



January 5, 2015

Dear City/County Official:

Article XIII B of the California Constitution requires the California Department of Finance (Finance) to prepare population estimates for the purpose of calculating the appropriation limits for the state, counties, cities and special districts, including your jurisdiction. Finance uses annual housing unit change data to produce the January 1, 2015 population estimate for your jurisdiction. As part of the population estimates process, Finance requests information on all housing unit change activity in your jurisdiction between January 1, 2014 and December 31, 2014 inclusive.

REMINDER – BE SURE TO TRY OUR ONLINE SURVEY!

You now have the option of submitting your housing unit change data electronically using the online survey. Just follow the link or enter the URL below, and click on the Housing Unit Survey (HUS) icon to login:

<http://housingsurvey.dof.ca.gov/hus/index.aspx>

You must register the first time you enter the HUS system. Registration requires a security code. The security code was provided in the accompanying email. To re-enter the HUS system to submit updates or corrections, log in using the name and phone number you registered with. Instructions are provided along with the electronic survey. Please contact Finance to answer any housing survey questions.

Your information may be typed directly into the PDF form attached, and then either e-mailed or printed and returned by regular mail or fax. Enclosed are instructions to assist you in completing the form. We encourage you to read the instructions thoroughly before completing the survey form. Please complete all sections and return the survey to Finance by January 16, 2015.

Please return the completed survey form using one of the following reporting methods:

- Online HUS System: <http://housingsurvey.dof.ca.gov/hus/index.aspx>
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: <http://www.dof.ca.gov/research/demographic/surveys/>
- E-mail: Douglas.Kuczynski@dof.ca.gov or Alexander.Alvarado@dof.ca.gov

Thank you for your cooperation and assistance. You may contact Alex Alvarado or me, Doug Kuczynski, at (916) 323-4086 if you have any questions regarding this data request.

Sincerely,

Doug Kuczynski
Research Program Specialist
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814

INSTRUCTIONS**DOF HOUSING UNIT SURVEY - 1/1/14 THRU 12/31/14**

Please return the attached Housing Unit Survey to the Department of Finance (Finance) by **January 16, 2015**. Attention: Demographic Research Unit, Department of Finance, 915 L Street, Sacramento, CA 95814, Fax (916) 327-0222, Telephone No. (916) 323-4086.

INSTRUCTIONS: PLEASE READ CAREFULLY.**Section I. Housing Units Gained**

Report all housing unit change information that occurred within your jurisdiction from **January 1, 2014 through December 31, 2014**.

1. **REPORT HOUSING UNITS GAINED from newly constructed housing units** within the given time frame: (Please check **ONLY ONE** box on the form indicating the source of new construction). Please do **NOT** provide building permits issued. If you only have building permits issued to indicate new housing construction, report them as indicated below under Adjusted Building Permits, using the time frame: **single-family unit** permits issued: 7/1/12-6/30/13; and **multi-unit** permits issued: 1/1/12-12/31/12. (Refer to Section I, Line 1 of the DOF Housing Unit Survey.)

Final Inspections: Report the number completed between January 1, 2014 and December 31, 2014. **OR,**

Certificates of Occupancy: Report the number completed between January 1, 2014 and December 31, 2014. **OR,**

Completed Housing Units: Report the number completed between January 1, 2014 and December 31, 2014. **OR,**

Utility Releases: Report the number completed between January 1, 2014 and December 31, 2014. **OR,**

Adjusted Building Permits: Report the number of building permits that were issued for the following time frames: **single structure units** backdated 6 months were issued from **July 1, 2013 to June 30, 2014**, and **multi-structure units** backdated 12 months were issued from **January 1, 2013 to December 31, 2013**.

Mobile Home Units: Report mobile home unit changes on lots from January 1, 2014 to December 31, 2014. Changes in mobile homes may be reported regardless of the source of new construction.

Contact us at (916) 323-4086 if you are unable to provide the above noted data.

2. **REPORT HOUSING UNITS GAINED from conversions or moved into your jurisdiction.** If your jurisdiction gained any new housing units from converting non-residential buildings into housing units, or by converting one type of housing unit structure into a new housing structure, (such as a duplex gained by converting a single family home) or any new housing units gained from military conversions, report these units under "conversions" from January 1, 2014 through December 31, 2014. Also, report any housing units moved into your jurisdiction. (Refer to Section 1, Line 2 of the DOF Housing Unit Survey.)
3. **REPORT OTHER HOUSING UNITS GAINED from non-permitted activity.** Consists of Non-permitted residential units added to college campuses; military units converted to civilian use without the issuance of a building permit; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section II. Housing Units Lost

The Census Bureau no longer collects demolition data on the C-404 survey. We request local jurisdictions to report all units lost within your jurisdiction from January 1, 2014 through December 31, 2014.

1. **REPORT HOUSING UNITS LOST from demolition, fire, or other natural disaster.** Report residential housing units lost within your jurisdiction from January 1, 2014 through December 31, 2014 demolition, fire, earthquake, flood, or other natural disaster.
2. **REPORT HOUSING UNITS LOST from conversions or moved out of your jurisdiction.** Report units lost from converting housing units into non-residential uses, or lost by converting one type of housing unit structure into a new housing structure, (such as a single family home lost by converting it into a duplex from January 1, 2014 through December 31, 2014. Also, report any units that moved out of your jurisdiction.
3. **REPORT OTHER HOUSING UNITS LOST from non-permitted activity.** Consists of Non-permitted residential units added to college campuses; and non-permitted residential units added illegally within your jurisdiction. An example of an illegal unit -- a secondary non-permitted unit intended for residential occupancy added to an existing primary residence.

Section III. Annexations and Detachments (cities only)

Cities need to list all inhabited annexations and detachments that occurred between January 1, 2014 and December 31, 2014 in this section. For inhabited **annexations and detachments**, report all existing housing units within the area as of the **effective date**. Report housing units built **after** the effective date under **Section I- Housing Units Gained**. Include the full name of each annexation/detachment and its LAFCO resolution number.

Section IV. Civilian Group Quarters Change

Finance collects Group Quarters information for military facilities and State and Federal facilities. These include California State and federal prisons and youth authority camps, state hospitals, and federal military barracks and ships. You do not need to report on these facilities. Please report all other Group Quarters, including private college dorms.

Only include Group Quarters changes that affect the current annual population estimate. Report resident Group Quarters change information for facilities that opened or closed during the year, or whose resident population significantly changed during the calendar year. Report annexed Group Quarters facilities in this section. For this survey, only consider changes for facilities that have 100 or more residents. If no significant changes occurred in the last calendar year, write "no change" in this section.

ADDITIONAL INFORMATION

Provide documentation for any additional information that may affect your area's population. Include the basis of the population change and the source of the information. Finance reviews all additional population change information documented by local areas.

Definitions

Single-detached unit - a one-unit structure with open space on all four sides. The unit often possesses an attached garage.

Single-attached unit - a one-unit structure attached to another unit by a common wall, commonly referred to as a townhouse, half-plex, or row house. The shared wall or walls extend from the foundation to the roof with adjoining units to form a property line. Each unit has individual heating and plumbing systems.

Mobile home unit - a one-unit structure that was originally constructed to be towed on its own chassis.

2-, 3-, and 4-plex units per structure - a structure containing two, three, or four units and not classified as single-unit attached structure. The units in the structure share attic space and heating and plumbing systems.

5 or more units per structure - a structure containing five or more housing units. The units share attic space, and heating and plumbing systems.

Civilian Group Quarters - are non-household residential facilities. Types of Group Quarters facilities include: nursing and convalescent homes; orphanages; shelters; convents; and local facilities for the mentally and physically disabled. Residents living in these facilities have no permanent residence elsewhere.

Note: Condominium refers to an ownership classification, not a structural type. Report condominiums based on their structural types.

Please return the completed survey form by one of the following methods:

- Online HUS System: <http://housingsurvey.dof.ca.gov/hus/index.aspx>
- Fax: (916) 327-0222
- Mail: (see address below)
- Download PDF File: <http://www.dof.ca.gov/research/demographic/surveys/>
- E-mail: Douglas.Kuczynski@dof.ca.gov or Alexander.Alvarado@dof.ca.gov

**Department of Finance
Demographic Research Unit
915 L Street, 8th Floor
Sacramento, CA 95814**

DOF HOUSING UNIT SURVEY

PLEASE READ ATTACHED INSTRUCTIONS. RETURN THIS FORM TO OUR OFFICE BY **JANUARY 16, 2015**.
Attention: Demographic Research Unit, Department of Finance, 915 L Street, Sacramento, CA 95814, Fax (916) 327-0222, Tele. No. (916) 323-4086.

(Office use only)

City/Town: _____ County: _____

Place Code: _____

SECTION I. HOUSING UNITS GAINED

Please check the method you reported on this survey for newly constructed units:

Final Inspections completed between 1/1/14 – 12/31/14 Report counts only for units that are ready for occupancy.

If you are unable to provide final inspections, report **one** of the following types of counts to indicate newly constructed units:

Completed Housing Units, 1/1/14 – 12/31/14 **Certificates of Occupancy, 1/1/14 – 12/31/14** **Utility Releases, 1/1/14 – 12/31/14**

If you can only report building permits issued, you MUST adjust the building permits to estimate completions using a different time frame:

Single unit permits issued: 7/1/13 – 6/30/14 and **Multiple unit** permits issued: 1/1/13 – 12/31/13

REPORT UNITS GAINED	SINGLE UNIT STRUCTURES			MULTIPLE UNIT STRUCTURES				TOTAL UNITS
	detached Units	Attached Units	Mobile Homes	2, 3, or 4 -Plex		5 or More		
				Structures	Units	Structures	Units	
1. From newly constructed units								
2. From conversions or housing units moved into your jurisdiction								
3. From other local units or non-permitted activity								

SECTION II. HOUSING UNITS LOST
From January 1, 2014 through December 31, 2014

1. REPORT UNITS LOST from demolition, fire, or natural disaster								
2. REPORT UNITS LOST from conversions or moved out of your area								
3. REPORT UNITS LOST from other local units or non-permitted activity								

SECTION III. ANNEXATIONS AND DETACHMENTS
From January 1, 2014 through December 31, 2014

For Cities Only. Attach additional sheets if necessary.

List each boundary change separately by LAFCO resolution number and any existing units.

LAFCO Res. No.	Annexation Short Title & Effective Date	SINGLE UNIT STRUCTURES			MULTIPLE UNIT STRUCTURES				TOTAL UNITS
		detached Units	Attached Units	Mobile Homes	2, 3, or 4 -Plex		5 or More		
					Structures	Units	Structures	Units	

SECTION IV. CIVILIAN GROUP QUARTERS CHANGE
From January 1, 2014 through December 31, 2014

Attach additional sheets if necessary.

Facility Name, Address, Zip Code, & Telephone Number	DATE OF STATUS CHANGE					PERMANENT RESIDENTS	
	Annexed	Detached	Opened	Closed	Changed	1/1/2014	12/31/2014

(Please Print Clearly)

Reported by: _____ Department: _____ Title: _____
Address: _____ City: _____ Zip Code: _____ FAX No. : () _____
E-mail Address: _____ Telephone No. : () _____