

D-1686(LTP)
(Date)

(Entity Name)
(Entity Code)
(Contact ID)

(Recipient Name) (Position - allow for 45 character spaces)
(Department Name)
(Mailing Address)
(City) (State) (ZIP+4)

Dear (Name of the Contact):

Recently, the U.S. Census Bureau invited the chief executive/highest elected official of your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides tribal, state, and local governments the opportunity to review and update the Census Bureau's address list.

The accuracy and completeness of the Census Bureau's address list is critical to the enumeration process and the quality of the resulting census data. Through your government's participation in the LUCA Program, your local knowledge can help ensure that we achieve complete coverage in our enumeration of your jurisdiction.

Our records indicate that a portion of the area covered by your jurisdiction is within the boundary of a federally-recognized American Indian reservation and/or off-reservation trust land. For the LUCA Program, the Census Bureau will not provide for your review the addresses on its list for that portion of your jurisdiction. The Census Bureau provides addresses contained within the boundaries of federally-recognized American Indian reservations and off-reservation trust lands only to the relevant tribal government, in keeping with the unique government-to-government relationship between the federal government and federally-recognized tribes. The Census Bureau nonetheless encourages tribal governments to coordinate their address list review with, or to delegate (if they do not plan to participate) review authority to, neighboring local governments or the state government. In the event that the tribal government chooses not to coordinate its address list review for the portion of the area covered by your jurisdiction, you can still help to improve the address list for your entire jurisdiction by submitting potentially missing addresses as part of the LUCA Program.

The LUCA Program provides options for your government to:

- Review/correct the Census Bureau's address list for the non-reservation/trust land portion of your jurisdiction. If there are city-style addresses (e.g. 101 Main St.) that you think are likely missing from the Census Bureau's address list for the reservation/trust land portion of your jurisdiction

(e.g. because they represent new construction) you can submit them as added addresses along with the changes for the non-reservation/trust land area; or

- Submit your local address list of city-style addresses for all or part of your entire jurisdiction, including the part that overlaps the tribal boundary, to the Census Bureau in the Census Bureau specified format; and
- Review and update your legal boundaries and features on the Census Bureau maps.

Your government will not receive feedback on our disposition of any added addresses for the reservation/trust land portion of your jurisdiction, or be able to appeal our determinations on these, but we will include these addresses on our list for questionnaire delivery if we are able to validate them in our field check.

The enclosed flyer, *Will Your Community Be Ready for the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program?*, provides an overview of the LUCA Program. The flyer answers questions that may assist your government in deciding whether to participate in this program. We have also enclosed two computer-based training (CBT) CD-ROMs. One CBT CD-ROM provides background and instructions in participating in the LUCA Program. The second CBT CD-ROM contains instructional information on the Census Bureau's MAF/TIGER Partnership Software (available free of charge to LUCA Program participants), a geographic information system software application that allows your government to update both the address list materials and map information.

We will supply your LUCA materials as soon as possible after we receive your government's completed registration forms. You have 120 days from the date you receive your LUCA materials to complete your review and submit your address list changes. We will accept registrations up until **December 31, 2007**, but can guarantee the full 120-day review period only for governments registering by **November 19, 2007**. If you register before **October 31, 2007**, you have the opportunity to provide legal boundary updates along with your LUCA updates, and the Census Bureau will not send you the 2008 Boundary and Annexation survey package in January 2008.

Please review the enclosed information and contact your chief executive/highest elected official about your government's participation. Your chief executive/highest elected official received the forms required to register to participate in the LUCA Program. If you have any questions regarding the LUCA Program, please contact your Census Bureau Regional Office by telephone at 1-866-511-LUCA (5822) or via e-mail at [RO e-mail address].

Sincerely,

Charles Louis Kincannon
Director

Enclosures