

**Request for Nonsubstantive Change to the
2022 American Community Survey Email Collection for Housing Units and
2022 American Community Survey and Puerto Rico Community Survey
eListing for Group Quarters
OMB Control No. 0607-0810
U.S. Department of Commerce
U.S. Census Bureau**

Purpose

The American Community Survey (ACS) is requesting to implement collecting email addresses and sending email reminders to housing units in sample starting in early 2022. The Office of Management and Budget (OMB) approved this change in 2019 (ICR Reference Number 201903-0607-005); ACS plans to implement the change to increase the number of returns on internet, improve data quality, and reduce additional follow up visits from field staff. The ACS is also requesting to add another option to receive group quarters (GQ) facility rosters to reduce or eliminate a field representative (FR) visit.

Housing Unit Email Address Collection and Reminders

Currently, the ACS sends up to five mailings to an address in sample. The first mailing—sent to all mailable addresses in the sample—includes an invitation to participate in the ACS online and states that in a few weeks, the Census Bureau will send a paper questionnaire to respondents who are unable to reply by the internet. Subsequent mailings serve as a reminder to respond to the survey, with a paper questionnaire included in the third mailing for those households that prefer to respond by mailing back the questionnaire. The Census Bureau will ask those who begin filling out the survey online to provide an email address. Approximately one week before sending the paper questionnaire, the Census Bureau will use the email address to send an email reminder to households that did not complete the online form. The reminder asks them to log back in to finish responding to the survey.

Group Quarters eListing Application

Beginning in January 2022, ACS and the Puerto Rico Community Survey (PRCS) will start using an Electronic Facility Listing System (eListing) for the ACS and PRCS GQ operation, where a contact person at the facility has the option to provide the FR with the listing information to be entered into the GQ facilities questionnaire instrument or the GQ contact person can upload an electronic listing (e.g., excel, pdf, or word document) of the residents or enter the residents. This system is similar to the GQ eResponse system used for the 2020 Census where the system stored the facility's resident information including basic demographic information however, the ACS and PRCS model will only store name, location, phone number, and email addresses through the six week panel. Implementing eListing allows facilities to provide their listing without a personal visit and at their convenience, reducing, or eliminating FR travel.

There are no substantive changes to the program resulting from these modifications. This change adds email response reminders for sampled housing units and provides additional options for collecting GQ roster data.

Attachments:

- A - Respondent screen with email collection**
- B - ACS Email Correspondence Text**
- C - eListing ACS-18 GQ email**
- C - eListing Blaise Slides Contact Screens**
- C - eListing Burden_Confidentiality_Security**
- C - eListing Contact Us Wording**
- C - eListing Email UserID**
- C - eListing Quick Reference Guide**
- C - eListing Roster Template_508_Compliant**
- C - eListing Screens -- Centurion--06**
- D - ACS-18(L)(C)(GQ)(2022) ACS GQ Student Housing Introductory Letter**
- D - ACS-18(L)(GQ)(2022) ACS GQ Facility Manager Introductory Letter**
- D - ACS-18(L)(GQ)(PR)(2022) PRCS GQ Introductory Letter (English)**
- D - ACS-18(L)(GQ)(PR)(S) PRCS GQ Introductory Letter (Spanish)**
- D - ACS-18(L)(H)(GQ)(2022) ACS GQ Health Care Introductory Letter**

Attachment A: Respondent Screen with Email Field



American Community Survey

[Instructions](#)

[FAQs](#)

[Save and Log Out](#)

➔ What is your name, telephone number, and email address? We will only contact you if needed for official Census Bureau business. [\(Help\)](#)

First Name

MI

Last Name

Telephone Number

() - -

Email Address

Confirm Email Address

Next ➔

[Contact Us](#)

[Accessibility](#)

[Privacy](#)

[Security](#)

Attachment A: Respondent Screen with Email Field

Help Text

Why We Ask?

We ask for a respondent's name and contact information in case we need to contact someone to ask about incomplete or missing survey information.

Help

- The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify this household. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.
- Providing a name helps eliminate confusion as you proceed through the survey to know about whom questions are being asked.
- The Census Bureau will only use the phone number and email address you provide for official business. You may be asked to participate in other Census Bureau surveys.

ACS Email Correspondence Text

From: U.S. Census Bureau

Subject line: Reminder to complete the Census Bureau's American Community Survey

Recently, you may have begun answering questions online for the American Community Survey. Thank you for any of your answers so far. It is important that you complete the survey; you are required by U.S. law to respond.

[Click here](#) to return to the survey. Enter your USER ID XXXXX-XXXXX followed by your assigned PIN. If you have trouble returning to the survey, please call toll free 1-800-354-7271.

Finishing the survey online saves time and money by reducing the need for further contact by Census Bureau interviewers. Thank you for your time and cooperation.

Attachment C: eListing ACS-18 GQ email

Email Subject line: American Community Survey eListing Instructions

Dear (INSERT POINT OF CONTACT NAME):

As we discussed, this email contains instructions on how to access the U.S. Census Bureau's eListing site to submit a list of residents in your facility.

We will use the list to select a *sample* of residents to participate in the **American Community Survey**.

Please follow these steps to submit the list:

1. Locate your 10-digit User ID on the mail label of the letter we sent you.
 - The User ID is above the address and to the right.
 - Please contact me if you have lost the letter.
2. Click on this link: [Login | American Community Survey Group Quarters eListing](#)
 - Copy and paste the link into your browser if necessary.
3. Log in with your User ID. (The User ID is case sensitive.)
4. Follow the instructions to create and upload the list.

Questions? Please call me at 000-000-0000 if you have any questions about creating or uploading the list or about the survey.

To protect your privacy, please do not respond to this email with any personal information about you or your facility.

I am not authorized to conduct this survey or answer any detailed questions about the survey or our protocols by email.

The Census Bureau is required by law to [keep all survey data confidential](#).

Thank you for participating in this survey. We greatly appreciate your cooperation.

Regards,
(insert FR name)

(normal signature block appears here)

GQSample Section

New Screens

LISTINGMETHOD

If the FR is conducting an interview on the phone and the contact says that they can provide a roster, the instrument will come to this screen.

ACS/PRCS Group Quarters Facility Questionnaire ver. v22.01.12 (5/27/2021)

Forms Answer Navigate Options Help Show Watch Window

Main F10 Exit FCLANG JOB_AID_TAB GQ Faq's GQ Defs

Would you like to provide a roster of your residents to me at this time, or would you prefer to submit your roster through an online application?

- ◆ If the contact selects the eList option, confirm that you have entered the correct email address.
- ◆ Inform the contact that you will send them an email containing a link to the eList application and instructions on how to upload their roster.

1. Collect roster now

2. Collect roster online through eListing application

People Living at GQ

Listing Method Tele

List of all beds availability

List of occupied beds

List of all beds

eList_NoRoster

Current GQ population

Confirm total number

Best day / time to contact

Finished With GQ Contact

About to take sample

017US501 | LISTINGMETHOD_TELE | 8:51:08 AM | 6-3-2021 | 880080020138901 | STUDENT DORMITORY X | ANYTOWN UNIVERSITY | 51/57

eList_NoRoster

If the FR is conducting an interview either in person or on the phone and the contact is unable to provide a roster, the instrument will come to this screen.

The screenshot shows a software window titled "ACS/PRCS Group Quarters Facility Questionnaire ver. v22.01.12 (5/27/2021)". The window has a menu bar with "Forms", "Answer", "Navigate", "Options", "Help", and "Show Watch Window". Below the menu bar is a tabbed interface with "Main" selected, and other tabs for "F10 Exit", "FCLANG", "JOB_AID_TAB", "GQ Faq's", and "GQ Defs".

The main content area is a yellow box with the following text:

Would you be able to provide a roster through an online application?

- ◆ If the contact selects yes, confirm that you have entered the correct email address.
- ◆ Inform the contact that you will send them an email containing a link to the eList application and instructions on how to upload their roster.

Below the yellow box are two radio button options:

1. Yes
 2. No

Below the radio buttons is a list of fields with input boxes:

People Living at GQ	2
Listing Method Tele	
List of all beds availability	2
List of occupied beds	2
List of all beds	2
eList_NoRoster	
Current GQ population	
Confirm total number	
Best day / time to contact	
Finished With GQ Contact	
About to take sample	

The bottom status bar contains the following information: 017US501 | eList_NoRoster | 8:55:23 AM | 6-3-2021 | 880080020138901 | STUDENT DORMITORY X | ANYTOWN UNIVERSITY | 51/57

Attachment C - eListing Burden_Confidentiality_Security

BURDEN STATEMENT: “The Census Bureau estimates that, for the average facility, this eListing process will take 10 minutes to complete, including the time for reviewing the instructions and downloading/uploading the template. You may email comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing burden, to: acso.pra@census.gov. Use "Paperwork Project" as the subject. Or you may send comments to: Paperwork Project, U.S. Census Bureau, 4600 Silver Hill Road, ADDC – 4H277, Washington, D.C. 20233.”

CONFIDENTIALITY/SECURITY language: “The U.S. Census Bureau is required by law to keep your information confidential. The Census Bureau is not permitted to publicly release your responses in a way that could identify this household. Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.”

Attachment C - eListing Contact Us Wording

Contact Us Wording:

If you need help or have questions, please email: acso.elisting@census.gov and a Census Bureau representative will respond to your email.

For more information about the American Community Survey, visit our web site
<https://www.census.gov/acs>

Email Subject Line: User ID for eListing

Dear (Insert Point of Contact Name):

Your User ID for electronically submitting the list of residents is: **XXXXXX - XXXXXX**

The User ID is case sensitive. Please enter the ID exactly as you see it above.

Please retain this code until you complete the listing.

For assistance, please call me at (insert FR number).

Respectfully,
(insert FR name)

(regular signature block appears here)



**American Community Survey
Group Quarters
Electronic Listing (eListing)
Quick Reference Guide for Uploading Rosters**

How To Access The GQ Electronic Listing Data Transfer (eListing) Website

Upon accessing the secured website, enter your unique User ID. Your User ID is listed on the address label of the advance mailer you were sent and in the official Census Bureau email you received from your American Community Survey Field Representative. (If you have misplaced your letter and/or did not receive an email, please email acso.elisting@census.gov. Please include the name of your facility, the address of your facility, and the telephone number of the facility.) For security reasons, you may need to check the "I'm not a robot" box and make the appropriate reCAPTCHA selections. Also, these steps should be done on a computer, not a mobile device.

The screenshot shows the login interface for the American Community Survey Group Quarters eListing. At the top, there is a navigation bar with the United States Census Bureau logo and links for 'CONTACT US' and 'INSTRUCTIONS'. The main heading reads 'Welcome to the American Community Survey Group Quarters eListing'. Below this, a message says 'Thank you for your participation.' and provides an email address for technical difficulties: acso.elisting@census.gov. A black banner with white text says 'Please Log In'. To the left, an example address label is shown with a barcode and a circled 'SEQ00000' field labeled 'Example User ID'. To the right, the login form includes a 'User ID:' input field, an 'I'm not a robot' checkbox, and a reCAPTCHA widget. A green 'Login' button is positioned below the form. A note states: 'Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.' At the bottom, a 'U.S. Census Bureau Notice and Consent Warning' is displayed, followed by a footer note about PDF icons and Adobe Reader.

Note: When entering your User ID for the first time, a system generated PIN will be assigned to you. **It is very important that you retain this PIN.** You will need this PIN if you need to log back into the eListing system for any reason.

Next, you will be asked to select and provide responses to two security questions. Please make sure you select answers to questions that are easy to remember. **Note: Do not skip the security questions as they are needed to reset your PIN if necessary.** After entering your answers to both questions click on “Next”.

An official website of the United States government. Here's how you know

United States Census Bureau ACS GROUP QUARTERS LISTING CONTACT US INSTRUCTIONS LOG OUT

Please make note of the 6-digit PIN below.

PIN: [REDACTED]

Please select security questions. If you forget your PIN, you will be asked to provide these responses to enter the survey.

Security Question 1:
Please select a verification question. [dropdown menu]

Response: [text input field]

Security Question 2:
Please select a verification question. [dropdown menu]

Response: [text input field]

Next >

BURDEN STATEMENT ACCESSIBILITY PRIVACY SECURITY

OMB No.: xxx-xxxx | Approval Expires: xx/xx/xxxx

The Import Wizard allows you to upload an existing roster file or create a roster file by inputting your roster information in the downloadable Census Template that is available.

Downloading the Census Bureau Template

Note: If you are using an existing roster file you can skip to the next section “Uploading Your Roster.”

Step 1: Click on Download Census Template.

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United States Census Bureau American Community Survey Group Quarters [CONTACT US](#) [INSTRUCTIONS](#) [LOG OUT](#)

File Uploads

To search for the file you want to upload to our site, click the button indicated as "Browse".

If you need a template to complete your GQ data and upload:

1. Download the Census Template [Download Census Template](#)
2. Enter as much of the information on the template as possible
3. Save the completed Census Template to your computer

To upload the Census Template or your own roster from your computer:

1. Click the "Browse" button [Browse](#)
2. Select the file you want to upload
3. Click the "Upload File" button to start the uploading process. Once your file has been uploaded successfully, the file name will appear in the box below
4. Please click the "Submit Data" button to complete your submission

File
No files have been uploaded.

[Upload File](#)

[Previous](#) [Submit Data](#)

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

OMB No.: xxxxx-xxxx | Approval Expires: xx/xx/xxxx

Step 2: Preparing the template.

1. Once you download the Census template please do the following:

GQ Listing Template							
GQ Name	First Name	Middle Initial	Last Name(s)	Room Number or Bed Number	Floor Number	Phone Number	Email Address
Smith Hall	Sarah	S	Poe	bed 4	3rd	999-999-9999	sarah.poe@example.com

- a. Save the Census template to your computer.
- b. Click on "**Enable Editing**" in order to edit the document.
Then go to the "**GQ Name**" column and enter the name of the facility in sample starting on line 4. Enter as much information as possible such as name, location (e.g. room/bed number), telephone number, and email address on each of the rows until the roster for the facility is complete.
- c. Save the Census Bureau template file to your local desktop.
- d. The Census Bureau template file is now ready to be uploaded.

Uploading Your Roster

The Import Wizard allows you to upload an existing roster file, or a roster file created using the downloadable Census Template. The previous section provided steps for downloading and inputting roster information into the Census Template. The following steps guide you through uploading either an existing roster file, or the roster file you created using the Census Template.

Step 1: Click on Browse

Step 2: Choose file

Step 3: Click the Upload File button to start the uploading process

Step 4: Once the file has uploaded successfully, the file name will appear in the box below.

Step 5: Click Submit Data, to complete your submission.

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United States Census Bureau American Community Survey Group Quarters [CONTACT US](#) [INSTRUCTIONS](#) [LOG OUT](#)

File Uploads

To search for the file you want to upload to our site, click the button indicated as "Browse".

If you need a template to complete your GQ data and upload:

1. Download the Census Template [Download Census Template](#)
2. Enter as much of the information on the template as possible
3. Save the completed Census Template to your computer

To upload the Census Template or your own roster from your computer:

1. Click the "Browse" button [Browse](#)
2. Select the file you want to upload
3. Click the "Upload File" button to start the uploading process. Once your file has been uploaded successfully, the file name will appear in the box below
4. Please click the "Submit Data" button to complete your submission

File
No files have been uploaded.

[Upload File](#)

[< Previous](#) [Submit Data >](#)

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

OMB No.: xxx-xxxx | Approval Expires: xx/xx/xxxx

You will receive a confirmation message that your file has been successfully submitted.

An official website of the United States government [Here's how you know](#) ▼

 **American Community Survey Group Quarters** [CONTACT US](#) [INSTRUCTIONS](#) [LOG OUT](#)

Submission Confirmation

Thank you for completing your Group Quarters listing.

Please print this listing for your records by clicking the 'Print Confirmation' button below.

If you need to make any changes to your submission, please contact us by email at acso.elisting@census.gov.

Data Submitted: Thu Jun 3 07:53:20 2021

You may now close the browser.

[BURDEN STATEMENT](#) [ACCESSIBILITY](#) [PRIVACY](#) [SECURITY](#)

OMB No.: xxxxx-xxxxx | Approval Expires: xx/xx/xxxx

Congratulations, this message confirms that you are finished uploading your roster. Your Census Bureau field representative will contact you within the next several days to discuss the next steps. In the meantime, please do not hesitate to reach out to your field representative if you have any questions or need additional assistance. Thank you for your participation!

Group Quarters Listing Template

Group Quarters Name	First Name	Middle Initial	Last Name(s)	Room Number or Bed Number	Floor Number	Phone Number
<i>example: Freshman Hall</i>	<i>Sarah</i>	<i>S</i>	<i>Poe</i>	<i>bed 4</i>	<i>3rd</i>	<i>999-999-9999</i>

Attachment C - eListing Roster Template_508_Compliant

Email Address
sarah.poe@example.com

Welcome to the American Community Survey Group Quarters eListing

Thank you for your participation.

For technical difficulties or questions please email acso.elisting@census.gov.

Please Log In



Login by entering the user ID given to you in the Census letter and press the 'Login' button.
Enter the user ID exactly as it appears in the survey materials.

User ID:

I'm not a robot



reCAPTCHA
Privacy - Terms

Login

Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.

** U.S. Census Bureau Notice and Consent Warning **

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

Attachment C - eListing Screens -- Centurion

Welcome to the American Community Survey Group Quarters eListing

Thank you for your participation.

For technical difficulties or questions please email acso.elisting@census.gov.

Please Log In



Login by entering the user ID given to you in the Census letter and press the 'Login' button.
Enter the user ID exactly as it appears in the survey materials.

User ID:

Enter the 6-digit PIN we gave you the last time you entered the survey.

PIN:

[Forgot PIN?](#)

I'm not a robot 

Login

Please note: sessions will expire (requiring you to log back in) after 15 minutes of inactivity. No data will be lost.

**** U.S. Census Bureau Notice and Consent Warning ****

You are accessing a United States Government computer network. Any information you enter into this system is confidential. It may be used by the Census Bureau for statistical purposes and to improve the website. If you want to know more about the use of this system, and how your privacy is protected, visit our online privacy webpage at <https://www.census.gov/about/policies/privacy/privacy-policy.html>.

Use of this system indicates your consent to collection, monitoring, recording, and use of the information that you provide for any lawful government purpose. So that our website remains safe and available for its intended use, network traffic is monitored to identify unauthorized attempts to access, upload, change information, or otherwise cause damage to the web service. Use of the government computer network for unauthorized purposes is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474).

Please make note of the 6-digit PIN below.

PIN:

Please select security questions. If you forget your PIN, you will be asked to provide these responses to enter the survey.

Security Question 1:

 ▼

Response:

Security Question 2:

 ▼

Response:

[Next >](#)

[BURDEN STATEMENT](#)[ACCESSIBILITY](#)[PRIVACY](#)[SECURITY](#)

Facility Information

Control Number

[REDACTED]

Special Place Name

[REDACTED]

GQ Name

[REDACTED]

[Save and Continue >](#)

[BURDEN STATEMENT](#)

[ACCESSIBILITY](#)

[PRIVACY](#)

[SECURITY](#)

File Uploads

To search for the file you want to upload to our site, click the button indicated as "Browse".

If you need a template to complete your GQ data and upload:

1. Download the Census Template [Download Census Template](#)
2. Enter as much of the information on the template as possible
3. Save the completed Census Template to your computer

To upload the Census Template or your own roster from your computer:

1. Click the "Browse" button [Browse](#)
2. Select the file you want to upload
3. Click the "Upload File" button to start the uploading process. Once your file has been uploaded successfully, the file name will appear in the box below
4. Please click the "Submit Data" button to complete your submission

File

No files have been uploaded.

[Upload File](#)

[← Previous](#)

[Submit Data >](#)

[BURDEN STATEMENT](#)

[ACCESSIBILITY](#)

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Attachment C - eListing Screens -- Centurion

Please verify the responses marked below.
To ignore these problems, press the Next button again.

File Uploads

You need a file first!

To search for the file you want to upload to our site, click the button indicated as "Browse".

If you need a template to complete your GQ data and upload:

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4. Please click the "Submit Data" button to complete your submission

File

No files have been uploaded.

[Upload File](#)

[← Previous](#)

[Submit Data >](#)

File Uploads

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To upload the Census Template or your own roster from your computer:

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2. Select the file you want to upload
3. Click the "Upload File" button to start the uploading process. Once your file has been uploaded successfully, the file name will appear in the box below
4. Please click the "Submit Data" button to complete your submission

File

Filename	Date	Status	Action
COUNTRY_VIEW.xlsx	06-03-2021 07:51:59 AM	UPLOADED	Delete

[Upload File](#)

[Previous](#)

[Submit Data](#)



Submission Confirmation

Thank you for completing your Group Quarters listing.

Please print this listing for your records by clicking the 'Print Confirmation' button below.

If you need to make any changes to your submission, please contact us by email at acso.elisting@census.gov.

Data Submitted: Thu Jun 3 07:53:20 2021

[Print Confirmation](#)

You may now close the browser.

[BURDEN STATEMENT](#)

[ACCESSIBILITY](#)

[PRIVACY](#)

[SECURITY](#)

Submission Confirmation

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Data Submitted: Thu Jun 3 07:53:20 2021

[Print Confirmation](#)

You may now close the browser.

[BURDEN STATEMENT](#)

[ACCESSIBILITY](#)

[PRIVACY](#)

[SECURITY](#)



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

U.S. Census Bureau

Washington, DC 20233

Office of the Director

A message from the Director, U.S. Census Bureau:

To: Director of Student Housing

Your student housing facility has been selected to participate in the **American Community Survey**, 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.

Participation in the survey is so important that it is required by law (Title 13, U.S. Code, Sections 141, 193, and 221). 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).

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

- answer questions you may have about the survey
- collect and verify basic information about your facility
- 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.

Enclosure

Some Frequently Asked Questions

What is the American Community Survey?

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 student housing director?

We need you to answer some basic questions about the facility and prepare a list of students living or staying at the facility. According to the Family Education Rights and Privacy Act (FERPA), the Census Bureau is permitted to collect this information.

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 student is unable to complete the survey?

We will need you to provide some basic information about students who cannot complete the survey. As stated in FERPA, colleges and universities can lawfully disclose basic directory information from student records to the Census Bureau without prior consent of the student, parents, or guardians. Basic directory information includes name, date of birth, school address, and dates of attendance.

Will student 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 Atlanta Regional Office at 1-800-424-6974 (ext. 53955).
ONLINE: Search the name in our staff database at census.gov/staffsearch.



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

U.S. Census Bureau

Washington, DC 20233
Office of the Director

A message from the Director, U.S. Census Bureau:

To: Director of Student Housing

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Your facility has been selected to participate in 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.

Participation in the survey is so important that it is required by law (Title 13, U.S. Code, Sections 141, 193, 221, and 223). The Census Bureau is required by law to protect the confidentiality of all survey information we receive (Title 13, U.S. Code, Section 9). We are committed to protecting the privacy of all survey participants.

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

- answer questions you may have about the survey
- collect and verify basic information about your facility
- 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 Philadelphia Regional Office at 1-866-238-1374.

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

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Why was this facility selected to participate in the survey?

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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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Will resident information be kept confidential?

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

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

U.S. Census Bureau

Washington, DC 20233

Office of the Director

A message from the Director, U.S. Census Bureau:

To: Facility Manager

Your facility has been selected to participate in the **Puerto Rico Community Survey**, which is conducted by the U.S. Census Bureau. The survey provides statistics that help leaders determine funding levels for important projects and services that affect communities throughout Puerto Rico.

Participation in the survey is so important that it is required by law (Title 13, U.S. Code, Sections 141, 193, 221, and 223). The Census Bureau is required by law to protect the confidentiality of all survey information we receive (Title 13, U.S. Code, Section 9). We are committed to protecting the privacy of all survey participants.

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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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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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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.



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

U.S. Census Bureau

Washington, DC 20233
Office of the Director

Mensaje del Director de la Oficina del Censo de los Estados Unidos:

Para: Administrador(a) de esta instalación

Se ha seleccionado a su instalación para participar en la **Encuesta sobre la Comunidad de Puerto Rico**, 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 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.

Documentos adjuntos

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 comunique 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 en census.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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U.S. Census Bureau

Washington, DC 20233
Office of the Director

A message from the Director, U.S. Census Bureau:

To: Health Care Facility Administrator

Your health care facility has been selected to participate in the **5a Yf]Wb-7ca a i b]mG fj Ym**, which is conducted by the U.S. Census Bureau. Communities can use the survey information to develop programs that provide health care assistance for seniors, veterans, and those with disabilities.

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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).

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

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