2010 New Construction Program
Quick Start Guide (Front)

Getting Started (PDF Map Users)

1. View the **readme.txt** file on your CD which details what is included on your CD. You can use any text editing software such as WordPad, Notepad, Microsoft® Word or WordPerfect.
2. View or print the New Construction (NC) User Guide
   a. The User Guide is in Adobe Portable Document Format (PDF). If your computer does not have software to read a PDF file, install the Adobe PDF Reader software included on the disk (**AdbeRdr60_anu_full.exe**).

Opening and Reading the PDF Map

1. Copy the PDF Map file included on your CD and save it to your hard drive. The PDF Map files are in the PDF folder on your CD.
2. If needed, install PDF software on your computer
3. Open the Map PDF with your PDF software.
4. Some blocks may be shaded on your maps. Shaded blocks are not eligible for the NC Program.
5. When providing any new addresses for the NC Program, you must provide geographic information for each address that can be found on your PDF maps known as geocoding
6. Geocode all address updates by provide the information of the address is location as follows:
   a. Entity ID (found on the CD label, the number begins with a PL for towns, CO for counties, MC for townships and TR for Tribes)
   b. State code and County code (found near the bottom right corner of each map sheet)
   c. Census tract and the Census block number

Getting Started (Shapefile Users)

1. View the **readme.txt** file on your CD which details what is included on your CD. You can use any text editing software such as WordPad or Notepad, Microsoft® Word or WordPerfect.
2. View or print the NC User Guide
   a. The User Guide is in Adobe Portable Document Format (PDF). If your computer does not have software to read a PDF file, install the Adobe PDF Reader software included on the disk (**AdbeRdr60_anu_full.exe**).

Opening and Using Shapefiles

1. Open the shapefiles from the Shapefiles folder on your CD using GIS software. If you do not have GIS software you can use the MAF/TIGER Partnership Software (MTPS) include in your materials package (refer to the MTPS users guide and the MTPS portion of this Quick Reference Guide).
2. Look for New Construction eligible blocks in the NCELIGIBLE field of the TABBLOCK shapefile. They will have a "Y" in the NCELIGIBLE field.
3. When providing any new addresses for the NC program, you must provide geographic information for each address known as geocoding
4. Geocode all address updates by provide the information of the address is location as follows:
   a. Entity ID (found on the CD label, the number begins with a PL for towns, CO for counties, MC for townships and TR for Tribes)
   b. State code and County code (statefp & countyfp fields in the TABBLOCK shapefile)
   c. Census tract and the Census block number (tractce00 and block fields of the TABBLOCK shapefile)

Getting Started (MTPS Users)

1. Insert the MTPS Program CD-ROM into your CD-ROM drive.
2. If MTPS Program automatically starts, follow the on-screen instructions. If the MTPS program installation fails to begin on its own, select the Run command from the Start menu. Type the location of your CD-ROM drive and the word "setup" (for example type "d:\setup").
3. Click OK. The installation program will appear on your screen. Follow the instructions on the screen.
4. View the **readme.txt** file on your CD which details what is included on your CD. You can use any text editing software such as WordPad, Notepad, Microsoft® Word or WordPerfect.
5. Once installed select MAF/TIGER Partnership Software 5.5 from Programs within the Start menu.
6. Select "New Construction" from program list.
7. Select "Run the MAF/TIGER Partnership Software Computer Based Training" for training or select "Go directly to MAF/TIGER Partnership Software Program" to launch application.

Using the MTPS

1. Once you launch the MTPS you will see a map of your jurisdiction and a blank address list template under the map.
2. Some blocks may be shaded on your maps. Shaded blocks are not eligible for the NC Program.

For Information on how to add addresses, refer to the reverse side of this document or the MTPS Users guide on the CD.

2010 New Construction Program
Quick Start Guide (Back)

Preparing Address Updates in Predefined Format (Shapefile and PDF Maps Users)

1. Open the address list template record layout on our CD click on **AddressListTemplate.txt**.
2. Use this template to import your local address file for submission.
3. When opening the text file with your spreadsheet or database application provide the application the following information:
   a. Fields are delimited
   b. Delimited is pipe (|)
   c. Text qualifier is none
   d. All field types are text
4. Provide required address information in the appropriate fields: entity ID code, state code, county code, tract number, block number, house number, street name, apartment/unit number, and zip code.
5. Save your address list file as a pipe-delimited ASCII text file.
6. Name the file <entity code>_NCAL.txt.

Submitting Your New Construction Program Updates

1. Make a copy of your submitted file for your records
2. Zip the file (optional)
   a. If you do not have Zip software, Freebyte Zip software is provided on your CD.
   b. If you choose to Zip your file use the password provided in the Enclosure Letter.
3. Burn the file to CD or DVD.
4. Use the FEDEX envelope provided to ship your submission.

Retain the gray portion of the FEDEX billable stamp as receipt for your records.

Geocoding Address Updates in Predefined Format (MTPS Users)

Adding address record to the address list using structure points:

1. Locate the block that you need to add an address record into. You can do this by panning around the map and zooming in to see block numbers, or by selecting a specific block from the dropdowns S 10 ▾ C 003 ▾ T 0164.02 ▾ B 3041B ▾ and clicking **Zoom to Block**.
2. Once zoomed to the block of your choice, click the **Add Structure Point** button to add one address.
3. When you add a single **structure point**, then the address list will have a new address record with the corresponding Entity ID, State, County, Tract, and Block fields already populated. Manually type in the House #, Street Name, Apartment/Unit # (if applicable) and ZIP code, to complete the address record.

Adding address record to the address list template directly:

1. Select the Census Block that needs a new address record. Use the dropdowns next to each category to select the desired block.
   S 10 ▾ C 003 ▾ T 0164.02 ▾ B 3041B ▾
2. Click on the **Add Address** button.
3. An address record is added to the address list with the corresponding Entity ID, State, County, Tract, and Block fields already populated.
4. Type in the House #, Street Name, Apartment/Unit # (if applicable) and ZIP code into the Address List Template. For quick reference on using the AddressListTemplate.txt file refer to the next section.
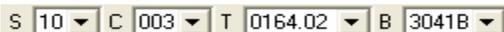
Reporting your New Construction addresses:

1. Select **New Construction** > **Report New Addresses** from the Main Menu. Burn the file to a CD or DVD and use the enclosed FEDEX envelope provided to ship your submission.

US Census Bureau Regional Census Centers

Atlanta RCC: Geography
285 Peachtree Center Avenue NE
Marquis II Tower, Ste. 1000
Atlanta, GA 30303-1230
(404) 332-2711

Boston RCC: Geography
1 Beacon Street, 7th Floor
Boston, MA 02108-3107
(617) 223-3600

Charlotte RCC: Geography
3701 Arco Corporate Drive
Ste. 250
Charlotte, NC 28273
(704) 936-4200

Chicago RCC: Geography
500 West Madison Street
Ste. 1600
Chicago, IL 60661-4555
(312) 454-5600

Dallas RCC: Geography
2777 N Stemmons Freeway
Ste. 200
Dallas, TX 75207-2514
(214) 267-6920

Denver RCC: Geography
6950 W Jefferson Avenue
Ste. 250
Lakewood, CO 80235-2032
(720) 475-3600

Detroit RCC: Geography
300 River Place Drive
Ste. 2950
Detroit, MI 48207-4184
(313) 396-5002

Kansas City RCC: Geography
2001 NE 46th Street
Ste. LL100
Kansas City, MO 64116-2051
(816) 994-2020

Los Angeles RCC: Geography
9301 Corbin Avenue
Ste. 1000
Northridge, CA 91324-2406
(818) 717-6701

New York RCC: Geography
330 West 34th Street
13th Floor
New York, NY 10001-2406
(212) 971-8800

Philadelphia RCC: Geography
1234 Market Street, Ste. 340
Philadelphia, PA 19107-3780
(215) 717-1000

Seattle RCC: Geography
19820 North Creek Parkway N, Ste. 100
Bothell, WA 98011-8227
(425) 908-3010

U.S. Census Bureau Regional Census Centers
Toll Free 1-866-511-5822

New Construction Program Help Desk
1-866-919-5822

Form D-1774