2020 Census LUCA Training Workshop Script for Paper/PaperPDF participants

Slide 1 – Cover/Opening

Thank you for attending the 2020 Census Local Update of Census Addresses Operation (LUCA) training for participants choosing paper materials.

Slide 2 – Intended audience: Product Preference Form – "Paper/PaperPDF"

The U.S. Census Bureau has designed individual trainings for each of the seven product preference combinations that discuss the review and update of the 2020 LUCA materials unique to each product preference selection. Participants who registered and completed the Product Preference Form with "Paper" chosen in Section A and "Paper/PDF" in Section B should view this presentation.

Jurisdictions who registered for a product preference different from "Paper/PaperPDF", should not view this presentation. Instead, refer to the presentation that matches the product preference combination from your *Product Preference Form (D-2003).*

Slide 3 – Agenda

During today's presentation, we will introduce the 2020 Census and 2020 LUCA, discuss some review and update strategies, introduce the materials and mention the suggested setup for the PaperPDF map materials. We will describe the acceptable updates to the materials, show examples of updates to both the address and map materials, and outline the submission process. Lastly, we will discuss how to receive support and assistance during the LUCA operation and provide details for how to stay connected to the Census Bureau through several social media sources as well as Census Bureau subscriptions. Throughout the presentation, you will hear repeated reference to the Respondent Guide that accompanies the materials.

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.

Slide 4 – In this section (Introduction)

As part of the introduction, we will discuss, at a high level, the decennial census and 2020 LUCA, identify a few commonly used words of Census terminology, and discuss preparations for participation in 2020 LUCA.

Providing background on the decennial census and 2020 LUCA lays the foundation for the subsequent slides. Keep this background in mind as you begin to formulate a plan for participation and conducting your review.

Slide 5 – The decennial census

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

The primary use of census data is to provide the population counts needed to apportion seats in the U.S. House of Representatives among states as mandated by Article 1, Section 2 of the Constitution, but additional data uses include:

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

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

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

Slide 6 – 2020 Census Design

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

Starting at the bottom left of the slide, the Census Bureau must Establish Where to Count by identifying all the addresses where people could live. The census address list contains the residential addresses that form the "where to count." A complete and accurate address list ensures that all households are included in the Census in the correct location.

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

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

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

quality data to the public. An accurate address list ensures that all households are counted in the correct geographic location.

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

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

Slide 7 – LUCA background

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

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

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

Slide 8 – What's new for 2020 LUCA

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

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

Slide 9 – Title 13 U.S.C. – confidentiality and security

Title 13 U.S.C. protects information provided to and from LUCA. It requires the Census Bureau ensure the confidential treatment of census related information, including individual addresses and structure

points (also known as map spots on the paper LUCA materials), and maintain the confidentiality of all information it collects. LUCA requires all liaisons, reviewers, and anyone with access to the Title 13 materials abide by the *Confidentiality and Security Guidelines* and requires all LUCA participants (liaison and reviewers) sign the *Confidentiality Agreement Form.*

For Paper/PaperPDF participants, the Address List, Address List Add Page(s), and PDF small format block maps are Title 13 material and require protection. The guidelines document that accompanied the LUCA invitation/registration materials is included in the Respondent Guide. If changes occur to staff that have access to the Title 13 materials, the jurisdiction must provide updated Confidentiality Forms as the changes occur, throughout the LUCA operation timeframe.

Slide 10 – Title 13 U.S.C. – confidentiality and security (cont'd)

Title 13 provides the following protections to individuals and businesses:

- The Census Bureau never publishes private information. It is against the law to disclose or publish any private information that identifies an individual or business, including names, addresses (including GPS coordinates), Social Security Numbers, and telephone numbers.
- The Census Bureau collects information to produce statistics. No government agency or court can use personal information against respondents.
- The Census Bureau staff is legally required to maintain the confidentiality of your data. Every person with access to your data is sworn to protect Title 13 data (and the data you share) for life. They understand that the penalties for violating this law are applicable for a lifetime.
- 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.

Slide 11 – 2020 LUCA schedule

A final point of the 2020 LUCA section of this introduction, before moving into Census terminology is the schedule. Keeping the schedule in mind prepares you for upcoming tasks and actions.

- January 2017 – Advance Notice mailing conducted. The purpose of the Advance Notice mailing was to bring awareness to 2020 LUCA and its schedule so governments could begin preparing to participate. The Census Bureau asked contacts to review the LUCA Information Guide and to confirm/correct their contact information. The Census Bureau sent a large number of Advance Notice materials in order to build a solid courtesy copy base for the invitation mailing that occurred in July 2017. Nearly 83,000 contacts were shipped the Advance Notice mailing which covered just over 40,000 governments and organizations.
- March 2017 – LUCA promotional presentations began. The six regional offices conducted these presentations. Promotional workshops concluded in December to transition to the training workshops.
- July 2017 – LUCA invitation mailing (which included registration materials) conducted. The invitation mailing included a letter, four forms necessary for LUCA registration, a document with instructions for registration, and a copy of the Confidentiality and Security Guidelines.

- October 2017 – LUCA training workshops began. As with the promotional workshops, the six regional offices manage the scheduling and conduct the training workshops. Direct questions regarding the training workshops to the GEO 2020 LUCA email at: <GEO.2020.LUCA@census.gov> and/or call the Geographic Programs Support Desk at 1-844-344-0169.
- December 15, 2017, was the 2020 LUCA registration deadline.
- February - April 2018 – 2020 LUCA materials begin to ship to participants. Participants begin their review and have 120 calendar days to complete.
- March - September 2018 – Census Bureau processes 2020 LUCA submissions.
- April 2018 – May 2019 – Census Bureau validates 2020 LUCA addresses.
- Summer 2019 – Census Bureau delivers LUCA feedback to participants (the Appeals process is still under development, but has a very short review timeframe).
- April 1, 2020 is CENSUS DAY!

Slide 12 – Census Bureau terminology

The Census Bureau uses numerous terms and acronyms. As part of the introduction, it is important to become familiar with some common Census Bureau terminology used during the 2020 LUCA operation. This slide lists some of the most commonly used terms for LUCA. These terms and others are included in the Respondent Guide. The next several slides define the terms shown on this slide and provide examples of acceptable and unacceptable housing units, group quarters and transitory locations.

Slide 13 – Housing Unit (HU)

Understanding how the Census Bureau defines the term Housing Unit (HU) is critical to the success of participating in the 2020 LUCA operation.

The Census Bureau defines a housing unit as a single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter.

A separate living quarter is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarter without going through another living quarter, such as from outside the building or through a common hall.

Slide 14 – Acceptable HUs for LUCA

The following types of housing units are acceptable for inclusion as part of your 2020 LUCA submission.

- Houses, including townhomes, condominiums, and apartments.
- Living quarters within a nonresidential structure, i.e., an apartment within a church or above a business.
- Mobile homes or trailers occupied as separate permanent living quarters, even if vacant. Empty trailer pads and mobile home sites intended to be permanent sites are also acceptable for LUCA, if the site has utility connections.
- HUs under construction that will be habitable by Census Day, 4/1/2020.

Slide 15 – Group Quarters (GQs)

The Census Bureau defines Group Quarters as 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.

This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. Residents of group quarters are usually unrelated.

Slide 16 – Acceptable GQs for LUCA

The following types of group quarters are acceptable for 2020 LUCA:

- Correctional facilities such as federal or state prisons, local jails, and correctional residential treatment facilities.
- Juvenile facilities both correctional and non-correctional.
- Group homes, such as halfway houses, homes for people with special needs, or homes for the mentally and/or physically disabled.
- Nursing homes, either regular or skilled. Skilled nursing facilities provide rehabilitative services while regular nursing facilities do not.
- Homeless shelters.

Slide 17 – Acceptable GQs for LUCA (cont'd)

Continued from the previous slide, these additional types of group quarters are also acceptable: hospitals, dormitories at colleges or universities, fraternity houses, sorority houses, worker dormitories, religious group quarters (such as a convent or monastery), and any GQ under construction expected to be habitable by Census Day, 4/1/2020.

Should your jurisdiction choose to review GQs as part of 2020 LUCA, all of the GQ types, mentioned on both slides, are acceptable for inclusion in your submission.

Slide 18 – Transitory Locations (TLs)

Transitory Locations (TLs) are sites that contain transient, movable or mobile housing, or portable housing units, including boats, motorized recreational vehicles (RVs), tents, trailers that are pulled by cars or trucks, or any other type of portable housing used as a living quarters. Transitory locations also include hotels or motels if being occupied on a transitory basis because the occupants have no other residence.

Slide 19 – Acceptable TLs for LUCA

The following TLs are acceptable for inclusion in 2020 LUCA: RV parks, campgrounds, hotels, motels, and marinas. Only include the main address (i.e., the office address) for the transitory location.

Slide 20 – Unacceptable HUs, GQs, and TLs for LUCA

Exclude the following unacceptable types of HUs and GQs from your Address List:

- HUs, GQs, or TLs condemned or scheduled for demolition;
- Transitory units within TLs such as RV pad sites or marina slips. These transitory unit addresses are identified and documented during the Enumeration of Transitory Locations (ETL) operation;
- HUs, GQs, or TLs under construction or remodeling for nonresidential purpose, used solely for nonresidential storage or as office/business, or used solely for ceremonial purposes;
- HUs, GQs, or TLs under construction and NOT habitable by Census Day, 4/1/2020.

If addresses described in the first bullet appear on the census address list, mark them for deletion with Action Code "D." If transitory unit addresses are included in the Address List, and you are certain the transitory unit does not exist, mark them for deletion. If addresses described by the two nonresidential status bullets appear, mark them as nonresidential with Action Code "N." Do not add addresses that will not be habitable on Census Day, April 1, 2020.

Slide 21 – City style address

The Census Bureau defines city style addresses as those that have a house number and street name for their complete address. In some instances, the house number may also include an alpha character such as 35A Fourth Ave W. City style addresses are generally mailing address, but some are also used to provide a location for emergency services, such as police, fire, and rescue, i.e., E-911 addresses.

Of special note, for 2020 LUCA, participants who wish to add multiunit addresses must provide the unit identifiers. Ensure that all your apartment buildings, especially small multiunit buildings (3-4 units), such as large houses subdivided into apartments, have a separate address line for each unit that includes the basic street address and the individual unit designation.

Slide 22 – Non-city style address

The Census Bureau defines non-city style addresses as those that do not have a house number and street name for their complete address or that may have incomplete house number and street name information.

Frequently used non-city style addresses in the Census Bureau data include location descriptions with map spots, rural route and box addresses, and highway contract route and box addresses.

Slide 23 – LUCA liaison

For 2020 LUCA, each government entity that registers must designate a LUCA liaison. The liaison is an individual assigned/appointed to the position by the Highest Elected Official and serves as the main point of contact. The Census Bureau ships all of the LUCA materials to the liaison's attention. The liaison is responsible for safeguarding the materials throughout the entire LUCA operation. At the conclusion of the LUCA operation, the liaison is responsible for destroying (preferred) or returning Title 13 materials and signing out of 2020 LUCA by using the *Destruction or Return of Title 13 Materials Form (D-2012)*.

Slide 24 – LUCA reviewer

A LUCA reviewer is an individual selected by the HEO or LUCA liaison to help conduct the LUCA review. Each entity may designate multiple LUCA reviewers. As a precaution, the Census Bureau suggests anyone with intentions of viewing the census address list become a LUCA reviewer. All reviewers must sign the confidentiality agreement form prior to beginning a review of the LUCA materials. After doing so, they may review the materials in addition to the LUCA liaison. As with the liaison, they are responsible for safeguarding the LUCA materials and, at the conclusion of LUCA, they must sign out of 2020 LUCA by using the *Destruction or Return of Title 13 Materials Form (D-2012).* If a reviewer listed on the confidentiality agreement form no longer works with the entity, the liaison can sign out for them.

Slide 25 – Census geography hierarchy diagram

This diagram of Census Bureau geographic entities hierarchy illustrates the nesting relationship of various geographies. In the spirit of LUCA, the main line through the middle of the diagram depicts the census block as the smallest element in the hierarchy, nesting within block groups (not important for 2020 LUCA), census tracts, counties, and states.

This hierarchy manifests in the LUCA address data in the form of a geocode. Each address included on the 2020 LUCA Address List for your entity will include the state, county, tract, and block codes where the address is physically located. The first digit of the block number equates to the block group number.

Slide 26 – Census geography hierarchy graphic

This slide depicts a rough map graphic overview of some of the geographic relationships, similar to the hierarchy diagram on the previous slide, but in a different visual format.

These are merely examples, and not all of these relationships hold true across the hierarchy as a rule (for example, places are not always contained within MCDs, or even counties, and tracts do not always nest cleanly within places) but it works as an example to make sense of the relationships we are attempting to maintain.

Slide 27 – GEOID

As illustrated in the previous two slides, the Census Bureau uses its own geography in order to tabulate data and create a unique code to represent each area.

- Each state has its own unique two-digit code. For example, Pennsylvania is 42.
- Each county within a state has a unique three-digit code. For example, Philadelphia County is 101.
- Combined, these codes form the unique state/county code, 42101.
- Census tracts nest within counties. They are small, relatively permanent statistical subdivisions of a county. Numbered uniquely within each county, they generally have a population size between 1,200 and 8,000 people, with an optimum size of 4,000 people. Census tracts consist of six digits, a four-digit base number, including leading zeroes, plus a two-digit number suffix. An example of a census tract code is 0001.01, shown as 000101 in the LUCA data.
- Census blocks are a geographic area bound by both visible (streets, streams, railroads) and invisible (city limits) features. Census blocks are the smallest area for which the Census Bureau tabulates data. They have a four-digit code. Similar to the relationship between counties and

tracts, blocks nest within and are unique within each tract. Each tract only has one block 1001 and all tracts have a block 1001.

These four codes (state, county, tract, and block) combine to create a unique 15 digit GEOID that represents one specific block within the entire country. Using the information in the example above the nationwide unique GEOID for the block is 421010001011001. This code happens to represent the GEOID of the block in which the Philadelphia Regional Census Office is located.

Slide 28 – Preparations for 2020 LUCA participation

The Census Bureau offers early tools that provide participants the opportunity to begin LUCA preparation in advance of materials receipt. Since January 2017, residential address block counts were available for download on the 2020 LUCA website. The Census Bureau uses the geocodes of the individual addresses in the Master Address File (MAF) to derive the residential block counts. This is the first time the Census Bureau has provided this type of information in advance of the LUCA operation. The Census Bureau provides the Address Count List with the 2020 LUCA materials for reference purposes only.

The 2017 version of this product contained seven fields of information and was a pipe-delimited text file. The 2018 version, updated in January 2018, is comma-delimited and contains 13 fields of information. This updated file is the actual Address Count List material that accompanies participants' official LUCA materials.

Potential participants can compare the Census Bureau's address count data to their local data. They can join the Address Count List to 2010 tabulation block geography to create an overlay for analysis prior to receiving actual LUCA materials. Discrepancies between the census and local counts may be a result of incorrect geocoding or missing information from the census address list.

The Census Geocoder tool allows users to upload a file of addresses (or enter in an individual address) to obtain census geography and approximate coordinates based on the address ranges within the MAF/TIGER System. The Census Bureau offers support for the Census Geocoder through email to <geo.geocoding.services@census.gov>.

The Census Geocoder takes individual addresses, or file of addresses, and obtains census geography and approximate coordinates. It can process files up to 10,000 records at a time. The Census Bureau also offers Geocoding Services for larger files using the Secure Web Incoming Module, known as SWIM.

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

For those not using a GIS, TIGERweb is an interactive web service for use, in advance of receiving LUCA materials, to view the features (roads, blocks, etc.) within jurisdictions. Used interactively with the

Address Count List, it allows users to identify blocks that have high or low address block counts. Documentation is located within the same URL as the TIGERweb application.

Slide 29 – In this section (Review and update strategies)

With the foundation laid with background on the 2020 Census, 2020 LUCA, and Census terminology, it is important to transition from the basics to thinking about how to conduct the review and update. For that reason, this review and update strategies section identifies things to consider, potential address sources available to your jurisdiction to conduct your review, encourages the identification of priority areas of review, and discusses how to begin your review.

Slide 30 – Things to consider

When preparing for your LUCA review, consider your time and staff resources. The 2020 LUCA operation allows 120 calendar days to review and provide the Census Bureau with your submission. The review time begins upon receipt of materials. If your entity decides to switch product preferences, the 120 days does not reset after receipt of new materials, nor does it pause while waiting for new materials. Time does not reset if you experience technical issues, so please contact the Census Bureau immediately if you experience problems with the materials (digital or otherwise).

Consider the availability of a local address list or other source of address information. If a local address list exists, does it include multiunit structure identifiers, such as Apt 1, Unit A2, #4? This information is required for 2020 LUCA submissions when adding new records to the census address list or updating the existing records within the census address list. Does the local address list include both residential and commercial addresses; and if so, are the residential addresses distinguishable? The Census Bureau only wants residential addresses for LUCA, so additional work may be necessary to prepare the local address list for use in 2020 LUCA review.

Slide 31 – Potential address sources

There are many possible sources of local address information, so this alphabetic list of potential sources may not be comprehensive. Some of these sources may not match the Census Bureau's address list exactly, but they are a good indication of where change is taking place and can help identify addresses that need to be added to the census address list.

Slide 32 – Identify priorities

When deciding how to conduct the LUCA review, consider your time, staff, and available local address information. If a complete review is not possible, focus your review on these areas, choosing the areas or addresses that are most important to your government to review. This list is in alphabetical order, not priority order for the Census Bureau:

- Apartments or areas of concentrated multiunits.
- Areas along governmental boundaries.
- Areas of new residential construction.

- Blocks with the greatest difference between the Census count and the local counts. The blocks with differences highlight areas missing addresses or areas with misgeocoded addresses. These may prove to be high priority areas for many participants.
- E-911 address conversions.
- Group Quarters.
- Mobile home parks or blocks with a concentration of new/scattered mobile homes.
- Single family homes converted to multifamily and vice versa.
- Warehouse (Commercial) conversions to residential.

Slide 33 – Beginning your review

As you begin your review, assemble all of your local sources of information (local address sources and local map sources). Take time to read the 2020 LUCA Respondent Guide that accompanies the materials. Review the online presentations when they become available.

Familiarize yourself with your specific LUCA materials. For paper participants, check the paper address list for the sort option noted at the top of each page. Check to see that all the pages (e.g., 1 of 345 through 345 of 345) are included and that none are missing. If pages are missing or the sort option is not what you need/expect, contact the Census Bureau immediately for a replacement. As stated on a previous slide, your 120 days does not pause or reset when you receive your new materials. The Census Bureau suggests you move forward with your review while you await your new materials. These are all checks that participants can perform upon receipt of materials to ensure your materials are complete and correct. Review the Address Count List to ensure it includes all of its pages. Review your paper maps to ensure all are included and legible. Check a few blocks on the Block to Map Sheet Relationship list by locating them on the respective large format map(s). Review the PDF small format maps in the same manner, checking to ensure all are legible and the set is complete for your jurisdiction.

Organize your LUCA materials based on the priority areas your jurisdiction established and focus on those areas. Do not become distracted by the additional materials for other areas or other addresses. If you complete the priority areas, you can always choose additional addresses to review.

An organized approach to conducting your LUCA review will yield a successful LUCA submission for your jurisdiction.

Slide 34 – In this section (Setup and materials introduction)

This section of the presentation discusses the delivery of materials, the DVD layout and content, the suggested system setup, and introduces the address and map materials.

For more detailed information and instruction, refer to the Respondent Guide that accompanies the materials.

Slide 35 – Delivery of materials

The Census Bureau delivers the materials via traceable delivery methods such as FedEx or U.S. Postal Service (USPS). For Paper/PaperPDF participants, the Title 13 paper address materials arrive double-wrapped to ensure protection during shipping. The "Paper/PDF" map materials are located on one DVD

that contains both Title 13 and non-Title 13 data. For security purposes, the digital materials are unavailable through download (ftp or internet) or through email. The paper map materials arrive along with the paper address materials and DVD.

Slide 36 – DVD layout and content

For this product preference, the address related materials (Address List, Address List Add Page, Address Count List) and the map related materials (large format maps and Block to Map Sheet Relationship List) are in paper format.

The DVD contains a digital copy of the Respondent Guide, a digital inventory form (*LUCA20_inventory.pdf)* to use when providing your submission to the Census Bureau, and a readme file (*Readmefirst2.txt)* for this specific product preference in the root directory of the DVD. The Respondent Guide is included as a pdf in addition to the paper copy received with your paper address related materials.

The "maps" folder contains five files:

The *About_the_maps.pdf* describes the "bundled" large format PDF, *LUCA20<EntType><EntCode>.pdf*.

The *LUCA20<EntType><EntCode>.pdf* is the single PDF of all large format maps. This PDF is on the DVD for convenience and provided in addition to the paper large format maps. These are not Title 13 material since they do not show map spots. The Entity Type *(<EntType>)* is represented by a single character; "C" for County, "M" for MCD, "P" for Incorporated Place, and "R" for Reservation. The *<EntCode>* is the FIPS entity code for the Entity Type, e.g., 24001 is the county FIPS code for Allegany County, Maryland. The 24 represents the two digit state FIPS code and the 001 represents the three-digit FIPS county code.

The *LUCA20<EntType><EntCode>_BLK2MS.txt* is the block to map sheet relationship text file that identifies each census block in the entity and on what large format map each block is located. This file accompanies a paper copy for this product preference. This file is a semi-colon delimited text file. Instructions for properly opening it are included in the Respondent Guide.

The *Readme.txt* file discusses the need for Adobe software to view the pdf maps.

The *Title13_BlockMaps.exe* contains the Title 13 PDF small format block maps. Because this file contains Title 13 materials, protect the DVD and any printed PDF small format block maps according to the instructions outlined in the *Confidentiality and Security Guidelines*. This document is included as Appendix A of the Respondent Guide and was included as part of the LUCA invitation materials.

Slide 37 – Suggested setup of local system

Upon receipt of the DVD, if it is damaged, incomplete, or if the files are corrupted, contact the Geographic Programs Support Desk at 1-844-344-0169 immediately for assistance and potential replacement of DVD.

The Census Bureau recommends that you make a copy of each of the files and place them on the hard drive of a computer, only after ensuring you can adhere to the *Confidentiality and Security Guidelines*. Retaining a copy will preserve the original files should you need to look at an original record or require

another original copy of the file. If your jurisdiction cannot meet the digital security requirements, please do not install the data. Contact the Census Bureau immediately to discuss alternatives.

To keep your work organized, create a new directory/new folder on your hard drive. We suggest naming it "2020LUCA". Copy all of the contents from the DVD into the newly created folder on your local system.

Participants should refer to the Readmefirst2.txt, the Quick Start guide, and the Respondent Guide included with the materials for detailed instructions. Consider the Respondent Guide the source for answering questions regarding the LUCA operation. Call the Geographic Programs Support Desk at the number listed above or send an email the LUCA staff at <GEO.2020.LUCA@census.gov> if questions still exist.

Slide 38 – Data installation

Navigate to the 2020LUCA folder on your local system. Double click on the file, "*Title13_BlockMaps.exe*", from your copy on the local system to execute the file and extract its encrypted contents. A command prompt opens and prompts for a password. Enter the password provided by the Census Bureau separately from your LUCA materials and is the same one used to extract the digital address list. The password is not visible when entering into the command prompt window. The command prompt window shows the progress of the file extraction and closes upon completion. This action has effectively unzipped and unencrypted the Title 13 PDF small format block maps for your jurisdiction. Details on the content of the PDF small format block maps are later in this section of the presentation.

Slide 39 – Title13_BlockMaps.exe visual

This visual represents how the local system would appear for Paper/PaperPDF participants. The "*LUCA20BLK*" files are the PDF small format block maps. The "*LUCA20<EntType<>EntCode>.pdf*" is the pdf of the large format maps and the file with "*LUCA20<EntType><EntCode>_BLK2MS.txt*" is the digital version of the Block to Map Sheet Relationship List. All of these files appear after the execution of the Title13_BlockMaps.exe file.

Are there any questions regarding the handling the DVD and extraction of the Title 13 PDF small format block maps?

Slide 40 – Address materials

This section of the presentation introduces the paper address materials, identifies those protected by Title 13 and shows examples to provide an introductory visual of each.

For more detailed information and instruction, refer to the Respondent Guide that accompanies the materials.

Slide 41 – Address List (D-2007) – Title 13

The Address List is Title 13 material. It contains all of the residential addresses (city style and non-city style) known to the Census Bureau within your jurisdiction. It also contains census geographic codes (state, county, census tract, census block) that indicate the location of each address.

The D-2007, the paper address list, is on 8 ½ x 14 inch (legal size) paper. Each sheet contains six addresses.

There are two sort options: Street Name/House Number and Census Tract/Census Block

Consider your ability to re-sort your local address list. If you cannot change the sort of your local list, then choose the sort option that most closely resembles the sort of your local list.

Following procedures described in the Respondent Guide, participants perform edits to this address material as they discover errors/discrepancies.

Slide 42 – Address List (D-2007) – example **No Title 13 Data Displayed**

This slide depicts an example of page from a D-2007 Address List**.** In this slide and all of the forthcoming slides that include examples of the Address List and Address List Add Pages, the address records are fictitious. There is no display of Title 13 data on these slides. The Respondent Guide details the address materials and discusses each of the column's content and intent on the Address List.

Slide 43 – Address List Add Page (D-2008) – Title 13

Participants use the Address List Add Page to add residential addresses not shown on the Census Bureau's address list. Participants also use the Add Page to add records in need of correction on the census address list. Not all of the columns on the address list are eligible for edits, so if a correction is necessary to an un-editable column, participants delete the incorrect record and use the Add Page to add the correct record. Details on the editable columns are in the Acceptable Updates section of this presentation. Once an Add Page contains address information, it is Title 13 material.

The Address List Add Page is letter size, 8.5" x 11" for ease of photocopying, with space for FOUR addresses per page.

The Census Bureau provides five (5) copies of the Address List Add Page with materials. If you anticipate that you will be adding more than 20 addresses during LUCA, we suggest that you make additional copies before recording any updates.

For your convenience, a blank Address List Add Page is included in the Respondent Guide. In addition, a blank Address List Add Page is on the LUCA website at <http://www.census.gov/geo/partnerships/luca.html>.

Slide 44 – Address List Add Page (D-2008) – example

For the Address List Add Page, participants populate the header information on the page to include the Entity Name and Entity ID code, as well as page information, name of preparer and date prepared. As

noted on the bottom, Title 13 U.S.C. prohibits disclosure. Once these blank pages contain address information, they become Title 13 material. Protect these pages in the same manner as the Address List.

Slide 45 – Address Count List (D-2009)

The Address Count List contains the number of residential housing unit and group quarters addresses on the address list for each census block within your jurisdiction.

The Address Count List is for reference only. Participants use it to identify inconsistencies between the Census Bureau's address counts for housing unit and/or group quarters and their housing unit and/or group quarters address counts.

The product is 8.5"x11" letter sized, and contains 72 census blocks per page.

The last important point to make regarding the Address Count List is to mention that for state and county participants the address count list includes an "unable to geocode" tally on the next to last line. This row summarizes the ungeocoded address records included in the address list by housing unit and group quarters. We provide the tallies at the state and county level because we receive the USPS Delivery Sequence file by state, county and ZIP Code. We cannot provide these tallies below the county level.

Slide 46 – Address Count List (D-2009) – example

Participants can refer to this list to help identify areas that need special attention or a closer review of the address list. For example, if block 2044 in tract 0045.00 has housing units, participants can determine from the address count list that the Census Bureau does not have any housing units or group quarters geocoded to that census block and they can choose to focus on that area for their LUCA review. Conversely, if they notice too many housing units/group quarters geocoded to a block, they can choose to focus on that area for their LUCA review in order to correct the improperly geocoded address records. Establishing priorities for your LUCA review, discussed earlier in the presentation, is important.

Slide 47 – Map materials

This section describes the large format maps, the Block to Map Sheet Relationship List, the PDF of large format maps, and the PDF small format block maps and shows examples to provide an introductory visual of each product.

While helpful, map updates are only required to indicate new, or updates to existing, non-city style address records. Participants choosing the "Paper/PaperPDF" product preference that wish to make a map update to accompany their Address List updates, must use the PDF small format block maps for their map updates. Please do not allocate much of your 120-day review period attempting map updates. Focus your review on the Address List.

Slide 48 – Large format maps

The large format maps do not include map spots, so they are not Title 13.

The Census Bureau provides large format paper maps to all participants that selected "Paper" or "Paper/PDF" maps on their Product Preference Form during 2020 LUCA registration. The large format maps are a reference used to identify the census geocode information for addresses on the Address List.

Large format paper maps are 36"x32" in size and may include one or more sheets. There are three types of large format paper maps: Index sheets, Parent sheets, and Inset sheets. Subsequent slides of this presentation detail these three types. The last slide in this section of the presentation provides an example of a large format map legend.

Slide 49 – Large format maps – content detail

The 2020 LUCA large format maps show some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the LUCA map displays this information using symbols unique to the Census Bureau.

This zoomed section example of a large format Parent map sheet displays the following information:

- Entity boundary.
- Entity name and FIPS entity code.
- Census tract boundaries and numbers.
- Census block boundaries and numbers.
- Streets and street names.

Other features not shown on this example, but could be on other Parent sheets, include railroads and water features.

Slide 50 – Large format maps – Index sheet

Index sheets are for reference only and used with jurisdictions containing more than one Parent sheet. They cover the entire extent of a jurisdiction. Blue-outlined, numbered grids correspond to the Parent sheets.

Slide 51 – Large format maps – Index sheet example

This slide shows an example of a 2020 LUCA large format Index sheet and a zoomed section of the same map. The Index sheet is one page. Notice the blue-outlined, numbered grids. The bottom right margin of the Index sheet identifies the total number of sheets that comprise the entire large format map set, breaking it down into the three categories: Index, Parent and Inset. This example has NINE sheets total: one Index sheet, six Parent sheets, and two Inset sheets.

Index sheets are always numbered as the "000" sheet. The barcode along the bottom contains the entity code (88009) and the sheet code information (000). The map type identifier, in this case "(INDEX)", is above the barcode along with reference to 2020 LUCA.

Slide 52 – Large format maps – Parent sheet

Parent sheets correspond to the grid and grid number on the Index sheet for your jurisdiction. They provide a detailed view of a section of your jurisdiction. They identify the census tract and blocks on the

Parent sheet. Participants use them in conjunction with the Block to Map Sheet Relationship List discussed in an upcoming slide. Parent sheets depict detail excluded from the Index sheet for features such as roads, streams, water bodies, railroads, etc., and geographic areas such as city limits, county boundary, parks, etc.

It is important to note that blocks affected by boundary improvements since the 2010 Census contain an alpha suffix. These suffixed blocks appear on Parent sheets (and Inset sheets), but do not appear in the address materials. Suffix information is not required when performing address updates. See the Respondent Guide for an example of a suffixed block.

Slide 53 – Large format maps – Parent sheet example

This slide shows an example of a 2020 LUCA large format Parent sheet (Parent sheet 4) and a zoomed section of the same map. The Parent sheet is one page. The bottom right margin of the Parent sheet shows a "key to adjacent sheets" that mimics the blue grid pattern on the Index sheet. It also identifies the total number of sheets that comprise the entire large format map set, breaking it down into the three categories: Index, Parent and Inset. This example has NINE sheets total: one Index sheet, six Parent sheets, and two Inset sheets.

The barcode along the bottom contains the entity code (88009) and the sheet code information (004). The map type identifier, in this case "(PARENT)", is above the barcode along with reference to 2020 LUCA.

Slide 54 – Large format maps – Inset sheet

Inset sheets do not exist for every jurisdiction, and if they exist, they do not necessarily exist on every Parent sheet. They show the detail of the congested area. Like the Parent sheets, they depict the features for roads, water, rail and various geographic areas. They correspond to a highlighted, fill patterned area on a Parent sheet and include an alpha character, such as "B." Due to the level of congestion, these may also be multi-sheeted (B1, B2, etc.).

As with the Parent sheets, blocks affected by boundary improvements since the 2010 Census contain an alpha suffix appear on Inset sheets, but do not appear in the address materials. Suffix information is not required when performing address updates. See the Respondent Guide for an example of a suffixed block.

Slide 55 – Large format maps – Inset sheet example

This slide shows an example of a 2020 LUCA large format Inset sheet (Inset B, 1 of 2 INSET sheets) and a zoomed section of the same map. The Inset sheet is one page. The bottom right margin of the Inset sheet identifies the total number of sheets that comprise the entire large format map set, breaking it down into the three categories: Index, Parent and Inset. This example has NINE sheets total: one Index sheet, six Parent sheets, and two Inset sheets.

The barcode along the bottom contains the entity code (88009) and the sheet code information (004). The map type identifier, in this case "(INSET)", is above the barcode along with reference to 2020 LUCA.

Slide 56 – Large format maps – Index→ Parent→ Inset

To summarize the linkage between the large format map types, this slide depicts the three large format map types, Index, Parent, and Inset. The left portion of this slide depicts a zoomed section of the Index sheet with blue grid 4, Parent sheet 4, and Inset B notated. The middle image shows Parent sheet 4 with Inset B notated. The image on the far right shows full Inset sheet B.

Slide 57 – Large format map legend

For all three map types (Index, Parent and Inset), in the upper right hand corner of each map sheet, a large format map legend exists. The legend consists of three columns: symbol description, symbol, and name style.

- **Symbol Description** includes type of features boundaries and geography shown on the map.
- **Symbol** shows the symbols representing the feature in the symbol description.
- **Name Style** shows an example of the name of a particular feature displayed on the map in the specific font and style for that feature.

There are five groups of information spanning these three columns: boundaries, transportation, other features, landmarks, and various footnotes or notes. These five groups are listed in this exact order within the legend.

- **Boundaries** refer to the different boundary types or geographic area shown on the map. Each has a distinct color and symbol.
- **Transportation** represents the various types of transportation features. Thicker lines identify major roadways such as interstates and U.S. highways while thinner lines represent secondary roads and city streets. Other transportation features are identified in the legend in addition to road features.
- **Other Features** represent other feature types such as pipelines, streams, and nonvisible boundaries.
- **Landmarks** represent the various landmarks on the map such as rivers, lakes, airports, military installations, etc.
- **Footnotes and Notes** provide additional information and details on geographic relationships, boundaries, and symbology.

An appendix within the Respondent Guide describes the format and content of the legend in detail, so please make sure to review it for clarity of large format map content.

Slide 58 – Block to Map Sheet Relationship List (D-2010)

The Block to Map Sheet Relationship List identifies the large format Parent map sheet or sheets in which each census block is located for the given jurisdiction. The sort for this product is by census tract number and census block number in ascending order.

Census blocks are unique within a census tract, so block numbers do repeat within jurisdiction. In this example, census block 1002 in census tract 45 is located on Parent sheets 2 and 4. Census block 1002 of census tract 54.02 is located on Parent map sheet 5.

Slide 59 – PDF of large format maps

The PDF of the large format maps is not Title 13 material. While all paper map participants receive hardcopy large format maps, participants who choose the "Paper/PDF" map product preference also receive a PDF of the large format maps as a courtesy. All of the large format maps are contained within one PDF, "*LUCA20<EntType<>EntCode>.pdf*". The file is located on the same DVD as the PDF small format block maps. The single PDF file includes the Index sheet, all the Parent sheets, and all of the Inset sheets you received in paper. The lower right corner of the map margin (on paper maps and pdf as well) provides the total number of map sheets within the PDF file.

The PDF content matches the content of the printed large format maps, so the information presented in earlier slides applies to the PDF large format maps as well. For instance, the numbered grids displayed on the Index map correspond to each Parent sheet number within the file.

In order to view the PDF of large format maps, participants use Adobe Reader or Adobe Professional software. Refer to the Respondent Guide for additional details.

Participants can utilize the printed version of the Block to Map Sheet Relationship List or the digital version, "*LUCA20<EntType><EntCode>_BLK2MS.txt*", included on the DVD.

Slide 60 – PDF small format block maps – Title 13

Participants receiving PDF small format block maps materials are required to protect the materials to ensure they remain confidential by following the instructions outlined in the *Confidentiality and Security Guidelines* document that accompanied the LUCA invitation/registration materials. A copy of the document is included as an appendix in the Respondent Guide for your convenience.

These block maps are 8.5" x 14" (legal-size) with either portrait or landscape orientation, depending on the shape of the block. Like the large format maps, there are three types of PDF small format block maps: Index, Parent and Inset. Additionally, the PDF small format block legend appears similar to its large format map counterpart.

Slide 61 – PDF small format block maps – <u>Index</u> sheet

This slide shows an example of an Index sheet for the PDF small format maps. As with the large format maps, the numbered grids displayed on the Index sheet correspond to each Parent sheet number within the bundled PDF file. You can find where each census block is located on the large format Parent sheets by using the Block to Map Sheet Relationship List, "*LUCA20<EntType><EntCode>_BLK2MS.txt*".

Slide 62 – PDF small format block maps – <u>Parent</u> sheet **No Title 13 Data Displayed**

In this slide and all of the forthcoming slides that include examples of the PDF small format block maps, the structure point information is fictitious. There is no display of Title 13 data on these slides. The left side of the slide depicts a portrait orientation and the right depicts a landscape orientation of a PDF small format Parent sheet.

As with the large format Parent sheets, the PDF small format Parent sheets may contain alpha suffixes for blocks with boundary modifications since the 2010 Census. This suffix information is not required for address updates.

Slide 63 – PDF small format block maps – Parent sheet: "internal" block within "active" block **No Title 13 Data Displayed**

This example shows an internal block (block 2002) within the active block (block 2001). Notice all of the area that is not part of block 2001 is shaded and does not include any map spots. Do not edit any features outside of the active block. If edits are necessary for block 2002, participants must print and edit the PDF small format block map for block 2002.

Slide 64 – PDF small format block maps – Parent sheet with inset **No Title 13 Data Displayed**

Because this block had an area of congested map spots, it includes an inset. When this occurs, the Parent sheet and Inset sheet are bundled into one PDF for the block. In this slide, the Parent sheet with a single Inset sheet is the first page of two. This slide depicts the Parent sheet for the PDF small format block map and a zoomed section to illustrate the map margin.

Slide 65 – PDF small format block maps – Inset sheet **No Title 13 Data Displayed**

In this slide, the Inset sheet corresponds to the previous slide and is the second page of two for this block. This slide depicts the Inset sheet for the PDF small format block map and a zoomed section to illustrate the map margin.

As with the large format Inset sheets, the PDF small format Inset sheets may contain alpha suffixes for blocks with boundary modifications since the 2010 Census. This suffix information is not required for address updates.

Slide 66 – PDF small format block maps – map margin

In this slide, FOUR examples of the margin for PDF small format block maps are visible. The far left example accompanies an Index sheet of a multi-sheet block map. The horizontal one is of the accompanying Parent sheets of the multi-sheet block map. The third example is for a one-sheet Parent sheet block map. The last example is for an Inset sheet.

Notice the margin will include information regarding the total number of map sheets for that specific block, as well as other common map elements such as a title, block identification, related entity information (which other entities this block also falls within), a north arrow, a scale bar, the Title 13 disclosure warning, source, date created, and barcode.

Slide 67 – PDF small format block map legend

The PDF small format block map legend contains the same information as the large format map legend. The same three columns of information exist for the Symbol Description, Symbol, and Name Style.

Refer to the Respondent Guide for clarity of the PDF small format block map content.

Slide 68 – Setup and materials summary

To summarize this section, confirm the receipt of the address and map materials (all of Address List pages, Address Count List blocks, the large format maps, the Block to Map Sheet Relationship List, and PDF small format block maps). Confirm the Address List sort and the legibility of all paper materials. Review the **"***Readmefirst2.txt*" text file included in the root directory of your DVD. Please plan to review this presentation again and use it in conjunction with the Respondent Guide as resources for getting started. Be on the lookout for a hardcopy *2020 LUCA Quick Start Guide* that accompanies the materials, as it will contain tips on organizing and handling the digital materials.

Slide 69 – In this section (Acceptable updates and examples)

We are entering the section of the presentation that deals with specific examples for updating the LUCA materials. Please remember, LUCA is an address-focused operation. Some map updates intertwine with some of the examples, but the focus of this section of the presentation details permissible actions that can occur to the Address List and the Address List Add Page. There are four acceptable action codes used to edit the census address list- C, D, J, and N. Upcoming slides discuss each in detail. All four action codes may be used with city style addresses (e.g., 1000 Main St), non-city style addresses (e.g., RR 3 Box 34), and ungeocoded addresses (available for state and county level participants only).

Upcoming examples depict both city style and non-city style address examples within the Address List and Address List Add Page sections. Discussion of ungeocoded addresses (for state and county participants) occurs while reviewing the C action code.

Slide 70 – "C" action code

Participants use the "C" action code to update the census address list in the following situations: to correct incorrect state codes, county codes, census tract numbers, census block numbers, street names (including directional and street type information), and ZIP Code information. Participants can include the latitude and longitude coordinate in lieu of the tract and block numbers for ungeocoded records. <u>These are the only fields eligible for update during 2020 LUCA.</u>

The presentation includes three examples of using the C action code, shown in **bold** on the slide.

- Correction of an incorrect census block number.
- Correction of an incorrect street name.
- Inclusion of the tract and block geocodes (or latitude and longitude coordinates) for "unable to geocode" address records.

*Unable to geocode (ungeocoded) records are missing the tract and block geocode information. These records exist for state and county participants. Though ungeocoded records can use all action codes, the most informative update for the Census Bureau is inclusion of the tract and block geocode (or

coordinates) information that provides the necessary geocode information to distribute a questionnaire. This edit corresponds to a "C" action code.

Slide 71 – Address List: "C" action code – correcting block number **No Title 13 Data Displayed**

In this example, the census block for the address records along South Holdener Street do not exist in block 1003. The street exists in the adjacent block, block 1009.

Print a "**C**" in the **Action Code,** column 3. In the **Census Block** (4c) column, cross out 1003 and print 1009.

Notice the use of the "arrow down", so all information does not have to be written on each record. Ensure the action code and other corrected information appears for the first and last record for which that update applies.

While helpful, map updates are only required to indicate new, or updates to existing, non-city style address records; otherwise, map updates are optional. No change to the Map Spot Number (8) column or Map Spot Coordinates (10) column is required if map updates are performed.

Slide 72 – Map: correcting block number **No Title 13 Data Displayed**

Locate the appropriate PDF small format block map (block 1003 in tract 54). Print it at full scale, legal size. Use a colored pencil to cross out the incorrect location in block 1003 of S Holdener St with a series of "Xs." Circle the entire street and include all the affected map spots that need moved with the street.

Draw S Holdener St in its correct census block, the adjacent block 1009, and print the street name above it.

Draw an arrow from the incorrect location to the correct location for S Holdener St.

Optional: At the correct location, S Holdener St includes an even numbered address range from 100 through 114 on the north and an odd numbered address range from 101 through 117 on the south.

Print the address ranges above and below S Holdener St. Print the address breaks where S Holdener St intersects Aldin St between address numbers 101 and 103.

Address ranges are the lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address number and the opposite side has odd address numbers.

Address breaks are the city-style addresses on each side of a boundary or at an intersection of a street with another street or feature.

Please note this is an example of a correction in an adjacent block. In cases, where the blocks are not adjacent, omit the "circle entire street and all map spots" and the "draw arrow" steps. Simply mark the Xs to denote deletion of the feature and add the feature to the appropriate PDF small format block map

in its proper location as described in this example. Provide as much detail as possible, but do not allow map updates to steal time from address updates.

Slide 73 – Address List: "C" action code – correcting street name **No Title 13 Data Displayed**

The Census Bureau's Address List and PDF small format map incorrectly show Nale Place instead of Nale Street, the correct street name.

Print a "**C**" in the **Action Code** (3) column for the first and last addresses that are affected by the street name correction and arrow down from the first entry to the last entry.

In the **Complete Street Name** (4b) column, cross out the incorrect name, in this example, Nale Place, and print the correct name, Nail Street, above it for the first street name and the last street name that needs corrected and arrow down from the first entry to the last entry.

If the street extends into multiple blocks, repeat this procedure for all the Address List sheets containing the street name in need of correction.

Slide 74 – Map: correcting street name **No Title 13 Data Displayed**

Locate the appropriate PDF small format block map (block 2001 in tract 54). Print it at full scale, legal size. Using a colored pencil, cross out the incorrect street name (Nale Pl) and print the correct street name (Nail St) above it.

Use double hatch marks to show the extent of the street name change. In this example, the entire street needs correction.

If there is an alternate street name, include it in parentheses after the primary street name. In this example, County Road 9 is the alternate street name for Nail St.

If this update extended to more than one block, print all the block maps containing the incorrect street name for each block affected by the street name correction and complete the aforementioned steps.

Slide 75 – Address List: "C" action code – correcting ungeocoded addresses **No Title 13 Data Displayed**

As mentioned in the beginning of this section, the census address list for state and county participants may contain "unable to geocode" (ungeocoded) address records. If so, these appear at the end of the Address List. Consider reviewing these addresses to determine if they are valid residential addresses. If they are, use the "C" action code to provide either the census tract and census block geocode information OR the latitude and longitude coordinates for these records to ensure an accurate enumeration in the correct location.

If participants determine ungeocoded records do not exist, are invalid, are out of the jurisdiction, or are nonresidential, they may mark them according to guidance in upcoming slides for the D, J and N action codes and as described in the Respondent Guide.

In this example, the Address List for Winter County contains several new city style addresses that are ungeocoded, i.e., missing tract and block geocodes.

Print a "**C**" in the **Action Code** (3) column for the first and last addresses that need geocodes added and arrow down from the first entry to the last entry.

Print the census tract number in the **Census Tract** (4b) column and the census block number in the **Census Block** (4c) column and arrow down in each column from the first entry to the last entry. Participants determine the correct tract and block information by utilizing the large format maps or the PDF small format block maps.

Optional: If participants know the approximate location of each address, assign a unique **Map Spot Number** in column 8 and place corresponding map spots on the appropriate PDF small format Parent sheet or Inset sheet. Instead of including the tract and block geocode information, participants can include the latitude and longitude coordinate information in the **Map Spot ID Coordinates** section, column 10a and 10b respectively. This example shows map spot numbers A1 – A6.

Slide 76 – Map: correcting ungeocoded addresses **No Title 13 Data Displayed**

It is optional to include map spots for ungeocoded records, but this information certainly does add value to the address record. Locate the appropriate PDF small format block map (block 1003 in tract 54). You do not need to print another copy of this block map, make this update on the same printed copy for the deletion of S Holdener Street from the "correcting block geocode" example. Since these addresses along Olisan Street were included on the Address List and were geocoded, include the approximate location by drawing the map spots and using the unique **Map Spot Number** from column 8.

Slide 77 – "D" action code

Participants use the "D" action code to flag residential address records on the census address list that no longer exist, are uninhabitable, or are duplicates. Participants may use the "D" action code to flag residential addresses along streets that no longer exist, as well as to flag records with incorrect house numbers or apartment/unit numbers. Use the "D" action code in instances of residential address conversion (e.g., housing units converted to 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).

In the cases of incorrect house number, apartment numbers and conversions, participants use the paper *Address List Add Page (D-2008)* to add the corrected addresses that correspond to the records marked for deletion. The Census Bureau terms this type of update a "delete/add" action combination.

Besides updating column 3 with the "D" action code, participants must not make any additional corrections for these records on the Address List.

The presentation includes three examples of proper use of the "D" action code, shown in **bold** on the slide.

- Deletion of address records along portion of street that no longer exists.

- Deletion of records with an incorrect house number and the corresponding "Add" action.
- Deletion of housing unit converted to multiunit structure and the corresponding "Add" action.

Slide 78 – Address List: "D" action code – deleting addresses **No Title 13 Data Displayed**

In this example, a portion of South Holdener Street in census block 1003 no longer exists and the four housing units along this section were demolished.

Print a "**D**" in the **Action Code** (3) column for the first and last addresses that need deletion and arrow down from the first entry to the last entry. If these addresses spanned more than one page, participants should repeat this procedure for all the Address List sheets containing the addresses that need deleted. No other action is necessary for these four records.

Slide 79 – Map: deleting portion of street **No Title 13 Data Displayed**

To complete the deletion marked on the address list, use a colored pencil to "X" out the portion of S Holdener Street to delete. Use the double hatch marks to define the extent of deletion. There is no need to "X" out the map spots because the corresponding address records are marked for deletion on the Address List.

Slide 80 – Address List: "D" action code – deleting incorrect house numbers **No Title 13 Data Displayed**

In this example, a review of the census address list uncovers an error with the house numbers on Ionia Avenue. They are four digit and not three digit. All other fields of information for these records are correct. Since participants cannot edit the house number field, they must delete these addresses and add the correct records using the Address List Add Page.

Print a "**D**" in the **Action Code** (3) column for the first and last incorrect house number addresses that need deletion. Draw an arrow from the first entry to the last entry for all the Address List records containing the incorrect house numbers that need deletion. Make no further update to these records on the Address List.

Slide 81 – Address List Add Page: adding correct house numbers **No Title 13 Data Displayed**

To complete the corresponding add action for the deleted records on the Ionia Ave, enter the appropriate heading information including entity name, entity ID code, page number, name of the preparer, and the date. Please note the preparer is required to have signed Confidentiality Agreement Form.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on either the large format maps or the PDF small format block maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the correct house number for each address in the **Complete Address Number** (4a) column.

Enter the street name in the **Complete Street Name** (4b) column in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down from the first entry to the last entry.

Though optional, if the location of the map spots for these records is correct, copy the map spot information from the column 8 to the **Unique Map Spot (5)** for each respective address. This example omits that information.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may enter the address use in the first and last lines needed and arrow down from the first entry to the last entry if the address use is the same for all the addresses added.

Repeat this procedure for all the Address List Add Page sheets necessary to complete the "Add" action.

Slide 82 – Address List: "D" action code – deleting incorrect apartment units **No Title 13 Data Displayed**

For this example, the apartment units at 3567 Achilles Drive are incorrect as listed on the census address list. Instead of single digit apartment numbers, local sources indicate the apartment units are three digits, numbered with four units per each floor of the building (101-104, 201-204 and 301-304). Because participants cannot edit the apartment/unit information field on the address list, they must delete the incorrect records and add the correct records using the Address List Add Page. There is no action required on the PDF small format block maps for this example.

Print a "**D**" in the **Action Code** (3) column for the first and last addresses that need correction and arrow down from the first entry to the last entry. Repeat this procedure for all the Address List sheets containing the addresses that need correction. Complete the corresponding "Add" action as shown on the next slide.

Slide 83 – Address List Add Page: adding correct apartment units **No Title 13 Data Displayed**

To add the correct apartment or unit numbers to the Address List Add Page, enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format block maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the house number in the **Complete Address Number** (4a) column in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the street name in the **Complete Street Name** (4b) column in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the correct apartment or unit number for each address in the **Apt/Unit Number** (4f) column.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down from the first entry to the last entry.

Though optional, if the location of the map spots for these records is correct, copy the map spot information from the column 8 to the **Unique Map Spot (5)** for each respective address. This example omits that information.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may print the address use in the first and last lines needed and arrow down if the address use is the same.

Repeat this procedure for all the Address List Add Page sheets necessary to complete the "Add" action.

Slide 84 – Address List: "D" action code – deleting HU converted to multiunit **No Title 13 Data Displayed**

In this example, the single housing unit at 105 Minoan Pkwy recently converted to a multiunit structure containing two apartments, apartments 105 A and 105 B, respectively.

Print a "**D**" in the **Action Code** (3) column for the converted housing unit address, 105 Minoan Pkwy. Do not make any additional updates to this address record.

Slide 85 – Address List Add Page: adding converted multiunit **No Title 13 Data Displayed**

To add the two new corresponding records to the Address List Add Page, enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format block maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the house number for each address in the **Complete Address Number** (4a) column.

Enter the street name in the **Complete Street Name** (4b) column in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the correct apartment or unit number for each unit in the **Apt/Unit Number** (4f) column.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may print the address use in the first and last lines needed and arrow down if the address use is the same.

Repeat this procedure for all the Address List Add Page sheets necessary to complete the "Add" action.

Slide 86 – "J" action code

During the review and update strategies section of this presentation, the Census Bureau identified blocks that span jurisdiction boundaries as potential priorities for review. Keep these "boundary" blocks in mind while conducting the LUCA review. Participants may find these errors in blocks that contain street features that split a legal boundary (reservation, county, minor civil division, or place).

Participants use the "J" action code to flag residential addresses that are not in their jurisdiction, meaning the address does not fall within the legal boundary of the jurisdiction. Participants can use the "J" action code for city style, non-city style, and ungeocoded address records (state and county participants only). When used, participants must not make any other corrections to the address record.

Slide 87 – Address List: "J" action code – out of jurisdiction **No Title 13 Data Displayed**

In this example, two addresses on Pueblo Trail are not within the jurisdiction of Winters County.

Print a "**J**" in the **Action Code**, column 3. If there were more than two entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry. Make no other corrections to these two address records.

This example includes does not include a map update.

Slide 88 – "N" action code

Use an "N" action code to flag addresses used for any purpose other than residential such as businesses, schools, churches, and government offices.

Before entering an "N" action code, ensure that the structure does not contain a housing unit. Some structures can contain both residential and nonresidential units even though they have a single address such as an apartment over a store or a home with an office.

Like the other action codes, participants may use this action code for city style, non-city style, and ungeocoded address records (state and county participants only).

Do not make corrections to any other fields for nonresidential addresses.

Slide 89 – Address List: "N" action code – nonresidential

In this example, one address on Cassiopeia Drive is nonresidential. Print an "**N**" in the **Action Code,** column 3. Make no other corrections to the address record. This example includes does not include a map update.

Slide 90 – Address List Add Page: adding city style HUs **No Title 13 Data Displayed**

The next several examples depict "Add" situations using the Address List Add Page for city style addresses.

For this example, participants need to add four addresses along Olisan Street to the census address list. In order to add addresses, participants use the Address List Add Page.

Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format block maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter each individual house number in the **Complete Address Number** (4a) column.

Enter the **Complete Street Name** (4b) in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down from the first entry to the last entry.

If you know the approximate location of each housing unit you are adding, you may assign each individual address a **Unique Map Spot Number** (5) such as A1, A2, A3, etc. Each map spot number must correspond to the address's location depicted on the PDF small format block maps.

If participants choose to enter the optional structure latitude and longitude coordinate information in addition to, or rather than, the **State County Code**, **Census Tract Number**, **Census Block Number**, or **Unique Map Spot Number**, they should do so in **section 4**, space permitting.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may print the address use in the first and last lines needed and arrow down if the address use is the same.

Repeat this procedure for all the Address List Add Page sheets needed.

Slide 91 – Map: adding a street **No Title 13 Data Displayed**

Though optional, to complete the "Add" shown in the previous slide example, after drawing the street, include the map spots and corresponding unique map spot numbers. This example also shows the inclusion of address ranges and address breaks along Nale Place and Larme Avenue.

The address ranges for this street are 101 through 109 on the east side of the street and 100 through 108 on the west side of the street. The address breaks are between 703 and 705 on Nale Pl and 406 and 408 on Larme Ave.

Once complete, the PDF small format map for this example will contain TEN new housing unit map spots for Olisan Street and appropriate address range and address break information.

Slide 92 – Address List Add Page: adding city style multiunits **No Title 13 Data Displayed**

In this example, a new two-story multiunit building at 2014 Maople Rd contains four apartments, two on the first floor and two on the second floor, in block 1002 of tract 54 that are not listed on the Address List.

Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format block maps. Enter the same information in the last line and arrow down.

Enter the house number in the first and last line needed in the **Complete Address Number** (4a) column and arrow down.

Enter the street name in the first and last lines needed in the **Complete Street Name** 4b) and arrow down.

Enter the **Apt/Unit Number** (4f) for each apartment or unit.

Note: You must provide unit the actual identifiers (e.g. Apt 1, Apt 2, Unit A, Unit B) for multiunit buildings. Ensure that all your apartment buildings, especially small multiunit buildings (3-4 units), such as large houses subdivided into apartments, have a separate address line for each unit that includes the basic street address and the individual unit designation.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down.

Enter the **Unique Map Spot Number** (5)—**Optional**, if the approximate location is known. If you include a unique map spot number on the Address List Add Page, identify the map spot location on the PDF small format block map. In this example, all four units are in the same building, so they receive the same map spot number. Map spots are not required for adding any records, other than non-city style addresses shown in an upcoming example.

If participants choose to enter the optional structure latitude and longitude coordinate information in addition to, or rather than, the **State County Code**, **Census Tract Number**, **Census Block Number**, or **Unique Map Spot Number**, they should do so in **section 4**, space permitting.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may enter the address use in the first and last lines needed and arrow down from the first entry to the last entry if the address use is the same for all the addresses added.

On the next page of the Address List Add Page, repeat the instructions until all of the buildings and their individual units are added.

Slide 93 – Map: adding multiunit structure map spot **No Title 13 Data Displayed**

Because the four units in the one new multiunit structure are in the same building, participants assign the same map spot number on the Address List Add Page and only one map spot is added to the PDF small format block map for the four units. This example reflects the update for block 1002 in tract 54.

Slide 94 – Address List Add Page: adding city style GQs **No Title 13 Data Displayed**

Although adding a group quarters address is similar to adding a housing unit, group quarters addresses require a group quarters name, facility name, and a GQ flag. For this example, Aristotle University constructed three new residence halls, Pandora Hall, Buildings 1, 2, and 3 at 225, 227, and 229 Achilles Drive.

On the Address List Add Page, enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format block maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter a "**Y**" in column 3, Enter **"Y"** if this is a **Group Quarters,** to flag that this is a group quarters.

Enter the address number for each building, 225, 227, and 229 in column 4a, **Complete Address Number.**

Enter the street name, Achilles Drive, in column 4b, **Complete Street Name**.

Enter the name of the group quarters in column 4d, **Group Quarters Name**. In this example, the name is Pandora Hall and the building number.

Enter the **Facility Name** in column 4e, if the group quarters are associated with a facility. In this example, the facility is Aristotle University.

Note: If you enter a "**Y**" in column 3, you must provide a group quarters name (column 4c) and a facility name (column 4d) if the group quarters are associated with a facility (e.g. Group Quarters Name – Pandora Hall; Facility Name – Aristotle University). The Census Bureau will not process an identified group quarters address record without a group quarters name.

Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and arrow down.

Though this example does not show inclusion of the **Unique Map Spot Number (5)**, participants would have three new map spot numbers for this example. Similar to the previous example with multiunit structures, each building has one map spot number assigned. Participants may choose to include the latitude and longitude value of the buildings in section 4c instead of the geocode information for state, county, tract, and block.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. You may enter the address use in the first and last lines needed and arrow down from the first entry to the last entry if the address use is the same for all the addresses added.

Since the action is identical to adding the multiunit structure address from the previous example, no map update slide accompanies this example.

Slide 95 – Address List Add Page: adding non-city style physical location description records **No Title 13 Data Displayed**

Recall from the introduction section of this presentation, the Census Bureau classifies addresses that do not include a house number and/or street name as non-city style addresses. These may also include a complete house number or street name. In addition to the required state, county, census tract, and block codes, for participants to add non-city style addresses in 2020 LUCA, they must provide a well-defined description of the address location and identify the approximate location on the PDF small format maps by adding a map spot. If they prefer, participants can provide the latitude and longitude coordinates for each non-city style address they add within section 4 of the Address List. An ideal submission from a participant includes both map spot on the paper map and latitude/longitude coordinates in the Address List.

In this example, an area north of Aca Street includes three new housing units. The physical location descriptions and their identifying map spots are missing from the Address List and map.

Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry.

Enter the **Complete Street Name** (4b) for each new location description address.

Identify each new housing unit with a **Physical Location Description** (4e). Provide a well-defined description.

Enter the **Mailing ZIP Code** (4g) in the first and last lines, if known and arrow down from the first entry to the last entry.

Enter a **Unique Map Spot Numbe**r in column 5 for each new location description address. This information is required for adding non-city style addresses. Use the appropriate PDF small format maps to correlate the map spot numbers.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both.

Slide 96 - Address List Add Page: adding non-city style physical location description records (with latitude and longitude) **No Title 13 Data Displayed**

This slide depicts use of latitude and longitude information, rather than entering the state, county, tract, and block information. The Census Bureau requests the map spot in addition to the latitude and longitude coordinate to confirm the relationship between the existing features on the map.

Slide 97 – Map: adding map spots for physical location description records **No Title 13 Data Displayed**

The Census Bureau requires the inclusion of map spots with non-city style record "Adds" or updates. Locate the appropriate PDF small format block map. In this example, block 1000 in tract 54. After adding the map spot, label each with its associated Unique Map Spot Number as recorded in column 5 on the Address List Add page, beginning with A1, A2, A3, etc.

Slide 98 – Address List Add Page: adding non-city style rural route and box number records **No Title 13 Data Displayed**

For this example, all of the mailing addresses in Winter County are non-city style in the form of rural route and box numbers. Several addresses along Olympus Hwy in tract 0046.00, block 2000, are missing on the Address List.

Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer, and the date.

Enter the appropriate **Line Number** in column 1.

Enter the information in section 2, **Census Geographic Location of Address**, including the **State County Code** (2a) number, **Census Tract Number** (2b), and **Census Block Number** (2c). Locate this information on the large format maps or PDF small format maps. If there are multiple entries, print the information in the first and last lines needed and arrow down from the first entry to the last entry. Participants may choose to include the latitude and longitude coordinate information in section 4 rather than the

geocode information in section 2. The same instruction applies for rural route non-city style addresses as with location description non-city style addresses.

Enter the **RR or HCR and Box Number** (4c) for each address.

Enter the **Mailing ZIP Code** (4g) in the first and last lines, if known and arrow down from the first entry to the last entry.

Enter a **Unique Map Spot Numbe**r in column 5 for each new location description address. This information is required for adding non-city style addresses. Use the appropriate PDF small format maps to correlate the map spot numbers.

Enter the **Address Use** (6) only if known. Use "**M**" for mailing, "**L**" for location, or "**B**" for both. In this example, since the addresses are rural route and box number, they are for mailing "**M**."

Slide 99 – Map: adding map spots for rural route and box number records **No Title 13 Data Displayed**

As with the physical location description example, this example of adding rural route and box number addresses also requires the inclusion of map spots. Locate the appropriate PDF small format block map. In this example, block 2000 in tract 46. After adding the map spot, label each with its associated Unique Map Spot Number as recorded in column 5 on the Address List Add page, beginning with A1, A2, A3, and A4.

This slide concludes the main portion of this training workshop. The last section of the presentation involves the submission of your updated materials. Before moving into that section, are there any questions?

Slide 100 – In this section (Submission)

The next few slides discuss preparing and submitting updated materials and the accompanying paperwork necessary for a successful submission to the Census Bureau. It touches briefly on the next steps after the successful submission of your updates.

For more detailed information and instruction, refer to the Respondent Guide that accompanies the materials.

Slide 101 – Address materials – sorting and keeping secure

Ensure you have completed your review and all of the updates you wish to submit. Separate the updated address list pages from the pages without updates. Ensure all Address List Add Pages are properly complete with accurate heading information.

Make copies of the updated pages for your records and for use during the feedback phase, scheduled for summer of 2019. Title 13 protects the copies and the original address list provided by the Census Bureau. Participants are required to keep these materials secure throughout the duration of the 2020 LUCA operation by following the instructions in the *Confidentiality and Security Guidelines*. The LUCA

invitation letter included a copy of these guidelines. In addition, these guidelines are in the Respondent Guide that accompanied the materials.

Slide 102 – Address materials – assembling and organizing

Bundle and return only the updated original pages for both the Address List and Address List Add Pages to prepare for shipping. Organize the pages, in numeric order, by the updated Address List and then the completed Address List Add Pages. Ready the bundled, organized materials for shipment to the Census Bureau.

Slide 103 – Map materials – sorting and keeping secure

As with the Address List, ensure you have completed your review and all of the map updates you wish to submit.

Separate the updated PDF small format block maps from the ones without updates. Make a copy of the updated PDF maps for your records and for use during the LUCA feedback phase, tentatively scheduled for summer of 2019.

Protect the hardcopy PDF small format block maps, as they are Title 13 material. Follow the confidentiality and security guidelines for both paper and digital security in order to protect the PDF small format block maps on DVD and the hardcopy PDF small format block maps. Keep the originals and all copies in a secure location.

Slide 104 – 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, the Census Bureau does not expect to receive large format map updates.

Organize the updated PDF small format block maps numerically, by tract and block. This means all block map sheets within each tract should be in numeric order, then all tracts should be in numeric order.

Slide 105 – Accompanying paperwork

Please include the Inventory Form (D-2011) with your submission. A paper form, similar to this image, is included with the original materials. A digital inventory form is included on DVD and available online.

Remember to keep a copy of all accompanying paperwork for your records.

Slide 106 – Shipping instructions

Participants must ensure they follow procedures for shipping Title 13 materials as outlined in the *Confidentiality and Security Guidelines*.

Paper participants that do not perform any map updates can follow the shipping instructions on this slide and disregard reference to the updated map materials.

Double wrap the updated Title 13 materials (Address List, Address List Add Pages, and PDF small format block maps) by using an inner and an outer envelope (or container), one within the other. The envelopes/containers should be durable enough to prevent someone from viewing or tampering with the enclosed material. Label both sides of the inner envelope (or container) with the notice: **"DISCLOSURE PROHIBITED BY Title 13, U.S.C.".** Place the inner envelope (or container) into the outer envelope.

Include the *D-2011 Inventory Form for the Return/Submission of LUCA Updated Materials*.

Use the mailing label that accompanied the original materials to return the LUCA submission to the National Processing Center. Consult the 2020 LUCA Respondent Guide for additional information and if any questions arise, please do not hesitate to contact the Census Bureau.

Slide 107 – Title 13 details – double-wrap visual

This slide depicts an example of the envelopes used for double wrapping the updated Title 13 LUCA materials. Please reuse the original materials mailer. If you do not use the mailing label shipped with your original materials, ship your LUCA submission using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service to the address shown on the Outer Envelope portion of this slide.

Slide 108 – Next steps – Census Bureau

Once the Census Bureau receives your submission, they will process it for validation. After validation concludes in the summer of 2019, the Census Bureau prepares the LUCA feedback materials for shipment soon after.

The Census Bureau begins outreach to close out the LUCA operation and confirm the destruction (preferred method) or return of all Title 13 materials for participants that did not provide a 2020 LUCA submission or for those that indicate they do not wish to receive feedback.

The Census Bureau must receive a signed *Destruction or Return of Title 13 Materials Form (D-2012)* which confirms destruction or return of the Title 13 materials, as required by law. This form was included with the original LUCA materials but is also included in the Respondent Guide. The *Confidentiality and Security Guidelines* outlines the process for both the destruction and the return of Title 13 materials.

Slide 109 – Next steps – participant

Filing an appeal is optional and is not a requirement of the LUCA operation.

If participants agree with the Census Bureau's feedback materials, then their LUCA participation ends. Participation concludes by providing the completed D-2012, *Destruction or Return of Title 13 Materials Form*, discussed on the previous slide as soon as possible to eliminate your entity from Census Bureau follow-up. If the choice is to return the LUCA materials, rather than destroy them, participants must follow the shipping instructions outlined in the *Confidentiality and Security Guidelines* to ensure protection of the Title 13 materials.

Notify the LUCA Appeals Office, managed by the Office of Management and Budget (OMB), of disagreement with feedback materials. They will work with participants and the Census Bureau to resolve all disagreements. After a determination to accept or reject disputed addresses by the Appeals Office, the Census Bureau includes address accepted by the Appeals Office into the 2020 Census enumeration universe. Once the appeals process concludes, the Census Bureau will notify the participants to destroy or return Title 13 materials to the Census Bureau and submit a signed *Destruction or Return of Title 13 Materials Form (D-2012)* as required by law.

Slide 110 – Next steps – *Destruction or Return of Title 13 Materials Form (D-2012)*

As mentioned on the previous slide, the D-2012 is part of the closeout process for 2020 LUCA. This form completes necessary paperwork for 2020 LUCA closure and confirms either the destruction or return of all original, and copies, of the LUCA Title 13 materials. The LUCA liaison, all reviewers, and anyone listed on the *Confidentiality Agreement Form (D-2005)* are required to sign and date this form. The LUCA liaison may sign-out any reviewers that are no longer employed with your jurisdiction. Contact the Census Bureau with any questions regarding the use of this form.

Slide 111 – Support and assistance

As we wrap up the presentation, the Census Bureau wants to ensure all participants are aware of the ways to get support and assistance for the 2020 LUCA operation. Please visit the 2020 LUCA website first for information and instructions. A Frequently Asked Questions document serves as a thorough resource because it contains many of the most common questions and answers. If participants cannot find the answers or information they need, they may call the Geographic Programs Support Desk, toll free, at 1-844-344-0169 or email them at <GEO.2020.LUCA@census.gov>.

Slide 112 – Connect with us

For those of you wanting to learn more or using social media, please feel free to 'connect with us' through these URLs and social media sites. Thank you again for attending today's 2020 LUCA training workshop.