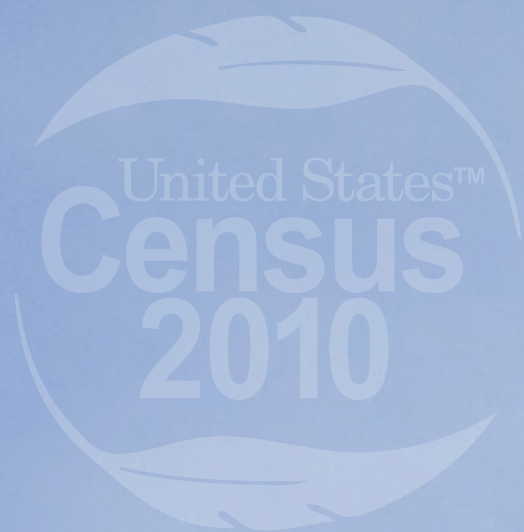


# Tribal Governments Liaison Program

*Handbook for Tribes and Urban American Indian and Alaska Native Populations*

Issued May 2009



U S C E N S U S B U R E A U



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## Introduction

Welcome to the Tribal Governments Liaison Program, a key component of the U.S. Census Bureau's 2010 American Indian and Alaska Native (AIAN) Program. This program was created to enhance the partnership between the Census Bureau and federally recognized tribal governments. This handbook provides guidance to assist Tribal Governments Liaisons in promoting the 2010 Census within their community.

This Tribal Governments Liaison Program Handbook includes some brief information about past censuses and the confidentiality of census information; it then discusses the Tribal Governments Liaison Program and, in particular, provides suggested activities for Tribal Governments Liaisons.

The Census Bureau recognizes that, as sovereign nations, tribes will choose to implement only those activities that are most appropriate for their individual communities. To supplement this handbook, Tribal Governments Liaisons will have the opportunity to participate in training provided by Regional Census Bureau staff.

Ultimately, tribes and the Census Bureau share a common objective for the 2010 Census: to obtain an accurate and complete census count of each American Indian and Alaska Native no matter where they live. A successful 2010 Census will provide solid information that each sovereign tribal government can use to make judgments for meeting the challenges of serving succeeding generations of AIANs.

Although this handbook was developed for the Tribal Governments Liaison Program, its guidelines and suggested activities are also meant to be relevant for American Indian and Alaska Native partnerships in urban and rural communities. The 2000 Census revealed that approximately 60-64% of the AIAN population resided in urban communities living off-reservation or outside tribal jurisdictional boundaries. In most cases, tribal governments do not directly serve them. This significant population is comprised of federally recognized, state-recognized, and nonrecognized AIAN individuals and families. They are served by urban community centers, inter-tribal associations, churches, and nonprofit organizations. This population can be found in all facets of urban and rural areas, including the military, schools, factories, prisons, farms, offshore oil rigs, and mines. In some cases they may be persons experiencing homelessness.

Certain protocols and procedures applicable to tribal governments may not be relevant to these populations. However, this handbook provides valuable information to strengthen all partnerships in achieving the goal of a complete and accurate census count for the AIAN population.

## Background

For each year ending in zero, the federal government conducts a census of the U.S. population and its housing units. The U.S. Census Bureau, U.S. Department of Commerce, is the federal agency responsible for conducting the census. The census has occurred every 10 years since the first census was taken in 1790. The 2010 Census is the twenty-third census to count all U.S. residents.

For the 2000 Census, all Census Bureau initiatives for AIAN communities reflected the Commerce Department's 1995 AIAN Policy. However, in October of 2008 the Census Bureau took historic steps in signing its first ever AIAN Policy. Key principles of this policy statement include:

- The Census Bureau recognizes each tribal government as a functional governing body that the Census Bureau will work to count and collect data, as accurately as possible, of all residents living in AIAN areas both on and off-reservations.
- The Census Bureau recognizes and invites tribal governments' involvement in the Census Bureau planning and implementation for censuses and surveys toward ensuring the most accurate counts and data for the AIAN population.
- The Census Bureau recognizes that there are distinct tribal protocols, cultural values, practices, religious beliefs, traditions, climate conditions as well as a tribe's authority over its land areas that must be considered and abided by when conducting any census or survey in AIAN areas.

A copy of the Census Bureau's AIAN Policy can be found in Appendix A. A digital copy of the policy can be accessed online at <http://factfinder.census.gov/home/aiian/index.html>.

"A Historical Time Line" on page 2 provides background on how the Census Bureau's relationship with tribal governments has grown over the decades.



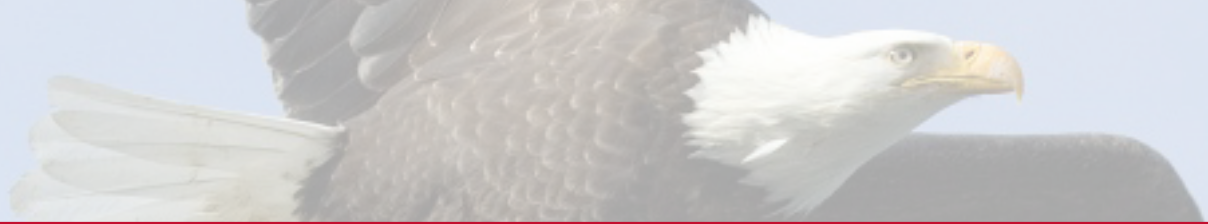
## A HISTORICAL TIME LINE

It was not until 1860, 70 years after the first census count was taken, that American Indians were counted in the census as a separate population category. Since 1960, in particular, the Census Bureau has made many changes in its methods of enumeration in an effort to get a more accurate and complete count for AIANs.

<b>1790</b>	The first population census is taken in the United States.
<b>1860</b>	American Indians are counted as a separate population category for the first time.
<b>1890-1950</b>	Census takers mainly use observation to identify AIANs.
<b>1960-1970</b>	Self-identification replaces observation as the primary approach to census taking.
<b>1970</b>	The Census Bureau creates the Census Advisory Committee on American Indian and Alaska Native Populations.
<b>1980</b>	The Census Bureau begins to actively seek AIAN input into the census process by: <ul style="list-style-type: none"> <li>• Holding regional meetings with tribal leaders to discuss the census process.</li> <li>• Conducting workshops and distributing materials at national American Indian conferences.</li> <li>• Providing American Indian media with census public relations materials.</li> <li>• Hiring AIANs to work at the regional and headquarter levels.</li> </ul>
<b>1988</b>	Dress Rehearsal is conducted on Ute Mountain Reservation in Utah in preparation for the 1990 Census.
<b>1990</b>	The Census Bureau increases its collaboration with the AIAN populations by: <ul style="list-style-type: none"> <li>• Creating the Tribal Governments Liaison Program, which encourages federally recognized tribes to appoint a tribal member to serve as the central contact between Census Bureau staff and the tribe.</li> <li>• Hiring tribal members for local census planning and collection activities.</li> <li>• Increasing the focus on self-identification as an enumeration method.</li> <li>• Instructing census takers to ask people to identify the race of each household member when filling out questionnaire.</li> </ul>
<b>1996</b>	Census Test is conducted on Acoma Pueblo in New Mexico and the Fort Hall Reservation in Idaho in preparation for Census 2000.
<b>1998</b>	Dress Rehearsal is conducted on Menominee Reservation in Wisconsin.

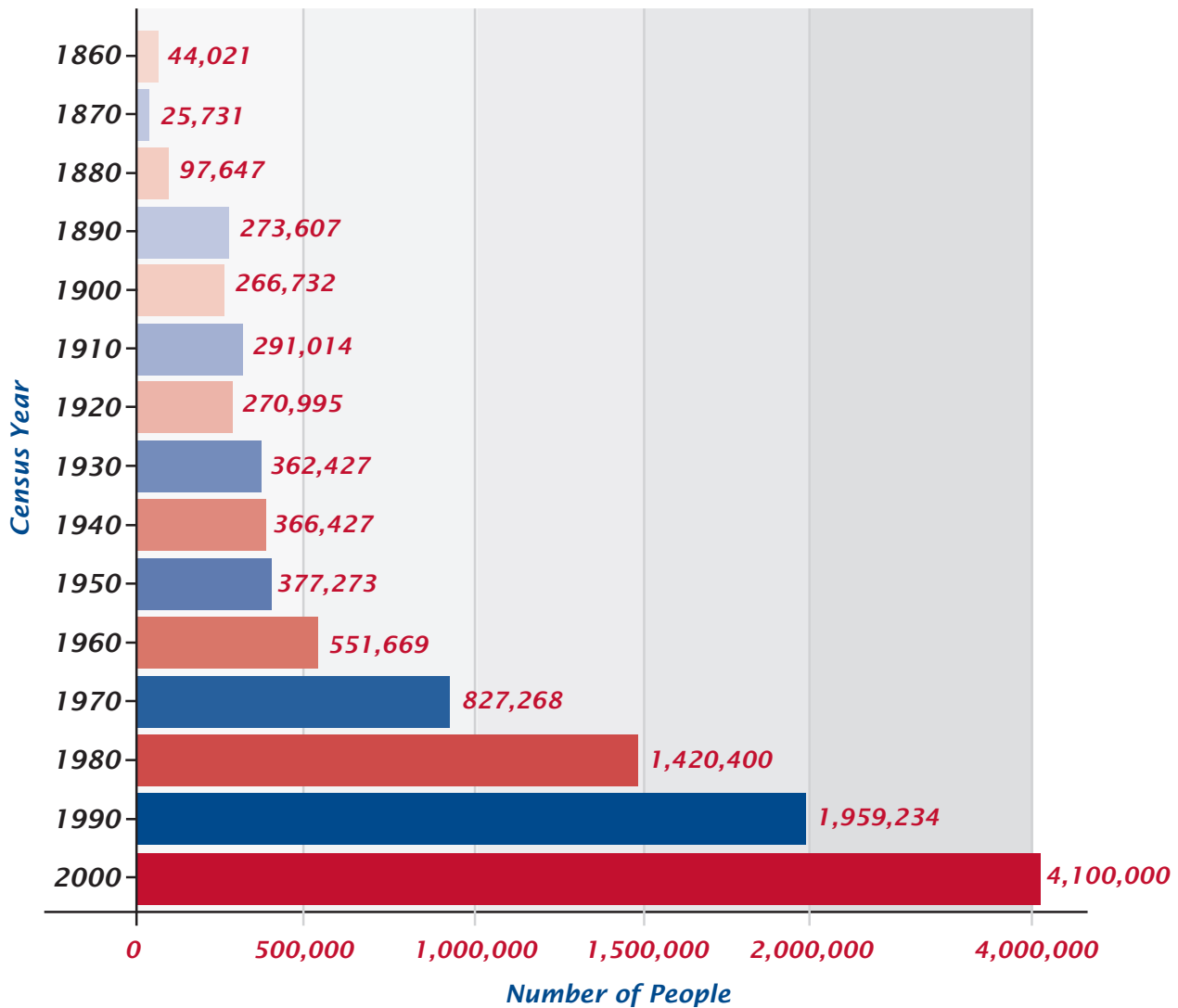


<p><b>2000</b></p>	<p>For Census 2000, the Census Bureau changes the name from “Tribal Governments Program” to the “American Indian and Alaska Native (AIAN) Program.” The change is made to reflect the inclusion of the entire AIAN population, to address the significant undercount from the 1990 Census, and to respect the great diversity of each tribe. The 2000 AIAN Program includes the following:</p> <ul style="list-style-type: none"> <li>• Tribal Governments Liaison Program</li> <li>• Tribal Complete Count Committee Program</li> <li>• Census 2000 Tribal Governments Conferences</li> <li>• Inter-tribal Governments Program             <ol style="list-style-type: none"> <li>1) State-Recognized Tribal Program</li> <li>2) Urban Program</li> <li>3) Promotional Materials</li> </ol> </li> <li>• Race questions were changed to allow individuals to identify with more than one race. Tabulation changed to include both “alone” and “alone and in-combination.”</li> <li>• The Census Bureau contracted with the American Indian-owned company G&amp;G Advertising to produce the Census 2000 AIAN advertising and promotional campaign.</li> </ul>
<p><b>2003</b></p>	<p>The Census Bureau conducts three focus groups with federally recognized tribal governments to obtain feedback for 2010 Census planning.</p>
<p><b>2004</b></p>	<p>American Indian Cultural Awareness training is provided at headquarters and regional offices in preparation for the 2006 Census Test.</p>
<p><b>2005</b></p>	<p>Complete Count Committee (CCC) Focus Groups were held to plan and develop a new and innovative CCC Program for the 2010 Census. Included with these focus groups were a tribal focus group comprised of participants that participated in a tribal complete count committee.</p> <p>The American Community Survey (ACS) is implemented.</p>
<p><b>2006</b></p>	<p>Regional Directors begin meeting one-on-one with federally recognized tribal leaders.</p> <p>Census Test is conducted on Cheyenne River Reservation and off-reservation trust land in South Dakota to prepare preparation for the 2010 Census.</p>
<p><b>2007</b></p>	<p>Census Bureau drafts AIAN Policy Statement Federal Register Notice for tribal comment.</p> <p>14 tribal consultation meetings are conducted with federally recognized tribes. The final report for these meetings is available online at <a href="http://factfinder.census.gov/home/aiain/index.html">http://factfinder.census.gov/home/aiain/index.html</a>.</p>
<p><b>2008</b></p>	<p>Three working meetings are conducted with state-recognized tribes, national and state AIAN organizations, urban Indian centers, and other urban Indian organizations. The final report for these meetings is available at <a href="http://factfinder.census.gov/home/aiain/index.html">http://factfinder.census.gov/home/aiain/index.html</a>.</p> <p>Census Bureau’s AIAN Policy is signed in October 2008.</p>



## CENSUS COUNTS OF AMERICAN INDIANS AND ALASKA NATIVES

Until the middle of this century, census data showed a moderate increase in the AIAN population. By 1960, however, the population had increased dramatically. Census 2000 showed that 4.1 million people reported AIAN. This number included 2.5 million people who reported only AIAN in addition to 1.6 million people who reported AIAN as well as one or more other races. Below is a graph showing the changes over the past 140 years.



2.5 million reported AIAN only and 1.6 million reports AIAN in combination with one or more other races. 2007 annual estimate reports 2,938,436 alone and 4,536,857 as race alone or in combination.

### Chart Source:

\* Campbell Gibson and Kay Jung, September 2002. Historical Census Statistics on Population Totals By Race, 1790 to 1990, and By Hispanic Origin, 1970 to 1990, For The United States, Regions, Divisions, and States, U.S. Bureau of the Census. Working Paper Series No. 56., Detailed (Table 1), Washington, DC.

\*\* U.S. Census Bureau Population Division. Annual Estimates of the Resident Population for the United States, Regions, States, and Puerto Rico: April 1, 2000 to July 1, 2008 (NST-EST2008-01).



## GETTING READY FOR THE 2010 CENSUS

The Census Bureau has learned from past experiences and incorporated lessons learned into enhancing how we work with tribal governments and AIAN communities.

The Census Bureau has been fortunate to receive input from AIAN people, the Census Advisory Committee on the AIAN Populations, as well as the National Congress of American Indians, a member of the 2010 Census Advisory Committee. This input has provided the Census Bureau with new ideas and new challenges for conducting the 2010 Census in Indian Country and with Alaska Natives. Based on that feedback, the Census Bureau:

- Conducted American Indian Focus Groups in September of 2003.
- Conducted a 2006 test of the 2010 Census process on the Cheyenne River Reservation in South Dakota.
- Developed new enumeration strategies to enhance the AIAN count.
- Conducted consultations with federally recognized tribal governments in 2007 and working meetings with state-recognized tribes and AIAN organizations in 2008.

### CENSUS ADVISORY COMMITTEE ON AMERICAN INDIAN AND ALASKA NATIVE POPULATIONS

This committee was first established for the 1980 Census. As a result of its success, it continues to be a vital contributor to the Census Bureau. The Census Advisory Committee on AIAN populations was a major contributor to developing and implementing Census 2000 activities in Indian Country and for Alaska Natives. Its nine members are all American Indian or Alaska Native, and represent backgrounds of diverse training, knowledge, and expertise. The primary task of this committee is to provide policy and program planning guidance to the Census Bureau on topics such as outreach, data collection, and evaluation activities. Members volunteer their time and are highly respected by Census Bureau staff for the assistance they provide.

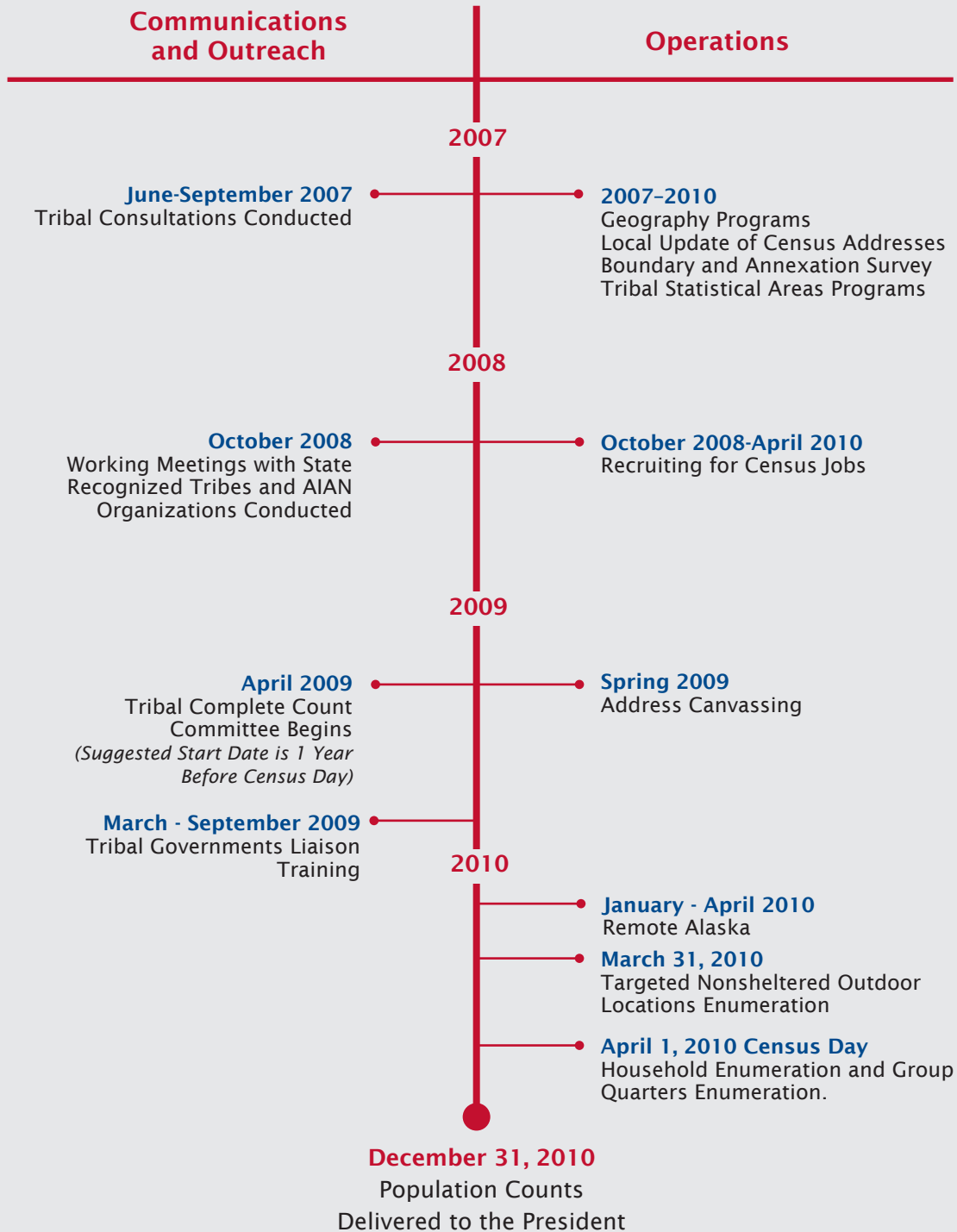
**“Respect is keeping all lines of communication open with those who have a different opinion and making a sincere attempt to let them be heard and understood. Respect means listening until everyone has been heard and understood; only then is there a possibility for ‘Balance and Harmony,’ the goal of Indian spirituality.”**

***- Dave Chief, Grandson of Red Dog***





## 2010 CENSUS TIME LINE





## Tribal Governments Liaison Program

One of the core strategies for the 2010 Census is the building of partnerships. Implicit in the concept of partnerships is that both partners benefit from the collaboration. The Tribal Governments Liaison Program reflects that purpose.

### BENEFITS FOR TRIBES

- Increased involvement in both the planning and implementation of 2010 Census activities.
- Current populations count of tribal residents, which will:
  - Provide tribal governments with census data to support their requests for federally funded tribal service programs.
  - Ensure equitable allocation of more than \$300 billion per year in federal and state funding that is allocated to tribal and local governments.
  - Provide opportunities for greater external political impact to the extent that census data are used for reapportioning boundaries for both federal congressional and state legislative districts.

### BENEFITS FOR THE CENSUS BUREAU

- Increased participation in the census process to achieve an accurate AIAN count.
- Better understanding of and familiarity with tribal and cultural issues which may affect census operations at the local level.
- Larger pool of tribal applicants to fill temporary census jobs in Local Census Offices.

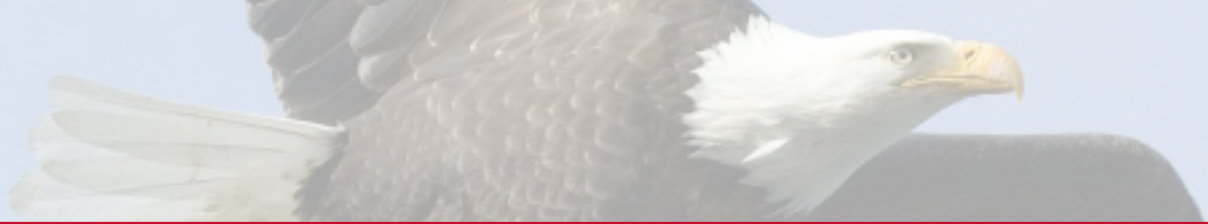
### *Tribal Governments Liaisons Are Major Players!*

Under the Tribal Governments Liaison Program, each federally recognized tribe has been asked to appoint someone to serve as the tribe's liaison with the Census Bureau. This is a voluntary position and each tribe decides the level of time and resources that they are able to commit to participating in the Tribal Governments Liaison Program.

Tribal Governments Liaisons are major players in implementing the tribal and Census Bureau partnership for the 2010 Census. They coordinate with tribal government officials, tribal planners, and tribal and local agency staffs. They also coordinate closely with Census Bureau staff, including Census Partnership Specialists, Local Census Office Managers, Regional Census Center Geographers, Field Office Supervisors, and Assistant Managers for Field Operations.

The next four sections of this handbook discuss the primary areas of the 2010 Census operations on which Tribal Governments Liaisons will focus most of their efforts, namely:

- Outreach and Promotion
- Recruitment for Census Jobs
- Enumeration Planning and Assistance
- Post-Census Activities



## OUTREACH AND PROMOTION

The primary outreach and promotion goal is to develop community support and increase AIAN participation in the 2010 Census. Implementation of those activities will vary from one AIAN community to another.

Each tribe and AIAN community and organization needs to consider relevant language, culture, and other factors in the design of its census outreach and promotion initiatives. The main focus of Tribal Governments Liaisons is to:

1. Work with tribal officials to establish a TCCC, or secure involvement of community-based groups to promote the census.

Local outreach and promotion activities for the 2010 Census are massive undertakings. The Tribal Governments Liaison cannot carry the sole responsibility for this on behalf of their tribe.

The Census Bureau has asked each tribal government to set up a TCCC. Each committee, which represents a broad range of community interests, will play a major role in conducting census outreach and promotion activities for its tribe.

The Tribal Governments Liaison should collaborate with tribal officials in forming the TCCC and work closely with the committee once it is formed. [For further information, please refer to Appendix C: Tribal Complete Count Committee Handbook.]

2. Communicate to the tribe, communities, and urban and rural AIAN organizations the benefits of having complete and accurate census data.
3. Identify a wide range of community events at which presentations can be made to promote the census and temporary local census jobs.
4. Identify appropriate media for promoting the 2010 Census in Indian Country and for Alaska Natives.
5. Identify Questionnaire Assistance Centers and Be Counted site locations.
6. Distribute Census Bureau and/or tribal promotional materials.



## Partnerships Include a Diverse Mix of Groups

The work of the Tribal Governments Liaison includes working with a diverse mix of groups to:

- Identify local agencies and community networks that serve or interact with different segments of the tribal population, making certain that at-risk and hard-to-reach segments of the community are included.
- Collaborate with those community-based entities, both formally and informally, to spread the word about the census and its importance to the tribe.
- Enlist ongoing support for outreach activities from as wide a range of community groups as possible from now through the summer of 2010.





## Activities That Can Motivate Community Members to be Part of the 2010 Census

- Form a Tribal Complete Count Committee.
- Educate tribal members on how to fill out the 2010 questionnaire properly.
- Spread the word about census jobs.
- Hold a census poster contest with school children.
- Display census posters throughout the community.
- Place census banners across busy streets in tribal towns.
- Speak about the 2010 Census at tribal meetings.
- Meet with tribal media and other media outlets to inform them about census activities.
- Develop a sensitivity booklet for enumeration staff.
- Organize a tribal leadership conference.
- Establish Questionnaire Assistance Centers.
- Identify Be Counted sites.
- Identify census jobs testing sites.
- Encourage schools to participate in the “Census in Schools Program.”
- Translate questionnaires into native languages.
- Host a census booth at fairs and pow-wows.
- Build a census float for local parades.
- Urge religious leaders to promote the census.
- Hold special events such as cultural fairs, community walks and runs, and arts and crafts contests featuring the 2010 AIAN Logo.

## Compile Information About the Uses of Census Data

The more that the members of any community can relate the census data collection process to their own lives, the more likely they are to participate in the census. To encourage 2010 Census participation from all tribal and AIAN community members, activities of a Tribal Governments Liaison might include:

- Compiling information for tribal and AIAN community members about the various ways in which census data are used—tribal, federal, state, and local governments, and private enterprises—for purposes of both planning and allocating resources.
- Identifying specific ways in which tribal members and the urban and rural AIAN population will benefit from using census data. For example, census data can be used as a basis for projecting future community needs in the areas of economic development, education, health, human services, and law enforcement. It can also be used as a basis for planning services for special populations such as elders, youth, and at-risk community members.
- Using the above-cited information in all tribal and AIAN community outreach and census promotion activities.



## Be Visible and Be Vocal: Make Presentations About the 2010 Census at Meetings and Events

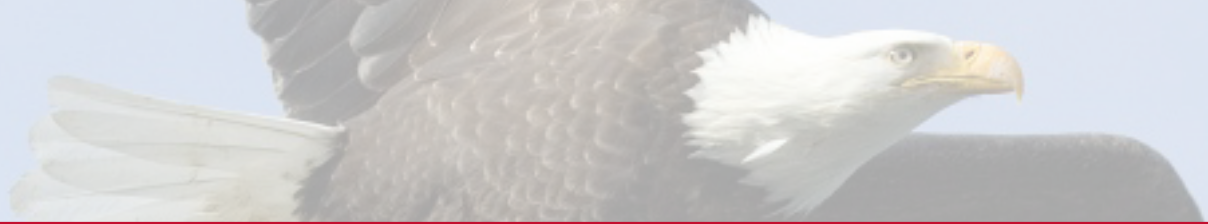
To ensure that as many tribal members and AIANs throughout Indian Country as possible receive census information, the activities of a Tribal Governments Liaison might include:

- Identifying community events and meetings at which presentations about the census would be appropriate and feasible for reaching the broadest possible audience.
- Serving as a presenter to explain the benefits that full community participation in the census process will have on the tribe and tribal members.
- Helping Census Bureau presenters tailor their materials to reflect both knowledge of and respect for cultural and local issues.
- Using events and meetings to provide information about census jobs that are available locally and to explain the benefits of having census jobs filled by community members.
- Using events and meetings to keep the tribe updated about the status of various census activities and the progress in community response rates during the enumeration process.

### Confidentiality

It is important that tribal members know that their census responses are protected by law. All information collected by the Census Bureau under the authority of Sec. 9, Title 13 of the U.S. Code (13 U.S.C. 9) is strictly confidential. The same law that requires individuals to respond to the census also guarantees the confidentiality of respondents.

- By law the Census Bureau cannot share individual responses with anyone. That includes the federal Bureau of Investigation, the Central Intelligence Agency, the Internal Revenue Service, state or federal welfare departments, or tribal governments and programs.
- Census workers must pass a security check. They are sworn to uphold a pledge of confidentiality. The penalty for violating the confidentiality of responses is up to a \$250,000 fine and up to a 5-year prison term.
- No court of law can have access to individual census responses. Not even the President of the United States can get access to this information.



## Identify Appropriate Media

The media is a valuable resource to help reach both the tribal community and the urban and rural AIAN population. More familiar media formats are radio, television, and newspapers.

Technology has increased the diversity of formats for delivering news and information, such as e-mail blasts and Web casts, which deliver a live or recorded “broadcast” over the Internet. A multi-media approach using a variety of media formats is often the most effective. Be creative; you are only limited by the media resources available in your tribe or local community.

Not everyone reads the same newspaper or newsletters. Not everyone listens to the same radio shows or watches the same television programs. To ensure that the 2010 Census is promoted throughout the tribal area, activities of a Tribal Governments Liaison might include:

- Identifying a combination of local media to Census Bureau staff to help promote the 2010 Census, such as:
  - Tribal newspapers.
  - School newspapers.
  - Community newsletters.
  - Radio and television including local cable programming.
- Identifying parts of the tribal community that are least likely to be counted if no special effort is made to reach them.
- Developing local census media messages aimed at gaining participation from hard-to-reach segments of the community.
- Reviewing Census Bureau media messages – both written and spoken – and tailoring them, as needed, to reflect the cultural needs of the tribal community.

## Identify Be Counted Sites and Questionnaire Assistance Centers

**Be Counted Sites.** These sites are associated with the Be Counted campaign, which is located in each Local Census Office (LCO) area.

The purpose of Be Counted sites is to make Be Counted questionnaires available in public places. Be Counted questionnaires are available for people who did not receive a form in the mail, believe they were not counted on the questionnaire completed for their household, or do not have a permanent home address.

**Questionnaire Assistance Centers (QACs).** These are facilities where tribal members can receive help in filling out their 2010 Census questionnaires. Paid census employees will staff QACs.

Census Bureau staff may not be familiar enough with individual communities to determine the most effective location for the Be Counted sites or QACs; therefore, activities of a Tribal Governments Liaison should include:

- Assessing which locations in the community are most convenient for tribal members to get to—facilities where they go to shop, do business, or socialize.
- Assessing community attitudes about certain facilities and locations to be sure that they are not sites that members avoid or in which they are uncomfortable.
- Arranging for appropriate facilities to serve as Be Counted sites and QACs. Securing commitments from business owners and service providers to make their space available for census purposes.
- Determining the hours these sites should be open to the public—times that accommodate tribal members’ schedules and that are convenient—as well as periodically assessing if those hours are still most appropriate, and adjusting the hours accordingly.
- Keeping community members informed about the locations, hours, and purpose of Be Counted sites and QACs.



## Distribute Census Bureau and Tribal Promotional Materials

Ongoing and widespread distribution of 2010 Census material is important. Additional promotion activities of a Tribal Governments Liaison should include:

- Identifying frequently used public locations and facilities in which to display census posters and information packets.
- Keeping those public locations and facilities stocked with census materials (including information about temporary local census jobs) for people to pick up when passing through the area.
- Making special efforts to distribute census information to the segments of the community that are least likely to participate in the census.
- Setting up booths and exhibits at local events and meetings in order to distribute census promotion materials, including information about temporary census jobs.
- Arranging for census exhibits to be staffed by tribal members—by people familiar to the community, rather than by outsiders.
- Ensuring that all census materials are sensitive to the cultural and language needs of tribal members.

## RECRUITMENT FOR CENSUS JOBS

A temporary workforce at the local level is essential for conducting the 2010 Census, and the Tribal Governments Liaison will play a pivotal role in recruiting this workforce in Indian Country and for Alaska Natives. The Tribal Governments Liaison's knowledge about tribal members and about cultural factors that may affect the employment process is important for ensuring that tribal interests are reflected in the recruiting and hiring of temporary census staff. As tribal representatives, the main recruitment focus of the Tribal Governments Liaison is to:

- Distribute information about the availability of census jobs to tribal members.
- Identify facilities for training, testing, and recruitment.
- Help LCO staff identify possible job applicants.
- Work with applicants to help them prepare for taking the census employment test.
- Work with the LCO to deal with local staff turnover.
- Involve cultural experts and speakers of the tribal language in recruiting, testing, and training activities.

**“I have seen that in any great undertaking it is not enough for man to depend simply upon himself.”**

**- Lone Man (Sioux)**





## General Facts and Census Recruitment

### Recruitment

- Large Operation
- Recruited 3.7 million for Census 2000
- Need 3.8 million for the 2010 Census
- Will hire up to 1.4 million individuals for all census operations

### *Census Jobs\**

#### Field Jobs

- Field Operations Supervisor (FOS) \$13-\$25
- Crew Leaders \$11.50-\$23.50
- Crew Leader Assistants \$10-\$22
- Census Enumerators \$10-\$22

#### Office Jobs

- Local Census Office (LCO) Manager \$22-\$34
- Assistant Manager for Operations \$17.50-\$29.50
- Assistant Manager for Administration \$14.25-\$26.25
- Assistant Manager for Recruitment \$14.25-\$26.25
- Assistant Manager for Quality Assurance \$14.25-\$26.25

Note: Most of these jobs have already been filled in the 150 Early LCOs. Management jobs will be needed for the 344 LCOs opening in the Fall of 2009.

*\*Rates above are based on 2009 Pay Rates. 2010 pay rates will be higher.*

### Census Job Facts

- Field jobs are part time and temporary
- Census workers are paid weekly
- Mileage reimbursement
- Paid training

### Qualifications

- U.S. Citizen
- Must be a legal, permanent resident, or a noncitizen with an appropriate work visa and a bilingual skill for which there are no available qualified U.S. citizens
- Must be 18 years or older
- Have a valid Social Security Number
- Take a written test of basic skills
- Pass a background check
- Commit up to 4 days of paid training
- Have a valid driver's license (for field jobs only). Regional Directors can waive this for select areas.



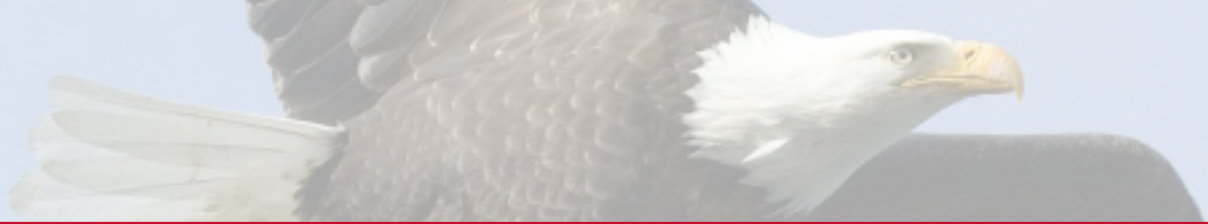
## Distribute Information About Census Jobs

Tribal members, as well as the urban and rural AIAN population, need to be informed about temporary local 2010 Census jobs. They also need to know what skills the jobs require and what the duties will be. The activities of a Tribal Governments Liaison might include:

- Keeping the community updated regarding all local census job opportunities, including positions that are available, skills required, duties of the positions, and all procedures related to recruitment, testing, and hiring.
- Determining how and where employment and recruitment information should be disseminated to tribal members.
- Helping the Census Bureau advertise census jobs and recruitment sites using the same combination of newspaper, radio, and television media used for other census promotion activities. (See the Outreach and Promotion section of this handbook.)
- Distributing census recruitment fliers, brochures, and posters in public places, such as community facilities, stores, tribal offices (such as Tribal Employment Rights Offices and Job Training Partnership Act Offices), or anywhere potential applicants are likely to see the information.
- Emphasizing benefits to the tribe from having tribal members fill temporary local census positions.
- Providing the Toll-Free Job Line: 1-866-861-2010 regarding available census jobs and directing potential applicants to the census office that covers their area.

## Recruiting Waivers

- **Re-employed Annuitants:** A waiver has been granted allowing individuals receiving a federal annuitant to work for the decennial census without any impact on their pension. Jobs in the Regional Census Center are considered on a case-by-case basis.
- **Food Stamps:** The Census Bureau has requested that the income of employees working on decennial operations not count against food stamp financial assistance. This is pending approval.
- **Dual Federal Interagency Agreements:** This agreement allows current federal employees to work for the decennial census without impact on their current salary. More than 72 agencies have approved. Employees in the Department of Commerce are prohibited due to overtime rules.
- **Public and Indian Housing (PIH):** The Census Bureau has requested that the income of decennial employees not count against PIH benefits. This waiver has been approved.
- **Temporary Assistance for Needy Families (TANF):** The Census Bureau has requested that the income of employees working on the decennial operations not count against TANF benefits. Each state TANF agency must independently provide approval. Thirty-three states have approved or indicated approval.
- **Tribal TANF:** Each tribal TANF agency must independently provide approval. Eight tribes have indicated approval of Tribal TANF policies or guidelines.
- **Medicaid:** Forty-one states have approved or indicated approval of a waiver for Medicaid benefits.



## Identify and Secure Recruitment

Local space is needed for several different 2010 Census recruiting activities, such as answering questions about census jobs, conducting recruitment and testing activities, and providing training.

Each tribe and AIAN community and organization needs to decide which facilities can best house these activities and whether the same location can adequately serve more than one of these purposes. A Tribal Governments Liaison knowledge of the community and attitudes about certain facilities is an important factor in selecting sites. The activities of a Tribal Governments Liaison might include:

- Helping identify facilities that meet Census Bureau recruitment needs, as well as the needs of potential applicants, with respect to geographic convenience and comfort.
- Seeking facilities and rooms that are secure for confidentiality purposes.
- Making arrangements for those facilities to be used for recruitment activities for the duration of the 2010 Census.
- Making certain that the facilities can be open during the times that are most convenient for community members (including evenings and weekends).

## Identify Potential Job Applicants

Tribal Governments Liaisons are much more likely than LCO staff to know how to generate local interest in temporary census jobs and how to reach potential job applicants for those positions. The activities of a Tribal Governments Liaison might include:

- Helping LCO staff identify potential applicants from the community.
- Helping LCO staff assess whether an applicant's skills match the skills required for the census job.
- Pre-testing potential applicants, if needed.

## Help Applicants Prepare for Employment Test

Another area in which the Census Bureau requires the expertise of the Tribal Governments Liaisons is in the possible pre-training or coaching of applicants on taking the 2010 Census employment test that assesses basic skills. The test is 30 minutes long and consists of 28 multiple-choice questions. The test measures skills and abilities such as clerical, reading, number skills, interpreting information, and organization skills. Although Local Census Office staff is responsible for the actual testing and hiring of personnel, collaboration with a tribal representative is important. The activities of Tribal Governments Liaison might include:

- Coaching applicants on test-taking to put them at ease and eliminate test anxiety.
- Pretraining applicants by providing and reviewing the sample tests. A copy of the sample test can be made available through the LCO. Conveying the message that the test can be retaken to improve their score.
- Helping the Census Bureau understand and identify local cultural issues that could influence how a person responds to the test or testing methods.



## Address Local Staff Turnover Issues

Staff turnover for temporary census jobs is sometimes quite high, thus activities of a Tribal Governments Liaison might include:

- Maintaining a ready pool of applicants to ensure that census field operations are completed on schedule.
- Coordinating with the LCO to restaff positions, as needed.

## Address Culture and Language Factors

The Census Bureau recognizes that each tribal community and urban or rural AIAN population is unique. Thus, different cultural issues need to be considered for different tribes. Through its Tribal Governments Liaison, each tribe is encouraged to ensure that cultural and language factors are made part of all recruitment efforts. Activities of a Tribal Governments Liaison might include:

- Training nontribal LCO employees on cultural issues.
- Helping shape local hiring and training approaches so they reflect cultural perspectives.
- Providing the Census Bureau with guidance on cultural and language issues that might affect the testing process.
- Coordinating with the LCO to make sure tribal language speakers are involved, if needed, in census recruitment activities.
- Ensuring sensitivity to cultural diversity throughout the recruitment process.

**“People make a place as much as a place makes them.”**

**- Gregory A. Cajete (Pueblo)**

## ENUMERATION PLANNING AND ASSISTANCE

What is the best way to make certain that every AIAN is counted in the 2010 Census? That is the big question for enumeration planning in Indian Country and Native Alaska. As tribal representatives to the Census Bureau, Tribal Governments Liaisons will play a major role in enumeration planning and assistance. The main enumeration focus of the Tribal Governments Liaisons Program is to:

- Ensure that tribal officials take advantage of the several opportunities they are given to review and update map and boundary information as part of the Census Bureau’s Geographic Programs.
- Help Census Bureau staff select enumeration methods that are appropriate to their local communities.
- Arrange for facilities that can serve as QACs and Be Counted sites, as well as spaces for testing and training.
- Monitor the progress of the enumeration process and help identify potential challenges. Provide insight into how the Census Bureau might overcome these challenges.
- Assist with locating space for the training and testing of applicants.



## Provide Information About the Census Bureau's Geographic Programs

The Census Bureau has several different geographic programs and surveys to identify legal boundaries, as well as to delineate statistical areas for the tabulation of data. These programs provide information that is key to the 2010 Census. Tribal review of this information is critical, specifically regarding the following programs.

**The Boundary and Annexation Survey (BAS)** is conducted yearly to collect and maintain current information about legal boundaries, names and official status of counties, incorporated places, minor civil divisions, and federally recognized American Indian reservations and/or off-reservation trust lands. The Census Bureau works directly with tribal officials to maintain a current and comprehensive inventory of correct names, legal descriptions, and legal boundaries for federally recognized tribes with reservations and/or off-reservation trust lands. Through BAS, the Census Bureau updates reservation, off-reservation trust land, and tribal subdivision boundaries, as well as their names and features such as roads or rivers, and addresses information at the boundaries.

Tribal BAS is conducted through the Census Bureau's Regional Offices (ROs) that are trained to become familiar with the tribes within their region and learn about each tribe's history, culture, and unique boundary issues.

BAS is the Census Bureau's primary source for legal geographic boundaries. Accurate boundary information results in:

- A reliable geographic framework for presenting statistical data about tribal lands.
- A more accurate count for all Census Bureau surveys and programs.

### *BAS Time line*

<b>Milestones</b>	<b>Activity</b>
November 2009	BAS packages mailed or delivered to tribes.
January 1 - April 30, 2010	Response time for tribes.
February 2010	Follow-up phone calls to tribes that have not responded.
March 1, 2010	Updates received by this date are included in the geographic requirements provided in support of the ACS.
April 30, 2010	Updates received by this date are included on materials for the next BAS cycle.

**The Tribal Statistical Areas Program (TSAP)** is offered as part of the 2010 Decennial Census. It is a comprehensive opportunity to update or delineate, as appropriate, the following statistical geographic areas.

- Alaska Native Village Statistical Areas (ANVSAs)
- Oklahoma Tribal Statistical Areas (OTSAs) and their tribal subdivision
- Tribal Designated Statistical Areas (TDSAs)
- Tribal Tracts and Tribal Block Groups
- Census Designated Places (CDPs)

Each of these tribal statistical geographies will be used to tabulate data from the 2010 Census, the ACS, and potentially other censuses and surveys.



Descriptions of the geographic statistical areas that are part of TSAP are provided below.

**ANVSAs:** ANVSAs are statistical geographic entities representing the residences, permanent and/or seasonal, for Alaska Native members of the defining Alaska Native Village (ANV) and that are located within the ANV's historic/traditional region. Federally recognized ANVs will be eligible to delineate ANVSAs for the 2010 Census. The specific purpose of an ANVSA is to provide statistical data for the population and housing within an ANV's historic/traditional location. Each ANVSA should represent the most densely populated portion of each ANV and should encompass a populated area in which Alaska Natives represent a majority of the population during at least one season of the year.

**OTSAs:** OTSAs are identified and delineated by the Census Bureau in conjunction with federally recognized tribes and are intended to provide a geographic framework for tabulating statistical data for federally recognized American Indian tribes that had a reservation prior to Oklahoma statehood. All OTSAs must be contained within the current boundaries of Oklahoma. OTSAs primarily represent the former reservation boundaries, and are not required to conform to any other geographic entity (except state) for which the Census Bureau tabulates data.

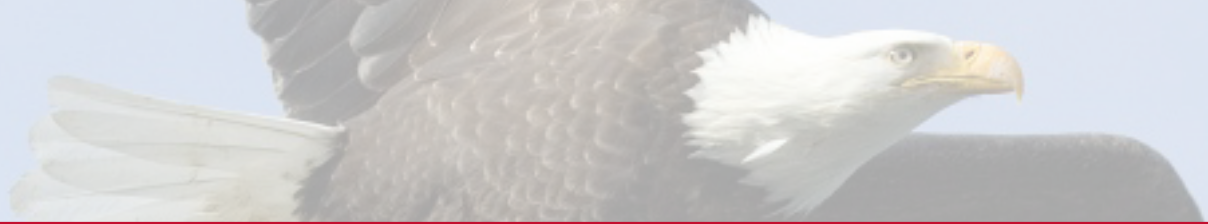
**TDSAs and SDTSAs:** Both TDSAs and SDTSAs are intended to provide recognized tribes without a reservation and/or off-reservation trust land with meaningful statistical data for a geographic area relevant to their current data needs and present day location. The intent is to collect and tabulate data analogous to that provided to tribes with a reservation and/or off-reservation trust land. Each TDSA and SDTSA should represent a compact, contiguous area containing a statistically significant concentration of people who identify with a specific federally or state recognized American Indian tribe and in which there is structured or organized tribal activity. TDSAs and SDTSAs are not intended to represent all of a tribe's historic, traditional territory, or the location of all of the constituent tribal members. A TDSA or SDTSA may not include area located within an existing American Indian reservation, off-reservation trust land, OTSA, or any other AIAN geographic entity for which the Census Bureau tabulates data.

**Tribal Tracts and Tribal Block Groups:** Tribal tracts and tribal block groups are defined by the Census Bureau in cooperation with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized reservations and off-reservation trust lands. The delineation of tribal tracts and tribal block groups allows for the unambiguous presentation of statistical data specific to a federally recognized reservation and/or off-reservation trust land without the imposition of state or county boundaries. These non-tribal boundaries may artificially separate American Indian populations located within a single reservation and/or off-reservation trust land. Tribal tracts and tribal block groups are conceptually similar and equivalent to census tracts and block groups defined within the standard state-county-tract-block group geographic hierarchy used for tabulating and publishing statistical data. Consistency of boundaries and definitions is emphasized for tribal tracts and intended to enhance comparisons of data across time. Comparability of tribal block group boundaries over time is less important.

**CDPs:** CDPs represent locally-known, unincorporated communities that contain a mix of residential, commercial, cultural, and/or retail uses similar to that of an incorporated place of similar size in a similar geographic setting. The delineation of CDPs allows for the identification and tabulation of data for unincorporated communities within the boundaries of federally recognized American Indian reservations, off-reservation trust lands, and OTSAs. Consistency over time is important, but is primarily to ensure continuous presence of a CDP in Census Bureau data tabulations between censuses. CDP boundaries should be updated and revised as appropriate to reflect changes in the geographic extent of the place. A CDP should not be coextensive with another geographic entity for which the Census Bureau tabulates data.

The Census Bureau will conduct the **Boundary Validation Program (BVP)** as part of 2010 Census operations. Because Tribal BAS respondents are often tribal department heads such as GIS directors, land use planners, or real estate officers, the Census Bureau provides each highest elected or appointed tribal government official with a final opportunity to review the boundary and any address range breaks at the boundary of their jurisdiction. The BVP will provide tribal leaders with forms and a full set of maps to review and update if necessary, and return to the Census Bureau for inclusion in the geographic database. Boundary Validation ensures that the most current boundary information is available for the tabulation of 2010 Census data.

Boundary Validation will occur during the late spring and early summer of 2010, after the 2010 BAS.



It is critical that each tribe ensures that the Census Bureau is using accurate and up-to-date geographic information. Activities of a Tribal Governments Liaison might include:

- Educate and encourage tribal officials and tribal planners to participate in Census Bureau Geographic Programs.
- Ensure that tribal officials or their designee thoroughly review the Census Bureau's boundary maps and statistical area information to determine if the information is accurate and up-to-date. If errors are found, they are to provide corrections to the Census Bureau immediately.
- Ensure that tribal officials work with Census Bureau staff to determine enumerator assignment areas that are appropriate and take into account distinct cultural or residential factors.


### Enumeration Methods

Once the Census Bureau's list of residential addresses and maps showing all streets in tribal areas are complete, the process of enumeration can begin. Enumeration can take on the following forms:

- **Mail-out/Mail-back (MO/MB):** A census operation where the U.S. Postal Service will mail most households in the United States a census questionnaire. Household respondents will be asked to fill out the questionnaires and mail them back to data capture centers.
- **Update/Leave (UL):** A census operation where census workers update paper versions of census address lists and maps and leave questionnaires at housing units in mainly rural areas without street names and/or house numbers. Household respondents are expected to fill out the questionnaires and mail them to data capture centers.
- **Update/Enumerate (UE):** A method of data collection conducted in communities with special enumeration needs and where mailing addresses of many housing units do not contain house numbers and/or street names. This enumeration method is used in rural areas that are very remote or sparsely populated. Before census day, an enumerator will visit every block and list and map out every address, as well as enumerate residents of each housing unit.
- **Remote Update/Enumerate (RUE):** A method of data collection conducted with a 'team enumeration' method in sparsely inhabited areas of Maine and Alaska where the Census Bureau expects a low mail response rate using the UL methodology. Enumerators will update address lists and conduct interviews at the same time. The more tribal input there is before and during the enumeration process, the more complete the count will be for each tribal area.
- **Remote Alaska (RA):** A method of data collection used to enumerate the most sparsely settled, isolated parts of Alaska, areas accessible only by small plane, boat, snowmobile, four-wheel drive vehicle, dog sled, or combination of these.
- **Enumeration of Transitory Locations (ETL):** A census operation where census workers conduct a personal interview with individuals who do not have a usual home elsewhere.

In addition to enumerating individuals in households, the Census Bureau also has ways to count people in nontraditional living situations. These include:

- **Group Quarters Enumeration:** A census operation designed to count people living or staying in places such as college residence halls, skilled nursing facilities, group homes, military barracks, and correctional facilities.
- **Service-Based Enumeration:** This is the Census Bureau's primary way of counting people who have no specific housing. Enumeration occurs at facilities such as shelters, soup kitchens, regularly scheduled mobile food vans, and those staying at pre-identified non-sheltered outdoor locations.



People from outside a community are not likely to know how to locate every resident, particularly residents in isolated areas or in nontraditional housing situations. Tribal input, either directly by Tribal Governments Liaisons or through their coordination with tribal officials, is important in identifying where all housing exists. Activities of a Tribal Governments Liaison might include:

- Providing LCO staff with information about the location of isolated households, nontraditional types of housing situations, and facilities where homeless people may gather.
- Identifying for enumerators all service-based locations and the exact location of such facilities to ensure they are included on the enumerator maps.
- Canvassing tribal and other human service providers whose clients are likely to include isolated and homeless individuals. Staff from these agencies may be good resources for ideas on reaching these segments of the community.
- Coordinating with informal community networks (i.e., networks that have contact with residents who usually don't participate in regular community activities), collecting information about the location of those residents, and providing that information to LCO staff.

### **Monitor Progress of the Enumeration Process**

- Maintaining contact with the LCO staff about the progress of enumeration activities.
- Staying informed about questionnaire response rates for different parts of the tribal area and about residents' cooperation with census enumerators for enumeration methods using MO/MB or UL.
- Using that information to develop plans for targeting last minute enumeration and outreach activities.
- Helping the Census Bureau with alternative methods of data collection for areas in which the enumeration process is lagging.
- Staying aware of how residents are responding to the enumeration process and giving feedback to the Census Bureau on any changes that might be helpful.
- Serving as “eyes and ears” for the tribe and the Census Bureau regarding progress made on the overall enumeration process.

**“My people’s memory reaches into the beginning of all things.”**

**- Chief Dan George (Co-Salish)**





## POST-CENSUS ACTIVITIES THROUGH NOVEMBER 2010

During post-census operations, tribes provide valuable feedback about the way the census was conducted in their areas. This feedback will be used to design future census efforts in Indian Country. Several activities need to take place once the 2010 Census count is finished. Post-census activities of a Tribal Governments Liaison might include:

- Helping arrange a Census Bureau “debriefing” by tribal officials.
- Participating with tribal officials in discussing, from a tribal standpoint, how the overall 2010 Census process worked for the tribe and what, if any, problems were encountered, and how to deal with those problems effectively in future censuses.
- Completing a post-census questionnaire provided by the Census Bureau. The questionnaire will survey Tribal Governments Liaisons’ views of the 2010 Census activities—what worked well in their tribal areas and why; to compile a report—which will be sent to all American Indian and Alaska Native tribal governments. The input will also be used to plan for improving the 2020 Census.
- Participating in requested interviews, focus groups, and other discussions with Census Bureau Headquarters staff regarding the evaluation of 2010 Census procedures.
- Encouraging tribal officials and department staffs to use the Census Bureau’s user-friendly Web site ([www.census.gov](http://www.census.gov)). This site provides access to some Census 2000 and earlier data on AIANs. The American Fact Finder, which is accessible from that site, also enables people to select their own data on population characteristics for different geographies.

**“My attachment to my native land is strong.”**

**- George W. Harkins (Choctaw)**



## Summary

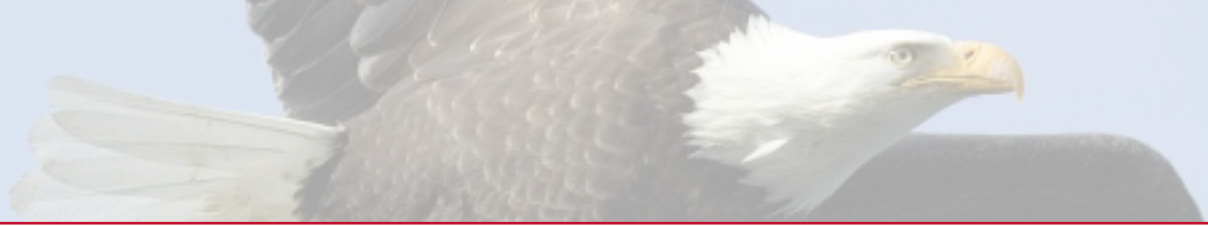
It is with great anticipation that the Census Bureau looks forward to the partnerships formed with tribal governments and the many AIAN organizations and urban Indian centers that will be key members of the 2010 Census team.

Working together we can be assured of a more accurate count of Indian Country and for Alaska Natives.

**Partnership** is the binding theme for the 2010 Census. The Tribal Governments Liaison Program is intended to establish and nurture an ongoing partnership between AIAN tribal governments and the Census Bureau.

Both the philosophy and design for the Tribal Governments Liaison Program are predicated on the unique government-to-government relationship that exists between federally recognized tribes and the federal government. Nothing in this handbook is meant in any way to interfere with tribal sovereignty or internal operations of tribal communities. Rather, the handbook is meant solely to provide tribes and their Tribal Governments Liaisons with suggested activities for improving 2010 Census operations within Indian Country and Native Alaska.

The ultimate goal is to obtain a complete and accurate census count for the AIAN population. Tribal Governments Liaisons can play a major role in helping achieve that goal. As tribal representatives, Tribal Governments Liaisons serve as facilitators and conveyors of information both to and from the tribe and to and from the Census Bureau. They are vital resources on community and cultural issues. As liaisons, they serve as bridges, and their insights are key to the success of the census process for the new millennium and beyond.



## Appendices

Appendix A: U.S. Census Bureau 2008 American Indian and Alaska Native Policy

Appendix B: Map of Census Bureau Regions

Appendix C: Tribal Complete Count Committee Handbook



# Appendix A: U.S. Census Bureau 2008 American Indian and Alaska Native Policy

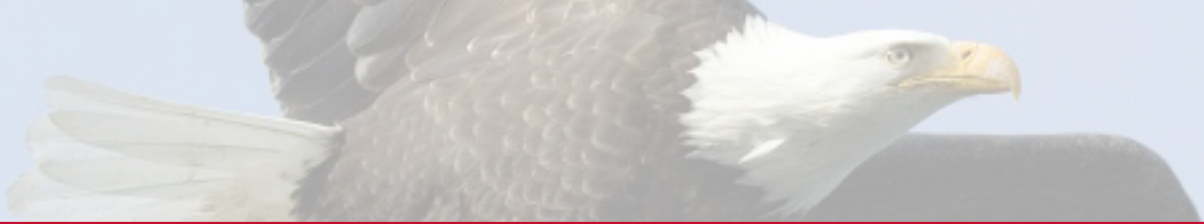
## AMERICAN INDIAN AND ALASKA NATIVE POLICY OF THE U.S. CENSUS BUREAU

### INTRODUCTION

The U.S. Census Bureau hereby proclaims its American Indian and Alaska Native (AIAN) policy. This Policy outlines the principles to be followed in all Census Bureau interactions with federally recognized AIAN tribal governments. It reaffirms the unique government-to-government relationship that exists between AIAN tribal governments and the Census Bureau.

This relationship is based on the United States Constitution, federal treaties, policy, law, court decisions, executive orders, and the ongoing political relationship among tribes and the federal government. The relationship results in a federal trust responsibility to federally recognized tribal governments.

The foundation for this policy statement is the White House Memorandum of September 23, 2004, “Government-to-Government Relations with Native American Tribal Governments” and the AIAN policy of the U.S. Department of Commerce of March 30, 1995. This policy is for internal management only and does not grant or vest any right to any party in respect to any federal action not otherwise granted or vested by existing law or regulations.



## **DEFINITIONS**

***Federally recognized Indian Tribe:*** Any AIAN, Band, Nation, Pueblo, or other organized group or community, including any Alaska Native village, as defined or established pursuant to the Alaska Native Claims Settlement Act (Title 43, United States Code (U.S.C.), Chapter 33, Section 1601 et seq.), acknowledged by the federal government to constitute a tribe with a government-to-government relationship with the United States and eligible for the programs, services, and other relationships established by the United States for indigenous people because of their political and legal status as AIAN tribes, Bands, Nations, Pueblos, or communities.

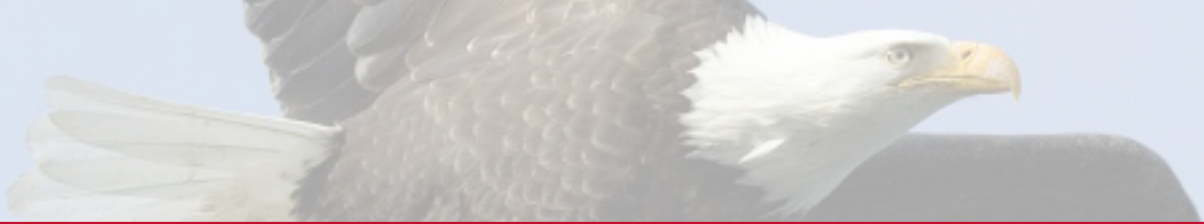
***American Indian and Alaska Native Tribal Government:*** The recognized government of an Indian tribe and any affiliated or component Band government of such tribe that the Secretary of the Interior recognizes to be eligible for the special programs and services provided by the United States to Indians because of their status as Indians by annual notice in the Federal Register pursuant to the Federally Recognized Indian Tribe List Act of 1994 (Pub. L. 103-454, 108 Stat. 4791). The most recent annual notice (“Indian Entities Recognized and Eligible to Receive Services from the United States Bureau of Indian Affairs”) was published in the Federal Register on April 4, 2008 (73 FR 18553).

## **POLICY PRINCIPLES**

The following policy statements provide general guidelines to Census Bureau employees for actions dealing with AIAN governments.



- 1.) The Census Bureau recognizes the unique government-to-government relationship between the United States and federally recognized AIAN tribal governments, as affirmed by the September 23, 2004, White House Memorandum for the Heads of Executive Departments and Agencies and the AIAN policy of the DOC.
  
- 2.) The Census Bureau acknowledges the trust relationship between the federal government and AIAN tribes as established by specific statutes, treaties, court decisions, executive orders, regulation, and policies. The Census Bureau's procedures for outreach, notice, and consultation will ensure involvement of AIAN tribal governments, to the extent practicable and permitted by law, before making decisions or implementing policies, rules, or programs that affect federally recognized tribal governments.
  
- 3.) The Census Bureau will consult and work with AIAN tribal governments before making decisions and throughout the planning and implementation of policy, rules, or programs that may affect tribes to ensure that tribal rights and concerns are addressed. Consultation will provide for, but is not limited to, mutually agreed-upon protocols for timely communication, coordination, cooperation, and collaboration.



- 4.) The Census Bureau recognizes each tribal government as a functioning governing body that the Census Bureau will work with to count and collect data, as accurately as possible, of all residents living in AIAN areas.
- 5.) The Census Bureau recognizes and invites tribal governments' involvement in the Census Bureau planning and implementation for censuses and surveys toward ensuring the most accurate counts and data for the AIAN population.
- 6.) The Census Bureau will continue its partnerships with tribal governments to enhance awareness of all censuses, surveys, and geography programs, particularly those including residents living in AIAN areas.
- 7.) The Census Bureau recognizes that there are distinct tribal protocols, cultural values, practices, religious beliefs, traditions, and climate conditions, as well as a tribe's authority over its land areas, that must be considered and abided by when conducting any census or survey in AIAN areas.
- 8.) The Census Bureau recognizes the importance of effective and efficient coordination with other federal agencies in the planning process of any census or survey that will include AIAN tribal governments.



9.) The Census Bureau acknowledges its responsibility to provide accurate demographic and economic data on AIAN populations and their businesses. The Census Bureau will work with tribal governments and other partners to encourage the participation of every resident living in AIAN areas.

Therefore, the Director of the Census Bureau hereby directs all directorates and their components (divisions, branches, and offices) to implement this policy by incorporating all of the above principles in their interactions with federally recognized AIAN tribal governments.

**Executive Order 12866**

This Notice has been determined to be not significant under Executive Order 12866.

10/21/08  
Date

Steve H. Murdock  
Steve H. Murdock  
Director  
Bureau of the Census





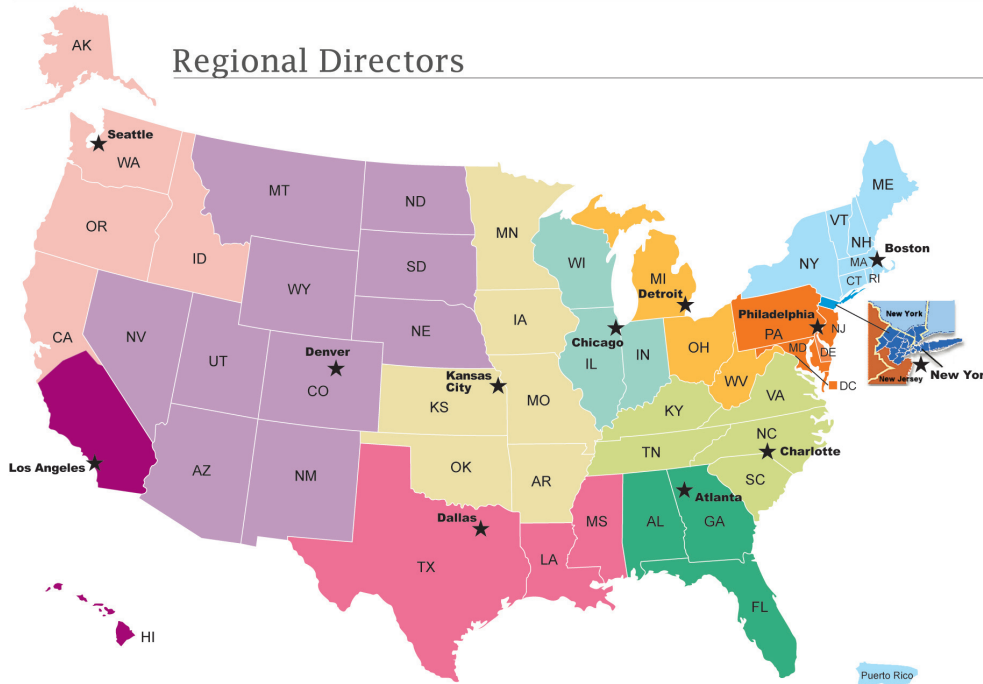
## Appendix B: Map of Census Bureau Regions

### U.S. Census Bureau Regions

March 2009

#### Regional Directors

FLDPDS/09-1



#### Phone Numbers for Regional Directors

George Grandy, Jr.  
Atlanta 404-332-2750

Kathleen Ludgate  
Boston 617-424-4501

William W. Hatcher  
Charlotte 704-926-4269

Stanley D. Moore  
Chicago 630-288-9303

Gabriel A. Sanchez  
Dallas 214-253-4401

Cathy Lacy Illian  
Denver 303-264-0202

Dwight P. Dean  
Detroit 313-396-5144

Dennis R. Johnson  
Kansas City 816-994-2100

James T. Christy  
Los Angeles 818-717-5810

Lester A. Farthing  
New York 212-971-8999

Fernando E. Armstrong  
Philadelphia 215-717-1065

Ralph J. Lee  
Seattle 206-381-6200

Julia Buckley-Ess  
American Samoa,  
Commonwealth of the  
Northern Mariana Islands  
(CNMI), Guam, and the  
U.S. Virgin Islands  
301-763-4033

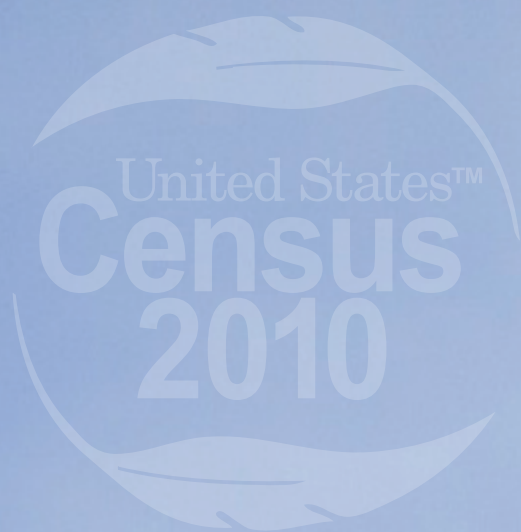
- ATLANTA - [www.census.gov/atlanta](http://www.census.gov/atlanta)  
Alabama, Florida, Georgia
- BOSTON - [www.census.gov/boston](http://www.census.gov/boston)  
Connecticut, Massachusetts, New Hampshire, Rhode Island, Maine, Vermont, New York (all counties except those covered by the NY Regional Office listed under the state of NY), Puerto Rico
- CHARLOTTE - [www.census.gov/charlotte](http://www.census.gov/charlotte)  
Kentucky, North Carolina, South Carolina, Tennessee, Virginia
- CHICAGO - [www.census.gov/chicago](http://www.census.gov/chicago)  
Illinois, Indiana, Wisconsin
- DALLAS - [www.census.gov/dallas](http://www.census.gov/dallas)  
Louisiana, Mississippi, Texas
- DENVER - [www.census.gov/denver](http://www.census.gov/denver)  
Arizona, Colorado, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Utah, Wyoming
- DETROIT - [www.census.gov/detroit](http://www.census.gov/detroit)  
Michigan, Ohio, West Virginia
- KANSAS CITY - [www.census.gov/kansascity](http://www.census.gov/kansascity)  
Arkansas, Iowa, Kansas, Minnesota, Missouri, Oklahoma

- LOS ANGELES - [www.census.gov/losangeles](http://www.census.gov/losangeles)  
Hawaii, southern California (Fresno, Imperial, Inyo, Kern, Kings, Los Angeles, Madera, Mariposa, Merced, Monterey, Orange, Riverside, San Bernardino, San Diego, San Benito, San Luis Obispo, Santa Barbara, Tulare, and Ventura counties)
- NEW YORK - [www.census.gov/newyork](http://www.census.gov/newyork)  
New York (New York, Bronx, Queens, Richmond, Nassau, Kings, Westchester, Rockland, and Suffolk counties)  
New Jersey (Bergen, Essex, Hudson, Morris, Middlesex, Passaic, Somerset, Sussex, Union, and Warren counties)
- PHILADELPHIA - [www.census.gov/philadelphia](http://www.census.gov/philadelphia)  
Delaware, District of Columbia, Maryland, Pennsylvania, New Jersey (all counties except those covered by the NY Regional Office listed under the state of NJ)
- SEATTLE - [www.census.gov/seattle](http://www.census.gov/seattle)  
Alaska, Idaho, Oregon, Washington, northern California (all counties except those covered by the LA Regional Office listed under southern California)

U S C E N S U S B U R E A U

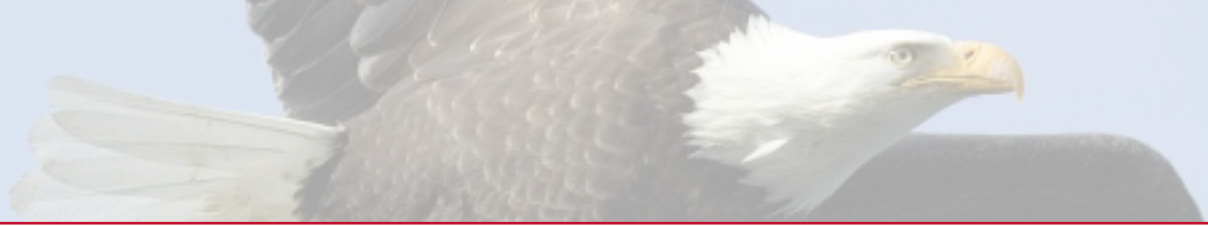
U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

# Tribal Complete Count Committee Handbook



U S C E N S U S B U R E A U





## What is a Tribal Complete Count Committee (TCCC)?

Forming a TCCC is one of the activities that the Tribal Governments Liaison can use to help promote the census within their tribal community.

The TCCC Program consists of community members authorized on behalf of their tribal government, to conduct a 2010 Census awareness campaign throughout the tribe's jurisdiction. A tribal government could appoint a TCCC to:

- Develop and implement a 2010 Census awareness campaign that will help influence every person in their jurisdiction.
- Organize a team of local people who can provide the cultural community insights necessary to build 2010 Census awareness efforts that fit the circumstances of the tribal community.
- Promote the value of accurate and complete census data among American Indians and Alaska Natives (AIAN).
- Explain how census data are used for purposes of planning future education, health, social, and economic development for the tribe and for the people living on tribal lands.
- Have a positive impact on the questionnaire response rate by helping the tribe develop a structured effort to reach every community within its jurisdiction.

## When Should a Tribe Organize a TCCC?

**A TCCC should be organized RIGHT NOW!**

- The 2010 Census awareness campaign needs to start immediately. Although 2010 Census questionnaires will not be delivered until March through April 2010 (in Alaska, January 2010), a great deal must be done before then.
- A 2010 Census awareness campaign will be most successful in AIAN communities if an organized and representative group that is sponsored by the tribal government does it.
- The immediate creation of a TCCC will ensure that tribal residents are kept up-to-date about plans and informed about the various census operations long before they actually occur.
- The more tribal residents know about the 2010 Census, the more they will understand how they and their tribe will benefit in the future from having accurate and complete census data. The more residents know about those benefits, the more willing and interested they will be in participating in the 2010 Census.

## Who Should be on a TCCC?

**Generally, it is a good idea to have the TCCC made up of people who represent, are accepted, and respected in a broad cross section of the community. However, it's up to each tribal government to decide whom it wants to appoint to the Committee.**

- A TCCC may have a combination of representatives from the tribal government; the human service and health sector; youth groups; recreation departments; housing departments; tribal language or cultural departments; employment and training departments; local cultural societies; tribal colleges or other local institutions of higher education; Bureau of Indian Affairs and public schools; departments working with tribal elders; tribal enterprises and private businesses; tribal planning agencies; religious entities (tribal and denominational); veterans groups; or local media.

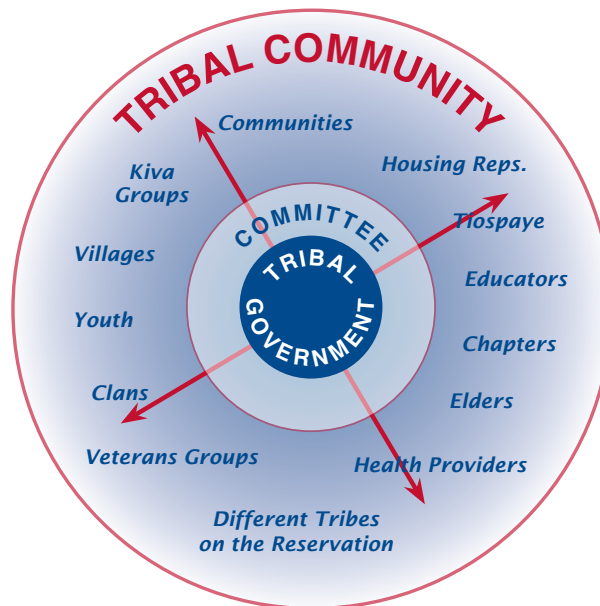


- The TCCC may include people who have ongoing networks with a wide range of community members. The broader those networks are, the more people the Committee's outreach activities can easily reach.
- The TCCC members should be willing to invest time and effort into Committee activities, and be able to commit to serve on behalf of the tribe from now until July 2010.

## What is the Structure of a TCCC?

It's up to each tribe to decide how it wants to organize its TCCC...

- The tribal government determines the design and structure of the Committee. Thus, it will vary from one tribal community to another.
- The Committee may or may not have subcommittees. That decision is up to the tribe. Questions that might be useful in making that decision include:
  - Are there certain geographic considerations (e.g., physically separated communities, checkerboard areas, or outlying reservation trust lands) that would best be represented through subcommittees?
  - Are there distinct cultural or political subdivisions (e.g., clans, kivas, tiospaye, communities, villages, chapters, districts) that would be best represented through subcommittees?
  - Are there specific groups in the community (e.g., youth, elders, veterans) that would be best represented through subcommittees?
  - Are there specific groups, such as at-risk families or people in isolated communities that would be best represented through subcommittees?





## Explaining the Importance of Census Data

Census data are used for many things, which can have a direct impact on tribal communities.

For example:

- Tribes use population data to plan for business and enterprise development, to conduct labor market assessments, and to meet the human needs (e.g., health, education, social/welfare, law enforcement) of their communities.
- The federal government uses census data to allocate funds to tribal, state, and local governments for a wide range of programs. (Refer to the attached listing for specific uses.)
- Corporations use population data for market research to determine possible locations for their enterprises.

## Helping the Community Understand Census Data and Confidentiality

All information collected by the Census Bureau, under authority of 13 U.S.C. 9 is **STRICTLY CONFIDENTIAL**. The same law that requires individuals to respond to the census also guarantees the confidentiality of the respondents.

- The law protects everyone’s answers. The Census Bureau cannot share individual responses with anyone. That includes the Internal Revenue Service, Federal Bureau of Investigation, state or federal welfare departments, or any other government agency.
- Census workers must pass both security and employment reference checks. They are sworn to secrecy. The penalty for violating the confidentiality of responses is up to a \$250,000 fine and up to a 5-year prison term.
- No court of law—not even the President of the United States—can have access to individual responses.

## Suggested Agenda Items for TCCC Meetings

Schedules and agenda items for TCCC meetings are determined at the local level. However, some suggestions for consideration are provided below.

[Please note: many terms and references included below are explained either in census training documents or elaborated on in the “Suggested Activities” Section of this Handbook.]

PRE-CENSUS PERIOD (NOW THROUGH MARCH 2010)	
SUGGESTED TIME FRAME	AGENDA ITEMS
Immediately	<ul style="list-style-type: none"> <li>• Form the Committee through Tribal Resolution or other tribal process.</li> <li>• Disseminate news releases and other media announcements about the creation of the Committee.</li> <li>• Establish membership and structure of the Committee.</li> </ul>



<p style="text-align: center;"><b>First Regular Meeting</b></p>	<ul style="list-style-type: none"> <li>• Review and discuss the purpose and functions of the Committee.</li> <li>• Discuss the importance of census data to the tribe.</li> <li>• Explain Census Bureau confidentiality rules.</li> <li>• Discuss community perceptions and any cultural or language factors that may require attention in developing the census plans and activities.</li> <li>• Identify areas within tribal jurisdiction which may need special targeting for promotion and outreach because of remoteness, tribal language, or other factors.</li> <li>• Decide on an action plan for promoting census awareness in the community. Identify specific activities and assignments related to building awareness, motivating community response, and encouraging community cooperation with enumerators. Break Committee activities into three time tables: (1) before census questionnaires are distributed in March 2010, (2) during the census questionnaire period (March - May 2010), and (3) after the questionnaire period. [See “Suggested Activities” section for details.]</li> <li>• Schedule dates for regular committee meetings.</li> <li>• If meetings are to be open to the public, decide future meeting location(s); consider whether more residents will come if the meetings are held in the same place or if they are held in different places in the community.</li> <li>• Discuss the status and evaluate the effectiveness of outreach and census promotion activities to date.</li> </ul>
<p style="text-align: center;"><b>Regular Meetings 2009</b></p>	<ul style="list-style-type: none"> <li>• Review status reports on Action Plan activities.</li> <li>• Develop strategies for encouraging community members to apply for temporary census jobs.</li> <li>• Determine specific ways to actively encourage community participation during Address Canvassing census operations.</li> <li>• Review information from the Census Bureau’s Geographic Programs to verify its accuracy.</li> <li>• Review activities that need to be completed before questionnaires are distributed in March 2010.</li> <li>• Review status of specific activities for groups or geographic areas, which need special targeting.</li> <li>• Revise Action Plan, as needed.</li> </ul>



<p><b>January 2010</b></p>	<ul style="list-style-type: none"> <li>• Review status reports on Action Plan activities.</li> <li>• Identify specific action items that still need to be completed before questionnaires are distributed in March and before Census Day, April 1, 2010.</li> <li>• Finalize Action Plan for specific Committee activities, which encourage residents to complete and return census questionnaires as soon as they are received.</li> <li>• Finalize Outreach Plan for residents who are not likely to receive questionnaires by mail and for whom other census interactions need to occur.</li> <li>• Review Plan for Committee activities to be conducted after the questionnaire time period (Non-Response Follow-Up).</li> <li>• Launch Paid Media</li> </ul>
<p><b>February 2010</b></p>	<ul style="list-style-type: none"> <li>• Review status reports on Action Plan activities.</li> <li>• Decide what, if any, final outreach, promotion, or announcements might heighten tribal community awareness about 2010 Census before questionnaires are distributed and before Questionnaire Assistance Centers and Be Counted sites are opened.</li> <li>• Finalize strategies for assisting with enumeration activities in the tribal area</li> <li>• Coordinate with census staff on “Update/Leave” and “Update/Enumerate” efforts.</li> <li>• Finalize Action Plan for addressing low response rates.</li> <li>• Review and update plans for Census Day and Census Week.</li> <li>• Review and modify plans for Non-Response Follow-Up activities.</li> </ul>
<p><b>March 2010</b></p>	<ul style="list-style-type: none"> <li>• Prepare news media releases (for print, radio, and TV) reminding community members about the importance of being counted.</li> <li>• Report on the status of questionnaire distribution.</li> </ul>



APRIL 2010 — CENSUS MONTH	
SUGGESTED TIME FRAME	AGENDA ITEMS
April 2010	<ul style="list-style-type: none"> <li>• Implement Census 2010 Day (April 1, 2010) and Census Week (April 1- 8, 2010) activities.</li> <li>• Discuss specific Committee tasks for Post-Census and After Delivery of Questionnaire time period.</li> </ul>
POST-CENSUS PERIOD	
SUGGESTED TIME FRAME	AGENDA ITEMS
May 2010 - Completion	<ul style="list-style-type: none"> <li>• If the tribe's questionnaire response rate is low, implement the low response rate plan.</li> <li>• Discuss Committee ideas and recommendations for future census efforts.</li> <li>• Draft a Final Report (for tribal government review) with Committee recommendations for submission to the Census Bureau's Complete Count Program.</li> <li>• Discuss the Final Report with tribal officials and agencies that have representation on the Committee.</li> <li>• Submit the Final Report to the tribal government and the Census Bureau.</li> </ul>

## Action Plan for the TCCC

Local factors that might affect census operations will vary from one tribal community to another.

For example:

- Population size
- Geographic concentration within the tribe's jurisdiction
- Jurisdictional areas in which two or more tribes reside
- Large, non-Indian population within the tribe's jurisdiction
- Off-reservation tribal members

These factors could present different challenges for individual tribes as they try to maximize their communities' participation in the 2010 Census.

**Before starting any 2010 Census awareness activities, each TCCC should develop an Action Plan.**

Suggested steps might be to . . .

- Assess the kinds of problems that are likely to hinder widespread community participation in the 2010 Census, including any issues related to sovereignty, culture, traditions, and language.
- Incorporate solutions to potential problems into the design of the Committee's overall outreach and census awareness activities.





- Make certain that the Action Plan outlines the Committee’s activities and allows for ongoing assessments of progress in promoting census awareness throughout the community. Particular focus should be directed at residents who:
  - Are least likely to be reached through common media messages.
  - May be reluctant to participate in the census for any number of reasons (e.g., political factors or cultural beliefs).

The more the Action Plan considers the different perspectives and circumstances of community members, the more effective the Committee will be in rallying community participation in the 2010 Census.

## Suggested Activities for the TCCC

**NOW THROUGH MARCH 2010!!**

### Media Activities

- Organize a media event announcing the formation and purpose of the TCCC. Invite representatives from:
  - Tribal and other local newspapers.
  - Tribal and other agencies or organizations, which publish newsletters and bulletins.
  - Local Indian radio or television shows (such as Indian Hour) that tribal residents listen to frequently.
  - Border community cable television and radio programs can be used to help reach those tribal members not living on the reservation.
- **Develop a plan for airing periodic Public Service Announcements about census operations.** Speaker might be tribal council, administration, and tribal, program directors, court representatives; religious and spiritual leaders; tribal college presidents; clan leaders; community elders; business leaders; or other influential local people.
- **Arrange for periodic radio or television talk show appearances about census related issues**—for example, the tribal planner might discuss how the 2010 Census data can be used to plan and generate funding for future housing needs, health services for the elderly, economic development projects, etc.
- **Develop a schedule for periodic media releases about:**
  - The confidentiality of census information.
  - When recruitment for temporary census jobs will begin, and where to apply.
  - The location of Be Counted sites and Questionnaire Assistance Centers (QACs).
  - When census questionnaires will be delivered or when enumerators will visits households to obtain data.
  - The status of community response rates to questionnaires.



## Activities Related to Promotion Materials

- **Develop posters or flyers, which stress the CONFIDENTIALITY of all census responses.**
  - Aim messages directly at specific concerns that people in the community have about confidentiality. This is a big issue for many people, and it can have a major effect on response rates.
- **Develop tribal census flyers and fact sheets, specifically tailored to the community. Briefly:**
  - Emphasize how 2010 Census data can help the tribes execute its sovereign powers by providing information necessary for future planning on behalf of its citizens.
  - Cite tribal benefits derived from an accurate and complete tribal count.
  - Cite things the tribe stands to lose by an incomplete count.
  - Highlight points that (1) address specific misconceptions about census data and (2) will encourage community participation.
  - Briefly explain the census process and time frames.
- **Identify the programs serving tribal residents (whether operated by the tribe, local or state government) that use Federal funding based on population statistics** (e.g., Johnson O'Malley, Headstart, Home Energy Assistance, Housing and Urban Development programs). Develop separate flyers on the benefits those programs provide to tribal residents. Explain how funding allocations are based, in part, on census information.
- **Design a Tribal 2010 Census logo specific to the tribe or community. Use the logo on promotional items such as:**
  - T-shirts
  - Ball caps
  - Bumper stickers
  - Refrigerator magnets
  - Mugs
  - Posters (or use posters printed by the Census Bureau. The Bureau has commissioned AIAN posters for that purpose.)
  - Bags
- **Tailor some promotion items specifically for segments of the community from whom it might be difficult to get participation.**
- **If appropriate, have 2010 Census promotional materials translated into the tribal language(s).**



- **Distribute 2010 Census awareness materials throughout the tribe's jurisdiction.** Also distribute materials to outlying areas where tribal members reside, and in any absentee ballots sent to tribal members between now and Census Day 2010. Keep materials fully stocked in as many tribal and community facilities as possible — places like:
  - Community centers, youth centers and elder centers
  - Employment and training offices
  - Tribal Employment Rights Offices (TEROs)
  - Tribal and community libraries
  - Tribal cultural centers
  - Businesses
  - Churches
  - Clinics and other health and wellness facilities
- Have flyers and promotional items available at all major events, socials, and meetings in the community.

## Activities Related to Recruitment for Census Jobs

### NOW THROUGH MARCH 2010!!

- **Coordinate with the Census Bureau Partnership Specialist for the area. With that person, develop a recruiting and hiring plan for tribal census workers.** Include strategies for reaching into different parts of the community. Try to get cross-representation of, for example, appropriate cultural and political entities (e.g., clans, kivas, tiospaye, chapters, and villages, voting districts) among local census workers. Data gathering by diverse types of community representatives will improve response rates.
  - Keep current about information on census jobs that are available within the tribe's jurisdiction. (Contact the Census Bureau Partnership Specialist for the area.)
  - Arrange for facilities where the Census Bureau's application and testing activities can occur.
- **Host job fairs to inform potential applicants about positions that will be available, qualifications needed, and testing and application processes.** Keep sponsoring job fairs throughout Census 2010 operations to keep pace with staffing needs as they change.
  - Offer the census job pre-test to interested applicants.
  - Continue providing information about census jobs to the community, through flyers placed in community centers and common gathering places.
  - Partner with tribal newspapers, other local newspapers, and agencies that publish newsletters or bulletins to publish articles about census jobs and to announce job openings. Use Census Bureau drop-in articles for specific AIAN partners.
  - Provide the Census Bureau with information about specific cultural and language issues that may have an impact on recruitment and testing, work with the Bureau on addressing those issues.
  - Assign someone to assist census staff in the recruitment and testing process to ensure that the process accommodates cultural and language needs of applicants.



- **If needed, translate Census job information into the tribal language(s).**
  - Ensure that at least some tribal census applicants are fluent in the tribal language(s) and include training for them in translating parts of the 2010 Census questionnaire — in case it is necessary to administer the questionnaire orally to Native language-only speakers.
  - If needed, set up training for community residents to get them prepared for the census job application process and tests, or to help them refresh skills they may need for the jobs. Partner with a tribal college or other institution of higher education to help in this effort.
  - Keep publicizing testing dates and locations.
  - Stay in contact with the Census Bureau Partnership Specialist about the status of jobs, and about the types of assistance potential applicants or temporary staff may need.
  - Help census workers reach potential applicants who may live in geographically remote areas.
  - Coordinate with census workers to help them reach community members from whom it may be difficult to get census responses (e.g., low-income families, persons with limited reading abilities, persons in treatment facilities or tribal jails).

## Activities with Schools/Educational Institutions

**NOW THROUGH MARCH 2010!!**

- **Collaborate with tribal governments, Bureau of Indian Affairs, or public schools to develop in-school initiatives that support 2010 Census activities.**

For example:

- **Posters:** students could design 2010 Census posters for the tribe.
  - **Computer project:** students could develop computerized Census 2010 awareness displays for use at school sports events, school open houses, and parent nights.
  - **Community service project:** students could design a Census awareness project, especially directed at elders or geographically isolated residents of the community.
  - **Student and family collaboration:** parents could be encouraged to fill out the Census questionnaire as a family activity.
- Encourage tribal, Bureau of Indian Affairs and public schools about the ***Census in Schools – It’s About Us*** program. Materials will be available online for educators, students, parents, and the public in August 2009. Schools will also receive printed materials.
    - Partner with schools to hang tribal 2010 Census banners in gyms and in track and field areas where parents and community members will attend sports events.
    - Encourage schools to include Census promotion messages in any notices that are sent home to parents. Provide schools with the necessary materials.
    - Partner with a tribal college or other local institution of higher education to, establish a bank of student volunteers for coordinating a program of community outreach. Volunteers could intensify their efforts once questionnaires are available and could encourage greater community participation by helping elders and others complete the questionnaire.



- **Encourage tribal colleges, other college or vocational and technical institutions to allow students who take art, computer graphic arts, or media classes to develop census promotional materials for the community, in exchange for credit.**
- **Encourage schools and colleges to designate space that could serve as QACs or Be Counted sites.** Schools could organize parent, teacher and student volunteers to staff these centers.
- **Encourage staff from tribal colleges or other institutions of higher education to volunteer their time helping potential census job applicants refresh skills they may need for temporary census positions.**
- **Encourage schools and local colleges to participate in a tribal Census Awareness Day rally**

## Activities with Local Employers

**NOW THROUGH MARCH 2010!!**

- **Compile a list of employers in the community; host a meeting to solicit their partnership in promoting census awareness on job sites.** Get everyone to agree to saturate all places of employment and public areas with 2010 Census information.
  - Solicit partnerships with employers for hosting 2010 Census activities that involve families — such as community events, socials, sports events, rallies.
  - Work with tribal agencies and businesses to combine 2010 Census promotion with information about their own services or business (e.g., making banners or buttons with “[Business/Agency Name] that says, “Support the community and participate in the 2010 Census!”).
  - As Census Day nears, encourage all tribal businesses and agencies to display signs announcing the arrival of the census questionnaires (expected delivery is mid-March 2010).

## General Activities

- **Encourage passage of a Tribal Resolution requiring all tribal employees to be briefed on the 2010 Census, so they can promote census awareness during their interactions with community residents.**
- **Coordinate with other TCCCs in the region or state.**
  - Develop a regional AIAN strategy for encouraging maximum tribal participation in the 2010 Census. Coordinate with intertribal councils in the area.
- **Collaborate with national and regional AIAN organizations to promote census awareness.**
  - To save on printing expenses, find out if those organizations already have promotional materials that could also be used locally.
- **Provide Census Bureau staff with training, as needed, about the government-to-government relationship existing between tribes and the U.S. government, and about issues regarding sovereignty that may affect the way in which census operations need to occur locally.**
- **Maintain active partnerships with Census Bureau staff.** Provide them with ongoing guidance on tailoring census activities to address cultural and language issues.



- **Coordinate with sponsors of community events that are occurring between now and Census Day.** Arrange to have census information available for those events, or set up booths at large events. Keep a running list of these meetings, powwows, ceremonies, and sports events. Contact the organizers to help with the dissemination of census materials. Get information out for large gatherings, as well as for smaller meetings of community members (e.g., Johnson O'Malley and Indian Education Act Parent Committee meetings; community task force sessions; clan, tiospaye, chapter, and village meetings).
- **Tap all existing communication networks in the community (formal and informal) to help deliver census awareness messages.**
- **Identify possible QACs and Be Counted sites.**

## Countdown to Census March 2010!!

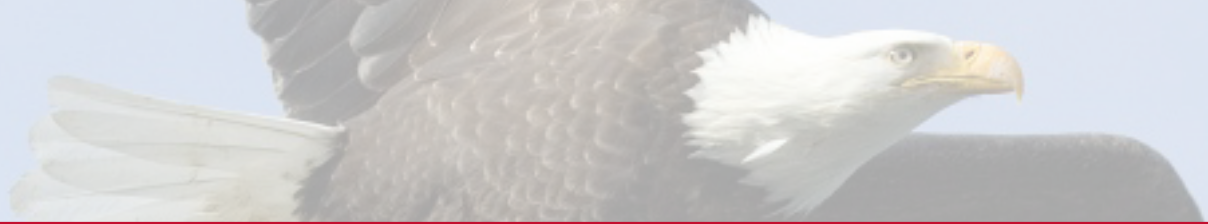
- **Keep census awareness momentum high.** Encourage tribal offices to add a “Remember the Census” slogan to all written materials and telephone conversations during this month.
- **Increase the number of 2010 Census posters and banners in all tribal buildings.**
- **Partner with tribal agencies, businesses, and schools to heighten awareness of activities during the week leading up to Census Day (April 1, 2010).**
- **Increase the number of press releases and Public Service Announcements.** Emphasize the delivery dates of census questionnaires.
- **Hold a ceremonial kick-off to publicize the delivery of census questionnaires.**
- **Publicize the locations of QACs and Be Counted Sites.**
- **Help establish student volunteer networks to assist community elders, Native language-speakers and others to complete census questionnaires.**
- **Suggest to employers who have telephone “hold” messages or music to replace their messages with a 2010 Census slogan, which encourages people to complete their questionnaires.**

## Census Day 2010

**APRIL 1, 2010**

Throughout the tribal jurisdiction — in partnership with tribal government departments, businesses, schools, community organizations — activate Census Day activities.

- Have the tribal government pass a resolution acknowledging Census Day. Promote “being counted” as a way to help the tribe exercise its sovereignty and plan for meeting the needs of the next generation of tribal members.
- Encourage all businesses, schools and tribal departments to take some time during the day to promote the 2010 Census.
- Schedule 2010 Census activities at community centers and tribal offices.
- Sponsor a Census Awareness Day rally.
- Have TCCC members participate in Census Day activities sponsored by schools, businesses, and local organizations.



## Post-Census Day Through July 2010

April 1, 2010 is Census Day. However, there are other census operations and activities that continue through November 2010.

The TCCC can:

- Remind all tribal employees that census operations are still in progress and that they should continue to encourage people to complete the census questionnaire.
- Stay in contact with communication networks, and businesses in order to keep the census momentum strong.
- Help tribal census workers in areas of the community from which there are low response rates.
- Provide assistance to enumerators during Non-Response Follow-Up, an operation where enumerators visit and complete questionnaires from housing units for which the Census Bureau did not receive a completed questionnaire.
- Participate in requested interviews, focus groups, and other discussions with Census Bureau Headquarters staff regarding the evaluation of 2010 Census procedures. Complete post-census questionnaire.
- Review the suggested post-census period committee agenda items that are listed in the section of this handbook entitled "Suggested Agenda Items for TCCC Meetings."

## What are the Benefits of a TCCC?

### Summary

The benefits of a TCCC are many.

For example:

- A TCCC speaks the culture and language of its community. It knows the pulse of the community. It can create a local census information network that no one outside the community can.
- A Committee can gain valuable knowledge about the census process that has never before been disseminated at the local level. As a tribe's link to the national campaign of the 2010 Census, the TCCC can ensure that all residents receive firsthand information from someone they know and trust.
- A Committee can significantly increase a tribe's participation rate by maintaining an intense 2010 Census campaign from now until November of 2010.
- By making residents aware that a complete census count can affect the future well being of each tribal resident, a TCCC can help the tribe enter the next century with community data vital to planning for the next generation.
- Review the suggested Post-Census period committee agenda items listed "Suggested Agenda Items for TCCC Meetings."



**Tribal Governments Liaison**  
*2009 Program Handbook*

U S C E N S U S B U R E A U

