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EXECUTIVE DIRECTOR
 Kenneth N. Jones, Jr.

Memorandum

RECEIVED

NOV 13 2007

COUNTY JUDGE

TO: Interested Entities
FROM: Marcie Oviedo
DATE: November 8, 2007
SUBJ: CENSUS 2010

Your Participation makes a difference! It will ensure a complete and accurate count for your community.

A Local Update of Census Address (LUCA) Training was held on October 25, 2007, at UT Pan Am in Edinburg. LUCA is the first step and allows your community to be involved in updating the Census Bureau address list, which will be used during the 2010 count. Enclosed please find a list of entities that have attended the training and are registered to receive Census Bureau Data. Please call Mr. Jon Barlett, from the Dallas Regional Office at (214) 253-4470 or toll free 1-866-511-5822 to register or ask questions as to how you can get involved in the upcoming Census.

Census Data is used for various ways such as state and federal fund distribution, congressional seats, income and poverty guidelines, etc. You can still register to receive data from the Census Bureau on upcoming trainings, surveys and other program material. If you have any questions or need additional information, please do not hesitate to call.

MAIN OFFICE ♦ 311 N. 15th ST. ♦ McALLEN, TX 78501-4705 ♦ TEL: (956) 682-3481 ♦ FAX: (956) 631-4670
 TTY FOR HEARING IMPAIRED: 1-800-735-2989

Website: www.lrgvdc.org

PRINTED ON RECYCLED PAPER

OMB No. 0607-0795

FORM 0-1888 (2-12-2007)	U.S. DEPARTMENT OF COMMERCE Economic and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID
REGISTRATION FORM LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
Please complete this form and return it to your U.S. Census Bureau Regional Office.		
A. PARTICIPATION INFORMATION		
1. <input checked="" type="checkbox"/> YES! Our government would like to participate in the 2010 Decennial Census LUCA Program.		
2. <input type="checkbox"/> NO, we are not able to participate. Please mark (X) all that apply below.		
a. <input type="checkbox"/> Insufficient staff b. <input type="checkbox"/> Lack of funds c. <input type="checkbox"/> No time/Too busy d. <input type="checkbox"/> No local address list available e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list	f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes g. <input type="checkbox"/> Other reason - Specify (Please print) _____ _____ _____	
We rely on your comments to help us improve future LUCA programs.		
B. HIGHEST ELECTED/APPOINTED OFFICIAL MAKING THIS COMMITMENT - Please print		
1. Name of participating government HIDALGO COUNTY, TEXAS		
2. Printed name of Highest Elected/Appointed Official - First, middle initial, last COUNTY JUDGE		
3. Signature - First, middle initial, last JUAN DE DIOS "JD" SALINAS, III		
4. Position - Governor, Commissioner, Mayor, Supervisor, etc. COUNTY JUDGE		
5. Telephone Area code Number 956 378 2605	6. E-mail address LIAISON EMAIL teresa.navarro@co.hidalgo.tx.us	7. Date Month Day Year 11 15 2007
C. LIAISON INFORMATION Please designate your official 2010 Decennial Census LUCA Program liaison (work contact) by providing the following information. Please print.		
1. Name - First, middle initial, last TERESA R. NAVARRO		
2. Position - Director, Assessor, Planner, etc. HIDALGO COUNTY ELECTIONS ADMINISTRATOR		
3. Department, Organization, or Agency name ELECTIONS ADMINISTRATOR Number and street name		
4. Mailing address PO BOX 659 City State ZIP Code EDINBURG TX 78540		
5. Delivery address Number and street name 101 S 10TH AVENUE City State ZIP Code EDINBURG TX 78539		
The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO Box numbers or PO ZIP Codes.		

U.S. CENSUS BUREAU

OMB No. 0607-0785

<p style="font-size: small; margin: 0;">Form 12-1578 (12-2007)</p> <p style="text-align: center; margin: 0;">U.S. DEPARTMENT OF COMMERCE <i>Commerce and Economic Administration</i> U.S. CENSUS BUREAU</p> <p style="text-align: center; margin: 0;">SELF-ASSESSMENT CHECKLIST FOR THE CONFIDENTIALITY AND SECURITY GUIDELINES LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census</p>	<p style="font-size: small; margin: 0;">IDENTIFY ID</p>
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Instructions

Please review the Confidentiality and Security Guidelines then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, sign and return this form together with your completed 2010 Decennial Census LUCA Registration form, Participation Option/Product Preference form, and signed Confidentiality Agreement form in the enclosed, postage-paid envelope.

Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code (U.S.C.). This includes any list or file that shows individual Census Bureau addresses and any map that shows structure points. (Structure points will be displayed on the address list and maps, where applicable, for the Feedback phase of the program) for dwellings. The liaison must restrict access to the Census Bureau's address information to only those individuals who have signed the Confidentiality Agreement. **All individuals directly involved in reviewing the materials for the 2010 Decennial Census LUCA Program and anyone with access to Title 13 materials must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information. You must be at least 18 years of age to sign the Confidentiality Agreement.**

Protecting Census Bureau Address Information and Maps

Keep all Census Bureau address information and maps showing structure location points (structure points provided for Feedback phase only) in a locked room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Additionally, do not leave Census Bureau address information and maps unattended at your desk.

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA program liaisons, reviewers and anyone with access to Title 13 materials. The automated data processing (ADP) system must restrict the read, write, delete, and execute functions applicable to the Census Bureau's addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow access only to LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.

	Mark (X) the appropriate response.
1. Will you store Title 13 materials including the paper address list, CD-ROM/DVD containing the address list, and/or paper or digital maps containing structure points (structure points provided for Feedback phase only) in a secure location?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
2. If staff members, other than those who signed the Confidentiality Agreement, have access to the offices, cabinets, etc. where the Census Bureau's address list and/or maps with structure points (structure points provided for Feedback phase only) are stored, will you secure the Title 13 materials (both paper and electronic) to prevent unauthorized staff from accessing these materials?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
3. If Census Bureau Title 13 address information is placed on a shared computer system, will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement access to the Census Bureau's address information?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
4. Will you ensure that your ADP system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 address list file only to those who signed the Confidentiality Agreement?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
5. Will you assign an encrypted, unique user-ID and password for each LUCA Program liaison, reviewer, and anyone with access to Title 13 materials?	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No
6. Will you keep Title 13 data separate from your other data? (Title 13 data cannot be backed-up, mixed with, or stored with other data.)	1 <input checked="" type="checkbox"/> Yes 2 <input type="checkbox"/> No

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

On-site visits

To ensure that participating governments or organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title 13 materials?

Mark (X) the appropriate response.

- 1 Yes
- 2 No

Environmental or Natural Disasters

Do you have a plan to keep Title 13 materials secure in the event of an actual environmental or natural disaster (fire, tornado)?

- 1 Yes
- 2 No

Return or Destruction of Confidential Census Materials

Once the LUCA Program is over (at the conclusion of the appeals process), the LUCA liaison must return or destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for returning or destroying confidential material. The Census Bureau requires that the liaison verify that the participating government has returned or destroyed all Title 13 Census Bureau address information by signing and returning the "Return or Destruction of Title 13, U.S.C. Materials" form to the Census Bureau.

Mark (X) the appropriate response.

1. Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau Title 13 address information before reuse?
2. Will you destroy all paper and electronic Census Bureau Title 13 address lists and maps containing structure location points (Feedback phase only) through approved destruction methods as outlined in the Confidentiality and Security Guidelines or return these Title 13 materials to your Census Bureau Regional Office?

- 1 Yes
- 2 No

- 1 Yes
- 2 No

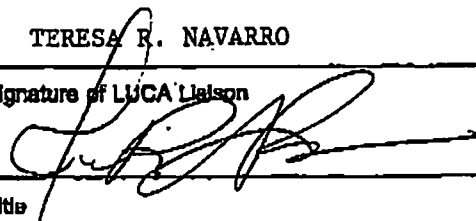
LUCA LIAISON INFORMATION

If your government can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.

Name of LUCA Liaison -- Please print

TERESA R. NAVARRO

Signature of LUCA Liaison



Date

Month	Day	Year
11	15	2007

Title

HIDALGO COUNTY ELECTIONS ADMINISTRATOR

Telephone

Area code	Number
956	318-2570

11/15 '2007 09:18 FAX

004

OMB No. 0807-0795

PS Form 13879 (8-2007)	U.S. DEPARTMENT OF COMMERCE Economic and Statistics Administration U.S. CENSUS BUREAU	ENTITY ID
PARTICIPATION OPTION PRODUCT PREFERENCE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census		
1. Government name - <i>Please Print</i> HIDALGO COUNTY ELECTIONS DEPARTMENT		Telephone number Area code Number 956 - 318 - 2570
2. Delivery address Number and street name 101 S. 10TH AVENUE City EDINBURG		State ZIP Code TX 78539
The MAF/TIGER Partnership Software (MTPS) application combines the Census Bureau's Address List (option 1 and option 2), Address Count List, and shapefile into a GIS software package. If you have 6000 or more addresses, you can receive the Address List and Address Count List in computer-readable-format only. Computer-readable versions of the lists are available on CD-ROM. The paper printout of the Address List contains six (6) addresses per page; the Address Count List contains 50 census blocks per page.		
Please mark (X) one participation option, then select a media choice for that participation option.		
<input type="checkbox"/> OPTION 1 Title 13 Full Address List Review <i>Signed Confidentiality Agreement Form required by law.</i> Media Choice - <i>Mark (X) one.</i> <input type="checkbox"/> MTPS application - Computer-readable Address List, Address Count List, and shapefiles <input type="checkbox"/> All computer-readable - Address List, Address Count List, and shapefiles on CD-ROM <input type="checkbox"/> All paper - Address List, Address Count List, and paper maps - <i>Mark (X) only one address list sort.</i> <input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit# (default sort) <input type="checkbox"/> Street Name/House#/Unit# (alphanumeric sort) <input type="checkbox"/> Combination A - Computer-readable Address List and Address Count List on CD-ROM and paper maps <input type="checkbox"/> Combination B - Paper Address List and paper Address Count List; and shapefiles on CD-ROM <i>Mark (X) only one address list sort.</i> <input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit# (default sort) <input type="checkbox"/> Street Name/House#/Unit# (alphanumeric sort)		
<input checked="" type="checkbox"/> OPTION 2 Title 13 Local Address List Submission <i>Signed Confidentiality Agreement Form required by law.</i> Media Choice - <i>Mark (X) one.</i> <input type="checkbox"/> MTPS application - Computer-readable Address List, Address Count List, and shapefiles <input checked="" type="checkbox"/> All computer-readable - Address List, Address Count List, and shapefiles on CD-ROM <input type="checkbox"/> Combination - Computer-readable Address List and Address Count List on CD-ROM and paper maps		
<input type="checkbox"/> OPTION 3 Non-Title 13 Local Address List Submission <i>Confidentiality Agreement is not required.</i> Media Choice - <i>Mark (X) one.</i> <input type="checkbox"/> MTPS application - Computer-readable Address Count List and shapefiles <input type="checkbox"/> All computer-readable - Address Count List and shapefiles on CD-ROM <input type="checkbox"/> Combination - Computer-readable Address Count List on CD-ROM and paper maps		
*The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO ZIP Codes.		

U.S. CENSUS BUREAU