TECHNIQUE FOR A SURVEY OF LOW-RENT HOUSING NEEDS

Federal Works Agency
United States Housing Authority
Research and Statistics Division
Washington, D. C.

November 19, 1940

CONTENTS

		Page
I.	Introduction: Purpose and Method of the Survey	1
	Purpose and General Plan	1
	Determination of Area to be Covered	1
	Schedules to be Used	2
	Sequence of Survey Procedures	5
	Possible Variations in the Technique	5
	Publicity	9
	Confidential Nature of Individual Information	10
II.	Organization and General Procedure	11
	Organization	11
	Selection and Training of Personnel	14
	Supplies and Equipment	16
III.	Enumeration	19
	Preparation of Control Map	19
	Method of Enumeration	22
	Spot Checking	23
	Preliminary Checking of Schedules by Squad Leaders	25
	Daily Reports	27
IV.	Manual of Instructions for Enumerators	28
	Introduction	28
	General Instructions	29
	Plan of Enumeration	31
	Instructions for Filling Out Block Control Sheet	34
	Instructions for Filling Out Dwelling Schedule	41

	Page
V. Office Procedure, Editing and Coding Schedules, Tabulation and Mapping	50
Control Section	50
Filing Section	53
Editing Schedules	54
Coding Schedules	57
Tabulation	66
Mapping	96
Appendix	109
A. Sample Tabulations to be Prepared by the Survey	110
B. Sample Forms Needed in Conducting the Survey	128
C. Schedule of Deductions Where Furniture is Included in the Rent	139

I. INTRODUCTION: PURPOSE AND METHOD OF THE SURVEY

Purpose and General Plan

The general purpose of the Survey of Low-Rent Housing Needs is to determine the need for rehousing families living in substandard dwelling units in a given city, and to obtain sufficient information about these families to enable the local housing authority, in cooperation with the United States Housing Authority, to plan a program to meet their housing needs.

The Survey is designed to obtain factual data pertaining to the number of families living in substandard dwellings, the size of such families, their color or race, relief status, tenure, present rent, income received, and place of employment with reference to place of residence. A comprehensive analysis of these data will serve as a basis for formulating the immediate and long-term low-rent housing program. This analysis will assist in reaching conclusions on a number of problems, such as the number of units to be provided, income groups to be reached, rentals to be set, size of dwellings required, and, in a general way, the location of projects.

The general plan of the Survey is to designate within the city those sections in which slum and blighted areas are believed to exist, and to visit each dwelling unit within the sections selected for enumeration. Certain information relating to housing conditions will be obtained for each dwelling unit visited, this information to be listed on a form known as Form 1, Block Control Sheet. If the information thus obtained shows the dwelling unit to be substandard, a second form will be prepared, known as Form 2, Dwelling Schedule. If the dwelling unit is not substandard, the Dwelling Schedule will not be prepared.

Determination of Area to be Covered

The Survey should cover all slum and blighted areas of the community, including adjoining villages or unincorporated urban areas outside the city proper. Too much attention cannot be given to the problem of selecting the areas where housing conditions are largely substandard, since no other single phase of the investigation

is likely to influence the final results as much as the original selection of the area to be surveyed.

The simplest method of determining the areas in which the survey will be conducted is to mark on a map of the city the areas which are to be excluded from the survey. These will include areas in which there is no housing at all, such as tracts of vacant land, industrial or storage areas, retail and wholesale centers, parks, schools, etc., and areas in which there is known to be little if any substandard housing, as defined below. The latter will usually include parts of the city which have been developed very recently, and high class residential areas where the houses are in good condition. Areas in which it is believed there are only a few scattered substandard dwellings should also be excluded.

It is believed that slum and blighted areas to be surveyed may be selected so that by covering not more than half of all dwellings in the community at least 75 percent or 80 percent of the substandard dwellings will be enumerated. In communities with an extremely high percentage or wide scatter of substandard dwellings the Survey may have to be extended to more than half of the dwelling units in the city in order to reach 75 percent of the substandard. As soon as data from the Housing Census are available, it will be possible to evaluate in more precise terms the adequacy of the coverage of this survey, and if the project is still in operation the survey can be extended to include any additional areas found by the Census to contain a substantial number of dwellings in need of major repairs or lacking sanitary facilities.

A complete enumeration of all substandard dwellings within the area to be surveyed should be made in cities of less than 100,000 population. In larger cities sample enumeration varying from 10 to 50 percent may be sufficient.

Schedules to be Used

Form 1. Block Control Sheet

Within the area selected for enumeration, the enumerators will visit each residential structure and family dwelling unit, and obtain certain information

which is listed on the Block Control Sheet, a copy of which is found on the following page. One dwelling unit will be listed on each line of this schedule. It will be the duty of the enumerator to determine, from this schedule, which units are standard and which are substandard.

Generally speaking, a dwelling unit can be substandard for one of two reasons. Either the structure itself is in bad condition, or lacks proper facilities; or it is overcrowded. The Block Control Sheet will reveal at a glance whether either or both of these situations exist. If entries appear in any of the following columns on the Block Control Sheet, the dwelling unit is to be regarded as substandard:

Column 7 - Needs major repairs.
Column 8 - Is unfit for use.
Column 10 - No flush toilet, or shared toilet.
Column 12 - No bathing unit, or shared bathing unit.
Column 15 - No installed heating.
Column 16 - An entry of 1.51 or more persons per room.

For the convenience of the Enumerator in determining whether a dwelling unit is standard or substandard, the spaces for entries in all of these columns except Column 16 are enclosed in heavy black boxes.

Form 1 - Block Control Sheet

Enumerator _____

Date _____

Initials of Squad Leader _____

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

E.D. _____ Block No. _____

Sheet No. ____ of _____ Sheets

Number of Dwelling Schedules _____

LINE NO	St. Name	St. No.	Apt. No.	Residential Structure Data					Dwelling Unit Data												Code			LINE NO
						Condition			Toilet		Bath		Heat											
				Str. Type	No. of D.U.	Good or Min. Rep.	Maj. Rep.	Un-fit	Excl. Use	Shrd. or None	Excl. Use	Shrd. or None	Cent.	Oth. Inst.	Oth. or None	No. Rooms	No. Pers.	Pers. per Room	Mo. Rent	Race	Std.	Sub-std.	Adeq.	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	
1																								1
2																								2
3																								3
4																								4
5																								5
6																								6
7																								7
8																								8
9																								9
10																								10
11																								11
12																								12
13																								13
14																								14
15																								15
16																								16
17																								17
18																								18
19																								19
20																								20
21																								21
22																								22
23																								23
24																								24
25																								25
26																								26
27																								27
28																								28
29																								29
30																								30
31																								31
32																								32
33																								33
34																								34
35																								35
36																								36
37																								37
38																								38
39																								39
40																								40

Form 2. Dwelling Schedule

For all dwelling units determined to be substandard, as outlined above, the Enumerator will fill out a schedule known as Form 2, Dwelling Schedule. This form contains the basic information of the survey, since practically all tabulations are made directly from the Dwelling Schedule. A copy of this schedule is presented on the following page.

It should be stressed at this point that the Dwelling Schedules obtained in this survey are to be used solely for statistical purposes. They are not to be used, for example, for tenant selection, since it is desirable to make a separate investigation of families applying for dwelling units in the housing project.

Sequence of Survey Procedures

The general sequence of operations in the conduct of a Survey of Low-Rent Housing Needs is given below in simplified form:

List of Consecutive Operations

1. Organization and Training of Personnel.
2. Dwelling Enumeration by Enumerators.
3. Schedules Checked by Squad Leaders.
4. Schedules Checked by Checking Clerks.
5. Schedules Coded by Coding Clerks.
6. Final Inspection of Schedules.
7. Tabulation of Block Data.
8. Tabulation of General Tables.
9. Preparation of Maps.
10. Preparation of Final Report.

Possible variations in the Technique.

It is expected that the Block Control Sheet and the Dwelling Schedule as presented here will be adequate in most cases, and for this reason only minor revisions or enlargements should be necessary in specific surveys. It is realized that because of certain local conditions some additional data may be necessary for proper control and complete information. Some of the variations are discussed below. If variations in the technique or in schedules are desired, they should be discussed with the

Form 2. DWELLING SCHEDULE

SURVEY OF LOW-RENT HOUSING NEEDS

(City and State)

Street and No. _____

Apartment No. _____

Date _____

Enumerator _____

E. D. _____

Block _____

Line _____

Tenure _____

Contract Rent: _____

Furniture Included:

Yes ☐

No ☐

CODES

1. Income _____
2. Gross Rent
   a. Unadjusted _____
   b. Adjusted _____
3. Rent-Income Percent _____ %
4. Adequacy _____
5. Wages _____
6. Other Income _____

A. MEMBERS OF FAMILY

Line No.	Name (1)	Relation (2)	Sex (3)	Age (4)	Marital Status (5)	Color or Race (6)	Employ. Status (7)
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

B. INCOME

Line No. From Sec. A	Total Income (8)	Source of Income Last Twelve Months: Wages, Salaries, Commissions (9)	Profits from Business (10)	Income in Kind (11)	Pensions, etc. (12)	Insurance and Other (13)	Relief (14)	Weeks Employed (15)

Monthly Income from Lodgers

Total..... $ _____

For Rent Only $ _____

Present Relief Status

Relief..... ☐

Nonrelief..... ☐

C. UTILITIES

Item	Purpose: H (16)	L (17)	C (18)	HW (19)	Incl. in Rent: Yes (20)	No (21)	Cost if not in Rent (22)
1. Electricity							
2. Gas							
3. Coal, Coke, Wood							
4. Kerosene, Gasoline, Oil							
5. Water							

D. PRINCIPAL PROVIDER

1. Regularly Reports to Same Place of Work: Yes ☐ No ☐
2. Occupation _____
3. Industry _____
4. Location of Work _____

E. AUTOMOBILE

Does Family Own an Automobile?

Yes ☐ No ☐

119616

local housing authority and checked with the Regional Research Adviser of the USHA. If the variations are adopted, appropriate changes should be made in the Manual of Instructions to Enumerators. Certain changes may require revision of the Block Control Sheet or the Dwelling Schedule. Questions of such changes must be decided before these forms are printed.

(a) Definitions of a substandard dwelling unit. - There may be some variation in different localities in what is considered substandard on the basis of heating equipment. In Southern cities lack of certain heating facilities will not be sufficient to classify a unit as substandard, while in Northern cities it will be. In Northern cities, central heating or other installed heating will generally be considered sufficient, and other types of heating or no installed heating will be considered substandard. The latter is especially true in connection with wood frame buildings. For example, a wood building of three stories or more using stove heat may be considered substandard. If more information is desired on this point the Block Control Sheet may be expanded by inserting the following columns between columns 8 and 9, and changing other column numbers accordingly:

Residential Structure Data

Exterior Materials		No. of Stories
Wood	Other	No. of Stories
(9)	(10)	(11)

(b) Expansion of data concerning housing conditions. Other items may be desired to indicate substandard conditions, such as dwelling units in basements, rooms without windows, food preparation in bedrooms, etc. Columns can be added to the Block Control Sheet in a similar fashion if these items are desired. Also, some local authorities may desire to enlarge upon certain housing information. For instance, a city in which there are relatively few outside toilets but a large number of converted residences in which the toilet is shared may want to get specific information on the

extent of this problem. In this case, separate columns may be provided for "shared" and "none" under "toilet" and under "bath." A figure could be entered in the "shared" column to indicate the number of families sharing the facility. Similar expansions to secure other types of information may be made where desired.

(c) Family income data for families living in standard dwelling units. - In some communities the local authority may desire to obtain information on all low-income families living in the slum and blighted areas of a city, regardless of whether or not the family is living in a substandard dwelling unit. In such cases, the Block Control Sheet could be modified by adding two columns at the extreme right side of the sheet as follows:

Income	
Less than $1200	More than $1200

If an addition of this sort is made to the Block Control Sheet, a section should be added to the Dwelling Schedule showing why the schedule was made out, that is, whether the dwelling unit is substandard, or the family income is below $1200, or both. The income limit below which all families would be enumerated should be determined by the local housing authority after consulting with the USHA Regional Research Adviser.

(d) Citizenship of occupants of substandard dwellings. In many communities the question of citizenship may affect seriously the number of families eligible for occupancy in a USHA-aided project since non-citizens may not be accepted. In such communities it is desirable to obtain information bearing on this problem. This may be done by adding to Section A, Members of Family, of Form 2, a column headed "Citizenship" and entering on the line for each person the letters "C" or "A" to denote whether the person is a "citizen" or an "alien." If it is not desired to change the Form 2 a double entry may be used in Column 6, Color or Race, to denote both color or race and citizenship.

Preliminary data from the Survey should be released to the public from time to time, as they become available. However, no tabulations should be released until the figures have been thoroughly checked for accuracy, and the type of data released should be such that is not subject to misinterpretation.

Confidential Nature of Individual Information

In the entire conduct of a Survey of Low-Rent Housing Needs, effort should be made to emphasize that all information dealing with specific properties or persons will be held in the strictest confidence. All persons connected with the Survey will be sworn to secrecy and forbidden to give out any information collected by them. No lists of names or addresses are to be compiled for commercial purposes under any circumstances. It is of the utmost importance that the public understand that all information gathered will be made available in summary form only and that individual information will not be revealed or published in any manner whatsoever. It will never be used in connection with taxation or in any way which might be prejudicial to the individuals furnishing the information.

II ORGANIZATION AND GENERAL PROCEDURE

Organization

The organization of the survey will be determined by the number of employees, which will in turn depend on the estimated number of families to be enumerated. Suggestions on the labor requirements for each 1,000 families enumerated are given on the following page in Table A. A method of organizing the personnel is suggested in Chart 1, a copy of which follows Table A. This type of organization, subject to the limitations mentioned in the footnotes in Table A, is believed to be adequate for all but very large or very small projects.

Directly under the Survey Supervisor there are two Assistant Directors: The Enumeration Supervisor and the Office Manager. Under the Enumeration Supervisor are the Squad Leaders each of whom has charge of several Enumerators.

The Office Manager controls the following:

- Stenographer
- File Clerk
- Control Clerk
- Checking Section. This section is subdivided into two groups - Checking Clerks and Coding Clerks.
- Supervisor of the Tabulating Section
- Chief Draftsman of the Mapping Section

Enumeration, which is the major field operation, will be under the direction of the Enumeration Supervisor. Each group of Enumerators will be responsible to a Squad Leader, who in turn reports to the Enumeration Supervisor.

All the operations carried on in the office will be under the Office Manager, who will have charge of two general types of functions, administrative and operating. The administrative units are the Stenographer, File Clerk, and Control Clerk. The operating units are the Checking Section, Tabulating Section, and Mapping Section.

120698

Table A

Estimated Labor Requirements for a Survey of Low-Rent Housing Needs per 1,000 Substandard Dwellings Enumerated

Item No.	Operation or Position	Number of Schedules	Schedules Per Hour	Hours of Productive Time	Hours of Instruction	Total Man Hours	Scheduled Hours Per Month	Number of Man Months	Type of Personnel	Class
	Enumeration									
1	Enumerating Dwelling Schedules[A]	1,000	1.25	800	80	880	120	7.3	Enumerators	Int.
2	Spot Checking Enumeration[B]	200	1.25	160	20	180	120	1.5	Enumerators	Int.
3	Comparing Spot Check Cards with Original Enumeration	200	5.0	40	4	44	120	.25	Sr. Clerk	Sk.
4	Checking Block Control List[A]	2,000	18.0	110	10	120	120	1.0	Sr. Clerk	Sk.
5	Editing Dwelling Schedules	1,000	9.0	110	10	120	120	1.0	Sr. Clerk	Sk.
6	Transcribing and Checking Secondary Dwelling Schedules[C]	100	10.0	10	2	12	120	.10	Jr. Clerk	Int.
7	Coding Dwelling Schedules	1,100	15.0	75	15	90	120	.75	Sr. Clerk	Sk.
8	Tabulating Dwelling Schedules	1,100	10.0	110	10	120	120	1.0	Sr. Clerk	Sk.
9	Mapping	-	-	320	40	360	120	3.0	Draftsman	P. & T.
	Supervision and Office									
10	Survey Supervisor	For duration of Survey								
11	Field Manager[D]	For duration of enumeration								
12	Office Manager	For duration of Survey								
13	Squad Leaders[D]	For duration of enumeration								
14	Control Clerk	For duration of Survey								
15	File Clerk	For duration of Survey								
16	Stenographer	For duration of Survey								

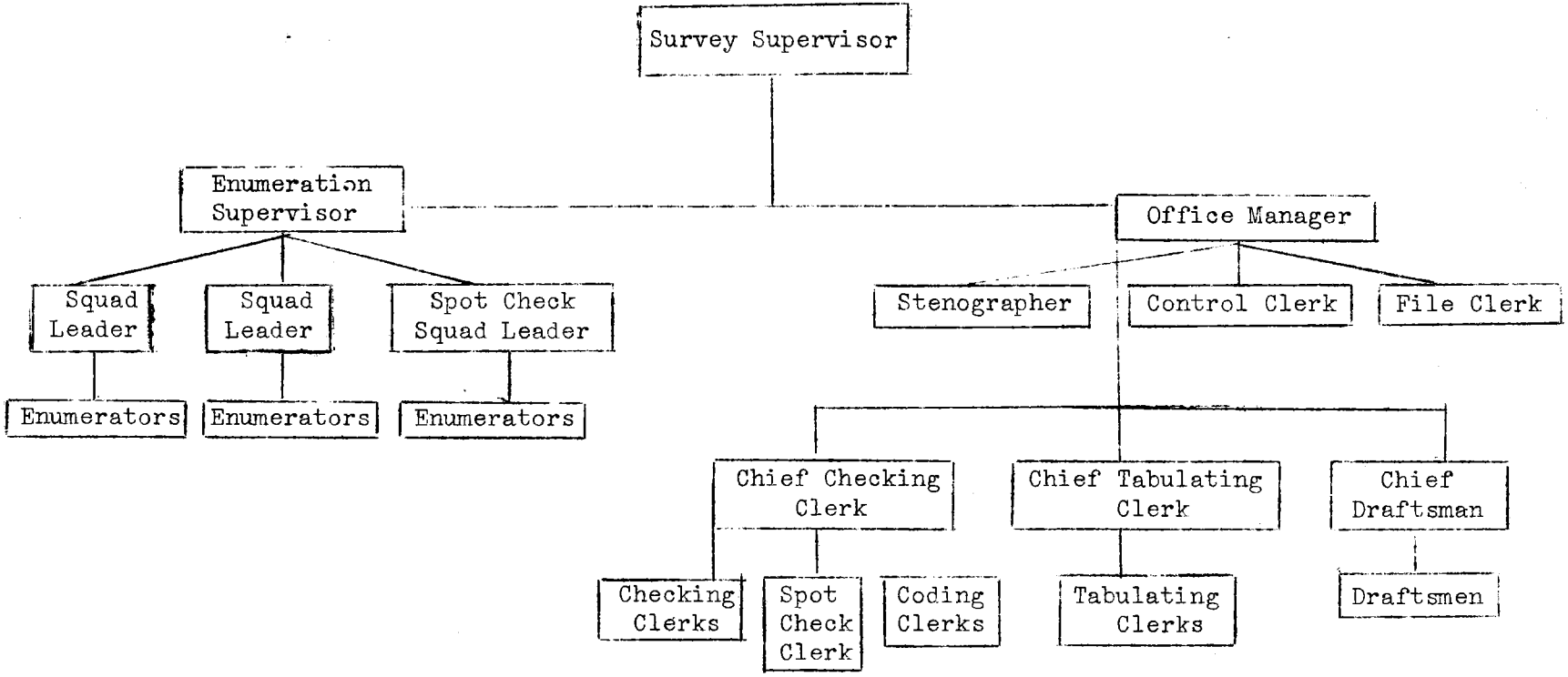
A/ The estimate of time required for this operation covers preparation of both the Block Control Sheet, on which all dwellings are listed, and the Dwelling Schedule for the substandard dwellings. For purposes of estimation, it has been assumed that about half of the dwelling units in the areas surveyed will be substandard; in other words, an enumerator may on an average make about 2,000 visits for each 1,000 Dwelling Schedules obtained.

B/ Assuming a 20 percent spot check for purposes of accuracy.

C/ Assuming 10 percent more families than dwelling units.

D/ The amount of supervision set up for any project will depend largely on the size of the Survey. (Broadly speaking, it is assumed that there will be one enumerator for about 250 families, or four enumerators per 1,000 schedules.) There should be one Squad Leader for each seven or eight enumerators. If there are more than three Squad Leaders, it will probably be desirable to employ a Field Manager, but where there are three or less the survey supervisor can probably handle the work himself.

CHART 1


Survey Supervisor
Enumeration Supervisor
Office Manager
Squad Leader
Squad Leader
Spot Check Squad Leader
Stenographer
Control Clerk
File Clerk
Enumerators
Enumerators
Enumerators
Chief Checking Clerk
Chief Tabulating Clerk
Chief Draftsman
Checking Clerks
Spot Check Clerk
Coding Clerks
Tabulating Clerks
Draftsmen

The various units which carry on their work in the office must be arranged as efficiently as possible in the space available. The Survey Supervisor should have an enclosed office, if possible. The Office Manager may be located in the main office space in order to be convenient to the various operations. The Mapping Section should be provided with large tables suitable for drafting and should be situated in a place where the light is particularly good. The Filing Clerk and files should be placed in a central location so as to be convenient to all the operating sections. The Control Clerk should be situated near the Office Manager. The Tabulating Section should be provided with large tables.

Selection and Training of Personnel

The WPA personnel should be selected in the first instance by the WPA assignment officer, subject to approval by the Survey Supervisor. It is advisable for the Supervisor or one of his subordinates to interview all personnel and pass on their qualifications.

Arrangements must be made with the local Work Projects Administration office as to the forms that must be filled out when persons are definitely accepted. Arrangements should also be made for keeping payrolls and making any other necessary reports to the Work Projects Administration.

When the final selections have been made, all persons employed in the Survey will be required to take an oath of office, pledging them to secrecy. A form for that purpose is found in the appendix.

The success of the project will depend largely on the preliminary training given the Enumerators and other personnel. It cannot be too strongly emphasized that they must be thoroughly acquainted with the entire technique and be trained in the best methods of obtaining the required information from the persons whom they are enumerating. The supervisory personnel should be engaged as far in advance of the enumerators and clerical staff as is permitted by WPA regulations, and acquainted with the nature of the work to be done.

The instruction of the Enumerators should begin with an afternoon meeting at which the entire staff should be present. The mayor or some other prominent official should address the meeting and stress the importance of the Survey and its value to the community. The Survey Supervisor should outline the general procedure, and explain the functions of the different workers. At the conclusion of the meeting each Enumerator should be given copies of Forms 1 and 2 and a set of the Instructions to Enumerators, and be requested to read and study these before reporting the next morning.

The next morning the Supervisor should give the enumerators a thorough schooling in the use of the various forms and in the meaning of the instructions. He should go over the entire set of instructions point by point, explaining and amplifying them. He should have large copies of Forms 1 and 2 made on a chart or blackboard, and as the instruction proceeds, he should demonstrate just how the forms are to be filled out.

In the afternoon he should continue his explanation of the instructions and answer questions on points that are not clear to the Enumerators. Each Enumerator should then be assigned to the group under the leadership of the Squad Leader who eventually is to direct him in the field. The Enumerators should continue their study of the forms and instructions under the guidance of the Squad Leaders, who should see that the Enumerators gain a thorough understanding of their work. Both the Supervisor and the Squad Leaders should stress the vital need for neatness, thoroughness, and accuracy of work.

Before they return on the morning of the third day the Enumerators should visit an actual block and fill out a copy of Form 1 for three or four dwelling units, including at least two substandard units for which a Form 2 is prepared. When the Enumerators return in the morning, these forms should be carefully examined by the Supervisor and the Squad Leaders, and mistakes and inconsistencies pointed out. Another general session should then be held, in which doubtful points can be cleared up and questions answered.

After the enumerators have filled out their trial schedules, the subsequent discussion of them will probably develop some variation of opinion as to the condition of the houses visited and how these conditions are to be classified. Much of the uncertainty on this point can be overcome if the training period is ended with a group field session on the afternoon of the third day. In order to conduct such a session, the officials of the project should select in advance a section of the area to be surveyed which best illustrates the housing conditions the enumerators are expected to encounter, and then determine how each of the residential structures is to be classified. The enumerators should be led through this demonstration area, either all in a body or in squads, and the classification of the condition of the various structures explained to them as they proceed. Such a procedure will serve to clear up many questions in the minds of the enumerators, and will help to introduce uniformity into the whole enumeration.

As soon as training is completed, each Enumerator should be sent to the field and should complete one block of the Survey. Immediately after the completion of the first block, Spot Checkers should be sent out to re-enumerate a number of the dwelling units covered by each Enumerator. Any Enumerator whose work is not satisfactory must be dispensed with. Additional meetings of the enumerators may be found necessary during the progress of the survey to clear up general questions and points of interpretation. Meetings of the supervisors should he held periodically to check up on the progress of the work.

It will be advisable to have the entire office staff read over all instructions and study all forms. They should also attend schools for the Enumerators. A thorough familiarity with the entire project will be necessary when they come to checking, coding and tabulating the material gathered.

Supplies and Equipment

The forms and schedules presented in this technique should be checked carefully by the Supervisor and the local housing authority to see whether they fit local conditions and terminology.

Wherever the words "City" and "State" appear in the headings of the various forms, the name of the City and State where the Survey is being conducted should be printed.

The number of copies of each form needed should be computed as closely as possible, and an allowance of at least one-third should be added for use in instruction, waste, etc. After the forms are printed it is advisable to keep the type standing in case extra copies are needed.

It will be necessary to provide an adequate supply of the Instructions to Enumerators for use in the Survey. In most cases these may be duplicated by mimeographing. Occasionally it will not be practical to print the instructions when a large supply is needed or where several communities in the same State are to inaugurate projects. Sufficient copies of each set of instructions should be provided so that each person engaged in that operation will have one. Extra copies will be needed to replace lost or worn sets.

About 10 percent of the Dwelling Schedules, Form 2, should be reproduced on buff or some color of paper stock or other than white. These will be required for transcribing information on secondary families. In cities with an unusually high incidence of doubling up more than 10% of the Form 2 schedules should be printed on stock other than white.

Forms will also be needed for daily reports from the Enumerators and Squad Leaders as well as various forms for use in the office. Suggested forms are given in the appendix to this technique.

It will be generally possible to borrow most of the necessary office equipment. Desks and chairs will be required. Draftsmen will need large drafting tables. For the work of tabulating and checking plain tables or trestle tables will be satisfactory. At least one typewriter will be necessary. Comptometers or adding machines will be of great advantage in tabulation. Filing cases and filing boxes will be needed for the various forms.

Several maps will be needed. Further discussion of maps will be found in the first part of the section on "Enumeration."

Before actual field enumeration begins, each Squad Leader should be supplied with a map showing him the area for which he is responsible.

Enumerators and Squad Leaders should be furnished with forms for their daily reports.

Folders for carrying forms and papers should be supplied to the Enumerators. It will be found convenient to use a heavy piece of press board at least 10½ x 16 inches (the size of the Block Control Sheet) with a stiff manila cover of the same size hinged with cloth on the left side. The Enumerators should also be provided with a heavy paper envelope of about the same size for holding extra forms. It will often be found convenient to number these folders on the outside with the Enumeration District numbers, and to paste a plan of the corresponding District on the inside cover.

III. ENUMERATION

Preparation of Control Map

The Draftsmen needed for the project should be secured at the earliest possible moment. They should be set to work at once on the preparation of the Control Map which is necessary before the enumeration can proceed.

It is important that the Control Map be prepared as speedily as possible following the definite approval of the Survey project, since enumeration cannot be started until the map is complete.

The best available map of the city should be secured. It should preferably be a black or blue line map with a while background and have a scale of about 500 feet to the inch. The City Surveyor's office can generally furnish such a map. It should, if possible, be free of all lettering except street names and should have no division lines or numbers. It is better if the map does not show alleys, except alleys which are to be treated as streets in the Survey. (For suggestions regarding the treatment of alleys refer to Section IV, Manual of Instructions For Enumerators.)

The map must show all areas to be covered in the Survey, including any areas to be surveyed outside the corporate limits. These suburban areas will eventually have to appear on the same map with the city itself. If, however, it is impossible at the beginning to secure maps of the suburbs on the same scale as those of the city, existing maps may be used for numbering blocks and starting Enumerators at work. The final map can be prepared later, showing clearly the corporate limits.

Four copies of the map selected will be required for immediate use. One map will be used as a master map, the other three will be cut up for the use of the Squad Leaders, Enumerators and Spot Checkers.

The Draftsmen should proceed to divide the selected areas into Enumeration Districts. If Enumeration Districts have recently been set up for the community by the Federal Census it may be advisable to use these same districts and numbers for the Survey of Low-Rent Housing Needs. The Regional Research Adviser should be consulted on this point.

If a system of districts is not available, however, it must be devised. Each Enumeration District should be a compact group of blocks. In residential districts the Enumeration Districts should be laid out so as to contain roughly 1,000 inhabitants. It is not necessary to spend too much time in getting the Enumeration Districts of exactly this size; only a rough approximation is necessary. If census figures by political subdivisions are available, or if the number of voters in precincts can be secured, these will furnish some guide in laying out the Enumeration Districts. As far as possible without too much trouble, it is advisable to group in each Enumeration District blocks of somewhat similar character.

In laying out Enumeration Districts blocks never should be split up. Suburban areas and areas within the corporate limits should never be combined in one Enumeration District; in other words, the boundaries of Enumeration Districts at the edge of the city should coincide with the corporate limits.

As soon as the Enumeration Districts have been finally chosen their boundaries should be marked plainly on the master map, and they should then be numbered. The Enumeration Districts in the entire survey area including the suburbs should be numbered continuously. Begin with number "1" in the upper left-hand corner of the map and number in sequence the top tier of Districts. When the right-hand side of the survey area has been reached, return to the left side of the area and number the next tier, and so forth.

Squad Leader Areas should be laid out and numbered in a manner similar to that described for Enumeration Districts. A Squad Leader area should contain approximately 7,000 to 8,000 inhabitants.

The boundaries of each block on the map should be clearly defined either by a street, railroad, river, or some other definite boundary line. In cases where an alley has definitely become a street, and where the properties fronting on the alley are known to be owned separately from those on the adjacent street, the alley itself should be treated as a street, and the areas on either side of it considered as separate blocks. In all other cases alleys should be neglected on the map.

Enumeration

The blocks should next be given numbers. Whenever a block numbering system has already been devised for the city, by the Census, City Assessor or City Engineer, or any other public body or private research group, it is desirable to use this numbering system rather than to prepare a new one. Note, however, that the numbering system must establish a separate serial number for each block in the city. Numbering systems in which the blocks are numbered by plats, and the same numbers repeated in each plat, cannot be used.

If no numbering system exists, the Draftsman can devise one in the following manner: Begin in the first Enumeration District and give number "1" to the block in the upper left-hand corner of that District. Number the top tier of blocks in that District; when the right-hand boundary of the District has been reached, return to the left and number the next tier. When the blocks in the first Enumeration District have all been numbered, go into the second Enumeration District and continue the block numbers in sequence beginning in the upper left-hand corner of the District. For example, if the first District contained 21 blocks, the first block in the second District should be numbered "22." Continue numbering the blocks <u>in one series</u> throughout the whole city, always proceeding from one District to the District of the next higher number.

The starting point and direction of enumeration must be marked on each block. The enumeration should start at the upper left-hand corner of each block, and a red dot should be placed there. Enumeration should proceed to the right, and a red arrow should be drawn in this direction. (See diagram in Enumerators' Manual.)

As soon as the master map is finished, three copies of it must be prepared. One will be cut up into the Areas assigned to the various Squad Leaders, one will be cut up into Enumeration Districts for use by the Enumerators, and the third will be for the use of the Spot Checking Section. It is important that the small maps of each Enumeration District have names on all the streets after they have been cut up.

As the Survey progresses, the Enumerators may discover discrepancies in the maps. These must be reported at once to the Chief Draftsman, and if possible one of the draftsmen should go to the District himself and clarify the matter. If this is not practicable, the Squad Leader must examine the situation and report to the Draftsman. The master map must be changed to correspond with actual conditions. If two or more blocks are found to exist where only one is shown on the map, correct the map and change the block numbering. If the original block number was 25, for example, number the actual blocks, 25A, 25B, etc. Where blocks do not actually exist, the map is to be corrected and the numbers abandoned. A list of all such changes must be kept.

Method of Enumeration

Eight to ten Enumerators should be assigned to each Squad Leader, one for each Enumeration District in his Area. In starting work each Enumerator should be given an Enumeration District. In general, Enumerators should be given Districts within a reasonable distance of their homes, but never should work in the Enumeration District in which they themselves live or in an adjoining one.

The Squad Leader should attempt to find a convenient location for his headquarters. In some cases it will be possible to shift this location from time to time in order that he may be located more conveniently for the Enumerators.

During the day the Squad Leader should circulate through the area being enumerated and inspect the work which the Enumerators are doing. He should check the Block Control Sheets to see that the enumeration is proceeding properly, and should inspect the Dwelling Schedules to see that they are being correctly filled out. At the beginning of the Survey the contacts with the Enumerators should be more frequent than later in the enumeration when the Enumerators are more experienced. He should arrange to be at his headquarters at a certain time during each day in case the Enumerators need to get in touch with him.

The Squad Leader must arrange to report at the Central Office once each day at a time specified by the Enumeration Supervisor. Completed forms and Daily Reports may be turned in at that time.

The Squad Leader will be called on from time to time to consult with the Spot Check Supervisor on the result of the spot check operations covering the Enumerators in his squad. When important inconsistencies arise the dwellings concerned are to be re-enumerated either by the Squad Leader himself or by one of the more competent Enumerators.

Occasionally it is not feasible to use the method of enumeration whereby an enumerator is assigned permanently to an enumeration district. In areas at the edge of the city, where houses are scattered over large distances, it may be more practical, in order to save on transportation costs, to have all the enumerators work in a given area at the same time. This is called the Block Enumeration Method.

Under the Block Enumeration plan all the Enumerators in the squad will work on adjacent blocks within one Enumeration District. When this Enumeration District has been completed, an adjoining District will be begun.

Under this plan the Squad Leader will assign work to the Enumerators at least two blocks at a time. The assignments should be made often enough so that each Enumerator will always have his next block assigned to him in advance, in addition to the block on which he is working.

Spot Checking

To insure the accuracy of enumeration some portion of the dwelling units must be re-enumerated and the results compared with the entries obtained during the regular enumeration. A greater portion of the enumeration should be spot checked at the beginning of the survey than later when the Enumerators have become more familiar with their work. Some spot checking, however, must be continued through the whole period of enumeration. The spot checking will be carried forward under the direction of the Spot Checking

Squad Leader who reports directly to the Enumeration Supervisor. The re-enumeration in the field will be done by a group of Spot Check Enumerators and the office work by Spot Check Clerks.

At the beginning of the Survey the Spot Check Squad Leader will select for spot checking the first block completed by each Enumerator and thereafter every second to fifth block as completed by the Enumerator. The frequency of spot checking should be adjusted within these limits in accordance with the quality of the work of the individual Enumerator. As the Survey progresses the spot checking need be less frequent.

The Spot Check Squad Leader will inspect the Enumerator's Production Record in the Control Section. These records will indicate the blocks for which each Enumerator has completed enumeration.

He will select the blocks for spot checking and enter the Enumeration District and block number of the selected blocks on a memoranda list. After the Spot Check Squad Leader has selected a block for spot checking, he will indicate this fact by a check mark next to the block number on the Enumerator's Production Record. This check mark will record the fact that the block has been selected for spot checking and will be useful in determining which of the later blocks completed by this Enumerator should be spot checked. Each day the Spot Check Squad Leader will prepare an assignment list of the blocks and addresses of substandard dwelling units selected for spot checking in each of the Spot Check Areas and turn these lists over to the proper Spot Check Enumerators. The Spot Check Squad Leader will be provided with a large rubber stamp reading SPOT CHECKED. He will have a number of cards stamped on their face with this stamp. These cards will be issued to the Spot Check Enumerators and used by them in their enumeration.

Each Spot Check Enumerator will receive from the Squad Leader a map of the area in which he is to operate. He will also receive an assignment sheet, indicating the blocks and substandard dwelling units which he is to spot check each day. He will be supplied with a number of blank Forms 1 and 2 on which SPOT CHECKED has been stamped with a rubber stamp.

Enumeration

In each designated block he should re-enumerate all of the addresses which have been assigned to him and approximately one-fifth of the remaining dwelling units, but never more than eight dwelling units in one block. The dwelling units selected for re-enumeration should be reasonably representative of the block. That is, if the block contains some apartments and some single family houses, he should re-enumerate some of each type of dwelling unit. In this enumeration he should follow the instructions given in the Manual of Instructions to Enumerators.

It should be pointed out that considerable tact will be necessary in conducting the spot check enumeration because of the fact that the same type of information has already been obtained once from the family. If any difficulty is encountered, a different family should be selected in order to avoid arousing any antagonism toward the survey.

When the spot checked cards are turned in, the Spot Check Squad Leader will route them to the Spot Check Clerk. It will be the duty of the Clerk to withdraw the original forms from the file and to compare all entries on the original forms with the corresponding entries for the same dwelling units on the Spot Checked forms. Any difference will be noted on the Spot Checked Forms and the forms will be routed to the Chief Checking Clerk. The Chief Checking Clerk will examine the indicated differences. When they are only minor in character, and the entries on the original forms are obviously in error, he should make the indicated changes with red ink on the original forms. If any significant differences are indicated he will take them up with the Spot Check Squad Leader, and when necessary the Squad Leader will have the differences checked in the field. After all checking is completed, the corrected original should be returned to the Filing Section and the Spot Checked forms should be placed in a special file in the Spot Checking Section.

Preliminary Checking of Schedules by Squad Leaders

The Squad Leader will receive each day from the Enumerators the Dwelling Schedules which have been completed during the previous day's work. These forms should be checked as quickly as possible. The Form 1

for each block will not be finally turned in by the Enumerator until the last of the Dwelling Schedules for that block have been completed.

As the schedules are turned in, each form should be checked for completeness in the heading and in the body. There should be an entry in every space where required, as stated in the Instructions to Enumerators. Any blanks should be discussed with the Enumerator. If an Enumerator cannot secure the information, the Squad Leader or one of the more competent members of the squad should make a further attempt to complete the form.

If the Squad Leader is thoroughly satisfied that the information is not obtainable, he may insert "NR" in red ink in the space where the information is not reported. In practically all cases, however, the data can be obtained in one way or another.

Each schedule should be scrutinized to reveal any obvious inconsistencies in the entries. The discussion of editing in Part V gives suggestions on which items should be checked.

The Squad Leader must perform also the following operations:

(1) He must check Form 1 against the Enumerator's map to see that the Enumerator has started at the correct point and gone completely around the block.

(2) He must see that the Enumerator has turned over to him the number of Dwelling Schedules called for in the heading of Form 1.

If the work on the block is satisfactory and complete, the Squad Leader should initial Form 1 in the space provided in the heading. He must then clip the Dwelling Schedules to Form 1 and send the pack to the Filing Section in the central office.

Daily Reports

A Daily Report will be required for each Enumerator, and in addition, a Daily Report will be prepared by the Squad Leader, summarizing the operations of his squad. Samples of the forms to be used for the Enumerator's and Squad Leader's Daily Reports are contained in the appendix to this technique.

Instructions for Enumerators

The next part of this Technique, Manual of Instructions for Enumerators, is designed as a unit so that it may be reproduced and each enumerator given a copy. It explains the functions to be performed by the enumerator and gives a detailed explanation of the various schedule and report forms. These pages should be duplicated so that a copy can be given to each person working on the survey, including enumerators, clerical and supervisory personnel.

IV. MANUAL OF INSTRUCTIONS FOR ENUMERATORS

Introduction

The Survey of Low-Rent Housing Needs described in this Manual of Instructions to Enumerators is designed to provide certain basic information on low-income families. This information is required for the planning of a low-rent housing program that will meet the needs of the families to be rehoused and covers such factors as family size, composition, race, and income. The housing program would be undertaken by the local housing authority, with the assistance of the United States Housing Authority.

Certain general principles must be followed in the planning of such a housing program and in its operation after it is completed. The problem of this survey, therefore, is threefold: (1) to locate the families living in substandard units in the community, (2) to determine what rents they are paying at the present time for these substandard units, as a guide to setting rents in the new project, and (3) to determine what income these families have, as a further guide in planning the project so that it will be adapted to the needs of the low-income groups which cannot obtain adequate housing for themselves in any other way.

This Manual of Instructions describes in detail the various steps in collecting the necessary information. A careful reading of this manual should answer most of the questions which will come up during the course of the enumeration. It cannot be emphasized too strongly, however, that accuracy is the keynote of this survey. Do not guess at any of the answers to the questions on the various schedules. If you are not sure as to the exact information desired, consult the manual, and if you do not obtain the proper answer from it, or are not sure as to how to interpret or classify certain items, consult your Squad Leader for the proper answer. Remember that the accuracy of the whole survey depends on the correctness of your enumeration, and that if the local housing authority is to make adequate plans for rehousing the low-income families of this community, it must have accurate information.

As a further check on the accuracy of your work during the course of the survey, spot check enumerators will revisit some of the families you have visited and make a second enumeration, which will be compared to the cards you have turned in. Any errors or discrepancies will be called to your attention so that you may avoid making the same mistakes again.

General Instructions

Organization of Survey.- The information required in this survey will be obtained by Enumerators. For every 7 or 8 Enumerators there will be a Squad Leader who will guide and direct them. The data thus obtained will be compiled into statistical tables by another group of workers. A Survey Supervisor will be in charge of the entire work in the city.

Instructions.- Every Enumerator must read and carefully observe the instructions contained in this pamphlet. Whenever any questions or difficulties arise as to the interpretation of any of these instructions, the Enumerator must get in touch with his Squad Leader immediately for further instructions.

Obligation to Secrecy.- Enumerators are forbidden to communicate in any way to persons other than the Survey Supervisor or his agents any of the information obtained in the discharge of their duties. Every person working on the survey will be required to take an oath of office pledging him to secrecy, and failure to keep this oath will subject the Enumerator to immediate dismissal and legal action.

Identification Card.- Each Enumerator will be provided with an Identification Card signed by the Survey Supervisor. This must be carried by the Enumerator at all times, and should be shown to anyone who asks the Enumerator to identify himself or who questions his right to perform any of his duties.

No Other Work Is to be Done by the Enumerator During the Survey.- The Enumerator is not allowed to combine his official duties in this survey with any other occupation, such as canvassing for directory publishers, soliciting subscriptions, or the sale or advertising of any article whatsoever. Any Enumerator who does not observe this regulation is subject to immediate discharge.

Delegation of Authority Forbidden.- No Enumerator is permitted to delegate any of his duties, or to permit or employ anyone to do for him any part of his work. The Enumerator must not permit anyone to accompany him or assist him in the performance of his duties, unless that person is specifically authorized to do so by the Survey Supervisor.

Conditions of Work.- All conditions of the Enumerator's work, such as remuneration and hours of work, will be explained by the Survey Supervisor before work is started.

Schedules and Supplies.- The Squad Leader will furnish his Enumerators with all necessary schedules, blank forms and other supplies. Each Enumerator will receive a map of his Enumeration District, and also a manila board folder and a large envelope in which to keep his papers.

Enumerators gathering data for the Dwelling Survey will use two forms:

Form 1 - Block Control Sheet
Form 2 - Dwelling Schedule

Detailed instructions for use of these forms are given later.

Each Enumerator must see that he has a sufficient supply of blank forms; no loss of time will be allowed because of lack of supplies.

General Methods of Filling Out Schedules.- All forms are to be filled in with black ink and each Enumerator must have a fountain pen for this purpose. Write legibly and keep the schedules neat and clean. Do not hurry. Be sure you know the proper entry and its proper place before putting it down so as to avoid erasing and interlining.

Procedure to be Followed in Case the Person Questioned Refuses to Answer.- Refusals to answer are generally the result of misunderstanding on the part of the person questioned. The purpose of the survey may be explained but extended conversations and arguments must be avoided. Explain carefully that all

information will be held in the strictest confidence. It will be used only in summary form, and individual information will not be revealed or published in any manner whatsoever. Emphasize particularly that no use will be made of this information in assessing taxes or in any way detrimental to the individual.

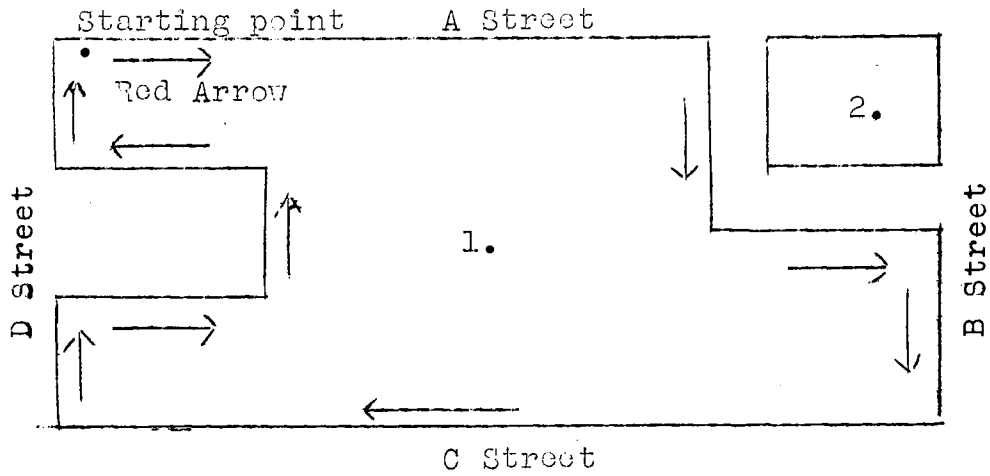
The Enumerator has no authority to enter any structure or dwelling unit against the will or without the permission of the occupant. If at any time information is refused, the Squad Leader should be consulted.

Daily Reports.- The Squad Leader will furnish the Enumerator with forms on which to make out a daily report. A report must be handed or sent to the Squad Leader each night covering the work accomplished that day. The payroll will be made up from these reports and failure to make a report will result in loss of pay for a day.

Plan of Enumeration

Blocks to be Enumerated.- The entire area to be enumerated has been divided into Enumeration Districts. Each Enumerator will be assigned to one district and will be furnished with a map of that district. The Enumerator is to have nothing to do with any blocks outside of his Enumeration District unless he is so directed by his Squad Leader.

Order of Enumeration.- In starting each block the Enumerator will start his work at the corner of the block marked with a red dot on the map and proceed around the block in the direction of the red arrow. Each block is to be considered as an island. The Enumerator will stick to that block and not cross the street. If the Enumerator comes to a court on which residential structures face and which opens into the block he will proceed into the court and go around it and come out again, continuing around his block to the starting point. As shown in the diagram, the Enumerator must continue around Block 1 and finish it before starting Block 2 or any other block.



Rear Structures.- In some cases several major structures stand one behind another on the same parcel of land. The one facing the street is to be considered as the front structure; all others are to be considered as rear structures and entered on Form 1 on the lines following the front structure. The street number of all rear structures must be followed by the letter "R" (Rear).

In general all structures on alleys are to be enumerated as rear structures. However, in blocks where there are a large number of structures which apparently front on an alley the Squad Leader should be consulted. The Squad Leader must determine whether, as a rule, the structures on the alley belong to the owners of front structures or are separately held. If the majority are separately held the Enumerator should be instructed to treat the alley as a street and consider as separate blocks the land on either side of the alley.

In some cases blocks are laid out on the map with alleys as one of the boundaries. These are clearly shown on the map as separate blocks, with separate block numbers and separate starting points, and are to be enumerated as separate blocks.

Complete and Accurate Information.- The Enumerator is required to make a thorough and complete canvass of his Enumeration District. It is his duty to

visit personally every residential structure and every dwelling unit on the blocks which he is to enumerate, and obtain the information required. The Enumerator must be sure to visit every business structure and inquire if any persons live in the building.

If the dwelling unit is occupied but the residents are not at home at the first call, return calls should be made later. If the Enumerator finds no one at home in two return calls the case should be reported to the Squad Leader. At the first call he must fill out the heading of a card for that dwelling unit, and retain this card for the later calls.

It is essential that all vacant residential structures and dwelling units be enumerated.- Information on vacant structures should be obtained if possible from the neighbors, or from the janitor in the case of an apartment building. Information on residential structures under construction should be obtained from the men working on the job or from neighbors. If for any reason the Enumerator is absolutely unable to obtain information he should report the case to his Squad Leader.

Completion of Work.- At the conclusion of each day's work the Enumerator must turn in to his Squad Leader all the cards which he has completed that day. He should retain any uncompleted cards, together with the Block Lists to which they apply, until he has fully completed the enumeration of the block. When all cards have been completed for a block he must turn in the Block Control Sheet, together with the cards which complete it, to his Squad Leader. The Squad Leader will check back all the cards for each block with the Block Control Sheet before he turns them in to the office.

Never hand in cards which lack any entries until you are satisfied that the information required cannot be obtained. All such cases must be called to the Squad Leader's attention.

Instructions for Filling Out Block Control Sheet Form 1

For each block the Enumerator is to enter on Form 1, Block Control Sheet, every major structure, whether it be residential or not. For each dwelling unit, entries are first to be made on the Block Control Sheet, Form 1; then if the dwelling unit is substandard, a separate Dwelling Schedule, Form 2, is to be made out for it. Be sure to enter all structures in their order on the block, even though you have to come back later to obtain information from the residents to fill out the separate Dwelling Schedules.

A new Block Control Sheet is to be used for each block. Never combine blocks on one sheet. There will ordinarily be sufficient space to enumerate all the data for a block on one sheet. If more than one sheet is necessary, write "(Continued)" in the bottom space of all sheets except the last.

Heading.- Fill in your name and the date or dates on which the enumeration is made. Be sure to fill in the number of the Enumeration District (E.D.) and the Block Number. If only one sheet is used for the block, fill in Sheet No. 1 of 1 Sheets; if more than one sheet is used for the block, fill in the number of the sheet in the first space, and the total number of sheets used in the second space.

When you have completed the dwelling survey of the block, fill in the number of Form 2, Dwelling Schedules, you have secured for the block.

Order of Listing.- The Enumerator will start on each block at the point indicated by the red dot on his map. If on the corner parcel there is a structure fronting on the street along which the red arrow runs (A Street) the Enumerator will make the detailed listing for that structure on the first line of Form 1. If on the corner there is a structure fronting away from the street along which the arrow runs (fronting on D Street) he will not describe the structure on the first line; it will be the last structure listed for the block and will be enumerated after he has gone all the way around the block.

Column 1. Street Name.- Enter vertically (from down to up) in this column the name of the street, avenue, road, or court, etc. When you have finished a street and have made an entry for the corner parcel, draw a heavy line across the first two columns to indicate that you are going to begin the frontage on a new street. If a structure on the corner parcel faces on the new street it should be listed as the first one on the new street. When the block is complete draw a double line and write "End of Block_____."

Column 2. Street Number.- If there is a major structure on the parcel of land which you are listing on any line, write in the street number in this column. If the structure has a series of numbers enter the first and the last with a dash between. For any rear major structures a separate line will be required; its street number must be followed by the letter "R" (Rear). Do not write in street numbers for land which is not built on or for the sides of corner structures.

Column 3. Apartment Number.- Enter here the apartment number for the dwelling unit being enumerated. Each dwelling unit, as defined below in the instructions for Column 5, will be listed on a separate line. If the dwelling units in the building are not numbered describe their location in the building, such as "Third floor front." Abbreviations (3 fl. frt.) may be used here.

Column 4. Type of Structure.- All major structures will be coded for type, as follows:

Code	Type
Res.	Residential
Nonr.	Nonresidential
Mix.	Mixed

Structures used exclusively or almost wholly for residential purposes will be coded "Res." This includes such residential types as one- and two-family dwellings that include no business units, plus multi-family dwellings with or without incidental business units.

The code "Nonr." will be entered for all structures which contain no dwelling units or which have small sections used for incidental dwelling purposes. This

will include commercial, industrial and other structures used entirely or almost exclusively for non-residential purposes.

Enter the code "Mix." for structures which combine residential with other uses, such as small retail establishments with living quarters in the same structure.

Column 5. Number of Dwelling Units.- By dwelling unit is meant a room or group of rooms intended to be occupied by one family or household as their home and where they sleep. Enter here on the first line for any structure the number of dwelling units in that structure. A residential structure may contain only one dwelling unit (single-family house) or several dwelling units (two-family house, apartment, etc.). In general a dwelling unit, when in a multi-family building, is closed off from the rest of the structure. Occasionally, however, part of a residential structure will be rented out to another family without their quarters being completely closed off. This will count as a separate dwelling unit only if this family has exclusive use of these rooms, including permanent cooking facilities, and is able to live a separate family life. Movable gas or electric plates do not count as permanent cooking facilities. (Note that quarters which are completely closed off do not require cooking facilities to qualify as dwelling units.) Rooms or groups of rooms rented out to roomers are not considered as dwelling units. A separate line will be made out for each dwelling unit, including dwelling units which are vacant or under construction.

Columns 6-8. Condition.- Make an estimate of the condition of the entire structure as far as you can from what you see in visiting the various dwelling units, and put a check mark in the appropriate column. "Good Condition or Minor Repairs" (Column 6) refers to structures which are in good condition or which, while structurally sound, need minor repairs such as painting, papering, stopping of small leaks, pointing up of masonry, etc. "Major Repairs" (Column 7) refers to structures in which parts such as floors, roof, plaster, walls, porches, framing, or foundation need major repair or replacement. A repair is major when its continued neglect will seriously impair the soundness of the

structure and create a hazard to its safety as a place of residence but which if made will put the structure in reasonably good condition. Record the building as "Unfit for Use" (Column 8) if you consider it unfit for human habitation, that is, if it is so obsolete or hazardous to the safety or health of an occupant that in your opinion it should be destroyed.

Structures which are under construction and are not yet ready for occupancy should be coded "U.C." Never count a structure in which persons are living as under construction; if work is progressing on such a structure count it as "Good Condition"; if work is abandoned but people are none the less living in the uncompleted structure count it as in need of "Major Repairs."

Columns 9-10. Toilet.- This column refers to indoor flush toilets. The toilet may be in a bathroom or in a separate room of its own. Check "Exclusive" if the toilet is located within the structure (not necessarily within the dwelling unit) and is for the exclusive use of the household occupying the dwelling unit being enumerated. Check "Shared" (Column 10) if the toilet is now shared with another household, or would be shared with occupants of a dwelling unit now vacant if that dwelling unit were occupied. Check "None" (Column 10) for indoor nonflush toilets such as chemical toilets, outdoor toilets of any sort, and privies.

Columns 11-12. Bath.- This column refers to bathing facilities, which include a bathtub or shower located within the dwelling unit or elsewhere within the structure, and supplied with piped running water, either hot and cold water or cold water only. If the bathing facilities are for the exclusive use of the household being enumerated, check "Exclusive." Check "Shared" (Column 12) if they are shared with another household, or would be shared with occupants of a dwelling unit now vacant if the unit were occupied. Check "None" (Column 12) if there are no bathing facilities. A portable tub should be checked "None."

Columns 13-14-15. Heat.- This refers to the principal equipment employed for heating this dwelling unit, not to incidental heating appliances such as

radiant heaters, etc. Column 13. Central Heat. - Central heat is furnished by a central furnace in which steam or hot water or hot air is piped to radiators in the various rooms in the dwelling unit. Pipeless furnaces depending on warm air circulation are also included in this category. Column 14. Other Installed.- This refers to heating equipment which is permanently installed in different rooms of the dwelling unit but which do not heat the dwelling unit from a central source. Arcolas, base burners, gas radiators, stoves, etc., are of this type. Column 15. Other or None.- This refers to dwelling units in which there may be fireplaces but no other heating equipment is permanently installed. If there are only fireplaces or portable kerosene stoves or electric heaters "None Installed" should be marked.

Column 16. Number of Rooms.- Enter the number of rooms in this dwelling unit. Kitchens and permantly enclosed sun rooms of substantial size count as whole rooms. Dinettes and kitchenettes each count as half-rooms, so that a combined kitchenette-dinette arrangement would count as one room. A dinette, or dining-space, which is part of another room would not be counted. Do not count bathrooms, pantries, closets, halls, or small enclosed porches as rooms. Do not count rooms in basement or attic unless they are finished off and regularly used as living quarters. Do not count any room which is used as a business unit.

Column 17. Number of Persons.- This means the number of all persons who regularly sleep here, whether they have their meals here or not. If there are children away at school or college, or other members of the household temporarily absent, they must be included. Servants who sleep in this dwelling unit, all roomers, and all members of extra families must be included. Do not count persons staying in the dwelling unit on a temporary visit, or those who merely have their meals here. If the dwelling unit is vacant, enter the letter "V" in this column.

Column 18. Average Number of Persons per Room.- The average number of persons per room is obtained by dividing the number of persons by the number of rooms. Thus a two-room apartment occupied by four persons would

be occupied by an average of two persons to a room. The average can easily be calculated by reference to the attached table.

Number of Persons	Number of Rooms							
	1	2	3	4	5	6	7	8
1	1	.5	.3	.2	.2	.2	.1	.1
2	2	1	.7	.5	.4	.3	.3	.2
3	3	1.5	1	.8	.6	.5	.4	.4
4	4	2	1.3	1	.8	.7	.6	.5
5	5	2.5	1.6	1.3	1	.8	.7	.6
6	6	3	2	1.5	1.2	1	.9	.8
7	7	3.5	2.3	1.7	1.4	1.2	1	.9
8	8	4	2.7	2	1.6	1.3	1.1	1

Column 19. Monthly Rent.- If this dwelling unit is occupied by an owner enter "OW" in Column 19. If this dwelling unit is occupied by a tenant who is paying or has agreed to pay a monthly rent, fill in the amount of rental which he has agreed to pay per month. In some cases he may actually be paying less than this figure, but the present agreed monthly rent should be entered. If this dwelling unit is occupied by a tenant who receives his quarters in exchange for services, or receives them without charge, fill in the monthly rental value of the quarters occupied by him.

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

Column 20. Race.- Enter "W" for White race; "Oth" for other races. Latin-Americans should be designated as White unless regarded in the community as belonging to a different racial group, in which case they may be designated as Latin-American by entering "LM."

Before entering "Oth" be sure that it represents a separate racial group rather than merely a distinction of national origin. "Russian," "Portugese," and "Italian" are nationalities of the White race and

should be designated as "W." "Negroes," "Chinese," "American Indian," "Filipino," "Hawaiian," "Hindu," et cetera, are to be considered as separate race distinctions and are to be entered as "Oth." In case of any reasonable doubt the racial classification of a person is to be determined by his generally accepted status in the community.

Columns 21-22. Code - Standard or Substandard.- After the Enumerator has filled out the Block Control Sheet this far, the next step is to determine whether the dwelling unit is standard or substandard. If the dwelling unit is standard place "X" in Column 21; if it is substandard place "X" in Column 22.

If the dwelling unit is standard, the enumeration is complete with the filling out of this line of the Block Control Sheet. If the unit is substandard, a Form 2, Dwelling Schedule, is to be filled out for the family, preferably in the same interview.

How to Determine Whether a Dwelling Unit is Substandard.- Generally speaking, a dwelling unit can be substandard for one of two reasons. Either the structure itself is in bad condition, or lacks proper facilities; or it is overcrowded. The Block Control Sheet will reveal at a glance whether either or both of these situations exist. If entries appear in any of the following columns on the Block Control Sheet, the dwelling unit is to be regarded as substandard:

Column 7 - Needs major repairs.
Column 8 - Is unfit for use.
Column 10 - No flush toilet, or shared toilet.
Column 12 - No bathing unit or shared bathing unit.
Column 15 - No installed heating.
Column 18 - An entry of 1.51 or more persons per room.

For the convenience of the Enumerator in determining whether a dwelling unit is standard or substandard, the space of all these columns except Column 18 are enclosed in heavy black boxes.

Column 23. Adequacy.- This column is to be left blank.

Instructions for Filling Out Dwelling Schedule - Form 2

If the Enumerator finds an occupied dwelling unit to be substandard, as defined above, he will proceed to fill out a Dwelling Schedule for the families living in the unit. Note that one schedule is to be made out for the entire dwelling unit. If there are extra families, or lodgers, or boarders, they are to be listed on the same Dwelling Schedule. If one schedule is not sufficient, use a second schedule. Identify each schedule in such cases by writing across the top "Schedule____of ____schedules," and staple them securely together.

Heading.- The identification items (E.D., Block and Line Number, Street and Apartment Number) are to be copied from the line on the Form 1, Block Control Sheet, corresponding to this schedule. The Enumerator's name, and the date of enumeration should likewise be entered in the heading. Under tenure, write "owner" if the unit is owned by the occupants. Otherwise write "tenant." The item "Contract Rent" is the monthly rent which the occupants have agreed to pay, and is the same figure which is listed in Column 19 in the Form 1, Block Control Sheet. If the contract rent includes furniture, enter an "x" in the box marked "Yes," otherwise put an "x" in the box marked "No."

Codes.- These spaces are to be left blank.

Section A. Members of Family.- Entries are to appear in this section for all occupants of the dwelling unit as indicated below.

Column 1. Name.- Enter here the names of all permanent residents actually living in the dwelling unit during the week ending with the Saturday preceding the day of enumeration. A "permanent resident" is a person whose usual sleeping place is in the dwelling unit and who has no other place of abode. When two or more related groups occupy a dwelling unit, it is essential that they be identified. Hence, the names of persons in the dwelling unit are to be entered in the following order: (1) the head of the entire dwelling unit; (2) his wife; (3) his children in the order of their ages, beginning with the eldest. Include all children living permanently in the house-

hold regardless of parentage or relationship. However, if any children of the head are themselves heads of family groups, or wives of other family heads, or have children of their own, they and their families are to be grouped together in listing the names. Other relatives, friends, lodgers, etc., are to be entered after all the families of the children of the head of the dwelling unit have been listed.

Names are to be printed rather than written in longhand. Enter the last name first, followed by the first name in full, and the initial of the middle name, thus: "JONES, RICHARD S."

Column 2. Relationship.- One person is to be designated as head of each group. In groups where man and wife are present regard the man as the head. In all other groups designate as head that person whom the other persons of the group regard as such. Always designate one person as head of the entire dwelling unit on the basis of the opinions of the occupants. The relationship of persons in each group to the head of that group should be designated. If there are two or more groups in the dwelling unit the relationship of the head of each secondary group to the head of the entire dwelling unit is also indicated.

Designate the head of each group by the symbol "H." For other members of the group indicate the relationship to the head by writing son, daughter, father, mother, aunt, nephew, lodger, partner, et cetera. For example:

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

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

Column 3. Sex.- Enter here the sex of the person, using "M" for male and "F" for female.

Column 4. Age.- Enter here the age in completed years at last birthday. In the case of infants less than one year old as of the date of enumeration, enter the age in completed months, expressed as twelfths of a year. Thus, the age of a child 4 months old is to be entered as "4/12." If the child is less than one month old, enter the age as "0/12."

Column 5. Marital Status.- The following symbols are to be used in indicating marital status:

"S" for a single (or unmarried) person (regardless of age).
"M" for a married person.
"Wd" for widowed (man or woman).
"D" for divorced (man or woman).
"Sp" for separated (man or woman). "Separated" means separated with the intention to live apart permanently.

Column 6. Color or Race.- Enter here the proper symbol designating color or race as given in the instructions for Column 20 of the Block Control Sheet. Ordinarily this will be the same for all persons in the dwelling unit and will be the same as that shown by the line for this dwelling unit on the Block Control Sheet. However, if any person in the unit is of a different race he should be so designated here.

Column 7. Employment Status.- Enter here in code the employment status (during the week ending with the Saturday preceding the start of enumeration) of each person, regardless of age. The entry is to be made in code, as listed and defined below:

Code Entry	Employment Status
GE	Gainfully employed
NP	Nonpaid family worker
RE	Seeking reemployment
1st	Seeking work for first time
NONE	Not working and not seeking work

Definitions:

GE: Gainfully employed.- Employed in private industry, for a regular government agency, or on a Works Program project at any occupation for which money or a money equivalent is received. (Do not enter "GE" for employment on a purely local relief project not conducted under the Federal Works Program.) Include persons in business for themselves. Include also persons having a job or engaged in business but who for some reason did not work during the week ending with the Saturday preceding the start of enumeration.

NP: Nonpaid family worker.- A wife, son, daughter, or other relative of the head of the family who works regularly without wages or salary in a family shop or store.

RE: Seeking reemployment.- An unemployed person who was gainfully employed at some time in the past and who was seeking work during the week ending with the Saturday preceding the start of enumeration.

1st: Seeking work for first time.- A person (not now gainfully employed) who is seeking work for the first time.

None: Not working and not seeking work.- Any person regardless of age who is not working and was not seeking work during the specified week. Enter "None" for housewives or homemakers keeping lodgers or boarders within the dwelling unit, and for retired persons, i.e., persons who once were employed but who are no longer working or seeking work. Also include under "None" persons physically unable to work, enrolled in school, etc.

Section B. Income.- These columns are designed to show all income of persons who received any during the year ending with the Saturday preceding the start of enumeration. Income for unattached lodgers need not be enumerated since they will not be included in the income tables to be prepared. The entries in each column are to be on an annual basis; that is, income is to be shown for the entire year, rather than for a week, or a month.

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

Line No. from Section A.- Transfer to this column the line number corresponding to the wage earner or other income recipient listed in Section A whose income is being listed in Section B.

Column 8. Total Income.- This column cannot be filled in until entries for Columns 9-14 on the same line are obtained. When the figures for Columns 9-14 have been entered total them and post the sum in Column 8.

All income items should be enumerated for the twelve-month period ending with the Saturday preceding the beginning of enumeration on the entire survey.

Note that income received from lodgers is not to be included in calculating total income.

Column 9. Wages, Salaries and Commissions.- Enter here (to the nearest dollar) the total earnings received as an employee in the form of wages, salaries, commissions, tips, bonuses, etc. Include earnings from employment in private industry or any public emergency program (WPA, NYA, CCC, local work relief, etc.). Include also in total money wages or salary any amounts which have been deducted for Social Security purposes (e.g., Old Age Insurance, Railroad Retirement, or Unemployment Compensation). Do not include the following: (1) Money received as unemployment compensation, direct relief, or charity, (2) income in kind, (3) money received for travel and travel expenses, (4) earnings of businessmen or professional persons.

Column 10. Profits from Business.- Enter here the total amount of net profits from business. By "net profits" is meant gross income from operation of the business less expenses of operation.

Do not include withdrawals of capital from the business, or withdrawals in the form of goods or services.

Column 11. Income in Kind.- Enter here the estimated value of all income in kind received as full or part payment for services rendered during the year ending on the Saturday preceding the start of enumeration. Do not include the value of groceries or other goods received as a form of relief; include the value of any items of payment in kind, such as the value of rent-free living quarters, food, clothing, pieces of furniture, household equipment, fuel, etc., received as remuneration for a job or services performed. Estimate value of meals on the basis of 50 cents for the principal meal (whether evening or midday) and 25 cents for other meals. Estimate the market value of other items of income in kind, including the value of all withdrawals of merchandise, or "stock-in-trade" of a business.

Column 12. Pensions, Etc.- Enter here the amount of money received in the form of pensions or retirement payments, and sums provided under special legislation. Pensions include such items as public and private old age pensions, aid to the blind, aid for dependent children, and aid to veterans. Workmen's compensation and unemployment compensation payments are considered as insurance and should not be included here.

Column 13. Insurance and Other.- Enter here payments received from matured annuity policies, workmen's compensation received to offset loss of salary or wages during the year, and unemployment compensation. Include any other regular nonrelief income which has not been included in Columns 9 through 12, such as alimony, regular periodic sums received from relatives or friends, interest, dividends, etc.

If the family owns real estate from which it collects rent, include only 40 percent of actual rental as income, in order to allow for the cost of operating the property.

Column 14. Relief.- Enter here the amount received from various direct relief agencies. This will include both income in cash and income in kind. Income in cash includes all payments made in cash, whether for food, rent, clothing, or any other item. Income in kind includes the approximate cash value of goods and services, such as food or food stamps, medical care, clothing, fuel, etc.

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

(1) Lump sum settlements of insurance policies.
(2) Settlement of legal claims for property damages.
(3) Lump sum settlements of claims on full or partial incapacitation.
(4) Inheritances and legacies not in the form of annuities, and windfalls (sweepstakes winnings, rewards, etc.).
(5) Irregular or occasional gifts from relatives or friends.
(6) Money received in the form of a loan.
(7) Money withdrawn from a bank account or investment.

No deductions are to be made for any losses of money or money equivalents.

Column 15. Weeks Employed.- Enter here the number of full-time work weeks during which the individual was employed in private, regular government, or Works Program employment during the year ending with the Saturday preceding the start of enumeration. A full-time work week is the number of hours locally regarded as a full-time week for the given occupation and industry. If it is not known how many hours should be regarded as a full-time work week, estimate the number of equivalent full-time weeks worked by assuming that there are 40 hours in a full-time week.

Income from Lodgers.- Entries should be made here for the average monthly income received during the year preceding the start of the survey from the renting of rooms in the same dwelling unit, either for light housekeeping, or to boarders and/or roomers. Enter first the total income from lodgers next to "Total." Then ascertain whether such income includes payment for items other than rooms, such as food or laundry. If it does, find out how much of this income may be attributed to the renting of rooms only and enter the sum next to "For Rent Only."

Present Relief Status.- Fill in this item only if the dwelling unit is occupied by a single family and there is an entry in Column 14. Determine how large a proportion of family income is from relief at the present time. If current income from relief amounts to 50 percent or more of all income now being received place a check in the box next to "Relief"; if it is less than 50 percent enter a check in the box next to "Nonrelief."

Section C. Utilities.- The purpose of this section is to indicate both the type of utilities used in the dwelling unit, whether or not the utilities are included in rent, and the cost of these utilities if they are not included in the rent.

Indicate the purpose or use of each utility or fuel, if it is used in this dwelling unit, by placing an "X" in the appropriate column or columns under "Purpose." "H" indicates heating; "L" indicates lighting; "C" indicates cooking; and "HW" indicates heating water. Thus, gas may be used for cooking and heating hot water. To indicate this, an "X" would be placed on the line 2 "Gas" in Column 18 and another "X" on the same line in Column 19.

Ascertain if each of the utilities is included in rent, indicating "Yes" or "No" by placing an "X" in Column 20 or 21. If the utility or fuel is not included in rent, determine the average monthly amount spent for it during the past 12 months and enter this figure under Column 22, "Cost If Not in Rent." In order to obtain the average monthly cost for those utilities used during part of the year only, for example, coal used for heating, it will be easier to obtain the information on an annual basis but to divide the annual figure by 12 in order to obtain the average monthly cost.

Section D. Principal Provider.- For the purpose of this Survey the principal provider is defined as the person who received the most income over the last 12 months. This is determined on the basis of the entries in Column 8 of Section B. If there is more than one family in the household, choose the principal provider in the first family.

Line 1. Regularly Reports to Same Place of Work.- Enter a check mark for "Yes" if the principal provider regards himself as regularly reporting to the same place of work. Check "No" for (1) persons who report to work at different locations, (2) building construction workers, such as painters and carpenters, and (3) persons employed on the Works Program.

Line 2. Occupation.- Enter here the customary occupation at which the person is employed. (Examples are: machinist, sales clerk, machine operator, typist, carpenter, and electrician.)

Line 3. Industry.- Enter here the type of company in which the person is employed. (Examples are: automobile factory, department store, laundry, insurance company, building construction, and printing office.)

Line 4. Location.- Enter here the street and number of the actual location at which the provider reports for work.

Section E. Automobile.- Indicate here whether or not the family owns an automobile. If more than one family is living in the dwelling unit, indicate whether or not each family owns an automobile, by entering additional boxes on the schedule, labeling them "H-1," "H-2," etc.

V. OFFICE PROCEDURE, EDITING AND CODING SCHEDULES, TABULATION AND MAPPING

During the early stages of the survey the bulk of the work will be enumeration, while the office work will be at a minimum and can probably be handled by a skeleton staff. As the survey proceeds, however, and the enumeration approaches completion, the field force will taper off and it will be necessary to build up the office force. It is advisable to transfer to the office at this point a number of the enumerators who have shown the most interest and proficiency in their work.

The functions which are to be performed by the office staff consist of several operations which are done separately but which must be carefully integrated in order to insure proper execution of the project.

As mentioned previously, the office functions can be divided into two types - administrative and operating. The administrative functions are control and filing, and are described in the first two sections of this part of the technique. These functions are carried on for the duration of the project. The operating functions are editing, coding, tabulating and mapping. These functions, with the exception of the last two, are undertaken as successive steps and are described in the order in which they will be performed.

Control Section

It is the function of the Control Section to maintain production records for the various processes of the Survey in order to prepare reports and charts summarizing progress, and to keep payroll records. The Control Clerk will report to the Office Manager. In large projects it may be necessary to assign an additional clerk to the Control Section. The number of records and reports which the Control Section will be required to maintain will be at the discretion of the Office Manager, Survey Supervisor and the Work Projects Administration. The following items are suggested. Forms for these items will be found in the appendix.

(1) Enumerator's Production Record. - The purpose of this record is to indicate the daily production of each Enumerator in brief form, and to specify the Enumeration District and block number of each block unit which the Enumerator completes. This will provide a reference for the Supervisor of the Spot Checking Section in the selection of blocks for spot checking.

In preparing the form for this record, the Enumerators should be grouped by squads, with the Squad Number and Squad Leader indicated at the head of each group.

The entries on the Enumerator's Production Record will be posted each day by the Control Section from the Enumerators' Daily Reports. These reports will be turned in to the Squad Leaders at the end of each day. After inspection by the Squad Leaders, the Daily Reports will be routed to the Control Section.

(2) Squad Production Record. - In order to keep close control over the production of each squad of Enumerators, the items from the Squad Leader's Daily Report of each Squad Leader will be posted on the Squad Production Record. This will also provide a convenient place for obtaining the totals to be entered on the Summary Report of Dwelling Survey Enumeration. A separate record form will be needed for each Squad.

The Squad Leader's Daily Report will be turned over to the Enumeration Supervisor by the Squad Leader. After the Dwelling Enumeration Supervisor has inspected the report, it will be routed to the Control Section which will post the proper items on the Squad Production Record.

(3) Summary Report of Enumeration. - The Summary Report of Enumeration is to be prepared at regular intervals, usually once a week. It will summarize the production of all the Enumerators during the period for which the report is made. Copies of this report should be provided to the Survey Supervisor and the Enumeration Supervisor.

(4) Block Progress Chart. - A Block Progress Chart should be maintained by the Control Section, indicating for each block unit to be covered in the Survey the various steps in the Survey procedure which have been completed.

This Block Progress Chart will be arranged with one line for each block unit. The blocks should be grouped serially by Enumeration Districts. The columns will be headed with the names of the various steps in the Survey procedure, from enumeration to the general tabulation. As each of these steps is completed for that block, this will be indicated on the Block Progress Chart.

The entries on the Block Progress Chart will be posted from the charge slips which are routed to the Control Section by the Filing Section at the completion of each step in the procedure. The charge slip will indicate the Enumeration District and block number, and the number of the procedure which has been completed. The Control Clerk will locate the proper line and column and enter the date of completion in the appropriate square. The entry in the column headed "Number of Forms" will be procured from the first charge slip for each block. The figure will be entered on the charge slip on the line labelled "Operation Completed." All postings should be made promptly so that at any time the Survey Supervisor or the Office Manager can ascertain the exact degree of progress.

(5) Production Maps and Graphs. - During the course of the Survey, it will be very effective to maintain charts and graphs indicating the progress of the various operations. As an example of this type of presentation, a Production Map may be utilized. Procure a blank map of the city, and as the completion of the enumeration for each block is reported, that block may be colored in on the map.

(6) Payroll Records and Progress Reports. - It will be the duty of the Control Section to maintain such payroll records as are required by the Office Manager and the Work Projects Administration. The payroll records for the Enumerators and Squad Leaders may be made up from the Enumerators' Daily Reports and the Squad Leaders' Daily Reports. In the case of the other employees of the project, daily attendance reports should be made to the Control Section by the Supervisors of each group. The Control Section will work in cooperation with the project timekeeper in the preparation of the necessary WPA records.

Filing Section

In order to check properly the completeness of enumeration and to exercise control over checking, coding, tabulation and mapping it is necessary to establish a Filing Section. After enumeration has been completed for a block the forms are routed to the Filing Section, and at all times thereafter these forms must be in the Filing Section, or the Filing Section must have a definite record of where they are located.

After enumeration is completed and while the forms are in process of checking and coding, the forms are retained in the file by blocks. Throughout this procedure a Block Face Card should be retained with the forms for the block, and whenever the forms are withdrawn from the file, a Charge Slip must be filled out and held in the Active File. Suggested forms for the Block Face Card and the Charge Slip will be found in the appendix.

When the Form 1 and enclosed Forms 2 for a particular block are received in the office from the Squad Leader, they should be routed to the Filing Section, and a Block Face Card prepared. The File Clerk should enter in the heading of this Block Face Card the Enumeration District number, block number, number of sheets of Form 1 and number of Form 2 Schedules for the block. In addition, the File Clerk should enter the name of the Squad Leader and the date opposite "Enumeration Completed" on the Block Face Card. He should then fill out a Charge Slip indicating the Enumeration District number and the block number, and enter the name of the Squad Leader opposite "Out of File to: Name." He should also enter the date received opposite "Returned to File: Date." After "Operation Completed" he should enter "1," indicating that enumeration is completed, and the number of Forms 2 for the block. This Charge Slip then should be sent to the Control Section and the Block Face Card should be attached to Forms 1 and 2 and placed in the "Ready for Checker" file.

A Charge Slip must be filled out and placed in the Active File every time any forms for a block are withdrawn from the Filing Section. Whenever any Forms are issued from the file, all of the Forms and the Block Face Card for the Block must be issued as one group.

FILING SECTION PROCEDURE FOLLOWING RECEIPT OF FORMS		
Forms Received by Filing Section	"Operation Completed" Number to Be Entered on Charge Slip	File Into Which Forms Should Be Placed
Operation Completed		File
Enumeration Completed	1	Ready for Checker
Checked, Not Approved - Checker	2	Return to Squad Leader
Corrected for Checker - Squad Leader	3	Return to Chief Checking Clerk
Checked, Approved - Checker	4	Ready for Coding
Coded	5	Ready for Code Checking
Coding Checked	6	Final Inspection
Final Inspection	7	Tabulation

When the forms are returned to the Filing Section, the File Clerk will enter the Operation Number indicating the operation completed on the "Operation Completed" line and the date on the "Returned to File: Date" line of the Charge Slip. The numbers assigned to the Operations are indicated in the "'Operation Completed' Entry to be Made on Charge Slip" column of the chart which is presented on the preceding page. The Charge Slip then should be routed to the Control Section and the forms placed in the proper file.

During the processes of checking preparatory to coding, tabulation and mapping, the forms will be routed through the various files indicated in the chart. In each case the forms for a particular block will be withdrawn from a file, charged out and returned with an operation completed; the number of the operation completed will be entered on the Charge Slip, the Charge Slip will be routed to the Control Section, and the forms will be placed in the proper file next in order.

Editing Schedules

After enumeration has been completed for any block and the Filing Section has prepared a Block Face Card for the forms for that block, Forms 1 and 2, together with the Block Face Card will be placed in the "Ready for Checker" file, and charged out to the Checkers, as needed.

The operation of checking will be performed by Checkers and will be under the supervision of a Chief Clerk. In addition to supervising the Checkers, the Chief Clerk will inspect all forms containing apparent errors, as indicated by the Checkers, and either correct the errors or route the forms back to the Squad Leader.

No changes on schedules are to be made by the clerk. If he discovers any discrepancies, he should make a note on the back of the card in pencil.

The Checker should see that the heading of Form 1 is complete. The following entries must be in the headings:

(1) Name of Enumerator

(2) Date of Enumeration

(3) Initials of Squad Leader

(4) Enumeration District Number

(5) Block Number

(6) Sheet Number and Total Number of Sheets of Form 1

(7) Number of Dwelling Schedules

No entries should appear elsewhere in the heading.

The number of Form 2 Schedules should agree with the number in the heading of Form 1.

The street numbers in Column 2 should be checked to see that they run in sequence. This is not a positive check but, in general, the street numbers should run in sequence.

Structure type (Column 4) should be indicated by the appropriate code, not by an "X." Number of dwelling units (Column 5) should be given, and should correspond to the number of units listed for the structure. There can be only one entry for Condition (Columns 6-8). Likewise there can be only one entry for Toilet (Columns 9-10), Bath (Columns 11-12) and Heat (Columns 13-15). Number of rooms, number of persons, and average number of persons per room (Columns 16, 17 and 18 respectively) should be given by figures, and the editor should recalculate the average number of persons per room. Monthly rent should be the contract rent, and, for substandard units, should be the same as shown on the Form 2, Dwelling Schedule. The editor should also check to determine whether the dwelling unit has been correctly coded standard or substandard (Columns 21 and 22). This can be done by glancing at Columns 7, 8, 10, 12, 15 and 18. Entries in these columns will indicate substandard units.

Each Form 2 should first be checked against the heading and the corresponding line on Form 1 to see that the entries are consistent. The heading items should be

the same as on the Form 1 sheet, and the contract rent and number of persons in the dwelling unit should correspond. Checking the schedule internally, the editor should make sure that entries are properly made in Section A, that heads of groups are properly designated as indicated by names and relationship, that the entries made in Section B add up properly to the total, and that any income from lodgers has not been included. Section C should be examined to see that entries are consistent. If a utility is used it must either be included in rent or there must be a cost reported. If a cost is reported it must be given on a monthly basis.

If the editor is satisfied that all the schedules are properly filled out, he will enter his name and the date opposite "Checked, Approved - Checker" on the Block Face Card and return them to the Filing Section. Otherwise he will indicate on the Block Face Card that the schedules are not approved, and return them to the Chief Checking Clerk.

When the forms for a block containing errors are received by the Chief Checking Clerk, he will review the indicated errors. If he feels that it is possible to correct the errors in the office, he will make the change in RED INK. He should not make too many assumptions in the correction of errors. If there is the least doubt as to the proper correction of any entry on the forms, the Squad Leader should be required to recheck the item.

Coding Schedules

After the schedules have been checked, they must be coded in preparation for tabulation. Both the Block Control Sheets and the Dwelling Schedules will be coded. All codes will be entered in red.

The Block Control Sheets will be coded to show the adequacy of each substandard dwelling unit visited, the appropriate code number being entered in Column 23. The code for each adequacy group, and the columns on the Block Control Sheets which indicate the dwelling units falling into that group, are as follows:

Code Number	Adequacy Group	Columns Indicating This Group
1	Unfit for use; lacks private flush toilet and bath	8, 10, 12
2	Unfit for use; has toilet but no bath	8, 9, 12
3	Unfit for use; has toilet and bath	8, 9, 11
4	Needs major repairs; lacks private flush toilet and bath	7, 10, 12
5	Needs major repairs; has toilet but no bath	7, 9, 12
6	Needs major repairs; has toilet and bath	7, 9, 11
7	Does not need major repairs; lacks private flush toilet and bath	6, 10, 12
8	Does not need major repairs; has toilet but no bath	6, 9, 12
9	Substandard for other reasons	Entry in Column 15, and/or entry of 1.51 or more in Column 18

Coding the Dwelling Schedules consists of fifteen steps, which are, in the order performed, as follows:

(1) Code for adequacy of dwelling unit.

(2) Code for number of households in the dwelling unit.

(3) Prepare supplementary schedules for extra families.

(4) Code for type of household.

(5) Code for number of persons in household.

(6) Code for number of persons in family.

(7) Code for race.

(8) Code for relief status.

(9) Code for annual family income.

(10) Code for monthly cost of utilities.

(11) Code for monthly gross rent.

(12) Code for monthly contract rent.

(13) Code for rent-income ratio.

(14) Code for annual family wages.

(15) Code for other income.

Before any codes are entered on the schedule for a given block arrange the schedules in order by line number. This will facilitate the transcriptions from the Block Control Sheet. The coding steps are now discussed in the order mentioned above.

(1) Adequacy of Dwelling Unit. - This step consists of transferring the adequacy code for the dwelling unit from the Block Control Sheet (Column 23) to Item 4 in the code box in the upper right-hand corner of the Dwelling Schedule.

(2) Number of Households in the Dwelling Unit. - The number of households in the dwelling unit will be indicated by Section A, Column 2, "Relationship," in which the head of each household is designated by the letter H. If there is only one household, the entry H(1) will be the only entry designating a head. If there is more than one household, there will be additional entries, such as H(2), H(3), etc. If there is only one household in the unit, the code letter A should be placed in Column 1 of Section A to the left of the word "Name." If there is more than one household, the letter B should be entered in the same place.

(3) Supplementary Schedules. - An additional Dwelling Schedule of a different color must be prepared for each of the extra households indicated on the B schedules. The coder will transcribe to the supplementary schedule all the members who belong to one secondary household, and will make as many supplementary schedules as there are extra households. All other information will be transcribed from the original B schedule to the supplementary schedule with the following exceptions: "Contract Rent" in the heading of the schedule, Items 1, 2, 3, 5 and 6 in the code box, and Sections C and D. After the supplementary schedules have been completed, the coder will draw a circle around that entry in Column 2 of Section A which indicates the head of the specific individual household to which that schedule refers, i.e., on the first schedule H(1), on the second schedule H(2), on the third schedule H(3), etc. All subsequent coding operations will be performed on the supplementary as well as the original schedules, except where the code refers to items not appearing on the supplementary schedule.

(4) Type of Household. - The purpose of this step in coding is to distinguish between family and nonfamily households. A family household is a group of related persons sharing the same dwelling, usually a husband, wife and children. A nonfamily household is a single person or a group of nonrelated persons sharing the same dwelling. In households containing more than one group the classification of the main group applies to all groups in the household. Family households will be indicated by the letter F in Column 2 above "Relationship," and nonfamily groups by the letters NF in the same place.

(5) Number of Persons in Household. - A circle should be drawn around the number of the line in Section A that is used for the last person in the household. For example, if six persons are listed, one on each line, encircle line number 6.

(6) Number of Persons in Family. - The coder will next determine from Column 2, "Relationship," the number of persons exclusive of lodgers who are attached to the household of the head to whom that particular schedule refers. On all original schedules, this will be H(1). On supplementary schedules it will be H(2) or H(3), etc. The number of persons thus defined should be entered in Column 1 to the right of "Name."

(7) Race. - A circle should be drawn around the entry for race in Section A, Column 6, for the head of the household to whom the schedule refers.

(8) Relief Status. - This item is to be coded only for dwelling units occupied by a single family. For the purpose of the survey a family is considered a relief family if either or both of the following are true:

(a) 50 percent or more of the family income during the last twelve months has been from relief.

(b) 50 percent or more of present family income is derived from relief.

The first factor can be checked by determining the relation between the figures in Column 14 and those in Column 8, the second by observing the entry for "Present Relief Status."

If the family is a relief family according to the above definition draw a circle around the word "Relief" in Column 14. Otherwise enter "NR" above the word "Relief."

(9) Annual Income. - The amount of income to be entered in the code box next to Item 1, "Income," is the total income available (with the exception of income from lodgers) to the specific family or nonfamily group to which this schedule refers. This figure will be the

sum of all income payments received by the head of the group as listed in Column 8, "Total Income," together with the income of any other related members of that group. Note that on the type B schedules, income is to be computed for each family or nonfamily group by itself, and entered on the proper schedule. The income thus determined is to be entered in the box for "Code: Income," and a code number (encircled) assigned to it as follows:

Code Number	Annual Income
1	Less than $100
2	$ 100 - 199
3	200 - 299
4	300 - 399
5	400 - 499
6	500 - 599
7	600 - 699
8	700 - 799
9	800 - 899
10	900 - 999
11	1000 - 1099
12	1100 - 1199
13	1200 - 1299
14	1300 - 1399
15	1400 - 1599
16	1600 - 1799
17	1800 - 1999
18	2000 and over
19	Not Reported (NR)

(10) Monthly Cost of Utilities. - Add up all entries in Column 22 of Section C and enter the sum to the right of the word "Utilities" in the title of Section C.

(11) Monthly Gross Rent. - The monthly gross rent, that is, the total expenditures of a family for shelter, including shelter rent and utilities, is the next item to be coded. The figure for Item 2a in the code box, "Gross Rent - Unadjusted," is determined by adding to the contract rent, shown in the heading of the schedule, the sum, if any, appearing to the right of the word "Utilities" in the title of Section C. If the contract rent includes furniture, an amount equivalent to the value of the furniture must be deducted from the contract rent before the expenditures for utilities are added to

obtain the gross rent. These deductions are to be calculated according to a schedule prepared by the Survey Supervisor. (Suggestions for preparing this table are presented in Appendix C to this technique.) When the unadjusted gross rent has been computed enter the figure next to Item 2a in the code box.

An entry for Item 2b, "Gross Rent-Adjusted," must be computed for all dwelling units occupied by a single family with lodgers. It is calculated by deducting from the unadjusted gross rent the income from lodgers that is "for Rent Only." When the adjusted gross rent is computed enter the figure next to Item 2b in the code box.

The appropriate code number (encircled) is to be entered to the right of each type of gross rent in Items 2a and 2b, showing for the respective rent figure the class in which it falls. The codes are indicated in the following table:

Code Number	Monthly Gross Rent
1	Less than $2.50
2	$ 2.50 - 4.99
3	5.00 - 7.49
4	7.50 - 9.99
5	10.00 - 12.49
6	12.50 - 14.99
7	15.00 - 17.49
8	17.50 - 19.99
9	20.00 - 24.99
10	25.00 - 29.99
11	30.00 - 39.99
12	40.00 and over
13	Not Reported (NR)

(12) Monthly Contract Rent. - Monthly contract rent is shown in the heading. In coding contract rent, use the above code classification. It applies equally well to contract as to gross rent. Enter the code to the right of the figure for contract rent and encircle it.

(13) Rent-Income Percent. - After the monthly gross rent and the annual income have been determined, it is necessary to calculate the rent-income percent, i.e., the percentage of its income that a family pays for gross

rent. This will be done only for dwelling units occupied by a single group, with or without lodgers. To obtain this figure multiply the monthly gross rent, as in 2b (or 2a if there is no entry for 2b) in the code box, by 12 and then divide the annual gross rent by the annual income. Thus, if the family income were ₱1200 a year, and the monthly gross rent ₱25, the annual gross rent would be ₱300 and the rent-income percent 25.0 percent. When the rent-income percent is computed enter it on the line for Item 3 in the code box. If either the gross rent or the income is not given the entry for "Rent-Income Percent" will be "NR" (for Not Reported).

The appropriate code number (encircled) should be entered to the right of the ratio. The codes are indicated in the following table:

Code Number	Percent
1	Less than 10%
2	10% - 14.9%
3	15% - 19.9%
4	20% - 24.9%
5	25% - 29.9%
6	30% - 34.9%
7	35% - 39.9%
8	40% - 44.9%
9	45% - 49.9%
10	50% - 59.9%
11	60% and over
12	Not Reported (NR)

(14) Annual Wages. - The amount of wages to be entered in the code box next to Item 5, "Wages," is the total wages available (with the exception of wages of lodgers) to the specific family to which this schedule refers. This figure will be the sum of all wages, salaries or commissions as shown in Column 9 received by the head of the family and any other related members of that family. Note that on the type B schedules, wages should be computed for each family by itself, and entered on the proper schedule. The wages thus determined should be entered in the code box next to Item 5, and a code number (encircled) assigned to it as follows:

Code Number	Annual Wages
1	Less than $100
2	$ 100 - 199
3	200 - 299
4	300 - 399
5	400 - 499
6	500 - 599
7	600 - 699
8	700 - 799
9	800 - 899
10	900 - 999
11	1000 - 1099
12	1100 - 1199
13	1200 - 1299
14	1300 - 1399
15	1400 - 1599
16	1600 - 1799
17	1800 - 1999
18	2000 and over
19	Not Reported (NR)

(15) Other Income. - Compare the amount of annual wages, entered next to Item 5, with the amount for annual income, as entered next to Item 1. If the income exceeds the wages by less than $50, enter the number "1" next to Item 6. If income exceeds wages by $50 or more, enter the number "2" next to Item 6. If the entry for Item 1 and/or 5 is NR, enter "3" next to Item 6.

Tabulation

Summaries of the data collected will be presented in a set of tables which show the interrelationships of certain important housing characteristics. The majority of these tables are based on the groups of people residing in the dwelling units covered; the remainder apply to the dwellings directly. The prescribed tables, of which there are 16, will be found in Appendix A.

Most of the tables contain separate sections for different racial groups. In general, such tabulations will be made for only two races, "White" and "Other," the latter composed largely of Negroes but including all groups in the nonwhite category. In localities where there is a third racial group of considerable size, such as Mexican, which had been so designated in the enumeration, there should be tabulations for three racial groups rather than two. Adjustments in table forms will be necessary in such cases. The Research Adviser of the United States Housing Authority should be consulted on all questions concerning a third racial designation.

If any variations are made in the Block Control Sheet, as discussed previously, it will be necessary to make corresponding changes in the coding procedure, in tables based on the Block Control Sheet (i.e., Tables 1, 2, 3, and 16, and Sections A and C of the Block Tally Sheet), and in the instructions concerning the particular tables involved. All such variations should likewise be checked with the Research Adviser of the USHA,

For identification purposes the following information will appear in the lower right hand corner of each page:

(Name of City and State)
Survey of Low-Rent Housing Needs, (Month and Year)
WPA Project No. _____

If any areas outside the city have been included in the survey the first line above should indicate that fact by reading: (City and State) and Suburb of _____. The month entered should represent the mid-point of the field work of the survey.

Tabulation

The tables are designed so that the totals can be checked with control totals in each case except Table 14. Thus the accuracy of the work can be verified. Tables 16 and 3 will serve as controls for these totals. Table 16 will be the control over all dwelling unit data, while Table 3 will serve as a control over both the substandard dwelling unit data and figures pertaining to the occupants thereof. The totals in the other tables should be reconciled with the corresponding totals presented in these two tables.

The tabulating instructions that follow are organized on a "step" basis. These constitute the consecutive operations in tabulating the results. The sequence in which the tables will be prepared is as follows:

(1) Block Tally Sheet	(9) Table 9
(2) Table 16	(10) Table 11
(3) Table 14	(11) Table 10
(4) Table 3	(12) Table 4
(5) Table 5	(13) Table 2
(6) Table 8	(14) Table 1
(7) Table 13	(15) Table 6
(8) Table 12	(16) Table 7

(17) Table 15

A filing system, separate from that of the control room, will be used during the tabulation procedure. As the schedules are sorted into different sets certain groupings of schedules will be maintained by means of this filing system. None of the schedules shall be sent back to the control room until all tables are completed.

The tabulating operations may now be started.

Block Tally Sheet

1. The Block Tally Sheet consists of three sections, two of which will be filled in by transcribing information from the Block Control Sheets and the third by tabulating the Dwelling Schedules. For the transcribed sections, T-1 and T-3, two persons working together will be needed, one to do the calling and the other the tallying. Tallies will be made in the individual cells and the final

entries drawn directly from the tallies.

The first step consists of entering the "Block No." and "E.D. No." on the Block Tally Sheet. These numbers are taken directly from the Block Control Sheet. Begin with Block No. 1 on the first tally sheet and continue in consecutive order on the following sheets.

2. The following list comprises the items called for in Section T-1. The information will be taken from the columns of the Block Control Sheets as indicated.

a. Tenure and Monthly Rent: Column 19. (Owner-occupied units are coded "OW.")
b. Occupancy: Column 17. (Vacant units are coded "V.")
c. Race: Column 20.
d. Standard or Substandard: Columns 21 and 22.

When the tallying is completed and checked enter the figures in their respective cells and compute the various totals.

To compute the average monthly contract rent, which is to be entered on Line 12 in the first three columns only, use the following form:

Block Tally Sheet
Worksheet for Computing Average Contract Rent

Block No. ____ E.D. No. _____

Standard Dwelling Units	Substandard Dwelling Units

Tabulation

The above form is filled in by transcribing entries from the Block Control Sheet. Transcribe the monthly contract rent from Column 19, entering it in the appropriate column on the form, as indicated by the entry in Column 21 or 22 of the Block Control Sheet. After all the rents for the block are entered, total the figures in each column. The average rent for "standard" and "substandard" units is then computed by dividing the totals by the number of entries in their respective columns (which should correspond to the entries on Line 3 in Columns 2 and 3 of the Block Tally Sheet). When these averages are computed they may be entered in the Block Tally Sheet. Compute the average rent for all rental units on the block by adding the totals in the two columns and dividing by the total number of entries (which should correspond with the entry in Line 3 of Column 1 on the Block Tally Sheet). Enter this average in the Block Tally Sheet. This completes the entries for Section T-1. Retain the form used for computing the average contract rent; it will be used again in step 13.

3. In Section T-3 only those units shown to be occupied (Column 17, Block Control Sheet) and substandard, (Column 22) are to be covered. Tally these units according to the adequacy code in Column 23. A worksheet for this tally will be used, as follows:

Block Tally Sheet

Tally Worksheet for Section T-3 Block No. _____

"Adequacy" Classification in Sec. T-3	Corresponding "Adequacy" Code in Col. 23 of Block Tally Sheet	Tally of Number of Dwelling Units
1. Unfit for use	1-3	
2. Needs major repairs; lacks toilet and bath	4	
3. Needs major repairs; has toilet but no bath	5	
4. Needs major repairs; has toilet and bath	6	
5. Needs no major repairs; lacks toilet and bath	7	
6. Needs no major repairs; has toilet but no bath	8	
7. Substandard for other reasons	9	

Tabulation

The entries for Section T-3 will be drawn from the tallies on the worksheet for the corresponding adequacy groups. Add these entries to obtain the total, which should correspond with the entry for all occupied substandard units in Section T-1. The entries in Sections T-1 and T-3 are now completed.

File the worksheet in a folder labelled "Worksheets Used for Tabulation." All subsequent worksheets will be deposited in this folder and filed.

4. Remove the Dwelling Schedules from the file and sort for family and nonfamily groups, using the code entered above the word "Relationship" in Column 2 of Section A. Retain the schedules for family groups and return the nonfamily schedules, labelled "All Nonfamily Groups," to the file.

5. Sort the family group schedules for tenure, as indicated in the heading of the schedules. Return the schedules for owners, labelled "Owner Families," to the file.

6. Sort the tenant family schedules into two groups for race, as coded in Section A, Column 6. Count the number of schedules for each race and make the appropriate entries in the Total Column of Section T-2.

7. Using the income code in the code box, sort the schedules in each race group into ten sets (9 income groups and an NR group) as indicated in Section T-2. Count the number of schedules in each set and make the appropriate entries in the table. The sum of the figures in each line should correspond to the entry made in each line in step 6.

8. To obtain the average income in each race group total the income shown on each schedule in Item 1 in the code box and divide by the number of schedules showing income for each race. For the total group simply add the aggregate incomes for each race and divide by the total number of schedules on which income was reported.

9. The remaining entries in the Total Line are obtained by adding the entries in each column.

Tabulation

10. When this is done and the totals checked the entries in the Block Tally Sheet are completed. Reassemble the schedules for all income groups in each race group. Return the schedules to the file, labelling them "White Tenant Families" and "Other Tenant Families" for the respective groups. Place the Block Control Sheet in a separate file.

Note: The instructions in steps 1-10 should be used in obtaining the entries for each Block Tally Sheet. When the schedules for succeeding blocks are filed they should be joined to those of the same classification for preceding blocks. Thus, when the schedules for the last Block Tally Sheet have been filed the schedules for the entire area surveyed will be grouped according to the designations given in the foregoing steps. Likewise, all Block Control Sheets should be filed together.

As the Block Tally Sheets are completed, group them by enumeration district, ward or other area of enumeration.

Table 16. Block Data Table

11. Information for individual blocks on the Block Data Table will be transcribed directly from the data on respective Block Tally Sheets. There follows a list of the items to be transferred to the Block Data Table together with the location of the items on the Block Tally Sheet.

Item in Table 16	Corresponding Entry in Block Tally Sheet
Lines A1, A2, & A3	Sec. T-1, Cols, 1, 2, 3, Line 1
Line B1	Sec. T-1, Col. 1, Line 2
Line B2	Sec. T-1, Col. 4, Line 3
Line B3	Sec. T-1, Col. 11, Line 1
Lines C1; C2a, b, & c; C3a, & b; C4	Sec. T-3, Lines 1-7
Line D1	Sec. T-1, Cols. 7 plus 8, Line 1
Line D2	Sec. T-1, Cols. 9 plus 10, Line 1
Lines E1 & E2	Sec. T-1, Cols. 2 & 3, Line 12
Lines F1 & F2	Sec. T-2, Col. 12, Lines 2 & 3

Tabulation

When the above items have been transcribed the Block Tally Sheet may be returned to the file.

12. To complete the information for each block obtain the entry for Line C2 by adding the entries in C2a through C2c, and for Line C3 by adding entries in C3a and C3b.

13. In this table there will be a summary column for each enumeration district, ward or other area, immediately preceding the columns for the blocks in each area. The entries in Sections A-D in such summary columns are obtained simply by adding the figures for all blocks in the respective areas. Check all such additions before making the entries. To obtain the entries for Sections E and F in each area first remove the Block Tally Sheets for the given area from the file. Each of the four entries in Sections E and F involves the computation of an average from the figures on the Block Tally Sheets. Thus, all entries will be obtained in a somewhat similar fashion. A worksheet will be used for each one.

a. Item E-1: The entries for the following worksheet will be drawn from the worksheets for the same blocks and enumeration districts that were used in step 2.

Block Data Table
Worksheet for Item E-1 in Area Columns E. D. No._____

Block No.	Number of Rental Standard Units (1)	Aggregate Rent (2)
1 2 3 . . . etc.		
Total		

When the entries for all blocks have been made, obtain the total for each of Columns 1 and 2. Divide the sum in Column 2 by the sum in Column 1 to obtain the average rent for rental standard units in the entire enumeration district. This is the entry for

Tabulation

Item E-1 in the summary column for the district. Retain the worksheet; it will be used again in step 15.

b. Item E-2: This item will be obtained in similar fashion. The title and column heads for the E-2 worksheet will read as follows:

Block Data Table
Worksheet for Item E-2 in Area Columns E.D. No.____

Block No.	Number of Rental Substandard Units (1)	Aggregate Rent (2)

c. Item F-1: Use the following worksheet for obtaining the entry for Item F-1.

Block Data Table
Worksheet for Item F-1 in Area Columns E.D. No.___

Block No.	Average Income (1)	No. of White Families Reporting on Income (2)	Aggregate Income (3)=(1x2)
1 2 3 . . . etc.			
Total	xxxx		

Entries for Columns 1 and 2 in the above worksheet will be drawn from Section T-2 in the Block Tally Sheet for the respective blocks. Transcribe the entry for worksheet Column 1 from the entry on Line 2 in Column 12 of Section T-2. The entry for Column 2 is derived from Line 2 in Section T-2 by subtracting the figure in Column 11 from that in Column 1. Then, for Column 3 in the worksheet, simply multiply the entries in Columns 1 and 2 on the same line. Add the figures in each of Columns 2 and 3, and divide the resulting sum in Column 3 by the sum in Column 2 to obtain the entry for the table. Retain the worksheet; it will be used again in step 15.

Tabulation

d. Item F-2: Proceed as in the above item, substituting Line 3 for Line 2 in Section T-2. The title and column heads for the F-2 worksheet should read as follows:

Block Data Table
Worksheet for Item F-2 in Area Columns E.D. No. ____

Block No.	Average Income (1)	No. of Other Families Reporting on Income (2)	Aggregate Income (3)=(1x2)

14. The entries in Sections A - D of the column entitled "All Blocks" are obtained by adding the entries on the same line in the columns containing area totals.

15. The entries for Sections E and F in the "All Blocks" Column are obtained by a method similar to the one used for these sections in the columns containing area totals. Worksheets derived from the previous worksheets will be used for these computations. There follows a sample of the worksheet to be used for Item E-1 in the "All Blocks" Column.

Block Data Table
Worksheet for Item E-1 in "All Blocks" Column

Area No.	Number of Rental Standard Units (1)	Aggregate Rent (2)
E.D. 1 2 3 . . . etc.		
Total		

The entries for Column 1 will be taken from the totals of Column 1 in the previous worksheets for Item E-1; entries for Column 2 will come from the totals of Column 2. When the entries in the worksheet are completed total each

column and divide the sum in Column 2 by the sum in Column 1. The resulting figure is the entry for Item E-1 in the "All Blocks" Column.

Use similar operations for obtaining the entries for the remaining items in Sections E and F. When these sections are filled in the Block Data Table will be complete. Return all worksheets to the file.

Table 14. Distribution of Tenant Families Living in Substandard Dwelling Units and Owning an Automobile, Classified by Race and Annual Income

16. Remove the schedules for "White Tenant Families" from the file, where they were placed in step 10. Sort the schedules into two groups according to ownership of an automobile, as indicated by the check mark in Section E of the schedule. Count the number of families reporting automobile ownership and make the appropriate entry in the line for "Total Families" in the table. Set aside the schedules for families which do not own an automobile.

17. Using the income as shown in Item 1 in the code box of the schedules, sort the schedules showing automobile ownership into 10 sets (9 income groups and an NR group) as indicated in Table 14. Count the number of schedules in each set and make the appropriate entries in the table. Add the entries in the column and check against the total figure entered in step 16.

18. Reassemble the schedules for all income groups, join them with those set aside in step 16, replace the label "White Tenant Families," and return them to the files.

19. Remove the schedules for "Other Tenant Families" from the file, where they were placed in step 10. Follow the same procedures as given in steps 16-18 to obtain the figures for "Other Tenant Families" for Column 3 of Table 14, both in sorting the schedules and reassembling them. When the schedules are returned to the files replace the label "Other Tenant Families."

20. Obtain entries for the Total Column by adding the figures in Columns 2 and 3 on the same lines. When the Total Column is filled in the entries for Table 14 will be complete.

Tabulation

Table 3. Distribution by Racial Occupancy and Tenure of Substandard Dwelling Units and Occupant Groups, Classified by Number and Type of Group in Dwelling Unit

21. Remove the schedules for "White Tenant Families" from the files, where they were placed in step 18. Sort the white, or original, schedules from those of the other color, and set the latter aside.

22. Using the white schedules only, sort them into two groups according to the number of families in the dwelling unit. The number of families will be indicated by the type "A" and "B" codes appearing to the left of the word "Name" in Column 1 of Section A. Count the number of schedules in each group and make the appropriate entries in the table. The schedules for type A families will provide the entries for White Tenant Families both for the "Dwelling Units Occupied by One Family" item in Section A and the "One Family Per Dwelling Unit" item in Section B. The schedules for type B families will provide the entry for White Tenant Families for the "Dwelling Units Occupied by Two or More Families" item in Section A. Return the schedules for type A families to the file, labelled "White Tenant Families - Type A."

23. Combine the white schedules for type B families with the schedules of other color set aside in step 21. Count the number of schedules in this group and make the appropriate entry in Section B. Return these schedules to the file, labelled "White Tenant Families - Type B."

24. Follow the procedures in steps 21-23 in obtaining entries for "Other Tenant Families," the schedules for which were filed in step 19. When returning the regrouped schedules to the files, use the same labels given in the two preceding steps, substituting the word "Other" for "White."

25. Remove the schedules for nonfamily groups from the files, where they were placed in step 4. Sort these schedules into two groups for race, as coded in Section A, Column 6.

26. Sort each of the two sets for race into two sets on tenure, as indicated at the head of the schedule. Count the number of white schedules in each of the four groups and make the appropriate entries in Section A.

Tabulation

27. Count all schedules in each of the four sets and make the appropriate entries in Section B. Return these sets to the file with the following labels for respective groups of schedules:

"Nonfamily Groups: White Tenant"
"Nonfamily Groups: Other Tenant"
"Nonfamily Groups: White Owner"
"Nonfamily Groups: Other Owner"

28. Remove schedules for "Owner Families" from the files, where they were placed in step 5. Sort these schedules into two groups for race and set the schedules for "Other" families aside.

29. Using the schedules for White owner families only, sort out the white schedules and set the remaining ones aside.

30. Using the white schedules, sort them into two sets for type A and B families. The former set will yield the entry for the "Dwelling Units Occupied by One Family" Item in Section A and the "One Family per Dwelling Unit" Item in Section B; the latter will give the entry for the "Dwelling Units Occupied by Two or More Families" Item in Section A. Count the number of schedules in each set and make the appropriate entries in the table. Return the schedules for type A families to the file, labelled "White Owner Families - Type A."

31. Combine the white schedules for the type B families with the schedules of other color set aside in step 29. Count the number of schedules in this group and make the appropriate entry in Section B. Return these schedules to the file, labelled "White Owner Families - Type B."

32. Follow the same procedure in working with schedules for "Other Owner Families" set aside in step 28, as was used for White families in steps 29-31. After the entries have been made for these families and the regrouped schedules are being returned to the files use the same labels given in the two preceding steps, substituting the word "Other" for "White."

Tabulation

33. The remaining entries are totals and may be obtained simply by adding the appropriate figures in each column and line. When these totals have been computed the entries in Table 3 are complete.

Table 5. Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Family Size, Relief Status and Monthly Gross Rent

34. There will be a separate sheet of this table for each of the family size groups. Using eight sheets of Table 5 fill in family size next to "Number of Persons in Family," starting with "2 persons" and running consecutively through "9 persons or more." Enter "White" next to the item "Race" on these sheets.

35. Remove the schedules for "White Tenant Families - Type A" from the files, where they were placed in step 22. Using the size of family as shown by the entry to the right of the word "Name" in Column 1 of Section A, sort the schedules into 8 sets for size of family as indicated in step 34. Count the number in each set and enter the totals in Line 1 of the Total Column on the appropriate sheets.

36. Tabulate each size group separately. Start with the two-person families, setting aside the schedules for the other family size groups. Using the annual income as shown in Item 1 in the code box, sort the schedules into 19 sets (18 income groups and an NR group) as indicated in Table 5. Count the number of schedules in each set and make the appropriate entries in Line 1 of Section A.

37. Using the monthly gross rent as shown in Item 2b (or 2a if there is no entry for 2b) in the code box, sort each of the 19 sets on income into 13 sets on monthly gross rent (12 rent groups and an NR group) as indicated in Table 5. Count the number of schedules in each set and make the appropriate entries in the table.

38. After each income group is sorted for rent, sort the schedules in each rent group into two sets for "Relief Status," using the code in Column 14 of Section B of the schedule. This is for the purpose of obtaining entries for Section B of the table.

Count the number of schedules for "Nonrelief Families" in each rent group and make the appropriate entries in Section B. Obtain the various totals in Section B by adding the entries

in each column and line. Reassemble all the schedules in each income group, but keep all income groups separate.

39. When the first sheet is completed all schedules used for that sheet should be arranged in the 19 sets for income. As additional sheets are finished combine the schedules for each separate income group with the schedules of the same income group used in the preceding sheets. Thus, when the 8 sheets for White families have been completed all schedules used for these sheets should be arranged in the 19 sets on income. Retain this grouping; it will be used again in step 42.

40. A summary table will be filled out for the 2-8 person families. On a separate sheet enter "White" next to "Race" and "2-8 persons" next to "No. of Persons in Family." To obtain the entries for this table simply add the entries in the respective cells in the tables for 2-8 persons.

41. In preparing Table 5 for "Other" families remove the schedules for "Other Tenant Families - Type A" from the files, where they were placed in step 24, and proceed according to the instructions in steps 34-40. Substitute the word "Other" for "White" wherever the latter appears. In a like manner, when all the sheets for "Other" families are completed the schedules will be arranged in 19 sets for income. Retain this grouping; it will be used again in step 46.

Table 8. Distribution by Percentage of Gross Rent to Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race and Annual Income

42. The income sort resulting from step 39 should be used here. This sort comprises schedules for White tenant families living in substandard dwelling units occupied by a single group. Begin by filling in the word "White" next to "Race" in the heading of Table 8. Count the number of schedules in each set and make the appropriate entries in the Total Column.

43. Using the "Rent-Income Percent" shown in Item 3 of the code box, sort each of the 19 sets on income into 12 sets on rent-income percentage (11 groups on percentage and an NR group) as indicated in Table 8. Count the number in each set and make the appropriate entries in the table. Add the entries in each line and check against the figures entered in step 42. Add the figures in each column to obtain the entries for the "Total Families" Line.

44. The median percentage of rent to income will be computed for each income group from the distribution in the table.

45. When all entries have been made in the last column the table will be finished. Retain the income grouping of the schedules; it will be used again in step 47.

46. Use the instructions in the four preceding steps for filling in Table 8 for "Other" families, substituting "Other" for "White" in the heading. The income sort for "Other" tenant families resulting from step 41 should be used here. When the table is completed retain the income grouping; it will be used again in step 52.

Table 13. Average Monthly Cost of Utilities Used by Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family, Classified by Race and Annual Income

47. The income sort for White tenant families resulting from step 45 should be used here. Start by filling in the word "White" next to "Race" in the heading of Table 13. Sort each income group into two sets, the first for families reporting no utilities included in rent and the second for families with one or more utilities included in rent. All schedules with no entries in Column 20 of Section C will be placed in the first set; all others will be placed in the second. Count the number of schedules in each set and make the appropriate entries in Columns 1 and 3 of the Table. Add the entries in each column to obtain the respective totals.

48. To obtain the entries for Column 2, set up the following worksheet:

Worksheet for Table 13

Income Group	No. Reporting (1)	Aggregate Monthly Cost (2)	Average Monthly Cost (3)
Under $100			
$ 100 - 199			
-			
-			
-			
1300 - 1399			
1400 - 1599			
1600 - 1799			
1800 - 1999			
2000 & Over			
Not Reported			
Total			

Tabulation

The entries for Column 1 in the worksheet will be transcribed directly from the entries in Column 1 in Table 13. Using the schedules for the "Families Reporting No Utilities Included in Rent" add the figures to the right of the word "Utilities" for each income group to obtain the entries for Column 2 in the worksheet. Add the figures in Column 2 to obtain the aggregate monthly cost for the Total Line. Divide the figures in Column 2 by those in Column 1 to obtain entries for Column 3 in the worksheet. Then, the figures in the worksheet Column 3 can be transcribed directly to Column 2 in Table 13. Keep the schedules sorted by income. Use a worksheet similar to the above in computing the entries for each of the remaining columns on average monthly cost.

Obtain the entries for Column 4 in a similar fashion, using the schedules for "Families Reporting One or More Utilities Included in Rent." After the figures are entered in Column 4, combine the schedules by income group for "Families Reporting No Utilities Included in Rent" and "Families Reporting One or More Utilities Included in Rent."

49. To obtain the entries for the columns under "Electricity' use the entry in Line 1 of Column 22 to sort the schedules in each income group into two sets, one for families with an expense for electricity in addition to rent and the other for those with no such expense. Count the schedules in the former groups and make the appropriate entries in the table. Obtain the entries for average monthly cost of electricity by using the schedules showing an expense for electricity in addition to rent and setting up a worksheet similar to the one used in the preceding step. After the cost column has been filled in combine the two sets of schedules in each income group, but keep the income groups separated.

50. Entries will be obtained for the remaining utilities in a similar manner. The location in the schedule of items used for the classification of the schedules in each utility group is as follows:

a. Gas: Line 2, Column 22
b. Coal, Coke, Wood: Line 3, Column 22
c. Kerosene, Gasoline, Oil: Line 4, Column 22
d. Water: Line 5, Column 22

51. When all entries are made in the columns under "Water" the table will be completed. Reassemble all schedules used for the table, this time combining all income groups. Relabel these schedules "White Tenant Families - Type A" and return them to the files.

Tabulation

52. Follow the instructions in the five preceding steps in obtaining entries for "Other" families in Table 8, substituting "Other" for "White" in the heading. Use the income sort for "Other" tenant families resulting from step 46. When the table is completed reassemble all the schedules, relabel them "Other Tenant Families - Type A" and place them in the files.

Table 12. Average Monthly Cost of Utilities Used for Specific Purposes by Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family, Classified by Race

53. Some of the entries for this table will be transcribed from Table 13; the remaining ones will be tabulated. After filling in the word "White" next to "Race" in the heading, transcribe the entries to be taken from the section of Table 13 for White families. The entries to be transcribed include those in Lines 1, 2, 3, 4, and 5 in both columns. The figures will be drawn from the entries for respective utilities on the "Total Families" Line in Table 13.

54. Remove the schedules for "White Tenant Families - Type A" from the files, where they were placed in step 51. Using the entry in Line 1 of Column 22 on the schedules, sort them into 2 groups, one for families with an expense for electricity in addition to rent and the other for those with no such expense. The number of schedules in the former set should correspond with the transcribed entry in Line 1 of Column 1. Set the latter group of schedules aside for the time being.

55. Using the entries in Columns 16-19, Line 1, sort the schedules for families reporting expense for electricity in addition to rent into two sets, one for those with a check mark only under Column 17 and the other for those with a check mark also appearing in one or more of the other columns. Count the number of cards in each set and make the appropriate entries in Lines 1a and 1b in the first column. Keep the two sets separate for the computation of the average cost in each set.

56. The average cost is computed for each set of schedules by adding the entries in Line 1 of Column 22 and dividing by the number of schedules in the set. Enter the averages in Lines 1a and 1b in Column 2 and reassemble all the schedules, including those set aside in step 54.

Tabulation

57. Using the entry in Line 2 of Column 22 on the schedules, sort them into two groups, one for families with an expense for gas in addition to rent and the other for those with no such expense. The number of schedules in the former set should correspond with the transcribed entry in Line 2 of Column 1 in the table. Set the latter group of schedules aside for the time being.

58. Using the entries in Columns 16-19 of Line 2, sort the schedules for families reporting expense for gas in addition to rent into 3 sets, as follows:

Set 1: Entry in Col. 18, no entry in Col. 16, 17 or 19
Set 2: Entries in Cols. 18 and 19, no entry in Col. 16 or 17
Set 3: Entries in Cols. 18, 19 and also in 16 and/or 17

Count the number of schedules in each set and make the appropriate entries in Lines 2a-c in Column 1.

59. Compute the average cost in each set by adding the entries in Line 2 of Column 22 in the schedule and dividing by the number of schedules in the set. Enter the averages in Lines 2a-c in Column 2 and reassemble all the schedules, including those set aside in step 57.

60. Using the entry in Line 3 of Column 22, sort the schedules into 2 groups, one for families with an expense for coal, coke or wood and the other for those with no such expense. The number of schedules in the former set should correspond with the transcribed entry in Line 3 of Column 1. Set the latter group of schedules aside.

61. Using the entries in Columns 16-19 in Line 3, sort the schedules for families reporting expense for coal, coke or wood in addition to rent into two sets, one for those with a check mark only under Column 16 and the other for those with a check mark also appearing in one or more of the other columns. Count the number of cards in each set and make the appropriate entries in Lines 3a and 3b in the first column.

62. Compute the average cost in each set by adding the entries in Line 3 of Column 22 in the schedule and dividing by the number of schedules in the set. Enter the averages in Lines 3a and 3b in Column 2 and reassemble all the schedules including those set aside in step 60.

Tabulation

63. Using the entries in Line 4 of Column 22, sort the schedules into 2 groups, one for families with an expense for kerosene, gasoline or oil in addition to rent and the other for those with no such expense. The number of schedules in the former set should correspond with the transcribed entry in Line 4 of Column 1. Set the latter group of schedules aside.

64. Using the entries in Columns 16-19 in Line 4, sort the schedules for families reporting expense for kerosene, gasoline or oil in addition to rent into 3 sets, as follows:

Set 1: Entry in Col. 18, no entry in Col. 16, 17 or 19
Set 2: Entries in Cols. 18 and 19, no entry in Col. 16 or 1
Set 3: Entries in Cols. 18, 19 and also in Col 16 and/or 17

Count the number of schedules in each set and make the appropriate entries in Lines 4a-c in Column 1.

65. Compute the average cost in each set by adding the entries in Line 4 of Column 22 in the schedule and dividing by the number of schedules in the set. Enter the averages in Lines 4a-c in Column 2 and reassemble all the schedules including those set aside in step 63.

66. The entries for White families in Table 12 are now completed. Replace the label "White Tenant Families - Type A" on the schedules and return them to the file.

67. The section for "Other" families in Table 12 is started by filling in the word "Other" next to "Race" in the heading and transcribing the entries to be taken from the section of Table 13 for "Other" families. Remove the schedules for "Other Tenant Families - Type A" from the files, where they were placed in step 52. Follow the instructions in steps 53-65 for transcribing and tabulating the entries. Upon completion of the table return all schedules, labelled "Other Tenant Families - Type A" to the files.

Table 9. Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by Two or More Families Classified by Race and Size of Family

68. Remove the schedules for "White Tenant Families - Type B" from the files, where they were placed in step 23. Fill in the word "White" next to "Rade" in the heading of Table 9.

69. Using the size of family as shown by the entry to the right of the word "Name" in Column 1 of Section A, sort the schedules into 8 sets for size of family as indicated in Table 9. Count the number in each set and make the appropriate entries in the Total Column.

70. Using the annual income as shown in Item 1 in the code box, sort each of the 9 sets on size of family into 19 sets on income (18 income groups and an NR group) as indicated in Table 9. Count the number of schedules in each set and make the appropriate entries in the table. Add the figures in each column to obtain the entries for the "Total Families" Line. This completes the entries for White families.

71. Reassemble all schedules used in the table. Combine them with the schedules for "White Tenant Families - Type A," filed in step 66, and replace the combined group in the files, labelled "White Tenant Families."

72. Remove the schedules for "Other Tenant Families - Type B" from the files, where they were placed in step 24. Fill in the word "Other" next to "Race" in the heading of Table 9. To obtain the entries in the table for "Other" families follow the instructions in steps 69 and 70.

73. After completing the table for "Other" families reassemble all schedules used in the table. Combine them with the schedules for "Other Tenant Families - Type A," filed in step 67, and replace the combined group in the files, labelled "Other Tenant Families."

Table 11. Distribution by Annual Income of All Nonfamily Groups Living in Substandard Dwelling Units Classified by Race, Size of Group and Tenure

74. To obtain the entries for each racial group in Table 11 two worksheets will be used. These worksheets are identical in form with the table itself. Begin by removing the schedules for "Nonfamily Groups - White Tenant" from the files, where they were placed in step 27.

75. Using the size of group as shown by the entry to the right of the word "Name" in Column 1 of Section A, sort the schedules into 9 sets for size of group as indicated in Table 11. Count the number in each set and make the appropriate entries in the total column of the first worksheet.

76. Using the annual income as shown in Item 1 in the code box, sort each of the 9 sets on size of group into 19 sets on income (18 income groups and an NR group) as indicated in

Table 11. Count the number of schedules in each set and make the appropriate entries in the table-worksheet. Entries for the first line are obtained by adding the figures in each column.

77. The first worksheet is now completed. Reassemble in one group all schedules used for this worksheet. Combine these schedules with those filed in step 71. Refile the combined schedules labelled "White Tenant Groups."

78. The second worksheet is for owner groups. Remove the schedules for "Nonfamily Groups - White Owner" from the files, where they were placed in step 27. Tabulate the schedule returns for these groups by size of group and income, using the instructions in steps 75 and 76.

79. Upon the completion of the second worksheet reassemble all the schedules used for the worksheet and return them to the files, labelled "Nonfamily Groups: White Owner."

80. The section for White nonfamily groups in Table 11 can now be filled out. Begin by entering "White" next to the word "Race" in the heading of the table. The entries for the bottom line "Total Tenant Groups" are obtained by transcribing the entries from the first line in the first worksheet. Entries for the line next to the bottom are obtained by transcribing the figures from the first line in the second worksheet. The remaining entries are obtained by adding figures in the respective cells in worksheets 1 and 2.

81. The tabulating instructions in steps 75-80 will be used in obtaining entries for the section on "Other" families in Table 11. The first worksheet will be based on the schedules for "Nonfamily Groups: Other Tenant," which were filed in step 27. After the first worksheet is completed reassemble all schedules in one set and combine them with those filed in step 73. Replace the combined schedules in the files, labelled "Other Tenant Groups."

82. The entries for the second worksheet will be drawn from the schedules for "Nonfamily Groups: Other Owner," which were filed in step 27. Upon completion of the second worksheet return these schedules with the same label to the file.

Table 10. Distribution by Annual Income of All Families Living in Owner-occupied Substandard Dwelling Units Classified by Race and Size of Family

83. On a form for Table 10 fill in the word "White" next to "Race" in the heading. Remove from the files the schedules for "White Owner Families - Type A" and "White Owner Families - Type B." These were filed in steps 30 and 31, respectively. Combine these schedules into one group.

Tabulation

84. Using the size of family as shown by the entry to the right of the word "Name" in Column 1 of Section A, sort the schedules into 8 sets for size of family as indicated in Table 10. Count the number in each set and make the appropriate entries in the Total Column.

85. Using the annual income as shown in Item 1 in the code box, sort each of the 8 sets on size of family into 19 sets on income (18 income groups and an NR group) as indicated in Table 10. Count the number of schedules in each set and make the appropriate entries in the table. Entries in the first line are obtained by adding the figures in each column.

86. When the entries for the section on White families are completed, reassemble in one group all the schedules that were used. Combine these with the schedules labelled "Nonfamily Groups - White Owner," that were filed in step 79. Label the combined schedules "White Owner Groups" and place them in the file.

87. The section for "Other" families in Table 10 will be tabulated next. On a table form fill in the word "Other" next to "Race." Remove from the files the schedules for "Other Owner Families - Type A" and "Other Owner Families - Type B" that were filed in step 32. Combine these schedules into one group.

88. Use the tabulating instructions in steps 84 and 85 to obtain the entries in the section for "Other" families. When the entries are completed, reassemble in one group all the schedules that were used. Combine them with the schedules labelled "Nonfamily Groups - Other Owner," that were filed in step 82. Label the combined schedules "Other Owner Groups" and place them in the file.

Table 4. Distribution by Monthly Contract Rent and Gross Rent of Tenant-occupied Substandard Dwelling Units Classified by Race and Size of Household

89. On a form for Table 4 fill in the word "White" next to "Race" in the heading. Remove the schedules for "White Tenant Groups" from the files where they were placed in step 77. Sort out from this group the white schedules and return the remaining schedules to the files, labelled "White Tenant Groups - Supplementary Schedules."

Tabulation

90. Using the line number encircled in Section A of the schedule, sort the schedules into 9 groups for size of household, as indicated in Table 4. Count the number of schedules in each set and make the appropriate entries in the Total Column in both sections of the table.

91. Using the gross rent as shown by the entry in Item 2a in the code box, sort each of the 9 sets on size of household into 13 sets on monthly gross rent (12 rent groups and an NR group) as indicated in Table 4. Count the number of schedules in each set and make the appropriate entries in Section B in the table. Reassemble the schedules for each size of household group.

92. Using the figure entered next to "Contract Rent " in the heading of the schedule, sort each of the 9 sets on size of household into 12 sets on monthly contract rent as indicated in Table 4. Count the number of schedules in each set and make the appropriate entries in Section A of the table. Complete the table by adding the figures in each column to obtain entries for the first line in each section. This time reassemble the schedules by rent group. Thus, there will be 12 sets of schedules arranged by monthly contract rent.

93. Arrange the sets of schedules so that they run in five-dollar ($5) intervals up to twenty dollars rather than two-and-a-half-dollar ($2.50) intervals. For example, the first two sets of "Under $2.50" and "$2.50-4.99" will be combined to form a group of "Under $5.00." Thus, the schedules will be recombined into 8 rent groups corresponding to the intervals in Table 2 and returned to the files. Label them as follows:

"White Tenant Groups - Under $5.00 - Original Schedules"
"White Tenant Groups - $5.00-9.99 - Original Schedules"
Etc. . . . .
"White Tenant Groups - $40 and Over - Original Schedules"

94. On a form for Table 4 fill in the word "Other" next to "Race" in the heading. Remove the schedules for "Other Tenant Groups" from the files, where they were placed in step 81. Sort out from this group the white schedules and return the remaining schedules to the files, labelled "Other Tenant Groups - Supplementary Schedules."

95. Follow the tabulating instructions in steps 90-92 to obtain the entries for the table.

Tabulation

96. Follow instructions in step 93 for regrouping the schedules. These groups will be used directly for Table 2.

Table 2. Distribution by Condition of All Occupied Substandard Dwelling Units Classified by Tenure, Race and Monthly Contract Rent

97. Taking the schedules for "Other" groups resulting from step 96, count the number of schedules in each set and make the appropriate entries in the Total Column of Table 2.

98. Using the adequacy category as shown by the code entered in item 4 in the code box, sort each of the 8 sets on contract rent into the 9 sets on adequacy. Obtain the entries for the different columns in each line by counting the number of schedules in the corresponding adequacy groups. The following table shows the code for the adequacy groups that correspond to the different columns.

Column	Code for Corresponding Adequacy Group
Unfit for Use	1 plus 2 plus 3
Need Major Repairs	4 plus 5 plus 6
Unfit or Needing Major Repairs:	
No toilet, no bath	1 plus 4
With toilet, no bath	2 plus 5
With toilet, with bath	3 plus 6
Not Needing Major Repairs:	
No toilet, no bath	7
With toilet, no bath	8
With toilet, with bath	9

Tabulation

99. The entry for the Total Column under the category of "Unfit or Needing Major Repairs" is obtained by adding the figures under "Unfit" and "Need Major Repairs." The entry for the Total Column under "Not Needing Major Repairs" is obtained by adding the figures for the three groups in that category.

100. The entries for "Other" groups are now complete. Reassemble all the schedules in one group and place them in the files, labelled "Other Tenant Groups - Original Schedules."

101. Remove the original schedules for White Tenants from the files, where they were placed by rent group in step 93. Count the number of schedules in each set and make the appropriate entries in the Total Column.

102. Follow the instructions in steps 98 and 99 for obtaining the entries for the section on dwelling units occupied by White tenants. Upon the completion of these entries, reassemble all the schedules in one group and return them to the files, labelled "White Tenant Groups - Original Schedules."

103. Remove the schedules for "White Owner Groups" from the files, where they were placed in step 86. Sort out the white schedules from this group and return the remainder to the files, labelled "White Owner Groups - Supplementary Schedules."

104. Count the number of white schedules and make the appropriate entry in the Total Column.

105. Using the adequacy category as shown by the code entered in item 4 in the code box, sort the schedules into the 9 sets on adequacy. Obtain the entries for the different columns by counting the number of schedules in the corresponding adequacy groups. Use the table in step 98 for determining which are the corresponding groups.

106. Obtain the entries for the Total Columns under the categories of "Unfit or Needing Major Repairs" and "Not Needing Major Repairs" by adding the figures for the separate groups within each category.

107. Reassemble the schedules in one group and replace them in the files, labelled "White Owner Groups - Original Schedules."

108. Remove the schedules for "Other Owner Groups" from the files, where they were placed in step 88. Sort

out the white schedules from this group and return the remainder to the files, labelled "Other Owner Groups - Supplementary Schedules."

109. Follow the instructions in steps 104-106 to obtain entries for the line on "Other" groups. When the entries are made, reassemble the schedules in one group and return them to the files, labelled "Other Owner Groups - Original Schedules."

110. Obtain the entries for the "Total" Line for owner-occupied units by adding the entries for "White" and "Other" in respective columns.

111. Obtain the entries for the first line in all columns by adding the figures in lines 2, 5 and 14 in respective columns. This will complete the entries for Table 2.

Table 1. Distribution by Occupancy, Race and Adequacy of All Dwelling Units Classified by Tenure and Monthly Contract Rent

112. This table is a recapitulation of data in Section T-1 of all the Block Tally Sheets. The entries for all but the last line are obtained by adding the figures in the respective cells on all Block Tally Sheets. After the entries are made in all the columns in Table 1, compute the median rent in each column from the entries.

Table 6. Distribution by Monthly Gross Rent of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Relief Status and Size of Family

113. The information for this table will be transcribed from the entries in Table 5. Begin by filling in the word "White" next to "Race" in the heading. Obtain the entries for each line from the entries in the Total Column for the corresponding family size and race group in Table 5.

114. Complete the entries for "White" families by adding the entries in each column to obtain the figures for the Total Line in Sections A and B.

115. Follow the instructions in the two previous steps for obtaining the entries for "Other" families for Table 6.

Table 7. Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Relief Status and Size of Family

116. Information for this table will likewise be transcribed from Table 5. Fill in the word "White" next to "Race" in the heading. Obtain the entries for each line in Sections A and B from the entries in the Total Lines in Sections A and B for the corresponding family size and race group in Table 5.

117. Complete the entries for "White" families by adding the entries in each column to obtain the figures for the Total Line in Sections A and B.

118. Follow the instructions in the two previous steps for obtaining the entries for the section on "Other" families in Table 7.

Table 15. Distribution by Annual Wages of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Monthly Gross Rent and Annual Income

119. There will be ten gross rent sections of this table for each racial group tabulated. These are comprised of a "Total" Section, and nine rent sections, as follows:

Under $5.00
$ 5.00 - 9.99
10.00 -14.99
15.00 -19.99
20.00 -24.99
25.00 -29.99
30.00 -39.99
40.00 & over
Not Reported

Using one copy of Table 15 for each of the above section designations, fill in the above classifications next to "Monthly Gross Rent" in the heading on ten forms of Table 15. Fill in "White" next to "Race" on each of these ten forms.

120. Remove the original schedules for White tenant groups from the files, where they were placed in step 102. Sort the schedules for family and nonfamily groups, using the code entered above the word "Relationship" in Column 2 of Section A. Retain the schedules for family groups and return the nonfamily schedules, labelled "Nonfamily Groups - White Tenant - Original Schedules," to the files.

121. Using the "A" or "B" code appearing to the left of the word "Name" in Column 1 of Section A, sort the schedules for families into two groups for number of families in the

dwelling unit. Set the schedules with the "B" code aside for the time being. Only the schedules with the "A" code, representing families living in dwelling units occupied by a single group will be used for this table.

122. Using the code entered next to Item 6 in the code box sort the schedules into three groups. Set the schedules with an entry of "3" for Item 6 aside for the time being.

123. The schedules with an entry of "1" represent families with less than $50 income in addition to wages; schedules with an entry of " 2" represent families with income of $50 or more in addition to wages. Count the number of schedules in each set and make the appropriate entries in the "Total" table. Set the schedules with an entry of "2" aside for the time being.

124. Using the unadjusted gross rent as shown by the entry for Item 2a in the code box, sort the schedules with the entry of "1" for Item 6 into nine groups for gross rent (eight rent groups and an NR group) as indicated in step 119. Count the number of schedules in each group and post the entries in the appropriate tables. These entries should add up to the sum posted for this group of families in step 123.

125. Using the annual wages as shown by the entry for Item 5 in the code box, sort each of the nine sets on gross rent into eighteen sets on annual wages as indicated in Table 15. Count the number of schedules in each set and make the appropriate entries in the tables. After these entries are checked re-assemble all the schedules used in this and the preceding step into one group. Set these schedules aside for the time being.

126. In this and the following steps the schedules set aside in step 123 are to be used. These schedules represent families with incomes of $50 or more in addition to wages.

Using the unadjusted gross rent as shown by the entry for Item 2a in the code box, sort these schedules into nine groups for gross rent (eight rent groups and an NR group) as indicated in step 119. Count the number of schedules in each group and post the entries in the appropriate tables. These entries should add up to the sum posted for this group of families in step 123.

127. To obtain the remaining entries work with one gross rent group at a time. In each gross rent group the instructions in this and the following step should be followed.

Tabulation

Using the income as shown by the entry for Item 1 in the code box, sort the schedules into eighteen income groups, as indicated in Table 15. Count the number of schedules in each set and make the appropriate entries in the Total Column.

128. Using the wages as shown by the entry for Item 5 in the code box, sort each of the eighteen sets on income into eighteen sets on wages as indicated in Table 15. Count the number of schedules in each set and post the appropriate entries in the table. After the entries are checked the schedules should be reassembled in one group.

129. As succeeding table sections for the different gross rent groups are tabulated assemble the schedules in one group and combine them with those used for preceding gross rent sections.

When the last gross rent section is completed the schedules representing families with incomes of $50 or more in addition to wages should be assembled in one group. Combine these schedules with those that were set aside in steps 121, 122 and 125. Label these schedules "White Tenant Families - Original Schedules" and return them to the files.

130. Complete the tabulations for White families in each of the gross rent sections by obtaining the entries for Line 1. These are computed by adding the figures on Lines 2 and 3 in the respective columns. Obtain the entries for the "Total" Section by adding the figures in respective cells in the nine sections for gross rent.

131. Fill in the word "Other" next to "Race" on ten forms of Table 15. Fill in the classifications next to "Monthly Gross Rent" that are indicated in step 119. Remove the original schedules for Other tenant groups from the file, where they were placed in step 100.

132. Sort these schedules for family and nonfamily groups, using the code entered above the word "Relationship" in Column 2 of Section A. Retain the schedules for family groups and return the nonfamily schedules to the files, labelled "Nonfamily Groups - Other Tenant - Original Schedules."

133. Use the instructions in steps 121-130 for obtaining the entries for Other tenant families. When the tabulation for these families is finished, the schedules used should be labelled "Other Tenant Families - Original Schedules" and returned to the files.

Tabulation

The tabulations are now complete. If the above tabulating procedures have been followed closely all schedules used for tabulation should be filed in the following classifications. The step number indicates at what step the particular classification was filed.

Step	Classification
89	White Tenant Groups - Supplementary Schedules
94	Other Tenant Groups - Supplementary Schedules
103	White Owner Groups - Supplementary Schedules
107	White Owner Groups - Original Schedules
108	Other Owner Groups - Supplementary Schedules
109	Other Owner Groups - Original Schedules
120	Nonfamily Groups - White Tenant - Original Schedules
129	White Tenant Families - Original Schedules
132	Nonfamily Groups - Other Tenant - Original Schedules
133	Other Tenant Families - Original Schedules

The schedules should now be returned to the Control Section, where they should be filed according to the above classifications. Likewise, the worksheets used during the tabulation and the Block Control Sheets (filed in step 10) should be sent to the Control Section and there filed.

Mapping

A set of maps will be prepared for the purpose of presenting graphically various important aspects of substandard housing in the city and in any suburban areas which may have been surveyed. These maps will make it possible to link housing and related conditions with the individual blocks in the areas surveyed. It would be desirable to issue the maps, of which there will be nine, in a separate report.

The numbers and titles of the maps are as follows:

1. Master Control Map.
2. Substandard Dwelling Units.
3. Race of Household.
4. Dwelling Units Unfit for Use.
5. Dwelling Units Needing Major Repairs and Lacking Private Flush Toilet and Bath.
6. Average Rentals for Substandard Dwelling Units.
7. Average Incomes of White Families in Substandard Dwelling Units.
8. Average Incomes of Other Families in Substandard Dwelling Units.
9. Residences of Principal Providers in Tenant Families Working in Designated Areas.

Maps 1 and 9 will be double-line maps, i.e., the streets will be shown in a double line, while the remainder will be single-line maps. Maps 2, 3, 6, 7 and 8 will show the data by cross-hatching, while spotting will be used for Maps 4, 5 and 9.

All lettering in the map titles and legends should be in plain block form. Below the title, which will appear in large lettering, there should be in smaller lettering the following information:

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

Examples of lettering and format are given on the last page in this Section.

Mapping

If any suburban areas outside the city have been included in the survey the top line in the above group of three should denote that fact by wording such as the following: (City and State) and Suburb of . The month and year entered in the middle line should represent the midpoint of the field work on the Survey.

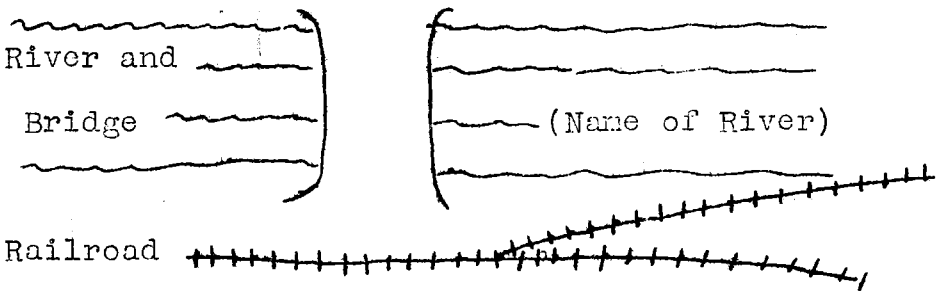
The size of the maps, in final form, should be 16" x 20". The original maps, however, should measure 32" x 40", or twice the dimension of the final map. The larger original is necessary because of the many difficulties of a technical nature that arise in working with a map measuring only 16" x 20".

Only one base map will be used for all nine maps if the city (including any suburban areas surveyed) is small enough to be mapped on a page measuring 32" x 40", at a scale of not less than 600 feet to the inch. If the city is too large for these conditions to be fulfilled, Maps 1 and 9 will be folded in the final mapping report and Maps 2-8 divided in separate sections. The following discussion of procedure relates strictly to cities falling in the former category, although with certain minor variations it will be adaptable to cities in the latter category.

The first step is the drafting of a double-line base map on tracing cloth which measures 32" x 40". Essentially, this base map will show blocks and street names. The street names should appear in the streets, not inside the block outlines. 1/

1/ This base map cannot be prepared until the enumeration has been completed and all the necessary changes from the original maps have been made. Thus, only those streets or alleys will be presented on the map which served as block boundaries in the survey. Streets not found in existence should not appear on the map.

In addition to the blocks and street names, there should be included on the base maps such items as rivers and bridges, and railroads. The identification symbols for these are as follows:



Space should be left on the map for the legend, but the legend itself will not be written in.

After the base map has been prepared it should be reproduced so that black and white or brown and white prints can be obtained. These prints should be on paper that will not draw up when India ink is applied to it. The maps for which these prints will be used and the number of prints needed are as follows:

(1) Master Control Map: One print
(2) Map 9: The number of prints needed will correspond to the number of employment areas plus one.
(3) Base for single-line maps: One print

Retouch all of the prints made from the base map. Any lines which are faded, gray, or indistinct must be retouched. Letters in street names must be retouched too, where necessary, but this need be done only on prints used for (1) and (2) above. Clear, sharp lines on these prints are an essential. The prints intended for the Master Control Map and Map 9 are now ready for use.

Maps 2-8 are single-line maps. The base for these maps will be prepared from the double-line print as follows: Lay a tracing cloth over the double-line print. Make a tracing by drawing in each street line in the center of the area taken up by the street on the double-line print. Thus, the street will be shown as a single line on the tracing. The street lines and other map features will be drawn in black India ink. After the street lines are drawn, letter in the street names.

The single-line print so prepared will constitute the base map for Maps 2-8. When it is completed it should be reproduced to obtain the seven prints necessary for Maps 2-8.

All prints that will be needed for Maps 1-9 are now prepared. After the maps have been completed they will be reproduced by either a photographic or multilithing process.

The procedure just described can be used in preparing maps for most cities. If the city is too large to be mapped on a sheet measuring 32" x 40" at a scale of not less than 600 feet to the inch, Maps 1 and 9 will be folded in the final mapping report and Maps 2-8 presented in separate sections. A scale of not less than 600 feet to the inch should also be maintained in the mapping of larger cities.

In the preparation of Maps 2-9 a statistical clerk should work with the draftsman. The clerk will compute the percentage or the number of dots for each block and pencil in lightly the appropriate number on each block. In this manner, the draftsman will be guided directly by the statistical clerk's entries.

Stack screens, which are transparent cross-hatched paper with wax on one side, will be used for Maps 2, 3, 6, 7 and 8. The stack screen is applied simply by placing it over the area to be covered and pressing firmly until the paraffin base sticks to the map surface. Before it is applied, however, all dust, dirt, red gum or pencil markings should be taken off, for they show on the print unless removed.

After the stack screen has been applied use a knife or razor to cut it at the boundaries of the area. Block borders will show up more clearly if the screen is cut slightly smaller than the boundaries of the block. Stack screens should not be overlapped in the same block for disalignments of that kind reproduce easily.

Mapping

The symbol of solid black is applied by pen or brush with India ink. When India ink is put on a block, leave a small white space between the block and the block boundaries.

Since stack screens are easily detached extreme care must be used in the handling of a map after they have been applied. Reproduce the maps when completed and checked.

The type of stack screen used for the examples at the end of this Section may be procured from the Para-Tone Company, Incorporated, 440 South Dearborn Street, Chicago, Illinois. The catalogue number of Para-Tone Company's Zipatone stack screens is given in the directions for the maps in which stack screens will be used. The use surface of a sheet of stack screen is 8" x 12".

The designation of certain types of land use must be made on all prints which have been prepared for Maps 1-9. Parks, public property and public housing projects should be identified wherever they occur in the city. They will be indicated by means of stack screens. The screen for parks should be placed over areas used for recreational or any other park purpose. The screen denoting public property should be placed over areas occupied by a structure and owned by a governmental agency. The screen showing public housing projects should be placed over areas occupied by USHA-aided projects or PWA Housing Division projects. The numbers of the stack screens to be used for these types of land use are as follows:

Parks: #63
Public Property: #26
Public Housing Projects: #562

The patterns of these stack screens will be found in the examples.

All larger non-residential properties, such as railroad properties, public schools, hospitals and industrial properties, should be indicated on the map if located within the areas covered. Their approxim-

ate shape should be shown and they should be drawn in proportion to the scale used on the map. If large enough, the name of the institution or concern should be lettered in on the map.

The instructions for individual maps now follow.

Map 1. Master Control Map

The purpose of this map is to show clearly the framework of the survey.

All lines and lettering entered on the map should be in black India ink. This applies to the remaining maps as well as to this one.

Draw in the boundary lines of the areas surveyed. Within each of the areas the enumeration districts and block numbers will be indicated. Heavy lines should be drawn in to indicate the boundaries of enumeration districts. Block numbers should be entered in small block print in the center of each block. A larger number should be printed in approximately the center of each enumeration district indicating the enumeration district number.

Map 2. Substandard Dwelling Units

The source of information for this and the following maps through Map 8 will be found in the Block Data Table in the columns for the appropriate blocks. Therefore, Maps 2-8 cannot be prepared until after the Block Data Table is completed. However, since the Block Data Table is prepared at an early stage of the tabulating operations much of the mapping and tabulating may be conducted simultaneously if desired.

This map indicates the percentage of substandard dwelling units in each block. The percentage is computed by dividing the figure in Line A-3 by the figure in Line A-1 on the Block Data Table.

The class intervals to be used and the number of the stack screen for each interval are as follows:

Percent of All Dwelling Units Substandard	Stack Screen Number
0%	33
1% - 19%	79
20% - 29%	62
30% - 39%	97
40% - 49%	29
50% - 59%	25R
60% - 69%	27R
70% - 79%	29R
80% - 89%	83R
90% -100%	Black

The legend for this map is indicated in the example at the end of this Section. All legends shown on this exhibit page will include parks, public property and public housing projects. It should be understood, however, that in the individual city these items will be included in the legend only if included in the map.

Map 3. Race of Household

This map indicates the percentage of all occupied dwelling units occupied by a racial group other than White.1/ The percentage is computed by dividing the figure for Line D-2 by the total of the entries for Lines D-1 and D-2.

1/ If more than two racial groups have been tabulated in the survey there should be a separate map for each non-white group.

Mapping

The class intervals to be used and the number of the stack screen for each interval are as follows:

Percent of All Occupied Dwelling Units Occupied By Race Other Than White	Stack Screen Number
0%	33
1% - 4%	79
5% - 14%	62
15% - 24%	97
25% - 34%	29
35% - 49%	27R
50% - 74%	83R
75% -100%	Black

Map 4. Dwelling Units Unfit for Use

This map indicates by means of dots the number of dwelling units in each block that are unfit for use. The count is taken from Line C-1 on the Block Data Table. The map will show one dot for each dwelling unit unfit for use.

Map 5. Dwelling Units Needing Major Repairs and Lacking Private Flush Toilet and Bath

This map indicates by means of dots the number of dwelling units in each block that need major repairs and lack both private flush toilet and bath. The count is taken from Line C-2a on the Block Data Table.

Map 6. Average Rental for Substandard Dwelling Units

This map shows the average monthly contract rent for substandard dwelling units. This figure is on Line E-2 of the Block Data Table.

The class intervals to be used and the number of the stack screen for each interval are as follows:

Rent Group	Stack Screen Number
Less than $5.00	79
$ 5.00 - 9.99	62
10.00 - 14.99	97
15.00 - 19.99	29
20.00 - 24.99	27R
25.00 - 29.99	29R
30.00 - 39.99	83R
40.00 and over	Black

Map 7. Average Income of White Tanant Families in Substandard Dwelling Units

This map shows the average annual income for White tenant families living in substandard dwelling units. This figure will be taken from Line F-1 on the Block Data Table.

The class intervals to be used and the number of the stack screen for each interval are as follows:

Income Group	Stack Screen Number
Less than $200	79
$ 200 - 399	62
400 - 599	97
600 - 799	29
800 - 999	25R
1000 - 1199	27R
1200 - 1399	29R
1400 - 1599	83R
1600 and over	Black

Map 8. Average Income of Tenant Families Other Than White in Substandard Dwellings

This map shows the average annual income for tenant families other than White 1/ living in substandard dwell-

---

1/ If the nonwhite category has been divided into separate racial groups in the tabulation there should be a separate map for each racial group.

ing units. The figure will be taken from Line F-2 on the Block Data Table. The class intervals and numbers for the stack screens will be the same as those used for the preceding map.

Map 9. Residences of Principal Providers in Tenant Families Working in Designated Employment Areas

This map will show for the principal providers in tenant families the geographical relationship between where they live and where they work. The general scheme of presenting the data will be first to select one or more concentrated employment areas in the city, each of which will be shown on a separate map, and second, to show by means of dots on each map the residences of persons working in the employment area shown on that particular map. If a city has only one such employment area only one map will be necessary, but if there are several employment areas one map should be prepared for each area.

Information for this map will be taken from the original schedules for White and Other tenant families. Hence, this map cannot be started until the schedules used for the tabulating work have been returned to the Control Section. For this map, then, remove from the Control Section the two groups of schedules labelled as follows: (1) "White Tenant Families-Original Schedules," (2) "Other Tenant Families-Original Schedules." A charge slip should be made out for these schedules.

Work with the schedules for White families only for the time being. Using the check mark in Item 1 of Section D, sort these schedules into two sets, one set for those checked "Yes" and the other for those checked "No." Set the schedules in the latter group aside for the time being, labelling them "White Tenant Schedules: Not Used for Employment Map." Work only with the schedules showing a check mark next to "Yes."

Mapping

Using the place of employment as shown in Item 4 of Section D, spot in the places of employment on one of the prints of the double-line base map. There will be one dot for each of the schedules with a check mark next to "Yes" in Item 1 of Section D. After all employment locations for White tenants have thus been spotted set the schedules used aside, labelling them "White Tenant Schedules: Used for Employment Map."

Now take the schedules for Other tenant families and follow the procedures suggested in the last two paragraphs for sorting the schedules and spotting the employment location. Use the same map for spotting the employment locations of both racial groups. After the employment locations for Other tenants have thus been spotted, label the schedules used "Other Tenant Schedules: Used for Employment Map."

The map on which employment locations have been spotted is in the nature of a "worksheet map," used for the purpose of finding out where the principal providers of tenant families in substandard dwellings work. The employment areas will be represented by clusters of dots, which show a concentration of workers in the given area. In some cities there will be only one pronounced cluster, indicating only one employment area. In other cities there will be two or more of such clusters.

Draw a heavy line around each employment area. Assign numbers to the areas if there are more than one. At the point where streets in the area cross the boundary of the area write in on the map the street number that falls at the point of intersection. The numbers entered at the points of intersection of the street and area boundary indicate the range of numbers of each street within the designated area. The street numbers are necessary to facilitate the coding of the schedules for employment area, which is the next step.

The schedules labelled "White Tenant Schedules: Used for Employment Map" will now be coded for employment area. Using the address given in Item 4 of Section D, enter in red the number of the principal provider's employment area, placing the entry to the right of the address given.

Mapping

After the codes have been entered and checked, the schedules must be sorted for employment area. In this sort, there will be as many sets as there are employment areas plus an additional set for those workers not employed in the areas chosen.

The schedules are now arranged for mapping. The first step in mapping is to shade in lightly each employment area on a different map. Then take the schedules and spot in (in black dots) the residences of principal providers on the maps for their respective employment areas. This spotting is guided by the Block Number given in the heading of the schedule. The location of the block will be found by referring to the Master Control Map, which indicates the location of blocks by number in the areas surveyed. Then simply enter the dot in the corresponding block in the employment area map.

After the map for each area has been prepared reassemble all the original schedules for White tenant families, including those set aside for providers not reporting regularly to the same place of work. Relabel these schedules "White Tenant Families - Original Schedules," and hold them for the time being.

Follow the same procedure to code the schedules for Other families and map the information. Addresses of principal providers of both White and Other families will be spotted on the same maps. A distinction between the two will be made by using an open dot for providers in Other families. Since an open dot of the same size as a black dot appears larger to the eye, it may be advisable to compensate by decreasing slightly the size of the open dot.1/

After the information for Other families has been mapped, reassemble all the original schedules for Other tenant families, including those set aside for providers not reporting regularly to the same place of work. Relabel these schedules "Other Tenant Families - Original Schedules." Return both groups of schedules, White and Other, to the Control Section.

This completes the instructions for mapping procedures.

1/ If a third racial group is included on the same maps a small cross or triangle can be used to differentiate it from the other two groups.

MAP 2
SUBSTANDARD DWELLING UNITS

(NAME OF CITY AND STATE)

SURVEY OF LOW-RENT HOUSING NEEDS (Mo. & Yr.)

WPA PROJECT NUMBER_____

PERCENT OF ALL DWELLING UNITS SUBSTANDARD	SYMBOL
0 %	
1 % — 9 %	
10 % — 19 %	
20 % — 29 %	
30 % — 39 %	
40 % — 49 %	
50 % — 59 %	
60 % — 79 %	
80 % — 100 %	
PARKS	
PUBLIC PROPERTY	
PUBLIC HOUSING PROJECT	

NOTE:
This percentage was determined by dividing the number of substandard dwelling units by the total number of dwelling units.

MAP 3
RACE OF HOUSEHOLD

(NAME OF CITY AND STATE)

SURVEY OF LOW-RENT HOUSING NEEDS (Mo. & Yr.)

WPA PROJECT NUMBER_____

PERCENT OF ALL OCCUPIED DWELLING UNITS OCCUPIED BY RACE OTHER THAN WHITE	SYMBOL
0 %	
1 % — 4 %	
5 % — 14 %	
15 % — 24 %	
25 % — 34 %	
35 % — 49 %	
50 % — 74 %	
75 % — 100 %	
PARKS	
PUBLIC PROPERTY	
PUBLIC HOUSING PROJECT	

NOTE:
This percentage was obtained by dividing the number of dwelling units occupied by a non-white race by the total number of occupied dwelling units.

The other than white classification includes all races other than white.

MAP 6
AVERAGE RENTAL FOR SUBSTANDARD DWELLING UNITS

(NAME OF CITY AND STATE)

SURVEY OF LOW-RENT HOUSING NEEDS (Mo. & Yr.)

WPA PROJECT NUMBER_____

RENT GROUP	SYMBOL
LESS THAN $5.00	
$5.00 — 9.99	
10.00 — 14.99	
15.00 — 19.99	
20.00 — 24.99	
25.00 — 29.99	
30.00 — 39.99	
40.00 AND OVER	
PARKS	
PUBLIC PROPERTY	
PUBLIC HOUSING PROJECT	

MAP 7
AVERAGE INCOME OF WHITE TENANT FAMILIES IN SUBSTANDARD DWELLING UNITS

(NAME OF CITY AND STATE)

SURVEY OF LOW-RENT HOUSING NEEDS (Mo. & Yr.)

WPA PROJECT NUMBER_____

INCOME GROUP	SYMBOL
LESS THAN $200	
$200 — 399	
400 — 599	
600 — 799	
800 — 999	
1,000 — 1,199	
1,200 — 1,399	
1,400 — 1,599	
1,600 AND OVER	
PARKS	
PUBLIC PROPERTY	
PUBLIC HOUSING PROJECTS	

APPENDIX

A. Sample Tabulations to be Prepared by the Survey

B. Sample Forms Needed in Conducting the Survey

C. Schedule of Deductions Where Furniture is Included in the Rent

A. Sample Tabulations to be Prepared by the Survey

Block No. _____
E.D. No. _____

Block Tally Sheet

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No. _____

T-1. Distribution by Occupancy, Race and Adequacy of All Dwelling Units Visited, Classified by Tenure and Monthly Contract Rent

Tenure and Monthly Contract Rent	Total Dwelling Units			Occupied							Vacant		
				All			White Occupants		Other Occupants				
	Total	Standard	Substandard	Total	Standard	Substandard	Standard	Substandard	Standard	Substandard	Total	Standard	Substandard
Total Units													
Owner-Occupied Units, Total											xxx	xxx	xxx
Rental Units, Total													
Less than $5													
$ 5.00 - 9.99													
10.00 - 14.99													
15.00 - 19.99													
20.00 - 24.99													
25.00 - 29.99													
30.00 - 39.99													
40.00 and over													
Average Contract Rent				xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx

T-3. Distribution by Number of Units of Occupied Substandard Dwelling Units Classified by Substandard Condition

Classification	Number Units
Total Units	
1. Unfit for use	
2. Needs major repairs; lacks toilet and bath	
3. Needs major repairs; has toilet but no bath	
4. Needs major repairs; has toilet and bath	
5. Needs no major repairs; lacks toilet and bath	
6. Needs no major repairs; has toilet but no bath	
7. Substandard for other reasons	

T-2. Distribution by Race of Tenant Families Living in Substandard Dwelling Units Classified by Annual Income

Race	Total	Annual Income										Average Income
		Under $200	$200-399	$400-599	$600-799	$800-999	$1000-1199	$1200-1599	$1600-1999	$2000 & Over	Not Reported	
Total Families												
White												
Other												

120698

Table 1

Distribution by Occupancy, Race and Adequacy of All Dwelling Units Classified by Tenure and Monthly Contract Rent

Tenure and Monthly Contract Rent	Total Dwelling Units			Occupied							Vacant		
				All			White Occupants		Other Occupants				
	Total	Standard	Substandard	Total	Standard	Substandard	Standard	Substandard	Standard	Substandard	Total	Standard	Substandard
Total Units													
Owner-Occupied Units, Total											xxx	xxx	xxx
Rental Units, Total													
Under $5.00													
$ 5.00 - 9.99													
10.00 - 14.99													
15.00 - 19.99													
20.00 - 24.99													
25.00 - 29.99													
30.00 - 39.99													
40.00 or more													
Median Rent													

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Distribution by Condition of All Occupied Substandard Dwelling Units
Classified by Tenure, Race and Monthly Contract Rent

Tenure, Race and Monthly Contract Rent	Total Substandard Dwelling Units	Unfit or Needing Major Repairs						Not Needing Major Repairs			
		Number			No Toilet, No Bath	With Toilet, No Bath	With Toilet, with Bath	Total	No Toilet, No Bath	With Toilet, No Bath	With Toilet, with Bath 1/
		Total	Unfit	Need Major Repairs							
Total Substandard Dwelling Units											
Owner-Occupied											
Total											
White											
Other											
Tenant-Occupied											
White: Total											
Under $5.00											
$ 5.00 - 9.99											
10.00 - 14.99											
15.00 - 19.99											
20.00 - 24.99											
25.00 - 29.99											
30.00 - 39.99											
40.00 and over											
Other: Total											
Under $5.00											
$ 5.00 - 9.99											
10.00 - 14.99											
15.00 - 19.99											
20.00 - 24.99											
25.00 - 29.99											
30.00 - 39.99											
40.00 and over											

1/ This column includes units which need neither major repairs nor sanitary facilities, but which are substandard because they are overcrowded and/or lack adequate heating facilities.

120698

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project Number_____

Table 3

Distribution by Racial Occupancy and Tenure of Substandard Dwelling Units and Occupant Groups, Classified by Number and Type of Group in Dwelling Unit

Number and Type of Group in Dwelling Unit	All Races			White		Other	
	Total	Tenant	Owner	Tenant	Owner	Tenant	Owner
		A. Occupied Substandard Dwelling Units					
Total Dwelling Units							
Dwelling Units Occupied by One Family							
Dwelling Units Occupied by Two or More Families							
Dwelling Units Occupied by Nonfamily Groups							
		B. Family and Nonfamily Groups					
Total Groups							
One Family per Dwelling Unit							
Two or More Families per Dwelling Unit							
Nonfamily Groups							

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project Number _____

120698

Table 4

Distribution by Monthly Contract Rent and Gross Rent of Tenant-occupied Substandard Dwelling Units Classified by Race and Size of Household

Race_____

Size of Household	Total	Monthly Rent									
		Under $2.50	$2.50-4.99	$5.00-7.49	. . .	$17.50-19.99	$20.00-24.99	$25.00-29.99	$30.00-39.99	$40.00- & over	Not Reported
						A. Contract Rent					
Total Households											xxx
1 person											xxx
2 persons											xxx
-											xxx
-											xxx
8 persons											xxx
9 persons or more											xxx
						B. Gross Rent					
Total Households											
1 person											
2 persons											
-											
-											
8 persons											
9 persons or more											

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 5

Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Family Size, Relief Status and Monthly Gross Rent 1/

Race_____ No. of Persons in Family_____

Monthly Gross Rent	Total	Annual Income							
		Under $100	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & over	Not Reported
				A. Relief and Nonrelief Families					
Total									
Under $2.50									
$ 2.50 - 4.99									
-									
-									
17.50 - 19.99									
20.00 - 24.99									
25.00 - 29.99									
30.00 - 39.99									
40.00 and over									
Not Reported									
				B. Nonrelief Families					
Total (Same Rent Classes)									

1/ Gross rent of dwelling units with lodgers adjusted by subtracting the rent paid by lodgers.

120698

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

Table 6

Distribution by Monthly Gross Rent[1] of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Relief Status and Size of Family

Race_____

Size of Family	Total	Monthly Gross Rent								
		Under $2.50	$2.50-4.99	. . .	$17.50-19.99	$20.00-24.99	$25.00-29.99	$30.00-39.99	$40.00 & over	Not Reported
					A. Relief and Nonrelief Families					
Total										
2 persons										
3 persons										
-										
-										
8 persons										
9 persons or more										
					B. Nonrelief Families					
Total										
2 persons										
3 persons										
-										
-										
8 persons										
9 persons or more										

1/ Gross rent of dwelling units with lodgers adjusted by subtracting the rent paid by lodgers.

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 7

Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Relief Status and Size of Family

Race _____

Size of Family	Total	Annual Income								
		Under $100	$100-199	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & Over	Not Reported
					A. Relief and Nonrelief Families					
Total										
2 persons										
3 persons										
-										
-										
8 persons										
9 persons or more										
					B. Nonrelief Families					
Total										
2 persons										
3 persons										
-										
-										
8 persons										
9 persons or more										

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 8

Distribution by Percentage of Gross Rent[1] to Income of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race and Annual Income

Race_____

Annual Income	Total	Percentage of Gross Rent to Income												Median Percent
		Under 10	10-14.9	15-19.9	20-24.9	25-29.9	30-34.9	35-39.9	40-44.9	45-49.9	50-59.9	60 & over	Not Reported	
Total Families														
Under $100														
$ 100 - 199														
-														
-														
1300 - 1399														
1400 - 1599														
1600 - 1799														
1800 - 1999														
2000 and over														
Not Reported														

1/ Gross rent of dwelling units with lodgers adjusted by subtracting the rent paid by lodgers.

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 9

Distribution by Annual Income of Tenant Families Living in Substandard Dwelling Units Occupied by Two or More Families Classified by Race and Size of Family

Race _____

Size of Family	Total	Annual Income								
		Under $100	$100-199	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & Over	Not Reported
Total Families										
2 persons										
3 persons										
-										
-										
-										
8 persons										
9 persons or more										

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No. _____

120698

Table 10

Distribution by Annual Income of All Families Living in Owner-occupied Substandard Dwelling Units Classified by Race and Size of Family

Race _____

Size of Family	Total	Annual Income								
		Under $100	$100-199	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & Over	Not Reported
Total Families										
2 persons										
3 persons										
-										
-										
-										
8 persons										
9 persons or more										

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 11

Distribution by Annual Income of All Nonfamily Groups Living in Substandard Dwelling Units Classified by Race, Size of Group and Tenure

Race_____

Size of Group and Tenure	Total	Annual Income								
		Under $100	$100-199	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & over	Not Reported
Total Nonfamily Groups 1 person 2 persons - - 8 persons 9 persons or more										
Total Owner Groups Total Tenant Groups										

120698

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

Table 12

Average Monthly Cost of Utilities Used for Specific Purposes by Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family, Classified by Race

Race_____

Type of Utility and Use	Number of Reports	Average Monthly Cost
1. Electricity		
a. Lighting Only		
b. Lighting and Other Uses		
2. Gas		
a. Cooking Only		
b. Cooking and Heating Water		
c. Cooking, Heating Water and Other Uses		
3. Coal, Coke or Wood		
a. Heating Only		
b. Heating and Other Uses		
4. Kerosene, Gasoline, or Oil		
a. Cooking Only		
b. Cooking and Heating Water		
c. Cooking, Heating Water and Other Uses		
5. Water		

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 13

Average Monthly Cost of Utilities Used by Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family, Classified by Race and Annual Income

Race_____

Annual Income	All Utilities				Electricity		Note:
	Families Reporting No Utilities Included in Rent		Families Reporting One or More Utilities Included in Rent				Similar columns for the following: (1) Gas, (2) Coal, coke, wood, (3) Kerosene, gasoline, oil, (4) Water
	Number Reporting	Average Monthly Cost	Number Reporting	Average Monthly Cost	Number Reporting	Average Monthly Cost	
Total Families							
Under $100							
$ 100 - 199							
-							
-							
1300 - 1399							
1400 - 1599							
1600 - 1799							
1800 - 1999							
2000 and over							
Not Reported							

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 14

Distribution of Tenant Families Living in Substandard Dwelling Units and Owning an Automobile, Classified by Race and Annual Income

Annual Income	Total	White Families	Other Families
Total Families			
Less than $200			
$ 200 - 399			
400 - 599			
600 - 799			
800 - 999			
1000 - 1199			
1200 - 1599			
1600 - 1999			
2000 and over			
Not Reported			

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 15

Distribution by Annual Wages of Tenant Families Living in Substandard Dwelling Units Occupied by a Single Family Classified by Race, Monthly Gross Rent and Annual Income

Race_____ Monthly Gross Rent_____

Annual Income	Total	Annual Wages							
		Under $100	$100-199	. . .	$1300-1399	$1400-1599	$1600-1799	$1800-1999	$2000 & Over
Total Families Reporting									
Families with less than $50 income in addition to wages									
Families with income of $50 or more in addition to wages: Total									
Under $100									
$ 100 - 199									
-									
-									
-									
1300 - 1399									
1400 - 1599									
1600 - 1799									
1800 - 1999									
2000 and Over									

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

Table 16

Block Data Table

Classification	All Blocks	Block Number					
		Subtotal Blocks ___to___					
A. Number of Dwelling Units							
1. Total							
2. Standard							
3. Substandard							
B. Tenure							
1. Owner-occupied							
2. Tenant-occupied							
3. Vacant							
C. Adequacy							
1. Unfit for use, total							
2. Needing major repairs, total							
a. Lacks private flush toilet and bath							
b. Has toilet but no bath							
c. Has toilet and bath							
3. Not needing major repairs, total							
a. Lacks private flush toilet and bath							
b. Has toilet but no bath							
c. Has toilet and bath							
D. Race of Occupants							
1. White							
2. Other							
E. Average Contract Rent of Dwelling Units							
1. Standard							
2. Substandard							
F. Average Income of Tenant Families in Substandard Units							
1. White							
2. Other							

Name of City and State
Survey of Low-Rent Housing Needs (Month and Year)
WPA Project No._____

120698

B. Sample Forms Needed in Conducting the Survey

OATH OF OFFICE

Survey of Low-Rent Housing Needs of_____

I solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter.

I further swear (or affirm) that I will in no way reveal any of the information secured by me in the course of my duties, except to the Survey Supervisor or to his authorized agent.

_____
Signature

_____
Date

SURVEY OF LOW-RENT HOUSING NEEDS

Identification Card

SURVEY OF LOW-RENT HOUSING NEEDS_____

This will identify_____who is hereby authorized to collect information for the Survey of Low-Rent Housing Needs of_____. All information given to him will be held in strictest confidence. It will not be used for taxation purposes or in any way to the detriment of the householder.

_____
Chairman

_____
Housing Authority

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

Enumerator's Production Record

Squad No. _____

Squad Leader _____

Name:						Name:					
Date	Number Dwelling Units Enumerated			Blocks Turned In		Date	Number Dwelling Units Enumerated			Blocks Turned In	
	Total	Standard	Substandard	E.D.	No.		Total	Standard	Substandard	E. D.	No.

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

Squad Production Record

Squad No. _____

Squad Leader _____

Date	Number of Enumerators at Work	Hours Worked by Enumerators			Number of Dwelling Units Enumerated			Number of Completed Blocks Turned in by Squad Leader	Number of Completed Forms 2 per Man Hour of Enumeration
		Total	Enumeration	Instruction	Total	Standard	Substandard		

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

Summary Report of Enumeration

Dates	Employment Record of Enumeration			Number Dwelling Units Enumerated				Completed Forms 2 per man hour of Enumeration
	Average Persons at Work Daily	Total Man Hours		Total	Standard	Substandard		
		Enumeration	Instruction			No.	Percent	
1	2	3	4	5	6	7	8	9

SURVEY OF LOW-RENT HOUSING NEEDS

_____

(City and State)

Block Progress Chart

Enumeration District Number	Block Number	Number of Forms 2	NUMBER AND NAME OF OPERATION COMPLETED							
			Enumeration Completed	Checked, Not Approved - Checker	Corrected for Checker - Squad Leader	Checked, Approved - Checker	Coded	Coding Checked	Final Inspection	Tabulation
			1	2	3	4	5	6	7	8

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

Enumerator's Daily Report

Name _____ Date _____ Squad No. _____

Time Started Work _____ Time Stopped Work _____

Time Started Work _____ Time Stopped Work _____

Hours Worked:	Number of Dwelling Units Enumerated		
	Total	Standard	Substandard
Enumeration _____			
Instruction _____			
Total _____			

Completed Blocks Turned In:

E. D. _____ Block No. _____ E. D. _____ Block No. _____

E. D. _____ Block No. _____ E. D. _____ Block No. _____

SURVEY OF LOW-RENT HOUSING NEEDS

_____
(City and State)

Squad Leader's Daily Report

Name _____ Date _____ Squad No. _____ Number Enumerators _____

_____

Time Started Work _____ Time Stopped Work _____

Time Started Work _____ Time Stopped Work _____

Hours Worked by Enumerators:	Number of Dwelling Units Enumerated		
	Total	Standard	Substandard
Enumeration _____			
Instruction _____			
Total _____			

Completed Blocks Turned in by Squad Leader:

E.D. _____ Block No. _____ E.D. _____ Block No. _____

E.D. _____ Block No. _____ E.D. _____ Block No. _____

BLOCK FACE CARD

E.D.No. _____

Block No. _____

No. of Sheets: Form 1 _____

No. of Schedules: Form 2 _____

Operation	No.	Name	Date
Enumeration Completed	1		
Checked, Not Approved - Checker	2		
Corrected for Checker - Squad Leader	3		
Checked, Approved - Checker	4		
Coded	5		
Coding Checked	6		
Final Inspection	7		
Tabulation	8		

Note errors for Squad Leaders Correction -

CHARGE SLIP

E.D. No. _____ Block No. _____

Form 1 _____ Block Face Card _____

Form 2 _____

Out of File to: Name _____ Date _____

Returned to File: Date _____

Operation Completed: _____

Posted

C. Schedule of Deductions Where Furniture is Included in the Rent

C. Schedule of Deductions Where Furniture is Included in Rent.

In coding the Dwelling Schedules preparatory to tabulation, the coders are instructed to deduct the equivalent of rent for furniture from the contract rent of furnished dwelling units before adding in the cost of utilities to obtain the gross rent. It will probably be necessary to prepare a schedule of deductions for furniture in each community where a survey is being made. The following table is suggested as a possible form to be used. The values to be entered can be determined after consultation with representative landlords or managers of furnished apartments or dwelling units of the type found in the area to be surveyed.

Schedule of Adjustments to be Made Where Furniture is Included in Rent, by Rent Group and Size of Unit

Size of Unit	Rent Group				
	Less than $10	$10-19	$20-29	$30-39	$40 or more
1 Room					
2 Rooms					
3 Rooms					
4 Rooms					
5 Rooms					
6 Rooms					
7 Rooms					
8 Rooms					
More than 8					

U.S. Housing Authority.
Technique for a Survey of Low-Rent Housing Needs.

DATE	ISSUED TO
GAYLORD 40	

DATE	ISSUED TO