



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

February 20, 2015

Town of Prescott Valley  
Attn: Mr. Joe Scott  
7501 E. Civic Circle  
Prescott Valley, AZ 86314

Dear Mr. Scott:

This letter acknowledges receipt of your payment in amount of \$200 for a cost estimate for a **Full Special Census of the Town of Prescott Valley, Arizona.**

The estimated total cost of a **Full Special Census of the Town of Prescott Valley, Arizona** based on your population estimate of **46,044** persons, is **\$744,883**. Of this amount, **\$328,387** is paid to the U.S. Census Bureau in advance, and **\$416,496** is held by the **Town of Prescott Valley, Arizona** to pay local persons who work on the Special Census.

We are enclosing two copies of the Memorandum of Agreement (MOA) for the Special Census. Please read the MOA carefully, giving particular attention to the Terms and Conditions section, so you are aware of the responsibilities of all the parties involved.

As indicated in Terms and Conditions b (iii), the Governmental Unit is directly responsible for recruiting and compensating all field personnel determined necessary by the Census Bureau for taking the Special Census. The cost of the Special Census could increase significantly if sufficient applicants are not provided due to the additional costs associated with recruiting additional applicants.

It will be necessary to have an authorized local official sign and complete **both** copies of the **MOA** in the section designated "**FOR THE GOVERNMENTAL UNIT.**" If you would like us to begin working on your Special Census, please mail **both** signed copies of the **MOA** via a **traceable** method to the following address:

**U.S. Census Bureau**  
**Mr. Michael A. Hall**  
**Chief, Special Census Branch**  
**Field Division, 5H023**  
**4600 Silver Hill Road**  
**Washington, D.C. 20233**

Please forward your **payment** for **\$328,387**, payable to Commerce-Census, to the following address:

**U.S. Census Bureau**  
**Finance Division**  
**ATTN: Receipts Team**  
**CENHQ FIN 2K106D**  
**4600 Silver Hill Road**  
**Washington, DC 20233**

**Note:** By presenting your check you authorize the conversion of your check into an electronic funds transfer. Your check is voided and destroyed by the Census Bureau and you will not receive the original check back from your financial institution. If the electronic funds transfer cannot be processed for

technical reasons, you authorize us to process the copy of your original check. This cost estimate is valid for six (6) months from the date of this letter.

Approximately three weeks after we receive your payment and signed MOA, you will receive a set of census maps for your jurisdiction with specific instructions to provide updates for current corporate boundaries. It is important that you review these maps and delineate the current boundaries of your jurisdiction and return them within one week after receipt.

Ordinances and plats are required for annexations. Information received from you regarding updated corporate limits will be used in the preparation of all maps and geographic products required to conduct your Special Census. Questions regarding corporate limits must be resolved before the Special Census begins.

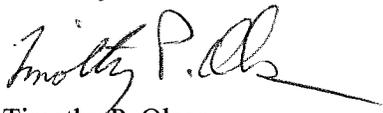
Total time needed to complete your Special Census and provide official census statistics is approximately 6-7 months from the time we receive the MOA and partial payment. Preparatory work takes approximately 3 months, enumeration averages about one month, and data processing takes about 3 months. Providing official data within 6-7 months of receiving a signed MOA assumes that all mapping updates from the governmental unit are returned within the requested time frame.

We cannot guarantee the delivery of the official census statistics on a specific date. However, we will make every effort to deliver the data as soon as possible after enumeration is complete. If you require the official census statistics on or before a specific date, please contact us before signing the MOA so that we can discuss together the feasibility of meeting this deadline. Please note that the Census Bureau will provide the Special Census data to any federal, state, or local governmental office, or other individual upon receipt of a written request.

Enclosed is a Customer Registration Form in which we have filled out most of the information for you other than your Tax Identification Number (TIN). In section D2, Non-Federal Customers, please insert your TIN. After completion, please fax to the Table Maintenance Team (TMT) as instructed on the form.

If you have any questions or require further information, please contact the Special Census Branch, at 301-763-1429 or fax 301-763-4851.

Sincerely,



Timothy P. Olson  
Chief, Field Division

Enclosures