



IT'S IN OUR HANDS

2010 Census Partnership Agreement Form

Thank you for becoming an official 2010 Census partner! The U.S. Census Bureau appreciates your support in ensuring the success of this monumental effort.

Your support as a 2010 Census partner is important. Here's why:

- ▲ Every year, more than \$300 billion in federal funds are awarded to states and communities based on census data. That's more than \$3 trillion distributed over a 10-year period.
- ▲ Census data guide local decision-makers in important community planning efforts, including where to build new roads, hospitals and schools.
- ▲ Census data affect your voice in Congress. The census determines how many seats each state will have in the U.S. House of Representatives as well as the redistricting of state legislatures, county and city councils, and voting districts.

The goal of the Census Bureau's partnership program is to combine the strengths of local governments, community-based organizations, faith-based organizations, schools, media, businesses and others, to ensure a complete and accurate 2010 Census. The Census Bureau will provide promotional materials, regular updates and data assistance to partners to assist in this effort. Together, through this partnership, we can ensure the 2010 Census message is delivered to every corner of the nation. **Achieving a complete and accurate 2010 Census is in our hands.**

When you complete this form please mail or fax form to the Denver Regional Census Center.

Denver Regional Census Center
Attn: Partnership
6950 W. Jefferson Ave. Suite 250
Denver, CO 80235

Phone 720.475.3670
Fax 720.533.4237

There are many ways your organization can get involved and support the 2010 Census:

**Please check activities in which you are interested in participating.*

- Use 2010 Census drop-in articles, messages and logos in newsletters, mailings, and other in-house communications (e-mail, Web site, etc.).
- Appoint a liaison to work with the Census Bureau.
- Encourage employees and constituents to complete and mail their questionnaire.
- Display and/or distribute 2010 Census promotional materials.
- Identify job candidates and/or distribute and display recruiting materials.
- Provide space to test job applicants.
- Provide space to train new employees.
- Provide space for Be Counted sites and/or Questionnaire Assistance Centers.
- Provide volunteers for census promotional events.
- Put the 2010 Census on the agenda at meetings and/or allow presentations by Census Bureau staff.
- Organize and/or serve as a member on a Complete Count Committee.
- Sponsor community events to promote participation in the 2010 Census.
- Allow the Census Bureau to post your organization's name on the 2010 Census Web site.
- Link to the 2010 Census Web site from your organization's Web site.
- Use and distribute educational materials.
- Participate in a speakers bureau for the 2010 Census.
- Provide a translator and/or translate 2010 Census materials.
- Issue a public endorsement for the 2010 Census and send an endorsement to members, chapters or affiliates.
- Place 2010 Census articles in your newspapers/newsletters/magazines. Write census editorials, and cover census events/programs. Donate space for census advertisements.
- Air 2010 Census PSAs and B-Roll, and cover census events/programs.
- Engage regional and local chapters of your organization.
- Provide speaking opportunities and exhibit space at conferences or trade shows.
- Participate in 2010 Census partnership kick-off meetings.
- Highlight key 2010 Census operational events in newsletters or other publications.
- Volunteer or participate in Census Bureau-sponsored events.
- Other: _____

We would like to acknowledge your organization as a partner for the 2010 Census. Please fill out the information below so we can keep you and your organization updated on what's happening with the 2010 Census communications campaign, send you updates on relevant events and activities and provide you with outreach materials.

Name: _____
Title: _____
Organization: _____
Phone: _____
E-mail: _____
Signature: _____
Date: _____

Name: _____
Title: _____
Organization: _____
Phone: _____
E-mail: _____
Signature: _____
Date: _____

Congratulations and thank you again for being an official 2010 Census partner! Together, through this partnership, we can ensure a complete and accurate 2010 Census.

CONDITIONS FOR DONATION OF SERVICES AND SPACE AGREEMENT 2010 Census

The common goal of the U.S. Census Bureau and the Donor is to achieve a complete and accurate count in the 2010 Census.

A. Donation of Space

Under the guidance of the U.S. Census Bureau, the Donor agrees to provide space for a Questionnaire Assistance Center (QAC) within the property of their organization for the purpose of helping those persons who request assistance in completing their 2010 Census questionnaire.

This donation is subject to the following terms and conditions:

1. The Donor will provide space for the QAC at the following times and on the following (days):_____. The U.S. Census Bureau expects peak usage of the Questionnaire Assistance Centers to extend from March 19, 2010 to April 19, 2010. It would be most beneficial to the community if the person working at this QAC spoke the following language: _____.
2. The U.S. Census Bureau will not reimburse the Donor Organization for any expenses related to the provision of the QAC space.
3. Questionnaire assistance will be provided without any charge whatsoever to the respondent.
4. The U.S. Census Bureau will provide a poster and/or a banner to be placed at the authorized Questionnaire Assistance Center, designating those places as U.S. Census Bureau sanctioned assistance centers. A Be Counted box will be available on the premises for the respondent to obtain a Be Counted questionnaire if they did not receive one at their place of residence or they believe they were not added to the census questionnaire sent to their place of residence.
5. The Donor Organization agrees to provide or to arrange for the provision of suitable space to be used as Questionnaire Assistance Centers during the 2010 Census. Questionnaire Assistance Center Representatives (QAC reps) will occupy the space and provide assistance to those respondents who visit the Questionnaire Assistance Centers.

This donation is subject to the following terms and conditions:

1. The _____ (organization) will donate _____ square feet of office space in _____ (building name), at _____ (address), _____ (City, State, and ZIP Code) for a period of ____ (number of weeks), commencing on _____ (date) through _____ (date).
2. The space shall accommodate one (1) desk (or table) and two (2) chairs, in which the QAC rep may interview, privately and undisturbed, the respondent(s) seeking assistance.
3. The space is being donated to the U.S. Census Bureau at no cost to the government.

B. Liability

In the event that injury or damage is caused a U.S. Census Bureau employee while acting within the scope of his or her authority, the incident will be covered under the Federal Tort Claims Act, Title 28 U.S.C. §2671, *et seq.* Any claims arising from such incidents may be filed with the U.S. Census Bureau and will be promptly addressed.

Any injury occurring to a U.S. Census Bureau employee while acting within the scope of his or her employment will be covered under the Federal Employees Compensation Act, Title 5 U.S.C. §8101, *et seq.*

Because the Federal Government is self-insured, it is the U.S. Census Bureau's policy not to purchase or pay for commercial liability insurance. In addition, the Anti-Deficiency Act, Title 31 U.S.C. §1341, *et seq.*, prohibits any Federal agency from undertaking contingent and undetermined liability without funds being appropriated by Congress for such purpose. For this reason, the Government cannot agree to a "hold-harmless" clause nor can it waive the right to sue.

Signature	Date	Signature	Date
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Name – Please print Donor	Name – Please print Regional Director, U.S. Census Bureau
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Copy distribution: **WHITE** – Assistant Manager for Quality Assurance (AMQA) in the LCO **YELLOW** – Donor of space

SPACE ACQUISITION PROCEDURES FOR USE BY THE PARTNERSHIP SPECIALIST

2010 Census QUESTIONNAIRE ASSISTANCE CENTERS

GENERAL INSTRUCTIONS

U.S. Census Bureau Partnership Specialists or other authorized employees may arrange for the donation of "free" temporary space at organizations or locations to be used as Questionnaire Assistance Centers (QACs) for the months of February through April 2010 for the purpose of providing space for a paid Census Bureau employee to assist persons needing help in completing their 2010 Census Questionnaire.

The "Conditions for Donation of Services and Space Agreement" (see D-1281) should be completed and signed by an authorized representative of the agency, organization, person controlling/owning the space ("Donor"), and the agency, organization, person providing the service of a Questionnaire Assistance Center ("U.S. Census Bureau").

Submit white copy of D-1281 to the Assistant Manager for Quality Assurance (AMQA) in the Local Census Office (LCO). Submit yellow copy to donor of space.

GENERAL SPACE REQUIREMENTS

The following standard conditions and requirements apply to any premises offered for use by the U.S. Census Bureau:

- The space should be in a building of sound and substantial construction and in good condition.
- The Donor or property manager should provide a copy of a valid Occupancy Permit and should operate the building in conformance with local codes and ordinances.
- A minimum of two separate stairways for ingress/egress should be provided if the space is above the first floor or below grade. Scissor stairways are counted as one stairway.
- The space should be free of all asbestos containing materials, except that the presence of undamaged vinyl asbestos floor tile in the donated space or undamaged boiler or pipe insulation outside the space is acceptable. If unacceptable asbestos conditions do exist, and asbestos operations do exist, an asbestos operations and maintenance program conforming to Environmental Protection Agency guidance shall be implemented and completed before the donation can be accepted.