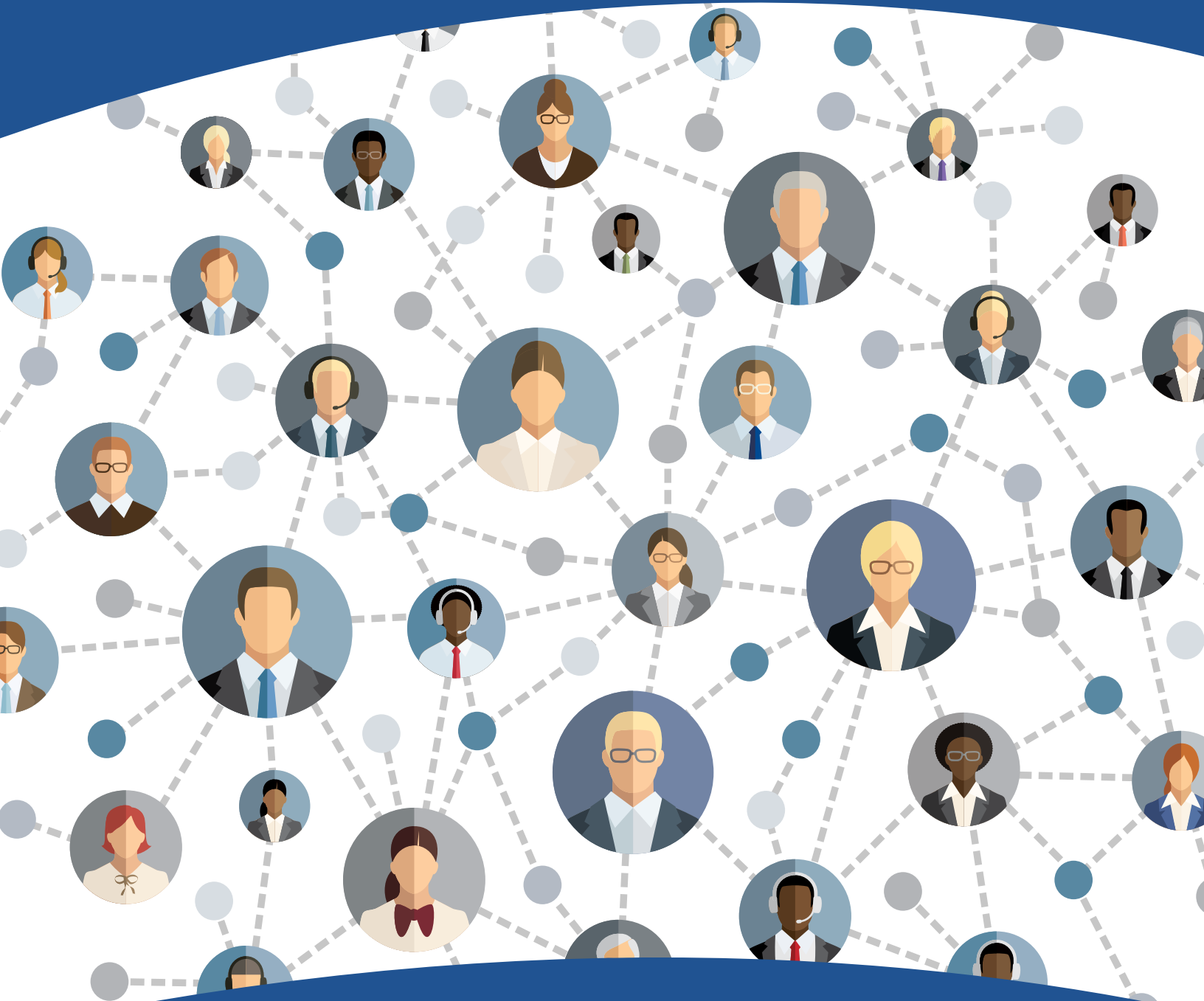


# 2020 Census Complete Count Committee

## *Guide*

D-1280



United States<sup>™</sup>  
**Census**  
Bureau

2020 Census Complete Count Committee Guide

**Draft**

United States<sup>™</sup>  
**Census**  
**2020**



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# WHY DO WE TAKE THE CENSUS?

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The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years, of everyone residing in: the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and has been carried out every 10 years since then.

The next census occurs in 2020. The population totals from this census will determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative districts.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The totals also affect funding in your community, and data collected in the census help inform decision makers how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

## Will the 2020 Census be the same as 2010?

No, there are some important changes:

- We will introduce new technology to make it easier than ever to respond to the census. There are more options for self-response.
- For the first time you will be able to respond online, by phone, and by mail.
- We will use data that the public has already provided to cut down on household visits.
- We are building a more refined address list and automating our field operations—all while keeping your information confidential and safe.



# HOW ARE CENSUS DATA USED?

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## **Census data are widely and wisely used.**

Determining congressional seats and federal funding is just a hint of the many important uses of census data. Take a look at examples below and refer to the appendix for even more uses of census data. (See Appendix A: 50 Ways Census Data Are Used.)

The federal government uses population data to allocate funds in a number of areas:

- Title I grants to educational agencies (school districts across the nation).
- Head Start programs.
- Federal grant programs, like the Women, Infants, and Children (WIC) program.
- Public transportation.
- Road rehabilitation and construction.
- Programs for the elderly.
- Emergency food and shelter.
- Empowerment zones.

In addition, the data help:

- The private sector, state, and federal governments determine where jobs and job programs are needed.
- Potential homeowners research property values, median income, and other demographic information about a particular community.



# ARE CENSUS DATA REALLY CONFIDENTIAL?

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## **ABSOLUTELY!**

Your answers are protected by law (Title 13 of the U.S. Code, Section 9) and are strictly confidential. It is illegal for the Census Bureau, or its employees, to share your personal information with any other government agency, local law enforcement, IRS, Health and Human Services (HHS), FBI, ICE, etc.

Not even the President of the United States can access your individual responses.

All responses provided on the 2020 Census questionnaire or to a Census Bureau employee are confidential and protected under Title 13 of the U.S. Code. Under this law the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies like ICE, law enforcement agencies like the FBI or police, or allow it to be used to determine their eligibility for government benefits. The results from the census are reported in statistical format only. Individual records from the decennial censuses are confidential for 72 years, by law (Title 44, U.S. Code). Any person can request information to prove his or her age or residency, but NO ONE ELSE CAN DO THIS FOR ANOTHER PERSON. Furthermore, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent information. It is a felony for any Census Bureau employee to disclose any confidential census information whether during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.





# WHAT IS A STATE COMPLETE COUNT COMMISSION (SCCC) OR COMPLETE COUNT COMMITTEE (CCC)?

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## How Does a State Complete Count Commission Work?

Now that you are familiar with what a census is and why we conduct a census every 10 years, you can appreciate how much work is required to count everyone living in the country. The Census Bureau cannot do this alone. We require the assistance of partners—individuals, groups, and organizations across the nation that can help us build awareness about the census, why it is important, and encourage their community to participate. One very effective way to accomplish this is through State Complete Count Commissions and Complete Count Committees.

## What Is a State Complete Count Commission?

A State Complete Count Commission (SCCC):

- Provides high-level oversight for a state's participation in the 2020 Census.
- Enlists a group of trusted "voices" to act as census ambassadors.
- Identifies and secures funding necessary to carry out the goals of the SCCC. The SCCC is charged with developing and implementing a plan designed to target the unique characteristics of their state.
- Encourage counties, cities, and towns to form CCCs.



## State Complete Count Commissions

State Complete Count Commissions encourage state households to participate in the census. The commissions enter into a formal partnership with the Census Bureau and provide structure for reaching the state's stakeholders and encouraging grass roots participation. Although it varies by state, a SCCC is formed by either a Governor's executive order or legislation.

State officials often have a better understanding of the economic impact of a complete count and are highly motivated to develop a comprehensive outreach plan. The commission may be chaired by an individual designated by the Governor, such as the Governor's Liaison or staff from the State Data Center. State Complete Count Commissions may be fairly large with anywhere from 20 to 100 members. The commission members can include:

- A Governor or his/her designee as chair of the group.
  - Majority/minority leaders of the state house or designee
  - Heads of major counties.
  - Mayors of major municipalities.
  - Heads of philanthropic organizations of major business associations and community organizations, and other appointees as applicable.
  - Faith-based community.
  - Education community.
  - Media/Communications.
  - Health care community.

State Complete Count Commissions usually operate with subcommittees. Once the SCCC members have been identified, chairpersons may divide the members into subcommittees based on the activities that the commission plans to undertake. For example, a media subcommittee may be formed to identify local officials and other persons of influence to record public service announcements (PSAs) and appear on local television, social media sites, and radio shows about the census. A second subcommittee might be on education, targeting the schools, colleges, and universities with promotional materials and ensuring that the Statistics in Schools materials are being

used by schools across the state. Another may be a business subcommittee that targets businesses and encourages them to post census materials and sponsor local events. Other possible subcommittees may include a faith-based focus to reach religious groups in a community or a youth focus to target organizations providing services to children, such as Head Start or day care centers.

The type of subcommittee created is really based on the needs of the state or the focus of commission. Examples of subcommittees and what they do are covered under "What Is the Subcommittee Structure of a SCCC/CCC."

## Examples of State Complete Count Commission Strategies

Several states organized Complete Count Committees in the 2000 and 2010 Censuses. We look to them for best practices. The important thing to remember is to do the best you can with the resources you have. Here are some of the suggested strategies that worked well for them:

- Allocate state funds and or obtain funds from foundations and businesses for implementation of the SCCC.
- Develop an action plan.
- Assign staff to work on the SCCC.
- Set clear, achievable goals and objectives.
- Identify targets (populations or areas) for aggressive outreach.
- Direct community outreach by touching as many people as possible through swap meets, sports events, festivals, parades, etc.
- Foster strategic partnerships with counties, schools, state agencies, and community-based organizations.
- Develop a state media campaign with a catchy slogan.
- Coordinate activities with local CCCs throughout the state.
- Develop a state 2020 Census Web site.
- Create promotional materials and items for populations or areas identified.
- Create events in key areas where none exist.

## Time Line With Sample Activities of State Complete Count Commissions

### 2018-2019

- Allocate/obtain funds to conduct SCCC outreach.
- Encourage local governments to form CCCs.
- Develop a list of barriers or concerns that might impede the progress of the 2020 Census in your state, such as pockets of populations speaking a language other than English, recent immigrants, and significant numbers of children under the age of 18. Explore ways/activities to address these barriers.
- Develop and implement activities to involve state government employees in the 2020 Census awareness campaign.
- Include the 2020 Census logo and messages on letterhead, brochures, newsletters, and Web site.
- Display census information/materials in all state government buildings.
- Sponsor a contest to create a state slogan and/or mascot for promoting the 2020 Census.

### January-March 2020

- Add census messages during meetings and to correspondence.
- Implement major promotional events announcing Census Day.
- Implement a promotional campaign around “electronic response.”
- Provide information on federally funded programs that have benefited the state.
- Saturate targeted areas with census information that is easy to read and understand.

- Change telephone hold messages in state offices to remind households to complete their questionnaire online or return the paper questionnaire immediately.
- Provide a census message on state lottery tickets.

### April 2020

- Have government employees answer the phone with a 2020 Census message. Encourage households to complete the questionnaire online or complete and mail back the census questionnaire.
- Plan a Census Day event to motivate community response.
- Check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate households to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaires a census worker may come to their home. Encourage households to cooperate with census workers.

### May-July 2020

- Alert households that census workers will be knocking on doors at households that did not respond.
- Prepare a final report of committee activities and provide a copy of your report to the regional census contact.
- Change telephone hold messages in state offices to one that encourages households to cooperate with census workers that may come to their home if they don’t respond to the census questionnaire either online or in the mail.

## Complete Count Committees

The common thread among all CCCs is that they are a team.

A CCC is comprised of a broad spectrum of government and community leaders who are:

- Trusted voices from education, business, healthcare, and other community organizations charged with developing and implementing influencing members of their community to complete the 2020 Census questionnaire in a timely and accurate manner.
- Community members that will lead their community in the promotion of a 2020 Census awareness campaign from now through October 2020.

Type of CCC	Responsible body	Size	Location
State	State government	Large	Statewide
Local	Local government (regional, county, city, town)	Large, medium, or small	Urban, suburban, or rural
Community	Community organization /leader	Large, medium, or small	Urban, suburban, or rural

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal Complete Count Committees.
- Local government (regional, county, city, or town).
- Community Complete Count Committees.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding on the Internet, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee

member to design and implement a census awareness campaign targeted to the community.

- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

### Tribal and Local Government Complete Count Committee

Local Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as Tribal Leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, and community groups. Most local government CCCs are small to medium size depending on the jurisdiction. A town may have a small committee with only 3-5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since county and regional CCCs cover a larger geography, they tend to be larger in size, with 20-50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census impacts their communities. In previous censuses, the most productive local government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under "What Is the Subcommittee Structure of a SCCC/CCC?"

## Examples of Tribal and Local Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parade.

## Sample Activities of Tribal and Local Complete Count Committees

### 2018–2019

- Develop a list of barriers or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.
- Place census messages on water bills, property tax bills, and other correspondence generated by the jurisdiction.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.

- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

### January–March 2020

- Add a census message during meetings, events, and correspondence.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.
- Place a census message on all municipal marquees urging households to complete the questionnaire online or complete and return the questionnaire by mail.

### April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

## Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among the population and encourage them to respond when the invitations to respond are delivered. A tenant's association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

## Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that will include activities and events, which will support your efforts and help you meet your goals and objectives.

- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.

## Sample Activities of Community Complete Count Committees

### 2018-2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a "Census Day/Night Street Festival" in late 2019. Think of creative games or activities where census information can be incorporated.
- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications from April 2019 to August 2020.

### January-March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post fliers announcing the invitation to respond to the census at busy locations in the community.
- Sponsor a "Little Miss/Mr. Census" contest and have the winners symbolically complete a census questionnaire online or by mail.

### *April 2020*

- Encourage households to complete the questionnaire online, by phone, or by paper.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn't respond online, by phone, or mail their questionnaire

back, a census worker may come to their home. Encourage households to cooperate with census workers.

### *May 2020*

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



# WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

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## **Get Organized RIGHT NOW!**

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. 2020 Census jobs will start being advertised in mid-2018. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formulation of a SCCC/CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.





# WHAT IS THE SUBCOMMITTEE STRUCTURE OF A SCCC/CCC?

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## The Structure

The Census Bureau regional staff will serve as a liaison or an informational resource.

The operation of the SCCC/CCC flows from the highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between SCCC/CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The SCCC/CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, and recruiting. **The Census Bureau does not manage the Complete Count Committee.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the SCCC/CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

**Government subcommittee**—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

**Education subcommittee**—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

**Faith-based subcommittee**—Creates and coordinates activities and materials that can be used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

**Media subcommittee**—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, radio, and television.

**Community-based organizations subcommittee**—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

**Business subcommittee**—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

**Recruiting subcommittee**—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Figure 1.

### Suggested State Complete Count Commission Membership

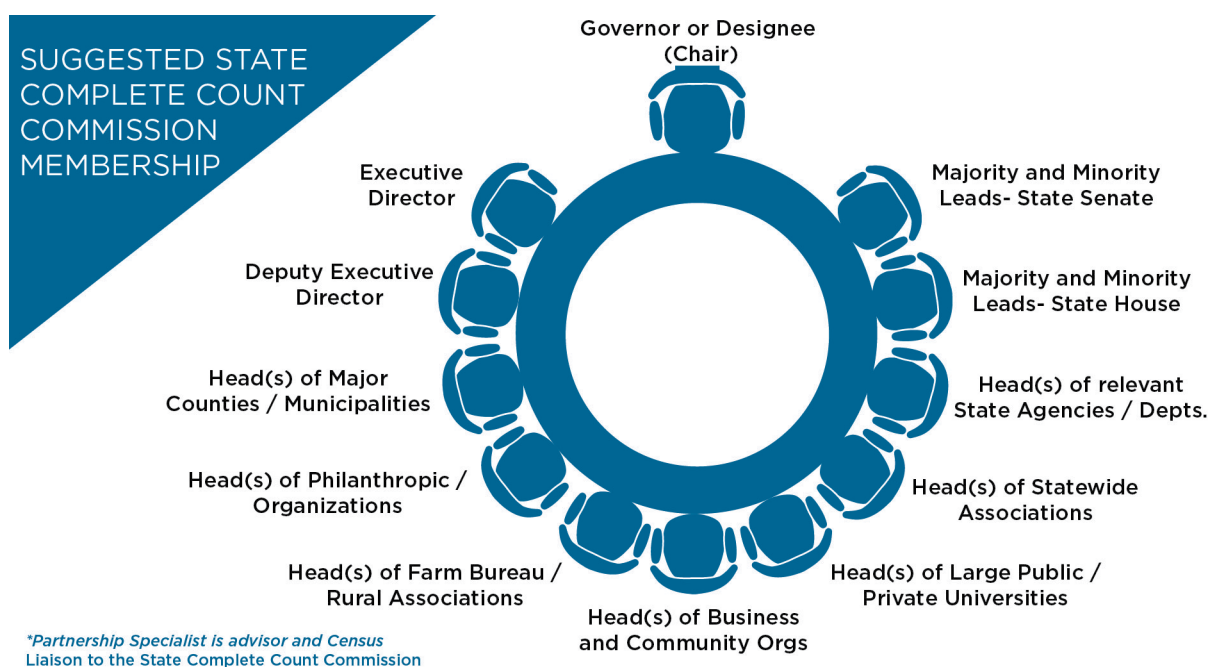
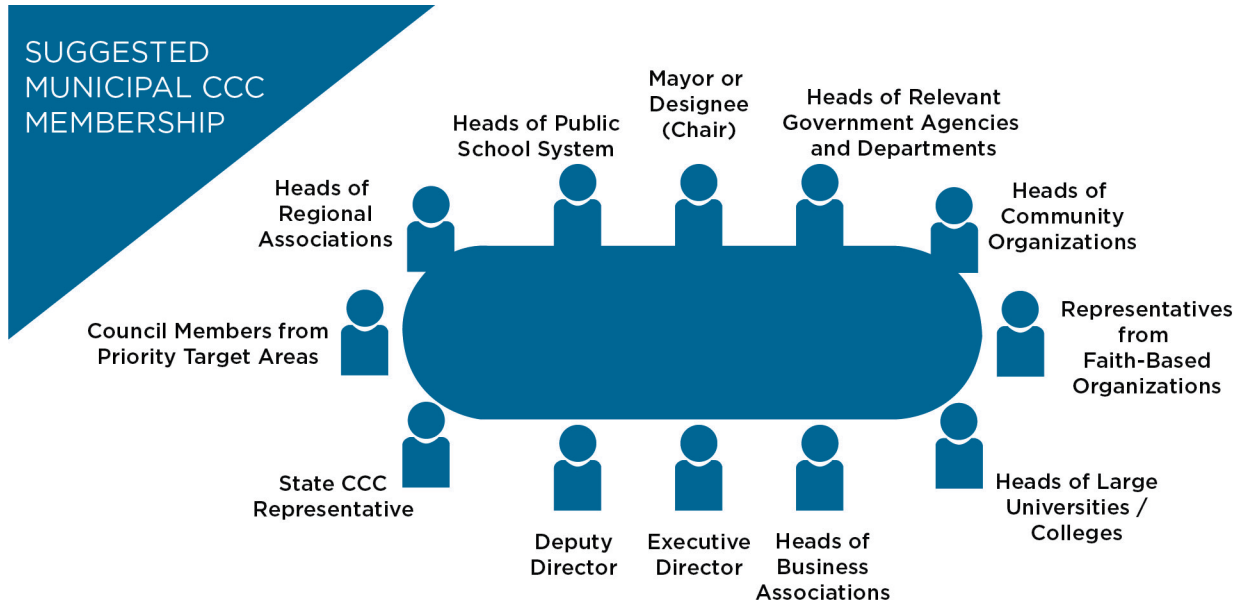


Figure 2.  
**Suggested CCC Membership**



*\*Partnership Specialist is advisor and  
 Census liaison to Municipal CCC's*



## SUMMARY: WHAT ARE THE BENEFITS OF A STATE COMPLETE COUNT COMMISSION/ COMPLETE COUNT COMMITTEE?

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The SCCC/CCC speaks the language of and knows the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The SCCC/CCC will help ensure an accurate 2020 Census count.

The SCCC/CCC gains valuable knowledge about the census process at the local level and develops a plan to impart that knowledge to each and every household as only a neighbor and fellow stakeholder can do.

The SCCC/CCC increases participation and the response rate by increasing awareness of the 2020 Census through October of 2020.

# APPENDIX A:

## 50 WAYS CENSUS DATA ARE USED

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- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as backup for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English-language proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

# APPENDIX B:

# UNDERSTANDING THE

# LANGUAGE OF THE 2020 CENSUS

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## GLOSSARY

### The 2020 Census From A to Z

#### A

##### Address Canvass

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

##### American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

##### Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

#### C

##### Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the decennial census of the U.S. population and housing,

the quinquennial economic census, and the census of governments.

##### Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

##### Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

##### Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

##### Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.



## **D**

### **Decennial Census**

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

## **E**

### **Enumeration**

The process of interviewing people and recording the information on census forms.

### **Enumerator**

A Census Bureau employee who collects census information by visiting households during census field operations.

## **G**

### **Group Quarters (GQ)**

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

## **H**

### **Hard to Count (HTC)**

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

### **Hard to Enumerate (HTE)**

An area for which the environment or population may present difficulties for enumeration.

### **Highest Elected Official (HEO)**

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state,

chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

### **Household (HH)**

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

### **Housing Unit (HU)**

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

## **M**

### **Master Address File (MAF)**

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

## **N**

### **Nonresponse (NR)**

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

### **Nonresponse Follow-Up (NRFU)**

A field operation designed to obtain a completed interview from households where a questionnaire was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will enter respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.



## **P**

### **Partner**

A partner is a group or individual that commits to participate in some way with census activities.

### **Partnership**

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

### **Partnership Specialist**

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

### **Privacy Act**

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

## **R**

### **Regional Census Center (RCC)**

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

### **Regional Office (RO)**

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conduct some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

## **Respondent**

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

### **Response Outreach Area Mapper (ROAM)**

A Web mapping application available at <[www.census.gov/roam](http://www.census.gov/roam)> was developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database.

## **S**

### **Self-Response**

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—particularly via the Internet—is significantly less costly than in-person follow-up.

### **State Complete Count Commission (SCCC)/ Complete Count Committee (CCC)**

A volunteer committee established by tribal, state, and local governments, and/or community organizations leaders to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

### **State Data Center (SDC)**

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since the creation, the SDC network, has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

### **Statistics in Schools (SIS)**

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

## **T**

### **Title 13 (U.S. Code)**

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

## **U**

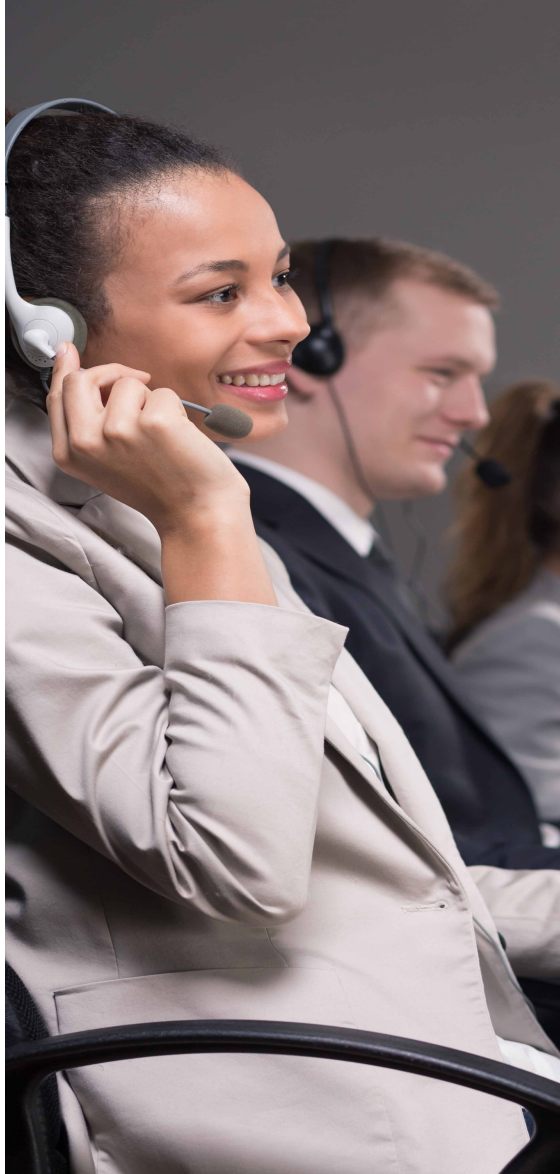
### **Update Leave (UL)**

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

## **V**

### **Value Added**

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.



# CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census office.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	<b>ATLANTA</b> Atlanta.rcc.partnership@census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	<b>CHICAGO</b> Chicago.rcc.partnership@census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	<b>DALLAS</b> Dallas.rcc.partnership@census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	<b>LOS ANGELES</b> Los.Angeles.rcc.partnership@census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	<b>NEW YORK</b> New.York.rcc.partnership@census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	<b>PHILADELPHIA</b> Philadelphia.rcc.partnership@census.gov



