



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

NC-L-100

<Entity Name>  
<Entity Code>  
<HEO\_ContactID>

<Month Date, Year>

<HEO Name>  
<Position>  
<Department Name>  
<Mailing Address>  
<City> <State> <ZIP>

FROM THE ASSOCIATE DIRECTOR FOR  
DECENNIAL CENSUS PROGRAMS

Dear <HEO\_NAME>:

The U.S. Census Bureau invites your government to participate in the 2020 Census New Construction Program (New Construction Program). The New Construction Program provides tribal, state, and local governments an opportunity to update the Census Bureau's residential address list with living quarters for which construction is in progress during or after March 1, 2018 and completion is expected by Census Day, April 1, 2020.

The New Construction Program is a voluntary program. The Census Bureau strongly encourages your participation for the following reasons:

- The federal government allocates over \$675 billion in federal funds annually for infrastructure, programs, and services based on the Census Bureau data.
- Participation ensures that your government will gain valuable information that will aid in making decisions about education, health services, and housing.
- Participation helps to ensure an accurate population count for your government. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the decennial census.

If your government chooses to participate, please follow the actions steps outlined in this letter.



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**Action Steps:**

1. Review the enclosed *2020 Census New Construction Program Flyer* for further information that may assist your government in deciding whether to participate in this program.
2. Sign-up for the 2020 Census New Construction Program in order to designate a liaison by either:
  - a. Filling out the online *2020 Census New Construction Program Registration Form* at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>
  - b. Filling out the enclosed *2020 Census New Construction Program Registration Form* and return the completed form in the enclosed prepaid envelope or scan and email the form to [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov) before June 14, 2019.

The Census Bureau will begin shipping New Construction Program materials to registered participants in September 2019. New Construction Program submissions must be received no later than 45 calendar days after receipt of the New Construction Program materials.

If you have questions regarding the New Construction Program, please contact the Census Bureau by email at [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov) or by telephone at 1-844-242-1765.

Sincerely,

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

**Enclosures:**

1. *2020 Census New Construction Program Flyer* (NC-F-101)
2. *2020 New Construction Registration Form* (NC-F-100)
3. Prepaid envelope