2020 Census
Local Update of Census Addresses Operation (LUCA)
General Training Workshop
Agenda

• Introduction (*slides 3-28*).
• Review and update strategies (*slides 29-33*).
• Digital materials (*slides 34-45*).
• Geographic Update Partnership Software (GUPS) (*slides 46-53*).
• Paper materials (*slides 54-76*).
• Submission (*slides 77-94*).
• Support and assistance (*slide 95*).
• Connect with us (*slide 96*).

The 2020 LUCA materials and operational instructions are subject to change between the LUCA Training timeframe and the time you receive your materials for review in the spring of 2018; therefore, the examples shown in the various training modules may differ from the official materials.
In this section (Introduction)

• The decennial census.
• 2020 LUCA.
• Census Bureau terminology.
• Preparing for 2020 LUCA participation.
The decennial census

The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States, and the American People.

- **Uses of census data:**
  - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution.
  - **Drawing** congressional and state legislative districts, school districts and voting precincts.
  - **Enforcing** voting rights and civil rights legislation.
  - **Distributing** federal dollars.
  - **Informing** planning decisions of tribal, federal, state and local government and organizational decisions (where to locate, size of market, etc.) of businesses and non-profits.
2020 Census Design

The 2020 Census: A New Design for the 21st Century

Motivate People to Respond
Conduct a nation-wide communications and partnership campaign
Maximize outreach using traditional and new media
Target ads to specific audiences
Work with trusted sources to inspire participation

Establish Where to Count
Identify all addresses where people could live

Count Everyone Once In the Right Place

Count the Population
Collect data from all households, including group and unique living arrangements
Make it easy for people to respond anytime, anywhere
Encourage people to use the new online response option
Use the most cost-effective strategy to contact and count nonrespondents
Knock on doors only when necessary
Streamline in-field census-taking

Release Census Results
Process and Provide Census Data
Deliver apportionment counts to the President by December 31, 2020
Release counts for redistricting by April 1, 2021
Make it easier for the public to get data

IN-FIELD
IN-OFFICE

Conduct a 100% review and update of the nation’s address list
Minimize field work with in-office updating
Use multiple data sources to identify areas with address changes
Get local government input
LUCA background

• Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430).

• Implemented in support of the 2000 Census and refined to support the 2010 Census.

• Provides a voluntary opportunity for designated representatives of tribal, state, and local governments to review and comment on the addresses used to conduct the decennial census.
Who can participate

• Federally recognized tribes with a reservation and/or off-reservation trust land.
• States and Counties.
• Incorporated places.
  ○ Cities, towns, boroughs, villages.
• Townships (Minor Civil Divisions).
Title 13 U.S.C. – confidentiality and security

• Information provided to/from LUCA is covered under Title 13 of the United States Code which requires the U.S. Census Bureau:
  o Ensure confidential treatment of census-related information, including individual addresses and map structure points.
  o Maintain the confidentiality of all information it collects.

• LUCA requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines and requires all LUCA participants sign the Confidentiality Agreement Form (D-2005).
Private information is NEVER published.
Collect information ONLY to produce statistics.
Sworn to maintain confidentiality for LIFE.

**Violating the law is a serious federal crime. Anyone who violates this law will face severe penalties, including a federal prison sentence of up to five years, a fine of up to $250,000, or both.**
# 2020 LUCA schedule

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<th>Timeframe</th>
<th>Activity</th>
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<td>January 2017</td>
<td>✓ Advance Notice mailing mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts.</td>
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<td>March 2017</td>
<td>✓ 2020 LUCA Promotional presentations began.</td>
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<td>July 2017</td>
<td>✓ 2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors.</td>
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<td>December 15, 2017</td>
<td>✓ <strong>2020 LUCA registration deadline.</strong></td>
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<td>February - April 2018</td>
<td>Participants receive their 2020 LUCA materials.</td>
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<td>April 2018 - May 2019</td>
<td>Census Bureau validates 2020 LUCA addresses.</td>
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<td>Summer 2019</td>
<td>Census Bureau delivers 2020 LUCA feedback.</td>
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<td>April 1, 2020</td>
<td><strong>CENSUS DAY.</strong></td>
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Census Bureau terminology

- Housing Unit.
- Group Quarters.
- Transitory Locations.
- City style address.
- Non-city style address.

- LUCA Liaison.
- LUCA Reviewer.
- Census Geography.
- GEOID.
Housing Unit (HU)

- A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter.
Acceptable HUs for LUCA

• 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 permanent living quarters, or if vacant, intended for occupancy as separate permanent living quarters.
• Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
Group Quarters (GQs)

• A place where people live or stay, in a group living arrangement owned or managed by an entity or organization providing housing and/or services for the residents.
Acceptable GQs for LUCA

- Correctional facilities.
  - Federal and state prisons.
  - Local jails and other municipal confinement facilities.
  - Correctional residential facilities.
- Juvenile facilities.
  - Group homes for juveniles (non-correctional).
  - Residential treatment centers for juveniles (non-correctional).
  - Correctional facilities intended for juveniles.
- Group homes.
  - Halfway houses and homes for people with special needs.
- Nursing homes.
  - Nursing facilities/skilled-nursing facilities.
- Homeless shelters.
Acceptable GQs for LUCA (cont’d)

• Hospitals.
  o Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  o Hospitals with patients who have no usual home elsewhere.
  o In-patient hospice facilities.
• College or university dormitories, fraternity houses, and sorority houses.

• 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.
Transitory Locations (TLs)

• Sites that contain 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 or motels if being occupied on a transitory basis because the occupants have no other residence.
Acceptable TLs for LUCA

- RV parks.
- Campgrounds.
- Hotels.
- Motels.
- Marinas.
Unacceptable HUs, GQs, and TLs for LUCA

• Condemned or scheduled for demolition.
• **Transitory units** within TLs such as RV pad sites or marina slips.
• Under construction or remodeling for conversion to a nonresidential purpose.
• Used solely for nonresidential storage; solely as offices or businesses in which no one is living; or solely for ceremonial purposes.
• Under construction and will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
City style address

- Include a house number and street name (e.g., 212 Elm St or 137 Clark Ct Apt 3 or 35A Fourth Ave W).
  - For 2020 LUCA, participants adding multiunit addresses must provide unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B).
Non-city style address

• Do not include a house number and/or a street name.
• May include *incomplete* house number and street name.
• Frequently used non-city style mailing addresses include:
  o Location Description with map spot.
  o Rural route and box number.
  o Highway contract route and box number.
LUCA Liaison

• Individual assigned/appointed to position by the Highest Elected Official (HEO).
  o Main point of contact for 2020 LUCA.
  o Census Bureau ships all LUCA materials to their attention.
  o Responsible for safeguarding materials.
  o Responsible for destroying (or returning) LUCA materials and signing out using the *Destruction or Return of Title 13 Materials Form (D-2012)*.
LUCA Reviewer

• Individual(s) selected by the HEO and/or LUCA Liaison to assist with conducting the LUCA review.
  o Must sign the confidentiality agreement prior to beginning review.
  o May review the census address list in addition to the liaison.
  o Responsible for safeguarding materials.
  o Must sign out of 2020 LUCA on the Destruction or Return of Title 13 Materials Form (D-2012).
Census geography hierarchy diagram

- **NATION**
- **REGIONS**
- **DIVISIONS**
- **STATES**
  - Counties
  - Voting Districts
  - Traffic Analysis Zones
  - County Subdivisions
- **Census Tracts**
  - Subminor Civil Divisions
- **Block Groups**
  - Census Blocks
- **Urban Areas**
- **Core Based Statistical Areas**
- **Urban Growth Areas**
- **State Legislative Districts**
- **Public Use Microdata Areas**
- **ZIP Code Tabulation Areas**
- **School Districts**
- **Congressional Districts**

**AIANNH Areas**
(American Indian, Alaska Native, Native Hawaiian Areas)
Census geography hierarchy graphic
GEOID

• State = 42
  o County = 101
    o Census Tract = 000101
    o Census Block = 1001
• GEOID = 421010001011001
Preparation for 2020 LUCA participation

• Early tools.
  o Address Block Counts.
    <https://www.census.gov/geo/partnerships/luca.html>
  o Census Geocoder.
    <https://geocoding.geo.census.gov/geocoder/>
  o TIGERweb.
    <https://tigerweb.geo.census.gov/tigerweb/>
Product Preference combinations

- Geographic Update Partnership Software (GUPS).
- Paper Address List & Large Format Paper Maps with PDF small format block maps (Paper/PaperPDF).
- Paper Address List & Digital Map (Paper/Digital).
- Digital Address List & Large Format Paper Maps (Digital/Paper).
- Digital Address List & Large Format Paper Maps with PDF small format block maps (Digital/PaperPDF).
- Digital Address List & Digital Map (Digital/Digital).
In this section (Review and update strategies)

• Things to consider.
• Potential address sources.
• Identify priorities.
• Beginning your review.
Things to consider

• How much time can you devote to LUCA review?
  o Only 120 calendar days to conduct review upon receipt of materials.
• Does your jurisdiction have an address list or access to an address list?
• Does the address list include multiunit structure identifiers (Apt 1, Unit A2, #4, etc.)?
• Does the address list include both residential and commercial addresses or include records that are not structures? If yes, are the residential records distinguishable?
Potential address sources

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

- Apartment buildings and/or areas of concentrated multiunit housing.
- Areas along governmental boundaries.
- Areas of new residential construction.
- Blocks with the greatest differences between the Census Bureau’s address block count and your address block count.
- E-911 address conversions.
- Group Quarters (e.g., housing such as college dorms and nursing homes).
- Mobile home parks or new, scattered mobile homes.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential lofts.
Beginning your review

• Assemble local sources.
• Read the 2020 LUCA Respondent Guide.
• Review the Census Bureau’s online training presentations.
• Familiarize yourself with LUCA materials.
  o Address List; Address Count List; Paper Maps/TIGER Partnership shapefiles; Block to Map Sheet Relationship List (use with Large Format paper maps).
• Organize LUCA materials based on priority areas.
• Organized approach for review yields a successful LUCA submission.
In this section (Digital Address materials)

• Product Preferences.
• Digital Address materials.
  o Title 13 U.S.C. – confidentiality and security.
  o Address List – Title 13.
    • Acceptable updates (ACTION).
  o Address Count List – not Title 13.
Product Preferences – Digital Address materials

- **Digital Address List** and Paper Large Format maps (Digital/Paper).
- **Digital Address List** and Paper/PDF (Digital/PaperPDF).
- **Digital Address List** and Digital Map (Digital/Digital).
- Geographic Update Partnership Software (GUPS).
Address List – Title 13

• Census residential addresses.
  o City style and non-city style.

• Contain census geographic codes.
  o State, county, census tract, and census block.

• Comma Delimited Text (.csv) format.
### Address List – Microsoft Excel example

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| **LINE NUMBER** | **MAFID** | **ENTITY** | **ACTION** | **STATEFP** | **COUNTYFP** | **TRACT** | **BLOCK** | **GEOID** | **GQ_FLAG** | **MOUSENUMBER** | **STRENAME** | **APARTMENT** | **UNIT** | **ZIP** | **QQNAME** | **FALITY** | **LOCITY** | **NOCITY** | **NOCITY** | **MAPSPOT** | **USELAT** | **LONG** | **CITYSTYLE** |
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| 3 | 225 | 000000505 | PLS127200 | S1 | 610 | 5001.00 | 1030 | 516109001001050 | 1935 | Eggman Rd | B | 31407 | 0001 | 56.88574586 | 67.17556610 | Y |
| 4 | 26 | 000000507 | PLS127200 | S1 | 610 | 5001.00 | 1030 | 516109001003050 | 1935 | Eggman Rd | C | 31407 | 0001 | 56.88574586 | 67.17556610 | Y |
| 5 | 27 | 000000508 | PLS127200 | S1 | 610 | 5001.00 | 1030 | 516109001002050 | 1935 | Eggman Rd | D | 31407 | 0001 | 56.88574586 | 67.17556610 | Y |
| 6 | 26 | 000000509 | PLS127200 | S1 | 610 | 5003.00 | 1030 | 51610900100304 | 1935 | Leon Rd | 31407 | 0010 | 56.54412537 | 67.79155882 | Y |
| 7 | 454 | 98995555 | PLS127200 | S1 | 610 | 5001.00 | 2001 | 5161090010010201 | 3526 | Pueblo Trl | 31402 | 0010 | 56.88574596 | 67.17556610 | Y |
| 8 | 688 | 989866571 | PLS127200 | S1 | 610 | 5002.00 | 2000 | 516109001200020 | 202 | Cassioppa Dr | 31402 | 0010 | 56.88574596 | 67.17556610 | Y |
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| 16 | 648 | 023010032 | PLS127200 | S1 | 610 | 5002.00 | 8012 | 516109002003010 | 1207 | Mount Rd | 31405 | 0003 | 56.88848317 | 67.98309515 | Y |
| 17 | 587 | 214554811 | PLS127200 | S1 | 610 | 5002.00 | 8024 | 5161150010030204 | 501 | Court St | 31402 | 0004 | 36.50125323 | 67.24155884 | Y |
Acceptable updates (ACTION)

• A – Add this address.
• C – Correct this address.
• D – Delete this address.
• J – Address is not in this jurisdiction.
• N – Address is nonresidential.
Address Count List – not Title 13

• Residential address census block tallies.
  o Housing units and Group Quarters.

• Reference only.
  o Identify inconsistencies between census block counts and your jurisdiction’s block counts.
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In this section (Digital Map materials)

• Product Preferences.
• Digital Map materials.
  o TIGER Partnership shapefiles.
  o Edits to TIGER Partnership shapefiles.
  o Acceptable updates (CHNG_TYPE).
Product Preferences – Digital Map materials

• Paper Address List and Digital Map (Paper/Digital).
  o Street Name/House Number sort.
  o Tract/Block sort.

• Digital Address List and Digital Map (Digital/Digital).

• Geographic Update Partnership Software (GUPS).
TIGER Partnership shapefiles

- Created from Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.
- Require use of a geographic Information system (GIS).
- County based shapefiles, regardless of entity.
- Do not contain structure points, so not Title 13 material.
  - Generate structure points using Census Bureau’s digital address list (Title 13 material); refer to Respondent Guide Chapter 6.
- Retain vintage for use in feedback products.
Edits to the TIGER Partnership shapefiles

• **Address focused operation**, but updates to address list may require updates to digital maps.

• Allow submission of linear feature updates electronically.
  - Importing shapefiles, editing features, and exporting shapefiles.

• Edges shapefile contains all linear features (road, rail, hydro).
  - Used to Add Lines, Delete Lines, or Change Attribution for roads.

• Tabblock2010 shapefile contains tabulation blocks used for 2020 LUCA.
  - Used to geocode addresses.

• More details in Respondent Guide Chapter 5.
Acceptable updates (CHNG_TYPE)

• AL – Add Line.
• DL – Delete Line.
• CA – Change Attribute.
In this section (GUPS)

• What and why.
• Security considerations.
• Demonstration video.
• Examples.
• Validating records.
What is GUPS

• Customized GIS provided by Census Bureau.
• Based on open-source platform known as QGIS.
• Replaces previous software known as MTPS (MAF/TIGER Partnership Software).
• Used for other geography programs (i.e., Boundary and Annexation Survey-BAS).
Why use GUPS for 2020 LUCA

• Tailored to meet needs of those without extensive GIS experience.

• Specifically designed and developed by the Census Bureau for 2020 LUCA use.

• Reduces the complexity of LUCA with specific tools, including review and validation tools.

• Built-in security considerations.

• Standardizes submission process.

• However, NOT recommended for entities with more than 300,000 residential addresses.
Security considerations

• Title 13 data is automatically encrypted within GUPS.
  o Need the password sent separately by the Census Bureau to the LUCA liaison to access the Title 13 data.

• Updated Census Address List files are automatically encrypted by GUPS when exporting for submission.

• Automatic time-out/countdown clock.
GUPS demonstration video

• <https://census.webex.com/census/lsr.php?RCID=805ef5d40b6617ce189d6d10a18ab25>
Example: GUPS initial screen with data

**No Title 13 Data Displayed**
Example: Census Address List within GUPS

**No Title 13 Data Displayed**
Validating records in GUPS

• Includes built-in validation tools when editing/adding records.
• Recommend executing throughout review and update.
• **Address Review Tool** checks records for valid content and ensures no duplicates.
  o If invalid data or duplicates discovered, listed in the **Census Address Error List** window.
In this section (Paper Address materials)

• Product Preferences.

• Paper Address materials.
  o Address List – Title 13.
    • Acceptable updates (Action Code).
  o Address List Add Page – Title 13.
  o Address Count List.
Product Preferences – Paper Address materials

- **Paper Address List** and Paper Large Format maps (Paper/Paper).
- **Paper Address List** and Paper/PDF (Paper/PaperPDF).
- **Paper Address List** and Digital Map (Paper/Digital).
Address List (D-2007) – Title 13

• Census residential addresses.
  o City style and non-city style.
  o Review and update as necessary.
• Contains census geographic codes.
  o State, county, census tract, census block.
• 8.5” x 14” (legal size) with six addresses per page.
• Two sort options:
  o Street Name/House Number.
  o Census Tract/Census Block.
**Address List (D-2007) – example**

**No Title 13 Data Displayed**
Acceptable updates (Action Code)

• C – Correct this address.
• D – Delete this address.
• J – Address is not in this jurisdiction.
• N – Address is nonresidential.
Address List Add Page (D-2008) – Title 13

• Used to add residential addresses.
  o New or missing from census address list.
  o Requiring change/correction to content within an un-editable column on the census address list.
• 8.5” x 11” (letter size) with four addresses per page.
• Five copies provided with materials.
• Blank copy.
  o Respondent Guide.
  o LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>
Add Page For
(Entry Name)  Entity ID Code:  (Copy from Address List Page)

<table>
<thead>
<tr>
<th>Line</th>
<th>(a) State</th>
<th>(b) County Code</th>
<th>(c) Census Tract Number</th>
<th>(d) Census Block Number</th>
<th>(e) If this is a Group Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>6a</th>
<th>Complete Address Number</th>
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<td></td>
</tr>
</tbody>
</table>

<table>
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<th>Complete Street Name</th>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>4c</th>
<th>9th or 8th and box number</th>
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<tbody>
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<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
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<th>Group Quarter Name</th>
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</table>

<table>
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<th>4e</th>
<th>Entity Name or Physical Location Description</th>
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</table>

<table>
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<th>5a</th>
<th>Apt/Unit Number</th>
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<table>
<thead>
<tr>
<th>5c</th>
<th>Address Line, Floor level, Building, Residential Block</th>
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<tbody>
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<td></td>
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</tbody>
</table>
Address Count List (D-2009)

• Residential address census block tallies.
  o Housing units and Group Quarters.

• Reference only.
  o Identify inconsistencies between Census block counts and your jurisdiction’s block counts.

• 8.5” x 11” (letter size) with 72 blocks per page.
• “Unable to Geocode” tally for state and county participants.
# Address Count List (D-2009) – example

<table>
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<tr>
<th>ST/CO: CO88009</th>
<th>Entity: Winter County</th>
<th>Page: 10 of 10</th>
<th>Date: 01/18/2018</th>
</tr>
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<tr>
<td><strong>Census Tract Number</strong></td>
<td><strong>Census Block Number</strong></td>
<td><strong>Count of Housing Unit Addresses</strong></td>
<td><strong>Count of Group Quarters Addresses</strong></td>
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**TOTAL** 710 5,674 15
In this section (Paper Map materials)

- Product Preferences.
- Paper Map materials.
  - Large Format maps.
  - Block to Map Relationship List.
  - PDF small format block maps – Title 13.
Product Preferences – Paper Map materials

• Paper Address List and **Paper Large Format maps** (Paper/Paper).

• Paper Address List and **Paper/PDF** (Paper/PaperPDF).

• Digital Address List and **Paper Large Format maps** (Digital/Paper).

• Digital Address List and **Paper/PDF** (Digital/PaperPDF).
Large Format maps

• Not Title 13.
• Reference only to provide census geocodes.
• Updates only required for non-city style address records.
• 36” x 32”.
• Three types:
  o Index sheet.
  o Parent sheet(s).
  o Inset sheet(s).
• Large Format maps legend.
Large Format maps – **Index** sheet example
Large Format maps – Parent sheet example
Large Format maps – **Inset** sheet example
Large Format maps – Index ➔ Parent ➔ Inset
### Block to Map Sheet Relationship List (D-2010)

- Identifies large format parent map sheet(s) for each census block within jurisdiction.
- Sorted by tract and block in ascending order.
- Blocks are unique within a tract, so **block numbers do not repeat** within jurisdiction.

<table>
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<tr>
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<th>Tract</th>
<th>Block</th>
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</tr>
</tbody>
</table>
PDF small format block maps – Title 13

• 8.5” x 14” (legal size).
  o Portrait or landscape orientation.

• Delivered on DVD.
  o Title13_BlockMaps.exe.
  o Password required to launch .exe.

• Three types:
  o Index sheet; Parent sheet(s); Inset sheet(s).
  o Updates made to Parent or Inset sheets.
PDF small format block maps – Index sheet
PDF small format block maps – Parent sheet

**No Title 13 Data Displayed**
PDF small format block maps – **Parent sheet:** “internal” block within “active” block

**No Title 13 Data Displayed**
PDF small format block maps – Parent sheet with inset

**No Title 13 Data Displayed**
PDF small format block maps – Inset sheet

**No Title 13 Data Displayed**
In this section (Submission)

• Preparing updated materials for submission.
  o Address and map materials (both paper and digital).

• Submitting updated materials.

• Next steps.
Preparing updated address materials

• Paper
  o Sorting and keeping secure.
  o Assembling and organizing.

• Digital
  o Sorting and saving.
  o Keeping secure.
  o Assembling and organizing.
Address materials – paper: Sorting and keeping secure

• Ensure complete with all updates.
• Separate updated Address List pages from pages without updates.
• Ensure all Address List Add Pages are properly complete.
• Make a copy of all updated pages for use during the feedback phase.
• All copies are Title 13.
• Follow Confidentiality and Security Guidelines, Appendix A in Respondent Guide to ensure original materials and copies are secure and protected.
Address materials – paper:
Assembling and organizing

• Bundle and return only updated pages to Census Bureau.

• Organize by Address List pages, then Address List Add Pages.

• Ready them for shipment to Census Bureau.
Address materials – digital:
Sorting and saving

• Ensure complete with all updates.
• Re-sort address list by ACTION field.
• Save only records with entry in ACTION field to new file.
• Name the new file “luca20_<EntityID>_changes_addresses.xxx” (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, .xls, or .xlsx).
• Save to location for easy retrieval for submission and next steps.
Address materials – digital: Keeping secure

• Make copy of new file for use during the feedback phase.

• All address list materials (original and copy) are Title 13.

• Keep secure according to Confidentiality and Security Guidelines.
Address materials – digital: 
Assembling and organizing

• Navigate to directory where “luca20_<EntityID>_changes_addresses.xxx” resides (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, or .xls).

• Zip the changes address file, name the zip file “luca20_<EntityID>_changes_addresses_return.zip”.
  o Password protection required because Title 13 material.
  o Use case sensitive password provided with original materials.

• Copy the zip file to CD/DVD if shipping submission with paper map materials, or stage the zip file for submission via Census Bureau’s secure online web application.
Preparing updated map materials

• Paper.
  o Sorting and keeping secure.
  o Assembling and organizing.

• Digital.
  o Exporting and saving updates.
  o Example.
  o Assembling and organizing.
Map materials – paper:
Sorting and keeping secure

• Ensure complete with all updates.
• Separate updated map sheets.
  o Non Title 13 large format maps (“Digital/Paper” or “Paper/Paper” product preference).
  o Title 13 PDF small format block maps (“Digital/PaperPDF” or “Paper/PaperPDF” product preference).
• Make copy of updated maps for use during the feedback phase.
• Protect materials because Title 13.
• Keep originals and copies secure.
Map materials – paper: Assembling and organizing

• Bundle and return only updated maps to Census Bureau.
• For participants with only large format maps, organize the updated maps numerically, by parent and/or inset sheet.
• For participants with both large format maps and PDF small format block maps, organize the updated PDF small format block maps numerically, by tract and block.
  o Census does not expect updates to large format maps from these participants.
Map materials – digital: Exporting and saving updates

• Exporting updates.
  o Ensure complete with all updates.
  o Select edges with value in CHNG_TYPE field.
  o Export selected edges into new shapefile.

• Saving updates.
  o Name new shapefile “luca20_<EntityID>_ln_changes.shp”, where EntityID matches entity identification code in LUCA materials and where “ln” is a lowercase “el”, not a capital “eye”.
  o Save to location for easy retrieval for submission and next steps.
Map materials – digital: Example – updated edges shapefile
Map materials – digital: Assembling and organizing

- Navigate to directory where “luca20_<EntityID>_ln_changes.shp” resides.
- Zip the changes shapefile and all associated components (metadata, .cpg, .dbf, .sbx, .shx, .shp, etc.).
  - Esri customers use ArcCatalog to ensure all components are bundled correctly; other GIS software customers must ensure all components are included within the zip file.
- Name zip file “luca20_<EntityID>_ln_changes_return.zip”.
  - Password protection not required, because not Title 13.
- Copy the zip file to CD/DVD if shipping submission, or stage the zip file for submission via Census Bureau’s secure online web application.
Accompanying paperwork

• D-2011 Inventory Form, paper or digital.
• Provide with submission either as hardcopy or zipped on CD/DVD or with Secure Web Incoming Module (SWIM).
• Keep copies for your records.
Submitting updated materials

• Shipping instructions.
  o Follow specific Title 13 material shipping instructions.
  o Double wrap materials with **DISCLOSURE PROHIBITED**.
  o Return D-2011, Inventory Form.

• SWIM introduction.

• Refer to Respondent Guide or contact the help desk.
SWIM introduction

• Official web portal for uploading materials to Census Bureau.
• Used for other programs in addition to LUCA.
• Accounts are people based, not entity based.
• 12 digit registration token to establish account provided by Census Bureau.
• Only accepts .ZIP files.
• Size limitation of 250 megabytes.
Next steps – Census Bureau

• Processes submission for validation.
• Ships feedback materials in Summer 2019.
• Begins outreach to close out LUCA operation.
  o Must confirm destruction or return of all Title 13 materials, including originals and copies.
  o Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
    • Appendix H of Respondent Guide.
Next steps – participant

• Filing an appeal is optional.

• Agree with feedback materials, then participation ends.
  o Send D-2012 to confirm destruction, or if choose to return materials, do so quickly.

• Notify OMB LUCA Appeals office of disagreement with feedback materials.
  o Appeals Office works with participant and Census Bureau to resolve disagreement.
  o Once appeals process concludes, participants must destroy or return materials and submit signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
Support and assistance

• Visit the 2020 LUCA Web site:
  <https://www.census.gov/geo/partnerships/luca.html>
    o Frequently Asked Questions document.

• Contact us:
  o Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
  o E-mail <GEO.2020.LUCA@census.gov>
Connect with us

Sign up for and manage alerts: https://public.govdelivery.com/accounts/USCENSUS/subscriber/new


More information on the 2020 Census: https://www.census.gov/2020census

More information on the American Community Survey: https://www.census.gov/programs-surveys/acs/

facebook.com/uscensusbureau
twitter.com/uscensusbureau
youtube.com/user/uscensusbureau
instagram.com/uscensusbureau
pinterest.com/uscensusbureau