

(Recipient Name)
(Name of State Coalition Organization)
(Address Line 1)
(City) (State) (ZIP)

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

Dear (Recipient):

In 2020, the U.S. Census Bureau will count residents across our Nation to enumerate the U.S. population. The decennial census provides the information each community needs to obtain funding for health assistance, services for older adults, employment services, schools, and more.

The Census Bureau plans to enumerate persons residing in pre-identified domestic violence shelters during the Group Quarters Operation. This operation will take place at a pre-arranged time from April 1, 2020, through April 30, 2020. Enclosed is an overview of our plans to enumerate domestic violence shelters. Specialized operations such as this are designed to provide everyone an opportunity to be included in the census without creating undue stress. People enumerated at shelter locations will be included in your area's overall population counts, therefore safeguarding information collected on people living in domestic violence shelters.

To ensure that we enumerate all known shelters in your area, we request your assistance in providing us a listing of the "domestic violence shelters" for your state. We will require the name of the shelter, a city-style address that includes address number; street name; city, state, county, parish, or borough name; and ZIP Code. Enclosed are the procedures for constructing a list of shelters. We will use the listing of shelters to determine the addresses we need to visit to conduct the enumeration. These addresses will not be included in any subsequent operations.

All information that the Census Bureau receives is confidential and protected by federal law, Title 13, United States Code. Please provide your information no later than June 21, 2019, in the enclosed prepaid envelope so that we can include your information in our census enumeration operations.

If you have questions regarding this request, please contact Ms. Dora Durante at (301) 763-9371 or Ms. Alysia Blake (301) 763-0300. Thank you for your cooperation.

Enclosures:

Return Envelope with Prepaid Postage

Enumeration Plans for Domestic Violence Shelters for the 2020 Census

Procedures for Submitting Address Information for Domestic Violence Shelters to the
U.S. Census Bureau

Domestic Violence Shelter Participation Response Form

Domestic Violence Shelter Information Form

Domestic Violence Shelter Submittal Form

Procedures for Submitting Address Information for Domestic Violence Shelters to the U.S. Census Bureau

1. Your State Coalition Against Domestic Violence may submit address information for domestic violence shelters to the Census Bureau. These addresses will not appear on any Census Bureau products distributed to the public.
2. Your submission may be on paper or use any computer-readable format. If your submissions are on paper, please enter the information on the enclosed “Domestic Violence Shelter Submittal” form. If you are submitting a computer-readable file, burn the file onto a CD or DVD. Please submit a name **and** an address for the domestic violence shelter. Only submit city-style addresses.

Please include the following information:

- a. Address Number
 - b. Street or Road Name
 - c. Name of Group Quarters (in this case, the domestic violence shelter)
 - d. Apartment/Unit Number (if applicable)
 - e. ZIP Code
 - f. Fill out and include the “Domestic Violence Shelter Information Form”
3. Please place the domestic violence shelters list and the “Domestic Violence Shelter Information” form in the prepaid return envelope. Label both sides of the inner envelope with this disclosure notice:

“THIS PACKAGE CONTAINS **SENSITIVE GROUP QUARTERS** ADDRESS INFORMATION.”

Please call Dora Durante at 301-763-9371 or Alysia Blake 301-763-0300 if you need assistance. Thank you.

*Please include this form with your domestic violence shelter submission.
Please call Dora Durante at 301-763-9371 or Alysia Blake at 301-763-0300 if you need assistance.*

Domestic Violence Shelter Information Form

State Coalition Name: _____

Contact Name: _____

Contact Phone Number: _____

Email Address: _____

Number of Shelters Submitted: _____

Date: _____

ENUMERATION PLANS FOR DOMESTIC VIOLENCE SHELTERS FOR THE 2020 CENSUS

OBJECTIVES OF THE ENUMERATION OF DOMESTIC VIOLENCE SHELTERS

The three primary objectives are: (a) to maintain strict confidentiality of the addresses of the shelters and to reduce their contact with U.S. Census Bureau employees; (b) to ensure all residents in the shelters are included in the 2020 Census; and (c) to ensure people enumerated at shelter locations will be included in your area's population counts.

OPTIONS FOR ENUMERATION

There are two types of enumeration methods a DVS facility may use. The unit of collection for the enumeration is an Individual Census Questionnaire (ICQ). In addition to demographics, this form also has a question asking for the full address of the place where a person lives or stays most of the time. Any respondents who feel uncomfortable giving their usual residence is **NOT** required to provide this information. Also, respondents may choose to use a number rather than their names to further protect their personal identity. The enumeration methods are detailed below:

1. **Facility Self-Enumeration:** Facility Self Enumeration allows the designated staff to enumerate each person in the facility on Census Day, April 1, 2020. A census worker will swear in and train the designated staff as well as provide all the materials needed to conduct the enumerations. To conduct the enumerations, the designated staff will prepare the enumeration forms, distribute and collect forms, review the completed materials and obtain any missing data. The census worker will return to pick up the completed materials.
2. **In-Person Interview:** A Census Bureau worker will conduct an in-person interview with each person who was living or staying at this facility on Census Day, April 1, 2020.

SUPPORT FOR PARTICIPATION

The National Network to End Domestic Violence will notify their members about the plans for the 2020 Census. They will encourage shelters to participate by sharing U.S. Census Bureau information with survivors, who then can decide how much to individually share directly with the Census Bureau, since local domestic violence programs are prohibited by federal laws from disclosing personally identifying information of the victims they serve.

ADVANCE CONTACT OF THE SHELTERS TO FINALIZE ENUMERATION PLANS

In February 2020, during the Group Quarters Advance Contact operation depending on the population at the shelter, a male or female ACO management staff person will contact the pre-identified shelters, and make an appointment to meet with the contact person. The contact person can agree to have this meeting at the shelter or at an alternate location satisfactory to both. This meeting will be conducted to inform the shelter manager about the upcoming enumeration operation, address privacy and confidentiality concerns, and identify any security issues. At this time, the ACO manager will conduct an interview to verify the name of the shelter (Group Quarters name), address information, contact name and phone number, obtain an agreed-upon date and time to conduct the enumeration, and an expected Census Day population count. During this meeting, the contact person will select an option to conduct the enumeration, finalize any specific details, and discuss any special needs the facility may require prior to the scheduled enumeration date.

CONDUCTING THE ENUMERATION

April 1, 2020, through April 30, 2020, is the time period designated to conduct the enumeration of domestic violence shelters. If the contact person elected to self-enumerate the shelter as described in Option 1, the ACO designee will swear in the person at the shelter designated to conduct the enumeration and leave them the census enumeration materials (ICQs, envelopes, notice of confidentiality, etc.). All persons who collect data for the Census Bureau are required to take the oath of confidentiality that gives individuals special sworn status. Individuals with special sworn status are subject to the same fines and jail sentences as an employee of the Census Bureau if they violate their oath to protect respondents' confidentiality. The sworn-in shelter

contact will place the completed ICQs in their envelopes. The ACO designee will pick up the completed ICQs in their envelopes on the date agreed upon with the contact person.

If the contact person at the shelter selected to have the residents be counted by designated census takers as described in Option 2, a ACO designee will contact the pre-identified shelter to conduct the enumeration on the date that was specified during the February 2020 Advance Contact operation. The ACO designee will personally interview the residents of that address and enter their response information on the ICQ. It is important that the designated management staff is of the same gender as those using the shelters to avoid undue emotional distress.

PROTECTING THE DATA

The Census Bureau is required by law to protect this information (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify anyone. We are conducting the 2020 Census under the authority of Title 13, U.S. Code, Sections 141, 193, 221 and 223. Per the Federal Cybersecurity Enhancement Act of 2015, data are protected from cybersecurity risks through screening of the systems that transmit data. All web data submissions are encrypted in order to protect your privacy.

Title 13 of the U.S. Code protects the confidentiality of all this information. Violating the confidentiality of a respondent is a federal crime with serious penalties, including a federal prison sentence of up to five years, a fine of up to \$250,000, or both. Only authorized individuals have access to the stored data, and the information provided to the Census Bureau may only be used by a restricted number of authorized individuals who are sworn for life to protect the confidentiality of individual responses.

For more information about how we protect this information, please visit our Web site at [census.gov](https://www.census.gov) and click on "Data Protection and Privacy Policy" at the bottom of the home page. This page also includes information about the collection, storage, and use of these records. Click on "System of Records Notices (SORN)" and look for Privacy Act System of Records Notice COMMERCE/CENSUS-5, Decennial Census Program.

Domestic Violence Shelter Participation Response Form

The U.S. Census Bureau estimates that completing this response form will take 20 minutes on average. Send comments regarding this burden estimate or any other aspect of this collection to: Paperwork Reduction Project 0607-1006, U.S. Census Bureau, DCMD-2H174, 4600 Silver Hill Road, Washington, DC 20233. You may email comments to <2020.census.paperwork@census.gov>. Use "Paperwork Reduction Project 0607-1006" as the subject. This collection of information has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number 0607-1006 confirms this approval. If this number were not displayed, we could not conduct this survey.

In preparation for the 2020 Census, the U.S. Census Bureau is inviting members from the Territorial and Tribal Domestic Violence Coalitions to participate in the 2020 Census Group Quarters (GQs) Update Program to update the addressing information for domestic violence shelters. The purpose of this program is to obtain a comprehensive address listing for domestic violence shelters to determine the addresses we need to visit to conduct the enumeration for the 2020 Census.

Please check one of the participation options and verify your contact information below. Please return your response using the provided prepaid envelope.

- Yes.** We would like to participate in the Census Bureau's GQs Update Program to update the addressing information for domestic violence shelters for the 2020 Census.
- No.** We will not be participating in the Census Bureau's GQs Update Program to update the addressing information for domestic violence shelters for the 2020 Census.

Current State Coalition Contact Information:

[State - Coalition Against Domestic Violence]
[Address]
[City, State, ZIP Code]

Please update your contact information if it has changed from above. Also, please include your contact name, phone number, and e-mail address below.

Updated State Coalition Contact Information:

Name: _____
Address: _____
City: _____ State: _____ ZIP Code: _____
Phone: (____) _____ Ext. _____ Fax: (____) _____
Email: _____

Thank you for your response.

**2020 Decennial Census
Domestic Violence Shelter Submittal**

State Coalition Name: _____
(Coalition Name)

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Name of Preparer: _____
(Print Name)

Date completed: _____
(MM/DD/YYYY)

Line #	Residential Address					Contact Information	
	Group Quarters Name (Domestic Violence Shelter Name)	Address Number	Street or Road Name	Apartment/ Unit Number	City Style Mailing ZIP Code	Contact Person Name	Contact Person Number
1							
2							
3							
4							
5							
6							

Approval No. xxxx-xxxx
Expiration date: xx/xx/xxxx

U.S. Department of Commerce
U.S. Census Bureau

