Request for Nonsubstantive Change to the
2025 American Community Survey
Group Quarters Internet Data Collection Respondent Materials
OMB Control No. 0607-0810
U.S. Department of Commerce
U.S. Census Bureau

Purpose

The American Community Survey (ACS) Office is requesting the implementation of new respondent materials for group quarters internet data collection (GQ IDC). This package was created based on feedback received from ACS Group Quarters (GQ) field staff after several months of implementing a new internet response mode for some group quarters facilities. The new materials should increase internet response, improve data quality, and reduce additional follow-up visits from field staff.

Group Quarters Internet Data Collection Respondent Package

Currently, the ACS uses the ACS-17(L)(GQ) introductory letter to notify GQ respondents of the option to complete the survey online. The letter is part of a package that includes a paper questionnaire, appointment card, and other materials. This package is used for both institutional and non-institutional GQs. The letter mentions that internet response is available but only if a User ID is on the label on the envelope (as institutional GQs are not eligible to respond online). Field Representatives (FRs) are reporting that many residents cannot find the UserID to respond online.

To remedy this issue, a new package called the GQ IDC Respondent Package was developed. This new package includes a new ACS-40 envelope and a new letter focused on internet response, the ACS-17INET(L)(GQ). This letter resembles the ACS-17INET(L) used for ACS housing units. The new internet letter will inform residents that they have been selected to participate in the ACS and that they can complete the survey online. The ACS-17INET(L)(GQ) will allow the FR to write the internet user ID in a prominent position on the letter. The FR may also include their appointment card with the letter. The FR will hand the new GQ IDC Respondent Package to respondents or leave it with the GQ point of contact.

Note that institutional GQs, such as jails and nursing homes, will continue to use the GQ paper questionnaire package.

Group Quarters Facility Administrators FAQ Brochure – Remote Alaska

The GQ informational brochures were updated with a new look and feel, new pictures, and clearer language in DY2023. However, the Remote Alaska brochure did not reflect the new GQ online response option. The GQ Facility Administrators FAQ Remote Alaska brochure has been updated for DY2025 to include information on how to complete the GQ IDC online. In addition, some minor aesthetic changes were made to the brochure.

Attachments

A. **ACS-17INET(L)(GQ) Introductory Internet Letter**
B. **ACS-40 Letter-size Envelope**
C. **ACS-50 Group Quarters Facility Administrators FAQ Brochure – Remote Alaska**

Attachment A - ACS-17INET(L)(GQ) Introductory Internet Letter
Front

United States Census Bureau

U.S. Census Bureau
Washington, DC 20233
Office of the Director

Dear Resident:

You have been selected to participate in the **American Community Survey**. Your response represents people who live in facilities like yours. Government officials rely on data from this survey to distribute funding for things like health care, education, and transportation projects.

Your response matters! Your participation is so important that **your response is required by law** (Title 13, U.S. Code, Sections 141, 193, and 221). The U.S. Census Bureau is required by law to keep your survey information confidential (Title 13, U.S. Code, Section 9).

Follow these steps to complete the survey:

1) Go to **respond.census.gov/acsgq**

2) Enter your user ID: _____ – _____

A PIN is given when you log in. Please keep the PIN until you complete the survey.

If you prefer to complete the survey by phone or by paper questionnaire, please call your Census Bureau interviewer. Their contact information is on the enclosed card.

Thank you for your participation.

Sincerely,

Robert L Santos

Robert L. Santos
Director, U.S. Census Bureau

Para completar la Encuesta sobre la Comunidad Estadounidense en español:
Visite respond.census.gov/acsgq. Haga clic en "Responder en español".

Attachment A - ACS-17INET(L)(GQ) Introductory Internet Letter
Back

Frequently Asked Questions

What is the American Community Survey?
The American Community Survey (ACS) is a nationwide survey conducted by the U.S. Census Bureau. The ACS is the premier source of current data about our people, housing, and economy. You can explore ACS data on data.census.gov.

How can I tell if the person who contacted me really works for the U.S. Census Bureau?
You can look up their name in our staff database at census.gov/staffsearch. It is easiest to search using just the last name. In person, a Census Bureau employee will present a photo ID which includes their name, a Department of Commerce watermark, and an expiration date. The employee will have a laptop and will contact you between 9 a.m. and 9 p.m.

Why was I selected to participate in the survey?
The Census Bureau selects a sample of group living facilities each year to participate. Individuals are then selected through scientific sampling to respond to the survey. You represent people who live in facilities like yours.

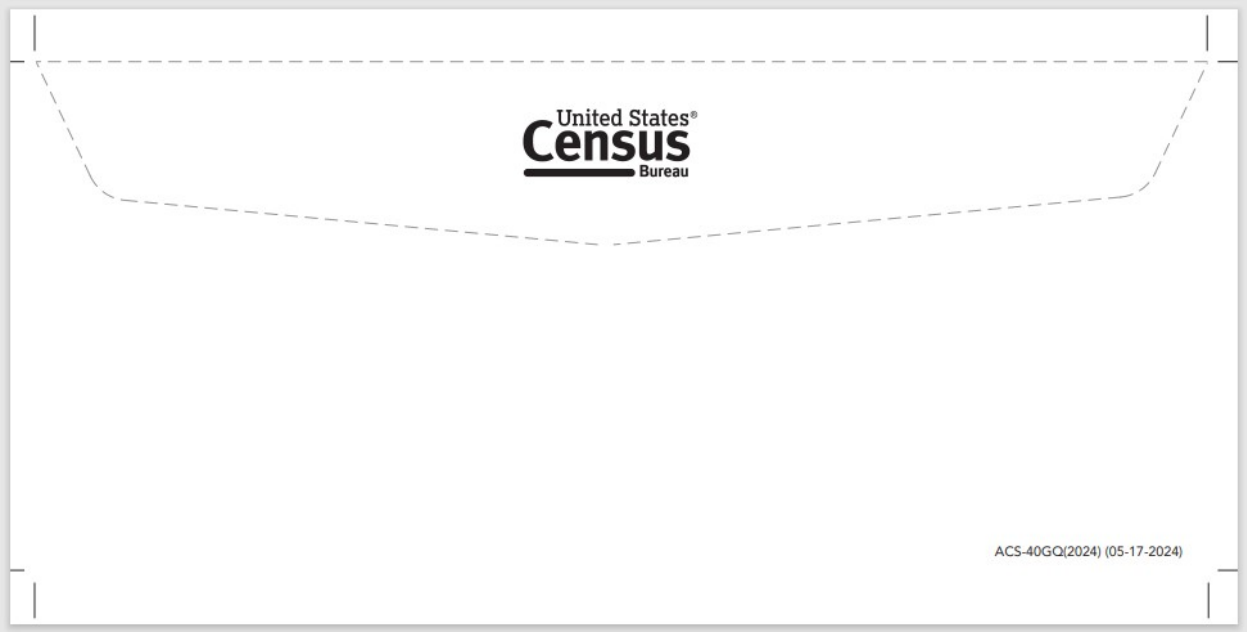
Do I have to answer the survey?
Yes. Your response to this survey is required by law (Title 13, U.S. Code, Sections 141, 193, and 221). Title 13, Section 221, as changed by Title 18, imposes a penalty for not responding. The survey data help local officials, community leaders, and businesses respond to changes taking place in their communities. To have accurate information about your community, it is critical that you respond.

Will my response be confidential?
Yes. Federal law protects your privacy and keeps your answers confidential (Title 13, U.S. Code, Section 9). The Census Bureau is not permitted to publicly release your responses in a way that could identify you. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data. Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (5 U.S.C. § 552a) and may be shared with Census Bureau staff for work-related purposes. Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice COMMERCE/CENSUS-5, Decennial Census Programs. By law, the Census Bureau can only use your response to produce statistics. Based on the information that you provide, you may be asked to participate in other Census Bureau surveys that are voluntary.

Attachment B - ACS-40 Letter size Envelope
Front



Back



Attachment C - ACS-50 Group Quarters Facility Administrators FAQ Brochure – Remote Alaska

Outside

Do I have to answer the survey?

Yes. Your response to this survey is required by law (Title 13, U.S. Code, Sections 141, 193, 221, and 223).

The survey data help local officials, tribal leaders, and businesses respond to the changes taking place in their communities.

To have accurate information about your community, it is critical that you respond.

Is the information I provide confidential?

Yes. We are required by law to protect any personal information we collect and keep it strictly confidential.

In fact, every Census Bureau employee takes an oath to protect your personal information for life.

The Census Bureau is not permitted to publicly release your responses in a way that could identify you.



How will you complete the American Community Survey?

If you have been given a letter with an internet User ID, you can respond online. Go to respond.census.gov/acsgq and enter the User ID to begin.

OR

To complete the survey by phone or in person, please call or e-mail your Census Bureau representative. Contact information is on the enclosed card.

OR

Fill out the survey form and place it in the envelope. Your Census Bureau representative will pick up the completed survey form soon.

If you have any questions or need help completing the survey, please contact your Census Bureau representative.

To learn more about the survey, visit our website at census.gov/acs or call 1-800-992-3530 (Option 1).

Issued July 2024
ACS-50(GQ)(RA)

American Community Survey

Group Quarters







Thank you for participating.
Your response matters!

United States® Census Bureau

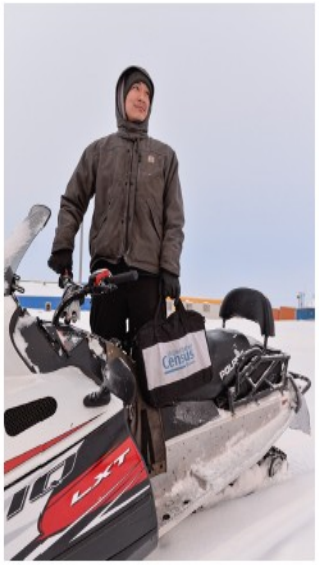
Attachment C - ACS-50 Group Quarters Facility Administrators FAQ Brochure – Remote Alaska

Inside

What is the American Community Survey?

The American Community Survey (ACS) is a nationwide survey conducted by the U.S. Census Bureau.

The ACS helps communities make informed decisions using up-to-date information to take care of current needs and prepare for the future.



The Census Bureau seeks survey responses from even the most remote Alaskan villages.

Please respond now.
Your village is counting on you!

Did you know?

American Community Survey data help determine the distribution of more than $675 billion in federal funds every year.

Village leaders, Alaska Native corporations, and communities can use ACS data to:

- Obtain grants for water treatment projects.
- Apply for financial assistance for fuel and electricity.
- Plan for projects to improve airstrips, roads, and schools.
- Develop education and job training programs.







To learn more about how people use ACS data to help communities, visit census.gov/acs-data-stories.