

Welcome to the
Census Information Centers (CIC)
Network

New Member Packet

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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. 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.

About the CIC Program

Started in 1988, the Census Information Center (CIC) Program is a cooperative venture between the U.S. Census Bureau and national level, community-based organizations and colleges and universities to serve as auxiliary data distribution centers reaching underserved populations.

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. Currently there are 57 CICs. (*See appendix 1*)

Who's Who

The Customer Liaison Marketing Services Offices (CLMSO)

CLMSO is the Census Bureau Office that oversees the Data User Branch (DUB) which consists of both the Census Information Center (CIC) Program and the State Data Center Programs. The CLMSO staff includes Kendall B. Johnson (Chief, CLMSO), Francine Krasowska (Deputy Chief, CLMSO), Sam Aherrera (DUB lead), Tom Edwards (DUB lead), Antoinette Hall (Liaison, DUB), Nelson Colon (Liaison, DUB), Kathy Conklin (Liaison, DUB), Barbara LaFleur (Liaison, DUB), Chonya Davis-Johnson (Liaison, DUB), Denise Smith (Liaison, DUB), Samantha Proctor (Liaison, DUB), Kendra Anding (Liaison, DUB). Please feel free to contact any of the liaisons. (*See appendix 2*)

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 nine 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 members at any time. (*See appendix 3*).

Steering Committee responsibilities:

1. Mandatory Steering Committee and Program meetings (two annual in-person 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 such as working groups (Data User Needs, Data Mapping, and Race/ Ethnic Question...)

Elections for the Steering Committee currently occur at the Annual Meeting of the CIC Program. 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 get 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.

Your Responsibility

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 Census Bureau Director. This agreement is updated and renewed every three (3) years. Within the MOA, the Census Bureau outlines the responsibilities of both your organization and the Bureau.

Embargo Access

The U.S. Census Bureau policy for embargoed new released 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.

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

It is the responsibility of the CIC contact to attend the Annual Training Conference or send a representative. 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 complete an annual report.

CIC Activities

Working Groups

The CICs are organizing themselves into three working groups around the following collaborative projects: Data Needs of Communities of Color, Data Mapping Tools, Race and Hispanic Questions Research Working group. A Steering Committee member chairs each working group. (*See appendix 3*).

The Data Needs of Communities of Color Working Group is proposing to conduct a nationwide needs assessment of the data needs of communities of color. By assessing the needs, the CICs and the Census Bureau can determine a focus and direction for investments made in data products and training.

The Data Mapping Tools Working Group is planning to work with the City University of New York Mapping Service at the Center for Urban Research (CUR) and the Annie E. Casey Foundation. This group will work with these organizations to determine how they can work together to obtain funding to bring the American Community Survey and 2010 Census data to a broad spectrum of users.

The Race and Hispanic Questions Research and Evaluations Working Group 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.

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. One option is to email CLMSO using the CLMSO DUB group listserv CLMSO.DUB.Office.Group.List@census.gov. Another option is to post messages to 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 adhere to the usual rules of polite behavior and listserv etiquette apply.

Website

The official Census Information Center website, which is housed and maintained by the Census Bureau, is located at <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 2010 Census and Economic Census activities and programs.

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 complete an annual report.

Other Training

In addition to the annual training, training may also occur at your Regional Office either by Regional or Headquarter 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 there a number of other Census Bureau and U.S. Department of Commerce email lists to which you may wish to sign up for. These include:

Email Distribution List	Address to Sign-Up
Census Product Update (bi-weekly list of new Census Bureau releases)	http://www.census.gov/mp/www/cpu/2010_03.html
Public- News Alerts (non-Media)	http://lists.census.gov/mailman/listinfo/public-news-alert
Census Mailing Lists	https://service.govdelivery.com/service/subscribe.html?code=USCENSUS_C12
Federal Register Notes	http://listserv.access.gpo.gov

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 to respond to your audience's data needs.

Description	Link
Census Bureau website	http://www.census.gov
Census Bureau, Census Information Center	http://www.census.gov/cic
Census Bureau, State Data Center Program	http://www.census.gov/sdc
American FactFinder(AFF) Access to Decennial Census Data, American Community Survey, Puerto Rico Community Survey, Population Estimates Program, Economic Census, Annual Economic	http://factfinder.census.gov

Surveys	
American Community Survey	http://www.census.gov/acs
American Community Survey Compass Handbooks (Handbooks on how to use and analyze the ACS data designed for various audiences)	http://www.census.gov/acs/www/guidance_for_data_users/handbooks/
ACS PUMS data using AFF	http://www.census.gov/acs/www/data_documentation/public_use_microdata_sample/
A-Z index for Census Bureau's website	http://www.census.gov/main/www/a2z/
Census Population Estimates	http://www.census.gov/popest/estimates.html
Economic Census	http://www.census.gov/econ
Local Employment Dynamics (A marrying of demographic and employment data by industry)	http://lehd.did.census.gov/led/led/led.html
Data Ferrett	http://dataferrett.census.gov/
Data Access Tools	http://www.census.gov/main/www/access.html
Current Population Survey (CPS) Table Creator	http://www.census.gov/hhes/www/cpstc/cps_table_creator.html

Conclusion

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

Your Selections

'Your Selections' is empty

Search using the options below:

Topics

(age, income, year, dataset, ...)

Geographies

(states, counties, places, ...)

Race and Ethnic Groups

(race, ancestry, tribe)

Industry Codes

(NAICS industry, ...)

Getting Detailed Data

The following data are available on American FactFinder:

- Decennial Census**
 Taken every 10 years to collect information about the people and housing of the United States
- American Community Survey**
 An ongoing survey that provides data about your community every year
- Puerto Rico Community Survey**
 The equivalent of the American Community Survey for Puerto Rico
- Economic Census**
 Profiles the U.S. economy every 5 years
- Population Estimates Program**
 Population numbers between censuses
- Annual Economic Surveys**
 Data from the Annual Survey of Manufactures, County Business Patterns, Nonemployer Statistics and more

[more »](#)

Your source for population, housing, economic, and geographic information



American FactFinder works with Mozilla Firefox 3.6 and Microsoft Internet Explorer 7. Other browsers may not perform as expected.

Quick Start

Enter search term(s) and click 'GO' [?](#)

topic or table name	state, county or place (optional)	GO
topics	race/ancestry industries	

Or use the options on the left to begin your search

News and Notes

[GET EMAIL UPDATES](#)

Jan 12, 2012

The Census Bureau is releasing Summary File 2 data on a state-by-state flow basis from December 2011 through April 2012. States that have been released are: NV, NM, CT, and DC. SF 2 provides detailed data on age, sex, households, families, the group quarters population, and occupied housing units for up to 331 race, Hispanic or Latino origin, and tribal population groups. Presentation of SF 2 tables for a population group is subject to a threshold of 100 or more people of a particular group in a particular geographic area. [more »](#)

Dec 15, 2011

The Census Bureau is releasing Summary File 2 data on a state-by-state flow basis from December 2011 through April 2012. States that have been released are: NV and NM. SF 2 provides detailed data on age, sex, households, families, the group quarters population, and occupied housing units for up to 331 race, Hispanic or Latino origin, and tribal population groups. Presentation of SF 2 tables for a population group is subject to a threshold of 100 or more people of a particular group in a particular geographic area. [more »](#)

Dec 08, 2011

The 2006-2010 American Community Survey 5-year estimates are now available for every state, county, city, town, place, American Indian Area, Alaska Native Area, and [Census Newsroom »](#)

U.S. Population Clock

15:39 UTC (EST+5) Jan 20, 2012

312,882,126

[more population clocks »](#)

Reference Maps

Reference Maps show selected geographic boundaries for an area along with orienting features, such as roads.

United States

GO

Address Search



Find Census data by entering a [street address](#).

Load Query

Use Load Query to restore a previously saved query

LOAD QUERY