Welcome to the
Census Information Center (CIC)
Network

Orientation Booklet

Prepared by CLMSO, Data Users Branch
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Welcome to the
Census Information Center (CIC) Network

This welcome packet will help you become acquainted with the numerous resources at your disposal pertaining to the Census Information Center (CIC) Network. It also will help you build or maintain a fully integrated network. We are here to help you succeed. In turn, we would like to receive your ideas on ways to ensure that the CIC network is the best partnership for your organization, the Census Bureau, and the nation.

CIC Program Description

The CIC program is a partnership between the U.S. Census Bureau and 52 non-profit national and community-based organizations including: national non-governmental organizations, minority colleges and universities, research groups and think tanks, minority chambers of commerce, civil rights and social justice organizations, organizations serving children and rural populations, and one Tribal Government. 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 use census data to help local businesses make location decisions; to identify children in need of state and federal services; to designate empowerment zones and neighborhood revitalization areas; to measure the gaps in education for Latino children; to analyze the impact of crime in public housing; to analyze the needs for child care services, before and after school programs, and elderly health services; to measure the incidence of deaths from diseases for various racial groups; and to measure residential segregation of Hispanics. CICs provide free training to community data users and advocate
for reliable, accessible census data that accurately represent the diverse population across the nation.

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.

**CIC Program History**

In 1988, following a year of joint development, the National Urban League and the U.S. Census Bureau inaugurated the CIC program. Originally, the CIC program was modeled after the lead/affiliate structure of the State Data Center (SDC) Program, with five non-profit organizations assuming the role of lead organization: the National Urban League, the National Council of La Raza, the Asian and Pacific Islander American Health Forum, the Americans for Indian Opportunity (later succeeded by the Native American Public Telecommunications), and the Southwest Voter Research Institute (now the William C. Velasquez Institute). These organizations had a total of 31 affiliate organizations that assisted with providing awareness and access to diverse underserved population groups that otherwise might not have had access to Census Bureau data.

In April 2000, after an assessment and evaluation of the original program, the CIC program expanded to 59 non-profit organizations and abolished the lead/affiliate model. The original five leads remained part of the CIC program as did those affiliates that successfully applied to be part of the revised program. Organizations such as minority chambers of commerce; minority serving colleges and universities; civil rights, social justice and social service groups; minority think tanks, and research organizations became eligible to apply.

In August of 2002, an examination of the CIC program was conducted to determine if CICs were meeting program requirements; if the goals and objectives that were established were being met, to identify areas for improvement, and to make recommendations for continued success in the future.
Since the CIC Program was re-engineered, the number of CICs have fluctuated from as few as 52 to as many as 59. Currently there are 52 CICs, (See appendix 1) and are located across the country. (See appendix 4)

Who’s Who

Customer Liaison and Marketing Services Office (CLMSO)

CLMSO is the Census Bureau Office that oversees the Data User Branch (DUB), which consists of both the Census Information Center (CIC) and the State Date Center (SDC) programs. The CLMSO staff includes: Kim Collier (Acting Chief, CLMSO), Lakia Pullins, (Branch Chief, DUB), Tom Edwards, Toni Hall, Barbara LaFleur, and Samantha Proctor. Please feel free to contact any of the staff at 301-763-1305 or CLMSO.DUB.Office.Group.List@census.gov.

CIC Steering Committee

The Steering Committee exists to promote and enhance the goals and the mission of the CIC Program. The committee assists the CLMSO with CIC program efforts; provides continuity, guidance, and a commitment to meeting CIC program goals; and actively seeks to facilitate communication between the entire CIC program membership and the CLMSO. The steering committee is comprised of seven members of the CIC Network. Members serve a three-year term and may serve only two consecutive terms. Network members are welcome to contact any steering committee member at any time. (See appendix 2).

Steering Committees Responsibilities

1. Mandatory Steering Committee and Program meetings - one annual in-person meeting, one webinar per quarter, and monthly conference calls.
2. Communicate with other CICs.
3. Help plan the annual training meetings and other training events.
4. Work on joint CIC projects (e.g., the working groups that have been established -- analysis, communications/website, race data, and training).

Elections for the Steering Committee currently occur at the fall annual meeting during the CIC business meeting. Steering committee terms end and begin at the end of the last day of the annual CIC meeting after all votes are tabulated and announced to the CIC
membership in attendance, with newly elected members. Each CIC gets one vote for each opening on the Steering Committee. For example, typically there will be three Steering Committee openings available, so each CIC can vote for their three preferred candidates to fill those positions.

Upon being elected, the new Steering Committee shall hold its first meeting during the Annual Training Conference to elect, among themselves, the following officers: Chair, Vice Chair and two Co-Secretaries.

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.

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. CLMSO will not pay for travel to the annual meeting for any CIC that does complete an annual report.
CIC Activities

Working Groups

The CICs are organizing themselves into four working groups around the following collaborative projects: Analysis, Communications/Website, Race Data, and Training. A Steering Committee member chairs each working group. (See appendix 3).

The Analysis Working Group is to conduct an assessment of the CIC program. This assessment will show how the CICs are disseminating data through metrics and the annual report.

The Communications/Website Working Group will help to better facilitate communication between the bureau & CICs, CICs themselves, and the public & CICs through an updated webpage, Facebook, calling trees, and the listserv.

The Race Data Working Group will continue their discussions on the future of the race and Hispanic questions. During the conduct of the 2010 Census, the Census Bureau initiated research to reassess and/or improve the race and Hispanic questions.

The Training Working Group will help determine the training needs of the CICs.

Communications

Phone

The Census Bureau CLMSO staff can be reached at 301-763-1305. In addition to CLMSO staff, the Census Bureau Regional Offices are an essential asset to your job. A listing of Regional Offices and staff can be found by going to: http://www.census.gov/regions/. Click on your region to find contact information for the Partnership and Data Services staff that serves your location.
**Emails and Listserv**

There are a number of ways to communicate with CLMSO and the CIC network. CLMSO DUB will generally use GovDelivery to communicate with the network. The Census Bureau uses GovDelivery to send out any media releases and general updates. If you would like to contact CLMSO DUB, you can email us using the CLMSO DUB email CLMSO.DUB.Office.Group.List@census.gov. This will go to everyone on the DUB Staff.

To email the entire CIC Network, you can use the CIC listserv. The listserv address is cic-program@lists.census.gov. This will allow you to simultaneously communicate with all of the CICs, CLMSO, and others in the network by posting an announcement or by asking assistance to questions. The listserv is one of the quickest ways to get help from your network colleagues. The Census Bureau staff and others subscribe to this listserv. Please note that the usual rules of polite behavior and listserv etiquette apply.

**Website**

The official CIC website, which is housed and maintained by the Census Bureau, is located at [http://www.census.gov/cic](http://www.census.gov/cic). This site contains a listing of the members in the CIC network, information about the CIC program, program resources, and links to key census activities and programs.

**Facebook**

The CIC program has a Facebook page. The CIC Communications/Website leads maintain the CIC Facebook page. Check out and follow the page at [https://www.facebook.com/censusinfocenters](https://www.facebook.com/censusinfocenters) for the latest on the CIC program.

**Embargo Access**

The U.S. Census Bureau policy for embargoed news releases is 12:01 a.m. the day of release. This information may not be released to the public by any means (including print, broadcast, Internet, podcasts, blogs, or in any other form) before 12:01 am the day of release. All parties MUST respect the Bureau’s embargo policy, otherwise access to embargoed news releases and data sets may be revoked for any person or organization failing to adhere to this policy. Please contact the Public Information Office if you have any questions regarding this policy: 301-763-3030; or by email at pio@census.gov.
Access to embargoed information is based upon individual registration. Each user has a unique username and password. To sign up for access, please visit our website at www.census.gov. You will see, toward the bottom of the page under Newsroom, a link for Embargoed Releases, then click on other users, then CIC new-user or forgot password. Clicking on that link will walk you through the process. After you submit your email address, you will receive an email from the Census Bureau validating your request. Once you respond, we will approve access and you will receive a password.

Training

Annual Meeting

The Census Bureau sponsors an annual training conference if funding permits. 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. CLMSO will not pay for travel to the annual meeting for any CIC that does not complete an annual report.

Other Training

In addition to the annual training, training also may occur at your Regional Office either by Regional or Headquarters Census Bureau staff.

CLMSO also coordinates webinars for the network on pertinent topics. These webinars are an excellent way to learn and interact with Bureau staff regarding Census Bureau data and programs. Other advantages of these webinars are that they reduce the need and cost of travel and also allow you to attend webinars based on your interests.

Resources

In addition to the listserv, you may want to sign up for other related Census Bureau and U.S. Department of Commerce email lists. These include:

<table>
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<tr>
<th>Email Distribution List</th>
<th>Address to Sign-Up</th>
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There will be many other Census Bureau websites that you may want bookmark as you become an expert in Census Bureau data. Below are some key Census Bureau links that will help you respond to your audience’s data needs.

<table>
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<th>Description</th>
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<tr>
<td>Census Bureau website</td>
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<td>Census Bureau, Census Information Center</td>
<td><a href="http://www.census.gov/cic">http://www.census.gov/cic</a></td>
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<tr>
<td>Census Bureau, State Data Center Program</td>
<td><a href="http://www.census.gov/sdc">http://www.census.gov/sdc</a></td>
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<tr>
<td>American Community Survey</td>
<td><a href="http://www.census.gov/acs">http://www.census.gov/acs</a></td>
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<tr>
<td>American Community Survey Compass Handbooks (Handbooks on how to use and analyze the ACS data designed for various audiences)</td>
<td><a href="http://www.census.gov/acs/www/guidance_for_data_users/handbooks/">http://www.census.gov/acs/www/guidance_for_data_users/handbooks/</a></td>
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<td>ACS PUMS data using AFF</td>
<td><a href="http://www.census.gov/acs/www/data_documentation/public_use_microdata_sample/">http://www.census.gov/acs/www/data_documentation/public_use_microdata_sample/</a></td>
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<td>Local Employment Dynamics</td>
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<td>Data Ferrett</td>
<td><a href="http://dataferrett.census.gov/">http://dataferrett.census.gov/</a></td>
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<tr>
<td>Current Population Survey (CPS) Table Creator</td>
<td><a href="http://www.census.gov/search-results.html?q=Current+Population+Survey+%28CPS%29+Table+Creator+%26page%3D1%26stateGeo%3Dnone%26searchtype%3Dweb%26cssp%3DSERP%26search.x%3D0%26search.y%3D0">http://www.census.gov/search-results.html?q=Current+Population+Survey+%28CPS%29+Table+Creator+%26page%3D1%26stateGeo%3Dnone%26searchtype%3Dweb%26cssp%3DSERP%26search.x%3D0%26search.y%3D0</a></td>
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**Conclusion**

This information packet was designed to provide you with general information. If you have any questions, please ask CLMSO DUB staff, your steering committee, or another CIC member. We are all here to assist you!
Appendix 1

~ Census Information Centers ~

Arab American Institute
Dr. James Zogby, President
Maya Berry, Executive Director
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1600 K Street NW, Suite 601
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(202) 429-9210
(202) 429-9214 (fax)
Ms. Margaret Lowry-CIC Contact
mlowry@aaiusa.org
(202) 652-4993
http://www.aaiusa.org/pages/census-2010/

Asian Americans Advancing Justice-Los Angeles
Mr. Stewart Kwoh, Esq., President & Executive Director
skwoh@advancingjustice-la.org
1145 Wilshire Blvd., 2nd Floor
Los Angeles, CA 90017
(213) 977-7500
(213) 977-7595 (fax)
Mr. Daniel Kikuo Ichinose, CIC Contact
dichinose@advancingjustice-la.org
http://www.advancingjustice-la.org

Asian American Federation
Ms. Jo-Ann Yoo, Executive Director
jyoo@aaferderation.org
120 Wall Street, 9th Floor
New York, NY 10005
(212) 344-5878
(212) 344-5636 (fax)
Mr. Howard Shih, CIC Contact
(212) 344-5878, ext. 219
howard.shih@aafederation.org
http://www.aafederation.org/cic/default.asp

Asian American Pacific Islander Community Development Data Center,
University of California, Los Angeles (UCLA)
Dr. David K. Yoo, Director
dkyoo@ucla.edu
Asian American Studies Center
3230 Campbell Hall, 405 Hilgard Avenue,
Box 951546
Los Angeles, CA 90095-1546
(310) 825-2974
(310) 206-9844 (fax)
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melanyd@ucla.edu
http://www.aasc.ucla.edu/cic/

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Mrs. Kathy Ko Chin, President & CEO
kkochin@apiahf.org
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San Francisco, CA 94108
(415) 954-9988
(415) 954-9999 (fax)
Dr. Won Kim Cook, CIC Contact
(415) 568-3324
wcook@apiahf.org
wonkimsf@apiahf.org
http://www.apiahf.org/

ASIAN, Inc.
Mr. Michael Chan, President
1167 Mission Street, 4th floor
San Francisco, CA 94103
(415) 928-0159
(415) 921-0182 (fax)
Mr. Sari Karet, CIC Contact
skare@asianinc.org
skaret.asianinc@gmail.com
http://www.asianinc.org/

California Indian Manpower Consortium
Ms. Lorenda T. Sanchez, Director
lorendas@cimcinc.com
738 North Market Blvd.
Sacramento, CA 95834-1206
(916) 920-0285 (800-640-CIMC)
(916) 641-6338 (fax)
lorendas@cimcinc.com
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(Primary)
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(512) 916-6183
(512) 916-6001 (fax)
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http://www.capcog.org/

Child Welfare League of America
Mrs. Christine James-Brown, President & CEO
1726 M. Street NW, Ste. 500
Washington, DC 20036
(202) 688-4200
(202) 833-1689 (fax)
Cassandra Rainey, CIC Contact
crainey@cwla.org
http://www.cwla.org/

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(202) 662-3550 (fax)
Ms. Stefanie Sprow, CIC Contact
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http://www.childrensdefense.org/

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(415) 397-8133
(415) 397-6617 (fax)
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gary.paul@famu.edu
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Mr. Jim Gibbons, President & CEO
jim@gibbons@goodwill.org
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Mr. Matthew A. Vile, Ph.D, CIC Contact (Primary)
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(787) 263-1625 (fax)
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http://portalwww.cayey.upr.edu/iii/cic

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Mrs. María de Los Angeles Torres, Director
412 S. Peoria Street, Rm. 324B CUPPAH (MC 347)
Chicago, IL 60607
(312) 413-7871
torresma@uic.edu
TDB, CIC Contact
http://www.nd.edu/~iuplr/

Jackson State University-Mississippi Urban Research Center
Dr. Melvin Davis, Director
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350 W. Woodrow Wilson Avenue, Suite 2200-B
Jackson, MS 39213
(601) 979-4204
(601) 979-4075 (fax)
Mr. Sam Mozee, Jr., CIC contact
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(601) 979-1428
http://murc.org/census/census.htm

Joint Center for Political and Economic Studies (Sabbatical until Sept. 2016)
Mr. Spencer Overton, President
2000 H Street NW
Washington, DC 20052
(202) 789-3500

(202) 789-6390 (fax)
https://jointcenter.org

Korean American Coalition-Census Information Center
Ms. Helen Kim, Executive Director
info@kacla.org
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Los Angeles, CA 90010
(213) 365-5999
(213) 380-7990 (fax)
Ms. Chris Lee- CIC Contact
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www.kacnational.org

Latin American Chamber of Commerce
Mr. D. Lorenzo Padron, Chairman & CEO
3512 West Fullerton Avenue
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(773) 252-5211
(773) 252-7065
Mr. D. Lorenzo Padron. CIC Contact
D.LorenzoPadron@LACCUSA.com
http://www.LACCUSA.com

LeMoyne-Owen Community Development Corporation
Mr. Jeffrey Higgs, Executive Director/President
jhiggs@locdcc.org
807 Walker Avenue
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aemeagwai@loccdc.org
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University of Maryland  
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nguyennbich37726@aol.com
http://www.ncvaonline.org/

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Ms. Janet Murguia, President and CEO
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(202) 776-1792 (fax)
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www.nclr.org

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http://www.latinopolicy.org/

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Washington, DC 20036
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vwilson@nul.org
http://www.nul.org/

Neighborhoods Resource Center
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(615) 782-8213 (fax)
Ms. Megan Black, CIC Contact
megan.black@tnrc.net
http://www.tnrc.net/
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<tr>
<th>Organization of Chinese Americans</th>
<th>Norfolk State University Center for Applied Research and Public Policy</th>
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<tr>
<th>Papa Ola Lokahi</th>
<th>Northeast Council of Governments</th>
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<td><a href="http://www.nativehawaiianhealth.net/">http://www.nativehawaiianhealth.net/</a></td>
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<th>Piast Institute</th>
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CIC Steering Committee

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Chair

Ms. Melanie Poulter
Co-Chair

Mr. Sari Karet

Mr. Bruce Wade
Back-up Secretary

Mr. Dan Ichinose

*There is no photo for Mark Holman or Patricia Gonzales*
Appendix 3

Working Group Members

Below is the outline of the tasks the working groups will be conducting along with their task leaders.

Analysis – Bruce Wade, Melanie Poulter, Momi Fernandez
  i. Annual Reports
  ii. Metrics

Communications/Website – Mark Holman, Sari Karet,
  i. Website
  ii. Facebook
  iii. Calling Trees
  iv. E-Data Blasts
  v. List Serves (Google groups, CIC Steering Committee, CIC Program Network)
  vi. CIC Contact List

Race Data – Dan Ichinose, Momi Fernandez
  i. Hispanic/Latino Issues
  ii. AQE
  iii. MENA (Middle Eastern North Africa)
  iv. Sub-Saharan

Training –, Momi Fernandez, Bruce Wade
  i. GIS, iPUMS, AFF2, CPS, SIPP, Data Ferrett, Community Planning, LED on the Map, Tutorials – online/webinars