



ILLINOIS

COMPLETE COUNT COMMISSION

FINAL REPORT TO THE ILLINOIS GENERAL ASSEMBLY

February 2020

To the Members of the Illinois General Assembly:

The Complete Count Commission is pleased to present to you the Final Report of its outreach and education plan pursuant to Public Act 100-0390. The Commission was charged with submitting a report with a recommended outreach strategy in an effort to increase awareness of the importance of the 2020 census.

The 2020 Census is a vital function of the federal government and is of critical importance to our state and its communities. As mandated by the U.S. Constitution and Congress to conduct enumeration of every resident in the 50 states, District of Columbia, Puerto Rico and Island areas, every decennial, this is our Country's largest nonmilitary mobilization. The mission to reach demographics that are consistently undercounted will be key to the Commission's success.

The stakes for our state are high in the 2020 Census. An undercount of our present population could result in the potential loss of two Congressional seats, billions of dollars in funding and Illinois' rank as the six-largest state in the Union. The George Washington Institute for Public Policy's report "Counting for Dollars 2020" states that in 2015 alone, Illinois lost \$122 million in health and human services funding for every one percent of the population not counted in the 2010 Census.

The Commission applauds Governor J.B. Pritzker and the General Assembly's commitment to this effort by issuing Executive Order 2019-10 and Executive Order 2020-01 that not only appropriated \$29 million to this effort but also established a Census Office dedicated to a statewide outreach.

In collaboration with all elected officials, community leaders and in partnership with the State Census Coordinators and Regional U.S. Census Bureau, the Commission believes it can reach its goals for a complete and accurate count of all Illinoisans.

We acknowledge the efforts of the General Assembly and its leadership in establishing this Commission. The importance of the decennial census cannot be underestimated.

Sincerely,

The Members of the Illinois Complete Count Commission

Chairman Jesse White, Illinois Secretary of State. Members:

Illinois State Senator Emil Jones, III
Illinois State Senator Sue Rezin
Illinois State Representative Theresa Mah
Illinois State Representative Ryan Spain
Macon County Board Member Helena Buckner
Hanover Park Village Clerk Eira L. Corral
Sepúlveda
Dr. Karen Eng
Alex Esparza
Scott R. Gryder, Chairman, Kendall County Board

Mayor Michael J. Inman, City of Macomb
Nubia Willman
Rose Joshua, Esq.
Kathie Kane-Willis
Cook County Board Commissioner Stanley Moore
Peoria County Park District Board Member Jackie Petty
North Chicago Mayor Leon Rockingham, Jr.
Kristy Stephenson
Griselda Vega Samuel, Esq.

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Executive Summary

On August 25, 2017, Public Act 100-0390 was signed into law creating the Illinois Complete Count Commission hereinafter referred to as “the Commission.” A copy of the Public Act is attached to this report and labeled as Attachment A on page 25. In accordance with Section 25, the Commission issues this final report specifying its recommended outreach strategy for implementation for the 2020 Census. Attachment B: Current Member Listing on page 28.

This report will provide the General Assembly with background on the organization and efforts of the Commission and its subcommittees, as well as its partnership and coordination with the State Census Office through the end of calendar year 2019. The report also includes goals for the duration of the decennial leading to an ultimate goal of a complete and accurate count in 2020.

The report contains recommendations for outreach strategies for increasing participation rates and lowering the nonresponse rates of those areas and communities undercounted in the 2010 Census. The strategy is to **educate, encourage, and engage** Illinois’ population as the state moves toward Census Day – April 1, 2020.

The Decennial Census is the nation’s largest civic engagement since 1790 and is one of the country’s largest peace time efforts outside of preparing for military action. There is over \$675 billion in federal programs at stake that benefit programs for children, the elderly, minority communities, businesses, schools, and social service programs. More importantly, the 2020 Census will determine our State’s congressional representation across our country. It is predicted that the State of Illinois, without a complete and accurate count, is at risk of losing at least one and perhaps two congressional seats following the 2020 census.

The report will also provide information regarding the anticipated challenges facing the 2020 Census. In 2020, the U.S. Census Bureau will implement new technology to make it easier than ever to respond to the

census while keeping your information confidential and safe. For the first time, we will be able to respond online, by phone, as well as by mail. This brings additional challenges that must be addressed.

Along with overcoming public indifference on the importance of the Census, the Commission and other statewide efforts must create a campaign to conquer government mistrust and the fear of sharing of personal information with governmental authorities.

The Office of the Secretary of State staff has provided training, timelines, speaking opportunities, outreach avenues, suggested activities, and publicized the U.S. Census Bureau's job recruitment opportunities. The Commission has and will continue to work closely with the Chicago Regional Census Office, headed by Director Marilyn Sanders and Ellisa Johnson, Assistant Regional Census Manager. The Chicago Region consists of eight states - Illinois, Iowa, Indiana, Arkansas, Michigan, Minnesota, Missouri and Wisconsin.

We have a tremendous task ahead of us as we march toward Census Day. It is important that we continue to engage the cooperation of our governmental and community leaders, as well as, state agencies and our partners at the Census Bureau in this statewide mobilization. Without these trusted voices, the job before us will be even more challenging.

In the City of Chicago and Cook County alone, there are millions of dollars at risk of being lost if a complete and accurate count of our communities is not captured. As an example, in 2010, the U.S. Census Bureau undercounted over 1 million children. That type of undercount impacts funding and programs that benefit children, particularly those of color in some of the most challenging neighborhoods. Additionally, the city of Chicago saw only 66% of resident participation - which resulted in millions of dollars of lost revenue.

While there is much at stake, the Commission will continue to assist the efforts of the State Census Office in its endeavor to educate, engage and encourage all residents to stand-up and be counted in the 2020 Census. This is a once in every 10 year opportunity that residents can express their voices and be counted and help Illinois retain and gain power in Congress and prevent the loss of programs and federal funding.

This census outreach strategy includes State agency initiatives to encourage participation in the 2020 Census, partner with non-profit community-based organizations, and is designed to ensure an accurate and complete count of Illinois' population.

The legislation creating the Commission named Secretary of State Jesse White as the Chair of the Commission. The Office of the Secretary of State has provided the day-to-day administrative support to the Commission and coordinated its outreach strategy. As the State Librarian, Chair White has and will continue to work hand-in-hand with the Illinois Library Association on promoting the Census, as libraries are considered “trusted institutions”. As State Archivist, Chairman White will ensure that our statewide Census 2020 efforts will be archived.

The Commission has created and appointed subcommittees to solicit participation from Commission members and relevant experts and community leaders.

The Commission has coordinated with State agencies and constitutional officers, as well as other units of local government, to identify effective methods of outreach to Illinoisans and to provide resources to ensure the outreach program is successful.

State agencies have informed the Office of the Secretary of State of their designated census coordinator and have provided support to the Commission.

The Commission was also charged with writing and submitting an Interim Report and Final Report to the General Assembly containing its recommended outreach strategies to encourage participation in the 2020 Census. With the coordinated efforts of the Commission, the State Census Office, the Census Advisory Panel,

and other Municipal and State leaders, we hope to Educate, Engage and Encourage participation in the 2020 Census and avoid the losses critical to Illinois.

CENSUS 2020

STRATEGIES FOR OUTREACH AND PARTICIATION

EDUCATE, ENGAGE AND ENCOURAGE

Educate – the community on why the census is important to their individual residents and important to the entire community they live in.

Engage – grassroots organizations to become involved in educating the community

Encourage –trusted partners and community leaders around the State to get involved and help motivate the residents and the neighborhoods to participate in the 2020 Census.

EDUCATE

The U.S. Constitution empowers the Congress to carry out the census in "such manner, as they shall by Law direct" (Article I, Section 2). The Founders of our fledgling nation had a bold and ambitious plan to empower the people over their new government. The plan was to count every person living in the newly created United States of America, and to use that count to determine representation in the Congress Census authorized by Article, Section 2 of the United States Constitution.

Illinois has *much at stake in the 2020 Census*. An undercount of our present population could result in the potential loss of two Congressional seats, billions of dollars in funding and Illinois' rank as the six-largest state in the Union. The George Washington Institute for Public Policy's report "Counting for Dollars 2020" states that in 2015 alone, Illinois lost \$122 million in health and human services funding for every one percent of the population not counted in the 2010 Census. Attachment C on page 29: Counting for Dollars: The Role of the Decennial Census in Geographic Distribution of Federal Funds – Illinois Report

Illinois has lost a congressional seat every decade since the 1930's. With the declining population over the last five (5) years, we are guaranteed to lose another after 2020. However, experts say that one (1) additional seat will be lost to Illinois if we have an undercount. Our state is in the margins to lose two (2) seats with an undercount. This would weaken our State's strength in future presidential elections. According to the Election Data Services, Illinois is holding the 435th seat by 25,149 to 53,598. That is less than 1% of the state's population. Illinois has experienced population loss each year and population declined by more than 150,000 people, the largest decrease in the Midwest.

With an undercount, we have much more to lose:

- Federal appropriation dollars which support our state, counties, and communities' infrastructure and social services is based on census data
- Businesses that utilize census data to decide where to build factories, offices and retail stores, thereby creating jobs and improving the local economy

- Less money for development and revitalization – Census data helps developers to determine where to build new housing and how much to invest to revitalize neighborhoods
- Less money for police and fire services – Local governments use census data for public safety and emergency preparedness
- Decline in community support – Local communities use census data to make arguments for legislative and financial support of community initiatives involving legislation, quality-of-life and consumer advocacy.

Our goal is to achieve a complete and accurate count...to reach it...we need to reach the historically hard to count or undercounted.

That includes:

- Children under age 5
- Homeless
- Foreign born/non English speaking Illinois residents
- Minority communities
- College/University students attending/living on campus during census enumeration
- “Snowbirds”
- Farmers and rural residents
- Large apartment/housing complexes
- Veterans & military personnel
- Impoverished areas

"Hard to Count" areas are defined as a geography where the self-response rate in the 2010 decennial census was 73% or less.

During this decennial, we have one chance to get it right. We will have to live with the results for ten years.

In FY'2016, Illinois received over \$34 billion through 55 federal spending programs guided by data derived from the 2010 Census (GW Institute for Public Policy)

This includes, but not limited to:

- Medicaid
- Federal Direct Student Loans
- Highway planning and Construction
- Head Start
- WIC
- School Breakfast Program
- Health Care Centers

“One missed resident translates to a loss of \$1,800 a year in federal funding to the state. Projected over the 10-year life of the census, that’s \$18,000 a person in reduced services. (Northwest Herald, March 13, 2019)

To avoid further loss of both money and power, it is essential to ensure that every resident in the state of Illinois is counted. Each Illinoisan is equally important in completing the census to retain our state’s money and power.

ENGAGE

The Commission applauds Governor J.B. Pritzker and the General Assembly's commitment to this effort by issuing the Executive Order that not only appropriated \$29 million to this effort but also by established a Census Office and the Census Advisory Panel dedicated to statewide Census outreach. Attachment D on page 31: Executive Order 2019-10 and Executive Order 2020-01.

In addition to this funding provided by the General Assembly, the Office of the Secretary of State issued 1.5 million dollars in grants to community providers for Census Outreach. Attachment E on page 38: .List of Secretary of State Grantees.

COLLABORATION AND MOBILIZATION

In the Commission's interim report, it laid the groundwork for Census 2020. With the establishment of Executive Order 2019-10 and Executive Order 2020-01, the State Census Office and its Co-Directors assumed many of the responsibilities for the statewide outreach and funding. The Commission and Office of the Secretary of State continued outreach efforts by holding regular meetings, providing Census educational materials, taking part in Census 2020 presentations throughout the State, fulfilling press obligations, fielding calls and answering website inquiries. The Commission worked collaboratively with other state leaders and philanthropic partners to support their outreach efforts.

Since it is being conducted primarily online, public libraries are vital to the 2020 census process. In April 2019, the Illinois State Library sent a letter to public libraries encouraging them to be proactive in the 2020 census since libraries are considered as "trusted institutions". The libraries were asked to make their

public access terminals available to all people, regardless if they have a library card or not, to complete the census survey questionnaire.

At the direction of the Commission, the Illinois State Library conducted a statewide census awareness poster contest for school students. Destiny Chapman, a Grade 11 student in Lewiston Community Unit School District 97, submitted the winning entry. The posters were distributed to 800 public libraries and branches throughout the state. Attachment F on page 39: Wining Entry. The State Library also distributed bilingual Census worker employment flyers to public and academic libraries in the state. Attachment G on page 40: Illinois State Library Report

The State Library continues to actively promote the census with presentations at the Illinois Library Association's annual conference, public libraries and workshops around the state in 2019, with more presentations being scheduled in 2020 as the census unfolds. It will continue to monitor webinars and training sessions developed by the U.S. Census Bureau and the Institute of Museum and Library Services on navigating the online census form and reaching hard-to-count and immigrant populations.

At the direction of Chair White, several Departments of the Office of the Secretary of State, have been engaged to assist the Commission in its outreach.

For example:

- Participated in workshops, conferences and training sessions with municipalities and organizations to create their own Local Complete Count Committee (hereafter ““LCCC””).
- Compiled over 172 local complete count committees statewide who registered on the Commission's website that is managed by the Office of the Secretary of State Staff. Attachment H on page 42: LCCC Listing
- Worked with other state agencies, such as Department of Veterans Affairs and the State Lottery

- Presented at Library associations, working with the library systems, particularly in Central and Southern Illinois where access to computers and Wifi maybe limited.
- Presented at community meetings and events; University community engagement activities;
- Developed and maintained a Commission website, providing resources regarding Census efforts throughout the state, the U.S. Census Bureau information, and other Census efforts to communities and individual residents.
- Created, printed, and distributed marketing materials - brochures translated in 5 languages available on the Commission’s website (Spanish, Polish, French, Chinese and Hindi). Available in print in English, Spanish and Polish.
- Produced and distributed a Census “Toolkit” that includes:
 - Fact sheet on how to form an “LCCC”
 - Fact sheet on what to do after formation, with activities and coordination
 - An “undercount by county” chart
 - Talking points
 - Important contact information
- Organized and executed a Poster Contest through the State Library
- Engaged Office of the Secretary of State offices, such as the State Library, mobile units, facilities as resources for Census information and Census Job recruitment
- Created and maintained Social Media Accounts

These types of efforts are vital to Census outreach and will continue through the Decennial.

TRUSTED VOICES

Engaging our community leaders and trusted voices who have expertise, influence and experience in his or her local community is key.

Who are our trusted voices?

- Elected and local government officials;
- Educational leaders;
- Faith-based and community organization leaders;
- Chambers of commerce and business owners and associations; and

The Commission developed partnerships with local municipalities, non-profit partners, and Professional Associations.

SUBCOMMITTEES

The Commission's subcommittees met and strategized on the best methods of promoting participation in the census (i.e., presence at community and civic events, job fairs, civic organization meetings, community leader involvement, university/school events, church events, etc.);

The Subcommittee structure is fundamental to any Census outreach program. Subcommittee co-chairs spoke at organized events and meetings to educate and promote the importance of Census participation; and disseminate information about census jobs openings in the 2020 Census. Attachment I on page.48: Subcommittee Chair Listing. This is emphasized by the work of the Hard to Count (Co-Chaired by Griselda Vega-Samuel, MALDEF and Kathie Kane-Willis, Chicago Urban League), Education Subcommittee (Co-Chaired by State Representative Theresa Mah, Chicago and Sherrie Taylor, Senior Research Specialist, NIU), Faith-Based and Community Organizations Subcommittee (Jackie Petty, Peoria Park District) and State and

Local Subcommittee (Co-Chaired by Chairman White and State Representative Ryan Spain, Peoria) and Business Subcommittee (Chaired by Mayor Michael Inman, City of Macomb). Attachment I on page 49: Subcommittee Reports

Our Census partners are vital to ensuring a complete and accurate count. As trusted voices in their communities, they play a key role in raising awareness that the 2020 Census is easy, safe, and important. By encouraging the establishment of Local Complete Count Committees (“LCCC”) throughout the State of Illinois, has strengthened the Commission’ s efforts and all statewide outreach programs.

A Local Complete Count Committee is a group of volunteers established by state and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census, including State and local governments, Tribal groups, community leaders, faith-based and civic organizations.

These “census ambassador” groups play an integral part in ensuring a complete and accurate count of the community in the 2020 Census. From the very start, Chairman White wrote to local municipal leaders and administrators throughout the state and encouraged each to establish a “LCCC” in their community.

Local Complete Count Committees work in conjunction with the U.S. Census Bureau and the statewide Complete Count Commission. They work best when the membership reflects a good cross section of their community including but not limited to trusted local officials in the areas of government, education, business, religious organizations and the media

What is the function of an “LCCC”?

- To create an action plan and locally based campaigns to educate their groups which ultimately leads to encouraged participation;
- To design an outreach plan to low response score areas or communities;
- To establish methods to communicate the importance of an accurate count and to motivate people to respond, those individuals who are historically hard to count.

- To identify and or survey those individuals or groups who did not or are skeptical about completing the Census questionnaire and address those concerns and encourage participation
- To encourage individuals to complete the survey online or by phone or mail (if they received the questionnaire by mail)

Structure of the “LCCC”?

- Influential members and leaders drawn from government, faith based community, education leaders, business leaders and media partners
- Create subcommittees that focus on addressing racial, ethnic, cultural and geographic considerations in low response areas: Business, Community and Civic; Education; Job Recruitment; Media; local government
- Fill in gaps where governmental efforts cannot reach those hardest to count
- Publicize Census job openings
- Use the U.S. Census Bureau training opportunities and information resources

“LCCC” Create a Work Plan:

- Summarize the goals and objectives of the committee
- Identify the name of the committee
- Describe the structure of the committee
- Identify the committee’s target group or groups
- Use ROAM (Response Outreach Area Mapper) to identify the predicted hard to reach communities and/or areas. ROAM is a useful tool that displays characteristics of hard to count areas.
- Create strategies, activities and events based on the objectives of the committee
- Create a timeline
- Have a reporting system for the Committee’s subcommittees
- Be open to modification of the work plan
- Find a way to say thank you to the community

- Create a final report
- Utilize the Chicago Regional Census Partnership Specialists for training the Committee's members, as well as an information resource
- Register the "LCCC" with the Commission and Regional Census Office
- Remind individuals that responding to the Census is easy, important and safe

ENCOURAGE

ENCOURAGE PARTICIPATION IN CENSUS 2020

Every household will have the option of responding online, by mail or by phone. Ninety-five percent of households will receive their census invitation by mail. After three mailed requests to complete, the census online or by phone, unresponsive households will receive a paper questionnaire and return instructions on the fourth mailing.

Recognizing its importance and exponential responsibility, the Commission will continue to focus on its objectives and goals for the duration of the Decennial. Key outreach and education components and support to aid the participation efforts will continue through April 1, 2020. With the solid foundation that the Commission has laid, Chairman White is looking forward to working collaboratively with the State Census Directors and Census Advisory Panel to support their rigorous campaign as we move closer to Census Day.

The Office of the Secretary of State's staff will continue to provide administrative assistance and resources to the State's stakeholders.

TIMELINE, BENCHMARKS, AND MILESTONES

Establishing timelines and monitoring key milestones are important in this outreach strategy. Incorporating the U.S. Census Bureau and the State Census Office timelines into the overall timetable and agenda will reinforce these efforts. Regular monitoring and adjustments may be necessary.

U.S. CENSUS BUREAU TIMETABLE FOR PARTICIPATION

March 12-20	Invitation to respond online to the 2020 Census.
March 26-April 3	Reminder postcard
By March 31	Census Office determines further needs and gaps
April 8-16	Reminder letter and paper questionnaire.
April 20-27	Final reminder postcard before in-person follow up
December 31, 2020	Office of the President receives the counts
March 31, 2021	Census Bureau transmits data files to states for redistricting.

The Office of the Secretary of State will continue to distribute Census materials (toolkits, brochures and posters). As a partner with the Chicago Regional Census Office, the Office of the Secretary of State has supplied organizations and municipalities with Census promotional items and job recruitment materials.

The Office of the Secretary of State will continue to use its resources to encourage participation in Census 2020.

- Continue to register local complete count committees and submit the information to the Chicago Regional Census Office
- Present at Libraries around the State
- If requested SOS will work with the U.S. Census Bureau with placing the Census 2020 questionnaires in the Office of the Secretary of State Facilities focusing in Central and Southern Illinois., where digital access could be an issue.
- Include Census 2020 messaging in Department mailings, for example, Vehicle Services, Index and Business Services
- Display SAMPLE Census 2020 Questionnaires on the Commission Website, ABE (interoffice network) and the Office of the Secretary of State's website, Cyberdrive Illinois (which registered nearly 132 million pageviews in calendar year 2019).
- Census outreach at events, such as Black History Month Celebrations and the St. Patrick Day parade
- Create "Census Day of Action" events. For examples, public appearances, email and social media blasts, letters to Census partners
- Job recruitment for Census Enumerators

The Office of the Secretary of State will continue to collaborate with Commission Members and other leaders regarding Census 2020 outreach efforts up to and including Census Day.

TECHNOLOGY TAKES OVER THE CENSUS.

The 2020 Census questionnaire can be completed online or by telephone for the first time in history. More traditional methods, such as mail-in service, will be available, but the U.S. Census Bureau plans to rely heavily on technology in order to obtain the best results. These new options may make engaging with residents more convenient in some demographics, but it raises challenges in reaching others. Not every resident has internet access, and those who do may have concerns about sharing personal information online, others have concerns with enumerators knocking on their door or prompting them via a telephone. The numerous ways to participate are challenges of concern to the Commission when attempting to attain participation from older, rural, foreign-born or non-English speaking residents or those with cognitive disabilities.

Some of the technological initiatives for Census 2020 include:

- Texting Census questions over various Census platforms
- Completing surveys on mobile device
- Email Census questions and potential scams to rumors@Census.gov

SOCIAL MEDIA / MEDIA STRATEGIES

Past and Future Media Efforts

- As Aide to Secretary Jesse White, David Druker has been the media contact for the Commission and Chairman White.
- Druker has conducted numerous print and radio interviews throughout the State.
- Chairman White has had the opportunity to discuss Census 2020 and the work of the Commission in television interviews.
- Chairman White's designee and Druker participated in the first 2020 Census Chicago Partner Briefing sponsored by the Chicago Regional Census Office.
- Chairman White's designee and Druker attended a breakfast briefing with the US Census Bureau Director Steven Dillingham.
- Chairman White's designee and Druker participated in a press conference hosted Senator Dick Durbin and members of the Illinois Congressional Delegation

Social Media:

- Commission established their Twitter and Instagram accounts in February 2019.
- October 2019 - Participated in the U.S. Census Bureau Twitter storm
- September 2019 - in coordination with Department of Human Services and their communication team, shared their messaging through various platforms
- Will continue to regularly posts Census 2020 news and events

Chairman White and the Commission members will continue to promote Census 2020 through various press events. The Commission will continue to promote Census participation in events in the many hard to count communities.

SUGGESTIONS FOR FUTURE DECENNIAL CENSUS

- Create partnerships with local business, corporate, sports and other leaders around the State
- Use internal infrastructure:
 - Mailings
 - Public Services Announcements with local sports hero
 - Public Services Announcements with local officials and celebrities
 - Education Public Services Announcements and Videos
- Direct Target Mailers:
 - * Children and families
 - * Campus students
- Push educational initiatives at universities
- Mascot for children's events and Public Services Announcements
- Job fairs / Applicant days
- iPad Programs (for taking the survey)
- Children's page on website; with poster and writing contests
- Rural awareness campaign
- Unified logo and messaging
- Rent / Lease Bus or Van for schedule statewide Census Tours

CONCLUSION

The Complete Count Commission recognizes the important responsibilities it has been charged with by the Illinois General Assembly. The members are grateful for the opportunity to serve the state and recognize the importance of an accurate population count in the 2020 Census. It also realizes that it cannot accomplish its statutory goals alone and that there will be challenges.

The continued support of the General Assembly, the Constitutional Officers of the State of Illinois, and the thousands of other local elected officials, community leaders, activists and Illinois residents who will volunteer their time and expertise are essential to the success of the mission.

It has been the mission of the Commission members to proactively **engage, encourage and educate** all residents of Illinois to participate in the 2020 Census.

ATTACHMENT A

Public Act 100-0390
Senate Bill 100

Effective August 25, 2017

Senate Sponsor: Senator Emil Jones, III

House Sponsors: Rep. Barbara Flynn-Currie, Ryan Spain, Mike Fortner

AN ACT concerning government.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

Section 1. Short title.

This Act may be cited as the Illinois Complete Count Commission Act.

Section 5. Commission; members; meetings.

(a) The Illinois Complete Count Commission is created, which shall consist of the following members:

- (1) the President of the Senate or his or her designee;
- (2) the Speaker of the House of Representatives or his or her designee;
- (3) the Minority Leader of the Senate or his or her designee;
- (4) the Minority Leader of the House of Representatives or his or her designee;
- (5) the Mayor of Chicago or his or her designee;
- (6) the Governor or his or her designee;
- (7) the Secretary of State or his or her designee;
- (8) the President of the Cook County Board or his or her designee;
- (9) three individuals representing units of local government outside of the City of Chicago, reflecting the geographic diversity of the State, appointed by the Secretary of State;
- (10) four individuals representing units of local government outside of the City of Chicago, reflecting the geographic diversity of the State, appointed by the Governor;
- (11) one representative each from four different organizations representing the interests of minorities in the State appointed by the Secretary of State; and
- (12) one representative each from three different organizations representing the interests of business in the State, including one organization representing minority business interests appointed by the Governor.

(b) Members shall serve at the pleasure of their respective appointing official and vacancies shall be filled in the same manner as the initial appointment.

(c) The Secretary of State shall serve as chairperson of the Commission. The Commission shall meet at the call of the chair or upon request of any 10 members of the Commission.

Section 10. Expenses; Director; Assistant Director.

(a) Members of the Commission shall receive no compensation, but may be reimbursed for expenses incurred in the course of their service to the Commission out of any moneys available for that purpose.

(b) The Commission may employ a Director and Assistant Director upon a two-thirds vote of the full membership of the Commission. The Director and Assistant Director may be compensated from moneys appropriated or available for that purpose.

Section 15. Duties.

(a) The Commission shall develop, recommend, and assist in the administration of a census outreach strategy to encourage full participation in the 2020 federal decennial census of population required by Section 141 of Title 13 of the United States Code.

(b) The census outreach strategy shall include, but not be limited to, State agency initiatives to encourage participation in the 2020 Census, the establishment and support of school-based outreach programs, partnerships with non-profit community-based organizations, and a multi-lingual, multi-media campaign designed to ensure an accurate and complete count of Illinois' population.

(c) To assist in carrying out its duties, the Commission may create and appoint subcommittees as it deems appropriate and shall solicit participation from relevant experts and practitioners involved in census issues.

Section 20. Coordination; support.

(a) The Illinois Complete Count Commission outreach strategy shall be coordinated through the Office of the Secretary of State which shall provide administrative support to the Commission and coordinate with all State agencies and constitutional officers, as well as units of local government, to identify effective methods of outreach to Illinoisans and to provide resources to ensure the outreach program is successful and that all Illinoisans are counted.

(b) All State agencies shall inform the Office of the Secretary of State of their designated census coordinator and cooperate with the Commission and provide support to the Commission. For the purposes of this Section, "State agencies" means any executive agency or department directly responsible to the Governor. Other entities of State government, including other constitutional officers, the offices of the legislative and judicial branches, and units of local government shall cooperate and provide all reasonable assistance to the Commission.

Section 25. Reports.

The Commission shall submit an interim report to the General Assembly by November 30, 2018, containing its recommended outreach strategy to encourage full participation and to avoid an undercount in the 2020 Census; thereafter, the Commission shall submit its final report to the General Assembly no later than June 30, 2019, specifying its recommended outreach strategy for implementation for the 2020 Census.

Section 30. Repeal. This Act is repealed on June 30, 2021.

Section 99. Effective date. This Act takes effect upon becoming law.

ATTACHMENT B

COMPLETE COUNT COMMISSION MEMBERSHIP

Jesse White, Chair – Illinois

Illinois Secretary of State

Jeanine Stroger

Designee of Secretary White

Emil Jones, III – Illinois State Senator

Sue Rezin – Illinois State Senator

Theresa Mah – Illinois State Representative

Ryan Spain – Illinois State Representative

Helena Buckner – Macon County Board Member

Eira L. Corral Sepúlveda – Village Clerk, City of Hanover Park

Dr. Karen Eng – CSMI

Alex Esparza – 18th Street Development Corporation

Scott R. Gryder – Chair, Kendall County Board

Michael J. Inman – Mayor, City of Macomb

Rose Joshua, Esq. – NAACP Chicago Southside

Kathie Kane-Willis – Chicago Urban League

Stanley Moore – Commissioner of the Cook County Board

Jackie Petty – Peoria County Park District Board Member

Leon Rockingham, Jr. – Mayor, City of North Chicago

Nubia Willman – Office of the Mayor, Chicago

Kristy Stephenson – City of Metropolis

Griselda Vega Samuel, Esq. – MALDEF

ATTACHMENT C

THE GEORGE WASHINGTON INSTITUTE OF PUBLIC POLICY

THE GEORGE WASHINGTON UNIVERSITY

WASHINGTON, DC

Counting for Dollars 2020

16 Large Federal Assistance Programs that Distribute Funds on Basis of Decennial Census-derived Statistics (Fiscal Year 2015)

Illinois

Total Program Obligations: \$19,738,866,367

Per Capita: \$1,535 (see note for proper use)

<u>CFDA #</u>	<u>Program Name</u>	<u>Dept.</u>	<u>Type</u>	<u>Recipients</u>	<u>Obligations</u>
93.778	Medical Assistance Program (Medicaid)	HHS	Grants	States	\$7,486,432,352
10.551	Supplemental Nutrition Assistance Program (SNAP)	USDA	Direct Pay	Households	\$3,303,102,831
93.774	Medicare Part B (Supplemental Medical Insurance) – Physicians Fee Schedule Services	HHS	Direct Pay	Providers	\$2,850,846,950
20.205	Highway Planning and Construction	DOT	Grants	States	\$1,441,944,995
14.871	Section 8 Housing Choice Vouchers	HUD	Direct Pay	Owners	\$919,219,000
84.010	Title I Grants to Local Education Agencies	ED	Grants	LEAs	\$652,579,976
14.195	Section 8 Housing Assistance Payments Program (Project-based)	HUD	Direct Pay	Owners	\$528,163,084
84.027	Special Education Grants (IDEA)	ED	Grants	States	\$500,355,613
10.555	National School Lunch Program	USDA	Grants	States	\$459,014,249
93.767	State Children's Health Insurance Program (S-CHIP)	HHS	Grants	States	\$361,410,000
93.600	Head Start/Early Head Start	HHS	Grants	Providers	\$351,410,827
10.557	Supplemental Nutrition Program for Women, Infants, and Children (WIC)	USDA	Grants	States	\$227,119,264
93.658	Foster Care (Title IV-E)	HHS	Grants	States	\$183,465,000
93.527/ 93.224	Health Center Programs (Community, Migrant, Homeless, Public Housing)	HHS	Grants	Providers	\$179,864,587
93.568	Low Income Home Energy Assistance (LIHEAP)	HHS	Grants	States	\$167,645,639
93.596	Child Care and Development Fund-Entitlement	HHS	Grants	States	\$126,292,000

Notes and Findings:

- The [Counting for Dollars Project](#) will identify all federal financial assistance programs relying Decennial Census-derived data to guide the geographic distribution of funds.
- As an initial product, the project is publishing tables on the distribution, by state, of FY2015 funds from 16 large Census-guided programs.
- For every program but the National School Lunch Program, the equitable distribution of funds to a state depends on the accurate measurement of its population count and characteristics.
- There is not a straight linear relationship between state population count and federal funds flow. The per capita figure allows cross-state comparisons of fiscal reliance on census-guided programs. *It does not indicate the amount by which federal funding increases for each additional person counted.* (See The Leadership Conference Education Fund, [“Counting for Dollars: Why It Matters.”](#))

Definitions:

- Census-derived statistics – federal datasets that are extensions of or otherwise rely on the Decennial Census (list available on [project website](#))
- Census-guided financial assistance programs – programs that rely on Census-derived statistics to determine program eligibility and/or allocate funds to states and localities
- Per capita – total FY2015 obligations for the 16 programs divided by population as of July 1, 2015 (per the Census Bureau)

Abbreviations:

- CFDA – Catalog of Federal Domestic Assistance
- USDA – U.S. Department of Agriculture
- ED – U.S. Department of Education
- HHS – U.S. Department of Health and Human Services
- HUD – U.S. Department of Housing and Urban Development
- DOT – U.S. Department of Transportation

Sources:

- [USAspending.gov](#) (20.050, 84.010, 84.027, 93.224/93.527, 93.568, 93.600, 93.778)
- President’s Budget Request for FY2017 or program agency (10.511, 10.555, 10.557, 14.871, 93.596, 93.658, 93.767)
- Center on Budget and Policy Priorities (14.195)
- Centers for Medicare & Medicaid, HHS (Physicians Fee Schedule Services of 93.774)

Prepared by Andrew Reamer, Research Professor, GWIPP, with data analysis provided by Sean Moulton, Open Government Program Manager, Project on Government Oversight (POGO)

August 18, 2017

ATTACHMENT D

Executive Order 2019-10

Executive Order 2020-01



EXECUTIVE ORDER

2019-10

**EXECUTIVE ORDER CEMENTING ILLINOIS' COMPREHENSIVE
2020 CENSUS EFFORT**

WHEREAS, once each decade, the U.S. Census Bureau seeks to count every person in the United States. The next census will occur on April 1, 2020 and will be the first census to rely heavily on online responses;

WHEREAS, the Office of the Governor is committed to ensuring that Illinoisans receive their fair share of federal resources and are fairly represented in Congress by encouraging the full participation of all Illinoisans in Census 2020;

WHEREAS, a complete and accurate count of Illinois' population is essential, because data collected by the Census directly impacts - for 10 years - the number of seats the State will have in the U.S. House of Representatives, the redistricting of the State legislature, and how billions of dollars in federal funds are distributed to the State and local governments;

WHEREAS, Illinois and its local jurisdictions utilize census data to develop an accurate understanding of the social and economic characteristics of geographic areas and population groups to determine those areas and groups' funding for infrastructure projects, economic development programs, job training, schools, and other vital programs and services;

WHEREAS, an accurate count of Illinois' population is essential to ensure that the State receives the funding it needs to properly care for its residents and provide critical services and programs. In 2015, Illinois received \$19,738,866,367, or approximately \$1,535 per capita, in federal assistance for 16 programs. The failure to count every Illinois resident would have devastating effects on Illinois' ability to meet the needs of its residents. Even a one-percent undercount would result in the State losing \$19,557,435 per year for a decade, resulting in a total loss of \$195,574,350;

WHEREAS, the primary and perpetual challenge facing the U.S. Census Bureau is the undercount of certain population groups;

WHEREAS, a geographic area is considered "hard to count" if the area's self-response rate in the 2010 decennial census was 73% or less;

WHEREAS, 16% of Illinois' population live in "hard to count" communities; these communities include racial and ethnic minorities, foreign-born individuals, renters, people with disabilities, those living close to or below the poverty line, homeless persons, undocumented immigrants, young mobile persons, LGBTQ persons, people who live in rural areas, and children younger than five years old;

WHEREAS, given the emphasis on the use of online responses to conduct the 2020 Census, "hard to count" communities also include individuals living in homes without a broadband internet subscription;

WHEREAS, 18% of Illinois households have either no or very limited Internet access;



IN THE OFFICE OF
SECRETARY OF STATE

SPRINGFIELD, ILLINOIS

WHEREAS, despite progress made by the Illinois Complete Count Commission led by the Illinois Secretary of State's office, many Illinois residents and families are still at risk of being uncounted or undercounted in the Census;

WHEREAS, the best interest of Illinois families and communities will only be served by a complete and accurate 2020 Census;

WHEREAS, to ensure a complete and accurate count, the State must start a robust mobilization effort now to educate and engage communities across the state, increase collaboration between all levels of government, and build strong partnerships between private-sector and community leaders;

THEREFORE, I, JB Pritzker, Governor of Illinois, by virtue of the executive authority vested in me by Article V of the Constitution of the State of Illinois, hereby order as follows:

I. The Census Office is Established within the Department of Human Services

- a. The Illinois Department of Human Services (DHS) shall establish an office (the Census Office) to support the Illinois Census 2020 by conducting outreach and education, distributing critical funding to ensure an accurate and complete census count throughout Illinois, and providing grant oversight and assistance.
- b. The Census Office within DHS shall coordinate the State's census efforts. In doing so, the Census Office shall work closely with the Office of the Governor and shall have the authority to enlist the assistance of all State agencies and departments within the executive branch to, among other things, identify opportunities for education and promotion of the 2020 Census with Illinois residents. Each agency and department within the executive branch shall designate a point person to work with the Census Office to achieve the purposes of this order. All agencies and departments within the executive branch shall, to the extent not inconsistent with law, cooperate fully with the Census Office and furnish it with such assistance on as timely a basis as is necessary to accomplish the purposes of this Executive Order.
- c. Two census co-coordinators (Census Co-Coordinators) shall be appointed by the Governor to direct the Census Office to ensure it achieves the purposes of this Executive Order.
- d. The Census Co-Coordinators will lead the state's effort to ensure a complete and accurate 2020 Census count for the State of Illinois.
- e. In directing the work of the Census Office, the Census Co-Coordinators may consult with experts or other knowledgeable individuals in the public or private sector on any aspect of their mission.
- f. The Census Co-Coordinators shall receive input from the Census Advisory Panel to assist them in directing the work of the Census Office and achieving the goals of this Executive Order.

STATE OF ILLINOIS



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INDEX DEPARTMENT

EXECUTIVE DEPARTMENT

JUN 20 2019

SPRINGFIELD, ILLINOIS

IN THE OFFICE OF
SECRETARY OF STATE

- g. DHS shall file reports on a public website on the first of every month until the Census 2020 work is complete, beginning September 1, 2019. These reports shall outline the overall budget for Illinois 2020 Census-related efforts, expenditures, and the distribution of funding to organizations throughout Illinois. The Illinois Senate President, the Speaker of the Illinois House, and the Senate and House Minority Leaders may request that DHS include additional information related to the work of the Census Office in the monthly reports, and DHS shall include such information.

II. The Census Advisory Panel is Established

- a. The Census Advisory Panel (the "Panel") shall consist of 12 members. The Governor shall appoint two members; the President of the Senate or his or her designee shall appoint three members; the Speaker of the House of Representatives or his or her designee shall appoint three members; the Minority leader of the Senate or his or her designee shall appoint two members; and the Minority Leader of the House of Representatives or his or her designee shall appoint two members. The individuals appointed by the Governor and the legislative leaders shall represent a broad cross-section of the state's population.

III. The Scope of the Work of the Census Advisory Panel

The Panel shall:

- a. Serve as an advisory board to the Census Office within DHS to help ensure a complete and accurate census count in Illinois. The assistance and advice provided by the Panel may include guidance on:
 - i. Drafting the Notice of Funding Opportunity (NOFO) for the distribution of Census funds;
 - ii. Identifying the broad funding allocation plan and the phases for its distribution;
 - iii. Assisting with outreach and education;
 - iv. Identifying capacity building needs and opportunities for technical assistance for entities responding to the NOFO;
 - v. Ensuring wide distribution of the NOFO to ensure a robust competitive process for the funding;
 - vi. Monitoring the effectiveness of the efforts of the Census Office;
 - vii. Coordinating with the Illinois Complete Count Commission; and
 - viii. Crafting messaging and strategies to ensure Illinoisans are reached in linguistically competent and culturally appropriate ways.
- b. Focus its efforts on ensuring that those communities historically undercounted in the Census and other "hard to count" communities throughout Illinois receive specialized outreach and assistance.
- c. Convene in person or by teleconference to faithfully fulfill the responsibilities as described above.



IV. The Timing of the Work of the Census Office

- a. On or before June 30, 2019, the Co-Coordiators shall hold at least one meeting of the Panel.
- b. On or before July 31, 2019, DHS shall post a public Notice of Funding Opportunity ("NOFO"), consistent with Illinois Grant Accountability and Transparency Act rules, describing the opportunity for grant funding for outreach efforts. The NOFO shall invite applications seeking Regional Intermediaries to conduct outreach in distinct geographic regions of Illinois.
- c. After the funding of grant recipients and on or before March 31, 2020, the Co-Coordiators, with advice from the Panel, shall identify any areas of further need. Based on identified areas of further need, the Co-Coordiators, shall determine whether to increase existing grant funding to Regional Intermediaries and/or provide grants to new grantees to address identified needs.

V. Savings Clause

Nothing in this Executive Order shall be construed to contravene any federal or State law or regulation. Nothing in this Executive Order shall affect or alter the existing statutory powers of any State agency or be construed as a reassignment or reorganization of any State agency.

VI. Prior Executive Orders

This Executive Order supersedes any contrary provision of any other prior Executive Order.

VII. Severability Clause

If any part of this Executive Order is found to be invalid by a court of competent jurisdiction the remaining provisions shall remain in full force and effect. The provisions of this Executive Order are severable.

VIII. Effective Date

The Executive Order shall take effect immediately upon its filing with the Secretary of State.

JB Pritzker, Governor

Issued by Governor: June 20, 2019
Filed with Secretary of State: June 20, 2019

FILED
INDEX DEPARTMENT
JUN 20 2019
IN THE OFFICE OF
SECRETARY OF STATE



FILED
INDEX DEPARTMENT
JAN 21 2020
IN THE OFFICE OF
SECRETARY OF STATE

EXECUTIVE ORDER

2020-01

**AMENDMENT TO EXECUTIVE ORDER 10 (2019) CEMENTING ILLINOIS'
COMPREHENSIVE 2020 CENSUS EFFORT**

WHEREAS, Executive Order 10 (2019) established the Census Office within the Illinois Department of Human Services ("Census Office") and the Census Advisory Panel (the "Panel");

WHEREAS, the Census Office and the Panel were established to help ensure a complete and accurate 2020 Census count for the State of Illinois;

THEREFORE, I, JB Pritzker, Governor of Illinois, by virtue of the executive authority vested in me by Article V of the Constitution of the State of Illinois, hereby amend Executive Order 10 (2019) as follows:

I. Co-Directors of the Census Office

All references in Executive Order 10 to "Census Co-Coordiators" shall be replaced with "Census Co-Directors." The Census Co-Directors shall lead the work of the Census Office as specified in Executive Order 10 (2019).

II. Additional Panel Members

The Panel shall consist of 15, rather than 12, members. The Governor shall appoint three members; the President of the Senate or his or her designee shall appoint three members; the Speaker of the House of Representatives or his or her designee shall appoint three members; the Minority Leader of the Senate or his or her designee shall appoint two members; and the Minority Leader of the House of Representatives or his or her designee shall appoint two members. The individuals appointed by the Governor and the legislative leaders shall represent a broad cross-section of the state's population.

III. Savings Clause

Nothing in this Executive Order shall be construed to contravene any federal or State law or regulation. Nothing in this Executive Order shall affect or alter the existing statutory powers of any State agency or be construed as a reassignment or reorganization of any State agency.

IV. Prior Executive Orders

This Executive Order supersedes any contrary provision of any other prior Executive Order. Any provisions that are not contrary to those in this Executive Order shall remain in full force and effect.

V. Severability Clause

If any part of this Executive Order is found to be invalid by a court of competent jurisdiction the remaining provisions shall remain in full force and effect. The provisions of this Executive Order are severable.

VI. Effective Date

The Executive Order shall take effect immediately upon its filing with the Secretary of State.



JB Pritzker, Governor

Issued by Governor: January 21, 2020
Filed with Secretary of State: January 21, 2020

FILED
INDEXED - PAYMENT
JAN 21 2020
IN THE OFFICE OF
SECRETARY OF STATE

ATTACHMENT E

SECRETARY OF STATE FUNDED CENSUS GRANT

Gail Borden Public Library	\$148,490
Chicago Urban League	\$189,743
Carbondale Branch NAACP	\$139,760
City of Aurora	\$ 87,575
Greater Chicago Food Depository	\$ 55,376
Spanish Community Center	\$ 98,995
Literacy Works	\$ 15,000
L Muslim Civic Coalition	\$ 92,362
Xilin Association	\$ 93,420
The Resurrection Project	\$ 44,880
Metropolitan Mayor's Caucus	\$ 71,497
City of North Chicago	\$ 71,410
Mujeres Latinas en Accion	\$ 34,204
Arab American Family Services	\$109,227
Latinos Progresando	\$ 30,000
Erie Neighborhood House	\$100,000
City of Quincy	\$ 74,000
Access Living of Metropolitan Chicago	\$ 40,000

ATTACHMENT F

POSTER CONTEST WINNING ENTRY

Census 2020
EVERYONE COUNTS!

LIBRARIES → Funding for libraries and schools

← **ROADS** Funding for road repair

SCHOOLS →

← **HEALTHCARE** Community access to healthcare

EMPLOYMENT →

Census 2020
MAKE SURE ILLINOIS COUNTS.

Census 2020 Awareness Poster Contest Winner, Destiny Chapman, Grade 11 • Lewistown CUSD 97

MAKE SURE ILLINOIS COUNTS.
www.IllinoisCensus2020.com

 **ILLINOIS**
COMPLETE COUNT
COMMISSION

Printed by authority of the State of Illinois, September 2019 — 1200

ATTACHMENT G

ILLINOIS STATE LIBRARY CENSUS ACTIVITIES

Since census is being conducted primarily online, public libraries are a vital linchpin in the 2020 census. The Census 2020 Hard to Count Map (<https://www.censushardtocomcountmaps2020.us/>) has an overlay which plots the location of every public library in the nation. In April 2010, the Illinois State Library sent a letter to public libraries encouraging libraries to be proactive in the 2020 census since libraries are considered as “trusted institutions.” The libraries are being asked to make their public access terminals available to people, regardless of they have a library card or not, to enter their census information.

At the direction of the Commission, the Illinois State Library conducted a statewide census awareness poster contest for school students. Destiny Chapman, a Grade 11 student in Lewiston Community Unit School District 87 submitted the winning entry. The posters were distributed to 800 public library and branches, and 150 academic libraries and government depository libraries throughout the state.

The State Library distributed approximately 226,000 census worker employment flyers and promotional material in English and Spanish to public and academic libraries in the state.

The fall 2019 newsletter of the Illinois State Library’s Talking Book and Braille Service included an article on census forms being available in large-print and Braille formats, and by telephone assistance through the Telephone Device for the Deaf (TDD) technology. There are English and Spanish versions of newsletter, which was distributed to over 11,000 participants in the statewide talking book program.

Information about the Illinois Complete Count Commission and the State Library’s activities was submitted to *American Libraries* for publication in 2020. The magazine is sent to some 65,000 individuals and organizations worldwide. An article about the census has been submitted for the State Library’s literacy program newsletter, reach reaches 650 people.

As part of the legislation that created the Illinois Complete Count Commission, the Illinois Secretary of State was allotted \$1.5 million to distribute for census participation activities. A total of 18 grants were awarded to not-for-profits and community groups to encourage census participation to hard-to-count populations. The State Library was designated as the administrator of the grant program.

The Illinois Library Association (ILA) has been working hand-in-hand with the State Library on promoting the census. ILA and the State Library are encouraging libraries to work with community leaders to form local complete count committees. ILA will also amplify the message for public libraries to allow non-library card holders to use public access computers to input census information.

Presentations:

- Downstate library conference on May 15 in Carbondale about 75 people attending.

- Joliet Junior College on Oct. 21 about 60 people attended.

- Illinois Library Association conference on Oct. 22 about 100 people attended.

- Kishwaukee College on Oct. 30 about 100 people attended.

- Provide census update on Dec. 3 to about 60 members of the Illinois Heartland Library System (downstate Illinois librarians).

- Oak Park Public Library on Dec. 6 for about 100 people. (As a result of the presentation, two more presentations have been scheduled for March 6 at the Arlington Heights Public Library.

- Participated in a webinar on Dec. 11 hosted by College and Academic Research Libraries of Illinois (CARLI). A major focus of the webinar was reaching students living off-campus. The census posters were distributed to 150 college and academic libraries and government depository libraries, which are primarily located on college campuses.

As the census approaches, the State Library is including information items in its monthly electronic newsletter, *E-News*. The newsletter is distributed to approximately 5,000 individuals, libraries and organizations. As the census winds down, the State Library is encouraging librarians to document and retain records of their activities during the 2020 census so they can refer to them when the next census occurs in 2030.

ATTACHMENT H

Name	County	Contact	Business Email	Business Phone
Access Living	Cook	Daisy Feldt	dfeldt@accessliving.org	(312) 640-2197
Agudath Israel of Illinois	Cook	Shlomo Soroka	ssoroka@agudathisrael-il.org	(773) 279-8400
Algonquin, Village of	McHenry/Kane	Matthew Bajor	matthewbajor@algonquin.org	(847) 658-2700
Alorton, Village of	St. Clair		lamardgent@gmail.com	
Alsip, Village of	Cook	John Ryan	jryan@villageofalsip.org	(708) 385-6902
Arab American LCCC	Cook	Nareman Taha	ntaha@aafsil.org	(708) 599-2237
Assyrian Universal Alliance Foundation	Cook	Larry Dakof	ldakof@auaf.us	(773) 863-3566
Aurora, City of	Dupage/Kane/Will	Daniel Barreiro	dbarreiro@aurora-il.org	(630) 256-3401
Beach Park, Village of	Lake	Leisa Niemotka	leisa.niemotka@villageofbeachpark.com	(847) 746-1770
Beardstown, City of	Cass	Petle Ruch		(217) 323-3261
Bedford Park, Village of	Cook	David R. Brady	dbrady@villageofbedfordpark.com	(708) 458-2067
Bensenville, Village of	Cook/Dupage		bhibner@bensenville.il.us	(630) 594-1180
Berwyn, City of	Cook	Margaret Paul	mpaul@ci.berwyn.il.us	(708) 749-6451
Boone, County of	Boone	Isamari Mandujano	imandujano@boonecountyil.org	(815) 547-6698
Bourbonnais, Village of	Kankakee	Laurie Cyr	cyr@villageofbourbonnais.com	(815)937-3370
Buffalo Grove, Village of	Lake/Cook		bsussman@vbg.org	(847) 459-2525
Bumham, Village of	Cook	Robert Polk	rpolk@villageofbumham.com	(708) 862-9150
Burr Ridge, Village of	DuPage	Evan Walter	ewalter@burr-ridge.gov	(630) 654-8181
Byron, City of	Ogle	Mayor John Ricard	jrickard@es-il.org	(815) 234-5243
Cahokia, Village of	St. Clair		fjackson@cahokiallinois.org	
Cahokia, Village of			bsharp@cahokiallinois.org	(618) 332-4255
Cahokia, Village of			frankbergman103@yahoo.com	(618) 337-9500
Cahokia, Village of			mhalter@cahokiallinois.org	(618) 337-9500
Cahokia, Village of			tmoyers@cahokiallinois.org	(618) 337-9500
Calumet City, City of	Cook	Denise Rzonca	drzonca@calumetcity.org	(708) 891-8116
Calumet Park, Village of	Cook	Ronald Denson	mayordenson@calumetparkvillage.org	(708) 389-6578

Campton Hills, Village of	Kane	Ronald Searl	rsearl@villageofcamptonhills.org	(630) 584-5700
Carbondale, City of	Jackson	Chris Wallace	cwallace@explorecarbondale.com	(618) 521-7184
Carthage, City of	Hancock	Amy Graham	codc@carthage-il.com	(217) 357-3800
Champaign Co. Reg. Planning Comm.	Champaign	Gabriel Lewis	glewls@ccrpc.org	(217) 328-3313
Champaign, City of	Champaign			(217) 351-4400
Charleston, City of	Coles	Steve Pamperin		(217) 345-5650
Chicago Ridge, Village of	Cook	Charles Tokar	mayortokar@chicagoridge.org	(708) 425-7700
Clark Co. Complete Count Commission	Clark	Warren LeFever	wjlefever@gmail.com	(217) 826-5332
Clifton, Village of	Iroquois	Andrew Winkel	andrew.winkel@cliftonillinois.com	(815) 694-2273
CMC (Collinsville, Maryville, Caseyville) CCC	Madison, St. Clair	Ashley Stewart	acstewart@caseyvillelibrary.org	(618) 345-5848
Coalition Better Chinese American Community	Cook	Grace Chan McKibben	gracechan@cbcacchicago.org	(773) 405-6770
Coal City, Village	Grundy/Will	Terry Halliday		(815)634-8608
Cook County Government	Cook		andre.ashmore@cookcountyll.gov	(312) 603-1000
Cook County Government	Cook		pamela.white@cookcountyll.gov	(312) 603-1019
Country Club Hills, City of	Cook	James Ford	jford@countryclubhills.org	(708) 798-2616
Crystal Lake, City of	McHenry		bmitchell@crystallake.org	(815) 356-3687
Crystal Lake, City of			eheim@crystallake.org	(815) 459-2020
Crystal Lake, City of			mhowells@crystallake.org	(815) 459-2020
Dekalb, City of	Dekalb	Raymond Munch	raymond.munch@cityofdekalb.com	(815)748-2392
DeKalb, County of	Dekalb	Jolene S. Willis	jswillis@dekalbcounty.org	(815) 895-7244
Diamond, Village of	Grundy/Will	Terry Kernic		(815) 671-0617
Dixmoor, Village of	Cook	Yolanda Williams		(708) 389-6121
DuPage, County of	DuPage	Sadia Covert	sadia.covert@dupageco.org	(630) 407-6023
Dupage, County of	Dupage	Jon Nelson	jonathan.nelson@dupageco.org	(630) 407-6143
DuPage, County of	DuPage	Scott Austgen	saustgen@dupagepads.org	(630) 682-3846
Dwight, Village of	Livingston	Kevin McNamara		(815) 584-3077
Earlville, City of	LaSalle	Martha Dankenbring	deputyclerk@earlvilleil.org	(815) 246-9588
East Alton, Village of	Madison	Randy Nelson	r.nelson@eastaltonvillage.org	(618) 259-7615
East Hazel Crest, Village of	Cook		tab@swansonandbrown.com	(708) 798-0213

Edwardsville, City of	Madison	Caleb Miller	cmiller@cityofedwardsville.com	(618) 692-2332
Elgin, City of	Cook/Kane		mayor@cityofelgin.org	(847) 385-4478
Elmhurst, City of	Dupage	Erin Jason	erin.jason@elmhurst.org	(630) 530-3900
Enlace Chicago	Cook	Cesar Nunez	cnunez@enlacechicago.org	(773) 220-2092
Evanston, City of	Cook	Sarah Flax		(847) 328-2100
Floosmoor, Village of	Cook		crafts1908@sbcglobal.net	(708) 647-0433
Floosmoor, Village of			bwachtel@flossmoor.org	(708) 798-2300
Floosmoor, Village of			krichardson@flossmoor.org	(708) 798-2300
Floosmoor, Village of			sbugner@flossmoor.org	(708) 335-5415
Ford Heights, Village of	Cook	Annie Coulter	mayorannie.coulter@villageoffordheigh	(708) 758-3131
Forest Park, Village of	Cook	Allen Serrano	aserranosr@yahoo.com	(773) 916-9304
Fox Lake, Village of	Lake/McHenry	Laura Linehan	linehanl@foxlake.org	(847) 587-3971
Frankfort, Village	Will	Susan Lynchey		(815) 469-2177
Freeburg, Village of	St. Clair		villagehall@freeburg.com	(618) 539-5705
Freeport, City of	Stephenson	Kirstin Hinds	assistantcitymanager@cityoffreeport.org	(815)543-6243
Goreville, Village of	Johnson		gorevillevillage@yahoo.com	(618) 995-2157
Granite City, City of	Madison	Cathy Hamilton	chamilton@granitecity.illinois.gov	(618) 452-6213
Greater Freeport Partnership	Stephenson	Andrea Schultz Winter	awinter@greaterfreeport.com	(815) 233-1354
Grundy, County of	Grundy	Chris Balkema		(815-941-3498
Gurnee, Village of	Lake	Jack Linehan	jlinehan@village.gurnee.il.us	(847) 623-7650
Hanover Park, Village of	Cook/Dupage		ecorral@hpl.org	(630) 372-4221
Hazel Crest, Village of	Cook	Dante Sawyer	dsawyer@villageofhazelcrest.com	(708) 335-9600
Herscher, Village of	Kankakee	John Branz	johnbranz60941@yahoo.com	(815) 426-2131
Hoffman Estates, Village of	Cook/Kane		mark.koplin@hoffmanestates.org	(847) 781-2661
Homer, Village of	Champaign		villageofhomer@gmail.com	(217) 896-2628
Homewood, Village of	Cook	Jessica Salvador	jsalvador@homewoodil.gov	(708) 206-3378
IL Muslim CCC	Cook	Dr.Dilara Sayeed	dilara@ilmuslimciviccoalition.org	(630) 640-1865
IL Muslim CCC	Cook	Reema Kamran	reema@ilmuslimciviccoalition.org	(630) 640-9422
Jo Davellss Co. Census Committee	Jo Davellss	Diane Gallagher	dianeboydgallagher@gmail.com	(815) 747-6050

Joliet, City of	Will	Martin Shanahan		(815)724-4000
Joppa, Village of	Massac		joppavillage@yahoo.com	(618) 543-7320
Kendall, County of	Kendall		mjohnson@co.kendall.il.us	(630) 553-4834
La Grange, Village of	Cook	Heather Valone	hvalone@villageoflagrange.com	(708) 579-2300
Lansing, Village of	Cook	Vivian Payne	vpayne@villageoflansing.org	(708) 895-7174
Lebanon, City of	St. Clair	Cheri Wright	cheri-wright@sbcglobal.net	(314) 852-9454
Lemont, Village of	Cook/Dupage	John Egofske	jegofske@lemont.il.us	(630) 243-2709
Lewis and Clark Community College	Madison	Terry Lane	tdlane@lc.edu	(618) 468-5500
Lincolnwood, City of	Cook	Ashley Engelman	aengelmann@lwd.org	(847)673-1540
Literacy Works	Cook	Christine Kenny	christine@litworks.org	(773) 334-8255
Lockport, City of	Will	Kimberly Phillips		(815)838-0549
Lynwood, Village of	Cook	Eugene Williams		(708) 758-6101
Lyons, Township of	Cook	Nour Jaghama	nnourjaghama@lyonsts.com	(708) 482-8300
Macomb, City of	McDonough	Michael Inman	mayor@macomb.com	(309) 833-2558
Manhattan, Village of	Will		ksing@villageofmanhattan.org	(815) 418-2051
Manhattan, Village of			mgibson@villageofmanhattan.org	(815) 478-3483
Manhattan, Village of			mnelson@villageofmanhattan.org	(815) 478-3483
Marine, Township of	Madison			(618) 887-4289
Maywood, Village of	Cook	Edwina Perkins	eperkins@maywood-il.org	(708) 450-6301
McHenry, County of	McHenry	Alicia Schueller	aaschueller@mchenrycountyil.gov	(815) 334-0309
McLean, County of	McLean	Alyssa Cooper	acooper@mcplan.org	(309) 434-6838
Melrose Park, Village of	Cook	Jack Stonebraker	jack@melrosepark.org	(630) 433-1533
Merrionette Park, Village of	Cook	Kelly White	merrionettepark@comcast.net	(708) 396-3181
Millstadt, Village of	St. Clair	Michael Todd		(618) 476-1514
Minnoka, Village of	Grundy/Kendall/Will	Patrick Brennan		(815) 467-6415
Momence, City of	Kankakee	Jake Salomone	ward1b@cityofmomence.com	(708) 590-9147
Montgomery, County of	Montgomery	Sandy Leithelser	sandy@montgomeryo.com	(217) 532-9530
Morton Grove, Village of	Cook	Jake Lawrence	jlawrence@mortongrovel.org	(847) 965-4100
Mt. Vernon, City of	Jefferson	Lori Ulrich	lori.ulrich@mtvernon.com	(618) 242-6802
Mundelein, Village of	Lake	Taylor Wegrzyn	twegrzyn@mundelein.org	(847) 949-3200
Natl A. Phillip Randolph Pullman Porter Museum	Cook	David Peterson	david@aprppmuseum.org	(773) 331-6146

Niles, Village of	Cook	Kathy Thake	kmt@vnils.com	(847) 588-8000
North Chicago, City of	Lake	Deb Waszak	debwas@northchicago.org	(847) 596-8641
Northern IL University	Dekalb	Meg Junk	mjunk@niu.edu	(815) 753-6112
Northwestern University	Cook	Dan Lewis	dlewis@northwestern.edu	(847) 491-3395
Orland Park, Village of	Cook	Naseer Shafique	nshafique@orlandpark.org	(708) 403-6125
Oswego, Village of	Kendall	Christina Burns		(630) 554-3618
PASO West Suburban Action Project	Cook	Anna Marin	anna@pasoaaction.org	(708) 410-2000
Pesotum, Village of	Champaign			(217) 867-2275
Plano, City of	Kendall	Bob Hauser		(630) 552-8275
PLCCA	Cook	Bishop Dr. Claude Porter	bishopporter@plcca.org	(708) 450-3506
Posen, Village of	Cook	Dawn Cotillo		(708) 385-0139
Quincy, City of	Adams	Chuck Bevelhelmer	chuckb@quincylil.gov	(217) 228-4515
Rantoul, Village of	Champaign	Ken Turner	ktuner@myrantoul.com	(217) 893-1661
Region 1 Planning Council	Boone/Winnebago/Ogle	Aaron Lewis	alewis@r1planning.org	(815) 218-4217
Region 1 Planning Council		Ivy Hood	ihood@r1planning.org	(815) 319-4192
River Forest, Village of	Cook	Jonathan Pape	jpape@vrf.us	(708) 714-3563
Riverdale, Village of	Cook	Carol McGhee	cmcghee@villageofriverdale.net	(708) 841-2200
Rochelle, City of	Ogle	Sue Messer	smesser@rochelleil.us	(815) 561-2060
Rock Island, City of	Rock Island	Randy Tweet	tweet.randall@rigov.org	(309) 732-2012
Rockdale, Village of	Will	Frank Sennyes		(815) 725-8937
Romeoville, Village of	Will	Steve Gulden		(815) 886-7200
Roselle, Village of	Dupage/Cook	Caron Bricks	cbricks@roselle.il.us	(630) 671-2806
Round Lake Beach, Village of	Lake	Rich Hill	mayorlbeach@ameritech.net	(847) 740-6026
Royal, Village of	Champaign	Robert Vilven		(217) 583-3277
Sauget, Village of	St. Clair	Bonnie Johnson	villageofsauget618@sbcglobal.net	(618) 337-5267
Sauk Village, Village of	Cook/Will	Marva Campbell-Pruitt	mcampbell-pruitt@saukvillage.org	(708) 758-3330
Second Sense	Cook	Kathy Austin	kathy.austin@second-sense.org	(312) 236-8569
Seneca, Village of	LaSalle/Grundy	Kathleen Haralson	kathy.haralson@mailseneca.org	(815) 357-8771
Silvis, City of	Rock Island	Matt Carter	mcarter@silvisil.org	(309) 792-9181
Skokie, Village of	Cook	Vicky Varga	vicky.varga@skokie.org	(847) 933-8447
Smithton, Village of	St. Clair		aparker@smithton-village.com	
South Chicago Heights, City of	Cook	Nora Martinez-Gomez	nmartinez@southchicagoheights.com	(708) 755-3330
South Holland, Village of	Cook	Will Neibert	wneibert@southholland.org	(708) 210-2900
Springfield, City of	Sangamon	Valera Yazell	valera.yazell@springfield.il.us	(217) 789-2377
St. Charles Public Library	DuPage/Kane	Heidi Krueger	hkrueger@scpld.org	(630) 584-0076
Symerton, Village of	Will	Eli Geiss		(815) 342-0029
Thornton, Village of	Cook	Doug Beckman		(708) 877-4456
Tinley Park, Village of	Cook/Will	Laura Godette		(708) 444-5000
Tolono, Village of	Champaign	Jackie Myers		(217) 485-5212

Trinity Services, Inc.	Will County	Tina Fogarty	tfogarty@trinityservices.org	(815) 485-6197
Vernon Hills, Village of	Lake	Roger Byrne	rogerb@vhills.org	(847) 918-3540
Vienna, City of	Johnson			(618) 658-5161
Vietnamese Assn of IL	Cook	Thuong Phan	thuong.phan@hnvi.org	(773) 728-3700 x 37
Villa Park, Village of	Dupage	Kathy Kuechle	kkuechle@inwillapark.com	(630) 834-8500
Waterloo, City of	Monroe	Brian Hoffmann	bhoffmann@waterloo.il.us	(618) 939-8600
Waukegan, City of	Lake	Sam Cunningham	aldermancunningham@comcast.net	(847) 599-2500
West Chicago, City of	Dupage	Valeria Lopez	vlopez@westchicago.org	(630) 293-2200
Wheaton Chamber of Commerce	Dupage	Kerry O'Brien	kerry@wheatonchamber.com	(630) 688-6464
Wheeling, Village of	Cook/Lake		jabruscato@wheeling.il.gov	(773) 832-6713
Wheeling, Village of			shuizar@wheelingil.gov	(847) 459-2672
Wheeling, Village of			mcrotty@wheelingil.gov	(847) 499-9091
Wheeling, Village of			mseay@wheeling.il.gov	(847) 499-9098
Wheeling, Village of			mrooney@wheeling.il.gov	(847) 499-9099
Will, County of	Will	Meta Mueller	mmueller@willcountyillinois.com	(630) 854-3473
Winnebago, County of	Winnebago	Tiana McCall	tmccall@wincoil.us	(815) 319-4238
Woodhull, Village of	Henry		villageclerk@woodhullil.org	(309) 334-3230
Woodstock, City of	McHenry		csmiley@woodstockil.gov	(815) 338-4301
Woodstock, City of		Jane Howie	jhowie@woodstockil.gov	(815) 338-4301
		Hendrica Regez	hendricaregez@gmail.com	

Update 01/03/20

ATTACHMENT I

Complete Count Commission Subcommittee Chairs

Hard-to-Count Populations

Kathie Kane-Willis –Co-Chair
Griselda Vega Samuel – Co-Chair

State and Local Government

Representative Ryan Spain – Co-Chair
Jeanine Stroger – Co-Chair

Schools and Higher Education

Representative Theresa Mah
Sherrie Taylor, Northern Illinois University, State Data Center

Community and Faith-Based and Social Organizations

Jackie Petty

Business

Michael Inman, Mayor City of Macomb

ATTACHMENT I

IV: TIMELINE of KEY Activities of Hard to Count Subcommittee:

- June 15, 2018: MALDEF participated in census briefing with U.S. Representative Chuy Garcia in Chicago
- August 6, 2018 MALDEF participated in census briefing with U.S. Representative Raja Krishnamoorthi in Elgin
- October 15, 2018 MALDEF participated in census briefings in Bloomington and Springfield, IL
- March 15, 2019 MALDEF participated in census briefing with U.S. Senator Tammy Duckworth in Chicago
- April 23, 2019 MALDEF participated in census briefing with U.S. Representative Brad Schneider Foster in Waukegan
- June 29, 2019 MALDEF participated in census briefing with U.S. Representative Bill Foster and State Representative Barbara Hernandez in Aurora
- July 2, 2019 MALDEF presented to the Public Interest Law Initiative Census Educational Session
- July 31, 2019 MALDEF presented at Leadership Conference Chicago Get Out the Count Midwest Summit
- October 10, 2019 MALDEF presented at the Addison Public Library
- November 20, 2019 MALDEF participated in State Representative Chris Welch's Census Townhall
- November 22, 2019 MALDEF presented in the Latino Legislative Caucus Foundation Conference Census Forum
- December 9, 2019 MALDEF presented at the Metropolitan Mayors Caucus's South Suburban Census Ideas Exchange

STATE and LOCAL GOVERNMENT SUBCOMMITTEE CENSUS OUTREACH

Agency Name/ Designee Name	Outreach Plan
Governor's Office Brian Costin	Links to census page on individual agency pages Program promotion at events
Department on Aging Selma C. D'Souza	Various outreach through its comprehensive network
Department of Agriculture Rob Baren	
Central Management Services Lisa Williams	Census messaging through its Agency
City and Count Management Assn Dawn Peters	Newsletter Website Annual Summer Meetings Calendar of City events Two conferences (February and June)
CMAP Jane Grover	Census 2020 in weekly newsletter Social media, and public engagement Serves as a State Data Center and is looped in with other State Data Centers
Comptroller's Office Cesar Orozco	Promote Census 2020 on social media accounts Organize promotional events (through our External Affairs department Census video messaging in English and Spanish
DCEO Lanae Clarke	Tax credits list Minority businesses Economic Development Teams Newsletters
Human Rights Chet Pinski	Posting and Displaying Census Materials in Regional Offices Social media accounts
Human Services Ngoan Le	Social Media accounts Newsletters

Lottery	Rob Baren	Census logo and a link to IDHS' website on the Lottery's website Everyone Counts logo is now part of the slide presentation on video monitors in retail
Department of Revenue	Terry Horstman	Gaming Board messaging Social media accounts Online App and Renewals (get message/link on the webpage)
Professional Regulation	John Mannion	Share Census messaging in with local Banks Social media accounts Newsletters
State Board of Ed	Jaclyn Matthews	Social media accounts Targeted email blasts to educators and administrators Weekly messages to superintendents and regional superintendents Webinars (message on webinars) IL Report Card Site Social Media accounts
Secretary of State:	Jeanine Stroger Jill Zwick	Messaging with applicable renewal notices Promo at Organ Donor and other Program Events Mobile Unit promotion Census messaging in Interoffice webpage and Cyberdrive Illinois site Census 2020 surveys in designated facilities
IL. State Library	Joe Natale	Outreach to 158 academic libraries, 639 public libraries, 788 school libraries Monthly newsletter TBBS outreach for disabled IL Library Assn Conference Grantees Webinars Chicago Public Libraries Poster Contest Newsletters
Treasurer's Office		
Veterans' Affairs	Crystal Womack	VSO offices Monthly Newsletter Promote through other Outreach programs

Community and Faith-Based and Social Organizations

Jackie Petty

Clare Howard - Community Word, editor (newspaper)

Pastor Marvin Hightower - President of local NAACP & Pastor of Liberty Church

Carl Cannon - Elite Director & Peoria Housing Author Board President

Angel Cruz - Don't Shoot Program

Chris Wade - Friends (Health Program)

Sherry Cannon - NAACP Executive Board & Elite

Laraine Bryson - Director Urban League

Roberta English - Neighborhood House Director

Helen King - NAACP Executive Board & Peoria Housing Authority Board

Friendship House Director

- Distributed Census 2020 handouts and PowerPoint presentation
- Media interviews promoting the importance of Census participation
- NAACP meeting – Census outreach and participation
- Democrat precinct committee meeting presentation
- Peoria School District Bus Barn to all of our school bus drivers – Census 2020 presentation.

The Tri-County Planning Commission applied for and received some of the grant money that was available for our region. The PCCEO (Community Action Agency) is a part of that grant and are allowing our group to work under them. The objective is to create an action plan and to send workers into the hard to reach communities.

The Center for Governmental Studies (CGS) is a coordinating partner with the State Data Center (SDC) Network since the program's inception in the early 1980's. The network was developed throughout the country and territories to have a physical location for Census data assistance. The Center has provided tutorials, presentations and workshops for the public, state and local agencies as well as nonprofit institutions. All assistance is provided through the general revenue funding received by NIU, at no cost to those who inquire. The Illinois Department of Commerce and Economic Opportunity had an employee in the lead role of the SDC, but she retired in December 2018 and there has been no replacement identified.

The CGS has stepped into the role without transition from the ILDCEO, particularly considering the 2020 Census is arriving soon. The network is being rebuilt and many activities carried out to engage local complete count committees and the public on what to anticipate with the 2020 Census. The CGS has also received the Governor's blessing to be the state liaison with the Census Bureau on the New Construction program, meaning any municipality with new construction that may have missed their deadline can still provide that information through CGS along with receiving assistance on the process.

Beyond fielding emails, phone calls, and sending messages to the complete count committees that registered with either the Census Bureau or the Secretary of State's office, the CGS has provided 2020 Census presentations to a variety of audiences. One national webinar was created along with several local webinars. A vendor booth was manned at the NIU STEM fest, which was attended by over 8,000 people. These activities are beyond the routine annual activities of the State Data Center.

Schedule of main activities to date of NIU SDC:

- April 2nd – Panel presentation at the Springfield Conference for education attended by approximately 50 people, served on planning committee
- April 16th – National webinar on 2020 Census hosted by Campus Compact.
- April 26th – Chicago conference for education attended by approximately 35 people, served on planning committee
- April 30th – STEM Café presentation in DeKalb on the importance of Census response and recruiting of Complete Count Committees.
- June 26th – presented to NIU Employees regarding the importance of the 2020 Census.
- June 28th – Presentation to Census Advisory Panel, Thompson Center, Chicago on Hard-to-Count populations in Illinois
- August 12th – Online interview with WBEZ (NPR Springfield) on the 2020 Census and its importance.
- August 26th – Presentation to University of IL Extension office in DeKalb on 2020 Census.
- September 13th – Presentation to IMPACT DuPage in Wheaton on 2020 Census.
- September 18th – Presentation to the Illinois Realtor's Association – Naperville as working with one of the Hard-to-Count population (new residents) and how they can reach out to them and make sure they are able to participate as new residents.
- September 24th – Presentation to Dr. Schatteman undergrad class on Census
- September 24th – STEM Café presentation in Rockford as an encore request from the DeKalb presentation.

ATTACHMENT J

Commission Support Staff Office of the Illinois Secretary of State

Jeanine Stroger, Deputy Director, Personnel

Bob Yadgir, Director of Communications

Dave Druker, Press Secretary

Irene Lyons, General Counsel

Rachel French, Communications Department

Audrey Evans, Assistant to the Deputy Press Secretary

Gina Harrison, Assistant General Counsel

Rebecca Lang, Communications Department

Ernesto Martinez, Communications Department

Greg McCormick, Director, Illinois State Library

Joe Natale, Illinois State Library

Jill Zwick, Intergovernmental Affairs

Tiffani Baum Department of Information Technologies

Mary Reljic, Communications Department

Connie Boatman-Tate, Organ/Tissue Donor Program

Rocco Claps, Special Projects

ATTACHMENT K

Records Retention – Census 2020

STATE OF ILLINOIS
STATE RECORDS COMMISSION

Application No. 19-13
Page 1 of 6

RECORDS RETENTION SCHEDULE (Application for Authority to Dispose of State Records)

STATE RECORDS UNIT
ILLINOIS STATE ARCHIVES
SPRINGFIELD, IL 62756
(217)782-2647

AGENCY

Illinois Secretary of State

DIVISION

Illinois Complete Count Commission

SUBDIVISION

Pursuant to the provisions of the *State Records Act* (5 ILCS 160/1 et seq.), I hereby request authority to dispose of state government records according to the schedule which follows. I certify that those records to be disposed of will not be needed in the transaction of current business nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this agency. I also certify that any microfilm or digitized copies will be made in accordance with the standards of the State Records Commission and will be adequate substitutes for the original records.

SIGNATURE OF AGENCY HEAD

DATE

APPROVED BY
THE
STATE RECORDS
COMMISSION

David A Joens

CHAIRMAN

Ian Hunt

SECRETARY

3/20/2019

DATE

RECORDS LISTED ON THIS SCHEDULE MAY BE DISPOSED OF PROVIDING:

- the individual retention period is complete;
- all audits have been completed, if necessary and no litigation is pending or anticipated;
- the items are correctly listed on a Records Disposal Certificate submitted to and approved by the State Records Commission 30 days prior to disposal.

Certain records, as stipulated on this schedule, may be microfilmed or digitized and the original hardcopy record disposed of if the record is microfilmed or digitized in accordance with the standards of the State Records Commission Rules and if the film or digitized copy is retained for the prescribed retention period. Disposal of records after microfilming or digitizing must be noted on a Records Disposal Certificate.

**THIS SCHEDULE AND ANY RELATED RECORDS DISPOSAL CERTIFICATES
ARE TO BE RETAINED PERMANENTLY.**

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
 (continued)

Application No. 19-13
 Page 2 of 6

Item No.	Record Series Title, Description and Recommendation	Action Taken
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1. General Correspondence

Dates: 2019-
 Volume: 2 Cubic Feet/600 MB
 Annual Accumulation: 1 Cubic Feet/300 MB
 Arrangement: Chronological

This record series consists of the correspondence generated by the Illinois Complete Count Commission in the execution of its duties. The Commission was established by 20 ILCS 5100 to encourage participation in the Federal Decennial 2020 census. The enabling legislation will be repealed and the Commission disbanded on June 30, 2021. The records may include, but are not limited to: letters of appointment, acceptance letters of appointees, letters to partner agencies, schools, and businesses; emails, memoranda, notes, notification posting of Commission meetings, grant application transmittal letters, grant application acceptance letters, and any other correspondence that is necessary to complete the business of the Commission.

RETENTION: Retain *paper records* for three (3) years after the date of generation, transfer to the State Records Center for seven (7) years or until administrative value has expired, whichever is longer; then destroy in a secure manner provided all audits have been completed and no litigation is pending or anticipated.

Retain *electronic records* on the system for ten (10) years or until administrative value has expired; then delete, overwrite, or erase from the system provided all audits have been completed and no litigation is pending or anticipated. Retain electronic records in compliance with 44 Ill. Admin. Code 4400.80.

**Disposition
 approved as
 amended
 3/20/2019**

2. Meeting Notices

Dates: 2018-
 Volume: Negligible
 Annual Accumulation: Negligible
 Arrangement: Chronological

This record series consists of meeting notices and postings required by the Illinois Open Meetings Act (5 ILCS 120/2.02), and copies of the meeting agenda. The act requires public bodies to post meeting notices and agendas within the building or office where the meeting will be held and also on the public body's website, if one exists, at least 48 hours before the meeting is to occur.

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
 (continued)

Application No. 19-13
 Page 3 of 6

Item No.	Record Series Title, Description and Recommendation	Action Taken
	<p>RETENTION: Retain for one (1) year from the date the meeting was held, then destroy or delete from the system provided all audits have been completed and no litigation is pending or anticipated.</p>	<p>Disposition approved 3/20/2019</p>
3.	<p>Meeting Minutes and Agendas</p> <p>Dates: 2018- Volume: 1 Cubic Feet/300 MB Annual Accumulation: ½ Cubic Feet/150 MB Arrangement: Chronological</p> <p>This record series consists of meeting agenda and minutes of the Complete Count Commission and any sub-committees of the commission. This record provides an historical account of the Commission's activities undertaken to achieve its purpose.</p>	
	<p>RETENTION: Transfer to the Illinois State Archives for permanent retention.</p>	<p>Disposition approved as amended 3/20/2019</p>
4.	<p>Travel and Expense Vouchers</p> <p>Dates: 2018- Volume: Negligible Annual Accumulation: Negligible Arrangement: Chronological and Numerical</p> <p>This record series consists of travel and expense vouchers submitted by Commission members documenting expenses incurred by member's incidental to the execution of their duties. Such expenses may include, but are not limited to: mileage reports, hotel bills, and food expenses.</p>	
	<p>RETENTION: Retain three (3) years after the expense vouchers were submitted to the Comptroller, then destroy or delete from the system provided all audits have been completed, if necessary and no litigation is pending or anticipated. Retain electronic records in compliance with 44 Ill. Admin. Code 4400.80.</p>	<p>Disposition approved 3/20/2019</p>

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
 (continued)

Application No. 19-13
 Page 4 of 6

Item No.	Record Series Title, Description and Recommendation	Action Taken
5.	<p>Preliminary Interim Report</p> <p>Dates: 2018 Volume: 1/2 Cubic Feet/150 MB Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record is the preliminary report provided to the General Assembly as required by 20 ILCS 5100/25 that requires a preliminary outreach strategy to be completed and presented to the General Assembly by November 30, 2018.</p> <p>The Illinois State Library will receive one copy of this report.</p>	
	<p>RETENTION: Transfer to the Illinois State Archives for permanent retention.</p>	<p>Disposition approved as amended 3/20/2019</p>
6.	<p>Final Report</p> <p>Dates: 2019 Volume: 1/2 Cubic Feet/150 MB Annual Accumulation: Negligible Arrangement: Chronological and Alphabetical</p> <p>This record consists of the final report provided to the General Assembly as required by 20 ILCS 5100/25 that requires a final report of the Commission to be completed and presented to the General Assembly by June 30, 2019.</p> <p>The Illinois State Library will receive one copy of this report.</p>	
	<p>RETENTION: Transfer to the Illinois State Archives for permanent retention.</p>	<p>Disposition approved 3/20/2019</p>

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
 (continued)

Application No. 19-13
 Page 5 of 6

Item No.	Record Series Title, Description and Recommendation	Action Taken
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7. Grant Funding Application Transmittals

Dates: 2019-
 Volume: 2 Cubic Feet/600 MB
 Annual Accumulation: ½ Cubic Feet/150 MB
 Arrangement: Alphabetical by Grantee/Numerical by Grant Number

These records consist of the grant applications provided to the Secretary of State by contracting agencies or businesses to execute the outreach mission of the Complete Count Commission. The application includes, but is not limited to the following information: grantee contact information, name, address, phone and email; the amount requested; the type of outreach that will be conducted such as advertising, brochures, posters, or client contact; a timeline for achieving the outreach plan; and any other records as may be required by the Commission or by the state that indicate that the funds distributed were used for the intended purpose of the Commission.

RETENTION: Retain *paper records* for six (6) years after the date the funds were awarded; then transfer to the State Records Center for four (4) years or until administrative value has expired, whichever is longer; then destroy or delete from the system in a secure manner, provided all audits have been completed, if necessary and no litigation is pending or anticipated.

**Disposition
 approved
 3/20/2019**

Retain *electronic records* on the system for ten (10) years or until administrative value has expired, whichever is longer; then delete, overwrite, or erase from the system provided all audits have been completed and no litigation is pending or anticipated. Retain electronic records in compliance with 44 Ill. Admin. Code 4400.80.

RECORDS RETENTION SCHEDULE
(Application for Authority to Dispose of State Records)
 (continued)

Application No. 19-13
 Page 6 of 6

Item No.	Record Series Title, Description and Recommendation	Action Taken
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8. Grant Funding Award Transmittal

Dates: 2019-
 Volume: 2 Cubic Feet/600 MB
 Annual Accumulation: ½ Cubic Feet/150 MB
 Arrangement: Alphabetical by Grantee/Numerical by Grant Number

These records consist of copies of the grant funding award, transmittal letters, made to successfully applying agencies or businesses. The letter specifies the amount awarded and contains further instructions and requirements necessary to receive the funds and account for their use.

RETENTION: Retain *paper records* for six (6) years after the date the funds were awarded; then transfer to the State Records Center for four (4) years or until administrative value has expired, whichever is longer; then destroy or delete from the system in a secure manner, provided all audits have been completed, if necessary and no litigation is pending or anticipated.

Retain *electronic records* on the system for ten (10) years or until administrative value has expired, whichever is longer; then delete, overwrite, or erase from the system provided all audits have been completed and no litigation is pending or anticipated. Retain electronic records in compliance with 44 Ill. Admin. Code 4400.80.

**Disposition
 approved
 3/20/2019**

ATTACHMENT L

RESOURCES LINKS:

Illinois Complete Count Commission	https://www.illinoiscensus2020.com/
U.S. Census Bureau	https://2020census.gov/
State Census Office	IDHS: Illinois 2020 Census
State Data Center	https://www.cgs.niu.edu/State_Data_Center
Forefront	IL Count Me In 2020
George Washington Institute for Public Policy	https://gwipp.gwu.edu/counting-dollars-2020