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* *alternate*
** *non-voting member*

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Board Study Session
April 11, 2007

Meeting Notes

Topic: *2010 Census, LUCA Program and Kitsap's Situs Addressing Project*

2010 Census and LUCA:

For gathering 2010 Decennial Census data, Local Update Census Addresses (LUCA) allows tribal, state, and local governments to access the Census Bureau's master address list for updating purposes. This access was authorized by the Census Address List Improvement Act of 1994. This process helps census staff determine which homes were not covered, where to follow-up, and how to disseminate census survey (hardcopy) forms.

LUCA is critical to the success of the 2010 Census. Once the master address list is updated, field representatives will go out and conduct address canvassing and further update the master list with GPS coordinates. Jurisdictions can appeal field verification results if they feel this data is incorrect. Results are the basis of the address list used to deliver the 2010 Census questionnaires, so accuracy is important.

Census data is used for:

- Apportionment of Congressional seats
- Appropriation of Federal funds [grants] to state, tribal, and local governments
- State funds distribution (affected by population count)
- Accurate local statistical data
- Data for Community Block programs
- Identifying high concentrations of specific populations to provide facilities and services
- Determining locations for new schools
- Demographical characteristics for locating businesses, public services and emergency services
- Population trends to plan for future community needs and grant/loan applications
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Preparations for the 2010 Census LUCA schedule are underway. In February of 2007, an advance notice letter was sent to the highest ranking elected official in each jurisdiction. Along with that letter is a form for them to fill out and return. Next important project dates are:

- July 2007 – LUCA invitation letters go out
- July 2007 to January 2008 – LUCA registration and materials are shipped out
- August 2007 to November 2007 – LUCA training workshops

Each jurisdiction has 120 days to review their materials from the date of their arrival. Registering by November 19, 2007, will guarantee that jurisdictions receive a full 120 day review period for list submittals. Other important review dates are:

- August 2007 to April 2008 – Participant LUCA review (must be postmarked by April 4)
- April 2008 to October 2008 – Census Bureau reviews and processes participant submissions
- November 2008 to May 2009 – Address canvassing operation (GPS data collection)

Feedback and Appeals Dates:

- August 2009 to October 2009 – Feedback materials sent to LUCA participants
- September 2009 to December 2009 – Participant review feedback materials and file appeals
- September 2009 to January 2010 – Appeal adjudication by Census Appeal Office

There are three ways for jurisdictions to participate in the U.S. Census LUCA options:

1. Option 1 – Title 13 full address list review (full involvement).
 - Review and update city-style addresses on the census bureau’s master address list.
 - Either list a new housing count OR exact addresses (do not list both)
 - May challenge address counts in census blocks.
 - Census “blocks” all houses and regularly need new block counts
 - May make map updates
 - Appeal feedback results after address canvassing
 - Non-city style addresses will be updated using the GPS approach
2. Option 2 – Title 13 local address list submission (limited involvement).
 - Review the Census Bureau’s address list and the address count list.
 - Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format and coded to Census Tract and Block (geocode)
 - Make map updates (boundaries must be correct)
 - Appeal feedback results after address canvassing
3. Option 3 – Non-Title 13 local address list submission (very limited involvement).
 - Review the Address Count List
 - Submit your local address list (city-style addresses only) in a Census Bureau predefined computer-readable format and coded to the Census Tract and Block (geocode)
 - Make map updates

*Note: Option 3 – The jurisdiction will get feedback but they would not be able to appeal it.

Formatting LUCA program materials will vary depending on the participation option chosen. Maps are provided for updating jurisdiction boundaries, features, and assisting with geo-coding addresses to the Census Tract and Block. Maps are available in various formats (*e.g.* ESRI shapefiles, paper, partnership software).

Title 13 USC provides for confidential treatment of census-related information. This protected data is only available for viewing and updating purposes. The Census Bureau is not associated with the IRS, FBI or other federal agency and assures confidentiality of data. Violators of Title 13 USC receive punishment of up to a \$250,000 fine and/or 5 years imprisonment. Stringent security guidelines must be followed throughout the disclosure process. Due to strict LUCA confidentiality agreement regulations, agencies participating in option 1 or 2 must:

- Appoint a LUCA liaison to assume responsibility for Title 13 compliance.
- All reviewers must follow guidelines and sign a confidentiality agreement.

LUCA workshops are available on these dates:

- Wednesday, May 9th, 1:00 – 3:00 p.m. Tacoma Grace Moore Public Library
- Thursday, May 10th, 1:00 – 3:00 p.m. Olympia Public Library

Kitsap County’s Situs Addressing Project

Situs is a collaborative project among CenCom, Fire Districts, Cities and Kitsap County to:

- Develop a unified, safe, and efficient addressing code
- Create a common database and GIS application to allow access to City and County addresses by those who need to use them

The Situs project will ensure that each participating jurisdiction and agency receives a functional and accurate “shared” address database. The project team will develop a GIS web application for address list maintenance and make sure the resource is efficient to conduct life safety and business functions.

Situs project accomplishments in 2006 included the formation of work teams, development of current systems analysis, collaboration on code modifications, evaluation of existing code changes, and recommendations for code changes. Currently in the code modification/acceptance process, the work teams plan to develop the address list throughout 2007. This timeline coincides nicely with what is expected through the LUCA process as common data is needed. The 2007 – 2008 Situs application development plans are:

- Select management and development team
- Evaluate address processes and conduct needs assessment
- Develop requirements
- Obtain or build the GIS addressing application
- Evaluation of the application
- Test the application
- Implementation of the application with County and Cities
- Evaluation of wider access to the application (for address verification)

The recommendation from Bud Harris, Director of Information Services with Kitsap County, was for jurisdictions to highly consider using LUCA Option 1 in collaboration with the Situs project resulting in better information accuracy and greater security. He encourages updating jurisdiction addresses with Situs project and using that data to respond to LUCA. Jurisdictions not currently using same GIS formatting will be able to securely download the file through an exchange process. Each city would be charged back staff time [from the County] for work done on their jurisdictions address list.