

Local Update of Census Addresses (LUCA) – LUCA Feedback and Appeals Process

The Census Bureau requests specific approval for the LUCA Feedback and Appeals Process, which is covered under the generic clearance called the Geographic Partnership Programs (GPPs), OMB Control No. 0607-0795.

The LUCA program encompasses a series of phases including:

1. The LUCA review where participating governments review and update the census address list
2. The verification of the LUCA updates as part of the Address Canvassing Operation
3. The provision of feedback materials to LUCA participants showing discrepancies between their updates and the results of the Address Canvassing Operation
4. An appeals opportunity, which allows LUCA participants to appeal the Census Bureau's determinations regarding the LUCA corrections to an independent adjudicator.

The LUCA program was developed by the Census Bureau to meet the requirements of the *Census Address List Improvement Act of 1994, P.L. 103-430*. The Census Bureau uses the LUCA program to help develop the residential (housing unit and group quarters) address information that it needs to conduct the 2010 Census. Under the voluntary LUCA Program, participating governments reviewed the Census Bureau's confidential list of individual living quarters and/or group quarters addresses and provided to the Census Bureau address additions, corrections, deletions, and/or the identification of corrected address counts for census blocks; street and street attribute updates; and legal boundary updates. The program was available to tribal, state, and local governments (excluded were sparsely settled areas in the states of Alaska and Maine). Title 13 of the United States Code, Section 16 authorizes this information collection. The final LUCA procedures were published as: Final Procedures for Participation in the 2010 Decennial Census Local Update of Census Addresses Program in *Federal Register* / Vol. 73, No. 46, Pages 12369-12373 / Friday, March 7, 2008 / Notices.

The Census Bureau will provide 2010 Census LUCA Feedback materials to governments that took any of the following actions: (1) Submitted updates (i.e., additions, corrections, deletions) to city-style addresses on the 2010 Census LUCA Address List; (2) Challenged the housing unit address count and/or group quarters address count for one or more census blocks on the 2010 Census LUCA Address Count List; (3) Updated the Census Bureau maps; or (4) Certified to the Census Bureau at the end of their LUCA review that the 2010 Census LUCA Address List was correct and needed no update. The 2010 Census LUCA Feedback materials that the Census Bureau will provide to each participating government will document which local address additions and updates the Census Bureau accepted or did not accept.

The Census Bureau conducted the LUCA Feedback and Appeals Advance Mailing in July 2009 to qualifying governmental jurisdictions who will start receiving 2010 LUCA Feedback materials on a flow basis starting in October 2009, and ending in December

2009. The procedures for the LUCA Appeals Process were published as final: Procedures for Participation in the Appeals Process for the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program in *Federal Register* / Vol. 74, No. 177, Pages 47424-47429 / Tuesday, September 15, 2009 / Notices. The notice provides information about the contents of the Detailed Feedback/Final Determination materials. The LUCA participants can appeal the Census Bureau's decisions regarding their originally submitted address changes. This notice announces the establishment of the 2010 Decennial Census LUCA Appeals Staff outside the Department of Commerce. This temporary Federal office will administer the Appeals process and is responsible for the final appeals decisions.

The LUCA Feedback and Appeals materials mailing includes the following and for each entity depends on what each submitted for LUCA during their initial review and may include:

- (1) A Full Address List (D-1733, OMB No. 0607-0795) that contains all of the residential addresses currently recorded in the Census Address List within the participant's jurisdiction. This address list will reflect the results of the jurisdiction's participation in the 2010 Census LUCA Program, the Address Canvassing Operation, and updates from other sources.
- (2) A Detailed Feedback Address List (D-1734, OMB No. 0607-0795) that shows each address record addition and update submitted by the participant and a processing code that identifies a specific action taken by the Census Bureau on that address record. The Detailed Feedback Address List will also identify addresses deleted in the Address Canvassing Operation.
- (3) A Full Address Count List (D-1735, OMB No. 0607-0795) that shows the current residential address counts, including those for housing units and other living quarters, for each census block within the participant's jurisdiction.
- (4) A Detailed Feedback Address Count Challenge List (D-1737, OMB No. 0607-0795) that shows address counts for those census blocks challenged by the participant, or for which the HU count decreased as a result of the Address Canvassing Operation.
- (5) A Feedback Address Update Summary Report (D-1736, OMB No. 0607-0795) that displays the tallies of actions taken by the Census Bureau for all of the address updates submitted by the participant.
- (6) Feedback maps, which may include feature updates provided by the participant and/or other updates found by the Census Bureau during the Address Canvassing Operation, and inserts for recently annexed areas.

- (7) A Map Sheet to Block Number Relationship List (D-1699) for use with paper maps, which show all the census block numbers for the participant's jurisdiction and the map sheet(s) on which they are found.
- (8) A Quick Reference Guide (D-1763) that provides an overview of how to get started with the LUCA feedback review and a brief overview of how to file an address appeal.
- (9) A User Guide (D-1765) that provides detailed instructions for the review of the LUCA feedback materials and how to file an address appeal.
- (10) A copy of the Final Procedures for Participation in the 2010 Decennial Census Local Update of Census Addresses Program in *Federal Register* / Vol. 73, No. 46, Pages 12369-12373 / Friday, March 7, 2008 / Notices.
- (11) CD-ROM – for computer-readable participants (available upon request) containing:
 - a. Federal Register Notice
 - b. Adobe Flash Software
 - c. Adobe PDF reader software
 - d. Zip software
 - e. User Guide
 - f. Readme File
 - g. Set-up file
 - h. MTPS1.txt file
 - i. Shapefile
 - j. Address materials (listed and described above 1-5)
- (12) A User Guide Supplement (D-1764) that provides information not included in the User Guide.
- (13) An Appeal Address Add Page (D-1739, OMB No. 0607-0795) for paper address list participants to add addresses for appeal.
- (14) A MAF/TIGER Partnership Software (MTPS) Program Disk (available upon request)
- (15) A liaison letter insert with suggestions for reviewing the feedback package contents and thanking them for their LUCA participation.
 - D-1757, D-1757(PR)
 - D-1758
 - D-1759
 - D-1760, D-1760(PR)
 - D-1761
 - D-1762, D-1762(PR)
- (16) A packing slip listing the LUCA feedback materials contained within the package. The packing slip is printed on the reverse side of the liaison letter.

(17) Package Insert: LUCA Title 13 Security On-site Inspection (D-1765)

8,482 governments participated in LUCA and will receive LUCA feedback, of which 7,962 are eligible to file appeals. (Remaining participants were Option 3 and/or submitted only map updates, both of which are excluded from the 2010 Appeals Process).

Appeals must be filed by the eligible participating government within 30 calendar days after that government's receipt of the LUCA Feedback materials. "Receipt" as used herein is defined as the delivery date reported to the Census Bureau by FedEx that transmits the feedback materials to the eligible participating government. In order to safeguard the confidential address materials covered by Title 13, the shipment of an Appeal to the 2010 Decennial Census LUCA Appeals Staff must adhere to the Census Bureau's specific guidelines for shipping materials. The guidelines will be supplied with the feedback materials.

Appeals reviews will be completed and written determinations issued to the concerned parties as soon as possible. The Census Address List Improvement Act of 1994 requires that all appeals be resolved by March 31, 2010 (Pub. L. 103-430, 108 Stat 4393 (1994)).

The FY2010 estimate of average respondent burden to perform a review of the LUCA feedback materials and file an appeal per government is approximately 28 hours. The estimate of the eligible governments (7962) that will ultimately review and file an appeal is 3000 (39.5%). The FY2010 estimate of total respondent burden hours is, therefore, 84,000 hours.

The attachments to this document are in final form.

The contact person for questions regarding the LUCA program, including appeals is:

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