



2020 Census
Local Update of Census Addresses
Operation (LUCA)
Promotion (revised July 2017)

Agenda

- The Decennial Census
- 2020 Census Design
- LUCA
 - Background
 - Who Can Participate
 - What's New for 2020 LUCA
 - Confidentiality and Security
- Preparation for LUCA Participation
 - 2020 LUCA Schedule
 - Early Tools
 - Product Preferences
 - GUPS
 - Paper
 - Digital
 - Next Steps

The Decennial Census

The purpose is to **conduct** a census of population and housing and **disseminate** results to the President, the States and the American People

- Uses of Census data:
 - **Apportioning** representation among states as mandated by Article 1, Section 2 of the US Constitution
 - **Drawing** congressional and state legislative districts, school districts and voting precincts
 - **Enforcing** voting rights and civil rights legislation
 - **Distributing** federal dollars
 - **Informing** planning decisions of tribal, federal, state and local government and organizational decisions (e.g., where to locate, size of market, etc.) of businesses and non-profits

2020 Census Design

The 2020 Census: A New Design for the 21st Century

Motivate People to Respond

Conduct a nation-wide communications and partnership campaign

- Maximize outreach using traditional and new media
- Target ads to specific audiences
- Work with trusted sources to inspire participation.



TELEPHONE AND PAPER SELF-RESPONSE

NONRESPONSE FOLLOWUP

INTERNET SELF-RESPONSE



Count the Population

Collect data from all households, including group and unique living arrangements

- Make it easy for people to respond anytime, anywhere
- Encourage people to use the new online response option
- Use the most cost-effective strategy to contact and count nonrespondents
- Knock on doors only when necessary
- Streamline in-field census-taking

Establish Where to Count

Identify all addresses where people could live

IN-FIELD

IN-OFFICE



- Conduct a 100% review and update of the nation's address list
- Minimize field work with in-office updating
- Use multiple data sources to identify areas with address changes
- Get local government input



Count Everyone Once In the Right Place

Release Census Results

Process and Provide Census Data

- Deliver apportionment counts to the President by December 31, 2020
- Release counts for redistricting by April 1, 2021
- Make it easier for the public to get data



LUCA – Background

- Authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430)
- Implemented in the support of the 2000 Census and refined to support the 2010 Census
- Provides a voluntary opportunity for designated representatives of tribal, state and local governments to review and comment on the addresses used to conduct the decennial census

LUCA – Who Can Participate

- Federally recognized tribes with a reservation and/or off-reservation trust land
- States and Counties
- Incorporated places
 - Cities, towns, boroughs, villages

LUCA – What’s New for 2020 LUCA

- Streamlined participation – Full Address List Review
- Standard software format for the digital address list
- Ungeocoded address records – state & county participants
- Requires residential multi-unit structure identifiers (e.g., Apt 1, Unit A2, #3001, etc.)
- Includes residential structure coordinates, if available
- Allows participants to submit residential structure coordinates, if available
- Allows participants to submit non-city style addresses with corresponding map spot

LUCA – Confidentiality and Security

- Information provided to/from LUCA is covered under Title 13 of the United States Code which:
 - Requires the Census Bureau to ensure confidential treatment of census-related information, including individual addresses and map structure points
 - Requires all liaisons, reviewers, and anyone with access to Title 13 materials abide by Confidentiality and Security Guidelines
 - Requires the Census Bureau maintain the confidentiality of all information it collects

Preparation - 2020 LUCA Schedule

Timeframe	Activity
January 2017 ✓	Advance Notice mailing sent to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors and other potential 2020 LUCA contacts
March 2017 ✓	2020 LUCA Promotional presentations begin
July 2017 ✓	2020 LUCA invitation and registration materials mailed to HEOs, TCs and Governors
October 2017	2020 LUCA Training workshops begin
December 15, 2017	Deadline for 2020 LUCA Registration
February - April 2018	2020 LUCA materials ship. Participants begin review and update of the Census Bureau's address list
February - September 2018	Census Bureau begins processing 2020 LUCA submissions
April 2018 - June 2019	Census Bureau validates 2020 LUCA addresses
August - September 2019	Census Bureau delivers 2020 LUCA feedback
April 1, 2020	CENSUS DAY

Preparation – Early Tools

- Address Block Count Files/Lists
- Census Geocoder
 - Takes individual addresses or file of addresses and obtains census geography and approximate coordinates
 - Processes files containing up to 10,000 records
 - Offer Geocoding Services for larger files using SWIM (contact us at [GEO.2020.LUCA @census.gov](mailto:GEO.2020.LUCA@census.gov))

Preparation – Product Preferences

- Geographic Update Partnership Software (GUPS)
- Paper Format – Address List and Maps
- Digital Format – Address List and Maps

Product Preference - GUPS

- Customized Geographic Information System (GIS) software for participation in 2020 LUCA
- Pre-packaged to include all components
- Designed for participants with no GIS experience; allows for simple to complex edits
- Programmed with a review tool to validate LUCA edits
- No internet connection required
- No address matching capability
- No size limitation

GUPS screen example (Main screen)

****No Title 13 Data Displayed****

QGIS 2.8.3-Wien - PL2430900 - GUPS *** Disclosure Prohibited by Title 13 U.S.C. ***

Project Edit View Layer Settings Vector Raster Processing Help GUPS

Address Count List

Move Selection to top

	STATE	COUNTY	TRACT	BLOCK	GEOID
17	24	001	0016.00	1012	2400100160010
25	24	001	0016.00	1014	2400100160010
53	24	001	0016.00	1019	2400100160010
47	24	001	0016.00	1020	2400100160010
40	24	001	0016.00	1049	2400100160010
50	24	001	0016.00	1050	2400100160010
273	24	001	0016.00	1051	2400100160010
10	24	001	0016.00	1052	2400100160010
212	24	001	0016.00	1053	2400100160010
151	24	001	0016.00	1054	2400100160010
176	24	001	0016.00	1055	2400100160010
76	24	001	0016.00	1057	2400100160010
202	24	001	0016.00	1058	2400100160010
171	24	001	0016.00	1059	2400100160010
51	24	001	0016.00	1060	2400100160010
56	24	001	0016.00	1061	2400100160010
268	24	001	0016.00	1064	2400100160010
93	24	001	0016.00	1067	2400100160010
250	24	001	0016.00	1069	2400100160010
108	24	001	0016.00	1070	2400100160010
179	24	001	0016.00	1071	2400100160010
31	24	001	0016.00	1072	2400100160010
218	24	001	0016.00	1073	2400100160010
72	24	001	0016.00	1075	2400100160010

Census Address List

Add Import Deselect All Features Move Selection to top

GEOID Edit Copy Out of Jurisdiction Non-Residential Delete

	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/L
2504	000000001		24	001	0018.00	1055	240010018001055			Gold Fish HWY	
2505	000000002		24	001	0018.00	1055	240010018001055			Nemo HWY	
2506	000000003		24	001	0018.00	1055	240010018001055			HotdogBEER LANE	
2507	000000004		24	001	0018.00	1055	240010018001055			Gold Fish LANE	

Show All Features Clear Edits Save Edits

Census Address List User Address List

Coordinate: -78.8892,39.6369 Scale: 1:33,456

GUPS screen example (Add address pop-up)

****No Title 13 Data Displayed****

* Indicates required field

This is a Group Quarters Address

STCOU :

Tract : *

Block : *

House Number : *

Street Name : *

Apartment/Unit # :

Zip Code :

Address Use:

Longitude : Latitude :

GUPS example (Add road and address records)

****No Title 13 Data Displayed****

QGIS 2.8.3-Wien - CO24027 - GUPS *** Disclosure Prohibited by Title 13 U.S.C.*** (Not Responding)

Project Edit View Layer Settings Vector Raster Processing Help GUPS

Census Address List

Add Import Deselect All Features Move Selection to top

GEOID Edit Copy Out of Jurisdiction Non-Residential Delete

	MAFID	Action	ST	COU	Tract	Block	GEOID	GQ	House #	Street Name	Apt/Unit #	ZIP	GQ Name	Facility Name	Location Description	Noncity-Style
1	A14041961	A	24	027	6069.06	2003	240276069062003		101	Any Ave		20222				
0	A19734500	A	24	027	6069.07	3000	240276069073000		101	Any Ave		20014				

Show All Features Clear Edits Save Edits

Census Address List User Address List

1 feature(s) selected on layer luca20_CO24027_censusaddr. Coordinate: -76.843518, 39.114405 Scale: 1:1,473

Paper – Address List

- Available to governments with 6,000 or fewer addresses
- Legal size (8.5” x 14”) - SIX addresses per page
- Two sort options:
 - Street Name/House Number/Unit Number
 - Census Tract/Census Block/Street Name/House Number/Unit Number

Paper - Address List (D-2007)

****No Title 13 Data Displayed****

1 Line Number	2 MAFID	3 Action Code	4 Census Geographic Location of Address			5 GQ Flag	6 City Style Mail Delivery Address or E-911 Address or Physical Location Description and Road Name				7 Non-city Style Mail Delivery Address (RR and Box Number or HCR and Box Number)	8 Map Spot Number	9 City Style Address Flag	10 Map Spot ID Coordinates			
			(4a) State County Code	(4b) Census Tract	(4c) Census Block		(6a) Complete Address Number	(6b) Complete Street Name	(6c) Group Quarters Name	(6d) Facility Name or Physical Location Description	(6e) Apt/ Unit Number	(6f) City Style ZIP Code	(7a) Non-city Style Mailing ZIP Code			(10a) Latitude	(10b) Longitude
102	999999993		88009	0054.00	2001		205	JEFFRAS DR			99997			14	Y	40.361373	-73.543799
103	999999994		88009	0054.00	2001		207	JEFFRAS DR			99997			17	Y	40.361377	-73.543799
104	999999995		88009	0054.00	2001		209	JEFFRAS DR			99997			18	Y	40.361381	-73.543799
105	999999996		88009	0054.00	2001		211	JEFFRAS DR			99997			16	Y	40.3613785	-73.543799
106	999999997		88009	0054.00	2001		213	JEFFRAS DR			99997			15	Y	40.3613791	-73.543799
107	999999999		88009	0054.00	2001		215	JEFFRAS DR			99997			14	Y	40.3613796	-73.543799

Action Codes

C – Correction to this address D – Delete this address J – Address is not in this Jurisdiction N – Address is Nonresidential

FICTITIOUS INFORMATION –FOR EXAMPLE ONLY

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov



Paper – Address Count List (D-2009)

Form D-2009 (XX-XX-XXXX) OMB Control No. 0607-0994		ADDRESS COUNT LIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)						U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
ST/CO: CO88009 Entity: Winter County		Page: 10 of 10 Date: 01/18/2018									
Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses	Census Tract Number	Census Block Number	Count of Housing Unit Addresses	Count of Group Quarters Addresses
0045.00	1021	2	0	0045.00	2008	22	0	0045.00	2039	4	0
0045.00	1022	5	0	0045.00	2009	24	0	0045.00	2040	8	0
0045.00	1023	3	0	0045.00	2010	15	0	0045.00	2041	6	0
0045.00	1024	11	0	0045.00	2012	17	0	0045.00	2042	6	0
0045.00	1025	0	0	0045.00	2013	11	0	0045.00	2043	6	0
0045.00	1026	4	0	0045.00	2014	22	0	0045.00	2044	0	0
0045.00	1027	8	0	0045.00	2015	17	0	0045.00	2045	12	0
0045.00	1028	6	0	0045.00	2016	8	0	0045.00	2046	11	0
0045.00	1029	6	0	0045.00	2017	8	0	0045.00	2047	13	0
0045.00	1030	6	0	0045.00	2018	8	0	0045.00	2048	6	0
0045.00	1031	0	0	0045.00	2019	8	0	0045.00	2049	10	0
0045.00	1032	12	0	0045.00	2020	12	0	0045.00	2050	14	0
0045.00	1033	33	2	0045.00	2021	12	0	Ungeocoded		20	
0045.00	1034	4	0	0045.00	2022	15	0	TOTAL	710	5,647	15
0045.00	1035	5	0	0045.00	2023	14	0				
0045.00	1036	4	0	0045.00	2024	17	0				
0045.00	1037	6	0	0045.00	2025	15	0				
0045.00	1038	6	0	0045.00	2026	15	0				
0045.00	1039	7	0	0045.00	2027	12	0				
0045.00	1040	13	0	0045.00	2028	5	0				
0045.00	1041	15	0	0045.00	2029	18	1				
0045.00	1042	15	0	0045.00	2030	2	0				
0045.00	1043	12	0	0045.00	2031	5	0				
0045.00	2001	5	0	0045.00	2032	3	0				

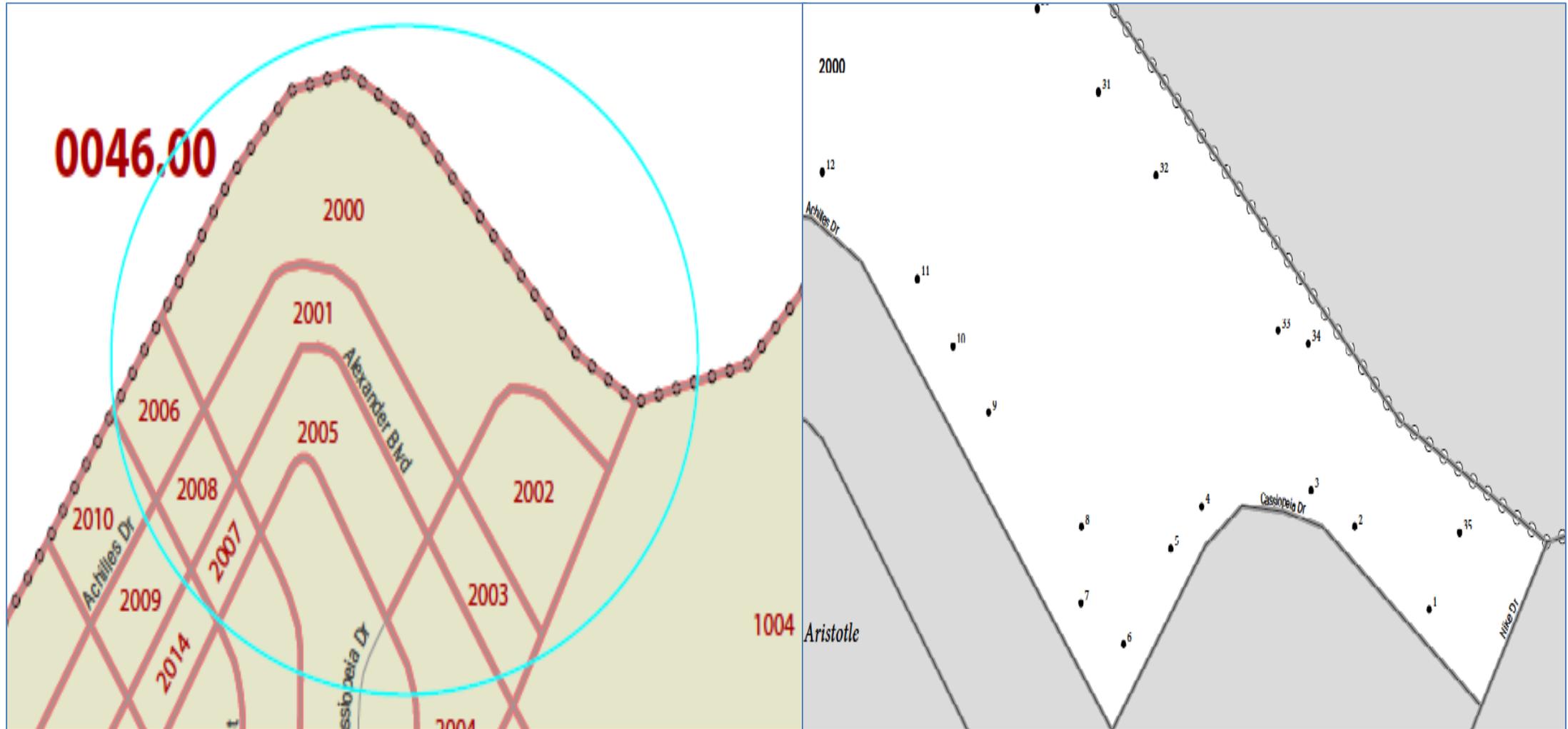
For reference only

Paper – Maps

- Available to all governments
- Two types of paper map materials:
 - Large format (42” x 36”) maps
 - DVD of Adobe small format (8.5” x 14”) census block maps (large format also included)

Paper – Large & Small Format Maps

****No Title 13 Data Displayed****



Digital – Address List example

****No Title 13 Data Displayed****

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	
1	Line Number	MAFID	Entity ID Code	Action Code	State Code	County Code	Census Tract Number	Census Block Number	GEO ID	Group Quarters Flag	Complete Address Number	Complete Street Name	Apartment/ Unit Number	City-Style Mailing ZIP Code	Group Quarters Name	Facility Name	Location Description	Noncity-Style Mail Delivery Address (RR#, HCR#)	Noncity-Style Mailing ZIP Code	Map Spot ID	Address Use	Structure Latitude	Structure Longitude	City-Style Address Flag	
2			CO88099	A	88	009	0054.00	2001			102	Olisan St		99997						A2	B				
3	102	999999981	CO88099	C	88	009	0054.00	1009	880090054001009		100	S HOLDENER ST		99997						52	B	40.3614	-73.5438	Y	
4	103	999999982	CO88099	C	88	009	0054.00	1009	880090054001009		101	S HOLDENER ST		99997						38	B	40.3614	-73.5438	Y	
5	235	887777715	CO88099	D	88	009	0054.00	1003	880090054001003		1000	LANDFILL ST		99997						34		40.421178	-73.5438	Y	
6	236	887777716	CO88099	D	88	009	0054.00	1003	880090054001003		1002	LANDFILL ST		99997						33		40.421178	-73.5438	Y	

Digital – Maps (Shapefile)

- TIGER Partnership shapefiles
 - Unprojected geographic-based coordinate system (GCS NAD83)
 - Retain vintage for use in feedback products
- Edges and Tabulation block (tabblock) shapefiles
- Edits made to Edges shapefile
 - Add Line (AL); Delete Line (DL); Change Attribute (CA)
- Geocode using tabblock shapefile

Preparation – Next Steps (Participant)

- **Prepare** (consider your list, resources, potential partners)
- **Register** to participate (07/14/2017 – 12/15/2017)
- **Attend** a training workshop (10/2017 – 02/2018)
 - In-person workshops
 - Self-training aids and Webinars available online
- **Conduct** your LUCA review (Early Spring 2018)
 - **120** calendar days upon receipt of materials to complete review

Registration (Participant)

- Invitation Letter
- **Registration Form (D-2002)**
- **Product Preference Form (D-2003)**
- Confidentiality and Security Guidelines (D-2004)
- **Confidentiality Agreement Form (D-2005)**
- **Self-Assessment Checklist (D-2006)**
- Instructions for Registration

Registration Form (D-2002)

FORM **D-2002** (2-22-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

REGISTRATION FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

Entity ID _____
Government Name _____

A. PARTICIPATION RESPONSE (Submission Deadline December 15, 2017)

1. **YES** Our government is registering for LUCA. – Complete Sections B and C.

2. **NO** Our government is not registering for LUCA. – Complete Section B and mark an (X) for each reason that applies:

a. Another level of government (state or county) that includes our jurisdiction is participating in LUCA

b. Insufficient staff

c. Lack of funds

d. No time/too busy

e. No local address list available

f. Concerns about Census Bureau Title 13 materials

g. Restrictions on using Census Bureau Title 13 materials for other purposes

h. Other reason – Specify (Please print) _____

Thank you for your comments. We will use them to help improve future LUCA operations.

B. SIGNATURE OF TRIBAL CHAIR OR HIGHEST ELECTED/APPOINTED OFFICIAL RESPONDING TO THE LUCA INVITATION

1. Printed name of Tribal Chair or Highest Elected/Official/Appointed Official – First, middle initial, last _____

2. Signature of Tribal Chair or Highest Elected/Official/Appointed Official _____ Date
Month Day Year

3. Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – Please print _____

4. Physical/Mailing address
Number and street name _____
City _____ State _____ ZIP Code _____

5. Telephone Area code _____ Number _____ Extension _____

6. Email address _____

C. LIAISON INFORMATION – Designate your LUCA Liaison.
This is the person responsible for protecting the confidential Census Bureau materials covered by Title 13, U.S. Code.

Complete this section only if you are participating in LUCA

1. Name – (Please print) _____

2. Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate) _____

3. Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate) _____

4. Physical/Mailing address
Number and street name _____
City _____ State _____ ZIP Code _____

5. Telephone Area code _____ Number _____ Extension _____

6. Email address _____

Complete this form and return it along with the completed, signed copies of the Product Preference Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATIN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

Product Preference Form (D-2003)

FORM D-2003 (5-31-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

U.S. DEPARTMENT OF COMMERCE
Economics U.S. CENSUS BUREAU

Entity ID _____
Government Name _____

United States Census 2020

PRODUCT PREFERENCE FORM
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)

Please mark (X) to select a product preference format (Choose #1 OR #2 below)

1. **GUPS** - The Census Bureau's Geographic Update Partnership Software (GUPS) is a self-contained Geographic Information System (GIS) tool. It includes the Census Bureau's address list, address count list by census block, and partnership shapefiles. GUPS allows you to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes. GUPS functions on Windows XP, Vista, and Windows 7, 8, and 10, and Apple Mac OS X with additional bridge software.

OR

2. Select **one** address list format in **Section A** and **one** map format in **Section B**.

A. Address List - Select Digital or Paper

Digital - Requires the use of a spreadsheet or database software. We will provide the files in Excel Comma Delimited Text (.csv) format.

OR

Paper - Available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six (6) addresses (1,000 pages maximum). Choose **one** address sort preference below:

Census Tract#/Block#/Street Name/House#/Unit#
 Street Name/House#/Unit/Census Tract#/Census Block# (alphanumeric sort)

You may access the current number of addresses by census block the Census Bureau has on file for your jurisdiction at <http://www.census.gov/geo/partnership/luca.html>.

B. Maps - Select Digital or Paper

Digital - Partnership shapefiles that require the use of GIS software. Address structure points are **not** included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.

OR

Paper/PDF - Large format paper map(s) (42" x 36") with a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Title 13 requirements apply.

OR

Paper - Large format paper map(s) (42" x 36") only. This does **not** include a DVD of small format (8-1/2" x 14") block maps in Adobe PDF format that contain address structure coordinates showing the location of residential addresses. Non-Title 13.

Note: The shapefiles do NOT contain address points. If you choose a paper address list and digital maps, you will not see map spots in the digital environment. You must select Paper/PDF to review the address structure points.

LUCA Liaison Package Delivery Address.
Title 13 materials must be delivered to the LUCA liaison. Please print.

Liaison Name _____
Department, Organization, or Agency name _____

Number and street name _____
Physical/Mailing address: City _____ State _____ ZIP Code _____

Telephone: Area code _____ Number _____ Extension _____ Email address _____

Name of the Person Completing This Form (Please print)

Name _____ Telephone: Area code _____ Number _____ Extension _____
Email address _____ Date _____

Complete this form and return it along with the completed, signed copies of the Registration Form, Self-Assessment Checklist, and Confidentiality Agreement. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 63-E, National Processing Center, 1201 East 10th St, Jeffersonville IN 47132. As an alternative, you may scan your completed forms, including forms with signatures, and email them to GEO.2020.LUCA@census.gov.

Confidentiality and Security Guidelines (D-2004)

FORM **D-2004** (6-15-2017) OMB No. 0607-0994; Approval Expires 12/31/2019
U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAU

 **Confidentiality and Security Guidelines**
2020 Census Local Addresses Operation (LUCA)

1. 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.

2. 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); and
- 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.

Confidentiality Agreement Form (D-2005)

FORM **D-2005** (4-5-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

 <p>CONFIDENTIALITY AGREEMENT FORM 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</p>	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	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 Confidentiality and Security Guidelines 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 Ext. [][] - [][][] - [][][][]		
Liaison's Signature _____		
Date Month Day Year [][] [][] [][]		
Name of LUCA Liaison's Office, Department, or Agency – (Assessor's Office, Planning Department, Regional Planning Agency, etc.) – Please print _____		
Address of LUCA Liaison's Office, Department, or Agency – (House number and street name, RR or HC, and box number) – Please print _____		
City _____ State _____ ZIP Code _____		
Email address _____		
C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS		
Printed name _____		
Area code Telephone number Ext. [][] - [][][] - [][][][]		
Signature _____		
Date Month Day Year [][] [][] [][]		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print _____		
City _____ State _____ ZIP Code _____		
Email address _____		
Printed name _____		
Area code Telephone number Ext. [][] - [][][] - [][][][]		
Signature _____		
Date Month Day Year [][] [][] [][]		
Address, if different from Liaison – (House number and street name, RR or HC, and box number) – Please print _____		
City _____ State _____ ZIP Code _____		
E-mail address _____		

Section C continued on the reverse

Self-Assessment Checklist (D-2006)

FORM **D-2006** (5-24-2017) OMB No. 0607-0994; Approval Expires 12/31/2019

 <p>SELF-ASSESSMENT CHECKLIST 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)</p>	U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU	Entity ID _____ Government Name _____
PROTECTING CENSUS BUREAU TITLE 13 MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y, N or NA
1. Do you understand that 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 address data base?	3	Y N
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	Y N
3. Will you secure Title 13 materials to prevent unauthorized staff from accessing these materials? This includes staff members other than those who signed the Confidentiality Agreement, that have access to the offices, cabinets, or other areas where Title 13 materials are stored.	4.1, 4.2	Y N
4. Will you construct electronic security profiles to allow only those who signed the Confidentiality Agreement to access the Census Bureau's Title 13 materials, if the Title 13 information is placed on a shared computer system? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y N NA
5. Will you ensure that your IT system restricts the read, write, delete, and execute functions applicable to the Census Bureau's Title 13 materials to only those individuals that signed the Confidentiality Agreement? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y N NA
6. Will you assign an encrypted, unique user-ID and password for each LUCA liaison, reviewer, and anyone with access to Title 13 materials? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y N NA
7. Will you keep Title 13 data separate from your other data? Title 13 data cannot be backed-up, mixed with, nor stored with other data? Required if you are selecting GUPS, the digital address list, or the Paper/PDF maps.	4.1	Y N NA
REPORTING AN INCIDENT	Confidentiality & Security Guidelines Reference	Circle Y or N
8. Will you report to the Census Bureau all violations of unauthorized viewing or loss of Title 13 materials within 24 hours of discovery?	4.3	Y N
ON-SITE VISITS	Confidentiality & Security Guidelines Reference	Circle Y or N
9. Do you understand that the Census Bureau may conduct on-site visits to your office to inspect your security measures regarding the Census Bureau's Title materials?	4.4	Y N
DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y or N
10. Will you destroy (the preferred method) or return the Title 13 materials according to the approved destruction or return methods outlined in the Confidentiality and Security Guidelines?	4.5, 4.6	Y N
LUCA Liaison Signature _____		
LUCA Liaison Name (Print) _____		Date _____
<small>Complete this form and return it along with the completed, signed copies of the Registration Form, Confidentiality Agreement, and the Product Preference Form. Use the enclosed postage-paid envelope addressed to ATTN: Geography LUCA Materials 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.</small>		

Questions about 2020 LUCA?

- Visit the 2020 LUCA Web site:

<https://www.census.gov/geo/partnerships/luca.html>

– Frequently Asked Questions document

- Contact us:

– Geographic Programs Support Desk toll-free telephone number: 1-844-344-0169

– E-mail: GEO.2020.LUCA@census.gov

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More information on the 2020 Census Memorandum Series:
<https://www.census.gov/programs-surveys/decennial-census/2020-census/planning-management/memo-series.html>



More information on the 2020 Census:
<https://www.census.gov/2020census>



More information on the American Community Survey:
<https://www.census.gov/programs-surveys/acs/>



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