

January 16, 2019

FSCPE State Representative:

Over the past two years, U.S. Census Bureau representatives have been meeting with the Federal State Cooperative for Population Estimates (FSCPE) and your steering committees to discuss your participation in helping the Census Bureau update its address list of group quarters (GQs) and transitory locations (TLs) for the 2020 Census. A recent survey by the Federal State Cooperative for Population Estimate's (FSCPE) Data Input Subcommittee indicated that your updates to our address list of GQs and TLs would be helpful for 2020 Census planning. The Census Bureau thanks you for your efforts to date and your continued support of the 2020 Census.

This letter is to formally request your assistance in updating the TL and GQ address file for the 2020 Census with whatever information you are able to contribute. We are asking you to provide a listing of TLs and/or GQs in your state as early as February 2019, but no later than June 30, 2019. We will compare your list to the Census Bureau's address list of TLs and GQs. TL and GQ addresses that we have not been identified to date will be added to the census Master Address File. These addresses will be included in subsequent census operations and follow the appropriate enumeration methodologies.

While additional details will be provided to those states which choose to participate, for your planning, it is important to note a few critical items that are needed to be able to update the address file of GQs and TLs.

Critical items required for GQs are:

- Group quarter facility name
- City style address (address number and street name or dorm/building name for GQs)
- Location description for targeted non-shelter outdoor locations (TNSOLs)
- City, state, ZIP code
- Census Bureau group quarter type code
- Latitude, longitude
- Contact person
- Phone number

Critical items required for TLs are:

- Transitory location name
- City style address (address number and street name)
- City, state, ZIP code
- Census Bureau transitory location type code
- Latitude, longitude
- Location contact person (preferred)
- Phone number

We are enclosing a form where you can indicate whether or not you plan to participate in this program. Please respond to this request by January 31, 2019. The Census Bureau will provide further details to participants by February 28, 2019.

All information we receive is subject to the strict confidentiality provisions of Title 13, United States Code.

If you have any questions about this program, please contact Stephanie Morales Garcia at [stephanie.morales.garcia@census.gov](mailto:stephanie.morales.garcia@census.gov) or 301-763-9390 or Dora B. Durante at [dora.b.durante@census.gov](mailto:dora.b.durante@census.gov) or 301-763-9371. You may also reach out to the Special Enumerations Branch at [dcmd.group.quarters@census.gov](mailto:dcmd.group.quarters@census.gov) or 301-763-9333.

Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Fontenot, Jr.', with a large, sweeping flourish extending to the right.

Albert E. Fontenot, Jr.  
Associate Director for Decennial Census Programs

Enclosures:

- List of Group Quarters and TL types in scope for this project
- Group Quarters Definitions and Codes (including clarification on TNSOLs)
- Transitory Locations Definitions and Codes definitions
- Data Elements for GQ Frame Update
- Data Elements for TL Frame Update
- Response to Invitation to Participate