

Invitation email

Subject: Your assistance is needed to develop the Census Bureau's new reporting systems

Dear NAME,

During the 2020 Census, we received suggestions for ways to make it easier for residents and administrators of group quarters to participate in the census. We are now in the process of developing two new systems based on some of those suggestions. The first system will allow residents of group quarters to complete their census forms online, the other will allow administrators to provide updated information about their facilities online.

We are writing to you because you were the point of contact for your organization for the 2020 Census. We need feedback from group quarters administrators like yourself to make sure these new systems work. . We would like you to participate in a virtual meeting to review the designs of these new systems. Your role in these meetings would be to help us assess whether or not our new systems would be easy to use, and look for ways to make them work better for you. The meeting will last 60 to 90 minutes, and we will schedule it at a time that is convenient for you.

It is critical that we get feedback from people like you at this early stage because you can help us avoid building systems that don't work as well as they should.

May we schedule you for a Teams meeting with you in the next few weeks? Thanks in advance for considering our request. Please feel free to let us know if you have any questions.

Sincerely,

Dave Tuttle

U.S. Census Bureau

Privacy Notice

This voluntary study is being conducted under the authority of Title 13 USC Sections 6 and 182. The OMB control number for this study is 0607-0725; it expires 12/31/2025. Without this number, we could not collect your information. Federal law requires that your answers are kept confidential (Title 13, U.S. Code, Section 9), and protects your privacy under the Privacy Act (Title 5 U.S. Code, Section 552a). Furnishing this information is voluntary; however, failure to do so will limit the Census Bureau's ability to improve the usability of a Census Bureau online instrument. Personally Identifiable Information collected includes name, telephone/cell phone number, DOB or age, email address, race, or ethnicity. The information provided to us may only be shared with other Census Bureau staff who are sworn to uphold the confidentiality of the information, as identified in the Privacy Act System of Records Notice "COMMERCE/CENSUS-5, Decennial Census Programs." If you have comments or questions about this study, please email adrm.pra@census.gov.

Reminder email

Subject: Reminder – Your assistance is needed to help the Census Bureau develop new reporting systems for group quarters facilities

Dear NAME,

We are reaching out to administrators of group quarters to get your feedback on the designs for two new reporting systems that were developed based on suggestions we received during the 2020 Census. Our goal is to assess how well the designs work before we start programming the new systems. We need feedback from administrators like you so we can build systems that are easy to use and meet users' needs.

Please consider participating in a virtual meeting with us to share your thoughts and opinions about our plans. The meeting will take 60-90 minutes and we will schedule it for a time that is convenient for you.

Thank you for your consideration. Please feel free to contact us if you have any questions.

Sincerely,

Dave Tuttle

U.S. Census Bureau

Confirmation email

Subject: Confirming our meeting on DATE at TIME (AM/PM TIME ZONE)

Dear NAME,

Our meeting is scheduled for DAY, DATE at TIME (AM/PM TIME ZONE). I will send a separate calendar invitation with a Teams link.

Before our meeting, we will need you to sign a consent form. This form provides additional information about the study and explains that anything you tell us will be confidential by law.

You can access the form using this link: <URL>

Thank you for agreeing to meet with us. We are looking forward to speaking with you.

Sincerely,

Dave Tuttle

U.S. Census Bureau