

2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide

Instructions for Geographic Update Partnership Software (GUPS) Participants



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BACKGROUND

A. General Information

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/programs-surveys/decennial-census/about/luca/act-1994.html>> for more information.

In accordance with the law, the LUCA Feedback Phase provides participating governments with detailed feedback materials that document which local address updates the Census Bureau processed. LUCA participants may dispute the processing results of certain addresses, only if those addresses meet certain eligibility criteria. Participants must file their Appeal within 45 calendar days after the receipt of the feedback materials. Appeals filed after the deadline will be denied. Filing an Appeal is optional and is not a requirement of LUCA.

IMPORTANT: The final *Federal Register* notice is included with the feedback materials and is available on the LUCA website, <<https://www.census.gov/programs-surveys/decennial-census/about/luca.html>>, for participants to consult before beginning their review.

B. Census Bureau Processing of LUCA submissions

The Census Bureau reviewed all addresses submitted by LUCA participants during the LUCA Review Phase and processed those meeting the defined criteria. In addition, the Census Bureau made necessary corrections and updates to the census maps from the LUCA Review Phase submissions.

C. Confidentiality and Security

All of the requirements and guidelines for protecting the Census Bureau’s confidential Title 13, United States Code (U.S.C.) materials followed for the LUCA Review Phase are applicable to the LUCA Feedback Phase materials.¹ All participants are required to sign a Confidentiality Agreement Form in accordance with Title 13, U.S.C. to maintain the confidentiality of the census address information they received from the Census Bureau for review. Participants are required to have the means to secure the Census Address List containing Title 13 information.

Persons who signed the *D-2005 – Confidentiality Agreement Form* for the LUCA Review Phase are not required to sign the form again. However, anyone who will review or have access to the confidential Title 13 feedback materials and has not already signed the form must read and agree to abide by the *Confidentiality and Security Guidelines*, included as [Appendix A](#), and must sign the *Confidentiality Agreement Form* before reviewing the materials. A blank *D-2005 –*

¹ Title 13, U.S.C provides for the confidential treatment of census-related information, including individual addresses and map spots. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by the *Confidentiality and Security Guidelines*. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

Confidentiality Agreement Form is included in this respondent guide as **Appendix B**. This form is also available on the LUCA website at <<https://www.census.gov/programs-surveys/decennial-census/about/luca.html>>.

The *Detailed Feedback Address List* is the Title 13 protected material included in the feedback materials that requires a password to decrypt and open. This case-sensitive password, different from the password used during the Review Phase, arrives separately and prior to receiving the feedback materials. Keep the password letter (*D-2280*) secure for use in opening the materials as discussed in **Section 1.5** and preparing any Appeals materials for submission as discussed in **Section 3.4.1**.

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 Census LUCA operation, the LUCA liaison must verify the destruction (preferred) or return to the Census Bureau all Title 13 materials and copies by signing and returning the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form*. A blank form is included as **Appendix C** and is available online at the LUCA website at <<https://www.census.gov/programs-surveys/decennial-census/about/luca.html>>. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at GEO.2020.LUCA@census.gov.

D. Entity Identification Codes

All local government entity codes, also known as the “EntityID,” appearing in the feedback materials have a two-letter code identifying the type of entity. County, place, and minor civil division codes include the state 2-digit Federal Information Processing Series (FIPS) numeric code. Minor civil divisions also include the county 3-digit FIPS numeric code. See **Table 1** for information regarding the entity identification codes.

Table 1: Entity Identification Codes

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

Below are four examples showing the “EntityID” for local government entities.

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

Tribal government entity codes contain a unique 12-character alphanumeric identification code assigned by the Census Bureau that identifies the tribe and its associated geographic area. An

example of a 12-character tribal identification code, TR0013TA0185, where **TR0013** is the 6-character tribal code that represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation and **TA0185** is the 6-character tribal geographic area code that represents Benton Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Paiute Tribe. This 12-character code is the “EntityID” for tribal governments.

E. Respondent Guide Organization

GUPS is a customized geographic information system (GIS) provided by the Census Bureau. Based on an open-source platform known as QGIS, GUPS is an easy-to-use software designed to meet the needs of LUCA Feedback participants without extensive GIS experience. It replaces the MAF/TIGER Partnership Software (MTPS) from 2010 LUCA. For more information on QGIS, refer to <https://www.qgis.org/en/site>.

Use this respondent guide, the *D-2233*, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Instructions for Using the Geographic Update Partnership Software (D-2033)* as well as the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants (D-2232)*. The respondent guides do not repeat all of the information between the phases (Review and Feedback).

[Hyperlinks](#) appear as underlined, light blue text. Cross-reference links to other sections within the document appear as **bold blue text**.

IMPORTANT: GUPS continues to evolve through updates and revisions. As a result, some discrepancies between the appearance of individual screens or buttons in this guide may differ from the actual software received with the feedback materials. Other variations in color or styles may also exist.

F. Training and Support

There are no workshops scheduled for the Feedback Phase; however, the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html> offers information regarding the use of GUPS as well as other information that may assist with reviewing the feedback materials. In addition, the Census Bureau’s LUCA Help Desk can assist with feedback related questions. The 2020 Census LUCA Appeals Office, established as a separate, temporary federal entity by the Office of Management and Budget (OMB), handles the Appeals process and all Appeal-related questions.

Contact the LUCA Help Desk, toll-free, at (844) 344-0169 or email them at GEO.2020.LUCA@census.gov. Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the aforementioned LUCA website.

CHAPTER 1 INTRODUCING THE 2020 CENSUS LUCA FEEDBACK AND APPEALS MATERIALS AND GUPS

This chapter provides introductory information on the materials participants receive as part of the LUCA Feedback Phase. It discusses how to get started with the GUPS by providing the system and hardware requirements, walking the participant through the installation process, and opening GUPS to start a new project. The Census Bureau strongly encourages participants to reference both the LUCA Review Phase and LUCA Feedback Phase respondent guide materials while working with the GUPS during the LUCA Feedback Phase.

IMPORTANT: The Census Bureau continues to revise and update GUPS to enhance the participant's experience during the LUCA Feedback Phase. As a result, some discrepancies between the individual screens used in the examples within this respondent guide and the actual GUPS software may occur. Variation could exist in the colors used for the symbology within GUPS and as well as the graphics that appear on the buttons (e.g. icons).

1.1 Feedback Materials

The Census Bureau will provide LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau will provide LUCA Feedback Phase materials for jurisdictions that submitted address updates after reviewing and applying each properly formatted address update to the Census Address List and adding any new addresses not already included. The Census Bureau will verify the participant suggested address updates (additions, corrections, deletions, etc.) to ensure that all address updates and additions exist and that they are in the correct census block. Participants that reviewed the Census Address List, agreed with its contents during the LUCA Review Phase, and asked to receive feedback also receive LUCA Feedback Phase materials.

The Census Bureau provides feedback materials according to the final format that the participant selected for the LUCA Review Phase. For digital address list participants and GUPS participants, the feedback materials include:²

- *Feedback Address Update Summary Report* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List* — shows all processed (i.e., properly formatted) address record updates submitted by the participant and a feedback processing code identifying a specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on and deleted from the original Census Address List by another LUCA participant or other census operation.

² For participants that either told us “no changes” on the D-2079 or D-2084 and had no records deleted by other LUCA participants or other census operations or for those that submitted a file that could not be processed and had no records deleted by other LUCA participants or other census operations, there are no addresses to review or appeal. These participants receive a paper insert, the D-2282, that notifies them their *Detailed Feedback Address List* will be blank and explains why. A corresponding portable document format (PDF) file, 2020LUCA_FB_insert.pdf, will be present on their DVD(s).

- *Feedback Address Count List* — contains the number of residential housing unit (HU) and group quarters (GQ) addresses on the LUCA Review Phase Census Address List and the current number of HU and GQ residential addresses for each Census block within the participant’s jurisdiction.
- *Feedback Maps* — may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations.
 - *Shapefiles* — created from the Master Address File (MAF)/Topologically Integrated Geographic Encoding and Referencing (TIGER) System (MAF/TIGER) for participants that selected Geographic Update Partnership Software (GUPS). These are also known as TIGER Partnership shapefiles.
- *Reference/instructional materials* — include the Feedback Respondent Guide(s), Quick Start Guide(s), Feedback Address Update Summary Report, various forms, and readme file(s). For GUPS participants, the various materials are included in digital format on DVD and on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. In addition to being included in digital format on the DVD, the Feedback Address Update Summary Report and the Quick Start Guides are included as hard copies.

1.2 Getting Started

This section includes information needed to use the GUPS. It offers a description of the system and hardware requirements to use the GUPS application and gives specific instructions for how to install GUPS using the GUPS Software Installation DVD.

The LUCA Feedback Phase materials package for GUPS participants includes three discs: a GUPS software installation disc and two data discs. The “GUPS Software Installation Disc” DVD prompts participants, through an installation wizard, to install the software and load the feedback materials.

Note: The Census Bureau updated GUPS since the completion of the LUCA Review Phase. Participants utilizing GUPS for the LUCA Feedback Phase must install the updated version during the LUCA Feedback Phase.

Before beginning the installation, use [Table 2](#) below to check the local computer to verify that it has the capabilities needed to run GUPS. GUPS will prompt participants to insert the data discs in a specific sequence. For participants without access to a CD/DVD drive, please contact the LUCA Help Desk at (844) 344-0169 for assistance with GUPS installation.

The “Non-Title 13 Data Disc” DVD contains the supplemental materials in the root directory and the shapefiles and Feedback Address Count List in the “**shape**” folder.

- The root directory contains:
 - **FB_Readmefirst6.txt** – this provides detailed explanations of folders and files on both DVDs.
 - **2020LUCA_<EntityID>_FB_summary_report.pdf** – this is a portable document file (PDF) version of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_respondent_guide.pdf** – this is the portable document file (PDF) version of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants*.

- **2020LUCA_FB_gups_respondent_guide.pdf** – this is the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Geographic Update Partnership Software (GUPS) Participants*.
- **2020LUCA_FB_quick_start_digital.pdf** – this is the *2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
- **2020LUCA_FB_quick_start_gups.pdf** – this is the *2020 Census LUCA Feedback GUPS Quick Start Guide*. It includes high-level information regarding the use of the files included on the DVDs. It serves as a quick summary for getting started with the GUPS software.
- **<EntityID>_D2005_Confidentiality.pdf** – this is the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
- **<EntityID>_D2012_Destruction.pdf** – this is the *Destruction or Return of Title 13 Materials Form (D-2012)* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.
- The “**shape**” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK2of2.exe.**
 - GUPS extracts the shapefiles and the *Feedback Address Count List* from this .exe file.

IMPORTANT: Refer to the 2020 Census LUCA Feedback GUPS Quick Start Guide (D-2242) for software installation and the initial setup for the review of LUCA Feedback Phase materials.

The “Title 13 Data Disc” DVD contains the Census Bureau’s Title 13 Detailed Feedback Address List in the “**shape**” folder.

- The “**shape**” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe.**
 - When prompted within GUPS, use the password provided separately from materials to open this zipped, encrypted file.

1.3 System and Hardware Requirements

Participants can use GUPS on a desktop PC or a network environment. [Table 2](#) lists the hardware and software requirements to install and run GUPS. Also included are the software requirements to submit files through the SWIM website.

Table 2: GUPS Hardware and Software Requirements

Hardware	Operating System	Browser
<p>Free Disk Space Needed to Run GUPS: 3.3 GB</p> <p>Disk Space Needed to Store Shapefiles: Shapefile sizes vary. To view the size of the shapefiles, select a file/ folder, right-click, and choose Properties in the drop-down menu. The Files Properties box opens and displays the file/folder sizes. Select multiple files/ folders in the list to view their properties via the same method.</p> <p>RAM: 4 GB minimum; 8GB or more recommended for optimal performance</p>	<p>Microsoft®: To run GUPS, participants need one of the following Windows® operating systems:</p> <ul style="list-style-type: none"> • Windows 7® • Windows 8® • Windows 10® <p>Apple®: Mac OS X® users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp®, which comes pre-installed on all Mac computers. See instructions for using Boot Camp at: https://www.apple.com/support/bootcamp/getstarted/</p> <p>Important: Boot Camp requires a restart of the computer to set up the bridge. Be sure to print the instructions provided at the URL above before installing Boot Camp.</p>	<p>Browsers supported by SWIM: Internet Explorer® Google Chrome® Mozilla Firefox® Apple Safari®</p> <p>Note: SWIM supports the two most recent version of each of these major browsers.</p>

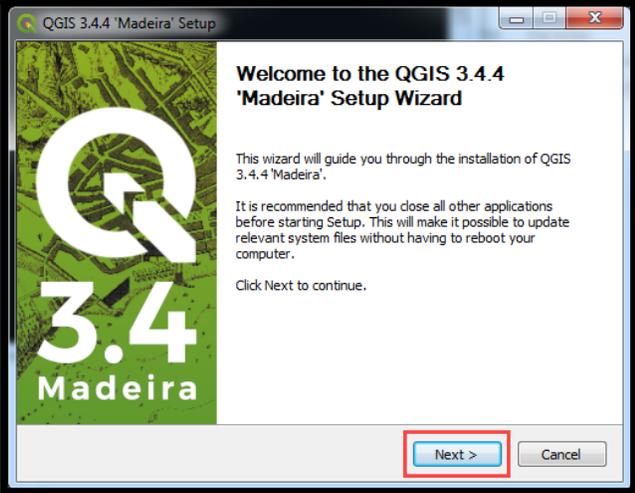
Note: Depending on the Windows OS version, the GUPS dialog boxes may have a different appearance than the screenshots contained in the respondent guide, however, the content is the same.

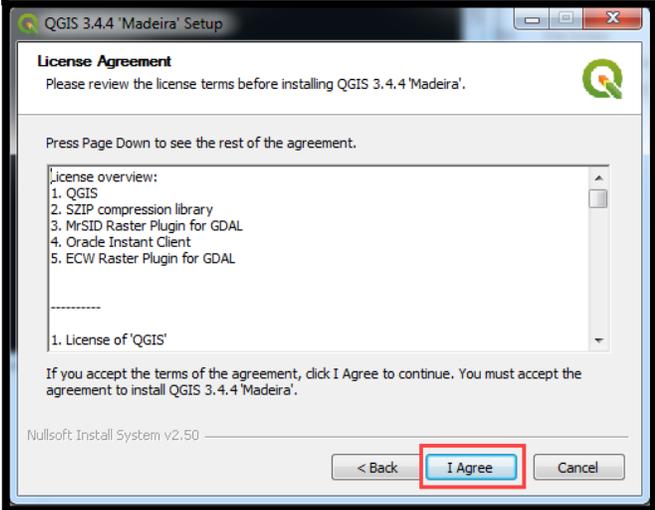
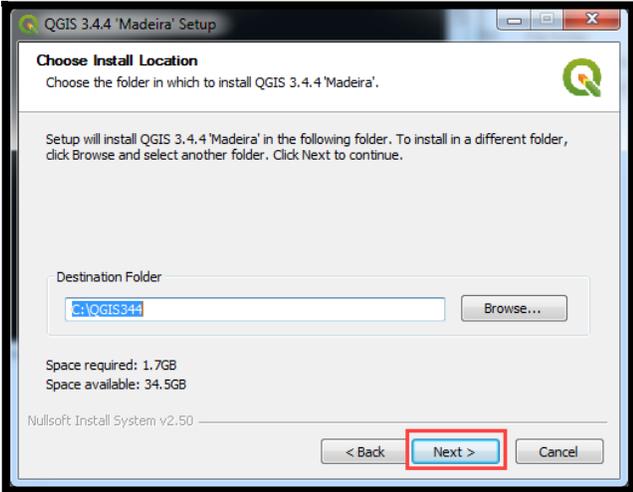
1.4 GUPS Installation and Help

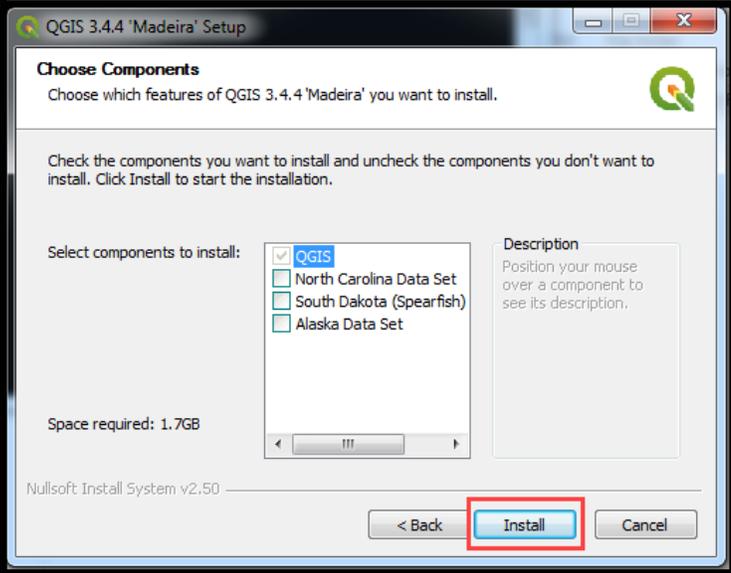
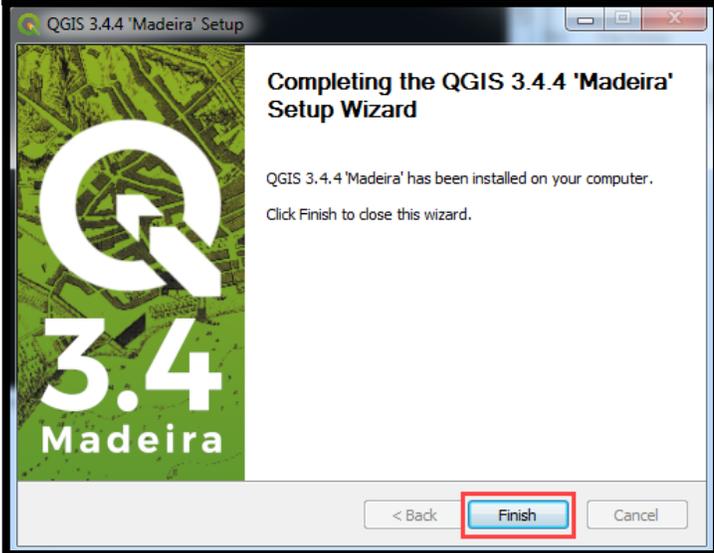
Participants with previous versions of GUPS installed on their computer for use with other Census Bureau programs must install this updated version for use in the LUCA Feedback Phase. Please update the GUPS by using the “GUPS Software Installer Disc” DVD provided with the LUCA Feedback Phase materials. To complete the installation of the current version, follow the steps in [Table 3](#). Refer to [Appendix A](#) for information on computer and password requirements while using GUPS and Title 13 confidential data.

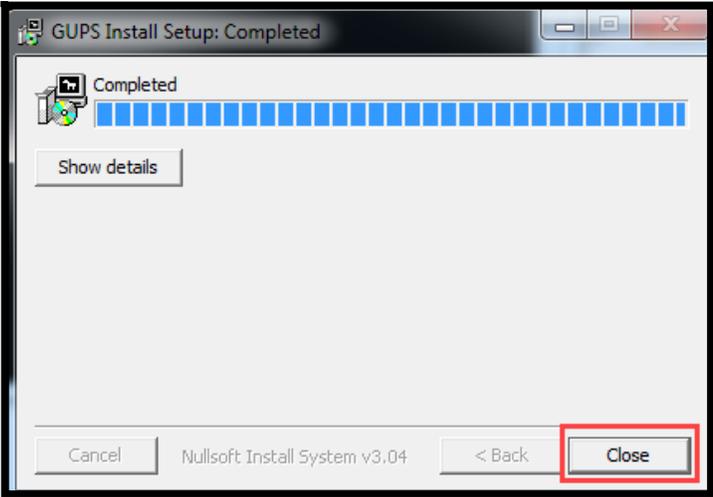
For supplemental information on functions within GUPS that are specific to QGIS, refer to the QGIS manual located at https://docs.qgis.org/3.4/en/docs/user_manual/index.html. The QGIS manual offers helpful information on several actions not described in this guide, including working with user-provided data layers and creating customized coordinate systems. For questions concerning technical matters with the GUPS application, please call the LUCA Help Desk at (844) 344-0169 or email GEO.2020.LUCA@census.gov.

Table 3: Installation of the GUPS Application

Step	Action and Result
Step 1	Place the GUPS software installer DVD into the local computer’s CD/DVD drive. Depending on the version of Windows, a Windows protected your PC pop-up box may appear. To continue, click “More info,” then select “Run anyway.”
Step 2	Other computers may show a pop-up window that asks, “Do you want to run this file?” , “Do you want to allow the following program from an unknown publisher to make changes to this computer?” , or a similar query, click ‘Run,’ ‘Yes,’ ‘Allow,’ or an option that allows you to proceed with installation. <i>The software should begin to run automatically.</i>
	Be aware some participants may experience issues with installation because of administrative rights and privileges on their local computer systems. Work with the local Information Technology (IT) support staff to understand the settings that prevent the installation of external software prior to contacting the Census Bureau for assistance.
Step 3	If the software does not run automatically, open Windows Explorer, navigate to the CD/DVD drive, and double-click on the file named SETUP-10.0.x-x.bat . The name of this file may vary slightly, but it will be the only setup .bat file available. If the software still does not run properly, contact your local System Administrator for assistance first before contacting the Census Bureau’s LUCA Help Desk, as many problems with installation of GUPS involve local hardware security permissions.
Step 4	<p>When the installer opens, <i>the Welcome to the QGIS 3.4.4 ‘Madeira’ Setup Wizard screen appears.</i></p>  <p>Before proceeding, close all other open programs or applications. Once other programs and applications are closed, click the Next button.</p>

Step	Action and Result
<p>Step 5</p>	<p><i>The License Agreement screen appears.</i></p>  <p>Read the License Agreement and click the I Agree button to continue.</p>
<p>Step 6</p>	<p><i>The Choose Install Location screen opens.</i></p>  <p>The Browse button on this screen allows participants to browse the local computer for an installation location. The Census Bureau recommends the installation of the GUPS application to the default location: (C:\QGIS344) to prevent installation errors or issues. To begin the installation, click the Next button.</p>

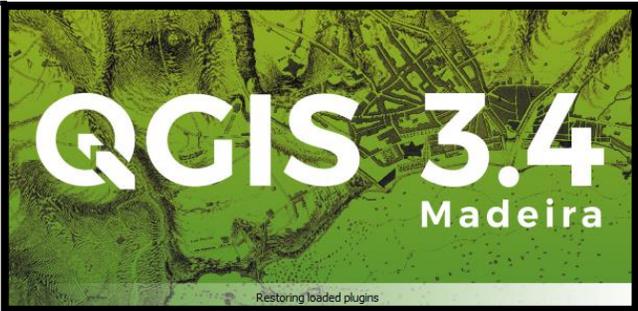
Step	Action and Result
<p>Step 7</p>	<p><i>The Choose Components screen opens.</i></p>  <p><input checked="" type="checkbox"/> QGIS <input type="checkbox"/> North Carolina Data Set <input type="checkbox"/> South Dakota (Spearfish) <input type="checkbox"/> Alaska Data Set</p> <p>Space required: 1.7GB</p> <p>Nullsoft Install System v2.50</p> <p>< Back Install Cancel</p> <p><i>'QGIS' in the Select components to install field is grayed out since it is the default. Participants do not need to select it, click the Install button to continue.</i></p>
	<p>To review a previous screen or reread the license agreement, click the Back button (each screen contains this button). <i>This returns participants to the previous screen.</i></p>
<p>Step 8</p>	<p>The software takes approximately five to 10 minutes to install. When it finishes installation, <i>the Completing the QGIS 3.4.4 'Madeira' Setup Wizard screen opens.</i> Click the Finish button.</p>  <p>Completing the QGIS 3.4.4 'Madeira' Setup Wizard</p> <p>QGIS 3.4.4 'Madeira' has been installed on your computer.</p> <p>Click Finish to close this wizard.</p> <p>< Back Finish Cancel</p>

Step	Action and Result
<p>Step 9</p>	<p>To complete the installation, click the Close button at the bottom of the GUPS Install Setup: Completed Setup Wizard screen. Once the application installs, <i>QGIS</i> will be added to the <i>All Programs Start Menu</i> list.</p> 
	<p>The installer software includes additional open source software packages. Although included, LUCA Feedback does not use these packages.</p>

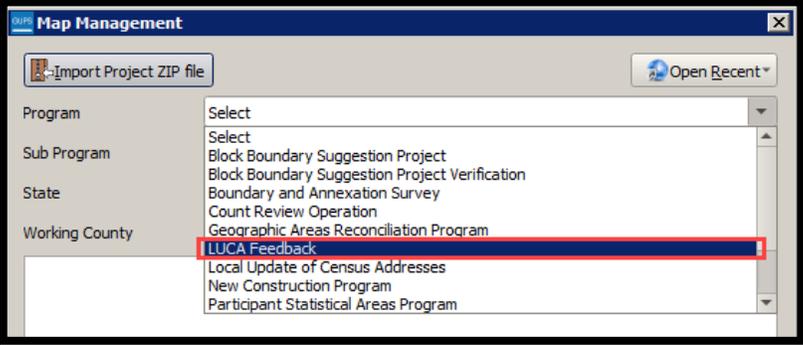
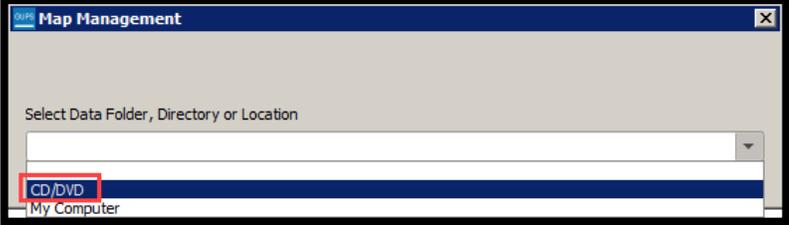
1.5 How to Open GUPS and Start a New Project

To open the GUPS application and begin the LUCA Feedback Phase review, follow the steps in [Table 4](#) below. Before beginning, note that if you feel comfortable with the system, but you do not want to make all your changes in one session, save your changes then close the system. When you open GUPS later, it will allow you to reopen the project and continue working.

Table 4: Open GUPS and Start a New Project

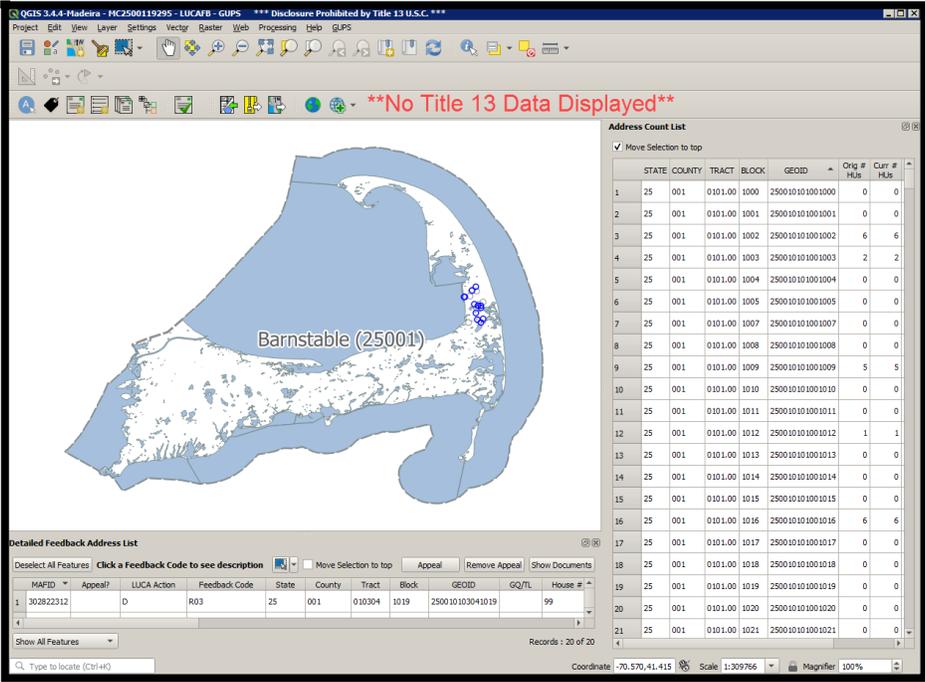
Step	Action and Result
<p>Step 1</p>	<p>Double-click the QGIS Desktop icon on the desktop or navigate to QGIS from the Start Menu, All Programs choice and select QGIS Desktop 3.4.4. <i>The QGIS splash screen appears.</i> (Note: QGIS provided the open-source platform for building GUPS).</p> 

Step	Action and Result
<p>Step 2</p>	<p>Wait until the application loads. (An older computer may require a few minutes). When the GUPS application has successfully loaded, <i>the GUPS main page opens, and the QGIS Tips! box appears.</i></p> <div data-bbox="509 306 1256 804" data-label="Image"> </div> <p>Note: Since the QGIS provided the open-source platform for building GUPS, you may see references to QGIS in several locations within the GUPS application.</p>
	<p>To view QGIS system tips, click the Next button to read the first tip. Use the Previous and Next buttons to navigate within tips. To skip the tips, click the checkbox in the bottom left-hand corner that states, <i>“I’ve had enough tips, don’t show this on start up any more!”</i></p>
<p>Step 3</p>	<p>To begin a GUPS project, close the QGIS Tips! box by clicking the OK button. <i>The box closes and the Map Management dialog box opens, as shown below.</i></p> <div data-bbox="570 1146 1192 1619" data-label="Image"> </div>

Step	Action and Result
<p>Step 4</p>	<p>In the Map Management dialog box, use the drop-down menu next to the Program field to select the program, 'LUCA Feedback. <i>'LUCA Feedback' populates the field.</i> (Alternatively, if reopening a previously started project, select the Open Recent drop-down. From there, select any previously started project).</p> 
<p>Step 5</p>	<p>After selecting the Program, the Select Data Folder, Directory or Location box opens. Select CD/DVD from the drop-down menu.</p>  <p>After selecting CD/DVD, GUPS prompts participant to insert a CD/DVD. First insert the Title 13 Data Disc that contains the <i>Detailed Feedback Address List</i> (extracts and decrypts the DISK1of2.exe).</p> 

Step	Action and Result
<p>Step 6</p>	<p>After inserting the Title 13 Data Disc and selecting the OK button, <i>GUPS prompts for the encryption key</i>, distributed in the <i>D-2280-Password letter</i> separate from the LUCA Feedback Phase materials.</p> <div data-bbox="500 338 1268 831" data-label="Image"> </div> <p>After inputting the encryption key and selecting the OK button, <i>GUPS prompts to insert the next DVD</i>, the Non-Title 13 Data Disc (DISK2of2), that contains the <i>Feedback Address Count List</i> and shapefiles for your jurisdiction. Select the OK button after inserting the DVD. If the data does not load, check the local computer to determine if it has enough hard drive/disk space. Participants need at least 3.3 GB free on the local hard drive during the installation to house the software itself along with the address data and shapefiles.</p> <p>REMINDER: Title 13, U.S.C. protects the address data in the <i>Detailed Feedback Address List</i>.</p>

Step	Action and Result
<p>Step 7</p>	<p>Once the Non-Title 13 Data Disc (DISK2of2) data has loaded, <i>the Entity Type, Entity Name, and any counties associated with your jurisdiction display in the Map Management window.</i> The examples below show an MCD and Place participant.</p> <div data-bbox="483 338 1281 894" data-label="Image"> </div> <div data-bbox="483 915 1281 1465" data-label="Image"> </div> <p>Check the box next to the county/counties to start reviewing, and select the Open button.</p>
	<p>If your entity is in multiple counties, it may be helpful to perform your review of each county individually to enhance performance.</p>

Step	Action and Result																																																																																																																																																																																																						
<p>Step 8</p>	<p>The Map View, <i>Detailed Feedback Address List</i>, and <i>Feedback Address Count List</i> display on screen.</p>  <p>The screenshot shows the QGIS 3.4.4 Madeira interface. At the top, a red banner reads "**No Title 13 Data Displayed**". The main map area displays a map of Barnstable (25001) with several blue circular markers. To the right of the map is the "Address Count List" table, and below the map is the "Detailed Feedback Address List" table.</p> <table border="1" data-bbox="950 388 1258 934"> <caption>Address Count List</caption> <thead> <tr> <th></th> <th>STATE</th> <th>COUNTY</th> <th>TRACT</th> <th>BLOCK</th> <th>GEOID</th> <th>Orig # HUs</th> <th>Cur # HUs</th> </tr> </thead> <tbody> <tr><td>1</td><td>25</td><td>001</td><td>0101.00</td><td>1000</td><td>250010101001000</td><td>0</td><td>0</td></tr> <tr><td>2</td><td>25</td><td>001</td><td>0101.00</td><td>1001</td><td>250010101001001</td><td>0</td><td>0</td></tr> <tr><td>3</td><td>25</td><td>001</td><td>0101.00</td><td>1002</td><td>250010101001002</td><td>6</td><td>6</td></tr> <tr><td>4</td><td>25</td><td>001</td><td>0101.00</td><td>1003</td><td>250010101001003</td><td>2</td><td>2</td></tr> <tr><td>5</td><td>25</td><td>001</td><td>0101.00</td><td>1004</td><td>250010101001004</td><td>0</td><td>0</td></tr> <tr><td>6</td><td>25</td><td>001</td><td>0101.00</td><td>1005</td><td>250010101001005</td><td>0</td><td>0</td></tr> <tr><td>7</td><td>25</td><td>001</td><td>0101.00</td><td>1007</td><td>250010101001007</td><td>0</td><td>0</td></tr> <tr><td>8</td><td>25</td><td>001</td><td>0101.00</td><td>1008</td><td>250010101001008</td><td>0</td><td>0</td></tr> <tr><td>9</td><td>25</td><td>001</td><td>0101.00</td><td>1009</td><td>250010101001009</td><td>5</td><td>5</td></tr> <tr><td>10</td><td>25</td><td>001</td><td>0101.00</td><td>1010</td><td>250010101001010</td><td>0</td><td>0</td></tr> <tr><td>11</td><td>25</td><td>001</td><td>0101.00</td><td>1011</td><td>250010101001011</td><td>0</td><td>0</td></tr> <tr><td>12</td><td>25</td><td>001</td><td>0101.00</td><td>1012</td><td>250010101001012</td><td>1</td><td>1</td></tr> <tr><td>13</td><td>25</td><td>001</td><td>0101.00</td><td>1013</td><td>250010101001013</td><td>0</td><td>0</td></tr> <tr><td>14</td><td>25</td><td>001</td><td>0101.00</td><td>1014</td><td>250010101001014</td><td>0</td><td>0</td></tr> <tr><td>15</td><td>25</td><td>001</td><td>0101.00</td><td>1015</td><td>250010101001015</td><td>0</td><td>0</td></tr> <tr><td>16</td><td>25</td><td>001</td><td>0101.00</td><td>1016</td><td>250010101001016</td><td>6</td><td>6</td></tr> <tr><td>17</td><td>25</td><td>001</td><td>0101.00</td><td>1017</td><td>250010101001017</td><td>0</td><td>0</td></tr> <tr><td>18</td><td>25</td><td>001</td><td>0101.00</td><td>1018</td><td>250010101001018</td><td>0</td><td>0</td></tr> <tr><td>19</td><td>25</td><td>001</td><td>0101.00</td><td>1019</td><td>250010101001019</td><td>0</td><td>0</td></tr> <tr><td>20</td><td>25</td><td>001</td><td>0101.00</td><td>1020</td><td>250010101001020</td><td>0</td><td>0</td></tr> <tr><td>21</td><td>25</td><td>001</td><td>0101.00</td><td>1021</td><td>250010101001021</td><td>0</td><td>0</td></tr> </tbody> </table> <table border="1" data-bbox="349 808 950 934"> <caption>Detailed Feedback Address List</caption> <thead> <tr> <th>MAFID</th> <th>Appeal?</th> <th>LUCA Action</th> <th>Feedback Code</th> <th>State</th> <th>County</th> <th>Tract</th> <th>Block</th> <th>GEOID</th> <th>GQ/TL</th> <th>House #</th> </tr> </thead> <tbody> <tr> <td>302822312</td> <td></td> <td>D</td> <td>R03</td> <td>25</td> <td>001</td> <td>010304</td> <td>1019</td> <td>250010103041019</td> <td></td> <td>99</td> </tr> </tbody> </table>		STATE	COUNTY	TRACT	BLOCK	GEOID	Orig # HUs	Cur # HUs	1	25	001	0101.00	1000	250010101001000	0	0	2	25	001	0101.00	1001	250010101001001	0	0	3	25	001	0101.00	1002	250010101001002	6	6	4	25	001	0101.00	1003	250010101001003	2	2	5	25	001	0101.00	1004	250010101001004	0	0	6	25	001	0101.00	1005	250010101001005	0	0	7	25	001	0101.00	1007	250010101001007	0	0	8	25	001	0101.00	1008	250010101001008	0	0	9	25	001	0101.00	1009	250010101001009	5	5	10	25	001	0101.00	1010	250010101001010	0	0	11	25	001	0101.00	1011	250010101001011	0	0	12	25	001	0101.00	1012	250010101001012	1	1	13	25	001	0101.00	1013	250010101001013	0	0	14	25	001	0101.00	1014	250010101001014	0	0	15	25	001	0101.00	1015	250010101001015	0	0	16	25	001	0101.00	1016	250010101001016	6	6	17	25	001	0101.00	1017	250010101001017	0	0	18	25	001	0101.00	1018	250010101001018	0	0	19	25	001	0101.00	1019	250010101001019	0	0	20	25	001	0101.00	1020	250010101001020	0	0	21	25	001	0101.00	1021	250010101001021	0	0	MAFID	Appeal?	LUCA Action	Feedback Code	State	County	Tract	Block	GEOID	GQ/TL	House #	302822312		D	R03	25	001	010304	1019	250010103041019		99
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	<p>For troubleshooting assistance related to opening the Feedback Phase materials, call the LUCA Help Desk at (844) 344-0169.</p>																																																																																																																																																																																																						

1.6 GUPS Toolbars Used During LUCA Feedback

Please note the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Instructions for Using the Geographic Update Partnership Software (D-2033)* included with the original LUCA Review Phase materials, provides additional insight to GUPS menus and toolbar buttons, as well as button functionality and examples. This material, the (D-2233), does not repeat the level of detail documented in the D-2033. This guide does provide the details for the LUCA Feedback specific buttons necessary to review the feedback materials and file an appeal. Locate the D-2033 on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

After successfully opening GUPS and the LUCA Feedback Phase materials from the DVDs, **Figure 1** illustrates the various toolbars that appear. Should these toolbars not appear, or if additional toolbars appear that are unnecessary to perform a review of the LUCA feedback materials, participants can right-click in the gray area to the left of the toolbars to open a Panels and Toolbars menu as shown in **Figure 2**. For LUCA Feedback, participants need to enable the Geographic Review, Imagery, Import/Export, and QC toolbars and the two panels shown, Address Count List Panel and Detailed Feedback Address List Panel.

The top row of buttons shown in **Figure 1**, known as the **Standard toolbar**, relate to specifically to QGIS and GUPS functionality. There are three sets of toolbars within the Standard toolbar, each set separated by two vertical columns of gray dots. The first series of five buttons belongs to the **Project toolbar**, the next series of 12 buttons belongs to the **Map Navigation toolbar**,

and the final four buttons belong with the **Attributes toolbar**. **Table 5** defines the purpose of each button on the **Standard toolbar**. It is included in this guide because some of the buttons no longer match the documentation within the aforementioned D-2033.

The second row of buttons, known as the **LUCA Feedback toolbar**, are specific to LUCA Feedback. The first six buttons belong with the **Geographic Review toolbar**, the next button belongs with the **QC toolbar**, the third series of three buttons belong with the **Import/Export toolbar**, and the last two buttons belong with the Imagery toolbar. **Table 6** defines the purpose of each button on the **LUCA Feedback toolbar**.



Figure 1. GUPS Toolbars Available in LUCA Feedback

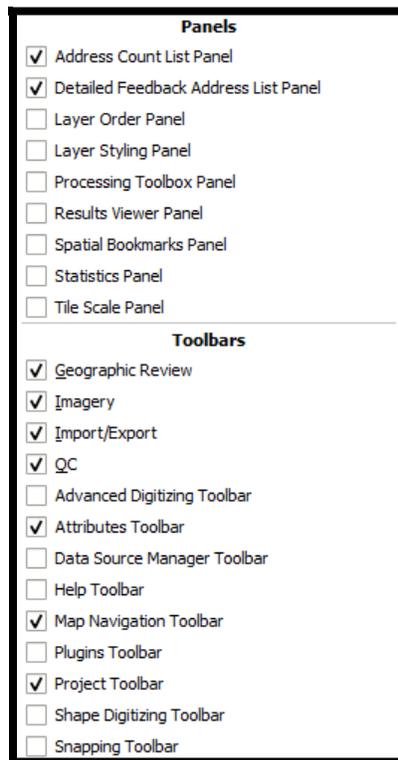
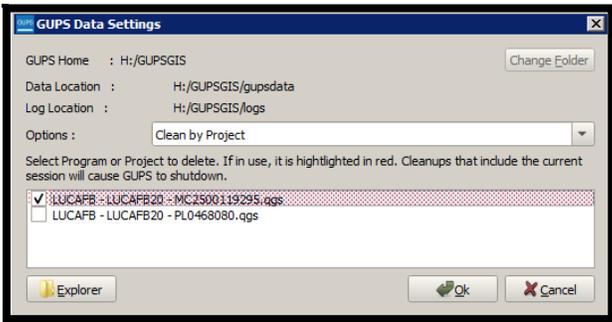
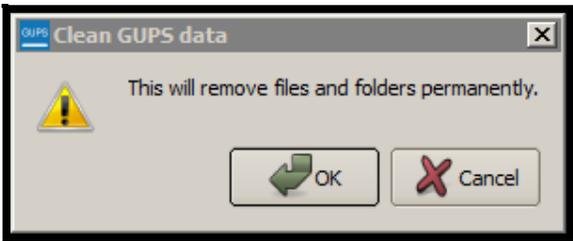
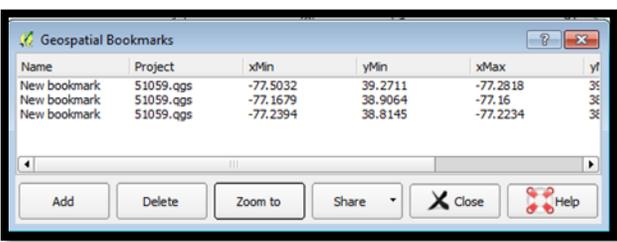
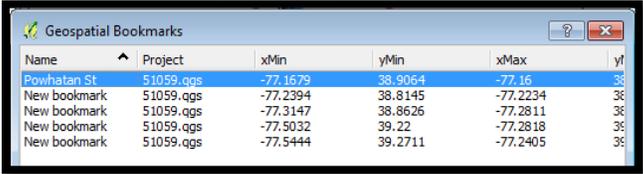
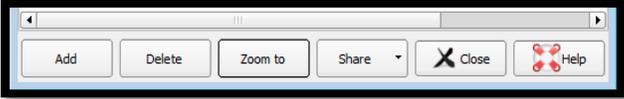
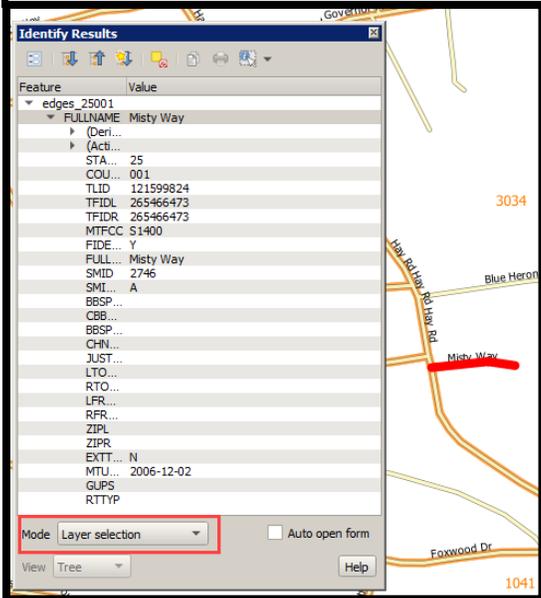


Figure 2. GUPS Panels and Toolbars for LUCA Feedback

Table 5: Standard Toolbar Buttons, Names, and Functions/Descriptions

Button	Name	Function/Description
Project Toolbar Grouping		
	Save Project	Click the Save button to save the current project, including any change to the layer properties, projection, view extent, and layers.
	Style Manager	Click the Style Manager button to change the symbols used for markers, lines, fills, and the color ramp. Note: The Census Bureau urges caution when altering the preset symbology because preset symbology identifies appeal-eligible records; however, the option is available by using the Style Manager tool.
	Map Management	Click the Map Management button to choose the participant program in GUPS and the county to update. GUPS automatically loads a set of default data layers for the chosen program.
	GUPS Data Settings	<p>Warning! This tool deletes files and folders permanently! Click the GUPS Data Settings button to open the GUPS Data Settings window. Click the Options drop-down menu and select Clean by Project.</p>  <p>From the list that returns, check the box to the left of the project name to select it for deletion. Click OK to continue. <i>GUPS displays a warning message to confirm the action removes files and folders permanently.</i> Clean-ups of the current session (highlighted in red in the choices list) cause GUPS to close.</p>  <p>Click OK to proceed with deletion.</p>
	Select Feature(s)	Click the Select Feature(s) button to select layer features in the Map View with a single click, dragging a box, and drawing a freehand polygon. It also allows participants to select features by radius or by geography.

Button	Name	Function/Description
Map Navigation Toolbar Grouping		
	Pan Map	Click the Pan Map button to re-center the map in the Map View at the location clicked in the map while preserving the map scale.
	Pan Map to Selection	Click the Pan to Map Selection button after selecting a feature on the map (or in the attribute table) to re-center the map based on the selected feature(s).
	Zoom In	Click the Zoom In button to increase the map scale after clicking on the map and to display the map in Map View at a larger scale.
	Zoom Out	Click the Zoom Out button to decrease the map scale after clicking on the map and to display the map in Map View at a smaller scale.
	Zoom Full	Click the Zoom Full button to display the map at the full extent of the county.
	Zoom to Selection	Click the Zoom to Selection button after selecting a feature on the map (or in the attribute table) to view the feature at the scale of the selected feature. This button is extremely useful after selecting a record in the <i>Detailed Feedback Address List</i> . It zooms to the selected record at the current Map View extent.
	Zoom to Layer	Click the Zoom to Layer button after selecting a layer in the Table of Contents to display the map at the extent of the selected layer.
	Zoom Last	Click the Zoom Last button to return to the previous zoom extent.
	Zoom Next	Click the Zoom Next button to move forward to the next zoom extent.
	New Bookmark	<p>Click the New Bookmark button to create, name, and save geographic locations in the Map View for future reference.</p> <p>To create and save a geographic location, first zoom to the location to bookmark and then select New Bookmark. The <i>Geospatial Bookmarks window</i> opens.</p> 

Button	Name	Function/Description
		Click on a row named New bookmark, backspace over the name “New bookmark” to delete the name, and enter a descriptive name for the bookmark (255-character limit). Click the Close button to add the new bookmark.
	Show Bookmarks	<p>Click the Show Bookmarks button to view and manage the bookmarks.</p>  <p>To zoom to a bookmark, click on a bookmark name in the Geospatial Bookmarks dialog box and then click the Zoom to button.</p>  <p>The <i>Map View</i> zooms to the bookmark. To delete a bookmark, click a bookmark name and click the Delete button.</p>
	Refresh	Click the Refresh button to refresh the screen at its current extent.
Attributes Toolbar Grouping		
	Identify Features	<p>Click the Identify Features button, change the Mode to ‘Layer selection’ and then click on the feature on the map (road, map spot, river, etc.) to identify the feature. <i>The selected feature appears in red in the Map View and the results appear in the Identify Results window.</i></p> 

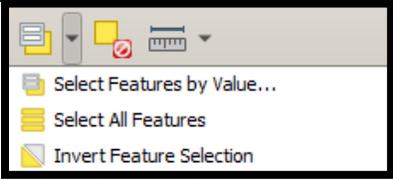
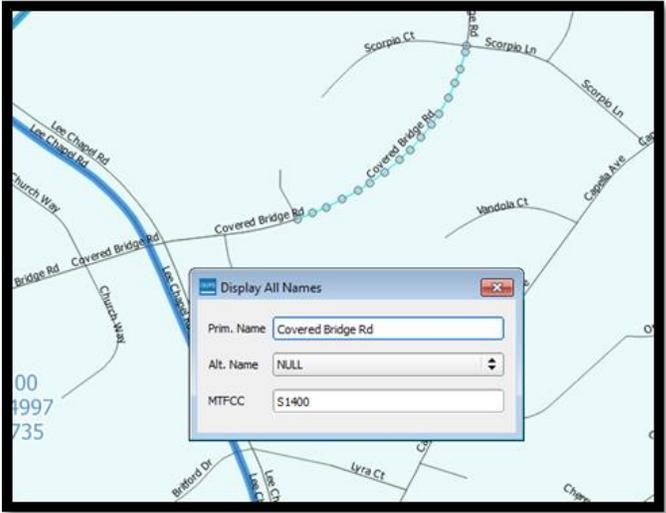
Button	Name	Function/Description
	Select Feature(s) by Value	Click the Select Feature(s) Value button to select layer features in the map window by value, by all features, or by selecting all features not already selected (e.g., Invert Feature Selection). 
	Deselect Features from All Layers	Click the Deselect Features from All Layers button to deselect the selected features in all layers in a single action.
	Measure	Click the Measure button to measure the distance between two or more points, an area, or an angle on a map.

Table 6 describes the toolbar used to review the feedback materials and to file an appeal.

Table 6: LUCA Feedback Toolbar Buttons, Names, and Functions/Descriptions

Button	Name	Function/Description
Geographic Review Toolbar Grouping		
	Display All Names	<p>Click the Display All Names button to display the primary and alternate names for a street. It also shows the MTFCC for other linear features such as streams, railroads, non-visible features.</p> <p>To check for the name of a street feature, click the Display All Names button and then click on the street on the map. The selected feature highlights in light blue and the Display All Names dialog box opens showing the primary name in the Prim. Name field and the alternate name, if one exists, in the Alt. Name field. To see all alternate names, click the drop-down arrow to the right of the Alt. Name field. If no alternate name exists, 'NULL' appears in the Alt. Name field.</p> 

Button	Name	Function/Description
	Show Label On/Off	Click the Show Label On/Off button to turn on and off the map spot labels from the <i>Detailed Feedback Address List</i> .
	LUCA Submission Address List	Click the LUCA Submission Address List button to activate the LUCA Submission Address List in the legend and to reopen it if the participant closed it. This button works after the participant imports the LUCA submission using the Import LUCA Submissions button.
	Detailed Feedback Address List	Click the Detailed Feedback Address List button to activate the Detailed Feedback Address List in the legend and to reopen it if the participant closed it.
	Feedback Address Count List	Click the Feedback Address Count List button to activate the Feedback Address Count List in the legend and to reopen it if the participant closed it.
	Show/Hide Legend	Click the Show/Hide Legend button to hide the legend/layer list. Click it again to show the legend/layer list.
QC Toolbar Grouping		
	Appealed Address Document Review Tool	Click the Appealed Address Document Review Tool button to perform a quality check on the appealed records to ensure all have supporting documentation attached.
Import/Export Toolbar Grouping		
	Import LUCA Submissions	Click the Import LUCA Submissions button to import a participant's LUCA submission exported during the Review Phase from GUPS. Participants must navigate to the folder where their LUCA submission is located, click on the zip file and enter the Review Phase password found in the D-2080 letter in order to import the data.
	Export to Zip	Click the Export to Zip button to create the .zip file containing all required data for submission to the 2020 Census Appeals Office.
	Print Map to File	Click the Print Map to File button export a printable map in .pdf, .png, .tif, or jpeg format.
Imagery Toolbar Grouping		
	Internet Map Service	Click the Internet Map Service button to load a GIS map service from the internet into GUPS to assist with overlaying external source visuals/data. Note: An internet connection is required for this button to function.
	Add Imagery	Click the Add Imagery button to add either United States Geological Survey (USGS) or Esri® imagery to overlay the working county shapefiles. Remove imagery using the same button.

The legend depicts all of the layers that appear when GUPS opens with feedback materials and will display the original LUCA submission if participants choose to import it into the project. See [Figure 3](#) for a visual of the legend with the *Detailed Feedback Address List* symbology (e.g.,

lucafb20_MC2500119295_feedbackaddr), the original submission symbology (e.g., lucafb20_MC2500119295_submission), and other layers.

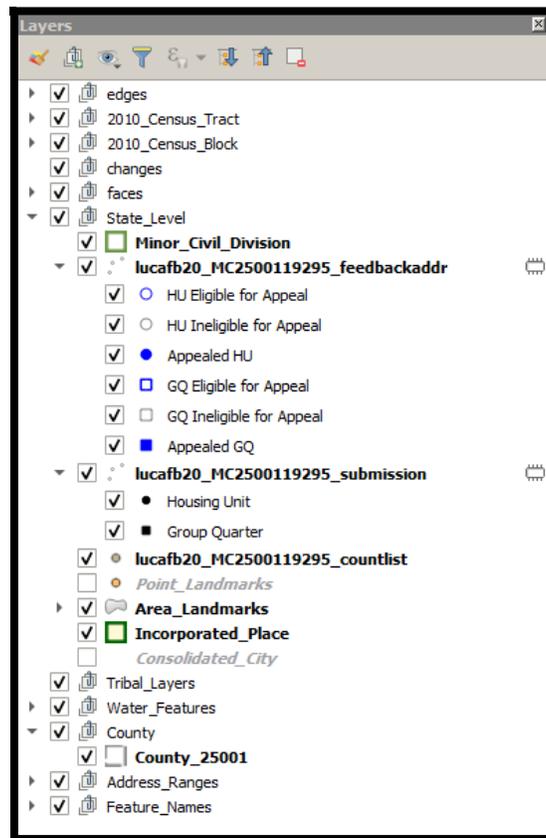


Figure 3. GUPS Legend/Layers for LUCA Feedback

The symbology used for *Detailed Feedback Address List* records that have associated map spots to provide a distinctive way to determine address records that are eligible or ineligible for Appeal. See [Figure 4](#) that illustrates the symbols and shading used to help participants differentiate between appeal-eligible and appeal-ineligible address records.

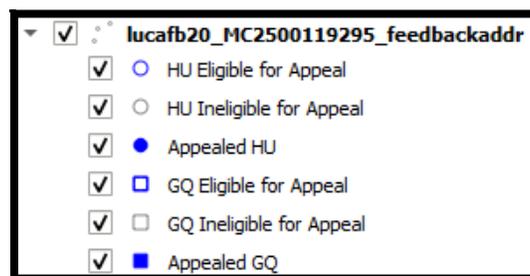


Figure 4. Detailed Feedback Address List Layer Symbology

IMPORTANT: Hollow blue circles that represent housing units or hollow blue squares that represent group quarters show the appeal-eligible records while hollow gray symbols of the same style show the appeal-ineligible records. Filled in shapes (e.g., solid blue circles or solid blue squares) denote address records flagged for appeal in the *Detailed Feedback Address List*.

CHAPTER 2 UNDERSTANDING THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND THE FEEDBACK PROCESSING CODES

This chapter provides information on the content within each feedback material and lays the foundation for conducting a review of the materials. It devotes a section to describing the detailed feedback processing codes and identifying which records are eligible for appeal based on their processing code.

2.1 Feedback Address Update Summary Report

The Census Bureau provides a printed copy of the *Feedback Address Update Summary Report (D-2201)* to participants with their feedback materials package and includes a digital copy, in the form of a portable document format (PDF), on DVD. The report summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase. This report displays the tallies of actions taken by the Census Bureau for all of the address updates that the participant submitted and the total number of address records on the original Census address list that were deleted by a different census operation or another level of government participating in LUCA. See [Figure 5](#) for an example of the report and see [Figure 6](#) for an example of the report translated for use by Puerto Rico participants.

Section “A” of the report contains the total number of address records submitted to the Census Bureau for the LUCA Review Phase, the total number of address records submitted that were processed, and the total number of address records submitted without required information and were not processed. Unprocessed addresses include those with blank or invalid action codes, addresses submitted without geographic information such as the census tract and block numbers or the latitude and longitude coordinates, or non-city style addresses without a map spot or latitude and longitude coordinates. The total number of participant address records submitted for processing (e.g., 100) equals the total number of address records processed (e.g., 91) and the total number of address records not processed (e.g., 9).

IMPORTANT: The total number of submitted address records processed by the Census Bureau (e.g., 91 records in the case of [Figure 5](#) or [Figure 6](#)) equates to the number of records that appear in the *Detailed Feedback Address List*.

Section “B” of the report displays the tallies of actions taken by the Census Bureau for all the processed address records submitted with valid action codes and map spot/coordinates (or geocodes). The total number of address records accepted as requested (e.g., 61) and the total number of address records not accepted as requested (e.g., 30), equals the total number of address records submitted and processed (e.g., 91) as shown in Section “A” of the report.

Section “C” of the report contains address records not commented on, but deleted from the original Census Address List by a different census operation or another level of government participating in LUCA. Review [Section 2.2.1](#) for information on these deleted records.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)
FEEDBACK ADDRESS UPDATE SUMMARY REPORT

Entity ID: CO88009

Entity Name: Winter County **FICTITIOUS ENTITY**

Date: 07/01/2019

A. SUBMITTED ADDRESSES

- 100 Total number of address records submitted to the Census Bureau.
- 91 Total number of submitted address records processed by the Census Bureau.
- 9 Total number of submitted address records not processed by the Census Bureau.¹

B. ADDRESS RECORDS PROCESSED

Participant Action(s) Accepted

- 36 Number of added (A) address records submitted and added to the Census Address List.
- 12 Number of corrected (C) address records submitted and corrected in the Census Address List.
- 10 Number of deleted (D) address records submitted and deleted from the Census Address List.
- 2 Number of out of jurisdiction (J) address records submitted and removed from your jurisdiction's portion of the Census Address List.
- 1 Number of nonresidential (N) address records submitted and removed from the residential portion of the Census Address List.
- 61 Total number of submitted address records accepted by the Census Bureau as requested.

Participant Action(s) Not Accepted

- 2 Number of added (A) address records submitted, but not added to the Census Address List.
- 3 Number of corrected (C) address records submitted, but not corrected in the Census Address List.
- 5 Number of deleted (D) address records submitted, but not deleted from the Census Address List.
- 12 Number of out of jurisdiction (J) address records submitted, but not removed from your jurisdiction's portion of the Census Address List.
- 8 Number of nonresidential (N) address records submitted, but not removed from the residential portion of the Census Address List.
- 30 Total number of submitted address records not accepted by the Census Bureau as requested.

C. OTHER ADDRESS RECORDS

- 2 Number of address records without action taken during the LUCA Review Phase that were deleted from the Census Address List by another LUCA participant or a different census operation. This number corresponds to the number of X01 records on your Detailed Feedback Address List.

¹ Participant address records were not processed if they did not meet the minimum requirements. Some examples of records that were not processed include the following: addresses submitted with blank or invalid action codes, added records submitted without geospatial information, added records submitted with 9-digit numeric MAFIDs, action codes other than "A" used on records without MAFIDs, and non-city style addresses submitted without map spots or latitude and longitude coordinates.

Figure 5. Feedback Address Update Summary Report (D-2201) Example

PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020
FASE DE INFORMACIÓN DE LUCA DEL 2020 - INFORME RESUMIDO SOBRE LA ACTUALIZACIÓN DE DIRECCIONES

Identificación de la Entidad: CO72035 Nombre de la Entidad: Municipio de Cayey **SOLO EJEMPLO** Fecha: 07/01/2019

A. DIRECCIONES ENVIADAS

- 100 Número total de registros de direcciones enviados a la Oficina del Censo.
- 91 Número total de registros de direcciones enviados que la Oficina del Censo procesó.
- 9 Número total de registros de direcciones enviados que la Oficina del Censo no procesó.¹

B. REGISTROS DE DIRECCIONES PROCESADOS

Acciones de los Participantes Aceptadas

- 36 Número de registros de direcciones agregados (A) que se enviaron y se agregaron a la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones corregidos (C) que se enviaron y se corrigieron en la Lista de Direcciones del Censo.
- 10 Número de registros de direcciones eliminados (D) que se enviaron y se eliminaron de la Lista de Direcciones del Censo.
- 2 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron y se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 1 Número de registros de direcciones no residenciales (N) que se enviaron y se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 61 Número total de registros de direcciones enviados que la Oficina del Censo aceptó según lo solicitado.

Acciones de los Participantes No Aceptadas

- 2 Número de registros de direcciones agregados (A) que se enviaron pero no se agregaron a la Lista de Direcciones del Censo.
- 3 Número de registros de direcciones corregidos (C) que se enviaron pero no se corrigieron en la Lista de Direcciones del Censo.
- 5 Número de registros de direcciones eliminados (D) que se enviaron pero no se eliminaron de la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron pero no se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 8 Número de registros de direcciones no residenciales (N) que se enviaron pero no se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 30 Número total de registros de direcciones enviados que la Oficina del Censo no aceptó según lo solicitado.

C. OTROS REGISTROS DE DIRECCIONES

- 2 Número de registros de direcciones para los que no hubo acción durante LUCA, que otra operación del Censo eliminó de la Lista de Direcciones del Censo. Este número corresponde al número de X01 registros en su Lista Detallada de Información de Direcciones.

¹ No se procesaron los registros de direcciones de los participantes si no cumplían con los requisitos mínimos. Algunos ejemplos de registros que no se procesaron incluyen lo siguiente: direcciones que se enviaron con códigos de acción en blanco o no válidos, registros agregados que se enviaron sin información geoespacial, registros agregados que se enviaron con un MAFID numérico de 9 dígitos, códigos de acción distintos de "A" que se usaron en los registros sin un MAFID y direcciones que no son de estilo urbano enviadas sin puntos en el mapa o sin coordenadas de latitud y longitud.

Figure 6. Feedback Address Update Summary Report (D-2201SP) Example for Puerto Rico

2.2 Detailed Feedback Address List

The Census Bureau provides the *Detailed Feedback Address List* to participants as part of their feedback materials in order to see the disposition of each submitted address record processed by the Census Bureau. Participants use the *Detailed Feedback Address List* to determine which address records are eligible for appeal and denote them accordingly. This material shows all usable address record updates submitted by the participant, processed by the Census Bureau, and a feedback processing code identifying a specific action taken on that address record. In addition, the list contains any addresses that were on the participant's Census Address List during the LUCA Review Phase, but subsequently deleted by a different census operation or another level of government participating in LUCA.

IMPORTANT: The *Detailed Feedback Address List* is the only editable material for the LUCA Feedback Phase. The "APPEAL_FLAG," which corresponds to the "Appeal?" field in GUPS, is the only editable field in the *Detailed Feedback Address List*.

Each address record in the stateside version of the *Detailed Feedback Address List* .csv file has a maximum length of 657 characters and contains 26 fields of information. In the Puerto Rico version of this file, each address record has a maximum length of 941 characters and 32 fields of information. Refer to [Appendix H](#) for tables that show the maximum character length of each field, the field name, and a description of the field. [Table 10](#) describes the stateside file while [Table 11](#) describes the Puerto Rico file.

GUPS ingests the *Detailed Feedback Address List* .csv file during the initial load process described in [Section 1.5](#) and displays it within the software for participants to review. Four of the 26 fields do not display within GUPS. Those four fields are the LINE_NUMBER, ENTITY, MAPSPOT, and APPEAL_CODE. For the remaining 22 fields, GUPS translates the field names shown below into very similar, if not identical field names displayed within GUPS. Regardless of the field names, only one field, "APPEALS_FLAG," is editable. As previously mentioned, the "APPEALS_FLAG" field in the .csv file corresponds to the "Appeal?" field within GUPS.

During the LUCA Review Phase, if participants determined the Census Address List was correct, had no address updates, and returned either form *D-2079 – No Updates or Changes to Addresses Form* or *D-2084 – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* file contains only the addresses deleted by a different census operation or another level of government participating in LUCA. If there were no addresses deleted since the LUCA Review Phase, the *Detailed Feedback Address List* file will be blank. A paper insert (D-2282), mentioned as the footnote in [Section 1.1](#), notifies them that they did not have any addresses eligible for appeal.

To facilitate the participant's feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records.

2.2.1 Feedback Processing Codes

The feedback processing codes in the *Detailed Feedback Address List* indicate the results of the Census Bureau processing of participants records submitted during the LUCA Review Phase.

Table 7 identifies the feedback processing code assigned to the records submitted by a participant. The second column of the table indicates if the code is eligible for appeal. The third column gives the Census Bureau’s result of the processing, including information regarding the acceptance or rejection of the participant’s update and a decision to include or exclude the address from the 2020 Census. Participants can click on a Feedback Code in GUPS and the software opens a pop-up window with the definitions listed below.

Table 7: Feedback Processing Codes

Feedback Code	Eligible for Appeal	Description
X01	Yes	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction. This address was not updated as part of your LUCA review, but has been deleted from the 2020 Census Address List by another level of government participating in LUCA or a different census operation.
R03	Yes	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	Address <u>IN</u> the Census, Same Block: The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and accepts your LUCA update.
A02	No	Address <u>IN</u> the Census, Different Block: The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and accepts your LUCA update.
A03	No	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.
R01	No	Address <u>IN</u> the Census, Same Block: The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and rejects your LUCA update.
R02	No	Address <u>IN</u> the Census, Different Block: The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and rejects your LUCA update.

The **FEEDBACK_CODE** field of the *Detailed Feedback Address List* (e.g., “Feedback Code” in GUPS) contains a code that specifies if the Census Bureau accepted or rejected the action submitted by the participant. For example, **A01**, **A02**, and **A03** indicates the Census Bureau accepted the address update. These three feedback processing codes are not eligible for appeal. Both **A01** and **A02** records remain in the 2020 Census enumeration universe and

therefore are ineligible for appeal while the **A03** reflects an accepted update that excludes an address from the 2020 Census enumeration universe (i.e., accepted D, N, and J LUCA actions).

The three “R” feedback processing codes (**R01**, **R02**, and **R03**) indicate the Census Bureau rejected the updated addresses. Only the **R03** is eligible for appeal. Both **R01** and **R02** records remain in the 2020 Census enumeration universe and therefore are ineligible for appeal.

In addition to records submitted by a participant, the *Detailed Feedback Address List* may include addresses that were in the Census Address List during the LUCA Review Phase (not commented on by the participant), but deleted by a different census operation or another level of government participating in LUCA. These addresses receive an **X01** feedback processing code and are eligible for appeal.

IMPORTANT: Only addresses assigned with feedback processing codes of X01 or R03 in the *Detailed Feedback Address List* are eligible for appeal because they are not part of the 2020 Census enumeration universe.

2.2.2 Feedback Processing Code Examples

This section provides only a few examples for each feedback processing code. It documents some of the most common scenarios encountered during the Census Bureau’s processing of LUCA Review Phase submissions. This list of examples is not a comprehensive list of all the scenarios that lead to the assignment of feedback processing codes.

X01 – Address removed from the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction. A different census operation or another level of government participating in LUCA deleted the address. This address was not updated as part of the participant’s LUCA Review Phase work. (*Appeal eligible.*)

- If a state participant deleted a record that no nesting entity participants (county, minor civil division, place, and American Indian Area) commented on, the nesting entity participants would see this address as an **X01**.
- If a participant did not update the address but an update from a different census operation deleted it, the participant would see the address as an **X01**.

R03 – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction and rejects the LUCA update. (*Appeal eligible.*)

- Participant adds an address (an **A** action) to an area where evidence of housing does not exist, or the Census Bureau processing determines the address is not residential. The Census Bureau rejects the **A** action and excludes it from the 2020 Census enumeration universe. This action would receive an **R03**. The participant can appeal the address record for inclusion in the 2020 Census enumeration universe.
- A county participant corrects (a **C** action) the geocode of an address, but the place participant marks the same address as non-residential (an **N** action). The Census Bureau accepts the place participant’s action, removes the address record from the 2020 Census enumeration universe, and assigns the place participant’s record an **A03**. The county participant receives an **R03** on their **C** action. The county can appeal the address record to reinstate it into the 2020 Census enumeration universe.

A01 – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and accepts the LUCA update. *(Ineligible for appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it where the participant says.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau agrees.

A02 – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and accepts the LUCA update. *(Ineligible for appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.
- Participant submits an address record as an add (an **A** action). The Census Bureau matches to the same address in a different block within the participant’s jurisdiction. This action would receive an **A02**.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.

A03 – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction, and accepts the LUCA update. *(Ineligible for appeal.)*

- Participant submitted an address for deletion (a **D** action) because it no longer exists and the Census Bureau agrees that the address no longer exists. The Census Bureau will exclude this address from the 2020 Census. This action would receive an **A03**.
- Participant submitted that the building was non-residential (an **N** action) and the Census Bureau’s Master Address File (MAF) confirms the record is a commercial record. This action would receive an **A03**.
- Participant submitted the address as out of their jurisdiction (a **J** action), an adjacent jurisdiction added the same record (an **A** action), and the Census Bureau agrees with the **A** action in the adjacent jurisdiction. The **J** action would receive an **A03**. The **A** action would receive either **A01** or **A02**.

R01 – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and rejects the LUCA update. *(Ineligible for appeal.)*

- Participant submitted a group quarters address record with an apartment unit number (an **A** action) and the Census Bureau rejects the new address record as invalid. The Census Bureau will enumerate the group quarters at the main address in the same block submitted by the participant.³ This action would receive an **R01**.⁴
- Participant misused the **C** action to change a house number or a within structure ID (WSID), both un-editable fields. The participant needed to submit these as add/delete combinations rather than changing the house number or WSID. This action would receive an **R01**.

³ If the block differed, this record would receive the R02 feedback processing code.

⁴ During the LUCA Review Phase, the Census Bureau only requested the main address, group quarters name and facility name (if applicable) of the group quarters records because the group quarters enumeration operations enumerate at the main unit, not each individual unit within the group quarters. Records submitted with additional information, like apartment unit information, are invalid.

- Participant submitted the address for deletion (a **D** action) and the record is a known, valid residential address from the USPS Delivery Sequence File (DSF). This action would receive an **R01**.
- Participant submitted the address as non-residential (an **N** action) and the record is a known, valid residential address from the USPS DSF. This action would receive an **R01**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a known, valid residential address in their jurisdiction from the USPS DSF. This action would receive an **R01**.

R02 – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and rejects the LUCA update. (*Ineligible for appeal.*)

- Participant submitted a geocode change (a **C** action) and the Census Bureau rejects the new geocode keeping the address in the original location. This action would receive an **R02**.
- Participant submitted a geocode change (a **C** action) and the Census Bureau chooses “third block” (meaning the location is not where it was on the LUCA Review Phase materials, NOR where the participant says, but the Census Bureau moved the record to a third block). This action would receive an **R02**.
- This example involves two or more jurisdictions. A state participant submitted a **D** action, but a county participant submitted geocode change (a **C** action) on the same address. The Census Bureau would reject the state’s **D** action and keep the address in the 2020 Census in a different block, the one submitted by the county. The state’s action would receive an **R02**. The county’s action would receive an **A01**.
- Participant submitted the address as non-residential (an **N** action) and the record is valid non-residential address in a different block. This action would receive an **R02**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a valid residential address in a different block within their jurisdiction. This action would receive an **R02**.

2.3 Feedback Address Count List

The Census Bureau provides the *Feedback Address Count List* .csv file to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. The file contains the LUCA Review Phase tallies of residential addresses (housing unit and group quarters) that were on the participant’s Census Address List and the current number of residential addresses (housing unit and group quarters) in the Census Address List for each census block within the jurisdiction. It is important to realize that tally differences do not indicate lack of coverage. It could indicate a change to geocoding between census blocks in the jurisdiction. The tally differences may also be the result of work performed during other census operations. There is no direct link between change in tallies on the *Feedback Address Count List* and appeal eligibility for individual address records on the *Detailed Feedback Address List*.

Each record has a maximum length of 59 characters and contains nine fields of information. The length for each record may vary. Refer to [Appendix I](#) for tables that show the maximum character length of each field, the field name, and a description of the field. [Table 12](#) describes the stateside file while [Table 13](#) shows the structure for the Puerto Rico file. The fields and

character counts remain the same for both the stateside and the Puerto Rico Feedback Address Count List files.

GUPS ingests this *Feedback Address Count List* .csv file during the initial load process described in [Section 1.5](#) and displays it within the software for participants to review. As with the *Detailed Feedback Address List*, GUPS translates the field names shown below into very similar, if not identical field names displayed within GUPS.

2.4 Feedback Maps - Shapefiles

Participants use the shapefiles for geocoding reference and for review of any map updates submitted during the LUCA Review Phase. Shapefiles may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations. GUPS ingests these shapefiles file as part of the initial load process described in [Section 1.5](#) and displays them in the GUPS Map View for reference purposes.

IMPORTANT: Participants may not submit shapefile updates during the LUCA Feedback Phase due to 2020 Census operational scheduling.

Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format (D-2032)* included with the original LUCA Review Phase materials for details on shapefiles. Neither this guide, nor the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants, (D-2232)* repeat that information since the shapefiles are reference materials for geocoding purposes only. Locate a copy of the *D-2032* on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

CHAPTER 3 USING GUPS TO REVIEW THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND FILE AN APPEAL

This chapter provides information on the process to appeal addresses while reviewing the 2020 Census LUCA feedback materials. The *Federal Register* notice on the 2020 Census LUCA Appeals Process forms the basis for much of the content in this chapter. A copy of the *Federal Register* notice is included in the feedback materials package or can be located on LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

3.1 Background

To ensure that tribal, state, and local governments participating in 2020 Census LUCA have a means to appeal the Census Bureau's determinations, the Census Address List Improvement Act of 1994 requires that the Administrator of OMB's Office of Information and Regulatory Affairs (OIRA), acting through the Chief Statistician and in consultation with the Census Bureau, develop an Appeals Process by establishing a temporary federal entity, the 2020 Census LUCA Appeals Office. This office will resolve any disagreements that may remain after participating governments receive the Census Bureau's LUCA feedback materials and make a final decision on the inclusion of appealed addresses. Participants must contact staff in the 2020 Census LUCA Appeals Office, not the Census Bureau, for specific appeal-related questions. Reach the Appeals Staff toll-free, by phone, at (888) 222-9907.

3.2 Deadline for Filing an Appeal

The deadline for filing an Appeal is 45 calendar days after the date the participant receives their feedback materials from the Census Bureau. The 2020 Census LUCA Appeals Office defines "receipt" as the delivery date reported to the Census Bureau by the delivery service carrier.

In order to safeguard the confidential address materials covered by Title 13, the transmission of an Appeal to the 2020 Census LUCA Appeals Office must adhere to the Census Bureau's specific guidelines for handling materials supplied with the feedback materials. The participant must transmit its Appeals material to the 2020 Census LUCA Appeals Office following the instructions outlined in [Section 3.4](#) and should keep a record of the date of transmission of these materials in case there are questions about the submission date. The participant may not submit any materials to the 2020 Census LUCA Appeals Office after the 45 calendar day period has elapsed.

Upon receipt of an Appeal, the Appeals Staff will send a confirmation of receipt to the participant. They also will notify the Census Bureau that a participant has filed an Appeal.

3.3 Procedures for Filing an Appeal

A participant is eligible to file an Appeal if they returned address additions or corrections to the Census Address List during the LUCA Review Phase, or if they certified, after review, that the Census Address List was correct and required no updates. A participant may appeal the following types of addresses:

- Address deletions from the Census Address List by another level of government participating in LUCA or by a different census operation that participants did not comment on during the LUCA

Review Phase. The *Detailed Feedback Address List* identifies these addresses with the **X01** feedback processing code. The 2020 Census enumeration universe excludes these records.

- Address additions and corrections provided during the LUCA Review Phase that the Census Bureau processed, but denied and excluded in the 2020 Census enumeration universe. The *Detailed Feedback Address List* identifies these addresses with the **R03** feedback processing code.

The following five steps summarize the Appeals process for eligible governments:

1. Research the X01 and R03 records to determine if any require reinstatement into the Census Address List for the 2020 Census.
2. Within GUPS, select the address record to Appeal from the *Detailed Feedback Address List*. Flag the record for Appeal by using the **Appeal** button in the heading area of the *Detailed Feedback Address List*. See [Figure 7](#) for a visual of the **Appeal** button and its placement in the heading area of the *Detailed Feedback Address List*. This action inserts the letter “Y” in the **Appeal?** field within GUPS. Use the **Remove Appeal** button to remove the “Y” from a record flagged for appeal. Removing a flag from an Appealed record serves up a confirmation message as shown in [Figure 8](#). Please use caution when removing an Appeal flag because it does remove the supporting documentation attached to the selected record.

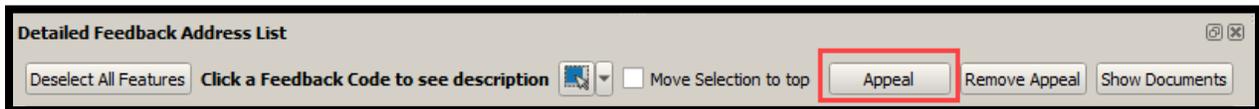


Figure 7. Detailed Feedback Address List Appeal Button

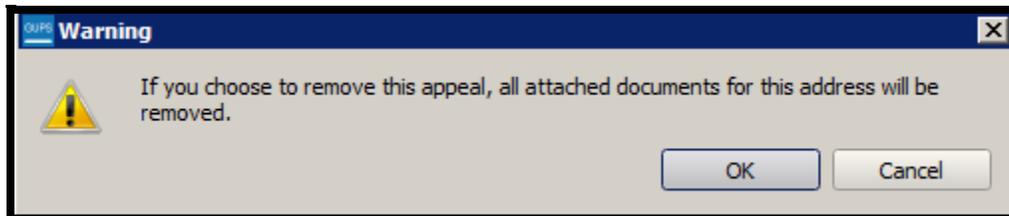


Figure 8. Remove Appeal Flag Warning Message

3. Attach supporting documentation to each record, or groups of records, flagged for Appeal. [Section 3.3.3.1](#) outlines the various ways to attach supporting documentation. The **Show Documents** button in [Figure 7](#) opens a **Document List** alongside the Map View that displays the Appealed records and any associated documentation. Examples of the **Document List** appear in [Figure 13](#) and [Figure 14](#).
4. At the conclusion of the feedback materials review, prior to exporting the data for submission, participants may launch the **Appealed Address Document Review Tool** button in the **LUCA Feedback Toolbar** to check the Appealed records for supporting documentation. Participants may use this tool to attach supporting documentation rather than attaching documentation as records are flagged for Appeal. See [Section 3.3.4](#) for more information on this tool.
5. Export the Appealed records and the associated supporting documentation to a zip file using the **Export to Zip** button in the **LUCA Feedback Toolbar**. This process stages the

.zip file for submission to the 2020 Census LUCA Appeals Office. See [Section 3.3.4](#) for more information on this tool.

The next sub-sections illustrate the five aforementioned steps to the Appeals process.

3.3.1 Researching Appeal-Eligible Records

For ease of review and identification, the *Detailed Feedback Address List* opens with the Appeal-eligible records, the X01s and R03s, promoted to the top. Participants may re-sort the *Detailed Feedback Address List* using any of the column headings. For example, they may re-sort by GEOID without regard to Feedback Code to organize geographically or they may re-sort by Street Name and House # to organize alphabetically. Regardless of the view displayed in the *Detailed Feedback Address List*, only the X01 and R03 are eligible for Appeal.

A single click on an address record in *Detailed Feedback Address List* selects the record, highlights it in the Map View (if there is a corresponding map spot), and selects the census block in the *Feedback Address Count List*. If **Move Selection to top** is checked in the Feedback Address Count List, then the census block associated with the selected address record promotes to the top of the list of census blocks. See [Figure 9](#) for a visual of GUPS with a full extent Map View with one record selected in the *Detailed Feedback Address List* and the census block promoted to the top of the *Feedback Address Count List*.

IMPORTANT: None of the forthcoming examples display any Title 13 data.

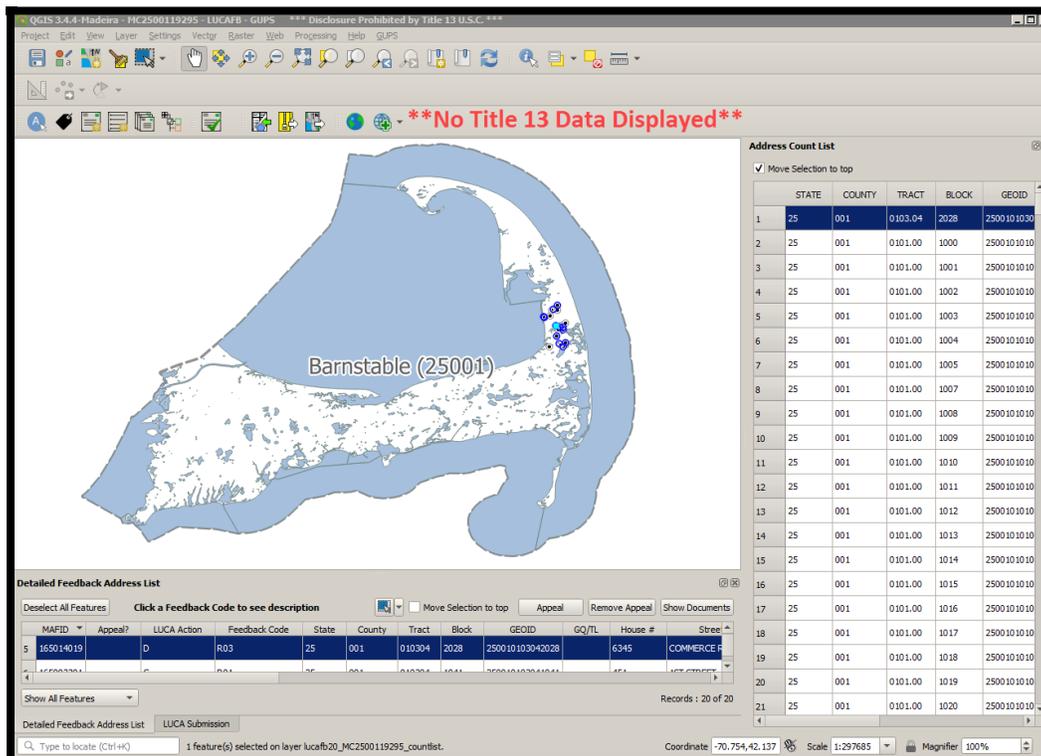


Figure 9. GUPS Map View with Full Extent Zoom and One Record Selected for Appeal

Double-clicking on the address record in *Detailed Feedback Address List* duplicates the same actions, except the Map View zooms to the map spot, if one exists. Should participants encounter problems with double-clicking to zoom, they can use the **Zoom to Selection** button

on the **Standard toolbar** with the record selected in the *Detailed Feedback Address List* as detailed in [Table 5](#). See [Figure 10](#) for a visual of a zoomed Map View. The selected record's map spot is turquoise rather than the hollow blue circle to denote its selection.

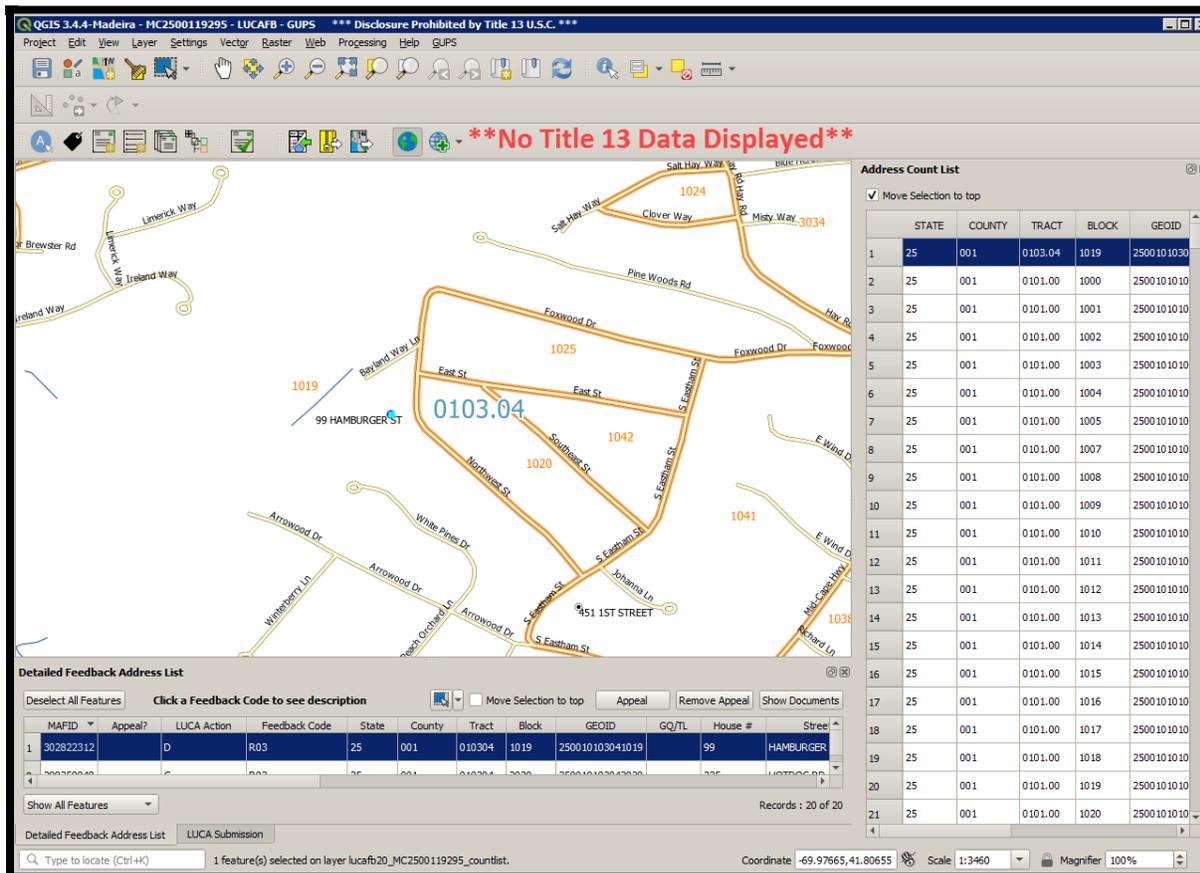


Figure 10. GUPS Map View with Zoomed Extent and One Record Selected for Appeal

If participants select multiple addresses in the *Detailed Feedback Address List*, then GUPS only selects the addresses in the *Detailed Feedback Address List* and highlights the map spots in the Map View. GUPS does not select the census blocks in the Feedback Address Count List. If participants select multiple records, they must use the **Zoom In** or **Zoom Out** buttons to zoom rather than double clicking the records or using the **Zoom to Selection** button.

Participants are encouraged to utilize their Review Phase sources, as well as any additional address source materials that may assist with determining whether to flag any of the X01 or R03 records for Appeal. Refer to [Appendix E](#) for information that discusses importing a participant's Review Phase LUCA submission into the LUCA Feedback GUPS project. Refer to [Appendix G](#) for information on importing local data such as GIS files, web mapping services, or locally sourced imagery. To enable imagery programmed within GUPS, refer to [Table 6](#) for the use of the buttons within the **Imagery Toolbar grouping** in the **LUCA Feedback toolbar**. Each of these three methods for adding in reference information may prove useful to visualize the *Detailed Feedback Address List* records and/or the census blocks containing the X01 and R03 address records.

Participants may refer to [Appendix F](#) for information regarding the review of the *Feedback Address Count List*. While it does not have a direct effect on filing an Appeal, it may be of interest to participants to see the updated census block counts within the GUPS environment.

3.3.2 Flagging a Record in the Detailed Feedback Address List for Appeal

If research supports flagging an address record for Appeal, with the address selected in the *Detailed Feedback Address List*, click the **Appeal** button as illustrated in [Figure 7](#). Once flagged, GUPS adds a “Y” to the **Appeal?** field and prompts a participant to add documentation. See [Figure 11](#) for a visual.

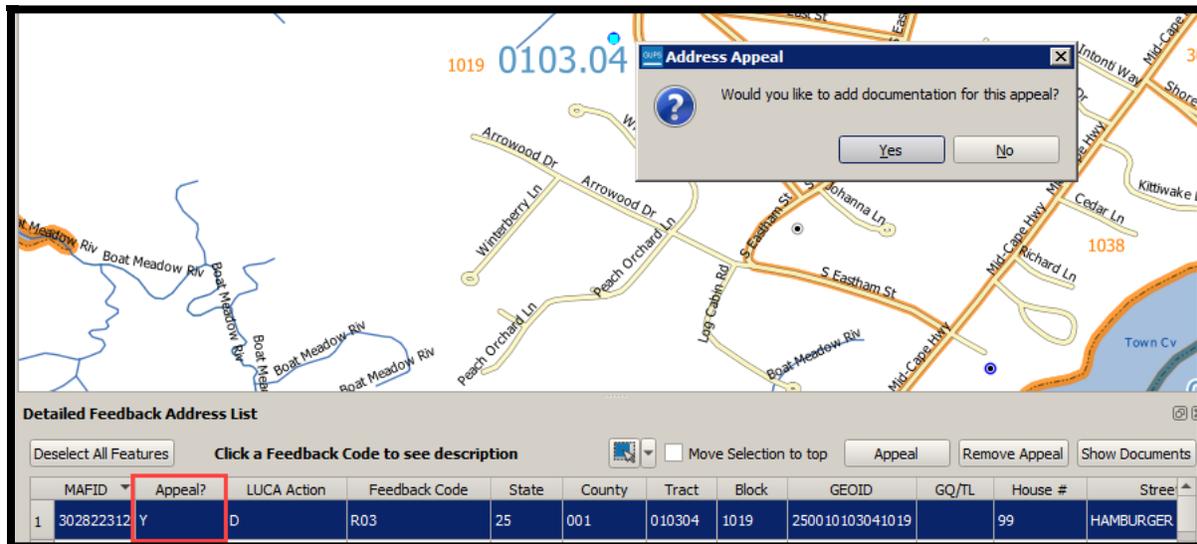


Figure 11. Flagging Record for Appeal and Address Appeal Documentation Pop-Up

GUPS requires no further action for flagging a record than use of the **Appeal** button. Should participants discover an address record flagged for Appeal in error, they utilize the **Remove Appeal** button to remove the Appeal flag from the record.

3.3.3 Supporting Documentation

The third step discussed in [Section 3.3](#) involves supporting documentation. The 2020 Census LUCA Appeals Office requires eligible participants to provide evidence of existence and the location for appealed addresses. To this end, eligible participants must provide the supporting documentation for all appealed addresses as specified below.

For the 2020 Census LUCA Appeals process, participants may apply the same set of supporting evidence to a group of addresses instead of requiring unique documentation for each address. For example, participants may wish to supply one set of supporting evidence for related addresses such as those associated with a single housing development or complex if the set of supporting evidence substantiates the existence of the full set of linked addresses. In other cases, a written description of a robust process to review and verify the appeal-eligible addresses using highly accurate sources may support a set of addresses. Participants must supplement this narrative with a selection of appealed addresses associated with an exact location and proven with one of the evidence types listed below.

Eligible governments must submit the following supporting documentation with their Appeals:

- A written narrative with an explanation of the eligible government’s position for why the Appeals Staff should adopt their recommendation. The Appeals Office suggests participants name the file **Appeal_2020LUCA_<EntityID>_Letter.xxx**. This file format (xxx) varies based on software used to create it. The narrative should outline the basis of the appeal and the participant’s position for why the 2020 Census LUCA Appeals Office should adopt the recommendations. It should provide the contact information for the appeal, including:
 - The name of the governmental jurisdiction filing the Appeal.
 - The name, mailing address, telephone number, and email address (if any) for the jurisdiction’s contact person for the Appeal. Ensure this person is on the *D-2005 – Confidentiality Agreement Form*.
- A detailed description of the address source(s) that helps to verify the existence of an address or group of addresses. Eligible governments may incorporate the detailed description(s) into the written narrative or may supply separate address source documentation. For separate documentation, the Appeals Office suggests participants name the file(s) **Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**. The file format varies based on the source of the information (e.g., Microsoft Word® files, Microsoft Access® files or Microsoft Excel® files, Notepad files, etc). If more than one source description document is included, add a number after “SourceDescription”; e.g. SourceDescription1, SourceDescription2, etc. For each address source used to support the existence of address(s), the description should include the following:
 - Date of the address source.
 - Frequency of update of the address source (e.g., daily, monthly, quarterly, yearly, etc.).
 - Methods used to update the address source.
 - Quality assurance procedure(s) used in maintaining the address source.
 - How the eligible government and/or originator of the source uses the information.
- Evidence to support the existence of the appealed address. Participants must link the evidence directly to a particular appealed address or particular set of appealed addresses. Convert supporting documentary evidence into digital format if it is in printed/hard copy format. The Appeals Office suggests participants name the supporting evidence file(s) **Appeal_2020LUCA_<EntityID>_Evidence.xxx**. This file format (xxx) varies based on the source of the information. If more than one supporting document is included, add a number after “Evidence”; e.g., Evidence1, Evidence2, etc. Useful types of supporting evidence include:
 - Documentation of on-site inspection and/or interview of residents and/or neighbors.
 - Issuance of recent occupancy permit(s) for unit(s). Building permits are not acceptable, as they do not ensure completed construction of the units.
 - Provision of utilities (electricity, gas, sewer, water, telephone, etc.) to the residence. The utility record must show that this is not a service to a commercial unit, or an additional service to an existing residence (such as a second telephone line).
 - Provision of other governmental services (housing assistance, welfare, etc.) to residents of the unit(s).
 - Photography, including aerial photography or satellite imagery.
 - Land use maps.
 - Local 911 emergency lists, if they distinguish residential from commercial units.
 - Tax assessment records, if they distinguish residential from commercial units.

For each address on the *Detailed Feedback Address List* that the participant is appealing, write/key the **Appeal?** flag and **MAFID** on the supporting evidence documentation to show the exact location in the document where the evidence for that address is located. For example, if submitting property tax records that contain 30 tax records per page, print (or key) the “Y” Appeal? flag and MAFID (e.g., “Y161200444” if the appeal-eligible record was MAFID 161200444 on the *Detailed Feedback Address List*) on the one tax record, among those 30 tax records, that supports the appeal. Utilize GUPS to attach the supporting documentation to the appealed records as described in [Section 3.3.3.1](#).

Within a GIS source, the 2020 Census LUCA Appeals Office suggests participants add a field (e.g., AppealFlag) to the attribute table to enter the corresponding “Y” and MAFID information (e.g., “Y161200444”), then save/export only the records with a value in that new field. This subset of the entire GIS source becomes the supporting documentary evidence for the records flagged in the *Detailed Feedback Address List*. Because GIS sources include more than one file component, do not attach the GIS source using GUPS. See the important note below for specific guidance on submitting GIS source documentation.

Only submit documentation specific to the address records or group of address records being appealed, e.g., one property tax record or one utility record for each appealed address or only those pages of a list with the records for the appealed addresses appropriately marked. Whatever method a participant chooses to associate source material with their appealed records, it is crucial for the Appeals Staff to be able to determine which evidence supports which address records or set of address records in order to process the appeal.

IMPORTANT: Participants using a GIS source as supporting documentation must supply all GIS file components (e.g., .dbf, .shp, .sbn, .sbx, .prj, .cpg, .xml, etc.) from their GIS source with the linked Appeals record(s) annotated. Zip the complete suite of files into a separate file (e.g., **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**). Do not attach this “_EvidenceGIS.zip” file using GUPS because SWIM will not accept a .zip file within a .zip file and the process for adding all the files unzipped is burdensome. Refer to [Section 3.4.1](#) for instructions on supplying GIS supporting documentation.

If participants intend to use the Secure Web Incoming Module (SWIM), detailed in [Section 3.4.1](#), to submit their Appeal, they must attach the written narrative and source description documents to at least one of the Appealed records. Because an Appeal may include multiple records and multiple pieces of supporting documentation, it is very important to name the written narrative and source descriptive documents in the manner describe in the bullets above. Doing so enables the Appeals Staff to locate the file within the .zip file created by GUPS and submitted for your jurisdiction.

IMPORTANT: Participants using SWIM to submit their Appeal must attach the written narrative and source description(s) files to at least one of the Appealed records in GUPS otherwise those materials will not be included in the .zip file created with the GUPS export.

If a participant intends to ship the Appeal materials and not use SWIM, a hard copy of the written narrative and source description(s) is acceptable. Burning the materials onto the CD/DVD with the GUPS exported .zip file (and EvidenceGIS.zip file if applicable) is not required. Refer to [Section 3.4.2](#) for instructions for protecting this material during shipment.

Direct questions on the Appeals process to the 2020 Census LUCA Appeals Office toll-free, by phone, at (888) 222-9907. The LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, also lists their contact information.

3.3.3.1 Attaching Supporting Documentation

Participants can add supporting evidence documentation as records are flagged for Appeal, or as they work a series of records that use the same evidence/source. They may also choose to add documentation prior to finalizing the Appeal with the execution of the **Appealed Address Document Review Tool** as described in [Section 3.3.4](#).

Note: If using GIS files as supporting documentation, do not attach the files to the Appealed records using any of the three options mentioned above. The **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip** file mentioned in the previous section is submitted separately instead of linked to records in GUPS.

To add documentation after flagging a record, choose “Yes” in [Figure 11](#), navigate to the location of the documentation, select the supporting evidence file, and choose “Open” as shown in [Figure 12](#). To add documentation later, choose “No” in [Figure 11](#).

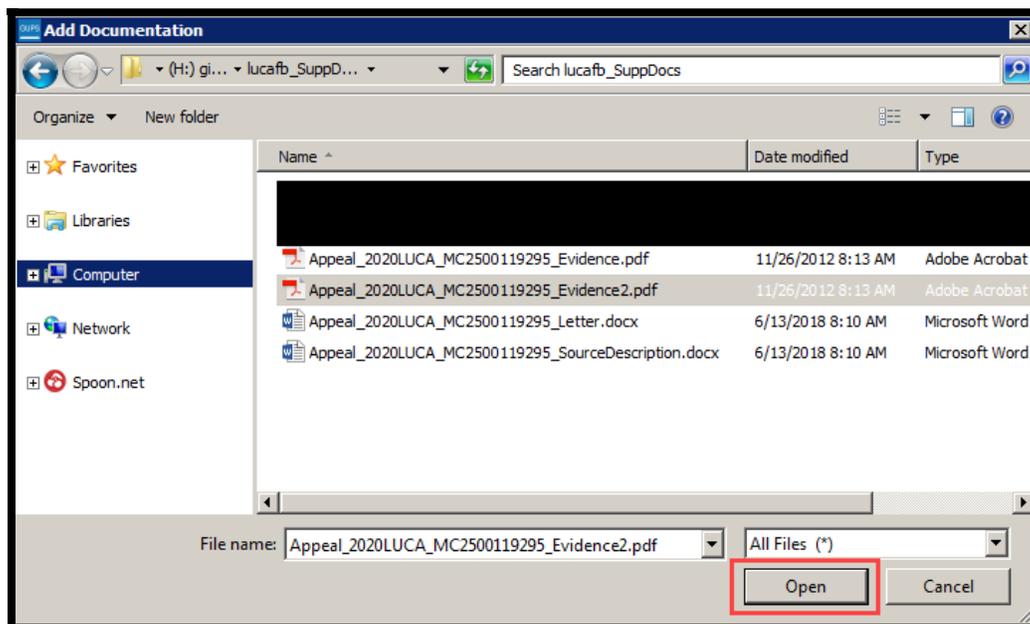


Figure 12. Add Documentation Window

Once a document is associated with a record flagged for Appeal, the linked file appears in a **Document List**, as first mentioned in [Section 3.3](#). This file is available for future linkages to other flagged records. Additionally, participants can link more than one file of supporting evidence to an Appealed record by selecting the Appealed record and choosing **Upload New File**. In that instance, more than one file would appear in [Figure 13](#).

Below are two examples of the **Document List** that appears to the left of the Map View after flagging at least one record for Appeal. [Figure 13](#) shows a MAFID with associated documentation while [Figure 14](#) shows a MAFID without associated documentation.

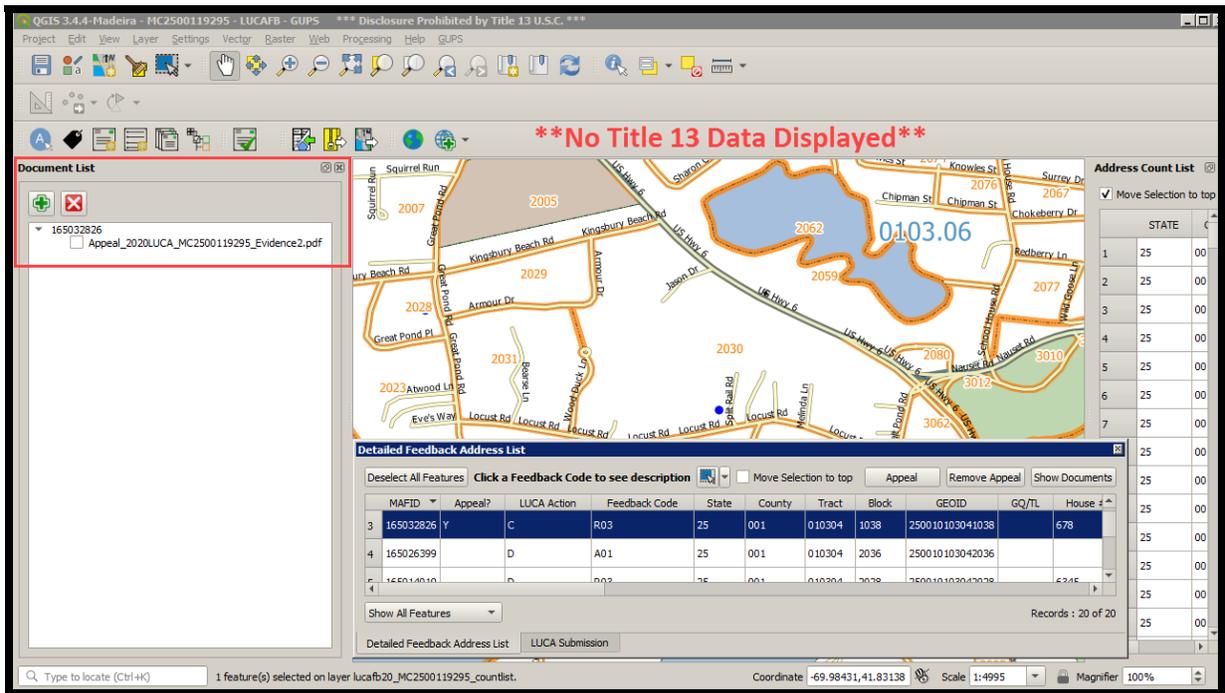


Figure 13. Document List with Documentation Attached

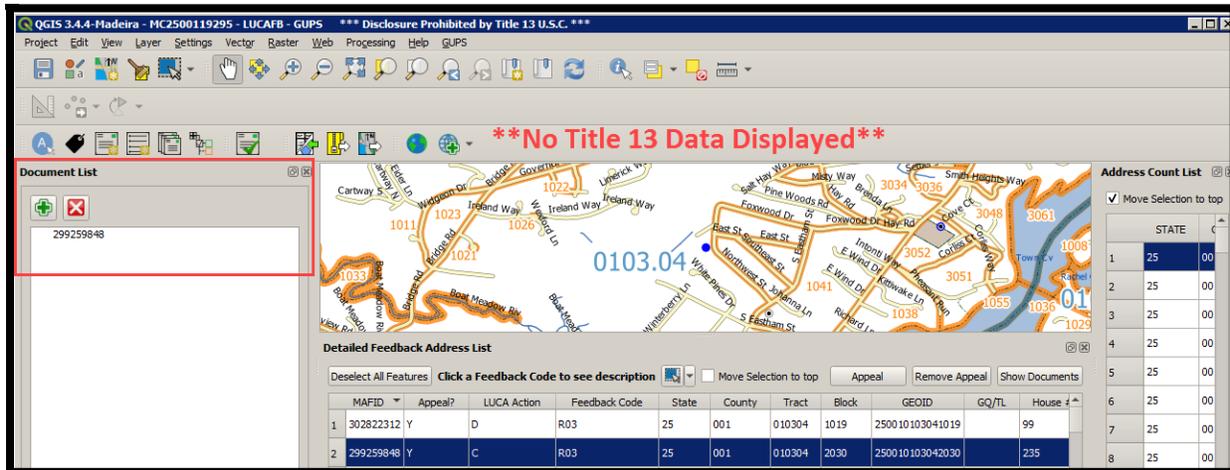


Figure 14. Document List without Documentation Attached

If participants delay associating the supporting documentation when they flag a record or group of records for Appeal, they can open the **Document List**, identify the records without a document associated (e.g., [Figure 14](#)), and choose the green “plus” sign in the **Document List** to launch an **Upload Documentation** window as shown in [Figure 15](#). Participants may either associate an existing document by checking the proper document listed in the **Upload Documentation** window and selecting **Add Existing File** or by choosing **Upload New File** and following the on-screen instructions to navigate to the directory location of the documentation.

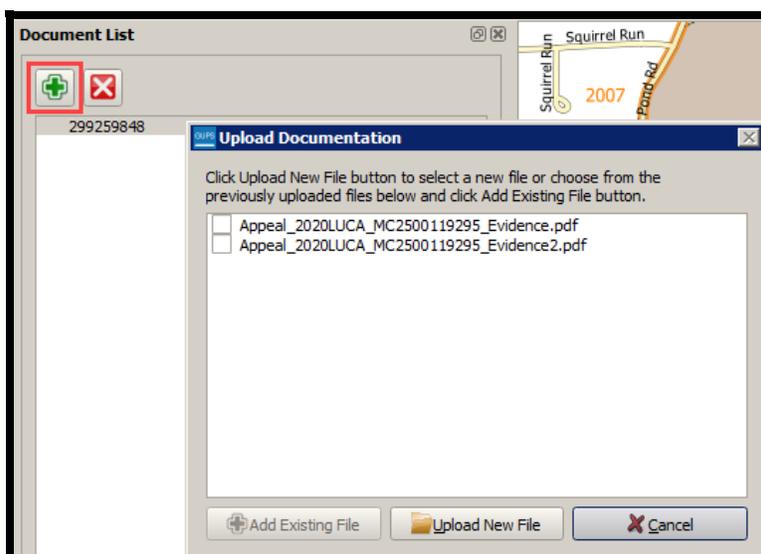


Figure 15. Add Documentation Using Green Plus Sign in Document List

The last manner of associating supporting documentation is to run the **Appealed Address Document Review Tool** to identify the records without documentation. The next section, [Section 3.3.4](#), explains the tool and associating supporting documentation.

Note: If the same supporting documentation attaches to more than one Appealed record, the documentation's linkage to the other records is preserved should the **Appeal?** flag be removed from one record using the **Remove Appeal** button.

3.3.4 Executing the Appealed Address Document Review Tool

Some participants may find the task of associating supporting documentation easier by allowing GUPS to identify each MAFID without attached documentation. The next few examples illustrate the use of the **Appealed Address Document Review Tool** button, its associated windows, and actions to link documentation.

Once a participant's review of the feedback materials concludes and records are flagged for Appeal, select the **Appealed Address Document Review Tool** button as shown in [Figure 16](#). It is not necessary to display the **Document List**, but it is shown in this illustration.

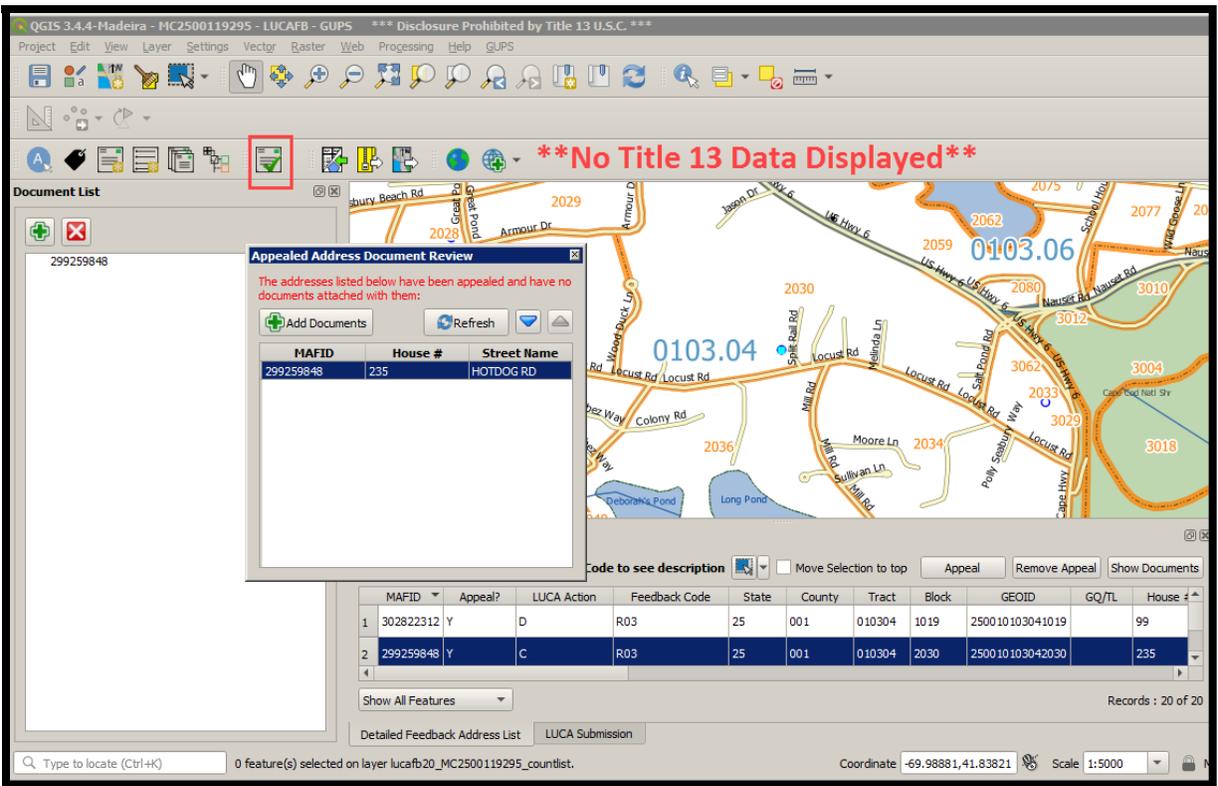


Figure 16. Appealed Address Document Review Tool Button

Select a record from the list and then select the **Add Documents** button as shown in Figure 17.

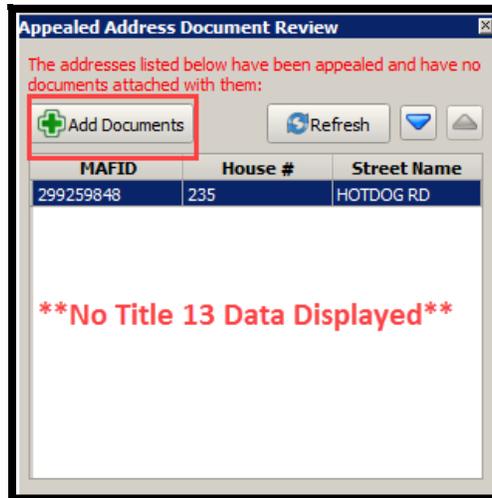


Figure 17. Add Documents Button on Appealed Address Document Review Window

If no previous documentation has been uploaded, the **Upload Documentation** window launches, as shown in Figure 18 that allows participants to choose existing documentation or to upload a new file in order to associate the documentation with the Appealed record.

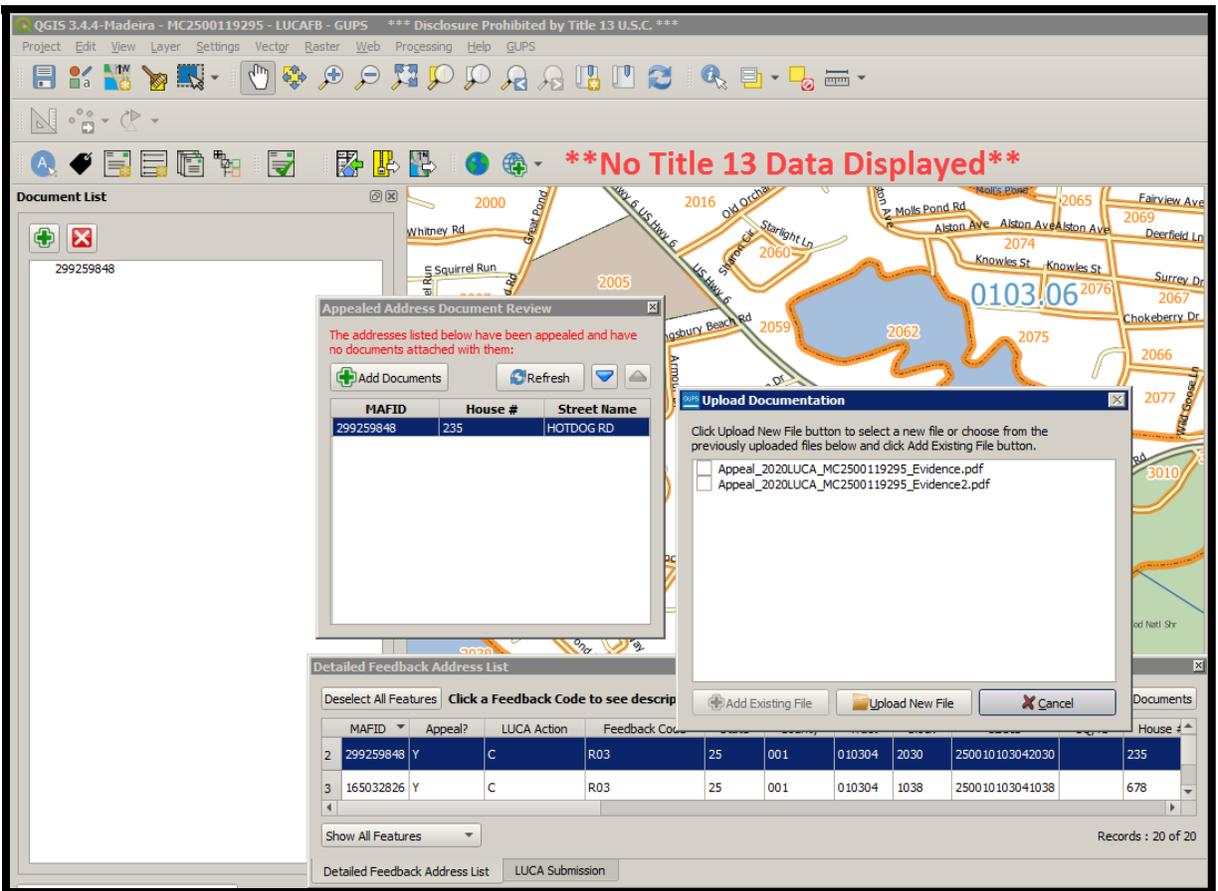


Figure 18. Upload Documentation Window within Appealed Address Document Review Tool

As participants associate supporting documentation with Appealed records, use of the **Refresh** button, shown in the **Appealed Address Document Review** window, drops the record from the list and leaves only records needing documentation. The list does not auto-refresh once participants attach documentation to records. If participants have multiple records supported by the same source, they may utilize the Shift key on the keyboard to select more than one MAFID from the **Appealed Address Document Review** window, and then choose the document to attach to all records at once.

Once all records contain attached documentation, the execution of the tool will return a pop-up message, as shown in **Figure 19**, which informs participants that no Appealed records exist without supporting documentation.

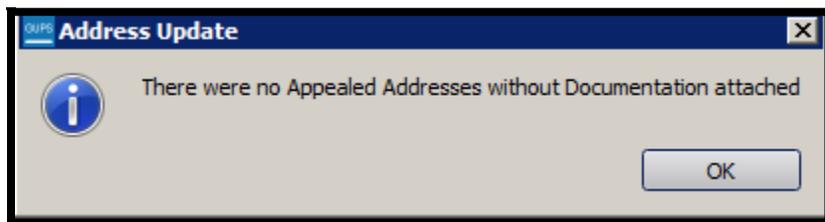


Figure 19. No Appealed Addresses without Documentation Window

Once participants are satisfied with their review of the *Detailed Feedback Address List* X01 and R03 records and attachment of supporting documentation, they can proceed with generating

the .zip files to submit to the 2020 Census Appeals Office. Select the **Export to Zip** button on the **LUCA Feedback toolbar**. The selection of this button opens a LUCA Feedback Export window as shown in [Figure 20](#).

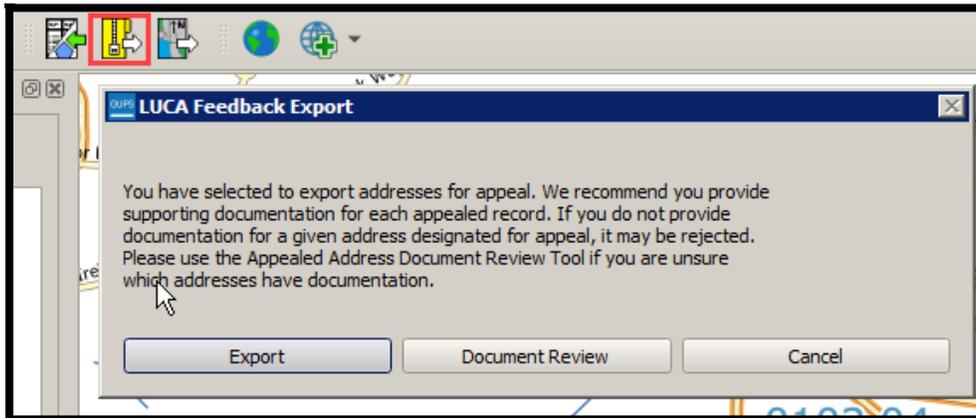


Figure 20. Export to Zip Button Showing LUCA Feedback Export Window

Participants have three choices: **Export**, **Document Review**, and **Cancel**. If participants want to run the **Appealed Address Document Review Tool** prior to exporting the file, they may select the Document Review button shown above; otherwise, choose the **Export** or **Cancel** choices.

With the **Export** button selection, a **LUCA Feedback (LUCAFB) Contact Information** window opens like the one shown in [Figure 21](#). Several fields of information are required to accompany the .zip file. These include **First Name**, **Last Name**, **Address**, **City**, **State**, **Zip**, **Phone**, and **Email**. There is also a check box regarding whether the person listed in the form is the LUCA Liaison.

Figure 21. LUCA Feedback (LUCAFB) Contact Information Window

When the export process completes, GUPS returns an **Export to Zip** window that confirms creation of the .zip files and the file location. The window allows the participant to choose whether to open the folder where the file is stored, by choosing **Yes**, or to dismiss the window, by choosing **No**. See [Figure 22](#) and [Figure 23](#) for examples of these windows. There is no GIS supporting documentation .zip file shown in [Figure 23](#). In addition to the program (e.g., 2020LUCAFB), Entity ID (e.g., MC2500119295), and reference either the “return” or the “return documentation” files, the file naming convention for the .zip file includes a date (yyyymmdd)

and timestamp (hhmmss) to prevent unintentional overwriting of data with the execution of this tool.

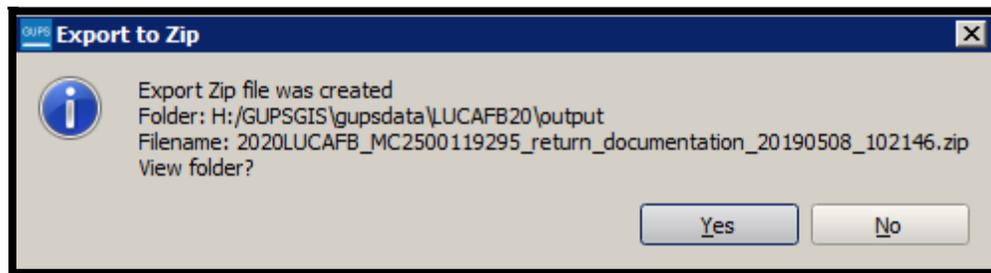


Figure 22. Export to Zip Confirmation Window

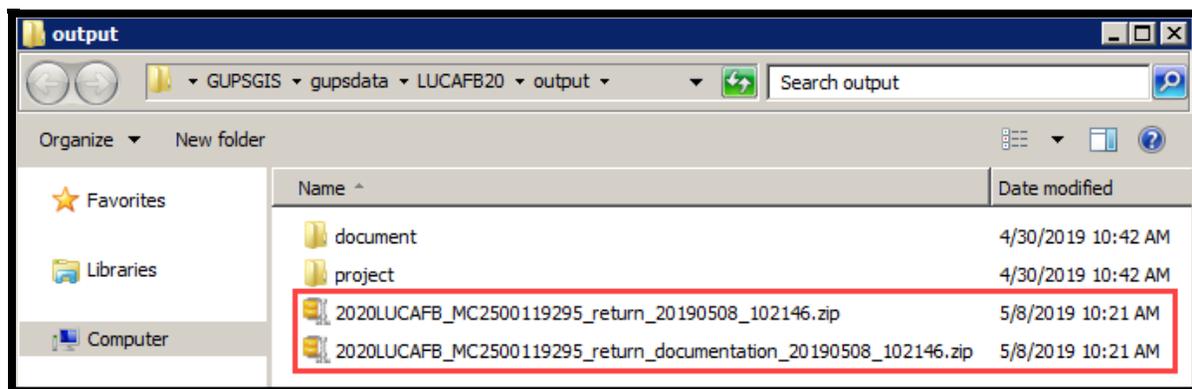


Figure 23. Export to Zip Resulting Folder

IMPORTANT: Make note of the file name and directory location listed in Figure 22 in order to be able to locate the file for submission to the 2020 Census Appeals Office. Participants must submit both files to provide the complete GUPS generated submission.

3.4 Submitting Appeals Material to the 2020 Census LUCA Appeals Office

There are two methods for submitting the Appeals material generated using GUPS to the 2020 Census LUCA Appeals Office. Participants may submit the zipped Appeals material through the SWIM, the official web portal for uploading materials, or participants may ship the Appeals material to the 2020 Census LUCA Appeals Office. Refer to [Section 3.4.1](#) for instructions on using SWIM and [Section 3.4.2](#) for instructions on packaging and shipping the Appeals material.

3.4.1 SWIM Instructions for Submitting Appeal Materials

Participants may use SWIM to upload their appeal material to the Appeals Staff. The Census Bureau provided one SWIM registration token per LUCA participant with their Review Phase cover letter. Another token is not included with the feedback materials.

To determine whether an account exists, click "[Forgot your password?](#)" on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it returns the following message, "No account registered for this email. Go to Account Registration." Choosing the Account Registration link opens a window to establish a SWIM account.

Note: The components of the email and password of SWIM system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the SWIM account (e.g., jane@anytown.org or Jane@anytown.org or JANE@ANYTOWN.ORG). The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the “Forgot your password?” link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the ‘Change Security’ link at the top, right-hand side of the page.

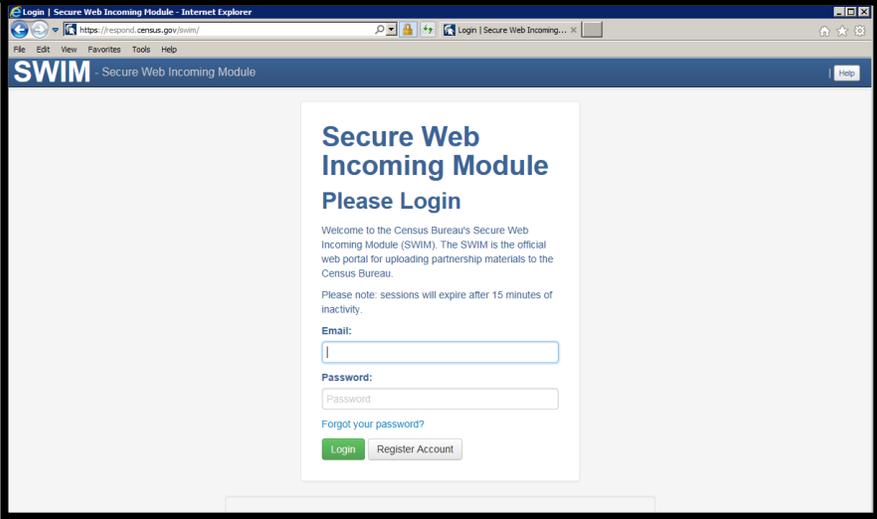
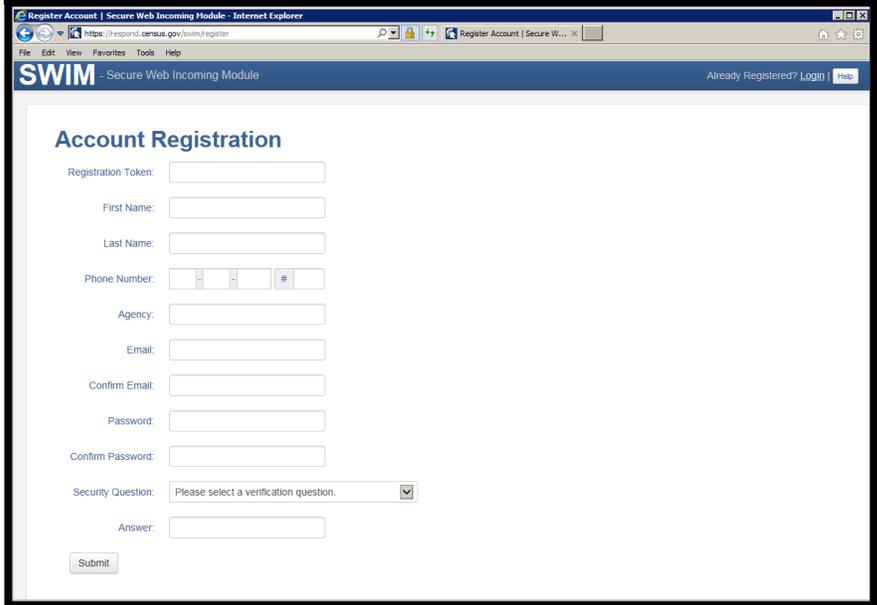
Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version). If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact the LUCA Help Desk at (844) 344-0169 for assistance. An additional SWIM token may be necessary to create another account.

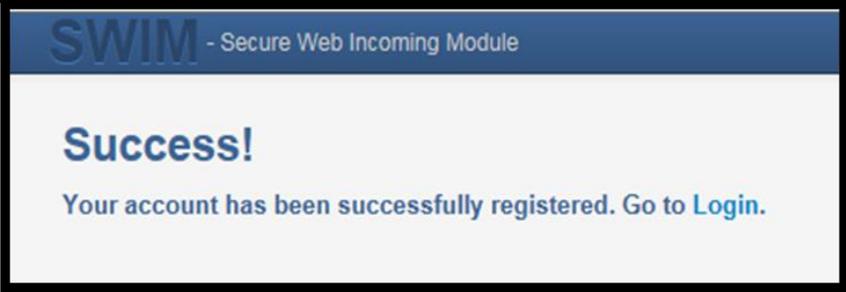
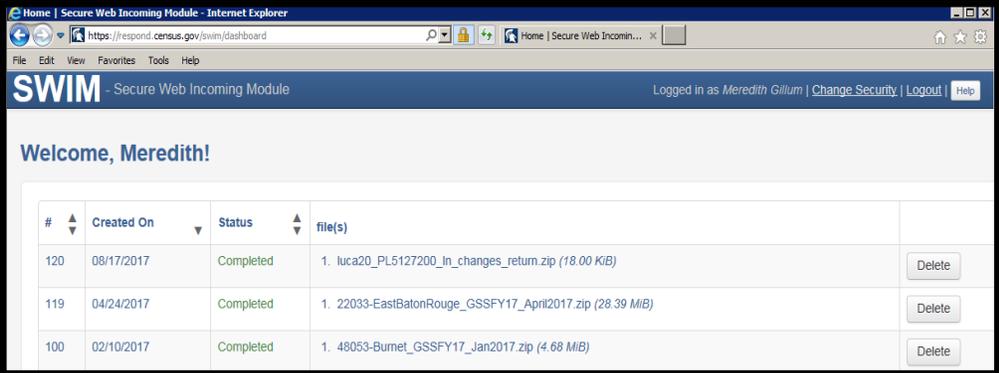
The following list contains the file requirements for using SWIM:

- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

Refer to [Table 8](#) for an example of using SWIM for submitting Appeal materials to the Appeals Staff.

Table 8: SWIM Submission

Step	Action and Result
<p>Step 1</p>	<p>Open a new browser window and enter the SWIM URL https://respond.census.gov/swim. <i>The SWIM Please Login screen opens.</i></p> 
<p>Step 2</p>	<p>For participants with an existing SWIM account, enter the email address and password and then click the Login button. <i>The Welcome screen opens. Go to Step 8.</i></p>
<p>Step 3</p>	<p>For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the Register Account button after accessing the SWIM URL. <i>The Account Registration screen opens.</i></p> 
	<p>All fields on the Account Registration screen are required.</p>

Step	Action and Result																				
Step 4	Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.																				
Step 5	<p>Create a password using the following criteria:</p> <ol style="list-style-type: none"> 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, \$, *, &, ?, and ~. <p>Note: The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.</p>																				
Step 6	<p>Establish a security question. Click arrow to the right of the Security Question field and select a question from the drop-down menu. Enter an answer in the Answer field. Click the Submit button when finished. A Success screen opens to confirm the successful creation of a SWIM account.</p> 																				
Step 7	On the Success screen, select Login to return to the SWIM Please Login screen (shown in Step 1) to proceed with the login process.																				
Step 8	<p>Enter the email and password information and click the green Login button to log into SWIM. The Welcome screen opens. If the account has uploaded other files for different geography programs administered by the Census Bureau, a list of files previously uploaded by the SWIM user displays, as shown in the example below. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file.</p>  <table border="1" data-bbox="412 1696 1289 1866"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>120</td> <td>08/17/2017</td> <td>Completed</td> <td>1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)</td> <td>Delete</td> </tr> <tr> <td>119</td> <td>04/24/2017</td> <td>Completed</td> <td>1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)</td> <td>Delete</td> </tr> <tr> <td>100</td> <td>02/10/2017</td> <td>Completed</td> <td>1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)</td> <td>Delete</td> </tr> </tbody> </table>	#	Created On	Status	file(s)		120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete	119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)	Delete	100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete
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120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete																	
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100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete																	

Step	Action and Result
<p>Step 9</p>	<p>To begin a new upload, click the Start New Upload button at the bottom of the screen.</p> <div data-bbox="698 275 1083 428" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: #4F81BD;">Click 'Start New Upload' to begin.</p> <div style="text-align: center;"> <input type="button" value="Start New Upload"/> </div> </div> <p>The “What Census program are you reporting data for?” screen opens. To ensure the Appeals Staff receives the submission, choose the Local Update of Census Addresses Appeals radio button and click the Next button.</p> <div data-bbox="436 558 1341 999" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>What Census program are you reporting data for?</p> <p>Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.</p> <ul style="list-style-type: none"> <input type="radio"/> Boundary and Annexation Survey (BAS) <input type="radio"/> Boundary Quality Assessment and Reconciliation Project <input type="radio"/> Count Review Operation (CRO) <input type="radio"/> Federal Agency Updates <li style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> Local Update of Census Addresses Appeals All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office <input type="radio"/> New Construction (NC) <input type="radio"/> Participant Statistical Areas Program (PSAP) <input type="radio"/> Redistricting Data Program - BBSP-VTD (RDP) <input type="radio"/> Redistricting Data Program - CD-SLD (RDP) <input type="radio"/> Spatial, Address, and Imagery Data Program (SAID) <input type="radio"/> School District Review Program (SDRP) <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Next"/> </div> </div>

Step	Action and Result
<p>Step 10</p>	<p>The “What type of LUCA Appeals entity are you reporting for?” screen opens. Participants must select the level of geography that matches the type of entity they represent. County participants (e.g., CO48001) choose the County choice. Minor Civil Division (MCD) participants (e.g., MC2500119295) choose MCD, as shown in the screenshot below. Incorporated Place participants (e.g., PL4800010) choose the Place choice. If a question arises about this choice, please contact (844) 344-0169 for assistance.</p> <div data-bbox="500 436 1279 730" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>What type of LUCA Appeals entity are you reporting for?</p> <p> <input type="radio"/> State <input type="radio"/> Place <input type="radio"/> County <input checked="" type="radio"/> Minor Civil Division (MCD) <input type="radio"/> Tribal Area <input type="radio"/> Consolidated City </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Click the radio button for the entity type to upload and click the Next button. <i>The choice of Minor Civil Division (MCD) opens the Select a State, County, and Minor Civil Division (MCD) screen.</i></p> <div data-bbox="508 831 1271 1178" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a State, County, and Minor Civil Division (MCD)</p> <p>State: <input type="text" value="Select"/> </p> <p>County: <input type="text"/> </p> <p>Minor Civil Division (MCD): <input type="text"/> </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div>

Step	Action and Result
<p>Step 11</p>	<p>Following the selection of the entity type to upload, the Select a .ZIP file to upload screen opens. Click the +Add File button to launch the Choose File to Upload window and navigate to the GUPS data directory where the two .zip files reside.</p> <div data-bbox="436 336 1333 777" data-label="Image"> </div> <div data-bbox="436 793 1333 1346" data-label="Image"> </div> <p>Select one file and click Open. The ‘Shift’ key on the keyboard does not allow for the selection of multiple files, so to add the second file, repeat the same process, click the +Add File button, select the second file, and click Open.</p> <p>IMPORTANT: Participants with GIS supporting documentation must attach their “Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip” with their other two GUPS exported files in order to supply the 2020 Census Appeals Office with all of the documentation needed to review the Appeal. Participants add the “EvidenceGIS.zip” file by repeating the same procedure described in this step.</p>

Step	Action and Result
<p>Step 12</p>	<p>Once the file upload completes, <i>the Status field shows “Success”</i>. <i>The name of the files appear in the File(s) field</i>. Participants can add comments to the Comment section to assist the 2020 Census LUCA Appeals Office. Click the Next button to proceed with the upload.</p> <div data-bbox="407 338 1373 877" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status: Success</p> <p>File(s):</p> <ul style="list-style-type: none"> • 2020LUCAFB_MC2500119295_return_20190508_102146.zip • 2020LUCAFB_MC2500119295_return_documentation_20190508_102146.zip <p>Comments:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 30px;"> <p>2020 Census LUCA Appeals for Eastham MA (MC2500119295). Submitting 2 records flagged for Appeal, written narrative, source description, and supporting documentation attached using GUPS.</p> </div> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Note: If including Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip, it will appear beneath the File(s) section along with the other two GUPS exported .zip files.</p>
<p>Step 13</p>	<p><i>The Thank You screen appears</i>. It thanks the participant and indicates a forthcoming email once transfer completes.</p> <div data-bbox="383 1073 1398 1310" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Thank You</p> <p style="text-align: center; color: green;">Thank you for using SWIM. You will receive an email when your file successfully transfers to the 2020 Census LUCA Appeals Office.</p> <p>File(s):</p> <ol style="list-style-type: none"> 1. 2020LUCAFB_MC2500119295_return_20190508_102146.zip 2. 2020LUCAFB_MC2500119295_return_documentation_20190508_102146.zip <p>You may Log Out or return to the upload form, to submit more files.</p> </div>
<p>Step 14</p>	<p>Choose ‘upload form’ in the phrase “You may Log Out or return to the upload form to submit more files” sentence to return to the Welcome screen and begin the upload process again, if the participant is the liaison for more than one jurisdiction. If complete with the upload process, choose Log Out.</p>

Step	Action and Result								
	<p>It is important to mention that SWIM sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. They receive a message noting the period of inactivity on the Login screen.</p> <div data-bbox="657 338 1122 915" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Secure Web Incoming Module Please Login</p> <p>Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.</p> <p>Please note: sessions will expire after 15 minutes of inactivity.</p> <div style="background-color: #fff9c4; padding: 5px; text-align: center; margin: 5px 0;">You have been logged out due to inactivity.</div> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="Register Account"/></p> </div> <p>When they reach the Welcome screen, a record listed with a Status of “In progress, Continue?” appears with that day’s date in the Created On field. Participants can choose the “Continue?” link to continue uploading or they can delete the item by choosing the Delete button to the far right of the row.</p> <div data-bbox="389 1077 1390 1262" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Welcome, Meredith!</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10/11/2018</td> <td style="text-align: center;">In Progress. Continue?</td> <td style="text-align: right; vertical-align: middle;"><input type="button" value="Delete"/></td> </tr> </tbody> </table> </div>	#	Created On	Status	file(s)	1	10/11/2018	In Progress. Continue?	<input type="button" value="Delete"/>
#	Created On	Status	file(s)						
1	10/11/2018	In Progress. Continue?	<input type="button" value="Delete"/>						

3.4.2 Shipping Instructions for Submitting Appeal Materials

Participants without internet access or those that do not wish to use SWIM may ship their materials to the 2020 Census LUCA Appeals Office. Appeal materials may be included on CD/DVD or as hard copy materials. Burn, or copy, the two GUPS exported files, **2020LUCAFB_<EntityID>_return_yyyymmdd_hhmmss.zip** and **2020LUCAFB_<EntityID>_return_documentation_yyyymmdd_hhmmss.zip** to a CD/DVD. If using GIS supporting documentation, burn the **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip** to the same CD/DVD.

If participants attached the written narrative and source descriptions to one record as requested in [Section 3.3.3.1](#), then those materials are automatically included within the “return_documentation” exported .zip file from GUPS. There is no need to burn those digital copies onto the CD/DVD. However, to assist with recording the receipt of an Appeal package, the 2020 Census Appeals Office requests the inclusion of a hard copy of the written narrative.

Follow the following instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the appeal materials (CD/DVD and/or hard copy materials) 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.
- Do not label the outer envelope with the disclosure notice.
- Ship using a service that provides tracking information, such as United States Postal Service (USPS) trackable delivery, FedEx, United Parcel Service (UPS), or similar service. Retain the tracking number as proof of delivery.

Ship to the following address for the Appeals Staff:

*2020 Census LUCA Appeals Office
Attn: LUCA Appeals Staff
1201 E 10th St
Jeffersonville IN 47132*

IMPORTANT: Use the address listed above to ensure delivery of the Appeals material to the 2020 Census LUCA Appeals Office, as they operate separately from the Census Bureau.

CHAPTER 4 2020 CENSUS LUCA CLOSEOUT

The Census Bureau must account for all Title 13 material delivered to participants during both the LUCA Review and Feedback Phases, and any copies of those materials, to close out the operation for 2020. It is the responsibility of the LUCA liaison to ensure the proper disposal of the Title 13 material. The designated liaison is required to verify the destruction or return of any remaining Title 13 materials, both paper and digital (i.e., paper copies, backup files, etc.) by signing and returning to the Census Bureau the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form* enclosed with the feedback materials and found in [Appendix C](#). The destruction of materials is the preferred method rather than returning the materials to the Census Bureau.

IMPORTANT: Please await a response from the Appeals Office on the status of the appeal prior to destroying or returning the Title 13 material.

All LUCA reviewers and anyone with access to Title 13 materials (includes all persons who signed the *D-2005 – Confidentiality Agreement Form*) are required to sign and date the *D-2012* form once the LUCA appeals process concludes. Should any liaison, reviewer, or anyone with access to Title 13 materials leave before the completion of the LUCA operation, they are required to sign out of the program by signing and dating this form. If any liaison or reviewer leaves and fails to sign and date this form, the current liaison can sign out on their behalf.

Participants choosing to destroy their materials must return the *D-2012* as soon as possible after the destruction of materials and must ensure the form contains all appropriate liaison and reviewer signatures to close out 2020 Census LUCA. Use the enclosed, postage-paid envelope to return the *D-2012*. Participants choosing to return their materials, rather than destroy them, must include this form with the materials and must follow the packaging and shipping instructions in [Appendix A](#) to ensure the security of the Title 13 materials.

APPENDICES

APPENDIX A CONFIDENTIALITY AND SECURITY GUIDELINES

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 minimally 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 Form*.

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 his or her 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 minimally 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 unusable.

Note: Hand tearing is an unacceptable method of Title 13 material disposal before destruction.

See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf) for further information on acceptable methods for digital media and office equipment sanitization
[<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>](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.

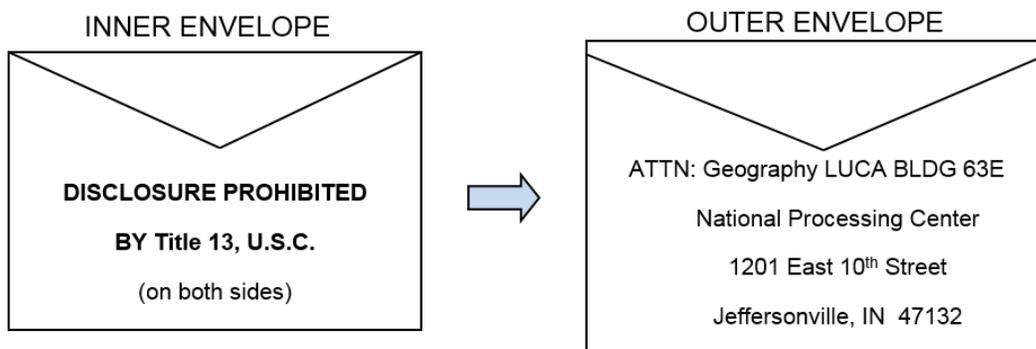


Figure 24. Mailing Envelope Examples for Return of Title 13 U.S. C. Materials

Ship to the address shown above, and listed below, for the return of all LUCA Title 13 materials:

*ATTN: Geography LUCA BLDG 63E
National Processing Center
1201 E 10th St
Jeffersonville IN 47132*

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"/>			

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

APPENDIX C DESTRUCTION OR RETURN OF TITLE 13 U.S.C. MATERIALS FORM (D-2012)

FORM **D-2012** (3-8-2017)

OMB No. 0607-0994; Approval Expires 12/31/2019

	<p>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</p>	<p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p>Entity ID</p> <hr/> <p>Government Name</p>
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Please complete this form and return it via email to GEO.2020.LUCA@census.gov or in the enclosed postage paid, preaddressed envelope.

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

A. LUCA Liaison Destruction or Return of Title 13 Materials

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

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

Printed Name of the LUCA Liaison

Signature of the LUCA Liaison

Date

Month	Day	Year

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

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

Printed Name

Signature

Date

Month	Day	Year

Section B continued on the reverse

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

Printed Name

Signature

Date

Month

Day

Year

APPENDIX D GLOSSARY

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—The 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. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as “1” on the paper maps.

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:

- Recreational (RV) parks.
- Marinas.
- 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 be associated with a structure at all.

LUCA liaison—The main point of contact 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, also known as the program primary liaison or designated liaison, accepts responsibility for safeguarding Title 13 materials and are ultimately responsible for destroying (or returning) the materials. They must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)* after ensuring all LUCA reviewers sign the form as well.

LUCA reviewer—Individual(s) selected by the HEO or LUCA liaison to assist with conducting the LUCA review. They accept responsibility for safeguarding Title 13 materials and, like the liaison, must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)*.

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.

MAF/TIGER Database (MTDB)—The Census Bureau’s nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

Metadata—Describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

Minor civil division (MCD)—The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

Municipio— A type of governmental unit that is the primary legal subdivision of Puerto Rico. The Census Bureau treats the municipio as the statistical equivalent of a county.

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 Census Center—Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

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 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.

APPENDIX E IMPORTING THE REVIEW PHASE LUCA SUBMISSION

Participants that submitted their Review Phase LUCA submission using GUPS may import their submission using the **Import LUCA Submission** button as shown in [Figure 25](#).

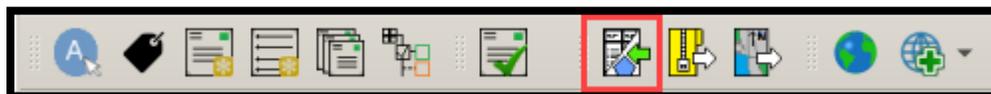


Figure 25. Import LUCA Submission Button

After selecting the **Import LUCA Submission** button, follow the on-screen instructions for importing the file. Participants must navigate their computer to the directory location of their original LUCA GUPS submission. For those that do not recall the directory location of the LUCA submission file, perform a search on the computer for a file that ends with “*_changes_addresses_return.zip”. If the computer used for the Feedback Phase review differs from the one used during the Review Phase, consider performing your feedback review on the Review Phase computer or move the file from the Review Phase computer to the Feedback Phase computer, following Title 13 precautions outlined in the *Confidentiality and Security Guidelines (D-2004)*.

Once the file is located and selected, GUPS prompts a pop-up window that requests the Encryption Key similar to the window prompted when opening the feedback materials. Refer to Step 6 in [Table 4](#) for a visual of this pop-up window.

Please note that the password used to import the original LUCA submission differs from the password used to open the feedback materials. Locate the original password used during the Review Phase on the *D-2080 letter* received just prior to the receipt of the Review Phase materials. Contact the LUCA Help Desk at (844) 344-0169 to assist with determining the Review Phase password if it has been misplaced.

Once imported, the LUCA submission file opens as a separate tab along the bottom of the GUPS window that allows participants to toggle between the *Detailed Feedback Address List* and the LUCA Submission. See [Figure 26](#) for a visual showing both tabs.

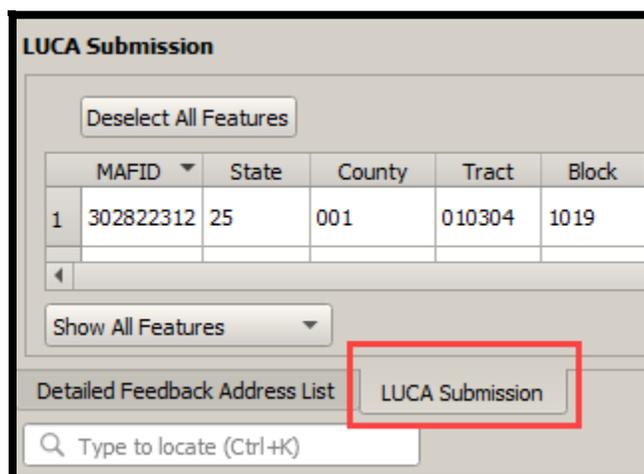
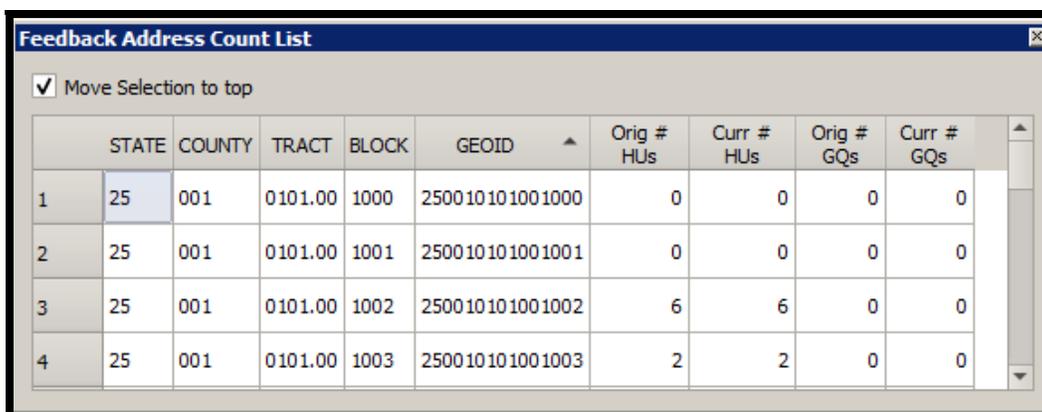


Figure 26. LUCA Submission Tab

While GUPS allows for importing the participant’s LUCA submission, it does not provide for a comparison between the original LUCA submission and the *Detailed Feedback Address List*. Participants must manually compare the information in each material to determine records that were/were not processed. For records that were not processed, no further action can occur during the Feedback Phase. A participant’s focus must return to reviewing the X01 and R03 records in the *Detailed Feedback Address List*.

APPENDIX F REVIEWING THE FEEDBACK ADDRESS COUNT LIST

The *Feedback Address Count List* contains all of the census blocks for your jurisdiction whether or not the census blocks have address records contained in the *Detailed Feedback Address List*. The default sort for the *Feedback Address Count List* is by **GEOID**; however, participants can use each field within the file to re-sort the data. For instance, participants can sort using the “Cur # HUs” field to group the largest (or smallest) current housing unit counts. They can check the “Move Selection to top” choice to promote selected block(s) to the top. See [Figure 27](#) that illustrates the top heading area of a sample *Feedback Address Count List*.



	STATE	COUNTY	TRACT	BLOCK	GEOID	Orig # HUs	Curr # HUs	Orig # GQs	Curr # GQs
1	25	001	0101.00	1000	250010101001000	0	0	0	0
2	25	001	0101.00	1001	250010101001001	0	0	0	0
3	25	001	0101.00	1002	250010101001002	6	6	0	0
4	25	001	0101.00	1003	250010101001003	2	2	0	0

Figure 27. Feedback Address Count List Example

Participants can use this product to identify census blocks with a change in housing unit and group quarters counts between the Review Phase and the Feedback Phase. While GUPS does not promote the census blocks with differences in counts to the top of the list, participants can locate the census blocks with X01 and R03 records in the *Detailed Feedback Address List*, and use the *Feedback Address Count List* to navigate to those blocks in the Map View. When participants double-click on a census block record in the *Feedback Address Count List*, the Map View in GUPS zooms to the census block and highlights it.

As mentioned in [Section 2.3](#), tally differences between the Review Phase and Feedback Phase do not indicate lack of coverage. It could indicate a change to geocoding between census blocks in your jurisdiction. The tally differences may also be the result of work performed during other census operations.

IMPORTANT: There is no direct link between change in tallies on the *Feedback Address Count List* and appeal eligibility for individual address records on the *Detailed Feedback Address List*. Only records in the *Detailed Feedback Address List* with a Feedback Processing Code of X01 or R03 are eligible for Appeal.

APPENDIX G IMPORTING LOCAL DATA INTO GUPS

Participants reviewing the LUCA feedback materials may find it useful to upload their own geographic information system (GIS) files or other address source information into GUPS to use as a reference. This may prove beneficial to participants since GUPS provides all the standard GIS software capabilities. This section explains the GUPS menus used to import locally sourced data.

To add imagery, geodatabase data, web-mapping services, or other data layers into GUPS, use the **Layer menu** from the **Menu bar** that falls just above the **Standard toolbar**. See [Figure 28](#) for a visual of the Layer menu and its sub-menus.

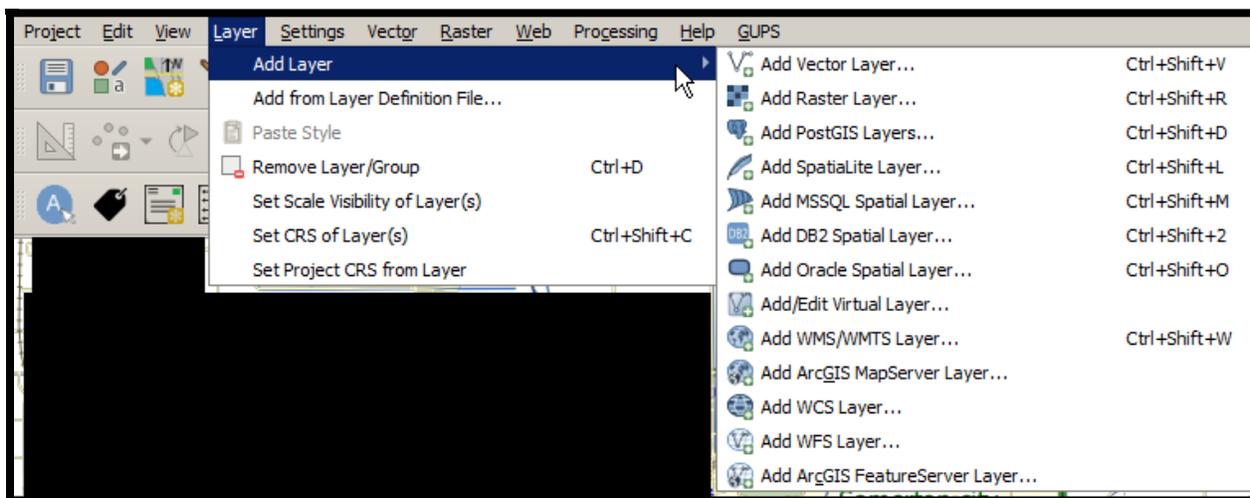


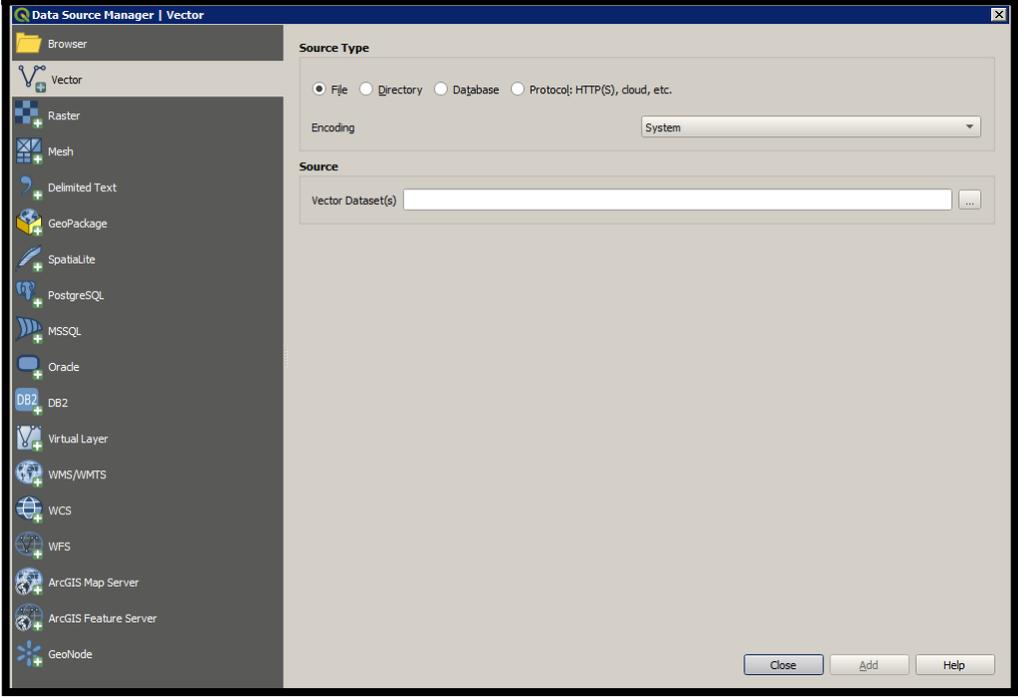
Figure 28. GUPS Layer Menu and Sub-Menus

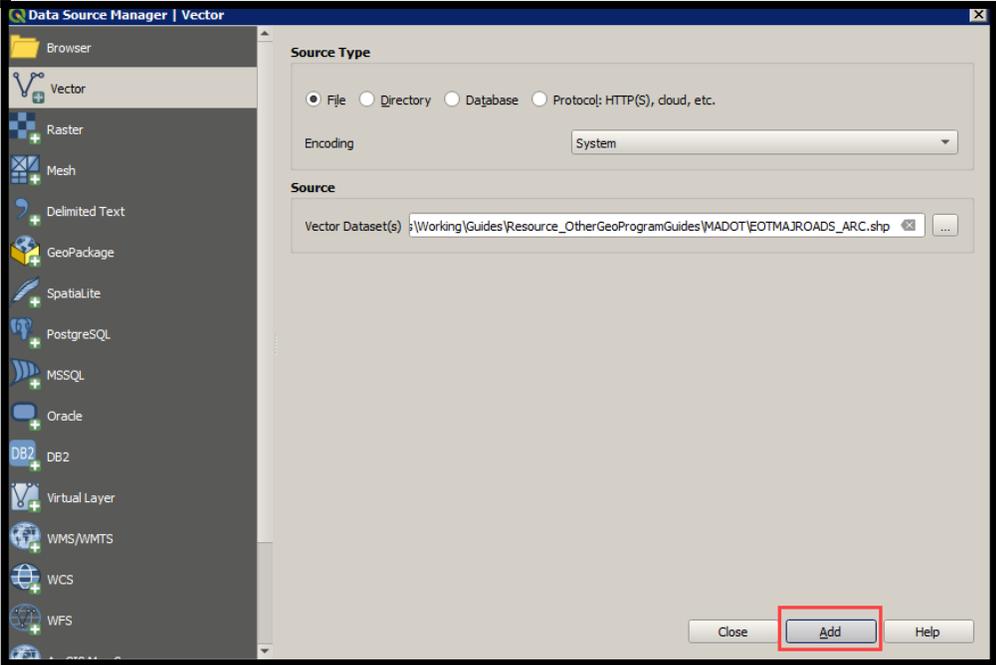
GUPS supports numerous vector data formats, including those supported by the OGR library data provider plugin, such as Esri shapefiles, MapInfo MIF (interchange format), and MapInfo TAB (native format). It also supports PostGIS layers in a PostgreSQL database as well as SpatialLite layers.

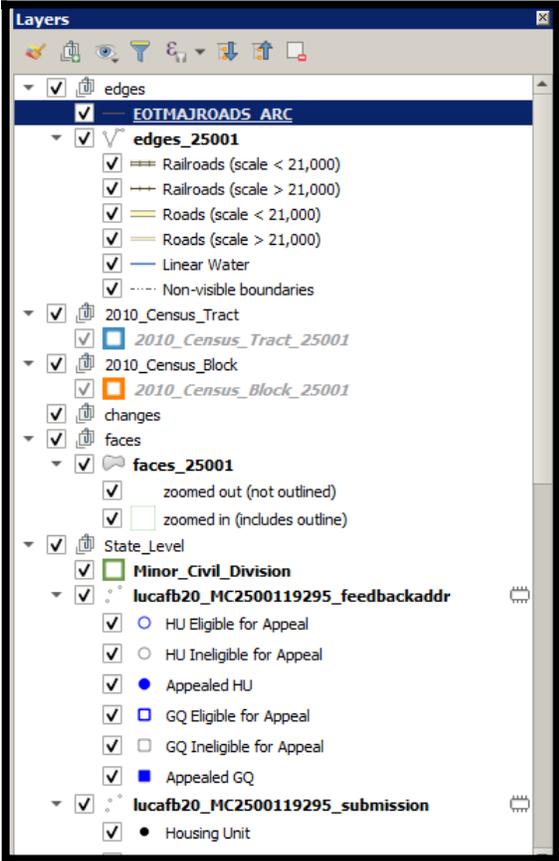
Participants that want to upload their GIS files, utilize the **Add Layer** sub-menu as described below in [Table 9](#).

Note: Participants may only upload one user-provided data at a time. If uploading multiple data layers, GUPS will only allow uploading one layer at a time.

Table 9: GUPS Layer Menu - Add Layer Sub-Menu

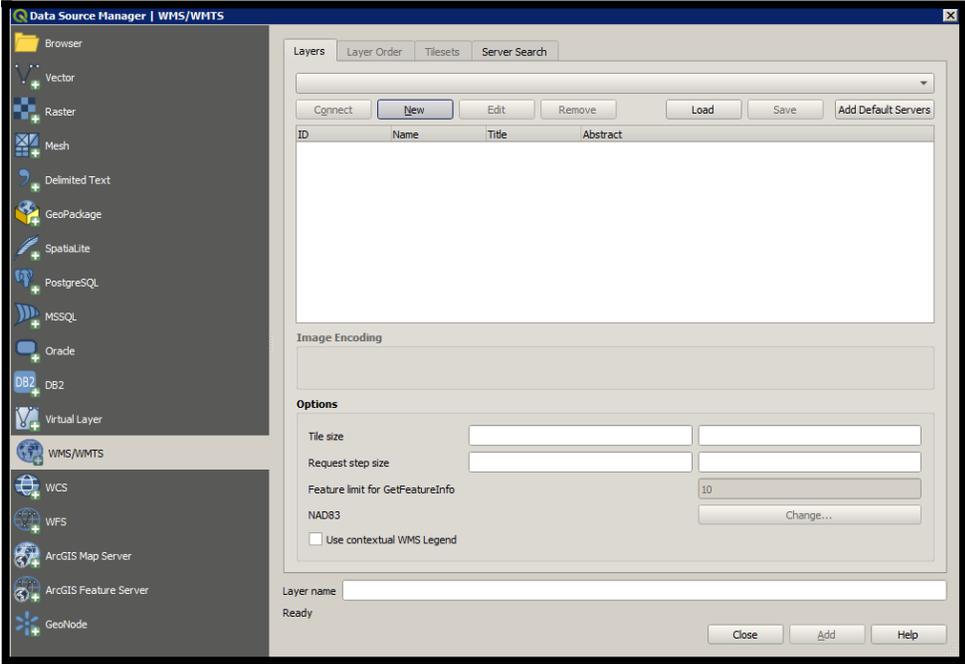
Step	Action and Result
<p>Step 1</p>	<p>Navigate to the Add Vector Layer selection within the Layer menu and Add Layer sub-menu as shown in Figure 28. The Data Source Manager window opens with the Vector window active.</p> 
<p>Step 2</p>	<p>For the Encoding section, the default value is System. If an error message displays when opening a file, use the drop-down to select UTF-8. <i>UTF-8 populates in the Encoding field after selection.</i></p>
<p>Step 3</p>	<p>Click the three dots to the right of the Vector Dataset(s) selection box in the Source section and navigate to the directory where the shapefile or geodatabase is located.</p>

Step	Action and Result
<p>Step 4</p>	<p>Left-click the file to upload, click the Open button to fill the Vector Dataset(s) selection box, and then click the Add button. <i>The shapefile (or geodatabase) adds to the Table of Contents and into the Map View.</i></p>  <p>The screenshot shows the 'Data Source Manager Vector' dialog box. On the left is a tree view with categories: Browser, Vector, Raster, Mesh, Delimited Text, GeoPackage, Spatialite, PostgreSQL, MSSQL, Oracle, DB2, Virtual Layer, WMS/WMTS, WCS, and WFS. The 'Vector' category is selected. The main area has 'Source Type' options: File (selected), Directory, Database, and Protocol: HTTP(S), cloud, etc. Below that is an 'Encoding' dropdown set to 'System'. The 'Source' field contains the file path: 'Working\Guides\Resource_OtherGeoProgramGuides\MADOT\EOTMAJROADS_ARC.shp'. At the bottom right, there are 'Close', 'Add', and 'Help' buttons. The 'Add' button is highlighted with a red rectangle.</p>

Step	Action and Result
<p>Step 5</p>	<p>Reposition the placement of the newly added vector dataset in the Table of Contents, so the vector dataset overlays the pre-loaded GUPS content by moving it into the “edges” group.</p>  <p>Enable/disable the newly added vector dataset as necessary by checking on/off the layer in the Table of Contents.</p>
	<p>The Data Source Manager window provides additional tools for importing different types of local data, including Web Mapping Services. Follow the instructions in Steps 6-11 to add a Web Mapping Service to the LUCA Feedback GUPS project.</p>

Step **Action and Result**

Step 6 Navigate to the **Add WMS/WMTS Layer** sub-menu beneath the **Layer** menu as shown in **Figure 28**.
*The **Data Source Manager** window opens with the **WMS/WMTS** window active.*



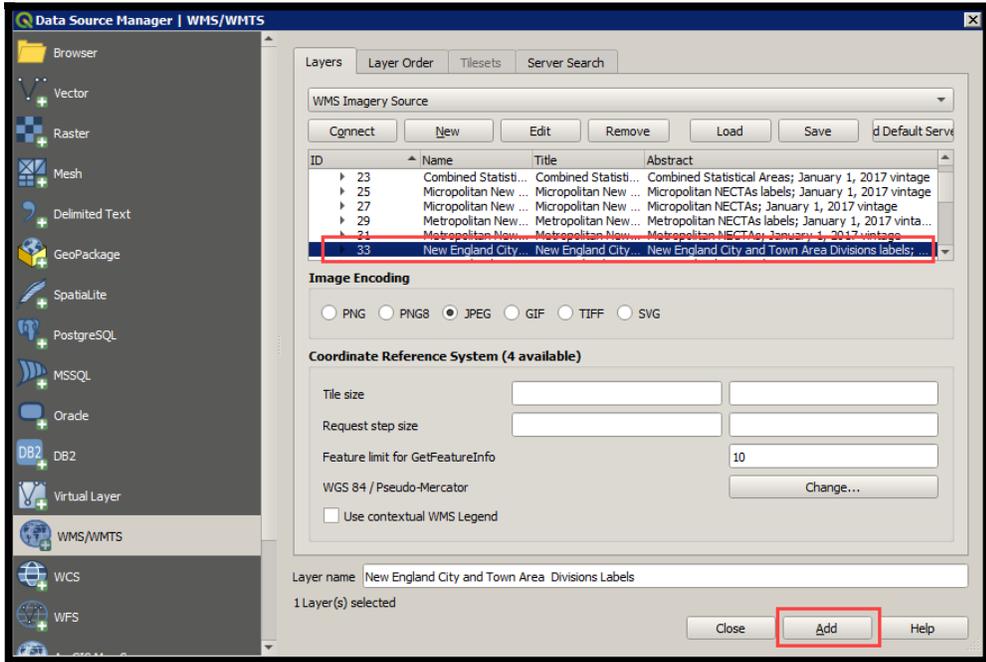
Step	Action and Result
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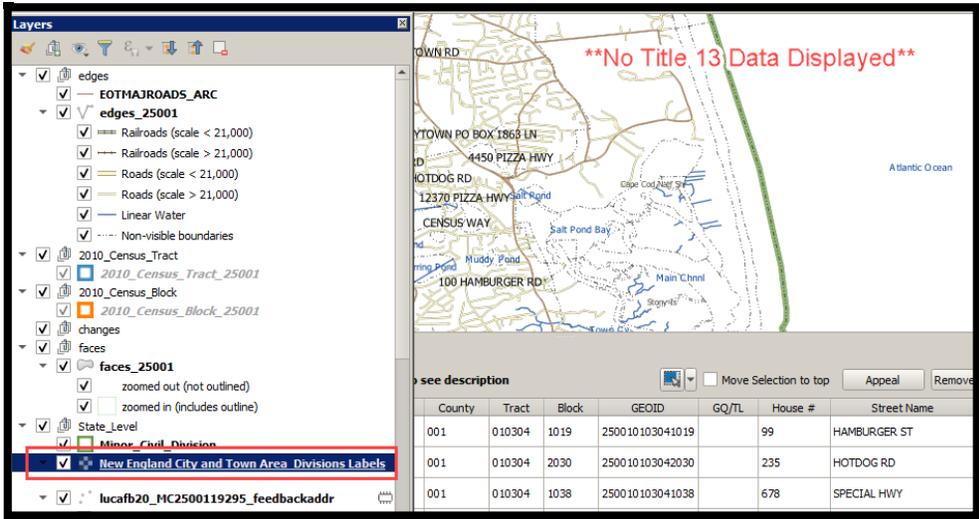
<p>Step 7</p>	<p>Click the New button. <i>The Create a New WMS/WMTS Connection window opens.</i></p> <div data-bbox="539 275 1227 1159" data-label="Image"> </div>
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<p>Step 8</p>	<p>In the Name field of the Create a New WMS/WMTS Connection window, type a name for the web mapping service. In the URL field, type the URL for the service. If the service requires a user name and password, type them in the fields within the Authentication section, Basic tab. Leave other WMS/WMTS Options blank. Click OK. <i>The service appears in a drop-down menu for web mapping services just below the Layers tab within the Data Source Manager, WMS/WMTS window.</i></p> <p>Note: If working inside a firewall, the software may prompt users to enter a user name and password to obtain resources from outside the firewall.</p>
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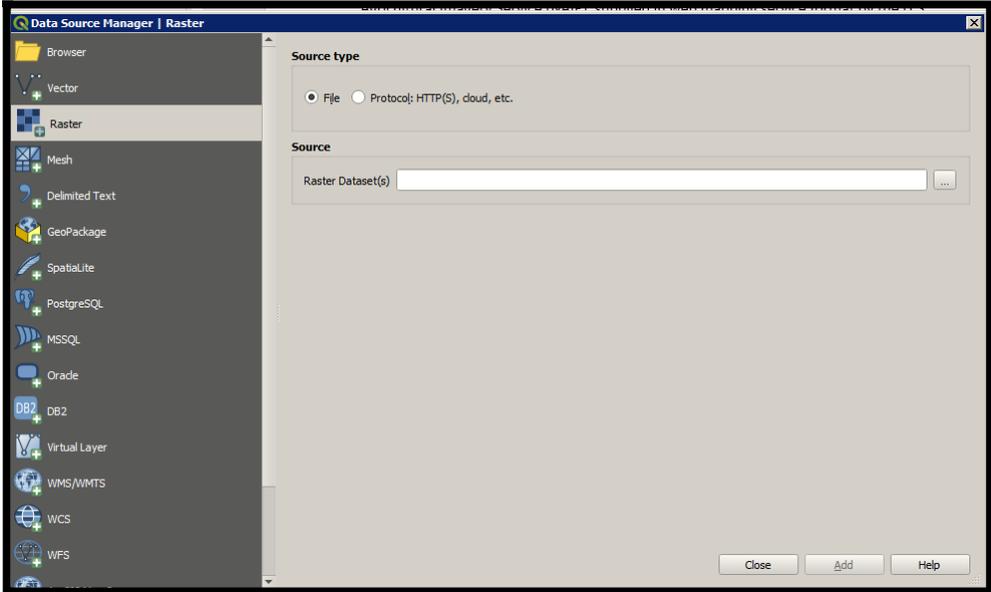
<p>Step 9</p>	<p>Click the Connect button beneath the Name of the service.</p> <div data-bbox="418 1520 1351 1713" data-label="Image"> </div>
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Step	Action and Result
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Step 10	<p>After the connection is established, the <i>available layers appear in the ID/Name/Title/Abstract box</i>. Click on a layer to display, then click the Add button.</p> 
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Step 11	<p>The WMS adds to the map in Map View and to the Table of Contents.</p>  <p>Note: When the WMS is added, it displays over the top of other layers selected for Map View. To make it display below these layers, click on the WMS layer and, while holding down the mouse button, drag it to the bottom of the Table of Contents.</p>
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 In addition to Web Mapping Services, another common source to add is local imagery. Follow the instructions in Steps 12-13 to add locally source imagery to the LUCA Feedback GUPS project.

Step	Action and Result
<p>Step 12</p>	<p>Navigate to the Add Raster Layer sub-menu beneath the Layer menu as shown in Figure 28. <i>The Data Source Manager window opens with the Raster window active.</i></p> 
<p>Step 13</p>	<p>Provide the Source type and the Source information. To add a raster file, navigating to the directory location of the imagery raster file. Select Open and then click the Add button. <i>The file loads into GUPS and can be re-positioned within the Table of Contents for visibility purposes as mentioned with other added layers.</i> To add a raster protocol, provide the Protocol and any necessary Authentication in the appropriate sections of the Data Source Manager window and click the Add button.</p>

If participants do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, GUPS provides a way to add imagery (e.g., a county or state imagery dataset). To add imagery files using the programmed tools within GUPS, refer to [Table 6](#) for the use of the buttons within the **Imagery Toolbar** grouping in the **LUCA Feedback toolbar**.

APPENDIX H DETAILED FEEDBACK ADDRESS LIST FILE LAYOUT

Table 10. Detailed Feedback Address List File Layout, Field Names, and Descriptions

Field Number	Max Character Length	Field Name	Field Description
1	7	LINE_NUMBER	Number assigned for each address record present in the processed submission.
2	9	MAFID	Unique control number assigned by the Census Bureau to each address in the MAF. This value will match the LINE_NUMBER value for R03, appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned.
3	1	APPEAL_FLAG	Blank field for participant to flag an address for appeal by assigning a "Y." This is the only editable field in the file.
4	1	LUCA_ACTION	Action code submitted by the participant, during the LUCA Review Phase, to update an address: A, C, D, J, N.
5	3	FEEDBACK_CODE	Feedback processing code that identifies the specific action taken by the Census Bureau on each address update submitted by the participant: X01, R03, A01, A02, A03, R01, or R02.
6	12	ENTITY	Unique number assigned by the Census Bureau to each entity.
7	2	STATEFP	Two-digit current state FIPS code.
8	3	COUNTYFP	Three-digit current county FIPS code.
9	7	TRACT	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.
10	4	BLOCK	Four-digit 2010 Census tabulation block number. Census tabulation blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group.
11	15	GEOID	15-digit combination of STATEFP, COUNTYFP, TRACT, and BLOCK, e.g. 010090054001009.

Field Number	Max Character Length	Field Name	Field Description
12	1	GQ_TL_FLAG	Displays a 'G' if the address is a group quarters, a 'T' if the address is a transitory location, and is blank if the address is a housing unit.
13	35	HOUSENUMBER	Housing unit or group quarters assigned 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.
14	100	STREETNAME	Full street or road name. The official name of a thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name.
15	65	APARTMENT_UNIT	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
16	5	ZIP	Five-digit United States Postal Service (USPS) ZIP Code for city style mailing address.
17	100	GQ_TL_NAME	Name of group quarter (Dobbs Hall) or name of transitory location (Mermaid's Marina).
18	100	FACILITY_NAME	Name of group quarter facility (University of Illinois).
19	100	LOCATION_DESCRIPTION	Description of the location and physical characteristics of a living quarters (RED RANCH W/WHITE SHUTTERS).
20	50	NONCITYSTYLE_ADDRESS	Rural Route and Box number or Highway Contract Route and Box number.
21	5	NONCITYSTYLE_ZIP	Five-digit USPS ZIP Code for non-city style mailing address.
22	4	MAPSPOT	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
23	11	LAT	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address.
24	12	LONG	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address.
25	1	CITY_STYLE	Displays "Y" if city style address, an "N" if non-city style address.
26	4	APPEAL_CODE	Blank. For Appeals Staff use only.

Table 11. Nombres de Campos y Descripciones de la Lista Detallada de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	7	LINE_NUMBER	NÚMERO DE LÍNEA	Número asignado a cada registro de dirección que se encuentra en el envío procesado.
2	9	MAFID	IDENTIFICACIÓN DEL ARCHIVO MAESTRO DE DIRECCIONES	Número de control único asignado a cada dirección que hay en el Archivo Maestro de Direcciones (MAF). Este valor coincidirá con el valor de LINE_NUMBER para R03, registros elegibles para la apelación. Esto permite el rastreo de registros que no tengan un MAFID asignado.
3	1	APPEAL_FLAG		Campo en blanco para que el participante indique una dirección que se apelará, asignándole una "Y". Este es el único campo editable en el archivo.
4	1	LUCA_ACTION	ACCIÓN DE LUCA	Código de acción enviado por el participante, durante la Fase de Revisión de LUCA, para actualizar una dirección: A, C, D, J, N.
5	3	FEEDBACK_CODE		Códigos de procesamiento de información que identifica la acción específica que la Oficina del Censo realizó en cada actualización de dirección enviada por el participante: A01, A02, A03, R01, R02, R03, X01.
6	12	ENTITY	IDENTIFICACIÓN DE ENTIDAD	Número único asignado por la Oficina del Censo a cada entidad.
7	2	STATEFP	CÓDIGO FIPS DEL ESTADO	Código FIPS de estado de dos dígitos para su jurisdicción. Por ejemplo, 72.
8	3	COUNTYFP	CÓDIGO FIPS DEL CONDADO	Código FIPS de condado de tres dígitos para su jurisdicción. Por ejemplo, 035.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
9	7	TRACT	SECTOR CENSAL	Consiste en seis dígitos con un decimal entre el cuarto y el quinto dígito, que consiste en un número con una base de 4 dígitos, incluyendo ceros iniciales, y un sufijo numérico de 2 dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00.
10	4	BLOCK	BLOQUE CENSAL	Número de bloque de cuatro dígitos de la tabulación del Censo del 2010. A los bloques censales se les asigna un número único de 0000 a 9999 dentro de un sector censal, y se agrupan dentro de un municipio y un estado. El primer dígito del número de bloque censal identifica el grupo del bloque.
11	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos del código FIPS del estado, código FIPS del municipio, sector y bloque, por ejemplo, 720352602021002.
12	1	GQ_TL_FLAG	INDICADOR DE ALOJAMIENTO DE GRUPO	Muestra una 'G' si la dirección es un alojamiento de grupo, una 'T' si la dirección es un lugar transitorio y nada si la dirección es una unidad de vivienda.
13	35	HOUSENUMBER	NÚMERO DE CASA	Número de dirección asignado, solo o junto con un prefijo del número de la dirección o un sufijo del número de la dirección que identifica una ubicación junto a una vía pública o dentro de una comunidad.
14	100	STREETNAME	NOMBRE DE LA CALLE	Nombre completo de la calle o carretera. El nombre oficial de una vía pública tal cual fue asignado por una autoridad gubernamental o el nombre alternativo (alias) que se usa y se reconoce.
15	65	APARTMENT_UNIT	UNIDAD DE APARTAMENTO	Descriptor o identificador dentro de la estructura. Descriptor o identificador dentro de la estructura.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
16	5	ZIP	CÓDIGO POSTAL	Código postal de 5 dígitos para las direcciones de correo de estilo urbano.
17	50	URBANIZACION	URBANIZACIÓN	Nombre del vecindario o conjunto de viviendas.
18	100	CONDOMINIUM	CONDOMINIO	Nombre del complejo (RESIDENCIAL) de apartamentos, condominios o vivienda pública.
19	22	COMPLEX_DESCRIPTOR	DESCRIPTOR DEL COMPLEJO	Descriptor e identificador del edificio.
20	50	AREA1	ÁREA 1	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de barrio (BO), sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el nombre geográfico.
21	50	AREA2	ÁREA 2	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el área geográfica.
22	12	KMHM	KILÓMETRO/HECTÓMETRO	Número de kilómetro/hectómetro.
23	100	GQ_TL_NAME	NOMBRE DEL ALOJAMIENTO DE GRUPO	Nombre del alojamiento de grupo.
24	100	FACILITY_NAME	NOMBRE DE LA INSTALACIÓN	Nombre de la instalación de alojamiento de grupo.
25	100	LOCATION_DESCRIPTION	DESCRIPCIÓN DEL LUGAR	Descripción de la ubicación y características físicas de un alojamiento.
26	50	NONCITYSTYLE_ADDRESS	DIRECCIÓN DE ESTILO RURAL	Ruta rural y número de apartado o ruta de contrato por carreteras y número de apartado.
27	5	NONCITYSTYLE_ZIP	CÓDIGO POSTAL DE ESTILO RURAL	Código postal de 5 dígitos del Servicio Postal de los Estados Unidos para direcciones de correo de estilo rural.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
28	4	MAPSPOT	PUNTO EN EL MAPA	Número único asignado por la Oficina del Censo para cada punto en el mapa dentro de un bloque. La numeración vuelve a empezar en cada bloque.
29	11	LAT	LATITUD	Latitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
30	12	LONG	LONGITUD	Longitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
31	1	CITY_STYLE	ESTILO URBANO	Indicador de dirección de estilo urbano o rural. Muestra "Y" para direcciones de estilo urbano y "N" para direcciones de estilo rural.
32	4	APPEAL_CODE		En blanco. Solo para uso del Personal de Apelaciones.

APPENDIX I FEEDBACK ADDRESS COUNT LIST FILE LAYOUT

Table 12. Feedback Address Count List Field Names and Descriptions

Field Number	Max Character Length	Field Name	Field Description
1	2	STATE	Two-digit state FIPS code.
2	3	COUNTY	Three-digit county FIPS code.
3	7	TRACT	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
4	4	BLOCK	Four-digit 2010 Census tabulation block number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group within the census tract in which the block falls.
5	15	GEOID	15-digit combination of STATEFP, COUNTYFP, TRACT, and BLOCK fields. For example 010090046001002.
6	7	ORIGINAL_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF provided with the participant's original LUCA materials.
7	7	CURRENT_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF after processing the participant's LUCA submission and other census operations.
8	7	ORIGINAL_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters and transitory locations by data in the MAF provided with the participant's original LUCA materials.
9	7	CURRENT_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters and transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

Table 13. Nombres y Descripciones de los Campos de la Lista de Conteo de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	2	STATE	ESTADO	Código FIPS de estado de dos dígitos. Por ejemplo, 72.
2	3	COUNTY	CONDADO	Código FIPS de estado de tres dígitos. Por ejemplo, 035.
3	7	TRACT	SECTOR CENSAL	Consiste en un código de seis dígitos con un decimal entre el cuarto y quinto dígito, que consiste en un número con una base de cuatro dígitos, que incluye ceros iniciales, más un sufijo numérico de dos dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00
4	4	BLOCK	BLOQUE CENSAL	Número de bloque de tabulación de cuatro dígitos del censo del 2010. Los bloques censales están numerados de forma única desde el 0000 al 9999 dentro de un sector censal, que se encuentra dentro de un estado y un condado. El primer dígito del número de bloque censal identifica el grupo del bloque.
5	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos de los campos STATE, COUNTY, TRACT, y BLOCK por ejemplo, 720352602021002.
6	7	ORIGINAL_COUNT_OF_HUS	CONTEO ORIGINAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
7	7	CURRENT_COUNT_OF_HUS	CONTEO ACTUAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
8	7	ORIGINAL_COUNT_OF_GQS	CONTEO ORIGINAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
9	7	CURRENT_COUNT_OF_GQS	CONTEO ACTUAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.