

D-1686(LG)

(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 chief executive/highest elected official of your government 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 tribal, state, and local 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. Through your government's participation in the LUCA Program, your local knowledge can help ensure that we achieve complete coverage in our enumeration of your jurisdiction. If your government chooses to participate in the LUCA Program, you can:

- Review and update the Census Bureau's address list, or submit your address list to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update the 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. The flyer answers questions that may assist your government 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 system software application that allows your government to update both the address list materials and map information.

We will supply your LUCA materials as soon as possible after we receive your government'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**. 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 review the enclosed information and contact your chief executive/highest elected official about your government's participation. Your chief executive/highest elected official received the forms required to register to participate in the LUCA Program. If you have any questions, please contact your Census Bureau Regional Office by telephone at 1-866-511-LUCA (5822) or via e-mail at (*RO e-mail address*).

Sincerely,

Charles Louis Kincannon
Director

Enclosures