

D-1685(TG)

(Entity Name)

(Entity Code)

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

(Date)

(HEO Name) (Position - allow for 45 characters)

(Department Name)

(Mailing Address)

(City) (State) (ZIP)

Dear (Name of Tribal HEO):

The U.S. Census Bureau invites your tribal 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. We are requesting your help to ensure that the Census Bureau's address list is as accurate as possible for your reservation and/or off-reservation trust land(s). Because the address list is the basis for the enumeration, using your local knowledge to improve it is the most important step you can take toward every person on your reservation and/or off-reservation trust land being counted.

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. If you choose to participate in the LUCA Program, you will be able to:

- Review and update the Census Bureau's address list, or submit your local address list to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update the legal boundaries and features of your reservation and/or off-reservation trust land(s) on the Census Bureau maps.

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 tribal 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 tribal government to update both the address list materials and map information.

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

- Choose a LUCA Program participation option and complete the Participation Option/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.

The Census Bureau provides addresses located within the boundaries of federally-recognized American Indian reservations and/or trust lands only to the relevant tribal government for review. If you want any non-tribal governments with boundaries that overlap yours, or the state government, to participate in your LUCA review, you can work with them to designate reviewers and then submit confidentiality agreements for them to participate. If your tribe decides not to participate in the LUCA Program, we encourage you to delegate your review to one of these other governments (with their prior concurrence).

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: