

D-1685(LTW)

(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 with 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 the area covered by your jurisdiction is entirely within the boundary of a federally-recognized American Indian reservation and/or off-reservation trust land. For the LUCA Program, the Census Bureau will not provide any addresses contained within the boundary of any federally-recognized American Indian reservation and/or off-reservation trust land on the Census Bureau's address list to any government other than the relevant tribal government. This policy is in keeping with the Census Bureau's recognition of the unique government-to-government relationship between the federal government and federally-recognized tribes. The Census Bureau nonetheless encourages tribal governments to coordinate their 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 review, you can still participate in the LUCA Program if you have a list of city-style addresses (e.g. 101 Main St.) for your jurisdiction that you would like to submit.

Although you cannot review the individual addresses for your jurisdiction, you can still participate in the LUCA Program through Option 3. Option 3 offers you an opportunity to submit your local computer-readable address file (city-style addresses only) to the Census Bureau. For reference, Option 3 participants receive the Census Bureau's computer-readable address count list, which contains address counts for each of the census blocks within your jurisdiction. If you participate in the LUCA Program, you will be able to:

- Submit your local address list containing only city-style addresses 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.

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 Product Preference Form, 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 map information.

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

- Complete and sign the Registration Form.
- Complete the Product Preference Form.
- Designate a LUCA Program liaison and reviewers.

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 submit your address list. 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 address list, 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)