

OMB Memo
Group Quarters Electronic Response (eResponse) Data Test
OMB Number 0607-0971

October 24, 2016

During the years preceding the 2020 Census, the Census Bureau will pursue its commitment to reducing the costs of conducting a decennial census while maintaining our commitment to quality. The Census Bureau will streamline data collection processes and implement new and improved methods to count the U.S. population for the 2020 Census. One such method is the use of electronic response (eResponse) data. This includes counting individuals residing in Group Quarters (GQs), such as college residence halls, residential treatment centers, skilled-nursing facilities, group homes, correctional facilities, military installations, and locations servicing individuals experiencing homelessness.

Under the generic clearance for 2020 Census Field Tests to Automate Field Data collection Activities (OMB number 0607-0971), the Special Enumerations Branch (SEB) in the Decennial Census Management Division of the U.S. Census Bureau plans to conduct the Group Quarters Electronic Response (eResponse) Data Test from April 2017 through July 2017. The purpose of the Group Quarters eResponse Data Test is to test the capability to receive these eResponse data electronically from GQ administrators within Census Bureau processing systems. This test will enable the Census Bureau to receive and extract data into a useful format. The specific data items requested on an eResponse data file include GQ type code, primary GQ contact name, name of GQ, address of GQ, telephone number of GQ, business email address of GQ contact, maximum number of people who live/stay in the GQ, and demographic information for the residents who live/stay in the GQ. The Census Bureau will examine the efficiencies provided by receiving these records via a secure electronic transfer protocol, as well as study the potential for using eResponse data for universe frame building and enumeration for the 2020 Census.

The Census Bureau will use a secure file transfer protocol system identified by Census' Office of Innovation and Implementation. The system will allow for secure file transmissions. Title 13 requires that secure means be used at all times for the collection and transmission of personally identifiable data, such as from residents of a GQ facility. The secure file transfer protocol system planned for use in this test enables the Census Bureau to promise GQ stakeholders confidentiality of collected data.

The SEB staff will engage approximately 470 GQ administrators (stateside and Puerto Rico); many were previous umbrella organizations that participated in the Group Quarters Electronic Transfer Capability Survey (GQETCS), a pre-test survey conducted under the generic clearance for questionnaire pretesting research (OMB number 0607-0725). These umbrella organizations agreed to provide address and client-level data for all GQ facilities under their jurisdiction for the Group Quarters eResponse Data Test. The GQETCS was conducted September 21, 2015 through November 30, 2015. The key findings from the 105 responding agencies that participated in the GQETCS are:

- 73.3% have electronic administrative records available
- 72.4% are able to transmit electronic administrative records to Census
- 68.4% can provide an electronic file in Excel format
- 53.3% are willing to participate in the Group Quarters Electronic Transfer Test (GQETT)

The U.S. Census Bureau will mail data requests to each GQ administrator utilizing an express mail delivery service such as FedEx. The GQ administrator will be provided with a data request letter, login information (individual user ID and password), and instructions on how to access a secure Census Uniform Resource Locator, or internet site address, to upload and submit their data file directly to Census Bureau headquarters. Administrators will have two options to provide an eResponse data file. The first is to upload their own “as-is” data file (preferably in Excel format) or other commonly used formats, such as SPSS or Text, and provide accompanying documentation such as a data dictionary that would explain the data fields. The second option is for administrators to download a Census provided Excel spreadsheet template and copy and paste their information into the spreadsheet. SEB will remind administrators to submit their data file as needed with an email and/or telephone call.

After accessing the secure internet site and logging in, a link to the Privacy Act Statement (see attached) will be displayed to inform the administrator of 1) the collection authority for the survey, 2) the purpose of the collection, 3) the use for the collection and disclosure information, and 4) a statement regarding the voluntary submission of personal information and the consequence for not providing it. The total estimated burden for GQ administrators to respond to the eResponse Test is 235 hours (470 administrators x 30 minutes).

The following reference documents are attached:

- Attachment 1 – Data request letter from Lisa Blumerman, Associate Director for the 2020 Census and Decennial Census Programs
- Attachment 2 – Privacy Act Statement
- Attachment 3 – Paperwork Reduction Act Statement
- Attachment 4 – Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site
- Attachment 5 – GQ Standard Record Layout (ICR) Template
- Attachment 6 – GQ Standard Record Layout (MCR) Template
- Attachment 7 – Reporting Instructions (currently under development using the GQ eResponse Upload Portal Screens as basis)
- Attachment 8 – Standard Address Format Guidelines

The primary contact person for questions regarding this effort is:

John R. Reese, Jr., Project Manager
U.S. Census Bureau
DCMD HQ-2H472C
4600 Silver Hill Road
Washington, DC 20233
Email: John.R.Reese@census.gov
Phone: 301.763.9605

The secondary contact person for questions regarding this effort is:

Dora Durante, Chief
Special Enumerations Branch
U.S. Census Bureau
DCMD HQ-2H475
4600 Silver Hill Road
Washington, DC 20233
Email: Dora.B.Durante@census.gov
Phone: 301.763.9371

Dear Group Quarter Administrator:

In Fall 2015, the U.S. Census Bureau fielded the Group Quarters Electronic Transfer Capability Survey (GQETCS), designed to explore the availability of electronic group quarters address and client data, and the capability and willingness of GQ administrators, such as yourself, and/or each primary GQ contact under your jurisdiction (local, state, nationwide) to electronically transmit the requested data to the Census Bureau. The GQETCS was a pre-test initiative designed to gain insight into streamlining data collection processes to count the U.S. population for the 2020 Census.

The results of the GQETCS provided the Census Bureau with an increased level of confidence to move forward with testing the secure electronic transmission of both address and client-level response data. This test is called the **Group Quarters Electronic Response (eResponse) Data Test**, and will open for collection on April 1, 2017, and conclude on July 30, 2017.

Your willingness to participate in the eResponse Test will be instrumental in meeting our test goals. We specifically request your participation in the eResponse Test by submitting **one** response data file, preferably in Excel format that contains GQ address **and** client information for residents who live/stay in the GQ(s).

Upon logging in the secured eResponse Test site, please read the reporting instructions prior to uploading and submitting your data file directly to Census Bureau headquarters.

The U.S. Census Bureau is required by law to protect your information. The Census Bureau is not permitted to publicly release your responses in a way that could identify your business or your clients.

We would appreciate your timely response to the test. If you have any questions, please email the SEB staff at DCMD.Special.Enumeration.Branch.List@census.gov or call 301-763-9333.

Sincerely,

Lisa M. Blumerman
Associate Director for the 2020 Census and Decennial Census Programs

Enclosures:
Privacy Act Statement
Paperwork Reduction Act Statement

The Group Quarters Electronic Response (eResponse) Data Test collection is authorized under OMB number 0607-0971 (Approval Expiration – April 30, 2019).

Attachment 2

Privacy Act Statement

Authority for the collection of information for the Group Quarters Electronic Response (eResponse) Data Test is provided under 13 U.S.C. §§141 and 193.

The purpose of collecting this information is to explore the availability of using response data and test the capability to receive these data electronically from group quarters administrators and/or each primary GQ contact under their jurisdiction. Personal information collected includes contact name, name of agency, agency address, telephone number, and email address.

Disclosure of the information provided to us is permitted under the Privacy Act of 1974 (5 U.S.C. § 552a) and may be shared with other Census Bureau staff for the work-related purposes identified in this statement. Disclosure of this information is also subject to the published routine uses as identified in the Privacy Act System of Record Notice COMMERCE/CENSUS-5, Decennial Census Program.

Personal information submitted on this system is voluntary, however, failure to provide the information will affect the Census Bureau's ability to conduct group quarters enumeration during the 2020 Decennial Census.

Attachment 3

Paperwork Reduction Act (PRA) Statement

Public reporting burden for this collection of information is estimated to average thirty minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Paperwork Project 0607-0971, U.S. Census Bureau, 4600 Silver Hill Road, Room 2H472A, Washington, DC 20233. You may e-mail comments to Paperwork@census.gov; use "Paperwork Project 0607-0971" as the subject.

Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site

DRAFT Welcome Screen (Available on test day), page 1

PROPOSED

U.S. Census Bureau
Helping You Make Informed Decisions

WELCOME

The U.S. Census Bureau welcomes you to the *Group Quarters Electronic Response (eResponse) Data Test* website.

Your responses to the eResponse Test will assist us in our planning efforts to enumerate Group Quarter (GQ) facilities for the 2020 Census.

If you have questions regarding this test, please email DCMD.Special.Enumeration.Branch.List@census.gov or call 301-763-9333.

Thank you for your participation.

Login

- Login by entering the appropriate information and press the 'Login' button
- User ID and Password are case sensitive

User ID:

Password:

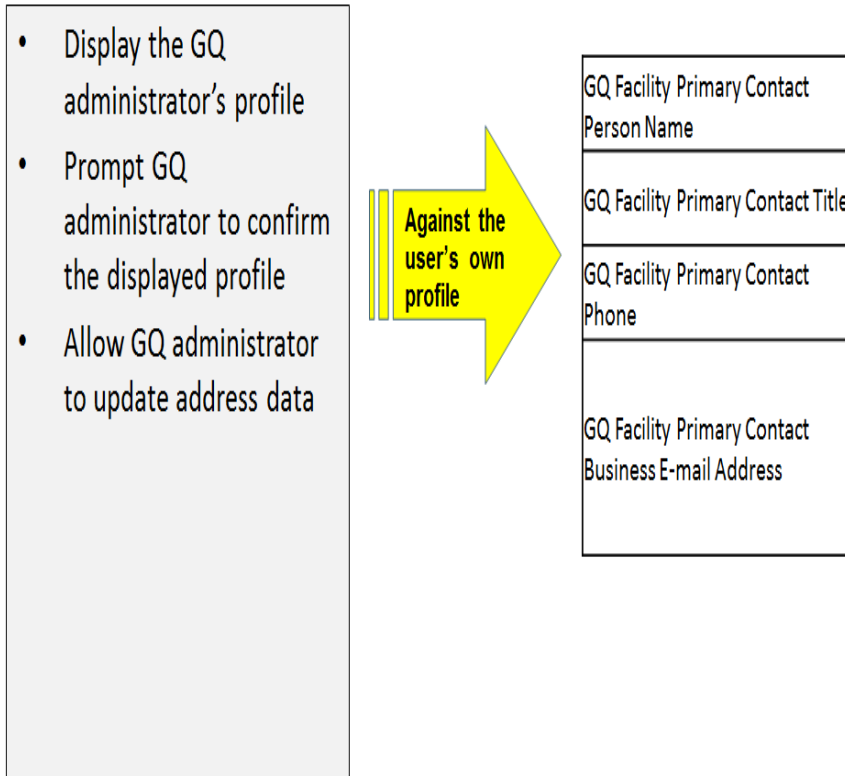
Note: Your session will expire if you remain on one screen for 45 minutes .

**** WARNING ****

You have accessed a UNITED STATES GOVERNMENT computer. Use of this computer without authorization or for purposes for which authorization has been extended is a violation of Federal law and can be punishable with fines or imprisonment (PUBLIC LAW 99-474). System usage may be monitored, recorded, and subject to audit. Any information that you enter into this system may be used by Census Bureau for statistical purposes, including but not limited to improving the efficiency of our data collection programs. For information regarding the use of this system and how your privacy is protected, visit our online privacy webpage at <https://census.gov/privacy>. Use of this system indicates consent to the collection, monitoring, recording and use of information provided in this system.

Attachment 4 continued

Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site



Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site

Requested Data, page 3A

PROPOSED

TAB 1: GQ FACILITY AND GQ NAME(S)	
GQ Facility Name	The administrative office that has jurisdiction over the individual group quarter building
GQ Facility Street Address	The administrative office's physical location (Follow the city style address instruction provided)
GQ Facility City	The administrative office's physical location (Follow the city style address instruction provided)
GQ Facility State	The administrative office's physical location (Follow the city style address instruction provided)
GQ Facility ZIP	The administrative office's physical location (Follow the city style address instruction provided)
GQ Facility County / Parish / Borough	The administrative office's physical location (Follow the city style address instruction provided)
GQ Facility Contact Person Name	The administrative office's primary contact person name(s) who can answer questions for this test
GQ Facility Primary Contact Title	The administrative office's primary contact person title
GQ Facility Primary Contact Phone	The administrative office's primary contact person phone number
GQ Facility Primary Contact E-mail Address	The administrative office's primary contact person e-mail address
GQ Name	The actual building that hosts residents or clients
GQ Type/Description	The group quarters' description (Refer to Census provided description)
GQ Street Address	The actual physical location hosts residents or clients (Use city style address instruction provided)
GQ City	The actual physical location hosts residents or clients (Use city style address instruction provided)
GQ State	The actual physical location hosts residents or clients (Use city style address instruction provided)
GQ ZIP	The actual physical location hosts residents or clients (Use city style address instruction provided)
GQ County / Parish / Borough	The actual physical location hosts residents or clients (Use city style address instruction provided)
GQ Maximum Population Capacity	The maximum number of persons can live or stay in this building
GQ Expected Population on Census Day	The expected number of persons that are expected to live or stay in this building on Census Day
GQ Latitude / Longitude	Latitude and Longitude of the administrative office

[Use standard address format \(i.e., City style address\). Click link to open PDF file](#)

GQ Code - GQ Type Name
Correctional Facilities for Adults
101 - Federal Correctional Centers
102 - Federal Prisons
103 - State Prisons
104 - Local Jails and Other Municipal Confinement Facilities
105 - Correctional Residential Facilities
106 - Military Disciplinary Barracks and Jails
Juvenile Facilities
201 - Group Homes for Juveniles (non-correctional)
202 - Residential Treatment Centers for Juveniles (non-correctional)
203 - Correctional Facilities Intended for Juveniles
Nursing Facilities/Skilled Nursing Facilities
301 - Nursing Facilities/Skilled Nursing Facilities
Other Institutional Facilities
401 - Mental, Psychiatric Hospitals and Psychiatric Units in Other Hospitals
402 - Hospitals with Patients Who Have No Usual Home Elsewhere
403 - In-Patient Hospice Facilities
404 - Military Treatment Facilities with Assigned Patients
405 - Residential Schools for People with Disabilities
College/University Student Housing
501 - College/University Student Housing
Military Quarters
601 - Military Quarters
602 - Military Ships
Service Based Enumeration (SBE)
701 - Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness
702 - Domestic Violence Shelters
703 - Soup Kitchens
704 - Regularly Scheduled Mobile Food Vans
706 - Targeted Non-Sheltered Outdoor Locations
Other Non-Institutional GQs
801 - Group Homes Intended for Adults
802 - Residential Treatment Centers for Adults
803 - Maritime/Merchant Vessels
901 - Worker's Group Living Quarters and Job Corps Centers
902 - Religious Group Quarters
903 - Living Quarters for Victims of Natural Disaster

TAB 2: GQ CLIENT / RESIDENT DATA	
GQ Name	The actual building that hosts residents or clients
First Name	First name of person staying or living in this GQ
Middle Name	Middle name of person staying or living in this GQ
Last Name	Last name of person staying or living in this GQ
Sex	Gender description (Male or Female)
Age on Census Day	Person's age on Census Day
Date of Birth	Person's birth day
Race	Person's race category—Report one or more races (Refer to the Census provided description)
Race Detail	Person's race category detail—A write in entry (Refer to the Census provided description)

Which categories describe you?
Mark all boxes that apply AND print details in the spaces below.
Note: you may report more than one group.

White - Post, for example German, Irish, English, Italian, Polish, French, etc.

Hispanic, Latino, or Spanish - Post, for example Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.

Black or African Am. - Post, for example African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

Asian - Post, for example Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.

American Indian or Alaska Native - Post, for example Navajo Nation, Blackfoot Tribe, Hopi, Arap, Navajo-Hopi or Bedonkofer, Fort Belknap, etc.

Native Hawaiian or Other Pacific Islander - Post, for example, Nihoa Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.

Some other race, ethnicity, or origin - Post details

DO NOT SUBMIT THE FOLLOWING INFORMATION:

- Personal Social Security Number or Federal Tax ID
- Domestic violence shelter data
- Information that the Census Bureau did not ask for

Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site

Instructions, page 3B

PROPOSED

There are two ways to provide your eResponse data:

- 1) (PREFERRED METHOD) Use the **Excel Template**. Download it and copy and paste the requested data directly to the spreadsheet
- 2) Provide the requested data in the original or as-is format (e.g., Excel, text, Access, SPSS, SAS, or Oracle)

[Downloadable Standard Record Excel Template](#)

[Sample data in Standard Record Excel Template](#)

Example [standard address format guidelines](#)

DO NOT SUBMIT THE FOLLOWING INFORMATION:

- Personal Social Security Number or Federal Tax ID
- Domestic violence shelter data
- Information that the Census Bureau did not request

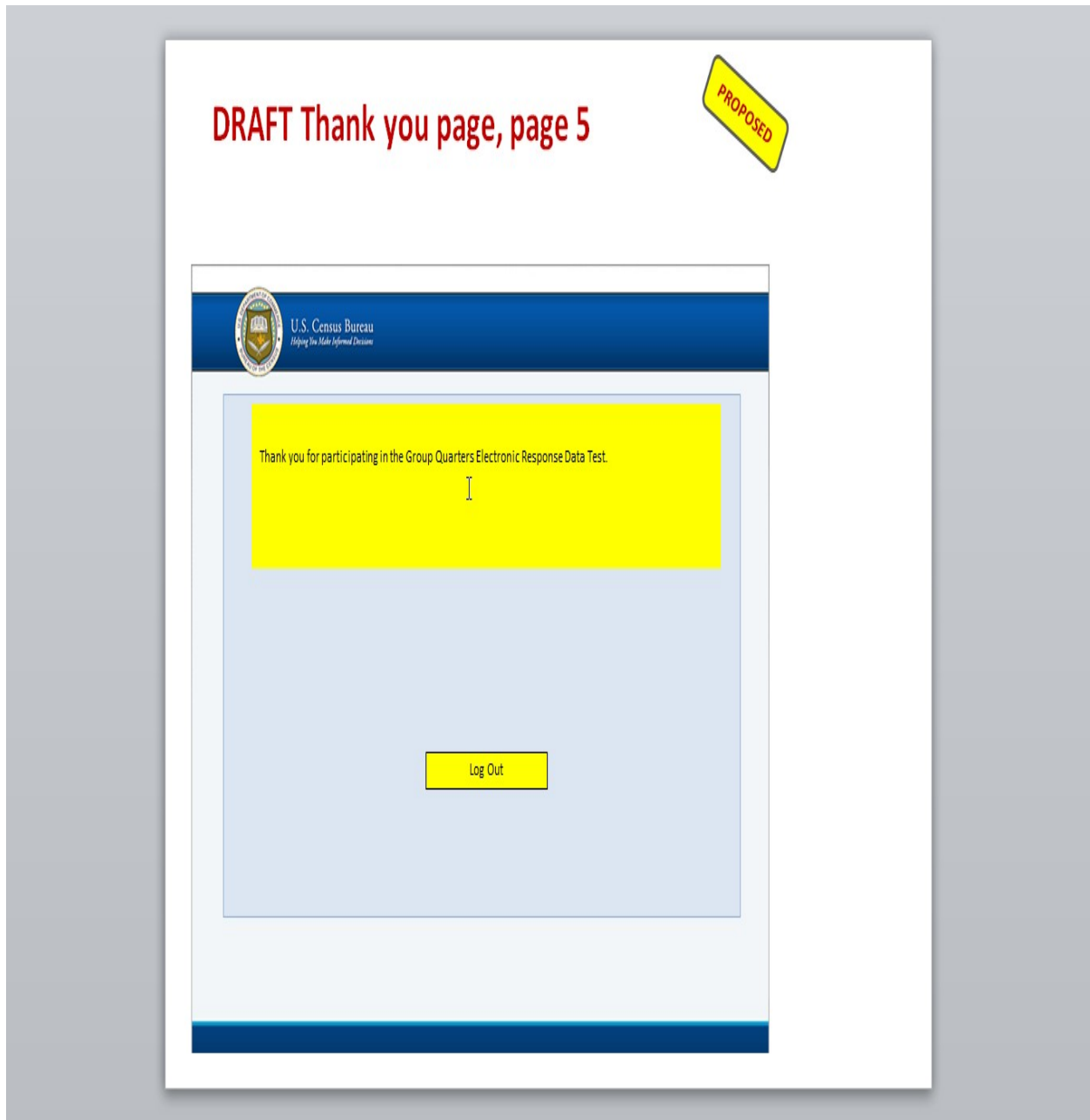
Attachment 4 continued

Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site



Attachment 4 continued

Screen Shots of the Group Quarters Electronic Response (eResponse) Data Test Collection Site



GQ Standard Record Layout (ICR) Template

TAB 1: GQ FACILITY	
GQ Facility Name	The administrative office that has jurisdiction over the individual group quarter building
GQ Facility Street Address	The administrative office's physical location (Use city style address)
GQ Facility City	The administrative office's physical location (Use city style address)
GQ Facility State	The administrative office's physical location (Use city style address)
GQ Facility ZIP	The administrative office's physical location (Use city style address)
GQ Facility County / Parish / Borough	The administrative office's physical location
GQ Facility Primary Contact Name	The administrative office's primary contact person name(s) who can answer questions for this test
GQ Facility Primary Contact Title	The administrative office's primary contact person title
GQ Facility Primary Contact Phone	The administrative office's primary contact person phone number
GQ Facility Primary Contact E-mail Address	The administrative office's primary contact person e-mail address

TAB 2: GQ NAME(S)	
GQ Name	The actual building that hosts residents or clients
GQ Type Description	The group quarters description (Refer to Census provided description)
GQ Street Address	The actual physical location hosts the residents or clients (Use city style address)
GQ City	The actual physical location hosts the residents or clients (Use city style address)
GQ State	The actual physical location hosts the residents or clients (Use city style address)
GQ ZIP	The actual physical location hosts the residents or clients (Use city style address)
GQ County / Parish / Borough	The actual physical location hosts residents or clients
GQ Maximum Population Capacity	The maximum number of persons can live or stay in this building
GQ Expected Population on Census Day	The expected number of persons that are expected to live or stay in this building on Census Day
GQ Latitude / Longitude	Coordinates representing the GQ address location

TAB 3: GQ CLIENT / RESIDENT DATA	
GQ Name	The actual building that hosts the residents or clients
First Name	First name of person staying or living in this GQ
Middle Name	Middle name of person staying or living in this GQ
Last Name	Last name of person staying or living in this GQ
Sex	Gender description (Male or Female)
Age on Census Day	Person's age on Census Day
Date of Birth	Person's birth day
Race	Person's race category--Report one or more races (Refer to the Census provided description)
Race Detail	Person's race category detail--A write in entry (Refer to the Census provided description)

The Census Bureau classifies addresses that have an address number and street name address, for example, 137 Clark Ct., Apt. 316, Columbus, OH 43026 as city-style addresses. These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911 addresses)

GQ Code - GQ Type Name	
Correctional Facilities for Adults	
101 - Federal Detention Centers	
102 - Federal Prisons	
103 - State Prisons	
104 - Local Jails and Other Municipal Confinement Facilities	
105 - Correctional Residential Facilities	
106 - Military Disciplinary Barracks and Lairs	
Juvenile Facilities	
201 - Group Homes for Juveniles (non-correctional)	
202 - Residential Treatment Centers for Juveniles (non-correctional)	
203 - Correctional Facilities Intended for Juveniles	
Nursing Facilities/Skilled Nursing Facilities	
301 - Nursing Facilities/Skilled Nursing Facilities	
Other Institutional Facilities	
401 - Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals	
402 - Hospitals with Patients Who Have No Usual Home Elsewhere	
403 - In-Patient Hospice Facilities	
404 - Military Treatment Facilities with Assigned Patients	
405 - Residential Schools for People with Disabilities	
College/University Student Housing	
501 - College/University Student Housing	
Military Quarters	
601 - Military Quarters	
602 - Military Ships	
Service-Based Enumeration (SBE)	
701 - Emergency and Transitional Shelters (With Sleeping Facilities) for People Experiencing Homelessness	
703 - Domestic Violence Shelters	
702 - Soup Kitchens	
704 - Regularly Scheduled Mobile Food Vans	
705 - Targeted Non-Sheltered Outdoor Locations	
Other Non-Institutional GQs	
801 - Group Homes Intended for Adults	
802 - Residential Treatment Centers for Adults	
900 - Maritime/Merchant Vessels	
901 - Worker's Group Living Quarters and Job Corps Centers	
902 - Religious Group Quarters	
903 - Living Quarters for Victims of Natural Disaster	

Which categories describe you?
 Mark all boxes that apply AND print details in the spaces below.
 Note, you may report more than one group.

White - Print, for example, German, Irish, English, Italian, Polish, French, etc.

Hispanic, Latino, or Spanish - Print, for example, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.

Black or African Am. - Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

Asian - Print, for example, Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.

American Indian or Alaska Native - Print, for example, Navajo Nation, Cherokee Tribe, Mapai, Aleut, Native Village of Barrow Inupat Traditional Government, Roma, Eskimo Community, etc.

Middle Eastern or North African - Print, for example, Lebanese, Iranian, Egyptian, Syrian, Moroccan, Algerian, etc.

Native Hawaiian or Other Pacific Islander - Print, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallese, etc.

Some other race, ethnicity, or origin - Print details.

Attachment 5 continued

GQ Standard Record Layout (ICR) Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	GQ Facility Name	GQ Facility Street Address	GQ Facility City	GQ Facility State	GQ Facility ZIP	GQ Facility County / Parish / Borough	GQ Facility Primary Contact Name	GQ Facility Primary Contact Title	GQ Facility Primary Contact	GQ Facility Primary Contact E-mail Address				
2	University of Maryland	1950 Baltimore Avenue	College Park	MD	20742	Prince George's	Wallace E. Loh	Director of Student	301-405-1000	w.wallace.loh@umtd.edu				
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0-Requested Data 1-GQ Facility 2-GQ Name(s) 3-GQ Client Data

Attachment 5 continued

GQ Standard Record Layout (ICR) Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GQ Name	First Name	Middle Name	Last Name	Sex	Age on Census Day	Date of Birth	Race	Race Detail						
2	Freshmen Dorm (FD)	Mary	Quinn	Jones	F	40	1/1/1975	White	Portuguese						
3	Freshmen Dorm (FD)	John	D	Kay	M	19	1/1/1976	White, Black	Cuban						
4	Freshmen Dorm (FD)	Omar		Barry	M	19	2/5/1997	Black	Nigerian and Australian						
5	Freshmen Dorm (FD)	Marquerite		Boggs	M	19	6/4/1997	Asian, NHPI	Chinese						
6	Freshmen Dorm (FD)	Sharmaine	B	Rose	F	19	6/1/1997	NHPI	South African						
7	Freshmen Dorm (FD)	Morgan	Quinn	Jones	F	40	1/1/1975	AIAN							
8	Freshmen Dorm (FD)	Tynisha	D	Kay	M	39	1/1/1976	White	British and Russian						
9	Alpha Beta House (AB)	Cheryle	Quinn	Conrad	F	40	1/1/1975	Asian	Nepali						
10	Alpha Beta House (AB)	Jenni	D	Marcus	M	19	1/1/1976	MENA	Iranian						
11	Alpha Beta House (AB)	Abraham		Riley	M	19	2/5/1997	NHPI	South African						
12	Alpha Beta House (AB)	Kaycee		Steve	M	19	6/4/1997	AIAN							
13	Alpha Beta House (AB)	Randell	B	Demarcus	F	19	6/1/1997	Other							
14	Alpha Beta House (AB)	Janeen	Quinn	Merrill	F	40	1/1/1975	Asian	Nepali						
15	Alpha Beta House (AB)	Melissa	D	Stacey	M	39	1/1/1976	MENA	Iranian						
16	Women's Dorm (WD)	Tran	Quinn	Felipe	F	40	1/1/1975	White	British and Russian						
17	Women's Dorm (WD)	Marine	D	Laurence	M	19	1/1/1976	White, Black	Cuban						
18	Women's Dorm (WD)	Ivette		Taylor	M	19	2/5/1997	MENA	Nigerian and Australian						
19	Women's Dorm (WD)	Macie		Stuart	M	19	6/4/1997	MENA	Iranian						
20	Women's Dorm (WD)	Lurline	B	Jerry	F	19	6/1/1997	NHPI	South African						
21	Women's Dorm (WD)	Stacy	Quinn	Tyson	F	40	1/1/1975	AIAN							
22	Women's Dorm (WD)	Robby	D	Eddy	M	39	1/1/1976	Other							
23	AMD House (AH)	Akilah	Quinn	Tony	F	40	1/1/1975	Asian	Nepali						
24	AMD House (AH)	Danielle	D	Micheal	M	19	1/1/1976	Asian	Chinese						
25	AMD House (AH)	Pasty		Ollie	M	19	2/5/1997	NHPI	South African						
26	AMD House (AH)	Belva		Fausto	M	19	6/4/1997	White, Black							
27	AMD House (AH)	Shaquana	B	Clair	F	19	6/1/1997	MENA	Saudi						
28	AMD House (AH)	Tammi	Quinn	Mathew	F	40	1/1/1975	White	Portuguese						
29	Senior House (SH)	Denis	D	Kay	M	39	1/1/1976	White	Portuguese						
30	Senior House (SH)	Evelynn	Quinn	Jones	F	40	1/1/1975	White	Portuguese						
31	Senior House (SH)	Christopher	D	Kay	M	19	1/1/1976	White	Portuguese						
32	Senior House (SH)	Hildred		Barry	M	19	2/5/1997	White	Portuguese						

Attachment 5 continued

GQ Standard Record Layout (ICR) Template

	A	B	C	D	E	F	G	H	I	J	K	L
	GQ Name	GQ Type Description	GQ Street Address	GQ City	GQ State	GQ ZIP	GQ County / Parish / Borough	GQ Maximum Population Capacity	GQ Expected Population on Census Day	GQ Latitude / Longitude		
1												
2	Freshmen Dorm (FD)	501-College Housing	123 Terrapin Road	University Park	MD	20742	Prince George's	700	690	38.985652, -6.343709		
3	Alpha Beta House (AB)	501-College Housing	65 6th Ave Ste 123	University Park	MD	20742	Prince George's	15	15	38.985642, -6.937094		
4	Women's Dorm (WD)	501-College Housing	234 Ohio Drive	University Park	MD	20746	Prince George's	20	15	38.546552, -6.937095		
5	AMD House (AH)	501-College Housing	1253 Terrapin Road	University Park	MD	20742	Prince George's	700	690	38.965652, -7.937096		
6	Senior House (SH)	501-College Housing	1111 Terrapin Road	University Park	MD	20742	Prince George's	500	500	38.965652, -6.637096		
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Attachment 5 continued

GQ Standard Record Layout (ICR) Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GQ Name	First Name	Middle Name	Last Name	Sex	Age on Census Day	Date of Birth	Race	Race Detail						
2	Freshmen Dorm (FD)	Mary	Quinn	Jones	F	40	1/1/1975	White	Portuguese						
3	Freshmen Dorm (FD)	John	D	Kay	M	19	1/1/1976	White, Black	Cuban						
4	Freshmen Dorm (FD)	Omar		Barry	M	19	2/5/1997	Black	Nigerian and Australian						
5	Freshmen Dorm (FD)	Marquerite		Boggs	M	19	6/4/1997	Asian, NHPI	Chinese						
6	Freshmen Dorm (FD)	Sharmaine	B	Rose	F	19	6/1/1997	NHPI	South African						
7	Freshmen Dorm (FD)	Morgan	Quinn	Jones	F	40	1/1/1975	AIAN							
8	Freshmen Dorm (FD)	Tynisha	D	Kay	M	39	1/1/1976	White	British and Russian						
9	Alpha Beta House (AB)	Cheryle	Quinn	Conrad	F	40	1/1/1975	Asian	Nepali						
10	Alpha Beta House (AB)	Jenni	D	Marcus	M	19	1/1/1976	MENA	Iranian						
11	Alpha Beta House (AB)	Abraham		Riley	M	19	2/5/1997	NHPI	South African						
12	Alpha Beta House (AB)	Kaycee		Steve	M	19	6/4/1997	AIAN							
13	Alpha Beta House (AB)	Randell	B	Demarcus	F	19	6/1/1997	Other							
14	Alpha Beta House (AB)	Janeen	Quinn	Merrill	F	40	1/1/1975	Asian	Nepali						
15	Alpha Beta House (AB)	Melissa	D	Stacey	M	39	1/1/1976	MENA	Iranian						
16	Women's Dorm (WD)	Tran	Quinn	Felipe	F	40	1/1/1975	White	British and Russian						
17	Women's Dorm (WD)	Marine	D	Laurence	M	19	1/1/1976	White, Black	Cuban						
18	Women's Dorm (WD)	Ivette		Taylor	M	19	2/5/1997	MENA	Nigerian and Australian						
19	Women's Dorm (WD)	Macie		Stuart	M	19	6/4/1997	MENA	Iranian						
20	Women's Dorm (WD)	Lurline	B	Jerry	F	19	6/1/1997	NHPI	South African						
21	Women's Dorm (WD)	Stacy	Quinn	Tyson	F	40	1/1/1975	AIAN							
22	Women's Dorm (WD)	Robby	D	Eddy	M	39	1/1/1976	Other							
23	AMD House (AH)	Akilah	Quinn	Tony	F	40	1/1/1975	Asian	Nepali						
24	AMD House (AH)	Danielle	D	Micheal	M	19	1/1/1976	Asian	Chinese						
25	AMD House (AH)	Pasty		Ollie	M	19	2/5/1997	NHPI	South African						
26	AMD House (AH)	Belva		Fausto	M	19	6/4/1997	White, Black							
27	AMD House (AH)	Shaquana	B	Clair	F	19	6/1/1997	MENA	Saudi						
28	AMD House (AH)	Tammi	Quinn	Mathew	F	40	1/1/1975	White	Portuguese						
29	Senior House (SH)	Denis	D	Kay	M	39	1/1/1976	White	Portuguese						
30	Senior House (SH)	Evelynn	Quinn	Jones	F	40	1/1/1975	White	Portuguese						
31	Senior House (SH)	Christopher	D	Kay	M	19	1/1/1976	White	Portuguese						
32	Senior House (SH)	Hildred		Barry	M	19	2/5/1997	White	Portuguese						

GQ Standard Record Layout (MCR) Template

TAB 1: MILITARY GQ FACILITY	
GQ Facility Name (Military Installation or Base)	The administrative office that has jurisdiction over the individual group quarter building
GQ Facility Street Address	The administrative office's physical location (Use city style address)
GQ Facility City	The administrative office's physical location (Use city style address)
GQ Facility State	The administrative office's physical location (Use city style address)
GQ Facility ZIP	The administrative office's physical location (Use city style address)
GQ Facility County / Parish / Borough	The administrative office's physical location
GQ Facility Primary Contact Name	The administrative office's primary contact person name(s) who can answer questions for this test
GQ Facility Primary Contact Title	The administrative office's primary contact person title
GQ Facility Primary Contact Phone	The administrative office's primary contact person phone number
GQ Facility Primary Contact E-mail Address	The administrative office's primary contact person e-mail address
TAB 2: MILITARY GQ NAME(S)	
GQ Name (Military Barrack or Dormitory)	The actual building that hosts residents or clients
GQ Type Description	The group quarters description (Refer to Census provided description)
GQ Street Address	The actual physical location hosts the residents or clients (Use city style address)
GQ City	The actual physical location hosts the residents or clients (Use city style address)
GQ State	The actual physical location hosts the residents or clients (Use city style address)
GQ ZIP	The actual physical location hosts the residents or clients (Use city style address)
GQ County / Parish / Borough	The actual physical location hosts the residents or clients
GQ Maximum Population Capacity	The maximum number of persons can live or stay in this building
GQ Expected Population on Census Day	The expected number of persons that are expected to live or stay in this building on Census Day
GQ Latitude / Longitude	Coordinates representing the GQ address location
TAB 3: MILITARY GQ CLIENT / RESIDENT DATA	
GQ Name (Military Barrack or Dormitory)	The actual building that hosts residents or clients
First Name	First name of person staying or living in this GQ
Middle Name	Middle name of person staying or living in this GQ
Last Name	Last name of person staying or living in this GQ
Sex	Gender description (Male or Female)
Age on Census Day	Person's age on Census Day
Date of Birth	Person's birth day
Race	Person's race category—Report one or more races (Refer to the Census provided description)
Race Detail	Person's race category detail—A write in entry (Refer to the Census provided description)
Hispanic	Person's Hispanic/Latino origin (Yes or No)

The Census Bureau classifies addresses that have an address number and street name address, for example, 137 Clark Ct., Apt. 316, Columbus, OH 43026 as city-style addresses. These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911 addresses)

GQ Code - GQ Type Name

Correctional Facilities for Adults

- 101 - Federal Detention Centers
- 102 - Federal Prisons
- 103 - State Prisons
- 104 - Local Jails and Other Municipal Confinement Facilities
- 105 - Correctional Residential Facilities
- 106 - Military Disciplinary Barracks and Jails

Juvenile Facilities

- 201 - Group Homes for Juveniles (non-correctional)
- 202 - Residential Treatment Centers for Juveniles (non-correctional)
- 203 - Correctional Facilities Intended for Juveniles

Nursing Facilities/Skilled-Nursing Facilities

- 301 - Nursing Facilities/Skilled Nursing Facilities

Other Institutional Facilities

- 401 - Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals
- 402 - Hospitals with Patients Who Have No Usual Home Elsewhere
- 403 - In-Patient Hospice Facilities
- 404 - Military Treatment Facilities with Assigned Patients
- 405 - Residential Schools for People with Disabilities

College/University Student Housing

- 501 - College/University Student Housing

Military Quarters

- 601 - Military Quarters
- 602 - Military Ships

Service-Based Enumeration (SBE)

- 701 - Emergency and Transitional Shelters (With Sleeping Facilities) for People Experiencing Homelessness
- 702 - Domestic Violence Shelters
- 703 - Soup Kitchens
- 704 - Regularly Scheduled Mobile Food Vans
- 706 - Targeted Non-Sheltered Outdoor Locations

Other Non-Institutional GQs

- 801 - Group Homes Intended for Adults
- 802 - Residential Treatment Centers for Adults
- 900 - Maritime/Merchant Vessels
- 901 - Worker's Group Living Quarters and Job Corps Centers
- 902 - Religious Group Quarters
- 903 - Living Quarters for Victims of Natural Disaster

Which categories describe you?
Mark all boxes that apply AND print details in the spaces below.
Note, you may report more than one group.

White - Print, for example, German, Irish, English, Italian, Polish, French, etc.

Hispanic, Latino, or Spanish - Print, for example, Mexican or Mexican American, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, etc.

Black or African Am. - Print, for example, African American, Jamaican, Haitian, Nigerian, Ethiopian, Somali, etc.

Asian - Print, for example, Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, etc.

American Indian or Alaska Native - Print, for example, Navajo Nation, Blackfoot Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc.

Middle Eastern or North African - Print, for example, Lebanese, Iranian, Egyptian, Syrian, Moroccan, Algerian, etc.

Native Hawaiian or Other Pacific Islander - Print, for example, Native Hawaiian, Samoan, Chamorro, Tongan, Fijian, Marshallian, etc.

Some other race, ethnicity, or origin - Print details

0-Requested Data | 1-GQ Facility | 2-GQ Name(s) | 3-GQ Client Data

Attachment 6 continued

GQ Standard Record Layout (MCR) Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	GQ Facility Name (Military Installation or	GQ Facility Street Address	GQ Facility City	GQ Facility State	GQ Facility ZIP	GQ Facility County / Parish / Borough	GQ Facility Primary Contact Name	GQ Facility Primary Contact Title	GQ Facility Primary Contact	GQ Facility Primary Contact E-mail Address				
2	U.S. Army, Fort Belvoir	Bldg 2718, 125 Abbot Road	Fort Belvoir	VA	22060	Fairfax	LTC Henry Funk	Fort Director	703-595-5555	henry.funk@us.army.gov				
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51														

Attachment 6 continued

GQ Standard Record Layout (MCR) Template

	B	C	D	E	F	G ↓	H	I	J	K	L	M
	GQ Type Description	GQ Street Address	GQ City	GQ State	GQ ZIP	GQ County / Parish / Borough	GQ Maximum Population Capacity	GQ Expected Population on Census Day	GQ Latitude / Longitude			
1												
2	601-Military Quarters	5994 12th Street	Fort Belvoir	VA	22060	Alexandria	700	700	38.985652, -6.343709			
3	601-Military Quarters	12653 Terrapin Road	Fort Belvoir	VA	22060	Alexandria	700	700	38.985652, -6.343709			
4	601-Military Quarters	696 5th Ave	Fort Belvoir	VA	22060	Alexandria	600	500	38.985642, -6.937094			
5	601-Military Quarters	665 Terrapin Road	Fort Belvoir	VA	22060	Alexandria	200	150	38.985652, -6.343709			
6	601-Military Quarters	234 Ohio Drive	Fort Belvoir	VA	22060	Alexandria	700	700	38.546652, -6.937095			
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Attachment 6 continued

GQ Standard Record Layout (MCR) Template

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	GQ Name (Military Barrack or Dormitory)	First Name	Middle Name	Last Name	Sex	Age on Census Day	Date of Birth	Race	Race Detail	Hispanic					
2	Cedar Grove Village	Stacy	Ober	Tyson	F	40	1/1/1975	AIAN		No					
3	Cedar Grove Village	Stacy	Hornbeck	Tyson	F	40	1/1/1975	AIAN		No					
4	Cedar Grove Village	Morgan	Mealer	Jones	F	40	1/1/1975	AIAN		No					
5	Dogue Creek Village	Morgan	B	Jones	F	40	1/1/1975	AIAN		No					
6	Fairfax Village	Kaycee		Steve	M	19	1/1/1976	AIAN		No					
7	Dogue Creek Village	Akilah	A	Tony	F	40	1/1/1975	Asian		No					
8	Dogue Creek Village	Akilah	C	Tony	F	40	1/1/1975	Asian		No					
9	Dogue Creek Village	Cheryle	Grippe	Conrad	F	40	1/1/1975	Asian		No					
10	Dogue Creek Village	Danielle	A	Micheal	M	19	1/1/1976	Asian		No					
11	Fairfax Village	Cheryle		Conrad	F	40	1/1/1976	Asian		No					
12	Cedar Grove Village	Marquerite	Huether	Boggs	M	19	6/4/1997	Asian, NHPI		No					
13	Cedar Grove Village	Marquerite	B	Boggs	M	19	6/4/1997	Asian, NHPI		No					
14	Belvoir Village	Omar	Bolton	Barry	M	19	2/5/1997	Black		No					
15	Cedar Grove Village	Omar	Valasquez	Barry	M	19	2/5/1997	Black		No					
16	Fairfax Village	Pasty		Ollie	M	19	2/5/1997	Hispanic		Yes					
17	Fairfax Village	Belva		Fausto	M	19	6/4/1997	Hispanic		Yes					
18	Fairfax Village	Shaquana	Hornbeck	Clair	F	19	6/1/1997	Hispanic		Yes					
19	Fairfax Village	Tammi	Quinn	Mathew	F	40	1/1/1975	Hispanic							
20	Belvoir Village	Ivette	Wansley	Taylor	M	19	2/5/1997	MENA		No					
21	Belvoir Village	Ivette	Booher	Taylor	M	19	2/5/1997	MENA		No					
22	Cedar Grove Village	Macie	Sullens	Stuart	M	19	6/4/1997	MENA		No					
23	Cedar Grove Village	Macie	Parcell	Stuart	M	19	6/4/1997	MENA		No					
24	Dogue Creek Village	Jenni		Marcus	M	19	1/1/1976	MENA		No					
25	Fairfax Village	Shaquana	Ober	Clair	F	19	1/1/1976	MENA		No					
26	Fairfax Village	Jenni	Valasquez	Marcus	M	19	1/1/1975	MENA		No					
27	Cedar Grove Village	Lurline	Tatem	Jerry	F	19	6/1/1997	NHPI		No					
28	Cedar Grove Village	Lurline	Luciano	Jerry	F	19	6/1/1997	NHPI		No					
29	Cedar Grove Village	Sharmaine	Dorrell	Rose	F	19	6/1/1997	NHPI		No					
30	Dogue Creek Village	Sharmaine	Grippe	Rose	F	19	6/1/1997	NHPI		No					
31	Fairfax Village	Dachy		Ollie	M	19	2/5/1997	NHPI		No					

REPORTING INSTRUCTIONS
(under development)

Attachment 8

Standard Address Format Guidelines

Last updated December 18, 2012

v.1.1

U.S. Census Bureau
Optimal Address Data Submission Guidelines – 50 States and D.C.

As a part of the U.S. Census Bureau's Geographic Support System Initiative (GSS-I), the Census Bureau is committed to accepting address and structure point data from our partners beginning in the second quarter of fiscal year 2013. This document outlines the address data elements and metadata that the Census Bureau identifies as optimal components in address and structure datasets.

Table 1 - Address Elements: City Style¹ Addresses

Address Element	DESCRIPTION	FGDC Address Data Standard Reference ³
Complete Address Number	An Address Number, alone or with an Address Number Prefix and/or Address Number Suffix, that identifies a location along a thoroughfare or within a community. For example, the "123" in 123 Main Street Anytown, NC 28999.	2.2.1
Complete Street Name	Official name of a thoroughfare as assigned by a governing authority, or an alternate (alias) name that is used and recognized. For example, the "Main Street" in 123 Main Street Anytown, NC 28999.	2.2.2
Complete Alternate Street Name	A commonly used and recognized alternate name for a street	
Complete Subaddress	Also known as the 'within structure identifier', it is the portion of an address that identifies the specific apartment, unit, suite, floor, trailer, or pad represented by the address record. It should include both descriptor (e.g. APT, SUITE) and unit identifier (e.g. 1 A, BACK), where applicable include names assigned to a structure, i.e. "Homestead Highrise" or "Uptown Condominiums" and identifiers assigned to a structure, i.e. "Tower B" or "Building 1".	2.2.4
ZIP Code	Should contain five numeric characters (stored as text). A system of 5-digit codes that identifies the individual Post Office or metropolitan area delivery station associated with an address.	2.2.8.2
City	1) Incorporated municipality or other general purpose local governmental unit OR 2) United States Postal Service (USPS) Post Office name from which mail is delivered to the address (preferred).	
State Name	Spelled out in full or represented by the two-letter USPS abbreviation	
Tract/Block ⁴	2010 Census Tabulation Tract (6-digit) and Block (4-digit)	

Table 2 - Address Elements: Non-City Style¹ Addresses (provided only if City Style address not available)

Address Element	DESCRIPTION	FGDC Address Data Standard Reference ³
Complete Street Name	Official name of a street as assigned by a governing authority	2.2.2
Complete Alternate Street Name	A commonly used and recognized alternate name for a street	
USPS Postal Address (RR and HC)	Rural Route Descriptor, RR ID, Box Number (e.g. RR 4 Box 693-C)	2.2.7
Complete Subaddress	Should include both descriptor (e.g. APT, SUITE) and unit identifier (e.g. 1 A, BACK), where applicable include names assigned to a structure, i.e. "Homestead Highrise" or "Uptown Condominiums" and identifiers assigned to a structure, i.e. "Tower B" or "Building 1".	2.2.4
ZIP Code	Should contain five numeric characters	2.2.8.2

Standard Address Format Guidelines

City	1) Incorporated municipality or other general purpose local governmental unit OR 2) United States Postal Service (USPS) Post Office name from which mail is delivered to the address (preferred).	2.2.6.1
State Name	Spelled out in full or represented by the two-letter USPS abbreviation	2.2.6.3
Tract/Block ⁴	2010 Census Tabulation Tract (6-digit) and Block (4-digit)	
Address Coordinates ⁵	(Latitude/Longitude, X/Y) Coordinates representing the address location	2.3.2
Mile Marker	Mile marker value if used in lieu of a house number, where no official house number exists	2.2.1.1

Table 3 - Additional Data Elements (provided with either City Style or Non-City Style address)

Data Element	DESCRIPTION	FGDC Address Data Standard Reference ³
Last Updated	Indicate the most recent date on which the address data was updated.	2.3.8
Address Use	A value indicating if the address is used for: • mailing purposes or is known to be an address recognized by the USPS for mailing purposes • location purposes including emergency services such as police, fire, and rescue (E-911 addresses) • both mailing and location purposes	2.3.6.9
Address Type	A value indicating the real world phenomenon represented by the address. This field differentiates between residential, commercial, and other uses. Examples may include: Single family residential, Multi-family residential, Mobile home, Commercial, Industrial, Campground, Cemetery.	
Parcel Identifier	Parcel Identifier, Assessor's Parcel Number	2.3.3
*New Construction	Indicate if a permit has been issued but the physical structure does not yet exist	2.3.6.3
*New Construction Date	Date Building Permit was issued	
*Multiunit	Indicate if the living quarter is part of a multi unit (for example, an apartment building) where each unit shares the same Basic Street Address (BSA) and is uniquely identified by building, floor, and/or unit information	
*Multiunit Count	For multi units, if the exact (real) unit identifiers are not known, do not create individual records for each unit. Instead, provide only a single record of the Basic Street Address and use the MULTIUNIT COUNT element to indicate the number of units at the address.	
*Facility Name ⁶	i.e. University of Maryland, Shady Acres Retirement Village, Pelican Bay State Prison	
*Group Quarter Type ⁷	College Dormitory, Nursing Home, Prison, etc.	
*Group Quarter Name	i.e. Reed Dormitory, Hospice Care Wing, Prison Block 1B	
*Group Quarter Contact Name	If available, this data will help census Group Quarters Enumerators schedule interview times	
*Group Quarter Contact Title	i.e. Residential Advisor, Head Nurse, Warden	
*Group Quarter Telephone Number	If available, this data will help census Group Quarters Enumerators schedule interview times	
*Group Quarter Expected Population	i.e. the number of beds or rooms	
Reference System	Coordinate Reference System, Datum, etc. used to define (X,Y) coordinates (file level)	2.3.2
*Anomalous Indicator	Indicate if the jurisdiction for which the respective address is located contains addressing conventions anomalous to the country as a whole	

*Where applicable

Standard Address Format Guidelines

U.S. Census Bureau

Minimum Address Data Submission Guidelines – 50 States and D.C.

If you wish to partner with the U.S. Census Bureau and provide address data, including the information identified above - in the *Optimal Address Data Submission Guidelines* - will ensure the Census Bureau can effectively process and use your data. However, the Census Bureau acknowledges that address data stewards, whether working at a local, state or regional level, may have data they can share with the Census Bureau but that data may not contain all the information the Census Bureau has identified as optimal. That should not preclude a partner from engaging with the Census Bureau to share address data and feedback. The *Minimum Address Data Submission Guidelines* identified below are intended to inform Census Bureau partners of how the Census Bureau processes and uses address data – even for situations where the optimal amount of information is unavailable.

At the highest level, in order to perform an update to the Census Bureau's Master Address File (MAF), we must first be able to perform a match between addresses in the partner file and addresses already existing in the MAF – otherwise, we risk adding duplicate records to the MAF. Therefore:

A) In order to perform a match to existing MAF addresses the submitted record must include:

- Complete Address Number
- Complete Street Name

and AT LEAST ONE OF THE FOLLOWING:

- Address Coordinate
- ZIP Code
- Postal City and State
- Census 2010 Tabulation State, County, Tract and Block Code

At a minimum, this information will allow us to update the source data for an existing address record, adding to our confidence that the address is valid.

B) In order to update the location (geocode) for an existing MAF address, the submitted record must meet the requirements of "A" above, but this action requires either:

- Address Coordinate or
- Census 2010 Tabulation State, County, Tract and Block Code

This information will allow us to assign a location to previously ungeocoded addresses, to compare source geocodes to existing MAF geocodes, and to correct geocodes on MAF records where necessary.

C) In order to ADD new records to the MAF, the submitted record must meet the requirements of "A" above, and additionally must include an Address Feature Type indicator identifying the address as residential, commercial, utility, etc.

D) In addition to the above, it is highly desirable that, where applicable, every address must have a unique Within Structure Identifier (Subaddress Element, for example Apt 3 or Unit A) to distinguish it from other addresses on the list. In the event that the specific unit designations are unknown, partners should supply:

- The number of units at the basic street address (i.e. "123 Main Street" "25 Units"). A basic street address (BSA) is a city style address¹ without the unit identifier.
- A flag indicating which addresses are multi-unit structures (i.e. apartment or condominium buildings)

E) For Group Quarters, source data should specify the NAME (i.e. Shady Acres Retirement Home) of the Group Quarters, and the TYPE (i.e. Hospital, Prison, College Dormitory) of Group Quarters represented by the address record.

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Last updated December 18, 2012

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F) The Census Bureau currently does not attempt to match or add to the MAF any address records that contain only Non-City-Style Addresses, such as:

- Rural Route Addresses (i.e. RR 3 Box 725 Anytown, NC 28999)
- Post Office Box Addresses (i.e. P.O. Box 12374 Anytown, NC 28999)
- Highway Contract Addresses (i.e. HC 3 Box 330 Anytown, NC 28999)
- General Delivery (i.e. General Delivery Anytown, NC 28999)
- Location Descriptions (i.e. Brick House at intersection of 1st and Main Streets)
- Address Coordinates ONLY

If the Census Bureau receives an address that contains non-city style address information, in addition to a city-style address (as defined in A, B, C, and D above), the non-city style address information may be added to the MAF along with the city-style address information.

If these types of address records are submitted with Address Coordinates or Census 2010 Tract and Block codes, we may be able to perform coverage analysis in order to ascertain lack of coverage in a given Census Block.

Standard Address Format Guidelines

Last updated December 18, 2012

v.11

Notes and Definitions
1) The Census Bureau classifies housing unit and group quarters addresses that have an address number and street name address, for example, 212 Elm Street or 137 Clark Ct., Apt. 316, as city-style addresses. These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911 addresses).
2) The Census Bureau classifies addresses that do not include a house number and/or a street name as noncity-style addresses. Frequently used noncity-style mailing addresses include General Delivery, Rural Route and Box Number, Highway contract route and Box Number, and Post Office Box addresses. These types of addresses are generally not used to update the Census Master Address File, as they are less likely to match existing records (and therefore cause potential duplication) and are not typically geocodable.
3) This column refers to the applicable section of the Federal Geographic Data Committee's "United States Thoroughfare, Landmark, and Postal Address Standard."
4) TRACT/BLOCK: A Tract Number must contain six digits even if there are zeros in front or behind a number (Examples: 0032.01 or 0092.00). BLOCK Must be a four digit Block number (Example: 1001). Note that if the dataset covers addresses in more than one county, then STATE and COUNTY codes must accompany the TRACT/BLOCK number. It is also important that the Census Bureau understand how the Tract/Block codes were derived or assigned to the address records.
5) ADDRESS COORDINATES: The Census Bureau prefers that the coordinates represent the structure associated with the address. If the coordinates are derived using a variety of methods (i.e. building footprints, GPS collection at front door, parcel centroid, etc.) additional data should be included specifying the means of derivation. Otherwise, if all coordinate pairs are derived in the same way, metadata at the file level will suffice.
6) FACILITY NAME: Facility name is the broader name for entities such as "University of Maryland" or "St. Anthony Hospital" that contain multiple residential buildings, such as dormitories.
7) The Census Bureau defines GROUP QUARTERS as 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. Group Quarters are the individual buildings located within a Facility. Example: "Reed Dormitory" would be a GQ name. There are instances where the GQ Name and Facility Name are potentially the same. Example: Shady Acres (Facility Name) may have only one housing building (GQ), which would make the Facility name and GQ names the same.
General Notes
1) Please note that this document is not intended to serve as a template or file layout for submitting address data to the Census Bureau, rather it is a general guide to the nature of the address data the Census Bureau would prefer to receive.
2) Address examples provided in this document are fictitious, not covered by Title 13, and are intended for illustrative purposes only.
Similar guidelines for Puerto Rico are posted separately. Guidelines for the Island Areas are forthcoming.

For an electronic version of this document, as well as more detailed information, please visit the GSS-Initiative Web Page using the following URL:

<http://www.census.gov/geo/www/ess/index.html>