

Memorandum

To:

From: Annette Watters

Date: October 9, 2002

Subject: Renewal of State Data Center Coordinating Agreement

Every three years the Census Bureau requires Data Centers to renew their commitment to the State Data Center program. Our renewal period is from January 2003 through December 2005. Enclosed is a copy of the *Participation Guidelines and Renewal of Coordinating Agency Agreement*. Please read it and sign it, or have your director sign it, if your agency intends to continue its membership in the program.

Please read carefully the responsibilities that a coordinating agency agrees to perform. Should your agency decide that it cannot meet these responsibilities and choose not to renew, please let me know.

Please return the signature page or the notice to resign to:

Ms. Annette Watters  
Alabama State Data Center  
The University of Alabama  
Box 870221  
The University of Alabama  
Tuscaloosa, Alabama 35487

I appreciate your signing and returning the form promptly, or letting me know of your intention to discontinue your participation. Our state's paperwork needs to be completed and returned to the Census Bureau prior to January 1, 2003.

*Alabama State Data Center*

*Coordinating Data Center Program*

Participation Guidelines  
and  
Renewal of Coordinating Agreement

January 2003 through December 2005

## **Introduction to the Alabama State Data Center Program**

The State Data Center program is a national federal-state cooperative effort. The program was begun in 1978 and Alabama was one of the first states to join. The University of Alabama has signed a *Memorandum of Understanding* with the Census Bureau outlining the resources to be provided and the activities undertaken by both parties. Within the agreement, the Center for Business and Economic Research in the College of Commerce and Business Administration at The University of Alabama is the lead agency. The Alabama Public Library Service and the Alabama Department of Economic and Community Affairs are the statewide coordinating agencies. There is also a network of affiliate agencies serving regional interests.

### **Mutual Interests and Objectives**

The Census Bureau believes this relationship is necessary and essential to further the mission of the Census Bureau to provide public access to Census Bureau data. This relationship develops a partnership for the promotion and support of Census Bureau data collection programs. It also provides the Census Bureau with a nationwide network of organizations to provide governments, businesses, and organizations with the best possible data for use in planning and decision making.

Alabama benefits in the partnership by having improved access to Census Bureau data and services for administration, decision-making, planning, and research. Working with the Census Bureau benefits the Alabama affiliate agencies and their constituencies when they have better data for economic development, social and economic planning, policy making, and governance.

### **The Affiliate and Coordinating Program**

The purpose of the Coordinating and Affiliate Program is to improve access to and facilitate use of Census Bureau products and services by Alabama's residents, business persons, and state and local government agencies and employees. ADECA and APLS were the original coordinating agencies in the state. Many of the current affiliates were among the original agencies invited to participate in the late 1970s; others joined in the 1980s and 1990s. The Census Bureau allows Alabama to have 25 officially recognized affiliates.

Through the cooperative efforts of the coordinating and affiliated agencies, the ASDC can be sure that Alabamians have access to

1. census reports and other data products
2. general assistance in the use of these products, and

3. resource persons to provide information about other census-related services throughout the state.

Public libraries, regional planning commissions, university research bureaus, and one chamber of commerce make up the present affiliate membership in Alabama.

### **Guidelines for Cost Recovery for Services Provided**

It is the intent of the State Data Center Program to supply data users with census information and products at minimal costs. Basic services should be provided to all data users free of charge. Additional services may be provided free or on a cost-reimbursable basis. It is not unreasonable to ask users to pay for:

- photocopies
- data base searching
- special data tabulations
- print-outs
- your own agency's publications.

The coordinating and affiliate agencies make the decisions about which services, beyond the basics, will incur a charge and how much the charge is to be.

## Participant Responsibilities

### Coordinating Responsibilities

Under the terms of the Alabama State Data Center Agreement, all affiliate and coordinating agencies agree to:

1. Provide staff and office facilities
2. Name a specific person within the agency to serve as Data Center liaison
3. Participate in Data Center activities
4. Maintain a publicly accessible collection of Census Bureau products
5. Provide assistance and consultation concerning data use
6. Interpret and analyze Census Bureau data for state and local applications
7. Promote the products and services of the Data Center and the Census Bureau
8. Provide an annual report
9. Attend training and meetings
10. Promote training activities for the user communities
11. Function as an official data dissemination partner of the Census Bureau
12. Maintain electronic (Internet e-mail and web browser) access

The Census Bureau has traditionally looked to coordinating and affiliate agencies for additional support in the following areas. Some agencies will have these opportunities, while others may not. If the opportunity arises, the expectation is that a coordinating agency would participate.

- Decennial census outreach and promotion
  - Participation on Complete Count Committees
  - Census education programs
- Support for geographic programs
  - Statistical Areas Program
  - Boundary and Annexation Survey
  - Place of work coding
  - Delineation of areas for public use microdata files
  - Census 2000 TIGER Improvement Program
  - Census 2000 Program for Address List Supplementation
  - Census 2000 Master Address File
  - Local Update of Census Addresses (LUCA)
- Support of Census Bureau headquarters and Regional Office activities, such as user conferences
- Acting as a media liaison within the state

In addition to the responsibilities above, there are additional expectations for coordinating agencies. Whereas affiliates serve a particular geographic region within the state, coordinating agencies have a statewide clientele. They are

expected to respond to inquiries from a wider variety of people over a more disparate area. The coordinating agencies might be expected to act as a liaison for communication and coordination between the entire ASDC network and the Census Bureau. Personnel at coordinating agencies are expected to be knowledgeable in data dissemination, research techniques, data availability, and sometimes in technical terms and techniques.

In return for enhanced service provision, the coordinating agencies have enhanced access to the Census Bureau.

1. When American FactFinder's Tier 3 Advance Query system becomes available, coordinating agencies will have the opportunity to train and become qualified to use it.
2. Alabama coordinating agencies may choose to have access to the Census Bureau embargo data site. To have this access, the coordinating agency must request permission and sign a form agreeing not to release embargoed data prior to its public release date. In signing this document, the coordinating organization acknowledges its understanding of the embargo rules and the penalty for violating the rules. Any breach of the embargo status, that is, the release of data in any form prior to the Census Bureau's public release date, will result in *the termination of the entire Alabama SDC network's access* to the embargo directory and the secured servers.

If this Alabama coordinating agency chooses to seek access to embargoed data, there will be a separate agreement, apart from this one, that will be signed.

## **Census Bureau Responsibilities**

The Census Bureau, through the Customer Liaison Office (CLO), will:

1. Distribute CD-ROMs and other data products. These products may include, but are not limited to,
  - printed reports and subscriptions,
  - machine-readable products and documentation,
  - guides,
  - catalogs,
  - indexes,
  - maps,
  - mapping databases, and
  - other reference materials.
2. Provide, without charge, publications and informational resources, and subscriptions to the Census Bureau Internet data delivery systems. (This

does not include access to confidential data. Custom tabulations ordered by data centers will generally require a payment based upon the cost of the services provided.)

3. The Census Bureau's expertise will also be available to coordinating agencies in the following ways. The Census Bureau will:
  - Work with other federal agencies to encourage the release of their data through Data Centers
  - Invite Data Centers to participate in training workshops and user conferences
  - Provide additional training and support to Data Centers through new forms of communication, such as teleconferencing and video presentations
  - Ensure full Data Center participation in the planning and promotion for the decennial and economic censuses and Census Bureau surveys and programs
  - Work with Data Centers, through the Steering Committee, on issues directly affecting the Data Center program
  - Participate in annual and regional Data Center network meetings
  - Support the efforts of the Data Centers to exchange ideas with each other.

### **Monitoring and Evaluation**

Affiliate agencies will provide annual program-wide reports to the lead agency. The lead agency will report to the Customer Liaison of the Census Bureau.

In the event that an affiliate agency is consistently not performing the activities in the list of 12 basic affiliate responsibilities listed above, the lead agency will first seek to correct the program deficiencies through consultation and support services. If these actions do not result in compliance with the terms of this Agreement, the Data Center affiliate relationship may be terminated.

### **Resources**

Each party shall provide the necessary resources, to the extent such resources are available, to carry out all the activities associated with this partnership.

# MEMORANDUM OF UNDERSTANDING

## ALABAMA STATE DATA CENTER AFFILIATE AGENCY

Agency Name \_\_\_\_\_

The usual client base served by this agency is:

\_\_\_\_\_  
\_\_\_\_\_

The State Data Center Affiliate contact person for this agency is:

\_\_\_\_\_

The Internet e-mail address for this agency is:

\_\_\_\_\_

This agency agrees to the guidelines and responsibilities as set forth above in this document.

**(Agency Name)**

**Alabama State Data Center**

BY: \_\_\_\_\_

BY: Annette Watters \_\_\_\_\_

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

Manager, Alabama State Data Center  
(title)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)

Memorandum

To:

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Please read carefully the 12 responsibilities that an affiliate agrees to perform. Should your agency decide that it cannot meet these responsibilities and choose not to renew, please let me know. The Alabama affiliate program is limited to 25 members, and there is a waiting list.

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**(Agency Name)**

**Alabama State Data Center**

BY: \_\_\_\_\_

BY: Annette Watters

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(signature)

\_\_\_\_\_  
(title)

Manager, Alabama State Data Center  
(title)

\_\_\_\_\_  
(date)

\_\_\_\_\_  
(date)