

File No. 181005

Committee Item No. 9

Board Item No. _____

COMMITTEE/BOARD OF SUPERVISORS

AGENDA PACKET CONTENTS LIST

Committee: _____

Date: _____

Board of Supervisors Meeting

Date: November 1, 2018

Cmte Board

<input type="checkbox"/>	<input type="checkbox"/>	Motion
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Resolution
<input type="checkbox"/>	<input type="checkbox"/>	Ordinance
<input type="checkbox"/>	<input type="checkbox"/>	Legislative Digest
<input type="checkbox"/>	<input type="checkbox"/>	Budget and Legislative Analyst Report
<input type="checkbox"/>	<input type="checkbox"/>	Youth Commission Report
<input type="checkbox"/>	<input type="checkbox"/>	Introduction Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Department/Agency Cover Letter and/or Report
<input type="checkbox"/>	<input type="checkbox"/>	MOU
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Information Form
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Grant Budget
<input type="checkbox"/>	<input type="checkbox"/>	Subcontract Budget
<input type="checkbox"/>	<input type="checkbox"/>	Contract/Agreement
<input type="checkbox"/>	<input type="checkbox"/>	Form 126 – Ethics Commission
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Award Letter
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Public Correspondence

OTHER

<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____
<input type="checkbox"/>	<input type="checkbox"/>	_____

Prepared by: John Carroll

Date: October 26, 2018

Prepared by: _____

Date: _____

1 [Accept and Expend Grant - State Controller's Office, California State 2020 Census Grant -
2 Local Update of Census Addresses Program - \$100,000]

3 **Resolution authorizing the Office of Civic Engagement and Immigrant Affairs to accept**
4 **and expend a grant in the amount of \$100,000 from the California State Controller's**
5 **Office to support San Francisco's Local Update of Census Addresses efforts and**
6 **outreach activities related to the 2020 Census for the project period of November 1,**
7 **2018, through June 30, 2019.**

8
9 WHEREAS, The decennial census is mandated by the U.S. Constitution and requires
10 that every person living in the United States be counted every ten years; and

11 WHEREAS, Census data and information are used to determine federal funding and
12 representation each decade; and

13 WHEREAS, The 2020 Census will be the first all-digital census count, relying heavily
14 on internet responses; and

15 WHEREAS, San Francisco has one of the highest Hard-to-Count populations in the
16 State and nation, in addition to language and digital divide barriers; and

17 WHEREAS, One of the most important early programs to improve census response
18 rates is the Local Update of Census Addresses (LUCA) Program, which provides tribal, state
19 and local governments the only opportunity to review and comment on the housing and group
20 quarters mailing addresses used by the U.S. Census Bureau to conduct the 2020 Census;
21 and

22 WHEREAS, Full participation by California cities and counties is essential to identifying
23 efforts and omissions in the Census Bureau's address lists; and
24
25

1 WHEREAS, The State of California FY2017-2018 Governor's Budget established an
2 incentive fund to encourage cities and counties to participate in the LUCA program and to
3 help mitigate some of the cost of that participation; and

4 WHEREAS, The Office of Civic Engagement & Immigrant Affairs (OCEIA), a
5 department of the General Services Agency, under the City Administrator, oversaw the 2010
6 Decennial Census and was reauthorized by Mayoral Executive Directive 18-01 signed on
7 March 6, 2018, to oversee all aspects of the 2020 Census; and

8 WHEREAS, San Francisco registered with the U.S. Census Bureau to participate in the
9 LUCA program before the December 15, 2017, deadline, and subsequently submitted
10 required materials and responses to the Census Bureau in June 2018; and

11 WHEREAS, The California State Department of Finance determined on August 16,
12 2018, that the City and County of San Francisco has met the applicable benchmarks to
13 receive the LUCA Incentive Fund and requested that the State Controller's Office (SCO) issue
14 the award in the amount of \$100,000; now, therefore, be it

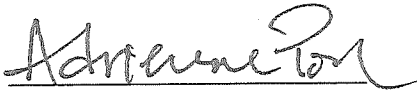
15 RESOLVED, That the Board of Supervisors authorizes the Office of Civic Engagement
16 & Immigrant Affairs to accept and expend \$100,000 in funds allocated by the State of
17 California Controller's Office for the purpose of conducting 2020 Census related local address
18 verification, public awareness, motivation, outreach and education activities, including those of
19 the San Francisco Complete Count Committee; and, be it

20 FURTHER RESOLVED, That the Office of Civic Engagement & Immigrant Affairs will
21 make every effort to include the participation of all San Francisco communities and residents
22 in the 2020 Census to ensure an accurate, fair and inclusive count of San Francisco's
23 population by the Census Bureau; and, be it

24 FURTHER RESOLVED, That Board of Supervisors hereby authorizes the Executive
25 Director of the Office of Civic Engagement & Immigrant Affairs to execute any documents

1 required to enter into this grant, including any applications, contracts, agreements
2 amendments, augmentations or extensions thereto, and to adhere to the requirements of the
3 State of California for the 2020 Census and all conditions specified in the grant agreement.
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25

RECOMMENDED:



Adrienne Pon

Director, Office of Civic Engagement &

Immigrant Affairs

APPROVED:



Office of the Mayor



Office of the Controller

File Number: 181005
(Provided by Clerk of Board of Supervisors)

Grant Ordinance Information Form
(Effective July 2011)

Purpose: Accompanies proposed Board of Supervisors ordinances authorizing a Department to accept and expend grant funds.

The following describes the grant referred to in the accompanying resolution:

1. Grant Title: **California LUCA Participation Incentive Fund**
2. Department: **Office of Civic Engagement & Immigrant Affairs**
3. Contact Person: **Adrienne Pon** Telephone: **415-581-2317**

4. Grant Approval Status (check one):

☒ [X] Approved by funding agency

☐ [] Not yet approved

5. Amount of Grant Funding Approved or Applied for: **\$ 100,000**

6. a. Matching Funds Required: **\$ 0**
b. Source(s) of matching funds (if applicable):

7. a. Grant Source Agency: **California Department of Finance**
b. Grant Pass-Through Agency (if applicable):

8. Proposed Grant Project Summary: **Per the State of California Department of Finance, funds were anticipated to be distributed after the LUCA phase ended and "there are no limits or requirements on how the jurisdiction can use the funds."**

9. Grant Project Schedule, as allowed in approval documents, or as proposed:

Start-Date: **OCEIA anticipates using the funds starting 11/01/2018**

End-Date: **06/30/2019**

10. Number of new positions created and funded: **0**

11. Explain the disposition of employees once the grant ends? **Existing employees will be administering the funds; these funds will not be used for additional salary or personnel expenses.**

12. a. Amount budgeted for contractual services: **\$80,000 for this grant; the California State 2020 Census budget is approved for \$90.5M and we anticipate that CCSF will receive additional funds during FY18-19 and FY19-20 of at least \$100,000.**

b. Will contractual services be put out to bid? **Yes, in the form of an RFP for community outreach and education grants to CBOs.**

c. If so, will contract services help to further the goals of the Department's Local Business Enterprise (LBE) requirements? **Yes.**

d. Is this likely to be a one-time or ongoing request for contracting out? **One time each decade.**

13. a. Does the budget include indirect costs?

☒ [X] Yes ☐ [] No

b. 1. If yes, how much? **\$ 20,000**

b. 2. How was the amount calculated? **Estimated costs for digital divide, SF Complete Count**

Committee facilitation and support, and technology costs.

- c. 1. If no, why are indirect costs not included?
[] Not allowed by granting agency [] To maximize use of grant funds on direct services
[] Other (please explain):
- c. 2. If no indirect costs are included, what would have been the indirect costs?

14. Any other significant grant requirements or comments:

****Disability Access Checklist****

15. This Grant is intended for activities at (check all that apply):

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Existing Site(s) | <input type="checkbox"/> Existing Structure(s) | <input type="checkbox"/> Existing Program(s) or Service(s) |
| <input type="checkbox"/> Rehabilitated Site(s) | <input type="checkbox"/> Rehabilitated Structure(s) | <input type="checkbox"/> New Program(s) or Service(s) |
| <input type="checkbox"/> New Site(s) | <input type="checkbox"/> New Structure(s) | |

16. The Departmental ADA Coordinator or the Mayor's Office on Disability have reviewed the proposal and concluded that the project as proposed will be in compliance with the Americans with Disabilities Act and all other Federal, State and local access laws and regulations and will allow the full inclusion of persons with disabilities, or will require unreasonable hardship exceptions, as described in the comments section:

Comments: **There are significant concerns about digital inclusion and participation for unwired communities, including persons with disabilities. MOD will be included in both the advisory and City department interagency liaison committees for the 2020 Census.**

Departmental ADA Coordinator or Mayor's Office of Disability Reviewer:

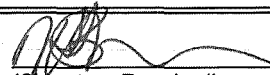
Nicole Bohn

(Name)

Director, Mayor's Office on Disability

(Title)

Date Reviewed: October 5, 2018


(Signature Required)

Overall Department Head or Designee Approval:


Adrienne Pon

(Name)

Executive Director

(Title)

Date Reviewed: 10/05/2018


(Signature Required)

Office of Civic Engagement & Immigrant Affairs

Budget for California LUCA Participation Incentive Fund Grant:

Total: \$100,000

- \$20,000 in 021 for SF Complete Count Committee Activities and Digital Divide/Technology training
- \$80,000 in 038 for Community outreach planning and education grants.

United States
**Census
2020**

**REGISTRATION 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. 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. <input type="checkbox"/> Another level of government (state or county) that includes our jurisdiction is participating in LUCA | f. <input type="checkbox"/> Concerns about Census Bureau Title 13 materials |
| b. <input type="checkbox"/> Insufficient staff | g. <input type="checkbox"/> Restrictions on using Census Bureau Title 13 materials for other purposes |
| c. <input type="checkbox"/> Lack of funds | h. <input type="checkbox"/> Other reason – Specify (Please print) _____ |
| d. <input type="checkbox"/> No time/too busy | |
| e. <input type="checkbox"/> No local address list available | |

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

EDWIN

LEE

2. Signature of Tribal Chair or Highest Elected Official/Appointed Official

Date

Month Day Year

11	22	2017
----	----	------

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

MAYOR

4. Physical/Mailing address

Number and street name

1 DR CARLTON B GOODLETT PL

City

SAN FRANCISCO

State

CA

ZIP Code

94102

5. Telephone

Area code

Number

Extension

4	1	5	5	5	4	6	1	4	1
---	---	---	---	---	---	---	---	---	---

6. Email address

mayoredwinlee@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

1. Name – (Please print)

MICHAEL WEBSTER

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

SAN FRANCISCO PLANNING DEPARTMENT

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

GEOGRAPHER

4. Physical/Mailing address

Number and street name

1650 MISSION STREET, STE 400

City

SAN FRANCISCO

State

CA

ZIP Code

94103

5. Telephone

Area code

Number

Extension

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

6. 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.



United States
**Census
2020**

**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

Telephone number

Ext

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

Liaison's Signature

Date

Month

Day

Year

11 16 2017

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

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

Telephone number

Ext.

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

Signature

Date

Month

Day

Year

11 15 2017

Address, if different from Liaison - (House number and street name, RR or HC, and box number) - Please print

City

State

ZIP Code

Email address

teresa.ojeda@sfgov.org

Printed name

MICHAEL WEBSTER

Area code

Telephone number

Ext.

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

Signature

Date

Month

Day

Year

11 16 2017

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**



U.S. DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. CENSUS BUREAUUnited States
**Census
2020****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 MATERIALSConfidentiality &
Security
Guidelines
ReferenceCircle 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 INCIDENTConfidentiality &
Security
Guidelines
ReferenceCircle
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 VISITSConfidentiality &
Security
Guidelines
ReferenceCircle
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 MATERIALSConfidentiality &
Security
Guidelines
ReferenceCircle
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)

MICHAEL WEBSTER

Date

11-16-2017

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.



United States
**Census
2020**

PRODUCT PREFERENCE 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

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

Physical/
Mailing
address

1650 MISSION STREET, STE 400

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

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.





EDMUND G. BROWN JR. • GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

August 16, 2018

Debra Morton, Manager
State Controller's Office
Local Government and Programs and Services Division
3301 C Street, Suite 740
Sacramento, CA 95814

Dear Ms. Morton:

The Department of Finance hereby requests that the State Controller's Office remit to the following cities and counties the amounts identified below, as authorized by Provision 4 of Item 9100-101-0001 of the 2017 Budget Act. Finance has determined these local jurisdictions have met applicable benchmarks to receive these funds.

City of Agoura Hills	\$7,500
City of Alameda	\$7,500
City of Atascadero	\$7,500
City of Bradbury	\$7,500
City of Brentwood	\$15,000
City of Brisbane	\$7,500
City of Calipatria	\$7,500
City of Chino	\$45,000
City of Colton	\$7,500
City of Concord	\$7,500
City of Costa Mesa	\$7,500
City of Cupertino	\$7,500
City of Davis	\$7,500
City of Downey	\$7,500
City of El Cajon	\$7,500
City of Escalon	\$7,500
City of Fairfield	\$15,000
City of Fresno	\$75,000
City of Greenfield	\$7,500
City of Hemet	\$7,500
City of Highland	\$7,500
City of Holtville	\$7,500
City of Indian Wells	\$7,500
City of Lafayette	\$7,500
City of Laguna Niguel	\$7,500

City of Lake Forest	\$15,000
City of Lakewood	\$7,500
City of Lincoln	\$15,000
City of Lodi	\$7,500
City of Loma Linda	\$7,500
City of Marina	\$7,500
City of Menifee	\$45,000
City of Millbrae	\$7,500
City of Modesto	\$15,000
City of Morgan Hill	\$15,000
City of Norwalk	\$7,500
City of Oakland	\$15,000
City of Ojai	\$7,500
City of Ontario	\$15,000
City of Orinda	\$7,500
City of Oroville	\$15,000
City of Palm Desert	\$15,000
City of Palmdale	\$7,500
City of Palo Alto	\$15,000
City of Petaluma	\$7,500
City of Placentia	\$7,500
City of Pleasanton	\$15,000
City of Port Hueneme	\$7,500
City of Poway	\$7,500
City of Rancho Cordova	\$15,000
City of Redding	\$15,000
City of Redwood City	\$15,000
City of Rocklin	\$15,000
City of San Diego	\$100,000
City of San Francisco	\$100,000
City of San Jacinto	\$7,500
City of San Leandro	\$7,500
City of San Marcos	\$45,000
City of Sand City	\$7,500
City of Santa Barbara	\$7,500
City of Santa Clara	\$15,000
City of Santa Maria	\$15,000
City of Saratoga	\$7,500
City of Solvang	\$7,500
City of Sonoma	\$7,500
City of Stockton	\$15,000

City of Suisun City	\$7,500
City of Sunnyvale	\$45,000
City of Temple City	\$7,500
City of Thousand Oaks	\$7,500
City of Torrance	\$7,500
City of Turlock	\$7,500
City of Visalia	\$45,000
City of Walnut Creek	\$15,000
City of Westlake Village	\$7,500
Contra Costa County	\$127,500
On behalf of:	
Contra Costa County	
Antioch	
Clayton	
Hercules	
Martinez	
Moraga	
Oakley	
Pinole	
Pleasant Hill	
San Pablo	
County of Inyo	\$7,500
County of Kings	\$7,500
County of Madera	\$7,500
County of Marin	\$7,500
County of Riverside	\$100,000
County of San Diego	\$45,000
County of Santa Clara	\$45,000
County of Tuolumne	\$7,500
County of Yolo	\$7,500
El Paso de Robles	\$7,500
Humboldt County	\$15,000
Imperial Beach city	\$7,500
Mendocino County	\$7,500
Monterey County	\$15,000
Nevada County	\$7,500
San Luis Obispo Council of Governments	\$15,000
On behalf of:	
City of Grover Beach	
City of Pismo Beach	
San Luis Obispo County	\$15,000

Ms. Debra Morton
August 16, 2018
Page 4

Stanislaus County	\$15,000
Tehama County	\$7,500
Town of Atherton	\$7,500
Town of Danville	\$7,500
Town of Los Gatos	\$7,500
Town of Paradise	\$7,500
Town of Portola Valley	\$7,500
Town of San Anselmo	\$7,500
Town of Yucca Valley	\$7,500
Union City	\$7,500
Windsor Town	\$7,500
Total	\$1,695,000

If you have any questions, please contact the Demographic Research Unit at (916) 323-4086.

Sincerely,



WALTER SCHWARM
Director, California State Data Center

cc: Andres Rosales, State Controller's Office
Evelyn Calderon-Yee, State Controller's Office
Doug Hooper, Planning Director, City of Agoura Hills
Laurie Kozisek, Associate Civil Engineer, City of Alameda Public Works
Luke Knight, IT Manager, City of Atascadero
Scarlett Santos Leon, Management Analyst, City of Bradbury
Timothy Nielsen, Associate Planner, City of Brentwood
Ken Johnson, City of Brisbane
Justina G Arce, City Planner, City of Calipatria and City of Holtville
Nicholas Liguori, Director of Development Services, City of Chino
Alyssa Aguilar, GIS Specialist, City of Colton
Andrea Ouse, Director of Community and Economic Development, City of Concord
Daniel Inloes, Senior Planner, City of Costa Mesa
Teri Gerhardt, GIS Manager, City of Cupertino
Timothy Crowder, GIS Analyst, City of Davis
Guillermo Arreola, Principal Planner, City of Downey
Tim Williams, GIS Analyst, City of El Cajon
Dominique Romo, Development Services Manager, City of Escalon
Brian K. Miller, Associate Planner, City of Fairfield, CA
Daniel Zack, Assistant Director, City of Fresno
Raquel Mays, Office/Planning Technician, City of Greenfield

Continued on next page.

cc: (continued)

Carole Kendrick, Senior Planner, City of Hemet
Angela Aguilar, Planning Technician II, City of Highland
Michael Parmer, Management Analyst II, City of Indian Wells
Emily Carroll, Planning Technician, City of Lafayette
Erich List, Senior Planner, City of Laguna Niguel
Ron Santos, Senior Planner, City of Lake Forest
Michael Jenkins, Community Development Coordinator, City of Lakewood
Ray Leftwich, City Engineer, City of Lincoln
Craig Hoffman, City Planner, City of Lodi
Henry Reed, Engineering Technician, City of Loma Linda
Alexander Barton, Assistant Planner, City of Marina
Charles Berglund, Management Analyst, City of Menifee
Sam Fielding, Senior Planner, City of Millbrae, Community Development Department
Katharine Martin, Associate Planner, City of Modesto
Pamela van der Leeden, GIS Manager, City of Morgan Hill
Beth Chow, Senior Planner, City of Norwalk
Asha Reed, Assistant City Clerk, City of Oakland
James Vega, Assistant to the City Manager, City of Ojai
Richard Ayala, Senior Planner, City of Ontario
Drummond Buckley, Planning Director, City of Orinda
Jesse Smith, GIS Specialist, City of Oroville
Cherie Williams, Permit Specialist, City of Palm Desert
Jim Deyo, Associate GIS Specialist, City of Palmdale
Jay Sivarajah, GIS Program Manager, City of Palo Alto
William Trae Cooper, GIS Manager, City of Petaluma
Joseph M. Lambert, Director of Development Services, City of Placentia
Gerry Beaudin, Director of Community Development, City of Pleasanton
Tony Stewart, Director of Community Development, City of Port Hueneme
Matthew McSpadden, GIS Analyst, City of Poway
Stefan Heisler, Reinvestment Analyst, City of Rancho Cordova
Devon Hedemark, GIS Supervisor, City of Redding
Stephen de Jong, GIS Manager, City of Redwood City
Ashley Kettenhofen, Building/Planning Permit Technician, City of Rocklin
Michael Klein, GIS Coordinator, City of San Diego
Adrienne Pon, Executive Director, Office of Civic Engagement & Immigrant Affairs, City of San Francisco
David Clayton, Management Analyst, City of San Jacinto
Tom Liao, Community Development Director, City of San Leandro
Phillip Scollick, City Clerk, San Marcos City
Todd Bodem, City Administrator, City of Sand City
Adam Nares, GIS Technician, City of Santa Barbara
John Davidson, Principal Planner, City of Santa Clara
Mark van de Kamp, Public Information Manager, City of Santa Maria
Nicole Johnson, Planner II, City of Saratoga
Lisa Martin, City Clerk/Executive Assistant, City of Solvang

Continued on next page.

cc: (continued)

Rachelle Kellogg, Community Development Director, City of Sonoma
Christian Clegg, Deputy City Manager, City of Stockton
Joann Michelle Martinez, Assistant Planner, City of Suisun City
George Schroeder, Senior Planner, City of Sunnyvale
Ashley Avery, Management Analyst, City of Temple City
Jeffrey Specter, Senior Planner, City of Thousand Oaks
Eleanor Barthe-Jones, Management Associate, City of Torrance
Adrienne Werner, Associate Planner, City of Turlock
BRIAN KOOTSTRA, GIS SUPERVISOR, CITY OF VISALIA
Andrew M. Smith, Senior Planner, Planning Division
John Novi, Associate Planner, City of Westlake Village
Kristine Solseng, Principal Planner, Contra Costa Department of Conservation & Development
Mike Hay, GIS Technician, County of Inyo
Gregory R. Gatzka, Director of Community Development Agency, Kings County
Kamara Biawogi, Planner 1, Madera County
Kristin Drumm, Senior Planner, Marin County Community Development Agency
Damian Laning, Information Technology Officer, County of Riverside
Ross Paul Martin, County GIS Manager, County of San Diego
David Campos, Deputy County Executive, Office of the County Executive
Madeline Amlin, GIS Analyst, Tuolumne County
Robyn Gingerich, GIS Coordinator, Yolo County
Darren Nash, Associate Planner, City of Paso Robles
Jerry von Dohlen, GIS Analyst, Humboldt County Planning & Building
James Nakagawa, City Planner, City of Imperial Beach
Leif Farr, GIS Coordinator, Mendocino County
Jacqueline Estrada, GIS Analyst, Monterey County Resource Management Agency
Alex Friant, GIS Analyst, County of Nevada
Geoffrey Chiapella, Sr Transportation Planner, San Luis Obispo Council of Governments
Jeffrey Legato, GIS Specialist, County of San Luis Obispo, Planning & Building
Patrick Cavanah, Sr Management Consultant, Stanislaus County Chief Executive Office
Kristen Maze, Director of Planning, Tehama County
Nestor Delgado, Assistant Planner, Town of Atherton
Mark Guenther, Information Technology Analyst, Town of Danville
Sean Mullin, AICP, Associate Planner, Town of Los Gatos
Brian Lasagna, Regional Analyst, Butte County Association of Governments
Brandi de Garreaux, Assistant to the Town Manager, Town of Portola Valley
Elise Semonian, Town of San Anselmo
Curtis Yakimow, Town Manager, Town of Yucca Valley
Chase Campbell, Web Manager, City of Union City, CA
Ken MacNab, Community Development Director, Town of Windsor
Donna Johnson, Finance, City of Ferndale
Stephanie Henry, Senior Planner, Community Development Department
Stan Ketchum, Senior Planner, City of Gilroy
Andy Newkirk, Senior Planner, City of Goleta

Continued on next page.

Ms. Debra Morton
August 16, 2018
Page 7

cc: (continued)

Jamie Donaldson, Planning Technician, City of Hawaiian Gardens
Tina Bulgarelli, Administrative Analyst, City of Hesperia
Leila Namvar, Assistant Planner, City of Indio
Molly McLaughlin, City Clerk, City of Irvine
Tom Merrell, AICP, Planning Director, City of Jurupa Valley
Christopher Macon, City Manager, City of Laguna Woods
Rick Caguiat, Senior Planner, City of Lathrop
Patricia Pontau, Assistant Planner, City of Livermore
Brian Halvorson, Planning Manager, City of Lompoc
Jennifer Lekumberry, Director of Administrative Services, City of Mendota
Michael Hren, Principal Planner, City of Merced
Freddy Carrillo, Associate Planner II, City of Moorpark
Krisha Penollar, Assistant Planner, City of Mountain View
Bonny O'Connor, Assistant Planner, City of Pacifica
Jonathan Robinson, GIS Administrator, City of Pasadena
Andrew Painter, City Planner, City of Placerville
Joe Allen, Development Services Administrator, City of Roseville
Mark Sullivan, Long-Range Planning Manager, City of San Bruno
Zachary Baron, GIS Analyst, City of San Rafael
Melanie McCann, Senior Planner, City of Santa Ana
Mike Futrell, City Manager, City of South San Francisco
Maya Amichai, Planning Technician, City of Vacaville
David Tilley, Principal Planner, City of West Sacramento
James Aranguren, GIS Manager, County of Butte
Derek Newland, Imperial County Planning and Development Services
Pat Kowta, Information Systems Manager, County of Napa
Denice Thomas, Planning Programs Manager, Ventura County Resource Management
Vanessa Llanes, Business Information Systems Officer, City of Long Beach
Jackie Froeming, Administrative Assistant, Modoc County
Michael Brannagan, GIS Analyst, City of Morro Bay
Patrick Mondragon, Human Resources Manager, City of Oakdale
Lina Nguyen, GIS Coordinator, City of Rancho Palos Verdes
Andrew Gordon, GIS Analyst, SANDAG
Jarvis Jones, GIS Analyst, Sutter County
Joseph Ramos, Emergency Services Officer, Town of Apple Valley
Elizabeth Cullinan, Director of Building and Planning, Town of Hillsborough
Scott Reekstin, Principal Planner, Tustin City



DEPARTMENT OF
FINANCE
OFFICE OF THE DIRECTOR

EDMUND G. BROWN JR. ■ GOVERNOR

STATE CAPITOL ■ ROOM 1145 ■ SACRAMENTO CA ■ 95814-4998 ■ WWW.DOF.CA.GOV

November 14, 2017

Edwin Lee, Mayor
1 Carlton B. Goodlett Place, #200
San Francisco, CA 94102-4681

OPPORTUNITY TO RECEIVE STATE FUNDS FOR LOCAL GOVERNMENTS WHO PARTICIPATE IN THE LUCA PROGRAM

The census is used to determine federal funding and representation each decade. The 2020 Census will rely heavily on internet responses for the first time. One of the most important programs to improve census response rates is called the Local Update of Census Addresses Program (LUCA). LUCA provides local governments an opportunity to review the housing and group quarters mailing addresses used by the Census Bureau to conduct the 2020 Census. Full participation by California cities and counties will identify errors in the Census Bureau's address lists and improve the count of California residents.

The 2017-18 Governor's Budget establishes an incentive fund to encourage cities and counties to participate in the LUCA program and to help mitigate some of the cost of that participation. The Department of Finance administers the LUCA incentive fund. The amount each jurisdiction receives is based on the housing activity (building, demolitions, and annexations) from April 1, 2010 to January 1, 2017 using estimates from the Demographic Research Unit. Jurisdictions that have experienced a disaster area declaration since 2010 will be eligible for additional funding.

Your jurisdiction is eligible to receive a minimum of \$ 100,000. This award amount may increase based on the overall level of LUCA participation.

There are three requirements to receive an award:

1. Local governments must register to participate in the LUCA program with the U.S. Census Bureau. **The deadline to register is December 15, 2017.** If you cannot locate your forms, e-mail the Census Bureau immediately at geo.2020.luca@census.gov.
2. To receive the incentive, local governments must participate in the LUCA Program and submit required materials to the Census Bureau. Materials will be sent out in the first quarter of 2018.
3. Local governments must request incentive funds from the Department of Finance (see attachment). Jurisdictions that have registered for LUCA with the Census Bureau will receive instructions on how to request incentive funds in early 2018.

The Department of Finance's Demographic Research Unit will be able to provide some technical assistance to local governments. The Demographic Research Unit will also verify Census Bureau addresses for selected statewide lists, such as mobile home parks, certain group quarters, and employer-provided housing.

Staff in your Geographic Information System or Planning Department may have already received materials and training regarding LUCA. However, registration for LUCA can only come from the highest-elected official for your jurisdiction. Further information on LUCA is available at <https://www.census.gov/geo/partnerships/luca.html>.

I look forward to your jurisdiction's participation in the program. If you have additional questions about the program, please contact Walter Schwarm in the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN

Director

By:



AMY M. COSTA
Chief Deputy Director

Attachment



DEPARTMENT OF
FINANCE

EDMUND G. BROWN JR. • GOVERNOR

915 L STREET ■ SACRAMENTO CA ■ 95814-3706 ■ WWW.DOF.CA.GOV

2020 Census Local Update of Census Addresses Program

California State Incentive Request

Name of City or County: _____

LUCA Liaison Information:

Name: _____

Department, Organization, or Agency Name: _____

E-mail Address: _____

Phone: (____) _____ - _____ Ext: _____

How did you choose to receive your LUCA materials:

☐ GUPS software only

Address List:	Maps
<input type="checkbox"/> Digital	<input type="checkbox"/> Digital
<input type="checkbox"/> Paper	<input type="checkbox"/> Paper (with PDF)
	<input type="checkbox"/> Paper only

Date received LUCA materials from Census Bureau: ____/____/____

Date LUCA response sent to Census Bureau: ____/____/____

Participation Description:

Estimate of the number of hours spent: _____

Estimate of staff costs: \$ _____

Estimate of the number of changes submitted to Census Bureau: _____

Which local data sources did you use to compare to the Census Address List?

Please provide a brief summary of your activities or other comments:

Incentive Payment Information:

Payment payable to: _____

Mail to: _____

Jurisdiction or Organization Name: _____

Department or Division Name: _____

Street Address: _____

City: _____, CA ZIP: _____

Return this form to:

LUCA Incentive Program
Demographic Research Unit
Department of Finance
915 L Street, 8th Floor
Sacramento, CA 95814

For questions, contact the Department of Finance, Demographic Research Unit at ficalpop@dof.ca.gov or call (916) 323-4086.

DRU Office Use Only:

Date Received: ____/____/____

Confirm Participation with CB: Yes _____ No _____

Incentive Amount: \$ _____

Clear for payment: _____

California LUCA Incentive - Frequently Asked Questions

In recognition of the importance of the 2020 Census Local Update of Census Addresses (LUCA) program, California has established an incentive fund to encourage cities and counties to participate in the program and to help mitigate some of the cost of that participation.

The questions and answers below deal only with the California LUCA Incentive and will periodically be updated. A general FAQ on the LUCA program is online at www2.census.gov/geo/pdfs/partnerships/luca/2020LUCA_FAQ.pdf

Why is California providing this incentive?

The population counts from each decennial census are used to reapportion seats in the House of Representatives. Representation means power and California is in danger of losing a seat in Congress. California has more “hard-to-count” populations than any other state and will likely be undercounted in the 2020 Census. If that happens, California’s fair representation in the U.S. Congress will be in danger.

Equally as important, many federal programs distribute funds to the state and local governments based upon the results of the decennial census and the surveys that follow it. Current estimates of federal funding to California show a potential loss of \$18,000 over the next ten years for each resident missed. An impact that could add up to millions of dollars lost.

LUCA is the only opportunity local governments will have to review the Census mailing list for completeness.

Who will be administering the Incentive fund?

The California Department of Finance, Demographic Research Unit will administer the LUCA Incentive fund. They can be reached via e-mail at ficalpop@dof.ca.gov

Who is eligible to receive the LUCA Incentive?

Local city or county governments must complete three steps to receive an award:

1. Register to participate in the LUCA program with the U.S. Census Bureau. The deadline to register has passed and you must be registered at this time. Use the online map at this link to find out if your jurisdiction has registered:
storymaps.geo.census.gov/arcgis/apps/MapTools/index.html?appid=bf0af1d97f30421caa1b5d51f80ff825
2. Participate in the LUCA Program and return required materials to the Census Bureau.
3. Send your request for incentive funds to the Department of Finance within 30 days of your response to the Census Bureau. The Department of Finance will confirm your participation with the Census Bureau.

California LUCA Incentive - Frequently Asked Questions

How much money will each city/county get?

A minimum of \$7,500 will be available for each jurisdiction that applies for the incentive and participates in the program. The award amounts may be more subject to the overall level of LUCA participation. Additional funds may be available for jurisdictions which experienced a disaster area declaration in 2017. A complete list of minimum awards by jurisdiction is online at www.dof.ca.gov/Forecasting/Demographics/2020_Census/documents/Incentive_Awards_2020LUCA_Online.pdf

Our county had a wildfire in 2016. Can we get additional funding?

No, the housing unit change from disasters prior to January 1, 2017 has already been reported to the Department of Finance and are, therefore, already accounted for in the award calculation. The additional funding mentioned above is to account for the large housing unit changes that jurisdictions have due to the wildfires and mudslides in 2017. These changes represent a significant change in housing that was not included in the award calculation.

How are the award amounts determined?

The amount of the incentive each jurisdiction receives is based on the housing activity (building, demolitions and annexations) from April 1, 2010 to January 1, 2017 using estimates from the Demographic Research Unit.

How does a city or county request the incentive award?

The LUCA liaison designated during registration with the Census Bureau for each city and county must complete the online LUCA Incentive Fund Request Form. Only the official LUCA liaison may request the award on behalf of the jurisdiction. Instructions on how to request incentive funds will be sent in spring 2018. The request form is online at <https://www.surveymonkey.com/r/LUCA2020>.

Please note that the letter sent to highest elected officials on November 13, 2017 had a **SAMPLE** of the information that will be needed when you file your request. This is NOT the final form. Do NOT use this form to request your incentive award.

When should a city or county request the Incentive?

The LUCA liaison for the jurisdiction needs to request the incentive funds within 30 days of submitting their LUCA response to the U.S. Census Bureau.

California LUCA Incentive - Frequently Asked Questions

What information will be needed to request the incentive?

The request form may include: LUCA liaison contact information; format chosen for the LUCA materials; when LUCA materials were received; when the jurisdiction's response was returned; estimate of the number of hours spent on participation; estimate of the costs; how many LUCA addressed were changed; what local sources were used in the comparison; how the availability of the incentive affected your decision to participate in LUCA; and incentive payment information.

When will we receive our funds?

The Department of Finance will issue the incentive award within 90 days of receiving the completed online LUCA Incentive Fund Request Form and confirmation from the Census Bureau that the local jurisdiction fully participated in the LUCA program.

Please note that the letter sent to highest elected officials on November 13, 2017 had a **SAMPLE** of the information that will be needed when you file your request. This is NOT the final form. Although you may have sent in the form, this does not constitute a request for the award. This form will not be used to request an incentive award.

Do the incentive funds have to be used to pay for LUCA activities?

No, it is anticipated that the funds will be distributed after the LUCA activities have been completed. There are no limits or requirements on how the jurisdiction can use the funds.

If a county has been designated as the LUCA liaison on behalf of one of its cities, can they request the incentive for that city?

Yes, if the city designated the county as their LUCA liaison or if the city selected "deferred to a higher government" when they registered, the county may request the funds designated for that city.

Our city designated the county as our liaison. However, the county has asked us to do an in-the-field review of selected anomalies found in their LUCA process. Since we are doing some of the work, will the city be able to request a portion of the incentive award?

The Department of Finance will not split the award between the city and the county. As the designated LUCA liaison, the county will receive the award. However, there is no criteria that says the county and the city cannot work together to share those funds once the county has received them.

State of California LUCA Incentive Program - Jurisdiction Minimum Awards

In recognition of the importance of the Local Update of Census Addresses or LUCA Program, the State of California has established an incentive fund to encourage cities and counties to participate in the program and to help mitigate some of the cost of that participation.

The amount of the incentive each jurisdiction receives is based on the housing activity (building, demolitions and annexations) from April 1, 2010 to January 1, 2017 using estimates from the Demographic Research Unit. Jurisdictions which experienced a disaster area declaration since 2010 will be eligible for additional funding. A minimum of \$7,500 will be available for each jurisdiction that applies for the incentive and participates in the program. The award amounts may be more subject to the overall level of LUCA participation.

The California Department of Finance will administer the LUCA incentive fund. To be eligible to receive the incentive, a local government must:

1. Register to participate in the LUCA program with the U.S. Census Bureau by December 15, 2017.
2. Participate in the LUCA Program and submit required materials provided to the Census Bureau (materials will be sent out in the first quarter of 2018).
3. Request incentive funds from the Department of Finance after they have sent their LUCA response to the Census Bureau. (Instructions will be sent to all jurisdictions who register as a LUCA participant.)

For more information about LUCA, see
http://www.dof.ca.gov/Forecasting/Demographics/2020_Census/

Contact:

California Department of Finance
Demographic Research Unit
E-mail: ficalpop@dof.ca.gov
Phone: (916) 323-4086

Contra Costa	Martinez	\$7,500
Contra Costa	Moraga	\$7,500
Contra Costa	Oakley	\$15,000
Contra Costa	Orinda	\$7,500
Contra Costa	Pinole	\$7,500
Contra Costa	Pittsburg	\$15,000
Contra Costa	Pleasant Hill	\$7,500
Contra Costa	Richmond	\$7,500
Contra Costa	San Pablo	\$7,500
Contra Costa	San Ramon	\$15,000
Contra Costa	Walnut Creek	\$15,000
Contra Costa	Unincorporated County	\$45,000
Del Norte	Crescent City	\$7,500
Del Norte	Unincorporated County	\$7,500
El Dorado	Placerville	\$7,500
El Dorado	South Lake Tahoe	\$7,500
El Dorado	Unincorporated County	\$15,000
Fresno	Clovis	\$45,000
Fresno	Coalinga	\$7,500
Fresno	Firebaugh	\$7,500
Fresno	Fowler	\$7,500
Fresno	Fresno	\$75,000
Fresno	Huron	\$7,500
Fresno	Kerman	\$7,500
Fresno	Kingsburg	\$7,500
Fresno	Mendota	\$7,500
Fresno	Orange Cove	\$7,500
Fresno	Parlier	\$7,500
Fresno	Reedley	\$7,500
Fresno	Sanger	\$7,500
Fresno	San Joaquin	\$7,500
Fresno	Selma	\$7,500
Fresno	Unincorporated County	\$15,000
Glenn	Orland	\$7,500
Glenn	Willows	\$7,500
Glenn	Unincorporated County	\$7,500
Humboldt	Arcata	\$7,500
Humboldt	Blue Lake	\$7,500
Humboldt	Eureka	\$7,500
Humboldt	Ferndale	\$7,500
Humboldt	Fortuna	\$7,500

Humboldt	Rio Dell	\$7,500
Humboldt	Trinidad	\$7,500
Humboldt	Unincorporated County	\$15,000
Imperial	Brawley	\$7,500
Imperial	Calexico	\$7,500
Imperial	Calipatria	\$7,500
Imperial	El Centro	\$7,500
Imperial	Holtville	\$7,500
Imperial	Imperial	\$7,500
Imperial	Westmorland	\$7,500
Imperial	Unincorporated County	\$7,500
Inyo	Bishop	\$7,500
Inyo	Unincorporated County	\$7,500
Kern	Arvin	\$7,500
Kern	Bakersfield	\$75,000
Kern	California City	\$7,500
Kern	Delano	\$7,500
Kern	Maricopa	\$7,500
Kern	McFarland	\$7,500
Kern	Ridgecrest	\$7,500
Kern	Shafter	\$7,500
Kern	Taft	\$7,500
Kern	Tehachapi	\$7,500
Kern	Wasco	\$7,500
Kern	Unincorporated County	\$45,000
Kings	Avenal	\$7,500
Kings	Corcoran	\$7,500
Kings	Hanford	\$7,500
Kings	Lemoore	\$7,500
Kings	Unincorporated County	\$7,500
Lake	Clearlake	\$7,500
Lake	Lakeport	\$7,500
Lake	Unincorporated County	\$45,000
Lassen	Susanville	\$7,500
Lassen	Unincorporated County	\$7,500
Los Angeles	Agoura Hills	\$7,500
Los Angeles	Alhambra	\$7,500
Los Angeles	Arcadia	\$15,000
Los Angeles	Artesia	\$7,500
Los Angeles	Avalon	\$7,500
Los Angeles	Azusa	\$15,000

Los Angeles	Baldwin Park	\$7,500
Los Angeles	Bell	\$7,500
Los Angeles	Bellflower	\$7,500
Los Angeles	Bell Gardens	\$7,500
Los Angeles	Beverly Hills	\$7,500
Los Angeles	Bradbury	\$7,500
Los Angeles	Burbank	\$7,500
Los Angeles	Calabasas	\$7,500
Los Angeles	Carson	\$7,500
Los Angeles	Cerritos	\$7,500
Los Angeles	Claremont	\$7,500
Los Angeles	Commerce	\$7,500
Los Angeles	Compton	\$7,500
Los Angeles	Covina	\$7,500
Los Angeles	Cudahy	\$7,500
Los Angeles	Culver City	\$7,500
Los Angeles	Diamond Bar	\$7,500
Los Angeles	Downey	\$7,500
Los Angeles	Duarte	\$7,500
Los Angeles	El Monte	\$7,500
Los Angeles	El Segundo	\$7,500
Los Angeles	Gardena	\$7,500
Los Angeles	Glendale	\$45,000
Los Angeles	Glendora	\$7,500
Los Angeles	Hawaiian Gardens	\$7,500
Los Angeles	Hawthorne	\$7,500
Los Angeles	Hermosa Beach	\$7,500
Los Angeles	Hidden Hills	\$7,500
Los Angeles	Huntington Park	\$7,500
Los Angeles	Industry	\$7,500
Los Angeles	Inglewood	\$7,500
Los Angeles	Irwindale	\$7,500
Los Angeles	La Canada Flintridge	\$7,500
Los Angeles	La Habra Heights	\$7,500
Los Angeles	Lakewood	\$7,500
Los Angeles	La Mirada	\$7,500
Los Angeles	Lancaster	\$15,000
Los Angeles	La Puente	\$7,500
Los Angeles	La Verne	\$7,500
Los Angeles	Lawndale	\$7,500
Los Angeles	Lomita	\$7,500

Los Angeles	Long Beach	\$15,000
Los Angeles	Los Angeles	\$125,000
Los Angeles	Lynwood	\$7,500
Los Angeles	Malibu	\$7,500
Los Angeles	Manhattan Beach	\$7,500
Los Angeles	Maywood	\$7,500
Los Angeles	Monrovia	\$7,500
Los Angeles	Montebello	\$7,500
Los Angeles	Monterey Park	\$7,500
Los Angeles	Norwalk	\$7,500
Los Angeles	Palmdale	\$7,500
Los Angeles	Palos Verdes Estates	\$7,500
Los Angeles	Paramount	\$7,500
Los Angeles	Pasadena	\$45,000
Los Angeles	Pico Rivera	\$7,500
Los Angeles	Pomona	\$7,500
Los Angeles	Rancho Palos Verdes	\$7,500
Los Angeles	Redondo Beach	\$15,000
Los Angeles	Rolling Hills	\$7,500
Los Angeles	Rolling Hills Estates	\$7,500
Los Angeles	Rosemead	\$7,500
Los Angeles	San Dimas	\$7,500
Los Angeles	San Fernando	\$7,500
Los Angeles	San Gabriel	\$7,500
Los Angeles	San Marino	\$7,500
Los Angeles	Santa Clarita	\$100,000
Los Angeles	Santa Fe Springs	\$7,500
Los Angeles	Santa Monica	\$15,000
Los Angeles	Sierra Madre	\$7,500
Los Angeles	Signal Hill	\$7,500
Los Angeles	South El Monte	\$7,500
Los Angeles	South Gate	\$15,000
Los Angeles	South Pasadena	\$7,500
Los Angeles	Temple City	\$7,500
Los Angeles	Torrance	\$7,500
Los Angeles	Vernon	\$7,500
Los Angeles	Walnut	\$7,500
Los Angeles	West Covina	\$7,500
Los Angeles	West Hollywood	\$15,000
Los Angeles	Westlake Village	\$7,500
Los Angeles	Whittier	\$7,500

Los Angeles	Unincorporated County	\$75,000
Madera	Chowchilla	\$7,500
Madera	Madera	\$7,500
Madera	Unincorporated County	\$7,500
Marin	Belvedere	\$7,500
Marin	Corte Madera	\$7,500
Marin	Fairfax	\$7,500
Marin	Larkspur	\$7,500
Marin	Mill Valley	\$7,500
Marin	Novato	\$7,500
Marin	Ross	\$7,500
Marin	San Anselmo	\$7,500
Marin	San Rafael	\$7,500
Marin	Sausalito	\$7,500
Marin	Tiburon	\$7,500
Marin	Unincorporated County	\$7,500
Mariposa	Unincorporated County	\$7,500
Mendocino	Fort Bragg	\$7,500
Mendocino	Point Arena	\$7,500
Mendocino	Ukiah	\$7,500
Mendocino	Willits	\$7,500
Mendocino	Unincorporated County	\$7,500
Merced	Atwater	\$7,500
Merced	Dos Palos	\$7,500
Merced	Gustine	\$7,500
Merced	Livingston	\$7,500
Merced	Los Banos	\$7,500
Merced	Merced	\$7,500
Merced	Unincorporated County	\$7,500
Modoc	Alturas	\$7,500
Modoc	Unincorporated County	\$7,500
Mono	Mammoth Lakes	\$7,500
Mono	Unincorporated County	\$7,500
Monterey	CarmelbytheSea	\$7,500
Monterey	Del Rey Oaks	\$7,500
Monterey	Gonzales	\$7,500
Monterey	Greenfield	\$7,500
Monterey	King City	\$7,500
Monterey	Marina	\$7,500
Monterey	Monterey	\$7,500
Monterey	Pacific Grove	\$7,500

Monterey	Salinas	\$7,500
Monterey	Sand City	\$7,500
Monterey	Seaside	\$7,500
Monterey	Soledad	\$7,500
Monterey	Unincorporated County	\$15,000
Napa	American Canyon	\$7,500
Napa	Calistoga	\$7,500
Napa	Napa	\$7,500
Napa	St Helena	\$7,500
Napa	Yountville	\$7,500
Napa	Unincorporated County	\$7,500
Nevada	Grass Valley	\$7,500
Nevada	Nevada City	\$7,500
Nevada	Truckee	\$7,500
Nevada	Unincorporated County	\$7,500
Orange	Aliso Viejo	\$7,500
Orange	Anaheim	\$45,000
Orange	Brea	\$15,000
Orange	Buena Park	\$7,500
Orange	Costa Mesa	\$7,500
Orange	Cypress	\$7,500
Orange	Dana Point	\$7,500
Orange	Fountain Valley	\$7,500
Orange	Fullerton	\$15,000
Orange	Garden Grove	\$7,500
Orange	Huntington Beach	\$45,000
Orange	Irvine	\$100,000
Orange	Laguna Beach	\$7,500
Orange	Laguna Hills	\$7,500
Orange	Laguna Niguel	\$7,500
Orange	Laguna Woods	\$7,500
Orange	La Habra	\$7,500
Orange	Lake Forest	\$15,000
Orange	La Palma	\$7,500
Orange	Los Alamitos	\$7,500
Orange	Mission Viejo	\$7,500
Orange	Newport Beach	\$15,000
Orange	Orange	\$7,500
Orange	Placentia	\$7,500
Orange	Rancho Santa Margarita	\$7,500
Orange	San Clemente	\$7,500

Orange	San Juan Capistrano	\$7,500
Orange	Santa Ana	\$15,000
Orange	Seal Beach	\$7,500
Orange	Stanton	\$7,500
Orange	Tustin	\$15,000
Orange	Villa Park	\$7,500
Orange	Westminster	\$7,500
Orange	Yorba Linda	\$15,000
Orange	Unincorporated County	\$15,000
Placer	Auburn	\$7,500
Placer	Colfax	\$7,500
Placer	Lincoln	\$15,000
Placer	Loomis	\$7,500
Placer	Rocklin	\$15,000
Placer	Roseville	\$75,000
Placer	Unincorporated County	\$15,000
Plumas	Portola	\$7,500
Plumas	Unincorporated County	\$7,500
Riverside	Banning	\$7,500
Riverside	Beaumont	\$45,000
Riverside	Blythe	\$7,500
Riverside	Calimesa	\$7,500
Riverside	Canyon Lake	\$7,500
Riverside	Cathedral City	\$7,500
Riverside	Coachella	\$7,500
Riverside	Corona	\$15,000
Riverside	Desert Hot Springs	\$7,500
Riverside	Eastvale	\$15,000
Riverside	Hemet	\$7,500
Riverside	Indian Wells	\$7,500
Riverside	Indio	\$45,000
Riverside	Jurupa Valley	\$7,500
Riverside	Lake Elsinore	\$15,000
Riverside	La Quinta	\$15,000
Riverside	Menifee	\$45,000
Riverside	Moreno Valley	\$7,500
Riverside	Murrieta	\$7,500
Riverside	Norco	\$7,500
Riverside	Palm Desert	\$15,000
Riverside	Palm Springs	\$7,500
Riverside	Perris	\$15,000

Riverside	Rancho Mirage	\$7,500
Riverside	Riverside	\$15,000
Riverside	San Jacinto	\$7,500
Riverside	Temecula	\$45,000
Riverside	Wildomar	\$7,500
Riverside	Unincorporated County	\$100,000
Sacramento	Citrus Heights	\$7,500
Sacramento	Elk Grove	\$45,000
Sacramento	Folsom	\$15,000
Sacramento	Galt	\$7,500
Sacramento	Isleton	\$7,500
Sacramento	Rancho Cordova	\$15,000
Sacramento	Sacramento	\$45,000
Sacramento	Unincorporated County	\$45,000
San Benito	Hollister	\$7,500
San Benito	San Juan Bautista	\$7,500
San Benito	Unincorporated County	\$7,500
San Bernardino	Adelanto	\$7,500
San Bernardino	Apple Valley	\$7,500
San Bernardino	Barstow	\$7,500
San Bernardino	Big Bear Lake	\$7,500
San Bernardino	Chino	\$45,000
San Bernardino	Chino Hills	\$7,500
San Bernardino	Colton	\$7,500
San Bernardino	Fontana	\$45,000
San Bernardino	Grand Terrace	\$7,500
San Bernardino	Hesperia	\$7,500
San Bernardino	Highland	\$7,500
San Bernardino	Loma Linda	\$7,500
San Bernardino	Montclair	\$7,500
San Bernardino	Needles	\$7,500
San Bernardino	Ontario	\$15,000
San Bernardino	Rancho Cucamonga	\$45,000
San Bernardino	Redlands	\$7,500
San Bernardino	Rialto	\$7,500
San Bernardino	San Bernardino	\$7,500
San Bernardino	Twentynine Palms	\$7,500
San Bernardino	Upland	\$7,500
San Bernardino	Victorville	\$15,000
San Bernardino	Yucaipa	\$7,500
San Bernardino	Yucca Valley	\$7,500

San Bernardino	Unincorporated County	\$15,000
San Diego	Carlsbad	\$15,000
San Diego	Chula Vista	\$45,000
San Diego	Coronado	\$7,500
San Diego	Del Mar	\$7,500
San Diego	El Cajon	\$7,500
San Diego	Encinitas	\$7,500
San Diego	Escondido	\$7,500
San Diego	Imperial Beach	\$7,500
San Diego	La Mesa	\$15,000
San Diego	Lemon Grove	\$7,500
San Diego	National City	\$7,500
San Diego	Oceanside	\$7,500
San Diego	Poway	\$7,500
San Diego	San Diego	\$100,000
San Diego	San Marcos	\$45,000
San Diego	Santee	\$7,500
San Diego	Solana Beach	\$7,500
San Diego	Vista	\$15,000
San Diego	Unincorporated County	\$45,000
San Francisco	San Francisco	\$100,000
San Joaquin	Escalon	\$7,500
San Joaquin	Lathrop	\$15,000
San Joaquin	Lodi	\$7,500
San Joaquin	Manteca	\$45,000
San Joaquin	Ripon	\$7,500
San Joaquin	Stockton	\$15,000
San Joaquin	Tracy	\$7,500
San Joaquin	Unincorporated County	\$45,000
San Luis Obispo	Arroyo Grande	\$7,500
San Luis Obispo	Atascadero	\$7,500
San Luis Obispo	El Paso de Robles	\$7,500
San Luis Obispo	Grover Beach	\$7,500
San Luis Obispo	Morro Bay	\$7,500
San Luis Obispo	Pismo Beach	\$7,500
San Luis Obispo	San Luis Obispo	\$7,500
San Luis Obispo	Unincorporated County	\$15,000
San Mateo	Atherton	\$7,500
San Mateo	Belmont	\$7,500
San Mateo	Brisbane	\$7,500
San Mateo	Burlingame	\$7,500

San Mateo	Colma	\$7,500
San Mateo	Daly City	\$7,500
San Mateo	East Palo Alto	\$7,500
San Mateo	Foster City	\$7,500
San Mateo	Half Moon Bay	\$7,500
San Mateo	Hillsborough	\$7,500
San Mateo	Menlo Park	\$15,000
San Mateo	Millbrae	\$7,500
San Mateo	Pacifica	\$7,500
San Mateo	Portola Valley	\$7,500
San Mateo	Redwood City	\$15,000
San Mateo	San Bruno	\$15,000
San Mateo	San Carlos	\$7,500
San Mateo	San Mateo	\$15,000
San Mateo	South San Francisco	\$7,500
San Mateo	Woodside	\$7,500
San Mateo	Unincorporated County	\$7,500
Santa Barbara	Buellton	\$7,500
Santa Barbara	Carpinteria	\$7,500
Santa Barbara	Goleta	\$7,500
Santa Barbara	Guadalupe	\$7,500
Santa Barbara	Lompoc	\$7,500
Santa Barbara	Santa Barbara	\$7,500
Santa Barbara	Santa Maria	\$15,000
Santa Barbara	Solvang	\$7,500
Santa Barbara	Unincorporated County	\$15,000
Santa Clara	Campbell	\$7,500
Santa Clara	Cupertino	\$7,500
Santa Clara	Gilroy	\$15,000
Santa Clara	Los Altos	\$7,500
Santa Clara	Los Altos Hills	\$7,500
Santa Clara	Los Gatos	\$7,500
Santa Clara	Milpitas	\$15,000
Santa Clara	Monte Sereno	\$7,500
Santa Clara	Morgan Hill	\$15,000
Santa Clara	Mountain View	\$45,000
Santa Clara	Palo Alto	\$15,000
Santa Clara	San Jose	\$100,000
Santa Clara	Santa Clara	\$15,000
Santa Clara	Saratoga	\$7,500
Santa Clara	Sunnyvale	\$45,000

Santa Clara	Unincorporated County	\$45,000
Santa Cruz	Capitola	\$7,500
Santa Cruz	Santa Cruz	\$7,500
Santa Cruz	Scotts Valley	\$7,500
Santa Cruz	Watsonville	\$7,500
Santa Cruz	Unincorporated County	\$15,000
Shasta	Anderson	\$7,500
Shasta	Redding	\$15,000
Shasta	Shasta Lake	\$7,500
Shasta	Unincorporated County	\$15,000
Sierra	Loyalton	\$7,500
Sierra	Unincorporated County	\$7,500
Siskiyou	Dorris	\$7,500
Siskiyou	Dunsmuir	\$7,500
Siskiyou	Etna	\$7,500
Siskiyou	Fort Jones	\$7,500
Siskiyou	Montague	\$7,500
Siskiyou	Mount Shasta	\$7,500
Siskiyou	Tulelake	\$7,500
Siskiyou	Weed	\$7,500
Siskiyou	Yreka	\$7,500
Siskiyou	Unincorporated County	\$7,500
Solano	Benicia	\$7,500
Solano	Dixon	\$7,500
Solano	Fairfield	\$15,000
Solano	Rio Vista	\$7,500
Solano	Suisun City	\$7,500
Solano	Vacaville	\$15,000
Solano	Vallejo	\$7,500
Solano	Unincorporated County	\$7,500
Sonoma	Cloverdale	\$7,500
Sonoma	Cotati	\$7,500
Sonoma	Healdsburg	\$7,500
Sonoma	Petaluma	\$7,500
Sonoma	Rohnert Park	\$7,500
Sonoma	Santa Rosa	\$15,000
Sonoma	Sebastopol	\$7,500
Sonoma	Sonoma	\$7,500
Sonoma	Windsor	\$7,500
Sonoma	Unincorporated County	\$15,000
Stanislaus	Ceres	\$7,500

Stanislaus	Hughson	\$7,500
Stanislaus	Modesto	\$15,000
Stanislaus	Newman	\$7,500
Stanislaus	Oakdale	\$7,500
Stanislaus	Patterson	\$7,500
Stanislaus	Riverbank	\$7,500
Stanislaus	Turlock	\$7,500
Stanislaus	Waterford	\$7,500
Stanislaus	Unincorporated County	\$15,000
Sutter	Live Oak	\$7,500
Sutter	Yuba City	\$7,500
Sutter	Unincorporated County	\$7,500
Tehama	Corning	\$7,500
Tehama	Red Bluff	\$7,500
Tehama	Tehama	\$7,500
Tehama	Unincorporated County	\$7,500
Trinity	Unincorporated County	\$7,500
Tulare	Dinuba	\$7,500
Tulare	Exeter	\$7,500
Tulare	Farmersville	\$7,500
Tulare	Lindsay	\$7,500
Tulare	Porterville	\$15,000
Tulare	Tulare	\$15,000
Tulare	Visalia	\$45,000
Tulare	Woodlake	\$7,500
Tulare	Unincorporated County	\$15,000
Tuolumne	Sonora	\$7,500
Tuolumne	Unincorporated County	\$7,500
Ventura	Camarillo	\$15,000
Ventura	Fillmore	\$7,500
Ventura	Moorpark	\$7,500
Ventura	Ojai	\$7,500
Ventura	Oxnard	\$15,000
Ventura	Port Hueneme	\$7,500
Ventura	San Buenaventura	\$15,000
Ventura	Santa Paula	\$7,500
Ventura	Simi Valley	\$7,500
Ventura	Thousand Oaks	\$7,500
Ventura	Unincorporated County	\$7,500
Yolo	Davis	\$7,500
Yolo	West Sacramento	\$15,000

Yolo	Winters	\$7,500
Yolo	Woodland	\$7,500
Yolo	Unincorporated County	\$7,500
Yuba	Marysville	\$7,500
Yuba	Wheatland	\$7,500
Yuba	Unincorporated County	\$7,500

2020 Census Local Update of Census Addresses Operation (LUCA) Information Guide

Issued December 2016
D-2101

What Is LUCA?

The Local Update of Census Addresses Operation (LUCA) is a voluntary decennial census operation. LUCA is the only opportunity prior to the 2020 Census for tribal, state, and local governments (including the District of Columbia and Puerto Rico) to review and update the U.S. Census Bureau's residential address list for their jurisdiction. The Census Bureau relies on a complete and accurate address list to reach every living quarters and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes LUCA.

Active, functioning, legal governments are eligible to participate in LUCA, including:

- Federally recognized tribes with a reservation and/or off reservation trust lands.
- States.
- Counties.
- Cities (incorporated places).
- Townships (minor civil divisions).

If your government lacks the resources to participate in LUCA, you can arrange for a higher level of government, such as a county; or an organization, such as a regional planning agency or council of governments, to conduct your address review.

Why Participate in LUCA?

The accuracy and completeness of the address list is critical to the accuracy and completeness of the decennial census. Participating in LUCA can help ensure an accurate census for your community.

Although the primary purpose of the decennial census is to apportion seats in the U.S. House of Representatives, census data are used to:

- Distribute federal funds for over 1,000 programs administered by 26 federal agencies to tribal, state, and local governments.
- Provide statistical support for grant applications that fund community and regional development, education, agriculture, energy, and environmental programs, as well as other needed community improvements and enhancements.
- Help your community plan for future needs.

What Is New for LUCA?

- Pre-LUCA activities, such as the on-going Geographic Support System (GSS) Partnership Program, provide more opportunities to submit address information and receive non-Title 13 feedback.
- New streamlined participation through the full address list review.
- Online viewing availability for the Census Bureau housing unit counts by census block for your jurisdiction starting in January 2017.
- Ease of use with standard data formats for viewing the Census Bureau's digital address list (Excel [.xlsx] and Comma Delimited Text [.csv]).
- Availability of the Census Bureau Geographic Update Partnership Software, a self-contained Geographic Information System (GIS) tool.
- Access to comprehensive data that include residential structure latitude/longitude coordinates and ungeocoded census residential addresses.
- Digital participants may submit residential structure coordinates as part of their address updates.

LUCA Schedule

2020 Census LUCA Operation Schedule	
Timeframe	Activity
January 2017	Advance notice mailed to Highest Elected Officials (HEOs), Tribal Chairs (TCs), Governors, and other LUCA contacts.
March 2017	LUCA promotional workshops begin.
July 2017	LUCA invitation and registration materials mailed to HEOs, TCs, and Governors.
October 2017	LUCA training workshops begin.
February–April 2018	Participants review and update the Census Bureau's address list.
February–September 2018	Census Bureau processes LUCA submissions.

LUCA Preparation Checklist

- ✓ Participate in the GSS.
- ✓ Review your boundaries and respond to the 2017 Boundary and Annexation Survey (BAS).
- ✓ Complete and return the *Contact Information Update Form*.
- ✓ Attend a LUCA promotional workshop or access information at the LUCA Web site.
- ✓ Access the Census Address Count List for your jurisdiction online.
- ✓ Determine and assemble local address sources.
- ✓ Update your address list with information needed for LUCA:
 - Unit designations for multiunit housing (e.g., Apt 1, Apt 2, Unit A, Unit B, etc.) (required).
 - Residential address status (required, the LUCA Operation only accepts residential addresses).
 - ZIP Codes for mailing addresses desired.
- ✓ Geocode your local address list using the online Census Geocoder (digital address list required).
- ✓ Determine your LUCA materials format.
- ✓ Develop your address review strategy.
- ✓ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.
- ✓ Attend a training workshop or Webinar.
- ✓ Review and update LUCA materials.
- ✓ Receive address feedback.

☑ Participate in the GSS.

Pre-LUCA activities provide more opportunities to submit address information and receive non-Title 13 feedback through the continuous GSS Partnership Program.

☑ Review your boundaries and respond to the 2017 BAS.

The 2017 BAS is the last opportunity to ensure that your boundaries are correct before LUCA begins. Because LUCA participants receive only addresses inside their jurisdictional boundaries for review and update, you may not be able to view your entire address list if your boundaries are incorrect. The 2017 BAS starts in December 2016. For more information, visit the BAS Web site at <www.census.gov/geo/partnerships/bas.html>.

☑ Complete and return the *Contact Information Update Form*.

In January 2017, the HEO, TC, Governor, and other contacts that the Census Bureau has associated with each government will receive a LUCA notification package. The package includes information about LUCA and a *Contact Information*

Update Form. Complete the form and return it using the postage-paid envelope. If you prefer, you may scan it and return it via e-mail to <GEO.2020.LUCA@census.gov>.

☑ Attend a LUCA promotional workshop or access information on the LUCA Web site.

Plan to attend a LUCA promotional workshop or Webinar to obtain additional information about participating in LUCA. You may also obtain additional information by accessing the LUCA Web site at <www.census.gov/geo/partnerships/luca.html>.

☑ Access the Census Address Count List for your jurisdiction online.

Your government's Address Count List, which contains the Census Bureau's count of residential addresses for each census block within your jurisdiction, is available on the LUCA Web site. Compare the census counts to your counts to help focus your participation efforts. Each census block record is at least 12 characters in length and contains seven fields of information <www.census.gov/geo/maps-data/data/geocoder.html>.

Digital Address Count List		
Maximum character length	Field name	Description
12	Entity ID	Unique code assigned by the Census Bureau to each entity.
2	State code	2-digit current state code.
3	County code	3-digit current county code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit.
4	Census block number	4-digit current census block number.
7	Count of housing unit addresses	Census Bureau's most recent count of housing unit addresses.
7	Count of group quarters addresses	Census Bureau's most recent count of group quarters addresses.

 **Determine and assemble local address sources.**

Potential local address sources for compiling your residential address list include:

- E-911 address files.
- New housing construction or building permits.
- Housing inspection records.
- Planning and zoning records.
- Local utility records.
- School enrollment records.
- Driver license files.
- Annexation records.
- Assessment or tax files (residential units).
- Voter registration files.

 **Update your Address List with information needed for LUCA.**

Unit Designation: LUCA **requires** that each record include unit identifiers (e.g., Apt 1, Apt 2, Unit A, Unit B). Basic street address and the individual unit designation should be provided for multiunit buildings.

Residential Status: LUCA accepts only **residential** address updates.

ZIP Code: A ZIP Code in a mailing address is useful to the Census Bureau.

 **Geocode your local address list using the online Census Geocoder (digital address list required).**

The Census Bureau defines geocoding as assigning a state, county, census tract, and census block number to an address. Used in conjunction with the Address Count List, the Census Geocoder allows you to compare your digital address list to the Census Bureau's count of addresses by census block. You can focus your address review on the census blocks with the greatest address count differences between your address list and the Census Bureau's. For more information, see <www.census.gov/geo/maps-data/data/geocoder.html>.

 **Determine your LUCA materials format.**

The LUCA address lists and maps are available in digital or paper formats. The digital format requires the use of spreadsheet or database software, such as Excel (.xlsx) or Comma Delimited Text (.csv). The paper format is available only to governments with 6,000 or fewer addresses.

Example: Available LUCA materials formats
Copy provided for reference only; do NOT return this form.

PRODUCT PREFERENCE FORM		Entity ID _____
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)		Government Name _____
<p>Please mark (X) to select a product preference format (Choose #1 OR #2 below)</p> <p>1. <input type="checkbox"/> 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.</p> <p style="text-align: center;">OR</p> <p>2. <input type="checkbox"/> Select one address list format in Section A and one map format in Section B.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>A. Address List – Select Digital or Paper</p> <p><input type="checkbox"/> Digital – Requires the use of a spreadsheet or database software. We will provide the files in Excel (.xlsx) and Comma Delimited Text (.csv) format.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> 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:</p> <p><input type="checkbox"/> Census Tract#/Block#/Street Name/House#/Unit#</p> <p><input type="checkbox"/> Street Name/House#/Unit#/Census Tract#/Census Block# (alphanumeric sort)</p> <p><i>Current number of residential housing units on file for your jurisdiction as of date X.</i></p> </div> <div style="width: 45%; border-left: 1px solid black; padding-left: 10px;"> <p>B. Maps – Select Digital or Paper</p> <p><input type="checkbox"/> Digital – Partnership shapefiles that require the use of GIS software. Address structure points are <i>not</i> included in the partnership shapefiles but can be created from the lat/long coordinates included on the digital address list.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> Paper – Large format paper map(s) (42" X 36") with one or more sheets. This includes 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.</p> <p>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 will have to use the block PDF maps.</p> </div> </div>		

☑ Develop your address review strategy.

To conduct your address review, consider your time, staff, and available local address information. If a complete review is not possible, focus your review on these areas:

- Group quarters (e.g., college dorms, nursing homes, correctional facilities, etc.).
- Areas of new construction.
- E-911 address conversion areas.
- Single-family homes converted to multifamily homes, and vice versa.
- Warehouses converted to residential units.
- New mobile homes.
- Apartment buildings with irregular or missing numbering schemes for the individual units.
- Annexed land.
- Areas along governmental boundaries.
- Blocks with the greatest count differences between the Census Bureau’s address block count and your address block count.

☑ Highest Elected Official (HEO), Tribal Chair (TC), or Governor registers for LUCA.

In July 2017, the Census Bureau will mail the invitation letter and registration form to your HEO, TC, or Governor. This invitation package will include information about LUCA and a registration form for the HEO, TC, Governor, and the LUCA liaison (designated by the HEO, TC, or Governor) to complete and return to the Census Bureau for participation in LUCA.

☑ Attend a LUCA training workshop or Webinar.

Training workshops will offer “hands-on” experience using the LUCA materials. Self-training aids and Webinars will be available online at the LUCA Web site. In addition, the *2020 Census Local Update of Census Addresses Operation (LUCA) Respondent Guide* contains detailed instructions and examples for conducting your address and map review.

☑ Review and update LUCA materials.

You have 120 calendar days from the receipt of your materials to conduct your address review and return your updates to the Census Bureau. We estimate that it will take between 16 to 672 hours to complete your address review and submit your updates, depending on your jurisdiction’s size and number of changes.

☑ Receive address feedback.

After validating LUCA submissions, the Census Bureau will provide address feedback on your LUCA updates.



Questions

For more information about LUCA, call 844-344-0169, e-mail us at <GEO.2020.LUCA@census.gov>, or visit our Web site at <www.census.gov/geo/partnerships/luca.html>.

Digital Address List Record Layout

The information contained on each census address record includes census state and county codes, census tract and block numbers, and group quarters flag. The character length for each record may vary.

Maximum character length	Field name	Description
7	Line number	Sequential number for each address record in the file.
9	MAFID	Unique control number assigned to each MAF address.
12	Entity ID code	Unique number assigned by the Census Bureau to each entity.
1	Action code	Entered by the participant to indicate an action to be taken on the address.
2	State code	2-digit Current State Code.
3	County code	3-digit Current County Code.
6	Census tract number	6-digit current census tract number, with an implied decimal point between the fourth and fifth digit (e.g., 123401 and 000300).
4	Census block number	4-digit Census Block Number.
15	Geo ID	15-digit combination of State Code, County Code, census tract, and census block numbers.
1	Group quarters flag	Displays a 'Y' if the address is a group quarters.
35	Complete address number	Housing unit or group quarter's assigned address number, alone or with an address number prefix and/or address number suffix, that identifies a location along a thoroughfare or within a community.
100	Complete street name	Full street or road name. The official name of a thoroughfare as assigned by a governing authority, or an alternate (alias) name that is used and recognized.
65	Apartment/unit number	Within structure descriptor or identifier, such as APT 5 or 1st FL FRN.
5	City-style mailing ZIP Code	5-digit ZIP Code for city-style mailing address.
100	Group quarters name	Name of group quarter (e.g., Dobbs Hall).
100	Facility name	Name of group quarter facility (e.g., University of Illinois).
100	Location description	Description of the location and physical characteristics of a living quarters (e.g., red ranch w/white shutters).
50	Noncity-style mail delivery address (RR#, HCR#, or PO Box #)	Rural Route and Box number, Highway Contract Route number, or Post Office Box number.
5	Noncity-style mailing ZIP Code	5-digit ZIP Code for noncity-style mailing address.
4	Map spot ID	Unique number assigned by the Census Bureau for each map spot within a block. Numbering starts over in each block.
1	Address use	A value entered by the participant indicating if the address is used for M) mailing purposes, L) location purposes, including emergency services, B) both mailing and location purposes.
11	Structure latitude	Address structure latitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
12	Structure longitude	Address structure longitude, populated only if the Census Bureau has captured an address structure point for the address, otherwise blank. If blank, participants can populate this field.
1	City-style address flag	Displays "Y" if city-style address, an "N" if noncity-style address.

Paper Address List

The information contained in the paper address list includes state and county codes, census tract and block numbers, address information, and group quarters flag. The paper address list is available only to governments with 6,000 or fewer addresses. Each 8 1/2" x 14" page contains six addresses (1,000 pages maximum). You may choose one of two sort preferences: Census Tract#/Block#/Street Name/House#/Unit# or Street Name/House #/Unit#/Census Tract#/ Census Block#.

Example sort: Census Tract/Block

Example sort: Street Name/House#/Unit#/Census Tract#/Census Block#

Form D-2007 (XX-XX-XXXX) OMB Control No. XXXX-XXXX										ADDRESS LIST 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)				U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU	
Sort: Tract/Block Entity: Winter County CO88009										DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.				Page: 17 of 20 Date: 01/04/2018	
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 Noncity-Style Mail Delivery Address (RR Number, HCR Number, PO Box Number) (7a) Noncity-Style Mailing ZIP Code	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
102	999999993		88009	0054.00	2001	Y	5503	JEFFRAS DR		99997		21	Y	40.361373	
								SUNSET ASSISTED LIVING COMMUNITY						-73.543799	
103	999999994		88009	0054.00	2001		5507	JEFFRAS DR	APT 1	99997		20	Y	40.361377	
														-73.543799	
104	999999995		88009	0054.00	2001		5507	JEFFRAS DR	APT 2	99997		20	Y	40.361381	
														-73.543799	
105	999999996		88009	0054.00	2001		5509	JEFFRAS DR		99997		19	Y	40.3613785	
														-73.543799	
106	999999997		88009	0054.00	2001					99997	RTE 2, BOX 175	18		40.3613791	
								REDWOOD RAMBLER W/LONG FRNT PORCH, ON LAKE						-73.543799	
107	XXXXXXXXXX		88009	0054.00	2002		XXXXXXXXXX	***NO KNOWN ADDRESS IN THIS BLOCK***	XXXXXXXXXX	XXXXXX	XXXXXXXXXX	XXXXXX	X	XXXXXXXXXX	
											XXXXXX			XXXXXXXXXX	

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

<div> <div>Form D-2007 (XX-XX-XXXX) OMB Control No. XXXX-XXXX</div> <div> ADDRESS LIST 2020 LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA) </div> <div> U.S. DEPARTMENT OF COMMERCE ECONOMICS AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU </div> </div>														
<div> Sort: Street Name/House Number Entity: Winter County CO88009 </div> <div> DISCLOSURE PROHIBITED BY TITLE 13, U.S.C. </div> <div> Page: 5 of 20 Date: 01/04/2018 </div>														
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 Noncity-Style Mail Delivery Address (RR Number, HCR Number, PO Box Number) (7a) Noncity-Style Mailing ZIP Code	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	(10a) Latitude (10b) Longitude
25	999999993		88009	0045.00	1055		4007	AMPHORA ST		99997		3	Y	40.361373 -73.543799
26	999999994		88009	0045.00	1055		4009	AMPHORA ST		99997		4	Y	40.361377 -73.543799
27	999999995		88009	0045.00	1058		5001	AMPHORA ST		99997		1	Y	40.361381 -73.543799
28	999999996		88009	0045.00	1058		5003	AMPHORA ST		99997		2	Y	40.3613785 -73.543799
29	999999997		88009	0045.00	1065		402	W CAMERON AVE		99997		11	Y	40.3613791 -73.543799
30	999999999		88009	0045.00	1065		404	W CAMERON AVE		99997		12	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

Participants selecting the paper address list can add residential city-style addresses that do not appear on the Census Bureau's address list using the Address List Add Page.

Form D-2005 (XX-XX-XXXX) OMB Control No. XXXX-XXXX	U.S. DEPARTMENT OF COMMERCE <small>STATISTICAL ADMINISTRATION AND CENSUS BUREAU</small> U.S. CENSUS BUREAU	PAGE _____ OF _____ PAGES Name of Preparer: _____ (Print Name) Date Completed: _____ (MM/DD/YYYY)
ADDRESS LIST ADD PAGE 2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)		
Add Page For: _____		Entity ID Code: _____
	(Entity Name)	(Copy from Address List Page)

1	2				3	4				5	6
Line #	Census Geographic Location of Address				Enter "Y" if this is a Group Quarters	Residential Address				Unique Map Spot #	Address Use, if known M=Mailing L=Location B=Both
	(2a) State Code #	(2b) County Code #	(2c) Census Tract #	(2d) Census Block #		(4a) Complete Address Number	(4b) Complete Street Name	(4c) Group Quarters Name	(4e) Apt/ Unit #		

DISCLOSURE PROHIBITED BY TITLE 13, U.S.C.

Paper Address Count List

The LUCA address count list contains the count of housing unit and group quarters addresses for each census block within your jurisdiction. The list contains 90 census blocks per page. This list is for reference only.

Example: Address Count List

ADDRESS COUNT LIST								U.S. DEPARTMENT OF COMMERCE ECONOMIC AND STATISTICS ADMINISTRATION U.S. CENSUS BUREAU			
2020 CENSUS LOCAL UPDATE OF CENSUS ADDRESSES OPERATION (LUCA)											
ST/CO: 52 / 003								Page: 1 of 1			
Entity: ANY TOWN PL5212345								Date: 12/02/2017			
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
9708.01	2345	9	1	9708.03	1100	9					
9708.01	2346	11		9708.03	1101	4					
9708.01	2347	3		9708.03	1102	4					
9708.01	2348	9		9708.03	1103	6					
9708.01	2349	12		9708.03	1104	6					
9708.01	2350	12		9708.03	1105	5					
9708.01	2351	14		TOTAL	36	217	2				
9708.01	2352	6									
9708.01	2353	15	1								
9708.01	2354	12									
9708.01	3301	6									
9708.01	3302	8									
9708.01	3303	5									
9708.01	3304	12									
9708.02	3305	13									
9708.02	3306	5									
9708.02	3307	7									
9708.02	3309	6									
9708.02	3310	6									

[illegible]

Paper—Large format paper map(s) (42" x 36") with one or more sheets. This includes 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. For a full-color paper map example, visit our Web site at www.census.gov/geo/partnerships/luca.html.

Digital—Topologically Integrated Geographic Encoding and Referencing (TIGER) 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 latitude/longitude coordinates included on the digital address list.



TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Kanishka Karunaratne Cheng *KKC*
RE: Accept and Expend Grant – California State 2020 Census Grant –
\$100,000
DATE: October 16, 2018

Resolution authorizing the Office of Civic Engagement & Immigrant Affairs to accept and expend a grant in the amount of \$100,000 from the State of California State Controller's Office (SCO) to support San Francisco's Local Update of Census Addresses efforts and outreach activities related to the 2020 Census.

Please see attached items:

- 1) Budget
- 2) Grant Award Letter
- 3) Grant Ordinance Form

Should you have any questions, please contact Kanishka Karunaratne Cheng at 415-554-6696.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 OCT 16 PM 4:10
BY *[Signature]*

OFFICE OF THE MAYOR
SAN FRANCISCO



LONDON N. BREED
MAYOR

TO: Angela Calvillo, Clerk of the Board of Supervisors
FROM: Mayor London Breed *LNB*
RE: Accept and Expend Grant – California State 2020 Census Grant –
\$100,000
DATE: October 2, 2018

Resolution authorizing the Office of Civic Engagement & Immigrant Affairs to accept and expend a grant in the amount of \$100,000 from the State of California State Controller's Office (SCO) to support San Francisco's Local Update of Census Addresses efforts and outreach activities related to the 2020 Census.

Should you have any questions, please contact Kanishka Karunaratne Cheng at 554-6696.

RECEIVED
BOARD OF SUPERVISORS
SAN FRANCISCO
2018 OCT -2 PM 1:58
JB