

**Email: BAS 4L- <<overprinting>> and text-not currently CBAS but their County is**

Subject: YYYY Boundary and Annexation Survey (BAS) – Not included in County’s CBAS <BAS\_ID>

<DATE>

“BAS ID:” <BAS\_ID> <ENTITY\_NAME> <ENTITY\_LSAD\_PUB\_NAME>

<BAS\_NAME>

<BAS\_POSITION>

<BAS\_DEPT\_NAME>

<BAS\_MAILING\_ADDRESS> <BAS\_CITY\_STATE\_ZIP>

The U.S. Census Bureau (Census Bureau) is now conducting the 2018 Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the 2018 BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and governmental status information for your government.

We strongly encourage your participation in the 2018 BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey (ACS), Population Estimates Program (PEP), and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the 2018 BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Your county currently participates in a consolidated BAS agreement. If you would prefer your county to report for your government, please send an email to [geo.bas@census.gov](mailto:geo.bas@census.gov) requesting to be included in the consolidated agreement. Include your 11-digit BAS ID in the subject of the email.

Action Step:

- Respond to the 2018 BAS – On the BAS website, you will find step-by-step instructions on how to respond to the 2018 BAS and how to start the boundary updating process for the 2018 BAS.

[Click here to go to the BAS website](#)

*NOTE: Please respond to the BAS with a “NO” response if you have no boundary changes, annexations, or contact updates to report for your government. By responding “NO”, we are able to confirm that your government has received and reviewed the BAS. If you do not respond, we will contact your government to confirm your boundary change status.*

**KEY DATES**

**January 1, 2018** Boundary updates must be legally in effect on or before this date to be reported in the 2018 BAS.

**March 1, 2018** Boundary updates submitted by this date will be reflected in the ACS and PEP data estimates and in next year’s BAS materials.

**May 31, 2018**      Boundary updates submitted by this date will be reflected in next year's BAS materials.

### **CONTACT INFORMATION**

Email: [geo.bas@census.gov](mailto:geo.bas@census.gov)

Phone: 1-800-972-5651

Web site: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.