

CITY OF AURORA COMPLETE COUNT COMMITTEE



**COMPLETE COUNT SUPPORT
SUBGRANTEE APPLICATION**

December 20, 2019

Dear Community Stakeholder,

2020 is around the corner and Aurora's complete count efforts will soon be in full swing. At the December 11th Aurora Complete Count Committee (CCC) meeting, the Aurora Complete Count Committee Action Plan was approved. The plan provides a foundation for work to be done to ensure a complete count. The plan also lists several grants that were received to provide resources for complete count activities.

The City of Aurora is looking for 2 to 5 partners to manage one or more employees to perform various tasks required by some of the CCC subcommittees. In some cases, sub-committees will be supported through professional services such as videos or other vendors.

Since this is short term work it would be beneficial to utilize existing part-time staff to serve as a Census Coordinator or Census Outreach Worker. Hours can range from 10 to 20 hours per week for Census Outreach Workers and up to 40 hours per week for a Census Coordinator from February through July 2020. Ideal candidates will be conducting outreach to HTC (hard to count) populations at various locations as well as staffing Census Assistance Centers and providing other support for complete count efforts.

Please send a letter of interest and complete the application attached by January 10, 2020. If you should have any questions, feel free to contact Chris Ragona at 630-256-3321 / cragona@aurora-il.org or I at 630-256-3401 / dbarreiro@aurora-il.org.

Sincerely,

Dan Barreiro
Chief Community Services Officer

AURORA COMPLETE COUNT PARTNER APPLICATION

Agency Name:

Address:

Contact Name:

Address:

Phone:

Email:

Describe core services provided by the organization:

Why is your organization a good fit for partnering with Aurora's Complete Count Efforts?

How can your organization leverage resources to maximize outreach efforts?

What sub-committee and efforts might your organization support? Which Hard to Count Communities will be targeted?

List any staff who might be assigned to conduct Census Outreach and organizing activities: Will staff have the ability to communicate in a foreign language? If so, which?

Please provide additional information.

2020 Census Activities Budget:**Activity Description:**

Staff Costs	Number	Hours	Rate	Total
Staff				
Fica/Medicare				
Social Security				
Other				
Grand total				

Performance Measures / Outputs

Activities		Min	Max
# of Outreach Events			
# of Census Assistance Center locations			
# of Census Assistance Center hours			
# of Presentations			
Other			

AURORA COMPLETE COUNT COMMITTEE GOALS & OBJECTIVES

The Aurora City Council passed a resolution to approve the establishment of a Complete Count Committee on June 11, 2019. The resolution directs the Committee to work with representatives of the Census Bureau, State, and local Complete Count Committees, and others “to ensure a timely and comprehensive outreach plan to educate City of Aurora residents as to the importance of a complete and accurate 2020 Census count. The Aurora CCC currently has members from surrounding CCCs, local schools, nonprofit agencies, and City officials.

The main goals established for the Aurora CCC include the following:

- Focus on establishing relationships with different stakeholders to increase community awareness and participation in the 2020 Census.
- Develop strategies to increase the count of populations defined as hard to count.
- Promote the availability of US Census jobs to Aurora residents and surrounding communities.

Five Subcommittees have been established to meet the three goals outlined above and will be responsible for coordinating specific outreach tasks, as they were used in 2010. Subcommittees will report back to the CCC and often times will partner with other subcommittees as part of outreach efforts. The following subcommittees have been established:

Business Committee – This subcommittee will be responsible for managing partnerships with local businesses, chambers of commerce, and other business affiliates located within the city limits.

Communication and Technology Committee – This subcommittee will be responsible for expanding awareness on social media platforms, marketing efforts, IT infrastructure needs, and overall communications.

Education Committee – This subcommittee will be responsible for managing partnerships with Aurora school districts and other educational institutions including pre-school, early childhood, K-12, and colleges throughout the city.

Community Based Committee – This subcommittee will be responsible for managing partnerships with non-profits, service groups, local government, special needs facilities, and park district. These partnerships will assist in creating strategies to count residents identified as hard to count individuals.

Faith Based Committee – This subcommittee will be responsible for managing partnerships with faith based organizations located within the city limits. This subcommittee will attempt to partner with both small and large organizations regardless of religious affiliation in an attempt to establish partnerships and further outreach of the 2020 Census.

AURORA COMPLETE COUNT SUPPORT NEEDED

The Aurora Complete Count Committee efforts will be conducted by over 30 partners at various levels. Aurora CCC efforts are supported by three grants. Grant deliverables include specific actions which require staffing. Ideally, additional staff support should come from a trusted partner in the community. This would provide the greatest impact. Bi-lingual and bi-cultural staff is also a benefit in connecting with various hard to count communities.

Activities include staffing Census Assistance Centers, manning informational booths, giving presentations to small groups, distributing information and participating with Complete Count Committee initiatives such as canvassing.

Canvassing. Mass canvassing days will be planned and coordinated by the Complete Count Committee. This require all hands on deck to reach the maximum number of people.

Census Assistance Centers. CACs will be set up at various partner locations such as libraries, agencies, schools and churches. Computer equipment will be available for residents to complete Census Questionnaires.

Distribution of Census Educational Material. Getting census information distributed to CCC partners will be a primary way to reach the community. Assistance will be needed to connect with hard to count communities by getting educational information to churches, businesses and other identified locations.

Outreach. CCC partners have been conducting Census outreach at various events, however, additional assistance will be needed to provide a presence at other events and locations.

Presentations. Staff will need to be able to conduct basic presentations to help educate the community. Assistance will be needed to give presentation to various groups.

Training. Staff will need to receive training and become well versed on the basics of the Census to be able to provide assistance to residents.

CENSUS AND AURORA COMPLETE COUNT COMMITTEE TIMELINE

Timeline	US Census Activities	City of Aurora Activities
August – October 2019	Address canvassing begins to ensure list is accurate and complete.	Establishment of Aurora Complete Count Committee and formation of 5 subcommittees to formulate action plan.
January – February 2020	US Census releases media advertisements through television, radio, print, and other means on events taking place in 2020.	Utilize phases or specific events, tasks each subcommittee is working on etc
March 2020	Focus on motivating residents to complete census and education about what the Census is and when it will take place.	TBD
April 1, 2020	4/1/2020 is US Census Day. Media and other events regarding the importance of the Census will be released.	TBD
April 2020	Reminder letters will be mailed to those that have yet to complete the Census, and this will be the only time to complete the Census via mail.	TBD
May 2020	Non-Response Follow-Up phase, where Census workers will go door to door to those that have yet to complete the Census.	TBD
June – August 2020	Group Quarters Enumeration Phase. Group homes, nursing facilities, treatment facilities, colleges, military, and other group quarters to be counted.	TBD
December 2020	Results to be presented to the President.	TBD
March 2021	Census data to be used to determine House of Representatives and political jurisdictions.	TBD

2020 Census Project Coordinator

Organization:

Job Status: Flexible schedule, contract not to exceed July 31, 2020

Status: Accepting Applications

The [REDACTED] is accepting applications for the position of Census Project Coordinator. This is a contract position and the timeframe of the position is expected to take place between January and July of 2020, contract not to exceed July 31, 2020.

Under the direction of the [REDACTED], the Project Coordinator will develop strategies with a broad range of community stake holders. The position will also coordinate efforts of outreach workers, volunteers, and community agencies involved in ensuring an accurate census count for Aurora including populations defined as hard to count (HTC) as well as up to four (4) Part Time Outreach Workers. The Project Coordinator will also assist and collaborate with Complete count partners as well as the City of Aurora.

The position requirements include an associate's degree in Marketing, Communications, Public Administration, or equivalent, and prior experience as a community organizer within the City of Aurora. The preferred candidate will have the ability to speak English and Spanish and communicate with different stakeholders on the benefits of completing the Census.

Salary is [REDACTED], depending on experience.

A pre-employment background check is required.

There is currently one (1) full-time position open at this time. Applications accepted until position is filled.

2020 Census Outreach Worker

Organization:

Job Status: Flexible schedule, contract not to exceed July 31, 2020

Status: Accepting Applications

The [REDACTED] is accepting applications for the position of Census Outreach Worker. This is a contract position and the timeframe of the position is expected to take place between January and July of 2020, contract not to exceed July 31, 2020.

Under the direction of the [REDACTED], the position of Outreach Worker will assist in implementing strategies with a broad range of community stake holders. The position will assist in efforts of outreach workers, volunteers, and community agencies involved in ensuring an accurate census count for Aurora including populations defined as hard to count (HTC). Outreach Workers will also assist and collaborate with other Complete Count partners including the City of Aurora.

The position requirements include prior experience as a community organizer within the City of Aurora. The applicant must be a current resident of the City of Aurora and requires a valid driver's license. The preferred candidate will have the ability to speak English and Spanish and communicate with different stakeholders on the benefits of completing the Census.

Salary is [REDACTED], depending on experience.

A pre-employment background check is required.

The [REDACTED] will hire up to _____ part time positions. Applications accepted until positions are filled.