OCT 2 3 2008

Mr. William Catania
Chief Information Officer
One Ashburn Place, 17th Floor
Boston, MA 02108

Dear Mr. Catania:

As part of Phase 2: the Voting District/Block Boundary Suggestion Project (VTD/BBSP) of the Census Redistricting Data Program, the Census Redistricting Data Office is providing to you the following:

1. Version 4. 4 of the MAF/TIGER Partnership Software, which includes a Census 2000/current block equivalency file import function.
2. Spatial data for all counties or equivalents in your state (including your initial county).
3. Updated procedures to assist you in your task.

We request that you review all the counties delivered in this mail out and complete as many as possible within 120 days. We also request that you return only one version of each county, with the exception of your initial county, which you may resubmit if you believe it was previously submitted incompletely and/or inaccurately. Please provide these to the Regional Office staff on a flow basis. Please remember not to add additional line features that are not required as VTD boundaries or must holds.

If you have any questions regarding these instructions or wish to receive additional training, please contact my office at 301-763-4039 or your regional office geographer. Please see the contact information in Enclosure 1.

Sincerely,

Cathy McCully, Chief
2010 Census Redistricting Data Office
U.S. Census Bureau

Enclosure

Regional Census Center (RCC) Geographic Staff Contact Information

(With state FIPS code)

If your state is:	Your RCC is:
Alabama (01)	Atlanta
Alaska (02)	Seattle
Arizona (04)	Denver
Arkansas (05)	Kansas City
California (06)	Los Angeles
Colorado (08)	Denver
Connecticut (09)	Boston
Delaware (10)	Philadelphia
DC (11)*	Philadelphia
Florida (12)	Atlanta
Georgia (13)	Atlanta
Hawaii (15)	Los Angeles
Idaho (16)	Seattle
Illinois (17)	Chicago
Indiana (18)	Chicago
Iowa (19)	Kansas City
Kansas (20)	Kansas City
Kentucky (21)	Charlotte

If your state is:	Your RCC is:
Louisiana (22)	Dallas
Maine (23)	Boston
Maryland (24)	Philadelphia
Massachusetts (25)	Boston
Michigan (26)	Detroit
Minnesota (27)	Kansas City
Mississippi (28)	Dallas
Missouri (29)	Kansas City
Montana (30)	Denver
Nebraska (31)	Denver
Nevada (32)	Denver
New Hampshire (33)	Boston
New Jersey (34)	New York
New Mexico (35)	Denver
New York (36)	New York
North Carolina (37)	Charlotte
North Dakota (38)	Denver

If your state is:	Your RCC is:
Ohio (39)	Detroit
Oklahoma (40)	Kansas City
Oregon (41)	Seattle
Pennsylvania (42)	Philadelphia
Rhode Island (44)	Boston
South Carolina (45)	Charlotte
South Dakota (46)	Denver
Tennessee (47)	Charlotte
Texas (48)	Dallas
Utah (49)	Denver
Vermont (50)	Boston
Virginia (51)	Charlotte
Washington (53)	Seattle
West Virginia (54)	Detroit
Wisconsin (55)	Chicago
Wyoming (56)	Denver
Puerto Rico (72)*	Boston

*Statistical Equivalent

Regional Office	Contact	RCC Geography Phone Number	RO Geography Email
Atlanta	Wes Flack	(404) 332-2710	atlanta.geography@census.gov
Boston	Nicole Parent	(617) 223-3600	boston.geography@census.gov
Charlotte	Cathy Friedenreich	(704) 936-4200	charlotte.geography@census.gov
Chicago	Gail Krmenec	(312) 454-2705	chicago.geography@census.gov
Dallas	Meredith Gillum	(214) 267-6920	dallas.geography@census.gov
Denver	Jim Castagneri	(720) 475-3600	denver.geography@census.gov
Detroit	Gordon Rector	(313) 396-5002	detroit.geography@census.gov
Kansas City	Katy Rossiter	(816) 994-2020	kansas.city.geography@census.gov
Los Angeles	Linda Akers Smith	(818) 717-6701	los.angeles.geography@census.gov
New York	David Kraiker	(212) 971-8800	new.york.geography@census.gov
Philadelphia	Anne Jeffers	(215) 717-1000	philadelphia.geography@census.gov
Seattle	Rick Campbell	(425) 908-3010	seattle.geography@census.gov

WARNING
(03/13/2008)

Installing the MAF/TIGER Partnership Software (MTPS) and the accompanying data will delete any previous MTPS data installations and any work you have already completed, regardless of Census program (BAS, LUCA, SDRP, RDP, etc.).

To avoid this, it is recommended that the installation of these materials be done on separate computers or the data should be installed into different folders.

To install the data into different folders:
   a.) Before beginning the installation, navigate to the C:\MTPSData folder.
   b.) Rename the folder using the program initials so you can easily identify it later.
      (e.g. C:\MTPSData_LUCA or C:\MTPSData_SDRP)
   c.) Proceed with the installation. When the installation is complete you will again have a folder titled C:\MTPSData but it will now contain your redistricting data.
   d.) If you need to switch back to one of these other programs, first rename the C:\MTPSData folder to C:\MTPSData_RDP or another memorable name)
   e.) Rename the program's folder that you want to use to C:\MTPSData.
   f.) Now, launching the software will open that dataset.

Important information about updating streets as part of 2010 Census Geographic Area Programs

The Census Bureau has spent the last 6 years improving the spatial accuracy of the roads in our MAF/TIGER system (Master Address File/Topologically Integrated Geographic Encoding and Referencing system). Many of you have heard the Census Bureau staff talk about this work. Many organizations throughout the country who maintain geographic information in digital form have worked with us on this project.

This notice is to inform you that at this point, the Census Bureau is moving forward with our 2010 Census field canvassing and collection activities. This means that we are no longer processing widespread spatial corrections to our street network. What is critical for the success of the 2010 census data tabulation is the location of roads relative to the tabulation entity boundary. As long as the road is within the correct entity, the population and housing will be properly reported. The guidelines below explain what we can accept as part of our geographic area delineation programs (including the Redistricting Data Program-Phase 2, the Participant Statistical Areas Program, and the Tribal Statistical Areas Program.) This document supplements the detailed criteria and guidelines provided for each of these programs.

It is critical that participants understand that the programs offered to review and delineate boundaries are not intended for street feature update except where a boundary follows a road (or other visible feature such as a stream) and the road is not reflected in our file. For this reason the Census Bureau can not accept street (or other) feature updates that do not follow the guidelines below.

Street Update Do's and Don'ts

- If a road is missing and it forms the boundary for the area you are defining, add the road and provide the name.

- If you can not correctly delineate the boundary for an entity you are updating because the feature you need to follow is incorrectly located, mislabeled or distorted in the Census Bureau's file, we request that you put the boundary on the problematic feature in our file. This will establish for us what feature you want the boundary to follow. In addition, we request that you report the problem area to the Census Bureau (through your regional office contact) by sending information describing the incorrect feature including the TIGER Line Identifier (TLID) and the specific entity boundary affected. This can be done using email with information to describe the problem such as an image file, PDF or other medium showing the appropriate correction.

- Do not realign street features by merging your roads into our spatial file and flagging your roads as adds and our roads as deletes.

- Do not add streets that are missing for an entire housing development (add only streets that are needed to form a boundary). Also, do not delete streets. We will be adding new or missing streets, and deleting streets that do not exist, during our address canvassing operation which will occur in the spring and early summer of 2009. We recommend that you flag these street differences in your geographic information system's file. The Census Bureau will provide verification materials for each project that will show the results of address canvassing. If streets are still missing at that time, we will accept these as adds.

The Census Bureau staff will contact you if they require more information or have questions about feature updates submitted as part of our 2010 geographic programs.

October 2008