

2020 Census New Construction Program

Frequently Asked Questions



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

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CONTENTS

The 2020 Census New Construction Program	5
1. What is the 2020 Census New Construction Program?	5
Participating in the New Construction Program	5
2. Who can participate in the New Construction Program?	5
3. When did the Census Bureau send invitations to participate in the New Construction Program?	5
4. Why should my government participate in the New Construction Program?	5
5. What are the different ways to respond to the New Construction Program?	5
6. What if I cannot participate in the New Construction Program?	6
7. If two overlapping governments participate in the New Construction Program, who should submit addresses?	6
Preparing for the 2020 New Construction Program	6
8. What is new for the New Construction Program?	6
9. How can my government prepare for the New Construction Program?	6
Contact Information	7
10. Who can I contact at the Census Bureau about the New Construction Program?.....	7
Schedule	7
11. What is the schedule for the New Construction Program?	7
12. How long do I have to submit my address list?	7
13. When is the deadline for the New Construction Program?.....	7
Submitting Addresses	7
14. What is the difference between NC eligible and NC ineligible blocks?	7
15. What types of addresses should my government submit as part of the New Construction Program?	8
16. What are some examples of the types of eligible addresses to submit?	8
17. What types of addresses are required for submission for the New Construction Program?.....	9
18. Is there a limit to the number of address I can submit for my government?.....	9
19. Will you accept address submissions with location descriptions only?	9
20. I have completed my address list and submitted it to the Census Bureau. What are my next steps?	10
Training	10
21. Will the Census Bureau provide training for the New Construction Program?.....	10

Geographic Update Partnership Software (GUPS).....	10
22. What is GUPS?.....	10
23. How do I download and install the GUPS software from the New Construction Program website?	11
24. What are the system requirements/disk space needed to run GUPS?	11
25. Why did our government receive the Geographic Update Partnership Software (GUPS) disc when we requested partnership shapefiles?	12
2020 New Construction Program and the 2020 Census Local Update of Census Address Operation (LUCA)	12
26. What is LUCA?	12
27. What is the difference between LUCA and the New Construction Program?.....	12
28. I included addresses under construction in my LUCA submission. Do I need to include them again as part of my New Construction Program?	13
29. Will the Census Bureau provide feedback to governments that participate in the New Construction Program?.....	13
New Construction Program Liaison	13
30. How did the Census Bureau determine who the New Construction Program liaison was for my government?	13
31. Can you confirm the New Construction Program liaison for my government?.....	13
32. Can we change/update our New Construction Program liaison?.....	13
33. How many New Construction Program liaisons can our government have for the New Construction Program?.....	14
New Construction Program Materials	14
34. Are there maps available for the New Construction Program to use as a reference?	14
35. What are the partnership shapefiles for the New Construction Program and where/how do I view them?.....	14
36. Who received our governments New Construction Program registration materials?	14
37. What do I do with the New Construction Program materials I received for the program?.....	15
38. When will we receive our New Construction Program participation materials?	15
39. My data disc did not include the Materials Enclosure Letter (NC-L-200) PDF shown in the images within the Quick Start and Respondent Guide. Is something wrong with my data disc?	15
40. Is there a paper option for the New Construction Program?	15
41. Why does my block-to-map-sheet (BLK2MS) file contain non-English characters when I open the file?	15

42.	Can we change our method of participation and how we receive our materials for the New Construction Program?	15
43.	One or more items from our New Construction Program package has been misplaced or lost, how can we receive replacement materials?.....	16
44.	Why are census blocks on my governments PDF Block Maps shaded in gray?.....	16
Secure Web Incoming Module (SWIM)		16
45.	What is a SWIM account and token?	16
46.	How do I find out if I already have an existing SWIM account established or I forgot my SWIM password?.....	16
47.	Are there any file size restrictions for SWIM?	17
Glossary.....		17
48.	What is a city-style address?	17
49.	What is a housing unit (HU)?	17
50.	What is a group quarters (GQ)?	17
51.	What is a transitory location (TL)?	17
52.	What is a census block?	18
53.	What is a census tract?	18
54.	What are shapefiles?.....	18
55.	What is the Master Address File (MAF)?	18
56.	What is the Address List Template?.....	18

2020 NEW CONSTRUCTION PROGRAM FREQUENTLY ASKED QUESTIONS

THE 2020 CENSUS NEW CONSTRUCTION PROGRAM

1. What is the 2020 Census New Construction Program?

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 residential 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 New Construction Program helps ensure that the Census Bureau's address list is as complete and accurate as possible by Census Day, April 1, 2020, to produce a complete and accurate population count.

PARTICIPATING IN THE NEW CONSTRUCTION PROGRAM

2. Who can participate in the New Construction Program?

The New Construction Program invites federally recognized tribes with a reservation and/or off-reservation trust lands, states, counties or county equivalent, cities (incorporated places), and townships (minor civil divisions) that contain census blocks where the Census Bureau plans to mail questionnaires to housing units for the 2020 Census.

3. When did the Census Bureau send invitations to participate in the New Construction Program?

The Census Bureau sent an invitation to all eligible governments to register for the New Construction Program in April 2019. Registration completed on June 14, 2019.

4. Why should my government participate in the New Construction Program?

Participation in the New Construction Program supplements the address list used for enumerating housing units during the 2020 Census. A complete and accurate address list helps to ensure an accurate population and housing count for your community; enables the federal government to equitably distribute more than \$675 billion in funds annually for infrastructure, programs, and services; and helps your community plan for future needs.

5. What are the different ways to respond to the New Construction Program?

The Census Bureau offers three participation methods for the New Construction Program.

1. Basic digital option: The Geographic Update Partnership Software (GUPS). GUPS is a free, customized Geographic Information System (GIS) tool that will be available for

download from the Census Bureau's website. GUPS includes pre-formatted materials and is developed for participants who do not have geographic training or are not experienced GIS users.

2. Advanced digital option: Experienced GIS users can utilize their own GIS software. The Census Bureau will provide free GIS shapefiles on its website, along with digital update guidelines. Governments can use the provided shapefiles for reference when updating their city-style address list.
3. Reference PDF Block Maps on a disc: The Census Bureau offers PDF Block Maps displaying the census blocks for which participants may submit new addresses.

6. What if I cannot participate in the New Construction Program?

If a higher level of government in your area is participating, please coordinate with them to submit to the New Construction Program. You may contact the government to confirm that they will submit on your behalf.

To check if a higher level of government is participating on your behalf, please email GEO.2020.NC@census.gov or call 1-844-242-1765.

7. If two overlapping governments participate in the New Construction Program, who should submit addresses?

The Census Bureau encourages both governments to submit all eligible addresses for the New Construction Program.

PREPARING FOR THE 2020 NEW CONSTRUCTION PROGRAM

8. What is new for the New Construction Program?

There are two main changes to the New Construction Program since it was conducted as part of the 2010 Census.

- State governments are eligible to participate in the New Construction Program.
- The New Construction Program allows for the inclusion of both residential group quarters and transitory location addresses, in addition to residential housing. Prior to this decade, only residential housing units were eligible for the New Construction Program. Further definitions for both group quarters and transitory locations are available in the glossary section of this document.

9. How can my government prepare for the New Construction Program?

Identify local address sources, such as building permits, E-911 address files, local utility records, annexation records, and assessment or taxation files that contain information about the start of construction for new residential addresses. Specifically, residential addresses for which construction is in progress during or after March 1, 2018 with completion expected by Census

Day, April 1, 2020. Ensure that your address list contains multiunit structure identifiers (such as apartment numbers for individual units) where applicable.

CONTACT INFORMATION

10. Who can I contact at the Census Bureau about the New Construction Program?

To contact the Census Bureau for information about the New Construction Program, you can:

E-mail: GEO.2020.NC@census.gov.

Or, call by phone at 1-844-242-1765.

SCHEDULE

11. What is the schedule for the New Construction Program?

April - May 2019 – Registration materials sent to Highest Elected Officials and Tribal Chairs of eligible governments.

June 14, 2019 – New Construction Program registration deadline.

September 2019 – Registered participants receive/download materials. Participants have **45 calendar days** from the receipt of materials to make a submission.

September - October 2019 – Census Bureau will provide training webinars to participants.

December 2019 – Closeout materials sent to participants.

12. How long do I have to submit my address list?

Once you receive your materials, you will have **45 calendar days** to submit your address updates.

13. When is the deadline for the New Construction Program?

Starting from the date your materials were received, all registered and participating governments have no more than 45 calendar days to complete their New Construction Program submission. We will not grant any extension to the 45 calendar day period, or accept any submissions from New Construction Program liaisons after this date.

SUBMITTING ADDRESSES

14. What is the difference between NC eligible and NC ineligible blocks?

Participants may only submit city-style residential addresses in census blocks that are included in Self-Response areas. Self-Response areas include New Construction (NC) eligible blocks where the majority of housing units have mail delivered to the physical location of their housing

unit. New Construction (NC) ineligible blocks are part of other types of enumeration areas. These blocks include:

- Water areas.
- Blocks where the majority of households may not receive mail at their home's physical location or are in remote areas.
- Blocks that will be enumerated during other Census operations.

Address updates submitted for blocks not included in Self-Response areas will not be accepted.

15. What types of addresses should my government submit as part of the New Construction Program?

Any residential address (housing unit (HU), group quarters (GQ), or transitory location (TL)) where people live, stay, or could live for which construction was in progress during or after March 1, 2018 with completion expected (enclosed from the elements – windows, doors, roof) by Census Day, April 1, 2020 should be submitted as a part of the New Construction Program.

See Glossary on page 17:

What is a housing unit?

What is a group quarters?

What is a transitory location?

16. What are some examples of the types of eligible addresses to submit?

For housing units (HUs) you may include:

- Single-family dwellings.
- Townhouses/Row homes.
- Mobile homes.
- Trailers.
- Condominiums.
- Apartments.
- A group of rooms or a single room as a separate living quarter.

For group quarters (GQs) you may include:

- Correctional facilities.
- Group homes.
- Nursing homes.
- Homeless shelters.
- Hospitals.
- College dormitories.
- College fraternity/sorority houses.
- Workers' living quarters.
- Religious group living quarters.

For transitory locations (TLs) you may include:

- Recreational Vehicle (RV) parks.
- Campgrounds.
- Carnivals.
- Marinas.
- Hotels/Motels/Inns/Hostels.
- Resorts.
- Lodges.

17. What types of addresses are required for submission for the New Construction Program?

Only city-style residential addresses for living quarters located in New Construction Program eligible blocks will be acceptable for submission. Addresses must also be in the proper format before submission.

City-style addresses include a house number, a street name, and are able to provide a location for an emergency service such as fire, police, and rescue. For example, 123 Main Street or 124 Elm Court, Apt. 6 are both city-style addresses.

Non city-style addresses do not include a house number or street name, and will not be accepted for the New Construction Program. Rural routes, P.O. Box numbers, and highway contract routes, are all examples of non-city-style addresses.

Other unacceptable address types include addresses that are condemned or scheduled for demolition, under construction for conversion to non-residential property, businesses, transitory locations, military barracks, and new housing units that will not have completed basic construction (i.e., closed to the elements) from March 1, 2018 to Census Day, April 1, 2020.

18. Is there a limit to the number of address I can submit for my government?

There is no limit to the number of addresses your government can submit as long as they fall within the New Construction Program eligible blocks, are properly formatted, and the living quarters associated with the addresses were constructed during or after March 1, 2018, with completion expected by Census Day, April 1, 2020.

19. Will you accept address submissions with location descriptions only?

All New Construction Program address submissions must be in the form of city-style addresses, which includes a house number and street or road name. Additionally, each address requires geocode information (state, county, tract, and block) or latitude/longitude coordinates. We will not accept any addresses with only location descriptions as the form of address.

20. I have completed my address list and submitted it to the Census Bureau. What are my next steps?

Once you have completed and sent in your address list, the Census Bureau will follow up with a confirmation notification regarding your submission. We thank you for your submission and participation in the 2020 Census New Construction Program. If there are any additional questions regarding your governments submission, staff from the Census Bureau will contact your New Construction Program liaison.

TRAINING

21. Will the Census Bureau provide training for the New Construction Program?

Yes, the Census Bureau will provide participants with webinar training sessions to demonstrate how to participate in the New Construction Program. Invitations for these training webinars were emailed to registered governments in August 2019. The Census Bureau also intends to have recorded webinars on the New Construction Program website for your reference. Webinars begin on September 10, 2019 and run through October 15, 2019. Webinars will last approximately two and a half hours. To view the full webinar schedule, information on how to register, and to participate, please visit the New Construction Program website at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.

Attending a webinar training session is not required, but is strongly recommended. Anyone in your government is eligible to register for a webinar training session, but the Census Bureau recommends the New Construction Program liaison attend. The attendee should also have their New Construction Program materials on hand. Census Bureau staff will provide an overview of program materials and the submission process during the webinars. Attendees can ask questions regarding materials and the submission process.

You can email GEO.2020.NC@census.gov regarding your interest in the webinar along with your name, phone number, government organization that you are representing for the New Construction Program, and the date, time, and Census Bureau office conducting the webinar. We will provide you with information about the webinar when it becomes available via an email.

GEOGRAPHIC UPDATE PARTNERSHIP SOFTWARE (GUPS)

22. What is GUPS?

The Geographic Update Partnership Software, or GUPS, is a self-contained, customized GIS software tool provided by the Census Bureau. It includes all of the components needed for the

New Construction Program and Topologically Integrated Geographic Encoding and Referencing, or TIGER, partnership shapefiles.

GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

GUPS is designed with the participant in mind. It comes with a review tool requiring the user to validate any edits before creating a submission file. GUPS ensures that the file(s) submitted are valid and allows for easier processing once received by the Census Bureau. GUPS does not require an internet connection, but one is necessary to use the imagery server or if a user decides to download partnership shapefiles.

23. How do I download and install the GUPS software from the New Construction Program website?

1. Click on the software link on the website.
2. Unzip the file and extract all contents of the unzipped package to a folder on the computer.
3. Double click on the file named SETUP-10.0.x.x.bat to start the installation.
4. When the installer opens, the Welcome to the QGIS Setup Wizard screen will appear. Follow the instruction on the Wizard and click the Next button.
5. The License Agreement screen will appear. Review the License Agreement and click the I Agree button to continue the install process.
6. The Choose Install Location screen will appear. Click on the Browse button to choose the location where GUPS will be installed. The Census Bureau recommends installation of the application at the default location (C:\QGIS344). Click Next to continue the install process.
7. The software should take 5 to 10 minutes to complete the install. When the install is complete, the Completing the QGIS GUPS Setup Wizard screen will appear. To complete the install, click the Finish button at the bottom of the screen.
8. Review the appropriate GUPS Respondent Guide before beginning any updates.

24. What are the system requirements/disk space needed to run GUPS?

Windows users need one of the following operating system to run GUPS:

- Windows 7.
- Windows 8.
- Windows 10.

Mac OS X users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp, which comes pre-installed on all Mac computers.

Locate instructions for using Boot Camp at:

<https://www.apple.com/support/bootcamp/getstarted/>.

IMPORTANT: Since Boot Camp requires a restart of the computer to set up the bridge, be sure to print the instructions provided at the URL above before beginning installation.

The minimum disk space needed to run GUPS is 4 GB, with 8GB of space or more for optimal performance.

Participants should use QGIS Version 3.4.4 Madeira.

25. Why did our government receive the Geographic Update Partnership Software (GUPS) disc when we requested partnership shapefiles?

The Census Bureau provides the GUPS disc to participants choosing digital address and map materials. With the disc in hand, if digital participants choose to switch from using their own geographic information system (GIS) to GUPS, there is no delay. Simply install GUPS and proceed with adding New Construction Program eligible addresses.

2020 NEW CONSTRUCTION PROGRAM AND THE 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESS OPERATION (LUCA)

26. What is LUCA?

The 2020 Census Local Update of Census Addresses Operation (LUCA) is a voluntary, once-a-decade, opportunity for tribal, state, and local governments to review and update the Census Bureau's residential address list for your government prior to the decennial census.

By participating in LUCA, governments updated the Census Bureau's address list by correcting, adding and/or deleting addresses. You may also have identified any nonresidential addresses and those not located within your government's legal boundaries.

For more information about the 2020 LUCA operation, please visit the 2020 LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

27. What is the difference between LUCA and the New Construction Program?

The New Construction Program, separate from 2020 LUCA, but offered under the authority of Title 13, United States Code (USC), Section 141(a), gives governments the opportunity to submit residential addresses that are newly constructed and expected to be closed to the elements (e.g., final roof, windows and doors) from March 1, 2018 to Census Day, April 1, 2020.

Doing so assists in ensuring the Census Bureau's address list is as complete and accurate as possible prior to conducting the 2020 Census. The Census Bureau does not provide the Census address list as part of the New Construction Program. Governments are not required to sign the confidentiality and data stewardship agreements that applied to LUCA. Although, as governments participate in the New Construction program and provide updated addresses, please take note that all records will be protected from subsequent disclosure by the Bureau's Confidentiality and Data Stewardship obligations under Title 13 U.S.C. Visit the Geography Partnership section of the Census Bureau's website at <https://www.census.gov/geo/partnerships/> for additional information.

28. I included addresses under construction in my LUCA submission. Do I need to include them again as part of my New Construction Program?

If you have already submitted addresses under construction as part of your LUCA submission, the Census Bureau recommends reviewing the LUCA Feedback materials to determine if those addresses were accepted or rejected. LUCA Feedback materials were provided to governments in July 2019. If the addresses submitted that were under construction are eligible for filing an appeal, please work those records through the LUCA appeals process and **do not** resubmit them during the New Construction Program. If they are not eligible for appeal and meet the requirements for the New Construction Program (e.g., constructed from March 1, 2018 to Census Day, April 1, 2020 and fall within a New Construction eligible block), then you may resubmit during the New Construction Program in the correct format as outlined in the New Construction Program documentation.

29. Will the Census Bureau provide feedback to governments that participate in the New Construction Program?

No. Unlike the 2020 LUCA, the Census Bureau does not provide New Construction Program feedback after submissions are processed.

NEW CONSTRUCTION PROGRAM LIAISON

30. How did the Census Bureau determine who the New Construction Program liaison was for my government?

The Census Bureau emailed and mailed registration materials to Highest Elected Officials and Tribal Chairs. Each invited government designated a New Construction Program liaison during the registration process, which took place in April and May of 2019. The Census Bureau is no longer accepting New Construction registrations.

31. Can you confirm the New Construction Program liaison for my government?

The Highest Elected Official or Tribal Chair selected the New Construction Program liaison during registration.

To verify your government's Highest Elected Official or Tribal Chair, and the 2020 Census New Construction Program liaison, please email GEO.2020.NC@census.gov or call 1-844-242-1765.

32. Can we change/update our New Construction Program liaison?

Yes, you can change or update your government's New Construction Program liaison. You can email GEO.2020.NC@census.gov to update your liaison. Please note the registration deadline does not reset or halt with a change to the New Construction Program liaison.

33. How many New Construction Program liaisons can our government have for the New Construction Program?

While the Census Bureau is requesting only one New Construction Program liaison per government, the liaison may appoint other staff to assist in the program. The New Construction Program liaison serves as your government's point of contact for the New Construction Program, and to whom the Census Bureau provides the New Construction Program materials. The liaison ensures the submission is prepared according to the New Construction Program guidelines. Your government's New Construction Program liaison should be someone who has knowledge of your government's geography, and familiarity with new housing construction including group quarters and transitory locations.

NEW CONSTRUCTION PROGRAM MATERIALS

34. Are there maps available for the New Construction Program to use as a reference?

Yes. If selected on the registration form, the Census Bureau will provide PDF Block Maps on a disc for your reference. These maps will display the eligible blocks for which you may submit new addresses. Paper maps will not be available.

35. What are the partnership shapefiles for the New Construction Program and where/how do I view them?

A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The partnership shapefiles are digital representations of geographic features, such as roads and boundaries used to create maps. The shapefiles supporting the New Construction Program will display the census blocks for which you may submit new addresses, and should be used as a reference. Participants may only submit addresses in blocks where New Construction Program eligible = Y.

These shapefiles will be available on disc or can be downloaded from the New Construction Program website. Participants that request reference PDF maps on CD/DVD or partnership shapefiles on a disc will use these maps and spatial data as a reference in any Geographic Information System to complete their submission.

For more information on partnership shapefiles, please visit <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.

36. Who received our governments New Construction Program registration materials?

The Census Bureau sent the New Construction Program registration materials to the Highest Elected Official or Tribal Chair in April 2019.

37. What do I do with the New Construction Program materials I received for the program?

The Census Bureau recommends keeping any printed materials you received for reference until your participation in the New Construction Program is complete.

38. When will we receive our New Construction Program participation materials?

The Census Bureau will provide materials to your government based on your materials selection in the registration form. If your government chose to download materials, you will receive an email in September 2019 with instructions on how to download the materials from the New Construction Program website.

If your government chose to receive New Construction Program materials on a CD/DVD, a package containing your program materials will be mailed in September 2019.

39. My data disc did not include the Materials Enclosure Letter (NC-L-200) PDF shown in the images within the Quick Start and Respondent Guide. Is something wrong with my data disc?

A hardcopy of the letter is included with your New Construction Program materials. We apologize for this discrepancy in the documentation, but the presence of that letter does not affect your participation in the New Construction Program.

40. Is there a paper option for the New Construction Program?

No, there is no paper option for participation. The Census Bureau asks participants to participate by supplying digital addresses that follow strict formatting guidelines.

41. Why does my block-to-map-sheet (BLK2MS) file contain non-English characters when I open the file?

Some participants may encounter certain characters that are displaying as non-English if they are using the Microsoft Notepad program to open the BLK2MS .txt file. The Census Bureau believes this is caused by an issue with the Microsoft Notepad program itself, and is not due to any specific error with the file. As a result, the Census Bureau recommends use of other programs such as Wordpad, Notepad++, Nedit, or VI to open the BLK2MS .txt file.

42. Can we change our method of participation and how we receive our materials for the New Construction Program?

Yes, participants can change their method during the 45 calendar days. If you would like to change your participation method, please email the Census Bureau at GEO.2020.NC@census.gov or call 1-844-242-1765.

43. One or more items from our New Construction Program package has been misplaced or lost, how can we receive replacement materials?

If you have misplaced or lost one or more items from your New Construction Program materials package, please contact the Census Bureau via email at GEO.2020.NC@census.gov or call 1-844-242-1765 and we will send you a new materials package. With the exception of PDF Block Maps, you may download all New Construction Program materials from the website at <https://www.census.gov/programs-surveys/decennial-census/about/new-construction.html>.

44. Why are census blocks on my governments PDF Block Maps shaded in gray?

Some census blocks on the PDF Block Maps may be shaded in gray. This indicates that these blocks are not in Self-Response areas for the 2020 Census, and ineligible for the New Construction Program. Please refer to the New Construction Program Respondent Guide for more information.

SECURE WEB INCOMING MODULE (SWIM)

45. What is a SWIM account and token?

Participants use SWIM to submit files for Census Bureau Programs. You may use it to submit files for multiple Census Bureau programs including the New Construction Program. You do not need a separate SWIM account for each Census Bureau program. The documentation that accompanies each program discusses the use of SWIM for the specific program. If you are a participant in another Census Bureau program, and already have a SWIM account, please access <https://respond.census.gov/swim/> and enter your email address and password to log in.

If you do not have a SWIM account, a SWIM token will be provided to you in order to establish an account. You may not reuse or share SWIM tokens, and they cannot be used more than once to establish a SWIM account. If you have forgotten your account information, SWIM allows you to reset your password information by answering security questions. If you have forgotten your answers to security questions, a new SWIM account must be established.

46. How do I find out if I already have an existing SWIM account established or I forgot my SWIM password?

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

If you forgot your SWIM password, click the [“Forgot your password?”](#) link on the main SWIM page. Once selected, follow the prompts to enter your email address and provide your security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the ‘Change Security’ link at the top, right-hand side of the page. If you have forgotten your SWIM password and your security question answer, you will need to create a new SWIM account using a different email address.

47. Are there any file size restrictions for SWIM?

The .zip file should be no larger than 250 MB in size.

GLOSSARY

48. What is a city-style address?

A city-style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city-style address. The address may or may not, be used for the delivery of mail, and may include apartment numbers/designations or similar identifiers.

49. What is a housing unit (HU)?

A housing unit (HU) is a single-family house, townhouse, condominium, 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.

50. What is a group quarters (GQ)?

A group quarters (GQ) is a place where people live or stay normally owned or managed by an entity, institution, or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in a group quarters are usually not related. Examples of group quarters include college or university residence halls, residential treatment centers, skilled nursing facilities, group homes, correctional facilities, workers’ dormitories, and homeless shelters.

51. What is a transitory location (TL)?

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. TLs also include hotels and/or motels if people occupy rooms on a transient basis because they have no other residence. TLs are acceptable for inclusion in the New Construction Program. On the other hand, the transitory units (RV pad sites, marina slips, and individual rooms) within TLs are not acceptable for inclusion in the New Construction Program. The Enumeration of TLs operation identifies and documents transitory units.

52. What is a census block?

A census block is a uniquely numbered area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic entity for which the Census Bureau collects and tabulates decennial census data.

53. What is a census tract?

A census tract is a small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation purposes by a local group of census data users or the geographic staff of a Regional Census Center in accordance with Census Bureau guidelines.

Census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Census tracts are designed as relatively homogenous units with respect to population characteristics, economic status and living conditions at the time of establishment.

Census tracts are delineated with the intention of being stable over many decades, and census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

54. What are shapefiles?

Shapefiles are 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 digital geographic information in Environmental Systems Research Institute, Inc. (Esri™) shapefile format.

55. What is the Master Address File (MAF)?

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

The Census Bureau's Geography Division regularly updates the MAF system from various sources. In addition to the United States Postal Service Delivery Sequence File, other sources of updates include current surveys, special censuses, and locally provided sources.

56. What is the Address List Template?

The Address List Template is a Microsoft Excel file provided by the Census Bureau, as a reference guide to help participants create their New Construction Program address list in the

proper format. Participants must use this template to ensure addresses are complete and in the required format prior to submitting to the Census Bureau.