



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 \$300 billion in federal funds each year. We are requesting your help to ensure that the Census Bureau's address list is as accurate as possible for your jurisdiction. Because the address list is the basis for enumeration, using your local knowledge to improve it is the most important step you can take toward every person in your community 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 on the Census Bureau maps.

The enclosed flyer, *Will Your Community Be Ready for the 2010 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 important 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 Master Address File/Topologically Integrated Geographic Encoding and Referencing 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 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 estimates that it will take between 105 and 1,575 hours to complete the LUCA review depending on the number of addresses and the rate of address growth and change. This includes the time needed to read the enclosed invitation materials and complete the registration forms, and upon receipt of the LUCA materials to read the instructions, assemble and review the LUCA materials and provide updates. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233, or you may e-mail comments to <paperwork@census.gov>; use "Paperwork Project 0607-0795" as the subject. Please include a copy of your message addressed to <luca@geo.census.gov>. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of each LUCA form.

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

We look forward to working with you.

Sincerely,

A handwritten signature in black ink, appearing to read 'C. Kincannon', written in a cursive style.

Charles Louis Kincannon
Director

Enclosures

cc: