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

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

The 2020 LUCA materials and operational instructions are subject to change between the LUCA Training timeframe and the time you receive your materials for review in the spring of 2018; therefore, the examples shown in the various training modules may differ from the official materials.
The Decennial Census

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

- **Uses of Census data:**
  - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution.
  - **Drawing** congressional and state legislative districts, school districts and voting precincts.
  - **Enforcing** voting rights and civil rights legislation.
  - **Distributing** federal dollars.
  - **Informing** planning decisions of tribal, federal, state and local government and organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits.
2020 Census Design

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

Motivate People to Respond
- Conduct a nation-wide communications and partnership campaign
- Maximize outreach using traditional and new media
- Target ads to specific audiences
- Work with trusted sources to inspire participation

Count the Population
- Collect data from all households, including group and unique living arrangements
- Make it easy for people to respond anytime, anywhere
- Encourage people to use the new online response option
- Use the most cost-effective strategy to contact and count nonrespondents
- Knock on doors only when necessary
- Streamline in-field census-taking

Establish Where to Count
- Identify all addresses where people could live

Release Census Results
- Process and Provide Census Data
  - Deliver apportionment counts to the President by December 31, 2020
  - Release counts for redistricting by April 1, 2021
- Make it easier for the public to get data
Who Can Participate

• Federally recognized tribes with a reservation and/or off-reservation trust land.
• States and Counties.
• Incorporated places.
  o Cities, towns, boroughs, villages.
Title 13 U.S.C. – Confidentiality and Security

• Information provided to/from LUCA is covered under Title 13 of the United States Code which:
  o Requires the Census Bureau to ensure confidential treatment of census-related information, including individual addresses and map structure points.
  o 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

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

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

• Geocoding is the process of taking an address and returning an actual or calculated latitude/longitude coordinate on the earth’s surface.

• In terms of the Census Bureau, this includes assigning the proper state, county, census tract and census block codes that correspond to the physical location of the address.

• The Census Bureau requires every address is assigned a Census geocode before it can be processed and added to its inventory and included in the Census.
Housing Unit (HU)

• A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter.
Acceptable Housing Units for LUCA

• Houses, including townhouses, condominiums, and apartments.

• Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.

• Mobile homes or trailers occupied as separate permanent living quarters, or if vacant, intended for occupancy as separate permanent living quarters.

• Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
Group Quarters (GQs)

• A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents.
Acceptable Group Quarters for LUCA

• Correctional facilities.
  o Federal and state prisons.
  o Local jails and other municipal confinement facilities.
  o Correctional residential facilities.

• Group homes.
  o Halfway houses and homes for people with special needs.

• Juvenile facilities.
  o Group homes for juveniles (non-correctional).
  o Residential treatment centers for juveniles (non-correctional).
  o Correctional facilities intended for juveniles.

• Nursing homes.
  o Nursing facilities/skilled-nursing facilities.
Acceptable Group Quarters for LUCA (cont’d)

• Hospitals.
  o Mental (psychiatric) hospitals and psychiatric units in other hospitals.
  o Hospitals with patients who have no usual home elsewhere.
  o In-patient hospice facilities.
• College or university dormitories, fraternity houses, and sorority houses.
• Workers group living quarters or dormitories.
• Religious group quarters.
• Any group quarters under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
Unacceptable HUs and GQs for LUCA

• Condemned or scheduled for demolition.
• Under construction or remodeling for conversion to a nonresidential purpose.
• Used solely for nonresidential storage.
• Used solely as offices or businesses in which no one is living.
• Used solely for ceremonial purposes.
• Under construction and will not be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.
City Style Address

• Include a house number and street name (e.g., 212 Elm St or 137 Clark Ct Apt 3 or 35A Fourth Ave W).
  o For 2020 LUCA, participants adding multiunit addresses must provide unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B).
Non-City Style Address

• Do not include a house number and/or a street name.
• May include incomplete house number and street name.
• Frequently used non-city style mailing addresses include:
  o Location Description with map spot.
  o Rural route and box number.
  o Highway contract route and box number.
Preparation for 2020 LUCA participation

• Early tools.
  o Address Block Counts.
  o Census Geocoder.
  o TIGERweb.

• Product Preference combinations.
Early tools

• Provide 2020 Census LUCA Address Block Count files.

• Provide Census Geocoder to geocode jurisdiction’s address list:
  <https://geocoding.geo.census.gov/geocoder/>

• TIGERweb:
  <https://tigerweb.geo.census.gov/tigerweb/>
Early Tools For LUCA Partners

**Early Address Block Count List**

– Providing an early address block count list for partners in January 2017 (includes count of residential addresses and group quarters by block).

– Address Block Count lists can be linked/joined to 2016 TIGER/Line shape files.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>21</td>
<td>051</td>
<td>9501.00</td>
<td>1000 210519501001000</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>3</td>
<td>21</td>
<td>051</td>
<td>9501.00</td>
<td>1001 210519501001001</td>
<td>1</td>
<td>0</td>
</tr>
<tr>
<td>4</td>
<td>21</td>
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<td>9501.00</td>
<td>1002 210519501001002</td>
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<td>0</td>
</tr>
<tr>
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<td>21</td>
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</tr>
<tr>
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<td>9501.00</td>
<td>1004 210519501001004</td>
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<td>0</td>
</tr>
<tr>
<td>7</td>
<td>21</td>
<td>051</td>
<td>9501.00</td>
<td>1005 210519501001005</td>
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<td>9501.00</td>
<td>1009 210519501001009</td>
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<td>051</td>
<td>9501.00</td>
<td>1010 210519501001010</td>
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<td>0</td>
</tr>
<tr>
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<td>21</td>
<td>051</td>
<td>9501.00</td>
<td>1011 210519501001011</td>
<td>37</td>
<td>0</td>
</tr>
</tbody>
</table>
Early Address Block Count Lists can be linked/joined to 2016 TIGER/Line Shapefiles for overlay and analysis.
More Early Tools For LUCA Partners

_updated Census Geocoder Tool_

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

24 hour turnaround on the results.
Using The Census Geocoder

.TXT File Address List Format

- Format addresses in a single line with comma delimiters.
- Each record should consist of the following five fields:
  - Unique Field Identifier or Line Number (required)
  - House Number and Street Name (required)
  - City
  - State
  - ZIP Code
- All fields (even blank fields) must be separated by a comma:
  - Unique ID, House Number and Street Name, City, State, ZIP Code

- Valid entries:
  - 1, 1600 Pennsylvania Ave NW, Washington, DC, 20502
  - 2, 1600 Pennsylvania Ave NW, Washington, DC
  - 3, 1600 Pennsylvania Ave NW, 20502

- Invalid entries:
  - 4, 1600 Pennsylvania Ave NW, Washington, DC
  - 5, 1600 Pennsylvania Ave NW, 20502

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

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

<table>
<thead>
<tr>
<th>A</th>
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<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ID</td>
<td>City</td>
<td>State</td>
<td>Zip</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>1 101 Decennial Way</td>
<td>Washington</td>
<td>DC</td>
<td>12345</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2 102 Decennial Way</td>
<td>DC</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3 103 Decennial Way</td>
<td>Washington</td>
<td></td>
<td>12345</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>4 104 Decennial Way</td>
<td>Washington</td>
<td>DC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>5 105 Decennial Way</td>
<td>DC</td>
<td></td>
<td>12345</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>6 106 Decennial Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Batch Census Geocoder

Output File

<table>
<thead>
<tr>
<th>Batch File Address</th>
<th>Match</th>
<th>Non_Exact</th>
<th>Matching Address</th>
<th>TIGER/Line ID**</th>
</tr>
</thead>
<tbody>
<tr>
<td>198 3237 GATER DR, DECCENIAL, GA,</td>
<td>Match</td>
<td>Non_Exact</td>
<td>3237 GATER DR SW, DECCENIAL, GA, 72961</td>
<td>-64.606066, 77.664407</td>
</tr>
</tbody>
</table>

*Our latitude and longitude coordinate system is NAD83.

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

(We recommend using Public_AR_ACS2016 Benchmark with Current_ACS2016 vintage.)
Product Preference Combinations

- Geographic Update Partnership Software (GUPS).
- Paper Address List & Large Format Paper Maps with PDF small format block maps (Paper/PaperPDF).
- Paper Address List & Digital Map (Paper/Digital).
- Digital Address List & Large Format Paper Maps (Digital/Paper).
- Digital Address List & Large Format Paper Maps with PDF small format block maps (Digital/PaperPDF).
- Digital Address List & Digital Map (Digital/Digital).
Review and Update Strategies
Agenda

• Strategies for LUCA review and update.
  o Things to consider.
  o Potential address sources.
  o Identify priorities.
  o Beginning your review.
Things To Consider

• How much time can we devote to LUCA review?
  o Only 120 calendar days to conduct review upon receipt of materials.

• Does your jurisdiction have an address list or access to an address list?

• Does the address list include multiunit structure identifiers (e.g., Apt 1, Unit A2, #4, etc.)?

• Does the address list include both residential and commercial addresses or include records that are not structures? If yes, are the residential records distinguishable?
Potential Address Sources

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

• Apartment buildings and/or areas of concentrated multi-unit housing.
• Areas along governmental boundaries and/or newly annexed land.
• Areas of new residential construction.
• Blocks with the greatest differences between the Census Bureau’s address block count and your address block count.
• E-911 address conversion areas.
• Group Quarters (e.g., housing such as college dorms and nursing homes).
• Mobile home parks or new, scattered mobile homes.
• Single-family homes converted to multifamily homes, and vice versa.
• Warehouses converted to residential lofts.
Beginning Your Review

- Assemble local sources.
- Read the 2020 LUCA Respondent Guide.
- Review the Census Bureau’s online training presentations.
- Familiarize yourself with LUCA materials.
  - Address List.
  - Address Count List.
  - Paper Maps/Digital Shapefiles.
  - Block to Map Sheet Relationship List (use with Large Format paper maps).
- Organize LUCA materials based on priority areas.
- Organized approach for review yields a successful LUCA submission.
Digital Address List and Digital Map

Product Preference
Agenda

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

Product Preferences

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

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

*One DVD with one folder:*

- root directory of DVD.
  - 2020LUCA_<EntityID>_address_countlist.csv
  - 2020LUCA_digital_respondent_guide.pdf
  - 2020LUCA_header_file.txt
  - LUCA20_inventory.pdf
  - Readmefirst4.txt

- “shape” folder.
  - 2020LUCA_<EntityID>_DISK1of2.exe (**Title 13 material**).
    - Includes the Digital Address List
DVD Layout and Content:
Digital Address List and Paper/PDF (Digital/PaperPDF)

One DVD with two folders:
• root directory of DVD.
  o 2020LUCA_<EntityID>_address_countlist.csv
  o 2020LUCA_digital_respondent_guide.pdf
  o 2020LUCA_header_file.txt
  o LUCA20_inventory.pdf
  o Readmefirst5.txt

• “maps” folder.
  o About_the_maps.pdf
  o LUCA20<EntType><EntCode>.pdf
  o LUCA20<EntType><EntCode>_BLK2MS.txt
  o Readme.txt
  o Title13_BlockMaps.exe (**Title 13 material**).

• “shape” folder.
  o 2020LUCA_<EntityID>_DISK1of2.exe (**Title 13 material**).
    • Includes the Digital Address List
DVD Layout and Content:
Digital Address List and Digital Map (Digital/Digital) & GUPS

Three DVDs:

• DVD with GUPS installation software. DVD with non-Title 13 data.
• DVD with Title 13 data.
  o “shape” folder.
    • Includes the Digital Address List
    • 2020LUCA_<EntityID>_DISK1of2.exe (**Title 13 material**).
      • Includes the Digital Address List
  o Root directory of DVD.
    • 2020LUCA.digital_respondent_guide.pdf
    • 2020LUCA_GUPS_respondent_guide.pdf
    • 2020LUCA_header_file.txt
    • LUCA20_inventory.pdf
    • Readmefirst6.txt
  o “shape” folder.
    • 2020LUCA_<EntityID>_DISK2of2.exe
      • Includes the Digital Address County List
Digital Address Materials
Address List – Title 13

• Census residential addresses.
  o City style and non-city style.

• Contain census geographic codes.
  o State, county, census tract, and census block.

• Comma Delimited Text (.csv) format.
  o MUST import not simply open or “double-click”.

• 24 fields: Maximum 649 characters per record.

• First row = Header row.
  o Remove spaces from field names, if using Esri’s ArcGIS.
Digital Address Materials
Address List Record Layout

<table>
<thead>
<tr>
<th>Max Character Length</th>
<th>Field Name</th>
<th>Description</th>
<th>Editable</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>LINE_NUMBER</td>
<td>Sequential number for each address record in the file.</td>
<td>N</td>
</tr>
<tr>
<td>9</td>
<td>MAID</td>
<td>Unique control number assigned to each MAI address.</td>
<td>N</td>
</tr>
<tr>
<td>12</td>
<td>ENTITY</td>
<td>Unique number assigned by the Census Bureau to each entity.</td>
<td>N-existing Y-adds</td>
</tr>
<tr>
<td>1</td>
<td>ACTION</td>
<td>Entered by the participant to indicate an action taken on the address.</td>
<td>Y</td>
</tr>
<tr>
<td>2</td>
<td>STATEFP</td>
<td>Two-digit State FIPS Code.</td>
<td>Y</td>
</tr>
<tr>
<td>3</td>
<td>COUNTYFP</td>
<td>Three-digit County FIPS Code.</td>
<td>Y</td>
</tr>
<tr>
<td>7</td>
<td>TRACT</td>
<td>The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeroes for tracts that are not four digit and trailing zeroes for census tracts without a suffix.</td>
<td>Y</td>
</tr>
<tr>
<td>4</td>
<td>BLOCK</td>
<td>Four-digit 2020 Tabulation Census Block Number. Census blocks are numbered uniquely from 0000 to 9999 within censustract, which nest within state and county. The first digit of the census block number identifies the block group.</td>
<td>Y</td>
</tr>
<tr>
<td>15</td>
<td>GEOID</td>
<td>Concatenation of state, county, tract, and block fields for use in joining the block level data to the blocks in the TIGER partnership shapefiles.</td>
<td>N</td>
</tr>
<tr>
<td>1</td>
<td>GG_FLAG</td>
<td>Displays a &quot;Y&quot; if the address is a group quarters.</td>
<td>N</td>
</tr>
</tbody>
</table>

Refer to Table 3 located in your Respondent Guide for complete record layout.
# Digital Address Materials

## Address List – Microsoft Excel Example

**No Title 13 Data Displayed**

| LINE NUMBER | MAFID  | ENTITY | ACTION | STATEFP | COUNTRYFP | TRACT | BLOCK | GEOID | GQ_FLAG | HOUSENUMBER | STREETNAME | APARTMENT | UNIT | ZIP  | GQ_NAME | FACILITY | LOCACYT | NONCYT | MAPSPOT | USE_LAT | USE_LONG | CITY_STYLE |
|-------------|--------|--------|--------|---------|-----------|-------|-------|-------|---------|-------------|------------|-----------|--------|------|-------|---------|---------|---------|--------|---------|---------|-----------|------------|
| 2           | 124    | 000000359 | PLS127200 | s1 | 610 | 5001.00 | 1030 | 516105001001030 | 1935 | Eggman Rd | A | 51407 | 0001 | 58.88574396 | 67.17556610 | Y |
| 3           | 125    | 000000506 | PLS127200 | s1 | 610 | 5001.00 | 1030 | 516105001001030 | 1935 | Eggman Rd | B | 51407 | 0001 | 58.88574596 | 67.17556610 | Y |
| 4           | 126    | 000000357 | PLS127200 | s1 | 610 | 5001.00 | 1030 | 516105001001030 | 1935 | Eggman Rd | C | 51407 | 0001 | 58.88574396 | 67.17556610 | Y |
| 5           | 127    | 000000308 | PLS127200 | s1 | 610 | 5001.00 | 1030 | 516105001001030 | 1935 | Eggman Rd | D | 51407 | 0001 | 58.88574396 | 67.17556610 | Y |
| 6           | 224    | 000000599 | PLS127200 | s1 | 610 | 5001.00 | 1034 | 516105001001054 | 5501 | Leon Rd |  | 51407 | 0001 | 58.43412557 | 67.75415582 | Y |
| 7           | 584    | 999956655 | PLS127200 | s1 | 610 | 5001.00 | 2001 | 516105001002021 | 6526 | Pueblo Tr |  | 51402 | 0001 | 58.43413057 | 67.75415582 | Y |
| 8           | 688    | 099866571 | PLS127200 | s1 | 610 | 5002.00 | 3000 | 516105002002000 | 202 | Casablanca Dr |  | 31402 | 0001 | 31.40627267 | 105.46079471 | Y |
| 9           | 644    | 034510332 | PLS127200 | s1 | 610 | 5002.00 | 3012 | 516105002002031 | 500 | Donahue St |  | 31408 | 0001 | 31.40627267 | 105.46079471 | Y |
| 10          | 645    | 035468321 | PLS127200 | s1 | 610 | 5002.00 | 3012 | 516105002002031 | 502 | Donahue St |  | 31408 | 0001 | 31.40627267 | 105.46079471 | Y |
| 11          | 646    | 026347810 | PLS127200 | s1 | 610 | 5002.00 | 3012 | 516105002002031 | 504 | Donahue St |  | 31408 | 0001 | 31.40627267 | 105.46079471 | Y |
| 12          | 647    | 024598100 | PLS127200 | s1 | 610 | 5002.00 | 3012 | 516105002002031 | 506 | Donahue St |  | 31408 | 0001 | 31.40627267 | 105.46079471 | Y |
| 13          | 648    | 025531499 | PLS127200 | s1 | 610 | 5002.00 | 3012 | 516105002002031 | 508 | Donahue St |  | 31408 | 0001 | 31.40627267 | 105.46079471 | Y |
| 14          | 841    | 003200146 | PLS127200 | s1 | 610 | 5003.00 | 1010 | 516105003001010 | 1201 | Mount Rd |  | 31405 | 0001 | 58.87726074 | 67.15554319 | Y |
| 15          | 942    | 000000147 | PLS127200 | s1 | 610 | 5003.00 | 1010 | 516105003001010 | 1203 | Mount Rd |  | 31405 | 0002 | 58.88843720 | 67.18038156 | Y |
| 16          | 943    | 009000148 | PLS127200 | s1 | 610 | 5003.00 | 1010 | 516105003001010 | 1207 | Mount Rd |  | 31405 | 0003 | 58.88843720 | 67.18320951 | Y |
| 17          | 987    | 214554811 | PLS127200 | s1 | 610 | 5003.00 | 3024 | 516105003002024 | 501 | Court St |  | 31402 | 0004 | 35.50123132 | 67.24158884 | Y |
Digital Address Materials
Address Count List – Non-Title 13

- Residential address census block tallies.
  - Housing units and Group Quarters.
- Reference only.
  - Identify inconsistencies between census block counts and your jurisdiction’s block counts.
- Comma Delimited Text (.csv) format.
  - **MUST** import not simply open or “double-click”.
- 13 fields: Maximum 140 characters per record.
- First row = Header row.
- “Unable to Geocode” tally for state and county participants.
Refer to Table 4 located in your Respondent Guide for complete record layout.

<table>
<thead>
<tr>
<th>Max Character Length</th>
<th>Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>STATE</td>
<td>Two-digit FIPS State code.</td>
</tr>
<tr>
<td>3</td>
<td>COUNTY</td>
<td>Three-digit FIPS County code.</td>
</tr>
<tr>
<td>7</td>
<td>TRACT</td>
<td>The Census Tract Number consist of six digits with a decimal between the fourth and fifth digit corresponding to the basic census tract number and with leading zeros for tracts that are not four digit and trailing zeros for census tracts without a suffix.</td>
</tr>
<tr>
<td>4</td>
<td>BLOCK</td>
<td>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.</td>
</tr>
<tr>
<td>15</td>
<td>GEOID</td>
<td>Concatenation of state, county, tract, and block fields for use in joining the block level data to the 2010 tabulation blocks in the TIGER partnership shapefiles.</td>
</tr>
<tr>
<td>7</td>
<td>ORIGINAL_COUNT_OF_HUS</td>
<td>Total number of addresses in the entity count list identified as residential housing units by data in the MAF.</td>
</tr>
<tr>
<td>7</td>
<td>CURRENT_COUNT_OF_HUS</td>
<td>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.)</td>
</tr>
</tbody>
</table>
Digital Address Materials
Address Count List – Microsoft Excel Example

<table>
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<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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<tbody>
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</tbody>
</table>
Digital Map Materials  
TIGER Partnership Shapefiles

- Created from Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System.
- Require use of a Geographic Information Software (GIS).
- County based shapefiles, regardless of entity.
- Do not contain structure points, so not Title 13 material.
  - Generate structure points using Census Bureau’s digital address list (Title 13 material); refer to Respondent Guide Chapter 6.
- Retain vintage for use in feedback products.
Digital Map Materials
Edits to TIGER Partnership Shapefiles

• **Address focused operation**, but updates to address list may require updates to digital maps.

• Allow submission of linear feature updates electronically.
  o Importing shapefiles, editing features, and exporting shapefiles.

• Edges shapefile contains all linear features (road, rail, hydro).
  o Used to Add Lines, Delete Lines, or Change Attribution for roads.

• Tabblock2010 shapefile contains tabulation blocks used for 2020 LUCA.
  o Used to geocode addresses.

• More details in Respondent Guide Chapter 5.
Paper Address List and Paper Maps

Product Preference
Agenda

• Paper Product Overview
  – Product Preference

• Paper Address Related Materials
  – Address List (D-2007) – Title 13
  – Address List Add Page (D-2008) – Title 13
  – Address Count List (D-2009)

• Paper Map Materials
  – Large Format Paper Maps
  – PDF Small Format Block Maps – Title 13
Paper Product Overview

Product Preference

• Paper Address List and Paper Large Format maps
• Paper Address List and Paper/PDF maps
• Paper Address List and Shapefiles
• Digital Address List and Paper Large Format maps
• Digital Address List and Paper/PDF maps
Paper Address Materials
Address List (D-2007) – Title 13

• Census residential addresses
  – City style and non-city style
  – Review and update as necessary

• Contains census geographic codes
  – State, county, census tract, census block

• 8.5” x 14” (legal size) with six addresses per page

• Two sort options
  – Street Name/House Number
  – Census Tract/Census Block
**No Title 13 Data Displayed**
# Paper Address Materials

## Sort Option – Street Name/House Number

![Address List Image]

**No Title 13 Data Displayed**
# Paper Address Materials

Sort Option – Census Tract/Census Block

## 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

### Disclosure Prohibited by Title 13, U.S.C.

<table>
<thead>
<tr>
<th>Number</th>
<th>Tract/Block</th>
<th>State Code</th>
<th>County Code</th>
<th>Tract</th>
<th>Block</th>
<th>Action Code</th>
<th>City Style Mail Delivery Address or 9-11 Address or Physical Location Description and Road Name</th>
<th>Non-ity Style Mail Delivery Address (RR and Box Number or MCR and Box Number)</th>
<th>Map Spot Number</th>
<th>City Style Address Flag</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>9999999993</td>
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<td>2001</td>
<td></td>
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<td>2001</td>
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<td>2001</td>
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<td>2001</td>
<td></td>
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<td>99997</td>
<td>14</td>
<td>Y</td>
</tr>
</tbody>
</table>

### Action Codes

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

**No Title 13 Data Displayed**
Paper Address Materials
Address List Add Page (D-2008) – Title 13

• Used to add residential addresses
  • New
  • Missing
    • requiring change/correction not allowed to the Address List
• 8.5” x 11” (letter size) with four addresses per page.
• Five blank Add Pages provided with materials.
• Additional blank Add Page available:
  – Respondent Guide
  – LUCA Web site
    <https://www.census.gov/geo/partnerships/luca.html>
Paper Address Materials
Address List Add Page (D-2008) – example

---

### Address List Add Page

#### 2020 Census Local Update of Census Addresses Operation (LUCA)

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Add Page Form</th>
<th>Entity ID Codes</th>
<th>Name of Preparer</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>--------------</td>
<td>---------------</td>
<td>-----------------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
</tbody>
</table>

#### Census Geographic Location of Address

<table>
<thead>
<tr>
<th>1st Line</th>
<th>2nd Line</th>
<th>3rd Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Code</td>
<td>County Code</td>
<td>Census Tract Number</td>
</tr>
<tr>
<td>State Code</td>
<td>Census Block Number</td>
<td>Group Quarters</td>
</tr>
</tbody>
</table>

#### Residential Address

<table>
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<tr>
<th>4a</th>
<th>4b</th>
<th>4c</th>
<th>4d</th>
<th>4e</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Address Number</td>
<td>Complete Street Name</td>
<td>P.O. Box</td>
<td>ZIP Code</td>
<td></td>
</tr>
</tbody>
</table>

#### Address Use

<table>
<thead>
<tr>
<th>5a</th>
<th>5b</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Use</td>
<td>Mailing Use</td>
</tr>
</tbody>
</table>

---

Disclosure prohibited by Title 13, U.S.C.
Paper Address Materials
Address Count List (D-2009)

• Residential address census block tallies.
  – Housing units and Group Quarters.

• Reference only.
  – Identify inconsistencies between Census block counts and your jurisdiction’s block counts.

• 8.5” x 11” (letter size) with 72 blocks per page.

• Ungecoded tally for state and county participants.

• Not Title 13.
### Address Count List (D-2009) – Example

#### 2020 Census Local Update of Census Addresses Operation (LUCA)

**ST/CO:** CO88009  
**Entity:** Winter County

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<tr>
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<th>Census Block Number</th>
<th>Count of Group Quarters Addresses</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Count of Housing Unit Addresses</th>
<th>Count of Group Quarters Addresses</th>
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</tbody>
</table>

**TOTAL**: 710 5,647 15

**For reference only**
Paper Map Materials

Large Format maps

• Not Title 13.
• Reference only to provide census geocodes.
• Updates only required for non-city style address records.
• 36” x 32”.
• Three types:
  o Index sheet.
  o Parent sheets.
  o Inset sheets.
• Block to Map Sheet Relationship List (D-2010).
• Large Format maps legend.
Paper Map Materials
Large Format Maps – Content Detail
Paper Map Materials
Large Format Maps – Index Sheet

• Reference only
• Used with jurisdictions with more than one parent sheet
• Cover entire extent of jurisdiction
• Numbered grids that correspond to the parent sheets
• Each numbered grid area corresponds to a parent sheet
Paper Map Materials
Large Format maps – Index Sheet Example
Paper Map Materials
Large Format Maps – Parent Sheet

- Correspond to grid and grid number on Index sheet
- Detailed view of section of jurisdiction
- Identifies location of census tract and blocks on the parent sheet (used with Block to Map Sheet Relationship List)
- Depicts detail for features (roads, water, rail) and geographic areas

**Blocks affected by boundary improvements contain an alpha suffix on the parent sheet and on the inset sheet**
Paper Map Materials
Large Format Maps – Parent sheet example
Paper Map Materials
Large Format Maps – Inset Sheets

• Do not exist for all jurisdictions or on every parent sheet
• Highlighted on a parent sheet with fill pattern and identified with alpha character (e.g., B)
  — May be multi-sheeted (e.g., B1, B2, etc.)
• Show detail of congested areas on parent sheets
• Depicts detail for features (roads, water, rail) and geographic areas

**Blocks affected by boundary improvements contain an alpha suffix on the parent sheet and on the inset sheet**
Paper Map Materials
Large Format Maps – Inset Sheet Example
Paper Map Materials
Large Format maps – Index ➔ Parent ➔ Inset
Paper Map Materials

Block to Map Sheet Relationship List (D-2010)

• Identifies large format parent map sheet(s) for each census block within jurisdiction.

• Sorted by tract and block in ascending order.

• Blocks are unique within a tract, so **block numbers do repeat** within jurisdiction.
Paper Map Materials
PDF Large Format Maps

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

• 8.5” x 14” (legal size)
  – Portrait or landscape orientation
• Delivered on DVD
  – Title13_BlockMaps.exe
  – Password required to launch .exe
• Three types
  – Index sheet; Parent sheet; Inset sheet
• Small Format Block Map Legend
• Courtesy Large Format Maps Included
Paper Map Materials

PDF Small Format Block Map – Index sheet
Paper Map Materials

PDF Small Format Block Map – Parent sheet

**No Title 13 Data Displayed**
Paper Map Materials

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

**No Title 13 Data Displayed**
Paper Map Materials

PDF Small Format Block Map – Inset Sheet

**No Title 13 Data Displayed**
Digital Materials

Initial Setup
Agenda

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

• Ensure *Confidentiality and Security Guidelines* followed and Title 13 security in place prior to installation of DVD material to local drive.

• Review the “readmefirst#” txt file on DVD.

• Review presentation again upon receipt of materials.

• Use presentation in conjunction with Respondent Guide and the 2020 LUCA Quick Start Guide.
Digital Product DVD Overview

• Paper Address List and **Paper/PDF** (1 DVD).
• Paper Address List and **Digital Map** (1 DVD).
• **Digital Address List** and Paper Large Format maps (1 DVD).
• **Digital Address List** and **Paper/PDF** (1 DVD).
• **Digital Address List** and **Digital Map** (3 DVDs).
• Geographic Updates Partnership Software (GUPS) (3 DVDs).
Getting Started
DVD(s) of LUCA Digital Materials

• Digital/Paper-PDF & Paper/Digital-PDF participants.
  o One DVD (contains both Title 13 and non-Title 13 materials).
    • root directory.
    • “maps” folder.
    • “shape” folder.

• Digital/Digital & GUPS participants.
  o Three DVDs.
    • One with Title 13 data in “shape” folder.
    • One with non-Title 13 data in “shape” folder.
    • One with GUPS installation software.
Getting Started
Suggested Setup of Local System

• Read the installation instructions included in your materials.

• Inspect your DVD(s) immediately upon receiving:
  – If DVDs damaged, incomplete, or files corrupted contact Geographic Programs Support Desk at: 1-844-344-0169.
  – If DVDs ok, create folder named “2020LUCA” on your hard drive.

• Copy contents of DVD into your new “2020LUCA” folder.
• Execute the various .exe files (if present).
• Review the other files on DVD for additional instructions.
• Review the 2020 LUCA Respondent Guides for instructions on use.
Getting Started
Extracting 2020LUCA_<EntityID>_DISK1of2.exe

• Navigate to the “2020LUCA” folder you created.

• If present, double click on the file named “2020LUCA_<EntityID>_DISK1of2.exe”.

• Command prompt opens, requests password & closes upon completion.
In this example for the Digital/Digital option - After executing the Disk1of2.exe file the resulting address list file appears in 2020LUCA folder.
Getting Started

Extracting Title13_BlockMaps.exe

- Navigate to the “2020LUCA” folder you created.
- If present, double click on the file named “Title13_BlockMaps.exe”.
- Command prompt opens, requests password & closes upon completion.

![Command prompt screenshot](image.png)
In this example for the Digital/PaperPDF option - After executing the Title13_BlockMaps.exe file the resulting block map PDFs appear in 2020LUCA folder.
File Naming Convention – Digital Materials

• Address List.
  o 2020LUCA_XXyyyyyyyyyyyy_address_list.csv
  o 2020LUCA_TRxxxxTAyyyyy_address_list.csv

• Address Count List.
  o 2020LUCA_XXyyyyyyyyyyyy_address_countlist.csv
  o 2020LUCA_TRxxxxTAyyyyy_address_countlist.csv

• TIGER Partnership shapefiles.
  o PVS_17_v2_<layername>_SSCCC.shp
  o PVS_17_v2_<layername>_SS.shp
File Naming Convention – Address List

• 2020LUCA_XXyyyyyyyyyyyy_address_list.csv
  o 2020LUCA_ST01_address_list.csv (State of Alabama).
  o 2020LUCA_CO12001_address_list.csv (Alachua County, FL).
  o 2020LUCA_PL1378800_address_list.csv (Valdosta city, GA).
  o 2020LUCA_TR0016TA1555_address_list.csv (Immokalee Reservation).
    • TR0016 = Seminole Tribe of Florida.
    • TA2980 = Immokalee Reservation.
File Naming Convention – Address Count List

- 2020LUCA_XXyyyyyyyyyy_address_countlist.csv
  - 2020LUCA_ST22_address_countlist.csv (State of Louisiana).
  - 2020LUCA_CO28001_address_countlist.csv (Adams County, MS).
  - 2020LUCA_PL3770540_address_countlist.csv (Wake Forest town, NC).
  - 2020LUCA_TR0035TA0525_address_countlist.csv (Catawba Reservation).
    - TR0035 = Catawba Indian Nation.
    - TA0525 = Catawba Reservation.
File Naming Convention – TIGER Partnership Shapefiles

- **PVS_17_v2_<layername>_SSCCC.shp**
  - PVS_17_v2_edges_20001.shp (edges for Allen County, KS).
  - PVS_17_v2_place_20001.shp (place boundaries for Allen County, KS).
  - And numerous others.

- **PVS_17_v2_<layername>_SS.shp** (for reference and query only).
  - PVS_17_v2_state_20.shp (Kansas state boundary).
  - PVS_17_v2_county_20.shp (county boundaries within Kansas).
  - PVS_17_v2_place_20.shp (place boundaries within Kansas).
  - And numerous others.
Using Your LUCA Digital Materials

• Opening .csv files in Microsoft Excel.
• Opening .shp files in Esri ArcGIS.
Opening .csv Files in Microsoft Excel:
Data – Get External Data – From Text

• Launch Microsoft Excel and open a blank workbook.
• Choose **Data – Get External Data – From Text.**
Opening .csv Files in Microsoft Excel: Navigate – Import

- Navigate to the “2020LUCA” folder, choose the .csv and then choose **Import**.
Opening .csv Files in Microsoft Excel:
Text Import Wizard

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

**No Title 13 Data Displayed**
Opening .shp Files In Esri ArcGIS:
Launch ArcGIS – ArcMap

• From the Start Menu or a shortcut icon on desktop, launch ArcMap.
• A “Loading Document” window appears.
Opening .shp Files In Esri ArcGIS

Setting up .mxd

• A blank Map Document (.mxd) will open.
• Click the **Add** button to add your data to the blank .mxd.
Opening .shp files in Esri ArcGIS

Browse and add data

• Browse for your data.
• Select the edges shapefile and the tabblock2010 shapefile and click Add.
Opening .shp files in Esri ArcGIS
Add Data resulting visual

• Something similar to this image appears after successfully adding the edges and tabblock2010 shapefiles.
Paper Product Preference
Acceptable Updates
Agenda

Paper Address List and Paper Map Updates

• Address List Action Codes (D-2007)
• Address List Add Page (D-2008)
• Ungeocoded Addresses
• Non-City Style Addresses
<table>
<thead>
<tr>
<th>Line Number</th>
<th>MARD</th>
<th>Action Code</th>
<th>Census Geographical Location of Address</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name</th>
<th>Non-City Style Mail Delivery Address (MR and Box Number or HCR and Box Number)</th>
<th>City Style Address Flag</th>
<th>Map Spot ID Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
<tr>
<td>103</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
<tr>
<td>104</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
<tr>
<td>105</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
<tr>
<td>106</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
<tr>
<td>107</td>
<td>999999999</td>
<td>98109</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>JEFFRAS DR</td>
<td>99997</td>
</tr>
</tbody>
</table>

**FICTITIOUS INFORMATION – FOR EXAMPLE ONLY**

<table>
<thead>
<tr>
<th>Action Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td>C – Correction to this address</td>
</tr>
<tr>
<td>D – Delete this address</td>
</tr>
<tr>
<td>J – Address is not in this jurisdiction</td>
</tr>
<tr>
<td>N – Address is Nonresidential</td>
</tr>
</tbody>
</table>

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

100
Address List Add Page (D-2008) – Example
Acceptable Updates & Examples

• Address List (D-2007)
  – Action Codes
    • C – Correction to this address
    • D – Delete this address
    • J – Address is not in this Jurisdiction
    • N – Address is Nonresidential

• Address List Add Page (D-2008)
  – City Style Addresses
  – Non-city Style Addresses
C – Action Code

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

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

**No Title 13 Data Displayed**
Map: C Action Code – Correcting Block Geocode

**No Title 13 Data Displayed**

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

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAID</th>
<th>Action Code</th>
<th>State County Code</th>
<th>Census Tract</th>
<th>Census Block</th>
<th>ISO Flag</th>
<th>Complete Street Name</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name</th>
<th>City Style ZIP Code</th>
<th>8 Map Spot 10C</th>
<th>10C Map Spot ID Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>999999995</td>
<td>C</td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5503</td>
<td>NAIL ST</td>
<td></td>
<td>99997</td>
<td>42</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
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<tr>
<td>103</td>
<td>999999994</td>
<td></td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5507</td>
<td>NAIL PL</td>
<td></td>
<td>99997</td>
<td>43</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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<td></td>
<td>-75.542799</td>
</tr>
<tr>
<td>104</td>
<td>999999995</td>
<td></td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5507</td>
<td>NAIL PL</td>
<td></td>
<td>99997</td>
<td>44</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-75.542799</td>
</tr>
<tr>
<td>105</td>
<td>999999996</td>
<td></td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5509</td>
<td>NAIL PL</td>
<td></td>
<td>99997</td>
<td>45</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>-75.542799</td>
</tr>
<tr>
<td>106</td>
<td>999999997</td>
<td></td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5511</td>
<td>NAIL PL</td>
<td></td>
<td>99997</td>
<td>46</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td>-75.542799</td>
</tr>
<tr>
<td>107</td>
<td>999999999</td>
<td></td>
<td>BB009</td>
<td>0054.00</td>
<td>2001</td>
<td>5513</td>
<td>NAIL ST</td>
<td></td>
<td>99997</td>
<td>47</td>
<td>Y</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>-75.542799</td>
</tr>
</tbody>
</table>

**Action Codes**
- C – Correction to this address
- D – Delete this address
- J – Address is not in this jurisdiction
- N – Address is Nonresidential
Map: C Action Code – Correcting Street Name

**No Title 13 Data Displayed**

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

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

**No Title 13 Data Displayed**

#### Address List

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

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAID</th>
<th>Action Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and K388 Name</th>
<th>7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)</th>
<th>8 Map Spot Number</th>
<th>9 City Style Address Flag</th>
<th>10 Map Spot ID Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>08809</td>
<td>C</td>
<td>0064.00  2003</td>
<td>OLISAN ST</td>
<td>99997</td>
<td>A1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>08809</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>A2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>08809</td>
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<td>08809</td>
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<td></td>
<td></td>
<td></td>
<td>A5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>08809</td>
<td>C</td>
<td>0064.00  2003</td>
<td>OLISAN ST</td>
<td>99997</td>
<td>A6</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Action Codes

- C – Correction to this address
- D – Delete this address
- J – Address is not in this jurisdiction
- N – Address is nonresidential
Map: C Action Code – Ungeocoded Addresses

**No Title 13 Data Displayed**

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

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

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Unit Number</th>
<th>MAFID</th>
<th>Action Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name</th>
<th>City Style ZIP Code</th>
<th>City Style Address Number</th>
<th>City Style Mailing ZIP Code</th>
<th>City Style Mailing Address Number</th>
<th>Map Spot ID Number</th>
<th>Map Spot ID Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>999999995</td>
<td>86009</td>
<td>0654.00</td>
<td>0103</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>38</td>
<td>Y</td>
</tr>
<tr>
<td>103</td>
<td>999999994</td>
<td>86009</td>
<td>0654.00</td>
<td>0105</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>39</td>
<td>Y</td>
</tr>
<tr>
<td>104</td>
<td>999999995</td>
<td>86009</td>
<td>0654.00</td>
<td>0103</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>40</td>
<td>Y</td>
</tr>
<tr>
<td>105</td>
<td>999999996</td>
<td>86009</td>
<td>0654.00</td>
<td>0103</td>
<td>S HOLDERER ST</td>
<td>99997</td>
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<tr>
<td>106</td>
<td>999999997</td>
<td>86009</td>
<td>0654.00</td>
<td>0103</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>S HOLDERER ST</td>
<td>99997</td>
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<td>Y</td>
</tr>
<tr>
<td>107</td>
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<td>99997</td>
<td>S HOLDERER ST</td>
<td>99997</td>
<td>43</td>
<td>Y</td>
</tr>
</tbody>
</table>

**Action Codes**

C – Correction to this address  D – Delete this address  F – Address is not in this Jurisdiction  N – Address is Nonresidential
Map: D Action Code – Deleting Section of Street

**No Title 13 Data Displayed**

- Use colored pencil to “X” out section of street to delete
- Use double hatch marks to define extent of deletion
- No need to “X” out the map spots; they are marked for deletion on the Address List
### D Action Code – Deleting Incorrect House Numbers

**No Title 13 Data Displayed**
Address List Add Page – Correct House Numbers

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line</th>
<th>State County Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Residential Address</th>
<th>Apartment Unit Number</th>
<th>Mailing ZIP Code</th>
<th>Address Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Ionika Ave</td>
<td></td>
<td>99997</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>Ionika Ave</td>
<td></td>
<td>99997</td>
<td>B</td>
</tr>
</tbody>
</table>
**No Title 13 Data Displayed**

**D Action Code – Deleting Incorrect Apartment Numbers**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>State Code</th>
<th>County Code</th>
<th>Tract</th>
<th>Block</th>
<th>Address</th>
<th>Number</th>
<th>City</th>
<th>State</th>
<th>Zip</th>
<th>Map Spot</th>
<th>City</th>
<th>Address Flag</th>
<th>Map Spot ID Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>999999993</td>
<td>0046.00</td>
<td>2001</td>
<td></td>
<td>ACHILLES DR</td>
<td>3567</td>
<td></td>
<td></td>
<td></td>
<td>1</td>
<td>99997</td>
<td>Y</td>
<td>40.961373 -73.543799</td>
</tr>
<tr>
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<td>2001</td>
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<td>Y</td>
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<td>2001</td>
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<td>3567</td>
<td></td>
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<td></td>
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<td>99997</td>
<td>Y</td>
<td>40.961381 -73.543796</td>
</tr>
<tr>
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<td>0046.00</td>
<td>2001</td>
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<td>3567</td>
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<td>2001</td>
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<td>2001</td>
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<td>3567</td>
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<td></td>
<td>6</td>
<td>99997</td>
<td>Y</td>
<td>40.9613796 -73.543799</td>
</tr>
</tbody>
</table>
**Address List Add Page – Correct Apartment Numbers**

**No Title 13 Data Displayed**

---

<table>
<thead>
<tr>
<th>Line #</th>
<th>State Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Residential Address</th>
<th>Unit Number</th>
<th>Mailing Code</th>
<th>Address Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0046.00</td>
<td>2001</td>
<td>Achilles Dr</td>
<td>101</td>
<td>999997</td>
<td>B</td>
</tr>
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<td>2</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
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<td>0046.00</td>
<td>2001</td>
<td>Achilles Dr</td>
<td>104</td>
<td>999997</td>
<td>B</td>
</tr>
</tbody>
</table>

---

**DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.**
**No Title 13 Data Displayed**
<table>
<thead>
<tr>
<th>Line</th>
<th>Address</th>
<th>Complete Street Name</th>
<th>Apt/Unit Number</th>
<th>Mailing Zip Code</th>
<th>Address Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>Minoan Pkwy</td>
<td>A</td>
<td>99997</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td>88009</td>
<td>Minoan Pkwy</td>
<td>B</td>
<td>99997</td>
<td>B</td>
</tr>
<tr>
<td>3</td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td></td>
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<td></td>
<td></td>
</tr>
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**No Title 13 DataDisplayed**

**Address List Add Page – Correct Multiunit Structure**
### D Action Code – Deleting Non-city Style Address

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAED</th>
<th>Action Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name</th>
<th>Non-city Style Mail Delivery Address (Box Number and Box Number)</th>
<th>8 City Style Address Flag</th>
<th>9 City Style Address Flag</th>
<th>10 Map Spot Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>999999993</td>
<td>D</td>
<td>88009</td>
<td>ACA ST</td>
<td>TTN TRLE N OF ACA ST</td>
<td>1</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>999999994</td>
<td></td>
<td>88009</td>
<td>ACA ST</td>
<td>LOG HSG/ATTACHED GAR N OF ACA ST</td>
<td>2</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>999999995</td>
<td></td>
<td>88009</td>
<td>ACA ST</td>
<td>BLUE SIDING/WHT TRIM GRAVEL DR N OF ACA ST</td>
<td>3</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>999999996</td>
<td></td>
<td>88009</td>
<td>ACA ST</td>
<td>ACA ST</td>
<td>4</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>999999997</td>
<td></td>
<td>88009</td>
<td>ACA ST</td>
<td>WHT HSE/BLK TRIM/RAIL FENCE N OF ACA ST</td>
<td>5</td>
<td>N</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>999999998</td>
<td></td>
<td>88009</td>
<td>ACA ST</td>
<td>STONE HSE/ לפרינת PORCH N OF ACA ST</td>
<td>6</td>
<td>N</td>
<td></td>
</tr>
</tbody>
</table>
**Address List Add Page – Correct Non-city Style Address**

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Census Geographic Location of Address</th>
<th>Residential Address</th>
<th>4</th>
<th>5</th>
<th>6</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 Line #</td>
<td>State Code</td>
<td>County</td>
<td>Tract</td>
<td>Block</td>
</tr>
<tr>
<td>1 88009</td>
<td>0054.00</td>
<td>1000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.**
J – Action Code

• Use a “J” Action Code to flag residential addresses that are not in your jurisdiction

• Do not make corrections to any other columns

• Use for city style, non-city style and ungeocoded address records
J Action Code – Out of Jurisdiction

**No Title 13 Data Displayed**

**ADDRESS LIST**

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

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

<table>
<thead>
<tr>
<th>Sort: Tract/Block</th>
<th>Entity: Winter County CO008009</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAIFD</th>
<th>Action Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name</th>
<th>Non-city Style Mail Delivery Address (RR and Box Number or HCR Box Number)</th>
<th>Non-city Style Mailing ZIP Code</th>
<th>Map Spot Number</th>
<th>City Style Address Flag</th>
</tr>
</thead>
</table>
| 102         | 999999993 | 88009 | 0655.00 | 1000 | 3522 | PUEBLO TRL | 99997 | Y | 40.361373  
|             |        |           |                                      |                                                                                 | 75.543799                  |
| 103         | 999999904 | 88009 | 0655.00 | 1000 | 3524 | PUEBLO TRL | 99997 | Y | 40.361377  
|             |        |           |                                      |                                                                                 | 75.543799                  |
| 104         | 999999905 | J        | 88009 | 0655.00 | 1000 | 3526 | PUEBLO TRL | 99997 | Y | 40.361381  
|             |        |           |                                      |                                                                                 | 75.543799                  |
| 105         | 999999906 | J        | 88009 | 0655.00 | 1000 | 3528 | PUEBLO TRL | 99997 | Y | 40.3613785  
|             |        |           |                                      |                                                                                 | 75.543799                  |
| 106         | 999999907 | 88009 | 0655.00 | 1001 | 5501 | PRIONA AVE | 99997 | Y | 40.3613791  
|             |        |           |                                      |                                                                                 | 75.543799                  |
| 107         | 999999909 | 88009 | 0655.00 | 1001 | 5503 | PRIONA AVE | 99997 | Y | 40.3613796  
|             |        |           |                                      |                                                                                 | 75.543799                  |

**Action Codes**

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

• Use an “N” Action Code to flag addresses used for purposes other than residential such as:
  – Businesses
  – Schools
  – Churches
  – Government offices

• Do not make corrections to any other columns

• Use for city style, non-city style and ungeocoded address records
## N Action Code – Nonresidential

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line Number</th>
<th>MAID</th>
<th>Action Code</th>
<th>Census Geographic Location of Address</th>
<th>City Style Mail Delivery Address or E.911 Address or Physical Location Description and Road Name</th>
<th>Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)</th>
<th>City Style Address Coordinates</th>
</tr>
</thead>
<tbody>
<tr>
<td>102</td>
<td>9999999995</td>
<td>60000</td>
<td>0054.00</td>
<td>2001</td>
<td>ALEXANDER BLVD</td>
<td></td>
</tr>
<tr>
<td>103</td>
<td>9999999994</td>
<td>60000</td>
<td>0054.00</td>
<td>2001</td>
<td>ALEXANDER BLVD</td>
<td></td>
</tr>
<tr>
<td>104</td>
<td>9999999995</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>ALEXANDER BLVD</td>
<td></td>
</tr>
<tr>
<td>105</td>
<td>9999999995</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>ALEXANDER BLVD</td>
<td></td>
</tr>
<tr>
<td>106</td>
<td>9999999997</td>
<td>60000</td>
<td>0054.00</td>
<td>2001</td>
<td>CASSIOPEIA DR</td>
<td></td>
</tr>
<tr>
<td>107</td>
<td>9999999999</td>
<td>80000</td>
<td>0054.00</td>
<td>2001</td>
<td>CASSIOPEIA DR</td>
<td></td>
</tr>
</tbody>
</table>
Acceptable Updates & Examples of “City Style Adds”

• Address List (D-2007)
  – Action Codes
    • C – Correction to this address
    • D – Delete this address
    • J – Address is not in this Jurisdiction
    • N – Address is Nonresidential

• Address List Add Page (D-2008)
  – City Style Addresses
  – Non-city Style Addresses
# Address List Add Page – Housing Unit Addresses

**No Title 13 Data Displayed**

## Table

<table>
<thead>
<tr>
<th>Line</th>
<th>State</th>
<th>County</th>
<th>Census Tract</th>
<th>Census Block</th>
<th>Residential Address</th>
<th>Postal ZIP Code</th>
<th>Unique ID</th>
<th>Address Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>2001</td>
<td>100</td>
<td>Olisan St</td>
<td>99997</td>
<td>A1</td>
<td>B</td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td>101</td>
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<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td>102</td>
<td></td>
<td></td>
<td></td>
<td>A2</td>
</tr>
<tr>
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<td>2001</td>
<td>103</td>
<td>Olisan St</td>
<td>99997</td>
<td>A9</td>
<td>B</td>
</tr>
</tbody>
</table>
Map Update – Housing Unit Addresses

**No Title 13 Data Displayed**

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

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line #</th>
<th>State/Country Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Group Quarters Name</th>
<th>Group Quarters Number</th>
<th>Complete Address Number</th>
<th>APT</th>
<th>ZIP Code</th>
<th>MAP</th>
<th>SEQ</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0054.00</td>
<td>1002</td>
<td></td>
<td></td>
<td>Maaple Rd</td>
<td>1A</td>
<td>99999</td>
<td>A1</td>
<td>B</td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>1B</td>
<td></td>
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</tr>
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<td></td>
</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0054.00</td>
<td>1002</td>
<td></td>
<td></td>
<td>Maaple Rd</td>
<td>2B</td>
<td>99999</td>
<td>A1</td>
<td>B</td>
<td></td>
</tr>
</tbody>
</table>
Optional: If you know the approximate location of new apartment building, you may assign each individual address located within the building the same unique map spot number (e.g., A1)
**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line</th>
<th>State County Code</th>
<th>Census Tract Number</th>
<th>Census Block Number</th>
<th>Enter “Y” if this is a Group Quarters</th>
<th>Complete Address Number</th>
<th>Facility Name or Physical Location Description</th>
<th>Unit</th>
<th>Mailing ZIP Code</th>
<th>Use, M=Mail, B=Both</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009</td>
<td>0046.00</td>
<td>2001</td>
<td>Y</td>
<td>225</td>
<td>Achilles Dr</td>
<td>Unit 1</td>
<td>99997</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pandora Hall Bldg 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Aristotle University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>4</td>
<td>88009</td>
<td>0046.00</td>
<td>2001</td>
<td>Y</td>
<td>225</td>
<td>Achilles Dr</td>
<td>Unit 4</td>
<td>99997</td>
<td>B</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Pandora Hall Bldg 1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>Aristotle University</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Acceptable Updates & Examples of “Non-city Style Adds”

• Address List (D-2007)
  – Action Codes
    • C – Correction to this address
    • D – Delete this address
    • J – Address is not in this Jurisdiction
    • N – Address is Nonresidential

• Address List Add Page (D-2008)
  – City Style Addresses
  – Non-city Style Addresses
Non-city Style Addresses

• No House number/Street name OR Incomplete House/Street
• Physical Location Description with Map Spot
• Rural Route and Box Numbers
• Highway Contract Route and Box Numbers
• PO Box and General Delivery not acceptable
• Must provide well-defined description of the location and identify the approximate location on the PDF small format block map
<table>
<thead>
<tr>
<th>Line</th>
<th>Census Geographic Location of Address</th>
<th>Residential Address</th>
<th>Facility Name or Physical Location Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>88009 0054.00 1000</td>
<td>999997 A1</td>
<td>N on Ac St two story w/white sliding/bike shutters</td>
</tr>
<tr>
<td>2</td>
<td>88009 0054.00</td>
<td>999997 A2</td>
<td>N on Ac St 1.5 mile from market stone two story</td>
</tr>
<tr>
<td>3</td>
<td>88009 0054.00 1000</td>
<td>999997 A3</td>
<td>N on Ac St 2 miles from market red brick ranch</td>
</tr>
</tbody>
</table>
Map Update – Physical Location Description

**No Title 13 Data Displayed**

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

**No Title 13 Data Displayed**

<table>
<thead>
<tr>
<th>Line</th>
<th>Geographical Location of Address</th>
<th>Residential Address</th>
<th>Entity ID Code</th>
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<tbody>
<tr>
<td>1</td>
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<td>RR. 3 Box 289</td>
<td>C088009</td>
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<tr>
<td>2</td>
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<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>RR. 3 Box 293</td>
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<tr>
<td>4</td>
<td>88009 0046.00 2000</td>
<td>RR. 3 Box 294</td>
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</tbody>
</table>
Map Update – Rural Route and Box Number

**No Title 13 Data Displayed**

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

Acceptable Updates
Agenda

Digital Address List and Digital Map Updates

• Digital Address List Action Code Updates
• Address List Add Updates
• Digital Map Updates
• Ungeocoded Addresses
• Non-City Style Addresses
Acceptable Updates and Examples

Address List action codes (ACTION):
• A – Add this address.
• C – Correct this address.
• D – Delete this address.
• J – Address is not in this jurisdiction.
• N – Address is nonresidential.

Edges shapefile change type codes (CHNG_TYPE):
• AL – Add Line.
• DL – Delete Line.
• CA – Change Attribute.
## “A” Action Code – Address List:
City Style Addresses – HUs

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| 1 | LINEMA | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GEGEO | HOUSENUMBER | STREETNAME | ZIP | HP | AR | TM | ZIP | NA | ME | FACIL | CITY | TAO | TAO | NC | NC | ECITY | MA | USE | LAT | LONG | CITYSTYLE |
| 2 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 100 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 3 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 101 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 4 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 102 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 5 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 103 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 6 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 104 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 7 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 105 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 8 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 106 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 9 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 107 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 10 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 108 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 11 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 109 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 12 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 110 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 13 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 111 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 14 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 112 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
| 15 | PLS127200 | A | 51 | 610 | 5002.00 | 1014 | 113 | Crystal Ave | 31402 | | | | | | | | | | | | | | | | | | | | |
“AL” Change Type – Edges Shapefile: Adding A Street
### “A” Action Code – Address List:
**Non-City Style Addresses – HUs**

**No Title 13 Data Displayed**

| A | B    | C   | D   | E   | F   | G   | H   | I   | J   | K   | L   | M   | N   | O   | P   | Q   | R   | S   | T   | U   | V   | W   | X   | CITY STYLE |
|---|------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1 | LINEMA | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GEO | STAGE | STREETNAME | APAR | TM | ZIP | ORG | ODD | EVEN | LOCATOR | CITYNAME | COUNTY | COUNTY | COUNTY | COUNTY | NONCITYSTYLE ADDRESS | NONCITY | STYLE ZIP | MAUSE | LAT | LONG | LONG |
| 2 | PLS127200 | A | 51 | 610 | 5002.00 | 1001 | Aca St | N on Aca St 2 story w/bk door .25 mile from intersection of James St | 31402 | L | 36.19988566 | -67.69891673 |
| 3 | PLS127200 | A | 51 | 610 | 5002.00 | 1001 | Aca St | Red brick ranch w/carport down long driveway | 31402 | L | 36.19996002 | -67.69884699 |
| 4 | PLS127200 | A | 51 | 610 | 5002.00 | 1001 | | RR 3 Box 71 | 31402 | M | 36.18722842 | -67.68851552 |
| 5 | PLS127200 | A | 51 | 610 | 5002.00 | 1001 | | RR 3 Box 89 | 31402 | M | 36.18729569 | -67.68853849 |
**“A” Action Code – Address List:**

**City Style Addresses – GQs**

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| 1 | UNEM | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GEO | FLAG | HOUSENUMBER | STREETNAME | ZIP | GQ | NAME | FACILITY | NAME | U.S. | STATE | COUNTY | CITY | MUNI | TYPE | PRIMARY | USE | T | LAT | LONG |
| 2 | PLS127200 | A | 51 | 610 | 5001.00 | 2001 | Y | 225 | Achilles Dr | 31402 | Pandora Hall | Aristotle University | B | 36.20156156 | -67.70114884 |
| 3 | PLS127200 | A | 51 | 610 | 5001.00 | 2001 | Y | 225 | Achilles Dr | 31402 | Pandora Hall | Aristotle University | B | 36.20156201 | -67.70115436 |
| 4 | PLS127200 | A | 51 | 610 | 5001.00 | 2001 | Y | 225 | Achilles Dr | 31402 | Pandora Hall | Aristotle University | B | 36.20157984 | -67.70115996 |
“C” – Action Code

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

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

*Ungeocoded address records are missing the tract and block geocode information. These records exist for state and county participants.
### “C” Action Code – Address List:

**City Style Address – Correcting Block Number**

**No Title 13 Data Displayed**

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“DL” and “AL” Change Type - Edges Shapefile: Correcting Block Number
### “C” Action Code – Address List:
**City Style Addresses – Correcting Street Name**

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| 1 | LINE_NUMBER | MAPID | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GECID | GD | HOUSENUMBER | STREETNAME | AR | TM | ZP | NA | ME | CI | TT | TI | INC | NT | INC | NT | MAPSPOT | USE | LAT | LONG | CITY_STYLE |
| 2 | 941 | 002002146 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1100 | Mountain Rd | 31405 | 0001 | 56.87726074 | -70.1655419 | Y |
| 3 | 942 | 008040347 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1100 | Mountain Rd | 31405 | 0002 | 56.87726074 | -70.1655419 | Y |
| 4 | 943 | 039000118 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1100 | Mountain Rd | 31405 | 0013 | 56.87848317 | -70.1655419 | Y |
| 5 | 944 | 000005149 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1100 | Mountain Rd | 31405 | 0004 | 56.88387579 | -70.1655419 | Y |
| 6 | 945 | 100000005 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1115 | Mountain Rd | 31410 | 0005 | 56.87847485 | -70.1655419 | Y |
| 7 | 946 | 380000015 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1115 | Mountain Rd | 31410 | 0016 | 56.88903515 | -70.1655419 | Y |
| 8 | 947 | 390000035 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1217 | Mountain Rd | 31405 | 0007 | 56.89118863 | -70.1655419 | Y |
| 9 | 948 | 385441353 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1217 | Mountain Rd | 31405 | 0008 | 56.87848317 | -70.1655419 | Y |
| 10 | 949 | 315844154 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1217 | Mountain Rd | 31405 | 0009 | 56.87848317 | -70.1655419 | Y |
| 11 | 950 | 241785105 | PLS127200 | C | $1 | 610 | 5003.00 | 1010 | 156105003000100 | 1225 | Mountain Rd | 31405 | 0010 | 56.88977500 | -70.1655419 | Y |
“CA” Change Type – Edges Shapefile: Correcting Street Name
### "C" Action Code – Address List:

City Style Addresses – Correcting Ungeocoded Records

**No Title 13 Data Displayed**

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</table>
“D” – Action Code

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

• Residential address no longer exists, is uninhabitable, or is a duplicate.

• Street, or section of street, no longer exists (and addresses along street no longer exist).

• Incorrect house number or incorrect apartment/unit number.

• Housing Unit, Multiunit, or Group Quarters Conversions:
  o Housing unit converted to a multiunit structure or group quarters.
  o Multiunit structure converted to a housing unit or group quarters.
  o Group quarters converted to a housing unit or multiunit structure.

Do not modify any other columns.
"D" Action Code – Address List:
City Style Addresses – Delete Addresses

**No Title 13 Data Displayed**

| A | B | C | D | E | F | G | H | I | J | K | L | M | N | O | P | Q | R | S | T | U | V | W | X |
| 1 | LINE NUMBER | MAID | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GEOID | HOUENUMBER | STREETNAME | APAR | ZIP | GQA | FA | CL | CA | NC | NO | MA | USE | LAT | LON | CITY |
| 2 | 044 | 024510332 | PE5127200 | D | 51 | 610 | 5002.00 | 3012 | 516105002003012 | 500 Donahue St | 31408 | Y |
| 3 | 045 | 025468521 | PE5127200 | D | 51 | 610 | 5002.00 | 3012 | 516105002003012 | 500 Donahue St | 31408 | Y |
| 4 | 046 | 026347810 | PE5127200 | D | 51 | 610 | 5002.00 | 3012 | 516105002003012 | 500 Donahue St | 31408 | Y |
| 5 | 047 | 025598100 | PE5127200 | D | 51 | 610 | 5002.00 | 3012 | 516105002003012 | 500 Donahue St | 31408 | Y |
| 6 | 048 | 025531499 | PE5127200 | D | 51 | 610 | 5002.00 | 3012 | 516105002003012 | 500 Donahue St | 31408 | Y |
**“D” and “A” Action Codes – Address List: City Style Addresses – Incorrect Apartment Unit**

**No Title 13 Data Displayed**

| A   | B     | C   | D   | E   | F   | G   | H   | I   | J   | K   | L   | M   | N   | O   | P   | Q   | R   | S   | T   | U   | V   | W   | X   |
| 1   | LINE | NUMBER | MAFID | ENTITY | ACTION | STATEFP | COUNTYFP | TRACT | BLOCK | GRPID | SQ | HOUSENUMBER | STREET/MIN | APARTMENT | UNIT | ZIP | UNI | NA | CITY | TYP | ITY | TYP | INT | INT | MAPSPOT | LSG | LST | LONG | CITY | STYLE |
| 2   | 124  | 00000505 | LS127200 | D     | 51 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | A | 51407 | 00001 | 06.88574599 | 67.17556610 | Y | 154 |
| 3   | 125  | 00000506 | LS127200 | D     | 51 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | B | 51407 | 00001 | 06.88574599 | 67.17556610 | Y | 154 |
| 4   | 126  | 00000507 | LS127200 | D     | 51 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | C | 51407 | 00001 | 06.88574599 | 67.17556610 | Y | 154 |
| 5   | 127  | 00000508 | LS127200 | D     | 51 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | D | 51407 | 00001 | 06.88574599 | 67.17556610 | Y | 154 |
| 6   | 128  | 00000509 | LS127200 | A     | 53 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | 101 | 51407 | 00001 | M | 06.88574599 | 67.17556610 | 154 |
| 7   | 129  | 00000510 | LS127200 | A     | 53 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | 102 | 51407 | 00001 | M | 06.88574599 | 67.17556610 | 154 |
| 8   | 130  | 00000511 | LS127200 | A     | 53 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | 103 | 51407 | 00001 | M | 06.88574599 | 67.17556610 | 154 |
| 9   | 131  | 00000512 | LS127200 | A     | 53 | 610 | 5001 | 00 | 5030 | 016050010900130 | 1935 | Esperian Rd | 104 | 51407 | 00001 | M | 06.88574599 | 67.17556610 | 154 |
**“D” and “A” Action Codes – Address List: City Style Addresses – HU Converted to Multiunit**

**No Title 13 Data Displayed**

| LINE NUMBER | MAPID | ENTITY | ACTION | STAFF# | COUNTYFP | TRACT | BLOCK | GEOID | CITY | HOUSENUMBER | STREETNAME | APARTMENT | UNIT | ZIP | LAT | LONG | CITY | STYLE |
|-------------|-------|--------|--------|--------|----------|-------|-------|-------|------|-------------|------------|-----------|------|-----|-----|------|------|-------|-------|
| 2           | 00000599 | PL0127200 | B | S1 | 616 | 5901.00 | 1034 | 516020091001034 | 0501 | Leon Rd | Apt 101 | 51407 | 0010 | 56.43 | 12557 | 67.75 | 15982 | Y |
| 3           | 00000599 | PL0127200 | A | S1 | 616 | 5901.00 | 1034 | 516020091001034 | 0501 | Leon Rd | Apt 102 | 51407 | 0010 | 56.43 | 12557 | 67.75 | 15982 | M |
| 4           | 00000599 | PL0127200 | A | S1 | 616 | 5901.00 | 1034 | 516020091001034 | 0501 | Leon Rd | Apt 103 | 51407 | 0010 | 56.43 | 12557 | 67.75 | 15982 | M |
| 5           | 00000599 | PL0127200 | A | S1 | 616 | 5901.00 | 1034 | 516020091001034 | 0501 | Leon Rd | Apt 104 | 51407 | 0010 | 56.43 | 12557 | 67.75 | 15982 | M |

*Note: Data may be incomplete or unavailable for some entries.*
“J” – Action Code

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

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

• Use an “N” **action code** to flag addresses used for purposes other than residential such as:
  o Businesses.
  o Schools.
  o Churches.
  o Government offices.

• Use for city style, non-city style, and ungeocoded address records.

• Do not make modifications to any other columns.

| A | B   | C   | D   | E   | F   | G   | H   | I   | J   | K   | L   | M   | N   | O   | P   | Q   | R   | S   | T   | U   | V   | W   | X   |
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**United States Census 2020**

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov
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**Summary of Address List Updates**
Summary of Edges Shapefile Updates
LUCA Update Submissions

Paper and Digital Materials
Agenda

Preparing Updated Materials for Submission.

• Address Materials
  o Paper
  o Digital

• Map Materials
  o Paper
  o Digital

• Accompanying paperwork.

Submitting updated materials.

• Shipping Instructions
• Secure Web Incoming Module (SWIM).
Address Materials

• Paper
  • Sorting and keeping secure.
  • Assembling and organizing.

• Digital
  • Keeping secure.
  • Assembling and organizing.
Paper Address List – Sorting and Keeping Secure

- Ensure complete with all updates.
- Separate updated Address List pages from pages without updates.
- Ensure all Address List Add Pages are properly complete.
- Make a copy of all updated pages for use during the feedback phase.
- All copies are Title 13.
- Follow Confidentiality and Security Guidelines for paper materials to ensure original materials and copies are secure and protected.
Paper Address List – Assembling and Organizing

• Bundle and return only updated pages to Census Bureau.

• Organize by Address List pages, then Address List Add Pages.

• Ready them for shipment to Census Bureau.
Digital Address Materials – Sorting and Saving

• Ensure complete with all updates.
• Re-sort address list by ACTION field.
• Save only records with entry in ACTION field to new file.
• Name the new file
  “luca20_<EntityID>_changes_addresses.xxx” (where
  EntityID is entity identification code from LUCA materials and xxx is the
  file extension .csv, .txt, .xls, or .xlsx).
• Save to location for easy retrieval for submission and
  next steps.
Digital Address List – Keeping Secure

• Make copy of new file for use during the feedback phase.
• All address list materials (original and copy) are Title 13.
• Keep secure according to Confidentiality and Security Guidelines (D-2004), Appendix A in LUCA Respondent Guide.
Digital Address List– Assembling and Organizing

• Navigate to directory where “luca20_<EntityID>_changes_addresses.xxx” resides (where EntityID is entity identification code from LUCA materials and xxx is the file extension .csv, .txt, or .xls).

• Zip the changes address file, name the zip file “luca20_<EntityID>_changes_addresses_return.zip”.
  o Password protection required because Title 13 material.
  o Use case sensitive password provided with original materials.

• Copy the zip file to CD/DVD if shipping submission with paper map materials, or stage the zip file for submission via Census Bureau’s secure online web application.
Map Materials

• Paper
  • Sorting and keeping secure.
  • Assembling and organizing.

• Digital
  • Exporting updates.
  • Saving updates.
  • Example
  • Assembling and organizing.
Map Materials – Paper: Sorting and Keeping Secure

• Ensure complete with all updates.

• Separate updated map sheets.
  o Non Title 13 large format maps ("Digital/Paper" product preference).
  o Title 13 PDF small format block maps ("Digital/PaperPDF" product preference).

• Make copy of updated maps for use during the feedback phase.

• Protect materials because Title 13.

• Keep originals and copies secure.
Map Materials – Paper: Assembling and Organizing

• Bundle and return only updated maps to Census Bureau.
• For participants with only large format maps, organize the updated maps numerically, by parent and/or inset sheet.
• For participants with both large format maps and PDF small format block maps, organize the updated PDF small format block maps numerically, by tract and block.
  o Census does not expect updates to large format maps from these participants; map updates expected on PDF small format block maps.
Map Materials – Digital: Exporting Updates

• Ensure complete with all updates.
• Select edges with value in CHNG_TYPE field.
• Export selected edges into new shapefile.
Map Materials – Digital: Saving Updates

- Ensure “Selected features” in “Export Data” window.
- Name new shapefile “luca20_<EntityID>_ln_changes.shp”, where EntityID matches entity identification code in LUCA materials.
- Save to location for easy retrieval for submission and next steps.
Map Materials – Digital:
Example – Updated Edges Shapefile
Accompanying Paperwork

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

• Shipping instructions.
  o Title 13 details.

• Secure Web Incoming Module (SWIM).
  o SWIM Introduction.
  o Numerous SWIM procedural screens.
Shipping Instructions: Submissions With Updated Paper Map Materials

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

• Include CD/DVD of zipped updated address list and zipped updated edges shapefile.
• Include completed D-2011, either hardcopy or as its own zipped file on same CD/DVD.
• Use mailing label included with original materials to ship to National Processing Center in Jeffersonville, IN.
• For any shipping uncertainty, consult Respondent Guide or contact Census Bureau.
Shipping Instructions:
Title 13 Details – Double Wrap Visual

INNER ENVELOPE

DISCLOSURE PROHIBITED

BY Title 13, U.S.C.
(on both sides)

OUTER ENVELOPE

ATTN: Geography LUCA BLDG 63E
National Processing Center
1201 East 10th Street
Jeffersonville, IN 47132
SWIM Introduction

• Official web portal for uploading materials to Census Bureau.
• Used for other programs besides LUCA.
• Accounts are people based, not entity based.
• 12 digit registration token to establish account provided by Census Bureau.
• Only accepts .ZIP files.
• Size limitation of 250 megabytes.
SWIM Account Login and Welcome Screens

<https://respond.census.gov/swim/>
SWIM Account Registration Screens

Account Registration

- Registration Token: 
- First Name: 
- Last Name: 
- Phone Number: 
- Agency: 
- Email: 
- Confirm Email: 
- Password: 
- Confirm Password: 
- Security Question: Please select a verification question.
- Answer: 

**Notice:** You have accessed a U.S. GOVERNMENT computer. Use of this computer without authorization or exceed authority is prohibited. Use of this system may result in criminal or civil prosecution.

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U.S. CENSUS BUREAU
census.gov
What Census program are you reporting data for?

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

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

Next
What type of LUCA entity are you reporting for?

- State
- Place
- County
- Minor Civil Division (MCD)
- Tribal Area
- Consolidated City
Select a .ZIP file to upload.

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

Choose File:  + Add File

Status:

File(s):

Comments:

Previous  Next
SWIM Choose .ZIP to Upload Screen
SWIM .ZIP File Upload Status Screen
Thank You

Your files have uploaded successfully.

File(s):
1. luca20_PL5127200_changes_addresses_return.zip
2. luca20_PL5127200_inventory_return.zip
3. luca20_PL5127200_In_changes_return.zip

You may Log Out or return to the upload form, to submit more files.
Next Steps
Next Steps – Census Bureau

• Census Bureau processes submission for validation.
• Census Bureau ships feedback materials in Summer 2019.
• Census Bureau begins outreach to close out LUCA operation.
  o Must confirm destruction or return of all Title 13 materials, including originals and copies.
  o Must receive signed *Destruction or Return of Title 13 Materials Form (D-2012)* that includes signatures from liaison and all reviewers.
    • Appendix H of 2020 LUCA Respondent Guide.
Next Steps – Participant

• Agree with feedback materials, then participation ends.
  o Send D-2012 to confirm destruction, or if choose to return materials, do so quickly.

• Notify OMB LUCA Appeals office of disagreement with feedback materials.
  o Appeals Office works with participant and Census Bureau to resolve disagreement.
  o Once appeals process concludes, participants must destroy or return materials and submit signed *Destruction or Return of Title 13 Materials Form* (D-2012) that includes signatures from liaison and all reviewers.

• Filing an appeal is optional.
Next steps – Destruction or Return of Title 13 Materials Form (D-2012)
Planned New Construction Program for 2020

• Non-Title 13.

• Decennial program designed to capture new addresses for housing units that will be habitable on Census Day (April 1, 2020).

• Address submissions will require either:
  – State/County/Tract/Block Geocodes or
  – Latitude/Longitude Coordinates

• Available in Self-Response Type of Enumeration areas.
  – New addresses in non-Self-Response areas will be captured during field operations.

• Tentatively scheduled: Summer 2019.
Geographic Updates
Partnership Software (GUPS)
• Intended audience.
• Introduction to GUPS and Title 13 U.S.C. refresher.
• GUPS setup and materials introduction.
• GUPS acceptable updates and examples.
• GUPS submission.
What is GUPS

• Customized geographic information system (GIS) provided by U.S. Census Bureau.
• Based on open-source platform known as QGIS.
• Replaces previous software known as MTPS (MAF/TIGER Partnership Software).
• Used for other geography programs (i.e., Boundary and Annexation Survey-BAS).
Why Use GUPS for 2020 LUCA

• Tailored to meet needs of those without extensive GIS experience.
• Specifically designed and developed by the Census Bureau for 2020 LUCA use.
• Reduces the complexity of LUCA with specific tools, including review and validation tools.
• Built-in security considerations.
• Standardizes submission process.
• However, NOT recommended for entities with more than 300,000 residential addresses.
Security Considerations

• Title 13 data is automatically encrypted within GUPS.
  o Need the password sent separately by the Census Bureau to the LUCA liaison to access the Title 13 data.

• Updated Census Address List files are automatically encrypted by GUPS when exporting for submission.
Security Considerations (cont’d): Automatic time-out
GUPS Demonstration Video

Delivery of Materials

• Three DVDs:
  o GUPS installation software.
  o Title 13 data.
  o Non-Title 13 data.
  • Root directory.
    o Respondent Guide(s) – digital and GUPS.
    o Header text file.
    o Inventory form.
    o Readmefirst6.txt file.
GUPS Installation: Example
(Initial Screen With Data)

**No Title 13 Data Displayed**
Reviewing Records In GUPS:
Sort By – Filter By – Selection Tool

**No Title 13 Data Displayed**
Validating Records in GUPS

• Includes built-in validation tools when editing/adding records.

• Recommend executing throughout review and update.

• **Address Review Tool** checks records for valid content and ensures no duplicates.
  
  o If invalid data or duplicates discovered, listed in the **Census Address Error List** window.
Pop Quiz!
How Well Do You Know LUCA?
True or False

Question 1

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

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

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

Question 2

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

True – New for 2020, Participants can submit non-city style addresses as long as they are accompanied by corresponding map spots on paper maps and address lists, or lat/lon coordinates on digital address lists and GUPS.
True or False
Question 3

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

False – Focus should be on updating your entity’s address list.
• In order to review the digital Address List, you can simply open the file in Excel.

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

Question 5

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

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

Question 6

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

False – Anyone with access to Title 13 materials, their storage or backup must sign the Confidentiality Agreement.
True or False
Question 7

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

False – In order to correct an incorrect house number and/or apartment unit identifier, a reviewer must use a “Delete/Add” combination. The address must first be deleted from the Address List using a “D” action code, then added to the paper Address Add page or the digital Address List using an “A” action code.
• The Census Bureau wants to receive your entire address list as part of your LUCA submission.

False - LUCA is an opportunity for local governments to review and update the Census Bureau’s address list. Your LUCA submission should only include the Census address records you edited, and the additional records that you added to the Census address list.
True or False
Question 9

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

True - The accuracy and completeness of the Address List is critical to the success of the Census. An accurate Address List leads to an accurate Population Count.
True or False
Question 10

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

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

• Visit the 2020 LUCA Web site: <https://www.census.gov/geo/partnerships/luca.html>
  o Frequently Asked Questions document.

• Contact us:
  o Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169.
  o E-mail: <GEO.2020.LUCA@census.gov>