

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

Your county currently participates in a consolidated BAS (CBAS) 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)> to request to join the CBAS agreement. Include your 11-digit BAS ID in the subject of the email.

The BAS is a voluntary survey. We strongly encourage your participation in the 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 decennial 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 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.

**Action Step:**

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

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

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

**TRAINING OPPORTUNITIES**

The Census Bureau is offering training webinars for the BAS. The webinar schedule and registration instructions are on the [BAS Webinars webpage](#).

### KEY DATES

- January 1**      Boundary updates must be legally in effect on or before this date to be reported in the current survey year.
- March 1**        Boundary updates returned by this date will be reflected in the ACS and PEP data and in next year's BAS materials.
- May 31**         Boundary updates returned 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

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

Thank you for your participation in the BAS.