
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) OPERATION

Frequently Asked Questions (FAQs)



[This page intentionally left blank]

Table of Contents

Advance Notice.....	1
1. What is the 2020 LUCA advance notice mailing and why did our government receive it?	1
2. Is it too late to provide Contact Information Update Forms from the Advance Notice mailings? ...	1
Address Count Files/Lists	1
3. What is the Address Count file/list?	1
4. Why are the Census Bureau’s address counts different from what our government expected?	1
5. How do we resolve errors when joining the address count file to the census block shapefile?.....	2
Appeals Process	2
6. What is the Appeals process?.....	2
7. How long does our government have to file an appeal?	2
8. What is the result of the Appeals Office accepting or rejecting addresses in our appeal?.....	2
Boundary and Annexation Survey (BAS).....	2
9. What is the Boundary and Annexation Survey (BAS) and how does it affect LUCA?.....	2
10. Can our government make boundary changes through the 2020 LUCA operation?	3
Census Geocoder	3
11. What is the Census Geocoder?.....	3
12. How does a government, with more than 10,000 addresses, geocode their addresses?.....	3
13. What is the benefit of geocoding our government’s address list?.....	3
14. Why did our government’s addresses not geocode using the Census Geocoder?.....	3
15. Define both “Exact” and “Non-Exact” match types returned by the Census Geocoder.	4
16. What does the “No-Match” assignment from the Census Geocoder indicate?.....	4
17. What can our government do to ensure successful geocoding of our address list?	4
Confidentiality and Security	5
18. What is Title 13 U.S.C.?	5
19. What are the Confidentiality and Security Guidelines?	5
20. How do we create an electronic security profile on our network?.....	5
21. How do we change our government’s IT system to restrict access to the Title 13 materials?.....	5
22. How do we implement the Advanced Encryption Standard (AES) process?	5
23. If we already use a Username/User ID and password, must we create additional ones for 2020 LUCA?.....	6
24. How does the Census Bureau suggest storing the Title 13 materials if not on our existing network?.....	6
25. When does the Census Bureau consider the 2020 LUCA operation complete?	6

2020 Census LUCA Frequently Asked Questions
July 2017

26.	What is the penalty for wrongful disclosure of Title 13 information?.....	6
27.	Does the Title 13 restriction end at the conclusion of the 2020 LUCA operation?	6
28.	Who can help with our 2020 LUCA review?.....	6
29.	Can our government use the Census Bureau’s address list to improve our own?.....	6
Feedback		7
30.	What type of feedback products will our government receive if we participate in 2020 LUCA?	7
31.	Will the feedback materials match our 2020 LUCA product preference selection?.....	7
Geographic Update Partnership Software (GUPS).....		7
32.	What is GUPS?	7
33.	What are the operating system requirements for GUPS?.....	7
34.	What is the disk space requirement needed to run GUPS?	8
35.	Does GUPS have a limit on the number of address records it can load and process?	8
36.	Can our government test GUPS to determine if we want to use it for 2020 LUCA?	8
37.	Why choose GUPS over our government’s own GIS?	8
38.	Can our government use the GUPS verification edits and tools with our digital submission?.....	8
Glossary.....		8
39.	What is the Address List?	8
40.	What is the Address List Add Page?.....	8
41.	What is the Block to Map Sheet Relationship List?	9
42.	What is a Census block?	9
43.	What is a Census tract?	9
44.	What is a city style address?	9
45.	What is geocoding?.....	9
46.	What is the Geographic Support System (GSS) program?	9
47.	What is a group quarters?.....	9
48.	What is a housing unit?.....	10
49.	What are Incorporated Places?.....	10
50.	What is the Master Address File (MAF)?.....	10
51.	What are Minor Civil Divisions (MCDs)?.....	10
52.	What is the New Construction program?.....	10
53.	What is a non-city style address?.....	11
54.	What are shapefiles?	11
55.	What is TIGER?.....	11
LUCA Liaison and LUCA Reviewer.....		11

2020 Census LUCA Frequently Asked Questions
July 2017

56.	What is a LUCA liaison?	11
57.	How does a LUCA liaison differ from a LUCA reviewer?	11
58.	Who can be/should be our government’s LUCA liaison?	12
59.	If our LUCA liaison and/or LUCA reviewers leave us before 2020 LUCA concludes, what should we do?	12
Overview.....		12
60.	What is the 2020 Local Update of Census Addresses (LUCA) operation?	12
61.	Who can participate in 2020 LUCA?.....	12
62.	Can the Census Bureau pay our government to complete a LUCA review?	13
63.	How can our government provide updated contact information to the Census Bureau?	13
64.	Why is it important to participate in 2020 LUCA?.....	13
65.	How does a government prepare for 2020 LUCA?	13
66.	What are the participation methods for 2020 LUCA?	14
67.	Who, besides our government, receives our government’s addresses as part of their LUCA materials?.....	14
Processing		14
68.	How does the Census Bureau verify the updates made by participants during 2020 LUCA?....	14
Product Preference		14
69.	What are the formats available for the 2020 LUCA materials?.....	14
70.	Can our government choose paper address materials?	16
71.	How can our government determine the number of residential addresses the Census Bureau has for us?	16
72.	Can we change our product preference selection after we receive our 2020 LUCA materials?	16
73.	How does our government request a product preference change?.....	16
74.	Is there a deadline for product preference changes?	16
75.	If we select GUPS but decide to use our own GIS, can we change our product preference?	16
76.	If we select the Digital Address List but decide to use GUPS, can we change our product preference?.....	17
77.	What is the difference between the two Paper Address List sort options and why choose one option over the other?	17
Registration		17
78.	What paperwork is required to register for 2020 LUCA?.....	17
79.	As a state 2020 LUCA participant, do we need to inform our counties of our participation?....	18
80.	Must we register for 2020 LUCA if a higher level of government is already participating?.....	18
81.	Can we designate a higher level of government to participate in 2020 LUCA on our behalf? ..	18
82.	Can a regional planning agency or council of governments participate on our behalf?	19

2020 Census LUCA Frequently Asked Questions
July 2017

83.	Can we hire a private company to conduct our 2020 LUCA review?	19
84.	Why does the Census Bureau need a physical address on the Registration Form?	20
85.	Should we participate in 2020 LUCA if our government has experienced little/no growth?	20
Review Timeframe.....		20
86.	How much time does our government have to complete the 2020 LUCA review?.....	20
87.	How much time should our government expect to spend performing a 2020 LUCA review? ...	20
88.	Our government is growing fast, how can we complete our review in 120-calendar days?.....	21
89.	Will the Census Bureau grant extra time if we cannot complete our work in the allotted timeframe?	21
90.	Will the Census Bureau grant a time extension if our government experiences technical difficulties?	21
91.	How do we submit newly constructed addresses after 2020 LUCA concludes?	21
Schedule.....		21
92.	What is the 2020 LUCA schedule?.....	21
Self-Assessment Checklist.....		22
93.	What is the Self-Assessment Checklist?.....	22
94.	If our government answers “NO” on the Self-Assessment Checklist, can we participate in 2020 LUCA?.....	22
Submission.....		22
95.	Can we send the Census Bureau our own address list instead of registering for 2020 LUCA? .	22
96.	Can we submit addresses for an area we anticipate annexing prior to Census Day?.....	23
Support.....		23
97.	Once we receive our 2020 LUCA materials, what type of assistance is available?.....	23
Workshops		23
98.	How do we register for a 2020 LUCA Promotional workshop?.....	23
99.	How do we register for a 2020 LUCA Training workshop?.....	23
100.	What is the difference between a Promotional workshop and a Training workshop?	23
101.	If we attended a Promotional workshop, must we also attend a Training workshop?	24
102.	What are the topics discussed during a 2020 LUCA Training workshop?	24
103.	How long are the Training workshops?	24
104.	Must our government attend a Training workshop to participate in 2020 LUCA?	24
105.	Can our government attend more than one Training workshop?	24

Advance Notice

1. What is the 2020 LUCA advance notice mailing and why did our government receive it?

Conducted in early 2017, the purpose of the 2020 LUCA advance notice mailing was to provide information regarding the 2020 LUCA operation and update our contacts database. Each Tribal Chair, Governor, and Highest Elected Official received the advance notice mailing as well as numerous previous LUCA contacts and other geographic program contacts in our mailing database. If the Census Bureau did not receive a reply from the initial mailing in January 2017, they distributed a second mailing in late spring 2017, attempting to ensure the most current, up-to-date contact information prior to the 2020 LUCA Invitation mailing, scheduled to occur in mid-July 2017. Contents of the mailing included the advance notice letter, the *2020 Local Update of Census Addresses Operation (LUCA) Information Guide* and a *Contact Information Update Form*.

Your government received the mailing because you are eligible to participate in the 2020 LUCA operation. All eligible governments were included in the advance notice mailing.

2. Is it too late to provide Contact Information Update Forms from the Advance Notice mailings?

Should the Highest Elected Official or other potential LUCA contacts need to update his/her information, they may do so over the phone by contacting the Geographic Programs Support Desk at 1-844-369-0169.

Address Count Files/Lists

3. What is the Address Count file/list?

The Address Count file/list contains the number of housing units and group quarters addresses on the address list for each census block within your jurisdiction. The counts are for reference purposes only and can be used to identify inconsistencies between the Census Bureau's address counts and your jurisdiction's address counts. The Address Count files are available for download from the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>. Expect new files in July 2017, because a refresh of address counts occurs prior to creation of the 2020 LUCA materials.

4. Why are the Census Bureau's address counts different from what our government expected?

The Census Bureau's counts only include residential addresses. If your government's sources include both commercial and residential addresses, this could cause a difference in the expected tallies.

The Census Bureau derived the counts by tallying addresses within the Master Address File (MAF) by 2010 census block. The Census Bureau could have the address incorrectly geocoded in the MAF. Incorrect geocodes would manifest in some blocks with more or less addresses than anticipated. If your government's addresses geocode to different census blocks, then a difference in expected counts will occur.

The Census Bureau could be missing addresses that affect the address count.

5. How do we resolve errors when joining the address count file to the census block shapefile?

Remove the space characters that separate the words in the last two columns, “Total Residential” and “Total Group Quarters”. They should read “TotalResidential” and “TotalGroupQuarters”, respectively. This normally corrects joining errors. For more information on joining Census data using GIS, please refer to the Education – Brochures subsection within the Geography section of the Census Web site: <https://www.census.gov/geo/education/brochures.html>.

Appeals Process

6. What is the Appeals process?

The LUCA Appeals Office, managed by the United States Office of Management and Budget (OMB), as mandated by Public Law 103-430, works independently from the Census Bureau to resolve disagreements that may remain after governments receive the Census Bureau’s 2020 LUCA feedback. The procedures for filing an appeal become available during the summer of 2019.

7. How long does our government have to file an appeal?

Your government has 30 days from receipt of 2020 LUCA Feedback materials to file an appeal.

8. What is the result of the Appeals Office accepting or rejecting addresses in our appeal?

The Appeals Office reviews each address in your government’s appeal and makes a determination of either acceptance or rejection. Your government receives notification of the Appeals Office findings. The Census Bureau will include accepted addresses in the 2020 Census enumeration universe and will not include those rejected by the Appeals Office.

Boundary and Annexation Survey (BAS)

9. What is the Boundary and Annexation Survey (BAS) and how does it affect LUCA?

The Census Bureau conducts the BAS annually to collect information from tribal, state, and local officials about select legally defined geographic areas. The BAS updates information about the legal boundaries and names of all governments. For more information, please review the BAS Web site: <https://census.gov/geo/partnerships/bas.html>.

For the 2020 LUCA operation, the 2017 BAS boundaries are the boundaries used to generate all of the LUCA materials. Because LUCA participants receive only the addresses inside their legal boundaries for review and update, if the 2017 boundary in the Census Bureau’s database is incorrect, the address list may appear incomplete or different from expected. If your government notices a discrepancy in its boundary on the 2020 LUCA materials, encourage the government where the discrepancy occurs to review the addresses in that area, as those addresses will be included in their materials. While the 2020 LUCA materials are based on the 2017 boundaries, it is important to note, the Census Bureau tabulates the 2020 Census counts based upon the boundaries in our MAF/TIGER system effective January 1, 2020.

10. Can our government make boundary changes through the 2020 LUCA operation?

No. The 2020 LUCA operation cannot process boundary changes. If boundary changes are necessary, please plan to participate in the 2018 Boundary and Annexation Survey (BAS) in late 2017/early 2018. For more information, please review the BAS Web site: <https://census.gov/geo/partnerships/bas.html>.

Census Geocoder

11. What is the Census Geocoder?

The Census Geocoder is an address look-up tool that converts your address to an approximate coordinate (latitude/longitude) based on the address ranges found within the TIGER/Line shapefiles. It returns information about the address range where the individual address falls and includes the state, county, tract, and block codes (also known as geocode information). The Census Geocoder works for an individual address or batch file of up to 10,000 addresses. To access the Census Geocoder, please visit the Web site: <https://www.census.gov/geo/maps-data/data/geocoder.html>.

The information in the geocoder comes from the Census Bureau's Master Address File / Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) system, which holds the geographic information used for censuses and surveys. Derived from the MAF, the address ranges used in the geocoder are the same address ranges found in the TIGER/Line shapefiles.

There are limitations to the address ranges found in our MAF/TIGER system. The address ranges are potential address ranges, not actual address ranges. Potential ranges include the full range of possible structure numbers even though the actual structures may not exist. The majority of address ranges we have are for residential areas. There is limited availability of address ranges in commercial areas. The Census Bureau updates the address ranges regularly with the most current information available.

12. How does a government, with more than 10,000 addresses, geocode their addresses?

The Census Bureau offers a LUCA-specific geocoding service for governments with over 10,000 addresses. This service uses the Secure Web Incoming Module (SWIM) to submit address files to the Census Bureau for geocoding. After geocoding, the Census Bureau distributes the geocode information via e-mail that includes a secure link to the output file. Refer to instructions on the LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>.

13. What is the benefit of geocoding our government's address list?

Used in conjunction with the Address Count file/list, this tool allows you to assign a Census geocode to your digital address list and then tally your individual addresses and summarize them by Census block. This summary allows your government to compare the count of addresses by census block for your digital address list to the Census Bureau's count of addresses by census block. You can then determine the census blocks with the greatest address count differences to focus your address review.

14. Why did our government's addresses not geocode using the Census Geocoder?

There are several potential reasons for unsuccessful geocoding of addresses while using the Census Geocoder:

- The street and/or address range do not exist in the TIGER; therefore, a match cannot occur.

- The house number or street name may no longer match Census information (e.g., renumbering or renaming due to 9-1-1 activities).
- The address submitted for geocoding may match to a single address range segment within our TIGER database. The Census Bureau cannot release geocode information for single address range segments because the geocode essentially identifies the location and name of an individual address, which Title 13 prohibits.
- The street name may not match our database due to misspellings or differences in spellings, abbreviations, and prefix/suffix directional (Appel St vs Apple St OR ML King Blvd vs Martin Luther King Blvd OR N Main St vs Main St).

15. Define both “Exact” and “Non-Exact” match types returned by the Census Geocoder.

A behind the scenes scoring hierarchy forms the basis of the Census Geocoder match type results. The match score takes into consideration each component of the address submitted for geocoding. An “Exact” match scores higher than a “Non-Exact” match. A match score above the pre-determined threshold, but lower than an “Exact” match is considered a “Non-Exact” match (i.e., equivocated). Results from “Non-Exact” matches are valid. Even though these matches are not “Exact”, the Census Bureau has high confidence in the match results. There are instances where an address matches, but does not meet the threshold to be considered a match. These addresses have a “No-Match” status assigned.

16. What does the “No-Match” assignment from the Census Geocoder indicate?

The “No-Match” status could indicate a few things. It is possible the street is missing from TIGER preventing a geocode. It is also possible the street is in TIGER, but the address range is absent from the segment, preventing a geocode. It could also mean the match did not score high enough (or meet the threshold) to be considered either an “Exact” or “Non-Exact” match.

17. What can our government do to ensure successful geocoding of our address list?

An important first step of successful geocoding is to prepare your local address list for ingestion into the Census Geocoder. Format your address list into an input file containing five fields: Line number, House number and Street name, City, State and ZIP Code.

Good examples are as follows:

- 1, 1600 Pennsylvania Ave NW, Washington, DC,
- 2, 1600 Pennsylvania Ave NW, , , 20502

The extra commas that serve as placeholders for the five fields are necessary.

Bad examples are as follows:

- 3, 1600 Pennsylvania Ave NW, Washington, DC
- 4, 1600 Pennsylvania Ave NW, 20502

The missing commas make these two records improperly formatted.

The Census Geocoder accepts input files in text format (.txt, .csv, and .dat) as well as Excel format (.xls and .xlsx). The output file format provided back to your government from the Census Geocoder matches the input file format.

For detailed instructions, please refer to the documentation and frequently asked questions sections on the Census Geocoder Web site: <https://www.census.gov/geo/maps-data/data/geocoder.html>.

Confidentiality and Security

18. What is Title 13 U.S.C.?

Title 13 United States Code (U.S.C.) authorizes the Census Bureau's work and provides strong protection for the information it collects. Title 13 U.S.C. specifically requires the Census Bureau to ensure confidential treatment of census-related information, including individual addresses and structure coordinates. Structure coordinates identify the location of living quarters. Title 13 requires all LUCA liaisons, LUCA reviewers, and anyone with access to Census Bureau Title 13 materials abide by the *Confidentiality and Security Guidelines*. Further, Title 13 requires the Census Bureau to maintain the confidentiality of the information it collects. For more information on Title 13, U.S.C., review the following section of the Census Bureau's Web site:

https://www.census.gov/history/www/reference/privacy_confidentiality/title_13_us_code.html.

19. What are the Confidentiality and Security Guidelines?

The *Confidentiality and Security Guidelines* describe how to protect Title 13, U.S.C. information. They discuss nondisclosure of confidential information; how to secure Title 13 information; and how to destroy or return all Title 13 materials once the 2020 LUCA operation completes following the appeals process.

All 2020 LUCA participants must read, understand and abide by the instructions in the *Confidentiality and Security Guidelines* and must sign a Confidentiality Agreement Form prior to the receipt of materials. The Census Bureau anticipates posting a copy of these guidelines on their 2020 LUCA Web site:

<https://www.census.gov/geo/partnerships/luca.html> in October 2017.

20. How do we create an electronic security profile on our network?

The Census Bureau is unable to provide this level of IT support because of the variety of IT systems. Please consult your government's computer staff for assistance.

21. How do we change our government's IT system to restrict access to the Title 13 materials?

The Census Bureau is unable to provide this level of IT support because of the variety of IT systems. Please consult your government's computer staff for assistance.

22. How do we implement the Advanced Encryption Standard (AES) process?

The Census Bureau is unable to provide this level of IT support because of the variety of IT systems. Please consult your government's computer staff for assistance. For more information regarding AES, review the following Web site: <http://csrc.nist.gov/archive/aes/>. Additional internet searches provide details of its implementation.

23.If we already use a Username/User ID and password, must we create additional ones for 2020 LUCA?

Yes, you must create a separate file encryption and passwords to protect the Title 13 materials. Encrypt using Advanced Encryption Standard (AES) with key length of 256 bits. For more information regarding AES, review the following Web site: <http://csrc.nist.gov/archive/aes/>. Additional internet searches provide details of its implementation.

24.How does the Census Bureau suggest storing the Title 13 materials if not on our existing network?

The Census Bureau recommends using a stand-alone computer, not connected on your existing network, to complete your LUCA review. Transfer source information to this computer while still on your network or via USB flash drive or CD/DVD and then disconnect the computer from the network prior to beginning your review. Saving your LUCA work to a USB flash drive or a location on your computer's hard drive that is not automatically backed-up to a server, minimizes the risk of losing data if the system crashes or data becomes corrupted.

25.When does the Census Bureau consider the 2020 LUCA operation complete?

The conclusion of the 2020 LUCA operation depends upon whether your government provides a submission. If your government registers for 2020 LUCA, does not submit updates, and does not wish to receive feedback, your government is encouraged to destroy or return the LUCA materials and submit the Destruction or Return paperwork (D-2012) soon-after the 120-calendar day review period expires.

If your government registers for 2020 LUCA, provides a submission for Census Bureau processing or agrees with the address list, and wishes to receive the LUCA feedback materials, retain a copy of your LUCA materials and submission through the 2020 LUCA Feedback and Appeals phase (roughly fall 2019). Your government will need a copy to review the feedback materials. The Census Bureau will conduct extensive follow-up to close out the 2020 LUCA operation and confirm destruction (or return) of all Title 13 U.S.C. materials at the conclusion of the 2020 LUCA operation.

26.What is the penalty for wrongful disclosure of Title 13 information?

The penalty is a fine of not more than \$250,000 or imprisonment for not more than five years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

27.Does the Title 13 restriction end at the conclusion of the 2020 LUCA operation?

No. While access to the Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

28.Who can help with our 2020 LUCA review?

The designated LUCA liaison and LUCA reviewers, who have signed the required confidentiality and security forms to protect and keep confidential the Census Bureau's Title 13 materials (addresses and structure point locations), are the ONLY people that can assist with your government's 2020 LUCA review.

29.Can our government use the Census Bureau's address list to improve our own?

No. The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data, can only be used for the 2020 LUCA operation and cannot be used to create, update or modify your

government's own address list or database. This is a direct violation of the *Confidentiality and Security Guidelines*.

Feedback

30. What type of feedback products will our government receive if we participate in 2020 LUCA?

The 2020 LUCA feedback materials include an updated address list, address count list and maps in the same format as the original 2020 LUCA materials. In addition, the Census Bureau will provide a detailed feedback list that summarizes the actions taken by the Census Bureau for each address submitted by your government as part of its 2020 LUCA submission. As with the original 2020 LUCA materials, Title 13 U.S.C. protection applies to these materials as well.

31. Will the feedback materials match our 2020 LUCA product preference selection?

Yes. Feedback materials will match the 2020 LUCA original product preference selection.

Geographic Update Partnership Software (GUPS)

32. What is GUPS?

The Geographic Update Partnership Software, or GUPS, is a self-contained, customized GIS software tool provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 LUCA. Pre-packaged to include all of the components for 2020 LUCA, the GUPS contains the Census Bureau's address list, address count list, and TIGER partnership shapefiles. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. Delivery of all data (software, address list, address count list and shapefiles) is on DVD. Please note that although GUPS provides the ability to import a local, digital address list, there is no address matching capability provided between the Census Bureau's address list and the local address list in GUPS.

Designed with the participant in mind, GUPS is user-friendly. It allows for simple to complicated LUCA reviews and edits. Programmed with a review tool requiring the user to validate their edits before creating a submission file, GUPS ensures the file(s) submitted are valid and allows for easier processing once received by the Census Bureau. GUPS does not require an internet connection, but one is necessary to use the imagery server.

33. What are the operating system requirements for GUPS?

For Windows to run GUPS, participants need:

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

For Mac users, participants must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp, which comes pre-installed on all Mac computers. Instructions for using Boot Camp are located at <https://support.apple.com/boot-camp>. Since Boot Camp requires a restart of the computer to set up the bridge, be sure to print the instructions provided before beginning.

34. What is the disk space requirement needed to run GUPS?

Participants need 1.3 Gigabytes (GB) to run GUPS. Four GB of RAM is the recommended minimum.

35. Does GUPS have a limit on the number of address records it can load and process?

No; however, Census Bureau testing has shown there can be a decrease in GUPS performance once an address list for a government exceeds 300,000 addresses. Decreases in performance include, but are not limited to, slower editing speed, lag time during the save process and slower refresh speed.

36. Can our government test GUPS to determine if we want to use it for 2020 LUCA?

Governments are not able to test a LUCA version of GUPS prior to selecting their product preference. The Census Bureau recommends GUPS for participants with digital address lists. If your government chooses either GUPS or digital materials, you will receive a copy of GUPS, as well as a digital address list and shapefiles for use in either GUPS or your own GIS.

37. Why choose GUPS over our government's own GIS?

Designed to make providing LUCA submission data in an easy, efficient, and standardized manner for participants, GUPS handles the entire GIS setup process and allows the user to begin their review with very little prep time. GUPS has a module designed specifically for LUCA, allowing the use of customized tools for editing and address validations that reduce the complexity of the LUCA operation. Additionally, GUPS is fully supported with User Guides, "How to" videos, trainings, and tiered technical support via phone and e-mail. Please note that although GUPS provides the ability to import a local, digital address list, there is no address matching capability provided between the Census Bureau's address list and the local address list in GUPS.

38. Can our government use the GUPS verification edits and tools with our digital submission?

No; however, the Census Bureau posted a document describing the validation rules programmed into the GUPS to the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>. GIS users are able to create their own "Add-In" that mimics these validation rules within their own GIS.

Glossary

There are several sources of glossaries on the Census Bureau's Web site. Readers may wish to store the following two: <https://www.census.gov/geo/reference/> <https://www.census.gov/glossary/>.

39. What is the Address List?

The Census Bureau's address list, extracted from the Master Address File (MAF) for review and update during 2020 LUCA, contains all the residential addresses (city-style and non-city style) known to the Census Bureau for your government. It also contains census geographic codes (state, county, census tract, census block) that indicate the location of each address. Many addresses now also contain latitude and longitude coordinates depicting the address location.

40. What is the Address List Add Page?

The Address List Add Page is used by 2020 LUCA paper address list participants to add new or missing addresses not already shown in the Census Bureau's address list. Digital participants do not require an add page.

41. What is the Block to Map Sheet Relationship List?

The Block to Map Sheet Relationship List identifies census block numbers and the 2020 LUCA paper large format map(s) on which each block is located. 2020 LUCA paper map participants receive this product.

42. What is a Census block?

A Census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic entity created by the Census Bureau for which it collects and tabulates 100-percent decennial census data.

43. What is a Census tract?

A Census tract is a small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation purposes by a local group of census data users or the geographic staff of a regional census center in accordance with Census Bureau guidelines. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

44. What is a city style address?

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

45. What is geocoding?

Geocoding, in census terms, links an address to census geography: the correct **state, county, census tract, and census block** codes.

Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

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

The GSS is an integrated program of improved address coverage, continual spatial and feature updates, and enhanced quality assessment and measurement. It supports and maintains the geographic and cartographic infrastructure necessary for the Census Bureau's data collection, processing, tabulation, and dissemination programs for the United States and Puerto Rico and provides for continual updates throughout the decade to support current surveys and the 2020 Census. For more information about the GSS, refer to <https://www.census.gov/geo/gssi/>.

47. What is a group quarters?

The Census Bureau's definition of a group quarters is a place where people live or stay normally owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People that live in a group quarters are usually not related. Group quarters include such places as college residence halls, residential treatment centers,

skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness.

48. What is a housing unit?

The Census Bureau's definition of a housing unit is a single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from other individuals in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

49. What are Incorporated Places?

Incorporated places are those reported to the Census Bureau as legally in existence as of January 1, as reported in the latest Boundary and Annexation Survey (BAS), under the laws of the respective states. An incorporated place provides governmental functions for a concentration of people. Places always are within a single state or equivalent entity, but may extend across county and county subdivision boundaries. An incorporated place usually is a city, town, village, or borough, but can have other legal descriptions.

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

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

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

51. What are Minor Civil Divisions (MCDs)?

Minor Civil Divisions (MCDs) are the primary governmental or administrative divisions of a county in many states (parishes in Louisiana) and the county equivalents in Puerto Rico and the Island Areas. MCDs represent many different kinds of legal entities with a wide variety of governmental and/or administrative functions. The Census Bureau recognizes MCDs in 29 states, the District of Columbia, Puerto Rico, and the Island Areas.

52. What is the New Construction program?

The Census Bureau plans to conduct the New Construction program after 2020 LUCA concludes, but before April 1, 2020, Census Day. This program, separate from 2020 LUCA but under the authority of Title 13 United States Code (U.S.C.), provides governments the opportunity to submit residential addresses that are newly constructed and expected to be closed to the elements (e.g., final roof, windows and doors) by Census Day. Doing so ensures the Census Bureau's address list is as complete and accurate as possible prior to conducting the 2020 Census. Details on the program are still under development, but it is important to note the Census Bureau does not provide the census address list as part of this program; therefore, confidentiality and security guidelines do not apply. Monitor the Geography Partnership section

of the Census Bureau's Web site at: <https://www.census.gov/geo/partnerships/> for information as it becomes available.

53. What is a non-city style address?

The Census Bureau's definition of a non-city style address is an address that does not use a house number and street (or road) name. These include rural routes and highway contract routes, which may include a box number, post office boxes and drawers, and general delivery. These may also include location descriptions not used for mail purposes.

54. What are shapefiles?

Shapefiles are digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Environmental Systems Research Institute (Esri) shapefile format. Please note the use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of Esri products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

55. What is TIGER?

TIGER (Topologically Integrated Geographic Encoding and Referencing system) is the Census Bureau's digital map, including the geographic coordinates and names of all streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

The Census Bureau's Geography Division regularly updates the MAF/TIGER System from various sources, including the United States Postal Service's Delivery Sequence File, current surveys, and locally provided sources. TIGER shapefiles are available for download from the Census Bureau's Web site: <https://www.census.gov/geo/maps-data/>. Additionally, if your government does not have a GIS, the TIGERweb application depicts TIGER shapefiles. Locate TIGERweb at the following Census Bureau Web site: https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html.

LUCA Liaison and LUCA Reviewer

56. What is a LUCA liaison?

A LUCA liaison is the person designated by the Tribal Chair, Governor, or Highest Elected Official as the point of contact when a government registers for the 2020 LUCA operation. The Census Bureau ships the 2020 LUCA materials to the LUCA liaison, who accepts responsibility for protecting and safeguarding the materials. This includes restricting access to all Title 13 materials to only those who have signed the Confidentiality Agreement. One of the liaison's final responsibilities is to ensure the proper destruction or return of all Title 13 materials at the conclusion of the 2020 LUCA operation (roughly fall 2019). It is a lengthy commitment to take into consideration when choosing a liaison.

57. How does a LUCA liaison differ from a LUCA reviewer?

While there can only be one LUCA liaison for a government, there can be many LUCA reviewers. The LUCA liaison serves as your government's point of contact for the 2020 LUCA operation, and to whom the Census Bureau ships the LUCA materials. All LUCA reviewers must sign the Confidentiality

Agreement form, but they are not your government's primary contact person for the 2020 LUCA operation. The liaison is responsible for protecting and safeguarding all Title 13 materials, as well as the oversight of the LUCA reviewers. The liaison ensures the submission is prepared according to the *Confidentiality and Security Guidelines*. At the conclusion of the 2020 LUCA operation, the liaison must certify the destruction or return of all Title 13 materials.

58. Who can be/should be our government's LUCA liaison?

Each government may have their own person in mind to serve as the LUCA liaison. Consider choosing the person most knowledgeable about the address inventory for your government. Some may choose a GIS manager or technician. Some may choose a utility department contact. Some may choose a contact with the 9-1-1 office, or Planning office, while others choose a representative in the Appraisal District office or Assessors office. You may also designate a private firm, or, with their permission, a higher level of government or planning agency contact to be your liaison. The Census Bureau has no restrictions on who can serve as the LUCA liaison. Choose what works best in your situation. All liaisons must abide by the *Confidentiality and Security Guidelines* (D-2004) and agree to protect the Title 13 materials. Complete the LUCA liaison contact information on all four of the forms included in the Invitation mailing to register to participate in 2020 LUCA. These include the Registration Form (D-2002), the Product Preference Form (D-2003), the Confidentiality Agreement (D-2005), and the Self-Assessment Checklist (D-2006).

59. If our LUCA liaison and/or LUCA reviewers leave us before 2020 LUCA concludes, what should we do?

LUCA liaisons and/or reviewers who depart employment with your government must "sign-out" of the 2020 LUCA operation by completing the *Destruction or Return of Title 13 United States Code Materials Form* (D-2012). While this form's main purpose is to affirm destruction or return of materials AFTER the 2020 LUCA operation concludes, governments use it throughout the operation as a means of notifying the Census Bureau of a departure of LUCA reviewers or the LUCA liaison. Should the original LUCA liaison or any LUCA reviewer leave before the conclusion of 2020 LUCA, they must sign and date this form. If they are unable, the new LUCA liaison must sign and date on their behalf. Return the signed form to the Census Bureau via mail or e-mail to GEO.2020.LUCA@census.gov with each change to the liaison or reviewer staff. Retain a copy of this form for your records.

Overview

60. What is the 2020 Local Update of Census Addresses (LUCA) operation?

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

By participating in LUCA, you may update the Census Bureau's address list by correcting, adding and/or deleting addresses. You may also identify any nonresidential addresses and those not located within your government's legal boundaries. For more information about the 2020 LUCA operation, please visit the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>.

61. Who can participate in 2020 LUCA?

Active, functioning, legal governments are eligible to participate in the 2020 LUCA operation. They include the following:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States.
- Counties and Municipios (Puerto Rico).
- Incorporated Places (cities, towns, boroughs, or villages).
- Townships and Towns (minor civil divisions).

If your government lacks the resources to participate, you can ask a higher level of government, such as your county; or regional organization, such as a regional planning agency or council of governments, to conduct your review.

62. Can the Census Bureau pay our government to complete a LUCA review?

No. The Census Bureau cannot compensate for the completion of a LUCA review. Participation in the 2020 LUCA operation is voluntary.

63. How can our government provide updated contact information to the Census Bureau?

Should the Highest Elected Official or other potential LUCA contacts need to update his/her information, they may do so over the phone by contacting the Geographic Programs Support Desk at 1-844-369-0169.

64. Why is it important to participate in 2020 LUCA?

The LUCA operation is the only opportunity offered to eligible governments to review and update the census address list prior to the decennial census. Participants can directly influence the quality and completeness of the census address list which helps to ensure an accurate decennial count. Accurate decennial census counts ensure the following:

- Correct apportionment of seats in the House of Representatives.
- Adequate information for use in redistricting of congressional and legislative districts, school districts and voting precincts.
- Distribution of federal funding among tribal, state and local governments.
- Data availability for governments, businesses, and non-profit organizations to make informed decisions about their community, future developments, and improvements.

65. How does a government prepare for 2020 LUCA?

Your government can prepare for 2020 LUCA in the following ways:

- Review and become familiar with the content on the 2020 LUCA Web site:
<https://www.census.gov/geo/partnerships/luca.html>.
- Attend a 2020 LUCA Promotional workshop between now and December 2017.
- Plan to attend a 2020 LUCA Training workshop (October 2017 - February 2018).
- Ensure you designate the proper person as LUCA liaison to guide the entire review process.
- Register (Yes or No) as soon as possible after the 2020 LUCA Invitation to exclude your government from Registration follow-up activities (July 2017 – December 2017).
- Determine and assemble your local address sources (e.g., E911 data, appraisal or assessor data, planning and zoning records, utility records, building permits, voter registration records, drivers' license records, other GIS address source information, etc.).
- Separate commercial from residential addresses within your address list.
- Update your address list with multiunit structure identifiers (e.g., Apt 1, Unit C, #300, etc.).

- Download and review (or print) the 2020 Census LUCA Address Count file for your government from the 2020 LUCA Web site.
- Geocode* your local, digital-format address list using the Census Geocoder linked on the 2020 LUCA Web site. **Geocodes assign the geographic location (state, county, tract and block codes) to individual addresses.*
- Once geocoded, use your local address list to generate your own address count tallies for comparison to the Census Bureau's tallies displayed in the Address Count list. This may require a download of census blocks from <https://www.census.gov/geo/maps-data/data/tiger.html>.
- Develop a plan to target specific areas (ex. blocks around boundary, areas of new development, areas of transition or zoning change, etc.) and/or specific addresses (ex. group quarters addresses, multiunit addresses, mobile home parks, address conversions, etc.) within your government to help focus your review.

66. What are the participation methods for 2020 LUCA?

There is only one participation method for the 2020 LUCA operation, the Full Address List Review. All 2020 LUCA participants receive the following:

- Your government's portion of the Census Bureau's address list to review and update.
- An Address Count list that contains the Census Bureau's tally of residential addresses for each census block within your government for reference purposes only.
- Census Bureau maps (paper or shapefiles).

67. Who, besides our government, receives our government's addresses as part of their LUCA materials?

Participating governments receive all addresses that fall within their legal boundaries. For example, a participating state government receives all of the census address records for the entities within their state boundary. A participating county or minor civil division receives all of the census address records within their county or minor civil division boundary, meaning the incorporated place addresses are included in the county's or minor civil division's LUCA materials. Participants create their own review strategy to determine which records to review during LUCA.

Processing

68. How does the Census Bureau verify the updates made by participants during 2020 LUCA?

The Census Bureau validates addresses submitted via the LUCA operation by using independent address sources and/or field verification.

Product Preference

69. What are the formats available for the 2020 LUCA materials?

The LUCA address lists and maps are available in digital or paper format. There are seven material format combinations to choose including:

- Geographic Update Partnership Software (GUPS).
- Paper Address List and Large Format Paper Map(s).
- Paper Address List and Large Format Paper Map(s) with PDF.

- Paper Address List and Digital Map (TIGER partnership shapefiles*).
- Digital Address List and Large Format Paper Map(s).
- Digital Address List and Large Format Paper Map with PDF.
- Digital Address List and Digital Map (TIGER partnership shapefiles*).**

*NOTE: The TIGER partnership shapefiles do not contain structure points (map spots). Participants may generate address structure points using the latitude/longitude coordinate within the digital address list. If participants choose a paper address list and digital maps, they will not see map spots in the digital environment.

** NOTE: Digital Address List and Digital Map product preference combination also receive GUPS.

Geographic Update Partnership Software (GUPS)

- The Census Bureau's Geographic Update Partnership Software is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and TIGER partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. Please note that although GUPS provides the ability to import a local, digital address list, there is no address matching capability provided between the Census Bureau's address list and the local address list in GUPS.

The Address List formats

- **Digital** - Provided in Excel (.xlsx) and Comma Delimited Text (.csv), the digital address files require the use of a spreadsheet or database software.
- **Paper** - Available to governments with 6,000 or fewer addresses, each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum) and is available in two sort options: **Street Name/House Number/Unit/Census Tract Number/Census Block Number** OR **Census Tract Number/Census Block Number/Street Name/House Number/Unit**. Participants must complete an Add Page to add new or missing addresses.

The Map formats

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

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

Both the DVD and any printed small format maps are protected under Title 13 U.S.C.. Governments that cannot uphold the requirements for the digital components as described in the *Confidentiality and Security Guidelines*, and noted on the Self-Assessment Checklist, may choose to receive only the large format maps, which are not Title 13 material.

If your government cannot abide by the computer security requirements associated with the DVD of small format maps, please select the “Paper – Large format paper map(s) (42 x 36 inches) only” choice on the Product Preference Form. Selection of paper maps includes a “Block to Map Sheet Relationship List” which can be used to locate the large format paper map on which a census block is depicted.

70. Can our government choose paper address materials?

Yes, if your government has 6,000 or fewer residential addresses. Governments with more than 6,000 addresses must choose either a digital address list in Excel (.xlsx) or Comma Delimited Text (.csv) format, or the GUPS option.

71. How can our government determine the number of residential addresses the Census Bureau has for us?

To determine the number of residential addresses the Census Bureau has for your government, navigate to the “*How Can I Review The Address Block Counts for My Entity?*” section of the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html> and view your government’s address count list. Listed at the bottom of the address count list is the total number of residential addresses for your government. You may also request this information via an e-mail to GEO.2020.LUCA@census.gov or calling the Geographic Programs Support Desk toll-free number at 1-844-344-0169 for assistance.

72. Can we change our product preference selection after we receive our 2020 LUCA materials?

Yes, but please do so as quickly as possible after you realize you cannot use the original product. Be aware the 120-calendar day review period starts with the receipt of the initial LUCA materials and does not change with receipt of new materials. All governments choosing either GUPS or digital address list AND digital map materials will receive the GUPS, so there is no need for either GUPS or digital materials participants to request a product change. Governments with more than 6,000 addresses cannot choose a paper address list, so the Census Bureau is unable to switch a digital participant for a government with more than 6,000 addresses to paper. Paper participants who find participation via paper challenging may consider switching to GUPS if a digital address list or using GIS is not a viable option.

73. How does our government request a product preference change?

Your government may request a product preference change by sending an e-mail to GEO.2020.LUCA@census.gov or calling the Geographic Programs Support Desk toll-free number at 1-844-344-0169.

74. Is there a deadline for product preference changes?

There is no deadline for product preference changes; however, requesting LUCA materials in a different format does not reset the 120-calendar day review period.

75. If we select GUPS but decide to use our own GIS, can we change our product preference?

There is no need to request a product change. The Census Bureau will automatically provide the digital data to governments that choose the GUPS option. Please begin using your own GIS and the digital materials as soon as your government determines the GUPS choice does not fit your needs.

76. If we select the Digital Address List but decide to use GUPS, can we change our product preference?

Participants who select Digital Address List AND Digital Maps also receive the GUPS, so it is unnecessary to notify us of a product preference change. Please install and begin using GUPS as soon as your government determines the regular digital choice does not fit your needs.

77. What is the difference between the two Paper Address List sort options and why choose one option over the other?

The **Street Name/House Number/Unit Number/Census Tract number/Census Block number** sort groups addresses alpha-numerically for your review, while the **Census Tract number/Census Block number/Street Name/House Number/Unit Number** sort groups addresses geographically for review. Determine whether you can re-sort your local address list when considering which sort option to choose. There are pros and cons to each.

The Street Name sort will list all addresses on any given street by house number and unit number, but participants will need to pay special attention to the geographic information to ensure the addresses are not only present on the census address list, but also geocoded to the correct census geography (census tract and block). The Census Tract sort will group all addresses geographically (by census tract and block), which means participants will need to search additional blocks on the address list to ensure the addresses that may appear as missing are not incorrectly geocoded.

Concerning choosing one option over the other, consider your ability to re-sort your local address list. If you cannot change the sort of your local list, then choose the sort option that most closely resembles the sort of your local list. Consider using the Census Geocoder to geocode your local address list. Doing so will provide the census tract and block number information for your addresses.

The Street Name/House Number sort may seem most logical, but be aware the presence of the address in its correct location is very important. Participants may not notice the geocode information as closely in this sort option and may just move on without realizing the Census Bureau has the address in the wrong block. On the other hand, having the census address list sorted by geography may lead participants to think addresses are missing when they are actually just improperly geocoded to an adjacent census block.

Registration

78. What paperwork is required to register for 2020 LUCA?

The 2020 LUCA registration is open from mid July 2017 to December 15, 2017. There are four forms necessary to register for the 2020 LUCA operation:

- **Registration Form (D-2002)** – Used to register and designate the LUCA liaison; must be signed by the Tribal Chair, Governor, or Highest Elected Official/Appointed Official.
- **Product Preference Form (D-2003)** – Used to select the product preference format and provide the liaison's shipping address for the LUCA materials.
- **Confidentiality Agreement Form (D-2005)** – Must include signatures of the LUCA liaison, LUCA reviewers, and anyone with access to Title 13 U.S.C. materials.
- **Self-Assessment Checklist (D-2006)** – Used to assess your government's ability to protect Title 13 U.S.C. materials, agreement to incident reporting, on-site visits, and destruction or return of materials; must be signed by the LUCA liaison.

79. As a state 2020 LUCA participant, do we need to inform our counties of our participation?

States are not required to notify the governments in their state that they are participating in LUCA. Similarly, the governments within a state are not required to notify the state of their LUCA participation. The Census Bureau validates each LUCA submission independently, regardless of which government returns an updated address list.

We do encourage communication, collaboration, and cooperation between governmental entities within a state, but remind participants not to violate LUCA operation confidentiality requirements. For example, if a county intends to participate in LUCA for the entire county, they may wish to inform the state LUCA participant, which may want to focus resources on areas within the state that may be lacking LUCA participation.

80. Must we register for 2020 LUCA if a higher level of government is already participating?

Because LUCA operation is voluntary, you are not required to register for LUCA. If a higher-level government, such as a county or state, is participating in LUCA, you may wish to check with them to determine whether they plan to review and update the addresses for your jurisdiction. You are not required to designate someone in the higher-level government as your LUCA liaison because the higher-level government receives the address list for all addresses located within their government boundaries.

You may wish to collaborate with the higher-level government by reviewing the addresses for your jurisdiction on their list. If you adopt this approach, someone from your government must sign the Confidentiality Agreement Form as a LUCA reviewer. The LUCA feedback and appeal rights will rest with the higher-level government.

To indicate your government does not plan to participate in LUCA because a higher-level government that includes your jurisdiction will participate:

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

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

81. Can we designate a higher level of government to participate in 2020 LUCA on our behalf?

Yes you may, but only if the government agrees and you designate someone in that government as your LUCA liaison. The Census Bureau has no restrictions on who can serve as LUCA liaisons and participants for another government. All liaisons and reviewers, regardless of their affiliation, must agree to abide by the *Confidentiality and Security Guidelines* as well as sign the Confidentiality Agreement Form. Discuss 2020 LUCA participation with the group you wish to perform your work, so that everyone is aware of the forthcoming commitment. Work with them to identify the best plan for review and provide them any necessary materials they may need to conduct their work. The Census Bureau recommends

someone from your government sign their Confidentiality Agreement Form as a LUCA reviewer, so they may provide assistance and discuss any questions their liaison may have.

- On section **A** of the Registration Form, mark ‘**YES**’, our government is registering for LUCA.
- The Tribal Chair or Highest Elected Official/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected Official/Appointed Official designates the LUCA Liaison and provides them with the three other documents to complete for registration.
- The LUCA liaison is required to complete and sign the Self-Assessment Checklist. They, and any additional LUCA reviewers, are required to complete and sign the Confidentiality Agreement Form. Complete the Product Preference Form to finalize the registration process.
- Return all four forms to the Census Bureau or scan your completed forms and e-mail them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).

82. Can a regional planning agency or council of governments participate on our behalf?

Yes you may, but only if the regional planning agency or council of governments agrees and you designate someone in that agency as your LUCA liaison. The Census Bureau has no restrictions on who can serve as LUCA liaisons and participants for another government. All liaisons and reviewers, regardless of their affiliation, must agree to abide by the *Confidentiality and Security Guidelines* as well as sign the Confidentiality Agreement Form. Discuss 2020 LUCA participation with the group you wish to perform your work, so that everyone is aware of the forthcoming commitment. Work with them to identify the best plan for review and provide them any necessary materials they may need to conduct their work. The Census Bureau recommends someone from your government sign their Confidentiality Agreement Form as a LUCA reviewer, so they may provide assistance and discuss any questions their liaison may have.

- On section **A** of the Registration Form, mark ‘**YES**’, our government is registering for LUCA.
- The Tribal Chair or Highest Elected Official/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected Official/Appointed Official designates the LUCA Liaison and provides them with the three other documents to complete for registration.
- The LUCA liaison is required to complete and sign the Self-Assessment Checklist. They, and any additional LUCA reviewers, are required to complete and sign the Confidentiality Agreement Form. Complete the Product Preference Form to finalize the registration process.
- Return all four forms to the Census Bureau or scan your completed forms and e-mail them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).

83. Can we hire a private company to conduct our 2020 LUCA review?

Yes you may, but only if you designate someone in the company as your LUCA liaison and/or as LUCA reviewers. The Census Bureau has no restrictions on who can serve as LUCA liaisons and participants for another government. All liaisons and reviewers, regardless of their entity affiliation, must agree to abide by the *Confidentiality and Security Guidelines* as well as sign the Confidentiality Agreement Form.

- On section **A** of the Registration Form, mark ‘**YES**’, our government is registering for LUCA.
- The Tribal Chair or Highest Elected Official/Appointed Official completes and signs section **B**.
- In section **C**, the Tribal Chair or Highest Elected Official/Appointed Official designates the LUCA Liaison and provides them with the three other documents to complete for registration.

- The LUCA liaison is required to complete and sign the Self-Assessment Checklist. They, and any additional LUCA reviewers, are required to complete and sign the Confidentiality Agreement Form. Complete the Product Preference Form to finalize the registration process.
- Return all four forms to the Census Bureau or scan your completed forms and e-mail them to [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov).

84. Why does the Census Bureau need a physical address on the Registration Form?

The Census Bureau plans to ship the 2020 LUCA materials using traceable delivery services, such as Federal Express. As a result, we must have a physical address and not simply a mailing address (such as a Post Office box). If a government does not have a physical address or does not receive Fed-Ex type deliveries, the Census Bureau may utilize the United States Postal Service traceable mailing methods to deliver the 2020 LUCA materials.

85. Should we participate in 2020 LUCA if our government has experienced little/no growth?

Yes, the Census Bureau recommends that you review the address list for your jurisdiction to ensure there are no missing or incorrect addresses, or addresses they may not appear on the list due to geocoding errors. The Census Bureau cannot add addresses that are not included in the Census due to errors or omissions after delivering the Census counts to the President in December 2020. The LUCA operation is the only opportunity offered to governments to review the address list prior to the Census. It provides the best opportunity for governments to ensure a complete and accurate census count.

Review Timeframe

86. How much time does our government have to complete the 2020 LUCA review?

Participants have 120-calendar days from the date of receipt of their LUCA materials to review, update, and return their materials to the Census Bureau.

87. How much time should our government expect to spend performing a 2020 LUCA review?

Public reporting from last decade's 2010 LUCA program indicated an average time of 21 hours per response, which included time for review of instructions and completion of review. Depending on the size of your government and the number of changes, the Census Bureau estimates it could take between 16 hours and 672 hours to complete an address review and submit your updates.

The Census Bureau suggests developing a review strategy to identify areas where the census address list may be incomplete or need correction. You may wish to start with the census blocks with the greatest discrepancies between the Census Bureau's housing unit count and your housing unit count. Areas of new and/or high growth may be priority areas; areas where there may have been an address conversion, areas of redevelopment or gentrification, and areas along legal boundaries may also be identified as higher priority. Developing a strategy, in case you run out of time, will likely provide you with the ability to review the areas of highest priority.

88. Our government is growing fast, how can we complete our review in 120-calendar days?

For governments with extreme growth and change, it is critical to develop a plan for your 2020 LUCA review and assemble the necessary address sources prior to materials receipt. The Address Count file and the Census Geocoder are tools you can use to provide insight to areas that may need attention. Consider prioritizing high growth or address change areas over well-established, older areas of your government. A review strategy developed in advance of LUCA materials receipt helps to maximize resources and the impact of the LUCA review, even if it is limited in scope.

89. Will the Census Bureau grant extra time if we cannot complete our work in the allotted timeframe?

No. The Census Bureau must meet 2020 Census operational processing schedules that depend on the LUCA review completion within the 120-calendar day period. Please target your review to areas that are most important to your government. This will allow review of the most important areas first, in case time expires. It will be necessary to submit whatever updates you have prior to the expiration of the 120-calendar day review period.

90. Will the Census Bureau grant a time extension if our government experiences technical difficulties?

No. The Census Bureau must meet 2020 Census operational processing schedules that depend on the LUCA review completion within the 120-calendar day period. Please contact the Geographic Programs Support Desk immediately at 1-844-344-0169, if your government encounters problems or has questions. It will be necessary to submit whatever updates you have prior to the expiration of the 120-calendar day review period.

91. How do we submit newly constructed addresses after 2020 LUCA concludes?

The Census Bureau plans to conduct the “New Construction” program after 2020 LUCA concludes, but before April 1, 2020, Census Day. New Construction provides governments the opportunity to submit residential addresses that have completed construction after the 2020 LUCA operation, but prior to April 1, 2020. Details on the program are still under-development, but it is important to note the Census Bureau does not provide the census address list as part of this program; therefore, confidentiality and security guidelines do not apply. Monitor the Geography Partnership section of the Census Bureau’s Web site at: <https://www.census.gov/geo/partnerships/> for information as it becomes available.

Schedule

92. What is the 2020 LUCA schedule?

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

- January 2017 - Advance notification of LUCA program mailed to the Tribal Chairs (TCs), Governors, Highest Elected Officials (HEOs) of all eligible governments, regional agencies and former LUCA contacts.
- March 2017 - LUCA Promotional Workshops begin.
- July 2017 - Invitation letter and registration forms mailed to the Tribal Chairs, Governors, and Highest Elected Officials of all eligible governments with courtesy copies of the invitation letter mailed to pre-identified potential LUCA liaisons/contacts.

- October 2017 - Training workshops begin. Self-training aids and webinars will be available on line at the 2020 LUCA Web site.
- February-April 2018 - Materials delivered-to registered participants. Participants have 120-calendar days from date of receipt to review, update, and return their materials to the Census Bureau.
- February-September 2018 - Census Bureau processes LUCA submissions.
- August-September 2019 - Feedback materials provided to participants. Participants can appeal the results within 30 calendar days of receiving LUCA feedback materials to the LUCA Appeals Office, an independent, temporary federal entity managed by the Office of Management and Budget.

Self-Assessment Checklist

93.What is the Self-Assessment Checklist?

The Self-Assessment Checklist measures your government’s ability to meet the Census Bureau’s security requirements. The Self-Assessment Checklist is one of four documents necessary for 2020 LUCA registration. Upon receipt, the Census Bureau reviews the answers provided. If any confidentiality problems are evident or issues arise with the completion of the checklist, the Census Bureau will contact you to attempt to resolve the problem.

94.If our government answers “NO” on the Self-Assessment Checklist, can we participate in 2020 LUCA?

The Census Bureau must have a ‘Yes’ or ‘NA’ answer to each questions on the Self-Assessment Checklist. If your government is unable to provide positive responses to the questions about computer security, you may choose the Paper-Large format paper map(s) only Product Preference option that eliminates the Title 13 small format maps on DVD. You may select a paper address list if you have 6,000 or fewer addresses and are able to secure a paper address list. If your government is unable to receive paper materials and cannot meet the computer security requirements, you cannot participate in 2020 LUCA. Please contact the Census Bureau via e-mail at [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov) or call the Geographic Programs Support Desk 1-844-344-0169 to discuss materials options.

Submission

95.Can we send the Census Bureau our own address list instead of registering for 2020 LUCA?

Yes, you may provide your list for *potential* processing through the Geographic Support System (GSS) program. The Census Bureau cannot guarantee the processing of your file(s) via the GSS. Additionally, your government will not receive detailed feedback and has no appeal rights by submitting the file(s) through the GSS. The GSS program only accepts residential addresses for review and processing, so if your list does not indicate address type (residential, commercial, industrial, etc.) the Census Bureau’s cannot add any to the address list if it is missing.

We suggest that your government attempt to conduct a targeted review through the LUCA operation if possible. Please contact the Census Bureau via e-mail at [<GEO.2020.LUCA@census.gov>](mailto:GEO.2020.LUCA@census.gov) or call the Geographic Programs Support Desk at 1-844-344-0169 to discuss all options for 2020 LUCA participation and receive instructions for submitting files for potential GSS processing.

96. Can we submit addresses for an area we anticipate annexing prior to Census Day?

No. The Census Bureau can only accept addresses that are within the governmental boundaries shown on the 2020 LUCA materials. These boundaries reflect the results of the 2017 Boundary and Annexation Survey, effective as of January 1, 2017. For more information about the BAS schedule leading up to the 2020 Census, please review the BAS Web site: <https://census.gov/geo/partnerships/bas.html>.

Support

97. Once we receive our 2020 LUCA materials, what type of assistance is available?

The Census Bureau encourages a review of the information available on the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>, as well as attendance at a Training workshop in order to prepare for the LUCA review. After receiving your materials, you may call our Geographic Programs Support Desk toll-free number at 1-844-344-0169 or send questions to us at our GEO.2020.LUCA@census.gov e-mail address.

Workshops

98. How do we register for a 2020 LUCA Promotional workshop?

The Census Bureau is conducting LUCA Promotional workshops both in-person and via online webinars. The Promotional workshops continue through December 2017. If your government is interested in attending a Promotional workshop, please consult the list of workshops on the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>. If you have questions or encounter problems, e-mail us at GEO.2020.LUCA@census.gov or call the Geographic Programs Support Desk at 1-844-344-0169.

99. How do we register for a 2020 LUCA Training workshop?

The Census Bureau anticipates many of our Training workshops will be in the form of online webinars. As our Training workshops are scheduled, refer to the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html> for dates and instructions for registration. If online webinars are not an option for your government, e-mail us at GEO.2020.LUCA@census.gov or call the Geographic Programs Support Desk at 1-844-344-0169.

100. What is the difference between a Promotional workshop and a Training workshop?

The intent of the Promotional workshops is to provide general information about the 2020 LUCA operation, the importance of participation for ensuring a complete and accurate address count, and the LUCA schedule. The promotional workshops inform governments so they may begin their planning for participation. They usually last from 30 to 60 minutes.

The LUCA Training workshops provide the technical details for participation, including map and address list updating, geocoding and other details. Training workshops are much longer in duration than the Promotional workshops.

101. If we attended a Promotional workshop, must we also attend a Training workshop?

The Census Bureau recommends your government attend a Training workshop. Training workshops provide more detail regarding completion of your 2020 LUCA review and updates. The promotional workshops introduce the 2020 LUCA operation and provide basic information. They are not a thorough training for 2020 LUCA.

The Census Bureau plans to conduct both in-person and online Training workshops. If you cannot attend one, the Census Bureau plans to post a recorded version of a Training workshop to the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>.

102. What are the topics discussed during a 2020 LUCA Training workshop?

Though still under development, the Census Bureau expects the Training workshops to discuss the product preference types (GUPS, Paper and Digital) and using the address list and maps as companion products for updates. Ideas for conducting a targeted LUCA review, as well as timeframes, deadlines, confidentiality and security, and preparing your LUCA materials for submission are planned topics for discussion.

103. How long are the Training workshops?

The Census Bureau expects the Training workshop will be two-to-four hours in length. A half-day commitment is probably the best way to plan.

104. Must our government attend a Training workshop to participate in 2020 LUCA?

While not required, the Census Bureau recommends you attend a Training workshop. The Census Bureau plans to post Training materials on the 2020 LUCA Web site, so governments can self-train at their own pace, allowing them to focus on the portion of training that applies to their participation method (GUPS, paper, digital). In addition, 2020 LUCA Respondent Guides, that provide detailed instructions for each participation method, accompany the 2020 LUCA materials.

105. Can our government attend more than one Training workshop?

Yes, your government can attend more than one Training workshop; however, please be aware that there may be a limitation to the number of attendees for an online workshop. If an online session reaches capacity and does not allow for additional registrations, choose another date and register as soon as possible to secure a training spot.