

D-1686(SG)

(Entity Name)

(Entity Code)

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

(Date)

(Recipient Name) (Position – allow for 45 characters)

(Department Name)

(Mailing Address)

(City) (State) (ZIP)

Dear (Name of Contact):

Recently, the U.S. Census Bureau invited the governor of your state to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides state, local, and tribal governments the opportunity to review and update the Census Bureau's address list.

The accuracy and completeness of the Census Bureau's address list is critical to the enumeration process and the quality of the resulting census data. Your state's participation in the LUCA Program can help ensure that we achieve complete coverage in our enumeration of your state. If your state chooses to participate in the LUCA Program, your state will be able to:

- Review and update the Census Bureau's address list products for your entire state, or you may elect to focus your review on selected areas within your state; or
- Submit your state's address list to the Census Bureau in the Census Bureau specified computer-readable format; and/or
- Review and update the geographic features in the Census Bureau's geographic database.

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. The flyer answers questions that may assist your state in deciding whether to participate in this program. We have also enclosed 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 software application that allows your state to update both the address list materials and map information.

If your state has an active State Data Center, Federal/State Cooperative Program for Population Estimates, and/or Geographic Information System (GIS) coordinator, these established Census Bureau partners may be good candidates for involvement in your LUCA effort.

We will supply your LUCA materials as soon as possible after we receive your state's 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**.

Please review the enclosed information and contact your governor about your state's participation. Your governor received the forms required to register to participate in the LUCA Program. If you have any questions regarding the LUCA Program, please contact your Census Bureau Regional Office by telephone at (RO Phone Number) or via e-mail at (RO e-mail address).

Sincerely,

Charles Louis Kincannon
Director

Enclosures