

**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 June 7, 2019, OMB approved 11 materials that the Census Bureau will send to LUCA participants for the Feedback Phase, which will start in July 2019. This non-substantive change (NSC) request is to add the remaining LUCA feedback related materials including ten additional ReadMeFirst files and to request authorization to communicate with groups of partners by email and/or letter.

With this NSC request, the Census Bureau is submitting **31** feedback related materials such as respondent guides, letters, ReadMeFirst files, and forms that contain instructional and informational guidance for conducting the LUCA Feedback Phase (**Table 1**). Participants use the instructions and guidance to review their LUCA feedback materials and determine whether they want to file an appeal with the 2020 Census LUCA Appeals Office.

Lastly, the Census Bureau may need to contact groups of partners through the LUCA Feedback Phase to notify them of issues and clarifications related to the feedback materials and software that may affect their review. As time to conduct a review of the feedback materials and potentially file an appeal is limited during the Feedback Phase, the Census Bureau requests the authorization to send emails and/or letters to groups of partners to document issues and provide additional instruction. At the end of the Feedback Phase, the Census Bureau will supply documentation of all correspondences sent to partners/groups of partners related to these possible issues.

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: LUCA Feedback Materials

LUCA Materials		
Changes as part of this NSC	Material identification	Description or content
Adding new document	D-2201	Feedback Address Update Summary Report
Adding new document	D-2201(SP)	Feedback Address Update Summary Report for Puerto Rico
Adding new document	D-2210(SP)	Feedback Block to Map Sheet Relationship List for Puerto Rico
Adding new document	D-2214	Feedback packing slip (5)
Adding new document	D-2214- 5(SP)	Feedback packing slip (5) for Puerto Rico
Adding new document	D-2214- 5U(SP)	Feedback packing slip (5U) for Puerto Rico
Adding new document	D-2214- 6(SP)	Feedback packing slip (6) for Puerto Rico
Adding new document	D-2214- 6U(SP)	Feedback packing slip (6U) for Puerto Rico
Adding new document	D-2232	LUCA Feedback Digital Respondent Guide
Adding a new document	D-2232 (Adapted)	The adapted English version of the Digital Respondent Guide for Puerto Rico. Provided only to OMB to assist with the review of the D-2232(SP). It is the source for the translated D-2232(SP). It depicts words in yellow highlight that the Census Bureau did not want translated.
Adding new document	D-2232(SP)	LUCA Feedback Digital Respondent Guide for Puerto Rico
Adding new document	D-2233	LUCA Feedback GUPS Respondent Guide
Re-delivery of a previous file (updated the heading of a section)	D-2240	LUCA Feedback Digital Quick Start Guide.
Adding a new document	D-2280(SP)	Feedback Password Letter for Puerto Rico
Adding a new document	D-2281	Feedback Introduction Letter
Adding a new document	D-2281(SP)	Feedback Introduction Letter for Puerto Rico
Adding a new document	D-2282(SP)	The insert that further explains why no records appear on the entity's Detailed Feedback Address List for Puerto Rico entities.

LUCA Materials		
Changes as part of this NSC	Material identification	Description or content
Adding a new document	D-2287	The initial closeout email (and used as a Reminder email) - email to participants who have not returned the D-2012 affirming they have destroyed their Title 13 materials, or the D-2012 and their materials if they prefer not to destroy – Stateside.
Adding a new document	D-2287 (SP)	The initial closeout email (and used as a Reminder email) - email to participants who have not returned the D-2012 affirming they have destroyed their Title 13 materials, or the D-2012 and their materials if they prefer not to destroy – Puerto-Rico.
Adding a new document	D-2288	The final closeout letter (and used as a Reminder letter) to participants who have not returned the D-2012 affirming they have destroyed their Title 13 materials, or the D-2012 and their materials if they prefer not to destroy. This letter mentions getting legal involved – Stateside.
Adding a new document	D-2288 (SP)	The final closeout letter (and used as a Reminder letter) to participants who have not returned the D-2012 affirming they have destroyed their Title 13 materials, or the D-2012 and their materials if they prefer not to destroy. This letter mentions getting legal involved – Puerto-Rico.
Adding a new document	Readmefirst2	A “ReadMeFirst” text file for LUCA participants using paper-based address materials as well as large format maps, and Title 13 small format block maps to support their Feedback review.
Adding a new document	Readmefirst2U	A “ReadMeFirst” text file for LUCA participants using large format maps to support their Feedback review. They receive an insert explaining why they have no addresses to review or Appeal on a Detailed Feedback Address List. They do not receive the Title 13 small format block maps because there are no addresses to review or Appeal.
Adding a new document	Readmefirst3	A “ReadMeFirst” text file for LUCA participants using paper address materials and partnership shapefiles to support their Feedback review.
Adding a new document	Readmefirst3U	A “ReadMeFirst” text file for LUCA participants using partnership shapefiles to support their Feedback review. They receive an insert explaining why they have no addresses to review or Appeal on a Detailed Feedback Address List.
Adding a new document	Readmefirst4	A “ReadMeFirst” text file for LUCA participants using digital address materials and large format paper maps to support their Feedback review.
Adding a new document	Readmefirst4U	A “ReadMeFirst” text file for LUCA participants using large format paper maps to support their Feedback review. They receive an insert explaining why they have

LUCA Materials		
Changes as part of this NSC	Material identification	Description or content
		no addresses to review or Appeal on their Detailed Feedback Address List.
Adding a new document	Readmefirst5	A “ReadMeFirst” text file for LUCA participants using digital address materials, large format maps, and Title 13 small format block maps to support their Feedback review.
Adding a new document	Readmefirst5U	A “ReadMeFirst” text file for LUCA participants using large format maps to support their Feedback review. They receive an insert explaining why they have no addresses to review or Appeal on their Detailed Feedback Address List. They do not receive the Title 13 small format block maps because there are no addresses to review or Appeal.
Adding a new document	Readmefirst6	A “ReadMeFirst” text file for LUCA participants using all digital materials (address and partnership shapefiles) to support their Feedback review. Participants using their own systems or Geographic Update Partnership Software (GUPS) receive three discs– GUPS installation, Title 13 data, and non-Title 13 data.
Adding a new document	Readmefirst6U	A “ReadMeFirst” text file for LUCA participants using all digital materials or GUPS with no addresses to review or Appeal on their Detailed Feedback Address List.

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

Entity ID:

Entity Name:

Date:

A. SUBMITTED ADDRESSES

- _____ Total number of address records submitted to the Census Bureau.
- _____ Total number of submitted address records processed by the Census Bureau.
- _____ Total number of submitted address records not processed by the Census Bureau.¹

B. ADDRESS RECORDS PROCESSED

Participant Action(s) Accepted

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

Participant Action(s) Not Accepted

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

C. OTHER ADDRESS RECORDS

- _____ 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.

¹ 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.

**PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020
FASE DE INFORMACIÓN DE LUCA DEL 2020 - INFORME RESUMIDO SOBRE LA ACTUALIZACIÓN DE DIRECCIONES**

ID de la Entidad:

Nombre de la Entidad:

Fecha:

A. DIRECCIONES ENVIADAS

- _____ Número total de registros de direcciones enviados a la Oficina del Censo.
- _____ Número total de registros de direcciones enviados que la Oficina del Censo procesó.
- _____ Número total de registros de direcciones enviados que la Oficina del Censo no procesó.¹

B. REGISTROS DE DIRECCIONES PROCESADOS

Acciones de los Participantes Aceptadas

- _____ Número de registros de direcciones agregados (A) que se enviaron y se agregaron a la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones corregidos (C) que se enviaron y se corrigieron en la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones eliminados (D) que se enviaron y se eliminaron de la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones fuera de jurisdicción (J) que se enviaron y se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones no residenciales (N) que se enviaron y se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- _____ Número total de registros de direcciones enviados que la Oficina del Censo aceptó según lo solicitado.

Acciones de los Participantes No Aceptadas

- _____ Número de registros de direcciones agregados (A) que se enviaron pero no se agregaron a la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones corregidos (C) que se enviaron pero no se corrigieron en la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones eliminados (D) que se enviaron pero no se eliminaron de la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones fuera de jurisdicción (J) que se enviaron pero no se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- _____ Número de registros de direcciones no residenciales (N) que se enviaron pero no se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- _____ Número total de registros de direcciones enviados que la Oficina del Censo no aceptó según lo solicitado.

C. OTROS REGISTROS DE DIRECCIONES

- _____ Número de registros de direcciones para los que no hubo acción durante LUCA, que otra operación del Censo eliminó de la Lista de Direcciones del Censo. Este número corresponde al número de registros X01 en su Lista Detallada de Información de Direcciones.

¹ No se procesaron los registros de direcciones de los participantes si no cumplían con los requisitos mínimos. Algunos ejemplos de registros que no se procesaron incluyen lo siguiente: direcciones que se enviaron con códigos de acción en blanco o no válidos, registros agregados que se enviaron sin información geoespacial, registros agregados que se enviaron con un MAFID numérico de 9 dígitos, códigos de acción distintos de "A" que se usaron en los registros sin un MAFID y direcciones que no son de estilo urbano enviadas sin puntos en el mapa o sin coordenadas de latitud y longitud.

FORM **D-2214(5)**
(05/29/2019)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(5) – 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_ReadMeFirst5.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 Title 13 Small Format Maps: 2020LUCAF20_BlockMaps.exe
 - 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 Agreement Form: <EntityID>_D2005_Confidentiality.pdf
- D-2005 – Confidentiality Agreement Form
- D-2212 – 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)

FORMULARIO **D-2214(5)(SP)**
(06/17/2019)DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU.**LISTA DE EMPAQUE DE LA FASE DE INFORMACIÓN DEL
PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES
CENSALES (LUCA) PARA EL CENSO DEL 2020**

ID de la Entidad

Nombre de la Entidad

La Oficina del Censo de los EE. UU. está proporcionando los siguientes materiales para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Si a usted le falta algún material o si tiene preguntas sobre estos materiales, comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov o por teléfono al 1-844-344-0169.

- D-2214(5)(SP) – Lista de Empaque de la Fase de Información
- D-2281(SP) – Carta de Introducción de la Fase de Información
- D-2240 – Guía de Inicio Rápido para Materiales Digitales de la Fase de Información
- D-2201(SP) – Informe Resumido de la Actualización de Direcciones de la Fase de Información
- Aviso del Registro Federal para Apelaciones de LUCA
- Title 13 Data Disc
 - FB_ReadMeFirst5.txt
 - Feedback Digital Quick Start Guide: 2020LUCA_FB_quick_start_digital_pr.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 Title 13 Small Format Maps: 2020LUCAF20_BlockMaps.exe
 - Feedback Digital Respondent Guide: 2020LUCA_FB_digital_respondent_guide_pr.pdf
 - Feedback Address Update Summary Report: 2020LUCA_<EntityID>_FB_summary_report_pr.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_pr.pdf
 - Confidentiality Agreement Form: <EntityID>_D2005_Confidentiality_pr.pdf
- D-2005(SP) – Formulario de Contrato de Confidencialidad
- D-2012(SP) – Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13
- D-2210(SP) – Lista de Relación entre Bloques y Hojas de Mapas de la Fase de Información
- Mapas Impresos de Formato Grande de la Fase de Información
- Dos Sobres de Devolución con Franqueo Pagado para los formularios D-2005(SP) y D-2012(SP) (para usar según sea necesario)

FORMULARIO **D-2214(5U)(SP)**
(06/17/2019)

DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU.

**LISTA DE EMPAQUE DE LA FASE DE INFORMACIÓN DEL
PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES
CENSALES (LUCA) PARA EL CENSO DEL 2020**

ID de la Entidad

Nombre de la Entidad

La Oficina del Censo de los EE. UU. está proporcionando los siguientes materiales para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Si a usted le falta algún material o si tiene preguntas sobre estos materiales, comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov o por teléfono al 1-844-344-0169.

- D-2214(5U)(SP) – Lista de Empaque de la Fase de Información
- D-2281(SP) – Carta de Introducción de la Fase de Información
- D-2282(SP) – Suplemento de la Fase de Información
- D-2240(SP) – Guía de Inicio Rápido para Materiales Digitales de la Fase de Información
- D-2201(SP) – Informe Resumido de la Actualización de Direcciones de la Fase de Información
- Aviso del Registro Federal para Apelaciones de LUCA
- Title 13 Data Disc
 - FB_ReadMefirst5U.txt
 - Feedback Digital Quick Start Guide: 2020LUCA_FB_quick_start_digital_pr.pdf
 - Feedback Insert: 2020LUCA_FB_insert_pr.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_pr.pdf
 - Feedback Address Update Summary Report: 2020LUCA_<EntityID>_FB_summary_report_pr.pdf
 - Feedback Address Count List: 2020LUCA_<EntityID>_FB_address_countlist.csv
 - Destruction or Return Form: <EntityID>_D2012_Destruction_pr.pdf
- D-2012(SP) – Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13
- D-2210(SP) – Feedback Block to Map Sheet Relationship List
- Lista de Relación entre Bloques y Hojas de Mapas de la Fase de Información
- Un Sobre con Franqueo Pagado para el formulario D-2012(SP)

FORMULARIO **D-2214(6)(SP)**
(06/17/2019)DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU.**LISTA DE EMPAQUE DE LA FASE DE INFORMACIÓN DEL
PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES
CENSALES (LUCA) PARA EL CENSO DEL 2020**

ID de la Entidad

Nombre de la Entidad

La Oficina del Censo de los EE. UU. está proporcionando los siguientes materiales para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Si a usted le falta algún material o si tiene preguntas sobre estos materiales, comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov o por teléfono al 1-844-344-0169.

- D-2214(6)(SP) – Lista de Empaque de la Fase de Información
- D-2281(SP) – Lista de Empaque de la Fase de Información
- D-2240 – Guía de Inicio Rápido para Materiales Digitales de la Fase de Información
- D-2242 – Feedback GUPS Quick Start Guide
- D-2201(SP) – Informe Resumido de la Actualización de Direcciones de la Fase de Información
- Aviso del Registro Federal para Apelaciones de LUCA
- 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_pr.pdf
 - Feedback GUPS Quick Start Guide: 2020LUCA_FB_quick_start_gups.pdf
 - Feedback Digital Respondent Guide: 2020LUCA_FB_digital_respondent_guide_pr.pdf
 - Feedback GUPS Respondent Guide: 2020LUCA_FB_gups_respondent_guide.pdf
 - Feedback Address Update Summary Report: 2020LUCA_<EntityID>_FB_summary_report_pr.pdf
 - Feedback Address Count List and Shapefiles: 2020LUCA_<EntityID>_FB_DISK2of2.exe
 - Destruction or Return Form: <EntityID>_D2012_Destruction_pr.pdf
 - Confidentiality Agreement Form: <EntityID>_D2005_Confidentiality_pr.pdf
- GUPS Software Installation DVD
- D-2005(SP) – Formulario de Contrato de Confidencialidad
- D-2012(SP) – Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13
- Dos Sobres de Devolución con Franqueo Pagado para los formularios D-2005(SP) y D-2012(SP) (para usar según sea necesario)

FORMULARIO **D-2214(6U)(SP)**
(06/17/2019)

DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU.

LISTA DE EMPAQUE DE LA FASE DE INFORMACIÓN DEL PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020

ID de la Entidad

Nombre de la Entidad

La Oficina del Censo de los EE. UU. está proporcionando los siguientes materiales para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Si a usted le falta algún material o si tiene preguntas sobre estos materiales, comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov o por teléfono al 1-844-344-0169.

- D-2214(6U)(SP) – Lista de Empaque de la Fase de Información
- D-2281(SP) – Carta de Introducción de la Fase de Información
- D-2282(SP) – Suplemento de la Fase de Información
- D-2240 – Guía de Inicio Rápido para Materiales Digitales de la Fase de Información
- D-2242 – Feedback GUPS Quick Start Guide
- D-2201(SP) – Informe Resumido de la Actualización de Direcciones de la Fase de Información
- Aviso del Registro Federal para Apelaciones de LUCA
- Title 13 Data Disc
 - **Blank** Detailed Feedback Address List: 2020LUCA_<EntityID>_FB_DISK1of2.exe
- Non-Title 13 Data Disc
 - FB_ReadMefirst6U.txt
 - Feedback Digital Quick Start Guide: 2020LUCA_FB_quick_start_digital_pr.pdf
 - Feedback GUPS Quick Start Guide: 2020LUCA_FB_quick_start_gups.pdf
 - Feedback Insert: 2020LUCA_FB_insert_pr.pdf
 - Feedback Digital Respondent Guide: 2020LUCA_FB_digital_respondent_guide_pr.pdf
 - Feedback GUPS Respondent Guide: 2020LUCA_FB_gups_respondent_guide.pdf
 - Feedback Address Update Summary Report: 2020LUCA_<EntityID>_FB_summary_report_pr.pdf
 - Feedback Address Count List and Shapefiles: 2020LUCA_<EntityID>_FB_DISK2of2.exe
 - Destruction or Return Form: <EntityID>_D2012_Destruction_pr.pdf
- GUPS Software Installation DVD
- D-2012(SP) – Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13
- Un Sobre con Franqueo Pagado para el formulario D-2012(SP)

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

Instructions for Digital Address List Participants



This page intentionally left blank.

TABLE OF CONTENTS

Background	vi
A. General Information	vi
B. Census Bureau Processing of LUCA submissions.....	vi
C. Confidentiality and Security.....	vi
D. Entity Identification Codes.....	vii
E. Respondent Guide Organization.....	viii
F. Training and Support	viii
Chapter 1 2020 Census LUCA Feedback and Appeals Introduction	9
1.1 Feedback Materials.....	9
1.2 Feedback Materials File Names and DVD Structure.....	10
1.2.1 Digital Address List and Large Format Paper Maps (No PDF Maps)	10
1.2.2 Digital Address List and Large Format Paper/PDF Maps	11
1.2.3 Digital Address List and Digital Maps	13
1.3 Creating Working Copies of the LUCA Digital Files.....	14
1.4 Converting Comma Delimited Text Files	15
Chapter 2 Reviewing the 2020 Census LUCA Feedback Materials and Processing Codes	17
2.1 Feedback Address Update Summary Report.....	17
2.2 Detailed Feedback Address List	18
2.2.1 Understanding the Feedback Processing Codes	21
2.2.2 Feedback Processing Code Examples.....	22
2.3 Feedback Address Count List.....	24
2.4 Paper Maps, PDF maps, and Shapefiles.....	26
Chapter 3 How to File An Appeal	29
3.1 Background	29
3.2 Deadline for Filing an Appeal.....	29
3.3 Procedures for Filing an Appeal.....	29
3.4 Supporting Documentation	30
3.5 Preparing and Submitting Appeals Material to the 2020 Census LUCA Appeals Office	32
3.5.1 Preparing Appeals Material for Submission.....	32
3.5.2 SWIM Instructions for Submitting Appeals Material	34
3.5.3 Shipping Instructions for Submitting Appeals Material	42

Chapter 4	2020 Census LUCA Closeout	43
Appendix A	Confidentiality and Security Guidelines	A-1
A1	Introduction	A-1
A2	Title 13, U.S. Code	A-1
A3	The Confidentiality Agreement	A-1
A4	Security Guidelines	A-2
A4.1	Protecting Digital Title 13 Materials	A-2
A4.2	Protecting Paper Title 13 Materials	A-3
A4.3	Reporting an Incident	A-3
A4.4	On-site Visits	A-4
A4.5	Destruction of Census Bureau Confidential Materials	A-4
A4.6	Returning Census Bureau Title 13 Materials	A-5
Appendix B	Confidentiality Agreement Form	B-1
Appendix C	Destruction or Return of Title 13 U.S.C. Materials Form	C-1
Appendix D	Glossary	D-1

LIST OF TABLES

Table 1: Entity Identification Codes	vii
Table 2: Entity Types and Entity Codes on Map Materials	viii
Table 3: Detailed Feedback Address List Field Names and Descriptions	19
Table 4: Feedback Processing Codes	21
Table 5: Feedback Address Count List Field Names and Descriptions	25
Table 6: SWIM Submission.....	35

LIST OF FIGURES

Figure 1. Digital Address List and Digital Map Participants - New Folder Example on Local Computer	15
Figure 2. Feedback Address Update Summary Report (D-2201) Example	18
Figure 3. LUCA Feedback Small Format Block Map Example	27
Figure 4. LUCA Feedback Small Format Block Map Example - Zoomed Section	28
Figure 5. Example of Folder with Appeals files for a Digital Address List and Digital Map Participant.....	33
Figure 6. Mailing Envelope Examples for Return of Title 13 U.S.C. Materials.....	A-5

BACKGROUND

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.

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 Phase materials.¹ 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 included in this respondent guide as **Appendix B**. This form is

¹ 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.

also available on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

The *Detailed Feedback Address List* and the *small format block maps* are the Title 13 protected materials included in the feedback materials that require a password to decrypt and open. This case-sensitive password, different from the password used during the Review Phase, arrives separately and prior to receiving the feedback materials. Keep the password letter (*D-2280*) secure for use in opening the materials as discussed in [Section 1.3](#) and preparing any Appeals materials for submission as discussed in [Section 3.5.1](#).

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 Census 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](#) and is available online on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at 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.

All map related materials included in digital format on the participant DVDs 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 = SSCCC
CS = Municipio (Puerto Rico)	Municipio = SSCCC
M = Minor civil division (MCD)	MCD = SSCCMMMMM
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 Phase materials.

- LUCAF20C48003.pdf – large format bundled .pdf map for a county.
- LUCAF20CS72035.pdf – large format bundled .pdf map for a municipio.
- 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 DVDs.

E. Respondent Guide Organization

Use this respondent guide, the *D-2232*, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format (D-2032)*. 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 regarding the use of the Geographic Update Partnership Software (GUPS) as well as other 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. Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the aforementioned LUCA website.

CHAPTER 1 2020 CENSUS LUCA FEEDBACK AND APPEALS

INTRODUCTION

This chapter provides introductory information on the materials participants receive as part of the LUCA Feedback Phase, the file naming details, and the receipt of materials. It discusses the set-up of a local computer and the proper way to open the address material without corrupting its content.

IMPORTANT: For participants needing visuals and detailed examples, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format (D-2032)* 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.

1.1 Feedback Materials

The Census Bureau will provide LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau will provide LUCA Feedback Phase 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 will verify 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 will 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 digital address list participants, the materials include:²

- *Feedback Address Update Summary Report* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List* — 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* — contains the number of residential housing unit and group quarters addresses on the LUCA Review Phase Census Address List and the current number of

² 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*, that notifies them their *Detailed Feedback Address List* will be blank and explains why. A corresponding a portable document format (PDF) file, *2020LUCA_FB_insert.pdf*, will be present on their DVD(s).

residential housing unit and group quarters addresses for each Census block within the participant's jurisdiction.

- *Feedback Block to Map Sheet Relationship List* — 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; Digital Address List Format (D-2032)* 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) for participants that selected the paper/PDF maps.
 - *Shapefiles* — created from the Master Address File (MAF)/Topologically Integrated Geographic Encoding and Referencing (TIGER) 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(s), Quick Start Guide(s), Feedback Address Update Summary Report, various forms, and readme file(s). For digital participants, the various materials are included in digital format on DVD and on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. In addition to being included in digital format on the DVD, the Feedback Address Update Summary Report and the Quick Start Guides are included as hard copies.

1.2 Feedback Materials File Names and DVD Structure

The digital feedback materials arrive on DVD according to the final format used for the LUCA Review Phase.³ One DVD is the "Title 13 Data Disc" that contains the *Detailed Feedback Address List*, and the second (if applicable) is the "Non-Title 13 Data Disc." The following three sections describe the information contained on each disc for the three digital address list and map product formats. Details of the materials are in [Chapter 2](#).

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

Participants who selected the digital address list and large format paper maps product preference for the LUCA Review Phase receive one Title 13 Data Disc DVD. This DVD contains copies of the large format maps along with other large format map information in the "**maps**" folder and includes the Census Bureau's Title 13 *Detailed Feedback Address List* in the "**shape**" folder. The DVD also has files in the root directory.

³ 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.

- The “maps” folder contains:
 - **ReadMe.txt** – contains a statement regarding use of Adobe Reader® or Acrobat Professional to properly open and view the .pdf maps. Download the free 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** – 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 where the block is located. This file is in a semicolon text format.
- The “shape” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use the password provided separately from the feedback materials to open this zipped, encrypted file. This password differs from the password provided with the LUCA Review Phase materials.
 - It becomes the **2020LUCA_<EntityID>_FB_detailed_address_list.csv** (*Detailed Feedback Address List*) once extracted successfully.
- The root directory contains non-Title 13 materials:
 - **FB_Readmefirst4.txt** – this provides detailed explanations of folders and files on the disc.
 - **2020LUCA_<EntityID>_FB_address_countlist.csv** – this is the *Feedback Address Count List*.
 - **2020LUCA_<EntityID>_FB_summary_report.pdf** – this is a portable document format (PDF) file of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_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 Digital Address List Participants*.
 - **2020LUCA_FB_quick_start_digital.pdf** – this is the *2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
 - **<EntityID>_D2005_Confidentiality.pdf** – this is the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
 - **<EntityID>_D2012_Destruction.pdf** – this is 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.

1.2.2 Digital Address List and Large Format Paper/PDF Maps

Participants who selected the digital address list and large format paper/PDF maps product preference receive one DVD, the Title 13 Data Disc. This DVD 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 and includes the Census Bureau’s Title 13 *Detailed Feedback Address List* in the “shape” folder. The DVD also has files in the root directory.

- The “maps” folder contains:

- **2020LUCAF20_BlockMaps.exe**. It requires the same password used for extracting the *Detailed Feedback Address List* 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<EntityType><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 properly open and view the .pdf maps. Download the free 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<EntityType><EntCode>.pdf** – contains bundled .pdf file of the large format paper maps.
- **LUCAF20<EntityType><EntCode>_BLK2MS.txt** – 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 where the block is located. This file is in a semicolon text format.
- The “shape” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use the password provided separately from the feedback materials to open this zipped, encrypted file.
 - It becomes the **2020LUCA_<EntityID>_FB_detailed_address_list.csv** once extracted successfully.
- The root directory contains non-Title 13 materials:
 - **FB_Readmefirst5.txt** – this provides detailed explanations of folders and files on the disc.
 - **2020LUCA_<EntityID>_FB_address_countlist.csv** – this is the *Feedback Address Count List*.
 - **2020LUCA_<EntityID>_FB_summary_report.pdf** – this is a portable document format (PDF) file of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_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 Digital Address List Participants*.
 - **2020LUCA_FB_quick_start_digital.pdf** – this is the *2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
 - **<EntityID>_D2005_Confidentiality.pdf** – this is the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
 - **<EntityID>_D2012_Destruction.pdf** – this is 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.

1.2.3 Digital Address List and Digital Maps

Participants who selected the digital address list and the digital maps product preference receive two data discs, the Title 13 Data Disc and Non-Title 13 Data Disc, and a software installation disc for the Geographic Update Partnership Software (GUPS).

The Title 13 Data Disc DVD contains the Census Bureau’s Title 13 *Detailed Feedback Address List* in the “**shape**” folder.

- The “**shape**” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use the password provided separately from materials to open this zipped, encrypted file.
 - It becomes the **2020LUCA_<EntityID>_FB_detailed_address_list.csv** once extracted successfully.

The Non-Title 13 Data Disc DVD contains the shapefiles and *Feedback Address Count List* in the “**shape**” folder and supplemental materials in the root directory.

- 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 the *Feedback Address Count List*.
- The root directory contains:
 - **FB_Readmefirst6.txt** – this provides detailed explanations of folders and files on both DVDs.
 - **2020LUCA_<EntityID>_FB_summary_report.pdf** – this is a portable document format (PDF) file of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_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 Digital Address List Participants*.
 - **2020LUCA_FB_gups_respondent_guide.pdf** – this is the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Geographic Update Partnership Software (GUPS) Participants*.
 - **2020LUCA_FB_quick_start_digital.pdf** – this is the *2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
 - **2020LUCA_FB_quick_start_gups.pdf** – this is the *2020 Census LUCA Feedback GUPS Quick Start Guide*. It includes high-level information regarding the use of the files included on the DVDs. It serves as a quick summary for getting started with the GUPS software.
 - **<EntityID>_D2005_Confidentiality.pdf** – this is the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
 - **<EntityID>_D2012_Destruction.pdf** – this is 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.

1.3 Creating Working Copies of the LUCA Digital Files

If participants have not already followed the instructions in the *2020 Census LUCA Feedback Digital Quick Start Guide (D-2240)*, please follow the instructions in this section to begin the review of the LUCA Feedback Phase materials. The Census Bureau recommends making a copy of each of the files on the DVD(s) and placing them on the hard drive of a local computer that complies with the *Confidentiality and Security Guidelines*. To keep work organized, create a new folder, or new directory, on the hard drive of that locally compliant computer. **Figure 1** displays an example of the newly created folder for a Digital Address List and Digital Map participant. Until 2020 Census LUCA concludes, retain the DVD materials in a secure location in the event reinstallation is necessary.

Title 13 Address Materials (all digital address participants)

- Insert the Title 13 Data Disc DVD.
- If there are files in the root directory of the DVD in addition to the “**shape**” folder, copy those files into the new folder on the local computer.⁴
- Double-click on the folder named “**shape**.”
- After the folder opens, right click on the file named **2020LUCA_<EntityID>_FB_DISK1of2.exe** and select **Copy**.
- Open the new folder on the local computer. Right click and select **Paste**.
- In the new folder, double-click the 2020LUCA_<Entity ID>_FB_DISK1of2.exe.
- A command prompt window opens. Enter the feedback password the Census Bureau sent separately from the materials. **The password does not appear on-screen as it is typed.** Upon successful entry of the correct password, the window shows the progress of extraction and closes upon completion. Please note, if your jurisdiction did not receive its password letter, or if the password is misplaced, please call (844) 344-0169 or email GEO.2020.LUCA@census.gov for assistance.
- The Title 13 *Detailed Feedback Address List* extracts into the new folder with the file name **2020LUCA_<EntityID>_FB_detailed_address_list.csv**.
- To open the *Detailed Feedback Address List* properly, review **Section 1.4**, in this chapter.

IMPORTANT: Do not double-click the .csv file. Doing so corrupts various fields within the file.

Title 13 Map Materials (for digital address list and large format paper/PDF maps participants)

- With the Title 13 Data Disc DVD still in the computer, **Copy** and **Paste** the “**maps**” folder into the new folder on the local computer.
- Open the new folder. Double-click the **2020LUCAFB_BlockMaps.exe**.
- A command prompt window opens. Enter the same password used to extract the *Detailed Feedback Address List*. **As with the earlier extraction of the *Detailed Feedback Address List*, the password does not appear on-screen as it is typed.** Upon successful entry of the correct password, the window shows the progress of extraction and closes upon completion.
- The Title 13 PDF small format block maps extract into the new folder with files named **LUCAF20BLK_<FullBlockCode>.pdf**.

⁴ The root directory materials on the Title 13 Data Disc DVD exist only for participants receiving paper maps and PDF maps because they only receive one DVD with their Feedback Phase materials. The specific materials are listed in Sections 1.2.1 and 1.2.2.

Non-Title 13 Materials (for digital address list and digital map participants)

- Remove the Title 13 Data Disc DVD and insert the Non-Title 13 Data Disc DVD.
- **Copy** and **Paste** the “**shape**” folder and all the files within the root directory of the DVD into the new folder on the local computer.
- Open the “**shape**” folder within the new folder on the local computer and double-click the **2020LUCA_<Entity ID>_FB_DISK2of2.exe**.
- A command prompt window opens that shows the progress of the file extraction and closes upon completion. A password is unnecessary to extract this file.
 - The digital maps (shapefiles) and the *Feedback Address Count List*, **2020LUCA_<EntityID>_FB_address_countlist.csv**, extract with the execution of this file. The shapefiles extract into the appropriate state and county folders.

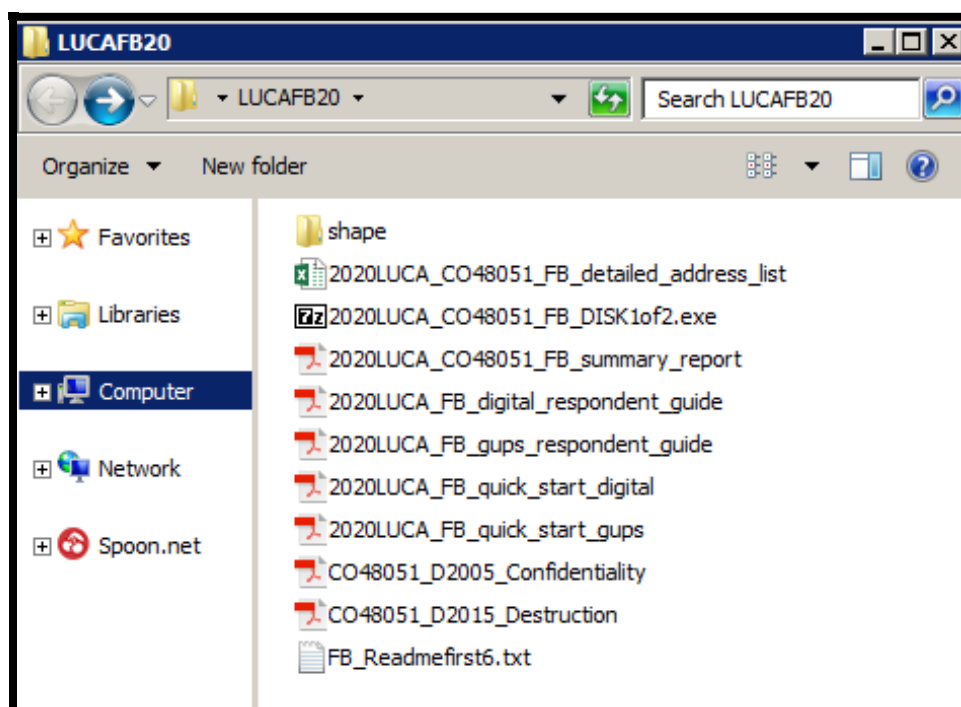


Figure 1. Digital Address List and Digital Map Participants - New Folder Example on Local Computer

1.4 Converting Comma Delimited Text Files

The .csv files described above are comma-delimited text files. Most commercial spreadsheet and database programs can open the .csv files (e.g., Microsoft Excel®, Microsoft Access®, etc.).⁵ 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.⁶

- Open a new Excel spreadsheet.
- Select the “**Data**” tab. Click on “**Get External Data.**” Select “**From Text.**”

⁵ 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.

⁶ 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.

- Navigate to the folder on the local computer containing the *Detailed Feedback Address List* and click on the file.
- 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 census tract number, census block number, GEOID, ZIP Code, and so forth to account for leading zeros that are important for accurate geocoding.
- Click “**Finish**” at the bottom of the window.

Once the .csv opens, follow the record layout in [Table 3](#) to name and define the sizes of the fields within the *Detailed Feedback Address List*.

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

This chapter provides information on the content within each feedback material 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

The Census Bureau provides a printed copy of the *Feedback Address Update Summary Report (D-2201)* to participants with their feedback materials package and includes a digital copy, in the form of a portable document format (PDF), on 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 2](#) for an example of the report.

Section “A” of the 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).

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*.

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 2.2.1](#) 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.¹

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.

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

2.2 Detailed Feedback Address List

The Census Bureau provides the *Detailed Feedback Address List* 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.

Each address record has a maximum length of 657 characters and contains 26 fields of information. **Table 3** shows the maximum character length of each field, the field name, and a description of the field.

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

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 *D-2084 – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* file 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, the *Detailed Feedback Address List* file will be blank. A paper insert (*D-2282*), mentioned as the footnote in Section 1.1, explains the blank file and notifies them that they do not have any addresses eligible for Appeal.

Table 3: Detailed Feedback Address List Field Names and Descriptions

Field Number	Max Character Length	Field Name	Field Description
1	7	LINE_NUMBER	Number assigned for each address record present in the processed submission.
2	9	MAFID	Unique control number assigned by the Census Bureau to each address in the MAF. This value will match the LINE_NUMBER value for R03, Appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned.
3	1	APPEAL_FLAG	Blank field for participant to flag an address for Appeal by assigning a “Y.” This is the only editable field in the file.
4	1	LUCA_ACTION	Action code submitted by the participant, during the LUCA Review Phase, to update an address: A, C, D, J, N.
5	3	FEEDBACK_CODE	Feedback processing code that identifies the specific action taken by the Census Bureau on each address update submitted by the participant: X01, R03, A01, A02, A03, R01, and R02.
6	12	ENTITY	Unique number assigned by the Census Bureau to each entity.

Field Number	Max Character Length	Field Name	Field Description
7	2	STATEFP	Two-digit current state FIPS code.
8	3	COUNTYFP	Three-digit current county FIPS code.
9	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.
10	4	BLOCK	Four-digit 2010 Census tabulation block number. Census tabulation 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.
11	15	GEOID	15-digit combination of STATEFP, COUNTYFP, TRACT, and BLOCK, e.g. 010090054001009.
12	1	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.
13	35	HOUSENUMBER	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.
14	100	STREETNAME	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.
15	65	APARTMENT_UNIT	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
16	5	ZIP	Five-digit United States Postal Service (USPS) ZIP Code for city style mailing address.
17	100	GQ_TL_NAME	Name of group quarter (Dobbs Hall) or name of transitory location (Mermaid's Marina).
18	100	FACILITY_NAME	Name of group quarter facility (University of Illinois).
19	100	LOCATION_DESCRIPTION	Description of the location and physical characteristics of a living quarters (RED RANCH W/WHITE SHUTTERS).
20	50	NONCITYSTYLE_ADDRESS	Rural Route and Box number or Highway Contract Route and Box number.
21	5	NONCITYSTYLE_ZIP	Five-digit USPS ZIP Code for non-city style mailing address.
22	4	MAPSPOT	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
23	11	LAT	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address.

Field Number	Max Character Length	Field Name	Field Description
24	12	LONG	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address.
25	1	CITY_STYLE	Displays “Y” if city style address, an “N” if non-city style address.
26	4	APPEAL_CODE	Blank. Only for Appeals Staff use.

To facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the Appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records.

2.2.1 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	Address <u>OUT</u> of the Census: 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	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	Address <u>IN</u> the Census, Same Block: 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	Address <u>IN</u> the Census, Different Block: 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	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.

Feedback Code	Eligible for Appeal	Description
R01	No	Address <u>IN</u> the Census, Same Block: 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	Address <u>IN</u> the Census, Different Block: 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** field of the *Detailed Feedback Address List* contains a 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.

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.

2.2.2 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. The county 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 matches to 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.⁷ This action would receive an **R01**.⁸
- 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 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

The Census Bureau provides the *Feedback Address Count List* to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA

⁷ If the block differed, this record would receive the R02 feedback processing code.

⁸ 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.

Feedback Phase. The file 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*.

Each record has a maximum length of 59 characters and contains nine fields of information. The length for each record may vary. [Table 5](#) shows the maximum character length of each field, the field name, and a description of the field.

Table 5: 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 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 census 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 census 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 census block identified as residential group quarters or transitory locations by data in the MAF provided with the participant’s original LUCA materials.

Field Number	Max Character Length	Field Name	Field Description
9	7	CURRENT_COUNT_OF_GQS	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 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 updated map symbols, see [Figure 3](#) and [Figure 4](#).

To support the use of the large format maps, digital address participants receive a *Feedback Block to Map Sheet Relationship List* text file that includes all the census blocks for the participant's jurisdiction and the map sheet(s) on which each census block is located. The sort is in ascending order, by census tract number and census block number. Participants can 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.

Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format (D-2032)* 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.⁹ This guide does not repeat all of the map-related information in the *D-2032* since the feedback map materials are reference material for geocoding purposes only. Locate a copy of the *D-2032* on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

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

⁹ Chapter 3, *The LUCA Paper Maps* and Chapter 5, *TIGER Partnership Shapefiles* provide detailed examples and information.

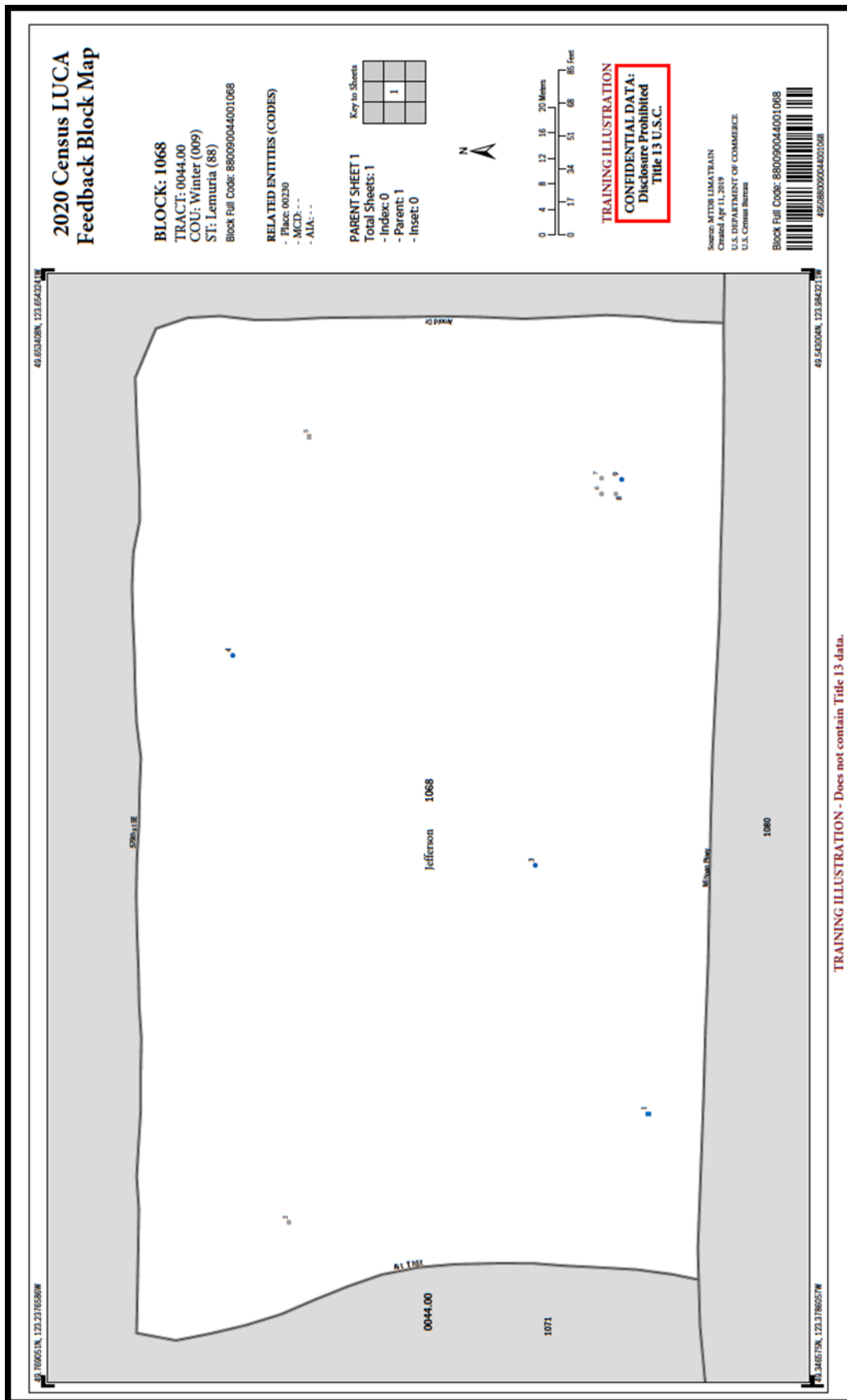


Figure 3. LUCA Feedback Small Format Block Map Example

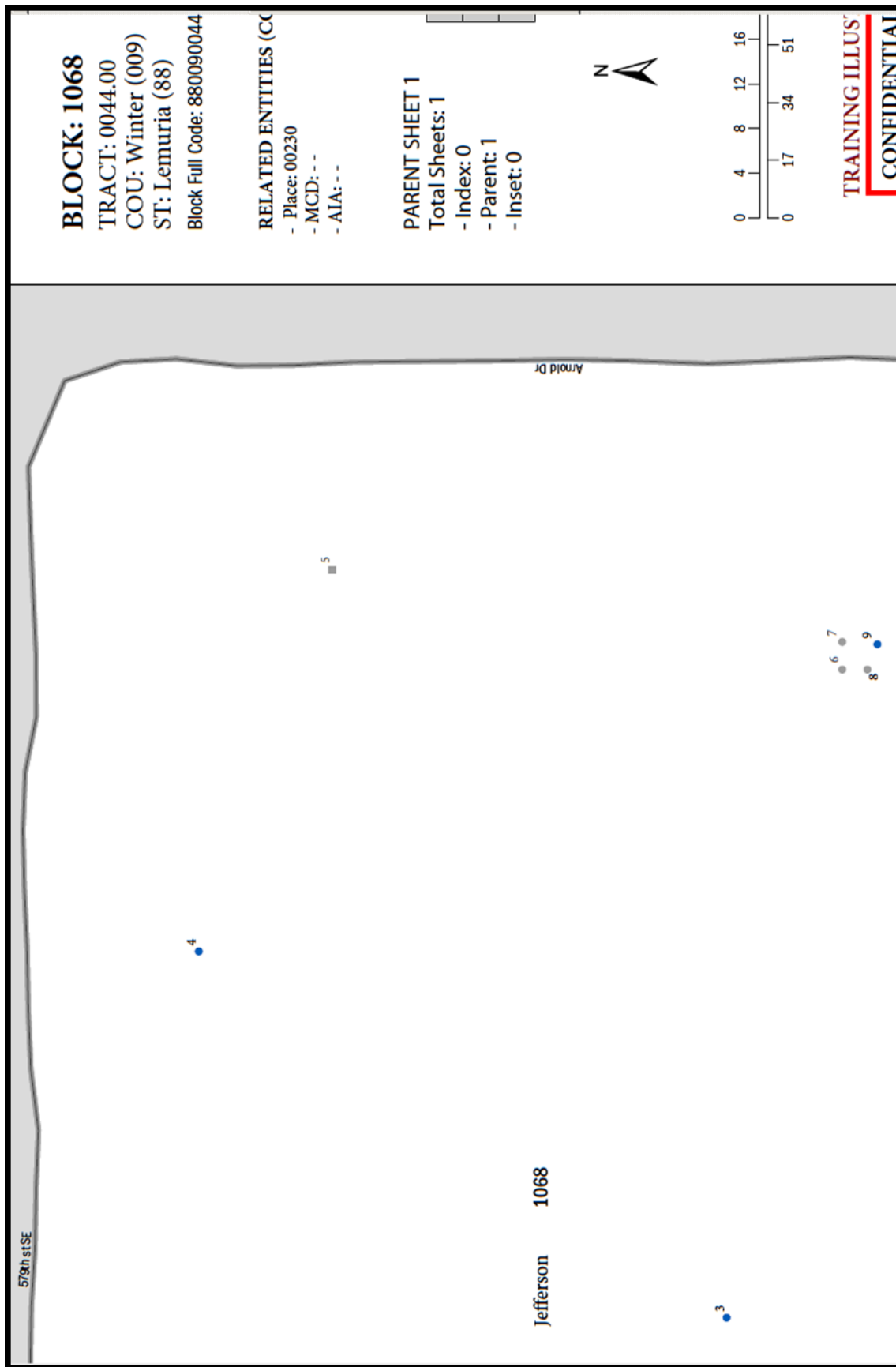


Figure 4. LUCA Feedback Small Format Block Map Example - Zoomed Section

CHAPTER 3 HOW TO FILE AN APPEAL

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>.

The 2020 Census LUCA Appeals Office strongly recommends use of the Census Bureau's Geographic Update Partnership Software (GUPS) for filing an Appeal. Use of this tool simplifies the Appeal submission work. Participants may use GUPS for reviewing the feedback materials and appealing addresses even if they did not use it for their LUCA submission during the Review Phase. A GUPS software installer DVD and respondent guide are included in the materials for digital address list participants if a digital participant wishes to use GUPS.

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 transmission of an Appeal to the 2020 Census LUCA Appeals Office must adhere to the Census Bureau's specific guidelines for handling materials supplied with the feedback materials. The participant must transmit its Appeals material to the 2020 Census LUCA Appeals Office following the instructions outlined in [Section 3.5](#), and should keep a record of the date of transmission of these materials in case there are questions about the submission date. The participant may not submit any materials to the 2020 Census LUCA Appeals Office 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 field 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 field 5 (**FEEDBACK_CODE**).

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

As mentioned in Section 2.2, to facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the Appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records. Participants may perform other sorts (e.g., by street name or by solely by GEOID) of the *Detailed Feedback Address List* to group areas of records together for review.

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 field 3 (**APPEAL_FLAG**) for that address record.

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 existence 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/key the **APPEAL_FLAG** from field 3 and **MAFID** from field 2 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) “**Y161200444**” if the Appeal-eligible record was MAFID 161200444 on the *Detailed Feedback Address List* on the one tax record, among those 30 tax records, that supports the Appeal. Within a geographic information system (GIS) source, the 2020 Census LUCA Appeals Office suggests participants add a field (e.g., AppealFlag) to the attribute table to enter the corresponding “Y” and MAFID information (e.g., “**Y161200444**”), then save/export only the records with a value in that new field. This subset of the entire GIS source becomes the supporting documentary evidence for the records flagged in the *Detailed Feedback Address List*.

Only submit documentation specific to the address records or group of address records 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. 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.

Note: The LUCA Feedback module of GUPS provides a method for linking documentation for one or more appealed addresses.

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 Appeals Material to the 2020 Census LUCA Appeals Office

There are two methods for submitting the Appeals material to the 2020 Census LUCA Appeals Office. Participants may submit the zipped Appeals material through the Secure Web Incoming Module (SWIM), the official web portal for uploading materials, or participants may ship the Appeals material to the 2020 Census LUCA Appeals Office. See [Section 3.5.2](#) for instructions on using SWIM and [Section 3.5.3](#) for instructions on packaging and shipping the Appeals material.

3.5.1 Preparing Appeals Material for Submission

After completing the review of the LUCA Feedback Phase materials and flagging some records for Appeal, return only the records in the *Detailed Feedback Address List* with a “Y” in the **APPEAL_FLAG** field, field 3. To locate these records, sort the *Detailed Feedback Address List* on the **APPEAL_FLAG** field and save only the records with a “Y” in that field as their own file. Name the file **Appeal_2020LUCA_<EntityID>_Submission.xxx** (.xlsx, or .csv, or other digital spreadsheet file formats). Save this file, and others mentioned in the next paragraphs, to the new folder created for the working copies described in [Section 1.3](#).

Convert any supporting documentary evidence into digital format, by either scanning or saving if the material is already in digital format. Name the file(s)

Appeal_2020LUCA_<EntityID>_Evidence.xxx. This file format (xxx) varies based on the source of the information. If more than one supporting document is included, add a number after “Evidence”; e.g., Evidence1of10, Evidence2of10, etc.

IMPORTANT: Participants using a GIS source as supporting documentation must supply all GIS file components (e.g., .dbf, .shp, .sbn, .sbx, .prj, .cpg, .xml, etc.) from their GIS source with the linked Appeals record(s) annotated. Zip the complete suite of files into a separate file (e.g., **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**). For participants using SWIM to submit their Appeal, do not include this “_EvidenceGIS.zip” file within the Appeals return submission .zip file. SWIM will not accept a .zip file within a .zip file. Refer to [Section 3.5.2](#) for instructions on supplying GIS supporting documentation.

Prepare a written narrative with the explanation of the participant’s Appeal to the 2020 Census LUCA Appeals Office. Name the file **Appeal_2020LUCA_<EntityID>_Letter.xxx**. This file format (xxx) varies based on software used to create it. 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*.

Should participants not incorporate the source description(s) into the written narrative and prepare separate documentation, the Appeals Office suggests participants name the source description file(s) **Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**. The file format varies based on the source of the information (e.g., Microsoft Word® files, Microsoft Access or Excel files, Notepad files, etc.). If more than one source description document is included, add a number after “SourceDescription”; e.g. SourceDescription1, SourceDescription2, etc.

Zip the appealed records submission (**Appeal_2020LUCA_<EntityID>_Submission.xxx**), the written narrative (**Appeal_2020LUCA_<EntityID>_Letter.xxx**), the source description(s), if not included with the written narrative, (**Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**), and the supporting documentary evidence file(s), except the GIS Evidence files, (**Appeal_2020LUCA_<EntityID>_Evidence.xxx**) into the return .zip file for submission to the 2020 Census LUCA Appeals Office. Name this file **Appeal_2020LUCA_<EntityID>_Return.zip**. See [Figure 5](#) for an example of the folder for a Digital Address List and Digital Map participant with the “Appeals” files included. There is no GIS supporting documentation .zip file shown in Figure 5.

Password protect the **Appeal_2020LUCA_<EntityID>_Return.zip** file using the same case-sensitive password provided with the feedback materials to unencrypt the **2020LUCA_<Entity ID>_FB_DISK1of2.exe** file. Contact the LUCA Help Desk at (844) 344-0169 for assistance if this password is misplaced. Save the .zip file to a CD or DVD or stage for submitting using SWIM.

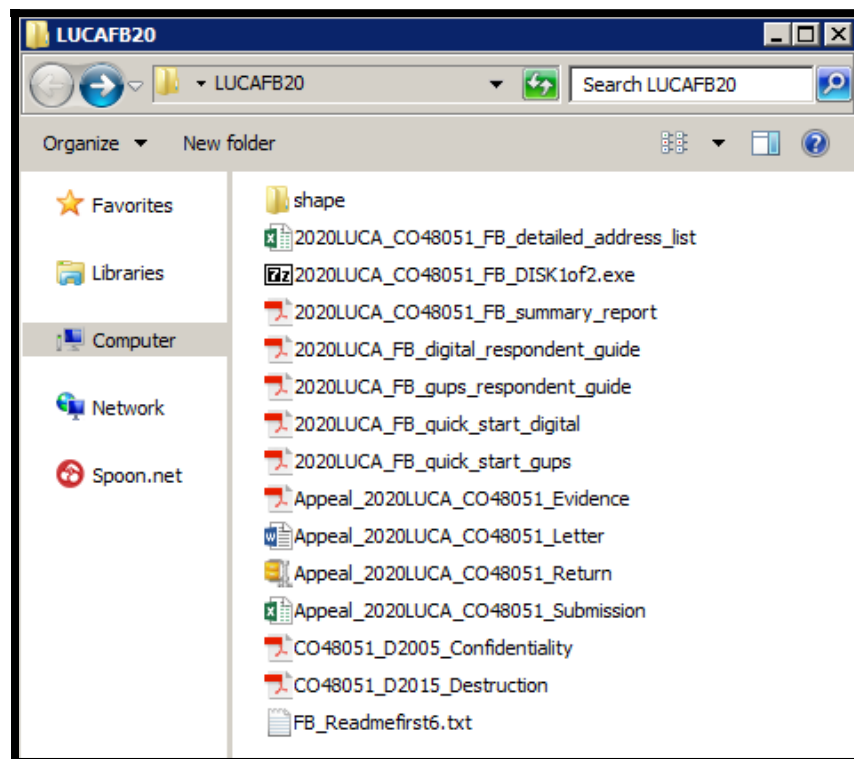


Figure 5. Example of Folder with Appeals files for a Digital Address List and Digital Map Participant

Note: If a participant intends to ship the Appeals material and not use SWIM, a hard copy narrative, source description(s), and supporting documentary evidence is acceptable. Converting to digital format for burning onto the CD/DVD is not required. Refer to [Section A4](#) in [Appendix A](#), for instruction for protecting the Title 13 material during shipment.

3.5.2 SWIM Instructions for Submitting Appeals Material

Participants may use SWIM to upload their Appeals material to the 2020 Census LUCA Appeals Office. The Census Bureau provided one SWIM registration token per LUCA participant with their LUCA Review Phase cover letter. Another token is not included with the feedback materials.

To determine whether an account exists, click “[Forgot your password?](#)” on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it returns the following message, “*No account registered for this email. Go to Account Registration.*” Choosing the Account Registration link opens a window to establish a SWIM account.

Note: The components of the email and password of SWIM system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the SWIM account (e.g., [jane@anytown.org](#) or [Jane@anytown.org](#) or [JANE@ANYTOWN.ORG](#)). The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the “Forgot your password?” link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the ‘Change Security’ link at the top, right-hand side of the page.

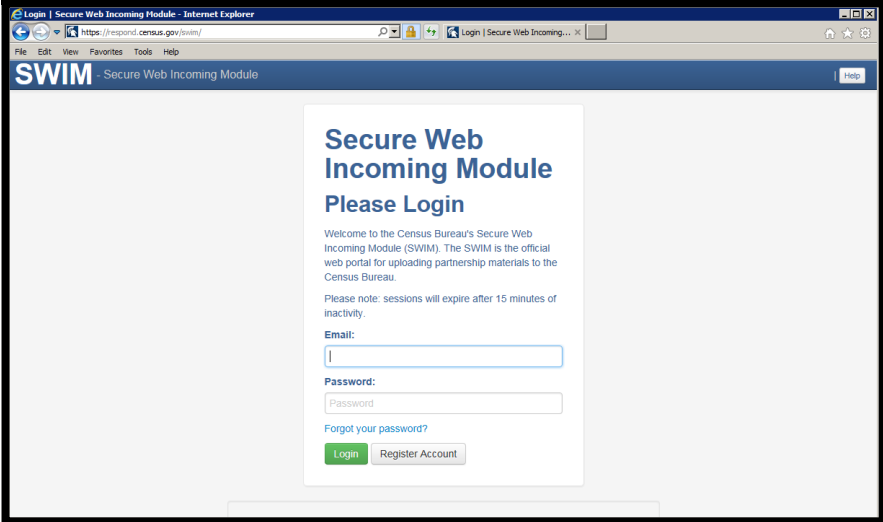
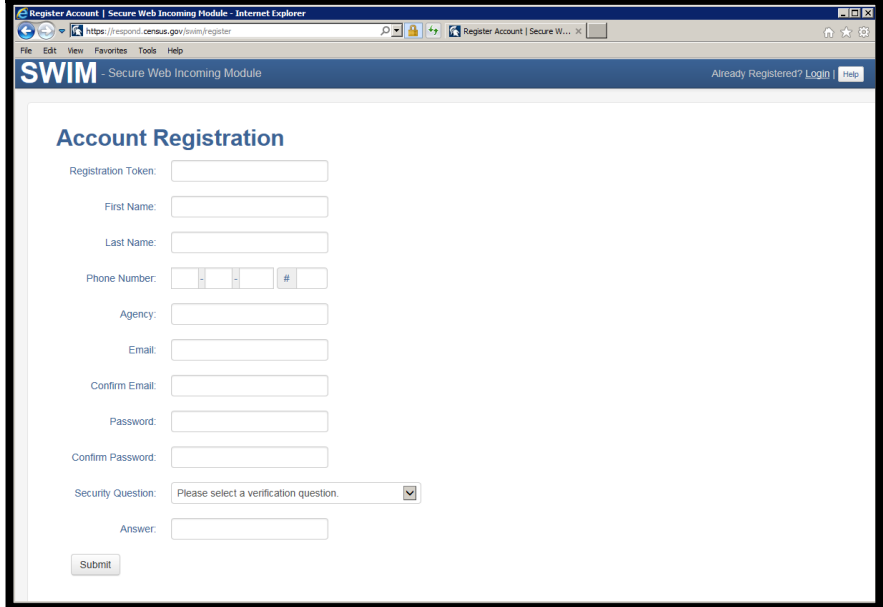

Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version). If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact the LUCA Help Desk at (844) 344-0169 for assistance. An additional SWIM token may be necessary to create another account.

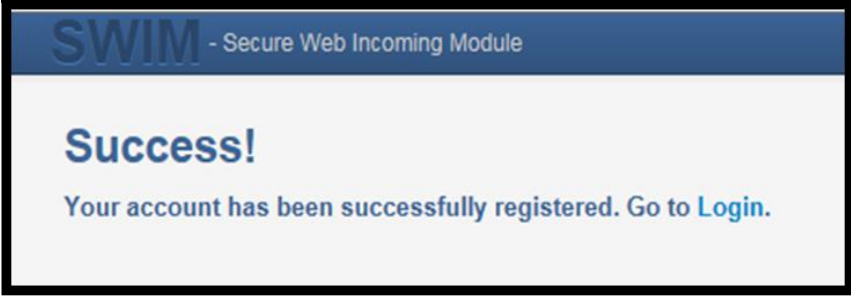
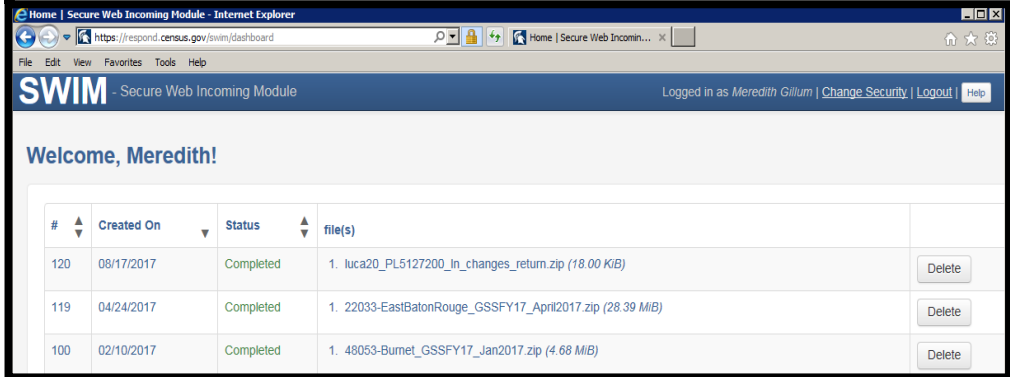
The following list contains the file requirements for using SWIM:

- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

Refer to [Table 6](#) for an example of using SWIM for submitting Appeals material to the 2020 Census LUCA Appeals Office.

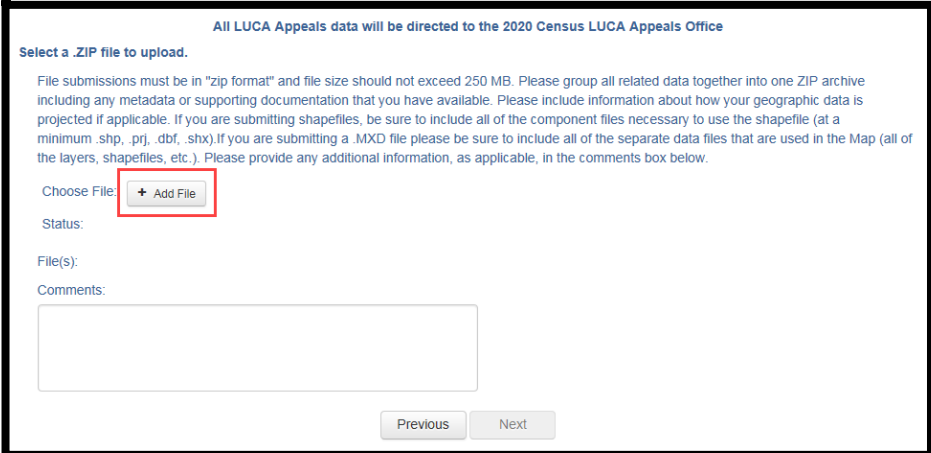
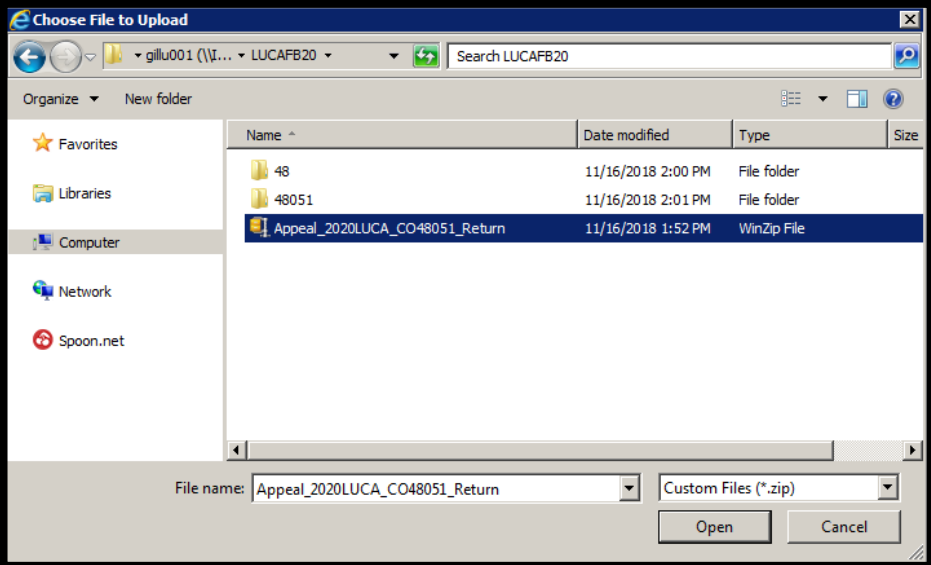
Table 6: SWIM Submission

Step	Action and Result
<p>Step 1</p>	<p>Open a new browser window and enter the SWIM URL <https://respond.census.gov/swim>. The SWIM Please Login screen opens.</p> 
<p>Step 2</p>	<p>For participants with an existing SWIM account, enter the email address and password and then click the Login button. The Welcome screen opens. Go to Step 8.</p>
<p>Step 3</p>	<p>For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the Register Account button after accessing the SWIM URL. The Account Registration screen opens.</p> 
	<p>All fields on the Account Registration screen are required.</p>
<p>Step 4</p>	<p>Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.</p>


Step	Action and Result																				
<p>Step 5</p>	<p>Create a password using the following criteria:</p> <ol style="list-style-type: none"> 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, \$, *, &, ?, and ~. <p>Note: The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.</p>																				
<p>Step 6</p>	<p>Establish a security question. Click arrow to the right of the Security Question field and select a question from the drop-down menu. Enter an answer in the Answer field. Click the Submit button when finished. <i>A Success screen opens to confirm the successful creation of a SWIM account.</i></p> 																				
<p>Step 7</p>	<p>On the Success screen, select Login to return to the SWIM Please Login screen (shown in Step 1) to proceed with the login process.</p>																				
<p>Step 8</p>	<p>Enter the email and password information and click the green Login button to log into SWIM. <i>The Welcome screen opens.</i> If the account has uploaded other files for different geography programs administered by the Census Bureau, <i>a list of files previously uploaded by the SWIM user displays, as shown in the example below.</i> The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file.</p>  <table border="1"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>120</td> <td>08/17/2017</td> <td>Completed</td> <td>1. luca20_PL5127200_In_changes_return.zip (18.00 KB)</td> <td>Delete</td> </tr> <tr> <td>119</td> <td>04/24/2017</td> <td>Completed</td> <td>1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MiB)</td> <td>Delete</td> </tr> <tr> <td>100</td> <td>02/10/2017</td> <td>Completed</td> <td>1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)</td> <td>Delete</td> </tr> </tbody> </table>	#	Created On	Status	file(s)		120	08/17/2017	Completed	1. luca20_PL5127200_In_changes_return.zip (18.00 KB)	Delete	119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MiB)	Delete	100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)	Delete
#	Created On	Status	file(s)																		
120	08/17/2017	Completed	1. luca20_PL5127200_In_changes_return.zip (18.00 KB)	Delete																	
119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MiB)	Delete																	
100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)	Delete																	

Step	Action and Result
<p>Step 9</p>	<p>To begin a new upload, click the Start New Upload button at the bottom of the screen.</p> <div data-bbox="639 260 1143 457" style="border: 2px solid black; padding: 10px; text-align: center;"> <p><i>Click 'Start New Upload' to begin.</i></p> <p>Start New Upload</p> </div> <p>The “What Census program are you reporting data for?” screen opens. To ensure the Appeals Staff receives the submission, choose the Local Update of Census Addresses Appeals radio button and click the Next button.</p> <div data-bbox="415 571 1364 1033" style="border: 2px solid black; padding: 10px;"> <p>What Census program are you reporting data for?</p> <p>Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.</p> <ul style="list-style-type: none"> <input type="radio"/> Boundary and Annexation Survey (BAS) <input type="radio"/> Boundary Quality Assessment and Reconciliation Project <input type="radio"/> Count Review Operation (CRO) <input type="radio"/> Federal Agency Updates <li style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> Local Update of Census Addresses Appeals All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office <input type="radio"/> New Construction (NC) <input type="radio"/> Participant Statistical Areas Program (PSAP) <input type="radio"/> Redistricting Data Program - BBSP-VTD (RDP) <input type="radio"/> Redistricting Data Program - CD-SLD (RDP) <input type="radio"/> Spatial, Address, and Imagery Data Program (SAID) <input type="radio"/> School District Review Program (SDRP) <p style="text-align: center;">Next</p> </div>

Step	Action and Result
<p>Step 10</p>	<p>The <i>“What type of LUCA Appeals entity are you reporting for?”</i> screen opens. Participants must select the level of geography that matches the type of entity they represent. County participants (e.g., CO48001) choose the County choice, as shown in the screenshot below. Incorporated Place participants (e.g., PL4800010) choose the Place choice. If a question arises about this choice, please contact the LUCA Help Desk at (844) 344-0169 for assistance.</p> <div data-bbox="402 388 1372 751" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #0056b3;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>What type of LUCA Appeals entity are you reporting for?</p> <p> <input type="radio"/> State <input type="radio"/> Place <input checked="" type="radio"/> County <input type="radio"/> Minor Civil Division (MCD) <input type="radio"/> Tribal Area <input type="radio"/> Consolidated City </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Click the radio button for the entity type to upload and click the Next button. <i>The choice of County opens the Select a State and County screen.</i></p> <div data-bbox="402 835 1372 1207" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; color: #0056b3;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a State and County</p> <p>State:</p> <p><input type="text" value="Select"/> ▼</p> <p>County:</p> <p><input type="text" value=""/> ▼</p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div>

Step	Action and Result
<p>Step 11</p>	<p>Following the selection of the entity type to upload, the Select a .ZIP file to upload screen opens. Click the +Add File button to launch the Choose File to Upload window and navigate to the folder where the return.zip file resides. Select the file and click Open.</p>   <p>IMPORTANT: Participants with GIS supporting documentation must attach their Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip file with their Appeal_2020LUCA_<EntityID>_Return.zip file in order to supply the 2020 Census Appeals Office with all of the documentation needed to review the Appeal. Participants add the “EvidenceGIS.zip” file by repeating the same procedure described in this step. The ‘Shift’ key does not allow for the selection of multiple files.</p>

Step	Action and Result
<p>Step 12</p>	<p>Once the file upload completes, the Status field shows “Success.” The name of the file appears in the File(s) field. Participants can add comments to the Comment section if they choose. Click the Next button to proceed with the upload.</p> <div data-bbox="386 323 1390 850" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center; color: blue;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status: Success</p> <p>File(s):</p> <ul style="list-style-type: none"> • Appeal_2020LUCA_CO48051_Return.zip <p>Comments:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 40px;"> <p>2020 Census LUCA Appeals for Burlleson Co TX (CO48051). Submitting 50 records flagged for Appeal, written narrative, source description, and supporting documentation.</p> </div> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>NOTE: If including Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip, it will appear beneath the File(s) section with the Appeal_2020LUCA_<EntityID>_Return.zip file. To assist the 2020 Census LUCA Appeals Office, please include a note about the Appeal itself and use of GIS supporting documentation in the Comments section.</p>
<p>Step 13</p>	<p><i>The Thank You screen appears.</i> It thanks the participant and indicates a forthcoming email once transfer completes.</p> <div data-bbox="386 1079 1390 1264" style="border: 2px solid black; padding: 10px;"> <h2 style="text-align: center; color: blue;">Thank You</h2> <p style="text-align: center; color: green;">Thank you for using SWIM. You will receive an email when your file successfully transfers to the 2020 Census LUCA Appeals Office.</p> <p>File: Appeal_2020LUCA_CO48051_Return.zip</p> <p>You may Log Out or return to the upload form, to submit more files.</p> </div>
<p>Step 14</p>	<p>Choose ‘upload form’ in the phrase “You may Log Out or return to the upload form to submit more files” sentence to return to the Welcome screen and begin the upload process again, if the participant is the liaison for more than one jurisdiction. If complete with the upload process, choose Log Out.</p>

Step	Action and Result								
	<p>It is important to mention that SWIM sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. <i>They receive a message noting the period of inactivity on the Login screen.</i></p> <div data-bbox="591 323 1187 1236" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <h2 style="text-align: center;">Secure Web Incoming Module Please Login</h2> <p>Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.</p> <p>Please note: sessions will expire after 15 minutes of inactivity.</p> <div style="background-color: #fff9c4; padding: 5px; text-align: center; margin: 10px 0;"> <p>You have been logged out due to inactivity.</p> </div> <p>Email:</p> <input style="width: 100%;" type="text"/> <p>Password:</p> <input style="width: 100%;" type="password"/> <p>Forgot your password?</p> <div style="display: flex; justify-content: space-around;"> Login Register Account </div> </div> <p>When they reach the Welcome screen, a record listed with a Status of “In progress, Continue?” appears with that day’s date in the Created On field. Participants can choose the “Continue?” link to continue uploading or they can delete the item by choosing the Delete button to the far right of the row.</p> <div data-bbox="388 1381 1391 1570" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="margin: 0;">Welcome, Meredith!</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">10/11/2018</td> <td style="text-align: center;">In Progress. Continue?</td> <td style="text-align: right; vertical-align: middle;"> <input type="button" value="Delete"/> </td> </tr> </tbody> </table> </div>	#	Created On	Status	file(s)	1	10/11/2018	In Progress. Continue?	<input type="button" value="Delete"/>
#	Created On	Status	file(s)						
1	10/11/2018	In Progress. Continue?	<input type="button" value="Delete"/>						

3.5.3 Shipping Instructions for Submitting Appeals Material

Participants without internet access or those that do not wish to use SWIM may ship their Appeals material to the 2020 Census LUCA Appeals Office. Appeals material may be included on CD/DVD or as hard copy materials. Burn, or copy, the return submission, **Appeal_2020LUCA_<EntityID>_Return.zip** and the GIS supporting documentation, **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**, if applicable, to a CD/DVD. As noted in [Section 3.5.1](#), participants can submit hard copy written narrative and source description(s), as well as any hard copy supporting documentation. To assist with recording the receipt of an Appeal package, the 2020 Census Appeals Office requests the inclusion of a hard copy of the written narrative.

Follow these instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the Appeals material (CD/DVD and/or hard copy materials) 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*

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.

CHAPTER 4 2020 CENSUS LUCA CLOSEOUT

The Census Bureau must account for all Title 13 materials delivered to participants during both the LUCA Review and Feedback phases, 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 materials. 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.

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.

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

APPENDIX A CONFIDENTIALITY AND SECURITY GUIDELINES

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.

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

See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf) 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 materials.
- 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.

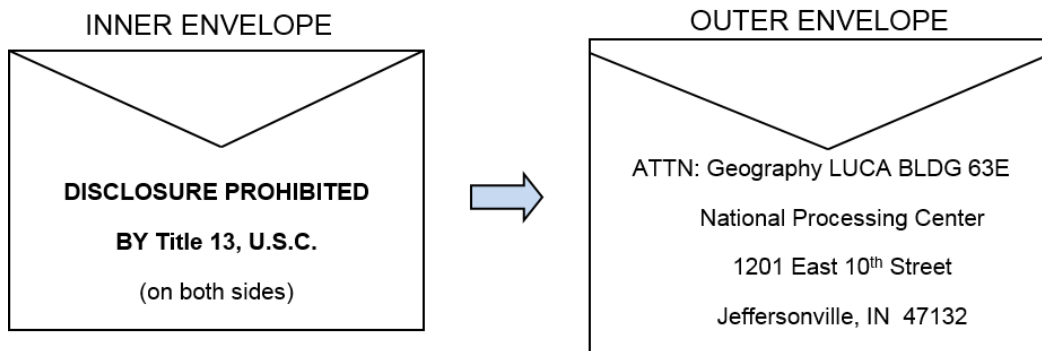


Figure 6. Mailing Envelope Examples for Return of Title 13 U.S.C. Materials


Ship to the address shown above, and listed below, for the return of all 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>CONFIDENTIALITY AGREEMENT FORM 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>
		Entity ID
		Government Name
A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION		
<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. LIAISON INFORMATION		
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"/>		
C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS		
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	
<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

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>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM 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> <hr/> <p>Government Name</p>
---	---	---

Please complete this form and return it via email to 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

APPENDIX D GLOSSARY

Address Count List—This material was included as part of the 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 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 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 comma-delimited text file, in .csv format, showing all properly formatted address record updates submitted by the LUCA participant during the Review Phase and a feedback processing code identifying the specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on during the Review Phase that were 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 Review Phase, participants using digital map materials used the edges shapefile to add, delete, or change linear feature attributes. During the Feedback Phase, participants use the edges shapefile for reference only to review updates they made during the Review Phase or other updates made since the 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 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.

Municipio— A type of governmental unit that is the primary legal subdivision of Puerto Rico. The Census Bureau treats the municipio as the statistical equivalent of a county.

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.

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

Instructions for Digital Address List Participants: Puerto Rico



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

This page intentionally left blank

TABLE OF CONTENTS

Background	vi
A. General Information	vi
B. Census Bureau Processing of LUCA submissions.....	vi
C. Confidentiality and Security	vi
D. Entity Identification Codes	vii
E. Respondent Guide Organization	viii
F. Training and Support	viii
Chapter 1. 2020 Census LUCA Feedback and Appeals Introduction	1
1.1 Feedback Materials.....	1
1.2 Feedback Materials File Names and DVD Structure.....	2
1.2.1 Digital Address List and Large Format Paper/PDF Maps	2
1.2.2 Digital Address List and Digital Maps	4
1.3 Creating Working Copies of the LUCA Digital Files.....	5
1.4 Converting Comma Delimited Text Files	6
Chapter 2. Reviewing the 2020 Census LUCA Feedback Materials and Processing Codes	8
2.1 Feedback Address Update Summary Report.....	8
2.2 Detailed Feedback Address List	10
2.2.1 Understanding the Feedback Processing Codes.....	13
2.2.2 Feedback Processing Code Examples	15
2.3 Feedback Address Count List.....	17
2.4 Paper Maps, PDF maps, and Shapefiles.....	19
Chapter 3. How to File An Appeal	23
3.1 Background.....	23
3.2 Deadline for Filing an Appeal.....	23
3.3 Procedures for Filing an Appeal.....	23
3.4 Supporting Documentation	24
3.5 Preparing and Submitting Appeals Material to the 2020 Census LUCA Appeals Office.....	26
3.5.1 Preparing Appeals Material for Submission	26
3.5.2 SWIM Instructions for Submitting Appeals Material.....	28
3.5.3 Shipping Instructions for Submitting Appeals Material.....	36
Chapter 4. 2020 Census LUCA Closeout	37

Appendices	38
Appendix A. Normas de Confidencialidad y Seguridad	A-1
Appendix B. Formulario de Contrato de Confidencialidad	B-1
Appendix C. Formulario de Inventario para Devolución o Entrega de Materiales de LUCA	C-1
Appendix D. Glosario	D-1

LIST OF TABLES

Table 1: Entity Identification Codes	vii
Table 2: Entity Types and Entity Codes on Map Materials	viii
Table 3: Detailed Feedback Address List Field Names and Descriptions	10
Table 4: Feedback Processing Codes	14
Table 5: Feedback Address Count List Field Names and Descriptions	17
Table 6: SWIM Submission.....	29

LIST OF FIGURES

Figure 1. Digital Address List and Digital Map Participants - New Folder Example on a Local Computer	6
Figure 2. D-2201(SP) - Feedback Address Update Summary Report Example	9
Figure 3. LUCA Feedback Small Format Block Map Example	21
Figure 4. LUCA Feedback Small Format Block Map Example - Zoomed Section	22
Figure 5. Example of Folder with Appeals files for a Digital Address List and Digital Map Participant.....	27

BACKGROUND

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.

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 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 Phase materials.¹ 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(SP) – 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(SP)* must read and agree to abide by the *Normas de Confidencialidad y Seguridad*, included as **Appendix A**, and must sign the *Confidentiality Agreement Form* before reviewing the materials. A blank *D-2005(SP) – Confidentiality Agreement Form* is included in this respondent guide as

¹ 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 *Normas de Confidencialidad y Seguridad*. Title 13 also requires that the Census Bureau maintain the confidentiality for all of the information that it collects.

Appendix B. This form is also available on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

The *Detailed Feedback Address List* and the *small format block maps* are the Title 13 protected materials included in the feedback materials that require a password to decrypt and open. This case-sensitive password, different from the password used during the Review Phase, arrives separately and prior to receiving the feedback materials. Keep the password letter, *D-2280(SP)*, secure for use in opening the materials as discussed in **Section 1.3** and preparing any Appeals materials for submission as discussed in **Section 3.5.1**.

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 Census 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(SP) – Destruction or Return of Title 13, U.S.C. Materials Form*. A blank form is included as **Appendix C** and is available online on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at GEO.2020.LUCA@census.gov.

D. Entity Identification Codes

All entity codes, also known as the “**EntityID**,” appearing in the feedback materials have a two-letter code identifying the type of entity. See **Table 1** for information regarding the entity identification codes that combine the two-letter code with the two-digit or three-digit Federal Information Processing Series (FIPS) codes.

Table 1: Entity Identification Codes

Entity	Entity Identification Code	Total Characters
State	ST (2 alpha) + (2 FIPS numeric)	4
Municipio	CO (2 alpha) + State (2 FIPS numeric) + County (3 FIPS numeric)	7

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

- State: ST72 (Commonwealth of Puerto Rico.)
- Municipio: CO72035 (Municipio de Cayey, Puerto Rico.)

All map related materials included in digital format on the participant DVDs 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
CS = Municipio (Puerto Rico)	Municipio = SSCCC
	Where, SS = State FIPS code; CCC = County FIPS code; MMMMM = MCD FIPS code; RRRR = AIR Census code.

LUCAF20CS72035.pdf is an example of the LUCA Feedback Phase large format bundled .pdf for Municipio de Cayey. Section 1.2 provides more detail on these materials and their location on the DVDs.

E. Respondent Guide Organization

Use this respondent guide, the *D-2232(SP)*, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format for Puerto Rico (D-2032SP)*. 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 regarding the use of the **Geographic Update Partnership Software (GUPS)** as well as other 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. Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the aforementioned LUCA website.

CHAPTER 1. 2020 CENSUS LUCA FEEDBACK AND APPEALS

INTRODUCTION

This chapter provides introductory information on the materials participants receive as part of the LUCA Feedback Phase, the file naming details, and the receipt of materials. It discusses the set-up of a local computer and the proper way to open the address material without corrupting its content.

IMPORTANT: For participants needing visuals and detailed examples, the *D-2032(SP) - 2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format* 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.

1.1 Feedback Materials

The Census Bureau will provide LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau will provide LUCA Feedback Phase 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 will verify 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 will 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 digital address list participants, the materials include:²

- *Feedback Address Update Summary Report* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List* — 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* — contains the number of housing unit and group quarters residential addresses on the LUCA Review Phase Census Address List and the current number of

² For participants that either told us “no changes” on the *D-2079(SP)* or *D-2084(SP)* 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(SP)*, that notifies them their *Detailed Feedback Address List* will be blank and explains why. A corresponding portable document format (PDF) file, [2020LUCA_FB_insert_pr.pdf](#), will be present on their DVD(s).

housing unit and group quarters residential addresses for each census block within the participant's jurisdiction.

- *Feedback Block to Map Sheet Relationship List* — identifies the large format parent map sheet or sheets 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 *D-2032(SP) - 2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format* 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) for participants that selected the paper/**PDF** maps.
 - *Shapefiles* — created from the Master Address File (**MAF**)/Topologically Integrated Geographic Encoding and Referencing (**TIGER**) 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(s), Quick Start Guide(s), Feedback Address Update Summary Report, various forms, and readme file(s). For digital participants, the various materials are included in digital format on DVD and on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. In addition to being included in digital format on the DVD, the *Feedback Address Update Summary Report* and the Quick Start Guides are included as hard copies.

1.2 Feedback Materials File Names and DVD Structure

The digital feedback materials arrive on DVD according to the final format used for the LUCA Review Phase.³ One DVD is the "**Title 13 Data Disc**" that contains the *Detailed Feedback Address List*, and the second (if applicable) is the "**Non-Title 13 Data Disc**." The following three sections describe the information contained on each disc for the three digital address list and map product formats. Details of the materials are in **Chapter 2**.

1.2.1 Digital Address List and Large Format Paper/**PDF** Maps

Participants who selected the digital address list and large format paper/**PDF** maps product preference receive one DVD, the **Title 13 Data Disc**. This DVD 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 and includes the Census Bureau's Title 13 *Detailed Feedback Address List* in the "**shape**" folder. The DVD also has files in the root directory.

³ 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.

- The “**maps**” folder contains:
 - **2020LUCAFB_BlockMaps.exe**. It requires the same password used for extracting the *Detailed Feedback Address List* 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** – 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 where the block is located. This file is in a semicolon text format.
- The “**shape**” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use the password provided separately from the feedback materials to open this zipped, encrypted file.
 - It becomes the **2020LUCA_<EntityID>_FB_detailed_address_list.csv** once extracted successfully.
- The root directory contains non-Title 13 materials:
 - **FB_Readmefirst5.txt** – this provides detailed explanations of folders and files on the disc.
 - **2020LUCA_<EntityID>_FB_address_countlist.csv** – this is the *Feedback Address Count List*.
 - **2020LUCA_<EntityID>_FB_summary_report_pr.pdf** – this is a portable document format (PDF) file of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_respondent_guide_pr.pdf** – this is a portable document format (PDF) file of this document, the *D-2232(SP) - 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants: Puerto Rico*.
 - **2020LUCA_FB_quick_start_digital_pr.pdf** – this is the *D-2240(SP) - 2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
 - **<EntityID>_D2005_Confidentiality_pr.pdf** – this is the *D-2005(SP) - Confidentiality Agreement Form* to use if updating reviewers or the liaison.
 - **<EntityID>_D2012_Destruction_pr.pdf** – this is the *D-2012(SP) - Destruction or Return of Title 13 Materials Form* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.

1.2.2 Digital Address List and Digital Maps

Participants who selected the digital address list and the digital maps product preference receive two data discs, the **Title 13 Data Disc** and the **Non-Title 13 Data Disc**, and a software installation disc for the **Geographic Update Partnership Software (GUPS)**.

The **Title 13 Data Disc** DVD contains the Census Bureau's Title 13 *Detailed Feedback Address List* in the "**shape**" folder.

- The "**shape**" folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use the password provided separately from materials to open this zipped, encrypted file.
 - It becomes the **2020LUCA_<EntityID>_FB_detailed_address_list.csv** once extracted successfully.

The **Non-Title 13 Data Disc** DVD contains the **shapefiles** and *Feedback Address Count List* in the "**shape**" folder and supplemental materials in the root directory.

- 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 (e.g., the Commonwealth) and one for the **municipio** or **municipios**.
 - It extracts the **2020LUCA_<EntityID>_FB_address_countlist.csv** – this is the *Feedback Address Count List*.
- The root directory contains:
 - **FB_Readmefirst6.txt** – this provides detailed explanations of folders and files on both DVDs.
 - **2020LUCA_<EntityID>_FB_summary_report_pr.pdf** – this is a portable document format (PDF) file of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_respondent_guide_pr.pdf** – this is a portable document format (PDF) file of this document, the *D-2232(SP) - 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants: Puerto Rico*.
 - **2020LUCA_FB_gups_respondent_guide.pdf** – this is the *D-2233 - 2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Geographic Update Partnership Software (GUPS) Participants*.
 - **2020LUCA_FB_quick_start_digital_pr.pdf** – this is the *D-2240(SP) - 2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
 - **2020LUCA_FB_quick_start_gups.pdf** – this is the *D-2242 - 2020 Census LUCA Feedback GUPS Quick Start Guide*. It includes high-level information regarding the use of the files included on the DVDs. It serves as a quick summary for getting started with the **GUPS** software.
 - **<EntityID>_D2005_Confidentiality_pr.pdf** – this is the *D-2005(SP) - Confidentiality Agreement Form* to use if updating reviewers or the liaison.
 - **<EntityID>_D2012_Destruction_pr.pdf** – this is the *D-2012(SP) - Destruction or Return of Title 13 Materials Form* to use to confirm destruction (preferred) or return of all Title 13 materials as required by law after 2020 Census LUCA concludes.

1.3 Creating Working Copies of the LUCA Digital Files

The instructions in this section duplicate the information in the *D-2240(SP) - 2020 Census LUCA Feedback Digital Quick Start Guide*. Use either this section or the Quick Start to begin the review of the LUCA Feedback Phase materials. The Census Bureau recommends making a copy of each of the files on the DVD(s) and placing them on the hard drive of a local computer that complies with the *Normas de Confidencialidad y Seguridades*. To keep work organized, create a new folder, or new directory, on the hard drive of that locally compliant computer. **Figure 1** displays an example of the newly created folder for a Digital Address List and Digital Map participant. Until 2020 Census LUCA concludes, retain the DVD materials in a secure location in the event reinstallation is necessary.

Title 13 Address Materials (all digital address participants)

- Insert the **Title 13 Data Disc** DVD.
- If there are files in the root directory of the DVD in addition to the “**shape**” folder, copy those files into the new folder on the local computer.⁴
- Double-click on the folder named “**shape**.”
- After the folder opens, right click on the file named **2020LUCA_<EntityID>_FB_DISK1of2.exe** and select **Copy**.
- Open the new folder on the local computer. Right click and select **Paste**.
- In the new folder, double-click the **2020LUCA_<Entity ID>_FB_DISK1of2.exe**.
- A command prompt window opens. Enter the feedback password the Census Bureau sent separately from the materials. **The password does not appear on-screen as it is typed.** Upon successful entry of the correct password, the window shows the progress of extraction and closes upon completion. Please note, if your jurisdiction did not receive its password letter, or if the password is misplaced, please call (844) 344-0169 or email GEO.2020.LUCA@census.gov for assistance.
 - The Title 13 *Detailed Feedback Address List* extracts into the new folder with the file name **2020LUCA_<EntityID>_FB_detailed_address_list.csv**.
- To open the *Detailed Feedback Address List* properly, review **Section 1.4**, in this chapter.

IMPORTANT: Do not double-click the **.csv** file. Doing so corrupts various fields within the file.

Title 13 Map Materials (for digital address list and large format paper/**PDF** maps participants)

- With the **Title 13 Data Disc** DVD still in the computer, **Copy** and **Paste** the “**maps**” folder into the new folder on the local computer.
- Open the new folder. Double-click the **2020LUCAFB_BlockMaps.exe**.
- A command prompt window opens. Enter the same password used to extract the *Detailed Feedback Address List*. **As with the earlier extraction of the Detailed Feedback Address List, the password does not appear on-screen as it is typed.** Upon successful entry of the correct password, the window shows the progress of extraction and closes upon completion.
 - The Title 13 **PDF** small format block maps extract into the new folder with files named **LUCAF20BLK_<FullBlockCode>.pdf**.

⁴ The root directory materials on the **Title 13 Data Disc** DVD exist only for participants receiving paper maps and **PDF** maps because they only receive one DVD with their Feedback Phase materials. The specific materials are listed in Sections 1.2.1 and 1.2.2.

Non-Title 13 Materials (for digital address list and digital map participants)

- Remove the **Title 13 Data Disc** DVD and insert the **Non-Title 13 Data Disc** DVD.
- **Copy** and **Paste** the “**shape**” folder and all the files within the root directory of the DVD into the new folder on the local computer.
- Open the “**shape**” folder within the new folder on the local computer and double-click the **2020LUCA_<Entity ID>_FB_DISK2of2.exe**.
- A command prompt window opens that shows the progress of the file extraction and closes upon completion. A password is unnecessary to extract this file.
 - The digital maps (**shapefiles**) and the *Feedback Address Count List*, **2020LUCA_<EntityID>_FB_address_countlist.csv**, extract with the execution of this file. The shapefiles extract into the appropriate state and **municipio** folders.

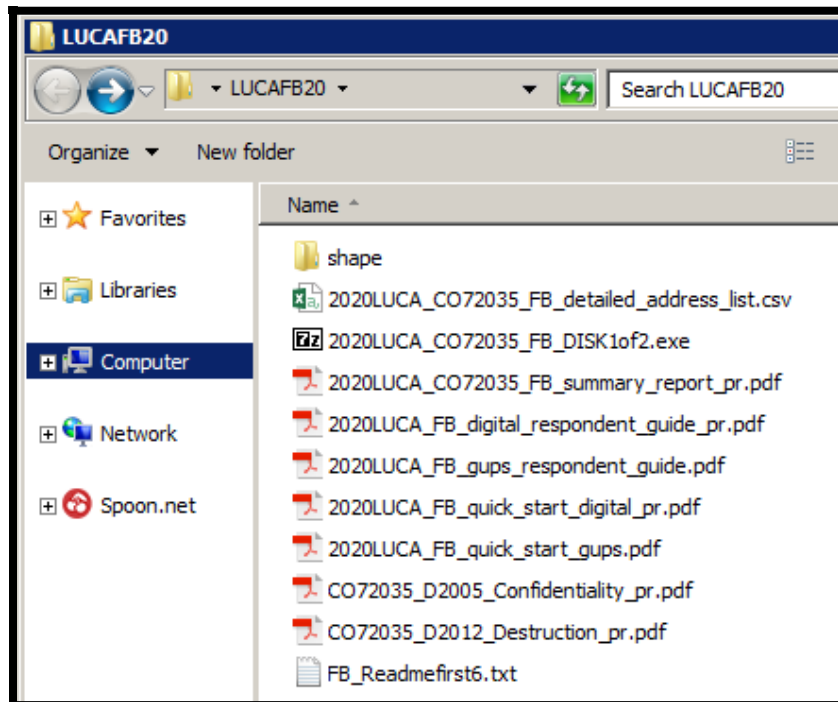


Figure 1. Digital Address List and Digital Map Participants - New Folder Example on a Local Computer

1.4 Converting Comma Delimited Text Files

The **.csv** files described above are comma delimited text files. Most commercial spreadsheet and database programs can open the **.csv** files (e.g., **Microsoft® Excel®, Microsoft Access®,** etc.)⁵ 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.⁶

- 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 *Detailed Feedback Address List* and click on the file.

⁵ 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.

⁶ 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.

- 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 census tract number, census block number, **GEOID, ZIP Code**, and so forth to account for leading zeros that are important for accurate geocoding.
- Click “**Finish**” at the bottom of the window.

Once the **.csv** opens, follow the record layout in **Table 3** to name and define the sizes of the fields within the *Detailed Feedback Address List*.

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

This chapter provides information on the content within each feedback material 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

The Census Bureau provides a printed copy of the *D-2201(SP) - Feedback Address Update Summary Report* to participants with their feedback materials package and includes a digital portable document format (PDF) copy on 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 2](#) for an example of the report.

Section “A” of the 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.)

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*.

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 2.2.1](#) for information on these deleted records.

PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020
FASE DE INFORMACIÓN DE LUCA DEL 2020 - INFORME RESUMIDO SOBRE LA ACTUALIZACIÓN DE DIRECCIONES

Identificación de la Entidad: CO72035 Nombre de la Entidad: Municipio de Cayey **(SOLO EJEMPLO)** Fecha: 07/01/2019

A. DIRECCIONES ENVIADAS

- 100 Número total de registros de direcciones enviados a la Oficina del Censo.
- 91 Número total de registros de direcciones enviados que la Oficina del Censo procesó.
- 9 Número total de registros de direcciones enviados que la Oficina del Censo no procesó.¹

B. REGISTROS DE DIRECCIONES PROCESADOS

Acciones de los Participantes Aceptadas

- 36 Número de registros de direcciones agregados (A) que se enviaron y se agregaron a la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones corregidos (C) que se enviaron y se corrigieron en la Lista de Direcciones del Censo.
- 10 Número de registros de direcciones eliminados (D) que se enviaron y se eliminaron de la Lista de Direcciones del Censo.
- 2 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron y se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 1 Número de registros de direcciones no residenciales (N) que se enviaron y se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 61 Número total de registros de direcciones enviados que la Oficina del Censo aceptó según lo solicitado.

Acciones de los Participantes No Aceptadas

- 2 Número de registros de direcciones agregados (A) que se enviaron pero no se agregaron a la Lista de Direcciones del Censo.
- 3 Número de registros de direcciones corregidos (C) que se enviaron pero no se corrigieron en la Lista de Direcciones del Censo.
- 5 Número de registros de direcciones eliminados (D) que se enviaron pero no se eliminaron de la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron pero no se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 8 Número de registros de direcciones no residenciales (N) que se enviaron pero no se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 30 Número total de registros de direcciones enviados que la Oficina del Censo no aceptó según lo solicitado.

C. OTROS REGISTROS DE DIRECCIONES

- 2 Número de registros de direcciones para los que no hubo acción durante LUCA, que otra operación del Censo eliminó de la Lista de Direcciones del Censo. Este número corresponde al número de X01 registros en su Lista Detallada de Información de Direcciones.

¹ No se procesaron los registros de direcciones de los participantes si no cumplían con los requisitos mínimos. Algunos ejemplos de registros que no se procesaron incluyen lo siguiente: direcciones que se enviaron con códigos de acción en blanco o no válidos, registros agregados que se enviaron sin información geoespacial, registros agregados que se enviaron con un MAFID numérico de 9 dígitos, códigos de acción distintos de "A" que se usaron en los registros sin un MAFID y direcciones que no son de estilo urbano enviadas sin puntos en el mapa o sin coordenadas de latitud y longitud.

Figure 2. D-2201(SP) - Feedback Address Update Summary Report Example

2.2 Detailed Feedback Address List

The Census Bureau provides the *Detailed Feedback Address List* 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.

Each address record has a maximum length of 941 characters and contains 32 fields of information. **Table 3** shows the maximum character length of each field, the field name, and a description of the field.

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

During the LUCA Review Phase, if participants determined the Census Address List was correct, had no address updates, and returned either form *D-2079(SP) – No Updates or Changes to Addresses Form* or *D-2084(SP) – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* file 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, the *Detailed Feedback Address List* file will be blank. A paper insert, the *D-2282(SP)*, mentioned as the footnote in Section 1.1, explains the blank file and notifies them that they do not have any addresses eligible for appeal.

Table 3: Detailed Feedback Address List Field Names and Descriptions

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
1	7	LINE_NUMBER	NÚMERO DE LÍNEA	Number assigned for each address record present in the processed submission.
2	9	MAFID	IDENTIFICACIÓN DEL ARCHIVO MAESTRO DE DIRECCIONES	Número de control único asignado a cada dirección que hay en el Archivo Maestro de Direcciones (MAF.) This value will match the LINE_NUMBER value for R03, appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned.

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
3	1	APPEAL_FLAG		Blank field for participant to flag an address for appeal by assigning a "Y". This is the only editable field in the file.
4	1	LUCA_ACTION	LUCA ACCIÓN	Action code submitted by the participant, during the LUCA Review Phase, to update an address: A, C, D, J, N.
5	3	FEEDBACK_CODE		Feedback processing code that identifies the specific action taken by the Census Bureau on each address update submitted by the participant: A01, A02, A03, R01, R02, R03, X01.
6	12	ENTITY	IDENTIFICACIÓN DE ENTIDAD	Número único asignado por la Oficina del Censo a cada entidad.
7	2	STATEFP	CÓDIGO FIPS DEL ESTADO	Código FIPS de estado de dos dígitos para su jurisdicción. Por ejemplo, 72.
8	3	COUNTYFP	CÓDIGO FIPS DEL CONDADO	Código FIPS de condado de tres dígitos para su jurisdicción. Por ejemplo, 035.
9	7	TRACT	SECTOR CENSAL	Consiste en seis dígitos con un decimal entre el cuarto y el quinto dígito, que consiste en un número con una base de 4 dígitos, incluyendo ceros iniciales, y un sufijo numérico de 2 dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00.
10	4	BLOCK	BLOQUE CENSAL	Número de bloque de cuatro dígitos de la tabulación del Censo del 2010. A los bloques censales se les asigna un número único de 0000 a 9999 dentro de un sector censal, y se agrupan dentro de un municipio y un estado. El primer dígito del número de bloque censal identifica el grupo del bloque.
11	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos del código FIPS del estado, código FIPS del municipio, sector y bloque, por ejemplo, 720352602021002.

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
12	1	GQ_TL_FLAG	INDICADOR DE ALOJAMIENTO DE GRUPO	Displays a 'G' if the address is a group quarters, a 'T' if the address is a transitory location, and nothing if the address is a housing unit.
13	35	HOUSENUMBER	NÚMERO DE CASA	Número de dirección asignado, solo o junto con un prefijo del número de la dirección o un sufijo del número de la dirección que identifica una ubicación junto a una vía pública o dentro de una comunidad.
14	100	STREETNAME	NOMBRE DE LA CALLE	Nombre completo de la calle o carretera. El nombre oficial de una vía pública tal cual fue asignado por una autoridad gubernamental o el nombre alternativo (alias) que se usa y se reconoce.
15	65	APARTMENT_UNIT	UNIDAD DE APARTAMENTO	Descriptor o identificador dentro de la estructura. Descriptor o identificador dentro de la estructura.
16	5	ZIP	CÓDIGO POSTAL	Código postal de 5 dígitos para las direcciones de correo de estilo urbano.
17	50	URBANIZACION	URBANIZACIÓN	Nombre del vecindario o conjunto de viviendas.
18	100	CONDOMINIUM	CONDOMINIO	Nombre del complejo (RESIDENCIAL) de apartamentos, condominios o vivienda pública.
19	22	COMPLEX_DESCRIPTOR	DESCRIPTOR DEL COMPLEJO	Descriptor e identificador del edificio.
20	50	AREA1	ÁREA 1	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de barrio (BO), sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el nombre geográfico.
21	50	AREA2	ÁREA 2	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el área geográfica.
22	12	KMHM	KILÓMETRO/ HECTÓMETRO	Número de kilómetro/hectómetro.

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
23	100	GQ_TL_NAME	NOMBRE DEL ALOJAMIENTO DE GRUPO	Nombre del alojamiento de grupo.
24	100	FACILITY_NAME	NOMBRE DE LA INSTALACIÓN	Nombre de la instalación de alojamiento de grupo.
25	100	LOCATION_DESCRIPTION	DESCRIPCIÓN DEL LUGAR	Descripción de la ubicación y características físicas de un alojamiento.
26	50	NONCITYSTYLE_ADDRESS	DIRECCIÓN DE ESTILO RURAL	Ruta rural y número de apartado o ruta de contrato por carreteras y número de apartado.
27	5	NONCITYSTYLE_ZIP	CÓDIGO POSTAL DE ESTILO RURAL	Código postal de 5 dígitos del Servicio Postal de los Estados Unidos para direcciones de correo de estilo rural.
28	4	MAPSPOT	PUNTO EN EL MAPA	Número único asignado por la Oficina del Censo para cada punto en el mapa dentro de un bloque. La numeración vuelve a empezar en cada bloque.
29	11	LAT	LATITUD	Latitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
30	12	LONG	LONGITUD	Longitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
31	1	CITY_STYLE	ESTILO URBANO	Indicador de dirección de estilo urbano o rural. Muestra "Y" para direcciones de estilo urbano y "N" para direcciones de estilo rural.
32	4	APPEAL_CODE		Blank. Only for Appeals Staff use.

To facilitate the participant's feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: **X01**, **R03**, **A01**, **A02**, **A03**, **R01**, and **R02**. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records.

2.2.1 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	Address OUT of the Census: 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	Address OUT of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	Address IN the Census, Same Block: 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	Address IN the Census, Different Block: 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	Address OUT of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.
R01	No	Address IN the Census, Same Block: 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	Address IN the Census, Different Block: 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** field of the *Detailed Feedback Address List* contains a 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.

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.

2.2.2 Feedback Processing Code Examples

This section provides only a few examples for each feedback processing code. It documents 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. Another level of government participating in LUCA or a different census operation deleted the address. This address was not updated as part of the participant's LUCA Review Phase work. (*Appeal eligible.*)

- If the Commonwealth deleted a record that no **municipio** commented on, then the affected **municipio** 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.
- The Commonwealth corrects (a **C** action) the geocode of an address, but the **municipio** participant marks the same address as non-residential (an **N** action.) The Census Bureau accepts the **municipio** participant's action, removes the address record from the 2020 Census enumeration universe, and assigns the **municipio** participant's record an **A03**. The Commonwealth 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 matches to 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**) agrees 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.⁷ This action would receive an **R01**.⁸
- 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.)*

⁷ If the block differed, this record would receive the R02 feedback processing code.

⁸ 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.

- Participant submitted a geocode change (a **C** action) and the Census Bureau rejects the new geocode keeping it 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. The Commonwealth submitted a **D** action, but a **municipio** submitted geocode change (a **C** action) on the same address. The Census Bureau would reject the Commonwealth’s **D** action and keep the address in the 2020 Census in a different block, the one submitted by the **municipio**. The Commonwealth’s action would receive an **R02**. The **municipio’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

The Census Bureau provides the *Feedback Address Count List* to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. The file 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*.

Each record has a maximum length of 59 characters and contains nine fields of information. The length for each record may vary. **Table 5** shows the maximum character length of each field, the field name, and a description of the field.

Table 5: Feedback Address Count List Field Names and Descriptions

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
1	2	STATE	ESTADO	Código FIPS de estado de dos dígitos. Por ejemplo, 72.
2	3	COUNTY	CONDADO	Código FIPS de estado de tres dígitos. Por ejemplo, 035.

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
3	7	TRACT	SECTOR CENSAL	Consiste en un código de seis dígitos con un decimal entre el cuarto y quinto dígito, que consiste en un número con una base de cuatro dígitos, que incluye ceros iniciales, más un sufijo numérico de dos dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00
4	4	BLOCK	BLOQUE CENSAL	Número de bloque de tabulación de cuatro dígitos del censo del 2010. Los bloques censales están numerados de forma única desde el 0000 al 9999 dentro de un sector censal, que se encuentra dentro de un estado y un condado. El primer dígito del número de bloque censal identifica el grupo del bloque.
5	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos de los campos STATE, COUNTY, TRACT, y BLOCK por ejemplo, 720352602021002.
6	7	ORIGINAL_COUNT_OF_HUS	CONTEO ORIGINAL DE UNIDADES DE VIVIENDA	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.
7	7	CURRENT_COUNT_OF_HUS	CONTEO ACTUAL DE UNIDADES DE VIVIENDA	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.

	Número máximo de caracteres	Nombre del campo	Nombre del campo	Descripción
8	7	ORIGINAL_COUNT_OF_GQS	CONTEO ORIGINAL DE ALOJAMIENTOS DE GRUPO	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.
9	7	CURRENT_COUNT_OF_GQS	CONTEO ACTUAL DE ALOJAMIENTOS DE GRUPO	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 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 updated map symbols, see [Figure 3](#) and [Figure 4](#).

To support the use of the large format maps, digital address participants receive a *Feedback Block to Map Sheet Relationship List* text file that includes all the census blocks for the participant's jurisdiction and the map sheet(s) on which each census block is located. The sort is in ascending order, by census tract number and census block number. Participants can 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](#).

Refer to the *D-2032(SP) 2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format for Puerto Rico* 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.⁹ This guide does not repeat all of the map-related information in the *D-2032(SP)* since the feedback map materials are reference

⁹ Chapter 3, *The LUCA Paper Maps* and Chapter 5, *TIGER Partnership Shapefiles* provide detailed examples and information.

material for geocoding purposes only. Locate a copy of the *D-2032(SP)* on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

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

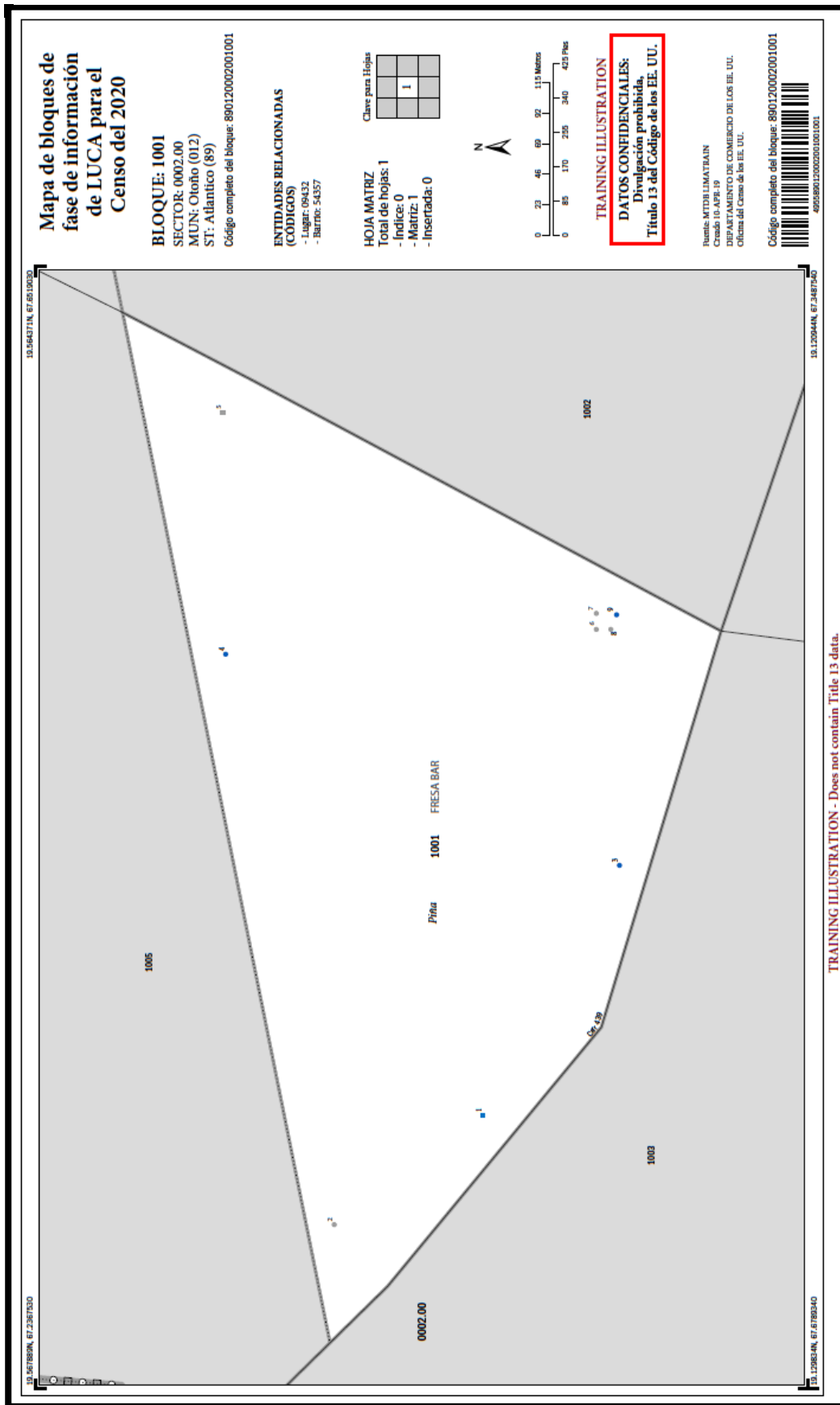


Figure 3. LUCA Feedback Small Format Block Map Example

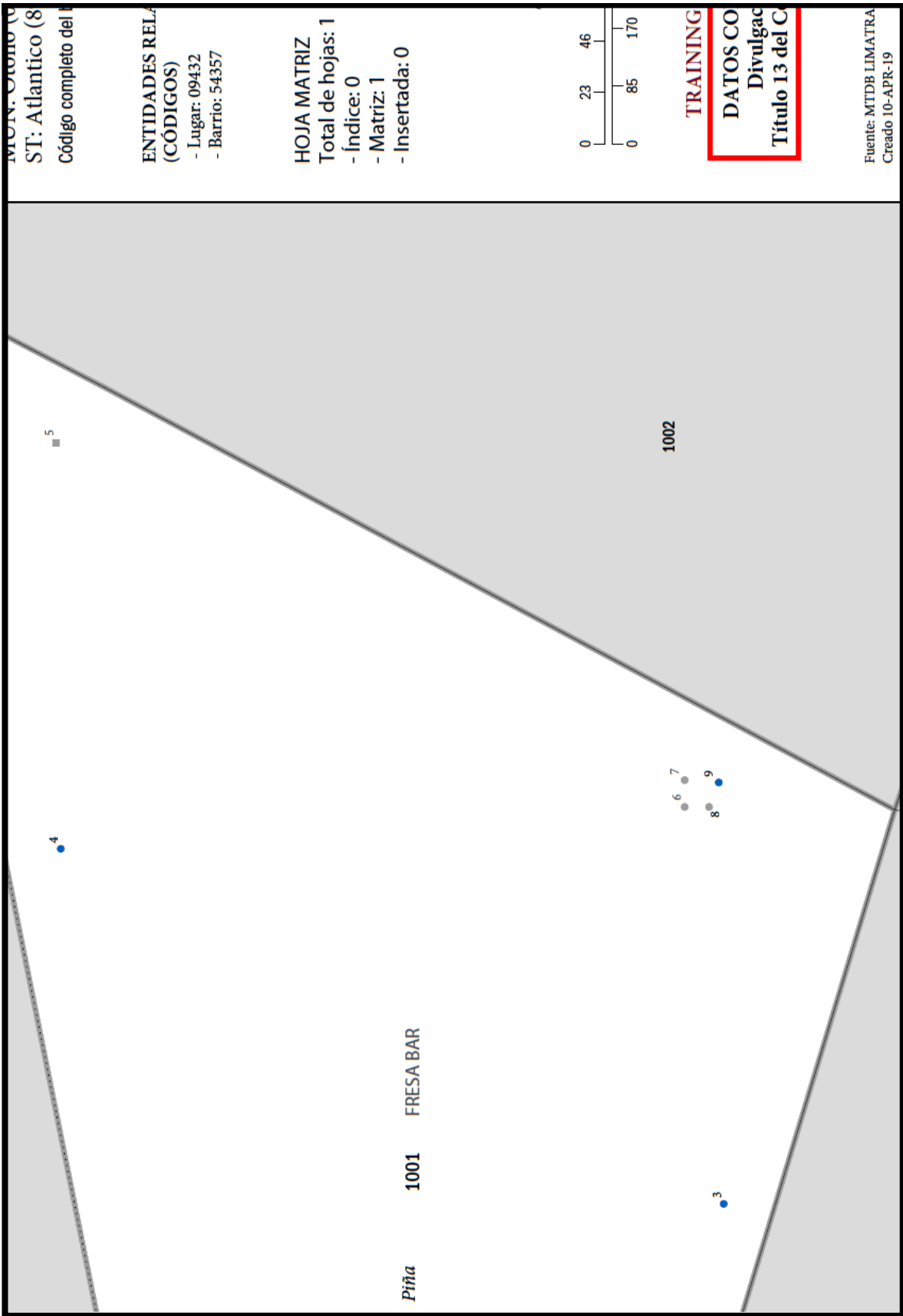


Figure 4. LUCA Feedback Small Format Block Map Example - Zoomed Section

CHAPTER 3. HOW TO FILE AN APPEAL

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>.

The 2020 Census LUCA Appeals Office strongly recommends use of the Census Bureau’s **Geographic Update Partnership Software (GUPS)** for filing an appeal. Use of this tool simplifies the appeal submission work. Participants may use **GUPS** for reviewing the feedback materials and appealing addresses even if they did not use it for their LUCA submission during the Review Phase. A **GUPS** software installer DVD and respondent guide are included in the materials for digital address list participants if a digital participant wishes to use **GUPS**.

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 transmission of an Appeal to the 2020 Census LUCA Appeals Office must adhere to the Census Bureau’s specific guidelines for handling materials supplied with the feedback materials. The participant must transmit its Appeals material to the 2020 Census LUCA Appeals Office following the instructions outlined in [Section 3.5](#), and should keep a record of the date of transmission of these materials in case there are questions about the submission date. The participant may not submit any materials to the 2020 Census LUCA Appeals Office after the 45-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 field 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 field 5 (**FEEDBACK_CODE**.)

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

As mentioned in Section 2.2, to facilitate the participant’s feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: **X01**, **R03**, **A01**, **A02**, **A03**, **R01**, and **R02**. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records. Participants may perform other sorts (e.g., by street name or by solely by **GEOID**) of the *Detailed Feedback Address List* to group areas of records together for review.

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 field 3 (**APPEAL_FLAG**) for that address record.

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 Appeals:

- 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 existence 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/key the **APPEAL_FLAG** from field 3 and **MAFID** from field 2 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) “**Y161200444**” if the appeal-eligible record was **MAFID** 161200444 on the *Detailed Feedback Address List* on the one tax record, among those 30 tax records, that supports the appeal. Within a geographic information system (**GIS**) source, the 2020 Census LUCA Appeals Office suggests participants add a field (e.g., **AppealFlag**) to the attribute table to enter the corresponding “**Y**” and **MAFID** information (e.g., “**Y161200444**”), then save/export only the records with a value in that new field. This subset of the entire **GIS** source becomes the supporting documentary evidence for the records flagged in the *Detailed Feedback Address List*.

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 the method, the Appeals Staff must be able to determine which evidence supports which set of addresses in order to process the appeal.

Note: The **LUCA Feedback** module of **GUPS** provides a built-in method for linking documentation for one or more appealed addresses.

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 Appeals Material to the 2020 Census LUCA Appeals Office

There are two methods for submitting the Appeals material to the 2020 Census LUCA Appeals Office. Participants may submit the zipped Appeals material through the **Secure Web Incoming Module (SWIM)**, the official web portal for uploading materials, or participants may ship the Appeals material to the Appeals Office. See **Section 3.5.2** for instructions on using **SWIM** and **Section 3.5.3** for instructions on packaging and shipping the Appeals material.

3.5.1 Preparing Appeals Material for Submission

After completing the review of the LUCA Feedback Phase materials and flagging some records for Appeal, return only the records in the *Detailed Feedback Address List* with a “Y” in the **APPEAL_FLAG** field, field 3. To locate these records, sort the *Detailed Feedback Address List* on the **APPEAL_FLAG** field and save only the records with a “Y” in that field as their own file. Name the file **Appeal_2020LUCA_<EntityID>_Submission.xxx** (.xlsx, or .csv, or other digital spreadsheet file formats.) Save this file, and others mentioned in the next two paragraphs, to the new folder created for the working copies described in **Section 1.3**.

Convert any supporting documentary evidence into digital format, by either scanning or saving if the material is already in digital format. Name the file(s)

Appeal_2020LUCA_<EntityID>_Evidence.xxx. This file format (xxx) varies based on the source of the information. If more than one supporting document is included, add a number after “Evidence”; e.g., **Evidence1of10**, **Evidence2of10**, etc.

Note: Participants using a GIS source as supporting documentation must supply all GIS file components (e.g., .dbf, .shp, .sbn, .sbx, .prj, .cpg, .xml, etc.) from their GIS source with the linked Appeals record(s) annotated. Zip the complete suite of files into a separate file (e.g., **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**). For participants using SWIM to submit their Appeal, do not include this “_EvidenceGIS.zip” file within the Appeals return submission .zip file. SWIM will not accept a .zip file within a .zip file. Refer to **Section 3.5.2** for instructions on supplying GIS supporting documentation with SWIM.

Prepare a written narrative with the explanation of the participant’s appeal to the 2020 Census LUCA Appeals Office. Name the file **Appeal_2020LUCA_<EntityID>_Letter.xxx**. This file format (xxx) varies based on software used to create it. 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(SP) – Confidentiality Agreement Form*.

Should participants not incorporate the source description(s) into the written narrative and prepare separate documentation, the Appeals Office suggests participants name the source description file(s) **Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**. The file format varies based on the source of the information (e.g., **Microsoft Word®** files, **Microsoft Access** or **Excel** files, **Notepad** files, etc.) If more than one source description document is included, add a number after “**SourceDescription**”; e.g. **SourceDescription1**, **SourceDescription2**, etc.

Zip the appealed records submission (**Appeal_2020LUCA_<EntityID>_Submission.xxx**), the written narrative (**Appeal_2020LUCA_<EntityID>_Letter.xxx**), the source description(s), if not included with the written narrative, (**Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**), and the supporting documentary evidence file(s), except the **GIS** Evidence files, (**Appeal_2020LUCA_<EntityID>_Evidence.xxx**) into the return .zip file for submission to the 2020 Census LUCA Appeals Office. Name this file **Appeal_2020LUCA_<EntityID>_Return.zip**. See **Figure 5** for an example of the folder for a Digital Address List and Digital Map participant with the “Appeals” files included. There is no GIS supporting documentation .zip file shown in Figure 5.

Password protect the **Appeal_2020LUCA_<EntityID>_Return.zip** file using the same case-sensitive password provided with the feedback materials to unencrypt the **2020LUCA_<EntityID>_FB_DISK1of2.exe** file. Contact the LUCA Help Desk at (844) 344-0169 for assistance if this password is misplaced. Save the .zip file to a CD or DVD or stage for submitting using **SWIM**.

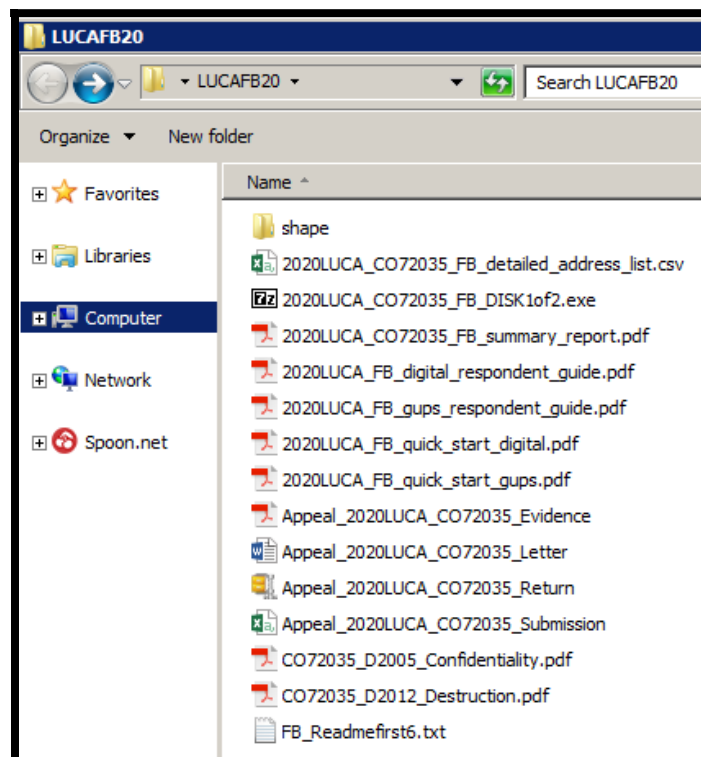


Figure 5. Example of Folder with Appeals files for a Digital Address List and Digital Map Participant

Note: If a participant intends to ship the Appeals material and not use **SWIM**, a hard copy narrative, source description(s), and supporting documentary evidence is acceptable. Converting to digital format for burning onto the CD/DVD is not required. Refer to **Appendix A** for instruction for protecting the Title 13 material during shipment.

3.5.2 **SWIM** Instructions for Submitting Appeals Material

Participants may use **SWIM** to upload their Appeals material to the 2020 Census LUCA Appeals Office. The Census Bureau provided one **SWIM** registration token per LUCA participant with their LUCA Review Phase cover letter. Another token is not included with the feedback materials.

To determine whether an account exists, click “**Forgot your password?**” on the main **SWIM** page and enter the email address to check for account existence. If **SWIM** does not locate an account associated with the email address, it returns the following message, “**No account registered for this email. Go to Account Registration.**” Choosing the **Account Registration** link opens a window to establish a **SWIM** account.

Note: The components of the email and password of **SWIM** system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the **SWIM** account (e.g., jane@anytown.org or Jane@anytown.org or JANE@ANYTOWN.ORG.) The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the “**Forgot your password?**” link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the **SWIM** system sends a password reset link to the email account for use in resetting the password. Once logged into **SWIM**, users can modify their password and security answer by selecting the ‘**Change Security**’ link at the top, right-hand side of the page.

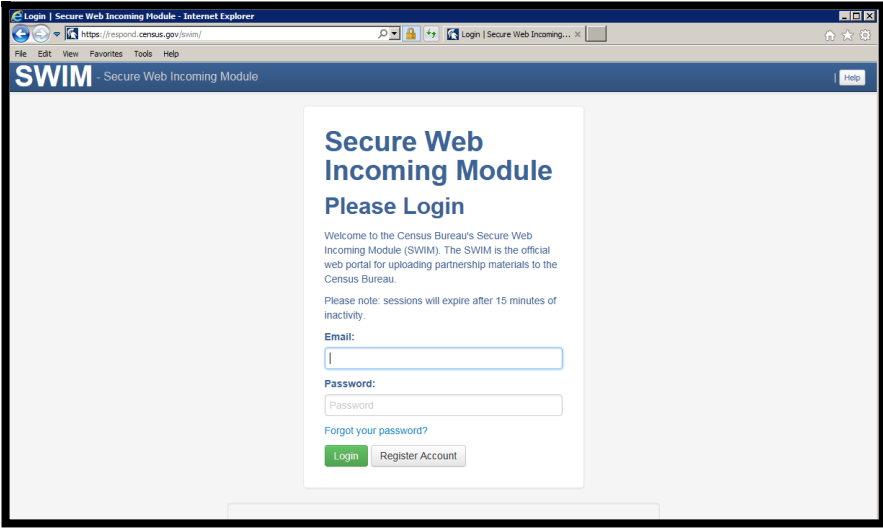
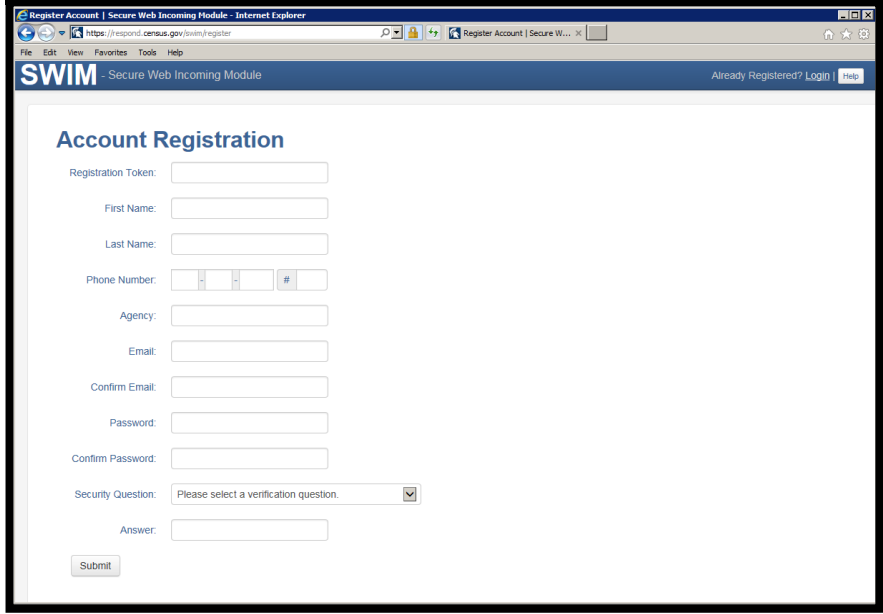

Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version.) If the browser version is older, upgrade to a newer version. If problems with **SWIM** still occur, contact the LUCA Help Desk at (844) 344-0169 for assistance. An additional **SWIM** token may be necessary to create another account.

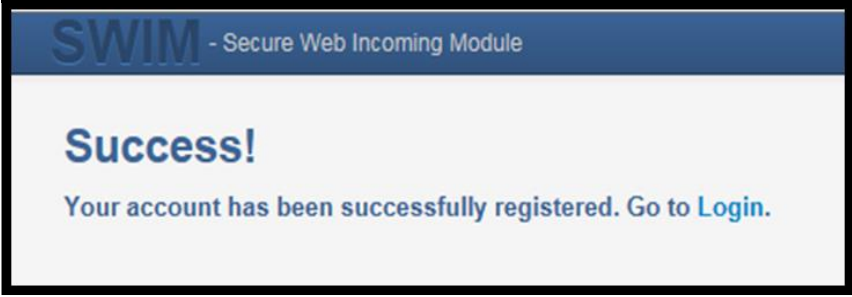
The following list contains the file requirements for using **SWIM**:

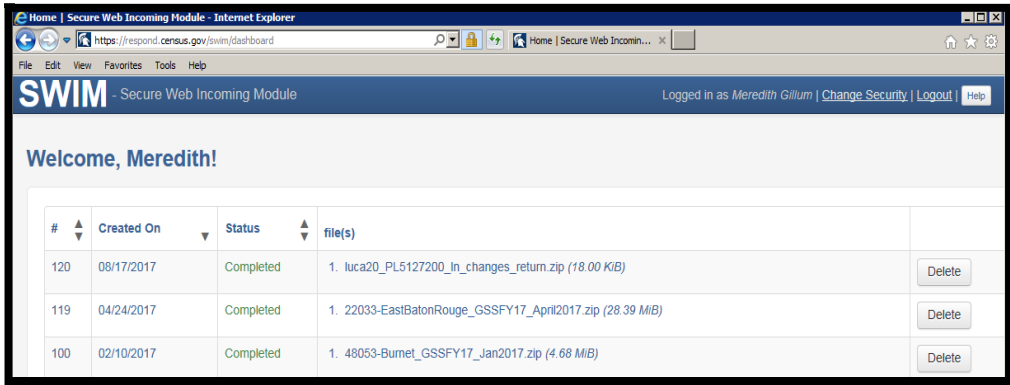
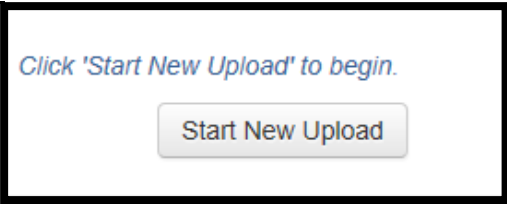
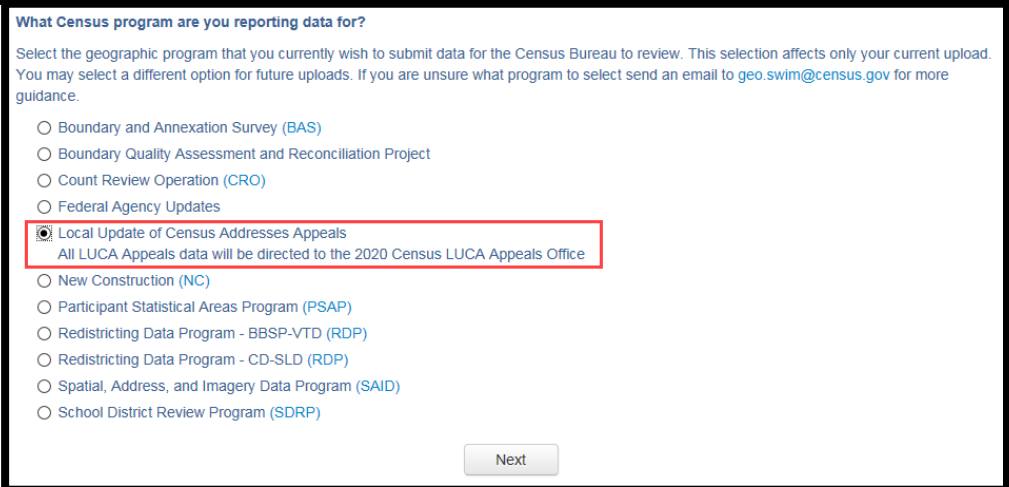
- File to upload must be **.zip** file format.
- The **.zip** file may not include another **.zip** file as a component.
- The **.zip** file must not be larger than 250 megabytes in size.

Refer to **Table 6** for an example of using **SWIM** for submitting Appeals material to the 2020 Census LUCA Appeals Office.

Table 6: SWIM Submission

Step	Action and Result
<p>Step 1</p>	<p>Open a new browser window and enter the SWIM URL https://respond.census.gov/swim.</p> <p>The SWIM Please Login screen opens.</p> 
<p>Step 2</p>	<p>For participants with an existing SWIM account, enter the email address and password and then click the Login button. The Welcome screen opens. Go to Step 8.</p>
<p>Step 3</p>	<p>For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the Register Account button after accessing the SWIM URL. The Account Registration screen opens.</p> 
	<p>All fields on the Account Registration screen are required.</p>

Step	Action and Result
Step 4	Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.
Step 5	<p>Create a password using the following criteria:</p> <ol style="list-style-type: none"> 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, \$, *, &, ?, and ~. <p>Note: The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.</p>
Step 6	<p>Establish a security question. Click arrow to the right of the Security Question field and select a question from the drop-down menu. Enter an answer in the Answer field. Click the Submit button when finished. A Success screen opens to confirm the successful creation of a SWIM account.</p> <div data-bbox="467 842 1313 1136" style="border: 2px solid black; padding: 10px; margin: 10px auto; width: fit-content;">  </div>
Step 7	On the Success screen, select Login to return to the SWIM Please Login screen (shown in Step 1) to proceed with the login process.

Step	Action and Result																				
<p>Step 8</p>	<p>Enter the email and password information and click the green Login button to log into SWIM. The Welcome screen opens. If the account has uploaded other files for different geography programs administered by the Census Bureau, a list of files previously uploaded by the SWIM user displays, as shown in the example below. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file.</p>  <table border="1"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>120</td> <td>08/17/2017</td> <td>Completed</td> <td>1. luca20_PL5127200_In_changes_return.zip (18.00 KiB)</td> <td>Delete</td> </tr> <tr> <td>119</td> <td>04/24/2017</td> <td>Completed</td> <td>1. 22033-EasiBatonRouge_GSSFY17_April2017.zip (28.39 MiB)</td> <td>Delete</td> </tr> <tr> <td>100</td> <td>02/10/2017</td> <td>Completed</td> <td>1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)</td> <td>Delete</td> </tr> </tbody> </table>	#	Created On	Status	file(s)		120	08/17/2017	Completed	1. luca20_PL5127200_In_changes_return.zip (18.00 KiB)	Delete	119	04/24/2017	Completed	1. 22033-EasiBatonRouge_GSSFY17_April2017.zip (28.39 MiB)	Delete	100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)	Delete
#	Created On	Status	file(s)																		
120	08/17/2017	Completed	1. luca20_PL5127200_In_changes_return.zip (18.00 KiB)	Delete																	
119	04/24/2017	Completed	1. 22033-EasiBatonRouge_GSSFY17_April2017.zip (28.39 MiB)	Delete																	
100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MiB)	Delete																	
<p>Step 9</p>	<p>To begin a new upload, click the Start New Upload button at the bottom of the screen.</p>  <p>The “What Census program are you reporting data for?” screen opens. To ensure the 2020 Census LUCA Appeals Office receives the submission, choose the Local Update of Census Addresses Appeals radio button and click the Next button.</p>  <p>What Census program are you reporting data for?</p> <p>Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.</p> <ul style="list-style-type: none"> <input type="radio"/> Boundary and Annexation Survey (BAS) <input type="radio"/> Boundary Quality Assessment and Reconciliation Project <input type="radio"/> Count Review Operation (CRO) <input type="radio"/> Federal Agency Updates <input checked="" type="radio"/> Local Update of Census Addresses Appeals All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office <input type="radio"/> New Construction (NC) <input type="radio"/> Participant Statistical Areas Program (PSAP) <input type="radio"/> Redistricting Data Program - BBSP-VTD (RDP) <input type="radio"/> Redistricting Data Program - CD-SLD (RDP) <input type="radio"/> Spatial, Address, and Imagery Data Program (SAID) <input type="radio"/> School District Review Program (SDRP) <p style="text-align: center;"><input type="button" value="Next"/></p>																				

Step **Action and Result**

Step 10 The “**What type of LUCA Appeals entity are you reporting for?**” screen opens. Participants must select the level of geography that matches the type of entity they represent. **Municipio** participants (e.g., CO72035) choose the **County** choice. If a question arises about this choice, please contact the LUCA Help Desk at (844) 344-0169 for assistance.

All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office

What type of LUCA Appeals entity are you reporting for?

State

Place

County

Minor Civil Division (MCD)

Tribal Area

Consolidated City

Previous Next

Click the radio button for the entity type to upload and click the **Next** button. *The choice of **County** opens the **Select a State and County** screen.*

All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office

Select a State and County

State:

Select ▼

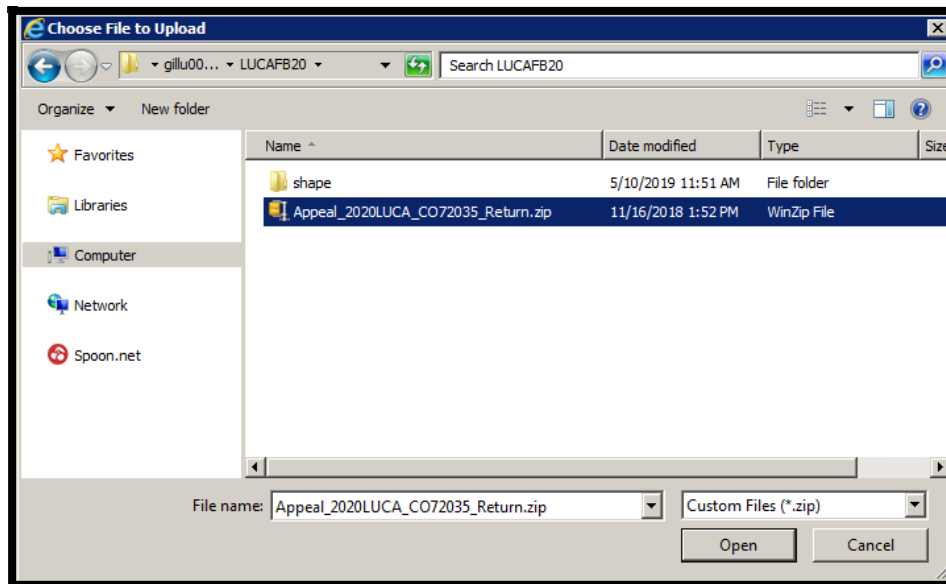
County:

▼

Previous Next

Step	Action and Result
------	-------------------

Step 11 Following the selection of the entity type to upload, the **Select a .ZIP file to upload** screen opens. Click the **+Add File** button to launch the **Choose File to Upload** window and navigate to the folder where the .zip file resides. Select the file and click **Open**.



IMPORTANT: Participants with GIS supporting documentation must attach their **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip** file with their **Appeal_2020LUCA_<EntityID>_Return.zip** file in order to supply the 2020 Census Appeals Office with all of the documentation needed to review the Appeal. Participants add the “EvidenceGIS.zip” file by repeating the same procedure described in this step. The ‘Shift’ key does not allow for the selection of multiple files.

Step	Action and Result
<p>Step 12</p>	<p>Once the file upload completes, the Status field shows “Success.” The name of the file appears in the File(s) field. Participants can add comments to the Comment section if they choose. Click the Next button to proceed with the upload.</p> <div data-bbox="399 340 1360 861" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status: Success</p> <p>File(s):</p> <ul style="list-style-type: none"> • Appeal_2020LUCA_CO72035_Return.zip <p>Comments:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <p>2020 Census LUCA Appeals for Cavey Municipio PR (CO72035). Submitting 20 records flagged for Appeal, written narrative, source description, and supporting documentation.]</p> </div> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>NOTE: If including Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip, it will appear beneath the File(s) section. To assist the 2020 Census LUCA Appeals Office, please include a note about the Appeal itself and use of GIS supporting documentation in the Comments section.</p>
<p>Step 13</p>	<p>The Thank You screen appears. It thanks the participant and indicates a forthcoming email once transfer completes.</p> <div data-bbox="383 1146 1382 1318" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">Thank You</p> <p>Thank you for using SWIM. You will receive an email when your file successfully transfers to the 2020 Census LUCA Appeals Office.</p> <p>File: Appeal_2020LUCA_CO72035_Return.zip</p> <p>You may Log Out or return to the upload form, to submit more files.</p> </div>
<p>Step 14</p>	<p>Choose upload form in the phrase “You may Log Out or return to the upload form to submit more files” sentence to return to the Welcome screen and begin the upload process again, if the participant is the liaison for more than one jurisdiction. If complete with the upload process, choose Log Out.</p>

Step	Action and Result
------	-------------------



It is important to mention that **SWIM** sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. They receive a message noting the period of inactivity on the **Login** screen.

Secure Web Incoming Module

Please Login

Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

Please note: sessions will expire after 15 minutes of inactivity.

You have been logged out due to inactivity.

Email:

Password:

[Forgot your password?](#)

Login
Register Account

When they reach the **Welcome** screen, a record listed with a **Status** of "**In progress, Continue?**" appears with that day's date in the **Created On** field. Participants can choose the "**Continue?**" link to continue uploading or they can delete the item by choosing the **Delete** button to the far right of the row.

Welcome, Meredith!

#	Created On	Status	file(s)
1	10/11/2018	In Progress. Continue?	<input type="button" value="Delete"/>

3.5.3 Shipping Instructions for Submitting Appeals Material

Participants without internet access or those that do not wish to use **SWIM** may ship their Appeals material to the 2020 Census LUCA Appeals Office. Appeals material may be included on **CD/DVD** or as hard copy materials. Burn, or copy, the return submission, **Appeal_2020LUCA_<EntityID>_Return.zip** and the **GIS** supporting documentation, **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**, if applicable, to a **CD/DVD**. As noted in **Section 3.5.1**, participants can submit hard copy written narrative and source description(s), as well as any hard copy supporting documentation. To assist with recording the receipt of an Appeal package, the 2020 Census Appeals Office requests the inclusion of a hard copy of the written narrative.

Follow these instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the appeals material (CD/DVD and/or hard copy materials) 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

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.

CHAPTER 4. 2020 CENSUS LUCA CLOSEOUT

The Census Bureau must account for all Title 13 materials delivered to participants during both the LUCA Review and Feedback phases, 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 materials. 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(SP) – 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.

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.

All LUCA reviewers and anyone with access to Title 13 materials (includes all persons who signed the *D-2005(SP) – Confidentiality Agreement Form*) are required to sign and date the *D-2012(SP)* 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(SP)* 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(SP)*. 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

APPENDIX A. **NORMAS DE CONFIDENCIALIDAD Y SEGURIDAD**

FORMULARIO **D-2004(SP)** (7-26-2017)

Número de OMB 0607-0994; La aprobación expira 12/31/2019
DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU



Normas de Confidencialidad y Seguridad

Programa de Actualización
Local de Direcciones Censales (LUCA) para el
Censo de Puerto Rico del 2020

1. Introducción

La ley federal, bajo el Título 13 del Código de los Estados Unidos (U.S.C.), requiere que la Oficina del Censo de los EE. UU. mantenga la confidencialidad de la información que recopila. La Oficina del Censo toma esta responsabilidad muy en serio. Los encuestados depositan su confianza en la Oficina del Censo cada vez que completan una encuesta o una entrevista. Esta confianza en la confidencialidad es fundamental para el éxito de la misión de la Oficina del Censo de recopilar y presentar los datos más exactos posibles. Para respetar la ley, la Oficina del Censo requiere que toda persona con acceso a materiales protegidos por el Título 13 se atenga a las normas prescritas sobre confidencialidad y seguridad.

2. Título 13, Código de los EE. UU.

El Capítulo 1, Sección 9 del Título 13, Código de los EE. UU., declara: “Ni el Secretario, ni ningún otro funcionario o empleado del Departamento de Comercio o ninguna de sus oficinas o agencias ni un enlace del censo del gobierno local podrá, a excepción de lo dispuesto en la sección 8 o 16 o el Capítulo 10 de este título . . .

- 1) usar la información suministrada bajo las disposiciones de este título para cualquier propósito distinto a los propósitos estadísticos para los cuales se proporciona; o
- 2) realizar cualquier publicación a través de la cual los datos proporcionados por cualquier institución o individuo en particular bajo este título se puedan identificar; o
- 3) permitir que nadie aparte de los funcionarios y empleados juramentados del Departamento u oficina o agencia del mismo examine los informes individuales”.

En 1994, bajo la Ley Pública 103-430, el Congreso de los EE. UU. enmendó el Capítulo 1 del Título 13 para permitir al enlace del censo del gobierno local revisar y actualizar la información de las direcciones de la Oficina del Censo para su jurisdicción. Aunque la enmienda permita el acceso oficial del gobierno local, la enmienda reafirmó la naturaleza confidencial de la información sobre las direcciones de la Oficina del Censo. La información censal protegida bajo el Título 13 incluye:

- Todo lo que esté en un cuestionario completado total o parcialmente o cualquier información obtenida en una entrevista personal o telefónica.
- Las direcciones individuales mantenidas por la Oficina del Censo, incluyendo las que se compartan con los gobiernos mediante el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020
- Mapas digitales o impresos con datos de coordenadas de latitud/longitud que identifiquen la ubicación de las viviendas (puntos de estructuras).

La sanción por la divulgación o difusión ilícita de información protegida por el Título 13 es una multa no mayor de \$250,000 o el encarcelamiento por no más de 5 años, o ambas cosas, como lo establecen la Sección 214 del Código y la Ley para la Uniformidad en las Sentencias de 1984.

El Título 13 del Código de los Estados Unidos no se aplica a información generalizada sobre direcciones, tales como datos disponibles sobre rangos de direcciones en los productos digitales de la Oficina del Censo o el conteo de direcciones por bloques censales.

3. Acuerdo de Confidencialidad

Para participar en LUCA, un gobierno debe designar un enlace de LUCA. El enlace de LUCA, los revisores de LUCA y **cualquiera** que tenga acceso a los materiales protegidos por el Título 13 debe firmar el Acuerdo de Confidencialidad. La Oficina del Censo no enviará materiales de LUCA a un participante hasta que hayamos recibido el *Acuerdo de Confidencialidad y la Lista de Verificación para la Autoevaluación* completados y firmados.

Los datos de la Oficina del Censo protegidos por el Título 13, incluyendo datos de direcciones y coordenadas de latitud/longitud (puntos de estructuras), no se pueden usar para la creación, actualización o modificación de una lista de direcciones o base de datos de una jurisdicción tribal, estatal o local.

La firma de un Acuerdo de Confidencialidad constituye un acuerdo legal de parte de cada individuo de mantener la confidencialidad de los datos de la Oficina del Censo protegidos por el Título 13 y acatar las normas de seguridad mencionadas a continuación. Aunque el acceso a materiales protegidos por el Título 13 es temporero, el compromiso de mantener la información confidencial sigue vigente de por vida.

4. Normas de seguridad

El enlace de LUCA acepta la responsabilidad de proteger y salvaguardar los materiales de LUCA. El enlace tiene que limitar el acceso a la información de la Oficina del Censo protegida por el Título 13 a los individuos que hayan firmado el *Acuerdo de Confidencialidad*.

4.1 Protección de materiales digitales protegidos por el Título 13

A los sistemas operativos, programas, aplicaciones y datos se los denomina colectivamente en este documento sistemas de tecnología de la información (IT). Cualquier sistema de IT empleado para la participación en LUCA debe ser accesible solo a quienes que hayan firmado el *Acuerdo de Confidencialidad*. Sus sistemas de IT deben restringir las funciones de lectura, escritura y eliminación de todo material protegido por el Título 13.

Normas para materiales digitales

- Elabore perfiles electrónicos de seguridad para permitir que solo el enlace de LUCA y los revisores de LUCA tengan acceso a materiales protegidos por el Título 13. Ponga a prueba su seguridad para garantizar que ese acceso esté restringido.
- Use codificación de archivo y contraseñas para proteger todos los materiales digitales protegidos por el Título 13 en todo momento. Codifique los archivos usando el **Estándar de Codificación Avanzada (AES)** con longitud de clave de 256 bits.
- No deje desatendidas las computadoras con acceso a materiales protegidos por el Título 13. Desconecte las computadoras, bloquee las terminales y ponga llave a la oficina cuando no esté en uso.
- Ponga una etiqueta a todos los medios digitales y cada página impresa de todo material en papel producido de medios digitales protegidos por el Título 13 con la siguiente nota:
“Este documento contiene información cuya divulgación está prohibida por el Título 13 del Código de los Estados Unidos y es para uso oficial de la Oficina del Censo de los EE. UU. solamente. La divulgación o difusión ilícita de información puede ser sancionada con una multa o encarcelamiento (Ley Pública 99-474)”.
- No envíe copias de seguridad de medios digitales fuera del lugar. Almacene en un área segura. **No mezcle, almacene ni copie datos de LUCA con otros datos.**
- Despeje medios digitales dedicados que contengan materiales protegidos por el Título 13 antes de volverlos a usar. Sobrescriba los datos digitales protegidos por el Título 13 tres veces como mínimo utilizando un programa comercial de utilidades de disco.
- No divulgue información, ya sea precisa o anecdótica, acerca de las direcciones o lugares de la Oficina del Censo a ninguna persona que no haya firmado el *Acuerdo de Confidencialidad*.

4.1 Protección de materiales digitales protegidos por el Título 13 – Continuación

Normas para las contraseñas

Los sistemas de IT tienen que utilizar rutinas de inicio de sesión que requieran una identidad de usuario y una contraseña que se ajusten a las normas siguientes:

- Se requieren identificación de usuario y contraseña únicos para el enlace de LUCA, los revisores de LUCA y todo el que haya firmado el *Acuerdo de Confidencialidad*.
- Deben consistir de por lo menos doce caracteres, sin espacios en blanco, que contengan al menos una letra del alfabeto y ya sea un número o un carácter especial (por ejemplo: \$, *, o &).
- Rechace contraseñas que sean iguales a la identificación del usuario o que se hayan utilizado en los últimos seis meses.
- Codifique las contraseñas;
- Deshabilite las contraseñas después de tres intentos fallidos.
- Enmascare los caracteres de las contraseñas.
- Requiera cambios de contraseña cada 90 días o de inmediato, si se ve comprometida.
- Requiera que el usuario cambie la contraseña asignada a una contraseña única la primera vez que el usuario acceda a una nueva cuenta.

4.2 Protección de materiales impresos protegidos por el Título 13

- No deje desatendido ningún material protegido por el Título 13. Asegure todos los materiales protegidos por el Título 13 en una habitación cerrada. Si es posible, almacene los materiales del Título 13 en escritorios o en gabinetes bajo llave.
- Copie solo los materiales protegidos por el Título 13 que sean necesarios para completar el informe de LUCA. No desatienda la máquina copiadora mientras haga copias. Todos los materiales copiados que contengan información del Título 13 tienen que mostrar la siguiente nota:
“Este documento contiene información cuya divulgación está prohibida por el Título 13 del Código de los Estados Unidos y es para uso oficial de la Oficina del Censo de los EE. UU. solamente. La divulgación o difusión ilícita de información puede ser sancionada con una multa o encarcelamiento (Ley Pública 99-474)”.
- No divulgue información, ya sea precisa o anecdótica, acerca de las direcciones o lugares de la Oficina del Censo a ninguna persona que no haya firmado el *Acuerdo de Confidencialidad*.

4.3 Cómo denunciar incidentes

Si descubre que algún material protegido por el Título 13 ha sido leído por personas sin autorización o ha desaparecido de su inventario, usted tiene que:

- 1) Comunicarse con la Oficina del Censo por medio del Equipo de Respuesta a Incidentes del Censo (CIRT) al (301) 763-3333 en un plazo de **no más de 24 horas**. Tiene que proporcionar la siguiente información:
 - Nombre de la jurisdicción.
 - Fecha y hora del incidente.
 - Nombre de la persona de contacto.
 - Número telefónico de la persona de contacto.
 - Dirección del lugar del incidente.
- 2) Proteja inmediatamente todos los materiales restantes. Prohíba cualquier acceso posterior, de cualquier persona, incluyendo el enlace de LUCA y cualquiera que haya firmado el *Acuerdo de Confidencialidad*. El personal de la Oficina del Censo se comunicará con su oficina a más tardar 48 horas con información sobre cómo proceder.

4.4 Visitas al lugar

La Oficina del Censo puede hacer una visita al lugar para revisar los procedimientos de seguridad del participante. La Oficina del Censo se esforzará por no interrumpir las operaciones de la oficina. La visita puede incluir la revisión de:

- Almacenamiento y gestión de materiales protegidos por el Título 13.
- Acceso de los empleados a materiales protegidos por el Título 13.
- Salvaguarda física de materiales almacenados protegidos por el Título 13.
- Sistemas de IT, incluyendo el uso de contraseñas.
- Conocimiento de los empleados de sus responsabilidades para con los materiales protegidos por el Título 13.

4.5 Destrucción de materiales confidenciales de la Oficina del Censo

Después de concluida toda la operación de LUCA, **todos** los materiales protegidos por el Título 13 se deben **destruir** (método preferido) o **devolver** según pautas específicas de la Oficina del Censo.

Se requiere que el enlace de LUCA verifique la destrucción o devolución de todo material protegido por el Título 13, ya sea impreso como digital, incluyendo todas las copias impresas, archivos con copias de seguridad, etc., y que firme y devuelva el *Formulario de Materiales para la Destrucción o Devolución de Materiales Protegidos por el Título 13, Código de los Estados Unidos*. Además, cualquiera que haya firmado el *Acuerdo de Confidencialidad* tiene que firmar este formulario una vez haya terminado su participación en LUCA. Si un enlace, revisor o cualquiera que haya firmado el *Acuerdo de Confidencialidad* se retira antes de la finalización de LUCA, tiene que firmar y fechar este formulario. Si un enlace, revisor o cualquiera que haya firmado el *Acuerdo de Confidencialidad* no puede firmar y fechar el formulario, el enlace actual debe firmarlo y fecharlo en su nombre.

Solo a los individuos que firmaron el *Acuerdo de Confidencialidad* se les permite la destrucción de materiales del Título 13:

- Nunca deposite materiales protegidos por el Título 13 en la basura, el contenedor de reciclaje ni deseché información en un basurero antes de que finalicen los procedimientos de destrucción.
- La destrucción tiene que impedir el reconocimiento o la reconstrucción de materiales impresos o digitales protegidos por el Título 13. Utilice uno de los siguientes métodos:
 - Trituración o reducción a pulpa.
 - Descomposición química.
 - Pulverización (por ejemplo, molinos de martillo, picadoras, etc.).
 - Incineración (instalación aprobada por la Agencia de Protección Ambiental).
 - Despejar medios digitales dedicados que contengan materiales protegidos por el Título 13 antes de volverlos a usar. Sobrescribir los datos digitales protegidos por el Título 13 tres veces como mínimo utilizando un programa comercial de utilidades de disco.
 - Limpiar o sanear todos los servidores de impresión y dispositivos multifunción de impresión o escaneo con imágenes o archivos impresos almacenados que contengan datos protegidos por el Título 13.
 - Destrucción de CD y DVD con una trituradora u otro método conveniente para hacerlos inutilizables.

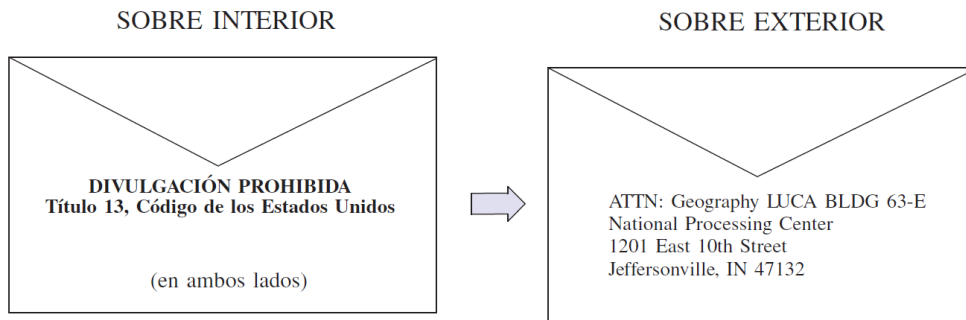
Nota: El desgarramiento a mano es un método **inaceptable** de eliminación antes de la destrucción.

Consulte con el Instituto Nacional de Normas y Tecnología, Publicación especial 800-88, Revisión 1, <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf> *Guidelines for Media Sanitization* (Normas para la Sanitización de Medios Electrónicos) para más información acerca de métodos aceptables para la eliminación de contenido en materiales digitales y equipos de oficina. <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

4.6 Devolución de materiales protegidos por el Título 13 de la Oficina del Censo

Después de concluida toda la operación de LUCA, **todos** los materiales protegidos por el Título 13 se deben **destruir** (método preferido) o **devolver** según pautas específicas de la Oficina del Censo. Si decide devolver los materiales protegidos por el Título 13 en lugar de destruirlos, siga las normas a continuación:


- 1) Envíe los materiales protegidos por el Título 13 en envoltura doble, usando un sobre interno y otro (o un contenedor) externo, uno dentro del otro. Deben ser lo suficientemente resistentes para evitar la visualización o manipulación del material empaquetado.
- 2) Coloque una etiqueta a ambos lados del sobre interior (o contenedor) con la nota:
“DIVULGACIÓN PROHIBIDA POR EL TÍTULO 13, CÓDIGO DE LOS ESTADOS UNIDOS”.
- 3) Coloque el sobre interior (o empaque) en el sobre exterior.
- 4) **Use la etiqueta de correo que se incluyó con los materiales enviados inicialmente.** Si ha extraviado la etiqueta de correo, póngase en contacto con la Oficina del Censo para que le envíen una etiqueta de reemplazo.
- 5) Con los materiales que devuelva, firme e incluya un formulario D-2012, *Destrucción o devolución de los materiales protegidos por el Título 13 del Código de los Estados Unidos*. Asegúrese de que todos los revisores y cualquier persona que tenga acceso a los materiales de LUCA protegidos por el Título 13 firmen este formulario.
- 6) Si usted no usa la etiqueta correo, haga el envío usando un servicio que provea información de rastreo, como los envíos del Servicio Postal de los EE. UU. que se pueden rastrear, FedEx, United Parcel Service (UPS) o un servicio similar.



APPENDIX B. FORMULARIO DE CONTRATO DE CONFIDENCIALIDAD

FORMULARIO **D-2005(SP)** (7-19-2017)

Núm. de control de OMB 0607-0994; La aprobación expira 12/31/2019

	DEPARTAMENTO DE COMERCIO DE LOS EE. UU. ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS OFICINA DEL CENSO DE LOS EE. UU.			Identificación de la entidad
	ACUERDO DE CONFIDENCIALIDAD PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DE PUERTO RICO DEL 2020			Nombre del gobierno
A. TÉRMINOS, CONDICIONES Y RESPONSABILIDADES DE LA PARTICIPACIÓN EN EL PROGRAMA LUCA				
Todos los enlaces y revisores de LUCA, y cualquiera con acceso a los materiales de LUCA protegidos por el Título 13 del Código de los Estados Unidos (U.S.C.) tienen que comprometerse a mantener confidenciales los materiales protegidos por el Título 13 a los cuales tengan acceso, incluyendo cualquier mapa que contenga puntos de estructuras que muestren la ubicación de viviendas. Pueden utilizar esta información solo para sugerir mejoras a la lista de direcciones y mapas de la Oficina del Censo.				
Todas las personas que revisarán o tendrán acceso a los materiales de la Oficina del Censo protegidos por el Título 13 deben firmar abajo para indicar que han leído y entendido las <i>Normas de Confidencialidad y Seguridad</i> para LUCA de la Oficina del Censo. Además, los que firman el acuerdo juran, bajo pena de perjurio, mantener la confidencialidad de los materiales de la Oficina del Censo protegidos por el Título 13. Asimismo, la firma indica el reconocimiento de que la sanción por la divulgación ilícita es una multa de no más de \$250,000 o encarcelamiento por no más de 5 años, o ambas cosas. Aunque el acceso a los datos sea temporero, este compromiso es permanente. Usted tiene que tener por lo menos 18 años de edad para firmar este acuerdo.				
Mediante la firma de este acuerdo, su gobierno se compromete a destruir todos los materiales de la Oficina del Censo protegidos por el Título 13 o a devolverlos a la Oficina del Censo tras la conclusión de LUCA.				
B. INFORMACIÓN SOBRE EL ENLACE				
Nombre del enlace en letra de molde	Código de área	Núm. telefónico	Ext.	
	[][][][] -	[][][][][] -	[][][][][]	
Firma del enlace	Fecha			
	mm/ dd/ aaaa			[][][][][]
Nombre de la oficina, departamento o agencia del enlace de LUCA – (<i>Oficina del Asesor, Departamento de Planificación, etc.</i>) – Usar letra de molde				
Dirección de la oficina, departamento o agencia del enlace de LUCA – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde				
Ciudad	Estado		Código postal	
			[][][][]	
Dirección de correo electrónico				
C. INFORMACIÓN SOBRE REVISORES Y PERSONAS CON ACCESO A MATERIALES PROTEGIDOS POR EL TÍTULO 13, U.S.C.				
Nombre en letra de molde	Código de área	Núm. telefónico	Ext.	
	[][][][] -	[][][][][] -	[][][][]	
Firma	Fecha			
	mm/ dd/ aaaa			[][][][][]
Dirección, si es distinta a la del enlace – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde				
Ciudad	Estado		Código postal	
			[][][][]	
Dirección de correo electrónico				
Nombre en letra de molde	Código de área	Núm. telefónico	Ext.	
	[][][][] -	[][][][][] -	[][][][]	
Firma	Fecha			
	mm/ dd/ aaaa			[][][][][]
Dirección, si es distinta a la del enlace – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde				
Ciudad	Estado		Código postal	
			[][][][]	
Dirección de correo electrónico				
La Sección C continúa al dorso				

C. INFORMACIÓN SOBRE REVISORES Y PERSONAS CON ACCESO A MATERIALES PROTEGIDOS POR EL TÍTULO 13, U.S.C. – Continuación

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Complete este formulario y envíelo junto con las copias completadas y firmadas del Formulario de Inscripción, la Lista de Verificación para la Autoevaluación y el Formulario de Preferencia de Producto. Utilice el sobre adjunto con correo prepago dirigido a ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. En lugar de enviar por correo regular, puede escanear sus formularios completados, incluyendo formularios con firmas y enviarlos por correo electrónico a GEO.2020.LUCA@census.gov.

FORMULARIO **D-2005(SP)** (7-19-2017)

APPENDIX C. FORMULARIO DE INVENTARIO PARA DEVOLUCIÓN O ENTREGA DE MATERIALES DE LUCA

FORMULARIO **D-2012(SP)** (11-6-2017)

Núm. de OMB 0607-0994: Aprobado hasta 12/19/2019

	DEPARTAMENTO DE COMERCIO DE LOS EE. UU. ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS OFICINA DEL CENSO DE LOS EE. UU.	Identificación de la entidad
FORMULARIO DE INVENTARIO PARA LA DESTRUCCIÓN O DEVOLUCIÓN DE MATERIALES PROTEGIDOS POR EL TÍTULO 13, CÓDIGO DE LOS ESTADOS UNIDOS PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DE PUERTO RICO DEL 2020		Nombre del gobierno
Complete este formulario y envíelo por correo electrónico a GEO.2020.LUCA@census.gov o use el sobre adjunto con franqueo prepagado y dirección impresa.		
Todos los enlaces y revisores del Programa LUCA y cualquier persona con acceso a materiales de LUCA protegidos por el Título 13 del Código de los Estados Unidos deben firmar y fechar este formulario al concluir la participación de su gobierno en LUCA. Si un enlace, revisor o persona con acceso a materiales de LUCA protegidos por el Título 13 se retira antes de la finalización de LUCA, deberá firmar y fechar este formulario. Si un enlace, revisor o persona con acceso a los materiales de LUCA protegidos por el Título 13 no es capaz de firmar y fechar este formulario, el enlace actual deberá firmarlo y fecharlo en su nombre.		
A. Destrucción o devolución de materiales protegidos por el Título 13, por parte del enlace de LUCA		
Certifico mediante mi firma que he destruido de forma apropiada o devuelto a la Oficina del Censo de los EE. UU. los materiales de LUCA originales protegidos por el Título 13, así como copias, conforme a los requisitos de seguridad provistos a mi gobierno por la Oficina del Censo.		
Marque una:	<input type="checkbox"/> Destrucción de materiales de LUCA protegidos por el Título 13 (Método preferido) <input type="checkbox"/> Devolución de materiales de LUCA protegidos por el Título 13	
Nombre en letra de molde del enlace de LUCA		
<input style="width: 100%;" type="text"/>		
Firma del enlace de LUCA		Fecha mm /dd/ aaaa <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: 100%;" type="text"/>		
B. Revisores de LUCA y cualquiera con acceso a materiales de LUCA protegidos por el Título 13		
Nombre en letra de molde		
<input style="width: 100%;" type="text"/>		
Firma		Fecha mm /dd/ aaaa <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: 100%;" type="text"/>		
Nombre en letra de molde		
<input style="width: 100%;" type="text"/>		
Firma		Fecha mm /dd/ aaaa <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: 100%;" type="text"/>		
Nombre en letra de molde		
<input style="width: 100%;" type="text"/>		
Firma		Fecha mm /dd/ aaaa <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: 100%;" type="text"/>		
Nombre en letra de molde		
<input style="width: 100%;" type="text"/>		
Firma		Fecha mm /dd/ aaaa <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: 100%;" type="text"/>		

La sección B continúa al dorso

**B. Revisores de LUCA y cualquiera con acceso a materiales de LUCA protegidos por el Título 13 -
Continuación**

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 //

FORM D-2012 (11-7-2017)

Si se requieren más firmas, puede duplicar este formulario.

APPENDIX D. GLOSARIO

Alojamiento—Cualquier sitio donde vivan, se queden o puedan vivir personas. Los alojamientos se clasifican como unidades de vivienda o alojamientos de grupo. Normalmente, se encuentran en estructuras diseñadas para uso residencial, pero también pueden encontrarse en estructuras diseñadas para uso no residencial al igual que las tiendas de campaña, las camionetas, los refugios para personas sin vivienda, los dormitorios, las barracas y demás, o puede que no estén asociadas a ninguna estructura.

Alojamiento de grupo (GQ)—Un lugar donde viven o se quedan las personas, y que normalmente es propiedad de por una entidad u organización que provee vivienda o servicios a los residentes, o administrado por la misma. Estos servicios pueden incluir cuidado de compañía o atención médica, así como otros tipos de ayuda, y la residencia generalmente es solo para las personas que reciben estos servicios. Por lo general, las personas que viven en un alojamiento de grupo no están emparentadas. Los alojamientos de grupo incluyen lugares como residencias universitarias, centros residenciales de tratamiento, instalaciones de hogares de ancianos con servicios médicos especializados, hogares de grupo, barracas militares, instalaciones correccionales, dormitorios para trabajadores e instalaciones para personas sin hogar.

Archivo Maestro de Direcciones (MAF)—Es una base de datos nacional de todas las direcciones y las descripciones físicas/de ubicación que la Oficina del Censo sabe que son usadas para respaldar muchos de sus programas. Además de contener las direcciones y los códigos postales, un registro de MAF también contiene información geográfica sobre la ubicación de las direcciones. La División de Geografía de la Oficina del Censo actualiza periódicamente la Base de datos de MAF/TIGER desde varias fuentes, incluyendo el archivo de secuencia de entrega (DSF) del Servicio Postal de los Estados Unidos (USPS) y otras fuentes de actualizaciones como encuestas actuales y fuentes abastecidas localmente.

Base de datos de MAF/TIGER—Base de datos geográficos de todo el país de la Oficina del Censo, que integra el Archivo Maestro de Direcciones (MAF) y los archivos de Codificación y Referencia Geográficas Integradas Topológicamente (TIGER).

Bloque censal—Un bloque censal es un área delimitada por rasgos visibles o invisibles que se muestran en los mapas de la Oficina del Censo. Un bloque censal es el área geográfica más pequeña creada por la Oficina del Censo para la que se recopilan y tabulan los datos del censo decenal. Los bloques censales se numeran dentro de los sectores censales y llevan un número único dentro de los sectores censales.

Codificación y Referencia Geográficas Integradas Topológicamente (TIGER)—El mapa digital de la Oficina del Censo, que incluye las coordenadas geográficas y los nombres de las calles, los rasgos de agua, otros rasgos lineales y los límites para todas las jurisdicciones y las áreas estadísticas que proporcionan el marco geoespacial para la recolección y tabulación de los datos censales. TIGER también contiene las coordenadas de estructura de los registros de

direcciones en el Archivo Maestro de Direcciones (MAF) y los rangos de direcciones a lo largo de rasgos de calles usadas para geocodificar los registros del MAF a la geografía censal.

Condado—La división primaria legal de la mayoría de los estados. La mayoría son unidades gubernamentales con poderes definidos por la ley estatal.

Confidencialidad—Garantía por ley (Título 13, Código de los Estados Unidos) para las personas que proporcionan información sobre ellos mismos o sobre sus negocios a la Oficina del Censo. Este punto hace referencia al compromiso de no divulgación de esta información por parte de la Oficina del Censo.

Corte de direcciones—Los cortes de direcciones identifican las direcciones de estilo urbano en cada lado de un límite, o en una intersección entre una calle con otra o con algún rasgo.

Detailed Feedback Address List—A comma-delimited text file, in .csv format, showing all properly formatted address record updates submitted by the LUCA participant and a feedback processing code identifying the specific action taken by the Census Bureau on that address record. This address list also identifies any address records not commented on during the LUCA Review Phase that were deleted from the original Census Address List by a different census operation or another level of government participating in LUCA.

Dirección de estilo urbano—La definición de la Oficina del Censo de una dirección de estilo urbano es una dirección que consiste en un número de casa y el nombre de una calle o carretera. Por ejemplo, 201 Main Street es una dirección de estilo urbano. La dirección puede o no ser usada para la entrega de correo y puede incluir números/designaciones de apartamentos o identificadores similares.

Dirección de estilo rural—Dirección que no tiene un número de casa y/o nombre de la calle, o puede no incluir un número de casa completo y la dirección con el nombre de la calle. Esto incluye una dirección de ruta rural y número de apartado y las direcciones de ruta de contrato de carreteras, etc., que pueden incluir un número de apartado, apartados y cajones de oficinas postales, y envío general.

División civil menor (MCD)—Tipo de unidad gubernamental que es la subdivisión gubernamental o administrativa principal de un condado en muchos estados. Las MCD están identificadas por una variedad de términos, como pueblo (en 8 estados), poblado y/o distrito, e incluyen entidades gubernamentales en funcionamiento y que no están en funcionamiento.

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 Review Phase, participants using digital map materials used the edges shapefile to add, delete, or change linear feature attributes. During the Feedback Phase, participants use the edges shapefile for reference only to review updates they made during the Review Phase or other updates made since the Review Phase concluded.

Feedback Address Count List— A 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.

Funcionario electo de más alto rango (HEO)—La persona más responsable de las actividades gubernamentales de un gobierno local. Esta persona recibe la carta de invitación al programa LUCA y tiene que designar a un enlace de LUCA para participar del programa LUCA del 2020.

Geocódigos—Códigos que ubican una dirección individual en su ubicación geográfica correcta que, en términos censales, incluyen los códigos de estado, condado, sector censal y bloque censal correctos. Debido a que la Oficina del Censo cuenta a las personas donde viven, los geocódigos les proporcionan información a los enumeradores del Censo para localizar una dirección. La geocodificación precisa también garantiza que la Oficina del Censo cuente las unidades de vivienda y a las personas asociadas con ellas en la geografía del censo correcta.

Geographic Update Partnership Software (Software de Colaboración para la Actualización Geográfica) (GUPS)—Un paquete autónomo de procesamiento y actualización de GIS proporcionado por la Oficina del Censo para la participación en una variedad de programas de geografía del Censo, incluyendo LUCA del 2020. Empaquetado previamente para incluir todos los componentes para LUCA del 2020, el GUPS contiene la Lista de Direcciones de la Oficina del Censo, la Lista de Conteo de Direcciones y los shapefiles de colaboración de TIGER. El GUPS le permite al participante agregar datos geoespaciales externos (shapefiles, base de datos geográficos e imágenes) con fines de comparación y actualización. La entrega de todos los datos (software, lista de direcciones, lista de conteo de direcciones y shapefiles) se hace en DVD.

Límite—Una línea en un mapa, ya sea invisible o que coincide con un rasgo visible, que identifica el alcance de una entidad geográfica, como un sector censal, una ciudad, un condado o un estado. Un límite marca la delimitación de un área.

Feedback Lista de relación entre bloques y hojas de mapas—Una lista que identifica los números de bloques censales y los mapas de formato grande de la Oficina del Censo en los que se encuentra cada bloque.

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 *D-2012(SP) - Destruction or Return of Title 13 Materials Form* 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 *D-2012(SP) - Destruction or Return of Title 13 Materials Form*

Lugares transitorios (TL)—Viviendas transitorias o móviles, o unidades de vivienda portátiles, incluyendo embarcaciones, vehículos recreativos (RV) motorizados, tiendas de campaña y remolques tirados por automóviles o camiones, o cualquier otro tipo de vivienda portátil.

Lugar—Una concentración de población ya sea legalmente vinculada como un lugar incorporado o identificado por la Oficina del Censo como un lugar censal designado.

Mapa de la Oficina del Censo—Todo mapa producido por la Oficina del Censo. Un mapa de la Oficina del Censo muestra entidades geográficas utilizadas en un censo o encuesta patrocinados por la Oficina del Censo para los que la Oficina del Censo tabula datos.

Metadatos—Describen el contenido de los datos, el sistema/proyección de coordenadas, el autor, la fuente, y otras características de los archivos del GIS.

Número de bloque censal—Census block numbers are a four-digit number. Census blocks are numbered uniquely within each census tract.

Número de sector censal—Número único para identificar los sectores censales dentro de un condado o de una entidad estadísticamente equivalente. Los números de los sectores censales son números de 4 dígitos seguidos por un punto decimal y un número de 2 dígitos para los sectores con sufijos, p. Ej. 1234.01. Para los sectores censales sin sufijo, el número tendrá un punto con ceros agregados, p. Ej. 4567.00.

Oficina del Censo—Un organismo dentro del Departamento de Comercio de los EE. UU. La Oficina del Censo de los EE. UU es el principal organismo de recopilación y divulgación estadística del país. Publica una amplia variedad de datos estadísticos sobre la población y la economía de la nación. La Oficina del Censo realiza aproximadamente 200 encuestas anuales y lleva a cabo el censo decenal de la población de los Estados Unidos.

Oficina regional—Una de las seis oficinas permanentes de la Oficina del Censo distribuidas por la nación. Las oficinas regionales son responsables de las operaciones de campo de la Oficina del Censo.

Programa de enumeración en lugares transitorios (ETL)—Proporciona cobertura para las ubicaciones de las personas que viven en viviendas no tradicionales de naturaleza transitoria o móvil. La mayoría de los cuestionarios del censo se envían por correo, o son entregados personalmente por el personal del censo, a las direcciones registradas en el Archivo Maestro de Direcciones (MAF). No obstante, debido a los cambios en la sociedad, algunas personas ya no mantienen una residencia tradicional (casa, apartamento, condominio, etc.) y han decidido vivir en embarcaciones, vehículos recreativos (RV) motorizados, remolques tirados por automóviles o camiones, o cualquier otro tipo de vivienda que sea móvil o transitoria, incluyendo tiendas de

campana. Con propósitos operativos, nos referimos a este tipo de viviendas como “unidades de vivienda portátiles”.

Los tipos de lugares transitorios (TL) que se incluyen en la ETL son los siguientes:

1. Parques de RV.
2. Marinas.
3. Áreas de acampar.

Punto de estructura (punto en el mapa)—Un punto en un mapa de la Oficina del Censo, usado para mostrar la ubicación de uno o más alojamientos. Se asigna un máximo de 4 dígitos más un carácter alfabético dentro de un bloque censal para cada punto de estructura. Los puntos de estructura se almacenan en la base de datos de TIGER y están protegidos por el Título 13 del Código de los Estados Unidos.

Rasgo—Cualquier parte del paisaje, ya sea natural (como un arroyo o cerro) o artificial (como una carretera o línea eléctrica). En un contexto geográfico, los rasgos son cualquier parte del paisaje que se representen en un mapa, incluyendo los límites no visibles de las entidades legales, como los límites de una ciudad o los límites de un condado.

Rango de direcciones—Los números más bajos y más altos de las direcciones usados para identificar estructuras de cada lado de un segmento de calle que tenga direcciones de estilo urbano. Generalmente, un lado de la calle tiene números de dirección pares y el otro lado tiene números de dirección impares.

Sector censal—Una subdivisión estadística pequeña y relativamente permanente de un condado o una entidad equivalente desde un punto de vista estadístico definida para la presentación de datos. Diseñados para ser unidades relativamente homogéneas con respecto a las características de la población, estado económico y condiciones de vivienda al momento de establecerse, los sectores censales contienen entre 1,000 y 8,000 personas, con un tamaño óptimo de 4,000 personas. Definidos con la intención de permanecer estables durante muchas décadas, los límites de los sectores censales generalmente siguen rasgos visibles relativamente permanentes. Sin embargo, pueden seguir límites de unidades gubernamentales y otros rasgos invisibles en algunos casos; el límite de un estado o de un condado (o de una entidad estadísticamente equivalente) es siempre el límite de un sector censal.

Segmento de calle—La parte de una calle o carretera entre dos rasgos que cruzan esa calle o carretera, como otras calles o carreteras, vías del ferrocarril, arroyos y límites de unidades gubernamentales. La Oficina del Censo registra los rangos de direcciones conocidas para cada segmento de calle con direcciones de estilo urbano.

Series Federales de Procesamiento de Información (FIPS)—Son códigos anteriormente conocidos como códigos de Estándares Federales de Procesamiento de la Información hasta que el Instituto Nacional de Estándares y Tecnología (NIST) anunció en el 2005 su decisión de retirar los códigos de entidades geográficas de su supervisión. La Oficina del Censo aún mantiene y emite códigos para las entidades geográficas cubiertas bajo la supervisión de FIPS, pero con un significado modificado para el acrónimo FIPS. Las entidades geográficas cubiertas

por las FIPS incluyen estados, condados, distritos electorales, áreas estadísticas basadas en concentraciones, lugares, subdivisiones del condado, subdivisiones civiles, ciudades consolidadas y todos los tipos de áreas indígenas de las Américas, nativas de Alaska y de Hawái. Los códigos FIPS se asignan de manera alfabética de acuerdo con el nombre de la entidad geográfica y pueden cambiarse para mantener el orden alfabético cuando se crean nuevas entidades o se cambian los nombres. Los códigos FIPS para los tipos específicos de entidades geográficas son por lo general únicos dentro del siguiente nivel más alto de entidad geográfica con la que existe una relación de anidamiento. Por ejemplo, los códigos FIPS de estado, de distrito electoral y de áreas estadísticas basadas en concentraciones son únicos dentro de la nación; los códigos FIPS de condado, de lugar, de subdivisión de condado y de subdivisión civil son únicos dentro del estado. Los códigos para las áreas de indígenas de las Américas, nativas de Alaska y Hawái también son únicos dentro del estado; aquellas áreas que estén en múltiples estados tendrán códigos diferentes para cada estado.

Shapefile—Representaciones digitales de los rasgos geográficos, como carreteras y límites usados para crear los mapas. Un shapefile almacena información de geometría no topológica y atributiva para los rasgos espaciales en un conjunto de datos. La Oficina del Censo proporciona shapefiles del Instituto de Investigaciones sobre Sistemas Ambientales (Esri™) basados en los condados.

Sistema de información geográfica (GIS)—Un sistema informático para el almacenamiento, la recuperación y el mantenimiento de información sobre los puntos, las líneas y las áreas que representan las calles y carreteras, los ríos, los ferrocarriles, las entidades geográficas, y otros rasgos en la superficie de la Tierra (información que anteriormente estaba disponible solo en los mapas impresos).

Unidad de vivienda (HU)—Una vivienda para una sola familia, *townhouse* (casa adosada), casa móvil, remolque, apartamento, grupo de habitaciones o habitación individual ocupada como un alojamiento separado o, si está desocupada, para ser ocupada como un alojamiento separado. Un alojamiento separado es un alojamiento en el que uno o más ocupantes (o posibles ocupantes, si está desocupado) viven separados de otras personas del edificio y tienen acceso directo al alojamiento sin tener que pasar por otro alojamiento, como desde fuera del edificio o a través de un pasillo común.

Unidad de vivienda ocupada—Una unidad de vivienda se clasifica como ocupada si es el lugar residencial habitual de la persona o de un grupo de personas que viven en esta al momento de la enumeración o si los ocupantes están temporalmente ausentes; por ejemplo, en otro lugar de vacaciones. Las habitaciones ocupadas o conjunto de habitaciones en hoteles, moteles y lugares similares son clasificados como unidades de viviendas solo cuando están ocupados por residentes permanentes, es decir por personas para las que la instalación es su lugar residencial habitual.

Unidad de vivienda vacante—Estructura habitable que contiene un alojamiento que no está ocupado. Las unidades de viviendas nuevas que aún no están ocupadas se clasifican como unidades de vivienda vacantes si la construcción ha alcanzado un punto en el que las ventanas

y las puertas exteriores están instaladas y los pisos definitivos utilizables y el techo están colocados. Las unidades vacantes están excluidas si están abiertas a los elementos, o si hay evidencia positiva, como una señal en la casa, de que la unidad de vivienda será demolida o ha sido condenada.

Unidad gubernamental (GU)—Una entidad geográfica establecida por medidas legales con el propósito de implementar funciones específicas de gobierno. La mayoría de las unidades gubernamentales proporcionan una cantidad de servicios gubernamentales generales y recaudan ingresos (generalmente a través de una autoridad tributaria).

Guía para los Participantes sobre la Fase de Información (Feedback) y las Apelaciones del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020

Instrucciones para los Participantes que Usan la Lista Digital de Direcciones: Puerto Rico



Oficina del
Censo
Estados Unidos
Puerto Rico

Departamento de Comercio de los EE. UU.
Administración de Economía y Estadísticas
OFICINA DEL CENSO DE LOS EE. UU.
[census.gov](https://www.census.gov)

Esta página se dejó en blanco intencionalmente.

TABLA DE CONTENIDO

Antecedentes	vi
A. Información General	vi
B. Procesamiento de la Oficina del Censo de los Envíos de LUCA.....	vi
C. Confidencialidad y Seguridad	vi
D. Códigos de Identificación de Entidad	vii
E. Organización de la Guía para los Participantes	viii
F. Capacitación y Apoyo.....	viii
Capítulo 1 Introducción a la Fase de Información y las Apelaciones de LUCA para el Censo del 2020.....	1
1.1 Materiales de la Fase de Información	1
1.2 Nombres de los Archivos y Estructura de los DVD de los Materiales de la Fase de Información.....	3
1.2.1 Lista Digital de Direcciones y Mapas Impresos en Formato Grande/PDF	3
1.2.2 Lista Digital de Direcciones y Mapas Digitales.....	4
1.3 Cómo Crear Copias de Trabajo de los Archivos Digitales de LUCA.....	5
1.4 Cómo Convertir Archivos de Texto Delimitados por Comas	7
Capítulo 2 Revisando los Materiales de la Fase de Información de LUCA del 2020 y los Códigos de Procesamiento.....	9
2.1 Informe Resumen de la Actualización de Direcciones de la Fase de Información	9
2.2 Lista Detallada de Direcciones de la Fase de Información	12
2.2.1 Entendiendo los Códigos de Procesamiento de la Fase de Información.....	16
2.2.2 Ejemplos de Códigos de Procesamiento de Fase de Información.....	17
2.3 Lista de Conteo de Direcciones de la Fase de Información	19
2.4 Mapas Impresos, Mapas en Formato PDF y Shapefiles.....	21
Capítulo 3 Cómo Presentar una Apelación.....	25
3.1 Antecedentes.....	25
3.2 Plazo Límite para Presentar una Apelación	25
3.3 Procedimientos para Presentar una Apelación	26
3.4 Documentación de Respaldo	26
3.5 Preparando y Enviando Material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020.....	28
3.5.1 Preparando el Material para el Envío.....	28
3.5.2 Instrucciones para Enviar Material de Apelaciones a través de SWIM.....	30

3.5.3 Instrucciones para Enviar Material de Apelaciones por Correo Postal u Otro Servicio de Entrega.....	39
Capítulo 4 Cierre de LUCA para el Censo del 2020	40
Apéndices	41
Apéndice A Normas de Confidencialidad y Seguridad.....	A-1
Apéndice B Formulario de Contrato de Confidencialidad	B-1
Apéndice C Formulario de Inventario para Devolución o Entrega de Materiales de LUCA ...	C-1
Apéndice D Glosario	D-1

LISTA DE TABLAS

Tabla 1: Códigos de Identificación de Entidad.....	viii
Tabla 2: Tipos de Entidad y Códigos de Entidad en los Materiales de Mapas	viii
Tabla 3: Nombres de Campos y Descripciones de la Lista Detallada de Direcciones de la Fase de Información	12
Tabla 4: Códigos de Procesamiento de la Fase de Información	16
Tabla 5: Nombres y Descripciones de los Campos de la Lista de Conteo de Direcciones de la Fase de Información	20
Tabla 6: Envío a Través de SWIM.....	32

LISTA DE FIGURAS

Figura 1. Participantes que usan la Lista Digital de Direcciones y Mapas Digitales - Ejemplo de una Carpeta Nueva en una Computadora Local	7
Figura 2. D-2201(SP) - Ejemplo del Informe Resumen de la Actualización de Direcciones de Información	11
Figura 3. Ejemplo de un Mapa de Bloques de Formato Pequeño de la Fase de Información de LUCA	23
Figura 4. Ejemplo de un Mapa de Bloques de Formato Pequeño de la Fase de Información de LUCA- Sección Ampliada	24
Figura 5. Ejemplo de una Carpeta con Archivos de Apelaciones para un Participante que Usa la Lista Digital de Direcciones y Mapas Digitales	30

ANTECEDENTES

A. Información General

El Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020 es un programa voluntario del censo decenal. LUCA es la única oportunidad previa al Censo del 2020 para que los gobiernos tribales, estatales y locales (incluyendo el Distrito de Columbia y Puerto Rico) revisen y actualicen la lista de direcciones residenciales de la Oficina del Censo para sus jurisdicciones. La Oficina del Censo depende de una lista de direcciones completa y precisa para comunicarse con cada residencia y la población asociada para incluirlos en el censo. El programa LUCA está autorizado por la Ley del 1994 para Mejorar la Lista de Direcciones Censales (Ley Pública 103-430). Para obtener más información, consulte <https://www.census.gov/programs-surveys/decennial-census/about/luca/act-1994.html>.

En conformidad con la ley, la Fase de Información de LUCA proporciona a los gobiernos participantes materiales detallados de la fase de información que documentan las actualizaciones locales a las direcciones que la Oficina del Censo procesó. Los participantes de LUCA que deseen disputar las determinaciones de la Oficina del Censo sobre las direcciones en relación con sus envíos pueden apelar esas decisiones si cumplen con los requisitos específicos de elegibilidad. Las apelaciones se tienen que presentar dentro del plazo de 45 días de recibir los materiales de la fase de información. Las apelaciones que se presenten después del plazo límite serán denegadas. La presentación de una apelación es opcional y no es un requisito de LUCA.

IMPORTANTE: El aviso final del *Registro Federal* se incluye con los materiales de la fase de información y se encuentra disponible en el sitio web de LUCA, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, para que los participantes lo consulten antes de comenzar su revisión.

B. Procesamiento de la Oficina del Censo de los Envíos de LUCA

La Oficina del Censo analizó todas las direcciones enviadas por participantes de LUCA y procesó aquellas que cumplen con los requisitos establecidos. Además, la Oficina del Censo hizo las correcciones y actualizaciones necesarias a los mapas del censo a partir de los envíos de la Fase de Revisión de LUCA.

C. Confidencialidad y Seguridad

Todos los requisitos y pautas para la protección de los materiales confidenciales de la Oficina del Censo protegidos por el Título 13 del Código de los EE. UU. que se siguieron en la Fase de Revisión de LUCA se aplican a los materiales de la Fase de Información de LUCA.¹ A todos los participantes se les requiere que firmen un Formulario de Contrato de Confidencialidad de acuerdo con el Título 13 del Código de los EE. UU. para mantener la confidencialidad de la

¹El Título 13 del Código de los EE. UU. estipula tratamiento confidencial para la información relacionada con el censo, incluyendo las direcciones individuales y los puntos en el mapa. El Título 13 requiere que todos los enlaces, revisores y toda persona con acceso a los materiales protegidos por el Título 13 cumplan con las *Normas de Confidencialidad y Seguridad*. El Título 13 también requiere que la Oficina del Censo mantenga la confidencialidad de toda la información que recopile.

información de las direcciones del censo que recibieron de la Oficina del Censo para su revisión. A los participantes se les requiere que tengan los medios para garantizar la seguridad de la Lista de Direcciones del Censo que contiene información protegida por el Título 13.

A las personas que firmaron el *D-2005(SP) – Formulario de Contrato de Confidencialidad* para la Fase de Revisión de LUCA no se les requiere que vuelvan a firmar el formulario. Sin embargo, toda persona que revise o tenga acceso a los materiales confidenciales de la fase de información protegidos por el Título 13 y que todavía no haya firmado el *D-2005(SP)* tiene que leer y aceptar cumplir las *Normas de Confidencialidad y Seguridad*, que se incluyen como **Apéndice A**, y tiene que firmar el *Contrato de Confidencialidad* antes de revisar los materiales. En esta guía para los participantes se incluye un *D-2005(SP) – Formulario de Contrato de Confidencialidad* como **Apéndice B**. Este formulario también está disponible en el sitio web de LUCA <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

La *Lista Detallada de Direcciones de la Fase de Información* y los *mapas de bloques de formato pequeño* son materiales protegidos por el Título 13 que se incluyen en los materiales de información y que requieren una contraseña para descifrarlos y abrirlos. Esta contraseña que distingue entre mayúsculas y minúsculas (diferente de la contraseña utilizada durante la Fase de Revisión) se envía por separado y antes de que se reciban los materiales de la fase de información. Guarde la carta con la contraseña, *D-2280(SP)*, en un lugar seguro para usarla para abrir los materiales según se explica en la **Sección 1.3** y para preparar materiales para la Apelación para su envío según se explica en la **Sección 3.5.1**.

Luego de la Fase de Información de LUCA o de una posible Apelación, cuando finaliza la operación del LUCA para el Censo del 2020, el enlace de LUCA tiene que verificar la destrucción (preferido) o la devolución a la Oficina del Censo de todos los materiales protegidos por el Título 13 y sus copias mediante la firma y devolución del *D-2012(SP) – Formulario de la Destrucción o Devolución de Materiales Protegidos por el Título 13, Código de los EE. UU.* Se incluye un formulario en blanco como **Apéndice C**, que también está disponible por internet en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. Se puede obtener información adicional o asistencia llamando gratis al (844) 344-0169 o enviando un correo electrónico a GEO.2020.LUCA@census.gov.

D. Códigos de Identificación de Entidad

Todos los códigos de entidad, también conocidos como "EntityID", que aparecen en los materiales de la fase de información tienen un código de dos letras que identifica el tipo de entidad. Consulte la **Tabla 1** para obtener información sobre los códigos de identificación de entidad que combinan el código de dos letras con los códigos de dos o tres dígitos de las Series Federales de Procesamiento de Información (FIPS).

Tabla 1: Códigos de Identificación de Entidad

Entidad	Códigos de Identificación de Entidad	Total de Caracteres
Estado	ST (2 alfabéticos) + (2 numéricos de FIPS)	4
Municipio	CO (2 alfabéticos) + Estado (2 numéricos de FIPS) + Condado (3 numéricos de FIPS)	7

A continuación hay dos ejemplos que muestran el “EntityID” para entidades de gobierno local.

- Estado: ST72 (Estado Libre Asociado de Puerto Rico).
- Municipio: CO72035 (Municipio de Cayey, Puerto Rico).

Todos los materiales relacionados con los mapas que se incluyen en formato digital en los DVD de los participantes tienen códigos especiales que son distintos de los “EntityID.” La abreviatura para la codificación especial relacionada con los mapas es “<EntType><EntCode>.” Consulte la **Tabla 2** para obtener información sobre <EntType><EntCode>.

Tabla 2: Tipos de Entidad y Códigos de Entidad en los Materiales de Mapas

<EntType> es el tipo de entidad:	<EntCode> es el código de entidad
CS = Municipio (Puerto Rico)	Municipio = SSSCC
	<i>Donde: SS = Código FIPS de estado; CCC = Código FIPS de condado; MMMMM = Código FIPS de MCD; RRRR = Código AIR del Censo.</i>

LUCAF20CS72035.pdf es un ejemplo de .pdf agrupado de formato grande de la Fase de Información de LUCA para el Municipio de Cayey. La **Sección 1.2** proporciona más detalles sobre estos materiales y su ubicación en los DVD.

E. Organización de la Guía para los Participantes

Use esta guía para los participantes, el *D-2232(SP)*, junto con la *Guía para los Participantes del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020, Formato de la Lista Digital de Direcciones para Puerto Rico (D-2032SP)*. Las guías para los participantes no repiten la información entre las fases (Revisión e la Fase de Información).

[Los enlaces](#) aparecen como texto celeste, subrayado. Los enlaces de referencias cruzadas a otras secciones en el documento aparecen como **texto azul en negrita**.

F. Capacitación y Apoyo

No hay talleres programados para la Fase de Información; sin embargo, el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html> ofrece información con respecto al uso del Geographic Update Partnership Software (GUPS), así como más información que puede ayudar con la revisión de los materiales de la fase de información. Además, el Centro de Ayuda de LUCA de la Oficina del Censo puede asistir con preguntas relacionadas con la fase de información. La Oficina de Apelaciones de LUCA para el Censo del 2020, establecida como una entidad federal temporal independiente por la Oficina de

Administración y Presupuesto (OMB), maneja el proceso de Apelaciones y todas las preguntas relacionadas con la Apelación.

Comuníquese con el Centro de Ayuda de LUCA, gratis, al (844) 344-0169 o envíeles un correo electrónico a GEO.2020.LUCA@census.gov. Comuníquese con la Oficina de Apelaciones, gratis, al (888) 222-9907. La dirección de correo electrónico se encuentra en el sitio web de LUCA anteriormente mencionado.

CAPÍTULO 1 INTRODUCCIÓN A LA FASE DE INFORMACIÓN Y LAS APELACIONES DE LUCA PARA EL CENSO DEL 2020

Este capítulo proporciona información introductoria sobre los materiales que los participantes reciben como parte de la Fase de Información, los detalles de la denominación de los archivos y el recibo de los materiales. Explica la configuración de una computadora local y el modo correcto de abrir los materiales de direcciones sin dañar el contenido.

IMPORTANTE: Para los participantes que necesitan imágenes y ejemplos detallados, el documento *D-2032(SP) - Guía para los Participantes del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020; Formato de la Lista Digital de Direcciones* distribuido durante la Fase de Revisión de LUCA, incluye gráficos adicionales e información. Encuentre la guía para los participantes en el sitio web de LUCA, <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>, y úsela para suplementar las instrucciones de este material.

1.1 Materiales de la Fase de Información

La Oficina del Censo proporcionará materiales de la Fase de Información de LUCA a gobiernos elegibles a partir de julio y hasta septiembre del 2019. A menos que algún participante haya declinado recibirlos, la Oficina del Censo proporcionará materiales de la fase de información de LUCA para jurisdicciones que enviaron actualizaciones a las direcciones luego de revisar y realizar cada actualización de dirección en el formato adecuado en la Lista de Direcciones del Censo y de añadir las direcciones nuevas que no estuvieran ya incluidas. La Oficina del Censo verificará las actualizaciones de direcciones sugeridas por los participantes (adiciones, correcciones, eliminaciones, etc.) para asegurarse de que todas las actualizaciones de direcciones y adiciones existan y que se encuentren en el bloque censal correcto. Los participantes que revisaron la Lista de Direcciones del Censo, estuvieron de acuerdo con su contenido durante la Fase de Revisión de LUCA y pidieron recibir comentarios, también recibirán los materiales de la fase de información de LUCA.

La Oficina del Censo proporciona los materiales de la fase de información de acuerdo con el formato final que los participantes seleccionaron para la Fase de Revisión de LUCA. Para los participantes que usan la lista digital de direcciones, los materiales incluyen:²

- *Informe Resumen de la Actualización de Direcciones de la Fase de Información* — muestra la suma de las acciones que tomó la Oficina del Censo para todas las actualizaciones de direcciones enviadas por una entidad.
- *Lista Detallada de Direcciones de la Fase de Información* — muestra todas las actualizaciones de registros de direcciones procesadas por la Oficina del Censo (es decir, tenían el formato adecuado) que envió el participante, y un código de procesamiento de la fase de información

² Para los participantes que nos dijeron "No hay cambios" en el formulario *D-2079(SP)* o *D-2084(SP)* y a quienes otros participantes de LUCA u otras operaciones del censo no les eliminaron registros, o para aquellos que enviaron un archivo que no se pudo procesar y a quienes no les eliminaron registros otros participantes de LUCA u otras operaciones del censo, no hay direcciones para revisar o apelar. Estos participantes reciben un suplemento impreso, el *D-2282(SP)*, que les notifica que su *Lista Detallada de Direcciones de la Fase de Información* estará en blanco y explica por qué. Sus DVD contendrán un archivo correspondiente en formato de documento portátil (PDF), *2020LUCA_FB_insert_pr.pdf*.

que identifica la acción específica que la Oficina del Censo realizó en ese registro de dirección. La lista de direcciones también identifica los registros de direcciones sobre los cuales no se hicieron comentarios y que fueron eliminados de la original Lista de Direcciones del Censo por otra operación del censo o por otro nivel de gobierno que participa en LUCA.

- *Lista de Conteo de Direcciones de la Fase de Información* — contiene el número direcciones residenciales de unidades de vivienda y alojamientos de grupo en la Lista de Direcciones del Censo de la Fase de Revisión de LUCA y el número actual de direcciones residenciales de unidades de vivienda y alojamientos de grupo para cada bloque censal dentro de la jurisdicción del participante.
- *Lista de Relación entre Bloques Censales y Hojas de Mapas de la Fase de Información* — identifica la hoja u hojas matrices de los mapas de formato grande donde se ubica cada bloque censal. Este producto es para participantes que seleccionaron mapas impresos o mapas impresos/Portable Document Format (PDF). Este producto se ordena conforme al número de sector censal y al número de bloque censal, en orden ascendente.
- *Mapas de la Fase de Información* — pueden incluir actualizaciones en los rasgos proporcionadas por la entidad que los envíe, otros participantes de LUCA y/o otras actualizaciones que encontró la Oficina del Censo durante otras operaciones del censo. La Oficina del Censo proporciona mapas o shapefiles en el formato final seleccionado para los materiales de la Fase de Revisión de LUCA.
 - *Mapas impresos de formato grande* — mapas impresos de formato grande (36" x 32") que pueden incluir una o más hojas, para los participantes que seleccionaron mapas impresos o mapas impresos/PDF. Se incluye un PDF agrupado de los mapas impresos de formato grande para los participantes que usan mapas impresos/PDF. Consulte el documento *D-2032(SP) - Guía para los Participantes del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020; Formato de la Lista Digital de Direcciones* para obtener detalles sobre estos materiales.
 - *Mapas en formato PDF* — archivos proporcionados en un DVD que contienen mapas de bloques de formato pequeño de tamaño legal (8.5" x 14"), incluyendo puntos en el mapa protegidos por el Título 13 (coordenadas de las estructuras de las direcciones que muestran la ubicación de las direcciones residenciales) para los participantes que seleccionaron los mapas impresos/PDF.
 - *Shapefiles* — creados del sistema de Archivo Maestro de Direcciones (MAF)/Codificación y Referencia Geográficas Integradas Topológicamente (TIGER) (MAF/TIGER) para participantes que seleccionaron mapas digitales o Geographic Update Partnership Software (GUPS) (Software de Colaboración para la Actualización Geográfica). A estos archivos también se los conoce como TIGER Partnership shapefiles (archivos de colaboración en formato shapefile de TIGER).
- *Materiales de referencia/instrucción* — incluyen la(s) Guía(s) para los Participantes para la Fase de Información, Guía(s) de Inicio Rápido, *Informe Resumido Sobre la Actualización de la Fase de Direcciones*, varios formularios y archivo(s) *readme*. Para los participantes que usan materiales digitales, los distintos materiales se incluyen en formato digital en el DVD y en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. Además de ser incluido en formato digital en el DVD, los documentos de Inicio Rápido y *Informe Resumido Sobre la Actualización de Direcciones* se incluye como material impreso en el paquete de materiales de la Fase de Información.

1.2 Nombres de los Archivos y Estructura de los DVD de los Materiales de la Fase de Información

Los materiales digitales del Fase de Información llegan en DVD de acuerdo con el formato final usado en la Fase de Revisión de LUCA.³ Un DVD es el "Title 13 Data Disc" (Disco con Datos Protegidos por el Título 13) que contiene la *Lista Detallada de Direcciones de la Fase de Información* y el segundo (si corresponde) es el "Non-Title 13 Data Disc" (Disco sin Datos Protegidos por el Título 13). Las siguientes tres secciones describen la información contenida en cada disco para los tres formatos de lista digital de direcciones y productos de mapas. Los detalles de los materiales se encuentran en el [Capítulo 2](#).

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

Los participantes que seleccionaron la preferencia de producto de lista digital de direcciones y mapas impresos de formato grande/PDF reciben un DVD, el Title 13 Data Disc. Este DVD contiene copias de los mapas de formato grande junto con otra información sobre los mapas de formato grande, y también los mapas de bloques de formato pequeño junto con otra información relacionada con los mapas de bloques de formato pequeño en la carpeta "maps", e incluye la *Lista Detallada de Direcciones de la Fase de Información* de la Oficina del Censo, protegida por el Título 13, en la carpeta "shape". El DVD también tiene archivos en el directorio raíz.

- La carpeta "maps" contiene:
 - **2020LUCAF20_BlockMaps.exe**. Requiere la misma contraseña que se usó para extraer la *Lista Detallada de Direcciones de la Fase de Información* para abrir y descomprimir este archivo.
 - Extrae **LUCAF20BLK_<FullBlockCode>.pdf** (mapas de bloques de formato pequeño de la fase de información de LUCA, pdf agrupados) una vez que se realiza la extracción exitosamente. Estos son los bloques actuales de tabulación del 2010 dentro de la entidad del participante.
 - Extrae **BlockInfo_LUCAF20<EntType><EntCode>.txt** – este es un archivo de texto delimitado por punto y coma basado en la entidad, que incluye información básica para cada bloque en la entidad del participante.
 - Extrae **BlockMap_Legend_LUCAF20.pdf** – esta es la leyenda para los mapas de bloques de formato pequeño.
 - **ReadMe.txt** – contiene una declaración con respecto al uso de Adobe® Reader® o Acrobat® Professional para abrir correctamente y ver los mapas en formato pdf. Descargue el software gratis de formato de documento portátil (PDF) en <https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.
 - **About_the_maps.pdf** – contiene consejos para usar los mapas de bloques de formato pequeño e incluye una breve descripción de los tipos de mapa y archivos suplementarios. También incluye consejos para imprimir mapas de bloques de formato pequeño.
 - **LUCAF20<EntType><EntCode>.pdf** – contiene un archivo .pdf agrupado de los mapas impresos de formato grande.

³ Algunos participantes pueden tener dificultades para extraer los materiales del disco de datos debido a derechos administrativos, bloqueadores de aplicaciones, o programas antivirus o de seguridad. Se recomienda a los participantes que primero se comuniquen con el personal de tecnología de la información de sus propias organizaciones, y que después se comuniquen con el Centro de Ayuda de LUCA si los problemas persisten.

- **LUCAF20<EntType><EntCode>_BLK2MS.txt** – contiene una lista de todos los bloques dentro de la jurisdicción del participante y los números de hoja o cuadrícula que identifican la hoja matriz de formato grande donde se encuentra el bloque. El archivo tiene formato de texto delimitado por punto y coma.
- La carpeta “**shape**” contiene:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use la contraseña que se le envió por separado de los materiales de la Fase de Información para abrir este archivo comprimido y cifrado.
 - Cuando se extrae, se convierte en **2020LUCA_<EntityID>_FB_detailed_address_list.csv**.
- El directorio raíz contiene materiales no protegidos por el Título 13:
 - **FB_Readmefirst5.txt** – proporciona explicaciones detalladas de las carpetas y archivos que hay en el disco.
 - **020LUCA_<EntityID>_FB_address_countlist.csv** – esta es la *Lista de Conteo de Direcciones de la Fase de Información*.
 - **2020LUCA_<EntityID>_FB_summary_report_pr.pdf** – este es un archivo en formato de documento portátil (PDF) del *Informe Resumen de la Actualización de Direcciones de la Fase de Información* impreso que resume el procesamiento que realizó la Oficina del Censo en los registros de direcciones enviados por participantes durante la Fase de Revisión de LUCA.
 - **2020LUCA_FB_digital_respondent_guide_pr.pdf** – este es un archivo en formato de documento portátil (PDF) de este documento, el *D-2232(SP) - 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; Instrucciones para los Participantes que usan la Lista Digital de Direcciones: Puerto Rico*.
 - **2020LUCA_FB_quick_start_digital_pr.pdf** – este es el *D-2240(SP) - Guía Digital de Inicio Rápido para la Fase de Información de LUCA para el Censo del 2020*. Contiene información general sobre los DVD y el uso de los archivos incluidos en los DVD y sirve como resumen breve para comenzar a usar estos materiales.
 - **<EntityID>_D2005_Confidentiality_pr.pdf** – este es el *D-2005(SP) - Formulario de Contrato de Confidencialidad* que se debe usar si se actualizan los revisores o el enlace.
 - **<EntityID>_D2012_Destruction_pr.pdf** – este es el *D-2012(SP) - Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13* que se debe usar para confirmar la destrucción (preferido) o devolución de todos los materiales protegidos por el Título 13, conforme a lo requerido por ley, luego de que concluya LUCA para el Censo del 2020.

1.2.2 Lista Digital de Direcciones y Mapas Digitales

Los participantes que seleccionaron la preferencia de producto de lista digital de direcciones y mapas digitales reciben dos discos de datos: el Title 13 Data Disc y el Non-Title 13 Data Disc, y un disco de instalación sin cargo del Geographic Update Partnership Software (GUPS).

El DVD Title 13 Data Disc contiene la *Lista Detallada de Direcciones de la Fase de Información* de la Oficina del Censo en la carpeta “**shape**”.

- La carpeta “**shape**” contiene:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe**. Use la contraseña que se le envió por separado de los materiales para abrir este archivo comprimido y cifrado.
 - Cuando se lo extrae, se convierte en **2020LUCA_<EntityID>_FB_detailed_address_list.csv**.

El DVD Non-Title 13 Data Disc contiene los shapefiles y la *Lista de Conteo de Direcciones de la Fase de Información* en la carpeta “**shape**”, y materiales suplementarios en el directorio raíz.

- La carpeta “**shape**” contiene:
 - **2020LUCA_<EntityID>_FB_DISK2of2.exe**. No se requiere una contraseña para extraer este archivo.
 - Extrae los shapefiles, una carpeta para el estado (por ejemplo, el Estado Libre Asociado) y una para el municipio o los municipios.
 - Extrae el archivo **2020LUCA_<EntityID>_FB_address_countlist.csv** – esta es la *Lista de Conteo de Direcciones de la Fase de Información*.
- El directorio raíz contiene:
 - **FB_Readmefirst6.txt** – proporciona explicaciones detalladas de las carpetas y archivos que hay en ambos DVD.
 - **2020LUCA_<EntityID>_FB_summary_report_pr.pdf** – este es un archivo en formato de documento portátil (PDF) del *Informe Resumen de la Actualización de Direcciones de la Fase de Información* impreso que resume el procesamiento que realizó la Oficina del Censo en los registros de direcciones enviados por participantes durante la Fase de Revisión de LUCA.
 - **2020LUCA_FB_digital_respondent_guide_pr.pdf** – este es un archivo en formato de documento portátil (PDF) de este documento, el *D-2232(SP) - 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; Instrucciones para los Participantes que usan la Lista Digital de Direcciones: Puerto Rico*.
 - **2020LUCA_FB_gups_respondent_guide.pdf** – este es el documento *D-2233 - 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; Instrucciones para los Participantes de Geographic Update Partnership Software (GUPS)*.
 - **2020LUCA_FB_quick_start_digital_pr.pdf** – este es el *D-2240(SP) - Guía Digital de Inicio Rápido para la Fase de Información de LUCA para el Censo del 2020*. Contiene información general sobre los DVD y el uso de los archivos incluidos en los DVD y sirve como resumen breve para comenzar a usar estos materiales.
 - **2020LUCA_FB_quick_start_gups.pdf** – este es el *D-2242 - Guía de Inicio Rápido de GUPS para la Fase de Información de LUCA para el Censo del 2020*. Incluye información general sobre el uso de los archivos incluidos en los DVD. Sirve como resumen breve para comenzar a usar el software de GUPS.
 - **<EntityID>_D2005_Confidentiality_pr.pdf** – este es el *D-2005(SP) - Formulario de Contrato de Confidencialidad* que se debe usar si se actualizan los revisores o el enlace.
 - **<EntityID>_D2012_Destruction_pr.pdf** – este es el *D-2012(SP) - Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13* que se debe usar para confirmar la destrucción (preferido) o devolución de todos los materiales protegidos por el Título 13, conforme a lo requerido por ley, luego de que concluya LUCA para el Censo del 2020.

1.3 Cómo Crear Copias de Trabajo de los Archivos Digitales de LUCA

Las instrucciones en esta sección duplican la información del documento *D-2240(SP) - Guía Digital de Inicio Rápido para la Fase de Información de LUCA para el Censo del 2020*. Use esta sección o el Inicio Rápido para comenzar a revisar los materiales de la Fase de Información de LUCA. La Oficina del Censo recomienda hacer una copia de todos los archivos de los DVD y guardarlos en el disco duro de una computadora local que cumpla con las *Normas de*

Confidencialidad y Seguridad. Para mantener organizado el trabajo, cree una carpeta nueva o un directorio nuevo en el disco duro de esa computadora local que cumpla con las normas. La **Figura 1** muestra un ejemplo de una carpeta creada recientemente para un participante que usa la Lista Digital de Direcciones y Mapas Digitales. Hasta que concluya LUCA para el Censo del 2020, mantenga los materiales del DVD en una ubicación segura en caso sea necesario reinstalarlos.

Materiales de Direcciones Protegidos por el Título 13 (todos los participantes que usan direcciones digitales)

- Inserte el DVD Title 13 Data Disc.
- Si hay archivos en el directorio raíz del DVD además de la carpeta "shape", copie esos archivos a la carpeta nueva en la computadora local.⁴
- Haga doble clic en la carpeta llamada "shape".
- Después de que se abra la carpeta, haga clic con el botón derecho en el archivo llamado **2020LUCA_<EntityID>_FB_DISK1of2.exe** y seleccione **Copy** (copiar).
- Abra la carpeta nueva en la computadora local. Haga clic derecho y seleccione **Paste**(pegar).
- En la carpeta nueva, haga doble clic en **2020LUCA_<Entity ID>_FB_DISK1of2.exe**.
- Se abre una ventana de línea de comandos. Escriba la contraseña que la Oficina del Censo le envió por separado de sus materiales. **La contraseña no aparece en la pantalla a medida que se ingresa.** Luego de que se ingrese la contraseña correcta, la ventana muestra el progreso de la extracción y se cierra al finalizar. Tenga en cuenta que si su jurisdicción no recibió la carta con la contraseña o si se extravía la contraseña, debe llamar al (844) 344-0169 o enviar un correo electrónico a GEO.2020.LUCA@census.gov para recibir ayuda.
 - La *Lista Detallada de Direcciones de la Fase de Información* protegida por el Título 13 se extrae a la carpeta nueva con el nombre de archivo **2020LUCA_<EntityID>_FB_detailed_address_list.csv**.
- Para abrir correctamente la *Lista Detallada de Direcciones de la Fase de Información*, vea la **Sección 1.4**, en este capítulo.

IMPORTANTE: No haga doble clic en el archivo .csv. Hacerlo dañará varios campos en el archivo.

Materiales de Mapas Protegidos por el Título 13 (para participantes que usan la lista digital de direcciones y mapas impresos en formato grande/PDF)

- Con el Title 13 Data Disc DVD aún en la computadora, **Copy** (copie) y **Paste** (pegue) la carpeta "maps" a la carpeta nueva en la computadora local.
- Abra la carpeta nueva. Haga doble clic en **2020LUCAFB_BlockMaps.exe**.
- 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 de la Lista Detallada de Direcciones de la Fase de Información, la contraseña no aparece en la pantalla a medida que se ingresa.** Luego de que se ingrese la contraseña correcta, la ventana muestra el progreso de la extracción y se cierra al finalizar.

⁴ Los materiales del directorio raíz en el DVD Title 13 Data Disc existen solo para participantes que reciben mapas impresos y en formato PDF porque ellos reciben solo un DVD con los materiales de la Fase de Información. Estos materiales específicos se mencionan en las Secciones 1.2.1 y 1.2.2.

- Los mapas de bloques en PDF de formato pequeño protegidos por el Título 13 se extraen a la carpeta nueva con archivos llamados **LUCAF20BLK_<FullBlockCode>.pdf**.

Materiales no Protegidos por el Título 13 (para participantes que usan la lista digital de direcciones y mapas digitales)

- Quite el DVD Title 13 Data Disc y coloque el DVD Non-Title 13 Data Disc.
- **Copy** (copie) y **Paste** (pegue) la carpeta “**shape**” y todos los archivos raíz del directorio DVD a la carpeta nueva en la computadora local.
- Abra la carpeta “**shape**” dentro de la carpeta nueva en la computadora local y haga doble clic en **2020LUCA_<EntityID>_FB_DISK2of2.exe**.
- Se abre una ventana de línea de comandos que muestra el progreso de la extracción de los archivos y se cierra al finalizar. No es necesaria una contraseña para extraer este archivo.
 - Los mapas digitales (shapefiles) y la *Lista de Conteo de Direcciones de la Fase de Información*, **2020LUCA_<EntityID>_FB_address_countlist.csv**, se extraen con la ejecución de este archivo. Los shapefiles se extraen en las respectivas carpetas de estado y municipio.

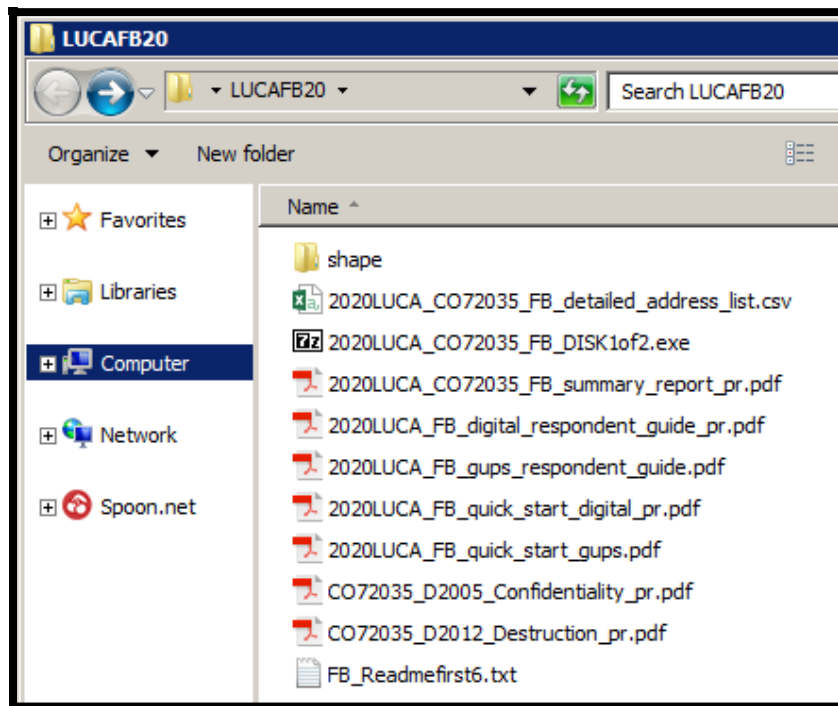


Figura 1. Participantes que usan la Lista Digital de Direcciones y Mapas Digitales - Ejemplo de una Carpeta Nueva en una Computadora Local

1.4 Cómo Convertir Archivos de Texto Delimitados por Comas

Los archivos .csv anteriormente descritos son archivos de texto delimitado por comas. La mayoría de los programas comerciales de hoja de cálculos y base de datos pueden abrir archivos .csv files (por ejemplo, Microsoft® Excel®, Microsoft Access®, etc.).⁵ Sin embargo, para leer correctamente el contenido de los archivos, **los participantes tienen que importar los**

⁵ La Oficina del Censo no endosa ni recomienda el uso de ningún software específico para ver sus archivos. Los nombres de los programas que se incluyen aquí son solo ejemplos de programas que pueden leer archivos digitales.

archivos en vez de abrirlos. El siguiente conjunto de viñetas usan Excel 2016 para describir el modo correcto de abrir archivos .csv.⁶

- Abra una hoja de cálculo nueva de Excel.
- Seleccione la pestaña **"Data"**. Haga clic en **"Get external data"** (Obtener datos de otras fuentes). Seleccione **"From Text"** (Desde el texto).
- Navegue a la carpeta en la computadora local que contenga la *Lista Detallada de Direcciones de la Fase de Información* y haga clic en el archivo.
- Cuando se resalte el archivo, seleccione **"Import"** (Importar) en la parte inferior de la pantalla.
- Se abre la ventana **"Text Import Wizard – Step 1 of 3"** (Asistente para Importar Texto - Paso 1 de 3) en Excel; marque la casilla **"My data has headers"** (Mis datos tienen encabezados) y seleccione **"Next"** (Siguiente).
- En **Step 2 of 3**, seleccione **"Comma"** para Delimitadores. Desde el menú desplegable **"Text qualifier"** (Calificador de texto), seleccione **"{none}"** (ninguno). Seleccione **"Next"** en la parte inferior de la pantalla.
- En **Step 3 of 3**, mantenga presionada la tecla **"Shift"** (Mayúsculas) y desplácese hasta el final de las columnas. Las columnas se resaltarán en negro.
- Seleccione el botón de opción **"Text"**. Defina todos los tipos de campo como Texto, incluso los campos numéricos como el número de sector censal, número de bloque censal, GEOID (identificación geográfica), ZIP Code (código postal), etc. para tener en cuenta los ceros iniciales que son importantes para una geocodificación precisa.
- Haga clic en **"Finish"** (Finalizar) en la parte inferior de la ventana.

Una vez que se abra el archivo .csv, siga el diseño de los registros de la **Tabla 3** para asignar nombres y definir los tamaños de los campos dentro de la *Lista Detallada de Direcciones de la Fase de Información*.

⁶ Téngase en cuenta que las instrucciones para importar los archivos .csv difieren en función del sistema operativo y la versión del software que se usen. Es probable que existan pequeñas variaciones entre estas instrucciones y otras versiones de Microsoft Excel. Consulte el manual del usuario para obtener instrucciones.

CAPÍTULO 2 REVISANDO LOS MATERIALES DE LA FASE DE INFORMACIÓN DE LUCA DEL 2020 Y LOS CÓDIGOS DE PROCESAMIENTO

Este capítulo proporciona información sobre el contenido de cada material de la fase de información y establece la base para realizar una revisión de los materiales. Dedicamos una sección a describir los detallados códigos de procesamiento de la fase de información y a identificar cuáles registros son elegibles para la apelación en función de su código de procesamiento de la fase de información.

2.1 Informe Resumen de la Actualización de Direcciones de la Fase de Información

La Oficina del Censo proporciona una copia impresa del *D-2201(SP) - Informe Resumen de la Actualización de Direcciones de la Fase de Información* a los participantes con el paquete de materiales de la fase de información e incluye una copia en formato de documento portátil (PDF) en DVD. El informe resume el procesamiento que realizó la Oficina del Censo en los registros de direcciones enviados por los participantes durante la Fase de Revisión de LUCA. El informe muestra la suma de las acciones que realizó la Oficina del Censo para todas las actualizaciones de direcciones que enviaron los participantes y el número total de registros de direcciones en la lista de direcciones original del Censo que fueron eliminadas por una operación del censo distinta o por otro nivel de gobierno que participa en LUCA. Vea la [Figura 2](#) para consultar un ejemplo del informe.

La Sección "A" del informe contiene el número total de registros de direcciones enviados a la Oficina del Censo para la Fase de Revisión de LUCA, el número total de registros de direcciones enviados que fueron procesados y el número total de registros de direcciones enviados sin la información requerida y que no fueron procesados. Entre las direcciones no procesadas se encuentran aquellas con códigos de acción en blanco o inválidos, direcciones enviadas sin información geográfica tal como las coordenadas de latitud y longitud, o direcciones de estilo rural sin un punto en el mapa o coordenadas de latitud y longitud. El número total de registros de direcciones de los participantes enviados para el procesamiento (por ejemplo, 100) equivale al número total de registros de direcciones procesados (por ejemplo, 91) y el número total de registros de direcciones no procesados (por ejemplo, 9).

IMPORTANTE: El número total de registros de direcciones enviados que fueron procesados por la Oficina del Censo (por ejemplo, 91 registros en el caso de la [Figura 2](#)) equivale al número de registros que aparecen en la *Lista Detallada de Direcciones de la Fase de Información*.

La Sección "B" del informe muestra los totales de las acciones realizadas por la Oficina del Censo para todos los registros de direcciones enviados con códigos de acción válidos y puntos en el mapa/coordenadas (o geocódigos). El número total de registros de direcciones aceptados según lo solicitado (por ejemplo, 61) y el número total de registros de direcciones no aceptados según lo solicitado (por ejemplo, 30) equivale al número total de registros de direcciones enviados y procesados (por ejemplo, 91) como se muestra en la Sección "A" del informe.

La Sección "C" del informe contiene los registros de direcciones sobre los cuales no se hicieron comentarios y que fueron eliminados de la original Lista de Direcciones del Censo por otra operación del censo o por otro nivel de gobierno que participa en LUCA. Consulte la [Sección 2.2.1](#) para obtener información sobre estos registros eliminados.

PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020
FASE DE INFORMACIÓN DE LUCA DEL 2020 - INFORME RESUMIDO SOBRE LA ACTUALIZACIÓN DE DIRECCIONES

Identificación de la Entidad: CO72035 Nombre de la Entidad: Municipio de Cayey (SOLO EJEMPLO) Fecha: 07/01/2019

A. DIRECCIONES ENVIADAS

- 100 Número total de registros de direcciones enviados a la Oficina del Censo.
91 Número total de registros de direcciones enviados que la Oficina del Censo procesó.
9 Número total de registros de direcciones enviados que la Oficina del Censo no procesó.¹

B. REGISTROS DE DIRECCIONES PROCESADOS

Acciones de los Participantes Aceptadas

- 36 Número de registros de direcciones agregados (A) que se enviaron y se agregaron a la Lista de Direcciones del Censo.
12 Número de registros de direcciones corregidos (C) que se enviaron y se corrigieron en la Lista de Direcciones del Censo.
10 Número de registros de direcciones eliminados (D) que se enviaron y se eliminaron de la Lista de Direcciones del Censo.
2 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron y se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
1 Número de registros de direcciones no residenciales (N) que se enviaron y se quitaron de la porción residencial de la Lista de Direcciones del Censo.
61 Número total de registros de direcciones enviados que la Oficina del Censo aceptó según lo solicitado.

Acciones de los Participantes No Aceptadas

- 2 Número de registros de direcciones agregados (A) que se enviaron pero no se agregaron a la Lista de Direcciones del Censo.
3 Número de registros de direcciones corregidos (C) que se enviaron pero no se corrigieron en la Lista de Direcciones del Censo.
5 Número de registros de direcciones eliminados (D) que se enviaron pero no se eliminaron de la Lista de Direcciones del Censo.
12 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron pero no se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
8 Número de registros de direcciones no residenciales (N) que se enviaron pero no se quitaron de la porción residencial de la Lista de Direcciones del Censo.
30 Número total de registros de direcciones enviados que la Oficina del Censo no aceptó según lo solicitado.

C. OTROS REGISTROS DE DIRECCIONES

- 2 Número de registros de direcciones para los que no hubo acción durante LUCA, que otra operación del Censo eliminó de la Lista de Direcciones del Censo. Este número corresponde al número de X01 registros en su Lista Detallada de Información de Direcciones.

¹ No se procesaron los registros de direcciones de los participantes si no cumplían con los requisitos mínimos. Algunos ejemplos de registros que no se procesaron incluyen lo siguiente: direcciones que se enviaron con códigos de acción en blanco o no válidos, registros agregados que se enviaron sin información geoespacial, registros agregados que se enviaron con un MAFID numérico de 9 dígitos, códigos de acción distintos de "A" que se usaron en los registros sin un MAFID y direcciones que no son de estilo urbano enviadas sin puntos en el mapa o sin coordenadas de latitud y longitud.

Figura 2. D-2201(SP) - Ejemplo del Informe Resumen de la Actualización de Direcciones de Información

2.2 Lista Detallada de Direcciones de la Fase de Información

La Oficina del Censo proporciona la *Lista Detallada de Direcciones de la Fase de Información* a los participantes como parte de los materiales de la fase de información para que vean la resolución de cada registro de dirección enviado que fue procesado por la Oficina del Censo. Los participantes usan la *Lista Detallada de Direcciones de la Fase de Información* para determinar cuáles registros de direcciones son elegibles para la apelación e indicarlos acordemente. Este material muestra todas las actualizaciones a los registros de direcciones utilizables enviadas por el participante, procesadas por la Oficina del Censo, y un código de procesamiento de la fase de información que identifica una acción específica que se realizó en ese registro de dirección. Además, la lista contiene todas las direcciones que estaban en la Lista de Direcciones del Censo del participante durante la Fase de Revisión de LUCA pero que fueron eliminadas con posterioridad por otra operación del censo u otro nivel de gobierno que participa en LUCA.

Cada registro de dirección tiene una longitud máxima de 941 caracteres y contiene 32 campos de información. La **Tabla 3** muestra la longitud máxima de cada campo, el nombre del campo y una descripción del campo.

IMPORTANTE: La *Lista Detallada de Direcciones de la Fase de Información* es el único material editable de la Fase de Información de LUCA y el campo “**APPEAL_FLAG**” en la *Lista Detallada de Direcciones de la Fase de Información* es el único campo editable.

Durante la Fase de Revisión de LUCA, si los participantes determinaron que la Lista de Direcciones del Censo era correcta, no tenían actualizaciones a las direcciones, y devolvieron el formulario *D-2079(SP) – No Hay Actualizaciones ni Cambios en las Direcciones* o el formulario *D-2084(SP) – Plazo Límite de Envío* indicando que querían recibir los materiales de la Fase de Información de LUCA, el archivo con su *Lista Detallada de Direcciones de la Fase de Información* contiene solo las direcciones eliminadas por otra operación del censo u otro nivel de gobierno que participa en LUCA. Si no se eliminaron direcciones desde la Fase de Revisión de LUCA, la *Lista Detallada de Direcciones de la Fase de Información* estará en blanco. Un suplemento impreso, el *D-2282(SP)*, mencionado como nota al pie en la Sección 1.1, explica el archivo en blanco y les notifica que no tienen direcciones elegibles para la apelación.

Tabla 3: Nombres de Campos y Descripciones de la Lista Detallada de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	7	LINE_NUMBER	NÚMERO DE LÍNEA	Número asignado a cada registro de dirección que se encuentra en el envío procesado.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
2	9	MAFID	IDENTIFICACIÓN DEL ARCHIVO MAESTRO DE DIRECCIONES	Número de control único asignado a cada dirección que hay en el Archivo Maestro de Direcciones (MAF). Este valor coincidirá con el valor de LINE_NUMBER para R03, registros elegibles para la apelación. Esto permite el rastreo de registros que no tengan un MAFID asignado.
3	1	APPEAL_FLAG	APPEAL_FLAG	Campo en blanco para que el participante indique una dirección que se apelará, asignándole una "Y". Este es el único campo editable en el archivo.
4	1	LUCA_ACTION	ACCIÓN DE LUCA	Código de acción enviado por el participante, durante la Fase de Revisión de LUCA, para actualizar una dirección: A, C, D, J, N.
5	3	FEEDBACK_CODE	FEEDBACK_CODE	Códigos de procesamiento de información que identifica la acción específica que la Oficina del Censo realizó en cada actualización de dirección enviada por el participante: A01, A02, A03, R01, R02, R03, X01.
6	12	ENTITY	IDENTIFICACIÓN DE ENTIDAD	Número único asignado por la Oficina del Censo a cada entidad.
7	2	STATEFP	CÓDIGO FIPS DEL ESTADO	Código FIPS de estado de dos dígitos para su jurisdicción. Por ejemplo, 72.
8	3	COUNTYFP	CÓDIGO FIPS DEL CONDADO	Código FIPS de condado de tres dígitos para su jurisdicción. Por ejemplo, 035.
9	7	TRACT	SECTOR CENSAL	Consiste en seis dígitos con un decimal entre el cuarto y el quinto dígito, que consiste en un número con una base de 4 dígitos, incluyendo ceros iniciales, y un sufijo numérico de 2 dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00.
10	4	BLOCK	BLOQUE CENSAL	Número de bloque de cuatro dígitos de la tabulación del Censo del 2010. A los bloques censales se les asigna un número único de 0000 a 9999 dentro de un sector censal, y se agrupan dentro de un municipio y un estado. El primer dígito del número de bloque censal identifica el grupo del bloque.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
11	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos del código FIPS del estado, código FIPS del municipio, sector y bloque, por ejemplo, 720352602021002.
12	1	GQ_TL_FLAG	INDICADOR DE ALOJAMIENTO DE GRUPO	Muestra una 'G' si la dirección es un alojamiento de grupo, una 'T' si la dirección es un lugar transitorio y nada si la dirección es una unidad de vivienda.
13	35	HOUSENUMBER	NÚMERO DE CASA	Número de dirección asignado, solo o junto con un prefijo del número de la dirección o un sufijo del número de la dirección que identifica una ubicación junto a una vía pública o dentro de una comunidad.
14	100	STREETNAME	NOMBRE DE LA CALLE	Nombre completo de la calle o carretera. El nombre oficial de una vía pública tal cual fue asignado por una autoridad gubernamental o el nombre alternativo (alias) que se usa y se reconoce.
15	65	APARTMENT_UNIT	UNIDAD DE APARTAMENTO	Descriptor o identificador dentro de la estructura. Descriptor o identificador dentro de la estructura.
16	5	ZIP	CÓDIGO POSTAL	Código postal de 5 dígitos para las direcciones de correo de estilo urbano.
17	50	URBANIZACION	URBANIZACIÓN	Nombre del vecindario o conjunto de viviendas.
18	100	CONDOMINIUM	CONDOMINIO	Nombre del complejo (<i>RESIDENCIAL</i>) de apartamentos, condominios o vivienda pública.
19	22	COMPLEX_DESCRIPTOR	DESCRIPTOR DEL COMPLEJO	Descriptor e identificador del edificio.
20	50	AREA1	ÁREA 1	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de barrio (BO), sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el nombre geográfico.
21	50	AREA2	ÁREA 2	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el área geográfica.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
22	12	KMHM	KILÓMETRO/HECTÓMETRO	Número de kilómetro/hectómetro.
23	100	GQ_TL_NAME	NOMBRE DEL ALOJAMIENTO DE GRUPO	Nombre del alojamiento de grupo.
24	100	FACILITY_NAME	NOMBRE DE LA INSTALACIÓN	Nombre de la instalación de alojamiento de grupo.
25	100	LOCATION_DESCRIPTION	DESCRIPCIÓN DEL LUGAR	Descripción de la ubicación y características físicas de un alojamiento.
26	50	NONCITYSTYLE_ADDRESS	DIRECCIÓN DE ESTILO RURAL	Ruta rural y número de apartado o ruta de contrato por carreteras y número de apartado.
27	5	NONCITYSTYLE_ZIP	CÓDIGO POSTAL DE ESTILO RURAL	Código postal de 5 dígitos del Servicio Postal de los Estados Unidos para direcciones de correo de estilo rural.
28	4	MAPSPOT	PUNTO EN EL MAPA	Número único asignado por la Oficina del Censo para cada punto en el mapa dentro de un bloque. La numeración vuelve a empezar en cada bloque.
29	11	LAT	LATITUD	Latitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
30	12	LONG	LONGITUD	Longitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
31	1	CITY_STYLE	ESTILO URBANO	Indicador de dirección de estilo urbano o rural. Muestra "Y" para direcciones de estilo urbano y "N" para direcciones de estilo rural.
32	4	APPEAL_CODE	APPEAL_CODE	En blanco. Solo para uso del Personal de Apelaciones.

Para facilitar la revisión de los participantes del material de información, la Oficina del Censo proporciona el archivo de la *Lista Detallada de Direcciones de la Fase de Información* ordenado en función del siguiente orden del campo **FEEDBACK_CODE**: X01, R03, A01, A02, A03, R01, y R02. Dentro de cada código de procesamiento de información, el campo **GEOID** proporciona otro nivel de orden. Realizar esta doble ordenación coloca a los registros elegibles para la apelación al principio del archivo, a la vez que se retiene una organización geográfica para los registros de direcciones.

2.2.1 Entendiendo los Códigos de Procesamiento de la Fase de Información

Los códigos de procesamiento de la fase de información en la *Lista Detallada de Direcciones de la Fase de Información* indican los resultados del procesamiento por parte de la Oficina del Censo de los registros de los participantes que se enviaron durante la Fase de Revisión de LUCA. La **Tabla 4** identifica el código de procesamiento de la fase de información asignado a los registros enviados por un participante. La segunda columna indica si el código es elegible para la apelación. La tercera columna da el resultado de la Oficina del Censo con respecto al procesamiento, incluyendo información sobre la aceptación o rechazo de la actualización del participante y la decisión de incluir o excluir la dirección del Censo del 2020.

Tabla 4: Códigos de Procesamiento de la Fase de Información

Código de Información	Elegible para la Apelación	Descripción
X01	Sí	Dirección FUERA del Censo: La Oficina del Censo excluirá esta dirección del Censo del 2020 para su jurisdicción. Esta dirección no se actualizó como parte de su revisión de LUCA, sino que fue eliminada de la Lista de Direcciones del Censo del 2020 por otro nivel de gobierno que participa en LUCA u otra operación del censo.
R03	Sí	Dirección FUERA del Censo: La Oficina del Censo excluirá esta dirección del Censo del 2020 para su jurisdicción y rechaza su actualización de LUCA.
A01	No	Dirección EN el Censo, Mismo Bloque: La Oficina del Censo incluirá esta dirección en el Censo del 2020 para su jurisdicción en el mismo bloque y acepta su actualización de LUCA.
A02	No	Dirección EN el Censo, Distinto Bloque: La Oficina del Censo incluirá esta dirección en el Censo del 2020 para su jurisdicción en un bloque distinto y acepta su actualización de LUCA.
A03	No	Dirección FUERA del Censo: La Oficina del Censo excluirá esta dirección del Censo del 2020 para su jurisdicción y acepta su actualización de LUCA.
R01	No	Dirección EN el Censo, Mismo Bloque: La Oficina del Censo incluirá esta dirección en el Censo del 2020 para su jurisdicción en el mismo bloque y rechaza su actualización de LUCA.
R02	No	Dirección EN el Censo, Distinto Bloque: La Oficina del Censo incluirá esta dirección en el Censo del 2020 para su jurisdicción en un bloque distinto y rechaza su actualización de LUCA.

El campo **FEEDBACK_CODE** de la *Lista Detallada de Direcciones de la Fase de Información* contiene un código que especifica si la Oficina del Censo aceptó o rechazó la acción enviada por el participante. Por ejemplo, **A01**, **A02** y **A03** indican que la Oficina del Censo aceptó la actualización de la dirección. Estos tres códigos de procesamiento de información no son elegibles para la apelación. Los registros **A01** y **A02** permanecen en el universo de enumeración

del Censo del 2020 y por lo tanto no son elegibles para la apelación, mientras que el código **A03** refleja una actualización aceptada que excluye a una dirección del universo de enumeración del Censo del 2020 (es decir, acciones de LUCA aceptadas “D”, “N” y “J”).

Los tres códigos de procesamiento de la fase de información que empiezan con "R" (**R01**, **R02** y **R03**) indican que la Oficina del Censo rechazó las direcciones actualizadas. Solo el código **R03** es elegible para la apelación. Los registros con **R01** y **R02** permanecen en el universo de enumeración del Censo del 2020 y por lo tanto no son elegibles para la apelación.

Además de los registros enviados por un participante, la *Lista Detallada de Direcciones de la Fase de Información* puede incluir direcciones que estaban en la Lista de Direcciones del Censo durante la Fase de Revisión de LUCA (sobre la cual el participante no envió comentarios), pero que fueron eliminadas por otra operación del censo u otro nivel de gobierno que participa en LUCA. Estas direcciones reciben un código de procesamiento de la fase de información **X01** y son elegibles para la apelación.

IMPORTANTE: Solo las direcciones a las que se asignan códigos de procesamiento de información **X01** o **R03** son elegibles para la apelación porque no son parte del universo de enumeración del Censo del 2020.

2.2.2 Ejemplos de Códigos de Procesamiento de Fase de Información

Esta sección proporciona solo algunos ejemplos para cada código de procesamiento de la fase de información. Documenta las situaciones más comunes que surgen durante el procesamiento de los envíos de la Fase de Revisión de LUCA por parte de la Oficina del Censo. Esta lista de ejemplos no es una lista completa de todos los escenarios que llevan a la asignación de códigos de procesamiento de comentarios.

X01 – La dirección se quitó del Censo del 2020. La Oficina del Censo excluirá esta dirección del Censo del 2020 para la jurisdicción del participante. Otro nivel de gobierno que participa en LUCA u otra operación del censo eliminó esta dirección. Esta dirección no se actualizó como parte del trabajo que se realizó en la Fase de Revisión de LUCA. (*Elegible para la apelación.*)

- Si el Estado Libre Asociado eliminó un registro sobre el cual ningún municipio realizó comentarios, entonces el municipio afectado vería esta dirección con el código **X01**.
- Si un participante no actualizó la dirección sino que la actualización de otra operación del censo la eliminó, el participante vería la dirección con el código **X01**.

R03 – La dirección no está en el Censo del 2020. La Oficina del Censo excluirá esta dirección del Censo del 2020 para la jurisdicción del participante y rechaza la actualización de LUCA. (*Elegible para la apelación.*)

- El participante añade una dirección (una acción de código **A**) a un sector donde no hay evidencia de que haya viviendas, o el procesamiento de la Oficina del Censo determina que la dirección no es residencial. La Oficina del Censo rechaza la acción de código **A** y la excluye del universo de enumeración del Censo del 2020. Esta acción recibiría un código **R03**. El participante puede apelar para que se incluya el registro de dirección en el universo de enumeración del Censo del 2020.
- El Estado Libre Asociado corrige (acción de código **C**) el geocódigo de una dirección, pero el municipio participante marca la misma dirección como no residencial (acción de código **N**). La

Oficina del Censo acepta la acción del municipio participante, quita el registro de dirección del universo de enumeración del Censo del 2020 y asigna el código **A03** al registro del municipio participante. El Estado Libre Asociado recibe el código **A03** en su acción **C** y puede apelar el registro de dirección para que se lo reincorpore al universo de enumeración del Censo del 2020.

A01 – La dirección se encuentra en el Censo del 2020 en el mismo bloque. La Oficina del Censo incluirá esta dirección en el Censo del 2020 para la jurisdicción del participante en el mismo bloque y acepta la actualización de LUCA. *(No es elegible para la apelación.)*

- El participante añade una dirección (acción de código **A**) y la Oficina del Censo la acepta donde dice el participante.
- El participante actualizó un nombre de calle o un geocódigo (acción de código **C**) y la Oficina del Censo está de acuerdo.

A02 – La dirección se encuentra en el Censo del 2020 en un bloque distinto. La Oficina del Censo incluirá esta dirección en el Censo del 2020 para la jurisdicción del participante en un bloque distinto y acepta la actualización de LUCA. *(No es elegible para la apelación.)*

- El participante añade una dirección (acción de código **A**) y la Oficina del Censo la acepta en un bloque distinto. Esta acción recibiría un código **A02**.
- El participante envía un registro de dirección para que se lo añada (acción de código **A**). La Oficina del Censo ya tiene la misma dirección en un bloque distinto dentro de la jurisdicción del participante. Esta acción recibiría un código **A02**.
- El participante actualizó un nombre de calle o un geocódigo (acción de código **C**) y la Oficina del Censo la acepta en un bloque distinto. Esta acción recibiría un código **A02**.

A03 – La dirección no está en el Censo del 2020. La Oficina del Censo excluirá esta dirección del Censo del 2020 para la jurisdicción del participante y acepta la actualización de LUCA. *(No es elegible para la apelación.)*

- El participante envió una dirección para que se la eliminara (acción de código **D**) porque ya no existe y la Oficina del Censo está de acuerdo de que la dirección ya no existe. La Oficina del Censo excluirá esta dirección del Censo del 2020. Esta acción recibiría un código **A03**.
- El participante dijo que el edificio no era residencial (acción de código **N**) y el Archivo Maestro de Direcciones (MAF) de la Oficina del Censo está de acuerdo en que el registro es comercial. Esta acción recibiría un código **A03**.
- El participante dijo que la dirección está fuera de su jurisdicción (acción de código **J**), una jurisdicción adyacente añadió el mismo registro (acción de código **A**) y la Oficina del Censo está de acuerdo con la acción de código **A** en la jurisdicción adyacente. La acción **J** recibiría un código **A03**. La acción **A** recibiría un código **A01** o un código **A02**.

R01 – La dirección se encuentra en el Censo del 2020 en el mismo bloque. La Oficina del Censo incluirá esta dirección en el Censo del 2020 para la jurisdicción del participante en el mismo bloque y rechaza la actualización de LUCA. *(No es elegible para la apelación.)*

- El participante envió un registro de dirección de un alojamiento de grupo con un número de unidad de un apartamento (acción de código **A**) y la Oficina del Censo rechaza el nuevo registro de dirección como no válido. La Oficina del Censo enumerará el alojamiento de grupo en la

dirección principal en el mismo bloque que envió el participante.⁷ Esta acción recibiría un código **R01**.⁸

- El participante usó inadecuadamente la acción de código **C** para cambiar un número de casa o un identificador dentro de la estructura (WSID), ambos campos que no se pueden editar. El participante debía enviar esta información como combinaciones de añadir/eliminar en vez de cambiar el número de casa o el WSID. Esta acción recibiría un código **R01**.
- El participante envió la dirección para su eliminación (acción de código **D**) y el registro es una dirección residencial válida y conocida del USPS Delivery Sequence File (DSF) (Archivo de Secuencia de Entrega del Servicio Postal de los EE. UU.). Esta acción recibiría un código **R01**.
- El participante envió la dirección como no residencial (acción de código **N**) y el registro es una dirección residencial válida y conocida del USPS DSF. Esta acción recibiría un código **R01**.
- El participante envió la dirección como fuera de su jurisdicción (acción de código **J**) y el registro es una dirección residencial válida y conocida en su jurisdicción del USPS DSF. Esta acción recibiría un código **R01**.

R02 – La dirección se encuentra en el Censo del 2020 en un bloque distinto. La Oficina del Censo incluirá esta dirección en el Censo del 2020 para la jurisdicción del participante en un bloque distinto y rechaza la actualización de LUCA. (*No es elegible para la apelación.*)

- El participante envió un cambio de geocódigo (acción de código **C**) y la Oficina del Censo rechaza el nuevo geocódigo, manteniéndolo en la ubicación original. Esta acción recibiría un código **R02**.
- El participante envió un cambio de geocódigo (acción de código **C**) y la Oficina del Censo elige "tercer bloque" (lo que quiere decir que el lugar no está donde estaba en los materiales de la Fase de Revisión de LUCA NI donde dice el participante, sino que mueve el registro a un tercer bloque). Esta acción recibiría un código **R02**.
- Este ejemplo comprende dos o más jurisdicciones. El Estado Libre Asociado envió una acción de código **D**, pero un municipio envió un cambio de geocódigo (acción de código **C**) para la misma dirección. La Oficina del Censo rechazaría la acción de código **D** del Estado Libre Asociado y mantendría a la dirección en el Censo del 2020 en un bloque distinto, el que envió el municipio. La acción del Estado Libre Asociado recibiría un código **R02**. La acción del municipio recibiría un código **A01**.
- El participante envió la dirección como no residencial (acción de código **N**) y el registro es una dirección no residencial válida en otro bloque. Esta acción recibiría un código **R02**.
- El participante envió la dirección como fuera de su jurisdicción (acción de código **J**) y el registro es una dirección residencial válida en un bloque distinto dentro de su jurisdicción. Esta acción recibiría un código **R02**.

2.3 Lista de Conteo de Direcciones de la Fase de Información

La Oficina del Censo proporciona la Lista de Conteo de Direcciones de la Fase de Información a los participantes para mostrar el cambio en las sumas de las direcciones residenciales por bloque entre la Fase de Revisión de LUCA y la Fase de Información de LUCA. El archivo contiene las sumas de la Fase de Revisión de LUCA de las direcciones residenciales (unidades de vivienda y alojamientos de grupo) que había en la Lista de Direcciones del Censo del participante y el

⁷ Si el bloque fuera distinto, este registro recibiría el código de procesamiento R02.

⁸ Durante la Fase de Revisión de LUCA, la Oficina del Censo solicitó solo la dirección principal, el nombre del alojamiento de grupo y el nombre de la instalación (si corresponde) de los registros de alojamientos de grupo porque las operaciones de enumeración de alojamientos de grupo enumeran la unidad principal, no cada unidad individual dentro del alojamiento de grupo. Los registros que se envían con información adicional, tal como la información de la unidad del apartamento, no son válidos.

número actual de direcciones residenciales (unidades de vivienda y alojamientos de grupo) que hay en la Lista de Direcciones del Censo para cada bloque censal dentro de la jurisdicción. Es importante darse cuenta de que las diferencias en las sumas no indican que haya una falta de cobertura. Podrían indicar un cambio en la geocodificación entre los bloques censales en su jurisdicción. Las diferencias en las sumas también pueden ser el resultado del trabajo realizado en otras operaciones del censo. No hay una conexión directa entre el cambio en las sumas de la *Lista de Conteo de Direcciones de la Fase de Información* y la elegibilidad para la apelación para los registros individuales de direcciones en la *Lista Detallada de Direcciones de la Fase de Información*.

Cada registro de tiene una longitud máxima de 59 caracteres y contiene nueve campos de información. La longitud de cada registro puede variar. La **Tabla 5** muestra la longitud máxima de cada campo, el nombre del campo y una descripción del campo.

Tabla 5: Nombres y Descripciones de los Campos de la Lista de Conteo de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	2	STATE	ESTADO	Código FIPS de estado de dos dígitos. Por ejemplo, 72.
2	3	COUNTY	CONDADO	Código FIPS de estado de tres dígitos. Por ejemplo, 035.
3	7	TRACT	SECTOR CENSAL	Consiste en un código de seis dígitos con un decimal entre el cuarto y quinto dígito, que consiste en un número con una base de cuatro dígitos, que incluye ceros iniciales, más un sufijo numérico de dos dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00
4	4	BLOCK	BLOQUE CENSAL	Número de bloque de tabulación de cuatro dígitos del censo del 2010. Los bloques censales están numerados de forma única desde el 0000 al 9999 dentro de un sector censal, que se encuentra dentro de un estado y un condado. El primer dígito del número de bloque censal identifica el grupo del bloque.
5	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos de los campos STATE, COUNTY, TRACT, y BLOCK por ejemplo, 720352602021002.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
6	7	ORIGINAL_COUNT_OF_HUS	CONTEO ORIGINAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
7	7	CURRENT_COUNT_OF_HUS	CONTEO ACTUAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.
8	7	ORIGINAL_COUNT_OF_GQS	CONTEO ORIGINAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
9	7	CURRENT_COUNT_OF_GQS	CONTEO ACTUAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.

2.4 Mapas Impresos, Mapas en Formato PDF y Shapefiles

La Oficina del Censo proporciona mapas impresos y/o mapas en formato PDF o Shapefiles durante la fase de información, de acuerdo con el formato final que el participante seleccionó para la Fase de Revisión de LUCA. Los participantes usan los mapas como referencia para la geocodificación y para revisar las actualizaciones a los mapas enviadas durante la Fase de Revisión de LUCA. Los mapas pueden incluir actualizaciones en los rasgos proporcionadas por la entidad que los envíe, por otros participantes de LUCA y/o otras actualizaciones que haya encontrado la Oficina del Censo durante otras operaciones del censo. Las leyendas de los mapas tanto para los mapas de formato grande como para los mapas de bloques de formato pequeño son muy similares a las leyendas usadas durante la Fase de Revisión de LUCA, con cambios menores en la simbología para indicar los registros de direcciones elegibles para la apelación y los dos tipos de direcciones residenciales (unidades de vivienda y alojamientos de grupo). Círculos azules o cuadrados azules, que representan unidades de vivienda o alojamientos de grupo respectivamente, muestran los registros elegibles para la apelación,

mientras que símbolos grises del mismo estilo muestran registros que no son elegibles para la apelación. Para ver ejemplos de un mapa de bloques de formato pequeño (por ejemplo, mapas en formato PDF) con símbolos de mapa actualizados, consulte [Figura 3](#) y [Figura 4](#).

Para apoyar el uso de los mapas de formato grande, los participantes que usan la lista digital de direcciones reciben una *Lista de Relación entre Bloques Censales* y Hojas de Mapas de la Fase de Información que incluye a todos los bloques censales para la jurisdicción del participante y la(s) hoja(s) del mapa donde se encuentra cada bloque censal. El orden es ascendente, conforme al número de sector censal y al número de bloque censal. Los participantes pueden abrir este archivo de texto delimitado por punto y coma usando un simple editor de texto como WordPad o Notepad, o pueden importar el archivo a un software de hoja de cálculos tal como Microsoft Excel.

Consulte el *D-2032(SP) Guía para los Participantes del Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020, Formato de Lista Digital de Direcciones para Puerto Rico* que se incluye en los materiales de la Fase de Revisión de LUCA para obtener detalles sobre los mapas de formato grande, los mapas de bloques de formato pequeño, los shapefiles y la lista de relación entre bloques censales y hojas de mapas.⁹ Esta guía no repite toda la información relacionada con los mapas que aparece en el *D-2032(SP)* debido a que los materiales de la fase de información relacionados con los mapas son material de referencia solo para fines de geocodificación. Encuentre una copia del *D-2032(SP)* en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

IMPORTANTE: Los participantes no pueden enviar actualizaciones a los mapas o a los shapefiles durante la Fase de Información de LUCA debido a la programación operacional del Censo del 2020.

⁹ El Capítulo 3, *Los Mapas Impresos de LUCA* y el Capítulo 5, *TIGER Partnership Shapefiles* proporcionan ejemplos e información detallados.

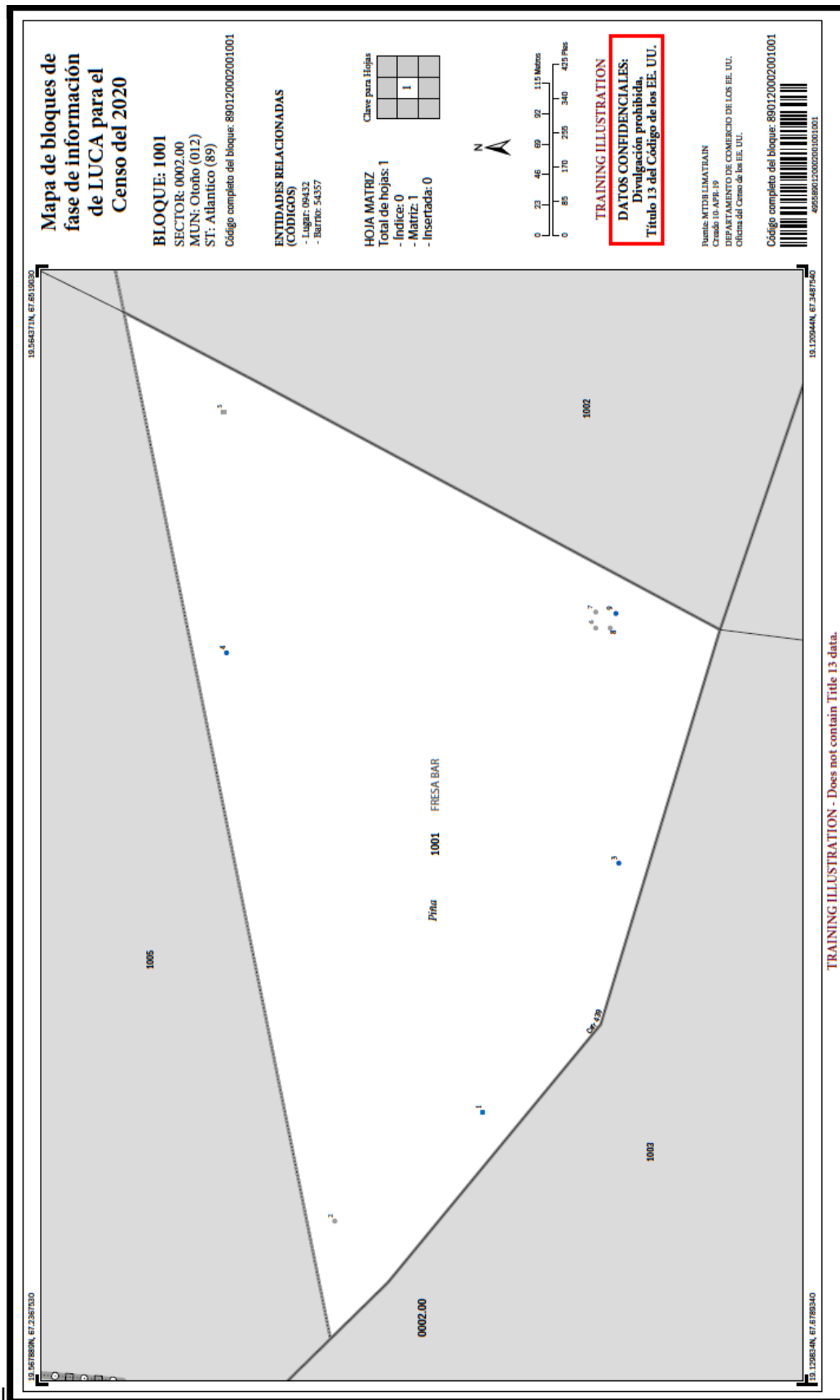


Figura 3. Ejemplo de un Mapa de Bloques de Formato Pequeño de la Fase de Información de LUCA

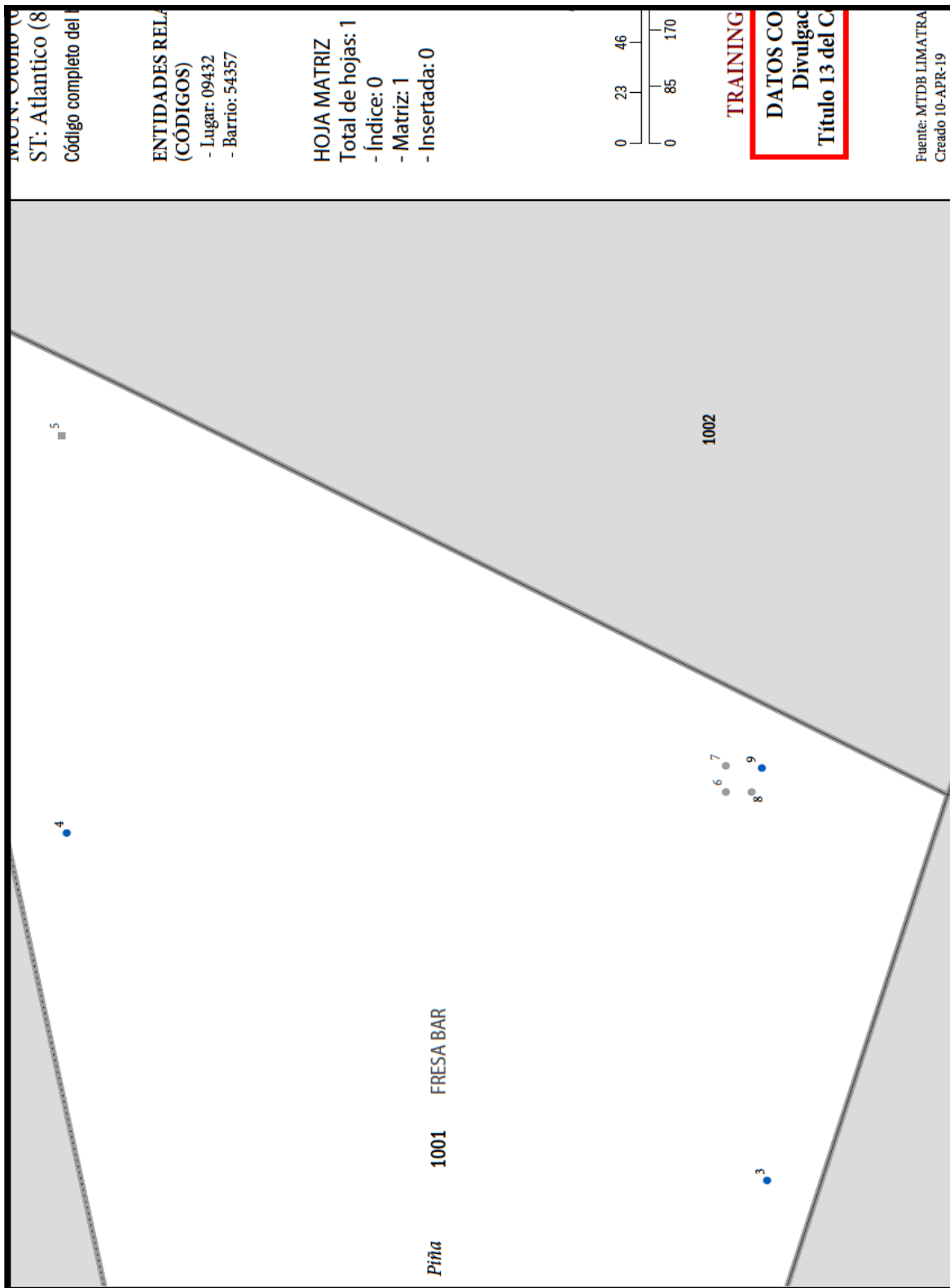


Figura 4. Ejemplo de un Mapa de Bloques de Formato Pequeño de la Fase de Información de LUCA- Sección Ampliada

CAPÍTULO 3 CÓMO PRESENTAR UNA APELACIÓN

Este capítulo proporciona información sobre el proceso de apelación de direcciones cuando se revisan los materiales de la Fase de Información de LUCA para el Censo del 2020. El aviso del *Registro Federal* con respecto al Proceso de Apelaciones de LUCA para el Censo del 2020 es la base de gran parte del contenido de este capítulo. Se incluye una copia del aviso del Registro Federal en el paquete de materiales de información y también se la puede encontrar en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

La Oficina de Apelaciones de LUCA para el Censo del 2020 recomienda encarecidamente usar el Geographic Update Partnership Software (GUPS) de la Oficina del Censo para presentar una apelación. El uso de esta herramienta simplifica el trabajo de presentación de la apelación. Los participantes pueden usar GUPS para revisar los materiales de información y apelar las direcciones aunque no lo hayan usado para su envío de LUCA durante la Fase de Revisión. En los materiales para los participantes que usan la Lista Digital de Direcciones se incluyen un DVD para la instalación del software de GUPS y una guía para los participantes, si un participante digital desea usar GUPS.

3.1 Antecedentes

Para asegurar que los gobiernos tribales, estatales y locales que participan de LUCA para el Censo del 2020 tengan un medio para apelar las determinaciones de la Oficina del Censo, la Ley del 1994 para Mejorar la Lista de Direcciones Censales requiere que el Administrador de la Oficina de Información y Asuntos Regulatorios (OIRA) de la OMB, actuando a través del Jefe de Estadística y en colaboración con la Oficina del Censo, desarrolle un Proceso de Apelación al establecer una entidad federal temporal, la Oficina de Apelaciones de LUCA para el Censo del 2020. Esta oficina resolverá los desacuerdos que queden luego de que los gobiernos participantes reciban los materiales de la Fase de Información de LUCA de parte de la Oficina del Censo y tomen una decisión final con respecto a la inclusión de las direcciones apeladas. Los participantes deben comunicarse con el personal de la Oficina de Apelaciones de LUCA para el Censo del 2020, no con la Oficina del Censo, si tienen preguntas específicamente relacionadas con las apelaciones. Comuníquese con el Personal de Apelaciones, gratis, por teléfono, al (888) 222-9907.

3.2 Plazo Límite para Presentar una Apelación

El plazo para presentar una apelación es dentro de 45 días calendario desde que el participante recibe los materiales de la fase de información de la Oficina del Censo. La Oficina de Apelaciones de LUCA para el Censo del 2020 define "recibo" como la fecha de entrega que el servicio de entrega informa a la Oficina del Censo.

Para salvaguardar los materiales confidenciales de direcciones protegidos por el Título 13, la transmisión de una Apelación a la Oficina de Apelaciones de LUCA para el Censo del 2020 tiene que cumplir con las pautas específicas de la Oficina del Censo para manejar los materiales que se proporcionaron con los materiales de la fase de información. El participante debe transmitir su material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020 siguiendo las instrucciones que figuran en la [Sección 3.5](#), y debe mantener un registro de la

fecha de transmisión de estos materiales en caso de que haya preguntas sobre la fecha de transmisión. El participante no puede enviar materiales a la Oficina de Apelaciones de LUCA para el Censo del 2020 después de que se haya vencido el periodo de 45 días.

Cuando se recibe una Apelación, el Personal de Apelaciones enviará una confirmación del recibo al participante. También notificará a la Oficina del Censo que un participante ha presentado una apelación.

3.3 Procedimientos para Presentar una Apelación

Un participante es elegible para presentar una apelación si envió adiciones o correcciones de direcciones a la Lista de Direcciones del Censo durante la Fase de Revisión de LUCA o si certificó, luego de la revisión, que la Lista de Direcciones del Censo era correcta y no requería actualizaciones. Un participante puede apelar los siguientes tipos de direcciones:

- Eliminaciones de direcciones de la Lista de Direcciones del Censo por parte de otro nivel de gobierno que participe en LUCA o por otra operación del censo sobre las cuales los participantes no hayan proporcionado comentarios durante la Fase de Revisión de LUCA. Lista Detallada de Direcciones de la Fase de Información identifica estas direcciones con el código de procesamiento **X01** en el campo 5 (**FEEDBACK_CODE**). El universo de enumeración del Censo del 2020 excluye estos registros.
- Eliminaciones y correcciones de direcciones proporcionadas durante la Fase de Revisión de LUCA que la Oficina del Censo procesó, pero que fueron denegadas y excluidas del universo de enumeración del Censo del 2020. Lista Detallada de Direcciones de la Fase de Información identifica estas direcciones con el código de procesamiento **R03** en el campo 5 (**FEEDBACK_CODE**).

RECORDATORIO IMPORTANTE: Solo los registros de direcciones con códigos X01 y R03 son elegibles para la apelación.

Como se menciona en la Sección 2.2, para facilitar la revisión de los participantes del material de la fase de información, la Oficina del Censo proporciona el archivo de la *Lista Detallada de Direcciones de la Fase de Información* ordenado en función del siguiente orden del campo **FEEDBACK_CODE**: X01, R03, A01, A02, A03, R01, y R02. Dentro de cada código de procesamiento de la fase de información, el campo **GEOID** proporciona otro nivel de orden. Realizar esta doble ordenación coloca a los registros elegibles para la apelación al principio del archivo, a la vez que se retiene una organización geográfica para los registros de direcciones. Los participantes pueden realizar otras ordenaciones (por ejemplo, por nombre de calle o por solo GEOID) de la *Lista Detallada de Direcciones de la Fase de Información* para agrupar áreas de registros para la revisión.

Para cada registro de dirección con código X01 y R03 en la *Lista Detallada de Direcciones de la Fase de Información* que el participante piense que debería reincorporarse a la Lista de Direcciones del Censo, se debe colocar una "Y" en el campo 3 (**APPEAL_FLAG**) para ese registro de dirección.

3.4 Documentación de Respaldo

La Oficina de Apelaciones de LUCA para el Censo del 2020 requiere que todos los participantes elegibles proporcionen evidencia de la existencia y ubicación de las direcciones apeladas. A tal

fin, los participantes elegibles deben proporcionar documentación de respaldo para todas las direcciones apeladas, como se especifica más adelante.

Para el proceso de Apelaciones de LUCA para el Censo del 2020, los participantes pueden aplicar el mismo conjunto de evidencia de respaldo a un grupo de direcciones. Por ejemplo, los participantes pueden proporcionar un conjunto de evidencia de respaldo para direcciones relacionadas como en el caso de una única urbanización o complejo de viviendas si el conjunto de evidencia de respaldo demuestra la existencia del conjunto completo de direcciones vinculadas. En otros casos, una descripción escrita de un sólido proceso para revisar y verificar las direcciones elegibles para la apelación usando fuentes altamente precisas puede respaldar a un grupo de direcciones. Los participantes tienen que suplementar esta narración con una selección de direcciones apeladas asociadas con una ubicación exacta y demostrada con uno de los tipos de evidencia que se mencionan a continuación.

- Una narración escrita con una explicación de la postura del gobierno elegible sobre por qué el Personal de Apelaciones debería adoptar su recomendación.
- Una descripción detallada de la(s) fuente(s) de la dirección que ayude a verificar la existencia de una dirección o de un grupo de direcciones. Los gobiernos elegibles pueden incorporar la(s) descripción(es) detallada(s) a la narración escrita o pueden proporcionar documentación aparte sobre la fuente de la dirección. Para cada fuente de dirección que se use para demostrar la existencia de la(s) dirección(es), la descripción debería incluir lo siguiente:
 - Fecha de la fuente de la dirección.
 - Frecuencia de la actualización de la fuente de la dirección (por ejemplo, a diario, por mes, por trimestre, por año, etc.)
 - Métodos usados para actualizar la fuente de la dirección.
 - Procedimiento(s) de control de calidad usado(s) para mantener la fuente de la dirección.
 - Propósito oficial de la fuente por parte del gobierno elegible y/u originador de la fuente.
- Evidencia que respalde la existencia de la dirección apelada. Los participantes tienen que vincular la evidencia directamente a una dirección apelada en particular o a un grupo en particular de direcciones apeladas.
 - Documentación sobre una inspección en el lugar y/o entrevista con residentes y/o vecinos.
 - Emisión de un permiso reciente de ocupación para la unidad o unidades. No se aceptan los permisos de construcción, ya que no aseguran que las unidades se hayan construido por completo.
 - Suministro de servicios públicos (electricidad, gas, alcantarillado, agua, teléfono, etc.) a la residencia. El registro del servicio público tiene que mostrar que no se trata de un servicio a una unidad comercial, ni de un servicio adicional a una residencia existente (tal como una segunda línea telefónica).
 - Suministro de otros servicios gubernamentales (asistencia para la vivienda, bienestar público (*welfare*), etc.) a los residentes de la(s) unidad(es).
 - Fotografía, incluyendo fotografía aérea o imágenes satelitales.
 - Mapas sobre el uso del terreno.
 - Listas locales para emergencias del 911, si distinguen las unidades residenciales de las comerciales.
 - Registros sobre tasaciones de impuestos, si distinguen las unidades residenciales de las comerciales.

Para cada dirección de la *Lista Detallada de Direcciones de la Fase de Información* que el participante apele, se debe escribir en letra de molde/tipear el **APPEAL_FLAG** (Indicador de Apelación de Dirección) del campo 3 y el MAFID del campo 2 en la documentación de respaldo para mostrar la ubicación exacta en el documento donde se encuentra la evidencia para esa dirección. Por ejemplo, si se envían registros de impuestos a la propiedad que contienen 30 registros de impuestos por página, escriba en letra de molde (o tipee) "Y161200444" si el registro apelable era MAFID 161200444 en la *Lista Detallada de Direcciones de la Fase de Información* en el registro de impuesto específico, entre los 30 registros de impuestos, que respalda la apelación. Dentro de una fuente del sistema de información geográfica (GIS), la Oficina de Apelaciones de LUCA del Censo de 2020 sugiere a los participantes que agreguen un campo (por ejemplo, AppealFlag) a la tabla de atributos para ingresar la información correspondiente en "Y" y MAFID (por ejemplo, "Y161200444"), luego guardar/exportar solo los registros con un valor en ese nuevo campo. Este subconjunto de toda la fuente de GIS se convierte en la evidencia documental de apoyo para los registros marcados en la *Lista Detallada de Direcciones de la Fase de Información*.

Envíe documentación específica solo a las direcciones que se apelen, por ejemplo, un registro de impuestos o un registro de servicios públicos para cada dirección que se apele o solo aquellas páginas de una lista con los registros de las direcciones que se apelen debidamente marcados. Si un documento de respaldo convalida la existencia de múltiples registros apelados, los participantes tienen que asegurarse de identificar claramente cada registro apelado específico para que el Personal de Apelaciones distinga los registros dentro de la documentación.

Para obtener detalles sobre la documentación de respaldo aceptable o los procedimientos para las apelaciones, consulte el aviso del *Registro Federal* que se incluye en el paquete de los materiales de la fase de información. Si aún quedan preguntas, comuníquese con la Oficina de Apelaciones de LUCA para el Censo del 2020. Encuentre sus números de teléfono y direcciones de correo electrónico en el sitio web de LUCA en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

3.5 Preparando y Enviando Material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020

Hay dos métodos para enviar material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020. Los participantes pueden enviar materiales de Apelaciones comprimidos a través de Secure Web Incoming Module (SWIM), el portal oficial de internet para cargar materiales, o los participantes pueden enviar por correo postal (u otro servicio de entrega) el material de Apelaciones a la Oficina de Apelaciones. Consulte la [Sección 3.5.2](#) para obtener instrucciones sobre cómo usar SWIM y la [Sección 3.5.3](#) para obtener instrucciones sobre cómo envolver y enviar por correo el material de Apelaciones.

3.5.1 Preparando el Material para el Envío

Luego de completar la revisión de los materiales de la fase de información de LUCA y de identificar algunos registros para la Apelación, devuelva solo los registros en la *Lista Detallada de Direcciones de la Fase de Información* que tengan una "Y" en el campo **APPEAL_FLAG**, el campo 3. Para ubicar estos registros, ordene la *Lista Detallada de Direcciones de la Fase de*

Información en el campo **APPEAL_FLAG** y guarde solo los registros con una "Y" en ese campo en un archivo propio. Asígnele al archivo el nombre

Appeal_2020LUCA_<EntityID>_Submission.xxx (.xlsx, o .csv, u otros formatos de archivo de hoja digital de cálculos). Guarde este archivo, y otros que se mencionan en los dos párrafos siguientes, en la carpeta nueva creada para las copias de trabajo que se describen en la [Sección 1.3](#).

Convierta cualquier documentación de respaldo a formato digital, ya sea escaneándola o guardándola si el material ya está en formato digital. Asígnele al archivo (o a los archivos) el nombre **Appeal_2020LUCA_<EntityID>_Evidence.xxx**. Este formato de archivo (xxx) varía en función de la fuente de la información. Si se incluye más de un documento de respaldo, agregue un número luego de "Evidence"; por ejemplo, Evidence1of10, Evidence2of10, etc.

Nota: Los participantes que utilicen una fuente GIS como documentación de respaldo deben proporcionar todos los componentes del archivo GIS (por ejemplo, .dbf, .shp, .sbn, .sbx, .prj, .cpg, .xml, etc.) desde su fuente GIS con el(los) registro(s) de apelaciones vinculado anotado. Comprima el conjunto completo de archivos en un archivo separado (por ejemplo, **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**). Para los participantes que usan SWIM para enviar su Apelación, no incluya este archivo "_EvidenceGIS.zip" dentro del archivo .zip de envío de devolución de Apelaciones. SWIM no aceptará un archivo .zip dentro de un archivo .zip. Consulte la [Sección 3.5.2](#) para obtener instrucciones sobre el suministro de documentación de respaldo GIS.

Prepare una carta introductoria electrónica que describa la apelación del participante a la Oficina de Apelaciones de LUCA para el Censo del 2020. Asígnele al archivo el nombre **Appeal_2020LUCA_<EntityID>_Evidence.xxx**. Este formato de archivo (xxx) varía en función del software que se use para crearlo. La carta introductoria debe delinear el fundamento de la apelación y la postura del participante sobre por qué la Oficina de Apelaciones de LUCA para el Censo del 2020 debería adoptar las recomendaciones. La carta introductoria debe proporcionar la información de contacto para la apelación, incluyendo:

- El nombre de la jurisdicción gubernamental que presenta la apelación.
- El nombre, dirección postal, número de teléfono y dirección de correo electrónico (si la hay) de la persona de contacto de la jurisdicción para la Apelación. Asegúrese de que esta persona figure en el *D-2005(SP) – Formulario de Contrato de Confidencialidad*.

Si los participantes no incorporan la(s) descripción(es) de la fuente a la narración escrita y preparan documentación aparte, la Oficina de Apelaciones sugiere que los participantes le asignen el nombre **Appeal_2020LUCA_<EntityID>_SourceDescription.xxx** al (a los) archivo(s) de descripción de la fuente. El formato del archivo varía en función de la fuente de la información (por ejemplo, archivos de Microsoft Word®, archivos de Microsoft Access o de Excel, archivos de Notepad, etc.). Si se incluyen más de un documento con la descripción de la fuente, agregue un número luego de "SourceDescription" (Descripción de la fuente); por ejemplo, SourceDescription1, SourceDescription2, etc.

Zip la presentación de los registros apelados (**Appeal_2020LUCA_<EntityID>_Submission.xxx**), la narrativa escrita (**Appeal_2020LUCA_<EntityID>_Letter.xxx**), la descripción de la fuente, si no se incluye con la narrativa escrita, (**Appeal_2020LUCA_<EntityID>.xxx**), y el(los) archivo(s)

de evidencia documental de respaldo, excepto los archivos de evidencia GIS, (**Appeal_2020LUCA_<EntityID>_Evidence.xxx**) en el archivo .zip de devolución para enviarlo a la Oficina de Apelaciones de LUCA del Censo 2020. Nombre este archivo **Appeal_2020LUCA_<EntityID>_Return.zip**. Consulte la **Figura 5** para ver un ejemplo de la carpeta para un participante en la Lista de Direcciones Digitales y el Mapa Digital con los archivos de "Apelaciones" incluidos. No hay ningún archivo .zip de documentación compatible con GIS mostrado en la Figura 5.

Proteja con contraseña el archivo **Appeal_2020LUCA_<EntityID>_Return.zip** usando la misma contraseña que distingue entre mayúsculas y minúsculas que se proporcionó con los materiales de la fase de información para descifrar el archivo **2020LUCA_<Entity ID>_FB_DISK1of2.exe**. Comuníquese con el Centro de Ayuda de LUCA al (844) 344-0169 para recibir asistencia si se extravía esta contraseña. Guarde el archivo .zip a un CD o un DVD, o prepárelo para enviarlo usando SWIM.

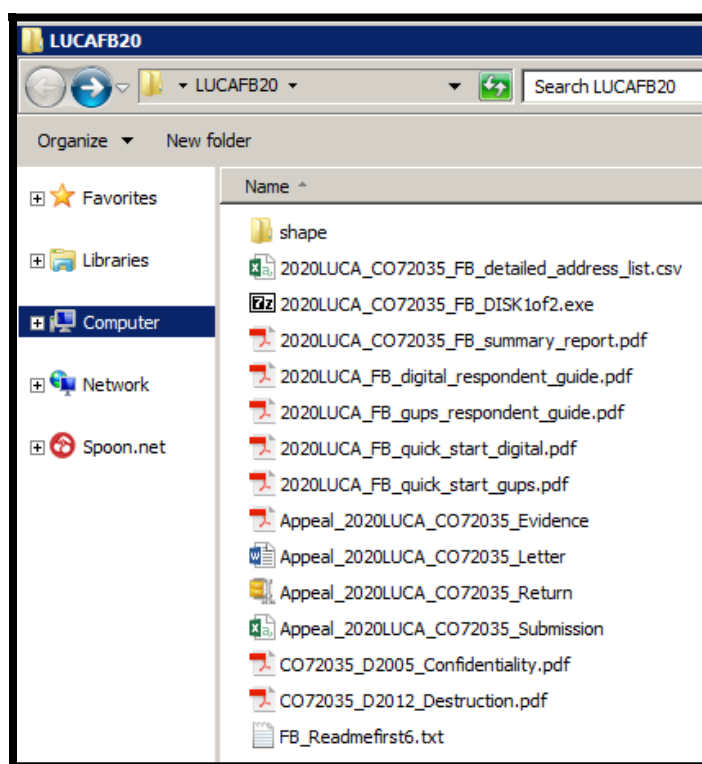


Figura 5. Ejemplo de una Carpeta con Archivos de Apelaciones para un Participante que Usa la Lista Digital de Direcciones y Mapas Digitales

Nota: Si un participante tiene intención de enviar el material de Apelaciones por correo y no de usar SWIM, se aceptan una carta narrativa, descripción de la fuente(s) y documentación de respaldo impresas. No es necesario convertir el material a formato digital para guardarlo en el CD/DVD. Consulte el **Apéndice A** para obtener instrucciones sobre cómo proteger el material protegido por el Título 13 durante el envío por correo.

3.5.2 Instrucciones para Enviar Material de Apelaciones a través de SWIM

Los participantes pueden usar SWIM para cargar su material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020. La Oficina del Censo proporcionó un token para

registrarse en SWIM a cada participante de LUCA junto con la carta introductoria de la Fase de Revisión. No se incluye otro token con los materiales de la fase de información.

Para determinar si existe una cuenta, haga clic en “**Forgot your password?**” (¿Olvidó su contraseña?) en la página principal de SWIM y escriba la dirección de correo electrónico para verificar la existencia de la cuenta. Si SWIM no encuentra una cuenta asociada a esa dirección de correo electrónico, aparece el siguiente mensaje: “*No account registered for this email. Go to Account Registration.*” (No hay cuenta registrada para este correo electrónico. Vaya a Inscripción de Cuenta.) Cuando se hace clic en el enlace Account Registration, se abre una ventana para establecer una cuenta en SWIM.

Nota: Los componentes del correo electrónico y la contraseña de las cuentas del sistema SWIM distinguen entre mayúsculas y minúsculas. Tome nota del formato que distingue entre mayúsculas y minúsculas cuando establezca la cuenta en SWIM (por ejemplo, jane@anytown.org o Jane@anytown.org o JANE@ANYTOWN.ORG). La Oficina del Censo recomienda el uso de caracteres en minúscula y recomienda que se retenga esta información en un lugar seguro para referencia futura.

SWIM permite cuatro intentos de inicio de sesión antes de bloquear la cuenta temporalmente por 15 minutos. Luego de que se venza el bloqueo de 15 minutos, los participantes pueden intentar iniciar una sesión otra vez o pueden restablecer su contraseña usando el enlace "Forgot your password?" en la página de inicio de sesión. Luego de seleccionar esta opción, siga las indicaciones para escribir la dirección de correo electrónico que distingue entre mayúsculas y minúsculas y proporcione la respuesta de seguridad. Si la respuesta de seguridad es correcta, el sistema SWIM envía un enlace para restablecer la contraseña a la cuenta de correo electrónico para que se use al restablecer la contraseña. Una vez que inician sesión en SWIM, los usuarios pueden modificar la contraseña y respuesta de seguridad al seleccionar el enlace "Change Security" (Cambiar Seguridad) que se encuentra en la parte superior derecha de la página.

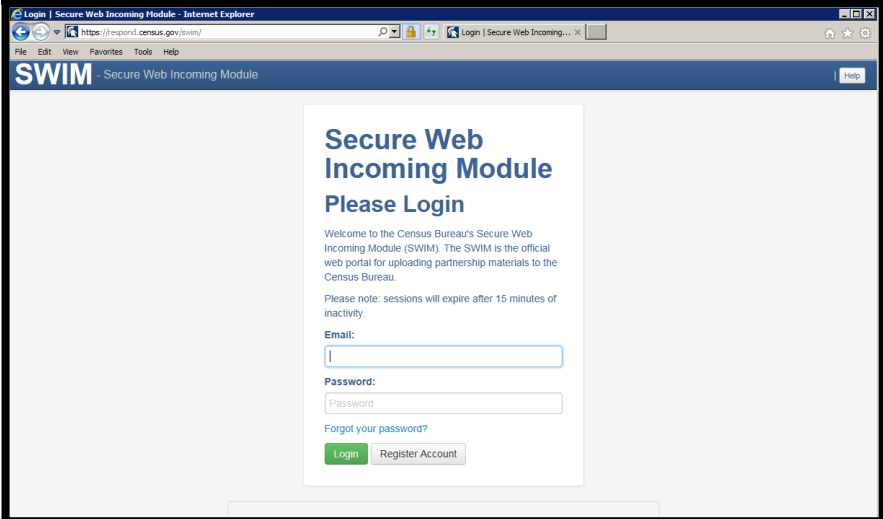
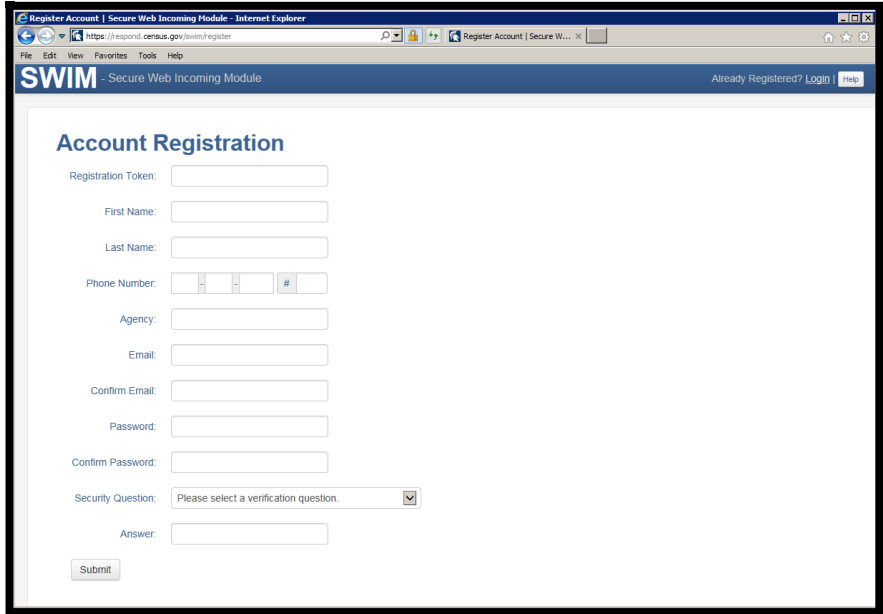

Los participantes que siguen teniendo problemas para iniciar la sesión deberían confirmar que estén usando la versión actual del navegador de internet (o la versión previa). Si la versión del navegador es más vieja, se debe actualizar a una versión más nueva. Si sigue habiendo problemas con SWIM, comuníquese con el Centro de Ayuda de LUCA al (844) 344-0169 para recibir asistencia. Tal vez sea necesario un token de SWIM adicional para crear otra cuenta.

La siguiente lista contiene los requisitos para los archivos para usar SWIM:


- El archivo a cargar tiene que tener formato de archivo .zip.
- El archivo .zip no puede incluir otro archivo .zip como componente.
- El archivo .zip no puede tener más que 250 megabytes de tamaño.

Consulte la **Tabla 6** para obtener un ejemplo de cómo usar SWIM para enviar material de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020.

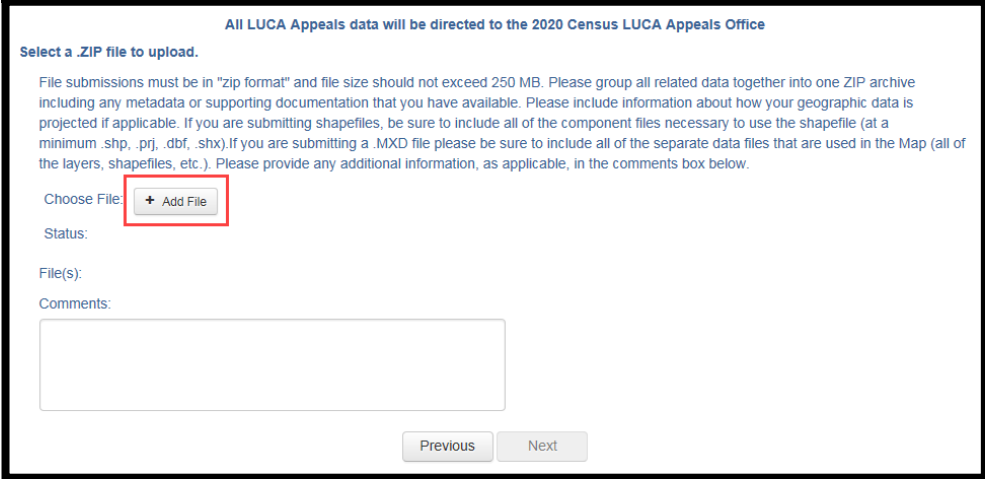
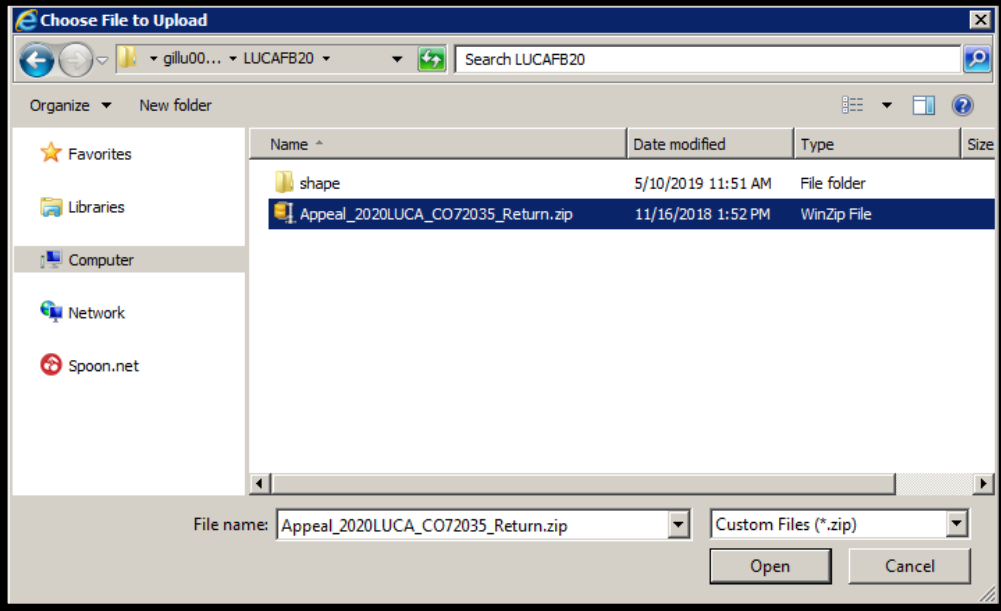
Tabla 6: Envío a Través de SWIM

Paso	Acción y Resultado
<p>Paso 1</p>	<p>Abrir una ventana nueva del navegador y escribir el URL de SWIM https://respond.census.gov/swim.</p> <p>Se abre la pantalla de SWIM Please Login (Inicie una Sesión).</p> 
<p>Paso 2</p>	<p>Para participantes que ya tienen una cuenta de SWIM, escribir la dirección de correo electrónico y la contraseña, y luego hacer clic en el botón Login (Inicio de sesión). <i>Se abre la pantalla Welcome (Bienvenidos). Ir al Paso 8.</i></p>
<p>Paso 3</p>	<p>Para participantes sin una cuenta de SWIM, tener el token de inscripción de 12 dígitos proporcionado por la Oficina del Censo a mano para inscribir la cuenta. Elegir el botón Register Account (Inscribir Cuenta) luego de acceder al URL de SWIM. <i>Se abre la pantalla Account Registration (Inscripción de Cuenta).</i></p> 
	<p>Todos los campos de la pantalla Account Registration son obligatorios.</p>

Paso	Acción y Resultado																				
Paso 4	Escribir el token de inscripción, nombre, número de teléfono, agencia u organización, dirección de correo electrónico en los campos correspondientes.																				
Paso 5	<p>Crear una contraseña usando los siguientes requisitos:</p> <ol style="list-style-type: none"> 1) Tiene que tener al menos 8 caracteres. 2) Tiene que tener al menos una mayúscula. 3) Tiene que tener al menos una minúscula. 4) Tiene que tener al menos un número. 5) Tiene que tener al menos un carácter especial. Las siguientes son opciones válidas: #, !, \$, *, &, ?, y ~. <p>Nota: Las comas que aparecen en la lista anterior son solo para marcar espacios. La coma no es un carácter especial válido para usar en la contraseña.</p>																				
Paso 6	<p>Establecer una pregunta de seguridad. Hacer clic en la flecha que está a la derecha del campo Security Question (Pregunta de Seguridad) y seleccionar una pregunta del menú desplegable. Escribir una respuesta en el campo Answer (Respuesta). Hacer clic en el botón Submit (Enviar) al terminar. <i>Se abre la pantalla Success (Éxito) para confirmar que se creó una cuenta en SWIM.</i></p> <div data-bbox="467 764 1313 1058" data-label="Image"> </div>																				
Paso 7	En la pantalla Success , seleccionar Login para regresar a la pantalla Please Login de SWIM (que se muestra en el Paso 1) y pasar al proceso de inicio de sesión.																				
Paso 8	<p>Escribir la información sobre el correo electrónico y la contraseña y hacer clic en el botón verde Login para iniciar una sesión en SWIM. <i>Se abre la pantalla Welcome.</i> Si la cuenta ha cargado otros archivos para distintos programas geográficos administrados por la Oficina del Censo, <i>se muestra una lista de archivos previamente cargados por el usuario de SWIM, como se muestra en el ejemplo que hay a continuación.</i> La lista incluye la fecha de creación de la carga del archivo, el nombre del archivo y el tamaño correspondiente del archivo .zip.</p> <div data-bbox="388 1360 1390 1738" data-label="Image"> <table border="1" data-bbox="412 1570 1365 1738"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>120</td> <td>08/17/2017</td> <td>Completed</td> <td>1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)</td> <td>Delete</td> </tr> <tr> <td>119</td> <td>04/24/2017</td> <td>Completed</td> <td>1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)</td> <td>Delete</td> </tr> <tr> <td>100</td> <td>02/10/2017</td> <td>Completed</td> <td>1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)</td> <td>Delete</td> </tr> </tbody> </table> </div>	#	Created On	Status	file(s)		120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete	119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)	Delete	100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete
#	Created On	Status	file(s)																		
120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete																	
119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)	Delete																	
100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete																	

Paso	Acción y Resultado
<p>Paso 9</p>	<p>Para comenzar una nueva carga, hacer clic en el botón Start New Upload (Comenzar Nueva Carga) en la parte inferior de la pantalla.</p> <div data-bbox="639 296 1143 491" style="border: 2px solid black; padding: 10px; text-align: center;"> <p><i>Click 'Start New Upload' to begin.</i></p>  </div> <p>Se abre la pantalla “What Census program are you reporting data for” (¿Para qué programa del Censo está reportando datos?). Para asegurar que la Oficina de Apelaciones de LUCA para el Censo del 2020 reciba el envío, elegir el botón de opción Local Update of Census Addresses Appeals (Apelaciones de la Actualización Local de Direcciones Censales) y hacer clic en el botón de opción Next (Siguiete).</p> <div data-bbox="383 667 1395 1163" style="border: 2px solid black; padding: 10px;"> <p>What Census program are you reporting data for?</p> <p>Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.</p> <ul style="list-style-type: none"> <input type="radio"/> Boundary and Annexation Survey (BAS) <input type="radio"/> Boundary Quality Assessment and Reconciliation Project <input type="radio"/> Count Review Operation (CRO) <input type="radio"/> Federal Agency Updates <input checked="" type="radio"/> Local Update of Census Addresses Appeals All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office <input type="radio"/> New Construction (NC) <input type="radio"/> Participant Statistical Areas Program (PSAP) <input type="radio"/> Redistricting Data Program - BBSP-VTD (RDP) <input type="radio"/> Redistricting Data Program - CD-SLD (RDP) <input type="radio"/> Spatial, Address, and Imagery Data Program (SAID) <input type="radio"/> School District Review Program (SDRP) <p style="text-align: center;"><input type="button" value="Next"/></p> </div>

Paso	Acción y Resultado
<p>Paso 10</p>	<p>Se abre la pantalla “What type of LUCA Appeals entity are you reporting for?”. Los participantes tienen que seleccionar el nivel de zona geográfica que coincida con el tipo de entidad que representan. Los Municipios participantes (por ejemplo, CO72035) elijen la opción County (Condado). De haber preguntas sobre esta opción, sirva comunicarse con el Centro de Ayuda de LUCA al (844) 344-0169 para recibir asistencia.</p> <div data-bbox="402 390 1377 758" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center; color: blue;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>What type of LUCA Appeals entity are you reporting for?</p> <p> <input type="radio"/> State <input type="radio"/> Place <input checked="" type="radio"/> County <input type="radio"/> Minor Civil Division (MCD) <input type="radio"/> Tribal Area <input type="radio"/> Consolidated City </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Hacer clic en el botón de opción para el tipo de entidad a cargar y hacer clic en el botón Next. La opción County abre la pantalla Select a State and County (Seleccionar un Estado y un Condado).</p> <div data-bbox="402 842 1377 1209" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center; color: blue;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a State and County</p> <p>State: <input type="text" value="Select"/> </p> <p>County: <input type="text"/> </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div>

Paso	Acción y Resultado
<p>Paso 11</p>	<p>Luego de elegir el tipo de entidad a cargar, <i>se abre la pantalla Select a .ZIP file to upload (Seleccionar un archivo .zip para cargar)</i>. Hacer clic en el botón +Add File (Agregar Archivo) para abrir la ventana Choose File to Upload (Elegir Archivo a Cargar) e ir a la carpeta donde se encuentre el archivo .zip. Seleccione el archivo y haga clic en el botón Open.</p>   <p>IMPORTANTE: Los participantes con documentación de respaldo GIS deben adjuntar su archivo Appeal_2020LUCA_ <EntityID> _EvidenceGIS.zip con su archivo Appeal_2020LUCA_ <EntityID> _Return.zip para proporcionar a la Oficina de Apelaciones del Censo 2020 toda la documentación necesaria para revisar la Apelación. Los participantes agregan el archivo "EvidenceGIS.zip" utilizando el mismo procedimiento descrito en este Paso. La tecla "Shift" no permite la selección de varios archivos.</p>

Paso	Acción y Resultado
<p>Paso 12</p>	<p>Una vez que se completa la carga del archivo, el campo Status (Estatus) muestra “Success” (Éxito). El nombre del archivo aparece en el campo File(s) (Archivos). Los participantes pueden agregar comentarios en la sección Comment (Comentario) si lo desean. Hacer clic en el botón Next para continuar con la carga.</p> <div data-bbox="402 359 1377 884" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; font-size: small;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a .ZIP file to upload.</p> <p style="font-size: x-small;">File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status: Success</p> <p>File(s):</p> <ul style="list-style-type: none"> - Appeal_2020LUCA_CO72035_Return.zip <p>Comments:</p> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px 0;"> <p style="font-size: x-small;">2020 Census LUCA Appeals for <u>Cavey, Municipio, PR (CO72035)</u>. Submitting 20 records flagged for Appeal, written narrative, source description, and supporting documentation.]</p> </div> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>NOTA: Si se incluye Appeal_2020LUCA_ <EntityID> _EvidenceGIS.zip, aparecerá debajo de la sección "Files (s)". Para ayudar a la Oficina de Apelaciones de LUCA del Censo 2020, incluya una nota sobre la Apelación y el uso de la documentación de respaldo de GIS en la sección de Comentarios.</p>
<p>Paso 13</p>	<p><i>Aparece la pantalla Thank You (Gracias).</i> Esta pantalla agradece al participante e indica que recibirá un correo electrónico cuando se complete la transferencia.</p> <div data-bbox="391 1115 1388 1289" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center; font-size: large; font-weight: bold; color: #0056b3;">Thank You</p> <p style="font-size: small; color: #008000;">Thank you for using SWIM. You will receive an email when your file successfully transfers to the 2020 Census LUCA Appeals Office.</p> <p style="font-size: x-small;">File: Appeal_2020LUCA_CO72035_Return.zip</p> <p style="font-size: x-small;">You may Log Out or return to the upload form, to submit more files.</p> </div>
<p>Paso 14</p>	<p>Elegir "upload form" (cargar archivo) en la oración "You may Log Out or return to the upload form to submit more files" (Usted puede cerrar la sesión o regresar al formulario de carga para enviar más archivos) para regresar a la pantalla Welcome y comenzar el proceso de carga otra vez, si el participante es el enlace para más de una jurisdicción. Si se completó el proceso de carga, elegir Log Out (Cerrar Sesión).</p>



Es importante mencionar que las sesiones de SWIM se desactivan luego de 15 minutos de inactividad. Los participantes que tarden más de 15 minutos en cargar un archivo tienen que iniciar sesión en el sistema otra vez y recomenzar. *Reciben un mensaje que menciona el periodo de inactividad en la pantalla Login.*

Secure Web Incoming Module Please Login

Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.

Please note: sessions will expire after 15 minutes of inactivity.

You have been logged out due to inactivity.

Email:

Password:

[Forgot your password?](#)

Login

Register Account

Cuando llegan a la pantalla **Welcome**, un registro con el **Status** (Estatus) de "**In progress, Continue?**" (En curso. ¿Continuar?) aparece con la fecha de ese día en el campo **Created On** (Creado el día). Los participantes pueden elegir el enlace "**Continue?**" para continuar cargando o pueden eliminar el registro al elegir el botón "**Delete**" (Eliminar) en el extremo derecho de la fila.

Welcome, Meredith!

#	Created On	Status	file(s)	
1	10/11/2018	In Progress. Continue?		Delete

3.5.3 Instrucciones para Enviar Material de Apelaciones por Correo Postal u Otro Servicio de Entrega

Los participantes sin acceso a internet o aquellos que no deseen usar SWIM pueden mandar su material de Apelaciones por correo a la Oficina de Apelaciones de LUCA para el Censo del 2020. El material de apelaciones se puede incluir en CD/DVD o como material impreso. Grabe, o copie, el envío de devolución, **Appeal_2020LUCA_<EntityID>_Return.zip** y la documentación de respaldo de GIS, **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**, si corresponde, en un CD/DVD. Como se señaló en la [Sección 3.5.1](#), los participantes pueden enviar descripciones escritas y de origen de la copia impresa, así como cualquier documentación de respaldo impresa. Para ayudar a registrar el recibo de un paquete de Apelación, la Oficina de Apelaciones del Censo de 2020 solicita la inclusión de una copia impresa de la narrativa escrita.

Siga estas instrucciones para empaquetar y mandar los materiales por correo a la Oficina de Apelaciones de LUCA para el Censo del 2020:

- Coloque una envoltura doble al material de apelaciones (CD/DVD y/o materiales utilizando un sobre interno y otro externo (o contenedor), uno dentro del otro. Deben ser lo suficientemente fuertes y resistentes como para evitar que alguien pueda ver o alterar el material que contenga.
- Coloque una etiqueta a ambos lados del sobre interior (o contenedor) con la nota:
- **“DIVULGACIÓN PROHIBIDA POR EL Título 13 del Código de los EE. UU.”**
- Coloque el sobre interno (o contenedor) dentro del sobre externo.
- No coloque la etiqueta con el aviso sobre la divulgación en el sobre exterior.
- Envíe usando un servicio que proporcione información de rastreo, tal como trackable delivery (entrega rastreable) del Servicio Postal de los EE. UU. (USPS) FedEx, United Parcel Service (UPS) o servicio similar. Conserve el número de rastreo como prueba de entrega.

Envíe los materiales a la siguiente dirección de la Oficina de Apelaciones de LUCA para el Censo del 2020:

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

IMPORTANTE: Use la dirección mencionada anteriormente para garantizar la entrega de los materiales de Apelaciones a la Oficina de Apelaciones de LUCA para el Censo del 2020, ya que esa oficina opera por separado de la Oficina del Censo.

CAPÍTULO 4 CIERRE DE LUCA PARA EL CENSO DEL 2020

La Oficina del Censo tiene que dar cuenta de todos los materiales protegidos por el Título 13 que se entregaron a los participantes durante las fases de Revisión y de la Fase de Información de LUCA, y de todas las copias de esos materiales, para cerrar la operación del 2020. Es responsabilidad del enlace de LUCA asegurarse de la eliminación adecuada de los materiales protegidos por el Título 13. Se requiere que el enlace designado verifique la destrucción o devolución de todos los materiales restantes protegidos por el Título 13, ya sean impresos como digitales (es decir, copias impresas, archivos con copias de seguridad, etc.), y que firme y devuelva a la Oficina del Censo el *D-2012(SP) – Formulario de Inventario para la Destrucción o Devolución de Materiales Protegidos por el Título 13, Código de los EE. UU.* que se incluyó con los materiales de la fase de información y se encuentra en el [Apéndice C](#). La destrucción de los materiales es el método preferido, en vez de devolver los materiales a la Oficina del Censo.

IMPORTANTE: Se recomienda esperar la respuesta de la Oficina de Apelaciones de LUCA para el Censo del 2020 sobre el estatus de la apelación antes de destruir o devolver el material protegido por el Título 13.

A todos los revisores de LUCA y a toda persona con acceso a materiales protegidos por el Título 13 (incluyendo a todas las personas que firmaron el *D-2005(SP) – Formulario de Contrato de Confidencialidad*) se les requiere que firmen y fechen el formulario *D-2012(SP)* una vez que concluya el proceso de apelaciones de LUCA. Si un enlace, revisor o persona con acceso a materiales de protegidos por el Título 13 se retira antes de la finalización de la operación de LUCA, se les requiere que firmen la salida del programa al firmar y fechar este formulario. Si algún enlace o revisor se retira y no firma y fecha este formulario, el enlace actual puede firmar la salida en su nombre.

Los participantes que elijan destruir sus materiales tienen que devolver el *D-2012(SP)* lo antes posible luego de la destrucción de los materiales y tienen que asegurarse de que el formulario contenga todas las firmas adecuadas de los enlaces y revisores para cerrar la operación LUCA para el Censo del 2020. Utilice el sobre adjunto con correo prepago para devolver el *D-2012(SP)*. Los participantes que elijan devolver sus materiales en vez de destruirlos tienen que incluir este formulario con los materiales y seguir las instrucciones de empaquetamiento y envío que se encuentran en el [Apéndice A](#) para garantizar la seguridad de los materiales protegidos por el Título 13.

APÉNDICES

APÉNDICE A NORMAS DE CONFIDENCIALIDAD Y SEGURIDAD

FORMULARIO D-2004(SP) (7-26-2017)

Número de OMB 0607-0994; La aprobación expira 12/31/2019
DEPARTAMENTO DE COMERCIO DE LOS EE. UU.
ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS
OFICINA DEL CENSO DE LOS EE. UU



Normas de Confidencialidad y Seguridad

Programa de Actualización
Local de Direcciones Censales (LUCA) para el
Censo de Puerto Rico del 2020

1. Introducción

La ley federal, bajo el Título 13 del Código de los Estados Unidos (U.S.C.), requiere que la Oficina del Censo de los EE. UU. mantenga la confidencialidad de la información que recopila. La Oficina del Censo toma esta responsabilidad muy en serio. Los encuestados depositan su confianza en la Oficina del Censo cada vez que completan una encuesta o una entrevista. Esta confianza en la confidencialidad es fundamental para el éxito de la misión de la Oficina del Censo de recopilar y presentar los datos más exactos posibles. Para respetar la ley, la Oficina del Censo requiere que toda persona con acceso a materiales protegidos por el Título 13 se atenga a las normas prescritas sobre confidencialidad y seguridad.

2. Título 13, Código de los EE. UU.

El Capítulo 1, Sección 9 del Título 13, Código de los EE. UU., declara: “Ni el Secretario, ni ningún otro funcionario o empleado del Departamento de Comercio o ninguna de sus oficinas o agencias ni un enlace del censo del gobierno local podrá, a excepción de lo dispuesto en la sección 8 o 16 o el Capítulo 10 de este título . . .

- 1) usar la información suministrada bajo las disposiciones de este título para cualquier propósito distinto a los propósitos estadísticos para los cuales se proporciona; o
- 2) realizar cualquier publicación a través de la cual los datos proporcionados por cualquier institución o individuo en particular bajo este título se puedan identificar; o
- 3) permitir que nadie aparte de los funcionarios y empleados juramentados del Departamento u oficina o agencia del mismo examine los informes individuales”.

En 1994, bajo la Ley Pública 103-430, el Congreso de los EE. UU. enmendó el Capítulo 1 del Título 13 para permitir al enlace del censo del gobierno local revisar y actualizar la información de las direcciones de la Oficina del Censo para su jurisdicción. Aunque la enmienda permita el acceso oficial del gobierno local, la enmienda reafirmó la naturaleza confidencial de la información sobre las direcciones de la Oficina del Censo. La información censal protegida bajo el Título 13 incluye:

- Todo lo que esté en un cuestionario completado total o parcialmente o cualquier información obtenida en una entrevista personal o telefónica.
- Las direcciones individuales mantenidas por la Oficina del Censo, incluyendo las que se compartan con los gobiernos mediante el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020
- Mapas digitales o impresos con datos de coordenadas de latitud/longitud que identifiquen la ubicación de las viviendas (puntos de estructuras).

La sanción por la divulgación o difusión ilícita de información protegida por el Título 13 es una multa no mayor de \$250,000 o el encarcelamiento por no más de 5 años, o ambas cosas, como lo establecen la Sección 214 del Código y la Ley para la Uniformidad en las Sentencias de 1984.

El Título 13 del Código de los Estados Unidos no se aplica a información generalizada sobre direcciones, tales como datos disponibles sobre rangos de direcciones en los productos digitales de la Oficina del Censo o el conteo de direcciones por bloques censales.

3. Acuerdo de Confidencialidad

Para participar en LUCA, un gobierno debe designar un enlace de LUCA. El enlace de LUCA, los revisores de LUCA y **cualquiera** que tenga acceso a los materiales protegidos por el Título 13 debe firmar el Acuerdo de Confidencialidad. La Oficina del Censo no enviará materiales de LUCA a un participante hasta que hayamos recibido el *Acuerdo de Confidencialidad y la Lista de Verificación para la Autoevaluación* completados y firmados.

Los datos de la Oficina del Censo protegidos por el Título 13, incluyendo datos de direcciones y coordenadas de latitud/longitud (puntos de estructuras), no se pueden usar para la creación, actualización o modificación de una lista de direcciones o base de datos de una jurisdicción tribal, estatal o local.

La firma de un Acuerdo de Confidencialidad constituye un acuerdo legal de parte de cada individuo de mantener la confidencialidad de los datos de la Oficina del Censo protegidos por el Título 13 y acatar las normas de seguridad mencionadas a continuación. Aunque el acceso a materiales protegidos por el Título 13 es temporero, el compromiso de mantener la información confidencial sigue vigente de por vida.

4. Normas de seguridad

El enlace de LUCA acepta la responsabilidad de proteger y salvaguardar los materiales de LUCA. El enlace tiene que limitar el acceso a la información de la Oficina del Censo protegida por el Título 13 a los individuos que hayan firmado el *Acuerdo de Confidencialidad*.

4.1 Protección de materiales digitales protegidos por el Título 13

A los sistemas operativos, programas, aplicaciones y datos se los denomina colectivamente en este documento sistemas de tecnología de la información (IT). Cualquier sistema de IT empleado para la participación en LUCA debe ser accesible solo a quienes que hayan firmado el *Acuerdo de Confidencialidad*. Sus sistemas de IT deben restringir las funciones de lectura, escritura y eliminación de todo material protegido por el Título 13.

Normas para materiales digitales

- Elabore perfiles electrónicos de seguridad para permitir que solo el enlace de LUCA y los revisores de LUCA tengan acceso a materiales protegidos por el Título 13. Ponga a prueba su seguridad para garantizar que ese acceso esté restringido.
- Use codificación de archivo y contraseñas para proteger todos los materiales digitales protegidos por el Título 13 en todo momento. Codifique los archivos usando el **Estándar de Codificación Avanzada (AES)** con longitud de clave de 256 bits.
- No deje desatendidas las computadoras con acceso a materiales protegidos por el Título 13. Desconecte las computadoras, bloquee las terminales y ponga llave a la oficina cuando no esté en uso.
- Ponga una etiqueta a todos los medios digitales y cada página impresa de todo material en papel producido de medios digitales protegidos por el Título 13 con la siguiente nota:
“Este documento contiene información cuya divulgación está prohibida por el Título 13 del Código de los Estados Unidos y es para uso oficial de la Oficina del Censo de los EE. UU. solamente. La divulgación o difusión ilícita de información puede ser sancionada con una multa o encarcelamiento (Ley Pública 99-474)”.
- No envíe copias de seguridad de medios digitales fuera del lugar. Almacene en un área segura. **No mezcle, almacene ni copie datos de LUCA con otros datos.**
- Despeje medios digitales dedicados que contengan materiales protegidos por el Título 13 antes de volverlos a usar. Sobrescriba los datos digitales protegidos por el Título 13 tres veces como mínimo utilizando un programa comercial de utilidades de disco.
- No divulgue información, ya sea precisa o anecdótica, acerca de las direcciones o lugares de la Oficina del Censo a ninguna persona que no haya firmado el *Acuerdo de Confidencialidad*.

4.1 Protección de materiales digitales protegidos por el Título 13 – Continuación

Normas para las contraseñas

Los sistemas de IT tienen que utilizar rutinas de inicio de sesión que requieran una identidad de usuario y una contraseña que se ajusten a las normas siguientes:

- Se requieren identificación de usuario y contraseña únicos para el enlace de LUCA, los revisores de LUCA y todo el que haya firmado el *Acuerdo de Confidencialidad*.
- Deben consistir de por lo menos doce caracteres, sin espacios en blanco, que contengan al menos una letra del alfabeto y ya sea un número o un carácter especial (por ejemplo: \$, *, o &).
- Rechace contraseñas que sean iguales a la identificación del usuario o que se hayan utilizado en los últimos seis meses.
- Codifique las contraseñas;
- Deshabilite las contraseñas después de tres intentos fallidos.
- Enmascare los caracteres de las contraseñas.
- Requiera cambios de contraseña cada 90 días o de inmediato, si se ve comprometida.
- Requiera que el usuario cambie la contraseña asignada a una contraseña única la primera vez que el usuario acceda a una nueva cuenta.

4.2 Protección de materiales impresos protegidos por el Título 13

- No deje desatendido ningún material protegido por el Título 13. Asegure todos los materiales protegidos por el Título 13 en una habitación cerrada. Si es posible, almacene los materiales del Título 13 en escritorios o en gabinetes bajo llave.
- Copie solo los materiales protegidos por el Título 13 que sean necesarios para completar el informe de LUCA. No desatienda la máquina copiadora mientras haga copias. Todos los materiales copiados que contengan información del Título 13 tienen que mostrar la siguiente nota:
“Este documento contiene información cuya divulgación está prohibida por el Título 13 del Código de los Estados Unidos y es para uso oficial de la Oficina del Censo de los EE. UU. solamente. La divulgación o difusión ilícita de información puede ser sancionada con una multa o encarcelamiento (Ley Pública 99-474)”.
- No divulgue información, ya sea precisa o anecdótica, acerca de las direcciones o lugares de la Oficina del Censo a ninguna persona que no haya firmado el *Acuerdo de Confidencialidad*.

4.3 Cómo denunciar incidentes

Si descubre que algún material protegido por el Título 13 ha sido leído por personas sin autorización o ha desaparecido de su inventario, usted tiene que:

- 1) Comunicarse con la Oficina del Censo por medio del Equipo de Respuesta a Incidentes del Censo (CIRT) al (301) 763-3333 en un plazo de **no más de 24 horas**. Tiene que proporcionar la siguiente información:
 - Nombre de la jurisdicción.
 - Fecha y hora del incidente.
 - Nombre de la persona de contacto.
 - Número telefónico de la persona de contacto.
 - Dirección del lugar del incidente.
- 2) Proteja inmediatamente todos los materiales restantes. Prohíba cualquier acceso posterior, de cualquier persona, incluyendo el enlace de LUCA y cualquiera que haya firmado el *Acuerdo de Confidencialidad*. El personal de la Oficina del Censo se comunicará con su oficina a más tardar 48 horas con información sobre cómo proceder.

4.4 Visitas al lugar

La Oficina del Censo puede hacer una visita al lugar para revisar los procedimientos de seguridad del participante. La Oficina del Censo se esforzará por no interrumpir las operaciones de la oficina. La visita puede incluir la revisión de:

- Almacenamiento y gestión de materiales protegidos por el Título 13.
- Acceso de los empleados a materiales protegidos por el Título 13.
- Salvaguarda física de materiales almacenados protegidos por el Título 13.
- Sistemas de IT, incluyendo el uso de contraseñas.
- Conocimiento de los empleados de sus responsabilidades para con los materiales protegidos por el Título 13.

4.5 Destrucción de materiales confidenciales de la Oficina del Censo

Después de concluida toda la operación de LUCA, **todos** los materiales protegidos por el Título 13 se deben **destruir** (método preferido) o **devolver** según pautas específicas de la Oficina del Censo.

Se requiere que el enlace de LUCA verifique la destrucción o devolución de todo material protegido por el Título 13, ya sea impreso como digital, incluyendo todas las copias impresas, archivos con copias de seguridad, etc., y que firme y devuelva el *Formulario de Materiales para la Destrucción o Devolución de Materiales Protegidos por el Título 13, Código de los Estados Unidos*. Además, cualquiera que haya firmado el *Acuerdo de Confidencialidad* tiene que firmar este formulario una vez haya terminado su participación en LUCA. Si un enlace, revisor o cualquiera que haya firmado el *Acuerdo de Confidencialidad* se retira antes de la finalización de LUCA, tiene que firmar y fechar este formulario. Si un enlace, revisor o cualquiera que haya firmado el *Acuerdo de Confidencialidad* no puede firmar y fechar el formulario, el enlace actual debe firmarlo y fecharlo en su nombre.

Solo a los individuos que firmaron el *Acuerdo de Confidencialidad* se les permite la destrucción de materiales del Título 13:

- Nunca deposite materiales protegidos por el Título 13 en la basura, el contenedor de reciclaje ni deseché información en un basurero antes de que finalicen los procedimientos de destrucción.
- La destrucción tiene que impedir el reconocimiento o la reconstrucción de materiales impresos o digitales protegidos por el Título 13. Utilice uno de los siguientes métodos:
 - Trituración o reducción a pulpa.
 - Descomposición química.
 - Pulverización (por ejemplo, molinos de martillo, picadoras, etc.).
 - Incineración (instalación aprobada por la Agencia de Protección Ambiental).
 - Despejar medios digitales dedicados que contengan materiales protegidos por el Título 13 antes de volverlos a usar. Sobrescribir los datos digitales protegidos por el Título 13 tres veces como mínimo utilizando un programa comercial de utilidades de disco.
 - Limpiar o sanear todos los servidores de impresión y dispositivos multifunción de impresión o escaneo con imágenes o archivos impresos almacenados que contengan datos protegidos por el Título 13.
 - Destrucción de CD y DVD con una trituradora u otro método conveniente para hacerlos inutilizables.

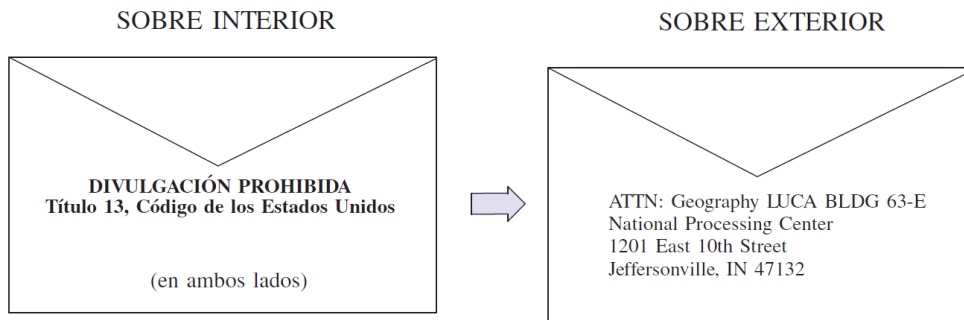
Nota: El desgarramiento a mano es un método **inaceptable** de eliminación antes de la destrucción.

Consulte con el Instituto Nacional de Normas y Tecnología, Publicación especial 800-88, Revisión 1, <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf> *Guidelines for Media Sanitization* (Normas para la Sanitización de Medios Electrónicos) para más información acerca de métodos aceptables para la eliminación de contenido en materiales digitales y equipos de oficina. <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>

4.6 Devolución de materiales protegidos por el Título 13 de la Oficina del Censo

Después de concluida toda la operación de LUCA, **todos** los materiales protegidos por el Título 13 se deben **destruir** (método preferido) o **devolver** según pautas específicas de la Oficina del Censo. Si decide devolver los materiales protegidos por el Título 13 en lugar de destruirlos, siga las normas a continuación:


- 1) Envíe los materiales protegidos por el Título 13 en envoltura doble, usando un sobre interno y otro (o un contenedor) externo, uno dentro del otro. Deben ser lo suficientemente resistentes para evitar la visualización o manipulación del material empaquetado.
- 2) Coloque una etiqueta a ambos lados del sobre interior (o contenedor) con la nota:
“DIVULGACIÓN PROHIBIDA POR EL TÍTULO 13, CÓDIGO DE LOS ESTADOS UNIDOS”.
- 3) Coloque el sobre interior (o empaque) en el sobre exterior.
- 4) **Use la etiqueta de correo que se incluyó con los materiales enviados inicialmente.** Si ha extraviado la etiqueta de correo, póngase en contacto con la Oficina del Censo para que le envíen una etiqueta de reemplazo.
- 5) Con los materiales que devuelva, firme e incluya un formulario D-2012, *Destrucción o devolución de los materiales protegidos por el Título 13 del Código de los Estados Unidos*. Asegúrese de que todos los revisores y cualquier persona que tenga acceso a los materiales de LUCA protegidos por el Título 13 firmen este formulario.
- 6) Si usted no usa la etiqueta correo, haga el envío usando un servicio que provea información de rastreo, como los envíos del Servicio Postal de los EE. UU. que se pueden rastrear, FedEx, United Parcel Service (UPS) o un servicio similar.



APÉNDICE B FORMULARIO DE CONTRATO DE CONFIDENCIALIDAD

FORMULARIO **D-2005(SP)** (7-19-2017)

Núm. de control de OMB 0607-0994; La aprobación expira 12/31/2019

 <p>Oficina del Censo Estados Unidos Puerto Rico</p>	DEPARTAMENTO DE COMERCIO DE LOS EE. UU. ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS OFICINA DEL CENSO DE LOS EE. UU.		Identificación de la entidad
	<p align="center">ACUERDO DE CONFIDENCIALIDAD PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DE PUERTO RICO DEL 2020</p>		Nombre del gobierno
<p align="center">A. TÉRMINOS, CONDICIONES Y RESPONSABILIDADES DE LA PARTICIPACIÓN EN EL PROGRAMA LUCA</p>			
<p>Todos los enlaces y revisores de LUCA, y cualquiera con acceso a los materiales de LUCA protegidos por el Título 13 del Código de los Estados Unidos (U.S.C.) tienen que comprometerse a mantener confidenciales los materiales protegidos por el Título 13 a los cuales tengan acceso, incluyendo cualquier mapa que contenga puntos de estructuras que muestren la ubicación de viviendas. Pueden utilizar esta información solo para sugerir mejoras a la lista de direcciones y mapas de la Oficina del Censo.</p> <p>Todas las personas que revisarán o tendrán acceso a los materiales de la Oficina del Censo protegidos por el Título 13 deben firmar abajo para indicar que han leído y entendido las <i>Normas de Confidencialidad y Seguridad</i> para LUCA de la Oficina del Censo. Además, los que firman el acuerdo juran, bajo pena de perjurio, mantener la confidencialidad de los materiales de la Oficina del Censo protegidos por el Título 13. Asimismo, la firma indica el reconocimiento de que la sanción por la divulgación ilícita es una multa de no más de \$250,000 o encarcelamiento por no más de 5 años, o ambas cosas. Aunque el acceso a los datos sea temporero, este compromiso es permanente. Usted tiene que tener por lo menos 18 años de edad para firmar este acuerdo.</p> <p>Mediante la firma de este acuerdo, su gobierno se compromete a destruir todos los materiales de la Oficina del Censo protegidos por el Título 13 o a devolverlos a la Oficina del Censo tras la conclusión de LUCA.</p>			
<p align="center">B. INFORMACIÓN SOBRE EL ENLACE</p>			
Nombre del enlace en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma del enlace	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Nombre de la oficina, departamento o agencia del enlace de LUCA – (<i>Oficina del Asesor, Departamento de Planificación, etc.</i>) – Usar letra de molde			
<input type="text"/>			
Dirección de la oficina, departamento o agencia del enlace de LUCA – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			
<p align="center">C. INFORMACIÓN SOBRE REVISORES Y PERSONAS CON ACCESO A MATERIALES PROTEGIDOS POR EL TÍTULO 13, U.S.C.</p>			
Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			
Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (<i>Número de la casa y nombre de la calle, RR, HC, o casilla postal</i>) – Usar letra de molde			
<input type="text"/>			
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

La Sección C continúa al dorso

C. INFORMACIÓN SOBRE REVISORES Y PERSONAS CON ACCESO A MATERIALES PROTEGIDOS POR EL TÍTULO 13, U.S.C. – Continuación

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>	<input type="text"/>		
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>	<input type="text"/>		
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>	<input type="text"/>		
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			


Nombre en letra de molde	Código de área	Núm. telefónico	Ext.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Firma	Fecha		
<input type="text"/>	mm/	dd/	aaaa
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Dirección, si es distinta a la del enlace – (Número de la casa y nombre de la calle, RR, HC, o casilla postal) – Usar letra de molde			
<input type="text"/>	<input type="text"/>		
Ciudad	Estado	Código postal	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Dirección de correo electrónico			
<input type="text"/>			

Complete este formulario y envíelo junto con las copias completadas y firmadas del Formulario de Inscripción, la Lista de Verificación para la Autoevaluación y el Formulario de Preferencia de Producto. Utilice el sobre adjunto con correo prepago dirigido a ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. En lugar de enviar por correo regular, puede escanear sus formularios completados, incluyendo formularios con firmas y enviarlos por correo electrónico a GEO.2020.LUCA@census.gov.

APÉNDICE C FORMULARIO DE INVENTARIO PARA DEVOLUCIÓN O ENTREGA DE MATERIALES DE LUCA

FORMULARIO **D-2012(SP)** (11-6-2017)

Núm. de OMB 0607-0994: Aprobado hasta 12/19/2019

 <p>FORMULARIO DE INVENTARIO PARA LA DESTRUCCIÓN O DEVOLUCIÓN DE MATERIALES PROTEGIDOS POR EL TÍTULO 13, CÓDIGO DE LOS ESTADOS UNIDOS PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DE PUERTO RICO DEL 2020</p>	DEPARTAMENTO DE COMERCIO DE LOS EE. UU. ADMINISTRACIÓN DE ECONOMÍA Y ESTADÍSTICAS OFICINA DEL CENSO DE LOS EE. UU.	Identificación de la entidad
		Nombre del gobierno
<p><i>Complete este formulario y envíelo por correo electrónico a GEO.2020.LUCA@census.gov o use el sobre adjunto con franqueo prepagado y dirección impresa.</i></p> <p>Todos los enlaces y revisores del Programa LUCA y cualquier persona con acceso a materiales de LUCA protegidos por el Título 13 del Código de los Estados Unidos deben firmar y fechar este formulario al concluir la participación de su gobierno en LUCA. Si un enlace, revisor o persona con acceso a materiales de LUCA protegidos por el Título 13 se retira antes de la finalización de LUCA, deberá firmar y fechar este formulario. Si un enlace, revisor o persona con acceso a los materiales de LUCA protegidos por el Título 13 no es capaz de firmar y fechar este formulario, el enlace actual deberá firmarlo y fecharlo en su nombre.</p>		
<p>A. Destrucción o devolución de materiales protegidos por el Título 13, por parte del enlace de LUCA</p> <p>Certifico mediante mi firma que he destruido de forma apropiada o devuelto a la Oficina del Censo de los EE. UU. los materiales de LUCA originales protegidos por el Título 13, así como copias, conforme a los requisitos de seguridad provistos a mi gobierno por la Oficina del Censo.</p> <p>Marque una: <input type="checkbox"/> Destrucción de materiales de LUCA protegidos por el Título 13 (Método preferido) <input type="checkbox"/> Devolución de materiales de LUCA protegidos por el Título 13</p> <p>Nombre en letra de molde del enlace de LUCA <input type="text"/></p> <p>Firma del enlace de LUCA <input type="text"/></p> <p>Fecha mm /dd/ aaaa <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>		
<p>B. Revisores de LUCA y cualquiera con acceso a materiales de LUCA protegidos por el Título 13</p>		
<p>Nombre en letra de molde <input type="text"/></p> <p>Firma <input type="text"/></p> <p>Fecha mm /dd/ aaaa <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>		
<p>Nombre en letra de molde <input type="text"/></p> <p>Firma <input type="text"/></p> <p>Fecha mm /dd/ aaaa <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>		
<p>Nombre en letra de molde <input type="text"/></p> <p>Firma <input type="text"/></p> <p>Fecha mm /dd/ aaaa <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>		
<p>Nombre en letra de molde <input type="text"/></p> <p>Firma <input type="text"/></p> <p>Fecha mm /dd/ aaaa <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/> / <input type="text"/><input type="text"/><input type="text"/><input type="text"/></p>		

La sección B continúa al dorso

**B. Revisores de LUCA y cualquiera con acceso a materiales de LUCA protegidos por el Título 13 -
Continuación**

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

Nombre en letra de molde

Firma

Fecha
mm /dd/ aaaa
 / /

FORM D-2012 (11-7-2017)

Si se requieren más firmas, puede duplicar este formulario.

APÉNDICE D GLOSARIO

Alojamiento—Cualquier sitio donde vivan, se queden o puedan vivir personas. Los alojamientos se clasifican como unidades de vivienda o alojamientos de grupo. Normalmente, se encuentran en estructuras diseñadas para uso residencial, pero también pueden encontrarse en estructuras diseñadas para uso no residencial al igual que las tiendas de campaña, las camionetas, los refugios para personas sin vivienda, los dormitorios, las barracas y demás, o puede que no estén asociadas a ninguna estructura.

Alojamiento de grupo (GQ)—Un lugar donde viven o se quedan las personas, y que normalmente es propiedad de por una entidad u organización que provee vivienda o servicios a los residentes, o administrado por la misma. Estos servicios pueden incluir cuidado de compañía o atención médica, así como otros tipos de ayuda, y la residencia generalmente es solo para las personas que reciben estos servicios. Por lo general, las personas que viven en un alojamiento de grupo no están emparentadas. Los alojamientos de grupo incluyen lugares como residencias universitarias, centros residenciales de tratamiento, instalaciones de hogares de ancianos con servicios médicos especializados, hogares de grupo, barracas militares, instalaciones correccionales, dormitorios para trabajadores e instalaciones para personas sin hogar.

Archivo Maestro de Direcciones (MAF)—Es una base de datos nacional de todas las direcciones y las descripciones físicas/de ubicación que la Oficina del Censo sabe que son usadas para respaldar muchos de sus programas. Además de contener las direcciones y los códigos postales, un registro de MAF también contiene información geográfica sobre la ubicación de las direcciones. La División de Geografía de la Oficina del Censo actualiza periódicamente la Base de datos de MAF/TIGER desde varias fuentes, incluyendo el archivo de secuencia de entrega (DSF) del Servicio Postal de los Estados Unidos (USPS) y otras fuentes de actualizaciones como encuestas actuales y fuentes abastecidas localmente.

Base de datos de MAF/TIGER—Base de datos geográficos de todo el país de la Oficina del Censo, que integra el Archivo Maestro de Direcciones (MAF) y los archivos de Codificación y Referencia Geográficas Integradas Topológicamente (TIGER).

Bloque censal—Un bloque censal es un área delimitada por rasgos visibles o invisibles que se muestran en los mapas de la Oficina del Censo. Un bloque censal es el área geográfica más pequeña creada por la Oficina del Censo para la que se recopilan y tabulan los datos del censo decenal. Los bloques censales se numeran dentro de los sectores censales y llevan un número único dentro de los sectores censales.

Codificación y Referencia Geográficas Integradas Topológicamente (TIGER)—El mapa digital de la Oficina del Censo, que incluye las coordenadas geográficas y los nombres de las calles, los rasgos de agua, otros rasgos lineales y los límites para todas las jurisdicciones y las áreas estadísticas que proporcionan el marco geoespacial para la recolección y tabulación de los datos censales. TIGER también contiene las coordenadas de estructura de los registros de direcciones en el Archivo Maestro de Direcciones (MAF) y los rangos de direcciones a lo largo de rasgos de calles usadas para geocodificar los registros del MAF a la geografía censal.

Condado—La división primaria legal de la mayoría de los estados. La mayoría son unidades gubernamentales con poderes definidos por la ley estatal.

Confidencialidad—Garantía por ley (Título 13, Código de los Estados Unidos) para las personas que proporcionan información sobre ellos mismos o sobre sus negocios a la Oficina del Censo. Este punto hace referencia al compromiso de no divulgación de esta información por parte de la Oficina del Censo.

Corte de direcciones—Los cortes de direcciones identifican las direcciones de estilo urbano en cada lado de un límite, o en una intersección entre una calle con otra o con algún rasgo.

Dirección de estilo urbano—La definición de la Oficina del Censo de una dirección de estilo urbano es una dirección que consiste en un número de casa y el nombre de una calle o carretera. Por ejemplo, 201 Main Street es una dirección de estilo urbano. La dirección puede o no ser usada para la entrega de correo y puede incluir números/designaciones de apartamentos o identificadores similares.

Dirección de estilo rural—Dirección que no tiene un número de casa y/o nombre de la calle, o puede no incluir un número de casa completo y la dirección con el nombre de la calle. Esto incluye una dirección de ruta rural y número de apartado y las direcciones de ruta de contrato de carreteras, etc., que pueden incluir un número de apartado, apartados y cajones de oficinas postales, y envío general.

División civil menor (MCD)—Tipo de unidad gubernamental que es la subdivisión gubernamental o administrativa principal de un condado en muchos estados. Las MCD están identificadas por una variedad de términos, como pueblo (en 8 estados), poblado y/o distrito, e incluyen entidades gubernamentales en funcionamiento y que no están en funcionamiento.

Edges—Todos los rasgos lineales que contiene la base de datos MAF/TIGER.

Edges shapefile—Un Esri® shapefile de los rasgos lineales que contiene la base de datos MAF/TIGER durante la Fase de Revisión; los participantes que usan los materiales de mapas digitales usaron el edges shapefile para añadir, eliminar o cambiar atributos de rasgos lineales. Durante la Fase de Información, los participantes usaron el edges shapefile solo como referencia para revisar las actualizaciones que hicieron durante la Fase de Revisión u otras actualizaciones que se hicieron desde la conclusión de la Fase de Revisión.

Enlace de LUCA—El principal punto de contacto designado por el funcionario electo de más alto rango (HEO) de cada jurisdicción para revisar la Lista de Direcciones y los mapas del Censo y compararlos con los registros locales para identificar las diferencias. Esta persona, conocida también como enlace principal del programa o enlace designado, acepta la responsabilidad de salvaguardar los materiales protegidos por el Título 13 y es responsable en última instancia de destruir (o devolver) los materiales. Tiene que firmar la salida de LUCA y enviar el *D-2012(SP) - Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13* luego de asegurarse de que todos los revisores de LUCA también firmen el formulario.

Funcionario electo de más alto rango (HEO)—La persona más responsable de las actividades gubernamentales de un gobierno local. Esta persona recibe la carta de invitación al programa LUCA y tiene que designar a un enlace de LUCA para participar del programa LUCA del 2020.

Geocódigos—Códigos que ubican una dirección individual en su ubicación geográfica correcta que, en términos censales, incluyen los códigos de estado, condado, sector censal y bloque censal correctos. Debido a que la Oficina del Censo cuenta a las personas donde viven, los geocódigos les proporcionan información a los enumeradores del Censo para localizar una dirección. La geocodificación precisa también garantiza que la Oficina del Censo cuente las unidades de vivienda y a las personas asociadas con ellas en la geografía del censo correcta.

Geographic Update Partnership Software (Software de Colaboración para la Actualización Geográfica) (GUPS)—Un paquete autónomo de procesamiento y actualización de GIS proporcionado por la Oficina del Censo para la participación en una variedad de programas de geografía del Censo, incluyendo LUCA del 2020. Empaquetado previamente para incluir todos los componentes para LUCA del 2020, el GUPS contiene la Lista de Direcciones de la Oficina del Censo, la Lista de Conteo de Direcciones y los shapefiles de colaboración de TIGER. El GUPS le permite al participante agregar datos geoespaciales externos (shapefiles, base de datos geográficos e imágenes) con fines de comparación y actualización. La entrega de todos los datos (software, lista de direcciones, lista de conteo de direcciones y shapefiles) se hace en DVD.

Límite—Una línea en un mapa, ya sea invisible o que coincide con un rasgo visible, que identifica el alcance de una entidad geográfica, como un sector censal, una ciudad, un condado o un estado. Un límite marca la delimitación de un área.

Lista de Conteo de Direcciones de la Fase de Información—Archivo de texto delimitado por comas, en formato .csv, que contiene el número direcciones residenciales de unidades de vivienda y alojamientos de grupo en la Lista de Direcciones del Censo de la Fase de Revisión de LUCA y el número actual de direcciones residenciales de unidades de vivienda y alojamientos de grupo para cada bloque censal dentro de la jurisdicción del participante.

Lista Detallada de Direcciones de la Fase de Información—Archivo de texto delimitado por comas, en formato .csv, que muestra todas las actualizaciones de registros de direcciones con formato adecuado que envió el participante de LUCA y un código de procesamiento de la fase de información que identifica la acción específica que la Oficina del Censo realizó en ese registro de dirección. Esta lista de direcciones también identifica los registros de direcciones sobre los cuales no se hicieron comentarios en la Fase de Revisión de LUCA que fueron eliminados de la original Lista de Direcciones del Censo por otra operación del censo o por otro nivel de gobierno que participa en LUCA.

Lista de relación entre bloques y hojas de mapas—Una lista que identifica los números de bloques censales y los mapas de formato grande de la Oficina del Censo en los que se encuentra cada bloque.

Lugar—Una concentración de población ya sea legalmente vinculada como un lugar incorporado o identificado por la Oficina del Censo como un lugar censal designado.

Lugares transitorios (TL)—Viviendas transitorias o móviles, o unidades de vivienda portátiles, incluyendo embarcaciones, vehículos recreativos (RV) motorizados, tiendas de campaña y remolques tirados por automóviles o camiones, o cualquier otro tipo de vivienda portátil.

Mapa de la Oficina del Censo—Todo mapa producido por la Oficina del Censo. Un mapa de la Oficina del Censo muestra entidades geográficas utilizadas en un censo o encuesta patrocinados por la Oficina del Censo para los que la Oficina del Censo tabula datos.

Metadatos—Describen el contenido de los datos, el sistema/proyección de coordenadas, el autor, la fuente, y otras características de los archivos del GIS.

Número de bloque censal—Los números de bloque censales son números de cuatro dígitos. Los bloques censales están enumerados en forma única en cada sector censal.

Número de sector censal—Número único para identificar los sectores censales dentro de un condado o de una entidad estadísticamente equivalente. Los números de los sectores censales son números de 4 dígitos seguidos por un punto decimal y un número de 2 dígitos para los sectores con sufijos, p. Ej. 1234.01. Para los sectores censales sin sufijo, el número tendrá un punto con ceros agregados, p. Ej. 4567.00.

Oficina del Censo—Un organismo dentro del Departamento de Comercio de los EE. UU. La Oficina del Censo de los EE. UU es el principal organismo de recopilación y divulgación estadística del país. Publica una amplia variedad de datos estadísticos sobre la población y la economía de la nación. La Oficina del Censo realiza aproximadamente 200 encuestas anuales y lleva a cabo el censo decenal de la población de los Estados Unidos.

Oficina regional—Una de las seis oficinas permanentes de la Oficina del Censo distribuidas por la nación. Las oficinas regionales son responsables de las operaciones de campo de la Oficina del Censo.

Programa de enumeración en lugares transitorios (ETL)—Proporciona cobertura para las ubicaciones de las personas que viven en viviendas no tradicionales de naturaleza transitoria o móvil. La mayoría de los cuestionarios del censo se envían por correo, o son entregados personalmente por el personal del censo, a las direcciones registradas en el Archivo Maestro de Direcciones (MAF). No obstante, debido a los cambios en la sociedad, algunas personas ya no mantienen una residencia tradicional (casa, apartamento, condominio, etc.) y han decidido vivir en embarcaciones, vehículos recreativos (RV) motorizados, remolques tirados por automóviles o camiones, o cualquier otro tipo de vivienda que sea móvil o transitoria, incluyendo tiendas de campaña. Con propósitos operativos, nos referimos a este tipo de viviendas como “unidades de vivienda portátiles”.

Los tipos de lugares transitorios (TL) que se incluyen en la ETL son los siguientes:

- 1) Parques de RV.
- 2) Marinas.
- 3) Áreas de acampar.

Punto de estructura (punto en el mapa)—Un punto en un mapa de la Oficina del Censo, usado para mostrar la ubicación de uno o más alojamientos. Se asigna un máximo de 4 dígitos más un carácter alfabético dentro de un bloque censal para cada punto de estructura. Los puntos de estructura se almacenan en la base de datos de TIGER y están protegidos por el Título 13 del Código de los Estados Unidos.

Rasgo—Cualquier parte del paisaje, ya sea natural (como un arroyo o cerro) o artificial (como una carretera o línea eléctrica). En un contexto geográfico, los rasgos son cualquier parte del paisaje que se representen en un mapa, incluyendo los límites no visibles de las entidades legales, como los límites de una ciudad o los límites de un condado.

Rango de direcciones—Los números más bajos y más altos de las direcciones usados para identificar estructuras de cada lado de un segmento de calle que tenga direcciones de estilo urbano. Generalmente, un lado de la calle tiene números de dirección pares y el otro lado tiene números de dirección impares.

Revisor de LUCA—Persona seleccionada por el HEO o el enlace de LUCA para ayudar a llevar a cabo la revisión de LUCA. Tiene que aceptar la responsabilidad de salvaguardar materiales protegidos por el Título 13 y, como el enlace, tiene que firmar la salida de LUCA y enviar el *D-2012(SP) - Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13*.

Sector censal—Una subdivisión estadística pequeña y relativamente permanente de un condado o una entidad equivalente desde un punto de vista estadístico definida para la presentación de datos. Diseñados para ser unidades relativamente homogéneas con respecto a las características de la población, estado económico y condiciones de vivienda al momento de establecerse, los sectores censales contienen entre 1,000 y 8,000 personas, con un tamaño óptimo de 4,000 personas. Definidos con la intención de permanecer estables durante muchas décadas, los límites de los sectores censales generalmente siguen rasgos visibles relativamente permanentes. Sin embargo, pueden seguir límites de unidades gubernamentales y otros rasgos invisibles en algunos casos; el límite de un estado o de un condado (o de una entidad estadísticamente equivalente) es siempre el límite de un sector censal.

Segmento de calle—La parte de una calle o carretera entre dos rasgos que cruzan esa calle o carretera, como otras calles o carreteras, vías del ferrocarril, arroyos y límites de unidades gubernamentales. La Oficina del Censo registra los rangos de direcciones conocidas para cada segmento de calle con direcciones de estilo urbano.

Series Federales de Procesamiento de Información (FIPS)—Son códigos anteriormente conocidos como códigos de Estándares Federales de Procesamiento de la Información hasta que el Instituto Nacional de Estándares y Tecnología (NIST) anunció en el 2005 su decisión de retirar los códigos de entidades geográficas de su supervisión. La Oficina del Censo aún mantiene y emite códigos para las entidades geográficas cubiertas bajo la supervisión de FIPS, pero con un significado modificado para el acrónimo FIPS. Las entidades geográficas cubiertas por las FIPS incluyen estados, condados, distritos electorales, áreas estadísticas basadas en concentraciones, lugares, subdivisiones del condado, subdivisiones civiles, ciudades consolidadas y todos los tipos de áreas indígenas de las Américas, nativas de Alaska y de Hawái.

Los códigos FIPS se asignan de manera alfabética de acuerdo con el nombre de la entidad geográfica y pueden cambiarse para mantener el orden alfabético cuando se crean nuevas entidades o se cambian los nombres. Los códigos FIPS para los tipos específicos de entidades geográficas son por lo general únicos dentro del siguiente nivel más alto de entidad geográfica con la que existe una relación de anidamiento. Por ejemplo, los códigos FIPS de estado, de distrito electoral y de áreas estadísticas basadas en concentraciones son únicos dentro de la nación; los códigos FIPS de condado, de lugar, de subdivisión de condado y de subdivisión civil son únicos dentro del estado. Los códigos para las áreas de indígenas de las Américas, nativas de Alaska y Hawái también son únicos dentro del estado; aquellas áreas que estén en múltiples estados tendrán códigos diferentes para cada estado.

Shapefile—Representaciones digitales de los rasgos geográficos, como carreteras y límites usados para crear los mapas. Un shapefile almacena información de geometría no topológica y atributiva para los rasgos espaciales en un conjunto de datos. La Oficina del Censo proporciona shapefiles del Instituto de Investigaciones sobre Sistemas Ambientales (Esri) basados en los condados.

Sistema de información geográfica (GIS)—Un sistema informático para el almacenamiento, la recuperación y el mantenimiento de información sobre los puntos, las líneas y las áreas que representan las calles y carreteras, los ríos, los ferrocarriles, las entidades geográficas, y otros rasgos en la superficie de la Tierra (información que anteriormente estaba disponible solo en los mapas impresos).

Unidad de vivienda (HU)—Una vivienda para una sola familia, *townhouse* (casa adosada), casa móvil, remolque, apartamento, grupo de habitaciones o habitación individual ocupada como un alojamiento separado o, si está desocupada, para ser ocupada como un alojamiento separado. Un alojamiento separado es un alojamiento en el que uno o más ocupantes (o posibles ocupantes, si está desocupado) viven separados de otras personas del edificio y tienen acceso directo al alojamiento sin tener que pasar por otro alojamiento, como desde fuera del edificio o a través de un pasillo común.

Unidad de vivienda desocupada—Estructura habitable que contiene un alojamiento que no está ocupado. Las unidades de viviendas nuevas que aún no están ocupadas se clasifican como unidades de vivienda desocupadas si la construcción ha alcanzado un punto en el que las ventanas y las puertas exteriores están instaladas y los pisos definitivos utilizables y el techo están colocados. Las unidades desocupadas están excluidas si están abiertas a los elementos, o si hay evidencia positiva, como una señal en la casa, de que la unidad de vivienda será demolida o ha sido declarada en ruinas (condenada).

Unidad de vivienda ocupada—Una unidad de vivienda se clasifica como ocupada si es el lugar residencial habitual de la persona o de un grupo de personas que viven en esta al momento de la enumeración o si los ocupantes están temporalmente ausentes; por ejemplo, en otro lugar de vacaciones. Las habitaciones ocupadas o conjunto de habitaciones en hoteles, moteles y lugares similares son clasificados como unidades de viviendas solo cuando están ocupados por

residentes permanentes, es decir por personas para las que la instalación es su lugar residencial habitual.

Unidad gubernamental (GU)—Una entidad geográfica establecida por medidas legales con el propósito de implementar funciones específicas de gobierno. La mayoría de las unidades gubernamentales proporcionan una cantidad de servicios gubernamentales generales y recaudan ingresos (generalmente a través de una autoridad tributaria).

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

Instructions for Geographic Update Partnership Software (GUPS) Participants



This page intentionally left blank.

TABLE OF CONTENTS

Background	vi
A. General Information	vi
B. Census Bureau Processing of LUCA submissions.....	vi
C. Confidentiality and Security.....	vi
D. Entity Identification Codes.....	vii
E. Respondent Guide Organization.....	viii
F. Training and Support	viii
Chapter 1 Introducing the 2020 Census LUCA Feedback and Appeals Materials and GUPS	1
1.1 Feedback Materials.....	1
1.2 Getting Started	2
1.3 System and Hardware Requirements	3
1.4 GUPS Installation and Help	4
1.5 How to Open GUPS and Start a New Project.....	8
1.6 GUPS Toolbars Used During LUCA Feedback.....	13
Chapter 2 Understanding the 2020 Census LUCA Feedback Materials and the Feedback Processing Codes	21
2.1 Feedback Address Update Summary Report.....	21
2.2 Detailed Feedback Address List	24
2.2.1 Feedback Processing Codes	25
2.2.2 Feedback Processing Code Examples.....	26
2.3 Feedback Address Count List.....	28
2.4 Feedback Maps - Shapefiles	29
Chapter 3 Using GUPS to Review the 2020 Census LUCA Feedback Materials and File An Appeal	30
3.1 Background	30
3.2 Deadline for Filing an Appeal.....	30
3.3 Procedures for Filing an Appeal.....	30
3.3.1 Researching Appeal-Eligible Records	32
3.3.2 Flagging a Record in the Detailed Feedback Address List for Appeal	34
3.3.3 Supporting Documentation.....	34
3.3.3.1 Attaching Supporting Documentation	37
3.3.4 Executing the Appealed Address Document Review Tool	39

3.4	Submitting Appeals Material to the 2020 Census LUCA Appeals Office	43
3.4.1	SWIM Instructions for Submitting Appeal Materials	43
3.4.2	Shipping Instructions for Submitting Appeal Materials	51
Chapter 4	2020 Census LUCA Closeout	53
Appendix A	Confidentiality and Security Guidelines	A-1
A1	Introduction	A-1
A2	Title 13, U.S. Code.....	A-1
A3	The Confidentiality Agreement.....	A-1
A4	Security Guidelines	A-2
A4.1	Protecting Digital Title 13 Materials	A-2
A4.2	Protecting Paper Title 13 Materials	A-3
A4.3	Reporting an Incident.....	A-3
A4.4	On-site Visits.....	A-3
A4.5	Destruction of Census Bureau Confidential Materials.....	A-4
A4.6	Returning Census Bureau Title 13 Materials.....	A-5
Appendix B	Confidentiality Agreement Form (D-2005)	B-1
Appendix C	Destruction or Return of Title 13 U.S.C. Materials Form (D-2012)	C-1
Appendix D	Glossary	D-1
Appendix E	Importing the Review Phase LUCA Submission	E-1
Appendix F	Reviewing the Feedback Address Count List	F-1
Appendix G	Importing Local Data into GUPS.....	G-1
Appendix H	Detailed Feedback Address List File Layout	H-1
Appendix I	Feedback Address Count List File Layout.....	I-1

LIST OF TABLES

Table 1: Entity Identification Codes	vii
Table 2: GUPS Hardware and Software Requirements	4
Table 3: Installation of the GUPS Application.....	5
Table 4: Open GUPS and Start a New Project.....	8
Table 5: Standard Toolbar Buttons, Names, and Functions/Descriptions	15
Table 6: LUCA Feedback Toolbar Buttons, Names, and Functions/Descriptions	18
Table 7: Feedback Processing Codes	25
Table 8: SWIM Submission.....	45
Table 9: GUPS Layer Menu - Add Layer Sub-Menu.....	G-2
Table 10. Detailed Feedback Address List File Layout, Field Names, and Descriptions	H-1
Table 11. Nombres de Campos y Descripciones de la Lista Detallada de Direcciones de la Fase de Información.....	H-3
Table 12. Feedback Address Count List Field Names and Descriptions	I-1
Table 13. Nombres y Descripciones de los Campos de la Lista de Conteo de Direcciones de la Fase de Información.....	I-2

LIST OF FIGURES

Figure 1. GUPS Toolbars Available in LUCA Feedback	14
Figure 2. GUPS Panels and Toolbars for LUCA Feedback	14
Figure 3. GUPS Legend/Layers for LUCA Feedback	20
Figure 4. Detailed Feedback Address List Layer Symbology	20
Figure 5. Feedback Address Update Summary Report (D-2201) Example	22
Figure 6. Feedback Address Update Summary Report (D-2201SP) Example for Puerto Rico	23
Figure 7. Detailed Feedback Address List Appeal Button	31
Figure 8. Remove Appeal Flag Warning Message.....	31
Figure 9. GUPS Map View with Full Extent Zoom and One Record Selected for Appeal	32
Figure 10. GUPS Map View with Zoomed Extent and One Record Selected for Appeal	33
Figure 11. Flagging Record for Appeal and Address Appeal Documentation Pop-Up	34
Figure 12. Add Documentation Window	37
Figure 13. Document List with Documentation Attached	38
Figure 14. Document List without Documentation Attached	38
Figure 15. Add Documentation Using Green Plus Sign in Document List	39
Figure 16. Appealed Address Document Review Tool Button.....	40
Figure 17. Add Documents Button on Appealed Address Document Review Window	40
Figure 18. Upload Documentation Window within Appealed Address Document Review Tool .	41
Figure 19. No Appealed Addresses without Documentation Window.....	41
Figure 20. Export to Zip Button Showing LUCA Feedback Export Window	42
Figure 21. LUCA Feedback (LUCAFB) Contact Information Window	42
Figure 22. Export to Zip Confirmation Window	43
Figure 23. Export to Zip Resulting Folder.....	43
Figure 24. Mailing Envelope Examples for Return of Title 13 U.S. C. Materials.....	A-5
Figure 25. Import LUCA Submission Button	E-1
Figure 26. LUCA Submission Tab.....	E-1
Figure 27. Feedback Address Count List Example	F-1
Figure 28. GUPS Layer Menu and Sub-Menus	G-1

BACKGROUND

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.

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 Phase materials.¹ 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 the form 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 –*

¹ 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.

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 *Detailed Feedback Address List* is the Title 13 protected material included in the feedback materials that requires a password to decrypt and open. This case-sensitive password, different from the password used during the Review Phase, arrives separately and prior to receiving the feedback materials. Keep the password letter (*D-2280*) secure for use in opening the materials as discussed in **Section 1.5** and preparing any Appeals materials for submission as discussed in **Section 3.4.1**.

Following the LUCA Feedback Phase or a possible Appeal, at the conclusion of the 2020 Census 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** and is available online at the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. Additional information or assistance is available, toll-free, by phone at (844) 344-0169 or by email at 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 2-digit Federal Information Processing Series (FIPS) numeric code. Minor civil divisions also include the county 3-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 6-character tribal code that represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation and **TA0185** is the 6-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.

E. Respondent Guide Organization

GUPS is a customized geographic information system (GIS) provided by the Census Bureau. Based on an open-source platform known as QGIS, GUPS is an easy-to-use software designed to meet the needs of LUCA Feedback participants without extensive GIS experience. It replaces the MAF/TIGER Partnership Software (MTPS) from 2010 LUCA. For more information on QGIS, refer to <https://www.qgis.org/en/site>.

Use this respondent guide, the *D-2233*, in conjunction with the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Instructions for Using the Geographic Update Partnership Software (D-2033)* as well as the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants (D-2232)*. The respondent guides do not repeat all of the 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**.

IMPORTANT: GUPS continues to evolve through updates and revisions. As a result, some discrepancies between the appearance of individual screens or buttons in this guide may differ from the actual software received with the feedback materials. Other variations in color or styles may also exist.

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 regarding the use of GUPS as well as other 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. Contact the Appeals Office, toll-free, at (888) 222-9907. Their email address is located on the aforementioned LUCA website.

CHAPTER 1 INTRODUCING THE 2020 CENSUS LUCA FEEDBACK AND APPEALS MATERIALS AND GUPS

This chapter provides introductory information on the materials participants receive as part of the LUCA Feedback Phase. It discusses how to get started with the GUPS by providing the system and hardware requirements, walking the participant through the installation process, and opening GUPS to start a new project. The Census Bureau strongly encourages participants to reference both the LUCA Review Phase and LUCA Feedback Phase respondent guide materials while working with the GUPS during the LUCA Feedback Phase.

IMPORTANT: The Census Bureau continues to revise and update GUPS to enhance the participant's experience during the LUCA Feedback Phase. As a result, some discrepancies between the individual screens used in the examples within this respondent guide and the actual GUPS software may occur. Variation could exist in the colors used for the symbology within GUPS and as well as the graphics that appear on the buttons (e.g. icons).

1.1 Feedback Materials

The Census Bureau will provide LUCA Feedback Phase materials to eligible governments beginning in July 2019 and ending in September 2019. Unless a participant declined feedback, the Census Bureau will provide LUCA Feedback Phase 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 will verify 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 digital address list participants and GUPS participants, the feedback materials include:²

- *Feedback Address Update Summary Report* — displays the tallies of actions taken by the Census Bureau for all the address updates submitted by an entity.
- *Detailed Feedback Address List* — 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 another LUCA participant or other census operation.

² 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*, that notifies them their *Detailed Feedback Address List* will be blank and explains why. A corresponding portable document format (PDF) file, *2020LUCA_FB_insert.pdf*, will be present on their DVD(s).

- *Feedback Address Count List* — 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.
- *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.
 - *Shapefiles* — created from the Master Address File (MAF)/Topologically Integrated Geographic Encoding and Referencing (TIGER) System (MAF/TIGER) for participants that selected Geographic Update Partnership Software (GUPS). These are also known as TIGER Partnership shapefiles.
- *Reference/instructional materials* — include the Feedback Respondent Guide(s), Quick Start Guide(s), Feedback Address Update Summary Report, various forms, and readme file(s). For GUPS participants, the various materials are included in digital format on DVD and on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>. In addition to being included in digital format on the DVD, the Feedback Address Update Summary Report and the Quick Start Guides are included as hard copies.

1.2 Getting Started

This section includes information needed to use the GUPS. It offers a description of the system and hardware requirements to use the GUPS application and gives specific instructions for how to install GUPS using the GUPS Software Installation DVD.

The LUCA Feedback Phase materials package for GUPS participants includes three discs: a GUPS software installation disc and two data discs. The “GUPS Software Installation Disc” DVD prompts participants, through an installation wizard, to install the software and load the feedback materials.

Note: The Census Bureau updated GUPS since the completion of the LUCA Review Phase. Participants utilizing GUPS for the LUCA Feedback Phase must install the updated version during the LUCA Feedback Phase.

Before beginning the installation, use [Table 2](#) below to check the local computer to verify that it has the capabilities needed to run GUPS. GUPS will prompt participants to insert the data discs in a specific sequence. For participants without access to a CD/DVD drive, please contact the LUCA Help Desk at (844) 344-0169 for assistance with GUPS installation.

The “Non-Title 13 Data Disc” DVD contains the supplemental materials in the root directory and the shapefiles and Feedback Address Count List in the “**shape**” folder.

- The root directory contains:
 - **FB_Readmefirst6.txt** – this provides detailed explanations of folders and files on both DVDs.
 - **2020LUCA_<EntityID>_FB_summary_report.pdf** – this is a portable document file (PDF) version of the printed *Feedback Address Update Summary Report* that summarizes the Census Bureau processing performed on the address records submitted by participants during the LUCA Review Phase.
 - **2020LUCA_FB_digital_respondent_guide.pdf** – this is the portable document file (PDF) version of this document, the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants*.

- **2020LUCA_FB_gups_respondent_guide.pdf** – this is the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Geographic Update Partnership Software (GUPS) Participants*.
- **2020LUCA_FB_quick_start_digital.pdf** – this is the *2020 Census LUCA Feedback Digital Quick Start Guide*. It includes high-level information regarding the DVDs and use of the files included on the DVDs and serves as a quick summary for getting started with the materials.
- **2020LUCA_FB_quick_start_gups.pdf** – this is the *2020 Census LUCA Feedback GUPS Quick Start Guide*. It includes high-level information regarding the use of the files included on the DVDs. It serves as a quick summary for getting started with the GUPS software.
- **<EntityID>_D2005_Confidentiality.pdf** – this is the *Confidentiality Agreement Form (D-2005)* to use if updating reviewers or the liaison.
- **<EntityID>_D2012_Destruction.pdf** – this is 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.**
 - GUPS extracts the shapefiles and the *Feedback Address Count List* from this .exe file.

IMPORTANT: Refer to the 2020 Census LUCA Feedback GUPS Quick Start Guide (D-2242) for software installation and the initial setup for the review of LUCA Feedback Phase materials.

The “Title 13 Data Disc” DVD contains the Census Bureau’s Title 13 Detailed Feedback Address List in the “**shape**” folder.

- The “**shape**” folder contains:
 - **2020LUCA_<EntityID>_FB_DISK1of2.exe.**
 - When prompted within GUPS, use the password provided separately from materials to open this zipped, encrypted file.

1.3 System and Hardware Requirements

Participants can use GUPS on a desktop PC or a network environment. [Table 2](#) lists the hardware and software requirements to install and run GUPS. Also included are the software requirements to submit files through the SWIM website.

Table 2: GUPS Hardware and Software Requirements

Hardware	Operating System	Browser
<p>Free Disk Space Needed to Run GUPS: 3.3 GB</p> <p>Disk Space Needed to Store Shapefiles: Shapefile sizes vary. To view the size of the shapefiles, select a file/ folder, right-click, and choose Properties in the drop-down menu. The Files Properties box opens and displays the file/folder sizes. Select multiple files/ folders in the list to view their properties via the same method.</p> <p>RAM: 4 GB minimum; 8GB or more recommended for optimal performance</p>	<p>Microsoft®: To run GUPS, participants need one of the following Windows® operating systems:</p> <ul style="list-style-type: none"> • Windows 7® • Windows 8® • Windows 10® <p>Apple®: Mac OS X® users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp®, which comes pre-installed on all Mac computers. See instructions for using Boot Camp at: https://www.apple.com/support/bootcamp/getstarted/</p> <p>Important: Boot Camp requires a restart of the computer to set up the bridge. Be sure to print the instructions provided at the URL above before installing Boot Camp.</p>	<p>Browsers supported by SWIM: Internet Explorer® Google Chrome® Mozilla Firefox® Apple Safari®</p> <p>Note: SWIM supports the two most recent version of each of these major browsers.</p>



Note: Depending on the Windows OS version, the GUPS dialog boxes may have a different appearance than the screenshots contained in the respondent guide, however, the content is the same.

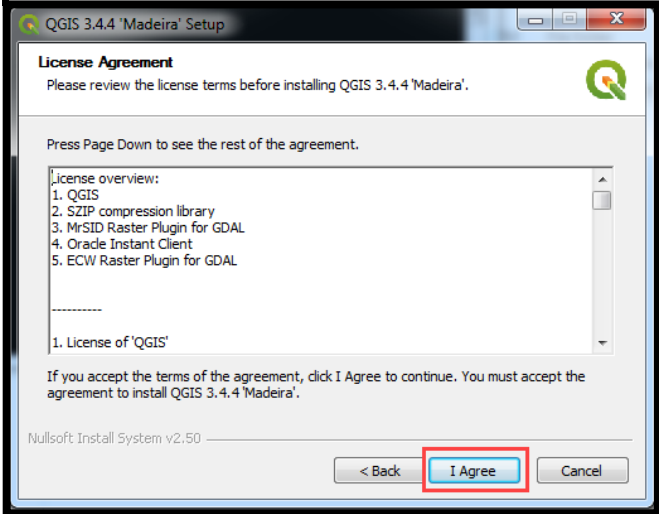
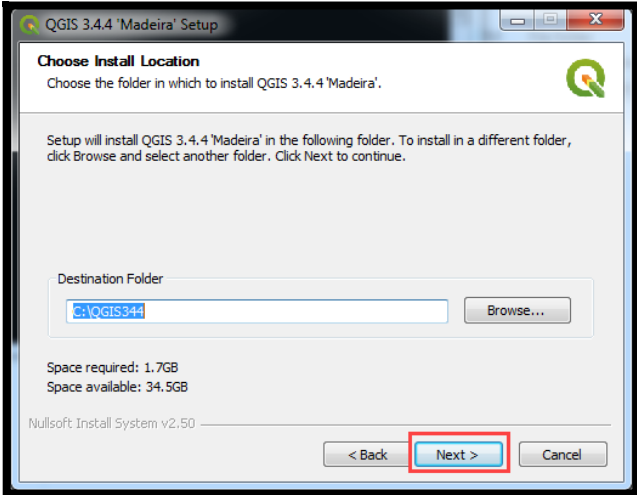
1.4 GUPS Installation and Help

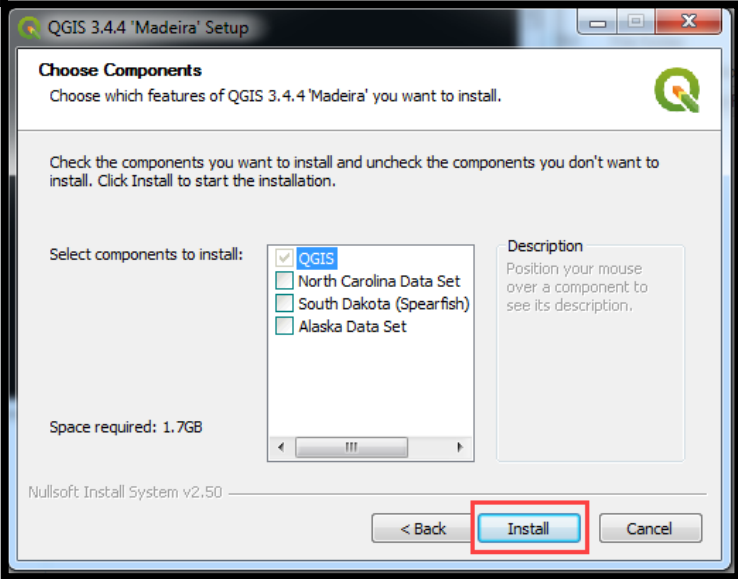

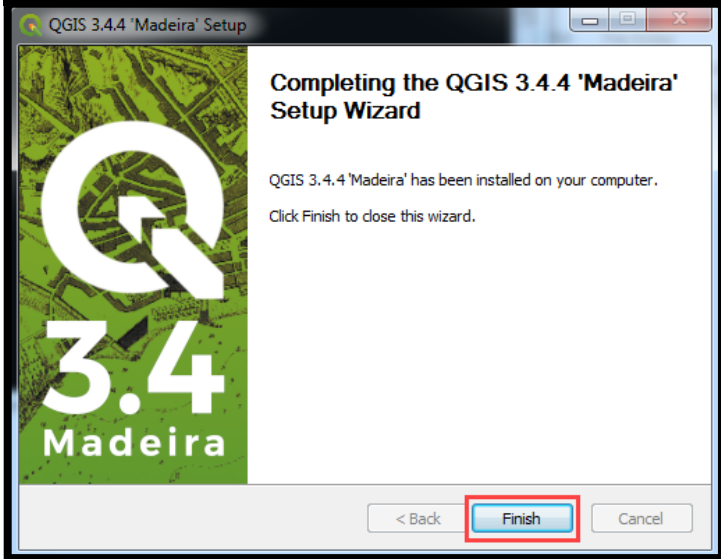
Participants with previous versions of GUPS installed on their computer for use with other Census Bureau programs must install this updated version for use in the LUCA Feedback Phase. Please update the GUPS by using the “GUPS Software Installer Disc” DVD provided with the LUCA Feedback Phase materials. To complete the installation of the current version, follow the steps in [Table 3](#). Refer to [Appendix A](#) for information on computer and password requirements while using GUPS and Title 13 confidential data.

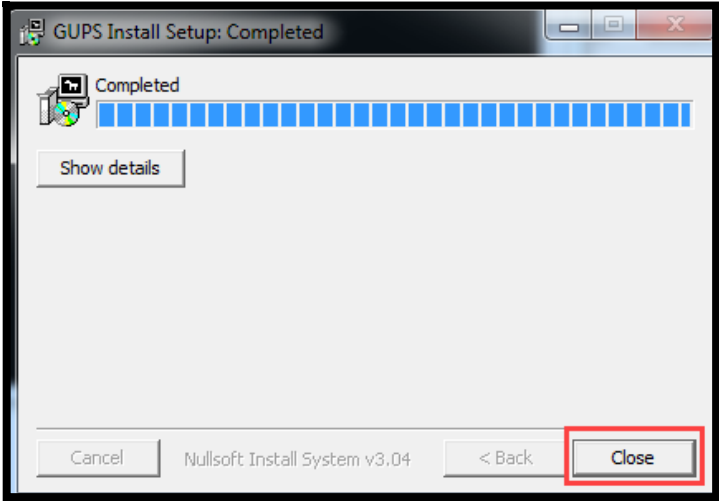

For supplemental information on functions within GUPS that are specific to QGIS, refer to the QGIS manual located at https://docs.qgis.org/3.4/en/docs/user_manual/index.html. The QGIS manual offers helpful information on several actions not described in this guide, including working with user-provided data layers and creating customized coordinate systems. For questions concerning technical matters with the GUPS application, please call the LUCA Help Desk at (844) 344-0169 or email GEO.2020.LUCA@census.gov.

Table 3: Installation of the GUPS Application

Step	Action and Result
Step 1	Place the GUPS software installer DVD into the local computer’s CD/DVD drive. Depending on the version of Windows, a Windows protected your PC pop-up box may appear. To continue, click “More info,” then select “Run anyway.”
Step 2	Other computers may show a pop-up window that asks, “Do you want to run this file?” , “Do you want to allow the following program from an unknown publisher to make changes to this computer?” , or a similar query, click ‘Run,’ ‘Yes,’ ‘Allow,’ or an option that allows you to proceed with installation. <i>The software should begin to run automatically.</i>
	Be aware some participants may experience issues with installation because of administrative rights and privileges on their local computer systems. Work with the local Information Technology (IT) support staff to understand the settings that prevent the installation of external software prior to contacting the Census Bureau for assistance.
Step 3	If the software does not run automatically, open Windows Explorer, navigate to the CD/DVD drive, and double-click on the file named SETUP-10.0.x-x.bat . The name of this file may vary slightly, but it will be the only setup .bat file available. If the software still does not run properly, contact your local System Administrator for assistance first before contacting the Census Bureau’s LUCA Help Desk, as many problems with installation of GUPS involve local hardware security permissions.
Step 4	<p>When the installer opens, <i>the Welcome to the QGIS 3.4.4 ‘Madeira’ Setup Wizard screen appears.</i></p>  <p>Before proceeding, close all other open programs or applications. Once other programs and applications are closed, click the Next button.</p>

Step	Action and Result
<p>Step 5</p>	<p><i>The License Agreement screen appears.</i></p>  <p>Read the License Agreement and click the I Agree button to continue.</p>
<p>Step 6</p>	<p><i>The Choose Install Location screen opens.</i></p>  <p>The Browse button on this screen allows participants to browse the local computer for an installation location. The Census Bureau recommends the installation of the GUPS application to the default location: (C:\QGIS344) to prevent installation errors or issues. To begin the installation, click the Next button.</p>

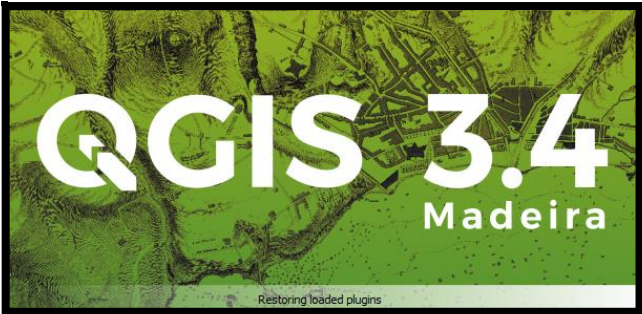
Step	Action and Result
<p>Step 7</p>	<p><i>The Choose Components screen opens.</i></p>  <p><input checked="" type="checkbox"/> QGIS <input type="checkbox"/> North Carolina Data Set <input type="checkbox"/> South Dakota (Spearfish) <input type="checkbox"/> Alaska Data Set</p> <p>Space required: 1.7GB</p> <p>Nullsoft Install System v2.50</p> <p>< Back Install Cancel</p> <p><i><input checked="" type="checkbox"/> QGIS</i> in the Select components to install field is grayed out since it is the default. Participants do not need to select it, click the Install button to continue.</p>
	<p>To review a previous screen or reread the license agreement, click the Back button (each screen contains this button). <i>This returns participants to the previous screen.</i></p>
<p>Step 8</p>	<p>The software takes approximately five to 10 minutes to install. When it finishes installation, <i>the Completing the QGIS 3.4.4 'Madeira' Setup Wizard screen opens.</i> Click the Finish button.</p>  <p>Completing the QGIS 3.4.4 'Madeira' Setup Wizard</p> <p>QGIS 3.4.4 'Madeira' has been installed on your computer.</p> <p>Click Finish to close this wizard.</p> <p>< Back Finish Cancel</p>


Step	Action and Result
<p>Step 9</p>	<p>To complete the installation, click the Close button at the bottom of the GUPS Install Setup: Completed Setup Wizard screen. Once the application installs, <i>QGIS</i> will be added to the <i>All Programs Start Menu</i> list.</p> 
	<p>The installer software includes additional open source software packages. Although included, LUCA Feedback does not use these packages.</p>

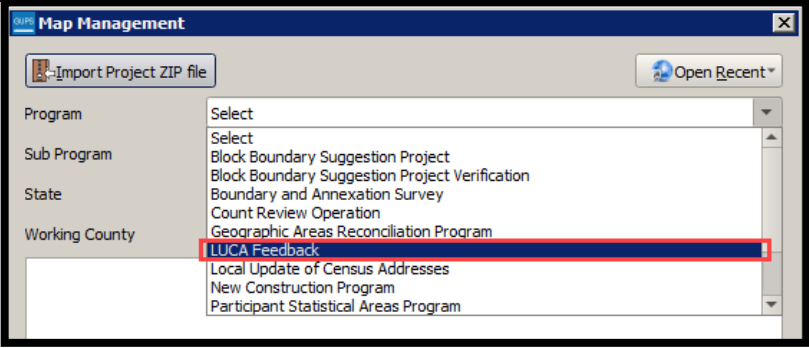
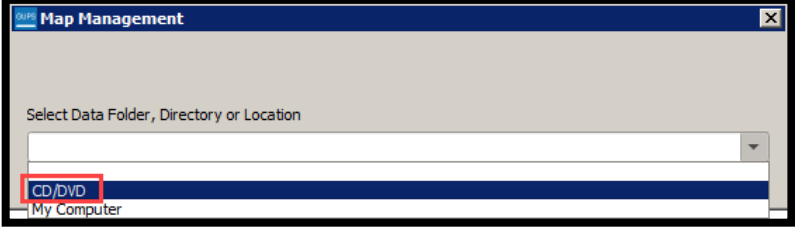

1.5 How to Open GUPS and Start a New Project

To open the GUPS application and begin the LUCA Feedback Phase review, follow the steps in [Table 4](#) below. Before beginning, note that if you feel comfortable with the system, but you do not want to make all your changes in one session, save your changes then close the system. When you open GUPS later, it will allow you to reopen the project and continue working.


Table 4: Open GUPS and Start a New Project

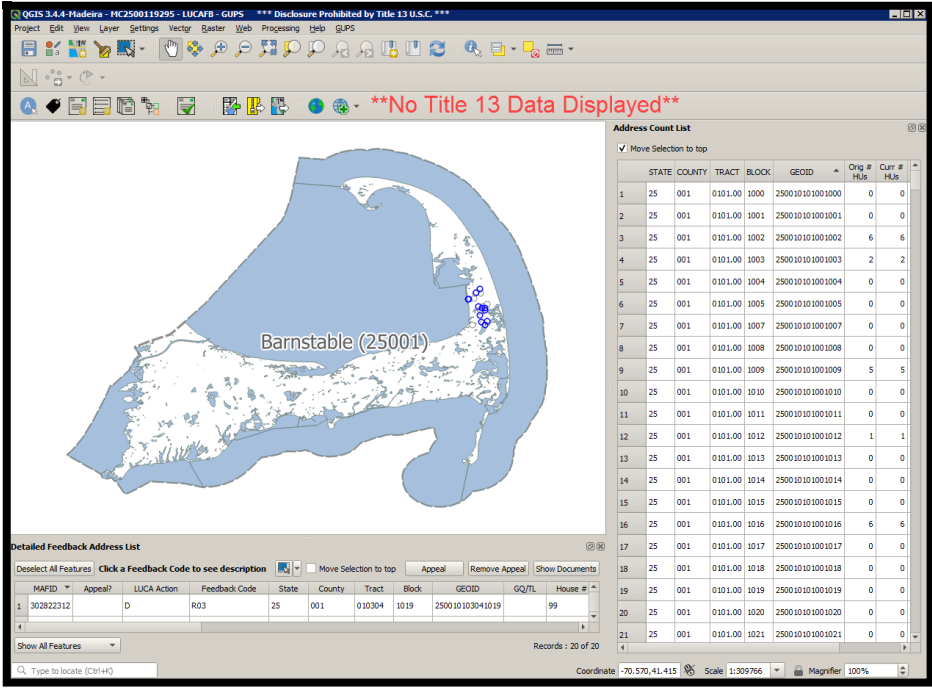

Step	Action and Result
<p>Step 1</p>	<p>Double-click the QGIS Desktop icon on the desktop or navigate to QGIS from the Start Menu, All Programs choice and select QGIS Desktop 3.4.4. <i>The QGIS splash screen appears.</i> (Note: QGIS provided the open-source platform for building GUPS).</p> 

Step	Action and Result
<p>Step 2</p>	<p>Wait until the application loads. (An older computer may require a few minutes). When the GUPS application has successfully loaded, <i>the GUPS main page opens, and the QGIS Tips! box appears.</i></p> <div data-bbox="509 306 1256 804" data-label="Image"> </div> <p>Note: Since the QGIS provided the open-source platform for building GUPS, you may see references to QGIS in several locations within the GUPS application.</p>
	<p>To view QGIS system tips, click the Next button to read the first tip. Use the Previous and Next buttons to navigate within tips. To skip the tips, click the checkbox in the bottom left-hand corner that states, <i>“I’ve had enough tips, don’t show this on start up any more!”</i></p>
<p>Step 3</p>	<p>To begin a GUPS project, close the QGIS Tips! box by clicking the OK button. <i>The box closes and the Map Management dialog box opens, as shown below.</i></p> <div data-bbox="570 1146 1192 1619" data-label="Image"> </div>

Step	Action and Result
<p>Step 4</p>	<p>In the Map Management dialog box, use the drop-down menu next to the Program field to select the program, 'LUCA Feedback. 'LUCA Feedback' populates the field. (Alternatively, if reopening a previously started project, select the Open Recent drop-down. From there, select any previously started project).</p> 
<p>Step 5</p>	<p>After selecting the Program, the Select Data Folder, Directory or Location box opens. Select CD/DVD from the drop-down menu.</p>  <p>After selecting CD/DVD, GUPS prompts participant to insert a CD/DVD. First insert the Title 13 Data Disc that contains the <i>Detailed Feedback Address List</i> (extracts and decrypts the DISK1of2.exe).</p> 

Step	Action and Result
<p>Step 6</p>	<p>After inserting the Title 13 Data Disc and selecting the OK button, <i>GUPS prompts for the encryption key</i>, distributed in the <i>D-2280-Password letter</i> separate from the LUCA Feedback Phase materials.</p> <div data-bbox="500 338 1268 831" data-label="Image"> </div> <p>After inputting the encryption key and selecting the OK button, <i>GUPS prompts to insert the next DVD</i>, the Non-Title 13 Data Disc (DISK2of2), that contains the <i>Feedback Address Count List</i> and shapefiles for your jurisdiction. Select the OK button after inserting the DVD. If the data does not load, check the local computer to determine if it has enough hard drive/disk space. Participants need at least 3.3 GB free on the local hard drive during the installation to house the software itself along with the address data and shapefiles.</p> <p>REMINDER: Title 13, U.S.C. protects the address data in the <i>Detailed Feedback Address List</i>.</p>

Step	Action and Result
<p>Step 7</p>	<p>Once the Non-Title 13 Data Disc (DISK2of2) data has loaded, <i>the Entity Type, Entity Name, and any counties associated with your jurisdiction display in the Map Management window.</i> The examples below show an MCD and Place participant.</p> <div data-bbox="483 338 1281 894" data-label="Image"> </div> <div data-bbox="483 915 1281 1467" data-label="Image"> </div> <p>Check the box next to the county/counties to start reviewing, and select the Open button.</p>
	<p>If your entity is in multiple counties, it may be helpful to perform your review of each county individually to enhance performance.</p>

Step	Action and Result
<p>Step 8</p>	<p>The Map View, <i>Detailed Feedback Address List</i>, and <i>Feedback Address Count List</i> display on screen.</p> 
	<p>For troubleshooting assistance related to opening the Feedback Phase materials, call the LUCA Help Desk at (844) 344-0169.</p>

1.6 GUPS Toolbars Used During LUCA Feedback

Please note the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Instructions for Using the Geographic Update Partnership Software (D-2033)* included with the original LUCA Review Phase materials, provides additional insight to GUPS menus and toolbar buttons, as well as button functionality and examples. This material, the *(D-2233)*, does not repeat the level of detail documented in the *D-2033*. This guide does provide the details for the LUCA Feedback specific buttons necessary to review the feedback materials and file an appeal. Locate the *D-2033* on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

After successfully opening GUPS and the LUCA Feedback Phase materials from the DVDs, **Figure 1** illustrates the various toolbars that appear. Should these toolbars not appear, or if additional toolbars appear that are unnecessary to perform a review of the LUCA feedback materials, participants can right-click in the gray area to the left of the toolbars to open a Panels and Toolbars menu as shown in **Figure 2**. For LUCA Feedback, participants need to enable the Geographic Review, Imagery, Import/Export, and QC toolbars and the two panels shown, Address Count List Panel and Detailed Feedback Address List Panel.

The top row of buttons shown in **Figure 1**, known as the **Standard toolbar**, relate to specifically to QGIS and GUPS functionality. There are three sets of toolbars within the Standard toolbar, each set separated by two vertical columns of gray dots. The first series of five buttons belongs to the **Project toolbar**, the next series of 12 buttons belongs to the **Map Navigation toolbar**,

and the final four buttons belong with the **Attributes toolbar**. **Table 5** defines the purpose of each button on the **Standard toolbar**. It is included in this guide because some of the buttons no longer match the documentation within the aforementioned D-2033.

The second row of buttons, known as the **LUCA Feedback toolbar**, are specific to LUCA Feedback. The first six buttons belong with the **Geographic Review toolbar**, the next button belongs with the **QC toolbar**, the third series of three buttons belong with the **Import/Export toolbar**, and the last two buttons belong with the Imagery toolbar. **Table 6** defines the purpose of each button on the **LUCA Feedback toolbar**.

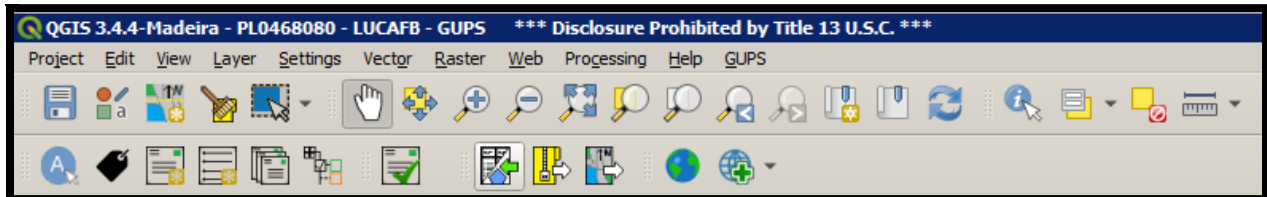


Figure 1. GUPS Toolbars Available in LUCA Feedback

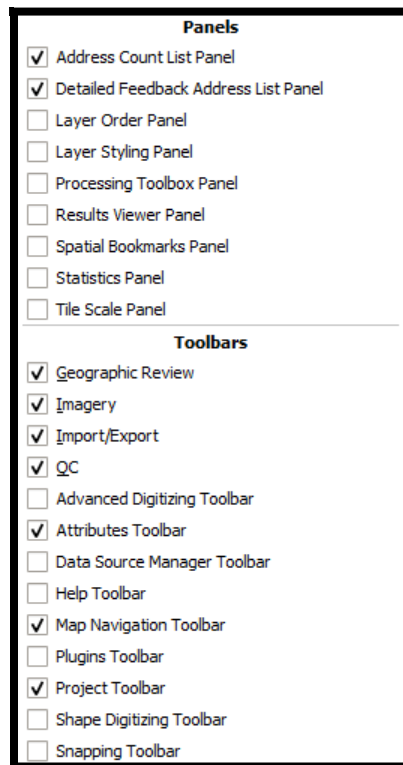




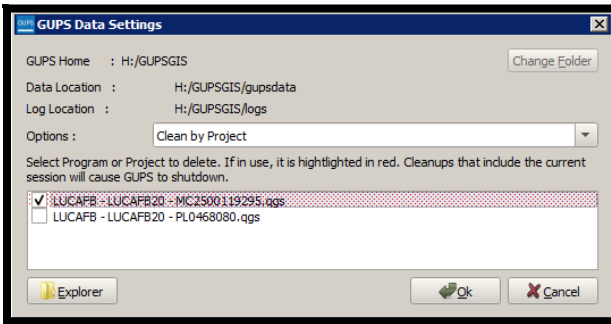
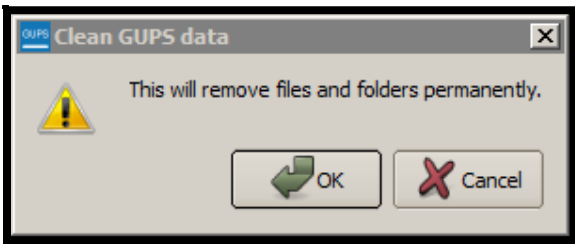











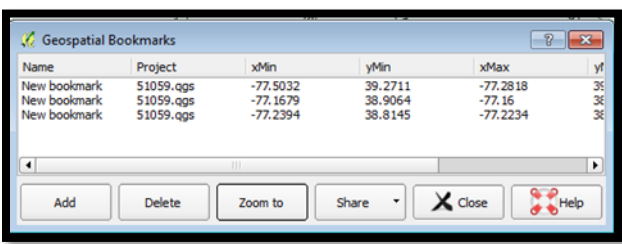

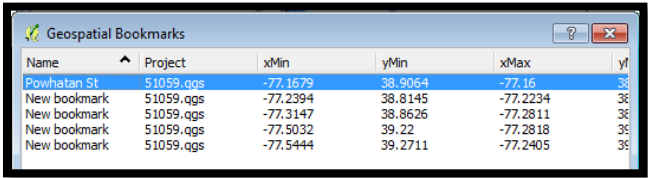
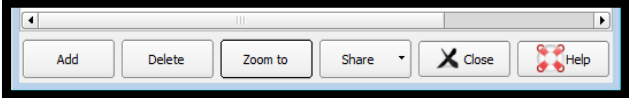


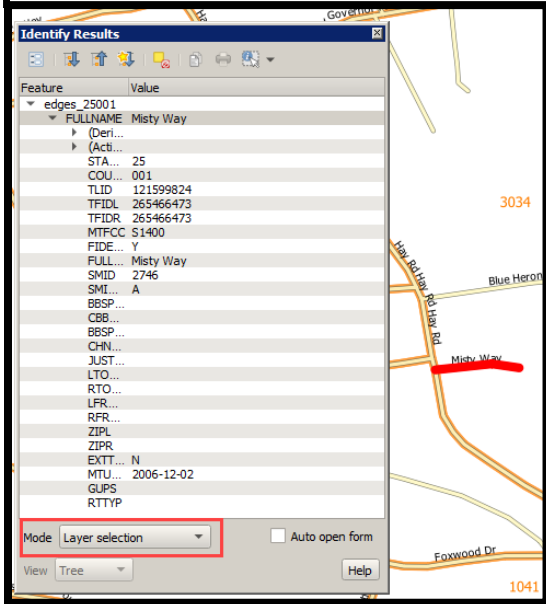


Figure 2. GUPS Panels and Toolbars for LUCA Feedback

Table 5: Standard Toolbar Buttons, Names, and Functions/Descriptions

Button	Name	Function/Description
Project Toolbar Grouping		
	Save Project	Click the Save button to save the current project, including any change to the layer properties, projection, view extent, and layers.
	Style Manager	Click the Style Manager button to change the symbols used for markers, lines, fills, and the color ramp. Note: The Census Bureau urges caution when altering the preset symbology because preset symbology identifies appeal-eligible records; however, the option is available by using the Style Manager tool.
	Map Management	Click the Map Management button to choose the participant program in GUPS and the county to update. GUPS automatically loads a set of default data layers for the chosen program.
	GUPS Data Settings	<p>Warning! This tool deletes files and folders permanently! Click the GUPS Data Settings button to open the GUPS Data Settings window. Click the Options drop-down menu and select Clean by Project.</p>  <p>From the list that returns, check the box to the left of the project name to select it for deletion. Click OK to continue. <i>GUPS displays a warning message to confirm the action removes files and folders permanently.</i> Clean-ups of the current session (highlighted in red in the choices list) cause GUPS to close.</p>  <p>Click OK to proceed with deletion.</p>
	Select Feature(s)	Click the Select Feature(s) button to select layer features in the Map View with a single click, dragging a box, and drawing a freehand polygon. It also allows participants to select features by radius or by geography.

Button	Name	Function/Description
Map Navigation Toolbar Grouping		
	Pan Map	Click the Pan Map button to re-center the map in the Map View at the location clicked in the map while preserving the map scale.
	Pan Map to Selection	Click the Pan to Map Selection button after selecting a feature on the map (or in the attribute table) to re-center the map based on the selected feature(s).
	Zoom In	Click the Zoom In button to increase the map scale after clicking on the map and to display the map in Map View at a larger scale.
	Zoom Out	Click the Zoom Out button to decrease the map scale after clicking on the map and to display the map in Map View at a smaller scale.
	Zoom Full	Click the Zoom Full button to display the map at the full extent of the county.
	Zoom to Selection	Click the Zoom to Selection button after selecting a feature on the map (or in the attribute table) to view the feature at the scale of the selected feature. This button is extremely useful after selecting a record in the <i>Detailed Feedback Address List</i> . It zooms to the selected record at the current Map View extent.
	Zoom to Layer	Click the Zoom to Layer button after selecting a layer in the Table of Contents to display the map at the extent of the selected layer.
	Zoom Last	Click the Zoom Last button to return to the previous zoom extent.
	Zoom Next	Click the Zoom Next button to move forward to the next zoom extent.
	New Bookmark	<p>Click the New Bookmark button to create, name, and save geographic locations in the Map View for future reference.</p> <p>To create and save a geographic location, first zoom to the location to bookmark and then select New Bookmark. The <i>Geospatial Bookmarks window</i> opens.</p> 

Button	Name	Function/Description
		Click on a row named New bookmark, backspace over the name “New bookmark” to delete the name, and enter a descriptive name for the bookmark (255-character limit). Click the Close button to add the new bookmark.
	Show Bookmarks	<p>Click the Show Bookmarks button to view and manage the bookmarks.</p>  <p>To zoom to a bookmark, click on a bookmark name in the Geospatial Bookmarks dialog box and then click the Zoom to button.</p>  <p>The <i>Map View</i> zooms to the bookmark. To delete a bookmark, click a bookmark name and click the Delete button.</p>
	Refresh	Click the Refresh button to refresh the screen at its current extent.
Attributes Toolbar Grouping		
	Identify Features	<p>Click the Identify Features button, change the Mode to ‘Layer selection’ and then click on the feature on the map (road, map spot, river, etc.) to identify the feature. <i>The selected feature appears in red in the Map View and the results appear in the Identify Results window.</i></p> 


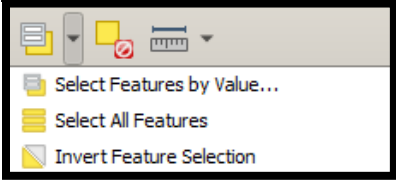



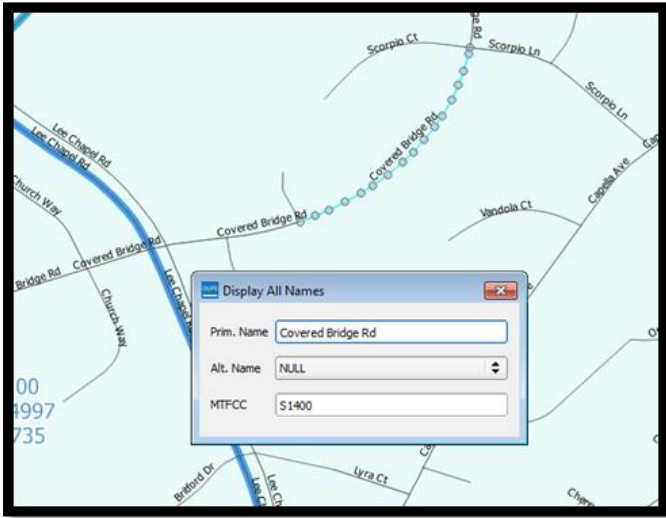











Button	Name	Function/Description
	Select Feature(s) by Value	Click the Select Feature(s) Value button to select layer features in the map window by value, by all features, or by selecting all features not already selected (e.g., Invert Feature Selection). 
	Deselect Features from All Layers	Click the Deselect Features from All Layers button to deselect the selected features in all layers in a single action.
	Measure	Click the Measure button to measure the distance between two or more points, an area, or an angle on a map.

Table 6 describes the toolbar used to review the feedback materials and to file an appeal.

Table 6: LUCA Feedback Toolbar Buttons, Names, and Functions/Descriptions

Button	Name	Function/Description
Geographic Review Toolbar Grouping		
	Display All Names	<p>Click the Display All Names button to display the primary and alternate names for a street. It also shows the MTFCC for other linear features such as streams, railroads, non-visible features.</p> <p>To check for the name of a street feature, click the Display All Names button and then click on the street on the map. The selected feature highlights in light blue and the Display All Names dialog box opens showing the primary name in the Prim. Name field and the alternate name, if one exists, in the Alt. Name field. To see all alternate names, click the drop-down arrow to the right of the Alt. Name field. If no alternate name exists, 'NULL' appears in the Alt. Name field.</p> 

Button	Name	Function/Description
	Show Label On/Off	Click the Show Label On/Off button to turn on and off the map spot labels from the <i>Detailed Feedback Address List</i> .
	LUCA Submission Address List	Click the LUCA Submission Address List button to activate the LUCA Submission Address List in the legend and to reopen it if the participant closed it. This button works after the participant imports the LUCA submission using the Import LUCA Submissions button.
	Detailed Feedback Address List	Click the Detailed Feedback Address List button to activate the Detailed Feedback Address List in the legend and to reopen it if the participant closed it.
	Feedback Address Count List	Click the Feedback Address Count List button to activate the Feedback Address Count List in the legend and to reopen it if the participant closed it.
	Show/Hide Legend	Click the Show/Hide Legend button to hide the legend/layer list. Click it again to show the legend/layer list.
QC Toolbar Grouping		
	Appealed Address Document Review Tool	Click the Appealed Address Document Review Tool button to perform a quality check on the appealed records to ensure all have supporting documentation attached.
Import/Export Toolbar Grouping		
	Import LUCA Submissions	Click the Import LUCA Submissions button to import a participant's LUCA submission exported during the Review Phase from GUPS. Participants must navigate to the folder where their LUCA submission is located, click on the zip file and enter the Review Phase password found in the D-2080 letter in order to import the data.
	Export to Zip	Click the Export to Zip button to create the .zip file containing all required data for submission to the 2020 Census Appeals Office.
	Print Map to File	Click the Print Map to File button export a printable map in .pdf, .png, .tif, or jpeg format.
Imagery Toolbar Grouping		
	Internet Map Service	Click the Internet Map Service button to load a GIS map service from the internet into GUPS to assist with overlaying external source visuals/data. Note: An internet connection is required for this button to function.
	Add Imagery	Click the Add Imagery button to add either United States Geological Survey (USGS) or Esri® imagery to overlay the working county shapefiles. Remove imagery using the same button.

The legend depicts all of the layers that appear when GUPS opens with feedback materials and will display the original LUCA submission if participants choose to import it into the project. See [Figure 3](#) for a visual of the legend with the *Detailed Feedback Address List* symbology (e.g.,

lucafb20_MC2500119295_feedbackaddr), the original submission symbology (e.g., lucafb20_MC2500119295_submission), and other layers.

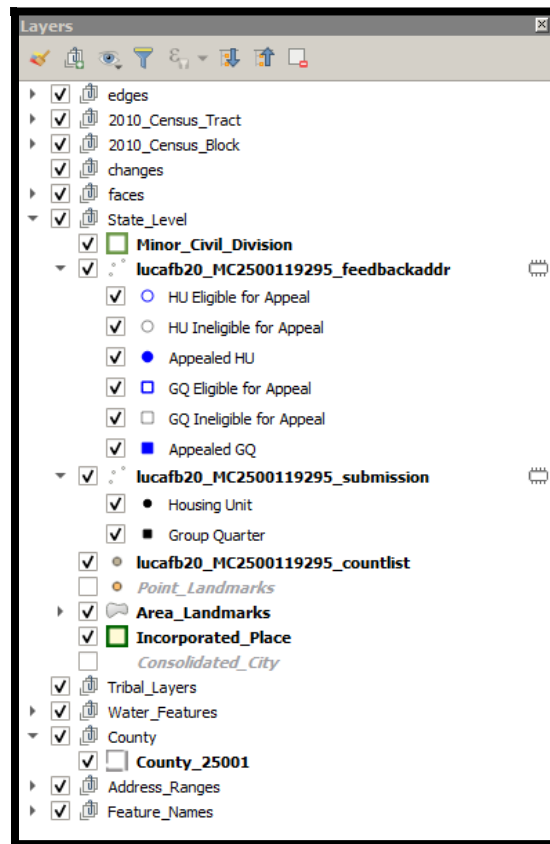


Figure 3. GUPS Legend/Layers for LUCA Feedback

The symbology used for *Detailed Feedback Address List* records that have associated map spots to provide a distinctive way to determine address records that are eligible or ineligible for Appeal. See [Figure 4](#) that illustrates the symbols and shading used to help participants differentiate between appeal-eligible and appeal-ineligible address records.

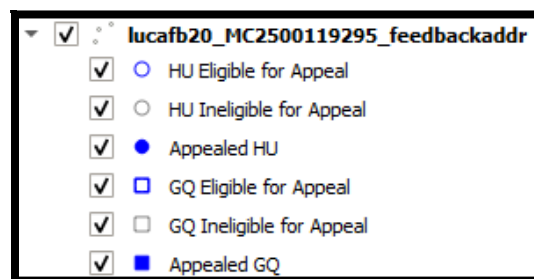


Figure 4. Detailed Feedback Address List Layer Symbology

IMPORTANT: Hollow blue circles that represent housing units or hollow blue squares that represent group quarters show the appeal-eligible records while hollow gray symbols of the same style show the appeal-ineligible records. Filled in shapes (e.g., solid blue circles or solid blue squares) denote address records flagged for appeal in the *Detailed Feedback Address List*.

CHAPTER 2 UNDERSTANDING THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND THE FEEDBACK PROCESSING CODES

This chapter provides information on the content within each feedback material 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 processing code.

2.1 Feedback Address Update Summary Report

The Census Bureau provides a printed copy of the *Feedback Address Update Summary Report (D-2201)* to participants with their feedback materials package and includes a digital copy, in the form of a portable document format (PDF), on 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 5](#) for an example of the report and see [Figure 6](#) for an example of the report translated for use by Puerto Rico participants.

Section “A” of the 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).

IMPORTANT: The total number of submitted address records processed by the Census Bureau (e.g., 91 records in the case of [Figure 5](#) or [Figure 6](#)) equates to the number of records that appear in the *Detailed Feedback Address List*.

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 2.2.1](#) 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.¹

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.

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

PROGRAMA DE ACTUALIZACIÓN LOCAL DE DIRECCIONES CENSALES (LUCA) PARA EL CENSO DEL 2020
FASE DE INFORMACIÓN DE LUCA DEL 2020 - INFORME RESUMIDO SOBRE LA ACTUALIZACIÓN DE DIRECCIONES

Identificación de la Entidad: CO72035 Nombre de la Entidad: Municipio de Cayey **SOLO EJEMPLO** Fecha: 07/01/2019

A. DIRECCIONES ENVIADAS

- 100 Número total de registros de direcciones enviados a la Oficina del Censo.
- 91 Número total de registros de direcciones enviados que la Oficina del Censo procesó.
- 9 Número total de registros de direcciones enviados que la Oficina del Censo no procesó.¹

B. REGISTROS DE DIRECCIONES PROCESADOS

Acciones de los Participantes Aceptadas

- 36 Número de registros de direcciones agregados (A) que se enviaron y se agregaron a la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones corregidos (C) que se enviaron y se corrigieron en la Lista de Direcciones del Censo.
- 10 Número de registros de direcciones eliminados (D) que se enviaron y se eliminaron de la Lista de Direcciones del Censo.
- 2 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron y se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 1 Número de registros de direcciones no residenciales (N) que se enviaron y se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 61 Número total de registros de direcciones enviados que la Oficina del Censo aceptó según lo solicitado.

Acciones de los Participantes No Aceptadas

- 2 Número de registros de direcciones agregados (A) que se enviaron pero no se agregaron a la Lista de Direcciones del Censo.
- 3 Número de registros de direcciones corregidos (C) que se enviaron pero no se corrigieron en la Lista de Direcciones del Censo.
- 5 Número de registros de direcciones eliminados (D) que se enviaron pero no se eliminaron de la Lista de Direcciones del Censo.
- 12 Número de registros de direcciones fuera de jurisdicción (J) que se enviaron pero no se quitaron de la porción de su jurisdicción de la Lista de Direcciones del Censo.
- 8 Número de registros de direcciones no residenciales (N) que se enviaron pero no se quitaron de la porción residencial de la Lista de Direcciones del Censo.
- 30 Número total de registros de direcciones enviados que la Oficina del Censo no aceptó según lo solicitado.

C. OTROS REGISTROS DE DIRECCIONES

- 2 Número de registros de direcciones para los que no hubo acción durante LUCA, que otra operación del Censo eliminó de la Lista de Direcciones del Censo. Este número corresponde al número de X01 registros en su Lista Detallada de Información de Direcciones.

¹ No se procesaron los registros de direcciones de los participantes si no cumplían con los requisitos mínimos. Algunos ejemplos de registros que no se procesaron incluyen lo siguiente: direcciones que se enviaron con códigos de acción en blanco o no válidos, registros agregados que se enviaron sin información geoespacial, registros agregados que se enviaron con un MAFID numérico de 9 dígitos, códigos de acción distintos de "A" que se usaron en los registros sin un MAFID y direcciones que no son de estilo urbano enviadas sin puntos en el mapa o sin coordenadas de latitud y longitud.

Figure 6. Feedback Address Update Summary Report (D-2201SP) Example for Puerto Rico

2.2 Detailed Feedback Address List

The Census Bureau provides the *Detailed Feedback Address List* 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.

IMPORTANT: The *Detailed Feedback Address List* is the only editable material for the LUCA Feedback Phase. The "APPEAL_FLAG," which corresponds to the "Appeal?" field in GUPS, is the only editable field in the *Detailed Feedback Address List*.

Each address record in the stateside version of the *Detailed Feedback Address List* .csv file has a maximum length of 657 characters and contains 26 fields of information. In the Puerto Rico version of this file, each address record has a maximum length of 941 characters and 32 fields of information. Refer to [Appendix H](#) for tables that show the maximum character length of each field, the field name, and a description of the field. [Table 10](#) describes the stateside file while [Table 11](#) describes the Puerto Rico file.

GUPS ingests the *Detailed Feedback Address List* .csv file during the initial load process described in [Section 1.5](#) and displays it within the software for participants to review. Four of the 26 fields do not display within GUPS. Those four fields are the LINE_NUMBER, ENTITY, MAPSPOT, and APPEAL_CODE. For the remaining 22 fields, GUPS translates the field names shown below into very similar, if not identical field names displayed within GUPS. Regardless of the field names, only one field, "APPEALS_FLAG," is editable. As previously mentioned, the "APPEALS_FLAG" field in the .csv file corresponds to the "Appeal?" field within GUPS.

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 *D-2084 – Submission Deadline Form* indicating that they wanted to receive the LUCA Feedback Phase materials, their *Detailed Feedback Address List* file 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, the *Detailed Feedback Address List* file will be blank. A paper insert (D-2282), mentioned as the footnote in [Section 1.1](#), notifies them that they did not have any addresses eligible for appeal.

To facilitate the participant's feedback review, the Census Bureau provides the *Detailed Feedback Address List* file sorted based on the following order of the **FEEDBACK_CODE** field: X01, R03, A01, A02, A03, R01, and R02. Within each feedback processing code, the **GEOID** field provides another sort level. Performing this dual sort promotes the appeal-eligible records to the beginning of the file while retaining a geographic organization for the address records.

2.2.1 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 7 identifies the feedback processing code assigned to the records submitted by a participant. The second column of the table 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. Participants can click on a Feedback Code in GUPS and the software opens a pop-up window with the definitions listed below.

Table 7: Feedback Processing Codes

Feedback Code	Eligible for Appeal	Description
X01	Yes	Address <u>OUT</u> of the Census: 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	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and rejects your LUCA update.
A01	No	Address <u>IN</u> the Census, Same Block: 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	Address <u>IN</u> the Census, Different Block: 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	Address <u>OUT</u> of the Census: The Census Bureau will exclude this address from the 2020 Census for your jurisdiction, and accepts your LUCA update.
R01	No	Address <u>IN</u> the Census, Same Block: 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	Address <u>IN</u> the Census, Different Block: 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** field of the *Detailed Feedback Address List* (e.g., “Feedback Code” in GUPS) contains a 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.

IMPORTANT: Only addresses assigned with feedback processing codes of X01 or R03 in the *Detailed Feedback Address List* are eligible for appeal because they are not part of the 2020 Census enumeration universe.

2.2.2 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. The county 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 matches to 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.³ This action would receive an **R01**.⁴
- 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**.

³ If the block differed, this record would receive the R02 feedback processing code.

⁴ 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.

- 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 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

The Census Bureau provides the *Feedback Address Count List* .csv file to participants to show the change in residential address block tallies between the LUCA Review Phase and the LUCA Feedback Phase. The file 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 the 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*.

Each record has a maximum length of 59 characters and contains nine fields of information. The length for each record may vary. Refer to [Appendix I](#) for tables that show the maximum character length of each field, the field name, and a description of the field. [Table 12](#) describes the stateside file while [Table 13](#) shows the structure for the Puerto Rico file. The fields and

character counts remain the same for both the stateside and the Puerto Rico Feedback Address Count List files.

GUPS ingests this *Feedback Address Count List* .csv file during the initial load process described in [Section 1.5](#) and displays it within the software for participants to review. As with the *Detailed Feedback Address List*, GUPS translates the field names shown below into very similar, if not identical field names displayed within GUPS.

2.4 Feedback Maps - Shapefiles

Participants use the shapefiles for geocoding reference and for review of any map updates submitted during the LUCA Review Phase. Shapefiles 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. GUPS ingests these shapefiles file as part of the initial load process described in [Section 1.5](#) and displays them in the GUPS Map View for reference purposes.

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

Refer to the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide; Digital Address List Format (D-2032)* included with the original LUCA Review Phase materials for details on shapefiles. Neither this guide, nor the *2020 Census Local Update of Census Addresses Operation (LUCA) Feedback and Appeals Respondent Guide; Instructions for Digital Address List Participants, (D-2232)* repeat that information since the shapefiles are reference materials for geocoding purposes only. Locate a copy of the *D-2032* on the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

CHAPTER 3 USING GUPS TO REVIEW THE 2020 CENSUS LUCA FEEDBACK MATERIALS AND FILE AN APPEAL

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 transmission of an Appeal to the 2020 Census LUCA Appeals Office must adhere to the Census Bureau's specific guidelines for handling materials supplied with the feedback materials. The participant must transmit its Appeals material to the 2020 Census LUCA Appeals Office following the instructions outlined in [Section 3.4](#) and should keep a record of the date of transmission of these materials in case there are questions about the submission date. The participant may not submit any materials to the 2020 Census LUCA Appeals Office 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. 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.

The following five steps summarize the Appeals process for eligible governments:

1. Research the X01 and R03 records to determine if any require reinstatement into the Census Address List for the 2020 Census.
2. Within GUPS, select the address record to Appeal from the *Detailed Feedback Address List*. Flag the record for Appeal by using the **Appeal** button in the heading area of the *Detailed Feedback Address List*. See [Figure 7](#) for a visual of the **Appeal** button and its placement in the heading area of the *Detailed Feedback Address List*. This action inserts the letter “Y” in the **Appeal?** field within GUPS. Use the **Remove Appeal** button to remove the “Y” from a record flagged for appeal. Removing a flag from an Appealed record serves up a confirmation message as shown in [Figure 8](#). Please use caution when removing an Appeal flag because it does remove the supporting documentation attached to the selected record.

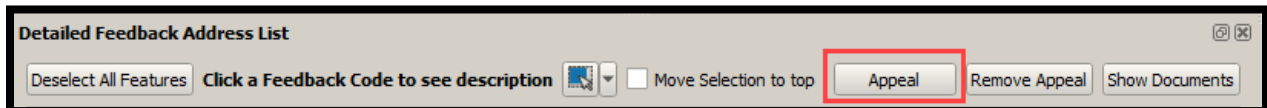


Figure 7. Detailed Feedback Address List Appeal Button

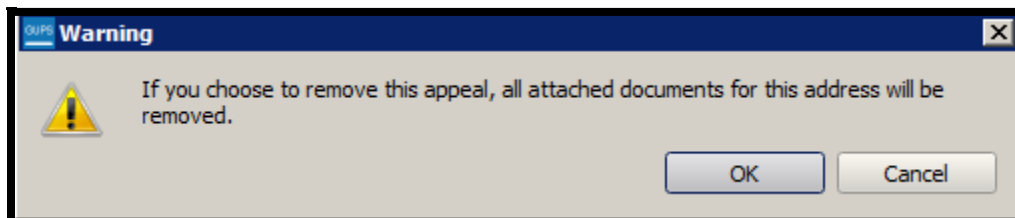


Figure 8. Remove Appeal Flag Warning Message

3. Attach supporting documentation to each record, or groups of records, flagged for Appeal. [Section 3.3.3.1](#) outlines the various ways to attach supporting documentation. The **Show Documents** button in [Figure 7](#) opens a **Document List** alongside the Map View that displays the Appealed records and any associated documentation. Examples of the **Document List** appear in [Figure 13](#) and [Figure 14](#).
4. At the conclusion of the feedback materials review, prior to exporting the data for submission, participants may launch the **Appealed Address Document Review Tool** button in the **LUCA Feedback Toolbar** to check the Appealed records for supporting documentation. Participants may use this tool to attach supporting documentation rather than attaching documentation as records are flagged for Appeal. See [Section 3.3.4](#) for more information on this tool.
5. Export the Appealed records and the associated supporting documentation to a zip file using the **Export to Zip** button in the **LUCA Feedback Toolbar**. This process stages the

.zip file for submission to the 2020 Census LUCA Appeals Office. See [Section 3.3.4](#) for more information on this tool.

The next sub-sections illustrate the five aforementioned steps to the Appeals process.

3.3.1 Researching Appeal-Eligible Records

For ease of review and identification, the *Detailed Feedback Address List* opens with the Appeal-eligible records, the X01s and R03s, promoted to the top. Participants may re-sort the *Detailed Feedback Address List* using any of the column headings. For example, they may re-sort by GEOID without regard to Feedback Code to organize geographically or they may re-sort by Street Name and House # to organize alphabetically. Regardless of the view displayed in the *Detailed Feedback Address List*, only the X01 and R03 are eligible for Appeal.

A single click on an address record in *Detailed Feedback Address List* selects the record, highlights it in the Map View (if there is a corresponding map spot), and selects the census block in the *Feedback Address Count List*. If **Move Selection to top** is checked in the Feedback Address Count List, then the census block associated with the selected address record promotes to the top of the list of census blocks. See [Figure 9](#) for a visual of GUPS with a full extent Map View with one record selected in the *Detailed Feedback Address List* and the census block promoted to the top of the *Feedback Address Count List*.

IMPORTANT: None of the forthcoming examples display any Title 13 data.

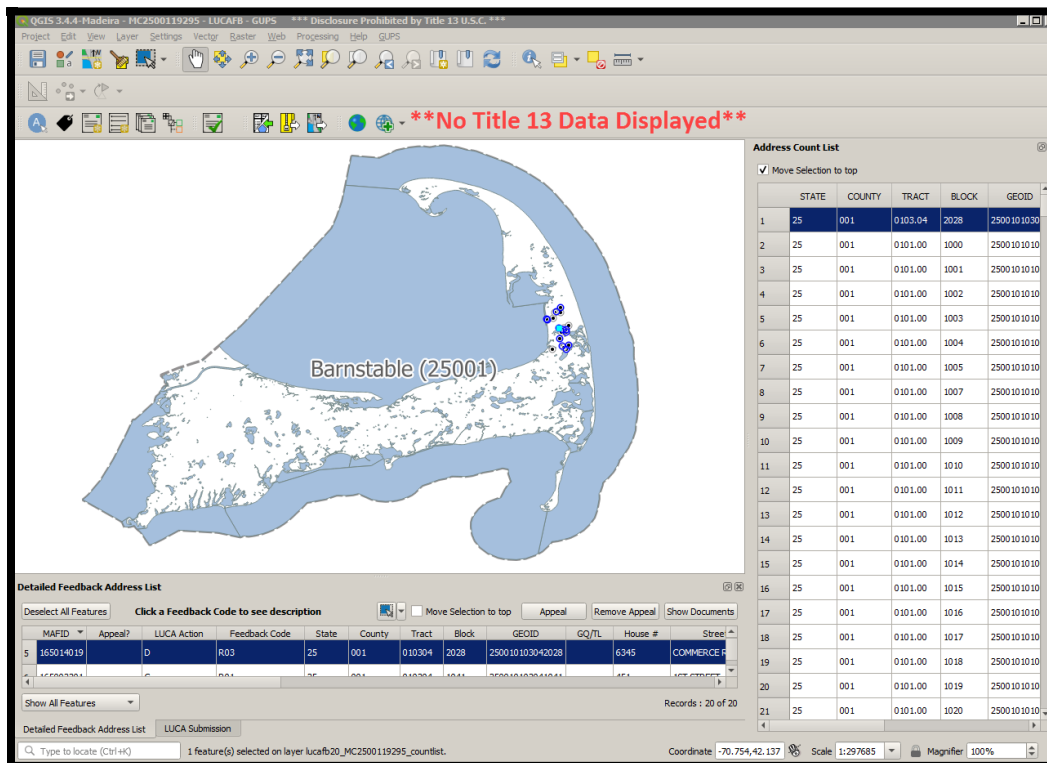


Figure 9. GUPS Map View with Full Extent Zoom and One Record Selected for Appeal

Double-clicking on the address record in *Detailed Feedback Address List* duplicates the same actions, except the Map View zooms to the map spot, if one exists. Should participants encounter problems with double-clicking to zoom, they can use the **Zoom to Selection** button

on the **Standard toolbar** with the record selected in the *Detailed Feedback Address List* as detailed in [Table 5](#). See [Figure 10](#) for a visual of a zoomed Map View. The selected record's map spot is turquoise rather than the hollow blue circle to denote its selection.

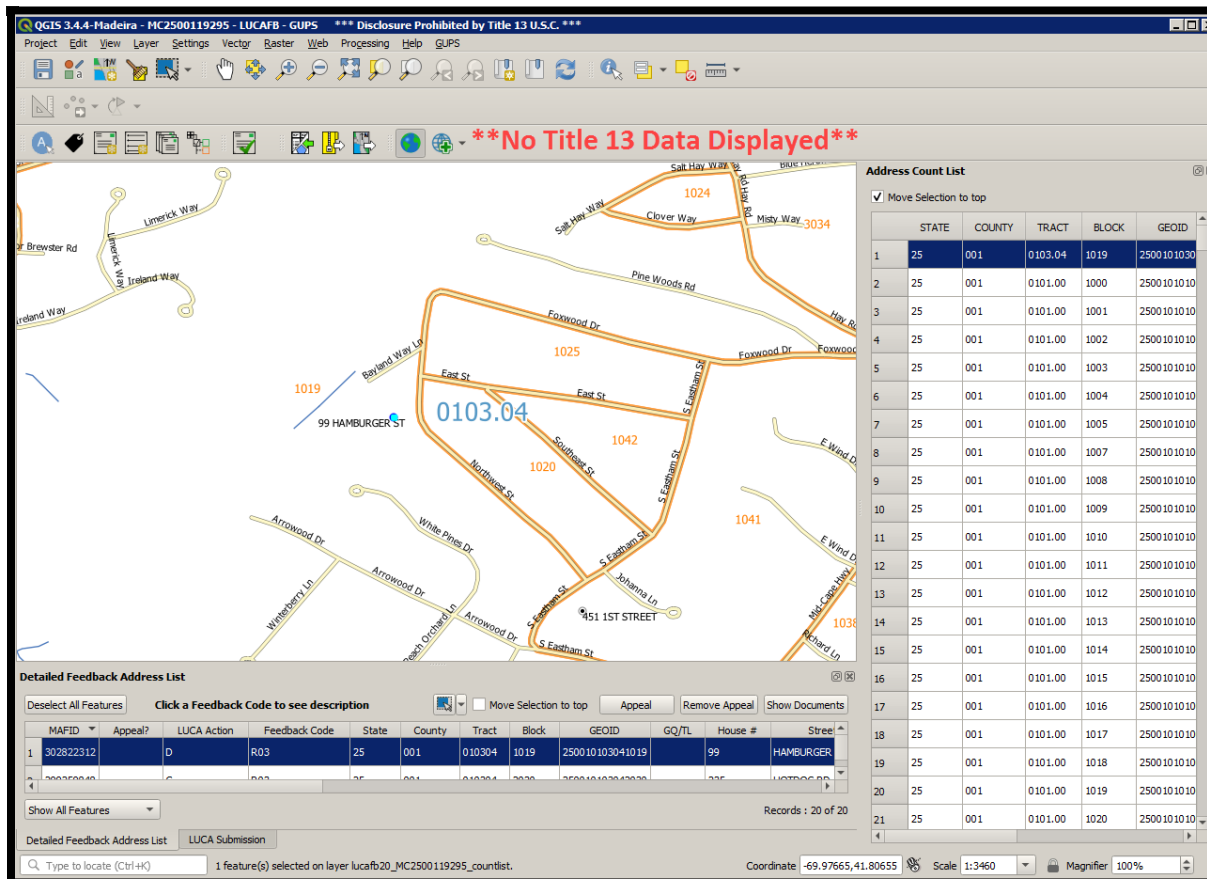


Figure 10. GUPS Map View with Zoomed Extent and One Record Selected for Appeal

If participants select multiple addresses in the *Detailed Feedback Address List*, then GUPS only selects the addresses in the *Detailed Feedback Address List* and highlights the map spots in the Map View. GUPS does not select the census blocks in the Feedback Address Count List. If participants select multiple records, they must use the **Zoom In** or **Zoom Out** buttons to zoom rather than double clicking the records or using the **Zoom to Selection** button.

Participants are encouraged to utilize their Review Phase sources, as well as any additional address source materials that may assist with determining whether to flag any of the X01 or R03 records for Appeal. Refer to [Appendix E](#) for information that discusses importing a participant's Review Phase LUCA submission into the LUCA Feedback GUPS project. Refer to [Appendix G](#) for information on importing local data such as GIS files, web mapping services, or locally sourced imagery. To enable imagery programmed within GUPS, refer to [Table 6](#) for the use of the buttons within the **Imagery Toolbar grouping** in the **LUCA Feedback toolbar**. Each of these three methods for adding in reference information may prove useful to visualize the *Detailed Feedback Address List* records and/or the census blocks containing the X01 and R03 address records.

Participants may refer to [Appendix F](#) for information regarding the review of the *Feedback Address Count List*. While it does not have a direct effect on filing an Appeal, it may be of interest to participants to see the updated census block counts within the GUPS environment.

3.3.2 Flagging a Record in the Detailed Feedback Address List for Appeal

If research supports flagging an address record for Appeal, with the address selected in the *Detailed Feedback Address List*, click the **Appeal** button as illustrated in [Figure 7](#). Once flagged, GUPS adds a “Y” to the **Appeal?** field and prompts a participant to add documentation. See [Figure 11](#) for a visual.

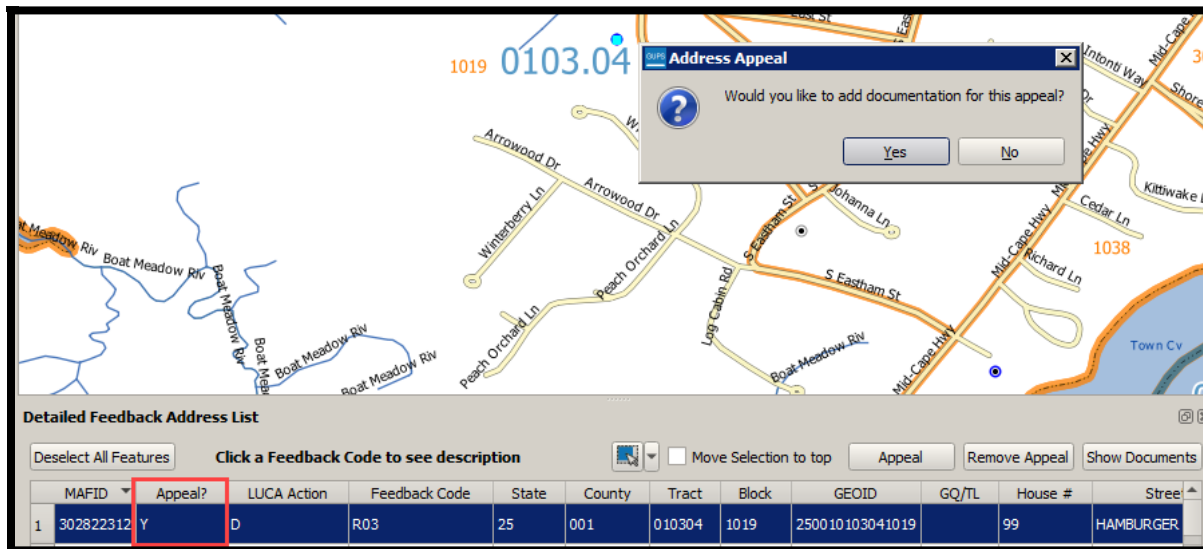


Figure 11. Flagging Record for Appeal and Address Appeal Documentation Pop-Up

GUPS requires no further action for flagging a record than use of the **Appeal** button. Should participants discover an address record flagged for Appeal in error, they utilize the **Remove Appeal** button to remove the Appeal flag from the record.

3.3.3 Supporting Documentation

The third step discussed in [Section 3.3](#) involves 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 instead of requiring unique documentation for each address. 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 Appeals:

- A written narrative with an explanation of the eligible government’s position for why the Appeals Staff should adopt their recommendation. The Appeals Office suggests participants name the file **Appeal_2020LUCA_<EntityID>_Letter.xxx**. This file format (xxx) varies based on software used to create it. 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. It 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*.
- 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 separate documentation, the Appeals Office suggests participants name the file(s) **Appeal_2020LUCA_<EntityID>_SourceDescription.xxx**. The file format varies based on the source of the information (e.g., Microsoft Word® files, Microsoft Access® files or Microsoft Excel® files, Notepad files, etc). If more than one source description document is included, add a number after “SourceDescription”; e.g. SourceDescription1, SourceDescription2, etc. For each address source used to support the existence 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. Convert supporting documentary evidence into digital format if it is in printed/hard copy format. The Appeals Office suggests participants name the supporting evidence file(s) **Appeal_2020LUCA_<EntityID>_Evidence.xxx**. This file format (xxx) varies based on the source of the information. If more than one supporting document is included, add a number after “Evidence”; e.g., Evidence1, Evidence2, etc. 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/key the **Appeal?** flag and **MAFID** on the supporting evidence 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 “Y” Appeal? flag and MAFID (e.g., “**Y161200444**” if the appeal-eligible record was MAFID 161200444 on the *Detailed Feedback Address List*) on the one tax record, among those 30 tax records, that supports the appeal. Utilize GUPS to attach the supporting documentation to the appealed records as described in [Section 3.3.3.1](#).

Within a GIS source, the 2020 Census LUCA Appeals Office suggests participants add a field (e.g., AppealFlag) to the attribute table to enter the corresponding “Y” and MAFID information (e.g., “**Y161200444**”), then save/export only the records with a value in that new field. This subset of the entire GIS source becomes the supporting documentary evidence for the records flagged in the *Detailed Feedback Address List*. Because GIS sources include more than one file component, do not attach the GIS source using GUPS. See the important note below for specific guidance on submitting GIS source documentation.

Only submit documentation specific to the address records or group of address records 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. 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.

IMPORTANT: Participants using a GIS source as supporting documentation must supply all GIS file components (e.g., .dbf, .shp, .sbn, .sbx, .prj, .cpg, .xml, etc.) from their GIS source with the linked Appeals record(s) annotated. Zip the complete suite of files into a separate file (e.g., **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip**). Do not attach this “_EvidenceGIS.zip” file using GUPS because SWIM will not accept a .zip file within a .zip file and the process for adding all the files unzipped is burdensome. Refer to [Section 3.4.1](#) for instructions on supplying GIS supporting documentation.

If participants intend to use the Secure Web Incoming Module (SWIM), detailed in [Section 3.4.1](#), to submit their Appeal, they must attach the written narrative and source description documents to at least one of the Appealed records. Because an Appeal may include multiple records and multiple pieces of supporting documentation, it is very important to name the written narrative and source descriptive documents in the manner describe in the bullets above. Doing so enables the Appeals Staff to locate the file within the .zip file created by GUPS and submitted for your jurisdiction.

IMPORTANT: Participants using SWIM to submit their Appeal must attach the written narrative and source description(s) files to at least one of the Appealed records in GUPS otherwise those materials will not be included in the .zip file created with the GUPS export.

If a participant intends to ship the Appeal materials and not use SWIM, a hard copy of the written narrative and source description(s) is acceptable. Burning the materials onto the CD/DVD with the GUPS exported .zip file (and EvidenceGIS.zip file if applicable) is not required. Refer to [Section 3.4.2](#) for instructions for protecting this material during shipment.

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.

3.3.3.1 Attaching Supporting Documentation

Participants can add supporting evidence documentation as records are flagged for Appeal, or as they work a series of records that use the same evidence/source. They may also choose to add documentation prior to finalizing the Appeal with the execution of the **Appealed Address Document Review Tool** as described in [Section 3.3.4](#).

Note: If using GIS files as supporting documentation, do not attach the files to the Appealed records using any of the three options mentioned above. The **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip** file mentioned in the previous section is submitted separately instead of linked to records in GUPS.

To add documentation after flagging a record, choose “Yes” in [Figure 11](#), navigate to the location of the documentation, select the supporting evidence file, and choose “Open” as shown in [Figure 12](#). To add documentation later, choose “No” in [Figure 11](#).

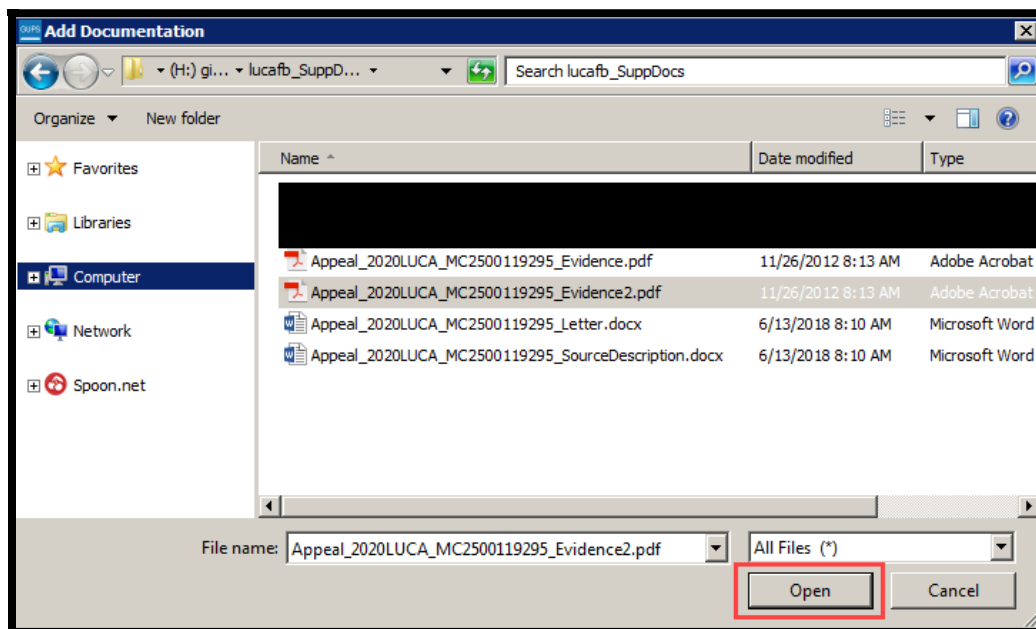


Figure 12. Add Documentation Window

Once a document is associated with a record flagged for Appeal, the linked file appears in a **Document List**, as first mentioned in [Section 3.3](#). This file is available for future linkages to other flagged records. Additionally, participants can link more than one file of supporting evidence to an Appealed record by selecting the Appealed record and choosing **Upload New File**. In that instance, more than one file would appear in [Figure 13](#).

Below are two examples of the **Document List** that appears to the left of the Map View after flagging at least one record for Appeal. [Figure 13](#) shows a MAFID with associated documentation while [Figure 14](#) shows a MAFID without associated documentation.

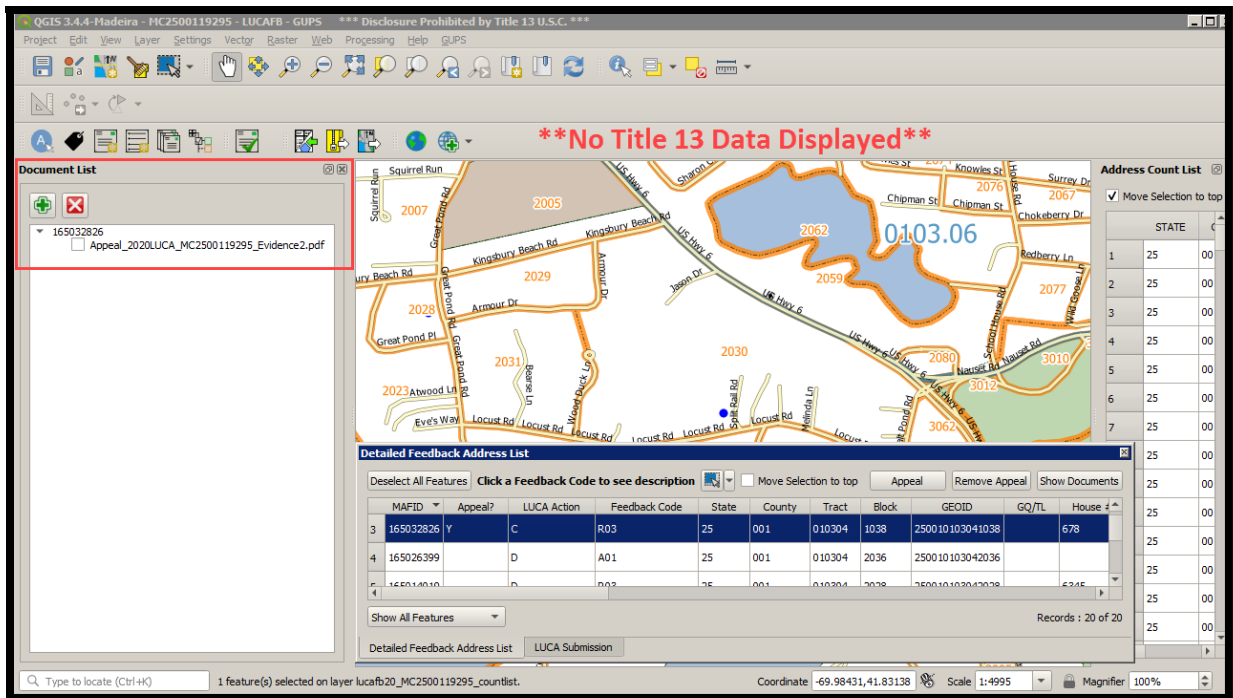


Figure 13. Document List with Documentation Attached

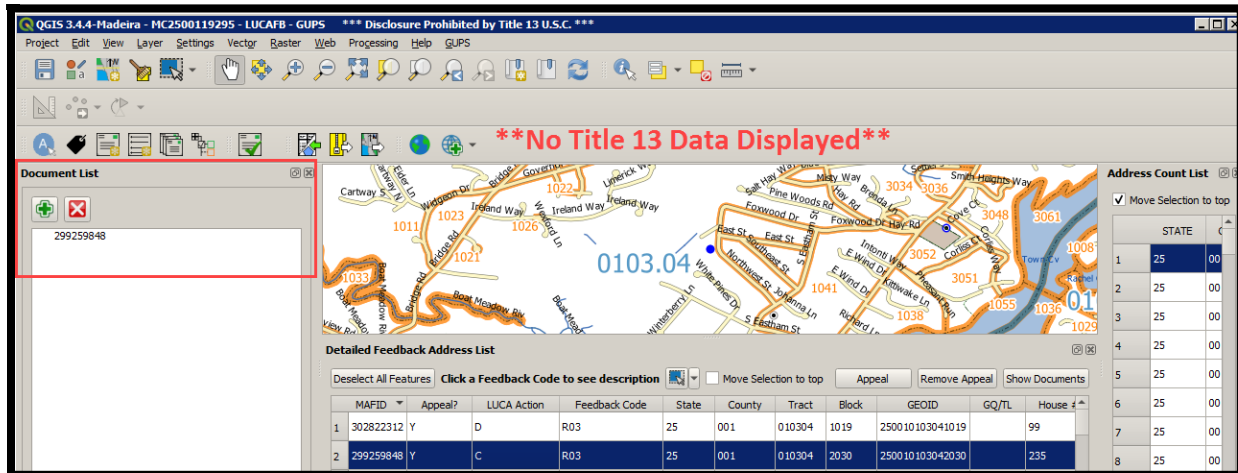


Figure 14. Document List without Documentation Attached

If participants delay associating the supporting documentation when they flag a record or group of records for Appeal, they can open the **Document List**, identify the records without a document associated (e.g., [Figure 14](#)), and choose the green “plus” sign in the **Document List** to launch an **Upload Documentation** window as shown in [Figure 15](#). Participants may either associate an existing document by checking the proper document listed in the **Upload Documentation** window and selecting **Add Existing File** or by choosing Upload New File and following the on-screen instructions to navigate to the directory location of the documentation.

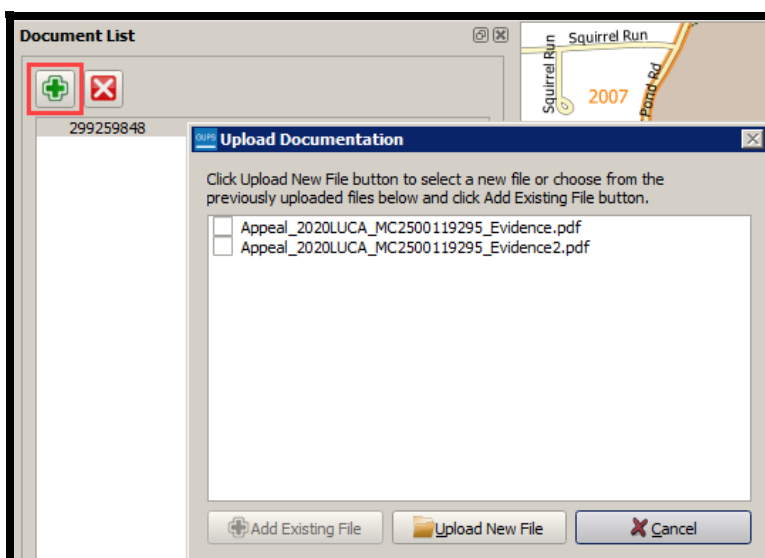


Figure 15. Add Documentation Using Green Plus Sign in Document List

The last manner of associating supporting documentation is to run the **Appealed Address Document Review Tool** to identify the records without documentation. The next section, [Section 3.3.4](#), explains the tool and associating supporting documentation.

Note: If the same supporting documentation attaches to more than one Appealed record, the documentation's linkage to the other records is preserved should the **Appeal?** flag be removed from one record using the **Remove Appeal** button.

3.3.4 Executing the Appealed Address Document Review Tool

Some participants may find the task of associating supporting documentation easier by allowing GUPS to identify each MAFID without attached documentation. The next few examples illustrate the use of the **Appealed Address Document Review Tool** button, its associated windows, and actions to link documentation.

Once a participant's review of the feedback materials concludes and records are flagged for Appeal, select the **Appealed Address Document Review Tool** button as shown in [Figure 16](#). It is not necessary to display the **Document List**, but it is shown in this illustration.

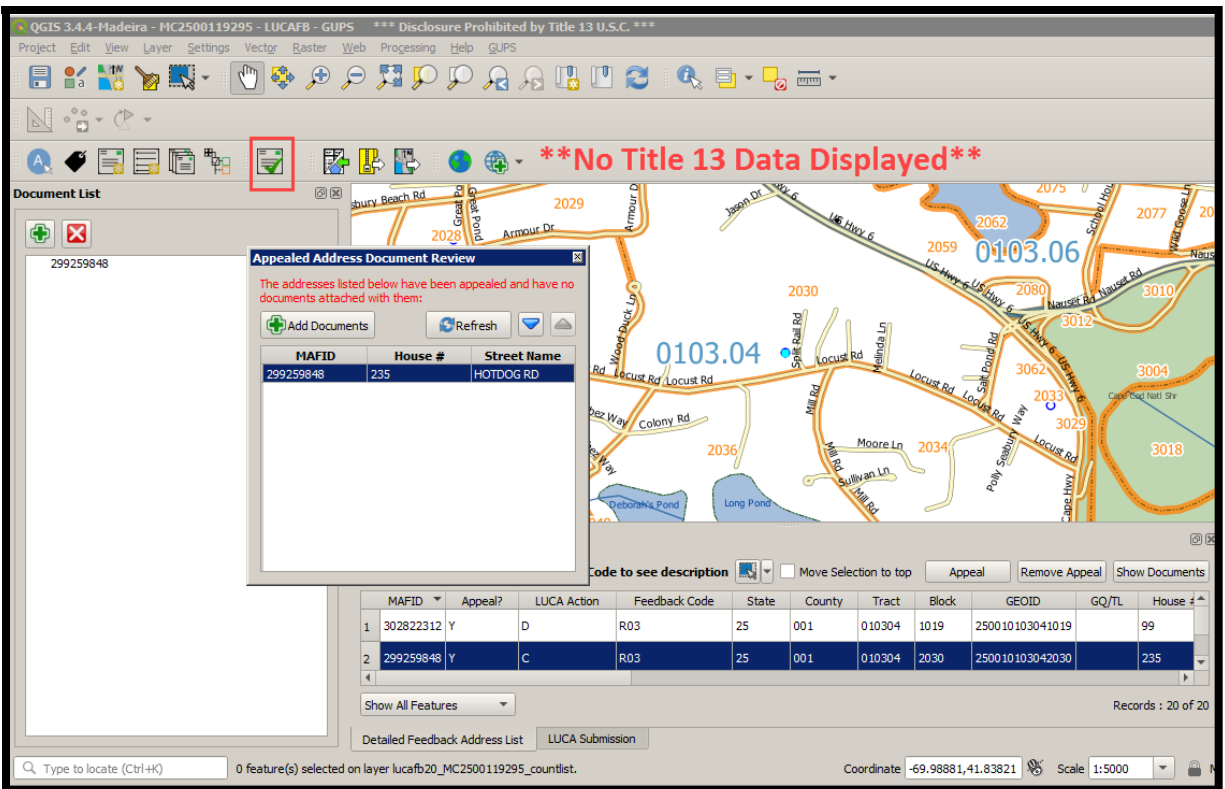


Figure 16. Appealed Address Document Review Tool Button

Select a record from the list and then select the **Add Documents** button as shown in Figure 17.

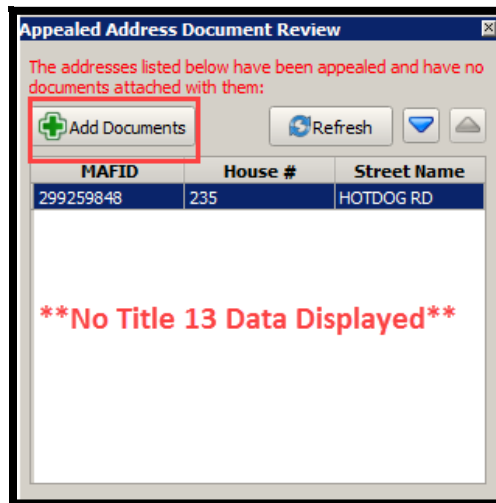


Figure 17. Add Documents Button on Appealed Address Document Review Window

If no previous documentation has been uploaded, the **Upload Documentation** window launches, as shown in Figure 18 that allows participants to choose existing documentation or to upload a new file in order to associate the documentation with the Appealed record.

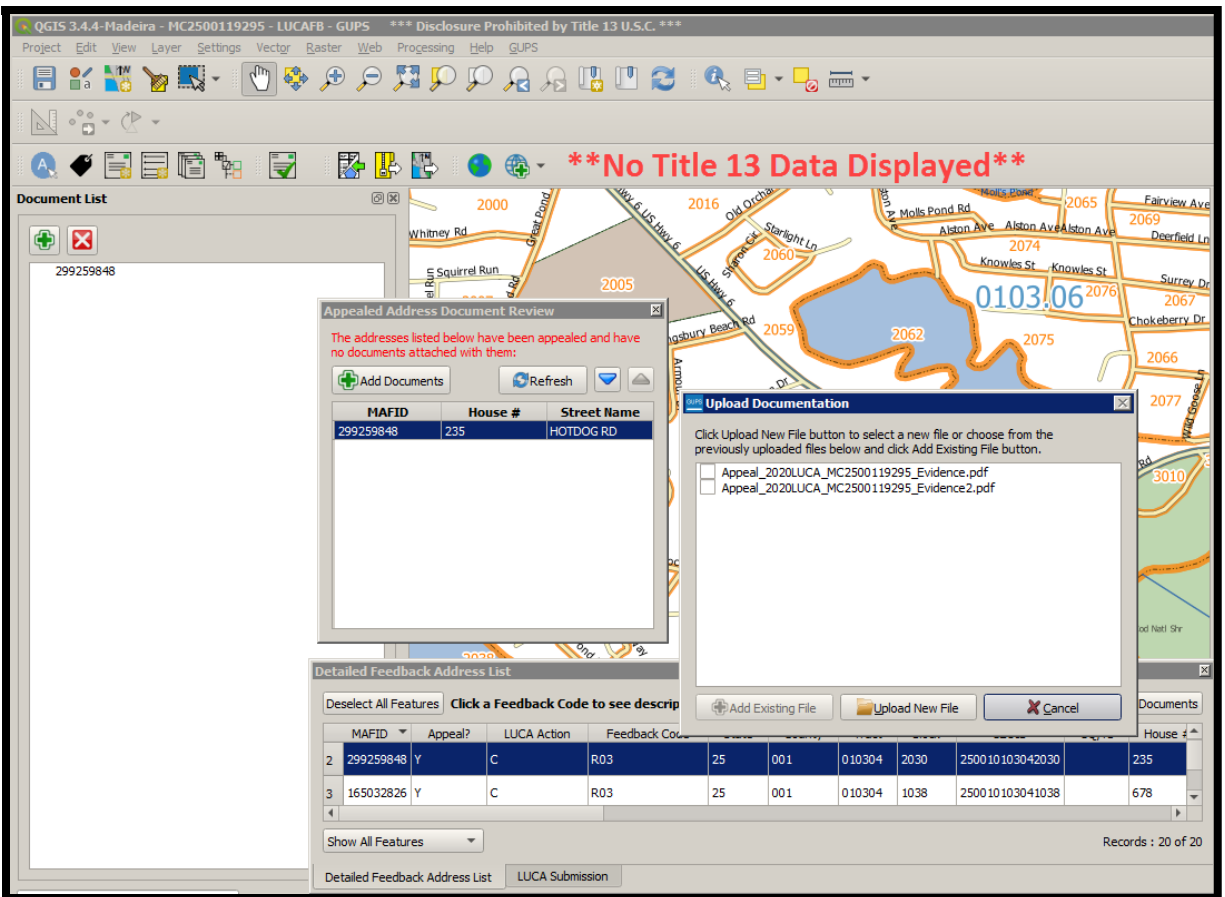


Figure 18. Upload Documentation Window within Appealed Address Document Review Tool

As participants associate supporting documentation with Appealed records, use of the **Refresh** button, shown in the **Appealed Address Document Review** window, drops the record from the list and leaves only records needing documentation. The list does not auto-refresh once participants attach documentation to records. If participants have multiple records supported by the same source, they may utilize the Shift key on the keyboard to select more than one MAFID from the **Appealed Address Document Review** window, and then choose the document to attach to all records at once.

Once all records contain attached documentation, the execution of the tool will return a pop-up message, as shown in **Figure 19**, which informs participants that no Appealed records exist without supporting documentation.

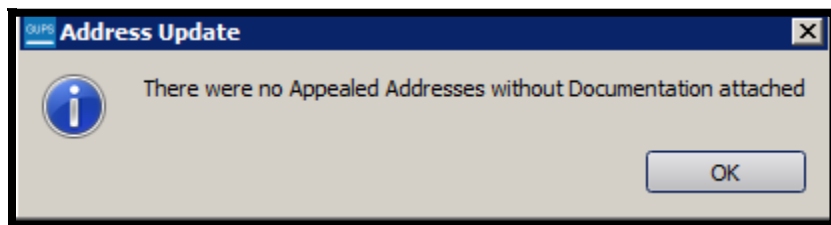


Figure 19. No Appealed Addresses without Documentation Window

Once participants are satisfied with their review of the *Detailed Feedback Address List* X01 and R03 records and attachment of supporting documentation, they can proceed with generating

the .zip files to submit to the 2020 Census Appeals Office. Select the **Export to Zip** button on the **LUCA Feedback toolbar**. The selection of this button opens a LUCA Feedback Export window as shown in [Figure 20](#).

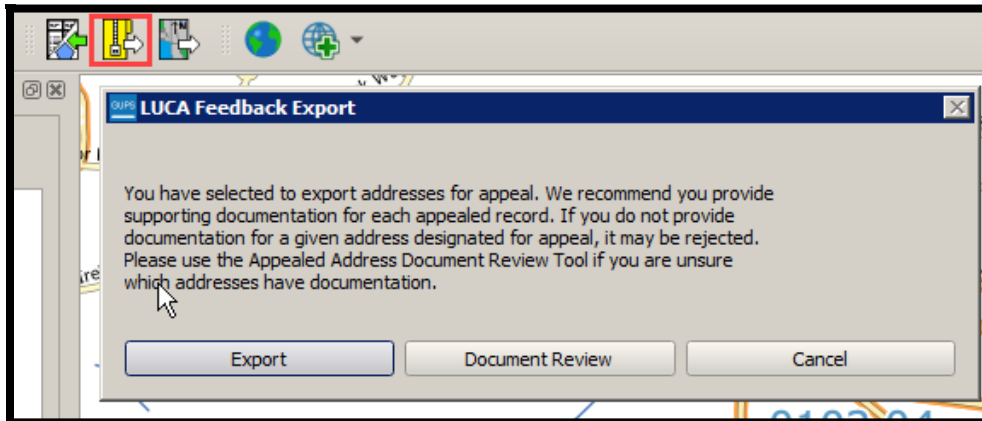


Figure 20. Export to Zip Button Showing LUCA Feedback Export Window

Participants have three choices: **Export**, **Document Review**, and **Cancel**. If participants want to run the **Appealed Address Document Review Tool** prior to exporting the file, they may select the Document Review button shown above; otherwise, choose the **Export** or **Cancel** choices.

With the **Export** button selection, a **LUCA Feedback (LUCAFB) Contact Information** window opens like the one shown in [Figure 21](#). Several fields of information are required to accompany the .zip file. These include **First Name**, **Last Name**, **Address**, **City**, **State**, **Zip**, **Phone**, and **Email**. There is also a check box regarding whether the person listed in the form is the LUCA Liaison.

Figure 21. LUCA Feedback (LUCAFB) Contact Information Window

When the export process completes, GUPS returns an **Export to Zip** window that confirms creation of the .zip files and the file location. The window allows the participant to choose whether to open the folder where the file is stored, by choosing **Yes**, or to dismiss the window, by choosing **No**. See [Figure 22](#) and [Figure 23](#) for examples of these windows. There is no GIS supporting documentation .zip file shown in [Figure 23](#). In addition to the program (e.g., 2020LUCAFB), Entity ID (e.g., MC2500119295), and reference either the “return” or the “return documentation” files, the file naming convention for the .zip file includes a date (yyyymmdd)

and timestamp (hhmmss) to prevent unintentional overwriting of data with the execution of this tool.

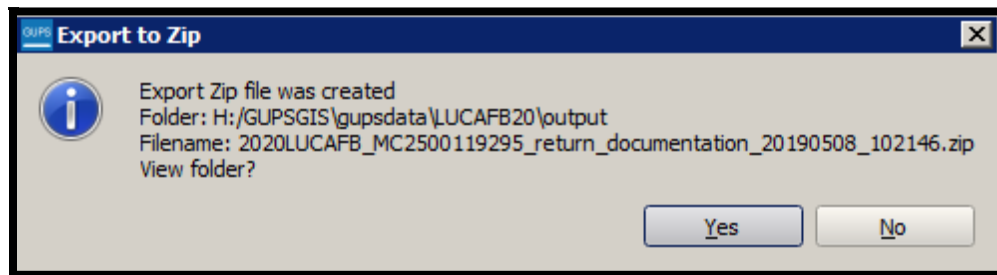


Figure 22. Export to Zip Confirmation Window

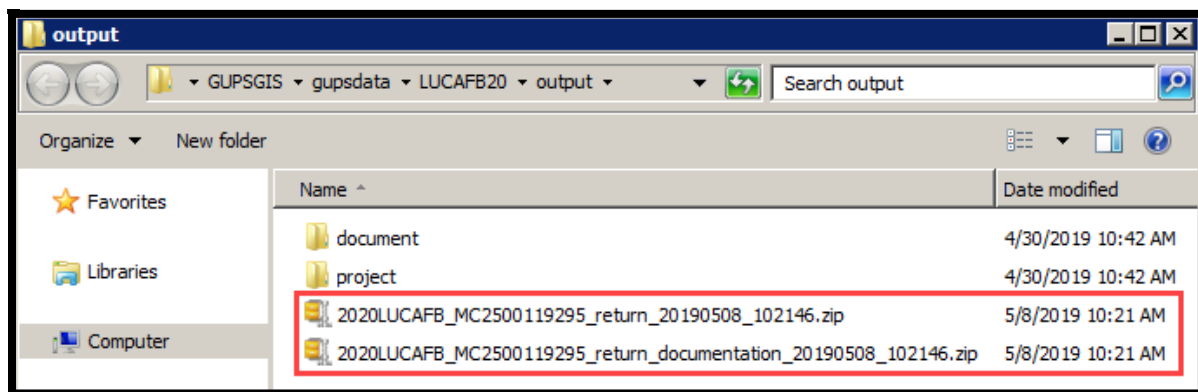


Figure 23. Export to Zip Resulting Folder

IMPORTANT: Make note of the file name and directory location listed in Figure 22 in order to be able to locate the file for submission to the 2020 Census Appeals Office. Participants must submit both files to provide the complete GUPS generated submission.

3.4 Submitting Appeals Material to the 2020 Census LUCA Appeals Office

There are two methods for submitting the Appeals material generated using GUPS to the 2020 Census LUCA Appeals Office. Participants may submit the zipped Appeals material through the SWIM, the official web portal for uploading materials, or participants may ship the Appeals material to the 2020 Census LUCA Appeals Office. Refer to [Section 3.4.1](#) for instructions on using SWIM and [Section 3.4.2](#) for instructions on packaging and shipping the Appeals material.

3.4.1 SWIM Instructions for Submitting Appeal Materials

Participants may use SWIM to upload their appeal material to the Appeals Staff. The Census Bureau provided one SWIM registration token per LUCA participant with their Review Phase cover letter. Another token is not included with the feedback materials.

To determine whether an account exists, click "[Forgot your password?](#)" on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it returns the following message, "No account registered for this email. Go to Account Registration." Choosing the Account Registration link opens a window to establish a SWIM account.

Note: The components of the email and password of SWIM system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the SWIM account (e.g., jane@anytown.org or Jane@anytown.org or JANE@ANYTOWN.ORG). The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the “Forgot your password?” link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the ‘Change Security’ link at the top, right-hand side of the page.

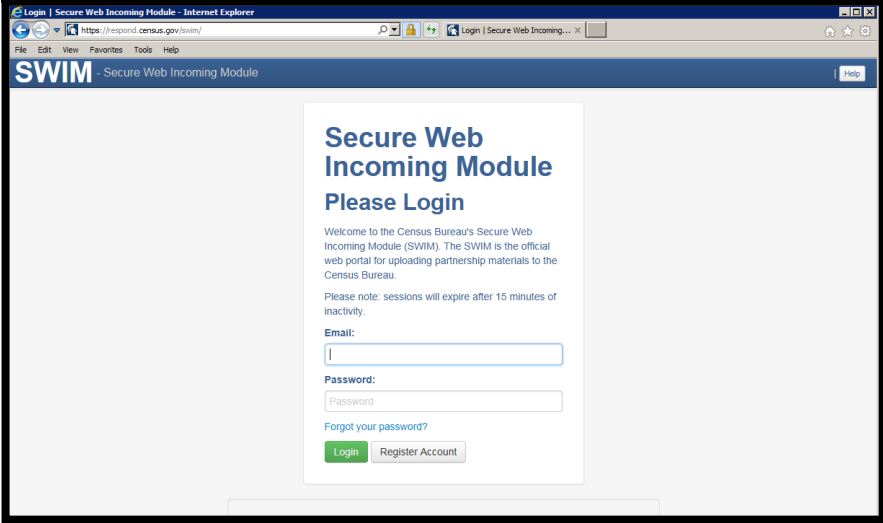
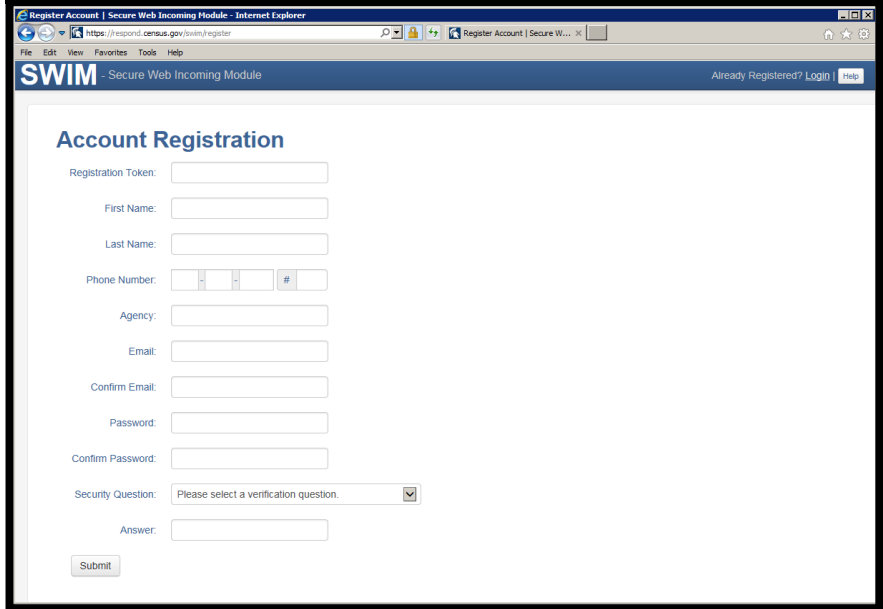

Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version). If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact the LUCA Help Desk at (844) 344-0169 for assistance. An additional SWIM token may be necessary to create another account.

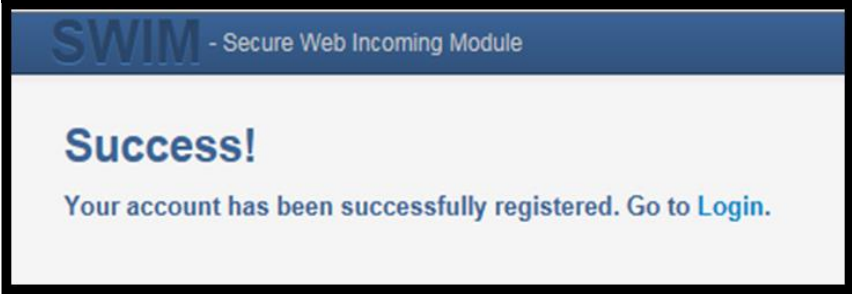
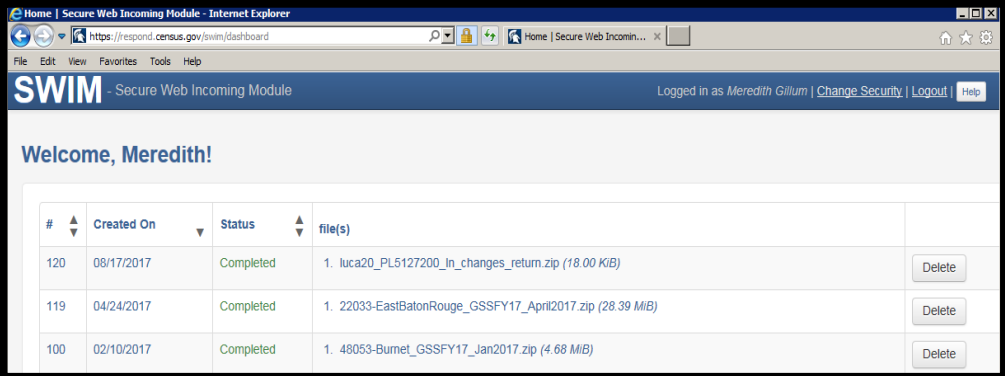
The following list contains the file requirements for using SWIM:

- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

Refer to [Table 8](#) for an example of using SWIM for submitting Appeal materials to the Appeals Staff.

Table 8: SWIM Submission

Step	Action and Result
<p>Step 1</p>	<p>Open a new browser window and enter the SWIM URL https://respond.census.gov/swim. <i>The SWIM Please Login screen opens.</i></p> 
<p>Step 2</p>	<p>For participants with an existing SWIM account, enter the email address and password and then click the Login button. <i>The Welcome screen opens. Go to Step 8.</i></p>
<p>Step 3</p>	<p>For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the Register Account button after accessing the SWIM URL. <i>The Account Registration screen opens.</i></p> 
	<p>All fields on the Account Registration screen are required.</p>


Step	Action and Result																				
Step 4	Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.																				
Step 5	<p>Create a password using the following criteria:</p> <ol style="list-style-type: none"> 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, \$, *, &, ?, and ~. <p>Note: The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.</p>																				
Step 6	<p>Establish a security question. Click arrow to the right of the Security Question field and select a question from the drop-down menu. Enter an answer in the Answer field. Click the Submit button when finished. A Success screen opens to confirm the successful creation of a SWIM account.</p> 																				
Step 7	On the Success screen, select Login to return to the SWIM Please Login screen (shown in Step 1) to proceed with the login process.																				
Step 8	<p>Enter the email and password information and click the green Login button to log into SWIM. The Welcome screen opens. If the account has uploaded other files for different geography programs administered by the Census Bureau, a list of files previously uploaded by the SWIM user displays, as shown in the example below. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file.</p>  <table border="1" data-bbox="412 1692 1289 1860"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>120</td> <td>08/17/2017</td> <td>Completed</td> <td>1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)</td> <td>Delete</td> </tr> <tr> <td>119</td> <td>04/24/2017</td> <td>Completed</td> <td>1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)</td> <td>Delete</td> </tr> <tr> <td>100</td> <td>02/10/2017</td> <td>Completed</td> <td>1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)</td> <td>Delete</td> </tr> </tbody> </table>	#	Created On	Status	file(s)		120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete	119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)	Delete	100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete
#	Created On	Status	file(s)																		
120	08/17/2017	Completed	1. luca20_PL5127200_in_changes_return.zip (18.00 KIB)	Delete																	
119	04/24/2017	Completed	1. 22033-EastBatonRouge_GSSFY17_April2017.zip (28.39 MIB)	Delete																	
100	02/10/2017	Completed	1. 48053-Burnet_GSSFY17_Jan2017.zip (4.68 MIB)	Delete																	

Step	Action and Result
<p>Step 9</p>	<p>To begin a new upload, click the Start New Upload button at the bottom of the screen.</p> <div data-bbox="698 273 1084 430" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center; color: #4F81BD;">Click 'Start New Upload' to begin.</p> <div style="text-align: center;"> <input type="button" value="Start New Upload"/> </div> </div> <p>The “What Census program are you reporting data for?” screen opens. To ensure the Appeals Staff receives the submission, choose the Local Update of Census Addresses Appeals radio button and click the Next button.</p> <div data-bbox="435 556 1339 997" style="border: 1px solid black; padding: 10px; margin: 10px auto;"> <p>What Census program are you reporting data for?</p> <p>Select the geographic program that you currently wish to submit data for the Census Bureau to review. This selection affects only your current upload. You may select a different option for future uploads. If you are unsure what program to select send an email to geo.swim@census.gov for more guidance.</p> <ul style="list-style-type: none"> <input type="radio"/> Boundary and Annexation Survey (BAS) <input type="radio"/> Boundary Quality Assessment and Reconciliation Project <input type="radio"/> Count Review Operation (CRO) <input type="radio"/> Federal Agency Updates <li style="border: 1px solid red; padding: 2px;"><input checked="" type="radio"/> Local Update of Census Addresses Appeals All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office <input type="radio"/> New Construction (NC) <input type="radio"/> Participant Statistical Areas Program (PSAP) <input type="radio"/> Redistricting Data Program - BBSP-VTD (RDP) <input type="radio"/> Redistricting Data Program - CD-SLD (RDP) <input type="radio"/> Spatial, Address, and Imagery Data Program (SAID) <input type="radio"/> School District Review Program (SDRP) <div style="text-align: right; margin-top: 10px;"> <input type="button" value="Next"/> </div> </div>

Step	Action and Result
<p>Step 10</p>	<p>The “What type of LUCA Appeals entity are you reporting for?” screen opens. Participants must select the level of geography that matches the type of entity they represent. County participants (e.g., CO48001) choose the County choice. Minor Civil Division (MCD) participants (e.g., MC2500119295) choose MCD, as shown in the screenshot below. Incorporated Place participants (e.g., PL4800010) choose the Place choice. If a question arises about this choice, please contact (844) 344-0169 for assistance.</p> <div data-bbox="500 436 1276 730" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>What type of LUCA Appeals entity are you reporting for?</p> <p> <input type="radio"/> State <input type="radio"/> Place <input type="radio"/> County <input checked="" type="radio"/> Minor Civil Division (MCD) <input type="radio"/> Tribal Area <input type="radio"/> Consolidated City </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Click the radio button for the entity type to upload and click the Next button. <i>The choice of Minor Civil Division (MCD) opens the Select a State, County, and Minor Civil Division (MCD) screen.</i></p> <div data-bbox="506 831 1269 1180" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center; font-size: small;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a State, County, and Minor Civil Division (MCD)</p> <p>State: <input type="text" value="Select"/> </p> <p>County: <input type="text"/> </p> <p>Minor Civil Division (MCD): <input type="text"/> </p> <p style="text-align: right;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div>

Step	Action and Result
<p>Step 11</p>	<p>Following the selection of the entity type to upload, <i>the Select a .ZIP file to upload screen opens.</i> Click the +Add File button to <i>launch the Choose File to Upload window</i> and navigate to the GUPS data directory where the two .zip files reside.</p> <div data-bbox="436 336 1333 777" data-label="Image"> </div> <div data-bbox="436 793 1333 1346" data-label="Image"> </div> <p>Select one file and click Open. The ‘Shift’ key on the keyboard does not allow for the selection of multiple files, so to add the second file, repeat the same process, click the +Add File button, select the second file, and click Open.</p> <p>IMPORTANT: Participants with GIS supporting documentation must attach their “Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip” with their other two GUPS exported files in order to supply the 2020 Census Appeals Office with all of the documentation needed to review the Appeal. Participants add the “EvidenceGIS.zip” file by repeating the same procedure described in this step.</p>

Step	Action and Result
<p>Step 12</p>	<p>Once the file upload completes, <i>the Status field shows “Success”</i>. <i>The name of the files appear in the File(s) field</i>. Participants can add comments to the Comment section to assist the 2020 Census LUCA Appeals Office. Click the Next button to proceed with the upload.</p> <div data-bbox="407 338 1373 877" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">All LUCA Appeals data will be directed to the 2020 Census LUCA Appeals Office</p> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status: Success</p> <p>File(s):</p> <ul style="list-style-type: none"> • 2020LUCAFB_MC2500119295_return_20190508_102146.zip • 2020LUCAFB_MC2500119295_return_documentation_20190508_102146.zip <p>Comments:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 30px;"> <p>2020 Census LUCA Appeals for Eastham MA (MC2500119295). Submitting 2 records flagged for Appeal, written narrative, source description, and supporting documentation attached using GUPS.</p> </div> <p style="text-align: center;"> <input type="button" value="Previous"/> <input type="button" value="Next"/> </p> </div> <p>Note: If including Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip, it will appear beneath the File(s) section along with the other two GUPS exported .zip files.</p>
<p>Step 13</p>	<p><i>The Thank You screen appears</i>. It thanks the participant and indicates a forthcoming email once transfer completes.</p> <div data-bbox="383 1073 1398 1310" style="border: 2px solid black; padding: 10px;"> <p style="text-align: center;">Thank You</p> <p style="text-align: center; color: green;">Thank you for using SWIM. You will receive an email when your file successfully transfers to the 2020 Census LUCA Appeals Office.</p> <p>File(s):</p> <ol style="list-style-type: none"> 1. 2020LUCAFB_MC2500119295_return_20190508_102146.zip 2. 2020LUCAFB_MC2500119295_return_documentation_20190508_102146.zip <p>You may Log Out or return to the upload form, to submit more files.</p> </div>
<p>Step 14</p>	<p>Choose ‘upload form’ in the phrase “You may Log Out or return to the upload form to submit more files” sentence to return to the Welcome screen and begin the upload process again, if the participant is the liaison for more than one jurisdiction. If complete with the upload process, choose Log Out.</p>

Step	Action and Result										
	<p>It is important to mention that SWIM sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. They receive a message noting the period of inactivity on the Login screen.</p> <div data-bbox="656 338 1122 915" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p style="text-align: center;">Secure Web Incoming Module Please Login</p> <p>Welcome to the Census Bureau's Secure Web Incoming Module (SWIM). The SWIM is the official web portal for uploading partnership materials to the Census Bureau.</p> <p>Please note: sessions will expire after 15 minutes of inactivity.</p> <div style="background-color: #fff9c4; padding: 5px; text-align: center; margin: 5px 0;">You have been logged out due to inactivity.</div> <p>Email: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Forgot your password?</p> <p><input type="button" value="Login"/> <input type="button" value="Register Account"/></p> </div> <p>When they reach the Welcome screen, a record listed with a Status of “In progress, Continue?” appears with that day’s date in the Created On field. Participants can choose the “Continue?” link to continue uploading or they can delete the item by choosing the Delete button to the far right of the row.</p> <div data-bbox="391 1077 1390 1262" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Welcome, Meredith!</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>#</th> <th>Created On</th> <th>Status</th> <th>file(s)</th> <th></th> </tr> </thead> <tbody> <tr> <td>1</td> <td>10/11/2018</td> <td>In Progress. Continue?</td> <td></td> <td style="text-align: right;"><input type="button" value="Delete"/></td> </tr> </tbody> </table> </div>	#	Created On	Status	file(s)		1	10/11/2018	In Progress. Continue?		<input type="button" value="Delete"/>
#	Created On	Status	file(s)								
1	10/11/2018	In Progress. Continue?		<input type="button" value="Delete"/>							

3.4.2 Shipping Instructions for Submitting Appeal Materials

Participants without internet access or those that do not wish to use SWIM may ship their materials to the 2020 Census LUCA Appeals Office. Appeal materials may be included on CD/DVD or as hard copy materials. Burn, or copy, the two GUPS exported files, **2020LUCAFB_<EntityID>_return_yyyymmdd_hhmmss.zip** and **2020LUCAFB_<EntityID>_return_documentation_yyyymmdd_hhmmss.zip** to a CD/DVD. If using GIS supporting documentation, burn the **Appeal_2020LUCA_<EntityID>_EvidenceGIS.zip** to the same CD/DVD.

If participants attached the written narrative and source descriptions to one record as requested in [Section 3.3.3.1](#), then those materials are automatically included within the “return_documentation” exported .zip file from GUPS. There is no need to burn those digital copies onto the CD/DVD. However, to assist with recording the receipt of an Appeal package, the 2020 Census Appeals Office requests the inclusion of a hard copy of the written narrative.

Follow the following instructions to package and ship materials to the 2020 Census LUCA Appeals Office:

- Double wrap the appeal materials (CD/DVD and/or hard copy materials) 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 Appeals Staff:

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

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.

CHAPTER 4 2020 CENSUS LUCA CLOSEOUT

The Census Bureau must account for all Title 13 material delivered to participants during both the LUCA Review and Feedback Phases, 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.

IMPORTANT: Please await a response from the Appeals Office on the status of the appeal prior to destroying or returning the Title 13 material.

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

APPENDIX A CONFIDENTIALITY AND SECURITY GUIDELINES

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 Form*.

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.

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

See the National Institute of Standards and Technology, Special Publication 800-88, Revision 1, [Guidelines for Media Sanitization](http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf) for further information on acceptable methods for digital media and office equipment sanitization
[<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-88r1.pdf>](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.

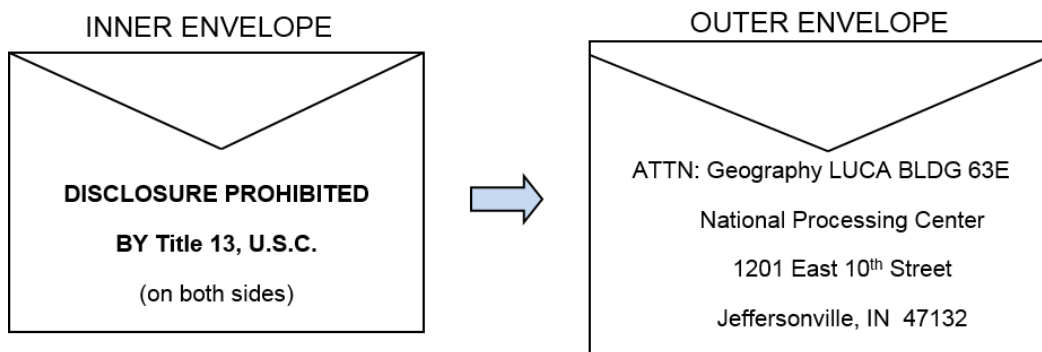


Figure 24. Mailing Envelope Examples for Return of Title 13 U.S. C. Materials


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

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

APPENDIX B CONFIDENTIALITY AGREEMENT FORM (D-2005)

FORM D-2005 (4-5-2017)

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

	<p>CONFIDENTIALITY AGREEMENT FORM 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>
		Entity ID
		Government Name
A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION		
<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. LIAISON INFORMATION		
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"/>		
C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS		
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	
<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

APPENDIX C DESTRUCTION OR RETURN OF TITLE 13 U.S.C. MATERIALS FORM (D-2012)

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

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

	<p>DESTRUCTION OR RETURN OF TITLE 13, UNITED STATES CODE MATERIALS FORM 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>
---	--	---

Please complete this form and return it via email to 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

APPENDIX D GLOSSARY

Address breaks—Address breaks identify the city style addresses on each side of a boundary or at an intersection of street with another street or another feature.

Address Count List—The Address Count List identifies 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—A list identifying 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—The Census Address List, extracted from the Master Address File (MAF) for review and update during 2020 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 4-digit number plus up to two alpha character suffix, if applicable, e.g. 3001A or 2002AA. Suffixes, boundary changes as well as added features within the given block that split the original block.

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 4-digit number followed by a decimal point and a 2-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.

Edges shapefile—All linear features in the MAF/TIGER database are contained in the edges shapefile.

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.

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 LUCA. Pre-packaged to include all of the components for 2020 LUCA, the GUPS contains the Census Address List, address count list, and TIGER Partnership shapefiles. 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 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 nonresidential 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.

Municipio— A type of governmental unit that is the primary legal subdivision of Puerto Rico. The Census Bureau treats the municipio as the statistical equivalent of a county.

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 or identified by the Census Bureau as a census designated place.

Regional Census Center—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—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 4-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.

APPENDIX E IMPORTING THE REVIEW PHASE LUCA SUBMISSION

Participants that submitted their Review Phase LUCA submission using GUPS may import their submission using the **Import LUCA Submission** button as shown in [Figure 25](#).

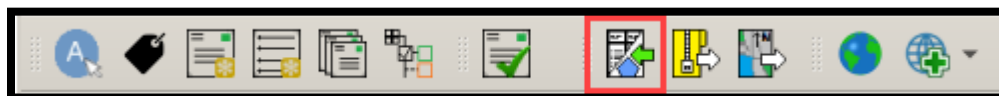


Figure 25. Import LUCA Submission Button

After selecting the **Import LUCA Submission** button, follow the on-screen instructions for importing the file. Participants must navigate their computer to the directory location of their original LUCA GUPS submission. For those that do not recall the directory location of the LUCA submission file, perform a search on the computer for a file that ends with “*_changes_addresses_return.zip”. If the computer used for the Feedback Phase review differs from the one used during the Review Phase, consider performing your feedback review on the Review Phase computer or move the file from the Review Phase computer to the Feedback Phase computer, following Title 13 precautions outlined in the *Confidentiality and Security Guidelines (D-2004)*.

Once the file is located and selected, GUPS prompts a pop-up window that requests the Encryption Key similar to the window prompted when opening the feedback materials. Refer to Step 6 in [Table 4](#) for a visual of this pop-up window.

Please note that the password used to import the original LUCA submission differs from the password used to open the feedback materials. Locate the original password used during the Review Phase on the *D-2080 letter* received just prior to the receipt of the Review Phase materials. Contact the LUCA Help Desk at (844) 344-0169 to assist with determining the Review Phase password if it has been misplaced.

Once imported, the LUCA submission file opens as a separate tab along the bottom of the GUPS window that allows participants to toggle between the *Detailed Feedback Address List* and the LUCA Submission. See [Figure 26](#) for a visual showing both tabs.

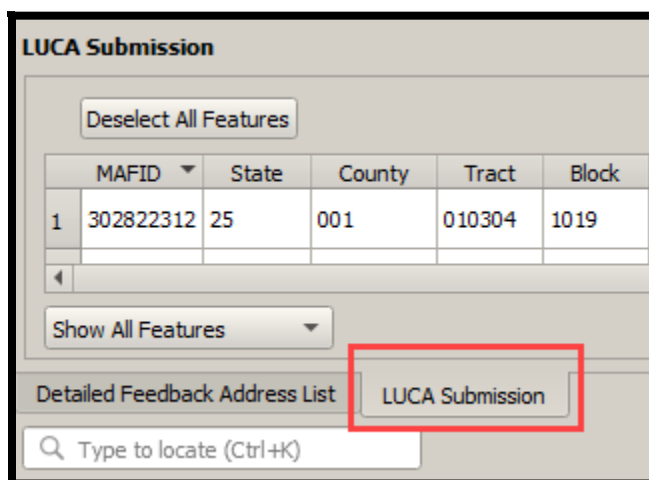
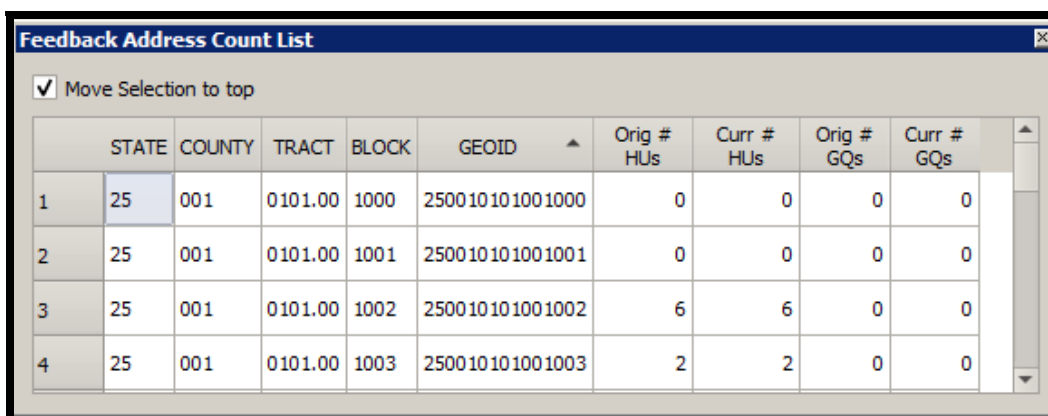


Figure 26. LUCA Submission Tab

While GUPS allows for importing the participant’s LUCA submission, it does not provide for a comparison between the original LUCA submission and the *Detailed Feedback Address List*. Participants must manually compare the information in each material to determine records that were/were not processed. For records that were not processed, no further action can occur during the Feedback Phase. A participant’s focus must return to reviewing the X01 and R03 records in the *Detailed Feedback Address List*.

APPENDIX F REVIEWING THE FEEDBACK ADDRESS COUNT LIST

The *Feedback Address Count List* contains all of the census blocks for your jurisdiction whether or not the census blocks have address records contained in the *Detailed Feedback Address List*. The default sort for the *Feedback Address Count List* is by **GEOID**; however, participants can use each field within the file to re-sort the data. For instance, participants can sort using the “Cur # HUs” field to group the largest (or smallest) current housing unit counts. They can check the “Move Selection to top” choice to promote selected block(s) to the top. See [Figure 27](#) that illustrates the top heading area of a sample *Feedback Address Count List*.



The screenshot shows a window titled "Feedback Address Count List" with a checked checkbox for "Move Selection to top". Below the checkbox is a table with the following data:

	STATE	COUNTY	TRACT	BLOCK	GEOID	Orig # HUs	Curr # HUs	Orig # GQs	Curr # GQs
1	25	001	0101.00	1000	250010101001000	0	0	0	0
2	25	001	0101.00	1001	250010101001001	0	0	0	0
3	25	001	0101.00	1002	250010101001002	6	6	0	0
4	25	001	0101.00	1003	250010101001003	2	2	0	0

Figure 27. Feedback Address Count List Example

Participants can use this product to identify census blocks with a change in housing unit and group quarters counts between the Review Phase and the Feedback Phase. While GUPS does not promote the census blocks with differences in counts to the top of the list, participants can locate the census blocks with X01 and R03 records in the *Detailed Feedback Address List*, and use the *Feedback Address Count List* to navigate to those blocks in the Map View. When participants double-click on a census block record in the *Feedback Address Count List*, the Map View in GUPS zooms to the census block and highlights it.

As mentioned in [Section 2.3](#), tally differences between the Review Phase and Feedback Phase 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.

IMPORTANT: 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*. Only records in the *Detailed Feedback Address List* with a Feedback Processing Code of X01 or R03 are eligible for Appeal.

APPENDIX G IMPORTING LOCAL DATA INTO GUPS

Participants reviewing the LUCA feedback materials may find it useful to upload their own geographic information system (GIS) files or other address source information into GUPS to use as a reference. This may prove beneficial to participants since GUPS provides all the standard GIS software capabilities. This section explains the GUPS menus used to import locally sourced data.

To add imagery, geodatabase data, web-mapping services, or other data layers into GUPS, use the **Layer menu** from the **Menu bar** that falls just above the **Standard toolbar**. See [Figure 28](#) for a visual of the Layer menu and its sub-menus.

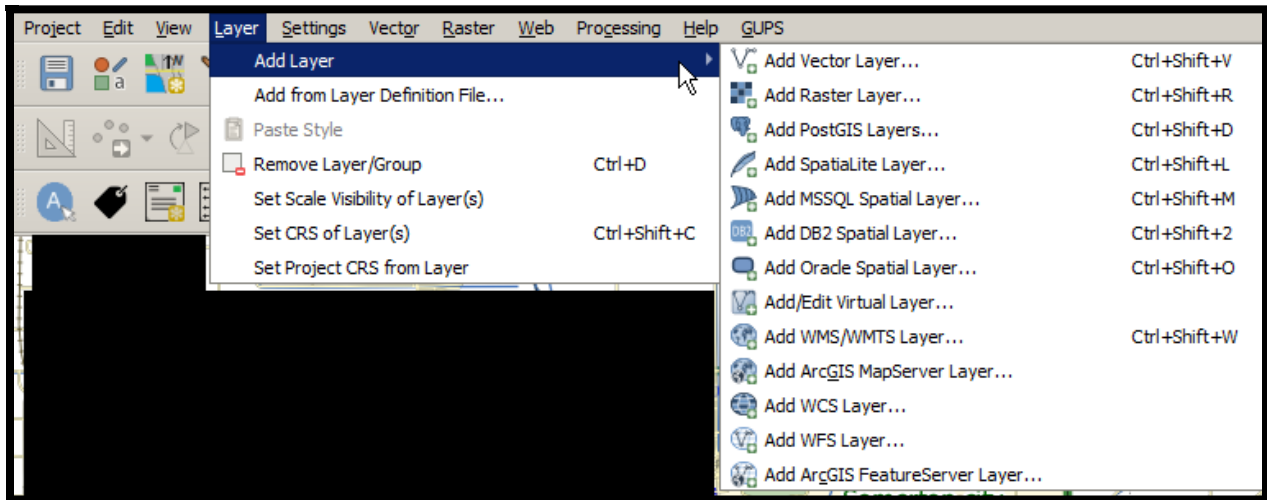


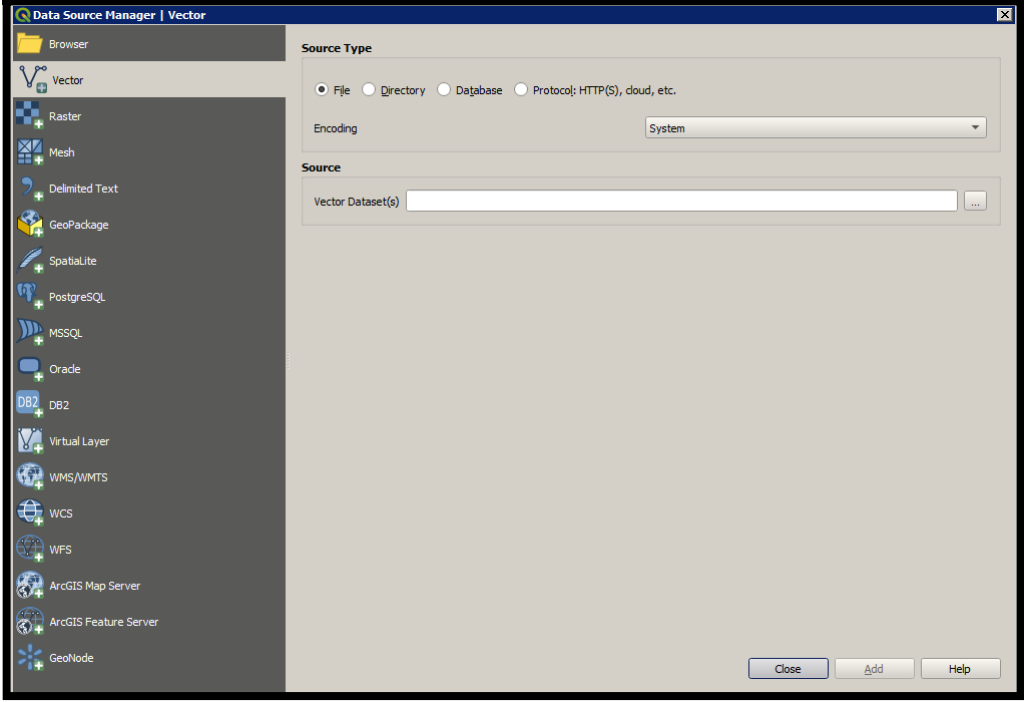
Figure 28. GUPS Layer Menu and Sub-Menus

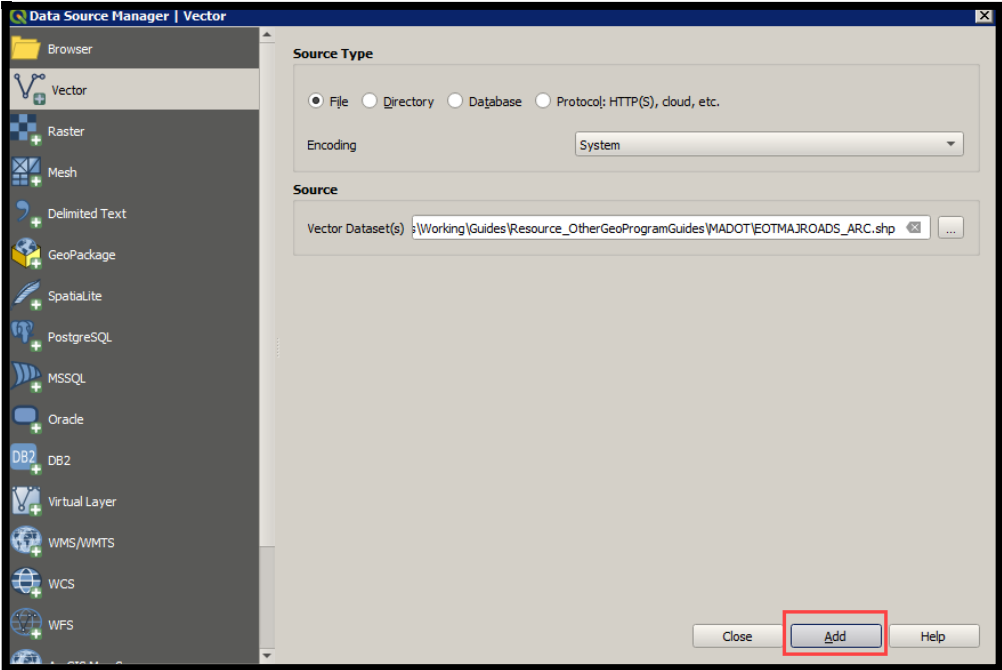
GUPS supports numerous vector data formats, including those supported by the OGR library data provider plugin, such as Esri shapefiles, MapInfo MIF (interchange format), and MapInfo TAB (native format). It also supports PostGIS layers in a PostgreSQL database as well as SpatialLite layers.


Participants that want to upload their GIS files, utilize the **Add Layer** sub-menu as described below in [Table 9](#).

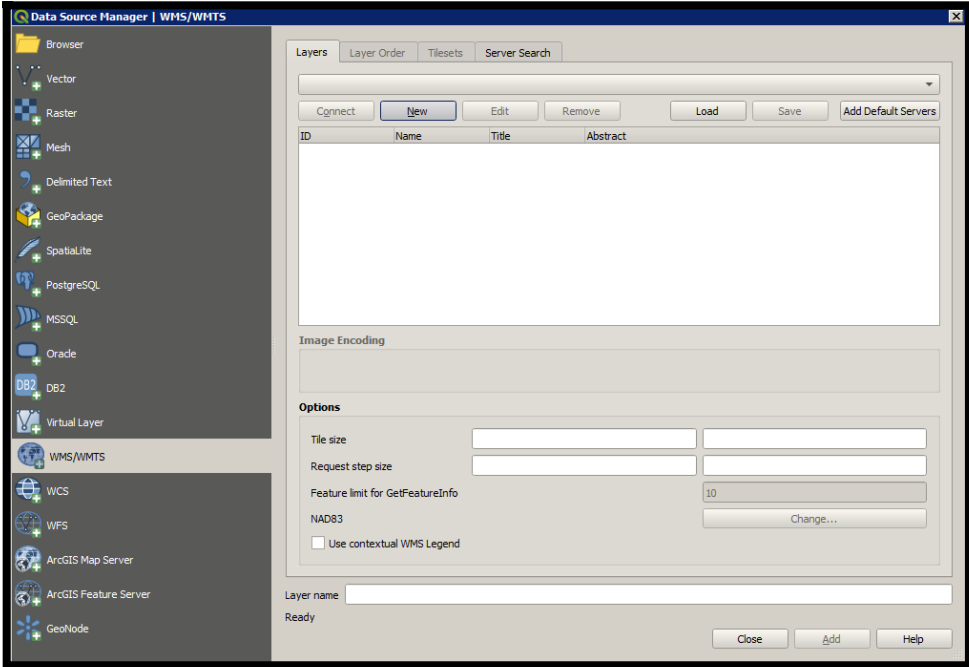
Note: Participants may only upload one user-provided data at a time. If uploading multiple data layers, GUPS will only allow uploading one layer at a time.

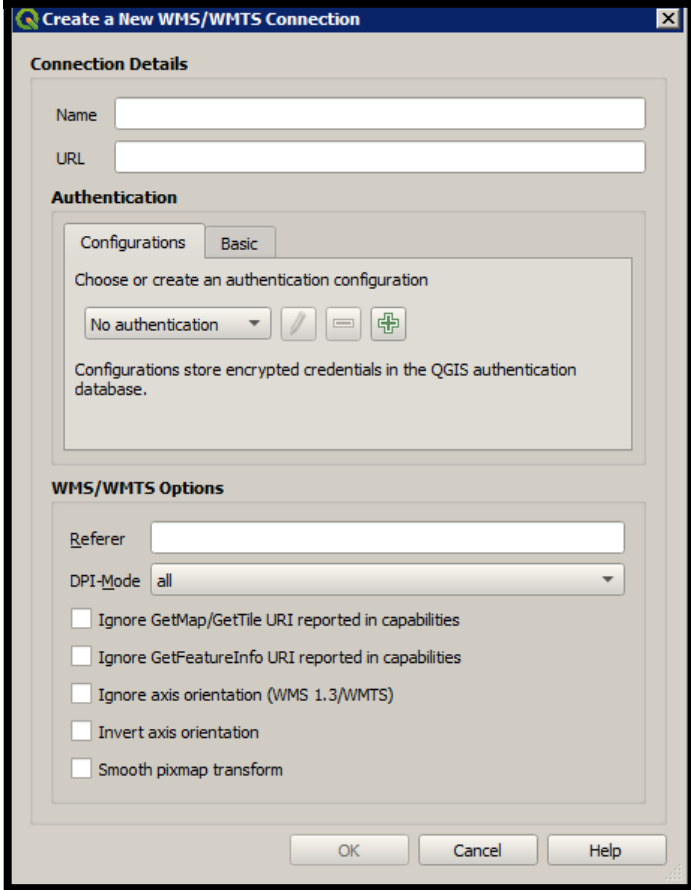
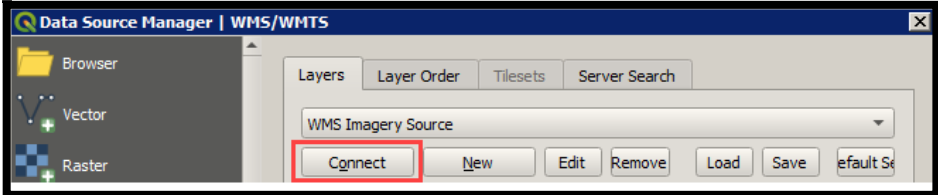
Table 9: GUPS Layer Menu - Add Layer Sub-Menu

Step	Action and Result
<p>Step 1</p>	<p>Navigate to the Add Vector Layer selection within the Layer menu and Add Layer sub-menu as shown in Figure 28. The Data Source Manager window opens with the Vector window active.</p> 
<p>Step 2</p>	<p>For the Encoding section, the default value is System. If an error message displays when opening a file, use the drop-down to select UTF-8. <i>UTF-8 populates in the Encoding field after selection.</i></p>
<p>Step 3</p>	<p>Click the three dots to the right of the Vector Dataset(s) selection box in the Source section and navigate to the directory where the shapefile or geodatabase is located.</p>

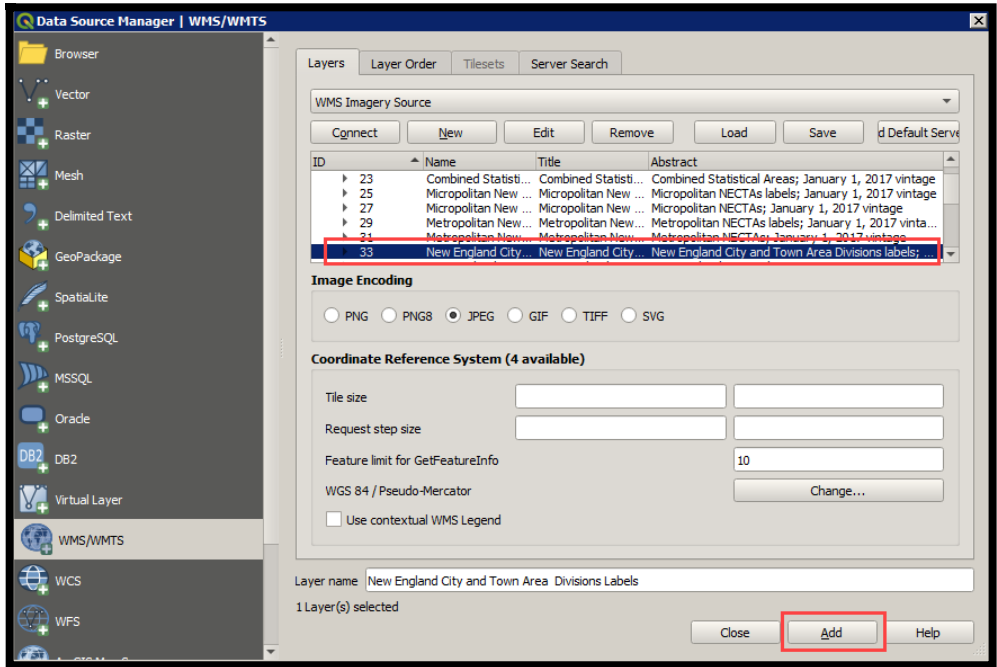
Step	Action and Result
<p>Step 4</p>	<p>Left-click the file to upload, click the Open button to fill the Vector Dataset(s) selection box, and then click the Add button. <i>The shapefile (or geodatabase) adds to the Table of Contents and into the Map View.</i></p> 

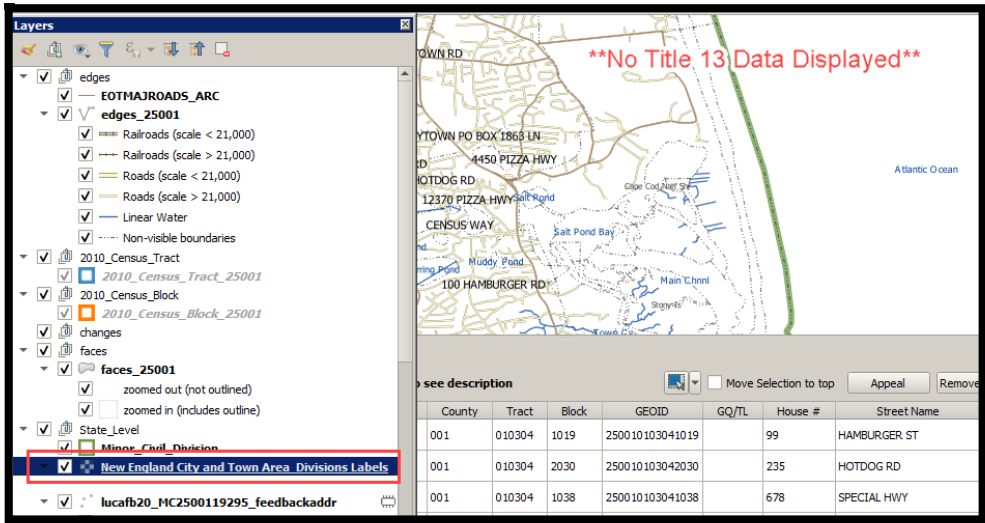
Step	Action and Result
<p>Step 5</p>	<p>Reposition the placement of the newly added vector dataset in the Table of Contents, so the vector dataset overlays the pre-loaded GUPS content by moving it into the “edges” group.</p>  <p>Enable/disable the newly added vector dataset as necessary by checking on/off the layer in the Table of Contents.</p>
	<p>The Data Source Manager window provides additional tools for importing different types of local data, including Web Mapping Services. Follow the instructions in Steps 6-11 to add a Web Mapping Service to the LUCA Feedback GUPS project.</p>


Step	Action and Result
<p>Step 6</p>	<p>Navigate to the Add WMS/WMTS Layer sub-menu beneath the Layer menu as shown in Figure 28. The Data Source Manager window opens with the WMS/WMTS window active.</p> 

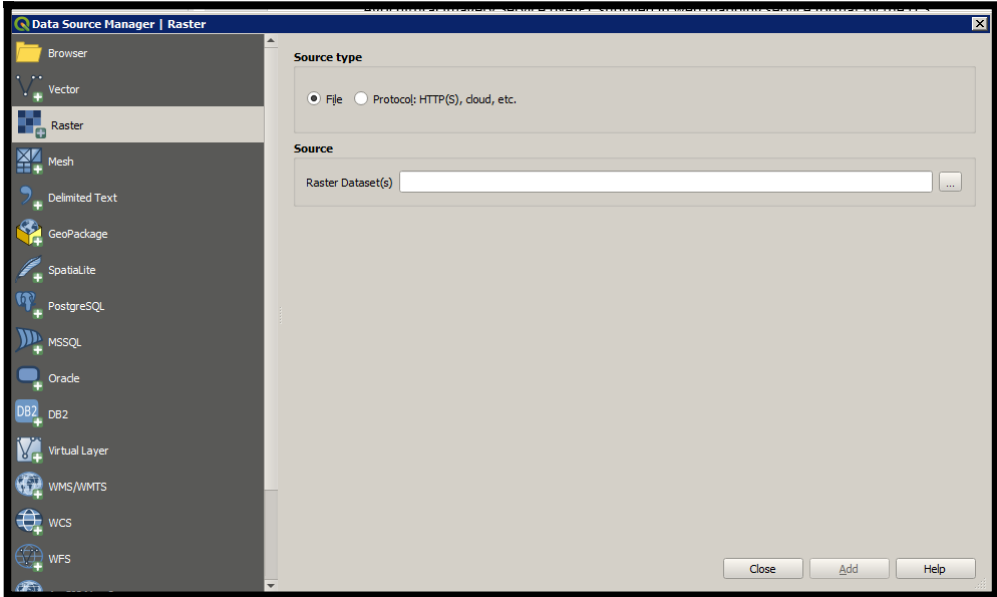
Step	Action and Result
<p>Step 7</p>	<p>Click the New button. <i>The Create a New WMS/WMTS Connection window opens.</i></p> 
<p>Step 8</p>	<p>In the Name field of the Create a New WMS/WMTS Connection window, type a name for the web mapping service. In the URL field, type the URL for the service. If the service requires a user name and password, type them in the fields within the Authentication section, Basic tab. Leave other WMS/WMTS Options blank. Click OK. <i>The service appears in a drop-down menu for web mapping services just below the Layers tab within the Data Source Manager, WMS/WMTS window.</i></p> <p>Note: If working inside a firewall, the software may prompt users to enter a user name and password to obtain resources from outside the firewall.</p>
<p>Step 9</p>	<p>Click the Connect button beneath the Name of the service.</p> 

Step	Action and Result
------	-------------------

Step 10	<p>After the connection is established, the <i>available layers appear in the ID/Name/Title/Abstract box</i>. Click on a layer to display, then click the Add button.</p> 
----------------	---

Step 11	<p>The WMS adds to the map in Map View and to the Table of Contents.</p>  <p>Note: When the WMS is added, it displays over the top of other layers selected for Map View. To make it display below these layers, click on the WMS layer and, while holding down the mouse button, drag it to the bottom of the Table of Contents.</p>
----------------	--

 In addition to Web Mapping Services, another common source to add is local imagery. Follow the instructions in Steps 12-13 to add locally source imagery to the LUCA Feedback GUPS project.

Step	Action and Result
<p>Step 12</p>	<p>Navigate to the Add Raster Layer sub-menu beneath the Layer menu as shown in Figure 28. <i>The Data Source Manager window opens with the Raster window active.</i></p> 
<p>Step 13</p>	<p>Provide the Source type and the Source information. To add a raster file, navigating to the directory location of the imagery raster file. Select Open and then click the Add button. <i>The file loads into GUPS and can be re-positioned within the Table of Contents for visibility purposes as mentioned with other added layers.</i> To add a raster protocol, provide the Protocol and any necessary Authentication in the appropriate sections of the Data Source Manager window and click the Add button.</p>

If participants do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, GUPS provides a way to add imagery (e.g., a county or state imagery dataset). To add imagery files using the programmed tools within GUPS, refer to [Table 6](#) for the use of the buttons within the **Imagery Toolbar** grouping in the **LUCA Feedback toolbar**.

APPENDIX H DETAILED FEEDBACK ADDRESS LIST FILE LAYOUT

Table 10. Detailed Feedback Address List File Layout, Field Names, and Descriptions

Field Number	Max Character Length	Field Name	Field Description
1	7	LINE_NUMBER	Number assigned for each address record present in the processed submission.
2	9	MAFID	Unique control number assigned by the Census Bureau to each address in the MAF. This value will match the LINE_NUMBER value for R03, appeal-eligible, records. This allows for the tracking of records that do not have a MAFID assigned.
3	1	APPEAL_FLAG	Blank field for participant to flag an address for appeal by assigning a "Y." This is the only editable field in the file.
4	1	LUCA_ACTION	Action code submitted by the participant, during the LUCA Review Phase, to update an address: A, C, D, J, N.
5	3	FEEDBACK_CODE	Feedback processing code that identifies the specific action taken by the Census Bureau on each address update submitted by the participant: X01, R03, A01, A02, A03, R01, or R02.
6	12	ENTITY	Unique number assigned by the Census Bureau to each entity.
7	2	STATEFP	Two-digit current state FIPS code.
8	3	COUNTYFP	Three-digit current county FIPS code.
9	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.
10	4	BLOCK	Four-digit 2010 Census tabulation block number. Census tabulation 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.
11	15	GEOID	15-digit combination of STATEFP, COUNTYFP, TRACT, and BLOCK, e.g. 010090054001009.

Field Number	Max Character Length	Field Name	Field Description
12	1	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.
13	35	HOUSENUMBER	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.
14	100	STREETNAME	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.
15	65	APARTMENT_UNIT	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
16	5	ZIP	Five-digit United States Postal Service (USPS) ZIP Code for city style mailing address.
17	100	GQ_TL_NAME	Name of group quarter (Dobbs Hall) or name of transitory location (Mermaid's Marina).
18	100	FACILITY_NAME	Name of group quarter facility (University of Illinois).
19	100	LOCATION_DESCRIPTION	Description of the location and physical characteristics of a living quarters (RED RANCH W/WHITE SHUTTERS).
20	50	NONCITYSTYLE_ADDRESS	Rural Route and Box number or Highway Contract Route and Box number.
21	5	NONCITYSTYLE_ZIP	Five-digit USPS ZIP Code for non-city style mailing address.
22	4	MAPSPOT	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
23	11	LAT	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address.
24	12	LONG	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address.
25	1	CITY_STYLE	Displays "Y" if city style address, an "N" if non-city style address.
26	4	APPEAL_CODE	Blank. For Appeals Staff use only.

Table 11. Nombres de Campos y Descripciones de la Lista Detallada de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	7	LINE_NUMBER	NÚMERO DE LÍNEA	Número asignado a cada registro de dirección que se encuentra en el envío procesado.
2	9	MAFID	IDENTIFICACIÓN DEL ARCHIVO MAESTRO DE DIRECCIONES	Número de control único asignado a cada dirección que hay en el Archivo Maestro de Direcciones (MAF). Este valor coincidirá con el valor de LINE_NUMBER para R03, registros elegibles para la apelación. Esto permite el rastreo de registros que no tengan un MAFID asignado.
3	1	APPEAL_FLAG		Campo en blanco para que el participante indique una dirección que se apelará, asignándole una "Y". Este es el único campo editable en el archivo.
4	1	LUCA_ACTION	ACCIÓN DE LUCA	Código de acción enviado por el participante, durante la Fase de Revisión de LUCA, para actualizar una dirección: A, C, D, J, N.
5	3	FEEDBACK_CODE		Códigos de procesamiento de información que identifica la acción específica que la Oficina del Censo realizó en cada actualización de dirección enviada por el participante: A01, A02, A03, R01, R02, R03, X01.
6	12	ENTITY	IDENTIFICACIÓN DE ENTIDAD	Número único asignado por la Oficina del Censo a cada entidad.
7	2	STATEFP	CÓDIGO FIPS DEL ESTADO	Código FIPS de estado de dos dígitos para su jurisdicción. Por ejemplo, 72.
8	3	COUNTYFP	CÓDIGO FIPS DEL CONDADO	Código FIPS de condado de tres dígitos para su jurisdicción. Por ejemplo, 035.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
9	7	TRACT	SECTOR CENSAL	Consiste en seis dígitos con un decimal entre el cuarto y el quinto dígito, que consiste en un número con una base de 4 dígitos, incluyendo ceros iniciales, y un sufijo numérico de 2 dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00.
10	4	BLOCK	BLOQUE CENSAL	Número de bloque de cuatro dígitos de la tabulación del Censo del 2010. A los bloques censales se les asigna un número único de 0000 a 9999 dentro de un sector censal, y se agrupan dentro de un municipio y un estado. El primer dígito del número de bloque censal identifica el grupo del bloque.
11	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos del código FIPS del estado, código FIPS del municipio, sector y bloque, por ejemplo, 720352602021002.
12	1	GQ_TL_FLAG	INDICADOR DE ALOJAMIENTO DE GRUPO	Muestra una 'G' si la dirección es un alojamiento de grupo, una 'T' si la dirección es un lugar transitorio y nada si la dirección es una unidad de vivienda.
13	35	HOUSENUMBER	NÚMERO DE CASA	Número de dirección asignado, solo o junto con un prefijo del número de la dirección o un sufijo del número de la dirección que identifica una ubicación junto a una vía pública o dentro de una comunidad.
14	100	STREETNAME	NOMBRE DE LA CALLE	Nombre completo de la calle o carretera. El nombre oficial de una vía pública tal cual fue asignado por una autoridad gubernamental o el nombre alternativo (alias) que se usa y se reconoce.
15	65	APARTMENT_UNIT	UNIDAD DE APARTAMENTO	Descriptor o identificador dentro de la estructura. Descriptor o identificador dentro de la estructura.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
16	5	ZIP	CÓDIGO POSTAL	Código postal de 5 dígitos para las direcciones de correo de estilo urbano.
17	50	URBANIZACION	URBANIZACIÓN	Nombre del vecindario o conjunto de viviendas.
18	100	CONDOMINIUM	CONDOMINIO	Nombre del complejo (RESIDENCIAL) de apartamentos, condominios o vivienda pública.
19	22	COMPLEX_DESCRIPTOR	DESCRIPTOR DEL COMPLEJO	Descriptor e identificador del edificio.
20	50	AREA1	ÁREA 1	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de barrio (BO), sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el nombre geográfico.
21	50	AREA2	ÁREA 2	Nombre de un área geográfica que típicamente delimita un vecindario. Incluya el tipo de sector (SEC), barriada (BDA), comunidad (COM) o parcela (PARC) con el área geográfica.
22	12	KMHM	KILÓMETRO/HECTÓMETRO	Número de kilómetro/hectómetro.
23	100	GQ_TL_NAME	NOMBRE DEL ALOJAMIENTO DE GRUPO	Nombre del alojamiento de grupo.
24	100	FACILITY_NAME	NOMBRE DE LA INSTALACIÓN	Nombre de la instalación de alojamiento de grupo.
25	100	LOCATION_DESCRIPTION	DESCRIPCIÓN DEL LUGAR	Descripción de la ubicación y características físicas de un alojamiento.
26	50	NONCITYSTYLE_ADDRESS	DIRECCIÓN DE ESTILO RURAL	Ruta rural y número de apartado o ruta de contrato por carreteras y número de apartado.
27	5	NONCITYSTYLE_ZIP	CÓDIGO POSTAL DE ESTILO RURAL	Código postal de 5 dígitos del Servicio Postal de los Estados Unidos para direcciones de correo de estilo rural.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
28	4	MAPSPOT	PUNTO EN EL MAPA	Número único asignado por la Oficina del Censo para cada punto en el mapa dentro de un bloque. La numeración vuelve a empezar en cada bloque.
29	11	LAT	LATITUD	Latitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
30	12	LONG	LONGITUD	Longitud de estructura de dirección, que se completa solo si la Oficina del Censo ha captado un punto de estructura para la dirección.
31	1	CITY_STYLE	ESTILO URBANO	Indicador de dirección de estilo urbano o rural. Muestra "Y" para direcciones de estilo urbano y "N" para direcciones de estilo rural.
32	4	APPEAL_CODE		En blanco. Solo para uso del Personal de Apelaciones.

APPENDIX I FEEDBACK ADDRESS COUNT LIST FILE LAYOUT

Table 12. 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 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 STATEFP, COUNTYFP, 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 and 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 and transitory locations by data in the MAF after processing the participant's LUCA submission and other census operations.

Table 13. Nombres y Descripciones de los Campos de la Lista de Conteo de Direcciones de la Fase de Información

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
1	2	STATE	ESTADO	Código FIPS de estado de dos dígitos. Por ejemplo, 72.
2	3	COUNTY	CONDADO	Código FIPS de estado de tres dígitos. Por ejemplo, 035.
3	7	TRACT	SECTOR CENSAL	Consiste en un código de seis dígitos con un decimal entre el cuarto y quinto dígito, que consiste en un número con una base de cuatro dígitos, que incluye ceros iniciales, más un sufijo numérico de dos dígitos, con ceros finales. Por ejemplo, 2602.02 y 0003.00
4	4	BLOCK	BLOQUE CENSAL	Número de bloque de tabulación de cuatro dígitos del censo del 2010. Los bloques censales están numerados de forma única desde el 0000 al 9999 dentro de un sector censal, que se encuentra dentro de un estado y un condado. El primer dígito del número de bloque censal identifica el grupo del bloque.
5	15	GEOID	IDENTIFICACIÓN GEOGRÁFICA	Combinación de 15 dígitos de los campos STATE, COUNTY, TRACT, y BLOCK por ejemplo, 720352602021002.
6	7	ORIGINAL_COUNT_OF_HUS	CONTEO ORIGINAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
7	7	CURRENT_COUNT_OF_HUS	CONTEO ACTUAL DE UNIDADES DE VIVIENDA	Número total de direcciones en el bloque censal identificadas como unidades de vivienda residenciales de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.

	Número máximo de caracteres	Field Name (Nombre del campo)	Nombre del campo	Descripción
8	7	ORIGINAL_COUNT_OF_GQS	CONTEO ORIGINAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF que se proporcionó con los materiales originales de LUCA a los participantes.
9	7	CURRENT_COUNT_OF_GQS	CONTEO ACTUAL DE ALOJAMIENTOS DE GRUPO	Número total de direcciones en el bloque censal identificadas como alojamientos de grupo residenciales o lugares transitorios de acuerdo con los datos en el MAF luego de procesar los envíos de LUCA de los participantes y otras operaciones del censo.

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)

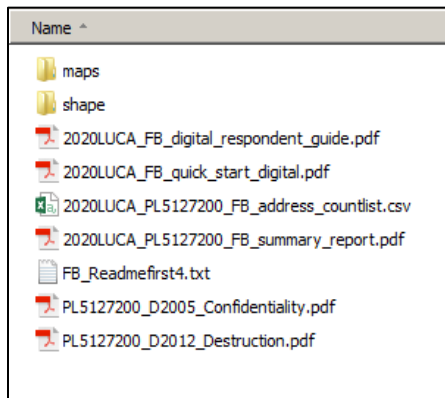


Figure 1: Title 13 Data Disc DVD for Digital Address List and Large Format Paper Maps participants (refer to Section I to proceed with setup)

Digital Address List and Large Format Paper/PDF Maps

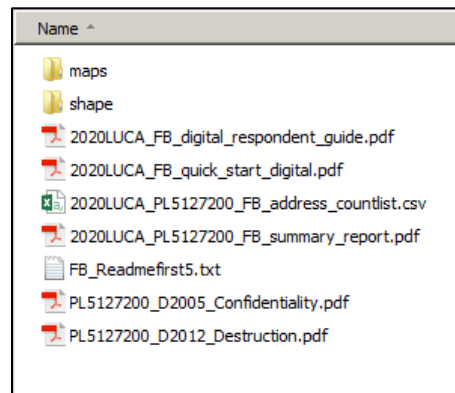


Figure 2: Title 13 Data Disc DVD for Digital Address List and Large Format Paper/PDF Maps participants (refer to Sections I and II to proceed with setup)

Digital Address List and Digital Maps

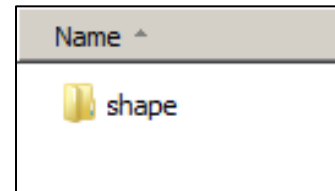


Figure 3: Title 13 Data Disc DVD for Digital Address List and Digital Maps participants (refer to Sections I and III to proceed with setup)

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 Detailed Feedback Address List (instructions for all three product preferences)

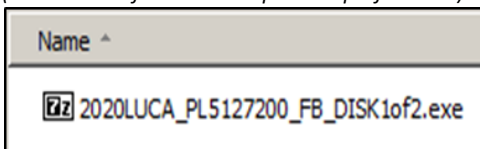


Figure 4: 2020LUCA_<EntityID>_FB_DISK1of2.exe on the hard drive

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 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)

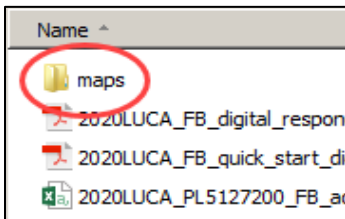


Figure 5: The “maps” folder

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.

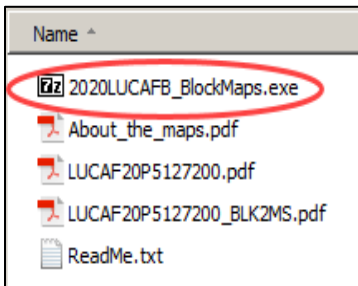


Figure 6: The “maps” folder contents

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.

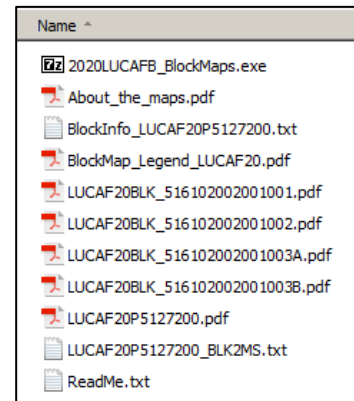


Figure 7: The extracted “maps” folder

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.

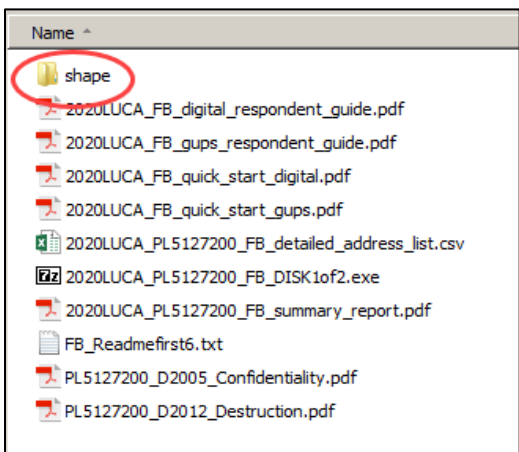


Figure 8: After copying Non-Title 13 Data Disc DVD to the hard drive

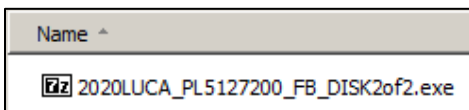


Figure 9: The “shape” folder contents

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.

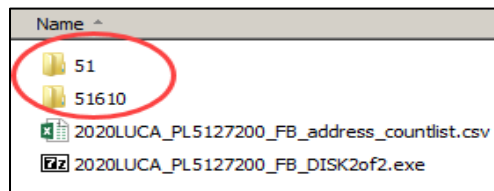


Figure 10: After extracting 2020LUCA_<EntityID>_FB_DISK2of2.exe

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. 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(SP)
(05-14-2019)



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

La Oficina del Censo de los EE. UU. anticipa enviar pronto los materiales de la Fase de Información para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. Los participantes pueden anticipar recibir los materiales de la Fase de Información dentro de las próximas dos semanas.

Para garantizar la seguridad, los datos protegidos por el Título 13 se encuentran en archivos cifrados de extracción automática. Los datos protegidos por el Título 13 incluyen la versión digital de la Lista Detallada de Direcciones de la Fase de Información y PDF de los mapas de bloques censales de formato pequeño. Para abrir estos archivos, ingrese la contraseña que se muestra abajo, que distingue mayúsculas de minúsculas. El archivo "FB_Readmefirst#.txt" incluido en los DVD con los materiales contiene una lista de archivos e instrucciones para abrirlos. Además, la Guía de Inicio Rápido también incluye instrucciones para abrir los materiales digitales.

Si usted no recibe los materiales de la Fase de Información de LUCA dentro de las próximas dos semanas o si tiene problemas para abrir alguno de los materiales en los DVD, por favor llame al 1-844-344-0169 o envíenos un correo electrónico a GEO.2020.LUCA@census.gov.

Su Contraseña es:

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
1201 E 10th St
Jeffersonville IN 47134-0001

AN EQUAL OPPORTUNITY EMPLOYER

PRESORTED
FIRST-CLASS MAIL
POSTAGE & FEES PAID
U.S. Census Bureau
Permit No. G-58

OFFICIAL BUSINESS
Penalty for Private Use \$300

D-2280(SP) (05-14-2019)
2020 LUCA - Building 63-D

United States®
Census
2020

D-2281
(06/17/2019)



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

The U.S. Census Bureau has enclosed 2020 Census Local Update of Census Addresses Operation (LUCA) feedback materials for review. In accordance with the Census Address List Improvement Act of 1994, Public Law 103-430, the Census Bureau provides your government the opportunity to review the Census Bureau's LUCA feedback materials, and if necessary, file an appeal with the 2020 Census LUCA Appeals Office.

Participants must file their appeal within **45 calendar days** from the date of receipt of the feedback materials. Participants may **only** appeal addresses that were previously commented on during the LUCA Review Phase, addresses deleted during other Census Bureau operations, or addresses deleted by another level of government participating in LUCA. Additional new addresses or address changes will not be accepted during the appeals process. If the Census Bureau was informed that your government had no address updates, your government may only appeal addresses deleted during other Census Bureau operations, or by another level of government participating in LUCA.

When you unpack the feedback materials, please:

- Review the enclosed packing slip to ensure receipt of all appropriate materials.
- Review the Quick Start and Respondent Guides for instruction on completing the review of the feedback materials and, if warranted, filing an appeal with the 2020 Census LUCA Appeals Office.

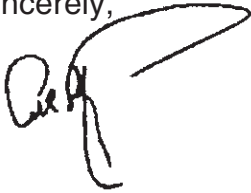
The LUCA feedback materials are in the final format selected for the LUCA Review Phase and contain information that is confidential under Title 13, United States Code. All liaisons, reviewers, and anyone with access to Title 13 information must abide by the *Confidentiality and Security Guidelines*. If your government has staff who have not previously completed and signed the *Confidentiality Agreement Form* (D-2005), please ensure that they do so before reviewing the feedback materials and return this form using the enclosed postage-paid envelope. The LUCA liaison for your government may also email your signed form to the Census Bureau at GEO.2020.LUCA@census.gov. The *Confidentiality Agreement Form* is also available on the LUCA website, and a form is included on the enclosed disc(s) for participants that elected to receive digital LUCA materials.

Please destroy (preferred method) or return to the Census Bureau all confidential LUCA Title 13 materials (and any copies) after reviewing the materials, or, if submitting an appeal, after the conclusion of the appeal process. LUCA liaisons must verify the destruction or return of all confidential Title 13 materials by signing the *Destruction or Return of Title 13, United States Code Materials Form* (D-2012) found in this package, and also on disc for participants receiving digital materials. The LUCA liaison must ensure that all reviewers and those with access to the Title 13 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 feedback, please contact us by email at GEO.2020.LUCA@census.gov, by phone at 1-844-344-0169, or visit the LUCA website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

For specific questions regarding the appeal process, please contact the 2020 Census LUCA Appeals Office via email at INFO@LUCA-Appeals.gov, or by phone at 1-888-222-9907.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Fontenot, Jr.', with a large, sweeping flourish extending to the right.

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

Enclosures

D-2281(SP)
(06/17/2019)



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

DEL DIRECTOR ASOCIADO PARA LOS PROGRAMAS DEL CENSO DECENAL

La Oficina del Censo de los EE. UU. está adjuntando para revisión los materiales de la Fase de Información para el Programa de Actualización Local de Direcciones Censales (LUCA) para el Censo del 2020. De acuerdo con la Ley de 1994 para Mejorar la Lista de Direcciones del Censo, la Ley Pública 103-430, la Oficina del Censo da a su gobierno la oportunidad de revisar los materiales de la fase de información de LUCA de la Oficina del Censo y, de ser necesario, presentar una apelación ante la Oficina de Apelaciones de LUCA del Censo del 2020.

Los participantes deben presentar su apelación dentro de un plazo de **45 días calendario** de la fecha de recepción de los materiales de la fase de información. Los participantes pueden presentar apelaciones para direcciones sobre las que se hicieron comentarios durante la Fase de Revisión de LUCA, direcciones eliminadas durante otras operaciones de la Oficina del Censo o direcciones eliminadas por otro nivel de gobierno que participa en LUCA. No se aceptarán nuevas direcciones adicionales o cambios de dirección durante el proceso de apelaciones. Si se informó a la Oficina del Censo que su gobierno no tiene actualizaciones de direcciones, su gobierno solo podrá apelar direcciones eliminadas durante otras operaciones de la Oficina del Censo o por otro nivel de gobierno que participa en LUCA.

Cuando abra el paquete con los materiales de la fase de información, por favor:

- Revise la lista de empaque adjunta para asegurarse de haber recibido todos los materiales que correspondan.
- Revise la Guía de Inicio Rápido y la Guía para los Participantes para las instrucciones sobre cómo completar la revisión de los materiales de la fase de información y, si corresponde, cómo presentar una apelación ante la Oficina de Apelaciones de LUCA del Censo del 2020.

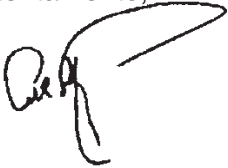
Los materiales de la fase de información de LUCA están en el formato final seleccionado para la Fase de Revisión de LUCA y contienen información que es confidencial en virtud del Título 13 del Código de los Estados Unidos. Todos los enlaces, los revisores y aquellos con acceso a la información protegida por el Título 13 deben acatar las *Normas de Confidencialidad y Seguridad*. Si su gobierno tiene personal que no completó y firmó previamente el *Contrato de Confidencialidad* (D-2005), por favor asegúrese de que lo hagan antes de revisar los materiales de la fase de información y devuelva este formulario en el sobre con franqueo pagado. El enlace de LUCA para su gobierno también puede enviar el contrato firmado por correo electrónico a la Oficina del Censo a GEO.2020.LUCA@census.gov. El *Formulario del Contrato de Confidencialidad* también está disponible en el sitio web de LUCA, y en los discos adjuntos se incluye un formulario que pueden completar los participantes que optaron por recibir materiales de LUCA en formato digital.

Por favor, destruya (método preferido) o devuelva a la Oficina del Censo todos los materiales confidenciales de LUCA protegidos por el Título 13 (y sus copias) después de revisar los materiales o, si presenta una apelación, después de la conclusión del proceso de apelación. Los enlaces de LUCA deben verificar la destrucción o devolución de todos los materiales confidenciales protegidos por el Título 13 firmando el *Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos* (D-2012) que se encuentra en este paquete y también en los discos para los participantes que reciben materiales digitales. El enlace de LUCA debe asegurarse de que todos los revisores o las personas con acceso a los materiales protegidos por el Título 13 firmen este formulario. Si aquellos con acceso a los materiales protegidos por el Título 13 ya no está disponible para firmar y fechar este formulario, el enlace actual de LUCA podrá firmarlo en su nombre.

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

Para preguntas específicas sobre el proceso de apelación, comuníquese con la Oficina de Apelaciones de LUCA del Censo del 2020 por correo electrónico a INFO@LUCA-Appeals.gov o por teléfono al 1-888-222-9907.

Atentamente,



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

Documentos adjuntos

ATENCIÓN:

Por favor, tenga presente que ninguna dirección es elegible para Apelaciones de LUCA por su gobierno. Sin embargo, su gobierno está recibiendo la *Lista de Conteo de Direcciones de la Fase de Información, el Informe Resumido de Direcciones de la Fase de Información* y los mapas de la fase de información para revisión. Si su gobierno participó en LUCA con materiales digitales de direcciones, el archivo digital de la *Lista Detallada de Direcciones de la Fase de Información* que se encuentra en el disco de la Fase de Información no contiene direcciones para revisar.

Tenga presente que **no** hay direcciones elegibles para apelar en su jurisdicción por uno de los siguientes motivos:

- La Oficina del Censo no pudo procesar sus actualizaciones en el formato que envió. Intentamos contactarnos con usted, pero no pudimos comunicarnos para resolverlo.

O

- Durante la fase de revisión de LUCA, usted envió el *Formulario No Hay Actualizaciones ni Cambios en las Direcciones (D-2079)* o el *Formulario del Plazo Límite de Envío (D-2084)* sin actualizaciones para la lista de direcciones de la Oficina del Censo. Solo las direcciones eliminadas durante otras operaciones de la Oficina del Censo o por otro nivel de gobierno que participa en LUCA son elegibles para una apelación. En su jurisdicción, ninguna dirección fue eliminada por otras operaciones de la Oficina del Censo ni por otro nivel de gobierno.

Por favor destruya o devuelva a la Oficina del Censo todos los materiales confidenciales protegidos por el Título 13, incluidas las copias que puedan existir. Los enlaces de LUCA deben verificar la destrucción o devolución de los materiales protegidos por el Título 13 firmando el *Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos (D-2012)*. Consulte las *Normas de Confidencialidad y Seguridad (D-2004)* para obtener instrucciones detalladas sobre cómo destruir o devolver los materiales confidenciales protegidos por el Título 13.

La participación de su gobierno en LUCA está ahora completa.

FROM THE ASSOCIATE DIRECTOR
FOR DECENNIAL CENSUS PROGRAMS

Thank you for your participation in the U.S. Census Bureau's 2020 Census Local Update of Census Addresses Operation (LUCA). The deadline to file an appeal with the 2020 Census LUCA Appeals Office has ended. Your government's participation in LUCA is now complete.

At this time, you are **required to destroy** (preferred method) or return to us your LUCA Title 13 materials in accordance with the *Confidentiality and Security Guidelines*. This includes any copies that you have made. LUCA liaisons must verify the destruction or return of all confidential Title 13 materials by signing the attached D-2012 – *Destruction or Return of Title 13, United States Code Materials* form. Ensure that all reviewers and those 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.

This form is also available on the Census Bureau's LUCA website. A fillable form is located on your feedback DVD if you elected to receive digital feedback materials. Mail this form in the enclosed postage-paid envelope or you may scan your completed, signed form, and email it to us at 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, United States Code Materials* form with your return materials.

If you have any questions regarding LUCA, please contact us via email at GEO.2020.LUCA@census.gov, by phone at 1-844-344-0169, or you can visit 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

Attachment

DEL DIRECTOR ASOCIADO
PARA LOS PROGRAMAS DEL CENSO DECENAL

Gracias por su participación en el Programa de Actualización Local de Direcciones Censales (LUCA, por sus siglas en inglés) para el Censo del 2020 de la Oficina del Censo de EE. UU. Se ha vencido el plazo para presentar una apelación con la Oficina de Apelaciones de LUCA, de la Oficina de Administración y Presupuesto de los EE. UU. La participación de su gobierno en LUCA ahora está completa.

En este momento, **se requiere** que usted destruya (método preferido) o nos devuelva los materiales de LUCA protegidos por el Título 13 conforme a las *Normas de Confidencialidad y Seguridad*. Esto incluye todas las copias que hizo. 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 – *Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos*. Asegúrese de que todos los revisores y aquellos con acceso a los materiales de LUCA protegidos por el Título 13 firmen este formulario. Si alguien con acceso a los 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.

Este formulario también se encuentra disponible en el sitio web de LUCA de la Oficina del Censo. En su DVD de información (*feedback*) se encuentra un formulario rellenable si optó por recibir materiales digitales de información. Envíe este formulario por correo en el sobre adjunto con franqueo prepagado o puede escanear su formulario completado y firmado y enviarnoslo por correo electrónico a GEO.2020.LUCA@census.gov.

Si usted decide devolver los materiales a la Oficina del Censo, empaque los materiales en envoltura doble y use la etiqueta de correo que se incluyó en el envío inicial de los materiales. Si ha extraviado la etiqueta de correo, por favor comuníquese con la Oficina del Censo para que se le envíe una etiqueta de reemplazo. Complete, firme y adjunte el *Formulario de Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos* cuando devuelva los materiales. Asegúrese de que todos los revisores y 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 puede firmar en su nombre.

Si tiene alguna pregunta relacionada con LUCA, por favor comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov, por teléfono al 1-844-344-0169 o puede visitar nuestro sitio web en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Atentamente,

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

Archivo adjunto

D-2288
(06/17/2019)



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

The U.S. Census Bureau recently sent you an email regarding the destruction or return of the confidential Title 13 address materials used for the 2020 Census Local Update of Census Addresses Operation (LUCA). By signing the *Confidentiality Agreement* form to participate in LUCA, you agreed to destroy or return all Title 13 materials upon completion of LUCA. To date, we have no records on file certifying that these Title 13 materials were either destroyed or returned to the Census Bureau. If you have already destroyed or returned the materials, and returned the *Destruction or Return of Title 13, United States Code Materials* form (D-2012), please disregard this letter.

Within one week of receiving this letter, please return a completed and signed ***Destruction or Return of Title 13, United States Code Materials*** form (enclosed), certifying that you have complied with your obligation to destroy or return to the Census Bureau all Title 13 confidential materials, including any copies you or any other reviewers have made. This form is also available on the Census Bureau's LUCA website. If you elected to receive digital feedback materials, a fillable form is located on your DVD. Mail this form in the enclosed postage-paid envelope or scan the completed, signed form to GEO.2020.LUCA@census.gov.

If you choose to **destroy** the materials, please review the destruction requirements in the *Confidentiality and Security Guidelines*.

If you choose to **return** the Title 13 LUCA materials to the Census Bureau, please review the return requirements in the *Confidentiality and Security Guidelines*. If you have misplaced the mailing label, please contact the Census Bureau to have a replacement label sent to you. Complete and sign the *Destruction or Return of Title 13, United States Code* form and ensure that all reviewers and those with access to the Title 13 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 do not perform these actions, the Census Bureau may preclude your government from receiving access to Title 13 confidential materials for future Census Bureau programs.

The only authorized use of any address materials sent to you under Title 13, United States Code, Section 16, is for verification of "the accuracy of the address information of the Census Bureau for census and survey purposes." Any other use or publication of Title 13 materials may subject an individual(s) to a fine of up to \$250,000, imprisonment for not more than 5 years, or both.

If you have any questions relating to the legal aspects of this matter, please call Melissa Creech at 301-763-9844. If you have questions regarding LUCA, please contact us via email at GEO.2020.LUCA@census.gov, by phone at 1-844-344-0169, or you can visit our website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Thank you for your cooperation and for participating in the effort to make the 2020 Census a success.

Sincerely,

A handwritten signature in black ink, appearing to read "A. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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

Enclosure

cc: HEO or Tribal Chair

D-2288(SP)
(06/17/2019)



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

DEL DIRECTOR ASOCIADO
PARA LOS PROGRAMAS DEL CENSO DECENAL

Recientemente, la Oficina del Censo de los EE. UU. le envió un correo electrónico sobre la destrucción o devolución de los materiales de direcciones confidenciales protegidos por el Título 13 usados para el Programa de Actualización Local de Direcciones Censales (LUCA, por sus siglas en inglés) para el Censo del 2020. Al firmar el formulario de *Contrato de Confidencialidad* para participar en LUCA, usted aceptó destruir o devolver todos los materiales protegidos por el Título 13 al completarse LUCA. Hasta la fecha, no tenemos documentación en nuestros archivos certificando que estos materiales protegidos por el Título 13 fueron destruidos o devueltos a la Oficina del Censo. Si usted ya destruyó o devolvió los materiales, y devolvió el formulario de *Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos* (D-2012), por favor ignore esta carta.

Dentro del plazo de una semana de recibir esta carta, por favor devuelva el formulario de *Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos* (adjunto) completado y firmado certificando que usted ha cumplido con su obligación de destruir o devolver todos los materiales confidenciales protegidos por el Título 13 a la Oficina del Censo, incluidas todas las copias que usted o algún otro revisor haya hecho. Este formulario también se encuentra disponible en el sitio web de LUCA de la Oficina del Censo. Si usted optó por recibir materiales digitales de información (*feedback*), hay un formulario rellenable en su DVD. Envíe este formulario por correo en el sobre adjunto con franqueo prepago o escanee el formulario completo y firmado y envíelo a GEO.2020.LUCA@census.gov.

Si usted decide **destruir** los materiales, por favor lea los requisitos para tal destrucción en las *Normas de Confidencialidad y Seguridad*.

Si usted decide **devolver** a la Oficina del Censo los materiales de LUCA protegidos por el Título 13, por favor lea los requisitos para tal devolución en las *Normas de Confidencialidad y Seguridad*. Si ha extraviado la etiqueta de correo, por favor comuníquese con la Oficina del Censo para que se le envíe una etiqueta de reemplazo. Complete y firme el Formulario de *Destrucción o Devolución de Materiales Protegidos por el Título 13 del Código de los Estados Unidos* y asegúrese de que todos los revisores y aquellos con acceso a los materiales protegidos por el Título 13 lo firmen. Si alguien con acceso a los materiales protegidos por el Título 13 ya no está disponible para firmar y fechar este formulario, el enlace actual de LUCA puede firmar en su nombre.

Si usted no realiza estas acciones, la Oficina del Censo podría impedir que su gobierno reciba acceso a materiales confidenciales protegidos por el Título 13 para futuros programas de la Oficina del Censo.

El único uso autorizado de todos los materiales de direcciones que se le enviaron a usted en virtud de la Sección 16 del Título 13 del Código de los Estados Unidos es para verificar “la precisión de la información de las direcciones de la Oficina del Censo para fines del censo y encuestas”. Cualquier otro uso o publicación de materiales protegidos por el Título 13 puede someter a la(s) persona(s) a una multa de hasta \$250,000, encarcelamiento por no más de 5 años, o ambas cosas.

Si tiene alguna pregunta sobre los aspectos legales de este asunto, póngase en contacto con Melissa Creech al 301-763-9844. Si tiene preguntas acerca de LUCA, por favor comuníquese con nosotros por correo electrónico a GEO.2020.LUCA@census.gov, por teléfono llamando al 1-844-344-0169, o puede visitar nuestro sitio web en <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Gracias por su cooperación y participación en el esfuerzo por hacer que el Censo del 2020 sea un éxito.

Atentamente,

A handwritten signature in black ink, appearing to read 'A. Fontenot, Jr.', with a large, sweeping flourish extending to the right.

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

Documento adjunto

cc: Funcionario electo de más alto rango (HEO)

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_ReadMeFirst2 file:

Title 13 Data Disc

1. Folder named "maps"
-Within this folder are the ReadMe, About the Maps, Large Format Maps, Block to Mapsheet Relationship, and Title 13 Small Format Block Maps (zipped and encrypted) files
2. Feedback Address Count List
3. Feedback Paper Respondent Guide
4. D-2005 Confidentiality Agreement Form
5. D-2012 Destruction or Return of Title 13 Materials Form
6. D-2241 Paper Quick Start Guide
7. D-2201 Feedback Address Update Summary Report

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with Title 13 small format maps to support their LUCA Feedback review.

DISC

-
1. Folder named "maps"
-The "maps" folder contains a file named 2020LUCAFB_BlockMaps.exe; this is a zipped and encrypted file containing PDF small format block maps showing updated mapspots and road features. To extract this file, double-click with the left mouse button on the executable (.exe). When prompted, enter the password (sent in a separate mailing) to decrypt this file.

Additionally, the "maps" folder contains:

- ReadMe.txt file - explains the different components contained in the folder.
- About_the_maps.pdf - provides tips for using the small format block maps and a brief description of the map types.
- LUCAF20<EntType><EntCode>.pdf - images of the printed large format maps you received.
- LUCAF20<EntType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

-
2. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv. This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.
The <EntityID> is in the form of XXyyyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land - 12 digits

3. Feedback Paper Respondent Guide - File Name: 2020LUCA_FB_paper_respondent_guide.pdf

-The Feedback Paper Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Paper Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2005 Confidentiality Agreement Form

-The D-2005 is an agreement for any new staff reviewing Title-13 address information.

-The D-2005 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2012 Destruction or Return of Title 13 Materials form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2241 Paper Quick Start Guide

-The D-2241 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2241 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_ReadMeFirst2U file:

Title 13 Data Disc

1. Folder named "maps"
-Within this folder are the Readme, About the Maps, Large Format Maps, and Block to Mapsheet Relationship files
2. Feedback Address Count List
3. Feedback Paper Respondent Guide
4. D-2012 Destruction or Return of Title 13 Materials Form
5. D-2241 Paper Quick Start Guide
6. D-2201 Feedback Address Update Summary Report
7. D-2282 Feedback Insert

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with maps and data to support their LUCA Feedback review.

DISC

-
1. Folder named "maps"

The "maps" folder contains:

- ReadMe.txt file - explains the different components contained in the folder.
- LUCAF20<EntType><EntCode>.pdf - Large format images of the printed maps you received.
- LUCAF20<EntType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

-
2. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv. This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.

The <EntityID> is in the form of XXyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land - 12 digits

3. Feedback Paper Respondent Guide - File Name: 2020LUCA_FB_paper_respondent_guide.pdf.

-The Feedback Paper Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Paper Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2241 Paper Quick Start Guide

-The D-2241 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2241 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2282 Feedback Insert

-The D-2282 explains the no change status of your submission and why there are no addresses to review.

-The D-2282 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_ReadMeFirst3 file:

Non-Title 13 Data Disc

1. Folder named "shape"
-Within this folder is the Feedback Address Count List and Shapefiles (zipped)
2. Feedback Paper Respondent Guide
3. D-2005 Confidentiality Agreement Form
4. D-2012 Destruction or Return of Title 13 Materials Form
5. D-2241 Paper Quick Start Guide
6. D-2201 Feedback Address Update Summary Report

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with partnership shapefiles to support their LUCA Feedback review.

DATA DISC

1. Folder named "shape"
-The "shape" folder contains a file named 2020LUCA_<EntityID>_FB_DISK2of2.exe; this is a zipped form of the Census Feedback Address Count List and Partnership shapefiles. To extract the files, double-click with the left mouse button on the executable (.exe).
The Census Feedback Address Count List file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is:
2020LUCA_<EntityID>_FB_address_countlist.csv.
The <EntityID> is in the form of XXyyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type
yyyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

The Partnership shapefiles will extract into multiple folders. A folder named "SS" (where "SS" is the state FIPS code corresponding to the state where the entity is located; e.g., Maryland is 24) will contain all state level shapefiles. A separate folder, or folders, named "SSCCC" (where "SS" is the state FIPS code and "CCC" is the county FIPS code corresponding to the county where the entity is located; e.g., Montgomery County, Maryland is 24031) will contain all county level shapefiles. If your entity resides in multiple states or counties you will have corresponding folders for each of those locations.

The Census Bureau provides shapefiles as a reference for locating addresses, and for reviewing your jurisdiction's linear (street) features.

2. Feedback Paper Respondent Guide - File Named: 2020LUCA_FB_paper_respondent_guide.pdf

-The Feedback Paper Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Paper Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

3. D-2005 Confidentiality Agreement Form

-The D-2005 is an agreement for any new staff reviewing Title-13 address information.

-The D-2005 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2241 Paper Quick Start Guide

-The D-2241 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2241 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_ReadMeFirst3U file:

Non-Title 13 Data Disc

1. Folder named "shape"
-Within this folder is the Feedback Address Count List and Shapefiles (zipped)
2. Feedback Paper Respondent Guide
3. D-2012 Destruction or Return of Title 13 Materials Form
4. D-2241 Paper Quick Start Guide
5. D-2201 Feedback Address Update Summary Report
6. D-2282 Feedback Insert

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with partnership shapefiles to support their LUCA Feedback review.

DATA DISC

1. Folder named "shape"
-The "shape" folder contains a file named 2020LUCA_<EntityID>_FB_DISK2of2.exe; this is a zipped form of the Census Feedback Address Count List and Partnership shapefiles. To extract the files, double-click with the left mouse button on the executable (.exe).
The Census Feedback Address Count List file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is:
2020LUCA_<EntityID>_FB_address_countlist.csv.
The <EntityID> is in the form of XXyyyyyyyyyyy,

Where:

- XX = 2 character, alpha entity type
- yyyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.
- ST = State, 2 digits
- CO = County, 5 digits
- PL = Place, 7 digits
- MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyyy_FB_address_detailed_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

The Partnership shapefiles will extract into multiple folders. A folder named "SS" (where "SS" is the state FIPS code corresponding to the state where the entity is located; e.g., Maryland is 24) will contain all state level shapefiles. A separate folder, or folders, named "SSCCC" (where "SS" is the state FIPS code and "CCC" is the county FIPS code corresponding to the county where the entity is located; e.g., Montgomery County, Maryland is 24031) will contain all county level shapefiles. If your entity resides in multiple states or counties you will have corresponding folders for each of those locations.

The Census Bureau provides shapefiles as a reference for locating addresses, and for reviewing your jurisdiction's linear (street) features.

2. Feedback Paper Respondent Guide - File Named: 2020LUCA_FB_paper_respondent_guide.pdf

-The Feedback Paper Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Paper Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

3. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2241 Paper Quick Start Guide

-The D-2241 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2241 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2282 Feedback Insert

-The D-2282 explains the no change status of your submission and why there are no addresses to review.

-The D-2282 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_Readmefirst4 file:

Title 13 Data Disc

1. Folder named "maps"
-Within this folder are the Readme, About the Maps, Large Format Maps, and Block to Mapsheet Relationship files
2. Folder named "shape"
-Within this folder is the Title 13 Detailed Feedback Address List (zipped and encrypted)
3. Feedback Address Count List
4. Feedback Digital Respondent Guide
5. D-2005 Confidentiality Agreement Form
6. D-2012 Destruction or Return of Title 13 Materials Form
7. D-2240 Digital Quick Start Guide
8. D-2201 Feedback Address Update Summary Report

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data.

DISC

-
1. Folder named "maps"

The "maps" folder contains:

- ReadMe.txt file - explains the different components contained in the folder.
- About_the_maps.pdf - provides tips for using the small format block maps and a brief description of the map types.
- LUCAF20<EntityType><EntCode>.pdf - Large format images of the printed maps you received.
- LUCAF20<EntityType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

-
2. Folder named "shape"

-The "shape" folder contains a file named 2020LUCA_FB_<EntityID>_DISK1of2.exe; this is a zipped and encrypted form of the Detailed Feedback Address List. To extract the address list, double-click with the left mouse button on the executable (.exe). When prompted, you must enter the password (sent in a separate mailing) to decrypt the file.

The Detailed Feedback Address List file contains all of the addresses reviewed by your jurisdiction and processed by Census during the LUCA review phase. The Detailed Feedback Address List is a comma delimited .csv file. The naming convention for the Census Address List is: 2020LUCA_<EntityID>_FB_detailed_address_list
The <EntityID> is in the form of XXyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyy_FB_detailed_address_list.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

3. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv. This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.

The <EntityID> is in the form of XXyyyyyyyyyy,

Please see naming convention information above.

4. Feedback Digital Respondent Guide - File Name: 2020LUCA_FB_digital_respondent_guide.pdf

-The Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Digital Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2005 Confidentiality Agreement Form

-The D-2005 is an agreement for any new staff reviewing Title-13 address information.

-The D-2005 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title 13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

8. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_Readmefirst4U file:

Title 13 Data Disc

1. Folder named "maps"
-Within this folder are the Readme, About the Maps, Large Format Maps, and Block to Mapsheet Relationship files
2. Feedback Address Count List
3. Feedback Digital Respondent Guide
4. D-2012 Destruction or Return of Title 13 Materials Form
5. D-2240 Digital Quick Start Guide
6. D-2201 Feedback Address Update Summary Report
7. D-2282 Feedback Insert

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data.

DISC

-
1. Folder named "maps"

The "maps" folder contains:

- ReadMe.txt file - explains the different components contained in the folder.
- LUCAF20<EntType><EntCode>.pdf - Large format images of the printed maps you received.
- LUCAF20<EntType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

-
2. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv. This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.

The <EntityID> is in the form of XXyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land - 12 digits

3. Feedback Digital Respondent Guide - File Name: 2020LUCA_FB_digital_respondent_guide.pdf

-The Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Digital Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2282 Feedback Insert

-The D-2282 explains the no change status of your submission and why there are no addresses to review.

-The D-2282 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_Readmefirst5 file:

1. Folder named "maps"
 - Within this folder are the Readme, About the Maps, Large Format Maps, Block to Mapsheet Relationship, and Title 13 Small Format Block Maps (zipped and encrypted) files
2. Folder named "shape"
 - Within this folder is the Title 13 Detailed Feedback Address List (zipped and encrypted)
3. Feedback Address Count List
4. Feedback Digital Respondent Guide
5. D-2005 Confidentiality Agreement Form
6. D-2012 Destruction or Return of Title 13 Materials Form
7. D-2240 Digital Quick Start Guide
8. D-2201 Feedback Address Update Summary Report

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data.

DISC

-
1. Folder named "maps"
 - The "maps" folder contains a file named 2020LUCAFB_BlockMaps.exe; this is a zipped and encrypted file containing PDF small format block maps for updating mapspots and road features. To extract this file, double-click with the left mouse button on the executable (.exe). When prompted, enter the password (sent in a separate mailing) to decrypt this file.
 - Additionally, the "maps" folder contains:
 - ReadMe.txt file - explains the different components contained in the folder.
 - About_the_maps.pdf - provides tips for using the small format block maps and a brief description of the map types.
 - LUCAF20<EntType><EntCode>.pdf - Large format images of the printed maps you received.
 - LUCAF20<EntType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

2. Folder named "shape"

- The "shape" folder contains a file named 2020LUCA_FB_<EntityID>_DISK1of2.exe; this is a zipped and encrypted form of the Census Detailed Feedback Address List. To extract the address list, double-click with the left mouse button on the executable (.exe). When prompted, you must enter the password (sent in a separate mailing) to decrypt the file.

The Census Detailed Feedback Address List file contains all of the addresses currently recorded by the Census Bureau for your jurisdiction. The Census Detailed Feedback Address List is a comma delimited .csv file. The naming convention for the Census Address List is: 2020LUCA_<EntityID>_FB_detailed_address_list

The <EntityID> is in the form of XXyyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

3. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv

-This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv

4. Feedback Digital Respondent Guide - File Named: 2020LUCA_FB_digital_respondent_guide.pdf

-The Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Digital Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2005 Confidentiality Agreement Form

-The D-2005 is an agreement for any new staff reviewing Title-13 address information.

-The D-2005 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

8. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Disc
This Disc contains the following items in addition to this FB_Readmefirst5U file:

1. Folder named "maps"
-Within this folder are the Readme, About the Maps, Large Format Maps, and Block to Mapsheet Relationship files
2. Feedback Address Count List
3. Feedback Digital Respondent Guide
4. D-2012 Destruction or Return of Title 13 Materials form
5. D-2240 Digital Quick Start Guide
6. D-2201 Feedback Address Update Summary Report
7. D-2282 Feedback Insert

PURPOSE

The purpose in distributing this digital data Disc is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data.

DISC

-
1. Folder named "maps"

The "maps" folder contains:

- ReadMe.txt file - explains the different components contained in the folder.
- LUCAF20<EntType><EntCode>.pdf - Large format images of the printed maps you received.
- LUCAF20<EntType><EntCode>_BLK2MS.txt - Block to mapsheet relationship file containing a list of all blocks within your jurisdiction, and the sheet or grid number(s) that identify the parent sheet where the block is located.

-
2. Feedback Address Count List - File Name: 2020LUCA_<EntityID>_FB_address_countlist.csv

-This file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Census Feedback Address Count List is a comma delimited .csv file. The naming convention for the Census Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv

The <EntityID> is in the form of XXyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type:

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyy_FB_detailed_address_countlist.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

3. Feedback Digital Respondent Guide - File Named: 2020LUCA_FB_digital_respondent_guide.pdf

-The Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials.

-The Feedback Digital Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

4. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2282 Feedback Insert

-The D-2282 explains the no change status of your submission and why there are no addresses to review.

-The D-2282 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Discs and Geographic Update Partnership Software (GUPS) Installation Disc

These Discs contain the following items in addition to this FB_Readmefirst6 file:

Title 13 Data Disc (Disc 1)

1. Folder named "shape"
-Within this folder is the T-13 Detailed Feedback Address List (zipped and encrypted)

Non-Title 13 Data Disc (Disc 2)

1. Folder named "shape"
-Within this folder is the Feedback Address Count List and Shapefiles (zipped)
2. Feedback Digital Respondent Guide
3. Feedback GUPS Respondent Guide
4. D-2005 Confidentiality Agreement Form
5. D-2012 Destruction or Return of Title 13 Materials Form
6. D-2240 Digital Quick Start Guide
7. D-2242 GUPS Quick Start Guide
8. D-2201 Feedback Address Update Summary Report

GUPS Installation Disc (Disc 3)

1. Geographic Update Partnership Software (GUPS)

PURPOSE

The purpose in distributing the digital data Discs is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data. These Discs contain the data files needed to electronically review LUCA Feedback data, including users of the Geographic Update Partnership Software (GUPS). All participants receiving a digital address list and shapefiles will receive a GUPS installation Disc. Participants who did not specifically select to use the GUPS are welcome to use it; however, entities with over 300,000 addresses must understand that GUPS performance may be affected by the size of their address list.

DISC 1

-
1. Folder named "shape"
-The "shape" folder contains a file named 2020LUCA_FB_<EntityID>_DISK1of2.exe; this is a zipped and encrypted form of the Detailed Feedback Address List. To extract the address list, double-click with the left mouse button on the executable (.exe). When prompted, you must enter the password (sent in a separate mailing) to decrypt the file.
The Detailed Feedback Address List file contains all of the addresses reviewed and processed during the LUCA review phase for your jurisdiction. The Detailed Feedback Address List is a comma delimited .csv file. The naming convention for the Census Address List is: 2020LUCA_<EntityID>_FB_detailed_address_list
The <EntityID> is in the form of XXyyyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyy_FB_detailed_address_list.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

DISC 2

1. Folder named "shape"

-The "shape" folder contains a file named 2020LUCA_<EntityID>_FB_DISK2of2.exe; this is a zipped form of the Census Feedback Address Count List and Partnership shapefiles. To extract the files, double-click with the left mouse button on the executable (.exe).

The Feedback Address Count List file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Feedback Address Count List is a comma delimited .csv file. The naming convention for the Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.

The <EntityID> is in the form of XXyyyyyyyyyy,

Please see above for naming convention information.

The Partnership shapefiles will extract into multiple folders. A folder named "SS" (where "SS" is the state FIPS code corresponding to the state where the entity is located; e.g., Maryland is 24) will contain all state level shapefiles. A separate folder, or folders, named "SSCCC" (where "SS" is the state FIPS code and "CCC" is the county FIPS code corresponding to the county where the entity is located; e.g., Montgomery County, Maryland is 24031) will contain all county level shapefiles. If your entity resides in multiple states or counties you will have corresponding folders for each of those locations.

The Census Bureau provides shapefiles as a reference for locating addresses, and for reviewing your jurisdiction's linear (street) features.

2. Feedback Digital Respondent Guide - File Name: 2020LUCA_FB_digital_respondent_guide.pdf

-The 2020 LUCA Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials. The Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

3. Feedback GUPS Respondent Guide - File Name: 2020LUCA_FB_gups_respondent_guide.pdf

-The GUPS Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials using the Geographic Update Partnership Software (GUPS).

4. D-2005 Confidentiality Agreement Form

-The D-2005 is an agreement for any new staff reviewing Title 13 address information.

-The D-2005 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2242 GUPS Quick Start Guide

-The D-2242 provides a brief overview of how to use the GUPS software.

-The D-2242 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

8. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

DISC 3

1. Geographic Update Partnership Software (GUPS)

This Disc contains the installation software for the Geographic Update Partnership Software. Additionally, this Disc contains a readme.txt with general GUPS installation instructions.

2020 Census Local Update of Census Addresses Operation (LUCA) - Feedback Computer Readable Data Discs and Geographic Update Partnership Software (GUPS) Installation Disc

These Discs contain the following items in addition to this FB_Readmefirst6U file:

Title 13 Data Disc (Disc 1)

1. Folder named "shape"
-Within this folder is the T-13 Detailed Feedback Address List (zipped and encrypted)

Non-Title 13 Data Disc (Disc 2)

1. Folder named "shape"
-Within this folder is the Feedback Address Count List and Shapefiles (zipped)
2. Feedback Digital Respondent Guide
3. Feedback GUPS Respondent Guide
4. D-2012 Destruction or Return of Title 13 Materials Form
5. D-2240 Digital Quick Start Guide
6. D-2242 GUPS Quick Start Guide
7. D-2201 Feedback Address Update Summary Report
8. D-2282 Feedback Insert

GUPS Installation Disc (Disc 3)

1. Geographic Update Partnership Software (GUPS)

PURPOSE

The purpose in distributing the digital data Discs is to provide LUCA Feedback participants with an electronic method of reviewing the LUCA Feedback data. These Discs contain the data files needed to electronically review LUCA Feedback data, including users of the Geographic Update Partnership Software (GUPS). All participants receiving a digital address list and shapefiles will receive a GUPS installation Disc. Participants who did not specifically select to use the GUPS are welcome to use it; however, entities with over 300,000 addresses must understand that GUPS performance may be affected by the size of their address list.

DISC 1

1. Folder named "shape"
- The "shape" folder contains a file named 2020LUCA_ <EntityID>_FB_DISK1of2.exe; this is a zipped and encrypted form of the Detailed Feedback Address List. To extract the address list, double-click with the left mouse button on the executable (.exe). When prompted, you must enter the password (sent in a separate mailing) to decrypt the file.

The Detailed Feedback Address List file for your jurisdiction contains 0 address records. The Census Bureau is providing this Detailed Feedback Address List file with 0 address records so that participants can still use GUPS to review their LUCA Feedback features, since GUPS requires an address list file and shapefiles to load a project. The Census Address List is a comma delimited .csv file. The naming convention for the Census Address List is:

2020LUCA_<EntityID>_FB_detailed_address_list

The <EntityID> is in the form of XXyyyyyyyyyy,

Where:

XX = 2 character, alpha entity type

yyyyyyyyyy = the variable length, numeric entity code depending on the type of entity.

ST = State, 2 digits

CO = County, 5 digits

PL = Place, 7 digits

MC = Minor Civil Division (MCD), 10 digits

The naming convention for a tribal file is 2020LUCA_TRxxxxTAyyyyy_FB_detailed_address_list.csv where xxxx is the Tribal Name code and yyyy is the Tribal Area code.

TR/TA = American Indian Reservation or Off-Reservation Trust Land, 12 digits

DISC 2

1. Folder named "shape"

-The "shape" folder contains a file named 2020LUCA_<EntityID>_FB_DISK2of2.exe; this is a zipped form of the Census Feedback Address Count List and Partnership shapefiles. To extract the files, double-click with the left mouse button on the executable (.exe).

The Feedback Address Count List file contains the number of housing units and group quarter addresses for each census block within your jurisdiction. The Feedback Address Count List is a comma delimited .csv file. The naming convention for the Feedback Address Count List is: 2020LUCA_<EntityID>_FB_address_countlist.csv.

The <EntityID> is in the form of XXyyyyyyyyyy,

Please see above for naming convention information.

The Partnership shapefiles will extract into multiple folders. A folder named "SS" (where "SS" is the state FIPS code corresponding to the state where the entity is located; e.g., Maryland is 24) will contain all state level shapefiles. A separate folder, or folders, named "SSCCC" (where "SS" is the state FIPS code and "CCC" is the county FIPS code corresponding to the county where the entity is located; e.g., Montgomery County, Maryland is 24031) will contain all county level shapefiles. If your entity resides in multiple states or counties you will have corresponding folders for each of those locations.

The Census Bureau provides shapefiles as a reference for locating addresses, and for reviewing your jurisdiction's linear (street) features.

2. Feedback Digital Respondent Guide - File Name: 2020LUCA_FB_digital_respondent_guide.pdf

-The 2020 LUCA Feedback Digital Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials. The Respondent Guide is in an Adobe Portable Document Format (PDF). If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

3. Feedback GUPS Respondent Guide - File Name: 2020LUCA_FB_gups_respondent_guide.pdf

-The GUPS Respondent Guide provides instructions and examples for your review of the LUCA Feedback materials using the Geographic Update Partnership Software (GUPS).

4. D-2012 Destruction or Return of Title 13 Materials Form

-The D-2012 certifies you have completed your LUCA Feedback review and that you have returned or destroyed all Title-13 materials.

-The D-2012 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

5. D-2240 Digital Quick Start Guide

-The D-2240 provides a brief overview of how to complete your LUCA Feedback review.

-The D-2240 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

6. D-2242 GUPS Quick Start Guide

-The D-2242 provides a brief overview of how to use the GUPS software.

-The D-2242 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

7. D-2201 Feedback Address Update Summary Report

-The D-2201 summarizes the results of Census data processing of your LUCA submission.

-The D-2201 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

8. D-2282 Feedback Insert

-The D-2282 explains the no change status of your submission and why there are no addresses to review.

-The D-2282 is in PDF format. If your computer does not already have software to read a PDF file, please download a PDF reader from the internet.

DISC 3

1. Geographic Update Partnership Software (GUPS)

This Disc contains the installation software for the Geographic Update Partnership Software.

Additionally, this Disc contains a readme.txt with general GUPS installation instructions.