

D-1685(LTP)

(Entity Name)

(Entity Code)

(Contact ID of the HEO - allow for 7 characters)

(Date)

(Recipient Name) (Position - allow for 45 character spaces)

(Department Name)

(Mailing Address)

(City) (State) (ZIP)

Dear (Name of HEO):

The U.S. Census Bureau invites your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. Every ten years, the Census Bureau conducts a census of the population and housing of the United States. Census data drive redistricting decisions and directly affect the distribution of more than \$200 billion in federal funds each year. The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides tribal, state, and local governments the opportunity to review and update the Census Bureau's address list.

The census is based on addresses compiled from many sources. We are requesting your help to ensure that the Census Bureau's address list is as accurate as possible for your jurisdiction. The accuracy and completeness of the address list is critical to the enumeration process and the quality of the resulting census data. By participating in the LUCA Program, you can help ensure that we achieve complete coverage in our enumeration of your jurisdiction.

Our records indicate that a portion of the area covered by your jurisdiction is within the boundary of a federally-recognized American Indian reservation and/or off-reservation trust land. The Census Bureau will not provide for your review the addresses on its list for that portion of your jurisdiction. The Census Bureau provides addresses contained within the boundaries of federally-recognized American Indian reservations and off-reservation trust lands only to the relevant tribal government, in keeping with the unique government-to-government relationship between the federal government and federally-recognized tribes. The Census Bureau nonetheless encourages tribal governments to coordinate their LUCA address list review with, or to delegate (if they do not plan to participate) review authority to, neighboring local governments or the state government. In the event that the tribal government chooses not to coordinate its LUCA address list review for the portion of the area covered by your jurisdiction, you can still help to improve the Census Bureau's address list for your entire jurisdiction by submitting potentially missing addresses as part of the LUCA Program.

The LUCA Program provides options for you to:

- Review/correct the Census Bureau's address list for the non-reservation/trust land portion of your jurisdiction. If there are city-style addresses (e.g. 101 Main St.) that you think are likely missing from the Census Bureau's address list for the reservation/trust land portion of your jurisdiction (e.g. because they represent new construction) you can submit them as added addresses along with any changes for the non-reservation/trust land area; or
- Submit your local address list of city-style addresses for all or part of your jurisdiction, including the part that overlaps the tribal boundary, to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update your legal boundaries and features on the Census Bureau maps.

You will not receive feedback on our disposition of any added addresses for the reservation/trust land portion of your jurisdiction, or be able to appeal our determinations on these, but we will include these addresses on our list for questionnaire delivery if we are able to validate them in our field check.

The enclosed flyer, *Will Your Community Be Ready for the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program?*, provides an overview of the LUCA Program. This flyer answers questions that may assist your government in deciding whether to participate in this program.

Also enclosed are the Registration Form, the Participation Option/Product Preference Form, the Confidentiality and Security Guidelines, the Confidentiality Agreement Form, the Self-Assessment Checklist, and two computer-based training (CBT) CD-ROMs. One CBT CD-ROM provides background and instructions on participating in the LUCA Program. The second CBT CD-ROM contains instructional information on the Census Bureau's MAF/TIGER Partnership Software (available free of charge to LUCA Program participants), a geographic information system software application that allows your government to update both the address list materials and map information.

If your government chooses to participate, please do the following:

- Choose a LUCA Program participation option and complete the Product Preference Form.
- Complete and sign the Registration Form.
- Designate a LUCA Program liaison and reviewers. (The liaison and all reviewers must sign the Confidentiality Agreement for Option 1 and Option 2).
- Ensure that the LUCA Program liaison completes and signs the Self-Assessment Checklist (required for participation in Option 1 and Option 2).

We will supply your LUCA materials as soon as possible after we receive your completed registration forms. You have 120 days from the date you receive your LUCA materials to complete your review and submit your address list changes. We will accept registrations up until **December 31, 2007**, but can guarantee the full 120-day review period only for governments registering by **November 19, 2007**. If you register before **October 31, 2007**, you have the opportunity to provide legal boundary updates along with your LUCA updates, and the Census Bureau will not send you the 2008 Boundary and Annexation survey package in January 2008.

Please return all forms to the Census Bureau as soon as possible in the enclosed postage-paid envelope. If you have any questions regarding the LUCA Program, please contact your Census Bureau Regional Office by telephone at 1-866-511-LUCA (5822) or via e-mail at *[RO e-mail address]*.

We look forward to working with you.

Sincerely,

Charles Louis Kincannon  
Director

Enclosures

cc: (Contact Names Here)