



**Please keep this letter until
you complete the survey.**

U.S. Census Bureau

Washington, DC 20233

Office of the Director

Dear Director of Student Housing:

Your student housing facility has been selected to participate in the **American Community Survey** (ACS), which is conducted by the U.S. Census Bureau. Federal agencies use statistics provided by this survey to determine the distribution of Title I funding and college tuition grant and loan programs.

Participating in the survey is so important that it is required by law (Title 13, U.S. Code, Sections 141, 193, 221, and 223). The Family Education Rights and Privacy Act (FERPA), along with Title 13, allows the Census Bureau to collect student data for this survey. The Census Bureau is required by law to protect the confidentiality of all survey information we receive (Title 13, U.S. Code, Section 9).

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- answer questions you may have about the survey
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- ask for a list of residents currently living or staying at your facility
- select a random sample of residents to interview for the survey

You can find out more about the American Community Survey on the back of this letter, in the enclosed brochure, and online at census.gov/acs. For additional questions, please call our Atlanta Regional Office at 1-800-424-6974 (ext. 53955).

Thank you for your cooperation. We look forward to working with you.

Some Frequently Asked Questions

What is the American Community Survey?

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Your facility has been selected to participate the **American Community Survey**, which is conducted by the U.S. Census Bureau. Federal, state, and local governments use the statistics provided by the survey to determine funding levels for things like health care, education, and transportation projects.

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In a few days, a Census Bureau interviewer will contact you or someone in your office to:

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- ask for a list of residents currently living or staying at your facility
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You can find out more about the American Community Survey on the back of this letter, in the enclosed brochure, and online at census.gov/acs. For additional questions, please call our New York Regional Office at 1-800-991-2520 (ext. 1).

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What is my responsibility as a facility manager?

We need you to answer some basic questions about the facility and prepare a list of residents living or staying at the facility.

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Dear Facility Manager:

Your facility has been selected to participate the **Puerto Rico Community Survey**, which is conducted by the U.S. Census Bureau. Federal, state, and local governments use the statistics provided by the survey to determine funding levels for things like health care, education, and transportation projects.

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You can find out more about the Puerto Rico Community Survey on the back of this letter, in the enclosed brochure, and online at census.gov/acs. For additional questions, please call our New York Regional Office at 1-800-991-2520 (ext. 1).

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Why was this facility selected to participate in the survey?

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How does the Puerto Rico Community Survey help communities?

Information from this survey helps determine federal funding for things like emergency management and infrastructure projects. Local governments can use the survey information to budget and plan for services like assistance for the elderly. Organizations and businesses can use this information to provide services to the community and to plan for new facilities, buildings, and programs.



Oficina del[®]
Censo
 Estados Unidos
 Puerto Rico

**Conserve esta carta hasta
completar la encuesta.**

U.S. Census Bureau

Washington, DC 20233

Office of the Director

Estimado(a) administrador(a) de esta instalación:

Se ha seleccionado a su instalación para participar en la **Encuesta sobre la Comunidad de Puerto Rico** (Puerto Rico Community Survey), llevada a cabo por la Oficina del Censo de los EE. UU. La encuesta proporciona estadísticas que ayudan a las autoridades a determinar la cantidad de fondos que se asignarán a importantes proyectos y servicios que afectan a las comunidades en todo Puerto Rico.

La participación en la encuesta es tan importante que es requerida por ley (Título 13, Código de los EE. UU., Secciones 141, 193, 221 y 223). La Oficina del Censo está obligada por ley a proteger la confidencialidad de toda la información de encuestas que recibimos (Título 13, Código de los EE. UU., Sección 9). Estamos comprometidos a proteger la privacidad de todos los participantes de la encuesta.

En los próximos días, un entrevistador de la Oficina del Censo se comunicará con usted o con alguien de su oficina para:

- responder a cualquier pregunta que usted tenga sobre la encuesta.
- recopilar y verificar información básica sobre su instalación.
- solicitar una lista de residentes que actualmente viven o se quedan en su instalación.
- seleccionar una muestra de residentes a quienes entrevistar para la encuesta.

Usted puede obtener más información sobre la Encuesta sobre la Comunidad de Puerto Rico al dorso de esta carta, en el folleto adjunto y por internet en census.gov/acs (en inglés). Si tiene preguntas adicionales, llame a nuestra Oficina Regional de Nueva York al 1-800-991-2520 (ext. 1).

Gracias por su cooperación. Esperamos poder trabajar con usted.

Algunas Preguntas Frecuentes

Por qué se eligió a esta instalación para participar en la encuesta?

Cada año, la Oficina del Censo de los EE. UU. selecciona una muestra de instalaciones de vivienda de grupo para que participen. Se seleccionan al azar personas que viven en estas instalaciones para que respondan a la encuesta. Todas las respuestas que se reciben durante el año se combinan para producir las estadísticas que se encuentran por internet en census.gov/acs (en inglés).

¿Cuál es mi responsabilidad como administrador de una instalación?

Necesitamos que usted conteste algunas preguntas básicas acerca de la instalación y que prepare una lista de los residentes que viven o se quedan en esta instalación.

Conserve esta carta. Necesitará la Identificación de Usuario que se encuentra en la etiqueta con la dirección si elige enviar la lista de residentes de forma electrónica. Cuando un entrevistador de la Oficina del Censo se comunice con usted, le dará más información sobre este proceso.

¿Se mantendrá confidencial la información de los residentes?

Sí. La Oficina del Censo está obligada por ley a proteger la privacidad de todas las personas encuestadas y a mantener la confidencialidad de todas las respuestas (Título 13, Código de los EE. UU., Sección 9). No identificamos a las personas en los datos que publicamos. Solo publicamos estadísticas.

¿Cómo podré saber si la persona que se contacte conmigo realmente trabaja para la Oficina del Censo de los EE. UU.?

Hay dos formas de verificar si un entrevistador de la Oficina del Censo trabaja para nosotros.

- POR TELÉFONO: Llame a nuestra Oficina Regional de Nueva York al 1-800-991-2520 (extensión 1).
- POR INTERNET: Busque los apellidos en nuestra base de datos de personal encensus.gov/staffsearch (en inglés).

¿Cómo ayuda la Encuesta sobre la Comunidad de Puerto Rico a las comunidades?

La información de esta encuesta ayuda a determinar la asignación de fondos federales para cosas tales como manejo de emergencias y proyectos de infraestructura. Los gobiernos locales pueden usar la información de la encuesta para presupuestar y planificar servicios tales como asistencia a las personas de la tercera edad. Las organizaciones y las empresas pueden usar esta información para proporcionar servicios a la comunidad y para planificar nuevas instalaciones, edificios y programas.



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You can find out more about the American Community Survey on the back of this letter, in the enclosed brochure, and online at census.gov/acs. For additional questions, please call our Atlanta Regional Office at 1-800-424-6974 (ext. 53955).

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The American Community Survey is an ongoing survey that provides vital information on a yearly basis. When governments, businesses, and community leaders need to make important decisions that affect our lives, they often turn to the American Community Survey for help.

To learn how real people use the data to make informed decisions visit:
www.census.gov/programs-surveys/acs/about/acs-data-stories.html

Why was this facility selected to participate in the survey?

The U.S. Census Bureau selects a sample of group living facilities each year to participate. Individuals living in the facilities are randomly selected to respond to the survey. All responses received throughout the year are combined to create the statistics found online at census.gov/acs.

What is my responsibility as the health care facility administrator?

We need you to answer some basic questions about the facility and prepare a list of residents living or staying at the facility.

Please keep this letter. You will need the User ID from the address label if you choose to submit the list of residents electronically. When you are contacted by a Census Bureau interviewer, you will learn more about this process.

What happens if a resident is unable to complete the survey?

We will need you to provide some basic information about residents who cannot complete the survey. According to the Health Insurance Portability and Accountability Act of 1996 (HIPAA), to the extent required by Title 13, a facility covered by HIPAA is permitted under the Privacy Rule to disclose protected health information to the Census Bureau for survey purposes.

Will resident information be kept confidential?

Yes. The Census Bureau is required by law to protect the privacy of every respondent and keep all answers confidential (Title 13, U.S. Code, Section 9). We do not identify individuals in the data we publish. We only publish statistics.

How can I tell if the person who will contact me really works for the U.S. Census Bureau?

There are two ways to verify that a Census Bureau interviewer works for us.

BY PHONE: Call the Philadelphia Regional Office at 1-866-238-1374.

ONLINE: Search the name in our staff database at census.gov/staffsearch.

American Community Survey

Group Quarters

Thank you for your response.

We appreciate your time
and help.

To learn more about the
survey or see how the data
are used to help people
across the country,
visit census.gov/acs.

*Thank you for
participating!*



Encuesta sobre la Comunidad Estadounidense

Alojamientos de Grupo

Gracias por su respuesta.

Agradecemos su tiempo y ayuda.

Para obtener más información sobre la encuesta o ver cómo se utilizan los datos para ayudar a las personas en todo el país, visite census.gov/acs.

*¡Gracias por
participar!*



Puerto Rico Community Survey

Group Quarters

Thank you for your response.

We appreciate your time
and help.

To learn more about the
survey or see how the data
are used to help people
across the country,
visit census.gov/prcs.

*Thank you for
participating!*



Encuesta sobre la Comunidad de Puerto Rico

Alojamientos de Grupo

Gracias por su respuesta.

Agradecemos su tiempo y ayuda.

Para obtener más información sobre la encuesta o ver cómo se utilizan los datos para ayudar a las personas en todo el país, visite census.gov/prcs.

*¡Gracias por
participar!*



American Community Survey

Group Quarters Data Collection

FAQs for Facility Administrators



What is the American Community Survey?

The American Community Survey (ACS) collects demographic, social, economic, and housing data every year. The ACS is conducted in all U.S. states and in Puerto Rico where it is called the Puerto Rico Community Survey.

The U.S. Census Bureau selects a sample of household addresses and a sample of group quarters facilities each year to participate in the survey.

Some examples of group quarters facilities are college dorms, nursing facilities, and military quarters, to name a few.



Is this a legitimate survey?

Yes. The Census Bureau conducts the American Community Survey under the authority of Title 13, U.S. Code, Sections 141 and 193.

The U.S. Office of Management and Budget (OMB) approved this survey. The OMB approval number is 0607-0810.

If this number were not provided, we could not conduct this survey.

Do we have to participate in the survey?

Yes. Title 13, U.S. Code, Section 223 makes it mandatory for facility managers to provide facility information and access to residents to conduct the survey interviews.

Title 13, U.S. Code, Section 221 makes it mandatory for the residents to participate in the survey and imposes a penalty for not responding.



What is my responsibility as a facility manager?

- Provide us a list of residents currently staying at your facility. We will select a sample of residents from the list to take part in the survey.
- Allow us to conduct survey interviews with the residents.
- Inform us if any accommodations need to be made to conduct interviews at your facility.

How do residents respond to the survey?

A resident can complete the survey in person, by phone, on paper, or online.

Only some facilities have the option for residents to complete the survey online. A unique User ID will be provided to those residents.

If the resident chooses to respond by completing the paper questionnaire, the Census Bureau representative will pick up the completed survey at an agreed upon time.



Are residents who are unable to complete the survey by themselves required to participate?

Yes. A resident may designate another person, such as a relative, guardian, or facility administrator to help them.

To produce accurate results, it is important that ALL people, including people with cognitive disabilities, answer the survey.

Please speak with your Census Bureau representative to resolve any issues.



What are some benefits of participating in the American Community Survey?

Your local government can use the survey data to determine funding for:

- Home and community-based services for people with disabilities.
- Financial assistance with utilities, health care, and other needs.

Nonprofit organizations and businesses in your area can use the data to:

- Obtain grants for community development programs.
- Develop job training programs for the local workforce.

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

Will the Census Bureau protect our privacy?

Yes. The Census Bureau is required by law to protect the privacy of every respondent. This includes information you provide as a facility manager and information provided by all of the sampled residents.

Federal law protects your privacy and keeps survey answers confidential (Title 13, U.S. Code, Section 9).



How are the survey data protected?

Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.

The Census Bureau is not permitted to publicly release responses in a way that could identify a respondent. By law, the Census Bureau can only use responses to produce statistics.

Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (Title 5, U.S. Code, Section 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.

Why did the Census Bureau select this facility?

To provide an accurate picture of your community, group quarters facilities are randomly selected each year from a list of all group quarters in your area.

Larger facilities may be selected to participate in the survey more than once a year.

For example, different dorms at a large university may be selected to participate at different times in the same year.



How long will it take to participate?

We estimate it will take about 15 minutes for the facility survey and about 25 minutes for the resident survey.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to:

Paperwork Reduction Project
U.S. Census Bureau
4600 Silver Hill Road
ADDC-4H277
Washington, DC 20233.

You may e-mail comments to acso.pra@census.gov; use "Paperwork Project" in the subject line.

Learn more about the American Community Survey by visiting our website at census.gov/acs, or call the Census Bureau regional office nearest you.

Census Bureau Regional Offices

Atlanta

1-800-424-6974

AL, FL, GA, LA, MS, NC, SC

Chicago

1-800-865-6384 (Option 1)

AR, IA, IL, IN, MI, MN, MO, WI

Denver

1-888-209-7659

AZ, CO, KS, MT, ND, NE, NM,
OK, SD, TX, UT, WY

Los Angeles

1-800-992-3530 (Option 1)

AK, CA, HI, ID, NV, OR, WA

New York

1-800-991-2520 (Option 1)

CT, MA, ME, NH, NJ, NY, PR, RI, VT

Philadelphia

1-866-238-1374

DC, DE, KY, MD, OH, PA, TN, VA, WV

