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

Stanislaus County
CO06099
258801

CORRESPONDENCE ² page 1 of 6

August 2007

Mr. William O'Brien
County Supervisor, Chair
Board Of Supervisors
1010 10 St Ste 6500
Modesto CA 95354

BOARD OF SUPERVISORS
2007 AUG 10 P 2:15

Dear Mr. William O'Brien,

Recently, the U.S. Census Bureau invited the chief executive/highest elected official of your government to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. 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 accuracy and completeness of the Census Bureau's address list is critical to the enumeration process and the quality of the resulting census data. Through your government's participation in the LUCA Program, your local knowledge can help ensure that we achieve complete coverage in our enumeration of your jurisdiction. If your government chooses to participate in the LUCA Program, you can:

- Review and update the Census Bureau's address list, or submit your address list to the Census Bureau in the Census Bureau specified computer-readable format; and
- Review and update the legal boundaries and features on the Census Bureau maps.

The enclosed flyer, *Will Your Community Be Ready for the 2010 Census Local Update of Census Addresses (LUCA) Program?*, provides an overview of the LUCA Program. The flyer answers questions that may assist your government in deciding whether to participate in this important program. We have also enclosed two computer-based training (CBT) CD-ROMs. One CBT CD-ROM provides background and instructions on participating in the LUCA Program. The second CBT CD-ROM contains instructional information on the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing Partnership Software (available free of charge to LUCA Program participants), a geographic information system software application that allows your government to update both the address list materials and map information.

We will supply your LUCA materials as soon as possible after we receive your government's completed registration forms. You have 120 days from the date you receive your LUCA materials to complete your review and submit your address list changes. We will accept registrations up until **December 31, 2007**, but can guarantee the full 120-day review period only for governments registering by **November 19, 2007**. If you register before **October 31, 2007**, you have the opportunity to provide legal boundary updates along with your LUCA updates, and the Census Bureau will not send you the 2008 Boundary and Annexation Survey package in January 2008.

The Census Bureau estimates that it will take between 105 and 1,575 hours to complete the LUCA review depending on the number of addresses and the rate of address growth and change. This includes the time needed to read the enclosed invitation materials and complete the registration forms, and upon receipt of the LUCA materials to read the instructions, assemble and review the LUCA materials and provide updates. Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Paperwork Project 0607-0795, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233, or you may e-mail comments to <paperwork@census.gov>; use "Paperwork Project 0607-0795" as the subject. Please include a copy of your message addressed to <luca@geo.census.gov>. Under the Paperwork Reduction Act, we cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of each LUCA form.

Please review the enclosed information and contact your chief executive/highest elected official about your government's participation. Your chief executive/highest elected official received the forms required to register to participate in the LUCA Program. If you have any questions, please contact your Census Bureau Regional Office by telephone at 1-866-511-LUCA (5822) or via e-mail at seattle.geography@census.gov.

Sincerely,



Charles Louis Kincannon
Director

Enclosures

**ATTACHMENTS AVAILABLE
FROM YOUR CLERK**

Will Your Community Be Ready for the 2010 Census Local Update of Census Addresses (LUCA) Program?

2010 Census LUCA Program

Reissued
June 2007

The Local Update of Census Addresses Program, also known as LUCA, is a decennial census geographic partnership program that will allow the U.S. Census Bureau to benefit from local knowledge in developing its Master Address File for the 2010 Decennial Census and as subsequent use for yearly ongoing household surveys. Tribal, state, and local governments can contribute to a complete enumeration of their communities by reviewing and updating the list of housing units and group quarters addresses that the Census Bureau will use to deliver 2010 Decennial Census questionnaires within their communities.

Why is the LUCA Program important to your community?

An accurate population count starts with an up-to-date and accurate address list. Having a housing unit or group quarters address listed on the Master Address File ensures that the people residing at the address will be enumerated. A February 2003 Government Accountability Office report indicated that in fiscal year 2000, about \$283 billion in federal grant money was distributed to state and local governments by formula; states received their share of this money based in part on factors such as annual population estimates derived from the 1990 decennial census. When the population estimates were updated to reflect the 2000 census results, an additional \$388 million in federal grant funding went predominately to the 23 states that had above-average estimate revisions. Clearly the stakes are high and a complete count is vital to cities and towns nationwide.

How is the LUCA Program administered?

The LUCA Program is made possible by the Census Address List Improvement Act of 1994 (Public Law 103-430) which provides an opportunity for designated representatives of tribal, state, and local governments to review the addresses contained on the census address list. The program operates as follows:

- Each invited government designates a LUCA liaison to review the portion of the census address list covering the area under its jurisdiction. The LUCA liaison will be subject to the same confidentiality requirements as census workers, which prohibits the disclosure of census information. The address list is confidential under Title 13 of the U. S. Code and participants must review a set of security guidelines and sign a confidentiality agreement promising to protect the confidentiality of the addresses.
- The Census Bureau will send the LUCA liaison an address list from the Master Address File, corresponding maps, and the address count list.
- In areas with city-style addresses, the LUCA liaison can update individual addresses on the list, as well as add addresses missing from the list. The Census Bureau will verify the updates during the Address Canvassing Operation and provide feedback to the participants about the results.

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- In areas with non-city-style addresses (e.g., rural route and box number or post office box numbers), the LUCA liaisons can challenge the count of housing unit and group quarters addresses.
- The Census Bureau will visit each census block during the Address Canvassing Operation and update the census address list. The Census Bureau will provide the LUCA participants with an updated address list and maps during the feedback phase.
- Public Law 103-430 allows LUCA participants to appeal final Census Bureau decisions. All appeals must be adjudicated prior to Census Day to ensure that the housing unit is visited during the enumeration phase. An agency independent of the Census Bureau will review and decide on all appeals prior to Census Day, April 1, 2010.

How has the LUCA Program changed from Census 2000?

The Census Bureau is making a number of improvements to the 2010 LUCA Program:

- There will be a single review cycle for all address types.
- There will be a longer review period: 120 calendar days.
- There will be more advance notice so that participating governments can prepare.
- There will be more comprehensive program communications, as well as periodic contact to answer questions and gauge each participating government's progress.
- There will be three options for participation.
- Participating governments will be offered the option of using the Census Bureau supplied MAF/TIGER® Partnership Software application that combines the census address list, address count list, and maps in a software package.

What is the LUCA Program schedule?

Time Frame	Activity
January 2007 to February 2007	LUCA advance notice letters were mailed to the highest elected official and other contacts in eligible, active, functioning governments.
August 2007	LUCA invitation letters and registration materials mailed to the highest elected official and other contacts in eligible, active, functioning governments.
August 2007 to January 2008	Invited governments register for LUCA and the Census Bureau ships the LUCA review materials to each participating government.
September 2007 to March 2008	LUCA participants review and update the address list and return their comments to the Census Bureau's Regional Office within 120 days of receipt of materials.
October 2007 to October 2008	Census Bureau reviews the participants' LUCA submissions and updates the Master Address File/TIGER® system.
November 2008 to June 2009	Census Bureau prepares for and conducts the Address Canvassing Operation using GPS-equipped hand-held computers.
August 2009 to October 2009	Census Bureau sends feedback materials to the LUCA participants showing how we processed each government's LUCA submissions.
September 2009 to December 2009	LUCA participants review their LUCA feedback and have the opportunity to appeal the results to the LUCA Appeals Office.
September 2009 to January 2010	LUCA Appeals Office reviews and adjudicates appeals.

What are the LUCA participation options?

There are three LUCA participation options for a government to choose from depending on factors such as the type of addressing within their government, access to an address list, willingness to sign a Title 13 confidentiality agreement, as well as their level of resources for conducting the review.

Option 1—Full Address List Review (Title 13 option)

This option requires a Title 13 confidentiality agreement and allows the participating government to update city-style addresses on the census address list and provide any city-style addresses that are missing from the list.

City-style addresses are those used for mailing or E-911 in a house number and street name format. In census blocks within a jurisdiction that contain non-city-style addresses (P.O. Box, RR and Box) the LUCA participant may challenge the count of addresses in each census block. After the Address Canvassing Operation validates the address changes, the participant will receive feedback on their submission and may appeal the results to an independent LUCA appeals office that will adjudicate the differences.

Option 2—Local Address List Submission (Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to update the Census Bureau's address list. The participating government submits its list of city-style addresses assigned to the census blocks within its jurisdiction in a Census Bureau predefined format. The Census Bureau will provide Option 2 participants with the census address list and maps as a reference, which is why a Title 13 confidentiality agreement is required. After the Address Canvassing Operation validates the participant's address list submission, the participant will receive feedback on each address submitted to the Census Bureau. If the participant does not agree with the Census Bureau's decision, the government may appeal the results to an independent LUCA appeals office that will adjudicate the differences.

Option 3—Local Address List Submission (Non-Title 13 option)

This option may be selected by governments that have city-style addressing (mailing or E-911) but do not wish to update the Census Bureau's address list and do not wish to sign a confidentiality agreement, or cannot meet the Census Bureau's security guidelines for protecting Title 13 information. This option allows the participating government to help improve the census address list by submitting its city-style addresses coded to the census blocks within its jurisdiction. The Census Bureau will provide Option 3 participants with maps and counts of addresses for each census block within its jurisdiction. After the Address Canvassing Operation validates the participant's submission, the participant will receive updated maps and counts of addresses by census block. The results under Option 3 cannot be appealed since the participant will not be able to tell the independent appeals office which addresses are missing from the census address list.

What type of LUCA review materials will I receive?

Census Address List and Address Count List

The census address list and address count list will be offered in paper and computer-readable formats. The paper media option will be available for governments with 6,000 or fewer addresses (approximately 1,000 printed pages). The computer-readable lists are in ASCII pipe-delimited (|) text file format which are easily opened using most common spreadsheet and database software applications.

Census Maps from the MAF/TIGER® Database

The LUCA program maps will be offered in printed map sheet format or the participant may select the spatial data from TIGER® (the Census Bureau's Topologically Integrated Geographic Encoding and Referencing system) in shapefile format that requires a Geographic Information System (GIS) software application to view and update the file. LUCA participants using their own GIS software must use the Census Bureau provided shapefiles and return their map feature updates in the specified shapefile format.

Census Bureau's MAF/TIGER® Partnership Software

Participating governments may also use a Census Bureau supplied software application to update both the census address list and maps. The MAF/TIGER® Partnership Software (MTPS) is a tailored GIS application that combines both the census address list and digital maps into one application that participants use to do their address and map updates. The MTPS gives LUCA participants the ability to open their local address list in a non-editable view table. All address and map updates done with the MTPS will meet the Census Bureau's formatting requirements. This software is appropriate for any level of government that does not already have its own GIS software and only requires a Windows 98® or newer operating system (excluding Microsoft Windows Vista™).

How does LUCA integrate with other Census Bureau programs?

One benefit of participation in the 2010 Decennial Census LUCA program is that participating governments will be able to use their LUCA maps to provide updates to their legal boundaries. This means that if your government registers for the LUCA Program by October 31, 2007, the Census Bureau will not send you a separate 2008 Boundary and Annexation Survey (BAS) package in January 2008. The Census Bureau conducts the BAS annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data from various programs and surveys, such as the Population Estimates Program and the American Community Survey. The boundaries are also provided to other federal agencies in accordance with Office of Management and Budget Circular A-16 and Executive Order 12906.

Yearly Boundary and Annexation Survey Schedule:

- September—the BAS contact is sent a prenotification letter (by fax/e-mail/mail) for the upcoming survey, asking if he or she will have changes to report as of January 1.
- January—BAS package mailed out.
- March–April—State Data Center staff conducts telephone follow-up.
- BAS packages received by April 1 will be included in the Population Estimates Program for estimates released the following calendar year.
- June 30—packages received will be included in the next BAS year materials.

Population Estimates Program

The Population Estimates Program publishes total resident population estimates and demographic components of change (births, deaths, and migration) each year. It also publishes the estimates by demographic characteristics (age, sex, race, and Hispanic origin) for the nation, states, and counties. In addition to the resident population universe, it also produces population estimates for these universes: resident plus armed forces overseas; civilian, and civilian noninstitutional at the national level; and civilian at the state level. The reference date for estimates is July 1 of each year.

American Community Survey

The American Community Survey (ACS) is a new nationwide survey designed to provide communities a fresh look at how they are changing. The ACS is conducted instead of administering the long form in future censuses and is a critical element in the Census Bureau's reengineered 2010 Decennial Census plan. The ACS will enhance your ability to serve your constituents by providing you with more timely information about your community. Data from this survey is released every year. Armed with more accurate and timely data, you will be able to make better informed decisions by having up-to-date information regarding your community, its people, and its resources. The Census Bureau selects a random sample from its file of housing unit addresses. An address has about 1 chance in 480 of being selected in any month. No address will be selected more often than once every five years.

Both the Population Estimates Program and the American Community Survey use the legal boundaries in existence for each jurisdiction on January 1 of each year. These boundaries are collected through the BAS, and all addresses geographically coded to the streets and roads within your jurisdiction become part of the sampling frame for the American Community Survey as well as part of the base used to calculate your population estimates. Therefore, participation in the LUCA Program and the BAS helps to ensure your community has good coverage—which contributes to good population estimates.

How do I find out more about LUCA and the other programs discussed?

Visit us at www.census.gov to reach the Census Bureau's home page.

To find out more about the LUCA Program, click on [Geography](#) then [Geographic Programs](#) or type in the URL www.census.gov/geo/www/programs.html. You may also send your questions regarding the LUCA Program to the following e-mail address: luca@geo.census.gov.

To find out more about the BAS, click on [Geography](#) then [Geographic Programs](#) or type in the URL www.census.gov/geo/www/programs.html or contact us at GEO.BAS@census.gov.

To find out more about the Population Estimates Program and the American Community Survey, visit us at www.census.gov and click on links to the [Estimates](#) page and the [American Community Survey](#) page adjacent to People & Households near the top of the home page.

To find the local Census Bureau Regional Office that serves your community, visit us at www.census.gov and click on [Regional Offices](#) along the left side of the screen. Then click your state on the map to get to the regional office that serves your state.

For questions on **General Census Geography**, contact geography@geo.census.gov.