



UNITED STATES DEPARTMENT OF COMMERCE

Economics and Statistics Administration

U.S. Census Bureau

Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

OCT 29 2008

Ms. Lillian Torres-Aguirre
Director, Census Office
Puerto Rico Planning Board
Minillas Government Center
North Towers Building, Room 1501
100 De Diego Avenue, Stop 22, Santurce
San Juan, PR 00911

Dear Ms. Torres-Aguirre:

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 municipios for the Commonwealth of Puerto Rico.
3. Updated procedures to assist you in your task.

We request that you review all the municipios 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 municipio. 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

Enclosure 1

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

SHIPPING OFFICE USE ONLY

REQUEST FOR SHIPPING AND MAILING SERVICES

NOTE- Before completing this form, refer to Census Administrative Memorandum, General 13 for private express statutes and restrictions on use of private (commercial) carriers.

▶ **SUBMIT ORIGINAL AND ONE COPY WITH MATERIAL FOR SHIPMENT.** ◀

1. Date received - Stamp

2. Name of requesting division/office Deputy Director/RDO		3. Signature of requester <i>Emilia Glaser</i>	
Building/Room No. 8-H019	Telephone number and extension 301-763-4039		

4. FEDEX Account No. 2 0 9 3 0 3 4 8 5	Mark (X) <input type="checkbox"/> if override	Project/Task (Task) 5 2 1 0 9 0 4 0 0 0	Organization code (Div.) 1 1 - 0 0 - 0 0 0 1 - 0 0 - 0 1 - 3 0 - 0 0
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5. Date of request 10-29-08	6. Ship the materials to arrive by: Note: Must provide justification in item 10 if requesting next day services.	Date 10-30-08
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7. QUANTITY	8. DESCRIPTION OF MATERIAL	9. ADDRESS
1	NO Problem letter 2 CD'S	ms. Lillian Torres-Aguirre Director, Census Office Puerto Rico Planning Board Minillas Government Center North Towers Building, Room 1501 100 De Diego Ave., Stop 22 San Juan, PR 00911 Santurce

10. Justification(s) - Give explanation if requesting next day shipping services. If preferred carrier required, list carrier and explanation. NEED TO ARRIVE AS SOON AS POSSIBLE FEDEX OVERNIGHT DELIVERY OBJECT CLASS: 22-02-03-00	11. Special services required Mark (X) appropriate box (es) <input type="checkbox"/> Certified <input type="checkbox"/> Return receipt <input type="checkbox"/> Other - Specify ↻
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SHIPPING OFFICE USE ONLY

12 Method of shipment - Mark (X) ALL that apply

CLASS OF MAIL	INTERNATIONAL	GROUND SERVICE	SPECIAL SHIPPING SERVICE
1 <input type="checkbox"/> First-class/ Priority	1 <input type="checkbox"/> Airmail (USPS)	1 <input type="checkbox"/> UPS	1 <input type="checkbox"/> Express Mail (USPS)
2 <input type="checkbox"/> Bulk mail (Presort)	2 <input type="checkbox"/> Surface (USPS)	2 <input type="checkbox"/> RPS	2 <input type="checkbox"/> FEDEX
3 <input type="checkbox"/> Standard mail (B) <input type="checkbox"/> Special Handling	3 <input type="checkbox"/> Special International Carrier - Specify ↻	3 <input type="checkbox"/> Motor freight	3 <input type="checkbox"/> Air Freight
4 <input type="checkbox"/> Special Standard Mail (Book rate)		4 <input type="checkbox"/> Other - Specify ↻	4 <input type="checkbox"/> Other - Specify ↻

13. Identification number 1 <input type="checkbox"/> Government Bill of Lading 2 <input type="checkbox"/> Other - Specify ↻ No. _____	15. Pieces	16. Weight		17. Date shipped - Stamp
	Item	Number	Lbs.	
	Cartons			
	Other - Specify ↻			
14. Initials	TOTAL →			