

## Local Update of Census Addresses (LUCA)

The initial involvement that local jurisdictions have with the 2010 Census is the Local Update of Census Addresses (LUCA) program. The importance of the census is to have accurate counts so that government funding based on these counts are allocated fairly. The LUCA program is a chance for local jurisdictions to update the Census Master Address file, and all jurisdictions are encouraged to participate.

There are 3 levels of participation.

Level 1 and 2 involve Title 13 data and requires that anyone with access to the data to sign and adhere to confidentiality and data security requirements. This means that they are prohibited from using, publishing, distributing, or incorporating census addresses into their own local address systems.

### Level 1

- Receive Census addresses for review and update.
  - Update address counts for a census block OR
  - Update individual addresses for a census block.
- Submit updated Census data.
- Update map with additions, deletions, or corrections to boundaries and roads.
- Receive feedback materials for the Census Bureau's findings after address canvassing:
  - Address list
  - Address count list
  - Maps
  - Detailed feedback list (status of added addresses – accepted if found or rejected if not found during the canvassing.)
- Appeal feedback results after address canvassing

### Level 2

- Receive Census addresses and counts for review only.
- Submit local address list in a predefined computer-readable format.
- Update map with additions, deletions, or corrections to boundaries and roads.
- Receive feedback materials for the Census Bureau's findings after address canvassing:
  - Address list
  - Address count list
  - Maps
  - Detailed feedback list (status of added addresses – accepted if found or rejected if not found during the canvassing.)
- Appeal feedback results after address canvassing

### Level 3

- Receive Census counts.
- Submit local address list in a predefined computer-readable format.
- Update map with additions, deletions, or corrections to boundaries and roads.
- Receive feedback materials for the Census Bureau's findings:
  - address count list
  - maps

D-1685(LTP)  
(6-2007)



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

El Dorado County  
 CO06017  
 13074

August 2007

Ms. Helen K Baumann  
 Chairperson  
 Board Of Supervisors  
 330 Fair Lane  
 Placerville CA 95667-4103

Dear Ms. Helen K Baumann,

The U.S. Census Bureau invites your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. Every ten years, the Census Bureau conducts a census of the population and housing of the United States. Census data drive redistricting decisions and directly affect the distribution of more than \$300 billion in federal funds each year. The LUCA Program, authorized by the Census Address List Improvement Act of 1994 (Public Law 103-430), provides tribal, state, and local governments the opportunity to review and update the Census Bureau's address list.

The census is based on addresses compiled from many sources. We are requesting your help to ensure that the Census Bureau's address list is as accurate as possible for your jurisdiction. The accuracy and completeness of the address list is critical to the enumeration process and the quality of the resulting census data. By participating in the LUCA Program, you can help ensure that we achieve complete coverage in our enumeration of your jurisdiction.

Our records indicate that a portion of the area covered by your jurisdiction is within the boundary of a federally-recognized American Indian reservation and/or off-reservation trust land. The Census Bureau will not provide for your review the addresses on its list for that portion of your jurisdiction. The Census Bureau provides addresses contained within the boundaries of federally-recognized American Indian reservations and off-reservation trust lands only to the relevant tribal government, in keeping with the unique government-to-government relationship between the federal government and federally-recognized tribes. The Census Bureau nonetheless encourages tribal governments to coordinate their LUCA address list review with, or to delegate (if they do not plan to participate) review authority to, neighboring local governments or the state government. In the event that the tribal government chooses not to coordinate its LUCA address list review for the portion of the area covered by your jurisdiction, you can still help to improve the Census Bureau's address list for your entire jurisdiction by submitting potentially missing addresses as part of the LUCA Program.

The LUCA Program provides options for you to:

- Review/correct the Census Bureau's address list for the non-reservation/trust land portion of your jurisdiction. If there are city-style addresses (e.g., 101 Main Street) that you think are likely missing from the Census Bureau's address list for the reservation/trust land portion of your jurisdiction (e.g., because they represent new construction), you can submit them as added addresses along with any changes for the non-reservation/trust land area; or
- Submit your local address list of city-style addresses for all or part of your jurisdiction, including the part that overlaps the tribal boundary, to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update your legal boundaries and features on the Census Bureau maps.

You will not receive feedback on our disposition of any added addresses for the reservation/trust land portion of your jurisdiction, or be able to appeal our determinations on these, but we will include these addresses on our list for questionnaire delivery if we are able to validate them in our field check.

FORM **D-1668**  
(6-12-2007)U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

ENTITY ID

**REGISTRATION FORM**  
**LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM**  
**2010 Decennial Census**

CO06017

**Please complete this form and return it to your U.S. Census Bureau Regional Office.****A. PARTICIPATION INFORMATION**

1.  YES! Our government would like to participate in the 2010 Decennial Census LUCA Program.
2.  NO, we are not able to participate. *Please mark (X) all that apply below.*
- a.  Insufficient staff
- b.  Lack of funds
- c.  No time/Too busy
- d.  No local address list available
- e.  Concerns about the security and confidentiality of the Census Bureau's address list
- f.  Restrictions on the use of the Census Bureau's address list for other purposes
- g.  Other reason – *Specify (Please print)* \_\_\_\_\_

**We rely on your comments to help us improve future LUCA programs.****B. HIGHEST ELECTED/APPOINTED OFFICIAL MAKING THIS COMMITMENT –**  
**Please print**

1. Name of participating government \_\_\_\_\_
2. Printed name of Highest Elected/Appointed Official – *First, middle initial, last* \_\_\_\_\_
3. Signature – *First, middle initial, last* \_\_\_\_\_
4. Position – *Governor, Commissioner, Mayor, Supervisor, etc.* \_\_\_\_\_
5. Telephone  
Area code    Number  
[ ] [ ] [ ] – [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]
6. E-mail address \_\_\_\_\_
7. Date  
Month    Day    Year  
[ ] [ ]

**C. LIAISON INFORMATION****Please designate your official 2010 Decennial Census LUCA Program liaison (work contact) by providing the following information. Please print.**

1. Name – *First, middle initial, last* \_\_\_\_\_
2. Position – *Director, Assessor, Planner, etc.* \_\_\_\_\_
3. Department, Organization, or Agency name \_\_\_\_\_
4. Mailing address  
Number and street name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_
5. Delivery address\*  
Number and street name \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_

**\*The Census Bureau will ship all materials via FedEx.**  
**FedEx will not deliver to PO Box numbers or PO ZIP Codes.**

FORM **D-1669**  
(6-12-2007)U.S. DEPARTMENT OF COMMERCE  
Economics and Statistics Administration  
U.S. CENSUS BUREAU

ENTITY ID

**CONFIDENTIALITY AGREEMENT**  
**LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM**  
**2010 Decennial Census**

CO06017

**PLEASE PRINT****1.** Government name**2.** Name of LUCA Liaison's Office or Department (*Assessor's Office, Planning Department, etc.*)**3.** Address (*House number and street name, RR, HC, or PO box number*)**4.** City, State, ZIP Code**Responsibilities for Participating in the 2010 Decennial Census LUCA Program**

All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points provided for feedback) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's results regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters 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.

**Liaison's name and telephone number****Your address – Please print**  
(If different from above)

Printed name

Area code

Telephone number

City

Signature

Date

Month

Day

Year

State

ZIP Code

**Reviewer(s)/Person(s) with access to  
Title 13 materials name(s) and telephone number(s)****Your address – Please print**  
(If different from above)

Printed name

Area code

Telephone number

City

Signature

Date

Month

Day

Year

State

ZIP Code

Printed name

Area code

Telephone number

City

Signature

Date

Month

Day

Year

State

ZIP Code

Printed name

Area code

Telephone number

City

Signature

Date

Month

Day

Year

State

ZIP Code

Printed name

Area code

Telephone number

City

Signature

Date

Month

Day

Year

State

ZIP Code