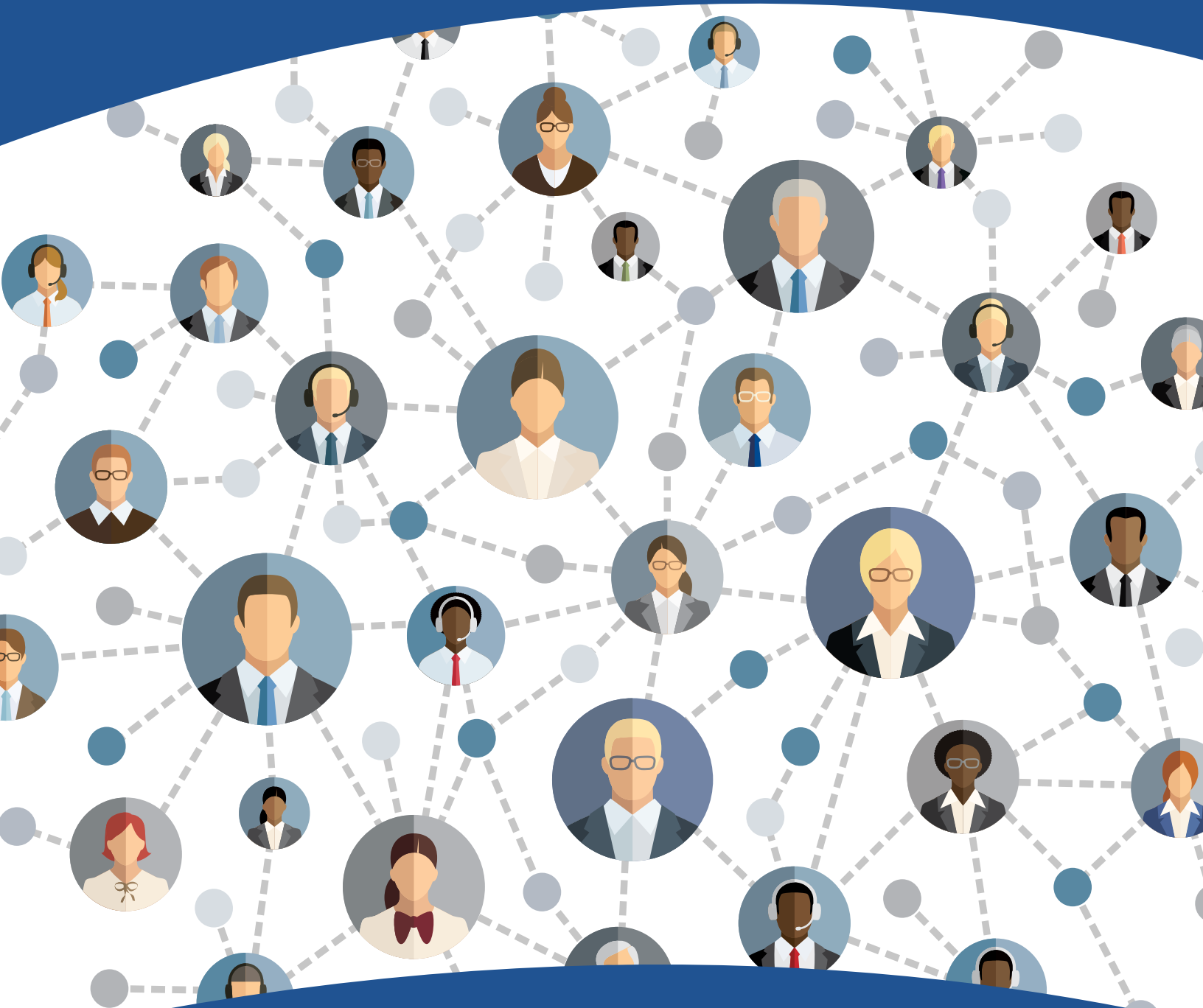


2020 Census Complete Count Committee

Guide

D-1280(RV)



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WHY DO WE TAKE THE CENSUS?

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens. The first census was conducted in 1790 and one has been conducted every 10 years since then.

The population totals from the census determine the number of seats each state has in the House of Representatives. States also use the totals to redraw their legislative and school districts. The next census occurs in 2020.

The U.S. Census Bureau must submit state population totals to the President of the United States by December 31, 2020.

The population totals also affect funding in your community, and data collected in the census help decision makers know how your community is changing. Approximately \$675 billion in federal funding is distributed to communities each year.

Will the 2020 Census be the same as 2010?

There are some important changes in 2020:

- We are building a more accurate address list and automating our field operations—all while keeping your information confidential and safe.
- For the first time, you will be able to respond online, by phone, or by mail.
- We will use data that the public has already provided to cut down on in-person follow up visits to nonresponding households.



HOW ARE CENSUS DATA USED?

Census data are widely and wisely used.

Census data are used in many ways. Some examples include:

- Distribution of more than \$675 billion annually in federal funds back to tribal, state, and local governments.
- Redistricting of state legislative districts.
- Forecasting future transportation needs for all segments of the population.
- Determining areas eligible for housing assistance and rehabilitation loans.
- Assisting federal, tribal, state, and local governments in planning and implementing programs, services, and emergency response.
- Designing facilities for people with disabilities, the elderly, and children.



ARE CENSUS DATA REALLY CONFIDENTIAL?

ABSOLUTELY!

All responses to Census Bureau surveys and censuses are confidential and protected under Title 13 of the U.S. Code. Under this law, the Census Bureau is required to keep respondent information confidential. We will never share a respondent's personal information with immigration enforcement agencies, like ICE; law enforcement agencies, like the FBI or police; or allow it to be used to determine their eligibility for government benefits. The results from any census or survey are reported in statistical format only.

Individual records from the decennial censuses are, by law (Title 44, U.S. Code), confidential for 72 years.

In addition, under Title 13, U.S. Code, all Census Bureau employees swear a lifetime oath to protect respondent data. It is a felony for any Census Bureau employee to disclose any confidential census information during or after employment, and the penalty for wrongful disclosure is up to 5 years imprisonment and/or a fine of \$250,000.



WHAT ARE COMPLETE COUNT COMMITTEES?

Complete Count Committees

Complete Count Committees (CCC) are volunteer committees established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census. CCCs serve as state and local “census ambassador” groups that play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. Success of the census depends on community involvement at every level. The U.S. Census Bureau cannot conduct the 2020 Census alone.

There are three kinds of Complete Count Committees (other than the State Level CCC):

- Tribal.
- State and local government (regional, county, city, or town).
- Community.

A Complete Count Committee should be formed to:

- Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
- Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community.
- Bring together a cross section of community members whose focus is 2020 Census awareness.

Let's take a look at these and review the differences between the common types and sizes.

Tribal and Government Complete Count Committees

Complete Count Committees are usually formed by the highest elected official in that jurisdiction, such as a tribal leader, a mayor, county commissioner, or regional chairman. The highest elected official may appoint a chair of the CCC and may then appoint members of the community to serve as members of the CCC. Members appointed could be representative of a cross section of the community, be willing and able to serve until the census is over, and help implement a creative outreach campaign in areas that may pose a challenge in 2020. Members could include persons from the areas of education, media, business, religion, philanthropy, and community groups. Most local government CCCs are small to medium size, depending on the jurisdiction. A town may have a small committee with only 3–5 members, while a city may be medium to large size with anywhere from 10 to more than 100 members, depending the size of the city or tribe.

Since state, county, and regional CCCs cover a larger geography, they tend to be larger in size, with 20–50 members. The size and number of members depends on what works best for each jurisdiction and what will make the most effective and successful

committee. Mayors, county commissioners, and heads of regional boards understand the importance of getting a complete and accurate census count and how census data impact their communities. In previous censuses, the most productive government CCCs had a subcommittee structure. Examples of subcommittees and what they do are covered under “What Is the Subcommittee Structure of a CCC?”

Examples of Tribal and Government Complete Count Committee Strategies

Nationwide, there were over 10,000 Complete Count Committees formed with the Census Bureau during the 2010 Census and the majority of them were local government committees. Here are some of the strategies that worked for them:

- Allocate/obtain funds for the CCC and assign a staff person to work with the committee.
- Set clear, achievable goals and objectives.
- Identify areas of the community that may need extra efforts, either a geographical area or a population group that might be hard to count.
- Use a “grassroots” approach working with community-based organizations and groups who have direct contact with households who may be hard to count.
- Create promotional materials and products customized for the local area.
- Implement special events such as Census Day “Be Counted” parades.
- Build awareness of the census and its benefits and motivate response through social media, newsletters, and other communications.

Sample Activities of Tribal and Government Complete Count Committees

2018–2019

- Develop a list of barriers, groups, or concerns that might impede the progress of the 2020 Census in your local area, such as recent immigrants, non-English speaking groups, high crime areas, and areas with gated communities.
- Create ways to dispel myths and alleviate fears about the privacy and confidentiality of census data.

- Place census messages on water bills, property tax bills, social media, and local speeches and other correspondence generated by the jurisdiction.
- Host a Census Solutions Workshop (see Appendix C) with others in the community.
- Develop and implement activities to involve local government employees in the 2020 Census Awareness Campaign.
- Encourage corporations to become official sponsors of your census activities.
- Have census posters, banners, and other signage placed in highly visible public locations.
- Include the 2020 Census logo and message on bus schedules, brochures, newsletters, social media sites, and your local jurisdiction Web site.
- Sponsor a census booth at county fairs, carnivals, and festivals (especially cultural or ethnic celebrations).
- Sponsor a contest to design a sticker or poster promoting the 2020 Census.
- Have census information available during voter registration drives.

January–March 2020

- Add a census message during meetings, events, and to written or digital/electronic correspondence like social media.
- Provide information on federally funded programs that have benefitted the community.
- Plan a major promotional event around the start of self-response or when households get their invitation to respond. Advise communities that they can respond to the census online.
- Saturate public access areas with easy-to-read and understandable census information customized for your community.
- Ask elected officials to encourage households to complete the census online, by phone, or return the questionnaire by mail.

- Place a census message on all municipal marquees urging households to complete the questionnaire online, by phone, or by mail.

April 2020

- Place public service announcements in local media encouraging households to respond.
- Have census rallies or parades.
- Urge households who do not respond to cooperate with census takers.

Community Complete Count Committees

Community Complete Count Committees are often formed in areas that do not have a government CCC or areas that may require a more targeted outreach approach. Community CCCs may be formed by a community group/organization or a coalition of several organizations. For example, an organization in a predominately elderly community may want to form a CCC in order to build awareness among that population and encourage them to respond when the invitations to respond are delivered. A tenants' association may form a committee to educate tenants about the census and help those needing assistance in completing their census. Community CCCs identify their own chair and committee members. They may choose individuals who are influential leaders or gatekeepers in the community to serve as members or others that will help accomplish the goals of the committee. They may also include foundations or philanthropy groups to fund the committee's activities around a particular audience. Community CCCs are usually small to medium in size with anywhere from 5 to 25 members depending on the sponsoring organization(s) and the size of the community it represents.

Small committees may not need subcommittees, however larger committees may find this structure helps them focus and work more effectively.

Examples of Community Complete Count Committee Strategies

A number of organizations formed Community CCCs in previous censuses. Some examples of these organizations are Community Action Groups, Hispanic Service Center, Delta Sigma Theta Sorority, and Human Development Commission.

Here are some suggestions that worked for them:

- Set clear achievable goals and objectives.
- Identify what the committee will focus on. Some examples include increasing the response rate in public housing communities among cultural/ethnic groups in your area or among students in colleges/universities, outreach and promotion to youth and elderly in the community, or a global approach if no other CCCs are in the area.
- Develop an action plan that includes activities and events which will support your efforts and help you meet your goals and objectives.
- Create promotional materials that appeal to your community.
- Implement special events that will generate interest and participation in the census.
- Use social media to engage your community.

Sample Activities of Community Complete Count Committees

2018–2019

- Make a list of community-based organizations in your area. Hold a meeting with leaders of the organizations and solicit their help in creating a census awareness campaign targeted to community members.
- Host a Census Solutions Workshop with other community-based organizations in your area to come up with innovative and engaging ways to reach your communities.
- Check the community calendar in your area for events. Contact organizations to see if you can have a census table to pass out census materials to increase awareness.
- Plan and solicit sponsors for a “Census Day/Night Street Festival” in late 2019. Think of creative games or activities where census information can be incorporated.

- Develop a 2019 Census Activity Calendar, ask organizations to choose a month in which they will sponsor census activities or promote census awareness.
- Ask organizations to include a census article or message in all of their publications and social media channels from April 2019 to July 2020.

January–March 2020

- Encourage organizations to include 2020 Census on the agenda of their meetings, workshops, or conferences.
- Distribute/post on social media fliers announcing the invitation to respond to the census at busy locations in the community.
- Make public statements of support and the importance of participating in the 2020 Census.

April 2020

- Encourage households to complete the questionnaire online, by phone, or by mail.
- Plan a Census Day event to motivate the community response.
- Look online or check with your census contact person about response rates for your community. If rates are low, plan special events or activities to motivate individuals to respond.
- Remind households if they didn’t respond online, by phone, or mail their questionnaire back, a census worker may come to their home. Encourage households to cooperate with census workers.

May 2020

- Continue to encourage community individuals to cooperate with census workers.
- Evaluate what worked best for your community and briefly report this information to your census contact.
- Celebrate your success and thank all those involved in making it happen.



WHEN SHOULD A COMPLETE COUNT COMMITTEE ORGANIZE?

Get Organized RIGHT NOW!

Although the 2020 Census may seem a ways off, the census awareness campaign should start TODAY. The 2020 Census jobs are being advertised. Households will begin to experience, by the end of 2019, some type of census operation such as address listing. These operations are necessary to verify the accuracy and location of each address in the United States.

The immediate formation of a CCC will ensure that local households are kept abreast of the various census operations before the information is nationally circulated.

The more informed households are about the 2020 Census operations, the better their understanding of the census process becomes, thus increasing their willingness to be a part of the successful enumeration in 2020.



WHAT IS THE SUBCOMMITTEE STRUCTURE OF A CCC?

The Structure

The Census Bureau partnership staff will serve as a liaison or an informational resource.

The operation of the CCC flows from the tribal leader or highest elected official or community leader to the chairperson, the committee members, and/or to the community at large.

The tribal leader or highest elected official or community leader appoints a chairperson. The chairperson is the liaison or main source of contact between the CCC and the Census Bureau.

The chairperson collaborates with the highest elected official or community leader to select subcommittee chairs.

The CCC should involve every aspect of a local community in its subcommittee structure—government, education, faith-based organizations, media, community-based organizations, business, foundations or other philanthropic organizations, and recruiting. **The Census Bureau does not manage Complete Count Committees.**

The following are examples of a typical subcommittee structure. Other subcommittees may be formed based on the focus of the CCC or the needs of the community. Examples of other subcommittee topics are migrant and seasonal farmworkers, children/youth services, immigrants, senior services, and the disabled community.

The subcommittee chairpersons may recruit members for their respective teams. The ideal candidates for a Complete Count Committee are those community members who have

expertise, influence, and experience in the area of the respective committee. Committees that invest time, resources, and energy in this project are more productive and successful.

Recruiting subcommittee—Disseminates information about census job openings for the 2020 Census. Information will include the number of jobs available and types of jobs available.

Government subcommittee—Assists in all activities between the Census Bureau and the local government, such as participation in decennial geography programs and identifying other resources for CCC activities.

Education subcommittee—Facilitates census awareness for local schools from prekindergarten through twelfth grade, as well as postsecondary education institutions in the area. May also encourage school administrators, teachers, and students to use Statistics in Schools materials.

Faith-based subcommittee—Creates and coordinates activities and materials that can be

used by any local faith-based institution in the promotion of the 2020 Census awareness and participation.

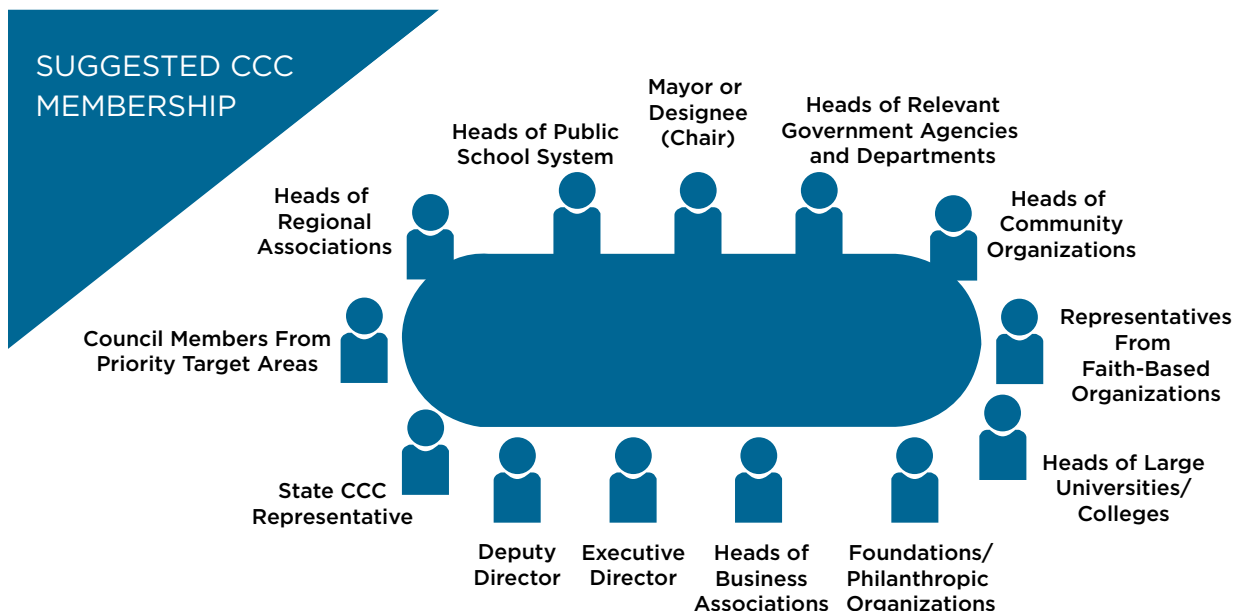
Media subcommittee—Facilitates ways to get the census message to all community households, using all available sources such as local newspapers, newsletters, fliers, local festivals, billboards, social media, radio, and television.

Community-based organizations subcommittee—Collaborates with community organizations to inform individuals of the importance of participating in the 2020 Census and the benefits derived from census data.

Business subcommittee—Creates and coordinates activities that involve businesses in census awareness, such as distribution of census information and census messages on packaging (grocery bags) and the inclusion of the census logo and message on sales promotion materials.

Figure 1.

Suggested CCC Membership



*Partnership Specialist is advisor and Census Bureau liaison to Municipal CCCs



SUMMARY: THE BENEFITS OF COMPLETE COUNT COMMITTEES

CCCs speak the language of and know the pulse of its community, therefore establishing an information highway that even the internet cannot rival—neighbor informing neighbor.

The CCCs will help ensure an accurate 2020 Census count.

The CCCs gain valuable knowledge about the census process at the local level and develop a plan to impart that knowledge to each and every household as only neighbors and fellow stakeholders can do.

The CCCs help maximize participation and response rates by increasing awareness throughout the 2020 Census.

APPENDIX A: 50 WAYS CENSUS DATA ARE USED

- Decision making at all levels of government.
- Drawing federal, state, and local legislative districts.
- Attracting new businesses to state and local areas.
- Distributing over \$675 billion annually in federal funds and even more in state funds.
- Forecasting future transportation needs for all segments of the population.
- Planning for hospitals, nursing homes, clinics, and the location of other health services.
- Forecasting future housing needs for all segments of the population.
- Directing funds for services for people in poverty.
- Designing public safety strategies.
- Development of rural areas.
- Analyzing local trends.
- Estimating the number of people displaced by natural disasters.
- Developing assistance programs for American Indians and Alaska Natives.
- Creating maps to speed emergency services to households in need of assistance.
- Delivering goods and services to local markets.
- Designing facilities for people with disabilities, the elderly, or children.
- Planning future government services.
- Planning investments and evaluating financial risk.
- Publishing economic and statistical reports about the United States and its people.
- Facilitating scientific research.
- Developing “intelligent” maps for government and business.
- Providing proof of age, relationship, or residence certificates provided by the Census Bureau.
- Distributing medical research.
- Reapportioning seats in the House of Representatives.
- Planning and researching for media as background for news stories.
- Drawing school district boundaries.
- Planning budgets for government at all levels.
- Spotting trends in the economic well-being of the nation.
- Planning for public transportation services.
- Planning health and educational services for people with disabilities.
- Establishing fair market rents and enforcing fair lending practices.
- Directing services to children and adults with limited English proficiency.
- Planning urban land use.
- Planning outreach strategies.
- Understanding labor supply.
- Assessing the potential for spread of communicable diseases.
- Making business decisions.
- Understanding consumer needs.
- Planning for faith-based organizations.
- Locating factory sites and distribution centers.
- Distributing catalogs and developing direct mail pieces.
- Setting a standard for creating both public and private sector surveys.
- Evaluating programs in different geographic areas.
- Providing genealogical research.
- Planning for school projects.
- Developing adult education programs.
- Researching historical subject areas.
- Determining areas eligible for housing assistance and rehabilitation loans.

APPENDIX B: UNDERSTANDING THE LANGUAGE OF THE 2020 CENSUS

GLOSSARY The 2020 Census From A to Z

A

Address Canvassing

The Address Canvassing program implements methods to improve and refine the U.S. Census Bureau's address list in advance of the 2020 Census enumeration. The Census Bureau needs the address and physical location of each living quarter in the United States and Puerto Rico to conduct and tabulate the census. An accurate list ensures that residents will be invited to participate in the census and that the census counts residents in the correct location.

American Community Survey (ACS)

A monthly sample household survey conducted by the Census Bureau to obtain information similar to the long-form census questionnaire. The ACS is sent to a small percentage of the U.S. population on a rotating basis. First tested in 1995, it replaced the long form for the 2010 Census. Since 2004, ACS has provided annual data for social and economic characteristics for many geographic areas and population groups.

Area Census Office (ACO)

A temporary office established to oversee census operations in a specific area. These operations include address listing field work, local recruiting, and visiting households to conduct the 2020 Census.

C

Census Bureau

An agency within the U.S. Department of Commerce and the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people, housing, and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys, conducts the

decennial census of the U.S. population and housing, the quinquennial economic census, and the census of governments.

Census Day

The reference date for collection of information for a census. For the decennial census, this has been April 1 of the decade year (year ending with zero) since the 1930 Census. April 1, 2020, is the reference date, Census Day, for the 2020 Census.

Census Information Center (CIC)

The CIC program was established in 1988, when the Census Bureau and the National Urban League entered into a joint agreement to create a pilot project to make census data and information available to minority communities. Over the next 2 years, the Census Bureau added four additional organizations to the pilot program; the National Council of La Raza, the Asian and Pacific Islander American Health Forum, Americans for Indian Opportunity, and the Southwest Voter Research Institute (now the William C. Velasquez Institute).

In 2000, the CIC network became an official Census Bureau program. That year, the Census Bureau expanded the network to a total of 59 organizations.

Census Solutions Workshop

A Census Solutions Workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. The Census Solutions Workshop is specifically geared to generate new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.

Commitment

An agreement or pledge to carry out a particular task or activity that will in some way help the census achieve its goals.

Complete Count Committee (CCC)

A volunteer committee established by tribal, state, and local governments, and/or community organizations to include a cross section of community leaders, including representatives from government agencies; education, business, and religious organizations; community agencies; minority organizations; and the media. The committees are charged with developing and implementing a 2020 Census outreach, promotion, recruiting, and enumeration assistance plan of action designed to target and address the needs of their communities.

Confidentiality

The guarantee made by law (Title 13, U.S. Code) to individuals who provide information to the Census Bureau, ensuring that the Census Bureau will not reveal information to others.

D

Decennial Census

The census of population and housing taken by the Census Bureau in each year ending in zero. Article I, Section 2, of the U.S. Constitution requires that a census be taken every 10 years for the purpose of apportioning the U.S. House of Representatives. The first census of population was taken in 1790.

E

Enumeration

The process of interviewing people and recording the information on census forms.

Enumerator

A Census Bureau employee who collects census information by visiting households during census field operations.

G

Group Quarters (GQ)

The Census Bureau classifies all people not living in housing units as living in group quarters. There are two types of group quarters: institutional group

quarters (for example, correctional facilities for adults, nursing homes, and hospice facilities) and noninstitutional group quarters (for example, college/university student housing, military quarters, and group homes).

H

Hard to Count (HTC)

Groups or populations who have historically been undercounted and/or traditionally have not responded well to the decennial census questionnaire, such as ethnic/minority populations, renters, and low income households.

Hard to Enumerate (HTE)

An area for which the environment or population may present difficulties for enumeration.

Highest Elected Official (HEO)

The elected or appointed person who is the chief executive official of a governmental unit and is most responsible for the governmental activities of the governmental unit such as the governor of a state, chair of a county commission, or mayor of an incorporated place, tribal leader, or chairman.

Household (HH)

A person or group of people who occupy a housing unit as their usual place of residence. The number of households equals the number of occupied housing units in a census.

Housing Unit (HU)

A house, townhouse, mobile home or trailer, apartment, group of rooms, or single room that is occupied as separate living quarters or, if vacant, is intended for occupancy as separate living quarters.

M

Master Address File (MAF)

A Census Bureau computer file of every address and physical location, including their geographic locations, that will be used to conduct the next decennial census, as well as some ongoing surveys. This address file is updated throughout the decade and is supplemented by information provided by tribal, state, and local governments.

N

Nonresponse (NR)

A housing unit for which the Census Bureau does not have a completed questionnaire and from which the Census Bureau did not receive a telephone or Internet response.

Nonresponse Followup (NRFU)

A field operation designed to obtain a completed interview from households where a self-response was not received. Enumerators will make personal visits to these households to obtain completed interviews. The enumerator will collect respondents' answers to interview questions or information about the status of the housing unit (for example, vacant or nonexistent). If all attempts to contact the individuals of a household are unsuccessful, an enumerator will obtain as much information as possible about the household from a neighbor, building manager, or another reliable source.

P

Partner

A partner is a group or individual that commits to participate in some way with census activities.

Partnership

An agreement with tribal, state, and local governments, national organizations, and community groups (faith-based organizations, businesses, media, schools, etc.) that allows their active participation in various census activities.

Partnership Specialist

The Partnership Specialist takes a lead role in outreach and promotional efforts before and during census operations. Their main duties are increasing awareness and outreach in communities and gaining cooperation and participation from those communities.

Privacy Act

The Privacy Act of 1974 requires that each federal agency advise respondents of their rights. Specifically, every respondent must know under what law the information is being collected, how the information will be used, whether he or she must answer the questions, and the consequences of not answering the questions.

R

Regional Census Center (RCC)

One of six temporary Census Bureau offices established to manage census field office and local census office activities and to conduct geographic programs and support operations.

Regional Office (RO)

One of six permanent Census Bureau offices that direct and advise local census offices for the 2020 Census. The Regional Office also conducts some one-time and ongoing Census Bureau surveys, such as the Current Population Survey (CPS), which is used to publish unemployment figures each month, and the American Community Survey (ACS), a nationwide survey designed to obtain information similar to long-form data and to provide communities a fresh, more current look at how they are changing.

Respondent

The person who answers the Census Bureau's questions about his or her living quarters and its occupants. The respondent is usually the member of the household who owns or rents the living quarters.

Response Outreach Area Mapper (ROAM)

A Web mapping application developed to make it easier to identify hard-to-count areas and to provide a socioeconomic and demographic characteristic profile of these areas using American Community Survey estimates available in the Census Bureau Planning Database, available at <www.census.gov/roam>.

S

Self-Response

Self-response is where households complete and return their census questionnaire in a timely manner, directly to the Census Bureau, without requiring a census worker to visit the house to obtain their responses in person. Self-response—by internet, mail, or phone—is significantly less costly than in-person followup.

State Data Center (SDC)

The State Data Center (SDC) program is one of the Census Bureau's longest and most successful partnerships. This partnership between the 50 states, the

District of Columbia, Puerto Rico, the island areas, and the Census Bureau was created in 1978 to make data available locally to the public through a network of state agencies, universities, libraries, and regional, and local governments.

The SDC lead organization is appointed by the Governor of each state/commonwealth, Puerto Rico, the Island Areas (American Samoa, Guam, The Commonwealth of the Northern Mariana Islands, Virgin Islands) or the mayor of the District of Columbia.

Since its creation, the SDC network has provided access and education on Census Bureau data and products as well as other statistical resources to millions of data users.

Statistics in Schools (SIS)

A national program component of the 2020 Census with an emphasis on kindergarten through eighth grade students in schools located in hard-to-count areas. The purpose of Statistics in Schools is to educate all of the nation's K-12 students about the importance of the 2020 Census.

T

Title 13 (U.S. Code)

The collection of laws under which the Census Bureau operates. This law guarantees the confidentiality of census information and establishes penalties for disclosing this information. It also provides the authorization for conducting censuses in Puerto Rico and the Island Areas.

Transitory Locations

Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers, tents, or other types of portable housing.

Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

U

Update Enumerate (UE)

The UE operation is designed to update the address and feature data and enumerate respondents in person. UE is designated to occur in areas where the initial visit requires enumerating while updating the address frame, in particular in remote geographic areas that have unique challenges associated with accessibility.

Update Leave (UL)

This operation is designed to update the address and feature data and leave a choice questionnaire package at every housing unit (HU) identified to allow the household to self-respond. UL is designed to occur in areas where the majority of HU do not either have mail delivered to the physical location of the housing unit, or the mail delivery information for the HU cannot be verified.

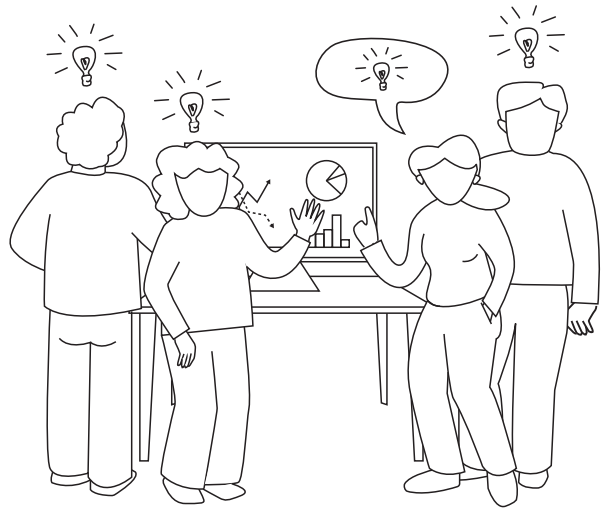
V

Value Added

Refers to any service or activity provided by partners that would ordinarily require payment such as room/space for training, use of staff time, and use of other business resources.

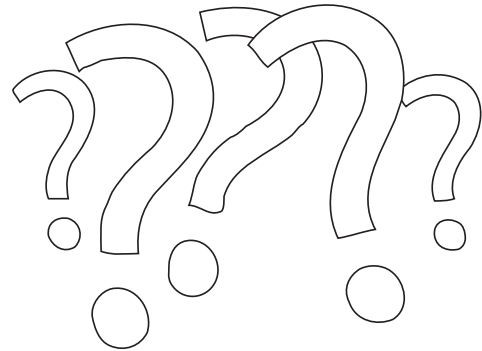
What Is A Census Solutions Workshop?

A solutions workshop is a creative, collaborative, problem-solving event that brings together diverse thinkers. A Census Solutions Workshop generates new ways of communicating the importance of census data, reaching hard-to-count populations, and encouraging participation in Census Bureau surveys and programs.



Why It Matters

A complete count ensures accurate census data that is critical for government programs, policies, and decision-making, but participation in Census Bureau surveys has declined in recent decades. We want to support your efforts to generate innovative and engaging ways to reach your communities.



How Can You Host A Workshop?

Businesses, city officials, community-based organizations, or anyone else can host a workshop. We created a toolkit to give you step-by-step guidance on how to host one.

The toolkit is available at:
www.census.gov/partners.

For more information, please contact us at:
census.partners@census.gov.





CONTACT INFORMATION

For additional information about the Complete Count Committee Program, please contact your regional census center.

If you reside in:	Please contact:
Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina	ATLANTA Atlanta.rcc.partnership@2020census.gov
Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin	CHICAGO Chicago.rcc.partnership@2020census.gov
Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming	DALLAS Dallas.rcc.partnership@2020census.gov
Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington	LOS ANGELES Los.Angeles.rcc.partnership@2020census.gov
Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico	NEW YORK New.York.rcc.partnership@2020census.gov
Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia	PHILADELPHIA Philadelphia.rcc.partnership@2020census.gov

2020 Census Timeline

2018

- Tribal leader, governor, or highest elected local official or community leader determines Complete Count Committees (CCCs) structure.
- CCCs receive 2020 Census training.

2019

- Continue establishing CCCs.
- Open Area Census Offices.
- CCCs develop strategy and work plan.

2020

- CCCs begin community organization mobilization.
- 2020 Census advertising campaign begins in early 2020.
- CCCs support the 2020 Census.
- CCCs encourage self-response.

April 1, 2020 - CENSUS DAY

- CCCs urge households who do not respond to cooperate with census takers.

Contact Information

For additional information about the Complete Count Committees program, please contact your regional census office.

Please contact:

ATLANTA
Atlanta.rcc
.partnership
@2020census.gov

CHICAGO
Chicago.rcc
.partnership
@2020census.gov

DALLAS
Dallas.rcc
.partnership
@2020census.gov

LOS ANGELES
Los.Angeles.rcc
.partnership
@2020census.gov

NEW YORK
New.York.rcc
.partnership
@2020census.gov

PHILADELPHIA
Philadelphia.rcc
.partnership
@2020census.gov

If you reside in:

Alabama, Florida, Georgia, Louisiana, Mississippi, North Carolina, and South Carolina

Arkansas, Illinois, Indiana, Iowa, Michigan, Minnesota, Missouri, and Wisconsin

Arizona, Colorado, Kansas, Montana, Nebraska, New Mexico, North Dakota, South Dakota, Oklahoma, Texas, Utah, and Wyoming

Alaska, California, Hawaii, Idaho, Nevada, Oregon, and Washington

Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, and Puerto Rico

Delaware, District of Columbia, Kentucky, Maryland, Ohio, Pennsylvania, Tennessee, Virginia, and West Virginia

Complete Count Committees



The 2020 Census is almost here!

The 2020 Census provides an opportunity for everyone to be counted. Tribal, state, and local governments; community-based organizations; faith-based groups; schools; businesses; the media; and others play a key role in developing partners to educate and motivate residents to participate in the 2020 Census.

When community members are informed, they are more likely to respond to the census. Through collaborative partnerships, the U.S. Census Bureau and community leaders can reach the shared goal of counting EVERYONE in 2020.

The Complete Count Committees (CCC) program is key to creating awareness in communities all across the country.

- CCCs utilize local knowledge, influence, and resources to educate communities and promote the census through locally based, targeted outreach efforts.
- CCCs provide a vehicle for coordinating and nurturing cooperative efforts between tribal, state, and local governments; communities; and the Census Bureau.
- CCCs help the Census Bureau get a complete count in 2020 through partnerships with local governments and community organizations.

Get Started

WHO?

Tribal, state, and local governments work together with partners to form CCCs to promote and encourage response to the 2020 Census in their communities. Community-based organizations also establish CCCs that reach out to their constituents.

WHAT?

A CCC is comprised of a broad spectrum of government and community leaders from education, business, healthcare, and other community organizations. These trusted voices develop and implement a 2020 Census awareness campaign based upon their knowledge of the local community to encourage a response.

WHEN?

The formation of CCCs is happening NOW! Leaders are identifying budget resources and establishing local work plans. In 2020, they will implement the plans and lead their communities to a successful census count.

WHY?

The primary goal of the 2020 Census is to count everyone once, only once, and in the right place.

Community influencers create localized messaging that resonates with the population in their area. They are trusted voices and are best suited to mobilize community resources in an efficient manner.

HOW?

It's up to all of us! CCCs know the best way to reach the community and raise awareness. Some activities could include:

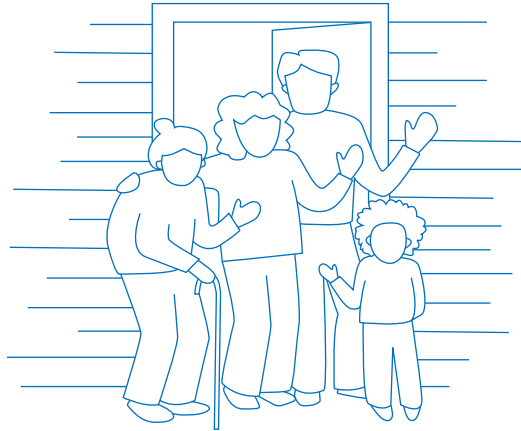
- Holding CCC kickoff meetings with media briefings.
- Participating in Census rallies or parades.
- Coordinating Census unity youth forums.
- Hosting Interfaith breakfasts and weekend events.
- Encouraging the use of Statistics in Schools classroom resources.
- Incorporating census information in newsletters, social media posts, podcasts, mailings, and websites.
- Helping recruit census workers when jobs become available.

CENSUS 101: WHAT YOU NEED TO KNOW

The 2020 Census is closer than you think!
Here's a quick refresher of what it is and why it's essential that everyone is counted.

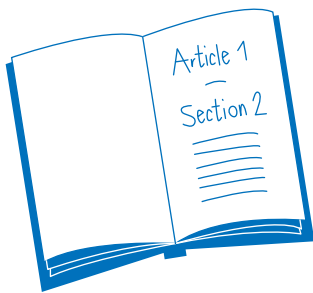
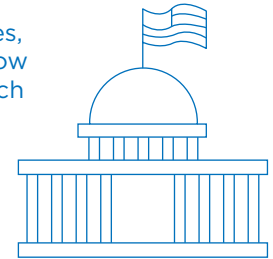
Everyone counts.

The census counts every person living in the U.S. once, only once, and in the right place.



It's about fair representation.

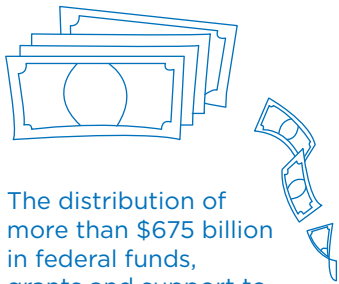
Every 10 years, the results of the census are used to reapportion the House of Representatives, determining how many seats each state gets.



It's in the constitution.

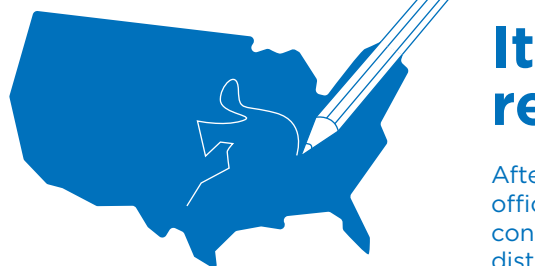
The U.S. Constitution mandates that everyone in the country be counted every 10 years. The first census was in 1790.

It's about \$675 billion.



The distribution of more than \$675 billion in federal funds, grants and support to states, counties and communities are based on census data.

That money is spent on schools, hospitals, roads, public works and other vital programs.

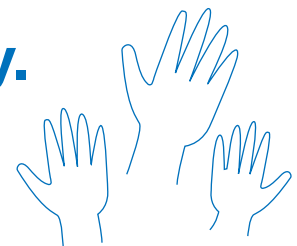


It's about redistricting.

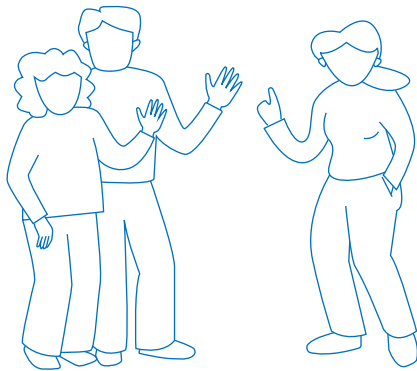
After each decade's census, state officials redraw the boundaries of the congressional and state legislative districts in their states to account for population shifts.

Taking part is your civic duty.

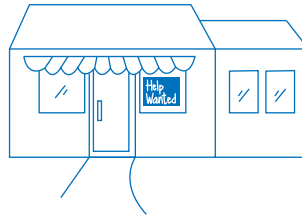
Completing the census is mandatory: it's a way to participate in our democracy and say "I COUNT!"



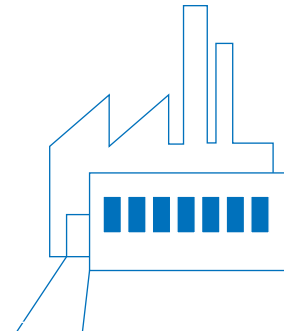
Census data are being used all around you.



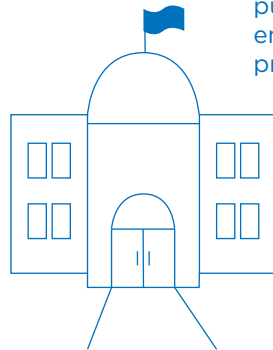
Residents use the census to support community initiatives involving legislation, quality-of-life and consumer advocacy.



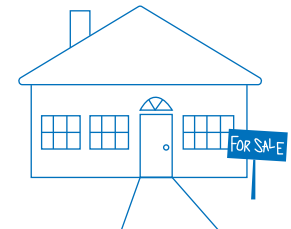
Businesses use census data to decide where to build factories, offices and stores, which create jobs.



Local governments use the census for public safety and emergency preparedness.



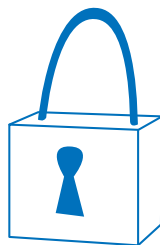
Real estate developers use the census to build new homes and revitalize old neighborhoods.



Your privacy is protected.

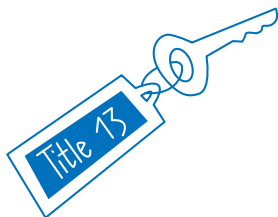
It's against the law for the Census Bureau to publicly release your responses in any way that could identify you or your household.

By law, the Census Bureau cannot share your answers with any other government agency.



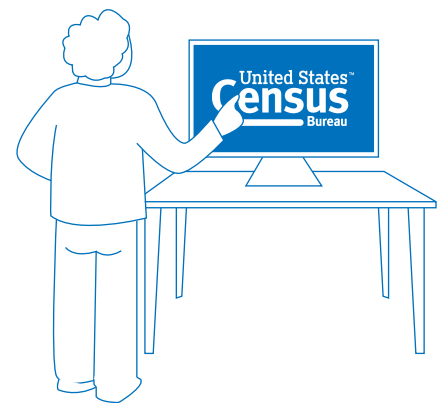
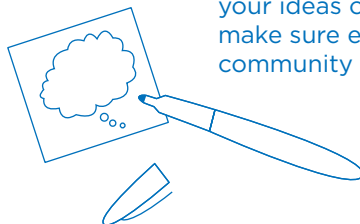
2020 will be easier than ever.

In 2020, you will be able to respond to the census online.



You can help.

You are the expert—we need your ideas on the best way to make sure everyone in your community gets counted.

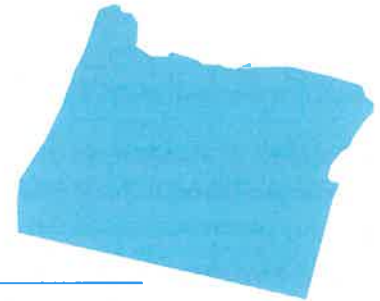


OREGON

In FY2016, Oregon received

\$13,452,034,877

through 55 federal spending programs guided by data derived from the 2010 Census.



The Counting for Dollars 2020 Project aims to understand 1) the extent to which the federal government will rely on data from the 2020 Census to guide the distribution of federal funding to states, localities, and households across the nation and 2) the impact of the accuracy of the 2020 Census on the fair, equitable distribution of these funds.

The project has analyzed spending by state for 55 federal programs (\$883,094,826,042 in FY2016). Three types of programs are analyzed:

- **Domestic financial assistance programs** provide financial assistance – including direct payments to individuals, grants, loans, and loan guarantees – to non-federal entities within the U.S. – such as individuals and families, state and local governments, companies, and nonprofits – in order to fulfill a public purpose.
- **Tax credit programs** allow a special exclusion, exemption, or deduction from gross income or provide a special credit, a preferential rate of tax, or a deferral of tax liability.
- **Procurement programs** award a portion of Federal prime contract dollars to small businesses located in areas selected on the basis of census-derived data.

The four uses of census-derived datasets to geographically allocate funding are:

- **Define eligibility criteria** – that is, identify which organizations or individuals can receive funds.
- **Compute formulas** that geographically allocate funds to eligible recipients.
- **Rank project applications** based on priorities (e.g., smaller towns, poorer neighborhoods).
- **Set interest rates** for federal loan programs.

The two categories of census-derived datasets are:

- **Geographic classifications** – the characterization (e.g., rural), delineation (e.g., Metropolitan Areas), or designation (e.g., Opportunity Zones) of specific geographic areas.
- **Variable datasets**
 - **Annual updates** of population and housing variables collected in the Decennial Census.
 - **Household surveys** collecting new data elements (e.g., income, occupation) by using the Decennial Census to design representative samples and interpret results.



Reports of the Counting for Dollars 2020 Project:

- ▶ **Report #1:** Initial Analysis: 16 Large Census-guided Financial Assistance Programs (August 2017)*
- ▶ **Report #2:** Estimating Fiscal Costs of a Census Undercount to States (March 2018)*
- ▶ **Report #3:** Role of the Decennial Census in Distributing Federal Funds to Rural America (December 2018)*
- ▶ **Report #4:** Census-derived Datasets Used to Distribute Federal Funds (December 2018)
- ▶ **Report #5:** Analysis of 55 Large Census-guided Federal Spending Programs (forthcoming)*
- ▶ **Report #6:** An Inventory of 320 Census-guided Federal Spending Programs (forthcoming)

* **Data available by state**

† **Source for this state sheet**

Counting for Dollars 2020

The Role of the Decennial Census in the Geographic Distribution of Federal Funds

REPORT

COUNTING FOR DOLLARS 2020:

OREGON

Allocation of Funds from 55 Large Federal Spending Programs
Guided by Data Derived from the 2010 Census (Fiscal Year 2016)

Total Program Obligations: **\$13,452,034,877**

Program	Dept.	Obligations	Program	Dept.	Obligations
Financial Assistance Programs		\$13,201,492,721			
Medical Assistance Program (Medicaid)	HHS	\$6,686,260,000	Community Facilities Loans/Grants	USDA	\$2,262,022
Federal Direct Student Loans	ED	\$1,297,898,394	Supporting Effective Instruction State Grants	ED	\$21,691,343
Supplemental Nutrition Assistance Program	USDA	\$1,072,982,185	Crime Victim Assistance	DOJ	\$27,651,313
Medicare Suppl. Medical Insurance (Part B)	HHS	\$489,832,396	CDBG Entitlement Grants	HUD	\$19,614,587
Highway Planning and Construction	DOT	\$506,975,879	Public Housing Capital Fund	HUD	\$8,874,000
Federal Pell Grant Program	ED	\$318,600,000	Block Grants for the Prevention and Treatment of Substance Abuse	HHS	\$20,578,346
Section 8 Housing Choice Vouchers	HUD	\$245,500,000	Water and Waste Disposal Systems for Rural Communities	USDA	\$16,551,707
Temporary Assistance for Needy Families	HHS	\$184,305,610	Social Services Block Grant	HHS	\$19,617,883
Very Low to Moderate Income Housing Loans	USDA	\$376,461,086	Rural Rental Assistance Payments	USDA	\$28,022,225
Title I Grants to LEAs	ED	\$145,951,242	Business and Industry Loans	USDA	\$86,287,000
State Children's Health Insurance Program	HHS	\$211,331,000	Career and Technical Education - Basic Grants to States	ED	\$13,546,508
National School Lunch Program	USDA	\$117,760,000	Homeland Security Grant Program	DHS	\$6,799,000
Special Education Grants	ED	\$131,743,911	WIOA Dislocated Worker Grants	DOL	\$13,807,125
Section 8 Housing Assistance Payments Program	HUD	\$60,702,906	HOME	HUD	\$13,984,612
Federal Transit Formula Grants	DOT	\$113,268,000	State CDBG	HUD	\$12,055,779
Head Start	HHS	\$136,355,820	WIOA Youth Activities	DOL	\$11,441,241
WIC	USDA	\$77,785,000	WIOA Adult Activities	DOL	\$10,554,128
Title IV-E Foster Care	HHS	\$119,121,770	Employment Service/Wagner-Peyser	DOL	\$8,717,268
Health Care Centers	HHS	\$87,805,982	Community Services Block Grant	HHS	\$5,700,794
School Breakfast Program	USDA	\$39,415,000	Special Programs for the Aging, Title III, Part C, Nutrition Services	HHS	\$8,760,086
Rural Electrification Loans and Loan Guarantees	USDA	\$0	Cooperative Extension Service	USDA	\$4,795,544
Public and Indian Housing	HUD	\$18,714,000	Native Amer. Employment & Training	DOL	\$428,043
Low Income Home Energy Assistance	HHS	\$35,704,456			
Child and Adult Care Food Program	USDA	\$35,408,000	Federal Tax Expenditures		\$181,555,615
Vocational Rehabilitation Grants to the States	ED	\$51,293,087	Low Income Housing Tax Credit	Treas	\$107,970,134
Child Care Mandatory and Matching Funds	HHS	\$38,761,000	New Markets Tax Credit	Treas	\$73,585,481
Unemployment Insurance Administration	DOL	\$55,779,000			
Federal Transit - Capital Investment Grants	DOT	\$102,064,145	Federal Procurement Programs		\$68,986,542
Child Care and Development Block Grant	HHS	\$30,673,000	HUBZones Program	SBA	\$68,986,542
Adoption Assistance	HHS	\$51,299,298			

Prepared by Andrew Reamer, the George Washington Institute of Public Policy, the George Washington University. Spending data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight. | January 30, 2019

Note: The sequence of the above programs is consistent with U.S. rank order by program expenditures. (See U.S. sheet in series.)

Counting for Dollars 2020 publications and spreadsheet with above data available at <https://gwipp.gwu.edu/counting-dollars-2020-role-decennial-census-geographic-distribution-federal-funds>

Why We Ask

The 2020 Census is easy. The questions are simple.

The census asks questions that provide a snapshot of the nation. Census results affect your voice in government, how much funding your community receives, and how your community plans for the future.

When you fill out the census, you help:

- Determine how many seats your state gets in Congress.
- Guide how **more than \$675 billion** in federal funding is distributed to states and communities each year.
- Create jobs, provide housing, prepare for emergencies, and build schools, roads and hospitals.

Population Count (Number of People Living or Staying)

We ask this question to collect an accurate count of the number of people at each address on Census Day, April 1, 2020. Each decade, census results determine how many seats your state gets in Congress. State and local officials use census counts to draw boundaries for districts like congressional districts, state legislative districts and school districts.

Any Additional People Living or Staying

Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure that everyone living at an address is counted.

Owner/Renter

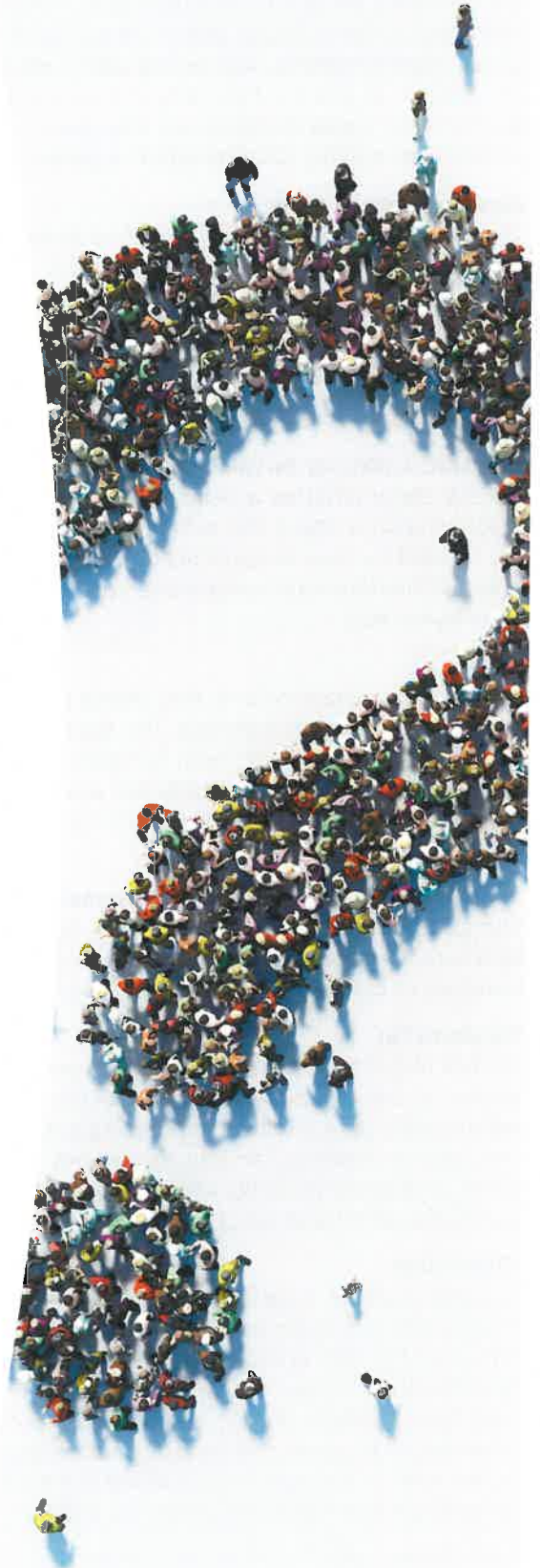
We ask about whether a home is owned or rented to create statistics about homeownership and renters. Homeownership rates serve as an indicator of the nation's economy and help in administering housing programs and informing planning decisions.

Phone Number

We ask for a phone number in case we need to contact you. We will never share your number and will only contact you if needed for official Census Bureau business.

Name

We ask for names to ensure everyone in the house is counted. Listing the name of each person in the household helps respondents include all members, particularly in large households where a respondent may forget who was counted and who was not.



Sex

We ask about the sex of each person to create statistics about males and females. Census data about sex are used in planning and funding government programs, and in evaluating other government programs and policies to ensure they fairly and equitably serve the needs of males and females. These statistics are also used to enforce laws, regulations and policies against discrimination in government programs and in society.

Age and Date of Birth

We ask about age and date of birth to understand the size and characteristics of different age groups and to present other data by age. Local, state, tribal and federal agencies use age data to plan and fund government programs that provide assistance or services for specific age groups, such as children, working-age adults, women of childbearing age, or the older population. These statistics also help enforce laws, regulations and policies against age discrimination in government programs and in society.

Hispanic, Latino or Spanish Origin

We ask about whether a person is of Hispanic, Latino or Spanish origin to create statistics about this ethnic group. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act.

Race

We ask about a person's race to create statistics about race and to present other statistics by race groups. The data collected in this question are needed by federal agencies to monitor compliance with anti-discrimination provisions, such as under the Voting Rights Act and the Civil Rights Act. State governments use the data to determine congressional, state and local voting districts.

Whether a Person Lives or Stays Somewhere Else

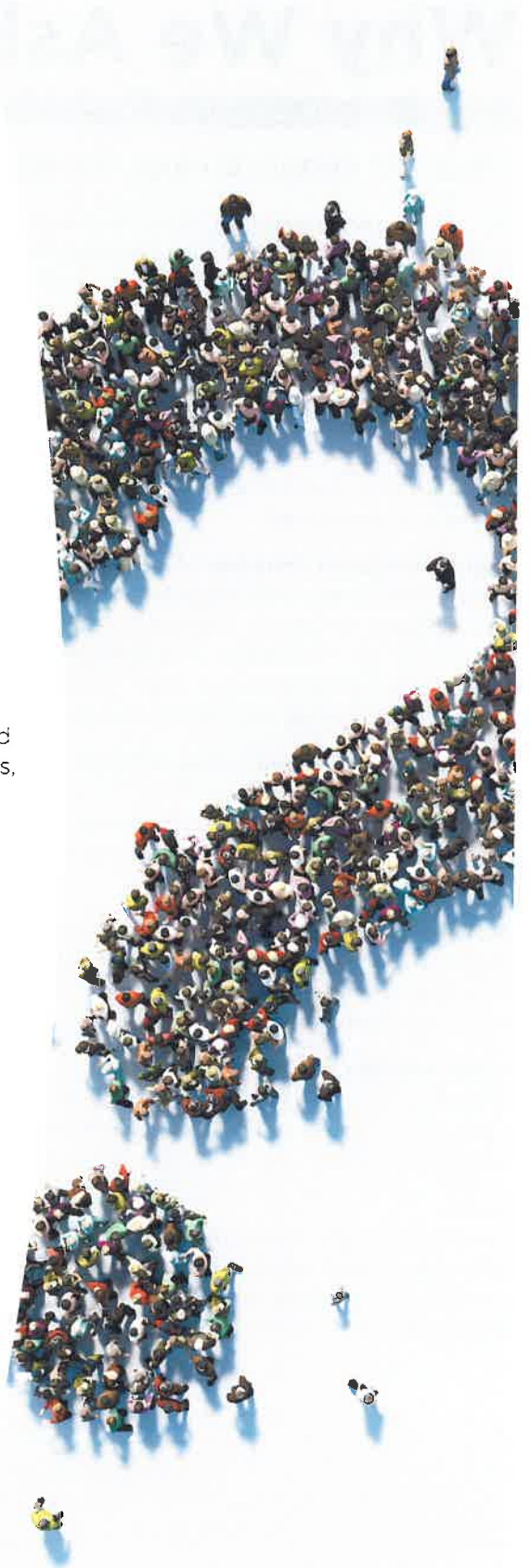
Our goal is to count people once, only once and in the right place according to where they live on Census Day. Keeping this goal in mind, we ask this question to ensure individuals are not included at multiple addresses.

Relationship

We ask about the relationship of each person in a household to one central person to create estimates about families, households and other groups. Relationship data are used in planning and funding government programs that provide funds or services for families, people living or raising children alone, grandparents living with grandchildren, or other households that qualify for additional assistance.

Citizenship

A question about a person's citizenship is used to create statistics about citizen and noncitizen populations. These statistics are essential for enforcing the Voting Rights Act and its protections against voting discrimination. Knowing how many people reside in the community and how many of those people are citizens, in combination with other information, provides the statistical information that helps the government enforce Section 2 of the Voting Rights Act and its protections against discrimination in voting.



Counting Young Children in the 2020 Census

Counting everyone once, only once, and in the right place

An estimated 5 percent of kids under the age of 5 weren't counted in the 2010 Census. That's about 1 million young children, the highest of any age group.

We need your help closing this gap in the 2020 Census. Here's what our research tells us about why young children are missed and what you can do to help make sure they are counted.



Common situations where young children aren't counted

How you can help?



The **child splits time between two homes**.

The child lives or stays with **another family or with another relative such as a grandparent**.

- Emphasize that the census counts **everyone where they live** and sleep most of the time, even if the living arrangement is temporary or the parents of the child do not live there.
- If the child truly spends equal amounts of time between two homes, count them where they stayed on **Census Day, April 1**. Coordinate with the other parent or caregiver, if possible, so the child is not counted at both homes.
- If it's not clear where the child lives or sleeps most of the time, count them where they stayed on Census Day, April 1.



The child lives in a **lower income household**.

- Explain to service providers and families that responding to the census helps determine **\$675 billion in local funding** for programs such as food stamps (also called the Supplemental Nutritional Assistance Program or SNAP), the National School Lunch Program, and the Children's Health Insurance Program (CHIP). When children are missed in the census, these programs miss out on funding that is based on the number of children counted.



The child lives in a household with **young parents or a young, single mom**.

- Explain that filling out the census yourself, on your own schedule, is easier than having to respond when a census worker knocks on your door. Remind these households that the form should **only take about 10 minutes** to fill out and can be done online or over the phone, in addition to mailing it back.
- Encourage moms with young children to ask other household members to count them and their children on the form if others live in the household.



The child is a **newborn**.

- Emphasize that parents should **include babies** on census forms, even if they are still in the hospital on April 1.
- **Encourage facilities** providing services to newborns to remind parents about the importance of counting their children on the census form.
- Highlight the fact that the census form only takes about 10 minutes to complete, and parents can **fill it out online or over the phone in addition to paper** at a time that works best for them.

Common situations where young children aren't counted

How you can help?



The child lives in a household that is **large, multigenerational, or includes extended or multiple families.**

- Remind the person filling out the form to count all children, including nonrelatives and children with no other place to live, even if they are only living at the address temporarily on April 1.
- Spread the word that the census **counts all people living or staying** at an address, not just the person or family who owns or rents the property.



The child lives in a household that **rents or recently moved.**

- Encourage renters and recent movers to complete their census forms **online or over the phone**, right away. That way they don't need to worry about paper forms getting lost in the move.
- **Focus efforts** on multiunit buildings that are likely to have renters.



The child lives in a household where they're **not supposed to be**, for one reason or another.

- Please explain to those that have children living in places where they aren't allowed (for example, grandparents in a seniors-only residence that have a grandchild living with them, a family with more people, including children, than the lease allows) that they should include the children because the **Census Bureau does not share information** so it can't be used against them.
- Emphasize the Census Bureau's legal commitment to keep census **responses confidential.**
- Explain that the Census Bureau **will never share information** with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.



The child lives in a **non-English or limited-English speaking** household.

- **Conduct outreach** and create resources in non-English languages that highlight the importance of counting young children.
- **Encourage non-English speakers to self-respond** to the census and let them know that for the 2020 Census, the online form and telephone line will be available in 13 languages, including English. Language guides will be available in 59 languages other than English.



The child lives in a household of **recent immigrants or foreign-born adults.**

- Work with community members to conduct outreach in neighborhoods with recent immigrants. **Focus efforts** on the **community's gathering places** like local grocery stores, places of worship, and small restaurants.
- Emphasize the **Census Bureau's legal commitment** to keep census responses confidential. Explain that the Census Bureau will never share information with immigration enforcement agencies like Immigration and Customs Enforcement (ICE), law enforcement agencies like the police or Federal Bureau of Investigation (FBI), or allow this information to be used to determine eligibility for government benefits.

El Censo del 2020 y la Confidencialidad

Sus respuestas al Censo del 2020 están seguras, a salvo y protegidas por la ley federal. Sus respuestas se pueden usar solamente para producir estadísticas—no se pueden usar en su contra de ninguna manera. Por ley, todas las respuestas a las encuestas sobre hogares y empresas que realiza la Oficina del Censo de los EE. UU. se mantienen completamente confidenciales.

Responda al Censo del 2020 para dar forma al futuro.

Responder al censo ayuda a las comunidades a obtener los fondos que necesitan y ayuda a las empresas a tomar decisiones basadas en datos que hacen crecer a la economía. Los datos del censo influyen en nuestra vida diaria, aportando información para tomar decisiones importantes sobre el financiamiento de servicios e infraestructura en su comunidad, incluyendo atención médica, centros para personas de la tercera edad, empleos, representación política, carreteras, escuelas y negocios. Más de \$675 mil millones de fondos federales se distribuyen a los estados y a las comunidades locales basándose en los datos del censo.



Sus respuestas al censo están seguras y a salvo.

La Oficina del Censo está obligada por ley a proteger toda la información personal que se recopile y a mantenerla en estricta confidencialidad. La Oficina del Censo puede usar sus respuestas solo para producir estadísticas. De hecho, cada uno de los empleados de la Oficina del Censo presta un juramento para proteger su información personal de por vida. Sus respuestas no se pueden usar para fines del cumplimiento de la ley o para determinar su elegibilidad personal para beneficios del gobierno.

Por ley, sus respuestas no pueden ser usadas en su contra.

Por ley, sus respuestas al censo no pueden ser usadas en su contra de ninguna manera por ninguna agencia del gobierno ni tribunal—ni por el Buró Federal de Investigaciones (FBI), ni por la Agencia Central



La ley es clara: no se puede compartir ninguna información personal.

En conformidad con el Título 13 del Código de los EE. UU., la Oficina del Censo no puede divulgar ninguna información identificable sobre individuos, hogares o empresas, ni siquiera a agencias encargadas de hacer cumplir la ley.

La ley estipula que la información que se recopile se puede usar solo para propósitos estadísticos y para ningún otro fin.

Con el fin de apoyar los estudios históricos, el Título 44 del Código de los EE. UU. permite a la Administración Nacional de Archivos y Registros publicar los registros del censo solo después de 72 años.

Todo el personal de la Oficina del Censo presta un juramento de por vida para proteger su información personal, y cualquier violación es sancionada con una multa de hasta \$250,000 y/o hasta cinco años de prisión.

de Inteligencia (CIA), ni por el Departamento de Seguridad Nacional (DHS), ni por el Servicio de Inmigración y Control de Aduanas de los EE. UU. (ICE). La ley exige a la Oficina del Censo mantener confidencial su información y usar sus respuestas solo para producir estadísticas.

No hay excepciones.

La ley exige a la Oficina del Censo mantener confidencial la información de todas las personas. Por ley, sus respuestas no pueden ser usadas en su contra de ninguna manera por ninguna agencia del gobierno o tribunal. La Oficina del Censo no compartirá las respuestas de ninguna persona con las agencias de inmigración o las agencias encargadas de hacer cumplir la ley, ni permitirá que esa información se use para determinar la elegibilidad para beneficios del gobierno. El Título 13 deja muy claro que la información que recopilamos se puede usar solo para propósitos estadísticos—no podemos permitir que se use para nada más, incluyendo el cumplimiento de la ley.

La opción es suya: usted puede responder de manera segura por internet, por teléfono o por correo.

Usted tendrá la opción de responder por internet, por correo o por teléfono. Un censista visitará los hogares que no respondan de una de estas maneras para recopilar la información en persona. La ley protege su información personal, sin importar cómo responda.

Sus respuestas por internet están a salvo de la piratería informática (*hacking*) y otras amenazas cibernéticas.

La Oficina del Censo toma rigurosas precauciones para mantener seguras las respuestas por internet. Todos los datos que se envían por internet son cifrados para proteger la privacidad personal, y nuestro programa de seguridad cibernética cumple con los estándares más exigentes y recientes para proteger la información personal. Una vez que se reciben los datos, ya no permanecen en línea. Desde el momento en que la Oficina del Censo recopila las respuestas, nuestro objetivo y obligación legal es mantenerlas seguras.

Estamos comprometidos a mantener la confidencialidad.

En la Oficina del Censo de los EE. UU., estamos absolutamente comprometidos a mantener confidenciales sus respuestas. Este compromiso significa que es seguro responder al censo sabiendo que sus respuestas solo se usarán para pintar un retrato estadístico de nuestra nación y sus comunidades.

Averigüe más sobre el programa de protección de datos y privacidad de la Oficina del Censo en www.census.gov/privacy.



Las leyes que protegen la información personal del censo han resistido los desafíos.

En 1982, la Corte Suprema de los EE. UU. confirmó que aun las direcciones son confidenciales y no se pueden divulgar mediante procesos de descubrimiento legal o la Ley de Libertad de Información (FOIA). En el 2010, el Departamento de Justicia de los EE. UU. determinó que la Ley Patriota no tiene precedencia sobre la ley que protege la confidencialidad de las respuestas individuales del censo. Ningún tribunal de justicia puede emitir una citación judicial que ordene la presentación de las respuestas del censo.

**Supervisory
&
Non-supervisory
positions available in
Lane County, OR**

\$17.50 - \$19.50 per hour



JOIN THE 2020 CENSUS TEAM

APPLY ONLINE!
2020census.gov/jobs

2020 Census jobs provide:

- ✓ Great pay
- ✓ Flexible hours
- ✓ Weekly pay
- ✓ Paid training

For more information or help applying, please call
1-855-JOB-2020 (1-855-562-2020)

Federal Relay Service:
1-800-877-8339 TTY/ASCII
www.gsa.gov/fedrelay

United States
**Census
2020**



The U.S. Census Bureau is an Equal Opportunity Employer



U.S. Department of Commerce
U.S. Census Bureau

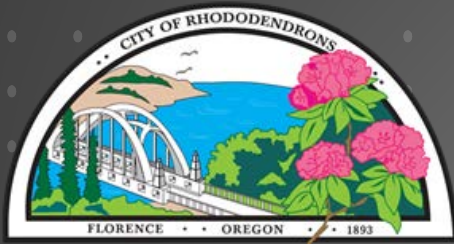
James S. Graham

Partnership Specialist
Los Angeles Regional Census Center

Cell: 971-388-9825
james.s.graham@2020census.gov
www.census.gov

PARKS UPDATE

CITY OF FLORENCE PUBLIC WORKS –
PARKS DIVISION



City of Florence
A City in Motion



MILLER PARK OPRD LGGP GRANT

Grant Funds	\$216,000
Matching Funds	\$144,000
Project Total	\$360,000

Matching Funds Includes:
\$5,000 Lane Economic Development “Boost”
Grant; Volunteer Labor; Donated Material, City
Equipment & Labor



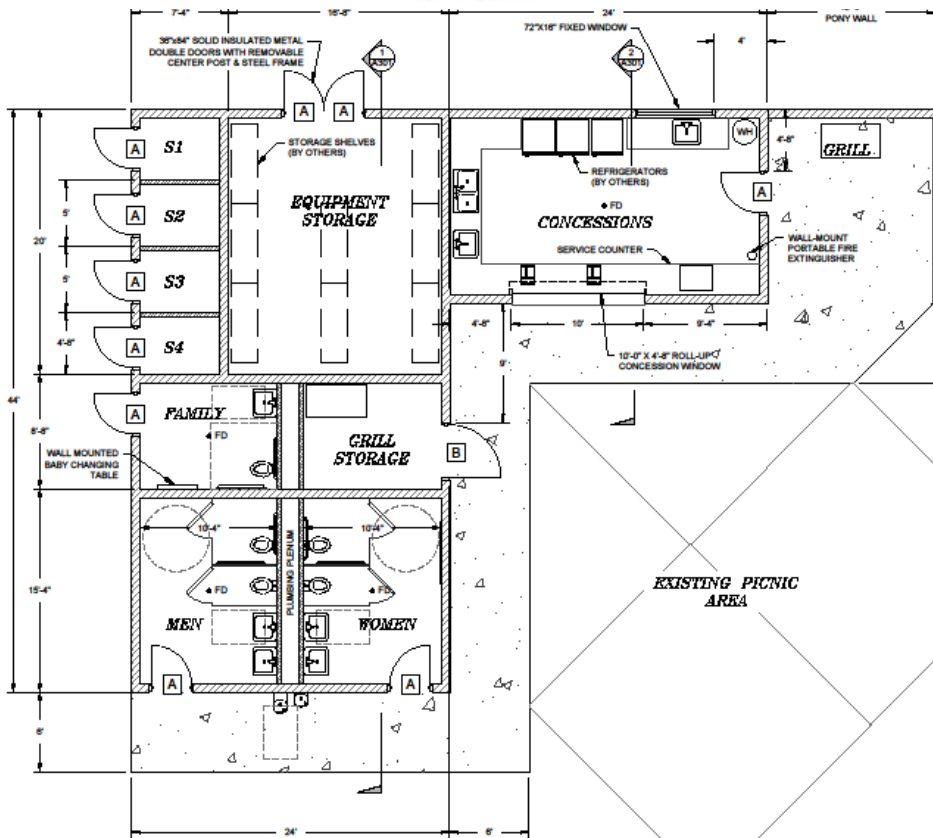
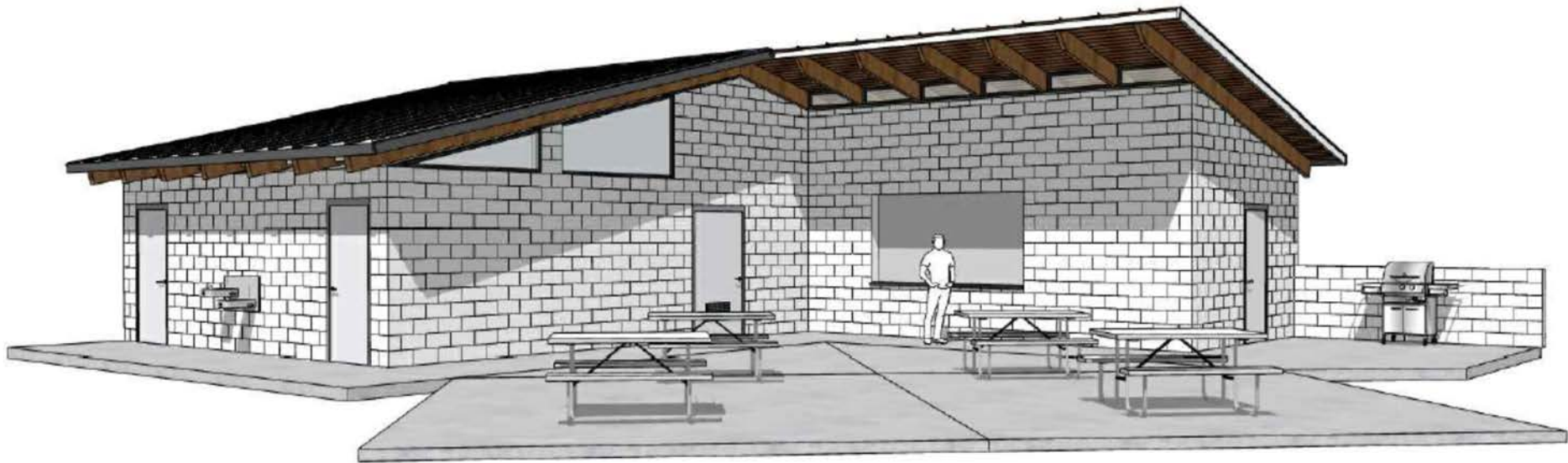
MILLER PARK

OPRD LGGP Grant

Project funding to pay for:

- Demolition of existing structure
- Construction of new restrooms
- Sidewalk extensions
- Softball fields
- Soccer field
- Security camera installation





MILLER PARK OPRD LGGP Grant

- Men, women & family restrooms
- Equipment storage
- Complete concession area with room for outdoor grill & grill storage
- Picnic area with picnic tables and water fountain close by

Miller Park Project Timeline

**October
2018**

- Bid opening
- Low bid more than entire grant - \$480,000
- Bid rejected

**April
2019**

- City takes on role as general contractor
- Construction begins

**August
2019**

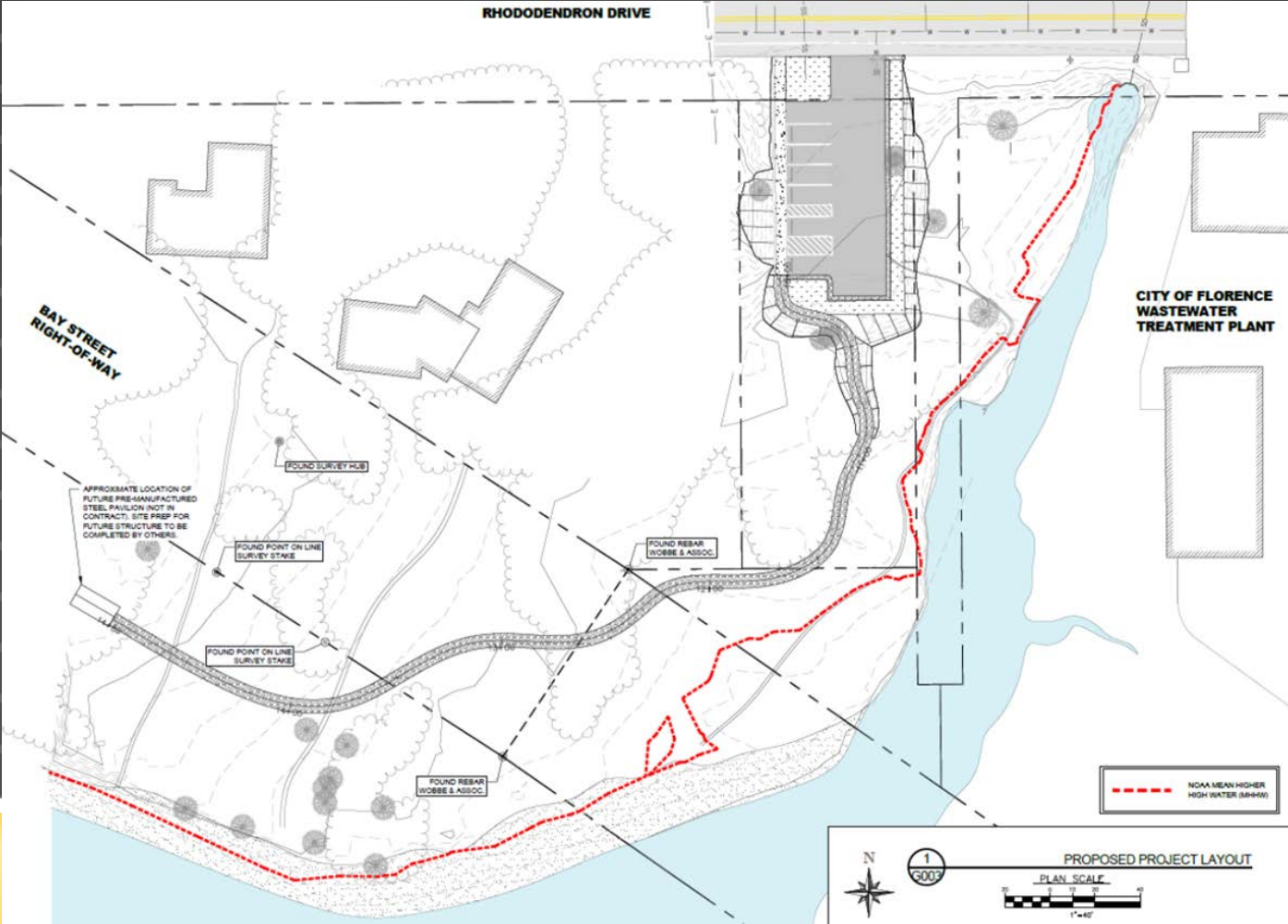
- Restroom/storage/concession building completed.....
-In time for National Night Out

**Fall
2019**

- Soccer season ends
- Rehab of soccer and softball fields begin



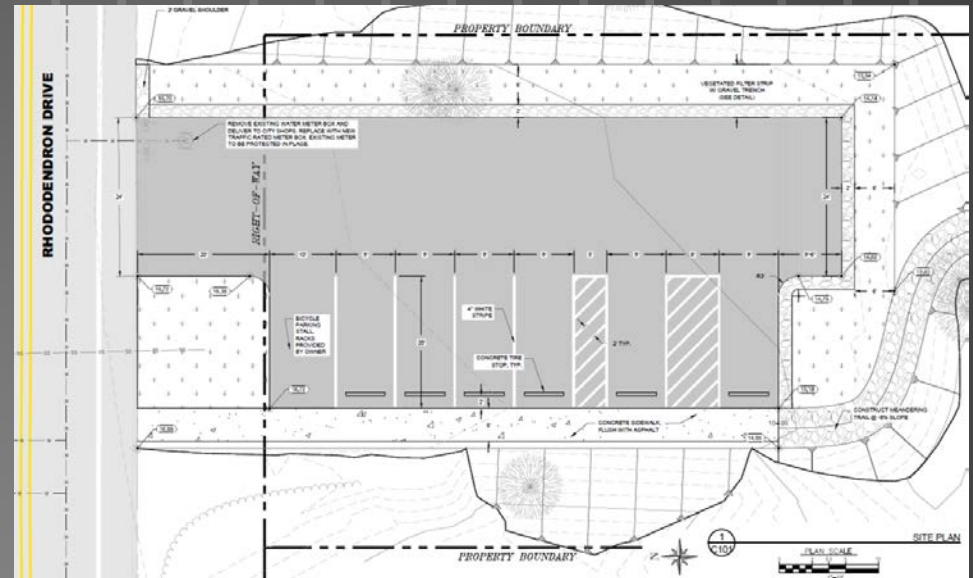
SIUSLAW RIVER BEACH ACCESS PARK



SIUSLAW RIVER BEACH ACCESS PARK

Siuslaw River Beach Access Park is the newest park for the region and will provide ADA accessible opportunities for:

- Parking for 6 vehicles including 2 ADA and 11 bicycles
- Hiking
- Picnicking
- Kayaking
- Nature walks
- Wildlife viewing
- Accessibility by boat



SIUSLAW RIVER BEACH ACCESS PARK



LWCF GRANT & LGGP

LWCF Grant \$43,762

LGGP Grant \$43,745

Total project costs \$87,525

Matching funds are provided by the LGGP grant. This allows the City to “match” the project with little to no actual hard funds.

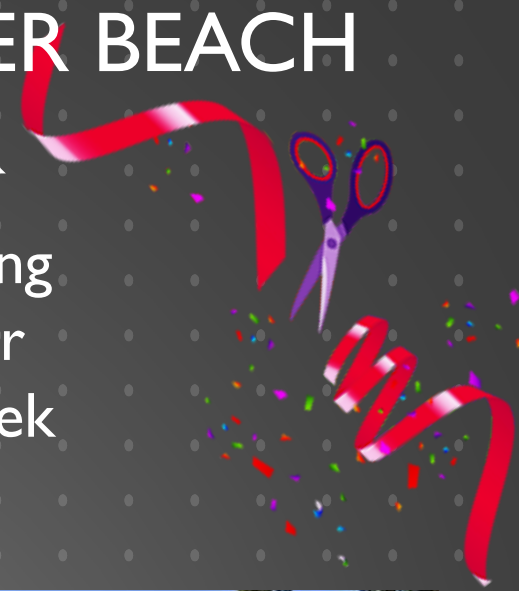


SIUSLAW RIVER BEACH ACCESS SHELTER ASSEMBLY



SIUSLAW RIVER BEACH ACCESS PARK

Ribbon cutting
scheduled for
the third week
of May, 2019



GALLAGHERS PARK



CONVERSION OF OLD PUBLIC WORKS TO GALLAGHERS PARK:

- Demolition of old facility
- Public outreach – community input for amenities
- Master plan creation for development of park over the next 2-5 years
- Amenities design
- Develop cost estimates
- Seek grant funding of new park facilities





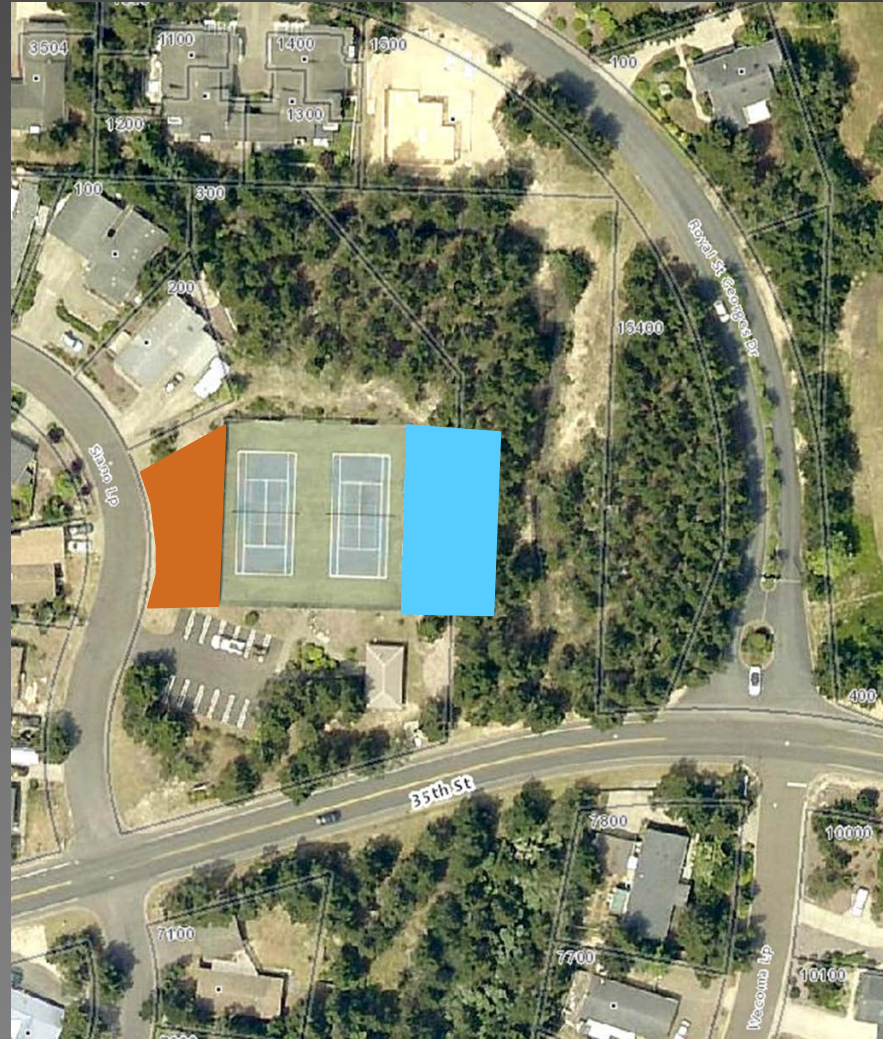
GALLAGHERS PARK

- Parking
- Expansion of Rhododendron Garden
- Community Garden
- Covered Tennis/Pickleball/Basketball
- Playground equipment
- STEP Education area



ROLLING DUNES PARK

- Tennis Courts (2)
- Pickleball (4)
- Paved Parking
- Picnic Shelter
- Restrooms



ROLLING DUNES PARK

Pickleball

- Expansion of program opportunities
- Eager & active Pickleball group
- City to pursue grant opportunities to fund the expansion of pickleball



ROLLING DUNES PARK

COMMUNITY GARDENS

- Relocation of Community Gardens from old Senior Center location
- Raised beds still available to community members



SIUSLAW ESTUARY TRAIL



SIUSLAW ESTUARY TRAIL

Siuslaw Estuary Trail is a non-motorized multi-use path that will provide ADA accessible opportunities for:

- Commuting to work or shopping
- Hiking
- Biking
- Jogging
- Kayaking
- Nature walks
- Wildlife viewing



SIUSLAW ESTUARY TRAIL

STIP Funding	\$489,549
10.27% match	\$56,031
Additional match	\$1.095 million
Project Total	\$1.641 million



10.27% Matching funds will be from the City
Additional match from FURA and Grants



SIUSLAW ESTUARY TRAIL



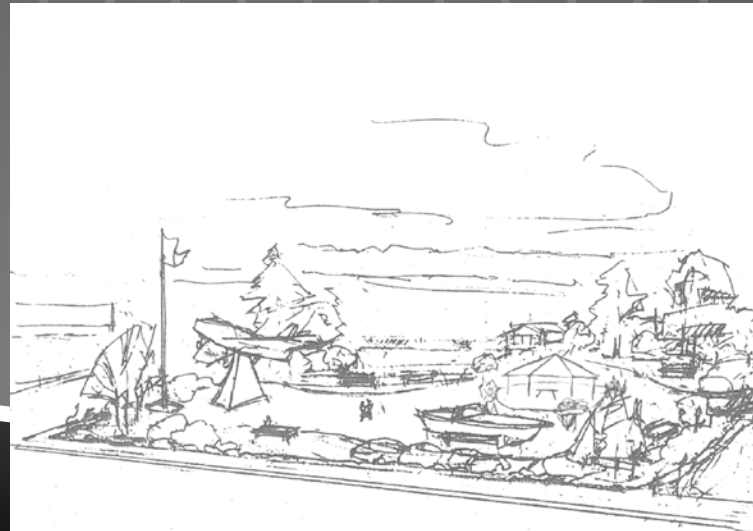
View looking back toward the Port dredge disposal site from the estuary

VETERAN'S MEMORIAL GATEWAY



VETERAN'S MEMORIAL GATEWAY

- Continue planning/fundraising
- Detailed park design
- Locate artifacts
- Establish cost estimates
- Continue to enlist local support
- Expanded public exposure
- Grassroots effort in raising funds to design and construct the gateway

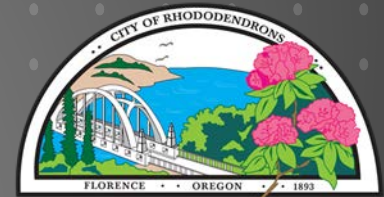


QUESTIONS AND COMMENTS



Mike Miller
Public Works Director

541-997-4106
mike.miller@ci.florence.or.us



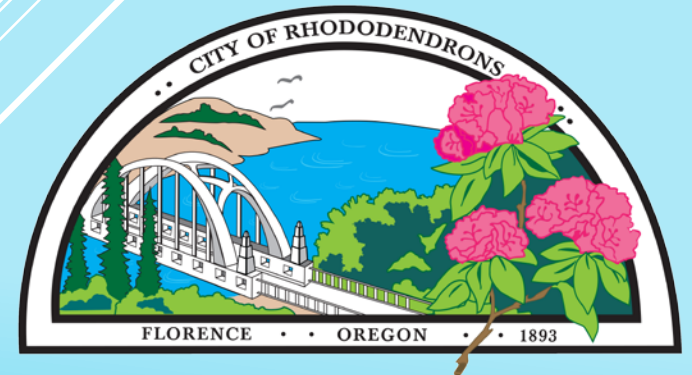
City of Florence
A City in Motion

CITY OF FLORENCE

JULY 1, 2019 – JUNE 30, 2021

WORK PLAN

April 18, 2019 Community and Economic
Development Committee Meeting



City of Florence
A City in Motion

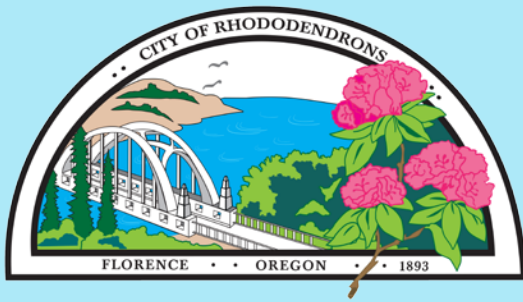
▶ **Purpose & Role of Work Plan**

- ▶ Establish Goals, Objectives & Priorities for the Time Period
- ▶ Provide authorization to utilize staff / committee time & city resources toward completion of included projects
- ▶ Provides an outline for City Budget process & priorities

▶ **Goal for Work Plan**

- ▶ Find a balance between ambitious & realistic
- ▶ Meet objectives of Council in work toward accomplishing goals

PURPOSE & ROLE OF WORK PLAN



City of Florence
A City in Motion

- ▶ The Mission of the City of Florence is to meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment and position Florence to have an economically viable and sustainable future.”

City of Florence

Oregon's Premier Coastal Community

- 1 City Service Delivery**
Sustain and improve the delivery of cost effective and efficient services, including public safety, to the citizens of Florence and our visitors. 
- 2 Livability & Quality of Life**
Sustain and improve the City's livability and quality of life for Florence residents and visitors. 
- 3 Economic Development**
Create a strategy and actions aimed towards sustaining and expanding the Florence economy. 
- 4 Communication & Trust**
Sustain and improve the City's communication program and strengthen citizen trust. 
- 5 Financial & Organizational Sustainability**
Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs. 

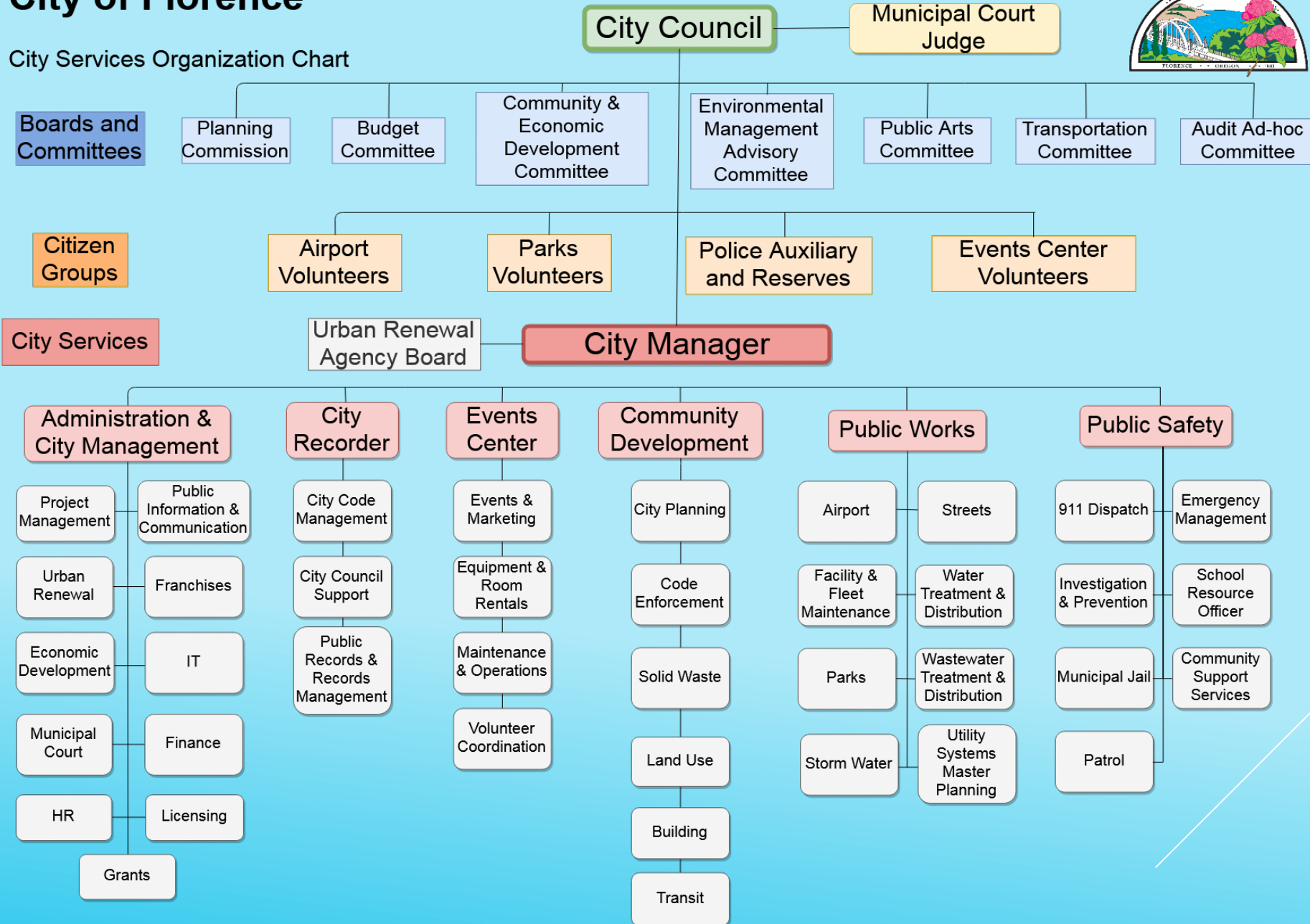
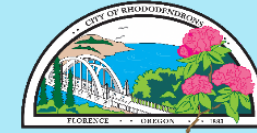
Current City Council Priorities

	Priorities	Goal(s) Addressed
1	Housing Efforts & Initiatives <i>(Development, Regulations, Workforce / Affordable Projects & Support, Homelessness & Incentives)</i>	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development • Goal 5: Financial & Org. Sustain
2	Family Wage Jobs & Workforce Development <i>(Retention, Expansion, Marketing, Infrastructure & Incentives)</i>	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
3	ReVision Florence Community Outreach <i>(Hwy 101 / 126 Streetscape & Paving)</i>	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
4	Development of Quince Street Property <i>(Hotel/Mixed-Use/Housing, Trail, Infrastructure & Incentives)</i>	<ul style="list-style-type: none"> • Goal 3: Economic Development • Goal 5: Financial & Org. Sustain.
5	Parks & Park Improvements <i>(Gallagher, River & Miller Parks and Estuary Trail)</i>	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
6	Infrastructure & Capital Improvements <i>(Water, Sewer, Stormwater & Streets)</i>	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 2: Livability & Quality of Life

Other Work Plan Items (<i>not prioritized</i>)	Goal(s) Addressed
Public Safety	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 2: Livability & Quality of Life
Community Beautification & Aesthetics	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
Sustainability & Conservation	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
Misc. Code & Process Amendments	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 4: Communication & Trust
Committee, Commission & Board Management	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 4: Communication & Trust
Internal City Processes & Procedures	<ul style="list-style-type: none"> • Goal 1: City Service Delivery
Financial Processes & Transparency	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 4: Communication & Trust • Goal 5: Financial / Org. Sustainability
Florence Events Center	<ul style="list-style-type: none"> • Goal 2: Livability & Quality of Life • Goal 3: Economic Development
Community Outreach	<ul style="list-style-type: none"> • Goal 1: City Service Delivery • Goal 4: Communication & Trust

City of Florence

City Services Organization Chart



CEDC Focus Areas



- ▶ Economic Development
- ▶ Housing
- ▶ Parks & Recreation
- ▶ Community Development



Housing

▶ Development Regulations

- ▶ Housing Code Amendments
- ▶ Comp. Plan & Zoning Map Amendments
- ▶ Short Term Rental Policies

▶ Housing Development

- ▶ Supporting efforts (NEDCO, Non-Profit, etc.)

▶ City's Gov. Role in Housing Development

- ▶ Rental Market Study / Evaluating Land Available
- ▶ Funding Options (Grants, partnerships etc.)
- ▶ Working with Major Employers
- ▶ Transitional Housing

▶ Financial Incentives

- ▶ System Development Charge Structure
- ▶ Property Tax Exemptions



Economic Development

▶ Business Retention & Expansion (BR&E)

- ▶ Program Development: Outreach & Surveys
- ▶ “Community Welcoming”

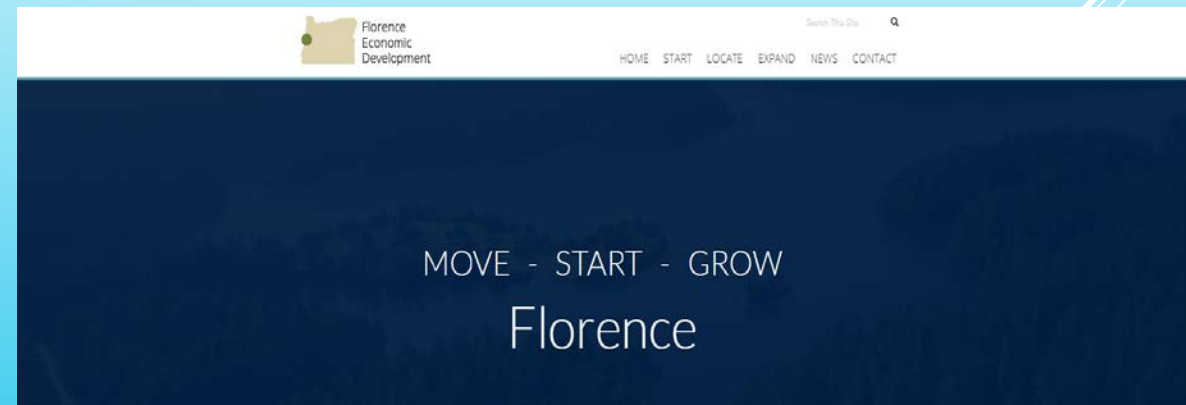
▶ Marketing & Recruitment

- ▶ Pacific View Business Park
- ▶ www.florencebusiness.org
- ▶ Partnerships with Business OR / Lane County / SCDC

▶ Support Tourism Efforts

▶ Old Town / Mainstreet Development

- ▶ Partner with FURA for marketing / development of Catalyst sites
- ▶ Façade improvements and predevelopment grants



Economic Development

▶ Entrepreneurship & Innovation

- ▶ Agency support – RAIN, SBDC, Chamber, etc.
- ▶ Incubator / Makers Space

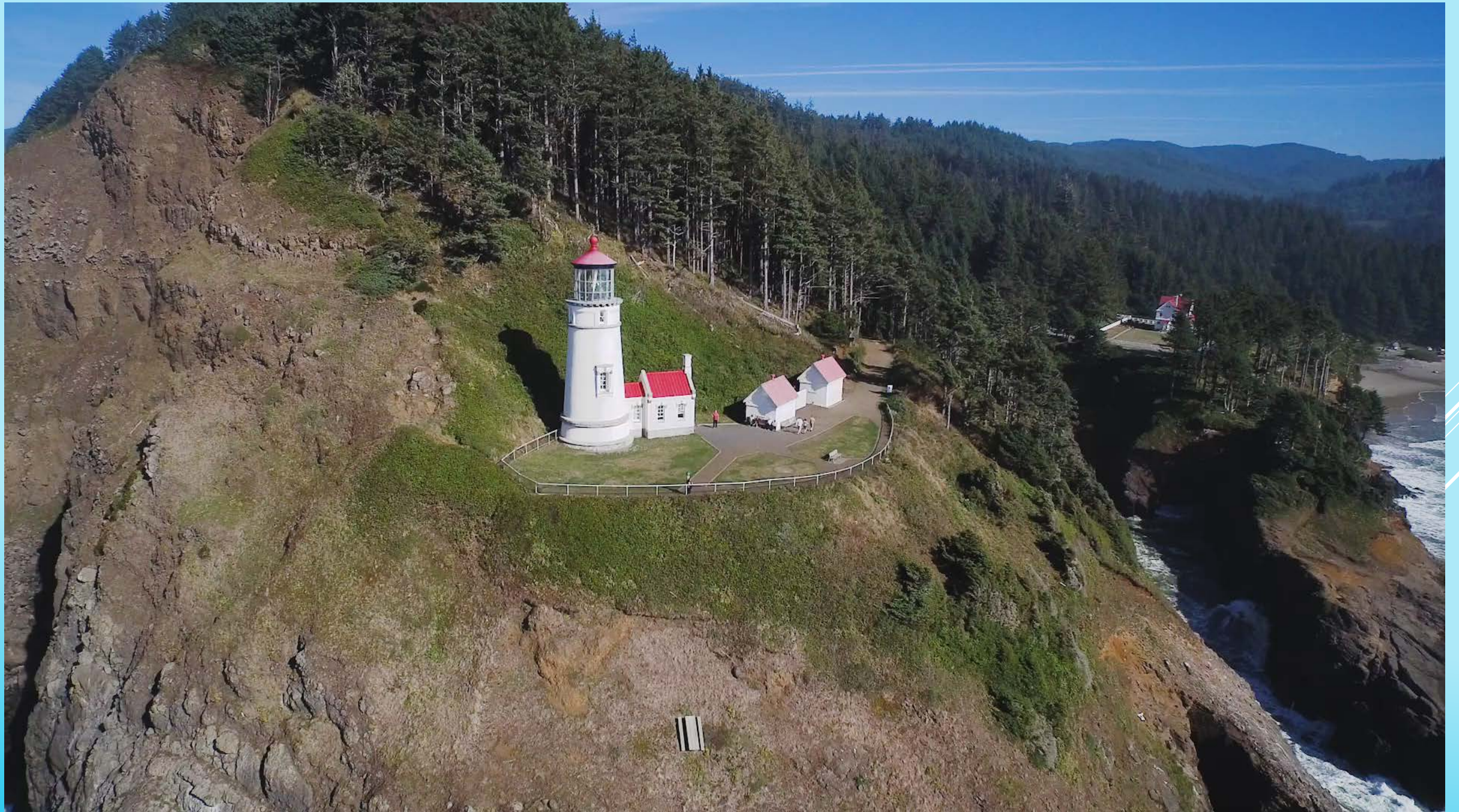
▶ Education / Workforce

- ▶ Agency Support – Schools, Lane ESD, LWP

▶ Outreach & Program Structure

- ▶ Communication with Council & Community
- ▶ Partnerships & Staffing





Development Of Quince Street Property

▶ Concept Plan

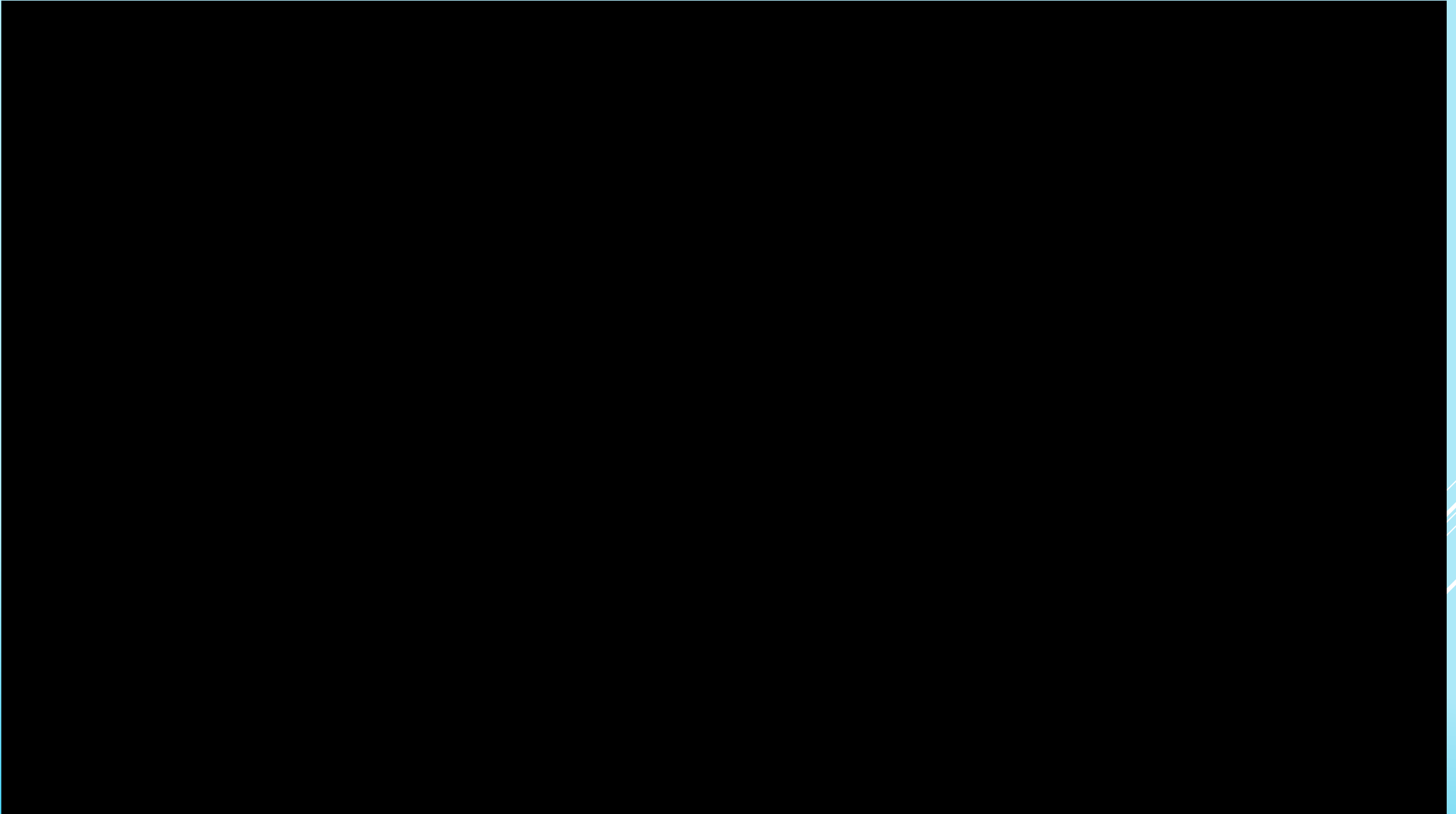
- ▶ Develop Feasibility & Concept Plan
 - ▶ Mixed Use to include Hotel, Commercial / Retail & Housing
- ▶ Other Preliminary Site Investigation Work (Lot Line Adjustment, Geotechnical, Floodplain, regrading, tree management, subdivision etc.)

▶ Marketing & Development

- ▶ Marketing Materials
- ▶ Solicit proposal for development

▶ Florence Events Center Development: Additional Parking and Amenities





Parks & Recreation



- ▶ **South Rhododendron Beach / River Park**

- ▶ **Old Public Works to Gallagher Park**

- ▶ Community Input / Outreach
- ▶ Design, Cost Estimates & Grants
- ▶ Bid Process & Construction

- ▶ **Community Group Proposals & Grants**

- ▶ Airport Memorial Gateway
- ▶ Soccer Fields at Schools
- ▶ Other Partners (SBA, SYS, etc.)

- ▶ **Other Park Improvements** *(Pending Funding)*

- ▶ *Trails marketing & maintenance*

- ▶ *Old Town Park Amenities*

- ▶ *Pickleball & Community Gardens*

- ▶ **Park Master Plan**

- ▶ Outreach & Developments
- ▶ Costs Analysis & financing



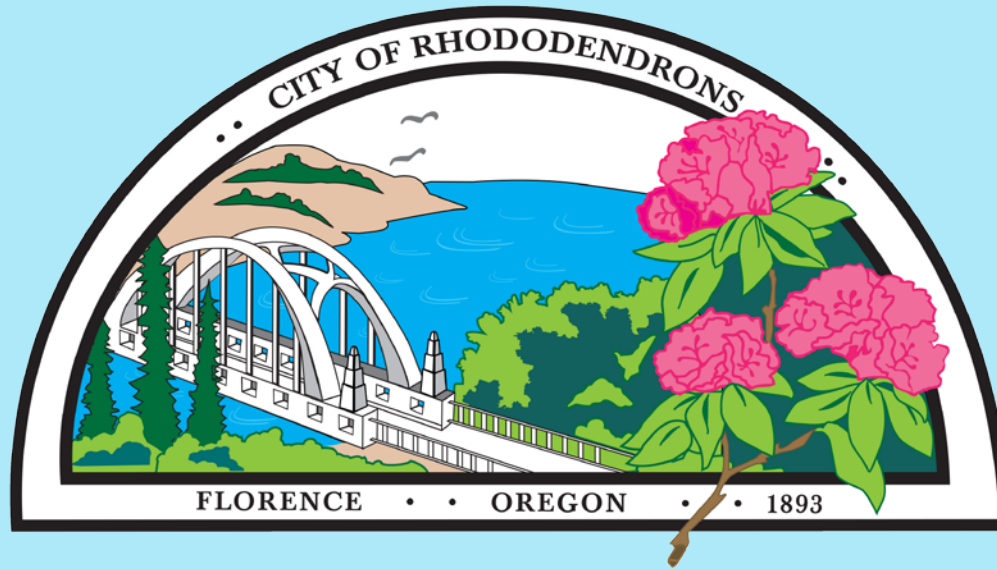
Community Development

- ▶ **Development Incentives**
 - ▶ System Development Charges
- ▶ **Support Organized Growth**
- ▶ **Encourage Infill Development**
- ▶ **Participate in Coast Guard City Activities**
- ▶ **Community Building Events**
- ▶ **Support Neighborhood Clean Up**
 - ▶ Adopt street/ park
 - ▶ Clean-up days
- ▶ **Other Items covered by Transportation and Public Art Ex-Officios**



Adopt-A-
STREET





City of Florence
A City in Motion

SPRING 2019
CLASSES &
WORKSHOPS

Lane
SBDC

Have An Idea?
Seeking Business Advice?

**FLASH
ADVISING EVENT**

APRIL 4 • MAY 2 • JUNE 6

Spend 15 minutes with us to discuss
your ideas and get direction.

No Cost...No Appointment Necessary!
6-7 pm at the Downtown Campus, Room 105

Get the support you need at the
Lane Small Business Development Center

ACCOUNTING AND FINANCIAL



Building a Retirement Plan with Your Business

If your business is making money, the federal government will, in effect, subsidize your retirement contributions allowing you to save on taxes and accumulate retirement assets tax-free. A brief overview of your retirement planning options, funded from your business for both yourself as an owner/employee and for any employees that you may wish to cover. Also, discusses use of retirement plans for employee retention.

W, 6-8pm, May 8, Downtown Campus, Rm 312, Bullock, \$45, CRN 47936



Funding Your Business

Understand the difference between an asset and revenue. Review the different bookkeeping forms and why they are used. Find out why you should not just hire someone who knows this stuff.

Tu, 5-7pm, May 21, Downtown Campus, Rm 316, Penegor, \$45, CRN 47915



Fundamentals of Business Bookkeeping

Lack of adequate funding is the number one reason small businesses fail. Understanding your loan options and minimizing your cost of capital is critical to business survival. Which option is best for you, depends on the nature of your business and your unique financial situation.

W, 6-8pm, Apr 17, Downtown Campus, Rm 312, Bullock, \$45, CRN 47932



Monitoring the Health of Your Business

A lack of understanding about the financial side of business is one of the biggest reasons why small businesses fail. Examine the ways to monitor business health and make decisions based on sound financial data. You will understand the accounting cycle, make a cash flow statement, learn about turnover and variable vs. fixed costs, and review the importance of ratios and forecasting.

W, 6-8pm, May 29-Jun 12, Downtown Campus, Rm 316, Bullock, \$99, CRN 47937



Small Business Tax Tips—Save Yourself Some Money

Learn how to structure your business for the lowest tax impact. We will cover what you can deduct, essential records necessary to avoid challenges, and making tax smart business choices. Also, equally applicable to LLCs, Corporations, and Sole Proprietorships.

W, 6-8pm, May 1, Downtown Campus, Rm 312, Bullock, \$45, CRN 47934

LAUNCH AND GROW



Notary Public Seminar—Basics

The Secretary of State is coming to Lane Community College with a free basics notary public seminar. Register at: <http://notsem.sos.state.or.us> or call (503) 986-2200 for information/registration.

Tu, 9 am-Noon, Apr 2, LCC Main Campus, Building 16 Rm 186, Wilson, Free



Business Evaluation and Suitability Test (B.E.S.T.) in Business and Franchise Ownership

Business owners wear a lot of hats: business development, managing employees, and managing operations. Which hat fits you B.E.S.T.? We'll assess a proprietary personality assessment, the B.E.S.T., to discover what types of businesses and positions "BEST" align with your unique personality and values. Build your ideal business model and gain access to a comprehensive report to review insights and application of your unique profile summary; receive a one-page business model designed for, and by, YOU.

Tu, 11:30am-1:30pm, Apr 23, Downtown Campus, Rm 312, Anderson, Free, CRN 47931



Contractors Certification Preparation Course

Review the NASCLA Contractors Guide, 1st Edition and complete the curriculum necessary to prepare to take the Oregon Construction Contractor's exam. Testing for the State exam is scheduled separately (additional fee required) and takes place on an alternate date. To register for class, please contact Dan or Sue Hines at 1.503.722.2894 or email dan@moneywiseco.com.

Th, 8:30am-5pm, Apr 11, Downtown Campus, Rm 104, Hines, \$330

Th, 8:30am-5pm, May 9, Downtown Campus, Rm 104, Hines, \$330

Th, 8:30am-5pm, Jun 6, Downtown Campus, Rm 104, Hines, \$330



Food Cart Operations

If you are thinking of starting a food cart business, this workshop is designed for you. We will review the step-by-step process of understanding not only the business, but government laws, and operations of running and maintaining your food cart.

Th, 3-5pm, Apr 4, Downtown Campus, Rm 312, Wong, \$45, CRN 47914



Introduction to Business Plan Concepts

Your business plan is the single most important tool for successfully starting and operating your business. It is necessary for bank financing and acts as your "road map." Whether you are starting the planning process, stuck in the middle, or just want to be sure you are headed in the right direction, business planning will bring your business to life!

Tu, 3-5pm, Apr 2, Downtown Campus, Rm 312, Wong, \$45, CRN 47917



Ready, Set, Start Your Business

Begin your business the right way! Cover the basics in two hours and decide if running a business is right for you. If you are not already in business, we recommend attending Ready, Set, Start before scheduling your first advising appointment.

Tu, 5:30-7:30pm, Apr 9, Downtown Campus, Rm 312, Penegor, \$19, CRN 47920

W, 11-1pm, May 15, Downtown Campus, Rm 312, Penegor, \$19, CRN 47921

Th, 3-5pm, Jun 13, Downtown Campus, Rm 312, Penegor, \$19, CRN 47922



Road Map: Build, Buy, or Franchise

Join us as business and franchise specialists break down the realities and real opportunities in business and franchise ownership. We'll cover: full-time and manager-run business options; pros and cons of business/franchise ownership; why franchise ownership is for your venture; financing strategies for your venture; and how your personality and values uniquely match certain businesses.

W, 11:30am-1:30pm, May 22, Downtown Campus, Rm 312, Anderson, Free, CRN 47923



Your Business Plan Accelerator (BPA)

BPA is a hands-on program to write your own business plan. Whether your business is in start-up phase or you're planning to grow, completing a business plan should be top priority. It not only increases your chances of obtaining financing, but keeps your business strategically focused. Participants receive the support and three months of free LivePlan® software needed to successfully complete a business plan in just four sessions.

W, 3-5:30pm, May 1-Jun 26, Downtown Campus, Rm 220, Wong, \$185, CRN 47928



Do I Need an LLC or Corporation? What Type of Business Should I Have?

The legal structure of your business impacts your personal liability, your taxes, and how your business operates. Forming an LLC or Corporation is quick and easy, but without careful consideration and foresight, you can make a costly mistake. By the end of class, you will understand the different structure options and the rational next steps to form your business.

W, 6-8pm, Apr 24, Downtown Campus, Rm 312, Bullock, \$45, CRN 48026

Announcing New Veterans Discount

Honored Veterans will receive a 10% discount on SBDC offerings each term.

The discount will be applied to your account after you register. Go to LaneSBDC.com to register.



MARKETING AND TECHNOLOGY



Facebook Advertising and Promotions

Savvy Facebook users who want to get started in advertising will explore the mechanics of the social media platform. We will review: writing, photography, basic designing, converting Facebook views to customers, and creating ads. Please come with an active Facebook account, business page, and know your login information.

Th, 6-8pm, Jun 13, Downtown Campus, Rm 312, Brabham, \$45, CRN 47913



Getting Started with Facebook for Business

Create your Facebook business page, make a cover photo, and look at your page insights. Please come with an active Facebook account and know your login information.

M, 6-8pm, May 6, Downtown Campus, Rm 312, Brabham, \$45, CRN 47916



Master Instagram Marketing and Instagram Ads

Marketing your business on Instagram is an important tool in your marketing plan. Topics include: using Instagram stories for your business page; creating a marketing game plan; attracting the right followers; converting followers into business leads; creating ads; learning about Instagram tools for analytics; and scheduling to save time.

Th, 10am-1pm, Apr 18, Downtown Campus, Rm 312, Lambrecht, \$45, CRN 47918

Tu, 4-7pm, Jun 11, Downtown Campus, Rm 312, Lambrecht, \$45, CRN 47919



Selling on Etsy—Getting Started

Join a worldwide online marketplace and sell your handmade, vintage, or craft supply products. Even if you have your own website, Etsy is a great supplement for making additional sales. Discover the basics of setting up shop on Etsy, as well as how to create successful listings.

Th, 6-8pm, Apr 11, Downtown Campus, Rm 312, Brabham, \$45, CRN 47904



Selling on Etsy—Advanced

Having a successful Etsy shop requires more than listing great items and waiting for sales. Be ready to take your Etsy shop to the next level. We will discuss promotional strategies such as renewing, promoted listings, Google Shopping, advertising with social media, customer service, reviews, and more.

Th, 6-8pm, May 9, Downtown Campus, Rm 312, Brabham, \$45, CRN 47906



YouTube Video Marketing—Made Simple

If your marketing plan does not include YouTube, you are missing out on a potentially huge market. Learn how to make simple and effective videos in a short amount of time. Smartphone is required.

Th, 6-8pm, Apr 18-May 2, Downtown Campus, Rm 312, Brabham, \$99, CRN 47930



New!!!

Build Your Own Wix Website—Intro to Content Management

Learn how to build your own small business website using the Wix Websites content creation and hosting platform. You will learn the basics of content creation, file formation and search engine optimization. The skills you learn can be applied to other content management systems. Also, covers some techniques that will help you promote your small business online.

M, 6:30-8:30pm, Apr 8-Apr 22, Downtown Campus, Rm 220, Bennett, \$99, CRN 47909



Getting Started Is Easy!

Online: LaneSBDC.com
Call: **541.463.6200**
Email: LaneSBDC@lanecc.edu

REGISTER TODAY • SPACE IS LIMITED

Call, email or go on-line to register for the classes you want to take. Pre-register at least two business days in advance. You will be given instructions by email on how to pay your balance. A \$10 LCC fee is added to your account once per term.

Training Location:

Lane Community College, Mary Spilde Center
101 West 10th Avenue, Eugene, unless otherwise noted.

Refund/Drop Policy

Classes and Workshops must be cancelled by 11:59 pm, two business days before the start date, to qualify for a refund.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. To request this information in an alternate format, please contact The Center for Accessible Resources at **541.463.5150** or email to accessibleresources@lanecc.edu.

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