

BAS-4L  
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UNITED STATES DEPARTMENT OF COMMERCE  
U.S. Census Bureau  
Office of the Director  
Washington, DC 20233-0001

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss this opportunity to participate in BAS to ensure that the Census Bureau has current and accurate legal boundary, name, and status information for your government. Participants may also provide updates to census designated places.

Your county or county equivalent government currently participates in a Consolidated BAS (CBAS) agreement. If you prefer your county or county equivalent government provide the report on behalf of your government, please email <[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.

BAS is a voluntary survey. We strongly encourage your participation in BAS for the following reasons:

- The Census Bureau uses this boundary information for data collection, tabulation, and dissemination for the decennial census, 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. Correct boundaries ensure governments receive funds appropriately and have the best data available for their decision-making processes.

**Action Steps:**

- **Review your government's boundary and respond to BAS with one of these options:**
  - a. Use the interactive BAS Annual Response Form. The form includes all resources and instructions to review boundaries and respond to BAS. (Recommended)  
Interactive BAS Annual Response Form:  
<[https://www.census.gov/geo/partnerships/bas/bas\\_ar\\_form.html](https://www.census.gov/geo/partnerships/bas/bas_ar_form.html)>.
  - b. Use map resources on the BAS website to review the boundary data, then email your response to <[geo.bas@census.gov](mailto:geo.bas@census.gov)>. Please include the following information in your email with the BAS ID in the email subject line:
    - i. Are there boundary changes to report to the BAS? (Yes or No)

- ii. Are there updates to the highest elected official (HEO) or BAS contact information? If so, please provide the updated contact information.

**HEO CONTACT**

<NAME>  
<POSITION>  
<DEPT\_NAME>  
<MAILING\_ADDRESS>  
<CITY\_STATE\_ZIP>  
<PHONE>  
<EMAIL>

**BAS CONTACT**

<NAME>  
<POSITION>  
<DEPT\_NAME>  
<MAILING\_ADDRESS>  
<CITY\_STATE\_ZIP>  
<PHONE>  
<EMAIL>

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

**TRAINING OPPORTUNITIES**

The Census Bureau is offering training webinars for BAS. The webinar schedule and registration instructions are on the BAS Webinars webpage at <<https://www.census.gov/programs-surveys/bas/events/webinars.html>>.

**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** First BAS deadline - Boundary updates returned by this date will be reflected in the ACS and PEP data and next year’s BAS materials.
- May 31** Final BAS deadline - 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 BAS.