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2020 Census Local Update of Census Addresses Operation (LUCA)

Frequently Asked Questions



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1. What is the 2020 Census Local Update of Census Addresses Operation (LUCA)?

The 2020 Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census geographic partnership operation that provides the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the Census Bureau's residential address list.

Participating in LUCA allows your government to:

- Add new or missing residential addresses missing from the Census Bureau's address list and
- Correct addresses, delete addresses, identify addresses not in your government, and identify non-residential addresses (such as, businesses, etc.).

For more information about LUCA, please visit our Web site at <http://www.census.gov/geo/partnerships/luca.html>

2. Who can participate in LUCA?

Active, functioning governments are eligible to participate in LUCA. They include:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States and counties.
- Cities, towns, boroughs, or villages (incorporated places).
- Townships and towns (minor civil divisions).

3. Why should we participate in LUCA?

- Participating in LUCA can help ensure an accurate census for your government.
- The accuracy and completeness of the address list is critical to the accuracy and completeness of the census.
- An accurate census helps your government plan for future needs.

Although the primary purpose of the census is to apportion the seats in the House of Representatives, census data may also be used to:

- Draw congressional and state legislative districts, school districts and voting precincts.
- Enforce voting rights and civil rights legislation.
- Distribute federal dollars to states.
- Inform federal, tribal, state, and local government planning decisions.
- Inform business and non-profit organization decisions (e.g., where to locate, size of the market).
- Provide population benchmark for nearly every other United States survey.

4. How can we prepare to participate in LUCA?

You can prepare for participation in LUCA by:

- Participating in the 2017 Boundary and Annexation Survey (BAS) to ensure your government's boundaries are accurate and up to date prior to LUCA. The last day to

submit BAS updates is May 31, 2017 to ensure the accuracy of your government's boundaries in the LUCA materials. For more information, see <http://census.gov/geo/partnerships/bas.html>.

- Participating in the Geographic Support System (GSS) Program allows you to submit your address information and receive feedback before LUCA begins. The last day to submit your address information through the GSS is April 1, 2017 to ensure that your updates are included in the LUCA materials. For more information, see <http://www.census.gov/geo/gssi/>.

There are additional steps you can follow to prepare for LUCA:

1. Complete and return the Contact Information Update Form you received with your advance notice package.
2. Access the LUCA Web site at <http://webdev.ssd.census.gov/geo/partnerships/luca.html>.
4. Attend a LUCA Promotional Workshop.
5. Develop your address review strategy.
 - a. Use the Census Address Count List for your government, which is available for review online.
 - b. Geocode* your local address list using the on-line Census Geocoder (digital address list required).

*Geocodes place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes.
 - c. Determine and assemble your local address sources.
 - d. Update your address list with any information required for LUCA, such as multi-unit structure identifiers (Apt 1, Apt 2), and ensure that you include ZIP Codes for residential addresses.
 - e. Determine the format for your LUCA materials.

5. What is the Address Count List?

The Address Block Count List contains the Census Bureau's count of residential addresses for each census block within your government. You can compare your address counts to the Census Bureau's address counts within each census block. It is available on-line on the LUCA Web site at www.census.gov/geo/partnerships/luca.html.

6. What is geocoding?

Geocoding is the link to census geography. Geocoding places 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 support the systematic collection of data that allows Census enumerators to locate an address. They are also important in allocating data from questionnaire responses to the correct location.

7. What is the Census Geocoder?

The Census Geocoder is a publically available tool that provides the state, county, tract, and block codes for an individual address or batch of addresses. Used in conjunction with the Address Count List, this tool allows you to compare the count of addresses by census block for your digital address list to the Census Bureau's count of addresses by census block. You can then determine the census blocks with the greatest address count differences to focus your address review. To access the Census geocoder, please visit the Web site at <https://www.census.gov/geo/maps-data/data/geocoder.html>.

8. What is the LUCA advance notice and why did my government receive it?

The LUCA advance notice package contains information about the operation for your government's consideration in participating in LUCA. Each Tribal Chair, Governor, Highest Elected Official, and other LUCA contacts for your government received the LUCA advance notice. The advance notice package contains a letter, the *2020 Local Update of Census Addresses Operation (LUCA) Information Guide*, and a *Contact Information Update Form*.

9. What is the Contact Information Update Form?

- The *Contact Information Update Form* contains the contact information we currently have on file for your government's former LUCA contacts.
- Review the preprinted contact information and provide the correct or updated contact information.
- We will use this information to mail the LUCA invitation and registration forms.

10. How can we correct and provide our government's contact information?

There are three ways to provide your government's contact information:

- **Phone** – You may phone your information to 1-844-344-0169.
- **Email** – You may scan your completed form and email it to us at GEO.2020.LUCA@census.gov.
- **Mail** – You can complete your form and return it using the enclosed postage-paid envelope to:

ATTN: Geography LUCA Materials 63-E
National Processing Center, 1201 East 10th St
Jeffersonville IN, 47132

11. What is a LUCA Liaison?

- Upon registering for LUCA, the Tribal Chair, Governor, or Highest Elected Official designates a LUCA liaison. The liaison accepts the responsibility for protecting and safeguarding the LUCA materials. This includes restricting access to the Census

Bureau's information covered under Title 13 to those individuals who have signed the Confidentiality Agreement.

- In addition, the LUCA liaison accepts the responsibility to destroy (preferred method) or return to the Census Bureau all Title 13 materials, including all copies.

12. What are the participation methods for LUCA?

The Full Address List Review is the only participation method offered for LUCA.

All LUCA participants receive:

- A complete census address list to review and update.
- An address block count list that contains that the Census Bureau's count of residential addresses for each census block within your government for reference.
- Census Bureau maps.

13. What are the formats of the LUCA materials?

The LUCA address lists and maps are available in digital or paper formats. There are five material format combinations to select from including:

1. Geographic Update Partnership Software (GUPS)
2. Paper Address List and Paper Map
3. Paper Address List and Shapefile (TIGER partnership shapefiles)*
4. Digital Address List and Paper Map
5. Digital Address List and Shapefile (TIGER partnership shapefiles)*

*NOTE: The TIGER partnership shapefiles do not contain structure points (map spots). If you choose a paper address list and digital maps, you will not see map spots in the digital environment.

GUPS

- The Census Bureau's Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and TIGER partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

The Address List formats

- **Digital**—Provided in Excel (.xlsx) and Comma Delimited Text (.csv), the digital address files require the use of a spreadsheet or database software.
- **Paper**—Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum).

The Map formats

The TIGER partnership shapefiles and the paper maps include state, county, tract, and block data, as well as, road features.

- **Digital**—Partnership shapefiles require the use of GIS software. Address structure points are *not* included in the partnership shapefiles. You can create structure points from the latitude/longitude coordinates included on the digital address list.
- **Paper**—Paper maps include both large format paper maps (36 x 42 inches) with one or more sheets and a DVD of small format (8 1/2" x 14") block maps in Adobe PDF format. The small format maps contain address structure coordinates represented as map spots that you can view and print.

14. What are the system requirements for GUPS?

For Windows to run the Geographic Update Partnership Software or GUPS, you need:

- Windows XP
- Windows Vista
- Windows 7
- Windows 8, or
- Windows 10

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

You can find the instructions for using Boot Camp at <<https://support.apple.com/boot-camp>>.

Since Boot Camp requires you to restart your computer to set up the bridge, be sure to print the instructions provided before you begin.

15. What is the disk space needed to run GUPS?

You need 1.3 GB to run Geographic Update Partnership Software or GUPS. 4 GB RAM is the recommended minimum.

16. When can we sign up (register) for LUCA?

In July 2017, the Census Bureau will send an invitation letter and registration forms to your Tribal Chair, Governor, or Highest Elected Official. During the registration period, your Tribal Chair, Governor, or Highest Elected Official can register for LUCA and designate a LUCA liaison. There are four forms to fill out, sign, and return to the Census Bureau. These include:

1. **Registration Form**—filled out and signed by the Tribal Chair, Governor, or Highest Elected Official. The Tribal Chair, Governor, or Highest Elected Official designates a LUCA liaison on this form.
2. **Confidentiality Agreement Form**—contains the terms, requirements, and restrictions for receiving Title 13 materials. Filled out and signed by the LUCA liaison, all reviewers, and anyone with access to Title 13 materials.
3. **Product Preference Form**—select the format to receive the Census Bureau's address list and maps on this form.
4. **Self-Assessment Checklist**—a checklist to ensure that you can comply with the requirements of the Confidentiality and Security Guidelines to protect Title 13 materials.

17. Do we have to register for LUCA if a higher level of government (state or county) that includes our government is participating in LUCA?

If your state or county that includes your government is participating in LUCA:

- On the Registration Form in section **A.**, mark **X, 2, NO**, Our government is not registering for LUCA.
- Select **a**, Another level of government (state or county) that includes our government is participating in LUCA.
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B.**
- Please return the form to the Census Bureau or you may scan your completed form and email it to GEO.2020.LUCA@census.gov.

NOTE: You do not have to complete and return the remaining three forms (Confidentiality Agreement Form, Product Preference Form, or the Self-Assessment Checklist).

18. Can we designate a higher level of government (state or county) to participate on our government's behalf?

Yes, if you would like to participate in LUCA, but your government lacks the resources, you can arrange for a higher level of government, such as your county or state, to conduct your address review and become your LUCA Liaison.

- On the Registration Form in section **A**, mark **X, 1, YES** Our government is registering for LUCA.
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B.**
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.

19. Can we designate a Regional Planning Agency, Council of Governments, or other organization as our LUCA Liaison?

Yes, Tribal Chairs or Highest Elected Officials may designate an organization as their LUCA Liaison.

- On the Registration Form in section **A**, mark **X, 1, YES** Our government is registering for LUCA.
- The Tribal Chair or Highest Elected/Appointed Official completes and signs section **B.**
- In section **C**, the Tribal Chair or Highest Elected/Appointed Official designates the LUCA Liaison.
- The LUCA Liaison is required to complete and sign the Confidentiality Agreement Form, Product Preference Form, and Self-Assessment Checklist.
- Please return all four forms to the Census Bureau or you may scan your completed forms and email them to GEO.2020.LUCA@census.gov.

20. How long does it take to complete the address review and submit updates?

You have 120 calendar days from the receipt of your materials to conduct your address review and return your updates to the Census Bureau. Public reporting for this collection of information is estimated to be approximately 21 hours per response (on average) including the time for reviewing instructions, and completing and reviewing the collection of information.

Each participating government must decide how to conduct their LUCA review. Some things to consider are your available time, the local address information you have available, as well as your staff and computer resources.

21. Can we make boundary changes through LUCA?

We recommend that your government participate in the 2017 BAS to ensure the accuracy of your boundaries before LUCA begins. The Census Bureau needs to receive your boundary changes by May 31, 2017 to ensure your government has accurate boundaries for the LUCA operation. For more information, refer to the BAS Web site at <http://census.gov/geo/partnerships/bas.html>.

22. We plan to annex an area in the near future. Can we submit addresses for that area?

No, you can only comment on addresses within your government. It is important that updates to your boundaries are submitted through the BAS.

23. What is the LUCA schedule?

The LUCA schedule is from January 2017 to September of 2019:

- January 2017—Advance notification of LUCA program mailed to the Tribal Chair, Governor, or Highest Elected Official or Appointed Official of all eligible governments and former LUCA contacts.
- March 2017—LUCA Promotional Workshops begin.
- July 2017—Invitation letter and registration forms mailed to the Tribal Chair, Governor, or Highest Elected Officials of all eligible governments.
- October 2017—Training workshops begin. Self-training aids and webinars will be available on line at the LUCA Web site.
- February-April 2018—Participation materials mailed to all registered participants. Participants then have 120 calendar days from date of receipt to review, update, and return their materials to the Census Bureau.
- February-September 2018—Census Bureau processes LUCA submissions.
- August-September 2019—Feedback materials offered to participants with the results of address canvassing. Participants can appeal LUCA feedback results through the LUCA appeals office within 30 calendar days of receiving LUCA feedback materials.

24. How do we submit new construction addresses built between LUCA and Census day?

We plan to conduct the New Construction operation, which allows our partners the opportunity to provide newly built addresses to the Census Bureau prior to Census day.

The Census Web site will post the information as it becomes available. We plan to include LUCA contacts in any mailings about the New Construction operation.

25. How do we sign up for a promotional workshop?

We plan to conduct workshops, both in-person and online as webinars, beginning in March of 2017. If you are interested in participating in a promotional workshop, please refer to the LUCA Web site at < <http://www.census.gov/geo/partnerships/luca.html>>, or call 1-844-344-0169 for more information.

26. There has been little/no growth in my government since 2010. Is it still important for us to participate in LUCA?

The LUCA program is important to not only capture growth, but also to capture any change such as removing demolished housing units, or adding hidden units such as garage or basement conversions.

We recommend that you download and review your address count list to confirm that the Census Bureau has included all your addresses, and assigned them to the correct census geography (i.e., state, county, census tract, and census block codes).

You can use our Geocoder Tool to compare the Census Bureau's count of addresses by census block to your own address list to determine your need to participate by visiting <<https://www.census.gov/geo/maps-data/data/geocoder.html>>.

27. Who gets to view/comment on my address list?

The designated LUCA Liaison and LUCA reviewers that have signed all the required confidentiality and security forms to keep confidential and protect the Census Bureau's Title 13 materials (all addresses and structure point locations) are the only ones that can review and comment on your government's address list.

28. What is BAS and how does it affect LUCA?

The Census Bureau conducts BAS annually to collect information about selected legally defined geographic areas. The BAS updates information about the legal boundaries and names of all governments.

The 2017 BAS is the last opportunity to ensure that your boundaries are correct before LUCA begins. Because LUCA participants receive only addresses inside their governmental boundaries for review and update, you may not be able to view your entire address list if your boundaries are incorrect.

The 2017 BAS began in December 2016. To ensure boundary updates are included on the LUCA materials, updates must be returned to the Census Bureau by May 31, 2017. For more information, visit the BAS Web site at <www.census.gov/geo/partnerships/bas.html>.

29. What are Minor Civil Divisions (MCDs)?

MCDs are the primary governmental or administrative divisions of a county in many states (parishes in Louisiana), and the county equivalents in Puerto Rico and the Island Areas. MCDs represent many different kinds of legal entities with a wide variety of governmental and/or administrative functions. The Census Bureau recognizes MCDs in 29 states, Puerto Rico, and the Island Areas. Refer to the Census Bureau’s Web site for more information at www.census.gov/geo/reference/gtc/gtc_cousub.html#mcd.

30. What are Incorporated Places?

An incorporated place provides governmental functions for a concentration of people as opposed to a minor civil division, which generally provides services or administer an area without regard, necessarily, to population. Places always are within a single state or equivalent entity, but may extend across county and county subdivision boundaries. An incorporated place usually is a city, town, village, or borough, but can have other legal descriptions. Refer to the Census Bureau’s Web site for more information: www.census.gov/geo/reference/gtc/gtc_place.html#ic.

31. What is the Geographic Support System (GSS) program?

The continuous GSS Partnership Program provides an opportunity for your government to submit address and spatial information and receive non-Title 13 feedback. By participating in the GSS before April 1, 2017, you will receive an updated Census Bureau address list for your LUCA review. For more information about the GSS, refer to <http://www.census.gov/geo/gssi/>.