



November XX, 2017

<HEO Name>, <HEO position>
<Street Address>
<City>, CA <ZIPcode>

OPPORTUNITY TO RECEIVE STATE FUNDS FOR LOCAL GOVERNMENTS WHO PARTICIPATE IN THE LUCA PROGRAM

The census is used to determine federal funding and representation each decade. The 2020 Census will rely heavily on internet responses for the first time. One of the most important programs to improve census response rates is called the Local Update of Census Addresses Program (LUCA). LUCA provides local governments an opportunity to review the housing and group quarters mailing addresses used by the Census Bureau to conduct the 2020 Census. Full participation by California cities and counties will identify errors in the Census Bureau's address lists and improve the count of California residents.

The 2017-18 Governor's Budget establishes an incentive fund to encourage cities and counties to participate in the LUCA program and to help mitigate some of the cost of that participation. The Department of Finance administers the LUCA incentive fund. The amount each jurisdiction receives is based on the housing activity (building, demolitions, and annexations) from April 1, 2010 to January 1, 2017 using estimates from the Demographic Research Unit. Jurisdictions that have experienced a disaster area declaration since 2010 will be eligible for additional funding.

Your jurisdiction is eligible to receive a minimum of \$ <Amount>. This award amount may increase based on the overall level of LUCA participation.

There are three requirements to receive an award:

1. Local governments must register to participate in the LUCA program with the U.S. Census Bureau. **The deadline to register is December 15, 2017.** If you cannot locate your forms, e-mail the Census Bureau immediately at geo.2020.luca@census.gov.
2. To receive the incentive, local governments must participate in the LUCA Program and submit required materials to the Census Bureau. Materials will be sent out in the first quarter of 2018.
3. Local governments must request incentive funds from the Department of Finance (see attachment). Jurisdictions that have registered for LUCA with the Census Bureau will receive instructions on how to request incentive funds in early 2018.

The Department of Finance's Demographic Research Unit will be able to provide some technical assistance to local governments. The Demographic Research Unit will also verify Census Bureau addresses for selected statewide lists, such as mobile home parks, certain group quarters, and employer-provided housing.

Staff in your Geographic Information System or Planning Department may have already received materials and training regarding LUCA. However, registration for LUCA can only come from the highest-elected official for your jurisdiction. Further information on LUCA is available at <https://www.census.gov/geo/partnerships/luca.html>.

I look forward to your jurisdiction's participation in the program. If you have additional questions about the program, please contact Walter Schwarm in the Demographic Research Unit at (916) 323-4086.

MICHAEL COHEN
Director
By:

AMY M. COSTA
Chief Deputy Director

Attachment



2020 Census Local Update of Census Addresses Program

California State Incentive Request

Name of City or County: _____

LUCA Liaison Information:

Name: _____

Department, Organization, or Agency Name: _____

E-mail Address: _____

Phone: (_____) _____ - _____ Ext: _____

How did you choose to receive your LUCA materials:

GUPS software only

Address List:	Maps
<input type="checkbox"/> Digital	<input type="checkbox"/> Digital
<input type="checkbox"/> Paper	<input type="checkbox"/> Paper (with PDF)
	<input type="checkbox"/> Paper only

Date received LUCA materials from Census Bureau: ____/____/____

Date LUCA response sent to Census Bureau: ____/____/____

Participation Description:

Estimate of the number of hours spent: _____

Estimate of staff costs: \$ _____

Estimate of the number of changes submitted to Census Bureau: _____

Which local data sources did you use to compare to the Census Address List?

Please provide a brief summary of your activities or other comments:

Incentive Payment Information:

Payment payable to: _____

Mail to:

Jurisdiction or Organization Name: _____

Department or Division Name: _____

Street Address: _____

City: _____, CA ZIP: _____

Return this form to:

LUCA Incentive Program
Demographic Research Unit
Department of Finance
915 L Street, 8th Floor
Sacramento, CA 95814

For questions, contact the Department of Finance, Demographic Research Unit at ficalpop@dof.ca.gov or call (916) 323-4086.

DRU Office Use Only:
Date Received: ____/____/____
Confirm Participation with CB: Yes _____ No _____
Incentive Amount: \$ _____
Clear for payment: _____