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DIVISION OF PLANNING
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August 6, 2019

His Excellency, Governor Christopher T. Sununu,
And the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Office of Strategic Initiatives requests to place this item on the Consent Calendar.

Pursuant to RSA 4:8 Gifts to the State, authorize a Principal Planner for the Office of Strategic Initiatives, to accept a gift in the amount of \$251.00 from the United States Census Bureau, 4600 Silver Hill Road, Washington, D.C. 20746 to cover the cost of hotel accommodations to attend a US Census Bureau training session September 26 and 27, 2019 in Suitland, MD.

EXPLANATION

The Office of Strategic Initiatives (OSI) partners with the United States Census as active members of the Federal-State Cooperative for Population Estimates (FSCPE) per RSA 4-C:3 and RSA 78-A:25. The US Census is conducting an FSCPE meeting and training session for members in Maryland in September in preparation of the upcoming 2020 Decennial Census population counts.

This funding will enable the OSI FSCPE member to attend the one-day training as part of our pledged support to the US Census Bureau and is vital for an accurate and complete count of New Hampshire's population in the 2020 census.

Respectfully submitted,

Jared Chicoine
Director
Office of Strategic Initiatives

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**2020 Census Count Review Operation
On-Site Training Event**
September 26 - 27, 2019

Tentative Agenda

Thursday, September 26, 2019

Location: Training Rooms

12:30PM - 2:00 PM **Arrival/Check-in**
2:00 PM – 5:00 PM **Count Review Operation Training**
5:00 PM **Adjourn**

Friday, September 27, 2019

Location: Training Rooms

8:30 AM - 9:00 AM **Arrival/Check-in**
9:00 AM – 12:00 PM **Count Review Operation Training**
12:00 PM **Adjourn**

Training Site

U.S. Census Bureau Headquarters
4600 Silver Hill Rd.
Suitland, MD, 20746

Questions?

2020 Census Count Review Operation
pop.cr.fscpe@census.gov
301-763-4589

Gallager, Ken

From: POP CR FSCPE (CENSUS/ OTHER) <pop.cr.fscpe@census.gov>
Sent: Thursday, June 27, 2019 5:04 PM
To: POP CR FSCPE (CENSUS/ OTHER)
Subject: 2020 Census Count Review Update: Travel Guidance for Fall Training Event, Announcements, and Reminders

Importance: High

Follow Up Flag: Follow up
Flag Status: Flagged

EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.

Dear Count Review participants,

Please read this entire message.

The 2020 Census Count Review Operation (CRO) will conduct training on September 26 (2-5 pm) and 27 (9-12 am) at U.S. Census Bureau Headquarters in Suitland, MD in preparation for your upcoming review of housing units and group quarters (Event 1). Attending this training is strongly encouraged for the first and second reviewers that your state designated.

Travel guidance for attending the training is available below. But first, we have important reminders and announcements:

Reminders/Announcements

- **DEADLINE (AUGUST 2) APPROACHING: Address Data Submission**
 - States can start submitting data, even if your contract is not awarded yet.
 - If your state has a SWIM token for LUCA, you can use that account to submit CRO addresses (follow instructions in the Address Guide sent previously). Please let us know that your state has a token and to which participant it belongs.
 - If your state doesn't have a token, please contact us so we can send one.
 - We will provide ONE token per state.
 - *DEADLINE for address submission is August 2, 2019.*
- **DEADLINE (JULY 8) APPROACHING: Registration for CRO training to be held 9/26 (2-5 pm) to 9/27 (9-12 am), 2019**
 - Registration link for the FSCPE Fall Meeting and CRO Training: <https://www.eventbrite.com/e/2019-fscpe-fall-meeting-and-count-review-training-registration-62846724244>
 - This is the same link that DeeDee Sewell emailed to the FSCPE listserv (some of you will already have received it). All reviewers should register for the CRO training.
 - *DEADLINE to register: July 8, 2019.*
- **NEED IMMEDIATELY: Onboarding form, Kiteworks**

- If you have still not submitted your onboarding form, please do so through Kiteworks (you should have received an invite for Kiteworks from Christine Hartley). If you didn't receive the invite, please let us know so we can resend.
- Also, please let us know immediately if you are having problems accessing Kiteworks (e.g., if your account is deactivated).
- **NEED IMMEDIATELY: Clearance paperwork, eQIP**
 - If you have not sent documentation to Census Investigative Services (CIS) or completed the eQIP application, please do as soon as possible to speed your clearance.
- **Upcoming Webinars (July 24, 2019):**
 - **GUPS Demo (1-2 pm):** We will provide a demo of the Geographic Update Partnership Software (GUPS) in preparation for the September training.
 - **Travel Guidance (2-3 pm):** We will provide guidance that you need to follow when booking your travel and how to invoice to Census/CRO.
 - *Invitations are forthcoming.*

Travel Guidance for Fall Training

As part of the contract/agreement between your agencies and the U.S. Census Bureau, CRO will cover the expenses related to the CRO training on the 26th/27th. However, due to the variety of contracts/agreements in place and different levels of participation in the FSCPE Fall Meeting that coincides with the CRO training event, we have prepared the following guidance to help you determine your responsibilities vs. the Census Bureau's responsibilities in arranging and paying for travel.

One of the following four scenarios will apply to each reviewer attending the training based on the two types of contracts/agreements and participation status in the FSCPE Fall Meeting:

- **States with a reimbursable contract**
 - FSCPE representatives attending both FSCPE Fall Meeting and CRO training
 - Population Division (POP) will make the travel arrangements.
 - POP will pay for the hotel nights related to the FSCPE meeting.
 - FSCPE representative will be responsible for paying the hotel for the night(s) related to the training (the hotel should invoice you separately from the Fall Meeting nights).
 - FSCPE representative will be responsible for submitting an invoice of hotel and travel expenses to Census/CRO.
 - Census will reimburse your agency (more instruction will be provided in July).
 - Reviewers attending only CRO training
 - You are responsible for making your own travel arrangements.
 - You are responsible for the payment of the flight tickets, hotel, etc.
 - You are responsible for submitting an invoice to Census/CRO for those expenses.
 - Census will reimburse your agency (more instruction will be provided in July).
- **States with a Memorandum of Agreement (MOA)**
 - FSCPE representatives attending both FSCPE Fall Meeting and CRO training
 - POP will make the travel arrangements.
 - POP will pay for the hotel nights related to the FSCPE meeting.
 - CRO will pay for the nights related to the training.
 - Reviewers attending only CRO training
 - CRO will make travel arrangements and cover the expenses.

As a reminder, CRO will not pay for any non-FSCPE Reviewers to attend the FSCPE meeting or for consultants to attend the CRO training. Due to capacity limitations, only the two reviewers from each state may attend the CRO training. We plan to make available a webinar or separately prepared video of this training for future reference (more information forthcoming). Also, more detailed travel instructions and guidance will be provided during the webinar on July 24, 2019.

Thank you for reading this entire message! We appreciate your understanding and we look forward to seeing you in the Fall. Please call or email us if you have any questions.

Sincerely,
The Count Review Team
pop.cr.fscpe@census.gov
301-763-4589