

# 2020 Census New Construction Program Respondent Guide

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*Instructions for Participants Using Materials Provided Digitally on CD/DVD*



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# INTRODUCTION

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## A. Background

The 2020 Census New Construction Program (New Construction Program) provides tribal, state, and local governments an opportunity to update the U.S. Census Bureau’s address list with living quarters for which construction is in progress during or after March 1, 2018 and completion is expected by Census Day, April 1, 2020. The participants supplement the address list for enumeration during the 2020 Census and ensure that the Census Bureau’s address list is as complete as possible to produce an accurate population count.

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**IMPORTANT:** All examples within this document are for training purposes and include fictitious information. They do not reflect Title 13 protected data.

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All local government entity codes, also known as the “EntityID,” appearing in the review materials have a two-letter code identifying the type of entity. County, place, and minor civil division (MCD) codes include the state two-digit Federal Information Processing Standards (FIPS) numeric code. MCD codes also include the county three-digit FIPS numeric code. See [Table 1](#) and [Table 2](#) for information regarding the coding on New Construction Program materials.

**Table 1: Entity Identification Codes**

Entity	Entity Identification Code (EntityID)	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	MC (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric) + FIPS MCD (5 FIPS numeric)	12

Below are examples showing the “Entity ID” for local government entities:

- State: ST01 (state of Alabama.)
- County: CO42085 (Mercer County, Pennsylvania.)
- Place: PL5127200 (Falls Church city, VA.)
- Minor Civil Division: MC1703716483 (Cortland Township, DeKalb County, Illinois.)

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 Bento Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Paiute Tribe.

All map related materials include in digital format on the participant CD/DVD have special codes that differ from the “EntityID.” The abbreviation for the special map related coding is “<EntType><EntCode>.” See [Table 2](#) for an explanation of this unique coding.

**Table 2: Entity Types and Entity Codes on Map Materials**

<EntType> is Entity Type	<EntCode> is Entity Code
C = County	County = SSSCC
M = Minor civil division (MCD)	MCD = SSSCCMMMMM
P = Incorporated Place	Place = SSPPPPP
R = American Indian Reservation (AIR)	AIR = RRRR
	<i>Where, SS= State FIPS code; CCC = county FIPS code; MMMMM = MCD FIPS code; RRRR = AIR Census code.</i>

## B. Defining the Qualifications of New Construction

To be eligible, federally recognized tribes, states, counties, cities (incorporated places), and townships (minor civil divisions) must have city-style residential addresses in blocks where the Census Bureau plans for self-enumeration during the 2020 Census. The New Construction Program does not accept non-city style addresses. The structure of the living quarters must have basic construction (windows, doors, roof that close the structure from the elements) completed by Census Day.

The Census Bureau will not accept structure types that do not meet the criteria explained above. Acceptable structure types include housing units, group quarters, including transitory locations. Unacceptable structure types include condemned or scheduled for demolition, any housing under renovation or remodeling for conversion to a non-residential purpose. See [Appendix H](#) for the definition of housing units and group quarters that includes a list of acceptable addresses within each of those structure types.

This program does not allow for changes to street features, legal, or statistical boundaries. The Census Bureau updates the legal or statistical boundaries through its annual Boundary and Annexation Survey (BAS), the Participant Statistical Areas Program (PSAP), and other geographic programs.

Unlike the Local Update of Census Addresses Operation (LUCA), the Census Bureau does not provide its address list as part of the New Construction Program. Participants are not required to sign confidentiality and security agreements that applied to LUCA. When participants submit address data for new housing to be included in the 2020 Census, the Census Bureau will protect the submitted data from subsequent disclosure under Title 13, U.S.C. Section 9, which provides for the confidential treatment of census-related information, including individual address and structure coordinates.

## C. Training and Technical Support

The Census Bureau plans to conduct training webinars to provide instruction on participating in the New Construction Program. The webinar schedule is available at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>. For any technical support, please contact the Census Bureau by e-mail at: [GEO.2020.NC@census.gov](mailto:GEO.2020.NC@census.gov) or by phone at (844) 242-1765.

## D. Respondent Guide Organization

This respondent guide contains detailed instructions for participants that registered to receive their New Construction Program materials on CD/DVD. Participants that selected reference maps in portable document format® (.pdf) on CD/DVD refer to [Chapter 1](#) and skip [Chapter 2](#). Participants that selected partnership shapefiles skip [Chapter 1](#) and refer to [Chapter 2](#).

Participants that intend to use Geographic Update Partnership Software (GUPS) in conjunction with the partnership shapefiles must refer to the *2020 Census New Construction Program Geographic Update Partnership Software (GUPS) Respondent Guide* (e.g., NC\_GUPS\_Respondent\_Guide.pdf) and the *2020 Census New Construction GUPS Quick Start Guide* (e.g., NC\_GUPS\_Respondent\_Guide.pdf) for detailed instructions on using GUPS for the New Construction Program.

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**Note:** In all the Action/Result tables throughout the respondent guide, the action is usually a command or action performed and the Result(s) of the action will be shown in italics. For example: double-click on the folder named “maps”, *a list of files appears*. The window closes upon completion of the files extraction.

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## CHAPTER 1. THE REFERENCE PDF MAPS

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The Census Bureau provides large format (i.e., 36" x 32") reference maps in PDF format exclusively to participants who selected to receive the "Reference PDF Maps on CD/DVD" during registration, as shown in [Figure 1](#).

0607-1007  
Expiration Date: 12/31/2021  
NC-F-100

<b>Registration Form: 2020 Census New Construction Program</b> <i>Please complete this form and return it to the U.S. Census Bureau by email at <a href="mailto:GEO.2020.NC@census.gov">GEO.2020.NC@census.gov</a> or by using the provided prepaid envelope.</i>	Entity ID:
	Entity Name:

**A. Participation Information (Please select option 1 or option 2)**

1.  YES, our government would like to participate in the New Construction Program (Select one method of participation for reference only and complete Sections B. and C.)

- We will download the Geographic Update Partnership Software (GUPS) or Partnership Shapefiles (for use with our own Geographic Information System (GIS) from the website).
- We will use Partnership Shapefiles provided by the Census Bureau (including GUPS program disc for users without GIS software on CD/DVD).
- We will use Reference PDF Maps on CD/DVD.

**Figure 1: Registration Form with Reference PDF Maps on CD/DVD**

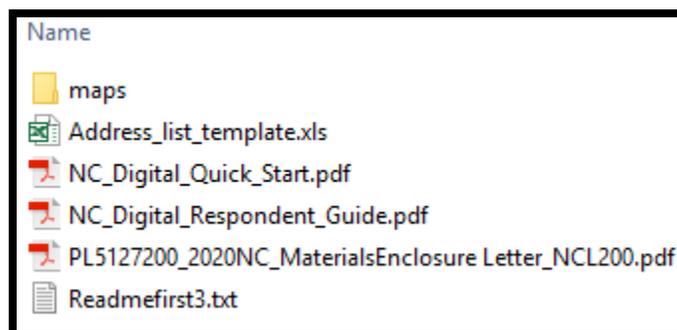
Participants receive one Data Disc that contains the PDF maps in the "maps" folder. The root directory of the Data Disc contains other files necessary to complete the program. The maps differentiate between census blocks in which addresses are eligible for submission through the New Construction Program and those that are not.

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**IMPORTANT:** Participants use the Reference PDF Maps as a reference for geocoding (i.e., locating the state, county, census tract, and census block codes) individual addresses into the proper location. The New Construction Program does not allow for updates to these materials.

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Participants use the Address List Template .xls file included in the root directory to create their digital address file of new address records for submission to the Census Bureau. Included within the template are fields for the geocode information that participants locate on the Reference PDF Maps. [Chapter 3](#) includes instructions regarding the use of the template.



**Figure 2: Example of Data Disc Contents for a Digital Participant with Reference PDF Maps**

## 1.1 Getting Started

If a participant has not used the instructions from the *Digital Quick Start Guide* to setup their local computer for receipt of the New Construction Program materials, follow the steps below to copy and paste the New Construction Program materials into a folder or new directory created on a local computer.

1. Create a new folder (or new directory) on a local computer to copy the contents from the Data Disc DVD. Consider using “NC2020” or “NewConstruction”.
2. Insert the Data Disc into the CD/DVD drive of the local computer with the newly created folder.
3. When the window opens that shows the Data Disc contents, as shown in **Figure 2**, select all of the materials and right-click the mouse to **Copy** the selected materials.
4. Navigate to the newly created folder and right-click to **Paste** the copied materials.
5. Ensure everything is in the new folder that was included on the Data Disc and then remove the Data Disc from the CD/DVD drive.

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**Note:** Adobe Acrobat Reader® is required to view the Reference PDF Map file effectively. Other software that open PDF files may distort this product. If the local computer does not contain the software, download it free from the following URL:  
<<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>>.

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## 1.2 Viewing the Reference PDF Map File

Once the materials are successfully copied to the local computer, follow the instructions in this section to view the Reference PDF Map file. Remember, participants do not update these materials. They use them to obtain the geocodes necessary to add addresses.

From the local computer, double-click the “maps” folder shown in **Figure 2** to reveal a list of four files shown in **Figure 3**.

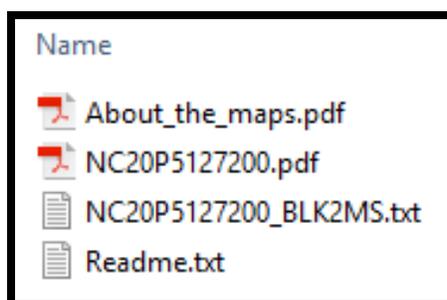


Figure 3: Example of the “maps” Folder Contents

The **About\_the\_maps.pdf** is a portable document file that contains tips for using the .pdf maps.

The **NC20P5127200.pdf** is the bundled .pdf file of the large format maps that participants use as reference to geocode their addresses. The bundled .pdf file uses the naming convention outlined in the Background section of the Introduction, e.g., NC20<EntType><EntCode>.pdf, where EntType is the entity type and EntCode is the entity identification code.

The **NC20P5127200\_BLK2MS.txt** is a semicolon delimited text file that shows the relationship between census block and large format map sheet(s). It contains the list of all blocks within a given entity that are eligible for the New Construction Program and the large format map sheet(s) on which they fall. Open the file with a simple text editor such as WordPad® or import the file with a spreadsheet software such as Microsoft Excel®. When the file opens, it contains the block’s GEOID, suffix (if applicable), and the map sheet information as displayed in [Figure 4](#). In that example, census block 3008 is located on map sheet 2, while census block 3005B is on map sheet 1.

```
NC_ELIGIBLE_BLOCK;SHEETS
090076702003004;1
090076702003005B;1
090076702003006;1
090076702003007;1,2
090076702003008;2
090076702003009;1
090076702003046;1
090076702003069;1
090076702003077;1
```

**Figure 4: Example of a Block to Map Sheet Relationship List Text File**

The **Readme.txt** contains a statement regarding the use of Adobe Acrobat Reader or Acrobat Professional® to properly open and view the .pdf maps. Given that other software that open PDF files may distort the Reference PDF Map file, observe the recommendation in the **ReadMe.txt** and launch Adobe Acrobat Reader or Adobe Professional. Choose **File-Open** and navigate to the “maps” folder. Select the large format map bundle and click **Open**. For the example in [Figure 3](#), the file is NC20P5127200.pdf.

If there is more than one large format map sheet in the bundled .pdf, participants must scroll through each sheet to see the entire extent of their entity. Adjust the zoom level within Adobe as necessary to view the census tract and census block numbers needed for geocoding addresses to include in the New Construction Program submission. Harvest the state and county geocode information from the margin of the map sheet(s) and the census tract and census block information from the individual map sheets. The next two sections explain the map elements and their use in geocoding.

### 1.2.1 Map Types

There are three types of large format maps; Index, Parent, and Inset. All map sheet types are identified along the lower right margin and within the barcode of the map. The lower right margin is also the place to locate the state and county FIPS codes necessary for geocoding.

Index map sheets cover the entire extent of the entity. They are divided into numbered grids that correspond to the parent sheets. They are provided to entities with more than one parent sheet and are for reference purposes only. Index map sheets are noted for summarizing the total number of sheets for the entity. See [Figure 5](#) for a visual that shows six total sheets (1 index, 4 parent, and 1 inset) for this particular example.

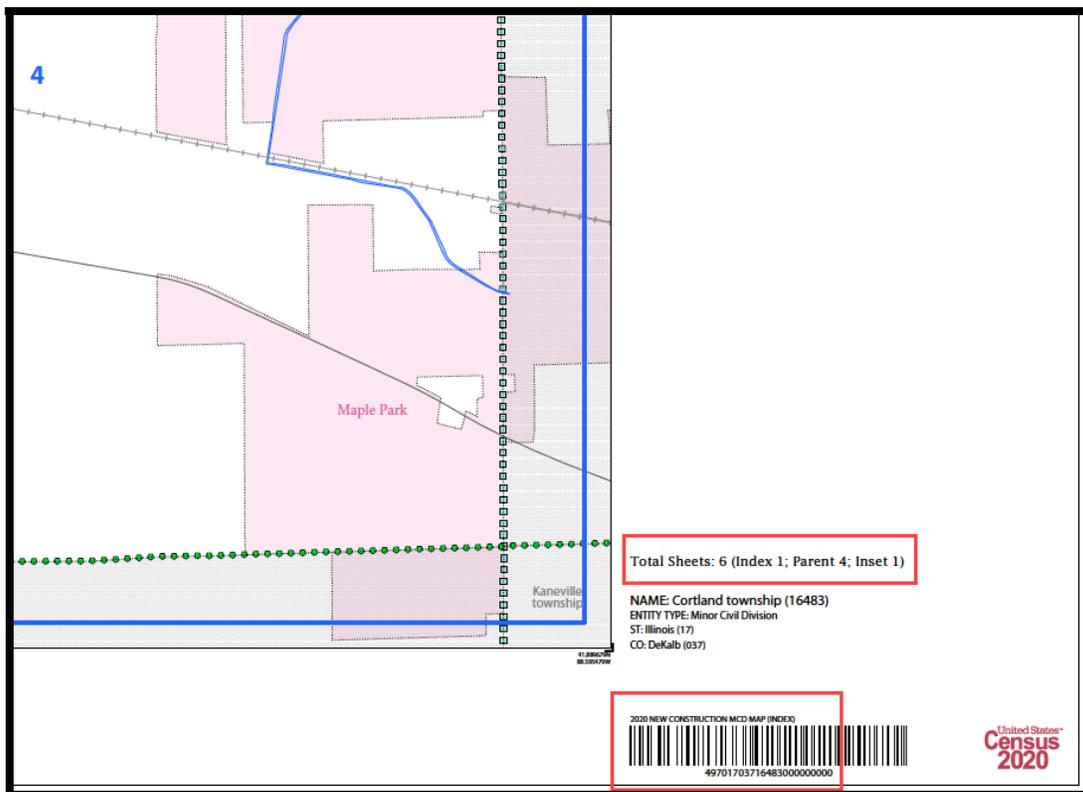
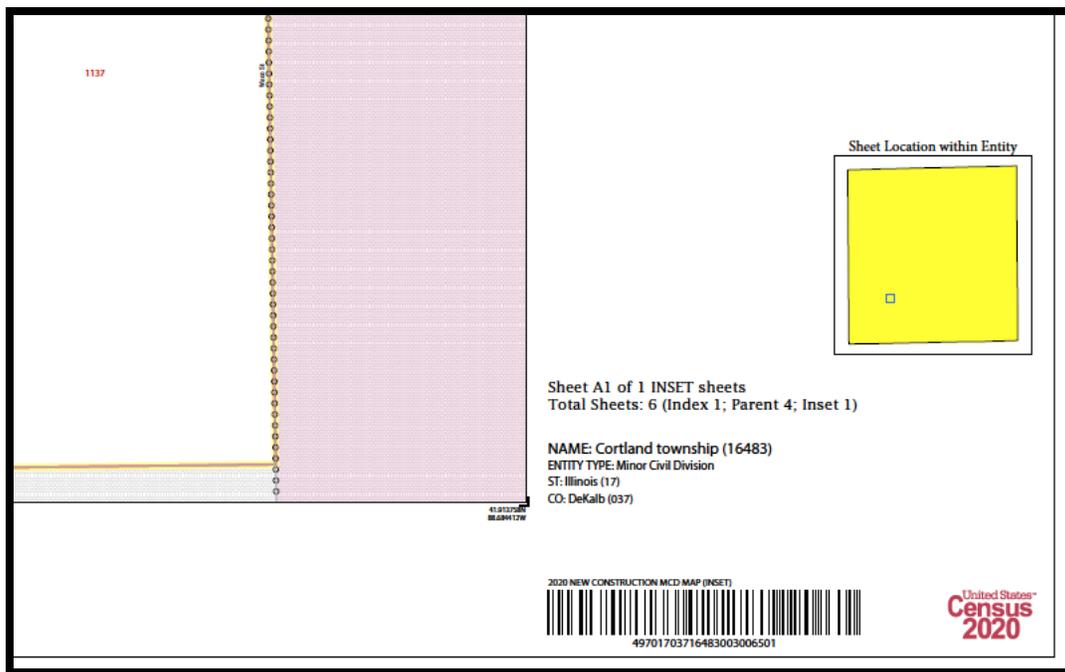


Figure 5: Example of an Index Map Sheet Margin

Parent map sheets provide a detailed view of a section of the entity. They correspond to the numbered grid on the index sheet. They show detail for features and geographic areas and are used to identify the census tracts and census blocks within an entity and can also be easily identified in the lower right margin. See [Figure 6](#) for a visual of the lower right margin of parent sheet 3 for this example. Also notice the key to adjacent sheets and sheet location graphics that provide an overview of the map layout for the entity. See [Figure 7](#) for a zoomed section of the same parent sheet that shows the presence of an inset sheet.





**Figure 8: Example of an Inset Map Sheet Margin**

The area of a entity dictates the type of maps generated for the New Construction Program. For example, participants with an entity that has a small land area may only receive a single, large format parent map sheet while those with large area may receive an index map, a series of parent maps, and a number of inset maps.

### **1.3 Understanding the Elements of a Reference PDF Map**

The large format map contains the Data Frame and the Map Border. See [Figure 9](#) for an example of a large format map example.

The map border includes the map title, corner sheet coordinates, disclaimer information, data source information, projection information, number of total sheets, entity type information, key to adjacent areas (if there are multiple map sheets), a barcode, a scale, a north arrow, and the legend.

The title is located at the top of each map sheet within the map border. It provides the program name and product (e.g., 2020 Census New Construction Program (NC) Map) and entity information (e.g., Cortland Township, IL).

The legend includes some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the large format maps used for the New Construction Program display information with symbols unique to the Census Bureau. Refer to [Appendix A](#) for an example of the map legend.

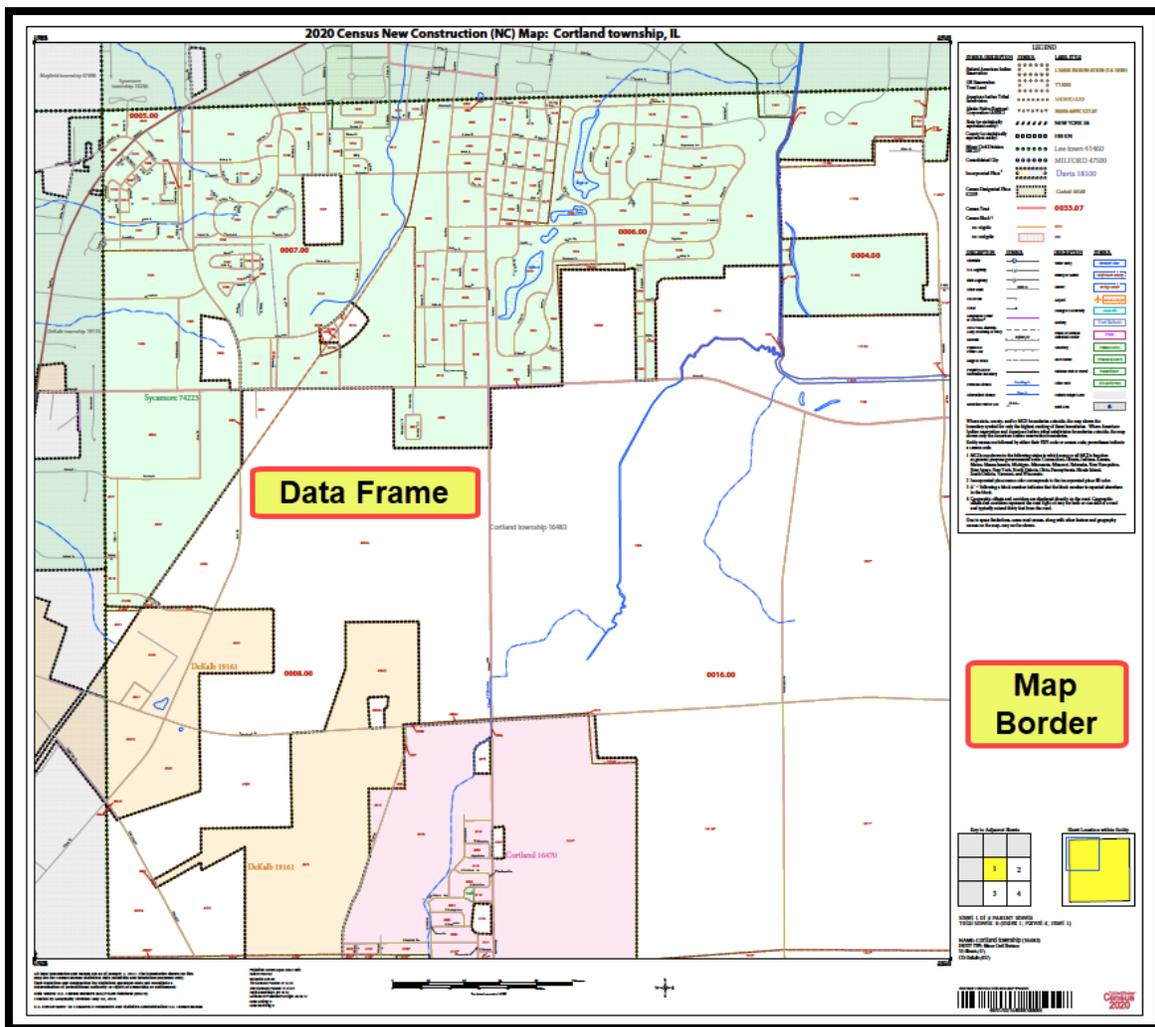


Figure 9: Example of a Parent Map Sheet for a Reference PDF Map

### 1.3.1 Understanding the Contents of the Data Frame

For the purpose of the New Construction Program, the Reference PDF Map(s) depict the census tract and the census blocks within the entity, their boundaries, and the numbers that identify them. Within the entity, there may be census blocks that are not eligible for the New Construction Program; those census blocks are shaded with a gray “X” pattern. Eligible census blocks use both yellow and pink colors as their boundaries as depicted in [Figure 10](#) and are not “X’d” out.

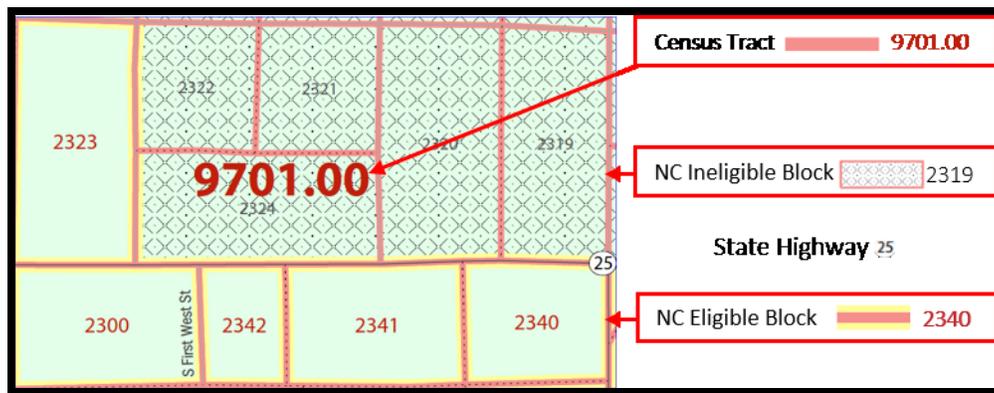


Figure 10: Example of a Reference PDF Map with Eligible and Ineligible Blocks

Some participants may have blocks with an alpha suffix such as the two displayed in [Figure 11](#). Participants must include the suffix with the block code in the **CENSUS\_BLOCK** field when completing the Address List Template.

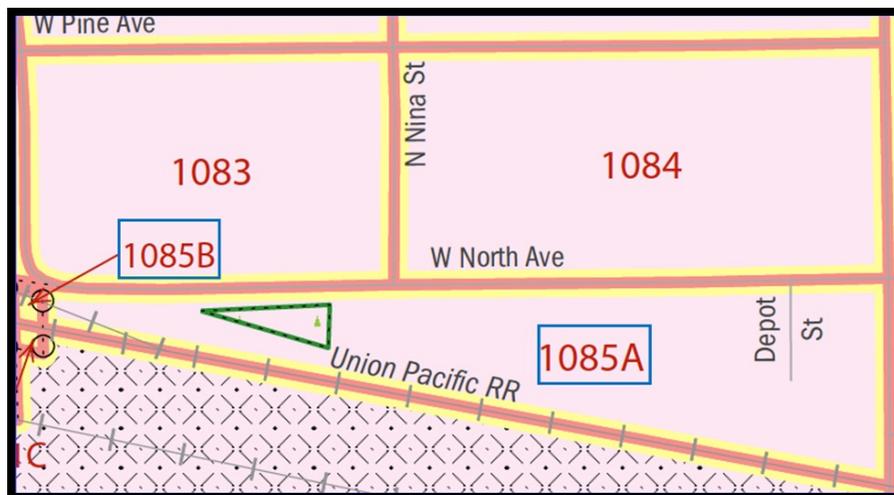


Figure 11: Example of Census Blocks with Alpha Suffixes

#### 1.4 Geocoding Addresses Using the Reference PDF Maps

After using their own address source(s) to identify new addresses to add as part of the New Construction Program, participants must use the Reference PDF Maps in order to provide geographic information (known as geocodes) for each address they intend to submit. Participants include the geocode information on the Address List Template, or on their own spreadsheet that follows the content of the Address List Template, when providing addresses for the New Construction Program. Do not add a map spot or include the address locations on the Reference PDF Map(s) as the map materials are for reference purposes only.

The geocodes are numeric codes that uniquely identify all administrative/legal and statistical geographic areas for which the Census Bureau tabulated data. For the purpose of adding a new address record where the new address exists, the geocodes required are the State FIPS Code, the County FIPS Code, the complete census tract number (including leading or trailing zeros as well as the decimal between the fourth and fifth digits), and the complete census block number (including suffix).

For example, in [Figure 10](#) a new address for a housing unit falls on the east side of S First West St in block 2342. The location of the state and county FIPS information is found along the lower right section of the map border, as highlighted below in [Figure 12](#). Following the example in [Figure 10](#), the geocodes to enter into the Address List Template are as follows: 17 (state FIPS), 037 (county FIPS), 9701.00 (census tract number), and 2342 (census block number).

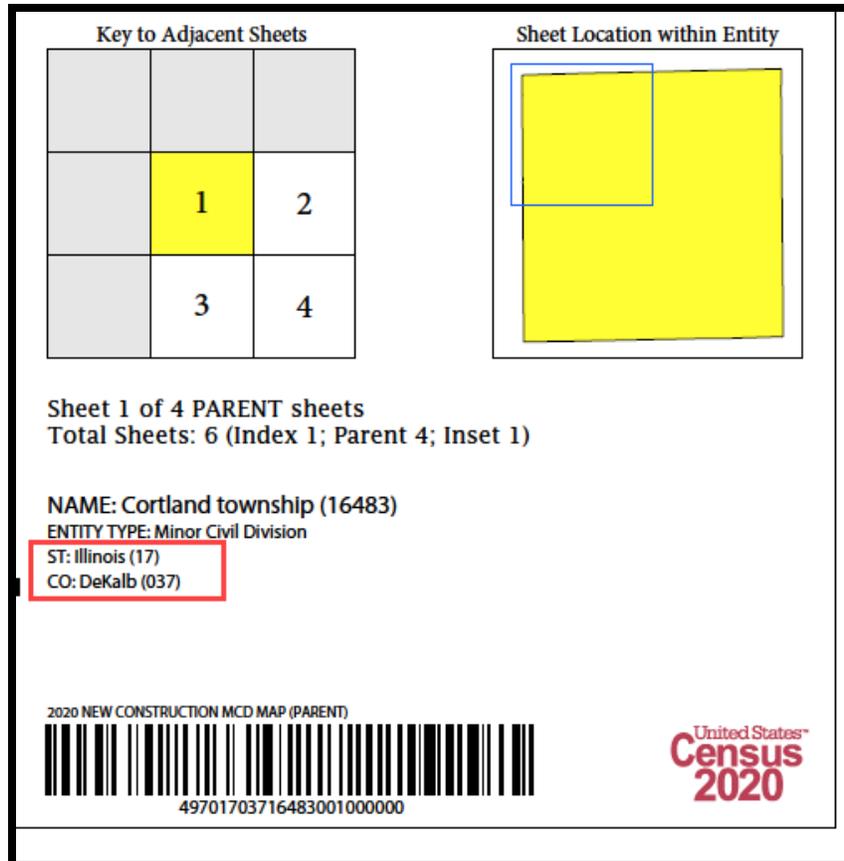


Figure 12: Example of State and County Geocodes within the Border of a Reference PDF Map

Refer to [Chapter 3](#) for detailed instructions on how to use the Address List Template to add addresses for housing unit, group quarters, and transitory locations in the blocks eligible for the New Construction Program.

## CHAPTER 2. THE PARTNERSHIP SHAPEFILES

The Census Bureau provides partnership shapefiles on CD/DVD exclusively to participants who requested to receive their materials digitally rather than by downloading them from the Census Bureau website during the registration process. See [Figure 13](#) for a visual of the registration form.

0607-1007  
Expiration Date: 12/31/2021  
NC-F-100

<b>Registration Form:</b> <b>2020 Census New Construction Program</b> <i>Please complete this form and return it to the U.S. Census Bureau by email at <a href="mailto:GEO.2020.NC@census.gov">GEO.2020.NC@census.gov</a> or by using the provided prepaid envelope.</i>	Entity ID:
	Entity Name:

**A. Participation Information (Please select option 1 or option 2)**

1.  YES, our government would like to participate in the New Construction Program (Select one method of participation for reference only and complete Sections B. and C.)

- We will download the Geographic Update Partnership Software (GUPS) or Partnership Shapefiles (for use with our own Geographic Information System (GIS) from the website).
- We will use Partnership Shapefiles provided by the Census Bureau (including GUPS program disc for users without GIS software on CD/DVD).
- We will use Reference PDF Maps on CD/DVD.

**Figure 13: Registration Form with Partnership Shapefiles on CD/DVD**

Partnership shapefiles are digital representations of geographic features, such as roads and boundaries used to create maps. A partnership shapefile stores non-topological geometry attribute information for the spatial feature in a dataset. For example, partnership shapefiles include state shapefiles, county shapefiles, American Indian Areas shapefiles, census block shapefiles, and edges shapefiles to assist in geocoding addresses for submission in the New Construction Program.

**IMPORTANT:** Participants use the partnership shapefiles as a reference for geocoding (i.e., locating the state, county, census tract, and census block codes) individual addresses into the proper location. The New Construction Program does not allow for updates to these materials.

The Census Bureau provides two discs to the participants who requested partnership shapefiles on CD/DVD. One of the discs is a Data Disc that contains the partnership shapefiles within a “shape” folder and the various other materials needed to participate in the program within the root folder. A sample of Data Disc structure is depicted in [Figure 14](#). The second is the installation software disc for the Geographic Update Partnership Software (GUPS<sup>1</sup>).

Participants choose between using their own geographic information system (GIS) and GUPS to

<sup>1</sup> If a participant intends to use GUPS, please use *the 2020 New Construction Program Geographic Update Partnership Software (GUPS) Respondent Guide* included on the root directory of the data disc or available for download from the New Construction Program website instead of this respondent guide.

prepare their New Construction Program submission. For digital participants, the GUPS installation software disc is provided in case someone using their own GIS wants to switch to GUPS. Participants must use the Census Bureau’s tabblock partnership shapefile to geocode addresses for the New Construction Program.

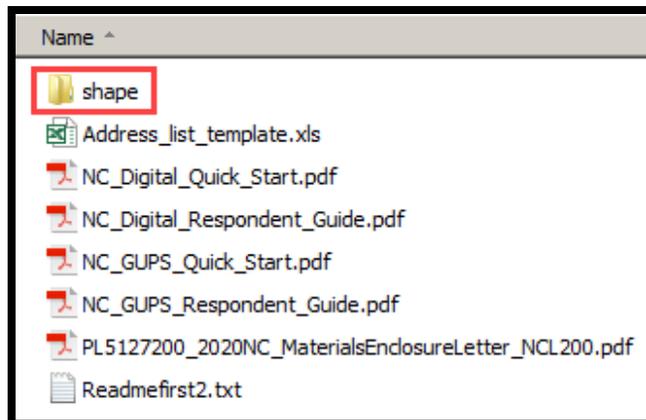


Figure 14: Example of Data Disc Contents for a Digital Participant with Partnership Shapefiles

## 2.1 Getting Started

If a participant has not used the instructions from the *Digital Quick Start Guide* to setup their local computer for receipt of the New Construction Program materials, follow the steps below to copy and paste the New Construction Program materials into a folder or new directory created on a local computer:

1. Create a new folder (or new directory) on a local computer to copy the contents from the Data Disc DVD. Consider using “NC2020” or “NewConstruction”.
2. Insert the Data Disc into the CD/DVD drive of the local computer with the newly created folder.
3. When the window opens that shows the Data Disc contents, as shown in [Figure 14](#), select all of the materials and right-click the mouse to **Copy** the selected materials.
4. Navigate to the newly created folder and right-click to **Paste** the copied materials.
5. Ensure everything is in the new folder that was included on the Data Disc and then remove the Data Disc from the CD/DVD drive.

## 2.2 Extracting the Partnership Shapefiles

Once the materials are successfully copied to the local computer, follow the instructions in this section to extract the partnership shapefiles. Remember, participants do not use these materials for update, just for viewing in order to obtain the current census geocode information necessary to add addresses.

From the local computer, double-click the “shape” folder shown in [Figure 14](#). Within the “shape” folder, double-click on the file name **2020NC\_<EntityID>.exe**. In this instance, since the example is for participant PL5127200, the .exe file name would be **2020NC\_PL5127200.exe**.

A command prompt appears on screen to show the progress of the file extraction and closes automatically upon completion. Numerous files extract as part of this process. They extract within the “shape” folder into individual folders for the state and each county in which the

participant’s entity is located. For example, if a place participant’s entity spans three counties, as with Austin, Texas, look for a state folder (shown as the state FIPS number, e.g., Texas is 48) and three county folders (shown as the state FIPS and county FIPS number, Hays (48209), Travis (48453) and Williamson (48491) counties).

Once extracted, open the shapefiles with a GIS. Concentrate on the files needed for geocoding, specifically the tabblock partnership shapefile. Consult [Appendix B](#) for information regarding file names and file layout to assist with determining which shapefiles are most relevant to the New Construction Program.

### 2.3 Geocoding Addresses Using the Partnership Shapefiles

As discussed in [Section B](#), not all census blocks are eligible for the New Construction Program. The tabblock shapefile contains an attribute field entitled NCELIGIBLE (i.e., New Construction eligible). New Construction eligible blocks include a “Y” in the NCELIGIBLE field. Only addresses located in census blocks where “NCELIGIBLE = ‘Y’” are accepted through the New Construction Program. The Census Bureau will reject any address submitted in a block where “NCELIGIBLE IS NULL”. The Census Bureau recommends symbolizing the tabblock layer based on the NCELIGIBLE field within the local GIS in order to visualize the census blocks for which addresses may be submitted.

When submitting address updates, participants must provide the state code, county code, census tract, and census block numbers (geocode) OR structure coordinates (e.g., latitude and longitude) for each address record. Participants do not need to provide a state, county, tract, and block geocode if they provide the latitude and longitude coordinate information.

The geocode information is in the tabblock partnership shapefile. The geocode information, along with the block eligibility information, is highlighted in purple within [Table 3](#). For the New Construction Program to derive the geocode, use the STATEFP, COUNTYFP, TRACTCE10, and the BLOCK fields. Using the BLOCK field ensures the presence of the block suffix if one exists.

To provide the latitude and longitude coordinate instead of the geocode, please be sure to include the coordinate information in decimal degrees with a minimum of six digits after the decimal. In addition, please ensure that these coordinates are based on the unprojected, GCS\_NAD83 coordinate system.

**Table 3: Census Tabulation Block Shapefile (PVS\_19\_v1\_tabblock)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	Current FIPS State code. USE for New Construction Program.
COUNTYFP	3	Char	Current FIPS County code. USE for New Construction Program.
STATEFP10	2	Char	2010 FIPS State code.
COUNTYFP10	3	Char	2010 FIPS County code.

Attribute Field	Length	Type	Description
TRACTCE10	6	Char	Census Tract code. USE for New Construction Program.
BLOCKCE	4	Char	2010 Tabulation Block Number.
SUFFIX1CE	2	Char	Census Block Suffix 1 (first character).
SUFFIX2CE	2	Char	Census Block Suffix 2 (second character, if necessary).
NCELIBIBLE	1	Char	New Construction Eligible flag. USE for New Construction Program.
BLKSZIND	1	Char	Block Size Indicator.
BLOCK	4	Char	Current Tabulation Block Number (Concatenates BLOCK, SUFFIX1CE, and SUFFIX2CE). USE for New Construction Program.
PARTFLG	1	Char	Flag that indicates if only part of a feature is represented.
BLOCKID	15	Char	Concatenates the 2010 geocodes from STATEFP10, COUNTYFP10, TRACTCE10, and BLOCKCE. Do not use because it refers to the 2010 block geocode, which may differ from the current block geocode.

Participants may utilize other pertinent shapefiles that extracted during the setup process in order to overlay reference layers that may assist with geocoding. For instance, using the county boundary, place boundary, edges, and water shapefiles may be useful in providing a depiction of the specific entity. [Appendix B](#) provides information on the file names and layouts that is helpful in determining what shapefiles to potentially use. The Census Bureau is unable to prepare examples for each software possibility or file combination of use during the New Construction Program. Use local knowledge of the entity, of the local GIS, and of the local sources to choose the files that are most helpful to proceed with geocoding new addresses for submission in the proper format for the New Construction Program. To derive a geocode, a participant may generate structure points from their local address source in their GIS and then geocode the structure points to the tabblock layer. Alternatively, participants may choose to visually geocode to the tabblock layer.

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**IMPORTANT:** Participants may utilize their own GIS layers to assist with their work, but must use the tabblock partnership shapefile for assigning the geocodes to address records as part of the New Construction Program.

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Refer to [Chapter 3](#) for instructions on how to use the Address List Template to add addresses for housing unit, group quarters, and transitory locations for the New Construction Program.

## CHAPTER 3. THE ADDRESS LIST TEMPLATE FILE

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As discussed in the previous two chapters, participants use either the Reference PDF Maps or the Partnership Shapefiles to identify geocodes for each address record they want to include in their New Construction Program submission. Once an address geocode is determined, participants may use the *Address\_list\_template.xls* file to add their address records or they may use the template as a resource to identify equivalent fields within their existing address source and restructure it according to the Census Bureau requirements outlined in [Section 3.2](#) and detailed in [Table 4](#). If participants wish to create a new file for use in the New Construction Program, and not use the provided template, it is vital they use [Table 4](#) as a guide for naming and defining the fields.

### 3.1 Opening and Saving the Address List Template File

The Address List Template is a blank Microsoft Excel .xls spreadsheet included on the Data Disc for use by all New Construction Program participants whether they requested Reference PDF Maps or Partnership Shapefiles during registration. The Census Bureau provides this header file as a reference for participants to ensure that qualifying residential, city-style addresses for housing units, group quarters, and transitory locations are submitted in the required format. The file contains a preset format to preserve all fields as Text. Refer to [Section 3.2](#) and [Table 4](#) for information on the fields, their descriptions and whether they are required as part of the New Construction Program submission.

In order to read the file contents, the New Construction Program liaison must open the file using Microsoft Excel or a similar processing application. Use the following steps to open and save the Address List Template .xls file:

- Open **Excel**.
- Click **File-Open**.
- Browse/Navigate to the folder containing the *Address\_list\_template.xls* and click the file to open it.
- Click **Save As** and name the file as follows: **nc20\_<EntityID>\_addresses\_return.xls**. In order to preserve the preset format embedded within the .xls file, **do not save to a newer version of Excel**.
- Follow [Section 3.2.1](#) to add address records to the template.

### 3.2 Understanding the Address List Template File

The Census Bureau will only accept addresses submitted in the predefined format that include the required information. The instructions provided in the following sections will assist participants when creating their submission for the New Construction Program. Refer to [Figure 15](#) for an example of a blank Address List Template file showing the header row.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
	LINE_NUMBER	ENTITY_ID	STATE	COUNTY	CENSUS _TRACT	CENSUS _BLOCK	GO_TL _FLAG	COMPLETE_ADDRESS _NUMBER	COMPLETE_STREET _NAME	APTUNIT _NUMBER	MAILING_ZIP _CODE	GO_TL _NAME	FACILITY_ _NAME	LOCATION_DESCRIPTION	LATITUDE	LONGITUDE
1																
2																
3																
4																
5																
6																
7																
8																

**Figure 15: Example of an Address List Template with Header Row**

The Address List Template contains a header row that identifies the names of the sixteen fields of information. Refer to the descriptions below and to the tabular form in [Table 4](#) to see the specific character length of each field, understand which fields are required, and which fields apply to certain types of records.

First field, **“LINE\_NUMBER”** – Field to identify the record number within the Address List Template. Use sequential numbers when adding address records.

Second field, **“ENTITY\_ID”** – Field to identify the unique ID assigned to an entity by the Census Bureau. This code is located on all the New Construction materials and its structure defined in [Table 1](#). For example, Falls Church, VA is PL5127200.

Third field, **“STATE”** – Field to identify the two-digit FIPS state code for the specific record within the Address List Template. This field is used as part of the geocode if not providing latitude and longitude coordinates. For example, 51 is the FIPS state code for the state of Virginia. This field is usually identical in all records for a participant, with the exception of American Indian Areas whose entities span multiple states. This coding is located within the materials (Reference PDF Maps or Partnership Shapefiles) received for the New Construction Program.

Fourth field, **“COUNTY”** – Field to identify the three-digit FIPS county code for the specific record within the Address List Template. This field is used as part of the geocode if not providing latitude and longitude coordinate. For example, 087 is the FIPS county code for Henrico County, VA. It is very important to maintain the leading zeros if they exist for a value. This coding is located within the materials (Reference PDF Maps or Partnership Shapefiles) received for the New Construction Program.

Fifth field, **“CENSUS\_TRACT”** – Field to identify the six-digit census tract code with a decimal between the fourth and fifth digit; contains a four-digit base number, including leading zeros, and two digits after the decimal, including trailing zeros. In short, ensure that all seven characters of this field are included in the Address List Template. Census tracts are unique within state and county. This field is used as part of the geocode if not providing latitude and longitude coordinate. Two examples include 1234.01 and 0003.00. This coding is located within the materials (Reference PDF Maps or Partnership Shapefiles received for the New Construction Program.

Sixth field, **“CENSUS\_BLOCK”** – Field to identify the four-digit current census tabulation block number, and suffixes if present, for the specific record within the Address List Template. Maximum field length is six, with four digits and a potential of a two-character suffix. Census blocks are numbered uniquely within a census tract from 1000 to 9999. The first digit of the census block number identifies the block group. Suffixes are one or two letters depending on the number of times a block has split. Suffixes do not exist for all tabulation blocks. This field is used as part of the geocode if not providing latitude and longitude coordinate. This coding is located within the materials (Reference PDF Maps or Partnership Shapefiles) received for the New Construction Program.

Seventh field, **“GQ\_TL\_FLAG” (i.e., Group Quarters\_Transitory Location Flag)** – Field to identify the record as a group quarters or transitory location. Add a “G” for addresses that are group quarters (e.g., nursing homes or dormitories) and a “T” for addresses that are transitory locations (e.g., camping sites). Include only the main GQ or TL address not the individual rooms or pad sites. Refer to [Appendix H](#) for definitions and examples of group quarters and transitory locations.

Eighth field, **“COMPLETE\_ADDRESS\_NUMBER”** – Field to identify the complete address number of a housing unit, group quarters, or transitory location, alone or with an address number prefix and/or address number suffix that identifies a location along a thoroughfare or within a community. Do not use any special character such as comma, period, etc.

Ninth field, **“COMPLETE\_STREET\_NAME”** – Field to identify the full street or road name that is the official name of thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name. Do not use any special character such as comma, period, etc.

Tenth field, **“APTUNIT\_NUMBER”** – Field to identify the apartment or unit number, if applicable, for the specific record within the Address List Template. This field may contain apartment unit numbers (e.g., Apt 101 or Unit 101A), location (e.g., rear, basement), or lot numbers (e.g., 1, 2, 3). Do not use any special character such as comma, period, etc.

Eleventh field, **“MAILING\_ZIP\_CODE”** – Field to identify the United States Post Office (USPS) city-style, mail delivery, five-digit ZIP Code. It is very important to maintain the leading zeros if they exist for a ZIP Code. Do not include an entry in this field if uncertain of the correct ZIP Code. It is better to omit than provide inaccurate ZIP Code.

Twelfth field, **“GQ\_TL\_NAME”** – Field to identify the name of a group quarters such as Bayside Nursing Home or Dobbs Hall, and/or a transitory location such as Motel 13 or Dolce Vita Campground. Do not use any special character such as comma, period, etc.

Thirteenth field, **“FACILITY\_NAME”** – Field to identify the facility name of the group quarters record if it is part of a facility. For example, include the name of a facility name such as University of Illinois for Dobbs Hall dormitory. Do not use any special character such as comma, period, etc.

Fourteenth field, **“LOCATION\_DESCRIPTION”** – Field to include a brief physical location description of living quarters. This field may be useful for hidden living quarters to assist where an address is not clearly identified, is confusing, or is shared with another structure. For example, if due to an unexpected circumstance a homeless tent is setup behind a local hardware store, enter the required city-style address (i.e., that of the hardware store), but also include the location description to assist with locating the tent rather than the commercial address provided (i.e., temporary homeless tent behind hardware store) Do not use any special character such as comma, period, etc.

Fifteenth field, **“LATITUDE”** – Field to include the latitude coordinate for the address record. Must be in GCS NAD83 and in decimal degrees with six digits after the decimal to achieve optimal accuracy. Refer to [Appendix C](#) for information on GCS NAD83.

Sixteenth field, **“LONGITUDE”** – Field to include the longitude coordinate for the address record. Must be in GCS NAD83 and in decimal degrees with six digits after the decimal to achieve optimal accuracy. Must also include the negative sign to place the coordinate in the proper hemisphere. Refer to [Appendix C](#) for information on GCS NAD83.

**Table 4: Address List Template Fields, Descriptions, and Valid Entries**

Field Number	Max Character Length	Field Name	Field Description	Required (Yes or No or Recommended)
1	7	LINE_NUMBER	Sequential number for each address record in a file.	Recommended.
2	12	ENTITY_ID	Unique identification number assigned by the Census Bureau to each entity.	Yes.
3	2	STATE	Two-digit FIPS state code.	Yes, if not providing latitude and longitude information.
4	3	COUNTY	Three-digit FIPS county code.	Yes, if not providing latitude and longitude information.
5	7	CENSUS_TRACT	Six-digit current census tract number, with a decimal point between the fourth and fifth digit, consisting of a 4-digit base number, including leading zeros, plus 2-digit number suffix, with trailing zeros. For example, 1234.01 and 0003.00.	Yes, if not providing latitude and longitude information.

Field Number	Max Character Length	Field Name	Field Description	Required (Yes or No or Recommended)
6	6	CENSUS_BLOCK	Current census tabulation block number, consisting of 4 numbers followed by up to 2 alpha characters that represent block suffixing. Though uncommon, the template accounts for the potential of six digits. Ex. 1001, 1001D, 1001AA	Yes, if not providing latitude and longitude information.
7	1	GQ_TL_FLAG	Field to denote the address record as either a group quarters or transitory location. Enter 'G' for group quarters or a 'T' for transitory location.	Yes, if adding a group quarters or transitory location address.
8	35	COMPLETE_ADDRESS_NUMBER	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. For 123 Main St, the "123" is the complete address number.	Yes.

Field Number	Max Character Length	Field Name	Field Description	Required (Yes or No or Recommended)
9	100	COMPLETE_STREET_NAME	Full street or road name. The official name of a thoroughfare as assigned by a governing authority or used and recognized alternate (alias) name. For 123 Main St, "Main St" is the complete street name. For 456 W Apple St N, "W Apple St N" is the complete street name.	Yes.
10	65	APTUNIT_NUMBER	Combination of Within Structure Descriptor and Identifier, e.g., "Apt 1", "Ste 22", "Unit A", "Bldg 2 Unit 10", etc. Populate with a value other than one already used for the address.	Yes, if the address is a duplicate (same State/County/Tract/Block, House #, Street Name, ZIP or Lat/Long, House #, Street Name, ZIP).
11	5	MAILING_ZIP_CODE	The USPS city-style mailing ZIP Code for the address.	Recommended if known. Omit if uncertain. If included it must be five-digit numeric characters only. Cannot be "00000", "11111", "33333", "66666", "77777", "88888", or "99999".
12	100	GQ_TL_NAME	Name of group quarters (e.g., Dobbs Hall or Bayside Nursing Home) or transitory location (e.g., Royal RV Park or Seabird Marina).	Yes, if adding a group quarters or transitory location. Cannot be "null" if there is a value in "GQ_TL_FLAG" or "FACILITY_NAME" field. Cannot contain a comma (e.g., ",").
13	100	FACILITY_NAME	Name of group quarters facility. Usually a broader name than the GQ name (e.g., University of Illinois).	No, but recommended if group quarters addresses being added are associated with a facility (e.g., The University of Illinois for dorms on its campus).

Field Number	Max Character Length	Field Name	Field Description	Required (Yes or No or Recommended)
14	100	LOCATION_DESCRIPTION	A short written description of the location and physical characteristics of living quarters (e.g., tent city behind hardware store) that may assist the Census Bureau with locating the living quarters.	No.
15	11	LATITUDE	Latitude coordinate of address in decimal degrees with minimum of 6 digits following the decimal.	Yes, if not providing the state, county, census tract, and census block geocode. Cannot contain special characters, except the decimal (e.g. ".").
16	12	LONGITUDE	Longitude coordinate of address in decimal degrees with minimum of 6 digits following the decimal.	Yes, if not providing the state, county, census tract, and census block geocode. Cannot contain special characters, except the decimal (e.g. ".") and the negative sign (e.g. "-") for this hemisphere.

### 3.2.1 Adding Address Records to the Address List Template File

The Census Bureau will not accept addresses in the incorrect format or with inadequate information. All fields of information, whether it be in the Address List Template or in a participant's own address material, must be in text format. This is critical for the fields that may include numbers, leading and trailing zeros (e.g, **CENSUS\_TRACT**, **MAILING\_ZIP\_CODE**, **LATITUDE**, **LONGITUDE**) to ensure no information within those fields is lost. Before adding address records for the New Construction Program, please become well versed with the information outlined in [Section 3.2](#) and [Table 4](#) to determine the fields that are required or not for use with housing unit, group quarters, and transitory locations.

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**IMPORTANT:** Participants may enter the latitude and longitude coordinate information in addition to OR in lieu of the **STATE**, **COUNTY**, **CENSUS\_TRACT**, and **CENSUS\_BLOCK** geocode information.

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Participants may **Copy** and **Paste** information from an existing address source or export information from their GIS to create their own template that follows the field layout and instructions for the Address List Template as outlined in this chapter.

To manually add a new residential, city-style address to the Address List Template file, follow the steps below in [Table 5](#).

**Table 5: Adding Records to the Address List Template File**

Step	Action and Result
Step 1	Navigate to the folder location of the Address List Template file, <b>nc20_&lt;EntityID&gt;_addresses_return.xls</b> , from <a href="#">Section 3.1</a> .
	Please remember to keep the fields in the given format (Text) to ensure that leading and trailing zeros are not lost in the process of keying or copying information. Participants must not include special characters such as commas or periods when annotating information about their addresses.
Step 2	Update the <b>LINE_NUMBER</b> to create a new record by inserting a new row for each address to add. Use sequential order as adding new address records <i>such as 1, 2, and 3</i> .
Step 3	Enter the participant’s entity ID code in the <b>ENTITY_ID</b> field, <i>for instance PL5127200</i> . The Entity ID is located on all New Construction Program materials (letters, emails, DVD, Reference PDF Maps).
Step 4	Enter the two-digit FIPS state code in the <b>STATE</b> field, <i>for instance 51 for Virginia</i> . The FIPS state code information is located within the map or shapefile materials.
Step 5	Enter the three-digit FIPS county code in the <b>COUNTY</b> field, <i>for instance 610 for Falls Church</i> . The FIPS county code information is located within the map or shapefile materials. Participants with an entity that crosses county boundaries must pay close attention to this coding. Incorrect FIPS county codes invalidate geocoding.
Step 6	Enter the six-digit census tract code in the <b>CENSUS_TRACT</b> field. Census tracts consist of a six-digit code, with a decimal between the fourth and fifth digit, containing a four-digit base number, including leading zeros, plus a two-digit number suffix, including trailing zeros. Census tract codes are located within the map or shapefile materials. When keying the census tract information, ensure that the leading zeros and suffixes annotate as text format to avoid address invalidation
Step 7	Enter the four-digit census block code in the <b>CENSUS_BLOCK</b> field and any suffix information if applicable. Census block codes are located within the map or shapefile materials.
	Some census blocks include an alpha suffix (e.g., 1085A). If a suffix exists, include it with the census block code in the <b>CENSUS_BLOCK</b> field.
Step 8	If the address record is a housing unit, leave the <b>GQ_TL_FLAG</b> field blank.  If the address record is a group quarters or transitory location, enter ‘G’ for a group quarter or ‘T’ for a transitory location in <b>GQ_TL_FLAG</b> field.
	Refer to the Glossary in <a href="#">Appendix H</a> for a complete list of definitions and examples for housing unit, group quarters, and transitory locations.
Step 9	Enter the complete city-style address number in the <b>COMPLETE_ADDRESS_NUMBER</b> field.
Step 10	Enter the entire street name in the <b>COMPLETE_STREET_NAME</b> field, <i>for instance N Apple St or Cherry St W</i> .
Step 11	If the address is a multi-unit record, enter the within unit number in the <b>APTUNIT_NUMBER</b> field. Participants adding multi-unit addresses must provide unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B) to make the records unique. The Census Bureau is not collecting addresses for individual rooms inside a GQ/TL, so this field is unnecessary for GQ/TL records.

Step	Action and Result
<b>Step 12</b>	Enter the city-style <b>MAILING_ZIP_CODE</b> , if known. This field is optional for all three type of living quarters. Leave it blank if uncertainty surrounds the information.
<b>Step 13</b>	If the address record is a housing unit. Leave the <b>GQ_TL_NAME</b> field blank.  If the address record is a group quarter or a transitory location, enter the Group Quarters or Transitory Location Name in the <b>GQ_TL_NAME</b> field. This information is required for all GQ or TL records. The Census Bureau will not process a group quarters address record without a group quarters name or a transitory location address record without a transitory location name.
<b>Step 14</b>	Enter the facility name in the <b>FACILITY_NAME</b> field, if applicable. Facility names are most common with group quarters (e.g. group quarters name—Pandora Hall; Facility Name—UVA).
<b>Step 15</b>	Enter a well-defined description in the <b>LOCATION_DESCRIPTION</b> field (up to 100 characters, do not use commas) if providing a description helps locate the address or clear any confusion that may exist regarding the address (e.g., homeless tent city behind the hardware store). This information is not required since the New Construction Program handles only residential, city-style address records; however, the location description may be useful in certain city-style address situations where locating the address may be difficult.
<b>Step 16</b>	If known or preferred over including the geocode information, enter the structure latitude coordinate in the <b>LATITUDE</b> field. Latitude and longitude coordinates must be in GCS NAD83 and in decimal degrees. Include the decimal and maintain the field as Text to preserve all the digits of the coordinate. Include a minimum of 6-digits after the decimal for optimal accuracy.
<b>Step 17</b>	If known or preferred over including the geocode information, enter the structure longitude coordinate in the <b>LONGITUDE</b> field. Latitude and longitude coordinates must be in GCS NAD83 and in decimal degrees. Be certain to include the negative sign for the northern hemisphere and include the decimal. Maintain the field as Text to preserve all the digits of the coordinate. Include a minimum of 6-digits after the decimal for optimal accuracy.
<b>Step 18</b>	Upon completion of adding all the new address records, save the file as a comma delimited value .csv file. Retain the same naming convention as the .xls file, but change the file format. See <a href="#">Figure 16</a> for an example of an Address List Template filled with fictitious address information. It contains a mixture of geocodes as well as latitude and longitude coordinates. No Title 13 address information is included in the example.
	<b>Important note for participants using their GIS:</b> Participants who plan to export their own address shapefile to an .xls must also take the extra step to save the .xls as a .csv. The file must maintain all of the fields as Text to ensure the preservation of leading and trailing zeros that may exist in the data as well as the 6-digit decimal accuracy for the latitude and longitude coordinates.
<b>Step 19</b>	Upon completion of all added records, refer to <a href="#">Section 3.3</a> for the instructions on preparing the file for submission.

LINE_NUMBER	ENTITY_ID	STATE	COUNTY	CENSUS_TRACT	CENSUS_BLOCK	GO_TL_FLAG	COMPLETE_ADDRESS_NUMBER	COMPLETE_STREET_NAME	APTUNIT_NUMBER	MAILING_ZIP_CODE	GO_TL_NAME	FACILITY_NAME	LOCATION_DESCRIPTION	LATITUDE	LONGITUDE
1	PL5127200					G	2252	Achilles Dr			Pandora Hall Bldg 1	UVA		38.123456	-77.987654
2	PL5127200					G	227	Achilles Dr			Pandora Hall Bldg 2	UVA		38.123456	-77.987654
3	PL5127200					G	229	Achilles Dr			Pandora Hall Bldg 3	UVA		38.123456	-77.987654
4	PL5127200					T	211	Jeffras Dr			Summer County RV Park			38.886879	-77.182144
5	PL5127200	51	610	4514.00	1000		691	N First St	Apt 3	51409				38.886456	-77.113456
6	PL5127200	51	610	4514.00	1000		691	N First St	Apt 4	51409				38.886456	-77.113456
7	PL5127200	51	610	4514.00	1000		691	N First St	Apt 5	51409				38.886456	-77.113456
8	PL5127200	51	610	4514.00	1000		700	N First St		51409				38.886456	-77.113456
9	PL5127200	51	610	4513.01	1000		101	Main St		31409			Homeless tent behind hardware store		
10															
11															
12															

Figure 16: Example of an Address List Template with Fictitious Address Information (No Title 13 U.S.C. Information)

### 3.3 Preparing a File for Submission

After completing the process of adding new addresses, conduct a quality assessment or check of the .csv file, whether it be the Census provided Address List Template, a locally generated template, or an export from a GIS. Some items to check include the following:

- Ensure the addresses included in the file are within tabulation blocks that are eligible for the New Construction Program (check the specific map symbology on the Reference PDF Maps or check the tabblock partnership shapefile for “NCELIGIBLE=Y”).
- Ensure the file contains qualifying residential city-style addresses for your entity; (i.e., those for which construction is in progress during or after March 1, 2018 and completion is expected by Census Day, April 1, 2020).
- Ensure all of the required fields, as outlined in [Table 4](#), contain accurate information. Pay close attention for the presence of the geocode information and/or latitude and longitude coordinates, or both.
- Ensure all fields are Text to preserve the content of the data (i.e., leading and trailing zeros and 6-digit decimal accuracy).

Once satisfied with the content and quality of the content in the .csv file, zip the file and name it with the following naming convention: **nc20\_<EntityID>\_addresses\_return.zip**. The file does not need password protection. For participants unfamiliar with preparing a .zip file, refer to [Appendix G](#) for instructions on how to create a .zip file. Refer the next chapter for instructions on using the Secure Web Incoming Module (SWIM) for uploading the New Construction Program submission. SWIM is the official web portal used for uploading files for the various Census Bureau partnership programs.

## CHAPTER 4. USING THE SECURE WEB INCOMING MODULE (SWIM) FOR THE NEW CONSTRUCTION PROGRAM

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New Construction Program participants must utilize the Census Bureau’s Secure Web Incoming Module, or SWIM, to submit their zipped address file submission for processing. Use the steps outlined in this chapter to establish or access an account and to submit the zipped address file generated in the previous section.

Some liaisons may have established a SWIM account for other Census geography programs. If so, the Census Bureau sent an email to the liaison’s email on-file for the established account indicating there is no need to establish a new SWIM account for use in the New Construction Program.

For liaisons without an existing SWIM account, the Census Bureau emailed one SWIM registration token in a separate message from the New Construction Program materials and cover letter. Liaisons without a SWIM account must utilize the 12-digit registration token to establish an account.

If questions remain regarding the existence of a SWIM account, 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. The email address associated with the account is case sensitive. Try again with the proper case or go to Account Registration to register for a SWIM account.*” Choosing the [Account Registration](#) link in the message opens another window to establish a SWIM account.

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**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.

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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. Please note the security answer is not case-sensitive. Once logged into SWIM, participants 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 login issues should confirm use of the current internet browser version (or one previous version). SWIM runs on the two most recent versions of each

of the major internet browsers: Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari. If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact the New Construction Program Help Desk at (844) 242-1765 for assistance. An additional SWIM token may be necessary to create another account.

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**IMPORTANT:** Do not use email to send the New Construction Program’s submission to the Census Bureau. Work with the Census Bureau to resolve SWIM issues.

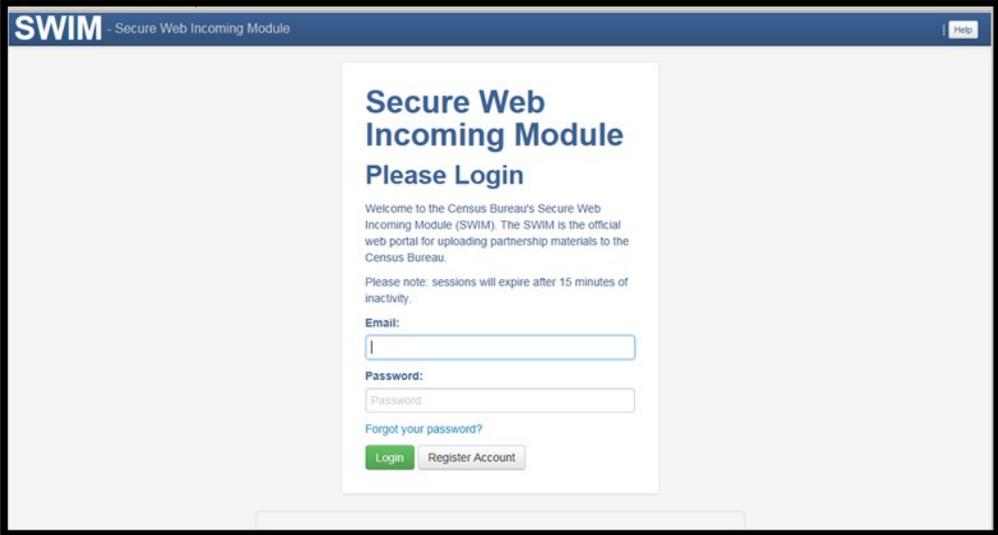
---

The following list contains the file requirements for using SWIM:

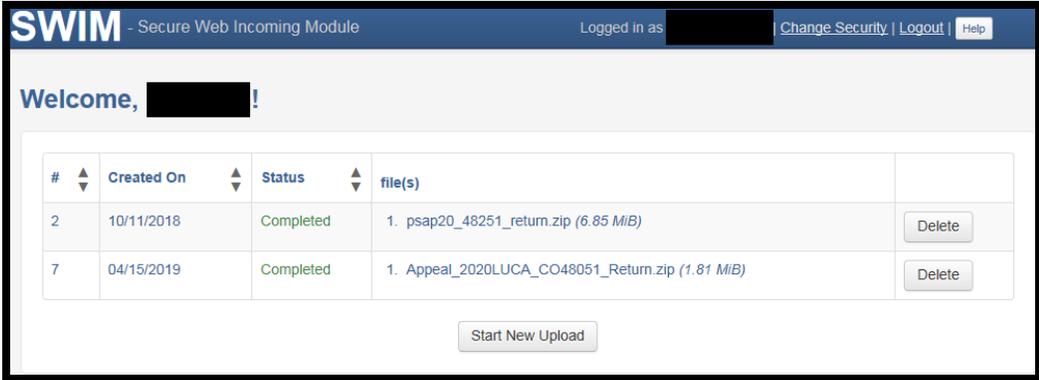
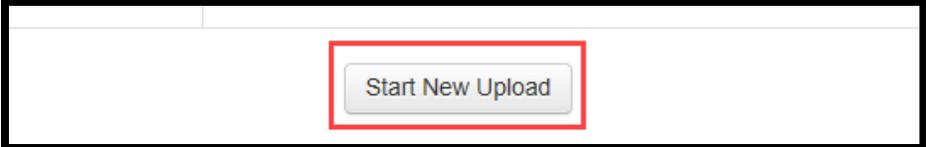
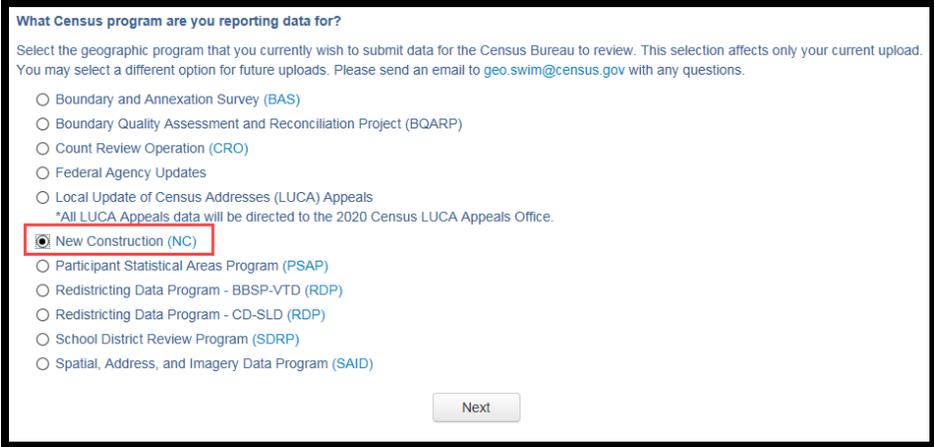
- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

Refer to **Table 6** for instructions on utilizing the SWIM application to submit the New Construction Program address .zip file.

**Table 6: SWIM Submission**

Step	Action and <i>Result</i>
<p><b>Step 1</b></p>	<p>Open a new browser window and enter the SWIM URL &lt;<a href="https://respond.census.gov/swim">https://respond.census.gov/swim</a>&gt;.</p> <p><i>The <b>SWIM Please Login</b> screen opens.</i></p> 
<p><b>Step 2</b></p>	<p>For participants with an existing SWIM account, enter the email address and password and then click the Login button. <i>The <b>Welcome</b> screen opens.</i> Go to <b>Step 8</b>.</p>

Step	Action and Result
<p><b>Step 3</b></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 <b>Register Account</b> button after accessing the SWIM URL. <i>The <b>Account Registration</b> screen opens.</i></p> <div data-bbox="532 363 1219 730" data-label="Image"> </div>
	<p>All fields on the <b>Account Registration</b> screen are required.</p>
<p><b>Step 4</b></p>	<p>Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.</p>
<p><b>Step 5</b></p>	<p>Create a password using the following criteria:</p> <ol style="list-style-type: none"> <li>1. Must be at least 8-characters in length.</li> <li>2. Must have at least one uppercase character.</li> <li>3. Must have at least one lowercase character.</li> <li>4. Must have at least one number.</li> <li>5. Must have at least one special character. Valid choices are as follows: #, !, \$, *, &amp;,?, and ~.</li> </ol> <p><b>Note:</b> The commas shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.</p>
<p><b>Step 6</b></p>	<p>Establish a security question. Click the arrow to the right of the <b>Security Question</b> field and select a question from the drop-down menu. Enter an answer in the <b>Answer</b> field. Click the <b>Submit</b> button when finished. <i>A <b>Success</b> screen opens to confirm the successful creation of a SWIM account.</i></p> <div data-bbox="599 1556 1149 1738" data-label="Image"> </div>

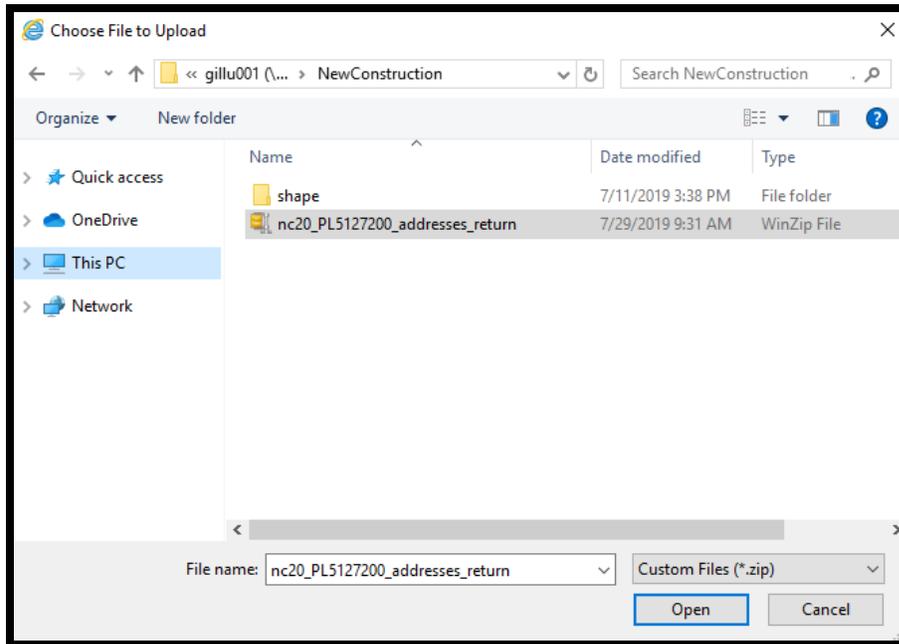
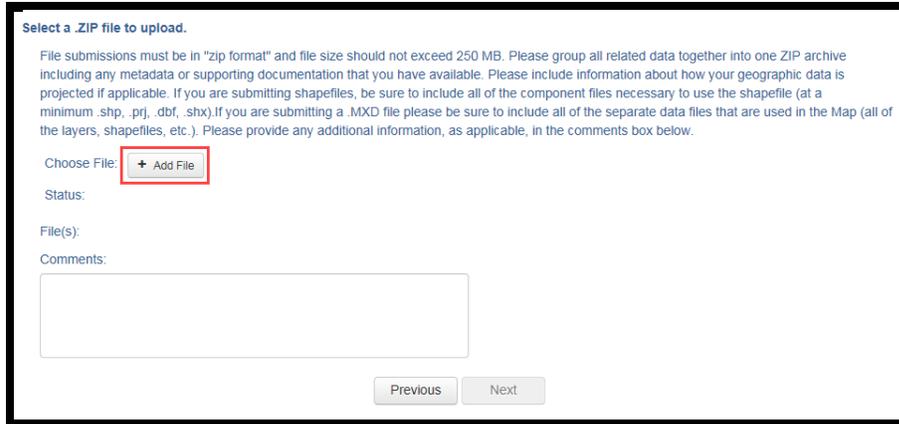
Step	Action and Result															
Step 7	On the <b>Success</b> screen, select <b>Login</b> to return to the <b>SWIM Please Login</b> screen (shown in Step 1) to proceed with the login process.															
Step 8	<p>Enter the email and password information and click the green <b>Login</b> button to login to SWIM. <i>The <b>Welcome</b> screen opens.</i> If the account has uploaded other files for different geography programs administered by the Census Bureau, <i>a list of files previously uploaded by the SWIM user displays, as shown in the example below.</i> The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file.</p>  <p>The screenshot shows the SWIM interface with a header bar containing the logo and navigation links. Below the header, a 'Welcome' message is followed by a table of uploaded files. The table has columns for '#', 'Created On', 'Status', and 'file(s)', with a 'Delete' button for each row. A 'Start New Upload' button is located at the bottom of the table.</p> <table border="1" data-bbox="391 705 1365 852"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>2</td> <td>10/11/2018</td> <td>Completed</td> <td>1. psap20_48251_return.zip (6.85 MiB)</td> <td>Delete</td> </tr> <tr> <td>7</td> <td>04/15/2019</td> <td>Completed</td> <td>1. Appeal_2020LUCA_CO48051_Return.zip (1.81 MiB)</td> <td>Delete</td> </tr> </tbody> </table>	#	Created On	Status	file(s)		2	10/11/2018	Completed	1. psap20_48251_return.zip (6.85 MiB)	Delete	7	04/15/2019	Completed	1. Appeal_2020LUCA_CO48051_Return.zip (1.81 MiB)	Delete
#	Created On	Status	file(s)													
2	10/11/2018	Completed	1. psap20_48251_return.zip (6.85 MiB)	Delete												
7	04/15/2019	Completed	1. Appeal_2020LUCA_CO48051_Return.zip (1.81 MiB)	Delete												
Step 9	<p>To begin a new upload, click the <b>Start New Upload</b> button at the bottom of the screen.</p>  <p>The image shows a close-up of the 'Start New Upload' button, which is highlighted with a red rectangular box.</p> <p>The <b>“What Census program are you reporting data for?”</b> screen opens. Choose the <b>New Construction Program</b> radio button and click the <b>Next</b> button.</p>  <p>The screenshot shows a form titled 'What Census program are you reporting data for?'. It includes instructions and a list of radio button options. The 'New Construction (NC)' option is selected and highlighted with a red box. A 'Next' button is at the bottom.</p>															

Step	Action and Result
<p><b>Step 10</b></p>	<p>The <b>“What type of NC entity are you reporting for?”</b> 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. Incorporated Place participants (e.g., PL5127200) choose Place, as shown in the screenshot below. If questions arise about the proper entity choice, contact the New Construction Program Help Desk at (844) 242-1765 for assistance.</p> <div data-bbox="453 468 1295 835" data-label="Form"> </div> <p>Click the radio button for the entity type (e.g., <b>Place</b> for this example) to upload. <i>The choice of Place opens the <b>Select a State and Place</b> screen.</i> Complete the two sections and click the <b>Next</b> button.</p> <div data-bbox="448 1014 1300 1360" data-label="Form"> </div>

**Step**      **Action and Result**

**Step 11**

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 folder where the .zip file resides. This is likely “C:\NC2020 or C:\NewConstruction”.



Step	Action and <i>Result</i>
<p><b>Step 12</b></p>	<p>Once the file upload completes, the <b>Status</b> field shows “<b>Success.</b>” The name of the file appears in the <b>File(s)</b> field. Participants can add comments to the <b>Comment</b> section if they choose. Click the <b>Next</b> button to proceed with the upload.</p> <div data-bbox="381 369 1365 777" style="border: 2px solid black; padding: 10px;"> <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"> <li>• nc20_PL5127200_addresses_return.zip</li> </ul> <p>Comments:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 20px;"> <p>New Construction submission for Falls Church VA with 9 records.</p> </div> <p>1437 characters left</p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input style="border: 2px solid red;" type="button" value="Next"/> </p> </div>
<p><b>Step 13</b></p>	<p>The <b>Thank You</b> screen appears. It thanks the participant and indicates a forthcoming email once the transfer completes.</p> <div data-bbox="409 947 1338 1146" style="border: 2px solid black; padding: 10px; text-align: center;"> <h2 style="margin: 0;">Thank You</h2> <p style="margin: 5px 0 0 0; color: green;">Thank you for using SWIM. You will receive an email when your file successfully transfers to the Census Bureau.</p> <p style="margin: 5px 0 0 0; color: blue;">File: nc20_PL5127200_addresses_return.zip</p> <p style="margin: 5px 0 0 0; color: blue;">You may <a href="#">Log Out</a> or return to the <a href="#">upload form</a>, to submit more files.</p> </div>
<p><b>Step 14</b></p>	<p>Choose “<b>upload form</b>” in the phrase “<b>You may Log Out or return to the upload form, to submit more files.</b>” sentence to return to the <b>Welcome</b> screen and begin the upload process again. If complete with the upload process, choose <b>Log Out</b>.</p>

**Step****Action and Result**

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 will receive a message noting the period of inactivity on the Login screen.*

## Secure Web Incoming Module

### Please Login

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.

Please note: sessions will expire after 15 minutes of inactivity.

You have been logged out due to inactivity.

**Email:**

**Password:**

[Forgot your password?](#)

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.

#	Created On	Status	file(s)	
2	10/11/2018	Completed	1. psap20_48251_return.zip (6.85 MiB)	Delete
7	04/15/2019	Completed	1. Appeal_2020LUCA_CO48051_Return.zip (1.81 MiB)	Delete
8	07/09/2019	Completed	1. nc20_PL5127200_return_20190709_100731.zip (21.53 KiB)	Delete
9	07/09/2019	In Progress. Continue?		Delete

## **CHAPTER 5. NEXT STEPS FOR THE NEW CONSTRUCTION PROGRAM**

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Congratulations on the completion of the 2020 Census New Construction Program. From September through November 2019, the Census Bureau will process the submission .zip files received through SWIM. The Census Bureau will conduct basic quality checks to verify the file format and content to confirm the submitted addresses fall within blocks eligible for the New Construction Program and that proper geocoding exists for each record. The Census Bureau will also compare each address received as part of the New Construction Program submissions against the Census Address List to ensure participants did not submit duplicated records.

The Census Bureau will not process address records without geocodes or latitude and longitude coordinates, improperly formatted files that do not follow the predefined Address List Template, or any address submitted in a block that is not eligible for the New Construction Program.

Participants will receive an email acknowledging receipt of submission through SWIM, but the Census Bureau will not provide feedback and the results of their processing.

## APPENDICES

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## APPENDIX B PARTNERSHIP SHAPEFILE NAMES AND LAYOUTS

The information in this section provides background information for the partnership shapefiles provided with the New Construction Program. The list of state-based shapefiles is in [Table 7](#). They are found within the state folder created during the .exe extraction process.

State-based shapefiles follow the naming convention of **PVS\_19\_v1\_<layername>\_<SS>.shp**, where <SS> is the number corresponding FIPS number for the state, (e.g., “24” corresponds to Maryland) and <layername> is the abbreviation for the shapefile layer. For example, **PVS\_19\_v1\_place\_24.shp** is the Maryland shapefile for incorporated places. Using the place file from the state depicts all places within the state.

The shapefiles highlighted in purple within the two tables below are files that may be most relevant for a New Construction Program participant. Some of the same files are available at the county level as well, but the state organized files likely will be of more use to a state or tribal participant or to a person participating for an incorporated place that crosses multiple counties.

**Table 7: State Shapefiles Names**

Shapefile layer	<layername>
American Indian Areas (AIA) – Legal	aial
2010 American Indian Areas (AIA) – Legal	aial2010
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Block Area Group	bag
Metropolitan Statistical Area/Metropolitan Statistical Area	cbasa
Congressional Districts	cd
Census Designated Place	cdp
Counties and Equivalent Areas	county
2010 Counties and Equivalent Areas	county2010
Elementary School Districts	elsd
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Incorporated Places	place
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative District Upper Chambers	sldu

Shapefile layer	<layername>
State	state
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Urban Area	uac
Unified School District State-Based	unsd

Similar to the state-based shapefile names, the county-based shapefiles have the following naming convention: **PVS\_19\_v1\_<layername>\_<SSCCC>.shp**, where <SSCCC> is the number corresponding FIPS number for the state and county, (e.g. “24001” corresponds to Allegany County, Maryland) and <layername> is the abbreviation for the shapefile layer. They are found within the individual county folder(s) created during the .exe extraction process.

**Table 8** details the county-based shapefile layers and layer names. For example, **PVS\_19\_v1\_curtracts\_24001.shp** is the Allegany County, Maryland, shapefile for current census tracts. The shapefiles that may be of specific use during the New Construction Program, dependent on the entity type, are highlighted with light purple within both tables.

**Table 8: County Shapefiles Names**

Shapefile layer	<layername>
American Indian Areas (AIA) – Legal	aial
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Alaska Native Regional Corporations (ANRC)	anrc
Area Landmark	arealm
Block Area Groups	bag
Block Groups	bg
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Census County Division	ccd
Congressional Districts	cd
Census Designated Place	cdp
Consolidated Cities	concity
Counties and Equivalent Areas	county
Census Tracts - Current	curtracts
All Lines	edges

Shapefile layer	<layername>
Elementary School Districts	elsd
Hawaiian Home Lands (HHL)	hhl
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Offsets	offset
Incorporated Places	place
Point Landmarks	pointlm
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative Districts Upper	sldu
Subbarrios	submcd
Census Blocks - Current	tabblock
2010 Census Blocks	tabblock2010
2010 Traffic Analysis Delineation	tad2010
2010 Traffic Analysis Zones	taz2010
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Census Urban Areas	uac
Urban Growth Area	uga
Unified School Districts	unsd
Hydrography - Area	water
Relationship Tables	<layername>
Address Ranges	addr
All Names (Linear Feature Names – Fielded)	allnames
Topological Faces (2-cells with all geocodes)	faces
Topological Faces - Area Landmark Relationship	areafaces
Topological Faces - Area Hydrography Relationship	hydrofaces

From the two previous tables, a participant can see the numerous files that are bundled within the .exe file. The New Construction Program does not use most of them, but they are included as a part of standard files available from the Census Bureau.

The tables below present the file layout of some of the most common files of use for the New Construction Program. [Table 3](#) contains the file layout for the tabblock shapefile, so that information is not repeated within this appendix.

Though not identical to the TIGER/Line shapefiles, should detailed questions arise about the partnership shapefiles, first refer to the TIGER/Line Files Technical Documentation located at: <https://www.census.gov/programs-surveys/geography/technical-documentation/complete-technical-documentation/tiger-geo-line.html>. If the information in this appendix and in the TIGER/Line shapefiles technical documentation do not resolve the question, please contact the New Construction Program Help Desk at (844) 242-1765.

**Table 9: Edges Shapefile (PVS\_19\_v1\_edges)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code.
COUNTYFP	3	Char	FIPS County code.
TLID	10,0	Number	Permanent edge ID.
TFIDL	10,0	Number	Permanent face ID on the left of the edge.
TFIDR	10,0	Number	Permanent face ID on the right of the edge.
MTFCC	5	Char	MAF/TIGER Feature Class Code of the primary feature for the edge.
FIDELITY	1	Char	Indication to a respondent when their entity boundary has changed through spatial enhancement.
FULLNAME	40	Char	Decoded feature name with abbreviated qualifier, directional, and feature type.
SMID	22,0	Number	Spatial metadata identifier.
SMIDTYPE	1	VarChar	SMIDTYPE code that reflect source attribution for boundary edges, PLSS, Parcels, Surveyed, etc.
RTTYPE	1	VarChar	Route type code.
BBSPFLG	1	Char	Redistricting data project participant submitted request of an edge for selection as a block boundary.
CBBFLG	1	Char	Indicates the status of an edge for a selection as a tabulation block boundary.
BBSP_2020	1	Char	New BBSP flag.
CHNG_TYPE	4	Char	Type of linear feature update.
JUSTIFY	150	Char	Justification of change.
LTOADD	10	Char	Left To address.
RTOADD	10	Char	Right To address.
LFROMADD	10	Char	Left From address.
RFROMADD	10	Char	Right From address.
ZIPL	5	Char	Left ZIP Code.
ZIPR	5	Char	Right ZIP Code.
EXTTYP	1	Char	Extension type.
MTUPDATE	10	Date	Date of last update to the edge.

**Table 10: Census Tract Shapefile (PVS\_19\_v1\_curtracts)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code (e.g., 08).
COUNTYFP	3	Char	FIPS County code (e.g., 009).
TRACTCE	6	Char	Census Tract Code (e.g., 964600).
NAME	100	Char	Base name for the census tract. Drops trailing zeros of suffix displayed in TRACTCE (e.g., 9646).
TRACTID	11	Char	Concatenation of STATEFP, COUNTYFP, and TRACTCE fields (e.g., 08009964600).
NEW_CODE	2	Char	New Tract Code.
CHNG_TYPE	2	Char	Type of area update.
EFF_DATE	8	Date	Effective date or vintage of the boundary.
TRACTTYP	1	Char	Tract Characteristic Flag.
RELATE	120	Char	Relationship Description.
JUSTIFY	150	Char	Justification of change.
TRACTLABEL	7	Char	Six-digit TRACTCE and decimal between fourth and fifth digit used for geocoding (e.g., 9646.00).
VINTAGE	2	Char	Vintage updated with returned data.

**Table 11: American Indian Areas Shapefile (PVS\_19\_v1\_aial)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code.
AIANNHCE	4	Char	Census American Indian, Alaska Native, or Native Hawaiian (AIANNH) code.
COMPTYP	1	Char	Indicates if Reservation (or equivalent), Trust Land, or both are Present.
AIANNHFSR	1	Char	Flag indicating level of recognition of an AIANNH tribe or group.
NAMELSAD	100	Char	Name with translated LSAD.
AIANNHNS	8	Char	American National Standards Institute (ANSI) numeric identifier for AIANNH areas.
LSAD	2	Char	Legal / Statistical Area Description codes describe the particular typology for each geographic entity.
FUNCSTAT	1	Char	Functional Status defines the current functional status of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/functional-status-codes.html">https://www.census.gov/library/reference/code-lists/functional-status-codes.html</a> for more information.
CLASSFP	2	Char	FIPS 55 Class Code defines the current class of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/class-codes.html">https://www.census.gov/library/reference/code-lists/class-codes.html</a> for more information.
PARTFLG	1	Char	Flag that indicates if only part of a feature is represented.
CHNG_TYPE	2	Char	Type of area update.
EFF_DATE	8	Date	Effective date or vintage of the boundary.
AUTHTYPE	1	Char	Authorization type for legal area updates (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other).
DOCU	120	Char	Supporting documentation.
FORM_ID	4	Char	Record ID for any boundary update (GUPS only).
AREA	10	Number (Double)	Acreage of area update.
RELATE	120	Char	Relationship description.
JUSTIFY	150	Char	Justification of change.
NAME	100	Char	Entity name.
VINTAGE	2	Char	Vintage updated with returned data.

**Table 12: County Shapefile (PVS\_19\_v1\_county)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code.
COUNTYFP	3	Char	FIPS County code.
COUNTYNS	8	Char	American National Standards Institute (ANSI) feature code for the county or equivalent feature.
NAMELSAD	100	Char	Name with translated LSAD code.
LSAD	2	Char	Legal / Statistical Area Description codes describe the particular typology for each geographic entity.
FUNCSTAT	1	Char	Functional Status defines the current functional status of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/functional-status-codes.html">https://www.census.gov/library/reference/code-lists/functional-status-codes.html</a> for more information.
CLASSFP	2	Char	FIPS 55 Class Code defines the current class of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/class-codes.html">https://www.census.gov/library/reference/code-lists/class-codes.html</a> for more information.
CHNG_TYPE	2	Char	Type of area update.
EFF_DATE	8	Date	Effective date or vintage of the boundary.
AUTHTYPE	1	Char	Authorization type for legal area updates (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other).
DOCU	120	Char	Supporting documentation.
FORM_ID	4	Char	Record ID for any boundary update (GUPS only).
AREA	10,3	Number (Double)	Acreage of area update.
RELATE	120	Char	Relationship description.
JUSTIFY	150	Char	Justification of change.
NAME	100	Char	Entity name.
VINTAGE	2	Char	Vintage updated with returned data.

**Table 13: County Subdivisions Shapefile (PVS\_19\_v1\_mcd)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code.
COUNTYFP	3	Char	FIPS County code.
COUSUBFP	5	Char	FIPS 55 county subdivision code.
NAMELSAD	100	Char	Name with translated LSAD.
COUSUBNS	8	Char	American National Standards Institute (ANSI) feature code for the county subdivision.
LSAD	2	Char	Legal / Statistical Area Description codes describe the particular typology for each geographic entity.
FUNCSTAT	1	Char	Functional Status defines the current functional status of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/functional-status-codes.html">https://www.census.gov/library/reference/code-lists/functional-status-codes.html</a> for more information.
CLASSFP	2	Char	FIPS 55 Class Code defines the current class of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/class-codes.html">https://www.census.gov/library/reference/code-lists/class-codes.html</a> for more information.
CHNG_TYPE	2	Char	Type of area update.
EFF_DATE	8	Date	Effective date or vintage of the boundary.
AUTHTYPE	1	Char	Authorization type for legal area updates (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other).
DOCU	120	Char	Supporting documentation.
FORM_ID	4	Char	Record ID for any boundary update (GUPS only).
AREA	10,3	Number (Double)	Acreage of area update.
RELATE	120	Char	Relationship description.
JUSTIFY	150	Char	Justification of change.
NAME	100	Char	Entity name.
VINTAGE	2	Char	Vintage updated with returned data.

**Table 14: Incorporated Place Shapefile (PVS\_19\_v1\_place)**

Attribute Field	Length	Type	Description
STATEFP	2	Char	FIPS State code.
COUNTYFP	3	Char	FIPS County code.
PLACEFP	5	Char	FIPS 55 Place code.
NAMELSAD	100	Char	Name with translated LSAD.
PLACENS	8	Char	American National Standards Institute (ANSI) feature code for the place.
LSAD	2	Char	Legal / Statistical Area Description (LSAD) codes describe the particular typology for each geographic entity.
FUNCSTAT	1	Char	Functional Status codes define the current functional status of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/functional-status-codes.html">https://www.census.gov/library/reference/code-lists/functional-status-codes.html</a> for more information.
CLASSFP	2	Char	FIPS 55 Class code defines the current class of a geographic entity. See <a href="https://www.census.gov/library/reference/code-lists/class-codes.html">https://www.census.gov/library/reference/code-lists/class-codes.html</a> for more information.
PARTFLG	1	Char	Flag that indicates if only part of a feature is represented.
CHNG_TYPE	2	Char	Type of area update.
EFF_DATE	8	Date	Effective date or vintage of the boundary.
AUTHTYPE	1	Char	Authorization type for legal area updates (e.g., O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other).
DOCU	120	Char	Supporting documentation.
FORM_ID	4	Char	Record ID for any boundary update (GUPS only).
AREA	10,3	Number (Double)	Acreage of area update.
RELATE	120	Char	Relationship description.
JUSTIFY	150	Char	Justification of change.
NAME	100	Char	Entity name.
VINTAGE	2	Char	Vintage updated with returned data.

## APPENDIX C PARTNERSHIP SHAPEFILE COORDINATE SYSTEM AND PROJECTION

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The partnership shapefiles provided by the Census Bureau are in an unprojected geographic-based coordinate system that follows the specifications below:

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

**IMPORTANT:** Participants may re-project the partnership shapefiles into a local coordinate system projection; however, the Census Bureau requests that participants convert the submission back to GCS NAD83 prior to submission.

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Most GIS software packages contain projection wizards, or something similar, allowing the user to transform file coordinate systems and projections. For example, if participants have access to ArcGIS to update files, the Census Bureau recommends that participants activate and utilize ArcGIS's "Projection Utility Wizard" extension. TIGER partnership shapefiles contain defined projection information in the \*.prj file. Since ArcGIS accesses the \*.prj file for projection information, there is no need to define these parameters before changing the file coordinate system.

## APPENDIX D MAF/TIGER FEATURE CLASSIFICATION CODES

The addition of new features is not permitted during the New Construction Program; however, having the information within this appendix may assist participants with understanding the MAF/TIGER Feature Classification Codes (MTFCCs) as they exist in the edges shapefile described in [Appendix B](#).

The MTFCC is a five-digit code assigned by the Census Bureau intended to classify and describe geographic objects or features. Map symbolization of these codes assist participants with distinguishing feature types, for instance symbolizing based on the MTFCC helps distinguish a road from a stream or a railroad from a pipeline.

**Table 15: MAF/TIGER Feature Classification Codes (MTFCCs)**

MTFCC	Feature Name
S1100	Interstate Highway or Primary Road with limited access
S1200	Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads
S1400	Local Neighborhood Road, Rural Road, City Street
S1500	Vehicular Trail (4WD)
S1630	Ramp
S1640	Service Drive usually along a limited access highway
S1710	Walkway/Pedestrian Trail
S1720	Stairway
S1730	Alley
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)
S1750	Private Driveway
H3010	Stream/River
H3013	Braided Stream
H3020	Canal, Ditch or Aqueduct
R1011	Railroad Feature (Main, Spur, or Yard)
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit Rail
R1052	Cog Rail Line, Incline Rail Line, Tram
P0001	Nonvisible Legal/Statistical Boundary
L4010	Pipeline
L4020	Power Transmission Line
L4110	Fence Line
L4121	Ridge Line
L4031	Aerial Tramway/Ski Lift
K2451	Airport or Airfield
L4140	Property/Parcel Line
L4165	Ferry Crossing

## APPENDIX E UNIT DESIGNATION ABBREVIATION EXAMPLES

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Participants adding new addresses with unit information refer to the table in this appendix for proper abbreviations approved for use by the Census Bureau.

**Table 16: Unit Designation Abbreviations**

Name	Abbreviation
Apartment	APT
Basement	BSMT
Bottom	BOTM
Building	BLDG
Downstairs	DOWN
Floor	FLR
Front	FRNT
Interior	INTE
Level	LVL
Lower	LOWR
Middle	MIDL
Mobile Home	MH
Number	#
Penthouse	PH
Room	RM
Right	RGHT
Space	SP
Studio	STUD
Suite	STE
Suites	STES
Trailer	TRLR
Upper	UPPR
Upstairs	UPS

## APPENDIX F      PHYSICAL LOCATION DESCRIPTION AND STREET TYPE ABBREVIATION EXAMPLES

Participants refer to this appendix for the approved physical location descriptions and street type abbreviations to use when preparing their address information.

**Table 17: Physical Location Descriptions and Street Type Abbreviations**

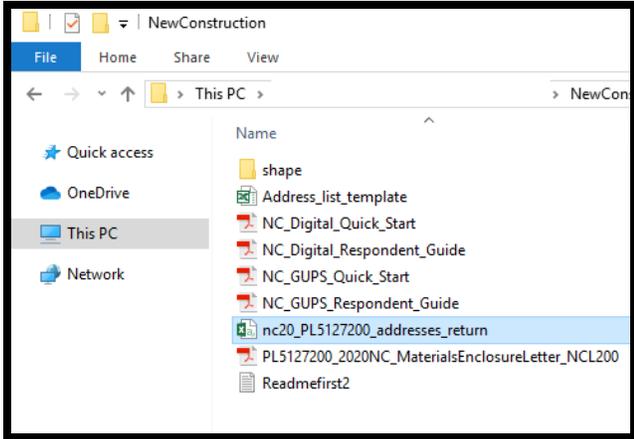
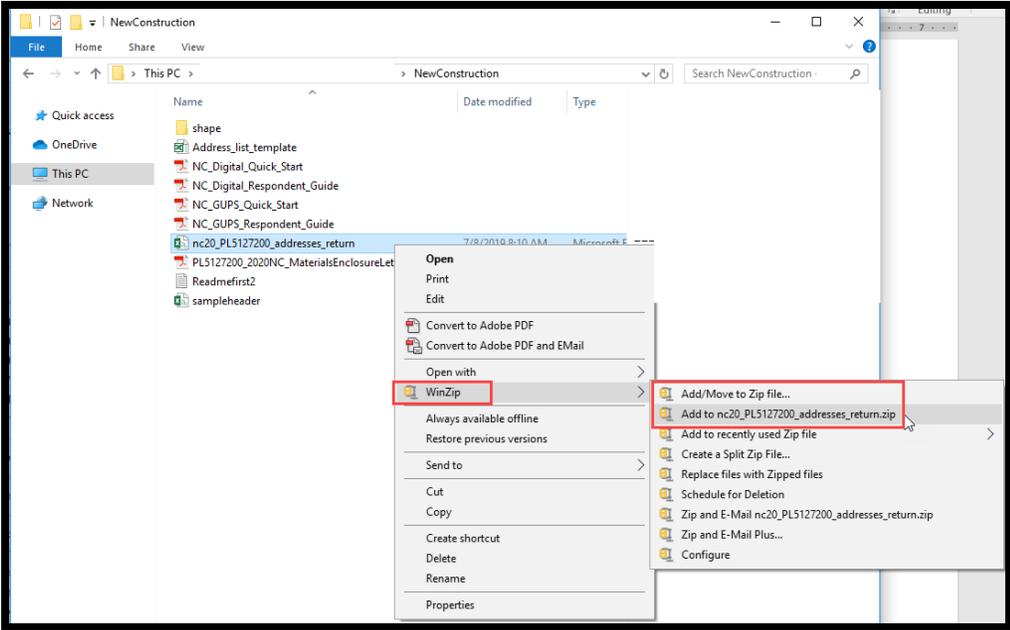
Full Name	Abbreviation
Alternate Route	ALT
Avenue	AVE
Blue	BL
Boulevard	BLVD
Brown	BRN
Boarded Up	BU
Circle	CIR
County Highway	CO Hwy
County Road	CO Rd
Court	CT
Drive	DR
East	E
Four-Wheel Drive Trail	4WD
Freeway	FWY
Green	GR
General Delivery	GEN DEL
Hospital	HOSP
Highway Contract Route	HCR
House	HSE
Interstate	I
Intersection	INT
Lane	LN
North	N
Parkway	PKWY
Post Office Box	PO BOX

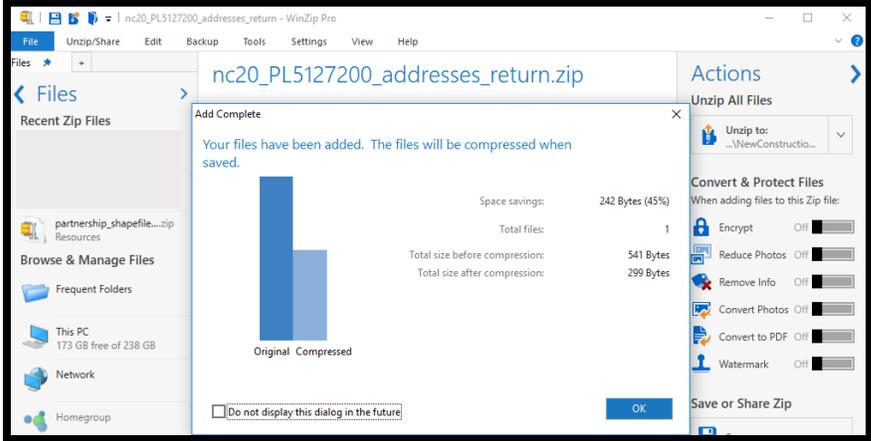
Full Name	Abbreviation
Road	RD
Route	RTE
Rural Route	RR
South	S
Star Route	ST RT
State Highway	ST HWY
State Road	ST RD
State Route	ST RTE
Street	ST
Thoroughfare	THFR
Township Highway	TWP HY
Township Road	TWP RD
West	W
White	WHT
Yellow	YLW
With	W/

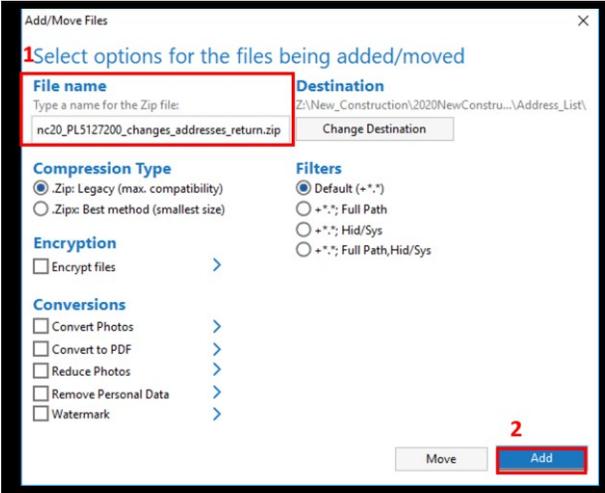
## APPENDIX G CREATING A .ZIP FILE WITH WINDOWS 10

For participants unfamiliar with the process of zipping a file, refer to the instruction below. This example uses Windows 10 operating system. Windows 10 does not require any third-party tools to zip or unzip a file or folder. Contact your local computer staff for assistance with other programs that create .zip files. Contact the New Construction Help Desk at (844) 242-1765 if questions remain about zipping the New Construction Program submission.

**Table 18: Using Windows 10 to Create a .ZIP File**

Step	Action and Result
<p><b>Step 1</b></p>	<p>Navigate to the file location and select the file.</p> 
<p><b>Step 2</b></p>	<p>Right-click on the file, then select to <b>WinZip</b>, and select <b>Add to "file name" .zip file</b> or <b>Add/Move to Zip file</b>.</p> 

Step	Action and Result
<p><b>Step 3</b></p>	<p>Using the <b>Add to "file name".zip</b> choice takes the guesswork out of choosing specific settings or the retyping the file name. If a participant has named the file as suggested in this documentation, <i>the .zip file has the same file naming convention, i.e., nc20_&lt;EntityID&gt;_addresses_return.zip.</i></p> <p><i>The <b>Add Complete</b> window appears showing successful completion of the zip process. Select <b>OK</b> to dismiss the window.</i></p> 

<p><b>Step 4</b></p>	<p>Using the <b>Add/Move to Zip file</b> choice allows for alteration of various zip file settings. Enter the name of the zipped file or hit Enter to accept the suggested filename. <i>Windows automatically suggests a filename for the ZIP file based on the file a participant right-click on. In the example, the participant right-clicked on the "nc20_PL5127200_addresses_return.csv" file, so the suggested ZIP file is "nc20_PL5127200_addresses_return.zip".</i> Retain the other default settings and select <b>Add</b>. The same "<b>Add Complete</b>" window, as shown in <b>Step 3</b>, appears. Click <b>OK</b> to dismiss the window.</p> 
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## APPENDIX H GLOSSARY

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**American Indian Area (AIA)** – A Census Bureau term that refers to any or all of the following entities: American Indian reservation, American Indian off-reservation trust land, Oklahoma tribal statistical area, joint use area, American Indian tribal subdivision, tribal designated statistical area, and state designated American Indian statistical area.

**American Indian Reservation (AIR)** – An area of land with boundaries established by final treaty, statute, executive order, and/or court order and over which a federally recognized, American Indian tribal government has governmental authority. Along with “reservation” primary governmental or administrative division of a county in 28 states and the “reservation” designations such as colonies, communities, pueblos, rancherias, and reserves apply to AIRs.

**American Indian tribal subdivision** – A legal subdivision of a federally recognized American Indian reservation, off-reservation trust land, or a statistical subdivision of Oklahoma tribal statistical areas. These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for American Indians.

**Boundary** – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, state, or reservation. A boundary marks the limits of an area.

**Boundary and Annexation Survey (BAS)** – An annual survey to collect information about selected legally defined geographic areas. The Census Bureau uses BAS as a means to update information about the legal boundaries and names of all governmental units in the United States.

**Campground** – A specific area set aside primarily for people to camp (e.g., in a tent, cabin, or camping trailer). Campgrounds often charge a fee and sometimes provide minimal amenities. This category includes both public campgrounds (e.g., in national/state/local parks or recreation areas) and private campgrounds (e.g., KOA campgrounds, religious campgrounds, hunting camps, or self-improvement camps).

**Carnival or Circus** – A traveling show or amusement enterprise (e.g., a circus, carnival, or fair), where the performers and workers may reside in temporary quarters on site, such as tents, buses, or recreational vehicles.

**Census block** – A census block is the smallest statistical geography for which the Census Bureau collects and tabulates decennial census data. Census blocks are bounded by visible features, such as roads, streams, and railroad tracks, and by invisible features, such as the boundaries of governmental units and other legal entities. Census blocks are statistical geographic subdivision of census tracts. Census blocks are numbered within census tracts and are unique to the census tract to which they belong. Census block numbers consist of 4-digits and may include a single alpha character suffix reflecting a boundary change or added feature (e.g. 3001A and 3001B).

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**Note:** If an entity has three different census tracts, each will likely contain a census block 1000. Respondents are encouraged to pay close attention to both the census tract and census block number when completing address updates. The New Construction Program uses 2019 partnership tabulation blocks represented as “tabblock” in the Partnership shapefiles for digital participants.

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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 block groups and are uniquely numbered within census tracts.

**Census block group** – Block groups are statistical geographic divisions of a census tract, defined for the tabulation and dissemination of census data from the decennial censuses, the ACS, and other select surveys.

**Census block number** – Census block numbers contain a 4-digit number. Census blocks are numbered uniquely within each census tract.

**Census Bureau** – An agency within the U.S. Department of Commerce. The 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 county division (CCD)** – Statistical geographic entities in 21 states where minor civil divisions either do not exist or have been unsatisfactory for reporting statistical data. The Census Bureau, in cooperation with state, tribal, and local officials, delineate these areas solely for statistical purposes. CCDs have no legal function and are not legal governmental units. The primary goal of CCDs is to establish and maintain a set of sub-county geographies with stable boundaries and recognizable names. Naming of each CCD is based on a place, county, or well-known local name that identifies its location. In most cases, census tracts nest within CCDs, but in less populated counties CCDs nest within census tracts.

**Census designated place (CDP)** – Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalent of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure chartered by the state and administered by elected official.

**Census tracts** – Census tracts are relatively permanent statistical geographies of a country or equivalent entity delineated for the tabulation and presentation of statistical data. The following criteria apply to reviewing, updating, and delineating census tracts. Census tracts

generally have a population size between 1,200 and 8,000 people, with an optimum size of 4,000 people.

- Census tracts follow relatively permanent visible features.
- Census tracts may follow governmental unit boundaries and other non-visible features.
- Census tracts consist of a six-digit code, with a decimal between the fourth and fifth digit, containing a four-digit base number, including leading zeros, plus a two-digit number suffix, including trailing zeros. For example, 1234.01 and 0003.00.
- Census tracts may split due to population growth or merge because of substantial population decline.

**Census tract number** – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to 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.

**Census Bureau geocoding** – To process participants' New Construction Program submission, the Census Bureau requires the inclusion of census geographic code information including the **state, county, census tract, and census block** codes or the **structure coordinates** (latitude and longitude) on the address list. Geocoding is how the Census Bureau codes population to geographic entities. The Census Bureau will not accept addresses without the census geographic codes (geocodes) or the **structure coordinates** (latitude and longitude). Respondents can find the census geographic codes on the New Construction Program materials.

**City-style address** – The city-style addresses are housing units and group quarters that have a house number and street name address, for example, 212 Elm Street, or 137 Clark Court, Apt. 3. At times, the house numbers may also include an alpha character such as 35A or W9254. These are mailing addresses or addresses that provide location for emergency services, such as police, fire, and rescue (E-911 addresses). City-style addresses for housing units in multiunit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D or a location designator such as "rear" or "basement" (Refer to Appendix C, Unit Designation Abbreviations). The Census Bureau and the U.S. Postal Service (USPS) treat these designators as part of the housing unit address, and they are included in each affected census address record.

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

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**County** – The primary legal division of most states. Most are governmental units with powers defined by state law.

**Edges** – All linear features contained in the MAF/TIGER System.

**Edges shapefile** – All linear features in the MAF/TIGER System are contained in the edges shapefile. Participants use the edges shapefile to add, delete, or change linear feature attributes.

**Faces** – Topological areas in the MAF/TIGER System formed by edges.

**Feature** – Any part of the landscape, whether natural (a stream or ridge) or artificial (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 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 New Construction Program. Pre-packaged to include all of the

components for 2020 New Construction, the GUPS contains the Census Bureau’s TIGER partnership shapefiles necessary to participate. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

**Group quarters** – Group Quarters (GQs) are places where people live or stay, in a group arrangement, 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. Residents of group quarters are usually not related.

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

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

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

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- Homeless shelters.
- Hospitals:
  - Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  - Hospitals with patients who have no usual home elsewhere.
  - In-patients hospice facilities.
- College or university dormitories, fraternities, sororities.
- Workers’ group living quarters or dormitories.
- Religious group quarters.
- Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.

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**Note:** Housing units and group quarters can exist within the same structure. For example, assisted living quarters (housing units) may be located in the same structure that contains a nursing facility (group quarters).

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**Housing unit** – The Census Bureau defines a housing unit as a single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. Separate living quarters are living quarters 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’s living quarters, such as from outside the building or through a common hall.

The following types of housing units are acceptable and should be included on the updates to the Census Bureau’s Address List that you submit:

- Houses, including townhouses, condominiums, and apartments.
- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Transitory location sites for movable or mobile housing, portable housing units, boats, motorized recreational vehicles (RVs), tents, and trailers pulled by cars or trucks. TRANSITORY LOCATION also include hotels and/or motels if people occupy rooms on a transient basis because they have no other residence. Transient locations are acceptable for inclusion in the New Construction Program.
- Any new housing units under construction that will have basic construction (windows, doors, roof that close the structure from the elements) completed by Census Day, April 1, 2020.

**Hotel or Motel** – A lodging facility that some people may use as long-term or permanent housing. Lodging facilities include hotels, motels, hostels, single-room occupancy units, inns, resorts, lodges, and bed and breakfasts. The types of units within these lodging facilities could be single rooms, suites, cabins, cabanas, cottages, or bungalows. In addition, organizations such as the YMCA and YWCA may offer lodging, along with other services, at their facilities.

**Incorporated place** —A type of governmental unit, incorporated under state law as a city, town (except in New England, New York, and Wisconsin), borough (except in Alaska and New York), or village, generally to provide governmental services for a concentration of people within legally prescribed boundaries.

**Legal boundary** – The legally defined boundary of a governmental unit, usually referring to a county, minor civil division, or incorporated place.

**Marina** – A dock or basin where small vessels (commercial or private), such as boats or yachts, can be securely moored or parked, in which some people may use the vessels as their primary residence. Marinas may offer supplies, repairs, and other services/amenities. Marinas may be standalone entities or components of a resort, and they may be owned and operated by public entities (e.g., municipal facilities) or by a private club (e.g., yacht club) or company.

**Master Address File (MAF)** – The Master Address File (MAF) is the Census Bureau’s nationwide database of all addresses and physical/location descriptions used to support many of the Census Bureaus’ operations. It contains mailing addresses and ZIP Codes, and address records containing geographic information such as location description of the addresses. In areas where there are non-city style addresses (e.g. rural routes or post office box numbers), the address record may contain additional information such as location description. The Census Bureau continues to update the MAF using the U.S. Postal Service’s (USPS) Delivery Sequence File (DSF) and various automated, computer assisted, and clerical field operations.

**MAF/TIGER Feature Classification Code (MTFCC)** – A 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in the MAF/TIGER System and its output products.

**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.

**New Construction Program** – A Census Bureau program offered every 10 years that allows eligible participants, following established guidelines, to submit city-style addresses for existing geographies and delineate new statistical geographies as appropriate.

**New Construction Program liaison** – A person designated by the Tribal Chairman/Chairwoman or Highest Elected Official to serve as the primary point of contact for the New Construction Program.

**Non-city style address** – Non city-style addresses are addresses that do not include a house number and/or a street name. Non-city style addresses also may not include a complete house number and street name address. Frequently used non-city style mailing addresses include:

- Rural route and box number.
- Highway contract route and box number.
- General delivery.
- Post Office box only delivery.

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**Important Note:** The New Construction Program does not accept non-city style addresses.

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**Nonvisible feature** – The Census Bureau defines a nonvisible feature as one that is not visible on the ground and/or in imagery such as a city or county boundary through space, a property line or line-of-sight extension of a road.

**Place** – A concentration of population either legally bound as an incorporated place or identified by the Census Bureau as a census designated place.

**Racetrack** – A facility used for racing automobiles, motorcycles, horses, or dogs where traveling workers may reside in temporary quarters on site, such as tents, buses, or recreational vehicles. This category includes both commercial and private racetrack facilities.

**Recreational Vehicle (RV) Park** – A specific area set aside primarily for people to temporarily park and occupy recreational vehicles (also referred to as travel trailers or camping trailers). RV parks typically use short-term (e.g., daily, weekly, monthly) rental agreements to provide spaces (with or without basic utility hook-ups) for people to park their RV. RVs are often on wheels while people live or stay in them; they are not permanent structures because they could be easily driven or towed away on any given day. This category includes both public and private RV park facilities.

**Regional Census Center (RCC)** – 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 (RO)** – One of the permanent Census Bureau offices responsible for the Census Bureau’s office and field operations within its region.

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

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**Note:** Some structures can contain both residential and nonresidential units even though they have a single address, such as an apartment over a store or a home with an office. In this instance, the New Construction Program considers this address residential since it contains a housing unit.

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**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.

**Topologically Integrated Geographic Encoding and Referencing System (TIGER)** – Address records in the MAF are linked to feature segments in the Topologically Integrated Geographic Encoding and Referencing (TIGER) System. The TIGER database includes the geographic coordinates and names of all streets, water features, other linear features, and boundaries for jurisdictions and statistical areas (census tracts, census blocks, etc.,) used to tabulate decennial census data.

**Transitory Location** — The Census Bureau defines a Transitory location (TL) as a site with movable or mobile housing that may include transitory units such as boats, motorized recreational vehicles or trailers (RVs), tents, or other types of portable housing. Transitory locations also include hotels and/or motels if people occupy rooms on a transient basis because they have no other residence. Transitory locations are acceptable for inclusion in the New Construction.

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

- Recreational Vehicle (RV) Parks.
- Campgrounds.
- Carnivals.
- Marinas.
- Racetrack Hotel.
- Motels.
- Hostels.
- Single-Room Occupancy Units.
- Inns.
- Resorts.
- Lodges.
- Bed and Breakfast.