

D-1753

(Entity Name)

(Entity Code)

(Contact ID)

(Date)

(LUCA Liaison Name) (Position - allow for 45 character spaces)

(Department Name)

(Mailing Address)

(City) (State) (ZIP+4)

Dear (Name of the LUCA Liaison):

As a participant in the 2010 Census Local Update of Census Addresses (LUCA) Program, you are eligible to receive LUCA feedback materials. In accordance with the Census Address List Improvement Act of 1994, Public Law 103-430, the LUCA Feedback phase provides an opportunity for Option 1 and Option 2 LUCA participants to review the Census Bureau's LUCA feedback products and if necessary, file an appeal with the LUCA Appeals Staff. The LUCA Appeals Staff is an independent, temporary Federal entity set up to administer the Appeals Process. Option 3 participants may not file an appeal.

Appeals must be filed within **30 calendar days** from the date of receipt of the feedback materials. Appeals filed after the deadline will be denied. You can only appeal addresses that you have previously commented on during the LUCA Review phase or addresses that were deleted during the Census Bureau's address canvassing operation.

The Census Bureau will begin mailing the LUCA feedback materials in October 2009. The feedback materials are provided in the format you selected for your initial LUCA review. Please be aware that the LUCA program feedback materials provided to Option 1 and Option 2 participants contain confidential Title 13, U.S.C. materials. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials must sign the Confidentiality Agreement and abide by the Confidentiality and Security Guidelines. Ensure that you are able to keep the confidentiality of these materials.

The enclosed flyer, *Local Update of Census Addresses (LUCA) Program Feedback and Address Appeal Overview* provides an overview of the LUCA Feedback phase.

Enclosed is the *Confidentiality Agreement Form* for staff member(s) to complete, sign and return if they have not previously signed. This is a requirement before reviewing Option 1 or Option 2 LUCA feedback confidential materials. Return the Confidentiality Agreement Form in the enclosed preaddressed, postage-paid envelope within two weeks of receipt of this letter.

Also enclosed is a *Contact Information Update Form* listing local contacts that we presently have on file for your jurisdiction. Please review and correct the information, if necessary. Please return the completed form to the Census Bureau in the enclosed preaddressed, postage paid envelope within 2 weeks of receipt of this letter.

If you have any questions regarding the 2010 Census LUCA program feedback phase, please contact your Census Bureau Regional Census Center by telephone at 1-866-511-LUCA.

Sincerely,

Thomas L. Mesenbourg
Acting Director

Enclosures

cc: (HEO Name Here)