

LUCA 2020 Overview

Original Date: August, 2017

Last Revision Date: NA

Background

In anticipation of the 2020 Census, the US Census Bureau is asking for local government participation in the [Local Update of Census Addresses](https://www.census.gov/geo/partnerships/luca.html) (<https://www.census.gov/geo/partnerships/luca.html>) (LUCA) Program. The purpose of this program is to improve the accuracy and completeness of the Census Bureau's address list for every municipality, to ensure that 2020 Census forms are delivered to the maximum number of households and group quarters such as nursing homes, group homes, etc.

Importance of Accurate Data

Having an accurate list of addresses for the 2020 Census is critical for local entities. The population data collected during the Census contributes to the following:

1. Apportionment of seats in the US House of Representatives
2. Distribution of significant amounts of State-generated funds
3. Grant applications that fund community, social, economic, and environmental programs
4. Planning for future growth and development

LUCA Participation

LUCA is a **voluntary** program in which an entity can participate by receiving and correcting either digital or paper copies of the Census Bureau's current address list for the participating entity. A **Title 13 confidentiality agreement** will be provided by the Census Bureau with the data. This agreement must be signed by anyone with access to the data and the hardware on which the data will be stored, whether the data is digital or paper. Registration for LUCA is due December 15, 2017.

County's CVT Coordination

As we did for the 2010 LUCA Program, Oakland County will participate using a digital option. To prevent duplication of effort among local and county government, Oakland County will again coordinate with the local cities, villages, and townships (CVTs) in the following ways:

1. Send a letter to the highest elected officials at each CVT articulating the County's planned efforts regarding the LUCA Program. The work the County will be doing in support of the LUCA Program is detailed in the *LUCA Update Process* section of this document.
2. If necessary, schedule a meeting with CVTs to be held at the County in Fall 2017.
3. Track which CVTs would like to partner with the County for LUCA.
4. Designate a single point of contact at the County for questions (luca2020@oakgov.com).



CVT Benefits

LUCA is a **voluntary** program. CVTs can choose one of three options: 1) not to participate in any way, 2) participate in LUCA on their own, or 3) participate in LUCA using the process outlined above by partnering with the County. By partnering with the County, the CVTs receive the following benefits:

1. Oakland County will be performing preliminary work that will save the CVT time and resources in validating the final address list.
 - a) CVTs will not need to find resources to compare the Census' address list with their own, because the County will do this work for them and notify them of any discrepancies in the counts.
 - b) CVTs will not need to format their address file for submission to the Census Bureau. This is potentially a labor-intensive step that may involve GIS work.
2. CVTs that perform corrections to their address list in the County system (versus on a paper copy that is only submitted back to the Census Bureau), will simultaneously improve the accuracy of their master address list, which can be used for mailing, billing, or permitting purposes.

CVT Next Steps

The Census Bureau will be scheduling LUCA training sessions in October, 2017 (dates to be announced by Census Bureau). Because registration is not due until **December 15, 2017**, CVTs may choose to decide if they will participate, with or without the County, after attending a Census Bureau training. However, if the CVT already knows they would like Oakland County to act on their behalf for LUCA, please do the following:

1. **The HEO should send an email to luca2020@oakgov.com to let us know that you would like Oakland County to participate in LUCA on your behalf at your earliest convenience, but no later than **November 15, 2017**. Please include the name and contact information of the person in your community who will act as your LUCA contact with the County. **Sending us this notification means that we will be working with your LUCA contact between February and April 2018 to validate your addresses.****
2. The HEO at each community should have received form D-2002 from the Census Bureau. Please select the following options in the Participation section, complete the rest of the form, and return to the Census Bureau per the form's instructions:
 - Option 2: *No – Our government is not registering for LUCA.*
 - Option 2a: *Another level of government (State Or County) that includes our jurisdiction is participating in LUCA.*

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

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

Entity ID _____
Government Name _____

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

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) _____



LUCA Update Process

The County's Application Services division of the IT Department will dedicate resources to this project for the duration of the Program. At a high level, the following process will take place at the County.

CVTs who have indicated that Oakland County will be acting on their behalf are required to take the following **bolded** actions, which will take place late winter/early spring of 2018.

1. IT creates address reports for the CVTs using current Oakland County data.
2. IT compares address count by block to the US Census address count by block, highlights discrepancies, and sends reports to the CVTs.
3. **CVTs review the address list by a specified date, making updates in either the County's (LAMS) or the local's (BSA) name and address system. We will also be seeking your feedback regarding which residential addresses are group quarters (nursing homes, groups homes, etc.).**
4. IT creates a report of Oakland County addresses using the data corrected by the CVTs.
5. IT compares the resulting report to the Census Bureau's full address list.
6. IT requests **clarification from the CVT** if there are apparent discrepancies between the County file and the Census file.
7. IT creates a final address list for the Census Bureau in their required format, which may include adding additional attribution to the data.
8. IT submits the final address list back to the CVTs.
9. **CVTs sign-off on the final address list by a specified date, to be determined.**
10. IT submits the signed-off address list to the Census Bureau.

Timeline

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| October, 2017 | The Census Bureau has indicated there will be scheduled LUCA trainings. |
| November 15, 2017 | HCO send email to luca2020@oakgov.com indicating if your CVT would like Oakland County to act on your behalf for LUCA. |
| December 15, 2017 | Participants must communicate their selected participation option to the Census Bureau. |
| February, 2018 | The Census Bureau anticipates sending the review materials out. Once the materials are received from the Census Bureau, the participant has 120 days to complete the review process. |
| April, 2018 thru June, 2019 | The Census Bureau processes LUCA submissions. |
| August, 2019 thru September, 2019 | The participant receives feedback on how their submission was processed. |
| September, 2019 thru December, 2019 | Participants have the opportunity to appeal how the Census Bureau processed submissions. |

