

Local Update of Census Addresses (LUCA) Program Local Government Information Booklet

Issued January 2007

2010 Decennial Census Program

D-1693L

The Local Update of Census Addresses (LUCA) Program is an integral part of the 2010 Decennial Census Program and utilizes the expertise of tribal, state, and local governments to improve the accuracy and completeness of the address list used to take the census. Tribal, state, and local governments can contribute to a complete enumeration of their communities by reviewing and commenting on the list of housing unit and group quarters addresses that the U.S. Census Bureau will use to deliver census questionnaires.

Background

Recognizing that a complete and accurate address list is essential to a complete and accurate census, Congress passed the Census Address List Improvement Act of 1994 (Public Law 103-430) authorizing the Census Bureau to provide the census address list for review and comment by tribal, state, and local government liaisons who agree to conditions of confidentiality.

Title 13, United States Code (U.S.C.), provides for the confidential treatment of census-related information and protects the addresses contained on the Census Bureau's address list. Liaisons and reviewers appointed by local governments to review the Census Bureau's address list for their jurisdictions are required to sign a confidentiality agreement and abide by the Census Bureau's security guidelines. Each LUCA liaison is also required to perform a data security self-assessment check. After receiving signed and completed confidentiality agreements and security self-assessment checklists, the Census Bureau will send Title 13-protected LUCA materials to those governments that chose to receive the Option 1 or Option 2 materials described on the following pages.

Why the LUCA Program Is Important to Your Community

Accurate census data are important to your community in a number of ways. In addition to the constitutional requirement for the decennial census to apportion seats in the U.S. House of Representatives, census data are used to allocate federal monies to states and local governments. Additionally, significant amounts of state-generated funds are distributed on the basis of population data. Other statistical census data support grant applications that fund community, social, economic, and environmental programs and other needed improvements and enhancements. Census data also help communities plan for future needs.

If your government does not have the staff or financial resources to participate in the LUCA program, you can designate another level of government or an agency, such as a county planning department, regional planning agency, or state-level agency, that is willing to assist you or act as your agent in reviewing the LUCA materials.

Training and Support

Training workshops conducted by Census Bureau staff will provide you with "hands-on" experience using the LUCA program materials. Self-training aids will be available to participants who are unable to attend the workshops. In addition, the *2010 Census Local Update of Census Addresses (LUCA) Program User's Guide* provides detailed instructions and examples for conducting the LUCA review.

U S C E N S U S B U R E A U

Helping You Make Informed Decisions

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU

United States™
Census
2010

The LUCA Participation Options

The 2010 Census LUCA program offers three participation options:

Option 1

— Title 13 Full Address List Review

Option 2

— Title 13 Local Address List Submission

Option 3

— Non-Title 13 Local Address List Submission

Option 1 and Option 2 require participants to sign the confidentiality agreement in compliance with Title 13, U.S.C., and the data security self-assessment checklist. A signed confidentiality agreement is not required for Option 3 because Title 13 data are not provided.

What's New?

The 2010 Census LUCA program offers a number of improvements:

- One review cycle for all address types.
- 120 calendar days for review.
- More advance notice.
- Comprehensive program communications, including periodic contact.
- Three program options.
- A MAF/TIGER® Partnership Software (MTPS) application that combines the census address list, address count list, and digital maps in a software package.

Option 1—Title 13 Full Address List Review

Option 1 allows you to review the entire census address list for your jurisdiction. This includes both city-style addresses (for example, 101 Main Street) and noncity-style addresses (for example, P.O. box, rural route, etc.). This option allows you to update any city-style address on the census address list as well as add new city-style addresses. For census blocks containing all noncity-style addresses, you can only challenge the count of addresses on the address count list. If a census block has a mix of city-style and noncity-style addresses, you can update individual city-style addresses **or** challenge the count of addresses for the census block, but you **cannot** do both.

Each LUCA liaison and reviewer must sign and return the confidentiality agreement. The LUCA liaison is also required to perform a data security self-assessment and complete, sign, and return the self-assessment checklist.



The Census Bureau provides:

- A complete Census Bureau address list for your jurisdiction.
- A count of addresses by census block within your jurisdiction.
- Census Bureau paper maps or digital shapefiles.
- A *2010 Census LUCA Program User's Guide*.
- MAF/TIGER® Partnership Software application (if requested).
- Training.

You provide:

- Updates (additions, deletions, corrections) to the Census Bureau's city-style addresses.
- Challenges to the address counts in census blocks.
- Updates and corrections to the features and legal boundaries on the Census Bureau's maps or digital shapefiles.

Note—Use of digital shapefiles requires a geographic information system software package, such as the Census MAF/TIGER® Partnership Software.

This option allows you to update any **city-style address** on the census address list or challenge counts on the address count list.

Option 2—Title 13 Local Address List Submission



The Title 13 Local Address List Submission option allows you to submit your local computer-readable address file (city-style addresses only) in a predefined Census Bureau format. The Census Bureau will provide our address list and address count list (computer-readable files only) as a reference for your jurisdiction. Our address list includes both city-style and noncity-style addresses. You cannot update

the census address list or challenge the address counts. The Census Bureau will match your local address file to ours and make corrections to our census address list.

Each LUCA liaison and reviewer must sign and return the confidentiality agreement. The LUCA liaison is also required to perform a data security self-assessment and complete, sign, and return the self-assessment checklist.

In this option you will receive a complete Census Bureau address list and an address count list by block as a reference for your jurisdiction.

The Census Bureau provides:

- A complete Census Bureau address list for your jurisdiction (computer-readable).
- A count of addresses by census block within your jurisdiction (computer-readable).
- Census Bureau paper maps or digital shapefiles.
- A *2010 Census LUCA Program User's Guide*.
- MAF/TIGER® Partnership Software application (if requested).
- Training.

Option 2 allows you to only submit your local address file in a Census Bureau predefined computer-readable format.

You provide:

- Your local address file (containing only city-style addresses) in a predefined computer-readable format.
- Updates and corrections to the features and legal boundaries on the Census Bureau's maps or digital shapefiles.

Note—Use of digital shapefiles requires a geographic information system software package, such as the Census MAF/TIGER® Partnership Software.

Option 3—Non-Title 13 Local Address List Submission



The Non-Title 13 Local Address List Submission option offers you an opportunity to submit your local computer-readable address file (city-style addresses only) to the Census Bureau. Under this option, you **do not** receive the census address list. However, you **do** receive, as a reference,

an address count list (computer-readable only) that contains address counts for each of the census blocks within your jurisdiction. The Census Bureau will match your address file to ours and make corrections to our census address list.

Option 3 allows you to submit your local address file in a Census Bureau predefined computer-readable format.

A signed confidentiality agreement is not required for Option 3.

The Census Bureau provides:

- A count of addresses by census block within your jurisdiction (computer-readable).
- Census Bureau paper maps or digital shapefiles.
- A *2010 Census LUCA Program User's Guide*.
- MAF/TIGER® Partnership Software application (if requested).
- Training.

You provide:

- Your local address file (containing only city-style addresses) in a predefined Census Bureau computer-readable format.
- Updates and corrections to the features and legal boundaries on the Census Bureau's maps or digital shapefiles.

Note—Use of digital shapefiles requires a geographic information system software package, such as the Census MAF/TIGER® Partnership Software.

LUCA Program Materials for Local Governments

The Census Bureau provides the materials required to participate in the LUCA program. Depending on the option you choose, these materials include:

- **2010 Census LUCA Address List**
Contains all of the census addresses within your jurisdiction known to the Census Bureau.
- **2010 Census LUCA Address List Add Page**
Used to add addresses to the census address list by participants who request the paper format address list.
- **2010 Census LUCA Address Count List**
Contains the counts of the number of addresses for each census block within your jurisdiction.
- **2010 Census Local Update of Census Addresses (LUCA) Program User's Guide**
Contains your instructions for updating the census address list, address count list, paper maps, or digital shapefiles.
- **2010 Census LUCA Paper Maps or Digital Shapefiles**
Created from the Census Bureau's Topologically Integrated Geographic Encoding and Referencing (TIGER®) System, allows you to submit feature and boundary updates either on the paper maps or electronically.
- **MAF/TIGER® Partnership Software**
Geographic Information System (GIS) software for use with digital shapefiles (see below).

Media Formats

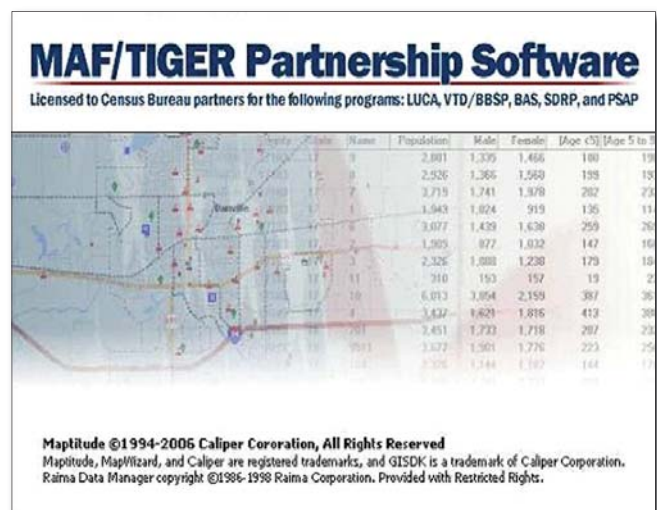
Paper Format—The 2010 Census LUCA address list, address list add page, and address count list are available in paper printouts for Option 1 participants only. Participants who select paper materials can choose to receive either paper maps or digital shapefiles showing the features and boundaries of their jurisdictions. Paper address lists will not be provided to entities with over 6,000 addresses (1,000 pages).

Computer-Readable Format (CD-ROM or DVD)—

The Census Bureau offers pipe-delimited ASCII files for both the 2010 Census LUCA address list and the address count list on CD-ROM or DVD. These files are easily imported into a variety of commercial spreadsheet or database applications. Option 1 participants with more than 6,000 addresses will find the computer-readable format to be more flexible. Option 2 and Option 3 participants are eligible to receive only computer-readable files. Participants who select computer-readable lists can choose to receive either paper maps or digital shapefiles.



MAF/TIGER® Partnership Software—The MAF/TIGER® Partnership Software (MTPS) is a GIS application that combines the 2010 Census LUCA address list, address count list, and maps into an easy-to-use software package. The MTPS allows participants to update the address list, address count list, and maps and to import local address lists and digital shapefiles for comparison with the Census Bureau data. All address and map updates will meet the Census Bureau's formatting requirements. This software is appropriate for any level of government and only requires a personal computer using a Windows 98 or newer operating system.



The MAF/TIGER® Partnership Software application is new for the 2010 Census LUCA Program.

Address List

The information contained on the census address list includes census geographic codes, such as state and county codes, census tract and block numbers, address information, and group quarters identification. This list is provided only to those participants who choose Option 1, paper media.

2010 Census Local Update of Census Addresses Program ADDRESS LIST										
Sort: Tract/Block Entity: Greenville County Q051081		Date: 09/23/2007 Page: 4 of 30								
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)			House Number (5a)	City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)		Noncity-Style Mail Delivery Address (6) (RFR, HCR# or FO Box#) Noncity-Style ZIP Code (6a)	Group Quarters Flag (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)		Structure Type (4d)	Street or Road Name(5b) Physical Location Description or Group Quarters Name (5c)		
19	111112351		51081	9708.01	2345	101	YORK RD		22555	
20	111112352		51081	9708.01	2345	103	YORK RD		22555	
21	111112353		51081	9708.01	2345	105	YORK RD		22555	
22	111112354		51081	9708.01	2345	107	YORK RD		22555	
23	111112355		51081	9709.00	3453		REWOOD RAMBLER W/LONG FRONT PORCH, ON LAKE			
24	111112356		51081	9709.00	3453		2 STORY HSE W/SHUTTERS, BRICK SHED ON SIDE, ON LAKE			

Form # D-1638
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U.S. Census Bureau

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Action Codes: C - Correct D - Delete J - Not in Jurisdiction N - Nonresidential

Address List Add Page

The LUCA address list add page is used to add city-style addresses within a jurisdiction that do not appear on the census address list. This form is provided only to those participants who choose Option 1, paper media.

2010 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM ADDRESS LIST ADD PAGE									
Add Page For: _____ (Entity Name)									
PAGE _____ OF _____ PAGES Name of Preparer: _____ (Print Name) Date Completed: _____ (MM/DD/YYYY) Entity ID Code: _____ (Copy from Address List Page)									
Census Geographic Location of Address (2)					Residential Address (4)		City Style Mailing Code (4e)		
Line # (1)	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)	Group Quarters? (3)	House Number (4a)	Street or Road Name (4b)	Apartment/Unit Number (4d)	City Style Mailing Code (4e)
1									
2									
3									
4									
5									
6									
7									

Form # D-1639

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Address Count List

The LUCA address count list contains the count of housing unit and group quarters addresses for each census block within a jurisdiction. The list contains 50 census blocks per page. This list is provided only to those participants who choose Option 1, paper media.

**2010 Census
Local Update of Census Addresses Program
Address Count List**

ST/CO: 33/003 Carroll, NH
Entity: Conway town PL3311025

Date: 08/29/2007
Page: 1 of 1

Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses
49.01	1001	75		2		49.01	3007	75		2	
49.01	1002	0		0		49.02	2010B	22		0	
49.01	1003	22		0		49.02	2011	46		1	
49.01	1004	0		0		49.02	2012	73		2	
49.01	1005	46		1		49.02	2013	22		0	
49.01	1006	35		2		49.02	2024	46		1	
49.01	1007	24		0		49.02	2025	35		2	
49.01	1008	26		0		49.02	2037	24		0	
49.01	1010	49		0		49.02	3038	6		0	
49.01	1011	16		1		49.02	3039	7		0	
49.01	2025	12		0		TOTAL		944		22	
49.01	2026	10		0							
49.01	2027	15		1							
49.01	2028	12		0							
49.01	2029	11		0							
49.01	2030	10		0							
49.01	2031	13		0							
49.01	2032	11		0							
49.01	2033	78		2							
49.01	3001	22		0							
49.01	3002	46		1							
49.01	3003	35		2							
49.01	3004	24		0							
49.01	3005	26		0							
49.01	3006	10		1							

Form D-1692

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The information contained on each census address record includes census geographic codes, such as state and county codes, and census tract and block numbers, as well as address information and group quarters identification. Each address record has a maximum length of 462 characters and contains 26 fields of information. The character length for each record may vary. This list is sent to all Option 1 participants who choose computer-readable media and to all Option 2 participants.

Maximum character length	Field name	Description/notes
12	Entity ID code	Unique code assigned by the Census Bureau to each entity (variable length)
7	Line number	Unique number for each address record in the file
9	MAFID	Unique identification number assigned to each census address
1	Action code	Valid codes: A, C, D, J, or N; entered by participant
2	State code	2-digit current state code
3	County code	3-digit current county code
7	Census tract number	4-digit current census tract number, a period, plus a 2-digit numeric suffix
5	Census block number	4-digit current census block number, plus a 1-digit alpha character suffix, if applicable
1	Group quarters flag	Displays a "Y" if the unit is a group quarters
35	House number	Housing unit's or group quarters' assigned house number
3	Street name prefix qualifier	e.g., BUS, OLD, private, historic loop
2	Street name prefix direction	e.g., N, W, SE
14	Street name prefix type	e.g., HWY, RT, US
100	Street name	Full street or road name
14	Street name suffix type	e.g., ST, CT, AVE, DR
2	Street name suffix direction	e.g., N, W, SE
3	Street name suffix qualifier	e.g., Ext, loop, access
100	Location description or GQ name	Description of living quarters (e.g., red ranch w/white shutters) or name of group quarters (e.g., Dobbs Hall—University of Dobbs)
53	Apartment/unit number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRNT
5	City-style mailing ZIP Code	5-digit ZIP Code for a city-style mailing address
50	Noncity-style mail delivery address	Rural route and box number, post office box number, etc.
5	Noncity-style mailing ZIP Code	5-digit ZIP Code for a noncity-style mailing address
5	Structure point	4-digit number, plus 1-digit alpha assigned by the Census Bureau to structures in areas that contain predominately noncity-style addresses (RR, P.O. box #, general delivery, etc.)
11	Structure latitude	The latitude coordinate in degrees, with 6 implied decimals
12	Structure longitude	The longitude coordinate in degrees, with 6 implied decimals
1	City-style address flag	Displays a "Y" if the address is city-style, "N" if noncity-style

Computer-Readable Address Count List

The address count list file contains the count of housing unit and group quarters addresses for each census block within a participant's jurisdiction. Each census block record is at least 57 characters in length and contains nine (9) fields of information. The character length of each record may vary. This file is sent to Option 1 participants who choose computer-readable media and to all Option 2 and Option 3 participants.

Maximum character length	Field name	Description/notes
12	Entity ID code	Unique code assigned by the Census Bureau to each entity (variable length)
2	State code	2-digit current state code
3	County code	3-digit current county code
7	Census tract and suffix	4-digit current census tract number, a period, plus a 2-digit number suffix
5	Census block and suffix	4-digit current census block number, plus a 1-digit alpha character suffix, if applicable
7	Census count of housing unit addresses	Census Bureau's most recent count of housing unit addresses
7	Local count of housing unit addresses	Blank field to enter the local count of housing unit addresses
7	Census count of group quarters addresses	Census Bureau's most recent count of group quarters addresses
7	Local count of group quarters addresses	Blank field to enter the local count of group quarters addresses

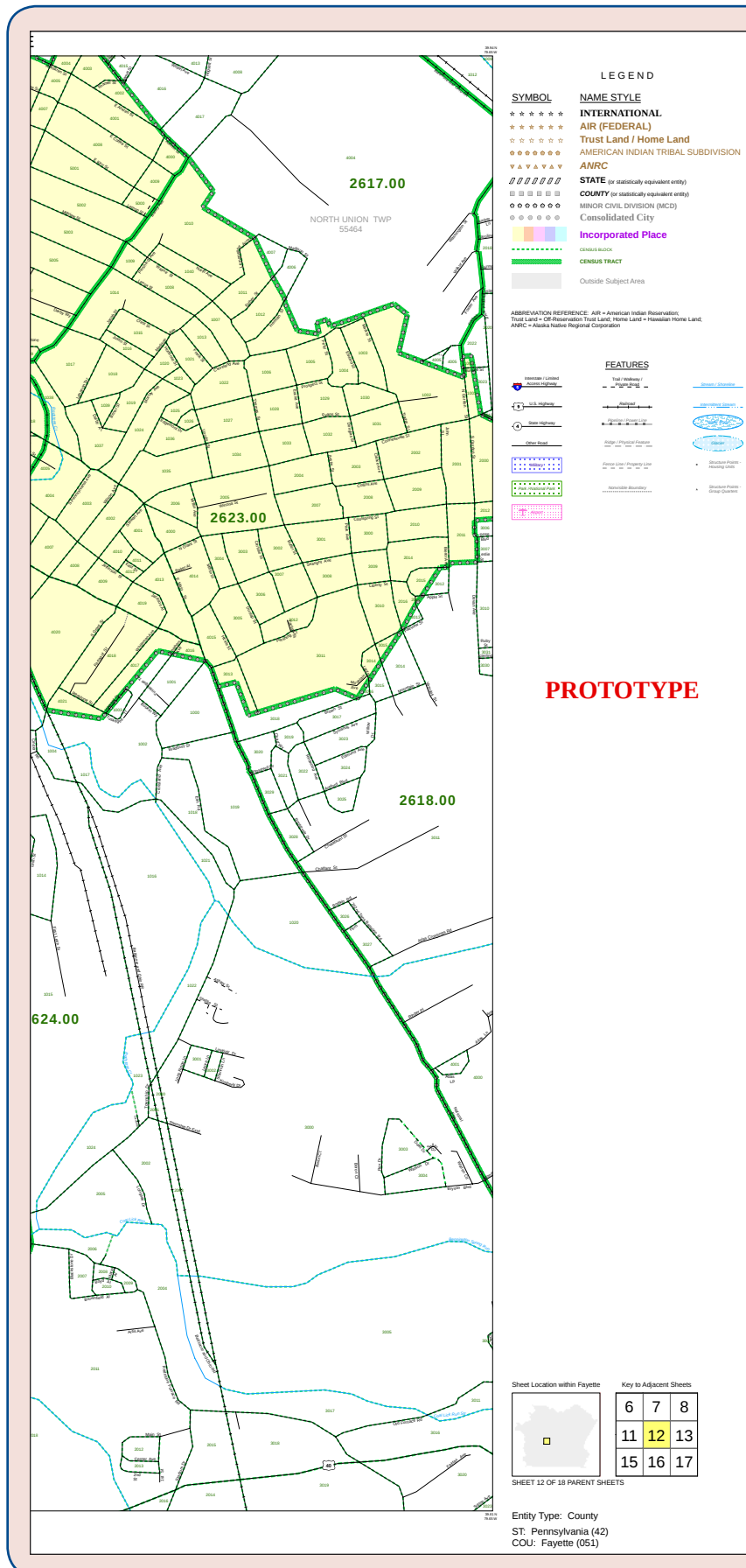
Census Bureau Paper Maps and Digital Shapefiles

Paper Maps

The Census Bureau provides one set of paper maps that displays roads, streets, and other physical features, along with the most recent jurisdictional boundaries known to the Census Bureau. Use the paper map to identify feature and/or legal boundary corrections.

Digital Shapefiles

The Census Bureau provides one set of digital shapefiles, created from the Census Bureau's TIGER® System, that allows participants to submit feature and boundary updates electronically. Digital shapefiles require the use of GIS software. All shapefiles produced by the Census Bureau are in Environmental Systems Research Institute (ESRI) shapefile format. Participants must use the Census Bureau-supplied digital shapefiles to make digital submissions. The Census Bureau-supplied shapefiles are in a format that contains all of the current geographic codes necessary to correct addresses as well as submit feature corrections. The digital shapefiles do not contain Title 13 data.



When Can Local Governments Participate?

Once the Census Bureau receives your completed registration materials, the LUCA program materials will be mailed to you. **You have 120 calendar days** from the receipt of your LUCA materials to conduct your review and return your submission. The period during which you can conduct your review and update is from August 2007 to April 2008.

You have 120 calendar days from the receipt of your LUCA materials to conduct your review and return your submission.

Strategies for Review

Each participating government must decide for itself how to conduct its review of the LUCA materials. Consider your available time, the local address information you have readily available, and the staff or computer resources you have. If a complete review is not possible, the Census Bureau recommends that you focus your review on areas where addresses are more likely missed or incorrect.

Focus your review on areas where addresses are more likely missed or incorrect.

Local governments are in the best position to identify areas with potentially missing or incorrect addresses.

For example:

- Areas of new construction
- E-911 address conversion areas
- Single-family homes converted to multifamily homes, and vice versa
- Warehouses converted to residential units
- New mobile home parks or new scattered mobile homes
- Apartment buildings with irregular or missing numbering schemes for the individual units
- Annexed land
- Areas along governmental boundaries



Suggested Local Address Sources

Each LUCA participant will likely have different address sources. In addition, there may be a list of addresses within your jurisdiction maintained by another agency or level of government.

The following is a list of address sources that may be available to you:

- New housing construction or building permits
- E-911 address files
- Housing inspection records
- Planning and zoning records
- Local utility records
- School enrollment records
- Driver's license files
- Annexation records
- Assessment or taxation files
- Voter registration files



What Happens to Your Corrections?

Once you have reviewed and corrected the Census Bureau address list and/or the address count list and maps or digital shapefiles, you must return them to your Census Bureau regional office. The Census Bureau will then:

- Review and process the suggested address changes.
- Update the Census Bureau's geographic database with the suggested map corrections.
- Conduct the Address Canvassing (field check) Operation to validate the census address list.



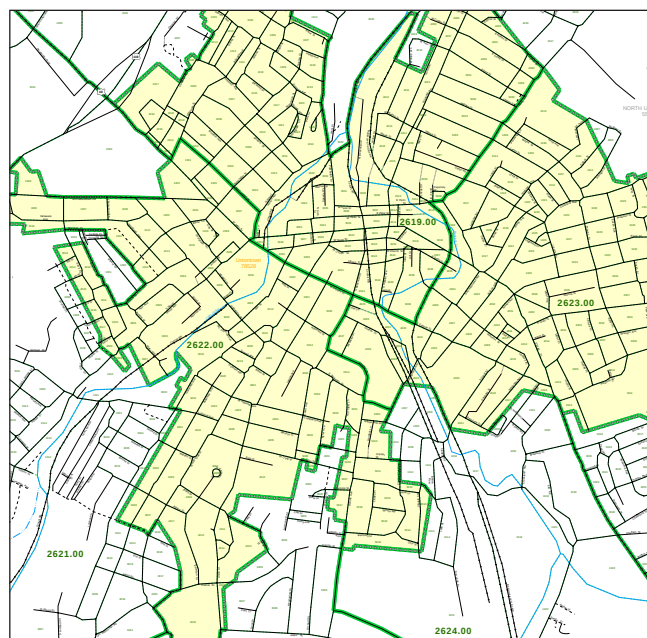
The Feedback Process

The Census Bureau will provide feedback materials after conducting the Address Canvassing Operation. The field checks will determine the validity of all the corrections you submit. In addition, field checks will ensure that the Census Bureau has complete address coverage as well as current map features for your jurisdiction, even if you decide not to participate in the LUCA program. Depending upon the participation option you choose, you will receive the following feedback materials:

Option 1—Title 13 Full Address List Review

An updated:

- Census address list with detailed feedback on each address commented on by your jurisdiction.
- Address count list.
- Map(s) or digital shapefile for your jurisdiction.



Option 2—Title 13 Local Address List Submission

An updated:

- Census address list with detailed feedback on each address provided by your jurisdiction.
- Address count list.
- Map(s) or digital shapefile for your jurisdiction.

Option 3—Non-Title 13 Local Address List Submission

An updated:

- Address count list.
- Map(s) or digital shapefile for your jurisdiction.

The feedback materials are available in computer-readable or paper format. The feedback materials you receive will be in the same format you requested for your initial review. Your Census Bureau regional office can answer questions regarding your feedback materials.

The feedback process provides an opportunity for you to examine the results of the Address Canvassing Operation.

Summary of LUCA Program Activities

In July 2007 you will receive your 2010 Census LUCA invitation and registration package. At that time, you will:

- Determine which participation option your government prefers.
- Designate a 2010 Census LUCA official liaison.
 - Indicate your government's media type preference (either paper or computer-readable) on which to receive LUCA materials.
 - Sign and return the confidentiality agreement and self-assessment checklist form (required for Option 1 and Option 2).
 - Sign and return the 2010 Census LUCA program registration form and product preference form.

Next, you will:

- Identify available local address source materials for your 2010 Census LUCA review.

- Plan your strategy for reviewing the 2010 Census LUCA materials.
- Obtain 2010 Census LUCA training.
- Review and correct 2010 Census LUCA materials.
- Submit corrected LUCA materials.

Finally, you will:

- Review feedback materials containing detailed comments on your address submissions.
- Appeal address discrepancies if you do not agree with your feedback (Option 1 and Option 2 participants only).
- Return all Title 13 materials to your Census Bureau regional office.

To find out more about the LUCA program, go to www.census.gov/geo/www/programs.html.

The 2010 Census LUCA Program Schedule

TIME FRAME	ACTIVITY
January 2007	LUCA advance notice letters mailed to the highest elected official and other contacts in all active functioning governments.
July 2007	Invitation letters and registration materials mailed to the highest elected official and other contacts of each government.
July 2007 to January 2008	Invited governments register for LUCA, and the Census Bureau ships the LUCA review materials to each participating government.
August 2007 to April 2008	LUCA participants review and update the address list and return their comments to the Census Bureau's regional office within 120 days of receipt of materials.
April 2008 to October 2008	Census Bureau reviews participants' LUCA submissions and updates the Master Address File and TIGER® geographic database.
November 2008 to May 2009	Census Bureau prepares for and conducts the Address Canvassing Operation using global positioning system (GPS) equipped hand-held computers.
June 2009 to October 2009	LUCA participants receive feedback materials showing how the Census Bureau processed each government's LUCA submissions.
September 2009 to December 2009	LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office.
September 2009 to January 2010	LUCA Appeals Office reviews and adjudicates appeals.

Census Bureau Regional Offices—Contact Information



Atlanta Regional Office: Geography
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1395 Brewery Park Boulevard, Ste. 100
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Boston Regional Office: Geography
4 Copley Place, Ste. 301
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15350 Sherman Way, Ste. 400
Van Nuys, CA 91406
(818) 267-1724
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los.angeles.geography@census.gov



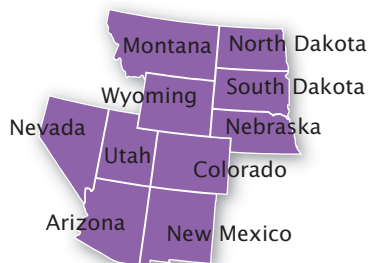
Chicago Regional Office: Geography
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New York Regional Office: Geography
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New York, NY 10014
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Dallas Regional Office: Geography
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Philadelphia Regional Office: Geography
833 Chestnut Street, Ste. 504
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Denver Regional Office: Geography
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