

**SUPPORTING STATEMENT**  
**U.S. Department of Commerce**  
**U.S. Census Bureau**  
**Government Units Survey**  
**OMB Control Number 0607-0930**

**Part B – Collections of Information Employing Statistical Methods**

1. Universe and Respondent Selection

The 2011 Government Units Survey is a census of all municipalities, townships, counties, and special districts. There are an estimated 76,500 of these entities within the United States. The expected response rate for GUS is 70 percent. This expected response rate is based on the observed response rate for the pilot test of the GUS.

2. Procedures for Collecting Information

The GUS is a census of all municipalities, townships, counties, and special districts. Respondents have the option of responding by paper, over the Internet, by telephone, or by facsimile. An advance letter informing respondents of the impending arrival of GUS will be mailed two weeks prior to the form. The GUS form will be mailed to respondents in October 2011 followed by a reminder letter a month later and a follow-up mailing in December 2011.

3. Methods to Maximize Response

The Census Bureau seeks advice from various public and professional groups that use the data. These groups endorse survey efforts and encourage participation by their members. Survey publicity appears in state organization publications distributed to member governments. State Data Centers and Census Bureau regional offices will also encourage local governments to respond to the GUS by stressing the importance of the data collection.

Survey procedures will include an advance letter informing respondents of the impending arrival of the survey form, the original request questionnaire supplemented by one reminder letter and one follow-up mailing. The original survey request will include an endorsement letter from data users emphasizing the importance of responding to the GUS (Attachment D). Staff will conduct telephone follow up to determine if appropriate individuals have received mail correspondence, to encourage response, and to obtain additional information about reported data.

The Governments Division provides respondents with alternate ways to report data. Data can be reported by paper forms, over the Internet, by telephone, or by facsimile.

4. Test Procedures or Methods

The 2011 Government Units Survey questionnaire was cognitively tested in four states during two independent rounds of testing. The Response Improvement Research Staff within the Office of Economic Planning and Innovation of the Census Bureau conducted the cognitive interviews, and their summary reports are attached (Attachment E). Furthermore, the GUS was pre-tested using a sample of 498 non-school local governments. The results of the pre-test indicated that the method

used to collect data is effective. Both the cognitive interviews and the GUS pre-test were conducted with approval from the Office of Management and Budget under the generic clearance for questionnaire pre-testing research.

## 5. Contacts for Statistical Aspects and Data Collection

### Statistical procedures:

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### Data collection and analysis:

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## List of Attachments

- A. 2011 Government Units Survey
- B. List of Consultants
- C. Letter from the Director
- D. Endorsement Letter
- E. Cognitive Interview Reports