

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

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Paper Address List Format



U.S. Department of Commerce  
Economic and Statistics Administration  
U.S. CENSUS BUREAU  
[census.gov](https://www.census.gov)

United States<sup>™</sup>  
**Census**  
**2020**

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The Census Bureau issued a Federal Register Notice to revise its confidentiality pledge language to address the new cybersecurity screening requirements:

*Per the Federal Cybersecurity Enhancement Act of 2015, your data are protected from cybersecurity risks through screening of the systems that transmit your data.*

# INTRODUCTION TO THE 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION

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## A. Background

The 2020 Census Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the Census Bureau’s residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes the LUCA operation. Refer to <<https://www.census.gov/geo/partnerships/luca-pl-103-430.html>> for more information.

Title 13, United States Code (U.S.C.), provides for the confidential treatment of address information and structure points showing the location of housing units or group quarters. For more information about Title 13, U.S.C., please refer to <[https://www.census.gov/history/www/reference/privacy\\_confidentiality/title\\_13\\_us\\_code.html](https://www.census.gov/history/www/reference/privacy_confidentiality/title_13_us_code.html)>. Signed confidentiality agreements and restrictions are required to participate in LUCA. See **Appendix A, Confidentiality and Security Guidelines** or refer to <<https://www.census.gov/geo/partnerships/luca.html>>.

## B. LUCA Responsibilities

The Census Bureau’s LUCA responsibilities include:

- Provide training to LUCA participants.
- Provide the necessary materials to participants.
- Provide assistance.
- Process updates submitted by LUCA participants.
- Review and validate LUCA submissions.
- Provide feedback materials for participant review.
- Provide assistance for participants to resolve any address discrepancies.
- Provide for a formal appeal of disputed addresses by an independent federal agency outside of the Census Bureau and the Department of Commerce.

The LUCA participant responsibilities include:

- Select your LUCA liaison and reviewers. The Census Bureau suggests that individuals in your jurisdiction involved in zoning enforcement, not work on this operation since this may create a conflict of interest.
- Sign and return D-2002—Registration Form.
- Read, understand, and agree to abide by *D-2004—Confidentiality and Security Guidelines* including all liaisons, reviewers, and anyone with access to Title 13, U.S.C. materials (See **Appendix A** for the terms of the *Confidentiality and Security Guidelines*).
- Sign and return to the Census Bureau *D-2005—Confidentiality Agreement Form* including the signature of all liaisons, reviewers, and anyone with access to Title 13 materials.
- Complete and return the D-2006—Self-Assessment Checklist.
- Complete and return the D-2003—Product Preference Form.

- Ensure that everyone working on LUCA understands the procedures for participating in the operation and Census Bureau terminology and concepts.
- Keep Census Bureau addresses and maps showing structure points<sup>1</sup> (housing units and group quarters locations) confidential and ensure they are used only for census purposes.
- Ensure the receipt of all required materials for the LUCA review.
- Prepare a strategy to conduct the review of LUCA materials.
- Complete your address list review and return your updated materials to the Census Bureau within 120 calendar days of receiving your LUCA materials.
- Review the Census Bureau’s detailed feedback materials.
- Address discrepancies to the LUCA Appeals Office.
- Destroy (preferred method) or return all Title 13 materials to the Census Bureau after the appeal process is complete.
- Sign and date the *D-2012—Destruction or Return of Title 13, U.S.C. Materials Form* required by all LUCA reviewers.

For your convenience, several forms are included in the Appendix and are available on the LUCA Web site at <https://www.census.gov/geo/partnerships/luca.html>. These forms include:

- *D-2001—Contact Information Update Form*—if you need to update LUCA contact information, complete and return this form.
- *D-2004—Confidentiality and Security Guidelines*—provides a detailed explanation for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code (U.S.C.).
- *D-2005—Confidentiality Agreement Form*—if your LUCA Liaison changes or to add additional reviewers complete and return this form.
- *D-2008—Address List Add Page*.
- *D-2011—Inventory Return Form*—return this form with your address and feature updates.
- *D-2012—Destruction or Return of Title 13 Materials Form*—use this form at the conclusion of the LUCA operation to inform the Census Bureau that the LUCA liaison has destroyed or returned all Title 13 materials.

### C. Training and Technical Support

Training workshops provide instruction on using the LUCA materials. In addition, self-training aids and webinars are available online at the LUCA Web site at <https://www.census.gov/geo/partnerships/luca.html>.

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**Note:** If you need additional information or assistance, please call 1-844-344-0169 or email [geo.2020.luca@census.gov](mailto:geo.2020.luca@census.gov).

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<sup>1</sup> A **structure point** is a coordinate location that represents the location of one or more housing units and/or group quarters. Structure points are protected by Title 13, U.S.C. See Appendix A, *Confidentiality and Security Guidelines*.

**Table 1: LUCA Schedule**

Date	Event
January 2017	Advance notice mailed to Highest Elected Officials (HEO), Tribal Chairs (TC), and other LUCA contacts.
March 2017	LUCA Promotional Workshops begin.
July 2017	LUCA Invitation and Registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA Training Workshops begin.
February-April 2018	Participants receive their LUCA materials.
March-September 2018	Census Bureau processes LUCA submissions.
April 2018-May 2019	Census Bureau validates 2020 LUCA addresses.
August-September 2019	Census Bureau delivers feedback materials to participants for review.
April 1, 2020	Census Day.

# CHAPTER 1: BEFORE YOU BEGIN YOUR REVIEW

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Chapter 1 explains some of the terms and concepts used by the Census Bureau and recommended strategies for your LUCA review. Refer to the Glossary or visit the Census Bureau's Web site at <<https://www.census.gov/geo/reference/>> for additional terms and definitions.

## 1.1 The Census Bureau's Master Address File

The Master Address File (MAF) is a nationwide database of all addresses used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, an address record in the MAF also contains geographic information about the location of addresses. In areas where there are non-city style addresses (e.g., rural route or post office box number), the address record may contain additional information such as a location description.

## 1.2 The Topologically Integrated Geographic Encoding and Referencing Database

Address records in the MAF link to road segments or road features in the Topologically Integrated Geographic Encoding and Referencing (TIGER) database. The TIGER database includes the geographic coordinates and names of all streets, water features, and other linear features, and boundaries for jurisdictions and statistical areas (census tracts<sup>2</sup>, census blocks<sup>3</sup>, etc.) used to tabulate decennial census data.

## 1.3 What is a Housing Unit?

The Census Bureau defines a housing unit as:

A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. Separate living quarters 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 quarters without going through another living quarters, such as from outside the building or through a common hall.

The following types of housing units are acceptable and should be included on the address list you submit to the Census Bureau:

- Houses, including townhouses, condominiums, and apartments.

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<sup>2</sup> A **census tract** is a small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data.

<sup>3</sup> A **census block** is a geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. Census blocks are the smallest area for which the Census Bureau collects and tabulates statistical information.

- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Transitory location (TL) sites for movable or mobile housing, portable housing units, boats, motorized recreational vehicles (RVs), tents, trailers that are pulled by cars or trucks. See **Section 4.7**.
- Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.

## 1.4 What are Group Quarters?

Group Quarters (GQ) are 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 not related.

The following types of group quarters are acceptable and should be included on the address list:

- Correctional facilities:
  - Federal and state prisons.
  - Local jails and other municipal confinement facilities.
  - Correctional residential facilities.
- Group homes.
- Juvenile facilities:
  - Group homes for juveniles (non-correctional).
  - Residential treatment centers for juveniles (non-correctional).
  - Correctional facilities intended for juveniles.
  - Nursing homes:
  - Nursing facilities/skilled-nursing facilities.

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**Note:** Residents of assisted living, congregate care, and continuing care communities who are not receiving skilled nursing care are included in the housing unit population. Assisted living quarters are considered housing units and not group quarters as long as they have separate access from outside or from a common hall.

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- Homeless shelters.
- Hospitals:
  - Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  - Hospitals with patients who have no usual home elsewhere.
  - In-patient hospice facilities.
- College or university dormitories, fraternities, sororities.
- Workers' group living quarters or dormitories.
- Religious group quarters.

- Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
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**Note:** Housing units and group quarters can exist within the same structure. For example, assisted living quarters (housing units) may be located in the same structure that contains a nursing facility (group quarters).

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## 1.5 Unacceptable Types of Housing Units and Group Quarters

Exclude the following unacceptable types of housing units and group quarters addresses from your updates to the Census Address List:

- Condemned or scheduled for demolition.
  - Under construction or remodeling for conversion to a nonresidential purpose.
  - Used solely for nonresidential storage.
  - Used solely as offices or businesses in which no one is living.
  - Used solely for ceremonial purposes.
  - Transitory units (TU) including pads, sites, slips, units, and rooms located at transitory locations (TL). See **Section 4.7**.
  - Under construction and will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
- 

**Note:** The LUCA materials do not contain residential addresses within military installations. The Department of Defense provides the enumeration numbers to the Census Bureau for those living on military bases. The Census Bureau does not canvass or mail to addresses on military installations so there is no need to include these addresses as part of the LUCA review.

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## 1.6 Census Bureau Addresses

### 1.6.1 Residential and Nonresidential Addresses

The Census Bureau divides all addresses into two use types, residential and nonresidential. Residential addresses are addresses of housing units and/or group quarters where one or more people could live. Nonresidential addresses are addresses of a structure or unit within a structure that do not serve as a residence, such as commercial establishments, schools, government offices, and churches.

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**Note:** 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. In this instance, the LUCA operation considers this address residential since it contains a housing unit.

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## 1.6.2 City Style Address Format

The Census Bureau classifies housing units and group quarters that have a house number and street name address, for example, 212 Elm Street or 137 Clark Court, Apt. 3, as city style addresses. In some instances, the house number may also include an alpha character such as 35A or W9254. These are mailing address or addresses that provide location for emergency services, such as police, fire, and rescue (E-911 addresses).

City style addresses for housing units in multiunit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D or a location designator such as “rear” or “basement” (Refer to **Appendix E, Unit Designation Abbreviation**). The Census Bureau and the United States Postal Service (USPS) treat these designators as part of the housing unit address, and they are included in each affected census address record.

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**Note:** For 2020 LUCA, participants must provide unit 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.

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## 1.6.3 Non-city Style Address Format

The Census Bureau classifies addresses that do not include a house number and/or a street name as non-city style addresses. Non-city style addresses may not include a complete house number and street name address. Frequently used non-city style mailing addresses include:

- Rural route and box number.
- Highway contract route and box number.
- General delivery.
- Post Office box only delivery (Not accepted for LUCA).

Non-city style addresses often do not follow any numeric sequence and may not be associated with the name of the street or highway on which they are located. For this reason, the Census Bureau uses different methods to compile the list of addresses for inclusion into the address list, such as a physical location description (BRICK HOUSE w/ATTACHED GARAGE ON RIGHT), structure points (geographic coordinates), and census geographic codes (state code, county code, census tract number, census block number).

## 1.7 Census Tract

Census tracts are small, relatively permanent statistical subdivisions of a county or statistically equivalent entity. Numbered uniquely within each county, census tracts:

- Delineated for presenting Census Bureau statistical data.
- Generally, have a population size between 1,200 and 8,000 people, with an optimum size of 4,000 people.

- Follow relatively permanent visible features.
- May follow governmental unit boundaries and other non-visible features.
- Occasionally split due to population growth or merged because of substantial population decline.
- Consists of a six-digit code with a decimal between the fourth and fifth digit, contains a four-digit base number, including leading zeroes, plus a two-digit number suffix, with trailing zeroes. For example, 1234.01 and 0003.00.

## 1.8 Census Block

A geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. A census block is the smallest area for which the Census Bureau collects and tabulates statistical information. Census blocks are numbered within census tracts and are unique to the census tract to which they belong. For example, if your jurisdiction has three different census tracts then each will likely contain a census block 1000. Pay close attention to both the census tract and census block number on the address list when conducting your review and making updates.

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**Note:** The 2020 LUCA operation uses 2010 tabulation blocks represented as “tabblock2010” in the TIGER Partnership shapefiles for digital map participants.

---

## 1.9 What is Geocoding?

In order to process your address submissions, the Census Bureau **requires** the inclusion of **census geographic code information (geocodes)**. Geocoding is the assignment of an address or structure to a location identified by one or more geographic codes. Geographic codes include the correct **state, county, census tract, and census block** codes.

Because the Census Bureau counts people where they live, geocodes support the systematic collection of data that allows Census enumerators to locate an address. They are also important in allocating data from questionnaire responses to the correct location. You must include geocodes or structure coordinates (latitude and longitude) for the Census Bureau to process your address submissions. The Census Bureau will not accept addresses without the geocodes including the **state, county, census tract, and census block codes** or by providing structure coordinates (latitude and longitude) on the address list. You can find the census geographic codes on your LUCA materials.

## 1.10 Ungeocoded Addresses

The USPS provides addresses to the Census Bureau on a regular basis. Although these addresses include state and county codes, the Census Bureau further geocodes these addresses to include the census tract and census block. In some cases, where the Census Bureau does not have new roads or road names in TIGER, these addresses could remain ungeocoded to the correct census tract or block. The Census Address List for state and county participants may contain ungeocoded addresses that could indicate areas of new growth where the Census Bureau may be missing the corresponding road features. Please provide the geocodes or the structure coordinates

(latitude and longitude) for these addresses, if known, to ensure that the Census Bureau can enumerate each housing unit in the correct location.

## 1.11 Strategies for Reviewing the Address List

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:

- Annexed land.
- Apartment buildings and complexes.
- Areas along governmental boundaries.
- Areas of new housing construction (apartment complexes/subdivisions).
- Blocks with the greatest address count differences between the Census address block count and your address block count.
- E-911 address conversion areas.
- Group Quarters (e.g., housing such as college dorms, and nursing homes).
- New mobile home parks or new scattered mobile homes.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential lofts.

---

**Note:** New for the 2020 LUCA Operation, multiunit identifiers (i.e., Apt 1, Apt 2, or Unit 1, Unit 2) are required for all newly added addresses and address updates for multiunit structures. The Census Bureau will not process a multiunit address without multiunit identifiers.

---

## 1.12 Local Address Sources

There are many possible sources of local address information. Some of these sources may not match the Census Address List exactly, but they are a good indication of where change is taking place and can help you identify addresses that you need to add to the census address list.

Potential local address sources for compiling your residential address list:

- Annexation records.
- Assessment or tax files (residential units).
- Driver's license files.
- E-911 address files.
- Housing inspection records or occupancy permits.
- Local utility records.
- New housing construction or building permits (include units that are under construction only if final roof, doors, and windows will be in place on Census Day, April 1, 2020).
- Planning and zoning records.
- School enrollment records.
- Voter registration files.

## CHAPTER 2: THE LUCA PAPER ADDRESS MATERIALS

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This chapter discusses protecting Census Bureau address information and describes the Census Address List, Address List Add Page, and Address Count List. The examples shown may differ from the finalized materials. All address list and map examples containing map spots use fictitious information.

### 2.1 Protecting Census Bureau Paper Address Information

The LUCA liaison accepts the responsibility for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, U.S.C. This includes the Census Address List, all address list paper copies, and maps (including copies) containing structure points (map spots). For detailed information refer to **Appendix A, Confidentiality and Security Guidelines**.

If you need to add additional reviewers during your LUCA review, a blank Confidentiality Agreement Form (D-2005) is included in **Appendix F**. Be sure additional reviewers read and understand the Confidentiality and Security Guidelines, **Appendix A**, before signing and returning the Confidentiality Agreement Form (D-2005), **Appendix F**, to the Census Bureau.

### 2.2 D-2007—The Census Address List

The Census Address List contains all of the residential (city style and non-city style) addresses 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 paper address list is on 8 ½ x 14 inch (legal size) paper. Each sheet contains six addresses. **Figure 1. 2020 Census Paper Address List Tract/Block Sort Example** displays an example of the tract/block sort of the Census Address List. **Figure 2. 2020 Census Paper Address List Street Name/House, Unit, Census Tract, and Census Block Number Sort Example** displays an example of the street name/house number sort of the Census Address List.

The Census Address List for county participants may contain ungeocoded addresses. Please provide the geocodes or the structure coordinates (latitude and longitude) for these addresses, if known, to ensure that the Census Bureau can enumerate each housing unit in the correct location. Refer to **Section 4.6, Ungeocoded Addresses—Counties Only**.

#### 2.2.1 Heading Area

The top of each page of the paper address list is the heading area. This area contains:

- The product type (Address List).
- The operation name [2020 Census Local Update of Census Addresses Operation (LUCA)].
- The Sort Type (e.g., Tract/Block).
- The Entity Name and Entity ID code (e.g., Winter County CO88009).
- The page number out of the total number of pages (e.g., 17 of 20).

- The creation date (e.g., 01/04/2018).
- The disclosure statement—Disclosure Prohibited by Title 13, U.S.C.

The paper address list sort depends on the selection you chose when you registered:

- Census Tract #/Block #/Street Name/House #/Unit #, or
- Street Name/House #/Census Tract #/Census Block #.

The entity section contains your entity name and unique Federal Information Processing Series (FIPS) entity identification (entity ID) code. The code is of variable length, depending on your entity type. For example:

- State: Alabama, ST01
- County: Mercer County, Pennsylvania, CO42085
- Place: Abbeville city, Alabama, PL0100124
- Minor Civil Division: Salem Township, Mercer County, Pennsylvania, MC4208567472

**Table 2: Entity Identification Codes**

Entity	Entity Identification Code	Total Characters
State	ST (2 alpha) + (2 numeric)	4
County	CO (2 alpha) + State (2 numeric) + County (3 numeric)	7
Place	PL (2 alpha) + State (2 numeric) + FIPS Place (5 numeric)	9
Minor Civil Division (MCD)	MC (2 alpha) + State (2 numeric) + County (3 numeric) + FIPS MCD (5 numeric)	12

## 2.2.2 Entity ID Codes for Tribal Governments

The entity section contains your entity name and unique Federal Information Processing Series (FIPS) code assigned by the Census Bureau to your tribe and associated geographic area. This fixed length alphanumeric code is composed of 12 characters.

The tribal code is 6 characters:

- **TR** + a 4-digit numeric code
  - TR0013, and

The tribal geographic area code is 6 characters:

- **TA** + a 4-digit numeric code
  - TA0185.

Below is an example of a tribal identification code and its associated geographic area:

- TR0013TA0185
  - **TR0013** represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation, and
  - **TA0185** represents Benton Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Paiute Tribe.

### 2.2.3 Static Information

Do not edit the gray columns on the Census Address List. These columns include:

- Column 1, **Line Number**—the sequential number of the address record.
- Column 2, **MAFID**—the unique control number (maximum character length is 9 characters) assigned by the Census Bureau to each address.
- Column 5, **GQ Flag**—displays a ‘Y’ for addresses that are considered group quarters, such as nursing homes or dormitories.
- Column 6, **City Style Mail Delivery Address or E-911 Address or the Physical Location Description and Road Name**—contains the following sub-columns that you may not edit:
  - 6a, **Complete Address Number**—housing unit or group quarters house number, which can contain numbers, letters, hyphens, or other characters.
  - 6c, **Group Quarters Name**—the name of a group quarters such as BAYSIDE NURSING HOME or DOBBS HALL.
  - 6d, **Facility Name or Physical Location Description**—may include a Facility Name such as UNIVERSITY OF ILLINOIS or a brief physical location description for a non-city style address such as 2 STORY STONE HOUSE/SHUTTERS.
  - 6e, **Apt/Unit Number**—apartment or unit number, if applicable. This column may contain apartment unit numbers (e.g., 101 or 101A), location (e.g., rear, basement), or trailer lot number. (See **Appendix E** for Unit Designation Abbreviation Examples.)
- Column 7, **Non-city Style Address Mail Delivery**—identifies non-city style mail delivery addresses (may contain rural route and box numbers or highway contract route numbers and box numbers).
- Column 7a, **Non-city Style ZIP Code**—identifies the mail delivery ZIP Code for a non-city style address.
- Column 9, **City Style Address Flag**—displays “Y” if city style address, an “N” if non-city style address.
- Column 10a, **Latitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.
- Column 10b, **Longitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.

---

**Note:** Do not edit the gray rows containing the statement “NO KNOWN ADDRESSES IN THIS BLOCK.” If there are residential addresses known in these blocks, add them to the Address List Add Page.

---

### 2.2.4 Editing the Census Address List

The columns you can edit on the Census Address List include:

- Column 3, **Action Code**—used to record the type of change when an update is made to the address list, including:
  - C**—Correction to this addresses.
  - D**—Delete this address.

**J**—Address is not in this jurisdiction.

**N**—Address is nonresidential.

---

**Note:** For reference, the bottom of each page of the address list contains the Action Code descriptions.

---

- Column 4, **Census Geography Location of Address**—contains the following sub-columns:
  - 4a, **State County Code**—identifies the FIPS state and county code for your jurisdiction.
  - 4b, **Census Tract**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a 4-digit number followed by a decimal point and a 2-digit suffix).
  - 4c, **Census Block**—identifies uniquely numbered census blocks within each census tract.
- Column 6, City Style Mail Delivery Address or E-911 Address or the Physical Location Description and Road Name—contains the following sub-columns that you may edit:
  - 6b, **Complete Street Name**—including prefix and/or suffix directional as part of the address of the housing unit or group quarters.
  - 6f, **City Style ZIP Code**—5-digit ZIP Code for each address.
- Column 8, **Map Spot Number**—unique numbers assigned by the Census Bureau to a structure that contains a housing unit or a group quarters address in selected areas.

---

**Note:** The Census Address List for county participants may contain ungeocoded addresses. They do not contain census tract and census block codes. If your county receives ungeocoded addresses, they are listed at the end of your Census Address List. Please provide the geocodes or structure coordinates (latitude and longitude) for these addresses, if known, to ensure an accurate housing unit enumeration in the correct location.

---

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)														
ADDRESS LIST														
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.														
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Apt/ Unit Number	(6d) Group Quarters Name				
102	999999993		88009	0046.00	2001		ALEXANDER BLVD					14	Y	40.361373 -73.543799
103	999999994		88009	0046.00	2001		ALEXANDER BLVD					13	Y	40.361377 -73.543799
104	999999995		88009	0046.00	2001	Y	ALEXANDER BLVD SUNRISE NURSING FACILITY					12	Y	40.361381 -73.543799
105	999999996		88009	0046.00	2001		ALEXANDER BLVD					11	Y	40.3613785 -73.543799
106	999999997		88009	0046.00	2001		REDWOOD RAMBLER W/LONG FRNT PORCH ON LAKE			RR 2 Box 175		10	N	40.3613791 -73.543799
107	XXXXXXXXXX		88009	0046.00	2002		***NO KNOWN ADDRESS IN THIS BLOCK**			99997			X	XXXXXXXXXX XXXXXXXXXX

Figure 1. 2020 Census Paper Address List Tract/Block Sort Example

**Action Codes**  
 C – Correction to this address    D – Delete this address    J – Address is not in this jurisdiction    N – Address is Nonresidential  
**FICTITIOUS INFORMATION –FOR EXAMPLE ONLY**

ADDRESS LIST  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Street Name/House Number  
 Entity: Writter County CO88009

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

Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census geographic location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical location Description and Road Name						7 Non-City Style Mail Delivery Address (RR and Box Number or HCR and Box Number) Non-City Style Mailing ZIP Code		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State Country Code	(4b) Census Tract Code	(4c) Census Block Code		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-City Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude	
102	999999993		88009	0046.00	1055		ALEXANDER BLVD								Y	40.361373	-73.543799	
103	999999994		88009	0046.00	1055		ALEXANDER BLVD								Y	40.361377	-73.543799	
104	999999995		88009	0046.00	1058	Y	SUNRISE NURSING FACILITY								Y	40.361381	-73.543799	
105	999999996		88009	0046.00	1065		CAMERON AVE								Y	40.3613785	-73.543799	
106	999999997		88009	0046.00	1065		CAMERON AVE							10	Y	40.3613791	-73.543799	
107	XXXXXXXXX		88009	0046.00	2002		CAMERON AVE								Y	XXXXXXXXXX	XXXXXXXXXX	

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
 C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential  
 Action Codes

Figure 2. 2020 Census Paper Address List Street Name/House, Unit, Census Tract, and Census Block Number Sort Example

## 2.3 D-2008—The Address List Add Page

Use the Address List Add Page to add residential addresses for your jurisdiction not shown on the Census Address List and addresses that require a change or correction as discussed in **Section 2.2.4**. The Census Bureau provides you with five (5) copies of the Address List Add Page. We suggest that you make additional copies before recording your updates. For your convenience, a blank Address List Add Page is included on the last page of this guide. In addition, a blank Address List Add Page is on the LUCA Web site at <<http://www.census.gov/geo/partnerships/luca.html>>.

### 2.3.1 Heading Area

The top of each page of the Address List Add Page is the heading area. This area contains:

- The product type (Address List Add Page).
- The operation name [2020 Census Local Update of Census Addresses Operation (LUCA)].
- Information you must record on each Address List Add Page that you update and return to the Census Bureau:
  - The Add Page For—include your entity name (e.g., Winter Co).
  - The Entity ID Code—available on the Census Address List; you must provide this code for the Census Bureau to process your address submissions (e.g., CO88009).
  - The Page Number and Total Number of Pages (e.g., 10 of 20).
  - The Name of Preparer—the name of the person recording the information. (preparer required to have signed Confidentiality Agreement Form)
  - The Date Completed (e.g., 03/04/2018).

### 2.3.2 Columns to Complete

- Column 1, **Line Number**—print the sequential number for each added address record.
- Section 2, **Census Geographic Location of Address**—used to record the census geographic code of the address or addresses you are adding. Section 2 contains the following sub-columns:
  - 2a—**State County Code Number**—the address list displays the state and county codes combined in column 4a, **State County Code**, to enter in column 2a.
  - 2b—**Census Tract Number**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a 4-digit number followed by a decimal point and a 2-digit suffix).
  - 2c—**Census Block Number**—identifies uniquely numbered census blocks within each census tract.

---

**Note:** The Census Bureau will not process address submissions that do not contain census geographic information codes or map spot location (by placing a dot on the map) or by providing latitude/longitude structure coordinates on the address list. You can find the specific entity codes (state code number, county code number, census tract number, and the census block number) on your LUCA materials. When adding addresses, pay attention to the correct format as well as correct census codes for each individual address.

---

- Column 3, **Enter “Y” if this is a Group Quarters**—used to indicate if an address is a group quarters. If the address is a group quarters, print a ‘Y’ in this column.
- 

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

---

- Section 4, **Residential Address**—used to record the residential address. Record the following information in the sub-columns:
    - 4a—**Complete Address Number**—an address number, alone or with an address number prefix and/or address number suffix, that identifies a location along a thoroughfare or within a community (e.g., the “123” in 123 Aca Street, Atlantis, LE 99997).
    - 4b—**Complete Street Name**—street or road name associated with the address.
    - 4c—**RR or HCR and Box Number**—If the address is a rural route (RR) and box number or highway contract route (HCR) and box number, record it in this section.
    - 4d—**Group Quarters Name**—if the address is a group quarters, record the name of the facility (e.g., Atlantis Gardens Nursing Home).
    - 4e—**Facility Name or Physical Location Description**—enter the facility name if the group quarters are associated with the facility.
    - 4f—**Apt/Unit Number**—if the address is an apartment or unit, record the unit designation (e.g., 101). If the address contains a location designation (e.g., rear, basement) or trailer lot number, record the appropriate information. (Refer to **Appendix E, Unit Designation Abbreviation.**)
- 

**Note:** New for the 2020 LUCA Operation, multiunit identifiers are required for all new added addresses and address updates for multiunit structures for LUCA. The Census Bureau will **not process a multiunit address without a multiunit identifier.**

---

- 4g—**Mailing ZIP Code**—5-digit ZIP Code.
- Column 5, **Unique Map Spot Number**—(Optional) enter a unique alphanumeric character (e.g., A1) in this column to indicate the location of the address on the census map after adding the corresponding map spot to the paper map (small format preferred, but can be added to the large format map if you chose not receive the small format maps).
- Column 6, **Address Use, if Known, M=Mailing, L=Location, B=Both**—(Optional) if known, enter a value indicating if the address is used for **M** (mail purposes), **L** (location purposes, including emergency services), or **B** (both mailing and location purposes).

Refer to **Figure 3** for an example of the Address List Add Page. For your convenience, a blank Address List Add Page is included on the last page of this guide. In addition, a blank Address List Add Page is on the LUCA Web site at <http://www.census.gov/partnerships/luca.html>.



## 2.4 D-2009—The Address Count List

The Address Count List contains the number of housing unit and group quarters addresses on the Census Address List for each census block within your jurisdiction. Use this list to identify inconsistencies between the Census Bureau’s housing units and/or group quarters address counts and your housing unit and/or group quarters address counts. The Address Count List contains 72 census blocks per page and is for reference only.

### 2.4.1 Heading Area

The top of each page of the Address Count List is the heading area. This area contains:

- The product type (Address Count List).
- The operation name [2020 Census Local Update of Census Addresses Operation (LUCA)].
- The entity code (e.g., CO88099).
- The entity name (e.g., Winter County).
- The page number out of the total number of pages (e.g., 17 of 20).
- The creation date (e.g., 01/04/2018).

### 2.4.2 Column Contents

The Address Count List contains three sections with four columns each:

1. **Census Tract Number**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a 4-digit number followed by a decimal point and a 2-digit suffix).
2. **Census Block Number**—identifies uniquely numbered census blocks within each census tract.
3. **Count of Housing Unit Addresses**—count of all housing unit addresses known to the Census Bureau for each census block within your jurisdiction.
4. **Census Count of Group Quarters Addresses**—count of all group quarters addresses known to the Census Bureau for each census block within your jurisdiction.

### 2.4.3 Ungeocoded Addresses

If you are a county participant that received ungeocoded addresses, the **Unable to Geocode** row on the last page shows the total number of ungeocoded addresses in the Count of Housing Unit Addresses column.

### 2.4.4 Total Row Contents

A **Total** row on the last page of your list shows the total number of census blocks on the Address Count List, the Census Bureau’s total count of housing unit addresses, and the Census Bureau’s total count of group quarters addresses.

U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU											
ADDRESS COUNT LIST											
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)											
Page: 10 of 10 Date: 01/18/2018											
Form D-1009 (06-XI-XXXX) OMB Control No. 0607-0994											
Entity Code: CO88009 Entity Name: Winter County											
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
0045.00	1021	2	0	0045.00	2008	22	0	0045.00	2039	4	0
0045.00	1022	5	0	0045.00	2009	24	0	0045.00	2040	8	0
0045.00	1023	3	0	0045.00	2010	15	0	0045.00	2041	6	0
0045.00	1024	11	0	0045.00	2012	17	0	0045.00	2042	6	0
0045.00	1025	0	0	0045.00	2013	11	0	0045.00	2043	6	0
0045.00	1026	4	0	0045.00	2014	22	0	0045.00	2044	0	0
0045.00	1027	8	0	0045.00	2015	17	0	0045.00	2045	12	0
0045.00	1028	6	0	0045.00	2016	8	0	0045.00	2046	11	0
0045.00	1029	6	0	0045.00	2017	8	0	0045.00	2047	13	0
0045.00	1030	6	0	0045.00	2018	8	0	0045.00	2048	6	0
0045.00	1031	0	0	0045.00	2019	8	0	0045.00	2049	10	0
0045.00	1032	12	0	0045.00	2020	12	0	0045.00	2050	14	0
0045.00	1033	33	2	0045.00	2021	12	0	Unable to Geocode		20	
0045.00	1034	4	0	0045.00	2022	15	0	TOTAL	710	5,647	15
0045.00	1035	5	0	0045.00	2023	14	0				
0045.00	1036	4	0	0045.00	2024	17	0				
0045.00	1037	6	0	0045.00	2025	15	0				
0045.00	1038	6	0	0045.00	2026	15	0				
0045.00	1039	7	0	0045.00	2027	12	0				
0045.00	1040	13	0	0045.00	2028	5	0				
0045.00	1041	15	0	0045.00	2029	18	1				
0045.00	1042	15	0	0045.00	2030	2	0				
0045.00	1043	12	0	0045.00	2031	5	0				
0045.00	2001	5	0	0045.00	2032	3	0				

For reference only

Figure 4. Address Count List

## CHAPTER 3: THE LUCA PAPER MAPS

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To support the LUCA paper map selection, the Census Bureau provides:

- Large format paper maps (36"x32"), which may include one or more sheets, to all participants that selected the Paper or Paper/Adobe Portable Document Format (PDF) product preference for the map selection. Use these maps to geocode your addresses.
  - The focus of the LUCA operation is addresses. While helpful, map updates are only required to indicate new, or updates to existing, non-city style address records. Participants choosing the paper address list/large format paper product preference that wish to make map updates to accompany their address list updates, must use the large format maps since they do not receive the PDF small format block maps. Due to the scale of the large format maps, updates may be difficult. Please do not allocate much of your 120-day review period attempting map updates. Focus on the address list.
- DVD containing PDF small format (8.5"x14") block maps including map spots (address structure coordinates showing the location of residential addresses). Only those participants that selected the large format paper map with PDF materials receive the Title 13 small format block maps. A PDF of the large format maps is included with this product preference.
- Block to Map Sheet Relationship List containing all of the census blocks within your jurisdiction and identifies the large format parent map sheet(s) on which each census block is located.

See **Appendix B, The Large Format Paper Map Legend** for a detailed explanation of the legend for the large format paper map. All map examples depicting map spots use fictitious information for illustration, instruction, and training purposes only.

### 3.1 Reading a Large Format LUCA Paper Map

There are three types of paper map sheets:

1. Index Sheets
2. Parent Sheets
3. Inset Sheets

#### 3.1.1. Index Sheets—for reference (if more than one map sheet)

- Covers the entire extent of your jurisdiction.
- Divided into numbered grids that correspond to the parent sheets.
- Each numbered grid corresponds to the area covered by a parent sheet.
- Provided to jurisdictions with more than one parent sheet.
- Index sheets are for reference purpose only.

#### 3.1.2. Parent Sheets

- Detailed view of a section of your jurisdiction.
- Corresponds to a grid and grid number on the Index sheet.
- Shows detail for features and geographic areas.
- Identifies location of census tracts and blocks within your jurisdiction on the parent sheet.

---

**Note:** Blocks affected by boundary improvements may contain a block number with an alpha suffix on the parent sheet and/or inset map. You do not need to provide the alpha suffix when changing or adding a geocode to a new address.

---

### 3.1.3. Inset Sheets

- Do not exist for every jurisdiction or on every parent sheet.
- Shows the detail of congested areas on parent sheets.
- Highlighted on the parent sheet with a fill pattern and identified with an alpha character (e.g., A).
- May be multiple sheets (e.g., A1, A2).
- Shows detail for features and geographic areas.

### 3.1.4. Map Information

The LUCA paper large format map shows 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. The map 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.
- Railroads.
- Water features.

#### The Map Border

- The key to adjacent areas, if your jurisdiction has multiple map sheets.
- Entity identification information.
- Barcode.
- Scale.
- North arrow.

#### The Map Legend

- Boundaries.
- Transportation.
- Other Features.
- Landmarks.
- Footnotes and Notes.

See **Appendix B** for a detailed description of the map legend.

## Boundary Improvements

The map products reflect jurisdiction boundary improvements. A boundary improvement may split a census block. In these instances, the split block number contains the root number and a suffix. For example, the root block 1001, split by a boundary improvement, is now 1001A and 1001B. The jurisdiction containing 1001A receives only those addresses located within their jurisdiction. The jurisdiction containing 1001B receives only those addresses located within their jurisdiction.

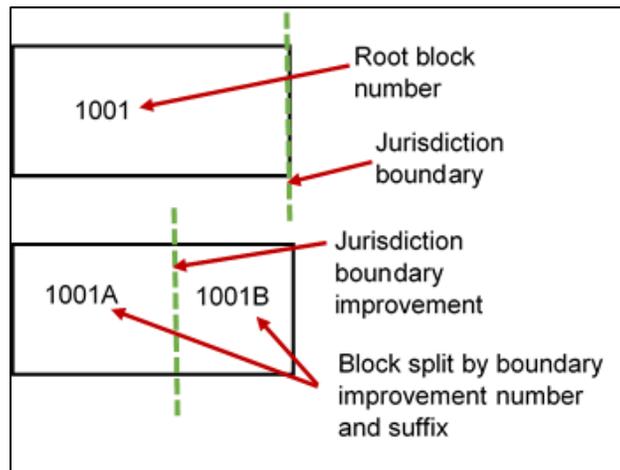


Figure 5. Boundary Improvements

## Map Example

This example describes some of the symbols used on the Census Bureau large format parent sheet map.



**BLOCK TO MAP SHEET RELATIONSHIP LIST**  
**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

Entity Code: CO88009

Date: 01/18/2018

Listing for: Winter County

Page: 1 of 1

ST/CO	Tract	Block	Sheet Number	ST/CO	Tract	Block	Sheet Number
88009	45.00	1000	2	88009	54.01	1000	3
88009	45.00	1001	2	88009	54.01	1001	3
88009	45.00	1002	2,4	88009	54.01	1002	3
88009	45.00	1003	2	88009	54.01	1003	3
88009	45.00	1004	2	88009	54.01	1004	3
88009	45.00	1005	3	88009	54.02	1000	5
88009	45.00	1006	3	88009	54.02	1001	5
88009	45.00	1007	3	88009	54.02	1002	5
88009	45.00	2000	3,4	88009	54.02	1003	5
88009	45.00	2001	4				
88009	45.00	2002	4				
88009	45.00	2003	4				
88009	45.00	2004	4				
88009	46.00	1000	4,6				
88009	46.00	1001	4				
88009	46.00	1002	6				
88009	46.00	1003	6				
88009	46.00	1004	6				
88009	46.00	1005	6				
88009	46.00	1006	6				
88009	46.00	1007	6				
88009	46.00	1008	6				
88009	46.01	2000	5				
88009	46.01	2001	5				
88009	46.01	2002	5				
88009	46.01	2003	5				
88009	46.01	2004	5				
88009	46.01	2005	5,6				
88009	46.01	2006	5,6				
88009	47.00	1000	5				
88009	47.00	1001	5				
88009	47.00	1002	5				
88009	47.00	1003	5				
88009	47.00	1004	5				
88009	47.00	1005	5				
88009	47.00	2000	5				
88009	47.00	2001	6				
88009	47.00	2002	6				
88009	47.00	2003	6				
88009	47.00	2004	6				

Figure 7. Block to Map Sheet Relationship List

## 3.2 The Census Bureau PDF Maps

If you selected to receive the Census Bureau’s PDF maps, you are required by law to follow the security guidelines as explained in **Section A4.1, Protecting Digital Title 13 Materials** of the *Confidentiality and Security Guidelines* in **Appendix A**. In addition to the large format paper maps, the Title 13 Data Disc contains the Census Bureau’s Title 13 block maps in a folder named “**maps**.” You need the password sent to you separately from your paper LUCA materials to open the zipped, encrypted file as described in **Section 3.2.1**. The DVD also contains the 2020 Census Local Update of Census Addresses Operation (LUCA) paper respondent guide in PDF format, **2020LUCA\_paper\_respondent\_guide.pdf** and a Readme file, **Readmefirst2.txt**.

*All map examples depicting map spots use fictitious information for illustration, instruction, and training purposes only.*

### 3.2.1 Opening the PDF Maps

You need Adobe Reader (or Acrobat Professional) to open and view the LUCA PDF maps. If needed, you can download the free PDF software at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

- To keep your work organized, create a new directory or new folder on your hard drive.
- Insert the Title 13 Data Disc.
- Right click on the folder named “**maps**” and select copy.

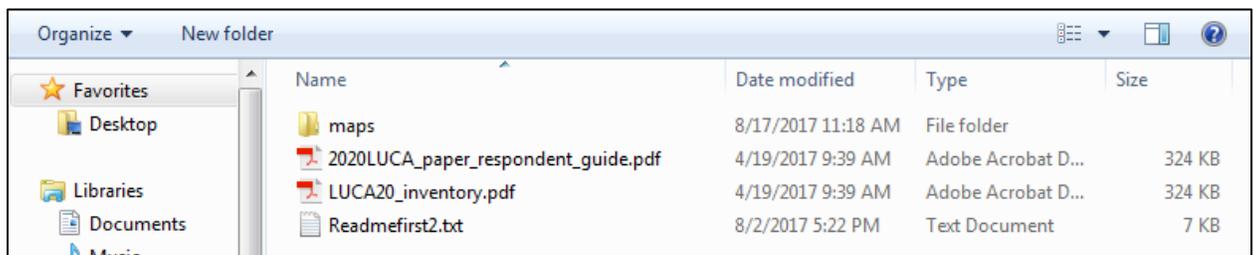


Figure 8. “maps” Folder

- Open the new folder you created and paste the copied “**maps**” folder.
- Double-click the “**maps**” folder, the following files appear in the folder:
  - Readme.txt—contains an Adobe Reader statement.
  - About\_the\_maps.pdf—contains tips for using the pdf small format block maps and includes a brief description of the map types and supplemental files. In addition, this file includes tips for printing the small format maps.
  - LUCA20<EntType><EntCode>.pdf—contains images of the large format paper maps you received.
  - LUCA20< EntType ><EntCode>\_BLK2MS.txt—contains a list of all the blocks within your jurisdiction and the sheet or grid number(s) that identify the parent sheet where the block is located. This file is in a semicolon text format.
  - Title13\_BlockMaps.exe—this .exe contains the Title 13 small format block maps to update road features and map spots.

Figure 9 shows the folder containing the extracted file:

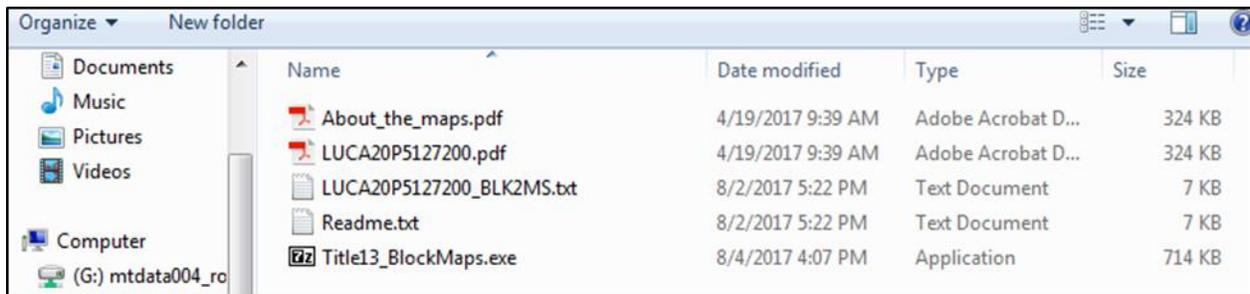


Figure 9. “maps” Extracted Files

See **Section 3.2.6.1** for instructions on opening the Title13\_BlockMaps.exe file.

### 3.2.1.1 Examples of File Names

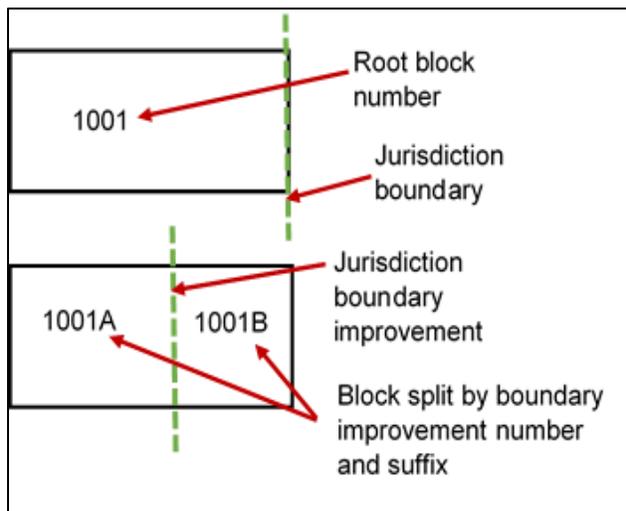
The following are a few examples using entity types and entity codes:

- LUCA20C88003.pdf—Large format bundled PDF map for a county.
- LUCA20P2302060.pdf—Large format bundled PDF map for a place.
- LUCA20M2717317918.pdf—Large format bundled PDF map for an MCD (township).
- LUCA20R0010.pdf— Large format bundled PDF map for a reservation.
- LUCA20C88003\_BLK2MS.txt—Block to Map Sheet Relationship List for a county.
- LUCA20M8817317918\_BLK2MS.txt—Block to Map Sheet Relationship List for an MCD.

Table 3: Entity Type and Entity Code

<ENTTYPE> IS ENTITY TYPE:	<ENTCODE> IS ENTITY CODE:
C = COUNTY M = MINOR CIVIL DIVISION (MCD) P = INCORPORATED PLACE R = AMERICAN INDIAN RESERVATION	COUNTY = SSSCC MCD = SSSCCMMMMM PLACE = SSPPPPP AIR = RRRR
	SS = STATE CODE (FIPS) CCC = COUNTY CODE (FIPS) MMMMM = MCD CODE (FIPS) RRRR = AIR CODE (CENSUS)

### 3.2.2 Boundary Improvements



The PDF small format block map products reflect jurisdiction boundary improvements. A boundary improvement may split a census block. For the small format block maps in these instances, the split block number contains the root number and a suffix. For example, the root block 1001, split by a boundary improvement, is now 1001A and 1001B. The jurisdiction containing 1001A receives only those addresses located within their jurisdiction. The jurisdiction containing 1001B receives only those addresses located within their jurisdiction.

Figure 10. Boundary Improvements

### 3.2.3 The LUCA20<EntType><EntCode>\_BLK2MS.txt File

The Block to Map Sheet Relationship List is a semicolon delimited text file. This file contains the specific map sheet or sheets on which each census block is located. You can open the file with a simple text editor such as WordPad or Notepad. You can also import the file with spreadsheet software such as Excel.

1) To open the file in your text editor:

- Click on the LUCA20<EntType><EntCode>\_BLK2MS.txt file

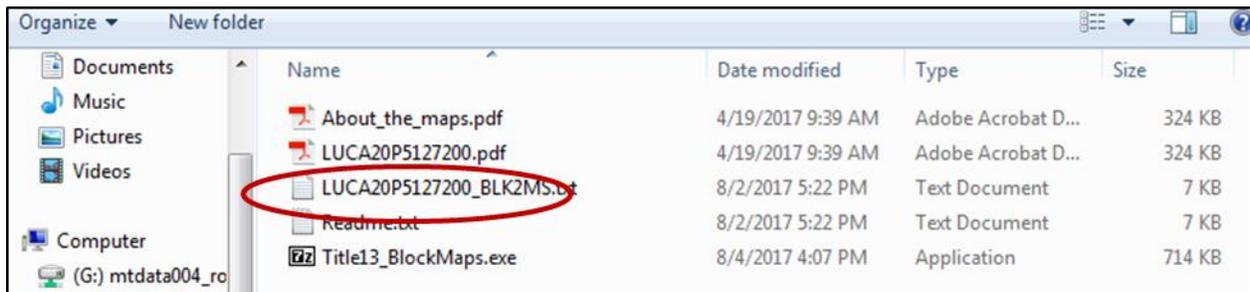


Figure 11. The Block to Map Sheet Relationship File

- When the file opens, the information appears in the following columns:
  - Type
  - Block GEOID
  - Block Suffix
  - Sheets

In the following example, the Block GEOID (880090501071000) contains:

- State 88.
- County 009.
- Census tract 050107.
- Census block 1000.
- The number of parent sheets, 2.

```
TYPE;BLK_GEOID;BLK_SUFFIX;SHEETS  
  
Block;880090501071000;;2  
  
Block;880090501071001;A;2  
  
Block;880090501071001;B;2  
  
Block;880090501071002;;2  
  
Block;880090501071003;;2
```

Figure 12. Example of the Digital Block to Map Sheet Relationship List Opened in WordPad

2) To import the file into a spreadsheet such as Excel:

- Open a new Excel spreadsheet.
- Select **'Data'**. Click on 'Get External Data.' Select **'From Text.'**

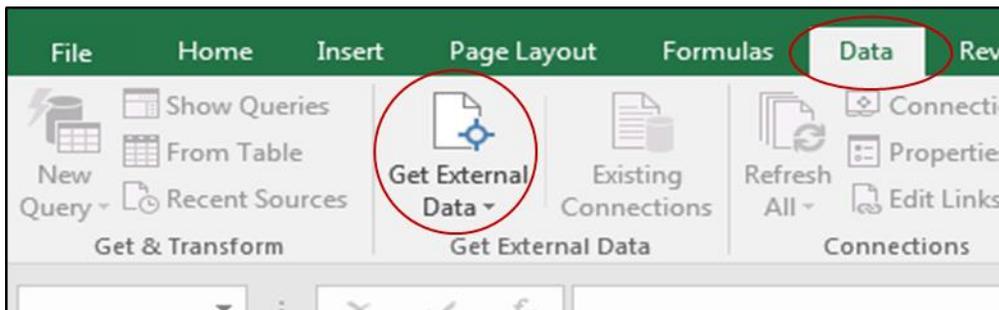


Figure 13. Importing a File in Excel

- Navigate to the folder where you saved the file and select the file. When the file highlights, select **'Import'** at the bottom of the screen.
- The **'Text Import Wizard'** window opens in Excel. Step 1 of 3, select **'Next.'**

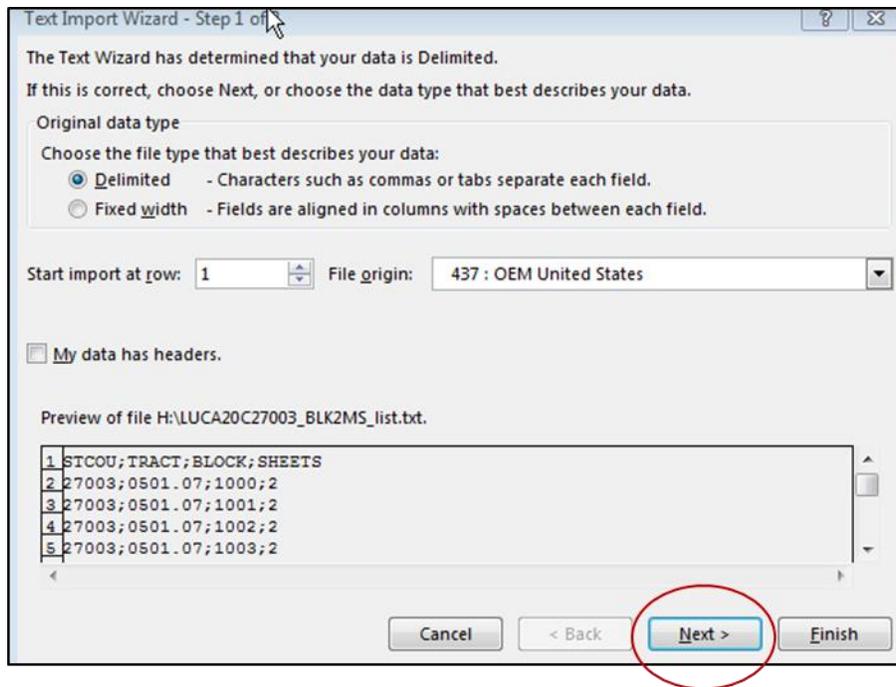


Figure 14. Text Import Wizard Step 1

- Step 2 of 3, select the 'Semicolon' box. From the 'Text qualifier' drop-down menu, select '(none)'. Select 'Next.'

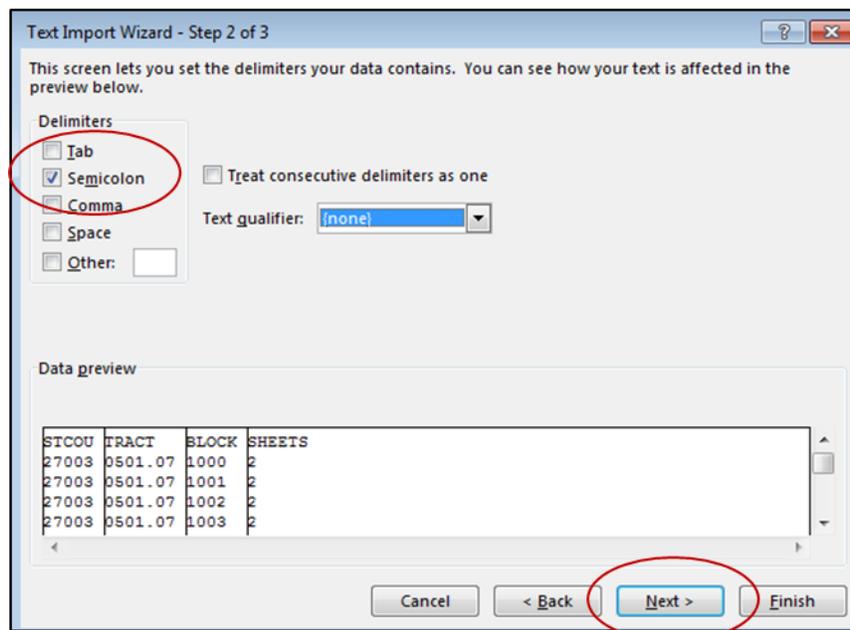


Figure 15. Text Import Wizard Step 2

- Step 3 of 3, hold down the '**Shift**' key and select the last column. The columns will highlight black.
- Select the '**Text**' radio button.
- Click '**Finish**' at the bottom of the window.

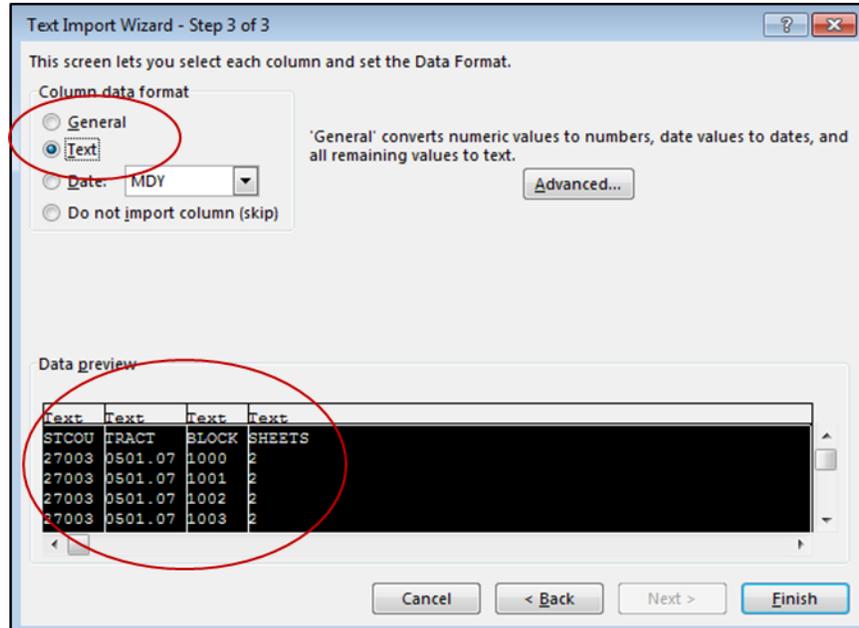


Figure 16. Text Import Wizard Step 3

- When the Import Data window opens, select '**OK.**' The file opens in Excel.

### 3.2.4 The LUCA20<EntType><EntCode>.pdf File

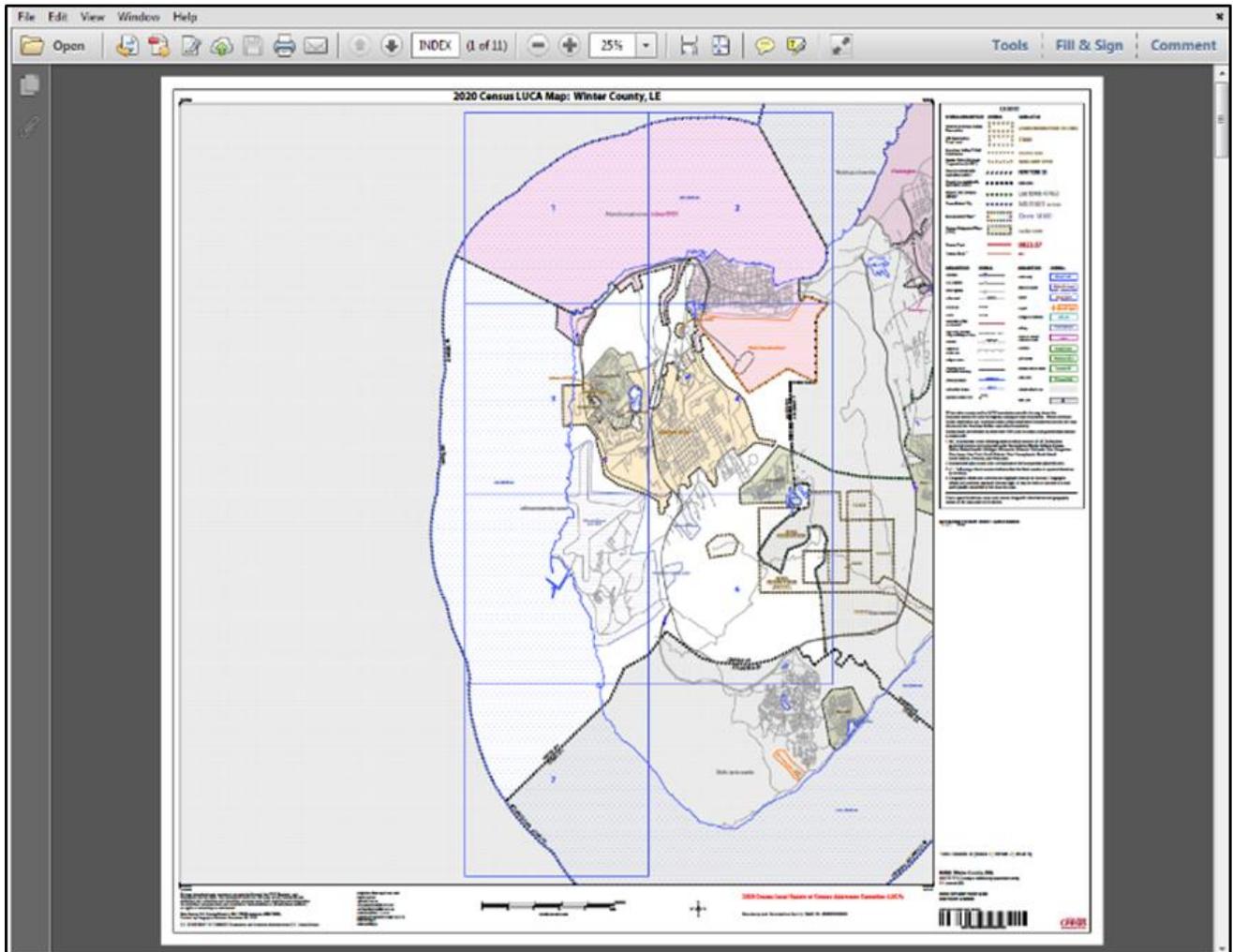


Figure 17. Entity Index Map

The **LUCA20<EntType><EntCode>.pdf** file contains your entity's PDF file of the index map and all the parent and inset paper maps you received bundled into one file. The lower right corner of the map provides information about the total number of map sheets within the file. The numbered grids displayed on the index map correspond to each large format parent sheet number within the file. You can find where each census block is located using the Block to Map Sheet Relationship List, **LUCA20<EntType><EntCode>\_BLK2MS.txt**.

### 3.2.5 Navigating the PDF Large Format Map File

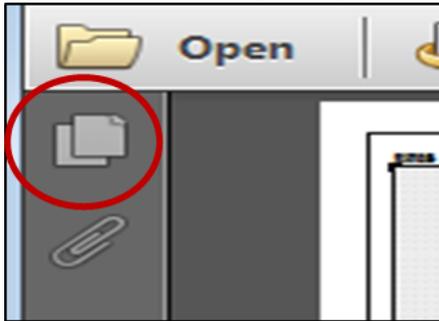
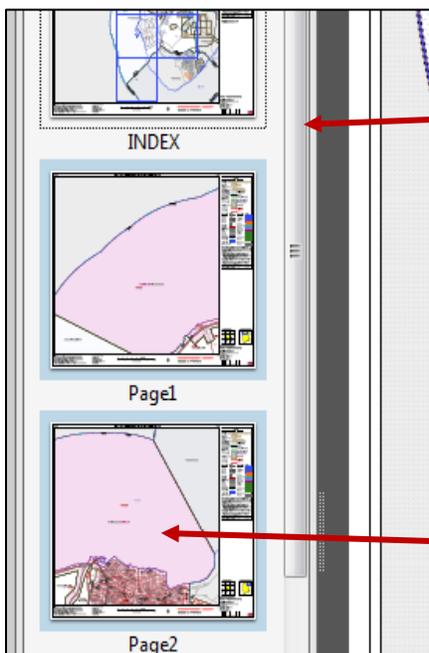


Figure 18. Paper Icon

Once the index map is open, you can click the paper icon in the upper left to display the thumbnails (The screen display depends on the version of Adobe you use). These map sheet page numbers correspond to the grid numbers on the main index sheet.



Use the scroll bar beside the thumbnails or the tool bar at the top of the screen to view each parent sheet.

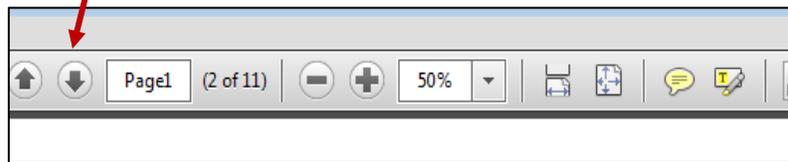


Figure 19. Scroll Bar

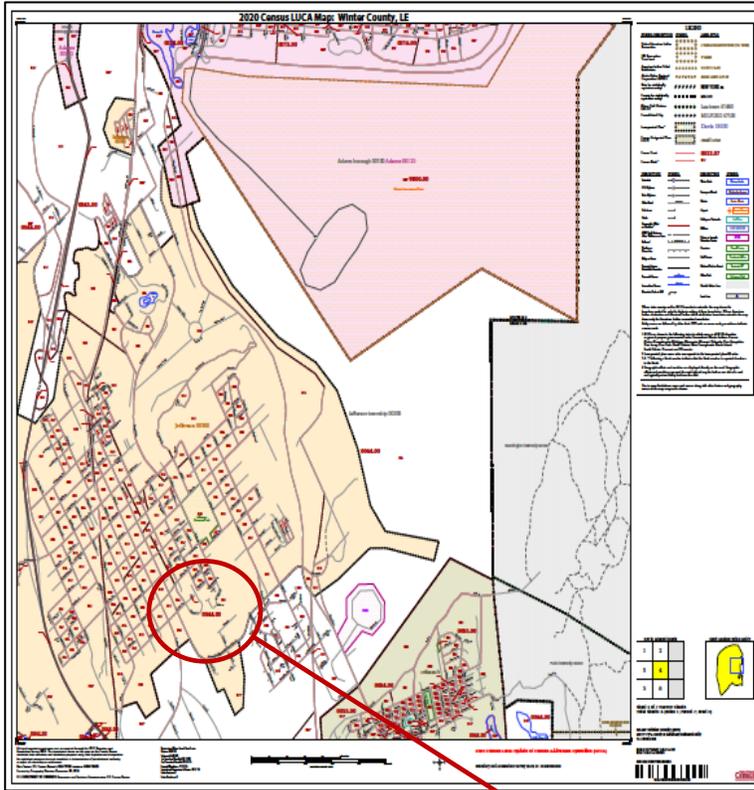
Click on the map sheet icon to display the parent sheet on the full screen.

Figure 20. Map Screen Icon



Figure 21. Image Magnification

To zoom in or out, use the plus or minus symbols or the dropdown arrow for the image size (percentage) you need to display.



The parent sheets provide a detailed view of a section of your jurisdiction. When zoomed in, you can identify the location of census tracts, census blocks, features, and street names.

Figure 22. Parent Sheet

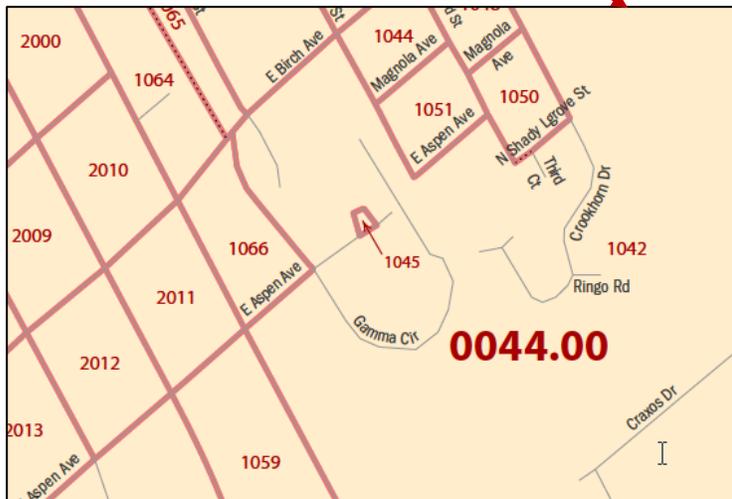


Figure 23. Parent Sheet Zoomed In

### 3.2.6 The Title13\_Block Maps.exe File

This file contains the Title 13 small format block maps to update road features and map spots. The print size is legal, 8 ½ X 14. (You must use legal size, 8 ½ X 14-inch paper to ensure optimal scale and use.). Print only those maps that you need for updates and return them with your updated address list.

#### 3.2.6.1 Opening the Title 13 Block Maps

- Double-click the file named **Title13\_BlockMaps.exe** to extract the small format block maps.

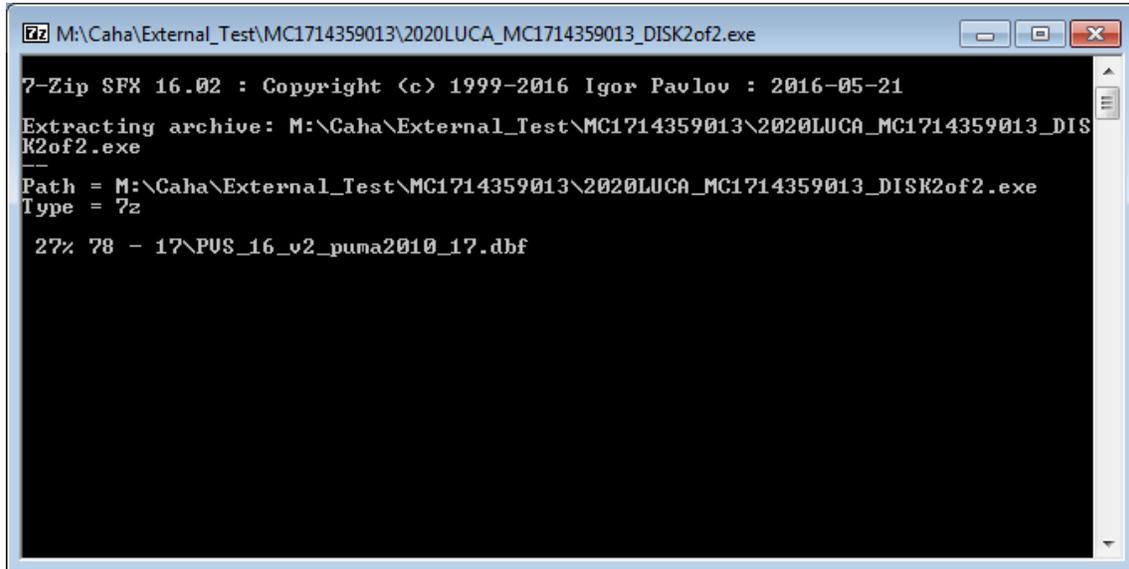


Figure 24. Command Prompt Screen

A command prompt will open and ask for your password. Enter the password sent to you by the Census Bureau. (Your password is invisible and does not appear as you type.) The small format block maps will extract to the “**maps**” folder.

- The following list of files opens in the folder:

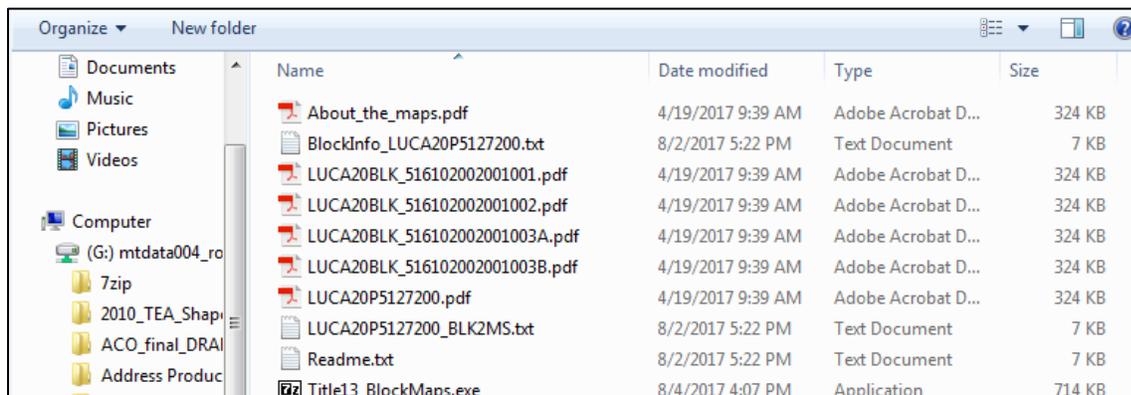


Figure 25. List of Files for the Title13 Block Maps

### 3.2.6.2 The BlockInfo\_LUCA20<EntType><EntCode>.txt File

The **BlockInfo\_LUCA20<EntType><EntCode>.txt** file is a semicolon delimited text file that includes basic information for each block in the participant entity. Follow the instructions in **Section 3.2.6.1** to open the file.

File Name Examples:

BlockInfo\_LUCA20C88003.txt  
BlockInfo\_LUCA20M881731791.txt  
BlockInfo\_LUCA20R0010.txt

Each record includes information specific to that block: block GEOID; state code; county code; census tract code; related place code; related MCD code; related Federal American Indian Reservation code; parent sheet map scale; block map file name; and total number of map sheets.

Example:

BLK\_GEOID;State;County;Tract;Place;MCD;FAIR;ParentScale;MapFilename;TotalSheets  
500039710001021;50;003;9710.00;53125;04825;;1419;LUCA20BLK\_500039710001021.pdf;1  
500039710001022;50;003;9710.00;53125;04825;;980;LUCA20BLK\_500039710001022.pdf;6

### 3.2.6.3 The LUCA20BLK<FullBlockCode>.pdf File

The large format and small format PDF block maps use current block, therefore the “full block code” may include alpha block suffixes. Each record includes the state code, county code, census tract code, and census block code.

File Name Examples:

LUCA20BLK\_880350403051064.pdf  
LUCA20BLK\_880350403051063.pdf  
LUCA20BLK\_880350403051062A.pdf—*with alpha block suffix*  
LUCA20BLK\_880350403051062B.pdf—*with alpha block suffix*

- To view a block map, click on the PDF file for the block number you need to review and/or update.

### 3.2.6.4 Multi-sheeted (Bundled) PDF Block Maps

Page 1 of 3

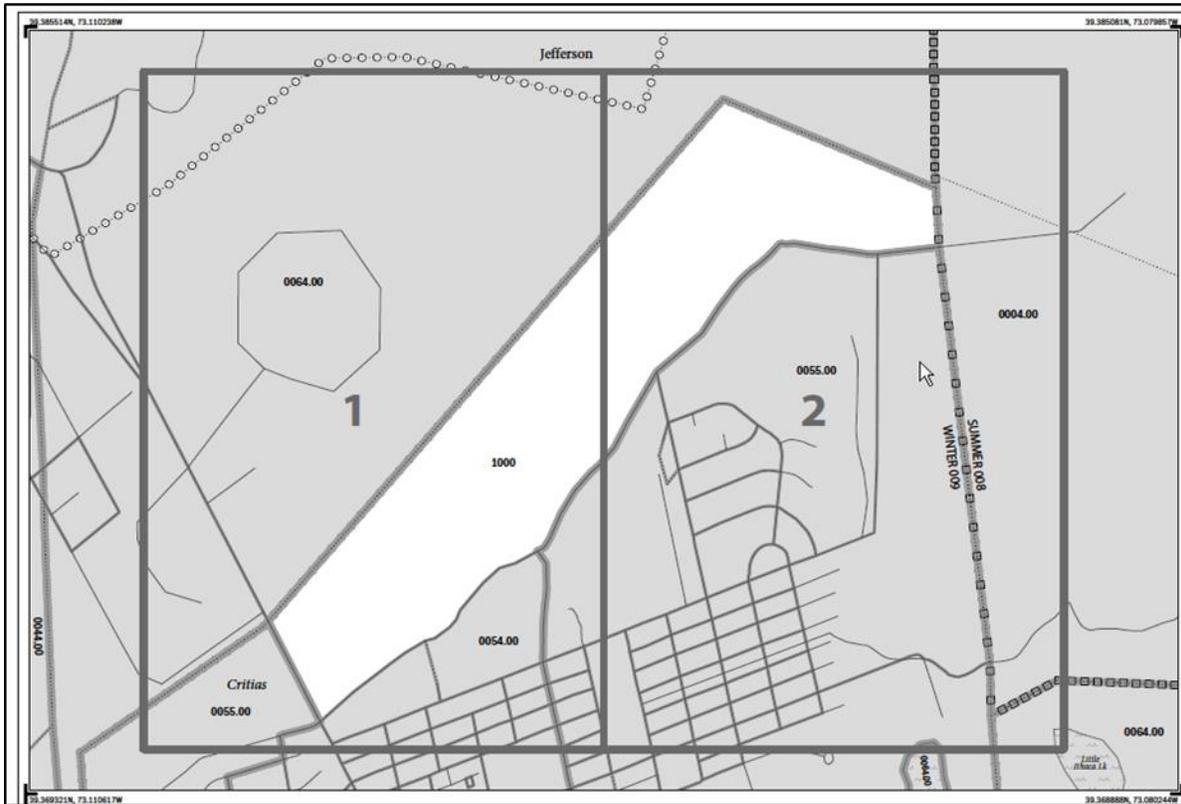


Figure 26. Two Sheets Required to Display One Block (1000)

Page 1 of 3—a small format block map file may contain a single block or may contain multi-sheeted (bundled PDF) images within a single block. For a multi-sheeted block, the first map displays an index map. In this illustration, census tract 0054.00, block 1000, requires two sheets to display individually. (These are larger area blocks. Some large census blocks may require up to 50 or more sheets.)

For multi-sheeted blocks, select only the sheet that you need to print to make your updates.

The small format block maps contain Title 13 map spots as shown below:

Page 2 of 3

Page 3 of 3

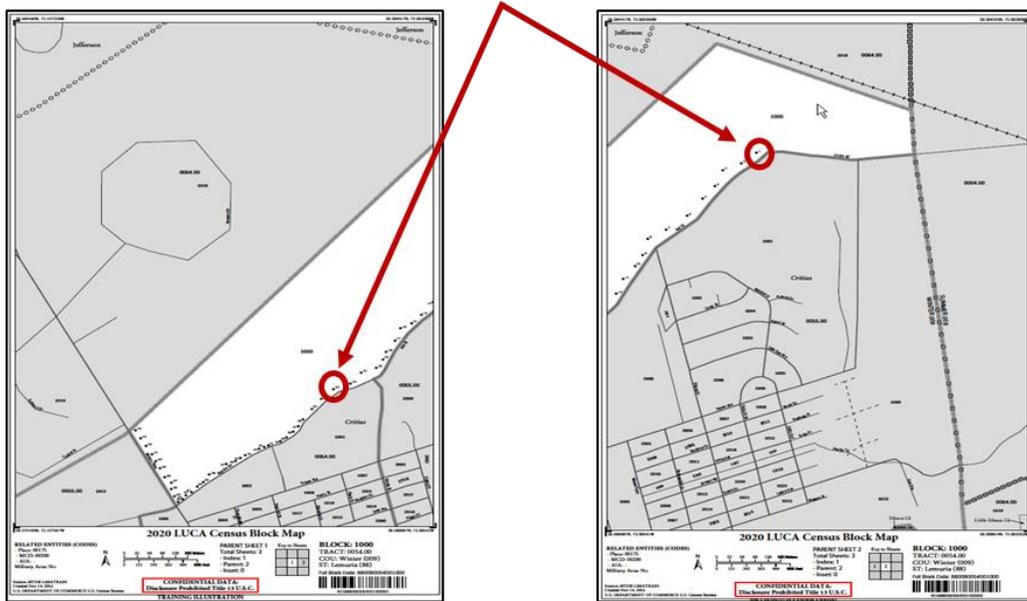
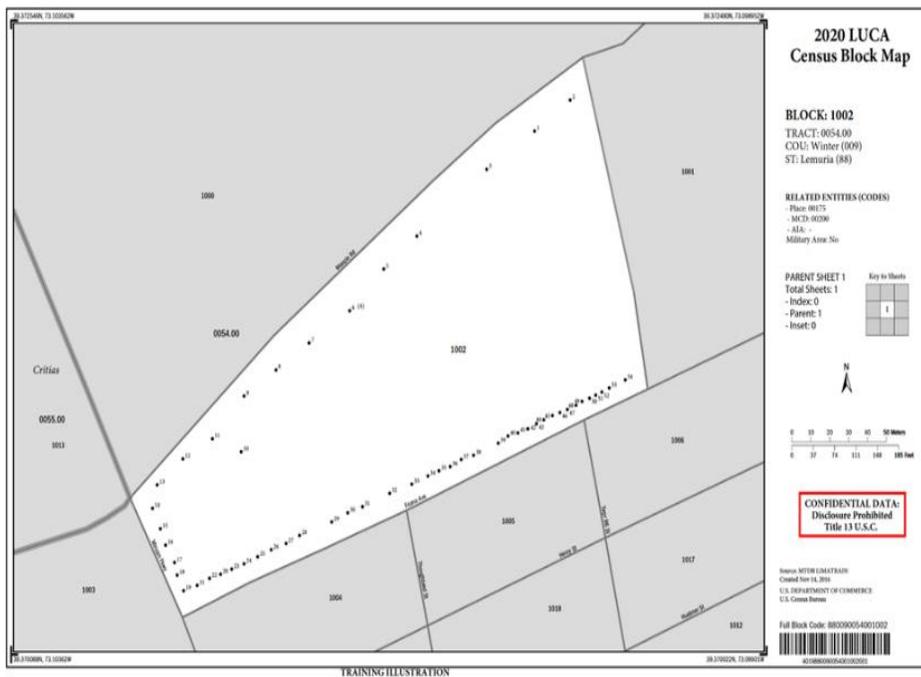


Figure 27. Pages 2 and 3 Showing the Individual Images of Block 1000 (Training—Fictitious Information)

## Landscape Orientation



The PDF block maps are portrait orientation, as shown above, or landscape orientation depending on the shape and orientation of the block. For multiunit structures, the map spot number includes the number of units in parentheses. For example, 6 (4) indicates map spot 6 contains 4 units.

Figure 28. Landscape Map Image Example (Training—Fictitious Information)

### 3.2.6.5 Inset Sheets

Inset sheets show the detail of congested areas on parent sheets. Inset sheets are:

- Highlighted on the parent sheet with a fill pattern.
- Identified with an alpha character such as H.
- May contain multi-sheeted images
- Identified with an alpha/numeric character such as H1, H2, etc.

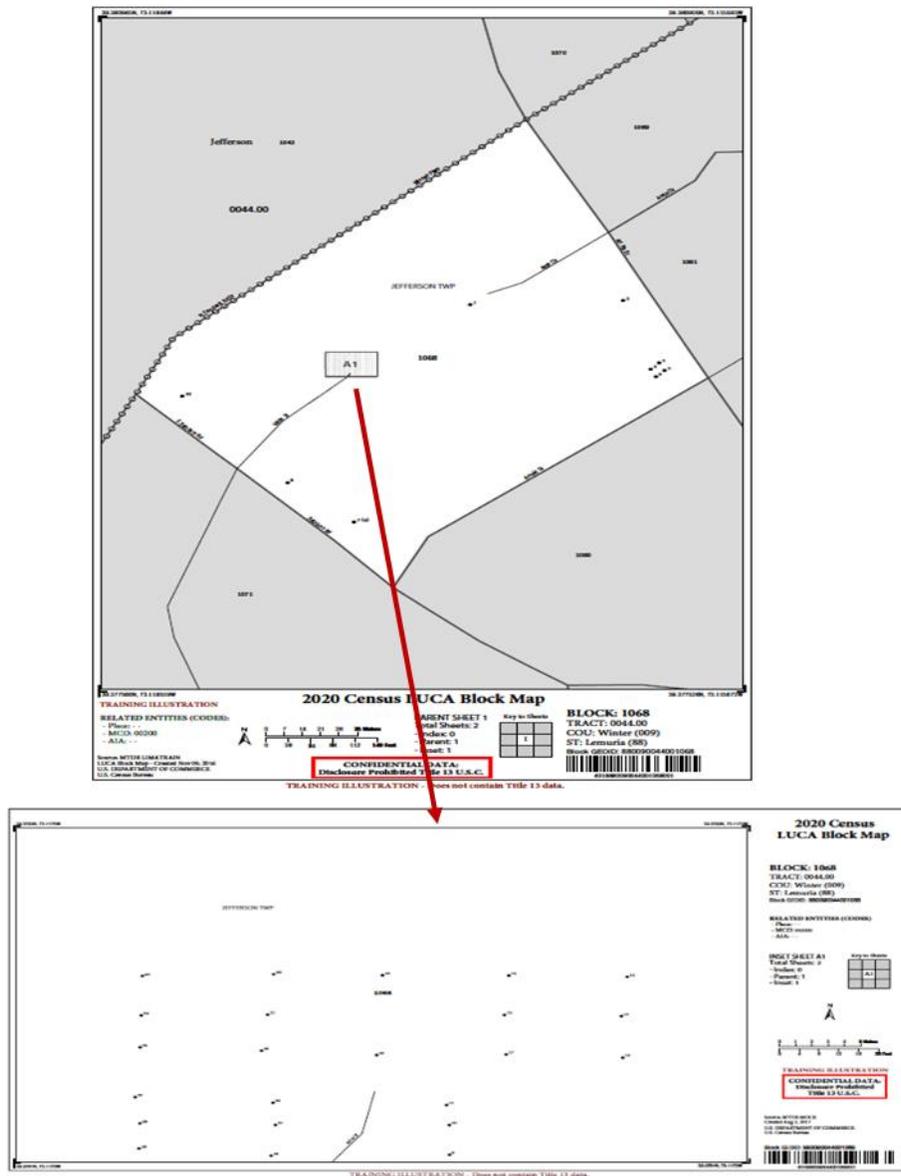


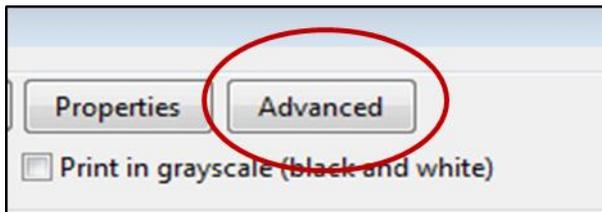
Figure 29. Inset Map (Training—Fictitious Information)

### 3.2.6.6 Printing the PDF Small Format Block Maps

To print a block map for updates, select **File**, then **Print**, or choose the printer icon. Use the full size block map for making your updates. This ensures that the correct state, county, census tract, and census block are shown in the map margin. You must use legal size, 8 ½ x 14 paper, to ensure optimal scale and use. Refer to the file, **About\_the\_maps.pdf**, for additional printing tips.

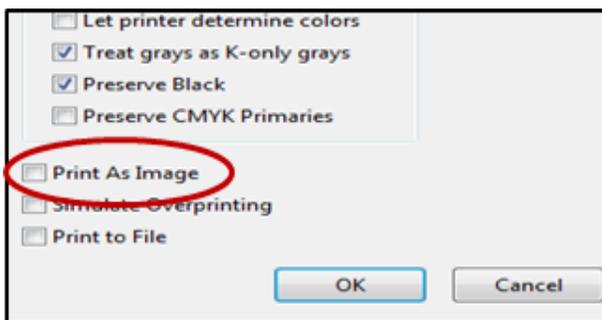


Figure 30. Printing Small Format Block Maps



If you have trouble printing, for example, some areas such as water features print black, select Advanced from the print screen.

Figure 31. Advance Printing



Select the **'Print As Image'** and click **OK**.

Figure 32. Print As Image

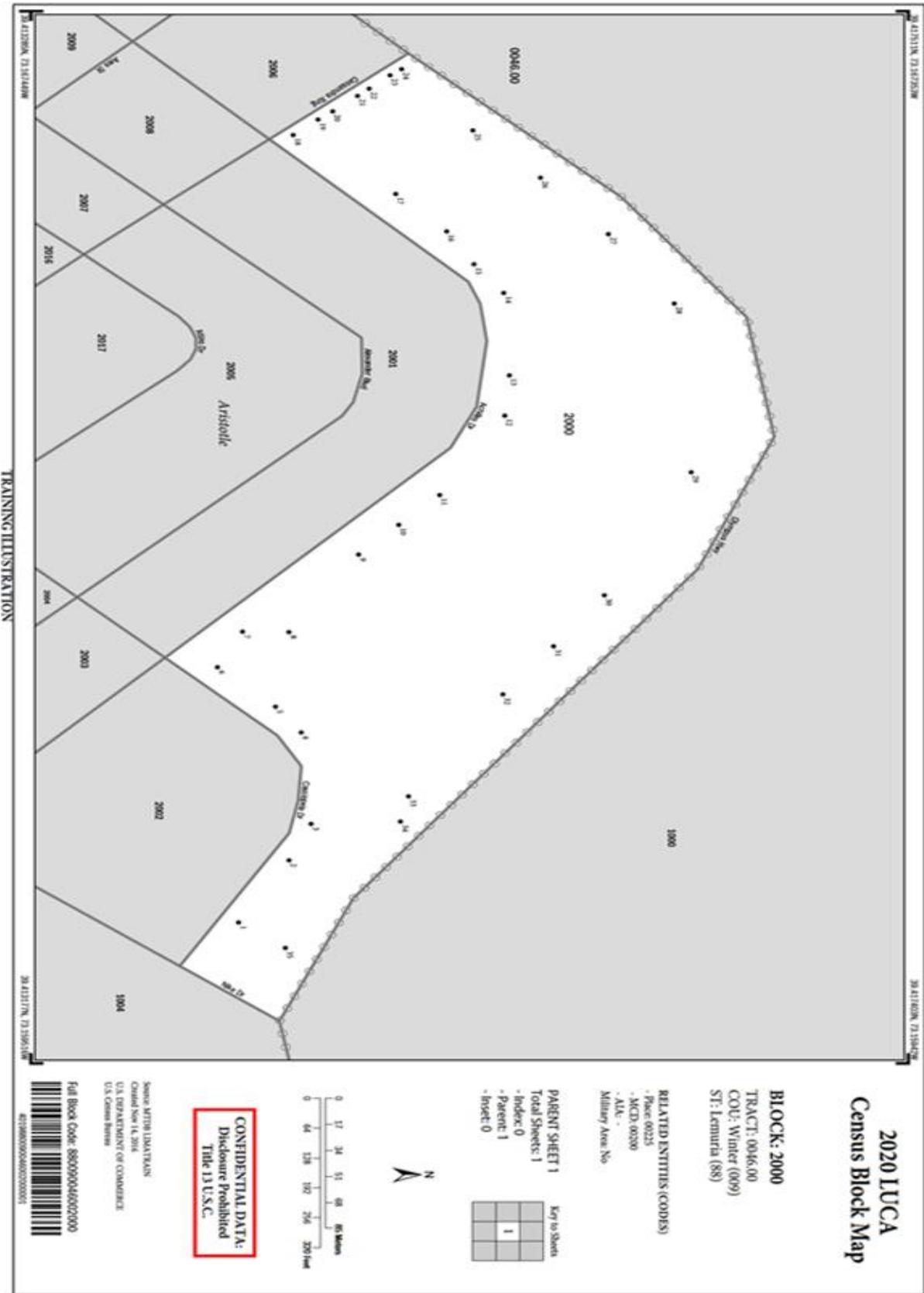


Figure 33. Small Format PDF Block Map (Training—Fictitious Information)

## CHAPTER 4: REVIEWING AND UPDATING THE ADDRESS LIST, ADDRESS LIST ADD PAGE, AND PAPER MAPS

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### 4.1 Adding Residential Addresses to the Address List Add Page

Use the Address List Add Page to add **residential addresses** for your jurisdiction not shown on the Census Address List or to add addresses deleted from the Census Address List and added to incorporate corrections that are not editable on the Census Address List. Make sure to print all entries completely and legibly.

When adding an address, you must include the location of the housing unit or group quarters structure by providing either the census geographic codes (i.e., state county code, census tract number, and census block number) or map spot location (by placing a dot on the map or by providing structure latitude/longitude coordinates on the Address List Add Page. You can find the geographic codes on your LUCA materials.

If you choose to add structure coordinates, provide a minimum of eight characters including the decimal, e.g., 42.58953 for latitude and minimum of nine characters for the longitude including the negative and decimal, e.g., -87.58953.

### 4.2 Adding Records with Similar Information

When adding more than two addresses where the information is the same, you can print the information in the first and last entry of each column then draw an arrow down to indicate the similar information. The exceptions to this are the **Apt/Unit Number** (4f) since you must enter each individual unit number for multiunit structures and when adding individual **Unique Map Spot Numbers** (5).

---

**Note:** You may draw an arrow down in column 4a, **Complete Address Number**, only if the house number is the same for all buildings or units. See **Figure 35. Adding New City Style Addresses for a New Street (Training—Fictitious Information)**.

---

### 4.3 Adding Residential City Style Addresses to the Address List Add Page

When adding addresses to multiple pages, be sure to enter the appropriate **Line Number** in column 1 for each address. For example, you can add four addresses to each page of the Address List Add Page. Column 1 on page one begins with 1 and ends with 4.

On the next page, page two, enter 5 in column 1, **Line Number** and end with 8. Continue adding the line number sequence for each page as needed.

---

**Note:** Multiunit identifiers are required for all new added addresses and address updates for multiunit structures for LUCA. The Census Bureau will not process an address without a multiunit identifier.

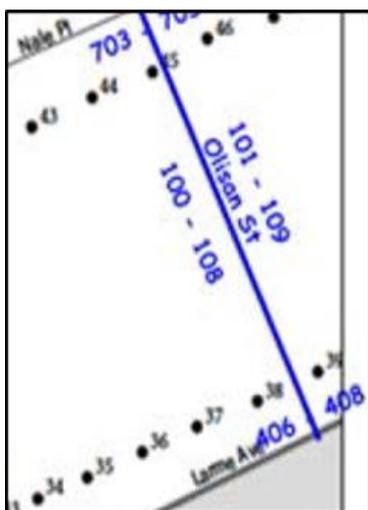
---

The following are a few examples of adding residential city style addresses to the Address List Add Page:

- Adding new addresses for a new street.
- Adding addresses for a new group quarters multiunit structure.
- Adding addresses for a new multiunit structure.

#### 4.3.1 Scenario: Adding New Addresses for a New Street

During your review, you may find addresses missing from the Address List located on streets that are partially or entirely missing from the maps. See **Figure 35** and **Figure 36** for adding new addresses for a new street to the Address List Add Page and **Figure 37** and **Figure 38** for adding to new streets to the small format paper maps. The paper map examples are PDF small format maps using the zoom feature for clarity. When updating the small format maps, please use the full size, 8 ½ X 14, full size map. Refer to **Chapter 5: TIGER Partnership Shapefiles** if you are using shapefiles.



Olisan St is a new street with ten newly constructed housing units in census tract 0054.00, census block 2001. The addresses are missing from the Address List and the street is missing from the map.

The address ranges<sup>4</sup> 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<sup>5</sup> are between 703 and 705 on Nale Pl and 406 and 408 on Larne Ave.

Figure 34. Example Address Ranges and Address Breaks (Training—Fictitious Information)

#### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.

<sup>4</sup> **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.

<sup>5</sup> **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.

Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)

- 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). If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.

---

**Note:** If you choose, you may enter the optional structure latitude and longitude coordinate information in addition to or rather than the State County Code, Census Tract Number, and Census Block Number in section 4, space permitting. See **Figure 37. Adding New City Style Addresses for a New Street with Lat/Long Structure Coordinates and Unique Map Spot Numbers (Training—Fictitious Information)**.

---

- 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 draw an arrow down from the first entry to the last entry.
- Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- **Optional:** 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 if you are using the paper map.

Refer to **Figure 36. Adding New City Style Addresses for a New Street and Unique Map Spot Numbers (Training—Fictitious Information)** and **Figure 39. Adding a New Street and Unique Map Spot Numbers on the Small Format Paper Map (Training—Fictitious Information)**.

- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

Repeat this procedure for all the Address List Add Page sheets needed. See **Figure 35. Adding New City Style Addresses for a New Street (Training—Fictitious Information)**.

Form D-2008  
[0000000001]  
OMB NO. 0650-0094

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Address List Add Page

Add Page For: Winter County, LE  
(Entity Name)

Entity ID Code: CO88009  
(Copy from Address List Page)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NDW  
(Print Name)  
Date Completed: 04/12/2018  
(MM/DD/YYYY)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, If Known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number				
1	88009	0054.00	2001		100 Olisan St Facility Name or Physical Location Description	99997	B
2					101		
3					102 Olisan St		
4	88009	0054.00	2001		103	99997	B

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Figure 35. Adding New City Style Addresses for a New Street (Training—Fictitious Information)

Form D-3086 (100-XXX-XXXX) OMB NO. 0607-0894

U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU

PAGE 1 OF 7 PAGES

Name of Preparer: AVA NOM (Print Name)

Date Completed: 04/12/2018 (MM/DD/YYYY)

Entity ID Code: CO88009 (Copy from Address List Page)

Entity Name: Winter County, LE

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

ADDRESS LIST ADD PAGE

1 Line #	2 Census Geographic Location of Address		3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M-Mailing L-Location B-Both
	(2a) State County Code	(2b) Census Tract Number		(2c) Census Block Number	(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number		
1	88009	0054.00	2001	100	Olisan St			99997	B
2				101					A6
3				102					A2
4	88009	0054.00	2001	103	Olisan St			99997	B

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Figure 36. Adding New City Style Addresses for a New Street and Unique Map Spot Numbers (Training—Fictitious Information)

Form D-3008  
(XX-XX-XXXX)  
OMB NO. 0607-0994

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC ANALYTICS  
U.S. CENSUS BUREAU

ADDRESS LIST ADD PAGE  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Add Page For: Winter County, LE  
(Entity Name)

Entity ID Code: CO88009  
(Copy from Address List Page)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NOM  
Date Completed: 04/12/2018  
(Print Name)  
(MM/DD/YYYY)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number						
1					(4a) Complete Address Number	(4b) Complete Street Name	99997	A1	B
					(4c) RR or HCR and Box number	(4d) Group Quarters Name			
					(4e) Facility Name or Physical Location Description				
2					(4a) Complete Address Number	(4b) Complete Street Name	99997	A6	
					(4c) RR or HCR and Box number	(4d) Group Quarters Name			
					(4e) Facility Name or Physical Location Description				
3					(4a) Complete Address Number	(4b) Complete Street Name	99997	A2	
					(4c) RR or HCR and Box number	(4d) Group Quarters Name			
					(4e) Facility Name or Physical Location Description				
4					(4a) Complete Address Number	(4b) Complete Street Name	99997	A7	B
					(4c) RR or HCR and Box number	(4d) Group Quarters Name			
					(4e) Facility Name or Physical Location Description				

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Figure 37. Adding New City Style Addresses for a New Street with Lat/Long Structure Coordinates and Unique Map Spot Numbers (Training—Fictitious Information)

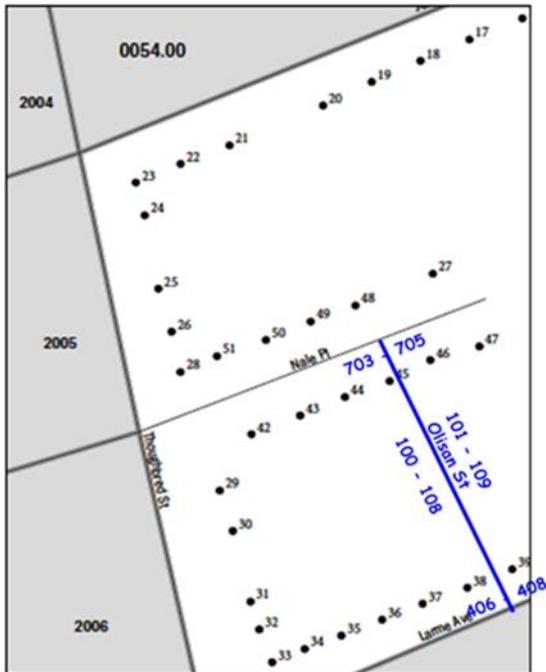


Figure 38. Adding a New Street on the Small Format Paper Map (Training—Fictitious Information)

### On the Small Format Paper Map:

1. Using a colored pencil, draw the location of the new street on the map.
2. Print the street name. In this example, Olisan St.
3. Print the address ranges for each side of the new street. For this example, 101-109 on the east side of Olisan St and 100-108 on the west side.
4. Print the address breaks where Olisan St intersects Nale Pl (703-705) and Larme Ave (406-408) as shown in the example.

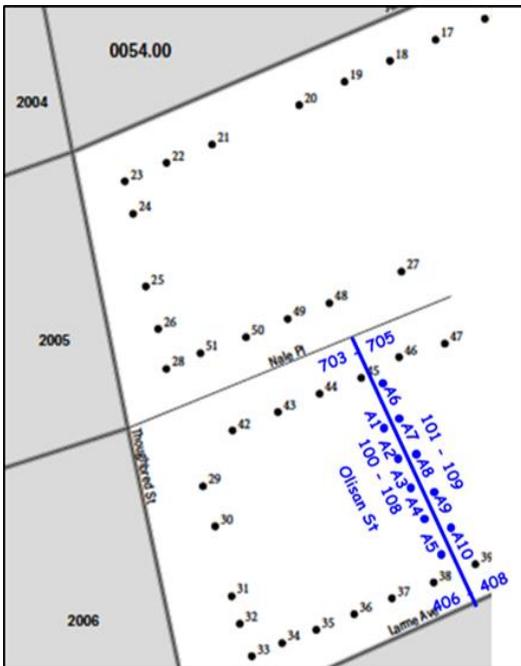


Figure 39. Adding a New Street and Unique Map Spot Numbers on the Small Format Paper Map (Training—Fictitious Information)

### On the Small Format Paper Map:

1. **Optional:** If you know the approximate location of each housing unit you are adding, you may assign each individual address a unique map spot number, A1, A2, A3, A4, etc.
2. Label each map spot with its associated unique map spot number as you recorded in column 5 on the Address List Add Page beginning with A1, A2, A3, A4 etc.

### 4.3.2 Scenario: Adding a New Group Quarters Multiunit Structure Addresses to the Address List Add Page

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. This example demonstrates how to add a group quarters address that contains three individual buildings.

Aristotle University constructed three new residence halls, Pandora Hall, Buildings 1, 2, and 3 at 225, 227, and 229 Achilles Dr.

#### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1 for each building.
- 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). Enter the same information in the last line needed and draw an arrow down.

---

**Note:** If you choose, you may enter the optional structure latitude and longitude coordinate information in addition to or rather than the STATEFP, COUNTYFP, TRACT, and BLOCK in section 4, space permitting. Refer to **Figure 42**.

---

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

---

**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 address number for each building, 225, 227, and 229 in column 4a, **Complete Address Number**, in the first and last lines needed and draw an arrow down.
- Enter the street name, Achilles Dr, in column 4b, **Complete Street Name** for each building.
- Enter the name of the group quarters in column 4d, **Group Quarters Name**. In this example, Pandora Hall and the building number.
- Enter the **Facility Name** in column 4e for each building, if the group quarters is associated with a facility. In this example, the facility is Aristotle University.
- Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- **Optional:** If you know the approximate location of each building you are adding, you may assign each building a unique map spot number (e.g., A1, A2, etc.) in column 5.

Each map spot number added on the Address List must correspond to the building's location if you are using the small format paper map.

Refer to **Figure 41. Adding New City Style Addresses for GQ Multiunit Structures and Map Spots (Training—Fictitious Information)**, and **Figure 43. Identifying New GQ Multiunit Structures with Map Spots on the Small Format Paper Map (Training—Fictitious Information)**.

- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

Refer to **Figure 40. Adding New City Style Addresses for GQ Multiunit Structures to the Address List Add Page (Training—Fictitious Information)**.

ADDRESS LIST ADD PAGE  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
 Name of Preparer: AWA NOW  
 (Print Name)  
 Date Completed: 04/12/2018  
 (MM/DD/YYYY)

Add Page For: Winter County, LE  
 (Entity Name)

Entity ID Code: CO88009  
 (Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both											
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number					(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code				
1	88009	0046.00	2001	Y	225		B											
2	88009	0046.00	2001	Y	227		B											
3	88009	0046.00	2001	Y	229		B											

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Figure 40. Adding New City Style Addresses for GQ Multiunit Structures to the Address List Add Page (Training—Fictitious Information)

1		2		3		4			5	6
Line #	Census Geographic Location of Address		Enter "Y" if this is a Group Quarters	Complete Address Number	Residential Address			(4g) Mailing ZIP Code	Unique Map Spot Number	Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number			(2c) Census Block Number	(4b) Complete Street Name	(4c) RR or HCR and Box number			
1	88009	0046.00	2001	225	Achilles Dr			99997	A1	B
2				227	Pandora Hall Bldg 1 Aristotle University				A2	
3	88009	0046.00	2001	229	Achilles Dr Pandora Hall Bldg 3 Aristotle University			99997	A3	B

Form D-3008 (XX-XX-XXXX) OMB NO. 0607-0994  
 U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU  
**ADDRESS LIST ADD PAGE**  
**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**  
 PAGE 1 OF 7 PAGES  
 Name of Preparer: AWA NDWL  
 Date Completed: 04/12/2018  
 Entity ID Code: CO88009  
 Add Page For: Winter County, LE  
 (Entity Name)  
 (Copy from Address List Page)

Figure 41. Adding New City Style Addresses for GQ Multiunit Structures and Map Spots (Training—Fictitious Information)

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ADDRESS LIST ADD PAGE  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NDM  
Date Completed: 04/12/2018  
(Print Name)  
(MM/DD/YYYY)

Add Page For: Winter County, LE (Entity Name)  
Entity ID Code: CO88009 (Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	(4a) Complete Address Number	4 Residential Address				(4f) Apt/ Unit Number	(4g) Mailing ZIP Code	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both	
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description					
1				Y	225									B
2				Y	227									B
3				Y	229									B

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Figure 42. Adding New City Style Addresses for GQ Multiunit Structures with Lat/Long Structure Coordinates (Training—Fictitious Information)

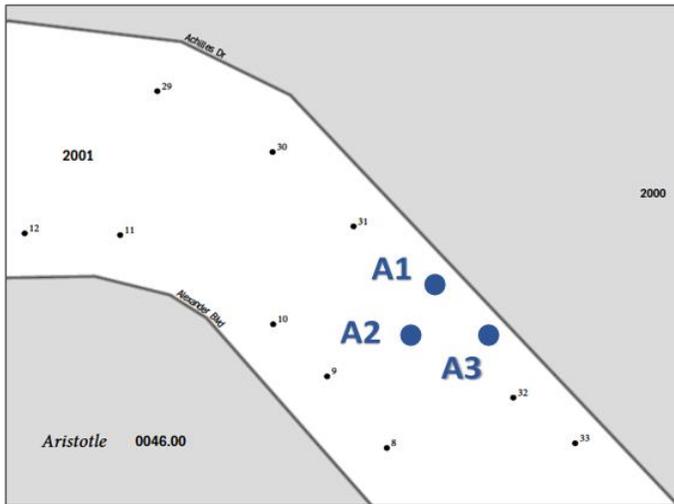


Figure 43. Identifying New GQ Multiunit Structures with Map Spots on the Small Format Paper Map (Training—Fictitious Information)

#### On the Small Format Map:

1. **Optional:** If you know the approximate location of each address you are adding, you may assign each individual address a unique map spot number, A1, A2, A3, etc.
2. Label each map spot with its associated unique Map Spot Number as you recorded in column 5 on the Address List Add Page beginning with A1, A2, A3, etc.

### 4.3.3 Scenario: Adding Addresses for New Multiunit Buildings to the Address List Add Page

You must provide unit identifiers (e.g. Apt 1, Apt 2, Unit A, Unit B) for multiunit buildings. Multiunit buildings include large structures such as a high-rise building, smaller structures such as buildings with 3-4 units, and large houses subdivided into apartments.

A new two-story multiunit building in census tract 0054.00, block 1002 located at 2014 Maople Rd contains four apartments, two on the first floor and two on the second floor. The addresses are not listed on the Address List.

#### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). Enter the same information in the last line and draw an arrow down. Enter the house number in the first and last line needed in the **Complete Address Number** (4a) column and draw an arrow down.

---

**Note:** If you choose, you may enter the optional structure latitude and longitude coordinate information in addition to or rather than State County Code, Census Tract Number, and Census Block Number in section 4, space permitting. Refer to **Figure 46. Adding City Style Addresses for a New Multiunit Structure with Lat/Long Structure Coordinates (Training—Fictitious Information)**.

---

- Enter the street name in the first and last lines needed in the **Complete Street Name** (4b) and draw an arrow down.
  - Enter the **Apt/Unit Number** (4f) for each apartment or unit.
- 

**Note:** You must provide unit 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 draw an arrow down.
  - Enter the **Unique Map Spot Number** (5)—**Optional**, if the approximate location is known. See the note below.
- 

**Note:** You may add a unique map spot number to the Address List Add Page for the newly constructed apartment building. The unique map spot represents the structure and all of the units within it, refer to **Figure 45**. If you add a unique map spot number on the Address List Add Page, you must identify the map spot location on the small format paper map, refer to **Figure 47**.

---

- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

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

Refer to **Figure 44. Adding City Style Addresses for a New Multiunit Structure to the Address List Add Page (Training—Fictitious Information)**.

1		2		3	4			5	6	
Line #		Census Geographic Location of Address		Enter "Y" if this is a Group Quarters	Residential Address			Unique Map Spot Number	Address Use, if known M=Mailing L=Location B=Both	
(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code	
88009	0054.00	1002	2014		Maple Rd		Maple Rd	Apt 1A	99997	B
								Apt 1B		
								Apt 2A		
88009	0054.00	1002	2014		Maple Rd		Maple Rd	Apt 2B	99997	B

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC ANALYSIS  
U.S. CENSUS BUREAU

ADDRESS LIST ADD PAGE

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NDM  
Date Completed: 04/12/2018 (MM/DD/YYYY)

Add Page For: Winter County, LE (Entity Name)  
Entity ID Code: C088009 (Copy from Address List Page)

Figure 44. Adding City Style Addresses for a New Multiunit Structure to the Address List Add Page (Training—Fictitious Information)

Form D-3008  
[XX-XX-XXXX]  
OMB NO. 0607-0994

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

ADDRESS LIST ADD PAGE  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Add Page For: Winter County, LE  
(Entity Name)

Entity ID Code: CO88009  
(Copy from Address List Page)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NOW  
Date Completed: 04/15/2018  
(MM/DD/YYYY)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both				
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number					(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name
1	88009	0054.00	1002		2014	Maple Rd		Apt 1A	99997	A1	B
2								Apt 1B			
3						Maple Rd		Apt 2A			
4	88009	0054.00	1002		2014			Apt 2B	99997	A1	B

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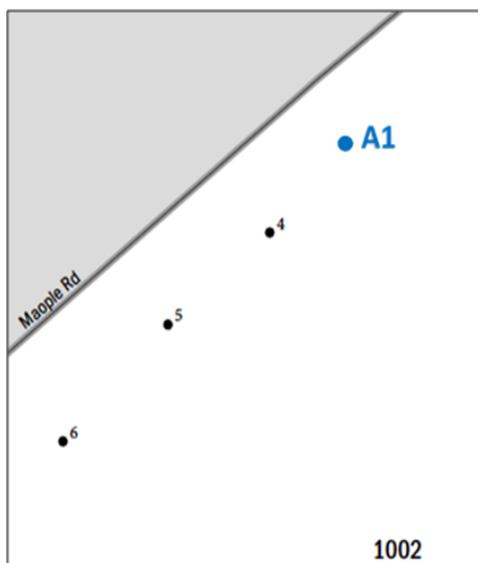
Figure 45. Adding City Style Addresses for a New Multiunit Structure and Map Spots (Training—Fictitious Information)

1		2		3	4			5	6	
Line #		Census Geographic Location of Address		Enter "Y" if this is a Group Quarters	Residential Address			Unique Map Spot Number	Address Use, if known	
(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/Unit Number	(4g) Mailing ZIP Code	M= Mailing L= Location B= Both
							Maple Rd			
			2014				42.58953, - 87.58954	Apt 1A	99997	B
								Apt 1B		
								Apt 2A		
			2014				Maple Rd	Apt 2B	99997	B
							42.58953, - 87.58954			

Form D-3008 (XX-XXX-XXXX) OMB NO. 0607-0994  
 U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU  
 ADDRESS LIST ADD PAGE  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
 PAGE 1 OF 7 PAGES  
 Name of Preparer: AWA NDM  
 Date Completed: 04/13/2018 (MM/DD/YYYY)  
 Entity ID Code: CO88009 (Copy from Address List Page)  
 Add Page For: Winter County, LE (Entity Name)

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Figure 46. Adding City Style Addresses for a New Multiunit Structure with Lat/Long Structure Coordinates (Training—Fictitious Information)



### On the Small Format Paper Map:

1. **Optional:** If you know the approximate location of the multiunit unit structure you are adding, you may assign a unique map spot number, such as A1.
2. Label the map spot with its associated **Unique Map Spot Number** as you recorded in column 5 on the Address List Add Page.

Figure 47. Identifying a New Multiunit Structure on the Small Format Paper Map (Training—Fictitious Information)

## 4.4 Updating Addresses on the Census Address List

### Action Codes

There are four action codes used to make updates to the Census Address List. You can make updates to **residential** addresses only. You must include the appropriate action code with each address record that you update. The Census Bureau will process only those address records that contain an action code.

- C**—Correct this address.
- D**—Delete this address.
- J**—Address is not in this jurisdiction.
- N**—Address is nonresidential.

### The C Action Code

Print a **“C”** in the **Action Code**, column 3, on the Census Address List for the following situations:

- Incorrect state code.
- Incorrect county code.
- Incorrect census tract number.
- Incorrect census block number.
- Incorrect street name (including street directional and street type information).
- Incorrect ZIP Code.

## **The D Action Code**

**Do not make corrections** to any other columns when entering the “**D**” action code.

Print a “**D**” in the **Action Code**, column 3, on the Address List for the following situations:

- Housing unit or multiunit structure no longer exists, is uninhabitable, or is a duplicate.
- Street or addresses along a street that no longer exists.

Print a “**D**” in the **Action Code**, column 3, on the Census Address List then use the Address List Add Page to add corrected addresses for the following situations:

- Incorrect house number.
- Incorrect apartment or unit number.
- Single housing unit converted to a multiunit structure.
- Multiunit structure converted to a single housing unit.
- Single housing unit converted to a group quarters.
- Group quarters converted to a single housing unit.

## **The J Action Code**

Enter a “**J**” in the **Action Code** (3) column for residential addresses that are not in your jurisdiction. **Do not make corrections** to any other columns for an address not in your jurisdiction.

## **The N Action Code**

Print an “**N**” in the **Action Code**, column 3, on the Census Address List for addresses that are listed on the Address List but are used for any purpose other than residential such as:

- Businesses.
- Schools.
- Churches.
- 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. **Do not make corrections** to any other columns for nonresidential addresses.

### **4.4.1 Correcting Addresses (The C Action Code)**

The following is a list of a few examples using the “**C**” Action Code:

- Correcting a street and addresses located in an incorrect block.
- Correcting an address located in an incorrect block.
- Correcting a street name.

#### **4.4.1.1 Scenario: Correcting the Location of a Street and its Associated Addresses**

Correcting the location of a street located in an incorrect census block is a two-step process. First correct affected address on the Census Address List using the instructions below, then identify the correct location of the street on the map.

The Census Address List shows 100 through 117 S Holdener St, map spots 38-52, as located in census block 1003. According to local sources, S Holdener St is located south of Pampas St in census block 1009.

##### **On the Census Address List:**

- Print a “**C**” in the Action Code (3) column for the first and last block number that needs correction.
- Draw an arrow down from the first entry to the last entry.
- In the Census Block (4c) column, cross out the incorrect block number and print the correct block number above it. In this example, cross out 1003 and print 1009 above it.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Census Address List sheets containing the block number that needs correction.

Refer to **Figure 48. Correcting the Location of a Street and its Associated Addresses on the Census Address List.**

- Indicate the correction on the paper map.

See **Figure 49. Identifying the Location of a Street and its Associated Addresses on the Small Format Paper Map (Training—Fictitious Information)** and **Figure 50. Identifying the Location of a Street and its Associated Addresses on the Small Format Paper Map with Address Ranges and Address Breaks (Training—Fictitious Information).**

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Page: 17 of 20  
Date: 01/04/2018

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ADDRESS LIST

Form D-3007  
(10-05-2000)  
OMB No. 0607-0984

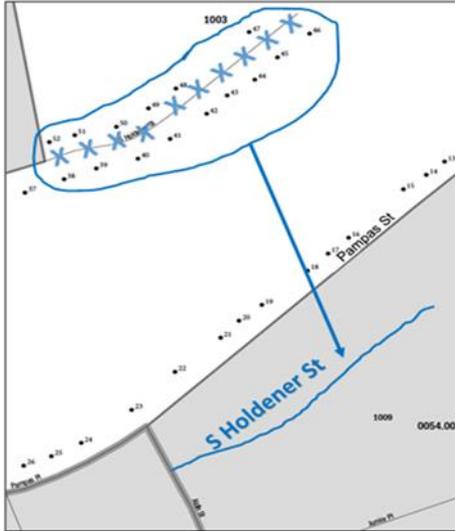
Sort: Tract/Block  
Entity: Winter County CO088009

1. Line Number	2. MAFID	3. Action Code	4. Census Geographic Location of Address		5. GC Flag	6. City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			7. Non-city Style Mail Delivery Address (RR and Box Number or HCR Box Number)	8. Map Spot Number	9. City Style Address Flag	10. Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract		(4c) Census Block	(6a) Complete Address Number	(6b) Complete Street Name				(6c) Apt/ Unit Number	(6f) City Style ZIP Code
102	999999993	C	88009	0054.00	<del>1009</del>	S HOLDENER ST				38	Y	40.361373	-73.543799
103	999999994		88009	0054.00	103	S HOLDENER ST				52	Y	40.361377	-73.543799
104	999999995		88009	0054.00	103	S HOLDENER ST				39	Y	40.361381	-73.543799
105	999999996		88009	0054.00	103	S HOLDENER ST				51	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	103	S HOLDENER ST				40	Y	40.3613791	-73.543799
107	999999999	C	88009	0054.00	<del>1009</del>	S HOLDENER ST				50	Y	40.3613796	-73.543799

Action Codes  
C - Correction to this address    D - Delete this address    J - Address is not in this Jurisdiction    N - Address is Nonresidential

FICTITIOUS INFORMATION - FOR EXAMPLE ONLY

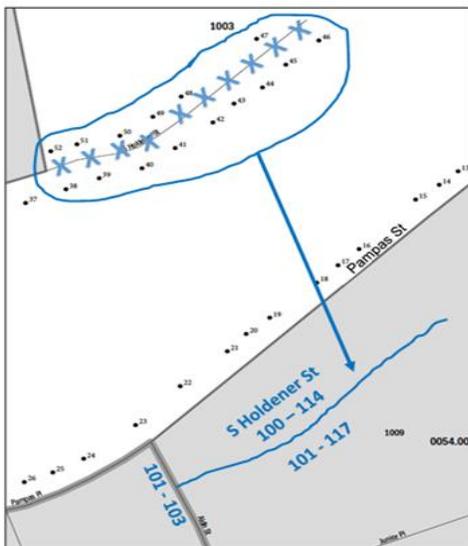
Figure 48. Correcting the Location of a Street and its Associated Addresses on the Census Address List



### On the Small Format Paper Map:

1. Using a colored pencil, cross out the incorrect location of S Holdener St with a series of “Xs.” Circle the entire street to include **all** the affected map spots that need to be moved with the street.
2. Redraw S Holdener St in its correct census block, 1009, and print the street name above it.
3. Draw an arrow to the correct location of S Holdener St.

Figure 49. Identifying the Location of a Street and its Associated Addresses on the Small Format Paper Map (Training—Fictitious Information)



### Identifying the Location of a Street and its Associated Addresses on the Small Format Paper Map with Address Ranges and Address Breaks:

1. **Optional:** At this location, S Holdener St includes an even numbered address range<sup>6</sup> from 100 through 114 on the north and an odd numbered address range from 101 through 117 on the south.
2. Print the address ranges above and below the S Holdener St.
3. Print the address breaks where S Holdener St intersects Aldin St between address numbers 101 and 103<sup>7</sup>.

Figure 50. Identifying the Location of a Street and its Associated Addresses on the Small Format Paper Map with Address Ranges and Address Breaks (Training—Fictitious Information)

<sup>6</sup> **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 numbers and the opposite side has odd address numbers.

<sup>7</sup> **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.

#### 4.4.1.2 Scenario: Correcting an Address Located in an Incorrect Census Block

During your address review, you may find an address (house number/street name) is correct but the structure is located in an incorrect census block.

The Census Address List shows 411 Alexander Blvd located in block 2001. Local sources indicate that 411 Alexander Blvd is located in block 2005.

##### On the Census Address List:

- Print a “C” in the **Action Code** (3) column.
- In the **Census Block** (4c) column, cross out the incorrect block number and print the correct block number above it. In this example, cross out 2001 and print 2005 above it.
- **Optional:** If you know the approximate location of the address in the correct block, cross out the map spot number in the **Map Spot Number** (8) column and print a unique map spot number above it. In this example, the assigned map spot number is C1, representing a correction.

Refer to **Figure 51. Correcting an Address Located in an Incorrect Block on the Census Address List.**

- Indicate the correction on the small format paper map.

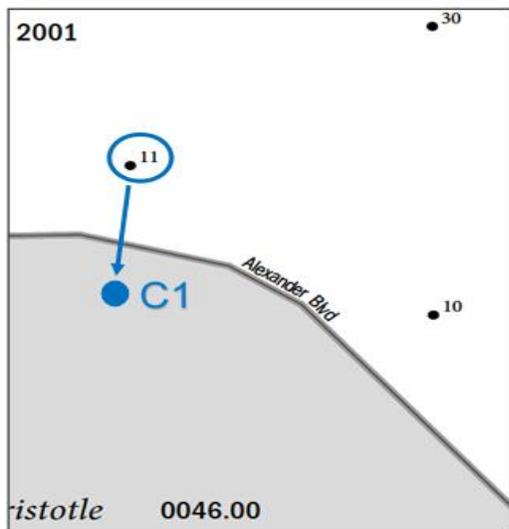
Refer to **Figure 52. Correcting an Address Located in an Incorrect Block on the Small Format Paper Map (Training—Fictitious Information).**

Sort: Tract/Block  
Entry: Winter Country C0088009  
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6a Complete Address Number	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				6e Apt/ Unit Number	6f City Style ZIP Code	7 Non-city Style Mail Delivery Address (R8 and Box Number or HCR box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State	(4b) Country	(4c) Tract			(4d) Block	(6a) Complete Street Name	(6b) Facility Name or Physical Location Description	(6c) Group Quarters Name			(6d) Group Quarters Name	(7a) Non-city Style Mailing ZIP Code			(7b) Non-city Style Mailing ZIP Code	(10a) Latitude
102	999999993		88009	0046.00	2001		402	ALEXANDER BLVD				99997			15	Y	40.361373	-73.543799	
103	999999994		88009	0046.00	2001		406	ALEXANDER BLVD				99997			14	Y	40.361377	-73.543799	
104	999999995		88009	0046.00	2001		408	ALEXANDER BLVD				99997			13	Y	40.361381	-73.543799	
105	999999996		88009	0046.00	2001		410	ALEXANDER BLVD				99997			12	Y	40.361375	-73.543799	
106	999999997	C	88009	0046.00	2005		411	ALEXANDER BLVD				99997			11	Y	40.361391	-73.543799	
107	999999999		88009	0046.00	2001		412	ALEXANDER BLVD				99997			10	Y	40.361396	-73.543799	

FACTIOUS INFORMATION FOR EXAMPLE ONLY  
C - Correction to this address D - Delete this address J - Address is not in this Jurisdiction N - Address is Nonresidential  
Action Codes

Figure 51. Correcting an Address Located in an Incorrect Block on the Census Address List



#### On the Small Format Paper Map:

1. Using a colored pencil, circle the incorrect map spot of the address. In this example, 411 Alexander Blvd, map spot 11.
2. Draw a colored circle to represent the map spot in the correct location.
3. Draw an arrow down from the incorrect map spot to the correct location.

Figure 52. Correcting an Address Located in an Incorrect Block on the Small Format Paper Map (Training—Fictitious Information)

#### 4.4.1.3 Scenario: Correcting an Incorrect Street Name

Incorrect street names on the Census Address List may happen for a variety of reasons. For instance, they may occur when the Census Bureau receives the USPS Delivery Sequence File (DSF)<sup>8</sup> that contains an incorrect street spelling or as an incorrect entry during Census Bureau field operations.

The Census Address List and map incorrectly shows Nale Pl instead of Nail St, the correct street name.

#### On the Census Address List:

- Print a “C” in the **Action Code** (3) column for the first and last addresses that are affected by the street name correction.
- Draw an 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 Pl, and print the correct name, Nail St, above it for the first street name and the last street name that needs correction.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Address List sheets containing the street name that needs correction.

See **Figure 53. Correcting a Street Name on the Census Address List**. Correct the street name on the small format paper maps as shown in **Figure 54. Correcting a Street Name on the Small Format Paper Map (Training—Fictitious Information)**.

<sup>8</sup> A computerized file containing all delivery point address serviced by the USPS. The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

ADDRESS LIST  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
Entry: Winter County CO088009

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

Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 CQ Flag	6 City Style Mail Delivery Address or E911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (R and Box Number or HCR Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State Country Code	(4b) Census Tract	(4c) Census Block		(5a) Complete Address Number	(5b) Complete Street Name	(5c) Group Quarters Name	(5d) Physical Location Description	(5e) Apt/ Unit Number	(5f) City Style ZIP code	(7a) Non-city Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude	
102	999999993	C	88009	005-4-00	2001		5503											40.361373 -73.543799
103	999999994		88009	005-4-00	2001		5507	NAILE PL										40.361377 -73.543799
104	999999995		88009	005-4-00	2001		5507	NAILE PL										40.361381 -73.543799
105	999999996		88009	005-4-00	2001		5509	NAILE PL										40.3613785 -73.543799
106	999999997		88009	005-4-00	2001		5511	NAILE PL NAILE ST										40.3613791 -73.543799
107	999999999	C	88009	005-4-00	2001		5513	NAILE PL NAILE ST										40.3613796 -73.543799

FICTITIOUS INFORMATION - FOR EXAMPLE ONLY  
C - Correction to this address    D - Delete this address    J - Address is not in this Jurisdiction    N - Address is Nonresidential  
Action Codes

Figure 53. Correcting a Street Name on the Census Address List

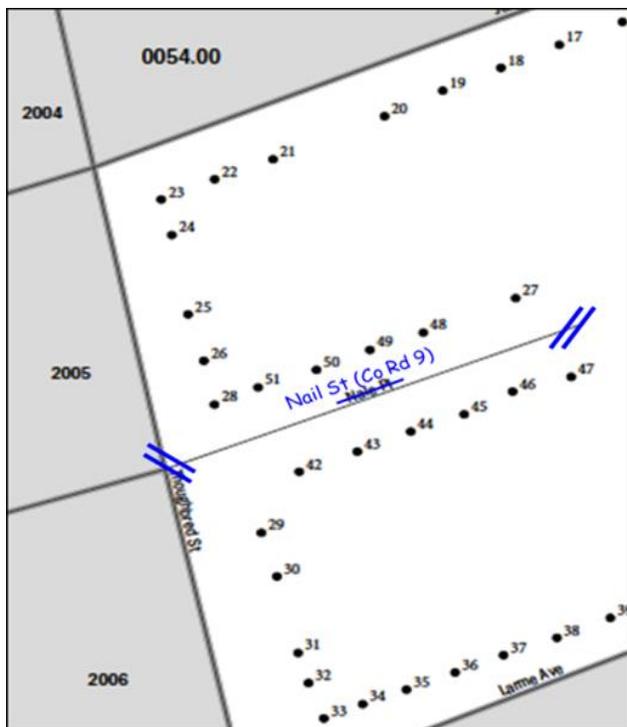


Figure 54. Correcting a Street Name on the Small Format Paper Map (Training—Fictitious Information)

#### On the Small Format Paper Map:

1. Using a colored pencil, cross out the incorrect name, Nale St and print the correct name, Nail St, above it.
2. Use double hatch marks to show the extent of the name change. In this instance, the entire street needs correction.
3. If there is an alternate street name, print the alternate street name in parentheses. For example, Nail St (Co Rd 9).

#### 4.4.1.4 Scenario: Correcting a Street Name that Extends Multiple Blocks

Identify all the Census Address List sheets containing the addresses located along the incorrect street name for each block affected by the correction.

#### On the Census Address List:

- Print a “C” in the **Action Code** (3) column for the first street name and last street name that needs correction.
- Draw an arrow down from the first entry to the last entry.
- In the **Complete Street Name** (4b) column, cross out the incorrect name and print the correct street name above it for the first street name and last street name that needs correction.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Address List sheets containing the street name that needs correction.

#### On the Small Format Paper Map:

1. Print all the block maps containing the incorrect street name for each block affected by the street name correction.
2. On each sheet, use double hatch marks to show the extent of the name change.
3. If there is an alternate street name, print the alternate street name in parentheses. Refer to **Figure 54**.

#### 4.4.2 Deleting Addresses (The D Action Code)

Enter a “D” in the **Action Code** (3) column to delete an address. Be **very careful** when using this action code. Before deleting an address, ensure that the housing unit or group quarters does not exist, is uninhabitable, is a duplicate address, or needs correction in a field that is not editable. There are situations where a “C” action code is not permissible. In these situations, flag the incorrect record for deletion, “D” action code, and add the correct version of the address record to the Address List Add Page using the “A” action code.

Duplicate addresses are those incorrectly listed twice on the Census Address List for the same residential address. For example, the Census Address List lists 101 Main St and 101 S Main St. Your local address sources indicate that there is a 101 S Main St but no 101 Main St. After confirming that 101 Main St does not exist, you would enter a “D” in the **Action Code** (3) column for 101 Main St.

**Do not make corrections** to any other columns on the Census Address List for a deleted address.

The following is a list of a few examples using the “D” Action Code shown in this section:

- Deleting addresses that no longer exist.
- Deleting an incorrect house number and adding the corrected address to the Address List Add Page.
- Deleting incorrect apartment/unit numbers and adding the corrected addresses to the Address List Add Page.
- Deleting a single housing unit converted to a multiunit structure on the Census Address List and adding multiunit address to the Address List Add Page.
- Deleting addresses for a multiunit converted to a single housing unit and adding the single housing unit to the Address List Add Page.
- Deleting a group quarters address converted to a single housing unit and adding the single housing unit address to the Address List Add Page.
- Deleting a single housing unit address converted to a group quarters and adding the group quarters address to the Address List Add Page.

##### 4.4.2.1 Scenario: Deleting Addresses that no Longer Exist on a Section of a Street on the Address List

This example is for a section of street that no longer exists. The housing units along the street section were demolished.

##### **On the Census Address List:**

A section of S Holdener St in census block 1003 no longer exists and the 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.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Census Address List sheets containing the addresses that need deletion.

Refer to **Figure 55. Deleting Addresses on the Census Address List for a Section of a Deleted Street.**

- Identify the street that no longer exists on the small format paper map.

Refer to **Figure 56. Deleting a Section of a Street and Addresses that No Longer Exist on the Small Format Paper Map (Training—Fictitious Information).**

Sort: Tract/Block Entity: Winter County (0088009) DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 QA Flag	6 City Style Mail Delivery Address or E911 Address or Physical Location Description and Road Name						7 Non-city Style Address (RR and Box Number or HCR Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract Code	(4c) Census Block Code		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude	
102	999999993		80009	005-4-00	1003		108	5 HOLDENER ST									40.361373	-73.543799
103	999999994		80009	005-4-00	1003		110	5 HOLDENER ST									40.361377	-73.543799
104	999999995	D	80009	005-4-00	1003		111	5 HOLDENER ST									40.361381	-73.543799
105	999999996		80009	005-4-00	1003		112	5 HOLDENER ST									40.361375	-73.543799
106	999999997		80009	005-4-00	1003		114	5 HOLDENER ST									40.361391	-73.543799
107	999999999	D	80009	005-4-00	1003		116	5 HOLDENER ST									40.361396	-73.543799

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
 C – Correction to this address D – Delete this address J – Address is not in this Jurisdiction N – Address is Nonresidential  
 Action Codes

Figure 55. Deleting Addresses on the Census Address List for a Section of a Deleted Street

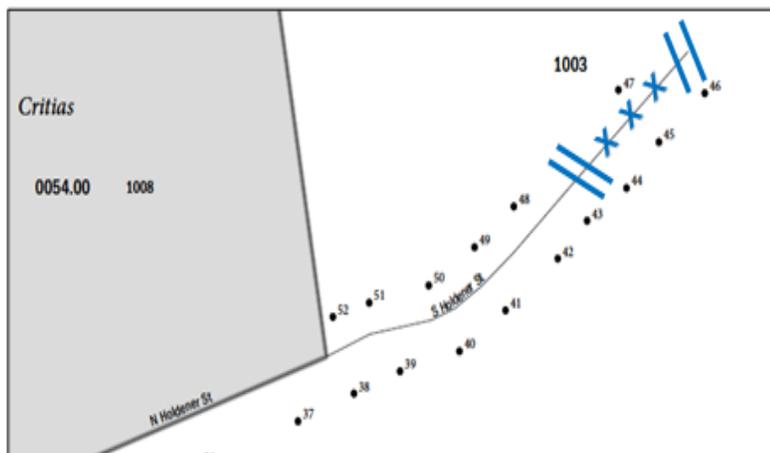


Figure 56. Deleting a Section of a Street and Addresses that No Longer Exist on the Small Format Paper Map (Training—Fictitious Information)

### On the Small Format Paper Map:

1. Use a colored pencil to “X” out the section of the street that no longer exists.
2. Use double hatch marks to define the extent of the deleted segment when deleting only part of the street.

#### 4.4.2.2 Scenario: Deleting the Addresses on the Address List for an Entire Street that no Longer Exists

In this example, all of the housing units along a street were demolished the entire street no longer exists.

All of the houses on Nale Pl in census block 2001 were demolished, and the entire street no longer exists.

#### On the Census Address List:

- Print a “D” in the **Action Code** (3) column for the first and last addresses that no longer exist.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Census Address List sheets containing the addresses that no longer exist.

Refer to **Figure 57. Deleting Addresses that no Longer Exist on the Census Address List.**

- Identify the street that no longer exists on the small format paper map.

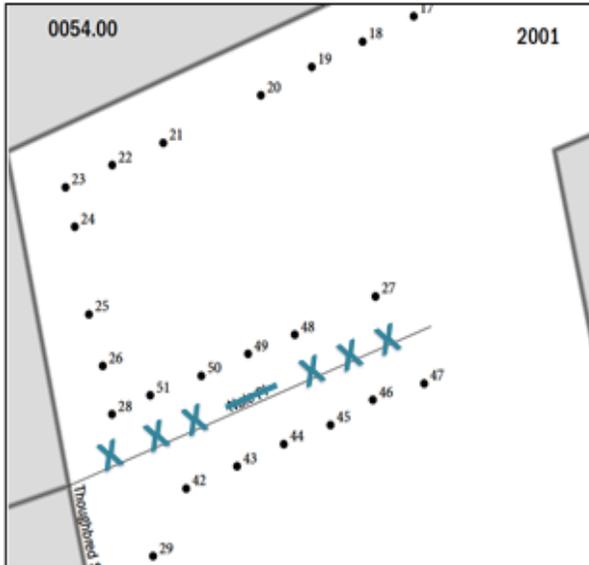
Refer to **Figure 58. Deleting a Street and Addresses that no Longer Exist on the Small Format Paper Map (Training—Fictitious Information).**

Sort: Tract/Block  
 Entity: Wilmer County CO88009  
 DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
 Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (Rt and Box Number or HCI and Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude	
102	999999993	D	88009	0054.00	2001		NALE PL								Y	40 361373	-73 543799	
103	999999994		88009	0054.00	2001		NALE PL								Y	40 361377	-73 543799	
104	999999995		88009	0054.00	2001		NALE PL								Y	40 361381	-73 543799	
105	999999996		88009	0054.00	2001		NALE PL								Y	40 361375	-73 543799	
106	999999997		88009	0054.00	2001		NALE PL								Y	40 361379	-73 543799	
107	999999999	D	88009	0054.00	2001		NALE PL								Y	40 361376	-73 543799	

ECFICTIOUS INFORMATION—FOR EXAMPLE ONLY  
 C—Correction to this address D—Delete this address J—Address is not in this jurisdiction N—Address is Nonresidential  
 Action Codes

Figure 57. Deleting Addresses that no Longer Exist on the Census Address List



#### On the Small Format Paper Map:

1. Using a colored pencil, “X” out the entire street and put a line through the name.

Figure 58. Deleting a Street and Addresses that no Longer Exist on the Small Format Paper Map (Training—Fictitious Information)

#### 4.4.2.3 Scenario: Incorrect House Number(s)

To correct an incorrect house number, use the “D” action code on the Census Address List then add the correct address to the Address List Add Page.

The Census Address List shows seven incorrect house numbers along Ionia Ave, 102 through 114. According to your local sources, the house numbers are actually 1002 through 1014.

#### On the Census Address List:

- Print a “D” in the **Action Code** (3) column for the first and last incorrect house number addresses that need deletion.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Census Address List sheets containing the incorrect house numbers that need deletion.

Refer to **Figure 59. Deleting an Incorrect House Number on the Census Address List.**

- Add the correct addresses to the Address List Add Page.

Refer to **Figure 60. Adding Corrected House Numbers to the Address List Add Page (Training—Fictitious Information).**

ADDRESS LIST  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
 Entry: Winter County CO88009  
 DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
 Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number) Non-city Style Mailing ZIP Code		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code			(7a) Non-city Style Mailing ZIP Code	(10a) Latitude
102	999999993	D	80009	0054.00	1052		IONIA AVE						1	Y	40.361373	-73.543799
103	999999994		80009	0054.00	1052		IONIA AVE						2	Y	40.361377	-73.543799
104	999999995		80009	0054.00	1052		IONIA AVE						3	Y	40.361381	-73.543799
105	999999996		80009	0054.00	1052		IONIA AVE						4	Y	40.361375	-73.543799
106	999999997		80009	0054.00	1052		IONIA AVE						5	Y	40.3613791	-73.543799
107	999999999	D	80009	0054.00	1052		IONIA AVE						6	Y	40.3613796	-73.543799

FICTITIOUS INFORMATION - FOR EXAMPLE ONLY  
 C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential  
 Action Codes

Figure 59. Deleting an Incorrect House Number on the Census Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed.
- Draw an 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.
- Draw an arrow down from the first entry to the last entry.
- Enter the **Mailing ZIP Code** (4g) in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

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

Refer to **Figure 60. Adding Corrected House Numbers to the Address List Add Page (Training—Fictitious Information)**.

No map updates are required for this example.

ADDRESS LIST ADD PAGE  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NOW  
Date Completed: 04/12/2018  
(Print Name)  
(MM/DD/YYYY)

Add Page For: Winter County, LE  
(Entry Name)

Entity ID code: CO88009  
(Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number		(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name			(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number
1	88009	0054.00	2001		1002			Iowa Ave		99997		B
2					1004							
3					1006							
4	88009	0054.00	2001		1008			Iowa Ave		99997		B

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

Figure 60. Adding Corrected House Numbers to the Address List Add Page (Training—Fictitious Information)

#### 4.4.2.4 Scenario: Incorrect Apartment or Unit Numbers

To correct incorrect apartment or unit numbers, use the “**D**” action code in the Action Code column to delete the incorrect address for each unit on the Census Address List. Enter the correct address and apartment or unit number for each unit using the Address List Add Page.

The Census Address List incorrectly shows the apartment numbers for the 12 apartment, three-story multiunit structure located at 3567 Achilles Dr. Apartment numbers 1 – 12 need correction to 101 - 104, 201 - 204, and 301 - 304.

##### **On the Address List:**

- Print a “**D**” in the **Action Code** (3) column for the first and last addresses that need correction.
- Draw an 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.

Refer to **Figure 61. Deleting Incorrect Apt/Unit Numbers on the Census Address List.**

- Add the correct addresses to the Address List Add Page.

Refer to **Figure 62. Adding Corrected Apt/Unit Numbers to the Address List Add Page (Training—Fictitious Information).**

ADDRESS LIST  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
Entry: Winter County C0088009

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

Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 QA Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			7 Non-city Style Mail Delivery Address (RR and Box Number or HCR Box Number) (7a) Non-city Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates			
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name (6c) Group Quarters Name (6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number				(6f) City Style ZIP Code	(10a) Latitude	(10b) Longitude	
102	999999993	D	80009	0046 00	2001		ACHILLES DR			1	99997		29	Y	40.361373	-73.543799
103	999999994		80009	0046 00	2001		ACHILLES DR			2	99997		29	Y	40.361377	-73.543799
104	999999995		80009	0046 00	2001		ACHILLES DR			3	99997		29	Y	40.361381	-73.543799
105	999999996		80009	0046 00	2001		ACHILLES DR			4	99997		29	Y	40.361375	-73.543799
106	999999997		80009	0046 00	2001		ACHILLES DR			5	99997		29	Y	40.3613791	-73.543799
107	999999999	D	80009	0046 00	2001		ACHILLES DR			6	99997		29	Y	40.361376	-73.543799

FICTITIOUS INFORMATION -FOR EXAMPLE ONLY  
C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential  
Action Codes

Figure 61. Deleting Incorrect Apt/Unit Numbers on the Census Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an 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.
- Draw an 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.
- Draw an 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.
  - Draw an arrow down from the first entry to the last entry.
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

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

Refer to **Figure 62. Adding Corrected Apt/Unit Numbers to the Address List Add Page (Training—Fictitious Information)**.

No map updates are required for this example.



#### **4.4.2.5 Scenario: Single Housing Unit Converted to a Multiunit Structure**

Use the “D” action code to delete a single housing unit converted to a multiunit structure. On the Address List Add Page enter the address information including the required unit identifier for each unit.

The single housing unit at 105 Minoan Pkwy recently converted to a multiunit structure containing two apartments, apartments 105 A and 105 B.

##### **On the Census Address List:**

- Print a “D” in the **Action Code** (3) column for the converted housing unit address, 105 Minoan Pkwy.

Refer to **Figure 63. Deleting a Single Housing Unit Address Converted to a Multiunit Structure on the Address List.**

- Add the new addresses to the Address List Add Page.

Refer to **Figure 64. Adding Multiunit Addresses Converted from a Single Housing Unit to the Address List Add Page (Training—Fictitious Information).**

Sort: Tract/Block  
Entity: Winter County CO88009  
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MARTID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (for and Box Number or HCR and Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State Country Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude	
102	999999993		88009	0054.00	1002		MINOAN PKWY								Y	40.361373	-73.543799	
103	999999994		88009	0054.00	1002		MINOAN PKWY								Y	40.361377	-73.543799	
104	999999995	D	88009	0054.00	1002		MINOAN PKWY								Y	40.361381	-73.543799	
105	999999996		88009	0054.00	1002		MINOAN PKWY								Y	40.3613785	-73.543799	
106	999999997		88009	0054.00	1002		MINOAN PKWY								Y	40.3613791	-73.543799	
107	999999999		88009	0054.00	1002		MINOAN PKWY								Y	40.3613796	-73.543799	

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential  
Action Codes

Figure 63. Deleting a Single Housing Unit Address Converted to a Multiunit Structure on the Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an 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.
- Draw an 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.
- Draw an arrow down from the first entry to the last entry.
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

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

See **Figure 64. Adding Multiunit Addresses Converted from a Single Housing Unit to the Address List Add Page (Training—Fictitious Information)**.

No map updates are required for this example.

ADDRESS LIST ADD PAGE  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
 Name of Preparer: AWA NOW  
 Date Completed: 04/12/2018  
 (MM/DD/YYYY)

Add Page For: Winter County, LE  
 (Entity Name)

Entity ID Code: CO88009  
 (Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	(4a) Complete Address Number	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State Country Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description			(4f) Apt/ Unit Number	(4g) Mailing ZIP Code
1	88009	0054.00	1002		105		Minnow Pkwy			A	99997		B
2	88009	0054.00	1002		105		Minnow Pkwy			B	99997		B
3													
4													

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

Figure 64. Adding Multiunit Addresses Converted from a Single Housing Unit to the Address List Add Page (Training—Fictitious Information)

#### **4.4.2.6 Scenario: Multiunit Structure Converted to a Single Housing Unit**

Use the “D” action code to delete the individual addresses for a multiunit structure converted to a single housing unit. Add the address for the single housing unit to the Address List Add Page.

The multiunit structure at 112 Friona Ave that contained four apartments, converted to a single housing unit.

##### **On the Census Address List:**

- Print a “D” in the **Action Code** (3) column for the first and last addresses.
- Draw an arrow down from the first entry to the last entry.
- Repeat this procedure for all the Census Address List sheets needed.

Refer to **Figure 65. Deleting Addresses for a Multiunit Conversion to a Single Housing Unit on the Census Address List.**

- Add the address for the single housing unit to the Address List Add Page.

Refer **Figure 66. Adding a Single Housing Unit Address to the Address List Add Page (Training—Fictitious Information).**

Sort: Tract/Block  
 Entry: Winter County CO88009  
 DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
 Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (R and Box Number or HCS and Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(a) State Code	(b) County Code	(c) Tract Code		(d) Census Block	(a) Complete Address Number	(b) Complete Street Name	(c) Group Quarters Name	(d) Facility Name or Physical Location Description	(e) Apt/ Unit Number	(f) City Style ZIP code	(7a) Non-city Style Mailing ZIP Code			(10a) Latitude	(10b) Longitude
102	999999993		88009	0054.00	1002		FRIONA AVE							24	Y	40.361373	-73.543799	
103	999999994		88009	0054.00	1002		FRIONA AVE							25	Y	40.361377	-73.543799	
104	999999995	D	88009	0054.00	1002		FRIONA AVE							26	Y	40.361381	-73.543799	
105	999999996		88009	0054.00	1002		FRIONA AVE							26	Y	40.3613785	-73.543799	
106	999999997		88009	0054.00	1002		FRIONA AVE							26	Y	40.3613791	-73.543799	
107	999999999	D	88009	0054.00	1002		FRIONA AVE							26	Y	40.3613796	-73.543799	

FICTITIOUS INFORMATION -FOR EXAMPLE ONLY  
 C - Correction to this address  
 D - Delete this address  
 J - Address is not in this jurisdiction  
 N - Address is Nonresidential  
 Action Codes

Figure 65. Deleting Addresses for a Multiunit Conversion to a Single Housing Unit on the Census Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- Enter the house number for the address in the **Complete Address Number** (4a) column.
- Enter the street name in the **Complete Street Name** (4b) column.
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

Refer to **Figure 66. Adding a Single Housing Unit Address to the Address List Add Page (Training—Fictitious Information)**.

No map updates are required for this example.



#### **4.4.2.7 Scenario: Group Quarters Converted to a Single Housing Unit**

Use the “D” action code to delete the group quarters address then add the single housing unit address to the Address List Add Page.

The group quarters, Almost There Halfway House, at 310 Alexander Blvd converted to a single housing unit.

##### **On the Census Address List:**

- Print a “D” in the **Action Code** (3) column for the converted address.

Refer to **Figure 67. Deleting the Address for a Group Quarters Conversion to a Single Housing Unit.**

- Add the address for the single housing unit to the Address List Add Page.

Refer to **Figure 68. Adding a Single Housing Unit Address (Training—Fictitious Information).**

ADDRESS LIST  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
Entity: Writer County C088009

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

Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic location of Address			5 GQ Flag	6 City Style Mail Delivery Address or F-911 Address or Physical Location Description and Road Name	7 Non-City Style Address (RR and Box Number or HCR and Box Number) Non-City Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates [10a] Latitude [10b] Longitude
			(4a) State County Code	(4b) Census Tract	(4c) Census Block						
102	999999993		80009	0046.00	2001	Y	ALEXANDER BLVD ALEXANDER BLVD ALEXANDER BLVD		14	Y	40.361373 -73.543799
103	999999994		80009	0046.00	2001		ALEXANDER BLVD ALEXANDER BLVD ALEXANDER BLVD		13	Y	40.361377 -73.543799
104	999999995	D	80009	0046.00	2001	Y	ALEXANDER BLVD ALMOST THERE HALFWAY HOUSE ALEXANDER BLVD		12	Y	40.361381 -73.543799
105	999999996		80009	0046.00	2001		ALEXANDER BLVD ALEXANDER BLVD ALEXANDER BLVD		11	Y	40.361375 -73.543799
106	999999997		80009	0046.00	2001		ALEXANDER BLVD ALEXANDER BLVD ALEXANDER BLVD		10	Y	40.3613791 -73.543799
107	999999999		80009	0046.00	2001		ALEXANDER BLVD ALEXANDER BLVD ALEXANDER BLVD		9	Y	40.3613796 -73.543799

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
C – Correction to this address    D – Delete this address    J – Address is not in this jurisdiction    N – Address is Nonresidential  
Action Codes

Figure 67. Deleting the Address for a Group Quarters Conversion to a Single Housing Unit

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- Enter the house number for the address in the **Complete Address Number** (4a) column.
- Enter the street name in the **Complete Street Name** (4b) column.
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

Refer to **Figure 68. Adding a Single Housing Unit Address (Training—Fictitious Information)**.

No map updates are required for this example.



#### **4.4.2.8 Scenario: Single Housing Unit Converted to a Group Quarters**

Use the “D” action code to delete the single housing unit address then add the group quarters address to the Address List Add Page. You must enter a “Y” in column 3 to identify the address as a group quarters and provide the group name and facility name if the group quarters are associated with a facility.

The single housing unit located at 209 Jeffras Dr converted to a group quarters, the Winter County Nursing Facility.

##### **4.4.2.8.1 Deleting an Address for a Single Housing Unit Converted to a Group Quarters on the Census Address List:**

- Print a “D” in the **Action Code** (3) column for the single housing unit converted to a group quarters.

See **Figure 69. Deleting the Address of a Single Housing Unit Converted to a Group Quarters.**

- Add the group quarters address to the Address List Add Page.

See **Figure 70. Adding an Address for a Group Quarters Converted from a Single Housing Unit Address (Training—Fictitious Information).**

Sort: Tract/Block  
 Entry: Winter County CO88009  
 DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
 Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic location of Address			5 GQ Flag	6 City Style Mail Delivery address or F911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State Country Code	(4b) Census Tract	(4c) Census Block		(5a) Complete Address Number	(5b) Complete Street Name	(5c) Group Quarters Name	(5d) Facility Name or Physical Location Description	(5e) Apt/ Unit Number	(5f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude
102	999999993		80009	0054.00	2001		JEFFRAS DR					99997		14	Y	40.361373	-73.543799
103	999999994		80009	0054.00	2001		JEFFRAS DR					99997		17	Y	40.361377	-73.543799
104	999999995	D	80009	0054.00	2001	209	JEFFRAS DR					99997		18	Y	40.361381	-73.543799
105	999999996		80009	0054.00	2001	211	JEFFRAS DR					99997		16	Y	40.3613785	-73.543799
106	999999997		80009	0054.00	2001	213	JEFFRAS DR					99997		15	Y	40.3613791	-73.543799
107	999999999		80009	0054.00	2001	215	JEFFRAS DR					99997		14	Y	40.3613796	-73.543799

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
 C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential  
 Action Codes

Figure 69. Deleting the Address of a Single Housing Unit Converted to a Group Quarters

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.
- Enter “Y” in column 3, Enter “Y” if this is a Group Quarters.

---

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

---

- Enter the house number for the address in the **Complete Address Number** (4a) column.
- Enter the street name in the **Complete Street Name** (4b) column.
- Enter the **Group Quarters Name** (4d). If the group quarters are associated with a facility, provide the facility name
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

Refer to **Figure 70. Adding an Address for a Group Quarters Converted from a Single Housing Unit Address (Training—Fictitious Information)**.

No map updates are required for this example.

ADDRESS LIST ADD PAGE  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NOW  
Date completed: 04/12/2018  
(Print Name)  
(MM/DD/YYYY)

Add Page For: Winter County, LE

(Entry Name)

Entity ID Code: CO88009  
(Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number				
1	88009	0054.00	2001	Y	(4a) Complete Address Number 209 (4b) Complete Street Name Jeffras Dr (4c) RR or HCR and box number (4d) Group Quarters Name Winter County Nursing Facility (4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code 99997
2							
3							
4							

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Figure 70. Adding an Address for a Group Quarters Converted from a Single Housing Unit Address (Training—Fictitious Information)

## 4.5 Non-City Style Addresses

The Census Bureau classifies addresses that do not include a house number and/or a street name as non-city style addresses. Non-city style addresses also may include an incomplete house number or street name address. Frequently used non-city style mailing addresses that are included on the Census Address List are:

- Physical location description.
- Rural route and box number.
- Highway contract route and box number.

Non-city style addresses often do not follow any numeric sequence and may not be associated with the name of the street or highway on which they are located. For this reason, the Census Bureau uses different methods to compile the list of addresses for inclusion into the address list, such as a physical location description (BRICK HSE w/ATTACHED GARAGE ON RIGHT), structure points (geographic coordinates), and census geographic codes (state code, county code, census tract number, census block number).

Rural routes and highway contract routes are mailbox delivery routes served by rural carriers to deliver and collect mail from roadside mailboxes. In addition to the route and box numbers, these addresses may also include a complete address number, complete street name, and location description, or any combination used for emergency location services, such as police, fire, and rescue (E-911 addresses). In some instances, the complete address number and box number are identical. In other instances, the rural or highway contract route and box number and the complete address number are different.

Since PO Box numbers and general delivery addresses are mailing addresses only and not associated with a housing unit or housing unit location, the Census Bureau cannot accept them through the LUCA operation.

### 4.5.1 Adding Non-city Style Addresses to the Address List Add Page

The most common non-city style addresses on the Census Address List are the physical location description and identifying map spot, and rural route and highway contract route and box numbers. The following instructions provide a few examples of how to add non-city style addresses missing on the Census Address List.

#### 4.5.1.1 Scenario: Adding New Physical Location Description Addresses to the Address List Add Page

To add a new physical location description address to the Address List Add Page, in addition to a well-defined location description you must provide:

- Geocodes and a map spot on the paper map, and/or
- The latitude and longitude of the housing unit or group quarters structure.

One area of Winter County uses PO Boxes at the local post office to receive their mail. There is no city style (E-911 address, e.g., house number and street name) location addresses or mailbox delivery addresses. The only way to locate the housing unit structures in this area are with a physical location description.

The area north of Aca St includes three new housing units. The physical location descriptions and their identifying map spots are missing from the Address List and map.

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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). If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.

---

**Note:** If you choose, you may enter the structure latitude and longitude coordinate information in addition to or rather than the State County Code, Census Tract Number, and Census Block Number in Section 4, space permitting. Refer to **Figure 72**.

---

- Enter the **Complete Street Name** (4b) for each new location description address, if known.
- 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. Draw an arrow down from the first entry to the last entry.
- Enter a **Unique Map Spot Number** in column 5 for each new location description address.
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

See **Figure 71. Adding New Physical Location Description Addresses (Training—Fictitious Information)** and **Figure 72. Adding New Physical Location Description Addresses with Lat/Long Structure Coordinates and Map Spots (Training—Fictitious Information)**.

- You must identify each new housing unit on the small format paper map with its corresponding unique map spot number.
- If you know the latitude and longitude of each address, you may enter the coordinates in section 4, or where space permits.



Form D-228E  
000-XXX-XXXX  
OMB NO. 0607-0994

**ADDRESS LIST ADD PAGE**  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

U.S. GOVERNMENT OF COMMERCE  
FEDERAL BUREAU OF INVESTIGATION  
U.S. CENSUS BUREAU

Page **1** of **1** pages  
Name of Preparer: Ava Novak  
Date Completed: 04/12/2018  
(MM/DD/YYYY)

Add Page For: Winter County, LE Entity ID Code: C088009  
(Copy From Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group or Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M-Mailing L-Location B-Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number					(4a) Complete Address Number	(4b) Residential Street Name
1					Aca St	A1			
					42.59953, -87.58963				99997
					N on Aca St two story w/w/white siding/black shutters				
2					Aca St	A2			
					42.59954, -87.58977				
					N on Aca St 1.5 mile from market stone two story				
3					Aca St	A3			
					42.59955, -87.58989				99997
					N on Aca St 2 miles from market red brick ranch				

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

Figure 72. Adding New Physical Location Description Addresses with Lat/Long Structure Coordinates and Map Spots (Training—Fictitious Information)

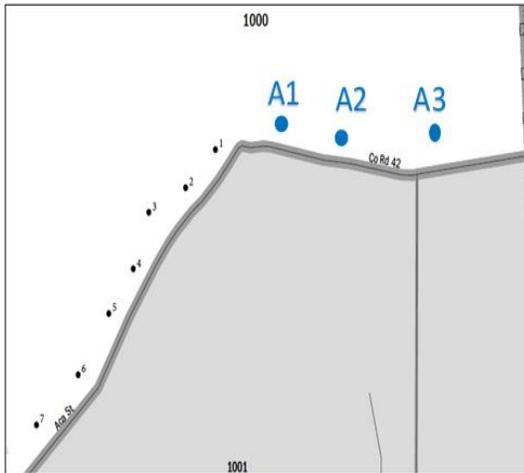


Figure 73. Identifying New Physical Location Description Addresses with Map Spots on the Small Format Paper Map (Training—Fictitious Information)

### On the Small Format Paper Map:

1. **You must provide the approximate location of each address you are adding.** You may assign each individual address a unique map number, A1, A2, A3, etc.
2. Label each map spot with its associated unique Map Spot Number as you recorded in column 5 on the Address List Add Page beginning with A1, A2, A3, etc.

#### 4.5.1.2 Scenario: Adding Rural Route and Box Number Addresses to the Address List Add Page

Because rural routes and highway contract routes are mailbox delivery routes served by rural carriers to deliver and collect mail from roadside mailboxes, adding these types of addresses must include additional information to locate the housing unit or group quarters. In addition to the rural route or highway contract number and box number address, you must provide:

- Map spot on the map, and/or housing unit or group quarters structure latitude and longitude.

And one of the following:

- City style address (E-911 address e.g., house number and street name).
- Location description.

All of the mailing addresses in Winter County are rural route and box number. Several addresses along Olympus Hwy in tract 0046.00, block 2000, are missing on the Census Address List. These include RR 3 Box 289, RR 3 Box 290, RR 3 Box 293, and RR 3 Box 294. This scenario includes a street name, map spot numbers, and an example for adding the structure latitude and longitude.

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), and the date.
- Enter the appropriate **Line Number** in column 1. (If you need multiple pages, begin the first page with 1 and end with 4 in the Line Number column, on the second page begin with 5 and end with 8. Continue adding the line number sequence on each page.)
- 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).** If there are multiple entries, print the information in the first and last lines needed and draw an arrow down from the first entry to the last entry.

---

**Note:** If you choose, you may enter the structure latitude and longitude coordinate information in addition to or rather than State County Code, Census Tract Number, and Census Block Number in section 4, space permitting. Refer to **Figure 75**.

---

- 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.
- Draw an arrow down from the first entry to the last entry.
- Enter a **Unique Map Spot Number** in column 5 for each address.
- Enter the **Address Use (6)**, if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

You may print the **Address Use** in the first and last lines needed and draw an arrow down if the address use is the same.

- Identify each housing unit on the paper map with its corresponding unique map spot number as shown in **Figure 73. Identifying New Physical Location Description Addresses with Map Spots on the Small Format Paper Map (Training—Fictitious Information)**.
- You must identify each new housing unit on the small format paper map with its corresponding unique map spot number.

Refer to **Figure 74. Adding Rural Route and Box Number Addresses (Training—Fictitious Information)** and **Figure 76. Identifying Missing Addresses with Map Spots on the Small Format Paper Map (Training—Fictitious Information)**.

1		2		3	4			5	6		
Line #		Census Geographic Location of Address		Enter "Y" if this is a Group Quarters	Residential Address			Unique Map Spot Number	Address Use, if known M=Mailing L=Location B=Both		
(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code		
Form 5-2008 (XX-XX-XXXX) OMB NO. 0607-0984 U.S. DEPARTMENT OF COMMERCE U.S. CENSUS BUREAU ADDRESS LIST ADD PAGE 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA) PAGE 1 OF 1 PAGES Name of Preparer: <u>AWA NOW</u> Date Completed: <u>04/12/2018</u> Entity ID Code: <u>CO88009</u> Add Page For: <u>Winter County, LE</u> (Entity Name)											
1	88009	0046.00	2000				RR 3 Box 289		99997	A1	M
2							RR 3 Box 290			A2	M
3							RR 3 Box 293			A3	M
4	88009	0046.00	2000				RR 3 Box 294		99997	A4	M

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Figure 74. Adding Rural Route and Box Number Addresses (Training—Fictitious Information)

Form 0-228B  
 (06-06-XXXX)  
 OMB NO. 0607-0994

U.S. DEPARTMENT OF COMMERCE  
 ECONOMIC ANALYTICS SYSTEMS ADMINISTRATION  
 U.S. CENSUS BUREAU

ADDRESS LIST ADD PAGE  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Form of Preparer: AVA NPM  
 Date Completed: 04/12/2018  
 (MM/DD/YYYY)

PAGE 1 OF 1 PAGES

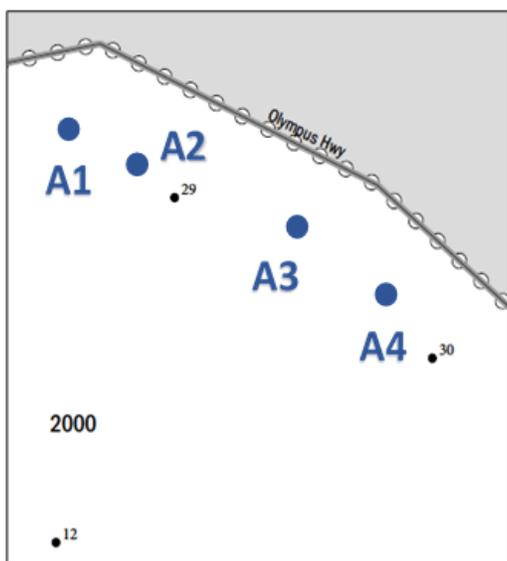
Add Page For: Winter County LE  
 (Entry Name)

Entity ID Code: CO88009  
 (Copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M-Mailing L-Location B-Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number				
1					Olympus HWY	A1	99997
					R/R 3 BOX 289		
					4-2-58954, -87-58951		
2					Olympus HWY	A2	99997
					R/R 3 BOX 290		
					4-2-58955, -87-58952		
3					Olympus HWY	A3	99997
					R/R 3 BOX 293		
					4-2-58956, -87-58953		
4					Olympus HWY	A4	99997
					R/R 3 BOX 294		
					4-2-58957, -87-58954		

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

Figure 75. Adding Rural Route and Box Number Addresses with Lat/Long Structure Coordinates and Map Spots (Training—Fictitious Information)



### On the Small Format Paper Map:

1. **You must provide the approximate location of each address you are adding.** You may add each individual address a unique map spot number, A1, A2, A3, A4, etc.
2. Label each map spot with its associated unique Map Spot Number as you recorded in column 5 on the Address List Add Page beginning with A1, A2, A3, etc.

Figure 76. Identifying Missing Addresses with Map Spots on the Small Format Paper Map (Training—Fictitious Information)

## 4.5.2 Correcting Addresses for Non-city Style Addresses Using the C Action Code

The following corrections to non-city style addresses are the same as city style addresses described in **Section 4.4**.

Print a “C” in the **Action Code**, column 3, on the Address List for the following situations:

- Incorrect state code.
- Incorrect county code.
- Incorrect census tract number.
- Incorrect census block number.
- Incorrect street name (including street directional and street type information).
- Incorrect ZIP Code.
- Incorrect structure latitude.
- Incorrect structure longitude.

### 4.5.2.1 The D Action Code for Non-city Style Addresses

Enter a “D” in the Action Code column to delete an address. Be very careful when using this action code. Before deleting an address, ensure that the housing unit or group quarter does not exist, is uninhabitable, is a duplicate address, or needs corrected in a column that is not editable. **Do not make corrections** to any other columns when entering the “D” action code.

Print a “D” in the **Action Code**, column 3, on the Address List for the following situations:

- Deleting an address that no longer exists, is uninhabitable, or is a duplicate.
- Deleting a street or addresses along a street that no longer exists.
- Deleting an incorrect non-city style mail delivery address (RR and Box number or HCR and Box number) then adding the correct house number to the Address List Add Page.
- Deleting an incorrect apartment or unit number address then adding the correct address and apartment or unit number to the Address List Add Page.
- Deleting a single housing unit converted to a multiunit structure then adding the address to the Address List Add Page.
- Deleting a multiunit structure converted to a housing unit then adding the address to the Address List Add Page.
- Deleting a single housing unit converted to a group quarters then adding the address to the Address List Add Page.
- Deleting a group quarters converted to a single housing unit then adding the address to the Address List Add Page.

#### **4.5.2.2.1 Scenario: Deleting a Physical Location Description Address on the Address List**

To update a physical location description and map spot address you need to delete the address on the Census Address List and add the updated address to the Address List Add Page. In addition to the required state and county codes, and census tract and block codes, provide a **well-defined description** of the housing unit location. If the location is the same, enter the map spot number from the Address List to the Address List Add Page, column 5, **Unique Map Spot Number**.

A section north of Aca St in census tract 0054.00, block 1000 developed over the last several years. The tan trailer identified by map spot number 1 in column 8, no longer exists but was replaced with a brown Tutor style house with beige trim and an attached two-car garage.

- Print a “D” in the **Action Code** (3) column for the location description address that no longer exists.

Refer to **Figure 77. Deleting a Location Description Address that no Longer Exists on the Census Address List**.

- Add the new physical location description address to the Address List Add Page.

U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU												
Form D-3007 (03/03/2001) OMB NO. 0607-0994												
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)												
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.												
ADDRESS LIST												
Sort: Tract/Block Entity: Winter County C088009												
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address		5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number) (7a)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates  (10a) Latitude (10b) Longitude
			(4a) State County Code	(4b) Census Tract Block		(6a) Complete Address Number	(6b) Complete Street Name  (6c) Group Quarters Name  (6d) Facility Name or Physical Location Description	(6e) Apd/ Unit Number				
102	999999993	D	88009	0054.00 1000		ACA ST				1	N	
103	999999994		88009	0054.00 1000		TAN TRLER N OF ACA ST				2	N	
104	999999995		88009	0054.00 1000		ACA ST				3	N	
105	999999996		88009	0054.00 1000		LOG HSE/ATTACHED GAR N OF ACA ST				4	N	
106	999999997		88009	0054.00 1000		BLUE SIDING/WHT TRIM GRAVEL DR N OF ACA ST				5	N	
107	999999999		88009	0054.00 1000		ACA ST				6	N	
						WHT HSE/BLK TRIM /RAIL FENCE N OF AXA ST						
						STONE HSE/LONG FRONT PORCH N OF ACA ST						
						ACA ST						
						RED RAMBLER/WHT SHUTTERS N OF ACA ST						

C -- Correction to this address D -- Delete this address J -- Address is not in this Jurisdiction N -- Address is Nonresidential

FICTITIOUS INFORMATION --FOR EXAMPLE ONLY

Action Codes

Figure 77. Deleting a Location Description Address that no Longer Exists on the Census Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), 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).
- Enter the **Complete Street Name** (4b) for the corrected physical location description address.
- Identify the corrected housing unit with a **Physical Location Description** (4e). Provide a well-defined description.
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Unique Map Spot Number** (5) as shown on the Census Address List, if the location is the same.
- If the structure latitude and longitude are listed on the Census Address List, you may enter them in section 4.
- Enter the **Address Use** (6), if known:
  - M**—mailing purposes.
  - L**—location purposes, including emergency services, or
  - B**—both mailing and location purposes.

Refer to **Figure 78. Adding a Corrected Physical Location Description Address (Training—Fictitious Information)**.

1		2		3	4				5	6		
Line #	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	Enter "Y" if this is a Group Quarters	(4a) Complete Address Number	Residential Address				Unique Map Spot Number	Address Use, if known M=Mailing L=Location B=Both	
						(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/Unit Number	(4g) Mailing ZIP Code	
1	88009	0054.00	1000			AcA St			AcA St		99997	1
									Brown tutor style hse N on AcA St 1 mile from market			

Form D-3008 (06-XC-30001) OMB NO. 0607-0894

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

ADDRESS LIST ADD PAGE

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

PAGE 1 OF 1 PAGES  
Name of Preparer: AWA NOWL  
Date Completed: 04/12/2018

Add Page For: Winter County, LE (Entity Name)  
Entity ID Code: C088009 (Copy from Address List Page)

Figure 78. Adding a Corrected Physical Location Description Address (Training—Fictitious Information)

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## 4.6 Ungeocoded Addresses—Counties Only

The Census Address List for county participants may contain ungeocoded addresses that are missing census tract and census block codes. Ungeocoded addresses are located at the end of the address list. You may use the “C,” “D,” “N,” and “J” action codes to include geocodes (census tract and census block) for correcting addresses (C), deleting addresses (D), identifying nonresidential addresses (N), and identifying addresses not in your jurisdiction (J). When entering the “D,” “N,” and “J” action codes make no other entries.

The following scenario describes how to include geocodes for ungeocoded addresses using the “C” action code and identify their location on the map. Although these addresses include state and county codes, the Census Bureau further geocodes these addresses to include the census tract and census block. In some cases, where the Census Bureau does not have new roads or road names in TIGER, these addresses could remain ungeocoded to the correct census tract or block. The Census Address List for state and county participants may contain ungeocoded addresses that could indicate areas of new growth where the Census Bureau may be missing the corresponding road features.

### 4.6.1 Adding Geocodes for Ungeocoded Addresses

If your county receives ungeocoded addresses, they are listed on the last page(s) of your Census Address List. Please provide the census tract and census block for ungeocoded addresses, if known, to ensure that the Census Bureau can enumerate each housing unit in the correct location.

#### 4.6.1.1 Scenario: Adding Geocodes for Ungeocoded Addresses on the Census Address List

The Census Address List for Winter County contains several new city style addresses that are missing geocodes.

- Print a “C” in the **Action Code** (3) column for the first and last addresses that need geocodes added.
- Draw an 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 draw an arrow down in each column from the first entry to the last entry.
- **Optional:** If you know the approximate location of each address, assign a unique **Map Spot Number** in column 8.

---

**Note:** If you choose, you may enter the optional structure latitude and longitude coordinate information, if known, in addition to or rather than the TRACT and BLOCK in section 4, space permitting or in column 10, Map Spot Coordinates. Refer to **Figure 81** and **Figure 82**. You must add a minimum of five digits after the decimal point.

---

Refer to **Figure 79. Ungeocoded Addresses on the Census Address List (Counties Only)** and **Figure 80. Adding Geocodes for Ungeocoded Addresses on the Census Address List (Counties Only)**.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)													
ADDRESS LIST													
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.													
U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU													
Form B2-2007 (06-XX-XXXX) OMB Control No. 0507-0094													
Sort: Tract/Block Entity: Winter County CO88009													
1 Line Number	2 MARDI	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			7 Non-city Style Mail Delivery Address (R# and Box Number or HCR and Box Number) (74) Non-city Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Apt/ Unit Number				
102			88009				OUSAH ST						
103			88009				OUSAH ST						
104			88009				OUSAH ST						
105			88009				OUSAH ST						
106			88009				OUSAH ST						
107			88009				OUSAH ST						

Action Codes  
 C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

Figure 79. Ungeocoded Addresses on the Census Address List (Counties Only)

Form B-2007 (06-XX-0000) OMB Control No. 0507-0094															
U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU															
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)															
Sort: Tract/Block Entity: Warren County CO88009															
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.															
1 Line Number	2 MAIID	3 Action Code	4 Census Geographic Location of Address			5 QA Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (fit and Box Number or HCL and Box Number) (7a) Non-city Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map spot ID Coordinates (10a) Latitude (10b) Longitude	
			(4a) State Country Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name Group Quarter Name Facility Name or Physical Location Description	(6c) Apt/ Unit Number	(6f) City Style ZIP Code					
202	590023051	C	88009	0001-00	1003		OLISKAN ST								
203	590023053		88009				OLISKAN ST								
204	590023054		88009				OLISKAN ST								
205	590023055		88009				OLISKAN ST								
206	590023056		88009				OLISKAN ST								
207	590023057	C	88009	0001-00	1003		OLISKAN ST								

**FIGTTIOUS INFORMATION—FOR EXAMPLE ONLY**  
 C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential  
**Action Codes**

Figure 80. Adding Geocodes for Ungeocoded Addresses on the Census Address List (Counties Only)

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)												
ADDRESS LIST												
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.												
1	2	3	4		5	6			7	8	9	10
Line Number	MAFID	Action Code	Census Geographic Location of Address		GQ Flag	City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number) (7A) Non-city Style Mailing ZIP Code	Map Spot Number	City Style Address Flag	Map Spot ID Coordinates
			(4A) State County Code	(4B) Census Tract	(4C) Census Block	(6A) Complete Address Number	(6B) Complete Street Name	(6C) Apt/ Unit Number	(6F) City Style ZIP Code			(10A) Latitude (10B) Longitude
102	590023051	C	88009			108	OUSAN ST 42.58953, - 87.58954		99997	A1		
103	590023053		88009			109	OUSAN ST 42.58954, - 87.58953		99997	A2		
104	590023054		88009			110	OUSAN ST 42.58955, - 87.58952		99997	A3		
105	590023055		88009			111	OUSAN ST 42.58956, - 87.58955		99997	A4		
106	590023056		88009			112	OUSAN ST 42.58957, - 87.58952		99997	A5		
107	590023057	C	88009			113	OUSAN ST 42.58959, - 87.58952		99997	A6		

Figure 81. Geocoding Ungeocoded Addresses on the Census Address List with Lat/Long Structure Coordinates and Map Spots (Counties Only)

ADDRESS LIST  
 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
 Entity: Winter County CO88009

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

Page: 17 of 20  
 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic location of Address			5 GQ Flag	6 City Style Mail Delivery Address or F.911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates			
			(1a) State County Code	(1b) Census Tract	(1c) Census Block		(2a) Complete Address Number	(2b) Complete Street Name	(2c) Group Quarters Name	(2d) Facility Name or Physical Location Description	(2e) Apt/ Unit Number	(2f) City Style ZIP Code	(3a) Non-city Style Mailing ZIP Code	(10a) Latitude			(10b) Longitude			
102	590023051	C	88009				108	OLUSAN ST						99997			A1		42.58953	-87.58954
103	590023053		88009				109	OLUSAN ST						99997			A2		42.58954	-87.58953
104	590023054		88009				110	OLUSAN ST						99997			A3		42.58955	-87.58952
105	590023055		88009				111	OLUSAN ST						99997			A4		42.58956	-87.58955
106	590023056		88009				112	OLUSAN ST						99997			A5		42.58957	-87.58952
107	590023057	C	88009				113	OLUSAN ST						99997			A6		42.58959	-87.58952

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY

C – Correction to this address    D – Delete this address    J – Address is not in this jurisdiction    N – Address is Nonresidential

Action Codes

Figure 82. Geocoding Ungeocoded Addresses on the Census Address List with Lat/Long Structure Coordinates and Map Spots (Counties Only)

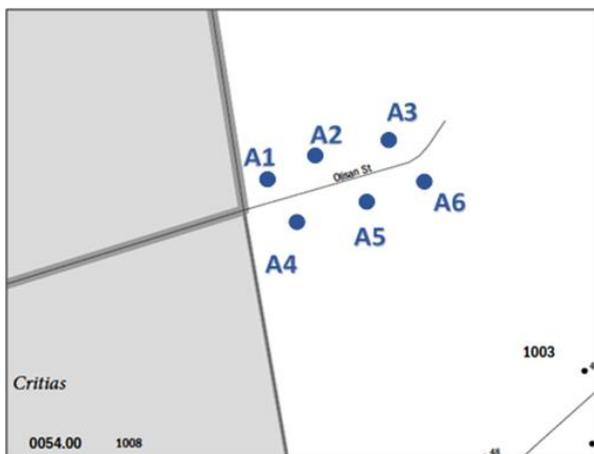


Figure 83. Adding Unique Map Spot Number on the Small Format Paper Map (Training—Fictitious Information)

### On the Small Format Paper Map: Take yellow out and the number

1. **Optional:** If you know the approximate location of each address you are geocoding, you may assign each individual address a unique map spot number, A1, A2, A3, etc.
2. Label each map spot with its associated unique Map Spot Number as you recorded in column 8 on the Census Address List beginning with A1, A2, A3, etc.

## 4.6.2 Deleting Ungeocoded Addresses on the Census Address List:

If you find ungeocoded addresses that need deletion:

- Print a “D” in the **Action Code** (3) column to delete an address.

**Do not make corrections** to any other columns on the Address List for a deleted address.

## 4.7 Transitory Location Addresses

Transitory Locations (TLs) are sites that contain 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.

The Enumeration of Transitory Locations (ETL) is a census operation designed to provide coverage for enumeration for locations where people live in non-traditional housing that is transient or movable in nature. The types of TLs that are included in the ETL include:

- RV parks
- Marinas
- Campgrounds

Although you may find TLs that are not named on your address list, a few examples of named TL addresses include:

- Mermaid’s Marina, 23 South Main Street, 99997.
- The Royal Winter Campground, 76 Alexander Blvd, 99997.

Individual addresses at TLs are identified as Transitory Unit (TU) addresses. The MAF may include TU addresses as housing units (HUs). TU addresses identified as HUs pass the address filter as residential housing units and therefore may be included on your Census Address List. Individual TU addresses include:

- Pads
- Sites
- Slips
- Units
- Rooms

#### **Examples of TU addresses include:**

- Mermaid’s Marina, Slip 63, 23 South Main Street, 99997.
- The Royal Winter Campground, Site 234, 76 Alexander Blvd, 99997.

The Census Bureau will not accept individual TU addresses for pads, sites, slips, units, or rooms for LUCA. TU addresses are identified and documented during the ETL.

You may delete an existing TU address if you are certain that the address is a TU or does not exist. Do not make corrections to any other fields on the Census Address List for a deleted address.

- Enter a “D” in the **Action** field for the address(es) that need deletion.

No other action is required.

### **Updating Transitory Location Addresses**

There are several updates you may make to TL addresses including:

- Adding missing TL addresses. These include main office addresses only, located at the TL.
- Updating incorrect TL addresses by deleting and adding the correct TL address.
- Deleting TL addresses that no longer exist or are uninhabitable.

#### **4.7.1 Scenario: Adding a Transitory Location Address**

A new RV park, Winters RV Park, opened at 211 Jeffras Drive.

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), 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).

---

**Note:** If you choose, you may enter the optional structure latitude and longitude coordinate information in addition to or rather than State County Code, Census Tract Number, and Census Block Number in section 4, space permitting.

---

- Enter the house number in the **Complete Address Number** (4a) column.
- Enter the street name in the **Complete Street Name** (4b) column.
- Enter the TL name in the **Group Quarters Name** (4d) column. In this instance, do not enter a Y in the Group Quarters column (3).
- Enter TL in the **Facility Name or Physical Location Description** (4e) column.
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Unique Map Spot Number** (5)—**Optional**, if the approximate location is known. See the note below.

---

**Note:** You may add a unique map spot number to the Address List Add Page for the newly constructed office building. If you add a unique map spot number on the Address List Add Page, you must identify the map spot location on the small format paper map. Refer to **Figure 83**.

---

Refer to **Figure 84. Adding a New City Style Address for a TL (Training—Fictitious Information)**.



#### **4.7.2 Scenario: Correcting a Transitory Location Address**

To correct an incorrect TL address, you must first delete the incorrect address using the “D” action code, then add the entire corrected address to the Address List Add Page.

During your address review, you notice that the main office address for John’s RV Park and Campground listed on the Census Address List is now Sleepy’s RV Resort and Campground. This RV resort and campground continues to rent spaces for transients.

##### **On the Census Address List:**

- Print a “D” in the **Action Code** (3) column for the address that needs correction. Refer to **Figure 85. Correcting a TL Address on the Address List.**

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
Entity: Writter County CO88009  
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.  
Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCK and Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(5a) Complete Address Number	(5b) Complete Street Name	(5c) Group Quarters Name	(5d) Facility Name or Physical Location Description	(5e) Apt/ Unit Number	(5f) City Style ZIP Code			(7a) Non-city Style Mailing ZIP Code	(10a) Latitude
102	999999993		88009	0054.00	2001		ALEXANDER BLVD							Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		ALEXANDER BLVD							Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		ALEXANDER BLVD							Y	40.361381	-73.543799
105	999999996	D	88009	0054.00	2001	414	ALEXANDER BLVD JOHN'S RV PARK AND CAMPGROUND							Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001	200	CASSIOPEIA DR							Y	40.3613791	-73.543799
107	999999999		88009	0054.00	2001	202	CASSIOPEIA DR							Y	40.3613796	-73.543799

FICTITIOUS INFORMATION—FOR EXAMPLE ONLY  
C – Correction to this address    D – Delete this address    J – Address is not in this jurisdiction    N – Address is Nonresidential  
Action Codes

Figure 85. Correcting a TL Address on the Address List

### On the Address List Add Page:

- Enter the appropriate heading information including your entity name, entity ID code, page number, name of the preparer (preparer required to have signed Confidentiality Agreement Form), 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).
- Enter the correct house number in the **Complete Address Number** (4a) column.
- Enter the street name in the **Complete Street Name** (4b) column.
- Enter the TL name in the **Group Quarters Name** (4d) column. In this instance, do not enter a Y in the Group Quarters column (3).
- Enter TL in the **Facility Name or Physical Location Description** (4e) column.
- Enter the **Mailing ZIP Code** (4g).
- Enter the **Unique Map Spot Number** (5)—**Optional**, if the approximate location is known. Refer to **Figure 83**.

Refer to **Figure 86. Adding a Corrected TL Address to the Address List Add Page (Training—Fictitious Information)**.

Form D-3008  
[XX-XX-XXXX]  
OMB NO. 0607-0894

U.S. DEPARTMENT OF COMMERCE  
ECONOMIC AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

ADDRESS LIST ADD PAGE

Add Page For: Winter County, LE (Entity Name)

Entity ID Code: CO88009 (copy from Address List Page)

PAGE 1 OF 7 PAGES  
Name of Preparer: AWA NOM  
Date Completed: 04/12/2018  
(MM/DD/YYYY)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number						
1	88009	0054.00	2001		(4a) Complete Address Number  414  Alexander Blvd  Sleepy's RV Resort and Campground TL  Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code  99997		B

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

Figure 86. Adding a Corrected TL Address to the Address List Add Page (Training—Fictitious Information)

### 4.7.3 Scenario: Deleting a Transitory Location Address

The main office and the campground located at 101 Pampas Place no longer exists.

- Enter a “D” in the **ACTION** field for the address(es) that needs deletion.

No other action is required.

## 4.8 Nonresidential Addresses (The N Action Code)

Enter an “N” in the **Action Code** (3) column for addresses that are listed on the Census Address List but are used for any purpose other than residential such as:

- Businesses
- Schools
- Churches
- Government offices

You may use the “N” **Action Code** for city style, non-city style, and ungeocoded addresses that are nonresidential.

---

**Note:** 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. **Do not make corrections** to any other columns for nonresidential addresses.

---

### 4.8.1 Scenario: Identifying a Nonresidential Address

The housing unit at 202 Cassiopeia Dr is now a business, a nonresidential address.

#### Updating the Census Address List:

- Print an “N” in the **Action Code** (3) column.

**Do not make corrections** to any other columns.

Refer to **Figure 87. Identifying a Nonresidential Address**. You do not need to make map updates in this instance.

Sort: Tract/Block  
 Entity: Writter County CO88009

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

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 Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or F-911 Address or Physical Location Description and Road Name						7 Non-city Style Mail Delivery Address (Rt and Box Number or HCK and Box Number) Non-city Style Mailing ZIP Code	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(5a) Complete Address Number	(5b) Complete Street Name	(5c) Group Quarters Name	(5d) Facility Name or Physical Location Description	(5e) Appt/ Unit Number	(5f) City Style ZIP Code				(10a) Latitude	(10b) Longitude
102	999999993		88009	0054.00	2001		ALEXANDER BLVD									40.3651373	-73.543799
103	999999994		88009	0054.00	2001	410	ALEXANDER BLVD									40.3651377	-73.543799
104	999999995		88009	0054.00	2001	412	ALEXANDER BLVD									40.3651381	-73.543799
105	999999996		88009	0054.00	2001	414	ALEXANDER BLVD									40.3651385	-73.543799
106	999999997		88009	0054.00	2001	200	CASSOPHEIA DR									40.3651391	-73.543799
107	999999999	N	88009	0054.00	2001	202	CASSOPHEIA DR									40.3651396	-73.543799

**FICTITIOUS INFORMATION -FOR EXAMPLE ONLY**

C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential

Action Codes

**Figure 87. Identifying a Nonresidential Address**

## 4.9 Addresses Not in Your Jurisdiction (The J Action Code)

Enter a “J” in the **Action Code** (3) column for a residential address that is not in your jurisdiction. You may use the “J” **Action Code** for any city style, non-city style, or ungeocoded address not in your jurisdiction.

### 4.9.1 Scenario: Identifying an Address Not in Your Jurisdiction

Two housing units at 3526 and 3528 Pueblo Trail are not in your jurisdiction.

#### Updating the Census Address List:

- Print a “J” in the **Action Code** (3) column. There are no other corrections needed.

**Do not make corrections** to any other columns.

Refer to **Figure 88. Identifying an Out of Jurisdiction Address**. You do not need to make map updates in this instance.

ADDRESS LIST  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

Sort: Tract/Block  
Entry: Winter County/C0088009

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

Page: 17 of 20  
Date: 01/04/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6a Complete Address Number	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name			6e Appl/ Unit Number	6f City Style ZIP code	7 Non-city Style Mail Delivery Address (R and Box Number or HCB Box Number)		8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			4a State County Code	4b Census Tract	4c Census Block			6b Complete Street Name	6c Group Quarters Name	6d Facility Name or Physical Location Description			7a Non-city Style Mailing ZIP Code	10a Latitude			10b Longitude	
102	999999993		88009	0055.00	1000		3522	PUEBLO TRIL			99997				Y	40.361373	-73.543799	
103	999999994		88009	0055.00	1000		3524	PUEBLO TRIL			99997				Y	40.361377	-73.543799	
104	999999995	J	88009	0055.00	1000		3526	PUEBLO TRIL			99997				Y	40.361381	-73.543799	
105	999999996	J	88009	0055.00	1000		3528	PUEBLO TRIL			99997				Y	40.361385	-73.543799	
106	999999997		88009	0055.00	1001		5501	FRIONA AVE			99997				Y	40.361391	-73.543799	
107	999999999		88009	0055.00	1001		5503	FRIONA AVE			99997				Y	40.361396	-73.543799	

FICTITIOUS INFORMATION - FOR EXAMPLE ONLY  
C - Correction to this address    D - Delete this address    J - Address is not in this jurisdiction    N - Address is Nonresidential  
Action Codes

Figure 88. Identifying an Out of Jurisdiction Address

## CHAPTER 5: TIGER PARTNERSHIP SHAPEFILES

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As part of the LUCA registration process, the Census Bureau offered LUCA participants the opportunity to choose shapefiles as their product preference map format. The Census Bureau provides county-based Environmental Systems Research Institute<sup>9</sup> (Esri) shapefiles. The shapefiles, created from the MAF/TIGER system, allow participants to submit map feature updates electronically. Participants that submit shapefiles with feature updates must follow Census Bureau instructions discussed in this chapter.

### 5.1 Shapefile Background

In order to submit digital feature information, you must have a Geographic Information System (GIS) capable of importing Esri shapefiles, editing the features, and exporting layers back into Esri shapefile format. Subsequent sections within this chapter provide details on these three steps.

The Census Bureau's TIGER Partnership shapefiles contain numerous sets of shapefiles, but do not contain structure point (map spots) shapefiles. To geocode addresses to the census blocks, the Census Bureau provides a 2010 tabulation block shapefile (tabblock2010). All linear features in the Census Bureau's MAF/TIGER system are contained in the "edges" shapefile. Participants use the "edges" shapefile to add and delete features as well as change feature attribution. This chapter provides examples of edits to the edges shapefile.

#### 5.1.1 Shapefile Setup

The TIGER Partnership shapefiles provided by the Census Bureau are in the following un-projected geographic-based coordinate system:

- GCS\_NAD83
- Angular Unit: Degree (0.017453292519943299)
- Prime Meridian: Greenwich (0.000000000000000000)
- Datum: D\_North\_American\_1983
- Spheroid: GRS\_1980
- Semi-major Axis: 6378137.000000000000000000
- Semi-minor Axis: 6356752.314140356100000000
- Inverse Flattening: 298.257222101000020000

If you selected the paper address list and digital maps, the disc you received contains the non-Title 13 Address Count List and the TIGER Partnership shapefiles in a folder

---

<sup>9</sup> All shapefiles provided by the Census Bureau are in Environmental Systems Research Institute (Esri) format. The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of Esri products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

named “**shape.**” Upon completion of the initial setup of files by launching the executable file to place the contents of the disc in the specific folder you created, open the file and ensure the file contains the shapefiles for your entity. If your entity spans more than one county or state, save the shapefile for each state and county to the specific folder you created during the launching of the executable file. If data is missing or you encounter an error with the files, please immediately contact the Geographic Partnership Support Desk toll-free at 1-844-344-0169 or send an email to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

Please feel free to re-project these shapefiles into your local coordinate system projection; however, the Census Bureau requests you convert the submission back to GCS NAD83 prior to submission. Most GIS software packages contain projection wizards, or something similar, allowing the user to transform file coordinate systems and projections. For example, if your office uses ArcGIS to update files, please activate and utilize ArcGIS’s “Projection Utility Wizard” extension.

TIGER Partnership shapefiles contain defined projection information in the \*.PRJ file. Since ArcGIS accesses the \*.PRJ file for projection information, there is no need to define these parameters before changing the file coordinate system.

### 5.1.2 Editing Features in the Edges Shapefile

After performing the set up guidelines and reviewing the Census Address List as well as the features in the edges shapefile, if you determine that the Census Bureau needs to add or delete features or modify attribution of features, **you must submit your modifications in a separate shapefile.**

---

**Note:** Although the primary purpose of LUCA is to update the Census Address List, it may be necessary to update spatial features that correspond to address updates. Due to the limited time to provide LUCA updates, participants should focus on providing road updates that impact addresses such as new roads.

---

- To add a new or missing feature, digitize or copy the feature into the edges shapefile and update the MTFCC, FULLNAME, and CHG\_TYPE attribution fields.
- To move or correct the shape of a feature, first mark the feature for deletion by updating the CHG\_TYPE field then add the feature and necessary attribution updates (MTFCC, FULLNAME, and CHG\_TYPE) in its proper location. Movement and correction of the shape of a feature is a delete/add scenario.
- To mark a feature, or part of a feature, for deletion, update the CHG\_TYPE attribution field for the section of edge to delete, but do not delete the actual feature from the shapefile.

In each of these instances, use the appropriate change type code located in the coding scheme as shown in **Table 5** to identify the type of feature modification in the CHG\_TYPE field of the edges shapefile. Specific examples of these updates in **Section 5.1.3 Change Type Codes and Example of Edges Shapefile Corrections.**

---

**Note:** The Census Bureau encourages the use of imagery during your review to assist with the proper spatial placement of features.

---

**Table 4** contains a portion of the edges shapefile data dictionary that define important attribute information contained in the edges shapefile. Refer to **Appendix L, Shapefile Layouts**, for a complete layout.

**Table 4: Edges Shapefile Data Dictionary**

Field	Length	Type	Description
TLID	10	Integer	Permanent edge ID
MTFCC	5	String	MAF/TIGER Feature Class Code
FULLNAME	120	String	Feature name
CHNG_TYPE	4	String	Type of linear feature update

- **TLID** is the unique TIGER/Line® ID for the feature segment and is not editable. Leave this field blank if adding a new feature.
- The MAF/TIGER Feature Class Code or **MTFCC** identifies the most noticeable characteristic of a feature. This field is required when adding new features. Participants can modify this field if the current MTFCC is incorrect. The MTFCC is a 5-character code. The first character is a letter describing the feature class. For example, S1400 identifies streets and roads. Refer to **Appendix K** for the MAF/TIGER Feature Classification table.
- **FULLNAME** is the feature name. This field is editable and is required when adding new or missing features.
- **CHNG\_TYPE** identifies the type of feature modification. This field is required in order to identify all of the edges with proposed changes. See **Table 5** for the change type codes and their descriptions.

### 5.1.3 Change Type Codes and Example of Edges Shapefile Corrections

This section discusses the three change type codes and provides examples of each. Each update to the edges shapefile must contain one of the three “change type” codes listed in **Table 5**. Record the change type code within the CHNG\_TYPE field in the edges shapefile attribute table for each feature in which an update occurs.

**Table 5: Change Type Codes for Feature Corrections**

Code	Description
AL	Add Line
CA	Change Attribute
DL	Delete Line

#### ADD LINE

- Code—**AL**
- Used to flag a new road feature added to the edges shapefile.
- Provide the features name in the **FULLNAME** field and appropriate feature class code in the **MTFCC** field.

## CHANGE ATTRIBUTE

### Change Name

- Code—**CA**
- Used to flag a feature to denote a name change.
- Provide the feature's new or corrected name in the **FULLNAME** field.

### Change MTFCC

- Code—**CA**
- Used to flag a feature to denote a change to the feature class code (e.g., a local road, S1400, mistakenly coded as a highway, S1200).

## DELETE LINE

- Code—**DL**
- Used to flag a feature for deletion.
- Do not actually delete the feature from the edges shapefile and make no other changes to the feature or attribution.

## 5.1.4 Examples

The following are examples of change type codes for feature additions, deletions, and attribute corrections.

### 5.1.4.1 Scenario: Adding a Feature to the Edges Layer

Crystal Ave is a new street. It is missing from the edges shapefile and needs to be added.

- Start an Editing session on the edges shapefile.
- Open the “**Create Features**” window in the **Editor** tool, which you can find under **Editing Windows**.

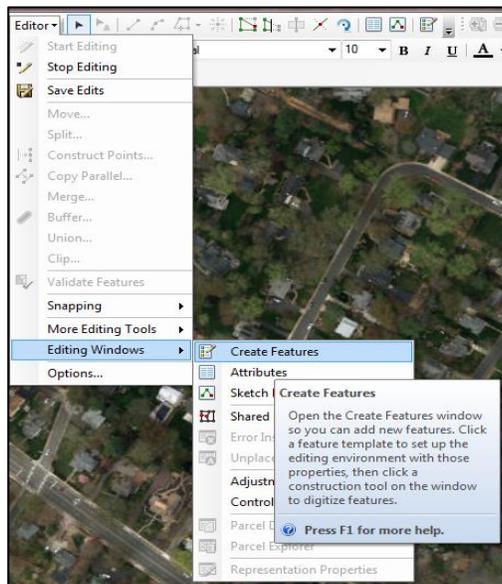


Figure 89. Create Features

- Click the “Line” under **Construction Tools**. You will now be able to draw your road.

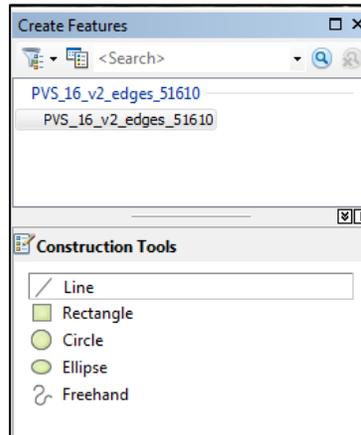


Figure 90. Line Tool

- Digitize the missing street into the edges shapefile. The Census Bureau strongly recommends using imagery (from ArcGIS or local sources) to ensure the accuracy of the road placement and digitizing at an appropriate scale (1:2,400 for instance).
- To digitize (in ArcGIS), left click with your mouse at the starting point (node) and draw until the road is complete. Once finished, double left click the mouse to complete the creation of a new line in the attribute table.

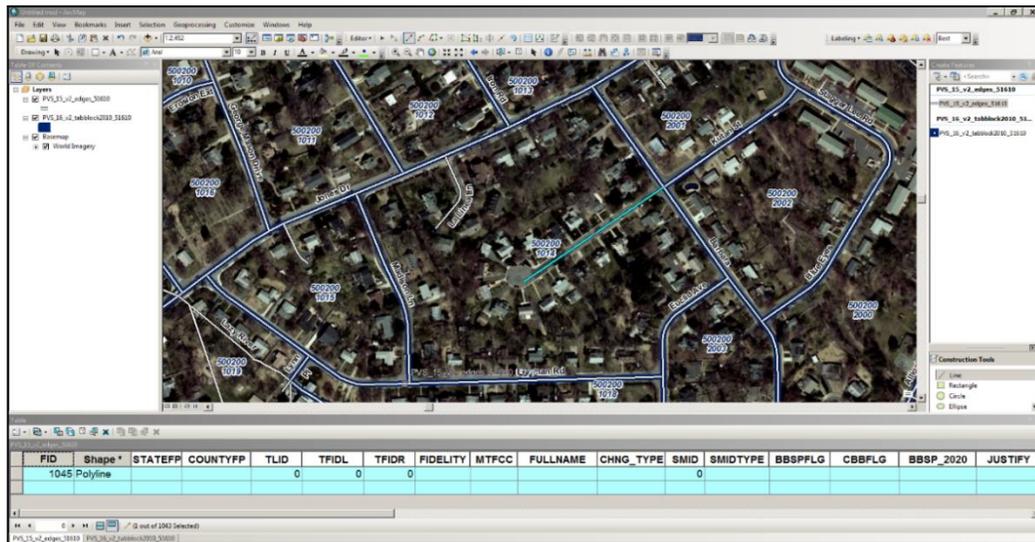


Figure 91. Digitizing a New/Missing Street

### In the edges shapefile attribute table:

- For the newly created street, enter the appropriate feature class code in the **MTFCC** field. In this example, S1400 is the correct choice.
- Enter **Crystal Ave** in the **FULLNAME** field.
- Enter **AL** in the **CHNG\_TYPE** field.
- Leave all other fields blank.
- Click “Save Edits”, then “Stop Editing” in the Editing Toolbar.
- The map and attribute table should resemble the example below:

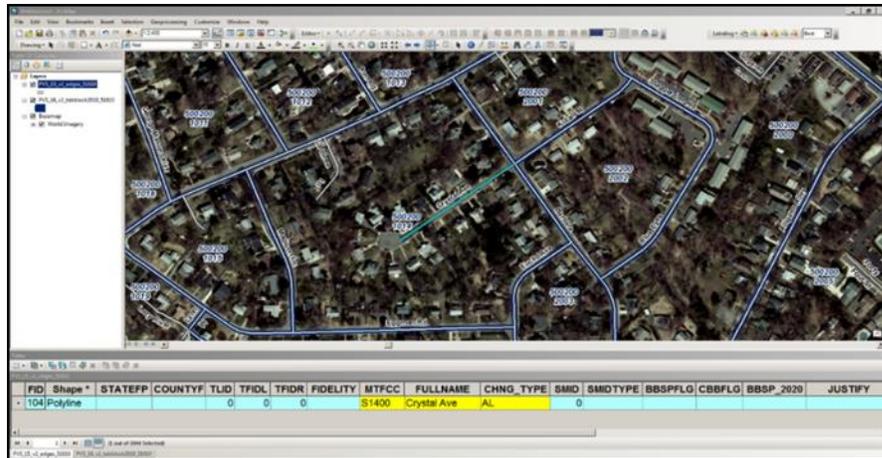


Figure 92. Map and Attribute Table for Adding a New/Missing Street

Although the street name in the examples may differ, refer to **Section 4.3, Adding Residential City Style Addresses to the Address List Add Page**. The following are a few examples of adding residential city style addresses to the Address List Add Page:

- Adding new addresses for a new street.
- Adding addresses for a new group quarters multiunit structure.
- Adding addresses for a new multiunit structure.

Scenario: Adding New Addresses for a New Street for instructions on the corresponding address list updates.

#### 5.1.4.2 Scenario: Correcting a Feature Name

The Census Address List and shapefile incorrectly identifies a street as Mound Rd rather than Mountain St, the correct street name.

- Start an editing session on the edges shapefile.
- Select all segments of Mound Rd in the edges shapefile.

**In the edges shapefile attribute table:**

- Edit the **FULLNAME** field, in this case correcting it from Mound Rd to Mountain St.
- Enter **CA** in the **CHNG\_TYPE** field.
- Save your edits.
- The map and attribute table should resemble the example below:

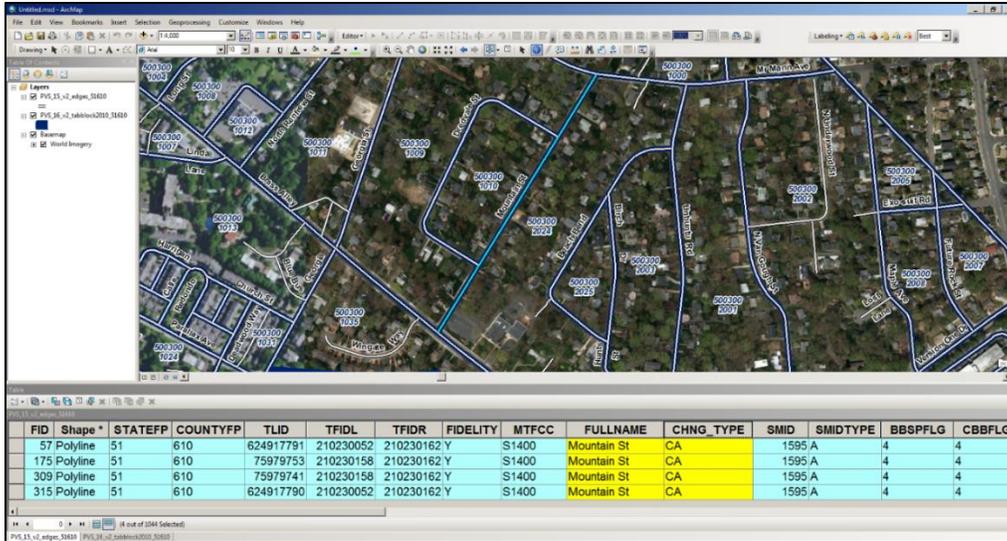


Figure 93. Map and Attribute Table for Correcting a Street Name

Although the street names in the examples may differ, refer to **Section 4.4.1.3, Scenario: Correcting an Incorrect Street Name** for instructions on the corresponding address list updates.

#### 5.1.4.3 Scenario: Changing the MTFCC of an Existing Feature

A local road, Oak St, is miscoded with a highway feature class code.

- Start an editing session on the edges shapefile.
- Select all segments of Oak St in the edges shapefile.

**In the edges shapefile attribute table:**

- Change the code in the **MTFCC** field from S1200 to S1400.
- Enter **CA** in the **CHNG\_TYPE** field.
- Save your edits.
- The attribute table should resemble the example below:

FID	Shape	STATEFP	COUNTYFP	MTFCC	FULLNAME	CHNG_TYPE	TLID	TFIDL	TFIDR	FIDELITY	SMID	SMIDTYPE
277	Polyline	51	610	S1400	Oak St	CA	75979200	210230113	210230104	Y	1595 A	
562	Polyline	51	610	S1400	Oak St	CA	75979215	210230117	210230104	Y	1595 A	

Figure 94. Attribute Table for Correcting MTFCC

#### 5.1.4.4 Scenario: Deleting a feature

The Census Address List and edges shapefile contain Donahue St; however, local sources and knowledge confirm the road and houses were never constructed.

- Start an editing session on the edges shapefile.
- Select the segment of Donahue St in the edges shapefile that no longer exists.

**In the edges shapefile attribute table:**

- Enter **DL** in the **CHNG\_TYPE** field for the selected segment of Donahue St that no longer exists.
- Save your edits.

- The attribute table should resemble the image below:

FID	Shape *	STATEFP	COUNTYFP	TLID	TFIDL	TFIDR	MTFCC	FIDELITY	FULLNAME	SMID	SMID	BBS	CBBF	BBSP	CHNG_TYPE
1042	Polyline	51	610	75997202	210230082	210230082	S1400	Y	Donahue St	1595 A					DL

Figure 95. Attribute Table for Deleting a Road Feature

Although the street name in the examples may differ, refer to **Section 4.4.2.1 Scenario: Deleting Addresses that no Longer Exist on a Section of a Street on the Address List** and **Section 4.5.2.2.1 Scenario: Deleting a Physical Location Description Address on the Address List** for instructions on deleting the addresses from the address list.

#### 5.1.4.5 Scenario: Correcting the Location of a Street Located in an Incorrect Census Block

The Census Address List and edges shapefile incorrectly show Court St located north of Brass Alley. According to local sources, Court St is located south of Brass Alley. Add Court St in the correct location in the edges layer and mark the incorrect Court St segment for deletion.

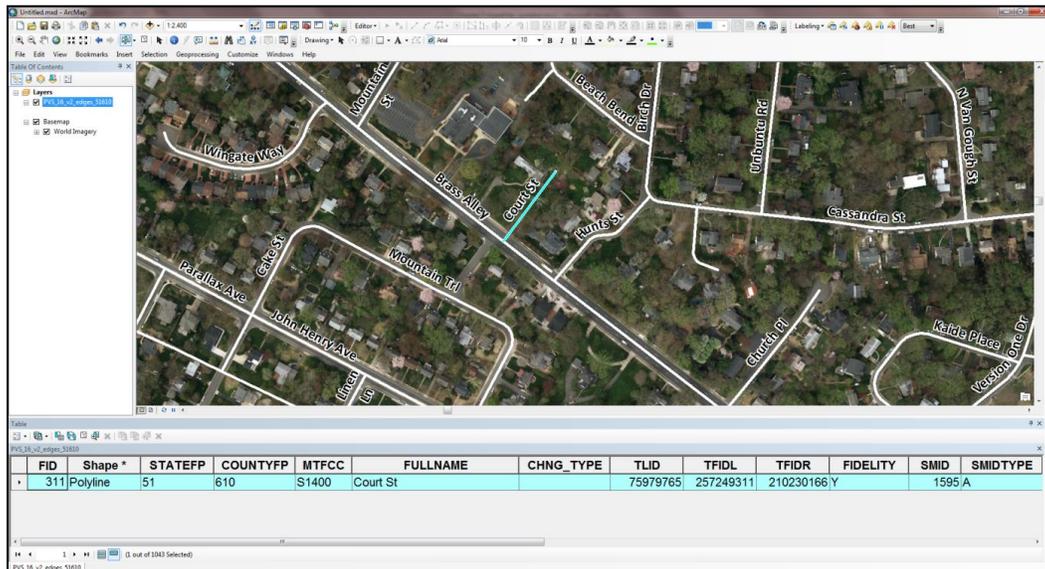


Figure 96. Incorrect Location of a Street

- Start an editing session on the edges shapefile.
- Digitize Court St into the correct location
- Ensure the feature is spatially accurate by utilizing imagery as a reference.

## In the edges shapefile attribute table:

For the new, correct feature:

- Enter the appropriate **MTFCC** code for the new street. In this example, S1400 is the correct choice.
- Enter Court St in the **FULLNAME** field.
- Enter **AL** in the **CHNG\_TYPE** field.
- Leave all other fields blank.

For the incorrect feature:

- Enter **DL** in the **CHNG\_TYPE** field to flag the incorrect segment(s) of Court St for deletion.
- Save your edits.
- The map and attribute table should resemble the example below. The line for Court St marked for deletion is above Brass Alley and the newly added line for Court St is below Brass Alley. Both features are visible in the map and attribute table. The **CHNG\_TYPE** field in the attribute table for the incorrect feature is marked with a “DL”, while the correct feature has an “AL.”

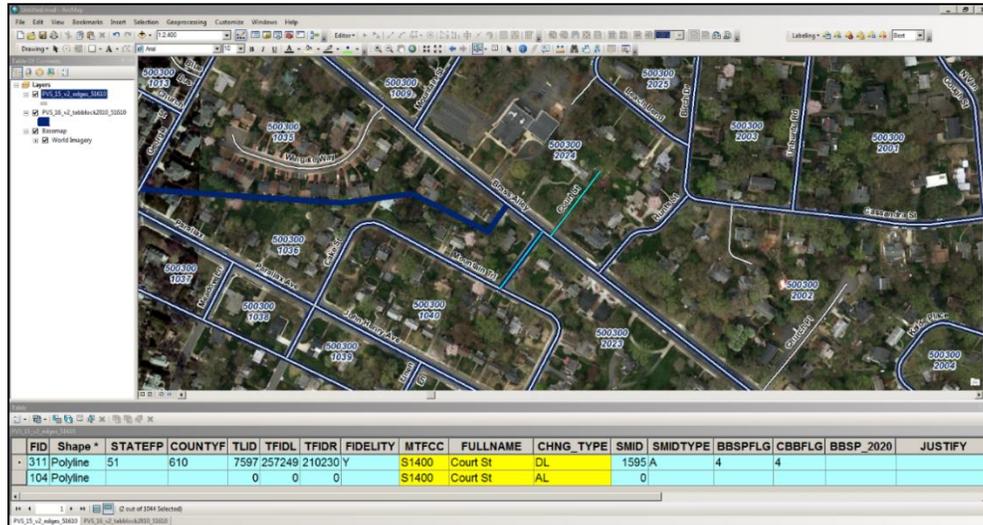


Figure 97. Map and Attribute Table for Correcting the Location of a Street

Although the street name in the examples may differ, refer to **Section 4.4.1.2, Scenario: Correcting an Address Located in an Incorrect Census Block** for instructions on the corresponding address list updates.

Below is a summary of the actions in the examples above. **Figure 98** displays the updated attribute table.

- Crystal Ave added.
- Court St added.
- Court St feature in the wrong block marked for deletion.
- Donahue St marked for deletion.
- Mound Rd changed to Mountain St.
- The MTFCC value for Oak St corrected.

	MTFCC	FULLNAME	CHNG_TYPE
	S1400	Court St	DL
	S1400	Court St	AL
	S1400	Crystal Ave	AL
	S1400	Donahue St	DL
	S1400	Mountain St	CA
	S1400	Mountain St	CA
	S1400	Mountain St	CA
	S1400	Mountain St	CA
	S1400	Oak St	CA
	S1400	Oak St	CA

Figure 98. Summary of Actions

## 5.2 Preparing Your Edited Shapefile for Submission

Upon completion of your LUCA review and updates, follow the instructions in this section for preparing your edited shapefile for submission to the Census Bureau. Additional instructions for compiling your entire submission are included in **Chapter 7**:

- Ensure that your edges shapefile has all the desired additions and edits.
- Select all of the features with a value in the **CHNG\_TYPE** field of the edges shapefile in order to export the selected features and their attributes into a new shapefile.
- Right click on the edges shapefile and select “**Data**”, then “**Export Data**”, as shown in the image below.

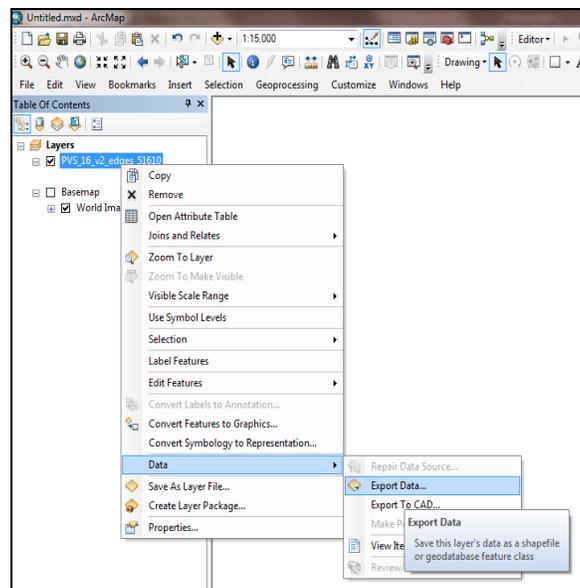


Figure 99. Export Data Selection

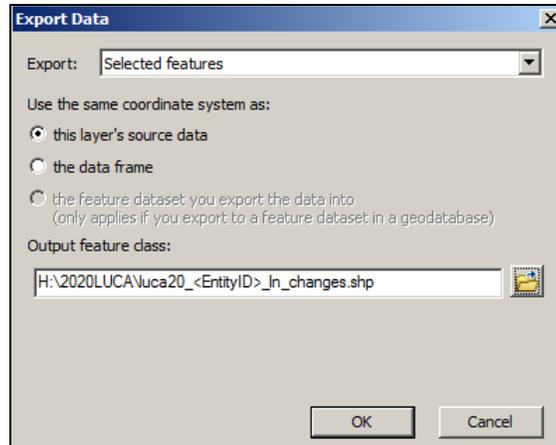


Figure 100. Export Data

- Ensure “**Selected Features**” remains set in the “**Export**” section of the “**Export Data**” window.
- Name the new shapefile “luca20\_<EntityID>\_ln\_changes.shp” where the EntityID is the entity identification code found on your LUCA materials (starts with two letters followed by a series of numbers).
- Save the shapefile to an easily accessible location on your computer.
- Click “**OK**” to export the shapefile.

The newly exported LUCA submission shapefile should resemble the map and attribute table below, only containing the edited features.

FID	Shape	STATE	COUNTYFP	TLID	TFIDL	TFIDR	MTFCC	FULLNAME	CHNG_TYPE	FIDELITY	SMID	SMIDTYPE	BBSPLFG	CBBF	JUSTIFY	LTOADD
4	Polyline	51	610	75979765	257249311	210230166	S1400	Court St	DL	Y	1595 A		4	4		
9	Polyline			0	0	0	S1400	Court St	AL		0					
8	Polyline			0	0	0	S1400	Crystal Ave	AL		0					
7	Polyline	51	610	75997202	210230082	210230082	S1400	Donahue St	DL	Y	1595 A					
0	Polyline	51	610	624917791	210230052	210230162	S1400	Mountain St	CA	Y	1595 A	4	4			
1	Polyline	51	610	75979753	210230158	210230162	S1400	Mountain St	CA	Y	1595 A	4	4			
3	Polyline	51	610	75979741	210230158	210230162	S1400	Mountain St	CA	Y	1595 A	4	4			
5	Polyline	51	610	624917790	210230052	210230162	S1400	Mountain St	CA	Y	1595 A	4	4			
2	Polyline	51	610	75979600	210230113	210230104	S1400	Oak St	CA	Y	1595 A	4	4			
6	Polyline	51	610	75979215	210230117	210230104	S1400	Oak St	CA	Y	1595 A	4	4			

Figure 101. Edited Road Features for Submission

## CHAPTER 6: SUBMITTING YOUR UPDATED MATERIALS

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### 6.1 Preparing Your Updated LUCA Materials for Submission

After completing your review and update of the LUCA materials, return only those materials with updates to the National Processing Center at the address shown in **Figure 102**. Please include the *Inventory Form for the Return/Submission Materials (D-2011)* in **Appendix G** with your returned materials. Follow the procedures for shipping Title 13 materials discussed in this chapter and referenced in Error! Reference source not found., the *Confidentiality and Security Guidelines (D-2004)*.

If any issues arise with your LUCA submission, the Census Bureau will attempt to contact you to resolve or clarify the issues. Unless there is clarification prior to the LUCA deadline, your updates may not be incorporated in the MAF/TIGER database. Your updates are temporary until the verification operation provides confirmation.

If after your review, you determined that the Census Address List is correct and you have no address updates, please complete the form letter D-2079 included with your LUCA materials and return it in the enclosed pre-addressed, postage-paid envelope.

If you select that you do not want to receive LUCA Feedback materials, you must destroy or return all Title 13 address and map materials according to the procedures outlined in the *Confidentiality and Security Guidelines* in **Appendix A**.

#### 6.1.1 Sorting the Paper Census Address List and Address List Add Page

All Census Address List and Address List Add Pages (and copies) are Title 13 materials. Ensure that you store all copies in a secure location.

- Separate the updated pages from the pages without updates.
- Make a copy of the updated pages of the address list and the Address List Add Page to use during the feedback phase of LUCA.
- Bundle **only the updated pages** to prepare for shipping. Organize the pages by:
  - The Census Address List.
  - The Address List Add Page.

---

**Note:** Return only those pages containing updates.

---

#### 6.1.2 Sorting the Paper Maps for Submission

To return the printed PDF small format paper maps and any large format paper maps with updates to the Census Bureau:

- Separate the map sheets with updates from those without updates.
- Make a copy of all map sheets containing updates to keep for your records to use during the Feedback phase of LUCA scheduled to occur in August/September 2019.
- Return only those map sheets containing updates.

---

**Note:** All PDF small format maps with map spots are Title 13, U.S.C. address information. Keep all copies in a secure location. Follow the confidentiality and security guidelines for both paper and digital security.

---

### 6.1.3 Preparing the Shapefiles for Submission

- Navigate to the directory where you saved your shapefile changes.
- Zip the **luca20\_<EntityID>\_In\_changes.shp** and all associated metadata and component file (.cpg,.dbf, .prj, .sbx, .shx, .shp, etc.) and name it: **luca20\_<EntityID>\_In\_changes\_return.zip**. There is no need to password protect this file because it does not contain any Title 13 information.

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**Note:** Participants using Esri software should utilize ArcCatalog to ensure the necessary file components are bundled in the zip file appropriately. Participants using another GIS software must ensure all of the components are included in the zip file for accurate processing once received at the Census Bureau.

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- Save a backup copy of your updated digital file(s) for your records and to use during the feedback phase of the program.
- Follow the instructions for mailing your CD/DVD as outlined in the next section, or you may submit your shapefile through the Secure Web Incoming Module (SWIM). See **Section 6.1.6**.

### 6.1.4 Completing the D-2011 Inventory Form for the Return/Submission of LUCA Updated Materials

If you are shipping your updated LUCA materials, please complete the *D-2011 Inventory Form for the Return/Submission of Materials* you received in your LUCA materials package and include it with your returned materials. A copy of the form is included in **Appendix H** and is available for download on the LUCA Web site at <http://www.census.gov/geo/partnerships/luca.html>.

If you are submitting your updated LUCA shapefiles through SWIM, the fillable *D-2011 Inventory Form for the Return/Submission of Materials* PDF form is included on your digital file disc as **LUCA20\_inventory.pdf**. When you open this file:

- Complete the Entity ID and Government Name sections.
- Indicate which updated address list, maps, and submission method you are using (i.e., SWIM or Mail).
- If you are using SWIM, save and zip the form and name it **luca20\_<EntityID>\_inventory\_return.zip**. Include the form with your SWIM submission.

If you are shipping any or all of your materials submission, you may use this form. Print the completed form and enclose it with your materials.

### 6.1.5 Shipping Your Title 13 LUCA Materials

- Include the *D-2011 Inventory Form for the Return/Submission of Materials*, **Appendix H**, in your returned package.
- Ship the Title 13 materials, double wrapping them using an inner and an outer envelope (or container), one within the other. These 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.
- **Use the mailing label that was included with the mail-out materials.** If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service. Retain the tracking number as proof of delivery.

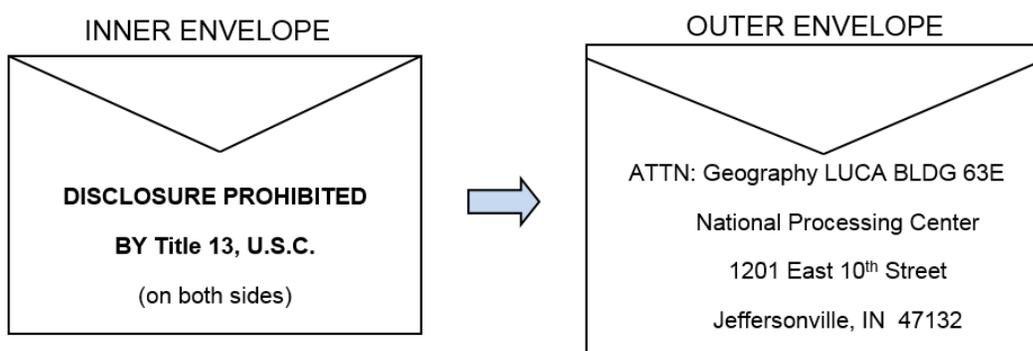


Figure 102. Mailing Envelopes

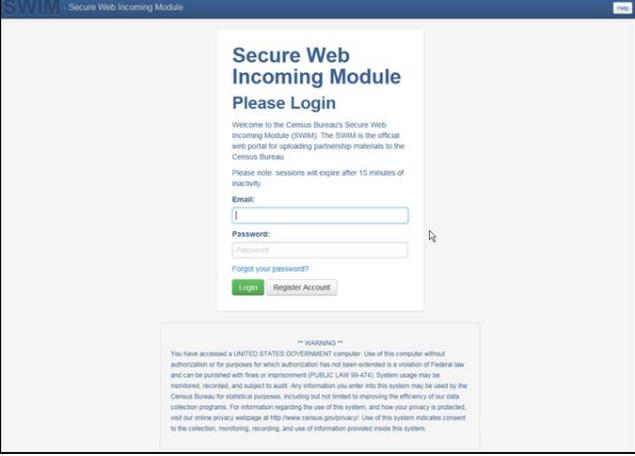
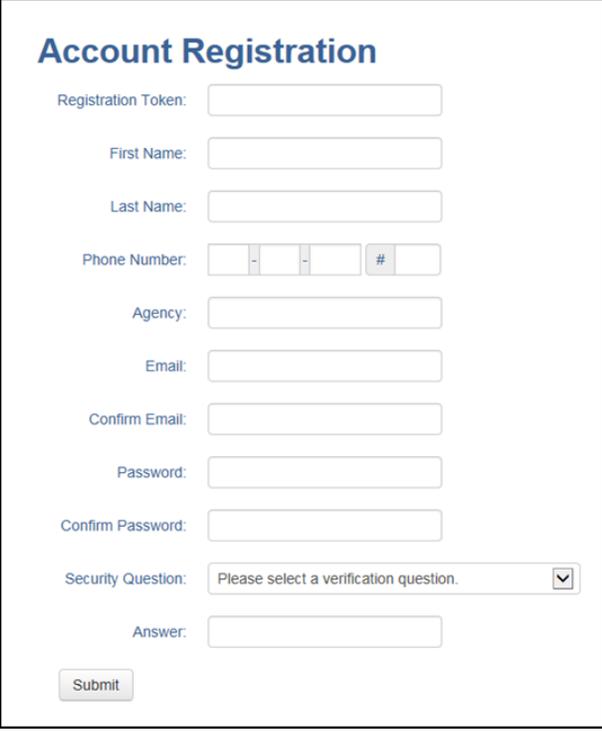
### 6.1.6 LUCA Secure Web Incoming Module (SWIM) Submission

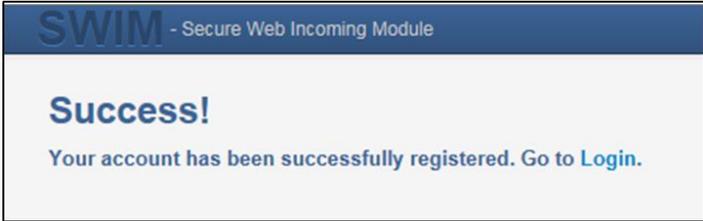
You may submit your zipped shapefile updates through the SWIM, the official web portal for uploading partnership materials to the Census Bureau. The size limit for a SWIM upload of a zip file is 250 MB.

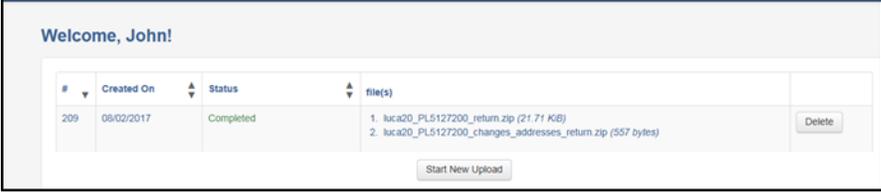
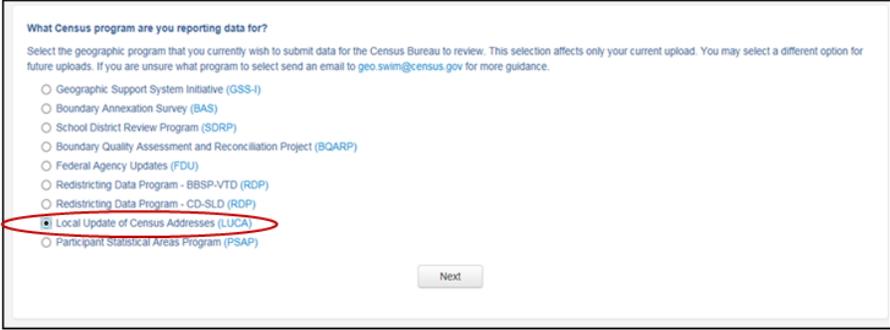
If you do not have a SWIM Account, you need the 12-digit registration token provided to you by the Census Bureau for your registration. Follow the instructions in Steps 2 through 5 in **Table 6** to register for your SWIM account.

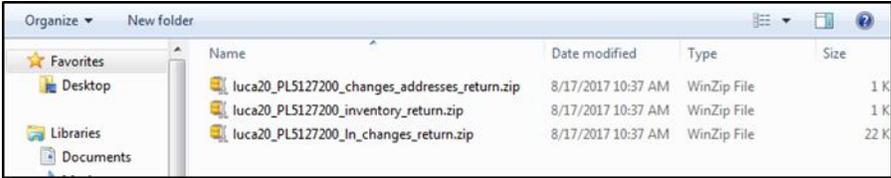
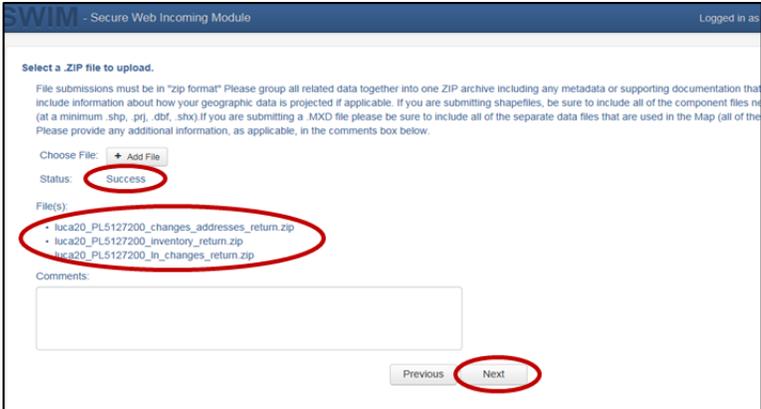
Table 6: SWIM Submission

Step	Action and Result
<b>Step 1</b>	If you are a participant in another Census Bureau partnership program and already have a SWIM Account, access < <a href="https://respond.census.gov/swim/">https://respond.census.gov/swim/</a> > and enter your email address and password. Then click the <b>Login</b> button. The <b>Welcome</b> screen opens. Go to Step 7.

Step	Action and <i>Result</i>
	
<p><b>Step 2</b></p>	<p>If you do not yet have a SWIM Account, have the 12-digit registration token provided to you by the Census Bureau ready for your registration. You can register at &lt;<a href="https://respond.census.gov/swim/">https://respond.census.gov/swim/</a>&gt;. Once the login screen opens, click the <b>Register Account</b> button. The <b>Account Registration</b> screen opens.</p> 
	<p>All fields on the <b>Account Registration</b> screen are required. You will not be able to move to the next screen until you have completed all fields.</p>
<p><b>Step 3</b></p>	<p>On the <b>Account Registration</b> screen, first, enter the 12-digit token provided by the Census Bureau. Then enter your name, agency, and email in the appropriate fields.</p>

Step	Action and <i>Result</i>
<p><b>Step 4</b></p>	<p>Next, create a password. The passwords must meet the five criteria below:</p> <ol style="list-style-type: none"> <li>1. It must be 8 characters in length</li> <li>2. It must have at least one upper case character</li> <li>3. It must have at least one lower case character</li> <li>4. It must have at least one number</li> <li>5. It must have at least one special character (valid special characters are: #, !, \$, *, &amp;, ?, ~). Note: commas in the special characters list are for spacing purposes only; the comma is not a valid character for the password.</li> </ol>
<p><b>Step 5</b></p>	<p>Set up a security question (click the arrow on the right of the <b>Security Question</b> box and select a question in the drop-down list, then enter an answer in the <b>Answer</b> box). When you have finished, click the <b>Submit</b> button. A screen opens to confirm that you have successfully registered.</p> 
<p><b>Step 6</b></p>	<p>On the <b>Confirmation</b> screen, click 'Login'. You will return to the login screen.</p> 
<p><b>Step 7</b></p>	<p>On the <b>Login</b> screen, enter your email and password then click the green <b>Login</b> button. The <b>Welcome</b> screen opens. You will see the list of files you have previously uploaded, the creation date of the file, the name of the file, and its corresponding zip size. If you need to make modifications, click on the file you want to edit then select the <b>Start New Upload</b> button.</p>

Step	Action and Result
	
<p><b>Step 8</b></p>	<p>To begin an upload, click the <b>Start New Upload</b> button. A screen opens asking <i>What Census program you are reporting data for?</i> Click the <b>Local Update of Census Addresses (LUCA)</b> radio button then click the <b>Next</b> button at the bottom of the screen.</p> 
<p><b>Step 9</b></p>	<p>A screen opens asking <i>What type of LUCA entity are you are reporting for?</i> Click the radio button next to the entity type you are reporting for then click the <b>Next</b> button. This example shows the radio button selected for a <b>Place</b>.</p> 
<p><b>Step 10</b></p>	<p>When you select a place, the next screen asks you to select a State from a drop-down menu then select the place you are reporting for from the place drop-down menu. Select <b>Next</b>.</p> 

Step	Action and Result																
<p><b>Step 11</b></p>	<p>The <b>Select a .zip file to upload</b> screen opens. Choose a zip file to upload. <b>Note:</b> all files must be a zip file. To upload a file, click the <b>+ Add File</b> button on the screen.</p>  <p>The screenshot shows a web form titled "Select a .ZIP file to upload." with instructions on file format and submission. The "Choose File:" section contains a "+ Add File" button circled in red. Below it are fields for "Status:", "File(s):", and "Comments:" with a text area. "Previous" and "Next" buttons are at the bottom.</p>																
<p><b>Step 12</b></p>	<p>The <b>Choose File to Upload</b> window opens and allows you to navigate on your computer to the zip file's location.</p>  <p>The screenshot shows a Windows File Explorer window with a table of files:</p> <table border="1" data-bbox="617 903 1326 1018"> <thead> <tr> <th>Name</th> <th>Date modified</th> <th>Type</th> <th>Size</th> </tr> </thead> <tbody> <tr> <td>luca20_PL5127200_changes_addresses_return.zip</td> <td>8/17/2017 10:37 AM</td> <td>WinZip File</td> <td>1 K</td> </tr> <tr> <td>luca20_PL5127200_inventory_return.zip</td> <td>8/17/2017 10:37 AM</td> <td>WinZip File</td> <td>1 K</td> </tr> <tr> <td>luca20_PL5127200_in_changes_return.zip</td> <td>8/17/2017 10:37 AM</td> <td>WinZip File</td> <td>22 K</td> </tr> </tbody> </table> <p>Locate the zip file you want to upload then double-click it. <b>Note:</b> You can only add one file at a time.</p>	Name	Date modified	Type	Size	luca20_PL5127200_changes_addresses_return.zip	8/17/2017 10:37 AM	WinZip File	1 K	luca20_PL5127200_inventory_return.zip	8/17/2017 10:37 AM	WinZip File	1 K	luca20_PL5127200_in_changes_return.zip	8/17/2017 10:37 AM	WinZip File	22 K
Name	Date modified	Type	Size														
luca20_PL5127200_changes_addresses_return.zip	8/17/2017 10:37 AM	WinZip File	1 K														
luca20_PL5127200_inventory_return.zip	8/17/2017 10:37 AM	WinZip File	1 K														
luca20_PL5127200_in_changes_return.zip	8/17/2017 10:37 AM	WinZip File	22 K														
<p><b>Step 13</b></p>	<p>Once the file upload is complete, the <b>Status</b> field shows <b>'Success.'</b> The name of the file appears in the <b>File(s)</b> field. To add another file, click the <b>+ Add File</b> and the upload process will repeat.</p> <p>In this example, there are three files uploaded. One for an updated digital address list, one for an updated shapefile, and the Invenotry Form for the Return/Submission of Materials.</p>  <p>The screenshot shows the same web form as in Step 11, but now the "Status:" field contains "Success" and the "File(s):" field lists three files: "luca20_PL5127200_changes_addresses_return.zip", "luca20_PL5127200_inventory_return.zip", and "luca20_PL5127200_in_changes_return.zip". The "Add File" button and the "Next" button are circled in red.</p>																

Step	Action and <i>Result</i>
<b>Step 14</b>	After you have uploaded the file(s), type any comments (including pertinent information about data projection or supporting documentation for shapefiles) in the <b>Comments</b> field. Click <b>Next</b> .
<b>Step 15</b>	<p>The <b>Thank You</b> screen appears and confirms the receipt of your submission.</p> <div data-bbox="550 464 1213 871" style="border: 1px solid black; padding: 10px; text-align: center;"> <p><b>Thank You</b></p> <p>Your files have uploaded successfully.</p> <p>File(s):</p> <ol style="list-style-type: none"> <li>1. luca20_PL5127200_changes_addresses_return.zip</li> <li>2. luca20_PL5127200_inventory_return.zip</li> <li>3. luca20_PL5127200_in_changes_return.zip</li> </ol> <p>You may <a href="#">Log Out</a> or return to the <a href="#">upload form</a>, to submit more files.</p> </div>
<b>Step 16</b>	<p>To submit files for a different entity, click on the '<b>Upload Form</b>' link in the phrase "You may Log Out or return to the upload form, to submit more files." This choice returns you to the <b>Welcome</b> screen.</p> <p>To log out, click on <b>Log Out</b>. The Census Bureau will acknowledge the receipt of the uploaded file.</p>
	<p>SWIM sessions deactivate after 15 minutes of inactivity.</p> <p><b>Note:</b> While working in SWIM, you may obtain help by clicking on the <b>Help</b> button on any screen. When you click the button, a screen opens with links to help resources.</p> <div data-bbox="422 1304 1341 1764" style="border: 1px solid black; padding: 10px;"> <p><b>SWIM</b> - Secure Web Incoming Module</p> <p style="text-align: right;">Already Registered? <a href="#">Login</a> <a href="#">Help</a></p> <p><b>Help</b></p> <p>The Secure Web Incoming Module (SWIM) is a single upload page for submitting all local geographic partnership data to the U.S. Census Bureau's Geography Division. Because of the wide variety of geographic partnership programs, the SWIM requires users to answer some basic questions about their data before submitting. These questions direct the incoming data to the right partnership program.</p> <p><b>The general flow of questions is as follows:</b></p> <ol style="list-style-type: none"> <li>1. What geographic partnership program you are submitting data for?</li> <li>2. What level of government or organization is submitting the data? Many of our geographic programs allow partners from various levels of governments to submit data, which is represented as a geographic entity in the menu selection. For example, when submitting data on behalf of a state government, the submitting entity is the state, even if the data submitted pertains to some other entity within the state, such as a county.</li> <li>3. What is the name of your entity? A user can select an entity's name from pre-populated drop-down boxes.</li> </ol> <p>After completing the above questions, the user must select a ZIP file to upload. Using a ZIP archive ensures an efficient upload of all submitted files. There are many compression software options where one can do this with relative ease.</p> <p>For more information about the Census Bureau's Geography Division, please visit our <a href="#">Geography Homepage</a>.</p> <p>For more information about our geographic partnership programs at the Census, please visit our <a href="#">Partnerships Homepage</a>.</p> <p>For a glossary of common Census Geography Terms and Concepts, please visit our <a href="#">Terms and Concepts page</a>.</p> </div>

## CHAPTER 7: NEXT STEPS

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Congratulations on the completion of your 2020 Census LUCA review. While this is a major first step, this does not conclude your LUCA participation, unless you do not wish to receive feedback. Once the Census Bureau receives your submission, they will process your files for validation. After validation concludes, the Census Bureau prepares the LUCA feedback materials for shipment to you in the summer of 2019.

If you agree with the Census Bureau's feedback materials, then your LUCA participation ends. The Census Bureau begins outreach to close out LUCA and confirm the destruction or return of all Title 13 materials. The Census Bureau must receive a signed *Destruction or Return of Title 13 Materials Form (D-2012)* which confirms your destruction (preferred method) or return of the Title 13 materials as required by law. This form was included with your original LUCA materials but is also included in this respondent guide as **Appendix I**. The *Confidentiality and Security Guidelines (D-2004)* in **Appendix A** outlines the process for both the destruction (preferred method) and the return of Title 13 materials.

If you disagree with the results of the Census Bureau's validation of your submission, you have 30 days from the receipt of the feedback materials to notify the LUCA Appeals Office, managed by the Office of Management and Budget (OMB), of your disagreement. They will work with you 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 addresses accepted by the Appeals Office into the 2020 Census enumeration universe. Once the appeals process concludes, you must destroy or return to the Census Bureau your Title 13 materials and submit a signed *Destruction or Return of Title 13 Materials Form (D-2012)* as required by law. Filing an appeal is optional and is not a requirement of the LUCA operation.

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# Appendices

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# APPENDIX A CONFIDENTIALITY AND SECURITY GUIDELINES

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## A1 Introduction

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

## A2 Title 13, U.S. Code

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title....

- 1) Use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) Make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) Permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA).
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).
- The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

### A3 The Confidentiality Agreement

To participate in LUCA, a government must designate a LUCA liaison. The LUCA liaison, LUCA reviewers, and **anyone** with access to Title 13 materials must sign the *Confidentiality Agreement*. The Census Bureau will not deliver LUCA materials to a participant until we have received the completed and signed **Confidentiality Agreement** and the **Confidentiality and Security Checklist**.

The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction's address list or database.

A signature on the *Confidentiality Agreement* constitutes a legal agreement by each individual to keep confidential Census Bureau Title 13 data and abide by the security guidelines outlined below. While access to Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

### A4 Security Guidelines

The LUCA liaison accepts the responsibility for protecting and safeguarding the LUCA materials. The liaison must restrict access to the Census Bureau's information covered under Title 13 to those individuals who have signed the *Confidentiality Agreement*.

#### A4.1 Protecting Digital Title 13 Materials

Operating systems, programs, applications, and data are collectively referred to as Information Technology (IT) systems in this document. Any IT systems used for LUCA participation must be accessible only to those who have signed the Confidentiality Agreement. Your IT systems should restrict the read, write, and delete functions to all Title 13 materials.

#### Digital Guidelines

- Construct electronic security profiles to allow only the LUCA liaison and the LUCA reviewers to access Title 13 materials. Test your security to ensure that access is restricted.
- Use file encryption and passwords to protect all digital Title 13 materials at all times. Encrypt files using the **Advanced Encryption Standard** (AES) with key length of 256 bits.
- Do not leave computers with Title 13 materials unattended. Log-off computers, lock terminals, and lock the room when not in use.
  - Label all digital media and **every** printed page of any paper materials produced from Title 13 digital media with the following:  
***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***
- Do not send backup digital media off-site. Store in a secured area. **Do not mix, store, or back-up LUCA data with other data.**

- Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data a minimum of three times using a commercial disk utility program.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

## Password Guidelines

The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:

- Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the *Confidentiality Agreement*.
- Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$, \*, or &).
- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

### A4.2 Protecting Paper Title 13 Materials

- Do not leave Title 13 materials unattended. Secure all Title 13 materials in a locked room. If possible, store Title 13 materials in locked desks or cabinets.
- Copy only the Title 13 materials necessary to complete the LUCA review. Do not leave the copy machine unattended while making copies. All copied materials containing Title 13 information must bear the statement:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

### A4.3 Reporting an Incident

If you discover that any Title 13 materials have been viewed by unauthorized persons or are missing from your inventory, you must:

- Contact the Census Bureau through the Census Incident Response Team (CIRT) at (301) 763-3333 within 24 hours. You must provide the following information:
- Jurisdiction Name.
- Date and time of the incident.
- Name of the contact person.
- Phone number of contact person.

- Site address of incident.
- Immediately secure all remaining materials. Prohibit any further access, by anyone, including the LUCA liaison and anyone who signed the Confidentiality Agreement. Census Bureau staff will contact your office within 48 hours with information on how to proceed.

#### **A4.4 On-site Visits**

The Census Bureau may make an on-site visit to review a participant's security procedures. The Census Bureau will strive not to disrupt office operations. A visit may include a review of:

- Storage and handling of Title 13 materials.
- Employee access to Title 13 materials.
- Physical safeguard of stored Title 13 materials.
- IT Systems, including use of passwords.
- Employee awareness of their responsibilities to Title 13 materials.

#### **A4.5 Destruction of Census Bureau Confidential Materials**

After the entire LUCA operation has concluded, **all** Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau's specific guidelines.

The LUCA liaison is required to verify the destruction or return of any Title 13 materials, both paper and digital, including all paper copies, backup files, etc., by signing and returning the *Destruction or Return of Title 13, U.S.C. Materials form*. In addition, anyone who signed the *Confidentiality Agreement* is required to sign this form once their participation in LUCA has ended. Should any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* is unable to sign and date the form, the current liaison must sign and date on their behalf. Only individuals who signed the Confidentiality Agreement are permitted to destroy Title 13 materials:

- Never deposit Title 13 materials in a trash or recycle container, or dispose of information in a landfill before destruction procedures are completed.
- Destruction must prevent recognition or reconstruction of paper or digital Title 13 materials. Use one of the following methods:
  - Shredding or pulping.
  - Chemical decomposition.
  - Pulverizing (such as, hammer mills, choppers, etc.).
  - Burning (facility approved by the Environmental Protection Agency).
  - Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data a minimum of three times using a commercial disk utility program.

- Clearing or sanitizing all print servers and multi-function printing or scanning devices with stored images or print files containing Title 13 data.
- Destroying CDs and DVDs using a shredder or other method suitable for rendering them un-usable.

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**Note:** Hand tearing is an unacceptable method of Title 13 material disposal before destruction.

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See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](#) for further information on acceptable methods for digital media and office equipment sanitization.

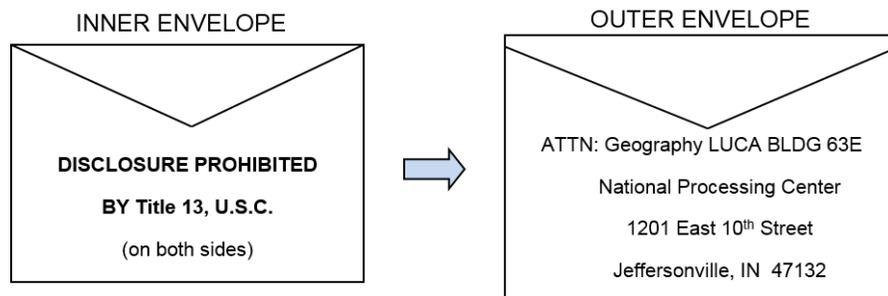
<<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>>

#### A4.6 Returning Census Bureau Title 13 Materials

After the entire LUCA operation has concluded, **all** Title 13 materials must be **destroyed** (preferred method) or **returned** according to the Census Bureau’s specific guidelines. If you decide to return the Title 13 materials rather than destroying them, follow these guidelines:

- Ship the Title 13 materials, double-wrapping them by using an inner and an outer envelope (or container), one within the other. These 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.
- Use the mailing label that was included in the initial mail-out of materials. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- Include with the returned materials, a signed D-2012, *Destruction or Return of Title 13, U.S.C. Materials Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.
- If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service.



**Figure 103. Mailing Envelopes**

# APPENDIX B THE LARGE FORMAT PAPER MAP LEGEND

The map legend describes the various symbols and colors used on the paper maps. The legend is divided into three columns:

1. The Symbol Description column includes the type of features, boundaries, and geography shown on the map.
2. The Symbol column shows the symbols representing the feature in the symbol description.
3. The Name Style column shows an example of the name of a particular feature such as a road, waterway, or geographic area displayed on the map.

## Boundaries

The first group of symbols in the legend refers to different boundary types or geographic area shown on the map. Each type of boundary has a distinct color or symbol.

## Transportation

The second group of symbols represents 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. Also identified are cul-de-sacs and circles. Jeep trails, walkways, stairways, and ferries, represented by distinctive dashed lines, are included in this section.

## Other Features

The third group of symbols represents other feature types such as pipelines and streams and nonvisible boundaries. Streams and shorelines are blue and geographic offset and corridors are speckled red.

## Landmarks

The last group of symbols represents various landmarks on the map such as rivers and lakes, glaciers, airports, cemeteries, golf courses, jails, military installations, parks, and mountain peaks. The area outside of the subject area is speckled gray.

## Footnotes and Notes

The footnote and notes section of the legend provide additional information and details on geographic relationships, boundaries, and symbols.

LEGEND		
SYMBOL DESCRIPTION	SYMBOL	LABEL STYLE
Federal American Indian Reservation	★ ★ ★ ★ ★ ★ ★ ★	L'ANSE RESERVATION (TA 1880)
Off-Reservation Trust Land	★ ★ ★ ★ ★ ★ ★ ★	T1880
American Indian Tribal Subdivision	● ● ● ● ● ● ● ●	SHONTO (620)
Alaska Native Regional Corporation (ANRC)	▼ ▼ ▼ ▼ ▼ ▼ ▼ ▼	NANA ANRC 52120
State (or statistically equivalent entity)	/// /// /// ///	NEW YORK 36
County (or statistically equivalent entity)	■ ■ ■ ■ ■ ■ ■ ■	ERIE 029
Minor Civil Division (MCD) <sup>1</sup>	● ● ● ● ● ● ● ●	Lee town 41460
Consolidated City	● ● ● ● ● ● ● ●	MILFORD 47500
Incorporated Place <sup>2</sup>	○ ○ ○ ○ ○ ○ ○ ○	Davis 18100
Census Designated Place (CDP)	○ ○ ○ ○ ○ ○ ○ ○	Cochiti 16560
Census Tract	— — — — — — — —	0033.07
Census Block <sup>3</sup>	— — — — — — — —	3012

DESCRIPTION	SYMBOL	DESCRIPTION	SYMBOL
Interstate	— — — — — — — —	Water Body	Pleasant Lake ...
U.S. Highway	— — — — — — — —	Swamp or Marsh	Okefenokee Swamp
State Highway	— — — — — — — —	Glacier	Bering Glacier
Other Road	— — — — — — — —	Airport	Orland Airport
Cul-de-sac	— — — — — — — —	College or University	Coll/Univ
Circle	— — — — — — — —	Military	Fort Belvoir
Geographic Offset or Corridor <sup>4</sup>	— — — — — — — —	Prison or Juvenile Detention Center	P/JDC
4WD Trail, Stairway, Alley, Walkway, or Ferry	— — — — — — — —	Cemetery	Powell Cntry
Railroad	— — — — — — — —	Golf Course	Pinehurst GCs
Pipeline or Power Line	— — — — — — — —	National Park or Forest	Yosemite NP
Ridge or Fence	— — — — — — — —	Other Park	StFrancis Park
Property Line or Nonvisible Boundary	— — — — — — — —	Outside Subject Area	
Perennial Stream	— — — — — — — —	Inset Area	A
Intermittent Stream	— — — — — — — —		
Mountain Peak or Hill	▲ Mt. Baker		

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

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

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

2 Incorporated place name color corresponds to the incorporated place fill color.

3 A ' ' following a block number indicates that the block number is repeated elsewhere in the block.

4 Geographic offsets and corridors are displayed directly on the road. Geographic offsets and corridors represent the road right-of-way for both or one side of a road and typically extend thirty feet from the road.

Due to space limitations, some road names, along with other feature and geography names on the map, may not be shown.

Figure 104. Map Legend



## APPENDIX D PHYSICAL LOCATION DESCRIPTION AND STREET TYPE ABBREVIATION EXAMPLES

Table 7: Location and Street Abbreviation Examples

FULL NAME	ABBREVIATIONS
Alternate Route	ALT
Avenue	AVE
Blue	BL
Boulevard	BLVD
Brown	BRN
Boarded Up	BU
Circle	CIR
County Highway	CO Hwy
County Road	CO Rd
Court	CT
Drive	DR
East	E
Four-Wheel Drive Trail	4WD
Freeway	FWY
Green	GR
General Delivery	GEN DEL
Hospital	HOSP
Highway Contract Route	HCR
House	HSE
Interstate	I
Intersection	INT
Lane	LN
North	N
Parkway	PKWY
Post Office Box	PO BOX
Road	RD
Route	RTE
Rural Route	RR
South	S
Star Route	ST RT
State Highway	ST HWY
State Road	ST RD
State Route	ST RTE
Street	ST
Thoroughfare	THFR
Township Highway	TWP HY
Township Road	TWP RD
West	W
White	WHT
Yellow	YLW
With	W/

For additional physical location descriptions and street type abbreviations see [https://pe.usps.com/text/pub28/28apc\\_002.htm](https://pe.usps.com/text/pub28/28apc_002.htm)

## APPENDIX E UNIT DESIGNATION ABBREVIATION

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Table 8: Unit Abbreviation Examples

NAME	ABBREVIATION
Apartment	APT
Basement	BSMT
Bottom	BOTM
Building	BLDG
Downstairs	DOWN
Floor	FLR
Front	FRNT
Interior	INTE
Level	LVL
Lower	LOWR
Middle	MIDL
Mobile Home	MH
Number	#
Penthouse	PH
Room	RM
Right	RGHT
Space	SP
Studio	STUD
Suite	STE
Suites	STES
Trailer	TRLR
Upper	UPPR
Upstairs	UPS

For additional unit designation abbreviations see <[https://pe.usps.com/text/pub28/28apc\\_003.htm](https://pe.usps.com/text/pub28/28apc_003.htm)>.

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# APPENDIX F CONFIDENTIALITY AGREEMENT FORM

FORM D-2005 (4-5-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

	<p><b>CONFIDENTIALITY AGREEMENT FORM</b>  <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>U.S. DEPARTMENT OF COMMERCE          Economics and Statistics Administration          U.S. CENSUS BUREAU</p> <p>Entity ID  <input style="width: 100%;" type="text"/></p> <p>Government Name  <input style="width: 100%;" type="text"/></p>
<b>A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION</b>		
<p>All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.</p> <p>All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's <i>Confidentiality and Security Guidelines</i> for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.</p> <p>By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.</p>		
<b>B. LIAISON INFORMATION</b>		
Liaison's Printed Name <input style="width: 100%;" type="text"/>		Area code Telephone number Ext. <input style="width: 100%;" type="text"/>
Liaison's Signature <input style="width: 100%;" type="text"/>		Date Month Day Year <input style="width: 100%;" type="text"/>
Name of LUCA Liaison's Office, Department, or Agency – <i>(Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print</i> <input style="width: 100%;" type="text"/>		
Address of LUCA Liaison's Office, Department, or Agency – <i>(House number and street name, RR or HC, and box number) – Please print</i> <input style="width: 100%;" type="text"/>		
City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	ZIP Code <input style="width: 100%;" type="text"/>
Email address <input style="width: 100%;" type="text"/>		
<b>C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS</b>		
Printed name <input style="width: 100%;" type="text"/>		Area code Telephone number Ext. <input style="width: 100%;" type="text"/>
Signature <input style="width: 100%;" type="text"/>		Date Month Day Year <input style="width: 100%;" type="text"/>
Address, if different from Liaison – <i>(House number and street name, RR or HC, and box number) – Please print</i> <input style="width: 100%;" type="text"/>		
City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	ZIP Code <input style="width: 100%;" type="text"/>
Email address <input style="width: 100%;" type="text"/>		
Printed name <input style="width: 100%;" type="text"/>		Area code Telephone number Ext. <input style="width: 100%;" type="text"/>
Signature <input style="width: 100%;" type="text"/>		Date Month Day Year <input style="width: 100%;" type="text"/>
Address, if different from Liaison – <i>(House number and street name, RR or HC, and box number) – Please print</i> <input style="width: 100%;" type="text"/>		
City <input style="width: 100%;" type="text"/>	State <input style="width: 100%;" type="text"/>	ZIP Code <input style="width: 100%;" type="text"/>
E-mail address <input style="width: 100%;" type="text"/>		<b>Section C continued on the reverse</b>

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS – Continued**

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA 63-E, National Processing Center, 1201 East 10th St., Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov)

# APPENDIX G INVENTORY FORM FOR THE RETURN OR SUBMISSION OF LUCA MATERIALS

FORM D-2011 (2-1-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <p><b>INVENTORY FORM FOR THE RETURN/ SUBMISSION OF MATERIALS 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p> </div> <div style="text-align: right; font-size: small;"> <p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> </div> </div>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 5px;">Entity ID</td> </tr> <tr> <td style="padding: 5px;">Government Name</td> </tr> </table>	Entity ID	Government Name
Entity ID			
Government Name			
<p>Please use this form to identify only the LUCA materials that you have updated and are returning to the Census Bureau.</p>			
<p><b>A. Paper Address List:</b></p> <p><input type="checkbox"/> Census Bureau Updated Address List      List number of pages <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Address List Add Page      List number of pages <input style="width: 100px;" type="text"/></p>			
<p><b>B. Digital Address List:</b></p> <p><input type="checkbox"/> Census Bureau Updated Address List File – <i>Specify the file name below</i> <input style="width: 600px;" type="text"/></p> <p>Number of updated address records <input style="width: 100px;" type="text"/>      Submission method:    <input type="checkbox"/> SWIM    <input type="checkbox"/> Mail</p>			
<p><b>C. Paper Maps:</b></p> <p>Number of updated map sheets <input style="width: 100px;" type="text"/></p>			
<p><b>D. Shapefiles:</b>    <i>Specify the file name:</i> <input style="width: 300px;" type="text"/></p> <p>Submission method:    <input type="checkbox"/> SWIM    <input type="checkbox"/> Mail</p>			
<p><b>E. Geographic Update Partnership Software (GUPS) zip file:</b></p> <p>Materials updated – <i>Mark (X) all that apply.</i></p> <p><input type="checkbox"/> Census Bureau Address List      <input type="checkbox"/> Shapefiles</p> <p>Submission method:    <input type="checkbox"/> SWIM    <input type="checkbox"/> Mail</p>			

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# APPENDIX H DESTRUCTION OR RETURN OF TITLE 13 MATERIALS FORM

FORM D-2012 (3-8-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

	<p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p><b>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM</b></p> <p><b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>Entity ID</p> <hr/> <p>Government Name</p> <hr/>
---	--	---

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

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

### A. LUCA Liaison Destruction or Return of Title 13 Materials

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

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

Printed Name of the LUCA Liaison

Signature of the LUCA Liaison

Date

Month	Day	Year

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

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

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

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input type="text"/>	<input type="text"/>	<input type="text"/>



**C. Name and Position of Person Completing This Form - (Please Print)**

Name	Telephone Number	Ext.
Position		
Email Address	Date	

Complete this form, return it using the enclosed postage-paid envelope, addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St., Jeffersonville, IN 47132. Rather than mailing, you may scan your completed form and email it to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

FORM D-2001 (12-21-2016)

## APPENDIX J MAF/TIGER FEATURE CLASSIFICATION

Table 9: MAF/TIGER Classification

MTFCC	FEATURE NAME
S1100	Interstate Highway or Primary Road with limited access
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads
S1400	Local Neighborhood Road, Rural Road, City Street
S1500	Vehicular Trail (4WD)
S1630	Ramp
S1640	Service Drive usually along a limited access highway
S1710	Walkway/Pedestrian Trail
S1720	Stairway
S1730	Alley
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)
S1750	Private Driveway
H3010	Stream/River
H3013	Braided Stream
H3020	Canal, Ditch or Aqueduct
R1011	Railroad Feature (Main, Spur, or Yard)
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail
R1052	Cog Rail Line, Incline Rail Line, Tram
P0001	Nonvisible Legal/Statistical Boundary
L4010	Pipeline
L4020	Power Transmission Line
L4110	Fence Line
L4121	Ridge Line
L4031	Aerial Tramway/Ski Lift
K2451	Airport or Airfield
L4140	Property/Parcel Line
L4165	Ferry Crossing

## APPENDIX K SHAPEFILE NAMES

**PVS\_17\_v2\_<layername>\_<SS>.shp**, where <SS> is the number corresponding to the state, for example, “24” and <layername> is the abbreviation for the shapefile layer, describe in detail below.

**Table 10: State Shapefiles Names**

Shapefile Layer	<layername>
American Indian Areas (AIA) – Legal	aial
2010 American Indian Areas (AIA) – Legal	aial2010
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Block Area Group	bag
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Congressional Districts	cd
Census Designated Place	cdp
Counties and Equivalent Areas	county
2010 Counties and Equivalent Areas	county2010
Elementary School Districts	elsd
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Incorporated Places	place
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative District Upper Chambers	sldu
State	state
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Urban Area	uac
Unified School District State-Based	unsd

**PVS\_17\_v2\_<layername>\_<SSCCC>.shp**, where <SSCCC> is the number corresponding to the state and county, for example, “24001” and <layername> is the abbreviation for the shapefile layer, describe in detail below.

**Table 11: County Shapefile Names**

Shapefile Layer	<layername>
American Indian Areas (AIA) – Legal	aial
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Alaska Native Regional Corporations (ANRC)	anrc
Area Landmark	arealm
Block Area Groups	bag
Block Groups	bg
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Census County Division	ccd
Congressional Districts	cd
Census Designated Place	cdp
Consolidated Cities	concity
Counties and Equivalent Areas	county
Census Tracts - Current	ctracts
All Lines	edges
Elementary School Districts	elsd
Hawaiian Home Lands (HHL)	hhl
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Offsets	offset
Incorporated Places	place
Point Landmarks	pointlm
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl

Shapefile Layer	<layername>
State Legislative Districts Upper	sldu
Subbarrios	submcd
Census Blocks - Current	tabblock
2010 Census Blocks	tabblock2010
2010 Traffic Analysis Delineation	tad2010
2010 Traffic Analysis Zones	taz2010
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Census Urban Areas	uac
Urban Growth Area	uga
Hydrography - Area	water
Unified School Districts	unsd
<b>Relationship Tables</b>	
Topological Faces (2-cells with all geocodes)	faces
Topological Faces - Area Landmark Relationship	areafaces
Topological Faces - Area Hydrography Relationship	hydrofaces
Address Ranges	addr
Linear Feature Names - Fielded	allnames

## APPENDIX L SHAPEFILE LAYOUTS

Table 12: Edges Shapefile (PVS\_17\_v2\_edges)

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
TLID	10	Double	Permanent edge ID
TFIDL	10	Double	Permanent face ID (left)
TFIDR	10	Double	Permanent face ID (right)
MTFCC	5	String	MAF/TIGER Feature Class Code
FIDELITY	1	String	Indication to a respondent when their entity boundary has changed through spatial enhancement
FULLNAME	40	String	Decoded feature name with abbreviated qualifier, direction, and feature type
SMID	22	String	Spatial Theta ID
SMIDTYPE	1	String	SMIDTYPE code
BBSPFLG	1	String	Redistricting data project participant's submitted request of an EDGE for selection as a block boundary
CBBFLG	1	String	Indicates the status of an EDGE for a selection as a block boundary
BBSP_2020	1	String	New BBSP flag
CHNG_TYPE	4	String	Type of linear feature update
JUSTIFY	150	String	Justification of change
LTOADD	10	String	Left To address
RTOADD	10	String	Right To address
LFROMADD	10	String	Left From address
RFROMADD	10	String	Right From address
ZIPL	5	String	Left zip code
ZIPR	5	String	Right zip code
EXTTYP	1	Char	Extension type
MTUPDATE	10	Date	Date of last update to the edge

**Table 13: Address Ranges Attribute File (PVS\_17\_v2\_addr)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
OID	8	STRING	Object ID
TLID	22	INTEGER	TIGER Line ID
STATEFP	2	STRING	FIPS State Code
COUNTYFP	3	STRING	FIPS County Code
FROMHN	12	STRING	From House Number
TOHN	12	STRING	To House Number
SIDE	1	STRING	Side Indicator Flag
ZIP	5	STRING	5-digit ZIP Code
PLUS4	4	STRING	ZIP+4 Code
LFROMADD	10	STRING	Left From Address
LTOADD	10	STRING	Left To Address
RFROMADD	10	STRING	Right From Address
RTOADD	10	STRING	Right To Address
ZIPL	5	STRING	Left 5-digit ZIP Code
ZIPR	5	STRING	Right 5-digit ZIP Code
ZIP4L	4	STRING	Left ZIP+4 Code
ZIP4R	4	STRING	Right ZIP+4 Code

**Table 14: Census Block Shapefile (PVS\_17\_v2\_tabblock)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
BLKSZIND	1	STRING	Block Size Indicator
BLOCK	4	STRING	Block Number
BLOCKCE	4	STRING	Tabulation Block Number
BLOCKID	15	STRING	FIPS State Code, FIPS County Code, Census Tract Code, Block Number
COUNTYFP	3	STRING	Census County FIPS code
COUNTYFP10	3	STRING	FIPS County Code
FID	10	INTEGER	Permanent Face ID
NCELIGBLE	1	STRING	New Construction Program eligible
PARTFLG	1	STRING	Part Flag Indicator
SHAPE	7	STRING	Type of shape
STATEFP	2	STRING	Census state FIPS code
STATEFP10	2	STRING	FIPS State Code
SUFFIX1CE	2	STRING	Census Block Suffix 1
SUFFIX2CE	2	STRING	Census Block Suffix 2
TRACTCE10	6	STRING	Census tract code

**Table 15: Census Tract Shapefile (PVS\_17\_v2\_curtracts)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
CHNG_TYPE	2	STRING	Type of area update
COUNTYFP	3	STRING	FIPS County Code
EFF_DATE	8	STRING	Effective Date or Vintage
FID	10	INTEGER	Permanent Face ID
JUSTIFY	150	CHAR	Justification
NAME	100	STRING	Name
NEW_CODE	2	STRING	New Congressional District Code
RELATE	120	STRING	Relationship Description
SHAPE	7	STRING	Type of shape
STATEFP	2	STRING	FIPS State Code
TRACTCE	6	STRING	Census Tract Code
TRACTID	11	STRING	FIPS State Code, FIPS County Code, Census Tract Code
TRACTLABEL	7	STRING	Tract number used for LUCA geocoding
TRACTTYP	1	STRING	Tract Characteristic Flag
VINTAGE	2	STRING	Vintage updated with returned data

**Table 16: American Indian Areas Shapefile (PVS\_17\_v2\_aial)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
AIANNHCE	4	String	Census AIANNH Code
AIANNHFSR	1	String	Flag Indicating Level of Recognition of an AIA
AIANNHNS	8	String	ANSI numeric identifier for AIA areas
AREA	10	Double	Acreage of Area Update
AUTHTYPE	1	String	Authorization Type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
CHNG_TYPE	2	String	Type of Area Update
CLASSFP	2	String	FIPS 55 Class Code Describing an Entity
COMPTYP	1	String	Indicates if Reservation, Trust Land, or both are Present
COUNTYFP	3	String	FIPS County Code
DOCU	120	String	Supporting Documentation
EFF_DATE	8	Date	Effective Date
FID	10	INTEGER	PERMANENT FACE ID
FORM_ID	4	String	(MTPS and Web BAS Only)
FUNCSTAT	1	String	Functional Status
JUSTIFY	150	Char	Justification
LSAD	2	String	Legal / Statistical Area Description
NAME	100	String	AIA name
NAMELSAD	100	String	Name with Translated LSAD
PARTFLG	1	String	Part Flag Indicator
RELATE	120	String	Relationship description
Shape	7	STRING	TYPE OF SHAPE
STATEFP	2	String	FIPS State Code
VINTAGE	2	String	Vintage of the Data

**Table 17: County and Equivalent Areas Shapefile (PVS\_17\_v2\_county)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
COUNTYNS	8	String	ANSI feature code for the county or equivalent feature
NAMELSAD	100	String	Name with translated LSAD code
LSAD	2	String	Legal/Statistical Area Description code
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing an entity
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data

**Table 18: County Subdivisions Shapefile (PVS\_17\_v2\_mcd)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
COUSUBFP	5	String	FIPS 55 county subdivision code
NAMELSAD	100	String	Name with translated LSAD
COUSUBNS	8	String	ANSI feature code for the county subdivision
LSAD	2	String	Legal/Statistical Area Description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing an entity
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data

**Table 19: Incorporated Place Shapefile (PVS\_17\_v2\_place)**

ATTRIBUTE FIELD	LENGTH	TYPE	DESCRIPTION
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
PLACEFP	5	String	FIPS 55 place code
NAMELSAD	100	String	Name with translated LSAD
PLACENS	8	String	ANSI feature code for the place
LSAD	2	String	Legal / Statistical Area Description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing and entity
PARTFLG	1	String	Indicates if only part of a feature is represented
CHNG_TYPE	2	String	Type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Area of update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage of the data

## APPENDIX M GLOSSARY

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

**Address Count List**—Identifies the number of housing unit addresses and group quarters addresses on the Census Address List for each census block within a jurisdiction.

**Address range**—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 numbers and the other side has odd address numbers.

**Block to Map Sheet Relationship List**—A list identifying census block numbers and the Census Bureau large format map(s) on which each block is located.

**Boundary**—A line, on a map, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, or state. A boundary marks the limits of an area.

**Census Address List**—The Census Address List, extracted from the Master Address File (MAF) for review and update during 2020 LUCA, contains all the residential addresses (city style and non-city style) known to the Census Bureau for your government. It also contains census geographic codes (state, county, census tract, census block) that indicate the location of each address. Many addresses also contain latitude and longitude coordinates depicting the address location.

**Census block**—A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within census tracts and are uniquely numbered within census tracts.

**Census block number**—Census block numbers are a 4-digit number plus up to two alpha character suffix, if applicable, e.g. 3001A or 2002AA. Suffixes, boundary changes as well as added features within the given block that split the original block.

**Census Bureau**—An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

**Census Bureau map**—Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

**Census tract**—A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

**Census tract number**—Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers are a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00.

**City style address**—The Census Bureau’s definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

**Confidentiality**—The guarantee made by law (Title 13, United States Code) to individuals who provide information about themselves or their business to the Census Bureau. This item refers to the Census Bureau’s promise of nondisclosure of that information to others.

**County**—The primary legal division of most states. Most are governmental units with powers defined by state law.

**Edges shapefile**—All linear features in the MAF/TIGER database are contained in the edges shapefile.

**Enumeration at Transitory Locations (ETL) operation**—Provides coverage for locations where people live in non-traditional housing that is transient or movable in nature. Most census questionnaires are mailed, or hand-delivered by census personnel, to known addresses in the Census Master Address File (MAF). However, due to changes in society, some people no longer maintain a traditional residence (house, apartment, condo, etc.), and have decided to live in boats, motorized recreational vehicles (RVs), trailers that are pulled by car or trucks, or any other type of housing that is movable or mobile, including tents. For operational purposes, we refer to these as ‘portable housing units.’

The type of Transitory Locations (TLs) that are included in the ETL are:

1. Recreational (RV) parks.
2. Marinas.
3. Campgrounds.

**Feature**—Any part of the landscape, whether natural (such as, a stream or ridge) or man-made (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.

**Federal Information Processing Series (FIPS)**—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

**Geocodes**—Codes that place an individual address in its correct geographic location, which, in census terms, includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

**Geographic Information System (GIS)**—A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth—information that previously was available only on paper maps.

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

**Governmental unit (GU)**—A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

**Group quarters (GQ)**—A place where people live or stay normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People that live in a group quarters are usually not related. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness.

**Highest elected official (HEO)**—The person most responsible for the governmental activities of a local government. This person receives the LUCA invitation letter, and must designate a LUCA liaison, to participate in the 2020 LUCA Operation.

**Housing unit (HU)**—A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters 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 quarters without going through another living quarters, such as from outside the building or through a common hall.

**Living quarters**—Any site where people live, stay, or could live. Living quarters are classified as housing units or group quarters. They are usually found in structures intended for residential use, but also may be found in structures intended for nonresidential use as well as tents, vans, shelters for people without housing, dormitories, barracks, and so forth, or they might not even be associated with a structure at all.

**LUCA liaison**—A person appointed by the highest elected official (HEO) of each jurisdiction to review the Census Address List and maps against local records to identify differences. This person is also known as the program primary liaison or designated liaison.

**MAF/TIGER Database**—The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

**Master Address File (MAF)**—The Census Bureau's nationwide database of all addresses and physical/location descriptions known to the Census Bureau used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau's Geography Division regularly updates the MAF/TIGER Database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

**Metadata**—Describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

**Minor civil division (MCD)**—A type of governmental unit that is the primary governmental or administrative subdivision of a county in many states. MCDs are

identified by a variety of terms, such as town (in 8 states), township, and/or district, and include both functioning and nonfunctioning governmental entities.

**Non-city style address**—An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Occupied housing unit**—A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

**Place**—A concentration of population either legally bound as an incorporated place or identified by the Census Bureau as a census designated place.

**Regional Office**—One of six permanent Census Bureau offices distributed across the nation. Regional offices are responsible for the Census Bureau's field operations.

**Shapefile**—Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Environmental Systems Research Institute (Esri) shapefile format.

**Street segment**—The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city style addresses.

**Structure Point (map spot)**—A dot on a Census Bureau map, used to show the location of one or more living quarters. A maximum of 4-digits plus one alpha character is assigned within a census block to each structure point. Structure points are stored in the TIGER database and are protected by Title 13 U.S.C.

**Topologically Integrated Geographic Encoding and Referencing (TIGER)**—The Census Bureau's digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

**Transitory locations (TL)**—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.

**Vacant housing unit**—A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if

construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if they are open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.

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**ADDRESS LIST ADD PAGE**  
**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES  
Name of Preparer: \_\_\_\_\_  
(Print Name)  
Date Completed: \_\_\_\_\_  
(MM/DD/YYYY)

Add Page For: \_\_\_\_\_ (Entity Name)

Entity ID Code: \_\_\_\_\_ (copy from Address List Page)

1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both				
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number								
					(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number	(4g) Mailing ZIP Code



