

CIC Responsibilities

(excerpts from CIC Orientation Manual and 2014-20 MOA)

CIC Program Goal, Mission and Vision

The goal of the CIC Program is to provide local access, education, and technical assistance on census data for planning and decision-making by underserved communities.

The mission of the CIC program is to provide efficient access to Census Bureau data products through a wide data dissemination network of organizations. Those organizations effectively process and disseminate Census Bureau data to underserved population groups in easily understandable formats.

The CIC vision statement is: (confirmed after the 2011 Annual Conference) to facilitate community empowerment through sustainable data access, analysis, and education.

CICs support many Census Bureau efforts, such as beta testing (e.g., American FactFinder , Alteryx). They also participate in focus groups and rollout meetings for new Census Bureau programs, products, and services, providing valuable feedback. They are actively supporting the American Community Survey at forums and town hall meetings across the country.

Specific CIC Tasks

Memorandum of Agreement (MOA)

The Memorandum of Agreement (MOA) is a legal document that explains the cooperative agreement between your organization and the U.S. Census Bureau. The MOA is signed by your organization and the CLMSO Division Chief. [This agreement is updated as necessary.] Within the MOA, the Census Bureau outlines the responsibilities of both your organization and the Bureau.

The CICs are an official repository of Census Bureau data. They disseminate data and assist in the public understanding and use of data by their community and/or constituency. The Census Bureau requires all designated CIC organizations to have electronic (Internet, e-mail and web browser) access.

All parties concerned will work to expand relations, as appropriate, between the CICs and the Census Bureau other data dissemination partners, the State Data Centers (SDCs), to promote training and communication and augment limited resources in either organization. This may include, but is not limited to, working with other CICs and SDCs to promote the exchange of information by informing them of training and conference opportunities.

A. The CIC agrees to perform the following activities and provide the following resources in support of the CIC program:

- 1) Disseminate Census Bureau data to underserved communities and new data users. Provide access to Census Bureau statistics, data and reports to underserved communities and data users who might not have access through the other components of the Census Bureau's data dissemination network (e.g., SDCs, Business and Industry Data Centers, Census Bureau Regional Offices, Federal Depository Libraries, Census Depository Libraries, Census Bureau website). CICs will provide access through the web and other media such as print, fax, newsletters, telephone, e-mail, community workshops and press releases.
- 2) Provide technical assistance to data users. Provide interpretations and explanations of what Census Bureau data mean for local communities and neighborhoods. Package Census Bureau data in ways (e.g., fact sheets, visualizations, apps and briefs) that make the data understandable and appropriate for constituents' planning and use. CICs will also help local data users with limited knowledge of Census Bureau data identify the appropriate data for their needs.
- 3) Submit examples of the types of reports, fact sheets, briefs and articles produced using Census Bureau data to CLMSO.
- 4) Support outreach, promotion and recruitment efforts associated with Census Bureau censuses and surveys, such as the American Community Survey, the Economic and Decennial censuses, and other Census Bureau surveys. It is specifically understood by the Census Bureau that the CIC has limited resources but will assist in the aforementioned efforts to the best of its ability.
- 5) Review, evaluate and provide feedback on Census Bureau products, programs and services.
- 6) Maintain a website or page on the organization's website highlighting the work of the CIC program and maintain links and embeddable web applications and data tools to the Census Bureau website.
- 7) Participate in Census Bureau sponsored training (budget permitting) and at least one training session per quarter via webinars, virtual conferences and conference calls beyond the annual conference.
- 8) Submit to CLMSO an annual report of the CIC program's activity along with any local case studies of how census statistics were used to help make local decisions.

Annual Report

It is the responsibility of the CIC contact to gather information for the annual report, which is a summary report of the activities performed for the previous year. The information in the annual report is used by CLMSO to help justify program resources, including staffing, products, etc. Completing the annual report is essential to the existence of the program. In order to emphasize the importance of this report, CLMSO will not pay for travel to the annual meeting for any CIC that does not submit a complete annual report.

Annual Training Conference

The Census Bureau sponsors an annual training conference if funding permits. It is the responsibility of the CIC contact to attend the Annual Training Conference or send a representative. This conference provides the network members with training and technical support on Census Bureau data products and services. CLMSO will invite and cover the travel and lodging expenses for one representative from each CIC.