

## Top Issues with LUCA Submittals

1. Participants need to work with and refer to the option-specific LUCA Users Guide included with the materials, rather than using the Participant Guide that was handed out at the training workshops. The User's Guide contains the most recent and more detailed information on procedures. Participants requesting paper materials received a paper copy of the User's Guide with the materials that were shipped to them. Participants requesting computer-readable materials received an electronic copy (pdf file) of the User's Guide on the data CD/DVD that was shipped to them.
2. Digital participants need to make sure they are using the correct tract codes. The LUCA Users Guide references the correct column from which to pull this information. This ensures that the number is correctly formatted.
3. All participants need to make sure they are including geocodes (state code, county code, census tract number and census block number) for each address record. The Census Bureau cannot process addresses without this information.
4. The county code portion of the geocode needs to be a three-digit number (i.e., "013", not "13").
5. Participants need to make sure to include zip code information for address records when it is available. The Census Bureau is able to process addresses without zip code information, but we would prefer to have it if possible.
6. Participants need to make sure to include the entity code information. This number appears on both the paper address lists and on the computer-readable address list file.
7. Addresses being deleted from the Census Bureau's address list must include the MAFID number that was part of the address record.

## **Top Issues with LUCA Submittals (continued)**

8. Addresses being added must not include a MAFID number. If a participant is cutting and pasting information to add addresses, they need to be careful not to include the MAFID number of the address being used to cut and paste.
9. Participants using computer-readable files need to follow the naming convention included in the LUCA Users Guide in naming the files to be burned on a disk for submitting to the Census Bureau to make sure the file is correctly named.
10. Participants using computer-readable files need to be careful when setting the password on the file for submittal. Participants should use the same password that the Census Bureau supplied for working with the materials. If this password is changed in any way by the participant, the Census Bureau is then unable to open the file for processing.

**Thanks to all participants that have already submitted their LUCA materials. The geography staff at the Atlanta Regional Census Center encourages anyone with questions to contact us toll-free at 1-866-511-LUCA (5822) or at 404-332-2711.**