

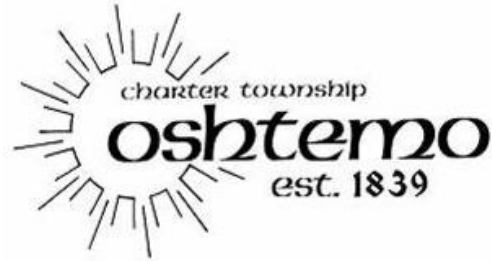
Memorandum

Date: 8/27/2019

To: Township Board

From: Dusty Farmer, Clerk

Subject: 2020 Census Liaison and Participation



Objective: To approve a liaison and authorize the Clerk to send a letter of participation.

Background: The Township participated in the 2010 Census by coordinating with the County to ensure that new residential developments are included in the census count. This year, we have the opportunity to continue this participation, while also providing space for training opportunities and kiosks for residents to take the census.

In the past, the Planning Department has led the effort to cooperate with surrounding jurisdictions. Due to the current shift in Planning staff, Clerk Dusty Farmer has volunteered to be the liaison to the Census Bureau and to the surrounding jurisdictions.

Critical Next Steps

- Appoint a Census Liaison
- Commitment Letter to Regional Director
- Determine CCC Membership
- Set CCC Training Date
- Follow-Up
- CCC Training
- CCC Kick-Off Meeting
- CCC Committee Meetings
- Review Outreach Plan
- Calendar Events





UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Chicago Regional Census Center
Chicago, IL 60604-2948

August 26, 2019

Oshtemo Township Officials
7275 W. Main Street
Kalamazoo, MI 49009

Dear Dusty Farmer:

On behalf of the Chicago Regional Census Bureau, I would like to thank you for meeting with me today to discuss collaborating with the Bureau for the 2020 Decennial Census. We are truly appreciative of your commitment to promoting the 2020 Census, providing training space, and appointing a member of your staff to serve as your Census Liaison. The census is one of the most important endeavors that we as a nation are constitutionally mandated to participate in every ten years. As you know, an accurate census is vital to our communities and residents' well-being by helping planners determine where to locate schools, businesses, roads/public transportation systems, hospitals and other facilities, and achieving an accurate and complete count of the nation's growing and changing populations.

Now that we have conducted our first partnership meeting with you, we kindly request that you provide us with the official contact person who will be representing Oshtemo Township so that we may assist you and your staff in developing your outreach strategy for 2020. Additionally, we would like to request that you schedule training, and provide information regarding your official *Kick-Off* date for your CCC. As part of our training, we will provide resources and important information for your team that will allow for a strong outreach foundation for your community.

To that effect, kindly return a signed letter to the address listed below:

Marilyn A. Sanders
Regional Director
U.S. Census Bureau, Chicago Regional Office
175 W. Jackson Blvd.
Suite 600
Chicago IL, 60604

Please email me a copy of the letter at: danielle.m.coker@2020census.gov.

We are here to assist you with CCC development, educating your residents and raising an awareness around the importance of the census. Additionally, we hope to work with your office to enhance our recruitment in your area, identify testing and training space and simply work with you and your staff to identify effective resources that will ensure a complete and accurate count.

Sincerely,

Danielle Coker, Partnership Specialist
Chicago Regional Census Center
U.S. Census Bureau
Mobile: 269-929-6783
danielle.m.coker@2020census.gov
www.census.gov



Date

Mrs. Marilyn Sanders, Regional Director
US Census Bureau, Chicago Region
175 W. Jackson Blvd, Suite 600
Chicago, IL 60604

Dear Mrs. Sanders,

This letter is to inform the US Census Bureau, Chicago Region, that XXX the township is willing and committed to form a Complete Count Committee (CCC) for the 2020 Decennial Census. I appoint XXX as our liaison for activities surrounding the Census, and ask that all communications be sent to me at XXX-XXX-XXXX

Sincerely,

XXXX
Mayor/Commissioner/Department Director

CC: Partnership Specialist