



2020 Census

Local Update of Census Addresses Operation (LUCA)

New York Regional Census Office

New York Regional Office

- Massachusetts as well as the rest of New England, New York, New Jersey and Puerto Rico comprise the New York Regional Office territory.
- We are in your neighborhood every day collecting data about the economy, the people, housing and other aspects of community life used by government, planners, entrepreneurs, students and everyone who is curious about the world!
- The New York Regional Office employs a staff of permanent, part-time employees in Massachusetts who call or visit households and businesses to obtain survey data for numerous surveys we conduct for the Census Bureau and other federal agencies.
- The New York office is also responsible for conducting all census field activities in the region

Agenda

- Introducing the 2020 Census and 2020 LUCA.
- Census Bureau terminology.
- Preparation for 2020 LUCA participation.
- Support and assistance.
- Connect with us.

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.

Introducing the 2020 Census and 2020 LUCA

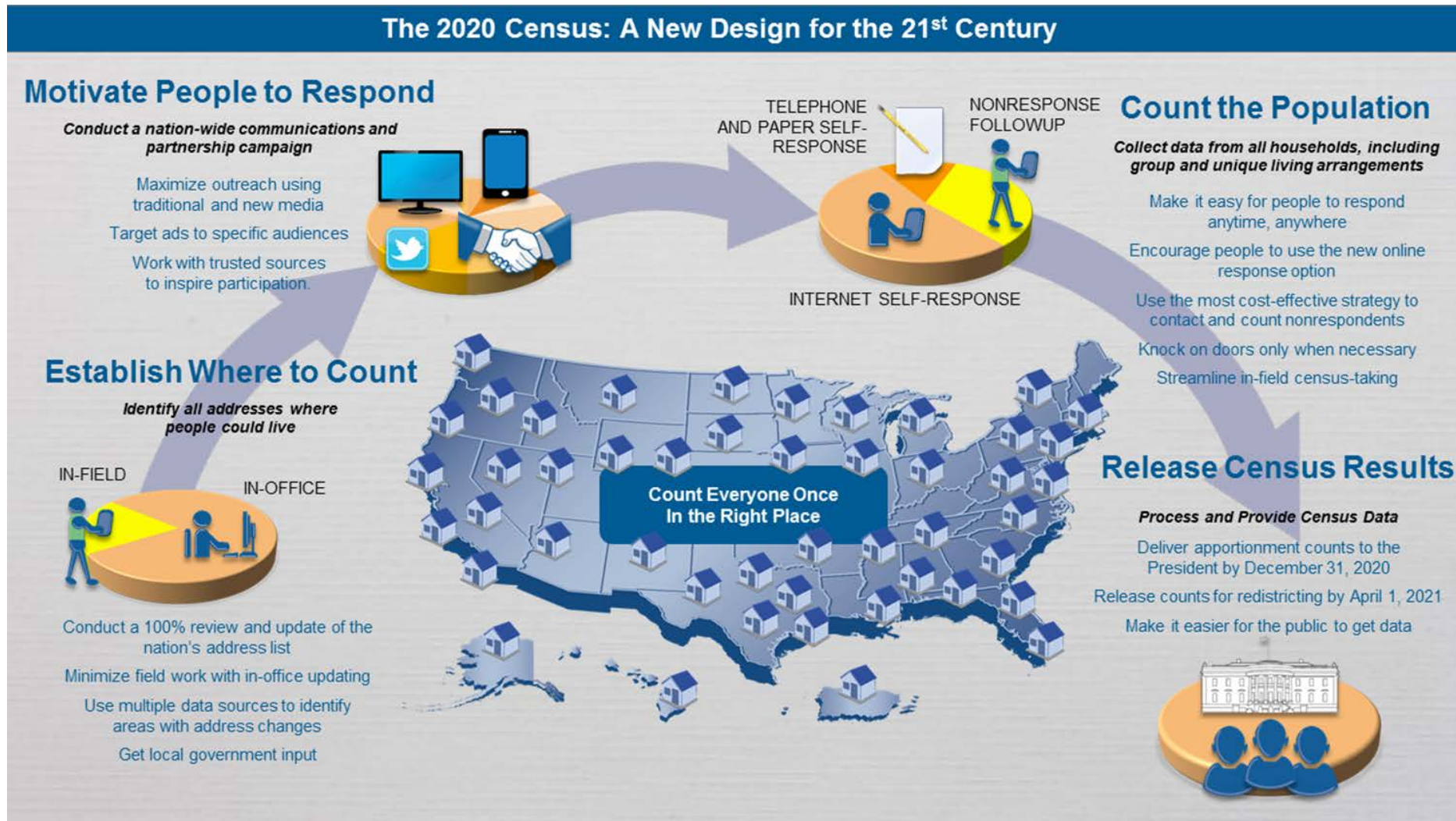
- The Decennial Census.
 - 2020 Census Design.
- 2020 LUCA.
 - LUCA background.
 - Who can participate.
 - Title 13 – confidentiality and security.
 - 2020 LUCA schedule.

The Decennial Census

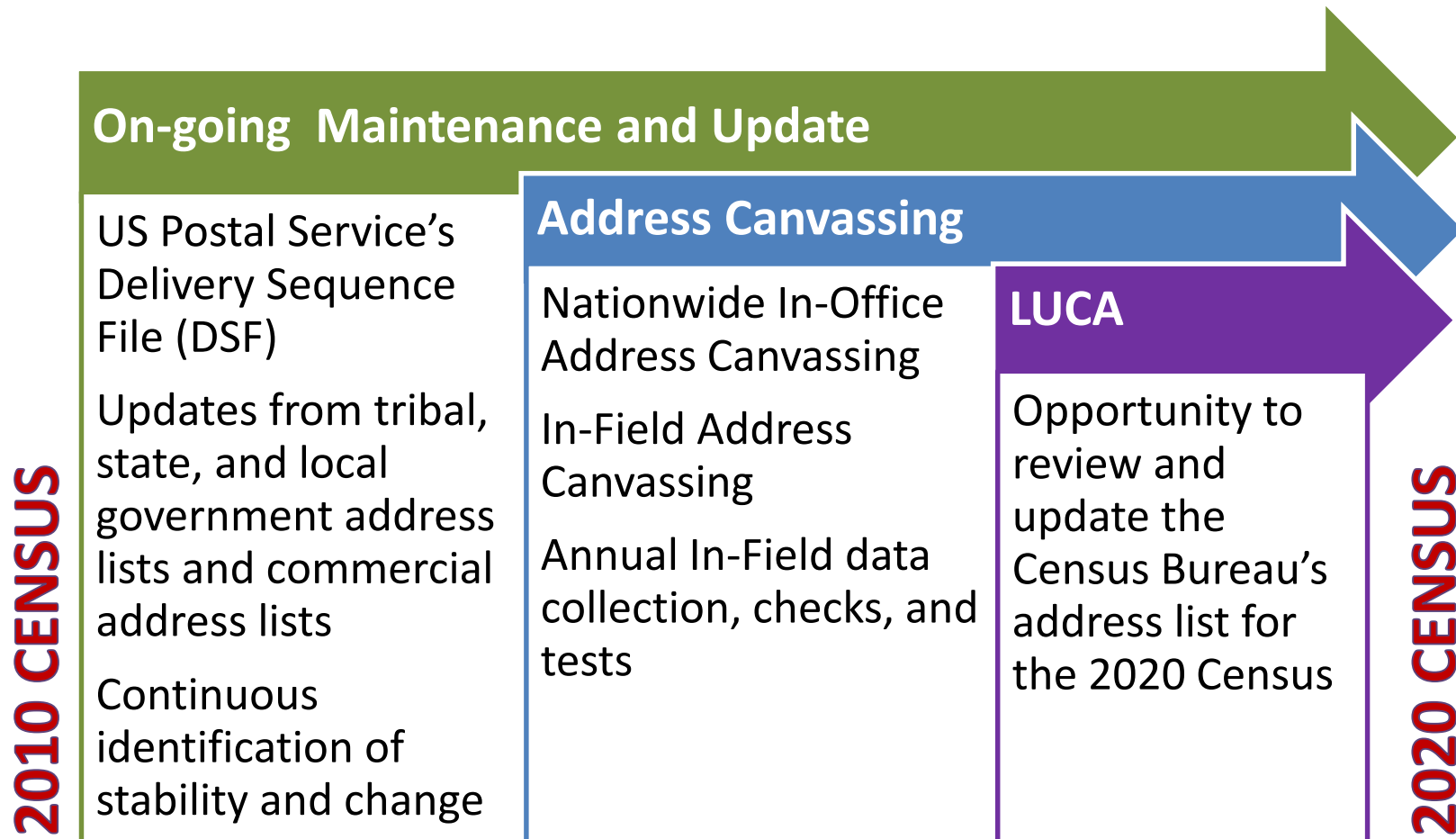
The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States, and the American People.

- 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.

2020 Census Design



Address List Maintenance 2010 - 2020



LUCA background

- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430).
- Provides a voluntary opportunity for designated representatives of tribal, state, and local governments to review and comment on the addresses used to conduct the decennial census.

Who can participate

- Federally recognized tribes with a reservation and/or off-reservation trust land.
- States and Counties.
- Incorporated places.
 - Cities, towns, boroughs, villages.
- Townships (Minor Civil Divisions).

Why allocate your limited resources to Census programs?

- **Political Power:**
 - Census is constitutionally mandated for re-apportionment of Congress.
 - Census results are used for Redistricting at national, state, and local levels.
- **Informed Planning:**
 - Federal, tribal, state and local use governments use Census data in their community planning and regional development.
 - Businesses and non-profits use Census statistics in their organizational decisions (e.g., where to locate, size of market, etc.)
- **Money/Economic Impact:**
 - \$400 Billion/year is distributed using Census numbers (\$4 Trillion over the decade).

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	2020 LUCA registration deadline.
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	CENSUS DAY.

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)*.

Census Bureau terminology

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

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.
- Recreational vehicles in RV parks.
- 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

Product preferences

- Geographic Update Partnership Software (GUPS).
- Paper Format – Address List and Maps.
- Digital Format – Address List and Maps.

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).

Product preference – GUPS

- Customized Geographic Information System (GIS) software for participation in 2020 LUCA.
- Pre-packaged to include all components.
- Designed for participants with no GIS experience; allows for simple to complex edits.
- Programmed with a review tool to validate LUCA edits.
- No internet connection required.
- No address matching capability.
- Size limitation.

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.

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 various street names and house numbers. A red box labeled "Map" is placed over the map area. To the right of the map is an "Address Count List" window showing a table of address data. Below the map is a "Census Address List" window, which is currently selected and highlighted with a red box labeled "Census Address List". This window contains a table with columns for MAFID, Action, ST, COU, Tract, Block, GEOID, GQ, House #, Street Name, and Apt/Unit #. At the bottom of the interface, there are tabs for "Census Address List" and "User Address List", with the "User Address List" tab highlighted by a red box labeled "User Address List Tab". The status bar at the bottom shows "GUPS save memory layer to shapefile complete", "Coordinate: -77.15091, 38.90201", and "Scale: 1:15,888".

Reviewing records in GUPS: Sort By – Filter By – Selection Tool

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

The screenshot shows the 'Census Address List' interface. A dropdown menu for 'Sort By' is open, showing 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 menu with the label 'Address List Sort Options'. The 'Address Selection Tool' is also visible, with options: Select Feature(s), Select Features by Polygon, and Select Features by Radius. A red box highlights this tool with the label 'Address Selection Tool'. At the bottom, a dropdown menu for 'Filter' is open, showing options: Show All Features, Show Selected Features, Column Filter, and Block Filter. A red box highlights this menu with the label 'Address List Filter Options'. The main table displays address records with columns: MAFID, Action, ST, COU, Tract, Block, GEOID, GQ, House #, Street Name, Apt/Unit #, ZIP, GQ Name, Facility Name, Location Description, and Noncity-Style Address. The status bar at the bottom right shows 'Viewing 785 of 785' and buttons for 'Clear Edits' and 'Save Edits'.

	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				

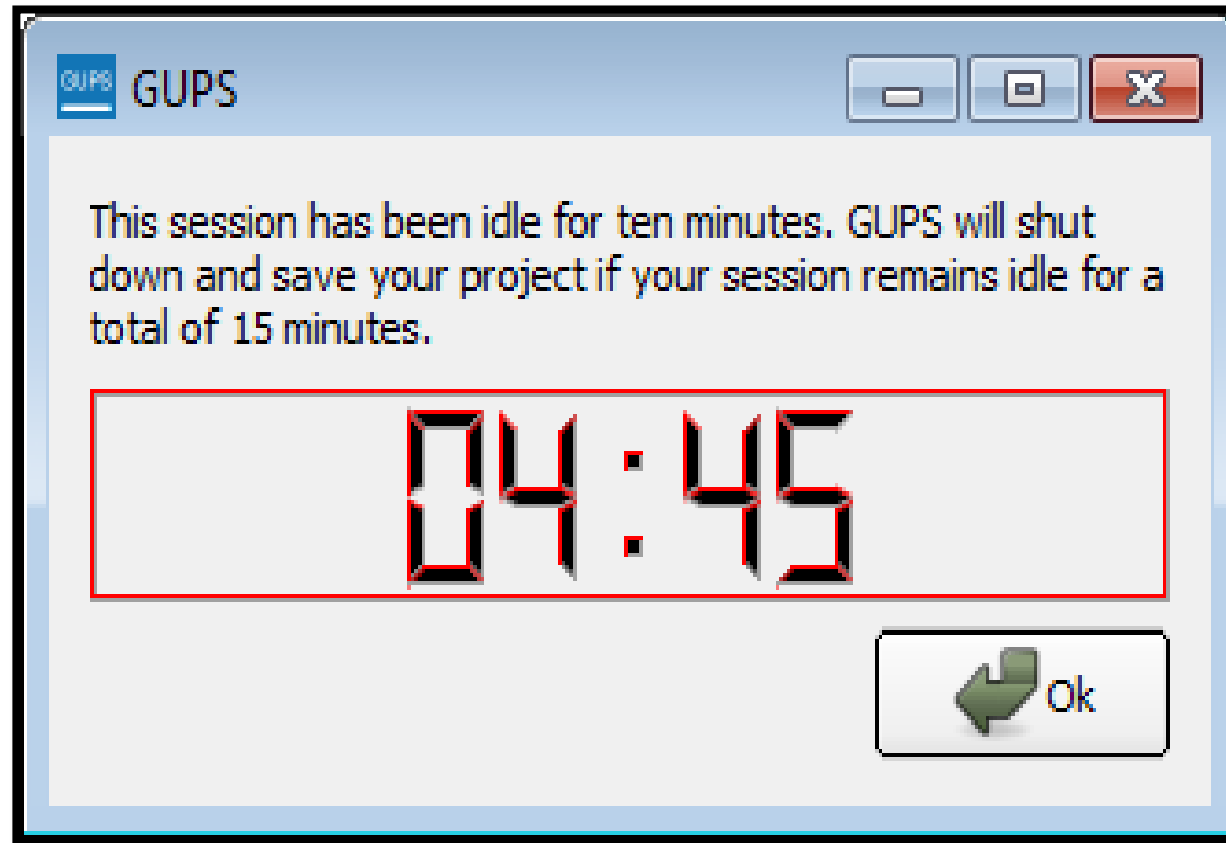
Validating records in GUPS

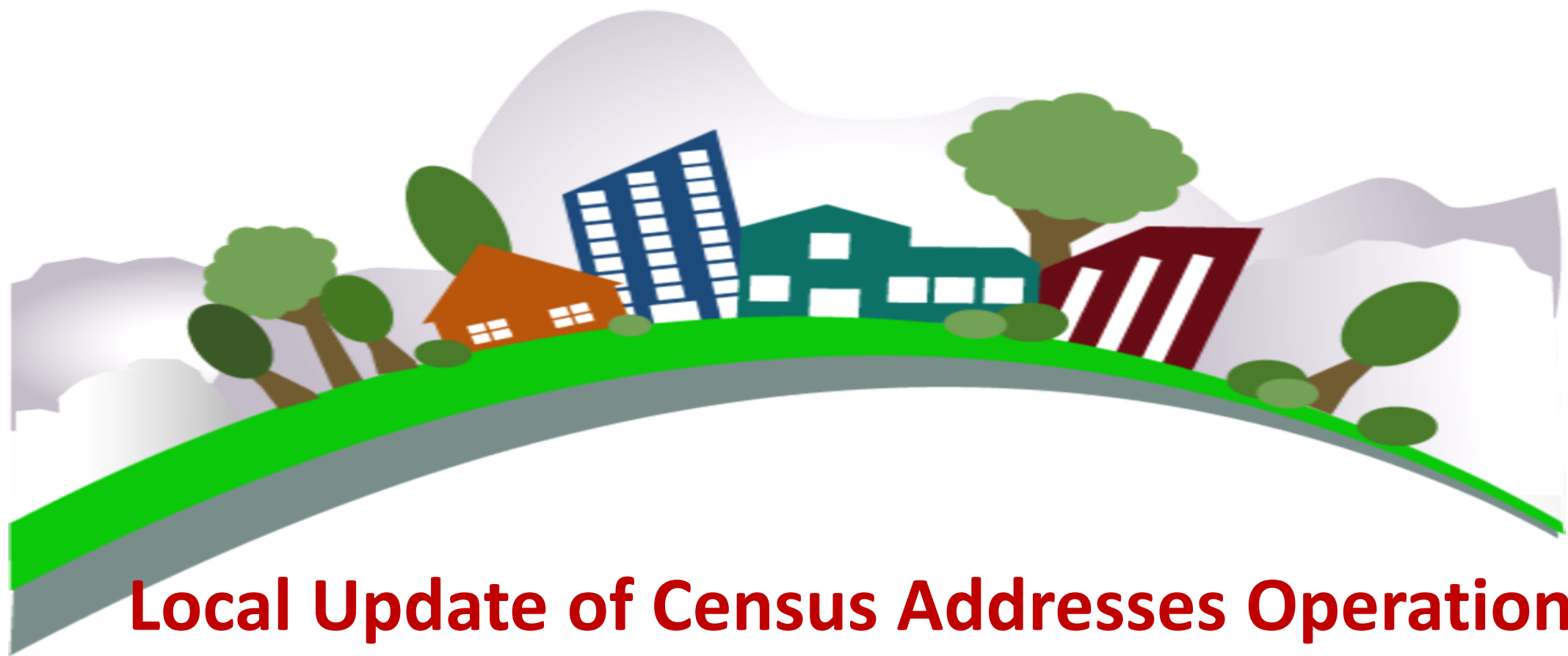
- Includes built-in validation tools when editing/adding records.
- Recommend executing throughout review and update.
- **Address Review Tool** checks records for valid content and ensures no duplicates.
 - If invalid data or duplicates discovered, listed in the **Census Address Error List** window.

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





Local Update of Census Addresses Operation (LUCA)

Review and Update Strategies

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.

Local Update of Census Addresses

- A complete Census address list = an accurate census count
- Don't pass up the opportunity to look at the census address list
 - Once a decade opportunity
 - Important to review areas of new development and change
 - Local governments are the most authoritative source of address information
- Help will be available
 - Census help desk, census respondent guide, additional trainings, regional office geography staff
 - Donahue Institute, regional planning agencies

Next steps – participant

- Register for LUCA by December 15, 2017
 - Choose how you want to receive materials: *paper, electronic, GUPS.*
- Attend Technical Training January – February 2018
 - Primarily webinar - will focus on your materials choice
 - Review participant guide and online training information
- Review and update Census address list beginning in February
 - 120 days to complete review

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 – 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 – 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

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Signature _____ Date _____
Month Day Year

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Printed Name _____
Signature _____ Date _____
Month Day Year

FORM D-2012 (3-8-2017)

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

Support and assistance

- Visit the 2020 LUCA Web site:
<https://www.census.gov/geo/partnerships/luca.html>
 - Frequently Asked Questions document.
- Contact us:
 - E-mail: New.York.Geography@census.gov
GEO.2020.LUCA@census.gov,
 - Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.

GUPS demonstration video

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

Connect with us



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



facebook.com/uscensusbureau



More information on the 2020 Census Memorandum Series:
<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



twitter.com/uscensusbureau



youtube.com/user/uscensusbureau



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



instagram.com/uscensusbureau



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



pinterest.com/uscensusbureau