

Quick Start—Paper Address Materials

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

Getting Started

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

I. Materials provided to support the LUCA Feedback Phase

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

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

II. Reviewing the LUCA Feedback Phase paper address related materials

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

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

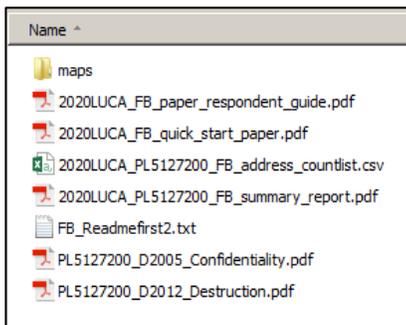


Figure 1: Title 13 Data Disc DVD for Paper Address List and Large Format Paper/PDF Maps participants

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

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

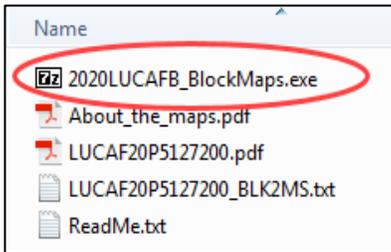


Figure 2: The “maps” folder contents

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

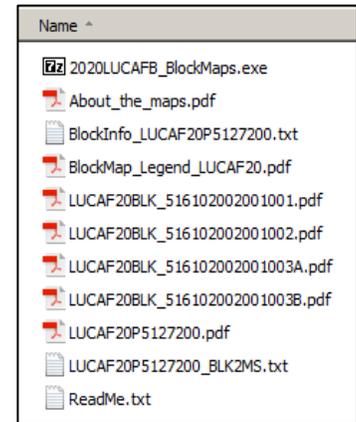


Figure 3: The extracted “maps” folder

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

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

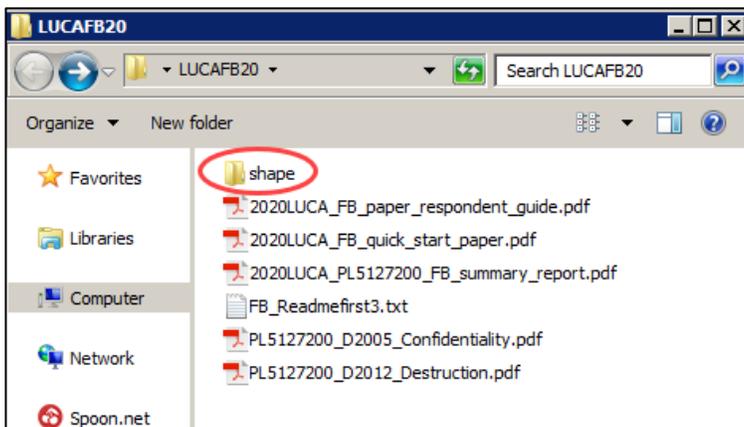


Figure 4: After copying Non-Title 13 Data Disc DVD to the hard drive

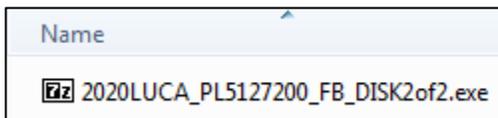


Figure 5: The “shape” folder contents

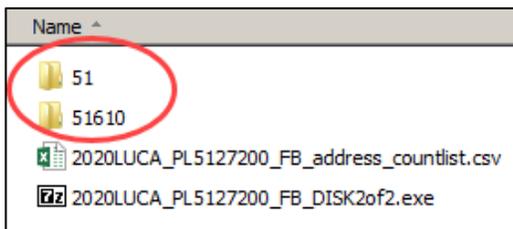


Figure 6: After extracting 2020LUCA_<EntityID>_FB_DISK2of2.exe

1. To keep work organized, create a new folder (or new directory) on a local computer.
2. Insert the **Non-Title 13 Data Disc DVD** into the CD/DVD drive of the computer.
3. When the window opens showing the DVD contents, **Copy** and **Paste** all of the contents into the new folder on the hard drive. Remove the **Non-Title 13 Data Disc DVD**.
4. From the new folder, double-click on the “shape” folder as shown in **Figure 4**.
5. Double-click on the file named **2020LUCA_<EntityID>_FB_DISK2of2.exe** as shown in **Figure 5**.
6. A command prompt window opens that shows the progress of the file extraction and closes upon completion. This extraction does not require a password because there are no Title 13 materials embedded.
7. The digital maps (*TIGER Partnership shapefiles*) and a courtesy copy of the digital *Feedback Address Count List*, **2020LUCA_<EntityID>_FB_address_countlist.csv**, extract into the folder.
8. The shapefiles are in individual folders for the state and each county in which the participant’s jurisdiction is located as shown in **Figure 6**.
9. Instructions on how to use the shapefiles are in **Chapter 2** of the respondent guide.

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