



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

The U.S. Census Bureau (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 Bureau programs and surveys.

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

- Your entity is in more than one county and at least one of the counties is responding to BAS on your behalf through a Consolidated BAS (CBAS) agreement. Please report for the part of your entity that is not in a county agreement. To determine which part to report for, visit our participant list at <https://www.census.gov/programs-surveys/information/consolidated-bas.html>
- Complete the online BAS Annual Response Form and Contact Update information online at [https://www.census.gov/geo/partnerships/bas/bas\\_ar\\_form.html](https://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 BAS ID 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.*

**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 <https://www.census.gov/programs-surveys/bas.html> beginning in January 2018. You only need to report changes for the part of your entity not covered by the BAS consolidation in the CBAS agreement.

## KEY DATES

- January 1, 2018** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2018.
- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the ACS and PEP published data. Boundary submissions received by this date are also reflected in next year's BAS materials.
- May 31, 2018** 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, including a response provided under a consolidated BAS agreement, does not replace any state or county reporting requirements. Visit <https://www.census.gov/programs-surveys/bas/information/state-agreements.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 email <[geo.bas@census.gov](mailto:geo.bas@census.gov)>, telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

Enclosures