

Attachment D

**Department of Commerce
United States Census Bureau
OMB Information Collection Request
2017 Economic Census of Island Areas
OMB Control Number 0607-0937**

Initial Contact and Follow-up Letters

- IA-L1 Economic Census of Island Areas Initial Mail**
- IA-L1R Economic Census of Island Areas Due Date Reminder**
- IA-L2 Economic Census of Island Areas First Follow-up**
- IA-L3 Economic Census of Island Areas Second and Third Follow-up**

IA-L1
(02-07-2017)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

A Message from the Director, U.S. Census Bureau:

We are requesting your cooperation with the **2017 Economic Census Island Areas**. The Economic Census is conducted every five years, and is the primary source of facts about the structure and functioning of the Nation's economy, as well as the economy of your island. **Your participation is essential** to ensure an accurate and reliable measurement. Businesses large and small, such as yours, use data from the Economic Census to evaluate markets, prepare business plans, make business decisions, develop economic models and forecasts, and conduct economic research.

Website:

Authentication Code:

Due Date:

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. We estimate this survey will take an average of one hour to complete. Additional information about authority, confidentiality, and burden of this data collection can be found on the back of this letter.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

A handwritten signature in black ink, appearing to read "John H. Thompson".

John H. Thompson
Director
U.S. Census Bureau

IA-L1

(02-07-2017)

OMB Number

This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number is 0607-XXXX and appears in the upper right of each reporting screen. Without this approval, we could not conduct this survey.

Authority and Confidentiality

Title 13 United States Code, Section 131, authorizes this collection. Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your response only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

Burden Estimate Statement

We estimate this survey will take an average of one hour to complete, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

EWD Survey Comments 0607-XXXX
U.S. Census Bureau
4600 Silver Hill Road
Room EWD-8K154
Washington, DC 20233

You may email comments to ewd.surveys@census.gov. Be sure to use "EWD Survey Comments 0607-XXXX" as the subject.

IA-L1R
(02-07-2017)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

DUE DATE REMINDER

Recently, the U.S. Census Bureau mailed you a letter asking you to go online to complete the **2017 Economic Census Island Areas**. If you have submitted your survey in the past few weeks, **thank you**. If you have not yet reported, please do so before the due date noted below.

Website:

Authentication Code:

Due Date:

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

IA-L2
(02-07-2017)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census Island Areas**. This survey is mandatory, and requires your immediate attention.

Use the enclosed form as a worksheet prior to reporting online, following the steps below, or return the completed form in the enclosed envelope. Online reporting is encouraged due to cost savings and reduced processing times.

Website: <https://portal.census.gov>
Authentication Code: Refer to form
Due Date: 10 days from receipt of this notice

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

If you recently reported, you can verify your filing status by clicking "Options" and then "Filing Status." Look for an entry under the "Date Received" column.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau

IA-L3
(02-07-2017)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

PAST DUE NOTICE

Our records indicate that we have not received your **2017 Economic Census Island Areas**. Please complete the survey online using the following information:

Website:

Authentication Code:

Due Date

1. **Sign in OR register** at the website above.
2. **Add** your authentication code.
3. **Report** by clicking on "REPORT NOW." You can return to your account over multiple sessions to complete.

If you recently reported, you can verify your filing status by clicking on "Options" and then "Filing Status." Look for an entry under the "Date Received" column.

YOUR RESPONSE IS REQUIRED BY LAW and will be kept strictly **CONFIDENTIAL**. Title 13 United States Code, Section 131, authorizes this collection. Section 224 requires your response. The U.S. Census Bureau is required by Section 9 of the same law to keep your information confidential and can use your response only to produce statistics. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business, organization, or institution. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

For assistance with completing this survey, please sign into your Census Bureau account or call our customer help line at 1-XXX-XXX-XXXX, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern time.

Thank you in advance for your time and cooperation, and for helping the U.S. Census Bureau measure America's people, places, and economy. Your response makes a difference.

Sincerely,

Kimberly P. Moore
Chief, Economy-Wide Statistics Division
U.S. Census Bureau