

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	PL0667000
Government Name	San Francisco city

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

- YES** Our government is registering for LUCA. – *Complete Sections B and C.*
- NO** Our government is not registering for LUCA. – *Complete Section B and mark an (X) for each reason that applies:*
 - Another level of government (state or county) that includes our jurisdiction is participating in LUCA
 - Insufficient staff
 - Lack of funds
 - No time/too busy
 - No local address list available
 - Concerns about Census Bureau Title 13 materials
 - Restrictions on using Census Bureau Title 13 materials for other purposes
 - 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

- Printed name of Tribal Chair or Highest Elected Official/Appointed Official – *First, middle initial, last*
EDWIN LEE
- Signature of Tribal Chair or Highest Elected Official/Appointed Official

Date: Month Day Year
- Position – (e.g., Tribal Chair, Governor, Commissioner, Mayor, Supervisor; please do not abbreviate) – *Please print*
MAYOR
- Physical/Mailing address
Number and street name: 1 DR CARLTON B GOODLETT PL
City: SAN FRANCISCO State: CA ZIP Code: 94102
- Telephone
Area code: 415 Number: 554 Extension: 6141
- Email address: mavoredwinlee@sfgov.org

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

- Name – (Please print)
MICHAEL WEBSTER
- Department, Organization, or Agency name – (e.g., Planning and Zoning, Regional Planning Agency; please do not abbreviate)
SAN FRANCISCO PLANNING DEPARTMENT
- Position – (e.g., Tribal President, Director, Assessor, Planner; please do not abbreviate)
GEOGRAPHER
- Physical/Mailing address
Number and street name: 1650 MISSION STREET, STE 400
City: SAN FRANCISCO State: CA ZIP Code: 94103
- Telephone
Area code: 415 Number: 575 Extension: 9067
- Email address: michael.webster@sfgov.org

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

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

Entity ID PL0667000
Government Name San Francisco city

A. TERMS, CONDITIONS, AND RESPONSIBILITIES FOR PARTICIPATING IN THE 2020 CENSUS LUCA OPERATION

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.

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.

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.

B. LIAISON INFORMATION

Liaison's Printed Name MICHAEL WEBSTER	Area code 4 1 5	Telephone number - 5 7 5 -	Ext. 9 0 6 7
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Liaison's Signature 	Date Month Day Year 11 16 2017
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Name of LUCA Liaison's Office, Department, or Agency - (Assessor's Office, Planning Department, Regional Planning Agency, etc.) - Please print
SAN FRANCISCO PLANNING DEPARTMENT

Address of LUCA Liaison's Office, Department, or Agency - (House number and street name, RR or HC, and box number) - Please print
1650 MISSION STREET, STE 400

City SAN FRANCISCO	State CA	ZIP Code 94103
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Email address
michael.webster@sfgov.org

C. INFORMATION FOR REVIEWER(S) and PERSON(S) WITH ACCESS TO TITLE 13, U.S.C. MATERIALS

Printed name TERESA OJEDA	Area code 4 1 5	Telephone number - 5 5 8 -	Ext. 6 2 5 1
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Signature 	Date Month Day Year 11 15 2017
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Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City	State	ZIP Code
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Email address
teresa.ojeda@sfgov.org

Printed name MICHAEL WEBSTER	Area code 4 1 5	Telephone number - 5 7 5 -	Ext. 9 0 6 7
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Signature 	Date Month Day Year 11 16 2017
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Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City	State	ZIP Code
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E-mail address

Section C continued on the reverse



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



**SELF-ASSESSMENT CHECKLIST
2020 CENSUS LOCAL UPDATE OF CENSUS
ADDRESSES OPERATION (LUCA)**

Entity ID	PL0667000
Government Name	San Francisco city

PROTECTING CENSUS BUREAU TITLE 13 MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y, N or NA
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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	<input checked="" type="radio"/> Y	<input type="radio"/> N	
2. Will you store Title 13 materials in a secure location?	4.1, 4.2	<input checked="" type="radio"/> Y	<input type="radio"/> 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	<input checked="" type="radio"/> Y	<input type="radio"/> 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	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> 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	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> 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	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> 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	<input checked="" type="radio"/> Y	<input type="radio"/> N	<input type="radio"/> NA

REPORTING AN INCIDENT	Confidentiality & Security Guidelines Reference	Circle Y or N
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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	<input checked="" type="radio"/> Y	<input type="radio"/> N
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ON-SITE VISITS	Confidentiality & Security Guidelines Reference	Circle Y or N
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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	<input checked="" type="radio"/> Y	<input type="radio"/> N
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DESTRUCTION OR RETURN OF CONFIDENTIAL MATERIALS	Confidentiality & Security Guidelines Reference	Circle Y or N
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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	<input checked="" type="radio"/> Y	<input type="radio"/> N
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LUCA Liaison Signature

LUCA Liaison Name (Print)	Date
MICHAEL WEBSTER	11-16-2017

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

Entity ID

PL0667000

Government Name

San Francisco city

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/partnerships/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

MICHAEL WEBSTER

Department, Organization, or Agency name

SAN FRANCISCO PLANNING DEPARTMENT

Number and street name

1650 MISSION STREET, STE 400

Physical/
Mailing
address

City

SAN FRANCISCO

State

CA

ZIP Code

94103

Telephone

Area code

Number

Extension

4 1 5 - 5 7 5 - 9 0 6 7 -

Email address

michael.webster@sfgov.org

Name of the Person Completing This Form (Please print)

Name

TERESA OJEDA

Telephone

Area code

Number

Extension

4 1 5 - 5 5 8 - 6 2 5 1 -

Email
address

teresa.ojeda@sfgov.org

Date

15 Nov 2017

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