



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

<Date>

<Sample GQ Name>

<Sample GQ Address>

Dear Facility Administrator:

The U.S. Census Bureau collects detailed data that the housing, social, and economic that the Nation uses to make informed decisions. These data, which were formerly collected using the census "long form," are now collected by the American Community Survey (ACS).

The ACS is part of the 2010 Decennial Census Program. It is a survey of a small percentage of our population that is conducted on a rotating basis. The ACS collects detailed information on the characteristics of population and housing that was collected in previous censuses by the decennial census long form. Since the ACS is conducted every year rather than once every ten years, it provides more current data throughout the decade.

Between 1996 and 2005, we collected detailed data from a national sample of households in the United States. We are now including group living situations (group quarters) in the ACS data collection operation, and we are collecting data in Puerto Rico, as well, in order to provide governments and businesses with information about people who do not live in conventional housing units.

We randomly select correctional facilities for inclusion in the ACS operation, and a facility under your jurisdiction has been chosen. Your participation is crucial for generating accurate national statistics. Since we use scientific sampling procedures to select correctional facilities for this survey, we cannot substitute another facility for this data collection effort.

We are requesting your assistance to ensure that our correctional facility populations are fully included in this vital program. The survey requires three tasks of your staff: 1) provide facility information such as address, maximum capacity, and current population; 2) provide a roster of inmates at the facility; and 3) possibly assist the Census Bureau staff in interviewing a sample of inmates. In most cases, the Census Bureau interviewers are expected to take one day or less to complete their work.

The ACS is conducted under the authority of Title 13, United States Code, Sections 141 and 193. Response to this survey is required by law (Section 221 of Title 13). The Census Bureau may use the information it collects only for statistical purposes. Title 13 requires the Census Bureau to keep all information about your agency and all respondents, strictly confidential. Any Census Bureau employee who violates these provisions is subject to a fine of up to \$250,000, a prison sentence of up to five years, or both.

You can find Fact Sheets that explain why we ask the questions on the ACS website at <http://www.census.gov/acs/www/SBasics/SQuest/fact.htm>.

Please complete the attached form. Provide the name and title of a person who will assist in scheduling the ACS interviews, as well as a telephone number and address if these are different

from the address and phone number on this letter. FAX the completed form to us on <RO FAX Num We will call you when we receive your FAX.

Thank you for helping us conduct the American Community Survey. If you have any questions, please call the <RO> Census Bureau Regional Office on <RO Telephone Number>.

Sincerely,

<RO Director Name>, Director
<RO>
U.S. Census Bureau



<Sample GQ Name>
<Sample GQ Address>

Please complete the following:

I, _____, _____, _____
(Name) (Title) (Date)

hereby authorize the person I have designated below to coordinate activities with the U. S. Census Bureau for the purpose of conducting the American Community Survey.

Designated facility contact:

Name: _____

Title: _____

Telephone Number: _____

Address (if different from above): _____

Please FAX this completed form to <RO FAX Number>.