

**Request for Non-Substantive Change to the 2020 Census Local Update of Census Addresses  
Operation (LUCA)  
OMB Control No. 0607-0994  
U.S. Department of Commerce  
U.S. Census Bureau**

**Purpose**

The 2020 Census Local Update of Census Addresses Operation (LUCA) is the only opportunity offered to tribal, state, and local governments to review and comment on the U.S. Census Bureau's residential address list for their jurisdiction prior to the 2020 Census. The Census Bureau relies on a complete and accurate address list to reach every living quarter and associated population for inclusion in the census. The Census Address List Improvement Act of 1994 (Public Law 103-430) authorizes the LUCA Operation. On December 15, 2016, the Office of Management and Budget (OMB) approved the 2020 Census LUCA information collection.

**Background**

On July 9, 2019, OMB approved 31 materials that the Census Bureau sent to LUCA participants for the Feedback Phase. This non-substantive change (NSC) request is to add the remaining LUCA Closeout Phase communication with groups of partners by email.

With this NSC request, the Census Bureau is submitting an email that is to be sent to groups of partners that have not submitted a completed D-2012 – *Destruction or Return of Title 13, United States Code Materials Form (Table 1)*. The email provides instructions for partners to close-out their 2020 Census LUCA participation.

This is the Census Bureau's final delivery and communication with governments and/or groups of partners for the 2020 Census LUCA. For reference, all previous NSC submissions for the 2020 Census LUCA are listed below in the appendix (**Table 2**). The *Document* column links directly to the corresponding justification for the NSC request.

There is no substantive change to the operation resulting from this change.

**Burden**

The burden of the 2020 Census LUCA is unchanged by this update.

## Attachments

**Table 1: LUCA Closeout Material(s)**

LUCA Materials		
Changes as part of this NSC	Material	Description or content
Adding new document	Email	Instructions to groups of partners that have not submitted a completed D-2012 – <i>Destruction or Return of Title 13, United States Code Materials Form.</i>

**Table 2: Previous LUCA NSC Requests**

Title	Document	Document Type	Date Uploaded
NSC_LUCA_Signature Change on Letters	<a href="#">LUCA NSC 2017 v2.docx</a>	Justification for No Material/Nonsubstantive Change	07/12/2017
NSC_LUCA_#2_signature change on letters	<a href="#">LUCA NSC 2 2017 signaturechange letters.docx</a>	Justification for No Material/Nonsubstantive Change	10/05/2017
NSC3_LUCA_Updated_User_Guides	<a href="#">LUCA NSC3 UserGuides 12 20 17.docx</a>	Justification for No Material/Nonsubstantive Change	12/20/2017
NCS3_LUCA_Update_UserGuides_Part2	<a href="#">LUCA NSC3 UserGuides 12318 upload 2 user guides.docx</a>	Justification for No Material/Nonsubstantive Change	01/24/2018
NSC4_LUCA_Revision to Mail Materials	<a href="#">LUCA NSC Revision to Mail Materials.docx</a>	Justification for No Material/Nonsubstantive Change	01/30/2018
NSC5_LUCA_D-2015_BlockInsert	<a href="#">NSC5 LUCA D-2015-BlockInsert.docx</a>	Justification for No Material/Nonsubstantive Change	02/08/2018
NSC6 LUCA Justification for additional email	<a href="#">LUCA NSC UngeocodedAddresses April2018.docx</a>	Justification for No Material/Nonsubstantive Change	04/25/2018
NSC6 LUCA email to county governments	<a href="#">Ungeocoded Addresses email and web wording 04232018.docx</a>	Justification for No Material/Nonsubstantive Change	04/25/2018
NSC for emails sent to counties	<a href="#">Ungeocoded Addresses email and web wording 04232018.docx</a>	Justification for No Material/Nonsubstantive Change	05/10/2018
Justification for NSC for LUCA - emails to counties	<a href="#">LUCA NSC UngeocodedAddresses April2018.docx</a>	Justification for No Material/Nonsubstantive Change	05/10/2018
LUCA NSC7_partnercomms_PR respondent guide	<a href="#">LUCA NSC GeneralContactwithPartners-PuertoRicoRespondentGuide form 05012018.docx</a>	Justification for No Material/Nonsubstantive Change	05/11/2018
LUCA Review Phase and Feedback Phase NSC1	<a href="#">LUCA NSC Review Phase and Feedback Phase May 22 2019.pdf</a>	Justification for No Material/Nonsubstantive Change	05/22/2019
LUCA Feedback Phase NSC2	<a href="#">LUCA Feedback Phase NSC2.pdf</a>	Justification for No Material/Nonsubstantive Change	06/24/2019

FROM THE ASSOCIATE DIRECTOR  
FOR DECENNIAL CENSUS PROGRAMS

Thank you for participating in the 2020 Census Local Update of Census Addresses Operation (LUCA). Our records indicate that you have not submitted a completed D-2012 – *Destruction or Return of Title 13, United States Code Materials* form. For your convenience, a copy of the D-2012 is attached to this email.

The LUCA Liaison for your jurisdiction must completely fill out and sign section A on the form. If the Liaison is not available, the current Highest Elected Official (HEO) may sign on their behalf. If any LUCA reviewers are not available, the Liaison or HEO's signature in section A is the only requirement. Please ensure that the form indicates if your entity has destroyed (preferred) or returned your Title 13 LUCA materials to the Census Bureau.

The completed, signed D-2012 form may be sent by mail using the postage-paid return envelope previously provided in your LUCA review package, or another envelope addressed to:

ATTN: Geography LUCA BLDG 63E  
National Processing Center  
1201 E. 10<sup>th</sup> Street  
Jeffersonville, IN 47132

You may also fill out and scan the attached form and send it to us by replying to this email.

If you have any questions regarding LUCA, please contact us by email at [GEO.2020.LUCA@census.gov](mailto:GEO.2020.LUCA@census.gov), by phone at 1-844-344-0169, or you can visit our website at <https://www.census.gov/programs-surveys/decennial-census/about/luca.html>.

Sincerely,

Albert E. Fontenot, Jr.  
Associate Director for  
Decennial Census Programs

Attachment