

JAY INSLEE  
Governor



**STATE OF WASHINGTON**  
Office of the Governor

May 21, 2019

Dear Elected Official:

I am writing to request your assistance in ensuring that all Washingtonians are counted in the 2020 Census. An undercount would create a misleading picture of our population growth, affect the federal resources we receive to serve our residents, and possibly impact our Congressional representation.

The Census Bureau is inviting cities, towns, counties, and tribal governments to participate in its New Construction program, which allows jurisdictions to add new housing to their master address list. The Census Bureau also asks that jurisdictions submit their group quarters and transitory location addresses. Group quarters include group living situations such as dorms, nursing homes, and homeless shelters. Transitory locations include places such as campgrounds, recreational vehicle parks, marinas, and hotels.

The New Construction program is the last chance to add addresses for homes, group quarters, and transitory locations to the master list before the 2020 Census. If you have not already done so, I urge you to sign up immediately on the [New Construction program website](#). The registration deadline is June 14, 2019.

Here are some quick facts about the Census:

- Census data guides \$16.7 billion in federal funds to Washington State every year (or \$2,319/person).
- On average, for every household missed, the state loses about \$5,800 in annual per capita funding allotments. An undercount of 100 households would result in a loss of \$5.8 million over ten years.
- The 2020 Census is also the base for state population estimates that determine the allocation of about \$200 million to counties and cities from the state general fund annually.

We expect the addition of 80,000 to 90,000 new homes during the New Construction program time frame of March 1, 2018 through April 1, 2020. The individuals residing in these homes may be missed without your assistance. I know you have many competing demands. However, allocating the time and resources to participate in this program will pay off in the next decade. State government officials are exploring how we can support these efforts, and we appreciate your partnership in this very important work.



Elected Officials

May 21, 2019

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For more information, contact the Census Bureau at 1.844.242.1765 or [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov). For inquiries regarding the state-specific New Construction program or for any 2020 Census questions, please contact Erica Gardner at [Erica.Gardner@ofm.wa.gov](mailto:Erica.Gardner@ofm.wa.gov) or 360.902.0535.

Thank you for all that you do. Let's work together to make sure we are all counted in the 2020 Census.

Very truly yours,

A handwritten signature in black ink, appearing to read "J. Inslee".

Jay Inslee  
Governor

Enclosure

# 2020 Census New Construction Program

## What Is the New Construction Program?

The New Construction Program will help ensure that the U.S. Census Bureau's address list is as complete and accurate as possible by Census Day, April 1, 2020. The New Construction Program is the opportunity for you to submit city-style mailing addresses for new units where construction began during or after March 1, 2018 and the address was not submitted to the Census

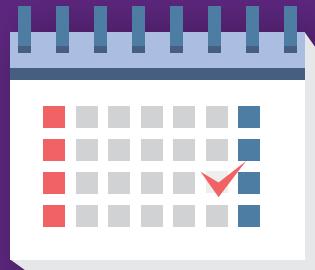
Bureau as part of another geographic partnership program since March 2018. Addresses must have basic construction (closing the structure to the elements) completed by Census Day.



helps to ensure an accurate population count in your community; helps the government distribute more than \$675 billion in funds annually for infrastructure, programs, and services; and helps your community plan for future needs.

## Who Can Participate?

The New Construction Program is offered to federally recognized tribes with a reservation and/or off-reservation trust lands, states, counties, cities (legally incorporated places), and townships (minor civil divisions) that contain blocks where the Census Bureau plans to mail questionnaires to housing units for the 2020 Census. In other areas, the Census Bureau will have enumerators deliver 2020 Census questionnaires to all housing units in each block and record addresses for any new housing units.



## Schedule

- April–May 2019: Mail out of invitation phase materials to participants.
- September 2019: Mail out and review of response materials to participants. Participants have 45 calendar days from the receipt of materials to complete their review.
- September 2019: Census Bureau will provide training Webinars to participants.
- November 2019: Deadline for submitting addresses.
- April 1, 2020: Census Day.

## Contact Information

**E-mail address:**  
GEO.2020.NC@census.gov

**Phone Number:** 1-844-242-1765

**Web site:**  
[www.census.gov/programs-surveys/decennial-census/about/new-construction.html](http://www.census.gov/programs-surveys/decennial-census/about/new-construction.html)

## How to participate.

Each invited government designates a New Construction Program liaison. The Census Bureau will send the New Construction Program liaison the New Construction Program materials.

The New Construction Program liaison must submit a list of city-style addresses, assigned to the census blocks within its jurisdiction in the Census Bureau's predefined format. Maps or spatial data are provided as a reference for assigning census tract and block codes (geocoding) for each submitted address. No street or boundary updates will be accepted. Address lists submitted without geocoding information will not be accepted.



## Response options.

*Basic digital option:* The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information System (GIS) tool that can be downloaded from the Census Bureau Web site. It was specifically developed for participants who do not have geographic training or are not experienced GIS users.

*Advanced digital option:* Experienced GIS users can utilize their own GIS software. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the New Construction Program.



## What's new?

State governments can now participate in the New Construction Program.

Now including:

*Group Quarters:* Places where people live or stay, in a group living arrangement, which is owned or managed by an entity or organization providing housing and/or services for the residents.

*Transitory Locations:* A location that is comprised of living quarters where people are unlikely to live year round, due to the transitory/temporary/impermanent nature of these living quarters.

## Preparing for the New Construction Program

Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) and that you can distinguish between residential addresses and nonresidential addresses.



Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files.