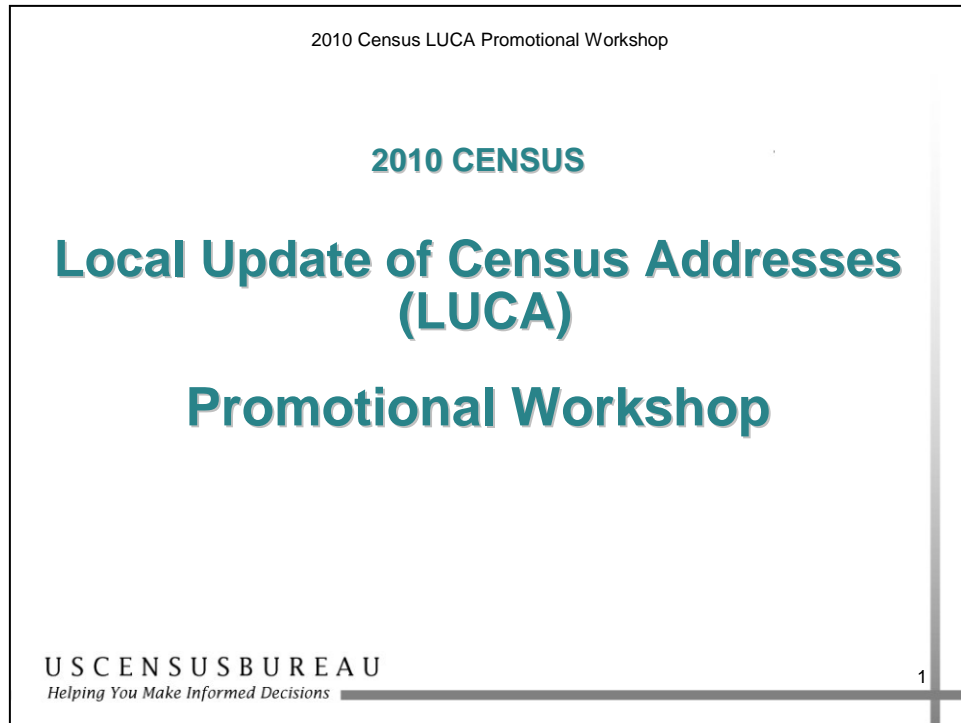


LUCA Promotional Workshop



Welcome to the Local Update of Census Addresses (LUCA) Promotional Workshop! Today you will learn about:

- The importance of the LUCA program to your community
- Your LUCA participation options
- Your LUCA program responsibilities

Overview

2010 Census LUCA Promotional Workshop

Welcome and Introductions

- Welcome to the LUCA Promotional Workshop!
- Please make sure you sign the sign-in sheet before you leave today.



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2

Topics

The topics covered today include:

- LUCA purpose, importance, and schedule
- LUCA participation options
- Confidentiality and Security requirements
- Participation responsibilities
- Selecting the best participation option for your jurisdiction
- LUCA materials
- Developing a plan
- Next steps
- Conclusion

Overview

Workshop Schedule

Today's LUCA Promotional Workshop will last approximately two hours.

Please ask any questions you have before you leave today. Our goal is to provide you with all of the information you need to make your participation choice.

LUCA Promotional Workshop Key Terms and Concepts*

Address Count List

Address List Add Page

Census block

Census Bureau Address List

Census Bureau predefined computer-readable format

Census tract

City-style address

Geocodes

Group Quarters (GQ)

Housing Unit (HU)

Map Sheet to Block Number Relationship List

Noncity-style Address

Structure point

Title 13


*Refer to the Glossary on p. 82 for a complete definition.

Introduction to the LUCA Program

2010 Census LUCA Promotional Workshop

What is LUCA?

- 2010 Decennial Census Program
- Allows tribal, state, and local governments to help update the Census Bureau's Address List
- Authorized by the Census Address List Improvement Act of 1994



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5

What is LUCA?

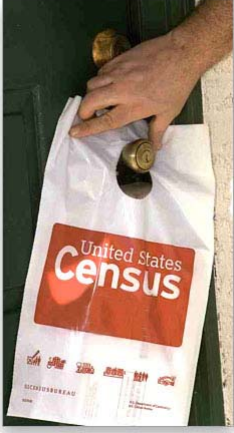
- A decennial census geographic partnership program that allows tribal, state, and local governments to review and update the Census Bureau's Address List
- Uses local knowledge in updating the Address List used to deliver questionnaires for the decennial census, and is authorized by the Census Address List Improvement Act of 1994

Introduction to the LUCA Program

2010 Census LUCA Promotional Workshop

LUCA and the 2010 Census

- Important to the success of the 2010 Census
- Verified during Address Canvassing Operation
- Results are the basis of the address list used to deliver the 2010 Census questionnaires.



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6

LUCA and the 2010 Census

Your LUCA participation is important to the success of the 2010 Census.

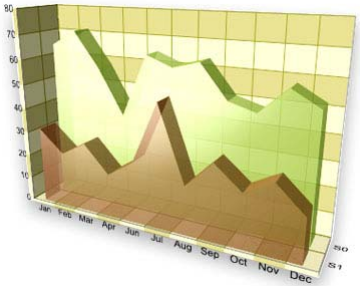
During a 100% Address Canvassing (field check) Operation, Census Bureau employees will visit each census block in your jurisdiction to update our Address List and validate your LUCA submissions. The results of the Address Canvassing Operation are the basis of the Address List used to deliver the questionnaires for the 2010 Census.

Introduction to the LUCA Program

2010 Census LUCA Promotional Workshop

How Census Data is Used

- Apportionment of Congressional seats
- Appropriation of Federal funds to state, tribal, and local governments
- State funds distribution
- Accurate local statistical data
- Data for community



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7

How Census Data is Used

Census data is used in a number of ways, as illustrated on the slide.

Introduction to the LUCA Program

50 Top Formula Grants

Below is a list of 50 of the top formula grants compiled by the Northeast Midwest Institute:

Agriculture Department

Child and Adult Care Food Program
National School Lunch Program
School Breakfast Program
Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
State Administrative Matching Grants for Food Stamp Program

Education Department

Adult Education
Class Size Reduction
Eisenhower Professional Development State Grants
Impact Aid
Innovative Education Program Strategies
Rehabilitation Services—Vocational Rehabilitation Grants to States
Safe and Drug-Free Schools and Communities—State Grants
School Renovation Grants
Special Education—Grants for Infants and Families with Disabilities
Special Education—Grants to States
Special Education—Preschool Grants
Technology Literacy Challenge Fund Grants
Title I Grants to Local Educational Agencies
Vocational Education—Basic Grants to States

Environmental Protection Agency

Capitalization Grants for Clean Water State Revolving Funds
Capitalization Grants for Drinking Water State Revolving Funds

Health and Human Services

Adoption Assistance
Block Grants for Substance Abuse Prevention and Treatment
Child Care and Development Block Grant
Child Care and Development Fund
Child Support Enforcement—Federal Share of State and Local Administrative Costs
Community Services Block Grant
Foster Care—Title IV–E
Head Start
HIV CARE Formula Grants
Low Income Home Energy Assistance Program
Maternal and Child Health Services Block Grant

LUCA Promotional Workshop

Medicaid Grants to States
Social Services Block Grant
Special Programs for the Aging
State Children's Health Insurance Program
Temporary Assistance for Needy Families (TANF)

Housing and Urban Development Department

Community Development Block Grants (Entitlement Grants)
Community Development Block Grants (State Program)
HOME Investment Partnerships Program

Justice Department

Byrne Formula Grant Program (Drug Control and System Improvement)

Labor Department

Employment Service
Unemployment Insurance Program
Workforce Investment Act (WIA)—Adult Employment and Training Activities
Workforce Investment Act (WIA)—Dislocated Worker Employment and Training Activities
Workforce Investment Act (WIA)—Youth Activities

Transportation Department

Airport Improvement Program
Federal Transit Capital Investment Grants
Federal Transit Urbanized Area Formula
Highway Planning and Construction (Federal-aid Highways)

The Medicaid program is by far the largest of the Federal formula grants to state and local governments, amounting to 44.7% of the estimated fiscal year 2001 total.

Introduction to the LUCA Program

2010 Census LUCA Promotional Workshop

Local Uses

- Determining areas of low/moderate income for housing and infrastructure projects
- Identifying high concentrations of elderly populations to provide facilities and services
- Identifying demographic characteristics for the location of businesses and public facilities and services
- Comparing population trends to plan for future community needs and grant and loan applications
- Determining the need for new schools
- Identifying demographic characteristics to provide emergency services and disaster relief

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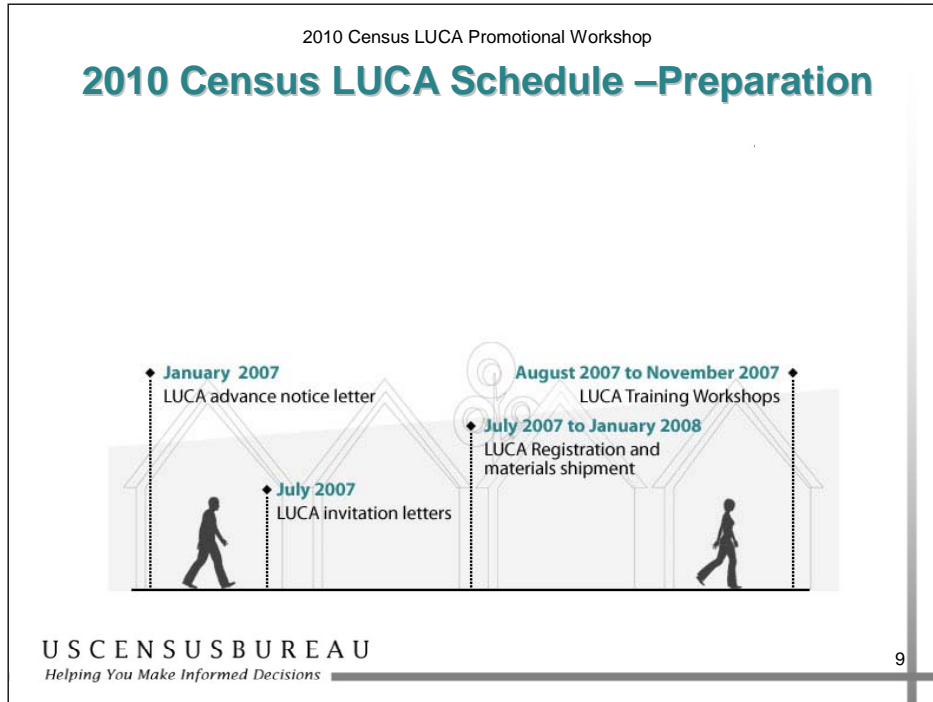
8

Local Uses

In addition to the Federal and state-level census data uses, there are many ways you may use census data in your own jurisdiction.

Local government participation in the LUCA program helps to ensure complete enumeration and an accurate decennial census for your community.

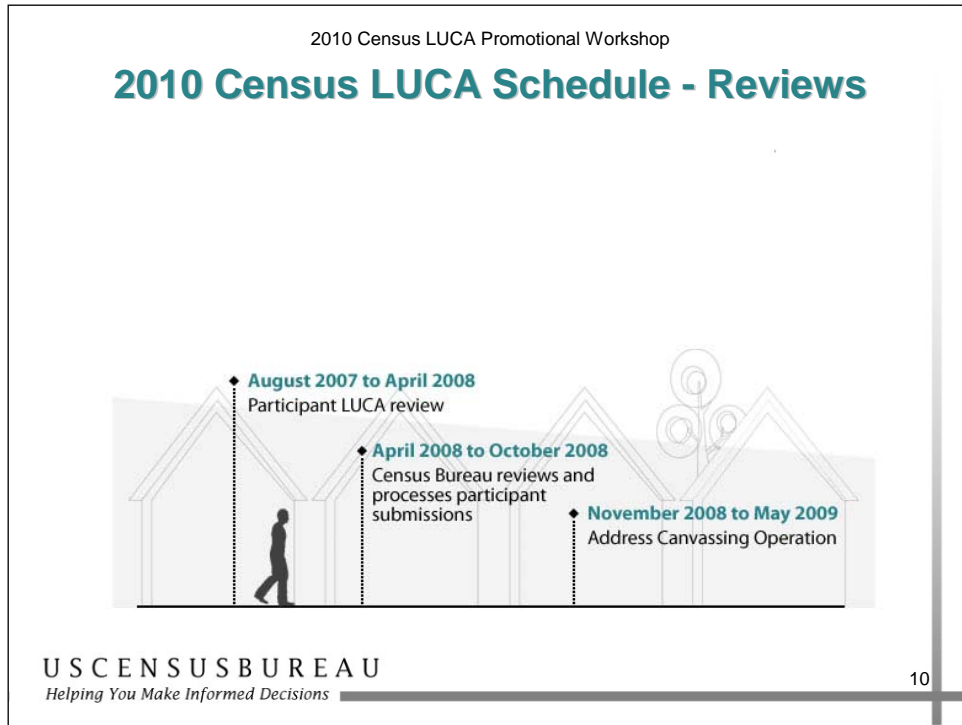
Introduction to the LUCA Program



LUCA Preparation

- January 2007—Highest elected official and other contacts were mailed an advance letter and information about the LUCA program.
 - March 2007 through June 2007—LUCA Promotional Workshops
- July 2007—Census Bureau will mail LUCA invitation letters to your highest elected official and as a cc to other contacts.
- July 2007 to January 2008—LUCA program registration and materials shipment
 - *If your government provides legal boundary updates during LUCA, the Census Bureau will not contact your government to participate in the 2008 Boundary and Annexation Survey (BAS). You must register to participate in the LUCA program before October 31, 2007 to receive your 2008 BAS materials with your LUCA program materials.*
- August 2007 to November 2007—LUCA Training Workshops

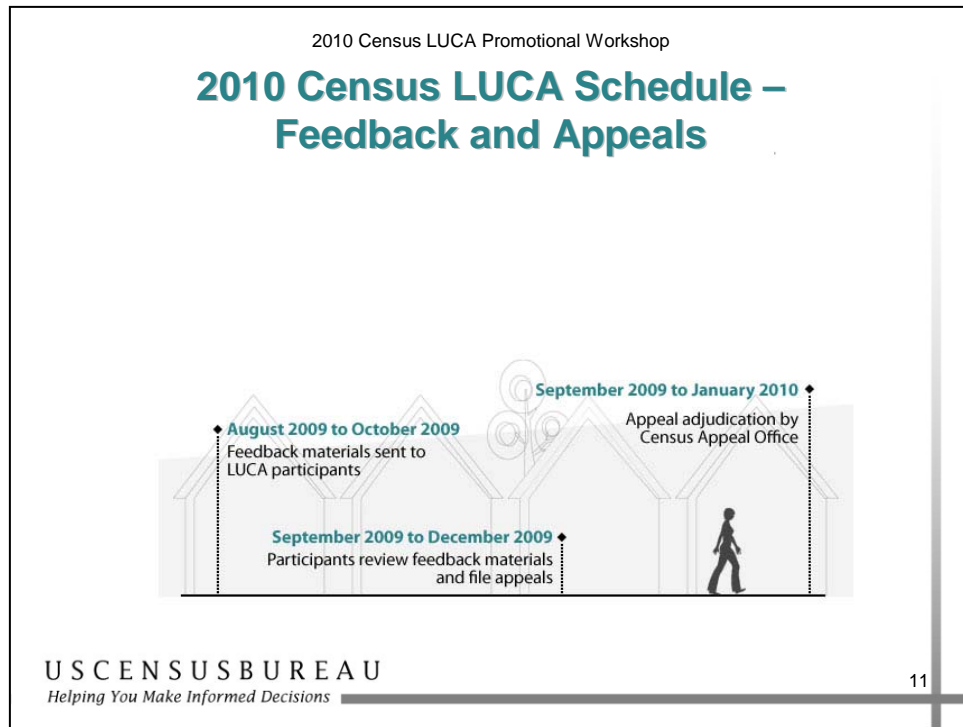
Introduction to the LUCA Program



LUCA Review

- August 2007 to April 2008—LUCA review
 - 120 calendar days from the receipt of materials to complete your LUCA review
 - November 19, 2007—Last day to register with a guarantee of 120 calendar days to complete your review
- April 2008 to October 2008—Census Bureau reviews and processes submissions.
- November 2008 to May 2009—Census Bureau will prepare for and conduct a 100% Address Canvassing (field check) Operation.

Introduction to the LUCA Program



LUCA Feedback and Appeals

- August 2009 to October 2009—Census Bureau will provide feedback material.
- September 2009 to December 2009—Feedback materials review
 - Depending on the LUCA option you choose, you may file appeals with an independent LUCA Appeals Office to resolve any discrepancies within 30 calendar days of the receipt of materials.
- September 2009 to January 2010—The LUCA Appeals Office will review and adjudicate all appeals.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Options

**Option 1 - Title 13
Full Address List
Review**

**Option 2 - Title 13
Local Address List
Submission**

**Option 3 - Non-Title
13 Local Address
List Submission**



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13

Three Participation Options

There are three participation options for the LUCA program:

- Option 1—Title 13 Full Address List Review
- Option 2—Title 13 Local Address List Submission
- Option 3—Non-Title 13 Local Address List Submission

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 1
Title 13 Full Address List Review

You can:

- Review and update (add, delete, and correct) city-style addresses on the Census Bureau's Address List
- Challenge address counts in census blocks
- Make map updates
- Appeal feedback results after address canvassing

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14

Option 1—What You Can Do

- Review the entire Census Address List for your jurisdiction, including city-style and noncity-style addresses.
- Update (add, delete, and correct) the Census Bureau's Address List for city-style addresses only.

Note: *You must provide Census geocodes (state code, county code, census tract number, and census block number) for each added city-style address.*

- Challenge the count of addresses for any census block within your jurisdiction.
 - If your address list and the Census Bureau's Address List contain only noncity-style addresses for a census block, you can challenge the count of addresses only for that block if a discrepancy exists.

Option 1—What You Can Do

Note: It is to your benefit and the Census Bureau's that you provide city-style address updates wherever applicable, rather than challenging the count of addresses in a census block.

- Identify any additions, deletions, or corrections to jurisdictional boundaries, roads, or other physical features on the Census Bureau maps, or submit digital feature updates.
- Appeal any discrepancies to an independent LUCA Appeals Office.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 1
Title 13 Full Address List Review

You cannot:

- Update noncity-style addresses
- Update addresses and challenge the count of addresses within the same census block

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15

Option 1—What You Cannot Do

- You cannot update any noncity-style address on the Address List.
- You cannot both challenge a census block count **and** add/delete/correct individual addresses within that census block.
 - Even if the Census Bureau Address List has only noncity-style addresses for a block, you can and should add any city-style addresses that currently exist for that block.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 1

Title 13 Full Address List Review

You receive:

- Census Bureau's Address List
- Address Count List
- Address List Add Page (paper format)
- Census Bureau Map
- Map Sheet to Block Number Relationship List (paper format)
- User Guide
- Feedback materials after address canvassing

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16

Option 1—Materials You Receive

- Census Bureau's Address List
- Address Count List
- Address List Add Page (paper format)
- Census Bureau map (paper format or digital shapefiles)
- Map Sheet to Block Number Relationship List (paper map format)
- The 2010 Census LUCA User Guide
- Feedback materials after address canvassing:
 - Address List, Address Count List, maps, and a detailed feedback list that describes what we did with each address update you submitted, based on the results of Address Canvassing

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 2
Title 13 Local Address List Submission

You can:

- Review the Census Bureau's Address List and the Address Count List
- Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format
- Make map updates
- Appeal feedback results after address canvassing

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17

Option 2—What You Can Do

- Review the Census Bureau's Address List and the Address Count List.
 - Provided for reference purposes
- Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format.

Note: *You must provide Census geography (state code, county code, census tract number, and census block number) for each city-style address on your local address list.*

- Identify any additions, deletions, or corrections to your jurisdiction's boundaries, roads, or other physical features on the Census Bureau maps, or submit digital feature updates.
- Appeal any discrepancies to an independent LUCA Appeals Office.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 2
Title 13 Local Address List Submission

You cannot:

- Update the Address List
- Challenge the count of addresses for census blocks on the Address Count List

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18

Option 2—What You Cannot Do

- Cannot comment on the Census Bureau's Address List or challenge the count of addresses for census blocks within your jurisdiction.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 2
Title 13 Local Address List Submission

You receive:

- Census Bureau's Address List
- Address Count List
- Census Bureau Map
- Map Sheet to Block Number Relationship List (paper map format)
- User Guide
- Feedback materials after address canvassing

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19

Option 2—Materials You Receive

- Census Bureau's Address List
- Address Count List
- The Address List and Address Count List are available in computer-readable format only on a CD-ROM.
- Census Bureau map (paper format or digital shapefiles)
- Map Sheet to Block Number Relationship List (paper map format)
- The 2010 Census LUCA User Guide
- Feedback materials after address canvassing:
 - Address List, Address Count List, maps, and a detailed feedback list that describes what we did with each address you submitted, based on the results of Address Canvassing

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 3

Non-Title 13 Local Address List Submission

You can:

- Review the Address Count List
- Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format
- Make map updates

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20

Option 3—What You Can Do

- Review the count of addresses for each census block within your jurisdiction.
- Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format.

Note: *You must provide Census geography (state code, county code, census tract number, and census block number) for each city-style address on your local address list.*

- Identify any additions, deletions, or corrections to jurisdictional boundaries, roads, or other physical features on the Census Bureau's paper maps, or submit digital feature updates

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 3 **Non-Title 13 Local Address List Submission**

You cannot:

- Challenge the count of addresses for census blocks on the Address Count List
- Appeal the results of the count of addresses by census blocks on the Address Count List since you will not know which addresses are missing from the Census Bureau's address list

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21

Option 3—What You Cannot Do

- Cannot challenge the address count.
- Appeal the results of feedback, since you will not know which addresses are missing from the Census Bureau's Address List.

LUCA Participation Options

2010 Census LUCA Promotional Workshop

Option 3
Non-Title 13 Local Address List Submission

You receive:

- Address Count List
- Census Bureau Map
- Map Sheet to Block Number Relationship List (paper map format)
- User Guide
- Feedback materials after address canvassing

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22

Option 3—Materials You Receive

- Address Count List available in computer-readable format only on a CD-ROM
- Census Bureau map (paper format or digital shapefiles)
- Map Sheet to Block Number Relationship List (paper map format)
- The 2010 Census LUCA User Guide
- Feedback materials after address canvassing:
 - Address Count List and maps

LUCA Participation Options

2010 Census LUCA Promotional Workshop

LUCA Program Materials – Format Review

- Depending on the participation option, the Census Bureau will provide LUCA program materials in the following formats:
 - Option 1 – Title 13 Full Address List Review (paper, computer-readable, PC-based application)
 - Option 2 – Title 13 Local Address List Submission (computer-readable, PC-based application)
 - Option 3 – Non-Title 13 Local Address List Submission (computer-readable, PC-based application)
- ❖ Maps for all options are available in paper or digital shapefiles

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23

LUCA Materials Formats

- Option 1—Title 13 Full Address List Review is available in paper, computer-readable, or a PC-based application.
 - If your jurisdiction contains 6,000 or more addresses, you cannot receive a paper address list.
- Option 2—Title 13 Local Address List Submission is available in computer-readable or a PC-based application.
- Option 3—Non-Title 13 Local Address List Submission is available in computer-readable or a PC-based application.
- Census Bureau maps for all options are available in paper or digital shapefiles.

Refer to the table on the following page for a comparison of the participation options.

LUCA Participation Option Tasks	1	2	3
Requires Title 13 Confidentiality Agreement	X	X	
Review Census Address List	X	X	
Update Census Bureau Address List for city-style addresses	X		
Review the Address Count List	X	X	X
Challenge the count of addresses within census blocks	X		
Update Census Bureau maps or submit digital feature updates	X	X	X
Submit a local address list in a Census Bureau pre-defined computer-readable format		X	X
Review feedback materials	X	X	X
Appeal feedback results	X	X	
LUCA Participation Option Materials			
Census Bureau Address List	X	X	
Address Count List	X	X	X
Census Bureau maps or digital shapefiles	X	X	X
2010 Census LUCA User Guide	X	X	X
Feedback materials	X	X	X

Confidentiality and Security

2010 Census LUCA Promotional Workshop

Title 13 U.S.C.

- Provides for confidential treatment of census-related information
- Requires all parties with access to Title 13 materials to abide by Confidentiality and Security Guidelines
- Requires Census Bureau to protect confidentiality of all information it collects



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26

Title 13 U.S.C.

Title 13 provides for the confidential treatment of sensitive census-related information.

Confidentiality and Security

2010 Census LUCA Promotional Workshop

Title 13 U.S.C.

- Respondents place their trust in the Census Bureau
- This trust is critical to the success of the Census Bureau's mission
- Access to Title 13 U.S.C. information is temporary, but the commitment to maintain confidentiality is permanent

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27

Title 13 and the Public Trust

Trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible.

Confidentiality and Security

2010 Census LUCA Promotional Workshop

Title 13 U.S.C.

The punishment for violating Title 13 U.S.C. is a fine of up to \$250,000 and/or 5 years imprisonment.



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28

Title 13, U.S.C. Violation

Punishment for violating Title 13 is a fine of up to \$250,000 and/or 5 years in prison.


Confidentiality and Security

2010 Census LUCA Promotional Workshop

Confidentiality Agreement

Required of Option 1 and 2 participants

- Must appoint LUCA liaison to assume responsibility for Title 13 compliance
- All reviewers must follow guidelines and sign Confidentiality Agreement



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29

Confidentiality Agreement

The confidentiality agreement is required of Option 1 and 2 participants with access to Title 13 materials.

Refer to the following page for a copy of the Confidentiality Agreement.

Confidentiality Agreement

2010 Census Local Update of Census Addresses (LUCA) Program

1. Name of the Participating Governmental Unit	County	State	
2. Name of LUCA Liaison's Office or Department (<i>Assessor's Office, Planning Department, etc.</i>)			
3. Address (<i>House Number and Street Name, RR, HC, or PO Box Number</i>)			
4. City, State, ZIP Code			
<p>5. Responsibilities of Liaisons and Reviewers Participating in the 2010 Census LUCA Program</p> <p>All 2010 Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals from your organization who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's rules regarding restrictions related to confidential information. Upon signing this agreement, your governmental unit agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters is a fine of not more than \$250,000, or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent.</p>			
Date	Liaison's Printed Name and Signature	Telephone Number	Your address, if different from above
	----- <i>Printed Name</i> ----- ----- <i>Signature</i> -----		----- <i>City</i> <i>State</i> <i>ZIP Code</i> -----
Date	Reviewers' Printed Name(s) and Signature(s)	Telephone Number	Your address, if different from above
	----- <i>Printed Name</i> ----- ----- <i>Signature</i> -----		----- <i>City</i> <i>State</i> <i>ZIP Code</i> -----
	----- <i>Printed Name</i> ----- ----- <i>Signature</i> -----		----- <i>City</i> <i>State</i> <i>ZIP Code</i> -----
	----- <i>Printed Name</i> ----- ----- <i>Signature</i> -----		----- <i>City</i> <i>State</i> <i>ZIP Code</i> -----
	----- <i>Printed Name</i> ----- ----- <i>Signature</i> -----		----- <i>City</i> <i>State</i> <i>ZIP Code</i> -----

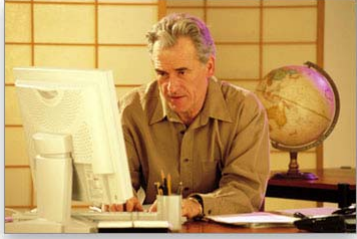
*If you require more signature blocks, you may duplicate this form.
You may **FAX** this form to your Census Bureau Regional Office*

Confidentiality and Security

2010 Census LUCA Promotional Workshop

Security Guidelines

- Nondisclosure
- Secure information
- Use Passwords
- Log off computer when not in use
- Store materials when not in use
- Return or destroy **all** Title 13 materials
- The Census Bureau may make an on-site visit



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30

Security Guidelines

This is an abbreviated outline of the Security Guidelines.

The primary liaison is required to verify the return or destruction of Title 13 materials by signing the Return or Destruction of Title 13, U.S.C. Materials form found in the Appendix of your 2010 Census LUCA User Guide. A copy of this form is provided on the next page.

The Census Bureau may make an on-site visit to ensure that you are maintaining adequate security safeguards.

**2010 Census LUCA Program
Return or Destruction of Title 13, U.S.C. Materials**

(governmental unit or organization name) County State

(Entity ID code located on your LUCA materials)

Date Signature (2010 Census LUCA Program Liaison)

has properly destroyed or returned to the U.S. Census Bureau, the original 2010 Census Local Update of Census Addresses (LUCA) Program Title 13, U.S.C. materials and any copies using the security requirements provided to us by the U.S. Census Bureau.

Check one:

- Returned Title 13, U.S.C. materials
- Destroyed Title 13, U.S.C. materials

2010 Census LUCA Program Reviewers

Date Signature (2010 Census LUCA Program Reviewer)

Date Signature (2010 Census LUCA Program Reviewer)

Date Signature (2010 Census LUCA Program Reviewer)

Date Signature (2010 Census LUCA Program Reviewer)

Date Signature (2010 Census LUCA Program Reviewer)


All LUCA Program reviewers and anyone with access to Title 13 materials are required to sign and date this form at the conclusion of the appeals process. Should any liaison, reviewer, or anyone with access to Title 13 materials leave before the conclusion of the appeals process, they are required to "sign out" of the program by signing and dating this form. If any liaison, reviewer, or anyone with access to Title 13 materials fails to sign and date this form, the current liaison can "sign out" on their behalf.

Confidentiality and Security

2010 Census LUCA Promotional Workshop

The Self-Assessment Checklist

- Designed to help you affirm you can meet Title 13 requirements
- Completed and signed by the LUCA liaison
- Census Bureau will not ship Title 13 materials until signed checklist is received



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31

The Self-Assessment Checklist

This slide gives information about how the Self-Assessment Checklist is used to help meet the Census Bureau's confidentiality and security requirements.

If you are unable to provide positive responses to the questions about computer security and you select Option 1, you may request a paper format address list if your entity has 6,000 addresses or fewer.

If you are unable to provide positive responses to all questions, you should select Option 3.

Refer to the following pages for a copy of the Self-Assessment Checklist.

**2010 Census Local Update of Census Addresses (LUCA) Program
Self-Assessment Checklist for the Confidentiality and Security Guidelines**

Please review the *Confidentiality and Security Guidelines*, and then check the appropriate response on this form. If you select LUCA Participation Option 1 or Option 2, **sign and return** this form together with your completed 2010 Census LUCA Registration form, Product Preference form, and signed Confidentiality Agreement form, either in the enclosed, postage-paid envelope or by faxing the documents to [xxx-xxx-xxxx].

Each LUCA liaison is responsible for protecting and safeguarding the confidential Census Bureau materials covered by Title 13, United States Code. This includes any list or file that shows individual Census Bureau addresses and any map that shows structure location points for dwellings. The primary liaison must restrict access to the Census Bureau’s address information to only those individuals who have signed the Confidentiality Agreement. **All individuals directly involved in reviewing the materials for the 2010 Census LUCA Program and anyone with access to Title 13 materials must sign the Confidentiality Agreement making a permanent commitment to protect the confidentiality of Title 13 information.**

Protecting Paper Copies of Census Bureau Address Information and Maps

Keep all Census Bureau address information and maps showing structure location points in a locked room during nonwork hours. During work hours, do not leave a room unattended where Census Bureau address information and maps are being reviewed. Do not leave Census Bureau address information and maps unattended at your desk.

Protecting Electronic Census Bureau Address Information and Maps

Operating systems, programs, applications, and data related to the review of Census Bureau addresses must be accessible only to LUCA Program liaisons, reviewers and anyone with access to Title 13 materials. The automated data processing (ADP) system must restrict the read, write, delete, and execute functions applicable to the Census Bureau’s addresses. If Census Bureau address information is placed on a shared computer system, create electronic security profiles to allow only LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials. Lock all rooms with computers that contain Census Bureau address information and all associated media during nonwork hours.

1. **Will you store paper maps containing structure location points, the paper address list, and/or CD-ROM/DVD containing the address list in a secure location?**

- Yes
- No

LUCA Promotional Workshop

- 2. If staff members, other than those who signed the Confidentiality Agreement, have access to the offices, cabinets, etc., where the Census Bureau's Address List and/or maps are stored, will you secure the LUCA materials to prevent unauthorized staff from accessing these materials?**

Yes
 No
- 3. If Census Bureau address information is placed on a shared computer system, will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement access to the Census Bureau's address information?**

Yes
 No
- 4. Will you ensure your ADP system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Address List file?**

Yes
 No
- 5. Will you assign an encrypted, unique user-ID and password for each LUCA Program liaison, reviewer, and anyone with access to Title 13 materials?**

Yes
 No
- 6. Will you keep LUCA data separate from your other data? (LUCA data cannot be backed up, mixed with, or stored with other data.)**

Yes
 No

On-site Visits

To ensure that participating organizations are maintaining adequate security safeguards, the Census Bureau may make on-site visits to review your organization's security procedures. The Census Bureau will strive not to disrupt your office's operations.

- 1. Do you understand that the Census Bureau may conduct unannounced visits to your office to inspect your security measures regarding the Census Bureau's Address List?**

Yes
 No

LUCA Promotional Workshop

Environmental or Natural Disasters

1. **Do you have an implementation plan in the event of a fire or other environmental or natural disaster?**

- Yes
 No

Return or Destruction of Confidential Census Materials

Once the LUCA Program is over (after at the conclusion of the appeals process), the primary liaison must return or destroy all remaining Title 13 materials according to the Census Bureau's specific guidelines for returning or destroying confidential material. The Census Bureau requires that the primary liaison verify that the participating government has returned or destroyed all Title 13 Census Bureau address information by signing and returning the "Return or Destruction of Title 13, U.S.C. Materials Form" to the Census Bureau.

Destruction of Confidential Census Materials

1. **Will you clear all magnetic media (tapes, disks, hard drives) containing Census Bureau address information before reuse?**

- Yes
 No

2. **Will you destroy all paper Census Bureau Address Lists and maps containing structure location points through appropriate destruction methods such as shredding, burning in an approved Environmental Protection Agency facility, chemical decomposition, or pulverizing, or return these Title 13 materials to the Census Bureau Regional Office?**

- Yes
 No

LUCA Liaison Information

If your jurisdiction can meet the above requirements, the LUCA liaison must print and sign his/her name, job title, telephone number, and enter the date below.

(Printed Name of LUCA Liaison)

(Signature of LUCA Liaison)

(Date)

(Title)


(Telephone Number, including Area Code)

Participation Responsibilities

2010 Census LUCA Promotional Workshop

The Census Bureau Responsibilities

- Provide training
- Provide necessary materials
- Provide procedural and technical assistance
- Process submitted updates
- Conduct Address Canvassing Operation
- Provide feedback materials



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33

Census Bureau Responsibilities

- Train LUCA participants.
- Provide the materials needed to complete the LUCA review.
- Provide procedural and technical assistance.
- Process updates.
- Conduct an Address Canvassing Operation to validate addresses.
- Provide feedback materials for government review.

Participation Responsibilities

2010 Census LUCA Promotional Workshop

Option 1 and Option 2 Responsibilities

- Select LUCA liaison and reviewers
- Sign and return
 - *Registration Form*
 - *Confidentiality Agreement Form*
 - *Self-Assessment Checklist*
 - *Product Preference Form*
- Understand procedures and Census Bureau terminology
- Secure all Title 13 U.S.C. materials
- Review materials and return updates
- Review feedback materials and appeal any discrepancies
- Return or destroy Title 13 U.S.C. materials

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34

Option 1 and 2 Responsibilities

- Select your LUCA liaison and reviewers.
- Sign and return the Registration Form.
- All liaisons, reviewers, and anyone with access to Title 13 materials must read, understand, and agree to abide by the Census Bureau's Confidentiality and Security Guidelines.
- All liaisons, reviewers, and anyone with access to Title 13 materials must sign and return to the Census Bureau the Confidentiality Agreement Form.
- Complete and return the Self-Assessment Checklist.
- Complete and return the Product Preference Form.
- Understand the procedures for participating in the LUCA program, as well as Census Bureau terminology and concepts.

Option 1 and 2 Responsibilities (cont.)

- Secure all Title 13, U.S.C. materials.
- Within 120 calendar days of receiving your LUCA materials, complete your Address List review and return your updated materials. November 19, 2007 is the last day to register with a guarantee of 120 calendar days to complete your review.
- Review feedback materials.
- Appeal feedback discrepancies to an independent LUCA Appeals Office within 30 calendar days of receiving your feedback materials.
- After the appeals process is complete, return all Title 13 materials to the Census Bureau or destroy the materials.
- The LUCA liaison must verify the return or destruction of Title 13 materials by signing and returning to the Census Bureau Return or Destruction of Title 13, U.S.C. Materials form.

LUCA Responsibilities

2010 Census LUCA Promotional Workshop

Option 3 Responsibilities

- Select LUCA liaison and reviewers
- Sign and return
 - *Registration Form*
 - *Product Preference Form*
- Understand procedures and Census Bureau terminology
- Review materials
- Submit local address list and updated maps
- Review feedback materials

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35

Option 3 Responsibilities

Option 3 participants must:

- Select your LUCA liaison and reviewers.
- Sign and return the Registration Form.
- Complete and return the Product Preference Form.
- Understand the procedures for participating in the LUCA program, as well as Census Bureau terminology and concepts.
- Complete the LUCA review and submit your local address list and updated maps within 120 calendar days of the receipt of LUCA materials. November 19, 2007 is the last day to register with a guarantee of 120 calendar days to complete your review.
- Review feedback materials.

**Registration Form
2010 Census Local Update of Census Addresses (LUCA) Program**

Please complete this form and return it to your U.S. Census Bureau Regional Office within 2 weeks after receipt.

A. Participation Information		
<p>1. <input type="checkbox"/> YES! Our community would like to participate in the 2010 Census LUCA Program.</p>		
<p>2. <input type="checkbox"/> NO, we are not able to participate. Please select all that apply below. We rely on your comments to help us improve future LUCA programs.</p>		
<p>a. <input type="checkbox"/> Insufficient staff</p>	<p>e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list</p>	
<p>b. <input type="checkbox"/> Lack of budget</p>	<p>f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes</p>	
<p>c. <input type="checkbox"/> No time/too busy</p>	<p>g. <input type="checkbox"/> Other reason: _____</p>	
<p>d. <input type="checkbox"/> No local address list available</p>		
B. Highest Elected/Appointed Official Making this Commitment		
Name of the Participating Governmental Unit	County	State
Printed name of Highest Elected/Appointed Official <i>(first, middle initial, last)</i>		
Signature <i>(first, middle initial, last)</i>		
Position <i>(Governor, Commissioner, Mayor, Supervisor, etc.)</i>		
Telephone Number	E-mail Address	Date <i>(mm/dd/yyyy)</i>
C. Liaison Information		
Please designate your official 2010 Census LUCA Program liaison (work contact) by providing the following information.		
Name <i>(first, middle initial, last)</i>		
Position <i>(Director, Assessor, Planner, etc.)</i>		
Department, Organization, or Agency Name		
Mailing Address		
City	State	ZIP Code
Delivery Address* <i>(house number and street name)</i>		
City	State	ZIP Code
Telephone Number	FAX Number	E-mail Address

**Note: The Census Bureau will ship all materials via FedEx. FedEx will not deliver to P.O. Box numbers or P.O. ZIP Codes*

**Product Preference
2010 Census Local Update of Census Addresses (LUCA) Program**

Governmental Unit Name _____ County _____ State _____

Address _____

City _____ State _____ ZIP Code _____ Telephone # _____

If you have personal computer capabilities or a data processing organization, we encourage your government to work with the computer-readable version of the U.S. Census Bureau's Address List and Address Count List. Computer-readable versions of the lists are available on CD-ROM and are recommended for communities with a thousand or more addresses. *The paper printout of the Address List contains approximately six (6) addresses per page; the Address Count List contains 50 census blocks per page.* If you have 6000 or more addresses, you can receive the Address List and Address Count List in computer-readable format only.

Please indicate your format preference for the 2010 Census LUCA Program Address List and Address Count List products in Section A. Participants have the option of receiving Census Bureau paper maps or a shapefile. *You can make this selection in Section B below.*

The MAF/TIGER Partnership Software (MTPS), a computer software package that contains the Census Bureau's Address List, the Address Count List, and shapefiles, is available for Option 1 and Option 2 participants. Option 3 participants who select the MTPS will receive the Address Count List and shapefiles. **The Census Bureau recommends that you read the 2010 Census LUCA Program Information Booklet and the Census Bureau Confidentiality and Security Guidelines before making your selection.**

A. Address List and Address Count List Format

<input type="checkbox"/> Option 1 – Title 13 Full Address List Review (Signed Confidentiality Agreement Form required by law) Select either computer-readable or paper list format: <input type="checkbox"/> Computer-readable CD ROM containing: <ul style="list-style-type: none"> • the Address List • Address Count List <p align="center">- OR -</p> <input type="checkbox"/> Paper list Paper lists include: <ul style="list-style-type: none"> • the Address List Select one address list sort: <input type="checkbox"/> Census Tract # / Block/Street Name /House # / Unit# (default sort) or <input type="checkbox"/> Street Name / House # / Unit # (alphanumeric sort) <ul style="list-style-type: none"> • Address Add Page • Address Count List <p align="center">- OR -</p> <input type="checkbox"/> MAF/TIGER Partnership Software <ul style="list-style-type: none"> • Address List • Address Count List • Shapefiles 	<input type="checkbox"/> Option 2 – Title 13 Local Address List Submission (Signed Confidentiality Agreement Form required by law) Available in computer-readable format only. <input type="checkbox"/> CD ROM containing: <ul style="list-style-type: none"> • the Address List • Address Count List <p align="center">- OR -</p> <input type="checkbox"/> MAF/TIGER Partnership Software contains: <ul style="list-style-type: none"> • Address List • Address Count List • shapefiles 	<input type="checkbox"/> Option 3 – Non-Title 13 Address List Submission (Confidentiality Agreement is not required) Available in computer-readable format only. <input type="checkbox"/> CD ROM containing: <ul style="list-style-type: none"> • Address Count List <p align="center">- OR -</p> <input type="checkbox"/> MAF/TIGER Partnership Software contains: <ul style="list-style-type: none"> • Address Count List • shapefiles
--	---	---

B. Map Format

<input type="checkbox"/> Census Bureau Paper Maps	- OR -	<input type="checkbox"/> Shapefiles (GIS or mapping software required)
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LUCA Responsibilities

Responsibility	Option 1	Option 2	Option 3
Select LUCA liaison and reviewers	X	X	X
Sign and return the Registration Form	X	X	X
Sign and return the Confidentiality Agreement Form	X	X	
Complete and return the Self-Assessment Checklist	X	X	
Complete and return the Product Preference Form	X	X	X
Understand the procedures for conducting the local address review, as well as Census Bureau terminology	X	X	X
Within 120 calendar days of receiving LUCA materials, complete the address list review and return updated materials to the Census Bureau	X	X	X
Review feedback materials	X	X	X
Appeal feedback material discrepancies	X	X	
Verify the return or destruction of any remaining Title 13, U.S.C. materials. The LUCA liaison, reviewers, and anyone with access to Title 13 materials acknowledge this action by signing, dating, and returning the Return or Destruction of Title 13, U.S.C. Materials form found in the appendix of the User Guide	X	X	

Option Selection Guidelines

2010 Census LUCA Promotional Workshop

Option Selection Guidelines

- 100% noncity-style addresses – Option 1 required.
- Predominately noncity-style addresses - Option 1 suggested.
- 100% city-style addresses – any option
- Recent conversion to city-style addressing, Option 2 or 3 suggested.
- Cannot meet confidentiality or security requirements – Option 3 is only option.

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38

Factors to Consider When Selecting Your Option

If your jurisdiction has 100% noncity-style addresses, your only option is Option 1. This will allow you to review the Address List and Address Count List and, if you find discrepancies, you can challenge the count of addresses for any or all census blocks within your jurisdiction.

If your jurisdiction has predominantly noncity-style addresses, Option 1 is suggested. Option 1 allows you to update the individual city-style addresses or to challenge the count of addresses for any or all census blocks within your jurisdiction.

Note: *As a reminder, you cannot update addresses and challenge the count of addresses within the same census block.*

Option Selection Guidelines

Factors to Consider When Selecting Your Option (cont.)

If your jurisdiction is 100% city-style addresses, any of the options are suggested.

- Option 1 offers you more flexibility to review the Address List to add, correct, and delete addresses, as well as to identify nonresidential addresses and addresses that are not in your jurisdiction.
- Option 2 offers the opportunity to review the Census Bureau's Address List, compare your list to ours, and submit your local address list file in a Census Bureau pre-defined computer-readable format.
- Option 3 allows you to submit your local address list to the Census Bureau without Title 13 responsibilities.

If you have recently undergone city-style address conversion, either Option 2 or Option 3 allows you to submit your local address list. There is no need for you to review our outdated address list.

If you cannot secure Title 13 materials or prefer not to sign the Confidentiality Agreement Form, Option 3 is your only option.

Option Selection Guidelines

Review Questions

As your instructor asks the following review questions, record your answers in the space provided.

1. Which option allows you to review and update the city-style addresses on the Census Bureau Address List?

2. Which option allows you to review but not update the Census Bureau's Address List?

3. Which law governs the security requirements for confidential Census Bureau materials?

4. Which participants are bound by the terms of that law?

5. If your jurisdiction contains all noncity-style addresses, what are your participation options?

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Census Bureau's Address List

- Contains residential addresses (city-style and noncity-style) and census geography (geocodes)
- Used by Option 1 participants to update city-style addresses
- Used by Option 2 participants for reference only
- Available in paper or computer-readable file

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45

Census Bureau's Address List—Paper

The Census Bureau's paper Address List contains:

- All of the residential (city-style and noncity-style) addresses known to the Census Bureau for your jurisdiction
- Census geographic codes (state, county, census tract, census block) that indicate the location of each address

The following page is an example of a paper Address List. The example shows both city-style and noncity style addresses. The gray columns or rows indicate that they cannot be edited.

Note: *The last two rows are noncity-style addresses. They are grayed-out and cannot be edited.*

- The Paper Address List contains 6 addresses per page. If your jurisdiction contains 6,000 or more addresses, you cannot receive a paper Address List.

2010 Census Local Update of Census Addresses Program ADDRESS LIST												
Sort: Tract/Block Entity: Greenville County C051081												Date: 09/23/2007 Page: 4 of 30
Line Number (1)	MAFID (2)	Action Code (3)	Census Geography (4)				City-Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name (5)				Noncity-Style Mail Delivery Address (RR#, HCR# or PO Box#) (6)	Group Quarters Flag (7)
			State County Code (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Point (4d)	House Number (5a)	Street or Road Name (5b)	Apt/Unit Number (5d)	ZIP Code (5e)		
19	111112351		51081	9708.01	2345		101	YORK RD			22555	
												ZIP Code:
20	111112352		51081	9708.01	2345		103	YORK RD			22555	
												ZIP Code:
21	111112353		51081	9708.01	2345		105	YORK RD			22555	
												ZIP Code:
22	111112354		51081	9708.01	2345		107	YORK RD			22555	
												ZIP Code:
23	111112355		51081	9709.00	3453			REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE				RTE 2, BOX 165
												ZIP Code: 22555
24	111112356		51081	9709.00	3453			2 STORY HSE W/SHUTTERS, BRICK SHED ON SIDE, ON LAKE				RTE 2, BOX 173
												ZIP Code: 22555

Form # D-1638
U.S. Department of Commerce
U.S. Census Bureau

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

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Computer-Readable Address List Files

- Pipe-delimited (|) ASCII files
- All spreadsheet and database programs can read and understand the files

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47

Census Bureau's Address List—Computer-Readable Format

The Census Bureau's computer-readable Address List is a pipe-delimited (|) ASCII file.

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

File Record Layout

Maximum Character Length	Field Name	Maximum Character Length	Field Name
12	Entity ID Code	100	Street Name
7	Line Number	14	Street Name Suffix Type
9	MAFID	2	Street Name Suffix Direction
1	Action Code	3	Street Name Street Qualifier
2	State Code	100	Location Description or GQ Name
3	County Code	53	Apartment/Unit Number
7	Census Tract Number	5	City-Style Mailing ZIP Code
5	Census Block Number	50	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)
1	Group Quarters Flag	5	Noncity-Style Mailing ZIP Code
35	House Number	5	Structure Point
3	Street Name Prefix Qualifier	11	Structure Latitude
2	Street Name Prefix Direction	12	Structure Longitude
14	Street Name Prefix Type	1	City-Style Address Flag

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48

Computer-Readable File Record Layout

Each address record has a maximum length of 462 characters and contains 26 fields of information.

- Entity code is listed for each record.
- Street name is in 7 separate fields.
- Latitude and longitude are listed for noncity-style addresses, if known
- The “city-style address flag” field indicates whether the address record can be updated. A “Y” indicates “YES,” it is a city-style address and can be updated. An “N” indicates “NO,” it is not a city-style address and cannot be updated.

The slides on the following page provide examples of a city-style and a noncity-style address in a computer-readable format.

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Example – City Style Address

PL4291059|107|
123456789| |
42|134|7654.01|
2345| |10| | |
|MAIN|ST| | | |
|15888| | | | |Y

Field Number	Field Name	Example
1	Entity ID Code	PL4291059
2	Line Number	107
3	MAFID	123456789
4	Action Code	Blank
5	State Code	42
6	County Code	134
7	Census Tract Number	7654.01
8	Census Block Number	2345
9	Group Quarters Flag	Blank
10	House Number	10
11	Street Name Prefix Qualifier	Blank
12	Street Name Prefix Direction	Blank
13	Street Name Prefix Type	Blank
14	Street Name	MAIN
15	Street Name Suffix Type	ST
16	Street Name Suffix Direction	Blank
17	Street Name Suffix Qualifier	Blank
18	Location Description or GQ Name	Blank
19	Apartment/Unit Number	Blank
20	City-Style Mailing ZIP Code	15888
21	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	Blank
22	Noncity-Style Mailing ZIP Code	Blank
23	Structure Point	Blank
24	Structure Latitude	Blank
25	Structure Longitude	Blank
26	City-Style Address Flag	Y

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49

Field 26 contains a “Y,” indicating that this is a city-style address and can be edited.

Materials Supplied by the Census Bureau

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Example—Noncity-Style Address

PL3942868|678|
 234567891| |
 39|074|2345|5432
 | | | |SCOTT LEVEL|
 ROAD| | | 2-STORY
 BRICK W/ATTACHED
 GARAGE ON LEFT
 | | |BOX 223|45555|9
 | | |N

Field Number	Field Name	Example
1	Entity ID Code	PL3942868
2	Line Number	678
3	MAFID	234567891
4	Action Code	Blank
5	State Code	39
6	County Code	074
7	Census Tract Number	2345
8	Census Block Number	5432
9	Group Quarters Flag	Blank
10	House Number	Blank
11	Street Name Prefix Qualifier	Blank
12	Street Name Prefix Direction	Blank
13	Street Name Prefix Type	Blank
14	Street Name	SCOTT LEVEL
15	Street Name Suffix Type	ROAD
16	Street Name Suffix Direction	Blank
17	Street Name Suffix Qualifier	Blank
18	Location Description or GQ Name	2-STORY BRICK W/ATTACHED GARAGE ON LEFT
19	Apartment/Unit Number	Blank
20	City-Style Mailing ZIP Code	Blank
21	Noncity-Style Mail Delivery Address (RR#, HCR#, or PO BOX#)	BOX 223
22	Noncity-Style Mailing ZIP Code	45555
23	Structure Point	Blank
24	Structure Latitude	Blank
25	Structure Longitude	Blank
26	City-Style Address Flag	N

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50

Field 26 contains an “N,” indicating that this is a noncity-style address and cannot be edited.

The next page displays the Census Bureau’s computer-readable Address List format. This is the format that Option 2 and Option 3 participants must use to submit their local address lists.

Census Bureau’s Predefined Computer-Readable Format

	Maximum Character Length	Field Name	Description/Notes
1	12	Entity ID Code	Unique number assigned by the Census Bureau to each entity
2	2	State Code	2-digit Current State Code
3	3	County Code	3-digit Current County Code
4	7	Census Tract Number	Up to 4-digit Census Tract Number, plus 2-digit number suffix, if applicable, includes a period for suffixed tracts. If no suffix, include period and zero fill
5	5	Census Block Number	4-digit Current Census Block Number, plus 1-digit alpha character suffix if applicable
6	1	Group Quarters Flag	Display a ‘Y’ if the unit is a group quarters, if applicable
7	35	House Number	Housing unit’s or group quarter’s assigned house number
8	3	Street Name Prefix Qualifier	e.g. EXT, ALT, BUS
9	2	Street Name Prefix Direction	e.g., N, W, SE
10	14	Street Name Prefix Type	e.g., HWY, RT, US
11	100	Street Name	Street or road name
12	14	Street Name Suffix Type	e.g., ST, CT, AVE, DR
13	2	Street Name Suffix Direction	e.g., N,W, SE
14	3	Street Name Suffix Qualifier	e.g. EXT, ALT, BUS
15	100	Group Quarters Name	Name of group quarter (Dobbs Hall-University of Dobbs)
16	53	Apartment/Unit Number	Within structure descriptor or identifier, such as APT 5 or 1 st FL FRNT
17	5	Mailing ZIP Code	5-digit ZIP Code for mailing addresses

- The format contains 17 fields of information. This is the information that you must provide, as appropriate, for each address, including geocodes—state code, county code, census tract number, and census block number.
- A layout template of this format will be included in the Readme file on the CD-ROM that you will receive from the Census Bureau.
- The format instructions will be included in your 2010 Census LUCA User Guide.

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop
Address List Add Page

Used by Option 1 paper format to add city-style addresses

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

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U.S. Census Bureau

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51

Address List Add Page

- Used by Option 1 LUCA reviewers using a paper Address List to add only city-style addresses not shown on the Census Bureau’s Address List
- Available in paper only

2010 CENSUS

LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM

ADDRESS LIST ADD PAGE

Add Page For: _____
(Entity Name)

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

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

Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	Residential Address (4)			
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)		House Number (4a)	Street or Road Name (4b)	Apartment/ Unit Number (4d)	City Style Mailing ZIP Code (4e)
	GQ Name (4c)								
1									
2									
3									
4									
5									
6									
7									

Form # D-1639

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U.S. Department Of Commerce
 U.S. Census Bureau

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Address Count List

- Contains the number of housing unit and group quarters addresses on the Census Bureau's address list for each census block within your jurisdiction
- Used to compare address counts between the Census Bureau and your local address list
- All participants receive the list
- Only Option 1 participants can challenge address counts

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52

Address Count List

- Contains the count of housing unit and group quarters addresses on the Census Bureau's Address List
- Used to compare address counts between the Census Bureau and your local address count
- Supplied to all participants, but the counts can be challenged only by Option 1 participants

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Address Count List - Paper

2010 Census
Local Update of Census Addresses Program
Address Count List

ST/CO: 33/003 Carroll, NH
Entity: Conway town #1331025
Date: 07/29/2007
Page: 1 of 1

Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Census Count of Housing Unit Addresses	Local Count of Housing Unit Addresses	Census Count of Group Quarters Addresses	Local Count of Group Quarters Addresses
49.01	1001	75		2		49.01	3007	75		2	
49.01	1002	0		0		49.02	2010B	22		0	
49.01	1003	22		0		49.02	2011	46		1	
49.01	1004	0		0		49.02	2012	75		2	
49.01	1005	46		1		49.02	2013	22		0	
49.01	1006	35		2		49.02	2024	46		1	
49.01	1007	24		0		49.02	2025	35		2	
49.01	1008	26		0		49.02	2032	24		0	
49.01	1010	10		1		49.02	3018	6		0	
49.01	1011	16		1		49.02	3039	7		0	
49.01	2025	12		0		TOTAL		35	944	22	
49.01	2026	10		0							
49.01	2027	15		2							
49.01	2028	12		0							
49.01	2029	11		0							
49.01	2030	10		0							
49.01	2031	13		0							
49.01	2032	11		0							
49.01	2033	75		2							
49.01	3001	22		0							
49.01	3002	46		1							
49.01	3003	35		2							
49.01	3004	24		0							
49.01	3005	26		0							
49.01	3006	10		1							

Form D-1592
U.S. Department of Commerce
U.S. Census Bureau

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53

Address Count List—Paper Format

The paper Address Count List contains two sections of six columns each. In this example, there are 35 census blocks listed containing 944 Housing Unit Addresses and 22 Group Quarters addresses.

2010 Census
Local Update of Census Addresses Program
Address Count List

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

Date: 07/29/2007
Page: 1 of 1

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

Materials Supplied by the Census Bureau

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Computer-Readable Address Count List File Record Layout

Maximum Character Length	Field Name
12	Entity ID Code
2	State Code
3	County Code
7	Census Tract and Suffix
5	Census Block and Suffix
7	Census Count of Housing Unit Addresses
7	Local Count of Housing Unit Addresses
7	Census Count of Group Quarters Addresses
7	Local Count of Group Quarters Addresses

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54

Computer-Readable Address Count List—File Record Layout

- Maximum length of each block record is 57 characters.
- Each record contains 9 fields of information.
- Character length of each record may vary.

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**Pipe-delimited Computer-Readable
Address Count List**

PL1622233|16|089|6789.01|5432|765| |3|

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55

Computer-Readable Address Count List—Pipe-Delimited Layout

This is how the Address Count List appears before importing the file into your spreadsheet program.

This example is for a place, entity ID code PL1622233, in the state of Idaho. The state code is 16, the place code is 22233, and the county code is 089.

There are 765 housing unit addresses and three (3) group quarters addresses in Census Tract 6789.01, Census Block 5432.

Materials Supplied by the Census Bureau

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**Computer-Readable Address Count List
Total Row Layout**

||| |TOTAL|45|825| |3|

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56

Total Row Layout

The last row is a total row that records the total number of Census Blocks (45), Census Bureau Housing Unit Addresses (825), and Census Bureau Group Quarters Addresses (3) on the Address Count List.

Materials Supplied by the Census Bureau

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Census Bureau Map

- Provides a reference for locating and geocoding addresses and to update and correct your jurisdiction's features and boundaries
- Available in paper or digital shapefiles

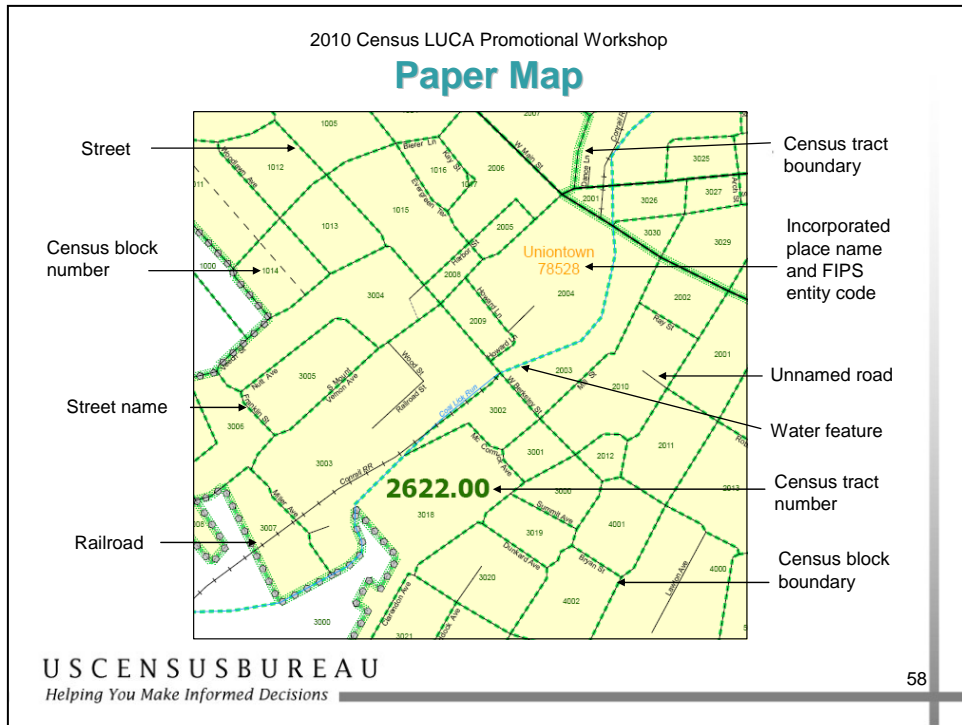
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57

Census Bureau Map

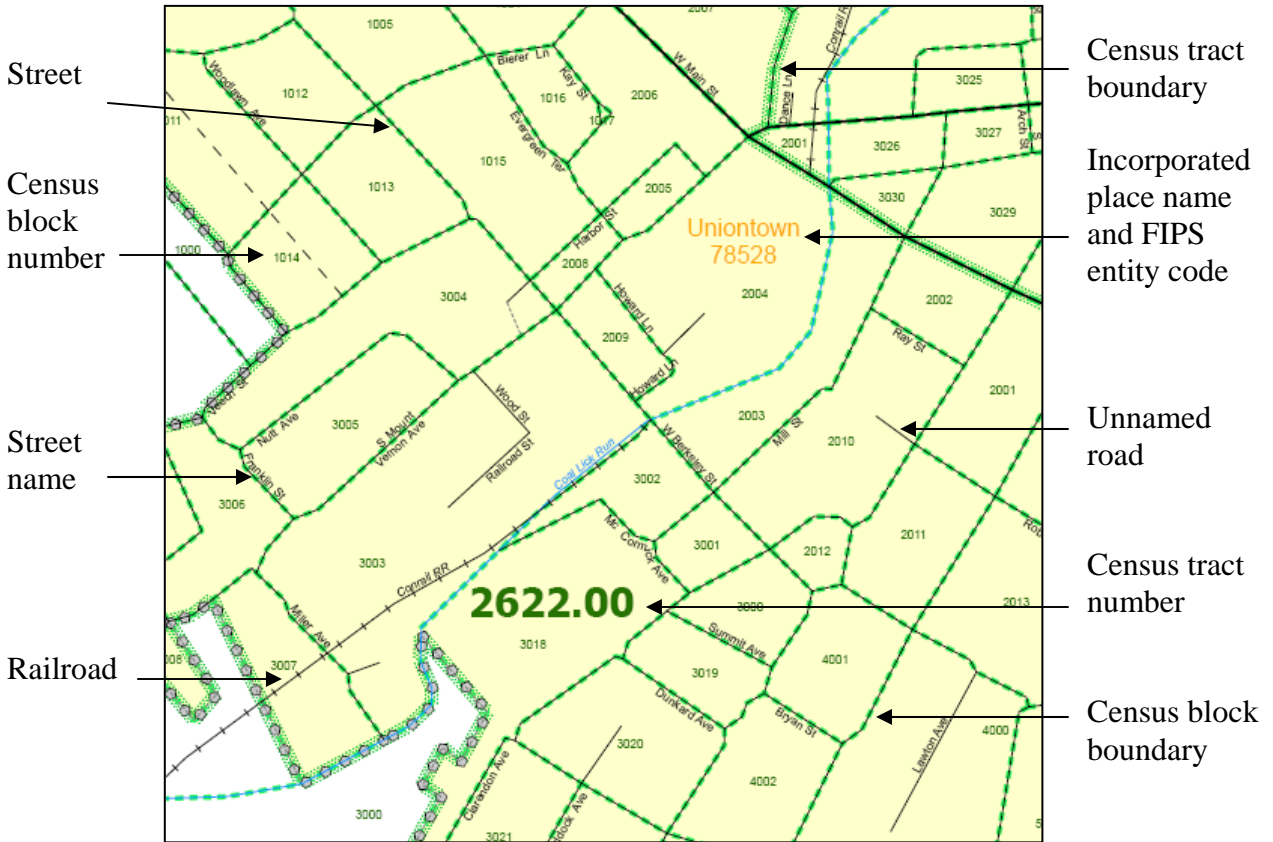
- Provided to give you a reference for locating and geocoding individual addresses
- Used to update or make corrections to your jurisdiction's features and boundaries

Materials Supplied by the Census Bureau



Paper Map Example

Materials Supplied by the Census Bureau



Materials Supplied by the Census Bureau

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Map Sheet to Block Number Relationship List

- For use with paper maps
- Displays the map sheet number on which each census block appears

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59

Map Sheet to Block Number Relationship List

- Provided for use with paper maps
- Identifies the map sheet or sheets on which each census block is located
- Sorted sequentially by census tract and census block
- Available in paper only

Materials Supplied by the Census Bureau

2010 Census LUCA Promotional Workshop

Map Sheet to Block Number Relationship List

2010 Census Local Update of Census Addresses Program Map Sheet to Block Number Relationship List								
ST/CO: 14/015						Date: 07/29/2007		
Listing for: DARLINGTON COUNTY CO14015						Page: 1 of 1		
Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)
49.01	1001	1	49.01	3004	1			
49.01	1002	1	49.01	3005	1			
49.01	1003	1	49.01	3006	1			
49.01	1004	1	49.01	3007	1			
49.01	1005	1	49.02	2010B	1			
49.01	1006	1	49.02	2011	1			
49.01	1007	1	49.02	2012	1			
49.01	1008	1	49.02	2013	1,2			
49.01	1009	1	49.02	3024	1,2			
49.01	1010	1	49.02	3025	2			
49.01	1011	1	49.02	3037	2			
49.01	2025	1	49.02	3038	2			
49.01	2026	1	49.02	3039	2			
49.01	2027	1						
49.01	2028	1						
49.01	2029	1						
49.01	2030	1						
49.01	2031	1						
49.01	2032	1						
49.01	2033	1						
49.01	3001	1						
49.01	3002	1						
49.01	3003	1						

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60

Map Sheet to Block Number Example

In this example, block # 2013 in Census Tract 49.02 is located on map sheet numbers 1 and 2.

Materials Supplied by the Census Bureau

2010 Census Local Update of Census Addresses Program
Map Sheet to Block Number Relationship List

ST/CO: 14/015

Listing for: DARLINGTON COUNTY CO14015

Date: 07/29/2007

Page: 1 of 1

Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)	Census Tract	Current Census Block #	Map# (s)
49.01	1001	1	49.01	3004	1			
49.01	1002	1	49.01	3005	1			
49.01	1003	1	49.01	3006	1			
49.01	1004	1	49.01	3007	1			
49.01	1005	1	49.02	2010B	1			
49.01	1006	1	49.02	2011	1			
49.01	1007	1	49.02	2012	1			
49.01	1008	1	49.02	2013	1, 2			
49.01	1009	1	49.02	3024	1, 2			
49.01	1010	1	49.02	3025	2			
49.01	1011	1	49.02	3037	2			
49.01	2025	1	49.02	3038	2			
49.01	2026	1	49.02	3039	2			
49.01	2027	1						
49.01	2028	1						
49.01	2029	1						
49.01	2030	1						
49.01	2031	1						
49.01	2032	1						
49.01	2033	1						
49.01	3001	1						
49.01	3002	1						
49.01	3003	1						

Materials Supplied by the Census Bureau

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Shapefiles Overview

- Created to facilitate electronic updates
- Requires the use of GIS software
- Contains no Title 13 information
- Provided in Environmental Systems Research Institute (ESRI) shapefile format
- Provided in an “all lines” layer shapefile
- Provided with shapefile layers for legal boundary edits

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61

Census Bureau Maps—Digital Shapefiles

- Provided if requested for use with a Geographic Information System (GIS)
 - GIS experience is necessary.
- Call the Help Desk if you need assistance.

Materials Supplied by the Census Bureau

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Census Bureau's MAF/TIGER Partnership Software (MTPS)

- Computer software provided by the Census Bureau that allows you to update the address list, address count list, and maps
- Appropriate for any level of government
- Helps users meet Census Bureau's formatting requirements

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62

MAF/TIGER Partnership Software (MTPS)

- Computer software provided by the Census Bureau that allows you to update the Census Bureau's Address List, Address Count List, and maps
- Appropriate for any level of government
- Designed to help users meet Census Bureau's formatting requirements

Materials Supplied by the Census Bureau

MTPS PC Hardware Requirements

You will need to provide:

- PC with Windows 98 operating system or newer (cannot use Macintosh)
- 128 MB RAM memory minimum (ideal 1 GB)
- 10 GB free space minimum (ideal 80 GB) on your hard drive
- CD-ROM or DVD ROM read/write drive

Note: *Access to the Internet is not required.*

Materials Supplied by the Census Bureau

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Address List

Census Bureau's MAF/TIGER Partnership Software (MTPS)

The screenshot shows a data table with columns: [Line#], [MAFID], [Action Code], [State], [County], [Tract], [Block], [SQ Foot], [House#], [Prefix Direction], [Prefix Type], [Street Name], [Suffix Type], [Suffix Direction], [Suffix Extension], [Location Description Or GG Name], and [Residnt].

[Line#]	[MAFID]	[Action Code]	[State]	[County]	[Tract]	[Block]	[SQ Foot]	[House#]	[Prefix Direction]	[Prefix Type]	[Street Name]	[Suffix Type]	[Suffix Direction]	[Suffix Extension]	[Location Description Or GG Name]	[Residnt]
10761	880000014835	88	008	003	1101		300				ARAPAHOE					
10762	880000014836	88	008	003	1101										GRN HSE w/ WHT SHUTTERS	
10768	880000014840	88	008	003	1101		731				BONNEVILLE	RD			BONNEVILLE RD NEW HSE UNDER CONSTR	
10767	880000014839	88	008	003	1101		730				BONNEVILLE	RD			BONNEVILLE RD HSE SAME PROPERTY	
10776	880000014854	88	008	003	1101		258				CARY	DR			CARY DR GREY HSE w/ LARGE SHED IN BAC	
15448	880000021488	88	008	003	1101										DOUBLE WIDE MOBILE w/ GARAGE	

[Action Code]	[State]	[County]	[Tract]	[Block]	[House#]	[Prefix Direction]	[Prefix Type]	[Street Name]	[Suffix Type]
	88	008	0003.00	1101	300			ARAPAHOE	
	88	008	0003.00	1101					
	88	008	0003.00	1101	731			BONNEVILLE	RD

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63

MTPS Address List Example

The first box of the enlarged section shows the Action Code column along with the Census Geography indicating where the address is located.

The second box shows a portion of the city-style address information, including the House Number, Prefix Direction (such as North or West), Prefix Type (such as US HWY or ST HWY), Street Name, and Suffix Type (such as Road or Avenue).

The fields in green cannot be updated. The addresses highlighted in green are noncity-style addresses and also cannot be updated.

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Address Count List

Census Bureau's MAF/TIGER Partnership Software (MTPS)

Block	[Census HU Count]	[Local HU Count]	[Census GQ Count]	[Local GQ Count]
1063	1	--	0	--
1066	2	--	0	--
1070	3	--	0	--

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64

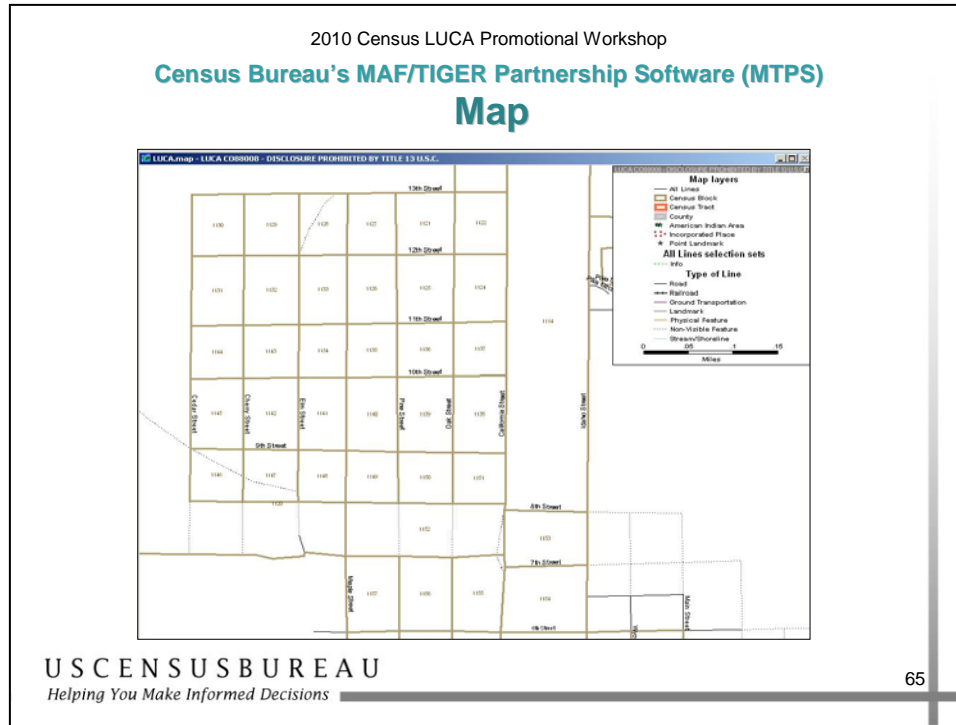
MTPS Address Count List Example

The enlarged area details the block number, the Census housing unit (HU) count, the local housing unit (HU) count, the Census group quarters (GQ) count, and the local group quarters (GQ) count.

When you update an address in the Address List, the block that the address is located in on the Address Count List will highlight in green, indicating that you will not be able to edit the Address Count List for that block.

Conversely, when you update the Address Count List for a block, the addresses in the Address List for that block will be highlighted in green.

Materials Supplied by the Census Bureau



MTPS Map Example

Initially, when you first review the map, it will be zoomed out to display the entire extent of your entity. This slide is an example of being zoomed in. You can see on the right the map legend, which you can hide or move around the full screen. You can also see the block numbers.

Materials Supplied by the Census Bureau

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Census Bureau's MAF/TIGER Partnership Software (MTPS)

The screenshot displays the MTPS software interface with three main components highlighted by yellow boxes:

- Map:** A map view showing a street grid with various street names like 'Glen Drive', 'Crest Drive', and 'Maple Drive'. A red dashed line outlines a specific block.
- Address Count List:** A table on the right side of the screen listing addresses and their corresponding counts. The columns are labeled 'Tract', 'Block', 'Census MAF Count', and 'Local MAF Count'. The data includes addresses such as 0000 0000 00 1054, 1055, 1056, etc.
- Address List:** A table at the bottom of the screen showing detailed address information. The columns include 'MAFID', 'Section Code', 'Tract/County/Tract', 'Block', 'SIG Flag', 'Household', 'Phone Director', 'Phone Type', 'Street Name', 'Street Type', 'Street Director', 'Street Extension', 'Location Description', 'GI Name', 'Apartment Unit', 'City/State ZIP Code', and 'M/F'. The data includes entries for 00000011607, 00000011723, 00000011726, and 00000014811.

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66

MTPS Layout

This is an example of how the Address List, Address Count List, and map fit on the screen. All of the windows can be resized or hidden, based on your needs.

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Census Bureau's MAF/TIGER Partnership Software (MTPS)

Using Toolbars

Line Editing Toolbox
(for editing roads)

Line Editing

Add Line Edit Line Attributes Save Edits

LUCA Toolbox
(for editing the address list and address count list)

LUCA 88008

Pick Block Add a new address record Move structure point

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67

MTPS Toolboxes

The MTPS provides toolboxes to organize the tools you need to make changes to the maps and address lists.

LUCA Review Strategies

2010 Census LUCA Promotional Workshop

Developing A Plan

- Consider available time, information readily available, and staff and computer resources
- You may designate another level of government or an agency (county planning department, regional planning agency, etc.) that is willing to assist you
- When resources are limited, the Census Bureau recommends focusing on areas where addresses are more likely to be missed or incorrect

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69

Developing Your Plan

This slide lists some factors to consider when planning your review.

LUCA Review Strategies

2010 Census LUCA Promotional Workshop

Priority Areas

- New construction
- E-911 address conversion
- Single-family/multi-family home conversions
- Warehouses converted to residential lofts
- New mobile home parks or scattered mobile homes
- Apartment buildings with irregular or missing numbering schemes for the individual units
- Recently added territory
- Addresses near jurisdictional boundaries
- Areas where Census Bureau maps don't match yours

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70

Priority Areas


This slide lists areas where addresses are more likely to be missed or incorrect.

LUCA Review Strategies

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Suggested Local Address Sources

- New construction and occupancy permits
- E-911 address files
- Planning and zoning records
- Local utility records
- Drivers' license files



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71

Suggested Local Address Sources

This slide lists a few suggested sources for compiling your local address list.

Next Steps

2010 Census LUCA Promotional Workshop

Next Steps

- July 2007 – LUCA invitations will be mailed
- July 2007 to January 2008 – LUCA program registration and materials shipment
- August 2007 to November 2007 – LUCA Training Workshops
- August 2007 to April 2008 – LUCA Review

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73

Important Dates

- July 2007—LUCA invitations will be mailed.
- July 2007 to January 2008—LUCA program registration and materials shipment
- August 2007 to November 2007—LUCA Training Workshops
- August 2007 to April 2008—LUCA Review

Next Steps

2010 Census LUCA Promotional Workshop

Important Dates

- November 19, 2007 – Cut-off date for Registration Forms with a guarantee of a 120 calendar day review.
- December 31, 2007 – Cut-off date for accepting Registration Forms
- April 4, 2008 – Cut-off date for postmarks on returning LUCA packages with a guarantee of processing

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74

Important Dates - Continued

- November 19, 2007—Cut-off date for Registration Forms with a guarantee of 120 calendar days to review your LUCA materials
- *If your government provides legal boundary updates during LUCA, the Census Bureau will not contact your government to participate in the 2008 Boundary and Annexation Survey (BAS). You must register to participate in the LUCA program before October 31, 2007 to receive your 2008 BAS materials with your LUCA program materials.*
- December 31, 2007—Cut-off date for accepting Registration Forms
- April 4, 2008—Cut-off date for postmarks on returning LUCA packages with a guarantee of processing

Conclusion

2010 Census LUCA Promotional Workshop

**Thank you for
attending the
2010 Census
LUCA Program
Promotional
Workshop!**

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75

Glossary

Address Count List—List containing the count of housing unit and group quarters' addresses for each census block within your jurisdiction. It is used to compare address counts between the Census Bureau and your local address count. This list is supplied to all participants, but the address count can only be challenged under Option 1.

Address List Add Page—Used by Option 1 participants using a paper format Address List to add only city-style addresses not shown on the Census Bureau's Address List.

Census block—An area bounded by visible features such as streets, roads, streams, and railroad tracks, and non-visible features such as the boundaries of governmental units and other legal entities. A block is the smallest geographic area for which the Census Bureau collects and tabulates statistical data. Census blocks may look like a city block, or may be large and irregularly shaped, depending upon features. The boundary of a state or a county is always a block boundary. Census blocks are numbered within census tracts and are unique to the census tract to which they belong. Suffixes, such as 2011A and 2011B, reflect boundary changes as well as added features.

Census Bureau Address List—List that contains all of the residential (city-style and noncity-style) addresses known to the Census Bureau for your jurisdiction. It also contains geocodes indicating the location of each address.

Census Bureau predefined computer-readable format—Computer-readable format that Option 2 and Option 3 LUCA participants must use to submit their local address list file to the Census Bureau.

Census tract—A small, relatively permanent statistical subdivision of a county, or statistically equivalent entity, delineated for the purpose of presenting Census statistical data. Each census tract is uniquely numbered within a county and contains numerous census blocks.

Glossary

City-style address—The majority of housing units and group quarters in the U.S. have a house number and street name address, such as 123 W. Main Street. In some instances, the house number may also include an alpha character. The Census Bureau refers to these as city-style addresses. City-style addresses for housing units in multi-unit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Ste D. These designators are part of the housing unit address and are included in each affected census address record. Some city-style addresses, referred to as E-911 addresses, are used only to provide location for emergency services, such as police, fire, and rescue.

Geocodes — Census geographic codes that place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes.

Group Quarters (GQ) —A place where people live or stay in a group living arrangement that is normally owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care, as well as other types of assistance, and residency is commonly restricted to those receiving those services. People living in group quarters are usually not related to each other.

Housing Unit (HU)—A single-family house, townhouse, mobile home, trailer, apartment, or group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

Map Sheet to Block Number Relationship List—List provided to participants using paper maps. The list identifies the map sheet or sheets on which each census block is located.

Glossary

Noncity-style address—The Census Bureau classifies addresses that do not include a house number and/or street name as noncity-style addresses. The majority of noncity-style addresses are typically located in the more sparsely settled areas; however, they may exist in small or medium-sized towns as well. Frequently used noncity-style mailing addresses include:

- General delivery
- Rural route and box number
- Highway contract route and box number
- Post Office box only delivery

Noncity-style addresses often do not follow any numeric sequence, and may not be associated with the name of the street or highway on which they are located.

Structure point—A dot on a Census Bureau map, used to show the location of one or more living quarters. Unique numbers are assigned within the census block to each structure point, which corresponds to the entry in the address register for a basic street address. Structure points are stored in the MAF/TIGER database.

Title 13 — Provides for confidential treatment of census-related information, including individual addresses and structure points that identify the location of housing units and group quarters on Census Bureau maps for select areas. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines. It also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.