

United States
**Census
2020**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
[census.gov](https://www.census.gov)

Agenda

- The Decennial Census.
- 2020 Census Design.
- LUCA.
 - Background.
 - Who can participate.
 - What's new for 2020 LUCA.
 - Confidentiality and security.
- Preparation for LUCA Participation.
 - 2020 LUCA schedule.
 - Early tools.
 - Product preferences.
 - GUPS.
 - Paper.
 - Digital.
 - Next steps.

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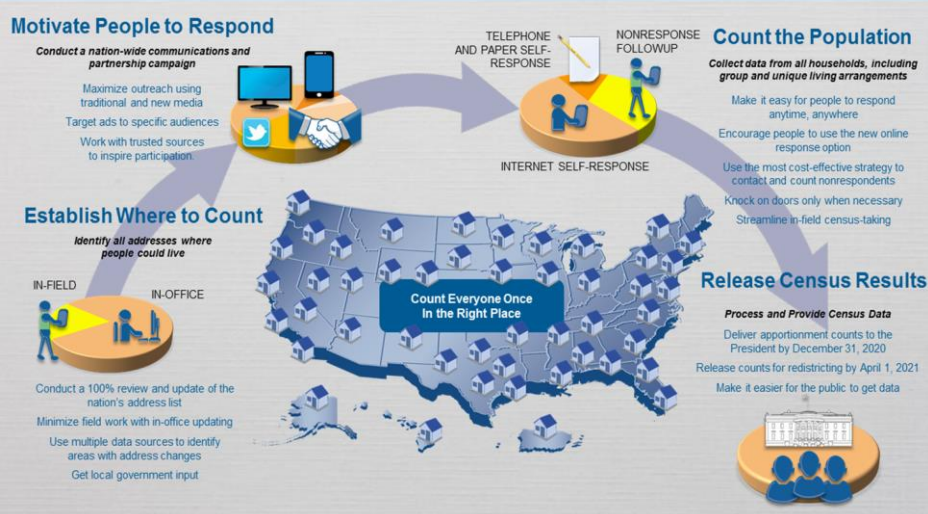
The Decennial Census

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

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



Background

- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430).
- Implemented in the support of the 2000 Census and refined to support the 2010 Census.
- Provides a voluntary opportunity for designated representatives of tribal, state and local governments to review and comment on the addresses used to conduct the decennial census.

Who can participate

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

What's new for 2020 LUCA

- Streamlined participation – Full Address List Review.
- Standard software format for the digital address list.
- Ungeocoded address records – state and county participants.
- Requires residential multi-unit structure identifiers (e.g., Apt 1, Unit A2, #3001, etc.).
- Includes residential structure coordinates, if available.
- Allows participants to submit residential structure coordinates, if available.
- Allows participants to submit non-city style addresses with corresponding map spot or latitude and longitude coordinate.

Confidentiality and security

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

2020 LUCA schedule

Timeframe	Activity
January 2017 ✓	Advance Notice mailing sent 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 begin.
December 15, 2017	Deadline for 2020 LUCA Registration.
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.

Early tools

- Address Block Count Files/Lists.
- Census Geocoder.
 - Takes individual addresses or file of addresses and obtains census geography and approximate coordinates.
 - Processes files containing up to 10,000 records.
 - Also offer Geocoding Services using SWIM.

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.

GUPS screen example (Main screen)

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

The screenshot displays the GUPS software interface. At the top, the title bar reads "QGIS 2.8.3-Wien - PL2430900 - GUPS *** Disclosure Prohibited by Title 13 U.S.C. ***". The interface includes a menu bar (Project, Edit, View, Layer, Settings, Vector, Raster, Processing, Help, GUPS) and a toolbar with various GIS tools. The main window is divided into three panes:

- Map View:** Shows a map of Frostburg city with several districts highlighted in green: District 11, West Frostburg; District 26, Frostburg; and District 12, East Frostburg. The city name "Frostburg city" is also visible.
- Address Count List:** A table listing address counts by geographic area. The table has columns for STATE, COUNTY, TRACT, BLOCK, and GEOID. The data is as follows:

STATE	COUNTY	TRACT	BLOCK	GEOID	
17	24	001	0016.00	1012	2400100160010
25	24	001	0016.00	1014	2400100160010
53	24	001	0016.00	1019	2400100160010
47	24	001	0016.00	1020	2400100160010
40	24	001	0016.00	1049	2400100160010
90	24	001	0016.00	1050	2400100160010
273	24	001	0016.00	1051	2400100160010
10	24	001	0016.00	1052	2400100160010
212	24	001	0016.00	1053	2400100160010
151	24	001	0016.00	1054	2400100160010
176	24	001	0016.00	1055	2400100160010
76	24	001	0016.00	1057	2400100160010
202	24	001	0016.00	1058	2400100160010
171	24	001	0016.00	1059	2400100160010
51	24	001	0016.00	1060	2400100160010
56	24	001	0016.00	1061	2400100160010
24	24	001	0016.00	1064	2400100160010
93	24	001	0016.00	1067	2400100160010
250	24	001	0016.00	1069	2400100160010
108	24	001	0016.00	1070	2400100160010
179	24	001	0016.00	1071	2400100160010
31	24	001	0016.00	1072	2400100160010
218	24	001	0016.00	1073	2400100160010
72	24	001	0016.00	1075	2400100160010
- Census Address List:** A table for editing individual address records. It includes columns for MAFID, Action, ST, COU, Tract, Block, GEOID, GQ, House #, Street Name, and Apt#. The data shown is:

MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt#
2504	00000001	24	001	0018.00	1055	240010018001055			Gold Fish HWY	
2505	00000002	24	001	0018.00	1055	240010018001055			Nemo HWY	
2506	00000003	24	001	0018.00	1055	240010018001055			HotsdogREER LANE	
1907	00000004	24	001	0018.00	1055	240010018001055			Gold Fish LANE	

At the bottom of the interface, the coordinate system is set to "Coordinate: -78.8892, 39.6369" and the scale is "Scale: 1:33,456".

GUPS screen example (Add address pop-up)

No Title 13 Data Displayed

*** Indicates required field**

This is a Group Quarters Address

STCOU :

Tract : *

Block : *

House Number : *

Street Name : *

Apartment/Unit # :

Zip Code :

Address Use:

Longitude : Latitude :



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GUPS example (Add road and address records)

No Title 13 Data Displayed

QGIS 2.8.3-Wien - CO24027 - GUPS *** Disclosure Prohibited by Title 13 U.S.C.*** (Not Responding)

Project Edit View Layer Settings Vector Raster Processing Help GUPS

Census Address List

Add Import Deselect All Features Move Selection to top

MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name	Facility Name	Location Description	Noncity-Style
1 A14041961	A	24	027	6069.06	2003	<40276069002003		101	Any Ave		20022				
0 A1974500	A	24	027	6069.07	3000	<40276069073000		101	Any Ave		20014				

Show All Features Clear Edits Save Edits

Census Address List User Address List

1 feature(s) selected on layer lca20_CO24027_censusadd. Coordinate: -76.843518,39.114405 Scale: 1:1,473



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Product preference – Paper

- Address List (D-2007).
- Address List Add Page (D-2008).
- Address Count List (D-2009).
- Maps.
 - Large format.
 - PDF small format block maps.
- Block to Map Sheet Relationship List (D-2010).

Paper – Address List

- Available to governments with 6,000 or fewer addresses.
- Legal size (8.5" x 14") - SIX addresses per page .
- Two sort options:
 - Street Name/House Number/Unit Number.
 - Census Tract/Census Block/Street Name/House Number/Unit Number.

Paper – Address List (D-2007)

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

Form D-2007
DXX-XX-XXXX
OMB Control No. 0607-0094

ADDRESS LIST
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

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

Sort: Tract/Block
Entity: Winter County C088009

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

Page: 17 of 20
Date: 01/24/2018

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E911 Address or Physical Location Description and Road Name				7 Non-City Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates	
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name (6c) Group Quarters Name (6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code					(7a) Non-city Style Mailing ZIP Code
102	999999993		88009	0054.00	2001		205	JEFFRAS DR			99997		14	Y	40.361373 -73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR			99997		17	Y	40.361377 -73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR			99997		18	Y	40.361381 -73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR			99997		16	Y	40.3613785 -73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR			99997		15	Y	40.3613791 -73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR			99997		14	Y	40.3613796 -73.543799

Action Codes

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

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Paper – Address List Add Page (D-2008)

Form D-2008
DXX-XX-XXXX
OMB Control No. 0607-0094

ADDRESS LIST ADD PAGE
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

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

Page: _____ OF _____ PAGES
Name of Preparer: _____ (Print Name)
Date Completed: _____ (MM/DD/YYYY)

Add Page For: _____ (Entity Name) Entity ID Code: _____ (Copy from Address List Page)

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

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Paper – Address Count List (D-2009)

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

For reference only



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Paper – Maps

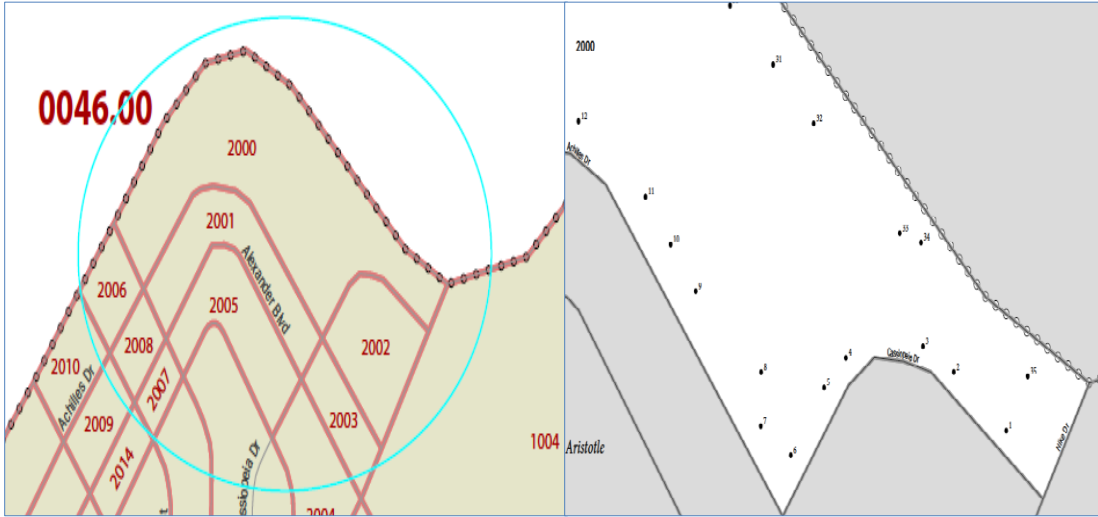
- Available to all governments.
- Two types of paper map materials:
 - Large format (36" x 32") maps.
 - DVD of Adobe small format (8.5" x 14") census block maps (large format PDF also included).



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Paper – Large and small format maps

No Title 13 Data Displayed



Paper – Block to Map Sheet Relationship List (D-2010)

Form D-2010 (XX-XX-XXXX) GSA Control No. 0607-0994 U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU

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

ST/CO: CO88009 Listing for: Winter County Date: 01/18/2018 Page: 1 of 1

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

Product Preference – Digital

- Address List.
 - Comma Delimited Text (.csv) format.
 - No separate 'Add Page'.
- Address Count List.
 - Comma Delimited Text (.csv) format.
 - Reference only.
- Maps.
 - TIGER Partnership shapefiles (LUCA specific).
 - Utilize GIS software.

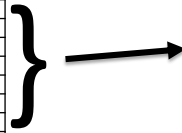
Digital – Address List structure (2010 – 2020)

LUCA 2010 – 26 Fields

Entity ID
Line #
MAFID
Action
State
County
Tract
Block
GQ Flag
House Number
Street Name Prefix Qualifier
Street Name Prefix Direction
Street Name Prefix Type
Street Name
Street Name Suffix Type
Street Name Suffix Direction
Street Name Suffix Qualifier
Location Description or GQ Name
Apartment/Unit Number
ZIP Code
Non-city style Mailing Address
Non-city style ZIP Code
Structure Point
Latitude
Longitude
City-Style Flag

LUCA 2020 – 24 Fields

Line #
MAFID
Action
Entity ID
State
County
Tract
Block
GEO ID
GQ Flag
House Number
Street Name
Apartment/Unit #
ZIP Code
GQ Name
Facility Name
Location Description
Non-city style Mailing Address
Non-city style ZIP Code
Mapspot ID
Address Use
Latitude
Longitude
City-Style Flag



2020 LUCA digital Address List layout

Field number	Max Character length	Field Name	Description
1	7	LINE_NUMBER	Sequential number for each address record in the file.
2	9	MAFID	Unique control number assigned to each MAF address.
3	12	ENTITY	Unique number assigned by the Census Bureau to each entity.
4	1	ACTION	Entered by the participant to indicate an action taken on the address.
5	2	STATEFP	Two-digit State FIPS code.
6	3	COUNTYFP	Three-digit County FIPS code.
7	6	TRACT	The Census Tract Number consist of six digits with an implied decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix. For example, the digital address count list would have 004600 for census tract 46 (shown as 0046.00 on the paper map products).
8	4	BLOCK	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
9	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.
10	1	GG_FLAG	Displays a "Y" if the address is a group quarters.
11	35	HOUSENUMBER	Housing unit or group quarters assigned address number, alone or with an address number prefix and/or address number suffix that identifies a location along a thoroughfare or within a community.
12	100	STREETNAME	Full street or road name. The official name of a thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name.
13	65	APARTMENT UNIT	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
14	5	ZIP	Five digit USPS ZIP Code for city style mailing address.
15	100	GQ_NAME	Name of group quarter (Dobbs Hall).
16	100	FACILITY_NAME	Name of group quarter facility (University of Illinois).
17	100	LOCATION DESCRIPTION	Description of the location and physical characteristics of a living quarters (RED RANCH W/WHITE SHUTTERS).
18	50	NONCITYSTYLE ADDRESS	Rural Route and Box number or Highway Contract Route and Box number.
19	5	NONCITYSTYLE ZIP	Five digit USPS ZIP Code for non-city style mailing address.
20	4	MAPSPOT	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
21	1	USE	A value entered by the participant when adding an address to indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services, B) both mailing and location purposes. Optional field.
22	11	LAT	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address. If blank or incorrect, participants can populate or edit this field.
23	12	LONG	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address. If blank or incorrect, participants can populate or edit this field.
24	1	CITY_STYLE	Displays "Y" if city-style address, an "N" if non-city style address.

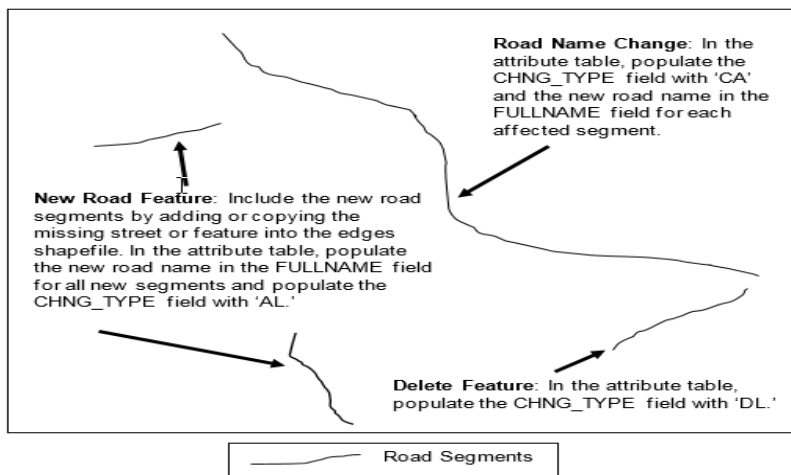
2020 LUCA digital Address Count List layout

Field number	Max Character length	Field Name	Description
1	2	State	Two-digit FIPS State code.
2	3	County	Three-digit FIPS County code.
3	6	Tract	The Census Tract Number consist of six digits with an implied decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix. For example, the digital address count list would have 004600 for census tract 46 (shown as 0046.00 on the paper map products).
4	4	Block	Four-digit 2010 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group.
5	15	GEOID	Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.
6	7	Original Count of Census HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF.
7	7	Current Count of Census HUs	Total number of addresses in the entity count list identified as residential housing units by data in the MAF. This number will be the same as Original Count of Census HUs in product creation. (For use with GUPS.)
8	7	Local count of HUs	Total number of Housing Unit Addresses loaded by the user. Number is '0', zero-filled for all records in product creation. (For use with GUPS.)
9	7	Difference in HUs	Current Count of Census HUs minus Local Count of HUs. This number will be the same as Original Count of Census HUs in product creation. (For use with GUPS.)
10	7	Original Count of Census GQs	Total number of addresses in the entity count list identified as residential group quarters by data in the MAF.
11	7	Current Count of Census GQs	Total number of addresses in the entity count list identified as residential group quarters by data in the MAF. This number will be the same as Original Count of Census GQs in product creation. (For use with GUPS.)
12	7	Local Count of Census GQs	Total number of Group Quarters Addresses loaded by the user. Number is '0', zero-filled for all records in product creation. (For use with GUPS.)
13	7	Difference of Census GQs	Current Count of Census GQs minus Local Count of GQs. This number will be the same as Original Count of Census GQs in product creation. (For use with GUPS.)

Digital – Maps (shapefile)

- TIGER Partnership shapefiles.
 - Unprojected geographic-based coordinate system (GCS NAD83).
 - Retain vintage for use in the feedback products.
- Edges and Tabulation block (tabblock2010) shapefiles.
- Edits made to Edges shapefile.
 - Add Line (AL); Delete Line (DL); Change Attribute (CA).
- Geocode using tabblock2010 shapefile.

Digital – shapefile submission example



Preparation – Next steps (participant)

- **Prepare** (now!).
- **Register** to participate (07/14/2017 – 12/15/2017).
- **Attend** a training workshop (10/2017 – 02/2018).
 - In-person workshops.
 - Self-training aids and Webinars available online.
- **Conduct** your LUCA review (Early Spring 2018).
 - **120** calendar days upon receipt of materials to complete review.

Registration (participant)

- Invitation Letter.
- **Registration Form (D-2002).**
- **Product Preference Form (D-2003).**
- Confidentiality and Security Guidelines (D-2004).
- **Confidentiality Agreement Form (D-2005).**
- **Self-Assessment Checklist (D-2006).**
- Instructions for registration.

Registration Form (D-2002)

OMB No. 0607-0094 Approval Expires 10/9/2019

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

Form **D-2002** (0-20-2017)

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

Government Name

REGISTRATION FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)

1. YES Our government is registering for LUCA. — Complete Sections B and C.
 2. NO Our government is not registering for LUCA. — Complete Section B and mark an (X) for each reason that applies:

a. Another level of government (state or county) that includes our jurisdiction is participating in LUCA. f. Concerns about Census Bureau Title 13 materials
 b. Insufficient staff. g. Restrictions on using Census Bureau Title 13 materials for other purposes.
 c. Lack of funds. h. Other reason — Specify (Please print) _____
 d. No time/too busy.
 e. No local address list available.

Thank you for your comments. We will use them to help improve future LUCA operations.

B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION

1. Printed name of Tribal Chair or Highest Elected Official/Appointed Official — First, middle initial, last

2. Signature of Tribal Chair or Highest Elected Official/Appointed Official Date
 Month Day Year

3. Position — (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) — Please print

4. Physical/Mailing address
 Number and street name
 City State ZIP Code

5. Telephone Area code Number Extension 6. Email address

C. LIAISON INFORMATION — Designate your LUCA Liaison.
This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

1. Name — (Please print)

2. Department, Organization, or Agency name — (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)

3. Position — (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)

4. Physical/Mailing address
 Number and street name
 City State ZIP Code

5. Telephone Area code Number Extension 6. Email address

Complete this form and return along with the completed registration of the Product Preference Form, Self-Assessment Checklist and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials and E-Addressing Planning Center, 1301 East 10th St, Jeffersonville, IN 47132. As an alternative, you may scan your completed form, including names with signatures, and email them to GEOGRAPHY.LUCA@usc.gov.

United States
Census 2020
U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Product Preference Form (D-2003)

OMB No. 0607-0094 Approval Expires 10/9/2019

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

Form **D-2003** (0-20-2017)

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

Government Name

PRODUCT PREFERENCE FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

Please mark (X) to select a product preference format (Choose #1 OR #2 below)

1. **GISPS** — The Census Bureau's Geographic Update Partnership Software (GISPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and outposting capabilities. GISPS allows you to add external geographic data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GISPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.
OR
 2. Select one address list format in Section A and one map format in Section B.

A. Address List — Select Digital or Paper

Digital — Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited (.csv) format.
OR
 Paper — Available only to governments with 5,000 or fewer addresses. Each of 12" x 14" page contains six (6) addresses (1,000 pages maximum). Choose one address list format below:
 Census Tract/Block/Street Name/House/Unit
 Street Name/House/Unit/Census Tract/Census Block (alphabetic sort)

You may access the current number of addresses by going back the Census Bureau site on the first jurisdiction at <http://www.census.gov/ipeds/participating/luca.html>.

B. Maps — Select Digital or Paper

Digital — Partnership shapefiles that require the use of GIS software. Address structure points are not included in the partnership shapefiles but can be created from the tabling coordinates included on the digital address list.
OR
 Paper/PDF — Large format paper maps (42" x 36") with a DTP (DTP small format 8.5" x 11") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.
OR
 Paper — Large format paper maps (42" x 36") only. This does not include DTP (small format 8.5" x 11") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Note: Title 13.

Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to receive the address structure points.

LUCA Liaison Package Delivery Preference
Title 13 materials must be delivered to the LUCA Liaison. Please print.

Liaison Name

Department, Organization, or Agency name

Number and street name

Physical/Mailing address
 City State ZIP Code

Telephone Area code Number Extension Email address

Names of the Person Completing This Form (Please print)

Name Telephone
 Area code Number Extension

Email address Date

Complete this form and return it along with the completed signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials and E-Addressing Planning Center, 1301 East 10th St, Jeffersonville, IN 47132. As an alternative, you may scan your completed form, including names with signatures, and email them to GEOGRAPHY.LUCA@usc.gov.

United States
Census 2020
U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

Confidentiality and Security Guidelines (D-2004)

Form D-2004 (04/10/2017) OMB No. 0607-0084 Approval Expires 12/31/2019
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

Confidentiality and Security Guidelines
2020 Census Local Addresses Operation (LUCA)

1. Introduction
Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

2. Title 13, U.S. Code
Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title . . .

- use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview;
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA); and
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).

The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

Confidentiality Agreement Form (D-2005)

Form D-2005 (04/10/2017) OMB No. 0607-0084 Approval Expires 12/31/2019
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

CONFIDENTIALITY AGREEMENT FORM
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION
All LUCA users, interviewers, and agents will adhere to Title 13, United States Code (U.S.C.). LUCA users must agree to these conditions for Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for supporting requirements to the Census Bureau's request for and maps.

All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understood the Census Bureau's Confidentiality and Security Guidelines for LUCA. In addition, those who sign the agreement must indicate their consent to transfer the confidentiality of Census Bureau materials contained under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, although access to the data is temporary, non-combined or permanent. You must be at least 18 years of age to sign this agreement. By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.

B. LIAISON INFORMATION

Liaison's Printed Name: _____ Area code: _____ Telephone number: _____ Ext: _____
 Liaison's signature: _____ Date: _____
 Name of LUCA Liaison's Office, Department, or Agency - (Please print): _____
 Address of LUCA Liaison's Office, Department, or Agency - (House number and street name, RR or HC, and box number) - Please print: _____
 City: _____ State: _____ ZIP Code: _____
 Email address: _____

C. INFORMATION FOR REVIEWER(S) AND PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS

Printed name: _____ Area code: _____ Telephone number: _____ Ext: _____
 Signature: _____ Date: _____
 Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print: _____
 City: _____ State: _____ ZIP Code: _____
 Email address: _____

Printed name: _____ Area code: _____ Telephone number: _____ Ext: _____
 Signature: _____ Date: _____
 Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print: _____
 City: _____ State: _____ ZIP Code: _____
 Email address: _____

Section C continued on the reverse

Self-Assessment Checklist (D-2006)

OMB No. 0607-0064 Approval Expires 10/31/2019

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration

Entity ID _____

Government Name _____

PROTECTING CENSUS BUREAU TITLE 13 MATERIALS

	Confidentiality & Security Guidelines Reference	Circle Y, N or NA
1. Do you understand that the Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction address data base?	3	Y N
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	Y N
3. Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? (The Census staff members other than those who signed the Confidentiality Agreement will have access to the offices, cabinets, or other areas where Title 13 materials are stored.)	4.1, 4.2	Y N
4. Will you conduct electronic security audits to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPP, the digital address list, or the PaperPDF maps.	4.1	Y N NA
5. Will you ensure that if you restrict the mail, web, phone, and access functions available to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPP, the digital address list, or the PaperPDF maps.	4.1	Y N NA
6. Will you design an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPP, the digital address list, or the PaperPDF maps.	4.1	Y N NA
7. Will you keep Title 13 data separate from your other data? Title 13 data cannot be linked or made available to other data? Required if you are selecting GUPP, the digital address list, or the PaperPDF maps.	4.1	Y N NA

REPORTING AN INCIDENT

	Confidentiality & Security Guidelines Reference	Circle Y or N
8. Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within 24 hours of discovery?	4.3	Y N

ON-SITE VISITS

	Confidentiality & Security Guidelines Reference	Circle Y or N
9. Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?	4.4	Y N

DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS

	Confidentiality & Security Guidelines Reference	Circle Y or N
10. Will you destroy (by the preferred method) or return the Title 13 materials according to the approved distribution or return methods outlined in the Confidentiality and Security Guidelines?	4.5, 4.6	Y N

LUCA Liaison Signature _____

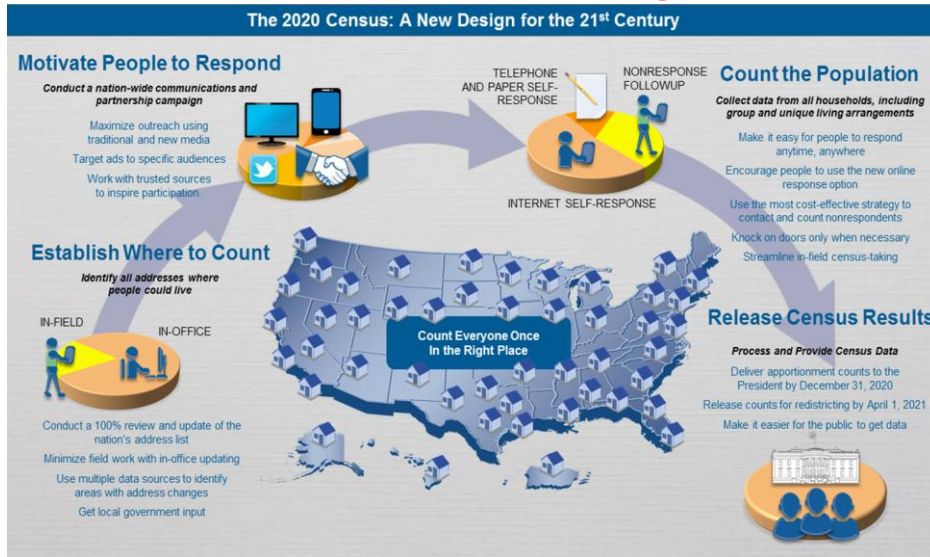
LUCA Liaison Name (Print) _____ Date _____

Complete this form and return it along with the completed signed copies of the Registration Form, Confidentiality Agreement, and the Product Performance Form. Use the addressed postage-paid envelope addressed to ATTN: Geography LUCA Materials, e-S-E, National Processing Center, 1381 East 10th St., Jeffersonville, IN 47130. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at GEO.2020.LUCA@census.gov.

Questions about 2020 LUCA?

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

2020 Census Design



Municipal Complete Count Committees (CCC)

- Census 2000 – only 72% Self-Response Rate
- Census 2010 – increase to 77%
 - Successful Partnership Program in Kentucky
 - 3,822 Kentucky Partners
 - 192 Complete Count Committees (CCC's) in Kentucky



Complete Count Committee (CCC)

- Government
- Businesses
- Faith-based
- Education
- Media
- Community Organizations
- Workforce Development
- Census Data Users



Municipal Complete Count Committees (CCC)

Committees consist of influential community leaders who are charged with developing a census awareness campaign that:

- Communicates the importance of the census through **local messaging**.
- Raises awareness of the census throughout the city.
- Motivates every household in the city to participate in the census by completing the questionnaire thoroughly and in a timely manner.
- Increases the city's self-response rate.

EDUCATION -> PROMOTION -> MOTIVATION / ACTION

EDUCATION PHASE January 2018—September 2019

- The education phase is often referred to as the “Raising Census Awareness” phase. The message to each community member is that the census is a civic activity that affects people of all ages, races, cultures, and ethnicities. This is the period to strongly emphasize the many uses of census data and highlight specific local examples of how census data benefits a community.

PROMOTION PHASE April 2019—January 2020

- The promotion phase of the 2020 Census officially starts on April 1, 2019, a year out from Census Day. This phase overlaps with the education phase. The theme of this phase is “The 2020 Census is Coming.” During this period, CCCs implement activities through their government, faith- and community-based organization, business, media, and recruitment partners. An effective strategy guarantees that community residents will encounter census messages during times of work, play, leisure, school, and worship.

MOTIVATION/ ACTION PHASE February 2020—June 2020

- The motivation/action phase starts in February 2020, intensifies in March 2020, and reaches its peak on Census Day—April 1st, 2020. The theme of this phase is “Be Counted for Your Community” and the focus is to motivate each household to take ownership of the census and make a conscious decision to participate. The non-response follow-up operation will be the focus toward the end of this phase, and the message to the community will change, encouraging households to “Cooperate with Census Takers”.

CCC SUBCOMMITTEE TYPES

BUSINESS	<ul style="list-style-type: none"> Involving a community's business sector creates a unifying element that touches every household within the community. 	EX-OFFENDER	<ul style="list-style-type: none"> The ex-offender population is sizeable and is often disenfranchised from the community and hard to track. 	LIBRARY	<ul style="list-style-type: none"> Urban Libraries Council says libraries are the “most trusted government entity”, poised to be pivotal for civic engagement.
COMMUNICATIONS, MEDIA AND TECHNOLOGY	<ul style="list-style-type: none"> Assists community organizations in utilizing census toolkit materials and enables them to innovate. 	FAITH-BASED	<ul style="list-style-type: none"> Faith-based organizations are found in every community and maintain interactive and ongoing communications with their members. 	RECRUITING	<ul style="list-style-type: none"> Reaching all members of the workforce community enhances the ability of the Census to plug into existing recruiting resources.
COMMUNITY ORGANIZATIONS	<ul style="list-style-type: none"> Community organizations provide outreach opportunities for a broad spectrum of residents of all ages, races and backgrounds. 	GOVERNMENT	<ul style="list-style-type: none"> Leveraging the ability of local government to provide knowledge of the population, organizations, and institutions is essential to an accurate count. 	SENIOR CITIZEN	<ul style="list-style-type: none"> Although a high responding group, the trend towards reduced home ownership may create enumerating challenges for field.
DATA AND MAPS	<ul style="list-style-type: none"> Understanding where hard-to-survey areas exist is important to direct subcommittee activities toward the correct populations and geographic areas. 	GROUP QUARTERS	<ul style="list-style-type: none"> Because of the limited access to most group quarters, cooperation from the institutions is vitally important to achieve an accurate count. 	SPECIAL HOUSING	<ul style="list-style-type: none"> The rental population will exceed a third of the entire U.S. population by 2020. No matter the housing type, access is vital for an accurate count.
EDUCATION (PRESCHOOL - GRADE 12)	<ul style="list-style-type: none"> Reaches U.S. households through schools and helps create a generation of future self-responders. 	HOMELESS	<ul style="list-style-type: none"> In the 2010 Decennial Census, the count was 209,325 for persons counted at shelters, outdoor locations, soup kitchens and mobile food vans. 	VETERANS	<ul style="list-style-type: none"> Over 22 million veterans living in the United States present a sizeable population distributed throughout the 50 states. Former military personnel can provide leadership and excellent recruiting assistance.
EDUCATION (POST SECONDARY)	<ul style="list-style-type: none"> Works with university housing to obtain administrative records for group quarters; educates off-campus students to participate accurately. 	IMMIGRANT	<ul style="list-style-type: none"> One of the serious challenges for a Census enumerator is encountering housing units where no one in the household speaks English. 	PHILANTHROPIC	

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



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



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