

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

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2010 Decennial Census Program

D-16935

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

Background

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

Title 13, United States Code (U.S.C.), provides for the confidential treatment of census-related information and protects the addresses contained on the Census Bureau's address list. Liaisons and reviewers appointed by the state governor to review the Census Bureau's address list are required to sign a confidentiality agreement and abide by the Census Bureau's security guidelines. Each LUCA liaison is also required to perform a data security self-assessment check.

After receiving signed and completed confidentiality agreements and security self-assessment checklists, the Census Bureau will send Title 13-protected LUCA materials to state liaisons.

Why the LUCA Program Is Important to Your State

Accurate census data are important to your state in a number of ways. In addition to the constitutional requirement for the decennial census to apportion seats in the U.S. House of Representatives, census data are used to allocate federal monies to state governments. Census data provide the statistical support for grant applications that fund community, social, economic, and environmental programs and other needed improvements and enhancements. Census data also help communities within your state plan for future needs.

Training and Support

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

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

Helping You Make Informed Decisions

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

United States™
Census
2010

The LUCA Participation Options

The 2010 Census LUCA program offers three participation options:

Option 1

- Title 13 Full Address List Review

Option 2

- Title 13 Local Address List Submission

Option 3

- Non-Title 13 Local Address List Submission

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

What's New?

The 2010 Census LUCA program offers a number of improvements:

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

Option 1—Title 13 Full Address List Review

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

Each LUCA liaison and reviewer must sign and return the confidentiality agreement. The LUCA liaison is also required to perform a data security self-assessment that must be signed and returned along with the confidentiality agreement form.



The Census Bureau provides:

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

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

You provide:

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

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

Option 2—Title 13 Local Address List Submission



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

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

Each LUCA liaison and reviewer must sign and return the confidentiality agreement. The LUCA liaison is also required to perform a data security self-assessment that must be signed and returned along with the confidentiality agreement.

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

The Census Bureau provides:

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

You provide:

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

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

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

Option 3—Non-Title 13 Local Address List Submission



The Non-Title 13 Local Address List Submission option offers you an opportunity to submit your state's computer-readable address file (city-style addresses only) in a predefined Census Bureau format.

Under this option, you **do not** receive the census address list. You **do** receive, as a reference, an address count list that contains address counts for each of the census blocks within your state. The Census Bureau will match your address file to ours and make corrections to our census address list.

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

A signed confidentiality agreement is not required for Option 3.

The Census Bureau provides:

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

You provide:

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

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

LUCA Program Materials for State Governments

The Census Bureau provides the 2010 Census LUCA program materials required for your participation. The LUCA program address lists are available on CD-ROM or DVD-ROM media. You may receive all or some of the program materials listed below, depending on the participation option you choose.

- **2010 Census LUCA Address List**

Contains all of the Census Bureau's addresses for your state in a pipe-delimited ASCII file format.

- **2010 Census LUCA Address Count List**

Contains counts of the number of housing unit and group quarters addresses for each census block within your state in a pipe-delimited ASCII file format.

- **2010 Census Local Update of Census Addresses (LUCA) Program User's Guide**

Contains your instructions for updating the address list, address count list, and digital shapefiles.

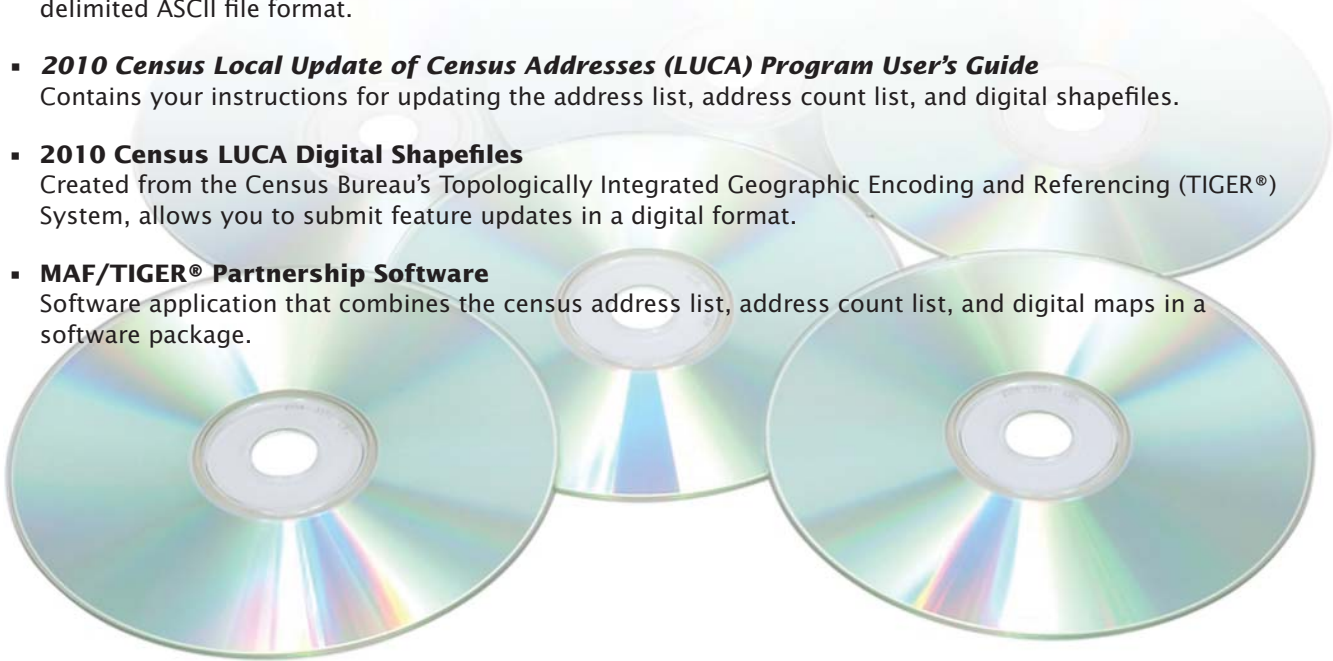
- **2010 Census LUCA Digital Shapefiles**

Created from the Census Bureau's Topologically Integrated Geographic Encoding and Referencing (TIGER®) System, allows you to submit feature updates in a digital format.

- **MAF/TIGER® Partnership Software**

Software application that combines the census address list, address count list, and digital maps in a software package.

The 2010 Census LUCA program address lists are available on CD-ROM or DVD-ROM media.



Computer-Readable Address Count List Record Layout

The address count list contains the count of housing unit and group quarters addresses for each census block within your state. Each census block record is at least 57 characters in length and contains nine (9) fields of information. The character length of each record may vary.

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

Computer-Readable Address List Record Layout

The information contained on each address record includes census geographic codes, such as state and county codes, and census tract and block numbers, as well as address information and group quarters identification. Each address record has a maximum length of 462 characters and contains 26 fields of information. The character length for each record may vary.

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

Census Bureau Digital Shapefiles

The digital shapefiles, created from the Census Bureau's TIGER® System, allow you to submit feature corrections digitally. Shapefiles require the use of geographic information system (GIS) software. All shapefiles produced by the Census Bureau are in Environmental Systems Research Institute (ESRI) shapefile format. Participants must use the Census Bureau-supplied digital shapefiles to make digital submissions. The Census Bureau-supplied shapefiles are in a format that contains all of the current codes necessary to correct addresses as well as submit feature corrections.

You should review the digital shapefiles concurrent with your review of the address list. While reviewing the digital shapefiles, you may correct features with the exception of legal boundaries. The Census Bureau will review your digital shapefiles submission and correct the TIGER® database.

The digital shapefiles do not contain Title 13 data.



MAF/TIGER® Partnership Software

The MAF/TIGER® Partnership Software (MTPS) application is new for the 2010 Census LUCA program. The MTPS provides you with the ability to concurrently view and update the census address list, address count list, and associated geographic features.

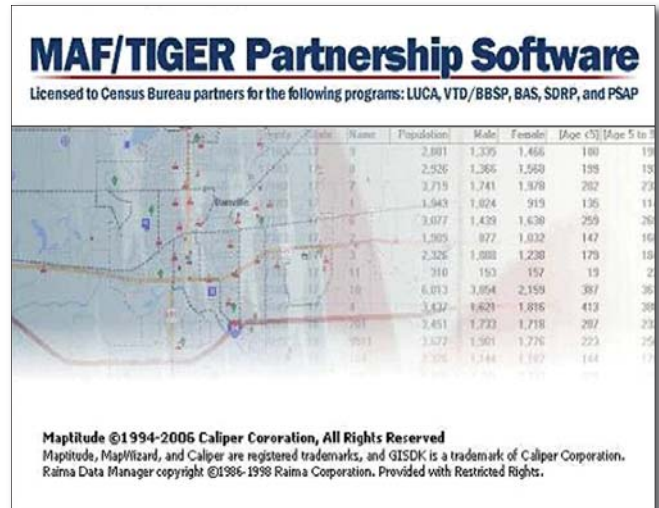
If you elect to use the MTPS, the Census Bureau will provide the MTPS application disk, the census address list, address count list, and digital shapefiles on CD-ROM or DVD-ROM disks.

When you complete your review, the MTPS has a function that saves your updates in the Census Bureau's required format—facilitating our ability to more accurately process your state's submission.

There are several tools in the MTPS that make working with the address list easier. Among the tools are predefined address sorts and a mechanism that allows you to create new address sorts. There are buttons for adding and copying a single record once or multiple times (for multiple-unit structures having the same basic street address). You can also import your state's

address list, GIS files, or imagery files for comparison with Census Bureau data.

The MTPS software requires a Windows 98 or more current operating system. Internet access is not required.



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

When Can State Governments Participate?

Your state will receive a 2010 Census LUCA invitation and registration package in July 2007. Once the Census Bureau receives your completed registration materials, the LUCA program materials will be mailed to your state LUCA liaison. You have 120 calendar days from the receipt of your LUCA materials to conduct your review and return your submission. The review and update period is from August 2007 to April 2008.

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

Strategies for Review

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

Focus your review on areas within your state where addresses may likely be missed or the address data may be incorrect.

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

For example:

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



Suggested Address Sources

Each state LUCA participant will likely have different address sources. In addition, there may be a list of addresses maintained by various agencies within your state government.

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

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

What Happens to Your Corrections?

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

- Review and process the suggested address corrections.
- Update the Census Bureau's geographic database with the suggested digital shapefile corrections.
- Conduct the Address Canvassing (field check) Operation to validate the census address list, including your government's corrections.



The Feedback Process

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

Option 1—Title 13 Full Address List Review

An updated:

- Census address list with detailed feedback on each address that your state commented on.
- Address count list.
- Digital shapefiles for your state.

Option 2—Title 13 Local Address List Submission

An updated:

- Census address list with detailed feedback on each address that your state provided.
- Address count list.
- Digital shapefiles for your state.

Option 3—Non-Title 13 Local Address List Submission

An updated:

- Address count list.
- Digital shapefiles for your state.

The feedback materials are only available in a computer-readable format. Your Census Bureau regional office can answer questions regarding your state's feedback materials.

Summary of LUCA Program Activities

In July 2007, your state will receive your 2010 Census LUCA invitation and registration package.

At that time, you will:

- Determine which participation option your state prefers.
- Designate a 2010 Census LUCA liaison.
 - Sign and return the confidentiality agreement and self-assessment checklist form (required for Option 1 and Option 2).
 - Sign and return the 2010 Census LUCA program registration form.

Next, you will:

- Identify available state address sources for your 2010 Census LUCA review.

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

Finally, you will:

- Review feedback materials containing comments on your address submissions.
- Appeal address discrepancies if you do not agree with your feedback.
- Return all Title 13 materials to your Census Bureau regional office.

To find out more about the 2010 Census LUCA program, go to <http://www.census.gov/geo/www/programs.html>.

The 2010 Census LUCA Program Schedule

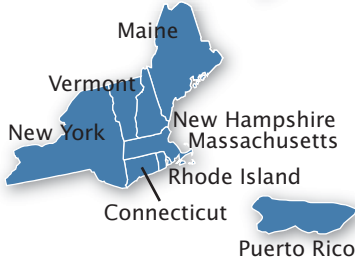
TIME FRAME	ACTIVITY
January 2007	LUCA advance notice letters mailed to the Governor of each state and other contacts within the state's government.
July 2007	Invitation letters and registration materials mailed to the Governor of each state and other contacts within the state's government.
July 2007 to January 2008	Invited governments register for LUCA, and the Census Bureau ships the LUCA review materials to each participating government.
August 2007 to April 2008	LUCA participants review and update the address list and digital shapefiles and return their comments to the Census Bureau's regional office within 120 days of receipt of materials.
April 2008 to October 2008	Census Bureau reviews participants' LUCA submissions and updates the Master Address File and TIGER® geographic database.
November 2008 to May 2009	Census Bureau prepares for and conducts the Address Canvassing Operation using global positioning system (GPS) equipped hand-held computers.
June 2009 to October 2009	LUCA participants receive feedback materials showing how the Census Bureau processed each state's LUCA submission.
September 2009 to December 2009	LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office (Option 1 and Option 2).
September 2009 to January 2010	LUCA Appeals Office reviews and adjudicates appeals.

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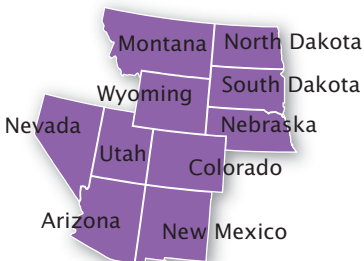
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