



American Community Survey

Content Review Summit

April 29, 2014

Welcome

James Treat, *Chief, American Community Survey Office*
U.S. Census Bureau

ACS Content Review (CR) Summit

Objectives:

1. Open lines of communication
2. Provide an overview on the ACS Content Review (CR)
3. Communicate why we need your participation
4. Highlight upcoming milestones and your role

Outcomes:

1. Clear understanding of the ACS CR
2. Understanding of timelines, next steps and actions
3. Adjustments to CR Data Collection Tool

Agenda

Time		Topic	Presenter
9:00 am	9:15 am	Welcome	James Treat, <i>Chief, American Community Survey Office</i> <i>U.S. Census Bureau</i>
9:15 am	9:30 am	Executive Remarks	Dr. Mark Doms, <i>Under Secretary of Commerce for Economic Affairs,</i> <i>U.S. Department of Commerce</i> John Thompson, <i>Director, U.S. Census Bureau</i>
9:30 am	10:00 am	Overview of Content Review	James Treat
10:00 am	10:15 am	Respondent Burden	Tim Olson, <i>Respondent Advocate, U.S. Census Bureau</i>
10:15 am	10:30 am	Break	
10:30 am	11:15 am	Agency Experience	Cheryl Chambers, <i>Chief, Communication Management and Support Branch,</i> <i>American Community Survey Office, U.S. Census Bureau</i> George Sheldon, <i>Department of Veterans Affairs</i> Joan Turek, PhD, <i>Department of Health and Human Services</i>
11:15 am	11:50 am	Agency Role	Gary Chappell, <i>Content Review Program Manager,</i> <i>American Community Survey Office, U.S. Census Bureau</i>
11:50 am	12:00 pm	Logistics for the Afternoon	Gary Chappell
12:00 pm	1:00 pm	Lunch (cafeteria/food court)	All: Informal group discussions
1:00 pm	2:30 pm	Walkthrough of CR Data Collection Tool	Marisa Hotchkiss & James Treat, <i>American Community Survey Office, U.S. Census Bureau</i>
2:30 pm	2:45 pm	Next Steps and Closing	James Treat
2:45 pm	3:00 pm	Q & A	U.S. Census Bureau Subject Matter Experts

Executive Remarks

Dr. Mark Doms, *Under Secretary of Commerce for Economic Affairs,*
U.S. Department of Commerce

Executive Remarks cont'd

John Thompson, *Director, U.S. Census Bureau*

Overview of the Content Review

James Treat, *Chief, American Community Survey Office,*
U.S. Census Bureau

Background

- In April 2011, the Census Bureau began a comprehensive assessment of the ACS program – including an initiative to examine and confirm the value of each question on the ACS
- In June 2012, OMB initiated a process to confirm and update information the statutory and regulatory authority for the questions on the ACS with select federal agencies (Sunstein Memo)
- In August 2012, the Interagency Council of Statistical Policy (ICSP) Subcommittee for the ACS was formed with a mission, in part, to ensure that the ACS would “provide the most useful information with the least amount of burden”
- To support the ICSP Subcommittee, the ACS Content Review is the next logical step in reviewing content beyond what was accomplished with the OMB effort

Approach

We will review all topics on the questionnaire

Phase 1 (May): We will place our *initial* focus on four high-profile topics:

Plumbing: 8a, 8b, 8c and 8d

Disability: 17a, 17b, 18a, 18b, 18c and 19

Journey to Work: 30, 31, 32, 33 and 34

Income: 47a, 47b, 47c, 47d, 47e, 47f, 47g, 47h and 48

Phase II (June): We will begin to review the remaining topics on the questionnaire

Project Timeline

- Request agencies identify Point of Contact (POC) : Mar 2014
- Hold kickoff meeting with all Federal agency POCs : Apr 2014
- Gather input from all Federal agency POCs : May – Jun 2014
- Analyze input and make content decisions: May – Sep 2014
- Formally announce decisions and seek public input via Federal Register notice: Oct – Dec 2014
- Implement decisions CY2016 and beyond in coordination with OMB
- Continue efforts to complete a comprehensive top-to-bottom assessment

Methodology

- In order to evaluate ACS content to determine which variables were most valuable, we initiated a cost-benefit analysis in which:
 - “cost” is the difficulty in obtaining quality information
 - “benefit” is the usefulness and quality of the data
- The Census Bureau then identified and selected the decision criteria that fit into these two categories

Decision Criteria

- The Census Bureau has identified 19 decision criteria in all:
 - 13 that measure the utility and quality (benefit) of a variable
 - 6 that measure the difficulty (cost) of obtaining information
- The Census Bureau will rely on YOU – federal agencies to provide information for about one-third of the criteria
- We are also gathering input from:
 - Survey Respondents (website feedback form – May 2014)
 - Field Representatives; other operational measures (May 2014)
 - Data users (website feedback form – June 2014)

Utility vs. Difficulty

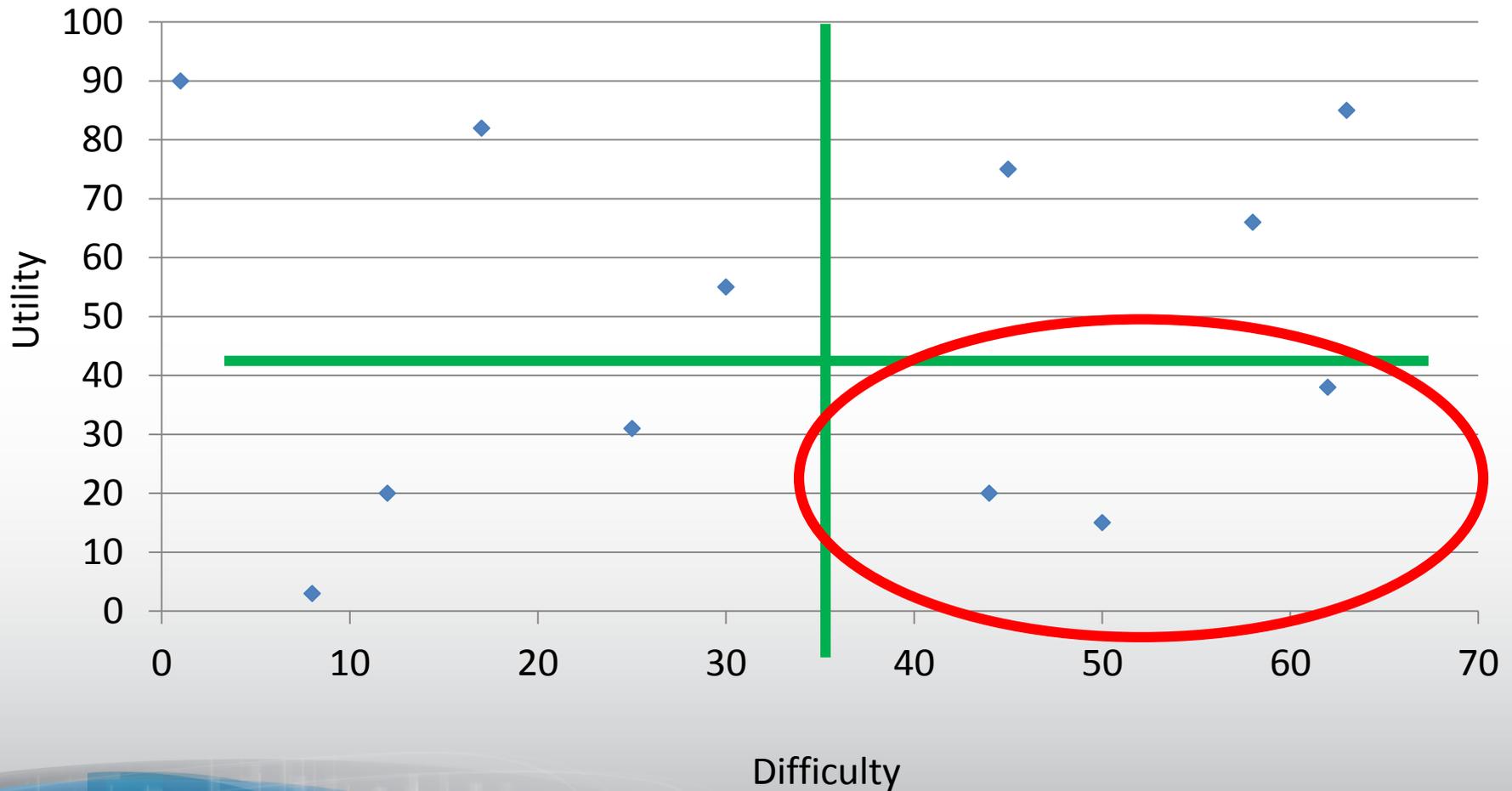
Utility (Benefit)

- Uses at Block Group/Tract Level—Statutory
- Uses at Place/County/MSA Level—Statutory
- Uses at State/Nation Level—Statutory
- Uses at Block Group/Tract Level—Required
- Uses at Place/County/MSA Level—Required
- Uses at State/Nation Level—Required
- Uses at Block Group/Tract Level—
Programmatic
- Uses at Place/County/MSA Level—
Programmatic
- Uses at State/Nation Level—Programmatic
- County-Level Interquartile Range in Values
- Used to Select frame for a Federal Survey
- Other Data Sources Exist
- Median County-Level Coefficients of Variation

Difficulty (Cost)

- Cognitive Burden
- Sensitivity
- Overall Difficulty
- Number of Complaints
- Seconds to Answer
- Median Item Response Rate at
County Level

Notional Example



Respondent Burden

What Congress and ACS Respondents Really Think

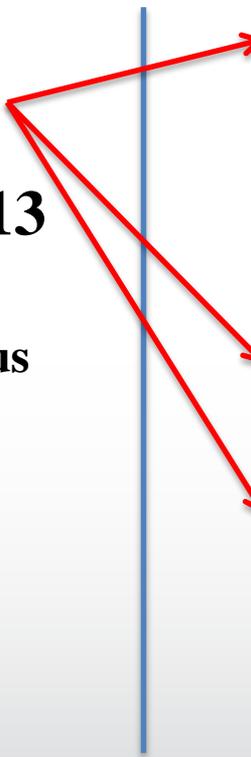
Tim Olson, *Respondent Advocate, U.S. Census Bureau*
Respondent-advocate@census.gov

My Vantage Point In This Discussion

Respondent Advocate position created at the request of Congress in 2013

American Community Survey focus

- 3.54 million households in ACS each year
- Most respond on their own (**59.76%**)
- Phone and field interviews boost response (**97.38%**)
- Approximately 8,000 refusals in 2012
- 242 Congressional letters on behalf of constituents since April 2012 (**0.00343%**)



Advocate for and represent the respondent's perspective throughout the survey lifecycle, including survey design and data collection.

Resolve household survey respondent concerns.

Improve key stakeholder experience in relation to respondent concerns.

Congressional Interaction

- I have met with 108 Congressional offices this past year
 - All receive complaints from constituents about the ACS.
 - Most are surprised to learn that approximately 8,000 addresses within their district are part of the ACS each year.
 - Most are impressed at the high response rates in their district (95-99%).
 - Many understand the value of ACS data and use it for policy making and speeches.
 - All express strong appreciation at having a “go to” Census person for difficult constituent situations.
- There is a strongly-felt reservation about a mandatory survey
 - HR 1078 would make the ACS voluntary and has 52 co-sponsors (in the last Congress there were 70).
 - I discuss the impact of a voluntary ACS on smaller population areas, particularly rural areas, referencing Statistic Canada’s recent experience in 2011, as well as the Census Bureau’s 2003 study regarding impact of a voluntary ACS.

ACS Respondent Interaction

- Most people have never heard of the American Community Survey
 - They remember the last decennial census
 - They have never heard of the ACS and assume it is a scam
- Some have had a bad experience with an interviewer
 - Repeated contact attempts by phone and in person
 - Weekend and evening contacts
- Some have exceptionally strong and expressive political views
 - The Feds telling citizens they will be fined if they don't answer a 35 minute survey
- Some are worried about identity theft
 - Income questions
 - Time one leaves home for work and work address
- Some questions are really hard to answer
 - Interest and dividends earnings
 - Type of Internet access
- Many just can't fathom that we don't already have this information

Challenge for Federal Agencies

- **Every ACS Question must have compelling justification**
 - ✓ What is the legal or regulatory basis?
 - ✓ Which program(s) is directly affected?
 - ✓ How does data impact local community?
- **“Interesting to know” or “needed for research” is not justification to keep question on the ACS**

Break

Agency Experience

Cheryl Chambers, *U.S. Census Bureau*

George Sheldon, *U.S. Department of Veterans Affairs*

Joan Turek, PhD, *U.S. Department of Health and Human Services*

Questions

What process was followed in the past?

How did you organize to meet this request?

Questions cont'd

How did you make a compelling case that ACS data was needed by your federal agency?

How did you identify alternative sources of information to the ACS for administering your program?

Helpful Points

- Successful participation in the ACS content review will require a high level of cooperation between the Department of Commerce and each individual federal agency
- Each agency will need to identify staff resources (point of contact and/or subject matter experts) for this effort when these resources may be scarce
- An agency may need to establish a team to coordinate in a proactive way any research required for this effort
- Willingness to support a sustained engagement in this project is critical

Agency Role

Gary Chappell, *Content Review Program Manager*
American Community Survey Office
U.S. Census Bureau

Project Timeline – Phase 1 and 2

- Request agencies identify POCs : Mar 2014
- Hold kickoff meeting with all Federal agency POCs : Apr 2014
- Gather input from all Federal agency POCs : May – Jun 2014
 - **Phase 1:**
 - **Plumbing Facilities: May 15, 2014**
 - **Disability: May 15, 2014**
 - **Journey to Work: May 15, 2014**
 - **Income: May 29, 2014**
 - **Phase 2:**
 - **All other topics: June 12, 2014**
- Analyze input and make content decisions: May – Sep 2014
- Formally announce decisions and seek public input via Federal Register notice: Oct – Dec 2014
- Implement decisions CY2016 and beyond in coordination with OMB
- Continue efforts to complete a comprehensive top-to-bottom assessment

We have created a CR Data Collection Tool to help in this process

Your participation is essential

- The ACS Content Review is a critical opportunity for you to weigh in on how you use ACS data and what topics and questions are important to you
- If you do not participate we may not be able to justify the need for the question
- The question could be eliminated which may impact your data needs and thus may impact your stakeholder needs
- As a federal agency, you are representing the needs of other state and local stakeholders and data users who depend on ACS data. **You are the champion for their data needs**

Agency Next Steps (when you leave today)

1. Review the CR Data Collection Tool
2. Contact with your agency colleagues
3. Contact with your General Counsel
4. Complete the CR Data Collection Tool
5. Make yourself available for follow-ups

1. Review the CR Data Collection Tool

- For agencies who responded to the 2012 OMB data collection request – we have pre-populated the tool with all of the information you previously provided to us (and now you will validate and update it, and respond to further questions)
- For agencies not previously responding to the Census Bureau under the 2012 OMB request – you will be filling out the same information with a blank tool
- If we do not receive a completed response from you, we may not be able to defend your need for the question

Leverage the Extranet Site

General page: <https://share.census.gov/div/acso/CR/SitePages/Home.aspx>

The screenshot shows the 'Home' page of the ACS Content Review Extranet. The left sidebar contains a 'Libraries' section with a list of agency abbreviations: General Information, FCC, Federal Reserve, NSF, USDA, DOC, DOE, DOE, HHS, HUD, DOJ, DOL, DOT, VA, EPA, and EEOC. The 'Discussions' link is circled in red, with 'Ask Census CR Team' listed below it. The main content area features a welcome message and a table of documents under the 'General Information' heading.

Site Actions Browse Page

Content Review Home

Home

Welcome to the American Community Survey (ACS) Content Review Extranet

This site is intended for federal agency points of contact and subject matter experts to collaborate with U.S. Census Bureau staff on the American Community Survey Content Review effort.

To access your documents, please choose one of the links on the left side of this page. You will have access to General Information (below) and the library for your agency. Other agencies will not have access to your library and you will not have access to theirs.

If you have questions, technical problems, or need to add or delete team members please contact your Census Bureau liaison.

General Information

<input type="checkbox"/>	Type	Name	Description	Modified
		ACSKnownFederalUses_314 <small>NEW</small>	Attachment to Agency Letters (March 2014)	4/21/2014 11:52 AM
		OMBMemoonACS <small>NEW</small>	AKA Sunstein Memo, 2012 memo sent to agencies requesting updated use information	4/21/2014 11:54 AM

[+ Add document](#)

[Discussions](#)
Ask Census CR Team

Leverage the Extranet Site cont'd

Agency-specific Library of Documents

The screenshot displays the 'ACS Content Review' library interface. The breadcrumb path is 'ACS Content Review > HHS > All Documents'. Below the breadcrumb, it says 'Documents for the POC and SMEs of HHS'. The interface includes a search bar with the text 'Search this site...' and a user profile 'Marisa Tegler Hotchkiss'. A left sidebar contains navigation options: 'Libraries' (General Information, HHS, Discussions, Ask CR Team), 'Recycle Bin', and 'All Site Content'. The main content area shows a table of documents:

Type	Name	Description	Modified	Modified By
	ACS HHS Sept 11th (email 5 - HHS) <small>NEW</small>	Email attachment from HHS in response to 2012 OMB Memo from Cass Sunstein	4/14/2014 2:00 PM	Marisa Tegler Hotchkiss
	Email 15 - HHS <small>NEW</small>	Email from HHS in response to 2012 OMB Memo from Cass Sunstein	4/14/2014 2:00 PM	Marisa Tegler Hotchkiss
	HHS Content Review Meeting Notes <small>NEW</small>	Notes from interviews and meetings	4/14/2014 2:00 PM	Marisa Tegler Hotchkiss
	HHS <small>NEW</small>	Editable version of known HHS uses of ACS statistics	4/14/2014 2:01 PM	Marisa Tegler Hotchkiss

At the bottom of the table, there is a '+ Add document' link.

Each agency has their own tailored tab where documents can be updated, shared, and viewed.

2. Contact your agency colleagues

- Not everyone who needs to provide input may be here today
- Relying on you to coordinate efforts on behalf of your agency and the stakeholders you serve who may rely on ACS data
- Reach out to those individuals, share materials you've received today and include them moving forward

Agency POCs

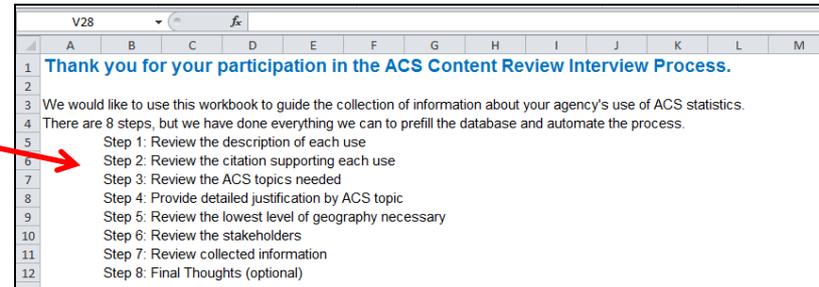
Agency	Agency POC
Board of Governors of the Federal Reserve System	Tonda Price
Centers for Disease Control and Prevention	Jennifer Madans, Ph.D.
Congressional Budget Office	Joseph Kile, Ph.D.
Congressional Research Service Library of Congress	Laura Shrestha, Ph.D.
Department of Agriculture	Joe Reilly
Department of Commerce, Bureau of Economic Analysis	Tiffany Burrell
Department of Commerce, National Telecommunications and Information Administration	Evelyn Remaley
Department of Education	Sharon Bovin Chris Chapman
Department of Energy	Robert Adams
Department of Health and Human Services	Joan Turek, Ph.D.
Department of Housing and Urban Development	Peter Kahn
Department of Justice	William Sabol
Department of Labor	James Moore, Jr., Ph.D.
Department of Transportation	Rolf Schmitt
Department of Veterans Affairs	Dat Tran
Environmental Protection Agency	Courtney Kerwin
Equal Employment Opportunity Commission	Elvira Sisolak Morgan Walls-Dines
Federal Communications Commission	Kirk Burgee
National Institutes of Health	Dr. Rebecca Clark
National Science Foundation	John Gawalt

3. Contact your General Counsel

- Confirming the legal basis or the lack thereof for an ACS use is a critical aspect of the Content Review
- Please reach out to your General Counsel
- If they have questions, contact DOC Office of General Counsel:
 - Barry Robinson: brobinson@doc.gov (202-482-5165)
 - Melissa L. Creech: melissa.l.creech@census.gov (301-763-9844)
 - Letitia McKoy: letitia.w.mckoy@census.gov
 - Morgan Hallmon: mhallmon@doc.gov
 - Miles Ryan III: miles.f.ryan.iii@doc.gov

4. Complete the CR Data Collection Tool

- Review the CR Data Collection Tool with information pertinent to your agency (if applicable)
- Leverage the *Guide* for the CR Data Collection Tool
- We encourage you to begin filling out the CR Data Collection Tool as soon as possible



ACS Content Review Data Collection Tool Guide

General Instructions:

When you open the document, you will see that the tool is organized into 8 steps, with an overview page and two additional reference documents. Please begin on the overview tab, and click through the tabs from left to right to advance sequentially through the tool.

Each step will contain the following information:

- Step number and description
- Technical Instructions
- Detailed Instructions
- Columns to Enter Information

Step 1: Review the description of each use
 (Review, correct and complete the information in Column A.)
 Describe your agency's use of ACS statistics in plain language, with an emphasis on whether the use affects small communities.

Does our description accurately describe this use? If not, please correct. Is there additional information that would improve this description? If there are additional uses, please add them at the bottom.

Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.

To edit text, click in the cell, align your cursor where the change should be made and type normally. This is a large document, and the size of the cell is not always compatible with the information you are asked to provide. You may find it easier to view the text in the ribbon.

You can make this area larger by clicking on the bottom border and dragging downward.

The source of the pre-populated information is a table of responses to the 2012 OMB Memo (AKA the Sunstein memo). However, this information has been reformatted, and in some cases, revised. Please review all pre-populated information to ensure it is accurate.

Please save the document regularly.

5. Make yourself available for follow-ups

Timing is critical – next six months

- May and June – agencies gather information and submit responses to the Census Bureau
- July – Census Bureau drafts the initial set of recommendations
- August – Census bureau incorporates agency comments and feedback
- September – Census Bureau drafts proposed decisions
- October – Census Bureau submits the Federal Register notice

Logistics for the Afternoon

Gary Chappell, *Content Review Program Manager*
American Community Survey Office
U.S. Census Bureau

Lunch

We encourage you to lunch with others from your agency and consolidate your questions on the CR Data Collection Tool for the afternoon discussion

Welcome back from lunch

Touch base on Q&A submitted

Walkthrough CR Data Collection Tool

Marisa Hotchkiss, *American Community Survey Office*

James Treat, *American Community Survey Office*

U.S. Census Bureau

*Please refer to your Agency CR Data Collection Tool and
Tool Guide*

CR Data Collection Tool

2 Thank you for your participation in the ACS Content Review Interview Process.

3

4 We would like to use this ACS Content Review Data Collection Tool to compile information about your agency's use of ACS statistics.

5 There are 8 steps, but we have done everything we can to prefill the database and automate the process.

6 Step 1: Review the description of each use

7 Step 2: Review the citation supporting each use

8 Step 3: Review the ACS topics needed

9 Step 4: Provide detailed justification by ACS topic

10 Step 5: Review the lowest level of geography necessary

11 Step 6: Review the stakeholders

12 Step 7: Review collected information

13 Step 8: Final Thoughts (optional)

14

15 This workbook also contains two reference documents:

16 ACS Topics Reference - A crosswalk of questions and ACS topics

17 ACS Geographies Reference - A list of common Census geographies and a link to resources

18

19 Technical Note: There are formulas throughout this tool that update information as you move through the steps.

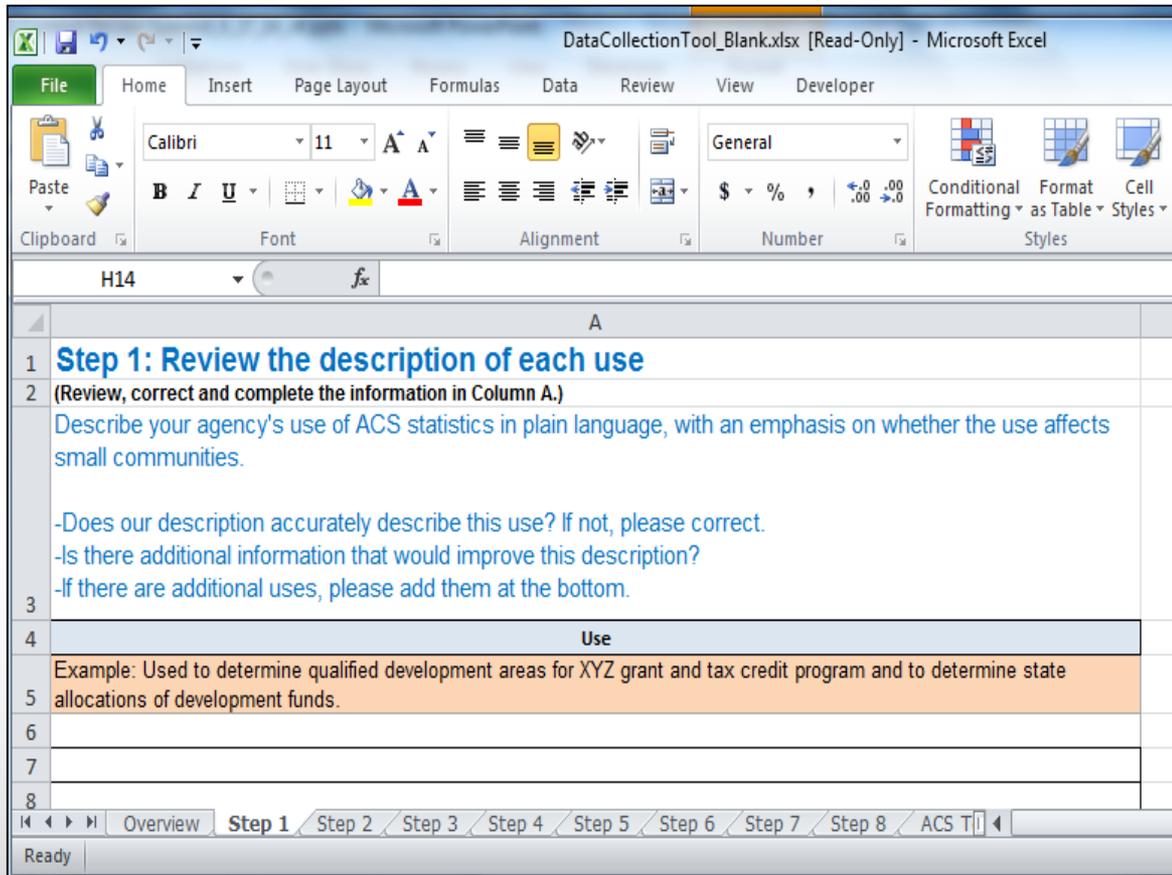
20

Overview Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 ACS Topics

Each excel spreadsheet has an overview and eight steps

- Each agency will receive an Excel spreadsheet via the Extranet site
- It will either be “blank” or populated with details provided by your agency in response to the 2012 Sunstein Memo
- We need you to add, validate and complete information in the tool

Step 1: Review the description of each use



The screenshot shows a Microsoft Excel spreadsheet titled "DataCollectionTool_Blank.xlsx [Read-Only] - Microsoft Excel". The ribbon is set to "Home". The spreadsheet content is as follows:

	A
1	Step 1: Review the description of each use
2	(Review, correct and complete the information in Column A.)
	Describe your agency's use of ACS statistics in plain language, with an emphasis on whether the use affects small communities.
	-Does our description accurately describe this use? If not, please correct.
	-Is there additional information that would improve this description?
	-If there are additional uses, please add them at the bottom.
3	
4	Use
5	Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.
6	
7	
8	

The bottom of the spreadsheet shows a navigation bar with tabs for "Overview", "Step 1", "Step 2", "Step 3", "Step 4", "Step 5", "Step 6", "Step 7", "Step 8", and "ACS T". The "Step 1" tab is currently selected.

- Describe your agency's use of ACS statistics in plain language, with an emphasis on whether or not the use affects small communities
- Verify or edit the description of each use
- Avoid text such as "see above"

How do you use ACS information?

Step 2: Review the citation for each use

	A	B	C	D	E	F	G	H	I
1	Step 2: Review the citation supporting each use								
2	(Review, correct and complete the information in columns C-I.)								
	<p>For each use, please list any public laws, federal statutes, regulations, or other decisions that require the use of American Community Survey or Census Bureau data. If possible, please provide an excerpt of the specific language as well. Our goal is to combine all citations into one complete citation, using a standard format (columns C-F automatically generate the full citation in column B).</p> <p>-Please work with your general counsel to ensure these citations are accurate (particularly if the citation is highlighted in red). -If the citation cites a large portion of text, please evaluate whether a more detailed citation can be used. -If only one type of citation is mentioned, but others apply to this use, please add them. -If there is NO citation to support this use, leave columns C-G blank, but complete H and I.</p>								
3	Most importantly, we need a clear, plain language justification for using ACS estimates (vs other data sources), and an understanding of your other options.								
4									
5	Use Description	Full Citation (unhide columns D, E, F, and G for more detail)	Citation: Public Law	Citation: U.S. Code	Citation: Code of Federal Regulations	Citation: Other	Sample Citation Text	Why are ACS statistics used for this? (Please provide a clear justification.)	Without ACS data, how would your agency accomplish this activity? (Other data sources, etc.)
6	Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.	XYZ Grant Act of 2014, Pub. L. No. 112-001, 12 U.S.C. § 1234	XYZ Grant Act of 2014, Pub. L. No. 112-001,	12 U.S.C. § 1234			"(d) Improving allocations of grant funds The Secretary shall commission a study or use available information to determine qualifying areas. Qualifying areas are those determined to have the greatest economic or social need...greatest need can be measured by poverty status, disability status, educational attainment, and other factors."	ACS is the only source that provides income and disability estimates at the block group level.	We would have to create a model using older ACS statistics, reference admin records, or conduct our own survey
7									
8									
9									

Are there any public laws, federal statutes, regulations, or other decisions that require the use of ACS data for administering your program? Why are ACS statistics used for this? Without ACS data, how would your agency accomplish this activity?

You may need to engage your General Counsel

Step 3: Review the ACS topics needed

Step 3: Review the ACS topics needed
(Review, correct and complete the information in columns C-CC.)
Our goal is to understand which ACS topics are necessary for each use. Column B lists the topics currently selected in columns C through BP.)

Please use the ACS Questionnaire and/or "ACS Topics Reference" for assistance with this step

Please evaluate each topic selected for each use.
-If the use CANNOT be accomplished without the ACS topic, replace the "X" with an "E" (for "Essential").
-If the use CAN be accomplished without the ACS topic, but your agency would use it if available, replace the "X" with an "S" (for "Secondary").
-If the use requires a topic not selected, please mark it with an "E" for essential, or an "S" for secondary.
-Mark all topics that are not essential (E) or secondary (S) as N/A to confirm you do not need that topic for the use.

(NOTE: Plumbing Facilities, Disability, Journey to Work, and Income questions are the priorities of the first phase of this process. Those questions are shaded in bright blue below.)

Use	ACS Topics	Building/Structure Type and Units																											
		Year Built	Year Moved In	Acreage	Agriculture Sales	Business/Medical Office	Rooms	Bedrooms	Hot/Cold Water	Fresh Toilet	Bath tub/Shower	Sink with Faucet	Stove or Range	Refrigerator	Telephone Service Available	Computer Use	Internet Use	Internet Subscription	Vehicles Available	Home Heating Fuel	Cost of Utilities	SNAP/Food Stamp Benefit	Condo Status and Fee	Tenure	Rent	Home Value	Taxes	Insurance	
Question Number		1	2	3	4	5	6	7a	7b	8a	8b	8c	8d	8e	8f	8g	9	10	11	12	13	14	15	16	17	18	19	20	21
Totals:		1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.	Income, Disability, School Enrollment, Educational Attainment, Race, Age	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
	0																												
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	0																												

- Verify which ACS survey questions are necessary for each use
- If your agency previously indicated a use for the topic, there will be an "X"
- Determine if each "X" is Essential or Secondary – replace with "E" or "S"
- All questions that are not required should be marked "N/A"
- Make sure no empty cells remain

What ACS topics are essential for your use?

Step 4: Provide detailed justification by ACS topic

Step 4: Provide detailed justification by ACS topic
(Provide an explanation for each E in columns C-CC)

For the topics chosen as "Essential" in Step 3, explain why each ACS topic is essential (for each use). If you use the ACS topic as part of a formula (e.g. funding), please include that formula in your detailed justification statement.

- Delete the formulas in the "E" cells below in order to type your explanation in the cell.
- Feel free to widen these columns as needed.
- You will also see a red "X" if any were missed on Step 3.
- Secondary uses are outside the scope for this step, however you may provide an explanation for those if desired.

(NOTE: Plumbing Facilities, Disability, Journey to Work, and Income questions are the priorities of the first phase of this process. Those questions are shaded in bright blue below.)

Use	Building/Structure Type and Units	Year Built	Year Moved In	Age	Architecture Styles	Business/Medical Office	Rooms	Bedrooms	Cold Water	Toilet	Bath/Shower	Bath with Toilet	Type or Range	Refrigerator	Telephone Service Available	Computer Use	Internet Use	Internet Subscription	Vehicles Available	Home Heating Fuel	Point of Utilities	Senior/Food Stamp Benefit	Medi Status and Fee	Phone	Boat	Home Value	Trucks	Insurance	Trucks	Trucks
1	1	2	3	4	5	6	7a	7b	8a	8b	8c	8d	8e	8f	8g	8h	8i	8j	8k	8l	8m	8n	8o	8p	8q	8r	8s	8t	8u	8v
2	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.																													
4																														
5																														
6																														
7																														
8																														
9																														
10																														
11																														
12																														
13																														

- If you marked a topic as “E” in Step 3 – you will see it reflected in Step 4
- If the cell is an “E” please explain why that particular question is “essential”
- Only explain “E” cells (“S” values are not displayed)
- If you realize a cell should be categorized by something other than what it is (E, S or N/A) – reflect it first in Step 3

Of the ACS topics that your agency uses, are there specific questions or parts of the questions that are necessary for your use? Why are they essential?

Step 5: Review the lowest level of geography necessary

	A	B	C	D
1	Step 5: Review the lowest level of geography necessary			
2	(Review, correct and complete the information in columns B-D.)			
3	<p>One of the best features of ACS is the availability of statistics at low levels of geography, but we'd like to understand more about which levels of geography are needed for each use. Please list the lowest (smallest) geography required in column B, and additional required levels of geography in column C.</p> <p>-Please use Census geographies (i.e. please use "place" instead of "town," "city," etc.) Examples of Census geographies are included on the "ACS Geographies Reference" sheet.</p>			
4				
5	Use	Lowest level of geography needed	Additional levels of geography needed	Are geographies mentioned in the citations listed in Step 2?
6	Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.	Block group	Tract	No
7		0		
8		0		
9		0		
10		0		
11		0		
<i>What level of geography is needed for each use?</i>				
14		0		
15		0		
16		0		
17		0		
18		0		
19		0		
20		0		
21		0		
<div style="display: flex; justify-content: space-between; border: 1px solid gray; padding: 2px;"> Ready Overview / Step 1 / Step 2 / Step 3 / Step 4 / Step 5 / Step 6 / Step 7 / Step 8 / ACS Topics Reference </div>				

- Identify the lowest level of geography needed and any additional levels
- Examples of geographies can be found in the “ACS Geographies Reference” tab

Step 6: Review the stakeholders

DataCollectionTool_Blank.xlsx [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer

Clipboard Font Alignment Number Styles Cells Editing

J8

Step 6: Review the stakeholders
 (Review, correct and complete the information in columns B-F.)

Please help us understand the size and scope of the stakeholder groups involved in each use.

Use	Who is Accessing the ACS Stats?	Who is the User?	Who is Affected by this Use?	How Much Funding is Distributed? (And How Often?)	How Frequently is ACS Information needed? (i.e., Annually, Every 3 years, Every 5 years)
EXAMPLE: Used to allocate funds to state offices for job training	Federal	50 State Offices	Job seekers	\$5 million per FY	Annually
Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of	Federal			\$0	
	0 Federal			\$0	
	0 Federal			\$0	
	0 Federal			\$0	

Overview Step 1 Step 2 Step 3 Step 4 Step 5 Step 6 Step 7 Step 8 ACS Topics Reference ACS Geographies Ref

Who is accessing the data? Who is the user? Who benefits from the use? Is funding distributed? How frequently is ACS information needed?

Step 7: Review collected information

1	Step 7: Review collected information												
2	(Review all columns; return to previous steps to correct information.)												
3	Use	Citation (unhide columns D, E, F, and G for more detail)	Sample Citation Text	Why are ACS statistics used for this? (Please provide a clear justification.)	Without ACS data, how would your agency accomplish this activity? (Other data sources, etc.)	Least Level of Geography	Additional levels of geography needed	Source (unhide columns I, J, K, and L for more detail)	Who is Accessing the ACS Data?	Who is the User?	Who is Affected by this Use?	How Much Funding is Distributed? (And How Often?)	
4	Example: Used to determine qualified development areas for STZ grant and tax credit program and to determine state allocation of development funds.	STZ Grant Act of 2014, Pub. L. No. 112-99, 12 U.S.C. § 1924	"(4) Improving allocation of grant funds The Secretary shall commission a study as soon as available information to determine qualified areas. Qualified areas are those determined to have the greatest economic potential and, grant award can be measured by poverty status, disability status, educational attainment, and other factors."	ACS is the only source that provides income and disability estimates at the block group level.	We would have to create a model using older ACS statistics, reference admin records, or conduct our own survey	Block group	Ttract	Source: Memo, Source: Memo,	Federal				
5								Source: Memo,	Federal				
6								Source: Memo,	Federal				
7								Source: Memo,	Federal				
8								Source: Memo,	Federal				
9								Source: Memo,	Federal				
10								Source: Memo,	Federal				
11								Source: Memo,	Federal				
12								Source: Memo,	Federal				
13								Source: Memo,	Federal				
14								Source: Memo,	Federal				
15								Source: Memo,	Federal				
16								Source: Memo,	Federal				
17	(If more than 10 sources are identified, please contact us and we will provide a longer document.)							Contact Review	Federal				

This is a summary of all previous tabs which will help determine what questions on the ACS are essential for your data use or if we can eliminate questions or parts of questions to minimize burden.

Step 8: Final thoughts (optional)

A		B
1	Step 8: Final Thoughts (optional)	
2	(Provide any additional information in Column B.)	
3	Is there any other information about this use that should be considered?	
4	Use	Notes
5	Example: Used to determine qualified development areas for XYZ grant and tax credit program and to determine state allocations of development funds.	
6	0	
7	0	
8	0	
10	0	
11	0	
12	0	
13	0	
14	0	

Is there any other information about this use that should be considered?

- This tab provides the opportunity for you to give us any other information that should be considered as we review these uses
- Possible additional information might be historical or future changes to this use, websites where additional information can be found, etc
- This tab completes your response
- **Upload to Extranet site**

Next Steps and Closing Remarks

James Treat, *Chief, American Community Survey Office*
U.S. Census Bureau

Recap: Agency Next Steps

- Review the CR Data Collection Tool
 - Set up your Extranet Site account (*Remember to leverage our extranet site to ask questions at any time*).
- Connect with your agency colleagues, general counsel, and data users
- Complete the CR Data Collection Tool
 - Phase 1:
 - Plumbing Facilities: May 15, 2014
 - Disability: May 15, 2014
 - Journey to Work: May 15, 2014
 - Income: May 29, 2014
 - Phase 2:
 - All other topics: June 12, 2014
- Be available for follow-ups

Q & A

U.S. Census Bureau Subject Matter Experts

Thank you!

General Information:

https://www.census.gov/acs/www/about_the_survey/acs_content_review/

Questions?

<https://share.census.gov/div/acso/CR/SitePages/Home.aspx>

(requires log-in to Extranet)