2020 Census

Local Update of Census Addresses Operation (LUCA)

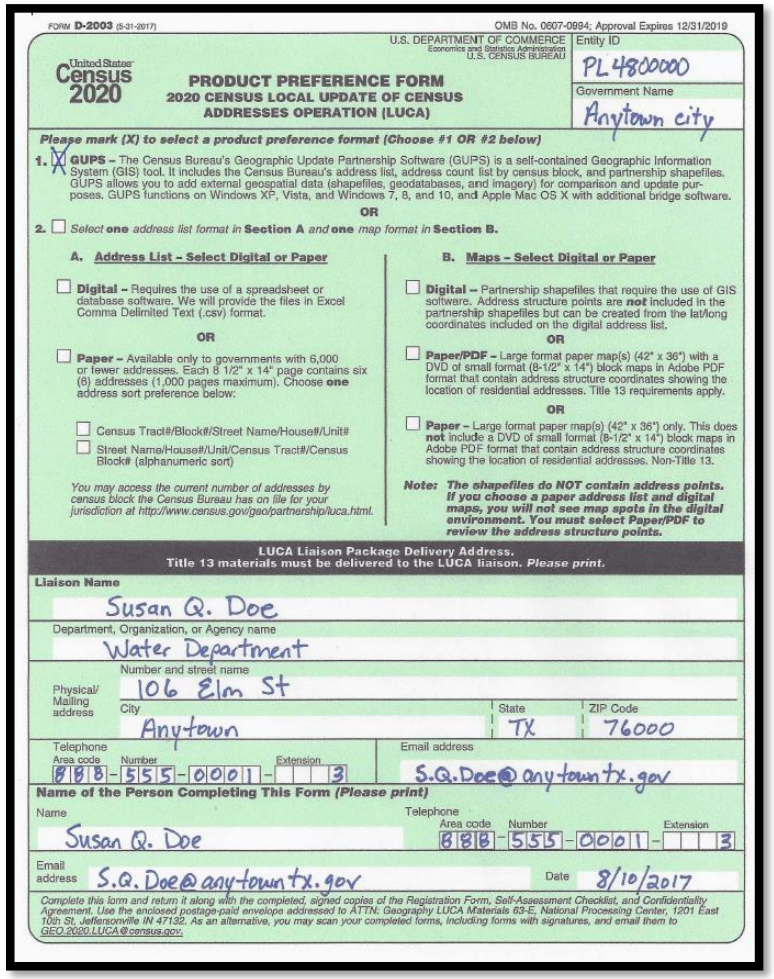
Training Workshop

Geographic Update Partnership Software (GUPS) participants

United States Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Intended audience:
Product Preference Form – "GUPS"



FORM **D-2003** (5-31-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

United States Census 2020

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

PRODUCT PREFERENCE FORM
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Entity ID: PL4800000
Government Name: Anytown city

Please mark (X) to select a product preference format (Choose #1 OR #2 below)

1. [X] **GUPS –** The Census Bureau's Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

OR

2. [ ] *Select* **one** *address list format in* **Section A** *and* **one** *map format in* **Section B.**

A. Address List – Select Digital or Paper

[ ] **Digital –** Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

OR

[ ] **Paper –** Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

- [ ] Census Tract#/Block#/Street Name/House#/Unit#
- [ ] Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at http://www.census.gov/geo/partnership/luca.html.

B. Maps – Select Digital or Paper

[ ] **Digital –** Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

OR

[ ] **Paper/PDF –** Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

OR

[ ] **Paper –** Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.

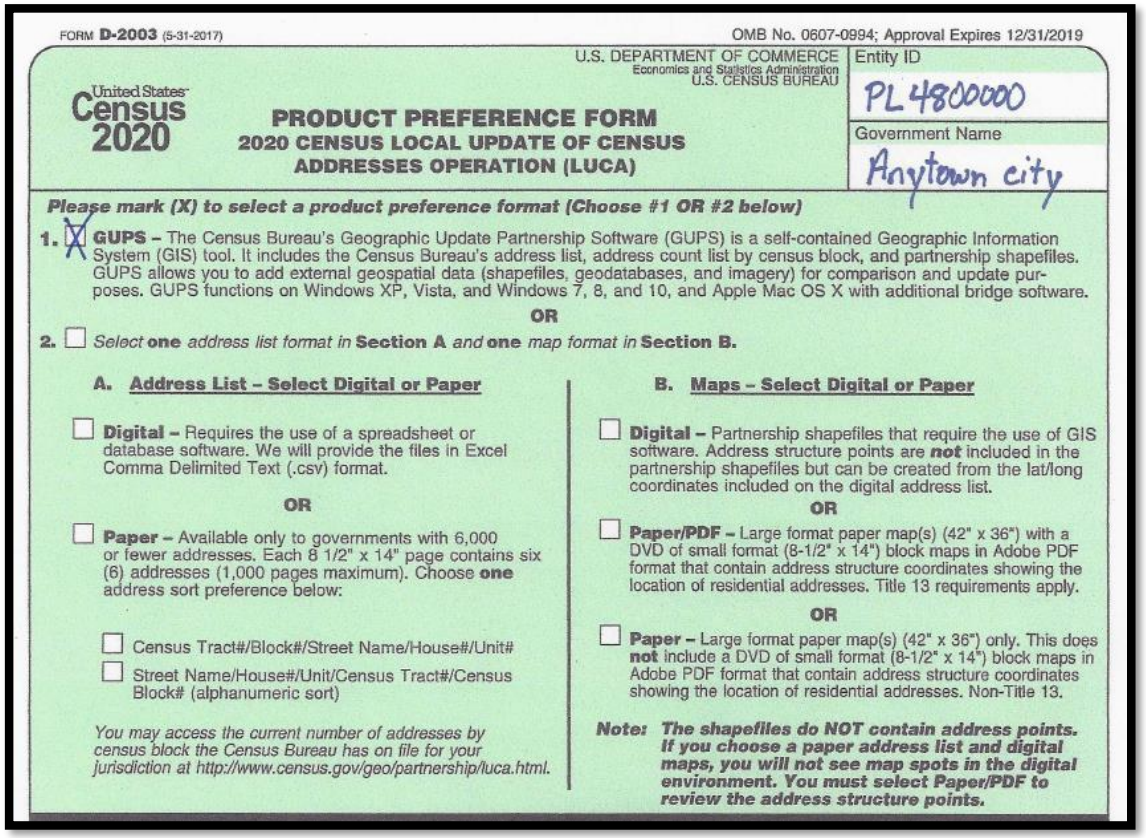
LUCA Liaison Package Delivery Address.
Title 13 materials must be delivered to the LUCA liaison. ***Please print.***

Liaison Name: Susan Q. Doe
Department, Organization, or Agency name: Water Department
Physical/Mailing address: Number and street name: 106 Elm St
City: Anytown State: TX ZIP Code: 76000
Telephone: Area code 888 Number 555-0001 Extension
Email address: S.Q.Doe@anytowntx.gov

Name of the Person Completing This Form ***(Please print)***

Name: Susan Q. Doe
Telephone: Area code 888 Number 555-0001 Extension
Email address: S.Q.Doe@anytowntx.gov
Date: 8/10/2017

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.



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Agenda

- Introduction (*slides 4-31*).
- Review and update strategies (*slides 32-36*).
- Setup and materials introduction (*slides 37-53*).
- Acceptable updates and examples (*slides 54-83*).
- Submission (*slides 84-101*).
- Support and assistance (*slide 102*).
- Connect with us (*slide 103*).

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 and 2020 LUCA.
- U.S. Census Bureau terminology.
- Title 13 – confidentiality and security.
- What is GUPS?
- Why use GUPS for 2020 LUCA?
- GUPS demonstration video.
- GUPS Help menu and embedded videos.

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.

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.

2020 LUCA schedule

Timeframe	Activity
January 2017 ✓	Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.
March 2017 ✓	2020 LUCA promotional presentations began.
July 2017 ✓	2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.
October 2017 ✓	2020 LUCA training workshops began.
December 15, 2017 ✓	**2020 LUCA registration deadline.**
February - April 2018	Participants receive their 2020 LUCA materials.
March - September 2018	Census Bureau processes 2020 LUCA submissions.
April 2018 - May 2019	Census Bureau validates 2020 LUCA addresses.
Summer 2019	Census Bureau delivers 2020 LUCA feedback.
April 1, 2020	**CENSUS DAY.**

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.
  - Federal and state prisons.
  - Local jails and other municipal confinement facilities.
  - Correctional residential facilities.
- Juvenile facilities.
  - Group homes for juveniles (non-correctional).
  - Residential treatment centers for juveniles (non-correctional).
  - Correctional facilities intended for juveniles.
- Group homes.
  - Halfway houses and homes for people with special needs.
- Nursing homes.
  - 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).
  - 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:
  - Location Description with map spot.
  - Rural route and box number.
  - Highway contract route and box number.

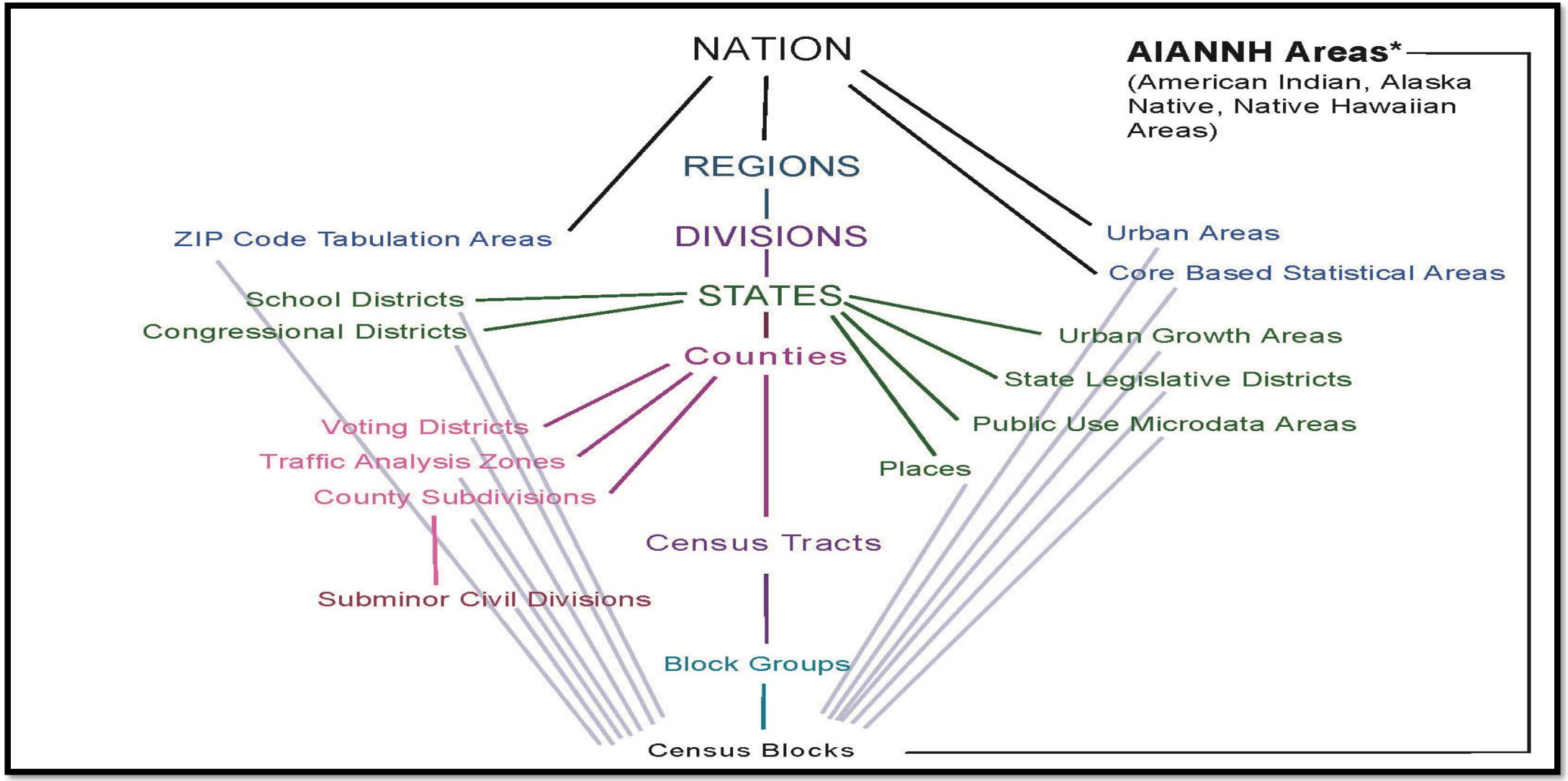
LUCA liaison

- 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)*.

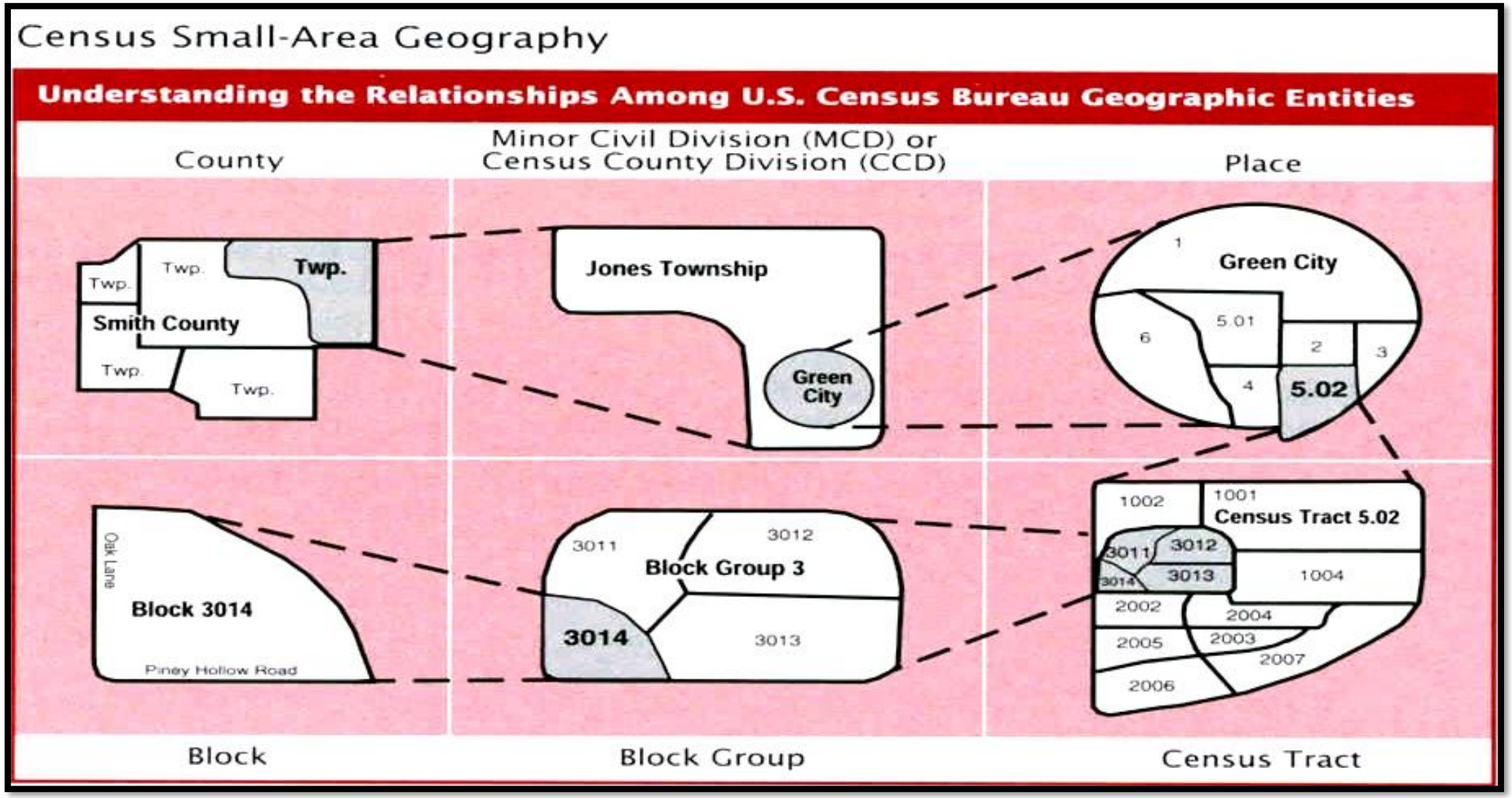
LUCA reviewer

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

Census Geography hierarchy diagram



Census Geography hierarchy graphic



GEOID

- State = 42
  - County = 101
    - Census Tract = 000101
      - Census Block = 1001
- GEOID = 421010001011001

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:
  - Ensure confidential treatment of census-related information, including individual addresses and map structure points.
  - 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).*

Title 13 U.S.C. – confidentiality and security (cont'd)

- 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.

What is GUPS?

- Customized geographic information system (GIS) provided by Census Bureau.
- Based on open-source platform known as QGIS.
- Replaces previous software known as MTPS (MAF/TIGER Partnership Software).
- Used for other geography programs (e.g., Boundary and Annexation Survey-BAS).

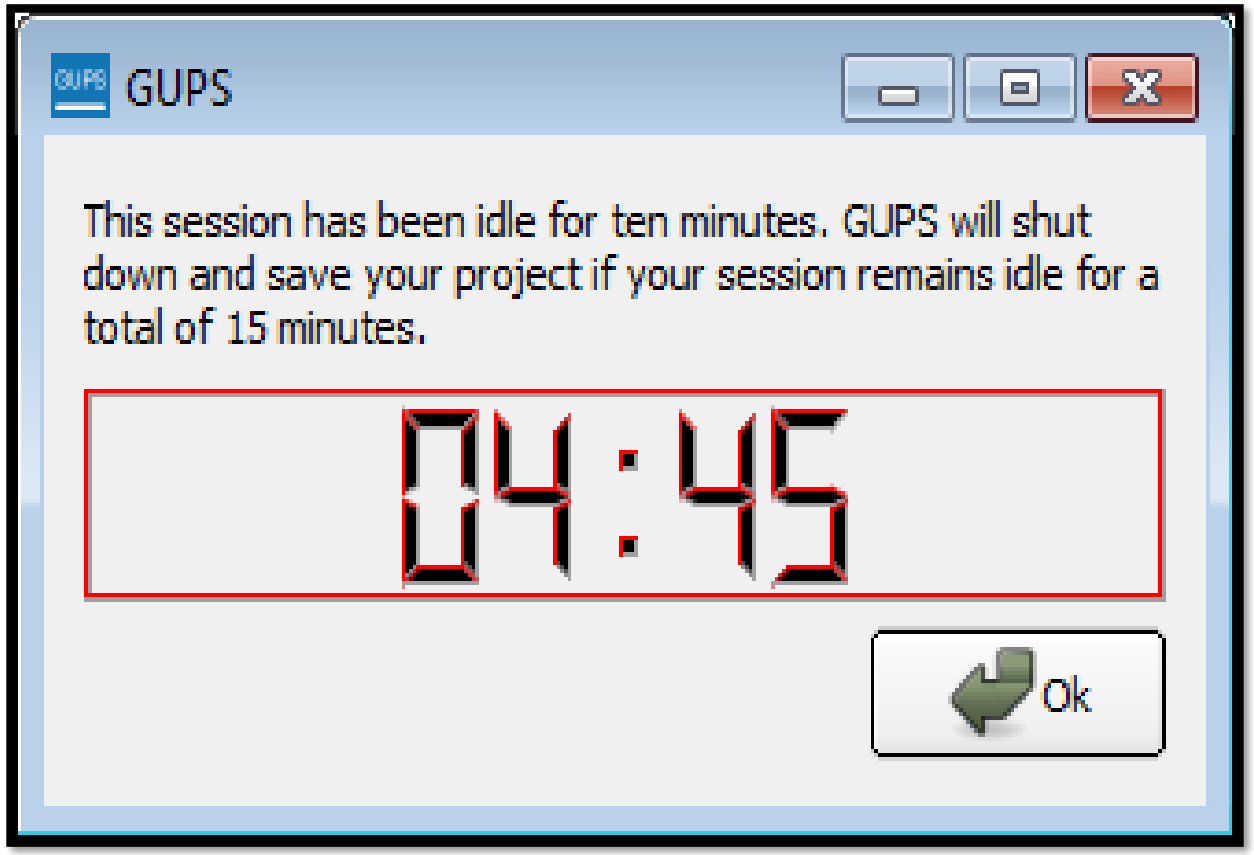
Why use GUPS for 2020 LUCA?

- Tailored to meet needs of those without extensive GIS experience.
- Specifically designed and developed by the Census Bureau for 2020 LUCA use.
- Reduces the complexity of LUCA with specific tools, including review and validation tools.
- Built-in security considerations.
- Standardizes submission process.
- However, NOT recommended for entities with more than 300,000 residential addresses.

Security considerations

- Title 13 data is automatically encrypted within GUPS.
  - Need the password sent separately by the Census Bureau to the LUCA liaison to access the Title 13 data.
- Updated Census Address List files are automatically encrypted by GUPS when exporting for submission.

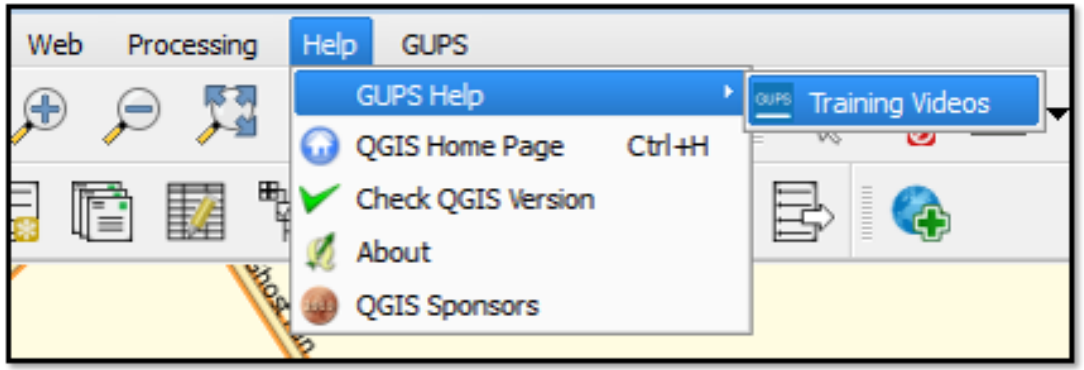
Security considerations (cont'd): Automatic time-out

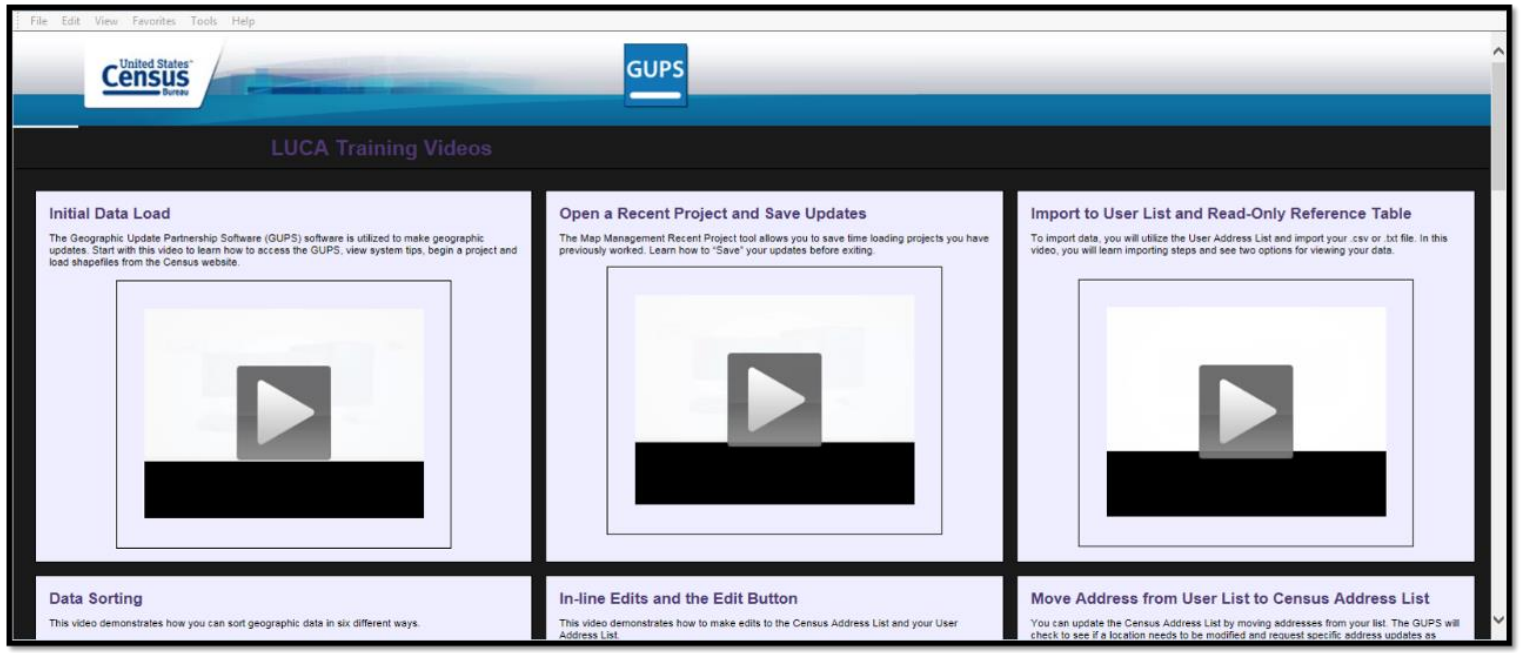


GUPS demonstration video

- <https://census.webex.com/census/lsr.php?RCID=805ef5d40bb6617ce189d6d10a18ab25>

GUPS Help menu and embedded videos





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?
  - 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 multi-unit housing.
- Areas along governmental boundaries and/or newly annexed land.
- 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 conversion areas.
- 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.
- Organize LUCA materials based on priority areas.
- Organized approach for review yields a successful LUCA submission.

In this section (Setup and materials introduction)

- Setup.
  - Delivery of materials on DVD.
  - GUPS installation.
- Materials introduction.
  - Census Address List – Title 13.
  - Address Count List.
  - User Address List.

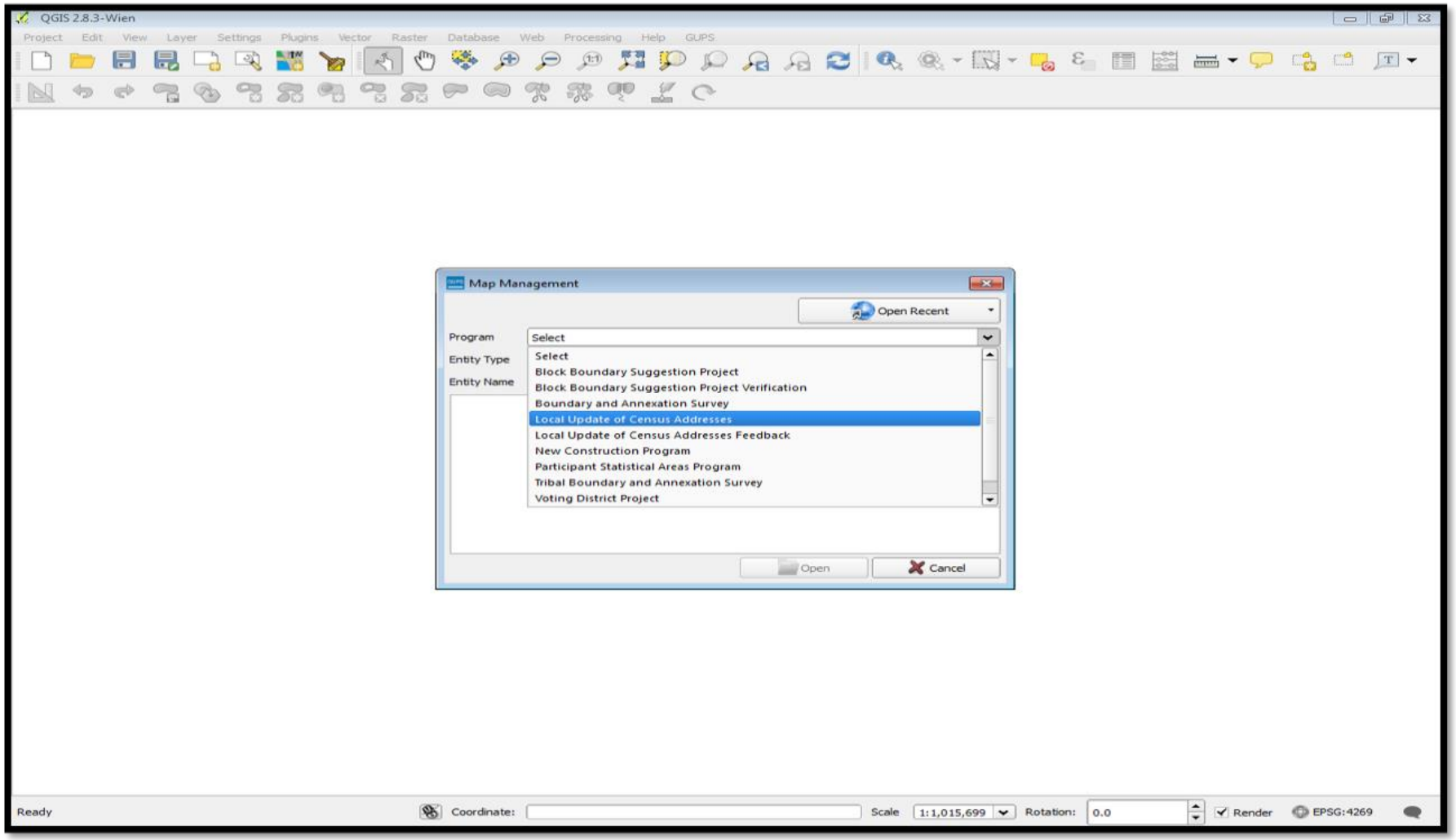
Delivery of materials

- Three DVDs:
  - GUPS installation software.
  - Title 13 data.
  - Non-Title 13 data.
    - Root directory.
      - Respondent Guide(s) – digital and GUPS.
      - Header text file.
      - Inventory form.
      - Readmefirst6.txt file.

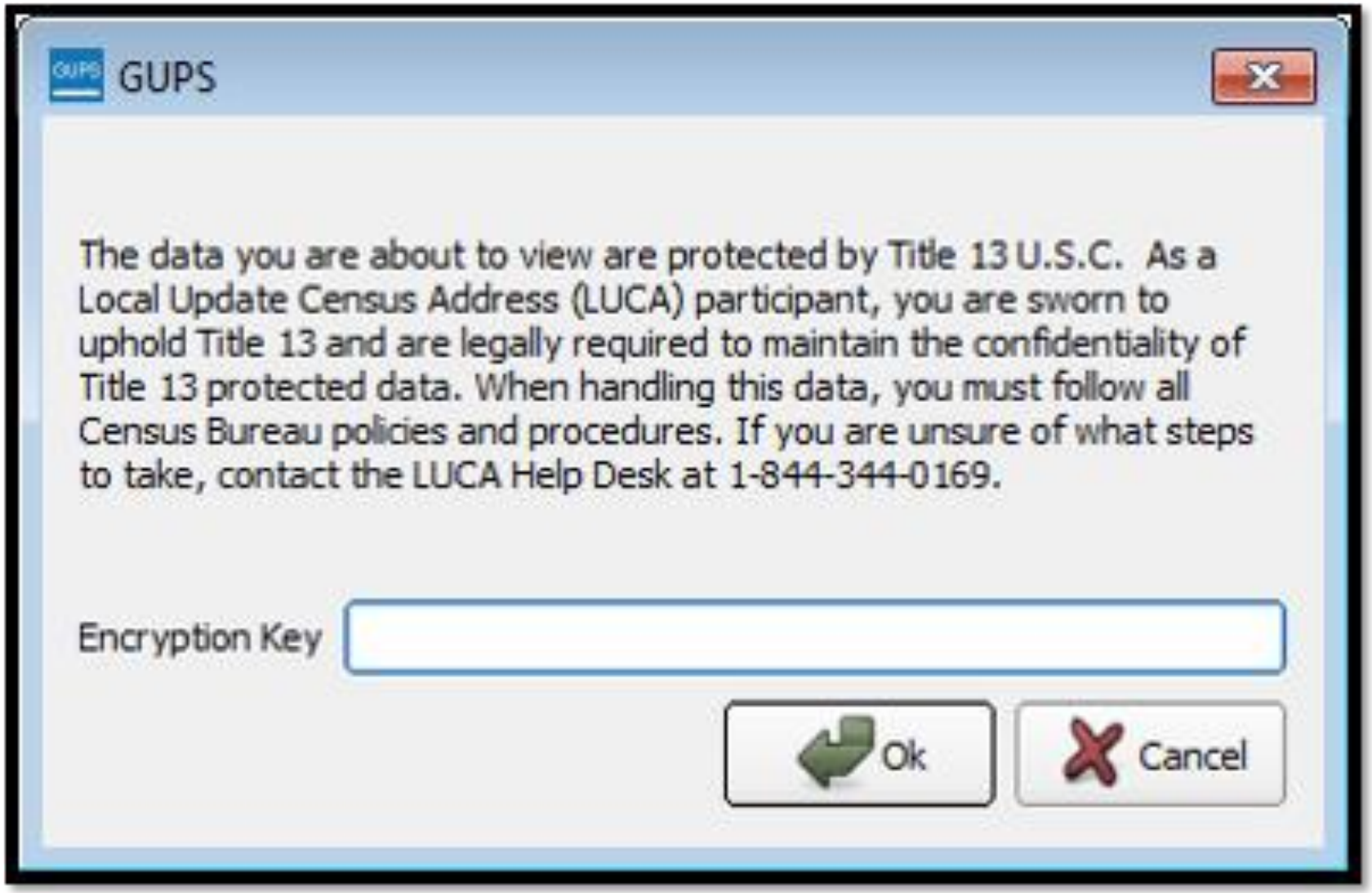
GUPS installation

- Load installation DVD.
  - Self installs GUPS without data.
- Double click GUPS icon created on desktop.
  - Map Management initial load screen appears.
  - Choose “Local Update of Census Addresses”.
  - Insert Title 13 DVD.
- GUPS Encryption Key window appears.
  - Enter password supplied prior to receipt of materials to decrypt the Title 13 data.
- GUPS prompts for insertion of non-Title 13 DVD.
- Choose county to review in Map Management window.
- Examples.
  - Initial screen with data.
  - Toolbars.

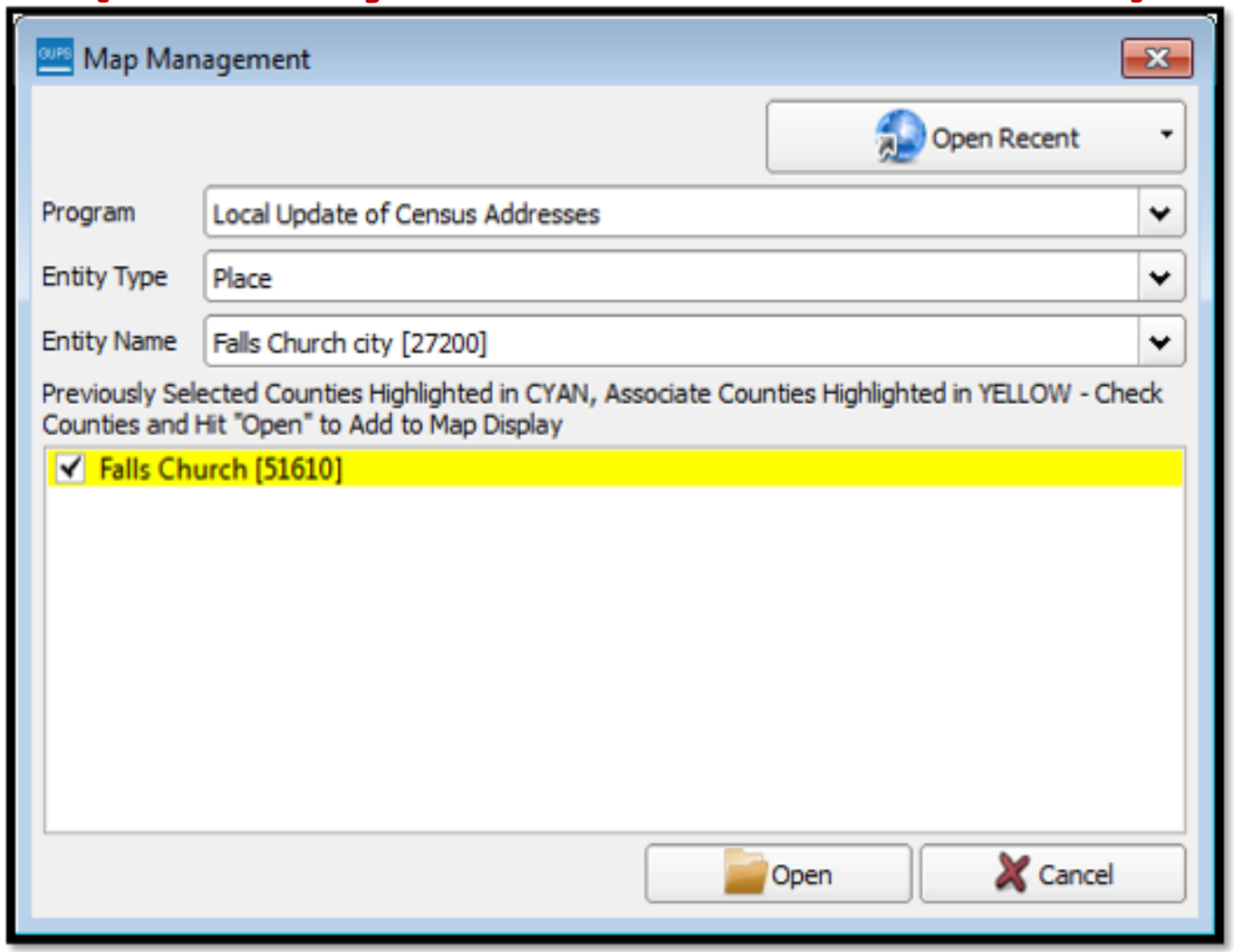
GUPS installation: Map Management (Initial load screen)



GUPS installation: Encryption Key window

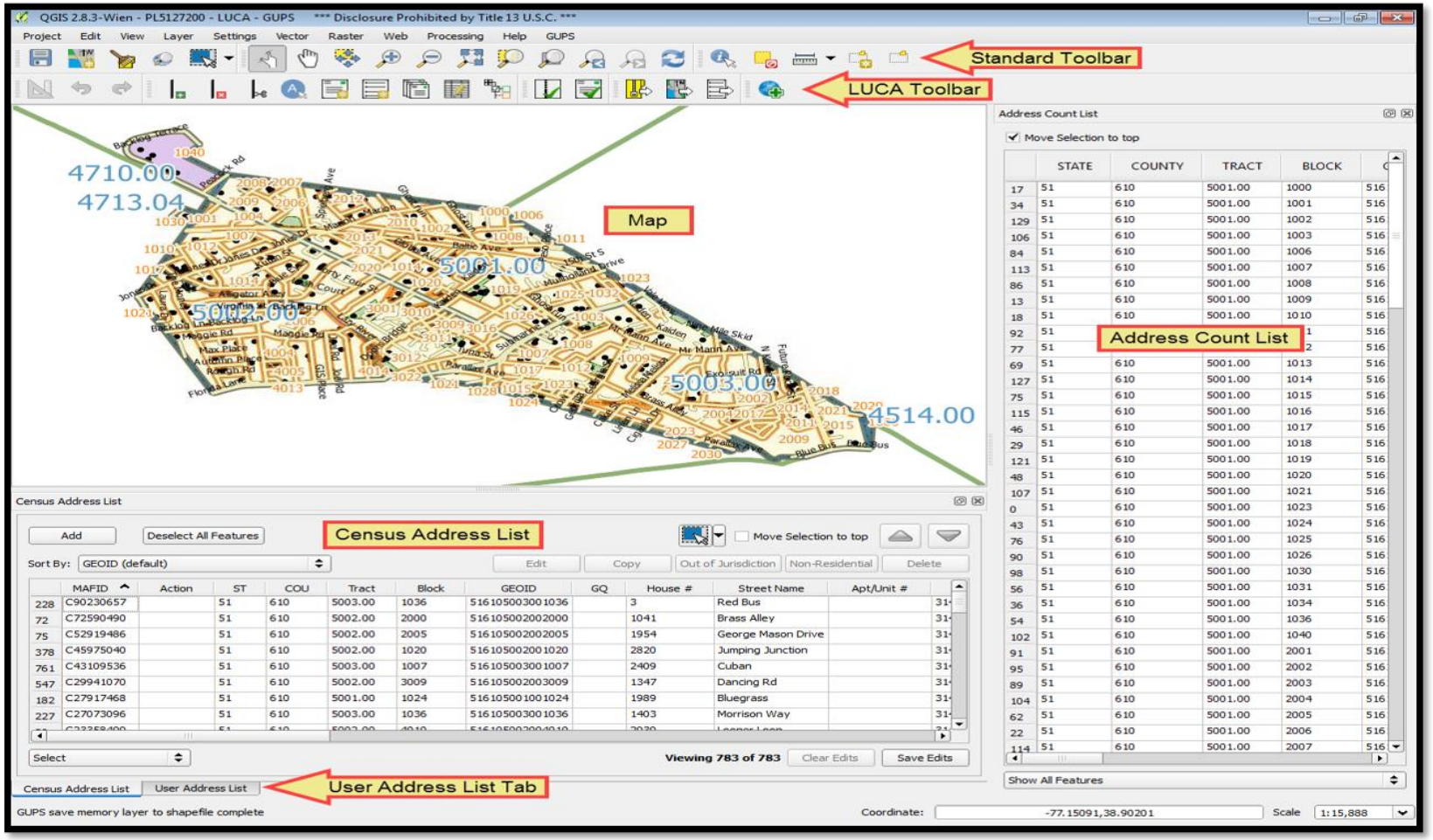


GUPS installation: Map Management (County selection window)



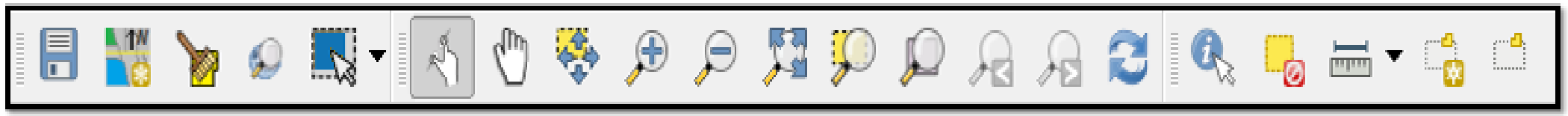
GUPS installation: example (Initial screen with data)

****No Title 13 Data Displayed****



GUPS installation: example (Toolbars)

Standard toolbar



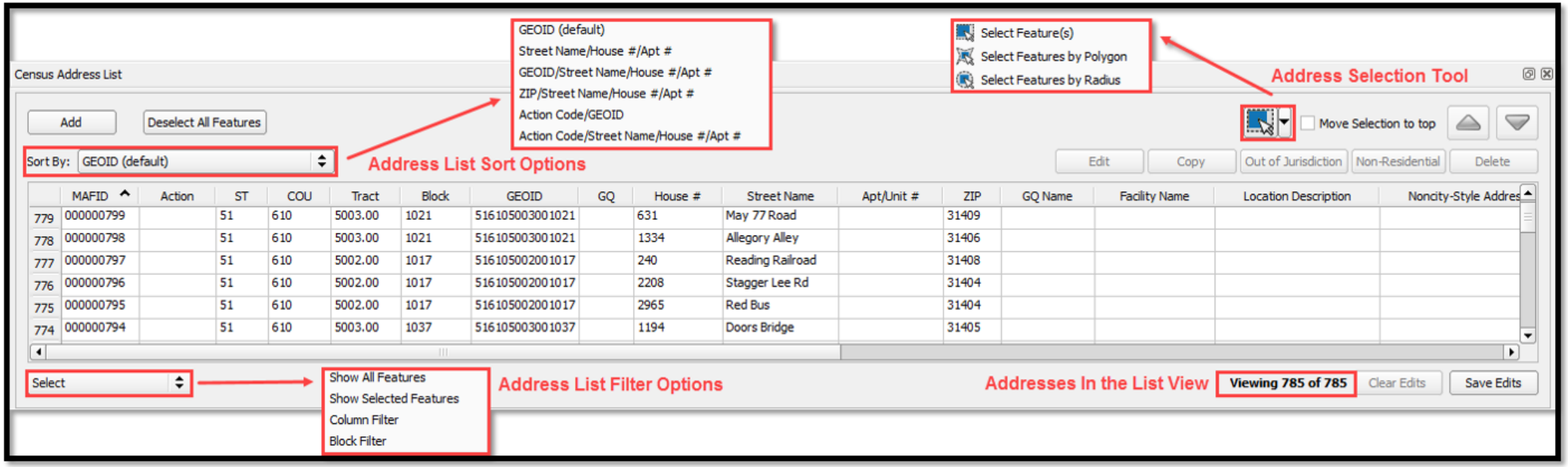
LUCA toolbar

Census Address List – Title 13

- Census residential addresses.
  - City style and non-city style.
- Contain census geographic codes.
  - State, county, census tract, and census block.
- Comma Delimited Text (.csv) format.
- 24 fields: Maximum 649 characters per address record.
- Review and updates occur here.

Census Address List – example

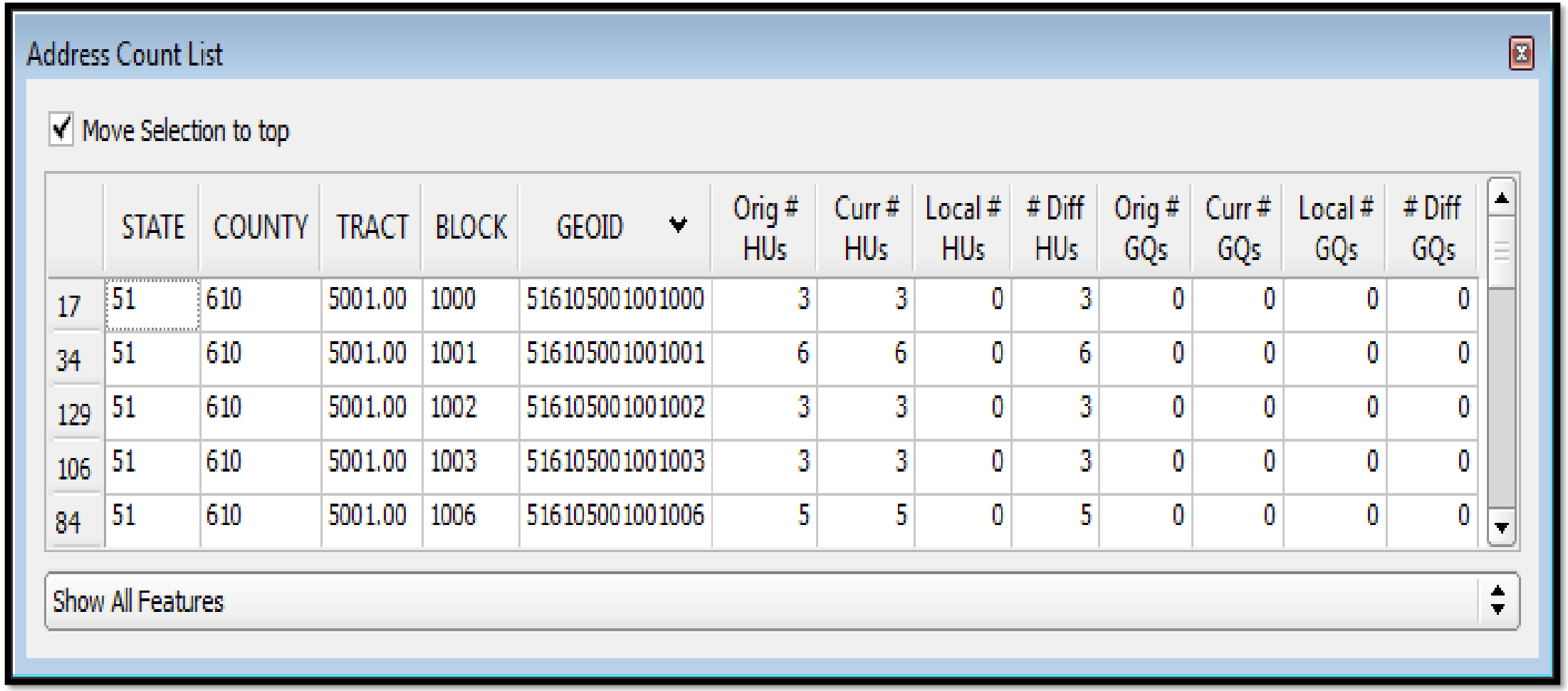
No Title 13 Data Displayed



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.
- 13 fields: Maximum 140 characters per address record.
- "Unable to Geocode" tally for state and county participants.

Address Count List – example


Address Count List

Move Selection to top

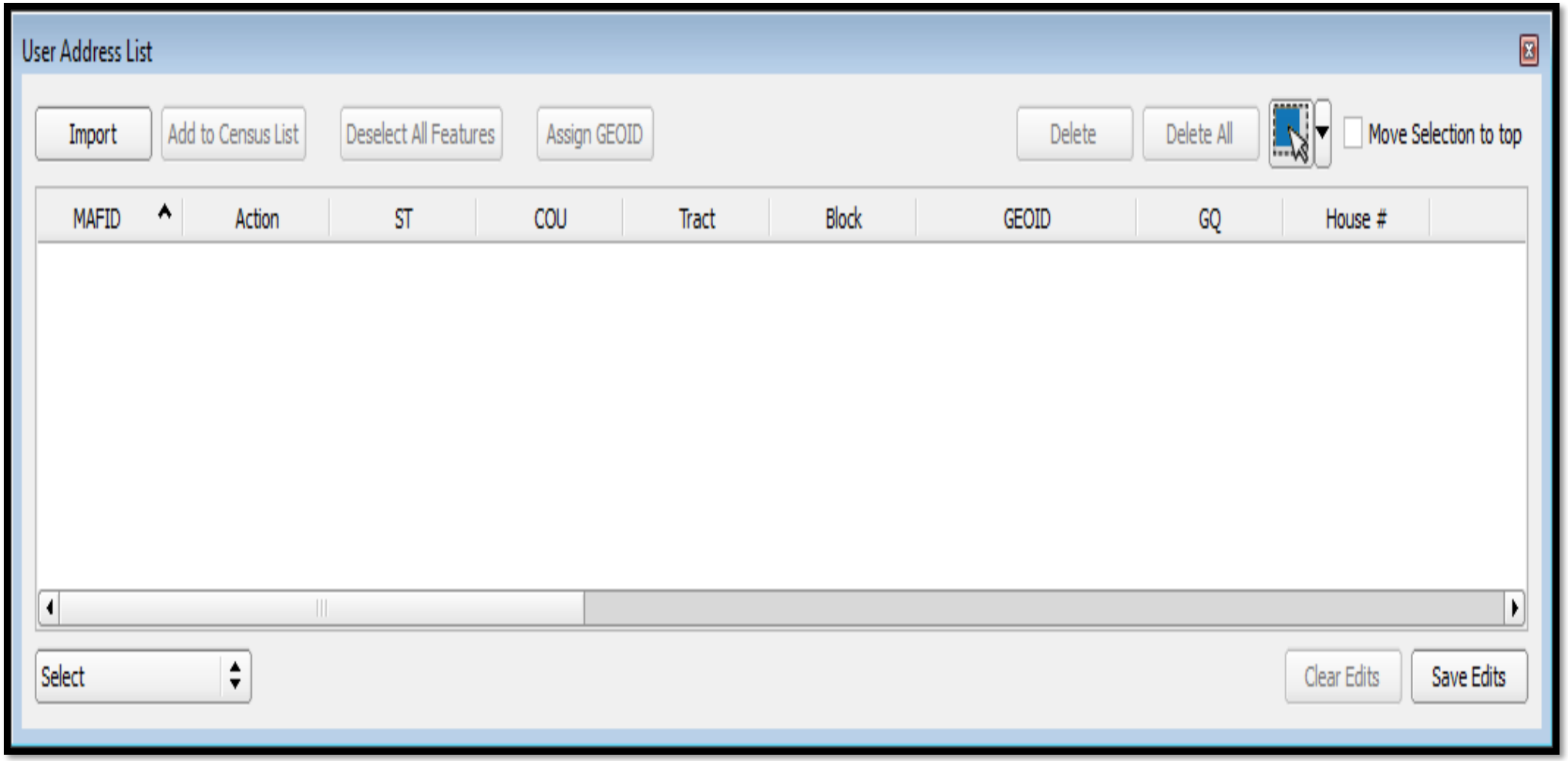
	STATE	COUNTY	TRACT	BLOCK	GEOID	Orig # HUs	Curr # HUs	Local # HUs	# Diff HUs	Orig # GQs	Curr # GQs	Local # GQs	# Diff GQs
17	51	610	5001.00	1000	516105001001000	3	3	0	3	0	0	0	0
34	51	610	5001.00	1001	516105001001001	6	6	0	6	0	0	0	0
129	51	610	5001.00	1002	516105001001002	3	3	0	3	0	0	0	0
106	51	610	5001.00	1003	516105001001003	3	3	0	3	0	0	0	0
84	51	610	5001.00	1006	516105001001006	5	5	0	5	0	0	0	0

Show All Features

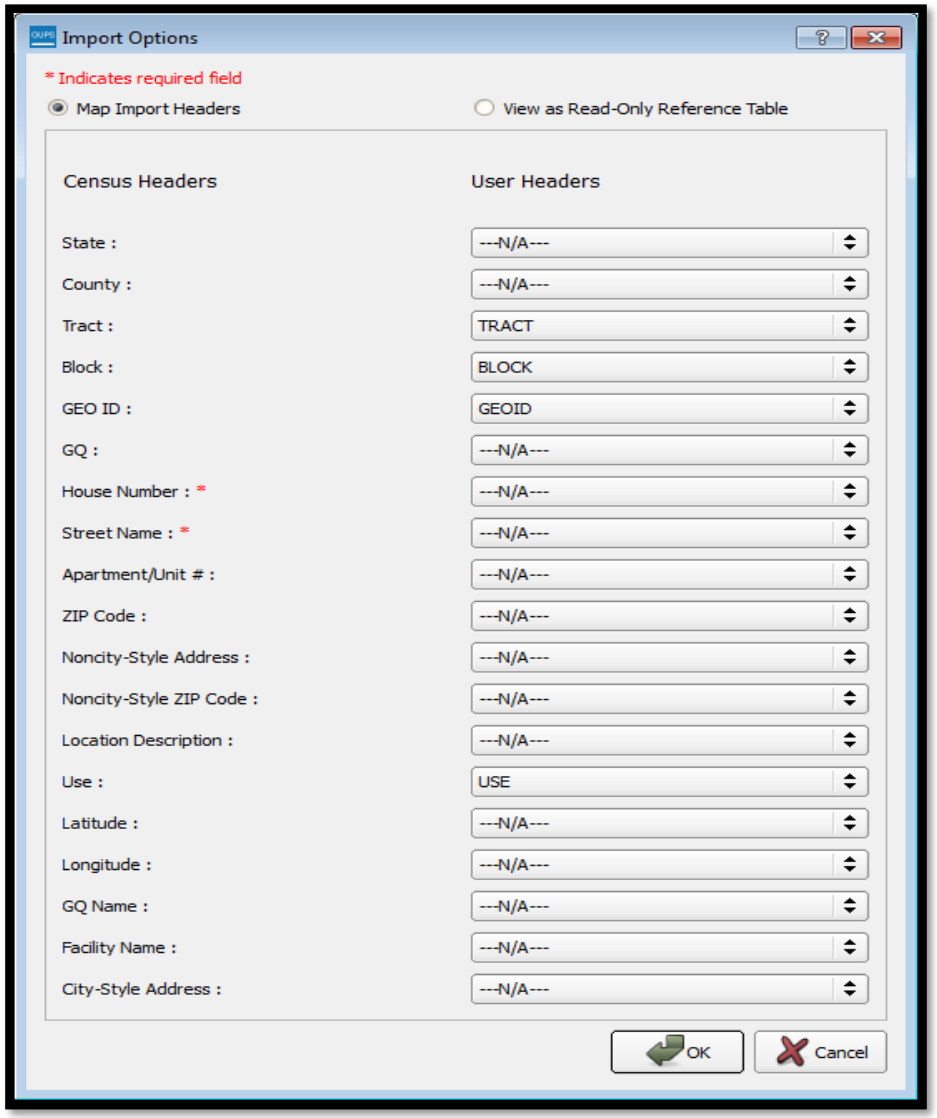
User Address List

- Empty upon initial setup.
- Layout similar to the Census Address List.
- Allows participants to import, view, and manipulate own address data.
- Populate and enable functionalities once imported.
- User addresses with latitude and longitude coordinates display as hollow blue triangle within GUPS.

User Address List: pre-upload

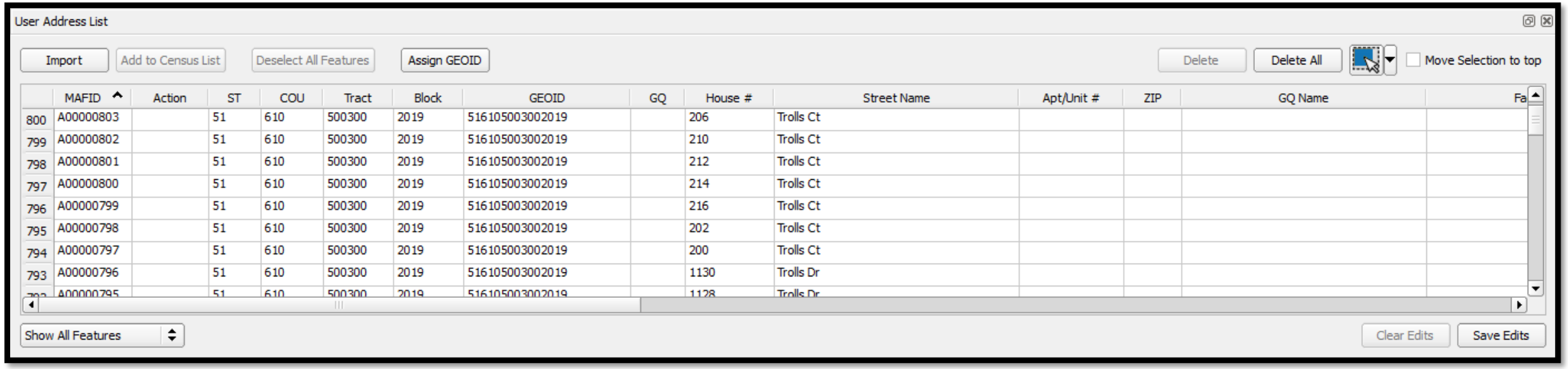


User Address List: Import Options window



User Address List: post upload

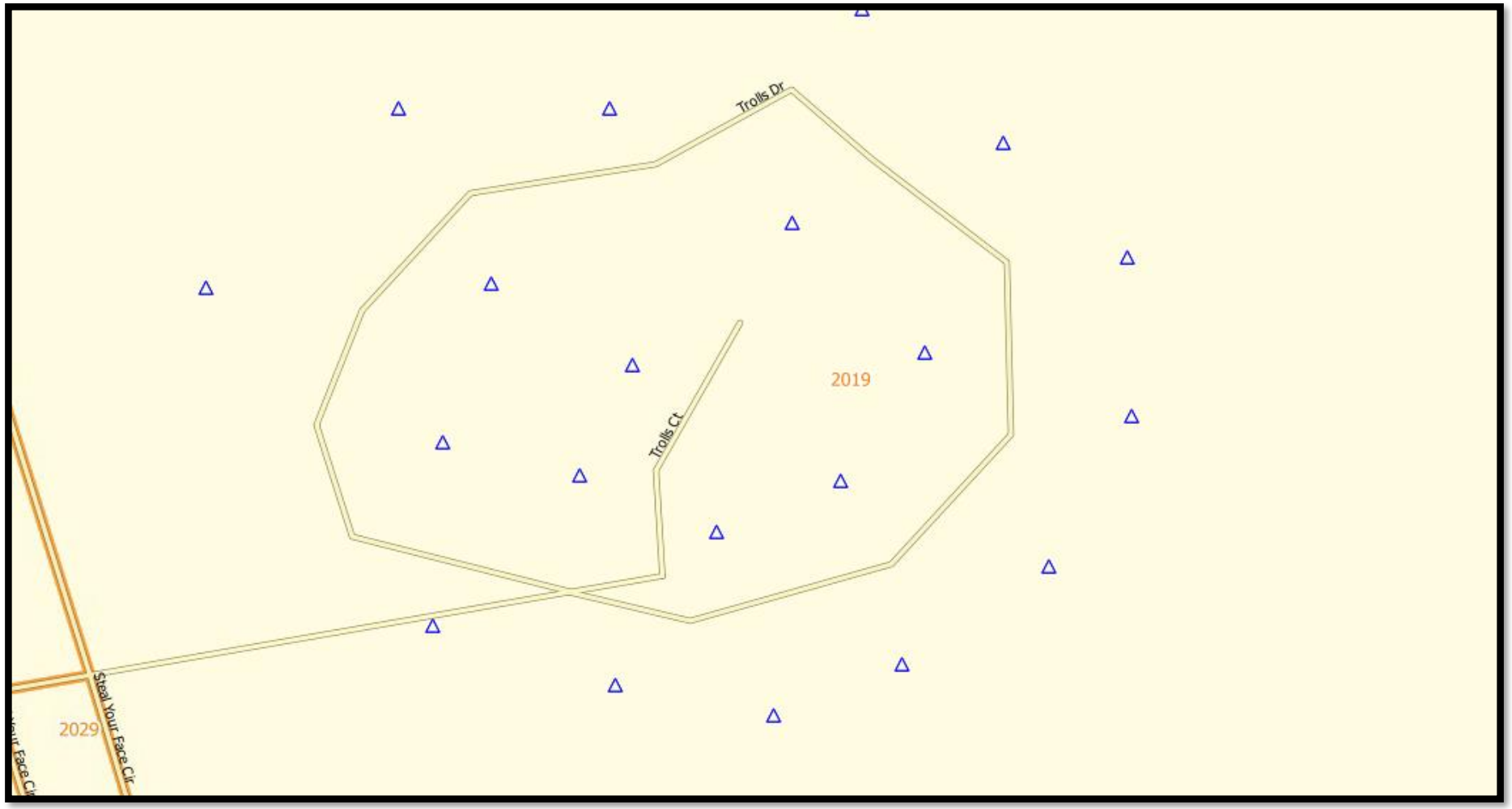
No Title 13 Data Displayed



	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name	Fa
800	A00000803		51	610	500300	2019	516105003002019		206	Trolls Ct				
799	A00000802		51	610	500300	2019	516105003002019		210	Trolls Ct				
798	A00000801		51	610	500300	2019	516105003002019		212	Trolls Ct				
797	A00000800		51	610	500300	2019	516105003002019		214	Trolls Ct				
796	A00000799		51	610	500300	2019	516105003002019		216	Trolls Ct				
795	A00000798		51	610	500300	2019	516105003002019		202	Trolls Ct				
794	A00000797		51	610	500300	2019	516105003002019		200	Trolls Ct				
793	A00000796		51	610	500300	2019	516105003002019		1130	Trolls Dr				
	A00000795		51	610	500300	2019	516105003002019		1128	Trolls Dr				

Map: local coordinates as hollow blue triangles

****No Title 13 Data Displayed****



In this section (Acceptable updates and examples)

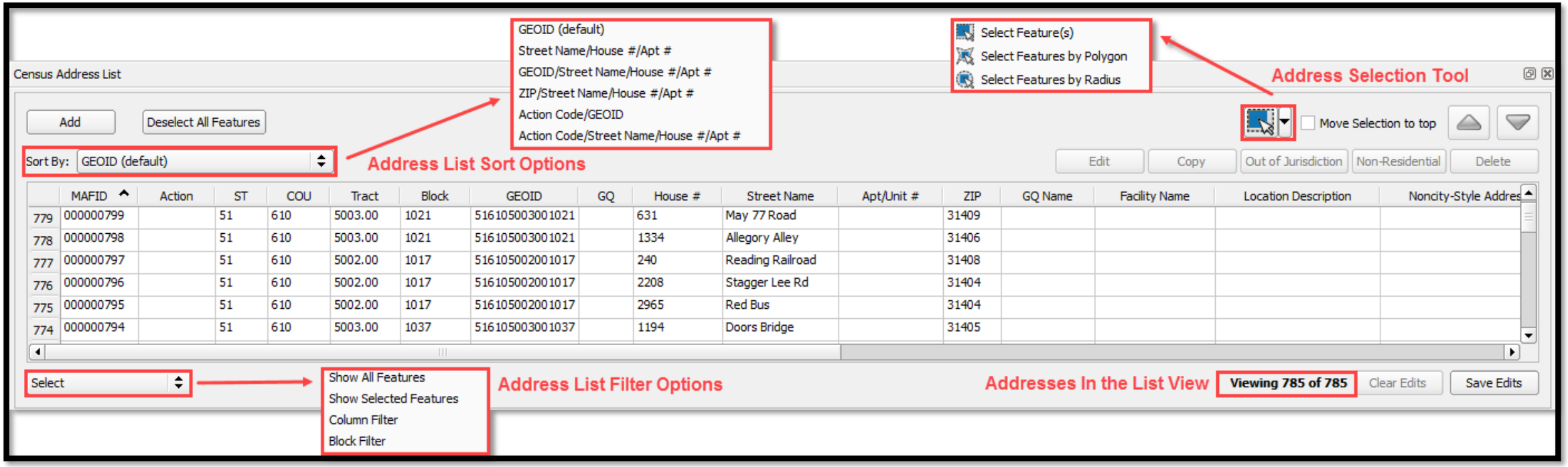
- Reviewing records in GUPS.
  - Sort By – Filter By – Selection Tool.
- Editing records in GUPS.
  - LUCA action codes and change type codes.
  - GUPS actions and editing buttons.
    - Existing records.
    - New/missing records.
    - Linear features.
- Validating records in GUPS.

Reviewing records in GUPS

- Simpler to review in smaller pieces.
- Filters remove extraneous information visually from Address List.
- “Sort-By:” organizes list of addresses for ease of viewing.
- Selection Tool isolates addresses after selection of map spots or geography.
- GUPS executes faster with less addresses in the Address List view.
- Used in conjunction with Address Count List, brings focused approach to LUCA review.

Reviewing records in GUPS:
Sort By – Filter By – Selection Tool

****No Title 13 Data Displayed****



Editing records in GUPS

- LUCA action codes and change type codes.
- GUPS editing actions and buttons.
  - Existing records.
  - New/missing records.
  - Linear features.

LUCA action codes and change type codes

Census 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.

GUPS Map change type codes (CHNG_TYPE):

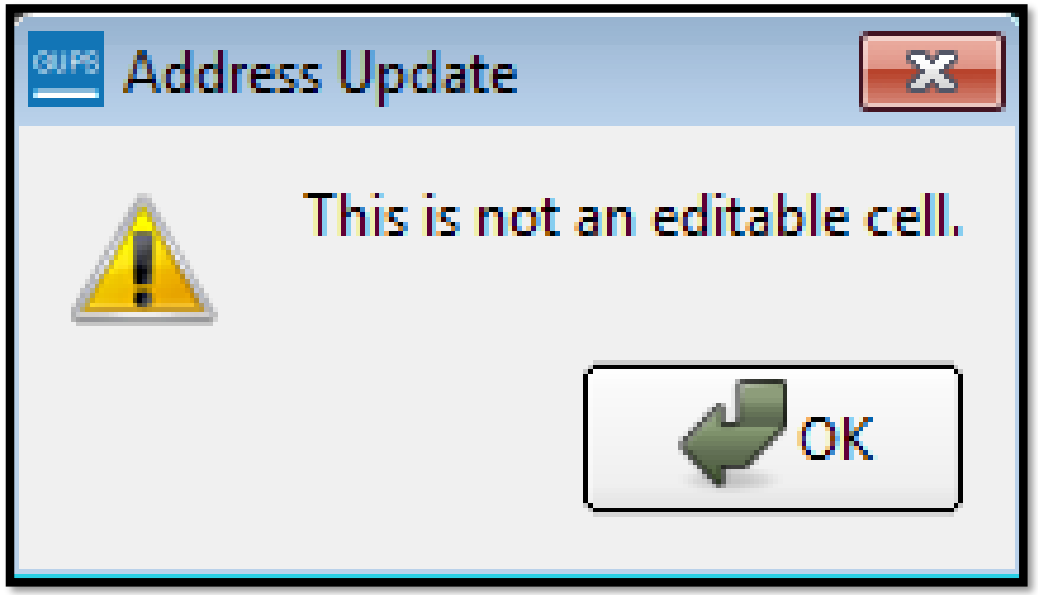
- AL – Add Line.
- DL – Delete Line.
- CA – Change Attribute.

GUPS editing actions and buttons: Existing records

- In-line editing.
- Batch editing.
- Editing existing addresses (Edit button).
- Editing existing addresses (Delete button).
- Editing existing addresses (Out of Jurisdiction button).
- Editing existing addresses (Non-Residential button).

In-line editing

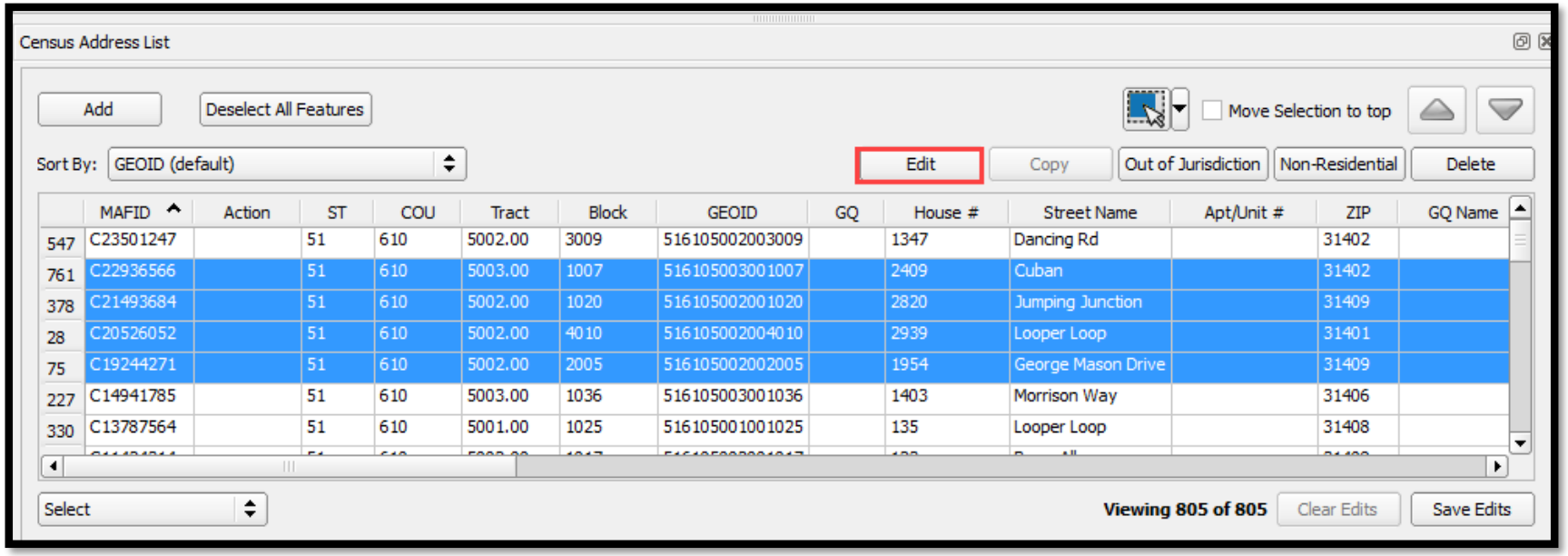
- Double click field within an address record.
- Enter correct information.
- New data is **bold** to show correction/change.
- “Clear Edits” button restores to previous, pre-edit values.
- “Save Edits” button removes **bold**.
- Not all fields can be edited.



Batch editing

****No Title 13 Data Displayed****

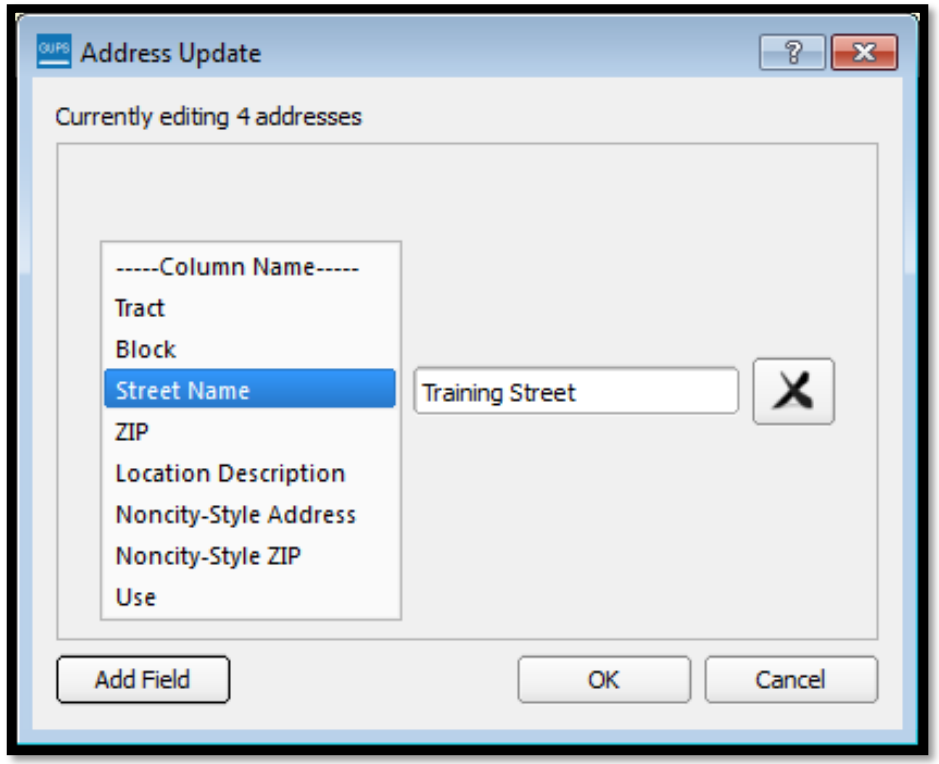
- Allows editing of multiple addresses at once.
- Selected addresses must have the same or no action code.
- Group Quarters (GQs) cannot be batched.
- Select **Edit** button.

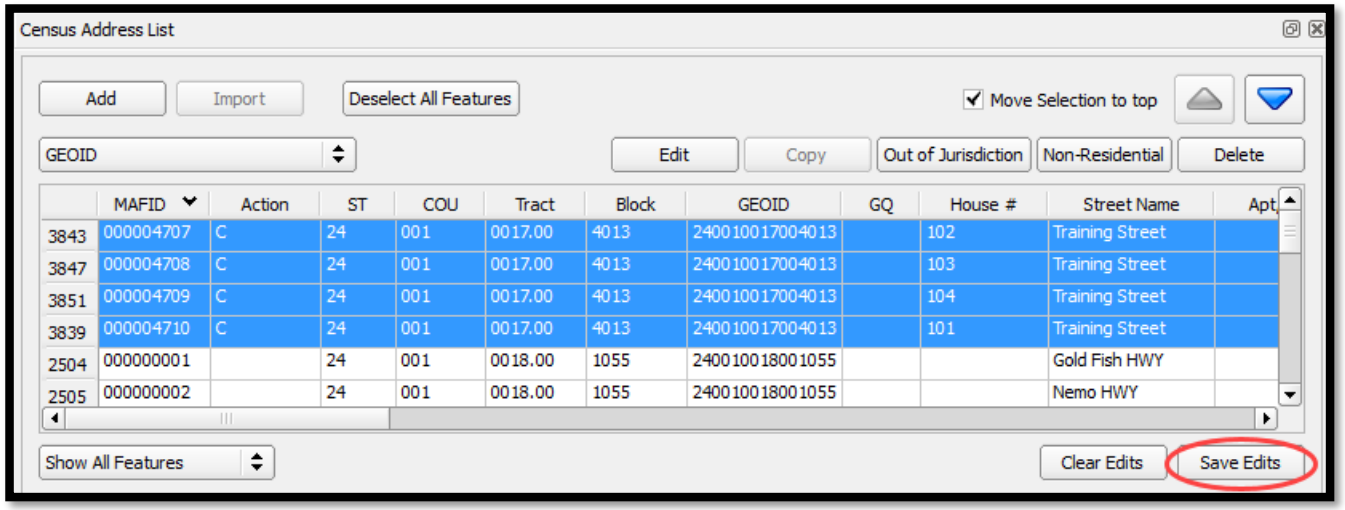


	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name
547	C23501247		51	610	5002.00	3009	516105002003009		1347	Dancing Rd		31402	
761	C22936566		51	610	5003.00	1007	516105003001007		2409	Cuban		31402	
378	C21493684		51	610	5002.00	1020	516105002001020		2820	Jumping Junction		31409	
28	C20526052		51	610	5002.00	4010	516105002004010		2939	Looper Loop		31401	
75	C19244271		51	610	5002.00	2005	516105002002005		1954	George Mason Drive		31409	
227	C14941785		51	610	5003.00	1036	516105003001036		1403	Morrison Way		31406	
330	C13787564		51	610	5001.00	1025	516105001001025		135	Looper Loop		31408	

Batch editing (cont'd)

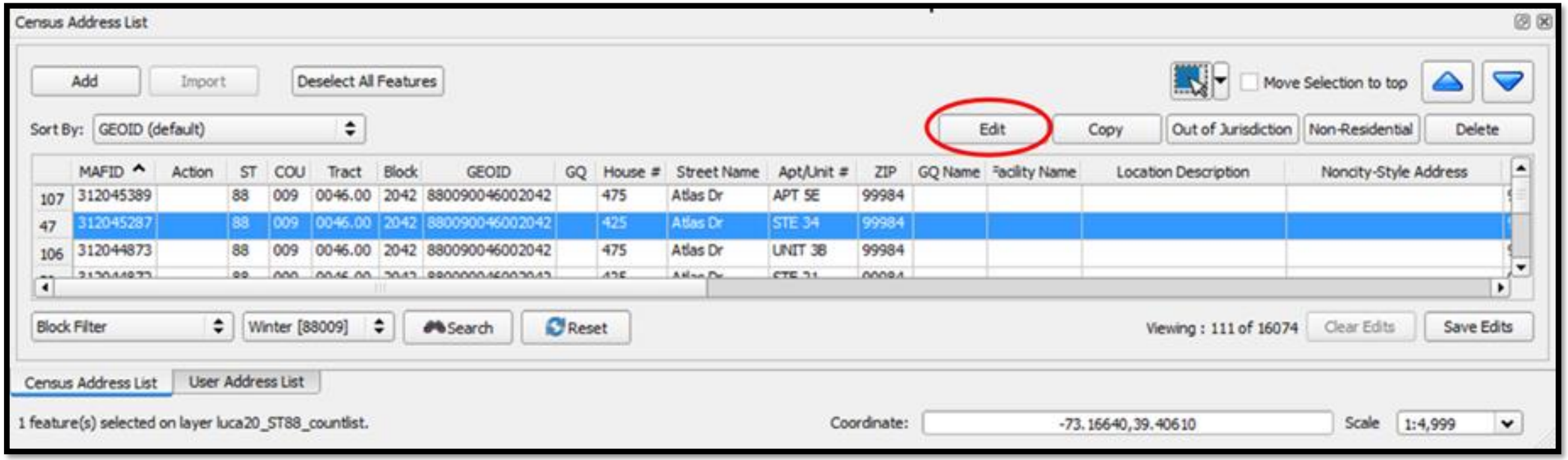
No Title 13 Data Displayed





Editing existing addresses – Edit button

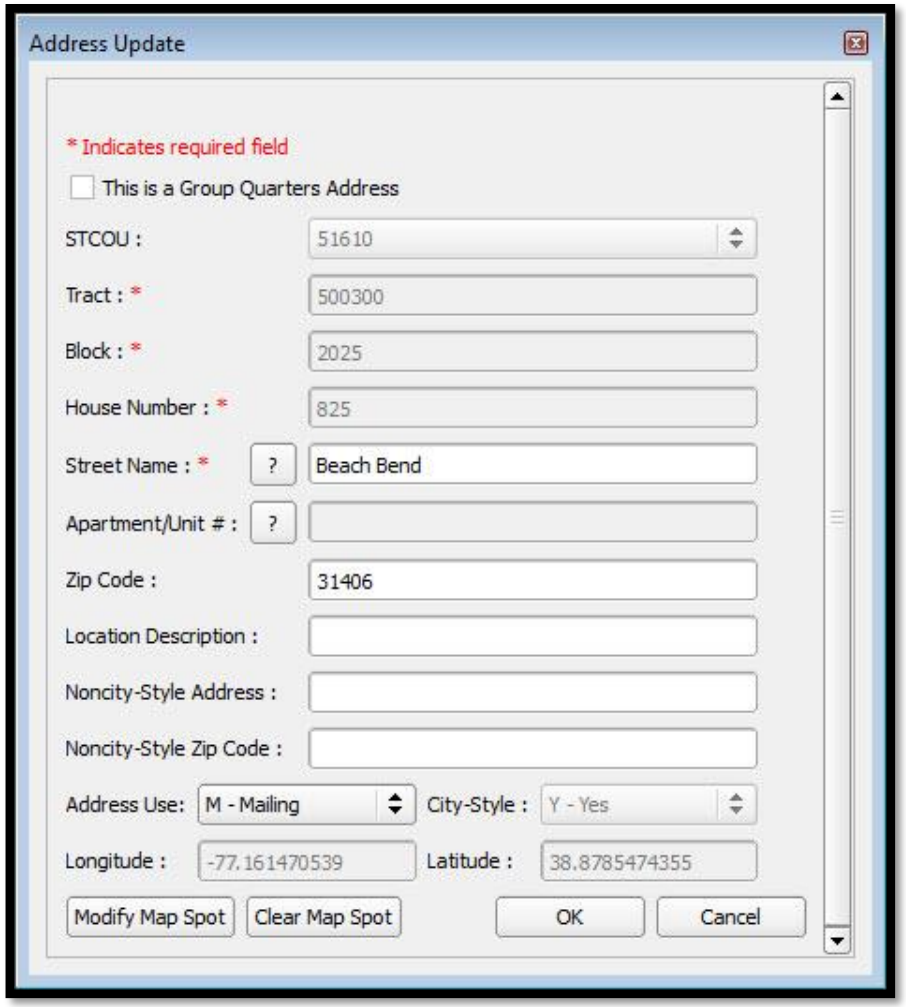
****No Title 13 Data Displayed****



Editing existing addresses – Edit button: Address Update window

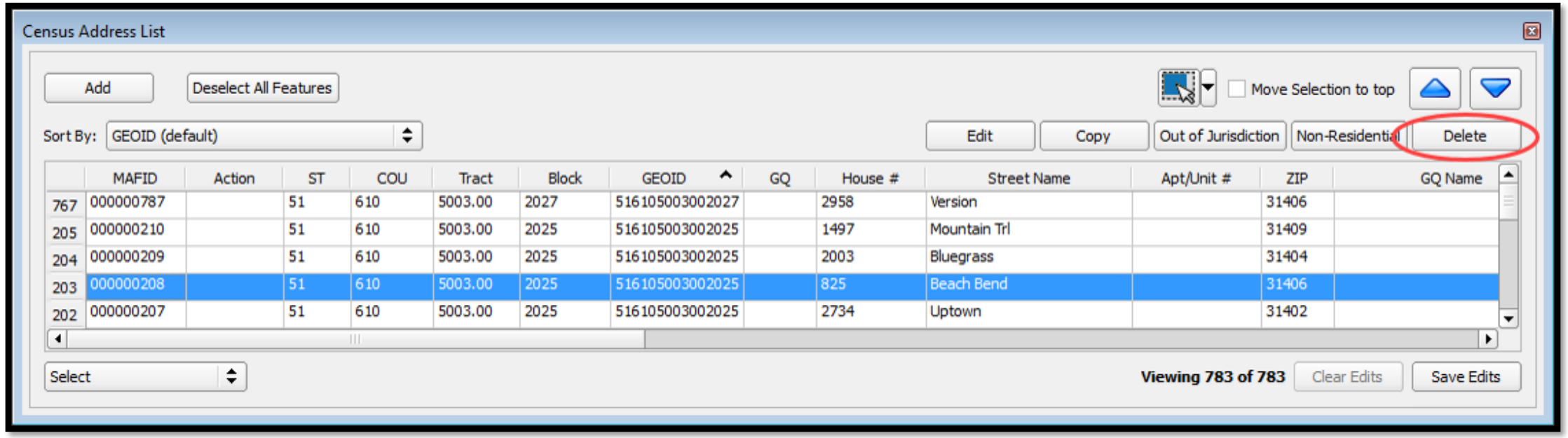
****No Title 13 Data Displayed****

- Shows all editable fields.
- Some data populates with Edit button choice rather than Add button choice.
- Can add map spot or modify existing map spot.
- Validation of content after selecting OK and informs of errors.



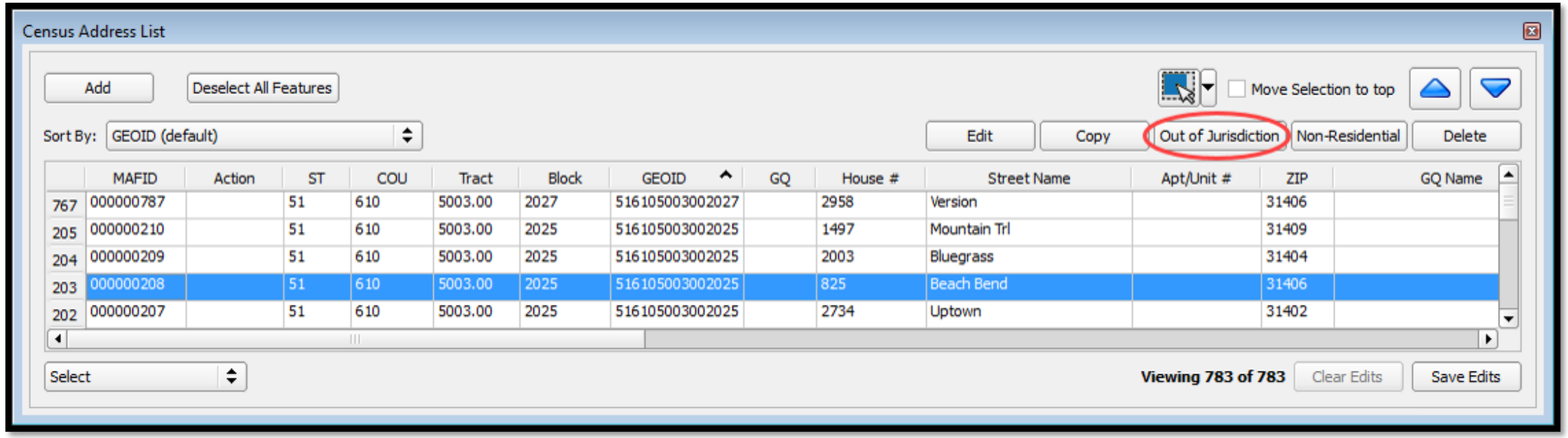
Editing existing addresses – Delete button

****No Title 13 Data Displayed****



Editing existing addresses – Out of Jurisdiction button

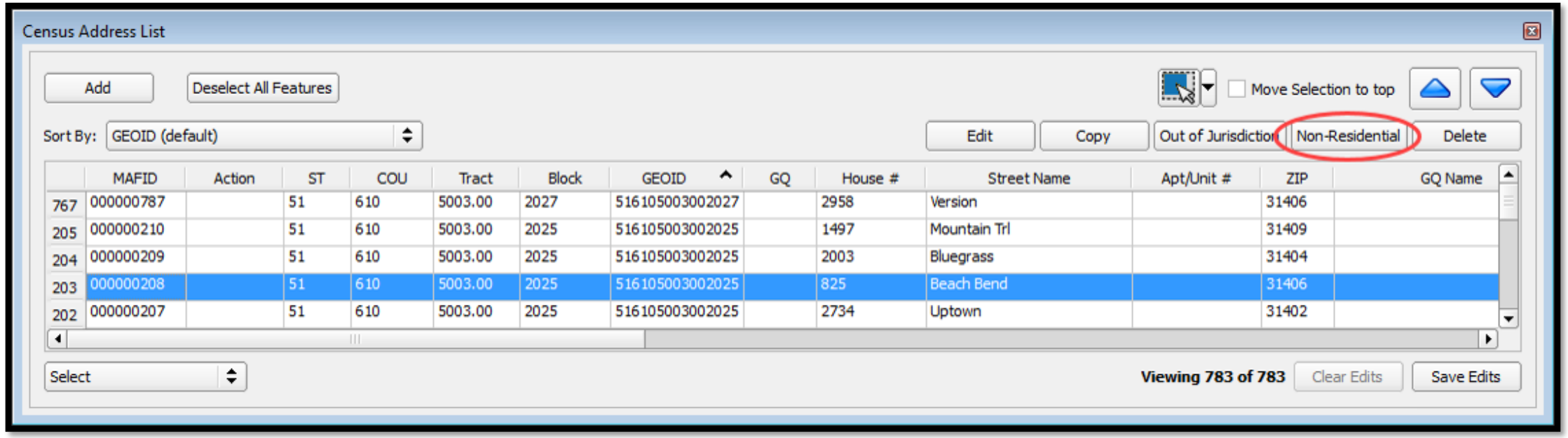
****No Title 13 Data Displayed****



	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name
767	000000787		51	610	5003.00	2027	516105003002027		2958	Version		31406	
205	000000210		51	610	5003.00	2025	516105003002025		1497	Mountain Trl		31409	
204	000000209		51	610	5003.00	2025	516105003002025		2003	Bluegrass		31404	
203	000000208		51	610	5003.00	2025	516105003002025		825	Beach Bend		31406	
202	000000207		51	610	5003.00	2025	516105003002025		2734	Uptown		31402	

Editing existing addresses – Non-Residential button

****No Title 13 Data Displayed****

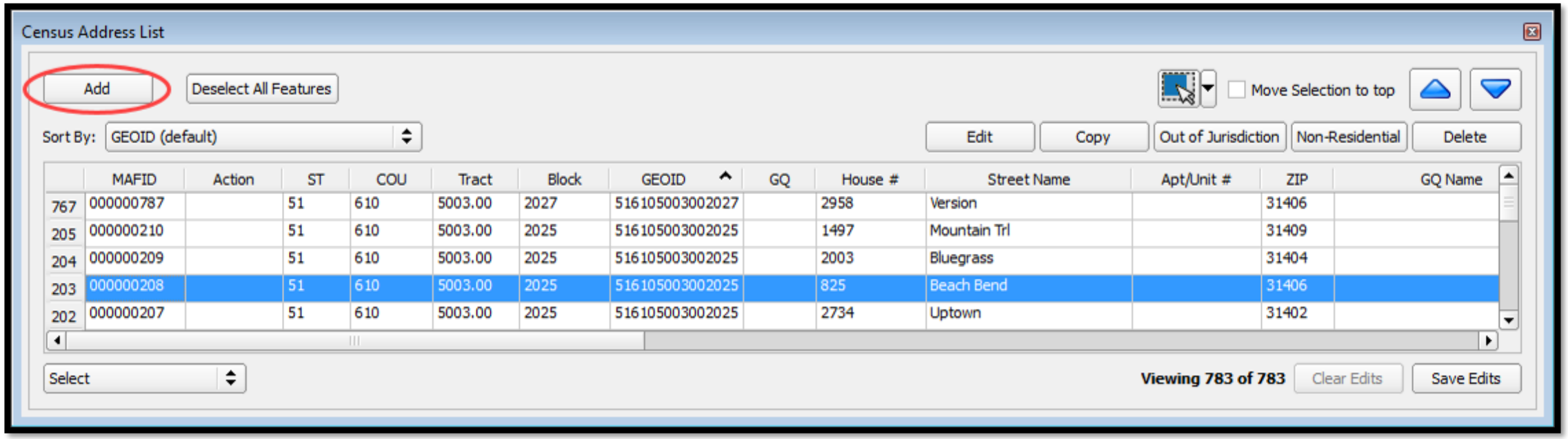


GUPS editing actions and buttons: New/missing records

- Adding addresses manually.
- Adding map spots.
- Adding records from the User Address List.
- Copying records from the Census Address List.

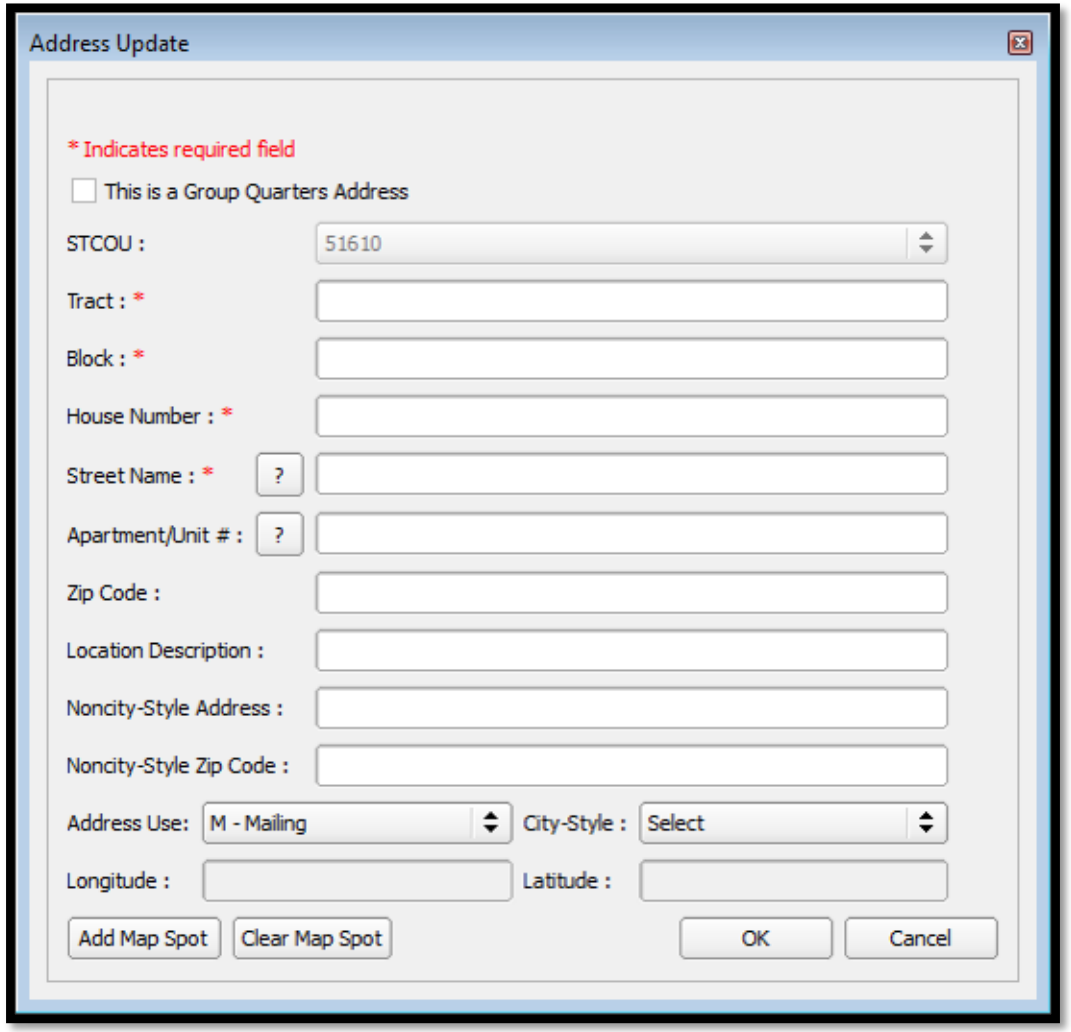
Adding addresses manually – Add button

****No Title 13 Data Displayed****



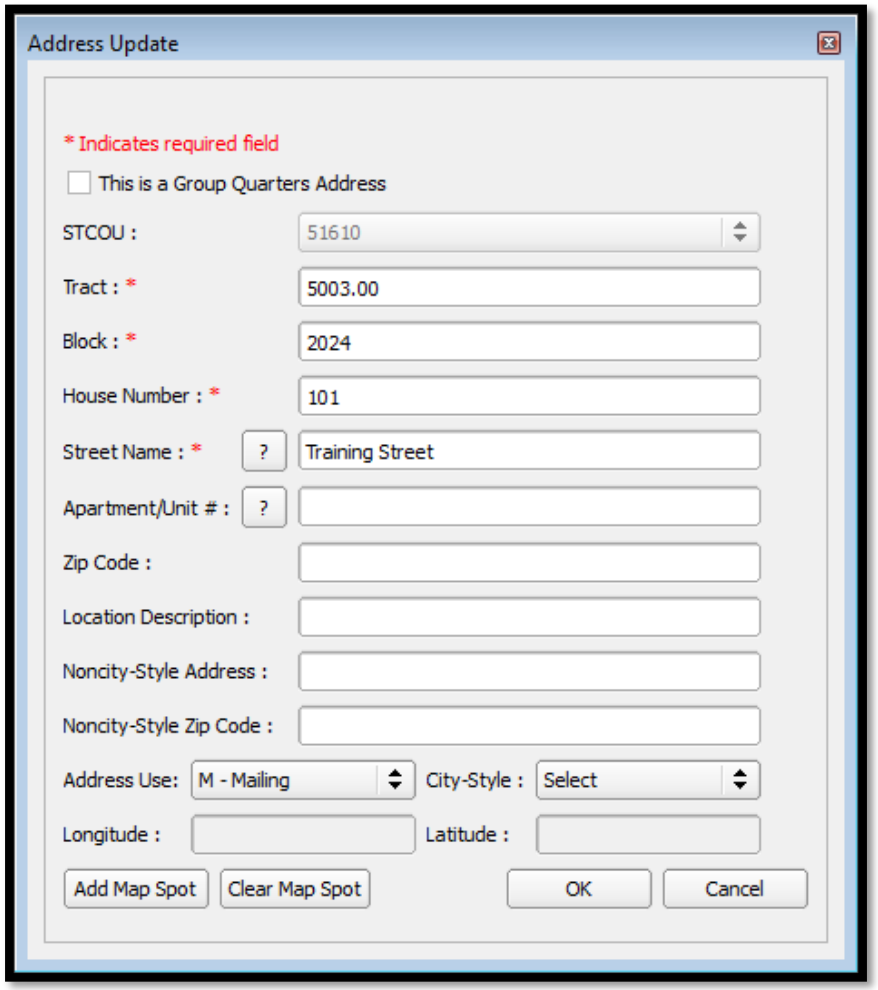
	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name
767	000000787		51	610	5003.00	2027	516105003002027		2958	Version		31406	
205	000000210		51	610	5003.00	2025	516105003002025		1497	Mountain Trl		31409	
204	000000209		51	610	5003.00	2025	516105003002025		2003	Bluegrass		31404	
203	000000208		51	610	5003.00	2025	516105003002025		825	Beach Bend		31406	
202	000000207		51	610	5003.00	2025	516105003002025		2734	Uptown		31402	

Adding addresses manually:
Address Update window – blank



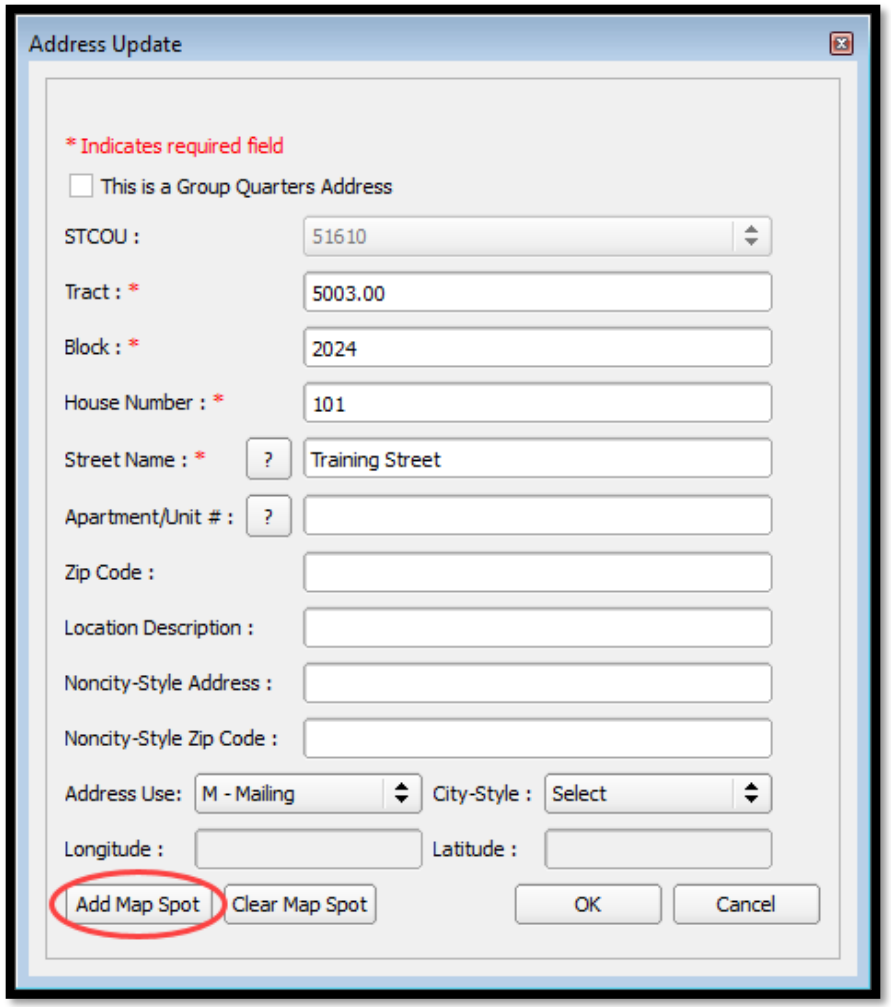
Adding addresses manually: Address Update window – filled

No Title 13 Data Displayed



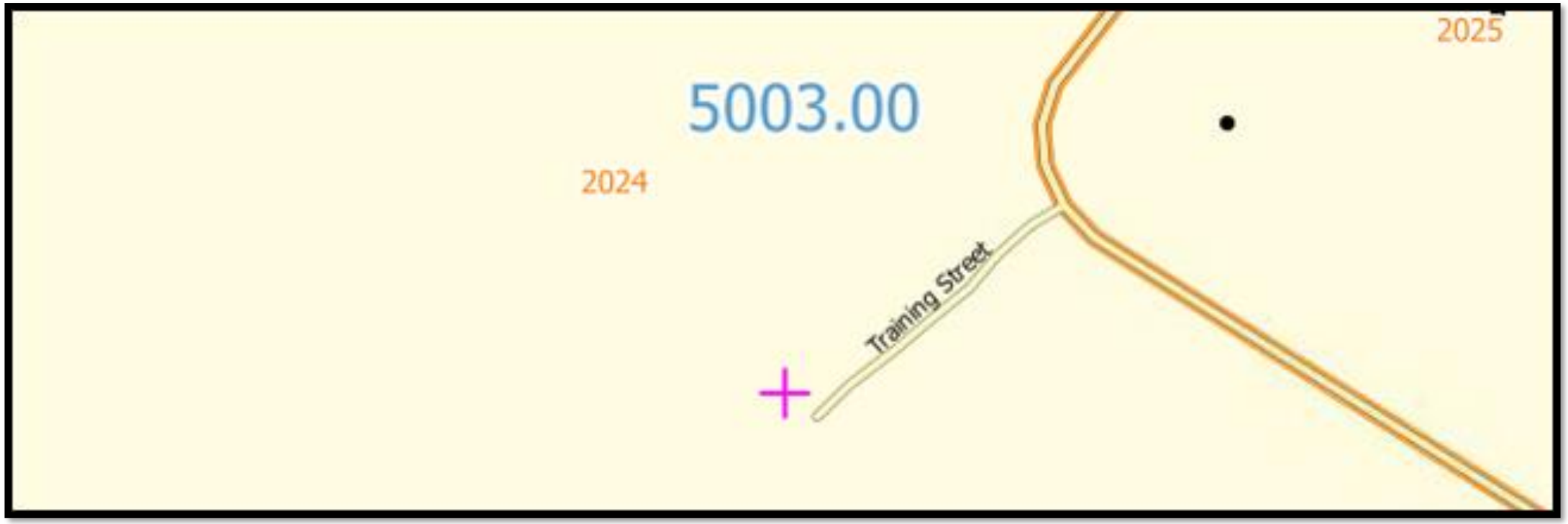
Adding map spots:
Address Update window – blank

****No Title 13 Data Displayed****



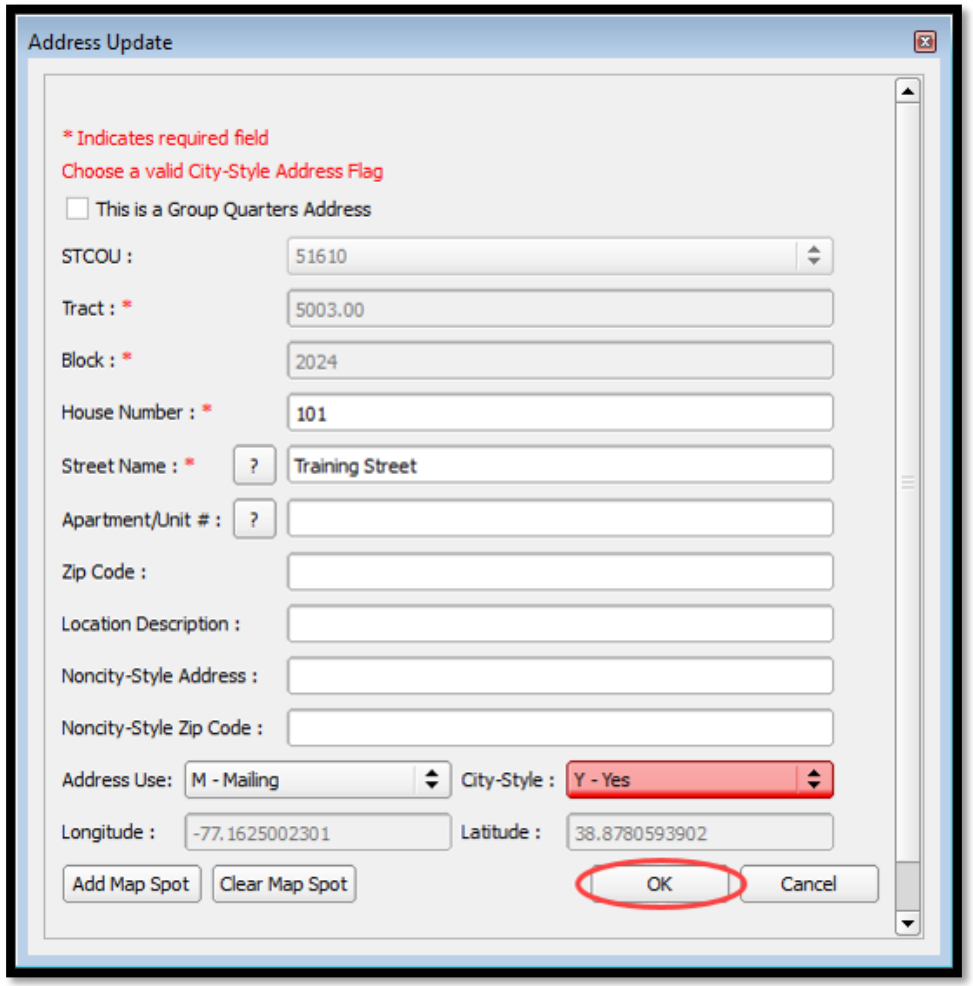
Adding map spots: GUPS Map View

****No Title 13 Data Displayed****



Adding map spots:
Address Update window – filled

****No Title 13 Data Displayed****

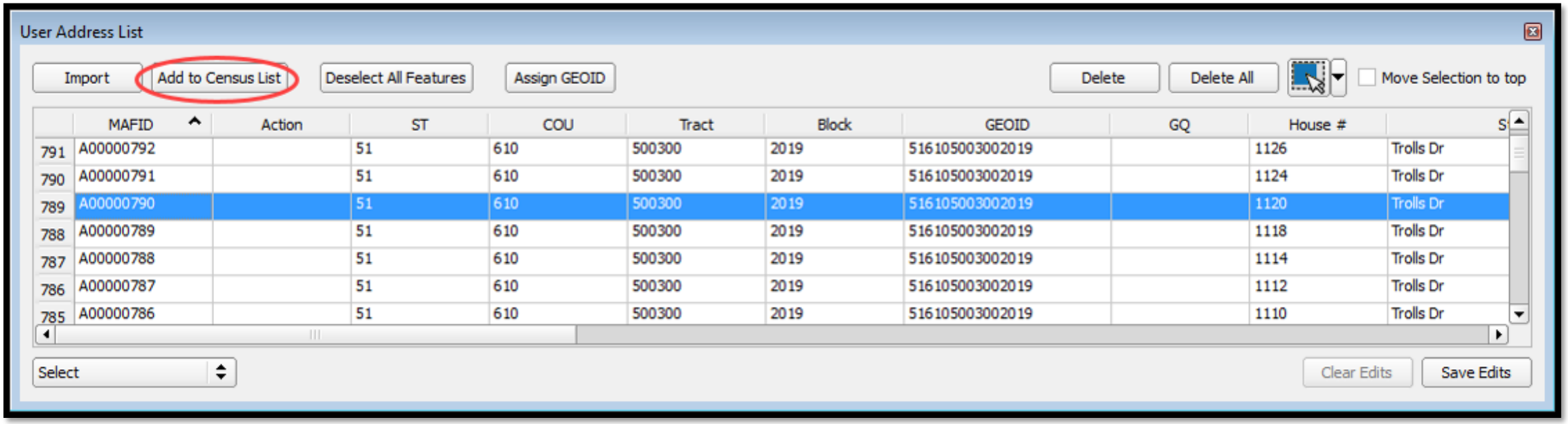


Adding records from the User Address List

- Easier to add missing addresses with click of button than manually entering.
- Only available if field-mapping option used during import of User Address List.

Adding records from the User Address List: Add to Census List button

****No Title 13 Data Displayed****

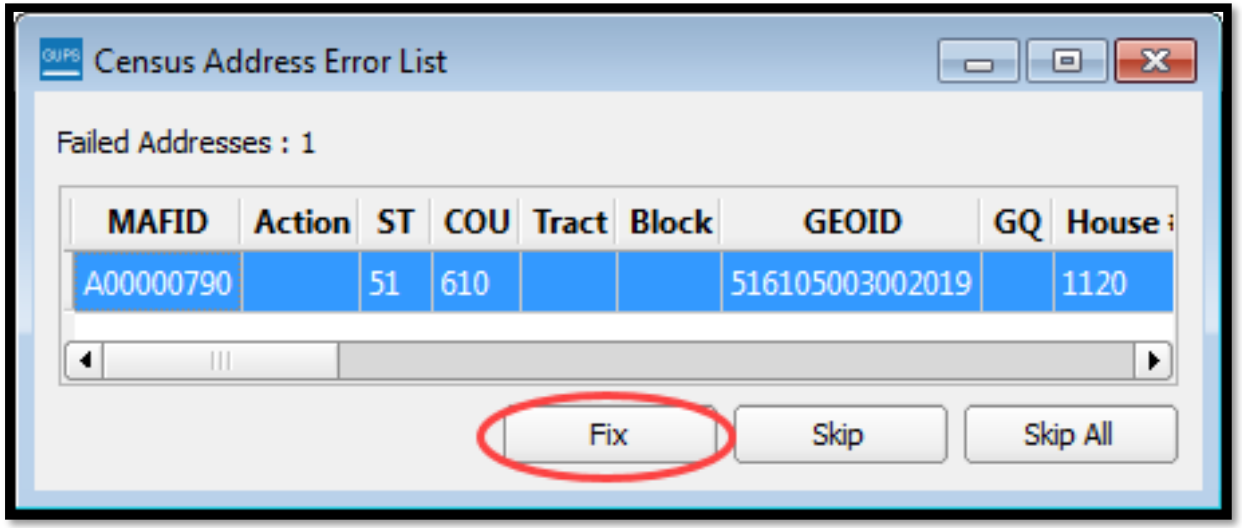


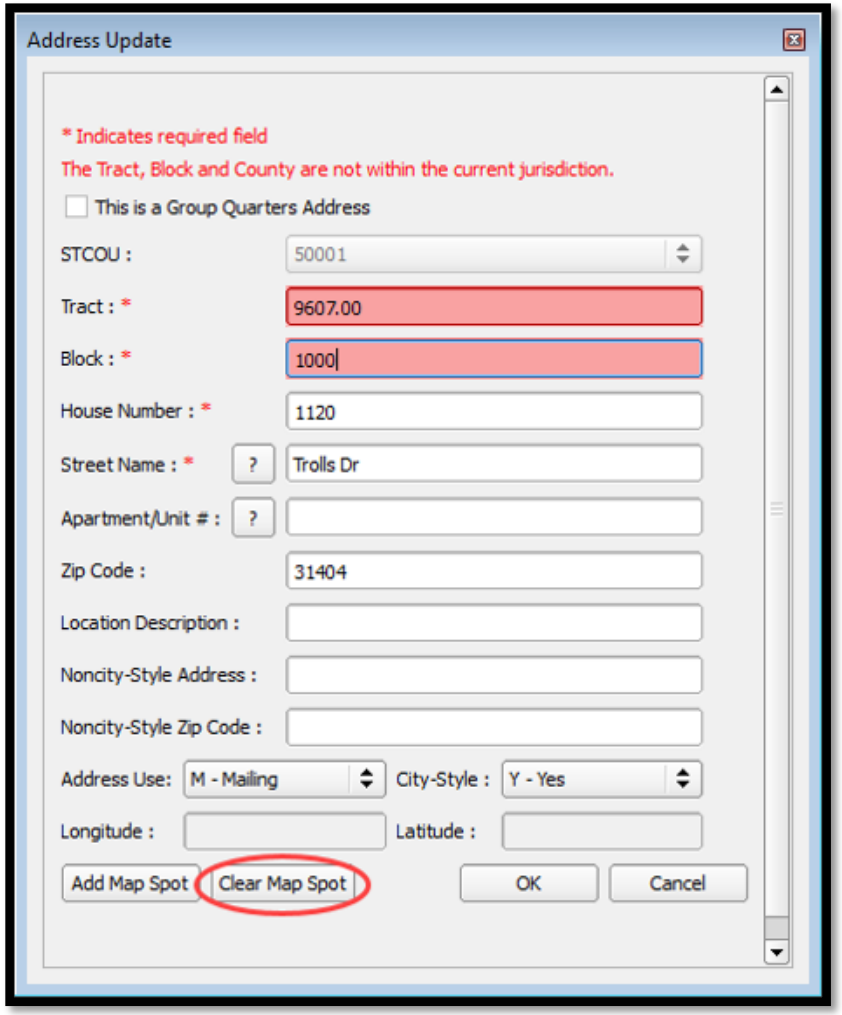
	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	S
791	A00000792		51	610	500300	2019	516105003002019		1126	Trolls Dr
790	A00000791		51	610	500300	2019	516105003002019		1124	Trolls Dr
789	A00000790		51	610	500300	2019	516105003002019		1120	Trolls Dr
788	A00000789		51	610	500300	2019	516105003002019		1118	Trolls Dr
787	A00000788		51	610	500300	2019	516105003002019		1114	Trolls Dr
786	A00000787		51	610	500300	2019	516105003002019		1112	Trolls Dr
785	A00000786		51	610	500300	2019	516105003002019		1110	Trolls Dr

Adding records from the User Address List:

Census Address Error List and Address Update windows

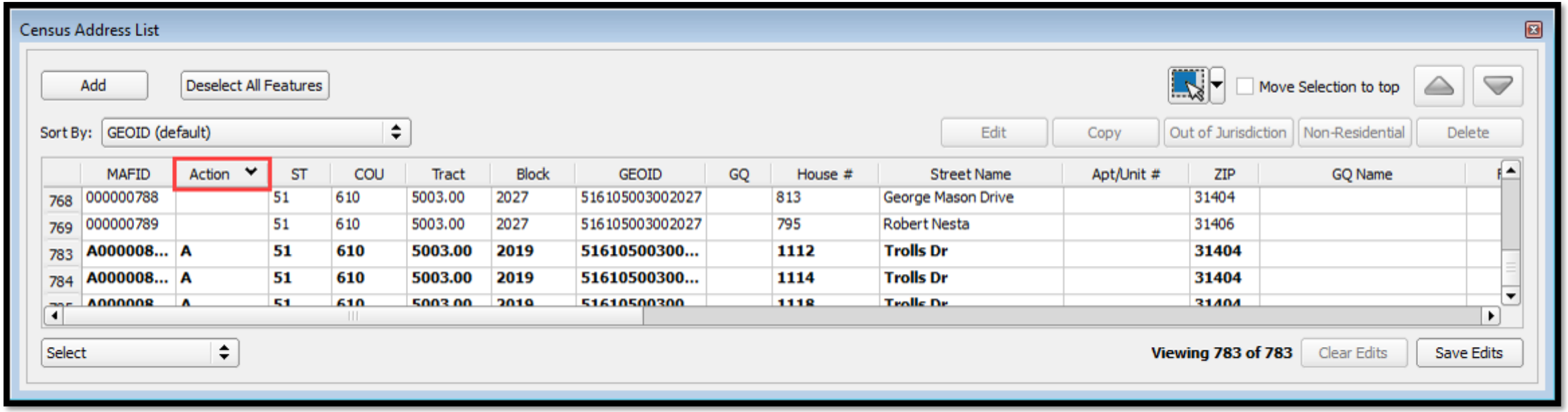
****No Title 13 Data Displayed****





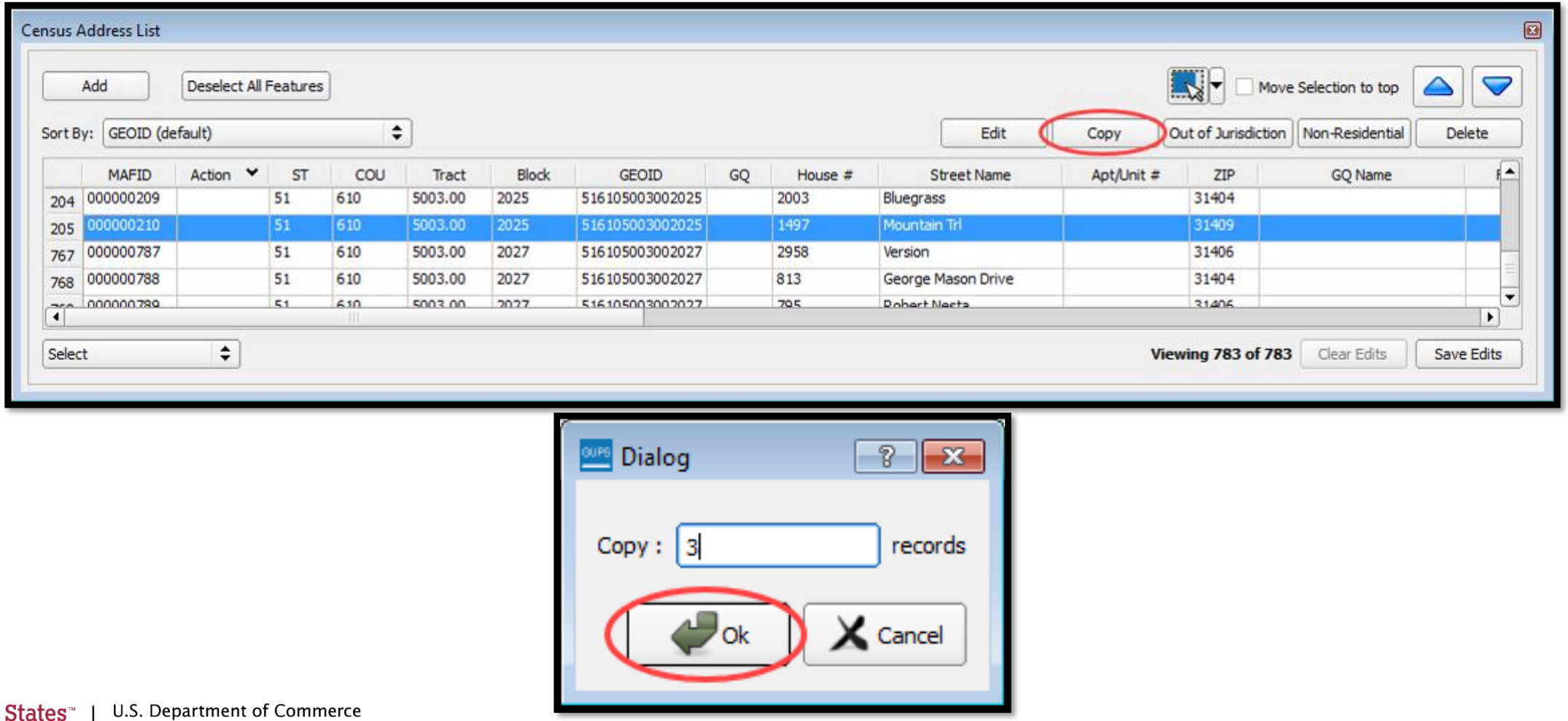
Adding records from the User Address List: Census Address List results

****No Title 13 Data Displayed****



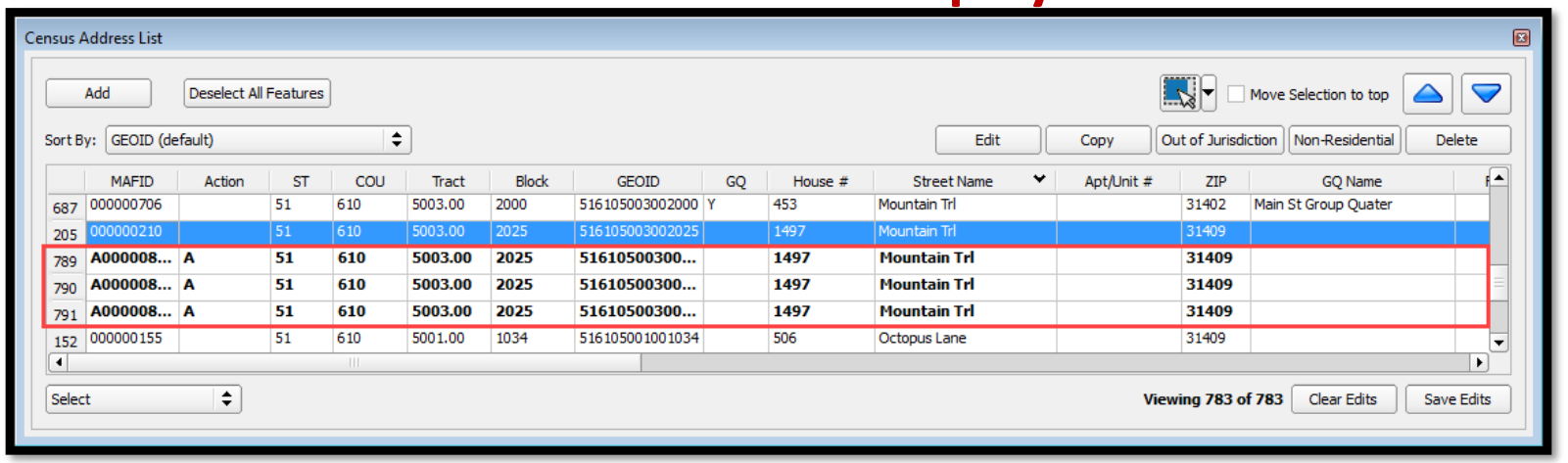
Copying records from the Census Address List: Copy button and Number of Copies window

****No Title 13 Data Displayed****

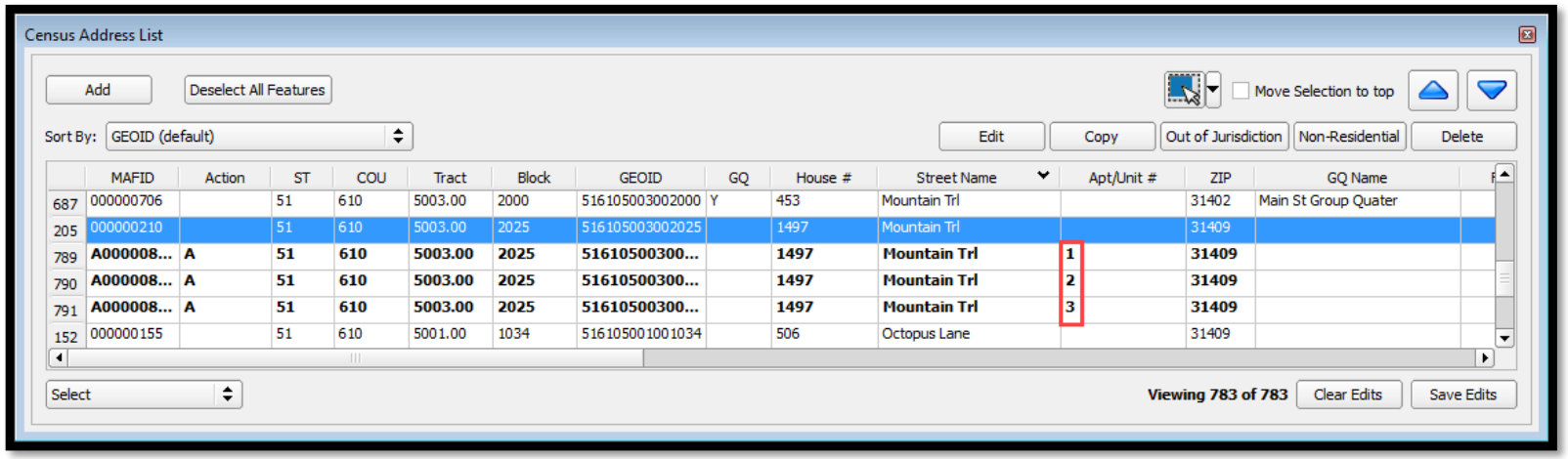


Copying records from the Census Address List: Results windows

No Title 13 Data Displayed



	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name
687	000000706		51	610	5003.00	2000	516105003002000	Y	453	Mountain Trl		31402	Main St Group Quater
205	000000210		51	610	5003.00	2025	516105003002025		1497	Mountain Trl		31409	
789	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**		**31409**	
790	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**		**31409**	
791	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**		**31409**	
152	000000155		51	610	5001.00	1034	516105001001034		506	Octopus Lane		31409	



	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name
687	000000706		51	610	5003.00	2000	516105003002000	Y	453	Mountain Trl		31402	Main St Group Quater
205	000000210		51	610	5003.00	2025	516105003002025		1497	Mountain Trl		31409	
789	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**	**1**	**31409**	
790	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**	**2**	**31409**	
791	**A000008...**	**A**	**51**	**610**	**5003.00**	**2025**	**51610500300...**		**1497**	**Mountain Trl**	**3**	**31409**	
152	000000155		51	610	5001.00	1034	516105001001034		506	Octopus Lane		31409	

GUPS editing actions and buttons: Linear features

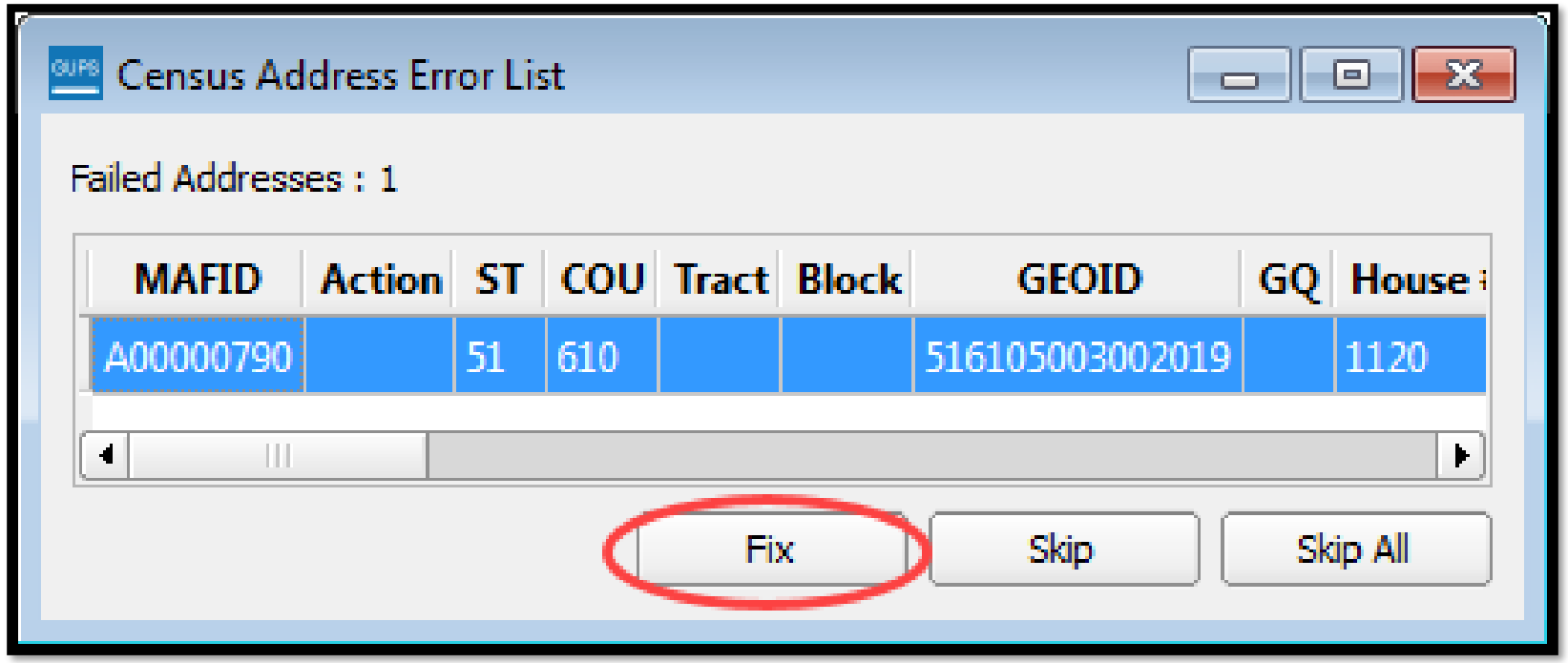
- Occur within the Map View window.
- LUCA toolbar.
  - Add Linear Feature button (“AL” CHNG_TYPE).
  - Delete Linear Feature button. (“DL” CHNG_TYPE).
  - Change Attributes. (“CA” CHNG_TYPE).
    - Modify Linear Feature Attributes button.

Validating records in GUPS

- Includes built-in validation tools when editing/adding records.
- Recommend executing throughout review and update.
- **Address Review Tool** checks records for valid content and ensures no duplicates.
  - If invalid data or duplicates discovered, listed in the **Census Address Error List** window.

Validating records in GUPS:

Address Review Tool and Census Address Error List window



In this section (Submission)

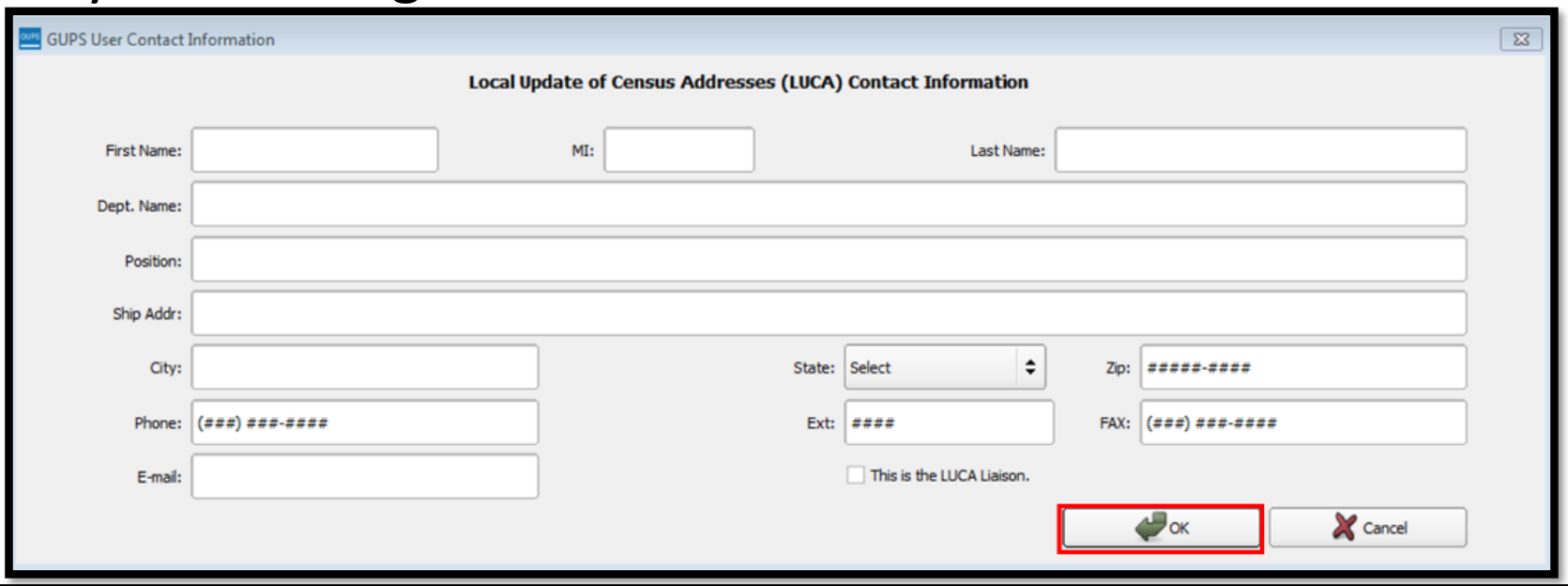
- Preparation for submission.
  - Exporting updated data.
  - Quality control (QC)/validation.
- Shipping instructions.
- Secure Web Incoming Module (SWIM) instructions.
- Next steps.

Preparation for submission: exporting updated data

- **Export to ZIP** button.
  - Creates two .zip files.
    - Census Address List.
    - Road features.
  - Includes all necessary GUPS documentation and names two .zip files appropriately.
  - Saves files to an output folder for ease of locating prior to submission.

Preparation for submission: QC/validation

- QC/validation checks performed upon launch of **Export to ZIP** button.
  - Successful QC/validations yield LUCA Contact Information window.
  - Failures yield message to run Address Review Tool to correct errors.

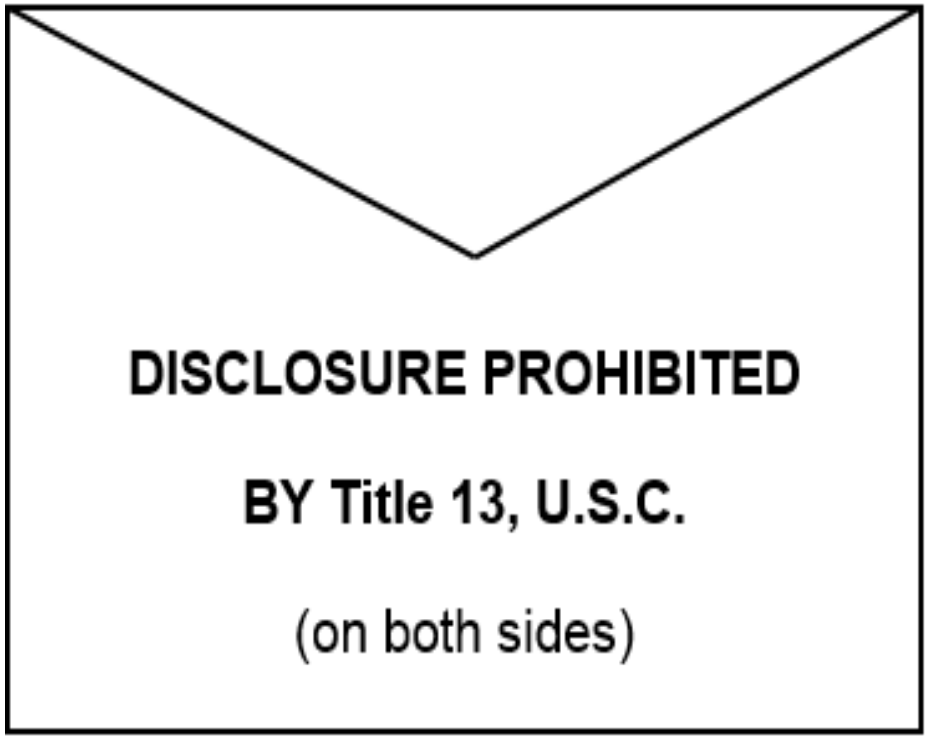


Shipping instructions

- Ensure to include:
  - CD/DVD of zipped updated files.
  - Completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
- 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 the help desk.

Shipping instructions:
Title 13 details – double wrap visual

INNER ENVELOPE

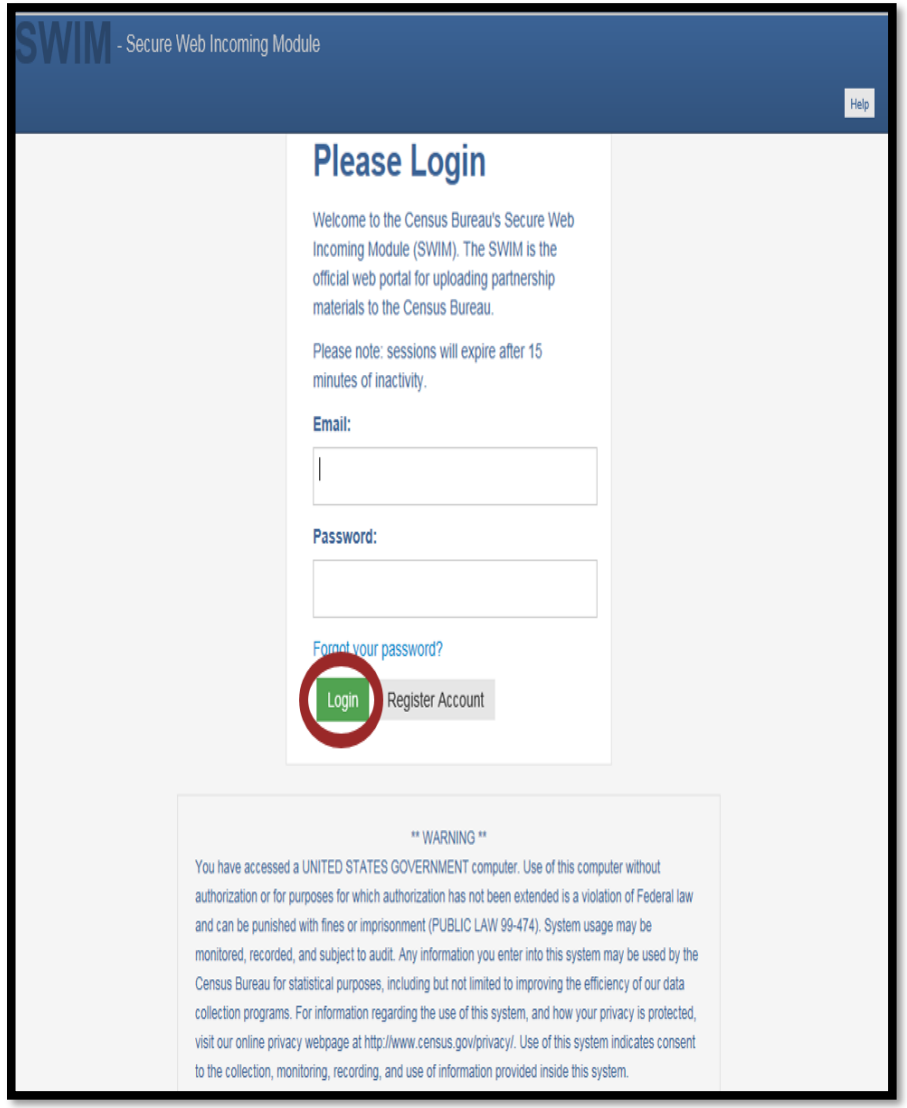


OUTER ENVELOPE

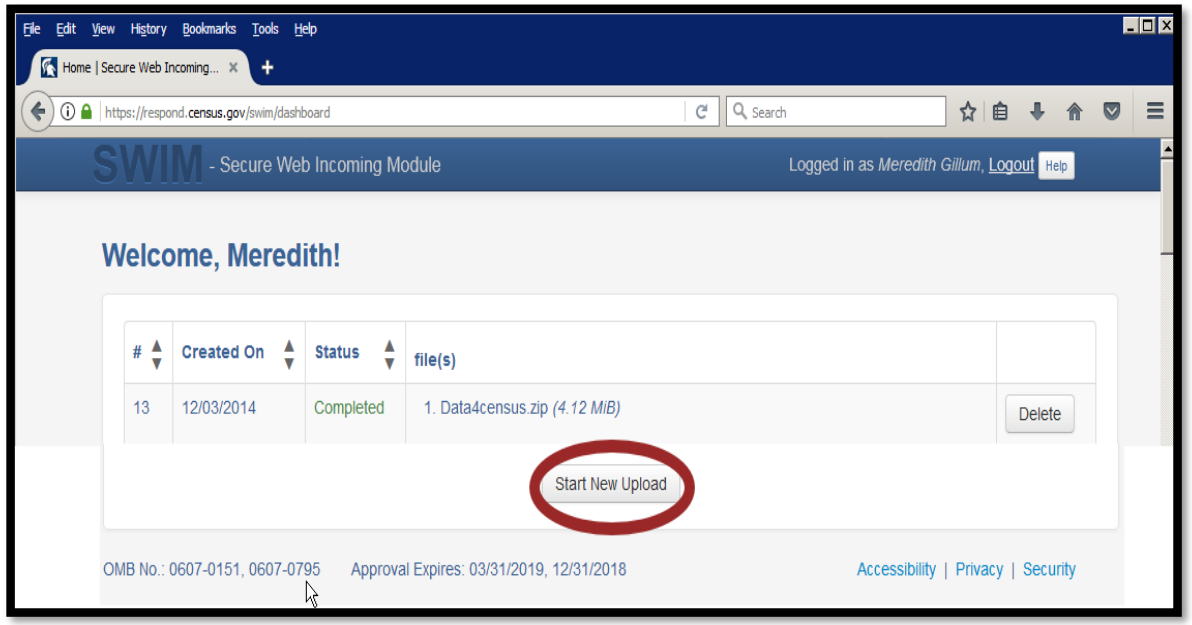
SWIM introduction

- Official web portal for uploading materials to Census Bureau.
- Used for other programs besides 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.

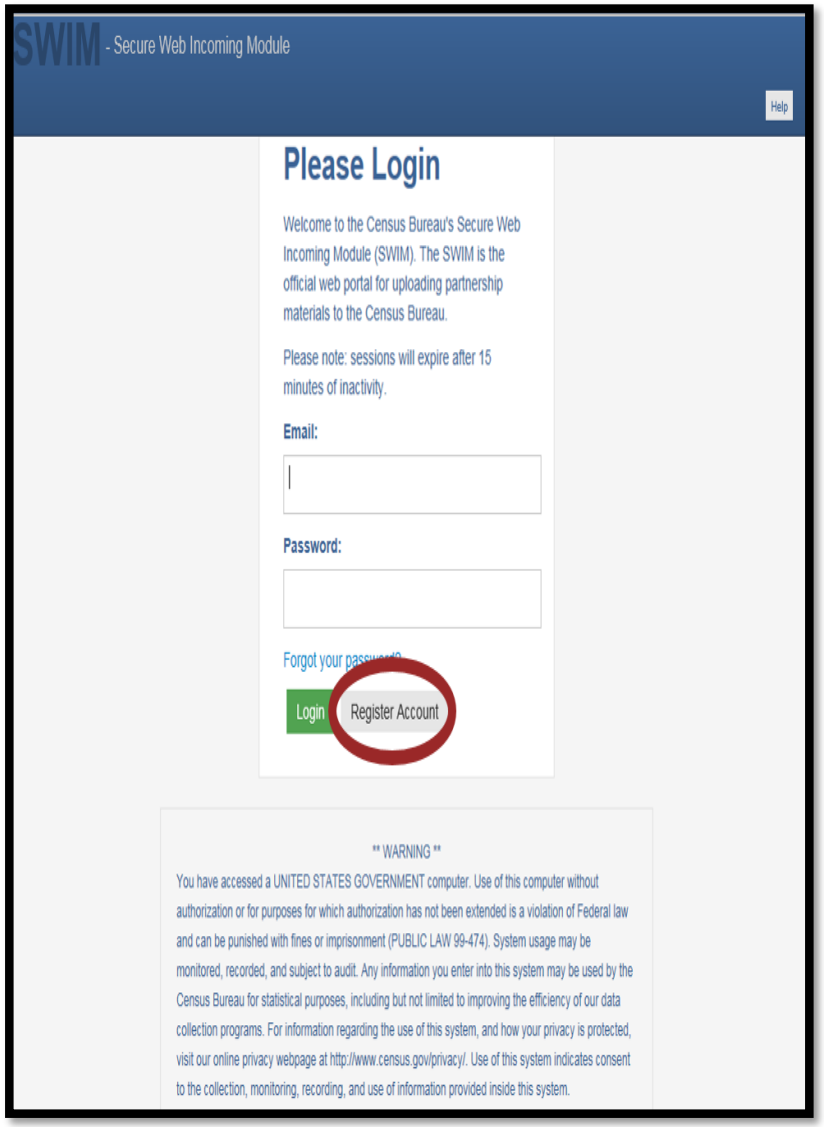
SWIM account login and welcome screens

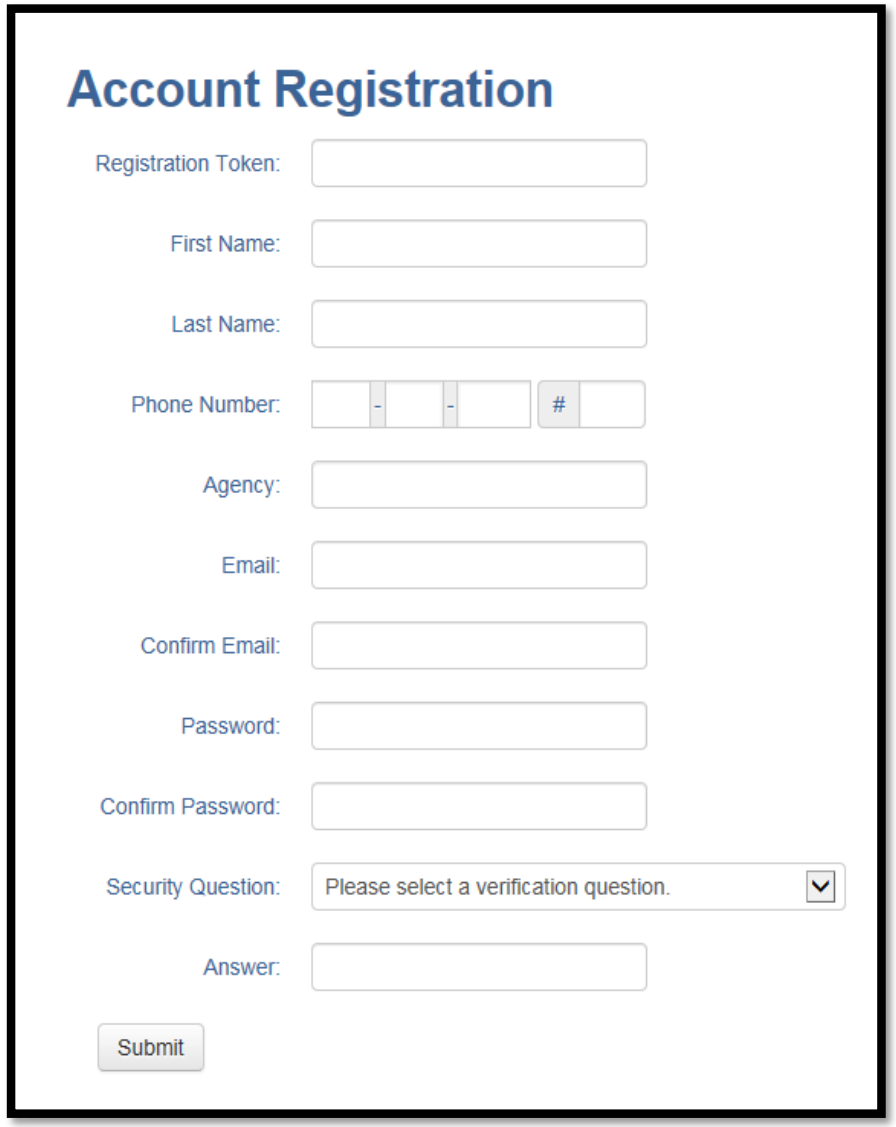


<https://respond.census.gov/swim/>

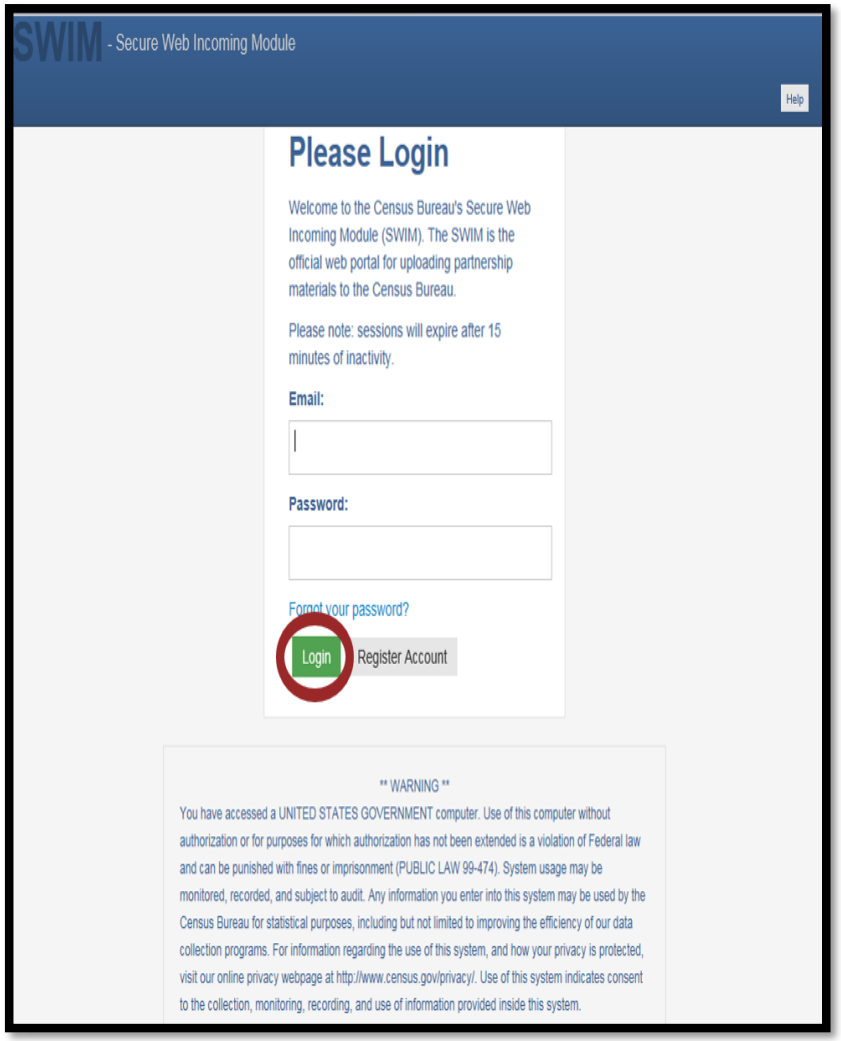


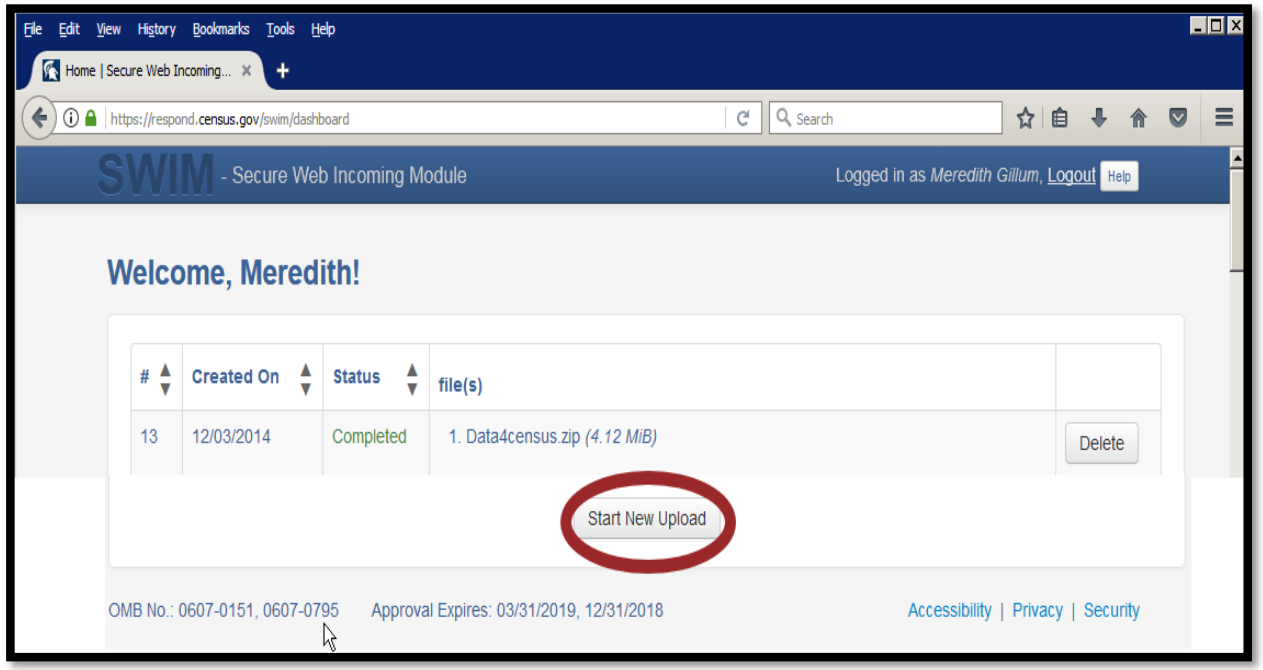
SWIM account registration screens



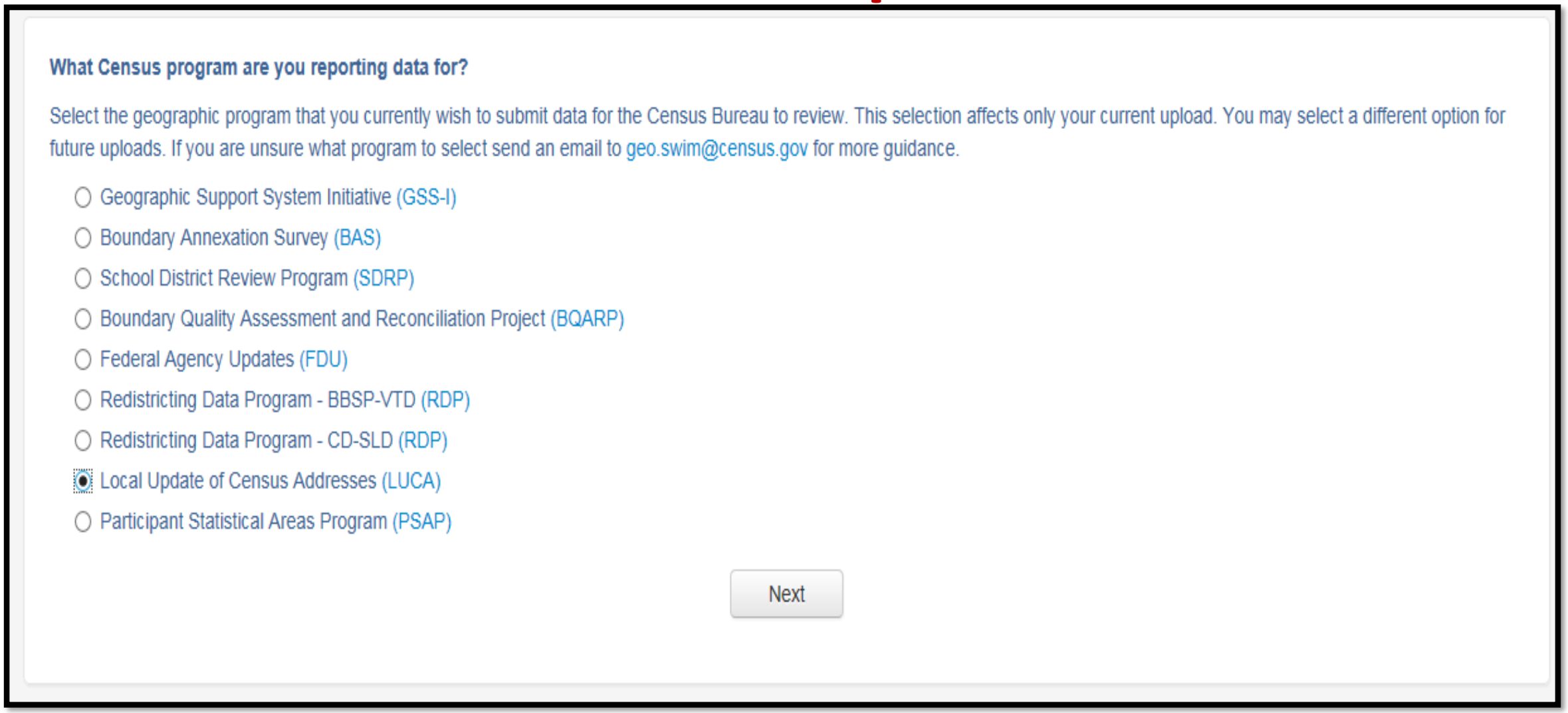


SWIM login and welcome screens after account registration



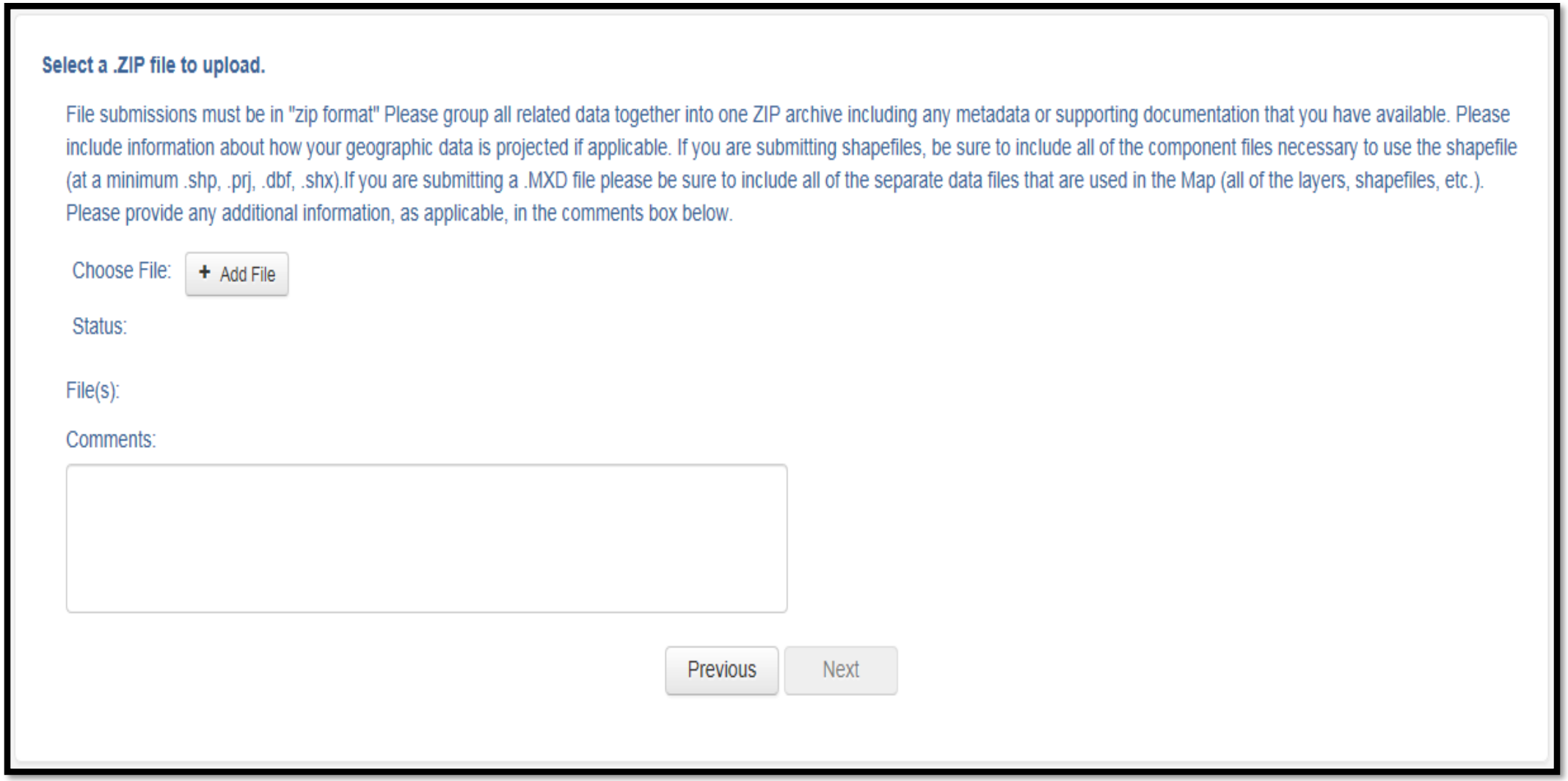


SWIM start new upload screen

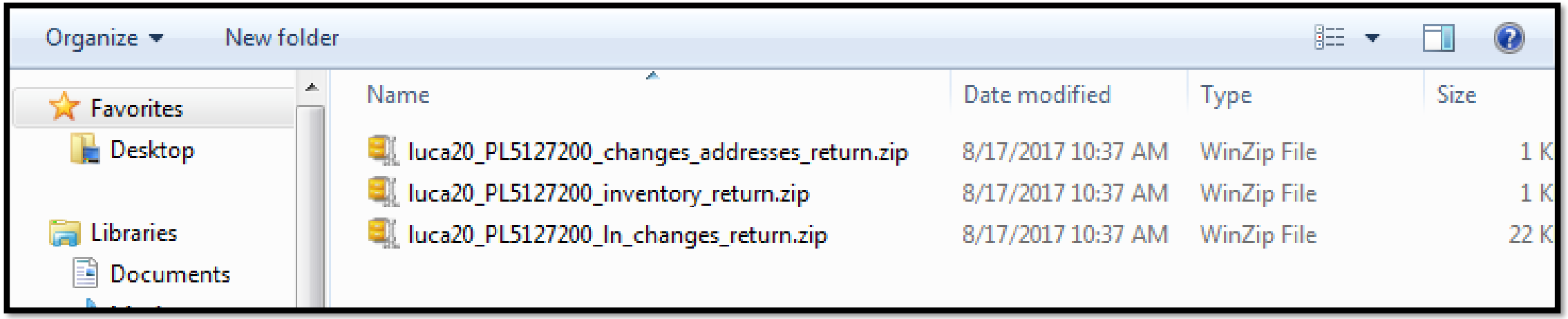


SWIM type of LUCA entity screen

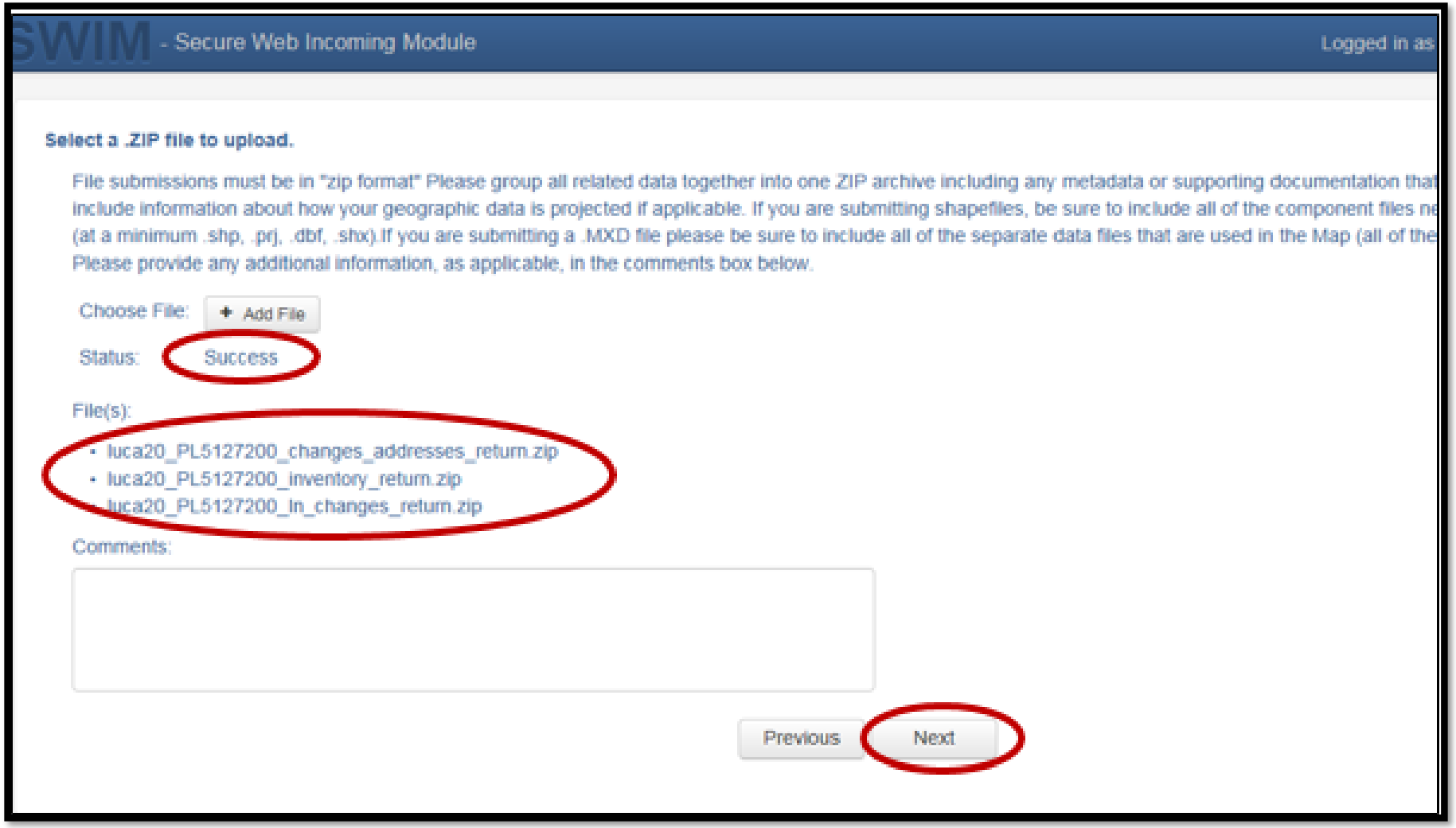
SWIM select a .zip to upload screen



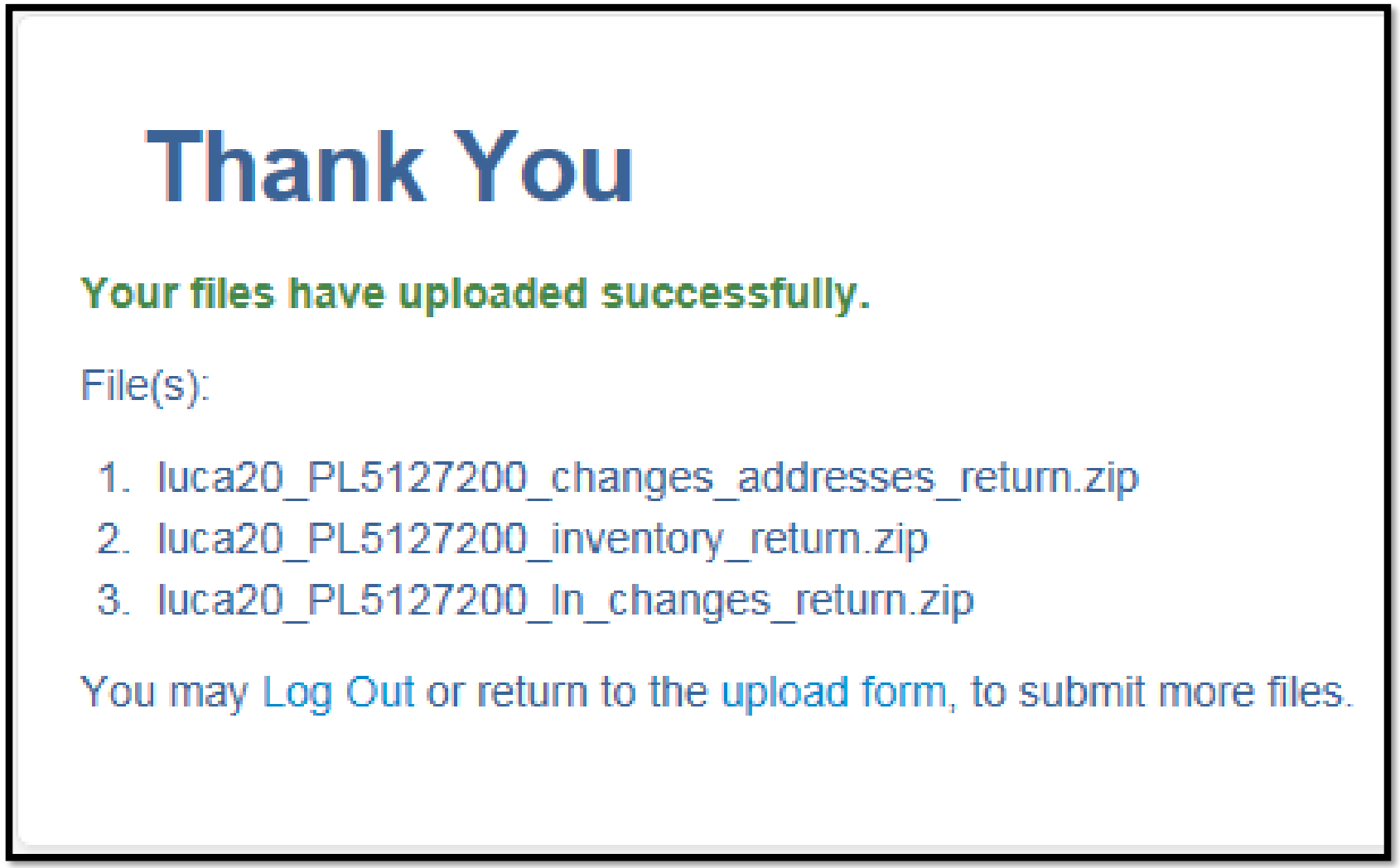
SWIM choose .zip to upload screen



SWIM .zip file upload status screen



SWIM thank you confirmation screen



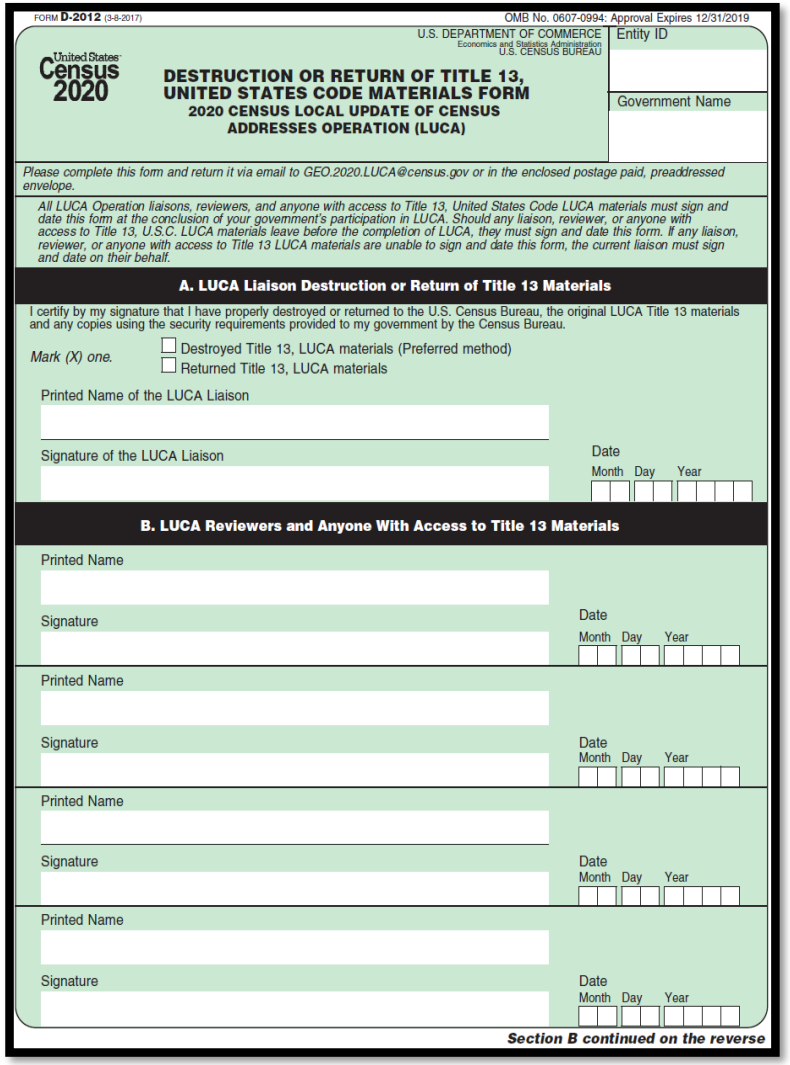
Next steps – Census Bureau

- Processes submission for validation.
- Ships feedback materials in Summer 2019.
- Begins outreach to close out LUCA operation.
  - Must confirm destruction or return of all Title 13 materials, including originals and copies.
  - Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
    - *Confidentiality and Security Guidelines (D-2004)* outlines approved destruction methods and process for return of materials.

Next steps – participants

- Filing an appeal is optional.
- Agree with feedback materials, then participation ends.
  - 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.
  - Appeals Office works with participant and Census Bureau to resolve disagreement.
  - 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)*



FORM **D-2012** (3-8-2017) OMB No. 0607-0994: Approval Expires 12/31/2019

United States Census 2020

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Entity ID

Government Name

Please complete this form and return it via email to GEO.2020.LUCA@census.gov or in the enclosed postage paid, preaddressed envelope.

All LUCA Operation liaisons, reviewers, and anyone with access to Title 13, United States Code LUCA materials must sign and date this form at the conclusion of your government's participation in LUCA. Should any liaison, reviewer, or anyone with access to Title 13, U.S.C. LUCA materials leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone with access to Title 13 LUCA materials are unable to sign and date this form, the current liaison must sign and date on their behalf.

A. LUCA Liaison Destruction or Return of Title 13 Materials

I certify by my signature that I have properly destroyed or returned to the U.S. Census Bureau, the original LUCA Title 13 materials and any copies using the security requirements provided to my government by the Census Bureau.

Mark (X) one.
☐ Destroyed Title 13, LUCA materials (Preferred method)
☐ Returned Title 13, LUCA materials

Printed Name of the LUCA Liaison

Signature of the LUCA Liaison

Date Month Day Year

B. LUCA Reviewers and Anyone With Access to Title 13 Materials

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Section B continued on the reverse

B. LUCA Reviewers and Anyone With Access to Title 13 Materials – Continued

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

Printed Name / Signature / Date Month Day Year

FORM D-2012 (3-8-2017)

If you require more signatures, you may duplicate this form.

Support and assistance

- Visit the 2020 LUCA website:

<https://www.census.gov/geo/partnerships/luca.html>

  - Frequently Asked Questions document.
- Contact us:
  - Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
  - 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 Memorandum Series:
https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html

United States Census 2020

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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twitter.com/uscensusbureau

youtube.com/user/uscensusbureau

instagram.com/uscensusbureau

pinterest.com/uscensusbureau