2020 Census
Local Update of Census Addresses Operation (LUCA)
Training Workshop
Digital/Paper/PDF participants
Intended audience:
Product Preference Form – “Digital/PaperPDF”
Agenda

• Introduction (slides 4-28).
• Review and update strategies (slides 29-33).
• Setup and materials introduction (slides 34-74).
• Acceptable updates and examples (slides 75-97).
• Submission (slides 98-121).
• Support and assistance (slide 122).
• Connect with us (slide 123).

The 2020 LUCA materials and operational instructions are subject to change between the LUCA training timeframe and the time you receive your materials for review in the spring of 2018; therefore, the examples shown in the various training modules may differ from the official materials.
In this section (Introduction)

• The decennial census.
• 2020 LUCA.
• U.S. Census Bureau terminology.
• Preparing for 2020 LUCA participation.
The decennial census

The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States, and the American People.

- **Uses of census data:**
  - **Apportioning** representation among states as mandated by Article 1, Section 2 of the U.S. Constitution.
  - **Drawing** congressional and state legislative districts, school districts and voting precincts.
  - **Enforcing** voting rights and civil rights legislation.
  - **Distributing** federal dollars.
  - **Informing** planning decisions of tribal, federal, state and local government and organizational decisions (where to locate, size of market, etc.) of businesses and non-profits.
2020 Census Design

The 2020 Census: A New Design for the 21st Century

Motivate People to Respond
- Conduct a nation-wide communications and partnership campaign
- Maximize outreach using traditional and new media
- Target ads to specific audiences
- Work with trusted sources to inspire participation

Count the Population
- Collect data from all households, including group and unique living arrangements
- Make it easy for people to respond anytime, anywhere
- Encourage people to use the new online response option
- Use the most cost-effective strategy to contact and count nonrespondents
- Knock on doors only when necessary
- Streamline in-field census-taking

Establish Where to Count
- Identify all addresses where people could live

Release Census Results
- Process and Provide Census Data
  - Deliver apportionment counts to the President by December 31, 2020
  - Release counts for redistricting by April 1, 2021
  - Make it easier for the public to get data

Count Everyone Once In the Right Place

IN-FIELD
IN-OFFICE

Conduct a 100% review and update of the nation’s address list
Minimize field work with in-office updating
Use multiple data sources to identify areas with address changes
Get local government input

United States Census 2020
U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov
LUCA background

• Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430).

• Implemented in support of the 2000 Census and refined to support the 2010 Census.

• Provides a voluntary opportunity for designated representatives of tribal, state, and local governments to review and comment on the addresses used to conduct the decennial census.
What’s new for 2020 LUCA

• Streamlined participation – Full Address List Review.
• Standard software format (.csv) for the digital address materials.
• “Unable to Geocode” address records – state & county participants.
• Requires residential multiunit structure identifiers (Apt 1, Unit A2, #3001, etc.).
• Includes residential structure coordinates, if available.
• Allows participants to submit residential structure coordinates.
• Allows participants to submit non-city style addresses with corresponding map spot or latitude and longitude coordinate.
Title 13 U.S.C. – confidentiality and security

• Information provided to/from LUCA is covered under Title 13 of the United States Code which requires the Census Bureau:
  o Ensure confidential treatment of census-related information, including individual addresses and map structure points.
  o Maintain the confidentiality of all information it collects.

• LUCA requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines and requires all LUCA participants sign the Confidentiality Agreement Form (D-2005).
Private information is NEVER published.

Collect information ONLY to produce statistics.

Sworn to maintain confidentiality for LIFE.

Violating the law is a serious federal crime. Anyone who violates this law will face severe penalties, including a federal prison sentence of up to five years, a fine of up to $250,000, or both.
<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 2017</td>
<td><strong>Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.</strong></td>
</tr>
<tr>
<td>March 2017</td>
<td><strong>2020 LUCA promotional presentations began.</strong></td>
</tr>
<tr>
<td>July 2017</td>
<td><strong>2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.</strong></td>
</tr>
<tr>
<td>October 2017</td>
<td><strong>2020 LUCA training workshops began.</strong></td>
</tr>
<tr>
<td>December 15, 2017</td>
<td><strong>2020 LUCA registration deadline.</strong></td>
</tr>
<tr>
<td>February - April 2018</td>
<td>Participants receive their 2020 LUCA materials.</td>
</tr>
<tr>
<td>April 2018 - May 2019</td>
<td>Census Bureau validates 2020 LUCA addresses.</td>
</tr>
<tr>
<td>Summer 2019</td>
<td>Census Bureau delivers 2020 LUCA feedback.</td>
</tr>
<tr>
<td>April 1, 2020</td>
<td><strong>CENSUS DAY.</strong></td>
</tr>
</tbody>
</table>
Census Bureau terminology

- Housing Unit.
- Group Quarters.
- Transitory Locations.
- City style address.
- Non-city style address.

- LUCA liaison.
- LUCA reviewer.
- Census geography.
- GEOID.
Housing Unit (HU)

- A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter.
Acceptable HUs for LUCA

• Houses, including townhouses, condominiums, and apartments.

• Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.

• Mobile homes or trailers occupied as separate permanent living quarters, or if vacant, intended for occupancy as separate permanent living quarters.

• Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
Group Quarters (GQs)

• A place where people live or stay, in a group living arrangement owned or managed by an entity or organization providing housing and/or services for the residents.
Acceptable GQs for LUCA

• Correctional facilities.
  o Federal and state prisons.
  o Local jails and other municipal confinement facilities.
  o Correctional residential facilities.

• Juvenile facilities.
  o Group homes for juveniles (non-correctional).
  o Residential treatment centers for juveniles (non-correctional).
  o Correctional facilities intended for juveniles.

• Group homes.
  o Halfway houses and homes for people with special needs.

• Nursing homes.
  o Nursing facilities/skilled-nursing facilities.

• Homeless shelters.
Acceptable GQs for LUCA (cont’d)

- Hospitals.
  - Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  - Hospitals with patients who have no usual home elsewhere.
  - In-patient hospice facilities.
- College or university dormitories, fraternity houses, and sorority houses.
- Workers’ group living quarters or dormitories.
- Religious group quarters.
- Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
Transitory Locations (TLs)

• Sites that contain movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers (RVs), tents, or other types of portable housing.

• Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.
Acceptable TLs for LUCA

• RV parks.
• Campgrounds.
• Hotels.
• Motels.
• Marinas.
Unacceptable HUs, GQs, and TLs for LUCA

• Condemned or scheduled for demolition.
• Transitory units within TLs such as RV pad sites or marina slips.
• Under construction or remodeling for conversion to a nonresidential purpose.
• Used solely for nonresidential storage; solely as offices or businesses in which no one is living; or solely for ceremonial purposes.
• Under construction and will not be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
City style address

• Include a house number and street name (e.g., 212 Elm St or 137 Clark Ct Apt 3 or 35A Fourth Ave W).
  o For 2020 LUCA, participants adding multiunit addresses must provide unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B).
Non-city style address

• Do not include a house number and/or a street name.
• May include *incomplete* house number and street name.
• Frequently used non-city style mailing addresses include:
  o Location Description with map spot.
  o Rural route and box number.
  o Highway contract route and box number.
LUCA liaison

- Individual assigned/appointed to position by the Highest Elected Official (HEO).
  - Main point of contact for 2020 LUCA.
  - Census Bureau ships all LUCA materials to their attention.
  - Responsible for safeguarding materials.
  - Responsible for destroying (or returning) LUCA materials and signing out using the *Destruction or Return of Title 13 Materials Form (D-2012)*.
LUCA reviewer

• Individual(s) selected by the HEO and/or LUCA liaison to assist with conducting the LUCA review.
  o Must sign the confidentiality agreement prior to beginning review.
  o May review the census address list in addition to the liaison.
  o Responsible for safeguarding materials.
  o Must sign out of 2020 LUCA on the *Destruction or Return of Title 13 Materials Form (D-2012).*
### Census Small-Area Geography

**Understanding the Relationships Among U.S. Census Bureau Geographic Entities**

<table>
<thead>
<tr>
<th>County</th>
<th>Minor Civil Division (MCD) or Census County Division (CCD)</th>
<th>Place</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith County</td>
<td>Jones Township</td>
<td>Green City</td>
</tr>
<tr>
<td>Twp.</td>
<td>Twp.</td>
<td>Green City</td>
</tr>
</tbody>
</table>

- **Smallest Unit**: Census Tract
- **Second Smallest Unit**: Block Group
- **Third Smallest Unit**: Block
- **Largest Unit**: County

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*U.S. Department of Commerce*  
*Economics and Statistics Administration*  
*U.S. CENSUS BUREAU*  
census.gov
• State = 42
  o County = 101
    o Census Tract = 000101
      o Census Block = 1001
• GEOID = 421010001011001
Preparation for 2020 LUCA participation

• Early tools.
  o Address Count List (formerly Address Block Counts).
    <https://www.census.gov/geo/partnerships/luca.html>
  o Census Geocoder.
    <https://geocoding.geo.census.gov/geocoder/>
  o TIGERweb. <https://tigerweb.geo.census.gov/tigerweb/>
In this section (Review and update strategies)

• Things to consider.
• Potential address sources.
• Identify priorities.
• Beginning your review.
Things to consider

• How much time can you devote to LUCA review?
  o Only 120 calendar days to conduct review upon receipt of materials.

• Does your jurisdiction have an address list or access to an address list?

• Does the address list include multiunit structure identifiers (Apt 1, Unit A2, #4, etc.)?

• Does the address list include both residential and commercial addresses or include records that are not structures? If yes, are the residential records distinguishable?
Potential address sources

• Annexation records.
• Assessment or tax files (residential units).
• Driver’s license files.
• E-911 address files.
• Housing inspection records or occupancy permits.
• Local utility records.

• New housing construction or building permits.
  ○ Include only if final roof, doors, and windows will be in place on Census Day, April 1, 2020.
• Planning and zoning records.
• School enrollment records.
• Voter registration files.
Identify priorities

- Apartment buildings and/or areas of concentrated multiunit housing.
- Areas along governmental boundaries.
- Areas of new residential construction.
- Blocks with the greatest differences between the Census Bureau’s address block count and your address block count.
- E-911 address conversions.
- Group Quarters (e.g., housing such as college dorms and nursing homes).
- Mobile home parks or new, scattered mobile homes.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential lofts.
Beginning your review

• Assemble local sources.
• Read the 2020 LUCA Respondent Guide.
• Review the Census Bureau’s online training presentations.
• Familiarize yourself with LUCA materials.
  o Address List; Address Count List; Paper and PDF maps.
• Organize LUCA materials based on priority areas.
• Organized approach for review yields a successful LUCA submission.
In this section (Setup and materials introduction)

• Delivery of materials.
• DVD layout and content.
• Suggested system setup and data installation.
• Address materials.
• Map materials.
Delivery of materials

• Traceable delivery service.
• One DVD for address and “Paper/PDF” materials.
  o Title 13 data.
  o Non-Title 13 data.
• Paper map materials.
DVD layout and content

• Root directory of DVD.
  o 2020LUCA_<EntityID>_address_countlist.csv
  o 2020LUCA_digital_respondent_guide.pdf
  o 2020LUCA_header_file.txt
  o LUCA20_inventory.pdf
  o Readmefirst5.txt
DVD layout and content (cont’d)

• “maps” folder.
  o About_the_maps.pdf
  o LUCA20<EntType><EntCode>.pdf
  o LUCA20<EntType><EntCode>_BLK2MS.txt
  o Readme.txt
  o Title13_BlockMaps.exe (**Title 13 material**).

• “shape” folder.
  o 2020LUCA_<EntityID>_DISK1of2.exe (**Title 13 material**).
Suggested setup of local system

• If DVD is damaged, incomplete, or files corrupted contact Geographic Programs Support Desk at: 1-844-344-0169.

• If DVD is ok, create folder named “2020LUCA”.

• Copy contents of DVD into “2020LUCA” folder.
  o Ensure *Confidentiality and Security Guidelines* are followed and Title 13 security in place prior to installation of DVD material to local drive.

• Review the other files on DVD for additional instructions.

• Review the 2020 LUCA Respondent Guide.
Data installation: Extracting 2020LUCA_<EntityID>_DISK1of2.exe

- Navigate to the “2020LUCA” folder.
- Double click on “2020LUCA_<EntityID>_DISK1of2.exe”.
- Command prompt opens, requests password, closes upon completion.
Data installation:
Extracting Title13_BlockMaps.exe

• Navigate to the “2020LUCA” folder.
• Double click on “Title13_BlockMaps.exe”.
• Command prompt opens, requests password, closes upon completion.
Address materials

• Opening the .csv files in Microsoft Excel.
• Address List – Title 13.
• Address Count List – not Title 13.
Opening .csv files in Microsoft Excel:
Data – Get External Data – From Text

• Launch Microsoft Excel and open a blank workbook.
• Choose **Data – Get External Data – From Text**.
Opening .csv files in Microsoft Excel:

Navigate – Import

• Navigate to the “2020LUCA” folder, choose the .csv and then choose Import.
Opening .csv files in Microsoft Excel:
Text Import Wizard

- Text Import Wizard appears.
  - Step 1 of 3 (Original data type=**Delimited** and choose **Next**).
  - Step 2 of 3 (Change Delimiters from Tab to **Comma** and choose **Next**).
  - Step 3 of 3 (Select all fields in Data preview, Change the Column data format to **Text** and choose **Finish**).

- Import Data choose **New worksheet** and **OK**.
Address List – Title 13

• Census residential addresses.
  o City style and non-city style.

• Contain census geographic codes.
  o State, county, census tract, and census block.

• Comma Delimited Text (.csv) format.
  o MUST import not simply open or “double-click”.

• 24 fields: Maximum 649 characters per record.

• First row = Header row.
File naming convention – Address List

• 2020LUCA_XXyyyyyyyyyy_address_list.csv
  o 2020LUCA_ST20_address_list.csv (State of Kansas).
  o 2020LUCA_CO20001_address_list.csv (Allen County, KS).
  o 2020LUCA_PL2000125_address_list.csv (Abilene city, KS).
  o 2020LUCA_MC2000120550_address_list.csv (Elm township, KS).
  o 2020LUCA_TR0197TA2980_address_list.csv (Prairie Band of Potawatomi Nation Reservation).
    • TR0197 = Prairie Band Potawatomi Nation.
    • TA2980 = Prairie Band of Potawatomi Nation Reservation.
### Address List record layout

<table>
<thead>
<tr>
<th>Max Character Length</th>
<th>Field Name</th>
<th>Description</th>
<th>Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LINE_NUMBER</td>
<td>Sequential number for each address record in the file.</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>MAFID</td>
<td>Unique control number assigned to each MAF address.</td>
<td>N</td>
</tr>
<tr>
<td>12</td>
<td>ENTITY</td>
<td>Unique number assigned by the Census Bureau to each entity.</td>
<td>N-existing Y-adds</td>
</tr>
<tr>
<td>1</td>
<td>ACTION</td>
<td>Entered by the participant to indicate an action taken on the address.</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td>STATEFP</td>
<td>Two-digit State FIPS Code.</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>COUNTYFP</td>
<td>Three-digit County FIPS Code.</td>
<td>Y</td>
</tr>
<tr>
<td>7</td>
<td>TRACT</td>
<td>The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.</td>
<td>Y</td>
</tr>
<tr>
<td>4</td>
<td>BLOCK</td>
<td>Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.</td>
<td>Y</td>
</tr>
<tr>
<td>15</td>
<td>GEOID</td>
<td>Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td>GO_FLAG</td>
<td>Displays a &quot;Y&quot; if the address is a group quarters.</td>
<td>N</td>
</tr>
</tbody>
</table>

- Refer to Table 3 located in your Respondent Guide for complete record layout.
### Address List – Microsoft Excel example

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| **LINE_NUMBER** | **MAFID** | **ENTITY** | **ACTION** | **STATEFP** | **COUNTYFP** | **TRACT** | **BLOCK** | **GEOID** | **GQ_FLAG** | **HOUSENUMBER** | **STREETNAME** | **APARTMENT** | **UNIT** | **ZIP** | **GQA** | **FACILITY** | **LOCALITY** | **COUNTY** | **MAPSPOT** | **USE** | **LAT** | **LONG** | **CITY_STYLE** |
| 2 | 224 | 000000050 | PLS172700 | S1 | 610 | 5001.00 | 1030 | 5161090010010101395 | Eggman Rd | A | 31407 | 0001 | 86.88574596 | 67.17556610 | Y |
| 3 | 225 | 000000050 | PLS172700 | S1 | 610 | 5001.00 | 1030 | 5161090010010101395 | Eggman Rd | B | 31407 | 0001 | 86.88574596 | 67.17556610 | Y |
| 4 | 226 | 000000037 | PLS172700 | S1 | 610 | 5001.00 | 1030 | 5161090010010101395 | Eggman Rd | C | 31407 | 0001 | 86.88574596 | 67.17556610 | Y |
| 5 | 227 | 000000059 | PLS172700 | S1 | 610 | 5001.00 | 1030 | 5161090010010101395 | Eggman Rd | D | 31407 | 0001 | 86.88574596 | 67.17556610 | Y |
| 6 | 228 | 000000050 | PLS172700 | S1 | 610 | 5001.00 | 1034 | 5161090010010101350 | Leon Rd | 31407 | 0010 | 86.34123357 | 67.75415882 | Y |
| 7 | 253 | 999995556 | PLS172700 | S1 | 610 | 5001.00 | 0001 | 5161090010020101326 | Pueblo Trl | 31402 | Y |
| 8 | 288 | 988866571 | PLS172700 | S1 | 610 | 5002.00 | 2000 | 5161090202020201292 | Cassiopeia Dr | 31402 | Y |
| 9 | 444 | 024910292 | PLS172700 | S1 | 610 | 5002.00 | 2010 | 516109020803012203 | Donahue St | 31408 | Y |
| 10 | 545 | 025468521 | PLS172700 | S1 | 610 | 5002.00 | 2012 | 516109020803012203 | Donahue St | 31408 | Y |
| 11 | 546 | 025978730 | PLS172700 | S1 | 610 | 5002.00 | 2012 | 516109020803012203 | Donahue St | 31408 | Y |
| 12 | 547 | 025981030 | PLS172700 | S1 | 610 | 5002.00 | 2012 | 516109020803012203 | Donahue St | 31408 | Y |
| 13 | 548 | 025314099 | PLS172700 | S1 | 610 | 5002.00 | 2012 | 516109020803012203 | Donahue St | 31408 | Y |
| 14 | 643 | 00200146 | PLS172700 | S1 | 610 | 5003.00 | 1010 | 5161090301030101201 | Mount Rd | 31405 | 0001 | 86.87726074 | 67.16554319 | Y |
| 15 | 642 | 00000147 | PLS172700 | S1 | 610 | 5003.00 | 1010 | 5161090301030101201 | Mount Rd | 31405 | 0002 | 86.88246005 | 67.18058156 | Y |
| 16 | 643 | 03800148 | PLS172700 | S1 | 610 | 5003.00 | 1010 | 5161090301030101201 | Mount Rd | 31405 | 0003 | 86.38845317 | 67.38520531 | Y |
| 17 | 987 | 21455481 | PLS172700 | S1 | 610 | 5003.00 | 2024 | 51611503002024501 | Court St | 31402 | 0004 | 86.50121332 | 67.2415884 | Y |
Address Count List

- Residential address census block tallies.
  - Housing units (HUs) and Group Quarters (GQs).
- Reference only.
  - Identify inconsistencies between census block counts and your jurisdiction’s block counts.
- Comma delimited text (.csv) format.
  - MUST import not simply open or “double-click”.
- 13 fields: Maximum 140 characters per record.
- First row = Header row; Last row = Total row.
- “Unable to Geocode” tally for state and county participants.
File naming convention – Address Count List

• 2020LUCA_XXyyyyyyyyyyyyy_address_countlist.csv
  o 2020LUCA_ST20_address_countlist.csv (State of Kansas).
  o 2020LUCA_CO20001_address_countlist.csv (Allen County, KS).
  o 2020LUCA_PL2000125_address_countlist.csv (Abilene city, KS).
  o 2020LUCA_MC2000120550_address_countlist.csv (Elm township, KS).
  o 2020LUCA_TR0197TA2980_address_countlist.csv (Prairie Band of Potawatomi Nation Reservation).
    • TR0197 = Prairie Band Potawatomi Nation.
    • TA2980 = Prairie Band of Potawatomi Nation Reservation.
Address Count List record layout

<table>
<thead>
<tr>
<th>Max Character Length</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 2</td>
<td>STATE</td>
<td>Two-digit FIPS State code.</td>
</tr>
<tr>
<td>2 3</td>
<td>COUNTY</td>
<td>Three-digit FIPS County code.</td>
</tr>
<tr>
<td>3 7</td>
<td>TRACT</td>
<td>The Census Tract Number consist of six digits with a decimal between the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>fourth and fifth digit corresponding to the basic census tract number and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with leading zeroes for tracts that are not four digit and</td>
</tr>
<tr>
<td></td>
<td></td>
<td>trailing zeroes for census tracts without a suffix.</td>
</tr>
<tr>
<td>4 4</td>
<td>BLOCK</td>
<td>Four-digit 2010 Tabulation Census Block Number. Census blocks are</td>
</tr>
<tr>
<td></td>
<td></td>
<td>numbered uniquely from 0000 to 9999 within census tract, which nest</td>
</tr>
<tr>
<td></td>
<td></td>
<td>within state and county. The first digit of the census block number</td>
</tr>
<tr>
<td></td>
<td></td>
<td>identifies the block group.</td>
</tr>
<tr>
<td>5 15</td>
<td>GEOID</td>
<td>Concatenation of state, county, tract, and block fields for use in joining</td>
</tr>
<tr>
<td></td>
<td></td>
<td>the block level data to the 2010 tabulation blocks in the TIGER</td>
</tr>
<tr>
<td></td>
<td></td>
<td>partnership shapefiles.</td>
</tr>
<tr>
<td>6 7</td>
<td>ORIGINAL_COUNT_OF_HUS</td>
<td>Total number of addresses in the entity count list identified as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>residential housing units by data in the MAF.</td>
</tr>
<tr>
<td>7 7</td>
<td>CURRENT_COUNT_OF_HUS</td>
<td>Total number of addresses in the entity count list identified as</td>
</tr>
<tr>
<td></td>
<td></td>
<td>residential housing units by data in the MAF. This number will be the</td>
</tr>
<tr>
<td></td>
<td></td>
<td>same as Original Count of Census HUs in product creation. (For use</td>
</tr>
<tr>
<td></td>
<td></td>
<td>with GUPS.)</td>
</tr>
</tbody>
</table>

• Refer to Table 4 located in your Respondent Guide for complete record layout.
|   | A | B | C       | D | E       | F | G | H | I | J | K | L | M |
|---|---|---|---------|---|---------|---|---|---|---|---|---|---|---|---|
| 1 | 125 | 51 | 610 | 5002.00 | 2001 | 516105002002001 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 2 | 126 | 51 | 610 | 5001.00 | 2010 | 516105001002010 | 6 | 6 | 0 | 6 | 0 | 0 | 0 | 0 |
| 3 | 127 | 51 | 610 | 5002.00 | 4008 | 516105002004008 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 4 | 128 | 51 | 610 | 5003.00 | 2008 | 516105003002008 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 5 | 129 | 51 | 610 | 5001.00 | 1014 | 516105001001014 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 6 | 130 | 51 | 610 | 5003.00 | 1016 | 516105003001016 | 7 | 7 | 0 | 7 | 0 | 0 | 0 | 0 |
| 7 | 131 | 51 | 610 | 5001.00 | 1002 | 516105001001002 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 8 | 132 | 51 | 610 | 5002.00 | 1012 | 516105002001012 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 9 | 133 | 51 | 610 | 5002.00 | 3006 | 516105002003006 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 10 | 134 | 51 | 610 | 5002.00 | 2008 | 516105002002008 | 5 | 5 | 0 | 5 | 0 | 0 | 0 | 0 |
| 11 | 135 | 51 | 610 | 5002.00 | 1013 | 516105002001013 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 12 | 136 | 51 | 610 | 5002.00 | 4004 | 516105002004004 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 13 | 137 | 51 | 610 | 5003.00 | 2027 | 516105003002027 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 14 | 138 | 51 | 610 | 5003.00 | 1037 | 516105003001037 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 |
| 15 | 139 | 51 | 610 | 5003.00 | 1021 | 516105003001021 | 2 | 2 | 0 | 2 | 0 | 0 | 0 | 0 |
| 16 | 140 | 51 | 610 | 5001.00 | 2014 | 516105001002014 | 3 | 3 | 0 | 3 | 0 | 0 | 0 | 0 |
| 17 | 141 | 51 | 610 | 5001.00 | 2014 | Unable to Geocode | 33 | 33 | 0 | 33 | 2 | 0 | 0 | 2 |
| 18 | 142 | 51 | 610 | 5001.00 | 2014 | TOTAL | 1644 | 1644 | 0 | 1644 | 20 | 20 | 0 | 20 |
Map materials

• Large format maps.
• Block to Map Sheet Relationship List.
• PDF of large format maps.
• PDF small format block maps – Title 13.
Large format maps

• Not Title 13.
• Reference only to provide census geocodes.
• 36” x 32”.
• Three types:
  o Index sheet.
  o Parent sheet(s).
  o Inset sheet(s).
• Large format map legend.
Large format maps – content detail
Large format maps – **Index** sheet

- Reference only.
- Used with jurisdictions with more than one Parent sheet.
- Cover entire extent of jurisdiction.
- Numbered grids that correspond to the Parent sheets.
Large format maps – Index sheet example
Large format maps – Parent sheet

- Correspond to grid and grid number on Index sheet.
- Detailed view of section of jurisdiction.
- Identifies location of census tract and blocks on the Parent sheet (used with Block to Map Sheet Relationship List).
- Depicts detail for features (roads, water, rail) and geographic areas.

**Blocks affected by boundary improvements since the 2010 Census contain an alpha suffix on the Parent sheet.**
Large format maps – Parent sheet example
Large format maps – **Inset sheet**

- Do not exist for every jurisdiction or on every Parent sheet.
- Highlighted on a Parent sheet with fill pattern and identified with alpha character (e.g., B).
  - May be multi-sheeted (e.g., B1, B2, etc.).
- Show detail of congested areas on Parent sheets.
- Depicts detail for features (roads, water, rail) and geographic areas.

**Blocks affected by boundary improvements since the 2010 Census contain an alpha suffix on the Inset sheet.**
Large format maps – Inset sheet example
Large format maps – Index ➔ Parent ➔Inset
Large format map legend

• Three columns of information.
  o Symbol Description.
  o Symbol.
  o Name Style.

• Five groups of information.
  o Boundaries.
  o Transportation.
  o Other Features.
  o Landmarks.
  o Footnotes and Notes.
Block to Map Sheet Relationship List (D-2010)

- Identifies large format Parent map sheet(s) for each census block within jurisdiction.
- Sorted by tract and block in ascending order.
- Blocks are unique within a tract, so block numbers do not repeat within jurisdiction.
PDF of large format maps

• Not Title 13.
• “Paper/PDF” participants receive pdf of the large format maps as a courtesy.
• One PDF file of all large format maps.
  o Delivered on DVD.
  o LUCA20<EntType><EntCode>.pdf.
• Adobe Reader or Adobe Professional software.
• Digital version of Block to Map Sheet Relationship List.
PDF small format block maps – Title 13

• 8.5” x 14” (legal size).
  o Portrait or landscape orientation.

• Three types.
  o Index sheet.
  o Parent sheet(s).
  o Inset sheet(s).

• PDF small format block map legend.
PDF small format block maps – Index sheet
PDF small format block maps – Parent sheet

**No Title 13 Data Displayed**
PDF small format block maps – Parent sheet: “internal” block within “active” block

**No Title 13 Data Displayed**
PDF small format block maps – Parent sheet with inset

**No Title 13 Data Displayed**
PDF small format block maps – Inset sheet

**No Title 13 Data Displayed**

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U.S. CENSUS BUREAU
census.gov
PDF small format block map legend

• Three columns of information.
  o Symbol Description.
  o Symbol.
  o Name Style.

• Five groups of information.
  o Boundaries.
  o Transportation.
  o Other Features.
  o Landmarks.
  o Footnotes and Notes.
Setup and materials summary

• Confirm digital address materials imported properly.
• Confirm receipt of paper map materials.
• Review the “Readmefirst5.txt” file on DVD.
• Review presentation again upon receipt of materials.
• Use presentation in conjunction with Respondent Guide and the 2020 LUCA Quick Start Guide.
In this section (Acceptable updates and examples)

Address List action codes (ACTION):

• A – Add this address.
• C – Correct this address.
• D – Delete this address.
• J – Address is not in this jurisdiction.
• N – Address is nonresidential.
“A” action code

• Use a “A” action code for the following situations:
  o Add new or missing residential addresses.
  o Add residential addresses with incorrect house numbers or incorrect apartment/unit numbers on the Address List (Delete/Add).
## Address List: “A” action code – adding city style HUs

**No Title 13 Data Displayed**

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</table>
Map: adding a street

**No Title 13 Data Displayed**

- Optional to include approximate location of each “Added” housing unit.
- Label each map spot with corresponding MAPSPOT from Address List, field 20.
- Example shows address ranges and address breaks.
### Address List: “A” action code – adding city style GQs

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| 1 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| 2 | 29 | 88 | 009 | 0054.00 | 2001 | Y | 225 | Achilles Dr | 99997 | Pandora Hall Bldg 1 | Aristotle University | L | 36.20156156 | -67.70114884 |
| 3 | 29 | 88 | 009 | 0054.00 | 2001 | Y | 227 | Achilles Dr | 99997 | Pandora Hall Bldg 2 | Aristotle University | L | 36.20156201 | -67.70115436 |
| 4 | 29 | 88 | 009 | 0054.00 | 2001 | Y | 229 | Achilles Dr | 99997 | Pandora Hall Bldg 3 | Aristotle University | L | 36.20157904 | -67.70113996 |

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Economics and Statistics Administration
U.S. Census Bureau
census.gov
Address List: “A” action code – adding non-city style HUs

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Map: adding map spots for physical location description records

**No Title 13 Data Displayed**

- Required to provide approximate location (or latitude and longitude coordinate) of each non-city style address added.

- Label each map spot with its associated MAPSPOT as recorded in field 20 on the Address List (A1, A2, and A3).
Map: adding map spots for rural route and box number records

**No Title 13 Data Displayed**

- Required to provide approximate location (or latitude and longitude coordinate) of each non-city style address added.
- Label each map spot with its associated MAPSPOT as recorded in field 20 on the Address List (A1, A2, A3, and A4).
“C” action code

- Use a “C” action code for the following situations:
  - Incorrect state code.
  - Incorrect county code.
  - Incorrect census tract number.
  - Incorrect census block number.
  - Incorrect street name (including street directional and street type information).
  - Incorrect ZIP Code.
  - Include tract and block numbers (or latitude and longitude coordinates) for “unable to geocode” address records.

*Unable to geocode (ungeocoded) address records are missing the tract and block geocode information. These records exist for state and county participants.*
Address List: “C” action code – correcting block number

**No Title 13 Data Displayed**
**Map: correcting block number**

**No Title 13 Data Displayed**

- Use colored pencil to cross out incorrect location of S Holdener St and circle the entire street and all map spots that move with street.
- Draw street in correct location, include street name (and address ranges and breaks if known).
- Draw arrow to correct location for S Holdener St.
- Include address range and address breaks, if known.
### Address List: “C” action code – correcting street name

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Map: correcting street name

**No Title 13 Data Displayed**

- Use colored pencil to cross out incorrect street name (Nale Pl) and print correct street name (Nail St) above it.
- Use double hatch marks to define extent of name change.
- If alternate street name exists, print it in parentheses after primary street name.
Address List: “C” action code – correcting ungeocoded addresses

**No Title 13 Data Displayed**

| A | B | C       | D | E | F | G   | H | I   | J | K | L | M  | N  | O  | P  | Q  | R  | S  | T  | U  | V  | W  | X  |
|---|---|---------|---|---|---|-----|---|-----|---|---|---|----|----|----|----|----|----|----|----|----|----|----|
| 1 | LINE NUMBER | MAFID | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GEO ID | GQ_FLAG | HOUSE NUMBER | STREETNAME | APARTMENT UNIT | ZIP | GQ NAME | FACILITY NAME | ATION DESCRIPT | CITY STYLE | ADDR | NON CITY STYLE | ZIP | MAP SPOT | USE | LAT | LONG | CITY-STYLE |
| 2 | 977 | 885652124 | CO88099 | C | 88 | 009 | 0054.00 | 1003 | 108 | OUSAN ST | 99997 | A1 | 40.125478 | -70.3354 Y |
| 3 | 978 | 885652125 | CO88099 | C | 88 | 009 | 0054.00 | 1003 | 109 | OUSAN ST | 99997 | A2 | 40.125479 | -70.3354 Y |
| 4 | 979 | 885652126 | CO88099 | C | 88 | 009 | 0054.00 | 1008 | 110 | OUSAN ST | 99997 | A3 | 40.125478 | -70.3354 Y |
| 5 | 980 | 885652127 | CO88099 | C | 88 | 009 | 0054.00 | 1003 | 111 | OUSAN ST | 99997 | A4 | 40.125479 | -70.3354 Y |
| 6 | 981 | 885652128 | CO88099 | C | 88 | 009 | 0054.00 | 1003 | 112 | OUSAN ST | 99997 | A5 | 40.125478 | -70.3354 Y |
| 7 | 982 | 885652129 | CO88099 | C | 88 | 009 | 0054.00 | 1003 | 113 | OUSAN ST | 99997 | A6 | 40.125479 | -70.3354 Y |
Map: correcting ungeocoded addresses

**No Title 13 Data Displayed**

- Optional to include unique map spot for each ungeocoded address geocoded during LUCA review.
- Include on PDF small format block map Parent sheet or Inset sheet (if available).
- Label each map spot with its associated MAPSPOT as recorded in field 20 on the Address List.
“D” action code

• Use a “D” action code for the following situations:
  o Residential address no longer exists, is uninhabitable, or is a duplicate.
  o Street, or section of street, no longer exists (and addresses along street no longer exist).
  o Incorrect house number or incorrect apartment/unit number.
  o Housing Unit, Multiunit, or Group Quarters Conversions:
    • Housing unit converted to a multiunit structure or group quarters.
    • Multiunit structure converted to a housing unit or group quarters.
    • Group quarters converted to a housing unit or multiunit structure.

• Do not modify any other fields.
Address List: “D” action code – deleting addresses

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Map: deleting portion of street

**No Title 13 Data Displayed**

- Use colored pencil to “X” out portion of street to delete.
- Use double hatch marks to define extent of deletion.
- No need to “X” out the map spots; they are marked for deletion on the Address List.
Address List: “D” and “A” action codes – deleting incorrect and adding correct apartment units

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United States Census 2020
U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov
Address List: “D” and “A” action codes – deleting HU converted to multiunit and adding multiunit

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**“J” action code**

**No Title 13 Data Displayed**

- Use a **“J” action code** to flag residential addresses that are not in your jurisdiction.
- Use for city style, non-city style, and ungeocoded address records.
- Do not make modifications to any other fields.

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United States

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Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov
• Use an “N” action code to flag addresses used for purposes other than residential such as:
  o Businesses, schools, churches, and government offices.
• Ensure that the structure does not contain a housing unit.
• Use for city style, non-city style, and ungeocoded address records.
• Do not make modifications to any other fields.
# Summary of Address List updates

<table>
<thead>
<tr>
<th>ADDRESS</th>
<th>LOT</th>
<th>STREETNAME</th>
<th>CITY</th>
<th>ZIP</th>
<th>COUNTY</th>
<th>TOWN</th>
<th>TAX</th>
<th>TOWNSECTOR</th>
<th>TOWNUNIT</th>
<th>TOWNSHIP</th>
<th>ACRES</th>
<th>VALUE</th>
<th>TYPE</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>100</td>
<td>Acme Rd</td>
<td>City</td>
<td>100</td>
<td>County</td>
<td>Township</td>
<td>Tax</td>
<td>Sector</td>
<td>Unit</td>
<td>Township</td>
<td>Acres</td>
<td>Value</td>
<td>Type</td>
<td>Description</td>
</tr>
</tbody>
</table>

100 = Blank row

---

**Note:** The table above shows the address list updates with columns for various details such as lot number, street name, city, zip code, county, town, tax, town sector, town unit, township, acres, value, type, and description. The address list updates are marked by a special symbol (e.g., '100').
In this section (Submission)

• Preparing updated materials.
  o Address materials
  o Map materials.

• Submitting updated materials.
  o Shipping instructions.
  o Secure Web Incoming Module (SWIM).

• Next steps.
Preparing updated materials for submission

- Address materials.
- Map materials.
- Accompanying paperwork.
Address materials – sorting and saving

• Ensure complete with all updates.
• Re-sort address list by ACTION field.
• Save only records with entry in ACTION field to new file.
• Name the new file “luca20_<EntityID>_changes_addresses.xxx” (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, .xls, or .xlsx).
• Save to location for easy retrieval for submission and next steps.
Address materials – keeping secure

• Make copy of new file for use during the feedback phase.

• All address list materials (original and copy) are Title 13.

• Keep secure according to Confidentiality and Security Guidelines (D-2004).
Address materials – assembling and organizing

• Navigate to directory where “luca20_<EntityID>_changes_addresses.xxx” resides (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, or .xls).

• Zip the changes address file, name the zip file “luca20_<EntityID>_changes_addresses_return.zip”.
  - Password protection required because Title 13 material.
  - Use case sensitive password provided with original materials.

• Copy the zip file to CD/DVD if shipping submission or ready the zip file for submission via Census Bureau’s secure online web application.
Map materials – sorting and keeping secure

• Ensure complete with all updates.
• Separate updated map sheets.
• Make copy of updated maps for use during the feedback phase.
• Protect materials because they are Title 13.
• Keep originals and copies secure.
Map materials – assembling and organizing

• Bundle and return only updated maps to Census Bureau.

• For participants with both large format maps and PDF small format block maps, organize the updated PDF small format block maps numerically, by tract and block.
  o Census does not expect updates on the large format maps from these participants.
Accompanying paperwork

- Inventory Form for the Return/Submission of LUCA Updated Materials (D-2011).
- Provide with submission either as hardcopy or zipped on CD/DVD or with SWIM.
- Keep copies for your records.
Submitting updated materials

• Shipping instructions.
  o Title 13 details.

• SWIM introduction.
  o Numerous SWIM procedural screens.
Shipping instructions

• Follow procedures for shipping Title 13 materials.
• Include CD/DVD of zipped address list and completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
• Double wrap updated PDF small format block maps.
• Use mailing label included with original materials to ship to National Processing Center in Jeffersonville, IN.
• For any shipping uncertainty, consult Respondent Guide or contact Census Bureau.
Title 13 details – double wrap visual

INNER ENVELOPE

DISCLOSURE PROHIBITED

BY Title 13, U.S.C.
(on both sides)

OUTER ENVELOPE

ATTN: Geography LUCA BLDG 63E
National Processing Center
1201 East 10th Street
Jeffersonville, IN 47132
SWIM introduction

- Official web portal for uploading materials to Census Bureau.
- Used for other programs in addition to LUCA.
- Accounts are people based, not entity based.
- 12 digit registration token to establish account provided by Census Bureau.
- Only accepts .zip files.
- Size limitation of 250 megabytes.
SWIM account login and welcome screens

<https://respond.census.gov/swim/>
SWIM account registration screens
SWIM login and welcome screens after account registration
What Census program are you reporting data for?

Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.

- Geographic Support System Initiative (GSS-I)
- Boundary Annexation Survey (BAS)
- School District Review Program (SDRP)
- Boundary Quality Assessment and Reconciliation Project (BQARP)
- Federal Agency Updates (FDU)
- Redistricting Data Program - BBSP-VTD (RDP)
- Redistricting Data Program - CD-SLD (RDP)
- Local Update of Census Addresses (LUCA)
- Participant Statistical Areas Program (PSAP)
What type of LUCA entity are you reporting for?

- State
- Place
- County
- Minor Civil Division (MCD)
- Tribal Area
- Consolidated City
SWIM select a .zip to upload screen

Select a .ZIP file to upload.

File submissions must be in "zip format." Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum: .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.).

Please provide any additional information, as applicable, in the comments box below.

Choose File:  

Add File

Status:

File(s):

Comments:

Previous  Next

United States Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration

U.S. CENSUS BUREAU
census.gov

115
SWIM choose .zip to upload screen

<table>
<thead>
<tr>
<th>Name</th>
<th>Date modified</th>
<th>Type</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>luca20_PL5127200_changes_addresses_return.zip</td>
<td>8/17/2017 10:37 AM</td>
<td>WinZip File</td>
<td>1 K</td>
</tr>
<tr>
<td>luca20_PL5127200_inventory_return.zip</td>
<td>8/17/2017 10:37 AM</td>
<td>WinZip File</td>
<td>1 K</td>
</tr>
<tr>
<td>luca20_PL5127200_In_changes_return.zip</td>
<td>8/17/2017 10:37 AM</td>
<td>WinZip File</td>
<td>22 K</td>
</tr>
</tbody>
</table>
SWIM .zip file upload status screen
Thank You

Your files have uploaded successfully.

File(s):

1. luca20_PL5127200_changes_addresses_return.zip
2. luca20_PL5127200_inventory_return.zip
3. luca20_PL5127200_In_changes_return.zip

You may Log Out or return to the upload form, to submit more files.
Next steps – Census Bureau

• Processes submission for validation.

• Ships feedback materials in Summer 2019.

• Begins outreach to close out LUCA operation.
  o Must confirm destruction or return of all Title 13 materials, including originals and copies.
  o Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
    • Appendix H of 2020 LUCA Respondent Guide.
Next steps – participant

• Filing an appeal is optional.

• Agree with feedback materials, then participation ends.
  o Send D-2012 to confirm destruction, or if choose to return materials, do so quickly.

• Notify OMB LUCA Appeals office of disagreement with feedback materials.
  o Appeals Office works with participant and Census Bureau to resolve disagreement.
  o Once appeals process concludes, participants must destroy or return materials and submit signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
Next steps – Destruction or Return of Title 13 Materials Form (D-2012)
Support and assistance

• Visit the 2020 LUCA website:
  <https://www.census.gov/geo/partnerships/luca.html>
    o Frequently Asked Questions document.

• Contact us:
  o Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
  o Email <GEO.2020.LUCA@census.gov>
Connect with us

Sign up for and manage alerts: https://public.govdelivery.com/accounts/USCENSUS/subscriber/new


More information on the 2020 Census: https://www.census.gov/2020census

More information on the American Community Survey: https://www.census.gov/programs-surveys/acs/

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youtube.com/user/uscensusbureau
instagram.com/uscensusbureau
pinterest.com/uscensusbureau