

**Request for Non-Substantive Change to the 2020 Census Local Update of Census  
Addresses Operation (LUCA)  
OMB Control No. 0607-0994  
U.S. Department of Commerce  
U.S. Census Bureau**

## **Purpose**

The 2020 Census Local Update of Census Addresses Operation (LUCA) is the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarter and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes the LUCA Operation. On December 15, 2016, the Office of Management and Budget (OMB) approved the 2020 Census LUCA information collection.

## **Background**

On May 11, 2018, the Census Bureau received pre-authorization from OMB to send emails or letters to groups of partners to document issues and provide additional instructions they needed to complete their address review. The Census Bureau is now submitting this non-substantive change (NSC) request:

- 1) To supply documentation of all the changes and messages sent to groups of partners during the LUCA Review Phase between May 2018 and April 2019.
- 2) To add 11 out of 26 materials for the LUCA Feedback Phase.

The Census Bureau documented two categories of changes applicable to the LUCA Review Phase: **provision of additional instructions or clarifications** and **expansion of the method of contacting participants from letter to email**. Participants with a functional email account receive instructions by email. Per the federal register notices, the Census Bureau was going to contact LUCA participants by physical mailing addresses. By expanding the method of contacting participant, the Census Bureau saves time and money. (See Attachment - **Table 1** for more information.)

In addition, the Census Bureau is submitting 11 new materials such as quick start guides, letters, and forms that contain instructional and informational guidance for conducting the LUCA Feedback Phase (**Table 2**). Participants will use the instructions and guidance to provide address feedback to the Census Bureau. Once OMB reviews and approves the current materials, the Census Bureau will submit the remaining feedback materials through an NSC by June 19, 2019.

There is no substantive change to the operation resulting from this change.

## **Burden**

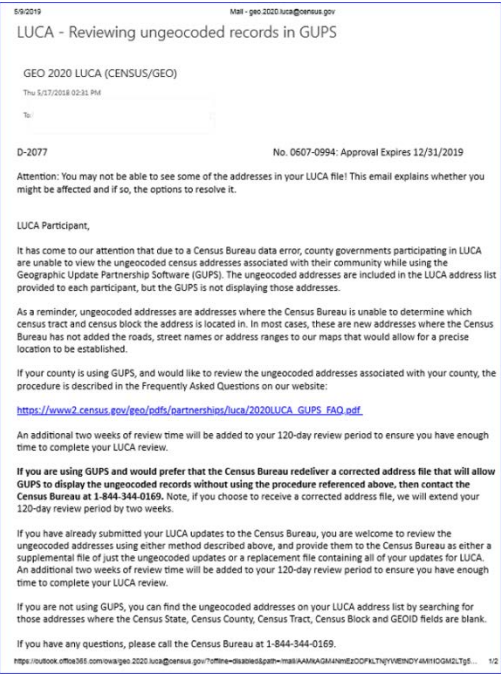
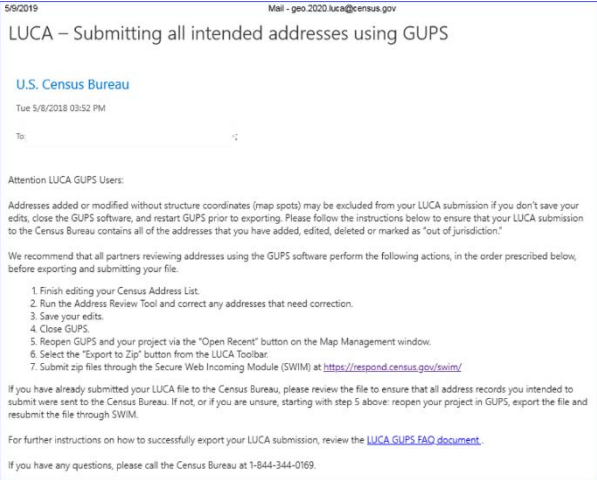
The burden of the 2020 Census LUCA is unchanged by this update.

# Attachments

Table 1: Group Communication LUCA Review Phase

LUCA Materials		
Changes as part of this NSC	Material identification	Description or content
Expansion of the method of contacting participant from letter to email	D-2081 D-2081(SP)	<p>Reminder email sent to participant 30 days after they received their materials. Sent between April and May 2018.</p> <p><b>Attachment #1</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>5/9/2019 <span style="float: right;">Mail - geo.2020.luca@census.gov</span></p> <p>2020 Census Local Update of Census Addresses Operation (LUCA) Review Deadline</p> <p><b>U.S. Census Bureau</b></p> <p>Wed 4/11/2018 10:31 AM</p> <p>To:</p> <p>Importance: High</p> <p>FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS</p> <p>Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). Approximately 30 days ago, you received the Census Bureau's address list and maps for review. We hope that you are progressing with your review of the LUCA materials. If you have already returned your materials, please disregard this message.</p> <p>If you have any questions regarding LUCA, please contact us via email at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>, by phone at 1-844-344-0169, or you can visit us on our Website at <a href="http://www.census.gov/geo/partnerships/luca.html">www.census.gov/geo/partnerships/luca.html</a>.</p> <p>Sincerely,</p> <p>Albert E. Fontenot Jr., Associate Director for Decennial Census Programs</p> </div>
Expansion of the method of contacting participant from letter to email	N/A	<p>Email: "LUCA – Exporting all intended addresses using GUPS." Sent on May 8, 2018.</p> <p><b>Attachment # 2</b></p> <div style="border: 1px solid black; padding: 5px;"> <p>5/9/2019 <span style="float: right;">Mail - geo.2020.luca@census.gov</span></p> <p>2020 Census Local Update of Census Addresses Operation (LUCA) Review Deadline Reminder</p> <p><b>U.S. Census Bureau</b></p> <p>Tue 7/17/2018 10:09 AM</p> <p>To:</p> <p>Importance: High</p> <p>FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS</p> <p>Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). This is a reminder that you have approximately 30 days left to submit your address list and/or map updates to the Census Bureau. Please disregard this message if you have returned your materials within the last several days.</p> <p>If you have any questions regarding LUCA, please contact us via email at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>, by phone at 1-844-344-0169, or you can visit us on our Website at <a href="http://www.census.gov/geo/partnerships/luca.html">www.census.gov/geo/partnerships/luca.html</a>.</p> <p>Sincerely,</p> <p>Albert E. Fontenot Jr., Associate Director for Decennial Census Programs Quality Assurance and Delivery</p> </div>

## LUCA Materials

Changes as part of this NSC	Material identification	Description or content
Expansion of the method of contacting participant from letter to email	N/A	<p>Email: “Ungeocoded address in GUPS”. Sent in May 2018.</p> <p><b>Attachment #3</b></p> 
Expansion of the method of contacting participant from letter to email	N/A	<p>Email: “LUCA - Submitting <u>all</u> intended addresses using GUPS.” (Addresses in sliver blocks with different State/County codes than what GUPS was expecting based on the entity IDs used in the file names.). Sent between May and July 2018.</p> <p><b>Attachment # 4</b></p> 

## LUCA Materials

Changes as part of this NSC	Material identification	Description or content
Expansion of the method of contacting participant from letter to email	D-2082 D-2082(SP)	<p>Reminder email to participants indicating they have 30 days remaining to review/return their updated LUCA materials. Sent on a flow basis between June and November 2018.</p> <p><b>Attachment #5</b></p> <div data-bbox="667 480 1370 978" style="border: 1px solid black; padding: 5px;"> <p>5/9/2019 <span style="float: right;">Mail - geo.2020.luca@census.gov</span></p> <p style="text-align: center;">2020 Census Local Update of Census Addresses Operation (LUCA) Review Deadline Reminder</p> <p style="text-align: center;"><a href="#">U.S. Census Bureau</a></p> <p style="text-align: center;">Tue 7/17/2018 10:09 AM</p> <hr/> <p>To:</p> <p>Importance: High</p> <p>FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS</p> <p>Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). This is a reminder that you have approximately 30 days left to submit your address list and/or map updates to the Census Bureau. Please disregard this message if you have returned your materials within the last several days.</p> <p>If you have any questions regarding LUCA, please contact us via email at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>, by phone at 1-844-344-0169, or you can visit us on our Website at <a href="http://www.census.gov/geo/partnerships/luca.html">www.census.gov/geo/partnerships/luca.html</a>.</p> <p>Sincerely,</p> <p>Albert E. Fontenot, Jr. Associate Director for Decennial Census Programs Quality Assurance and Delivery</p> </div>

**LUCA Materials**

<b>Changes as part of this NSC</b>	<b>Material identification</b>	<b>Description or content</b>
Expansion of the method of contacting participant from letter to email	D-2087 D-2087(SP)	<p>Email sent to participants after 150 days deadline explaining that the LUCA review time has passed and now they must either destroy or return to the Census Bureau any LUCA Title 13 materials. Sent on a flow basis between July and December 2018.</p> <p><b>Attachment # 7</b></p> <div data-bbox="669 552 1395 1241" style="border: 1px solid black; padding: 5px;"> <p>2020 Census LUCA Reminder to Destroy Review Materials MC2301756310</p> <p>U.S. Census Bureau</p> <p>To:</p> <p>Importance: High</p> <p><input type="checkbox"/> 1 attachments (40 KB) MC2301756310_D2012_Destruction.pdf</p> <p>FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS</p> <p>Our records indicate that you did not submit updates to the 2020 Census Local Update of Census Addresses Operation (LUCA) address list materials. The deadline to submit updates has passed and the opportunity to participate in LUCA has ended.</p> <p>As a reminder, you are required to either destroy (preferred method) or return to the U.S. Census Bureau all Title 13 address list materials in accordance with the <i>Confidentiality and Security Guidelines</i>.</p> <p>If you choose to destroy (preferred method) the materials, please review the destruction requirements in the <i>Confidentiality and Security Guidelines</i>, complete and sign the <i>Destruction or Return of Title 13, U.S.C. Materials Form</i>, and ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form. Mail this form in the postage-paid envelope included with your LUCA review materials. Rather than mailing, you may scan your completed, signed form, and email it to us at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>.</p> <p>If you choose to return the materials to the Census Bureau, double-wrap the materials and use the mailing label that was included with the <a href="#">2020</a> mail-out of materials. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you. Complete, sign, and enclose the <i>Destruction or Return of Title 13, U.S.C. Form</i>. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.</p> <p>If you have any questions regarding LUCA, please contact us via email at <a href="mailto:GEO.2020.LUCA@census.gov">GEO.2020.LUCA@census.gov</a>; by phone at 1-844-344-0169; or you can visit us on our Website at <a href="http://www.census.gov/pec/partnerships/luca.html">www.census.gov/pec/partnerships/luca.html</a>.</p> <p>Sincerely,</p> <p>Albert E. Fontenot Jr., Associate Director for Decennial Census Programs</p> </div>

## LUCA Materials

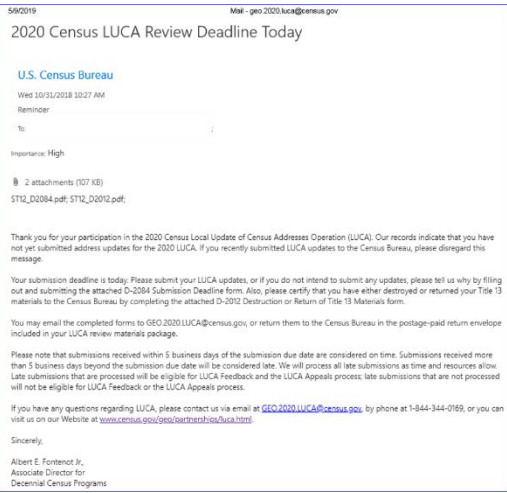
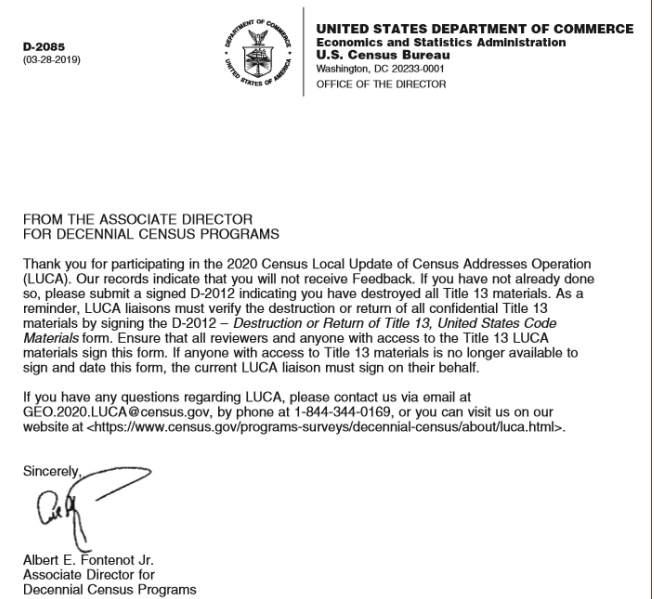
Changes as part of this NSC	Material identification	Description or content
Expansion of the method of contacting participant from letter to email	D-2086 D-2086(SP)	<p>Deadline email that accompanies form D-2084. It explains the LUCA deadline. This email informs the participant that late submissions may or may not get processed. Sent on a flow basis between June 2018 and November 2018.</p> <p><b>Attachment #8</b></p> 
Provision of additional instructions or clarifications by letter and email	D-2085 D-2085(SP)	<p>Thank you email/letter to LUCA participants letting them know we are currently processing their submissions. Sent on April 30, 2019.</p> <p><b>Attachment # 9</b></p> 

Table 2: New Feedback Materials - Part 1

<b>LUCA Materials</b>		
<b>Changes as part of this NSC</b>	<b>Material identification</b>	<b>Description or content</b>
Adding new document	D-2202	Detailed Feedback Address List – stateside.
Adding new document	D-2209	Feedback Address Count List – stateside.
Adding new document	D-2210	Feedback Block to Map Sheet Relationship List – stateside.
Adding new document	D-2214	Nine Feedback Packing Slips – for stateside entities (TOSUs 1-5 regular and TOSUs 1(U)-6(U) for participants that will not receive records on their Detailed Feedback Address List).
Adding new document	D-2231	LUCA Feedback Paper Respondent Guide.
Adding new document	D-2240	LUCA Feedback Digital Quick Start Guide.
Adding new document	D-2240(SP)	LUCA Feedback Digital Quick Start Guide for Puerto Rico.
Adding new document	D-2241	LUCA Feedback Paper Quick Start Guide.
Adding new document	D-2242	LUCA Feedback GUPS Quick Start Guide.
Adding a new document	D-2280	Password Letter – stateside.
Adding a new document	D-2282	Insert that further explains why no records appear on the entity’s Detailed Feedback Address List – for stateside entities.

# 2020 Census Local Update of Census Addresses Operation (LUCA) Review Deadline

U.S. Census Bureau

Wed 4/11/2018 10:31 AM

Importance: High

FROM THE ASSOCIATE DIRECTOR FOR  
DECENNIAL CENSUS PROGRAMS

Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). Approximately 30 days ago, you received the Census Bureau's address list and maps for review. We hope that you are progressing with your review of the LUCA materials. If you have already returned your materials, please disregard this message.

If you have any questions regarding LUCA, please contact us via email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit us on our Website at [www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html).

Sincerely,

Albert E. Fontenot Jr.,  
Associate Director for  
Decennial Census Programs



# LUCA – Submitting all intended addresses using GUPS

## U.S. Census Bureau

Tue 5/8/2018 03:52 PM

Attention LUCA GUPS Users:

Addresses added or modified without structure coordinates (map spots) may be excluded from your LUCA submission if you don't save your edits, close the GUPS software, and restart GUPS prior to exporting. Please follow the instructions below to ensure that your LUCA submission to the Census Bureau contains all of the addresses that you have added, edited, deleted or marked as "out of jurisdiction."

We recommend that all partners reviewing addresses using the GUPS software perform the following actions, in the order prescribed below, before exporting and submitting your file.

1. Finish editing your Census Address List.
2. Run the Address Review Tool and correct any addresses that need correction.
3. Save your edits.
4. Close GUPS.
5. Reopen GUPS and your project via the "Open Recent" button on the Map Management window.
6. Select the "Export to Zip" button from the LUCA Toolbar.
7. Submit zip files through the Secure Web Incoming Module (SWIM) at <https://respond.census.gov/swim/>

If you have already submitted your LUCA file to the Census Bureau, please review the file to ensure that all address records you intended to submit were sent to the Census Bureau. If not, or if you are unsure, starting with step 5 above: reopen your project in GUPS, export the file and resubmit the file through SWIM.

For further instructions on how to successfully export your LUCA submission, review the [LUCA GUPS FAQ document](#) .

If you have any questions, please call the Census Bureau at 1-844-344-0169.

# LUCA - Reviewing ungeocoded records in GUPS

GEO 2020 LUCA (CENSUS/GEO)

D-2077

No. 0607-0994: Approval Expires 12/31/2019

Attention: You may not be able to see some of the addresses in your LUCA file! This email explains whether you might be affected and if so, the options to resolve it.

LUCA Participant,

It has come to our attention that due to a Census Bureau data error, county governments participating in LUCA are unable to view the ungeocoded census addresses associated with their community while using the Geographic Update Partnership Software (GUPS). The ungeocoded addresses are included in the LUCA address list provided to each participant, but the GUPS is not displaying those addresses.

As a reminder, ungeocoded addresses are addresses where the Census Bureau is unable to determine which census tract and census block the address is located in. In most cases, these are new addresses where the Census Bureau has not added the roads, street names or address ranges to our maps that would allow for a precise location to be established.

If your county is using GUPS, and would like to review the ungeocoded addresses associated with your county, the procedure is described in the Frequently Asked Questions on our website:

[https://www2.census.gov/geo/pdfs/partnerships/luca/2020LUCA\\_GUPS\\_FAQ.pdf](https://www2.census.gov/geo/pdfs/partnerships/luca/2020LUCA_GUPS_FAQ.pdf)

An additional two weeks of review time will be added to your 120-day review period to ensure you have enough time to complete your LUCA review.

**If you are using GUPS and would prefer that the Census Bureau redeliver a corrected address file that will allow GUPS to display the ungeocoded records without using the procedure referenced above, then contact the Census Bureau at 1-844-344-0169.** Note, if you choose to receive a corrected address file, we will extend your 120-day review period by two weeks.

If you have already submitted your LUCA updates to the Census Bureau, you are welcome to review the ungeocoded addresses using either method described above, and provide them to the Census Bureau as either a supplemental file of just the ungeocoded updates or a replacement file containing all of your updates for LUCA. An additional two weeks of review time will be added to your 120-day review period to ensure you have enough time to complete your LUCA review.

If you are not using GUPS, you can find the ungeocoded addresses on your LUCA address list by searching for those addresses where the Census State, Census County, Census Tract, Census Block and GEOID fields are blank.

If you have any questions, please call the Census Bureau at 1-844-344-0169.

# LUCA Submission Alert

U.S. Census Bureau

Importance: High

ATTENTION LUCA PARTICIPANT:

As you work to prepare your LUCA submission, this message serves as a reminder that **you may NOT email your LUCA submission** to the U.S. Census Bureau. Email is not a secure method of transfer for Title 13 materials. Participants must use the Secure Web Incoming Module ([SWIM](#)) to submit their files or must create a CD/DVD of their files for shipment to ensure a secure transfer of information. Follow the Title 13 guidelines and instructions in Chapter 7 and Appendix A of the Digital Respondent Guide (D-2032) to ensure a secure submission. Participants can locate the Digital Respondent Guide on the [LUCA website](#) within the "What are LUCA Review Materials?" section or with their original review materials.

If you encounter difficulties with your SWIM account or have other LUCA questions, contact the Geographic Partnership Support Desk at 1-844-344-0169 for assistance.

# 2020 Census Local Update of Census Addresses Operation (LUCA) Review Deadline Reminder

U.S. Census Bureau

Importance: High

FROM THE ASSOCIATE DIRECTOR FOR  
DECENNIAL CENSUS PROGRAMS

Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). This is a reminder that you have approximately 30 days left to submit your address list and/or map updates to the Census Bureau. Please disregard this message if you have returned your materials within the last several days.

If you have any questions regarding LUCA, please contact us via email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit us on our Website at [www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html).

Sincerely,

Albert E. Fontenot Jr.,  
Associate Director for  
Decennial Census Programs  
Quality Assurance and Delivery

# 2020 Census LUCA Reminder to Destroy Review Materials

## MC2301756310

U.S. Census Bureau

To:

Importance: High

📎 1 attachments (40 KB)

MC2301756310\_D2012\_Destruction.pdf;

FROM THE ASSOCIATE DIRECTOR FOR  
DECENNIAL CENSUS PROGRAMS

Our records indicate that you did not submit updates to the 2020 Census Local Update of Census Addresses Operation (LUCA) address list materials. The deadline to submit updates has passed and the opportunity to participate in LUCA has ended.

As a reminder, you are required to either destroy (preferred method) or return to the U.S. Census Bureau all Title 13 address list materials in accordance with the *Confidentiality and Security Guidelines*.

If you choose to destroy (preferred method) the materials, please review the destruction requirements in the *Confidentiality and Security Guidelines*, complete and sign the *Destruction or Return of Title 13, U.S.C. Materials Form*, and ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form. Mail this form in the postage-paid envelope included with your LUCA review materials. Rather than mailing, you may scan your completed, signed form, and email it to us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

If you choose to return the materials to the Census Bureau, double-wrap the materials and use the mailing label that was included with the initial mail-out of materials. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you. Complete, sign, and enclose the Destruction or Return of Title 13, U.S.C. Form. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.

If you have any questions regarding LUCA, please contact us via email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit us on our Website at [www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html).

Sincerely,

Albert E. Fontenot Jr.,  
Associate Director for  
Decennial Census Programs

# 2020 Census LUCA Review Deadline Today

## U.S. Census Bureau

Reminder

Importance: High

📎 2 attachments (107 KB)

ST12\_D2084.pdf; ST12\_D2012.pdf;

Thank you for your participation in the 2020 Census Local Update of Census Addresses Operation (LUCA). Our records indicate that you have not yet submitted address updates for the 2020 LUCA. If you recently submitted LUCA updates to the Census Bureau, please disregard this message.

Your submission deadline is today. Please submit your LUCA updates, or if you do not intend to submit any updates, please tell us why by filling out and submitting the attached D-2084 Submission Deadline form. Also, please certify that you have either destroyed or returned your Title 13 materials to the Census Bureau by completing the attached D-2012 Destruction or Return of Title 13 Materials form.

You may email the completed forms to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), or return them to the Census Bureau in the postage-paid return envelope included in your LUCA review materials package.

Please note that submissions received within 5 business days of the submission due date are considered on time. Submissions received more than 5 business days beyond the submission due date will be considered late. We will process all late submissions as time and resources allow. Late submissions that are processed will be eligible for LUCA Feedback and the LUCA Appeals process; late submissions that are not processed will not be eligible for LUCA Feedback or the LUCA Appeals process.

If you have any questions regarding LUCA, please contact us via email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit us on our Website at [www.census.gov/geo/partnerships/luca.html](http://www.census.gov/geo/partnerships/luca.html).

Sincerely,

Albert E. Fontenot Jr.,  
Associate Director for  
Decennial Census Programs

**D-2085(SP)**  
(04-02-2019)



**DEPARTAMENTO DE COMERCIO DE LOS ESTADOS UNIDOS**  
**Administración de Economía y Estadísticas**  
**Oficina del Censo de los EE. UU.**

Washington, DC 20233-0001  
OFICINA DEL DIRECTOR

**DEL DIRECTOR ASOCIADO PARA  
PROGRAMAS DEL CENSO DECENAL**

Gracias por participar en el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Nuestros registros indican que usted no recibirá comentarios en la Fase de Información. Si aún no lo ha hecho, por favor envíe un formulario D-2012 firmado indicando que destruyó todos los materiales protegidos por el Título 13. Le recuerdo que los enlaces de LUCA tienen que verificar la destrucción o devolución de todos los materiales confidenciales protegidos por el Título 13 mediante la firma del formulario D-2012 – *Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos*. Asegúrese de que todos los revisores o personas con acceso a los materiales de LUCA protegidos por el Título 13 firmen este formulario. Si alguien con acceso a materiales protegidos por el Título 13 ya no está disponible para firmar y fechar este formulario, el enlace actual de LUCA tiene que firmar en su nombre.

Si tiene alguna pregunta sobre LUCA, comuníquese con nosotros por correo electrónico a [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), por teléfono al 1-844-344-0169 o visítenos en el sitio web <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Atentamente,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot Jr.", written over a horizontal line.

Albert E. Fontenot Jr.  
Director Asociado para los  
Programas del Censo Decenal

**U.S. DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
1201 E 10th St  
Jeffersonville IN 47132-0001

**AN EQUAL OPPORTUNITY EMPLOYER**

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**D-2085(SP)** (04-02-2019)

**GRACIAS**

United States®  
**Census**  
**2020**



**D-2085**  
(03-28-2019)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001  
OFFICE OF THE DIRECTOR

FROM THE ASSOCIATE DIRECTOR  
FOR DECENNIAL CENSUS PROGRAMS

Thank you for participating in the 2020 Census Local Update of Census Addresses Operation (LUCA). Our records indicate that you will not receive Feedback. If you have not already done so, please submit a signed D-2012 indicating you have destroyed all Title 13 materials. As a reminder, LUCA liaisons must verify the destruction or return of all confidential Title 13 materials by signing the D-2012 – *Destruction or Return of Title 13, United States Code Materials* form. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials sign this form. If anyone with access to Title 13 materials is no longer available to sign and date this form, the current LUCA liaison must sign on their behalf.

If you have any questions regarding LUCA, please contact us via email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit us on our website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Sincerely,

Albert E. Fontenot Jr.  
Associate Director for  
Decennial Census Programs

**U.S. DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
1201 E 10th St  
Jeffersonville IN 47132-0001

**AN EQUAL OPPORTUNITY EMPLOYER**

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POSTAGE & FEES PAID  
U.S. Census Bureau  
Permit No. G-58

OFFICIAL BUSINESS  
Penalty for Private Use \$300

**D-2085** (03-28-2019)  
**2020 LUCA - Building 63-D**

**THANK YOU**

United States®  
**Census**  
**2020**









FORM **D-2214(2)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

The U.S. Census Bureau is providing the following materials for the 2020 Census Local Update of Census Addresses Operation (LUCA). If you are missing materials, or have any questions regarding these materials, please contact us via email at GEO.2020.LUCA@census.gov, or by phone at 1-844-344-0169.

- D-2214(2) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2241 – Feedback Paper Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - FB\_ReadMeFirst2.txt
  - Feedback Paper Quick Start Guide: 2020LUCA\_FB\_quick\_start\_paper.pdf
  - ReadMe.txt
  - About\_the\_maps.pdf
  - Feedback Large Format Maps: LUCAF20<EntType><EntCode>.pdf
  - Feedback Block to Map Sheet Relationship: LUCAF20<EntityType><EntCode>\_BLK2MS.txt
  - Feedback Title 13 Small Format Maps: 2020LUCAF20\_BlockMaps.exe
  - Feedback Paper Respondent Guide: 2020LUCA\_FB\_paper\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List: 2020LUCA\_<EntityID>\_FB\_address\_countlist.csv
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
  - Confidentiality Agreement Form: <EntityID>\_D2005\_Confidentiality.pdf
- D-2231 – Feedback Paper Respondent Guide
- D-2005 – Confidentiality Agreement Form
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2210 – Feedback Block to Map Sheet Relationship List
- D-2209 – Feedback Address Count List
- Feedback Large Format Paper Maps
- D-2202 – Detailed Feedback Address List
- Two Postage-Paid Return Envelopes for forms D-2005 and D-2012 (for use as needed)

FORM **D-2214(2U)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

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- D-2214(2U) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2282 – Feedback Insert
- D-2241 – Feedback Paper Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - FB\_ReadMefirst2.txt
  - Feedback Paper Quick Start Guide: 2020LUCA\_FB\_quick\_start\_paper.pdf
  - Feedback Insert: 2020LUCA\_FB\_Insert.pdf
  - ReadMe.txt
  - About\_the\_maps.pdf
  - Feedback Large Format Maps: LUCAF20<EntType><EntCode>.pdf
  - Feedback Block to Map Sheet Relationship: LUCAF20<EntType><EntCode>\_BLK2MS.txt
  - Feedback Paper Respondent Guide: 2020LUCA\_FB\_paper\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List: 2020LUCA\_<EntityID>\_FB\_address\_countlist.csv
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
- D-2231 – Feedback Paper Respondent Guide
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2210 – Feedback Block to Map Sheet Relationship List
- D-2209 – Feedback Address Count List
- Feedback Large Format Paper Maps
- One Postage-Paid Return Envelope for form D-2012



FORM **D-2214(3)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

The U.S. Census Bureau is providing the following materials for the 2020 Census Local Update of Census Addresses Operation (LUCA). If you are missing materials, or have any questions regarding these materials, please contact us via email at GEO.2020.LUCA@census.gov, or by phone at 1-844-344-0169.

- D-2214(3) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2241 – Feedback Paper Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Non-Title 13 Data Disc
  - FB\_ReadMefirst3.txt
  - Feedback Paper Quick Start Guide: 2020LUCA\_FB\_quick\_start\_paper.pdf
  - Feedback Paper Respondent Guide: 2020LUCA\_FB\_paper\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List and Shapefiles: 2020LUCA\_<EntityID>\_FB\_DISK2of2.exe
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
  - Confidentiality Agreement Form: <EntityID>\_D2005\_Confidentiality.pdf
- D-2231 – Feedback Paper Respondent Guide
- D-2005 – Confidentiality Agreement Form
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2209 – Feedback Address Count List
- D-2202 – Detailed Feedback Address List
- Two Postage-Paid Return Envelopes for forms D-2005 and D-2012 (for use as needed)

FORM **D-2214(3U)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

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- D-2214(3U) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2282 – Feedback Insert
- D-2241 – Feedback Paper Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Non-Title 13 Data Disc
  - FB\_ReadMefirst3.txt
  - Feedback Paper Quick Start Guide: 2020LUCA\_FB\_quick\_start\_paper.pdf
  - Feedback Insert: 2020LUCA\_FB\_Insert.pdf
  - Feedback Paper Respondent Guide: 2020LUCA\_FB\_paper\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List and Shapefiles: 2020LUCA\_<EntityID>\_FB\_DISK2of2.exe
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
- D-2231 – Feedback Paper Respondent Guide
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2209 – Feedback Address Count List
- One Postage-Paid Return Envelope for form D-2012

FORM **D-2214(4)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

The U.S. Census Bureau is providing the following materials for the 2020 Census Local Update of Census Addresses Operation (LUCA). If you are missing materials, or have any questions regarding these materials, please contact us via email at GEO.2020.LUCA@census.gov, or by phone at 1-844-344-0169.

- D-2214(4) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2240 – Feedback Digital Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - FB\_ReadMeFirst4.txt
  - Feedback Digital Quick Start Guide: 2020LUCA\_FB\_quick\_start\_digital.pdf
  - ReadMe.txt
  - About\_the\_maps.pdf
  - Feedback Large Format Maps: LUCAF20<EntType><EntCode>.pdf
  - Feedback Block to Map Sheet Relationship: LUCAF20<EntType><EntCode>\_BLK2MS.txt
  - Feedback Digital Respondent Guide: 2020LUCA\_FB\_digital\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Detailed Feedback Address List: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe
  - Feedback Address Count List: 2020LUCA\_<EntityID>\_FB\_address\_countlist.csv
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
  - Confidentiality and Agreement Form: <EntityID>\_D2005\_Confidentiality.pdf
- D-2005 – Confidentiality Agreement Form
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2210 – Feedback Block to Map Sheet Relationship List
- Feedback Large Format Paper Maps
- Two Postage-Paid Return Envelopes for forms D-2005 and D-2012 (for use as needed)

FORM **D-2214(4U)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

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- D-2214(4U) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2282 – Feedback Insert
- D-2240 – Feedback Digital Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - FB\_ReadMefirst4.txt
  - Feedback Digital Quick Start Guide: 2020LUCA\_FB\_quick\_start\_digital.pdf
  - Feedback Insert: 2020LUCA\_FB\_insert.pdf
  - ReadMe.txt
  - About\_the\_maps.pdf
  - Feedback Large Format Paper Maps: LUCAF20<EntType><EntCode>.pdf
  - Feedback Block to Map Sheet Relationship: LUCAF20<EntType><EntCode>\_BLK2MS.txt
  - Feedback Digital Respondent Guide: 2020LUCA\_FB\_digital\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List: 2020LUCA\_<EntityID>\_FB\_address\_countlist.csv
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2210 – Feedback Block to Map Sheet Relationship List
- Feedback Large Format Paper Maps
- One Postage-Paid Return Envelope for form D-2012

FORM **D-2214(5U)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

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- D-2214(5U) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2282 – Feedback Insert
- D-2240 – Feedback Digital Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - FB\_ReadMefirst5.txt
  - Feedback Digital Quick Start Guide: 2020LUCA\_FB\_quick\_start\_digital.pdf
  - Feedback Insert: 2020LUCA\_FB\_insert.pdf
  - ReadMe.txt
  - About\_the\_maps.pdf
  - Feedback Large Format Maps: LUCAF20<EntType><EntCode>.pdf
  - Block to Map Sheet Relationship: LUCAF20<EntType><EntCode>\_BLK2MS.txt
  - Feedback Digital Respondent Guide: 2020LUCA\_FB\_digital\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List: 2020LUCA\_<EntityID>\_FB\_address\_countlist.csv
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
- D-2012 – Destruction or Return of Title 13 Materials Form
- D-2010 – Feedback Block to Map Sheet Relationship List
- Feedback Large Format Paper Maps
- One Postage-Paid Return Envelope for form D-2012

FORM **D-2214(6)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

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- D-2214(6) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2240 – Feedback Digital Quick Start Guide
- D-2242 – Feedback GUPS Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - Detailed Feedback Address List: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe
- Non-Title 13 Data Disc
  - FB\_ReadMefirst6.txt
  - Feedback Digital Quick Start Guide: 2020LUCA\_FB\_quick\_start\_digital.pdf
  - Feedback GUPS Quick Start Guide: 2020LUCA\_FB\_quick\_start\_gups.pdf
  - Feedback Digital Respondent Guide: 2020LUCA\_FB\_digital\_respondent\_guide.pdf
  - Feedback GUPS Respondent Guide: 2020LUCA\_FB\_gups\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List and Shapefiles: 2020LUCA\_<EntityID>\_FB\_DISK2of2.exe
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
  - Confidentiality Agreement Form: <EntityID>\_D2005\_Confidentiality.pdf
- GUPS Software Installation DVD
- D-2005 – Confidentiality Agreement Form
- D-2012 – Destruction or Return of Title 13 Materials Form
- Two Postage-Paid Return Envelopes for forms D-2005 and D-2012 (for use as needed)

FORM **D-2214(6U)**  
(04/13/2019)U.S. DEPARTMENT OF COMMERCE  
ECONOMICS AND STATISTICS ADMINISTRATION  
U.S. CENSUS BUREAU**2020 CENSUS LOCAL UPDATE OF CENSUS  
ADDRESSES OPERATION (LUCA)  
FEEDBACK PACKING SLIP**

Entity ID

Entity Name

The U.S. Census Bureau is providing the following materials for the 2020 Census Local Update of Census Addresses Operation (LUCA). If you are missing materials, or have any questions regarding these materials, please contact us via email at GEO.2020.LUCA@census.gov, or by phone at 1-844-344-0169.

- D-2214(6U) – Feedback Packing Slip
- D-2281 – Feedback Introduction Letter
- D-2282 – Feedback Insert
- D-2240 – Feedback Digital Quick Start Guide
- D-2242 – Feedback GUPS Quick Start Guide
- D-2201 – Feedback Address Update Summary Report
- LUCA Appeals Federal Register Notice
- Title 13 Data Disc
  - **Blank** Detailed Feedback Address List: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe
- Non-Title 13 Data Disc
  - FB\_ReadMefirst6.txt
  - Feedback Digital Quick Start Guide: 2020LUCA\_FB\_quick\_start\_digital.pdf
  - Feedback GUPS Quick Start Guide: 2020LUCA\_FB\_quick\_start\_gups.pdf
  - Feedback Insert: 2020LUCA\_FB\_insert.pdf
  - Feedback Digital Respondent Guide: 2020LUCA\_FB\_digital\_respondent\_guide.pdf
  - Feedback GUPS Respondent Guide: 2020LUCA\_FB\_gups\_respondent\_guide.pdf
  - Feedback Address Update Summary Report: 2020LUCA\_<EntityID>\_FB\_summary\_report.pdf
  - Feedback Address Count List and Shapefiles: 2020LUCA\_<EntityID>\_FB\_DISK2of2.exe
  - Destruction or Return Form: <EntityID>\_D2012\_Destruction.pdf
- GUPS Software Installation DVD
- D-2012 – Destruction or Return of Title 13 Materials Form
- One Postage-Paid Return Envelope for form D-2012

# 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide

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*Instructions for Paper Address List Participants*



U.S. Department of Commerce  
Economics and Statistics Administration  
U.S. CENSUS BUREAU  
[census.gov](https://www.census.gov)



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## BACKGROUND

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### A. General Information

The 2020 Census Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes the LUCA operation. Refer to <https://www.census.gov/programs-surveys/decennial-census/about/luca/act-1994.html> for more information.

In accordance with the law, the LUCA Feedback Phase provides participating governments with detailed feedback materials that document which local address updates the Census Bureau processed. LUCA participants may dispute the processing results of certain addresses, only if those addresses meet certain eligibility criteria. Participants must file their Appeal within 45 calendar days after the receipt of the feedback materials. Appeals filed after the deadline will be denied. Filing an Appeal is optional and is not a requirement of LUCA.

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**IMPORTANT:** The final *Federal Register* notice is included with the feedback materials and is available on the LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, for participants to consult before beginning their review.

---

### B. Census Bureau Processing of LUCA submissions

The Census Bureau reviewed all addresses submitted by LUCA participants during the LUCA Review Phase and processed those meeting the defined criteria. In addition, the Census Bureau made necessary corrections and updates to the census maps from the LUCA Review Phase submissions.

### C. Confidentiality and Security

All of the requirements and guidelines for protecting the Census Bureau's confidential Title 13, United States Code (U.S.C.) materials followed for the LUCA Review Phase are applicable to the LUCA feedback materials.<sup>1</sup> All participants are required to sign a Confidentiality Agreement Form in accordance with Title 13, U.S.C. to maintain the confidentiality of the census address information they received from the Census Bureau for review. Participants are required to have the means to secure the Census Address List containing Title 13 information.

Persons who signed the *D-2005 – Confidentiality Agreement Form* for the LUCA Review Phase, are not required to sign the form again. However, anyone who will review or have access to the confidential Title 13 feedback materials and has not already signed form *D-2005* must read and agree to abide by the *Confidentiality and Security Guidelines*, included as [Appendix A](#), and must sign the *Confidentiality Agreement Form* before reviewing the materials. A blank *D-2005 – Confidentiality Agreement Form* is

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<sup>1</sup> Title 13, U.S.C provides for the confidential treatment of census-related information, including individual addresses and map spots. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

included in this respondent guide as [Appendix B](#). This form is also available on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

The *D-2202 – Detailed Feedback Address List* is Title 13 protected material. It is included, in printed form only, in the feedback materials for all participants whose final format during the LUCA Review Phase was the Paper Address List. In addition, if a participant’s final format for maps was PDF maps, the Title 13 protected, small format block maps are on the enclosed DVD. The PDF maps require a password to decrypt and open. The case-sensitive password, necessary to open the small format block maps, is different from the password used during the Review Phase. It arrives separately and prior to receiving the feedback materials. Keep the password letter (D-2280) secure.

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 LUCA operation, the LUCA liaison must verify the destruction (preferred) or return to the Census Bureau all Title 13 materials and copies by signing and returning the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form*. A blank form is included as [Appendix C](#). This form is also available online at the LUCA website. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

## D. Entity Identification Codes

All local government entity codes, also known as the “EntityID,” appearing in the feedback materials have a two-letter code identifying the type of entity. County, place, and minor civil division codes include the state two-digit Federal Information Processing Series (FIPS) numeric code. Minor civil divisions also include the county three-digit FIPS numeric code. See [Table 1](#) for information regarding the entity identification codes.

**Table 1: Entity Identification Codes**

Entity	Entity Identification Code	Total Characters
State	ST (2 alpha) + (2 FIPS numeric)	4
County	CO (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric)	7
Place	PL (2 alpha) + State (2 FIPS numeric) + FIPS Place (5 FIPS numeric)	9
Minor Civil Division (MCD)	MC (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric) + FIPS MCD (5 FIPS numeric)	12

Below are four examples showing the “EntityID” for local government entities.

- State: ST01 (state of Alabama).
- County: CO42085 (Mercer County, Pennsylvania).
- Place: PL0100124 (Abbeville city, Alabama).
- Minor Civil Division: MC4208567472 (Salem Township, Mercer County, Pennsylvania).

Tribal government entity codes contain a unique 12-character alphanumeric identification code assigned by the Census Bureau that identifies the tribe and its associated geographic area. An example of a 12-character tribal identification code, TR0013TA0185, where **TR0013** is the six-character tribal code that represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation and **TA0185** is the six-character tribal geographic area code that represents Benton Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Paiute Tribe. This 12-character code is the “EntityID” for tribal governments.

Where applicable, all map related materials included in digital format on the participant’s DVD have special codes that differ from the “EntityID.” The abbreviation for the special map related coding is “<EntityType><EntCode>.” See **Table 2** for information on the <EntityType><EntCode>.

**Table 2: Entity Types and Entity Codes on Map Materials**

<EntityType> is entity type:	<EntCode> is entity code
C = County	County = SSCCC
M = Minor civil division (MCD)	MCD = SSCCCMMMMM
P = Incorporated Place	Place = SSPPPPP
R = American Indian Reservation (AIR)	AIR = RRRR
	Where, SS = State FIPS code; CCC = County FIPS code; MMMMM = MCD FIPS code; RRRR = AIR Census code.

Below are several map examples showing use of the “<EntityType><EntCode>” for LUCA feedback participants.

- LUCAF20C48003.pdf – large format bundled .pdf map for a county.
- LUCAF20M2717317918.pdf – large format bundled .pdf map for a MCD.
- LUCAF20P2302060.pdf – large format bundled .pdf map for a place.
- LUCAF20R0010.pdf – large format bundled .pdf map for an AIR.

**Section 1.2** provides more detail on these materials and their location on the DVD.

## E. Respondent Guide Organization

Use this respondent guide, the D-2231, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*. The respondent guides do not repeat information between the phases (Review and Feedback).

[Hyperlinks](#) appear as underlined, light blue text. Cross-reference links to other sections within the document appear as **bold blue text**.

## F. Training and Support

There are no workshops scheduled for the Feedback Phase; however, the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html> offers information that may assist with reviewing the feedback materials. In addition, the Census Bureau’s LUCA Help Desk can assist with feedback related questions. The 2020 Census LUCA Appeals Office, established as a separate, temporary federal entity by the Office of Management and Budget (OMB), handles the Appeals process and all Appeal-related questions.

Contact the LUCA Help Desk, toll-free, at (844) 344-0169 or email them at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the LUCA aforementioned website.



# CHAPTER 1 2020 CENSUS LUCA FEEDBACK AND APPEALS

## INTRODUCTION

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This chapter provides introductory information on the materials paper address participants receive as part of the LUCA Feedback Phase based on the final format of the LUCA Review Phase.

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**IMPORTANT:** For participants needing visuals and detailed examples, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* distributed during the LUCA Review Phase includes additional graphics and information. Locate the respondent guide on the LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, and use it to supplement instructions in this material.

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### 1.1 Feedback Materials

The Census Bureau provides LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau provides LUCA feedback materials for jurisdictions that submitted address updates after reviewing and applying each properly formatted address update to the Census Address List and adding any new addresses not already included. The Census Bureau verified the participant suggested address updates (additions, corrections, deletions, etc.) to ensure that all address updates and additions exist and that they are in the correct census block. Participants that reviewed the Census Address List, agreed with its contents during the LUCA Review Phase, and asked to receive feedback also receive LUCA Feedback Phase materials.

The Census Bureau provides feedback materials according to the final format that the participant selected for the LUCA Review Phase. For paper address list participants, there are three product preferences described in the detailed sub-sections below. Regardless of the product preference, the feedback materials include:<sup>2</sup>

- *Feedback Address Update Summary Report (D-2201)* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List (D-2202)* — shows all accepted (i.e., properly formatted) address record updates submitted by the participant and a feedback processing code identifying a specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on and deleted from the original Census Address List by a different census operation or another level of government participating in LUCA.
- *Feedback Address Count List (D-2209)* — contains the number of residential housing unit (HU) and group quarters (GQ) addresses on the LUCA Review Phase Census Address List and the current number of HU and GQ residential addresses for each Census block within the participant's jurisdiction.

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<sup>2</sup> For participants that either told us “no changes” on the D-2079 or D-2084 and had no records deleted by other LUCA participants or other census operations or for those that submitted a file that could not be processed and had no records deleted by other LUCA participants or other census operations, there are no addresses to review or Appeal. These participants receive a paper insert, the D-2282, instead of a *Detailed Feedback Address List* that explains why. If they receive a DVD as part of their materials, a corresponding portable document format (PDF) file, 2020LUCA\_FB\_insert.pdf, will be present on their DVD.

- *Feedback Block to Map Sheet Relationship List (D-2210)* — identifies the large format parent map sheet(s) or inset sheet(s) on which each census block is located. This product is for participants that selected either paper or paper/Portable Document Format (PDF) maps. The sort for this product is by census tract number and census block number in ascending order.
- *Feedback Maps* — may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations. The Census Bureau provides maps or shapefiles in the final format selected for the LUCA Review Phase materials.
  - *Large format paper maps* — large format (36"x32") paper maps that may include one or more sheets, for participants that selected the paper or paper/PDF maps. A bundled PDF of the large format paper maps is included for paper/PDF map participants. Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* for details on these materials.
  - *PDF maps* — files provided on a DVD that contain legal-size (8.5"x14") small format block maps including Title 13 map spots (address structure coordinates showing the location of residential addresses that appear on the *Detailed Feedback Address List*) for participants that selected the paper/PDF maps.
  - *Shapefiles* — created from the Master Address File/Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER) for participants that selected digital maps or Geographic Update Partnership Software (GUPS). These are also known as TIGER Partnership shapefiles.
- *Reference/instructional materials* — include the Feedback Respondent Guide, Quick Start Guide, Feedback Address Update Summary Report, various forms, and readme file(s). For paper participants receiving a DVD, these various materials are included in digital format on DVD. In addition to the DVD, they are on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

## 1.2 Paper Address List Product Preference Summaries

This section lists the materials provided for the three product preferences for paper address list participants and provides information on opening the digital copy of the *Feedback Address Count List*. Participants with either PDF maps or digital maps receive one DVD.<sup>3</sup> Locate additional details in [Chapter 2](#) for materials listed in this chapter.

### 1.2.1 Paper Address List and Large Format Paper Maps (No PDF Maps)

Participants who selected the paper address list and large format paper maps product preference for the LUCA Review Phase receive only printed materials, including two postage paid return envelopes used for the return of their D-2012 form or their actual Title 13 materials and D-2012. They may use one envelope to submit an updated D-2005 if necessary to update the reviewer information. These participants do not receive a DVD with digital copies of these printed materials. Their specific feedback related materials include the following:

- *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231)*.
- *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241)*.

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<sup>3</sup> Some participants may have trouble with the extraction of the data disc materials due to administrative rights, application blockers, or antivirus/security programs. Participants are encouraged to contact their own Information Technology staff first, and then contact the LUCA Help Desk if problems persist.

- *Feedback Address Update Summary Report (D-2201).*
- *Detailed Feedback Address List (D-2202).*
- *Feedback Address Count List (D-2209).*
- *Feedback Block to Map Sheet Relationship List (D-2210).*
- *Large format paper maps.*
- *Confidentiality Agreement Form (D-2005).*
- *Destruction or Return of Title 13 Materials Form (D-2012).*

## 1.2.2 Paper Address List and Large Format Paper/PDF Maps

Participants who selected the paper address list and large format paper/PDF maps product preference receive one Title 13 data disc DVD. This DVD includes reference/instructional materials in the root directory. It contains copies of the large format maps along with other large format map information and the small format block maps along with other small format block map related information in the “maps” folder.

- The root directory contains non-Title 13 materials:
  - **FB\_ReadmeFirst2.txt** – this provides detailed explanations of folders and files on the disc.
  - **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv** – this is a comma-delimited text file of the printed *Feedback Address Count List (D-2209)* and is provided as a digital accompaniment to the printed version.
  - **2020LUCA\_<EntityID>\_FB\_summary\_report.pdf** – this is a portable document format (PDF) file of the *Feedback Address Update Summary Report (D-2201)*.
  - **2020LUCA\_FB\_paper\_respondent\_guide.pdf** – this is a portable document format (PDF) file of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231)*. Use this material, in conjunction with the *Federal Register*, for information and instruction on the LUCA Feedback and Appeals process.
  - **2020LUCA\_FB\_quick\_start\_paper.pdf** – this is a portable document format (PDF) file of the *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241)*. It includes high-level information regarding the DVD, use of the files included on the DVD, and serves as a quick summary for getting started with the materials.
  - **<EntityID>\_D2005\_Confidentiality.pdf** – this is a portable document format (PDF) file of the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
  - **<EntityID>\_D2012\_Destruction.pdf** – this is a portable document format (PDF) file of the *Destruction or Return of Title 13 Materials Form (D-2012)* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.
- The “maps” folder contains the Title 13 materials:
  - **2020LUCAF20BLK\_BlockMaps.exe**. It requires the password provided separately from the feedback materials to open and unzip this file.
    - It extracts, **LUCAF20BLK\_<FullBlockCode>.pdf** (LUCA feedback small format block maps, bundled pdfs) once extracted successfully. These are the current, 2010 tabulation blocks within the participant’s entity.
    - It extracts, **BlockInfo\_LUCAF20<EntType><EntCode>.txt** – this is an entity based, semicolon delimited text file that includes basic information for each block in the participant’s entity.

- It extracts, **BlockMap\_Legend\_LUCAF20.pdf** – this is the small format block map legend.
- **ReadMe.txt** – contains a statement regarding use of Adobe Reader® or Acrobat Professional to properly open and view the .pdf maps. Download the free a portable document format (PDF) software at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.
- **About\_the\_maps.pdf** – contains tips for using the small format block maps and includes a brief description of the map types and supplemental files. This also includes tips for printing the small format block maps.
- **LUCAF20<EntType><EntCode>.pdf** – contains bundled .pdf file of the large format paper maps.
- **LUCAF20<EntType><EntCode>\_BLK2MS.txt** – this is a portable document format (PDF) file of the *Feedback Block to Map Sheet Relationship List (D-2210)*. It contains a list of all the blocks within the participant’s jurisdiction and sheet or grid number(s) that identify the large format parent sheet(s) or inset sheet(s) where the block is located. This file is in a semicolon text format and serves as a digital accompaniment to the printed version. For details on properly importing the file, refer to Section 3.2.3 in the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*.

### 1.2.3 Paper Address List and Digital Maps

Participants who selected the paper address list and digital maps product preference receive one Non-Title 13 data disc DVD. This DVD includes reference/instructional materials in the root directory. It contains the shapefiles and *Feedback Address Count List* in the “**shape**” folder.

- The root directory contains:
  - **FB\_Readmefirst3.txt** – this provides detailed explanations of folders and files on the disc.
  - **2020LUCA\_<EntityID>\_FB\_summary\_report.pdf** – this is a portable document format (PDF) file of the *Feedback Address Update Summary Report (D-2201)* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
  - **2020LUCA\_FB\_paper\_respondent\_guide.pdf** – this is a portable document format (PDF) file of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231)*. Use this material, in conjunction with the *Federal Register*, for information and instruction on the LUCA Feedback and Appeals process.
  - **2020LUCA\_FB\_quick\_start\_paper.pdf** – this is a portable document format (PDF) file of the *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241)*. It includes high-level information regarding the DVD, use of the files included on the DVD, and serves as a quick summary for getting started with the materials.
  - **<EntityID>\_D2005\_Confidentiality.pdf** – this is a portable document format (PDF) file of the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
  - **<EntityID>\_D2012\_Destruction.pdf** – this is a portable document format (PDF) file of the *Destruction or Return of Title 13 Materials Form (D-2012)* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.
- The “**shape**” folder contains:
  - **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe**. No password is required to extract this file.
    - It extracts the shapefiles, one folder for the state and one for the county, or counties, in which your jurisdiction is located.

- It extracts the **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv** – this is a comma-delimited text file of the printed *Feedback Address Count List (D-2209)* and is provided as a digital accompaniment to the printed version.

#### 1.2.4 Converting Comma Delimited Text Files

The *Feedback Address Count List .csv* file described above is a comma-delimited text file provided to participants receiving a DVD (i.e., those receiving small format block maps or digital maps). Many paper address participants may only need the printed version, but for those that misplace their printed copy or need an additional copy, they may use this digital version to print another copy or to sort and filter the digital version. The *Feedback Address Count List* is not Title 13 material.

Most commercial spreadsheet and database programs can open the .csv files (e.g., Microsoft Excel®, Microsoft Access®, etc.).<sup>4</sup> However, in order to read the file contents properly, **participants must import the file rather than opening it.** The following set of bullets use Excel 2016 to describe the proper way to open the .csv files.<sup>5</sup>

- Open a new Excel spreadsheet.
- Select the **“Data”** tab. Click on **“Get External Data.”** Select **“From Text.”**
- Navigate to the folder on the local computer containing the *Feedback Address Count List* and click on the file. See the *LUCA Feedback Paper Quick Start Guide (D-2241)* for that information.
- When the file highlights, select **“Import”** at the bottom of the screen.
- The **“Text Import Wizard – Step 1 of 3”** window opens in Excel, check the **“My data has headers”** box and select **“Next.”**
- In **Step 2 of 3**, select **“Comma”** for Delimiters. From the **“Text qualifier”** drop-down menu, select **“{none}.”** Select **“Next”** at the bottom of the screen.
- In **Step 3 of 3**, hold the **“Shift”** key and scroll to the end of the columns. The columns will highlight black.
- Select the **“Text”** radio button. Define all field types as Text, including numeric fields such as state, county, census tract number, census block number, and GEOID to account for leading zeros that are important for accurate geocoding.
- Click **“Finish”** at the bottom of the window.

After a successful import, the following table, **Table 3**, shows the maximum character length of each field, the field name, and a description of the field.

**Table 3: Feedback Address Count List Field Names and Descriptions**

Field Number	Max Character Length	Field Name	Field Description
1	2	STATE	Two-digit state FIPS code.
2	3	COUNTY	Three-digit county FIPS code.

<sup>4</sup> The Census Bureau does not endorse or recommend the use of any specific software to view its files. The program names included here are only examples of programs that are able to read digital files.

<sup>5</sup> Please note that instructions for importing the .csv files differs based on operating system and version of software used. Slight variations likely exist between these instructions and other versions of Microsoft Excel. Consult the user manual for instructions.

Field Number	Max Character Length	Field Name	Field Description
3	7	TRACT	Consists of a six-digit code with a decimal between the fourth and fifth digit, contains a four-digit base number, including leading zeroes, plus a two-digit number suffix, with trailing zeroes. For example, 1234.01 and 0003.00
4	4	BLOCK	Four-digit 2010 Census tabulation block number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group within the census tract in which the block falls.
5	15	GEOID	15-digit combination of STATE, COUNTY, TRACT, and BLOCK fields. For example 010090046001002.
6	7	ORIGINAL_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF provided with the participant's original LUCA materials.
7	7	CURRENT_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF after processing the participant's LUCA submission and other census operations.
8	7	ORIGINAL_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters or transitory locations by data in the MAF provided with the participant's original LUCA materials.
9	7	CURRENT_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters or transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

## CHAPTER 2 REVIEWING THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND PROCESSING CODES

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This chapter provides detail on the content within the feedback materials and lays the foundation for conducting a review of the materials. It devotes a section to describing the detailed feedback processing codes and identifying which records are eligible for Appeal based on their feedback processing code.

### 2.1 Feedback Address Update Summary Report (D-2201)

The Census Bureau provides a printed copy of the *Feedback Address Update Summary Report (D-2201)* to participants with their feedback materials package. Participants receiving small format block maps or digital maps will also find a portable document format (PDF) file of this report on their enclosed DVD. The report summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase. This report displays the tallies of actions taken by the Census Bureau for all of the address updates that the participant submitted and the total number of address records on the original Census address list that were deleted by a different census operation or another level of government participating in LUCA. See [Figure 1](#) for an example of the report.

Section “A” of the summary report contains the total number of address records submitted to the Census Bureau for the LUCA Review Phase, the total number of address records submitted that were processed, and the total number of address records submitted without required information and were not processed. Unprocessed addresses include those with blank or invalid action codes, addresses submitted without geographic information such as the census tract and block numbers or the latitude and longitude coordinates, or non-city style addresses without a map spot or latitude and longitude coordinates. The total number of participant address records submitted for processing (e.g., 100) equals the total number of address records processed (e.g., 91) and the total number of address records not processed (e.g., 9).

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**IMPORTANT:** The total number of submitted address records processed by the Census Bureau (e.g., 91 records in the case of [Figure 2](#)) equates to the number of records that appear in the *Detailed Feedback Address List*.

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Section “B” of the report displays the tallies of actions taken by the Census Bureau for all the processed address records submitted with valid action codes and map spot/coordinates (or geocodes). The total number of address records accepted as requested (e.g., 61) and the total number of address records not accepted as requested (e.g., 30), equals the total number of address records submitted and processed (e.g., 91) as shown in Section “A” of the report.

Section “C” of the report contains address records not commented on, but deleted from the original Census Address List by a different census operation or another level of government participating in LUCA. Review [Section 2.2.3](#) for information on these deleted records.



2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
FEEDBACK ADDRESS UPDATE SUMMARY REPORT

Entity ID: CO88009

Entity Name: Winter County **(FICTITIOUS ENTITY)**

Date: 07/01/2019

**A. SUBMITTED ADDRESSES**

- 100 Total number of address records submitted to the Census Bureau.
- 91 Total number of submitted address records processed by the Census Bureau.
- 9 Total number of submitted address records not processed by the Census Bureau.<sup>1</sup>

**B. ADDRESS RECORDS PROCESSED**

**Participant Action(s) Accepted**

- 36 Number of added (A) address records submitted and added to the Census Address List.
- 12 Number of corrected (C) address records submitted and corrected in the Census Address List.
- 10 Number of deleted (D) address records submitted and deleted from the Census Address List.
- 2 Number of out of jurisdiction (J) address records submitted and removed from your jurisdiction's portion of the Census Address List.
- 1 Number of nonresidential (N) address records submitted and removed from the residential portion of the Census Address List.
- 61 Total number of submitted address records accepted by the Census Bureau as requested.

**Participant Action(s) Not Accepted**

- 2 Number of added (A) address records submitted, but not added to the Census Address List.
- 3 Number of corrected (C) address records submitted, but not corrected in the Census Address List.
- 5 Number of deleted (D) address records submitted, but not deleted from the Census Address List.
- 12 Number of out of jurisdiction (J) address records submitted, but not removed from your jurisdiction's portion of the Census Address List.
- 8 Number of nonresidential (N) address records submitted, but not removed from the residential portion of the Census Address List.
- 30 Total number of submitted address records not accepted by the Census Bureau as requested.

**C. OTHER ADDRESS RECORDS**

- 2 Number of address records without action taken during the LUCA Review Phase that were deleted from the Census Address List by another LUCA participant or a different census operation. This number corresponds to the number of X01 records on your Detailed Feedback Address List.

<sup>1</sup> Participant address records were not processed if they did not meet the minimum requirements. Some examples of records that were not processed include the following: addresses submitted with blank or invalid action codes; added records submitted without geospatial information; added records submitted with 9-digit numeric MAFIDs; action codes other than "A" used on records without MAFIDs; and non-city style addresses submitted without map spots or latitude and longitude coordinates.

Figure 1. Feedback Address Update Summary Report (D-2201) Example

## 2.2 Detailed Feedback Address List (D-2202)

The Census Bureau provides the *Detailed Feedback Address List (D-2202)* to participants as part of their feedback materials in order to see the disposition of each submitted address record processed by the



Census Bureau. Participants use the *Detailed Feedback Address List* to determine which address records are eligible for Appeal and denote them accordingly. This material shows all usable address record updates submitted by the participant, processed by the Census Bureau, and a feedback processing code identifying a specific action taken on that address record. In addition, the list contains any addresses that were on the participant’s Census Address List during the LUCA Review Phase, but subsequently deleted by a different census operation or another level of government participating in LUCA.

The printed *Detailed Feedback Address List* is on 8 ½ x 14 inch (legal size) paper, with six addresses per page. To facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* sorted based on the following order of the **Feedback Code** column: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the sort is by the LUCA Review Phase sort order (i.e., tract/block or street name/house number). Performing this dual sort promotes the records eligible for Appeal to the beginning while retaining the reference to the sort from the LUCA Review Phase materials. The heading area of this material identifies the sort option. See [Figure 2](#) for an example of this material for a fictitious entity.

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**IMPORTANT:** The *Detailed Feedback Address List* is the only editable material for the LUCA Feedback Phase and the **“Appeal Flag”** column in the *Detailed Feedback Address List* is the only editable column.

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During the LUCA Review Phase, if participants determined the Census Address List was correct, had no address updates, and returned either form *D-2079 – No Updates or Changes to Addresses Form* or form *D-2084 – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* contains only the addresses deleted by a different census operation or another level of government participating in LUCA. If there were no addresses deleted since the LUCA Review Phase, participants do not receive a *Detailed Feedback Address List*. Instead they receive a paper insert (*D-2282*), mentioned as the footnote in Section 1.1, which notifies them that they did not have any addresses eligible for Appeal.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
 DETAILED FEEDBACK ADDRESS LIST

Sort: Tract/Block  
 Entity ID: CO885009

Entity Name: Winter County (FICTITIOUS ENTITY)

Page: 1 of 18  
 Date: 07/01/2019

1 Appeal Flag	2 Line #	3 MAFID	4 LUCA Action Code	5 Feedback Code	6 Census Geographic Location of Address			7 GO/ TL Flag	8 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				9 Non-city Style Mail Delivery Address (RR Number and Box Number and Box Number) (9a) Non-city Style ZIP Code	11 Map Spot Coordinates		12 Appeals Code (For Appeals Staff Use Only)		
					(6a) State County Code	(6b) Census Tract	(6c) Census Block		(8a) Complete House Number	(8b) Complete Street Name (8c) Group Quarters or Transitory Location Name (8d) Facility Name or Physical Location Description	(8e) Apt/ Unit Number	(8f) City Style ZIP Code		(11a) Latitude	(11b) Longitude			
				X01	88009	001400	2009											
				X01	88009	001500	1007											
	4	4	A	R03	88009	001400	2018											
	5	5	A	R03	88009	001400	2001											
	06	12378451	C	R03	88009	001400	2012								22	36.161076	-76.346946	
	32	456123789	A	A01	88009	001500	1006								14	36.161069	-76.346889	

DISCLOSURE PROHIBITED BY TITLE 18, U.S.C.

Figure 2. Detailed Feedback Address List (D-2202) Example

## 2.2.1 Heading Area (D-2202)

The top of each page of the *Detailed Feedback Address List* includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Detailed Feedback Address List*).
- The Sort (e.g., *Tract/Block* or *Street Name/House No*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 1 of 16*).
- The creation date for the material (e.g., *07/01/2019*).

The disclosure statement, “DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.”, appears along the bottom of each page to reinforce the confidential nature of this material.

## 2.2.2 Column Descriptions (D-2202)

- Column 1, **Appeal Flag**—blank field for participant to flag an address for Appeal. **This is the only column available for edit. All other fields are static and not editable.**
- Column 2, **Line #**—identifies the line number assigned for each address record present in the processed submission.
- Column 3, **MAFID**—identifies the unique control number (maximum character length is nine-digits) assigned by the Census Bureau to each address in the MAF. This value will match the Line # value for R03, Appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned because they have yet to be approved for insertion into the MAF.
- Column 4, **LUCA Action Code**—identifies the action code submitted by the participant, during the LUCA Review Phase, to update an address. The action codes are as follows: A, C, D, J, and N.
- Column 5, **Feedback Code**—identifies the specific action taken by the Census Bureau on each address submitted by a participant. The feedback processing codes are as follows: X01, R03, A01, A02, A03, R01, and R02.
- Column 6(a), **State County Code**—identifies the five-digit FIPS state and county code associated with the address record in the MAF and included on the *Detailed Feedback Address List*.
- Column 6(b), **Census Tract**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with the address record in the MAF and included on the *Detailed Feedback Address List*.
- Column 6(c), **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the address record in the MAF and included on the *Detailed Feedback Address List*. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- Column 7, **GQ/TL Flag**—displays a ‘G’ if the address is a group quarters, a ‘T’ if the address is a transitory location, and is blank if the address is a housing unit.
- Column 8(a), **Complete House Number**—identifies the housing unit or group quarters assigned 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.

- Column 8(b), **Complete Street Name**—identifies the full street or road name. The official name of a thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name.
- Column 8(c), **Group Quarters or Transitory Location Name**—identifies the name of a group quarters such as Bayside Nursing Home, Dobbs Hall or Hidden Mountain RV Park, if applicable.
- Column 8(d), **Facility Name or Physical Location Description**—identifies a Facility Name for group quarters addresses such as University of Illinois or a brief physical location description for a non-city style address such as 2-story stone house/shutters with garage on the left, if applicable.
- Column 8(e), **Apt/Unit Number**—identifies the apartment or unit number, if applicable. This column may contain apartment unit numbers (e.g., 101 or 101A), location (e.g., rear, basement), or trailer lot number.
- Column 8(f), **City Style ZIP Code**— identifies the five-digit United States Postal Service (USPS) mail delivery ZIP Code for a city style address.
- Column 9, **Non-city Style Address Mail Delivery Address**—identifies a non-city style mail delivery addresses (may contain rural route and box numbers, highway contract route numbers and box numbers), if applicable.
- Column 9(a), **Non-city Style ZIP Code**—identifies the five-digit USPS mail delivery ZIP Code for a non-city style address, if applicable.
- Column 10, **Map Spot Number**—identifies the unique number assigned by the Census Bureau for each map spot within a block, if applicable. Numbering starts over in each block.
- Column 11(a), **Latitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.
- Column 11(b), **Longitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.
- Column 12, **Appeal Code (For Appeals Staff Use Only)**—shaded gray and blank, used only by the Appeals Staff.

### 2.2.3 Understanding the Feedback Processing Codes

The feedback processing codes in the *Detailed Feedback Address List* indicate the results of the Census Bureau processing of participants records submitted during the LUCA Review Phase. [Table 4](#) identifies the feedback processing code assigned to the records submitted by a participant. The second column indicates if the code is eligible for Appeal. The third column gives the Census Bureau’s result of the processing, including information regarding the acceptance or rejection of the participant’s update and a decision to include or exclude the address from the 2020 Census.

**Table 4: Feedback Processing Codes**

Feedback Code	Eligible for Appeal	Description
<b>X01</b>	<b>Yes</b>	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction. This address was not updated as part of your LUCA review, but has been deleted from the 2020 Census Address List by another level of government participating in LUCA or a different census operation.
<b>R03</b>	<b>Yes</b>	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	<b>Address IN the Census, Same Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and accepts your LUCA update.
A02	No	<b>Address IN the Census, Different Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and accepts your LUCA update.
A03	No	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.
R01	No	<b>Address IN the Census, Same Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and rejects your LUCA update.
R02	No	<b>Address IN the Census, Different Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and rejects your LUCA update.

The **Feedback Code** column of the *Detailed Feedback Address List* contains the code that specifies if the Census Bureau accepted or rejected the action submitted by the participant. For example, **A01**, **A02**, and **A03** indicates the Census Bureau accepted the address update. These three feedback processing codes are not eligible for Appeal. Both **A01** and **A02** records remain in the 2020 Census enumeration universe and therefore are ineligible for Appeal while the **A03** reflects an accepted update that excludes an address from the 2020 Census enumeration universe (i.e., accepted D, N, and J LUCA actions).

The three “R” feedback processing codes (**R01**, **R02**, and **R03**) indicate the Census Bureau rejected the updated addresses. Only the **R03** is eligible for Appeal. Both **R01** and **R02** records remain in the 2020 Census enumeration universe and therefore are ineligible for Appeal.

In addition to records submitted by a participant, the *Detailed Feedback Address List* may include addresses that were in the Census Address List during the LUCA Review Phase (not commented on by the participant), but deleted by a different census operation or another level of government participating in LUCA. These addresses receive an **X01** feedback processing code and are eligible for Appeal.

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**IMPORTANT:** Only addresses assigned with feedback processing codes of X01 or R03 are eligible for Appeal because they are not part of the 2020 Census enumeration universe.

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## 2.2.4 Feedback Processing Code Examples

This section provides only a few examples for each feedback processing code. It documents some of the most common scenarios encountered during the Census Bureau’s processing of LUCA Review Phase

submissions. This list of examples is not a comprehensive list of all the scenarios that lead to the assignment of feedback processing codes.

**X01** – Address removed from the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction. A different census operation or another level of government participating in LUCA deleted the address. This address was not updated as part of the participant’s LUCA Review Phase work. (Appeal eligible.)

- If a state participant deleted a record that no nesting entity participants (county, minor civil division, place, and American Indian Area) commented on, the nesting entity participants would see this address as an **X01**.
- If a participant did not update the address but an update from a different census operation deleted it, the participant would see the address as an **X01**.

**R03** – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction and rejects the LUCA update. (Appeal eligible.)

- Participant adds an address (an **A** action) to an area where evidence of housing does not exist, or the Census Bureau processing determines the address is not residential. The Census Bureau rejects the **A** action and excludes it from the 2020 Census enumeration universe. This action would receive an **R03**. The participant can Appeal the address record for inclusion in the 2020 Census enumeration universe.
- A county participant corrects (a **C** action) the geocode of an address, but the place participant marks the same address as non-residential (an **N** action). The Census Bureau accepts the place participant’s action, removes the address record from the 2020 Census enumeration universe, and assigns the place participant’s record an **A03**. The county participant receives an **R03** on their C action and can Appeal the address record to reinstate it into the 2020 Census enumeration universe.

**A01** – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it where the participant says.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau agrees.

**A02** – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.
- Participant submits an address record as an add (an **A** action). The Census Bureau has the same address in a different block within the participant’s jurisdiction. This action would receive an **A02**.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.

**A03** – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant submitted an address for deletion (a **D** action) because it no longer exists and the Census Bureau agrees that the address no longer exists. The Census Bureau will exclude this address from the 2020 Census. This action would receive an **A03**.
- Participant submitted that the building was non-residential (an **N** action) and the Census Bureau’s Master Address File (MAF) confirms the record is a commercial record. This action would receive an **A03**.
- Participant submitted the address as out of their jurisdiction (a **J** action), an adjacent jurisdiction added the same record (an **A** action), and the Census Bureau agrees with the **A** action in the adjacent jurisdiction. The **J** action would receive an **A03**. The **A** action would receive either **A01** or **A02**.

**R01** – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and rejects the LUCA update.

*(Ineligible for Appeal.)*

- Participant submitted a group quarters address record with an apartment unit number (an **A** action) and the Census Bureau rejects the new address record as invalid. The Census Bureau will enumerate the group quarters at the main address in the same block submitted by the participant.<sup>6</sup> This action would receive an **R01**.<sup>7</sup>
- Participant misused the **C** action to change a house number or a within structure ID (WSID), both un-editable fields. The participant needed to submit these as add/delete combinations rather than changing the house number or WSID. This action would receive an **R01**.
- Participant submitted the address for deletion (a **D** action) and the record is a known, valid residential address from the USPS Delivery Sequence File (DSF). This action would receive an **R01**.
- Participant submitted the address as non-residential (an **N** action) and the record is a known, valid residential address from the USPS DSF. This action would receive an **R01**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a known, valid residential address in their jurisdiction from the USPS DSF. This action would receive an **R01**.

**R02** – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and rejects the LUCA update.

*(Ineligible for Appeal.)*

- Participant submitted a geocode change (a **C** action) and the Census Bureau rejects the new geocode keeping the address in the original location. This action would receive an **R02**.
- Participant submitted a geocode change (a **C** action) and the Census Bureau chooses “third block” (meaning the location is not where it was on the LUCA Review Phase materials, NOR where the participant says, but the Census Bureau moved the record to a third block). This action would receive an **R02**.
- This example involves two or more jurisdictions. A state participant submitted a **D** action, but a county participant submitted geocode change (a **C** action) on the same address. The Census Bureau would reject the state’s **D** action and keep the address in the 2020 Census in a different

<sup>6</sup> If the block differed, this record would receive the R02 feedback processing code.

<sup>7</sup> During the LUCA Review Phase, the Census Bureau only requested the main address, group quarters name and facility name (if applicable) of the group quarters records because the group quarters enumeration operations enumerate at the main unit, not each individual unit within the group quarters. Records submitted with additional information, like apartment unit information, are invalid.

block, the one submitted by the county. The state’s action would receive an **R02**. The county’s action would receive an **A01**.

- Participant submitted the address as non-residential (an **N** action) and the record is valid non-residential address in a different block. This action would receive an **R02**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a valid residential address in a different block within their jurisdiction. This action would receive an **R02**.

### 2.3 Feedback Address Count List (D-2209)

The Census Bureau provides the *Feedback Address Count List (D-2209)* to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. The list contains the LUCA Review Phase tallies of residential addresses (housing unit and group quarters) that were on the participant’s Census Address List and the current number of residential addresses (housing unit and group quarters) in the Census Address List for each census block within the jurisdiction. It is important to realize that tally differences do not indicate lack of coverage. It could indicate a change to geocoding between census blocks in your jurisdiction. The tally differences may also be the result of work performed during other census operations. There is no direct link between change in tallies on the *Feedback Address Count List* and Appeal eligibility for individual address records on the *Detailed Feedback Address List*.

The printed *Feedback Address Count List* is on 8 ½ x 11 inch (letter size) paper with 24 rows per page, divided into two sections for a total of 48 blocks per page. Each section includes seven columns of information. The last page contains a “Total” row at the bottom that summarizes each of the four “count” columns. The Census Bureau provides the *Feedback Address Count List* sorted based on the **State County Code**, **Census Tract**, and **Census Block** columns. See [Figure 3](#) for an example of this material for a fictitious entity



2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)

FEEDBACK ADDRESS COUNT LIST  
FOR REFERENCE ONLY – DO NOT EDIT

Entity ID: C088009  
Entity Name: Winter County (FICTITIOUS ENTITY)

State County Code	Census Tract	Census Block	Original Count of Housing Unit Addresses	Current Count of Housing Unit Addresses	Original Count of Group Quarters Addresses	Current Count of Group Quarters Addresses	State County Code	Census Tract	Census Block	Original Count of Housing Unit Addresses	Current Count of Housing Unit Addresses	Original Count of Group Quarters Addresses	Current Count of Group Quarters Addresses
88009	15.00	1006	8	9	0	0	88009	15.00	1030	59	62	0	0
88009	15.00	1007	1	0	0	0	88009	15.00	1031	23	23	0	0
88009	15.00	1008	80	84	0	0	88009	15.00	1032	14	15	0	0
88009	15.00	1009	11	11	0	0	88009	15.00	1033	0	0	0	1
88009	15.00	1010	0	0	0	0	88009	15.00	1034	10	10	0	0
88009	15.00	1011	0	0	0	0	88009	15.00	1035	0	0	0	0
88009	15.00	1012	0	0	0	0	88009	15.00	1036	0	0	0	0
88009	15.00	1013	2	2	0	0	88009	15.00	1037	28	28	0	0
88009	15.00	1014	0	0	0	0	88009	15.00	1038	65	65	1	1
88009	15.00	1015	0	0	0	0	88009	15.00	2000	17	17	0	0
88009	15.00	1016	0	0	0	0	88009	15.00	2001	15	14	0	0
88009	15.00	1017	0	0	0	0	88009	15.00	2002	22	26	0	0
88009	15.00	1018	2	2	0	0	88009	15.00	2003	14	14	0	0
88009	15.00	1019	0	0	0	0	88009	15.00	2004	14	14	0	0
88009	15.00	1020	26	30	0	0	88009	15.00	2005	16	16	0	0
88009	15.00	1021	55	55	0	0	88009	15.00	2006	10	10	0	0
88009	15.00	1022	21	20	0	1	88009	15.00	2007	12	12	0	0
88009	15.00	1023	3	3	0	0	88009	15.00	2008	14	14	0	0
88009	15.00	1024	7	7	0	0	88009	15.00	2009	10	12	0	0
88009	15.00	1025	35	35	0	0	88009	15.00	2010	4	4	0	0
88009	15.00	1026	24	24	0	0	88009	15.00	2011	8	8	0	0
88009	15.00	1027	202	202	2	2	88009	15.00	2012	8	8	0	0
88009	15.00	1028	8	9	0	0	88009	15.00	2013	10	10	2	2
88009	15.00	1029	76	76	0	0	88009	15.00	2014	12	12	0	0

Figure 3. Feedback Address Count List (D-2209) Example

### 2.3.1 Heading Area (D-2209)

The top of each page of the *Feedback Address Count List* includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Feedback Address Count List*).
- The reference statement (*For Reference Only - Do Not Edit*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 2 of 21*).
- The creation date for the material (e.g., *07/01/2019*).

### 2.3.2 Column Descriptions (D-2209)

- **State County Code**— identifies the five-digit FIPS state and county code associated with each census block in the jurisdiction.
- **Census Tract**— uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with each census block in the jurisdiction. For example, 1234.01 and 0003.00.
- **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the census blocks within the jurisdiction. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- **Original Count of Housing Unit Addresses**—identifies the total number of addresses in the census block identified as residential housing units by data in the MAF provided with the participant's original LUCA materials.
- **Current Count of Housing Unit Addresses**—identifies the total number of addresses in the census block identified as residential housing units by data in the MAF after processing the participant's LUCA submission and other census operations.
- **Original Count of Group Quarters Addresses**—identifies the total number of addresses in the census block identified as residential group quarters or transitory locations by data in the MAF provided with the participant's original LUCA materials.
- **Current Count of Group Quarters Addresses**—identifies the total number of addresses in the census block identified as residential group quarters or transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

## 2.4 Feedback Block to Map Sheet Relationship List (D-2210)

Participants receive a *Feedback Block to Map Sheet Relationship List (D-2210)* that includes all the census blocks for the participant's jurisdiction and the large format map sheet(s) on which each census block is located. The sort is in ascending order, by census tract number and census block number. See [Figure 4](#) for an example of this material for a fictitious entity.

Participants receiving small format block maps or digital maps receive a digital version of this product on their DVD. Open this semicolon delimited text file using a simple text editor such as WordPad or Notepad or import the file into a spreadsheet software such as Microsoft Excel as detailed in Section 3.2.3 of the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
FEEDBACK BLOCK TO MAP SHEET RELATIONSHIP LIST  
FOR REFERENCE ONLY – DO NOT EDIT

Entity ID: CO88009  
Entity Name: Winter County (FICTITIOUS ENTITY)

Page: 1 of 13  
Date: 07/01/2019

State County Code	Census Tract	Census Block	Sheet Number(s)	State County Code	Census Tract	Census Block	Sheet Number(s)
88009	0014.00	1000	2	88009	0014.00	2017	2
88009	0014.00	1001	2	88009	0014.00	2018	2
88009	0014.00	1002	2,4	88009	0015.00	1000	2,4
88009	0014.00	1003	2	88009	0015.00	1001	2,4
88009	0014.00	1004	2,4	88009	0015.00	1002	4
88009	0014.00	1005	2	88009	0015.00	1003	4
88009	0014.00	1006	2	88009	0015.00	1004	4
88009	0014.00	1007	2,4	88009	0015.00	1005	2,4
88009	0014.00	1008	2	88009	0015.00	1006	2,4
88009	0014.00	1009	2	88009	0015.00	1007	2
88009	0014.00	1010	2,4	88009	0015.00	1008	2
88009	0014.00	1011	2	88009	0015.00	1009	2
88009	0014.00	1012	2	88009	0015.00	1010	2
88009	0014.00	1013	2,4	88009	0015.00	1011	2
88009	0014.00	1014	2	88009	0015.00	1012	2
88009	0014.00	1015	2	88009	0015.00	1013	2
88009	0014.00	1016	2	88009	0015.00	1014	2
88009	0014.00	1017	2	88009	0015.00	1015	2
88009	0014.00	1018	2	88009	0015.00	1016	2
88009	0014.00	1019	2	88009	0015.00	1017	2
88009	0014.00	1020	2	88009	0015.00	1018	2
88009	0014.00	1021	2	88009	0015.00	1019	2
88009	0014.00	1022	2	88009	0015.00	1020	2
88009	0014.00	2000	2	88009	0015.00	1021	2
88009	0014.00	2001	2	88009	0015.00	1022	2
88009	0014.00	2002	2	88009	0015.00	1023	2
88009	0014.00	2003	2	88009	0015.00	1024	2
88009	0014.00	2004	2	88009	0015.00	1025	2
88009	0014.00	2005	2	88009	0015.00	1026	2,4
88009	0014.00	2006	2	88009	0015.00	1027	2
88009	0014.00	2007	2	88009	0015.00	1028	2
88009	0014.00	2008	2	88009	0015.00	1029	2
88009	0014.00	2009	2	88009	0015.00	1030	2
88009	0014.00	2010	2	88009	0015.00	1031	2
88009	0014.00	2011	2	88009	0015.00	1032	2
88009	0014.00	2012	2	88009	0015.00	1033	2
88009	0014.00	2013	2	88009	0015.00	1034	2
88009	0014.00	2014	2	88009	0015.00	1035	2,4
88009	0014.00	2015	2	88009	0015.00	1036	2,4
88009	0014.00	2016	2	88009	0015.00	1037	2,4

Figure 4. Feedback Block to Map Sheet Relationship List (D-2210) Example

### 2.4.1 Heading Area (D-2210)

The top of each page of the Feedback Block to Map Sheet Relationship List includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Feedback Address Count List*).
- The reference statement (*For Reference Only - Do Not Edit*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 2 of 21*).
- The creation date for the material (e.g., *07/01/2019*).

## 2.4.2 Column Descriptions (D-2210)

- **State County Code**— identifies the five-digit FIPS state and county code associated with each census block in the jurisdiction.
- **Census Tract**— uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with each census block in the jurisdiction. For example, 1234.01 and 0003.00.
- **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the census blocks within the jurisdiction. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- **Sheet Number(s)**—identifies the large format parent sheet(s) or inset sheet(s) on which the census block is located.

## 2.5 Paper Maps, PDF maps, and Shapefiles

The Census Bureau provides paper maps and/or PDF maps, or shapefiles during the LUCA Feedback Phase, according to the final format that the participant selected for the LUCA Review Phase. Participants use the maps for geocoding reference and for review of any map updates submitted during the LUCA Review Phase. Maps may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations. Map legends for both the large format maps and the small format block maps closely resemble the legends used during the LUCA Review Phase, with minor changes made to symbology to reflect Appeal-eligible address records and the two types of residential addresses (housing units and group quarters). Blue circles or blue squares, that represent housing units or group quarters respectively, show the Appeal-eligible records while gray symbols of the same style show records ineligible for Appeal. For examples of a small format block map (e.g., PDF maps) with the updated map symbols, see [Figure 5](#) and [Figure 6](#).

Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* included with the original LUCA Review Phase materials for details on the large format maps, small format block maps, shapefiles, and the block to map sheet relationship list.<sup>8</sup> This guide does not repeat all of the map-related information in D-2031 since the feedback map materials are reference material for geocoding purposes only. Locate a copy of the D-2031 on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

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**IMPORTANT:** Participants may not submit map or shapefile updates during the LUCA Feedback Phase due to 2020 Census operational scheduling.

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<sup>8</sup> Chapter 3, *The LUCA Paper Maps* and Chapter 5, *TIGER Partnership Shapefiles* provide detailed examples and information.

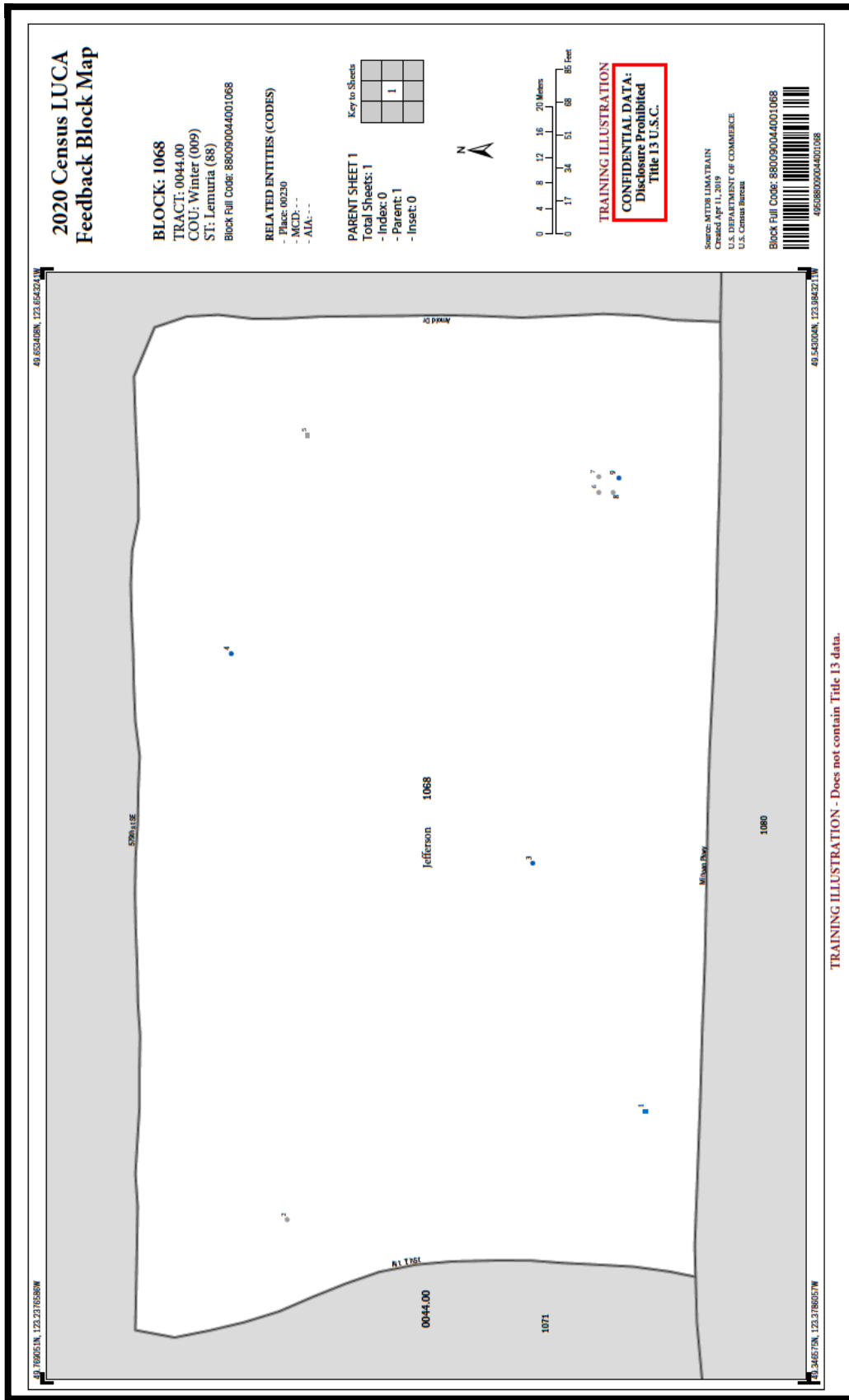


Figure 5. LUCA Feedback Small Format Block Map Example

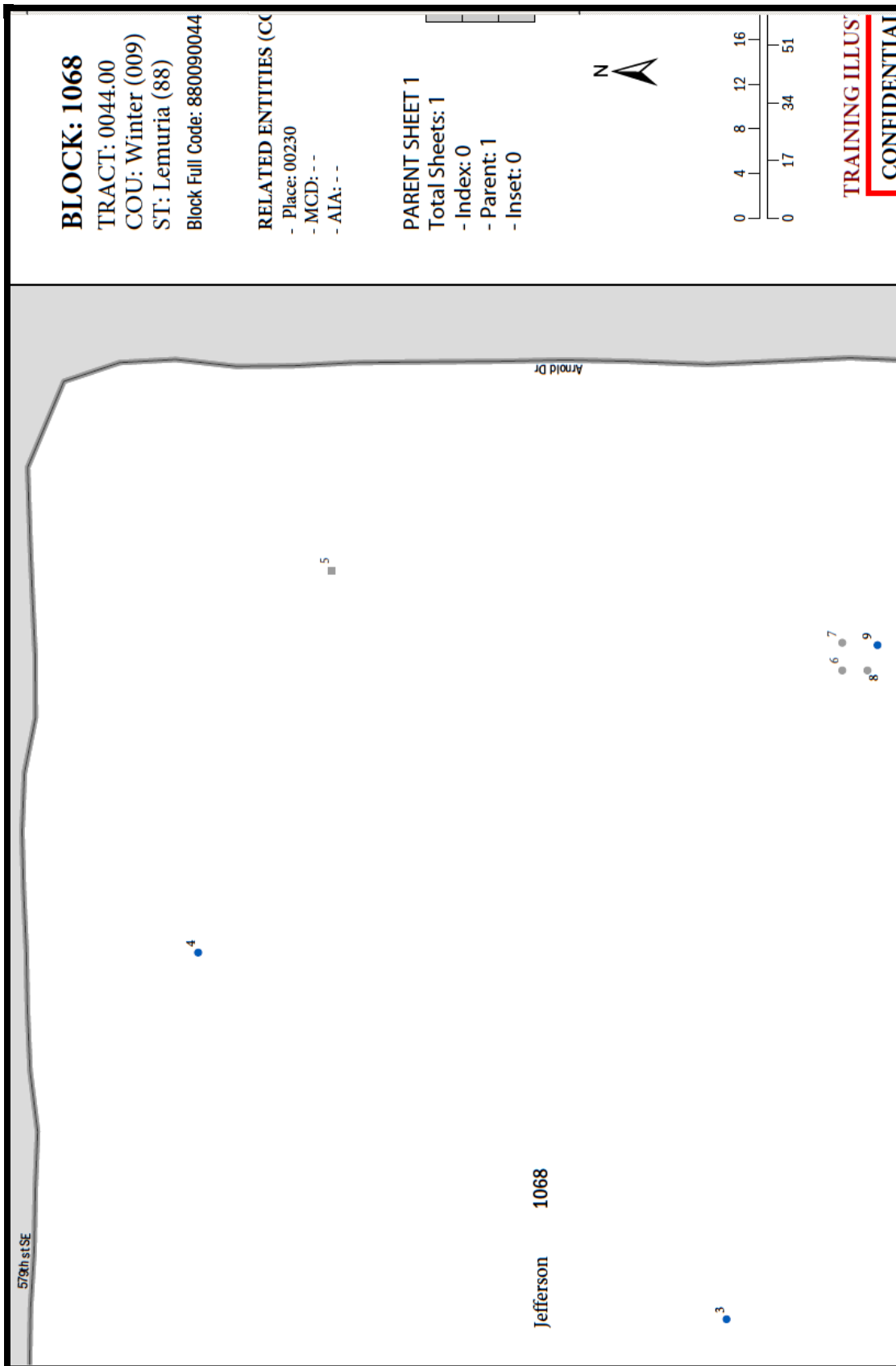


Figure 6. LUCA Feedback Small Format Block Map Example - Zoomed Section

## CHAPTER 3 HOW TO FILE AN APPEAL

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This chapter provides information on the process to Appeal addresses while reviewing the 2020 Census LUCA feedback materials. The *Federal Register* notice on the 2020 Census LUCA Appeals Process forms the basis for much of the content in this chapter. A copy of the *Federal Register* notice is included in the feedback materials package or can be located on LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

### 3.1 Background

To ensure that tribal, state, and local governments participating in 2020 Census LUCA have a means to Appeal the Census Bureau's determinations, the Census Address List Improvement Act of 1994 requires that the Administrator of OMB's Office of Information and Regulatory Affairs (OIRA), acting through the Chief Statistician and in consultation with the Census Bureau, develop an Appeals Process by establishing a temporary federal entity, the 2020 Census LUCA Appeals Office. This office will resolve any disagreements that may remain after participating governments receive the Census Bureau's LUCA Feedback materials and make a final decision on the inclusion of appealed addresses. Participants must contact staff in the 2020 Census LUCA Appeals Office, not the Census Bureau, for specific Appeal-related questions. Reach the Appeals Staff toll-free, by phone, at (888) 222-9907.

### 3.2 Deadline for Filing an Appeal

The deadline for filing an Appeal is 45 calendar days after the date the participant receives their feedback materials from the Census Bureau. The 2020 Census LUCA Appeals Office defines "receipt" as the delivery date reported to the Census Bureau by the delivery service carrier.

In order to safeguard the confidential address materials covered by Title 13, the submission of an Appeal to the Appeals Staff must adhere to the Census Bureau's specific guidelines for handling materials supplied with the feedback materials. The participant must submit its Appeal materials to the Appeals Staff following the instructions outlined in [Section 3.5](#), and should keep a record of the date it submits these materials in case there are questions about the submission date. The participant may not submit any materials to the Appeals Staff after the 45 calendar day period has elapsed.

Upon receipt of an Appeal, the Appeals Staff will send a confirmation of receipt to the participant. They also will notify the Census Bureau that a participant has filed an Appeal.

### 3.3 Procedures for Filing an Appeal

A participant is eligible to file an Appeal if they returned address additions or corrections to the Census Address List during the LUCA Review Phase, or if they certified, after review, that the Census Address List was correct and required no updates. A participant may Appeal the following types of addresses:

- Address deletions from the Census Address List by another level of government participating in LUCA or by a different census operation that participants did not comment on during the LUCA Review Phase. The *Detailed Feedback Address List* identifies these addresses with the **X01** feedback processing code in column 5 (**Feedback Code**). The 2020 Census enumeration universe excludes these records.

- Address additions and corrections provided during the LUCA Review Phase that the Census Bureau processed, but denied and excluded in the 2020 Census enumeration universe. The *Detailed Feedback Address List* identifies these addresses with the **R03** feedback processing code in column 5 (**Feedback Code**).

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**IMPORTANT REMINDER:** Only the X01 and R03 address records are eligible for Appeal.

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As mentioned in Section 2.2, to facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* sorted based on the following order of the **Feedback Code** column: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the sort is by the LUCA Review Phase sort order (i.e., tract/block or street name/house number). Performing this dual sort promotes the Appeal-eligible records to the beginning while retaining the reference to the sort from the LUCA Review Phase materials.

For each X01 and R03 coded address record on the *Detailed Feedback Address List* that the participant believes should be reinstated in the Census Address List, insert a “Y” in column 1 (**Appeal Flag**) for that address.

### 3.4 Supporting Documentation

The 2020 Census LUCA Appeals Office requires eligible participants to provide evidence of existence and the location for appealed addresses. To this end, eligible participants must provide the supporting documentation for all appealed addresses as specified below.

For the 2020 Census LUCA Appeals process, participants may apply the same set of supporting evidence to a group of addresses. For example, participants may wish to supply one set of supporting evidence for related addresses such as those associated with a single housing development or complex if the set of supporting evidence substantiates the existence of the full set of linked addresses. In other cases, a written description of a robust process to review and verify the Appeal-eligible addresses using highly accurate sources may support a set of addresses. Participants must supplement this narrative with a selection of appealed addresses associated with an exact location and proven with one of the evidence types listed below.

Eligible governments must submit the following supporting documentation with their Appeal:

- A written narrative with an explanation of the eligible government’s position for why the Appeals Staff should adopt their recommendation.
- A detailed description of the address source(s) that helps to verify the existence of an address or group of addresses. Eligible governments may incorporate the detailed description(s) into the written narrative or may supply separate address source documentation. For each address source used to support the existing of address(s), the description should include the following:
  - Date of the address source.
  - Frequency of update of the address source (e.g., daily, monthly, quarterly, yearly, etc.).
  - Methods used to update the address source.
  - Quality assurance procedure(s) used in maintaining the address source.
  - How the eligible government and/or originator of the source uses the information.



- Evidence to support the existence of the appealed address. Participants must link the evidence directly to a particular appealed address or particular set of appealed addresses. Useful types of supporting evidence include:
  - Documentation of on-site inspection and/or interview of residents and/or neighbors.
  - Issuance of recent occupancy permit(s) for unit(s). Building permits are not acceptable, as they do not ensure completed construction of the units.
  - Provision of utilities (electricity, gas, sewer, water, telephone, etc.) to the residence. The utility record must show that this is not a service to a commercial unit, or an additional service to an existing residence (such as a second telephone line).
  - Provision of other governmental services (housing assistance, welfare, etc.) to residents of the unit(s).
  - Photography, including aerial photography or satellite imagery.
  - Land use maps.
  - Local 911 emergency lists, if they distinguish residential from commercial units.
  - Tax assessment records, if they distinguish residential from commercial units.

For each address on the *Detailed Feedback Address List* that the participant is appealing, write (or key if the supporting documentation is in digital format) the Appeal Flag from column 1 and the line number from column 2 (Line #) on the supporting documentation to show the exact location in the document where the evidence for that address is located. For example, if submitting property tax records that contain 30 tax records per page, print (or key) the Appeal Flag and Line # (e.g., “Y4” if the Appeal-eligible record was line number 4 of the *Detailed Feedback Address List*) on the one tax record among those 30 tax records that supports the Appeal.

Only submit documentation specific to the addresses being appealed, e.g., one property tax record or one utility record for each appealed address or only those pages of a list with the records for the appealed addresses appropriately marked. If a supporting document validates the existence of multiple appealed records, participants must develop a method for linking the supporting evidence to the appealed address or group of appealed addresses. Whatever method a participant chooses to associate source material with their appealed records, it is crucial for the Appeals Staff to be able to determine which evidence supports which address records or set of address records in order to process the Appeal.

Direct questions on the Appeals process to the 2020 Census LUCA Appeals Office toll-free, by phone, at (888) 222-9907. The LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, also lists their contact information.

### **3.5 Preparing and Submitting Appeal Materials to the 2020 Census LUCA Appeals Office**

To file an Appeal, participants must submit a hard copy of their written narrative and of their pages of the *Detailed Feedback Address List* with records flagged for Appeal as described below in Section 3.5.1. They may choose to include hard copies of their source description(s) and supporting documentation or they may choose to include a CD or DVD with digital copies of their supporting documentation and source description(s) to accompany their hard copy *Detailed Feedback Address List* pages and written narrative.

### 3.5.1 Preparing Appeal Materials for Submission

After completing the review of the LUCA Feedback Phase materials and flagging some records for Appeal, return only the pages of the *Detailed Feedback Address List* that contain records with a “Y” in the **Appeal Flag** column. Please do not return unedited pages to the 2020 Census LUCA Appeals Office; doing so complicates their review. Make, and retain, a copy of the edited pages for reference while the Appeals Staff conducts their work. Once the Appeals process completes, participants must destroy or return these materials to the Census Bureau as part of the Closeout Phase discussed in Chapter 4.

Prepare a written narrative with the explanation of the participant’s Appeal to the 2020 Census LUCA Appeals Office. The narrative should outline the basis of the Appeal and the participant’s position for why the 2020 Census LUCA Appeals Office should adopt the recommendations. The narrative should provide the contact information for the Appeal, including:

- The name of the governmental jurisdiction filing the Appeal.
- The name, mailing address, telephone number, and email address (if any) for the jurisdiction’s contact person for the Appeal. Ensure this person is on the *D-2005 – Confidentiality Agreement Form*.
- An inventory of the supporting documentation pages/materials enclosed (e.g., submitting four pages of supporting documentation for 15 appealed records or submitting three documents that denote support for 15 appealed records). Consider including a brief summary of how to navigate the documentation in conjunction with the *Detailed Feedback Address List*.

The detailed description(s) of the address source(s) can be included within the written narrative or within separate documentation. If participants use more than one source, they must be sure to detail the differences between the sources and identify how they used the sources during the Appeals process.

Organize the supporting documentation. Retain a copy (digital and/or hard copy) of the supporting documentation to retain for reference in case the Appeals Staff have questions about the submitted materials.

### 3.5.2 Shipping Instructions for Submitting Appeal Materials

Participants ship their hard copy materials and their CD or DVD of their digital information, if applicable, using the following instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the Appeals material (hard copy materials and/or the CD/DVD) using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- Label both sides of the inner envelope (or container) with the notice:
- **“DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.”**
- Place the inner envelope (or container) into the outer envelope.
- Do not label the outer envelope with the disclosure notice.
- Ship using a service that provides tracking information, such as United States Postal Service (USPS) trackable delivery, FedEx, United Parcel Service (UPS), or similar service. Retain the tracking number as proof of delivery.

Ship to the following address for the 2020 Census LUCA Appeals Office:

*2020 Census LUCA Appeals Office  
Attn: LUCA Appeals Staff  
1201 E 10th St  
Jeffersonville IN 47132*

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**IMPORTANT:** Use the address listed above to ensure delivery of the Appeals material to the 2020 Census LUCA Appeals Office, as they operate separately from the Census Bureau.

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## CHAPTER 4 2020 CENSUS LUCA CLOSEOUT

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The Census Bureau must account for all Title 13 material delivered to participants during both the LUCA Review Phase and Feedback Phase, and any copies of those materials, to close out the operation for 2020. It is the responsibility of the LUCA liaison to ensure the proper disposal of the Title 13 material. The designated liaison is required to verify the destruction or return of any remaining Title 13 materials, both paper and digital (i.e., paper copies, backup files, etc.) by signing and returning to the Census Bureau the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form* enclosed with the feedback materials and found in [Appendix C](#). The destruction of materials is the preferred method rather than returning the materials to the Census Bureau.

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**IMPORTANT:** Please await a response from the 2020 Census LUCA Appeals Office on the status of the Appeal prior to destroying or returning the Title 13 material.

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All LUCA reviewers and anyone with access to Title 13 materials (includes all persons who signed the *D-2005 – Confidentiality Agreement Form*) are required to sign and date the *D-2012* form once the LUCA Appeals process concludes. Should any liaison, reviewer, or anyone with access to Title 13 materials leave before the completion of the LUCA operation, they are required to sign out of the program by signing and dating this form. If any liaison or reviewer leaves and fails to sign and date this form, the current liaison can sign out on their behalf.

Participants choosing to destroy their materials must return the *D-2012* as soon as possible after the destruction of materials and must ensure the form contains all appropriate liaison and reviewer signatures to close out 2020 Census LUCA. Use the enclosed, postage-paid envelope to return the *D-2012*. Participants choosing to return their materials, rather than destroy them, must include this form with the materials and must follow the packaging and shipping instructions in [Appendix A](#) to ensure the security of the Title 13 materials.

## APPENDICES

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# APPENDIX A CONFIDENTIALITY AND SECURITY GUIDELINES

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## A1 Introduction

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

## A2 Title 13, U.S. Code

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title:

- 1) Use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) Make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) Permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA).
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).
- The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

## A3 The Confidentiality Agreement

To participate in LUCA, a government must designate a LUCA liaison. The LUCA liaison, LUCA reviewers, and *anyone* with access to Title 13 materials must sign the *Confidentiality Agreement*. The Census Bureau will not deliver LUCA materials to a participant until we have received the completed and signed *Confidentiality Agreement* and the *Confidentiality and Security Checklist*.

The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction's address list or database.

A signature on the *Confidentiality Agreement* constitutes a legal agreement by each individual to keep confidential Census Bureau Title 13 data and abide by the security guidelines outlined below. While access to Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

## A4 Security Guidelines

The LUCA liaison accepts the responsibility for protecting and safeguarding the LUCA materials. The liaison must restrict access to the Census Bureau's information covered under Title 13 to those individuals who have signed the *Confidentiality Agreement*.

### A4.1 Protecting Digital Title 13 Materials

Operating systems, programs, applications, and data are collectively referred to as Information Technology (IT) systems in this document. Any IT systems used for LUCA participation must be accessible only to those who have signed the *Confidentiality Agreement*. Your IT systems should restrict the read, write, and delete functions to all Title 13 materials.

#### Digital Guidelines

- Construct electronic security profiles to allow only the LUCA liaison and the LUCA reviewers to access Title 13 materials. Test your security to ensure that access is restricted.
- Use file encryption and passwords to protect all digital Title 13 materials at all times. Encrypt files using the **Advanced Encryption Standard** (AES) with key length of 256 bits.
- Do not leave computers with Title 13 materials unattended. Log-off computers, lock terminals, and lock the room when not in use.
- Label all digital media and **every** printed page of any paper materials produced from Title 13 digital media with the following:  
**“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”**
- Do not send backup digital media off-site. Store in a secured area. **Do not mix, store, or back-up LUCA data with other data.**
- Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

#### Password Guidelines

The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:

- Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the *Confidentiality Agreement*.
- Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$, \*, or &).
- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

#### **A4.2 Protecting Paper Title 13 Materials**

- Do not leave Title 13 materials unattended. Secure all Title 13 materials in a locked room. If possible, store Title 13 materials in locked desks or cabinets.
- Copy only the Title 13 materials necessary to complete the LUCA review. Do not leave the copy machine unattended while making copies. All copied materials containing Title 13 information must bear the statement:

**“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”**

- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

#### **A4.3 Reporting an Incident**

If you discover that any Title 13 materials have been viewed by unauthorized persons or are missing from your inventory, you must:

- Contact the Census Bureau through the Census Incident Response Team (CIRT) at (301) 763-3333 **within 24 hours**. You must provide the following information:
  - Jurisdiction Name.
  - Date and time of the incident.
  - Name of the contact person.
  - Phone number of contact person.
  - Site address of incident.
- Immediately secure all remaining materials. Prohibit any further access, by anyone, including the LUCA liaison and anyone who signed the *Confidentiality Agreement*. Census Bureau staff will contact your office within 48 hours with information on how to proceed.

#### **A4.4 On-site Visits**

The Census Bureau may make an on-site visit to review a participant’s security procedures. The Census Bureau will strive not to disrupt office operations. A visit may include a review of:



- Storage and handling of Title 13 materials.
- Employee access to Title 13 materials.
- Physical safeguard of stored Title 13 materials.
- IT Systems, including use of passwords.
- Employee awareness of their responsibilities to Title 13 materials.

#### **A4.5 Destruction of Census Bureau Confidential Materials**

After the entire LUCA operation has concluded, all Title 13 materials must be destroyed (preferred method) or returned according to the Census Bureau’s specific guidelines. The LUCA liaison is required to verify the destruction or return of any Title 13 materials, both paper and digital, including all paper copies, backup files, etc., by signing and returning the *Destruction or Return of Title 13, U.S.C. Materials Form*. In addition, anyone who signed the *Confidentiality Agreement* is required to sign this form once his or her participation in LUCA has ended. Should any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone who signed the Confidentiality Agreement is unable to sign and date the form, the current liaison must sign and date on their behalf.

Only individuals who signed the Confidentiality Agreement are permitted to destroy Title 13 materials:

- Never deposit Title 13 materials in a trash or recycle container, or dispose of information in a landfill before destruction procedures are completed.
- Destruction must prevent recognition or reconstruction of paper or digital Title 13 materials. Use one of the following methods:
  - Shredding or pulping.
  - Chemical decomposition.
  - Pulverizing (such as, hammer mills, choppers, etc.).
  - Burning (facility approved by the Environmental Protection Agency).
  - Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
  - Clearing or sanitizing all print servers and multi-function printing or scanning devices with stored images or print files containing Title 13 data.
  - Destroying CDs and DVDs using a shredder or other method suitable for rendering them unusable.

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**Note:** Hand tearing is an unacceptable method of Title 13 material disposal before destruction.

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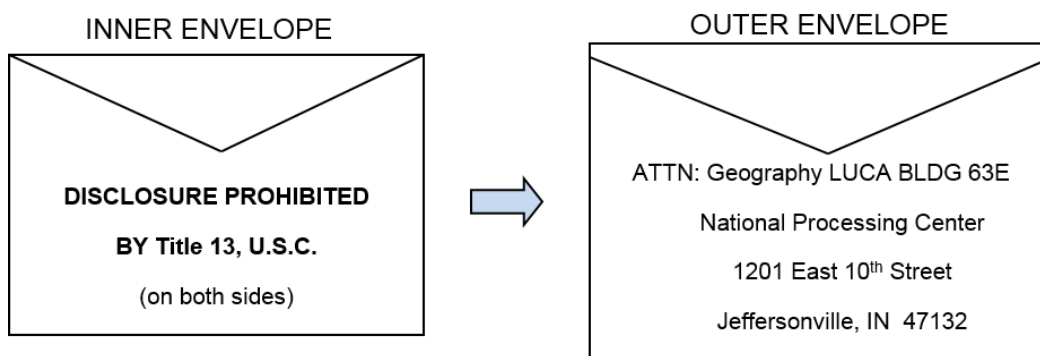
See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](#) for further information on acceptable methods for digital media and office equipment sanitization

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>.

#### **A4.6 Returning Census Bureau Title 13 Materials**

After the entire LUCA operation has concluded, all Title 13 materials must be destroyed (preferred method) or returned according to the Census Bureau’s specific guidelines. If you decide to return the Title 13 materials rather than destroying them, follow these guidelines:

- Ship the Title 13 materials, double-wrapping them by using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- Label both sides of the inner envelope (or container) with the notice:  
**“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”**
- Place the inner envelope (or container) into the outer envelope.
- Use the mailing label that was included in the initial mail-out of materials. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- Include with the returned materials, a signed *D-2012-Destruction or Return of Title 13, U.S.C. Materials Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.
- If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service.



**Figure 7. Mailing Envelope Examples for Return of Title 13 U.S.C. Materials**


Ship to the address shown above, and listed below, for the return of LUCA Title 13 materials:

*ATTN: Geography LUCA BLDG 63E*  
*National Processing Center*  
*1201 E 10th St*  
*Jeffersonville IN 47132*

# APPENDIX B CONFIDENTIALITY AGREEMENT FORM

FORM D-2005 (4-5-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

	<p><b>CONFIDENTIALITY AGREEMENT FORM</b>  <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>U.S. DEPARTMENT OF COMMERCE          Economics and Statistics Administration          U.S. CENSUS BUREAU</p>
		Entity ID
		Government Name
<b>A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION</b>		
<p>All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.</p> <p>All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's <i>Confidentiality and Security Guidelines</i> for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.</p> <p>By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.</p>		
<b>B. LIAISON INFORMATION</b>		
Liaison's Printed Name	Area code	Telephone number
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Liaison's Signature	Date	Ext.
<input style="width: 95%;" type="text"/>	Month Day Year	<input style="width: 100%;" type="text"/>
Name of LUCA Liaison's Office, Department, or Agency – (Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print		
<input style="width: 95%;" type="text"/>		
Address of LUCA Liaison's Office, Department, or Agency – (House number and street name, RR or HC, and box number) – Please print		
<input style="width: 95%;" type="text"/>		
City	State	ZIP Code
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Email address		
<input style="width: 95%;" type="text"/>		
<b>C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS</b>		
Printed name	Area code	Telephone number
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Signature	Date	Ext.
<input style="width: 95%;" type="text"/>	Month Day Year	<input style="width: 100%;" type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
<input style="width: 95%;" type="text"/>		
City	State	ZIP Code
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Email address		
<input style="width: 95%;" type="text"/>		
Printed name	Area code	Telephone number
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Signature	Date	Ext.
<input style="width: 95%;" type="text"/>	Month Day Year	<input style="width: 100%;" type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
<input style="width: 95%;" type="text"/>		
City	State	ZIP Code
<input style="width: 95%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
E-mail address		
<input style="width: 95%;" type="text"/>		
<b>Section C continued on the reverse</b>		

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS – Continued**

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			


Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date		
	Month	Day	Year
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
E-mail address			
<input type="text"/>			

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA 63-E, National Processing Center, 1201 East 10th St., Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov)

# APPENDIX C DESTRUCTION OR RETURN OF TITLE 13 U.S.C. MATERIALS FORM

FORM **D-2012** (3-8-2017)

OMB No. 0607-0994; Approval Expires 12/31/2019

	<p><b>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</p>	<p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p>Entity ID _____ _____ _____</p> <p>Government Name _____ _____ _____</p>
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Please complete this form and return it via email to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) or in the enclosed postage paid, preaddressed envelope.

All LUCA Operation liaisons, reviewers, and anyone with access to Title 13, United States Code LUCA materials must sign and date this form at the conclusion of your government's participation in LUCA. Should any liaison, reviewer, or anyone with access to Title 13, U.S.C. LUCA materials leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone with access to Title 13 LUCA materials are unable to sign and date this form, the current liaison must sign and date on their behalf.

### A. LUCA Liaison Destruction or Return of Title 13 Materials

I certify by my signature that I have properly destroyed or returned to the U.S. Census Bureau, the original LUCA Title 13 materials and any copies using the security requirements provided to my government by the Census Bureau.

- Mark (X) one.
- Destroyed Title 13, LUCA materials (Preferred method)
- Returned Title 13, LUCA materials

Printed Name of the LUCA Liaison

Signature of the LUCA Liaison

Date

Month	Day	Year
_	_	_ _

### B. LUCA Reviewers and Anyone With Access to Title 13 Materials

Printed Name

Signature

Date

Month	Day	Year
_	_	_ _

Printed Name

Signature

Date

Month	Day	Year
_	_	_ _

Printed Name

Signature

Date

Month	Day	Year
_	_	_ _

Printed Name

Signature

Date

Month	Day	Year
_	_	_ _

**Section B continued on the reverse**

**B. LUCA Reviewers and Anyone With Access to Title 13 Materials – Continued**

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

FORM D-2012 (3-8-2017)

***If you require more signatures, you may duplicate this form.***

## APPENDIX D GLOSSARY

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**Address Count List**—This material was included as part of the LUCA Review Phase materials. It identified the number of housing unit addresses and group quarters addresses on the Census Address List for each census block within a jurisdiction.

**Address range**—The lowest and highest address numbers used to identify structures along each side of a street segment that has city style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

**Block to Map Sheet Relationship List**—This material was included as part of the LUCA Review Phase materials. It identified census block numbers and the Census Bureau large format map(s) on which each block is located.

**Boundary**—A line, on a map, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, or state. A boundary marks the limits of an area.

**Census Address List**—This material was included as part of the LUCA Review Phase materials. The Census Address List, extracted from the Master Address File (MAF) for review and update during 2020 Census LUCA, contains all the residential addresses (city style and non-city style) known to the Census Bureau for your government. It also contains census geographic codes (state, county, census tract, census block) that indicate the location of each address. Many addresses also contain latitude and longitude coordinates depicting the address location.

**Census block**—A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within census tracts and are uniquely numbered within census tracts.

**Census block number**—Census block numbers are a four-digit number. Census blocks are numbered uniquely within each census tract.

**Census Bureau**—An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

**Census Bureau map**—Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

**Census tract**—A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

**Census tract number**—Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers are a four-digit number followed by a decimal point and a two-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as “1” on the paper maps.

**City style address**—The Census Bureau’s definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

**Confidentiality**—The guarantee made by law (Title 13, United States Code) to individuals who provide information about themselves or their business to the Census Bureau. This item refers to the Census Bureau’s promise of nondisclosure of that information to others.

**County**—The primary legal division of most states. Most are governmental units with powers defined by state law.

**Detailed Feedback Address List**— A hard copy address list generated by the Census Bureau that shows all accepted (i.e., properly formatted) address record updates submitted by the participant during the LUCA Review Phase and a feedback processing code identifying a specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on and deleted from the original Census Address List by a different census operation or another level of government participating in LUCA.

**Edges**—All linear features contained in the MAF/TIGER database.

**Edges shapefile**— An Esri® shapefile of the linear features contained in the MAF/TIGER database. During the LUCA Review Phase, participants using digital map materials used the edges shapefile to add, delete, or change linear feature attributes. During the LUCA Feedback Phase, participants use the edges shapefile for reference only to review updates they made during the LUCA Review Phase or other updates made since the LUCA Review Phase concluded.

**Enumeration at Transitory Locations (ETL) operation**—Provides coverage for locations where people live in non-traditional housing that is transient or movable in nature. Most census questionnaires are mailed, or hand-delivered by census personnel, to known addresses in the Census Master Address File (MAF). However, due to changes in society, some people no longer maintain a traditional residence (house, apartment, condo, etc.), and have decided to live in boats, motorized recreational vehicles (RVs), trailers that are pulled by car or trucks, or any other type of housing that is movable or mobile, including tents. For operational purposes, we refer to these as “portable housing units.”

The type of Transitory Locations (TLs) that are included in the ETL are:

- Recreational (RV) parks.
- Marinas.
- Campgrounds.

**Feature**—Any part of the landscape, whether natural (such as, a stream or ridge) or man-made (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.



**Federal Information Processing Series (FIPS)**—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

**Feedback Address Count List**— A hard copy address count list or comma-delimited text file, in .csv format, containing the number of housing unit and group quarters residential addresses on the LUCA Review Phase Census Address List and the current number of housing units and group quarters residential addresses for each census block within the participant’s jurisdiction. This product accompanies the Feedback Phase materials.

**Feedback Block to Map Sheet Relationship List**—This material is included as part of the Feedback Phase materials. It identifies census block numbers and the Census Bureau large format map(s) on which each block is located.

**Geocodes**—Codes that place an individual address in its correct geographic location, which, in census terms, includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

**Geographic Information System (GIS)**—A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth—information that previously was available only on paper maps.

**Geographic Update Partnership Software (GUPS)**—A self-contained GIS update and processing package provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 Census LUCA. Pre-packaged to include all of the components for 2020 Census LUCA, the GUPS contains the *Detailed Feedback Address List*, *Feedback Address Count List*, and TIGER Partnership shapefiles for the LUCA Feedback Phase. It contained the Census Address List, address count list, and TIGER Partnership shapefiles for use during the LUCA Review Phase. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. Delivery of all data (software, address list, address count list and shapefiles) is on DVD.

**Governmental unit (GU)**—A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

**Group quarters (GQ)**—A place where people live or stay normally owned or managed by an entity or organization providing housing and/or services for the residents. 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 that live in a group quarters are usually not related. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers’ dormitories, and facilities for people experiencing homelessness.

**Highest elected official (HEO)**—The person most responsible for the governmental activities of a local government. This person receives the LUCA invitation letter, and must designate a LUCA liaison, to participate in the 2020 Census LUCA Operation.

**Housing unit (HU)**—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.

**Living quarters**—Any site where people live, stay, or could live. Living quarters are classified as housing units or group quarters. They are usually found in structures intended for residential use, but also may be found in structures intended for non-residential use as well as tents, vans, shelters for people without housing, dormitories, barracks, and so forth, or they might not be associated with a structure at all.

**LUCA liaison**—The main point of contact appointed by the highest elected official (HEO) of each jurisdiction to review the Census Address List and maps against local records to identify differences. This person, also known as the program primary liaison or designated liaison, accepts responsibility for safeguarding Title 13 materials and are ultimately responsible for destroying (or returning) the materials. They must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)* after ensuring all LUCA reviewers sign the form as well.

**LUCA reviewer**—Individual(s) selected by the HEO or LUCA liaison to assist with conducting the LUCA review. They accept responsibility for safeguarding Title 13 materials and, like the liaison, must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)*.

**Master Address File (MAF)**—The Census Bureau’s nationwide database of all addresses and physical/location descriptions known to the Census Bureau used to support many of the Census Bureau’s operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau’s Geography Division regularly updates the MAF/TIGER database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

**MAF/TIGER Database (MTDB)**—The Census Bureau’s nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

**Metadata**—Describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

**Minor civil division (MCD)**—The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

**Non-city style address**—An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Occupied housing unit**—A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

**Place**—A concentration of population either legally bound as an incorporated place, consolidated city, or identified by the Census Bureau as a census designated place.

**Regional Census Center (RCC)**—Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

**Regional Office (RO)**—One of six permanent Census Bureau offices distributed across the nation. Regional offices are responsible for the Census Bureau’s field operations.

**Shapefile**—Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Esri shapefile format.

**Street segment**—The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city style addresses.

**Structure Point (map spot)**—A dot on a Census Bureau map, used to show the location of one or more living quarters. A maximum of four digits plus one alpha character is assigned within a census block to each structure point. Structure points are stored in the TIGER database and are protected by Title 13 U.S.C.

**Topologically Integrated Geographic Encoding and Referencing (TIGER)**—The Census Bureau’s digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

**Transitory locations (TL)**—Movable or mobile housing, or portable housing units, including boats, motorized recreational vehicles (RVs), tents, trailers that are pulled by cars or trucks, or any other type of portable housing.

**Vacant housing unit**—A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if they are open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.

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## BACKGROUND

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### A. General Information

The 2020 Census Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the Census Bureau’s residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes the LUCA operation. Refer to <https://www.census.gov/programs-surveys/decennial-census/about/luca/act-1994.html> for more information.

In accordance with the law, the LUCA Feedback Phase provides participating governments with detailed feedback materials that document which local address updates the Census Bureau processed. LUCA participants may dispute the processing results of certain addresses, only if those addresses meet certain eligibility criteria. Participants must file their Appeal within 45 calendar days after the receipt of the feedback materials. Appeals filed after the deadline will be denied. Filing an Appeal is optional and is not a requirement of LUCA.

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**IMPORTANT:** The final *Federal Register* notice is included with the feedback materials and is available on the LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, for participants to consult before beginning their review.

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### B. Census Bureau Processing of LUCA submissions

The Census Bureau reviewed all addresses submitted by LUCA participants during the LUCA Review Phase and processed those meeting the defined criteria. In addition, the Census Bureau made necessary corrections and updates to the census maps from the LUCA Review Phase submissions.

### C. Confidentiality and Security

All of the requirements and guidelines for protecting the Census Bureau’s confidential Title 13, United States Code (U.S.C.) materials followed for the LUCA Review Phase are applicable to the LUCA feedback materials.<sup>1</sup> All participants are required to sign a Confidentiality Agreement Form in accordance with Title 13, U.S.C. to maintain the confidentiality of the census address information they received from the Census Bureau for review. Participants are required to have the means to secure the Census Address List containing Title 13 information.

Persons who signed the *D-2005 – Confidentiality Agreement Form* for the LUCA Review Phase, are not required to sign the form again. However, anyone who will review or have access to the confidential Title 13 feedback materials and has not already signed form *D-2005* must read and agree to abide by the *Confidentiality and Security Guidelines*, included as [Appendix A](#), and must

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<sup>1</sup> Title 13, U.S.C provides for the confidential treatment of census-related information, including individual addresses and map spots. Title 13 requires that all liaisons, reviewers, and anyone with access to Title 13 materials abide by the Confidentiality and Security Guidelines. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

sign the *Confidentiality Agreement Form* before reviewing the materials. A blank *D-2005 – Confidentiality Agreement Form* is included in this respondent guide as **Appendix B**. This form is also available on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

The *D-2202 – Detailed Feedback Address List* is Title 13 protected material. It is included, in printed form only, in the feedback materials for all participants whose final format during the LUCA Review Phase was the Paper Address List. In addition, if a participant’s final format for maps was PDF maps, the Title 13 protected, small format block maps are on the enclosed DVD. The PDF maps require a password to decrypt and open. The case-sensitive password, necessary to open the small format block maps, is different from the password used during the Review Phase. It arrives separately and prior to receiving the feedback materials. Keep the password letter (D-2280) secure.

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 LUCA operation, the LUCA liaison must verify the destruction (preferred) or return to the Census Bureau all Title 13 materials and copies by signing and returning the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form*. A blank form is included as **Appendix C**. This form is also available online at the LUCA website. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

## D. Entity Identification Codes

All local government entity codes, also known as the “EntityID,” appearing in the feedback materials have a two-letter code identifying the type of entity. County, place, and minor civil division codes include the state two-digit Federal Information Processing Series (FIPS) numeric code. Minor civil divisions also include the county three-digit FIPS numeric code. See **Table 1** for information regarding the entity identification codes.

**Table 1: Entity Identification Codes**

Entity	Entity Identification Code	Total Characters
State	ST (2 alpha) + (2 FIPS numeric)	4
County	CO (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric)	7
Place	PL (2 alpha) + State (2 FIPS numeric) + FIPS Place (5 FIPS numeric)	9
Minor Civil Division (MCD)	MC (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric) + FIPS MCD (5 FIPS numeric)	12

Below are four examples showing the “EntityID” for local government entities.

- State: ST01 (state of Alabama).
- County: CO42085 (Mercer County, Pennsylvania).
- Place: PL0100124 (Abbeville city, Alabama).
- Minor Civil Division: MC4208567472 (Salem Township, Mercer County, Pennsylvania).

Tribal government entity codes contain a unique 12-character alphanumeric identification code assigned by the Census Bureau that identifies the tribe and its associated geographic area. An example of a 12-character tribal identification code, TR0013TA0185, where **TR0013** is the six-character tribal code that represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute

Reservation and **TA0185** is the six-character tribal geographic area code that represents Benton Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Pauite Tribe. This 12-character code is the “EntityID” for tribal governments.

Where applicable, all map related materials included in digital format on the participant’s DVD have special codes that differ from the “EntityID.” The abbreviation for the special map related coding is “<EntType><EntCode>.” See **Table 2** for information on the <EntType><EntCode>.

**Table 2: Entity Types and Entity Codes on Map Materials**

<EntType> is entity type:	<EntCode> is entity code
C = County	County = SSSCC
M = Minor civil division (MCD)	MCD = SSSCCMMMMM
P = Incorporated Place	Place = SSPPPPP
R = American Indian Reservation (AIR)	AIR = RRRR
	<i>Where, SS = State FIPS code; CCC = County FIPS code; MMMMM = MCD FIPS code; RRRR = AIR Census code.</i>

Below are several map examples showing use of the “<EntType><EntCode>” for LUCA feedback participants.

- LUCAF20C48003.pdf – large format bundled .pdf map for a county.
- LUCAF20M2717317918.pdf – large format bundled .pdf map for a MCD.
- LUCAF20P2302060.pdf – large format bundled .pdf map for a place.
- LUCAF20R0010.pdf – large format bundled .pdf map for an AIR.

**Section 1.2** provides more detail on these materials and their location on the DVD.

## E. Respondent Guide Organization

Use this respondent guide, the D-2231, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*. The respondent guides do not repeat information between the phases (Review and Feedback).

[Hyperlinks](#) appear as underlined, light blue text. Cross-reference links to other sections within the document appear as **bold blue text**.

## F. Training and Support

There are no workshops scheduled for the Feedback Phase; however, the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html> offers information that may assist with reviewing the feedback materials. In addition, the Census Bureau’s LUCA Help Desk can assist with feedback related questions. The 2020 Census LUCA Appeals Office, established as a separate, temporary federal entity by the Office of Management and Budget (OMB), handles the Appeals process and all Appeal-related questions.

Contact the LUCA Help Desk, toll-free, at (844) 344-0169 or email them at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the LUCA aforementioned website.

# CHAPTER 1. 2020 CENSUS LUCA FEEDBACK AND APPEALS

## INTRODUCTION

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This chapter provides introductory information on the materials paper address participants receive as part of the LUCA Feedback Phase based on the final format of the LUCA Review Phase.

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**IMPORTANT:** For participants needing visuals and detailed examples, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* distributed during the LUCA Review Phase includes additional graphics and information. Locate the respondent guide on the LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, and use it to supplement instructions in this material.

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### 1.1 Feedback Materials

The Census Bureau provides LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau provides LUCA feedback materials for jurisdictions that submitted address updates after reviewing and applying each properly formatted address update to the Census Address List and adding any new addresses not already included. The Census Bureau verified the participant suggested address updates (additions, corrections, deletions, etc.) to ensure that all address updates and additions exist and that they are in the correct census block. Participants that reviewed the Census Address List, agreed with its contents during the LUCA Review Phase, and asked to receive feedback also receive LUCA Feedback Phase materials.

The Census Bureau provides feedback materials according to the final format that the participant selected for the LUCA Review Phase. For paper address list participants, there are three product preferences described in the detailed sub-sections below. Regardless of the product preference, the feedback materials include:<sup>2</sup>

- *Feedback Address Update Summary Report (D-2201)* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List (D-2202)* — shows all processed (i.e., properly formatted) address record updates submitted by the participant and a feedback processing code identifying a specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on and deleted from the original Census Address List by a different census operation or another level of government participating in LUCA.
- *Feedback Address Count List (D-2209)* — contains the number of residential housing unit (HU) and group quarters (GQ) addresses on the LUCA Review Phase Census Address List and the

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<sup>2</sup> For participants that either told us “no changes” on the D-2079 or D-2084 and had no records deleted by other LUCA participants or other census operations or for those that submitted a file that could not be processed and had no records deleted by other LUCA participants or other census operations, there are no addresses to review or Appeal. These participants receive a paper insert, the D-2282, instead of a *Detailed Feedback Address List* that explains why. If they receive a DVD as part of their materials, a corresponding portable document format (PDF) file, 2020LUCA\_FB\_insert.pdf, will be present on their DVD.

current number of HU and GQ residential addresses for each Census block within the participant's jurisdiction.

- *Feedback Block to Map Sheet Relationship List (D-2210)* — identifies the large format parent map sheet(s) or inset sheet(s) on which each census block is located. This product is for participants that selected either paper or paper/Portable Document Format (PDF) maps. The sort for this product is by census tract number and census block number in ascending order.
- *Feedback Maps* — may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations. The Census Bureau provides maps or shapefiles in the final format selected for the LUCA Review Phase materials.
  - *Large format paper maps* — large format (36"x32") paper maps that may include one or more sheets, for participants that selected the paper or paper/PDF maps. A bundled PDF of the large format paper maps is included for paper/PDF map participants. Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* for details on these materials.
  - *PDF maps* — files provided on a DVD that contain legal-size (8.5"x14") small format block maps including Title 13 map spots (address structure coordinates showing the location of residential addresses that appear on the *Detailed Feedback Address List*) for participants that selected the paper/PDF maps.
  - *Shapefiles* — created from the Master Address File/Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER) for participants that selected digital maps or Geographic Update Partnership Software (GUPS). These are also known as TIGER Partnership shapefiles.
- *Reference/instructional materials* — include the Feedback Respondent Guide, Quick Start Guide, Feedback Address Update Summary Report, various forms, and readme file(s). For paper participants receiving a DVD, these various materials are included in digital format on DVD. In addition to the DVD, they are on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

## 1.2 Paper Address List Product Preference Summaries

This section lists the materials provided for the three product preferences for paper address list participants and provides information on opening the digital copy of the *Feedback Address Count List*. Participants with either PDF maps or digital maps receive one DVD.<sup>3</sup> Locate additional details in [Chapter 2](#) for materials listed in this chapter.

### 1.2.1 Paper Address List and Large Format Paper Maps (No PDF Maps)

Participants who selected the paper address list and large format paper maps product preference for the LUCA Review Phase receive only printed materials, including two postage paid return envelopes used for the return of their D-2012 form or their actual Title 13 materials and D-2012. They may use one envelope to submit an updated D-2005 if necessary to update the reviewer information. These participants do not receive a DVD with digital copies of these printed materials. Their specific feedback related materials include the following:

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<sup>3</sup> Some participants may have trouble with the extraction of the data disc materials due to administrative rights, application blockers, or antivirus/security programs. Participants are encouraged to contact their own Information Technology staff first, and then contact the LUCA Help Desk if problems persist.

- *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231).*
- *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241).*
- *Feedback Address Update Summary Report (D-2201).*
- *Detailed Feedback Address List (D-2202).*
- *Feedback Address Count List (D-2209).*
- *Feedback Block to Map Sheet Relationship List (D-2210).*
- *Large format paper maps.*
- *Confidentiality Agreement Form (D-2005).*
- *Destruction or Return of Title 13 Materials Form (D-2012).*

## 1.2.2 Paper Address List and Large Format Paper/PDF Maps

Participants who selected the paper address list and large format paper/PDF maps product preference receive one Title 13 data disc DVD. This DVD includes reference/instructional materials in the root directory. It contains copies of the large format maps along with other large format map information and the small format block maps along with other small format block map related information in the “**maps**” folder.

- The root directory contains non-Title 13 materials:
  - **FB\_Readmefirst2.txt** – this provides detailed explanations of folders and files on the disc.
  - **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv** – this is a comma-delimited text file of the printed *Feedback Address Count List (D-2209)* and is provided as a digital accompaniment to the printed version.
  - **2020LUCA\_<EntityID>\_FB\_summary\_report.pdf** – this is a portable document format (PDF) file of the *Feedback Address Update Summary Report (D-2201)*.
  - **2020LUCA\_FB\_paper\_respondent\_guide.pdf** – this is a portable document format (PDF) file of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231)*. Use this material, in conjunction with the *Federal Register*, for information and instruction on the LUCA Feedback and Appeals process.
  - **2020LUCA\_FB\_quick\_start\_paper.pdf** – this is a portable document format (PDF) file of the *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241)*. It includes high-level information regarding the DVD, use of the files included on the DVD, and serves as a quick summary for getting started with the materials.
  - **<EntityID>\_D2005\_Confidentiality.pdf** – this is a portable document format (PDF) file of the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
  - **<EntityID>\_D2012\_Destruction.pdf** – this is a portable document format (PDF) file of the *Destruction or Return of Title 13 Materials Form (D-2012)* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.
- The “**maps**” folder contains the Title 13 materials:
  - **2020LUCAF20BLK\_BlockMaps.exe**. It requires the password provided separately from the feedback materials to open and unzip this file.
    - It extracts, **LUCAF20BLK\_<FullBlockCode>.pdf** (LUCA feedback small format block maps, bundled pdfs) once extracted successfully. These are the current, 2010 tabulation blocks within the participant’s entity.
    - It extracts, **BlockInfo\_LUCAF20<EntType><EntCode>.txt** – this is an entity based, semicolon delimited text file that includes basic information for each block in the participant’s entity.



- It extracts, **BlockMap\_Legend\_LUCAF20.pdf** – this is the small format block map legend.
- **ReadMe.txt** – contains a statement regarding use of Adobe Reader® or Acrobat Professional to properly open and view the .pdf maps. Download the free a portable document format (PDF) software at <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.
- **About\_the\_maps.pdf** – contains tips for using the small format block maps and includes a brief description of the map types and supplemental files. This also includes tips for printing the small format block maps.
- **LUCAF20<EntType><EntCode>.pdf** – contains bundled .pdf file of the large format paper maps.
- **LUCAF20<EntType><EntCode>\_BLK2MS.txt** – this is a portable document format (PDF) file of the *Feedback Block to Map Sheet Relationship List (D-2210)*. It contains a list of all the blocks within the participant’s jurisdiction and sheet or grid number(s) that identify the large format parent sheet(s) or inset sheet(s) where the block is located. This file is in a semicolon text format and serves as a digital accompaniment to the printed version. For details on properly importing the file, refer to Section 3.2.3 in the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*.

### 1.2.3 Paper Address List and Digital Maps

Participants who selected the paper address list and digital maps product preference receive one Non-Title 13 data disc DVD. This DVD includes reference/instructional materials in the root directory. It contains the shapefiles and *Feedback Address Count List* in the “**shape**” folder.

- The root directory contains:
  - **FB\_Readmefirst3.txt** – this provides detailed explanations of folders and files on the disc.
  - **2020LUCA\_<EntityID>\_FB\_summary\_report.pdf** – this is a portable document format (PDF) file of the *Feedback Address Update Summary Report (D-2201)* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
  - **2020LUCA\_FB\_paper\_respondent\_guide.pdf** – this is a portable document format (PDF) file of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Paper Address List Participants (D-2231)*. Use this material, in conjunction with the *Federal Register*, for information and instruction on the LUCA Feedback and Appeals process.
  - **2020LUCA\_FB\_quick\_start\_paper.pdf** – this is a portable document format (PDF) file of the *2020 Census LUCA Feedback Paper Quick Start Guide (D-2241)*. It includes high-level information regarding the DVD, use of the files included on the DVD, and serves as a quick summary for getting started with the materials.
  - **<EntityID>\_D2005\_Confidentiality.pdf** – this is a portable document format (PDF) file of the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
  - **<EntityID>\_D2012\_Destruction.pdf** – this is a portable document format (PDF) file of the *Destruction or Return of Title 13 Materials Form (D-2012)* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.
- The “**shape**” folder contains:
  - **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe**. No password is required to extract this file.
    - It extracts the shapefiles, one folder for the state and one for the county, or counties, in which your jurisdiction is located.



- It extracts the **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv** – this is a comma-delimited text file of the printed *Feedback Address Count List (D-2209)* and is provided as a digital accompaniment to the printed version.

### 1.2.4 Converting Comma Delimited Text Files

The *Feedback Address Count List .csv* file described above is a comma-delimited text file provided to participants receiving a DVD (i.e., those receiving small format block maps or digital maps). Many paper address participants may only need the printed version, but for those that misplace their printed copy or need an additional copy, they may use this digital version to print another copy or to sort and filter the digital version. The *Feedback Address Count List* is not Title 13 material.

Most commercial spreadsheet and database programs can open the .csv files (e.g., Microsoft Excel®, Microsoft Access®, etc.).<sup>4</sup> However, in order to read the file contents properly, **participants must import the file rather than opening it.** The following set of bullets use Excel 2016 to describe the proper way to open the .csv files.<sup>5</sup>

- Open a new Excel spreadsheet.
- Select the **“Data”** tab. Click on **“Get External Data.”** Select **“From Text.”**
- Navigate to the folder on the local computer containing the *Feedback Address Count List* and click on the file. See the *LUCA Feedback Paper Quick Start Guide (D-2241)* for that information.
- When the file highlights, select **“Import”** at the bottom of the screen.
- The **“Text Import Wizard – Step 1 of 3”** window opens in Excel, check the **“My data has headers”** box and select **“Next.”**
- In **Step 2 of 3**, select **“Comma”** for Delimiters. From the **“Text qualifier”** drop-down menu, select **“{none}.”** Select **“Next”** at the bottom of the screen.
- In **Step 3 of 3**, hold the **“Shift”** key and scroll to the end of the columns. The columns will highlight black.
- Select the **“Text”** radio button. Define all field types as Text, including numeric fields such as state, county, census tract number, census block number, and GEOID to account for leading zeros that are important for accurate geocoding.
- Click **“Finish”** at the bottom of the window.

After a successful import, the following table, **Table 3**, shows the maximum character length of each field, the field name, and a description of the field.

**Table 3: Feedback Address Count List Field Names and Descriptions**

Field Number	Max Character Length	Field Name	Field Description
1	2	STATE	Two-digit state FIPS code.
2	3	COUNTY	Three-digit county FIPS code.
3	7	TRACT	Consists of a six-digit code with a decimal between the fourth and fifth digit, contains a

<sup>4</sup> The Census Bureau does not endorse or recommend the use of any specific software to view its files. The program names included here are only examples of programs that are able to read digital files.

<sup>5</sup> Please note that instructions for importing the .csv files differs based on operating system and version of software used. Slight variations likely exist between these instructions and other versions of Microsoft Excel. Consult the user manual for instructions.

Field Number	Max Character Length	Field Name	Field Description
			four-digit base number, including leading zeroes, plus a two-digit number suffix, with trailing zeroes. For example, 1234.01 and 0003.00
4	4	BLOCK	Four-digit 2010 Census tabulation block number. Census blocks are numbered uniquely from 0000 to 9999 within census tract, which nest within state and county. The first digit of the census block number identifies the block group within the census tract in which the block falls.
5	15	GEOID	15-digit combination of STATE, COUNTY, TRACT, and BLOCK fields. For example 010090046001002.
6	7	ORIGINAL_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF provided with the participant's original LUCA materials.
7	7	CURRENT_COUNT_OF_HUS	Total number of addresses in the block identified as residential housing units by data in the MAF after processing the participant's LUCA submission and other census operations.
8	7	ORIGINAL_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters or transitory locations by data in the MAF provided with the participant's original LUCA materials.
9	7	CURRENT_COUNT_OF_GQS	Total number of addresses in the block identified as residential group quarters or transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

## CHAPTER 2. REVIEWING THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND PROCESSING CODES

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This chapter provides detail on the content within the feedback materials and lays the foundation for conducting a review of the materials. It devotes a section to describing the detailed feedback processing codes and identifying which records are eligible for Appeal based on their feedback processing code.

### 2.1 Feedback Address Update Summary Report (D-2201)

The Census Bureau provides a printed copy of the *Feedback Address Update Summary Report (D-2201)* to participants with their feedback materials package. Participants receiving small format block maps or digital maps will also find a portable document format (PDF) file of this report on their enclosed DVD. The report summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase. This report displays the tallies of actions taken by the Census Bureau for all of the address updates that the participant submitted and the total number of address records on the original Census address list that were deleted by a different census operation or another level of government participating in LUCA. See [Figure 1](#) for an example of the report.

Section “A” of the summary report contains the total number of address records submitted to the Census Bureau for the LUCA Review Phase, the total number of address records submitted that were processed, and the total number of address records submitted without required information and were not processed. Unprocessed addresses include those with blank or invalid action codes, addresses submitted without geographic information such as the census tract and block numbers or the latitude and longitude coordinates, or non-city style addresses without a map spot or latitude and longitude coordinates. The total number of participant address records submitted for processing (e.g., 100) equals the total number of address records processed (e.g., 91) and the total number of address records not processed (e.g., 9).

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**IMPORTANT:** The total number of submitted address records processed by the Census Bureau (e.g., 91 records in the case of [Figure 2](#)) equates to the number of records that appear in the *Detailed Feedback Address List*.

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Section “B” of the report displays the tallies of actions taken by the Census Bureau for all the processed address records submitted with valid action codes and map spot/coordinates (or geocodes). The total number of address records accepted as requested (e.g., 61) and the total number of address records not accepted as requested (e.g., 30), equals the total number of address records submitted and processed (e.g., 91) as shown in Section “A” of the report.

Section “C” of the report contains address records not commented on, but deleted from the original Census Address List by a different census operation or another level of government participating in LUCA. Review [Section 2.2.3](#) for information on these deleted records.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
FEEDBACK ADDRESS UPDATE SUMMARY REPORT

Entity ID: CO88009

Entity Name: Winter County **FICTITIOUS ENTITY**

Date: 07/01/2019

**A. SUBMITTED ADDRESSES**

- 100 Total number of address records submitted to the Census Bureau.
- 91 Total number of submitted address records processed by the Census Bureau.
- 9 Total number of submitted address records not processed by the Census Bureau.<sup>1</sup>

**B. ADDRESS RECORDS PROCESSED**

**Participant Action(s) Accepted**

- 36 Number of added (A) address records submitted and added to the Census Address List.
- 12 Number of corrected (C) address records submitted and corrected in the Census Address List.
- 10 Number of deleted (D) address records submitted and deleted from the Census Address List.
- 2 Number of out of jurisdiction (J) address records submitted and removed from your jurisdiction's portion of the Census Address List.
- 1 Number of nonresidential (N) address records submitted and removed from the residential portion of the Census Address List.
- 61 Total number of submitted address records accepted by the Census Bureau as requested.

**Participant Action(s) Not Accepted**

- 2 Number of added (A) address records submitted, but not added to the Census Address List.
- 3 Number of corrected (C) address records submitted, but not corrected in the Census Address List.
- 5 Number of deleted (D) address records submitted, but not deleted from the Census Address List.
- 12 Number of out of jurisdiction (J) address records submitted, but not removed from your jurisdiction's portion of the Census Address List.
- 8 Number of nonresidential (N) address records submitted, but not removed from the residential portion of the Census Address List.
- 30 Total number of submitted address records not accepted by the Census Bureau as requested.

**C. OTHER ADDRESS RECORDS**

- 2 Number of address records without action taken during the LUCA Review Phase that were deleted from the Census Address List by another LUCA participant or a different census operation. This number corresponds to the number of X01 records on your Detailed Feedback Address List.

<sup>1</sup> Participant address records were not processed if they did not meet the minimum requirements. Some examples of records that were not processed include the following: addresses submitted with blank or invalid action codes, added records submitted without geospatial information, added records submitted with 9-digit numeric MAFIDs, action codes other than "A" used on records without MAFIDs, and non-city style addresses submitted without map spots or latitude and longitude coordinates.

Figure 1. Feedback Address Update Summary Report (D-2201) Example

## 2.2 Detailed Feedback Address List (D-2202)

The Census Bureau provides the *Detailed Feedback Address List (D-2202)* to participants as part of their feedback materials in order to see the disposition of each submitted address record

processed by the Census Bureau. Participants use the *Detailed Feedback Address List* to determine which address records are eligible for Appeal and denote them accordingly. This material shows all usable address record updates submitted by the participant, processed by the Census Bureau, and a feedback processing code identifying a specific action taken on that address record. In addition, the list contains any addresses that were on the participant's Census Address List during the LUCA Review Phase, but subsequently deleted by a different census operation or another level of government participating in LUCA.

The printed *Detailed Feedback Address List* is on 8 ½ x 14 inch (legal size) paper, with six addresses per page. To facilitate the participant's feedback review, the Census Bureau provides the *Detailed Feedback Address List* sorted based on the following order of the **Feedback Code** column: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the sort is by the LUCA Review Phase sort order (i.e., tract/block or street name/house number). Performing this dual sort promotes the records eligible for Appeal to the beginning while retaining the reference to the sort from the LUCA Review Phase materials. The heading area of this material identifies the sort option. See [Figure 2](#) for an example of this material for a fictitious entity.

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**IMPORTANT:** The *Detailed Feedback Address List* is the only editable material for the LUCA Feedback Phase and the "**Appeal Flag**" column in the *Detailed Feedback Address List* is the only editable column.

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During the LUCA Review Phase, if participants determined the Census Address List was correct, had no address updates, and returned either form *D-2079 – No Updates or Changes to Addresses Form* or form *D-2084 – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* contains only the addresses deleted by a different census operation or another level of government participating in LUCA. If there were no addresses deleted since the LUCA Review Phase, participants do not receive a *Detailed Feedback Address List*. Instead they receive a paper insert (*D-2282*), mentioned as the footnote in Section 1.1, which notifies them that they did not have any addresses eligible for Appeal.

2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA) DETAILED FEEDBACK ADDRESS LIST																
Entity Name: Winter County (FICTITIOUS ENTITY)																
Page: 1 of 16 Date: 07/01/2019																
1 Appeal Flag	2 Line #	3 MAFID	4 LUCA Action Code	5 Feedback Code	6 Census Geographic Location of Address			8 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				9 Non-city Style Mail Delivery Address (R Number or HCR and Box Number)	10 Map Spot Number	11 Map Spot Coordinates		12 Appeals Code (For Appeals Staff Use Only)
					(Ea) State County Code	(Eb) Census Tract	(Ec) Census Block	(Ea) Complete House Number	(Eb) Complete Street Name	(Ec) Group Quarters or Transitory Location Name	(Ed) Facility Name or Physical Location Description			(Ea) Apt/ Unit Number	(Ea) City Style ZIP Code	
				X01	88009	001400	2009	123	TRINIDAD LN							
				X01	88009	001500	1007	234	CRYSTAL HILL PKWY							
4	4		A	R03	88009	001400	2018	158	149 <sup>TH</sup> ST							
5	5		A	R03	88009	001400	2001	3801	MANOR DR							
66	123789461		C	R03	88009	001400	2012	444	9 <sup>TH</sup> AVE				22	39.161076	-78.348946	
32	458123789		A	A01	88009	001500	1008	579	12 <sup>TH</sup> RD				14	38.161069	-78.348989	

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

Figure 2. Detailed Feedback Address List (D-2202) Example

## 2.2.1 Heading Area (D-2202)

The top of each page of the *Detailed Feedback Address List* includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Detailed Feedback Address List*).
- The Sort (e.g., *Tract/Block or Street Name/House No*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 1 of 16*).
- The creation date for the material (e.g., *07/01/2019*).

The disclosure statement, “DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.”, appears along the bottom of each page to reinforce the confidential nature of this material.

## 2.2.2 Column Descriptions (D-2202)

- Column 1, **Appeal Flag**—blank field for participant to flag an address for Appeal. **This is the only column available for edit. All other fields are static and not editable.**
- Column 2, **Line #**—identifies the line number assigned for each address record present in the processed submission.
- Column 3, **MAFID**—identifies the unique control number (maximum character length is nine-digits) assigned by the Census Bureau to each address in the MAF. This value will match the Line # value for R03, Appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned because they have yet to be approved for insertion into the MAF.
- Column 4, **LUCA Action Code**—identifies the action code submitted by the participant, during the LUCA Review Phase, to update an address. The action codes are as follows: A, C, D, J, and N.
- Column 5, **Feedback Code**—identifies the specific action taken by the Census Bureau on each address submitted by a participant. The feedback processing codes are as follows: X01, R03, A01, A02, A03, R01, and R02.
- Column 6(a), **State County Code**—identifies the five-digit FIPS state and county code associated with the address record in the MAF and included on the *Detailed Feedback Address List*.
- Column 6(b), **Census Tract**—uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with the address record in the MAF and included on the *Detailed Feedback Address List*.
- Column 6(c), **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the address record in the MAF and included on the *Detailed Feedback Address List*. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- Column 7, **GQ/TL Flag**—displays a ‘G’ if the address is a group quarters, a ‘T’ if the address is a transitory location, and is blank if the address is a housing unit.
- Column 8(a), **Complete House Number**—identifies the housing unit or group quarters assigned 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.
- Column 8(b), **Complete Street Name**—identifies the full street or road name. The official name of a thoroughfare as assigned by a governing authority, or a used and recognized alternate (alias) name.

- Column 8(c), **Group Quarters or Transitory Location Name**—identifies the name of a group quarters such as Bayside Nursing Home, Dobbs Hall or Hidden Mountain RV Park, if applicable.
- Column 8(d), **Facility Name or Physical Location Description**—identifies a Facility Name for group quarters addresses such as University of Illinois or a brief physical location description for a non-city style address such as 2-story stone house/shutters with garage on the left, if applicable.
- Column 8(e), **Apt/Unit Number**—identifies the apartment or unit number, if applicable. This column may contain apartment unit numbers (e.g., 101 or 101A), location (e.g., rear, basement), or trailer lot number.
- Column 8(f), **City Style ZIP Code**— identifies the five-digit United States Postal Service (USPS) mail delivery ZIP Code for a city style address.
- Column 9, **Non-city Style Address Mail Delivery Address**—identifies a non-city style mail delivery addresses (may contain rural route and box numbers, highway contract route numbers and box numbers), if applicable.
- Column 9(a), **Non-city Style ZIP Code**—identifies the five-digit USPS mail delivery ZIP Code for a non-city style address, if applicable.
- Column 10, **Map Spot Number**—identifies the unique number assigned by the Census Bureau for each map spot within a block, if applicable. Numbering starts over in each block.
- Column 11(a), **Latitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.
- Column 11(b), **Longitude**—populated only if the Census Bureau has captured an address structure point for the address, otherwise blank.
- Column 12, **Appeal Code (For Appeals Staff Use Only)**—shaded gray and blank, used only by the Appeals Staff.

### 2.2.3 Understanding the Feedback Processing Codes

The feedback processing codes in the *Detailed Feedback Address List* indicate the results of the Census Bureau processing of participants records submitted during the LUCA Review Phase. **Table 4** identifies the feedback processing code assigned to the records submitted by a participant. The second column indicates if the code is eligible for Appeal. The third column gives the Census Bureau’s result of the processing, including information regarding the acceptance or rejection of the participant’s update and a decision to include or exclude the address from the 2020 Census.



**Table 4: Feedback Processing Codes**

Feedback Code	Eligible for Appeal	Description
X01	Yes	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction. This address was not updated as part of your LUCA review, but has been deleted from the 2020 Census Address List by another level of government participating in LUCA or a different census operation.
R03	Yes	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	<b>Address IN the Census, Same Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and accepts your LUCA update.
A02	No	<b>Address IN the Census, Different Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and accepts your LUCA update.
A03	No	<b>Address OUT of the Census:</b> The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.
R01	No	<b>Address IN the Census, Same Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in the same block, and rejects your LUCA update.
R02	No	<b>Address IN the Census, Different Block:</b> The Census Bureau will include this address in the 2020 Census for your jurisdiction in a different block, and rejects your LUCA update.

The **Feedback Code** column of the *Detailed Feedback Address List* contains the code that specifies if the Census Bureau accepted or rejected the action submitted by the participant. For example, **A01**, **A02**, and **A03** indicates the Census Bureau accepted the address update. These three feedback processing codes are not eligible for Appeal. Both **A01** and **A02** records remain in the 2020 Census enumeration universe and therefore are ineligible for Appeal while the **A03** reflects an accepted update that excludes an address from the 2020 Census enumeration universe (i.e., accepted D, N, and J LUCA actions).

The three “R” feedback processing codes (**R01**, **R02**, and **R03**) indicate the Census Bureau rejected the updated addresses. Only the **R03** is eligible for Appeal. Both **R01** and **R02** records remain in the 2020 Census enumeration universe and therefore are ineligible for Appeal.

In addition to records submitted by a participant, the *Detailed Feedback Address List* may include addresses that were in the Census Address List during the LUCA Review Phase (not commented on by the participant), but deleted by a different census operation or another level of government participating in LUCA. These addresses receive an **X01** feedback processing code and are eligible for Appeal.

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**IMPORTANT:** Only addresses assigned with feedback processing codes of X01 or R03 are eligible for Appeal because they are not part of the 2020 Census enumeration universe.

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## 2.2.4 Feedback Processing Code Examples

This section provides only a few examples for each feedback processing code. It documents some of the most common scenarios encountered during the Census Bureau’s processing of

LUCA Review Phase submissions. This list of examples is not a comprehensive list of all the scenarios that lead to the assignment of feedback processing codes.

**X01** – Address removed from the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction. A different census operation or another level of government participating in LUCA deleted the address. This address was not updated as part of the participant’s LUCA Review Phase work. *(Appeal eligible.)*

- If a state participant deleted a record that no nesting entity participants (county, minor civil division, place, and American Indian Area) commented on, the nesting entity participants would see this address as an **X01**.
- If a participant did not update the address but an update from a different census operation deleted it, the participant would see the address as an **X01**.

**R03** – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction and rejects the LUCA update. *(Appeal eligible.)*

- Participant adds an address (an **A** action) to an area where evidence of housing does not exist, or the Census Bureau processing determines the address is not residential. The Census Bureau rejects the **A** action and excludes it from the 2020 Census enumeration universe. This action would receive an **R03**. The participant can Appeal the address record for inclusion in the 2020 Census enumeration universe.
- A county participant corrects (a **C** action) the geocode of an address, but the place participant marks the same address as non-residential (an **N** action). The Census Bureau accepts the place participant’s action, removes the address record from the 2020 Census enumeration universe, and assigns the place participant’s record an **A03**. The county participant receives an **R03** on their **C** action and can Appeal the address record to reinstate it into the 2020 Census enumeration universe.

**A01** – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it where the participant says.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau agrees.

**A02** – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant adds an address (an **A** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.
- Participant submits an address record as an add (an **A** action). The Census Bureau has the same address in a different block within the participant’s jurisdiction. This action would receive an **A02**.
- Participant updated a street name or geocode (a **C** action) and the Census Bureau accepts it in a different block. This action would receive an **A02**.

**A03** – Address is not in the 2020 Census. The Census Bureau will exclude this address from the 2020 Census for the participant’s jurisdiction, and accepts the LUCA update. *(Ineligible for Appeal.)*

- Participant submitted an address for deletion (a **D** action) because it no longer exists and the Census Bureau agrees that the address no longer exists. The Census Bureau will exclude this address from the 2020 Census. This action would receive an **A03**.
- Participant submitted that the building was non-residential (an **N** action) and the Census Bureau’s Master Address File (MAF) confirms the record is a commercial record. This action would receive an **A03**.
- Participant submitted the address as out of their jurisdiction (a **J** action), an adjacent jurisdiction added the same record (an **A** action), and the Census Bureau agrees with the **A** action in the adjacent jurisdiction. The **J** action would receive an **A03**. The **A** action would receive either **A01** or **A02**.

**R01** – Address is in the 2020 Census in the same block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in the same block, and rejects the LUCA update. (*Ineligible for Appeal.*)

- Participant submitted a group quarters address record with an apartment unit number (an **A** action) and the Census Bureau rejects the new address record as invalid. The Census Bureau will enumerate the group quarters at the main address in the same block submitted by the participant.<sup>6</sup> This action would receive an **R01**.<sup>7</sup>
- Participant misused the **C** action to change a house number or a within structure ID (WSID), both un-editable fields. The participant needed to submit these as add/delete combinations rather than changing the house number or WSID. This action would receive an **R01**.
- Participant submitted the address for deletion (a **D** action) and the record is a known, valid residential address from the USPS Delivery Sequence File (DSF). This action would receive an **R01**.
- Participant submitted the address as non-residential (an **N** action) and the record is a known, valid residential address from the USPS DSF. This action would receive an **R01**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a known, valid residential address in their jurisdiction from the USPS DSF. This action would receive an **R01**.

**R02** – Address is in the 2020 Census in a different block. The Census Bureau will include this address in the 2020 Census for the participant’s jurisdiction in a different block, and rejects the LUCA update. (*Ineligible for Appeal.*)

- Participant submitted a geocode change (a **C** action) and the Census Bureau rejects the new geocode keeping the address in the original location. This action would receive an **R02**.
- Participant submitted a geocode change (a **C** action) and the Census Bureau chooses “third block” (meaning the location is not where it was on the LUCA Review Phase materials, NOR where the participant says, but the Census Bureau moved the record to a third block). This action would receive an **R02**.
- This example involves two or more jurisdictions. A state participant submitted a **D** action, but a county participant submitted geocode change (a **C** action) on the same address. The Census Bureau would reject the state’s **D** action and keep the address in the 2020 Census in a different

<sup>6</sup> If the block differed, this record would receive the R02 feedback processing code.

<sup>7</sup> During the LUCA Review Phase, the Census Bureau only requested the main address, group quarters name and facility name (if applicable) of the group quarters records because the group quarters enumeration operations enumerate at the main unit, not each individual unit within the group quarters. Records submitted with additional information, like apartment unit information, are invalid.

block, the one submitted by the county. The state's action would receive an **R02**. The county's action would receive an **A01**.

- Participant submitted the address as non-residential (an **N** action) and the record is valid non-residential address in a different block. This action would receive an **R02**.
- Participant submitted the address as out of jurisdiction (a **J** action) and the record is a valid residential address in a different block within their jurisdiction. This action would receive an **R02**.

### 2.3 Feedback Address Count List (D-2209)

The Census Bureau provides the *Feedback Address Count List (D-2209)* to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. The list contains the LUCA Review Phase tallies of residential addresses (housing unit and group quarters) that were on the participant's Census Address List and the current number of residential addresses (housing unit and group quarters) in the Census Address List for each census block within the jurisdiction. It is important to realize that tally differences do not indicate lack of coverage. It could indicate a change to geocoding between census blocks in your jurisdiction. The tally differences may also be the result of work performed during other census operations. There is no direct link between change in tallies on the *Feedback Address Count List* and Appeal eligibility for individual address records on the *Detailed Feedback Address List*.

The printed *Feedback Address Count List* is on 8 ½ x 11 inch (letter size) paper with 24 rows per page, divided into two sections for a total of 48 blocks per page. Each section includes seven columns of information. The last page contains a "Total" row at the bottom that summarizes each of the four "count" columns. The Census Bureau provides the *Feedback Address Count List* sorted based on the **State County Code**, **Census Tract**, and **Census Block** columns. See [Figure 3](#) for an example of this material for a fictitious entity

**2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)  
FEEDBACK ADDRESS COUNT LIST  
FOR REFERENCE ONLY – DO NOT EDIT**

Page: 2 of 21  
Date: 07/01/2019

Entity ID: CO88009  
Entity Name: Winter County (FICTITIOUS ENTITY)

State County Code	Census Tract	Census Block	Original Count of Housing Unit Addresses	Current Count of Housing Unit Addresses	Original Count of Group Quarters Addresses	Current Count of Group Quarters Addresses	State County Code	Census Tract	Census Block	Original Count of Housing Unit Addresses	Current Count of Housing Unit Addresses	Original Count of Group Quarters Addresses	Current Count of Group Quarters Addresses
88009	15.00	1006	8	9	0	0	88009	15.00	1030	59	62	0	0
88009	15.00	1007	1	0	0	0	88009	15.00	1031	23	23	0	0
88009	15.00	1008	80	84	0	0	88009	15.00	1032	14	15	0	0
88009	15.00	1009	11	11	0	0	88009	15.00	1033	0	0	0	1
88009	15.00	1010	0	0	0	0	88009	15.00	1034	10	10	0	0
88009	15.00	1011	0	0	0	0	88009	15.00	1035	0	0	0	0
88009	15.00	1012	0	0	0	0	88009	15.00	1036	0	0	0	0
88009	15.00	1013	2	2	0	0	88009	15.00	1037	28	28	0	0
88009	15.00	1014	0	0	0	0	88009	15.00	1038	65	65	1	1
88009	15.00	1015	0	0	0	0	88009	15.00	2000	17	17	0	0
88009	15.00	1016	0	0	0	0	88009	15.00	2001	15	14	0	0
88009	15.00	1017	0	0	0	0	88009	15.00	2002	22	26	0	0
88009	15.00	1018	2	2	0	0	88009	15.00	2003	14	14	0	0
88009	15.00	1019	0	0	0	0	88009	15.00	2004	14	14	0	0
88009	15.00	1020	26	30	0	0	88009	15.00	2005	16	16	0	0
88009	15.00	1021	55	55	0	0	88009	15.00	2006	10	10	0	0
88009	15.00	1022	21	20	0	1	88009	15.00	2007	12	12	0	0
88009	15.00	1023	3	3	0	0	88009	15.00	2008	14	14	0	0
88009	15.00	1024	7	7	0	0	88009	15.00	2009	10	12	0	0
88009	15.00	1025	35	35	0	0	88009	15.00	2010	4	4	0	0
88009	15.00	1026	24	24	0	0	88009	15.00	2011	8	8	0	0
88009	15.00	1027	202	202	2	2	88009	15.00	2012	8	8	0	0
88009	15.00	1028	8	9	0	0	88009	15.00	2013	10	10	2	2
88009	15.00	1029	76	76	0	0	88009	15.00	2014	12	12	0	0

**Figure 3. Feedback Address Count List (D-2209) Example**

### 2.3.1 Heading Area (D-2209)

The top of each page of the *Feedback Address Count List* includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Feedback Address Count List*).
- The reference statement (*For Reference Only - Do Not Edit*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 2 of 21*).
- The creation date for the material (e.g., *07/01/2019*).

### 2.3.2 Column Descriptions (D-2209)

- **State County Code**— identifies the five-digit FIPS state and county code associated with each census block in the jurisdiction.
- **Census Tract**— uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with each census block in the jurisdiction. For example, 1234.01 and 0003.00.
- **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the census blocks within the jurisdiction. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- **Original Count of Housing Unit Addresses**—identifies the total number of addresses in the census block identified as residential housing units by data in the MAF provided with the participant's original LUCA materials.
- **Current Count of Housing Unit Addresses**—identifies the total number of addresses in the census block identified as residential housing units by data in the MAF after processing the participant's LUCA submission and other census operations.
- **Original Count of Group Quarters Addresses**—identifies the total number of addresses in the census block identified as residential group quarters or transitory locations by data in the MAF provided with the participant's original LUCA materials.
- **Current Count of Group Quarters Addresses**—identifies the total number of addresses in the census block identified as residential group quarters or transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

## 2.4 Feedback Block to Map Sheet Relationship List (D-2210)

Participants receive a *Feedback Block to Map Sheet Relationship List (D-2210)* that includes all the census blocks for the participant's jurisdiction and the large format map sheet(s) on which each census block is located. The sort is in ascending order, by census tract number and census block number. See [Figure 4](#) for an example of this material for a fictitious entity.

Participants receiving small format block maps or digital maps receive a digital version of this product on their DVD. Open this semicolon delimited text file using a simple text editor such as WordPad or Notepad or import the file into a spreadsheet software such as Microsoft Excel as detailed in Section 3.2.3 of the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)*.



Form D-2210 (MM/DD/YYYY) OMB No. 0607-0994 Approval Expires 12/31/2019				U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
<b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)          FEEDBACK BLOCK TO MAP SHEET RELATIONSHIP LIST          FOR REFERENCE ONLY – DO NOT EDIT</b>							
Entity ID: CO88009 Entity Name: Winter County ( <b>FICTITIOUS ENTITY</b> )						Page: 1 of 13 Date: 07/01/2019	
State County Code	Census Tract	Census Block	Sheet Number(s)	State County Code	Census Tract	Census Block	Sheet Number(s)
88009	0014.00	1000	2	88009	0014.00	2017	2
88009	0014.00	1001	2	88009	0014.00	2018	2
88009	0014.00	1002	2,4	88009	0015.00	1000	2,4
88009	0014.00	1003	2	88009	0015.00	1001	2,4
88009	0014.00	1004	2,4	88009	0015.00	1002	4
88009	0014.00	1005	2	88009	0015.00	1003	4
88009	0014.00	1006	2	88009	0015.00	1004	4
88009	0014.00	1007	2,4	88009	0015.00	1005	2,4
88009	0014.00	1008	2	88009	0015.00	1006	2,4
88009	0014.00	1009	2	88009	0015.00	1007	2
88009	0014.00	1010	2,4	88009	0015.00	1008	2
88009	0014.00	1011	2	88009	0015.00	1009	2
88009	0014.00	1012	2	88009	0015.00	1010	2
88009	0014.00	1013	2,4	88009	0015.00	1011	2
88009	0014.00	1014	2	88009	0015.00	1012	2
88009	0014.00	1015	2	88009	0015.00	1013	2
88009	0014.00	1016	2	88009	0015.00	1014	2
88009	0014.00	1017	2	88009	0015.00	1015	2
88009	0014.00	1018	2	88009	0015.00	1016	2
88009	0014.00	1019	2	88009	0015.00	1017	2
88009	0014.00	1020	2	88009	0015.00	1018	2
88009	0014.00	1021	2	88009	0015.00	1019	2
88009	0014.00	1022	2	88009	0015.00	1020	2
88009	0014.00	2000	2	88009	0015.00	1021	2
88009	0014.00	2001	2	88009	0015.00	1022	2
88009	0014.00	2002	2	88009	0015.00	1023	2
88009	0014.00	2003	2	88009	0015.00	1024	2
88009	0014.00	2004	2	88009	0015.00	1025	2
88009	0014.00	2005	2	88009	0015.00	1026	2,4
88009	0014.00	2006	2	88009	0015.00	1027	2
88009	0014.00	2007	2	88009	0015.00	1028	2
88009	0014.00	2008	2	88009	0015.00	1029	2
88009	0014.00	2009	2	88009	0015.00	1030	2
88009	0014.00	2010	2	88009	0015.00	1031	2
88009	0014.00	2011	2	88009	0015.00	1032	2
88009	0014.00	2012	2	88009	0015.00	1033	2
88009	0014.00	2013	2	88009	0015.00	1034	2
88009	0014.00	2014	2	88009	0015.00	1035	2,4
88009	0014.00	2015	2	88009	0015.00	1036	2,4
88009	0014.00	2016	2	88009	0015.00	1037	2,4

Figure 4. Feedback Block to Map Sheet Relationship List (D-2210) Example

### 2.4.1 Heading Area (D-2210)

The top of each page of the *Feedback Block to Map Sheet Relationship List* includes the heading area. This area contains:

- The operation name (*2020 Census Local Update of Census Addresses Operation (LUCA)*).
- The product type (*Feedback Block to Map Sheet Relationship List*).
- The reference statement (*For Reference Only - Do Not Edit*).
- The Entity ID (e.g., *CO88009*) and Entity name (e.g., *Winter County*).
- The page number and total number of pages (e.g., *Page 1 of 13*).
- The creation date for the material (e.g., *07/01/2019*).

## 2.4.2 Column Descriptions (D-2210)

- **State County Code**— identifies the five-digit FIPS state and county code associated with each census block in the jurisdiction.
- **Census Tract**— uniquely identifies the census tracts within a county or statistically equivalent entity (up to a four-digit number followed by a decimal point and a two-digit suffix) associated with each census block in the jurisdiction. For example, 1234.01 and 0003.00.
- **Census Block**—identifies the four-digit 2010 Census tabulation block number associated with the census blocks within the jurisdiction. Census blocks are numbered uniquely from 0000 to 9999 within a census tract, which nest within a county and a state. The first digit of the census block number identifies the block group within the census tract in which the block falls.
- **Sheet Number(s)**—identifies the large format parent sheet(s) or inset sheet(s) on which the census block is located.

## 2.5 Paper Maps, PDF maps, and Shapefiles

The Census Bureau provides paper maps and/or PDF maps, or shapefiles during the LUCA Feedback Phase, according to the final format that the participant selected for the LUCA Review Phase. Participants use the maps for geocoding reference and for review of any map updates submitted during the LUCA Review Phase. Maps may include feature updates provided by the submitting entity, other LUCA participants, and/or other updates found by the Census Bureau during other census operations. Map legends for both the large format maps and the small format block maps closely resemble the legends used during the LUCA Review Phase, with minor changes made to symbology to reflect Appeal-eligible address records and the two types of residential addresses (housing units and group quarters). Blue circles or blue squares, that represent housing units or group quarters respectively, show the Appeal-eligible records while gray symbols of the same style show records ineligible for Appeal. For examples of a small format block map (e.g., PDF maps) with the updated map symbols, see [Figure 5](#) and [Figure 6](#).

Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Paper Address List Format (D-2031)* included with the original LUCA Review Phase materials for details on the large format maps, small format block maps, shapefiles, and the block to map sheet relationship list.<sup>8</sup> This guide does not repeat all of the map-related information in D-2031 since the feedback map materials are reference material for geocoding purposes only. Locate a copy of the D-2031 on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

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**IMPORTANT:** Participants may not submit map or shapefile updates during the LUCA Feedback Phase due to 2020 Census operational scheduling.

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<sup>8</sup> Chapter 3, *The LUCA Paper Maps* and Chapter 5, *TIGER Partnership Shapefiles* provide detailed examples and information.





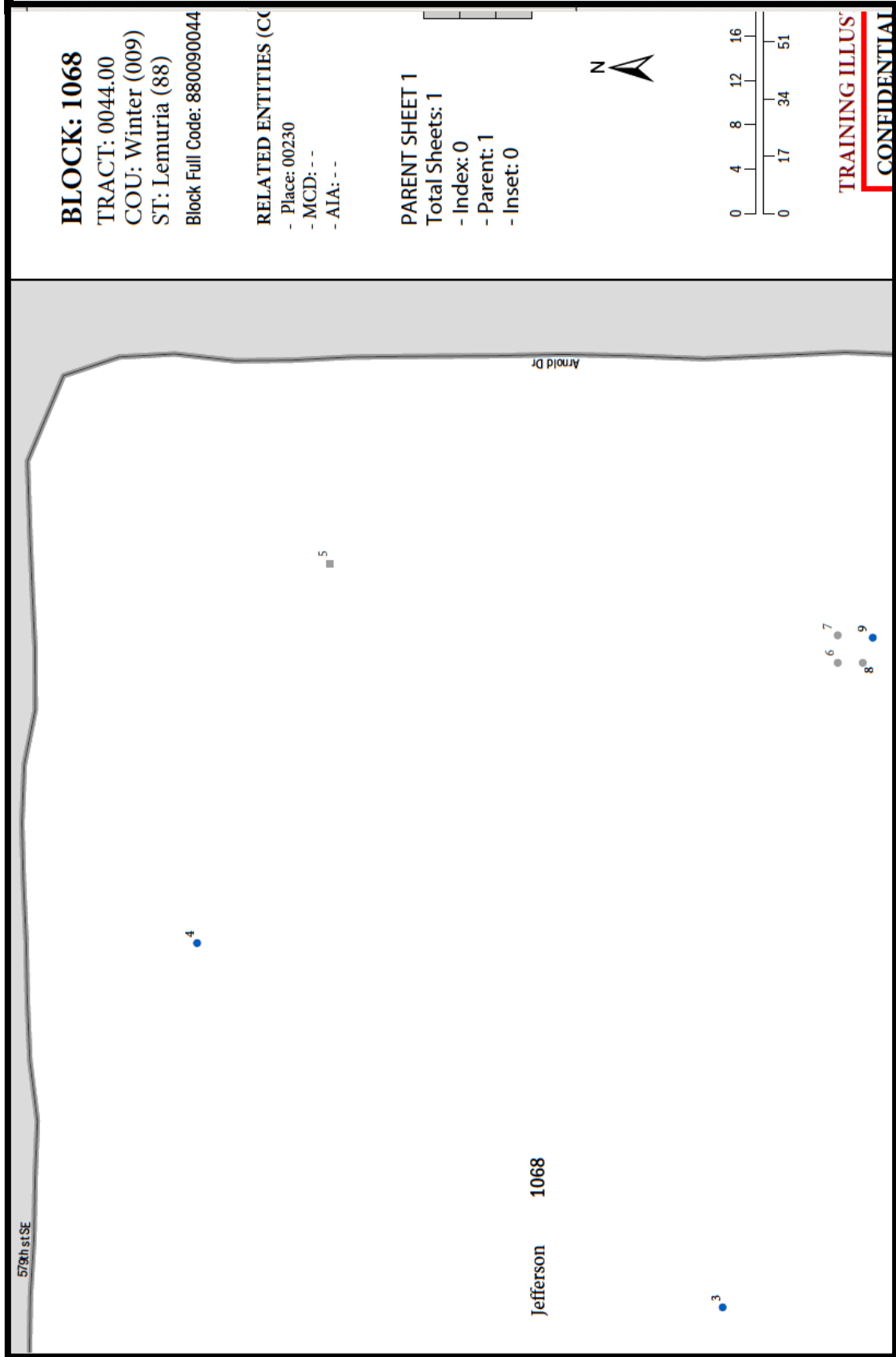


Figure 6. LUCA Feedback Small Format Block Map Example - Zoomed Section

## CHAPTER 3. HOW TO FILE AN APPEAL

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This chapter provides information on the process to Appeal addresses while reviewing the 2020 Census LUCA feedback materials. The *Federal Register* notice on the 2020 Census LUCA Appeals Process forms the basis for much of the content in this chapter. A copy of the *Federal Register* notice is included in the feedback materials package or can be located on LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

### 3.1 Background

To ensure that tribal, state, and local governments participating in 2020 Census LUCA have a means to Appeal the Census Bureau's determinations, the Census Address List Improvement Act of 1994 requires that the Administrator of OMB's Office of Information and Regulatory Affairs (OIRA), acting through the Chief Statistician and in consultation with the Census Bureau, develop an Appeals Process by establishing a temporary federal entity, the 2020 Census LUCA Appeals Office. This office will resolve any disagreements that may remain after participating governments receive the Census Bureau's LUCA Feedback materials and make a final decision on the inclusion of appealed addresses. Participants must contact staff in the 2020 Census LUCA Appeals Office, not the Census Bureau, for specific Appeal-related questions. Reach the Appeals Staff toll-free, by phone, at (888) 222-9907.

### 3.2 Deadline for Filing an Appeal

The deadline for filing an Appeal is 45 calendar days after the date the participant receives their feedback materials from the Census Bureau. The 2020 Census LUCA Appeals Office defines "receipt" as the delivery date reported to the Census Bureau by the delivery service carrier.

In order to safeguard the confidential address materials covered by Title 13, the submission of an Appeal to the Appeals Staff must adhere to the Census Bureau's specific guidelines for handling materials supplied with the feedback materials. The participant must submit its Appeal materials to the Appeals Staff following the instructions outlined in [Section 3.5](#), and should keep a record of the date it submits these materials in case there are questions about the submission date. The participant may not submit any materials to the Appeals Staff after the 45 calendar day period has elapsed.

Upon receipt of an Appeal, the Appeals Staff will send a confirmation of receipt to the participant. They also will notify the Census Bureau that a participant has filed an Appeal.

### 3.3 Procedures for Filing an Appeal

A participant is eligible to file an Appeal if they returned address additions or corrections to the Census Address List during the LUCA Review Phase, or if they certified, after review, that the Census Address List was correct and required no updates. A participant may Appeal the following types of addresses:

- Address deletions from the Census Address List by another level of government participating in LUCA or by a different census operation that participants did not comment on during the LUCA Review Phase. The *Detailed Feedback Address List* identifies these addresses with the **X01**

feedback processing code in column 5 (**Feedback Code**). The 2020 Census enumeration universe excludes these records.

- Address additions and corrections provided during the LUCA Review Phase that the Census Bureau processed, but denied and excluded in the 2020 Census enumeration universe. The *Detailed Feedback Address List* identifies these addresses with the **R03** feedback processing code in column 5 (**Feedback Code**).

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**IMPORTANT REMINDER:** Only the X01 and R03 address records are eligible for Appeal.

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As mentioned in Section 2.2, to facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* sorted based on the following order of the **Feedback Code** column: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the sort is by the LUCA Review Phase sort order (i.e., tract/block or street name/house number). Performing this dual sort promotes the Appeal-eligible records to the beginning while retaining the reference to the sort from the LUCA Review Phase materials.

For each X01 and R03 coded address record on the *Detailed Feedback Address List* that the participant believes should be reinstated in the Census Address List, insert a “Y” in column 1 (**Appeal Flag**) for that address.

### 3.4 Supporting Documentation

The 2020 Census LUCA Appeals Office requires eligible participants to provide evidence of existence and the location for appealed addresses. To this end, eligible participants must provide the supporting documentation for all appealed addresses as specified below.

For the 2020 Census LUCA Appeals process, participants may apply the same set of supporting evidence to a group of addresses. For example, participants may wish to supply one set of supporting evidence for related addresses such as those associated with a single housing development or complex if the set of supporting evidence substantiates the existence of the full set of linked addresses. In other cases, a written description of a robust process to review and verify the Appeal-eligible addresses using highly accurate sources may support a set of addresses. Participants must supplement this narrative with a selection of appealed addresses associated with an exact location and proven with one of the evidence types listed below.

Eligible governments must submit the following supporting documentation with their Appeal:

- A written narrative with an explanation of the eligible government’s position for why the Appeals Staff should adopt their recommendation.
- A detailed description of the address source(s) that helps to verify the existence of an address or group of addresses. Eligible governments may incorporate the detailed description(s) into the written narrative or may supply separate address source documentation. For each address source used to support the existing of address(s), the description should include the following:
  - Date of the address source.
  - Frequency of update of the address source (e.g., daily, monthly, quarterly, yearly, etc.).
  - Methods used to update the address source.
  - Quality assurance procedure(s) used in maintaining the address source.
  - How the eligible government and/or originator of the source uses the information.

- Evidence to support the existence of the appealed address. Participants must link the evidence directly to a particular appealed address or particular set of appealed addresses. Useful types of supporting evidence include:
  - Documentation of on-site inspection and/or interview of residents and/or neighbors.
  - Issuance of recent occupancy permit(s) for unit(s). Building permits are not acceptable, as they do not ensure completed construction of the units.
  - Provision of utilities (electricity, gas, sewer, water, telephone, etc.) to the residence. The utility record must show that this is not a service to a commercial unit, or an additional service to an existing residence (such as a second telephone line).
  - Provision of other governmental services (housing assistance, welfare, etc.) to residents of the unit(s).
  - Photography, including aerial photography or satellite imagery.
  - Land use maps.
  - Local 911 emergency lists, if they distinguish residential from commercial units.
  - Tax assessment records, if they distinguish residential from commercial units.

For each address on the *Detailed Feedback Address List* that the participant is appealing, write (or key if the supporting documentation is in digital format) the Appeal Flag from column 1 and the line number from column 2 (Line #) on the supporting documentation to show the exact location in the document where the evidence for that address is located. For example, if submitting property tax records that contain 30 tax records per page, print (or key) the Appeal Flag and Line # (e.g., “Y4” if the Appeal-eligible record was line number 4 of the *Detailed Feedback Address List*) on the one tax record among those 30 tax records that supports the Appeal.

Only submit documentation specific to the addresses being appealed, e.g., one property tax record or one utility record for each appealed address or only those pages of a list with the records for the appealed addresses appropriately marked. If a supporting document validates the existence of multiple appealed records, participants must develop a method for linking the supporting evidence to the appealed address or group of appealed addresses. Whatever method a participant chooses to associate source material with their appealed records, it is crucial for the Appeals Staff to be able to determine which evidence supports which address records or set of address records in order to process the Appeal.

Direct questions on the Appeals process to the 2020 Census LUCA Appeals Office toll-free, by phone, at (888) 222-9907. The LUCA website, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, also lists their contact information.

### **3.5 Preparing and Submitting Appeal Materials to the 2020 Census LUCA Appeals Office**

To file an Appeal, participants must submit a hard copy of their written narrative and of their pages of the *Detailed Feedback Address List* with records flagged for Appeal as described below in Section 3.5.1. They may choose to include hard copies of their source description(s) and supporting documentation or they may choose to include a CD or DVD with digital copies of their supporting documentation and source description(s) to accompany their hard copy *Detailed Feedback Address List* pages and written narrative.

### 3.5.1 Preparing Appeal Materials for Submission

After completing the review of the LUCA Feedback Phase materials and flagging some records for Appeal, return only the pages of the *Detailed Feedback Address List* that contain records with a “Y” in the **Appeal Flag** column. Please do not return unedited pages to the 2020 Census LUCA Appeals Office; doing so complicates their review. Make, and retain, a copy of the edited pages for reference while the Appeals Staff conducts their work. Once the Appeals process completes, participants must destroy or return these materials to the Census Bureau as part of the Closeout Phase discussed in Chapter 4.

Prepare a written narrative with the explanation of the participant’s Appeal to the 2020 Census LUCA Appeals Office. The narrative should outline the basis of the Appeal and the participant’s position for why the 2020 Census LUCA Appeals Office should adopt the recommendations. The narrative should provide the contact information for the Appeal, including:

- The name of the governmental jurisdiction filing the Appeal.
- The name, mailing address, telephone number, and email address (if any) for the jurisdiction’s contact person for the Appeal. Ensure this person is on the *D-2005 – Confidentiality Agreement Form*.
- An inventory of the supporting documentation pages/materials enclosed (e.g., submitting four pages of supporting documentation for 15 appealed records or submitting three documents that denote support for 15 appealed records). Consider including a brief summary of how to navigate the documentation in conjunction with the *Detailed Feedback Address List*.

The detailed description(s) of the address source(s) can be included within the written narrative or within separate documentation. If participants use more than one source, they must be sure to detail the differences between the sources and identify how they used the sources during the Appeals process.

Organize the supporting documentation. Retain a copy (digital and/or hard copy) of the supporting documentation to retain for reference in case the Appeals Staff have questions about the submitted materials.

### 3.5.2 Shipping Instructions for Submitting Appeal Materials

Participants ship their hard copy materials and their CD or DVD of their digital information, if applicable, using the following instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the Appeals material (hard copy materials and/or the CD/DVD) using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- Label both sides of the inner envelope (or container) with the notice:  
**“DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.”**
- Place the inner envelope (or container) into the outer envelope.
- Do not label the outer envelope with the disclosure notice.
- Ship using a service that provides tracking information, such as United States Postal Service (USPS) trackable delivery, FedEx, United Parcel Service (UPS), or similar service. Retain the tracking number as proof of delivery.

Ship to the following address for the 2020 Census LUCA Appeals Office:

*2020 Census LUCA Appeals Office  
Attn: LUCA Appeals Staff  
1201 E 10<sup>th</sup> St  
Jeffersonville IN 47132*

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**IMPORTANT:** Use the address listed above to ensure delivery of the Appeals material to the 2020 Census LUCA Appeals Office, as they operate separately from the Census Bureau.

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## CHAPTER 4. 2020 CENSUS LUCA CLOSEOUT

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The Census Bureau must account for all Title 13 material delivered to participants during both the LUCA Review Phase and Feedback Phase, and any copies of those materials, to close out the operation for 2020. It is the responsibility of the LUCA liaison to ensure the proper disposal of the Title 13 material. The designated liaison is required to verify the destruction or return of any remaining Title 13 materials, both paper and digital (i.e., paper copies, backup files, etc.) by signing and returning to the Census Bureau the *D-2012 – Destruction or Return of Title 13, U.S.C. Materials Form* enclosed with the feedback materials and found in [Appendix C](#). The destruction of materials is the preferred method rather than returning the materials to the Census Bureau.

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**IMPORTANT:** Please await a response from the 2020 Census LUCA Appeals Office on the status of the Appeal prior to destroying or returning the Title 13 material.

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All LUCA reviewers and anyone with access to Title 13 materials (includes all persons who signed the *D-2005 – Confidentiality Agreement Form*) are required to sign and date the *D-2012* form once the LUCA Appeals process concludes. Should any liaison, reviewer, or anyone with access to Title 13 materials leave before the completion of the LUCA operation, they are required to sign out of the program by signing and dating this form. If any liaison or reviewer leaves and fails to sign and date this form, the current liaison can sign out on their behalf.

Participants choosing to destroy their materials must return the *D-2012* as soon as possible after the destruction of materials and must ensure the form contains all appropriate liaison and reviewer signatures to close out 2020 Census LUCA. Use the enclosed, postage-paid envelope to return the *D-2012*. Participants choosing to return their materials, rather than destroy them, must include this form with the materials and must follow the packaging and shipping instructions in [Appendix A](#) to ensure the security of the Title 13 materials.



## APPENDICES

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## APPENDIX A. CONFIDENTIALITY AND SECURITY GUIDELINES

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### A1 Introduction

Federal law, under Title 13 of the United States Code (U.S.C.), requires the U.S. Census Bureau to maintain the confidentiality of the information it collects. The Census Bureau takes this responsibility very seriously. Respondents place their trust in the Census Bureau each time they complete a survey or an interview. This trust in confidentiality is critical to the success of the Census Bureau's mission to collect and report the most accurate data possible. To uphold the law, the Census Bureau requires that any individuals with access to Title 13 materials adhere to the prescribed confidentiality and security guidelines.

### A2 Title 13, U.S. Code

Chapter 1, Section 9 of Title 13, U.S. Code states: "Neither the Secretary, nor any other officer or employee of the Department of Commerce or bureau or agency thereof, or local government census liaison, may, except as provided in section 8 or 16 or chapter 10 of this title:

- 1) Use the information furnished under the provisions of this title for any purpose other than the statistical purposes for which it is supplied; or
- 2) Make any publication whereby the data furnished by any particular establishment or individual under this title can be identified; or
- 3) Permit anyone other than the sworn officers and employees of the Department or bureau or agency thereof to examine the individual reports."

In 1994, under Public Law 103-430, the U.S. Congress amended Chapter 1 of Title 13 to allow the local government census liaison to review and update the Census Bureau's address information for their jurisdiction. Although the amendment allows official local government access, the amendment reaffirmed the confidential nature of the Census Bureau's address information. Census information protected under Title 13 includes:

- Everything on a completed or partially completed questionnaire or any information obtained in a personal or telephone interview.
- Individual addresses maintained by the Census Bureau, including those shared with governments through the 2020 Census Local Update of Census Addresses Operation (LUCA).
- Digital or paper maps with latitude/longitude coordinate data that identify the location of living quarters (structure points).
- The penalty for the wrongful disclosure or release of information protected by Title 13 is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both, as set by Section 214 of the Code and the Uniform Sentencing Act of 1984.

Title 13 U.S.C. does not apply to generalized address information, such as address range data available in the Census Bureau's digital products or address counts by census block.

### A3 The Confidentiality Agreement

To participate in LUCA, a government must designate a LUCA liaison. The LUCA liaison, LUCA reviewers, and *anyone* with access to Title 13 materials must sign the *Confidentiality Agreement*.

The Census Bureau will not deliver LUCA materials to a participant until we have received the completed and signed *Confidentiality Agreement* and the *Confidentiality and Security Checklist*.

The Census Bureau's Title 13 data, including addresses and latitude/longitude coordinate data (structure points), cannot be used to create, update, nor modify a tribal, state, or local jurisdiction's address list or database.

A signature on the *Confidentiality Agreement* constitutes a legal agreement by each individual to keep confidential Census Bureau Title 13 data and abide by the security guidelines outlined below. While access to Title 13 materials is temporary, the commitment to keep the information confidential is effective for a lifetime.

## A4 Security Guidelines

The LUCA liaison accepts the responsibility for protecting and safeguarding the LUCA materials. The liaison must restrict access to the Census Bureau's information covered under Title 13 to those individuals who have signed the *Confidentiality Agreement*.

### A4.1 Protecting Digital Title 13 Materials

Operating systems, programs, applications, and data are collectively referred to as Information Technology (IT) systems in this document. Any IT systems used for LUCA participation must be accessible only to those who have signed the *Confidentiality Agreement*. Your IT systems should restrict the read, write, and delete functions to all Title 13 materials.

#### Digital Guidelines

- Construct electronic security profiles to allow only the LUCA liaison and the LUCA reviewers to access Title 13 materials. Test your security to ensure that access is restricted.
- Use file encryption and passwords to protect all digital Title 13 materials at all times. Encrypt files using the **Advanced Encryption Standard** (AES) with key length of 256 bits.
- Do not leave computers with Title 13 materials unattended. Log-off computers, lock terminals, and lock the room when not in use.
- Label all digital media and **every** printed page of any paper materials produced from Title 13 digital media with the following:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

- Do not send backup digital media off-site. Store in a secured area. **Do not mix, store, or back-up LUCA data with other data.**
- Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

## Password Guidelines

The IT systems must use logon routines that require a user-ID and password that conform to the following guidelines:

- Unique user-ID and password required for the LUCA liaison, the LUCA reviewers, and anyone who has signed the *Confidentiality Agreement*.
- Must consist of at least twelve, nonblank characters consisting of at least one alphabet letter and either one number or one special character (for example: \$, \*, or &).
- Reject passwords that are the same as the user-ID or that have been used within the last six months.
- Disable passwords after three failed attempts.
- Mask passwords.
- Require password changes every 90 days or immediately, if compromised.
- Require user to change an assigned password to a unique password the first time the user accesses a new account.

### A4.2 Protecting Paper Title 13 Materials

- Do not leave Title 13 materials unattended. Secure all Title 13 materials in a locked room. If possible, store Title 13 materials in locked desks or cabinets.
- Copy only the Title 13 materials necessary to complete the LUCA review. Do not leave the copy machine unattended while making copies. All copied materials containing Title 13 information must bear the statement:

***“This document contains information, the release of which is prohibited by Title 13, U.S.C., and is for U.S. Census Bureau official use only. Wrongful disclosure or release of information can be punished by fine or imprisonment (Public Law 99-474).”***

- Do not disclose precise or even anecdotal information about Census Bureau addresses or locations to anyone who has not signed the *Confidentiality Agreement*.

### A4.3 Reporting an Incident

If you discover that any Title 13 materials have been viewed by unauthorized persons or are missing from your inventory, you must:

- Contact the Census Bureau through the Census Incident Response Team (CIRT) at (301) 763-3333 **within 24 hours**. You must provide the following information:
  - Jurisdiction Name.
  - Date and time of the incident.
  - Name of the contact person.
  - Phone number of contact person.
  - Site address of incident.
- Immediately secure all remaining materials. Prohibit any further access, by anyone, including the LUCA liaison and anyone who signed the *Confidentiality Agreement*. Census Bureau staff will contact your office within 48 hours with information on how to proceed.

#### A4.4 On-site Visits

The Census Bureau may make an on-site visit to review a participant's security procedures. The Census Bureau will strive not to disrupt office operations. A visit may include a review of:

- Storage and handling of Title 13 materials.
- Employee access to Title 13 materials.
- Physical safeguard of stored Title 13 materials.
- IT Systems, including use of passwords.
- Employee awareness of their responsibilities to Title 13 materials.

#### A4.5 Destruction of Census Bureau Confidential Materials

After the entire LUCA operation has concluded, all Title 13 materials must be destroyed (preferred method) or returned according to the Census Bureau's specific guidelines. The LUCA liaison is required to verify the destruction or return of any Title 13 materials, both paper and digital, including all paper copies, backup files, etc., by signing and returning the *Destruction or Return of Title 13, U.S.C. Materials form*. In addition, anyone who signed the *Confidentiality Agreement* is required to sign this form once his or her participation in LUCA has ended. Should any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone who signed the *Confidentiality Agreement* is unable to sign and date the form, the current liaison must sign and date on their behalf.

Only individuals who signed the Confidentiality Agreement are permitted to destroy Title 13 materials:

- Never deposit Title 13 materials in a trash or recycle container, or dispose of information in a landfill before destruction procedures are completed.
- Destruction must prevent recognition or reconstruction of paper or digital Title 13 materials. Use one of the following methods:
  - Shredding or pulping.
  - Chemical decomposition.
  - Pulverizing (such as, hammer mills, choppers, etc.).
  - Burning (facility approved by the Environmental Protection Agency).
  - Clear dedicated digital media containing Title 13 materials before reuse. Overwrite Title 13 digital data minimally three times using a commercial disk utility program.
  - Clearing or sanitizing all print servers and multi-function printing or scanning devices with stored images or print files containing Title 13 data.
  - Destroying CDs and DVDs using a shredder or other method suitable for rendering them unusable.

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**Note:** Hand tearing is an unacceptable method of Title 13 material disposal before destruction.

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See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](#) for further information on acceptable methods for digital

media and office equipment sanitization

<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>.

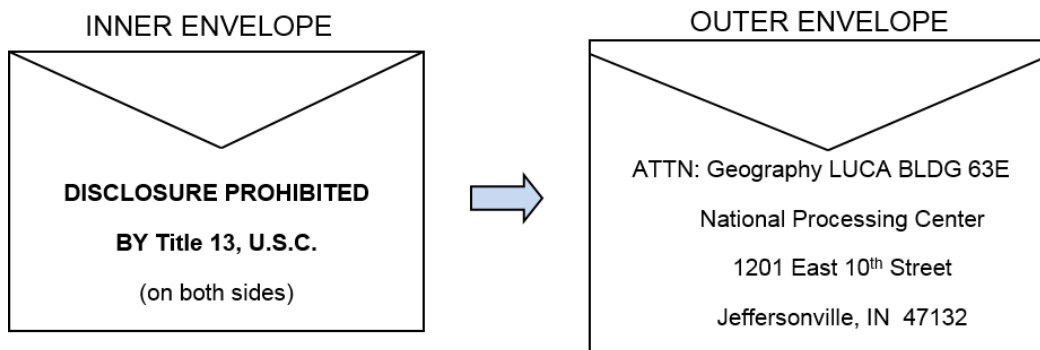
#### A4.6 Returning Census Bureau Title 13 Materials

After the entire LUCA operation has concluded, all Title 13 materials must be destroyed (preferred method) or returned according to the Census Bureau’s specific guidelines. If you decide to return the Title 13 materials rather than destroying them, follow these guidelines:

- Ship the Title 13 materials, double-wrapping them by using an inner and an outer envelope (or container), one within the other. These should be durable enough to prevent someone from viewing or tampering with the enclosed material.
- Label both sides of the inner envelope (or container) with the notice:

**“DISCLOSURE PROHIBITED BY Title 13, U.S.C.”**

- Place the inner envelope (or container) into the outer envelope.
- **Use the mailing label that was included in the initial mail-out of materials.** If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you.
- Include with the returned materials, a signed *D-2012-Destruction or Return of Title 13, U.S.C. Materials Form*. Ensure that all reviewers and anyone with access to the Title 13 LUCA materials signs this form.
- If you do not use the mailing label, ship using a service that provides tracking information, such as U.S. Postal Service trackable delivery, FedEx, United Parcel Service (UPS), or similar service.



**Figure 7. Mailing Envelope Examples for Return of Title 13 U.S.C. Materials**


Ship to the address shown above, and listed below, for the return of LUCA Title 13 materials:

*ATTN: Geography LUCA BLDG 63E  
National Processing Center  
1201 E 10<sup>th</sup> St  
Jeffersonville IN 47132*

# APPENDIX B. CONFIDENTIALITY AGREEMENT FORM

FORM D-2005 (4-5-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

	<p><b>CONFIDENTIALITY AGREEMENT FORM</b>  <b>2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</b></p>	<p>U.S. DEPARTMENT OF COMMERCE          Economics and Statistics Administration          U.S. CENSUS BUREAU</p>
		Entity ID
		Government Name
<b>A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION</b>		
<p>All LUCA liaisons, reviewers, and anyone with access to Title 13, United States Code (U.S.C.) LUCA materials must agree to keep confidential the Title 13 materials to which they have access, including any maps that contain structure points showing the location of living quarters. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps.</p> <p>All individuals who will review or have access to Census Bureau Title 13 materials must sign below to indicate they have read and understand the Census Bureau's <i>Confidentiality and Security Guidelines</i> for LUCA. In addition, those who sign the agreement swear, under penalty of perjury, to maintain the confidentiality of Census Bureau materials protected under Title 13. Further, a signature indicates recognition that the penalty for wrongful disclosure is a fine of not more than \$250,000 or imprisonment for not more than 5 years, or both. Although access to the data is temporary, this commitment is permanent. You must be at least 18 years of age to sign this agreement.</p> <p>By signing this agreement, your government agrees to destroy all Census Bureau Title 13 materials or return them to the Census Bureau at the completion of LUCA.</p>		
<b>B. LIAISON INFORMATION</b>		
Liaison's Printed Name	Area code	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Liaison's Signature	Date	Ext
<input type="text"/>	Month Day Year	<input type="text"/>
Name of LUCA Liaison's Office, Department, or Agency – (Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print		
<input type="text"/>		
Address of LUCA Liaison's Office, Department, or Agency – (House number and street name, RR or HC, and box number) – Please print		
<input type="text"/>		
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		
<b>C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS</b>		
Printed name	Area code	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Ext.
<input type="text"/>	Month Day Year	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
<input type="text"/>		
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email address		
<input type="text"/>		
Printed name	Area code	Telephone number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Ext.
<input type="text"/>	Month Day Year	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print		
<input type="text"/>		
City	State	ZIP Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail address		
<input type="text"/>		

**Section C continued on the reverse**

**C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS – Continued**

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Month Day Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
Email address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Month Day Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Month Day Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			

Printed name	Area code	Telephone number	Ext.
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Signature	Date	Month Day Year	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print			
City	State	ZIP Code	
E-mail address			


Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA 63-E, National Processing Center, 1201 East 10th St., Jeffersonville IN 47132. Rather than mailing, you may scan your completed forms, including forms with signatures, and email them to us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov)



# APPENDIX C. DESTRUCTION OR RETURN OF TITLE 13 U.S.C. MATERIALS FORM

FORM **D-2012** (3-8-2017)

OMB No. 0607-0994: Approval Expires 12/31/2019

	<p><b>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM</b> 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</p>	<p>U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU</p> <p>Entity ID <input style="width: 100%; height: 20px;" type="text"/></p> <hr/> <p>Government Name <input style="width: 100%; height: 20px;" type="text"/></p>
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Please complete this form and return it via email to [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) or in the enclosed postage paid, preaddressed envelope.

All LUCA Operation liaisons, reviewers, and anyone with access to Title 13, United States Code LUCA materials must sign and date this form at the conclusion of your government's participation in LUCA. Should any liaison, reviewer, or anyone with access to Title 13, U.S.C. LUCA materials leave before the completion of LUCA, they must sign and date this form. If any liaison, reviewer, or anyone with access to Title 13 LUCA materials are unable to sign and date this form, the current liaison must sign and date on their behalf.

### A. LUCA Liaison Destruction or Return of Title 13 Materials

I certify by my signature that I have properly destroyed or returned to the U.S. Census Bureau, the original LUCA Title 13 materials and any copies using the security requirements provided to my government by the Census Bureau.

- Mark (X) one.
- Destroyed Title 13, LUCA materials (Preferred method)
- Returned Title 13, LUCA materials

Printed Name of the LUCA Liaison

Signature of the LUCA Liaison

Date

Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

### B. LUCA Reviewers and Anyone With Access to Title 13 Materials

Printed Name

Signature

Date

Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

Printed Name

Signature

Date

Month	Day	Year
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>

**Section B continued on the reverse**

**B. LUCA Reviewers and Anyone With Access to Title 13 Materials – Continued**

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

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Year

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Signature

Date

Month

Day

Year

Printed Name

Signature

Date

Month

Day

Year

## APPENDIX D. GLOSSARY

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**Address Count List**—This material was included as part of the LUCA Review Phase materials. It identified the number of housing unit addresses and group quarters addresses on the Census Address List for each census block within a jurisdiction.

**Address range**—The lowest and highest address numbers used to identify structures along each side of a street segment that has city style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

**Block to Map Sheet Relationship List**—This material was included as part of the LUCA Review Phase materials. It identified census block numbers and the Census Bureau large format map(s) on which each block is located.

**Boundary**—A line, on a map, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, or state. A boundary marks the limits of an area.

**Census Address List**—This material was included as part of the LUCA Review Phase materials. The Census Address List, extracted from the Master Address File (MAF) for review and update during 2020 Census LUCA, contains all the residential addresses (city style and non-city style) known to the Census Bureau for your government. It also contains census geographic codes (state, county, census tract, census block) that indicate the location of each address. Many addresses also contain latitude and longitude coordinates depicting the address location.

**Census block**—A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within census tracts and are uniquely numbered within census tracts.

**Census block number**—Census block numbers are a four-digit number. Census blocks are numbered uniquely within each census tract.

**Census Bureau**—An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

**Census Bureau map**—Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

**Census tract**—A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features.

However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

**Census tract number**—Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers are a four-digit number followed by a decimal point and a two-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as “1” on the paper maps.

**City style address**—The Census Bureau’s definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

**Confidentiality**—The guarantee made by law (Title 13, United States Code) to individuals who provide information about themselves or their business to the Census Bureau. This item refers to the Census Bureau’s promise of nondisclosure of that information to others.

**County**—The primary legal division of most states. Most are governmental units with powers defined by state law.

**Detailed Feedback Address List**— A hard copy address list generated by the Census Bureau that shows all accepted (i.e., properly formatted) address record updates submitted by the participant during the LUCA Review Phase and a feedback processing code identifying a specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on and deleted from the original Census Address List by a different census operation or another level of government participating in LUCA.

**Edges**—All linear features contained in the MAF/TIGER database.

**Edges shapefile**— An Esri® shapefile of the linear features contained in the MAF/TIGER database During the LUCA Review Phase, participants using digital map materials used the edges shapefile to add, delete, or change linear feature attributes. During the LUCA Feedback Phase, participants use the edges shapefile for reference only to review updates they made during the LUCA Review Phase or other updates made since the LUCA Review Phase concluded.

**Enumeration at Transitory Locations (ETL) operation**—Provides coverage for locations where people live in non-traditional housing that is transient or movable in nature. Most census questionnaires are mailed, or hand-delivered by census personnel, to known addresses in the Census Master Address File (MAF). However, due to changes in society, some people no longer maintain a traditional residence (house, apartment, condo, etc.), and have decided to live in boats, motorized recreational vehicles (RVs), trailers that are pulled by car or trucks, or any other type of housing that is movable or mobile, including tents. For operational purposes, we refer to these as “portable housing units.”

The type of Transitory Locations (TLs) that are included in the ETL are:

- Recreational (RV) parks.

- Marinas.
- Campgrounds.

**Feature**—Any part of the landscape, whether natural (such as, a stream or ridge) or man-made (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.

**Federal Information Processing Series (FIPS)**—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

**Feedback Address Count List**— A hard copy address count list or comma-delimited text file, in .csv format, containing the number of housing unit and group quarters residential addresses on the LUCA Review Phase Census Address List and the current number of housing units and group quarters residential addresses for each census block within the participant’s jurisdiction. This product accompanies the Feedback Phase materials.

**Feedback Block to Map Sheet Relationship List**—This material is included as part of the Feedback Phase materials. It identifies census block numbers and the Census Bureau large format map(s) on which each block is located.

**Geocodes**—Codes that place an individual address in its correct geographic location, which, in census terms, includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

**Geographic Information System (GIS)**—A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth—information that previously was available only on paper maps.

**Geographic Update Partnership Software (GUPS)**—A self-contained GIS update and processing package provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 Census LUCA. Pre-packaged to include all of the components for 2020

Census LUCA, the GUPS contains the Detailed Feedback Address List, Feedback Address Count List, and TIGER Partnership shapefiles for the LUCA Feedback Phase. It contained the Census Address List, address count list, and TIGER Partnership shapefiles for use during the LUCA Review Phase. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. Delivery of all data (software, address list, address count list and shapefiles) is on DVD.

**Governmental unit (GU)**—A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

**Group quarters (GQ)**—A place where people live or stay normally owned or managed by an entity or organization providing housing and/or services for the residents. 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 that live in a group quarters are usually not related. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, workers' dormitories, and facilities for people experiencing homelessness.

**Highest elected official (HEO)**—The person most responsible for the governmental activities of a local government. This person receives the LUCA invitation letter, and must designate a LUCA liaison, to participate in the 2020 Census LUCA Operation.

**Housing unit (HU)**—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.

**Living quarters**—Any site where people live, stay, or could live. Living quarters are classified as housing units or group quarters. They are usually found in structures intended for residential use, but also may be found in structures intended for non-residential use as well as tents, vans, shelters for people without housing, dormitories, barracks, and so forth, or they might not be associated with a structure at all.

**LUCA liaison**—The main point of contact appointed by the highest elected official (HEO) of each jurisdiction to review the Census Address List and maps against local records to identify differences. This person, also known as the program primary liaison or designated liaison, accepts responsibility for safeguarding Title 13 materials and are ultimately responsible for destroying (or returning) the materials. They must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)* after ensuring all LUCA reviewers sign the form as well.

**LUCA reviewer**—Individual(s) selected by the HEO or LUCA liaison to assist with conducting the LUCA review. They accept responsibility for safeguarding Title 13 materials and, like the liaison, must sign out of LUCA and submit the *Destruction or Return of Title 13 Materials Form (D-2012)*.

**Master Address File (MAF)**—The Census Bureau's nationwide database of all addresses and

physical/location descriptions known to the Census Bureau used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau's Geography Division regularly updates the MAF/TIGER database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

**MAF/TIGER Database (MTDB)**—The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

**Metadata**—Describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

**Minor civil division (MCD)**—The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

**Non-city style address**—An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Occupied housing unit**—A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

**Place**—A concentration of population either legally bound as an incorporated place, consolidated city, or identified by the Census Bureau as a census designated place.

**Regional Census Center (RCC)**—Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

**Regional Office (RO)**—One of six permanent Census Bureau offices distributed across the nation. Regional offices are responsible for the Census Bureau's field operations.

**Shapefile**—Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Esri shapefile format.



**Street segment**—The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city style addresses.

**Structure Point (map spot)**—A dot on a Census Bureau map, used to show the location of one or more living quarters. A maximum of four digits plus one alpha character is assigned within a census block to each structure point. Structure points are stored in the TIGER database and are protected by Title 13 U.S.C.

**Topologically Integrated Geographic Encoding and Referencing (TIGER)**—The Census Bureau’s digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

**Transitory locations (TL)**—Movable or mobile housing, or portable housing units, including boats, motorized recreational vehicles (RVs), tents, trailers that are pulled by cars or trucks, or any other type of portable housing.

**Vacant housing unit**—A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if they are open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.



## Quick Start—Digital Address Materials

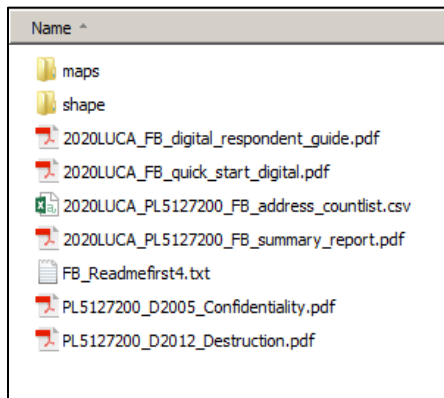
### 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback Phase

#### Getting Started

Open (or print) the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide* located on the enclosed DVD(s). Refer to the *Confidentiality and Security Guidelines*, included as an appendix in the respondent guide, to ensure the protection of the U.S. Census Bureau’s Title 13 U.S.C. information.

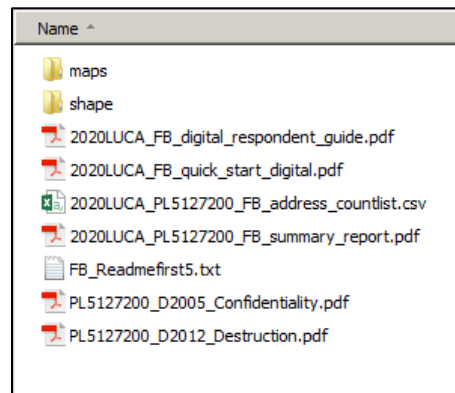
1. First, create a new folder (or new directory) on a computer that meets the requirements outlined in the *Confidentiality and Security Guidelines*.
2. Insert the **Title 13 Data Disc DVD** into the CD/DVD drive of the computer. Contents vary depending on the final format of the LUCA Review Phase materials, but one of the following three windows (e.g., **Figure 1**, **Figure 2**, or **Figure 3**) will open.

#### Digital Address List and Large Format Paper Maps (No PDF Maps)



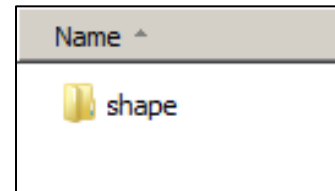
**Figure 1: Title 13 Data Disc DVD for Digital Address List and Large Format Paper Maps participants** (refer to Section I to proceed with setup)

#### Digital Address List and Large Format Paper/PDF Maps



**Figure 2: Title 13 Data Disc DVD for Digital Address List and Large Format Paper/PDF Maps participants** (refer to Sections I and II to proceed with setup)

#### Digital Address List and Digital Maps

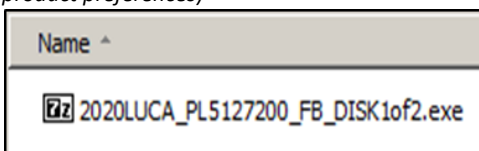


**Figure 3: Title 13 Data Disc DVD for Digital Address List and Digital Maps participants** (refer to Sections I and III to proceed with setup)

3. If there are files or folders in addition to the “**shape**” folder, copy them into the new folder created earlier. **IMPORTANT:** Do not copy the “**shape**” folder from this DVD.
4. Double-click on the “**shape**” folder from the DVD. Right-click on the file named **2020LUCA\_<EntityID>\_FB\_DISK1of2.exe** and select **Copy**.
5. Open the new folder created in Step 1, right-click, and select **Paste**.
6. Remove the **Title 13 Data Disc DVD** and proceed to **Section I** for instructions to extract the *Detailed Feedback Address List*.

The LUCA Feedback Phase package for some participants may include a printed insert (D-2282) that explains the absence of records on their *Detailed Feedback Address List*. If this occurs, a corresponding file (**2020LUCA\_FB\_insert.pdf**) will be present on their DVD(s). This file is absent from the images included in this quick start guide because it is not present for all participants.

#### I. Extracting the PDF Maps (instructions for all three product preferences)



**Figure 4: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe on the hard drive**

1. Open the new folder created earlier and double-click on the file named **2020LUCA\_<EntityID>\_FB\_DISK1of2.exe** shown in **Figure 4**.
2. A command prompt window opens. Enter the password the Census Bureau mailed separately from the LUCA Feedback Phase materials. This password differs from the password used during the Review Phase. **The password does not appear on-screen as it is typed.** The command prompt window shows the progress of file extraction and closes upon completion of the file extraction. If the password is misplaced or the password letter was not received, please call (844) 344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) for assistance.
3. The Census Bureau’s comma-delimited *Detailed Feedback Address List* text file extracts into the new folder. The file name is **2020LUCA\_<EntityID>\_FB\_detailed\_address\_list.csv**. This is Title 13 U.S.C. material. Protect it accordingly.
4. For instructions on converting comma-delimited files, refer to **Chapter 1** in the respondent guide.

## II. Extracting the PDF Maps (instructions for the Digital Address List and Large Format Paper/PDF Maps product preference)

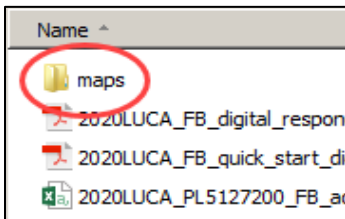


Figure 5: The “maps” folder

In addition to large format paper maps, participants who chose the Digital Address List and Large Format Paper/PDF Maps product preference receive the Census Bureau’s small format block maps as Portable Document Format (.pdf). These are Title 13 U.S.C. material. Protect them accordingly.

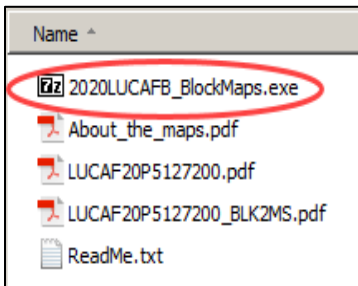


Figure 6: The “maps” folder contents

1. From the new folder created earlier, double-click on the “maps” folder shown in Figure 5 and a list of files opens as shown in Figure 6.
2. To extract the PDF small format block maps, double-click on the file named **2020LUCAFB\_BlockMaps.exe** as shown in Figure 6.
3. A command prompt window opens. Enter the same password used to extract the *Detailed Feedback Address List*. **As with the earlier extraction, the password does not appear on-screen as it is typed.** The window closes upon completion of the file extraction.
4. Once extracted, a list of files opens, including all of the PDF small format block maps for the participant’s jurisdiction as shown in Figure 7.
5. To use and print the PDF small format block maps, refer to **Chapter 2** in the respondent guide.

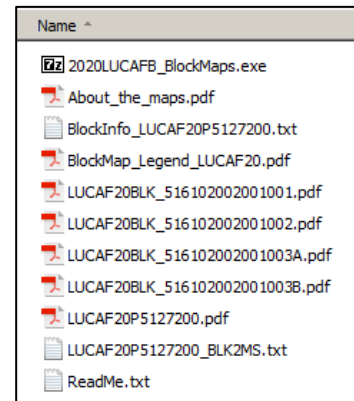


Figure 7: The extracted “maps” folder

## III. Extracting the Digital Maps (instructions for the Digital Address List and Digital Maps product preference)

In addition to a **Title 13 Data Disc** containing the *Detailed Feedback Address List* and a **Non-Title 13 Data Disc** containing the *shapefiles* and *Feedback Address Count List*, participants who chose the Digital Address List and Digital Maps product preference receive a software installer disc containing the Geographic Update Partnership Software (GUPS). The respondent guide and quick start guide for GUPS are included on the **Non-Title 13 Data Disc** DVD should participants choose to use GUPS for their LUCA Feedback Phase review.

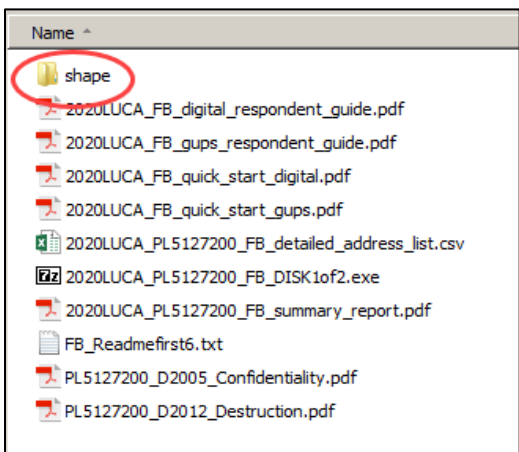


Figure 8: After copying Non-Title 13 Data Disc DVD to the hard drive

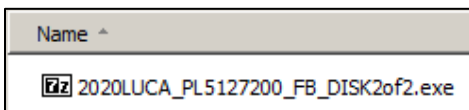


Figure 9: The “shape” folder contents

1. Insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer.
2. When the window opens showing the DVD contents, **Copy** and **Paste** all of the contents into the new folder created earlier, including the “shape” folder. Remove the **Non-Title 13 Data Disc** DVD.
3. From the new folder, double-click on the folder named “shape” as shown in Figure 8.
4. Double-click on **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe** as shown in Figure 9.
5. A command prompt window opens showing the progress of the file extraction and closes upon completion. Unlike the **DISK1of2.exe** file extraction, this one does not require a password.
6. The digital maps (*shapefiles*) and the *Feedback Address Count List*, **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv**, extract into the “shape” folder.
7. As shown in Figure 10, the shapefiles extract into individual folders for the state and each county in which the participant’s jurisdiction is located.
8. To use the shapefiles, refer to **Chapter 2** in the respondent guide.

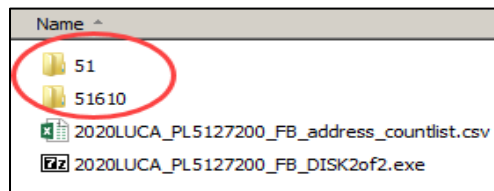


Figure 10: After extracting 2020LUCA\_&lt;EntityID&gt;\_FB\_DISK2of2.exe

If questions remain regarding Getting Started, consult the respondent guide first, and then call or email the LUCA Help Desk staff at (844) 344-0169 or [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Locate the 2020 Census LUCA Appeals Office contact information on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

## Inicio Rápido—Materiales Digitales de Direcciones

### Fase de información del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020

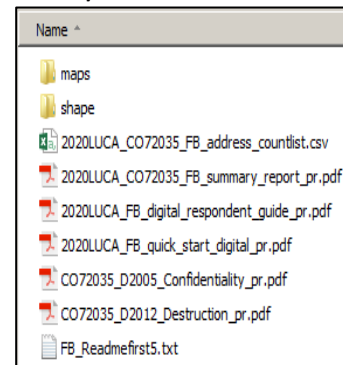
#### Cómo Empezar

Abra (o imprima) la *Guía para los Participantes para la Fase de Información y las Apelaciones del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020*, que se encuentra en el (o los) DVD adjunto(s). Consulte las *Normas de Confidencialidad y Seguridad*, que se incluyen como apéndice en la guía para los participantes, para asegurar la protección de la información de la Oficina del Censo de los EE. UU. protegida por el Título 13 del Código de los EE. UU.

1. Primero, cree una carpeta nueva (o un directorio nuevo) en una computadora que cumpla los requisitos mencionados en las *Normas de Confidencialidad y Seguridad*.
2. Inserte el DVD **Title 13 Data Disc** en la unidad de CD/DVD de la computadora. El contenido puede variar según el formato final de los materiales de la Fase de Revisión de LUCA, pero se abrirá una de las siguientes dos ventanas que se muestra en la **Figura 1** o **Figura 2**.
3. Si hay archivos o carpetas además de la carpeta “shape”, cópielos a la carpeta nueva que se creó anteriormente. **IMPORTANTE:** No copie la carpeta “shape” de este DVD.
4. Haga doble clic en la carpeta “shape” del DVD. Haga clic con el botón derecho en el archivo llamado **2020LUCA\_<EntityID>\_DISK1of2.exe** y seleccione **Copy** (copiar.)
5. Abra la carpeta nueva creada en el Paso 1, haga clic con el botón derecho y seleccione **Paste** (pegar.)
6. Saque el DVD **Title 13 Data Disc** y vaya a la **Sección I** para obtener instrucciones de cómo extraer la *Lista Detallada de Direcciones de la Fase de Información*.

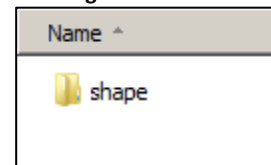
Para algunos participantes, el paquete de la Fase de Información de LUCA tal vez incluya un suplemento impreso, el documento D-2282(SP), que explique la ausencia de registros en su *Lista Detallada de Direcciones de la Fase de Información*. Si así fuera, habrá un archivo correspondiente (**2020LUCA\_FB\_insert\_pr.pdf**) en sus DVD. Este archivo no se incluye en esta guía de inicio rápido porque no lo reciben todos los participantes.

#### Lista Digital de Direcciones y Mapas Impresos en Formato Grande/PDF



**Figura 1: DVD del Title 13 Data Disc para los participantes que eligen la Lista Digital de Direcciones y Mapas Impresos en Formato Grande/PDF (consulte las Secciones I y II para realizar la configuración)**

#### Lista Digital de Direcciones y Mapas Digitales



**Figura 2: DVD del Title 13 Data Disc para los participantes que eligen la Lista Digital de Direcciones y Mapas Digitales (consulte las Secciones I y III para realizar la configuración)**

#### I. Cómo Extraer la Lista Detallada de Direcciones de la Fase de Información (instrucciones para ambas preferencias de producto)



**Figura 3: 2020LUCA\_<EntityID>\_FB\_DISK1of2.exe en el disco duro**

1. Abra la carpeta nueva creada anteriormente y haga doble clic en el archivo llamado **2020LUCA\_<EntityID>\_FB\_DISK1of2.exe** que se muestra en la **Figura 3**.
2. Se abre una ventana de línea de comandos. Escriba la contraseña que la Oficina del Censo le envió por correo, por separado de sus materiales de la Fase de Información de LUCA. **La contraseña no aparece en la pantalla a medida que se ingresa.** La ventana de línea de comandos muestra el progreso de la extracción del archivo y se cierra al finalizar la extracción del archivo. Si se pierde la contraseña o no se recibe la carta con la contraseña, llame al (844) 344-0169 o envíe un correo electrónico a [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) para solicitar ayuda.
3. El archivo de texto delimitado por comas con la *Lista Detallada de Direcciones de la Fase de Información* de la Oficina del Censo se extrae a la carpeta nueva. El nombre del archivo es **2020LUCA\_<EntityID>\_FB\_detailed\_address\_list.csv**. El archivo contiene material protegido por el Título 13 del Código de los EE. UU. Protéjalo como corresponde.
4. Para obtener instrucciones sobre cómo convertir archivos delimitados por comas, consulte el **Capítulo 1** en la guía para los participantes.

## II. Cómo Extraer los Mapas en PDF (instrucciones para la preferencia de producto de Lista Digital de Direcciones y Mapas Impresos en Formato Grande/PDF)

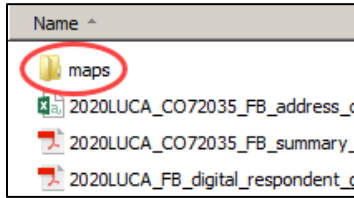


Figura 4: La carpeta "maps"

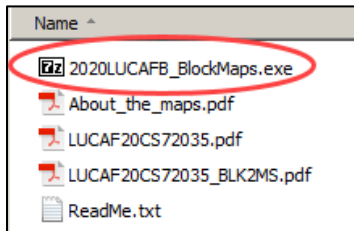


Figura 5: El contenido de la carpeta "maps"

Además de mapas impresos en formato grande, los participantes que seleccionaron la preferencia de producto de *Lista Digital de Direcciones y Mapas Impresos en Formato Grande/PDF* reciben los mapas de bloques censales en PDF de formato pequeño de la Oficina del Censo en formato de Portable Document Format (.pdf). Estos materiales están protegidos por el Título 13 del Código de los EE. UU. Protéjalos como corresponde.

1. Desde la carpeta nueva creada anteriormente, haga doble clic en la carpeta "maps" que se muestra en la **Figura 4** y se abrirá una lista de archivos, como se muestra en la **Figura 5**.
2. Para extraer los mapas de bloques en PDF de formato pequeño, haga doble clic en el archivo llamado **2020LUCAFB\_BlockMaps.exe**, como se muestra en la **Figura 5**.
3. Se abre una ventana de línea de comandos. Escriba la misma contraseña usada para extraer la *Lista Detallada de Direcciones de la Fase de Información*. **Como en la extracción anterior, la contraseña no aparece en la pantalla a medida que se ingresa.** La ventana se cierra cuando se completa la extracción de los archivos.
4. Al terminar la extracción, se abre una lista de archivos, que incluye todos los mapas de bloques censales en PDF de formato pequeño para la jurisdicción del participante, como se muestra en la **Figura 6**.
5. Para usar e imprimir los mapas de bloques censales en PDF de formato pequeño, consulte el **Capítulo 2** en la guía para los participantes.

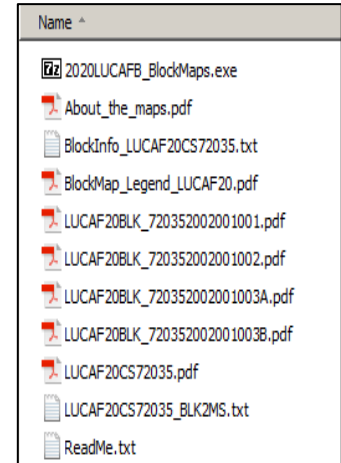


Figura 6: La carpeta "maps" que se extrajo

## III. Cómo Extraer los Mapas Digitales (instrucciones para la preferencia de producto de Lista Digital de Direcciones y Mapas Digitales)

Además de un **Title 13 Data Disc** que contiene la *Lista Detallada de Direcciones de la Fase de Información* y un **Non-Title 13 Data Disc** que contiene *shapefiles* y la *Lista de Conteo de Direcciones de la Fase de Información*, los participantes que eligen la preferencia de producto de Lista Digital de Direcciones y Mapas Digitales reciben sin cargo un disco de software que contiene el Geographic Update Partnership Software (GUPS). La guía para los participantes y la guía de inicio rápido para el GUPS se incluyen en el DVD **Non-Title 13 Data Disc**, en caso de que los participantes opten por usar el GUPS en su revisión para la Fase de Información de LUCA.

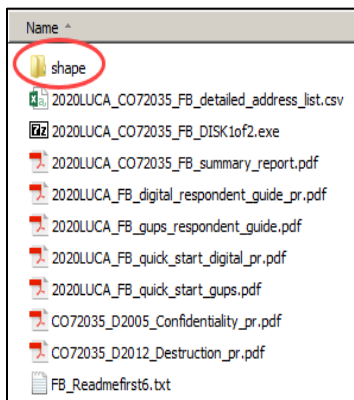


Figura 7: Lugar de copiar el DVD del Non-Title 13 Data Disc al disco duro



Figura 8: El contenido de la carpeta "shape"

1. Inserte el DVD **Non-Title 13 Data Disc** en la unidad de CD/DVD de la computadora.
2. Cuando se abra la ventana que muestra el contenido del DVD, **Copy** (copie) y **Paste** (pegue) todo el contenido en la carpeta nueva creada anteriormente, incluyendo la carpeta "shape". Saque el DVD **Non-Title 13 Data Disc**.
3. Desde la carpeta nueva, haga doble clic en la carpeta llamada "shape", como se muestra en la **Figura 7**.
4. Haga doble clic en **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe**, como se muestra en la **Figura 8**.
5. Se abre una ventana de línea de comandos que muestra el progreso de la extracción de los archivos y se cierra al finalizar. A diferencia de la extracción del archivo **DISK1of2.exe**, esta extracción no requiere una contraseña.
6. Los mapas digitales (*shapefiles*) y la *Lista de Conteo de Direcciones de la Fase de Información*, **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv**, se extraen a la carpeta "shape".
7. Como se muestra en la **Figura 9**, los *shapefiles* se extraen a carpetas individuales para el estado y el municipio.
8. Para usar los *shapefiles*, consulte el **Capítulo 2** en la guía para los participantes.

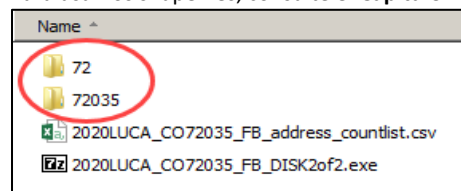


Figura 9: Lugar de extraer 2020LUCA\_<EntityID>\_FB\_DISK2of2.exe

Si tiene más preguntas sobre Inicio Rápido, consulte primero la guía para los participantes y luego llame o envíe un correo al personal del Servicio de asistencia de LUCA al (844) 344-0169 o GEO.2020.LUCA@census.gov. Localice la información de contacto de la Oficina de Apelaciones de LUCA del Censo 2020 en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.



## Quick Start—Paper Address Materials

### 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback Phase

#### Getting Started

Utilize the printed copy of the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide* or the digital copy on the DVD for details on the LUCA Feedback Phase. Refer to the *Confidentiality and Security Guidelines*, included as an appendix in the respondent guide, to ensure the protection of the U.S. Census Bureau's Title 13 U.S.C. information.

#### I. Materials provided to support the LUCA Feedback Phase

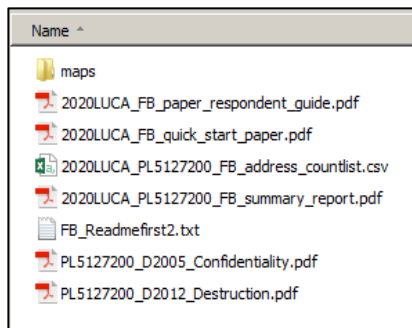
- *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide*. This contains instructions and provides examples for reviewing the Census Bureau's *Detailed Feedback Address List* and submitting qualifying addresses for appeal.
- *Feedback Address Update Summary Report (D-2201)*. This summarizes tallies of actions taken by the Census Bureau for all address updates submitted by a participant.
- *Detailed Feedback Address List (D-2202)*. This shows the disposition of each properly submitted address processed by the Census Bureau. LUCA participants determine which appeal-eligible address records to appeal and denote them accordingly by using this material.
- *Feedback Address Count List (D-2209)*. This shows the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. This product is for reference only and is not for edit during the LUCA Feedback Phase.
- *Feedback Block to Map Sheet Relationship List (D-2210)*. This identifies the large format parent map sheet(s) or inset sheet(s) on which each census block is located.
- *Feedback Maps*. Provided during the LUCA Feedback Phase according to the final format (paper maps and/or PDF maps or shapefiles) that the participant selected for their LUCA Review Phase. Participants use the maps for geocoding reference and for reviewing map updates submitted during the LUCA Review Phase. These are for reference only and not for edit during the LUCA Feedback Phase.

The LUCA Feedback Phase package for some participants may include a paper insert (D-2282) that explains the absence of their *Detailed Feedback Address List* from their feedback materials. For participants receiving a DVD as part of their feedback materials, a corresponding file (**2020LUCA\_FB\_insert.pdf**) will be included on the DVD. This file is absent from the images included in this quick start guide because it does not exist for all participants.

#### II. Reviewing the LUCA Feedback Phase paper address related materials

- Review the *Feedback Address Update Summary Report (D-2201)* to understand actions taken by the Census Bureau. It shows the tallies of actions taken by the Census Bureau for all of the address updates submitted during the LUCA Review Phase and the total number of address records deleted from the original Census address list by other LUCA participants or other Census operations. Use it to determine the number of records eligible for appeal.
- Use the Feedback Processing Codes, described in **Chapter 2** of the respondent guide, to determine the specific action taken by the Census Bureau for each address update submitted by the participant on the *Detailed Feedback Address List (D-2202)*. Follow the instructions in **Chapter 3** of the respondent guide for flagging addresses for appeal on this material.
- Consider reviewing blocks on the *Feedback Address Count List (D-2209)* with tally differences to determine if any contain address records that are eligible for appeal. Please note, however, there is no direct link between a change in tallies on the *Feedback Address Count List* and appeal eligibility for individual address records on the *Detailed Feedback Address List*.

#### III. Extracting the PDF Maps (*instructions for the Paper Address List and Large Format Paper/PDF Maps product preference*)



**Figure 1: Title 13 Data Disc DVD for Paper Address List and Large Format Paper/PDF Maps participants**

The LUCA Feedback Phase package for participants that chose the Paper Address List and Large Format Paper/PDF Maps product preference includes a **Title 13 Data Disc** DVD with PDF small format block maps. A password, mailed separately from the feedback materials, is required to open the encrypted file located within the “maps” folder. The root directory of the DVD also contains digital copies of the paper materials included in the LUCA Feedback Phase package.

1. To keep work organized, create a new folder (or new directory) on a computer that meets the requirements outlined in the *Confidentiality and Security Guidelines*.
2. Insert the **Title 13 Data Disc** DVD into the CD/DVD drive of the computer. See **Figure 1** for a visual of the DVD contents.
3. When the window opens showing the DVD contents, **Copy** and **Paste** all of the contents into the new folder created on the hard drive. Remove the **Title 13 Data Disc** DVD.

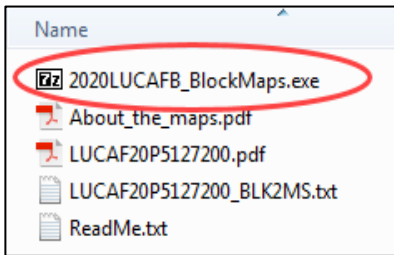


Figure 2: The “maps” folder contents

4. From the new folder, double-click on the “maps” folder on the hard drive. Files appear in the folder as shown in **Figure 2**.
5. Double-click on the file named **2020LUCAFB\_BlockMaps.exe** as shown in **Figure 2** to extract the small format block maps in PDF format.
6. A command prompt window opens. Enter the password sent separately from the LUCA Feedback materials. **The password does not appear on-screen as it is typed.** The command prompt window shows the progress of file extraction and closes upon completion of the file extraction. If the password is misplaced or the password letter was not received, please call (844) 344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) for assistance.
7. Once extracted, a list of files opens, including all of the PDF block maps for the participant’s jurisdiction as shown in **Figure 3**.
8. Instructions on how to use and print the small format block maps are in **Chapter 2** of the respondent guide.

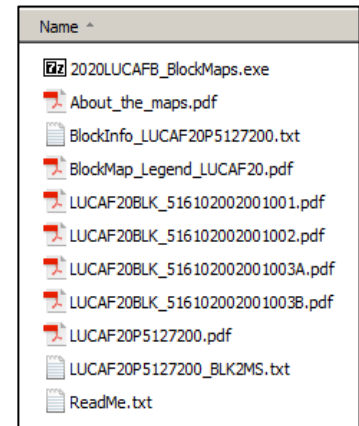


Figure 3: The extracted “maps” folder

#### IV. Extracting the Digital Maps (instructions for the Paper Address List and Digital Maps product preference)

In addition to the paper address materials, participants who chose the Paper Address List and Digital Maps product preference receive a **Non-Title 13 Data Disc DVD** with shapefiles. The DVD also contains digital copies of the paper materials included in the LUCA Feedback Phase package.

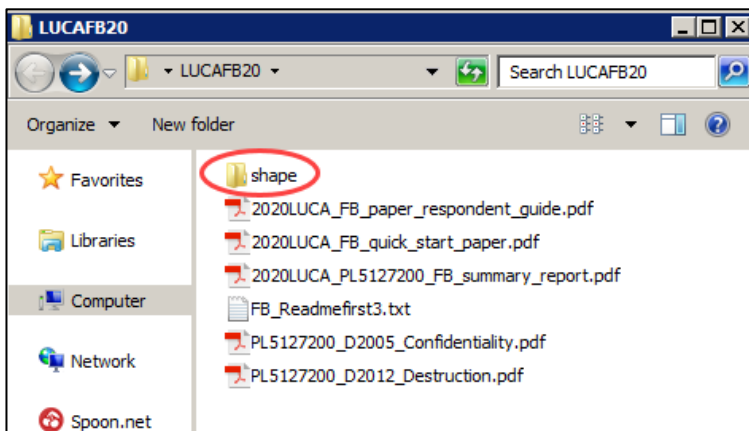


Figure 4: After copying Non-Title 13 Data Disc DVD to the hard drive

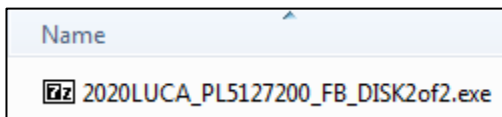


Figure 5: The “shape” folder contents

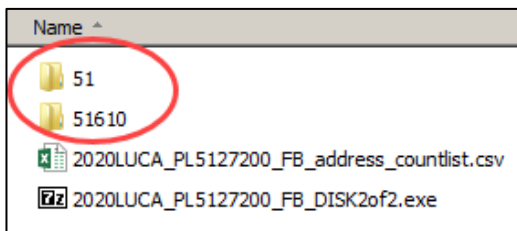


Figure 6: After extracting 2020LUCA\_&lt;EntityID&gt;\_FB\_DISK2of2.exe

1. To keep work organized, create a new folder (or new directory) on a local computer.
2. Insert the **Non-Title 13 Data Disc DVD** into the CD/DVD drive of the computer.
3. When the window opens showing the DVD contents, **Copy and Paste** all of the contents into the new folder on the hard drive. Remove the **Non-Title 13 Data Disc DVD**.
4. From the new folder, double-click on the “shape” folder as shown in **Figure 4**.
5. Double-click on the file named **2020LUCA\_<EntityID>\_FB\_DISK2of2.exe** as shown in **Figure 5**.
6. A command prompt window opens that shows the progress of the file extraction and closes upon completion. This extraction does not require a password because there are no Title 13 materials embedded.
7. The digital maps (*TIGER Partnership shapefiles*) and a courtesy copy of the digital *Feedback Address Count List*, **2020LUCA\_<EntityID>\_FB\_address\_countlist.csv**, extract into the folder.
8. The shapefiles are in individual folders for the state and each county in which the participant’s jurisdiction is located as shown in **Figure 6**.
9. Instructions on how to use the shapefiles are in **Chapter 2** of the respondent guide.

If questions remain regarding Getting Started, consult the respondent guide first, and then call or email the LUCA Help Desk staff at (844) 344-0169 or [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Locate the 2020 Census LUCA Appeals Office contact information on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

## Quick Start—Geographic Update Partnership Software (GUPS)

### 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback Phase

#### Getting Started

Open (or print) the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide, Geographic Update Partnership Software (GUPS) Participants* (e.g., 2020LUCA\_FB\_gups\_respondent\_guide.pdf) for instructions on the use of GUPS. Consult the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide, Digital Address List Participants* (e.g., 2020LUCA\_FB\_digital\_respondent\_guide.pdf) for instructions on reviewing the Census Bureau’s *Detailed Feedback Address List* and, if warranted, submitting qualifying addresses for appeal. Refer to the *Confidentiality and Security Guidelines*, included as an appendix in the respondent guide, to ensure the protection of the U.S. Census Bureau’s Title 13 U.S.C. information.

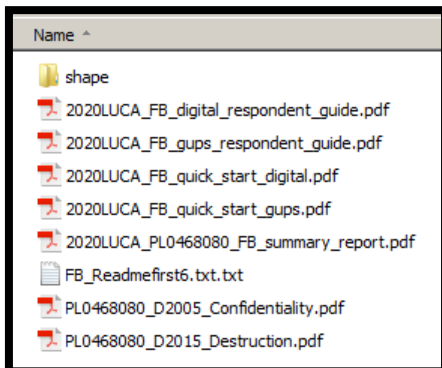


Figure 1: Non-Title 13 Data Disc Contents

1. First, create a new folder (or new directory) on a computer that meets the requirements outlined in the *Confidentiality and Security Guidelines*.
2. Insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer.
3. When the window opens, as shown in **Figure 1**, showing the DVD contents, **Copy and Paste** all of the contents into the new folder created in step 1, excluding the “**shape**” folder. Remove the **Non-Title 13 Data Disc** DVD.

**NOTE:** The LUCA Feedback Phase materials package for some participants may include a printed insert (D-2282) that explains the absence of records on their *Detailed Feedback Address List*. If this occurs, a corresponding file (**2020LUCA\_FB\_insert.pdf**) will be present on their DVD(s). This file is absent from the images included in this quick start guide because it is not present for all participants.

#### I. Installing the GUPS Software

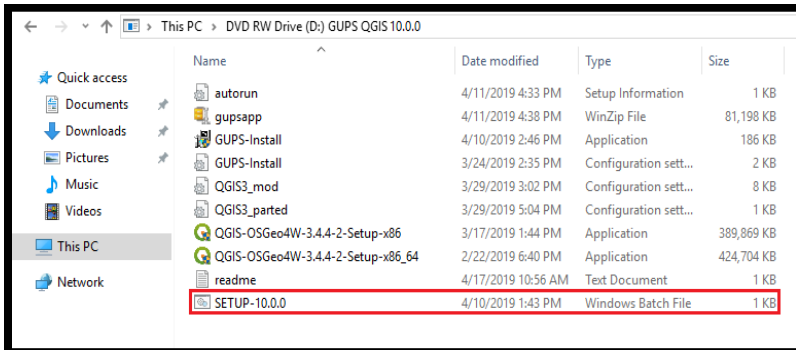


Figure 2: GUPS Software Installer DVD Contents

1. Insert the **GUPS Software Installer** DVD into the CD/DVD drive of the computer.
2. The software should auto-install, but if the installation wizard does not automatically open, navigate to the DVD drive, and open the file named **setup-10.0.0** as shown in **Figure 2**. The file name may vary slightly, but there will be only one setup file on the DVD.
3. Follow the on-screen instructions for installing the GUPS software. The LUCA Feedback GUPS Respondent Guide provides specific details regarding installation.

#### II. Opening GUPS and Starting the LUCA Feedback Review

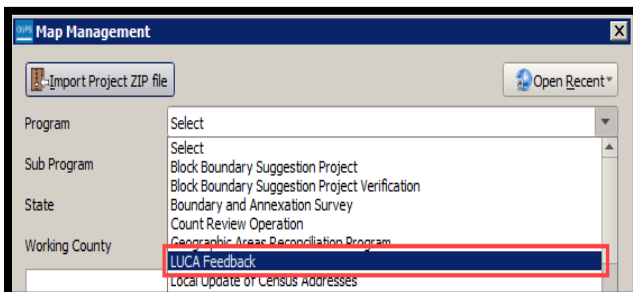


Figure 3: GUPS Map Management Window

1. Double-click the **QGIS Desktop** icon on the desktop or launch **QGIS** from the computer’s Start Menu.
2. The GUPS application and Map Management window opens.
3. Select **LUCA Feedback** from the “**Program**” drop-down menu as shown in **Figure 3**.

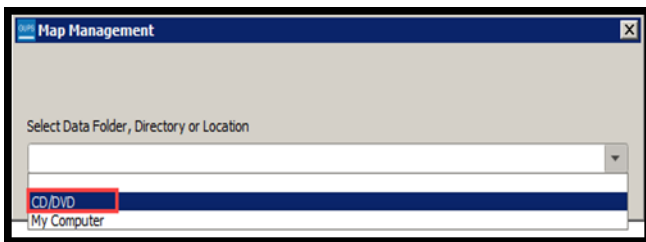


Figure 4: GUPS CD/DVD Selection

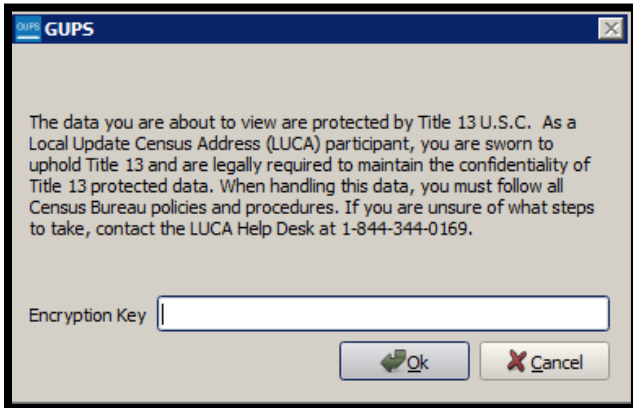


Figure 5: GUPS Encryption Key Window

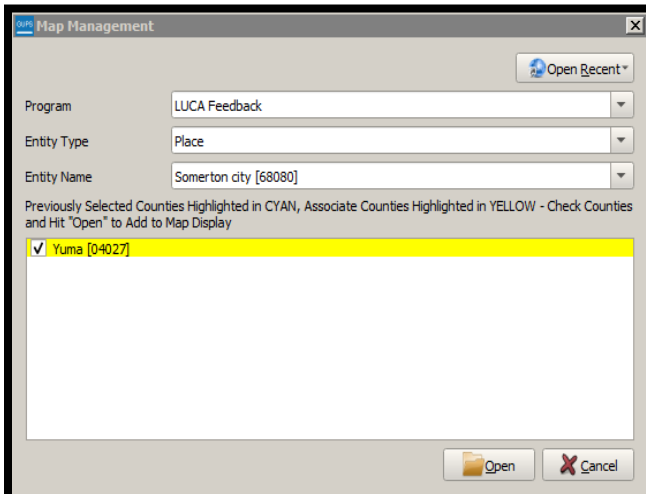


Figure 6: GUPS Entity Selection

4. Select **CD/DVD** from the “Select Data Folder, Directory or Location” drop-down menu shown in **Figure 4**.
  5. When prompted, insert the **Title 13 Data Disc** DVD into the CD/DVD drive of the computer and select **OK**.
  6. Enter the password the Census Bureau mailed separately from the LUCA Feedback Phase materials in the **Encryption Key** box shown in **Figure 5**. This password differs from the password used during the Review Phase. **The password does not appear on-screen as it is typed**. If the password is misplaced or the password letter was not received, please call (844) 344-0169 or email [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov) for assistance.
  7. When prompted, insert the **Non-Title 13 Data Disc** DVD into the CD/DVD drive of the computer and select **OK**.
  8. Choose the desired county or counties to review the LUCA Feedback materials and select **Open** as shown in **Figure 6**.
  9. GUPS loads all the required data from the DVDs, and opens a project to begin working.
- IMPORTANT:** Both of the Feedback Phase respondent guides provided with the digital materials are necessary to conduct a review of the LUCA Feedback Phase materials using GUPS. If information is absent from the LUCA Feedback GUPS Respondent Guide, check the LUCA Feedback Digital Respondent Guide prior to contacting the Census Bureau or the 2020 Census LUCA Appeals Office.

If questions remain regarding Getting Started, consult the respondent guide first, and then call or email the LUCA Help Desk staff at (844) 344-0169 or [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov). Locate the 2020 Census LUCA Appeals Office contact information on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.



**D-2280**  
(03-07-2019)



**UNITED STATES DEPARTMENT OF COMMERCE**  
**Economics and Statistics Administration**  
**U.S. Census Bureau**  
Washington, DC 20233-0001

The U.S. Census Bureau expects to ship the 2020 Census Local Update of Census Addresses Operation (LUCA) feedback materials soon. Participants can expect to receive the Feedback Phase materials within the next two weeks.

To ensure security, the Title 13 protected data are contained in encrypted, self extracting file(s). The Title 13 data includes the digital version of the Detailed Feedback Address List and the PDF small format block maps. To open these files, enter the case sensitive password shown below. The "FB\_Readmefirst#.txt" file included on the DVD(s) with the materials includes a list of files and instructions for opening. In addition, the Quick Start Guide also includes guidance for opening the digital materials.

If the LUCA Feedback Phase materials are not received within the next two weeks or if problems are encountered while opening any of the materials on the DVD(s), please call 1-844-344-0169, or email us at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov).

Your Password is:

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**Economics and Statistics Administration**  
**U.S. Census Bureau**  
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Jeffersonville IN 47134-0001

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**D-2280** (03-07-2019)

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Bureau

**ATTENTION:**

Please note that no addresses are eligible for LUCA Appeals for your government. However, your government is receiving the *Feedback Address Count List*, *Feedback Address Summary Report*, and feedback maps for review. If your government participated in LUCA with digital address materials, the digital *Detailed Feedback Address List* file located on the feedback disc does not contain any addresses for review.

Please note that there are **no** eligible addresses to appeal in your jurisdiction for one of the following reasons:

- The Census Bureau was unable to process your updates in the submitted format. We attempted to contact you, but were unable to reach you for resolution.

**Or**

- During the LUCA review phase, you returned either the *No Updates or Changes to During the LUCA Review Phase*, you returned either the *No Updates or Changes to Addresses Form (D-2079)*, or the *Submission Deadline Form (D-2084)* with no updates to the Census Bureau's address list. Only addresses deleted during other Census Bureau operations, or by another level of government participating in LUCA, are eligible for appeal. No addresses were deleted by other Census Bureau operations or another level of government in your jurisdiction.

Please destroy or return to the Census Bureau all confidential Title 13 materials, including any copies that may exist. LUCA liaisons must verify the destruction or return of Title 13 materials by signing the *Destruction or Return of Title 13, United States Code Materials Form (D-2012)*. Please refer to the *Confidentiality and Security Guidelines (D-2004)* for detailed instructions on destroying or returning confidential Title 13 materials.

Your government's participation in LUCA is now complete.