

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

Instructions for Digital Address List Participants



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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.

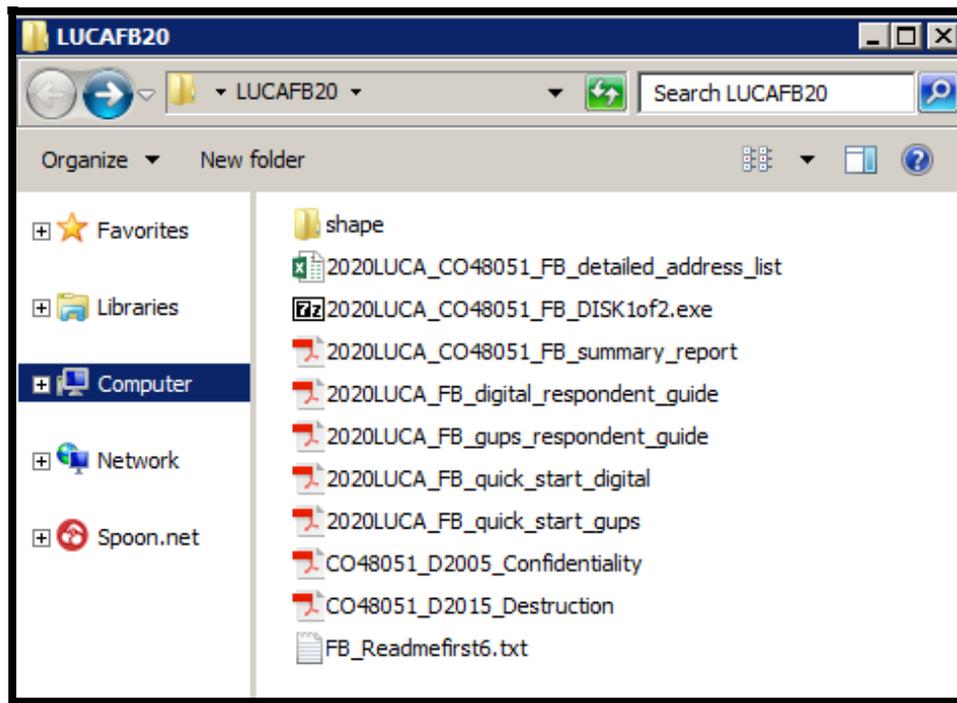


Figure 1. Digital Address List and Digital Map Participants - New Folder Example on Local Computer

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.

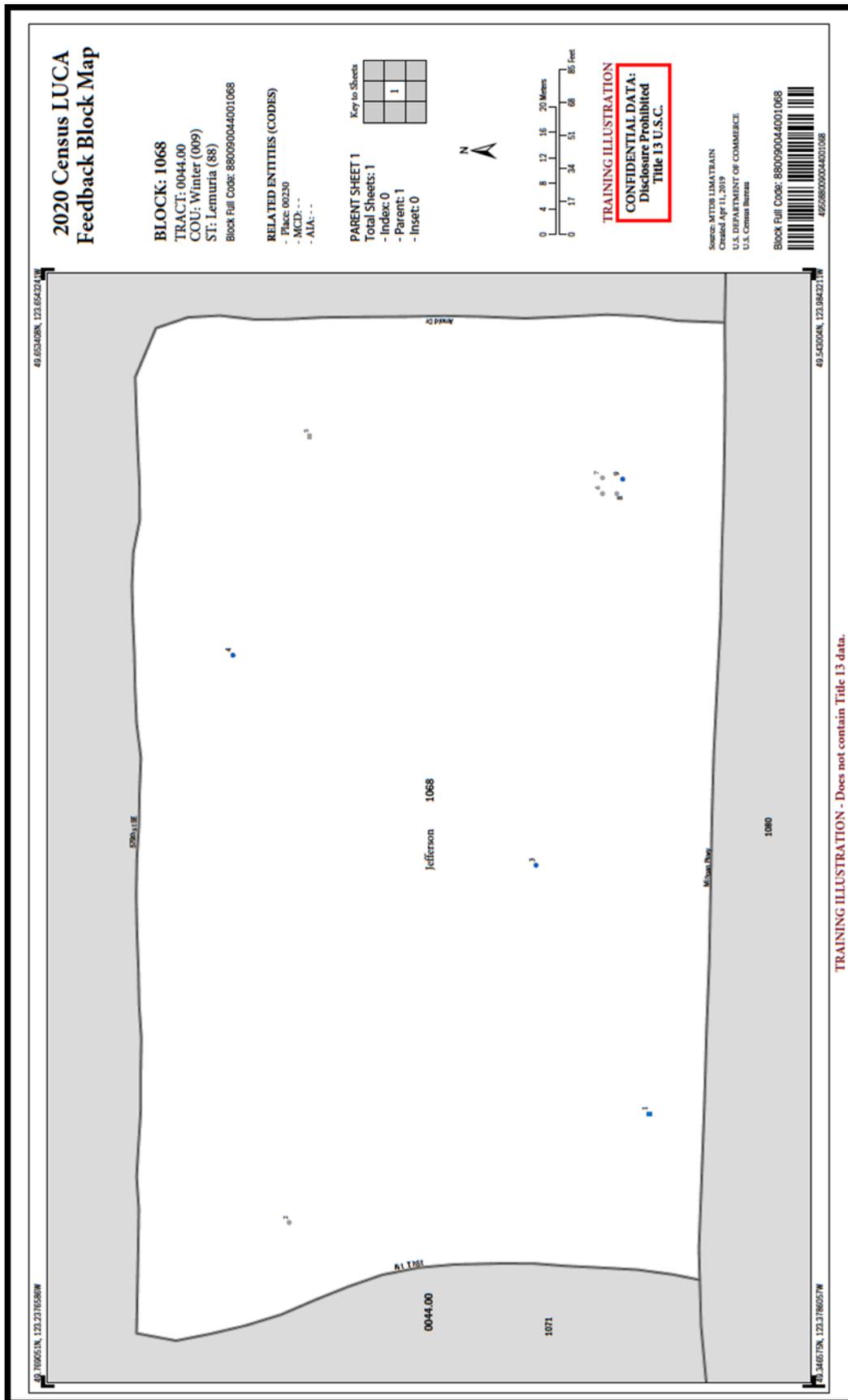


Figure 3. LUCA Feedback Small Format Block Map Example

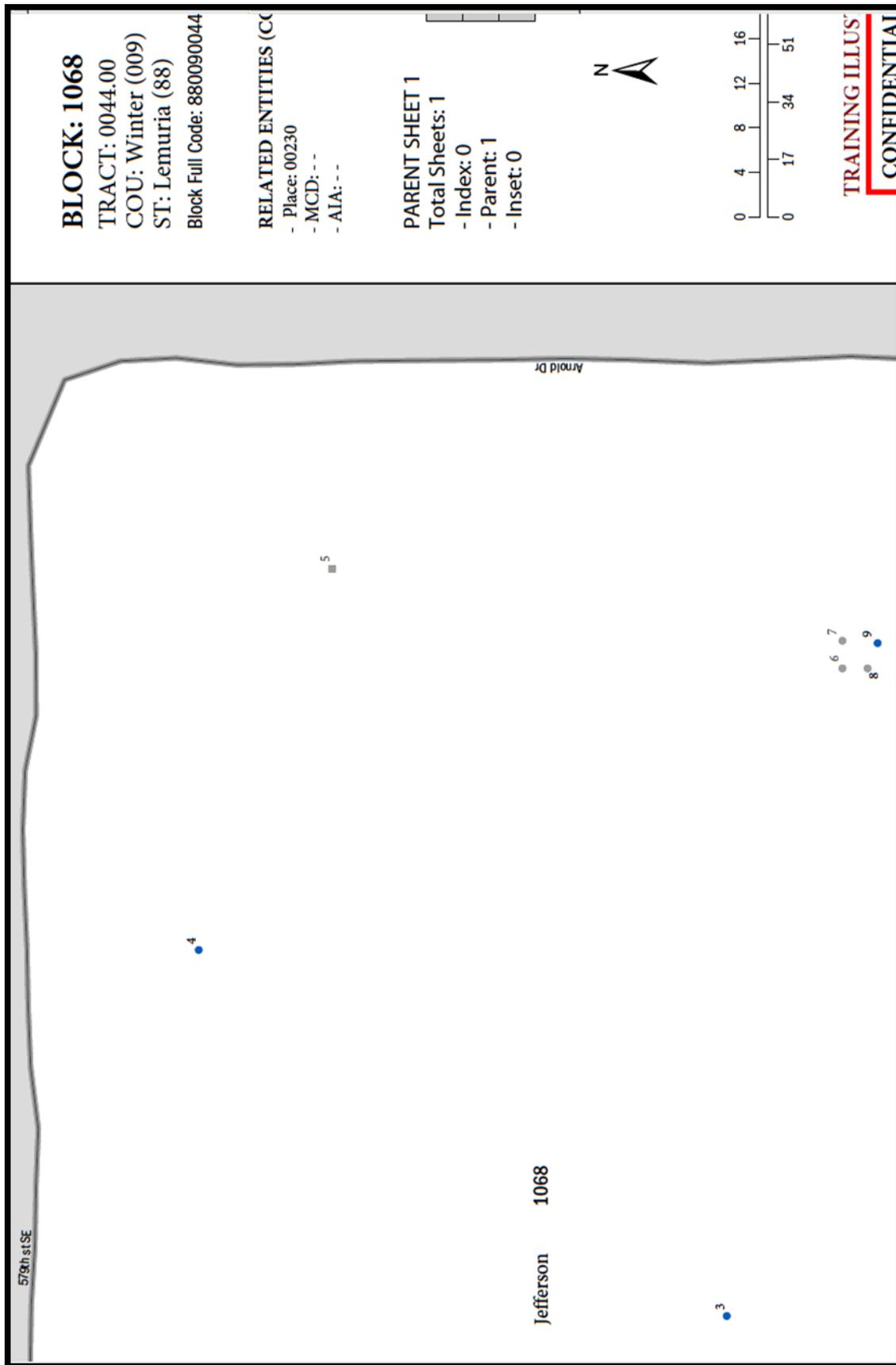


Figure 4. LUCA Feedback Small Format Block Map Example - Zoomed Section

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.

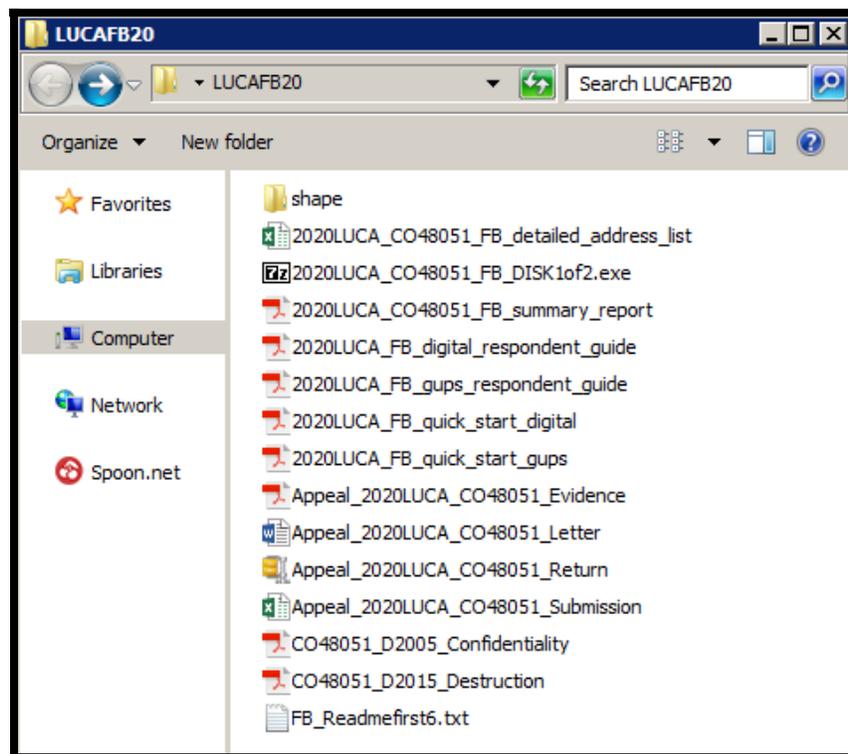


Figure 5. Example of Folder with Appeals files for a Digital Address List and Digital Map Participant

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.

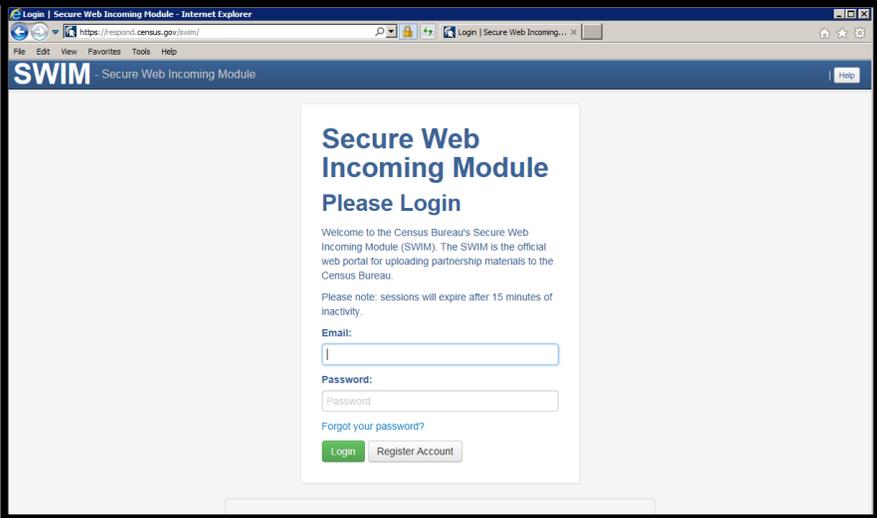
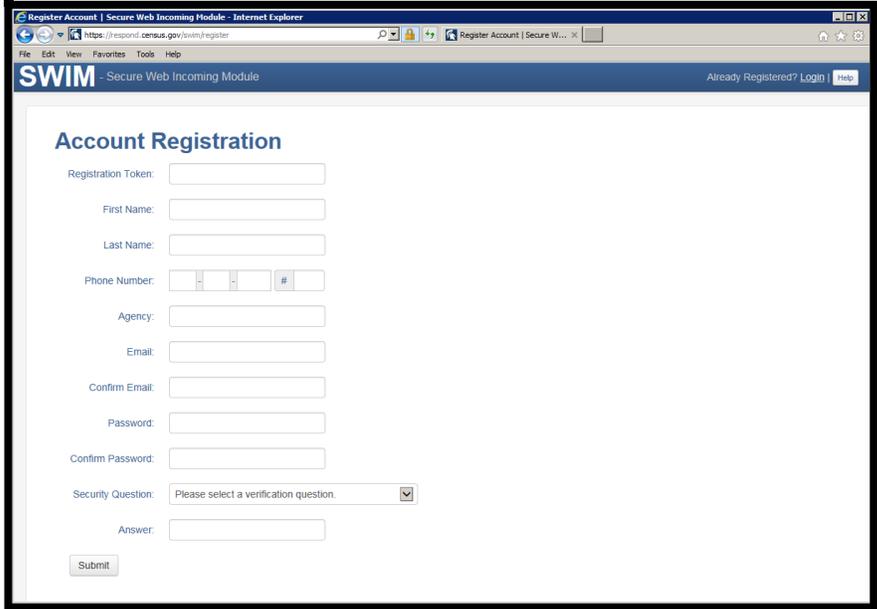
Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version). If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact the LUCA Help Desk at (844) 344-0169 for assistance. An additional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

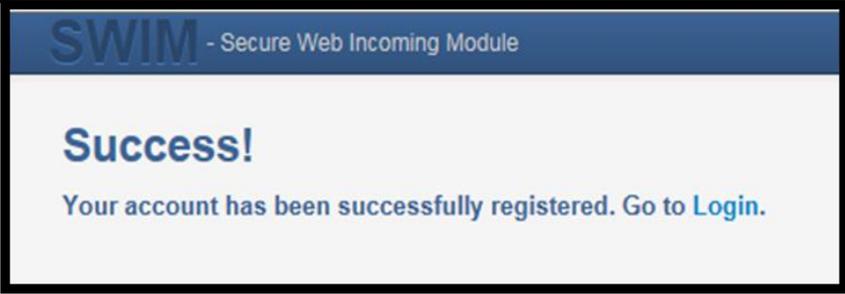
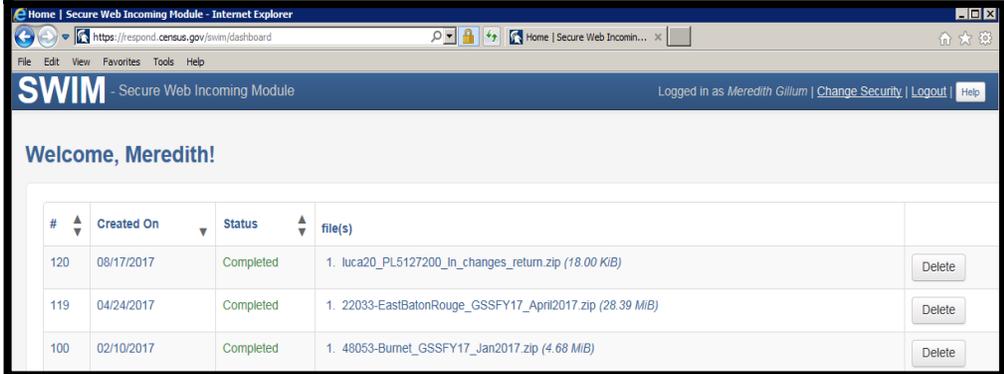
The following list contains the file requirements for using SWIM:

- 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.

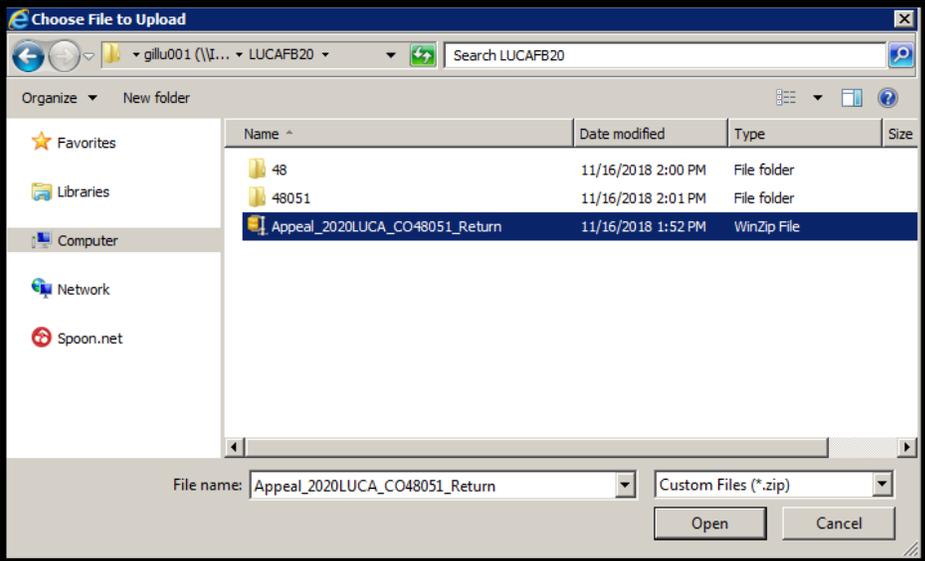
Table 6: SWIM Submission

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
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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>  </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 1365 1031" 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;"><input type="button" value="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: <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>

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="589 323 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 style="width: 5%;">#</th> <th style="width: 20%;">Created On</th> <th style="width: 30%;">Status</th> <th style="width: 45%;">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 style="border: none; background: none; padding: 2px 5px;" type="button" value="Delete"/> </td> </tr> </tbody> </table> </div>	#	Created On	Status	file(s)	1	10/11/2018	In Progress. Continue?	<input style="border: none; background: none; padding: 2px 5px;" type="button" value="Delete"/>
#	Created On	Status	file(s)						
1	10/11/2018	In Progress. Continue?	<input style="border: none; background: none; padding: 2px 5px;" 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.

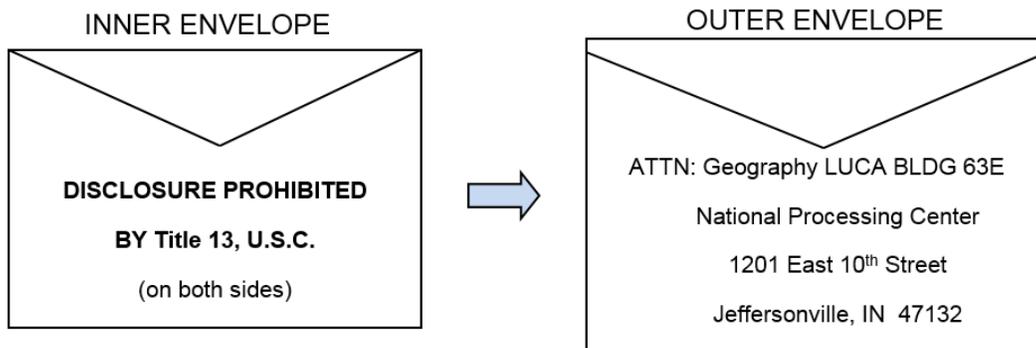


Figure 6. Mailing Envelope Examples for Return of Title 13 U.S.C. Materials

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> <p>Government Name _____ _____ _____</p>
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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

FORM D-2012 (3-8-2017)

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

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.