



**2020 Census**  
**Local Update of Census Addresses Operation**  
**(LUCA)**  
**Training**  
**Introduction**

# Agenda

- The Decennial Census.
- Census Bureau terminology.
- Preparation for 2020 LUCA participation.

*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.*

# 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.

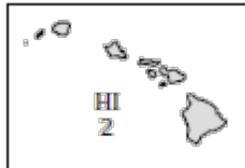
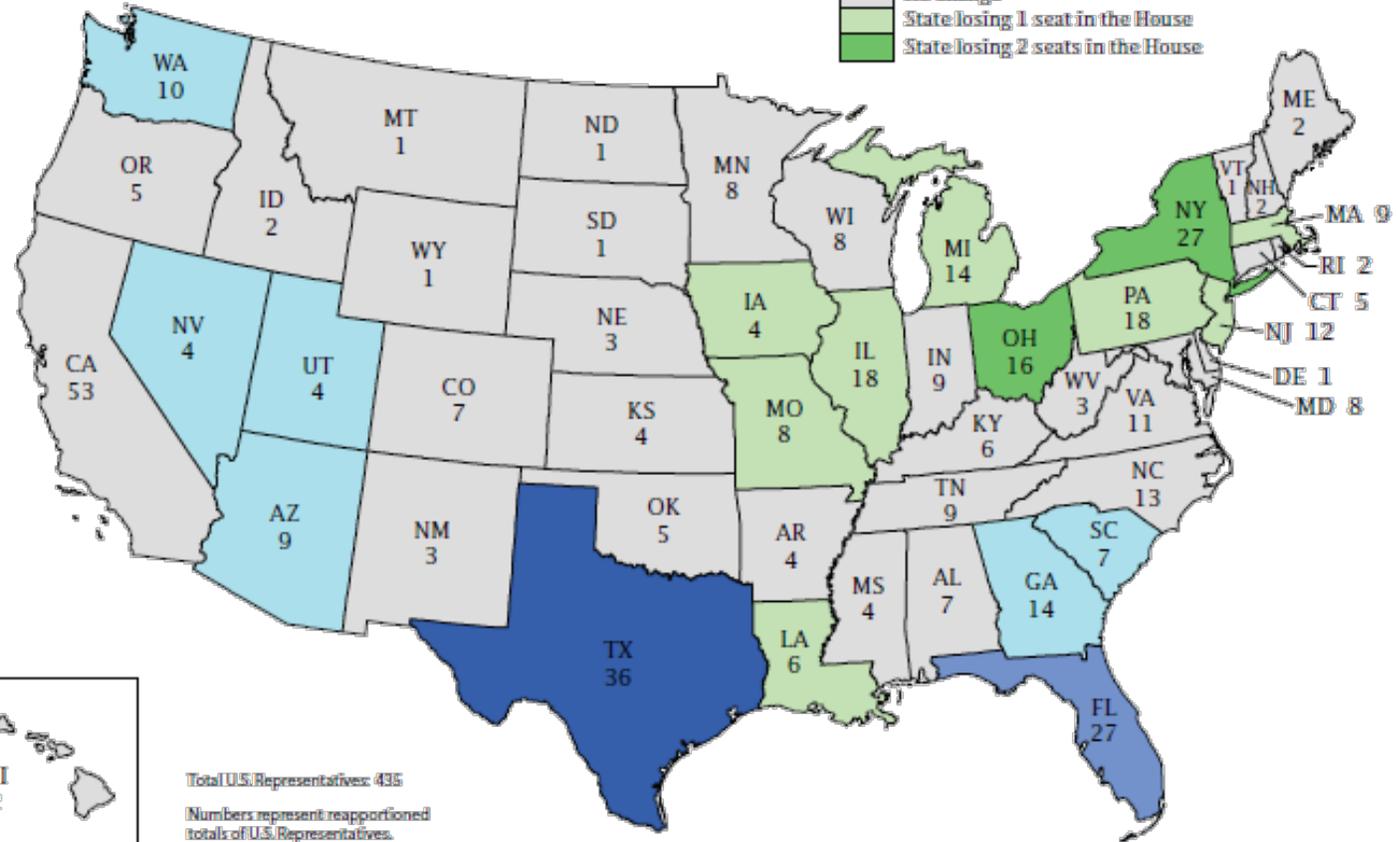
- Uses of Census data:
  - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution.
  - **Drawing** congressional and state legislative districts, school districts and voting precincts.
  - **Enforcing** voting rights and civil rights legislation.
  - **Distributing**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

## Apportionment of the U.S. House of Representatives Based on the 2010 Census

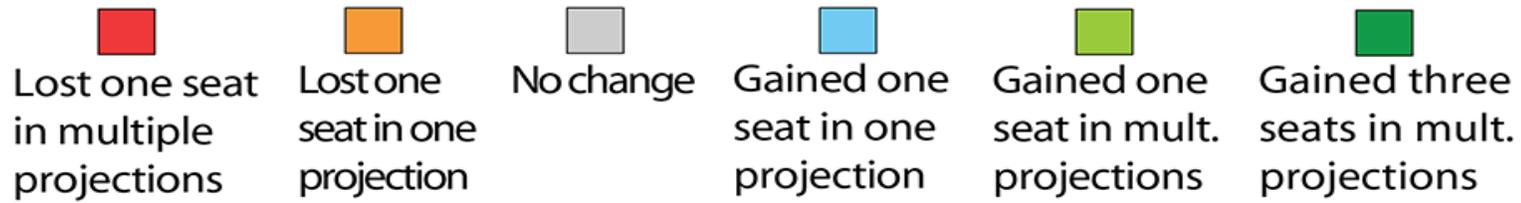
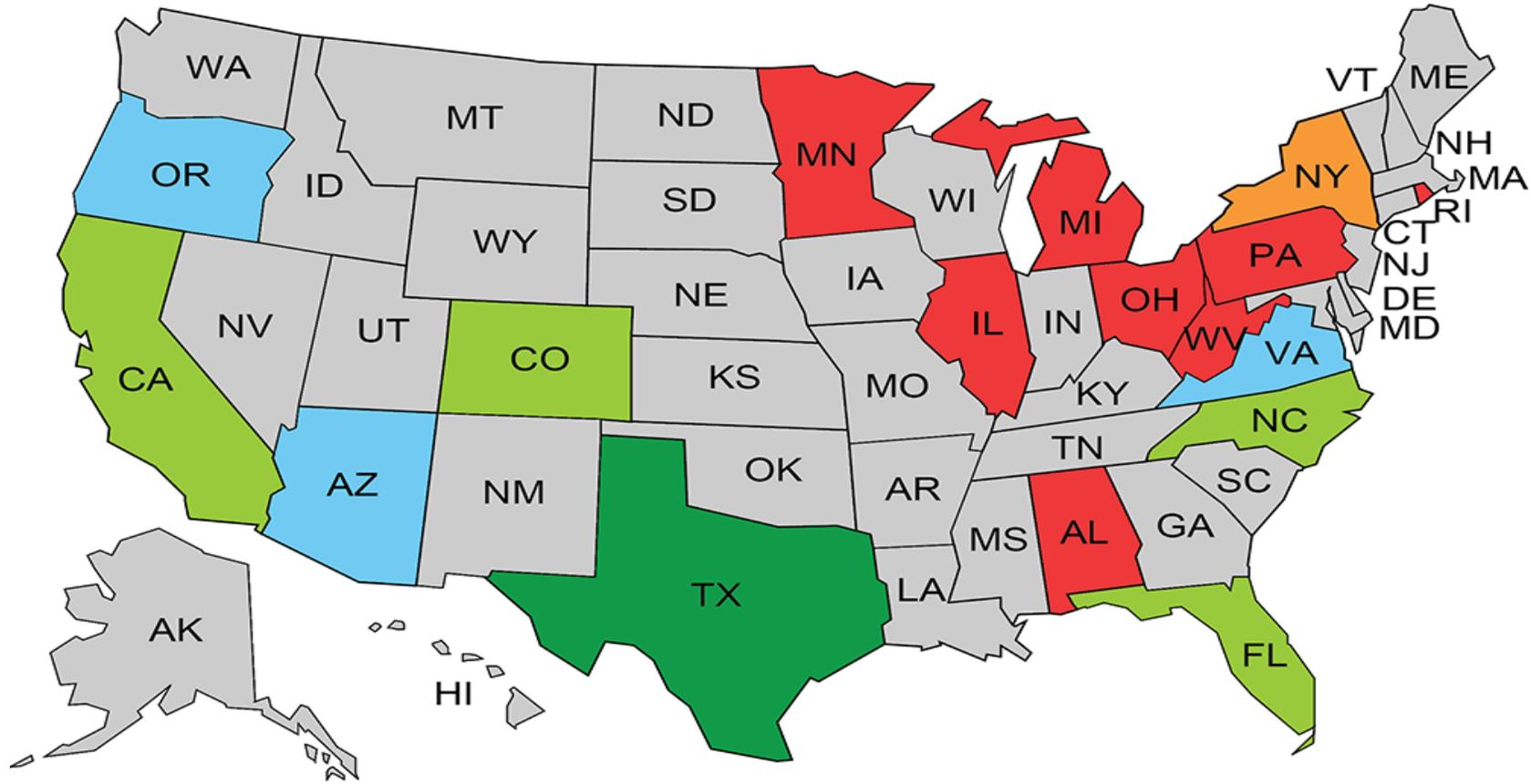


Change from 2000 to 2010

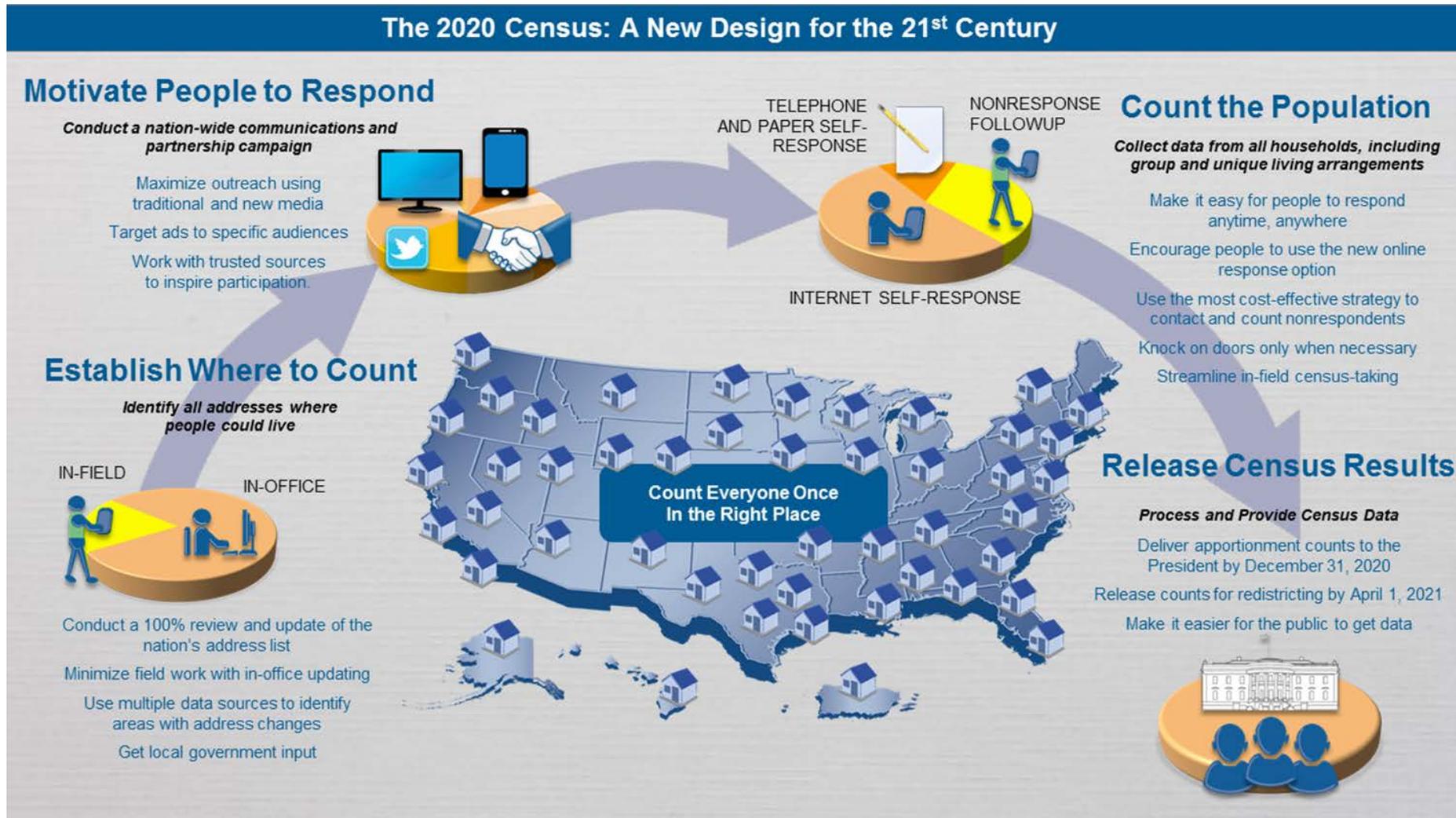
- State gaining 4 seats in the House
- State gaining 2 seats in the House
- State gaining 1 seat in the House
- No change
- State losing 1 seat in the House
- State losing 2 seats in the House



Total U.S. Representatives: 435  
Numbers represent reapportioned totals of U.S. Representatives.



# 2020 Census Design



# Who Can Participate

- Federally recognized tribes with a reservation and/or off-reservation trust land.
- States and Counties.
- Incorporated places.
  - Cities, towns, boroughs, villages.

# 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 Census Bureau to ensure confidential treatment of census-related information, including individual addresses and map structure points.
  - Requires the Census Bureau maintain the confidentiality of all information it collects.
- LUCA operation requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by *Confidentiality and Security Guidelines* and requires all LUCA participants sign the *Confidentiality Agreement Form (D-2005)*.

# 2020 LUCA Schedule

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

# Census Bureau Terminology

- Census Bureau terminology.
  - Geocode.
  - Housing Unit.
  - Group Quarters.
  - City Style Address.
  - Non-city Style Address.

# Geocode

- Geocoding is the process of taking an address and returning an actual or calculated latitude/longitude coordinate on the earth's surface.
- In terms of the Census Bureau, this includes assigning the proper state, county, census tract and census block codes that correspond to the physical location of the address.
- The Census Bureau requires every address is assigned a Census geocode before it can be processed and added to its inventory and included in the Census.

# 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 Housing Units 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, that is owned or managed by an entity or organization providing housing and/or services for the residents.

# Acceptable Group Quarters for LUCA

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

# Acceptable Group Quarters for LUCA (cont'd)

- Hospitals.
  - Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  - Hospitals with patients who have no usual home elsewhere.
  - 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.

# Unacceptable HUs and GQs for LUCA

- Condemned or scheduled for demolition.
- Under construction or remodeling for conversion to a nonresidential purpose.
- Used solely for nonresidential storage.
- Used solely as offices or businesses in which no one is living.
- Used 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:
  - Location Description with map spot.
  - Rural route and box number.
  - Highway contract route and box number.

# Preparation for 2020 LUCA participation

- Early tools.
  - Address Block Counts.
  - Census Geocoder.
  - TIGERweb.
- Product Preference combinations.

# Early tools

- Provide 2020 Census LUCA Address Block Count files.
- Provide Census Geocoder to geocode jurisdiction's address list:  
<https://geocoding.geo.census.gov/geocoder/>
- TIGERweb:  
<https://tigerweb.geo.census.gov/tigerweb/>

	A	B	C	D	E	F	G
1	State	County	Tract	BLOCK	BLOCK_GEOID	Total Residential	Total Group Quarters
158	48	209	0102.00	3007	482090102003007	96	1
159	48	209	0102.00	3008	482090102003008	1	1
160	48	209	0102.00	3009	482090102003009	1	1
161	48	209	0102.00	3010	482090102003010	122	0
162	48	209	0103.02	1000	482090103021000	0	0
163	48	209	0103.02	1001	482090103021001	0	0
164	48	209	0103.02	1002	482090103021002	0	0
165	48	209	0103.02	1003	482090103021003	43	0
166	48	209	0103.02	1004	482090103021004	20	0
167	48	209	0103.02	1005	482090103021005	22	0
168	48	209	0103.02	1006	482090103021006	114	0
169	48	209	0103.02	1007	482090103021007	21	0
170	48	209	0103.02	1008	482090103021008	13	0
171	48	209	0103.02	1009	482090103021009	25	0
172	48	209	0103.02	1010	482090103021010	0	0
173	48	209	0103.02	1011	482090103021011	3	0
174	48	209	0103.02	1012	482090103021012	0	0
175	48	209	0103.02	1013	482090103021013	0	0
176	48	209	0103.02	1014	482090103021014	2	0
177	48	209	0103.02	1015	482090103021015	0	0
178	48	209	0103.02	1016	482090103021016	0	0
179	48	209	0103.02	1017	482090103021017	0	0
180	48	209	0103.02	1018	482090103021018	4	0
181	48	209	0103.02	1019	482090103021019	0	0
182	48	209	0103.02	1020	482090103021020	3	0
183	48	209	0103.02	1021	482090103021021	0	0
184	48	209	0103.02	1022	482090103021022	28	0
185	48	209	0103.02	1023	482090103021023	33	0
186	48	209	0103.02	1024	482090103021024	18	0

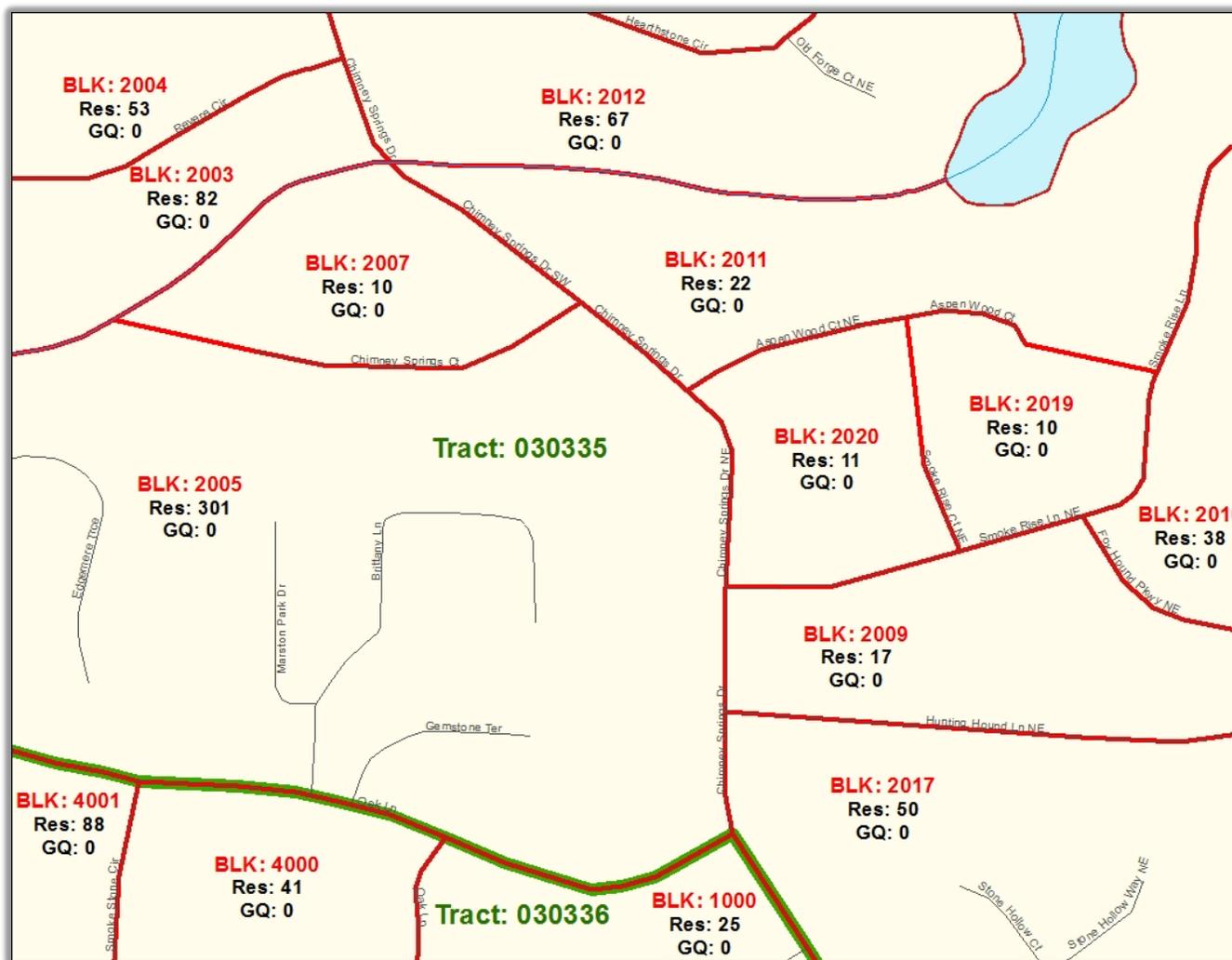
# Early Tools For LUCA Partners

## *Early Address Block Count List*

- Providing an early address block count list for partners in January 2017 (includes count of residential addresses and group quarters by block).
- Address Block Count lists can be linked/joined to 2016 TIGER/Line shape files.

	A	B	C	D	E	F	G
1	State	County	Tract	BLOCK	BLOCK_GEOID	Total Residential	Total Group Quarters
2	21	051	9501.00	1000	210519501001000	0	0
3	21	051	9501.00	1001	210519501001001	1	0
4	21	051	9501.00	1002	210519501001002	0	0
5	21	051	9501.00	1003	210519501001003	7	0
6	21	051	9501.00	1004	210519501001004	0	0
7	21	051	9501.00	1005	210519501001005	0	0
8	21	051	9501.00	1006	210519501001006	0	0
9	21	051	9501.00	1007	210519501001007	0	0
10	21	051	9501.00	1008	210519501001008	2	0
11	21	051	9501.00	1009	210519501001009	28	0
12	21	051	9501.00	1010	210519501001010	0	0
13	21	051	9501.00	1011	210519501001011	37	0

# Linking Address Block Count Data



Early Address Block Count Lists can be linked/joined to 2016 TIGER/Line Shapefiles for overlay and analysis.

# More Early Tools For LUCA Partners

## *Updated Census Geocoder Tool*

- Takes individual addresses or a file of addresses and obtains approximate coordinates and census Geography.
- Increase the maximum number of records from 1,000 to 10,000.
- Provides an alternate path for larger governments to submit addresses to be geocoded when you have an address list that is not geocoded (not linked to points or parcels or any particular location.)
- 24 hour turnaround on the results.

▼ Find Address Results

OneLineAddress : 1600 Pennsylvania Ave, Washing

Benchmark : Public\_AR\_ACS2016 ▼

Vintage : Current\_ACS2016 ▼

FIND

Input:  
Address: 1600 Pennsylvania Ave, Washington, DC  
Benchmark: Public\_AR\_ACS2016 (8)  
Vintage: ACS2016\_ACS2016 (816)

Matched Address: 1600 PENNSYLVANIA AVE NW, WASHINGTON, DC, 20502  
Coordinates:X: -77.03535 Y: 38.898754  
Tiger Line Id: 76225813 Side: L  
Address Components:

# Using The Census Geocoder

## *.TXT File Address List Format*

- Format addresses in a single line with comma delimiters.
- Each record should consist of the following five fields:  
**Unique ID ♦ House Number and Street Name ♦ City ♦ State ♦ ZIP Code**
- All fields (even blank fields) must be separated by a comma:
  - *Unique ID, House Number and Street Name, City, State, ZIP Code*
- Valid entries :
  - 1, 1600 Pennsylvania Ave NW, Washington, DC, 20502
  - 2, 1600 Pennsylvania Ave NW, Washington, DC,
  - 3, 1600 Pennsylvania Ave NW,, , 20502
- Invalid entries :
  - 4, 1600 Pennsylvania Ave NW, Washington, DC
  - 5, 1600 Pennsylvania Ave NW, 20502

## *.CSV, .XLSX & .XLS File Address List Format*

- **Five fields:**
  - **Unique Field Identifier or Line Number (required)**
  - **House Number and Street Name (required)**
  - **City**
  - **State**
  - **Zip Code**
- **Headers Not Required (*but recommended*).**
- **The more detail provided (directional, city, state, zip code), the better the results.**

	A	B	C	D	E	F
1	ID	Address	City	State	Zip	
2	1	101 Decennial Way	Washington	DC	12345	
3	2	102 Decennial Way		DC		
4	3	103 Decennial Way	Washington		12345	
5	4	104 Decennial Way	Washington	DC		
6	5	105 Decennial Way			12345	
7	6	106 Decennial Way				

# Batch Census Geocoder Output File

	A	B	C	D	E	F	G	H	I	J	K	L	M
745	647	1206 TIGER FOREST DR, DECENNIAL, GA,	Match	Non_Exact	1206 TIGER FOREST DR SW, DECENNIAL, GA, 72961	-64.59167,77.66096	17206769	R	13	67	33405	2003	
746	648	1207 TIGER FOREST DR, DECENNIAL, GA,	Match	Non_Exact	1207 TIGER FOREST DR SW, DECENNIAL, GA, 72961	-64.59167,77.66097	17206769	L	13	67	33405	2003	
747	649	1208 TIGER FOREST DR, DECENNIAL, GA,	Match	Non_Exact	1208 TIGER FOREST DR SW, DECENNIAL, GA, 72961	-64.59167,77.660965	17206769	R	13	67	33405	2003	
748	195	3229 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3229 GATER DR SW, DECENNIAL, GA, 72961	-64.60767,77.667705	17177790	L	13	67	33405	3004	
749	642	2431 TIGER LN, DECENNIAL, GA,	Match	Non_Exact	2431 TIGER LN SW, DECENNIAL, GA, 72961	-64.60477,77.697456	17216574	R	13	67	30905	4002	
750	194	3226 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3226 GATER DR SW, DECENNIAL, GA, 72961	-64.60776,77.667614	17177790	R	13	67	33405	3000	
751	643	2432 TIGER LN, DECENNIAL, GA,	Match	Non_Exact	2432 TIGER LN SW, DECENNIAL, GA, 72961	-64.604774,77.697476	17216574	L	13	67	30905	4002	
752	197	3231 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3231 GATER DR SW, DECENNIAL, GA, 72961	-64.60794,77.667604	17177790	L	13	67	33405	3004	
753	644	2486 TIGER LN SW, DECENNIAL, GA, 72961	Match	Exact	2486 TIGER LN SW, DECENNIAL, GA, 72961	-64.604645,77.692902	17216574	L	13	67	30905	4002	
754	196	3230 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3230 GATER DR SW, DECENNIAL, GA, 72961	-64.607925,77.667604	17177790	R	13	67	33405	3000	
755	645	2534 TIGER LN, DECENNIAL, GA,	Match	Non_Exact	2534 TIGER LN SW, DECENNIAL, GA, 72961	-64.604546,77.69166	17177776	R	13	67	30905	4002	
756	191	3218 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3218 GATER DR SW, DECENNIAL, GA, 72961	-64.607414,77.667276	17177790	R	13	67	33405	3000	
757	198	3233 GATER DR, DECENNIAL, GA, 72961	Match	Exact	3233 GATER DR SW, DECENNIAL, GA, 72961	-64.607776,77.667045	17177790	R	13	67	33405	3004	
758	193	3225 GATER DR SW, DECENNIAL, GA, 72961	Match	Exact	3225 GATER DR SW, DECENNIAL, GA, 72961	-64.60777,77.667577	17177790	R	13	67	33405	3004	
759	640	2948 TIGER CT, DECENNIAL, GA,	No_Match										
199	3237	GATER DR, DECENNIAL, GA,	Match	Non_Exact	3237 GATER DR SW, DECENNIAL, GA, 72961	-64.606066,77.664407	17177624	L	13	67	33405	3004	3004
761	198	3233 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3233 GATER DR SW, DECENNIAL, GA, 72961	-64.60794,77.66791	17177790	L	13	67	33405	3004	
763	199	3237 GATER DR, DECENNIAL, GA,	Match	Non_Exact	3237 GATER DR SW, DECENNIAL, GA, 72961	-64.606066,77.664407	17177624	L	13	67	33405	3004	
ID	639	2967 TIGER CT, DECENNIAL, GA,	Match	Match									
765	637	2957 TIGER CT, DECENNIAL, GA,	Tie	Type									
766	638	2966 TIGER CT, DECENNIAL, GA,	Tie										
767	635	2947 TIGER CT, DECENNIAL, GA,	No_Match										
768	636	2956 TIGER CT, DECENNIAL, GA,	No_Match										
769	631	2916 TIGER CT, DECENNIAL, GA,	No_Match										

\*Our latitude and longitude coordinate system is NAD83.

\*\*TIGER/Line ID is dependent upon which benchmark you choose.

(We recommend using *Public\_AR\_ACS2016 Benchmark with Current\_ACS2016 vintage.*)

# Product Preference Combinations

- Geographic Update Partnership Software (GUPS).
- Paper Address List & Large Format Paper Maps (Paper/Paper).
- 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).



# Review and Update Strategies

# Agenda

- Strategies for LUCA review and update.
  - Things to consider.
  - Potential address sources.
  - Identify priorities.
  - Beginning your review.

# Things To Consider

- How much time can we devote to LUCA review?
  - 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 (e.g., 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

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

# Identify Priorities

- Apartment buildings and/or areas of concentrated multi-unit housing.
- Areas along governmental boundaries and/or newly annexed land.
- 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 conversion areas.
- 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.
  - Address List.
  - Address Count List.
  - Paper Maps/Digital 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.



# Digital Address List and Digital Map *Product Preference*

# Agenda

- Digital Product DVD Overview & Product Preferences.
- DVD Layout and Content by Product Preference
- Digital Address materials.
  - Address List – Title 13.
  - Address Count List – not Title 13.
- Digital Map Materials
  - TIGER Partnership shapefiles
  - Edits to the TIGER Partnership shapefiles

# Digital Product DVD Overview

## Product Preferences

- Paper Address List and **Paper/PDF** (1 DVD).
- Paper Address List and **Digital Map** (1 DVD).
- **Digital Address List** and Paper Large Format maps (1 DVD).
- **Digital Address List** and **Paper/PDF** (1 DVD).
- **Digital Address List** and **Digital Map** (3 DVDs).
- Geographic Updates Partnership Software (GUPS) (3 DVDs).

# DVD Layout and Content:

## Digital Address List and Large Format Paper maps (Digital/Paper)

*One DVD with one folder:*

- root directory of DVD.
  - 2020LUCA\_<EntityID>\_address\_countlist.csv
  - 2020LUCA\_digital\_respondent\_guide.pdf
  - 2020LUCA\_header\_file.txt
  - LUCA20\_inventory.pdf
  - Readmefirst4.txt
- “shape” folder.
  - **2020LUCA\_<EntityID>\_DISK1of2.exe (\*\*Title 13 material\*\*).**
    - Includes the Digital Address List

# DVD Layout and Content:

## Digital Address List and Paper/PDF (Digital/PaperPDF)

*One DVD with two folders:*

- root directory of DVD.
  - 2020LUCA\_<EntityID>\_address\_countlist.csv
  - 2020LUCA\_digital\_respondent\_guide.pdf
  - 2020LUCA\_header\_file.txt
  - LUCA20\_inventory.pdf
  - Readmefirst5.txt
- “maps” folder.
  - About\_the\_maps.pdf
  - LUCA20<EntType><EntCode>.pdf
  - LUCA20<EntType><EntCode>\_BLK2MS.txt
  - Readme.txt
  - **Title13\_BlockMaps.exe (\*\*Title 13 material\*\*).**
- “shape” folder.
  - **2020LUCA\_<EntityID>\_DISK1of2.exe (\*\*Title 13 material\*\*).**
    - Includes the Digital Address List

# DVD Layout and Content:

## Digital Address List and Digital Map (Digital/Digital) & GUPS

### *Three DVDs:*

- DVD with GUPS installation software.
- DVD with non-Title 13 data.
- DVD with Title 13 data.
  - “shape” folder.
    - Includes the Digital Address List
    - 2020LUCA\_<EntityID>\_DISK1of2.exe (\*\*Title 13 material\*\*).
      - Includes the Digital Address List
  - Root directory of DVD.
    - 2020LUCA\_digital\_respondent\_guide.pdf
    - 2020LUCA\_GUPS\_respondent\_guide.pdf
    - 2020LUCA\_header\_file.txt
    - LUCA20\_inventory.pdf
    - Readmefirst6.txt
  - “shape” folder.
    - 2020LUCA\_<EntityID>\_DISK2of2.exe
      - Includes the Digital Address County List

# Digital Address Materials

## Address List – Title 13

- Census residential addresses.
  - City style and non-city style.
- Contain census geographic codes.
  - State, county, census tract, and census block.
- Comma Delimited Text (.csv) format.
  - **MUST import not simply open or “double-click”.**
- 24 fields: Maximum 649 characters per record.
- First row = Header row.
  - Remove spaces from field names, if using Esri’s ArcGIS.

# Digital Address Materials

## Address List Record Layout

	Max Character Length	Field Name	Description	Editable
1	7	LINE_NUMBER	Sequential number for each address record in the file.	N
2	9	MAFID	Unique control number assigned to each MAF address.	N
3	12	ENTITY	Unique number assigned by the Census Bureau to each entity.	N-existing Y-adds
4	1	ACTION	Entered by the participant to indicate an action taken on the address.	Y
5	2	STATEFP	Two-digit State FIPS Code.	Y
6	3	COUNTYFP	Three-digit County FIPS Code.	Y
7	7	TRACT	The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.	Y
8	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.	Y
9	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.	N
10	1	GQ_FLAG	Displays a 'Y' if the address is a group quarters.	N

➤ Refer to Table 3 located in your Respondent Guide for complete record layout.

# Digital Address Materials

## 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_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	GQ	FA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
1	NUMBER									FLAG			UNIT		NA	CIL	CA	NC	NC					STYLE
2	124	000000505	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	A	31407						0001		36.88574596	-67.17556610	Y
3	125	000000506	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	B	31407						0001		36.88574596	-67.17556610	Y
4	126	000000507	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	C	31407						0001		36.88574596	-67.17556610	Y
5	127	000000508	PL5127200		51	610	5001.00	1030	516105001001030		1935	Eggman Rd	D	31407						0001		36.88574596	-67.17556610	Y
6	224	000000599	PL5127200		51	610	5001.00	1034	516105001001034		3501	Leon Rd		31407						0010		36.43412557	-67.75415682	Y
7	454	99995555	PL5127200		51	610	5001.00	2001	516105001002001		3526	Pueblo Trl		31402										Y
8	688	989866571	PL5127200		51	610	5002.00	2000	516105002002000		202	Cassiopeia Dr		31402										Y
9	844	024510332	PL5127200		51	610	5002.00	3012	516105002003012		500	Donahue St		31408										Y
10	845	025468521	PL5127200		51	610	5002.00	3012	516105002003012		502	Donahue St		31408										Y
11	846	026347810	PL5127200		51	610	5002.00	3012	516105002003012		504	Donahue St		31408										Y
12	847	024598100	PL5127200		51	610	5002.00	3012	516105002003012		506	Donahue St		31408										Y
13	848	025531499	PL5127200		51	610	5002.00	3012	516105002003012		508	Donahue St		31408										Y
14	941	002200146	PL5127200		51	610	5003.00	1010	516105003001010		1201	Mount Rd		31405						0001		36.87726074	-67.16554319	Y
15	942	000040147	PL5127200		51	610	5003.00	1010	516105003001010		1203	Mount Rd		31405						0002		36.88249405	-67.18038156	Y
16	943	030900148	PL5127200		51	610	5003.00	1010	516105003001010		1207	Mount Rd		31405						0003		36.88848317	-67.18320951	Y
17	987	214554811	PL5127200		51	610	5003.00	2024	516115003002024		101	Court St		31402						0004		36.50212532	-67.24165884	Y

# Digital Address Materials

## Address Count List – Non-Title 13

- Residential address census block tallies.
  - Housing units and Group Quarters.
- Reference only.
  - Identify inconsistencies between census block counts and your jurisdiction's block counts.
- Comma Delimited Text (.csv) format.
  - **MUST import not simply open or “double-click”.**
- 13 fields: Maximum 140 characters per record.
- First row = Header row.
- “Unable to Geocode” tally for state and county participants.

# Digital Address Materials

## Address Count List Record Layout

	Max Character Length	Field Name	Description
1	2	STATE	Two-digit FIPS State code.
2	3	COUNTY	Three-digit FIPS County code.
3	7	TRACT	The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.
4	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
5	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the 2010 tabulation blocks in the TIGER partnership shapefiles.
6	7	ORIGINAL_COUNT_OF_HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF.
7	7	CURRENT_COUNT_OF_HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF. This number will be the same as Original Count of Census HUs in product creation. (For use with GUPS.)

➤ Refer to Table 4 located in your Respondent Guide for complete record layout.

# Digital Address Materials

## Address Count List – Microsoft Excel Example

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	STATE	COUNTY	TRACT	BLOCK	GEOID	ORIGINAL_COUNT_OF_HUs	CURRENT_COUNT_OF_HUs	LOCAL_COUNT_OF_HUs	DIFFERENCE_IN_HUs	ORIGINAL_COUNT_OF_GQs	CURRENT_COUNT_OF_GQs	LOCAL_COUNT_OF_GQs	DIFFERENCE_IN_GQs
125	51	610	5002.00	2001	516105002002001	3	3	0	3	0	0	0	0
126	51	610	5001.00	2010	516105001002010	6	6	0	6	0	0	0	0
127	51	610	5002.00	4008	516105002004008	3	3	0	3	0	0	0	0
128	51	610	5003.00	2008	516105003002008	3	3	0	3	0	0	0	0
129	51	610	5001.00	1014	516105001001014	3	3	0	3	0	0	0	0
130	51	610	5003.00	1016	516105003001016	7	7	0	7	0	0	0	0
131	51	610	5001.00	1002	516105001001002	3	3	0	3	0	0	0	0
132	51	610	5002.00	1012	516105002001012	3	3	0	3	0	0	0	0
133	51	610	5002.00	3006	516105002003006	3	3	0	3	0	0	0	0
134	51	610	5002.00	2008	516105002002008	5	5	0	5	0	0	0	0
135	51	610	5002.00	1013	516105002001013	3	3	0	3	0	0	0	0
136	51	610	5002.00	4004	516105002004004	3	3	0	3	0	0	0	0
137	51	610	5003.00	2027	516105003002027	3	3	0	3	0	0	0	0
138	51	610	5003.00	1037	516105003001037	2	2	0	2	0	0	0	0
139	51	610	5003.00	1021	516105003001021	2	2	0	2	0	0	0	0
140	51	610	5001.00	2014	516105001002014	3	3	0	3	0	0	0	0
141					Unable to Geocode	33	33	0	33	2	2	0	2
142					TOTAL	1644	1644	0	1644	20	20	0	20

# Digital Map Materials

## TIGER Partnership Shapefiles

- Created from Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.
- Require use of a Geographic Information Software (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.

# Digital Map Materials

## Edits to 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.



# Paper Address List and Paper Maps

## *Product Preference*

# Agenda

- Paper Product Overview
  - Product Preference
- Paper Address Related Materials
  - Address List (D-2007) – Title 13
  - Address List Add Page (D-2008) – Title 13
  - Address Count List (D-2009)
- Paper Map Materials
  - Large Format Paper Maps
  - PDF Small Format Block Maps – Title 13

# Paper Product Overview

## Product Preference

- **Paper Address List and Paper Large Format maps**
- **Paper Address List and Paper/PDF maps**
- **Paper Address List and Shapefiles**
- **Digital Address List and Paper Large Format maps**
- **Digital Address List and Paper/PDF maps**

# Paper Address Materials

## Address List (D-2007) – Title 13

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

# Paper Address Materials

## Paper Address List (D-2007) – Example

ADDRESS LIST													U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)													Page: <u>17 of 20</u>			
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.													Date: <u>01/04/2018</u>			
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mall Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude
102	999999993		88009	0054.00	2001		205	JEFFRAS DR			99997		14	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR			99997		17	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR			99997		18	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR			99997		16	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR			99997		15	Y	40.3613791	-73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR			99997		14	Y	40.3613796	-73.543799

Action Codes

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

\*\*No Title 13 Data Displayed\*\*

# Paper Address Materials

## Sort Option – Street Name/House Number

Form D-2007 (XX-XX-XXXX) OMB Control No. 0607-0994	ADDRESS LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU					
Sort: <b>Street Name/House Number</b>	DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.										Page: 17 of 20 Date: 01/04/2018					
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code
102	999999993		88009	0046.00	1055		306	ALEXANDER BLVD			99997		14	Y	40.361373	-73.543799
103	999999994		88009	0046.00	1055		308	ALEXANDER BLVD			99997		13	Y	40.361377	-73.543799
104	999999995		88009	0046.00	1058	Y	310	ALEXANDER BLVD SUNSET ASSISTED LIVING COMMUNITY			99997		12	Y	40.361381	-73.543799
105	999999996		88009	0046.00	1065		4001	CAMERON AVE			99997		11	Y	40.3613785	-73.543799
106	999999997		88009	0046.00	1065		4002	CAMERON AVE			99997		10	Y	40.3613791	-73.543799
107	XXXXXXXXXX		88009	0046.00	2002		4003	CAMERON AVE			99997			Y	XXXXXXXXXX	XXXXXXXXXX

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

**FICTITIOUS INFORMATION –FOR EXAMPLE ONLY**

**\*\*No Title 13 Data Displayed\*\***

# Paper Address Materials

## Sort Option – Census Tract/Census Block

ADDRESS LIST										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU						
Form D-2007 (XX-XX-XXXX) OMB Control No. 0607-0994										2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)						
Sort: <b>Tract/Block</b>										Page: <u>17</u> of <u>20</u>						
Entity: <u>Winter County CO88009</u>										Date: <u>01/04/2018</u>						
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.																
1 Line Number	2 MARD	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code
102	999999993		88009	0054.00	2001		205	JEFFRAS DR			99997		14	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR			99997		17	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR			99997		18	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR			99997		16	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR			99997		15	Y	40.3613791	-73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR			99997		14	Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

**\*\*No Title 13 Data Displayed\*\***

# Paper Address Materials

## Address List Add Page (D-2008) – Title 13

- Used to add residential addresses
    - New
    - Missing
    - requiring change/correction not allowed to the Address List
  - 8.5” x 11” (letter size) with four addresses per page.
  - Five blank Add Pages provided with materials.
  - Additional blank Add Page available:
    - Respondent Guide
    - LUCA Web site
- <https://www.census.gov/geo/partnerships/luca.html>

# Paper Address Materials

## Address List Add Page (D-2008) – example

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE _____ OF _____ PAGES		
<b>ADDRESS LIST ADD PAGE</b> <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>								Name of Preparer: _____ <small>(Print Name)</small>		
								Date Completed: _____ <small>(MM/DD/YYYY)</small>		
Add Page For: _____ <small>(Entity Name)</small>						Entity ID Code: _____ <small>(Copy from Address List Page)</small>				
1 Line #	2 Census Geographic Location of Address			3 Enter "y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number		(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name		

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Paper Address Materials

## Address Count List (D-2009)

- Residential address census block tallies.
  - Housing units and Group Quarters.
- Reference only.
  - Identify inconsistencies between Census block counts and your jurisdiction's block counts.
- 8.5" x 11" (letter size) with 72 blocks per page.
- Ungeocoded tally for state and county participants.
- Not Title 13.

# Paper Address Materials

## Address Count List (D-2009) – Example

Form D-2009 (XX-XX-XXXX) OMB Control No. 0607-0994		<b>ADDRESS COUNT LIST</b>						U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
ST/CO: CO88009		2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)						Page: 10 of 10			
Entity: Winter County								Date: 01/18/2018			
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
0045.00	1021	2	0	0045.00	2008	22	0	0045.00	2039	4	0
0045.00	1022	5	0	0045.00	2009	24	0	0045.00	2040	8	0
0045.00	1023	3	0	0045.00	2010	15	0	0045.00	2041	6	0
0045.00	1024	11	0	0045.00	2012	17	0	0045.00	2042	6	0
0045.00	1025	0	0	0045.00	2013	11	0	0045.00	2043	6	0
0045.00	1026	4	0	0045.00	2014	22	0	0045.00	2044	0	0
0045.00	1027	8	0	0045.00	2015	17	0	0045.00	2045	12	0
0045.00	1028	6	0	0045.00	2016	8	0	0045.00	2046	11	0
0045.00	1029	6	0	0045.00	2017	8	0	0045.00	2047	13	0
0045.00	1030	6	0	0045.00	2018	8	0	0045.00	2048	6	0
0045.00	1031	0	0	0045.00	2019	8	0	0045.00	2049	10	0
0045.00	1032	12	0	0045.00	2020	12	0	0045.00	2050	14	0
0045.00	1033	33	2	0045.00	2021	12	0	<b>Ungeocoded</b>		<b>20</b>	
0045.00	1034	4	0	0045.00	2022	15	0	<b>TOTAL</b>	<b>710</b>	<b>5,647</b>	<b>15</b>
0045.00	1035	5	0	0045.00	2023	14	0				
0045.00	1036	4	0	0045.00	2024	17	0				
0045.00	1037	6	0	0045.00	2025	15	0				
0045.00	1038	6	0	0045.00	2026	15	0				
0045.00	1039	7	0	0045.00	2027	12	0				
0045.00	1040	13	0	0045.00	2028	5	0				
0045.00	1041	15	0	0045.00	2029	18	1				
0045.00	1042	15	0	0045.00	2030	2	0				
0045.00	1043	12	0	0045.00	2031	5	0				
0045.00	2001	5	0	0045.00	2032	3	0				

*For reference only*

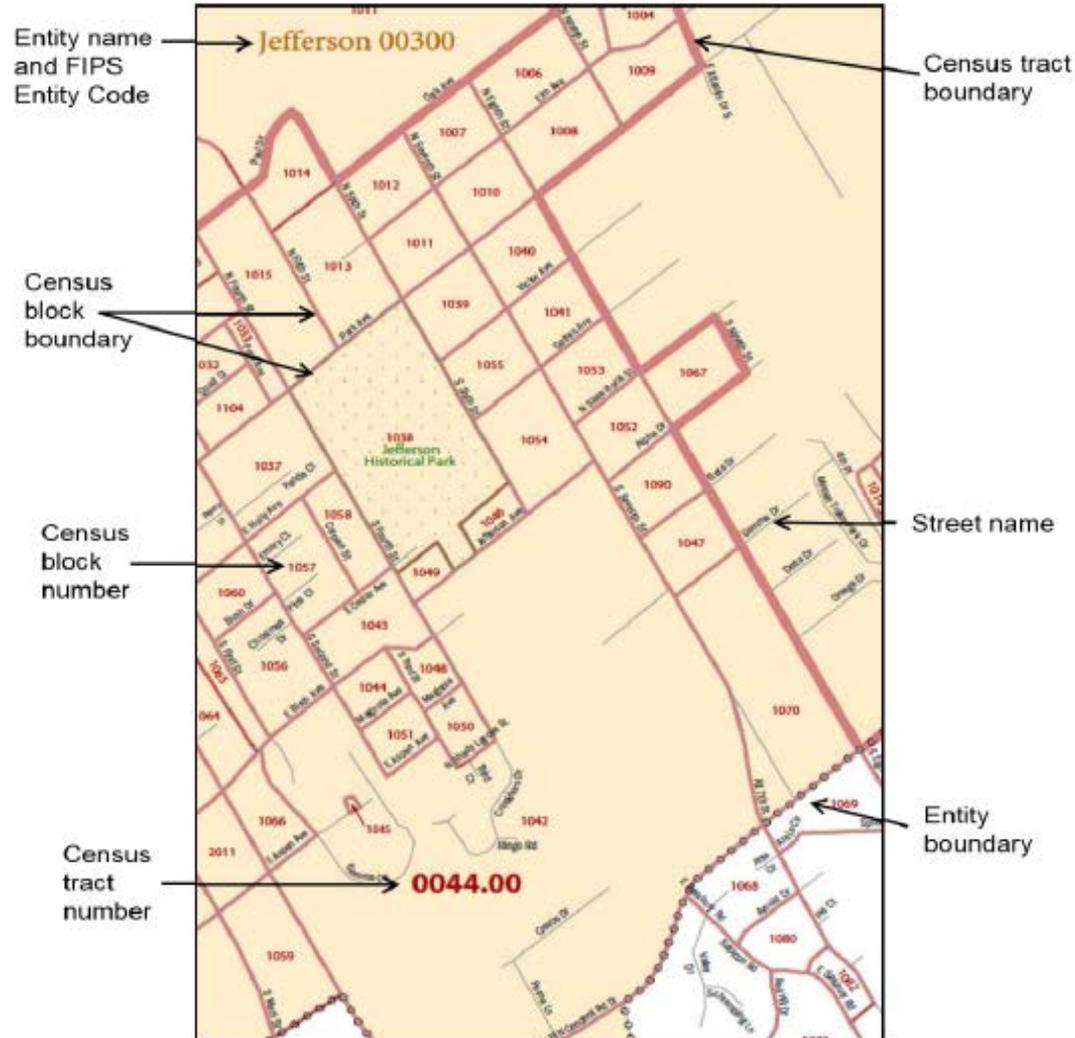
# Paper Map Materials

## 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:
  - Index sheet.
  - Parent sheets.
  - Inset sheets.
- Block to Map Sheet Relationship List (D-2010).
- Large Format maps legend.

# Paper Map Materials

## Large Format Maps – Content Detail



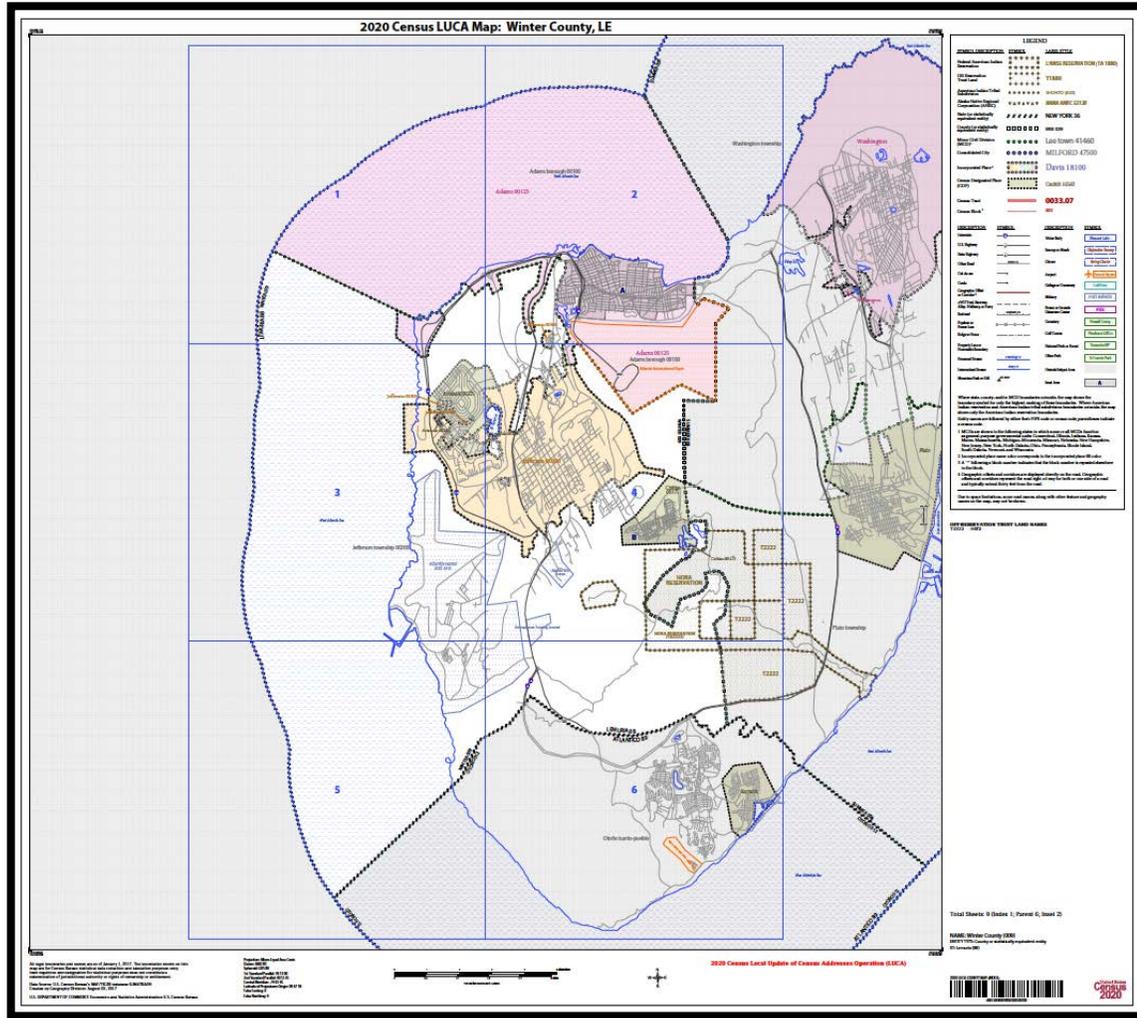
# Paper Map Materials

## Large Format Maps – Index Sheet

- Reference only
- Used with jurisdictions with more than one parent sheet
- Cover entire extent of jurisdiction
- Numbered grids that correspond to the parent sheets
- Each numbered grid area corresponds to a parent sheet

# Paper Map Materials

## Large Format maps – Index Sheet Example



Total Sheets: 9 (Index 1; Parent 6; Inset 2)

NAME: Winter County (009)  
ENTITY TYPE: County or statistically equivalent entity  
ST: Lemuria (88)

30.251646N  
72.997832W

2020 LUCA COUNTY MAP (INDEX)

485388009000000000

United States  
Census  
2020



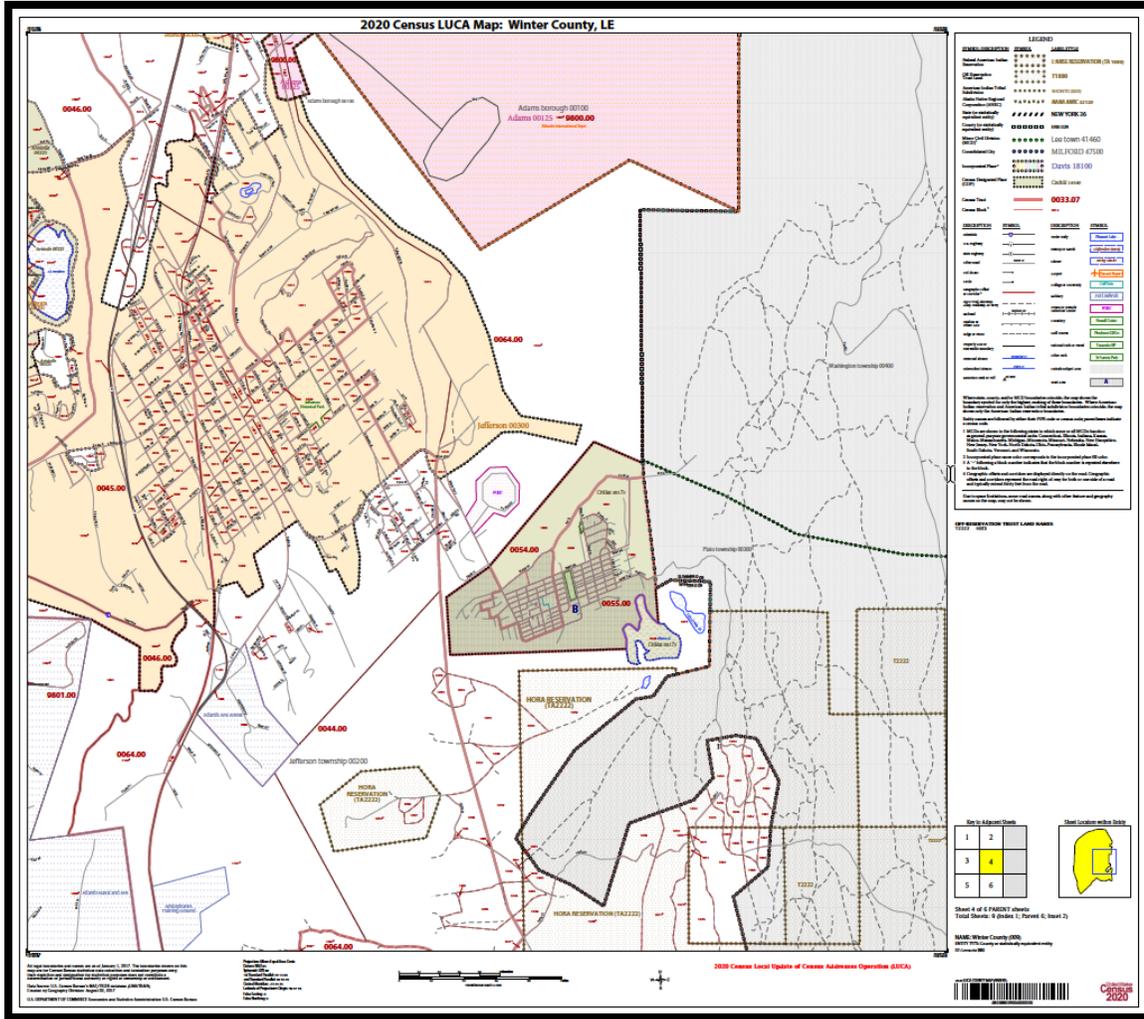
# Paper Map Materials

## Large Format Maps – Parent Sheet

- Correspond to grid and grid number on Index sheet
  - Detailed view of section of jurisdiction
  - Identifies location of census tract and blocks on the parent sheet (used with Block to Map Sheet Relationship List)
  - Depicts detail for features (roads, water, rail) and geographic areas
- \*\*Blocks affected by boundary improvements contain an alpha suffix on the parent sheet and on the inset sheet**

# Paper Map Materials

## Large Format Maps – Parent sheet example



**Key to Adjacent Sheets**

1	2	
3	4	
5	6	

**Sheet Location within Entity**

Sheet 4 of 6 PARENT sheets  
Total Sheets: 9 (Index 1; Parent 6; Inset 2)

NAME: Winter County (009)  
ENTITY TYPE: County or statistically equivalent entity  
ST: Lemuria (88)

2020 LUCA COUNTY MAP (PARENT)

485388009004000000

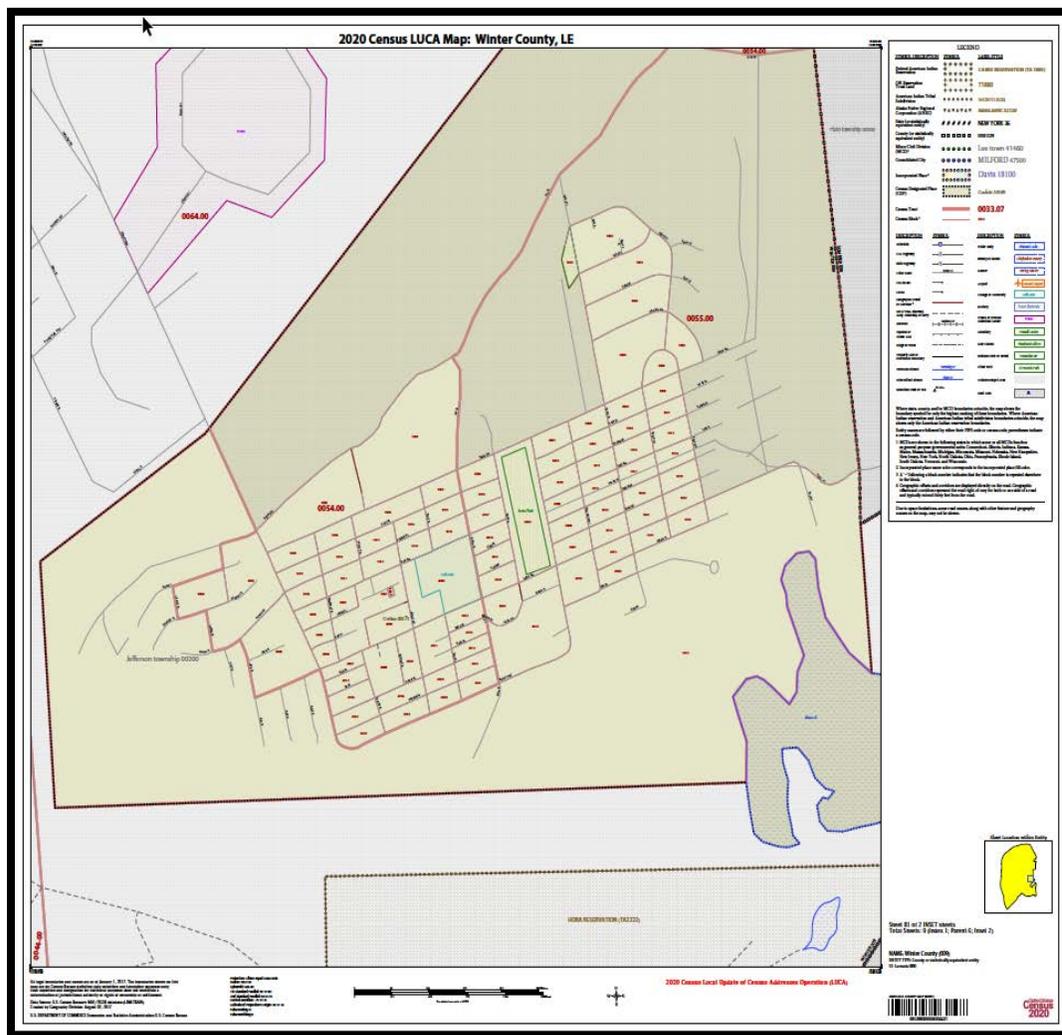
# Paper Map Materials

## Large Format Maps – Inset Sheets

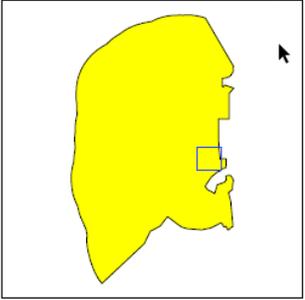
- Do not exist for all jurisdictions or on every parent sheet
  - Highlighted on a parent sheet with fill pattern and identified with alpha character (e.g., B)
    - May be multi-sheeted (e.g., B1, B2, etc.)
  - Show detail of congested areas on parent sheets
  - Depicts detail for features (roads, water, rail) and geographic areas
- \*\*Blocks affected by boundary improvements contain an alpha suffix on the parent sheet and on the inset sheet**

# Paper Map Materials

## Large Format Maps – Inset Sheet Example



Sheet Location within Entity



Sheet B1 of 2 INSET sheets  
Total Sheets: 9 (Index 1; Parent 6; Inset 2)

NAME: Winter County (009)  
ENTITY TYPE: County or statistically equivalent entity  
ST: Lemuria (88)

39.361274N  
73.084756W

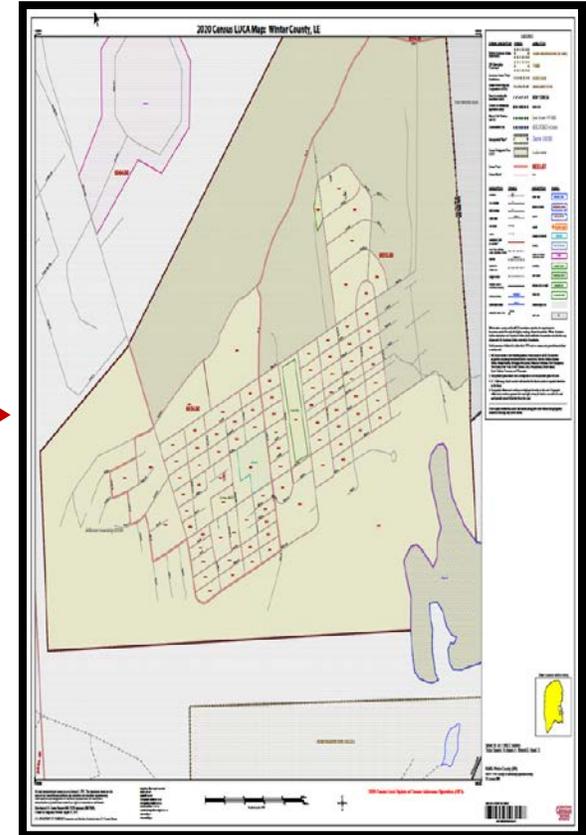
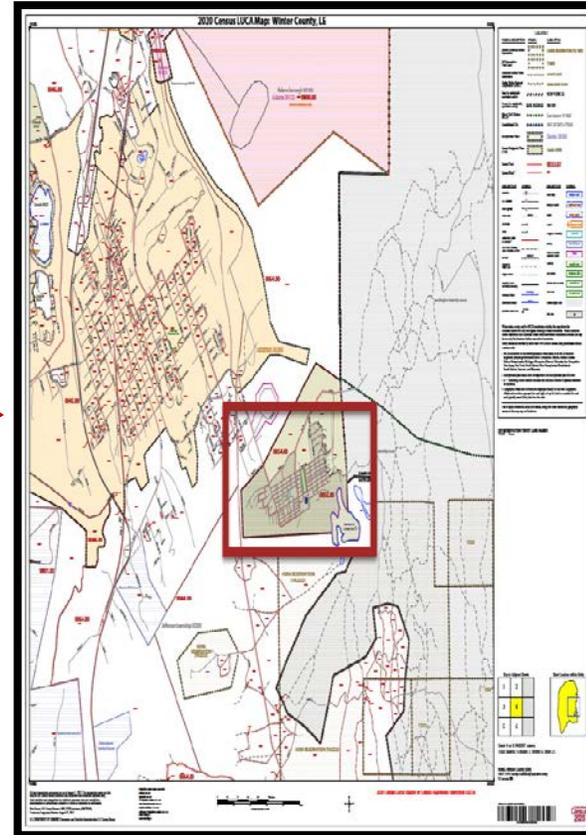
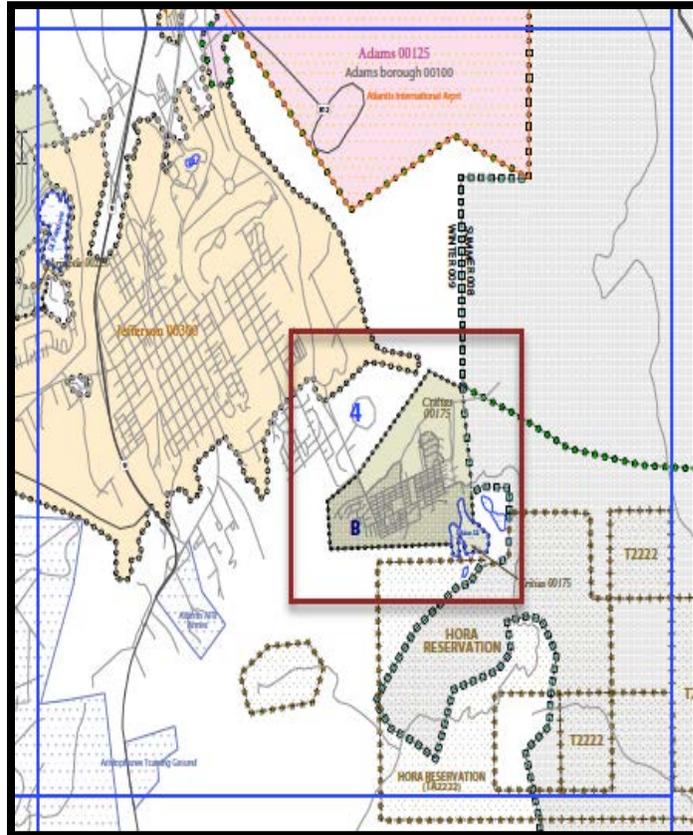


485388009004006601



# Paper Map Materials

Large Format maps – Index → Parent → Inset



# Paper Map Materials

## 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 repeat** within jurisdiction.

Form D-2010  
(XX-XX-XXXX)  
OMB Control No. 0607-0994

U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU

BLOCK TO MAP SHEET RELATIONSHIP LIST  
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

ST/CO: CO88009  
Listing for: Winter County

Date: 01/18/2018  
Page: 1 of 1

ST/CO	Tract	Block	Sheet Number	ST/CO	Tract	Block	Sheet Number
88009	45.00	1000	2	88009	54.01	1000	3
88009	45.00	1001	2	88009	54.01	1001	3
88009	45.00	1002	2,4	88009	54.01	1002	3
88009	45.00	1003	2	88009	54.01	1003	3
88009	45.00	1004	2	88009	54.01	1004	3
88009	45.00	1005	3	88009	54.02	1000	5
88009	45.00	1006	3	88009	54.02	1001	5
88009	45.00	1007	3	88009	54.02	1002	5
88009	45.00	2000	3,4	88009	54.02	1003	5
88009	45.00	2001	4				
88009	45.00	2002	4				
88009	45.00	2003	4				
88009	45.00	2004	4				
88009	46.00	1000	4,6				
88009	46.00	1001	4				
88009	46.00	1002	6				
88009	46.00	1003	6				
88009	46.00	1004	6				
88009	46.00	1005	6				
88009	46.00	1006	6				
88009	46.00	1007	6				
88009	46.00	1008	6				
88009	46.01	2000	5				
88009	46.01	2001	5				
88009	46.01	2002	5				
88009	46.01	2003	5				
88009	46.01	2004	5				
88009	46.01	2005	5,6				
88009	46.01	2006	5,6				
88009	47.00	1000	5				
88009	47.00	1001	5				
88009	47.00	1002	5				
88009	47.00	1003	5				
88009	47.00	1004	5				
88009	47.00	1005	5				
88009	47.00	2000	5				
88009	47.00	2001	6				
88009	47.00	2002	6				
88009	47.00	2003	6				
88009	47.00	2004	6				

# Paper Map Materials

## PDF Large Format Maps

- Not Title 13
- “Paper/PDF” - courtesy pdf file provided.
- One PDF file of all large format maps
  - Delivered on DVD
  - LUCA20<EntType><EntCode>.pdf
- Adobe Reader or Adobe Professional software
- Digital version of Block to Map Sheet Relationship List

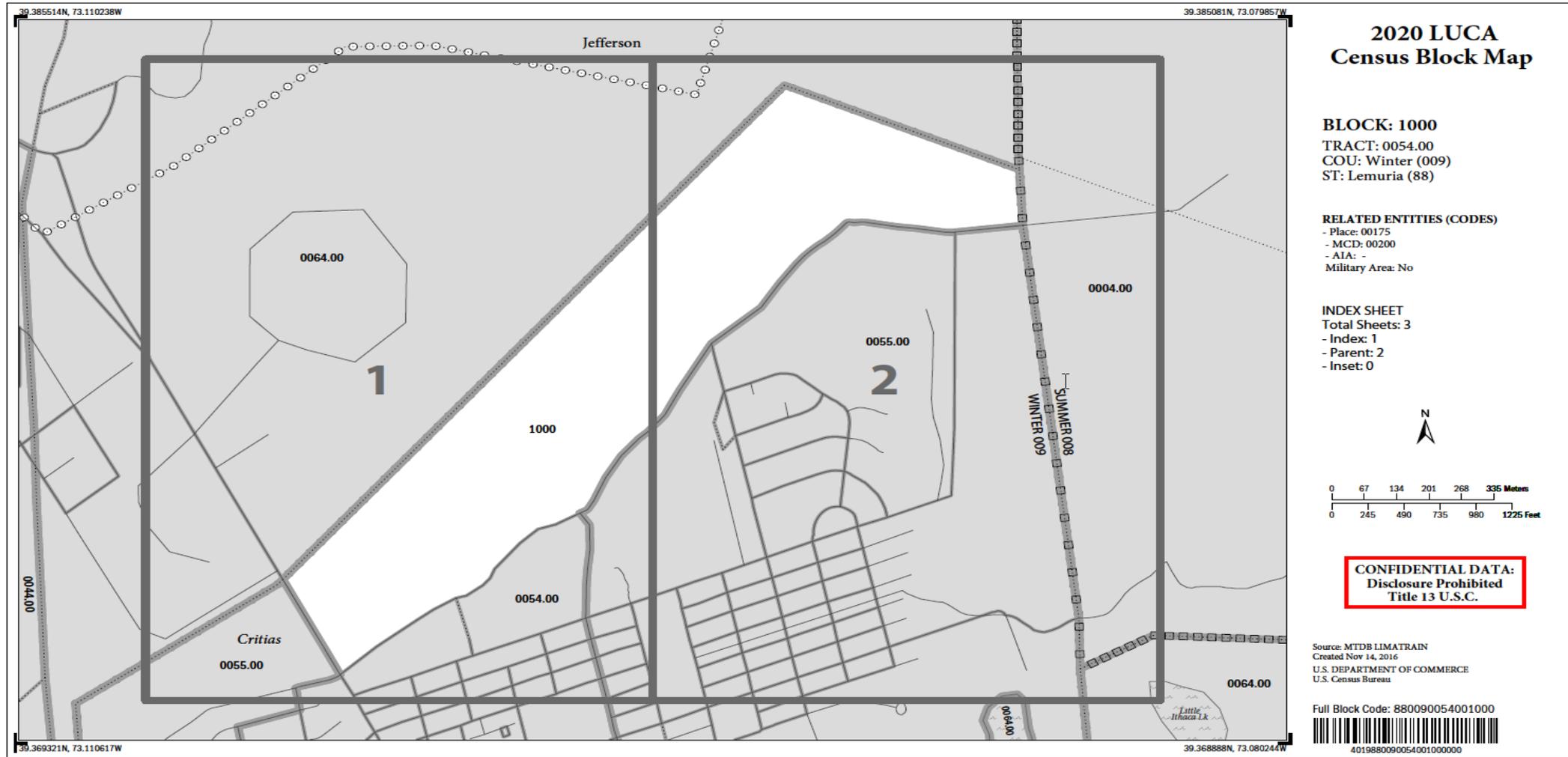
# Paper Map Materials

## PDF Small Format Block Maps – Title 13

- 8.5” x 14” (legal size)
  - Portrait or landscape orientation
- Delivered on DVD
  - Title13\_BlockMaps.exe
  - Password required to launch .exe
- Three types
  - Index sheet; Parent sheet; Inset sheet
- Small Format Block Map Legend
- Courtesy Large Format Maps Included

# Paper Map Materials

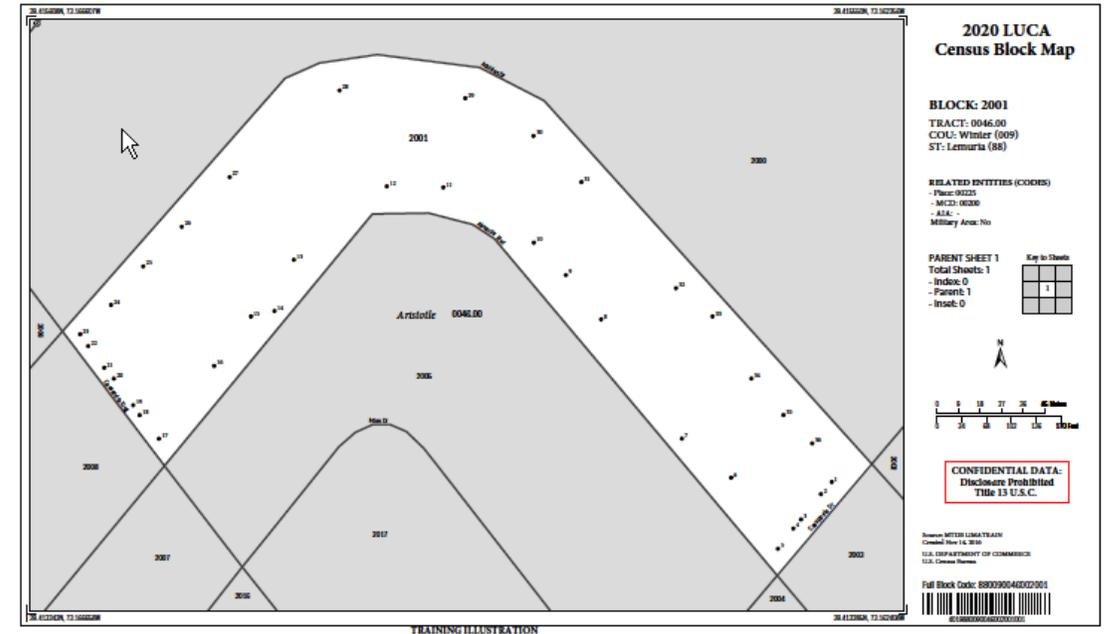
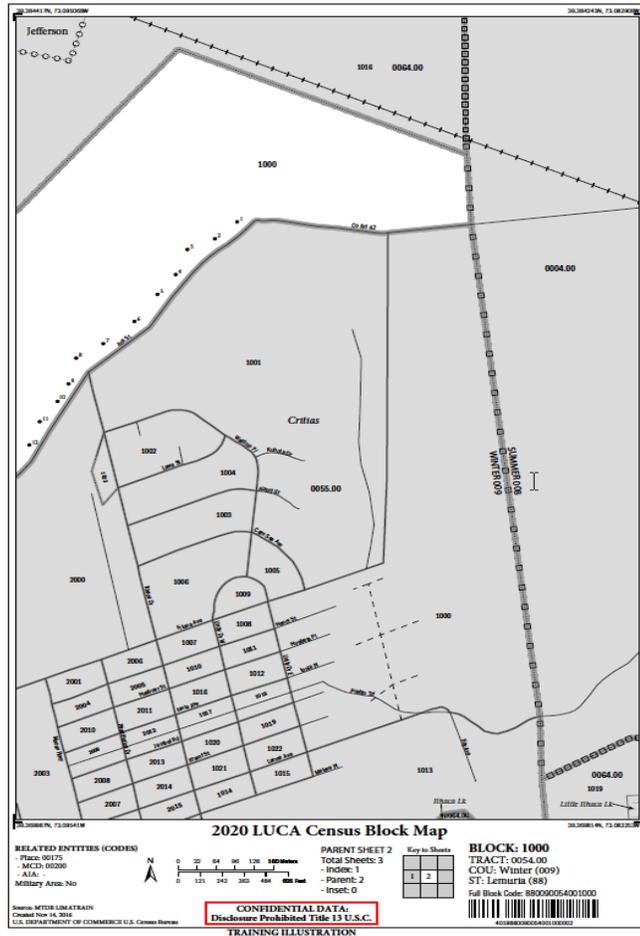
## PDF Small Format Block Map – Index sheet



# Paper Map Materials

## PDF Small Format Block Map – Parent sheet

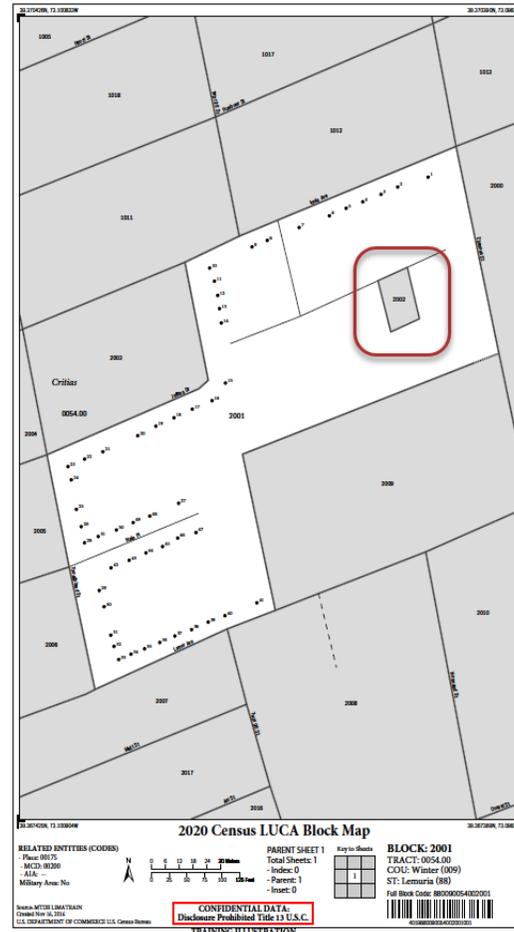
**\*\*No Title 13 Data Displayed\*\***



# Paper Map Materials

## PDF Small Format Block Map – Parent sheet “Internal Block” Example

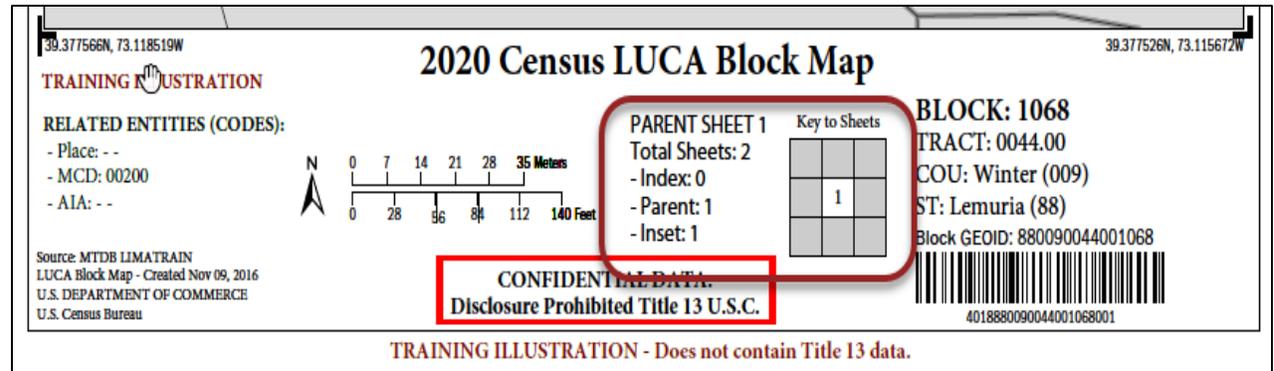
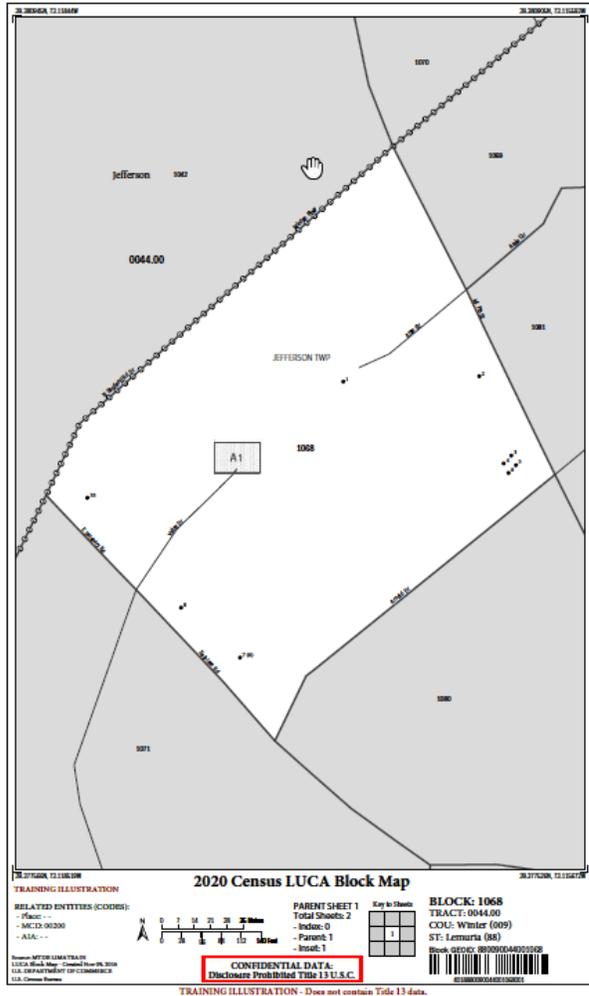
**\*\*No Title 13 Data Displayed\*\***



# Paper Map Materials

## PDF Small Format Block Map – Parent With Inset

**\*\*No Title 13 Data Displayed\*\***



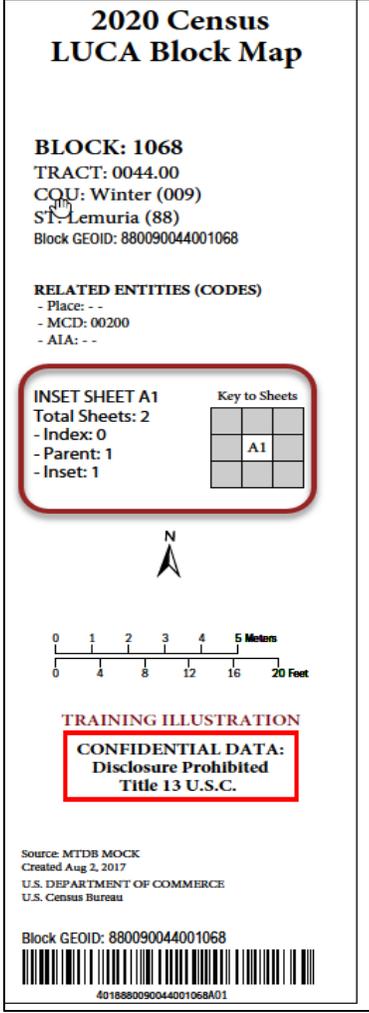
# Paper Map Materials

## PDF Small Format Block Map – Inset Sheet

**\*\*No Title 13 Data Displayed\*\***



TRAINING ILLUSTRATION - Does not contain Title 13 data.





# Digital Materials

## *Initial Setup*

# Agenda

- Digital Materials Initial Setup Summary
- Digital Product DVD Overview
- Getting Started
  - DVD(s) of digital LUCA materials.
  - Suggested setup of local system.
  - Extracting files.
  - File naming convention and examples.
- Using Your LUCA Digital Materials
  - Opening .csv files in Microsoft Excel
  - Opening .shp files in Esri ArcGIS

# Digital Materials Initial Setup Summary

- Ensure *Confidentiality and Security Guidelines* followed and Title 13 security in place prior to installation of DVD material to local drive.
- Review the “readmefirst#” txt file on DVD.
- Review presentation again upon receipt of materials.
- Use presentation in conjunction with Respondent Guide and the *2020 LUCA Quick Start Guide*.

# Digital Product DVD Overview

- Paper Address List and **Paper/PDF** (1 DVD).
- Paper Address List and **Digital Map** (1 DVD).
- **Digital Address List** and Paper Large Format maps (1 DVD).
- **Digital Address List** and **Paper/PDF** (1 DVD).
- **Digital Address List** and **Digital Map** (3 DVDs).
- Geographic Updates Partnership Software (GUPS) (3 DVDs).

# Getting Started

## DVD(s) of LUCA Digital Materials

- Digital/Paper-PDF & Paper/Digital-PDF participants.
  - One DVD (*contains both Title 13 and non-Title 13 materials*).
    - root directory.
    - “maps” folder.
    - “shape” folder.
- Digital/Digital & GUPS participants.
  - Three DVDs.
    - One with Title 13 data in “shape” folder.
    - One with non-Title 13 data in “shape” folder.
    - One with GUPS installation software.

# Getting Started

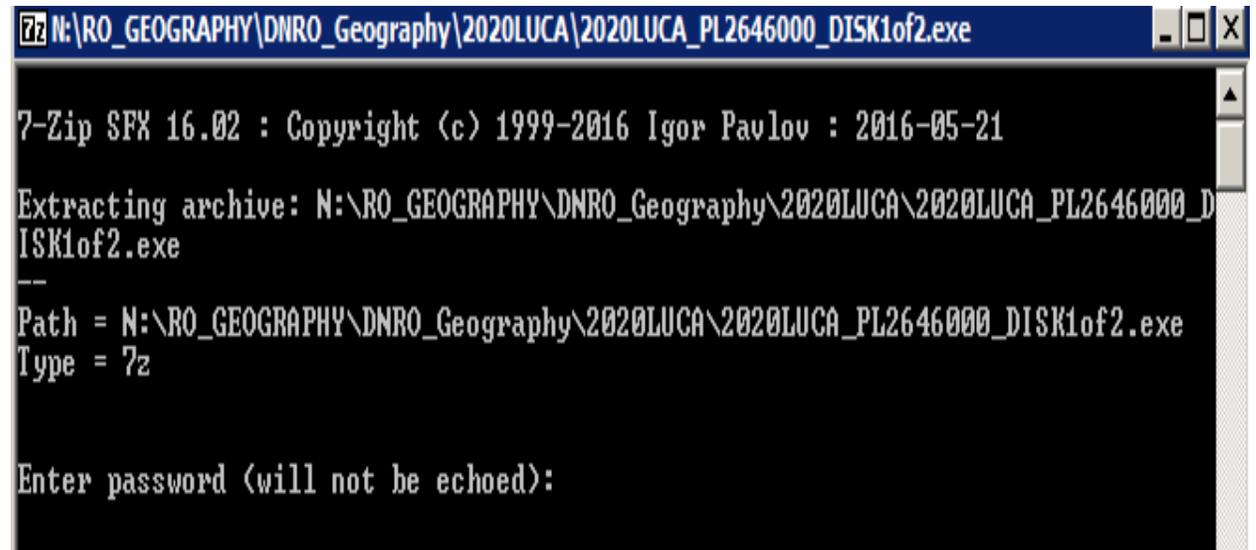
## Suggested Setup of Local System

- Read the installation instructions included in your materials.
- **Inspect your DVD(s) immediately upon receiving:**
  - If DVDs damaged, incomplete, or files corrupted contact Geographic Programs Support Desk at: 1-844-344-0169.
  - If DVDs ok, create folder named “2020LUCA” on your hard drive.
- Copy contents of DVD into your new “2020LUCA” folder.
- Execute the various .exe files (if present).
- Review the other files on DVD for additional instructions.
- Review the 2020 LUCA Respondent Guides for instructions on use.

# Getting Started

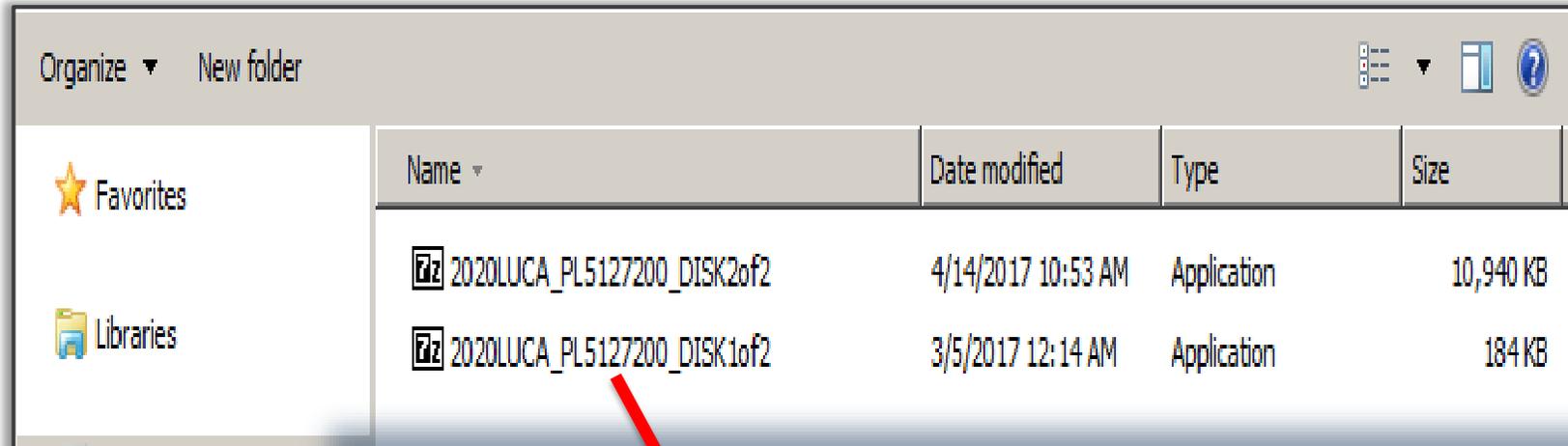
## Extracting 2020LUCA\_<EntityID>\_DISK1of2.exe

- Navigate to the “2020LUCA” folder you created.
- If present, double click on the file named “2020LUCA\_<EntityID>\_DISK1of2.exe”.
- Command prompt opens, requests password & closes upon completion.

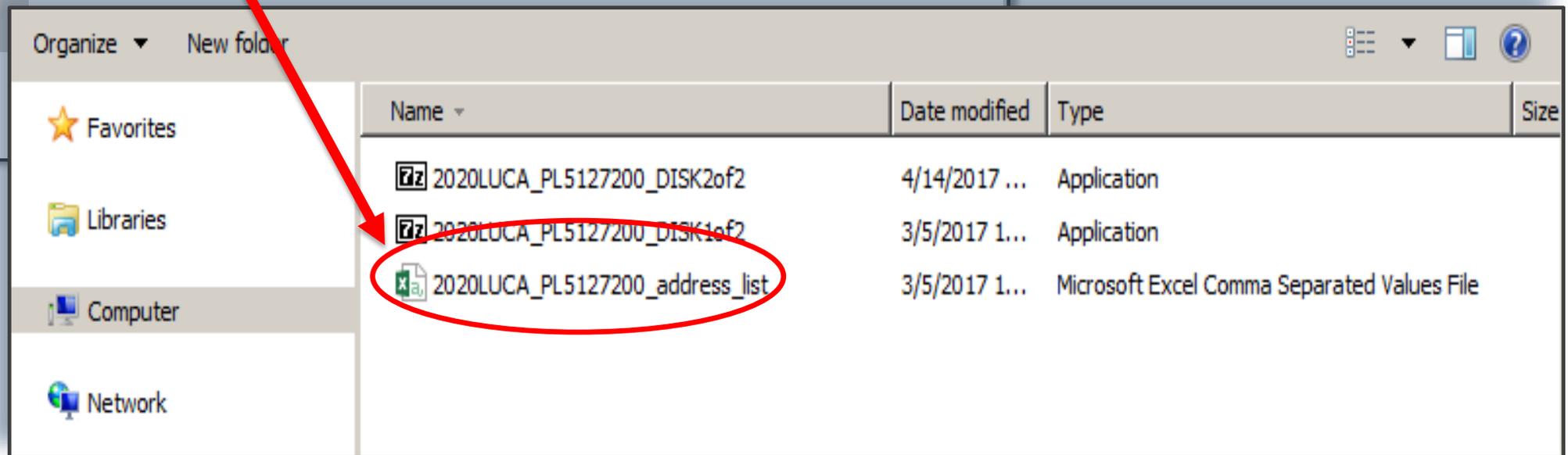


```
N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
7-Zip SFX 16.02 : Copyright (c) 1999-2016 Igor Pavlov : 2016-05-21
Extracting archive: N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
--
Path = N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
Type = 7z
Enter password (will not be echoed):
```

# 2020LUCA\_<EntityID>\_DISK1of2.exe – Visual



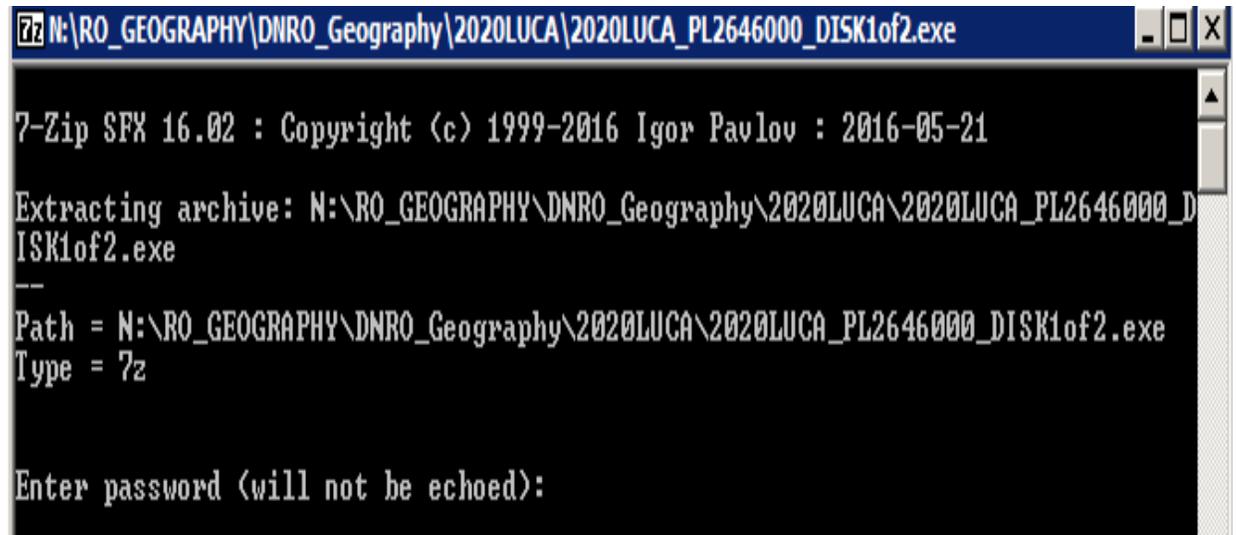
In this example for the Digital/Digital option - After executing the Disk1of2.exe file the resulting address list file appears in 2020LUCA folder.



# Getting Started

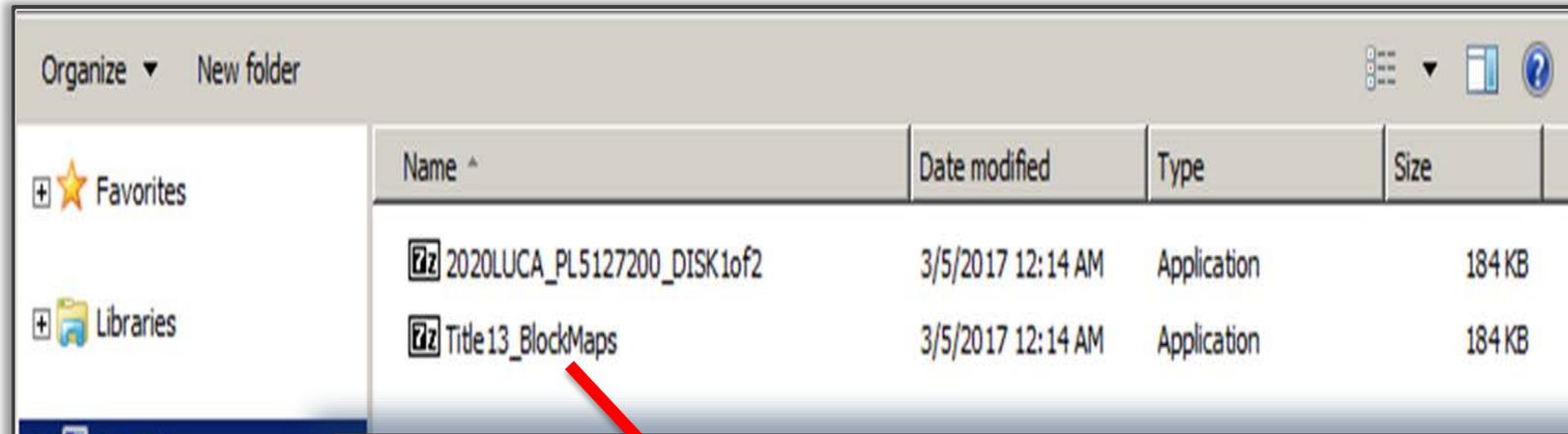
## Extracting Title13\_BlockMaps.exe

- Navigate to the “2020LUCA” folder you created.
- If present, double click on the file named “Title13\_BlockMaps.exe”.
- Command prompt opens, requests password & closes upon completion.

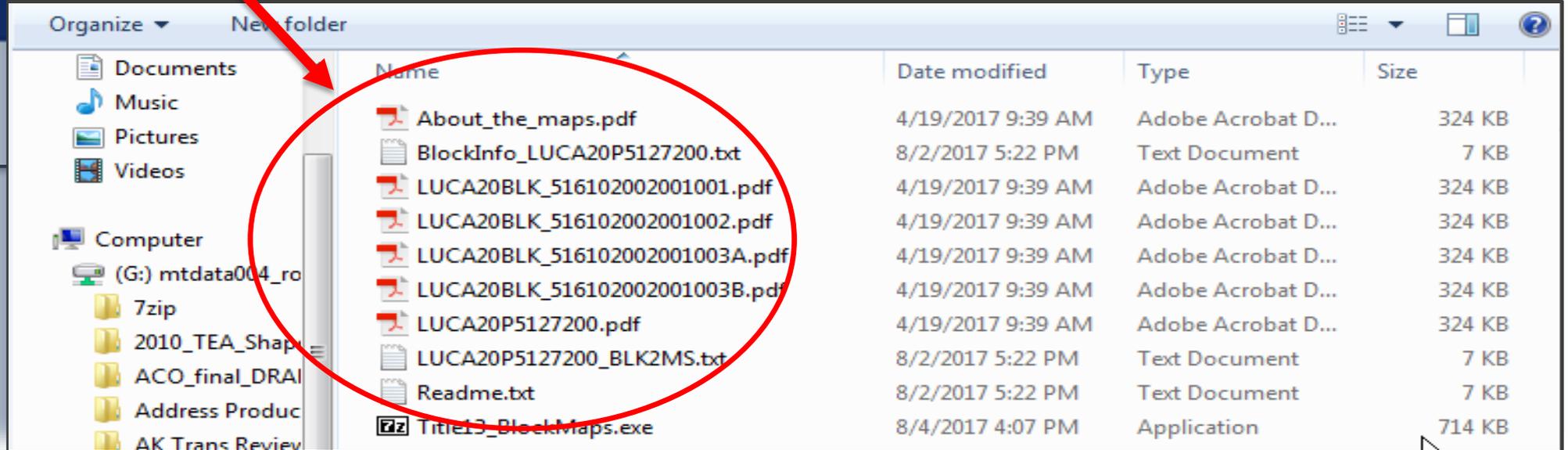


```
7z N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
7-Zip SFX 16.02 : Copyright (c) 1999-2016 Igor Pavlov : 2016-05-21
Extracting archive: N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
--
Path = N:\RO_GEOGRAPHY\DNRO_Geography\2020LUCA\2020LUCA_PL2646000_DISK1of2.exe
Type = 7z
Enter password (will not be echoed):
```

# Title13\_BlockMaps.exe – Visual



In this example for the Digital/PaperPDF option - After executing the Title13\_BlockMaps.exe file the resulting block map PDFs appear in 2020LUCA folder.



# File Naming Convention – Digital Materials

- Address List.
  - 2020LUCA\_XXyyyyyyyyyyyy\_address\_list.csv
  - 2020LUCA\_TRxxxxTAyyyy\_address\_list.csv
- Address Count List.
  - 2020LUCA\_XXyyyyyyyyyyyy\_address\_countlist.csv
  - 2020LUCA\_TRxxxxTAyyyy\_address\_countlist.csv
- TIGER Partnership shapefiles.
  - PVS\_17\_v2\_<layername>\_SSCCC.shp
  - PVS\_17\_v2\_<layername>\_SS.shp

# File Naming Convention – Address List

- 2020LUCA\_XXyyyyyyyyyyy\_address\_list.csv
  - 2020LUCA\_ST01\_address\_list.csv (State of Alabama).
  - 2020LUCA\_CO12001\_address\_list.csv (Alachua County, FL).
  - 2020LUCA\_PL1378800\_address\_list.csv (Valdosta city, GA).
  - 2020LUCA\_TR0016TA1555\_address\_list.csv (Immokalee Reservation).
    - TR0016 = Seminole Tribe of Florida .
    - TA2980 = Immokalee Reservation.

# File Naming Convention – Address Count List

- 2020LUCA\_XXyyyyyyyyyyy\_address\_countlist.csv
  - 2020LUCA\_ST22\_address\_countlist.csv (State of Louisiana).
  - 2020LUCA\_CO28001\_address\_countlist.csv (Adams County, MS).
  - 2020LUCA\_PL3770540\_address\_countlist.csv (Wake Forest town, NC).
  - 2020LUCA\_TR0035TA0525\_address\_countlist.csv (Catawba Reservation).
    - TR0035 = Catawba Indian Nation.
    - TA0525 = Catawba Reservation.

# File Naming Convention – TIGER Partnership Shapefiles

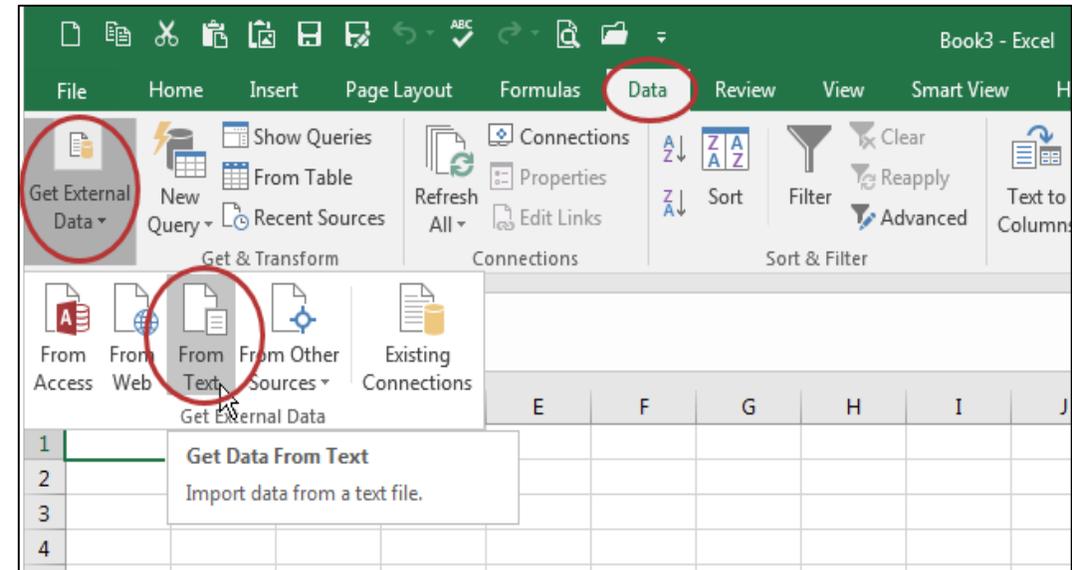
- PVS\_17\_v2\_<layername>\_SSCCC.shp
  - PVS\_17\_v2\_edges\_20001.shp (edges for Allen County, KS).
  - PVS\_17\_v2\_tabblock2010\_20001.shp (2010 Census tabulation blocks for Allen County, KS).
  - PVS\_17\_v2\_place\_20001.shp (place boundaries for Allen County, KS).
  - And numerous others.
- PVS\_17\_v2\_<layername>\_SS.shp **(for reference and query only)**.
  - PVS\_17\_v2\_state\_20.shp (Kansas state boundary).
  - PVS\_17\_v2\_county\_20.shp (county boundaries within Kansas).
  - PVS\_17\_v2\_place\_20.shp (place boundaries within Kansas).
  - And numerous others.

# Using Your LUCA Digital Materials

- Opening .csv files in Microsoft Excel.
- Opening .shp files in Esri ArcGIS.

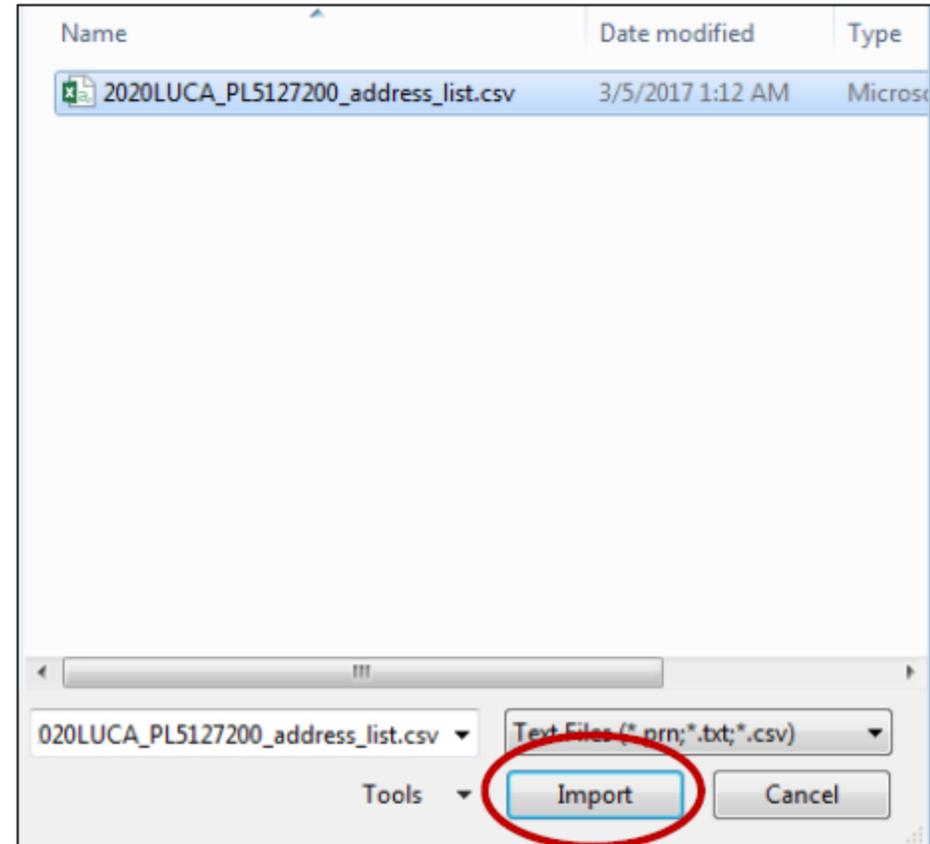
# Opening .csv Files in Microsoft Excel: Data – Get External Data – From Text

- Launch Microsoft Excel and open a blank workbook.
- Choose **Data – Get External Data – From Text**.



# Opening .csv Files in Microsoft Excel: Navigate – Import

- Navigate to the “2020LUCA” folder, choose the .csv and then choose *Import*.



# Opening .csv Files in Microsoft Excel: Text Import Wizard

**Text Import Wizard - Step 1 of 3**

The Text Wizard has determined that your data is delimited. If this is correct, choose Next, or choose Cancel to stop.

Original data type

Choose the file type that best describes your data.

**Delimited** - Characters such as commas or tabs separate data into columns.

Fixed width - Fields are aligned to columns of a fixed width.

Start import at row: 1

My data has headers.

Preview of file H:\GUPS\_Testing\GUPS\_LUCA\_Sample\_Data\Shell\_Beach\_n...Testimport\_ATRO.csv

LINE_NUMBE	STATEFP	COUNTYFP	TRACT	BLOCK	GQ	GQ_NAME	HOUSENUMB	STREETNAME
1	51	610	500100	1023			2402	Jumping Junction
2	51	610	500100	1023			1151	Ghost
3	51	610	500100	1023			2253	Harrigan
4	51	610	500100	1023			329	Alliteration Aisle

**Text Import Wizard - Step 2 of 3**

This screen lets you set the delimiters your data contains. You can see how your text is previewed below.

Delimiters

Tab

Semicolon

**Comma**

Space

Other:

Treat consecutive delimiters as one

Text qualifier:

Data preview

LINE_NUMBE	STATEFP	COUNTYFP	TRACT	BLOCK	GQ	GQ_NAME	HOUSENUMB	STREETNAME
1	51	610	500100	1023			2402	Jumping Junction
2	51	610	500100	1023			1151	Ghost
3	51	610	500100	1023			2253	Harrigan
4	51	610	500100	1023			329	Alliteration Aisle

**Text Import Wizard - Step 3 of 3**

This screen lets you select each column and set the Data Format.

Column data format

General

**Text**

Date: MDY

Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

LINE_NUMBE	STATEFP	COUNTYFP	TRACT	BLOCK	GQ	GQ_NAME	HOUSENUMB	STREETNAME
1	51	610	500100	1023			2402	Jumping Junction
2	51	610	500100	1023			1151	Ghost
3	51	610	500100	1023			2253	Harrigan
4	51	610	500100	1023			329	Alliteration Aisle

**Import Data**

Select how you want to view this data in your workbook.

Table

PivotTable Report

PivotChart

Only Create Connection

Where do you want to put the data?

Existing worksheet:

= \$A\$1

**New worksheet**

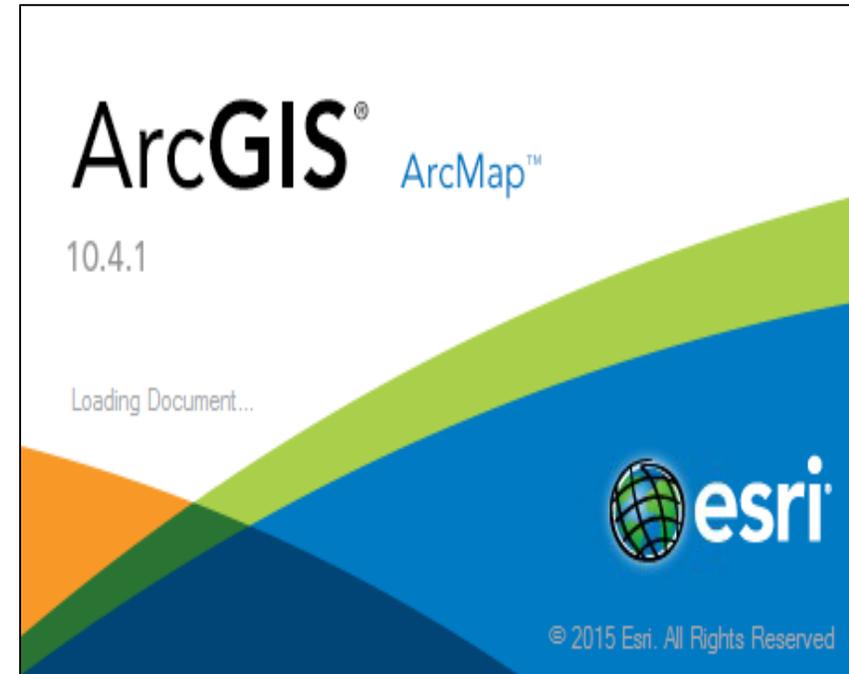
Add this data to the Data Model

Text Import Wizard appears:

- Step 1/3 (Original data type=**Delimited** and choose **Next**).
- Step 2/3 (Change Delimiters from Tab to **Comma** and choose **Next**).
- Step 3/3 (**Select all fields** in Data preview, Change Column data format to **Text** & choose **Finish**).
- Import Data choose **New worksheet** and **OK**.

# Opening .shp Files In Esri ArcGIS: Launch ArcGIS – ArcMap

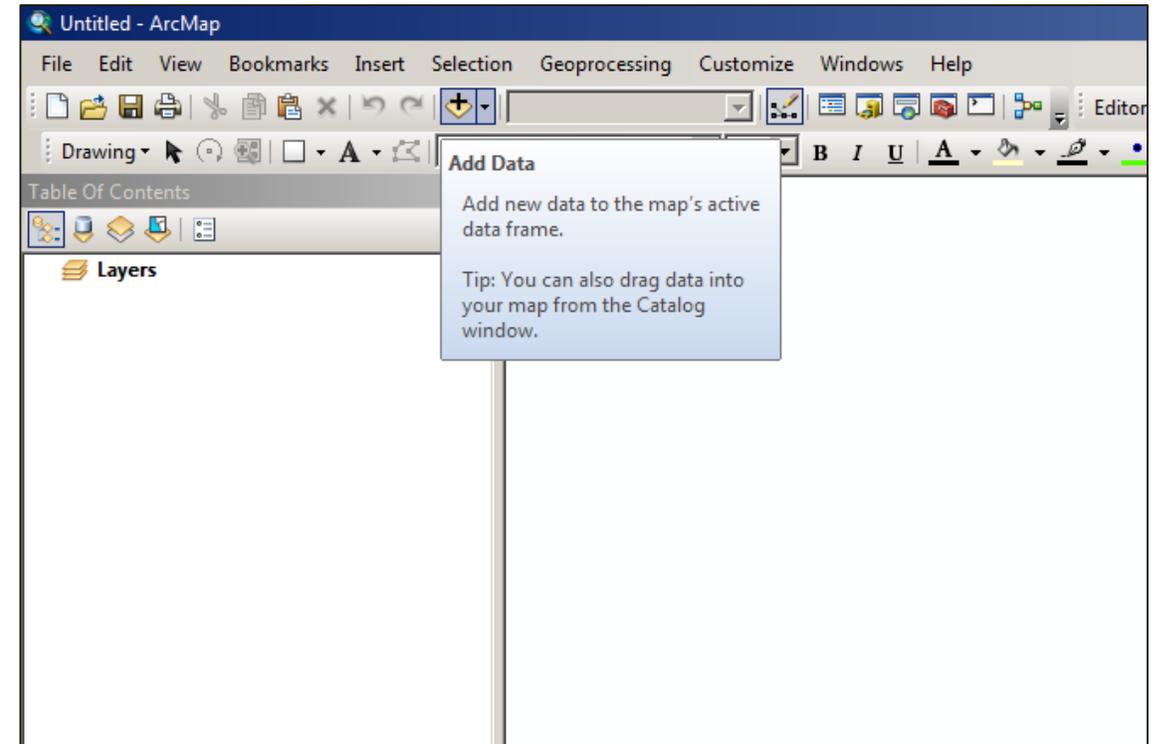
- From the Start Menu or a shortcut icon on desktop, launch ArcMap.
- A “Loading Document” window appears.



# Opening .shp Files In Esri ArcGIS

## Setting up .mxd

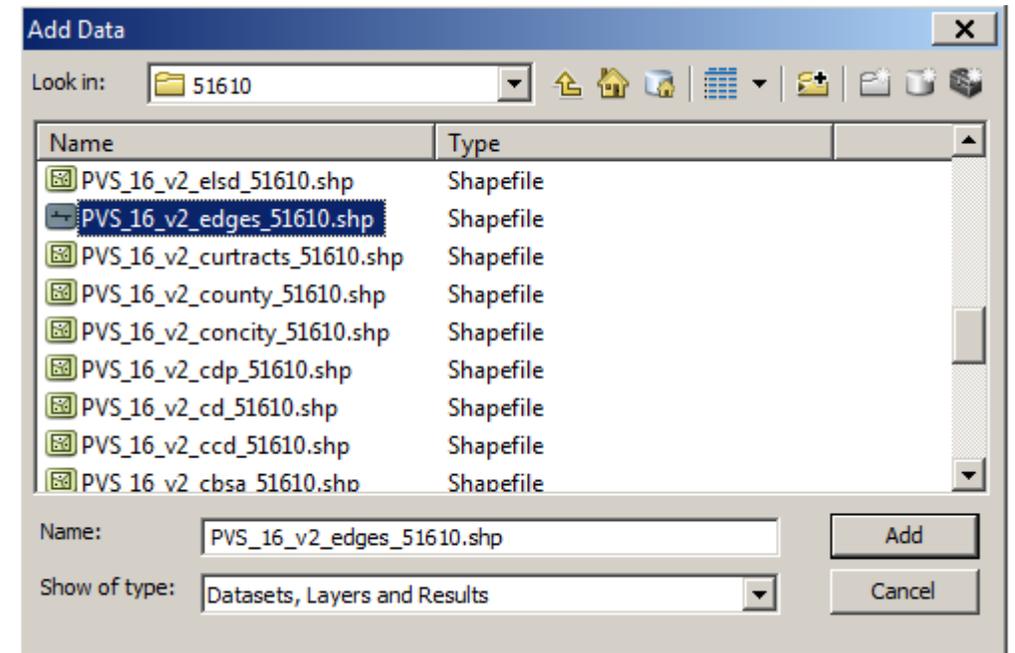
- A blank Map Document (.mxd) will open.
- Click the **Add** button to add your data to the blank .mxd.



# Opening .shp files in Esri ArcGIS

## Browse and add data

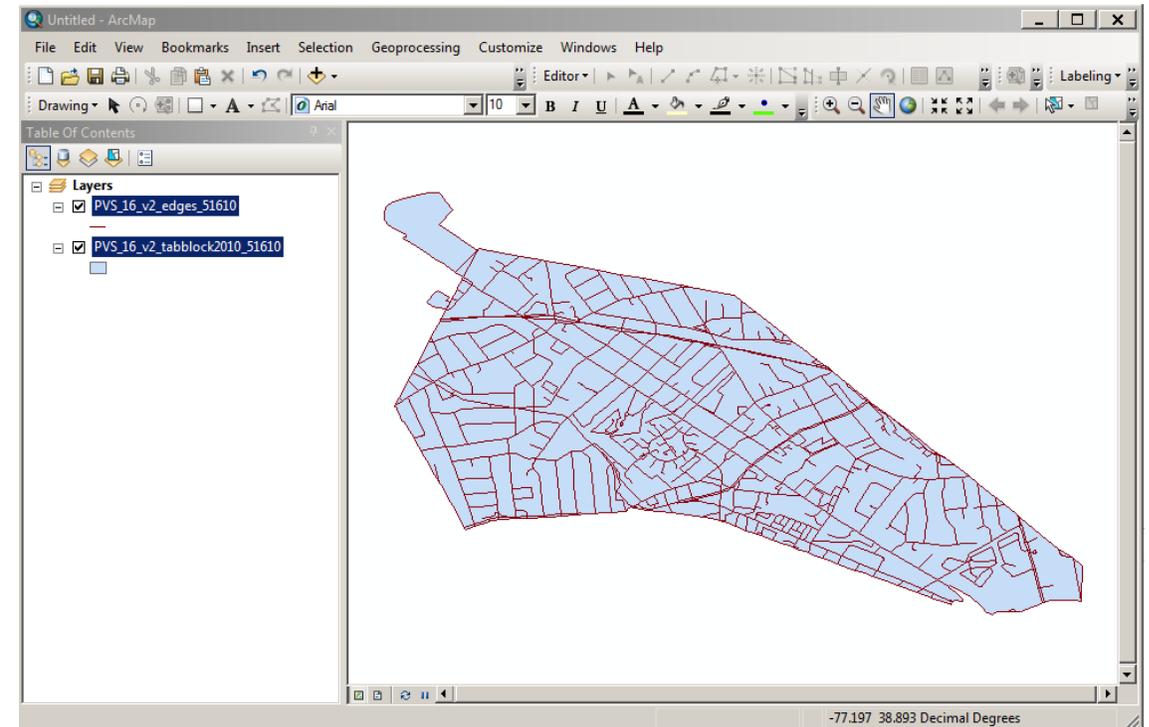
- Browse for your data.
- Select the edges shapefile and the tabblock2010 shapefile and click **Add**.



# Opening .shp files in Esri ArcGIS

## Add Data resulting visual

- Something similar to this image appears after successfully adding the edges and tabblock2010 shapefiles.





# **Paper Product Preference**

## ***Acceptable Updates***

# Agenda

## Paper Address List and Paper Map Updates

- Address List Action Codes (D-2007)
- Address List Add Page (D-2008)
- Ungeocoded Addresses
- Non-City Style Addresses

# Address List (D-2007) – Example

**\*\*No Title 13 Data Displayed\*\***

ADDRESS LIST													U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)													Page: <u>17 of 20</u>			
DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.													Date: <u>01/04/2018</u>			
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code
102	999999993		88009	0054.00	2001		205	JEFFRAS DR			99997		14	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR			99997		17	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR			99997		18	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR			99997		16	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR			99997		15	Y	40.3613791	-73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR			99997		14	Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Address List Add Page (D-2008) – Example

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				<b>ADDRESS LIST ADD PAGE</b>				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU		PAGE _____ OF _____ PAGES	
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)								Name of Preparer: _____ <i>(Print Name)</i>		Date Completed: _____ <i>(MM/DD/YYYY)</i>	
Add Page For: _____ <i>(Entity Name)</i>						Entity ID Code: _____ <i>(Copy from Address List Page)</i>					
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	(4a) Complete Address Number	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name		(4f) Apt/ Unit Number	(4g) Mailing ZIP Code		
						(4c) RR or HCR and Box number					
						(4d) Group Quarters Name					
						(4e) Facility Name or Physical Location Description					

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Acceptable Updates & Examples

- Address List (D-2007)
  - Action Codes
    - C – Correction to this address
    - D – Delete this address
    - J – Address is not in this Jurisdiction
    - N – Address is Nonresidential
- Address List Add Page (D-2008)
  - City Style Addresses
  - Non-city Style Addresses

# C – Action Code

- Use a **“C” Action Code** for the following situations:
  - Incorrect state code
  - Incorrect county code
  - Incorrect census tract number
  - **Incorrect census block number**
  - **Incorrect street name (including street directional and street type information)**
  - Incorrect ZIP Code
  - **Include tract and block numbers for \*Ungeocoded address records**

\*Ungeocoded records are missing the tract and block geocode information and will only exist for state and county participants. The only action code participants will use with ungeocoded records is the “C” action code.

# C Action Code – Correcting Block Geocode

**\*\*No Title 13 Data Displayed\*\***

Form D-2007 (XX-XX-XXXX) OMB Control No. 0607-0994										ADDRESS LIST				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU		
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										Page: 17 of 20						
Sort: Tract/Block										Date: 01/04/2018						
Entity: Winter County CO88009										DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.						
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude
102	999999993	C	88009	0054.00	<del>1009</del>	101	S HOLDENER ST			99997		38	Y	40.361373	-73.543799	
103	999999994		88009	0054.00	1003	102	S HOLDENER ST			99997		39	Y	40.361377	-73.543799	
104	999999995		88009	0054.00	1003	103	S HOLDENER ST			99997		40	Y	40.361381	-73.543799	
105	999999996		88009	0054.00	1003	104	S HOLDENER ST			99997		41	Y	40.3613785	-73.543799	
106	999999997		88009	0054.00	1003	105	S HOLDENER ST			99997		42	Y	40.3613791	-73.543799	
107	999999999	C	88009	0054.00	<del>1009</del>	106	S HOLDENER ST			99997		43	Y	40.3613796	-73.543799	

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Map: C Action Code – Correcting Block Geocode

**\*\*No Title 13 Data Displayed\*\***



- Use colored pencil to cross out incorrect location of S Holdener St and circle the entire street and all map spots that move with street
- Draw street in correct location, include street name (and address ranges and breaks if known)
- Draw arrow to correct location for S Holdener St
- Include address range and address breaks, if known

# C Action Code – Correcting Street Name

**\*\*No Title 13 Data Displayed\*\***

Form D-2007 (XX-XX-XXXX) OMB Control No. 0607-0994		ADDRESS LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				
Sort: Tract/Block Entity: Winter County CO88009		DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.										Page: 17 of 20 Date: 01/04/2018				
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude
102	999999993	C	88009	0054.00	2001		5503	NAIL ST			99997		42	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		5507	NAIL PL			99997		43	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		5507	NAIL PL			99997		44	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		5509	NAIL PL			99997		45	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		5511	NAIL PL			99997		46	Y	40.3613791	-73.543799
107	999999999	C	88009	0054.00	2001		5513	NAIL ST			99997		47	Y	40.3613796	-73.543799

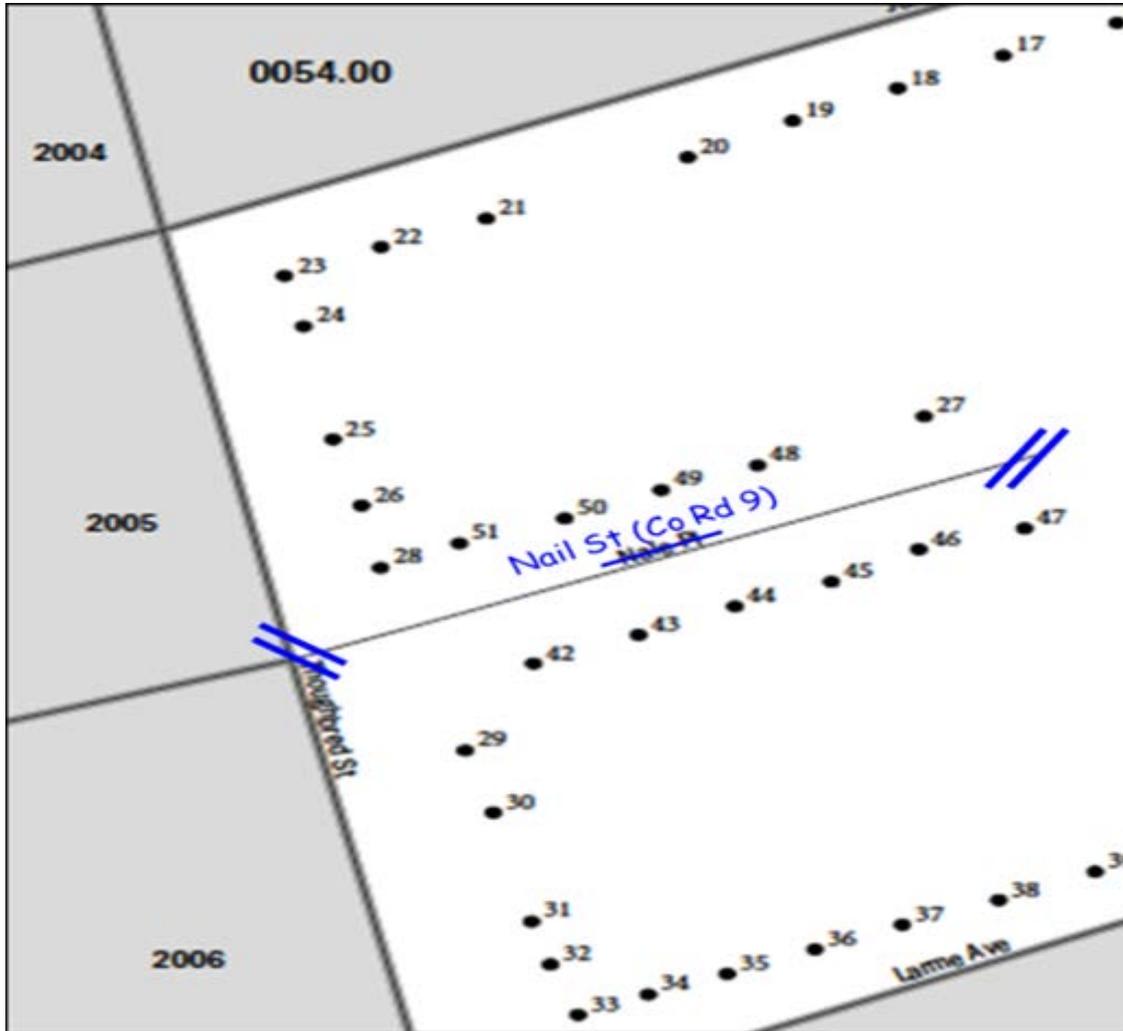
**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Map: C Action Code – Correcting Street Name

**\*\*No Title 13 Data Displayed\*\***



- Use colored pencil to cross out incorrect street name (Nale Pl) and print correct street name (Nail St) above it
- Use double hatch marks to define extent of name change
- If alternate street name exists, print it in parentheses after primary street name

# Ungeocoded Addresses

- State and County participants only
- Included on the last page(s) of address list
- United States Postal Service (USPS) provides without tract and block geocode information
- Consider reviewing if on address list
- Use “C” action code to provide tract and block geocodes
- Use “D”, “J” or “N” action codes as described in upcoming slides

# C Action Code – Ungeocoded Addresses

**\*\*No Title 13 Data Displayed\*\***

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates			
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code			(10a) Latitude	(10b) Longitude
102		C	88009	0054.00	1003		108	OLISAN ST				99997		A1			
103			88009				109	OLISAN ST				99997		A2			
104			88009				110	OLISAN ST				99997		A3			
105			88009				111	OLISAN ST				99997		A4			
106			88009				112	OLISAN ST				99997		A5			
107		C	88009	0054.00	1003		113	OLISAN ST				99997		A6			

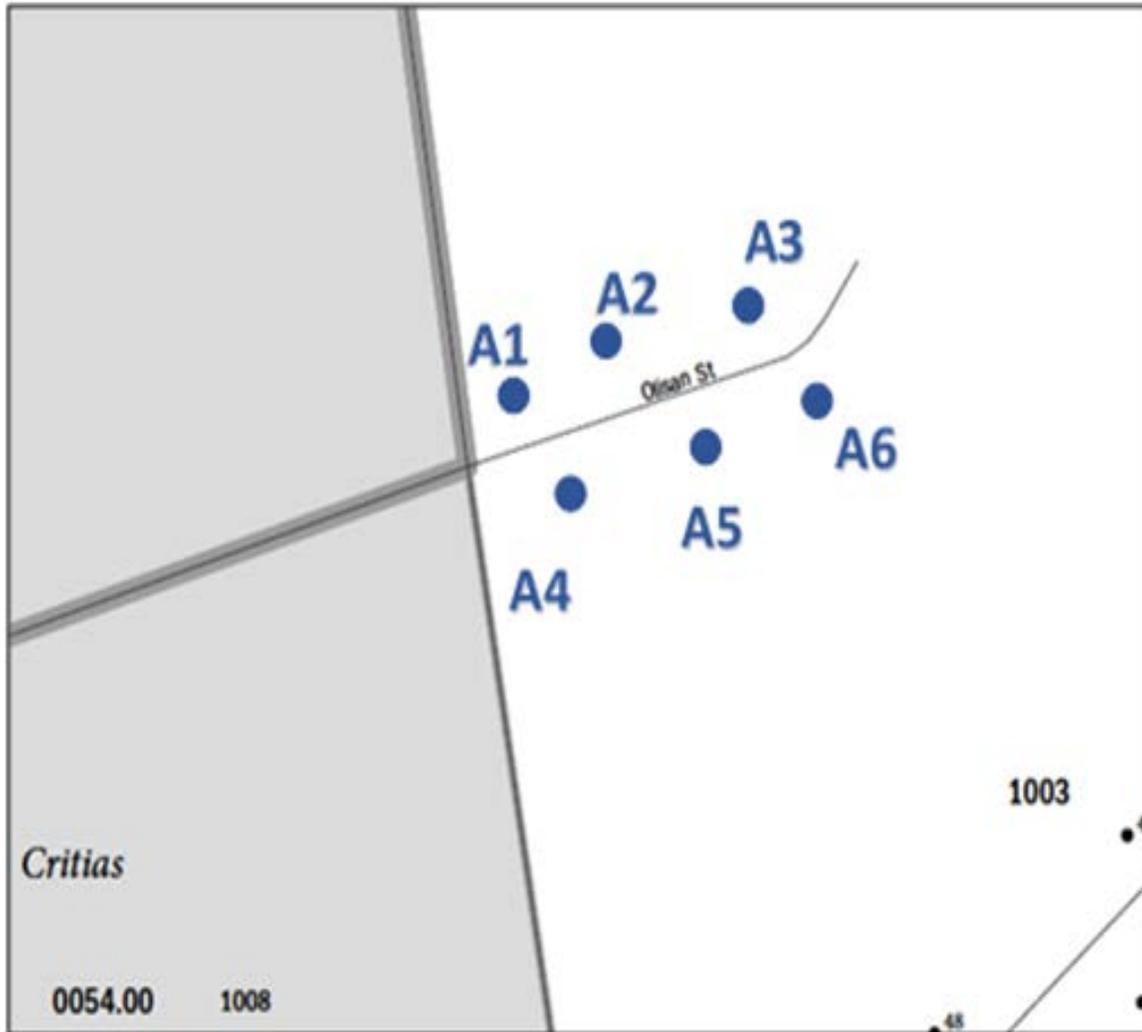
**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Map: C Action Code – Ungeocoded Addresses

**\*\*No Title 13 Data Displayed\*\***



- Optional: Include unique map spot for each ungeocoded address geocoded during LUCA review
- Label each map spot to match corresponding code within column 8 on the address list
- Can be shown on PDF Small Format Block Map Parent sheet or Inset sheet (if available)

# D – Action Code

- Use a **“D” Action Code** for the following situations:
  - Residential address no longer exists, is uninhabitable, or is a duplicate
  - **Street, or section of street, no longer exists (& addresses along street no longer exist)**
  - **Incorrect house number or Incorrect apartment/unit number**
  - **Housing Unit, Multiunit or Group Quarters Conversions:**
    - Housing unit converted to a multiunit structure or group quarters
    - Multiunit structure converted to a housing unit or group quarters
    - Group quarters converted to a housing unit or multiunit structure
- Use the *Address List Add Page (D-2008)* to add corrected addresses deleted from the Address List
- Do not make corrections to any other columns

# D Action Code – Deleting Addresses

**\*\*No Title 13 Data Displayed\*\***

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/Unit Number	(6f) City Style ZIP Code				(10a) Latitude	(10b) Longitude
								(6c) Group Quarters Name			(7a) Non-city Style Mailing ZIP Code				
								(6d) Facility Name or Physical Location Description							
102	999999993		88009	0054.00	1003		107	S HOLDENER ST		99997		38	Y	40.361373	-73.543799
103	999999994		88009	0054.00	1003		108	S HOLDENER ST		99997		39	Y	40.361377	-73.543799
104	999999995	D	88009	0054.00	1003		111	S HOLDENER ST		99997		40	Y	40.361381	-73.543799
105	999999996		88009	0054.00	1003		112	S HOLDENER ST		99997		41	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	1003		114	S HOLDENER ST		99997		42	Y	40.3613791	-73.543799
107	999999999	D	88009	0054.00	1003		116	S HOLDENER ST		99997		43	Y	40.3613796	-73.543799

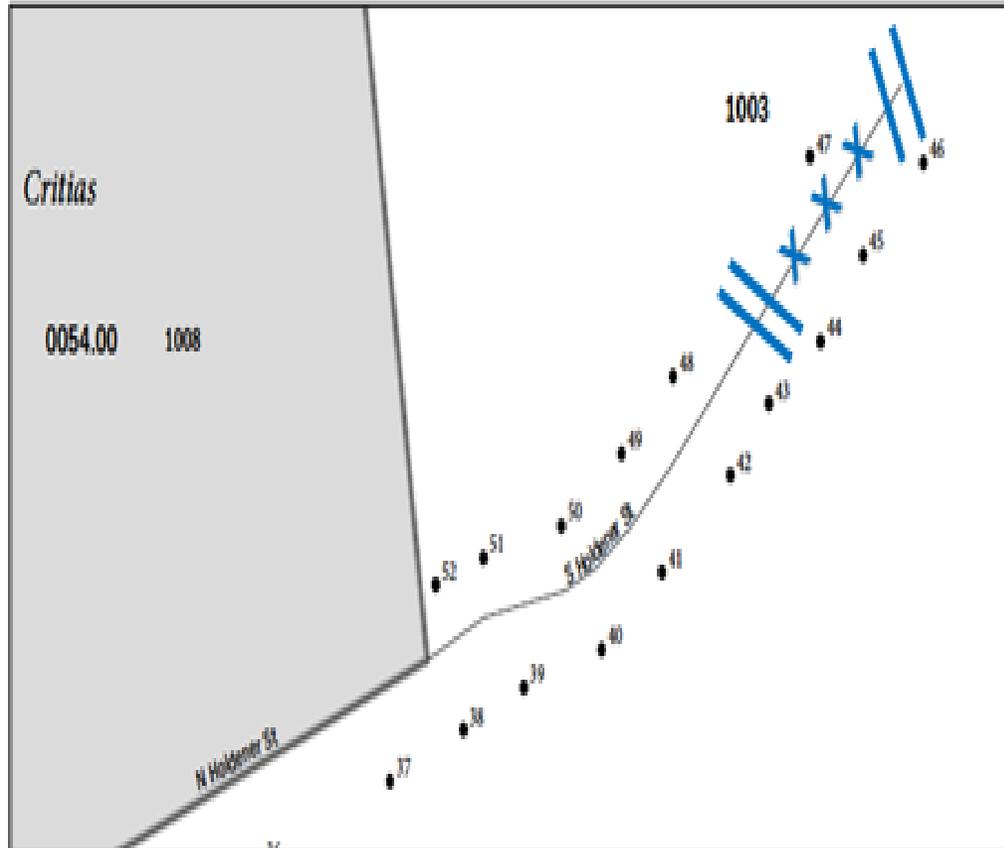
**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Map: D Action Code – Deleting Section of Street

**\*\*No Title 13 Data Displayed\*\***



- Use colored pencil to “X” out section of street to delete
- Use double hatch marks to define extent of deletion
- No need to “X” out the map spots; they are marked for deletion on the Address List

# D Action Code – Deleting Incorrect House Numbers

**\*\*No Title 13 Data Displayed\*\***

Form D-2007 (XX-XX-XXXX) OMB Control No.0607-0994		ADDRESS LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
Sort: Tract/Block Entity: Winter County CO88009		DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.										Page: 17 of 20 Date: 01/04/2018			
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude (10b) Longitude
102	999999993	D	88009	0054.00	1052		102	IONIA AVE			99997		1	Y	40.361373 -73.543799
103	999999994		88009	0054.00	1052		104	IONIA AVE			99997		2	Y	40.361377 -73.543799
104	999999995		88009	0054.00	1052		106	IONIA AVE			99997		3	Y	40.361381 -73.543799
105	999999996		88009	0054.00	1052		108	IONIA AVE			99997		4	Y	40.3613785 -73.543799
106	999999997		88009	0054.00	1052		110	IONIA AVE			99997		5	Y	40.3613791 -73.543799
107	999999999	D	88009	0054.00	1052		112	IONIA AVE			99997		6	Y	40.3613796 -73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Address List Add Page – Correct House Numbers

**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>7</u> PAGES			
<b>ADDRESS LIST ADD PAGE</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)								Name of Preparer: <u>Ava Nom</u> <small>(Print Name)</small>			
								Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>			
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>						Entity ID Code: <u>C088009</u> <small>(Copy from Address List Page)</small>					
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address (4a) Complete Address Number	4 Residential Address		5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number			(4f) Apt/ Unit Number	(4g) Mailing ZIP Code
1	88009	0054.00	2001		1002	Ionía Ave		99997	B		
2					1004						
3					1006						
4	88009	0054.00	2001		1008	Ionía Ave		99997	B		

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# D Action Code – Deleting Incorrect Apartment Numbers

**\*\*No Title 13 Data Displayed\*\***

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)													U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
Form D-2007 (XX-XX-XXXX) OMB NO. 0607-0994													Page: 17 of 20			
Sort: Tract/Block Entity: Winter County CO088009													Date: 01/04/2018			
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number of HCR Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude
102	999999993	D	88009	0046.00	2001		3567	ACHILLES DR		1	99997		29	Y	40.361373	-73.543799
103	999999994		88009	0046.00	2001		3567	ACHILLES DR		2	99997		29	Y	40.361377	-73.543799
104	999999995		88009	0046.00	2001		3567	ACHILLES DR		3	99997		29	Y	40.361381	-73.543799
105	999999996		88009	0046.00	2001		3567	ACHILLES DR		4	99997		29	Y	40.3613785	-73.543799
106	999999997		88009	0046.00	2001		3567	ACHILLES DR		5	99997		29	Y	40.3613791	-73.543799
107	999999999	D	88009	0046.00	2001		3567	ACHILLES DR		6	99997		29	Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Address List Add Page – Correct Apartment Numbers

**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>7</u> PAGES			
<b>ADDRESS LIST ADD PAGE</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)							Name of Preparer: <u>Ana Nom</u> <small>(Print Name)</small>				
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>							Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>				
							Entity ID Code: <u>CO88009</u> <small>(Copy from Address List Page)</small>				
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both	
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number		(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name			(4e) Facility Name or Physical Location Description
1	88009	0046.00	2001		3567	Achilles Dr			101	99997	B
2									102		
3									103		
4	88009	0046.00	2001		3567	Achilles Dr			104	99997	B

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# D Action Code – Deleting Housing Unit Converted to Multiunit Structure

**\*\*No Title 13 Data Displayed\*\***

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(10a) Latitude	(10b) Longitude	
102	999999993		88009	0054.00	1002		101	MINOAN PKWY			99997		19	Y	40.361373	-73.543799
103	999999994		88009	0054.00	1002		103	MINOAN PKWY			99997		18	Y	40.361377	-73.543799
104	999999995	D	88009	0054.00	1002		105	MINOAN PKWY			99997		17	Y	40.361381	-73.543799
105	999999996		88009	0054.00	1002		107	MINOAN PKWY			99997		16	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	1002		109	MINOAN PKWY			99997		15	Y	40.3613791	-73.543799
107	999999999		88009	0054.00	1002		111	MINOAN PKWY			99997		14	Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

**FICTITIOUS INFORMATION –FOR EXAMPLE ONLY**

# Address List Add Page – Correct Multiunit Structure

**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>7</u> PAGES			
<b>ADDRESS LIST ADD PAGE</b> <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>						Name of Preparer: <u>Awa Nom</u> <small>(Print Name)</small>					
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>						Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>					
						Entity ID Code: <u>CO88009</u> <small>(Copy from Address List Page)</small>					
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address			5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number		(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number			(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description
1	88009	0054.00	1009		105	Minoan Pkwy			A	99997	B
2	88009	0054.00	1009		105	Minoan Pkwy			B	99997	B
3											
4											

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# D Action Code – Deleting Non-city Style Address

**\*\*No Title 13 Data Displayed\*\***

Form D-2007 (XX-XX-XXXX) OMB NO. 0607-0994										ADDRESS LIST				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU		
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										Page: 17 of 20						
Sort: Tract/Block										Date: 01/04/2018						
Entity: Winter County CO88009										DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.						
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number and, HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code				(7a) Non-city Style Mailing ZIP Code	(10a) Latitude	(10b) Longitude
							(6c) Group Quarters Name									
							(6d) Facility Name or Physical Location Description									
102	999999993	D	88009	0054.00	1000		ACA ST				1	N				
							TAN TRLR N OF ACA ST									
103	999999994		88009	0054.00	1000		ACA ST				2	N				
							LOG HSE/ATTACHED GAR N OF ACA ST									
104	999999995		88009	0054.00	1000		ACA ST				3	N				
							BLUE SIDING/WHT TRIM GRAVEL DR N OF ACA ST									
105	999999996		88009	0054.00	1000		ACA ST				4	N				
							WHT HSE/BLK TRIM /RAIL FENCE N OF AKA ST									
106	999999997		88009	0054.00	1000		ACA ST				5	N				
							STONE HSE/LONG FRONT PORCH N OF ACA ST									
107	999999999		88009	0054.00	1000		ACA ST				6	N				
							RED RAMBLER/WHT SHUTTERS N OF ACA ST									

**Action Codes**  
C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Address List Add Page – Correct Non-city Style Address

**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>1</u> PAGES				
<b>ADDRESS LIST ADD PAGE</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)								Name of Preparer: <u>Ana Nom</u>				
Add Page For: <u>Winter County, LE</u> (Entity Name)								Date Completed: <u>04/12/2018</u> (Print Name) (MM/DD/YYYY)				
								Entity ID Code: <u>C088009</u> (Copy from Address List Page)				
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4a Complete Address Number	4 Residential Address			4f Apt/Unit Number	4g Mailing ZIP Code	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name				
1	88009	0054.00	1000			Aca St				99997	1	

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# J – Action Code

- Use a “**J**” **Action Code** to flag residential addresses that are not in your jurisdiction
- **Do not make corrections** to any other columns
- Use for city style, non-city style and ungeocoded address records

# J Action Code – Out of Jurisdiction

**\*\*No Title 13 Data Displayed\*\***

Form D-2007 (XX-XX-XXXX) OMB NO. 0607-0994	ADDRESS LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)										U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU					
Sort: Tract/Block	DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.										Page: 17 of 20					
Entity: Winter County CO088009											Date: 01/04/2018					
1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number of HCR Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates		
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description				(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code
102	999999993		88009	0055.00	1000		3522	PUEBLO TRL			99997			Y	40.361373	-73.543799
103	999999994		88009	0055.00	1000		3524	PUEBLO TRL			99997			Y	40.361377	-73.543799
104	999999995	J	88009	0055.00	1000		3526	PUEBLO TRL			99997			Y	40.361381	-73.543799
105	999999996	J	88009	0055.00	1000		3528	PUEBLO TRL			99997			Y	40.3613785	-73.543799
106	999999997		88009	0055.00	1001		5501	FRIONA AVE			99997			Y	40.3613791	-73.543799
107	999999999		88009	0055.00	1001		5503	FRIONA AVE			99997			Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# N – Action Code

- Use an “**N**” **Action Code** to flag addresses used for purposes other than residential such as:
  - Businesses
  - Schools
  - Churches
  - Government offices
- **Do not make corrections** to any other columns
- Use for city style, non-city style and ungeocoded address records

# N Action Code – Nonresidential

**\*\*No Title 13 Data Displayed\*\***

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code			(10a) Latitude	(10b) Longitude
								(6c) Group Quarters Name							
								(6d) Facility Name or Physical Location Description							
102	999999993		88009	0054.00	2001		408	ALEXANDER BLVD		99997		9	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		410	ALEXANDER BLVD		99997		8	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		412	ALEXANDER BLVD		99997		7	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		414	ALEXANDER BLVD		99997		6	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		200	CASSIOPEIA DR		99997		5	Y	40.3613791	-73.543799
107	999999999	N	88009	0054.00	2001		202	CASSIOPEIA DR		99997		4	Y	40.3613796	-73.543799

**Action Codes**

C – Correction to this address    D – Delete this address    J – Address is not in this Jurisdiction    N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

# Acceptable Updates & Examples of “City Style Adds”

- Address List (D-2007)
  - Action Codes
    - C – Correction to this address
    - D – Delete this address
    - J – Address is not in this Jurisdiction
    - N – Address is Nonresidential
- **Address List Add Page (D-2008)**
  - **City Style Addresses**
  - Non-city Style Addresses

# Address List Add Page – Housing Unit Addresses

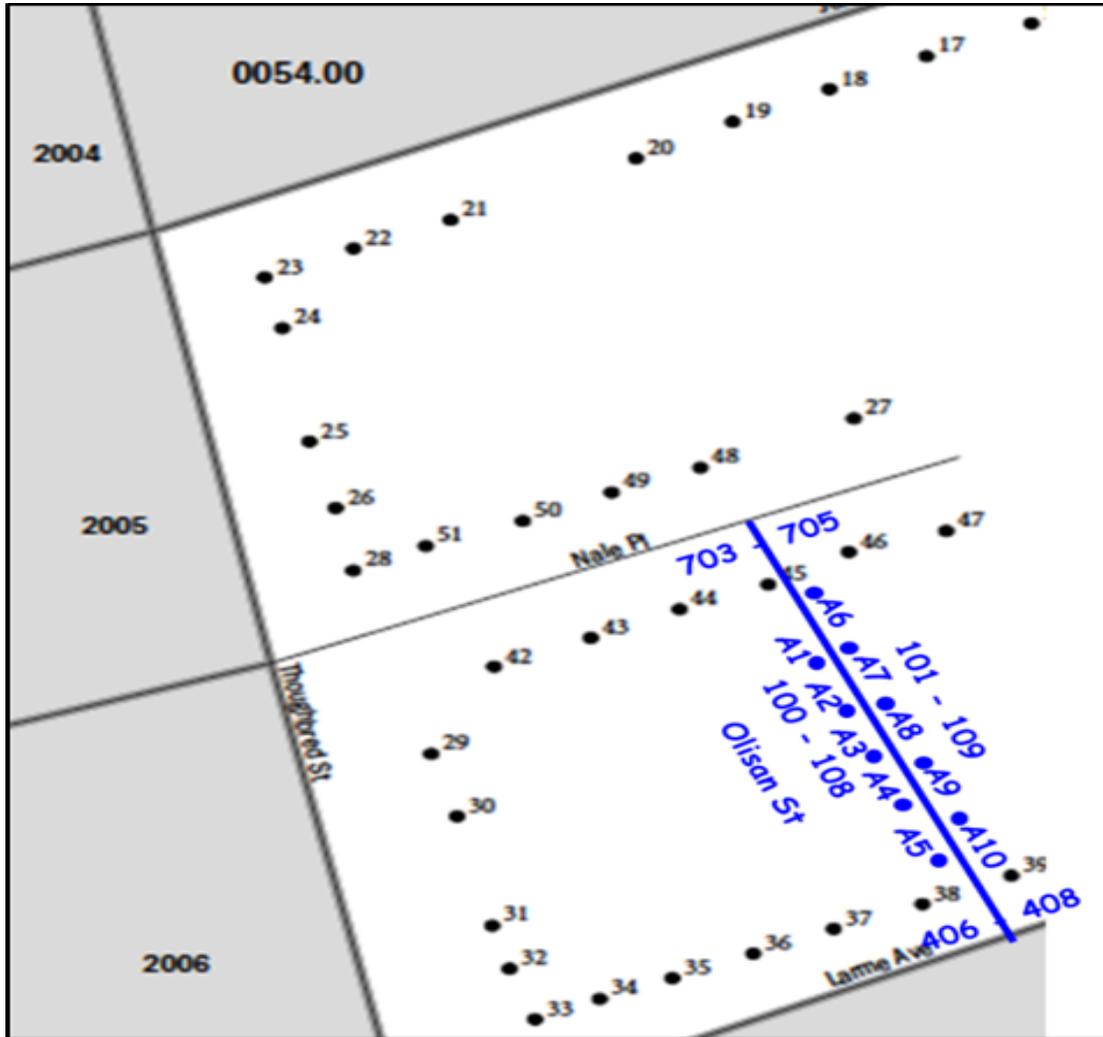
**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>7</u> PAGES				
<b>ADDRESS LIST ADD PAGE</b>								Name of Preparer: <u>Ana Nom</u> <small>(Print Name)</small>				
<b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>								Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>				
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>						Entity ID Code: <u>CO88009</u> <small>(Copy from Address List Page)</small>						
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address				5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both		
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number		(4a) Complete Address Number	(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name			(4e) Facility Name or Physical Location Description	(4f) Apt/ Unit Number
1	88009	0054.00	2001		100	Olisan St				99997	A1	B
2	↓	↓	↓		101	↓				↓	A6	↓
3	↓	↓	↓		102	↓				↓	A2	↓
4	88009	0054.00	2001		103	Olisan St				99997	A7	B

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Map Update – Housing Unit Addresses

**\*\*No Title 13 Data Displayed\*\***



- Optional: Include approximate location of each “Added” housing unit
- Label each map spot with corresponding **Unique Map Spot Number** from *Address List Add Page* column 5
- Example shows address ranges and address breaks as well

# Address List Add Page – Multiunit Structure Addresses

**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>7</u> PAGES				
<b>ADDRESS LIST ADD PAGE</b>								Name of Preparer: <u>Ana Nom</u>				
<b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>								Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>				
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>						Entity ID Code: <u>CO88009</u> <small>(Copy from Address List Page)</small>						
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Complete Address Number	4 Residential Address			4f Apt/Unit Number	4g Mailing ZIP Code	5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name				
1	88009	0054.00	1002		2014	Maople Rd			Apt 1A	99997	A1	B
2									Apt 1B			
3									Apt 2A			
4	88009	0054.00	1002		2014	Maople Rd			Apt 2B	99997	A1	B

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Map Update – Multiunit Structure Addresses

**\*\*No Title 13 Data Displayed\*\***



- Optional: If you know the approximate location of new apartment building, you may assign each individual address located within the building the same unique map spot number (e.g., A1)

# Address List Add Page – Group Quarters with Units

**\*\*No Title 13 Data Displayed\*\***

1 Line #		2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4 Residential Address			5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both	
(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	(4a) Complete Address Number	(4b) Complete Street Name		(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description			(4f) Apt/ Unit Number
1	88009	0046.00	2001	Y	225	Achilles Dr	Pandora Hall Bldg 1	Aristotle University	Unit 1	99997	B
2									Unit 2		
3									Unit 3		
4	88009	0046.00	2001	Y	225	Achilles Dr	Pandora Hall Bldg 1	Aristotle University	Unit 4	99997	B

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Acceptable Updates & Examples of “Non-city Style Adds”

- Address List (D-2007)
  - Action Codes
    - C – Correction to this address
    - D – Delete this address
    - J – Address is not in this Jurisdiction
    - N – Address is Nonresidential
- **Address List Add Page (D-2008)**
  - City Style Addresses
  - **Non-city Style Addresses**

# Non-city Style Addresses

- No House number/Street name OR Incomplete House/Street
- Physical Location Description with Map Spot
- Rural Route and Box Numbers
- Highway Contract Route and Box Numbers
- PO Box and General Delivery not acceptable
- Must provide well-defined description of the location and identify the approximate location on the PDF small format block map

# Address List Add Page – Physical Location Description

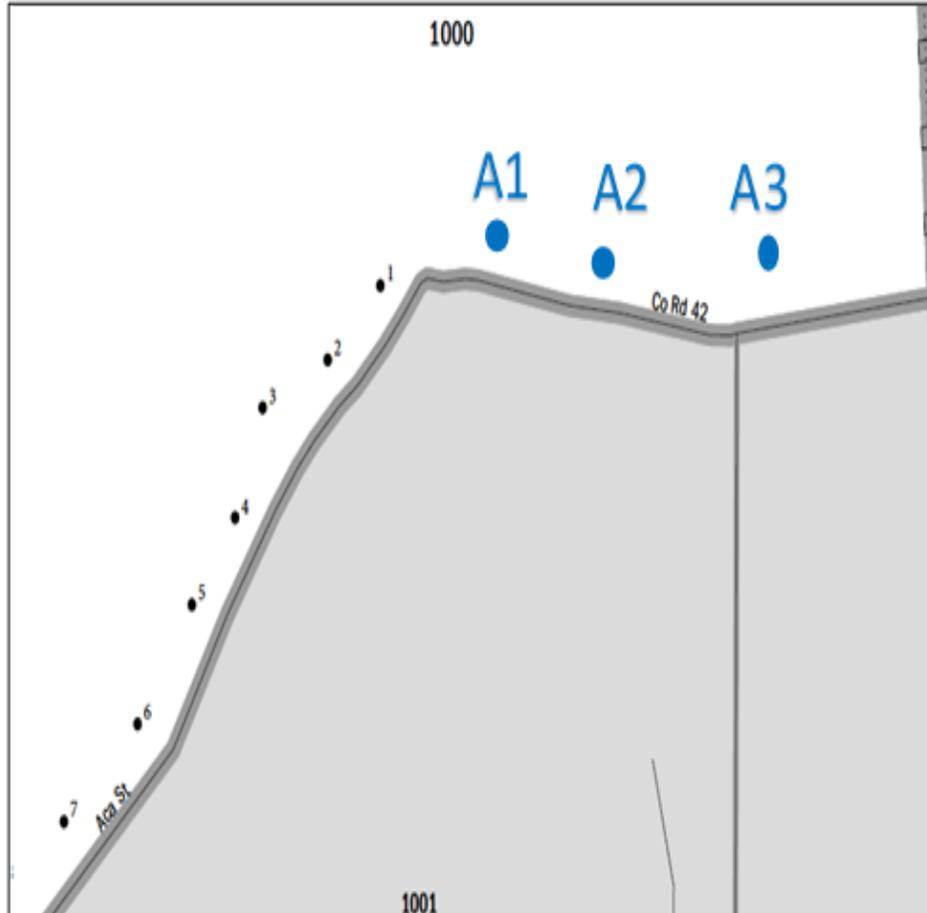
**\*\*No Title 13 Data Displayed\*\***

Form D-2008 (XX-XX-XXXX) OMB NO. 0607-0994				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU				PAGE <u>1</u> OF <u>1</u> PAGES			
<b>ADDRESS LIST ADD PAGE</b> <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b>								Name of Preparer: <u>Awa Nom</u>			
Add Page For: <u>Winter County, LE</u> <small>(Entity Name)</small>								Date Completed: <u>04/12/2018</u> <small>(MM/DD/YYYY)</small>			
								Entity ID Code: <u>CO88009</u> <small>(Copy from Address List Page)</small>			
1 Line #	2 Census Geographic Location of Address			3 Enter "Y" if this is a Group Quarters	4a Complete Address Number	4 Residential Address			5 Unique Map Spot Number	6 Address Use, if known M=Mailing L=Location B=Both	
	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number			(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name			(4e) Facility Name or Physical Location Description
1	88009	0054.00	1000			Aca St			99997	A1	
	↓	↓	↓						↓		
2						Aca St				A2	
	↓	↓	↓						↓		
3	88009	0054.00	1000			Aca St			99997	A3	
	↓	↓	↓						↓		

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Map Update – Physical Location Description

**\*\*No Title 13 Data Displayed\*\***



- Required to provide approximate location of each non-city style address added
- Label each map spot with its associated unique Map Spot Number as you recorded in column 5 on the *Address List Add Page* beginning with A1, A2, A3, etc.

# Address List Add Page – Rural Route and Box Number

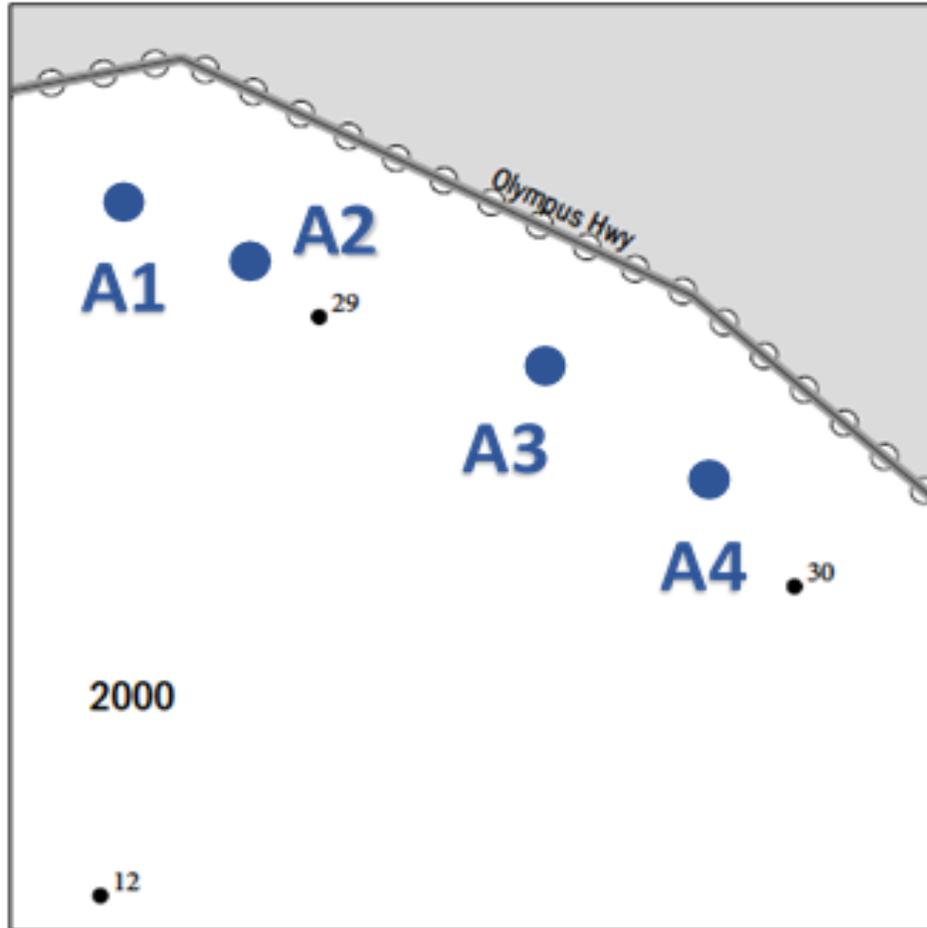
**\*\*No Title 13 Data Displayed\*\***

1		2			3	4				5	6	
Line #	(2a) State County Code	(2b) Census Tract Number	(2c) Census Block Number	(4a) Complete Address Number		(4b) Complete Street Name	(4c) RR or HCR and Box number	(4d) Group Quarters Name	(4e) Facility Name or Physical Location Description			(4f) Apt/ Unit Number
1	88009	0046.00	2000			RR 3 BOX 289				99997	A1	M
2						RR 3 BOX 290					A2	M
3						RR 3 BOX 293					A3	M
4	88009	0046.00	2000			RR 3 BOX 294				99997	A4	M

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

# Map Update – Rural Route and Box Number

**\*\*No Title 13 Data Displayed\*\***



- Required to provide approximate location of each non-city style address added
- Label each map spot with its associated unique Map Spot Number as you recorded in column 5 on the *Address List Add Page* beginning with A1, A2, A3, A4, etc.



# Digital Address List

## *Acceptable Updates*

# Agenda

## Digital Address List and Digital Map Updates

- Digital Address List Action Code Updates
- Address List Add Updates
- Digital Map Updates
- Ungeocoded Addresses
- Non-City Style Addresses

# Acceptable Updates and Examples

Address List action codes  
(ACTION):

- A – Add this address.
- C – Correct this address.
- D – Delete this address.
- J – Address is not in this jurisdiction.
- N – Address is nonresidential.

Edges shapefile change type  
codes (CHNG\_TYPE):

- AL – Add Line.
- DL – Delete Line.
- CA – Change Attribute.

# “A” Action Code – Address List:

## City Style Addresses – HUs

\*\*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	
1	LINE	MA	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOUSENUMBER	STREETNAME	TM	ZIP	AP NA ME	AR CIL ITY	LO CA TIO	NO CA ITY	NO NC ITY	MA	USE	LAT	LONG	CITY_ STYLE	
2			PL5127200	A	51	610	5002.00	1014			100	Crystal Ave		31402							B	36.22021258	-67.65562012		
3			PL5127200	A	51	610	5002.00	1014			101	Crystal Ave		31402								B	36.22022164	-67.69854001	
4			PL5127200	A	51	610	5002.00	1014			102	Crystal Ave		31402								B	36.21991998	-67.69953965	
5			PL5127200	A	51	610	5002.00	1014			103	Crystal Ave		31402								B	36.21893997	-67.70441114	
6			PL5127200	A	51	610	5002.00	1014			104	Crystal Ave		31402								B	36.21882126	-67.70402863	
7			PL5127200	A	51	610	5002.00	1014			105	Crystal Ave		31402								B	36.21879569	-67.70384974	
8			PL5127200	A	51	610	5002.00	1014			106	Crystal Ave		31402								B	36.21877321	-67.70361611	
9			PL5127200	A	51	610	5002.00	1014			107	Crystal Ave		31402								B	36.21869369	-67.70358951	
10			PL5127200	A	51	610	5002.00	1014			108	Crystal Ave		31402								B	36.21855741	-67.70349999	
11			PL5127200	A	51	610	5002.00	1014			109	Crystal Ave		31402								B	36.21851642	-67.70347657	
12			PL5127200	A	51	610	5002.00	1014			110	Crystal Ave		31402								B	36.21848999	-67.70274334	
13			PL5127200	A	51	610	5002.00	1014			111	Crystal Ave		31402								B	36.21800263	-67.69919058	
14			PL5127200	A	51	610	5002.00	1014			112	Crystal Ave		31402								B	36.21794225	-67.69914443	
15			PL5127200	A	51	610	5002.00	1014			113	Crystal Ave		31402								B	36.21794088	-67.69898816	



# “A” Action Code – Address List: Non-City Style Addresses – HUs

\*\*No Title 13 Data Displayed\*\*

1	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	MA	ENT	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOU	STREETNAME	AP	AR	ZIP	NA	CIL	LOCATION DESCRIPTION	NONCITYSTYLE ADDRESS	NONCITY STYLE ZIP	MA	USE	LAT	LONG	CITY_STYLE
2			PL5127200	A	51	610	5002.00	1001				Aca St						N on Aca St 2 story w/blk door .25 mile from intersection of James St		31402		L	36.19988566	-67.69891673	
3			PL5127200	A	51	610	5002.00	1001				Aca St						Red brick ranch w/carport down long driveway		31402		L	36.19996002	-67.69884699	
4			PL5127200	A	51	610	5002.00	1001											RR 3 Box 71	31402		M	36.18722842	-67.68851552	
5			PL5127200	A	51	610	5002.00	1001											RR 3 Box 89	31402		M	36.18723969	-67.68853849	

# “A” Action Code – Address List: City Style Addresses – GQs

**\*\*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
1	LINE	MA	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ_FLAG	HOUSENUMBER	STREETNAME	TM	ZIP	GQ NAME	FACILITY NAME	LO CA TIO	NO NCI TYS	NO NCI TYS	MA	USE	LAT	LONG	CITY_ STYLE
2			PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 1	Aristotle University					B	36.20156156	-67.70114884	
3			PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 2	Aristotle University					B	36.20156201	-67.70115436	
4			PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 3	Aristotle University					B	36.20157984	-67.70115996	

# “C” – Action Code

Use a “C” action code for the following situations:

- Incorrect state code.
- Incorrect county code.
- Incorrect census tract number.
- **Incorrect census block number.**
- **Incorrect street name (including street directional and street type information).**
- Incorrect ZIP code.
- Incorrect latitude and/or longitude values.
- **Include tract and block numbers for ungeocoded address records\*.**

\*Ungeocoded address records are missing the tract and block geocode information. These records exist for state and county participants.

# “C” Action Code – Address List:

## City Style Address – Correcting Block Number

\*\*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
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_	HOUSENUMBER	STREETNAME	AP	AR	GQ	FA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
2	NUMBER												TM	ZIP	ME	CIL	CA	NC	NC					STYLE
2	987	214554811	PL5127200		51	610	5003.00	2024	516115003002024		101	Court St		31402						0004		36.5023512	-67.24148856	Y
3																								
4																								
5																								
6	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_	HOUSENUMBER	STREETNAME	AP	AR	GQ	FA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
7	987	214554811	PL5127200	C	51	610	5003.00	1036	516115003002024		101	Court St		31402						0004		36.50212532	-67.24165884	Y

# “DL” and “AL” Change Type - Edges Shapefile: Correcting Block Number

FID	Shape *	STATEFP	COUNTYF	TLID	TFIDL	TFIDR	FIDELITY	MTFCC	FULLNAME	CHNG_TYPE	SMID	SMIDTYPE	BBSPFLG	CBBFLG	BBSP_2020	JUSTIFY
311	Polyline	51	610	7597	257249	210230	Y	S1400	Court St	DL	1595	A	4	4		
104	Polyline				0	0		S1400	Court St	AL	0					

# “C” Action Code – Address List: City Style Addresses – Correcting Street Name

\*\*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	
1	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AR	ZIP	NA	CIL	CA	NC	NC	MAPSPOT	USE	LAT	LONG	CITY_STYLE	
2	941	002200146	PL5127200		51	610	5003.00	1010	516105003001010		1201	Mount Rd		31405						0001		36.87726074	-67.16554319	Y	
3	942	000040147	PL5127200		51	610	5003.00	1010	516105003001010		1203	Mount Rd		31405						0002		36.88249405	-67.18038156	Y	
4	943	030900148	PL5127200		51	610	5003.00	1010	516105003001010		1207	Mount Rd		31405						0003		36.88848317	-67.18320951	Y	
5	944	000045149	PL5127200		51	610	5003.00	1010	516105003001010		1209	Mount Rd		31405						0004		36.88387679	-67.16884567	Y	
6	945	100000150	PL5127200		51	610	5003.00	1010	516105003001010		1211	Mount Rd		31405						0005		36.87874786	-67.16110508	Y	
7	946	360000151	PL5127200		51	610	5003.00	1010	516105003001010		1215	Mount Rd		31405						0006		36.88903151	-67.18160201	Y	
8	947	360000152	PL5127200		51	610	5003.00	1010	516105003001010		1217	Mount Rd		31405						0007		36.89118869	-67.18049403	Y	
9	948	375441153	PL5127200		51	610	5003.00	1010	516105003001010		1219	Mount Rd		31405						0008		36.87860859	-67.16937895	Y	
10	949	215541154	PL5127200		51	610	5003.00	1010	516105003001010		1221	Mount Rd		31405						0009		36.87580391	-67.16444391	Y	
11	950	241785155	PL5127200		51	610	5003.00	1010	516105003001010		1225	Mount Rd		31405						0010		36.88877500	-67.16657160	Y	
12																									
13																									
14																									
15	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AR	ZIP	NA	CIL	CA	NC	NC	MAPSPOT	USE	LAT	LONG	CITY_STYLE	
16	941	002200146	PL5127200	C	51	610	5003.00	1010	516105003001010		1201	Mountain St		31405						0001		36.87726074	-67.16554319	Y	
17	942	000040147	PL5127200	C	51	610	5003.00	1010	516105003001010		1203	Mountain St		31405						0002		36.88249405	-67.18038156	Y	
18	943	030900148	PL5127200	C	51	610	5003.00	1010	516105003001010		1207	Mountain St		31405						0003		36.88848317	-67.18320951	Y	
19	944	000045149	PL5127200	C	51	610	5003.00	1010	516105003001010		1209	Mountain St		31405						0004		36.88387679	-67.16884567	Y	
20	945	100000150	PL5127200	C	51	610	5003.00	1010	516105003001010		1211	Mountain St		31405						0005		36.87874786	-67.16110508	Y	
21	946	360000151	PL5127200	C	51	610	5003.00	1010	516105003001010		1215	Mountain St		31405						0006		36.88903151	-67.18160201	Y	
22	947	360000152	PL5127200	C	51	610	5003.00	1010	516105003001010		1217	Mountain St		31405						0007		36.89118869	-67.18049403	Y	
23	948	375441153	PL5127200	C	51	610	5003.00	1010	516105003001010		1219	Mountain St		31405						0008		36.87860859	-67.16937895	Y	
24	949	215541154	PL5127200	C	51	610	5003.00	1010	516105003001010		1221	Mountain St		31405						0009		36.87580391	-67.16444391	Y	
25	950	241785155	PL5127200	C	51	610	5003.00	1010	516105003001010		1225	Mountain St		31405						0010		36.88877500	-67.16657160	Y	

# “CA” Change Type – Edges Shapefile: Correcting Street Name

The screenshot shows the ArcMap interface with a map of a residential area. A red arrow points to a street labeled 'Mountain St'. Below the map is a table with the following data:

FID	Shape *	STATEFP	COUNTYFP	TLID	TFIDL	TFIDR	FIDELITY	MTFCC	FULLNAME	CHNG_TYPE	SMID	SMIDTYPE	BBSPLFG	CBBFLG
57	Polyline	51	610	624917791	210230052	210230162	Y	S1400	Mountain St	CA	1595	A	4	4
175	Polyline	51	610	75979753	210230158	210230162	Y	S1400	Mountain St	CA	1595	A	4	4
309	Polyline	51	610	75979741	210230158	210230162	Y	S1400	Mountain St	CA	1595	A	4	4
315	Polyline	51	610	624917790	210230052	210230162	Y	S1400	Mountain St	CA	1595	A	4	4

# “C” Action Code – Address List: City Style Addresses – Correcting Ungeocoded Records

\*\*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
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEC	GQ	HOUSENUMBER	STREETNAME	AP	ZIP	GQ	FA	LO	NO	NO	MA	USE	LAT	LONG	CITY_
	NUMBER												AR		NA	CIL	CA	NC	NC					STYLE
2	2090	100200301	CO51610	C	51	610	5003.00	1000			2501	Oliver Ave		31402								36.54239968	-67.98615562	Y
3	2091	100200302	CO51610	C	51	610	5003.00	1000			2505	Oliver Ave		31402								36.54235541	-67.98598865	Y
4	2092	100200303	CO51610	C	51	610	5003.00	1000			2507	Oliver Ave		31402								36.54226674	-67.98589156	Y
5	2093	100200304	CO51610	C	51	610	5003.00	1000			2509	Oliver Ave		31402								36.54213112	-67.98581426	Y
6	2094	100200305	CO51610	C	51	610	5003.00	1000			2515	Oliver Ave		31402								36.54200085	-67.98575532	Y
7	2095	100200306	CO51610	C	51	610	5003.00	1000			2517	Oliver Ave		31402								36.54198882	-67.98568756	Y
8	2096	100200307	CO51610	C	51	610	5003.00	1000			2523	Oliver Ave		31402								36.54185562	-67.98558104	Y
9	2097	100200308	CO51610	C	51	610	5003.00	1000			2525	Oliver Ave		31402								36.54149999	-67.98550019	Y
10	2098	100200309	CO51610	C	51	610	5003.00	1000			2531	Oliver Ave		31402								36.54123364	-67.98547774	Y
11	2099	100200310	CO51610	C	51	610	5003.00	1000			2537	Oliver Ave		31402								36.54119945	-67.98541971	Y

# “D” – Action Code

Use a “D” **action code** for the following situations:

- Residential address no longer exists, is uninhabitable, or is a duplicate.
- **Street, or section of street, no longer exists (and addresses along street no longer exist).**
- **Incorrect house number or incorrect apartment/unit number.**
- **Housing Unit, Multiunit, or Group Quarters Conversions:**
  - **Housing unit converted to a multiunit structure or group quarters.**
  - Multiunit structure converted to a housing unit or group quarters.
  - Group quarters converted to a housing unit or multiunit structure.

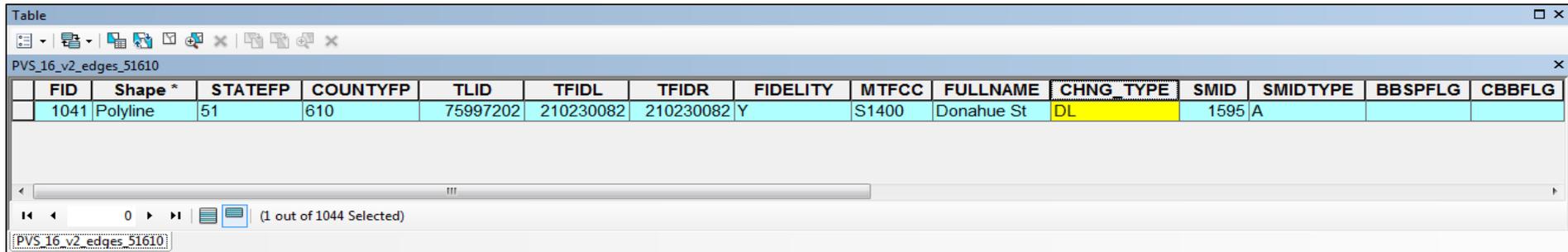
Do not modify any other columns.

# “D” Action Code – Address List: City Style Addresses – Delete Addresses

\*\*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	
1	LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	AP AR	ZIP	GQ NA	FA CIL	LO CA	NO NC	NO NC	MA	USE	LAT	LON	CITY_STYLE	
2	844	024510332	PL5127200	D	51	610	5002.00	3012	516105002003012		500	Donahue St		31408											Y
3	845	025468521	PL5127200	D	51	610	5002.00	3012	516105002003012		502	Donahue St		31408											Y
4	846	026347810	PL5127200	D	51	610	5002.00	3012	516105002003012		504	Donahue St		31408											Y
5	847	024598100	PL5127200	D	51	610	5002.00	3012	516105002003012		506	Donahue St		31408											Y
6	848	025531499	PL5127200	D	51	610	5002.00	3012	516105002003012		508	Donahue St		31408											Y

# “DL” Change Type – Edges Shapefile: Delete A Street



The screenshot shows a table window titled "Table" with a sub-header "PVS\_16\_v2\_edges\_51610". The table contains one row of data. The "CHNG\_TYPE" column is highlighted in yellow and contains the value "DL". The "FULLNAME" column contains "Donahue St". The status bar at the bottom indicates "(1 out of 1044 Selected)".

FID	Shape *	STATEFP	COUNTYFP	TLID	TFIDL	TFIDR	FIDELITY	MTFCC	FULLNAME	CHNG_TYPE	SMID	SMIDTYPE	BBSPFLG	CBBFLG
1041	Polyline	51	610	75997202	210230082	210230082	Y	S1400	Donahue St	DL	1595	A		

# “D” and “A” Action Codes – Address List: City Style Addresses – Incorrect Apartment Unit

**\*\*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
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	NA	RA	LO	IN	NO	MAPSPOT	USE	LAT	LONG	CITY_
2	NUMBER												UNIT		ME	ITY	TI	ITY						STYLE
124	000000505	PL5127200	D	51	610	5001.00	1030	516105001001030	1935		Eggman Rd	A	31407							0001		36.88574596	-67.17556610	Y
125	000000506	PL5127200	D	51	610	5001.00	1030	516105001001030	1935		Eggman Rd	B	31407							0001		36.88574596	-67.17556610	Y
126	000000507	PL5127200	D	51	610	5001.00	1030	516105001001030	1935		Eggman Rd	C	31407							0001		36.88574596	-67.17556610	Y
127	000000508	PL5127200	D	51	610	5001.00	1030	516105001001030	1935		Eggman Rd	D	31407							0001		36.88574596	-67.17556610	Y
		PL5127200	A	51	610	5001.00	1030		1935		Eggman Rd	101	31407							0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030		1935		Eggman Rd	102	31407							0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030		1935		Eggman Rd	103	31407							0001	M	36.88574596	-67.17556610	
		PL5127200	A	51	610	5001.00	1030		1935		Eggman Rd	104	31407							0001	M	36.88574596	-67.17556610	

# “D” and “A” Action Codes – Address List: City Style Addresses – HU Converted to Multiunit

**\*\*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
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GO	HOUSENUMBER	STREETNAME	APARTMENT	ZIP	GO	PA	LO	NO	NO	MAPSPOT	USE	LAT	LONG	CITY_
2	NUMBER												UNIT		NA	CIL	CA	NC	NC					STYLE
2	224	000000599	PL5127200	D	51	610	5001.00	1034	516105001001034		3501	Leon Rd		31407						0010		36.43412557	-67.75415682	Y
3			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 101	31407							M	36.43412557	-67.75415682	
4			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 102	31407							M	36.43412557	-67.75415682	
5			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 103	31407							M	36.43412557	-67.75415682	
6			PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 104	31407							M	36.43412557	-67.75415682	

# “J” – Action Code

- Use a “J” action code to flag residential addresses that are not in your jurisdiction.
- Use for city style, non-city style, and ungeocoded address records.
- Do not make modifications to any other columns.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
1	LINE_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEO ID	GQ_	HOUSE	STREETNAME	APA	ZIP	GQ	FAC	LOC	NO	NO	MA		LO	CITY-	
	NUMBER									_FL	NUMBER		RT	NA	ILIT	ATI	NCI	NCI	PSP	USE	LAT	NG	STYLE	
2	454	99995555	PL5127200	J	51	610	5001.00	2001	516105001002001		3526	Pueblo Trl		31402										Y
3	455	99995556	PL5127200	J	51	610	5001.00	2001	516105001002001		3528	Pueblo Trl		31402										Y

# “N” – Action Code

- Use an “N” action code to flag addresses used for purposes other than residential such as:
  - Businesses.
  - Schools.
  - Churches.
  - Government offices.
- Use for city style, non-city style, and ungeocoded address records.
- Do not make modifications to any other columns.

	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_	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEO ID	GQ_	HOUSE	STREETNAME	RT		GQ	ILIT	ATI	NCI	NCI	MA			LO	CITY-
1	NUMBER									AG	NUMBER		ME	ZIP	ME	NA	ON	TYS	TYS	PSP	USE	LAT	NG	STYLE
2	688	989866571	PL5127200	N	51	610	5002.00	2000	516105002002000		202	Cassiopeia Dr		31402										Y

# Summary of Address List Updates

LINE_NUMBER	MAFID	ENTITY	ACTION	STATEFP	COUNTYFP	TRACT	BLOCK	GEOID	GQ_FLAG	HOUSENUMBER	STREETNAME	APARTMENT UNIT	ZIP	GQ_NAME	FACILITY NAME	LOCATION DESCRIPTION	NCITYSTYLE ADDR	NONCITYSTYLE ZIP	MAPSPOT	USE	LAT	LONG	CITY_STYLE
		PL5127200	A	51	610	5002.00	1014			100	Crystal Ave		31402							B	36.22021258	-67.65562012	
		PL5127200	A	51	610	5002.00	1014			101	Crystal Ave		31402							B	36.22022164	-67.69854001	
		PL5127200	A	51	610	5002.00	1014			112	Crystal Ave		31402							B	36.21794225	-67.69914443	
		PL5127200	A	51	610	5002.00	1014			113	Crystal Ave		31402							B	36.21794088	-67.69898816	
		PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 1	Aristotle University					B	36.20156156	-67.70114884	
		PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 2	Aristotle University					B	36.20156201	-67.70115436	
		PL5127200	A	51	610	5001.00	2001		Y	225	Achilles Dr		31402	Pandora Hall Bldg 3	Aristotle University					B	36.20157984	-67.70115996	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 103	31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5001.00	1034			3501	Leon Rd	Apt 104	31407							M	36.43412557	-67.75415682	
		PL5127200	A	51	610	5002.00	1001				Aca St					N on Aca St 2 story w/blk door .25 mile from intersection of James St	31402			L	36.19988566	-67.69891673	
		PL5127200	A	51	610	5002.00	1001				Aca St					Red brick ranch w/carport down long driveway	31402			L	36.19996002	-67.69884699	
		PL5127200	A	51	610	5002.00	1001										RR 3 Box 71	31402		M	36.18722842	-67.68851552	
		PL5127200	A	51	610	5002.00	1001										RR 3 Box 89	31402		M	36.18723969	-67.68853849	
941	002200146	PL5127200	C	51	610	5003.00	1010	516105003001010		1201	Mountain St		31405						0001		36.87726074	-67.16554319	Y
942	000040147	PL5127200	C	51	610	5003.00	1010	516105003001010		1203	Mountain St		31405						0002		36.88249405	-67.18038156	Y
943	030900148	PL5127200	C	51	610	5003.00	1010	516105003001010		1207	Mountain St		31405						0003		36.88848317	-67.18320951	Y
2096	100200307	CO51610	C	51	610	5003.00	1000			2523	Oliver Ave		31402								36.54185562	-67.98558104	Y
2097	100200308	CO51610	C	51	610	5003.00	1000			2525	Oliver Ave		31402								36.54149999	-67.98550019	Y
2098	100200309	CO51610	C	51	610	5003.00	1000			2531	Oliver Ave		31402								36.54123364	-67.98547774	Y
2099	100200310	CO51610	C	51	610	5003.00	1000			2537	Oliver Ave		31402								36.54119945	-67.98541971	Y
124	000000505	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	A	31407						0001		36.88574596	-67.17556610	Y
125	000000506	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	B	31407						0001		36.88574596	-67.17556610	Y
126	000000507	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	C	31407						0001		36.88574596	-67.17556610	Y
127	000000508	PL5127200	D	51	610	5001.00	1030	516105001001030		1935	Eggman Rd	D	31407						0001		36.88574596	-67.17556610	Y
224	000000599	PL5127200	D	51	610	5001.00	1034	516105001001034		3501	Leon Rd		31407						0010		36.43412557	-67.75415682	Y
844	024510332	PL5127200	D	51	610	5002.00	3012	516105002003012		500	Donahue St		31408										Y
845	025468521	PL5127200	D	51	610	5002.00	3012	516105002003012		502	Donahue St		31408										Y
846	026347810	PL5127200	D	51	610	5002.00	3012	516105002003012		504	Donahue St		31408										Y
847	024598100	PL5127200	D	51	610	5002.00	3012	516105002003012		506	Donahue St		31408										Y
848	025531499	PL5127200	D	51	610	5002.00	3012	516105002003012		508	Donahue St		31408										Y
454	99995555	PL5127200	J	51	610	5001.00	2001	516105001002001		3526	Pueblo Trl		31402										Y
455	99995556	PL5127200	J	51	610	5001.00	2001	516105001002001		3528	Pueblo Trl		31402										Y
688	989866571	PL5127200	N	51	610	5002.00	2000	516105002002000		202	Cassiopeia Dr		31402										Y

# Summary of Edges Shapefile Updates

FID	Shape	STATE	COUNTYFP	TLID	TFIDL	TFDIR	MTFCC	FULLNAME	CHNG_TYPE	FIDELITY	SMID	SMIDTYPE	BBSPLG	CBFF	JUSTIFY	LTOADD
4	Polyline	51	610	75979765	257249311	210230166	S1400	Court St	DL	Y	1595	A	4	4		
9	Polyline			0	0	0	S1400	Court St	AL		0					
8	Polyline			0	0	0	S1400	Crystal Ave	AL		0					
7	Polyline	51	610	75997202	210230082	210230082	S1400	Donahue St	DL	Y	1595	A				
0	Polyline	51	610	624917791	210230052	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
1	Polyline	51	610	75979753	210230158	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
3	Polyline	51	610	75979741	210230158	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
5	Polyline	51	610	624917790	210230052	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
2	Polyline	51	610	75979200	210230113	210230104	S1400	Oak St	CA	Y	1595	A	4	4		
6	Polyline	51	610	75979215	210230117	210230104	S1400	Oak St	CA	Y	1595	A	4	4		



# LUCA Update Submissions

## *Paper and Digital Materials*

# Agenda

## Preparing Updated Materials for Submission.

- Address Materials
  - Paper
  - Digital
- Map Materials
  - Paper
  - Digital
- Accompanying paperwork.

## Submitting updated materials.

- Shipping Instructions
- Secure Web Incoming Module (SWIM).

# Address Materials

- Paper
  - Sorting and keeping secure.
  - Assembling and organizing.
- Digital
  - Keeping secure.
  - Assembling and organizing.

# Paper Address List – 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* for paper materials to ensure original materials and copies are secure and protected.

# Paper Address List – 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.

# Digital Address Materials – 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.

# Digital Address List – 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 (D-2004), Appendix A in LUCA Respondent Guide*.

# Digital Address List– 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”.
  - Password protection required because Title 13 material.
  - 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.

# Map Materials

- Paper
  - Sorting and keeping secure.
  - Assembling and organizing.
- Digital
  - Exporting updates.
  - Saving updates.
  - Example
  - Assembling and organizing.

# Map Materials – Paper: Sorting and Keeping Secure

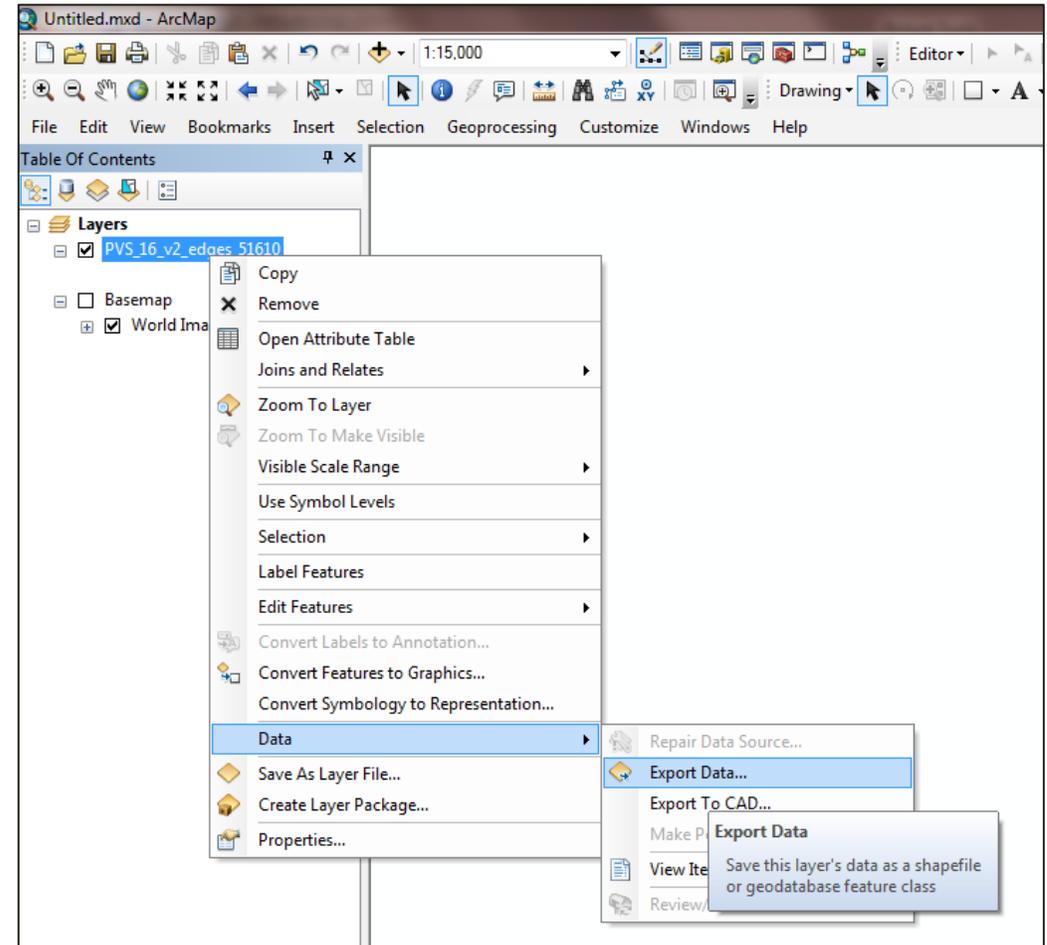
- Ensure complete with all updates.
- Separate updated map sheets.
  - Non Title 13 large format maps (“Digital/Paper” product preference).
  - Title 13 PDF small format block maps (“Digital/PaperPDF” product preference).
- Make copy of updated maps for use during the feedback phase.
- Protect materials 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.
  - Census does not expect updates to large format maps from these participants; map updates expected on PDF small format block maps.

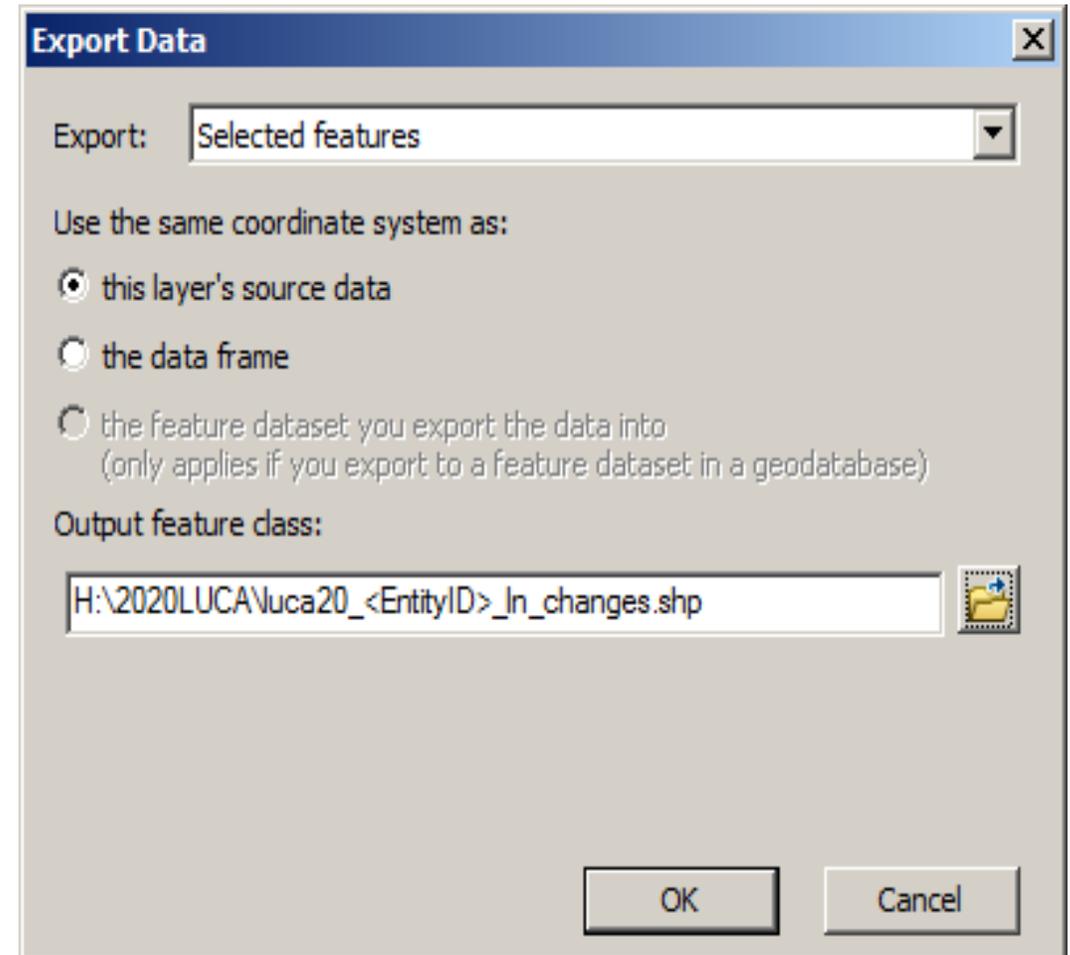
# Map Materials – Digital: Exporting Updates

- Ensure complete with all updates.
- Select edges with value in CHNG\_TYPE field.
- Export selected edges into new shapefile.



# Map Materials – Digital: Saving Updates

- Ensure “Selected features” in “Export Data” window.
- Name new shapefile “luca20\_<EntityID>\_In\_changes.shp”, where EntityID matches entity identification code in LUCA materials.
- Save to location for easy retrieval for submission and next steps.



# Map Materials – Digital: Example – Updated Edges Shapefile

The screenshot displays the ArcMap interface with a map of a residential area. The map shows several streets highlighted in yellow and red, indicating changes. The streets labeled are Crystal Ave, Oak St, Donahue St, Mountain St, and Court St. The table below the map provides detailed information for each street segment.

FID	Shape	STATE	COUNTYFP	TLID	TFIDL	TFDRL	MTFCC	FULLNAME	CHNG_TYPE	FIDELITY	SMID	SMIDTYPE	BBSPFLG	CBBF	JUSTIFY	LTOADD
4	Polyline	51	610	75979765	257249311	210230166	S1400	Court St	DL	Y	1595	A	4	4		
9	Polyline			0	0	0	S1400	Court St	AL		0					
8	Polyline			0	0	0	S1400	Crystal Ave	AL		0					
7	Polyline	51	610	75997202	210230082	210230082	S1400	Donahue St	DL	Y	1595	A				
0	Polyline	51	610	624917791	210230052	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
1	Polyline	51	610	75979753	210230158	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
3	Polyline	51	610	75979741	210230158	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
5	Polyline	51	610	624917790	210230052	210230162	S1400	Mountain St	CA	Y	1595	A	4	4		
2	Polyline	51	610	75979200	210230113	210230104	S1400	Oak St	CA	Y	1595	A	4	4		
6	Polyline	51	610	75979215	210230117	210230104	S1400	Oak St	CA	Y	1595	A	4	4		

# Accompanying Paperwork

- D-2011 Inventory Form, paper or digital.
- Provide with submission either as hardcopy or zipped on CD/DVD or with SWIM.
- Keep copies for your records.

FORM D-2011 (2-18-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

<p><b>United States Census 2020</b></p> <p style="text-align: center;"><b>INVENTORY FORM FOR THE RETURN/ SUBMISSION OF MATERIALS 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p>Entity ID</p> <p>Government Name</p>
<p>Please use this form to identify only the LUCA materials that you have updated and are returning to the Census Bureau.</p>	
<p><b>A. Paper Address List:</b></p> <p><input type="checkbox"/> Census Bureau Address List number of updated pages ..... <input type="text"/></p> <p><input type="checkbox"/> Address List Add Page number of updated pages ..... <input type="text"/></p>	
<p><b>B. Digital Address List:</b></p> <p><input type="checkbox"/> Census Bureau Address List File -- Specify file name <small>z</small></p> <p><input type="text"/></p> <p>Number of updated address records ..... <input type="text"/></p>	
<p><b>C. Paper Maps:</b></p> <p>Number of updated map sheets ..... <input type="text"/></p>	
<p><b>D. Government shapefile:</b></p> <p><input type="checkbox"/></p>	

# Submitting Updated Materials

- Shipping instructions.
  - Title 13 details.
- Secure Web Incoming Module (SWIM).
  - SWIM Introduction.
  - Numerous SWIM procedural screens.

# Shipping Instructions:

## Submissions With Updated Paper Map Materials

- Follow procedures for shipping Title 13 materials.
- Double wrap Title 13 printed materials (paper maps) using inner/outer envelope (or box/container). Label both sides of inner envelope with **“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”**.
- Place inner envelope into the outer envelope (or box/container).
- Include CD/DVD of zipped address list and completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
- Use mailing label included with original materials to ship to National Processing Center in Jeffersonville, IN.
- For any shipping uncertainty, consult Respondent Guide or contact Census Bureau.

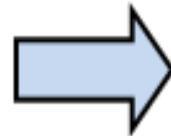
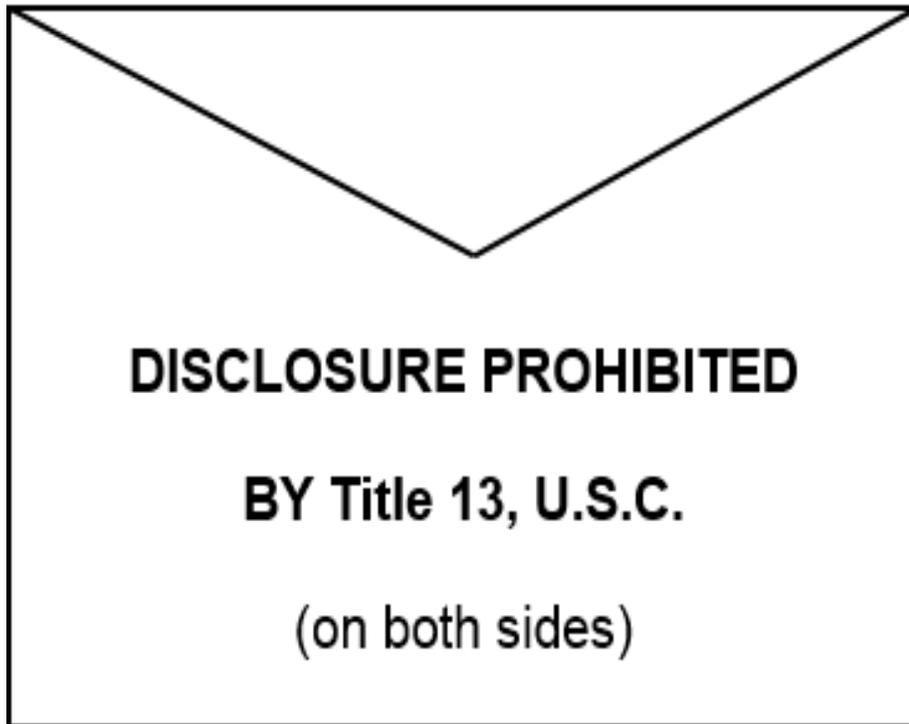
# Shipping Instructions:

## Submissions With Updated Digital Map Materials

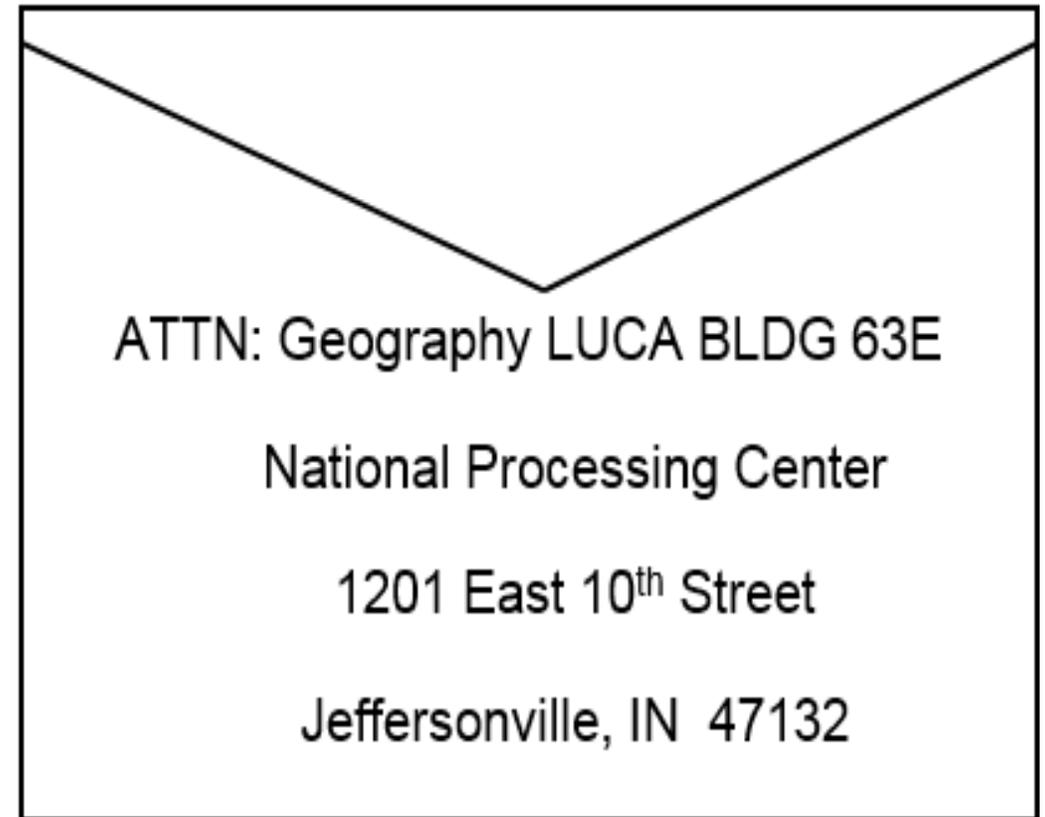
- Include CD/DVD of zipped updated address list and zipped updated edges shapefile.
- Include completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
- Use mailing label included with original materials to ship to National Processing Center in Jeffersonville, IN.
- For any shipping uncertainty, consult Respondent Guide or contact Census Bureau.

# Shipping Instructions: Title 13 Details – Double Wrap Visual

INNER ENVELOPE



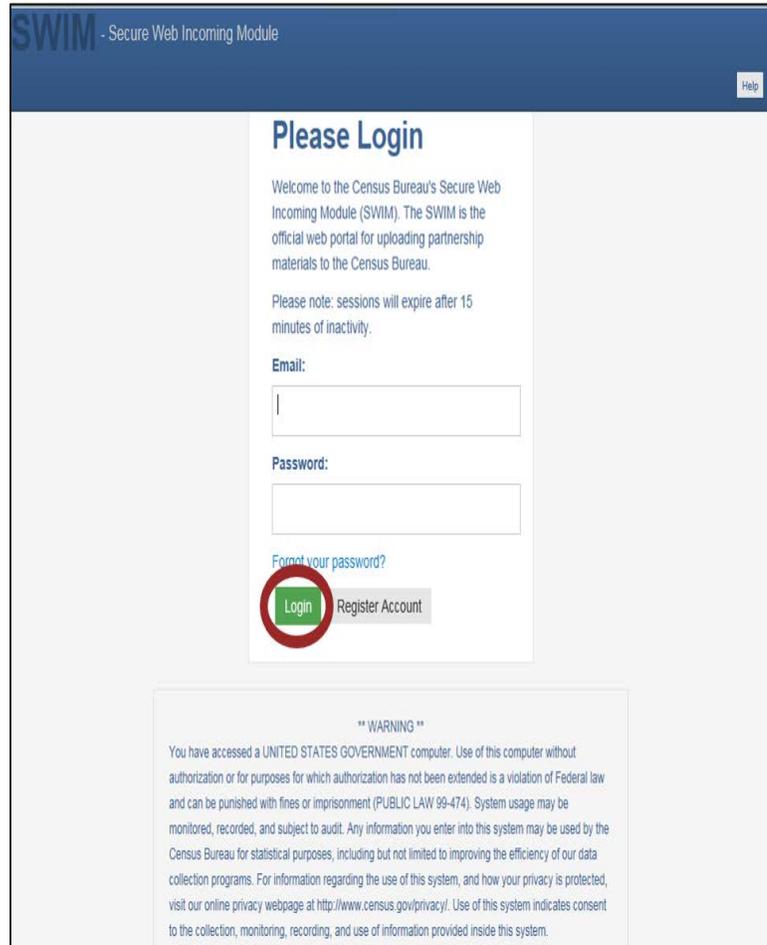
OUTER ENVELOPE



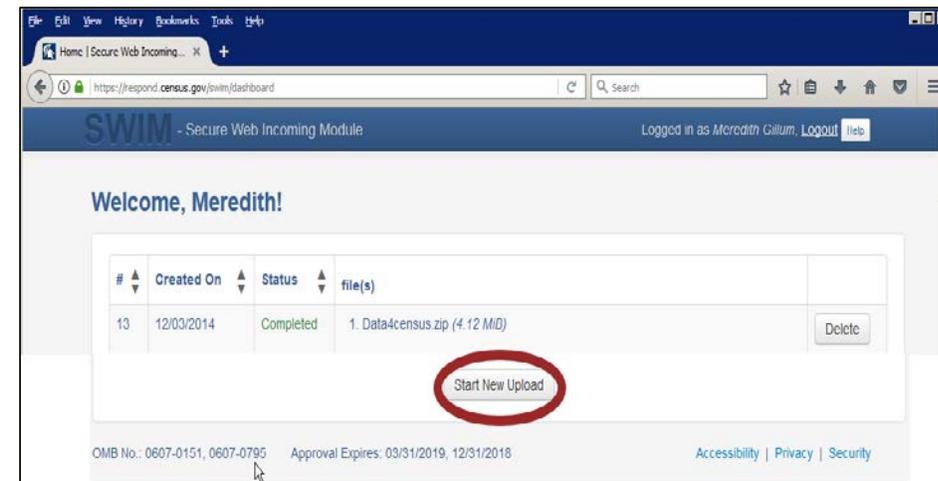
# SWIM Introduction

- Official web portal for uploading materials to Census Bureau.
- Used for other programs besides 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.

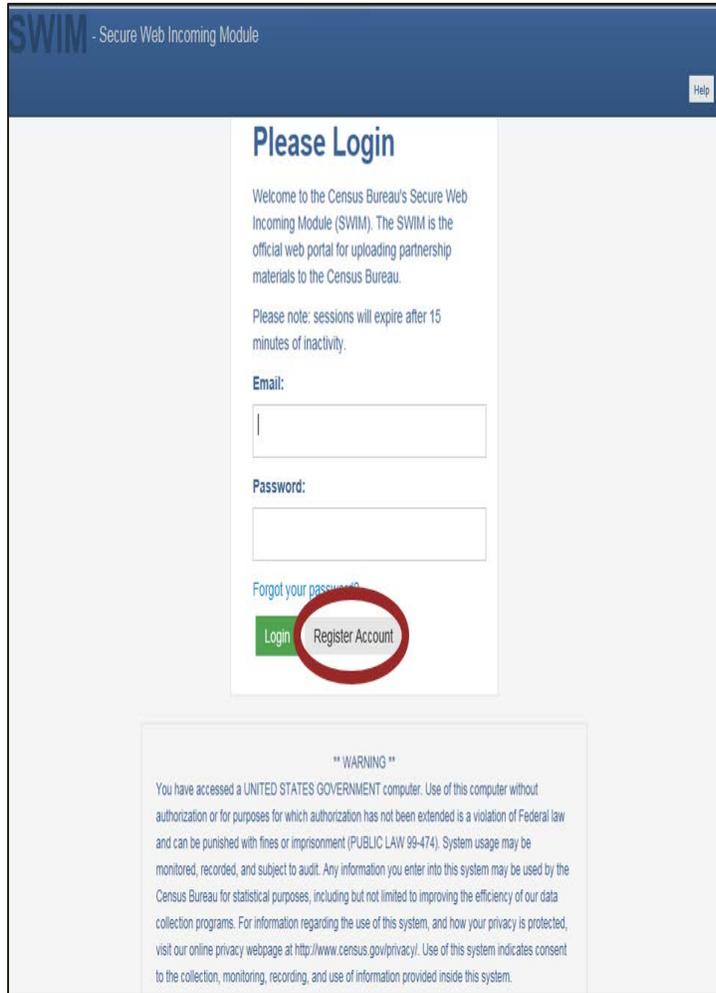
# SWIM Account Login and Welcome Screens



[<https://respond.census.gov/swim/>](https://respond.census.gov/swim/)



# SWIM Account Registration Screens



SWIM - Secure Web Incoming Module

Help

## Please Login

Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

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

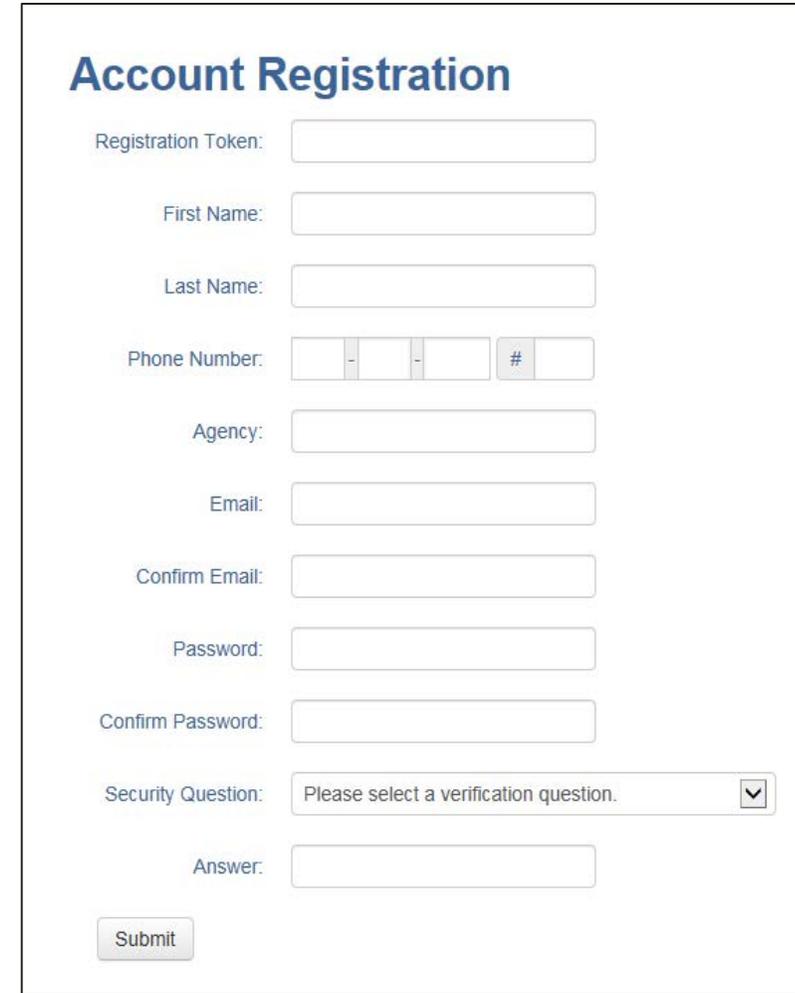
Email:

Password:

[Forgot your password?](#)

**\*\* WARNING \*\***

You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has not been extended is a violation of Federal law and can be punished with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information you enter into this system may be used by the Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system, and how your privacy is protected, visit our online privacy webpage at <http://www.census.gov/privacy/>. Use of this system indicates consent to the collection, monitoring, recording, and use of information provided inside this system.



## Account Registration

Registration Token:

First Name:

Last Name:

Phone Number:  -  -  #

Agency:

Email:

Confirm Email:

Password:

Confirm Password:

Security Question:

Answer:

# SWIM Start New Upload Screen

## What Census program are you reporting data for?

Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to [geo.swim@census.gov](mailto:geo.swim@census.gov) for more guidance.

- Geographic Support System Initiative (GSS-I)
- Boundary Annexation Survey (BAS)
- School District Review Program (SDRP)
- Boundary Quality Assessment and Reconciliation Project (BQARP)
- Federal Agency Updates (FDU)
- Redistricting Data Program - BBSP-VTD (RDP)
- Redistricting Data Program - CD-SLD (RDP)
- Local Update of Census Addresses (LUCA)
- Participant Statistical Areas Program (PSAP)

Next

# SWIM Type of LUCA Entity Screen

What type of LUCA entity are you reporting for?

- State
- Place
- County
- Minor Civil Division (MCD)
- Tribal Area
- Consolidated City

# SWIM Select a .ZIP to Upload Screen

**Select a .ZIP file to upload.**

File submissions must be in "zip format" Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.

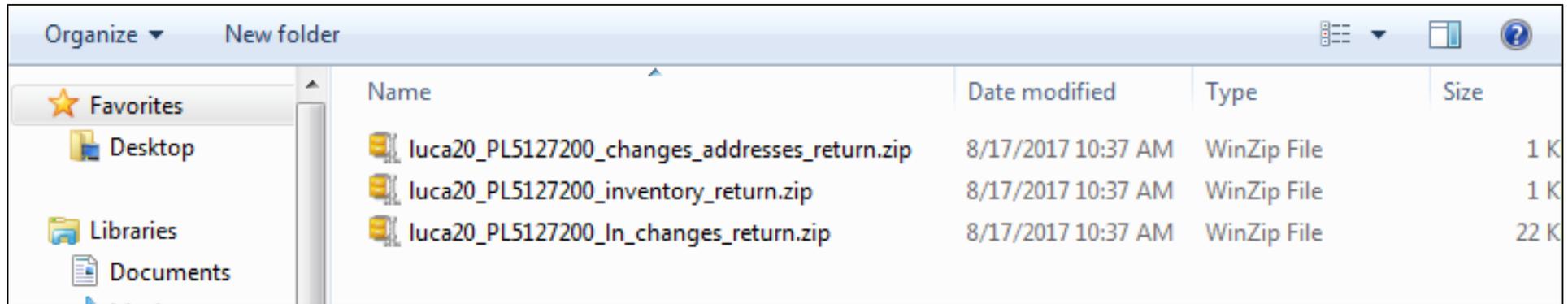
Choose File:

Status:

File(s):

Comments:

# SWIM Choose .ZIP to Upload Screen



# SWIM .ZIP File Upload Status Screen

SWIM - Secure Web Incoming Module Logged in as

**Select a .ZIP file to upload.**

File submissions must be in "zip format" Please group all related data together into one ZIP archive including any metadata or supporting documentation that include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files needed (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the Please provide any additional information, as applicable, in the comments box below.

Choose File:

Status: **Success**

File(s):

- luca20\_PL5127200\_changes\_addresses\_return.zip
- luca20\_PL5127200\_inventory\_return.zip
- luca20\_PL5127200\_in\_changes\_return.zip

Comments:

# SWIM Thank You Confirmation Screen

## Thank You

Your files have uploaded successfully.

File(s):

1. luca20\_PL5127200\_changes\_addresses\_return.zip
2. luca20\_PL5127200\_inventory\_return.zip
3. luca20\_PL5127200\_In\_changes\_return.zip

You may [Log Out](#) or return to the [upload form](#), to submit more files.



# Next Steps

# Next Steps – Census Bureau

- Census Bureau processes submission for validation.
- Census Bureau ships feedback materials in Summer 2019.
- Census Bureau begins outreach to close out LUCA operation.
  - Must confirm destruction or return of all Title 13 materials, including originals and copies.
  - Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
    - Appendix H of 2020 LUCA Respondent Guide.
    - *Confidentiality and Security Guidelines (D-2004)*, Appendix A of 2020 LUCA Respondent Guide, outlines approved destruction methods and process for return of materials.

# Next Steps – Participant

- Agree with feedback materials, then participation ends.
  - 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.
  - Appeals Office works with participant and Census Bureau to resolve disagreement.
  - 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.
- Filing an appeal is optional.

# Next steps – Destruction or Return of Title 13 Materials Form (D-2012)

FORM D-2012 (3-8-2017) OMB No. 0607-0994 Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

Entity ID \_\_\_\_\_  
Government Name \_\_\_\_\_

**DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)**

Please complete this form and return it via email to GEO.2020.LUCA@census.gov or in the enclosed postage paid, preaddressed envelope.

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

**A. LUCA Liaison Destruction or Return of Title 13 Materials**

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

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

Printed Name of the LUCA Liaison \_\_\_\_\_  
Signature of the LUCA Liaison \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

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

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Section B continued on the reverse

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

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

Printed Name \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_  
Month Day Year

FORM D-2012 (3-8-2017)

If you require more signatures, you may duplicate this form.

# Planned New Construction Program for 2020

- Non-Title 13.
- Decennial program designed to capture new addresses for housing units that will be habitable on Census Day (April 1, 2020).
- Address submissions will require either:
  - State/County/Tract/Block Geocodes or
  - Latitude/Longitude Coordinates
- Available in Self-Response Type of Enumeration areas.
  - New addresses in non-Self-Response areas will be captured during field operations.
- Tentatively scheduled: Summer 2019.



# Geographic Updates Partnership Software (GUPS)

# Agenda

- Intended audience.
- Introduction to GUPS and Title 13 U.S.C. refresher.
- GUPS setup and materials introduction.
- GUPS acceptable updates and examples.
- GUPS submission.

# What is GUPS

- Customized geographic information system (GIS) provided by U.S. 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).

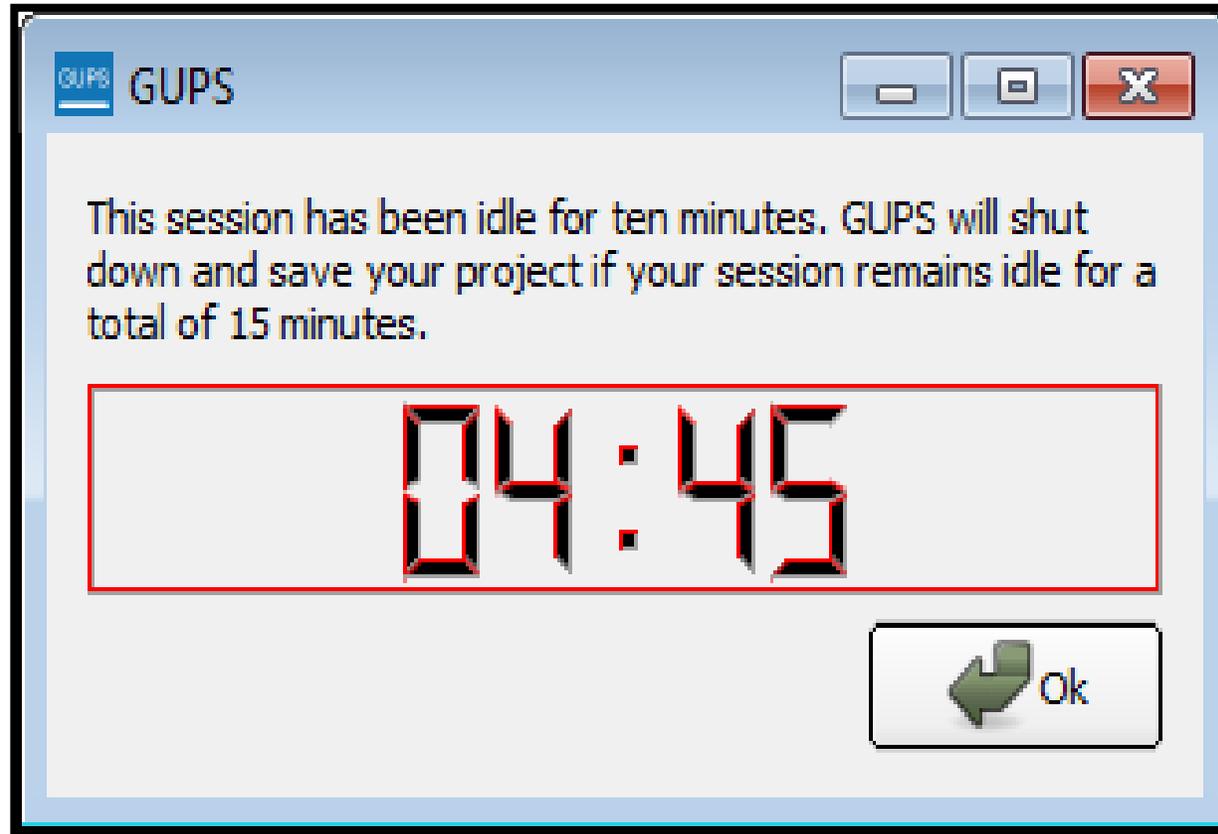
# Why Use GUPS for 2020 LUCA

- 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.
  - 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.

# Security Considerations (cont'd): Automatic time-out



# GUPS Demonstration Video

- <https://census.webex.com/census/lr.php?RCID=805ef5d40bb6617ce189d6d10a18ab25>

# Delivery of Materials

- Three DVDs:
  - GUPS installation software.
  - Title 13 data.
  - Non-Title 13 data.
    - Root directory.
      - Respondent Guide(s) – digital and GUPS.
      - Header text file.
      - Inventory form.
      - Readmefirst6.txt file.

# GUPS Installation: Example (Initial Screen With Data)

**\*\*No Title 13 Data Displayed\*\***

The screenshot displays the GUPS software interface. At the top, the title bar reads "QGIS 2.8.3-Wien - PL5127200 - LUCA - GUPS \*\*\* Disclosure Prohibited by Title 13 U.S.C. \*\*\*". Below the title bar are two toolbars: the "Standard Toolbar" and the "LUCA Toolbar". The main area is a map of a residential neighborhood with street names and house numbers. A red box labeled "Map" is placed over the map. Below the map is the "Census Address List" table, which is highlighted with a red box. To the right of the map is the "Address Count List" table, also highlighted with a red box. At the bottom of the interface, there are tabs for "Census Address List" and "User Address List", with the latter highlighted by a red box and arrow. The status bar at the bottom shows "GUPS save memory layer to shapefile complete", "Coordinate: -77.15091, 38.90201", and "Scale: 1:15,888".

**Census Address List**

MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #
228	C90230657	51	610	5003.00	1036	516105003001036		3	Red Bus	31
72	C72590490	51	610	5002.00	2000	516105002002000		1041	Brass Alley	31
75	C52919486	51	610	5002.00	2005	516105002002005		1954	George Mason Drive	31
378	C45975040	51	610	5002.00	1020	516105002001020		2820	Jumping Junction	31
761	C43109536	51	610	5003.00	1007	516105003001007		2409	Cuban	31
547	C29941070	51	610	5002.00	3009	516105002003009		1347	Dancing Rd	31
182	C27917468	51	610	5001.00	1024	516105001001024		1989	Bluegrass	31
227	C27073096	51	610	5003.00	1036	516105003001036		1403	Morrison Way	31

**Address Count List**

	STATE	COUNTY	TRACT	BLOCK	
17	51	610	5001.00	1000	516
34	51	610	5001.00	1001	516
129	51	610	5001.00	1002	516
106	51	610	5001.00	1003	516
84	51	610	5001.00	1006	516
113	51	610	5001.00	1007	516
86	51	610	5001.00	1008	516
13	51	610	5001.00	1009	516
18	51	610	5001.00	1010	516
92	51	610	5001.00	1	516
77	51	610	5001.00	2	516
69	51	610	5001.00	1013	516
127	51	610	5001.00	1014	516
75	51	610	5001.00	1015	516
115	51	610	5001.00	1016	516
46	51	610	5001.00	1017	516
29	51	610	5001.00	1018	516
121	51	610	5001.00	1019	516
48	51	610	5001.00	1020	516
107	51	610	5001.00	1021	516
0	51	610	5001.00	1023	516
43	51	610	5001.00	1024	516
76	51	610	5001.00	1025	516
90	51	610	5001.00	1026	516
98	51	610	5001.00	1030	516
56	51	610	5001.00	1031	516
36	51	610	5001.00	1034	516
54	51	610	5001.00	1036	516
102	51	610	5001.00	1040	516
91	51	610	5001.00	2001	516
95	51	610	5001.00	2002	516
89	51	610	5001.00	2003	516
104	51	610	5001.00	2004	516
62	51	610	5001.00	2005	516
22	51	610	5001.00	2006	516
114	51	610	5001.00	2007	516

# Reviewing Records In GUPS: Sort By – Filter By – Selection Tool

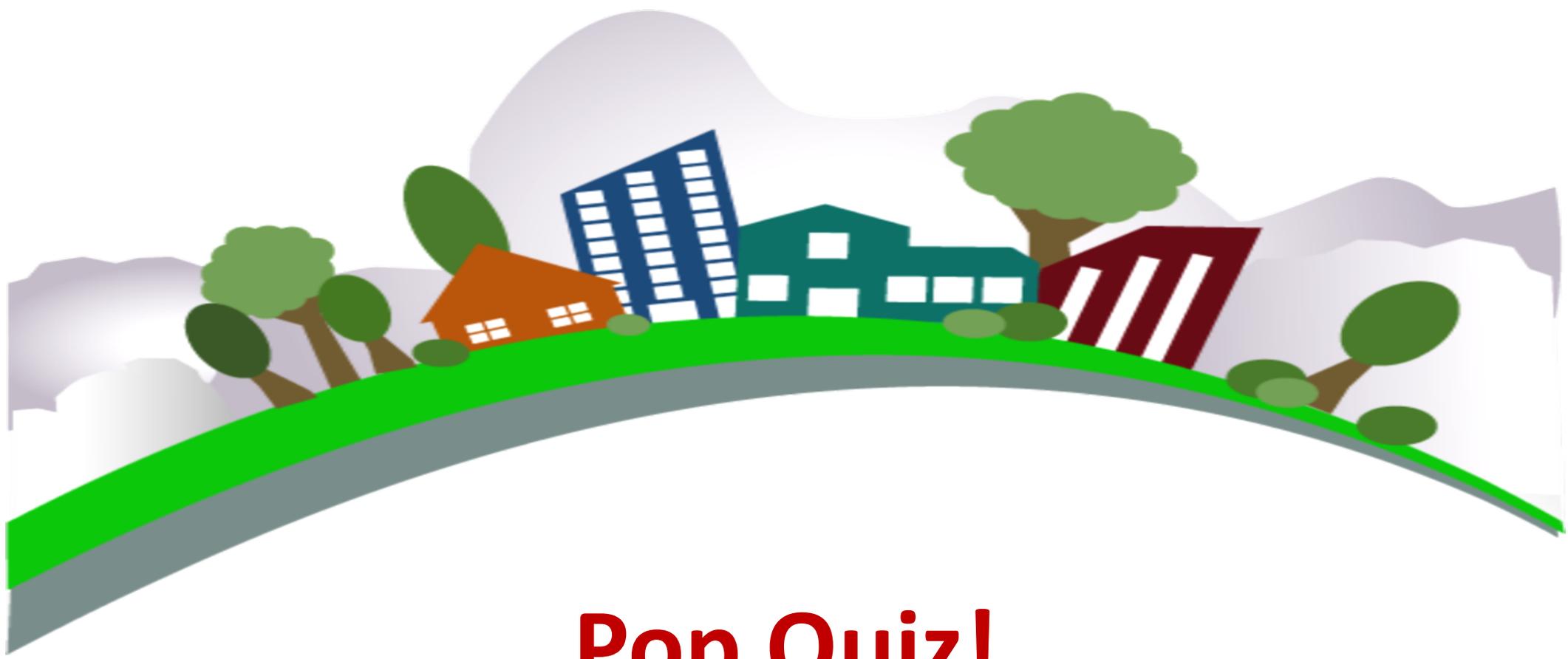
**\*\*No Title 13 Data Displayed\*\***

The screenshot shows the 'Census Address List' interface. At the top left, there are 'Add' and 'Deselect All Features' buttons. Below them is a 'Sort By:' dropdown menu set to 'GEOID (default)'. A red box highlights this dropdown with the label 'Address List Sort Options'. To the right of the dropdown is a list of sorting options: 'GEOID (default)', 'Street Name/House #/Apt #', 'GEOID/Street Name/House #/Apt #', 'ZIP/Street Name/House #/Apt #', 'Action Code/GEOID', and 'Action Code/Street Name/House #/Apt #'. A red box highlights this list with the label 'Address List Sort Options'. On the right side, there is an 'Address Selection Tool' window with three options: 'Select Feature(s)', 'Select Features by Polygon', and 'Select Features by Radius'. A red box highlights these options with the label 'Address Selection Tool'. Below the table, there is a 'Select' dropdown menu. A red box highlights this dropdown with the label 'Address List Filter Options'. To the right of the dropdown is a list of filter options: 'Show All Features', 'Show Selected Features', 'Column Filter', and 'Block Filter'. At the bottom right, there are buttons for 'Edit', 'Copy', 'Out of Jurisdiction', 'Non-Residential', and 'Delete'. Below these buttons is a status bar showing 'Addresses In the List View' and 'Viewing 785 of 785'. There are also 'Clear Edits' and 'Save Edits' buttons.

	MAFID ^	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name	Facility Name	Location Description	Noncity-Style Address
779	000000799		51	610	5003.00	1021	516105003001021		631	May 77 Road		31409				
778	000000798		51	610	5003.00	1021	516105003001021		1334	Allegory Alley		31406				
777	000000797		51	610	5002.00	1017	516105002001017		240	Reading Railroad		31408				
776	000000796		51	610	5002.00	1017	516105002001017		2208	Stagger Lee Rd		31404				
775	000000795		51	610	5002.00	1017	516105002001017		2965	Red Bus		31404				
774	000000794		51	610	5003.00	1037	516105003001037		1194	Doors Bridge		31405				

# 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.
  - If invalid data or duplicates discovered, listed in the **Census Address Error List** window.



# Pop Quiz!

## How Well Do You Know LUCA?

# True or False

## Question 1

- The Census Bureau does not require individual unit identifiers for multi-unit structures.

False – Multi-unit structures such as apartments, mobile homes, condominiums, etc., DO require individual unit identifiers.

**Note:** Unit identifiers are not required for individual units within a ***group quarters***, such as *individual dorm rooms in a college dorm or room numbers in a nursing home*. HOWEVER, you must provide a group quarters name and a facility name if the group quarters are associated with a facility (e.g. Group Quarters Name – Pandora Hall; Facility Name – Aristotle University). The Census Bureau will not process an identified group quarters address record without a group quarters name.

# True or False

## Question 2

- The Census Bureau requires lat/lon or map spots for all non-city style addresses.

True – New for 2020, Participants can submit non-city style addresses as long as they are accompanied by corresponding map spots on paper maps and address lists, or lat/lon coordinates on digital address lists and GUPS.

# True or False

## Question 3

- In LUCA, participant focus should be on making map updates.

False – Focus should be on updating your entity’s address list.

# True or False

## Question 4

- In order to review the digital Address List, you can simply open the file in Excel.

False – It is important to following the proper steps for importing your .csv Address List into Excel. Improper opening of the .csv corrupts the data content of the digital address list.

# True or False

## Question 5

- If the mayor wants to view a map with Census Map Spots or address points, you can show him or her this data.

It depends – Only if he or she has signed the confidentiality agreement.

# True or False

## Question 6

- IT personnel who have access to any Title 13 materials do not need to sign the confidentiality form.

False – Anyone with access to Title 13 materials, their storage or backup must sign the Confidentiality Agreement.

# True or False

## Question 7

- If the *house number or apartment unit identifier* is wrong on the Address List, it can be changed by using the “C” action code and correcting the house number or apartment number on the address list.

False – In order to correct an incorrect house number and/or apartment unit identifier, a reviewer must use a “Delete/Add” combination. The address must first be deleted from the Address List using a “D” action code, then added to the paper Address Add page or the digital Address List using an “A” action code.

# True or False

## Question 8

- The Census Bureau wants to receive your entire address list as part of your LUCA submission.

False - LUCA is an opportunity for local governments to review and update the Census Bureau's address list. Your LUCA submission should only include the Census address records you edited, and the additional records that you added to the Census address list.

# True or False

## Question 9

- The Address List is the foundation of an accurate Census.

True - The accuracy and completeness of the Address List is critical to the success of the Census. An accurate Address List leads to an accurate Population Count.

# True or False

## Question 10

- If an address is ungeocoded, it will still be included in Census 2020 enumeration.

False - Ungeocoded addresses will not be included in the address list used for the 2020 Decennial. We cannot count the residents of a living quarters if we cannot geocode the living quarters.

# Support and assistance

- Visit the 2020 LUCA Web site:

[<https://www.census.gov/geo/partnerships/luca.html>](https://www.census.gov/geo/partnerships/luca.html)

- Frequently Asked Questions document.

- Contact us:

- Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.

- E-mail: [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov)