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

• Introduction (*slides 4-28*).
• Review and update strategies (*slides 29-33*).
• Setup and materials introduction (*slides 34-68*).
• Acceptable updates and examples (*slides 69-99*).
• Submission (*slides 100-110*).
• Support and assistance (*slide 111*).
• Connect with us (*slide 112*).

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.
- Preparation 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:**
  o **Apportioning** representation among states as mandated by Article 1, Section 2 of the U.S. Constitution.
  o **Drawing** congressional and state legislative districts, school districts and voting precincts.
  o **Enforcing** voting rights and civil rights legislation.
  o **Distributing** federal dollars.
  o **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.
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

IN-FIELD
- 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

IN-OFFICE

Count Everyone Once In the Right Place

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
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.
• “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).
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.
# 2020 LUCA schedule

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<th>Timeframe</th>
<th>Activity</th>
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<td>January 2017</td>
<td>Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.</td>
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<td>March 2017</td>
<td>2020 LUCA promotional presentations began.</td>
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<td>July 2017</td>
<td>2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.</td>
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<td>2020 LUCA training workshops began.</td>
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<td>December 15, 2017</td>
<td><strong>2020 LUCA registration deadline.</strong></td>
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<td>February - April 2018</td>
<td>Participants receive their 2020 LUCA materials.</td>
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<td>April 2018 - May 2019</td>
<td>Census Bureau validates 2020 LUCA addresses.</td>
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<td>Summer 2019</td>
<td>Census Bureau delivers 2020 LUCA feedback.</td>
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<td>April 1, 2020</td>
<td><strong>CENSUS DAY.</strong></td>
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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.
  o Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  o Hospitals with patients who have no usual home elsewhere.
  o 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 geography hierarchy diagram
Census geography hierarchy graphic
GEOID

• 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.
  o 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.
• Double wrap Title 13 paper address materials.
• One DVD for “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_paper_respondent_guide.pdf
  o LUCA20_inventory.pdf
  o Readmefirst2.txt

• “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**).
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

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

• Address List – Title 13.
• Address List Add Page – Title 13.
• Address Count List.
Address List (D-2007) – Title 13

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

• Contains census geographic codes.
  o State, county, census tract, census block.

• 8.5” x 14” (legal size) with six addresses per page.

• Two sort options:
  o Street Name/House Number.
  o Census Tract/Census Block.
**No Title 13 Data Displayed**
Address List Add Page (D-2008) – Title 13

• Used to add residential addresses.
  o New or missing from census address list.
  o Requiring change/correction to content within an un-editable column on the census address list.

• 8.5” x 11” (letter size) with four addresses per page.

• Five copies provided with materials.

• Blank copy.
  o Respondent Guide.
  o LUCA website: <https://www.census.gov/geo/partnerships/luca.html>
### Address List Add Page (D-2008) – example

#### COLUMN 1
- **Line**: [Column for line number]
- **State County Code**: [Column for state county code]
- **Census Tract Number**: [Column for census tract number]
- **Census Block Number**: [Column for census block number]

#### COLUMN 2
- **Residential Address**: [Column for residential address information]
  - **Complete Street Name**: [Column for complete street name]
  - **Box or HCR and Box Number**: [Column for box or HCR and box number]
  - **Group Quarter Name**: [Column for group quarter name]
  - **Facility Name or Physical Location Description**: [Column for facility name or physical location description]

#### COLUMN 3
- **Apartment Unit Number**: [Column for apartment unit number]

#### COLUMN 4
- **Zip Code**: [Column for zip code]

#### COLUMN 5
- **Unique Map Spot Number**: [Column for unique map spot number]

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**Disclosure Prohibited by Title 13, U.S.C.**
Address Count List (D-2009)

• Residential address census block tallies.
  o Housing units and Group Quarters.

• Reference only.
  o Identify inconsistencies between Census block counts and your jurisdiction’s block counts.

• 8.5” x 11” (letter size) with 72 blocks per page.

• “Unable to Geocode” tally for state and county participants.
# Address Count List (D-2009) – example

## ADDRESS COUNT LIST

**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

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<tr>
<td>0045.00</td>
<td>2047</td>
<td>13</td>
<td>0045.00</td>
<td>0</td>
</tr>
<tr>
<td>0045.00</td>
<td>2048</td>
<td>6</td>
<td>0045.00</td>
<td>0</td>
</tr>
<tr>
<td>0045.00</td>
<td>2049</td>
<td>10</td>
<td>0045.00</td>
<td>0</td>
</tr>
<tr>
<td>0045.00</td>
<td>2050</td>
<td>14</td>
<td>0045.00</td>
<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Count of Housing Unit Addresses</th>
<th>Census Block Number</th>
<th>Count of Group Quarters Addresses</th>
</tr>
</thead>
<tbody>
<tr>
<td>0045.00</td>
<td>2051</td>
<td>20</td>
<td>0045.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**Unable to Geocode** 20

| TOTAL               | 710                | 5,647                         | 15                  |

---
Map materials

• Large format maps.
• Block to Map 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 – 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.

Where state, county, and/or MCD boundaries coincide, the map shows the boundary symbol for only the highest-ranking of these boundaries. Where American Indian reservations and American Indian tribal subdivision boundaries coincide, the map shows the boundary symbol for only the American Indian tribal subdivision boundary.

Entity names are followed by either their FIPS code or census code; parentheses indicate a census code.

1. MCDs are shown in the following states in which some or all MCDs function geographically as pure local governmental units: Connecticut, Delaware, Indiana, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Ohio, Pennsylvania, Rhode Island, South Dakota, Vermont, and Wisconsin.

2. Incorporated place names color correspond to the incorporated place fill color.

3. A “-” following a block number indicates that the block number is repeated elsewhere in the block.

4. Geographic offsets and numerals are displayed directly on the road. Geographic offsets and numerals represent the right or left side of way for both or one side of a road.

5. “**” in the Name Style column indicates that the name style is not defined by the appropriate U.S. federal or local government. Because the appropriate federal or local government may not define a name style for the road, it is up to the map user to determine if a name is appropriate for various regions. Due to space limitations, some road names, along with other feature and geography names on the map, may not be shown.
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 maps legend.
PDF small format block maps – Index sheet
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**
PDF small format block map legend

- Three columns of information.
  - Symbol Description.
  - Symbol.
  - Name Style.

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

• Confirm receipt of address and map materials.
• Confirm sort and legibility.
• Review the “Readmefirst2.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 (D-2007).
  o Action codes:
    • C – Correction to this address.
    • D – Delete this address.
    • J – Address is not in this jurisdiction.
    • N – Address is nonresidential.

• Address List Add Page (D-2008).
  o City style addresses.
  o Non-city style addresses.
“C” action code

• Use a “C” action code for the following situations:
  o Incorrect state code.
  o Incorrect county code.
  o Incorrect census tract number.
  o Incorrect census block number.
  o Incorrect street name (including street directional and street type information).
  o Incorrect ZIP Code.
  o 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

**No Title 13 Data Displayed**
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**

<table>
<thead>
<tr>
<th>C</th>
<th>B</th>
<th>C</th>
<th>2 CEN</th>
<th>3 Action Code</th>
<th>4 Address Information</th>
<th>5 Geocode</th>
<th>6 City Style Name</th>
<th>7 State</th>
<th>8 Zip Code</th>
<th>9 Map Use</th>
<th>10 Location Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>54020352</td>
<td>2 B 001</td>
<td>030 000 000</td>
<td>C</td>
<td>008</td>
<td>SLOCA</td>
<td>OLSHAB IT</td>
<td>000</td>
<td>09101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>54020353</td>
<td>2 B 001</td>
<td>030 000 000</td>
<td>C</td>
<td>008</td>
<td>SLOCA</td>
<td>OLSHAB IT</td>
<td>000</td>
<td>09101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>54020354</td>
<td>2 B 001</td>
<td>030 000 000</td>
<td>C</td>
<td>008</td>
<td>SLOCA</td>
<td>OLSHAB IT</td>
<td>000</td>
<td>09101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>54020355</td>
<td>2 B 001</td>
<td>030 000 000</td>
<td>C</td>
<td>008</td>
<td>SLOCA</td>
<td>OLSHAB IT</td>
<td>000</td>
<td>09101</td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>54020357</td>
<td>2 B 001</td>
<td>030 000 000</td>
<td>C</td>
<td>008</td>
<td>SLOCA</td>
<td>OLSHAB IT</td>
<td>000</td>
<td>09101</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Map: correcting ungeocoded addresses

**No Title 13 Data Displayed**

- Optional: 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 to match corresponding code within column 8 on the Address List.
“D” action code

- Use a “D” action code for the following situations:
  - Residential address no longer exists, is uninhabitable, or is a duplicate.
  - Street, or section of street, no longer exists (and addresses along street no longer exist).
  - Incorrect house number or incorrect apartment/unit number.
  - 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.

- Use the Address List Add Page (D-2008) to add corrected addresses deleted from the Address List.

- Do not modify any other columns.
<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAFID</th>
<th>Action code</th>
<th>DQ Flag</th>
<th>Complete Address Number</th>
<th>Complete Street Address</th>
<th>City Style Mail delivery address or E-911 address or Physical Location description and mail name</th>
<th>Map Spot Number</th>
<th>Map Spot ID</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>090000005</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1000</td>
<td>5 HOLDEN ST</td>
<td></td>
<td>42</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>090000004</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1005</td>
<td>5 HOLDEN ST</td>
<td></td>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>090000005</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1003</td>
<td>3 HOLDEN ST</td>
<td></td>
<td>47</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>090000009</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1003</td>
<td>5 HOLDEN ST</td>
<td></td>
<td>44</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>099999997</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1003</td>
<td>5 HOLDEN ST</td>
<td></td>
<td>45</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>090000009</td>
<td>D</td>
<td></td>
<td>0009 0054.00 1015</td>
<td>5 HOLDEN ST</td>
<td></td>
<td>48</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Address List: “D” action code – deleting addresses**

**No Title 13 Data Displayed**
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” action code – deleting incorrect house numbers

**No Title 13 Data Displayed**
Address List Add Page: adding correct house numbers

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Add Page For:</th>
<th>Winter County, LE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity ID Code</td>
<td>C088009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lane</th>
<th>State Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Residential Address</th>
<th>Unique Map Spot Number</th>
<th>Address Use, if Known</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Iowa Ave 1002</td>
<td>99999</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>1004</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>1006</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Iowa Ave 1008</td>
<td>99999</td>
<td>B</td>
</tr>
</tbody>
</table>

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.
Address List: “D” action code – deleting incorrect apartment units

**No Title 13 Data Displayed**
Address List Add Page: adding correct apartment units

**No Title 13 Data Displayed**

---

<table>
<thead>
<tr>
<th>Line</th>
<th>State County Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Facility Name or Physical Location Description</th>
<th>Apt/ Unit Number</th>
<th>ZIP Code</th>
<th>Mailing ZIP Code</th>
<th>Mailing Unit Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>82009</td>
<td>0046.00</td>
<td>2001</td>
<td>Achilles Dr</td>
<td></td>
<td></td>
<td>101</td>
<td>99997</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>82009</td>
<td>0046.00</td>
<td>2001</td>
<td>Achilles Dr</td>
<td>104</td>
<td>99997</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

---

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

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

### Address List Add Page

**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

**Add Page For:** Winter County, LE

<table>
<thead>
<tr>
<th>Line</th>
<th>State</th>
<th>County Code</th>
<th>Tract Number</th>
<th>Block Number</th>
<th>Residential Address</th>
<th>Facility Name or Physician Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>1009</td>
<td>105</td>
<td>Minean Plwy</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>88009</td>
<td>0054.00</td>
<td>1009</td>
<td>105</td>
<td>Minean Plwy</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Disclosure Prohibited by Title 13, U.S.C.**
“J” action code

• 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 modify any other columns.
Address List: “J” action code – out of jurisdiction

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>1 Line Number</th>
<th>2 NAFID</th>
<th>3 Action Code</th>
<th>4 Census Geographic Identifier of Address</th>
<th>5 City Style Mail Delivery Address or SIS Style Address or Physical Location Description and Road Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>513</td>
<td>940089993</td>
<td>J</td>
<td>88109 S 000000 0100 00000000 3123</td>
<td>FCEBCTL</td>
</tr>
<tr>
<td>514</td>
<td>999999994</td>
<td>J</td>
<td>88109 S 000000 0100 00000000 3124</td>
<td>FCEBCTL</td>
</tr>
<tr>
<td>515</td>
<td>940089996</td>
<td>J</td>
<td>88109 S 000000 0100 00000000 3128</td>
<td>FCEBCTL</td>
</tr>
<tr>
<td>516</td>
<td>999999997</td>
<td>J</td>
<td>88109 S 000000 0100 00000000 3102</td>
<td>FCEBCTL</td>
</tr>
<tr>
<td>517</td>
<td>940089998</td>
<td>J</td>
<td>88109 S 000000 0100 00000000 3401</td>
<td>FCEBCTL</td>
</tr>
</tbody>
</table>

Action Codes:

C = Correction to the address  D = Delete this address  J = Address is in this jurisdiction  N = Address is Nonresidential
“N” action code

• 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 modify any other columns.
**Address List: “N” action code – nonresidential**

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAID</th>
<th>Sector Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style (Subscriber Address or F-OA Address or Physical Location Description and Road Name)</th>
<th>Non-City Style Mail Delivery Address (P.O. and Box Number or HCR and Box Number)</th>
<th>Non-City Style Mailing ZIP Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>939091963</td>
<td>02009</td>
<td>0254-03</td>
<td>2001</td>
<td>408</td>
<td>ALEXANDER BLVD</td>
</tr>
<tr>
<td>103</td>
<td>939091954</td>
<td>02029</td>
<td>0254-03</td>
<td>2001</td>
<td>405</td>
<td>ALEXANDER BLVD</td>
</tr>
<tr>
<td>104</td>
<td>939091950</td>
<td>02006</td>
<td>0251-00</td>
<td>2001</td>
<td>413</td>
<td>ALEXANDER BLVD</td>
</tr>
<tr>
<td>105</td>
<td>939091905</td>
<td>02009</td>
<td>0254-00</td>
<td>2001</td>
<td>414</td>
<td>ALEXANDER BLVD</td>
</tr>
<tr>
<td>106</td>
<td>939091907</td>
<td>02009</td>
<td>0254-00</td>
<td>2001</td>
<td>210</td>
<td>CASSON DR</td>
</tr>
<tr>
<td>107</td>
<td>939091806</td>
<td>02009</td>
<td>0251-00</td>
<td>2001</td>
<td>223</td>
<td>CASSON DR</td>
</tr>
</tbody>
</table>

**Action Codes**
- C = Correction to this address
- D = Delete this address
- J = Address is not in this jurisdiction
- N = Address is nonresidential

**Disclosure Promoted by Title 15, U.S.C.**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. Census Bureau

census.gov
Address List Add Page: adding city style HUs

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line #</th>
<th>State Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Residential Address</th>
<th>Entity ID Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Olisan St</td>
<td>C088009</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Olisan St</td>
<td></td>
</tr>
</tbody>
</table>

Disclosure prohibited by Title 13, U.S.C.
Map: adding a street

**No Title 13 Data Displayed**

- Optional: Include approximate location of each “Added” housing unit.
- Label each map spot with corresponding **Unique Map Spot Number** from Address List Add Page column 5.
- Example shows address ranges and address breaks as well.
Address List Add Page: adding city style multiunits

**No Title 13 Data Displayed**

---

<table>
<thead>
<tr>
<th>Line</th>
<th>(2a) State Code</th>
<th>(2b) County Code</th>
<th>(3a) Census Tract Number</th>
<th>(3b) Census Block Number</th>
<th>(4a) Complete Address Number</th>
<th>(4b) Complete Street Name</th>
<th>(4c) Group Quarter Name</th>
<th>(4d) Building number</th>
<th>(4e) Apt/Unit Number</th>
<th>(4f) ZIP Code</th>
<th>(5) Unique Mail Stop Number</th>
<th>(6) Address Use, if known</th>
<th>(L) Location B or D</th>
<th>(M) Location C or D</th>
<th>(S) Location A or C</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>1002</td>
<td>2014</td>
<td>Maple Rd</td>
<td>1A</td>
<td>99997</td>
<td>At</td>
<td>B</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>2A</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0054.00</td>
<td>1002</td>
<td>2014</td>
<td>Maple Rd</td>
<td>2B</td>
<td>99997</td>
<td>At</td>
<td>B</td>
<td>B</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Map: adding multiunit structure map spot

**No Title 13 Data Displayed**

- Optional to include map spot
- Assign each individual address located within the building the same **Unique Map Spot Number** (e.g., A1) from the Address List Add Page column 5.
### Address List Add Page: adding city style GQs

**No Title 13 Data Displayed**

#### 2020 Census Local Update of Census Addresses Operation (LUCA)

<table>
<thead>
<tr>
<th>Add Page For:</th>
<th>Winter County, LE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity ID Code</td>
<td>CO 680009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Line</th>
<th>Census Geographic Location of Address</th>
<th>Residential Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>0009 0046.00 2001 Y 225</td>
<td>Achilles Dr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pandora Hall Bldg 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aristotle University</td>
</tr>
<tr>
<td>2</td>
<td>227</td>
<td>Achilles Dr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pandora Hall Bldg 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aristotle University</td>
</tr>
<tr>
<td>3</td>
<td>0009 0046.00 2001 Y 229</td>
<td>Achilles Dr</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Pandora Hall Bldg 3</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Aristotle University</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address Use, If Known</th>
<th>Mailing &amp; Location</th>
<th>B-Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>99997</td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>99997</td>
<td>R</td>
</tr>
</tbody>
</table>

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.
**Address List Add Page: adding non-city style physical location description records**

**No Title 13 Data Displayed**

```
<table>
<thead>
<tr>
<th>Line</th>
<th>Code</th>
<th>Block</th>
<th>Complete Address Number</th>
<th>Complete Street Name</th>
<th>Facility Name or Physical Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>1000</td>
<td>Aca St</td>
<td>N on Aca St two story w/white siding/blk shutters</td>
</tr>
<tr>
<td>2</td>
<td>88009</td>
<td>0054.00</td>
<td>1000</td>
<td>Aca St</td>
<td>N on Aca St 1.5 mile from market stone two story</td>
</tr>
<tr>
<td>3</td>
<td>88009</td>
<td>0054.00</td>
<td>1000</td>
<td>Aca St</td>
<td>N on Aca St 2 miles from market red brick ranch</td>
</tr>
</tbody>
</table>
```
## Address List Add Page: adding non city style physical location description records (with latitude and longitude) **No Title 13 Data Displayed**

### Winter County, LA

<table>
<thead>
<tr>
<th>Line</th>
<th>Geographic Location of Address</th>
<th>Residential Address</th>
<th>Latitude</th>
<th>Longitude</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>42.59953, -87.58963</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>42.59954, -87.58977</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>42.59955, -87.58989</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

96
Map: adding map spots for physical location description records

**No Title 13 Data Displayed**

- Required to provide approximate location of each non-city style address added.
- Label each map spot with its associated **Unique Map Spot Number** as recorded in column 5 on the *Address List Add Page* beginning with A1, A2, A3, etc.
Address List Add Page: adding non city style rural route and box number records

**No Title 13 Data Displayed**
Map: adding map spots for rural route and box number records

**No Title 13 Data Displayed**

• Required to provide approximate location of each non-city style address added.

• Label each map spot with its associated **Unique Map Spot Number** as you recorded in column 5 on the *Address List Add Page* beginning with A1, A2, A3, A4, etc.
In this section (Submission)

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

• Next steps.
Address materials – sorting and keeping secure

• Ensure complete with all updates.
• Separate updated Address List pages from pages without updates.
• Ensure all Address List Add Pages are properly complete.
• Make a copy of all updated pages for use during the feedback phase.
• All copies are Title 13.
• Follow *Confidentiality and Security Guidelines* for paper materials to ensure original materials and copies are secure and protected.
Address materials – assembling and organizing

• Bundle and return only updated pages to Census Bureau.

• Organize by Address List pages, then Address List Add Pages.

• Ready them for shipment to Census Bureau.
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.
- Keep copies for your records.
Shipping instructions

• Follow procedures for shipping Title 13 materials.
• Double wrap Title 13 printed materials (Address List, Address List Add Pages, and PDF small format block maps) using inner/outer envelope (or box/container). Label both sides of inner envelope with “DISCLOSURE PROHIBITED BY Title 13, U.S.C.”.
• Place inner envelope into the outer envelope (or box/container).
• Include the completed D-2011, Inventory Form.
• 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
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 Memorandum Series:

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/

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