2020 Census

Countywide Outreach Complete Count Committee
Census Action Kiosk (CAK) Subcommittee Meeting

April 17, 2019
Los Angeles City Hall East, Room 351
1. Welcome and Introductions
2. CAK Requirements
3. Updated Draft of CAK Website
4. Operational Timeline
5. CAK Site Sign-Up Survey
6. SwORD, Mapping CAK Locations
7. Next Meeting
8. Questions, Answers and Announcement

For information: http://census.lacounty.gov
1. Introductions

Maria Garcia, Mayor’s Office, City of Los Angeles
Dorothea Park, Office of the CEO, County of Los Angeles
2. CAK Requirements

Maria Garcia, Mayor’s Office, City of Los Angeles
Jayson Joseph, Information Technology Agency, City of Los Angeles
Jonathan Luu, Information Technology Agency, City of Los Angeles
CAK Requirements

- Have at least one (1) computer(s) with internet access available to the public for the purposes of engaging HTS populations especially those with limited or no internet access at home
- Use CAK Webpage
- Maintain hours of operation
- Available for activation period between March 2020 to July 2020
- Outfit computer stations with marketing/branding material
- ADA Accessible. NOTE: Locations that are not ADA accessible may still be considered dependent on need

(Image of CAK Prototype)
CAK Requirements (Continued)

- Have available staff and/or volunteers on-site that are trained by the City, County or community partners to:
  - Direct people to the 2020 Census questionnaire
  - Answer resource and information-based questions
  - Provide language assistance
  - Provide digital-literacy assistance

- Locations that do not have staff will work with the City, County, or community partner organizations to identify and recruit volunteers

(Image of CAK Prototype)
CAK Soft/Hardware Requirements

Since the CAK interface will be completely on the web, computers designated as a CAK just need to run the newest versions of a modern web browser like Chrome, Firefox, or Internet Explorer. While it is not required, we recommend that the internet speed for CAKs be a minimum of 5Mbps. This will ensure users do not experience delays navigating the site. Below are the minimum system requirements to run browsers:

Windows Machines (all requirements must be met)
- At least an Operating System running Windows 10 or later
- At least an Intel Pentium 4 processor or later
- At least 100 MB of free hard drive space
- At least 128 MB of RAM

Mac Machines
- OS X Yosemite 10.10 or later
3. Updated Draft of CAK Website

Maria Garcia, Mayor’s Office, City of Los Angeles
2nd Draft of CAK Webpage

- Now centered on 2 user experiences
  - 1: “I’m ready to respond to the Census”
  - 2: “Learn more about the Census”
- Google translate enabled
- U.S. Workforce Rehabilitation Act, Section 508 Compliant
- What other features are necessary?

Please provide feedback by **May 17, 2019**. You can access the draft webpage at: https://xd.adobe.com/view/cdeb5ad-9cfe-401a-4709-4372c7753b42-bbd/?fullscreen

To comment click ESC to get out of the full screen and a comment bar should appear on the right.
4. Operational Timeline

Maria Garcia, Mayor’s Office, City of Los Angeles
CAK Timeline

Planning/Stakeholder Engagement

April 2019

We are here
Begin identification of CAK sites

March - July 2020

Activation of CAKs

2021

Delivery of Counts

U.S. Census Bureau delivers apportionment counts to POTUS by December 31, 2020. U.S. Census Bureau completes delivering redistricting summary files to states by March 31, 2021
### CAK Milestones

**DEADLINE** for signing up as a CAK location: **May 17, 2019**

Final list of CAK locations available: December 18, 2019

CAK Website Test Day: January 8, 2020

CAKs operational countywide: March 2, 2020

Solicit feedback: April 15, 2020

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**CAK Timeline and Milestones**

<table>
<thead>
<tr>
<th>DATE</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>April 17, 2019</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>May 17, 2019</td>
<td>Deadline to sign up CAK location</td>
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<tr>
<td>June 19, 2019</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>June 19-July 17,</td>
<td>CAK potential locations community review period and identification of gaps</td>
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<tr>
<td>June 19-July 17,</td>
<td>CAK website community review period</td>
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<tr>
<td>August 21, 2019</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>August 21-Sept 18, 2020</td>
<td>Community Review period for Translated version of home page and FAQ page</td>
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<td>October 16, 2019</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>November 13, 2019</td>
<td>CAK website community review period</td>
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<tr>
<td>December 18, 2019</td>
<td>Final list of CAK locations available</td>
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<tr>
<td>January 8, 2020</td>
<td>CAK website test day</td>
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<tr>
<td>February 19, 2020</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>March 2, 2020</td>
<td>CAK’s Operational Countywide</td>
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<td>March 12, 2020</td>
<td>U.S. Census Bureau launches 2020 Census Online Questionnaire</td>
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<td>April 1, 2020</td>
<td>Census Day</td>
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<td>April 15, 2020</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>May 13, 2020</td>
<td>Non-Response Follow Up Period begins</td>
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<tr>
<td>June 17, 2020</td>
<td>CAK subcommittee meeting</td>
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<tr>
<td>July 31, 2020</td>
<td>Last day for self response</td>
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5. CAK Site Locator Survey

Maria Garcia, Mayor’s Office, City of Los Angeles
CAK Site Survey

Online survey contents:

1. Introductory letter about purpose of the CAK sites
2. Contact information for your lead person for 2020 Census
3. For each potential CAK site:
   - Site location name, address, phone, etc.
   - Number and types of computers available there
   - Days and hours of operations, including staff availability and language populations served there
   - Facility information (ADA accessible, type of facility, ownership of facility, etc.)
   - Parking and public transportation access
   - Photo of main entrance or street view

CAK Site Survey Link to enter CAK sites:
https://www.surveymonkey.com/r/LACensus2020-CAKSites

DEADLINE for signing up as a CAK location: May 17, 2019
6. SwORD Mapping CAK Locations

Cecil Flournoy, CA Complete Count
Irving Pacheco, CA Complete Count
Introduction to SwORD Video

https://www.youtube.com/watch?v=3k8WDqxoBOg
7. Next Meeting

June 19, 2019 -- hosted by the County of Los Angeles

(Meeting room to be determined)
Next Meeting Topics

- Potential CAK sites mapped
- 3rd Iteration of CAK website
CAK Sub-Committee Meeting Schedule

- 3rd Wednesday, Every other month through June 2020 at 9:30 AM
  - June 19, 2019; *Hosted by the County of Los Angeles
  - August 21, 2019; *Hosted by the City of Los Angeles
  - October 16, 2019; *Hosted by the County of Los Angeles
  - December 18, 2019; *Hosted by the City of Los Angeles
  - February 19, 2020; *Hosted by the County of Los Angeles
  - April 15, 2020; *Hosted by the City of Los Angeles
  - June 17, 2020; *Hosted by the County of Los Angeles

*Meeting room locations TBD
8. Questions, Answers and Announcements
Contact Information

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Thank you