

Attachment B (Letters)

- D-18(L)CQR-1** Letter to the Highest Elected Official (HEO) and Tribal Chairs in the United States (US): Delivered in January 2011 to every HEO and Tribal Chair in all U.S. governments. Mailing includes the 2010 Census Count Question Resolution (CQR) brochure and a copy of the 2010 CQR Federal Register Notice. Mailed to inform governments about the 2010 CQR program.
- D-18(L)CQR-1(S)** Letter to the Highest Elected Official (HEO) in Puerto Rico (PR): Delivered in January 2011 to every HEO in all PR governments. Mailing includes the 2010 Census Count Question Resolution (CQR) brochure (Spanish version) and a copy of the 2010 CQR Federal Register Notice. Mailed to inform governments about the 2010 CQR program.
- D-18(L) CQR-A** Letter to Challenging Entity: Mailed to acknowledge the receipt of a CQR challenge after the challenge is logged the CQR Production Control System (PCS).
- D-18(L) CQR-B** Letter to Challenging Entity: Result of the challenge was no change. Mailed after all research and quality assurance processes have been completed for the challenge.
- D-18(L) CQR-C** Letter to Challenging Entity: Result of challenge was a change. Mailed after all research and quality assurance processes have been completed for the challenge.
- D-18(L) CQR-D** Letter to Adjacent Entity: Notification that the result of a challenge included a change to a non-challenging entity. Mailed to the non-challenging entity after all research and quality assurance processes have been completed for the challenge.
- D-18(L) CQR-E** Letter to Challenging Entity: Notification that challenge research is on-going. Mailed after 21 business days from the date CQR staff logged the challenge into CQR PCS.
- D-18(L) CQR-F** Letter to Challenging or Affected Entity: Statement of Revised Counts mailed after Population Division has generated corrected 2010 Census population and housing counts and all quality assurance processes have been completed. This letter and attachments are the official statement of revised 2010 Census counts.
- D-18(L) CQR-G** Letter to Challenging Entity: Result of a challenge was a change in geography but no change to counts. Mailed after all research and quality assurance processes have been completed for the challenge.

This letter provides a Web site where the updated map is located.

- D-18(L) CQR-H** Letter to Challenging Entity: Acknowledge receipt of challenge received prior to June 1, 2011 program start date. Mailed to inform entities sending CQR challenges into the CQR staff before production work begins and their challenge will be processed in the order received starting June 1, 2011.
- D-18(L) CQR-I** Letter to Challenging Entity: Challenge is out of scope. Mailed after the CQR staff determine the basis of the submitted challenge is not within the scope of the CQR program.
- D-18(L) CQR-J** Letter to Challenging Entity: Notification of closing the challenge due to lack of required documentation. Mailed after several attempts to obtain the required documentation to support/verify a submitted challenge.

<Date>

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau will be conducting the 2010 Census Count Question Resolution (CQR) Program between June 1, 2011 and June 1, 2013. The 2010 Census CQR Program provides state, local, and tribal officials, or their designated representatives in the United States and Puerto Rico, an opportunity to challenge the 2010 Census counts of housing units and group quarters.

Please refer to the enclosed Federal Register Notice and the 2010 Census CQR brochure for detailed information about the program, the types of challenges we will accept, and the submission process. Additional information about the 2010 Census CQR Program is available on our Web site at www.2010census.gov/about/cqr.php.

If you have questions, please contact the CQR Program Office at 1-301-763-9329 or send an email to dmd.cqr@census.gov.

Sincerely,

Robert M. Groves
Director

Enclosures

D-18(L)CQR-1

<Date>

FROM THE DIRECTOR
U.S. CENSUS BUREAU

The U.S. Census Bureau will be conducting the 2010 Census Count Question Resolution (CQR) Program between June 1, 2011 and June 1, 2013. The 2010 Census CQR Program provides state, local, and tribal officials, or their designated representatives in the United States and Puerto Rico, an opportunity to challenge the 2010 Census counts of housing units and group quarters. Please note that all CQR challenges to legal areas within Puerto Rico must be submitted to the Census Bureau by the Puerto Rico Planning Board. Challenges to statistical areas may be submitted by the governmental official that originally submitted CDP updates to the Census Bureau or by the Puerto Rico Planning Board.

Please refer to the enclosed Federal Register Notice and the 2010 Census CQR brochure for detailed information about the program, the types of challenges we will accept, and the submission process. Additional information about the 2010 Census CQR Program is available on our Web site at www.2010census.gov/about/cqr.php.

If you have questions, please contact the CQR Program Office at 1-301-763-9329 or send an email to dmd.cqr@census.gov.

Sincerely,

Robert M. Groves
Director

Enclosures

CQR ACKNOWLEDGEMENT LETTER

<Date>

< Title & full name>

<GU Name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXXX>

Dear <Title & Last Name>:

Thank you for your letter of <log in date> expressing your concern about the officially released 2010 Census counts issued for <GU name>.

The U.S. Census Bureau Count Question Resolution (CQR) staff will review your concerns and the documentation you provided. We have assigned Case Number <XXXXXXX> to your inquiry. Please provide this number on any subsequent correspondence you might send to us. We will provide a response upon completion of our review. If we need more information regarding your challenge, we will contact you.

Complete information about the CQR Program is available on our Web site at www.2010census.gov/about/cqr.php. If there are any further concerns, you may contact the CQR caseworker, <Name of Caseworker>, at 1-301-763-<xxxx> or the CQR Program Office at 1-301-763-9329.

Sincerely,

Christa D. Jones
Assistant Division Chief
Count Question Resolution Program
Decennial Management Division

CQR NO CHANGES TO OFFICIAL DATA RESULTS LETTER TO GU

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXX>

Dear <Title & Last Name>:

Thank you for your letter expressing your concerns about the 2010 Census counts for <GU name> as part of the Count Question Resolution (CQR) Program.

We reviewed the documentation you provided in conjunction with official 2010 Census records as part of our research to resolve your questions. Since our research did not identify any errors in the census records, we will not revise the 2010 Census counts. This completes our review.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further questions, please contact the CQR Program Office at 1-301-763-9329.

Sincerely,

Frank A. Vitrano
Chief, Decennial Management Division

CQR RE-CERTIFYING COUNTS RESULTS LETTER TO GU

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXX>

Dear <Title & Last Name>:

This letter is in response to your concerns about the 2010 Census counts for <GU name> as part of the Count Question Resolution (CQR) Program.

We reviewed the documentation you provided in conjunction with the official 2010 Census records as part of our research to resolve your question(s). Our research found an error in the geographic assignment of housing units/group quarters related to <GU name>. The updated census tract and block counts are available at <website>.

We will soon send a Certification Letter from the Director of the Census Bureau stating the corrected housing units and associated population counts for <GU name> to you and any adjacent governments, if appropriate.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further concerns, or to request a printed copy of your CQR results, please contact the CQR Program Office at 1-301-7630-9329.

Sincerely,

Frank A. Vitrano
Chief, Decennial Management Division

cc: State Data Center
Federal-State Cooperative for Population Estimates
Congressional (if needed)
Adjacent GU (if change affects another)

bcc: Census Redistricting Office

CQR RE-CERTIFYING COUNTS LETTER TO ADJACENT GU

<Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXX>

Dear <Title & Last Name>:

As part of the Census Bureau's Count Question Resolution (CQR) Program, we received an inquiry from <adjacent GU Name> expressing their concerns about the 2010 Census housing unit/group quarters counts.

The CQR Program accepts challenges to official 2010 Census counts of housing units and group quarters population received from state, local and tribal officials or their designated representatives in the United States and Puerto Rico. Additional information regarding the CQR program is available at www.2010census.gov/about/cqr.php.

We reviewed the documentation that <adjacent GU Name> provided in conjunction with the official 2010 Census records as part of our research to resolve their inquiry. Our research found an error in the geographic assignment of housing units/group quarters related to the legal boundary of <GU name>.

This geographic assignment error(s) affect(s) <GU Name> and <adjacent GU Name> and the corrections will impact the official population and housing unit counts. The updated census tract and block counts are available at <website>.

We will soon send you a Certification Letter from the Director of the Census Bureau stating the corrected housing units and associated population counts for <GU Name>. If you or your staff would like to request a printed copy of your CQR results, or have any questions, you may contact the CQR Program Office at 1-301-763-9329.

Sincerely,

Frank A. Vitrano
Chief, Decennial Management Division

cc: Challenging GU
State Data Center
Federal-State Cooperative for Population Estimates
Congressional (if needed)

CQR INTERIM LETTER TO GU (22 calendar days after challenge receipt)

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXX>

Dear <Title & Last Name>:

This is in reference to your Count Question Resolution (CQR) inquiry.

The purpose of this letter is to notify you that we have not completed our research. Sometimes the review process takes more time because we need to research clerical records or return the case to one of our regional offices. Once our research is complete, we will send you a letter documenting the results.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further questions, please contact the CQR Program Office at 1-301-763-9329.

Sincerely,

Christa D. Jones
Assistant Division Chief
Count Question Resolution Program
Decennial Management Division

CQR STATEMENT OF REVISED COUNTS

<Date>

FROM THE DIRECTOR
U.S. CENSUS BUREAU

This is an official statement of the revised 2010 Census population and housing counts, including corrections made through <date>, for <GU name>.

According to the official records of the TWENTY-THIRD DECENNIAL CENSUS OF THE UNITED STATES, on file at the U.S. Census Bureau, the following are the revised counts as of April 1, 2010 for <GU name>:

Population..... <#>
Housing Units..... <#>

Sincerely,

Robert M. Groves
Director

This statement is being sent to the <insert appropriate highest elected official title of GU (e.g. HEO or tribal chair), of GU name, the appropriate Secretary of State/Commonwealth/District title, and other appropriate state/commonwealth/district officials>.

Census counts used for Congressional apportionment, legislative redistricting and the 2010 Census data products will remain unchanged. The Census Bureau will include the corrections in the errata information, which will be available via the Internet on the *American FactFinder* system, and use them specifically to modify the decennial census file for use in annual postcensal estimates beginning in December 2012.

Details regarding the Census Bureau’s calculation of these figures are attached. If you require additional information, you may contact the Census Bureau’s Count Question Resolution Program Office at 1-301-763-9329 and refer to Case Number <XXXXXX>.

CQR STATEMENT OF REVISED COUNTS

(Example of the POP Count table that will be provided with this letter.)

Area name	Original Tabulation Counts		Corrected Count		Change	
	Total Housing Units	Total Population*	Total Housing Units	Total Population*	Total Housing Units	Total Population*
XYZ City, AR	182	335	196	360	14	25
*Population counts include population from housing units and group quarters, where applicable.						

CQR GEO CHANGE BUT NO CHANGE TO COUNTS TO GU

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

Case Number: <XXXXXX>

Dear <Title & Last Name>:

Thank you for your letter expressing your concerns about the 2010 Census counts for <GU name>.

We reviewed the documentation you provided in conjunction with official 2010 Census records as part of our research to resolve your question(s). Our research found an error in the geographic assignment of housing units/group quarters within the legal boundary of <GU name>. The updated census tract and block counts are available at <website>.

However, since the error does not change the population or housing counts for <GU name>; there is no revision to the 2010 Census counts. This completes our review.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further concerns, please contact the CQR Program Office at 1-301-763-9329.

Sincerely,

Frank A. Vitrano
Chief, Decennial Management Division

CQR Early Receipt letter for challenges submitted before June 1, 2011

<Date>

< Title & full name>

<GU Name>

<Address Line 1>

<Address Line 2>

Dear <Title & Last name>:

Thank you for your letter of <log in date> expressing your concern about the officially released 2010 Census counts issued for <GU name>.

The U.S. Census Bureau Count Question Resolution (CQR) staff will review the information you sent to us beginning on June 1, 2011, which is the official start date of the 2010 Census CQR program.

When we begin our review, we will send you a letter with a Case Number assigned to your inquiry, which you should use on any future correspondence to us.

We will provide a response to your inquiry upon completion of our review. If we need more information regarding your challenge, we will contact you.

Complete information about the CQR Program is available on our Web site at www.2010census.gov/about/cqr.php. If there are any further concerns, you may contact the CQR Program Office at 1-301-763-9329 or send a message to dmd.cqr@census.gov.

Sincerely,

Christa D. Jones
Assistant Division Chief
Count Question Resolution Program
Decennial Management Division

CQR Out of Scope Challenge letter

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

<Case Number <XXXXXX>

Dear <Title & Last Name>:

Thank you for your letter expressing concerns about the 2010 Census counts for <GU name> as part of the 2010 Census Count Question Resolution (CQR) Program.

We reviewed the documentation you provided and have determined your challenge is not within the scope of the 2010 Census CQR Program. The challenges that are in scope for the CQR Program include challenges to:

1. Correct inaccurate or recording of boundaries legally in effect on January 1, 2010;
2. Correct the placement of living quarters and/or associated population within the correct governmental unit boundaries and 2010 Census tabulation blocks; and
3. Add or delete specific living quarters and/or people associated with them, identified during the census process, but erroneously included as duplicates or excluded due to processing errors.

Please, also refer to www.2010census.gov/about/cqr.php to review the CQR Federal Register Notice or for additional details about the program. This completes the Census Bureau review of your submission to the 2010 Census CQR Program.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further questions, please contact the CQR Program Office at 1-301-763-9329 or send a message to dmd.cqr@census.gov.

Sincerely,

Christa D. Jones
Assistant Division Chief
Count Question Resolution Program
Decennial Management Division

CQR Challenge Close Out Letter

< Date>

<Title & full name>

< GU name>

<Address Line 1>

<Address Line 2>

<Case Number <XXXXXX>

Dear <Title & Last Name>:

Thank you for your letter expressing concerns about the 2010 Census counts for <GU name> as part of the 2010 Census Count Question Resolution (CQR) Program.

We reviewed the information you provided and have determined that the Census Bureau cannot research your challenge because we have not received all of the required documentation necessary to verify your concerns. Please refer to the CQR Web site at www.2010census.gov/about/cqr.php to review the CQR Federal Register Notice or for additional details about the requirements for this program. This completes the Census Bureau review of your submission to the 2010 Census CQR Program.

Thank you for your efforts to ensure that the 2010 Census counts are as accurate as possible. If there are further questions, please contact the CQR Program Office at 1-301-763-9329 or send a message to dmd.cqr@census.gov.

Sincerely,

Christa D. Jones
Assistant Division Chief
Count Question Resolution Program
Decennial Management Division