

2020 Census LUCA Promotion Presentation script

Slide 1 – Cover/Opening

Thank you for the opportunity to speak with you today to promote the 2020 Census Local Update of Census Addresses Operation, also known as (LUCA).

Slide 2 - Agenda

The focus of most of the presentation is the 2020 LUCA operation; however, discussed first are high-level information regarding the Decennial Census and the design for the 2020 Census. During this promotional presentation, we will cover the LUCA background, who can participate, new aspects of 2020 LUCA, confidentiality and security, as well as numerous preparation topics including the 2020 LUCA schedule, early tools available for your use, product preference choices for both address list and maps, and the next steps for participants. Once you complete this promotional workshop, you will have a better understanding of the 2020 LUCA operation and its schedule, the ways to prepare, and most importantly, your government's next steps for registration.

Slide 3 – The Decennial Census

The purpose of the Decennial Census (also known as the 2020 Census for this decade) is to conduct a census of population and housing and disseminate the results to the President, the States, and the American people. The United States Constitution mandates an actual count of every person residing in the United States every 10 years. The Census Bureau counts individuals within households and typically collects information about the housing structure and the housing unit.

The primary use of Decennial Census data is apportioning representation among states as mandated by Article 1, Section 2 of the United States Constitution, but additional data uses include:

- Drawing congressional and state legislative districts, school districts and voting precincts by tribal, state and local governments.
- Enforcing voting rights and civil rights legislation by the Department of Justice.
- Distributing over \$675 billion dollars in federal funding, EACH YEAR, to tribal, state, and local governments. *Missing a housing unit, and the associated population, during the decennial census may result in a missed opportunity for governments to benefit, which perpetuates until the next decennial census.*

Lastly, census data plays a role in informing the decisions of governments, businesses and non-profits regarding numerous topics such as community and regional development, education, agriculture, energy, and environmental programs, as well as other community improvements and enhancements.

To conduct the decennial census, the Census Bureau utilizes its census address list. A review and update of the census address list is the focus of LUCA.

Slide 4 – 2020 Census Design

This graphic illustrates the 2020 Census Design process and why building a strong geographic foundation is so important.

Starting at the bottom left of the slide, the Census Bureau must Establish Where to Count by identifying all the addresses where people could live. The census address list contains the residential addresses that form the “where to count”.

Moving up from the bottom left to the top left, the Census Bureau must Motivate People to Respond by conducting a nationwide communication and partnership campaign. This campaign utilizes the census address list to send materials that invite and encourage households to respond.

Moving across to the top right corner of the graphic, the Census Bureau must Count the Population by collecting data from all households, including group quarters and unique living arrangements. The Census Bureau uses the address list and maps to send enumerators to collect interview data from nonresponding households.

Finally, moving down from counting the population, the Census Bureau must Release Census Results by using the address list and geographic boundaries to process, tabulate, and disseminate apportionment counts to the President by December 31, 2020, redistricting data to the States by April 1, 2021, and high quality data to the public.

In this presentation and others you may receive throughout this year, the Census Bureau provides examples regarding the importance of LUCA participation and a successful 2020 Census that result AFTER the “Release Census Results” section of this slide. While the examples on the previous slide are all valid reasons for participating in LUCA, this graphic illustrates why your LUCA participation is so fundamentally important.

LUCA offers eligible entities the opportunity to provide their input into the address list that serves as the foundation of the entire 2020 Census Design process. Participants in the 2020 LUCA operation have a direct influence on the quality and completeness of the census address list.

Slide 5 – Background

The Census Address List Improvement Act of 1994, which became Public Law 103-430 in October 1994, authorized the Census Bureau to share its address list with governments who sign a confidentiality agreement.

First implemented in support of the 2000 Census, LUCA was later refined to support the 2010 Census, and now the 2020 Census.

LUCA provides a voluntary, once-a decade, opportunity to tribal, state, and local governments to review and comment on the Census Bureau's residential address list for their jurisdiction prior to the decennial census. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census.

Slide 6 – Who can participate

The Census Bureau’s LUCA participants are comprised of active, functioning, legal governments including:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States and Counties.
- Incorporated Places (cities, towns, boroughs, villages).
- Townships (Minor Civil Divisions).

If a government lacks the resources to participate in LUCA, they can arrange for a higher level of government, such as a county or a regional organization to conduct their LUCA review. Regional planning agencies and Councils of Governments are not specifically invited nor eligible to participate as a legal government entity; however, if they agree to assist, local governments can designate them as a LUCA reviewer. States may enlist the assistance from their State Data Centers or specific state agencies to serve as their LUCA reviewer.

Slide 7 – What’s new for 2020 LUCA

The 2020 LUCA operation offers streamlined participation through a full address list review, provides the digital address materials in a convenient standard software format, and includes “unable to geocode” addresses for state and county participants. For those of you that may be unfamiliar with the term ‘geocode’, in Census terms it identifies addresses with census geography codes for the state, county, tract and block. “Unable to Geocode” records are missing the tract and block information. Also new for 2020, is the requirement for multi-unit structure identifiers. This new requirement is important to mention because it may require special attention for participants that do not store individual unit information.

The 2020 LUCA materials include Census Bureau residential structure coordinates, if they are available and allows participants to submit their own residential structure coordinates to accompany their LUCA submission. Lastly, the 2020 LUCA operation also allows participants to supply non-city style addresses, with corresponding map spots or latitude and longitude coordinates. The Census Bureau cannot accept PO Box information.

Slide 8 – Confidentiality and security

It is very important to mention confidentiality and security as it relates to the 2020 LUCA operation. Title 13 of the United States Code authorizes the Census Bureau’s work and provides strong protection for the information it collects. The commitment to maintain confidentiality and security is critical in gaining, and crucial in retaining, the public’s support of our work.

Title 13 of the U.S. Code covers information provided to and from LUCA. Title 13 requires the Census Bureau ensure the confidential treatment of census related information, including individual addresses and map structure points, and maintain the confidentiality of all information it collects. The LUCA operation requires all liaisons, reviewers and anyone with access to the Title 13 materials abide by the Confidentiality and Security Guidelines and requires all LUCA participants (liaison and reviewers) sign the *Confidentiality Agreement Form*.

The census address list (both paper and digital formats) and PDF small format block maps are Title 13 material and require protection. The guidelines document that accompanied the LUCA invitation/registration materials is included as Appendix A of the Respondent Guide. If changes occur to staff that have access to the Title 13 materials, the jurisdiction must provide updated Confidentiality Forms as the changes occur, throughout the LUCA operation timeframe.

Confidentiality and Security Guidelines are included with the July 2017, LUCA invitation package mailed to the Highest Elected Official. To participate in LUCA, each government must designate a LUCA liaison who accepts the responsibility for protecting and safeguarding Title 13 materials. The LUCA liaison, LUCA reviewers, and anyone with access to Title 13 materials must read, understand, and agree to abide by the confidentiality and security guidelines by signing the Confidentiality Agreement form.

Slide 9 – 2020 LUCA schedule

It is important to discuss the LUCA schedule as a preparation aspect of 2020 LUCA. Keeping the schedule in mind prepares you for upcoming tasks and actions.

- January 2017 – Advance Notice mailing conducted.
 - *The purpose of the Advance Notice mailing was to bring awareness to 2020 LUCA and its schedule so governments could begin preparing to participate. The Census Bureau asked contacts to review the LUCA Information Guide and to confirm/correct their contact information. The Census Bureau sent a large number of Advance Notice materials in order to build a solid courtesycopy base for the Invitation Mailing that occurred in July 2017. Nearly 83,000 contacts were shipped the Advance Notice mailing which covered just over 40,000 governments and organizations.*
- March 2017 – LUCA promotional presentations began.
 - *The six regional offices manage the scheduling of these presentations. Direct questions regarding the LUCA promotional presentations to the GEO 2020 LUCA e-mail and/or toll-free number provided on the next slide.*
- July 2017 – LUCA Invitation mailing (which includes registration materials) conducted.
 - *The Invitation mailing included a letter, four forms necessary for LUCA registration, a document with instructions for registration, and a copy of the Confidentiality and Security Guidelines.*
- October 2017 – LUCA training workshops began.
- December 15, 2017, is the 2020 LUCA registration deadline.
- February - April 2018 – 2020 LUCA materials begin to ship to participants. Participants begin their review and have 120 calendar days to complete.
- March - September 2018 – Census Bureau processes 2020 LUCA submissions.
- April 2018 – May 2019 – Census Bureau validates 2020 LUCA addresses.
- Summer 2019 – Census Bureau delivers LUCA feedback to participants (the Appeals process is still under development, but has a very short review timeframe).
- April 1, 2020 is CENSUS DAY!

Slide 10 – Early tools

The Census Bureau is excited to offer early tools that provide participants the opportunity to begin LUCA preparation in advance of registration. Since January 2017, residential address block counts are available for download on the 2020 LUCA Web site. These residential block counts, derived from the geocodes of the individual addresses in the Master Address File (MAF), are current as of August 2017. This is the first time the Census Bureau has provided this type of information in advance of the LUCA operation. The Census Bureau provides the Address Count files/lists with the 2020 LUCA materials for reference purposes only.

After navigating to the [2020 LUCA Web site](#), use the “How Can I Review the Address Block Counts for My Entity” section to search and download the Address Block Count file for your government. The download is in pipe-delimited text format, but easily converts into Excel (.xlsx).

To prepare for LUCA, potential participants can compare the Census Bureau’s address count data to their local data. They can join the address count data to census block geography using a Geographic Information System (GIS) and use the results to identify areas to focus their LUCA review. Discrepancies between the census and local counts may be a result of incorrect geocoding or missing information from the census address list.

The Census Geocoder tool, also available via the [2020 LUCA Web site](#), allows users to upload a file of addresses (or enter in an individual address) to obtain census geography and approximate coordinates based on the address ranges within the MAF/TIGER database (MTDB). The Census Bureau offers support for the Census Geocoder through e-mail to [<geo.geocoding.services@census.gov>](mailto:geo.geocoding.services@census.gov).

Initially the Census Geocoder could only process batches of 1,000 records, but now the record limit is 10,000. Users with more than 10,000 address records must divide their file into multiple 10,000 record files for processing. In lieu of dividing local files into multiple pieces, the Census Bureau Web site includes directions for a Geocoding Service that allows governments to submit a larger number of addresses for geocoding without splitting into 10,000 record increments by using the Secure Web Incoming Module (SWIM).

Geocoding a local address list using Census Geocoder is another way to begin early preparations for LUCA because it standardizes local data into the format the Census Bureau needs for LUCA processing and provides the census block geocode for the records submitted in the local address list file. Participants may use the geocode information to generate their own local block count tallies for comparison to the Census Bureau's block count file discussed on the previous slide. Participants can also generate geocodes using their own GIS, but this tool may help smaller entities or entities that do not have access to their own GIS.

Slide 11 – Product preferences

To prepare for LUCA registration, familiarity of the product preferences is important. For 2020 LUCA, there are three product preference choices, Geographic Update Partnership Software (GUPS), Paper format and Digital format, resulting in SEVEN material combinations. The next few slides provide more information about these product preferences. Each of the three product preferences include a detailed Respondent Guide that serves as a resource for technical support and instruction for participation using that specific product preference. Expect a detailed discussion regarding all of the product preferences during the LUCA Trainings later this Fall/Winter.

Slide 12 – Product preference combinations

The SEVEN product preference combinations are:

- Geographic Update Partnership Software (GUPS) – Participants choosing this product preference receive a digital address list and digital map as part of the GUPS package. By doing so, they have all the components necessary to complete their work in GUPS or using their own GIS. GUPS has Title 13 protections programmed into the software, taking much of the guesswork out of Title 13 security concerns.
- Paper Address List and Large Format Paper Maps – This product preference requires Title 13 protection for the paper address list. The large format paper maps do not display any Title 13 information. There are no small format maps provided with this material combination.
- Paper Address List and Large Format Paper Maps with PDF – In addition to protecting the paper address list, the DVD information also requires digital Title 13 protection because the PDF small format maps on the DVD contain map spots. Any small format printed maps also need protection.
- Paper Address List and Digital Map – This product preference requires Title 13 protection for the paper address list. The “digital map” is a TIGER Partnership shapefile. The shapefiles do not contain structure

points; therefore, no digital Title 13 security measures are required for the DVD containing the shapefiles.

- Digital Address List and Large Format Paper Maps – This product preference requires digital Title 13 protection for the address list and if printed, requires Title 13 protection for printed copies of the address list. The large format paper maps do not display any Title 13 information. There are no small format maps provided with this material combination.
- Digital Address List and Large Format Paper Maps with PDF – This product preference requires digital Title 13 protection for the address list and if printed, requires Title 13 protection for printed copies of the address list. The large format paper maps do not display any Title 13 information. The PDF small format maps require Title 13 protection if printed and digital Title 13 protection of the DVD since the small format PDFs contain map spots.
- Digital Address List with Digital Map – This product preference requires digital Title 13 protection for the address list and if printed, requires Title 13 protection for printed copies of the address list. The “digital map” is a TIGER Partnership shapefile. The shapefiles do not contain structure points; however, using GIS, the latitude/longitude coordinates in the digital address list can generate structure points. Participants must protect the structure points they generate using the census address list coordinates under the rules of Title 13. Participants choosing this option will also receive GUPS.

Many governments will choose digital format for both their address list and maps to leverage their own GIS. Governments with computer expertise, but without a GIS, may prefer to use GUPS or may choose digital address list and paper maps. Governments without a local address list in digital format, and with 6,000 or fewer addresses, may prefer all paper products. Choosing a paper address list and digital maps would not allow for full use of GIS capabilities, but the format combination is available.

Slide 13 – Product preference – GUPS

The Geographic Update Partnership Software, or GUPS, is a self-contained, customized GIS software tool provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 LUCA. Pre-packaged to include all of the components for 2020 LUCA, the GUPS contains the Census Bureau’s address list, address count list, and TIGER Partnership shapefiles. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. Delivery of all data (software, address list, address count list and shapefiles) is on DVD.

Designed with the participant in mind, GUPS is user-friendly, and allows for simple to complicated LUCA reviews and edits. Programmed with a review tool requiring the user to validate their edits before creating a submission file, GUPS ensures the file(s) submitted are valid and allows for easier processing once received by the Census Bureau. GUPS does not require an internet connection, but one is necessary to use an imagery server. Although GUPS provides the ability to import a local, digital address list, there is no address matching capability provided between the census address list and the local address list. While technically there is no size limitation for using GUPS, Census Bureau testing has shown a decrease in GUPS performance once an address list exceeds 300,000 records. Participants with large number of records in their address list may experience slower editing speed, slower refresh speed and lag time during the save process.

Other Census geography programs utilize their own custom GUPS versions, so there could be more than one GUPS version offered to your government leading up to the 2020. Please pay special attention to instructions for each version's use and inquire with the Census Bureau if any questions arise.

Slide 14 – GUPS screen example (Main screen) **No Title 13 Data

Displayed**

After the software installs, launches and the participant's data loads, the GUPS screen looks very similar to this example. There are two main toolbars along the top of the screen; the Standard Toolbar contains all the typical GIS functions; save, zoom, pan, select, etc. and the LUCA Toolbar contains all of the functions needed for performing your LUCA review; including address list toggle buttons, add/delete linear feature, and QC review tools.

Below the toolbars, a map of your jurisdiction is on the left; the address count list is on the right; and the census address list is along the bottom. Participants complete all edits, including "Adds" and "Corrections", from within the census address list. GUPS has in-line editing, as well as simple selection and "designation" buttons for designating addresses as "Out of Jurisdiction", "Non-Residential", or for "Deletion". Participants can also sort or filter the address list to search for a particular address, or addresses in a certain area. Lastly, beneath the census address list, next to the "Census Address List" tab, notice a "User Address List" tab. When selected, the user can import their own address list as either editable or 'read-only' to assist in their review.

The image shown here does not show map spots because of the current map scale. As participants zoom into the map, more map elements are visible, including map spots, street names, and block numbers. There is no Title 13 data displayed in this example.

Slide 15 – GUPS screen example (Add address pop-up) **No Title 13 Data

Displayed**

GUPS participants can add an address by placing a map spot on the map in the location of the new address and a pop-up window like this will appear.

By adding the map spot, the geocode fields (STCOU, Tract and Block) and the latitude/longitude fields pre-populate leaving the participant only the mandatory house number and street name fields to complete. In this example, the optional ZIP Code and Address Use (Mailing, Location, Both) fields are populated.

There is no Title 13 data displayed in this example.

Slide 16 – GUPS screen example (Add road and address records) **No Title 13 Data Displayed**

In this last GUPS screen example, the participant added a road (Any Ave) as well as two new address records using the map spot functionality within the software (example links back to slide 13). The map depicts the two new records as blue map spots while the address list includes the records as well.

There is no Title 13 data displayed in this example.

Slide 17 – Product preference – Paper

The next several slides discuss the materials that comprise the paper product preference, so you can begin to think about whether or not paper materials offer the best option for your government’s LUCA participation.

The LUCA materials offered with the selection of paper product preferences are the Address List, Address List Add Page, Address Count List, Maps in both large format and PDF small format, and the Block to Map Sheet Relationship List. The next several slides describe each.

Slide 18 – Paper – Address List

The paper address list is only available to participants with 6,000 or fewer addresses. While this may seem like a low number of address records, more than 75% of the eligible governments have less than 6,000 addresses!

The Address List is printed legal size (8.5 x 14 inches) with only six addresses per page. There are two ‘sort options’: Street Name/House Number/Unit Number OR Census Tract/Census Block/Street Name/House Number/Unit Number. Each sort option has pros and cons as it relates to a review. Consider your ability to re-sort your local address list to match one of these sort options as well as whether or not geographically defining areas for review is possible. Census Bureau staff can discuss sort options and help you choose.

Slide 19 – Paper – Address List ****No Title 13 Data Displayed**** (D-2007)

This slide shows an example of page from a paper address list. There is no Title 13 data displayed in this example. All data shown are fictitious. This product displays the following warning, “Disclosure Prohibited by Title 13, U.S.C.” on each page as a reminder that this product is protected under Title 13 U.S.C.

The fields shown on the paper address list correlate to the fields on the upcoming ‘Digital - Address List structure’ slide, but in slightly different order and different structure for some of the fields. In the paper format, the state and county fields are not separate fields; the Entity ID is along the header of each page; the Facility Name and Location Description share a field and there is no Address Use field or GEOID field on the paper address list. The Address Use field is optional and utilized when adding new addresses.

Slide 20 – Paper – Address List Add Page (D-2008)

This slide shows an example of a paper address list add page. This product displays the following warning, “Disclosure Prohibited by Title 13, U.S.C.” on each page as a reminder that this product is protected under Title 13 U.S.C. once addresses are included.

A separate paper Address List Add Page is necessary to add new or missing address records. This form is letter size (8.5 x 11 inches) for ease of photocopying. To accommodate the potential for adding non-city style addresses, the paper Address List Add Page holds only four addresses per page. Digital participants do not require an add page.

Slide 21 – Paper – Address Count List (D-2009)

This slide shows an example of a paper address count list. Paper participants use this form to review the residential address counts for both housing units and group quarters, by census block for their jurisdiction. This Address Count List is for reference purposes only and used to identify inconsistencies between the Census Bureau’s address counts and your own address counts.

The Census Bureau defines a housing unit as a single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. The Census Bureau defines a group quarters as a place where people live or stay normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. Examples of group quarters include college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness.

Slide 22 – Paper – Maps

The paper map format is available to all governments, though there are clearly limits to their usability for larger governments that could have hundreds of large format maps and thousands of small format pdfs.

With the paper map format, the Census Bureau provides both large format, custom sized (36 x 32 inches) paper maps and a DVD of Adobe PDF small format, legal sized (8.5 x 14 inches) maps. As a courtesy, PDFs of the large format maps are also included on the DVD. The small format maps contain address structure coordinates represented as map spots. Viewed using Adobe Acrobat software or printed as a hard copy, Title 13, U.S.C. protects the small format maps. Enforcement of confidentiality and security is required with the small format maps because they depict map spots. If your government cannot abide by the security requirements for storing the DVD electronic materials, you may choose to receive **ONLY** the large format paper maps. Map updates can occur on either the large format or the small format map products. The next slide shows examples of the both large and small format maps. In addition, a large format map sample is available for viewing on the LUCA Web site.

Slide 23 – Paper – Large and small format maps **No Title 13 Data Displayed**

This slide shows examples of the two paper map products. The image on the left is a zoomed section of a large format paper map. The census tract number on this example is 0046.00 and the block numbers are the four digit red numbers. The light blue circle on the large format map example identifies block 2000.

The image on the right is from the corresponding small format paper maps. It shows a zoomed section for block 2000. The small dots are the map spots that correspond to the individual addresses within block 2000. The map spot label does not list the actual address, but instead lists a "Map Spot Number" that corresponds to the address list's field of the same name. This product displays the following warning, "Disclosure Prohibited by Title 13, U.S.C." on each page as a reminder that this product is protected under Title 13 U.S.C. There is no Title 13 data displayed in this example. All data shown are fictitious.

Slide 24 – Paper – Block to Map Sheet Relationship List (D-2010)

This slide shows an example of a paper block to map sheet relationship list. Paper map participants use this form to identify census block numbers and the 2020 LUCA paper large format map(s) on which each block is located.

Slide 25 – Product preference – Digital

The next several slides discuss the materials that comprise the digital product preference, so you can begin to think about whether or not digital materials offer the best option for your government’s LUCA participation. Digital product preference materials are available to all governments.

The digital address list is different from 2010 LUCA in structure. The Census Bureau is providing the 2020 LUCA digital address list in Comma Delimited Text (.csv) format. A database or spreadsheet software such as Microsoft Access or Microsoft Excel is necessary to use the digital format address list. There is no need for a separate ‘Add Page’. Selection of this format allows GIS users to utilize the GIS software for editing instead of Access or Excel. Digital format allows for the creation of map spots/point data from the latitude/longitude values included in the address list.

Like the digital address list, the digital address count list is different from 2010 and is in Comma Delimited Text (.csv) format. Developed as an early tool and for use with GUPS, digital participants use it for reference purposes only. The address block count files, available on the LUCA Web site since January 2017, are nearly equivalent to this product.

The digital map format is in the form of LUCA specific TIGER Partnership shapefiles. Shapefiles require the use of GIS software and can be challenging to use. Please consider your entity’s GIS capabilities before selecting this map format. Address structure points are not included as part of the shapefile, but participants can create them from the latitude/longitude coordinates included on the digital address list. Please do not confuse this digital format map choice with the DVD of Adobe PDF maps that accompany the paper product preference.

Slide 26 – Digital – Address List structure (2010 – 2020)

The Census Bureau incorporated suggestions from 2010 LUCA and combined some of the fields to change the structure of the 2020 LUCA digital address list.

The slide illustrates the changes in the layout of the digital address list from 2010 to 2020. The changes resulted in reducing the number of fields from 26 to 24. The most significant change was concatenating seven “Street Name” fields for 2010 into one field for 2020. In addition to re-ordering of the fields, two new fields, highlighted in green (GEOID and Address Use), were added. The GEOID is a concatenation of the State, County, Tract and Block fields. The Address Use field is optional and utilized when adding new addresses.

Slide 27 – 2020 LUCA digital Address List layout

The slide illustrates the structure of the 2020 LUCA digital address list. As mentioned on the previous slide, there are 24 fields of information.

Slide 28 – 2020 LUCA digital Address Count List layout

The slide illustrates the structure of the 2020 LUCA digital address count list. There are 13 fields of information, six of which are included because GUPS uses them. The address count list is for reference purposes only. No participant updates this file.

Slide 29 – Digital – Maps (shapefile)

Participants who choose the digital map product preference receive TIGER Partnership shapefiles specifically created for LUCA. These files are in an unprojected geographic-based coordinate system known as GCS-NAD83. To provide LUCA feedback on the same geographic base as the original LUCA materials, the Census Bureau plans to retain this vintage. The TIGER Partnership shapefiles are zipped and bundled with numerous shapefiles, but the two most important for LUCA are the ‘edges’ and 2010 Tabulation Block (also referred to as ‘tabblock2010’).

Participants perform their edits in the edges shapefile. Each new or updated line in the edges shapefile must contain one of the three permissible change type codes in the “CHNG_TYPE” field. Participants can add features (shown with AL), mark features for deletion (shown with DL), and change attribution of features (shown with CA). Participants use the tabblock2010 shapefiles for geocoding purposes.

Slide 30 – Digital – shapefile submission example

This slide depicts how the three permissible change types (Add Line, Delete Line and Change Attribute) might appear in a LUCA shapefile submission. The submission shapefile only contains the features with a change type attribute.

Slide 31 – Preparation – Next steps (participant)

The next steps for participants include preparing now to determine available resources. The Census Bureau suggests entities begin to answer these questions:

- Does your entity have an address list or access to an address list (E911, appraisal district/assessment records, water/utility records, building permits, etc.)?
- Does the address list source have multi-unit structure identifiers (Apt 1, Unit A2, #3001, etc.)?
- Does it contain both residential and commercial information? Are the two types distinguishable?
- How much time can staff devote to conducting a LUCA review?
 - If a complete review of the address list is improbable, identify your government’s high priority areas. Consider areas where the Census Bureau’s block count list contradicts your knowledge or your local block counts, areas where multi-unit structures are concentrated, areas of new development, areas around your boundary, etc. Plan to focus the LUCA review on those areas.
- Does your entity want to/need to designate (or collaborate with) a higher-level government or regional planning agency to assist with the review? Begin outreach to those higher-level groups now.

Another next step in preparation is to register with the LUCA Invitation mailing from July – December 15, 2017. If you know your government’s registration status (Participate or Not), please complete and return the Registration Form as soon as possible to exclude your government from LUCA registration follow-up activities. The next six slides identify the invitation mailing contents and show examples of the forms necessary to register for 2020 LUCA.

The Census Bureau anticipates conducting 2020 LUCA Training workshops from October 2017 to February 2018. Tentative plans focus on online webinars as well as some in-person trainings. The Census Bureau anticipates posting self-training document/presentations to the LUCA Web site in October 2017. If you intend to register to

participate in 2020 LUCA, please plan to attend a training session, or self-train, to learn more details and strategies for review. Trainings provide instructions regarding the review and update of the 2020 LUCA address list and map products.

In February 2018, the 2020 LUCA materials begin shipping to participants. Upon receipt, participants have 120 calendar days to conduct their review, update the census address list and maps, and return their submission to the Census Bureau for processing. The timeframe is short, so preparation is key to an organized, successful review.

Slide 32 – Registration (participant)

Specifically regarding registration, the LUCA Invitation mailing began on July 14, 2017. The Tribal Chairs, Governors, and Highest Elected Officials of all active, functioning, legal governments received the invitation letter, the four forms for registration, confidentiality and security guidelines, the 2020 LUCA Information Guide, and a separate document with instructions for registration. Numerous other contacts within each government receive a courtesy copy of the letter.

Return the four forms, shown in **bold**, to the Census Bureau or scan the completed forms and e-mail them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov). All four forms are necessary for successful registration.

Slide 33 – Registration Form (D-2002)

This is an example of the 2020 LUCA Registration Form. It is numbered D-2002 at the top left. The Entity ID and Government Name are pre-printed on the top right of the form. The Tribal Chair, Governor, or Highest Elected Official/Appointed Official uses this form to register for 2020 LUCA, designate the LUCA liaison and sign to signify their agreement to participate. The Tribal Chair, Governor, or Highest Elected Official/Appointed Official must sign this form. Refer to the separate document describing instructions for registration for details on completing this form.

Slide 34 – Product Preference Form (D-2003)

This is an example of the Product Preference Form. It is numbered D-2003 at the top left. The Entity ID and Government Name are pre-printed on the top right of the form. A government uses this form to choose their product preference format and provide the LUCA liaison's shipping address for receipt of the LUCA materials. Refer to the separate document describing instructions for registration for details on completing this form.

Slide 35 – Confidentiality and Security Guidelines (D-2004)

This is an example of Page 1 of the five-page Confidentiality and Security Guidelines document. It is numbered D-2004 at the top left. A government uses this document in conjunction with the Self-Assessment Checklist to assess their ability to protect Title 13 U.S.C. materials, agreement to incident reporting, on-site visits, and destruction or return of LUCA materials at the conclusion of the 2020 LUCA operation. Agreement with both this document and the Self-Assessment Checklist allows for the completion of the Confidentiality Agreement. Refer to the separate document describing instructions for registration for details on completing this form.

Slide 36 – Confidentiality Agreement (D-2005)

This is an example of the Confidentiality Agreement Form. It is numbered D-2005 at the top left. The Entity ID and Government Name are pre-printed on the top right of the form. This form must include contact information

and signatures of the LUCA liaison, LUCA reviewers, and anyone with access to Title 13 U.S.C. materials. Complete this document after reviewing and agreeing to the Confidentiality and Security Guidelines and signing the Self-Assessment Checklist. Refer to the separate document describing instructions for registration for details on completing this form.

Slide 37 – Self-Assessment Checklist (D-2006)

This is an example of the Self-Assessment Checklist. It is numbered D-2006 at the top left. The Entity ID and Government Name are pre-printed on the top right of the form. A government uses this form, and the Confidentiality and Security Guidelines document, to assess their ability to protect Title 13 U.S.C. materials, agreement to incident reporting, on-site visits, and destruction or return of LUCA materials at the conclusion of the 2020 LUCA operation. The LUCA liaison must sign this form. Refer to the separate document describing instructions for registration for details on completing this form.

Slide 38 – Questions about 2020 LUCA?

Please note the information on this slide. These are the resources available from the Census Bureau to communicate your 2020 LUCA related questions.

The 2020 LUCA Web site is the best resource to “self-serve” information. It includes much of the content from this presentation. The link to the Address Block Count files, the link to the Census Geocoder, and a 2020 LUCA sample large format paper map all are available on the Web site, plus additional materials of interest like the LUCA Flyer and Information Guide. The Frequently Asked Questions document serves as a nice resource of information as well. The Census Bureau anticipates posting the schedule of the LUCA Trainings to the Web site. Keep checking back often for updates.

If you are unable to find information on the LUCA Web site or have specific questions about 2020 LUCA, please use the toll-free Geographic Programs Support Desk telephone number and/or the GEO 2020 LUCA e-mail address listed on this slide to contact the Census Bureau. The support desk offers a variety of levels of support Monday-Friday from 8AM – 8PM (Eastern), closed on Federal Holidays.

Slide 39 – Connect with Us

For those of you wanting to learn more or using social media, please feel free to ‘connect with us’ through these social media sites. Thank you for attending today’s presentation promoting the 2020 LUCA operation.