
2 Before We Begin; Key Terms, Concepts, and LUCA Materials



In this section, you will learn some important Census Bureau terminology, as well as the materials you will receive when you participate in the program.

Overview

2010 Census LUCA Training Workshop

Objectives

Upon completion of this section, you will be able to:

- Describe key terms and concepts related to the LUCA program
- Identify the LUCA materials provided by the Census Bureau

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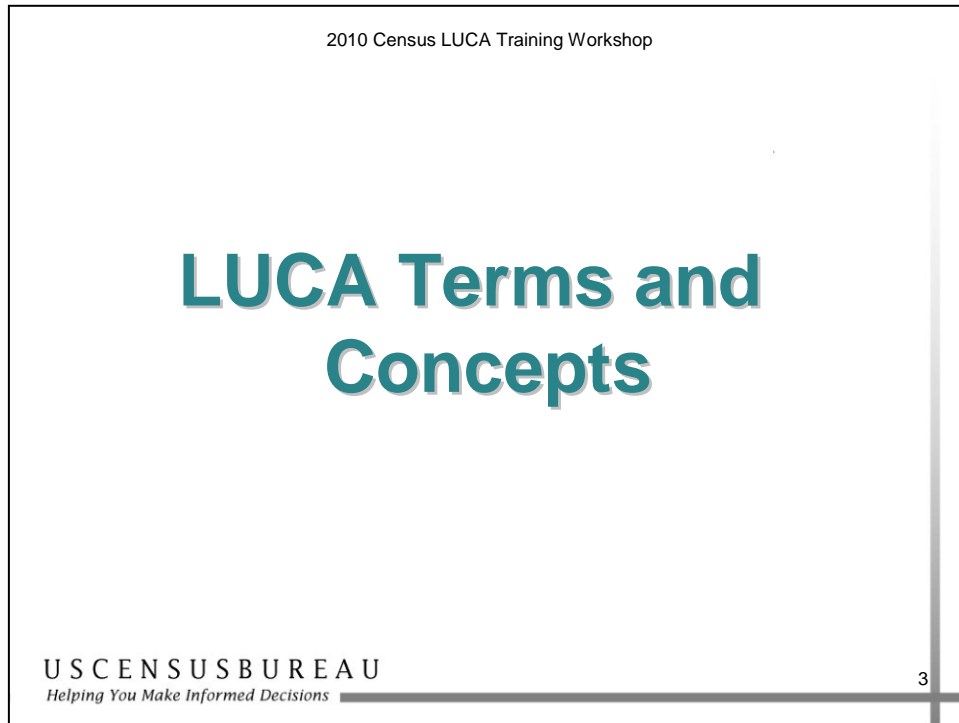
2

Objectives

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

- Describe key concepts and terms related to the LUCA program.
- Identify the LUCA materials provided by the Census Bureau.

LUCA Terms and Concepts



Before we get started, you will need to understand some common terminology and concepts you will encounter during today's workshop and your LUCA review.

You may note the definition of each as the slide is displayed.

Visit the Census Bureau's website at www.census.gov for additional terms and definitions.

LUCA Terms and Concepts

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Housing Unit

A single-family house, townhouse, mobile home, trailer, apartment, 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.

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Housing Unit

The Census Bureau's definition of a housing unit is described above.

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Housing Unit

Acceptable housing units

- Houses, townhouses, condominiums, apartments
- Living quarters in a nonresidential structure (church apartment)
- Mobile homes or trailers occupied as living quarters
- Residences under construction and habitable as of Census Day

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Acceptable Housing Units

This slide contains a list of acceptable housing units that should be included on your address list.

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Group Quarters

A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. 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 these services. People living in group quarters are usually not related to each other.

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Group Quarters

This slide is the Census Bureau's definition of a group quarters.

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Group Quarters

Acceptable Group Quarters

- Correctional facilities
- Juvenile facilities
- Nursing homes
- Hospitals with long-term care
- College residences
- Worker dormitories
- Religious group quarters
- Shelters or group homes
- Under construction and habitable as of Census Day

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Acceptable Group Quarters

This slide contains a list of acceptable group quarters that should be included on your address list.

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Unacceptable Housing Units and Group Quarters

- Condemned/scheduled for demolition
- Conversion to nonresidence
- Nonresidential storage
- Nonresidential office or building
- Ceremonial purpose building
- Construction not habitable on Census Day

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Unacceptable Housing Units and Group Quarters

This slide contains a list of unacceptable Housing Units and Group Quarters that should be excluded from your address list.

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Census Bureau Addresses

Census Bureau divides addresses into two use types:

1. Residential
 - addresses of housing units and group quarters
2. Nonresidential
 - addresses of a structure or unit within a structure that does not serve as a residence, such as commercial establishments, schools, government offices, and churches

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Census Bureau Addresses

The Census Bureau divides all addresses into two use types, residential and nonresidential.

LUCA Terms and Concepts

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City-Style Address

Housing units and group quarters in the US with a house number and street name address (e.g., 123 W. Main Street).

City-style addresses for housing units in multi-unit structures (apartment buildings) contain a unit designator (Apt 101 or Ste D). These designators are part of the housing unit address and are included in the 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.

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City-Style Addresses

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. You can update, add and submit city-style addresses only.

LUCA Terms and Concepts

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Noncity-Style Address

Addresses with no house number and/or street name, the majority of which are located in the more sparsely settled areas.

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

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Noncity-Style Addresses

The Census Bureau classifies addresses that do not include a house number and/or street name as noncity-style addresses. You cannot update, add, and/or submit noncity-style addresses.

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Geocoding

The geographic location indicators (state, county, census tract, and census block) for an address.

The Census Bureau **will not** accept an address without geocodes.

Geographic Area	Geographic Code	Geographic Description
State	01-50	State
County	00-99	County
Census Tract	40-99	Census Tract
Census Block	60-99	Census Block

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Geocoding

The Census Bureau **REQUIRES** the inclusion of census geographic code information to process your address submissions. This link to “census geography” is referred to as *geocoding*.

Geocoding places an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes. You can find these codes on the Census Bureau’s Address List and maps.

The Census Bureau will not accept addresses without census geographic codes (geocodes).

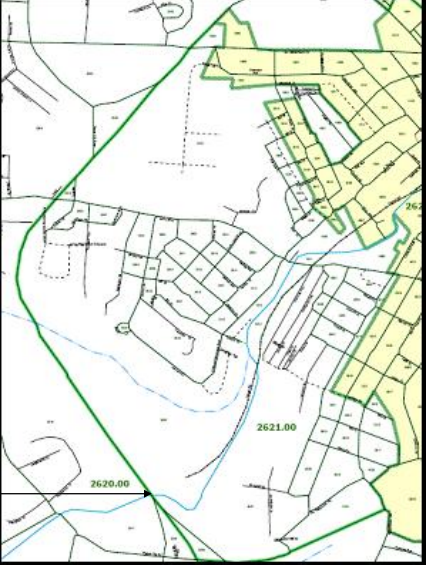
LUCA Terms and Concepts

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Census Tract

A small, relatively permanent statistical subdivision of a county, or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data.

In the graphic, the census tract boundary is represented by the green line.



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Census Tract

Census tracts are uniquely numbered within a county, and contain numerous census blocks.

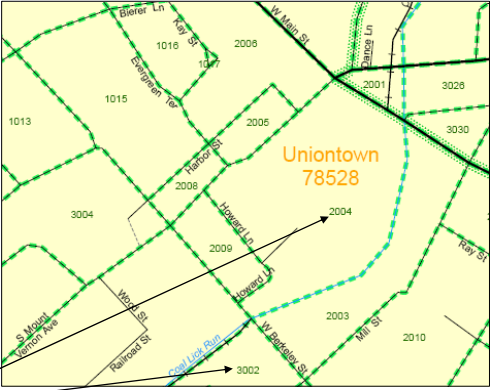
LUCA Terms and Concepts

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Census Block

An area bounded by visible features (streets, roads, streams, and railroad tracks) and non-visible features (boundaries of governmental units)

In the graphic, Census Blocks are represented by green numbers (2004, 3002, etc.)



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Census Block

Census blocks are numbered within census tracts are unique to the census tract to which they belong. Suffixes such as 2011A and 2011B reflect boundary changes as well as added features.

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Census Bureau's Address List

- Contains residential addresses (city-style and noncity-style) and geocodes
- Used by LUCA participants who choose to receive an address list
- Available in paper or computer-readable file

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Census Bureau's Address List

The Census Bureau's Address List contains all of the residential addresses, both housing unit and group quarters addresses, known to the Census Bureau for your jurisdiction.

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Paper Address List

2010 Census Local Update of Census Addresses Program ADDRESS LIST													
Form 4 2-1218 U.S. Department of Commerce U.S. Census Bureau													
Line Number (1)	NAFID (2)	Action Code (3)	Census Geography (4)				House Number (5a)	City-Style Mail Delivery Address or Physical Location Description and Road Name (5)		Appt./Unit Number (5b)	ZIP Code (5c)	Noncity-Style Mail Delivery Address (5d, 5e or 5f) (6)	Group Quarters FIPS (7)
			State (4a)	Census Tract Number (4b)	Census Block Number (4c)	Structure Type (4d)		Street or Road Name (5a)	Physical Location Description or Group Quarters Name (5c)				
19	11112351		51061	9708-01	2345		101	YORK RD		22553			
20	11112352		51061	9708-01	3345		103	YORK RD		22555			
21	11112353		51061	9708-01	2345		105	YORK RD		22553			
22	11112354		51061	9708-01	2345		107	YORK RD		22555			
23	11112355		51061	9709-00	2453			SEMOOD HAMBLEN W/LONG FRUIT POACH, ON LAKE			RTW 2, BOX 145		
24	11112356		51061	9709-00	2453			3 STORY BRK W/SHUTTERS, BRICK BRD ON SIDE, ON LAKE			RTW 2, BOX 173		

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

Fictitious addresses - For training purposes only

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Paper Address List

The Address List contains 6 addresses per page and is available for jurisdictions with 6000 addresses or less. The example shows both city-style and noncity-style addresses. The gray columns and/or rows indicate that they cannot be edited.

**2010 Census
Local Update of Census Addresses Program
ADDRESS LIST**

Sort: Tract/Block
Entity: Greenville County CO51081

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) Physical Location Description or Group Quarters Name (5c)	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

LUCA Materials

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Computer-Readable Address List Files

- Pipe-delimited (|) ASCII files
- All spreadsheet and database programs can read and understand the files
- If prompted, supply the following information about the file, :
 - Fields are **delimited**
 - Delimiter is a **pipe symbol**
 - Text qualifier is **none**
 - All field types are **text**

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Computer-Readable Address List

The computer-readable Address List is a pipe-delimited ASCII file. If you are prompted to supply information about the file by your spreadsheet or database program, use the following parameters:

- Fields are **delimited**.
- Delimiter is a **pipe symbol**.
- Text qualifier is **none**.
- All field types are **text**.

It is critical that you define all *field types* as *text*.

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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 Suffix 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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File Record Layout

The table in the slide lists the field and character limits for the computer-readable Address List.

The “city-style address flag” field indicates if 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.

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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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Example – City Style Address Layout

This is an example of how the information may appear in the Address List file before importing the file using your software program. The example is a city-style address.

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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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Example – Noncity-Style Address

This slide displays an example of a computer-readable noncity-style address layout.

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

LUCA Materials

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Address List Add Page
Used by Option 1 paper format to add city-style addresses

2010 CENSUS									
LOCAL UPDATE OF CENSUS ADDRESSES PROGRAM									
ADDRESS LIST ADD PAGE									
Add Page For: _____ <small>(Entity Name)</small>					Entity ID Code: _____ <small>(Copy from Address List Page)</small>				
Line # (1)	Census Geographic Location of Address (2)				Group Quarters? (3)	House Number (4a)	Residential Address (4)		
	State Code Number (2a)	County Code Number (2b)	Census Tract Number (2c)	Census Block Number (2d)			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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Address List Add Page

The Address List Add Page is used by Option 1 participants to add new addresses. It is used with the paper format 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) ----- GQ Name (4c)	Apartment/ Unit Number (4d)	City Style Mailing ZIP Code (4e)
1									
2									
3									
4									
5									
6									
7									

LUCA Materials

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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

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Address Count List

The Address Count List is used to compare address counts for each census block between the Census Bureau and your local address list.

This list is provided to all participants.

LUCA Materials

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Address Count List - Paper

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	2032	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	
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							

Form 2-1932
U.S. Department of Commerce
U.S. Census Bureau

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Paper Address Count List

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							

Form D-1692

U.S. Department of Commerce
U.S. Census Bureau

LUCA Materials

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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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Computer Readable Address Count List – File Record Layout

This example lists the information and maximum length of each field in the order the field appears in the Address Count List.

The maximum length of each block record is 57 characters. Each record contains 9 fields of information. The 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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Computer Readable Address Count List – Example

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.

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

			TOTAL	45	825	3
--	--	--	-------	----	-----	---

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Computer Readable Address Count List – 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.

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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 shapefiles

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Census Bureau Map

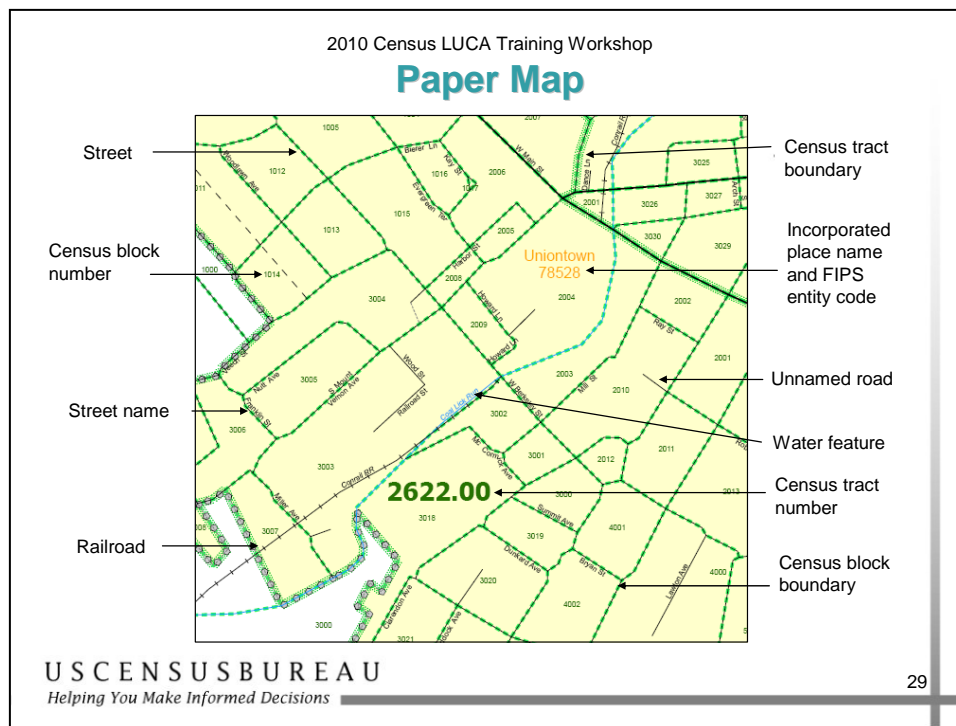
The Census Bureau map provides a reference for geocoding individual addresses and noting changes to your jurisdiction's features and boundaries.

It is available in paper form or shapefile for use with a Geographic Information System (GIS).

You may use your LUCA maps to provide updates to your legal boundaries.

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.

LUCA Materials



Census Bureau Map

The Census Bureau paper map shows some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the Census Bureau map displays the information using symbols unique to the Census Bureau.

LUCA Materials

2010 Census LUCA Training Workshop

Map Sheet to Block Number Relationship List

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

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Map Sheet to Block Number Relationship List

The Map Sheet to Block Number Relationship List is provided to participants using a paper format. It contains a table that shows the map sheet number on which each census block is located.

LUCA Materials

2010 Census LUCA Training 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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Map Sheet to Block Number Relationship List

In this example, Block # 2013 in Census Tract 49.02 is located on map sheet numbers 1 and 2. The list is sorted sequentially by census tract and census block.

LUCA Materials

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						

LUCA Materials

2010 Census LUCA Training Workshop

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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Shapefiles

- Created from the Master Address File/Topographically Integrated Geographic Encoding and Referencing (MAF/TIGER) database.
- Requires the use of GIS software.
 - GIS experience is necessary.
- Contains no Title 13 information.
- All shapefiles are provided by the Census Bureau in Environmental Systems Research Institute (ESRI)* shapefile format.
- The Census Bureau provides an “all lines” shapefile layer.
- The Census Bureau provides shapefile layers for legal boundaries.

Call the Help Desk if you need assistance.

*The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of ESRI products by our partners in the GIS community, and ubiquitous use of the shapefile format as a medium for GIS data exchange, the Census Bureau provides data in shapefile format.

LUCA Materials

2010 Census LUCA Training Workshop

**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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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.
- Designed to help users meet Census Bureau's formatting 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.

LUCA Materials

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Address List

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

[Action Code]	[State]	[County]	[Tract]	[Block]	[House#]	[Prefix Direction]	[Prefix Type]	[Street Name]	[Suffix Type]
	88	008	3.00	1101	300			ARAPAHOE	
	88	008	3.00	1101					
	88	008	3.00	1101	731			BONNEVILLE	RD

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MTPS Address List

- This slide is an example of what the Address List looks like.
- The first box of the enlarged section shows the Action Code column along with the Census Geography (census geographic codes) of where the address is located.
 - You use the Action Code column to record corrective actions to individual addresses.
 - Census geographic codes include the state code, county code, tract code and block number.
- 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 cannot be updated as well.

LUCA Materials

2010 Census LUCA Training Workshop

Address Count List

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

The screenshot shows a software window titled '2010 Census LUCA Training Workshop' with a main heading 'Address Count List' and a subtitle 'Census Bureau's MAF/TIGER Partnership Software (MTPS)'. The window displays a table of census data. A callout box highlights a specific block's data, showing the following values:

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

The main table in the software window has the following columns: State, County, Tract, Block, [Census HU Count], [Local HU Count], [Census GQ Count], [Local GQ Count]. The data rows show various blocks with their respective counts. The callout box highlights the data for block 1063, 1066, and 1070.

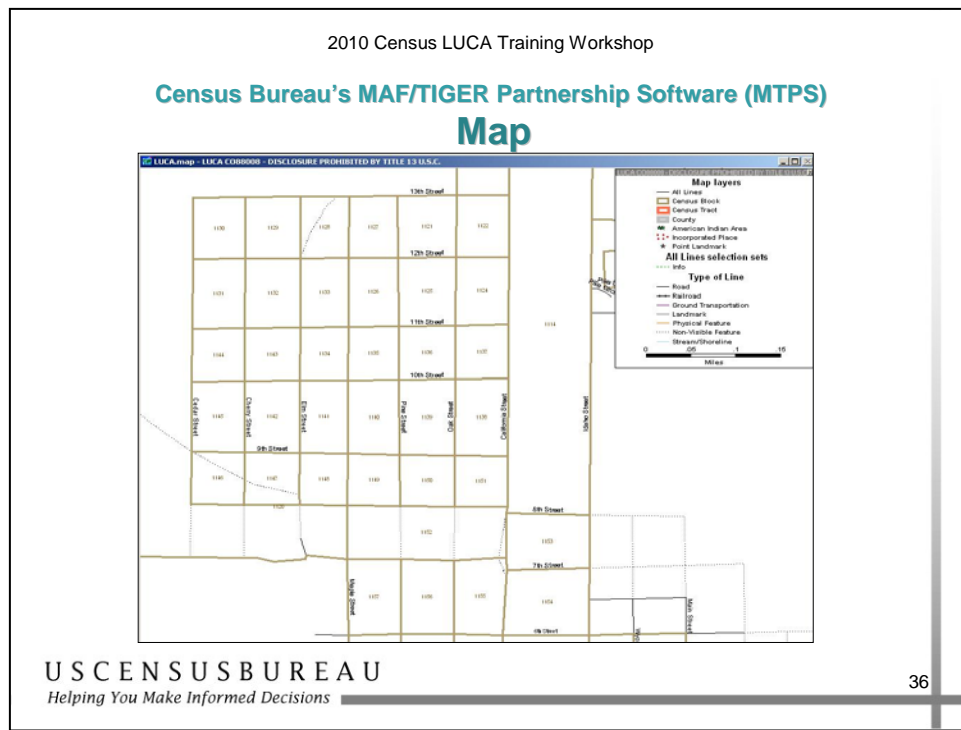
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Address Count List

- This slide is an example of what the address count list looks like.
- 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.

LUCA Materials



MTPS Map Display

- 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 the map zoomed in. You can see the map legend on the right which you can hide or move around the full screen. You can also see the block numbers.

LUCA Materials

2010 Census LUCA Training Workshop

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

The screenshot displays the MTPS software interface. On the left, a map shows a street grid with several blocks highlighted in yellow. On the right, a table titled 'Address Count List' shows columns for State, County, Tract, Block, Census MHI, and Count. At the bottom, a table titled 'Address List' shows columns for MAFID, Address Code, State, County, Tract, Block, SQ, Flag, House#, Prefix, Director, Suffix, Name, Suffix Type, Suffix Director, Suffix Extension, Location Description, GQ Name, Apartment Count, and ZIP Code.

Map

Address Count List

Address List

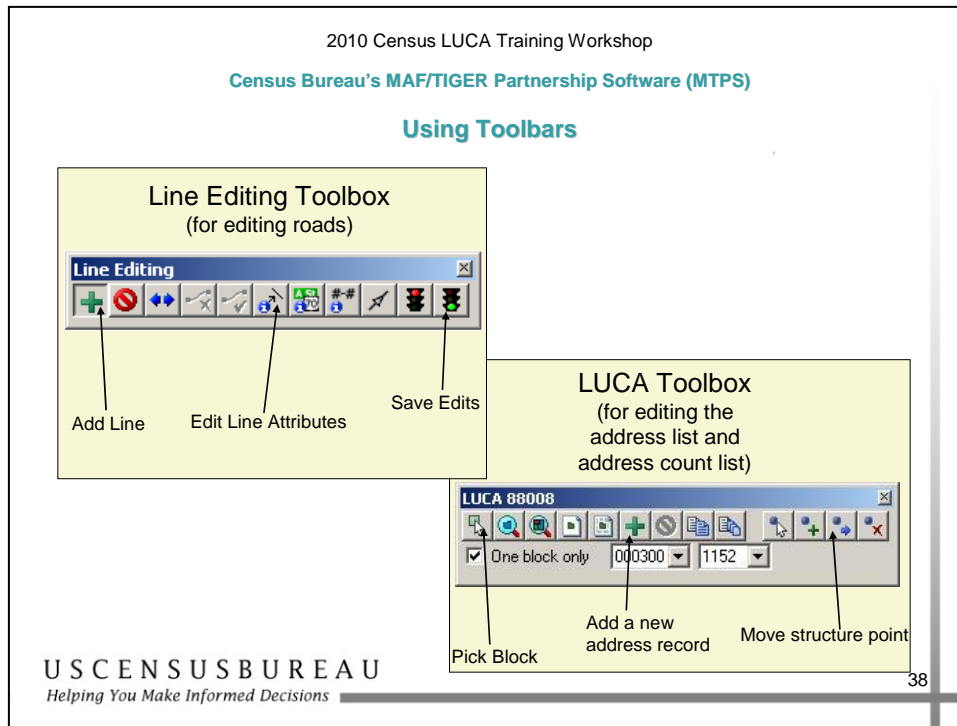
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MTPS Screen Shot

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

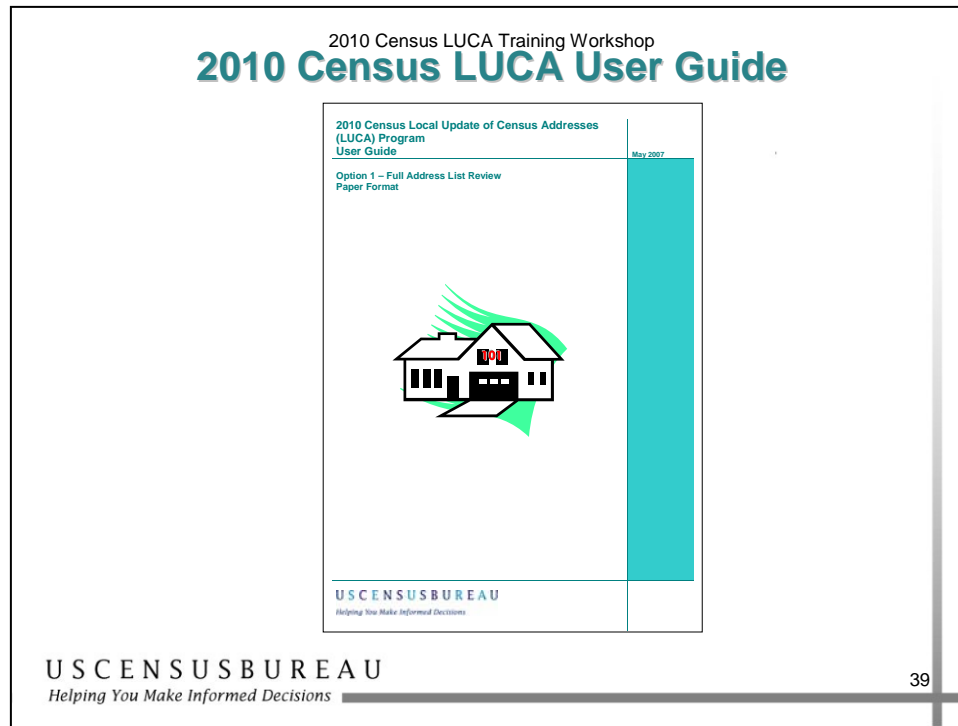
LUCA Materials



MTPS Toolbox Slide

- The MTPS provides toolboxes to organize the tools you need to make changes to the maps and Address Lists.
- The Line Editing toolbox consists of tools used to edit the Census Bureau maps. You can add or delete lines as well as edit line attributes such as road names or feature types.
- The LUCA Toolbox allows you to make edits to the Address List and add new addresses.

LUCA Materials



2010 Census LUCA User Guide

The *2010 Census LUCA User Guide* provides instructions and examples for reviewing and updating your LUCA program materials. The User Guide is specific to the participation option that you choose.

A paper copy of the 2010 Census LUCA User Guide will be sent participants who choose to receive paper address products. Computer-readable participants will have the user guide on their CD-ROM.

Review Questions

Instructions

1. This is an individual exercise.
2. On the following page is a series of questions. Read each question, then record your answer in the space provided. You have 5 minutes to record your answers.
3. At the conclusion of the exercise, your instructor will review the correct answers.

Review Questions

1. Question: Houses, townhouses, condominiums, apartments, or mobile homes occupied as living quarters are examples of what?
2. Question: What does the Census Bureau call an address that has a street name but no house number?
3. Question: What is the Census Bureau's software package that allows you to update the address list, address count list, and/or maps?
4. Question: What does the Census Bureau call a place where people live or stay that is normally owned or managed by an entity or organization providing housing and/or services for the residents?
5. Question: What is the information that places an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes?
6. Question: What types of addresses can you submit to the Census Bureau?

Summary

2010 Census LUCA Training Workshop

Summary

- The Census Bureau uses many unique terms and concepts you need to understand for successful completion of a LUCA Review.
- Remember, ***census geographic codes*** must be accurately recorded on ***all address records*** you submit to the Census Bureau!

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In this section, you learned about the different terms and concepts employed by the Census Bureau that you will encounter throughout your LUCA review. The Census Bureau uses many unique terms and concepts you need to understand for successful completion of your LUCA Review.

Remember, ***census geographic codes*** (**state code, county code, census tract number, census block number**) must be accurately recorded on ***all address records*** you submit to the Census Bureau!