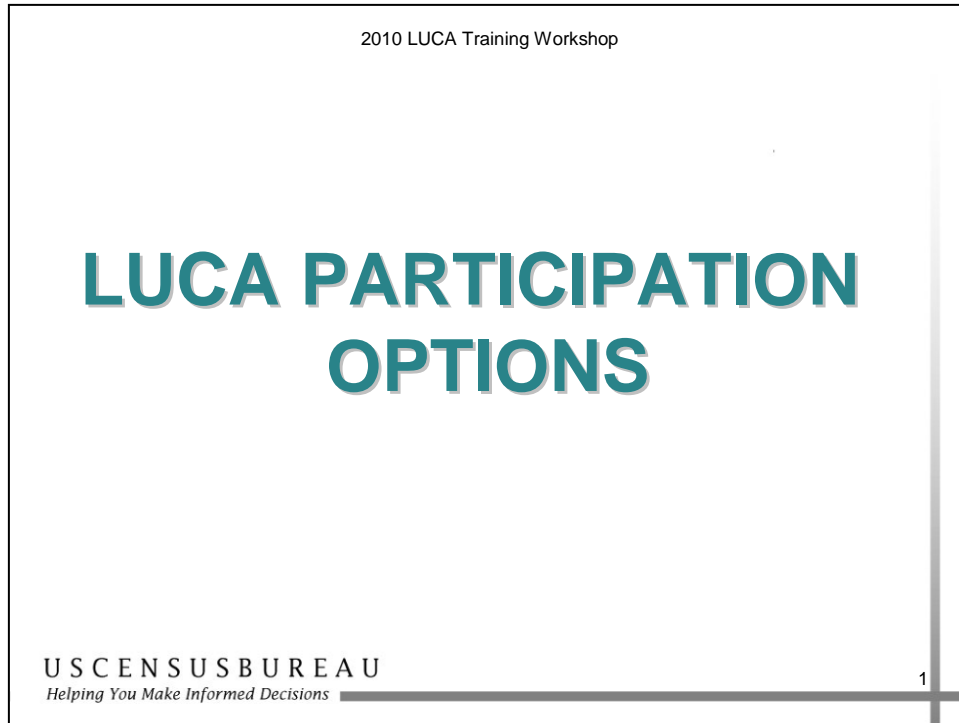

3 LUCA Participation Options



In this section, you will learn about the three options for participating in the LUCA program, including the security requirements and the responsibilities of each option.

Overview

2010 LUCA Training Workshop

Objectives

Describe:

- Participation options and opportunities or limitations of each option
- Materials you will receive from the Census Bureau for the program
- Confidentiality and Security Guidelines
- Responsibilities of the Census Bureau and LUCA participants for each option
- How to select a participation option
- How to develop your LUCA plan

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Objectives

Upon completion of this lesson, you will be able to describe the:

- Participation options and opportunities or limitations of each option.
- Materials you will receive for each option.
- Confidentiality laws which apply to the program.
- Responsibilities of the local government and the Census Bureau for each participation option.
- How to select a participation option.
- How to develop your LUCA plan.

Participation Options

2010 LUCA Training 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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Three Participation Options

There are three participation options for the LUCA program:

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

Participation Options

2010 LUCA Training 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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Option 1 – What You Can Do

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

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

- Challenge the Census Bureau's count of addresses for any census block within your jurisdiction.
- Identify any additions, deletions, or corrections to your jurisdiction's boundaries, roads, or other physical features on the Census Bureau's paper maps or submit digital feature updates.
- Appeal any discrepancies with an independent LUCA Appeals Office.

Participation Options

2010 LUCA Training 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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Option 1 – What You Cannot Do

- Update any noncity-style address on the Census Bureau's Address List.
- 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.

Participation Options

2010 LUCA Training 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 map format)
- User Guide
- Feedback materials after address canvassing

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Option 1 – Materials You Receive

- Census Bureau's Address List
- Address Count List
- Address List Add Page (paper format)
- The Census Bureau map
- Map Sheet to Block Number Relationship List (paper map format)
- 2010 Census LUCA User Guide
- Feedback materials of the Census Bureau's findings after Address Canvassing:
 - Address List, Address Count List, maps, and a detailed feedback list

Participation Options

2010 LUCA Training 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

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Option 2 – What You Can Do

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

Participation Options

2010 LUCA Training Workshop
**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

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Census Bureau's Predefined Computer-Readable Format

- The file contains 17 fields of information.
- Your User Guide explains the Census Bureau's predefined computer-readable format.
- A template in this format is included in the Readme file on your CD-ROM.

Note: *You must provide census geographic codes (state code, county code, census tract number, and census block number) for each city-style address on your local address. The Census Bureau will only accept and process address files submitted in the Census Bureau's predefined computer-readable format. We will not accept or process noncity-style addresses.*

Participation Options

2010 LUCA Training Workshop

Option 2
Title 13 Local Address List Submission

You can also:

- Make map updates
- Appeal feedback results after address canvassing

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Option 2 – What You Can Do (cont.)

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

Participation Options

2010 LUCA Training Workshop

Option 2
Title 13 Local Address List Submission

You cannot:

- Update the Address List

or

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

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Option 2 – What You Cannot Do

- Comment on the Census Bureau's Address List.
- Challenge the count of addresses for census blocks within your jurisdiction.
 - Lists are provided for reference purposes only.

Participation Options

2010 LUCA Training 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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Option 2 – Materials You Receive

- Census Bureau's Address List
- Address Count List
- Address List Add Page
- The Census Bureau map
- Map Sheet to Block Number Relationship List (paper map format)
- 2010 Census LUCA User Guide
- Feedback materials of the Census Bureau's findings after Address Canvassing:
 - Address List, Address Count List, maps, and a detailed feedback list

Participation Options

2010 LUCA Training 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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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 as shown for Option 2.

Note: *As with Option 2, you must provide census geographic codes (state code, county code, census tract number, and census block number) for each city-style address on your local address. The Census Bureau will only accept and process address files submitted in the Census Bureau’s predefined computer-readable format. We will not accept or process noncity-style addresses.*

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

Participation Options

2010 LUCA Training 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 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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Option 3 – What You Cannot Do

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

Participation Options

2010 LUCA Training 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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Option 3 – Materials You Receive

- Address Count List for reference purposes only
- Census Bureau map
- Map Sheet to Block Number Relationship List (paper map format)
- 2010 Census LUCA User Guide
- Feedback materials of the Census Bureau's findings:
 - Address Count List and maps

Participation Options

2010 LUCA Training 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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LUCA Program Materials Formats

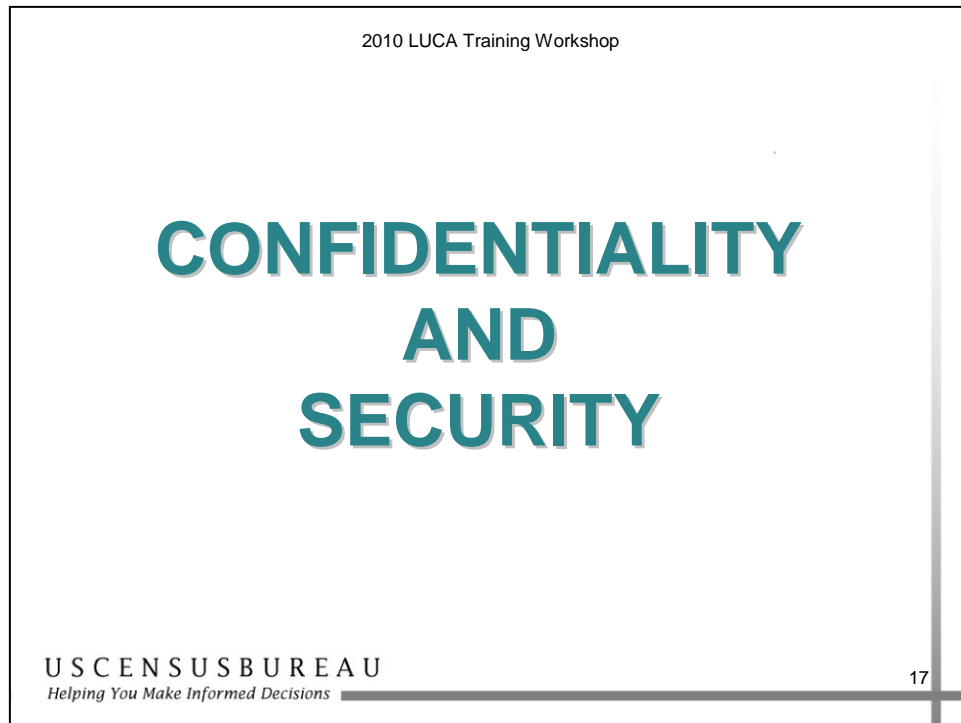
- Option 1 – Title 13 Full Address List Review is available in a paper or computer-readable format, or in a PC-based application (MAF/TIGER Partnership Software).
 - If your jurisdiction contains 6000 or more addresses, you cannot receive a paper Address List.
- Option 2 – Title 13 Local Address List Submission is available in computer-readable format or a PC-based application (MAF/TIGER Partnership Software).
- Option 3 – Non-Title 13 Local Address List Submission is available in computer-readable format or a PC-based application (MAF/TIGER Partnership Software).
- Census Bureau maps for all options are available in paper or digital shapefiles.

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

Option Comparison Chart

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 shapefiles	X	X	X
2010 Census LUCA User Guide	X	X	X
Feedback materials	X	X	X

Confidentiality and Security



The Confidentiality and Security Guidelines were included with your invitation packages, are provided in the Appendix of the User Guides for Option 1 and Option 2 participants, and are available on the LUCA website at <http://www.census.gov/geo/www/luca2010/luca.html>.

Confidentiality and Security

2010 LUCA Training Workshop

Title 13, U.S.C.

- Provides for confidential treatment of census-related information
- Requires anyone 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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Title 13, United States Code (U.S.C.)

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

Confidentiality and Security

2010 LUCA Training 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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Title 13 and the Public Trust


Trust in confidentiality is critical to the success of the Census Bureau's mission to produce accurate, relevant data.

Confidentiality and Security

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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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Title 13, U.S.C. Violation

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


Confidentiality and Security

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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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Confidentiality Agreement

The Confidentiality Agreement is required of all Option 1 and Option 2 LUCA liaisons, reviewers, and anyone with access to Title 13 materials.

Refer to the following page for an example of the Confidentiality Agreement form.

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			
5. Responsibilities of Liaisons and Reviewers Participating in the 2010 Census LUCA Program 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.			
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> -----

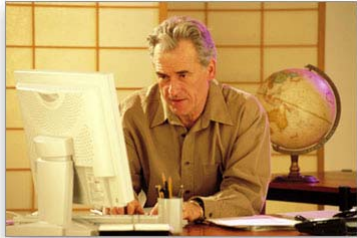
*If you require more signature blocks, you may duplicate this form.
 You may **FAX** this form to your Census Bureau Regional Office*

Confidentiality and Security

2010 LUCA Training Workshop

Confidentiality and 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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Confidentiality and Security Guidelines For Option 1 and Option 2 Participants

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. An example is provided on the next page.

By signing the Confidentiality Agreement form, you agree to adhere to the provisions of the Confidentiality and Security Guidelines that 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 completion of the LUCA Program, 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.


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Confidentiality and Security

2010 LUCA Training 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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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 6000 addresses or less.

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

Refer to the following pages for an example 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

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

Onsite 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

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 you have received the Feedback materials), 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

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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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The Census Bureau Responsibilities

The Census Bureau is responsible for:

- Training LUCA participants and providing the materials needed to complete your LUCA review.
- Providing procedural and technical assistance, processing LUCA updates, conducting field checks to validate updates, and providing feedback materials for government review.

Participation Responsibilities

2010 LUCA Training 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 within 120 calendar days
- Review feedback materials and appeal any discrepancies
- Return or destroy Title 13 U.S.C. materials

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Option 1 and Option 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.

Participation Responsibilities

Option 1 and Option 2 Responsibilities (cont.)

- Understand the procedures for participating in the LUCA program as well as Census Bureau terminology and concepts.
- 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.
- At the conclusion of the appeals process, return to the Census Bureau or destroy all Title 13 materials.
- The LUCA liaison must verify the return or destruction of Title 13 materials by signing and returning to the Census Bureau the Return or Destruction of Title 13, U.S.C. Materials form.

Participation Responsibilities

2010 LUCA Training 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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Option 3 Responsibilities

- 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 from the receipt of your 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		
1. <input type="checkbox"/> YES! Our community would like to participate in the 2010 Census LUCA Program.		
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.		
a. <input type="checkbox"/> Insufficient staff	e. <input type="checkbox"/> Concerns about the security and confidentiality of the Census Bureau's address list	
b. <input type="checkbox"/> Lack of budget	f. <input type="checkbox"/> Restrictions on the use of the Census Bureau's address list for other purposes	
c. <input type="checkbox"/> No time/too busy	g. <input type="checkbox"/> Other reason: _____	
d. <input type="checkbox"/> No local address list available		
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 - OR - <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 - OR - <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 - OR - <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 - OR - <input type="checkbox"/> MAF/TIGER Partnership Software contains: <ul style="list-style-type: none"> • Address Count List • shapefiles
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B. Map Format

Census Bureau Paper Maps - OR - **Shapefiles (GIS or mapping software required)**

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	

Which Option Should You Choose?

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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 security or confidentiality requirements – Option 3 is only option.

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Selecting the Best 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 predominately 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 on the Census Bureau's Address List and challenge the count of addresses within the same census block.

Which Option Should You Choose?

Selecting the Best 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 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 predefined 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, 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.

Developing Your LUCA Plan

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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.,) to assist
- 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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Strategies

You must decide for yourself how to conduct your LUCA program address review. You should consider your available time, the information you have readily available, and the staff and computer resources you have.

Developing Your LUCA Plan

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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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Priority Areas


If resources are limited, consider structuring your LUCA review on those areas where addresses are more likely to be missed or incorrect.

Developing Your LUCA Plan

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Suggested Local Address Sources

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



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Suggested Local Address Sources

Some of these sources of local address information may not match the Census Bureau's Address List exactly, but they are a good indication of where change is taking place and can help you identify addresses that need to be added to the Address List.

Summary

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?