/7
Voting participation, 11/4-11/6

Race relations, *see Integration*

Radio
Listening as a favorite leisure activity, 10/4

Rape, *see Crime, Victimization*

Ratios
Median income, 9/1
Nonworker:worker, 8/1
Nonworker:worker, selected countries, 8/36

Reading
Achievement scores, 7/20
Favorite leisure activity, 10/4

Recreation
Income class of participants, 10/8
Outdoor participants, 10/7
Selected sports activities, 10/10
Vacations, trips, and outings, 10/9

Red Cross
Summary of activities, 11/13

Region, *see Residence*

Religion
Confidence in organized religion, 11/20
Perceived importance of beliefs, 11/15
Perceived importance of beliefs, selected countries, 11/22
Perceived influence, 11/16

Remarriages of women, 2/8

Residence
Acute conditions, 5/14
Crimes of violence and theft, 6/7, 6/10
Disability, 5/11

Educational achievement, 7/20, 7/22
Health status, 5/37
Income distribution, 9/2
Income, median family, by race, 9/11
Life in the U.S., evaluations of, I
Limitations of mobility, 5/17
Persons per room, 3/4
Plumbing facilities, 3/8
Population distribution, 1/8, 1/9
Poverty, persons below poverty level, 9/18
Reading achievement scores, 7/20
Science achievement scores, 7/22
Television viewing, 10/6
Time use, 10/1-10/3

Retardation, *see School enrollment*

Retention rates, *see School retention rates*

Robbery, *see Crime, Victimization*

Rural, *see Residence*

Sampling error, *described in Introduction*

Satisfaction
Domain satisfaction measures, J, K
Family life, 2/13
Friendships, 10/16
Job, 8/28
Life concerns, evaluations of, L, M, N, O
Marital happiness, 2/15
Nonwork (leisure) activities, 10/17
Personal health status, 5/38
Place of residence, 3/16
Present financial situation, S, 9/33

School-age population projections, 7/1

School enrollment
Full-time, 15- to 25-year-olds, selected countries, 7/30, 7/31
Grade level, race, sex, and selected age groups, 7/6
Of 3- and 4-year-olds, by race and income class, 7/2, 7/3
Of 5- to 21-year-olds, by age, 7/5
Also see College enrollment

School retention rates
College entrance and graduation ratios, 7/10
College graduation rates, 7/15
From 5th to 12th grade, 7/7
High school graduation rates, 7/7

Scouting
Boy and Girl Scout membership, 11/14

Security, *see Social security*

Sleep
Average hours per week, 10/1-10/3

Smoking
Among teenagers, 5/27
Death rates, 5/28
Also see Tobacco

Social class
Subjective rankings, 11/17, 11/18

Social insurance
Coverage, 4/13
Employee benefit plans, 4/14

Social mobility
Intergenerational changes in educational attainment, 11/1
Intergenerational changes in occupation, 11/2

Social participation
Boy and Girl Scout membership, 11/14
Donations, by household income class, 11/9
Elections, 11/3, 11/4
Memberships, by type of organization, 11/12
National organizations, 11/11
Private philanthropy, 11/10
Red Cross, 11/13
Srole anomie scale, 11/19
Volunteer work, 11/7, 11/8
Voting participation rates, selected countries, 11/21

Social programs
Attitudes toward, 4/20

Social security
Beneficiaries, 4/3-4/7
Benefits distributed, 4/3, 4/4, 4/18, 4/19
Children receiving AFDC payments (Aid to Families with Dependent Children), 4/17
Employees covered by social insurance programs, 4/13
Expenditures, 4/1
Expenditures as percent of GNP, selected countries, 4/21
Food stamps, 4/19
Group health insurance coverage, 4/15
Payments to selected family groups, 4/9
Protection against income loss from short-term illness, 4/12
Public assistance payments, 4/18
Retirement coverage, 4/15
Unemployment insurance claims and exhaustions, 4/16

Social welfare, *see Social security*

Socioeconomic status
By evaluation of selected life concerns, N
Also see Social class

Spanish-origin population
Adult functional competency, 7/23
Criminal victimization, violence and theft, 6/5, 6/9
Expected number of children, 1/11
Socioeconomic characteristics, F
Voting participation, 11/4

Special education needs, 7/4

Sport activities, *see Recreation*

Srole anomie scale, 11/19

Stratification, *see Social class*

Strikes, (work stoppages), 8/22

Suicide
Loss of life due to, 6/3
Also see Mortality

Survivorship of cohorts, 5/3

Taxation
Average Federal income tax, by income class, 9/12

Television
Characteristics of viewers, 10/5, 10/6
Confidence in leaders of television media, 10/16
Viewing, favorite leisure activity, 10/4
Also see Leisure, Media, Time use

Tenure
Evaluation of neighborhood, 3/13
Evaluation of neighborhood services, 3/14
Household crimes, by race, 6/9
Occupancy, 3/3
Plumbing facilities, 3/7
Wish to move, 3/15

Time use
Average hours per week spent in major activities, 10/1-10/3
On job and travel to and from job, selected countries, 10/17
On selected media, selected countries, 10/18

Tobacco
Consumer prices, 9/23
Per capita consumption, W

Training, *see Adult education*

Unemployment
Among family heads, 8/14
By occupation, 8/15
By reason, 8/16
Discouraged workers, 8/17
Insurance coverage, claims, and exhaustions, 4/16
Insurance coverage, selected countries, 8/35
Numbers and rates, 8/12
Rates, by duration of, 8/13
Rates, selected countries, 8/34

Union membership, 8/25

Unrelated individuals, *see Individuals*

Urban population, *see Residence*

Vacations
Trips and outings, 10/9
With pay, 8/26

Victimization, criminal
Household crimes, by race, income, tenure, 6/9
Household crimes, by residence, 6/10
Personal and household crimes reported to police, 6/11
Personal crimes of violence and theft, 6/5-6/7
Personal crimes of violence, victim-offender relationship, 6/8
Rates per 100,000 population, by sex and race, 6/4
Also see Crime

Violent crime, *see Crime, Mortality, Victimization*

Visiting
As favorite leisure activity, 10/4

Volunteer work
Boy and Girl Scouts, 11/14
Characteristics of volunteers, 11/7
Reasons for, 11/8
Red Cross, 11/13

Voting
In U.S. elections, 11/3, 11/4
Nonvoting, by reason, 11/5, 11/6
Participation rates, selected countries, 11/21

Wages
Inflation in manufacturing, selected countries, V

Wealth
Households owning cars and appliances, by income class, 9/16
Net worth and type of assets of top wealthholders, 9/14
Selected characteristics of top wealthholders, 9/13
Shares of total personal wealth held by top wealthholders, 9/15

Weight, *see Obesity*

Welfare, *see Social security*

White population
Socioeconomic characteristics, E, F
Also see Ethnic groups, National origin, Spanish origin

Women
Divorces, 2/8
Economic activity, 8/6, 8/7
Family income, percent contributed by married women, 9/5
First marriages and remarriages, 2/8
Time use, by selected characteristics, 10/1-10/3

Work
Average hours per week, 10/1-10/3
Ethic (commitment to work), 8/28
Stoppages, 8/22
Time spent at job; travel to and from, selected countries, 10/20
Also see Employment, Job, Labor force, Occupation, Working conditions

Working conditions
Average weekly hours, 8/20
Average weekly hours in manufacturing, selected countries, 8/33
Constraints on hours and physical conditions, 8/21
Earnings, 8/19
Injuries and illness, job related, 8/24
Job changes, 8/23
Job evaluation, 8/29, 8/30
Job satisfaction, 8/28
Paid vacations, 8/26
Union membership, 8/25
Work commitment, 8/28
Working time required for selected purchases, 8/27
Work stoppages, 8/22

Working life expectancy of males, 8/18

Years of school completed, *see Educational attainment*

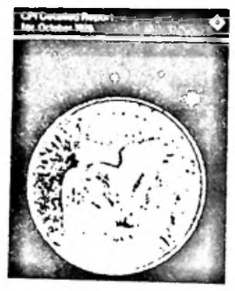
* U. S. GOVERNMENT PRINTING OFFICE : 1977 O - 246-539

Periodicals from BLS

The Bureau of Labor Statistics of the U.S. Department of Labor is one of the Nation's principal economic fact-finding agencies. BLS publishes seven periodicals for sale to the public.

Monthly Labor Review
The oldest and most authoritative Government research journal in economics and social sciences. Book reviews, developments in industrial relations, labor cases.

$16 a year.



CPI Detailed Report
The most comprehensive report on monthly consumer price indexes and rates of change. Includes data on commodity and service groups for 23 cities.

$9 a year.

Current Wage Developments
Reports on specific wage and benefit changes from collective bargaining agreements. Includes detailed statistics on employee compensation.

$12 a year.

Employment and Earnings
A report on labor force, employment, and earnings. Current statistics for the Nation as a whole, individual States, and more than 200 areas.

$18 a year.

Wholesale Prices and Price Indexes
Wholesale price movements including those of industrial commodities and farm products, processed foods, and feeds. Greater detail than available elsewhere. Tables and charts.

$16 a year.

Occupational Outlook Quarterly
Helps pinpoint tomorrow's jobs and their requirements in easy-to-read form. Brings Occupational Outlook Handbook up-to-date, gives pay, background needed.

$4 four issues.

Chartbook on Prices, Wages, and Productivity
Trends in key economic indicators and comparisons shown in both tabular and graphic form month-to-month and within historic context.

$11 a year.

To subscribe to the **Monthly Labor Review,** write to the **Monthly Labor Review,** Box 353, La Plata, Md. 20646.

To subscribe to other BLS periodicals, write to the Superintendent of Documents, Government Printing Office, Washington, D.C. 20402. For subscriptions to foreign countries, add 25 percent to all prices.

Make all checks payable to the Superintendent of Documents.

Editor & Publisher Market Guide
Brief statistics and business information on every U. S. and Canadian city with a daily newspaper.

Ref.
058.7
:658.83
E24
year

HANDBOOK OF CYCLICAL INDICATORS

The Bureau of Economic Analysis has published a comprehensive volume explaining the composite indexes of economic indicators, including descriptions, method of construction, historical data, and evaluation of these indexes.

The volume, entitled *Handbook of Cyclical Indicators,* also contains indicators of performance and average timing at peaks and troughs for all major cyclical indicators, and descriptions, measures of variability, and data from 1945 to 1975 for all series that appear in *Business Conditions Digest,* a monthly publication of the Bureau of Economic Analysis. Subscribers to the *Business Conditions Digest* will receive a Handbook automatically.

Handbook of Cyclical Indicators is available from Superintendent of Documents, United States Government Printing Office, Washington, D.C. 20402, for $4 a copy. The stock number is 003-010-00056-2. (FELIKS TAMM, BUREAU OF ECONOMIC ANALYSIS, DEPARTMENT OF COMMERCE, telephone (202) 523-0555.)

Statistical Reporter
December 1977

HUD library #

338
E26

BUSINESS CONDITIONS DIGEST (BCD) provides a monthly look at many of the economic time series found most useful by business analysts and forecasters.

The original **BCD**, which began publication in 1961 under the title **Business Cycle Developments**, emphasized the cyclical indicators approach to the analysis of business conditions and prospects. The report's contents were based largely on the list of leading, roughly coincident, and lagging indicators maintained by the National Bureau of Economic Research, Inc.

In 1968, **BCD** was expanded to increase its usefulness to analysts using other approaches to business conditions analysis. Principal additions to the report were series from the national income and product accounts and series based on surveys of businessmen's and consumers' anticipations and intentions. The composite indexes were added at that time, and the report's present title was adopted.

The dominant feature of the current **BCD** is the cyclical indicators section, in which each business cycle indicator is assigned a three-way timing classification according to its behavior at peaks, at troughs, and at all turns. This section is supplemented by a section containing other important economic measures. The method of presentation is explained in the introductory text which begins on page 1.

Most of the data contained in this report **also are published** by their source agencies. A **series finding** guide and a complete list of series titles and sources can be found at the back of the report.

Cyclical Indicators are economic time series which have been singled out as leaders, coinciders, or laggers based on their general conformity to cyclical movements in aggregate economic activity. In this report, cyclical indicators are classified both by economic process and by their average timing at business cycle peaks, at business cycle troughs, and at peaks and troughs combined. These indicators have been selected primarily on the basis of their cyclical behavior, but they also have proven useful in forecasting, measuring, and interpreting short-term fluctuations in aggregate economic activity.

Other Economic Measures provide additional information for the evaluation of current business conditions and prospects. They include selected components of the national income and product accounts; measures of prices, wages, and productivity; measures of the labor force, employment, and unemployment; economic data on Federal, State, and local government activities; measures of U.S. international transactions; and selected economic comparisons with major foreign countries.

This report is prepared in **the Statistical Indicators Division, Bu**reau of Economic Analysis. Technical staff and their **responsibilities for the publication are—**

Barry A. Beckman—Technical supervision and review
Morton Somer—Selection of seasonal adjustment methods
Betty F. Tunstall—Collection and compilation of basic data.
Telephone (202) 523-0541

INDEX FOLLOWS →

ALPHABETICAL INDEX—SERIES FINDING GUIDE

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers)		Historical data (issue date)	Series descriptions (issue date)
		Charts	Tables		
A					
Accession rate, manufacturing	2	17	60	12/76	8/68
Agricultural products, exports	604	55	90	6/77	.....
Anticipations and intentions					
Business expenditures, new plant and equip ment	61	25	66	8/77	11/68
Business expenditures, new plant and equipment, DI	970	39	75	8/77	11/68*
Consumer assessment, index	58	23	64	1/77	11/68*
Employment, manufacturing and trade, DI	974	39	75	8/77	11/68*
Inventories on hand and on order, DI	975	39	75	8/77	11/68*
New orders, manufacturing, DI	971	39	75	8/77	11/68*
Prices, selling, manufacturing, DI	976	39	75	8/77	11/68*
Prices, selling, retail trade, DI	978	39	75	8/77	11/68*
Prices, selling, wholesale trade, DI	977	39	75	8/77	11/68*
Profits, net, manufacturing and trade, DI	972	39	75	8/77	11/68*
Sales, net, manufacturing and trade, DI	973	39	75	8/77	11/68*
Automobiles					
Expenditures, personal consumption	55	23	64	10/77	10/69*
Imports of automobiles and parts	616	55	90	6/77	.....
B					
Balance of payments—See International transactions.					
Bank loans to businesses, rate, outstanding	72	16,36	72	8/77	11/72
Bank loans to businesses, net change	112	33	71	8/77	11/72
Bank rates—See Interest rates					
Bank reserves					
Free reserves	93	34	71	6/77	11/72
Member bank borrowing from Federal Reserve	94	34	71	1/77	.....
Bonds—See Interest rates					
Borrowing—See Debt					
Budget—See Government					
Business—See Construction					
Building permits, new private housing	29	14,26	66	8/77	4/69
Business equipment—Industrial production	76	25*	66	1/77	.....
Business expenditures, new plant and equipment	61	25	66	8/77	11/68
Business expenditures, new plant and equipment, DI	970	39	75	8/77	11/68*
Business failures, current liabilities	14	34	71	12/77	.....
Business formation	12	13 24	64	12/76	.....
Business incorporations	13	24	64	1/77	.....
Business inventories—See Inventories.					
Business loans—See Bank loans					
Business saving	295	47	81	12/77	.....
C					
Canada—See International comparisons					
Capacity utilization					
Manufacturing (SEA)	83	21	63	12/76	.....
Manufacturing (FRB)	82	21	63	12/76	.....
Material	84	21	63	12/76	.....
Capital appropriations, manufacturing					
Backlog	97	25	65	10/76	.....
New appropriations	11	25	65	10/76	.....
New appropriations, DI	965	38	74	12/77	.....
Capital investment—See Investment, capital.					
Capital investment commitments, CI	914	12	59	7/77	.....
Cash flow, corporate, constant dollars	35	30	69	10/77	1/72
Cash flow, corporate, current dollars	34	30	69	10/77	1/72
Civilian labor force—See also Employment.					
Employment	442	52	88	4/77	4/72*
Employment as percent of population	90	19	61	4/77	.....
Total	441	52	88	4/77	4/72*
Unemployed	37	19,52	61,88	4/77	4/72*
Coincident indicators, four					
Composite index	920	11	59	7/77	11/75*
Composite index, rate of change	920c	40	.....	7/77	.....
Diffusion index	951	37	73	1/77	.....
Ratio to lagging indicators, composite index	940	12	59	7/77	.....
Commercial and industrial build ing, contracts awarded	9	24	65	10/76	.....
Commercial and industrial loans outstanding	72	16,36	72	8/77	11/72
Commercial and industrial loans outstanding, net change	112	33	71	8/77	11/72
Compensation					
Compensation, average hourly, all employees, nonfarm business sector	345	50	86	6/76*	10/72*
Compensation, average hourly, all employees, nonfarm business sector, percent changes	345c	51	86	6/76*	10/72*
Compensation of employees	280	46	81	11/77	10/69
Compensation of employees, percent of national income	64	31,48	69,82	10/77	10/69*
Compensation, real average hourly, all employees, nonfarm business sector	346	50	87	6/76*	10/72*
Compensation, real average hourly, all employees, nonfarm business sector, percent changes	346c	51	87	6/76*	10/72*
Earnings, average hourly, production workers, private nonfarm economy	340	50	86	10/77	6/72*
Earnings, average hourly, production workers, private nonfarm economy, percent changes	340c	51	86	10/77	6/72*
Earnings, real average hourly, production workers, private nonfarm economy	341	50	86	10/77	6/72*
Earnings, real average hourly, production workers, private nonfarm economy, percent changes	341c	51	86	10/77	6/72*
Wage and benefit decisions, first year	348	51	87	8/77	6/72*
Wage and benefit decisions, life of contract	349	51	87	8/77	6/72*
Wages and salaries, mining, manufacturing, and construction	53	20	62	9/77	.....
Composite indexes					
Coincident indicators					
Four coincidents	920	11	59	7/77	11/75*
Four coincidents, rate of change	920c	40	.....	7/77	.....
Ratio to lagging indicators	940	12	59	7/77	.....
Lagging indicators					
Six lagging	930	11	59	7/77	11/75*
Six lagging, rate of change	930c	40	.....	7/77	.....
Leading indicators					
Capital investment commitments	914	12	59	7/77	.....
Inventory investment and purchasing	915	12	59	7/77	.....
Marginal employment adjustments	913	12	59	7/77	.....
Money and financial flows	917	12	59	7/77	.....
Profitability	916	12	59	7/77	.....
Twelve leaders	910	11	59	7/77	5/75*
Twelve leaders, rate of change	910c	40	.....	7/77	.....
Construction					
Building permits, new private housing	29	14,26	66	8/77	4/69
Contracts awarded, commercial and industrial bldgs.	9	24	65	10/76	.....
Expenditures, plus machinery and equipment sales	69	25	66	6/77	9/68*
Gross private domestic fixed investment					
Nonres dential, as percent of GNP	248	48	82	11/77	10/69*
Nonresidential structures, constant dollars	87	26	66	10/77	.....
Nonres dential, total, constant dollars	86	26	66	10/77	.....
Residential as percent of GNP	249	48	82	11/77	10/69*
Residential, total, constant dollars	85	26	66	10/77	.....
Housing starts	28	26	66	4/77	6/72
Consumer finished goods—See Wholesale prices.					
Consumer goods and materials, new orders	8	13,22	63	4/77	.....
Consumer goods, industrial production	75	23	64	1/77	.....
Consumer installment debt					
Debt outstanding	66	36	72	12/77	10/72
Net change	113	33	71	12/77	10/72
Ratio to personal income	95	16,36	72	9/77	.....
Consumer installment loans, delinquency rate	39	34	71	12/77	11/72
Consumer prices—See also International comparisons.					
All items, index	320	50	83,93	3/77	5/69*
All items, percent changes	320c	50,58	83,93	3/77	5/69*
Food, index	322	50	83	3/77	5/69*
Food, percent changes	322c	50	83	3/77	5/69*
Consumer sentiment, index	58	23	64	1/77	11/68*
Consumption expenditures—See Personal consumption expenditures.					
Contracts and orders, plant and equipment, constant dol.	20	13,24	65	8/77	.....
Contracts and orders, plant and equipment, current dol.	10	24	65	8/77	9/68
Corporate bond yields	116	35	72	9/77	7/64
Corporate profits—See Profits					
Costs—See Labor costs and Price indexes.					
Credit					
Bank loans to businesses, net change	112	33	71	8/77	11/72
Borrowing, total private	110	33	71	10/77	7/64
Commercial and industrial loans outstanding	72	16,36	72	8/77	11/72
Consumer installment debt					
Debt outstanding	66	36	72	12/77	10/72
Net change	113	33	71	12/77	10/72
Ratio to personal income	95	16,36	72	9/77	.....
Consumer installment loans, delinquency rate	39	34	71	12/77	11/72
Mortgage debt, net change	33	33	70	4/77	.....
Crude materials—See Wholesale prices.					
D					
Debt—See Credit.					
Defense					
Military prime contract awards	525	54	89	5/77	.....
National defense purchases	564	54	89	10/77	10/69*
New orders, defense products	548	54	89	2/77	.....
Obligations incurred, total	516	54	89	5/77	.....
Deficit—See Government.					
Deflators—See Price indexes					
Delinquency rate, consumer installment loans	39	34	71	12/77	11/72
Deliveries, vendor performance	32	13,22	63	12/76	12/74
Diffusion indexes					
Business expenditures, new plant and equipment	970	39	75	8/77	11/68*
Capital appropriations, manufacturing	965	38	74	12/77	.....
Coincident indicators	951	37	73	1/77	.....
Employees, manufacturing and trade	974	39	75	8/77	11/68*
Employees on private nonagricultural payrolls	963	37	73	12/76	.....
Industrial materials prices, components	967	38	74	7/77	4/69*
Industrial materials prices, components	...	.....	78	.....	.....
Industrial production	966	38	74	12/77	.....
Industrial production, components	...	.....	77	.....	.....
Initial claims, State unemployment insurance	962	37	73	9/77	6/69*
Inventories, manufacturing and trade	975	39	75	8/77	11/68*
Leading indicators	952	37	73	1/77	.....
Leading indicators	950	37	73	1/77	.....
New orders, durable goods industries	964	38	74	2/77	.....
New orders, durable goods industries, components	...	.....	76	.....	.....
New orders, manufacturing	971	39	75	8/77	11/68*
Prices, 500 common stocks	968	39	74	6/77	5/69*
Prices, selling, manufacturing	976	39	75	8/77	11/68*
Prices, selling, retail trade	978	39	75	8/77	11/68*
Prices, selling, wholesale trade	977	39	75	8/77	11/68*
Profits, manufacturing	969	38	74	5/77	.....
Profits, net, manufacturing and trade	972	39	75	8/77	11/68*
Sales, net, manufacturing and trade	973	39	75	8/77	11/68*
Workweek, mfg. production workers	961	37	73	1/77	.....
Workweek, mfg. production workers, components	...	.....	76	.....	.....
Disposable personal income—See Income					

NOTE: The following abbreviations are used in this index: CI, composite index; DI, diffusion index; GPDI, gross private domestic investment; and NIPA, national income and product accounts.
*The identification number for this series has been changed since the publication date shown.

ALPHABETICAL INDEX—SERIES FINDING GUIDE—Continued

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers)		Historical data (issue date)	Series descriptions (issue date)
		Charts	Tables		
E					
Earnings—See Compensation.					
Employment and unemployment					
Accession rate, manufacturing	2	17	60	12/76	8/68
Civilian labor force, total	441	52	88	4/77	4/72*
Employee hours in nonagricultural establishments	48	18	60	5/77	8/68*
Employee hours in nonagricultural establishments, rate of change	48c	40	.....	7/76	8/68*
Employees in mining, mfg., and construction	40	18	61	12/76	.....
Employees, manufacturing and trade, DI	974	39	75	8/77	11/68*
Employees on nonagricultural payrolls	41	15,18	61	12/76	8/68
Employees on private nonag. payrolls, DI	963	37	73	12/76	.....
Employment, ratio to population	90	19	61	4/77	.....
Employment, total civilian	442	52	88	4/77	4/72*
Help-wanted advertising in newspapers	46	18	60	12/77	12/74
Help-wanted advertising, ratio to unemployment	60	18	60	4/77	.....
Initial claims, State unemployment insurance	5	17	60	12/77	6/69
Initial claims, State unemployment insurance, DI	962	37	73	9/77	6/69*
Layoff rate, manufacturing	3	13,17	60	12/76	8/68*
Marginal employment adjustments, CI	913	12	59	7/77	.....
Overtime hours, mfg. production workers	21	17	60	12/76	12/74
Participation rate, both sexes, 16-19 years old	453	52	88	4/77	.....
Participation rate, females 20 years and over	452	52	88	4/77	.....
Participation rate, males 20 years and over	451	52	88	4/77	.....
Part time workers for economic reasons	448	52	88	4/77	.....
Persons engaged in nonagricultural activities	42	18	61	4/77	4/72
Quit rate, manufacturing	4	17	60	12/76	.....
Unemployed, both sexes, 16-19 years old	446	52	88	4/77	.....
Unemployed, females 20 years and over	445	52	88	4/77	.....
Unemployed, full-time workers	447	52	88	4/77	.....
Unemployed, males 20 years and over	444	52	88	4/77	.....
Unemployment, average duration	91	16,19	61	4/77	.....
Unemployment rate, 15 weeks and over	44	19	61	4/77	4/72
Unemployment rate, insured, average weekly	45	19	61	12/77	6/69
Unemployment rate, total	43	19	61	4/77	4/72
Unemployment, total civilian	37	19,52	61,88	4/77	4/72*
Workweek, mfg. production workers	1	13,17	60	12/76	8/68
Workweek, mfg. production workers, components	...	.....	76	.....	.....
Workweek, mfg. production workers, DI	961	37	73	1/77	.....
Equipment—See Investment, capital.					
Exports—See Foreign trade and International transactions.					
F					
Federal funds rate	119	35	71	9/77	11/73
Federal Government—See Government.					
Federal Reserve, member bank borrowing from	94	34	71	1/77	.....
Final sales in constant dollars	213	41	79	11/77	.....
Financial flows, and money, CI	917	12	59	7/77	.....
Fixed investment—See Investment, capital.					
Fixed weighted price index, NIPA	311	49	83	10/77	.....
Fixed weighted price index, percent changes, NIPA	311c	49	83	10/77	.....
Food—See Consumer prices.					
Foreign trade—See also International transactions.					
Balance on goods and services	667	56	91	8/77	.....
Balance on merchandise trade	622	56	91	8/77	.....
Exports, merchandise, adjusted, exc. military	618	56	91	8/77	5/69*
Exports, merchandise, total exc. military aid	602	55	90	6/77	5/69*
Exports of agricultural products	604	55	90	6/77	.....
Exports of goods and services, constant dol., NIPA	256	45	81	11/77	.....
Exports of goods and services, current dol., NIPA	252	45	81	11/77	5/69
Exports of goods and services, exc. military	668	56	91	8/77	5/69*
Exports of nonelectrical machinery	606	55	90	6/77	.....
Imports, merchandise, adjusted, exc. military	620	56	91	8/77	5/69*
Imports, merchandise, total	612	55	90	6/77	5/69*
Imports of automobiles and parts	616	55	90	6/77	.....
Imports of goods and services, constant dol., NIPA	257	45	81	11/77	.....
Imports of goods and services, current dol., NIPA	253	45	81	11/77	5/69
Imports of goods and services, total	669	56	91	8/77	5/69*
Imports of petroleum and products	614	55	90	6/77	.....
Net exports, goods and services, constant dol., NIPA	255	45	81	11/77	.....
Net exports, goods and services, current dol., NIPA	250	45	81	11/77	5/69
Net exports, goods and services, percent of GNP, NIPA	251	48	82	11/77	10/69*
France—See International comparisons.					
Free reserves	93	34	71	6/77	11/72
G					
Goods output in constant dollars	49	21	62	10/77	.....
Government budget, NIPA					
Federal expenditures	502	53	89	10/77	7/68*
Federal receipts	501	53	89	10/77	7/68*
Federal surplus or deficit	500	53	89	10/77	.....
State and local expenditures	512	53	89	10/77	.....
State and local receipts	511	53	89	10/77	.....
State and local surplus or deficit	510	53	89	10/77	.....
Surplus or deficit, total	298	47	82	12/77	10/69
Government purchases of goods and services					
Federal, constant dollars	263	44	80	11/77	11/73
Federal, current dollars	262	44	80	11/77	10/69
Federal, percent of GNP	265	48	82	11/77	10/69*
National defense	564	54	89	10/77	10/69*
State and local, constant dollars	267	44	80	11/77	11/73
State and local, current dollars	266	44	80	11/77	10/69
State and local, percent of GNP	268	48	82	11/77	10/69*
Total, constant dollars	261	44	80	11/77	.....
Total, current dollars	260	44	80	11/77	10/69
Gross business product					
Fixed weighted price index	311	49	83	10/77	.....
Fixed weighted price index, percent changes	311c	49	83	10/77	.....
Gross domestic product, labor cost per unit	68	31	69	10/77	7/68
Gross national product					
GNP, constant dollars	50	20,41	62,79	11/77	10/69*
GNP, constant dollars, differences	50b	.....	79	11/77	10/69*
GNP, constant dollars, percent changes	50c	40	79	11/77	10/69*
GNP, current dollars	200	41	79	11/77	10/69
GNP, current dollars, differences	200b	.....	79	11/77	10/69
GNP, current dollars, percent changes	200c	.....	79	11/77	10/69
GNP, ratio to money supply	107	32	70	10/77	.....
Goods output in constant dollars	49	21	62	10/77	.....
Implicit price deflator	310	49	83	10/77	10/59*
Implicit price deflator, percent changes	310c	49	83	10/77	10/69*
Per capita GNP, constant dollars	217	41	79	11/77	10/69
Gross private domestic invest.—See Investment, capital.					
H					
Help-wanted advertising in newspapers	46	18	60	12/77	12/74
Help-wanted advertising, ratio to unemployment	60	18	60	4/77	.....
Hours of production workers, manufacturing					
Average weekly overtime	21	17	60	12/76	12/74
Average workweek	1	13,17	60	12/76	8/68
Average workweek, components	...	.....	76	.....	.....
Average workweek, DI	961	37	73	1/77	.....
Housing					
Housing starts	28	26	66	4/77	6/72
Housing units authorized by local bldg. permits	29	14,26	66	8/77	4/69
Residential GPDI, constant dollars	85	26	66	10/77	.....
Residential GPDI, percent of GNP	249	48	82	11/77	10/69*
I					
Implicit price deflator, GNP	310	49	83	10/77	10/69
Implicit price deflator, GNP, percent changes	310c	49	83	10/77	10/69*
Imports—See Foreign trade and International transactions.					
Income					
Compensation, average hourly, all employees, nonfarm business sector	345	50	86	6/76*	10/72*
Compensation, average hourly, all employees, nonfarm business sector, percent changes	345c	51	86	6/76*	10/72*
Compensation of employees	280	46	81	11/77	10/69
Compensation of employees, pct. of nat'l. income	64	31,48	69,82	10/77	10/69*
Compensation, real average hourly, all employees, nonfarm business sector	346	50	87	6/76*	10/72*
Compensation, real average hourly, all employees, nonfarm business sector, percent changes	346c	51	87	6/76*	10/72*
Consumer installment debt, ratio to personal income	95	16,36	72	9/77	.....
Corporate profits with IVA and CCA	286	46	81	12/77	10/69
Corp. profits with IVA and CCA, pct. of nat'l. income	287	48	82	12/77	10/69*
Disposable personal income, constant dollars	225	41	79	11/77	10/69
Disposable personal income, current dollars	224	41	79	11/77	10/69
Disposable personal income, per capita, constant dol.	227	41	79	11/77	10/69
Earnings, average hourly, production workers, private nonfarm economy	340	50	86	10/77	6/72*
Earnings, average hourly, production workers, private nonfarm economy, percent changes	340c	51	86	10/77	6/72*
Earnings, real average hourly, production workers, private nonfarm economy	341	50	86	10/77	6/72*
Earnings, real average hourly, production workers, private nonfarm economy, percent changes	341c	51	86	10/77	6/72*
Income on foreign investment in the U.S.	652	56	91	8/77	5/69*
Income on U.S. investments abroad	651	56	91	3/77	5/69*
Interest, net	288	46	81	12/77	10/69
Interest, net, percent of national income	289	48	82	12/77	10/69*
National income	220	46	81	11/77	10/69
Personal income, constant dollars	52	20	62	9/77	7/68*
Personal income, current dollars	223	41	62	9/77	.....
Personal income, less transfers, constant dollars	51	15,20	62	9/77	.....
Personal income, less transfers, constant dols, rate of chg.	51c	40	.....	12/77	.....
Personal income, ratio to money supply	108	32	70	9/77	.....
Proprietors' income with IVA and CCA	282	46	81	11/77	10/69
Proprietors' income with IVA and CCA, percent of national income	283	48	82	11/77	10/69*
Rental income of persons with CCA	284	46	81	11/77	10/69
Rental income of persons with CCA, pct. of nat'l. income	285	48	82	12/77	10/69*
Wage and benefit decisions, first year	348	51	87	8/77	6/72*
Wage and benefit decisions, life of contract	349	51	87	8/77	6/72*
Wages and salaries, mining, mfg., and construction	53	20	62	9/77	.....
Incorporations, new businesses	13	24	64	1/77	.....
Industrial materials prices	23	29	68	1/77	4/69
Industrial materials prices, components	...	.....	78	.....	.....
Industrial materials prices, DI	967	38	74	7/77	4/69*
Industrial production—See also International comparisons.					
Business equipment	76	25	66	1/77	.....
Consumer goods	75	23	64	1/77	.....
Durable manufactures	73	21	62	1/77	.....
Nondurable manufactures	74	21	62	1/77	.....
Total	47	15,21,57	62,92	12/77	11/68
Total, components	...	.....	77	.....	.....
Total, DI	966	38	74	12/77	.....
Total, rate of change	47c	40	.....	12/77	.....
Installment debt—See Credit.					
Insured unemployment					
Avg. weekly initial claims, unemploy. insurance	5	17	60	12/77	6/69
Avg. weekly initial claims, unemploy. insurance, DI	962	37	73	9/77	6/69*
Avg. weekly insured unemployment rate	45	19	61	12/77	6/69

NOTE: The following abbreviations are used in this index: CI, composite index; DI, diffusion index; GPDI, gross private domestic investment; and NIPA, national income and product accounts.
*The identification number for this series has been changed since the publication date shown.

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers): Charts	Current issue (page numbers): Tables	Historical data (issue date)	Series descriptions (issue date)
Interest, net	288	46	81	12/77	10/69
Interest, net, percent of national income	289	48	82	12/77	10/69*
Interest rates					
Bank rates on short-term business loans	67	36	72	5/77	12/74
Corporate bond yields	116	35	72	9/77	7/64
Federal funds rate	119	35	71	9/77	11/73
Mortage yields, secondary market	118	35	72	9/77	7/64
Municipal bond yields	117	35	72	9/77	11/73
Prime rate charged by banks	109	35	72	9/77	7/64
Treasury bill rate	114	35	71	9/77	7/64
Treasury bond yields	115	35	72	9/77	7/64
Intermediate materials—See Wholesale prices.					
International comparisons					
Consumer prices					
Canada, index	733	.....	94	6/77	9/72*
Canada, percent changes	733c	58	94	6/77	.....
France, index	736	.....	93	6/77	9/72*
France, percent changes	736c	58	93	6/77	.....
Italy, index	737	.....	94	6/77	9/72*
Italy, percent changes	737c	58	94	6/77	.....
Japan, index	738	.....	93	6/77	9/72*
Japan, percent changes	738c	58	93	6/77	.....
United Kingdom, index	732	.....	93	6/77	9/72*
United Kingdom, percent changes	732c	58	93	6/77	.....
United States, index	320	50	83,93	3/77	5/69*
United States, percent changes	320c	50,58	83,93	3/77	5/69*
West Germany, index	735	.....	93	6/77	9/72*
West Germany, percent changes	735c	58	93	6/77	.....
Industrial production					
Canada	723	57	92	7/77	10/72*
France	726	57	92	7/77	10/72*
Italy	727	57	92	7/77	10/72*
Japan	728	57	92	7/77	10/72*
OECD, European countries	721	57	92	7/77	.....
United Kingdom	722	57	92	7/77	10/72*
United States	47	15,21,57	62,92	12/77	11/68
West Germany	725	57	92	7/77	10/72*
Stock prices					
Canada	743	58	94	5/76*	.....
France	746	58	94	5/76*	.....
Italy	747	58	94	5/76*	.....
Japan	748	58	94	5/76*	.....
United Kingdom	742	58	94	5/76*	.....
United States	19	58	94	5/76	.....
West Germany	745	58	94	5/76*	.....
International transactions—See also Foreign trade.					
Balance on goods and services	667	56	91	8/77	.....
Balance on merchandise trade	622	56	91	8/77	.....
Exports, merchandise, adjusted, exc. military	616	56	91	8/77	5/69*
Exports, merchandise, total exc. military aid	602	55	90	6/77	5/69*
Exports of agricultural products	604	55	90	6/77	.....
Exports of goods and services, exc. military	668	56	91	8/77	5/69*
Exports of nonelectrical machinery	606	55	90	6/77	.....
Imports, merchandise, adjusted, exc. military	620	56	91	8/77	5/69*
Imports, merchandise, total	612	55	90	6/77	5/69*
Imports of automobiles and parts	616	55	90	6/77	.....
Imports of goods and services, total	688	56	91	8/77	5/69*
Imports of petroleum and products	614	55	90	6/77	.....
Income on foreign investments in U.S.	652	56	91	8/77	5/69*
Income on U.S. investments abroad	651	56	91	8/77	5/69*
Inventories					
Business inventories, change, constant dollars	30	27,43	67,80	10/77	.....
Business inventories, change, current dollars	245	43	80	11/77	10/69
Business inventories, change, percent of GNP	247	48	82	11/77	10/69*
Finished goods, manufacturers'	65	28	67	2/77	9/68
Inventories on hand and on order, net change	36	14,27	67	9/77	.....
Inventories to sales ratio, mfg. and trade (deflated)	77	28	67	5/77	.....
Inventory investment and purchasing, CI	915	12	59	7/77	.....
Manufacturing and trade, constant dollars	70	16,28	67	5/77	.....
Manufacturing and trade, current dollars	71	28	67	2/77	2/69
Manufacturing and trade, current dollars, change	31	27	67	5/77	2/69
Manufacturing and trade, DI	975	39	75	8/77	11/68*
Materials and supplies on hand and on order, mfg.	78	28	67	2/77	.....
Materials and supplies on hand and on order, mfg., change	38	27	67	5/77	.....
Investment, capital					
Capital appropriations, manufacturing, backlog	97	25	65	10/76	.....
Capital appropriations, manufacturing, new	11	25	65	10/76	.....
Capital appropriations, manufacturing, new, DI	965	38	74	12/77	.....
Capital investment commitments, CI	914	12	59	7/77	.....
Construction contracts, commercial and industrial	9	24	65	10/76	.....
Construction expenditures, business and machinery and equipment sales	69	25	66	8/77	9/68*
Gross private domestic investment					
Fixed investment, constant dollars	243	43	80	11/77	.....
Fixed investment, current dollars	242	43	80	11/77	.....
Inventories, business, change in—See Inventories.					
Nonresidential, total constant dollars	86	26	66	10/77	.....
Nonresidential, total, percent of GNP	248	48	82	11/77	10/69*
Producers' durable equip., nonresid., constant dol.	98	26	66	10/77	.....
Residential, total, constant dollars	89	26	66	10/77	.....
Residential, total, percent of GNP	249	48	82	11/77	10/69*
Structures, nonresidential, constant dollars	87	26	66	10/77	.....
Total, constant dollars	241	43	80	11/77	10/69
Total, current dollars	240	43	80	11/77	10/69
New orders, capital goods, nondefense, constant dollars	27	24	65	4/77	.....
New orders, capital goods, nondefense, current dollars	24	24	65	4/77	9/68

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers): Charts	Current issue (page numbers): Tables	Historical data (issue date)	Series descriptions (issue date)
Plant and equipment					
Business expenditures, new	61	25	66	8/77	11/68
Business expenditures, new, DI	970	39	75	8/77	11/68*
Contracts and orders, constant dollars	20	13,24	65	8/77	.....
Contracts and orders, current dollars	10	24	65	8/77	9/68
Investment, foreign					
Income on foreign investments in U.S.	652	56	91	8/77	5/69*
Income on U.S. investments abroad	651	56	91	8/77	5/69*
Italy—See International comparisons.					
J					
Japan—See International comparisons.					
L					
Labor cost per unit of gross domestic product	68	31	69	10/77	7/68
Labor cost per unit of output, manufacturing	67	16,31	69	9/77	11/68
Labor cost per unit of output, private business sector	63	31	69	1/77	10/72
Labor cost, price per unit of, manufacturing	17	30	69	9/77	11/68
Labor force—See Employment and unemployment.					
Lagging indicators, six					
Composite index	930	11	59	7/77	11/75*
Composite index, rate of change	930c	40	.....	7/77	.....
Diffusion index	952	37	73	1/77	.....
Layoff rate, manufacturing	3	13,17	60	12/76	8/68*
Leading indicators, twelve					
Composite index	910	11	59	7/77	5/75*
Composite index, rate of change	910c	30	.....	7/77	.....
Diffusion index	950	37	73	1/77	.....
Liabilities of business failures	14	34	71	12/77	.....
Liquid assets, change in total	104	14,32	70	12/77	.....
Loans—See Credit.					
M					
Man-hours—See Employment and unemployment.					
Marginal employment adjustments, CI	913	12	59	7/77	.....
Materials and supplies on hand and on order, mfg.	78	28	67	2/77	.....
Materials and supplies on hand and on order, mfg. change	38	27	67	5/77	.....
Materials, crude and intermediate—See Wholesale prices.					
Materials, industrial—See Price indexes.					
Materials, new orders for consumer goods and	8	13,22	63	4/77	.....
Materials, rate of capacity utilization	84	21	63	12/76	.....
Merchandise trade—See Foreign trade.					
Military—See Defense.					
Money and financial flows, CI	917	12	59	7/77	.....
Money supply					
Liquid assets, change in total	104	14,32	70	12/77	.....
Money supply M1	105	14,32	70	5/77	.....
Money supply M1, percent changes	85	32	70	5/77	10/72
Money supply M2	106	32	70	5/77	.....
Money supply M2, percent changes	102	32	70	5/77	10/72
Ratio, GNP to money supply M1	107	32	70	10/77	.....
Ratio personal income to money supply M2	108	32	70	9/77	.....
Mortgage debt, net change	33	33	70	4/77	.....
Mortage yields secondary market	118	35	72	9/77	7/64
Municipal bond yields	117	35	72	9/77	7/64
N					
National defense—See Defense.					
National Government—See Government.					
National income—See Income.					
New orders, manufacturers'					
Capital goods industries, nondefense, constant dol.	27	24	65	4/77	.....
Capital goods industries, nondefense, current dol.	24	24	65	4/77	9/68
Consumer goods and materials, constant dollars	8	13,22	63	4/77	.....
Contracts and orders, plant and equip., constant dol.	20	13,24	65	8/77	.....
Contracts and orders, plant and equip., current dol.	10	24	65	8/77	9/68
Defense products	548	54	89	2/77	.....
Durable goods industries, constant dollars	7	22	63	5/77	.....
Durable goods industries, current dollars	6	22	63	5/77	9/68
Components	.....	.....	76	.....	.....
Diffusion index	954	38	74	2/77	.....
New orders, manufacturing, DI	971	39	75	8/77	11/68*
Nonresidential fixed investment, GPDI					
Producers' durable equipment, constant dollars	88	26	66	10/77	.....
Structures, constant dollars	87	26	66	10/77	.....
Total, constant dollars	86	26	66	10/77	.....
Total, percent of GNP	248	48	82	11/77	10/69*
O					
Obligations incurred, Defense Department	516	54	89	5/77	.....
OECD, European countries, industrial production	721	57	92	7/77	.....
Orders—See New orders and Unfilled orders.					
Output—See also Gross national product and Industrial production.					
Goods output, constant dollars	49	21	62	10/77	.....
Labor cost per unit of	62	16,31	69	9/77	11/68
Per hour, nonfarm business sector	358	51	87	6/76*	6/68*
Per hour, private business sector	370	51	87	5/76*	10/72*
Per hour, private business sector, percent changes	370c	51	87	6/76*	10/72*
Ratio to capacity, manufacturing (BEA)	83	21	63	12/76	.....
Ratio to capacity, manufacturing (FRB)	82	21	63	12/76	.....
Ratio to capacity, materials	84	21	63	12/76	.....
Overtime hours, production workers, manufacturing	21	17	60	12/76	12/74

NOTE The following abbreviations are used in this index: CI, composite index; DI, diffusion index; GPDI, gross private domestic investment; and NIPA, national income and product accounts.
*The identification number for this series has been changed since the publication date shown.

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers): Charts	Current issue (page numbers): Tables	Historical data (issue date)	Series descriptions (issue date)
P					
Participation rates, civilian labor force					
Both sexes, 16-19 years of age	453	52	88	4/77	.....
Females 20 years and over	452	52	88	4/77	.....
Males 20 years and over	451	52	88	4/77	.....
Personal consumption expenditures					
Automobiles	55	23	64	10/77	10/69*
Durable goods, constant dollars	233	42	79	11/77	.....
Durable goods, current dollars	232	42	79	11/77	10/69
Durable goods, total	238	42	80	11/77	.....
Nondurable goods, constant dollars	236	42	80	11/77	10/69
Nondurable goods, current dollars	239	42	80	11/77	.....
Services, constant dollars	237	42	80	11/77	10/69
Services, current dollars	231	42	79	11/77	10/69
Total, constant dollars	230	42	79	11/77	10/69
Total, current dollars	235	48	82	11/77	10/69*
Total, percent of GNP	.....	.....	.....	.....	.....
Personal income—See Income.					
Personal saving	292	47	81	12/77	10/69
Personal saving rate	293	47	82	12/77	7/68*
Petroleum and products, imports	614	55	90	6/77	.....
Plant and equipment—See also Investment, capital.					
Business expenditures for	61	25	66	8/77	11/68
Business expenditures for, DI	970	39	75	8/77	11/68*
Contracts and orders for, constant dollars	20	13,24	65	3/77	.....
Contracts and orders for, current dollars	10	24	65	8/77	9/68
Population, civilian employment as percent of	90	19	61	4/77	.....
Price indexes					
Consumer prices—See also International comparisons.					
All items, index	320	50	83,93	3/77	5/69*
All items, percent changes	320c	50,58	83,93	3/77	5/69*
Food, index	322	50	83	3/77	5/69*
Food, percent changes	322c	50	83	3/77	5/69*
Deflators, NIPA					
Fixed weighted, gross business product, index	311	49	83	10/77	.....
Fixed weighted, gross business product, pct. changes	311c	49	83	10/77	.....
Implicit price deflator, GNP, index	310	49	83	10/77	10/69*
Implicit price deflator, GNP, percent changes	310c	49	83	10/77	10/69*
Industrial materials	23	29	68	1/77	4/69
Industrial materials, components	.....	.....	78	.....	.....
Industrial materials, DI	967	38	74	7/77	4/69*
Labor cost, price per unit of	17	30	69	9/77	11/68
Sensitive prices, change in	92	14,29	68	3/77	.....
Stock prices—See also International comparisons.					
500 common stocks	19	14,29	68	12/77	5/69
500 common stocks, DI	968	38	74	6/77	5/69*
Wholesale prices	330	49	84	3/77	6/69*
All commodities, index	330c	49	84	3/77	.....
All commodities, percent change	334	49	85	3/77	.....
Consumer finished goods, index	334c	49	85	3/77	.....
Consumer finished goods, percent changes	331	49	84	3/77	.....
Crude materials, index	331c	49	84	3/77	.....
Crude materials, percent changes	332	49	85	3/77	.....
Intermediate materials, index	332c	49	85	3/77	.....
Intermediate materials, percent changes	333	49	85	3/77	.....
Producer finished goods, index	333c	49	85	3/77	.....
Producer finished goods, percent changes	17	30	69	9/77	11/68
Price to unit labor cost, manufacturing	.....	.....	.....	.....	.....
Prices, selling	976	39	75	8/77	11/68*
Manufacturing, DI	978	39	75	8/77	11/68*
Retail trade, DI	977	39	75	8/77	11/68*
Wholesale trade, DI	525	54	89	5/77	.....
Prime contracts, military	109	36	72	9/77	11/73
Prime rate charged by banks	.....	.....	.....	.....	.....
Producer finished goods—See Wholesale prices.	88	26	66	10/77	.....
Producers' durable equipment, nonresid., GPDI	.....	.....	.....	.....	.....
Production—See Industrial production and GNP.					
Productivity	358	51	87	6/76*	6/68*
Output per hour, nonfarm business sector	370	51	87	6/76*	10/72*
Output per hour, private business sector	370c	51	87	6/76*	10/72*
Output per hour, private business sector, pct. changes	916	12	59	7/77	.....
Profitability, CI	.....	.....	.....	.....	.....
Profits	18	29	68	10/77	1/72
Corporate, after taxes, constant dollars	16	29	68	10/77	7/68
Corporate, after taxes, current dollars	.....	.....	.....	.....	.....
Corporate, after taxes, with IVA and CCA, constant dollar	80	29	68	10/77	.....
Corporate, after taxes, with IVA and CCA, cur. dol.	79	29	68	10/77	10/69
Corporate, with IVA and CCA	286	46	81	12/77	10/69*
Corporate, with IVA and CCA, pct. of nat'l. income	287	48	82	12/77	11/68*
Manufacturing and trade, DI	972	39	75	8/77	.....
Manufacturing, DI	969	38	74	5/77	.....
Per dollar of sales, manufacturing	15	30	69	4/76	3/69
Profitability, CI	916	12	59	7/77	.....
Ratio, profits to corporate domestic income	22	30	68	10/77	7/68
Ratio, profits with IVA and CCA to corporate domestic income	81	30	69	10/77	.....
Proprietors' income with IVA and CCA	282	46	81	11/77	10/69
Proprietors' income with IVA and CCA, pct. of nat'l. inc.	283	48	82	11/77	10/69*
Q					
Qunt rate, manufacturing	4	17	60	12/76	.....
R					
Rental income of persons, with CCA	284	46	81	11/77	10/69
Rental income of persons, with CCA, percent of national income	285	48	82	12/77	10/69*

Series titles (See complete titles in "Titles and Sources of Series," following this index)	Series number	Current issue (page numbers): Charts	Current issue (page numbers): Tables	Historical data (issue date)	Series descriptions (issue date)
Reserves, free	93	34	71	6/77	11/72
Residential fixed investment, constant dollars, GPDI	89	26	66	10/77	.....
Residential fixed investment, percent of GNP	249	48	82	11/77	10/69*
Residential structures—See Housing.					
Retail sales, constant dollars	59	23	64	10/76	.....
Retail sales, current dollars	54	23	64	10/76	6/72
S					
Salaries—See Compensation.					
Sales					
Final sales, constant dollars	213	41	79	11/77	.....
Machinery and equipment sales and business construction expenditures	69	25	66	8/77	9/68*
Manufacturing and trade sales, constant dollars	57	15,23	64	12/76	.....
Manufacturing and trade sales, current dollars	56	23	64	2/77	2/69
Manufacturing and trade sales, DI	973	39	75	8/77	11/68*
Ratio, inventories to sales, mfg. and trade	77	28	67	5/77	.....
Retail sales, constant dollars	59	23	64	10/76	.....
Retail sales, current dollars	54	23	64	10/76	6/72
Saving					
Business saving	295	47	81	12/77	.....
Government surplus or deficit	298	47	82	12/77	10/69
Gross saving, private and government	290	47	81	12/77	10/69
Personal saving	292	47	81	12/77	10/69
Personal saving rate	293	47	82	12/77	7/68*
Selling prices—See Prices, selling					
Sensitive prices, change in	92	14,29	68	3/77	.....
State and local government—See Government.					
Stock prices—See also International comparisons.					
500 common stocks	19	14,29	68	12/77	5/69
500 common stocks, DI	968	38	74	6/77	5/69*
Stocks of materials and supplies on hand and on order	78	28	67	2/77	.....
Stocks of materials and supplies on hand and on order, change	38	27	67	5/77	.....
Surplus—See Government.					
T					
Treasury bill rate	114	35	71	9/77	7/64
Treasury bond yields	115	35	72	9/77	7/64
U					
Unemployment					
Duration of unemployment, average	91	16,19	61	4/77	.....
Help wanted advertising to unemployment, ratio	60	18	60	4/77	.....
Initial claims, avg. weekly, unemploy. insurance	5	17	60	12/77	6/69
Initial claims, avg. weekly, unemploy. insurance, DI	962	37	73	9/77	6/69*
Layoff rate, manufacturing	3	13,17	60	12/76	8/68*
Number unemployed, civilian labor force					
Both sexes, 16-19 years of age	446	52	88	4/77	.....
Females, 20 years and over	445	52	88	4/77	.....
Full-time workers	447	52	88	4/77	.....
Males, 20 years and over	444	52	88	4/77	.....
Total unemployed	37	19,52	61,88	4/77	4/72*
Quit rate, manufacturing	4	17	60	12/76	.....
Unemployment rates					
15 weeks and over	44	19	61	4/77	4/72
Insured, average weekly	45	19	61	12/77	6/69
Total	43	19	61	4/77	4/72
Unfilled orders, manufacturers'					
Durable goods industries	96	22	63	2/77	9/68
Durable goods industries, change in	25	22	63	5/77	9/68
United Kingdom—See International comparisons.					
V					
Velocity of money					
GNP to money supply M1, ratio	107	32	70	10/77	.....
Personal income to money supply M2, ratio	108	32	70	9/77	.....
Vendor performance	32	13,22	63	12/76	12/74
W					
Wages and salaries—See Compensation.					
West Germany—See International comparisons.					
Wholesale prices					
All commodities, index	330	49	84	3/77	6/69*
All commodities, percent changes	330c	49	84	3/77	.....
Consumer finished goods, index	334	49	85	3/77	.....
Consumer finished goods, percent changes	334c	49	85	3/77	.....
Crude materials, index	331	49	84	3/77	.....
Crude materials, percent changes	331c	49	84	3/77	.....
Intermediate materials, index	332	49	85	3/77	.....
Intermediate materials, percent changes	332c	49	85	3/77	.....
Producer finished goods, index	333	49	85	3/77	.....
Producer finished goods, percent changes	333c	49	85	3/77	.....
Sensitive prices, change in	92	14,29	68	3/77	.....
Work week of production workers, manufacturing	1	13,17	60	12/76	8/68
Work week of production workers, manufacturing, components	.....	.....	76	.....	.....
Work week of production workers, manufacturing, DI	961	37	73	1/77	.....

NOTE The following abbreviations are used in this index: CI, composite index; DI, diffusion index; GPDI, gross private domestic investment, and NIPA, national income and product accounts.
*The identification number for this series has been changed since the publication date shown.

FEDERAL INFORMATION SOURCES AND SYSTEMS

The 1977 edition of *Federal Information Sources and Systems*, a Directory issued by the Comptroller General, has recently been released by the General Accounting Office. The data compilation responds to information requirements of Title II of the Legislative Reorganization Act of 1970, as amended by Title VIII of the Congressional Budget Act of 1974.

The directory contains descriptions of approximately 1,400 major systems containing fiscal, budgetary and program-related information which are maintained by 91 executive and legislative agencies.

The publication contains a citation and an index section. The citation section, arranged by agency, consists of descriptive information and an abstract prepared by participating agencies. The descriptive information elements are as follows:

—Abstracts outlining purpose, inputs, data content and outputs
—Title/acronym of source, system or activity
—Agency identification number
—Relevant budget programs and OMB Funding Title/Code
—Congressional committee jurisdiction
—Agency contact
—Notice of availability
—Key words and descriptors

The *Index section*, comprised of a subject index, title index, agency index, congressional index, program index, budget function index, and an OMB funding title/program table, facilitates the search for citations of information sources and systems. A glossary of program, budgetary, and information terms is appended.

Copies of *Federal Information Sources and Systems* can be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 for $6.75 a copy, GPO stock number 020-000-00152-6.

Both microfiche and a limited number of paper copies of the directory are available to Members of Congress, congressional committee staff members, officials of Federal, State, and local governments, nonprofit organizations, and college libraries, faculty members, and students by writing to:

U.S. General Accounting Office
Distribution Section
Room 4522
441 G Street, N.W.
Washington, D.C. 20548

(MARTHA JO DEY OR ROBERT JAXEL, PROGRAM ANALYSIS DIVISION, GENERAL ACCOUNTING OFFICE, telephone (202) 275-1837.)

Statistical Reporter
January 1978

HUD library # Ref.
058.7
:351
G25
year
V.3

Congressional Information Service,

American Statistics Index, a comprehensive guide and index to the statistical publications of the U. S. government. 2 volumes annually, with monthly updates.

Ref.
351
(016)
C65a
year

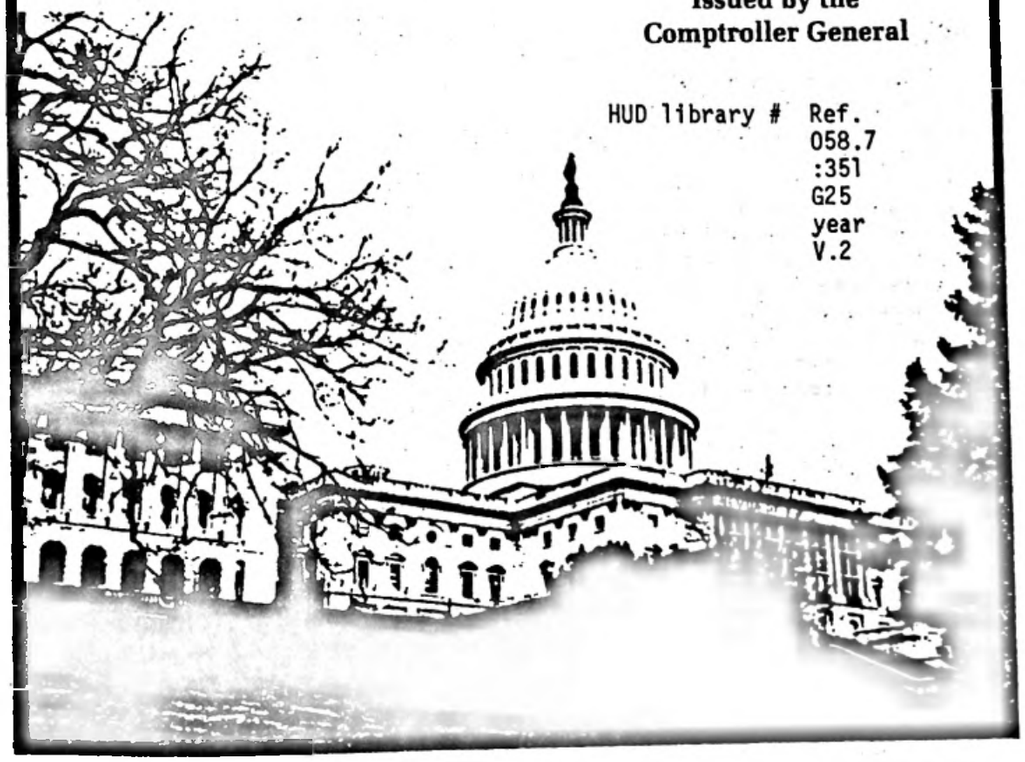
UNITED STATES GENERAL ACCOUNTING OFFICE

Federal Program Evaluations

July 1, 1975 through June 30, 1977

A Directory Issued by the Comptroller General

HUD library # Ref.
058.7
:351
G25
year
V.2



1977 Congressional Sourcebook Series

PAD-78-27

For sale by the Superintendent of Documents, U.S. Government Printing Office
Washington, D.C. 20402
Stock No. 052-000-00160-7

INTRODUCTION

As part of our continuing effort to provide the Congress with improved access to program evaluation information, the General Accounting Office is publishing the second edition of the *Federal Program Evaluations* Sourcebook.

One of the major efforts of this edition was to increase the number of contributing agencies. The first edition of the Sourcebook provided evaluation citations from 17 Federal agencies. For this edition virtually all Federal agencies were given the opportunity to submit materials and 49 organizations responded with citations of program evaluation reports that they considered appropriate for inclusion. This increased coverage of Federal agencies should improve the usefulness of the Sourcebook as a reference for Congress with respect to information needed to carry out its budget and oversight responsibilities.

The citation section is organized by agency and contains, in addition to an abstract, a number of items of bibliographic data and identification of the program being evaluated. It is followed by several types of indexes which permit searches based on subject, budget function, program, law, agency, and congressional committee.

PURPOSE AND SCOPE

The primary purpose of *Federal Program Evaluations* is to facilitate access to program evaluation information which may be useful to the Congress. The Directory permits the user to identify and locate evaluative studies on subjects of interest. Thus, while the primary orientation is toward the congressional user, the Directory should also prove useful to others—those who produce or use evaluation studies and therefore need to know what work has been done on a particular subject.

The first edition identified 1,700 program evaluation reports that were completed in fiscal years 1973 through 1975. This second edition consists of evaluation reports produced primarily between June 30, 1975, and June 30, 1977. The submission of agency responses was completed by September 1977 and again resulted in the identification of approximately 1,700 program evaluations. GAO suggested various guidelines and criteria reflecting the basic points that reports should be: (1) evaluation reports, (2) related to an agency program, and (3) submitted by agency evaluation staff.

METHODOLOGY AND RELIABILITY

Agencies were contacted by mail during April and May 1977, and presentations were scheduled primarily during May and June. Agency personnel were provided with a handbook explaining the purpose of the survey and containing both conceptual guidance and detailed instructions for completing the survey forms. The terms "program" and "program evaluation" have not yet achieved a uniform interpretation throughout the Federal government. This lack of uniformity is reflected in this Sourcebook. Some of the citations represent rigorous scientific evaluations; others are undoubtedly less rigorous or evaluative. Some of the studies appear to be comprehensive reviews of entire programs or major components; others are more narrowly focused on specific activities within programs. Because of our interest in making the Sourcebook as complete as possible, GAO did not attempt to screen out entries by applying rigorous standards of relevance or validity. Our judgment has been that an evaluation which some may consider flawed can still contain useful information for a decisionmaker.

In general, each agency determined its contribution to the Sourcebook on the basis of its best judgment as to what reflected its program evaluation activity. One mutually agreed upon exception was the submission by the Department of Health, Education, and Welfare; only citations identifying completed reports were processed, although the total file of the HEW Evaluation Documentation Center was submitted.

USER'S GUIDE

Federal Program Evaluations attempts to provide the reader with access to the most comprehensive collection of Federal agency program evaluation information. It has two main sections; the first consists of the evaluation citations, and the second contains the several indexes that permit searches along various lines of interest.

Citation Section.

A citation constitutes the complete record for each report entry in the sourcebook. Citations are listed by organization, and based substantially on the *United States Government Manual*. GAO evaluation reports on agencies' programs are cited following the entries of respective individual agencies. A citation may contain as many as 15 information elements, although all elements are rarely included in any particular entry. The information elements are shown in the following sample citation entry, and an explanation of each element follows.

Sample Entry:

Agency — **OFFICE OF EDUCATION**

Accession Number — **000347**

Title/Subtitle — ***Bilingual-Bicultural Projects Involving Native American, Indo-European, Asian, and Pacific Language Groups.***

Publisher/Contractor

Author(s) — Malcolm Danoff. American Institutes for Research, Palo Alto, CA.

Document Number — EDC 510.1. November 1977. 126 pp. — Volume/Pagination

Date

Agency Sponsoring Evaluation — **Agency Sponsoring Evaluation:** Department of Health, Education, and Welfare: Assistant Secretary (Planning and Evaluation).

Agency Managing Program — **Agency Managing Program:** Office of Education

Program(s) Evaluated — **Programs Evaluated:** Elementary and Secondary Education—Bilingual Education (LEA Grants) (13.403): Elementary and Secondary Education—Bilingual Education (TA and Other) (13.403)

Budget Function/Subfunction — **Budget Function:** Education, Manpower, and Social Services: Elementary, Secondary, and Vocational Education (501).

Program Authorization — **Authority:** Elementary and Secondary Education Act of 1965, title VII, as amended (P.L. 89-10; 20 U.S.C. 880b). Bilingual Education Act. P.L. 93-380.

Public Availability — **Public Availability:** NTIS; Document No. SHR-0001347; ERIC; Document No. ED 123 094

Abstract — This is the final report of the second of three studies. The objectives were to identify the major issues involved in bilingual-bicultural education for Native American, Indo-European, Asian, and Pacific language groups; document the goals, approaches, resources, or costs that have been affected by these issues; assess the impact bilingual-bicultural education has had in communities; and recommend possible Federal program changes. An indepth study was conducted of 10 selected projects. The language groups included Chinese, French, Italian, Navajo and other Indian tongues, Philippino, Portuguese, and several Eskimo tongues. Some evidence exists that title VII is having long-range benefits to the bilingual groups being served. There is, however, a general lack of materials, teaching skills, expertise in planning, materials development, and evaluation at the local project level. One suggested improvement is to provide continuous technical assistance and training throughout the life of projects.

1. **Agency:** The department, agency, commission, or other Federal organization identified as the highest independent level of organization.
2. **Accession Number:** A number which identifies each citation entry in numerical sequence, and also links index entries to their respective citations.
3. **Title/Subtitle:** Identifies the title of a report as derived from the title page or cover of the source document. Subtitles are usually descriptive of or supplementary to the title.
4. **Author(s):** Identifies the authors, editors, compilers, or principal investigators. If three or more names appear on the source document, usually only the first one is listed.
5. **Publisher/Contractor:** Generally identifies the nongovernment contractor performing the study and producing the report.
6. **Document Number:** A number assigned to the source document by the preparing agency as a unique identifier for control purposes. It may be useful when obtaining report copies directly from the preparing agencies.
7. **Date:** Refers to the date of issue or publication as noted on the title page or cover of the source document.
8. **Volume/Pagination:** Provides information as to number of pages and volumes.
9. **Agency Sponsoring Evaluation:** Identifies the division or bureau that either performed the study or contracted for the analysis. This source should be able to provide additional information on the program.
10. **Agency Managing Program:** Refers to the specific governmental unit whose program is being evaluated.
11. **Program(s) Evaluated:** Denotes the particular program or programs to which an evaluation report is related. Program names are selected from agency materials, popular name of program, the Office of Management and Budget's *Catalog of Federal Domestic Assistance*, and the judgment of the catalogers. Program numbers from the *Domestic Assistance* catalog are cited where available.
12. **Budget Function/Subfunction:** Indicates the relationship of the report to the Federal Budget. Such indication is intended as a guide to the function/subfunction categories identified in the FY 1977 Federal Budget.
13. **Program Authorization:** Identifies the legislation and executive orders which authorized the program(s) being evaluated. Legislation may include popular name, public law number, and U.S. Code number.
14. **Public Availability:** Denotes the source(s) from which a report is available. The source(s) may be the issuing agency itself, a publisher or contractor, an agency documentation center, or a distributor.
15. **Abstract:** Provides a summary of the content of the report, stating findings and conclusions described in the document.

INDEX SECTION. This section has six separate indexes each allowing the user to search for evaluation information by a different method or information context. The indexes are described below as follows: (1) Subject Index, (2) Agency Index, (3) Congressional Index, (4) Law Index, (5) Budget Function Index, and (6) Program Index.

(1) Subject Index: The Subject Index is derived from the titles and abstracts of reports described in the Citation Section. This index allows the reader to search alphabetically for the keyword or phrase relating to his subject. In this index, as for all the indexes, the report title and accession number is given for each entry.

(2) Agency Index: This index lists the names of departments, agencies, bureau, etc., basically in alphabetical order. When a unit of a larger organization is well-known by its own name, then it appears in alphabetical order under its own name. For example, National Institutes of Health appears in the 'N' section rather than being a subhead under the Department of Health, Education, and Welfare. Obviously there is an element of judgment in developing this listing and the user will want to search under a department

listing if he does not find the agency listed alphabetically. The listed titles provide insight into the subject areas for which the sponsor is responsible, and provide an indication of the degree of the evaluation activity.

(3) Congressional Index: Report titles are listed under the House of Representatives and Senate Committees to which the reports may be applicable or relevant.

(4) Law Index: This index serves to assist the user whose familiarity with programs is based on the law which established the program. The index is composed of three groupings of statutory references: title of the law; public law number; and U.S. Code number.

(5) Budget Function: This index enables the reader to relate each report to one or more budget functional/subfunctional categories by which Federal funds are classified.

(6) Program Index: This index identifies all the evaluation reports cited for a particular program. Short program names were not always provided by the agencies; consequently, the catalogers occasionally had to take some liberties to condense the program descriptions that were provided. When available the program number from the *Catalog of Federal Domestic Assistance* is shown in parentheses.

Reference to the First Edition. The first edition of *Federal Program Evaluations* (published in 1976) contained evaluation report citations produced by 17 agencies and GAO during the period FY 1973 through FY 1975. In order to make the current edition as comprehensive and useful as possible, we have included the Agency Index from the first edition. Inclusion of this segment should assist the researcher in determining, for the agencies surveyed, whether additional recent evaluations were produced. More detailed information can then be found in the first edition or by requesting reports from the agencies.

ADDITIONAL SOURCES OF EVALUATION INFORMATION

The user of this Sourcebook should be aware of three other sources of evaluation information. The periodical, EVALUATION, is funded by a grant from the National Institute of Mental Health and is published under the auspices of the Minneapolis Medical Research Foundation. Its subject areas include methodological developments in program evaluation and a general concentration on evaluation and planned change applied to human services programs. Copies may be obtained by writing to the magazine at 501 South Park Avenue, Minneapolis, MN 55415.

For the past 6 years the U.S. Office of Education has published an annual evaluation report of its education programs. The volume provides brief but substantial information on each program and identifies the sources of evaluation information drawn upon for each summary statement. Copies of the report, entitled *Annual Evaluation Report on Programs Administered by the U.S. Office of Education*, may be obtained from the Information and Materials Center, U.S. Office of Education, Room 1127, 400 Maryland Avenue, S.W., Washington, DC 20202.

A new publication, *Compendium of HEW Evaluation Studies*, was first published in November 1977 by the Evaluation Documentation Center of the Department of Health, Education, and Welfare. It provides key information on evaluation projects initiated between 1970 and 1976. Although the Center advises that its publication is preliminary and partial, it can be valuable to those seeking knowledge of evaluation projects and results in the human services field. Copies of this report may be obtained from HEW Evaluation Documentation Center, Room 443D South Portal Building, 200 Independence Avenue, SW, Washington, DC 20201.

POLICY DEVELOPMENT AND RESEARCH REPORTS CURRICULUM through 1975 (photocopies available for use in Division of Dissemination and Transfer; not published)

Contents

Citizen Participation
Communications & Information Systems
Condominiums
Consumer Assistance
Direct Cash Assistance
Disaster Assistance
Elderly and Handicapped
Energy & Utilities
Environmental Planning
Environmental Protection
Equal Opportunity
Federal Housing Policy & Legislation
Federal Tax Law and Housing
General Statistics & Studies
Historic Preservation
Housing Abandonment
Housing Assistance Research
Housing Counseling
Housing Economics & Statistics
Housing Finance & Mortgage Credit
Housing Industry
Housing Management
Housing Planning
Housing Production Assistance
Housing Safety
Housing Rehabilitation
Housing Security
Housing/Building Codes & Standards
Housing/Building Materials
Housing/Building Technology
Housing/Community Design
HUD Organizational Management
HUD-Owned Property Disposition
Land Use & Zoning
Lead Based Paint
Local Economic Development
Local Government Organization & Management
Local Government Services
Mobile Homes
Model Cities
National & Community Growth
Neighborhood Preservation
New Communities
Operation Breakthrough
Public Housing
Regional & State Planning
Relocation
Research Program Support
Revenue Sharing/Block Grants
Rural Housing
Self & Mutual Help Housing
Social Indicators
Social Services
State & Local Government Finance
State Housing Programs & Institutions
Transportation
Urban Amenities
Urban Observatories
Urban Planning
Urban Renewal
Index of Titles
Index of Performing Organizations

staff bulletin

Department of Housing and Urban Development
#77-76

May 12, 1977

COMPUTERIZED SEARCH SERVICES IN THE LIBRARY

The Assistant Secretary for Administration will officially launch the Library's newly acquired computerized data base search services on Friday, May 20 at 2:00 P.M. This will be followed by a computer terminal demonstration from 2:15 – 4:00 P.M.

The services include:

1. The New York Times Company's Information Bank
2. System Development Corporation's ORBIT, and
3. Lockheed Aircraft Corporation's DIALOG

Approximately 15 million citations/abstracts of news stories, periodical articles, essays, surveys and technical reports covering a wide range of subjects are available on-line through these services.

ORBIT and DIALOG access about 55 data bases, including NTIS (National Technical Information Service), ASI (American Statistics Index), CIS (Congressional Information Service), Social Science Abstracts, ENERGY-LINE and ENVIROLINE (based on Environmental Information Center Indexes), Dissertation Abstracts, INFORM (covering business and management fields), ERIC (Educational Resources Information Center), AGRICOLA (Agricultural on-line access), SSIE (Smithsonian Science Information Exchange), Predicasts Domestic Statistics.

The Information Bank provides abstracts of news stories and articles from the New York Times and approximately 60 other newspapers and periodicals.

Useful searches performed for HUD staff thus far include such subjects as: Redlining, New communities, National Housing Goals, Indian housing, Homeowners warranty program, Citizen participation and Area planning and renewal.

You are invited to the Library, Room 8141, for the ceremony and demonstration of the application of these services to your needs.

DISTRIBUTION: H-W

ORIGINATOR: Elsa S. Freeman
Ext. 56376

The Information Bank is an on-line, computerized data retrieval system containing over 1.2 million articles from over 60 journals and newspapers including The New York Times, Wall Street Journal, Washington Post, Business Week, Forbes, Fortune and American Banker. You can obtain news stories through your terminal in seconds on nearly any subject area, personal name, organization, agency, or corporation.

The Department of Housing and Urban Development can quickly retrieve material on topics such as:

- Housing conditions in urban, suburban, and rural areas of the United States.
- Social and economic conditions and trends throughout the nation.
- Housing and urban development policies in other countries.
- Suits and litigation concerning H.U.D. and its interests.
- Efforts to alleviate racial urban segregation.
- Redlining: its effect and acceptance.
- Conservation of energy in low income buildings.
- Information on individual personalities and organizations.

Also retrieve material on subjects such as:

EDUCATION
HOUSING
LABOR
NEGROES
NEW TOWNS
PARKS
TRAFFIC
TRANSIT SYSTEMS
RETAIL STORES AND TRADE
ROADS AND TRAFFIC
MASTER PLAN
RELOCATION OF BUSINESS
URBAN AREAS
ZONING
STUDENT HOUSING AND DORMITORIES
ECONOMIC CONDITIONS AND TRENDS
LAW AND LEGISLATION
COURTS
REAL ESTATE
ARCHITECTURE AND ARCHITECTS
COMMUNITY DEVELOPMENT
EVICTIONS
HOUSING AUTHORITIES
MODEL CITIES PROGRAM (US)
PROPERTY AND INVESTMENTS
REAL ESTATE INVESTMENT TRUSTS

BUSINESS ROLE IN POLITICS
FOREIGN INVESTMENTS
PENSIONS AND RETIREMENT
BANKS AND BANKING
BANKRUPTCIES
AREA PLANNING
REDLINING
SUBURBS
LOCAL GOVERNMENT
GOVERNMENT BONDS
GOVERNMENT EMPLOYEES AND OFFICIALS
FEDERAL CITY RELATIONS (US)
FEDERAL REVENUE SHARING AND GRANTS-IN-AID
MITCHELL-LAMA PROJECTS
MORTGAGE INTEREST
PUBLIC INTEREST
RETIREMENT COMMUNITIES
BUILDING
CONDOMINIUMS
HOME REPAIRS AND IMPROVEMENTS
HOME STARTS
OFFICE BUILDINGS
PUBLIC HOUSING
RENTS AND RENTING

The Information Bank

For more details, call Sharon Taylor at The Information Bank
833-3291

JOURNALS

NYT	New York Times (Final Late City)
EED	New York Times (Early Edition)
AA	Advertising Age
AB	American Banker
AS	American Scholar
*AMN	Amsterdam News
AST	Astronautics
**AC	Atlanta Constitution
ATL	Atlantic Monthly
ATS	Atlas
AUT	Automotive News
BRN	Barrons
BLS	Black Scholar
*BLW	Black World
BAS	Bulletin of Atomic Scientists
BW	Business Week
CHD	Chicago Defender
**CT	Chicago Tribune
CSM	Christian Science Monitor
CMT	Commentary
CMW	Commonwealth
CR	Consumer Reports
CB	Current Biography
EBY	Ebony
ECL	Economists
EAP	Editor and Publisher
**FEE	Far Eastern Economic Review
FRB	Forbes
FRN	Foreign Affairs
**FP	Foreign Policy
FTN	Fortune
HRP	Harpers
**HBR	Harvard Business Review
**HC	Houston Chronicle
IND	Industrial Research
JET	Jet
JCM	Journal of Commerce
**LAM	Latin America
**LAE	Latin American Economic Report
MND	Le Monde
LF	Life
*LOB	London Observer
*LST	London Sunday Times
LK	Look
LAT	Los Angeles Times
MG	Manchester Guardian
MTR	Manhattan Tribune
*MCL	McCalls
**MH	Miami Herald
**ME	Middle East
MSC	Miscellaneous
NTN	Nation (The)
NJL	National Journal
NOB	National Observer
NRV	National Review
NRP	New Republic
NST	New Search Terms
NY	New York
NRB	New York Review of Books
NYR	New Yorker
NSM	News Summary
NDY	Newsday
NWK	Newsweek
PCR	Pittsburg Courier
PSY	Psychology Today
*RMP	Ramparts
*RD	Readers Digest
**SFC	San Francisco Chronicle
SR	Saturday Review
SCI	Science
SAM	Scientific American
SPI	Sport
SIL	Sports Illustrated
TIM	Time
TL	Times of London
*TDY	Tuesday
USN	U.S. News and World Report
VTY	Variety
VV	Village Voice
*VG	Vogue
WSJ	Wall Street Journal
WMY	Washington Monthly
WP	Washington Post
*WWD	Womens Wear Daily

**These journals were added to the data base as of July 1, 1976.
*These journals were deleted from the data base as of July 1, 1976.

New York Times Sunday Section Numbers

Arts and Leisure=2
Business=3
Week in Review=4
Sports=5
Magazine=6
Book Review=7
Real Estate=8
Travel=10

Reading an Abstract

number of items retrieved: 1 OF 46
first microfiche number: 99-72- 8
source: NYT/JNL
type of material: AP/SRC
year: 1972
month: 4
day: 9
section
page
column: 1:68:1
record number
Photograph/Illustration: PHO/ILS
abstract weight (importance): 4/WGT 60277/IDN
number of lines in the abstract: 9/LIN

article on growing popularity of rotary engine cars in US; Mankel rotary engine is major modification of internal combustion engine as internal combustion engine; delivers same hp as engine twice its size but there is less wear because rotary engine eliminates need for pistons and has about 40% fewer moving parts; was 1st introduced in US in '70 and 2,098 cars were sold that yr; Mazda Motors, which mfrs RX-2 rotary engine car predicts '72 US sales could reach 60,000; illus compares standard 6-cylinder engine with Mazda rotary engine

SOURCE

AFP	Agence France Presse
AP	Associated Press
CP	Canadian Press
CQ	Congressional Quarterly
GP	Gallup Poll
NAM	North American Newspaper Alliance
RNS	Religious News Service
RTR	Reuters
TGM	Toronto Globe and Mail
TSS	Tass
TLM	Times of London
UPI	United Press International
WST	Washington Star

TYPE OF MATERIAL

AD	Advertisements
ANL	News Analyses
CHR	Chronologies (Tabular and Summary)
ED	Editorials
EDC	Editorial Page Columns
EDM	Editor's Notes or Replies
GLO	Glossaries
INT	Interviews
LR	Letters
OBT	Obituaries
REV	Critical Reviews and Appraisals
STT	Statistics (Substantial Figures or other Precise Data.)
SVY	Surveys and Series
TXT	Text (Transcript, Extended Quotation)

ILLUSTRATION

CTN	Cartoons and Caricatures
DGM	Diagrams and Drawings
GPH	Graphs and Charts
MAP	Maps
PHO	Photographs
PMP	Photomaps
CMB	Combination (2 or more ILS)

ORBIT®

COMPREHENSIVE	Subjects range from the most technical aerospace topics to humor from the floor of the U.S. Congress.
TIMELY	Over 45,000 new items are added to the files each week through our fast, automatic update system.
CONVENIENT	You can access ORBIT in your own facility through a local phone number in many locations.
EASY TO USE	Interactions with ORBIT are in English, making it easy to learn and easy to use.
FLEXIBLE	ORBIT lets you choose the entry mode that is most appropriate for your search problem.
COST-EFFECTIVE	You pay for usage only — no subscription charge or minimum fees.
WELL-SUPPORTED	Technical staff members are available 12 hours each day to answer your questions.

SDC Search Service

A DIVISION OF SYSTEM DEVELOPMENT CORPORATION

2500 Colorado Avenue
Santa Monica, CA 90406
(213) 829-7511

7929 Westpark Drive
McLean, VA 22101
(703) 790-9850

900 Commerce Drive
Oak Brook, IL 60521
(312) 325-8363

401 Hackensack Avenue
Hackensack, NJ 07601
(201) 487-0571

INFOMART
Suite 806
One Yonge Street
Toronto, Canada
(416) 366-3904

Toll-free, California: 800/352-6689
Toll-free, other states: 800/421-7229
TELEX: 65-2358
TWX: 910/343-6443

41 Leaside Avenue
Muswell Hill
London N10 England
(01) 444-6178
TELEX: 262284

SDC Search Service

ORBIT DATA BASES

ORBIT ACCOUNTANTS INDEX

Provides access to the literature related to accounting, auditing, taxation, data processing, investments, financial management, financial reporting, and management. The coverage is international in scope including English-language books, speeches, pamphlets, government documents and journals from the U.S., Canada, England, Australia, South Africa, and Japan, etc. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: American Institute of Certified Public Accountants

FILE SIZE: Approximately 12,000 citations per year

COVERAGE: 1974 to present

UPDATING: Quarterly, approximately 3,000 citations

COST: $65/computer-connect hour
$0.10/citation for off-line printing

ORBIT AGRICOLA

Covers worldwide journal and monographic literature, and U.S. government reports in agriculture and related subject fields, including general agriculture and rural sociology; agricultural economics; consumer protection and human nutrition; animal science; veterinary medicine; forestry and plant-related areas; agricultural chemistry; natural resources; entomology; and agricultural engineering. Consists of three sub-files: CAIN, FNC (Food and Nutrition Collection), and Agricultural Economics.

PREPARED BY: U.S. National Agricultural Library

FILE SIZE: Approximately 144,000 records per year

COVERAGE: January, 1970 to present

UPDATING: Monthly, approximately 12,000 citations

COST: $35/computer-connect hour
$0.06/citation for off-line printing

ORBIT APILIT

Covers worldwide refining literature, including petroleum refining, petro-chemicals, air and water conservation, transportation and storage, and petroleum substitutes. Source documents include trade magazines, technical journals, meeting papers, and government reports. Available only to subscribers of the Central Abstracting and Indexing Service of the American Petroleum Institute. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: American Petroleum Institute

FILE SIZE: Approximately 18,000 records per year

COVERAGE: January, 1964 to present

UPDATING: Monthly, approximately 1,500 citations

COST: $65/computer-connect hour
$0.11/citation for off-line printing

ORBIT APIPAT

Contains citations to refining patents from the U.S. and nine other countries: Belgium, Canada, France, Germany, Great Britain, Holland, Italy, Japan, and South Africa. Subject coverage includes the same areas covered by APILIT. Available only to subscribers of the Central Abstracting and Indexing Service of the American Petroleum Institute. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: American Petroleum Institute

FILE SIZE: Approximately 8,400 records per year

COVERAGE: January, 1964 to present

UPDATING: Monthly, approximately 600 citations

COST: $65/computer-connect hour
$0.11/citation for off-line printing

ORBIT ASI

American Statistics Index, covering statistical publications of the U.S. Government; periodicals, annuals, biennials, surveys, analytical reports, statistical compilations, continuing serials, and special publications. Subject coverage is as broad as the Government's national and international interest including the entire spectrum of social, economic, and demographic data (e.g., employment, governmental finances, industry-specific data, transportation, housing, and health). *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Congressional Information Service, Inc.

FILE SIZE: Approximately 9,600 records per year

COVERAGE: January, 1973 to present (and selected coverage of publications issued during the 1960's)

UPDATING: Monthly

COST: Subscribers: $100/computer-connect hour
$0.25/citation for off-line printing
Non-subscribers: $120/computer-connect hour
$0.25/citation for off-line printing

ORBIT BIOSIS PREVIEWS

Includes contents of Biological Abstracts (BA) and BioResearch Index (BioI) covering the entire life sciences. Literature selected must meet one of the following selection criteria: original research reports in biological and biomedical fields, reviews of original research in biology, history and philosophy of the biological and biomedical sciences, or documentation and retrieval of biological and biomedical information. Citations are taken from approximately 8000 serial publications as well as books, notes, research communications and symposia.

PREPARED BY: Biological Sciences Information Service

FILE SIZE: Approximately 200,000 records per year

COVERAGE: January, 1972 to present

UPDATING: BioI: Monthly, approximately 8,000 citations
BA: Bi-monthly, approximately 6,000 citations

COST: $65/computer-connect hour
$0.10/citation for off-line printing

ORBIT CAMBRIDGE SCIENTIFIC ABSTRACTS GROUP

Covering a broad range of the world's scientific-technical literature, the Cambridge Scientific Abstracts Group will be offered by SDC Search Service in two on-line files. One file will contain Electronics & Communications Abstracts, Computer & Information Systems Abstracts, Solid State Abstracts, and Science Research Abstracts (includes Superconductivity Research, MHD and Plasmas, Theoretical Physics, Laser and Electro-Optic Reviews: Quantum Electronics). The second file, Safety Science Abstracts, includes the science of safety covering events of phenomena which threaten mankind, his environment or technology. Citations for these data bases are gathered from book reviews, financial news, government affairs, new product news, and patents. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Cambridge Scientific Abstracts

COVERAGE: 1975 to present

COST: To be announced when file available.

ORBIT CDI

Comprehensive Dissertation Index, containing all dissertations accepted for academic doctoral degrees granted by U.S. educational institutions and over 125 non-U.S. universities. Contents correspond to two printed products: Dissertation Abstracts International (for which full-text copies are available from UMI) and American Doctoral Dissertations. Subject coverage is multi-disciplinary, and includes the humanities, social sciences, sciences, and engineering.

PREPARED BY: University Microfilms International

FILE SIZE: Approximately 46,000 records per year

COVERAGE: 1861 to present

UPDATING: Monthly, approximately 3,000 citations

COST: $55/computer-connect hour
$0.12/citation for off-line printing

ORBIT CHEMCON AND CHEM7071

Provides worldwide coverage of the chemical sciences literature from over 12,000 journals, patents from 26 countries, new books, conference proceedings, and government research reports. Coverage corresponds to the printed Chemical Abstracts Condensates, including 80 main subject sections such as biochemistry, organic chemistry, macromolecular chemistry, applied chemistry and chemical engineering, and physical and analytical chemistry.

PREPARED BY: Chemical Abstracts Service

FILE SIZE: CHEMCON: approximately 312 records per year
CHEM7071: approximately 600,000 records

COVERAGE: CHEMCON: January, 1972 to present
CHEM7071: January, 1970 - December, 1971

UPDATING: Bi-weekly, approximately 12,000 citations (CHEMCON only)

COST: $60/computer-connect hour
$0.12/citation for off-line printing

ORBIT CIN

Chemical Industry Notes, containing citations to the business literature in the chemical industry, including pharmaceutical, petroleum, paper and pulp, agriculture and food industries. Subject coverage ranges to include production, pricing, sales, facilities, products and processes, corporate activities, government activities, and people. Covers over 80 U.S. and non-U.S. publications.

PREPARED BY: Chemical Abstracts Service

FILE SIZE: Approximately 52,000 records per year

COVERAGE: December 1974 to present

UPDATING: Weekly, approximately 1,000 citations

COST: $70/computer-connect hour
$0.10/citation for off-line printing

ORBIT CIS INDEX

Covers U.S. Congress publications: hearings; committee prints; House and Senate Reports, Documents, and special publications; Senate Executive Reports and Documents. Public Laws are added on an annual basis. Subject coverage is multi-disciplinary and topical including public service programs, raw materials and consumer products, and legal policies and events. Non-subscribers must purchase one Annual Index from CIS, Inc. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Congressional Information Service, Inc.

FILE SIZE: Approximately 12,000 records per year

COVERAGE: January, 1970 to present

UPDATING: Monthly, approximately 1,000 citations

COST: Non-subscribers: $120/computer-connect hour
$0.25/citation for off-line printing
Subscribers: $100/computer-connect hour
$0.25/citation for off-line printing

ORBIT COMPENDEX

Corresponds to Engineering Index Monthly. Covers civil-environmental-geological engineering; mining-metals-petroleum-fuel engineering; mechanical-automotive-nuclear-aerospace engineering; electrical-

electronics-control engineering; chemical agricultural-food engineering; and industrial engineering, management, mathematics, physics, and instruments, including approximately 1500 serials and over 900 monographic publications.

PREPARED BY: Engineering Index, Inc.

FILE SIZE: Approximately 84,000 records per year

COVERAGE: January, 1970 to present

UPDATING: Monthly, approximately 6,000 citations

COST: $65/computer-connect hour
$0.10/citation for off-line printing

ORBIT CRECORD

Provides comprehensive, highly current coverage of the Congressional Record, the official journal of proceedings of the U.S. Congress, including the House, Senate, Extension of Remarks, and Digest sections. Contains references to bills and resolutions, committee and subcommittee reports, legislation schedules of committee and floor activities, executive communications, and speeches, participation in debates, and inserted materials by members of Congress. References are indexed and cross-referenced in 275 legislative areas. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Capitol Services, Inc.

FILE SIZE: Approximately 40,000 records per year

COVERAGE: 1976 to present (beginning with the second session of the 94th Congress)

UPDATING: Weekly, approximately 1,750 citations

COST: $80/computer-connect hour
$0.15/citation for off-line printing

ORBIT ENERGYLINE

Comprehensive coverage of over 200 core journals and selected coverage of 2,000 other journals, as well as reports and surveys, monographs, conference proceedings, irregular serials, and newspaper articles. Subject-area coverage includes energy economics; U.S. policy and planning; international political and economic issues; research and development; resources and reserves; environmental impact; electric power transmission and storage; fuel production; fuel transport; nuclear power; and industrial, transportation, and residential consumption. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Environment Information Center, Inc.

FILE SIZE: Approximately 4,800 records per year

COVERAGE: January, 1971 to present

UPDATING: Bi-monthly, approximately 800 citations

COST: Non-subscribers: $95/computer-connect hour
$0.25/citation for off-line printing
Subscribers: $85/computer-connect hour
$0.20/citation for off-line printing

ORBIT ERIC

Corresponds to the monthly CIJE (Current Index to Journals in Education) and RIE (Resources In Education). Covers report and periodical literature in many education and education-related areas; counseling and personnel services; career education; early childhood education; educational management; exceptional children; information resources; languages and linguistics; reading and communications; rural education; environmental education; teacher education; and tests, measurement, and evaluation.

PREPARED BY: Under funding by the U.S. National Institute of Education

FILE SIZE: Approximately 30,000 records per year

COVERAGE: January, 1966 to present

UPDATING: Monthly, approximately 2,500 citations

COST: $35/computer-connect hour
$0.08/citation for off-line printing

ORBIT FSTA

Corresponds to the printed Food Science and Technology Abstracts, produced by the International Food Information Service. Covers the literature related to all human food commodities and aspects of food processing, except the production of raw foods. Subject areas covered include basic food science; microbiology, hygiene and toxicology; food economics and statistics; food engineering; food packaging; commodity techniques alcoholic and non-alcoholic beverages; fruits, vegetables and nuts; fish and marine products; food additives, spices and condiments; and food laws, regulations and standards; and more. Source documents gathered worldwide include patents, books, standards, and journal articles.

PREPARED BY: International Food Information Service

FILE SIZE: Approximately 17,000 records per year

COVERAGE: 1969 to present

UPDATING: Monthly, approximately 1500 records

COST: $65/computer-connect hour
$0.12/citation for off-line printing

ORBIT GeoRef

Geological Reference file, covering geosciences literature from 3000 journals, plus conferences and major symposia and monographs, in such areas as geology, economic geology, engineering-environment geology, geo-chemistry, geochronology, geomorphology, igneous and metamorphic petrology, solid earth geophysics, and stratigraphy; a total of some 29 different geoscience areas. Includes citations from Bibliography and Index of Geology and more. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: The American Geological Institute

FILE SIZE: Approximately 36,000 records per year

COVERAGE: January, 1967

UPDATING: Monthly, approximately 4,000 citations

COST: $75/computer-connect hour
$0.20/citation for off-line printing

ORBIT GRANTS

Complete, single source reference to more than 1500 grant programs offered by federal, state, and local governments, commercial organizations, associations and private foundations in over 88 disciplines, including adult education, agriculture, social sciences, fine arts, architecture, natural sciences, and law. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Oryx Press

FILE SIZE: 1500 records per update

COVERAGE: Currently available grants

UPDATING: Monthly, full file replaced with current programs

COST: $60/computer-connect hour
$0.35/citation for off-line printing

ORBIT INFE[illegible]

Covers business management periodical literature from over 300 journals, in the areas of accounting, administration, advertising, banking, data processing, economics, employee benefits, finance, insurance, international trade, labor relations, operations research, real estate, social conditions, statistics, business law, stocks and bonds, taxes, and training and education, to name a few.

PREPARED BY: ABI, a division of Data Courier, Inc.

FILE SIZE: Approximately 14,400 records per year

COVERAGE: August, 1971 to present

UPDATING: Monthly, approximately 1,200 citations

COST: $65/computer connect hour
$0.10/citation for off-line printing

ORBIT INSPEC

Provides worldwide coverage of the literature in physics, electrical and electronics engineering. Source documents are primarily journal articles; however, government reports, patents, and monographs are included. Corresponds in coverage to Physics Abstracts, Electrical & Electronics Abstracts, and Computer & Control Abstracts.

PREPARED BY: Institution of Electrical Engineers

FILE SIZE: Approximately 150,000 records per year

COVERAGE: 1970 to the present

UPDATING: Monthly

COST: To be announced when file available.

ORBIT LIBCON/E

Provides extensive coverage of the monographic literature and some non-print materials cataloged by the U.S. Library of Congress (LC). Includes MARC records distributed by LC and MET (main/entry/title) records keyed by 3-M from the LC depository card set. Covers English-language materials in all subject areas. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: 3-M

FILE SIZE: Approximately 102,000 records per year

COVERAGE: 1968 entry year coverage for MARC;
1969 for MET records
Publication year includes pre-20th Century materials

UPDATING: Weekly, approximately 2,100 citations

COST: $120/computer-connect hour
$0.25/citation for off-line printing

ORBIT LIBCON/F

Provides coverage of the monographic literature and some non-print materials cataloged by the U.S. Library of Congress (LC). Includes MARC records distributed by LC and MET (main/entry/title) records keyed by 3-M from the LC depository card set. Includes MARC records of the French, German, Portuguese, and Spanish literature, and MET records of all Roman-alphabet languages (and transliterated items). *Available on-line exclusively on the ORBIT system.*

PREPARED BY: 3-M

FILE SIZE: Approximately 72,000 records per year

COVERAGE: 1968 entry year coverage for MARC;
1969 for MET records
Publication year includes pre-20th Century materials

UPDATING: Monthly, approximately 6,000 citations

COST: $120/computer-connect hour
$0.25/citation for off-line printing

ORBIT LISA

Based on the printed Library & Information Science Abstracts, provides worldwide coverage of the field of library and information science, including technical processes and services; promotion of use of libraries and library materials; organization and administration; library stock and materials; use of libraries and library materials; institutional libraries (e.g., hospital libraries, children's libraries); librarianship; publishing; bookselling; reading; and reprography. Primary materials are gathered in over 20 languages from 300 periodicals, papers in conference proceedings, books and reports.

PREPARED BY: Library Association, England

FILE SIZE: Approximately 4,000 records per year

COVERAGE: 1969 to present

UPDATING: Bi-monthly, approximately 700 records

COST: $50/computer-connect hour
$0.10/citation for off-line printing

ORBIT MANAGEMENT

Provides extensive coverage of the business literature gathered from both U.S. and non-U.S. journals,

proceedings, and transactions. Content coverage includes accounting, banking, commodities and goods, economics, finance, government regulations, human resource development, industrial relations, management, marketing, production, professions, public administration and government, social issues, systems and controls, and industry-specific literature. Corresponds to the semi-monthly Management Contents.

PREPARED BY: Management Information Services

FILE SIZE: Approximately 12,000 records per year

COVERAGE: September, 1974 to present

UPDATING: Monthly, approximately 1,000 citation

COST: $65/computer-connect hour
$0.10/citation for off-line printing

ORBIT NTIS

Broad and cross-disciplinary file containing citations to U.S. government-sponsored research and development technical reports from over 200 Federal agencies and some reprints, federally-sponsored translations, and foreign-language reports in areas of major technical interest. Multi-disciplinary scope includes aeronautics; agriculture; astronomy and astrophysics; behavioral/social sciences; biological and medical sciences; chemistry; earth sciences; oceanography; electronics; engineering; energy; materials; mathematical sciences; military sciences; communications; space technology. Corresponds to Weekly Government Abstracts and semi-monthly Government Reports Announcements.

PREPARED BY: National Technical Information Service (NTIS) of the U.S. Department of Commerce

FILE SIZE: Approximately 60,000 records per year

COVERAGE: January, 1970 to present

UPDATING: Bi-weekly, approximately 2,300 citations

COST: $45/computer-connect hour
$0.08/citation for off-line printing

ORBIT PAPERCHEM

Covers the scientific and technical literature, including patents, of the pulp-, paper-, and board-manufacturing and utilizing industries gathered from all industrialized countries. Source documents include nearly 1,000 periodicals published in over 20 languages, patent gazettes of six major countries, symposium proceedings, and selected secondary sources. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Institute of Paper Chemistry

FILE SIZE: Approximately 12,000 records per year

COVERAGE: January, 1968 to present

UPDATING: Monthly, approximately 1,000 citations

COST: Subscribers and academic institutions:
$80/computer-connect hour
$0.10/citation for off-line printing
Non-subscribers: $110/computer-connect hour
$0.15/citations for off-line printing

ORBIT PATENTS

Comprehensive and authoritative World Patent Index file contains documents relating to patent specifications issued by the Patent Offices of the major industrial nations. The countries covered since 1963 include Belgium, France, Japan, the Netherlands, South Africa, West Germany, Canada, East Germany, the Soviet Union, Switzerland, the United Kingdom, & U.S. Portugal, Sweden, Austria, Brazil, Czechoslovakia, Hungary, Israel, and Rumania were introduced during 1975. Corresponds in coverage to Central Patents Index and the World Patent Index. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Derwent Publications, Ltd.

FILE SIZE: Approximately 234,000 new inventions and 264,000 "equivalent" filings per year

COVERAGE: Variable by subject matter: pharmaceuticals, 1963: agricultural chemicals, 1965; plastics, 1966; all chemistry, 1970; mechanical, electrical, and general, 1974 to present

UPDATING: Monthly, approximately 19,500 new inventions and 22,000 "equivalent" filings

COST: Non-subscribers: $120/computer-connect hour
$0.15/citation for off-line printing
Subscribers: rate available from Derwent Publications, Ltd.

ORBIT P/E NEWS

Covers five major publications in the petroleum and energy fields: Platts Oilgram News Service; Middle East Economic Survey; Petroleum Intelligence Weekly; Petroleum Economist; and Oil Daily. Extensive indexing by company and individual names, as well as location, and subject. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Central Abstracting Indexing Service of the American Petroleum Institute

FILE SIZE: Approximately 26,000 records per year

COVERAGE: January, 1975

UPDATING: Weekly, approximately 500 citations

COST: Non-subscribers: $115/computer-connect hour
$0.11/citation for off-line printing
Subscribers: $95/computer-connect hour
$0.11/citation for off-line printing

ORBIT PNI

Pharmaceutical News Index, covering items from four weekly pharmaceutical newsletters: Drug Research Reports ("The Blue Sheet"); FDC Reports ("The Pink Sheet"); the PMA Newsletter; and the Washington Drug and Device Letter. Coverage includes major health bills; individual company's sales and earnings analyses; FDA recalls and court actions; NDA approvals; legislative actions; Federal Register notices and hearings; FDC Index of over-the-counter drug, cosmetic stocks; legislative actions; text of industry speeches; and synopses of research grant applications; etc.

PREPARED BY: Data Courier, Inc.

FILE SIZE: Approximately 7,200 records per year

COVERAGE: FDC Reports from January, 1974;
Others from January 1976 to present

UPDATING: Monthly, approximately 700 citations

COST: $65/computer-connect hour
$0.15/citation for off-line printing

ORBIT POLLUTION

Corresponds in coverage to the printed POLLUTION ABSTRACTS publication. Covers U.S. and domestic reports; some 2,500 journals; selected conference proceedings and papers; symposia; contracts and patents; monographs and government documents in the areas of pollution control and research including air pollution, water pollution, solid wastes, noise, pesticides, radiation, and general environmental quality.

PREPARED BY: Pollution Abstracts, a division of Data Courier, Inc.

FILE SIZE: Approximately 6,000 records per year

COVERAGE: January, 1970 to present

UPDATING: Bi-monthly, approximately 1,000 citations

COST: $65/computer-connect hour
$0.15/citation for off-line printing

ORBIT PSYCH ABSTRACTS

Worldwide coverage of psychology and other behavioral sciences primarily from the journal literature. Includes major subject areas such as, Psychometrics and Statistics, Perception and Motor Performance, Cognitive Processes and Motivation, Neurology and Physiology, Psychopharmacology and Physiological Intervention, Animal Psychology, Developmental Psychology, Cultural Influences and Social Issues, Communication and Language, Personality, Physical and Psychological Disorders, Treatment and Prevention, Education Psychology and Applied Psychology. Corresponds in coverage with the printed Psychological Abstracts.

PREPARED BY: American Psychological Association, Inc.

FILE SIZE: Approximately 25,000 records per year

COVERAGE: 1967 to present

COST: To be announced when file available.

ORBIT RINGDOC

Covers over 400 of the world's scientific journals to provide extensive coverage of the pharmaceutical literature. Access points to the citations include keywords and multipunch coded data (representing chemical fragments). Access granted to subscribers only. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Derwent Publications, Ltd.

FILE SIZE: Approximately 50,000 citations per year

COVERAGE: July, 1964 to present

UPDATING: Monthly, approximately 4,000 citations

COST: Available from Derwent Publications, Ltd.
London, England

ORBIT SAE ABSTRACTS

Worldwide coverage of papers concerned with self-propelled vehicles gathered from industry, government and academic sectors as well as research and private organizations. Subject coverage includes aircraft, missiles and spacecraft, ground support equipment, passenger cars, military equipment, aircraft propulsion, electric vehicles, energy conversion, fuels and lubricants, manufacturing and production, transportation systems, emissions, safety, noise, management, testing and instrumentation. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Society of Automotive Engineers, Inc.

FILE SIZE: Approximately 800 records per year

COVERAGE: January, 1965 to present

UPDATING: Quarterly, approximately 200 records

COST: $80/computer-connect hour
$0.15/citation for off-line printing

ORBIT SSIE

Covers on-going and recently completed research in the agricultural sciences, behavioral sciences, biological sciences, earth sciences, chemistry and chemical engineering, electronics, engineering, materials, mathematics, medical sciences, physics, and social sciences--both basic and applied research projects. Research in progress is included from over 1,300 funding organizations, such as Federal, state, and local government; non-profit associations; colleges and universities; nonaffiliated investigators; and some non-U.S. organizations and private industry. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: Smithsonian Science Information Exchange, Inc.

FILE SIZE: Approximately 108,000 projects per fiscal year

COVERAGE: Fiscal Year 1974 to date

UPDATING: Monthly, approximately 9,000 records

COST: $110/computer-connect hour
$0.25/citation for off-line printing

ORBIT TITUS

A comprehensive file of information related to the textile industry, designed to be useful to textile managers, engineers, and technicians. Citations for TITUS are gathered from more than 800 periodicals (scientific journals and technical magazines), technical reports, patents, standards, scientific theses, manufacturers; technical data-sheets, conference reports, and legal and administrative regulations. Subject coverage includes fibres, bonding, analysis, agents, polymerization, properties, testing, treatments, weave, and chemical composition. *Available on-line exclusively on the ORBIT system except in Europe.*

PREPARED BY: Institut Textile de France

FILE SIZE: Approximately 18,000 records per year

UPDATING: Monthly, approximately 1,500 records

COST: $75/computer-connect hour
$0.15/citation for off-line printing

ORBIT TULSA

Covers worldwide literature and patents related to oil and natural gas exploration, development, and production in such areas as petroleum geology, exploration geophysics and geochemistry; well drilling; well logging, well completion and servicing; oil and gas production; reservoir studies and recovery methods; pollution; alternative fuels and energy sources; and petroleum transportation and storage. Corresponds in coverage to Petroleum Abstracts. *Available on-line exclusively on the ORBIT system.*

PREPARED BY: University of Tulsa, Information Services Department

FILE SIZE: Approximately 18,000 records per year

COVERAGE: 1965 to present

UPDATING: Monthly, approximately 1,500 citations

COST: Subscriber: $100/computer-connect hour
$0.15/citation for off-line printing
Partial Subscriber: $100/computer-connect hr.
$0.50/citation for off-line printing
Non-subscriber: $125/computer-connect hour
$0.50/citation for off-line printing

NOTES

Computer-connect time is rounded to the next hundredth of an hour. Printing charge includes postage and handling for domestic users. Overseas users pay actual postage costs, in addition. Use of communications networks is optional. Domestic rate for Tymshare and Telenet communications is $8/connect hour. Overseas communications is variable, according to rates prescribed by the country's telephone administration.

Effective January 1, 1977, a discount will be given automatically to subscribing organizations that use more than 4.99 connect hours per month. This volume discount increases incrementally with each hour of use and will be computed against total billable connect hours on the monthly invoice. Copies of the discount schedule are available separately from SDC.

DATA BASE CONTENT

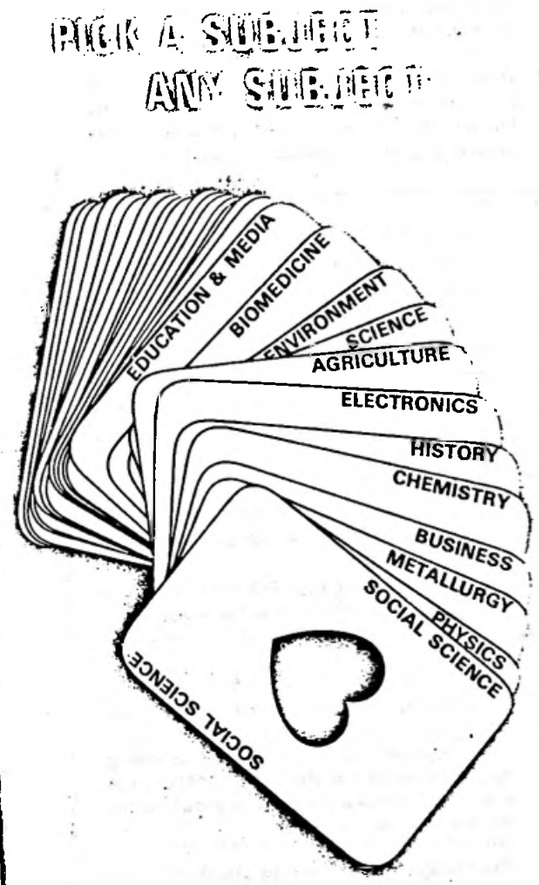
Data Base	Science & Technology	Social Science	Business
ACCOUNTANTS' INDEX		X	X
AGRICOLA	X		X
APILIT	X		
APIPAT	X		X
ASI	X	X	X
BIOSIS	X		
Cambridge	X		
CDI	X	X	X
CHEMCON & CHEM7071	X		
CIN	X		X
CIS	X	X	X
COMPENDEX	X		X
CRECORD	X	X	X
ENERGYLINE	X	X	X
ERIC	X	X	X
FSTA	X		X
GeoRef	X		
GRANTS	X	X	X
INFORM		X	X
INSPEC	X		
LIBCON/E & F	X	X	X
LISA	X	X	
MANAGEMENT		X	X
NTIS	X	X	X
PAPERCHEM	X		X
PATENTS	X		X
P/E NEWS	X		X
PNI	X		X
POLLUTION	X	X	
PSYCHOLOGICAL ABSTRACTS		X	
RINGDOC	X		
SAE	X		X
SSIE	X	X	X
TITUS	X		
TULSA	X		X

(7/77)

YOU CAN OBTAIN MORE INFORMATION ON DIALOG BY

- *Calling DIALOG:*
  (800)227-1960 (Toll-Free in Continental U.S., except California)
  (800) 982-5838 (California)
  (415) 493-4411, Ext. 45412 (All other locations)
- *Writing to:*
  Lockheed Information Systems
  Code 5020/201
  3251 Hanover Street
  Palo Alto, CA 94304
- *Lockheed DIALOG representatives are located in:*
  Palo Alto, CA;
  New York, NY;
  Washington, DC;
  and Los Angeles, CA.

March 1977



THE DIALOG® SERVICE HAS IT!

WHY SHOULD YOU USE DIALOG?

✔ *Largest and most comprehensive collection of online bases.* DIALOG dc abases covor a wide range of subject areas in Science, Technology/ Engineering, Social Sciences, and Business/Economics. No other commercial online information retrieval service offers as many. All present databases are regularly updated to include the most recent information. Additional databases are being added continually. DIALOG offers the only online access for many databases.

✔ *DIALOG Availability.* DIALOG is continuously available for your use during the full working day, Monday through Friday. DIALOG also features evening and Saturday hours.

DAY	PACIFIC TIME	EASTERN TIME	GREENWICH TIME*
Mon	12:30 AM - 5:00 PM	3:30 AM - 8:00 PM	8:30 AM - 1:00 AM
Tue	12:30 AM - 5:00 PM	3:30 AM - 8:00 PM	8:30 AM - 1:00 AM
	6:00 PM - 9:00 PM	9:00 PM - 12:00 PM	2:00 AM - 5:00 AM
Wed	12:30 AM - 5:00 PM	3:30 AM - 8:00 PM	8:30 AM - 1:00 AM
	6:00 PM - 9:00 PM	9:00 PM - 12:00 PM	2:00 AM - 5:00 AM
Thurs	12:30 AM - 5:00 PM	3:30 AM - 8:00 PM	8:30 AM - 1:00 AM
	6:00 PM - 9:00 PM	9:00 PM - 12:00 PM	2:00 AM - 5:00 AM
Fri	12:30 AM - 5:00 PM	3:30 AM - 8:00 PM	8:30 AM - 1:00 AM
Sat	6:00 AM - Noon	9:00 AM - 3:00 PM	2:00 PM - 8:00 PM

* Times are for Standard Time. Adjust Greenwich Time accordingly for Daylight Savings Time.

✔ *Special Search Features.* The DIALOG service is continually expanding to meet the needs of the research community. The DIALOG system offers:

Selective Dissemination of Information (SDI). Activated automatically in several databases.

Full-Text Searching. In addition to searching subject identifiers and descriptors, DIALOG can also search text (e.g., title and abstract) for any word or phrase.

Search•Save™. Simplifies the searching of more than one database and allows the user to store frequently repeated searches.

DIALIST™. Microfiche copies of the DIALOG subject indexes to aid the searcher in developing search strategies and in comparing database content.

(Please Turn to Page 29)

DIALOG® DATABASES
(listed alphabetically)

ABI/INFORM, August 1971 - present, 50,000 records, monthly updates (Data Courier, Inc., Louisville, KY)

ABI/INFORM includes references to significant articles of interest to management and administration from approximately 300 publications in the business and related fields. Representative publications are *Harvard Business Review, Duns Review, Sloan Management Review, Fortune, Wall Street Reports, Journal of Marketing Research.*

$65 per online connect hour, 10¢ per full record printed offline *File 15*

AGRICOLA, 1970 - present, 900,000 records, monthly updates (National Agricultural Library, Beltsville, MD)

AGRICOLA (former *CAIN*) is the cataloging and indexing database of the National Agricultural Library (NAL). This massive file provides comprehensive coverage of worldwide journal and monographic literature on agriculture and related subjects. Since *AGRICOLA* represents the actual holdings of the National Agricultural Library, there is substantial coverage of all subject matter normally contained in a very large library.

$25 per online connect hour, 5¢ per full record printed offline *File 10*

AIM/ARM, September 1967 - present, 17,500 citations, bimonthly updates (The Center for Vocational Education, The Ohio State University, Columbus, OH)

AIM/ARM is a specialized index for locating materials on vocational and technical education as well as the related areas of manpower economics and development, employment, job training, and vocational guidance.

AIM/ARM provides subject and author indexes to the abstracts of the following: instructional materials developed by local school districts, state departments of education, curriculum development laboratories, and industrial organizations, research from U.S. Office of Education, Department of Labor, Office of Economic

Opportunity, private foundations, and other organizations.

$25 per online connect hour, 10¢ per full record printed offline *File 9*

Air Pollution Technical Information Center (See APTIC)

Alloys Index (See METADEX)

AMERICA: HISTORY AND LIFE, 1964 - present, 40,000 records, quarterly updates (ABC-Clio Inc., Santa Barbara, CA)

AMERICA: HISTORY AND LIFE (AHL), covering the full range of U.S. and Canadian history, area studies, and current affairs, is a comprehensive and current aid to bibliographic research. The online database corresponds to the printed *America: History and Life, Part A* (Article Abstracts and Citations), *Part B* (Index to Book Reviews), and *Part C* (American History Bibliography).

AHL includes coverage for the following typical areas: American studies, ethnic studies, folklore, history, historiography and methodology, international relations, local history, oral history, prehistory, politics and government, popular culture, teaching of history, and urban affairs

$65 per online connect hour, 15¢ full record printed offline *File 38*

APTIC, 1966 - present, 82,000 records, quarterly updates, (Manpower and Technical Information Branch, U.S. Environmental Protection Agency, Research Triangle Park, NC)

APTIC is a comprehensive resource on all aspects of air pollution, its effects, prevention, and control. This database includes but is not limited to all abstracts in *Air Pollution Abstracts* (no longer published).

APTIC covers the field of air pollution in the broadest sense, including the social, political, legal, and administrative aspects of the field. Subjects treated in this database include: atmospheric interaction, control methods, economic

aspects, effects on human health, effects on materials, effects on plants and livestock, emission sources, government participation (legal and administrative), measurement methods, pollution data (air quality and emission inventories), and social aspects and public involvement.

$35 per online connect hour, 10¢ per full record printed offline *File 45*

Aquatic Science and Fisheries Abstracts (See ASFA)

ART BIBLIOGRAPHIES MODERN, 1974 - present, 21,000 records, quarterly updates (ABC-Clio, Inc., Santa Barbara, CA)

ART MODERN contains references to all modern art and design literature in books, and to references in dissertations, exhibition catalogs, and some 300 periodicals. The initial file will have approximately 21,000 records, including abstracts covering the fields of art history, biographies of artists, and artistic media such as sculpture, ceramics, printing, etc., since the onset of the nineteenth century.

$60 per online connect hour, 10¢ per full record printed offline

ASFA, January 1975 - present, 7,000 records, monthly updates (FAO, Rome and the Intergovernmental Oceanographic Commission of UNESCO)

AQUATIC SCIENCES AND FISHERIES ABSTRACTS (ASFA) is a comprehensive database on life sciences of the seas and inland waters as well as related legal, political, and social topics.

$35 per online connect hour 10¢ per full record printed offline *File 44*

Bibliography of Agriculture (See AGRICOLA)

Biological Abstracts (See BIOSIS PREVIEWS)

Bioresearch Index (See BIOSIS PREVIEWS)

BIOSIS PREVIEWS, January 1972 - present, 1,230,000 records, monthly updates (BioSciences Information Service of Biological Abstracts, Philadelphia, PA)

BIOSIS PREVIEWS contains citations from both *BIOLOGICAL ABSTRACTS* and *BIORESEARCH INDEX*, the major publications of BioSciences Information Service of *BIOLOGICAL ABSTRACTS*. Together, these publications constitute the major English language service providing comprehensive worldwide coverage of research in the life sciences. Nearly 8,000 primary journals as well as symposia, reviews, preliminary reports, semi-popular journals, selected institutional and government reports, research communications, and other secondary sources provide citations on all aspects of the biosciences and medical research.

$45 per online connect hour, 15¢ per full record printed offline *File 5*

CA CONDENSATES, 1970 - present, 2,420,000 records, monthly updates (Chemical Abstracts Service, Columbus, OH)

CA CONDENSATES is the computer readable file corresponding to the printed *Chemical Abstracts (CA)*, "Key to the World's Chemical Literature." *CA CONDENSATES* provides access to what is new and significant in the world's scientific and technical literature for chemistry, chemical engineering, and chemical aspects of the life sciences. Coverage includes journal articles potent specifications, reviews, technical reports, monographs, conference proceedings, symposia, dissertations and books. The treatment of patents is quite thorough and allows searching through a variety of points of access.

The literature of chemistry and its applications are divided among the following principal divisions: Applied Chemistry and Chemical Engineering, Biochemistry, Macromolecular Chemistry, Organic Chemistry, Physical and Analytical Chemistry.

$35 per online connect hour, 8¢ per full record printed offline *Files 2,3,4*

CA PATENT CONCORDANCE, January 1972 - present, 75,000 patents, semiannual updates

(Lockheed DIALOG Retrieval Service, Palo Alto, CA and Chemical Abstracts Service, Columbus, OH)

CA PATENT CONCORDANCE correlates patents issued by different countries for the same basic invention. For any given invention, an abstract is published in *Chemical Abstracts (CA)* for the first patent received and covered by the Chemical Abstracts Service (CAS). Subsequent patents covering the same basic invention are not abstracted in CA but rather are entered in *CA PATENT CONCORDANCE*. Patents of chemical and chemical engineering interest from 26 countries are covered by CAS for the *CA PATENT CONCORDANCE*. *CA PATENT CONCORDANCE* covers all chemically related patents received by CAS from 1972 to the present, regardless of when the abstract of the patent first received was published.

$45 per online connect hour, 12¢ per full record printed offline *File 43*

CAB ABSTRACTS, January 1973 - present, 450,000 records, monthly updates (The Commonwealth Agricultural Bureaus, Farnham House, Farnham Royal, Slough, SL2 3BN, England)

CAB ABSTRACTS is a comprehensive file of agricultural and biological information containing all records in the 22 journals published by Commonwealth Agricultural Bureaus. Over 8,500 journals in 37 languages are scanned, as well as books, reports, and other publications. In some instances less accessible literature is abstracted by scientists working in other countries. About 130,000 items are selected for publication yearly; significant papers are abstracted, while less important works are reported with bibliographic details only.

The following journals are included in *CAB* ABSTRACTS: *Animal Breeding Abstracts, Apicultural Abstracts, Dairy Science Abstracts, Field Crop Abstracts, Forestry Abstracts, Helminthological Abstracts (A & B), Herbage Abstracts, Horticultural Abstracts, Index Veterinorius, Nutrition Abstracts and Reviews (A & B), Plant Breeding Abstracts, Protozoological Abstracts, Review of Applied Entomology (A & B), Review of Medical and Veterinary Mycology, Review of Plant Pathology, Soils and Fertilizers, Veterinary Bulletin, Weed*

since 1950, plus foreign equivalents from Belgium, France, Great Britain, Germany and The Netherlands. This database is the result of a 1972 purchase by the IFI/Plenum Company of the E. I. du Pont de Nemours patent indexing system and merging of the IFI/Plenum index with the du Pont database in response to chemical industry need for a more highly controlled indexing system incorporating a chemical substructure search capability and a more selective index to polymer chemistry.

$150 per online connect hour, 10¢ per full record printed offline *File 23*

CLAIMS/GEM, 1975 - present, 50,000 citations, quarterly updates (IFI/Plenum Data Co., Arlington, VA)

CLAIMS/GEM is an analogous file *CLAIMS/CHEM*, containing information about 50,000 general, electrical and mechanical U.S. patents.

$90 per online connect hour, 10¢ per full record printed offline *File 24*

CMA/EMA (See PTS MARKET ABSTRACTS)

Commonwealth Agricultural Bureaux Abstracts (See CAB Abstracts)

COMPENDEX, January 1970 - present, monthly updates (Engineering Index, Inc., New York, NY)

The *COMPENDEX* database is the machine-readable version of the *Engineering Index (Monthly/Annual)*, which provides the engineering and information communities with abstracted information from the world's significant engineering and technological literature. The Ei database provides worldwide coverage of approximately 3500 journals, publications of engineering societies and organizations, papers from the proceedings of conferences, and selected government reports and books.

$65 per online connect hour, 10¢ per full record printed offline *File 8*

COMPREHENSIVE DISSERTATION ABSTRACTS, 1861 - present, 550,000 citations, monthly updates (University Microfilms International, Ann Arbor, MI)

COMPREHENSIVE DISSERTATION ABSTRACTS is a definitive subject, title, and author guide to virtually every American dissertation accepted at an accredited institution since 1861, when academic doctoral degrees were first granted in the United States. In addition, CDA serves to disseminate citations for thousands of Canadian dissertations and an increasing number of papers accepted in institutions abroad. Professional (e.g., M.D., LL.D.) and honorary degrees are not included. All subject areas are covered.

Individual, degree-granting institutions submit copies of dissertations or lists of dissertations completed to University Microfilm International (UMI). Citations for these dissertations are included in the database and in University Microfilms International printed publications: *Dissertation Abstracts International (DAI), American Doctoral Dissertations (ADD),* and *Comprehensive Dissertation Index (CDI).*

DAI lists abstracts of dissertations from American, Canadian, and foreign universities, (copies of most of these dissertations are available from University Microfilms International); ADD supplements DAI by adding citations for other American dissertations written each year; CDI is a comprehensive index for both DAI and ADD. A complete listing of sources consulted in compiling this database can be found in the preface to any volume of *Comprehensive Dissertation Index.*

$55 per online connect hour, 12¢ per full record printed offline *File 35*

Computer and Control Abstracts (See INSPEC, File 13)

CURRENT RESEARCH INFORMATION SYSTEM (CRIS), July 1974 - present, 24,000 citations, monthly updates (USDA Cooperative State Research Service, Washington, DC)

CRIS is a valuable current-awareness database for agriculturally related research projects. The projects described in *CRIS* cover current research in agriculture and related sciences, sponsored or

conducted by USDA research agencies, State agricultural experiment stations, State forestry schools, and other cooperating State institutions.

The subject coverage of *CRIS* encompasses the following disciplines: biological, physical, social and behavioral sciences related to agriculture in its broadest applications, including natural resource conversation and management; marketing and economics; food and nutrition; consumer health and safety; family life, housing, and rural development; environmental protection; forestry; outdoor recreation; and community, area, and regional development.

$40 per connect hour, 10¢ per full record printed offline *File 47*

DEFENSE MARKET MEASURES SYSTEM (DMMS), January 1975 - present, 80,000 records, quarterly updates (Frost & Sullivan, Inc, New York, NY)

DMMS covers U. S. Dept. of Defense contract awards. The *DMMS* database will serve as a valuable aid to industrial market analysts and sales staff in analyzing and forecasting the U. S. Government as a market. *DMMS* records are useful in long-range planning, market trends, share-of-the-market studies, new product ideas, and pricing, as they include important data such as receiving contractor, awarding agency, and dollar amount of contract.

$90 per online connect hour, 20¢ per full record printed offline *File 59*

Dissertation Abstracts (See COMPREHENSIVE DISSERTATION ABSTRACTS)

Domestic Statistics (See PTS DOMESTIC STATISTICS)

EIS Industrial Plants (See PTS EIS INDUSTRIAL PLANTS)

Electrical & Electronic Abstracts (See INSPEC, File 13)

Engineering Index (See COMPENDEX)

ENVIROBIB, 1973 - present, 50,000 records, bimonthly updates. (Environmental Studies Institute, Santa Barbara, CA)

ENVIROBIB, The Environmental Periodicals Bibliography, covers the fields of general human ecology, atmospheric studies, energy, land resources, water resources, and nutrition and health. Almost 250 periodicals are indexed in *ENVIROBIB*, thereby providing quick-and-easy access to article references for every environment research need. Librarians, chemists, land-use planners, government officials, and corporate executives, among others, will find this database a functional asset to their work.

$60 per connect hour, 15¢ per full record printed offline *File 56*

ENVIROLINE®, 1971 - present, 57,000 citations, monthly updates (Environmental Information Center, New York, NY)

ENVIROLINE, produced by the Environment Information Center, covers the world's environmental information. Its comprehensive, interdisciplinary approach provides indexing and abstracting coverage of more than 5,000 international primary and secondary source publications reporting on all aspects of the environment. Included are such fields as: management, technology, planning, law, political science, economics, geology, biology, and chemistry as they relate to environmental issues. Literature covered includes periodicals, government documents, industry reports, proceedings of meetings, newspaper articles, films and monographs. Also included are rulings from the *Federal Register* and patents from the *Official* Gazette.

$90 per online connect hour, 20¢ per full record printed offline *File 40*

ERIC, 1966 - present, 265,000 citations, monthly updates (National Institute of Education, Washington, D.C., and ERIC Processing and Reference Facility, Bethesda, MD)

ERIC is the complete data base on educational materials from the Educational Resources Information Center. It consists of two main files: ***Research in Education,*** which is concerned with identifying

the most significant and timely education research reports and projects; and *Current Index to Journals in Education,* an index of more than 350 publications of interest to every segment of the educational profession. Many items (aside from journal articles) can be purchased from the ERIC Document Reproduction Service in paper copy or microfiche. There are approximately 550 locations throughout the country having complete collections of the ERIC microfiche, and most are open to the general public.

$25 per online connect hour, 10¢ per full record printed offline *File 1*

EXCEPTIONAL CHILD EDUCATION ABSTRACTS, 1966 - present, 23,500 citations, quarterly updates (The Council for Exceptional Children, Reston, VA)

EXCEPTIONAL CHILD EDUCATION ABSTRACTS (CEC) is a comprehensive database concerned with published and unpublished literature on the education of handicapped and gifted children. More than 23,000 citations are included in the *CEC* database, covering such sources as books, journal articles, teaching materials, and reports. *CEC* is a valuable supplement to the Educational Resources Information Center database *(ERIC)* since only about one-fourth of the *CEC* citations are duplicated in *ERIC* (Dialog's File 1). All aspects of the education of handicapped and gifted children are included.

$25 per online connect hour, 10¢ per full record printed offline *File 54*

FOUNDATION DIRECTORY, Current year's data, 2500 listings, semiannual updates (The Foundation Center, New York, NY)

FOUNDATION DIRECTORY provides descriptions of more than 2500 foundations which have assets of $1 million or more or which make grants of $500,000 or more annually. Each foundation conforms to the general description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and established to maintain or aid

social, educational, charitable, religious, or other activities serving the common welfare, primarily through the making of grants." The foundations which qualify for inclusion account for nearly 90 percent of the assets of all foundations in the United States and 80 percent of all foundation giving. Grants are given primarily in the fields of education, health, welfare, sciences, international activities, and religion, in that order. Principal sources of information are voluntary reports by many foundations directly to The Foundation Center and information obtained from public information returns filed each year with the Internal Revenue Service by private foundations.

$60 per online connect hour, 30¢ per full record printed offline *File 26*

FOUNDATION GRANTS INDEX, January 1973 - present, 35,000 records, bimonthly updates (The Foundation Center, New York, NY)

FOUNDATION GRANTS INDEX contains information on grants awarded by more than 400 major American philanthropic foundations, representing all records from the *Foundation Grants Index* section of the bimonthly *Foundation News*. Information on grants given by foundations is useful in determining types and amounts of grants awarded, since foundations seldom announce the availability of funds for specific purposes. Each foundation conforms to the description of a "nongovernmental, nonprofit organization, with funds and program managed by its own trustees or directors, and established to maintain or aid social, educational, charitable, religious, or other activities serving the common welfare, primarily through the making of grants," as defined in *The Foundation Directory,* Edition 5. Approximately 10,000 new grant records are added to the file each year. Grants are given primarily in the field of education, health, welfare, sciences, international activities, humanities, and religion with education as the most favored field for foundation giving. Grants to individuals and grants of less than $5,000 are not included.

$60 per online connect hour, 30¢ per full record printed offline *File 27*

Funk & Scott Indexes (See PTS F&S INDEXES and PTS WEEKLY)

HISTORICAL ABSTRACTS, 1973 - present, 35,000 citations, quarterly updates (American Bibliographical Center, Santa Barbara, CA)

HISTORICAL ABSTRACTS is a reference service that abstracts and indexes the world's periodical literature in history and the related social sciences and humanities. The database corresponds to the two companion publications, *Historical Abstracts; Part A, Modern History Abstracts* (1450-1914) and *Historical Abstracts; Part B, Twentieth-Century Abstracts* (1914 to the Present). *HISTORICAL ABSTRACTS* covers the history of the world from 1450 to the present, excluding the U.S. and Canada, which are covered by *AMERICA: HISTORY AND LIFE* (File 38). Articles are abstracted from more than 2,000 journals published in 90 countries in some 30 languages.

$65 per online connect hour, 15¢ per full record printed offline *File 39*

INFORM (See ABI/INFORM)

INSPEC, 1969 - present, 850,000 citations, monthly updates (The Institution of Electrical Engineers, Savoy Place, London WS2R OBL, England)

The *Science Abstracts* family of abstract journals, indexes, and title bulletins commenced publication in 1898. Today it forms the largest English-language database in the fields of physics, electrotechnology, computers, and control. Foreign language source material is also included, but abstracted and indexed in English. *INSPEC-PHYSICS* (File 12) includes the *Physics Abstracts*. *INSPEC-ELEC & COMPUT* (File 13) includes *Electrical & Electronic Abstracts* and *Computer & Control Abstracts*.

The principal subject areas are indicated by the major headings of the unified classification approach developed for both databases (e.g., Atomic and Molecular Physics; Computer Programming and Applications; Computer Systems and Equipment; and Elementary Particle Physics). Journal papers, conference proceedings, technical reports, books, patents, and university theses are abstracted and indexed for inclusion in the INSPEC databases. The total number of journals scanned is approximately 2,000; over 200 of these are abstracted completely.

$45 per online connect hour, 10¢ per full record printed offline *Files 12, 13*

International Statistics (See PTS INTERNATIONAL STATISTICS)

ISMEC, 1973 - present, 55,000 citations, monthly updates (Data Courier, Inc., Louisville, KY)

Information Service in Mechanical Engineering (ISMEC) abstracts significant articles of interest in mechanical engineering from approximately 250 journals published throughout the world. These journals are further supplemented by relevant material from more than 2,000 periodicals in physics and engineering received by INSPEC. In addition, books, reports and conference proceedings are also abstracted.

The principal subject areas are indicated by the hierarchical subject scheme developed by *ISMEC*. Two representative divisions and their attendant section are shown below:

ENERGY AND POWER	TRANSPORT AND HANDLING
Thermodynamics	Motor Vehicle Engineering
Heating, Cooling, and Ventilating	Motorless Vehicle Engineering
Fuel Technology	Railway Engineering
Engines	Marine Engineering
Power Transmission	Aerospace Engineering
Equipment and Systems	Mechanical Handling

$65 per online connect hour, 12¢ per full record printed offline *File 14*

LANGUAGE AND LANGUAGE BEHAVIOR ABSTRACTS (LLBA), 1973 - present, 20,000 records, quarterly updates (Sociological Abstracts, Inc., San Diego, CA)

HISTORICAL ABSTRACTS, 1973 - present, 35,000 citations, quarterly updates (American Bibliographical Center, Santa Barbara, CA)

HISTORICAL ABSTRACTS is a reference service that abstracts and indexes the world's periodical literature in history and the related social sciences and humanities. The database corresponds to the two companion publications, *Historical Abstracts; Part A, Modern History Abstracts* (1450-1914) and *Historical Abstracts; Part B, Twentieth-Century Abstracts* (1914 to the Present). *HISTORICAL ABSTRACTS* covers the history of the world from 1450 to the present, excluding the U.S. and Canada, which are covered by *AMERICA: HISTORY AND LIFE* (File 38). Articles are abstracted from more than 2,000 journals published in 90 countries in some 30 languages.

$65 per online connect hour, 15¢ per full record printed offline *File 39*

INFORM (See ABI/INFORM)

INSPEC, 1969 - present, 850,000 citations, monthly updates (The Institution of Electrical Engineers, Savoy Place, London WS2R OBL, England)

The *Science Abstracts* family of abstract journals, indexes, and title bulletins commenced publication in 1898. Today it forms the largest English-language database in the fields of physics, electrotechnology, computers, and control. Foreign language source material is also included, but abstracted and indexed in English. *INSPEC-PHYSICS* (File 12) includes the *Physics Abstracts*. *INSPEC-ELEC & COMPUT* (File 13) includes *Electrical & Electronic Abstracts* and *Computer & Control Abstracts*.

The principal subject areas are indicated by the major headings of the unified classification approach developed for both databases (e.g., Atomic and Molecular Physics; Computer Programming and Applications; Computer Systems and Equipment; and Elementary Particle Physics). Journal papers, conference proceedings, technical reports, books, patents, and university theses are abstracted and indexed for inclusion in the INSPEC databases. The total number of journals scanned is approximately 2,000; over 200 of these are abstracted completely.

$45 per online connect hour, 10¢ per full record printed offline *Files 12, 13*

International Statistics (See PTS INTERNATIONAL STATISTICS)

ISMEC, 1973 - present, 55,000 citations, monthly updates (Data Courier, Inc., Louisville, KY)

Information Service in Mechanical Engineering (ISMEC) abstracts significant articles of interest in mechanical engineering from approximately 250 journals published throughout the world. These journals are further supplemented by relevant material from more than 2,000 periodicals in physics and engineering received by INSPEC. In addition, books, reports and conference proceedings are also abstracted.

The principal subject areas are indicated by the hierarchical subject scheme developed by *ISMEC*. Two representative divisions and their attendant section are shown below:

ENERGY AND POWER	TRANSPORT AND HANDLING
Thermodynamics	Motor Vehicle Engineering
Heating, Cooling, and Ventilating	Motorless Vehicle Engineering
Fuel Technology	Railway Engineering
Engines	Marine Engineering
Power Transmission	Aerospace Engineering
Equipment and Systems	Mechanical Handling

$65 per online connect hour, 12¢ per full record printed offline *File 14*

LANGUAGE AND LANGUAGE BEHAVIOR ABSTRACTS (LLBA), 1973 - present, 20,000 records, quarterly updates (Sociological Abstracts, Inc., San Diego, CA)

LANGUAGE AND LANGUAGE BEHAVIOR ABSTRACTS (LLBA) provides current selective access to the world's literature on language and language behavior as a service to all researchers and practitioners in disciplines concerned with the nature and use of language. Articles abstracted in LLBA are drawn from approximately 1000 domestic and foreign journals.

$55 per connect hour, 15¢ per full record printed offline *File 36*

Market Abstracts (See PTS MARKET ABSTRACTS)

METADEX (METALS ABSTRACTS/ALLOYS INDEX), 1966 - present (Alloys Index, 1974 - present) 300,000 records, monthly updates (American Society for Metals, Metals Park, OH)

The *METADEX* database, produced by the American Society for Metals (ASM) and the Metals Society (London), provides the most comprehensive coverage of international literature on the science and practice of metallurgy. Included in this database are *Review of Metal Literature* (1966-67), *Metals Abstracts* (1968 to present), and since 1974, *Alloys Index*. *Metals Abstracts* include about 30,000 citations each year from about 1,100 primary journal sources. *Alloys Index* supplements *Metal Abstracts* by providing access to the citations through commercial, numerical, and compositional alloy designations: specific metallic systems; and intermetallic compounds found within these systems. In addition to specialized topics (including specific alloy designations, intermetallic compounds, and metallurgical systems), six basic categories of metallurgy are covered: Materials, Processes, Properties, Products, Forms, and Influencing Factors. Each month about 2,500 new documents related to metals technology are scanned and abstracted for the ASM database, with intensive coverage of appropriate conference papers, reviews, technical reports, and books. These sources are international in scope, including the U.S.S.R. and Eastern European nations among the 43 countries covered.

$80 per online connect hour, 12¢ per full record printed offline *File 32*

METEOROLOGICAL AND GEOASTROPHYSICAL ABSTRACTS (MGA), 1972 - present, 28,000 citations, irregular updates (American Meteorological Society, Boston, MA. The machine-readable file is made available through the Environmental Sciences Information Center, Oceanic and Atmospheric Administration (NOAA), Washington, DC)

Meteorological and Geoastrophysical Abstracts (MGA) provides current citations in English for the most important meteorological and geoastrophysical research published in both foreign and domestic literature. More than 7000 citations taken from approximately 200 primary sources, including technical journals, monographs in series, proceedings, reviews, and annual publications, are added yearly.

Subjects include the following and related subjects: Meteorology, Astrophysics, Physical Oceanography, Hydrosphere/Hydrology, Environmental Sciences, and Glaciology.

$50 per online connect hour, 10¢ per full record printed offline *File 29*

Metrocasts (See PTS DOMESTIC STATISTICS)

NAL (See AGRICOLA)

NICEM, January 1964 - present, 400,000 records, monthly updates (National Information Center for Educational Media, U. Southern California, Los Angeles, CA)

The *NICEM* database offers comprehensive coverage of non-print educational material. *NICEM* covers the entire spectrum of the educational field from pre-school to professional and graduate school levels. Librarians, media specialists, curriculum planners, and researchers who search *NICEM* will gain references to all types of educational media - 16 mm films, 35 mm filmstrips, overhead transparencies, audio tapes, video tapes, phonograph records, motion picture cartridges, and slides.

$70 per online connect hour, 20¢ per full record printed offline *File 46*

NTIS, 1964 - present, 560,000 citations, biweekly updates (National Technical Information Service, NTIS, U.S. Department of Commerce, Springfield, VA)

The *NTIS* database consists of government-sponsored research, development and engineering plus analyses prepared by federal agencies, their contractors or grantees. It is the means through which unclassified, publicly available, unlimited distribution reports are made available for sale from such agencies as NASA, DDC, AEC, HEW, HUD, DOT, Department of Commerce, and some 240 other units. State and local government agencies are now beginning to contribute their reports to the file.

The *NTIS* database includes material from both the *hard* and *soft* sciences, including substantial material on technological applications, business procedures, and regulatory matters. Many topics of immediate broad interest are included, such as environmental pollution and control, energy conversion, technology transfer, behavioral/societal problems, urban and regional planning.

$35 per online connect hour, 10¢ per full record printed offline *File 6*

OCEANIC ABSTRACTS®, 1964 - present, 93,000 citations, bimonthly updates (This machine-readable file is available through the cooperation of the Environmental Sciences Information Center, National Oceanic and Atmospheric Administration (NOAA), Washington, D.C., and Data Courier, Inc., Louisville, KY)

OCEANIC ABSTRACTS (OA) organizes and indexes worldwide technical literature on the seas of the world. It is designed to help researchers find out about published materials on many marine-related subjects.

The major subjects covered by this database include: Biology, Fisheries, Geology, Meteorology, Oceanography, Acoustics, Optics, Positioning, Remote Sensing, Desalination, Pollution, Coastal Resources, Engineering, Materials, Diving, Offshore, Deep Sea, Ships, Submersibles, Buoys, and Governmental and Legal aspects.

$55 per online connect hour, 10¢ per full record printed offline *File 28*

PHARMACEUTICAL NEWS INDEX (PNI), December 1975 - present, 15,000 citations, monthly updates (Data Courier, Inc., Louisville, KY)

PHARMACEUTICAL NEWS INDEX (PNI) is the online source of current information about the drug and cosmetic industries, with emphasis on the following subjects: Drug and Cosmetic Industry Management News, Health Legislation, Government Relations, Industry Financial News and Reports, and Pharmaceutical Research.

Citations in PNI are drawn from the four major newsletters: *Drug Research Reports, (The Blue Sheet), FDC Reports, (The Pink Sheet), PMA Newsletter,* and *Washington Drug and Device Letter.*

$65 per online connect hour 15¢ per full record printed offline *File 42*

Physics Abstracts (See INSPEC, File 12)

Plants (See PTS EIS INDUSTRIAL PLANTS)

PNI (See PHARMACEUTICAL NEWS INDEX)

POLLUTION ABSTRACTS, 1970 - present, 45,000 citations, bimonthly updates (Data Courier, Inc., Louisville, KY)

POLLUTION ABSTRACTS is a leading resource for references to environmentally related literature on pollution, its sources and its control.

The following subjects are covered by the *POLLUTION ABSTRACTS* databases: Air Pollution, Environmental Quality, Noise Pollution, Pesticides, Radiation, Solid Wastes, and Water Pollution.

$65 per online connect hour, 10¢ per full record printed offline *File 41*

PREDICASTS (See PTS)

PSYCHOLOGICAL ABSTRACTS, 1967 - present, 250,000 citations, monthly updates (American Psychological Association, Washington, DC)

PSYCHOLOGICAL ABSTRACTS covers the world's literature in psychology and related disciplines in the behavioral sciences. Over 900 periodicals and 1500 books, technical reports, and monographs are scanned each year to provide coverage of original research, reviews, discussions, theory, conference reports, panel discussions, case studies, and descriptions of apparatus.

$50 per online connect hour, 10¢ per full record printed offline *File 11*

PTS DOMESTIC STATISTICS, July 1971 - present, 156,000 citations, updates vary with subfile. (PREDICASTS, Inc., Cleveland, OH)

PREDICASTS, Inc., abstracts all significant information appearing in annual reports of government agencies, statistical reports and reviews of industry, handbooks and yearbooks of trade associations, census reports, statistical bulletins of the U.S. government, and thousands of business magazines and trade journals.

PREDICASTS Statistical Abstracts. More than 70,000 abstracts of published forecasts with historical data for U.S.; coverage includes general economics, all industries, detailed products, and end-use data.

PREDICASTS Composites. Annual historical data (since 1958) and consensus of published forecasts through 1984 for more than 500 key economic, demographic, industrial, and product time series.

PREDICASTS Basebook. Annual data for more than 20,000 time series (1960-1974) on U.S. production, value of shipments, wages, prices, materials, consumption, foreign trade, and end-use distribution for all different types of industries, products, and services.

METROCASTS. Historical and projected (to 1990) data on population, income, employment, earnings, and distribution of industrial activity for states, standard business economic areas, and standard metropolitan areas.

PREDICASTS Domestic Statistics covers every area of industry and product statistics, government and services statistics, and social economic statistics for the U.SS.

$90 per online connect hour, 20¢ per full record printed offline *File 20*

PTS EIS INDUSTRIAL PLANTS, current, 117,000 citations, quarterly updates (Economic Information Systems, Inc., New York, NY)

Access to the EIS Plants database offers immediate answers to a broad range of questions concerning the U.S. industrial economy. The EIS Plants database includes current information on some 117,000 establishments operated by 67,000 firms with current annual sales of more than $500,000. This total accounts for more than 90 percent of total U.S. industrial activity. Data are generated from business magazines, trade journals, state and industrial directories, corporate financial reports, and Census Bureau statistics. Also included are thousands of inputs received directly from companies and corporations.

$90 per online connect hour, 50¢ per full record printed offline *File 22*

PTS F&S INDEXES (FUNK & SCOTT), 1972 - present, 725,000 citations, monthly updates (PREDICASTS, Inc., Cleveland, OH)

The *F&S Indexes* cover both domestic and international company, product, and industry information. It contains information on corporate acquisitions and mergers, new products, technological developments, and sociopolitical factors. It summarizes analyses of companies by securities firms, contains forecasts of company sales and profits by company officers, and reports on factors influencing future sales and earnings (such as price changes, government antitrust actions, sales and licensing agreements, and joint venture agreements).

In addition, the F&S provides online access to a comprehensive bibliography of more than 5,000 publications cited in PREDICASTS publications. A complete abstract display from this bibliography includes title, publisher, and address, annotation terms describing the publication, frequency, and cost, and the PREDICASTS codes for product, country, and event. This portion of the data base is known as the *Source Directory. (See also PTS Weekly)*

$90 per online connect hour, 20¢ per full record printed offline *File 18*

PTS FEDERAL INDEX, January 1977 - present, new database, monthly updates (PREDICASTS, Inc., Cleveland, OH)

The Federal Index provides coverage of such Federal actions as proposed rules, regulations, bill introductions, speeches, hearings, roll calls, reports, vetoes, court decisions, executive orders, and contract awards. The *Washington Post* and federal documents such as the *Congressional Record, Federal Register,* Presidential documents, and *Commerce Business daily,* are indexed on a regular basis. Source documents can be ordered from PREDICASTS at a nominal charge.

$90 on online connect hour, 20¢ per full record printed offline *File 48*

PTS INTERNATIONAL STATISTICS, 1972 - present, 155,000 citations, updates vary with subfile. (PREDICASTS, Inc., Cleveland, OH)

PREDICASTS, Inc., abstracts information from more than 1,000 international sources. Included are annual reports of foreign governments, statistical reports of industries and trade associations of foreign countries, publications of United Nations and other international agencies, bank letters, newspapers, and business and trade journals.

This essential database for market development, sales analysis, operations research, information retrieval, executive decisions, economic forecasting, long-range planning, diversification study, security analysis, and market research includes the following subtitles:

Worldcasts Statistical Abstracts. Abstracts of published forecasts with historical data for all countries of the world (excluding the United States). Coverage includes general economics, all industries, detailed products, and end-use data.

Worldcasts Composites. Annual historical data, SIC codes, and consensus of published forecasts through 1985 for 2,500 economic, demographic, industrial, and product series for key countries.

Worldcasts Basebook. Annual data for 20,000 time series (1960-1974) for all countries of the world on production, consumption, price, foreign trade, and usage statistics for agriculture, mining, manufacturing, and services as well as demography and national income.

$90 per online connect hour, 20¢ per full full record printed offline *File 21*

PTS MARKET ABSTRACTS, 1972 - present, 125,000 citations, monthly updates (PREDICASTS, Inc., Cleveland, OH)

PREDICASTS, Inc. abstracts all significant information appearing in thousands of newspapers, business magazines, government reports, trade journals, bank letters, and special reports throughout the world. The *PREDICASTS Market Abstracts* database provides the following kind of information: Acquisitions, Capacities, End Uses, Environment, Foreign Trade, Market Data, New Products, Production, Regulations, and Technology. This information covers products and services of the following industries: Chemical, Communications, Computers, Electronics, Energy, Fibers, Food, Instruments and Equipment, Metals, Paper, Plastics, and Rubber. *(See also PTS WEEKLY.)*

$90 per online connect hour, 20¢ per full record printed offline *File 16*

PTS WEEKLY, Current month, 15,000 citations, weekly updates. (PREDICASTS, Inc., Cleveland, OH)

PREDICASTS WEEKLY includes weekly records, which, after more complete indexing, are incorporated into either *PTS CMA-EMA* (File 16) or *PTS F&S* (File 18). This database combines the coverage of *PTS CMA-EMA* and *PTS F&S.*

$90 per online connect hour, 20¢ per full record printed offline *File 17*

Science Citation Index (See SCISEARCH)

SCISEARCH® January 1974 - present 1,350,000 citations monthly updates (Institute for Scientific Information, Philadelphia, PA)

SCISEARCH is a multidisciplinary index to the literature of science and technology prepared by the Institute for Scientific Information (ISI®). It contains all the records published in *Science Citation Index (SCI®)* and additional records from the *Current Contents* series of publications that are not included in the printed version of SCI. *SCISEARCH* is distinguished by two important and unique characteristics. First, journals indexed are carefully selected on the basis of several criteria, including citation analysis, resulting in the inclusion of 90 percent of the world's significant scientific and technical literature. Second, citation indexing is provided, which allows retrieval of newly published articles through the subject relationships established by on author's reference to prior articles. *SCISEARCH* covers every area of the pure and applied sciences.

The ISI staff indexes all significant items (articles, reports of meetings, letters, editorials, correction notices, etc.) from about 2600 major scientific and technical journals. In addition, the *SCISEARCH* file for 1974-75 includes approximately 38,000 items from *Current Contents - Clinical Practice.* Beginning January 1, 1976, all items from *Current Contents - Engineering, Technology, and Applied Science*and *Current Contents - Agriculture, Biology, and Environmental Sciences* that are not presently covered in the printed *SCI* will be included each month. This expanded coverage will add approximately 58,000 items per year to the *SCISEARCH* file.

$70 per online connect hour, 10¢ per full record printed offline ***File 34***

Social Science Citation Index (See SOCIAL SCISEARCH)

SOCIAL SCISEARCH®, 1972 - present, 400,000, monthly updates (The Institute for Scientific Information, Philadelphia, PA)

The *SSCI* is a multidisciplinary database indexing every significant item from the 1,000 most important social sciences journals throughout the world and social sciences articles selected from 2,200

additional journals in the natural, physical, and biomedical sciences. The *SSCI* includes many important monographs as well. The *SSCI* covers every area of the social and behavioral sciences.

SOCIAL SCISEARCH offers a unique information retrieval technique. In addition to more conventional retrieval by title words of phrases, source authors, journal names, corporate source, etc., it is also possible to search by way of the author's cited references.

$70 per online connect hour, 10¢ per full record printed offline ***File 7***

SOCIOLOGICAL ABSTRACTS, 1963 - present, 75,000 citations, quarterly updates (Sociological Abstracts, Inc., San Diego, CA)

SOCIOLOGICAL ABSTRACTS covers the world's literature in sociology and related disciplines in the social and behavioral sciences. Over 1200 journals and other serial publications are scanned each year to provide coverage of original research, reviews, discussions, monographic publications theory, conference reports, panel discussions and case studies. The following fields are covered: Methodology and Research Technology, History and Theory of Sociology, Social Psychology and Group Interaction, Culture and Social Structure, Management and Complex Organization, Social Change and Economic Development, Mass Phenomena and Political Interactions, Social Differentiation, Rural and Urban Sociology, Sociology of the Arts, Education, Religion, Science, Health and Knowledge, Demography and Human Biology, The Family and Social Welfare, Community Development, Policy, Planning, Forecasting and Speculation, Radical Sociology, Studies in Violence and Poverty and Feminism, Environmental Interaction.

$55 per online connect hour, 15¢ per full record printed offline ***File 37***

WORLD ALUMINUM ABSTRACTS, 1968 - present, 50,000 citations, monthly updates, (The American Society for Metals, Metals Park, OH)

WORLD ALUMINUM ABSTRACTS (WAA), provides coverage of the world's technical literature on aluminum, ranging from ore processing (exclusive of mining) through end uses. The *WAA* database includes information abstracted from approximately 1600 scientific and technical patents, government

reports, conference proceedings, dissertations, books and journals. All aspects of the aluminum industry, aside from mining, are covered, including the following major subject areas: Aluminum Industry-General, Ores, Alumina Production and Extraction, Melting, Casting, and Foundry, Metal-working, Fabrication, Finishing, Physical and Mechanical Metallurgy, Engineering Properties and Tests, Quality Control and Tests and End Uses.

$50 per connect hour, 10¢ per full record printed offline ***File 33***

Worldcasts (See PTS International Statistics)

DATABASE (supplier)	Online Connect Time Rate $/Hour	Offline Print Rate Per Full Record
SCIENCE		
AGRICOLA (Natl. Agricultural Library, U.S. Dept. of Ag.)	$25/Hr	5¢
BIOSIS PREVIEWS (Biosciences Info. Service of Biol. Abs., Inc.)	45	10
CA CONDENSATES 1970-1971 (American Chemical Society)	35	8
CA CONDENSATES 1972-1976 (American Chemical Society)	35	8
CA PATENT CONCORDANCE (American Chemical Society)	45	12
CA SUBJECT INDEX ALERT CASIA (American Chemical Society)	60	12
CHEMNAME	60	12
COMMONWEALTH AGRICULTURAL BUREAUX ABSTRACTS (Commonwealth Agricultural Bureaux)	65	15
COMPREHENSIVE DISSERTATION ABS., (Xerox U. Microfilms)	55	12
INSPEC-PHYSICS (Institution of Electrical Engineers)	45	10
SCISEARCH® (Institute for Scientific Information)	70	10
APPLIED SCIENCE & TECHNOLOGY		
APTIC (Air Pollution Technical Information Center, U.S.E.P.A. and The Franklin Institute Research Laboratories)	$35/Hr	10¢
AQUATIC SCIENCE & FISHERIES ABSTRACTS (NOAA)	35	10
CLAIMS/CHEM (IFI/Plenum Data Company)	150	10
CLAIMS/GEM (IFI/Plenum Data Company)	90	10
COMPENDEX (Engineering Index, Inc.)	65	10
CURRENT RESEARCH INFORMATION SYSTEM (CRIS) (USDA)	40	10
ENVIROBIB (Internatl. Acad. at Santa Barbara)	60	15
ENVIROLINE® (Environmental Information Center)	90	20
INSPEC-ELEC/COMP (Institute of Electrical Engineers)	45	10
ISMEC (Data Courier Inc.)	65	12
METADEX (American Society for Metals)	80	12
METEOROLOGICAL ABS. (Am. Meteorological Soc. and NOAA)	50	10
NTIS (National Technical Info. Service, U.S. Dept. of Commerce)	35	10
OCEANIC ABSTRACTS® (Data Courier, Inc.)	55	10
POLLUTION ABSTRACTS (Data Courier, Inc.)	65	10
WORLD ALUMINUM ABSTRACTS (American Society for Metals)	50	10
SOCIAL SCIENCES & HUMANITIES		
AIM/ARM (Center for Vocational Education)	$25/Hr	10¢
AMERICA: HISTORY & LIFE (ABC-CLIO, Inc.)	65	15
ART BIBLIOGRAPHIES MODERN (ABC-CLIO, Inc.)	60	15
ERIC (Educational Resources Information Center)	25	10
EXCEPTIONAL CHILD ED. ABS. (Council for Except. Children)	25	10
HISTORICAL ABSTRACTS (ABC-CLIO, Inc.)	65	15
LANGUAGE & LANGUAGE BEHAVIOR ABS. (Social. Abs., Inc.)	55	15
NICEM (National Information Center for Educational Media)	70	20
PSYCHOLOGICAL ABSTRACTS (American Psychological Assoc.)	50	10
SOCIAL SCISEARCH® (Institute for Scientific Information)	70	10
SOCIOLOGICAL ABSTRACTS (Sociological Abstracts, Inc.)	55	15
BUSINESS/ECONOMICS		
ABI/INFORM (Data Courier, Inc.)	$65/Hr	10¢
CHEMICAL IND. NOTES (Am. Chemical Soc.)	90	20
DEFENSE MARKET MEASURES SYSTEM (Frost & Sullivan, Inc.)	90	20
FOUNDATION DIRECTORY (The Foundation Center)	60	30
FOUNDATION GRANTS INDEX (The Foundation Center)	60	30
PHARMACEUTICAL NEWS INDEX (Data Courier, Inc.)	65	15
PTS DOMESTIC STATISTICS (Predicasts, Inc.)	90	20
PTS EIS PLANTS (Economic Information Systems, Inc.)	90	50
PTS FEDERAL INDEX (Predicasts, Inc.)	90	20
PTS F&S INDEXES (Predicasts, Inc.)	90	20
PTS INTERNATIONAL STATISTICS (Predicasts, Inc.)	90	20
PTS MARKET ABSTRACTS (Predicasts, Inc.)	90	20
PTS MARKET ABS & F&S ABSTRACTS WEEKLY (Predicasts, Inc.)	90	20

(Continued From First Page)

- *Time-Saving.* DIALOG greatly reduces the time necessary to perform most searches compared to manual literature searching techniques.

- *Increased Relevance and Recall.* The accuracy and exhaustiveness of searches performed through the DIALOG system retrieval capabilities allow the researcher to retrieve a greater number of documents which have a higher degree of relevance than those obtainable through a comparable manual research effort.

- *Highly Cost-Effective Searching.* Due to the savings in research time, and the increased thoroughness of the search product, DIALOG is an extremely cost-effective research method.

EASY-TO-INITIATE SERVICE

- *No Start-Up, Minimum, or Subscription Fees.* With DIALOG, you pay only for what you use. Search charges are based on the time your terminal is connected to the computer, prorated to the nearest thousandth of an hour. There is also a small charge for each citation printed and mailed to you. Rates vary, depending on the database used. We will send you a DIALOG password upon receipt of a completed DIALOG order form.

- *Easy Telephone Access.* DIALOG users in the U.S., Canada and Mexico may use either the TYMNET or TeleNet data communications network services. TYMNET service is available in Europe as well. Users may also dial directly to the DIALOG computer center in Palo Alto, CA, or utilize such services such as TWX/TELEX, outward WATS or FTS, where the user bears the communications charges directly.

- *Wide Range of Compatible Terminals Available.* Many users already have a DIALOG-compatible terminal in their organization. If not, a dial-up terminal (hard copy or display) can be leased for a typical cost of $35 to $150 per month depending upon the brand selected. Terminals are normally leased or purchased by the customer directly from the supplier. Lockheed will be glad to lend assistance in determining compatibility requirements. Operation speeds of 10, 15, 30, or 120 characters per second are compatible with the DIALOG service.

- *Frequent Training Sessions (Optional, but highly recommended).* In-depth training sessions are held frequently for beginning or advanced users at a number of locations:

  - At our sites in Palo Alto, CA, Los Angeles, CA, New York, NY; and Washington DC. **$50** per person per one-day session.

  - At your facility - $200 per day plus transportation and per diem for the Lockheed instructor.

- *Telecommunications Suppliers.* DIALOG users in the U.S., Canada and Mexico may use TELENET at $5 per connect hour, TYMNET at $8 per connect hour; European users may use TYMNET at the rate of $22 per connect hour.

- *Discounts*

  Standard Contract. Passwords using five hours or more per month receive discounts from $5 to $15 per connect hour (Order Form A).

  Guaranteed Minimum. Individual password users may enjoy added discounts by signing a guaranteed monthly minimum contract for no less than $200 and six months (Order Form B).

  Group Discounts. Groups of accounts or passwords, billed to one organization, may also realize further savings by signing a group minimum monthly guarantee contract for no less than $500 for 5 passwords (Order Form C).

- *Search Costs* average from $5 for government sponsored databases such as *ERIC* and *AGRICOLA*, up to $16 for searches on the most expensive databases for a typical 10-minute search. (This includes telecommunications costs, but does not include offline print costs.) With high-volume use, average costs to you could be brought as low as $2.50-$13 for the same 10-minute search with DIALOG discounts of up to $15 per online connect hour.

INTRODUCTION

SCORPIO, the popular name for the Subject-Content-Oriented Retriever for Processing Information On-line, is a direct-communication information retrieval system devised by the Computer Applications Office of the Library of Congress. This system is available to the public as well as to members of Congress and their staffs; however, some information files are reserved to Congressional offices.

An Information Retrieval System such as SCORPIO must, by definition, retrieve information in a logical way for a person unfamiliar with computer concepts. This is possible if the user is aided by simple instructions in the use of commands, computer responses, the meaning of error messages and other predictable features of computer operations. SCORPIO employs notions of commands and files to supply a terminal user with information from the computer. A file, in normal usage, is a physical space for storing information of a similar nature. A computer file is, likewise, a physical space for storing information (called data) which can be examined by typing specific 3- or 4-letter abbreviations of common English words (such as browse, search, find, display). Each command instructs the computer to manipulate the stored data in a particular way. Computer files are compared to file cabinets many times in the following pages of this Overview to convey the simple nature of SCORPIO retrieval facilities.

INTRODUCTION

An Overview

SCORPIO

Subject-Content-Oriented Retriever for Processing Information On-line

Prepared by the Computer Applications Office
Information Systems Office
Administrative Department

Library of Congress Washington 1977

SCORPIO FILES

The nine files (collections of information) currently available to SCORPIO users for search purposes are listed below. The full file name, file abbreviation used to begin a search, and the Library of Congress unit closely associated with the development of each are included. Each file is briefly described in the paragraphs which follow the chart.

File Name	Search Abbreviation	LC Referral
Legislative Information for the 93rd Congress	cg93	Congressional Research Service (CRS)
Legislative Information for the 94th Congress	cg94	CRS
Legislative Information for the 95th Congress	cg95 [1]	CRS
Bibliographic Citation	citn	CRS
Major Issues	issu [2]	CRS
Congressional Record	cr95 [2] csif	CRS
National Referral Center Resources	nrcm	Reader Services Department
Library of Congress Computerized Catalog	lccc	Processing Department

- Legislative Information Files for the 93rd, 94th, and 95th Congresses (cg93, cg94, cg95)

The publication called *Digest of General Public Bills and Resolutions*, popularly known as the *Bill Digest*, provides the basic content for these files. Many aspects of a bill's passage through Congress are monitored and are retrievable by SCORPIO commands. In addition to information such as bill content, sponsorship, cosponsorship and action on a bill, including the most recent action taken by either house, the files provide the unique number assigned to a bill, the public law number, existence of identical bills in both houses, the revised text of a bill which underwent changes, and other information. Because some of the option names for search purposes differ in cg93/cg94 and cg95, the user is referred to the January 1977 revision of the *Reference Guide to SCORPIO*.

[1] Accessible in early 1977.
[2] Available only to CRS and members of Congress.

- Bibliographic Information File (citn)

The CITN File contains references to topical periodical articles, pamphlets, GPO publications, U.N. documents, interest-/lobby-group publications and other information. The CRS Library Services Division determines the significance of the material and may enter it into the file. Typically, a citation lists the author's name, article title, title of publication, volume, date and pagination for periodicals or place of publication, publisher and date for monographs, as well as annotations and descriptors. Descriptors are: names of persons, organizations, court cases, names of statutes or treaties, and LIV (Legislative Indexing Vocabulary) subject content terms.

- Major Issues File (issu)

The file is a collection of topical briefs on public policy issues. Specialists in the Congressional Research Service write the briefs, each of which includes a definition of an issue, background and policy analysis statements, references to Congressional action on the issue, historical chronology, references to current literature dealing with the topic, and LIV topical descriptors. The file currently contains approximately 300 briefs written as fairly comprehensive statements of current public concern.

- Congressional Record Files (cr95, csif)

Files maintained by Capitol Services, Inc., contain abstracts of pages from the Congressional Record: the CSIF File covers the period from January 19, 1976, to October 1, 1976. The abstracts of 1977 entries are contained in the CR95 File. Each file entry includes the abstract, indexing terms, bill numbers, page number reference to full-text Congressional Record and date of the Record. The user is requested to contact the Congressional Research Service if he wishes to access this file, since access is not available on public terminals.

- National Referral Center Resources File (nrcm)

This file contains data on organizations qualified and willing to provide information on a large number of science and technology topics, including the social sciences. Primary sources for file entries include records from the Information Resources Information System (IRIS) and the series *A Directory of Information Resources in the United States*. The information given for an organization usually includes: name of resource, mailing address, location, telephone, topics of concern to the organization, holdings (of special collections, databases), publications, and dissemination services. Additional follow-up information is often provided.

- Library of Congress Computerized Catalog (lccc)

This bibliographic file contains more than 600,000 references extracted from the Library's MARC database. In general, the references consist of English-language books imprinted from 1968 or catalogued from 1969, French-language books catalogued from 1973, German-, Portuguese-, and Spanish-language books imprinted from 1975, as well as references to the Science and Main Reading Room collections. The subject areas covered by the above references are essentially those found in the Library of Congress card catalog.

A bibliographic reference from this file usually contains the author's name, monograph title, place of publication, publisher and date (also descriptive annotations), general subject headings, LC and Dewey Decimal classification numbers, LC card number, and the International Standard Book Number (ISBN).

Attachment 1

Files Available Through ACCESS

Dun and Bradstreet File of Business Establishments (FirmsXX)

Size: 4.5 million business establishments

Years: 1969, 1972 and 1974

Geography:
- Zip Code
- County
- State
- SMSA
- Migration area
- Region
- U.S.

Variables:
- SMSA
- State
- County
- Zip Code
- Migration Area
- Year started
- Financial Strength
- Credit appraisal
- Annual sales
- Net worth
- Employees at establishment.
- Total employees in Organization
- Primary SIC Code
- Secondary SIC Code
- Tertiary SIC Code
- Headquarters state
- Firm status as part of a multi-unit operation
- Subsidiary indicator
- Manufacturing indicator

Attachment 1 (continued)

1970 Public Use Sample 1/100 File (PHH70XX05)

Size: 2,030,276 individual persons

Year: 1970

Geography:
- County subgroup
- County group
- Migration area
- Region
- U.S.

Variables:
- County group
- County subgroup
- Migration area
- Number of persons in housing unit
- Number of rooms
- Tenure
- Value of property
- Rent
- Year built
- Units in structure
- Family income
- Relationship to household head
- Type of group quarters
- Sex
- Race
- Spanish surname
- Age
- Birth quarter
- Marital status
- Place of birth
- Highest grade attended
- Finished grade
- Hours worked
- Year last worked
- Industry
- Occupation
- Class of worker
- Employment status
- Activity 1965
- Military status 1965
- Student status 1965
- Worked 1969
- Weeks worked 1969
- Wages 1969
- Professional/business earnings 1969
- Farm earnings 1969
- Welfare income
- Chief income recipient
- Person's total income
- Family income/poverty
- Size of family
- Sub-family relationship
- Type of sub-family
- Family type
- Spanish type
- Citizenship
- Inmigration year
- Age at first marriage
- State of residence 1965
- Industry 1965
- Occupation 1965
- Class of worker 1965

- LIVT (Legislative Indexing Vocabulary Term)

The LIV Thesaurus establishes compatible terms for general indexing and LC-catalogued reports. The terms reflect broad public affairs research, stressing social sciences and pure or applied science. For the user interested in examining subject content descriptors assigned to the CRS files, this command is useful whenever the term LIVT (Legislative Indexing Vocabulary Term) appears in a browse display line. After LIVT is entered, a display will appear for the term being searched; this display lists narrower, broader and related terms without creating a set (unlike the SLCT command).

- EXPN (Expand)

This command follows directly from the LIVT command. After a user has exhausted the cross references provided by LIVT, he may expand on one aspect of the LIVT entry. Whereas LIVT displays the full thesaurus entry for a given term, EXPN creates a set for the term and also displays the thesaurus entry. EXPN creates only one set; SELECT may create more than one set after LIVT is entered.

- SCAN (Scan)

If a user has a fairly accurate idea of how to identify a document (for example: issue number, bill number, accession number), he may locate information more quickly with this command than with the BRWS, SLCT, and DSPL combination of commands.

Command Entries and Responses

```
Enter:    BRWS OCEAN POLLUTION

Response: BRWS FILE:CG94; ENTRY TERM:OCEAN POLLUTION
          B01 OCEAN MINERAL EXPLORATION//(SITM=3)
          B02 OCEAN MINERAL RESOURCES//(LIVT)
          B03 OCEAN MINING//(LIVT)
          B04 OCEAN PLATFORMS//(LIVT)
          B05 OCEAN POLICY//(INDX=11; LIVT)
          B06+OCEAN POLLUTION//(LIVT)
          B07 OCEAN RESOURCES//(LIVT)
          B08 OCEAN RIDGES//(LIVT)
           •
           •
           •

Enter:    SLCT B5

Response: SET  1          11:SLCT INDX//OCEAN POLICY
          READY FOR NEW COMMAND:
```



```
Enter:    LIVT B6

Response: "OCEAN POLLUTION" IS INDEXED AS SHOWN BELOW:

          MARINE POLLUTION

              USED FOR:
                 Ocean pollution
                 Offshore water pollution
                 Sea pollution
              NARROWER TERMS:
          T01    Detergent pollution of the sea
          T02    Estuarine pollution
          T03    Oil pollution of the sea
          T04    Radioactive pollution of the sea
          T05    Waste disposal in the ocean
              BROADER TERMS:
          T06    Ocean policy
          T07    Oceanography
          T08    Pollution
          T09    Water pollution
              RELATED TERMS:
          PAGE 1 OF 2. READY FOR NEW COMMAND OR PAGE #(FOR NXT PG., XMIT):

Enter:    EXPN T3

Response: EXPN COMMAND:
          SET  2          1:SLCT INDX/OIL POLLUTION OF THE SEA

          OIL POLLUTION OF THE SEA

              USED FOR:
                 Marine oil pollution
              BROADER TERMS:
          T01    Marine pollution
          T02    Oil pollution
          T03    Water pollution
          READY FOR NEW COMMAND:

Enter:    SCAN H.R.4301

Response: SCAN FILE:CG94 ;BEGIN WITH:H.R.4301
          H.R.4301: (IDENTICAL TO H.R.3638) SPON=Mr. Forsythe, et al.; INDX=
                Continental shelf
          H.R.4302: (IDENTICAL TO H.R.408) SPON=Mr. Fraser, et al.; INDX=
                Medical care; DTTL=Home Health Services Act
          H.R.4303: SPON=Mr. Fraser,et al.; INDX=Medicare
          H.R.4304: (IDENTICAL TO H.R.135) SPON=Mr. Frenzel; INDX=Aliens
          H.R.4305: SPON=Mr. Fulton; INDX=Intergovernmental tax relations
           •
           •
           •
```


Negotiation Function

The user manipulates his selected data with the COMB or LIMT command. Manipulation may include the use of Boolean operators or document delimiters such as year of enactment for a bill.

- COMB (Combine)

The COMB command is used after data has been saved as sets by the SLCT command. A user combines his data by perusing the folders he has pulled from the file and by recombining his information into a new folder or folders. COMB makes it possible for the user to collect all relevant information in a new folder, insert only part of each, or eliminate irrelevant documents. Logical operators, explained elsewhere in this document, are used to gather the documents desired for this folder.

- LIMT (Limit)

By limiting, thus narrowing, the results of sets created by other commands, the user is in effect taking files already pulled from a folder and extracting those with a more specific parameter, such as year limitation (Example: 1965 or newer) or location of a collection (Example: Main Reading Room).

Command Entries and Responses

```
Enter:    COMB 1 OR 2

Response: SET  3          12: COMB 1 OR 2
          READY FOR NEW COMMAND:

Enter:    LIMT  3/BLTP E SN[1]

Response: SET  4          3:  LIMT    3/BLTP E SN
          READY FOR NEW COMMAND:
```

Display Function

Data which has been selected or negotiated is displayed with the DSPL or NEXT command. The display function not only provides quick answers to specific queries but also verifies the results of previous interactions with the computer.

- DSPL (Display)

This command is used for sets created by another command (such as SLCT). DSPL offers the user various options for reading the contents of his sets, such as a choice of displaying one or more documents at one time or the format for the display.

[1] See complete display of set 3 under DSPL description, a complete list of LIMT options is given in the SCORPIO commands section of the *Reference Guide to SCORPIO*.

- NEXT (Next)

After the user has viewed the first document in a display, he skips to the next document with NEXT. Various ways of skipping forward or backward with display items are available, as explained elsewhere in the *Reference Guide*

Command Entries and Responses

```
Enter:    DSPL 3/ITEM[1]

Response: H.R.4301                                        (CG95)  1/5/77
          Mr. Forsythe, et al.          Referred to more than one committee
          OPTIONS FOR THIS BILL:        ITEM 1 OF 12 IN SET 3
          SUMM      COMM      COSP      DGST   ABST   INDX   CRDG   IDBL
          SITM      XREF
          PAGE 1 OF 1. READY FOR NEW COMMAND OR NEW OPTION:

Enter:    NEXT

Response: H.R.4413                                        (CG95) 1/6/77
          Mr. Harrington                Referred to more than one committee
          OPTIONS FOR THIS BILL:        ITEM 2 OF 12 IN SET 3
          SUMM    COMM    DTTL    DGST    ABST    INDX    CRDG    SITM
          XREF
          PAGE 1 OF 1. READY FOR NEW COMMAND OR NEW OPTION:
```

Combined Functions

Two SCORPIO commands, FIND and RETR, combine characteristics of the selection, negotiation and display functions. In addition to performing select and combine functions for the user, the retrieve command utilizes text retrieval for a word or phrase through a stemming process (see the illustrations for this command elsewhere in the document). FIND automatically performs BRWS, SLCT, and DSPL functions.

- RETR (Retrieve)[2]

One set of documents is created with this command, which uses both SLCT and COMB. Each word in a search term is reduced to its basic stem (as in Library: Libr–) and selected, as is the whole term. The results of all temporary sets are combined to produce one set. In addition to combining the features of two distinct commands, RETR also searches both the Term and Text Indexes in those files containing a text-search capability. The Term Index is a list of terms assigned to documents in the file; the Text Index is an index of all words occurring in the text portions of documents in the file. Retrieval results are more comprehensive whenever both indexes are searched.

[1] This option displays the first item in set 3; see Appendix A and the section on commands in the *Reference Guide to SCORPIO* for a full list of options.
[2] Available in early 1977.

- FIND (Find)

If the user already knows the correct term on which to search, he may use that term with various formats in conjunction with FIND. Essentially, this command both selects and displays information sought.

Command Entries and Responses

```
Enter:    RETR OCEAN POLICY

Response: SET   1          11:RETR OCEAN POLICY
          READY FOR NEW COMMAND (FOR RETR HISTORY,
          XMIT:SHOW RETR)

Enter:    FIND WATER POLLUTION

Response: FILE:CG94; TITLE/LINE--SET 10                    ITEMS 1-16 OF 16
          H.CONG.RES.8: SPON=Mrs. Collins (Ill.); INDX=Water pollution
          H.R.373: SPON=Mr. Chappell; INDX=Pollution
          H.R.375: SPON=Mr. Chappell; INDX=Water pollution
          H.R.779: SPON=Mr. Murphy (N. Y.); INDX=Environmental policy
          H.R.1191: SPON=Mr. Yates; INDX=Water pollution
            •
            •
            •
```

452

Convenience Function

A group of SCORPIO commands, some of them not available until early 1977, inform the user of the number and size of sets created by him, news of recent commands or files, or allow the user to control the appearance of displayed responses. These and other conveniences result from using the NEWS, RLSE, MSGS, HIST, SET, and SHOW commands.

- NEWS (News)

New developments in SCORPIO, such as new files, commands or displays, are announced through the NEWS command, which may be used anytime after entering BGNS.

- RLSE (Release)

A user can maximize the information storage space within the computer that is available for his search by releasing unneeded sets (created by COMB, SLCT or EXPN commands, for example) whenever he finishes using them.

- MSGS (Messages)

In the event that a search command misinterprets the user's intention, a message will display the likely cause. If the user is familiar with SCORPIO, he may opt for a shortened message to appear.

- HIST (History)

One or several sets are created by the SLCT, FIND, LIMT, RETR or EXPN commands and numbered. The user may wish to refer at a later point to the number or types of sets he saved, and this command will display that information.

- SET (Set) [1]

SET has four main functions: control display screen settings (example: number of lines displayed per page), control the appearance of display data (example: highlight a term being text-searched), choose the words and context for highlighted displays, and alter the source of data automatically selected by SCORPIO as a result of commands (Example: If the BRWS command is entered without setting the Text Index switch on, the Term Index will be browsed). Because the user can alter many functions normally performed by SCORPIO automatically, the SET command basically is a way to personalize user control.

- SHOW (Show) [1]

The SHOW command displays options already chosen by SET, a history of sets created by any other command, a description of the file being searched (including file name, date of last update, number of file records and indexes), word stems, and other information. SHOW is thus both a history of user input and a source of information about the SCORPIO system.

Command Entries and Responses

```
Enter:    NEWS

Response: **NEWS0001-        **** NEW VERSION OF SCORPIO ****     1/24/77
          - MANY CHANGES IN COMMANDS AND DISPLAYS HAVE BEEN MADE IN THIS
            VERSION OF SCORPIO, THE MOST NOTICEABLE OF WHICH IS THE RESPONSE
            TO THE BROWSE (BRWS) COMMAND (WHICH NOW LISTS OPTIONS AND
            DOCUMENT COUNTS).  FEAR NOT, THOUGH, ALL PREVIOUSLY ACCEPTABLE
            COMMANDS ARE ACCEPTED BY THIS VERSION AND HAVE THE SAME EFFECT.
          - DOCUMENTATION DESCRIBING NEW FEATURES WILL BE DISTRIBUTED TO ALL
            SCORPIO USERS IN THE LAST WEEK OF JANUARY AND THE FIRST WEEK OF
            FEBRUARY.  IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE CRS
            INFORMATION SYSTEMS GROUP, 426-6447; SENATE USERS, CALL 224-1517.
          READY FOR NEW COMMAND:

Enter:    RLSE 1-3

Response: THE RLSE COMMAND INITIATED THE FOLLOWING ACTION:
          SETS 1-3 WERE RELEASED.
          READY FOR NEW COMMAND:
```

[1] The commands will be available in early 1977.


```
Enter:    MSGS

Response: **MSGS0001- THE MSGS COMMAND IS USED TO SHORTEN THE MESSAGES SENT TO A
                      TERMINAL BY SCORPIO AND TO ADJUST THE NUMBER OF LINES
                      DISPLAYED TO TAKE ADVANTAGE OF SOME SPECIAL TYPES OF
                      TERMINALS.
                      FORMAT IS:MSGS TYPE/NBR OF DISPLAY LINES
                      "TYPE" IS:SHORT -FOR SHORT,ABBREVIATED MESSAGES
                                LONG  -FOR FULL,DESCRIPTIVE MESSAGES
                      "NBR OF DISPLAY LINES" IS:A NUMBER,FROM 12 TO 99,
                      WHICH TELLS SCORPIO HOW MANY LINES CAN BE DISPLAYED
                      AT ONE TIME. THIS WOULD BE USED WHEN DISPLAY LINES ARE
                      BEING "ROLLED OFF" YOUR SCREEN BEFORE YOU CAN READ THEM.
                      READY FOR NEW COMMAND:

Enter:    HIST

Response: ****SEARCH HISTORY****                              SETS 1 - 2 OF 2
          SET  1       11: SLCT INDX/OCEAN POLICY
          SET  2        1: SLCT INDX/OIL POLLUTION OF THE SEA
          READY FOR NEW COMMAND:

Enter:    SET KEYW=OCEAN POLLUTION

Response: SET KEYWORDS:
            "OCEAN" SAVED AS "OCEAN".
            "POLLUTION" SAVED AS "POLLUT".
          READY FOR NEW COMMAND:

Enter:    SHOW STEM=POLLUTION

Response: SHOW STEM:
          THE STEM OF "POLLUTION" IS "POLLUT--".
          READY FOR NEW COMMAND:
```

453

End Function

The user ends his search with the ENDS command, thus completing the final search function. (See the chart at the beginning of this section.)

- ENDS (End)

The user enters this command at the end of his search to release all machine resources required for the search. The user maintains contact with the computer, however; he may begin a new search on the next BGNS command.

Command Entry and Response

```
Enter:    ENDS

Response: THIS SEARCH REQUIRED 11.25 MINUTES.  THANK YOU.
          'SCORPIO' IS A SERVICE OF THE LIBRARY OF CONGRESS.
```


SCORPIO AND TEXT RETRIEVAL

Background

SCORPIO commands, explained briefly elsewhere in this Overview and in greater detail in other sections of the *Reference Guide to SCORPIO*, have until now operated generally through a list of terms called the Term Index; the terms consist of one or several words assigned to documents as descriptors. There is a separate Term Index for each file. All terms in the Term Index are searchable in any available SCORPIO file.

Text Index

In 1977, a method for improving search results exists with creation of the Text Index. The Text Index may be used in conjunction with the Term Index for comprehensive retrieval of documents from SCORPIO files. The Text Index consists of stems of words; the stems are derived from actual words in the documents in a file (see "Stemming" below).

To understand the function of the Text Index, consider a typical word index at the end of a book. The word index lists those pages where a word (excluding common words such as articles or prepositions) can be found in the book. A reader can easily turn to the pages he requires. Likewise in SCORPIO, a user who wishes to retrieve the documents (pages) from a SCORPIO file (book) which contain a specific word or group of words may look for that word or words in the Text Index, which identifies the documents in which the word occurs.

The user may use the RETR (Retrieve) command to improve the quality of a search. By entering "RETR OCEAN POLICY", for example, both the Text Index and the Term Index are searched; the results of searching both indexes are combined into one set. If text searching and term searching are combined via RETR, the chance of missing relevant documents is minimized.

Example With the Term Index

To cite an example using the Term Index, if a user wishes to know which documents in the CG94 file contain the term "ocean policy", a BRWS (Browse) command plus OCEAN POLICY displays a list of terms; the term most similar to "ocean policy" is identified by a plus sign. Because "ocean policy" exists as a term in the Term Index, the user may retrieve in subsequent commands (SLCT or FIND) all documents in the file containing this term. The following example illustrates BRWS:

```
Enter:    BRWS OCEAN POLICY

Response: BRWS FILE:CG94; ENTRY TERM: OCEAN POLICY
          B01   OCEAN MINERAL EXPLORATION//(SITM=3)
          B02   OCEAN MINERAL RESOURCES//(LIVT)
          B03   OCEAN MINING//(LIVT)
          B04   OCEAN PLATFORMS//(LIVT)
          B05+ OCEAN POLICY//(INDX=11; LIVT)
          B06   OCEAN POLLUTION//(LIVT)
```

Note: A BRWS display simply lists terms and does not create a set or sets of documents.

Example With the Text Index

Because the user searches for an exact word or phrase found in the text when using the Text Index option, the BRWS command has very limited usefulness. Instead, the RETR (Retrieve) command is used to search the Text Index. If the CG94 file is text-searched for "ocean policy", the displayed results resemble the following:

```
Enter:    RETR OCEAN POLICY

Response: SET 1  100: RETR OCEAN POLICY
          READY FOR NEW COMMAND:
```

Unlike the result from entering BRWS to display terms in the Term Index, the result from entering RETR is creation of one set of documents. Whenever "ocean policy" occurs in the text of each of these documents, the term is highlighted. In the above response, the number 100 is the number of documents in Set 1, in other words, the number of documents in file CG94 where the term "ocean policy" occurs in the text. The user is referred to the Commands section of the *Reference Guide to SCORPIO* for a discussion of Retrieve options, and to the following paragraphs for a brief discussion of stemming.

Stemming

The number of relevant documents retrieved during a search may increase with use of text searching. Primarily this is due to a process called stemming, which attempts to answer the question: Is a given word built from a more basic stem? If yes, then the stem is assigned to the Text Index, thus grouping together all dissimilar endings for the same word.

In SCORPIO, stemming is automatic. If two or more words are entered as the term with RETR, each word is stemmed, the stems are located in the Text Index, the documents which contain both stems are extracted from the file via an automatic COMB (Combine) command, and these extracted documents are assigned a set number. This set can be displayed in the normal fashion.

Whenever more than one word is text-searched, SCORPIO identifies the documents containing all the stems but does not check the order in which they occur in text. For example, if the term "ocean policy" is text-searched, the stems "ocean-" and "polic-" are located in the Text Index; if "policy" occurs before "ocean" in the document, the document is still retrieved. For example, a document with the phrase "policy on oceans" will be retrieved as will a document containing the phrase "ocean policy".

A Few Caveats on Text Retrieval

This Overview does not address the technical difficulties inherent in searching text, but persons interested in SCORPIO should be aware of some of the concepts and problems involved with text retrieval, as listed below.

- Certain words necessary for normal communication are meaningless in text retrieval; these words include connective phrases ("thus"), prepositions, conjunctions, articles, adverbs, pronouns, and variations on the verb "to be". These common words are eliminated from the Text Index.

- Certain words possessing an intrinsic meaning are meaningless for search purposes in some SCORPIO files, because they occur in nearly all documents. ("Act" is an example.) Such words are also eliminated from the Text Index after the computer counts them and determines that they occur too often to be useful retrieval terms.

- SCORPIO recognizes that words reduced to the same stem may have different meanings ("neutr-" is the stem in common with "neutron" and "neutral"). In these cases, the user may retrieve a useless document. Another type of error results if a word is reduced to a false stem. ("Bell" is reduced to "bel-", although "bell" is the correct stem.)

Summing Up

The Term Index is a compilation of terms, each of which contains one or more words, that are assigned as subject descriptors to every document in a file. The terms describe the document's contents and may or may not appear in the text. The Text Index is a compilation of single words reduced to their stems. A search involving the Text Index scans the index for the stem.

If the user text-searches on "ocean policy", each word is reduced to its stem ("ocean-" and "polic-"), the Text Index is scanned, and an automatic COMB command combines the results into one set of documents, each of which contains the stems "ocean-" and "polic-" in the text.

Reproduced below are examples of term and combined term/text searching on the term "ocean policy" in file CG94:

Term Search

```
Enter:    BRWS OCEAN POLICY

Response: BRWS FILE:CG94; ENTRY TERM:
          OCEAN POLLUTION
          B01 OCEAN MINERAL EXPLORATION//(SITM=3)
          B02 OCEAN MINERAL RESOURCES//(LIVT)
          B03 OCEAN MINING//(LIVT)
          B04 OCEAN PLATFORMS//(LIVT)
          B05+OCEAN POLICY//(INDX=11:LIVT)
            •
            •
            •

Enter:    SLCT B5

Response: SET 1      11:SLCT INDX/OCEAN POLICY
          READY FOR NEW COMMAND:
```

Combined Term/Text Search

```
Enter:    RETR OCEAN POLICY

Response: SET 1 100:
          RETR OCEAN POLICY
          READY FOR NEW
          COMMAND:
```


Questions on Text Retrieval

Additional problems, such as special characters within words, are addressed by SCORPIO in several ways. Persons interested in a more technical examination of these problems should contact the Technical Information Specialist at the Library of Congress, 202-426-5116.

ANNEX 16 - OUTLINE OF MOST HUD DATA SYSTEMS

From: GAO, Federal Information Sources and Systems,

HUD library # Ref.
058.7
:351
G25
year
V.3

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

S00600-001

Operating Plan System. 03.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Federal Programs; Management Information Systems; Program Evaluation; Resource Allocation

Purpose: This is a management control system for use by the Office of the Secretary, which provides a method of recording and tracking HUD's goals as indentified by the various Assistant Secretaries. It produces a directory of these departmental priorities. Its function also includes establishing a basic work plan to accomplish the Department's goals and allocates and controls the Department's resources. *Input:* Various data systems in existence in the Department are utilized to provide the basic goal and workload accomplishment data. In some special instances, interim reporting systems have been utilized until a fully compatible data retrieval system is implemented. The Departmental Trend and Productivity Reporting System provides staff-usage data for all field organizations. *Content:* Data content focus is upon program objectives, work plan milestones, project(s) status, and resource allocation. Information related to these categories of data is updated monthly. *Output:* A directory of management goals lists tasks and their status. In addition, a monthly status report is generated by the system. The report shows progress against goals, and quarterly reports of workload accomplishment and staff usage are produced. *Availability:* Reports are for internal use only, distribution by HUD.

Agency Contact: Office of Organization and Management Information; HUD Bldg., Room 3260, Washington, DC 20410; (202) 755-9086.

S00600-002

Debarment System. A88.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Contractors, Debarred Contractors, Debarred Grantees, Grantees, Ineligible Contractors; Ineligible Grantees, Suspended Contractors; Suspended Grantees.

Purpose: This system provides recurring updated listings of contractors and grantees debarred from, ineligible for, or suspended from recurring awards by the Department. The reason for the actions, extent of restrictions, and cross-reference of individuals and companies are reflected. *Input:* Data Transcription Sheets on contractors and grantees debarred, ineligible, or suspended from HUD awards are input. *Content:* Content includes the reason for the actions, extent of restrictions, and cross-reference of individuals and companies. Information is also organized in terms of debarred, contractors, grantees, suspended, ineligible, and termination date. *Output:* A Joint Consolidated Listing reflects contractors and grantees debarred, suspended ineligible, and/or terminated. *Availability:* Reports are for internal use only. Limited Distribution is made to Veterans Administration and General Services Administration.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-003

Library Division. 04.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Bibliographies; Community Development; Flood Plains; Floods; Housing; Information Services; Libraries; Model Cities; Open Housing; Urban Development

Purpose: The library is a national information and literature resource in housing, urban affairs, community development, and broadly related disciplines. The library serves HUD headquarters and field personnel; all elements of the Federal Government; public interest groups; local public agencies; business, industrial, and academic committees; consumer groups; trade and professional associations; technical information services; foreign institutions; and the public. Resources consist of 550,000 domestic and foreign books; Government documents; technical reports such as HUD publications, HUD-sponsored research including the 701 Comprehensive Planning reports, external reports of interest to HUD, Model Cities reports, flood plain reports and flood hazard reports; the in-house technical studies and background papers of the National Housing Policy Review; equal opportunity material; law materials; microforms; and maps. Approximately 1,800 periodical and newspaper subscriptions are also received. *Input:* System input is card index and inventory listing of 550,000 books, periodicals, etc., on housing, urban affairs, community development, and related disciplines; listing of Government documents, technical reports (including HUD publications and HUD-sponsored research); 701 Comprehensive Planning reports; external reports of interest to HUD; Model Cities reports; and flood plain and hazard reports. Fair housing and equal opportunity materials, law materials, microfilm, and maps are other sources. *Content:* Housing, urban affairs, community development, and related disciplines comprise information resource. Coverage includes foreign and domestic books; periodicals and reports; and State, local, and national reports and publications. Inventory listings are updated as new acquisitions are received. *Output:* Principal output includes: 1) Housing and Planning References (bimonthly, hardcopy); 2) HUD Library Recent Acquisitions lists (semimonthly); and 3) specialized bibliographies (irregularly, hardcopy). *Availability:* All of the reports are publicly available.

Agency Contact: Library Division; HUD Bldg., Washington, DC 20410; (202) 755-6376.

S00600-004

Library Periodicals Control System. A80.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Information Services; Inventories; Libraries; Periodicals.

Purpose: This system provides a control of periodicals received by the HUD Library. *Input:* Periodicals publication information are sources of information. *Content:* Periodicals, publishers, vendors, and library data comprise information content. *Output:* Principal reports include a published list of periodicals including the names and addresses of publishers and vendors. Another product of the system is a listing reflecting the disposition of filing location of the periodical within the library which is used as a directory for both filing and retrieving the material.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-005

Library 701 Reports Control System. A80.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Information Storage and Retrieval; Planning; Research Reports; Urban Planning.

Purpose: This system supports the library in cataloging HUD-sponsored planning reports. *Input:* HUD planning reports comprise system input. *Content:* The content includes specific planning reports and selected library cataloging data. Reports are grouped by State and regional office. *Output:* Principal system output includes dissemination of the technical planning and research information contained in the HUD-sponsored 701 Planning Reports to HUD users and outside client groups. Routine, statistical, and selected reports reflect accession number, geographic code, keywords in context, and a word list. *Availability:* Reports are available in public libraries throughout the United States.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-006

Accounts Current System. A12.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Certificates of Deposit; Insurance; Mortgage Insurance; Title I Mortgage Loans.

Purpose: This system receives data from the Insurance in Force and Title I Systems to reconcile scheduled deposits, disbursements, and certificates of deposit with Treasury confirmed transactions. *Input:* The primary input source documents are Certificate of Deposit; Debit Vouchers; Schedule of Withdrawals and Credits; Voucher and Schedule of Withdrawals and Credits; Schedule of Cancelled Checks; Voucher and Schedule of Payments; and Miscellaneous Deposits and Disbursements. *Content:* Mortgage Insurance, Title I Loans, Insurance in Force, Certificates of Deposit, Scheduled Deposits, and Disbursements comprise information content. *Output:* The system produces magnetic tape output representing confirmed deposits for forwarding to the Treasury Department. The output includes a list of confirmed certificates of deposit and debit vouchers, deposit and debit tape file, and various accounting reports. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-007

Acquired Home Property Phase I System. F62.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Acquired Home Properties; Claims; Federal Aid to Housing; Home Loan Defaults; Homes; Housing; Insurance; Mortgages; Property Insurance; Real Property Acquisition.

Purpose: This system records acquisition cost of properties acquired incident to the payment of FHA insurance claims and effects computation of claims settlement amounts. Data are provided through automated interface to the Insurance in Force System for use in terminating insurance on properties insured by FHA. An automated interface is further provided with the Acquired Home Property Phase II System which permits the establishment of records of expenses incurred against acquired properties. *Input:* Input sources are: 1) Notice of Property Transfer and Application for

Insurance Benefits, 2) Assignment of Undivided and Application for Insurance Benefits, 3) Application for Insurance Benefits and General Assignments, 4) Insurance Claim Settlement Statement and Voucher Assigned Home Mortgage or Insured Loan, 5) Mortgage Insurance Claim Settlement Statement (Conveyed Home Property), and 6) Schedule of Tax Information. *Content:* Information includes acquired home properties, acquisition costs, FHA insurance claims, default terminations, and expenses incurred. Geographic data elements include State, HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Mailing labels, summary of acquisitions, master file listing, disbursements tape file, and various accounting reports are principal systems output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-008

Acquired Home Property Phase II System. F63.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Acquired Home Properties; Federal Aid to Housing; Financial Management; Foreclosures; Home Property Inventories; Homes; Housing; Mortgages.

Purpose: This system maintains records of all expenses incurred incident to acquisition, maintenance, and sale of properties acquired by HUD as a result of mortgage insurance claims and mortgage foreclosures. Automated interface is effected with the Acquired Home Property Phase I System to permit establishment of records upon which the recording of these expenses can be put into effect. *Input:* Data input sources are acquisition, reinstatement, repossession records, as well as sales data, notice of deletion, and inquiry printout on acquired properties. *Content:* Content pertains to acquired home properties, maintenance expenses, acquired home property inventory, and trial balance data. Geographic data elements include State, HUD regional office, and HUD insuring office codes. *Output:* Statement of accounting and various accounting reports are the principal output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-009

Administrative Operating Fund Allotment Ledgers. 93.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Financial Management.

Purpose: This system maintains and updates the allotment ledger data base with new obligations incurred by the Department and produces administrative accounting reports. *Input:* Data are derived from activity transaction by object class and source of fund records. *Content:* System content includes obligation, liquidation, disbursement, allotment code, and fund code/fiscal year data. *Output:* Reports covering current and previous fiscal years are produced by major object class and source fund for new incurred obligations, liquidated obligations, and unliquidated obligations. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-010

Amortizations System. F04.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Amortization Schedules; Federal Aid to Housing; Insurance; Interest; Mortgage Insurance.

Purpose: This system prepares the amortization schedules for the Department's mortgage insurance programs. *Input:* Amortization work sheets are system input. *Content:* The system computes the payment to interest, the amount to be applied to principal, and the amount of annual Mortgage Insurance Premium (MIP). The system also computes the amount of interest reduction subsidy where appropriate. Specific categories of data include amortization schedule, interest, principal, mortgage insurance premium, and interest reduction subsidy data. Geographic data elements include HUD area office and HUD insuring office codes. *Output:* Amortization schedules are the principal output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-011

Annual Contributions System. A03.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Home Ownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Federal Aid to Housing; Financial Management; Housing; Low Rent Housing; Public Housing; Rental Housing.

Purpose: This system processes Low Rent Housing accounting data. *Input:* System input includes Debt Service Applications, Voucher for Accruing Annual Contributions, Obligation Records, and Summary of Annual Contributions Payment. *Content:* Low Rent Public Housing, Public Housing Accounting, Annual Contributions, and Public Housing Authorities data are included. Geographic data elements are HUD regional office and State codes. *Output:* This system produces monthly and annual contribution obligation vouchers, obligation and refund summary listings, annual contributions, accounts payable, ledger trial balances, unliquidated obligations, net disbursements by State, status of appropriations, and authorization for annual contributions to public housing authorities. Reports on obligations, refund summary, applied/unapplied, trial balance, status of funds, accounts payable, and unliquidated obligations are generated. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-012

Budget Management Information System. A91.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Budget Information Systems; Budgets; Management Information Systems; Manpower Utilization; Resource Allocation.

Purpose: This system maintains a current staffing file, by activity and source fund, from which the operating expenses budget reports are prepared for the Office of Budget. Future fiscal year staffing projections in the Department's annual budget submissions to the Office of Management and Budget and the Congress are one of the major products of the system. *Input:* Past year obligations, past year staffyears, projected staffyears, projected staff changes, and projected obligations are sources of input. *Content:* Staffing, source fund, budget submission, and operation expense data comprise system content. *Output:* Principal output is Current Staffing Review List, Year-to-Date Staff Utilization, Consolidated Grade Distribution, and Green Sheets Report. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158; Washington, DC 20410; (202) 755-5884.

S00600-013

Departmental Time and Cost Reporting System (DTACRS). A02.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Management Information Systems; Manpower Utilization; Productivity; Resource Allocation.

Purpose: This system applies time expended against HUD programs by regional, area, and insuring offices. *Input:* Individual Daily Time Reports and Translation Transactions comprise system input. *Content:* Geographic data are HUD regional office, HUD area office, and HUD insuring office codes. Other information includes time expenditures, staff resources expended, staff resources, projected staffing, budget formulation, productivity analysis, and related data. *Output:* The system produces detailed reports which assist administrators in tracking personnel expenditures by program area against projected program budgets. Data are produced for use in budget formulation and execution, for monitoring staff resource expenditures against the Regional Operating Plan, work measurement, productivity analysis, and for billing other Federal agencies for reimbursable work performed. Examples of output are source of funds, staff usage, summaries of time applied, activities, and skills. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-014

Disaster Payments System. A06.
OMB Funding Title/Code: Disaster Assistance Fund / 86-3981-0-4-453.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Disaster Relief; Disbursements.

Purpose: This system produces a check disbursement magnetic tape which is sent to the Treasury Department for issuance of checks for all disaster payments. In addition, the system provides for accumulation of payments for the year to be reported to the Internal Revenue Service on Form 1099 at yearend. *Input:* Data are derived from monthly disaster payments schedules. *Content:* Information consists of disaster payments, issuance of checks, and Internal Revenue reporting data, along with the following geographic data elements: State, HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Principal output includes Schedule of Payments, Rejected Vouchers, Rejected Schedules, Monthly Payment Register, IRS Number and Name Control Errors, and Disbursement Tape File. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-015

Diversified Payments-Disbursement System. F64.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Disbursements.

Purpose: This system features direct input of voucher information via key-to-tape data entry media and produces, in check format, data for transmittal to the Treasury Department's Disbursing Office for issuance of checks. It further accumulates records of those disbursements that are reportable to the Internal Revenue Service and provides a periodic report by IRS/ID number of amounts subject to tax regulations under Section 6041 of the Internal Revenue Code. *Input:* Payment vouchers, IRS reporting data and cancelled IRS reportable payments comprise system input. *Content:* Internal Revenue reporting data are included in information content. Geographic data elements are State, HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Disbursements file, various accounting reports, IRS Form 1099, and IRS data file are principal system output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-016

Federal Information Exchange System (FIX). 74.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Federal Aid to Housing; Grants; Housing.

Purpose: This system is authorized by OMB Circular A-84. It provides the Community Services Administration (formerly Office of Economic Opportunity) with Federal outlays by geographic location (counties and cities having 25,000 or more inhabitants) for prior fiscal year activity on selected HUD programs. *Input:* Data transcription sheets and General Service Administration city/county code file are system input. *Content:* Federal outlays, geographic location, information exchange, and HUD programs data are included in system content. Geographic data elements are GSA State codes.

GSA county codes, and GSA city codes. *Output:* Appropriation Code/ Program ID Listing and the OMB/CSA File are principal output. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-017

Field Office Reporting/Management System (FORMS). D03.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Federal Aid to Housing; Grants; Housing; Low Rent Housing; Multifamily Housing; Public Housing; Rental Housing.

Purpose: This is a project/program tracking and monitoring system operated by every HUD field office on the HUD Teleprocessing Network. Field office data bases are accessible for retrieval purposes by central and regional offices. Data bases are focused on active projects and programs but also include historical data bases which are stored off-line. FORMS serves as a tracking mechanism for applications for projects under the Low Rent Public Housing, Multifamily Housing, Community Planning and Development Resource, and Block Grant Programs. *Input:* Standard daily field office processing low, e.g., applications, approvals, etc., and inquiry transactions are system input. *Content:* Community Development Block Grants, Block Grants, Low Rent Public Housing, Multifamily Housing Projects, Housing, and Grants data are system input. Geographic data elements are State, city, county, ZIP code, congressional district, HUD area office, HUD insuring office, HUD regional office, census tract (not uniformly maintained), and HUD locality codes. *Output:* Multifamily Status Report, Low Rent Production Control, Special Reports on Data Base Extract, CDBG Progress and Summary Reports, FORMS standard reports, special reports, and inquiry reports are generated. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-018

General and Administrative Accounting System (GAAS). A93.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting.

Purpose: This system is used by the regional Accounting Divisions and the central office to provide for the processing of the administrative staff expense transactions as well as other general accounting transactions. It is intended to improve the accounting controls over departmental funds, decrease manual accounting workloads, improve internal and external reporting capabilities, and expedite payment processing. *Input:* Travel and miscellaneous vouchers, purchase orders, printing requisitions, and financial obligating documents are sources of data. *Content:* Administrative Staff Expense Accounting, Allotment Ledger, and Status of Funds data are information content. Geographic data elements are HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Allotment ledger, status of funds, cost and allotment, and obligations incurred are principal output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-019

Home Mortgage Distributive Shares System. F26.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Disbursements; Federal Aid to Housing; Insurance; Mortgage Insurance; Refunds.

Purpose: This system accepts and processes data regarding refund payments for terminated FHA insured mortgages which participate in FHA's Mutual Mortgage Insurance Fund. The payment is a one-time refund of a portion of the Mortgage Insurance Premiums paid to FHA throughout the term of the mortgage. *Input:* Data are derived from lender's request for termination of home mortgage insurance and confirmation of encumbrance amount and name and address. *Content:* Mortgage insurance, terminations, mutual mortgage insurance fund, and refund payments data are information sources. Geographic data elements are HUD area offices and HUD insuring office codes. *Output:* Principal output includes Disbursement Register, Transaction and Control, Special Inquiry, Disbursement Schedules, Confirmation of Encumbrance, and Disbursement Tape File. *Availability:* Reports are for internal use. Limited distribution is to lending institutions.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-020

HUD Master Locality File System. D71.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Codes; Federal Aid to Housing; Geographic Codes; Housing; Location.

Purpose: This system maintains a master reference file containing geographic codes which uniquely identify each place where a HUD project is located. It employs a geographical hierarchy of places, by population, for use as an analytical tool. The file is also used to interface with other automated systems to achieve standardization within HUD programs and to eliminate redundant data entry into each program file of elements of information regarding the localities of projects. *Input:* Data transcription sheets of geographic codes are sources of data. *Content:* Locality, geographic codes, and population data are generated. Geographic data elements are State, county, HUD locality, place, and HUD regional codes. *Output:* Master Locality Directories are the principal output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-021

Index of Open Contracts System. A13.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Contracts; Housing; Procurement.

Purpose: This system collects pertinent data relating to open HUD contracts. *Input:* Input is derived from award/contract documents, Interagency Agreement Forms, Modification Forms, and Amendment to Solicitation/Modifications to Contract. *Content:* Types of data maintained include contract, procurement, open contract, RFP, proposal, contract amount, period of performance, contract description, and competitive or noncompetitive classification. *Output:* An index of open contracts is produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-022

Insurance in Force (IIF)–Fee Collections System. F24.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Fees; Insurance; Mortgage Insurance.

Purpose: This system controls the liquidation of receivables which represent various fees billed to mortgagees in connection with applications for FHA insurance. *Input:* Input is derived from Fee Reconcilements on Insurance in Force Billing Receivables. *Content:* Content includes mortgage insurance, liquidation of fee receivables, fire insurance, and first billed mortgager. *Output:* Accounting detail reports and accounting summary reports are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-023

Insurance in Force (IIF)–Fiscal Control System. F21.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Insurance; Mortgage Insurance.

Purpose: This system edits, records, and controls home mortgage cases from time of application to time of insurance written. Through a basic set of optical character recognition input documents and a Certificate of Insurance, the system provides for such functions as billing for net application fees and credits, a master history file update, a statistical summary report of transactions processed, and insurance transactions to other systems. *Input:* Data are derived from home mortgage transactions and mortgage insurance certificates. *Content:* Mortgage insurance applications, application fees, insurance written, certificate of insurance, and single family homes data are provided. Geographic data elements are HUD area office, HUD insuring office, and filing identification codes. *Output:* Accounting reports, statements, and statistics are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-024

Insurance in Force (IIF)–Projects System. F23.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Home Mortgage Insurance; Insurance; Mortgage Insurance; Multifamily Housing.

Purpose: This system records, controls, and monitors project mortgage insurance cases from the time of insurance written to termination. The system also provides for preparation of annual premium billing, accounting reports, and statistical reports. *Input:* Data are derived from New Insured Mortgage, Reentry, Reinstatement, or Change in Terms of Mortgage, Cancellation of Active Cases, Numeric/Alpha Field Changes, Terminations Inquiry, and Termination Reinstatements. *Content:* Mortgage Insurance, Projects, Multifamily Housing, Insurance Written, Premium Billing, and Terminations are data. Geographic data elements are State, county, HUD area office, and HUD insuring office codes. *Output:* Premium billing, accounting, and statistical reports are issued. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-025

Insurance in Force (IIF)–Small Homes System. 20-26.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Insurance; Mortgage Insurance; Single Family Homes.

Purpose: This system records, controls, and monitors more than five million home mortgage insurance records from time of insurance written to termination after payment in full or default. The system also provides for calculation and preparation of annual premium billing and extraction of summary totals of mortgage amount, unpaid principal balance, and accrued and unearned premium for entry in the general books of accounts. *Input:* Mortgage Record Changes, Home Mortgage/Data Processing Sheets, Lender's Request for Termination of Home Mortgage Insurance, Request for Printout of Master IIF Records, Section 222 Service Branch Adjustments, and Distributive Share Adjustments are system input. *Content:* Mortgage Insurance, Single Family Homes, FHA, Insurance Premium Billing, and Operating Data are provided. Geographic data elements are HUD area office, HUD insuring office, and filing identification codes. *Output:* Premium billing, statistical reports, and accounting reports are issued. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-026

LRH Commitment Ledger System. A44.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Low Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Federal Aid to Housing; Housing; Low Rent Housing; Public Housing; Rental Housing.

Purpose: This system tracks accounting data relating to the Low Rent Housing (LRH) Program and is comprised of two subsystems: 1) Transaction Processing Subsystem-which updates and creates the project records in the commitment file, and 2) Reports Subsystem-which generates the reports needed by management. *Input:* LRH Commitment Ledger Forms are data sources. *Content:* Low rent public housing, public housing, annual contributions, development costs, and HUD loan commitment data are provided. Geographic data elements are State, SMSA, and HUD regional office codes. *Output:* Output consists of Transaction Registers, Accumulated Transaction History, Commitment File Printout, Trial Balance and Control Reports, Special Transaction History, and Summary Activity Report. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-027

LRH General and Subsidiary Ledger System. A44.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Low Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Federal Aid to Housing; Housing; Low Rent Housing; Public Housing; Rental Housing.

Purpose: This system processes records of assets, liabilities, and equity in the Low Rent Housing Program. These data are used to prepare reports for the Treasury Department, the Office of Management and Budget, and program management officials. In addition to the general books of accounts, detailed listings of the accounts payable and the accounts receivable are maintained and updated as payments are received and paid. These subsidiary accounts also support the balance maintained in the general books of accounts. *Input:* Low Rent Journal Vouchers are sources of data. *Content:* Information pertains to low rent public housing, public housing assets and liabilities, and public housing accounting. *Output:* General/Sub Ledger Checklist, General/Sub Ledger Trial Balance, and Sub Ledger Trial Balance with New Account Numbers are produced. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-028

LRH Security Ledger System. A44.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Low Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Construction; Federal Aid to Housing; Housing; Loans; Low Rent Housing; Public Housing.

Purpose: This system supports the accounting for Low Rent Housing construction loans made to Public Housing Authorities (PHA's). The system automatically computes interest adjustments indicated necessary by internal editing and testing to insure consistency in reporting from each PHA. The system also has the ability to adjust automatically the interest rate on contracts to the "going Federal rate of interest," as established semiannually by the Treasury Department in those cases where the interest rate is determined by legislative provision. *Input:* Data are derived from Journal Voucher (Repayments), Journal Voucher (New Accounts), Journal Voucher (Other than Loans), Interest Rate Notices, and Single Note Collection Tickets. *Content:* Low rent public housing, public housing accounting, public housing authorities, and construction loans are information elements. Geographic data elements are State and HUD regional office codes. *Output:* Output pertains to accumulated activity, trial balance, interest accrual, loan activity, summary by interest rate, summary security type, and history report. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-029

Mortgagee Master Maintenance System. F38.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Mortgagees; Mortgage Insurance.

Purpose: This system maintains a file of approved mortgagees that is used to extract pertinent information for home mortgage insurance premium billing, project mortgage premium billing, and fee billing. The file is available and is often used by other systems to satisfy ad hoc requests for mortgagee name and address information. *Input:* Sources of data are Billing Record Deletions, Addition of New Mortgagees, Mortgage Number Changes, Branch Number Changes, Home Office Branch Number Changes, Mortgagee Number Change for Merger, Change Data Elements Except Mortgagee and Branch, Mail Code Changes, and Mass Changes. *Content:* Mortgagee, mortgagee type, mortgagee address, premium billing address, fee billing address, and mortgagee identification number data are in the file. *Output:* Output includes sorted transactions, rejected transactions, accepted transactions, accepted and rejected transactions, approved mortgagees by mortgagee number, and approved mortgagees by State and city. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-030

Mortgage Notes System. F60.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Federal Aid to Housing; Mortgages.

Purpose: This system records, maintains, and monitors complete commercial mortgage servicing activities for Secretary-held mortgages, including billing and distribution of monthly mortgage payments to hazard insurance, tax escrows, interest, and principal. *Input:* Data are derived from cancelled check/rebate on Secretary-held mortgage escrow account, statement and authorized payment of taxes and other levies, statement and authorized payment of hazard and other insurance premiums, allocation to Secretary-held mortgage account, schedule of uncollectable checks, and request for information on Secretary-held mortgage account. *Content:* Mortgage Notes, Secretary-held Mortgages, Purchase Money Mortgages, and Mortgage Servicing data are provided. Geographic data elements are State, HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Mortgage note summaries, accounting statements, mortgage note detail/summary, accounting statements, and accounting reports are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-031

Multifamily Interim Billing System. A05.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Billing; Housing; Insurance; Mortgage Insurance; Multifamily Housing; Public Housing.

Purpose: This system performs a series of computations required for determining actual insurance premiums on multifamily housing projects. The system utilizes a remote terminal for input media, assures the validity of the input data, and performs all required calculations. *Input:* Data are derived from interim billing worksheets. *Content:* Mortgage insurance, insurance premium, and multifamily housing projects data are provided. Geographic data elements are HUD area office and insuring office codes. *Output:* An interim billing report is issued. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-032

Personnel Services Cost Reporting System. 93.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Financial Management; Payroll.

Purpose: This system provides monthly and fiscal year to date personnel services costs incurred by the Department for payroll expenditures and relates these costs to the financial plan established by the Department. Reports include a financial plan, services costs, and an inventory list of the HUD employee payroll. The personnel services cost data are input monthly to the General and Administrative Accounting System (GAAS). *Input:* Financial Plans, Factors, and Office ID of personnel costs are input. *Content:* Personnel services costs, payroll expenditures, financial plan, cost center, and subobject classification data are provided. *Output:* Principal output pertains to the financial plan, adjustment, personnel services costs, and HUD Payroll Budget Inventory. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-033

Program Accounting System (PAS). A96.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Budget Information Systems; Community Development; Grants.

Purpose: This is an integrated budgetary accounting system for HUD's grant programs (including Community Development Block Grants), which is responsive to the financial needs of program accounting, budgeting, and auditing officials. The system is an effective tool for measuring progress and supporting future plans by providing posting data for the automated project and general ledger accounts and reports representing actual financial data for congressional budget purposes. *Input:* Data are derived from Apportionment and Reapportionment Schedules, Advice of Allotment, Regional Fund and Contract Authority Assignment, Regional Fund and Contract Authority Sub-Assignment, Fund Reservation and Contract Authority, Requisition for Grant Payment, and Accounting Reports. *Content:* Community Development Block Grants, general ledgers, status of funds and grant programs data are provided. Geographic data elements are State, SMSA, HUD regional office, and HUD area office codes. *Output:* Status of funds and special and exception status of funds reports are generated. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-034

Reports Management System (RMS). D50.

OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Information Services; Records Management; Standardization.

Purpose: This system provides information on reports and related data elements which aid in controlling the reporting functions within HUD and is useful in the Federal data standardization effort. The system provides for a comprehensive directory listing, a reports and forms listing, a code reference directory, a permuted index, and an ad hoc inquiry capability. *Input:* Code Identification, Report Characteristics, Report Data Elements, Report Linkage, Key Changes, Report Request, and User Parameters are system inputs. *Content:* Data Element Control, Inventory of HUD Reports, Forms and Issu-

ances, and Federal Standardization are provided. Geographic coverage is by HUD regional office codes. *Output:* Output consists of comprehensive reports, inventory reports, data base status listings, HUD forms catalog, HUD issuances inventory, and custom reports. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-035

Single Family Files System. A08.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Insurance; Mortgage Insurance; Records Management; Single Family Homes.

Purpose: This system processes daily requests for insured case binders which may be physically located at headquarters or the Federal Records Center. It selects and extracts yearly all new insured cases for an endorsement year from the Insurance in Force Fiscal Control System. Also, the system merges the selected year's new insured cases into the existing index file of previous year's insured case binders. *Input:* Requests for files on insured case binders of single family housing are data sources. *Content:* Requestor identification, FHA case number, accession number, and insured case binders data are provided. *Output:* A Master Index List and a Daily Report of Matched Transactions and Unmatched Transactions are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-036

Title I System. F70.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401; Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Financial Management; Loans; Mortgages.

Purpose: This system provides operational and management support for execution of the Title I property improvement and mobile home loan program. The system is involved in day-to-day operations in the program's three basic areas–loan administration, claims, and recoveries. This includes such functions as calculation, billing, and reconciliation. The system also provides statistical and evaluation data for management use. *Input:* Reconciliation of insurance charges, premium receivables, insured loans, institutions, claim/defaults, and queries are input elements. *Content:* Operational and Management Support, Loan Administration, Claims, Recoveries, Calculation and Preparation of FHA Insurance Charge Billing, Reconciliation, Statistical, and Evaluation data are provided. Geographic data elements are State, county, congressional district, SMSA, town, HUD area office, and HUD insuring office codes. *Output:* Processing, billing statement, purge and accounting, and institution reports are issued. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-037

Treasury Check Writing System (TCWS). A93.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Disbursements; Financial Management; Public Housing Authorities.

Purpose: This system is used in the regional accounting offices for generating magnetic tapes to be sent to the local Treasury Department disbursing offices for printing of checks, including HUD employee travel pay, disbursements to Public Housing Authorities, and miscellaneous items. *Input:* Travel vouchers, low rent documents, and miscellaneous payments are input elements. *Content:* The system contains Treasury checks, travel payments, and public housing authority payments data. *Output:* A transactions and disbursement file is produced. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00600-038

Home Morigage Lending Survey System. D01.
OMB Funding Title/Code: Research and Technology / 86-0108-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Insurance; Loans; Mortgages; Records Management; Single Family Homes.

Purpose: This system processes daily requests for insured case binders which may be physically located at headquarters or the Federal Records Center. It selects and extracts yearly all new insured cases for an endorsement year from the Insurance in Force Fiscal Control System. Also, the system merges the selected year's new insured cases into the existing index file of previous year's insured case binders. *Input:* Data are from requests for files on insured case binders of single family housing. *Content:* Requestor identification, FHA case number, accession number, and insured case binders data are provided. *Output:* Statistical and summary tables and HMLRS data file are produced. *Availability:* Reports are publicly available and published in HUD news releases.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20910; (202) 755-5884.

S00600-039

PD and R Management Information System. T08.
OMB Funding Title/Code: Research and Technology / 86-0108-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Contract Administration; Contractors; Contracts; Management Information Systems; Program Evaluation.

Purpose: This system serves to enhance the management and control over contract activities of the Office of Policy Development and Research to insure timely and effective contract developments. Contractors' planning schedules and costs are monitored for actual

progress against planned progress, and alert notices are generated when required. *Input:* PD and R Data Input Forms on contract activities are sources of data. *Content:* Contract number, award date, evaluation, management by objectives, obligation data, disbursements, program, major subcontractors, and costs data are provided. Geographic coverage includes State and regional office codes. *Output:* Output includes management reports, House Appropriations Committee reports, R and D reports, HUD regional office reports, budget justification reports, and MBO status reports. *Availability:* Reports are for internal use, limited distribution to Congress, the National Science Foundation, and OMB.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00601-001

New Community Simulation Models (NUCOMS).
OMB Funding Title/Code: New Communities Fund / 86-4237-0-3-451.
Congressional Relevance: *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Forecasting; Land Use; Models; New Towns; Simulation; Urban Planning.

Purpose: This system is a set of analytical models and supporting procedures to examine and support the decisionmaking process regarding the economic and financial consequences of a proposed and/or ongoing new community. *Input:* Economic and financial data are acquired from various sources. *Content:* Through the employment of a range of economic and financial variables (economic financial variables, feasibility, forecasting, new community, monitor, land developments, and analytical models data), the user is able to determine the feasibility of a project. It is used for the development of techniques in forecasting, reporting, and optimizing large scale land developments for HUD management and private developers. Subsequent to approval, the system is used to ascertain stability and to monitor and evaluate the step-by-step process of constructing a new community. *Output:* Output is a cash flow statement, statistical probability report, and PERT charts. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00601-002

Minority Contractor Survey System. E16.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Construction Industry; Contractors; Housing; Minority Businesses; Minority Contractors; Urban Development.

Purpose: This system provides a comprehensive inventory of minority professionals and businesses in the fields of housing production and urban development. *Input:* The National Survey of Minority Professionals and Businesses in Housing Production and Urban Development is the source of information. *Content:* The file includes the identification of minority contractors, minority businesses, and housing production. The data are grouped and coded by State, SMSA, and city. *Output:* A Minority Contractors Register is issued. *Availability:* Output is for internal use and for limited distribution to the Office of Civil Rights Compliance and Enforcement and the Small Business Administration.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-001

Public Facility Loans System (PFLS). M77.
OMB Funding Title/Code: Revolving Fund (Liquidating Programs) / 86-4015-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Facilities; Grants; Loans; Management Information Systems; Public Facility Loans.

Purpose: This system tracks each Public Facility Loan project through its life cycle from preapplication processing through project completion/closeout or attrition. The system provides for the retrieval of data through detailed project listings (directories), summary reports and analyses, and selective extractions and listings. *Input:* Progress and change data input are sources of information. *Content:* Content includes specific project data as well as public facility type. Geographic coverage includes State, county, SMSA, city, congressional district, HUD regional office, and HUD area office codes. *Output:* Output includes activity reports, project directory, and grant distribution analysis. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-002

Open Space System. M72.
OMB Funding Title/Code: Revolving Fund (Liquidating Programs) / 86-4015-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Land Use; Management Information Systems; Open Space Lands; Open Space Projects.

Purpose: This system tracks each Open Space project through its life cycle from preapplication processing through project completion/closeout or attrition. The system provides for the retrieval of data through detailed project listings (directories), summary reports and analyses, and selective extractions and listings. *Input:* Progress and change data input on open space projects are information sources. *Content:* Content includes land acquisition, land development, restoration/preservation, and project tracking data. Geographic coverage includes: State, county, congressional district, SMSA, city, HUD regional office, and HUD area office codes. *Output:* Output includes an activity report, Approved Projects Directory, Pending Projects Directory, All Projects Directory, and grant distribution analysis. *Availability:* Reports are for internal use only. Distribution is made by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-003

Land Acquisition/Relocation System (LARS). C12.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Grants; Real Property Acquisition; Relocation.

Purpose: This system provides summary information on relocation payments and expenses and real property acquisition settlements under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970. *Input:* Annual Reports on Relocation and Real Property Activities are information sources. *Content:* The system includes fiscal year data for the new Community Development Block Grant Program as well as the categorical programs that involve relocation or acquisition. Data categories are relocated families, relocated individuals, relocated businesses, real property acquisition, and acquired lands. Geographic coverage includes State, HUD regional office, HUD locality, and HUD area office codes. *Output:* Output is a management information report (by region, area, and program), summary activities by State, project control list, and management information, by State. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-004

Comprehensive Planning Fund Allocation System. C10.
OMB Funding Title/Code: Comprehensive Planning Grants / 86-0104-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Demography; Entitlement Determination; Entitlement Distribution; Grants; Resource Allocation; Urban Planning.

Purpose: This system assists Community Planning and Development in allocating and disbursing funds to various governmental entities for use in urban planning functions. A formula approach based on demography and other factors is used in order to achieve equitable fund allocations. *Input:* Data are derived from Master File Annotation Listing with Additions, Changes, Deletions, and User Parameters. *Content:* System content includes comprehensive planning, urban planning, entitlement determination, formula allocation, and demographic data. The geographic data elements maintained are State, SMSA, HUD locality, HUD regional office, HUD area office, and HUD insuring office codes. *Output:* Output includes Distribution of Entitlements to States, Large Cities, Local Planning Agencies, Metro Planning Agencies, Non-Metro Planning Agencies, and CPFA Master File Annotation Listing. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-005

Comprehensive Planning Assistance Data System (CPADS). C23.
OMB Funding Title/Code: Comprehensive Planning Grants / 86-0104-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Grants; Planning.

Purpose: This system includes basic processing phases of Comprehensive Planning Assistance projects to provide tracking and monitoring information to regional office staff. It is designed to be operated by the regions on the HUD teleprocessing network with each regional data base accessible for retrieval by that region, its field offices, and central office. Data bases are for active grant/project records but can also hold historical records, if required. The system furnishes standard reports to regional staff, it can also provide standard reports to central office. *Input:* Data are derived from Transcription Sheets from Applications, Approvals, etc., and Inquiry Transactions. *Content:* Content includes city, State, ZIP code, county, congressional district, HUD locality, HUD regional office, and HUD area office codes plus comprehensive planning assistance, planning, locality, and State planning data. Interactive data retrieval and update are provided. *Output:* Preapplications Processing, Application Processing, Projects in Execution, Final Closeout Report, Final Audit Report, and Inquiry Reports are system output. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-006

Community Development Block Grant (CDBG) Management System. C11.
OMB Funding Title/Code: Revolving Fund (Liquidating Programs)/ 86-4015-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development, Grants; Management Information Systems; Needs Assessment.

Purpose: This system provides an audit function to Community Planning and Development pertaining to the granting of funds to units of general local government, and their use of such funds under the 1974 legislation. The system will collect data from other automated systems, i.e., Field Office Reporting/Management System (FORMS) and the Program Accounting System (PAS). *Input:* Application Information, Funding Approval, CD Budget, Distribution Ledger, and User Parameter Cards are data sources. *Content:* The system provides a record of allocations and outlays, by locality; each locality's past participation in the predecessor categorical programs; and what the locality has identified as its community development needs in its applications from year-to-year under CDBG. Geographic and programmatic data elements are U.S., State, county, SMSA, congressional district, HUD regional offices, HUD area office, HUD and locality codes and Community Development Block Grants (CDBG), Block Grants Applications, Funding Approvals, and Budget Disbursements Data. *Output:* Directory reports, summary reports, budget reports, drawdown reports, master reports, and system control reports are produced. *Availability:* Reports are publicly available through House Committee on Banking, Finance, and Urban Affairs (CDBG Directory of Recipients).

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-007

Community Development Block Grant (CDBG) Program Evaluation System. C16.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Financial Management; Grants; Program Evaluation.

Purpose: This system analyzes the planning of entitlement recipients to meet the objectives of Title I of the Housing and Community Development Act of 1974. The system produces the necessary statistical tables which are included in the Annual Report to Congress as required by section 113 of the act. *Input:* Census Tract Sheets and Transaction Sheets of Activity are system input. *Content:* The system reflects the distribution of funds in blighted and low/moderate income areas and relates the budgeted expenditures to specific national and local objectives. Specific geographic and program data elements of the system include: State, SMSA, HUD regional office, HUD locality codes, and Community Development Block Grant (CDBG), block grants, recipient grantee, budgeted expenditures, national objectives, local objectives, and fund distribution data. *Output:* Various tables with CDBG funds by activity, area, and income are generated. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-008

Community Development Block Grant (CDBG) Housing Assistance Plan System (HAPS-1975). C14.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Federal Aid to Housing; Grants; Housing; Housing Conditions; Resource Allocation.

Purpose: This system processes and summarizes data extracted from each community development block grant application prepared by recipient governmental units. These data concern the housing conditions and housing assistance needs for each applicant community. The system assists in the preparation of reports to Congress and is also used by HUD central office staff to ascertain annual community goals for meeting housing needs. *Input:* Data are derived from a Survey of Housing Conditions, Housing Assistance Needs of Lower Income Households, and Annual Goal for Housing Assistance. *Content:* Specific geographic and programmatic data include: U.S., State, HUD regional office and HUD locality codes and Community Development Block Grants (CDBG), block grants, housing assistance needs, housing assistance goals, and housing conditions data. *Output:* A survey of Housing Conditions, Housing Assistance Needs of Lower Income Households, and First Year Goal for Housing Assistance are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-009

Community Development Block Grant (CDBG) Funding Survey System. C15.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Eligibility Requirements; Grants; Resource Allocation.

Purpose: This system provides assistance to HUD central office staff in assessing the impact of requirements levied on communities filing applications for funds under the Community Development Block Grant Program. Information is obtained for evaluating procedures under this program and for reporting findings to Congress. *Input:* The HUD Community Development Funding Survey is the source of data. *Content:* Specific geographic and programmatic data include State and HUD regional office codes, and Community Development Block Grants, CDBG application, impact assessment, and community applications data. *Output:* A Community Development Funding Survey is produced. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-010

Community Development Block Grant (CDBG) Entitlement Determination System. D98.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Eligibility Requirements; Grants; Resource Allocation.

Purpose: This system allocates appropriated funds to localities which HUD determines to be eligible, based upon population, other demographic characteristics, and prior community development program participation levels attributable to the various eligible communities. *Input:* Data are derived from a Master File Annotation Listing with additions, changes, and deletions, and user parameters on demographic and population characteristics. *Content:* The allocation system involves the use of a mathematical formula in which each community's characteristics are compared with those of all such eligible communities to determine its relative share of the funds to be allocated. The specific formula is set forth in the legislation. This system also allocates discretionary funds among geographic areas. The geographic and programmatic data include: U.S., State, SMSA, HUD regional office, HUD area office, and HUD locality codes and Community Development Block Grant (CDBG), Block Grants, CDGB entitlement determination, need-based formula allocation, discretionary funds, and Hold Harmless Community data. *Output:* Output consists of entitlement reports, comparison reports, distribution of entitlements, worksheet listings, transaction control listings, and CDBG master file annotation listings. *Availability:* Output is publicly available through the House Committee on Banking, Finance, and Urban Affairs.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-011

Community Development Block Grant (CDBG) Discretionary Grants System.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Block Grants; Community Development; Demography; Discretionary Grants; Grants; Resource Allocation.

Purpose: This system provides personnel in the field offices with information with which value judgments can be made in determining which units of local government will be invited to make application for discretionary funds available under the Community Development Block Grant (CDBG) Program. For each such unit of local government, rankings of demographic factors relevant to the CDBG program are produced with respect to all other units of local government within the same competing group. *Input:* Census demography and general revenue sharing data files are sources of data. *Content:* Geographic and programmatic data include State, county, SMSA, HUD regional office, and Minor Civil Division (MDC) codes, and

Community Development Block Grants (CDBG), block grants, discretionary grants, and demography data. *Output:* Output consists of Unmatched Census Records, SMSA's and Nonmetro Areas, Places in Multi-Counties, and Ranked SMSA's and Nonmetro Areas. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-012

Rehabilitation Loans and Grants System. R84.
OMB Funding Title/Code: Rehabilitation Loan Fund / 86-4036-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Grants; Housing; Loans; Rehabilitation; Urban Renewal.

Purpose: This system provides detailed information concerning section 115 Rehabilitation Grants and section 312 Rehabilitation Loans, by geographical area and by characteristics of the property and the recipient. Summaries are provided for the total program and by the applicable urban renewal activity, e.g., urban renewal projects, code enforcement, neighborhood development, and certified areas. *Input:* Data are derived from applications for Federal loan, applications for Rehabilitation loan, applications for section 115 rehabilitation grant, and Certification of Final Inspection. *Content:* Content includes State and HUD locality codes as well as programmatic data such as rehabilitation grants, rehabilitation loans, grants, loans, investor-owned/mixed use, and refinanced loans data. *Output:* Major output is Statistical Tables, Dwelling Units by Cost or Loan Amount, Rehabilitation Over $2,500, Rehabilitation of Housing Units, and Control Listings. *Availability:* Reports are for internal use only. Distribution is made by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-013

SMSA Identification System. C18.
OMB Funding Title/Code: Community Development Grants / 86-0162-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Census; Geographic Names; Records Management; Standardization; Standard Metropolitan Statistical Areas; Statistics.

Purpose: This system provides a common source for the formal names of Standard Metropolitan Statistical Areas (SMSA's) and a mechanism for performing abbreviations of these formal names. The system is used to satisfy the several reporting requirements under the Community Development Block Grant Program which need to identify SMSA's by name. Information is used by HUD staff in both central and field offices. *Input:* Standard Metropolitan Statistical Areas data are sources of information. *Content:* Content includes State, SMSA, HUD regional office, HUD area office, HUD insuring office, and HUD locality codes, and Standard Metropolitan Statistical Areas abbreviations and names. *Output:* Output consists of SMSA Formal Names and SMSA Abbreviated Names. *Availability:* Output is for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-014

Urban Renewal Directory System.
OMB Funding Title/Code: Urban Renewal Programs / 86-4034-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Community Development; Directories; Grants; Urban Renewal.

Purpose: This system serves as a source of information for management concerning all urban renewal programs. In addition to the Urban Renewal Directory, various other reports such as financial data summaries, grant distributions to localities, per capita breakouts, and summaries of fiscal year activity are provided. *Input:* Data are derived from a Register of Grant Transactions and Renewal Assistance Administration Correction Sheets. *Content:* Specific data include State, county, congressional district, SMSA, HUD locality, HUD regional office, and HUD area office codes, and urban renewal, community renewal, interim assistance, neighborhood development, code enforcement, and demolition data. *Output:* Output includes urban renewal directories, urban renewal statistical tables, and transaction lists. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00602-015

Water and Sewer System. M78.
OMB Funding Title/Code: Revolving Fund (Liquidating Programs)/ 86-4015-0-3-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Grants; Management Information Systems; Project Management; Public Utilities; Sewers; Water Supply.

Purpose: This system tracks each project through its life cycle from preapplication processing through project completion/closeout or attrition. The system provides for the retrieval of data through detailed project listings (directories), summary reports and analyses, and selective extractions and listings. *Input:* Progress and change-data are system input. *Content:* Content includes State, county, congressional district, SMSA, city, HUD regional office, and HUD area office codes, and water and sewer, facility type, and project tracking data. *Output:* Output is Activity Report, Congressional District Directory, Active Projects Directory, Approved Projects Directory, All Projects Directory, Projects at Application Level Directory, and Grant Distribution Analysis. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-001

Unsold Inventory of New Houses System. F06.
OMB Funding Title/Code: Research and Technology / 86-0108-0-1-451.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Inventories; Sales.

Purpose: This system compiles, computes, and reports statistical data for the HUD Survey of Unsold Inventory of New Sales Housing. The validated transaction file produces summary reports, construction and sales data, and various other statistical reports for SMSA press releases. Processing is done annually at the end of the calendar year. *Input:* The Survey of Unsold Inventory of New Sales Housing is the source of information. *Content:* The system maintains data such as SMSA, HUD area office, and HUD insuring office codes and housing unit completions, condominium houses, unsold units, sales housing, and construction data. *Output:* Statistical summary reports, local press releases, and national HUD news releases are produced. *Availability:* Output is publicly available.

Agency Contact: Office of ADP System Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-002

Title I Statistical System. F70-H.
OMB Funding Title/Code: Disaster Assistance Fund / 86-3981-0-4-453.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Public Works and Transportation; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Environment and Public Works.

Subject Terms: Housing Statistics; Mobile Homes.

Purpose: This system provides statistical analyses of the mobile home program. Product, market, financing, participants, and mobile home sites are included. *Input:* Data are derived from a statistical data sheet for mobile homes insured by FHA. *Content:* The system provides 19 analyses on an annual basis. It captures and identifies markets, financing, participants, and mobile home sites. Data maintained are mobile homes, Title I, and mobile home characteristics data by State. *Output:* Mobile Home Characteristics Tables are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-003

Single Family Statistical Reporting System. F31-A,C.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgage Insurance; Homes; Housing Statistics; Insurance; Mortgage Insurance; Single Family Homes.

Purpose: This system provides sampled statistical data reflecting characteristics of single family homes newly insured under the Title II housing laws. *Input:* Single Family Mortgage Trends and statistical data are sources of system information. *Content:* Processing is done quarterly and annually, with the data assembled by section of the act, construction status, and 10 specific data elements relating to the 10 major reports from this system. The geographic and programmatic data maintained are State, SMSA, HUD area office, and HUD insuring office codes and single family homes, housing characteristics, section of the act, and new insurance data. *Output:* The major output includes Single Family Housing Mortgage, Mortgagee, and Home Characteristic statistical reports with summary. *Availability:* Reports are publicly available. They are published in the HUD Statistical Yearbook.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-004

Single Family Trends Data System. F31-D.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Homes; Housing Statistics; Single Family Homes.

Purpose: This system generates statistical arrays of single family insurance characteristics of the newly insured under Title II of the National Housing Act. The reports produced are camera-ready copy for regularly scheduled HUD publications. Data profiled are selected because they are indicative of housing trends. They are reported annually by State and housing area with supplementary quarterly reports and by FHA-Insurance Value for section 203(b) and section 221(d). The latter reports, produced quarterly, contain and compare quarters to annual data. *Input:* Data are derived from single family insurance characteristics data. *Content:* The system captures and maintains data by State and SMSA. The primary categories of data are single family homes, housing characteristics, and housing trends. *Output:* Output consists of Home Characteristics Tables, by State and Selected Housing Areas and Trends Publication Reports. *Availability:* Reports are publicly available. Trends Publication (RR250 Series) is available through the HUD Publications Office.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20401; (202) 755-5884.

S00603-005

Ratio and Actuarial Reporting System. F31-G.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgages; Housing Statistics; Mortgages; Single Family Homes.

Purpose: This system produces actuary reports that show the life expectancy of single family home mortgages by section of the act and ratio reports that show the ratio of terminated mortgages to endorsements by policy year. The reports are used to develop comprehensive statistics on housing programs. These statistics are the basis for evaluation of existing programs and development of future programs that are actuarially sound. *Input:* Data are derived from single family mortgage data on new insured cases and terminations. *Content:* The geographic and program area categories of data are U.S., State, and HUD regional office codes and single family mortgages, termination ratios, volume, section of the act, construction status, and actuary reports data. *Output:* Non-Selected Transaction Listings, United States State Actuary Tabulations, and United States and State Ratio Reports are produced. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-006

Multifamily Housing Program Management System. F18.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Construction; Housing; Low Rent Housing; Multifamily Housing; Project Management; Public Housing; Rental Housing.

Purpose: This system provides information needed to track multifamily projects through their many processing and construction phases. *Input:* Data are derived from States and counties with disaster areas, insurance applications, and terminations. *Content:* This system is the principal data base for responding to congressional inquiries and other requests for locality, project size, unit availability, rent supplement, project acquisition, and elderly unit information relative to multifamily projects. Data are accumulated by field office, State, county, place, SMSA, and congressional district. *Output:* Major output includes status reports, master file reports, and milestone file reports. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-007

Mortgagee Insurance Statistical System. 21.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgage Insurance; Insurance; Mortgagees; Mortgage Insurance; Mortgages; Single Family Homes.

Purpose: This system produces statistical reports of insurance by mortgagee for single family homes, reflecting both annual and cumulative financial data. *Input:* Information is derived from new insured case data on insurance in force and mortgagees dealing in single family housing. *Content:* This system captures and maintains data annually on mortgagee type, insurance written, and accumulation activity. *Output:* Major output is Insurance Written, By Mortgagee Reports. *Availability:* Reports are publicly available. They are published in the HUD Statistical Yearbook.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-008

Mortgagee Performance Monitoring System (MPMS). F81.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Foreclosures; Mortgagees; Mortgages; Multifamily Housing; Single Family Homes.

Purpose: This system provides the Assistant Secretary for Housing with an automated capability for monitoring mortgagee performance. *Input:* Information is derived from mortgagee and single family housing data and multifamily housing data. *Content:* This system compares mortgagee foreclosure rates against national norms. This permits special analysis and attention to mortgagees with abnormal performance. The comparison may be accomplished on a selected, contiguous time frame that may vary from one quarter to five years. Standard processing is done quarterly. Other geographic and programmatic data maintained are U.S., State, HUD area office, HUD insuring office, and HUD servicing office codes and mortgagee monitoring, foreclosure rate, claim ratio, section of the act, and insured housing data. *Output:* Major output includes Missing Mortgagees, MPMS Quick Look List, Originating Mortgagee Claims List, Servicing Mortgagee Claims List, and Holding Mortgagee Claims List. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-009

Lower Income Assistance Program System (LIAPS). R15.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Home Ownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Low Rent Housing; Program Evaluation; Public Housing; Rental Housing; Tenants.

Purpose: This system maintains a data base of tenant characteristics for the Section 8 Program and provides HUD with the means of determining the effectiveness of the new program as well as answering congressional inquiries concerning implementation of the 1974 legislation. In addition, the system processes tenant data and provides summary characteristics through both standard reports and an inquiry capability for all levels of HUD management. *Input:* Information is derived from Section 8 Program characteristics data and inquiry transactions. *Content:* The primary data maintained are State, HUD regional office, HUD area office, HUD insuring office, and HUD locality codes, and Section 8 Program, public housing, tenant characteristics, and occupancy characteristics data. *Output:* Output includes Project Master Listing, Statistical Reports, and Inquiry Reports. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-010

Duration Reporting System. F11.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgage Insurance; Homes; Insurance; Management Information Systems; Mortgage Insurance; Single Family Homes.

Purpose: This system provides a data base which is used to analyze the processing time for the various stages from application through endorsement of all types of single family insurance and to determine the field office personnel requirements based on the activity load. *Input:* Information is derived from inquiry transactions on single housing mortgage closed cases and on minority and neighborhood characteristics data. *Content:* Categories of data include HUD regional office, HUD area office, and HUD insuring office codes and single family homes, mortgage insurance, processing analysis, and section of the act information. *Output:* Output consists of Current Master Closed Cases (File) and inquiry reports. *Availability:* Reports are for internal use only. Distribution is by HUD.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-011

File Identification and County (FI/CO) Maintenance System. F80.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Codes; Congressional Districts; Counties; Federal Standard Location Codes; Geographic Codes; Standard Metropolitan Statistical Areas; States.

Purpose: This system provides a file for use by other automated systems for geographic code validation, translation, and retrieval. The file contains 12 FHA, Federal Standard, and other code structures covering region, State, county, SMSA, and congressional district. *Input:* Data are derived from maintenance transactions on geographic codes. *Content:* Information includes State, county, SMSA, congressional district, Federal Standard Locality Code, HUD regional office, HUD area office, HUD insuring office, and HUD servicing office code data. *Output:* Federal identification and county code listings are produced. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-012

Five Year Statistical System. F69.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Insurance; Mortgage Insurance; Mortgages; Mortgage Terminations; Mortgagors; Single Family Homes.

Purpose: The data files serve as a central source of information for responding to in-house statistical studies, congressional inquiries, and requests from various commercial organizations. *Input:* Single family insurance statistics and terminations data on insurance in force are sources of information. *Content:* This system compiles sampled data pertaining to mortgagor financial and family characteristics, housing characteristics, and termination actions as well as the identification of specific programs and new insurance grouped and maintained by State, SMSA, and HUD insuring office. *Output:* Output consists of audit-lists and special purpose reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-013

Computerized Underwriting Processing System (CUPS). F07.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Insurance; Mortgage Credit; Mortgage Insurance; Mortgages; Multifamily Housing; Real Estate Appraisal; Underwriting.

Purpose: This system is designed to facilitate the underwriting processes of costing for projects from time of conception through property appraisal, mortgage credit analysis, and final endorsement. Automation of these processes significantly reduces the technical and clerical efforts, providing more time for the judgmental aspects of the technical disciplines. Additionally, it provides the capability for more timely and comprehensive review actions at field and central office levels. *Input:* Data are derived from project insurance applications, comparables input form, various cost and income analyses, and appraisals. *Content:* Geographic and programmatic data include State, HUD regional office, HUD area office, HUD insuring office, and HUD servicing office codes and multifamily mortgage insurance, projects, underwriting, appraisal, mortgage credit, costs, and evaluation data. *Output:* Miscellaneous cost, income, and reports generated on-line as well as prototype cost reports are produced. *Availability:* Reports are publicly available. They are published in the Federal Register.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-014

Congressional Reporting System. F33.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgage Insurance; Housing; Insurance; Loans; Mobile Homes; Mortgage Insurance; Mortgage Terminations; Real Property Improvements; Single Family Homes.

Purpose: This system provides information on home mortgage insurance written, terminations, and insurance in force, as well as Title I property improvement and mobile home loans. The system is the principal data base for responding to congressional inquiries and other requests for locality data relative to single family housing programs. It also provides data to the Federal Information Exchange System. *Input:* Title I Loans, Single Family Mortgage Termination, and New Insured case data are the input. *Content:* Data are accumulated by State and county and by State and SMSA, including congressional district. Programmatic data captured include single family homes, mortgage insurance written, terminations, and Title I loan type. *Output:* Output consists of insurance by SMSA, county and field office (congressional reports), and Title I reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00603-015

Appraisal and Statistical Collection System. F30-A.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Insurance; Mortgage Insurance; Real Estate Appraisal; Single Family Homes.

Purpose: This system assembles, validates, and distributes source information on all single family home insurance cases for later statistical, evaluation, and management use. In addition, it collects and prepares data for the Bureau of Labor Statistics, HUD field offices, and special purpose users. *Input:* Data are derived from Mortgagee's Application for Property Appraisal and Commitment for Mortgage Insurance under the National Housing Act, Mortgagee's

Application for Mortgagor Approval and Commitment for Mortgage Insurance under the National Housing Act, and Federal Housing Administration Mortgage Insurance Certificate. *Content:* Data elements include State, SMSA, HUD area office, and HUD insuring office codes and single family homes, mortgage insurance, housing characteristics, and section of the act data. The system is run weekly, monthly, quarterly, and annually to satisfy the different requirements. *Output:* Appraisal Data Listing, Sales Price Index, SREA Tape, BLS File, Minority Information Summary, and Stat-File are produced. *Availability:* Reports are available through the Society of Real Estate Appraisers (Appraisal Data and Sales Price Index Publication).

Agency Contact: Office of ADP Systems Developmept; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-001

Subsidized Housing-Admissions/Continued Occupancy System (SHACO). R43.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing Statistics; Low Rent Housing; Public Housing; Rental Housing; Tenants.

Purpose: This system provides summary statistics on subsidized housing tenants (Low Rent Public Housing, section 236, and Rent Supplement) in fulfillment of legislative reporting requirements and for use in answering congressional inquiries, preparation of the HUD Statistical Yearbook, and monitoring of Public Housing Authorities. Also an inquiry subsystem provides access, on request, to a variety of special analyses and reports. *Input:* Data are derived from the Report on Families Moving into Low-Rent Housing, Report on Regular Reexamination of Families in Low-Rent Housing, Application for Tenant Eligibility for Rent Supplement, Application for Tenant Eligibility under Section 236, Recertification of Family Income and Composition under Section 236, and User Parameters. *Content:* System content includes subsidized housing tenants, tenant characteristics, low rent public housing, public housing, section 236, rent supplement, and public housing authority data. In addition, the geographic codes maintained are State, county, SMSA, HUD regional office, HUD area office, and HUD locality codes. *Output:* Project characteristics, statistical and custom reports are produced. *Availability:* Reports are published in the HUD Statistical Yearbook.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-002

Target Project Program System (TPPS). R13.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing; Low Rent Housing; Project Management; Public Housing; Rental Housing.

Purpose: This system assists area, regional, and central office personnel in tracking the activities of Public Housing Authorities (PHA's) participating in the Target Project Program. Participating PHA's prepare a planned program to achieve specific goals and objectives for each targeted project. Performance is monitored by comparing actual progress monthly against the plan. *Input:* Data are derived from Target Projects Program Work Plans, Target Projects Program Monthly Reports, and Inquiry Transactions. *Content:* Data maintained include Public Housing Authority, low rent public housing, public housing, and target project program data. Geographic data maintained are State, HUD regional office, HUD area office, and HUD locality codes. *Output:* Data base listing, program summaries, and inquiry reports are produced. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-003

Tenant Application Profile System (TAPS). R16.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Low Rent Housing; Needs Assessment; Public Housing; Rental Housing; Tenants.

Purpose: This system provides statistical profiles of public housing applicants not yet housed. This permits identification and analysis down to the Public Housing Authority level of the unfilled need for public housing. It also provides data useful in the analysis of possible discrimination in selection for public housing. *Input:* Data are derived from Annual Recap of Characteristics of Families Who Have Applied But Have Not Been Admitted to Low Rent Public Housing and inquiry transactions. *Content:* Content includes the identification of low rent public housing, public housing, and applicant profile data. The geographic codes maintained are State, congressional district, HUD regional office, HUD area office, and HUD locality codes. *Output:* Output consists of non-Reporting PHA's and Tenant Application Summary inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-004

Section 8 Management Information System. F05.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing Subsidies; Low Rent Housing; Management Information Systems; Project Management; Public Housing; Rental Housing

Purpose: This system provides interactive project tracking and management information for the Section 8 and Section 23 Low Rent Housing programs. The system is designed to support data requirements of HUD officials. Financial and tenancy data, project status, and characteristics are available through standard reports and interactive retrieval capability to the central and field offices. *Input:* Information is derived from Section 8 Program Activity Data, Authority Allocations, and inquiry transactions. *Content:* Geographic and programmatic data categories are city, State, ZIP code, county, congressional district, census tract, and HUD locality codes and assisted housing, housing assistance, public housing, low rent, Section 8, rental subsidies, tenancy, preliminary proposals, and final proposals data. *Output:* Output consists of cumulative and summary reports and inquiry reports. *Availability:* Output is for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-005

Single Family Default Monitoring System (SFDMS). R17.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Foreclosures; Home Loan Defaults; Loan Defaults; Loan Reinstatements; Mortgages; Single Family Homes.

Purpose: This system tracks single family insured properties from the time of default through reinstatement or eventual foreclosure and acquisition. It is designed to provide data to field office loan servicing, property disposition, and counseling staffs on collection efforts, counseling status, occupancy status, and various termination efforts. It supports management with statistical analyses on default, reinstatement, assignment, or foreclosure activity, and mortgagee performance. *Input:* Data are derived from the Initial Case Data Report, Status of Single Family Mortgages in Default, and Distribution of Insured Mortgages Serviced and Delinquent. *Content:* Programmatic geographic data include city, State, ZIP code, HUD regional office, HUD area office, HUD insuring office, and U.S. codes; default, delinquency, forbearance, counseling, mortgagee, mortgagor, assignment, foreclosure, sections of the act; and insured homes data. *Output:* Output includes Detail and Summary Default Reports, Mortgagee Listings, Pending Acquisition Reports, Counseling Report, Default/Foreclosure Rates Reports, Section of Act Reports, Portfolio/Delinquency Reports, and Internal Control Reports. *Availability:* Data are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-006

Single Family Housing Monitoring System. F39.

OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-0-3-401.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Home Mortgage Insurance; Housing; Insurance; Minorities; Mortgage Insurance; Single Family Homes.

Purpose: This system provides a cross index to the several data banks which contain a variety of information on single family insured cases to support studies and investigations. *Input:* Information is derived from census tract data, single family mortgage data on transfer, new insurance and terminations, and minority and neighborhood information. *Content:* Insured case records include address, census tract, geographic codes, minority data, mortgagee data, termination data, and acquired property data. The system was established in 1974, and it carries active and terminated cases for approximately five years. It is used in support of operational processing systems such as the Mortgagee Performance Monitoring System. *Output:* Output includes a Census Tract Correction Listing and Special Purpose Reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-007

Public Works Planning System (PWPS). R04.

OMB Funding Title/Code: Revolving Fund (Liquidating Programs)/ 86-4015-0-3-451.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Planning; Project Management; Public Works

Purpose: This system tracks Public Works Planning Advance Projects through various stages of development from fund reservation to final disbursement and repayment. A record of disbursements and repayments is maintained for all approved projects. No new projects are being entered into the system due to termination of the program. *Input:* Data are derived from Public Works Planning input. *Content:* Geographic codes and program area data include State, county, SMSA, HUD regional office, and HUD locality codes and Public Works Planning Advance Projects, disbursements, and repayments data. *Output:* Output consists of a Current Project Directory, PWP Aging Report, PWP Audit List, and PWP Activity Report. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-008

Office of Loan Management System (OLMS). R18.

OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Financial Statements, Loans; Multifamily Housing, Public Housing; Rental Housing.

Purpose: This system operates in support of the loan servicing function in HUD field offices. Its output presents data for the most recent three fiscal years, computing data on a per-unit, per-month basis. Trend data for income and expense are shown. FLAGS-indications of deviation from expected performance standards are also provided. The system data base can support all multifamily programs requiring yearly financial statement analysis. *Input:* Data are derived from Statement of Profit and Loss, Rental Housing Project Income Analysis and Appraisal, Multifamily Valuation Data, Maximum Insurable Mortgage, Closing Memorandum, and Inquiry Transactions. *Content:* Geographic program area data include project street address, city, State, ZIP code, county, HUD area office, HUD insuring office, and HUD regional office codes and housing loan management, multifamily projects, financial statements, financial analysis, and rental housing data. *Output:* Output includes a Preliminary Analysis Report, Statement of Profit and Loss for Pro-

ject, Income and Expense Analysis for Project, and inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-009

PHA Directory System. R01.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Low-Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Directories; Public Housing Authorities.

Purpose: This system provides an automated data base for the identification of Public Housing Authorities. *Input:* Name and address of Public Housing Authorities are system input. *Content:* Content includes authorities' names, addresses, executive titles, and State, county, and locality codes. *Output:* PHA Directories are produced. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-010

PHA Operating Statement System. R47.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Low-Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Accounting; Public Housing Authorities.

Purpose: This system provides annual statements covering the operating receipts and expenditures of each Public Housing Authority by its fiscal year. *Input:* The Statement of Operating Receipts and Expenditures is the system input. *Content:* The system statements include per-unit, per-month accounting figures and totals covering the last four years as well as percent change in overall costs incurred. The system also includes significant accounting data on the operating reserves of each authority and percent distributions of operating receipts. *Output:* Output includes an Operating Reserves Directory, Brown/Green Book Directory, and Brown Book Index Directory. *Availability:* Output is for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-011

Multifamily Default System. R11.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.

Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Foreclosures; Home Loan Defaults; Loan Defaults; Loan Reinstatements; Mortgages; Multifamily Housing.

Purpose: This system tracks projects acquired by HUD or which involve a mortgage assigned to HUD or an insured mortgage in default. The system provides the Office of Loan Management with an automated data base for the preparation of management and statistical reports. *Input:* Notice of Default, Notice of Reinstatement, Notice of Election, Notice of Assignment of Acquisition, Notice of Processing Foreclosure or Deed-In-Lieu, Notice of Purchase Money Mortgage, Notice of Termination of Insurance, and inquiry transactions are the input. *Content:* Geographic and programmatic data include State, county, congressional district, and HUD locality codes and multifamily mortgage insurance, defaults, assignments, and acquisitions data. *Output:* Output includes default activity reports, Housing Discrepancy Report, Preliminary Report of Insurance in Force, Secretary-Held Mortgage List, and inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-012

Multifamily Early Warning System (MEWS). R10.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604; Housing Counseling Assistance / 86-0156-0-1-506.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Financial Management; Foreclosures; Home Loan Defaults; Housing Subsidies; Loan Defaults; Low Rent Housing; Multifamily Housing; Public Housing; Rental Housing.

Purpose: This system assists in identifying insured subsidized multifamily housing projects which may be headed for default. Using data collected monthly from the project managers, the system compares occupancy and several financial indicators with preestablished norms. *Input:* Data are derived from Monthly Operating Summary for Insured Subsidized Multifamily Projects and inquiry transactions. *Content:* Data maintained include HUD regional office, HUD area office, and HUD insuring office codes and multifamily housing, projects, subsidized projects, units, and default data. *Output:* Output includes Projects Failing, Occupancy and Financial Norms, and inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-013

Multifamily Housing Occupancy System. R02.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604

Congressional Relevance: *House* Committee on Appropriations: HUD Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Housing, Low Rent Housing; Minorities; Mortgage Insurance; Multifamily Housing; Occupancy; Public Housing; Rental Housing; Tenants.

Purpose: This system provides detailed data on the status of occupancy in insured multifamily and Section 202 Housing Projects by minority group, project, and insurance status, applicable public law, and other significant categories. *Input:* HUD Insured Multifamily and Section 202 Occupancy Reports are the input. *Content:* Data maintained include State, county, SMSA, HUD regional office, HUD area office, and HUD insuring office codes and multifamily, insured projects, section of the act, Section 202, occupancy status, and minority group data. *Output:* Output consists of Multifamily Occupancy Characteristics Tables and Other Occupancy Characteristics Tables. *Availability:* Reports are publicly available and are published in the HUD Statistical Yearbook.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-014

LRH Occupancy System. R42.
OMB Funding Title/Code: Rent Supplement Programs / 86-0129-0-1-604; Housing Payments / 86-0139-0-1-604; Payments for Operation of Low-Income Housing Projects / 86-0163-0-1-604; Annual Contributions for Assisted Housing / 86-0164-0-1-604; Homeownership (section 235) and Rental Housing (section 236) Assistance / 86-0148-0-1-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Low Rent Housing; Minorities; Occupancy; Public Housing; Rental Housing; Tenants.

Purpose: This system provides tenant composition, by minority group, by project, and Public Housing Authority for the Low Rent Public Housing Program. Breakouts are shown for the major kinds of housing under this program, e.g., conventional, turnkey, etc. *Input:* Data are derived from LRH Occupancy Report Forms, LRH Report on Initial Occupancy Forms, and inquiry transactions, and Rental Housing (section. *Content:* Data maintained include State, congressional district, HUD regional office, HUD area office, and HUD locality codes and low rent public housing, public housing, tenant occupancy, and minority data. *Output:* Output consists of HUD Statistical Yearbook tables, detailed statistical tables (unpublished), and inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-015

Mobile Home Inventory System. R09.
OMB Funding Title/Code: Disaster Assistance Fund / 86-3981-0-4-453.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Disaster Relief; Emergency Relief; Housing; Inventories; Location; Mobile Homes.

Purpose: This system maintains an immediately accessible inventory of all mobile homes available for use by HUD during disasters. It enables the user to locate and dispatch these temporary homes to provide maximum relief to disaster victims in the shortest possible time. *Input:* Data are derived from mobile home transactions and inquiry transactions. *Content:* Content focuses upon the identification of mobile homes (inventory) and their specific locations. *Output:* The system generates a Mobile Home Inventory and inquiry reports. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-016

Modernization Program Reporting System (MPRS). R14.
OMB Funding Title/Code: Low-Rent Public Housing--Loans and Other Expenses / 86-4098-0-3-604.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Low Rent Housing; Management Information Systems; Modernization; Public Housing; Residential Rehabilitation.

Purpose: This management information system supports a comprehensive program for modernization of existing public housing projects. The system permits the central office to assess the overall progress of the program and identify trends and problem areas. In addition, it supports policy decisions regarding program changes and the allocation of funds on the basis of hard data and responds to congressional and other inquiries for information as to how modernization funds are being spent. *Input:* Data are derived from Modernization Work Program, Modernization Quarterly Progress Report, and inquiry transactions. *Content:* Content includes State, county, HUD regional office, and HUD area office codes and low rent public housing, public housing, modernization, public housing authority, and public housing project data. *Output:* Output consists of a project summary/statistical report, project status report, and inquiry reports.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-017

Critical Path Processing System (CPPS). R07.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-03-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Acquired Home Properties; Contractors; Housing; Minorities; Project Management; Property Disposal; Real Estate; Sales; Single Family Homes

Purpose: This system tracks the processing of acquired single family dwellings from acquisition through sale. The system operates at the field office level, supporting realty specialists on a day-to-day basis. It provides summary reports at the regional and central office level. In addition to process tracking, the system identifies costs incurred by area management brokers while property is being readied for sale and identifies minority contractor participation. *Input:* Data are derived from Property and Program Inquiry Transactions. *Content:* Content includes State, city, HUD regional office, and Census Tract codes and acquired properties, single family properties, property disposition, and disposition costs data. *Output:* Critical Path Summaries, CPP Load Monitoring, and inquiry reports are produced. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00604-018

Acquired Home Property Disposition Summary System. R12.
OMB Funding Title/Code: Federal Housing Administration Fund / 86-4070-03-401.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Acquired Home Properties; Homes; Housing; Mortgage Insurance; Property Disposal; Real Estate

Purpose: This system prepares reports from the Acquired Home Property Phase II data base. These reports alert management to the necessity of controlling costs on HUD's acquired home properties. This aids in maximizing returns to the mortgage insurance fund and reduces cash borrowing by HUD. *Input:* Data are derived from acquired home property data (AHP II Master [Acquired Home Property-Phase II System]). *Content:* Content includes State, county, SMSA, and HUD regional office codes and acquired home properties, maintenance expenses, and mortgage insurance data. *Output:* Output pertains to property disposition. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00605-001

Disaster Management Information System (DMIS).
OMB Funding Title/Code: Disaster Relief / 11-0039-0-1-453.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Public Works and Transportation; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Environment and Public Works.

Subject Terms: Disaster Relief; Emergency Relief; Management Information Systems.

Purpose: This system is designed to support and standardize the Disaster Assistance efforts of Federal agencies. It consists of two major components, a public assistance file and individual assistance data, and offers support to field management and reporting of disaster operations via portable computer terminals. *Input:* Data from various Federal agencies on disaster operations comprise system input. *Content:* Content includes disaster management information, disaster assistance, public assistance, and individual assistance data. In addition, the data are grouped by State and county. *Output:* Status reports are issued. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

S00606-001

Flood Insurance System. I01.
OMB Funding Title/Code: National Flood Insurance Fund--Flood Insurance / 86-4236-0-3-453.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Disasters; Flood Insurance; Floods; Flood Statistics; Insurance; Natural Disasters.

Purpose: This system maintains a file of every community identified as "flood prone" by the Federal Insurance Administration (FIA). It provides reports reflecting the current status of all data elements whenever a community record is changed. This includes an indication of whether a community is participating in the Flood Insurance Program, the progress of flood studies, and contractor participation. It also provides listings and mailing labels selectively by State and county. There are 106 data elements available for each community in the file. *Input:* Data are derived from Flood Statistical System Input Forms. *Content:* Some of the 106 data elements available for each community in the file are State, county, HUD regional office, and HUD area office codes and flood insurance, flood prone, flood studies, regular program emergency program, and hazard area data. *Output:* Output includes Update Status Report by Identification, Update Status Report by State, Eligibility Report, Status of Studies Report, Studies by Water Basin Report, Status Report by State, Eligibility Report, Name and Address Listing, and Name and Address Mailing Labels. *Availability:* Reports are for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410, (202) 755-5884.

S00606-002

Mortgage Backed Securities Pool Balances System. B01.
OMB Funding Title/Code: Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Bonds; Housing Finance; Investments; Mortgage Backed Securities; Securities.

Purpose: This system provides the Government National Mortgage Association (GNMA) and the secondary mortgage market with the information necessary to effect daily trades of mortgage backed securities. The data are distributed nationwide through the facilities of the "Bond Buyer" publishers. The system enables security dealers to determine the present principal amount of certificates without the need of contacting issuers. It aids directly in maintaining the liquidity of these securities which, in turn, allows GNMA to achieve its goal of attracting new sources of mortgage funds. *Input:* Data are derived from GNMA Mortgage Backed Securities Issuances and GNMA Mortgage Backed Securities Monthly Balance of Securities. *Content:* Systems content includes Government National Mortgage Association mortgage backed securities, bond buyer, securities, and certificates data. *Output:* Output consists of Current Pool Balances and Factors, Current Pool Balances and Factors by Interest Rate, New Issues, Pool Distribution--New Issues and All Issues, Original Pool Balances, and MBS Data File. *Availability:* Reports are for internal use and limited distribution through New York Stock Exchange Telerate Bond Buyer System.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410, (202) 755-5884.

S00607-001

Interstate Land Sales Registration System. L01.
OMB Funding Title/Code: Interstate Land Sales / 86-5270-0-2-403; Salaries and Expenses, HUD / 86-0143-0-1-999.
Congressional Relevance: *House* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *House* Committee on Banking, Finance and Urban Affairs; *Senate* Committee on Appropriations: HUD-Independent Agencies Subcommittee; *Senate* Committee on Banking, Housing and Urban Affairs.

Subject Terms: Consumer Protection; Disclosure Statements; Interstate Land Sales; Land Subdivision; Sales.

Purpose: This system provides information as to the progress, status, and accuracy of developer's disclosure statements in the administration of the Interstate Land Sales Full Disclosure Act. The system also provides the basis for statistical records, budget justification and estimation, and followup functions. *Input:* Data transcription sheets on progress and status of developer's disclosure statements are sources of data. *Content:* Content includes interstate land sales, disclosure statements, and subdivision lots data in addition to State codes. *Output:* Updated Subdivisions, Monthly Catalogue Report, Monthly A61006 Report, and Overdue Facilities Report are issued. *Availability:* Output is for internal use only.

Agency Contact: Office of ADP Systems Development; HUD Bldg., Room 4158, Washington, DC 20410; (202) 755-5884.

DEPARTMENT OF THE INTERIOR

S00700-001

Accounting System.
OMB Funding Title/Code: Salaries and Expenses / 14-0102-0-1-306; Departmental Operations / 14-0108-0-1-306; Salaries and Expenses (Special Foreign Currency Program) / 14-0105-0-1-306; Litter Prevention and Cleanup / 14-5031-0-2-306; Working Capital Fund / 14-4523-0-4-306; Consolidated Working Fund, Office of the Secretary / 14-3901-0-4-306; Salaries and Expenses / 14-0107-0-1-306.
Congressional Relevance: *House* Committee on Agriculture; *House* Committee on Appropriations: Interior Subcommittee; *House* Committee on Interior and Insular Affairs; *House* Committee on International Relations; *Senate* Committee on Agriculture, Nutrition, and Forestry; *Senate* Committee on Appropriations: Interior Subcommittee; *Senate* Committee on Energy and Natural Resources; *Senate* Committee on Foreign Relations.

Subject Terms: Accounting Systems

Purpose: The system was established in 1970 to provide for the preparation and processing of reporting on accounting data on a timely basis. The major functions of this system are to edit transaction input, classify transaction input, and provide various accounting and management reports. *Input:* The data are derived from source documents initiated by or for the managers of the programs listed. *Content:* The master records consist of detailed transaction records and balance forward summary records which are matched once a month to provide required reports on general ledger control account balances, reimbursements, disbursements, collections, travel advances, accounts receivable, undelivered orders, accounts payable, and obligations by location and object class. *Output:* The major reports are: daily input central listings (hardcopy), monthly operating reports (hardcopy), and monthly fund central reports (hardcopy). The system is basically a unit record system with no meaningful query capability. *Availability:* Information is for internal use only.

Agency Contact: Secretarial Operations, Fiscal; 18th and C Streets NW, Washington, DC 20240; (202) 343-6648.

S00700-002

National Natural Resources Library and Information Systems (NNRLIS).
OMB Funding Title/Code: Departmental Operations / 14-0108-0-1-306.
Congressional Relevance: *House* Committee on Agriculture; *House* Committee on Appropriations: Interior Subcommittee; *House* Committee on Interior and Insular Affairs; *Senate* Committee on Agriculture, Nutrition, and Forestry; *Senate* Committee on Appropriations: Interior Subcommittee; *Senate* Committee on Energy and Natural Resources.

Subject Terms: Information Centers; Libraries; Natural Resources.

Purpose: The system provides library and information services to employees of the Department and its bureaus and offices. It also provides natural resources information to researchers from State, regional, and local governments and from the private sector. *Input:* Information is gathered from all sources of natural resources data. *Content:* The content consists of natural resources data as contained primarily in published materials. It covers current and retrospective periods, updated continually in many regular and irregular publishing cycles. It is concerned primarily with the United States, but foreign materials on natural resources are collected in large amounts. *Output:* The output includes the Catalog of the Natural Resources Library (cards and books), Libraries and Information Services Directory (annual), Union List of Serials (NNRLIS), and specialized bibliographies on demand. *Availability:* The data are publicly available and the source varies.

Agency Contact: Office of Library and Information Services; 19th and C Streets NW, Room 1152, Washington, DC 20240; (202) 343-5821.

S00702-001

Water Resources Scientific Information Center (WRSIC).
OMB Funding Title/Code: Land and Water Resources / 14-0115-0-1-301.
Congressional Relevance: *House* Committee on Appropriations: Interior Subcommittee; *House* Committee on Interior and Insular Affairs; *Senate* Committee on Appropriations: Interior Subcommittee; *Senate* Committee on Energy and Natural Resources.

Subject Terms: Abstracts; Information Centers; Natural Resources Conservation; Research; Water.

Purpose: The system disseminates scientific and technical information to the water resources community through a variety of services, including a twice-monthly abstracting bulletin, an annual catalog listing of ongoing projects, topical bibliographies, state-of-the-art reviews, and computer searches. *Input:* The system contains data from State water resources institutes, water-related U.S agencies, "centers-of-competence" in universities and elsewhere, secondary abstracting services, and foreign governments on exchange agreements. Input is in the form of abstract-index worksheets executed to WRSIC specification and accompanied by original document. *Content:* Content includes abstracted and indexed information dealing with water-related aspects of the life, physical, and social sciences, as well as related engineering and legal aspects of the characteristics, conservation, control, use, or management of water. It covers 1968 to the present, although earlier permanently valuable works are included. The coverage is worldwide, with English-language material predominating. The printed file is updated semimonthly; the machine-readable counterpart is updated monthly. *Output:* Output includes the Abstracting Bulletin (twice monthly, printed and machine-readable/searchable); indexes accompanying abstracting bulletin; special bibliographies (irregularly printed); catalog (annual, printed and machine-readable/searchable); computer searches (on demand, printout); and state-of-the-art reviews. *Availability:* The products are publicly available.

Agency Contact: Water Resources Scientific Information Center; 19th and C Streets NW, Washington, DC 20240; (202) 343-8435.

S00709-001

May Aerial Survey.
OMB Funding Title/Code: Resource Management / 14-1611-0-1-303.
Congressional Relevance: *House* Committee on Appropriations: Interior Subcommittee; *House* Committee on Interior and Insular Affairs; *House* Committee on Merchant Marine and Fisheries; *Senate* Committee on Appropriations: Interior Subcommittee; *Senate* Committee on Commerce, Science, and Transportation; *Senate* Committee on Energy and Natural Resources.

Subject Terms: Animal Population; Birds; Migratory Birds; Waterfowl; Wildlife

728.1 H687res SERIAL

Researcher's guide to HUD data

728.1 H687res