LUCA Coordination Program

Address List Review and Update

General Info

- Please keep in mind that the number one goal of LUCA is to provide the US Census Bureau with a list of **inhabited**, **residential** addresses so that they have the best possible mailing list for the 2020 Census forms. These are physical addresses of a structure, known as "site addresses" at Oakland County.

- The site address list we have provided is based on data the County has received from your community through the Land Address Management System (LAMS) as of 1/19/2018. If you have added or deleted parcels/addresses since then, it will not be reflected in this address list.

- In most cases, a parcel has only one site (physical) address associated with it. However, there are parcels with multiple site addresses, such as mobile home parks and apartment buildings (e.g, 123 Main St, Unit 1; 123 Main St, Unit 2, etc.). The purpose of this initial review is to **focus attention on the parcels in your community that potentially have multiple site addresses to ensure that all addresses are included on the list.**

- In order to best prepare for LUCA, please ensure your addresses are correctly updated by the **end of February 2018.**

Resources

- **ADDRESS LIST SPREADSHEET** - includes **all** site addresses within your jurisdiction that are presently maintained in LAMS. **Each community can download their own spreadsheet using the links in Appendix A**. For an explanation of how the list was created, please see Appendix B.

- **ONLINE MAP** (https://oakgov.maps.arcgis.com/apps/webappviewer/index.html?id=8a0897ade36a492e8145e93b7174a528) to show where we believe there may be the greatest potential for missing site addresses.

Getting Started

The detailed instructions listed below will help ensure your address list is as complete as possible for the 2020 Census:

1. Open the online map by clicking this link: [https://oakgov.maps.arcgis.com/apps/webappviewer/index.html?id=8a0897ade36a492e8145e9 3b7174a528](https://oakgov.maps.arcgis.com/apps/webappviewer/index.html?id=8a0897ade36a492e8145e93b7174a528).

2. Use the Pick Your CVT option on the left-hand side to pick the CVT that you are representing from the dropdown list.
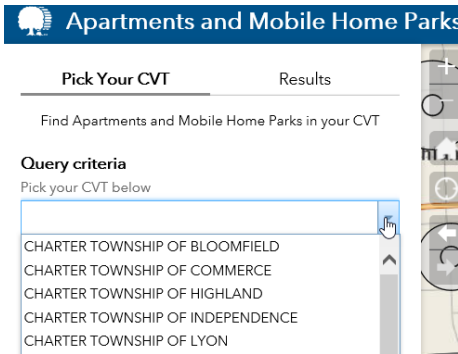
3. Click **Apply**.

4. On the left is a list of all the known apartments and mobile home parks in your CVT with the number of site addresses that the County currently has in LAMS.

   a. Parcels with a red shape have 0-3 site addresses associated with them. These are most likely to be missing site address.

   b. Parcels with a yellow shape have more than 3 sites addresses and may or may not be missing addresses.

5. **Click** on an address in the list on the left and the map will zoom to it.

6. In the **Info Summary** list on the right, site addresses associated with the parcel will appear under their PIN. You can use this list to quickly scan through what site addresses are already in LAMS.
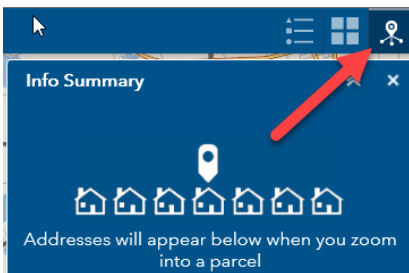
7. You can also find the PIN on your Excel spreadsheet of addresses to determine which site addresses that are missing.

Updating Your Addresses

1. Add Addresses
    a. Work with your jurisdiction's various departments and residents to identify additional residential addresses that are not recorded in LAMS. Suggestions:
        i. Building Department (recent building permits for residential structures that will be habitable by April 1, 2020)
        ii. Fire/Police Departments (if they maintain separate address lists of apartment complexes or mobile home parks)
        iii. Apartment Complex Owners/Mobile Home Park Owners (if an apartment complex or mobile home park has only one physical parcel but many site addresses (one for each unit), contact the owner to get a list of all the addresses)

    b. If additional residential addresses are found, they must be entered into LAMS.
        i. For those CVTs **on the County's BSA Assessing system**, please see your Assessing Dept. and/or Treasurer's Dept. to have the address data entered into LAMS.
        ii. For those CVTs **with your own stand-alone BSA Assessing system**, please see your Assessing Dept. to have the address data entered into your BSA Assessing system and ensure that the normal weekly exports are performed and sent to the County. These exports are then imported into the County's LAMS system on a weekly basis.

2. Delete Addresses
    If you find addresses on the Address List Spreadsheet that have been deleted (through a parcel split or combination) OR are no longer a valid, inhabited, residential address, then please work with your Assessing Dept. and/or Treasurer's Dept. to update the parcel split/combination in LAMS (for those on the County's BSA system) or BSA Assessing (for those with their own standalone system).

Timeline

We anticipate receiving the LUCA residential address list from the Census Bureau between **February and March.** Once we receive the data, Oakland County has **120 days** to review and update this list. We will be using the data that you have entered/submitted into LAMS as our starting point for the comparison. This is why we are asking for you to review your address lists before the **end of February, 2018.**

If we find discrepancies between our list and the Census Bureau's list that we can't resolve, we will be reaching back out to you for your input. In addition, we will provide you with the addresses we plan to submit to the Census Bureau so that you have a chance for a final round of review. **Note that due to the 120 day timeframe, this final review period will not be long**.

Group Quarters

The US Census Bureau also identifies addresses which can be categorized as "Group Quarters". This is to ensure that all residents in group quarters facilities are counted during the Census.

Group Quarters means that one address has many unrelated persons living there (e.g. a college dorm). Group Quarters include:

- Correctional Facilities
- Juvenile Facilities
- Nursing Homes
- Hospitals with long-term care
- College Residences
- Worker Dormitories
- Religious Group Quarters (seminaries, convents, etc.)
- Shelters or Group Homes

Oakland County will also be reviewing the group quarters identified by the Census Bureau, and providing any needed updates to their list. **If you know of these types of facilities in your community, you can proactively provide this information to us by contacting luca2020@oakgov.com**. We would need the following information:

- Name of facility
- Address
- Parcel ID (PIN), if possible

Help!

If you need tips on how to enter multiple site addresses into LAMS, please contact the Oakland County Service Center, and request that someone contact you for assistance with LAMS.

- servicecenter@oakgov.com
- 248-858-8812

If you have questions about the LUCA program, the spreadsheet, or the map, please contact us at luca2020@oakgov.com.

Appendix A – Links to CVT Spreadsheets

CVT Code	CVT Name
02	Auburn Hills
04	Berkley
08	Birmingham
12	Bloomfield Hills
14	Village of Clarkston
16	Clawson
20	Farmington
22	Farmington Hills
23	Fenton
24	Ferndale
28	Hazel Park
32	Huntington Woods
36	Keego Harbor
38	Lake Angelus
40	Lathrup Village
44	Madison Heights
48	Northville
50	Novi (City)
52	Oak Park
56	Orchard Lake Village
60	Pleasant Ridge
64	Pontiac
68	Rochester
70	Rochester Hills
72	Royal Oak (City)
76	Southfield (City)
80	South Lyon
84	Sylvan Lake
88	Troy
92	Walled Lake
96	Wixom

CVT Code	CVT Name
A	Addison
AL	Leonard
C	Bloomfield
D	Brandon
DO	Ortonville
E	Commerce
EW	Wolverine Lake
G	Groveland
H	Highland
I	Holly (Township)
IH	Holly (Village)
J	Independence
K	Lyon
L	Milford (Township)
LM	Milford (Village)
M	Novi (Township)
N	Oakland
O	Orion
OL	Lake Orion
P	Oxford (Township)
PO	Oxford (Village)
R	Rose
S	Royal Oak (Township)
T	Southfield (Township)
TB	Bingham Farms
TF	Franklin
TH	Beverly Hills
U	Springfield
W	Waterford
X	West Bloomfield
Y	White Lake

Appendix B - Address List Creation Process

The County uses our Land and Address Management System (LAMS) as our primary source of addresses. The system should contain the addresses of every parcel in the County, both commercial and residential. It is used not only for programs like LUCA, but also for applications such as Property Gateway and to generate mailing labels. In order to identify only potential **residential** addresses, the following criteria were use:

1. Select all parcels that have at least one site address to eliminate vacant parcels from the results. That means that if your community has not entered ANY site addresses on a parcel that does have a structure, it will not appear in this list.

2. From these parcels, select the ones with the following Class Codes as highlighted below **or** a Neighborhood Code of "MHP". While this query might include some addresses that do not qualify, we wanted to ensure we didn't miss potential places where a person might be living (e.g., a home on an agriculture parcel or an apartment in the back of a business building).

CLASSCODE	CLASSDESCRIPTION
101	FARM IMP (FARM-AGRICULTURAL IMP.)
102	FARM VAC (FARM-AGRICULTURAL VAC.)
103	FARM CONSERVATION (FARM-CONSERVATION/DNR)
201	BUS IMP (COMMERCIAL BUSINESS IMP.)
202	BUS VAC (COMMERCIAL BUSINESS VAC.)
203	APT IMP (COMMERCIAL APARTMENT IMP.)
204	APT VAC (COMMERCIAL APARTMENT VAC.)
205	MISC BUS (COMMERCIAL MISCELLANEOUS BUSINESS)
211	COMM BLL BLDG (COMMERCIAL BUILDING ON LEASED LAND - BUILDING)
212	COMM BLL CELL TWR (COMMERCIAL BUILDING ON LEASED LAND - CELL TOWER)
301	IND IMP (INDUSTRIAL IMP.)
302	IND VAC (INDUSTRIAL VAC.)
303	UTIL IMP (UTILITY REAL IMP.)
304	UTIL VAC(UTILITY REAL VAC.)
311	IND BLL BLDG (INDUSTRIAL BUILDING ON LEASED LAND - BUILDING)
401	RES IMP (INCLUDES PRIOR SI-SUBURBAN IMP.)
402	RES VAC (INCLUDES PRIOR SV-SUBURBAN VAC & ME-MISCELLANEOUS EXEMPT)
403	LAKE IMP (LAKEFRONT IMP.)
404	LAKE VAC (LAKEFRONT VAC.)
405	CONDO IMP (CONDOMINIUM IMP.)
406	CONDO VAC (CONDOMINIUM VAC.)
407	
415	RP REFER (REF/SPLIT) (REAL PROPERTY REFERENCE PARCEL)
602	DEVEL VAC (DEVELOPMENTAL VAC.)
700	
703	
704	
705	
931	PILOT (PILT) (PAYMENT IN LIEU OF TAXATION - RP)
ME	RES VAC (INCLUDES PRIOR SV-SUBURBAN VAC & ME-MISCELLANEOUS EXEMPT)