

**bas-heo/tccc-email <<overprinting>> and text**

<<Date>>

<<Field 3>> <<Field 10>>

<<Field 16>> Starting in position 7

<<Field 17>> Starting in position 11

<<Field 18>> Starting in position 13

<<Field 19>> Starting in position 19

<<Field 20>> Starting in position 26

FROM THE DIRECTOR

U.S. CENSUS BUREAU

**This is a courtesy copy to the Highest Elected Official (HEO)/Tribal Chair (TC). Please verify that the BAS contact has responded to the survey. If they have, then your entity is all set.**

The BAS Annual Response information has recently been sent to this BAS contact:

<<Field 27>> Starting in position 7

<<Field 28>> Starting in position 11

<<Field 29>> Starting in position 13

<<Field 30>> Starting in position 19

<<Field 31>> Starting in position 26

<<Field 32>> Starting in position 8

<<Field 33>> Starting in position 6

<<Field 34>> Starting in position 9

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have the correct boundary and legal name for your government. The Census Bureau will use the boundary information you provide to report data from the Population Estimates Program (PEP), the American Community Survey (ACS), and other Census programs and surveys.

**Step 1 Respond to the Boundary and Annexation Survey:**

- Please review your contact information on the form:  
[http://www.census.gov/geo/partnerships/bas/basforms/stss\\_SS/Entity\\_Name\\_BASID\\_BA\\_S16AR.pdf](http://www.census.gov/geo/partnerships/bas/basforms/stss_SS/Entity_Name_BASID_BA_S16AR.pdf)  
**(username = bas, password = basforms)**

The PDF file also has other important submission information.

- Complete the online BAS Annual Response Form and Contact Update information online at [http://www.census.gov/geo/partnerships/bas/bas\\_ar\\_form.html](http://www.census.gov/geo/partnerships/bas/bas_ar_form.html)

**OR**

- Send an email to [geo.bas@census.gov](mailto:geo.bas@census.gov) indicating 1) whether you have boundary changes to report (yes or no), and 2) whether the Highest Elected Official and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BASID listed at the top of this letter in the subject line of your message.

*NOTE: If you have no boundary changes to report, we ask that you still provide a “NO” response. Because we must contact all nonresponding governments, your “NO” response is appreciated.*

**FOR COUNTY GOVERNMENTS:** Please contact us if you are participating in County Consolidated BAS (where the county responds to the BAS on behalf of some or all of the governmental units in the county) and need to update the list of governments for whom you are reporting, **OR** if your county is not yet participating but you are interested in County Consolidated BAS. (To verify County Consolidated BAS participation, visit our participant list at [http://www.census.gov/geo/partnerships/bas/bas\\_cca.html](http://www.census.gov/geo/partnerships/bas/bas_cca.html).)

## **Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):**

BAS Materials will be posted for download on our website <http://www.census.gov/geo/partnerships/bas.html> on a flow basis from December through January.

### **KEY DATES**

**January 1, 2016** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2016.

**March 1, 2016** BAS submission date deadline for boundary updates to be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data. Boundary submissions by this date are also reflected in next year’s BAS materials.

**May 31, 2016** BAS submission date deadline for boundary updates to be reflected in next year’s BAS materials. Submissions after this date are not guaranteed to be reflected in next year’s BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

Please note that your response to the BAS does not replace any state or county reporting requirements. Visit [http://www.census.gov/geo/partnerships/bas/bas\\_state\\_requirements.html](http://www.census.gov/geo/partnerships/bas/bas_state_requirements.html) for state reporting requirements.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please e-mail <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, telephone 1-800-972-5651. For Tribal governments please e-mail <[geo.aiana@census.gov](mailto:geo.aiana@census.gov)>, telephone 1-800-796-3748. For additional information, please visit <http://www.census.gov/geo/www/bas/bashome.html>.

Thank you.