

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda

Resolution or Ordinance (Blue) _____
Waiver of First Requested Recommendations of Boards, Commissions & Committees (Green) _____
Other Business (Pink) _____ X _____

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: October 10, 2007 (B of T) Date: October 18, 2007

TITLE: 2010 Decennial Census Local Update of Census Addresses (LUCA) Program

SUBMITTED BY: Department of Community Development *WTL*

BACKGROUND/POLICY IMPLICATIONS:

The Department of Community Development transmits for your consideration a request authorizing the Village President to sign the LUCA registration materials and select Option 1 as it relates to participating in the review and update of the Census Bureau's address list.

Staff recommends approval of this request.

Please place this item on the October 18, 2007 Board of Trustees agenda.

Fiscal Impact/Funding Source:

Review (as necessary):

Village Attorney X

Finance Director X

Village Manager X

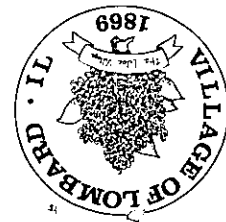
[Signature]

Date

10/10/07

Date

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 noon, Wednesday, prior to the Agenda Distribution.



MEMORANDUM

TO: William T. Lichter, Village Manager

FROM: David A. Hulseberg, AICP, Assistant Village Manager/Director of Community Development *DH*

DATE: October 18, 2007

SUBJECT: 2010 Decennial Census Local Update of Census Addresses (LUCA) Program

BACKGROUND

The Village of Lombard has been invited to participate in the 2010 Decennial Census Local Update of Census Addresses (LUCA) Program. This program provides the opportunity to review and update the Census Bureau's address list, which is critical to the enumeration process and the quality of the resulting 2010 census data.

LUCA offers three participation options to choose from:

- **Option 1-Full Address List Review:** Requires a Title 13 confidentiality agreement and allows the Village to update the census address list. This option allows the Village to appeal results of the address list and count of addresses.
- **Option 2-Local Address List Submission:** Requires a Title 13 confidentiality agreement and allows the Village to view (but not alter) the census address list. The Village would be required to submit its own address list. This option also allows the Village to appeal results of the address list and count of addresses.
- **Option 3-Local Address List Submission:** Does not require a Title 13 confidentiality agreement and does not allow the Village to view the census address list. The Village would be required to submit its own address list. This option does not allow the Village to appeal results of the address list and count of addresses.

Staff feels that Option 1 is the best choice for Lombard as it will allow the Village to directly view and comment on the Census Bureau's information. The Title 13 confidentiality agreement obligates the Village to take reasonable precautions to safeguard the use of the Census Bureau's address data.

RECOMMENDATION

Staff recommends that the Village Board authorize the Village President to sign the LUCA registration materials and select Option 1.

The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO Box numbers or PO ZIP Codes.

5. Delivery address
 Number and street name
 City State ZIP Code

4. Mailing address
 Number and street name
 City State ZIP Code

3. Department, Organization, or Agency name

2. Position - Director, Assessor, Planner, etc.

1. Name - First, middle initial, last

C. LIAISON INFORMATION
 Please designate your official 2010 Decennial Census LUCA Program liaison (work contact) by providing the following information. Please print.

5. Telephone
 Area code Number

6. E-mail address

7. Date
 Month Day Year

4. Position - Governor, Commissioner, Mayor, Supervisor, etc.

3. Signature - First, middle initial, last

2. Printed name of Highest Elected/Appointed Official - First, middle initial, last

1. Name of participating government

B. HIGHEST ELECTED/APPOINTED OFFICIAL MAKING THIS COMMITMENT -
 Please print

We rely on your comments to help us improve future LUCA programs.

1. YES! Our government would like to participate in the 2010 Decennial Census LUCA Program.
2. NO, we are not able to participate. Please mark (X) all that apply below.

a. Insufficient staff
b. Lack of funds
c. No time/Too busy
d. No local address list available
e. Concerns about the security and confidentiality of the Census Bureau's address list

f. Restrictions on the use of the Census Bureau's address list for other purposes
g. Other reason - Specify (Please print) z

A. PARTICIPATION INFORMATION

Please complete this form and return it to your U.S. Census Bureau Regional Office.

REGISTRATION FORM
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
2010 Decennial Census

U.S. DEPARTMENT OF COMMERCE
 Economics and Statistics Administration
 U.S. CENSUS BUREAU

ENTRY ID PL1744407

FORM D-1668 (6-12-2007)

If you require more signature blocks, you may duplicate this form.

Signature	Date Month Day Year	State	ZIP Code
Printed name	Area code Telephone number	City	
Signature	Date Month Day Year	State	ZIP Code
Printed name	Area code Telephone number	City	
Signature	Date Month Day Year	State	ZIP Code
Printed name	Area code Telephone number	City	
Signature	Date Month Day Year	State	ZIP Code
Printed name	Area code Telephone number	City	

Reviewer(s)/Person(s) with access to Title 13 materials name(s) and telephone number(s)
 Your address - Please print (if different from above)

Signature	Date Month Day Year	State	ZIP Code
Printed name	Area code Telephone number	City	

Liaison's name and telephone number
 Your address - Please print (if different from above)

Responsibilities for Participating in the 2010 Decennial Census LUCA Program

All 2010 Decennial Census LUCA Program liaisons, reviewers, and anyone with access to Title 13 materials must agree to keep confidential the U.S. Census Bureau address information (including map structure points provided for feedback) they review or to which they have access. They may use this information solely for suggesting improvements to the Census Bureau's address list and maps. All individuals who will be reviewing Census Bureau addresses or have access to Title 13 materials must sign below to indicate they have read and understand the Census Bureau's results regarding restrictions related to confidential information. By signing this agreement, your government agrees to return or destroy all Title 13, Census Bureau confidential materials to the Census Bureau after the LUCA Program appeals process is complete. In addition, those who sign the agreement indicate that they understand the penalty for disclosing information about addresses or individuals obtained by the Census Bureau, including maps that contain structure points showing the location of housing units or group quarters 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.

1. Government name

2. Name of LUCA Liaison's Office or Department (Assessor's Office, Planning Department, etc.)

3. Address (House number and street name, RR, HC, or PO box number)

4. City, State, ZIP Code

PLEASE PRINT

CONFIDENTIALITY AGREEMENT
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM
 2010 Decennial Census

U.S. DEPARTMENT OF COMMERCE
 Economics and Statistics Administration
 U.S. CENSUS BUREAU

ENTITY ID PL1744407

The Census Bureau will ship all materials via FedEx. FedEx will not deliver to PO ZIP Codes.

- Media Choice** - Mark (X) one.
- MTPS application** - Computer-readable Address Count List and shapfiles
- All computer-readable** - Address Count List and shapfiles on CD-ROM
- Combination** - Computer-readable Address Count List on CD-ROM and paper maps

OPTION 3 Non-Title 13 Local Address List Submission

Confidentially Agreement is not required.

- Media Choice** - Mark (X) one.
- MTPS application** - Computer-readable Address List, Address Count List, and shapfiles
- All computer-readable** - Address List, Address Count List, and shapfiles on CD-ROM
- Combination** - Computer-readable Address List and Address Count List on CD-ROM and paper maps

OPTION 2 Title 13 Local Address List Submission

Signed Confidentially Agreement Form required by law.

- Media Choice** - Mark (X) one.
- MTPS application** - Computer-readable Address List, Address Count List, and shapfiles
- All computer-readable** - Address List, Address Count List, and shapfiles on CD-ROM
- All paper** - Address List, Address Count List, and paper maps - Mark (X) only one address list sort.
- Combination A** - Computer-readable Address List and Address Count List on CD-ROM and paper maps
- Combination B** - Paper Address List and paper Address Count List; and shapfiles on CD-ROM
- Mark (X) only one address list sort.**
- Census Tract#/Block#/Street Name/House#/Unit#** (default sort)
- Street Name/House#/Unit#** (alphanumeric sort)
- Combination A** - Computer-readable Address List and Address Count List on CD-ROM and paper maps
- Combination B** - Paper Address List and paper Address Count List; and shapfiles on CD-ROM
- Mark (X) only one address list sort.**
- Census Tract#/Block#/Street Name/House#/Unit#** (default sort)
- Street Name/House#/Unit#** (alphanumeric sort)

OPTION 1 Title 13 Full Address List Review

Signed Confidentially Agreement Form required by law.

Please mark (X) one participation option, then select a media choice for that participation option.

The MAF/TIGER Partnership Software (MTPS) application combines the Census Bureau's Address List (option 1 and option 2), Address Count List, and shapfile into a GIS software package. If you have 6000 or more addresses, you can receive the Address List and Address Count List in computer-readable format only. Computer-readable versions of the lists are available on CD-ROM. The paper printout of the Address List contains six (6) addresses per page; the Address Count List contains 50 census blocks per page.

2. Delivery address* City

Number and street name

1. Government name - Please Print

Telephone number Area code Number

PARTICIPATION OPTION/PRODUCT PREFERENCE LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) PROGRAM 2010 Decennial Census

U.S. DEPARTMENT OF COMMERCE Economics and Statistics Administration U.S. CENSUS BUREAU

ENTRY ID

PL1744407