

2020 Census New Construction Program

Respondent Guide: Digital

Instructions for participating in the 2020 Census New Construction Program

Revised as of

<INSERT New Construction Image>

Table of Contents

Chapter 1: Introduction to the 2020 Census New Construction Program

- A. The 2020 Census New Construction Program (New Construction Program)
- B. Defining the Qualifications of the New Construction Program
- C. Background on the Census Bureau's Address List
 - a. The Census Bureau's Master Address File (MAF)
 - b. The Topologically Integrated Geographic Encoding and Referencing (TIGER) Database
- D. New Construction Program Responsibilities
 - a. The Census Bureau's New Construction Program Responsibilities
 - b. The Participant's New Construction Program Responsibilities
- E. Training and Technical Support
- F. Schedule
- G. Respondent Burden

Chapter 2: Before You Begin Your Review

- A. Acceptable Address Types for the New Construction Program
 - a. What is a Housing Unit?
 - b. What are Group Quarters?
 - c. What are Transitory Locations?
- B. Unacceptable Address Types for the New Construction Program
- C. Census Bureau Addresses
 - a. Residential vs. Nonresidential Addresses
 - b. Address Formats
 - i. City-Style Address Format
 - ii. Non City-Style Address Format
- D. Census Bureau Geographies
 - a. Census Tract
 - b. Census Block
- E. What is Geocoding?
- F. Strategies for Conducting the New Construction Program Review
- G. Local Address Sources

Chapter 3: Census Supplied Materials

- A. Materials to download from the 2020 Census New Construction Program Web site
 - a. Census Bureau Provided Reference Shapefiles
 - b. 2020 Census New Construction Program Address List Template (Excel spreadsheet)
 - c. 2020 Census New Construction Program Digital Quick Start Guide
 - d. 2020 Census New Construction Program Digital Respondent Guide
- B. Contents of the New Construction Program Materials Mail Out Package: What's on my CD/DVD?
 - a. 2020 Census New Construction Program Materials Enclosure Letter
 - b. 2020 Census New Construction Program ReadMe.txt File
 - c. 2020 Census New Construction Program Reference Shapefiles
 - d. 2020 Census New Construction Program PDF Maps
 - e. 2020 Census New Construction Program Digital Quick Start Guide
 - f. 2020 Census New Construction Program Digital Respondent Guide
- C. Census Bureau Provided Partnership Shapefiles
 - a. Census Bureau's Coordinate and Projection System
 - b. General File Setup Guidelines
 - c. Edges Layer Data Dictionary
- D. Census Bureau PDF Maps
 - a. Software Requirements for PDF Map Viewing
 - b. Opening a Census Bureau PDF Map
 - c. Reading a Census Bureau PDF Map
 - d. Tips for Using Census Bureau PDF Maps for the 2020 New Construction Program

Chapter 5: Completing the New Construction Program Using GIS

- A. Using the Census Bureau Reference Shapefiles with GIS Software
- B. The New Construction Program Address List Template
- C. Adding Addresses to the New Construction Program Address List Template

Chapter 6: Returning Your New Construction Program Submission

- A. Exporting your New Construction Program Submission
 - a. File Naming Conventions
- B. The Secure Web Incoming Module (SWIM)
 - a. Registration Tokens and Creating a SWIM Account
- C. Using SWIM to Upload your New Construction Program Submission
- D. Shipping Your New Construction Materials

Appendices

Appendix A: The Map Legend

Appendix B: Physical Location Description and Street Type Abbreviations

Appendix C: Unit Designation Abbreviations

Appendix D: Census Bureau Geographic Hierarchy

Appendix E: Selection Sets