



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

NC-L-220  
OMB Control No.

<ENTITY\_NAME>  
<ENTITY\_ID>  
<CONTACT\_ID>

<Date>

<Recipient Name>  
<Position>  
<Department Name>  
<Mailing Address>  
<City><State><Zip>

Dear <Position Title>:

Thank you for participating in the 2020 Census New Construction Program (New Construction Program). This package includes your New Construction Program materials.

To complete participation in the New Construction Program, please do the following:

1. Read and follow the *2020 Census New Construction Respondent Guide: Geographic Update Partnership Software (GUPS)*;
2. Provide the New Construction Program addresses in the **required** specified format; and
3. Submit your New Construction Program updates within 45 calendar days of receiving your materials. *Updates submitted after 45 days will not be accepted.*

The enclosed New Construction Program data DVD contains a readme.txt file that can be opened using text editing software such as WordPad or Notepad. The readme.txt file includes information on how to use the materials on your data DVD.

Return your New Construction Program submission using the Census Bureau's Secure Web Incoming Module (SWIM). An account is required to access SWIM. If you do not already have a SWIM account, please email <GEO.2020.NC@census.gov> to request a SWIM token which is required to create an account.

If you have any questions regarding the New Construction Program, please contact the Census Bureau by email at <GEO.2020.NC@census.gov> or by telephone at 1-844-242-1765.

Sincerely,

Albert E. Fontenot, Jr.  
Associate Director for  
Decennial Census Programs

NC-L-210  
OMB Control No.

*We estimate that completing this program will take a total of 48 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov). This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.*