

Quick Start—Paper Address List Materials

2020 Census Local Update of Census Addresses Operation (LUCA)

Before you begin

To ensure the protection of the Census Bureau's Title 13, U.S.C. address information, refer to section 4.2 in the *Confidentiality and Security Guidelines*. If you selected to receive the Census Bureau's Title 13 PDF small format block maps, follow the security guidelines as explained in section 4.1 of the *Confidentiality and Security Guidelines*.

I. What you will need

1. The *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide*—contains instructions and provides examples for reviewing and updating the Census Bureau's Address List.
2. **The Census Bureau Address List**—contains all of the residential addresses (city-style and non-city style) for your government.
3. **The 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. This list is for reference only to identify inconsistencies between the Census Bureau's count and your count of residential addresses in each census block within your jurisdiction.
4. **The Address List Add Page**—use this preprinted page to add residential addresses not shown on the Census Bureau's Address List or to add address that are not editable on the address list. (Make additional copies of the blank add page before recording your address updates.)
5. **The 2020 LUCA Maps**—the maps display census tracts and census blocks used to geocode addresses. Geocoding assigns an address or structure to a location identified by the correct state, county, census tract, and census block. You may use the large format paper maps, the PDF small format block maps, or the partnership shapefiles that you selected to make necessary spatial updates.
6. **The Block to Map Sheet Relationship List**—this list identifies the map sheet or sheets on which each census block is located. For use with large format maps.
7. **A colored pencil**—used to update the paper maps.
8. **Adobe Acrobat software** to open and view the Census Bureau's PDF maps. In addition, legal size, 8 ½ x 14 -inch paper is required to print the maps for updating.

II. Opening the PDF small format maps

The package includes a **Title 13 Data Disc** with PDF small format block maps if you selected to receive the Census Bureau's PDF maps. You need the password mailed to you separately from your paper LUCA materials to open the zipped, encrypted file. The DVD also contains the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* in PDF format, an inventory form for the return of your updated paper materials, and a Readmefirst file. You need Adobe Reader (or Acrobat Professional) to open and view the PDF maps. If needed, you can download the free PDF software at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

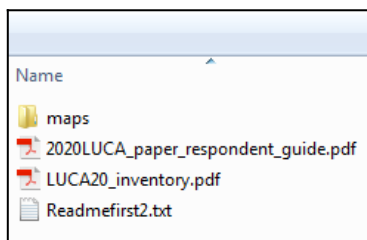
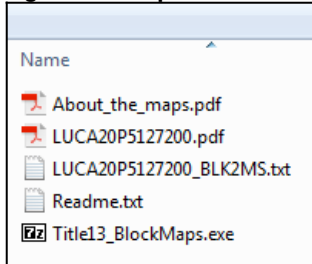


Figure 1: The “maps” folder

Figure 2: “maps” Extracted



Folder

1. To keep your work organized, create a new directory or new folder on your hard drive.
2. Insert the Title 13 Data Disc. The screen shown in Figure 1 appears.
3. Right click on the folder named “maps” and select copy.
4. Open the new folder you created and paste the copied “maps” folder.
5. Double-click the “maps” folder. The following files appear in the folder:
 - o **About_the_maps.pdf**—contains tips for using the PDF maps and includes a brief description of the map types and supplemental files. In addition, this file includes tips for printing the PDF small format maps.
 - o **Readme.txt**—contains an Adobe Reader statement.
 - o **LUCA20<EntType><EntCode>.pdf**—contains images of the large format paper maps you received.
 - o **LUCA20<EntType><EntCode>_BLK2MS.txt**—contains a list of all the blocks within your jurisdiction and the sheet or grid number(s) that identify the parent sheet where the block is located. This file is in a semicolon text format. For use with large format maps.
 - o **Title13_BlockMaps.exe**—this .exe contains the PDF small format block maps to update map spots and road features.
6. To print the PDF small format maps for updates, you must use legal size, 8 ½ x 14 paper to ensure optimal scale and use. Print only those maps that you need for updates and return them with your updated address list.

III. Reviewing the Census Bureau's Paper Address List

Familiarize yourself with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide*, the LUCA address materials, and the terms and concepts used by the Census Bureau.

If a complete review of the Census Bureau's Address List is not possible, you may want to focus on these areas:

- Annexed land.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Areas along governmental boundaries.
- Areas of new housing construction (apartment complexes/subdivisions).
- Blocks with the greatest address count differences between the Census Bureau's address block count and your address block count.
- E-911 address conversion areas.
- Group Quarters (e.g., housing such as college dorms and nursing homes).
- New mobile home parks or new scattered mobile homes.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential lofts.

Include the following acceptable types of housing unit addresses on the address list you submit to the Census Bureau:

- Houses, including townhouses, condominiums, and apartments.
- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.

Exclude the following unacceptable types of housing unit addresses from the address list you submit to the Census Bureau:

- Condemned or scheduled for demolition.
- Under construction or remodeling for conversion to a nonresidential purpose.
- Used solely for nonresidential storage.
- Used solely as offices or businesses in which no one is living.
- Used solely for ceremonial purposes.
- Transitory locations (TL) including movable or mobile housing, portable housing units, boats, motorized recreational vehicles (RVs), tents, trailers that are pulled by cars or trucks, hotels or motels if being occupied on a transitory basis.
- Under construction and will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2020.

IV. Submitting Your Updated Materials

When you have completed your address list review:

- Return only those address pages and map sheets containing address updates.
- Refer to Chapter 7 in your *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* for submission and mailing information for your updated LUCA materials.
- If you reviewed the Census Bureau's Address List and determined that you have no address updates, please complete and return to the Census Bureau form, D-2079, *No Change In Addresses* enclosed with your LUCA materials.

For detailed instructions on completing your LUCA address review and updates, see the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide*.

For additional information or assistance, please call 1-844-344-0169 or email GEO.2020.LUCA@census.gov. Additional information about the 2020 LUCA is available at the LUCA Web site at <https://www.census.gov/geo/partnerships/luca.html>.
