PSAP MATERIALS

1. Sample 2010 PSAP Confirmation Letter
2. Sample 2010 Mailout Cover Letter
3. Warning Insert
4. PSAP MTPS Users Guide
5. PSAP Guidelines
6. PSAP Guidelines At-A-Glance
7. Edge Resolution Insert

Dear   :

The U.S. Census Bureau recently contacted you to ask whether your organization would like to serve as the primary participant for the 2010 Census Participant Statistical Areas Program (2010 PSAP). This letter is to confirm that you will participate in the program and that you will submit updates for a specific county or counties. The 2010 PSAP allows you, following Census Bureau guidelines, to review and update the boundaries for census tracts, census block groups, census designated places (CDPs), and, where applicable, census county divisions (CCDs)[1]. These statistical areas are used by the Census Bureau to report data from the 2010 Decennial Census, American Community Survey (ACS), and, as appropriate, other censuses, and surveys.

The Census Bureau intends for the 2010 PSAP to be a process open to all interested parties as these statistical areas are a product of local initiative and must be acceptable to a broad range of data users. As the primary participant, you must agree to work with all interested parties so that the resulting 2010 PSAP plan accommodates the needs and interests of all governments and organizations in the county or counties for which you are the primary participant for the 2010 PSAP. At a minimum, you need to solicit input from all governments within the county or counties while also listening to the needs of non-governmental organizations, academia, and other interested individuals. In addition, by signing this letter, you agree to review the entire county(ies) agreed upon and listed below, update all 2010 PSAP areas, and ensure that all updates meet 2010 PSAP criteria[2]. Knowledge provided by our local partners helps the Census Bureau to succeed in its mission to be the leading source of quality data about the nation's people and economy.

For the 2010 PSAP, the Census Bureau requires that all 2010 PSAP participants use the 2010 PSAP module of the MAF/TIGER Partnership Software (2010 PSAP MTPS module) and Census Bureau provided shapefiles for this work. The 2010 PSAP MTPS is a geographic information system (GIS) software specifically designed to update all 2010 PSAP areas. The 2010 PSAP MTPS module provides the specific tools needed to ensure that all updates conform to the 2010 PSAP criteria. The 2010 PSAP MTPS module performs calculations of both Census 2000 population and housing unit counts for the various statistical areas in review, and runs critical verification edits that assist

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[1] CCDs are found only in the following states: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming.

[2] A list of all 2010 PSAP primary participant responsibilities is available in the 2010 PSAP Participant Information document located at the link listed on the next page.

participants to identify and locate entity updates that do not meet the 2010 PSAP criteria. In addition, the 2010 PSAP MTPS module flags all 2010 PSAP updates and reports changes in the format required by the Census Bureau's processing systems. In order to process the large number of submissions expected during the 2010 PSAP in an accurate and timely manner, participants will only update shapefiles supplied by the Census Bureau. The Census Bureau will not accept any submissions containing 2010 PSAP updates made to a data format other than the Census Bureau supplied shapefiles and/or originating from a GIS other than the MTPS.

Based on your telephone conversation with my staff, your organization agreed to review and update the following 2010 PSAP entities: *census tracts, census block groups, CDPs, and (CCDs – listed here as an example only)*. The following is a list of counties for which you had tentatively agreed to coordinate all delineation activities:

42021 – Cambria County, PA   *42047 – Elk County, PA*
42027 – Centre County, PA   *42063 – Indiana County, PA*
42033 – Clearfield County, PA   *42065 – Jefferson County, PA*

You will have 120 calendar days from the date you receive your 2010 PSAP materials (late-October/early-November 2008) to complete your review and submit your statistical entities plan via the internet. Also, you will have an opportunity to review any changes the Census Bureau may make to your plans and discuss them with the geography staff at the *Philadelphia Regional Census Center* (RCC). A final copy of your updated boundaries will be made available to you in late 2009 and you will then have the opportunity to verify the boundaries and discuss any corrections to your statistical areas with the geography staff at the *Philadelphia* RCC.

To ensure that we have all of your contact and 2010 PSAP participation information correctly recorded, please review and if necessary correct the information on the enclosed participant information sheet. In addition, if you have identified one or more technical contacts (i.e., the person performing the actual 2010 PSAP delineation using the MTPS), please provide their contact information on the attached sheet. I request that you fill out and sign the attached information sheet and send it by mail, using the enclosed self-addressed postage paid envelope, or fax to my staff within two weeks of receipt of this letter. This will be your official confirmation of participation in the 2010 PSAP; therefore, I request you send back the information sheet even if all of the information is correct. Please be sure to answer the questions about training and CD/DVD copies.

Additional information about the 2010 PSAP schedule and the materials that you will receive, including a computer-based training for the MTPS, is available at: <http://www.census.gov/geo/www/psap2010/psap2010_main.html>.

If you have any questions regarding the 2010 PSAP, please contact the *Philadelphia RCC* by telephone at *1–215–717–7727*, by Fax at *1-215-717-0755*, or via e-mail to *philadelphia_psap@census.gov*.

We appreciate your agreement to work on the 2010 PSAP and look forward to working with you to help make the 2010 Census a success.

Sincerely,

Regional Director

Enclosure

cc:

Participant Information Sheet

Please review and make any changes to your contact information, and provide contact information for any known technical participants. If you will perform the actual review and update, indicate "Same" ONLY in the Title box for Technical Participant #1. Please make copies of this sheet to list any additional technical participants.

	PSAP Primary Participant	Technical Participant #1	Technical Participant #2
Title			
First Name			
Last Name			
Name Suffix			
Position			
Department Name			
Address (Street)			
City			
State			
ZIP+4			
Phone			
FAX			
Email			

Please cross-out below any PSAP statistical area (s) you do not plan to review:

- *Census Tracts*
- *Census Block Groups*
- *Census Designated Places*
- *Census County Divisions*

Please cross-out below any *county* for which you are not serving as the primary participant:

42021 – Cambria County, PA   *42047 – Elk County, PA*
42027 – Centre County, PA   *42063 – Indiana County, PA*
42033 – Clearfield County, PA   *42065 – Jefferson County, PA*

If you think there are discrepancies regarding the statistical areas, and/or the counties you agreed to cover, contact the *Philadelphia* RCC staff as indicated on page two of this sheet.

Please provide answers to the following questions:

Question	PSAP Primary Participant's Answer
Are you interested in attending 2010 PSAP specific training provided by the Census Bureau after November 3, 2008?	Yes ☐ No ☐
Do you have access to a DVD reader on at least one work computer? If no, we will send you CDs.	Yes ☐ No ☐
How many copies of the 2010 PSAP MTPS (available only on CD) and shapefile CD/DVDs would you like to receive?	

Note: The Regional Census Center (RCC) will conduct 2010 PSAP training workshops for the primary participants and other interested members of the community. The workshop will consist of an overview of the 2010 PSAP program and interactive use of the 2010 PSAP MTPS.

Return the information sheet by mail (using the enclosed self-addressed stamped envelope) or by fax to the *Philadelphia* RCC, listed below, within two weeks of receipt. This will be your official confirmation of participation in the 2010 PSAP. You may contact the *Philadelphia* RCC by telephone at *1–215–717–7727*, by Fax at *1-215-717-0755*, or via e-mail to *philadelphia_psap@census.gov*.

2010 PSAP Primary Participant (Print name):

2010 PSAP Primary Participant Signature:

Date Signed:

Dear 2010 Participant Statistical Areas Program Official:

The enclosed CDs/DVDs provide you with the necessary software, information, and instructions for your participation in the 2010 Participant Statistical Areas Program (PSAP) conducted by the U.S. Census Bureau. We believe the knowledge provided by our local partners allows the Census Bureau to meet more of the statistical and spatial data needs of our data users.

The PSAP data disc (CD/DVD) contains a full set of PSAP entities and other geographic entity shapefiles for the county(ies) you agreed to delineate for the 2010 PSAP, as well as detailed guidelines and reference information. The *Readme.txt* on the PSAP data CD/DVD contains the complete list of materials that you received.

The MAF/TIGER Partnership Software (MTPS) CD provides all the tools necessary to edit all PSAP geographic entities and submit a plan for your area(s). Additional Geographic Information System software is not required to use the MTPS. The MTPS application includes Computer Based Training tutorials that we strongly encourage you to review before attempting any updates within the MTPS. It is also critical that you read all attached guidelines before beginning your review.

We require that you use the MTPS software to review the Census Bureau's current PSAP entity shapefiles for the county(ies) you agreed to work; delineate changes to the statistical area boundaries in the Census provided shapefiles using the MTPS software while adhering to the 2010 PSAP criteria; and, review your plan for compliance with 2010 PSAP criteria, prior to submission. The Census Bureau will not accept or process any spatial updates unless they are MTPS generated return shapefiles derived from Census Bureau shapefile extracts.

You can make as many copies as necessary of the enclosed CDs or DVDs for other parties performing updates. You have 60 days from the receipt of your materials to review, update, and submit statistical areas for one county. Our Regional Census Center (RCC) staff will notify you if your first submission is correct and adheres to our update guidelines and 2010 PSAP criteria. You have 120 days from now to complete your overall submission.

If you have any questions, please contact the RCC Geography staff for your area. RCC contact information is provided in the Participant Information document on the PSAP website at: www.census.gov/geo/www/psap2010/psap2010_main.html.

We look forward to working with you to ensure the successful completion of the 2010 PSAP and thank you for your participation.

Sincerely,

Leslie S. Godwin
Acting Chief, Geography Division

Enclosures
2010 Participant Statistical Areas Program Data CD/DVD
Census Bureau MAF/TIGER Partnership Software version 4.5 CD

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.

Census 2010 Participant Statistical Areas Program
MAF/TIGER Partnership Software Version 4.6 User Guide

United States
Census
2010

Table of Contents

1   Preface

The Participant Statistical Areas Program (PSAP) MAF/TIGER Partnership Software (PSAP MTPS) is used to review and update census tracts (CTs), census block groups (BGs), census designated places (CDPs)[1], and census county[2] divisions (CCDs)[3] for Census 2010, the American Community Survey (ACS), and other Bureau of the Census (Census Bureau) data tabulation programs. The PSAP MTPS enables participants to review and update the boundaries and attributes of CTs, BGs, CDPs, and CCDs, following Census Bureau criteria and guidelines.

It is very important that you read the *2010 Participant Statistical Areas Program - Program Guidelines* (*PSAP Program Guidelines*) and this user guide in their entirety before attempting any updates in the PSAP MTPS. The two documents together provide the information needed to create a successful statistical areas submission.

The *PSAP Program Guidelines* contain an overview of the CT, BG, CDP and CCD concepts and criteria, as well as information about the program, including:
- General information about the 2010 PSAP
- Acceptable boundary features for CTs, BGs, CDPs, and CCDs
- Separate chapters for CTs, BGs, CDPs, and CCDs, including coverage, criteria, and review and update information
- The 2010 PSAP plan submission, review, and approval process

This PSAP MTPS user guide contain information about using the PSAP MTPS to review and update CTs, BGs, CDPs, and CCDs, as well as how to create a final submission, including:
- Installation instructions, computer-based training (CBT), and other helpful information
- Menu and tool descriptions and usage instructions
- Instructions on how to successfully review and update Census 2000 statistical areas to create a complete 2010 statistical area submission
- Instructions on how to import external GIS files, including imagery
- Description of the verification and report changes functionalities
- Installation instructions, computer-based training (CBT), and other helpful information

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[1] The term CDP includes communidades and zonas urbanas in Puerto Rico.

[2] For the Census Bureau's purposes, the term "county" includes parishes in Louisiana; boroughs, city and boroughs, municipalities, and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; districts and islands in American Samoa; districts in the U.S. Virgin Islands; municipalities in the Commonwealth of the Northern Mariana Islands; municipios in Puerto Rico; the area constituting the District of Columbia and Guam. This document will refer to all these entities collectively as "counties."

[3] CCDs are only present in: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii , Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming. CCDs will only be reviewed and updated as part of the PSAP in these states. In Alaska, census subareas are equivalents of CCDs. For Census 2010 and beyond, Tennessee will have MCDs (following county commissioner districts) instead of CCDs.

United States
Census
2010

You will find the PSAP MTPS on the MAF/TIGER Partnership Software Version 4.6 Program Disc.   It is designed to work with Windows based PCs[4] and will run on Windows 98, 2000, ME, NT, XP and Vista[5]. You also will find one or more CD/DVD data disc(s) with the PSAP data for the county or counties you agreed to cover for the 2010 PSAP in ESRI shapefile[6] format.

Deadline for submitting PSAP proposals
The deadline for submitting all statistical areas plans for CTs, BGs, CDPs, and CCDs is 120 calendar days from the receipt of the materials provided by the Census Bureau. To ensure that related geographic preparations for Census 2010 proceed in a timely manner, the Census Bureau needs to receive all submissions within this time frame.

For those PSAP primary participants covering more than one county, the Census Bureau requests that participants review, update, and submit statistical areas for one county within 60 calendar days so that the Census Bureau can review the submission to ensure participants are successful in implementing the PSAP criteria and guidelines, using the PSAP MTPS to review and edit statistical areas, and generating proposed statistical area submissions. The Census Bureau will provide feedback to the participant on their submission, and if necessary provide additional guidance on the criteria and guidelines and/or PSAP MTPS usage. Should you not be able to meet this request contact your RCC.

Contact your RCC if you review your county or counties and determine that no updates are required for one or more of your counties, or no updates are required for one or more of the statistical areas within the county, e.g., CT and BG edits will be submitted to the Census Bureau but there will be no CDP changes/submission (all CDPs in the county should remain for 2010 unchanged).

Questions?
If there are any questions during the use of the PSAP MTPS version 4.6, please contact the Census Bureau Regional Census Center (RCC) staff for your area. Appendix A contains RCC contact information.

Disclosures to respondents
The Geography Division manages programs to continuously update features, boundaries,

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[4] Windows XP is the ideal operating system for the PSAP MTPS. Additionally, the PC should have 1 GB of RAM to run the PSAP MTPS, and the software will operate better with more RAM and hard disk storage available on the computer.

[5] If using Vista, you will need to download an executable to use the Help functionality in the PSAP MTPS. The executable can be downloaded at:
http://www.microsoft.com/downloads/details.aspx?familyid=6EBCFAD9-D3F5-4365-8070-334CD175D4BB&displaylang=en

[6] The use of brand names does not represent an endorsement of a company or its products by the U.S. government. Due to the wide use of ESRI products by our partners in the GIS community, and the wide use of the shapefile format as a medium for GIS data exchange, the Census Bureau is providing this data in shapefile format.

addresses, and geographic entities in the Master Address File / Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER) database (MTdb) that is used to support programs and to conduct the census and surveys. The PSAP program was developed to give local governments and regional planning agencies the opportunity to review, and update if necessary, statistical geographic areas for use in tabulating and publishing data from the 2010 Census, the American Community Survey, and other surveys.

Public reporting burden for this collection of information is estimated to average 48 hours per respondent, including time for reviewing instructions, assembling materials, organizing and reviewing the information, and reporting any needed changes. We anticipate that not all 3,234 counties will be updated by participants so that the remaining counties, estimated to be about 160 counties, will most likely be worked by Census Bureau regional staff. For larger geographic areas or areas with many changes, however, burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:
Paperwork Project
0607-0795
U.S. Census Bureau
4600 Silver Hill Road
Room 3K138
Washington, D.C. 20233

You may e-mail comments to Paperwork@census.gov. Use "Paperwork Project 0607-0795" as the subject.

Responses to this survey are voluntary. The authority for conducting these activities is covered under the legal authority of Title 13 U.S.C. Sections 141 and 193.

No agency may conduct and no person may be required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) approval number. The OMB approval number for this information collection is 0607-0795.

2 Overview of the PSAP and PSAP MTPS Installation

2.1 Participant Statistical Areas Criteria Overview

Before working with the PSAP MTPS review the *PSAP Program Guidelines*. The following is a high level summary of CT, BG, CDP and CCD concepts and criteria:

<table>
<tr>
<th colspan="2"></th>
<th>Primary purpose</th>
<th>Nationwide wall-to-wall coverage</th>
<th>Geography nests within</th>
<th>Census 2000 population criteria</th>
<th>Other criteria/ information</th>
<th>Summary of changes to the criteria for Census 2010</th>
</tr>
<tr>
<td rowspan="16" style="writing-mode:vertical-rl">Participant Statistical Areas</td>
<td rowspan="5">Census Tracts (CTs)</td>
<td rowspan="2">Boundary continuity</td>
<td rowspan="5">Yes</td>
<td rowspan="5">County</td>
<td>Optimum: 4,000</td>
<td rowspan="5">Merge and split CTs to meet thresholds, not change</td>
<td>Lower the minimum population threshold for most CTs.
Minimum: 1,200   Maximum: 8,000   Optimum 4,000</td>
</tr>
<tr>
<td rowspan="2">Minimum: 1,500 (1,000 within AIRs)</td>
<td>Housing unit counts may be used to meet CT thresholds.
Minimum: 480   Maximum: 3,200   Optimum: 1,600</td>
</tr>
<tr>
<td rowspan="3">Data comparability</td>
<td>All types of populated CTs must meet the same thresholds.</td>
</tr>
<tr>
<td rowspan="2">Maximum: 8,000</td>
<td>Wherever possible conform to American Indian reservations (AIRs).</td>
</tr>
<tr>
<td>Special land use CTs may be created for large special land use areas without housing units or population e.g., large public parks, airports). Water CTs may be created for large water bodies.</td>
</tr>
<tr>
<td rowspan="4">Block Groups (BGs)</td>
<td rowspan="2">Small area characteristics data</td>
<td rowspan="4">Yes</td>
<td rowspan="4">CT</td>
<td>Optimum: 1,500</td>
<td>Smallest area for ACS[1] sample data</td>
<td>Population thresholds:
Minimum: 600   Maximum: 3,000   Optimum: none</td>
</tr>
<tr>
<td rowspan="2">Minimum: 600 (300 within AIRs)</td>
<td rowspan="2">Between 1 and 9 BGs nest within a CT</td>
<td>Housing unit counts may be used to meet BG thresholds.
Minimum: 240   Maximum: 1,200   Optimum: none</td>
</tr>
<tr>
<td rowspan="2">Meet minimum thresholds</td>
<td>All types of populated BGs must meet the same thresholds.</td>
</tr>
<tr>
<td rowspan="2">Maximum: 3,000</td>
<td rowspan="2">CT boundaries are always BG boundaries</td>
<td>Wherever possible conform to American Indian reservations.</td>
</tr>
<tr>
<td>Special land use BGs will be created coextensive with special land use CTs. Water BGs will be created coextensive with water CTs. Non-coextensive water BGs can be created for smaller water bodies.</td>
</tr>
<tr>
<td rowspan="2">Census County Divisions (CCDs)</td>
<td rowspan="2">Set of subcounty units that have stable boundaries and recognizable names</td>
<td>CCDs and MCDs together</td>
<td rowspan="2">County</td>
<td rowspan="2">None</td>
<td rowspan="2">Usually represents one or more communities, trading centers, or major land uses</td>
<td rowspan="2">*No significant changes.*</td>
</tr>
<tr>
<td>CCDs exist in 21 states</td>
</tr>
<tr>
<td rowspan="4">Census Designated Places (CDPs)</td>
<td rowspan="2">Place-level statistics for well-known, closely settled localities</td>
<td rowspan="4">No, CDPs capture distinct communities</td>
<td rowspan="4">State</td>
<td rowspan="4">None</td>
<td>Named community</td>
<td>A CDP cannot have zero population and zero housing units.</td>
</tr>
<tr>
<td>Not part of an incorporated place or other CDP</td>
<td rowspan="3">A CDP must represent a single, distinct community. A CDP that represents multiple, distinct communities, and the hyphenated name typically assigned to represent such CDPs, will not be permitted. Exceptions will be made for communities whose identities have merged and in which both names commonly are used together.</td>
</tr>
<tr>
<td rowspan="2">Mix of residential, commercial, and retail areas</td>
<td rowspan="2">Nucleus of relatively high residential population density</td>
</tr>
<tr>
</tr>
</table>

These statistical areas are for statistical uses only. All comprise relatively compact, contiguous land areas.

[1] The American Community Survey (ACS) is conducted in the United States and Puerto Rico. In Puerto Rico the survey is called the Puerto Rico Community Survey (PRCS).

Additional information about the PSAP can be found in the *PSAP Program Guidelines* and also the on PSAP website:

http://www.census.gov/geo/www/psap2010/psap2010_main.html

2.2 Installation and Starting the PSAP MTPS

Note: Installing the PSAP MTPS and PSAP MTPS data may take several minutes. For some very large counties the PSAP MTPS data installation may take up to one hour.

To install the PSAP MTPS, do the following:

1. Start Windows.

2. Insert the Program CD in your CD-ROM drive. Note: If the "Installation Wizard" automatically starts up, proceed to step 6.

3. Choose the "Run" command from the "Start" menu.

4. Type the location of the CD-ROM drive plus the word "setup" (for example, type d:\setup), or use the "Browse" button to locate the SETUP.EXE file.

5. Click "OK" and the installation program will appear on your screen.

6. On the "Welcome" screen, click "Next".

7. For "Installation Type", choose "Single User" and click "Next".

8. The installation process asks questions and makes suggestions on how to best set up the PSAP MTPS software. It is best to accept the default settings (including the installation of the PSAP MTPS application and data on the C: drive). If there are files in the directory, the setup program will ask if you want to remove these files. If you click "Yes", the files are removed; if you click "No", you can choose another directory. Note: Installing the PSAP MTPS data will delete any previous MTPS data installations and any work you have already completed in the PSAP MTPS or for other Census programs (BAS, LUCA, SDRP, RDP, etc.).[7]

   Continue to follow the tutorial steps in the installation process.

9. Once the program has been installed, the setup indicates that "Setup Needs the Census Data" and prompts you to insert the Census PSAP Data CD/DVD. Remove

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[7] To avoid overwriting data, install the PSAP MTPS on separate computers or in different folders. To install the data into different folders:
  1. Before beginning the installation, navigate to the C:\MTPSData folder.
  2. Rename the folder using the program initials so you can easily identify it later. (e.g. C:\MTPSData_LUCA or C:\MTPSData_SDRP)
  3. 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.
  4. If you need to switch back to one of these other programs, first rename the C:\MTPSData folder to C:\MTPSData_PSAP or another memorable name)
  5. Rename the program's folder that you want to use to C:\MTPSData.
  6. Now, launching the software will open that dataset.

the program CD and insert the PSAP Data CD/DVD. Browse to the CD/DVD's location and click "OK".

10. After copying the data files, the setup is finished, and it prompts you to run the PSAP MTPS by selecting it from the "Start" Menu. Click "Finish".

11. Click the Windows taskbar "Start" button, and from the Programs menu choose the "MAF-TIGER Partnership Software" and then "MAF-TIGER Partnership Software 4.6".

12. The prompt "Please Log In" with a "User Name" appears. Enter "PSAP" as the "User Name" (case sensitive) and click "OK".

13. Please verify and correct your "Participant Information".

Note: The participant information is provided for the "official" PSAP participant, and therefore not may not be the contact information for the individual using the MTPS to review and edit statistical areas. Please update the contact information for the individual whose contact information is originally provided (i.e., if your contact information is not present in this "Participant Information" section do not update the Participant Information with your contact information in this section).

14. The prompt for two "Startup Choices" gives the choice of:

- "Run the MAF/TIGER Partnership Software Computer Based Training"
- "Go directly to the MAF/TIGER Partnership Software program"

If this is your first time using the PSAP MTPS, run the Computer Based Training.

Additionally, before you begin to review and update your statistical areas for final submission, the Census Bureau strongly recommends that you become familiar with the work flow and functionalities of the PSAP MTPS by making edits to the CT, BG, CDP, and CCD layer. Once comfortable with the PSAP MTPS, reinstall the original data for the county (Refer to section 3.1 for information on the undo all changes tool) so that you can begin working on the final submission.

2.3   Computer Based Training (CBT) and PSAP Help

Computer Based Training

The Computer Based Training provides an overview of the PSAP MTPS functionality and usage. Even an experienced Geographic Information System (GIS) user should review the CBT to provide you with time-saving information.

After completing the CBT, return to the PSAP MTPS software and go to "PSAP: Pick a PSAP County" to begin working on a county.

Help

For further information about the PSAP MTPS review the help section for the PSAP program by choosing "Help: Contents". For general MTPS guidance select the "Help for MTPS Basic Skills". For general PSAP MTPS guidance, select the "Help for the MTPS Census Programs" link, and then the "PSAP" link.   For help with specific items, either look for the specific item within the index list or search for items by entering the term in the search box. Note: While using the PSAP MTPS you can learn more about a command, dialog box, or toolbox, by opening or highlighting the item and pressing F1 to get the appropriate topic in the help. To review the function of an icon on any toolbox, hover the cursor over the icon and a text box will appear describing the function.

3   Introduction to the PSAP MTPS

3.1   PSAP Menu

The PSAP menu allows you to select and open the county you would like to work on, open the various toolboxes available for use in the statistical area review and update, and execute the verify tool and report changes tool.
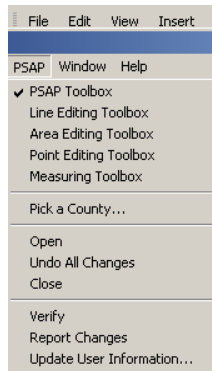
PSAP Menu option	Does this…
PSAP Toolbox	Opens the PSAP Toolbox that allows you to review and edit the boundaries and attributes of CTs, BGs, CDPs, and CCDs. Refer to "4. PSAP Toolbox" for additional information. The PSAP Toolbox is open by default when a county is opened.
Line Editing Toolbox	Opens the Line Editing Toolbox that allows you to add, remove, and edit line features and their attributes. You can use this tool to add valid features to use as boundaries for your CTs, BGs, CDPs, and CCDs (to split a face), or to change the attributes of a line feature. This tool edits the "All lines" layer. Refer to "3.6. Line Editing Toolbox" for additional information.
Area Editing Toolbox	*Not applicable to the PSAP.*
Point Editing Toolbox	*Not applicable to the PSAP.*
Measuring Toolbox	Opens the Measuring Toolbox that allows you to measure distances in feet (default). This can be used to evaluate potential special land use CT and water CTs.
Pick a County	Opens the Pick a County dialog box that allows you to select the county in which you will review and edit the statistical area plans.
Open	Opens the county selected in the Pick a County dialog box.
Undo All Changes	Opens the Undo All Changes Tool that allows you to undo all changes for the CT, BG, CDP or CCD plans in the county, or all changes [CT, BG, CDP, CCD, and all lines] to all plans within the county. Note: If you select the option to undo changes to the CT layer, the action will also undo all BG changes. Note: You can undo individual edits by selecting **Edit: Undo [previous action]** provided you are in the same editing session and did not **Close** the county
Close	Closes the county selected in the Pick a County dialog box (i.e., the county you are working on).
Verify	Opens the Verify tool that allows you to verify that all criteria/ requirements have been met in your completed plan. The software requires verification for each statistical area type (CTs, BGs, CDPs, and

	CCDs) before it will report changes for a county. Refer to "6.1. Verify Your PSAP Plan Work " for additional information.
Report Changes	Opens the Report Changes tool that reports all changes for the edited statistical area plans for the county (i.e., updated plans for CTs, BGs, CDPs, CCDs, and all lines). The tool will only run after the verify tool has been run for each of the statistical area types. The tool assembles all the reported changes into a ZIP archive that can be opened and reviewed within the PSAP MTPS and submitted to the Census Bureau. Refer to "6.2. Report Your PSAP Changes" for additional information.
Update User Information…	Opens the User Information window in which you can review and update your contact information.

3.2 Selecting a PSAP county

Before you can open the PSAP map window you must select a county to work on. The PSAP MTPS will then import the data for that county. The PSAP MTPS is designed to work on one county at a time. Each time you open the PSAP map window, it will display the county and the type of statistical area (CT, BG, CDP or CCD) you were editing in the previous session. To work with a different county you must close the PSAP Map window ("PSAP: Close"), pick another county ("PSAP: Pick a County"), and open the PSAP map window again ("PSAP: Open").

1. Go to "PSAP: Pick a County". PSAP MTPS displays the MTPS Counties dialog box. The county or counties you agreed to cover for the 2010 PSAP will be displayed in the MTPS Counties dialog box. If the county or counties you agreed to cover is/are not displayed in the box, contact your RCC.
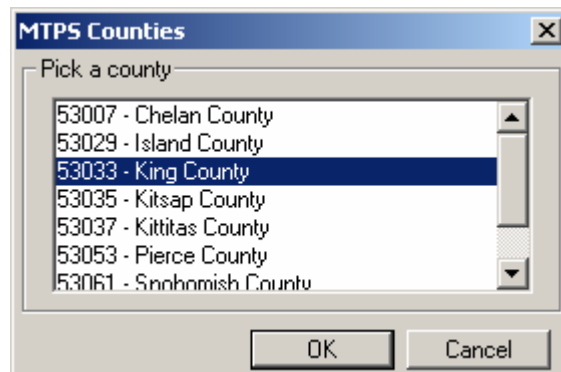
2. Highlight a county in the scroll list.

3. Click "OK". If you are opening a county for the first time, the PSAP MTPS displays a message recommending that you disable any anti-virus software to speed the process. When you click "OK", the PSAP MTPS imports the county, makes it the current county, and displays a message indicating success. Note: When you pick a county for the first time the file indexing may take several minutes.

Note: There is no specific save functionality in the PSAP MTPS; your statistical areas plans continuously saves while you are working.
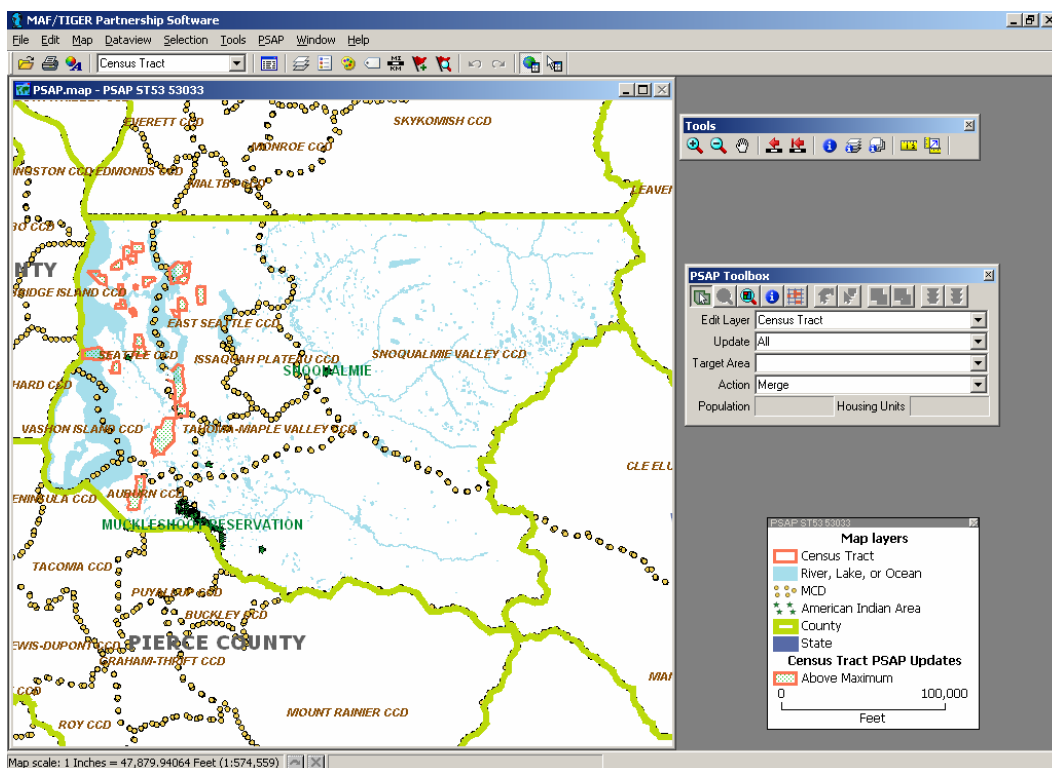
3.3 PSAP Map Window

Once you've selected a county to work on the PSAP map window can be opened.

1. Go to "PSAP: Open" to display the PSAP Map window, toolboxes, and open to the CT plan for that county (or the edit layer most recently worked on).
   <u>Note:</u> Opening the county for the first time may take several minutes.

2. A reminder that CTs must nest within and cover the entire area of the county pops up. Press "OK".
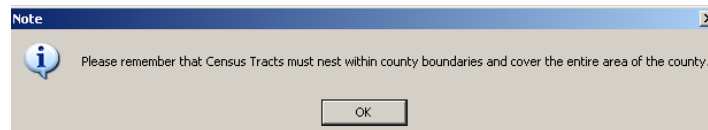
3. PSAP MTPS opens the map window, displaying the selected county, the Standard Toolbox (described in "3.4.1 Standard Toolbox"), the Tools toolbox (described in "3.5 Tools Toolbox"), the PSAP toolbox (described in detail in "4. PSAP Toolbox"), and the map legend.

4. When you have finished working with the county and the PSAP Map window is open, go to "PSAP: Close". PSAP MTPS closes the PSAP Map window and any toolboxes that are open.

3.4 Standard toolbox and Map Layers

The standard toolbox is docked by default below the menu bar and contains many of the functionalities found within the menus.

3.4.1 Standard toolbox
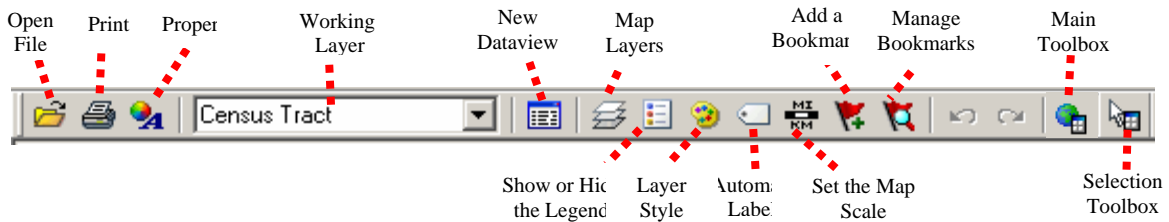
Note: The layer displayed in the "Working Layer" is the featured layer that will be displayed in the dataview if the dataview is opened, in the attribute table if a feature is selected using the "Info" tool in the Tools toolbox, etc.

To do this…	Do this…
Open a file	Go to **File: Open** or click the **Open File** icon on the Standard toolbar. Refer to "3.6.2 Using GIS, tabular, or other imagery files in the MTPS" for additional information.
Print a map	Go to **File: Print** or click the **Print** icon on the Standard toolbar.
To view map properties	Go to **File: Properties** or click the **Properties** icon on the standard toolbar.
To change the working layer	Select the **Working Layer** drop down menu and navigate to and select the name of the layer that you would like to select as the working layer.
To open the dataview for the working layer	Click the **New Dataview** icon to open the dataview (or data table) for the layer displayed in the **Working Layer** drop down menu. Note: When a dataview is open the Standard toolbox contains dataview-specific tools. Refer to "3.4.2 Standard Dataview Toolbox" for additional information.
To edit the map layers	Go to **Map: Layers**, click the **Map Layers** icon on the Standard toolbox, or click the right mouse button on the map window and choose **Layers** to display the Layers dialog box. Refer to "3.4.2 To Work with Map Layers" for additional information.
To show or hide the legend	Click the **To Show or Hide Legend** icon to show the legend (if hidden) or hide the legend (if displayed).
To edit the layer style	Click the **Layer Style** icon to edit the style of the layer displayed in the **Working Layer** drop down menu.
To display or edit labels	Click the **Automatic Labels** icon to display or edit labels for the layer displayed in the **Working Layer** drop down menu.

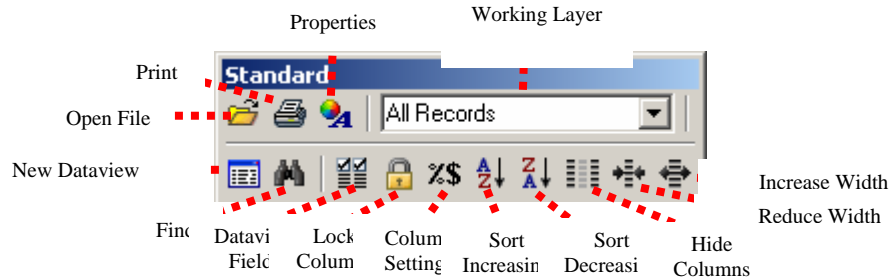|	
To edit the map scale	Click the **Map Scale** icon to edit the map scaling method.
To add a bookmark	Click on the **Add a Bookmark** icon to save a map extent.
To manage bookmarks	Click on the **Manage Bookmarks** icon to edit or apply a bookmark.
To show/hide the tools toolbox	Click on the **Main Toolbox** icon to display the Tools toolbox (if hidden) or hide the Tools toolbox (if displayed).
To show/hide the selection toolbox	Click on the **Selection Toolbox** icon to display the Selection toolbox (if hidden) or hide the Selection toolbox (if displayed) for the layer displayed in the "Working Layer" drop down menu. <u>Note:</u> The selection toolbox contains specific selection and selection review tools. Refer to "3.4.3 Selection Toolbox" for more information about the selection toolbox.

3.4.2 Standard Dataview Toolbox

When a Dataview is open the Standard toolbox with dataview-specific tools is available.

Properties   Working Layer

Print

Open File

New Dataview

Find

Datavi   Lock   Colum   Sort   Sort   Hide
Field   Colum   Setting   Increasin   Decreasi   Columns

Increase Width

Reduce Width

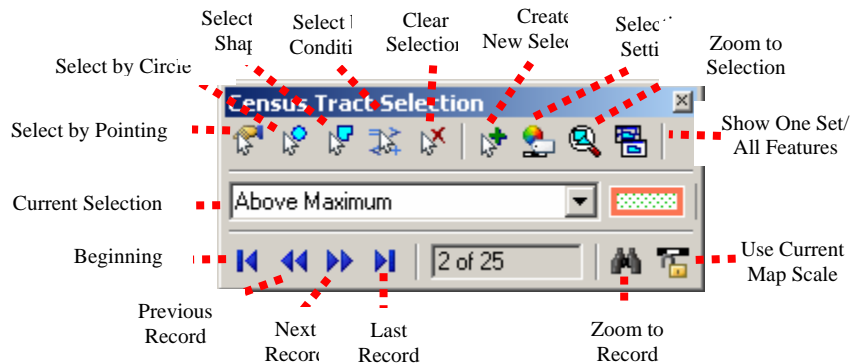| To do this…	Do this…
Open a file	Go to **File: Open** or click the **Open File** icon on the Standard toolbar. Refer to 3.7.2 "Using GIS, tabular or other imagery files in the MTPS" for additional information.
Print a map	Go to **File: Print** or click the **Print** icon on the "Standard toolbar".
View map properties	Go to **File: Properties** or click the **Properties** icon on the standard toolbar.
View all or a selection set of the dataview records	Select **All Records** or a specific selection set in the **Records to Display** drop down menu.
Open the dataview for a different layer	Click the **Open Dataview** icon and select the layer with the dataview you would like to display
Find a specific record in the dataview	Click the **Find** icon to search for a specific record in the open dataview.
Change the display of the dataview fields	Select **Dataview: Fields** or click the **Dataview Fields** icon to display the **Dataview Fields** dialog box, which allows you to edit the fields and the displayed order of the fields in the dataview.
Lock a field in the dataview	Select a cell or column heading of the field(s) you want to lock, and select **Dataview: Lock Columns** or click **Lock Columns** icon .
Change column settings in the dataview	Go to **Dataview: Column Settings** or click the **Column Settings** icon to edit the column formats and settings.
To sort the fields in the dataview	Select a cell or column heading of the field(s) you want to sort and click on the **Sort Increasing** icon or **Sort Decreasing** icon .
Hide columns in the dataview	Select a cell or column heading of the field(s) you want to hide and click on the **Hide Columns** icon .
Change the column width in the dataview	Select a cell or column heading of the field(s) you want to increase or decrease the column width size, and click the **Reduce Width** icon or the **Increase Width** icon .

3.4.3 Selection toolbox

The PSAP MTPS provides tools to select features by map location or condition, and review the selected features. The selected features are highlighted on the map. Open the selection toolbox by going to "Tools: Selection", or clicking the "Selection toolbox" icon on the standard toolbox.

Note: Select the layer whose features you are interested in viewing and editing in the "**Working Layer**" drop down menu in the "**Standard Toolbox**" before using any of the "**Selection Toolbox**" tools.

To do this…	Do this…
Select one or more features directly from the map	**Use one of the following three tools to select features** from the map:
	(1) Click the **"Select by Pointing"** icon and click on a single feature or drag a rectangle to select all features inside the rectangle,
	(2) Click the "**Select by Circle**" icon and drag a circle to select all features inside the circle or click at the center of the circle and type the radius in the Enter Selection Radius dialog box
	(3) Click the "**Select by Shape**" icon and draw and area to select all features located inside the area by clicking on each corner of the area and double-click to close the shape. Note: By default, when features are selected by drawing a rectangle, circle, or shape, the PSAP MTPS finds the map features that are completely contained within the defined shape. Note: To remove features from the selection set hold the Ctrl key while using the selection tools.
Select one or more features by condition	Go to "**Selection: Select by Condition**", or click the "**Select by Condition**" icon to display the Select by Condition dialog box. In the Select by Condition dialog box, enter a condition or use the condition builder to create a condition, choose or enter a new selection set name, and choose how to store the results.
Clear a current selection	Click the "**Clear Selection**" icon to clear the selection set.

Create a new selection	Go to **Selection: Settings: Add Set** button, or click the **Create New Selection** icon ![icon] to create a new set, then either select one or more features directly from the map or select one or more features by condition to add to the new set.
To change the settings of the selection	Go to **Selection: Settings**, or click the **Selection Settings** icon ![icon] to add or drop a selection set, to reorder (promote) a selection set, or to change the selection set status, style, labels, or autoscale settings.
Zoom to selection	Click the **Zoom to Selection** icon ![icon] to zoom to all of the features within the selection set.
Show one set or all features	Click the **Show One Set/All Features** icon ![icon] if you want to display the set (if all features are displayed) or show all features (if the selection set is displayed)
To change the current selection	Click the **Current Selection** drop down menu ![Above Maximum] to change the current selection.
To navigate through the selected features	Click the **Beginning** icon ![icon] to go to the first record of the selection set, the **Previous Record** icon ![icon] to go to the previous record in the selection set , the **Next Record** icon ![icon] to the next record in the selection set, and the **Last Record** icon ![icon] to the last record of the selection set.
To zoom to a feature	Click the **Zoom to Record** icon ![icon] to zoom to the current feature by entering the PSAP MTPS assigned ID or number of the item within the selection set.
To lock the map scale for viewing	Click the **Use Current Map Scale** icon ![icon] to lock the current map scale for viewing the selected features

3.4.4 To Work with Map Layers

Open the layers dialog box by going to "Map: Layers" or selecting the "Map Layers" icon ![icon] in the "Standard" toolbar.

Use the Layers dialog box to view and edit the map layers and settings:
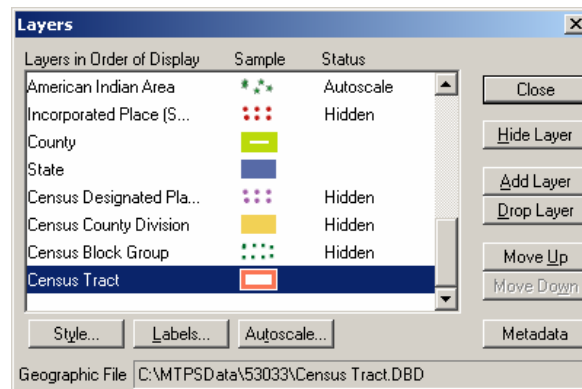
Note: The content within the layers dialog box above is an example of the layers that may be present in the layers dialog box.

To do this…	Do this…
Open the Layers dialog box	Go to **Map: Layers** or click the **Map Layers** icon ⬚ on the "Standard toolbox", or click the right mouse button on the map window and choose **Layers** to open the Layers dialog box.
Choose a layer	Highlight the layer in the scroll list, which shows the layers in the order they will be drawn, from first to last, a sample of the style, and the status (Hidden means the layer will not be drawn, Autoscale means the layer will be drawn between certain scales, and blank means the layer will be drawn at all scales). You can also hold the Shift key and click on another layer to highlight a range of layers, or hold the Ctrl key and click on a layer to toggle the highlight on or off.
Hide/Show a layer	Click **Hide Layer**. The button will change to **Show** so that you can reshow the layer.
Add a layer	Click **Add Layer** to display the File Open dialog box. You can choose the type of file and one or more files to add. Click **Cancel** to close the dialog box without adding any layers. Note: If you add additional files to your PSAP MTPS project, you must not move or delete those files on your PC until you "drop" them from the PSAP MTPS project. Failure to drop the files from the project before moving or deleting them will render the project unable to open.
Drop a layer	Click **Drop Layer** to display a Confirm dialog box. Click **Cancel** to close the dialog box without dropping the layer. Note: **Only drop layers that you have imported from your own digital files. If you do not want to see a layer that is included in the PSAP MTPS, you should "Hide" the layer.**
Change the order of the layers	Click **Move Up** or **Move Down** to move the highlighted layer up or down.
Change the style settings for a layer	Click **Style** to display the **Style dialog** box, which is different for point, line, and area layers. Edit the style settings and click **Apply** if you want to make the changes to style settings. Click **Cancel** to close the dialog box without changing the settings.
Change the label settings for a layer	Click **Labels** to display the Automatic Labels dialog box. Edit the label settings and click **Apply** if you want to make the changes to label settings. Click **Cancel** to close the dialog box without changing the settings.
Change the autoscale settings for a layer	Click **Autoscale** to display the Autoscale dialog box. The largest drop down menu, if not blank, shows the "largest" scale at which the layer is displayed, as you zoom in. The "smallest" drop down menu, if not blank, shows the smallest scale at which the layer is displayed, as you zoom out. Edit the autoscale settings and click **Apply** if you want to make changes to the autoscale settings. Click **Cancel** to close the dialog box without changing the settings.
Close the Layers dialog box	Click **Close**.

3.5 Tools Toolbox

The "Tools" toolbox provides tools to move around the map, display feature attributes, and measure distances and areas. The Tools toolbox is on by default when the PSAP MTPS is first launched.

3.5.1 To move around the map

Zoom in

Zoom out   Pan   Previous
Scale   Initial Scale
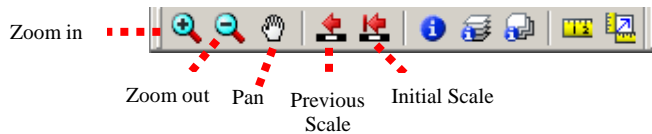
To do this…	Do this…
Zoom in to a point or a rectangle	Click the **Zoom in** icon and click on a point or drag a rectangle to make the scale larger and change the center of the map.
Zoom out from a point or a rectangle	Click the **Zoom out** icon and click on a point or drag a rectangle to make the scale smaller and change the center of the map
Move the map in any direction	Click the **Pan** icon and drag the map to change the center of the map.
Move the map right, left, up, or down	Go to **Map: Pan** and choose one of the commands: **Pan Right**, **Pan Left**, **Pan Up**, or **Pan Down**.
Return to the previous scale and center	Go to **Map: Previous** scale or click the **Previous scale** icon to return to the previous scale
Return to the original scale and center	Go to **Map: Initial Scale** or click the **Initial scale** icon to return to the original scale
Move the map in a cardinal direction	Go to **Map: Pan: Pan Map Toolbox** to display the Pan Map toolbox, then click the appropriate button to move the map half the width or height of the map in that direction.
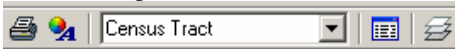
Also use the "Pan Map" toolbox (go to "Map: Pan: Pan Map Toolbox") to move around the map:

3.5.2 To view attributes

<u>Note:</u> Assure that the "Working Layer" in the standard toolbox is set to the layer for which you are interested in getting information.

To do this…	Do this…
Change the working layer	Choose the layer you for which you want to view information from the drop down menu on the Standard toolbar.
Get information on a map feature	Click the **Info** icon from the "Tools Toolbox" to activate the Info tool and click on a feature on the map to mark the feature with an "i" and display the data for the feature in the Info window. <u>Note</u>: The PSAP Toolbox also has a tool button with the same symbol, but it is the "Edit attribute information" tool that allows you to view and edit the attribute information for the statistical area in the PSAP tool box "Edit Layer" window.
Get information on several features	Click the **Multi-layer information** icon or the **Multi-layer area information** icon to activate the Info tool and click on a point or drag a circle around the map features to mark the features with an "i" and display the data for the features in the Info window.
Close the Info window	Click the **Close** box in the upper right corner or choose **Close** from the menu in the upper left corner.

3.5.3 To measure distance or size

To do this…	Do this…
Measure distance	Click on the **Measure distance** icon to activate the measure distance tool. Click the map on the starting point, and the elapsed length of the line (from the starting point to the current cursor location) is displayed in the status bar at the bottom of the screen. <u>Note:</u> If the line is not straight, click on one or more points to shape the line. Double click on the last point to end the line to display the total length of the line.
Measure size of an area	Click on the **Measure area** icon to activate the measure area tool. Click the map on the starting point, and click on two or more points to bound the area. Double click on the last point to end the area by connecting the first and last point automatically, to display the total size of the area and its perimeter.

3.6 Line Editing Toolbox

When working on your statistical area plans it will be necessary to digitize lines into the PSAP MTPS for use as CT, BG, CDP, and CCD boundaries. Additionally, you may need to edit the attributes of line features to use as boundaries (for example, if the line feature is classified incorrectly as a not acceptable feature).

Edit only those line features that will be used as statistical area boundaries. Refer to the *PSAP Program Guidelines* and Appendix B "Important information about updating streets as part of Census 2010 Geographic Area Programs" for information about acceptable line feature additions and edits.

Should a submission contain many non-boundary line additions, the submission will be returned to the participant to revise and resubmit without the non-boundary line additions.

Note: If an existing line is within 30 feet of the line that you are adding and the existing line parallels your line, use the existing line rather than creating a new line.

Use the Line Editing toolbox to add or edit line features.   Open the line editing toolbox by going to "PSAP: Line Editing Toolbox".
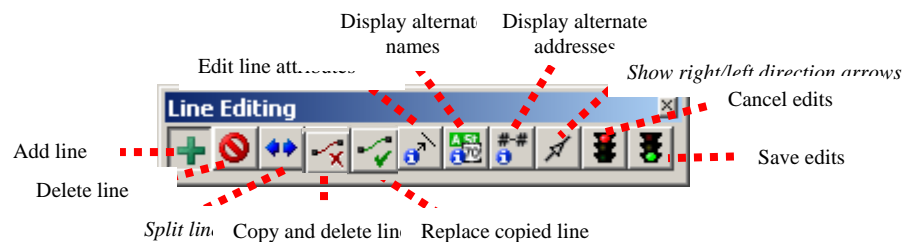
Note: Before adding any new line features, go to "Edit: Preferences" and change the default snap tolerance from 50 to 10 feet. This will prevent undesirable line snaps and shifting.
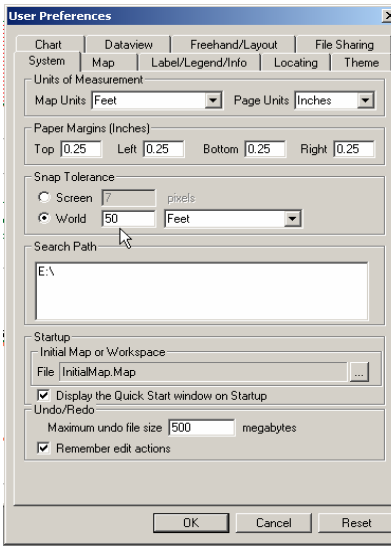
To do this…	Do this…
Add a line feature	Click the **Add line** icon to add a line feature by clicking at the beginning of the new line and double clicking to end the line. If the line curves add shape points by clicking along the line while adding the line. Save edits by clicking the **Save edits** icon . Note: When a line is added the MTFCC (feature class code) must be documented. As necessary, other feature attribute information may also be documented.
Delete a line feature	Click the **Delete line** icon to delete a line feature by clicking on the line you want to delete. Save edits by clicking the **Save edits** icon . Note: When a line feature is deleted it is not removed from the map window, but the symbology of the line is changed to a red dash.
Split a line feature	*Not applicable for PSAP.*
Copy and delete line feature	Click the **Copy and delete line** icon as the first step of copying, deleting, and replacing a line feature, by clicking on the line to be copied and deleted and then selecting the **Replace copied line** icon . Note: This step in copying, deleting, and replacing a line feature copies the IDs and attributes of the existing line feature and then deletes the feature. The line feature added by using the **Replace copied line feature** icon will receive the IDs and attributes of this line feature. Note: To reshape a line feature that is a PSAP boundary, use the **Copy and delete line** and **Replace copied line** tools. Refer to Appendix B for additional information.
Replace copied line feature	Click the **Replace copied line** icon as the second step of copying, deleting and replacing a line feature, by clicking at the beginning of the new line (the line replacing the line to be deleted) and double clicking to end the line. If the line curves add shape points by clicking along the line while adding the line. Save edits by clicking the **Save edits** icon . Note: This step in copying, deleting, and replacing a line feature creates the new line feature and assigns the IDs and attributes of the line selected

by the **Copy and delete line feature** icon . Note: To reshape a line feature that is a PSAP boundary, use the **Copy and delete line** and **Replace copied line** tools. Refer to Appendix B for additional information.

Update the line attributes	Click the **Edit line attributes** icon to update line attributes, including the feature code and feature name, by clicking on the line and editing the feature attribute information. Save edits by clicking the **Save edits** icon .
Display alternate street names	Click the **Display alternate names** icon to view alternate feature names by clicking on the feature.
Not applicable to the PSAP	*"Display alternate addresses"*
Not applicable to the PSAP	*"Show right/left direction arrows"*
Cancel the current edit	Click the **Cancel edits** icon to cancel all edits made since edits were last saved. Note: When edits have not been made successfully the **Save Edits** and **Cancel Edits** icons are gray/not available to be selected.
Execute and save the current edit	Click the **Save edits** icon to save all edits made since the edits were last saved. Note: When edits have not been made successfully the **Save Edits** and **Cancel Edits** icons are gray/not available to be selected.

3.7   Using additional reference information in the PSAP MTPS

The PSAP MTPS accepts a wide-range of GIS files, imagery, and other types of digital information for use as a backdrop reference. Using reference information in the PSAP MTPS will enable participants to review and update statistical areas more accurately and quickly.

3.7.1 Using TerraServer-USA imagery in the PSAP MTPS

It is possible to bring in imagery and topographic maps the PSAP MTPS from the TerraServer USA Imagery internet service. These images can function as layers in your maps in almost the same way as any other type of layer, and can be useful for digitizing new lines or for adjudicating boundary placement. There are two technical prerequisites to using this tool; there must be an active broadband internet connection, the Microsoft .NET framework must be installed. The Microsoft .NET framework can be downloaded from Microsoft at:
http://www.microsoft.com/downloads/details.aspx?FamilyID=0856eacb-4362-4b0d-8edd-aab15c5e04f5&displaylang=en .   Moreover, if your system operates behind a firewall, please ensure that you are outside the firewall before using this feature.

Follow these steps use a Terra-Server-USA map image:

1. Zoom to the area for which you want the map image

2. Select "Tools: Imagery: TerraServer-USA toolbox" to open the TerraServer-USA toolbox.

3. Choose one of the following options from the "Methods" drop down menu:
- Aerial image – nationwide black and white digital orthophoto quadrangles (DOQs)
- Topographic map – nationwide digitally scanned images of USGS topographic maps, also called digital raster graphics (DRGs)
- Urban color maps – color DOQs for the 133 most populated metropolitan areas of the United States. Refer to the USGS Fact Sheet at: gisdata.usgs.net/IADD/factsheets/fact.html.

4. Choose the image resolution from the "Resolution" drop down menu. If you choose Autoscale, the PSAP MTPS will choose an appropriate resolution.

5. Click on the "Get image" icon to get the image. The PSAP MTPS requests, receives, and displays the image in the map window.

6. Click on the "Save image" icon to display the Save Image As dialog box. Choose a folder, choose a file type, type a name, and click Save to save the image in JPEG format.

Click on the "Drop image" icon to drop the image layer from the map. The metadata for the image can be displayed by clicking on the "Image information" icon . Click "OK" when you're done reading the metadata.

When finished, click on the close button in the top right-hand corner of the toolbox to close the toolbox.

More detailed information about using imagery can be found in the Help.

3.7.2 Using GIS, tabular, or other imagery files in the PSAP MTPS

The Census Bureau encourages the use of external reference sources such as GIS files, georeferenced imagery, and other types of reference sources when reviewing and updating your statistical areas. You can import external reference sources into the PSAP MTPS as additional layers in your map window using either the "Add Layer" option in the "Map Layers" toolbox or clicking on "File" from the main menu bar and selecting "Open". Note: The "Add Layer" option is limited to only a few mainstream GIS data

formats (i.e., ESRI shapefiles and geodatabases, MapInfo Tables, and others). The "File"/"Open" option allows users to import many other GIS data formats, so check this option if you are unable to locate your data format in the "Add Layer" menu. In addition, to utilize the PSAP MTPS "change projection and transformation on-the-fly" feature, the PSAP MTPS requires that a defined projection file (e.g., .PRJ) accompany all reference layers to ensure correct importation into the PSAP MTPS. The PSAP MTPS still offers its users to manually enter coordinate/projection information in both importation methods if a defined projection file is unavailable, but you must know the coordinate, projection, datum, units of measurement, and other information of your file(s). Note: If you add additional files to your PSAP MTPS project, you must not move or delete those files on your PC until you "drop" them from the PSAP MTPS project. Failure to drop the files from the project before moving or deleting them will render the project unable to open.

Use these steps to import an external reference source using the "Add Layer" option:

> 1. Open the Layers dialog box by selecting "Map: Layers" or clicking the "Map layers" icon in the Standard toolbox.

> 2. Click the "Add Layer" button.

> 3. In the "File Open" window, set the "Files of type" drop down menu to the file type you are adding to the project.

> 4. After setting the file type navigate to and select the file you want to add. Click the "Open" button.

> 5. A pop-up box will appear listing information about the file you are adding. Click the "Coordinates" button. This lists the coordinates, as interpreted by the software, from any associated projection files. If the file you are trying to add does not have the associated projection file, then this is where you would manually enter the projection information. Note: Each projection type has its own specific characteristics. In general, the information you need is the projection name, datum, units (if applicable), and zone (if applicable). It is also worth noting that the system of latitude and longitude is often referred to as un-projected. Help with projections is available in the Help section under Basic Skills: Additional Skills: Importing and Exporting Geographic Files: Using Data in Other Coordinate Systems).

> 6. After verifying or entering the projection information, click the "OK" button, and continue clicking "OK" buttons until you are back at the Layers dialog box. Your file should now be listed in the "Layers" window.
> Note: If you are using a GIS file, you can change the symbology for your layer here by clicking on "Style" button (refer back to "3.4.4 To Work with Map Layers" section).

> 7. Click the "Apply" button, the "OK" button, and the "Close" button to have your newly added file drawn in your map.

4   PSAP Toolbox

4.1   PSAP Toolbox: Tool Buttons
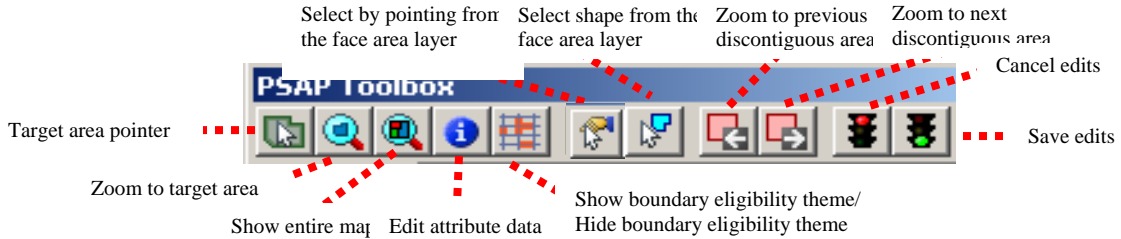
Use the following buttons in the PSAP toolbox:

To do this…	Do this…
Select a target area for editing	Click the **Target area pointer** icon ![icon] and click on the feature (CT, BG, CDP or CCD) you are interested in editing.
Zoom to the target area	Click the **Zoom to target area** icon ![icon] to show the target area in the map window. Note: The software does not automatically zoom to the target area once selected in the **Target Area** drop down menu, or with the **Target area pointer** ![icon].
Zoom to view the entire map	Click the **Show entire map** icon ![icon] to show the entire extent of the county you are working on in the map window.
Edit the feature name and code	Click the **Edit attribute data** icon ![icon] to edit the feature name and code by clicking on the CT, BG, CDP or CCD that you are interested in editing. When the "Edit Layer" is Census Tracts and the "Update" selection is "Special Land Use" this tool allows you to delineate a special land use CT and provide the "name", "code", "land use type" and "official name" attributes for the special land use CT.
Show or hide boundary eligibility	Click the **Show boundary eligibility** icon ![icon] to symbolize the line features as Acceptable, Questionable and Not Acceptable. This tool is discussed in more detail in "5.3 Additional Tools for Reviewing and Editing"[8].
Select features or faces for editing	Click the **Select by pointing from the face area layer** icon ![icon] to select faces in the selected statistical areas ("Target Area") to execute a split, execute a boundary change, or create a new statistical area, or to merge a statistical area with an adjacent statistical area by clicking on individual faces or clicking and dragging a rectangle around the faces to select them. Click the **Select by shape from the face layer** icon ![icon] to select faces by a shape in the selected statistical area ("Target Area") to execute a split, execute a boundary change, create a new statistical area,

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[8] Note that in the PSAP MTPS all non-visible boundaries are classified as not acceptable even if they are considered to be acceptable. Please verify that the non-visible feature (P0001) used as a statistical area boundary is an acceptable legal or administrative boundary before submitting your statistical area plan.

or to merge a statistical area with an adjacent statistical area by clicking on each corner of the area and double-click to close the shape. When merging a statistical area with an adjacent statistical area, the icon description is "Select areas to merge"/ "Select by shape areas to merge". <u>Note</u>: By default, when features are selected by drawing a rectangle or shape, the PSAP MTPS finds the map features that are completely contained within the defined shape. <u>Note</u>: Holding the Ctrl key while editing with the "Select by pointing from the face area layer" or the "Select by shape from the face layer" tools removes previously selected faces.

To review and edit discontiguous areas	Click the **Zoom to the previous discontiguous area** icon and the **Zoom to the next discontiguous area** icon to review and edit all discontiguous areas associated with the edit you are executing. This tool is discussed in more detail in "5.3. Additional Tools for Reviewing and Editing".
Cancel the current edit	Click the **Cancel edits** icon to cancel all edits made since edits were last saved. <u>Note</u>: When edits have not been made successfully the **Save Edits and Cancel Edits** icons are gray/not available to be selected.
Execute and save the current edit	Click the **Save edits** icon to save all edits made since the edits were last saved. <u>Note</u>: When edits have not been made successfully the **Save Edits and Cancel Edits** icons are gray/not available to be selected.

4.2 PSAP Toolbox: Drop Down Menus

4.2.1 Edit Layer

1. The first time you open the PSAP MTPS for a county the default layer is the "Census Tract" edit layer. The next time the PSAP MTPS is opened, the last feature layer worked on will be the active layer.

2. The preferred order of reviewing and editing the statistical area plans is (1) CTs, (2) BGs, (3) CDPs, and (4) CCDs[9]. This user guide is based on this preferred order of work.

3. To work on the PSAP geography plans for BGs, CDPs and CCDs, or to return to the CT plan, choose your desired edit layer from the "Edit Layer" drop down menu in the PSAP toolbox. <u>Note:</u> When you switch the "Edit Layer" the PSAP MTPS may process for several minutes.
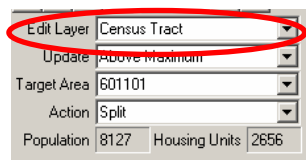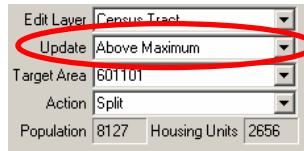
The Census Bureau requires that you create a set of backup files after you've completed the review and update for one statistical area/"Edit Layer" <u>and before switching to a different statistical area/ "Edit Layer"</u> (e.g., after you completed the review and update of census tract Edit Layer and before you switch to the census block group Edit Layer) at a minimum. It is preferred that this set of backup files be made after the "Verify" has been run for the statistical area plan. To create a set of backup files, close the PSAP MTPS and copy and paste the entire MTPSData folder. The Census Bureau suggests renaming the copied and pasted backup folder with MTPSData, the county name or state-county FIPS code (SSCCC) and the statistical area edited, e.g., "MTPSData_24033_CT", or "MTPSData_Fairfield_CDP". For example, after you've completed your CT review and update for 27053:
1. Run the "Verify" tool and address any specific census tracts that did not pass verification (re-run the "Verify" tool as necessary)
2. Close the PSAP MTPS
3. Navigate to your MTPSData folder
4. Copy and paste the entire folder
5. Rename the folder "MTPSData_27053_CT".
6. After you create a set of backup files you may reopen the PSAP MTPS and begin reviewing and updating BGs.

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[9] Applicable only for the CCD states indicated in footnote 3.

4.2.2 Update

1. Choose an update selection from the "Update" drop down menu in the PSAP toolbox. An update selection is a specific universe of areas to work with. Many update selections may select those statistical areas that do not meet criteria (e.g., are above or below thresholds), or indicate areas that may require a special type of designation.

Note: Each statistical area within the "Update" selection (except for statistical areas within the "All" selection) must be edited so that it meets criteria/no longer is within the Update selection, or a justification must be provided as to why it should not be edited/should be maintained for Census 2010.

2. The software will select all those statistical areas within the "Edit Layer" that meet the "Update" selection chosen. The selected statistical areas will be both shaded within the map window and available on the "Target Area" drop down menu and to be selected by the "Target Area" tool.

3. For each PSAP geography level in the "Edit Layer" there are unique "Update" selections.

The sequence items within the "Update" drop down menu is the sequence the participant should follow when updating the statistical areas, starting with the first item, on by default when the "Edit Layer" is first launched, and working through to the last item in the menu. For example, for BGs the "Update" drop down menu sequence is renumbering, below minimum, above maximum, and shape index.

Census Tracts

Update Selection	Statistical areas selected
All	All CTs.
Below Minimum	The CTs that have a Census 2000 population and/or housing unit count below the minimum thresholds: a population count of 1,200 or less or a housing unit threshold of 480 or less. Below minimum CTs will be highlighted with a red fill pattern. <u>Note:</u> The first time you open the Census Tract "Edit Layer" the default "Update" selection is below minimum.
Above Maximum	The CTs that have a Census 2000 population and/or housing unit count above the maximum thresholds: a population count of 8,000 or more or a housing unit threshold of 3,200 or more. Above maximum CTs will be highlighted with a green fill pattern.
AIR/ORTL/HHL	The CTs that split an American Indian Reservation (AIR), off reservation trust lands (ORTL) and/or Hawaiian home lands (HHL) with a population of 2,400 or less and a HU count of 960 or less. AIR/ORTL/HHL CTs will be highlighted with a purple fill pattern.
AIR/ORTL/HHL Renumbering	The CTs that have a majority of population and/or area in an AIR/ORTL and do not have a CT code in the 94XX series. AIR/ORTL/HHL Renumbering CTs will be highlighted with an orange fill.
Water	The CTs consisting completely of water.
Special Land Use	No statistical areas are selected. (You are given the option to delineate special land use CTs by designating a name, code, land use type, and official name for the special land use CT.)
Shape Index	The CTs that failed the shape index threshold. This minimum threshold assures that CTs are compact, and compares between the ratio of the area of the potential CT to its perimeter and the ratio of a circle of equal area to its circumference. Shape index CTs will be highlighted with an orange fill.

Census Block Groups

Update Selection	Statistical Areas Selected
All	All BGs.
Renumbering	The BGs that are renumbered by the software so that the BG code (number) is between 1-9 and is unique within a CT. Renumbered BGs will be highlighted with a light green fill. Note: This update selection only updates those BGs that had duplicate or invalid BG numbers as a result of CT editing. Participants are requested to manually review and renumber BGs sequentially after all BG edits are completed. Note: The first time you open the Census Block Group "Edit Layer" the default "Update" selection is renumbering.
Below Minimum	The BGs that have a Census 2000 population and/or housing unit count below the minimum thresholds: a population count of 600 or less or a housing unit threshold of 240 or less. Below minimum BGs will be highlighted with a red fill.
Above Maximum	The BGs that have a Census 2000 population and/or housing unit count above the maximum thresholds: a population count of 3,000 or more or a housing unit threshold of 1,200 or more.[10] Above maximum BGs will be highlighted with a green fill.
Shape Index	The BGs that failed the shape index threshold. This threshold assures BGs are compact, and compares between the ratio of the area of the BG to its perimeter and the ratio of a circle of equal area to its circumference. Shape index BGs will be highlighted with an orange fill.

Census Designated Places

Update Selection	Statistical Areas Selected
All	All CDPs.
Below Minimum	The CDPs that have a housing unit count below the minimum threshold: a housing unit threshold of 10. Below minimum CDPs will be highlighted with a red fill.[11] Note: The first time you open the Census Designated Places "Edit Layer" the default "Update" selection is below minimum.

Census County Divisions

Update Selection	Statistical Areas Selected
All	All CCDs. Note: The first time you open the Census County Divisions "Edit Layer" the default "Update" selection is all.

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[10] Where a special land use tract meets thresholds the coextensive special land use block group will be "above maximum". In this case, do not edit the block group; provide the justification "Special land use block group".

[11] The PSAP MTPS may warn the user that a CDP should have a minimum housing unit count of at least 3, and not the actual minimum housing unit count of 10 due to an inconsistency in the software. Should the CDP be defined with fewer than 10 housing units the CDP should be edited or a justification should be provided as to why this CDP should be retained.

4.2.3 Target Area

1. After selecting the "Edit Layer" and the "Update" selection, choose a specific target area from the "Target Area" drop down menu or the "Target Area Pointer" button.

2. Make a choice as follows to make the area the target (shaded in **gray** on the map):

To do this…	Do this…
Pick the target area in the toolbox	Choose a target area from the "Target Area" drop down menu
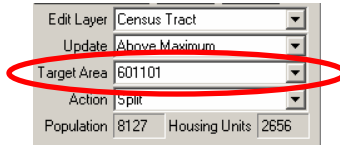
Pick the target area on the map	Click and click in an area on the map

Note: When you set the "Update" selection set to any selection other than "All" (e.g., Above Maximum, Below Minimum, Shape Index), and you select a target area you will be required to either edit the target area so that it meets that specific criteria or provide a justification as to why the target area should remain as it is/should not be edited before reviewing a different statistical area.

3. Click to zoom to the target area that you have selected.

4.2.4 Action

1. After selecting the "Edit Layer", the "Update" selection, and the specific "Target Area", you can choose an action to execute from the "Action" drop down menu.
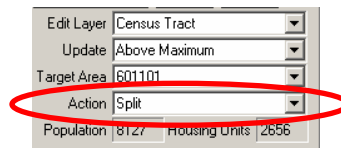
2. The software allows you to perform the action chosen from the "Action" drop down menu to the "Target Area" selected, and in most situations adjacent areas.

3. For each statistical area in the "Edit Layer" there are distinct actions in the "Action" drop down menu. Also, for each update selection in the "Update" there is a preferred action that is set as the default for the "Update".

Census Tracts

Note: Since BGs by definition nest within (or are completely contained within) CTs, as CTs are edited the underlying BGs are edited so that the BGs automatically nest within and are coded to the updated CTs.

Action	Description
Boundary Change	Edit the "Target Area" CT by adding small areas to the CT.
Merge	Combine the whole "Target Area" CT with one or more adjacent CTs to create one new CT.
Split	Divide the "Target Area" CT into two distinct CTs.

Census Block Groups

Note: Since BGs by definition nest within (or are completely contained within) CTs, as CTs are edited the underlying BGs are edited so that the BGs automatically nest within and are coded to the updated CTs.

Action	Description
Boundary Change	Edit the "Target Area" BG by adding small areas to the BG.
Merge	Combine the whole "Target Area" BG to one or more adjacent BGs to create one new BG.
Split	Divide the "Target Area" BG into two distinct BGs.

Census Designated Places

Action	Description
Boundary Change - Add	Edit the "Target Area" CDP by adding small areas to the CDP.
Boundary Change – Remove	Edit the "Target Area" CDP by removing small areas from the CDP.
New Entity	Create a new CDP by selecting the area that represents the new CDP to be created and assigning the appropriate attribute information.
Remove	Completely remove/delete the "Target Area" CDP by selecting the CDP to be removed.

Census County Divisions

Action	Description
Boundary Change	Edit the "Target Area" CCD by adding small areas to the CCD.
Merge	Combine the whole "Target Area" CCD to one or more adjacent CCDs to create one new CCD.
Split	Divide the "Target Area" CCD into two distinct CCDs.

5   Review and Edit the Statistical Areas

The Census Bureau will only accept one submission for each county containing all of the statistical area edits for the county. Portions of a county's statistical area submission cannot be merged together. Where more than one technical participant is editing the statistical areas within the county, each individual participant must update the same shapefiles for the county (i.e., one participant may update the statistical area plan for the county, and once their work is completed they must share their updated shapefiles with the other participant conducting the update).

The work flow for the PSAP should follow the following order:
1) CTs
2) BGs
3) CDPs
4) CCDs

Additionally the work flow within each statistical area "Edit Layer" should follow the sequence of items within the "Update" drop down menu.

When a CT, BG, or CDP within an update selection is not edited (i.e., the update criteria are not met by editing) the PSAP MTPS will require that the participant provide a justification as to why the area should remain as it is/should not be edited.

Once the CT, BG CDP, and CCD plans for a county are complete, you can begin working on the next county in your assigned area (if one is available) to review and update the statistical area plans for that county.

Remember, the Census Bureau requires that you periodically back up your work. At a minimum, you must create a set of backup files after you've completed the review and update for one statistical area/"Edit Layer" <u>and before switching to a different statistical area/ "Edit Layer".</u> To create a set of backup files, copy and paste the entire MTPSData folder while outside of the PSAP MTPS editing session (the PSAP MTPS is not open). The Census Bureau suggests renaming the copied and pasted backup folder with MTPSData, the county name or state-county FIPS code (SSCCC) and the statistical area edited, e.g., "MTPSData_24033_CT", or "MTPSData_Fairfield_CDP".

After you create a set of backup files you may reopen the PSAP MTPS and begin reviewing and updating BGs.

Note: For those PSAP primary participants covering more than one county, the Census Bureau requests that participants review, update, and submit statistical areas for one county within 60 calendar days so that the Census Bureau can review the submission to ensure participants are successful in implementing the PSAP criteria and guidelines, using the PSAP MTPS to review and edit statistical areas, and generating proposed statistical area submissions. The Census Bureau will provide feedback to the participant on their submission, and if necessary provide additional guidance on the criteria and

guidelines and/or PSAP MTPS usage. Should you not be able to meet this request contact your RCC.

5.1   Updates and Actions Used to Edit the Statistical Areas

For all statistical areas, splits and merges should be executed before boundary changes are executed.

Turn on the "Show Boundary Eligibility Theme" tool before you begin to review and edit any of the statistical areas in an "Edit Layer". When editing statistical areas be sure to use acceptable features as the statistical area boundaries, wherever possible.

Again, the sequence of items within the "Update" drop down menu is the sequence the participant should follow when updating the statistical areas, starting with the first item, on by default when the "Edit Layer" is first launched, and working through to the last item in the menu. For example, for BGs the "Update" drop down menu sequence is renumbering, below minimum, above maximum, and shape index.

After the items within "Update" drop down menu are addressed, the participant should update those other items that need to be addressed as indicated in the *PSAP Program Guidelines* and the Update: "All" sections in the table below, for example editing boundaries so that they follow acceptable boundary features, or in the case of BGs recoding BGs so that they are sequential within a CT.

The following are the actions and tools to use for the specific update selections:

Census Tracts		
Update:	**Actions/tools used:**	**Edit to…**
Below Minimum	Merge, Boundary Change	Increase the population and housing unit counts of the CT so that the CT exceeds the minimum population count (1,200) and housing unit count (480). <u>Note:</u> Merge is the preferred action to use with below minimum CTs so that the outer boundary of the CT is maintained, and therefore data comparability over time is maintained.
Above Maximum	Split, Boundary Change	Decrease the population and housing unit counts of the CT so that the CT population and housing unit counts fall under the thresholds of 8,000 (population) and 3,200 (housing unit). <u>Note:</u> Split is the preferred action to use with above maximum CTs so that the outer boundary of the CT is maintained, and therefore data comparability over time is maintained.
AIR/ORTL/ HHL	*All Actions*	Edit CTs so that AIR/ORTL/HHL are in as few CTs as possible. Delineate a CT that encompasses (does <u>not</u> split) an AIR/ORTL/HHL with a population count under 2,400 and a housing unit count under 960. Use Merge, Boundary Change and/or Split.
AIR/ORTL/ HHL Renumbering	"Edit attribute information" tool	Assign a CT code within the 94XX series to the CT that has the majority of its area or population covered by an AIR/ORTL. Where the PSAP MTPS does not

		automatically assign the 94XX series CT code to these areas, use "Edit attribute information" tool.
Water	*All Actions,* "Edit attribute information" tool	▪ Assign the existing or new delineated water CT (code 0000) to a CT code in the 99XX series. Use "Edit attribute information" tool. ▪ Edit the boundary of the water CT so that it follows a non visible P0002 feature inserted in the water parallel to the shoreline (not the shoreline).
Special Land Use	*All Actions,* "Edit attribute information" tool	▪ Delineate a Special Land Use CT that encompasses a major airport, business/employment area, college, hospital, jail, military area, or public park or public forest that has zero or low population or housing units, or meets thresholds, using Merge, Boundary Change and/or Split. Then use the "Edit attribute information" tool to assign the name, code, land use type, and official name to the Special Land Use CT. ▪ Use "Edit attribute information" tool to assign the name, code, land use type, and official name to an existing Special Land Use CT.
Shape Index	*All Actions*	Delineate a CT that meets the shape index criteria (the ratio of the area of the CT to its perimeter and the ratio of the circle of equal area to its circumference is above 0.15) using Merge, Boundary Change, and/or Split
All	*All Actions,* *"Edit attribute information" tool,* *"Show boundary eligibility theme"*	▪ Create two or more CTs from one CT ▪ Create one CT by combining two or more CTs ▪ Edit CT boundaries ▪ Edit CT attribute information ▪ Update the boundaries that currently follow not acceptable boundary features by editing the boundary so that it follows an acceptable boundary feature or correcting the classification (MTFCC) of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature).

All Actions for census tracts are Boundary Change, Merge, and Split.

Census Block Groups		
Update:	**Actions/tools used:**	**Edit to…**
Renumbering	"Edit attribute information" tool	Renumbers BGs that do not have valid BG codes. <u>Note:</u> BG numbers must be unique within a CT and be 0-9 (with 0 reserved for BGs that completely consist of water/no land area). The Renumbering update is automatically executed when the Census Block Group edit layer is selected after CT edits are made, as the resulting BGs may require BG renumbering if there are duplicate BG codes or invalid BG codes. Selecting the Renumbering update after BG edits are made will renumber all BGs with duplicate or invalid codes. <u>Note:</u> After BG editing is completed the participant must review BG coding and recode all BGs that are not coded sequentially through the "Edit attribute information" tool.
Below Minimum	Merge, Boundary Change	Increase the population and housing unit counts of the BG so that the BG exceeds the minimum population count (600) and housing unit count (240). <u>Note:</u> Either Merge or Boundary Change is equally valid to use for BGs as comparability over time is less of a concern for BG data.
Above Maximum	Split, Boundary Change	Decrease the population and housing unit counts of the BG so that the BG population and housing unit counts fall under the thresholds of 3,000 (population) and 1,200 (housing unit). <u>Note:</u> Either Split or Boundary Change is equally valid to use for BGs as comparability over time is less of a concern for BG data.
Shape Index	*All Actions*	Delineate a BG that meets the shape index criteria (the ratio of the area of the BG to its perimeter and the ratio of the circle of equal area to its circumference is above 0.15) by Merge, Boundary Change, and/or Split.
All	*All Actions, "Edit attribute information" tool, "Show boundary eligibility theme"*	▪ Create two or more BGs from one BG ▪ Create one BG by combining two or more BGs edit BG boundaries ▪ Recode BGs so that they are numbered sequentially within a CT ▪ Create water BGs for smaller water bodies that are not designated as water CTs ▪ Edit BG attribute information ▪ Update the boundaries that currently follow not acceptable boundary features by editing the boundary so that it follows an acceptable boundary feature or correcting the classification (MTFCC) of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature).

All Actions for census block groups are Boundary Change, Merge, and Split.

Census Designated Places		
Update:	**Actions/tools used:**	**Edit to…**
Below Minimum	Boundary Change - Add	Delineate a CDP that meets the minimum housing unit count of 10.
All	All Actions, "Edit attribute information" tool, "Show boundary eligibility theme"	▪ Create a new CDP ▪ Remove an existing CDP ▪ Edit the boundary or attributes of an existing CDP ▪ Edit CDP attribute information (including name) ▪ Where it would not significantly overbound or underbound the community (CDP), update the boundaries that currently follow not acceptable boundary features by editing the boundary so that it follows an acceptable boundary feature or correcting the classification (MTFCC) of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature).

All Actions for CDPs are Boundary Change-Add, Boundary Change-Remove, New Entity, and Remove.

Census County Divisions		
Update:	**Actions/tools used:**	**Edit to…**
All	*All Actions,* "Edit attribute information" tool, "Show boundary eligibility theme"	▪ Create two or more CCDs from one CCD (split), ▪ Create one CCD by combining two or more CCDs (merge) ▪ Edit CCD boundaries so that CCD boundaries follow CT boundaries (one or more CTs nest within the CCD or one or more CCDs nest within a CT) (boundary change) ▪ Edit CCD attribute information (including name) ▪ Update the boundaries that currently follow not acceptable boundary features by editing the boundary so that it follows an acceptable boundary feature or correcting the classification (MTFCC) of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature).

All Actions for CCDs are Boundary Change, Merge, and Split.

5.2 Steps to Execute Actions to Edit the Statistical Areas

5.2.1 Census Tracts, Block Groups, Census Designated Places and Census County Divisions

The Census Bureau strongly recommends periodically backing up your work. At a minimum, you must create a set of backup files after you've completed the review and update for one statistical area/"Edit Layer" <u>and before switching to a different statistical area/ "Edit Layer".</u> To create a set of backup files, copy and paste the entire MTPSData folder while outside of the PSAP MTPS editing session (the PSAP MTPS is not open). The Census Bureau suggests renaming the copied and pasted backup folder with MTPSData, the county name or state-county FIPS code (SSCCC) and the statistical area edited, e.g., "MTPSData_24033_CT", or "MTPSData_Fairfield_CDP".

After you create a set of backup files you may reopen the PSAP MTPS and begin reviewing and updating BGs.

Undo changes
If you execute an action and the action did not produce the desired or expected outcome, you can undo your edit by going to "Edit: Undo [previous action]" provided that you are in the same editing session and did not "Close" the county you are working on. Additionally, you can undo all changes for an edit layer by going to "PSAP: Undo All Changes". Refer to section "3.1 PSAP Menu" for information on the "Undo All Changes" tool.

Revert to backed up data or reset a single county
In extreme cases where the files become corrupted for a county, it may become necessary to either revert to the work you backed up or to reset that county's data. If you backed up your work you may revert to your backed up work by deleting the corrupted "MTPSData" folder, copying and pasting the entire backed up folder and renaming the copied and pasted backup folder "MTPSData". If you did not back up your work, you will need to reset that county's data. Refer to Appendix C – Reset a Single County for instructions to reset a single county.

Edit attribute information tool
The "Edit attribute information" tool is available for the Census Tract, Census Block Group, Census Designated Place and Census County Division "Edit Layer". Use the "Edit attribute information" tool to:
- Edit CT codes
- Designate the codes, land use types, and official names for special land use CTs
- Edit BG codes

- Designate or edit CDP names and codes[12]
- Designate or edit CCD names and codes

Edit Not Acceptable Boundary Features

The Show Boundary Eligibility Theme/Hide Boundary Eligibility Theme tool is available for the Census Tract, Census Block Group, Census Designated Place and Census County Division "Edit Layer". Selecting the boundary eligibility theme ("show") symbolizes the line features as Acceptable, Questionable and Not Acceptable.
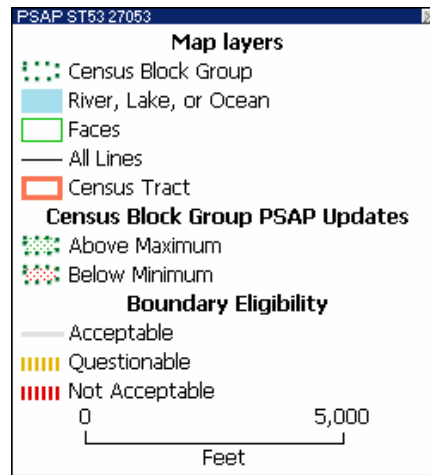
Select ("show") the boundary eligibility theme:
- When editing a statistical area (e.g., split, boundary change, new entity) so that you use acceptable features as the boundary of the statistical area.
- When reviewing and updating boundaries that follow not acceptable boundary features. Edit the boundaries that follow not acceptable features by editing the boundary so that it follows an acceptable boundary feature or correcting the classification (MTFCC) of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature). This review should be done for all CTs, BGs, CDPs and CCDs (each Edit Layer) after all of the other updates for the Edit Layer are completed.

Note: In the PSAP MTPS all non-visible boundaries are classified as not acceptable even if they are considered to be acceptable. Please verify that the non-visible feature (P0001) used as a statistical area boundary is an acceptable legal or administrative boundary before submitting your statistical area plan.

Refer to section "5.3 Additional Tools for Reviewing and Editing" for information about the noncontiguous features tool and the unacceptable boundary features tool, and section "5.4 Justifications" for information about providing justifications for specific statistical areas not edited to meet the PSAP requirements.

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[12] When editing the name of an existing CDP or creating a new CDP in Puerto Rico, append zona urbana (or "ZA") to the zona urbana CDP name, and comunidad (or "comun") to the comunidad CDP name.

5.2.2 Census Tracts, Block Groups, and Census County Divisions

Note: As CTs are edited, the underlying BGs are edited so that the BGs automatically nest within and are coded to the updated CTs.

Merge
The Merge "Action" is available for the Census Tract, Census Block Group, and Census County Division "Edit Layer".

1. Set the "Update" selection in the PSAP Toolbox, and select the specific "Target Area" in the PSAP Toolbox by using the Target Area drop down or using the "Target Area Pointer" tool.

2. Select Merge from the "Action" drop down menu.

3. To merge the target area with one or more adjacent CTs (when in the Census Tract "Edit Layer", BGs (when in the Census Block Group "Edit Layer"), or CCDs (when in the Census County Division "Edit Layer") select one or more adjacent CTs, BGs, or CCDs using the "Select by pointing from the face area layer" or the "Select by shape from the face layer".

   Note: When the update selection is set to Below Minimum (in the Census Tract or Census Block Group "Edit Layer") and one or more adjacent CTs or BGs also fall below the minimum thresholds, a message will appear: "the following adjacent [CTs/BGs] also have values below the minimum [list of the CTs/BGs]." It is recommended that the two or more below minimum CTs/BGs are merged to meet the thresholds.

4. To execute the action and accept the merge edits select "Save edits". (Note: To cancel the action and reject the edits select the "Cancel edits".)

Split
The Split "Action" is available for the Census Tract , Census Block Group and Census County Division "Edit Layer".

1. Set the "Update" selection in the PSAP Toolbox, and the specific "Target Area" in the PSAP Toolbox or using the "Target Area Pointer" tool.

2. Select Split from the "Action" drop down menu.

3. To split the target area select one or more adjacent faces within the target area using the "Select by pointing from the face area layer" or the "Select by shape from the face layer".

4. To execute the action and accept the split edits select "Save edits". (<u>Note</u>: To cancel the action and reject the edits select the "Cancel edits".)

5. Enter the CT codes for the new CTs. <u>Note:</u> The software will automatically suggest the next available CT code.

<u>Note</u>: If a CT is split, each portion should keep the same basic 4-digit identifier, but each portion must be given a new unique suffix. If a CT that was suffixed for Census 2000 is split, each portion must be given a new suffix.   The range of acceptable CT suffixes is .01 to .98. Where possible, the Census Bureau recommends that CT suffixes follow a sequential, logical order within a CT. The use the "Edit Attribute Information" tool to change CT suffixes for those 2000 CTs that were split for 2010 and have been assigned suffixes in a non-sequential pattern by the PSAP MTPS.

Enter the BG code for the new BG. <u>Note:</u> The software will automatically suggest the next available BG code within the CT.

Enter the census county division name and code for the new census county divisions. <u>Note:</u> The software will automatically suggest the name of the largest (most populous) incorporated place or CDP in the CCD as the CCD name. The software will also automatically suggest the next available default CCD code.
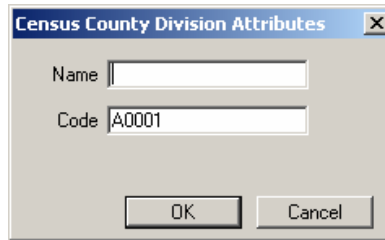
Boundary Change

The Boundary Change "Action" is available for the Census Tract, Census Block Group, and Census County Division "Edit Layer"(Note: Boundary Change – Add and Boundary Change – Remove are available in the Census Designated Place "Edit Layer").

<u>Note:</u> Before executing any boundary changes first execute all needed splits and merges.

<u>Note:</u> When editing CT boundaries, remember that comparability is important to the CT program. Editing a questionable or ineligible CT boundary so that it follows a nearby acceptable feature is acceptable if roughly five percent or less of the Census 2000 population/housing units are affected by the change. This requirement excludes redefinition for CTs defined to better encompass AIRs/ORTLs/HHLs, for special land use CTs, and/or for water CTs. Refer to the *PSAP Program Guidelines* for additional information on CT redefinition.

1. Set the "Update" selection in the PSAP Toolbox, and the specific "Target Area" in the PSAP Toolbox or using the "Target Area Pointer" tool.

2. Select Boundary Change from the "Action" drop down menu.
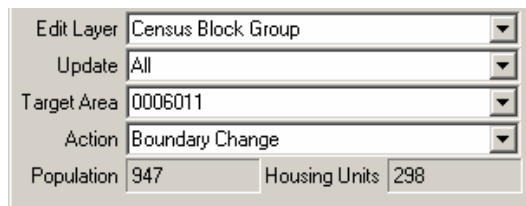
3. To change the boundary of the target area, select one or more faces in one or more adjacent CTs (when in the Census Tract "Edit Layer"), BGs (when in the Census Block Group "Edit Layer"), or CCDs (when in the Census County Division "Edit Layer") using the "Select by pointing from the face area layer" or the "Select by shape from the face layer".

4. To execute the action and accept the boundary change edits select "Save edits".
    (<u>Note:</u> To cancel the action and reject the edits select the "Cancel edits".)

5.2.3 Census Tracts

Designate special land use CTs
Note: Participants are not required to delineate special land use CTs.

1. Set the "Update" selection to All in the PSAP toolbox.

2. *Split* the tract that will be designated as the special land use CT, if necessary.

3. Select Special Land Use in the "Update" selection.

4. Use the 🛈 "Edit attribute information" tool to select the CT that will be designated as the special land use CT.

5. The Special Land Use Information dialog box opens.

> (1) Enter the new special land use CT code. The software automatically suggests the next available CT code in the 98XX series if the special land use CT has zero population/housing units, or the next available code in the standard CT series if the special land use CT meets thresholds. Note: CTs designated as a special land use CTs with no population or housing units must be numbered in the 98XX series.

> (2) Specify the appropriate land use type in the "Land Use Type" drop down menu:
> | | |
> |---|---|
> | A | Airport[13] |
> | B | Business/Industrial Park, Central Business District, or other major place-of-work[14] |
> | C | College, University, Boarding School, or other major educational institution |
> | H | Hospital, Nursing Home, or other major health care facility |
> | J | Jail, Prison, or other major correctional facility |
> | M | Military |
> | P | Park (National, State, or other major Tribal or Local Park) |
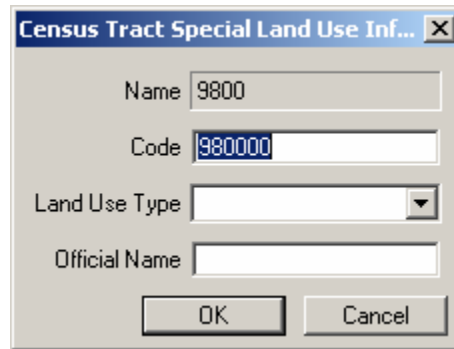
> (3) Provide the official name of the special land use CT in the "Official Name" field.

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[13] Commercial airports with 10,000 or more enplanements (number of passengers boarding an aircraft) per year should be made an airport special land use CTs. Other commercial airports may be made airport CTs if they have 2,500 or more enplanements per year. Other airports should only be made airport CTs if they are major regional airports and the resulting CT will be as large or larger than the surround standard CTs. 2007 Enplanement is data can be found at:
<http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/passenger/media/cy07_all_enplanements.pdf> .
[14] Areas with 1,200 or more employees/ workers at place of work should be defined a Business/Industrial Park, Central Business District, or other major place-of-work type special land use CT.

(4) Select the OK button.

Note: Where a special land use CT is designated a special land use BG will be designated coextensive with, or covering the same area as, the special land use CT. Where a populated special land use CT (meets thresholds) is delineated, the coextensive BG will be considered "Above Maximum" by the PSAP MTPS but is acceptable.

Designate water CTs
Note: Participants are required to delineate water CTs for territorial seas, coastal waters, and the Great Lakes, but are not required to define water CTs for other areas.

1.   Set the "Update" selection to All in the PSAP toolbox.

2.   Before adding any new line features, go to "Edit: Preferences" and change the default snap tolerance from 50 to 10 feet. This will prevent undesirable line snaps and shifting. Refer to section "3.6 Line Editing Toolbox" for information on line editing and line editing preferences.

3. Use the Line Editing toolbox to line feature parallel to the shoreline. Code the line feature as a P0002 – Nonvisible Hydrographic Legal/Statistical Boundary. This will be the new water CT boundary.

4. Set the "Update" selection to All in the PSAP toolbox.

5. *Split* the water CT area from the parent CT (the land/water CT or the Census 2000 former water CT using the shoreline as a boundary) using the new P0002 boundary inserted parallel to the shoreline.   Note: A water CT must consist of only water; any islands or other land within a qualifying water body must be designated as its own separate CT (if it meets the population/housing unit thresholds) or included within an adjacent land-based CT.

6. Set the "Update" selection to Water in the PSAP toolbox, and use the "Edit Attribute Information" tool to code the new water CT in the 99XX series.

7. If a Census 2000 water CT existed, merge the portion of the parent CT that is not part of the new water CT (most likely the area between the shoreline and the new P0002 feature) with the adjacent land CT.

Note: Where a water CT is designated a water BG will be designated coextensive with, or covering the same area as, the water CT.

5.2.4 Block Groups

Designate water BGs
Note: Participants are not required to delineate water BGs .
1. Set the "Update" selection to All in the PSAP toolbox.

2. *Split* the water BG area from the parent BG (the land/water block group)

3. Code the new water BG "0" and code the other portion of the parent BG the next available and appropriate code within the CT.

Recoding BGs
The Census Bureau requests that participants review all BG codes after BG editing is completed. If the BG codes within a CT are not sequential, recode the BGs within the tract in a serpentine fashion, starting with one in the northwest portion of the tract and continuing using as many BG codes as needed up to the maximum of nine (e.g., if there are 4 BGs in the CT, the BGs will be coded 1, 2, 3, 4 and not 1, 4, 5, 9). This excludes water BGs that are coextensive with water body CTs and coded as 0.

1. Set the "Update" selection to All in the PSAP toolbox.

2. Use the "Edit Attribute Information" tool to recode BGs so that all BG codes within a CT are sequential.

5.2.5 Census Designated Places

Boundary Change – Add
The Boundary Change - Add "Action" is available for the CDP "Edit Layer".

1. Set the "Update" selection in the PSAP Toolbox, and the specific "Target Area" in the PSAP Toolbox or using the 🔲 "Target Area Pointer" tool.

2. Select Boundary Change - Add from the "Action" drop down menu.

3. To change the boundary by adding area to the target area, select one or more faces in one or more adjacent area using the "Select by pointing from the face area layer" or the "Select by shape from the face layer".

4. To execute the action and accept the boundary change - add edits select "Save edits". (<u>Note</u>: To cancel the action and reject the edits select the "Cancel edits".)
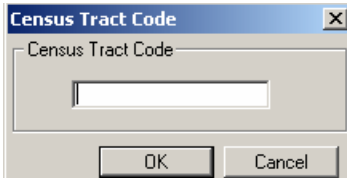
Boundary Change – Remove
The Boundary Change - Remove "Action" is available for the CDP "Edit Layer".

1. Set the "Update" selection in the PSAP Toolbox, and the specific "Target Area" in the PSAP Toolbox or using the "Target Area Pointer" tool.

2. Select Boundary Change -Remove from the "Action" drop down menu.

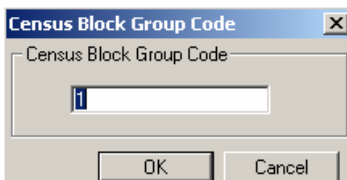3. To change the boundary by removing area from the target area, select one or more faces within the target area using the "Select by pointing from the face area layer" or the "Select by shape from the face layer".

4. To execute the action and accept the boundary change - remove edits select "Save edits. (<u>Note</u>: To cancel the action and reject the edits select the "Cancel edits".)

New Entity
The New Entity "Action" is available for the CDP "Edit Layer".

1. Set the "Update" selection to All in the PSAP Toolbox.

2. Select New Entity from the "Action" drop down menu.

3. Select faces that are not already covered by an existing CDP or incorporated place using the "Select by pointing from the face area layer" or the "Select by shape from the face layer" to create a new statistical area.

4. To execute the action and accept the new statistical area edits select "Save edits".
   (<u>Note</u>: To cancel the action and reject the edits select the "Cancel edits".)

5. Enter the name of the new CDP and check the box if the CDP extends into an adjacent county.
<u>Note</u>: When entering the name of the new CDP do not append the term "CDP" at the end of the name. Also note that the software will automatically assign a code to the CDP.
<u>Note</u>: When editing the name of an existing CDP or creating a new CDP in Puerto Rico, append zona urbana (or "ZA") to the zona urbana CDP name, and comunidad (or "comun") to the comunidad CDP name.

Remove
The Remove "Action" is available for the CDP "Edit Layer".

1. Set the "Update" selection in the PSAP Toolbox, and the specific "Target Area" in the PSAP Toolbox or using the "Target Area Pointer" tool.

2. Set Remove from the "Action" drop down menu.

Edit Layer	Census Designated Place	
Update	All	
Target Area	Greater Upper Marlboro CDP	
Action	Remove	
Population	18701	Housing Units 6788

3. To execute the action and accept the remove edit select "Save edits". (<u>Note</u>: To cancel the action and reject the edits select the "Cancel edits".)

5.3 Additional Tools for Reviewing and Editing

When editing a CT, BG, CDP, or CCD often one or more faces gets mistakenly included or excluded in the selection. After selecting "Save edits" the PSAP MTPS automatically checks for noncontiguous faces created by executing an action, and prompts you to review and fix the noncontiguous faces by adding or removing the face(s) from the selection before the edit is saved.

When you are finished reviewing and executing the spatial edits for all statistical areas in the Edit Layer, specifically those that do not meet criteria featured in "Update" selections, review statistical area boundaries to assure they follow acceptable boundary features. If the statistical area boundaries do not follow acceptable features, either edit the boundary so that it follows a acceptable boundary or correcting the classification of the boundary feature if it is coded incorrectly.   Note that CDP boundaries should be edited so that they follow acceptable boundary features where it would not significantly overbound or underbound the CDP.

5.3.1 Discontiguous features

Should noncontiguous areas exist within the edited statistical area:

1. A dialog box will popup warning you that the statistical area contain discontiguous areas that are not islands.

2. The PSAP MTPS will provide the options to (1) cancel the operation for the moment (the selected features will be retained) and run the discontiguous tools to review and edit the noncontiguous feature(s) created, or (2) continue, and accept (provide a justification for) the target area as it is delineated with discontiguous areas.

Discontiguous tools:

To review and edit the discontiguous features use the following buttons in the PSAP toolbox:

Select this…	To do this…
"Zoom to the previous discontiguous area"	To review and edit the previous discontiguous area in the target area(s).
"Zoom to the next discontiguous area"	To review and edit the next discontiguous area in the target area(s).

Use the ![icon] Select by pointing from the face area layer tool to select or remove faces that are noncontiguous. When the noncontiguous faces have been edited, select the ![icon] Save Edits tool.

If the noncontiguous areas are intentional (e.g., the noncontiguous areas are islands within a water body CT) provide a justification as to why the area should remain as it is/should not be edited.

5.3.2   Unacceptable boundary features

Review all CT, BG and CCD boundaries. Edit the boundaries that follow not acceptable boundary features so that the boundary follows an acceptable boundary feature. Review all CDP boundaries and, where it would not significantly overbound or underbound the community (CDP), edit the boundaries that follow not acceptable boundary features so that the boundary follows an acceptable boundary feature. If the boundary feature is misclassified, correct the classification (MTFCC) of the boundary feature.

The "Show Boundary Eligibility Theme/Hide Boundary Eligibility Theme" tool symbolizes the line features as Acceptable, Questionable and Not Acceptable.

Show Boundary Eligibility Theme/Hide Boundary Eligibility Theme:
To review unacceptable boundary features use the show boundary eligibility theme/hide boundary eligibility theme

To update unacceptable boundary features, either:
1. Use the Boundary Change Action for CTs, BGs, and CCDs, or the Boundary Change – Add and Boundary Change – Remove for CDPs to edit the boundary so that it follows an acceptable boundary feature, or

2. Use the Line editing tool box ![icon] Edit Line Attributes tool to correct the MTFCC of the boundary feature (if it is an acceptable boundary feature coded as a not acceptable boundary feature).

5.4 Justifications

For all statistical areas selected the "Update" selections (except the "Update" All selection) you must:

- Edit the statistical area through the actions in the "Action" drop down, or through the "Edit attribute information" tool, so that the statistical area meets the requirements, or
- Provide a textual justification explaining why this statistical area should remain as it is, addressing why the specific requirement in the "Update" drop down is not being met for this specific statistical area, or the statistical area is noncontiguous.

If you attempt to change the target area within an "Update" selection without editing the boundary and/or attributes, a window will popup soliciting an explanation for retaining the statistical area as it exists (justification). Also, if you edit the statistical area through the actions in the "Action" drop down, or through the "Edit attribute information" tool and the statistical area does not meet the requirements, a window will popup soliciting an explanation for why the edited statistical area(s) do not meet the requirements.

Example: "Confirm with Explanation" popup for the Census Tract "Edit Layer", Above Maximum "Update":
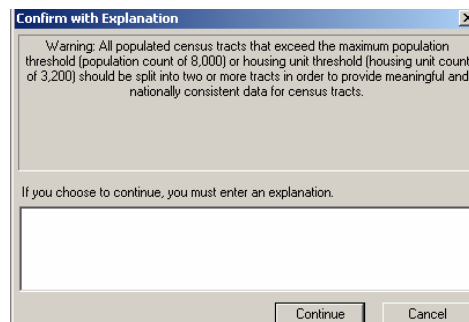
Additionally, for all noncontiguous features found when executing an action you must:
- Edit the area by adding or removing the noncontiguous faces through the noncontiguous feature tool, or
- Provide a textual justification explaining why this statistical area should remain as it is, addressing why the statistical area is noncontguous

Acceptable justifications
The following are the acceptable justifications for the statistical areas that do not meet criteria or guidelines. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis.

Current (2008 or earlier), locally produced estimates of population and housing units can and should be used when reviewing and updating statistical areas, especially in areas that

have experienced considerable growth since Census 2000. Future growth may be considered, but should only be used to meet the optimum (or exceed the minimum) threshold. Future growth projections should extend no more than 5 years from the date of 2010 PSAP review and update (i.e., pre-2015) so that the projections are more likely to be reliable and to best leverage the ACS data. When estimates and projections are used to meet thresholds, supply the estimate/projection as part of the justification required when a statistical area does not meet the criteria. Population estimates and projections do not need to be precise; they just need to show that the 2010 (or 2015) population/housing units of the area will meet the thresholds.

Census tracts
1. CT is below the minimum population threshold (<1,200 population)
   - Includes greater than 480 housing units (meets threshold).
   - County does not include enough population to meet the threshold.
   - New housing units built since 2000; meets threshold.
   - Includes area for new planned housing units (pre-2015).
   - Population counts provided are incorrect.
   - Seasonal population.

2. CT is below the minimum housing unit threshold (<480 housing units)
   - Includes greater than 1,200 population (meets threshold).
   - County does not include enough housing units to meet the threshold.
   - New housing units built since 2000; will meet threshold.
   - Includes area for new planned housing units (pre-2015).
   - Housing unit counts provided are incorrect.

3. CT is above the maximum population threshold (>8,000 population)
   - Includes fewer than 3,200 housing units (meets threshold).
   - Population associated with group quarter(s).
   - Large amount of seasonally occupied housing units.
   - Population counts provided are incorrect.

4. CT is above the maximum housing unit threshold (>3,200 housing units)
   - Includes fewer than 8,000 population (meets threshold).
   - Large amount of seasonally occupied housing units.
   - Large amount of housing units uninhabitable.
   - Housing unit counts provided are incorrect.

5. CT is noncontiguous
   - County is noncontiguous.
   - Includes islands, causeways or other land in a water body

Block Groups
1. BG is below the minimum population threshold (<600 population)
   - Includes greater than 240 housing units (meets threshold).
   - County does not include enough population to meet the threshold.

- New housing units built since 2000; meets threshold.
- Includes area for new planned housing units (pre-2015).
- Population counts provided are incorrect.
- Seasonal population.

2. BG is below the minimum housing unit threshold (<240 housing units)
   - Includes greater than 600 population (meets threshold).
   - County does not include enough housing units to meet the threshold.
   - New housing units built since 2000; will meet threshold.
   - Includes area for new planned housing units (pre-2015).
   - Housing unit counts provided are incorrect.

3. BG is above the maximum population threshold (>3,000 population)
   - Includes fewer than 1,200 housing units (meets threshold).
   - Population associated with group quarter(s).
   - Large amount of seasonally occupied housing units.
   - Population counts provided are incorrect.

4. BG is above the maximum housing unit threshold (>1,200 housing units)
   - Includes fewer than 3,000 population (meets threshold).
   - Large amount of seasonally occupied housing units.
   - Large amount of housing units uninhabitable.
   - Housing unit counts provided are incorrect.

5. BG is noncontiguous
   - County is noncontiguous.
   - Includes islands, causeways, or other land in a water body.

Census Designated Places (CDPs)
1. CDP is below the minimum housing unit guidelines (<10 housing unit)
   - Includes group quarters.
   - New housing units built since 2000; will meet threshold.
   - Includes area for new planned housing units (pre-2015).
   - Housing unit counts provided are incorrect.

2. CDP is noncontiguous
   - Military installation excluded.
   - CDP has two or more separate populated centers, but is considered one community.
   - CDP is too large if contiguous.

Census County Divisions (CCDs)
1. CCD is noncontiguous
   - County is noncontiguous

6   Verify and Report Changes

6.1   Verify Your PSAP Plan Work

The "Verify" tool in the PSAP menu is run individually for each statistical area plan (i.e., CTs, BGs, CDPs and CCDs) within each county. Specifically, when you complete a statistical area plan (when each of the statistical areas selected in the "Update" selections are edited or justified for that "Edit Layer" statistical area type), the "Verify" tool is run for the "Edit Layer" statistical area type (i.e., Census Tract, Census Block Group, and Census Designated Place, Census County Division).

1. Choose "Verify" from the PSAP menu. The dialog box pops up:
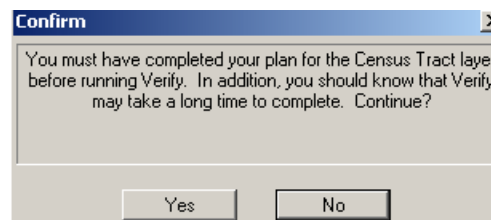
Note: The Confirm box is customized for each PSAP geography type.

Click OK, and the PSAP MTPS performs the verification tests. **The verification tests check that all statistical areas that required editing were edited successfully and meet the requirements or have a justification provided**, specifically all those within the "Update" selection drop down (excluding the All selection), all edits that created noncontiguous features, and all edits that created statistical areas with unacceptable boundary features.

2. If the plan fails any checks in the verification phase, the PSAP MTPS will report the type(s) and number of failures for each type. You must fix/edit or provide a justification for the failed statistical areas as you did in the initial review and update using the functionalities in the PSAP toolbox. Once all of the failures are fixed/edited or justified, run the "Verify" tool again. Continue this verification and fix/edit or justification process until there are no issues identified when the "Verify" tool is run. At this time you are prompted to review the next PSAP geography in the county or move onto PSAP geography plans in the next county if completed and verified all the plans for the current county.

3. If no issues are identified when the "Verify" tool is run you will be notified that the plan passed the verification phase and are prompted to review the next PSAP geography in the county or move onto PSAP geography plans in the next county if completed and verified all the plans for the current county. If all the statistical area type plans for all counties have passed verify with no outstanding issues to address, you can report changes for each of the counties.

6.2 Report Your PSAP Changes

The Census Bureau will only accept one submission for each county containing all of the statistical area edits for the county. Portions of a county's statistical area submission cannot be merged together. Where more than one technical participant is editing the statistical areas within the county, each individual participant must update the same shapefiles for the county (i.e., one participant may update the statistical area plan for the county, and once their work is completed they must share their updated shapefiles with the other participant conducting the update).

1. Run the "Verify" tool again for each statistical area plan before selecting "Report Changes" to assure that changes have occurred since you last ran "Verify".

2. Choose **"**Report Changes" from the PSAP menu to display a "Confirm" dialog to make sure you want to create a ZIP archive of changes that can be sent to the Census Bureau.

3. Click "Yes". If there are no changes to report, PSAP MTPS displays a message. Click "OK".

   Otherwise, within the specific county folder (named with the state-county FIPS code) in the MTPSData folder, PSAP MTPS creates a ZIP archive called PSAP_SSCCC__Return.zip where SSCCC is the state (SS) and county (CCC) FIPS code and displays a message with the path to the archive. Click "OK" to close the message.

6.3 Review Your PSAP Changes Using the PSAP MTPS

1. Use Windows Explorer to navigate to the folder c:\MTPSData\[SSCCC] and open PSAP_SSCCC_Return.zip where SSCCC is the state (SS) and county (CCC) FIPS code.

2. Extract all of the files into a folder, such as c:\Temp.

3. Choose File: Open or click the "Open File" icon 📂 on the Standard toolbar, choose ESRI Shapefile from the "Files of Type" drop down list, navigate to the folder where you extracted the Shapefiles, choose the Shapefile(s) you would like to view, and click "Open" to display the ESRI "Shapefile" dialog box.

4. Click "OK" to display a map with the Shapefile. You can return to Step 3 to open another Shapefile, or you can add one or more Shapefiles to the map by doing the following:

   (1) Choose "Map: Layers" or click the "Map Layer" icon 🥐 to display the "Layers" dialog box

   (2) Choose ESRI Shapefile from the "Files of Type" drop down list

   (3) Highlight one or more Shapefiles

   (4) Click "Open" to display the "ESRI Shapefile" dialog box

   (5) Click "OK" for each Shapefile; PSAP MTPS returns to the "Layers" dialog box

   (6) Highlight each added Shapefile, clicking "Style", and choosing a different border color

   (7) Click "Close"; PSAP MTPS displays the map with the added layers

6.4   Submit Your PSAP Changes ZIP File to the Census Bureau

Contact your RCC if you review your county or counties and determine that no updates are required for one or more of your counties, or no updates are required for one or more of the statistical areas within the county, e.g., CT and BG edits will be submitted to the Census Bureau but there will be no CDP changes/submission (all CDPs in the county should remain for 2010 unchanged). The RCC will then know not to expect a submission for those counties/areas.

1. How to FTP a Completed File

(1) Upload your files using the Census Bureau's **Send a File Utility** at: **http://www2.census.gov/cgi-bin/sendfile.**

(2) Copy and paste the above URL into the browser address bar or use these following steps to access the utility:

(3) Type www.census.gov in your browser address bar;

(4) Click on **Data Tools** in the dark blue column on the left-hand side of the screen;

(5) Scroll down to the bottom of the **Data Access Tools** page;

(6) Click on the **Public file send utility** link.

2. Use the following steps to FTP your completed files:

(1) In the **Source Information (Local)** section, click on the **Browse** button to navigate to the completed file that is to be submitted.

(2) Select the file from the **Choose file** window by clicking on it. Click **Open**. The **File to Send** field now contains the file name. **Note:** Only one file can be sent at a time.

(3) In the **Target Information (Remote)** section, enter /**geo/2010_PSAP_TSAP/***Name of RCC/* in the Directory to Receive File, where *Name of RCC/* = your appropriate RCC. Choose *Name of RCC/* from following list:

Atlanta_RCC/	Detroit_RCC/
Boston_RCC/	KansasCity_RCC/
Charlotte_RCC/	LosAngeles_RCC/
Chicago_RCC/	NewYork_RCC/
Dallas_RCC/	Philadelphia_RCC/
Denver_RCC/	Seattle_RCC/

If you're not sure which RCC you should choose, refer to Appendix A – Regional Census Center (RCC) contact information.

(4) No entry should be made in the **New File Name** field.

(5) Under **Notify by E-mail**, type your e-mail address in the Sender's Email Address field. In the Census Bureau Employee's E-Mail Address field, enter **geo.psap.list@census.gov**.

(6) We are asking you to please send a **second** e-mail to **geo.psap.list@census.gov** using your regular e-mail account, to notify us when you have submitted files.

(7) The last thing you need to do is type in the Verification Code that you see (or hear) in the field below the code.

(8) After filling in all the fields correctly, click on the **Upload** button. If you find an error, click the **Clear** button and start the process again from the beginning.

Important Note!! If you must resubmit a file for any reason, you **must rename the file**. If not, the utility will produce an error message. Please retain the default naming convention of **PSAP_SSCCC_Return.zip** when you rename it.

Here are examples for re-naming a file:

PSAP_42027_Return_revised.zip
PSAP_36001_Return_Return_2.zip

Appendix A – Regional Census Center (RCC) contact information

Atlanta RCC: Geography
285 Peachtree Center Avenue NE
Marquis II Tower, Suite 1000
Atlanta, GA 30303-1230
Phone: (404) 332-2711
Fax: (404) 331-1570
E-mail: atlanta.geography@census.gov

Boston RCC: Geography
One Beacon Street, 7th Floor
Boston, MA 02108-3107
Phone: (617) 223-3600
Fax: (617) 223-3675
E-mail: boston.geography@census.gov

Charlotte RCC: Geography
3701 Arco Corporate Drive, Suite 250
Charlotte, NC 28273
Phone: (704) 936-4200
Fax: (704) 936-4225
E-mail: charlotte.geography@census.gov

Chicago RCC: Geography
500 West Madison Street, Suite 1600
Chicago, IL 60661-4555
Phone: (312) 454-2705
Fax: (312) 488-1510
E-mail: chicago.geography@census.gov

Dallas RCC: Geography
2777 N Stemmons Freeway, Suite 200
Dallas, TX 75207-9950
Phone: (214) 267-6920
Fax: (214) 267-6970
E-mail: dallas.geography@census.gov

Denver RCC: Geography
6950 W Jefferson Avenue, Suite 250
Lakewood, CO 80235-2032
Phone: (720) 475-3600
Fax: (720) 897-6415
E-mail: denver.rcc.geography@census.gov

Detroit RCC: Geography
300 River Place Drive, Suite 2950
Detroit, MI 48207
Phone: (313) 396-5002
Fax: (313) 879-2933
E-mail: detroit.geography@census.gov

Kansas City RCC: Geography
2001 NE 46th Street, Suite LL100
Kansas City, MO 64116-2051
Phone: (816) 994-2020
Fax: (816) 298-9614
E-mail: kansas.city.geography@census.gov

Los Angeles RCC: Geography
9301 Corbin Avenue, Suite 1000
Northridge, CA 91324-2406
Phone: (818) 717-6701
Fax: (818) 435-6314
E-mail: los.angeles.geography@census.gov

New York RCC: Geography
330 West 34th Street, 13th Floor
New York, NY 10001-2406
Phone: (212) 971-8800
Fax: (212) 233-2410
E-mail: new.york.rcc.geography@census.gov

Philadelphia RCC: Geography
1234 Market Street, Suite 340
Philadelphia, PA 19107-3780
Phone: (215) 717-1000
Fax: (215) 253-8001
E-mail: philadelphia.geography@census.gov

Seattle RCC: Geography
19820 North Creek Parkway N, Suite 100
Bothell, WA 98011
Phone: (425) 908-3010
Fax: (425) 908-3020
E-mail: seattle.geography@census.gov

Appendix B - Important information about updating streets as part of Census 2010 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 Census 2010 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 Census 2010 data tabulation is the location of roads relative to the tabulation statistical area boundary. As long as the road is within the correct statistical area, 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:
- 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 a statistical area 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 statistical area 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.

- Street Update Don'ts
- 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). We will be adding new or missing streets during our address canvassing operation which will occur in the spring and early summer of 2009. We recommend that you flag these missing streets 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 these streets are still missing at that time, we will accept these as adds.
- Do not delete streets for the same reasons described above.

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.

Appendix C – Reset a Single County

In extreme cases where the files become corrupted for an individual county, it may become necessary to reset that county's data. The following instructions explain how to perform this operation.

1. Navigate to the main data folder for your state.

2. Identify the corrupted county's sub-folder by the state county FIPS code.

3. Delete the corrupted county's sub-folder.

4. Launch the MAF/TIGER Partnership software (MTPS).

5. Use the **PSAP** pull down menu and use the **Pick a County** function to select the county you just deleted.

Note: It is extremely important that you use the Pick a County function. If you use the Open function at this stage you will corrupt the data for all counties in your PSAP coverage.

6. Allow the county to import.

7. Once the county has completely imported, use the **PSAP** pull down to select the **Open** command.

8. You can now work in your county as needed.

Census 2010 Participant Statistical Areas Program
Program Guidelines for all Participants

Table of Contents

Overview

The 2010 Participant Statistical Areas Program (PSAP) allows participants, following U.S. Bureau of the Census (Census Bureau) guidelines and criteria, to review, update, and delineate new census tracts (CTs), block groups (BGs), census designated places (CDPs)[1], and census county divisions (CCDs)[2]. The goal of the PSAP is to define meaningful, relevant CTs, BGs, CDPs, and CCDs so that data users can obtain meaningful, relevant small area and place-level statistical data. The updated boundaries for CTs, BGs, CDPs, and CCDs frame all Census 2010 tabulations, and will be used for the American Community Survey (ACS)[3] beyond 2010[4]. Data tabulated to these PSAP statistical areas are used for planning and funding purposes by various local, state, and federal agencies and organizations, as well as the private sector, academia, and the public. The review and update of the statistical areas is conducted through the PSAP MAF/TIGER (Master Address File/Topologically Integrated Geographic Encoding and Referencing System) Partnership Software (PSAP MTPS), which is new software developed solely for the purpose of review, update, and submission of Census Bureau statistical areas.

It is very important that you read these program guidelines and the *2010 Participant Statistical Areas Program MAF/TIGER Partnership Software (MTPS) Version 4.6 User Guide* (*PSAP MTPS User Guide*) in their entirety before attempting any updates in the PSAP MTPS. The two documents together provide the information needed to create a successful statistical areas submission.

These program guidelines contain an overview of the CT, BG, CDP, and CCD concepts and criteria, as well as information about the program, including:
- General information about the 2010 PSAP (including a PSAP Glossary in Appendix A)
- Acceptable boundary features for CTs, BGs, CDPs, and CCDs
- Separate chapters for CTs, BGs, CDPs, and CCDs, including coverage, criteria, and review and update information
- The 2010 PSAP plan submission, review, and approval process

The *PSAP MTPS User Guide* contains information about using the PSAP MTPS to review and update CTs, BGs, CDPs and CCDs, as well as how to create a final submission, including:

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[1] The term CDP includes *comunidades* and *zonas urbanas* in Puerto Rico.

[2] CCDs are only present in: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii , Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming. CCDs will only be reviewed and updated as part of the PSAP in these states. In Alaska, census subareas are equivalents of CCDs. For Census 2010 and beyond, Tennessee will have MCDs (following county commissioner districts) instead of CCDs.

[3] The ACS is conducted in the United States and in Puerto Rico. In Puerto Rico the survey is called the Puerto Rico Community Survey (PRCS). Throughout this document the term ACS is used to represent both the ACS and the PRCS. Additional information about the ACS can be found at: <www.census.gov/acs/www/>

[4] The 2009 ACS data will be tabulated to the 2000 geography and is currently scheduled to be published in 2010. The 2010 ACS data will be tabulated to the 2010 geography and will be published in 2011.

- Installation instructions, computer-based training (CBT), and other helpful information
- Menu and tool descriptions and usage instructions
- Instructions on how to successfully review and update Census 2000 statistical areas to create a complete 2010 statistical area submission
- Instructions on how to import external GIS files, including imagery
- Description of the verification and report changes functionalities

These PSAP guidelines apply to the United States[5], and includes federally recognized American Indian reservations (AIR) and off-reservation trust lands (ORTL), Puerto Rico, and the Island Areas[6].

The Census Bureau appreciates your agreement to work on the 2010 PSAP and looks forward to working with you to help make Census 2010 a success. The knowledge provided by our local partners allows the Census Bureau to meet many of the statistical and spatial data needs that are part of the agency's mission: to be the statistical source for a better understanding of our Nation.

Disclosures to respondents
The Geography Division manages programs to continuously update features, boundaries, addresses, and geographic entities in the Master Address File / Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER) database (MTdb) that is used to support programs and to conduct the census and surveys. The PSAP program was developed to give local governments and regional planning agencies the opportunity to review, and update if necessary, statistical geographic areas for use in tabulating and publishing data from the 2010 Census, the American Community Survey, and other surveys.

Public reporting burden for this collection of information is estimated to average 48 hours per respondent, including time for reviewing instructions, assembling materials, organizing and reviewing the information, and reporting any needed changes. We anticipate that not all 3,234 counties will be updated by participants so that the remaining counties, estimated to be about 160 counties, will most likely be worked by Census Bureau regional staff. For larger geographic areas or areas with many changes, however, burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:
Paperwork Project
0607-0795
U.S. Census Bureau
4600 Silver Hill Road
Room 3K138

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[5] For Census Bureau purposes, the United States includes the fifty states and the District of Columbia.
[6] For Census Bureau purposes, the Island Areas includes American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, the U.S. Virgin Islands, and the U.S. Minor Outlying Islands. The U.S. Minor Outlying Islands is an aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island.

Washington, D.C. 20233

You may e-mail comments to Paperwork@census.gov. Use "Paperwork Project 0607-0795" as the subject.

Responses to this survey are voluntary. The authority for conducting these activities is covered under the legal authority of Title 13 U.S.C. Sections 141 and 193.

No agency may conduct and no person may be required to respond to a collection of information unless it displays a valid Office of Management and Budget (OMB) approval number. The OMB approval number for this information collection is 0607-0795.

1. General Information

The Census Bureau will provide assistance by answering questions; clarifying criteria, guidelines, and procedures; and providing information concerning specific situations that participants encounter when reviewing, delineating, and submitting their statistical area plans. Our responsibility is to ensure a nationwide uniformity in applying the statistical area criteria and guidelines. As part of our job, we may require some changes in the boundaries or delineation of some statistical areas to meet a national standard.

The Census Bureau establishes and maintains CTs, BGs, CDPs, and CCDs solely for statistical purposes and does not take into account or attempt to anticipate any non-statistical uses that may be made of their definitions; the statistical areas are not designed to meet the requirements of any non-statistical programs[7]. The Census Bureau will not modify the criteria of the statistical areas to meet the requirements of any non-statistical program, or accept as justification for an exception to or exemption from the statistical areas criteria, the use of these areas in any non-statistical program.

1.1 Eligibility

In early 2008 the Census Bureau contacted local organizations and governments to solicit their participation in the review and update of statistical areas for Census 2010. The organizations and governments included Census 2000 PSAP participants, regional multi-county organizations (i.e., councils of government, metropolitan planning organizations and other regional organizations), local government agencies (i.e., county government representatives, city government representatives), census state data centers and other state-level organizations, and committees of interested organizations/individuals.

After the Census Bureau determined an organization's interest in participating in the 2010 PSAP as the PSAP primary participant, or lead agency, each primary participant agreed to coordinate the 2010 PSAP review and update for one or more counties or equivalent entities[8]. If participants have any questions about the extent of their 2010 PSAP county or counties, or the county or counties they agreed to cover for the 2010 PSAP, please contact your Census Bureau Regional Census Center (RCC) staff. Refer to Appendix B for RCC contact information.

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[7] Non-statistical uses include any use other than presenting or analyzing statistical data from the decennial censuses, the ACS, or other Census Bureau censuses or surveys. Examples of modifying statistical areas to meet non-statistical program uses include where a participant changes a CT to meet a specific qualifying median income, or where a participant edits the CT to move a shopping center from one CT to another to meet non-statistical programmatic needs.

[8] For Census Bureau purposes, the term "county" includes parishes in Louisiana; boroughs, city and boroughs, municipalities, and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; districts and islands in American Samoa, and districts in the U.S. Virgin Islands; municipalities in the Commonwealth of the Northern Mariana Islands; municipios in Puerto Rico; and the areas constituting the District of Columbia and Guam. Henceforth in this document the term "counties" will refer to all of these entities.

1.2 Participation by Interested Parties Locally

The Census Bureau intends for the PSAP to be a process open to all interested parties. The PSAP primary participant must ensure that the process of reviewing Census 2010 statistical areas is open to all individuals and agencies interested in participating. The PSAP primary participant should publicize the process by making the proposed statistical areas available for review by interested data users, or by inviting individuals and agencies to a meeting where the statistical areas proposal is discussed. At a minimum, the delineation of the statistical areas should involve several individuals who represent more than one organization. At its discretion the Census Bureau will determine whether or not the process was indeed open to all and that the needs of data users were met. At the time of its submission, the statistical areas must represent the best collective judgment of the local organizations and data users.

The Census Bureau is aware that at times there are conflicting needs or requirements and that it is not always possible to reach a clear consensus. To assist the Census Bureau in situations where a data user alleges the process was not open or objects to the final proposed PSAP submission for their area, we suggest that the PSAP primary participant maintain documentation such as the names/agencies of those invited to meetings, who attended, what was discussed and the outcome, copies of newspaper articles, email distributions (e.g., listserv), or other means used to publicize the process, a sign-up sheet of those reviewing the update proposal and their comments, and any other documentation that the participant believes would demonstrate that the delineation of Census 2010 statistical areas was an open process and why a particular outcome was decided.

The Census Bureau will, as necessary, ensure that individuals and agencies are not excluded from participating in the process. In the event that the Census Bureau learns that the delineation of Census 2010 statistical areas was not an open process, the Census Bureau reserves the right to make changes to CTs, BGs, CDPs, and CCDs to ensure that these areas meet the needs of local data users excluded from the process.

In areas where the Census Bureau cannot identify interested participants, census staff will review and update statistical areas to meet the 2010 PSAP criteria and guidelines.

1.3 Materials Provided by the Census Bureau

The Census Bureau is providing Census 2010 PSAP participants the following materials:

1. PSAP MTPS software (CD)
   - The PSAP MTPS will flag all statistical areas that should be edited (i.e., do not meet the 2010 PSAP criteria and guidelines) and provide all the tools necessary to edit those areas and submit the 2010 PSAP plan
   - The PSAP MTPS contains a CBT[9] (of which the first three sections on general skills and the PSAP section should be reviewed before you begin work with the PSAP MTPS) and a help section

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[9] The PSAP MTPS CBT is also available on the Census Bureau's PSAP website:
<http://www.census.gov/geo/www/psap2010/psap2010_main.html>

- The delineation software must be used to review the Census Bureau's current statistical areas in the county or counties you agreed to work, delineate changes to the statistical area boundaries, and review your plan for compliance with 2010 PSAP criteria and guidelines, prior to submission

2. PSAP data disc(s) (CD or DVD)
   - Detailed guidelines with criteria for delineating the statistical areas (these PSAP program guidelines) and PSAP MTPS use (the *PSAP MTPS User Guide*)
   - Shapefiles derived from the Census Bureau's MAF/TIGER database for the county/counties the primary participant agreed to cover for the 2010 PSAP
   - Reference information, including Census 2000 population and housing unit counts for all statistical areas[10]
   - Readme.txt containing a complete list of materials that you will receive

The RCC staff will offer PSAP MTPS training to those participants who desire training. Please contact your RCC to request training if you haven't already discussed training with them.

Participants must use the Census Bureau supplied Census 2010 shapefiles and the PSAP MTPS software in the update of 2010 statistical areas. Given the large number of organizations participating in the 2010 PSAP, the geographic information system (GIS) materials used to update the statistical areas must be standardized. Consequently, to ensure that all incoming 2010 statistical area proposals conform to the criteria, the Census Bureau built several tools and edits into the PSAP MTPS to make the update process of all Census 2010 statistical areas by participants an accurate one.

The Census Bureau will not accept or attempt to use any submissions based on non-Census Bureau provided shapefiles or submissions delineated outside of the PSAP MTPS even if formatted to look as if the PSAP MTPS generated them.

The Census Bureau will only accept one submission for each county containing all of the statistical area edits for the county. Portions of a county's statistical area submission cannot be merged together. Where more than one technical participant is editing the statistical areas within the county, each individual participant must update the same shapefiles for the county (i.e., one participant may update the statistical area plan for the county, and once their work is completed they must share their updated shapefiles with the other participant conducting the update).

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[10] In addition to being provided for the statistical areas, 2000 population and housing unit counts are also provided down to the face (or individual polygon) level. When the participant edits the statistical areas the PSAP MTPS tallies the Census 2000 population and housing unit counts for the selected areas, and therefore the participant can easily assess when thresholds have been met.

The Census Bureau provides the PSAP MTPS free of charge to PSAP participants. One copy of the PSAP MTPS and data disc(s) will be provided to the primary participant. Participants may make copies of the PSAP MTPS and PSAP data disc(s) for respective offices or participants performing the review and update of the statistical areas. Should you need additional copies of the PSAP MTPS and data disc(s) contact your RCC.

In addition to being provided on the PSAP data discs, these *PSAP program guidelines* and the *PSAP MTPS User Guide* will be available online and printed, upon request, from your RCC.

1.4 Materials Needed by the Participant

The most important element a local participant brings to the PSAP is the wealth of local knowledge needed to delineate areas that best meet local needs and development patterns.

Access to a computer with a Microsoft Windows-based operating system (98, 2000, ME, NT, XP or Vista)[11], CD reading ability, and internet access is also necessary. Should you not have access to these technologies contact your RCC. Refer to Appendix B for RCC contact information.

Beyond the minimum requirements, there are some other digital or print materials participants may wish to gather for the review and update of statistical areas. These include:

- Relevant and current GIS files, imagery, and/or maps for your area
- Special Census counts if applicable
- Current small-area estimates[12] of population or housing units
- Thematic materials, such as zoning maps or other land-use data, socioeconomic data, topographic maps, and city directories, which may prove useful in detailed analysis

The PSAP MTPS can import a wide-range of GIS files, imagery, and other types of digital information for use as a backdrop reference. Using reference information in the PSAP MTPS will enable participants to review and update statistical areas more accurately and quickly. The PSAP MTPS also contains a tool that imports TerraServer imagery via the internet.

1.5 Deadline for Submitting PSAP Proposals

The deadline for submitting all statistical areas plans for CTs, BGs, CDPs, and CCDs is 120 calendar days from the receipt of the materials provided by the Census Bureau. To ensure that related geographic preparations for Census 2010 proceed in a

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[11] Windows XP is the ideal operating system for the PSAP MTPS. Additionally, the PC should have 1 GB of RAM to run the PSAP MTPS, and the software will operate better with more RAM and hard disk storage available on the computer.

[12] Census 2000 population and housing unit counts are available in the PSAP MTPS. The Census Bureau publishes population estimates for counties, incorporated places, and MCDs in 20 states (available at: http://www.census.gov/popest/estimates.php), but does not produce annual estimates for tracts and block groups.

timely manner, the Census Bureau needs to receive all submissions within this time frame.

For those PSAP primary participants covering more than one county, the Census Bureau requests that participants review, update, and submit statistical areas for one county within 60 calendar days so that the Census Bureau can review the submission to ensure participants are successful in implementing the PSAP criteria and guidelines, using the PSAP MTPS to review and edit statistical areas, and generating proposed statistical area submissions. The Census Bureau will provide feedback to the participant on their submission, and if necessary provide additional guidance on the criteria and guidelines and/or PSAP MTPS usage. Should you not be able to meet this request contact your RCC.

Before a participant begins to review and update statistical areas for final submission, the Census Bureau strongly recommends participants become familiar with the work flow and functionalities of the PSAP MTPS by making edits to the CT, BG, CDP, and CCD layer for a county. Once comfortable with the PSAP MTPS, reinstall the original data for the county (undoing all editing) so that work on the final submission can commence.

Contact your RCC if you review your county or counties and determine that no updates are required for one or more of your counties, or no updates are required for one or more of the statistical areas within the county, e.g., CT and BG edits will be submitted to the Census Bureau but there will be no CDP changes/submission (all CDPs in the county should remain for 2010 unchanged).

2. Statistical Area Boundary Feature Criteria

For Census 2010 PSAP the Census Bureau defines three boundary feature classifications for CT, BG, CDP, and CCD boundaries: acceptable, questionable, and not acceptable. Acceptable features are generally features that do not change greatly over time, including some legal and administrative boundaries and visible physical features. Questionable features are physical features that are not always clearly visible on the ground. All other features are not acceptable boundary features.

Wherever possible, CTs, BGs, CDPs, and CCDs should follow acceptable boundary features. CDP boundaries may follow questionable and even not acceptable features in instances where reliance upon acceptable features will result in greatly overbounding the CDP (i.e., encompassing area not associated with the place).

The acceptance of any questionable or not acceptable features as statistical area boundaries is at the discretion of the Census Bureau. Contact your RCC if you have questions or comments about the acceptability of specific boundary features.

In the PSAP MTPS features are classified by their feature type name and MAF/TIGER Feature Class Code (MTFCC), and are also classified as acceptable, questionable and not acceptable (ineligible). Using the provided TerraServer imagery in the PSAP MTPS may help participants in choosing appropriate statistical area boundaries.

2.1 Acceptable Features

Statistical area boundaries should follow specified legal or administrative boundaries that do not change greatly over time, or permanent, visible features, such as roads, perennial streams, railroads, and high-tension power lines.

Legal and administrative boundaries
State and county boundaries must be used as the boundaries for CTs, BGs, and CCDs. State and county boundaries may be used as CDP boundaries, and CDPs can cross county boundaries but not state boundaries.

The following boundaries may be used as the boundaries for all statistical areas:
- AIR and ORTL boundaries, especially conjoint[13] boundaries shared by two different AIRs/ORTLs
- Alaska Native regional corporation (ANRC) boundaries in Alaska
- Minor civil divisions (MCDs) and sub-MCDs in Puerto Rico
- MCDs in American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, and U.S. Virgin Islands
- MCDs and/or incorporated place boundaries as indicated in Table 1

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[13] Conjoint – boundaries shared by two different incorporated places

Table 1 - MCD and incorporated place boundaries acceptable for use as statistical area boundaries:

States	MCDs and incorporated places	MCDs not coincident with the boundaries of incorporated places that themselves are MCDs	Only conjoint incorporated places
Alabama			X
Alaska			X
Arizona			X
Arkansas			X
California			X
Colorado			X
Connecticut	X		
Delaware			X
Florida			X
Georgia			X
Hawaii			X
Idaho			X
Illinois		X[a]	X
Indiana	X[c]		X
Iowa		X	X
Kansas		X	X
Kentucky			X
Louisiana			X
Maine	X		
Maryland			X
Massachusetts	X		
Michigan		X	X
Minnesota		X	X
Mississippi			X
Missouri		X[b]	X
Montana			X
Nebraska		X[a]	X
Nevada			X
New Hampshire	X		
New Jersey	X		
New Mexico			X
New York	X		
North Carolina			X
North Dakota		X	X
Ohio		X	X
Oklahoma			X
Oregon			X
Pennsylvania	X		
Rhode Island	X		
South Carolina			X
South Dakota		X	X
Tennessee			X
Texas			X
Utah			X
Vermont	X		
Virginia			X
Washington			X
West Virginia			X
Wisconsin		X	X
Wyoming			X

[a] townships only
[b] governmental townships only
[c] MCD boundaries only (not incorporated place boundaries)

Note that in the PSAP MTPS **all** non-visible boundaries are classified as not acceptable even those considered to be acceptable (as described in this section) as a result of a inconsistency in the software. Please verify that the non-visible feature (P0001) used as a statistical area boundary is an acceptable legal or administrative boundary before submitting your statistical area plan.

<u>Visible features</u>
Permanent visible features should be easily locatable in the field without ambiguity.

The acceptable visible boundary features are:

- Levee
- Dam
- Stream/River (perennial)
- Canal, Ditch or Aqueduct (perennial)
- Pier/Dock
- Runway/Taxiway
- Pipeline (above ground)
- Power line (above ground, high-tension)
- Aerial Tramway/Ski Lift
- Natural topographic features[a]
- Cliff/Escarpment
- Perennial shoreline
- Railroad Features (main)
- Carline, Streetcar Track, Monorail, Other Mass Transit Rail
- Interstate Highway or Primary road with limited access
- Primary Road without limited access, US Highway, State Highway or County Highway, Secondary and connecting roads
- Local Neighborhood Road, Rural Road, City Street
- Service Drive (usually along a limited access highway)
- Alley

[a] Natural topographic features include the crests of well-defined mountain ridges; the rims or bases of sharply defined escarpments, cliffs, or bluffs; the position of dry ravines or arroyos

To be used as a statistical area boundary the boundary features must connect, forming a continuous boundary. Some acceptable boundary features will not connect to other features and will require the use of feature extensions or lines-of-sight to connect them.

Data user and Census Bureau experience have shown that some features make better boundaries than others, and the same type of feature can make an excellent boundary in one place and a poor one in another. Rivers, major canals, lakes, and other bodies of water often make good statistical area boundaries because they generally limit access from one area to another and rarely change relative location. Other features that limit access between areas, such as interstate and other major highways, railroad tracks, and the ridges of mountain ranges, also make good statistical area boundaries. In some instances, however, such a feature unifies a community, for example, a lake forming the core of a recreational housing development or a through street forming the spine of a subdivision. In these circumstances, the statistical area boundary should include the entire area of the lake or both sides of a unifying street to better encompass similar community patterns.

In general, when delineating boundaries in water features having area (represented as polygons), such as lakes, reservoirs, bays, oceans, or wide rivers, the boundary should follow a line bisecting the water body rather than following a shoreline. If possible, use an existing line in the water (for example, a city limit in the middle of a river) rather than adding a new line. Based on PSAP MTPS snapping tolerances, the water feature should be more than 50 feet wide (across) to add a new line bisecting the water feature, or a water feature centerline. If the water feature is too narrow to insert a centerline (fewer

than 50 feet wide), choose one shoreline and use that shoreline as your boundary feature consistently in your statistical areas delineation.

However, the boundaries of CTs delineated to encompass only water (water CTs) should follow non-visible features inserted in the water parallel to the shoreline of the water body (coded P0002 in the PSAP MTPS). Refer to section 3.2.2 (Census Tract Types) for information about water CTs.

Figure 1: When using a river or other relatively small area water feature as a statistical area boundary, the centerline should be used rather than one of the shorelines. If a centerline does not exist in the area water feature that is being used as a statistical area boundary and that feature is at least 50 feet wide, the participant can try to create a centerline. If the area water feature is less than 50 feet wide or the participant does not have the time to add the centerline, the participant should use one or the other shoreline as the statistical area boundary. The boundary should not switch from one shoreline to the other along the area water feature.
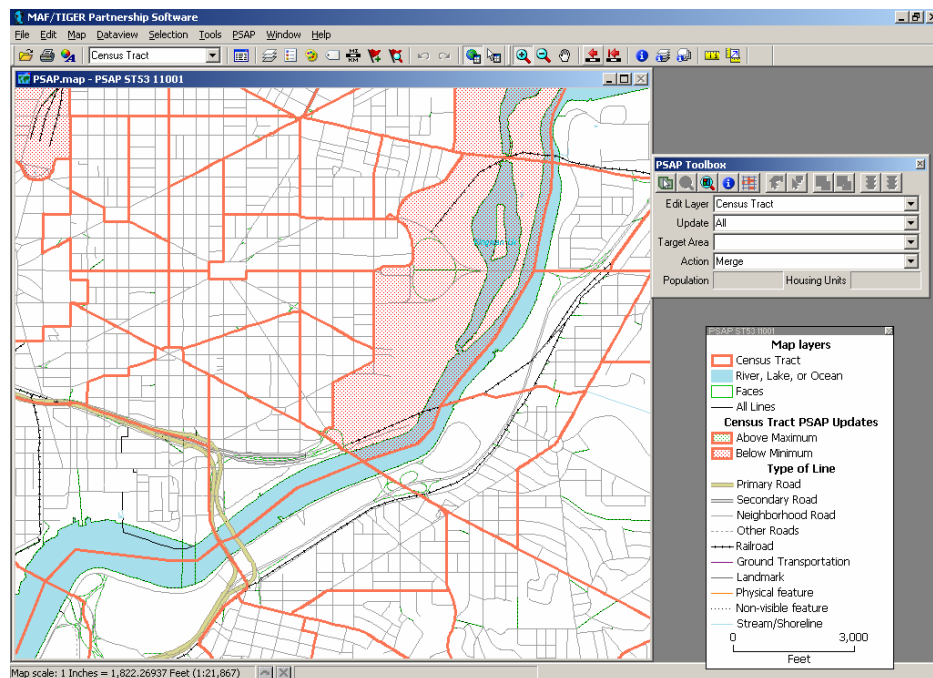
Special land use CTs should follow the boundary of the targeted special land use (e.g., airport, public forest). Refer to section 3.2.2 (Census Tract Types) for information about special land use CT.

2.2 Questionable Boundary Features

There are some instances where no acceptable legal/administrative features or visible feature exist that can adequately serve as a statistical area boundary. In such cases, the Census Bureau allows for the use of nonstandard, or questionable, boundary features that may or may not always be visible. Participants may continue to use or propose new statistical area boundaries following such features, but the Census Bureau requests that

participants review these features to confirm their existence and that the features are correctly shown in Census Bureau shapefiles.

Nonstandard or questionable boundary features
- Stream/River (intermittent)
- Canal, Ditch, or Aqueduct (intermittent)
- Ferry crossing
- Fence Line
- Property/Parcel Line (airport, airfield, military installation, PLSS, or other)
- Intermittent Shoreline
- Railroad features (secondary or spur track)
- Vehicular Trail (4WD)
- Walkway/Pedestrian Trail
- Stairway
- Private Road for service vehicles (logging, oil fields, ranches, etc.)
- Private Driveway
- Parking Lot Road
- Bike Path or Trail
- Horse Trail/Bridle Path

Feature extensions and lines-of-sight
Statistical area boundaries also may follow lines-of-sight or convenience when no other feature is available to better enclose an area, provided the boundary does not intersect any building and is locatable in the field. The feature under consideration for extension as a line-of-sight must have a specific visible ending point and a clearly locatable starting point. Feature extensions and lines-of-sight with ambiguous start and/or end points may be used only in areas where there are no housing units. Features extensions should be coded P0004 in the PSAP MTPS, and if possible, should not extend more than 300 feet. Feature extensions and lines-of-sight used as statistical area boundaries will be approved or rejected by the Census Bureau on a case-by-case basis.

All extensions must terminate at visible features and consist of a straight line projecting at an angle close to 180 degrees from the end point of a feature. Point-to-point lines must be clear lines-of-sight without any intervening addressable features and are only recommended in very sparsely settled areas.

Acceptable non-visible lines include:
- Short feature extensions from the end point of a visible feature to a non-road feature or, at the discretion of the Census Bureau, to an addressed road feature where a participant provides address break information (Extensions are not acceptable when used off the end of cul-de-sacs.)
- Short feature extensions from the end of a road or T-intersection to railroads and/or water bodies
- Short feature extensions from a shoreline to the midpoint of water bodies
- Short feature extensions connecting two non-addressable features
- Short lines-of-sight beginning from one specific point and ending at another specific point (point-to-point)
- Imaginary lines through water bodies, such as lakes, rivers, or swamps

The acceptance of any nonstandard or questionable features as statistical area boundaries is at the discretion of the Census Bureau.

Figure 2: Some non-visible line features are acceptable as statistical area boundaries. The first acceptable non-visible boundary feature is the non-visible extension, symbolized as a "fuzzy" red line, of a local road (Riverbend Dr.) to a water feature (Chippewa River). The second is the non-visible centerline of the area water feature (Chippewa River), symbolized as the grey line more-or-less running down the middle of the light blue area water feature.
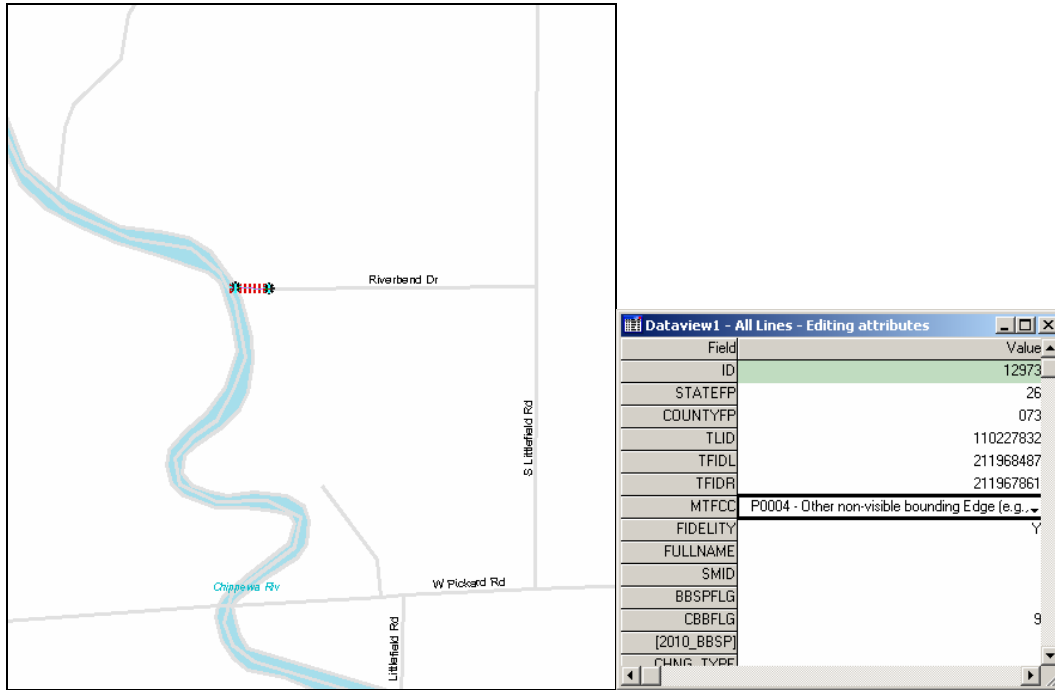
Figure 3: Non-visible extensions from dead end roads, including roads ending in cul-de-sacs or circles, should only be created and/or used as statistical area boundaries if the allocation of housing units to either side of the extension is clear. This example shows that a non-visible extension should not be created and used as a statistical area boundary from the road ending in a cul-de-sac (example on the left), whereas a non-visible extension could be created and used as a statistical area boundary from the road ending in a circle (example on the right). Non-visible extensions should only be created if they are going to be used as the boundary of a PSAP statistical area (CT, BG, CCD, or CDP).

Cul-de-sac   Circle

2.3 Unacceptable Boundary Features

The Census Bureau classifies nonstandard non-visible features as unacceptable for use as statistical area boundaries. Examples of features the Census Bureau considers unacceptable include superseded legal limits, township and range lines that do not coincide with a visible feature, "paper" streets (planned streets that are not in existence or under construction), lines-of-sight that intersect buildings or addressable features, right-of-ways, offset lines, and other lines-of-sight or non-visible features where the allocation of housing units could be ambiguous. The classification of lines as unacceptable statistical area boundary features is at the discretion of the Census Bureau.

The Census Bureau's classification of a line as unacceptable does not necessarily mean that no acceptable feature exists in that location; it simply means that the line is currently identified in our geographic database as unacceptable. If a visible feature is present at that location, the participant should reclassify the line feature to what it actually represents. If no visible feature is present, the participant must edit the statistical area boundary to follow an acceptable feature, choosing a nearby acceptable feature or adding an acceptable feature to use as the boundary.

The acceptance of any unacceptable features as statistical area boundaries is at the discretion of the Census Bureau.

2.4 Boundary Feature Updates

The Census Bureau has spent the last 6 years enhancing the spatial accuracy of the roads in our MAF/TIGER system. Many organizations throughout the country that maintain geographic information digitally have worked with us on this project. The local files used during this project were required to have an overall average accuracy of 7.6 meters. Some files had a better than 7.6 meters accuracy. Although much of the street network is vastly improved, as you work with our shapefiles you may notice that in some counties the street and boundary features look distorted. A line that should be straight may have a noticeable kink or pointed shape. The Census Bureau is working to correct these problems. If you need to use a feature that is distorted in our shapefile, follow the guidelines below.

At this point, the Census Bureau is moving forward with our Census 2010 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 Census 2010 data tabulation is the location of roads relative to the tabulation entity boundary. As long as the road is within the correct statistical area (i.e., located correctly in relation to the tabulation area surrounding it), the population and housing will be properly reported. The guidelines below explain what street feature updates are acceptable as part of the PSAP.

It is critical that participants understand that the 2010 programs offered to review and delineate boundaries are not intended for street feature updates 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 cannot accept street (or other) feature updates that do not follow the guidelines below.

Street Update Do's
- 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 cannot 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 fix that feature only. In addition, we request that you report the problem area to the Census Bureau (through your RCC 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 by sending information to describe the problem such as an image file, PDF or other medium showing the appropriate correction. Refer to Appendix A for RCC contact information.

Street Update Don'ts
- Do not spatially 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, even for an entire housing development (add only streets that are needed to form a boundary). We will be adding new or missing streets during our address canvassing operation which will occur in the spring and early summer of 2009. We recommend that you flag these missing streets in your own GIS. The Census Bureau will provide verification materials for each participant that returns their submission in the correct format and within the allotted 120 calendar days that will show the results of address canvassing. <u>If these streets are still missing at that time, we will accept these as adds.</u>
- Do not delete streets for the same reasons described above.

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

3. Census Tracts

The Census Bureau is offering local data users the opportunity to review and update CTs for use in the tabulation and presentation of data from the decennial census and the ACS after 2010. The primary goal of the CT program is to provide a set of nationally consistent small, statistical geographic units, with stable boundaries, that facilitate analysis of data across time. Ideally, the boundaries of a CT remain the same between censuses making it possible to compare statistics for the same geographic area from decade to decade.

The Census Bureau is providing these guidelines for use by PSAP participants in the review and update, if necessary, of existing Census 2000 CTs. This chapter, as well as Chapter 2 (Statistical Area Boundary Feature Criteria), is for all participants reviewing CTs.

The methods for reviewing and updating boundaries for CTs, BGs, and CCDs are complementary. Because BGs nest within CTs, the Census Bureau suggests that participants review both Chapters 3 (Census Tracts) and 4 (Block Groups) before proceeding with the review and delineation of these two areas. We also recommend that participants in states with CCDs review Chapter 6 (Census County Divisions) before reviewing and updating census CTs. Refer to the *PSAP MTPS User Guide* for specific delineation and submission instructions.

For information about the history of CTs refer to Appendix C - Statistical Areas History.

3.1 Census Tract Coverage

CTs nest within and completely cover counties nationwide (i.e., wall-to-wall coverage nationwide).

In order to provide meaningful statistical geographic areas within AIRs and ORTLs, as well as make meaningful and reliable data available for these areas and their populations, PSAP participants will define Census 2010 standard (county-based) CTs nationwide. American Indian tribes will define tribal CTs on AIRs and ORTLs through the Tribal Statistical Areas Program (TSAP), a program designed specifically for review, update, and delineation of tribal statistical geography. The tribal CT geography will be maintained separately from standard CT geography. This differs from the procedure for Census 2000 in which tribal CTs were defined by American Indian tribes within federally recognized AIR and ORTL, and standard CTs were identified in those same areas by superimposing county and state boundaries onto the tribal CTs. For additional information about the TSAP refer to:
<http://www.census.gov/geo/www/tsap2010/tsap2010.html> or contact your RCC.

3.2 Census Tract Criteria

The Census Bureau published the CT criteria for Census 2010 in the Federal Register, which is available at <www.census.gov/geo/www/psap2010/psap2010_main.html>.

The Census Bureau establishes and maintains CTs solely for statistical purposes and does not tailor our criteria or attempt to anticipate any non-statistical uses that may be made of their definitions. CTs are not designed to meet the requirements of any non-statistical programs, including the programs of other government agencies.

The Census Bureau will not modify the CT criteria to meet the requirements of any non-statistical program, or accept, as justification for an exception to or exemption from the CT criteria, the use of these areas in any non-statistical program.

3.2.1 Population, Housing Units, and Area

Table 2 - Census 2010 Thresholds

CT type	Threshold type	Optimum	Minimum	Maximum
Standard CTs	Population threshold	4,000	1,200	8,000
	Housing Unit threshold	1,600	480	3,200
Special land use CTs	Area measurement threshold for an urban area[14] (square miles)	*None*	1.0	*none*
	Area measurement threshold outside an urban area (square miles)	*None*	10	*none*
	Population threshold	Zero or very little, or within the standard CT thresholds		
Water CTs	Area measurement threshold (square miles)	*None*	100	*none*

Threshold changes for Census 2010[15]

For Census 2010 the population thresholds for **all** populated CTs are 4,000 optimum, 1,200 minimum, and 8,000 maximum.

The sample size for the ACS is smaller than the sample from the decennial census long form of previous censuses. As a general rule, estimates from programs providing sample data, including the ACS, for geographic areas with smaller populations will be subject to higher variances than comparable estimates for areas with larger populations. In addition, the Census Bureau's disclosure rules may restrict the availability and amount of sample

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[14] Information about the Census Bureau's urban area classification can be found at:
http://www.census.gov/geo/www/ua/ua_2k.html

[15] For Census 2000, the population thresholds in most areas (standard CTs) was an optimum 4,000, minimum 1,500 and maximum 8,000; for CTs defined in American Samoa, Guam and the Commonwealth of the Northern Marianas Islands the optimum was 2,500, the minimum 1,500 and maximum 8,000; for CTs defined in AIR/ORTL the optimum was 2,500, the minimum 1,00 and maximum 8,000; and for CTs defined in special places (e.g., military installations) was a minimum of 1,000 and no optimum or maximum.

data published for geographic areas with small populations. Aiming to create CTs that meet the optimal population/housing units of 4,000/1,600 and maintaining minimum thresholds will improve the reliability and availability of data, and PSAP participants should consider these factors when defining their CTs. Therefore, each CT must encompass at least 1,200 people or at least 480 housing units. Any CT with a population or housing unit count less than the minimum threshold should be merged with an adjacent CT to form a single CT with at least 1,200 people or at least 480 housing units. Meeting or exceeding the optimum thresholds will help improve the reliability of sample data for CTs. The minimum threshold does not need to be met when the CT is coextensive with a county with fewer than 1,200 people/480 housing units, is a water CT, or is a special land use CT with no population.

With the advent of the ACS and the "continuous measurement"[16] of characteristics of the population and housing based on a five-year average, there are some new issues to consider in the CT criteria. The ACS is designed to produce local area data as of a 12-month period estimate (or an average), whereas in the past local area data were represented as of the April 1 Census Day. To accommodate this change, participants may use either population or housing units in the review of CTs. Use housing unit counts instead of population counts to accommodate seasonal communities in which residents often are not present on the date of the decennial census, but are present at other times of the year and for which period estimates may be reflected in the ACS. Population counts should be used in CT review and update in most cases. Housing unit counts should be used for seasonal communities that have no or low population on Census Day (April 1, 2010). Current (2008 or earlier), locally produced population and housing unit estimates can and should be used when reviewing and updating CTs, especially in areas that have experienced considerable growth since Census 2000.

Future growth may be considered, but should only be used to meet or exceed the optimum (4,000 population/ 1,600 housing units) and should not be used to meet the minimum threshold. Future growth projections should extend no more than 5 years from the date of 2010 PSAP review and update (i.e., pre-2015) so that the projections are more likely to be reliable and to best leverage ACS data. When estimates and projections are used to meet thresholds, supply the estimate/projection as part of the justification required when a statistical area does not meet the criteria. Population estimates and projections do not need to be precise; they just need to show that the 2010 (or 2015) population/housing units of the area will meet the thresholds.

The housing unit thresholds are based on a national average of 2.5 persons per household. The Census Bureau recognizes that there are regional variations to this average and will take this into consideration when reviewing all CT proposals. Participants may take local variations into account when trying to meet thresholds.

Special land use and water CTs each have associated area thresholds, in addition to the population/housing unit thresholds.

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[16] Continuous measurement is a method used by the ACS for obtaining characteristics data through a series of large household surveys conducted every month.

The Census Bureau recognizes that in some areas it may be difficult to weigh the importance of CT size (population and/or housing unit thresholds) with comparability. Between these two criteria, meeting thresholds is the more important criteria to meet.

The Census Bureau may waive the maximum population and housing unit thresholds as required to achieve other objectives of the CT program.

3.2.2 Census Tract Types

For Census 2010 there are standard CTs, special land use CTs, and water CTs. Standard CTs are the county-based CTs defined by PSAP participants in the majority of areas, with population and housing unit thresholds (standard CTs also include those CTs redefined to better encompass AIR, ORTL, and/or Hawaiian Home Lands (HHL)[17]. Special land use CTs are defined within areas that have a special land use type and which PSAP participants may wish to separate from populated CTs for analytical or cartographic purposes or both, and have little to no population/housing units, or meet standard CT thresholds. Water CTs are defined territorial seas, coastal waters, the Great Lakes, and for large water bodies of 100 square miles or more.

The definition of special land use CTs and water CTs for inland water bodies is optional .

Table 3 - Summary of CT Types

	CT type description	Population thresholds	Housing unit thresholds	Area thresholds
Standard CTs[a]		Optimum: 4,000; Minimum: 1,200; Maximum: 8,000	Optimum: 1,600; Minimum: 480; Maximum: 3,200	*none*
Special land use CTs	A CT encompassing a large airport, business/employment area, college, hospital, jail, military installation, public park or public forest with zero or very little population or housing units or meeting the standard CT thresholds. In a densely populated, urban area, a special land use CT should be approximately 1 square mile in area or greater. If delineated completely outside an urban area, a special land use CT should have an area of 10 square miles or greater.	Zero or very little, or meet standard CT thresholds	Zero or very little, or meet standard CT thresholds	1 square mile within an urban area/10 square miles outside an urban area
Water CTs	A CT encompassing all or part of a territorial sea, coastal water, a Great Lake, or an inland water body at least 100 square miles in area.	Zero	Zero	100 square miles if an inland water body

[a]Standard CTs include CTs updated so that they do not unnecessarily split AIR, ORTL, and HHL.

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[17] AIR/ORTL/HHL CTs are county-based CTs defined through the PSAP so that AIR/ORTL/HHL are within as few standard, county-based CTs as possible. Tribal CTs are AIR and/or ORTL-based CTs defined through the TSAP.

Standard CTs defined to encompass AIR/ORTL/HHL
To facilitate the analysis of data for American Indian tribes, and to recognize their unique governmental status, program participants are required to merge, split, or redefine CTs to avoid unnecessarily splitting AIRs ORTLs and/or HHLs. Each contiguous AIR, ORTL, and HHL should be included, along with any necessary territory outside the reservation, off-reservation trust land, or home land, within a single CT or as few CTs as possible for Census 2010. This is the only situation in which redefining standard CTs is allowed without submitting required documentation.

Special land use CTs
The Census Bureau recognizes that there are geographic areas that are characterized by a special land use type and that a local participant may wish to separate from standard CTs for analytical or cartographic purposes or both. Such areas may be designated as special land use CTs to distinguish them from standard CTs.
Special land use CTs:
   Are defined for a specific type of land use (e.g., state park, municipal park)
- Have an official name
- Have ether very little or no residential population or housing units or meet standard CT thresholds
   - Some special land use areas not intended for residential population, such as parks, may contain some population, such as caretakers or the homeless. Each special land use CT will be reviewed and accepted or rejected by the Census Bureau on a case-by-case basis
   - Where a special land use CT is defined for an area with zero or very little residential population, the CT must be recoded in the 98XX CT code series
- Cannot create a noncontiguous CT
- Should have an area measurement of approximately 1 square mile or more if located in a densely populated urban area, and approximately 10 square miles or more if delineated completely outside an urban area
- Should be of similar size to adjacent standard CTs
- Should be coded in the 98XX CT coding series if an unpopulated special land use CT, and coded in the standard CT coding series if a populated special land use CT

Participants are **not** required to delineate special land use CTs.

Figure 4: Large special land use areas within a county may be separated into their own CTs. In most cases these special land use CTs should have no housing units or population. In this example, the National Mall and East Potomac Park in Washington, DC have been represented by their own special land use CT. Unpopulated special land use CTs must be numbered from 9800 to 9899 for Census 2010.
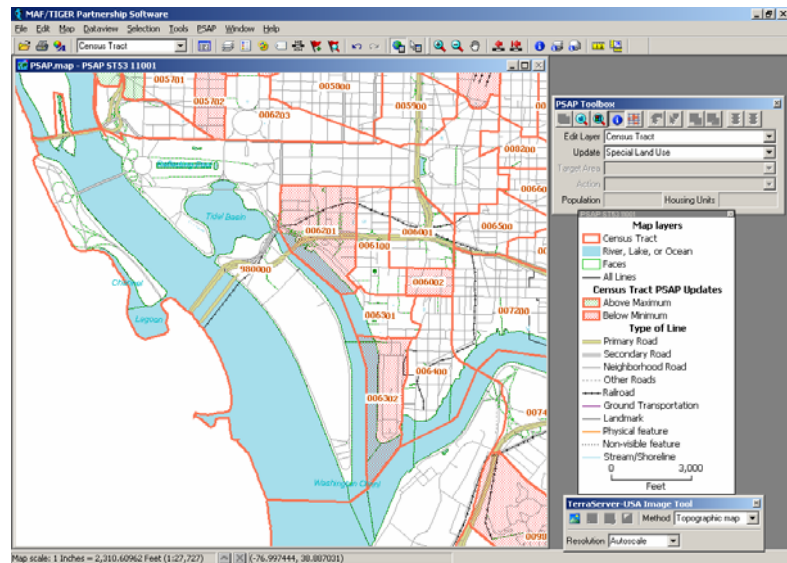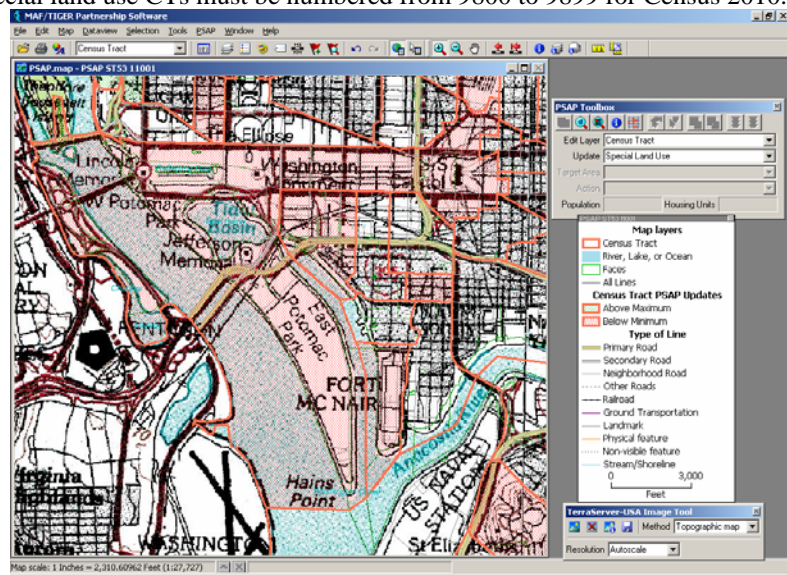
Table 4 contains the acceptable special land use CT types as well as population/housing unit requirements and other guidelines:

Table 4 - Special land use tract types

Special land use CT type	Description	Population/ housing unit requirements	Other guidelines
Airport	Major airports; an area where aircrafts take off and land, including the runway, hangars, and terminal buildings	Zero[a]	Commercial airports with 10,000 or more enplanements (number of passengers boarding an aircraft) per year should be made airport special land use CTs[b]. Other commercial airports may be made airport CTs if they have 2,500 or more enplanements per year. Other airports should only be made airport CTs if they are major regional airports and the resulting CT will be as large or larger than the surround standard CTs.
Business/ Employment	Major business or industrial park, central business district, or other employment area; an area containing a concentration of employees/workers, including central business districts or industrial parks	Zero, or meet standard CT thresholds	1,200 or more employees/ workers at place of work[c]
College	Major college, university, boarding school, or other major educational institution; academic buildings, dormitories, and other area and/or buildings	Zero, or meet standard CT thresholds	
Hospital	Major hospitals, nursing homes, or other major health care facilities	Zero, or meet standard CT thresholds	
Jail	Jails, prisons, or other major correctional facilities	Zero, or meet standard CT thresholds	
Military	Major military installations; bases, camps, posts, stations, yards, centers, or other activities under the jurisdiction of the Department of Defense	Zero, or meet standard CT thresholds	
Public Park/ Forest	Major public parks or forests; areas designated by the federal, state, or local government as a public park or public forest	Zero	

[a] The Census Bureau recognizes that some special land use areas not intended for residential population, such as parks, may contain some population, such as caretakers or the homeless.
[b] 2007 Enplanement data can be found at:
<http://www.faa.gov/airports_airtraffic/airports/planning_capacity/passenger_allcargo_stats/passenger/media/cy07_all_enplanements.pdf>
[c] Contact your RCC if you need additional information about employees/workers at place of work.

Water CTs

The Census Bureau recognizes that there are territorial seas, coastal waters, Great Lakes, and large inland water bodies (100 square miles or more) that a local participant may wish to separate from standard CTs for analytical or cartographic purposes or both.

A participant must delineate a water CT to encompass all or part of a territorial sea, coastal water, or a Great Lake. When inland water is delineated as a water CT, it must be at least 100 square miles in area. If a water body meets this criterion and is in more than one county, each county should delineate a CT for its portion of the water body.

A water CT must consist of only water; any island or other land within a qualifying water body must be designated as its own separate CT (if it meets the population/housing unit thresholds) or included within an adjacent land-based CT. A water CT should be similar in size to the standard CTs in the county, and should be contiguous except where islands are within the water body and are included in the adjacent land-based CT.

Figure 5: When a participant delineates a PSAP statistical area made up of only water (e.g., water CTs), the participant should use, and create if needed, a non-visible line paralleling the shoreline rather than use the shoreline itself as the CT boundary. This non-visible line should be used to exclude any islands near the mainland from the water CT and include them within the land based CTs because water CTs must not include any land area. This non-visible boundary in water should generally be no more than 500 feet from the shoreline unless a greater distance is needed to exclude islands. Water CTs must be numbered from 9900 to 9989 for Census 2010.

Water CT boundaries should follow a non-visible line added in the water parallel to the shoreline (coded P0002 in the PSAP MTPS).

3.2.3 Comparability (redefining census tracts)

Comparability has always been a goal in the CT program since its inception for the 1910 Census; however, as the use of CT data increases, the importance of comparability increases. Maintaining comparability of CT boundaries over time facilitates longitudinal data analysis. The advent of the ACS and the averaging of sample data for CTs over a five-year span further underscore the need for consistent CT boundaries over time. If a CT is revised to reflect change, then it can't be used to measure that change.

Pursuant to this goal of continuity and comparability, the Census Bureau requests that where a CT must be updated, for example to meet the minimum or maximum population/ housing unit thresholds, that the outer boundaries of the CT not be changed, but rather that a CT be split into two or more CTs, or merged with an adjacent CT.

The Census Bureau strongly discourages changes to CT boundaries, except in specified circumstances (e.g., where the physical features of an area have changed greatly due to significant flooding or redevelopment), which the Census Bureau will review on a case-by-case basis. Participants may edit a CT boundary identified by the PSAP MTPS as not acceptable or questionable so that it follows a nearby acceptable feature if the change affects five percent or less of the Census 2000 population/housing units or area.

Cases where CT redefinition (greater than five percent change) is acceptable
It is acceptable for a CT to experience greater than five percent population/housing unit count or area change in the following situations:
- A CT is split or is merged with an adjacent CT
- To better encompass (not unnecessarily split) AIR/ORTL/HHL
- To create special land use CTs
- To create water CTs

Note that the Census Bureau requires CT redefinition where an AIR, ORTL, and/or HHL is split unnecessarily by standard CT boundaries. All AIRs/ORTLs/HHLs must be within as few standard CTs as possible, and each AIR, ORTL, and/or HHL with a population of 2,400 or less and a housing unit count of 960 or less should not be split by standard CT boundaries where feasible. Standard CTs delineated to encompass AIRs/ORTLs/HHLs should have the majority of their area covered by AIRs/ORTLs/HHLs. In order to edit these CTs one can split, merge, or change the boundaries.

Figure 6: AIRs, ORTLs, and HHLs should be in as few PSAP statistical areas as possible. In the first example ("Before") the AIR and ORTL (whose boundaries are symbolized as green stars) overlaps with five CTs. In the second example ("After"), the CTs have been edited to have the AIR and ORTL only overlap with one CT for Census 2010. All resulting CTs must still follow all other criteria and guidelines.

Before
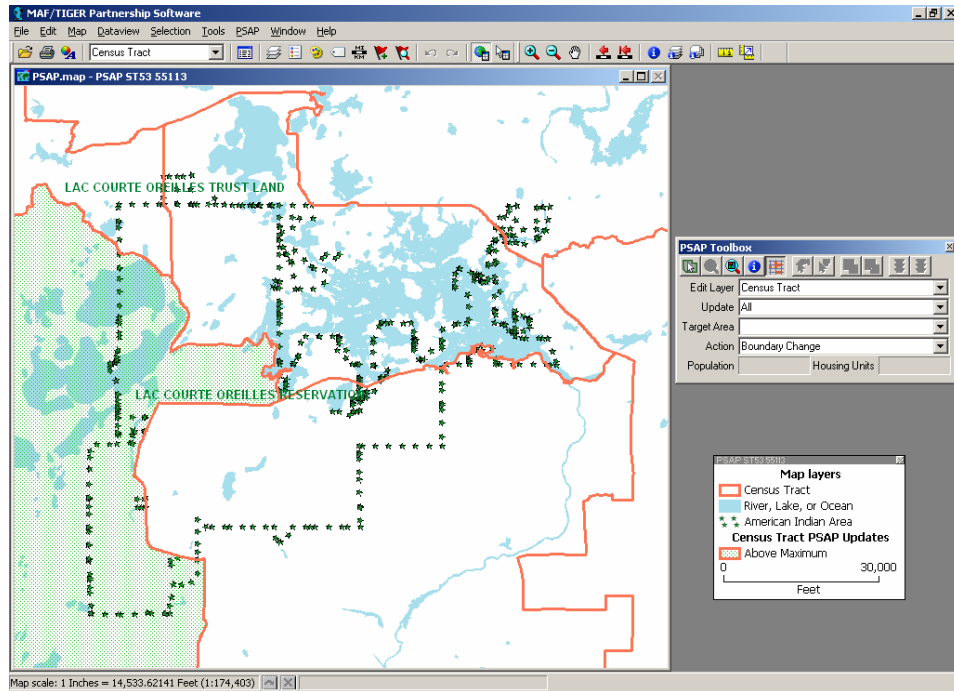
After
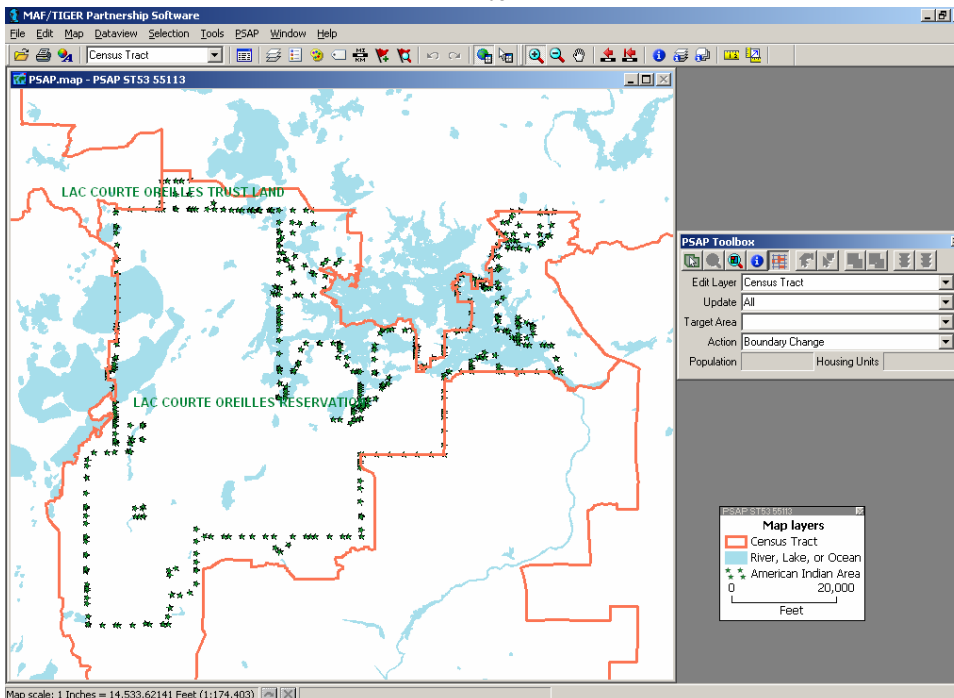
<u>Approval for CT redefinition</u>
If you are interested in redefining CTs for an area, or completely changing the boundaries for 2 or more CTs, interested organizations, data users, and all highest elected officials in the affected area must agree to the proposal. The Census Bureau requires that the participant contact their RCC for specific instructions on how to document the agreement by all interested parties, and specifically how to obtain the signatures of all highest elected officials directly affected by the change. The Census Bureau will not accept a redefined CT plan where highest elected official names and signatures have not been provided. The Census Bureau may still decide not to accept a CT redefinition plan even with the appropriate approvals. This requirement need not be met for the redefinition for CTs encompassing AIR/ORTL/HHL, special land use CTs, and/or water CTs.

3.2.4 Census Tract Identifiers (Codes/Numbers)

CT codes must be unique within a county. **Once used, CT codes cannot be reused in a subsequent census to reference a completely different area within a county.**

A CT has a six-digit code, and a CT number based on this code. The CT number is composed of no more than four digits and may have a two-digit decimal suffix, for example CT code "020000" has a CT number of "200", and CT code "400329" has a CT number "4003.29"

The range of acceptable standard CT numbers (codes) for Census 2010 is from 1 (000100) to 9399.99 (939999), and 9500 (950000) to 9699.99 (9699.99)

If a CT is split, each portion may keep the same basic 4-digit identifier, but each portion must be given a new unique suffix. If a CT that was suffixed for Census 2000 is split, each portion must be given a new suffix.   The range of acceptable CT suffixes is .01 to .98. Where possible, the Census Bureau recommends that CT suffixes follow a sequential, logical order within a CT. The PSAP MTPS contains a tool that can be used to change CT suffixes for those 2000 CTs that were split for 2010 and have been assigned suffixes in a non-sequential pattern.

Figure 7: CTs that have a population and/or housing unit count above the maximum threshold should be split by participants into two or more CTs for Census 2010. The resulting CTs should have population and/or housing unit counts as close to the optimum count as possible. When a CT is split for Census 2010, each of the resulting new CTs will have a 2-digit suffix added to its CT number. In this example, the above maximum CT number 1052 (code = 105200) is split into and suffixed as CTs 1052.01 and 1052.02 (codes = 105201 and 105202 respectively).

Before
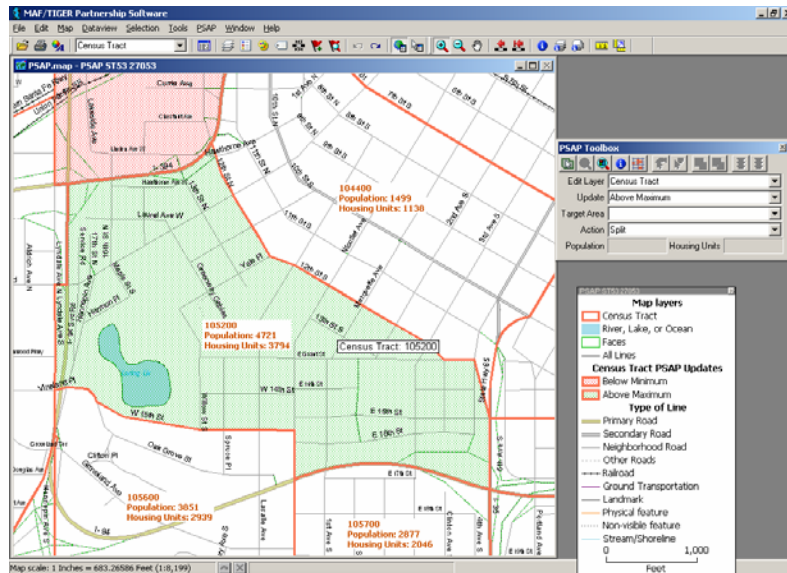
After
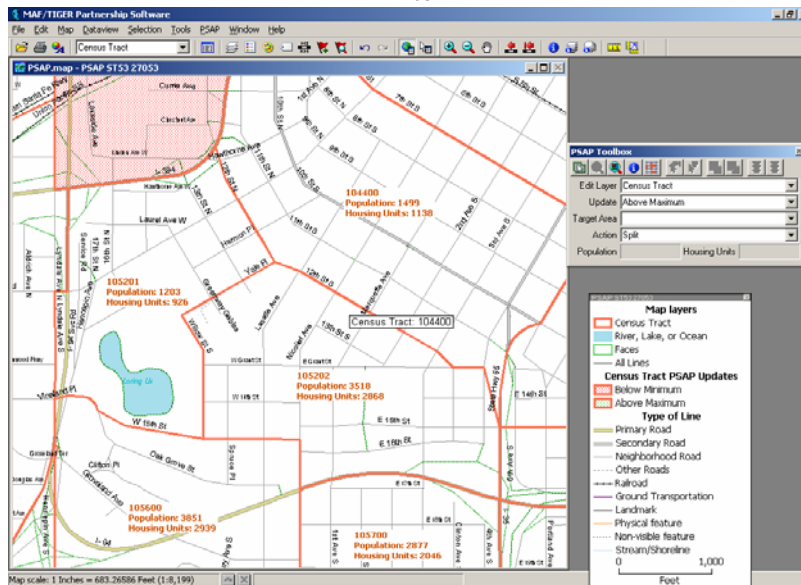
If a CT is merged with an adjacent CT the next appropriate and available code in the county or area CT series should be used for the new merged CT.

The PSAP MTPS automatically suggests appropriate CT codes for CTs that are merged or split, and CTs delineated as special land use CTs. The PSAP MTPS also highlights the CTs that need to be recoded: those that have a majority of their population and/or area in an AIR, ORTL, or HHL and large water CTs.

Special code ranges
The following are code ranges designated for special land use CTs, water CTs, and CTs that have a majority of their population and/or area in an AIR, ORTL, or HHL. All other CTs coded within these ranges must be recoded.

- CTs that have a majority of their population and/or area in an AIR, ORTL, or HHL should continue to be coded from 9400 to 9499. All other CTs that fall within the 9400-9499 range must be recoded. Local participants may opt to recode these CTs in a numeric range consistent with the rest of the county since TSAP defined tribal CTs are proposed to be a separate and distinct geographic entity.
- Unpopulated special land use CTs must be coded from 9800-9899. Populated special land use CTs must be coded in the standard CT code series. All other CTs that fall within the 9800-9899 range must be recoded.
- Water CTs must be coded from 9900 to 9989. All other CTs that fall within the 9900-9989 range must be recoded. For Census 2000, water CTs were all coded 0000. Each of these must be recoded for Census 2010.

3.2.5 Census Tract Boundary Features

To make the location of CTs boundaries less ambiguous, wherever possible, CT boundaries should follow visible and identifiable features. The use of visible features makes it easier to locate and identify CT boundaries over time as the locations of many visible features in the landscape tend to change infrequently. The Census Bureau also requires the use of state and county boundaries in all states, and permits the use of incorporated place and MCD boundaries in states where those boundaries tend to remain unchanged over time (refer to Table 1 in Chapter 2).

3.3 Reviewing and Revising Existing Census Tracts

The Census Bureau requests that participants review all CTs in the county or counties the participant agreed to cover for the PSAP. When updating 2010 CTs, the proposed CTs must meet all Census 2010 criteria, including population/housing unit, AIR/ORTL/HHL relationship, boundary feature, and shape index requirements. Additionally CTs must meet the special land use CT and water CT requirements where they are designated.

To assist in this review, the Census Bureau is providing the PSAP MTPS which highlights and provides the appropriate tools to edit those CTs that do not meet the criteria - CTs with populations below or above Census 2010 population/housing unit thresholds, CTs that split AIR/ORTL/HHL, CTs that require recoding (water CTs, CTs on AIR/ORTL/HHL), CTs that don't meet the shape index requirements[18], CTs that are noncontiguous, and CTs that have boundary features that are questionable or

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[18] CTs that fail the shape index threshold are elongated, narrow CTs and CTs that are not compact.

unacceptable. Additionally, the PSAP MTPS contains tools to designate special land use CTs and to view and edit ineligible boundary features. When editing CTs, the PSAP MTPS tallies the Census 2000 population and housing unit counts for the selected areas so that the user can easily assess when the thresholds have been met.

The Census Bureau requires that local participants edit the CT to meet criteria or provide a justification where the CT does not meet the criteria. Valid justifications for CTs that do not meet the criteria are as follows[19]:

1. CT is below the minimum population threshold (<1,200 population)
    - Includes greater than 480 housing units (meets threshold)
    - County does not include enough population to meet the threshold
    - New housing units built since 2000 (meets threshold)
    - Includes area for new planned housing units (pre-2015)
    - Population counts provided are incorrect
    - Seasonal population

2. CT is below the minimum housing unit threshold (<480 housing units)
    - Includes greater than 1,200 population (meets threshold)
    - County does not include enough housing units to meet the threshold
    - New housing units built since 2000 (will meet threshold)
    - Includes area for new planned housing units (pre-2015)
    - Housing unit counts provided are incorrect

3. CT is above the maximum population threshold (>8,000 population)
    - Includes fewer than 3,200 housing units (meets threshold)
    - Population associated with group quarter(s)
    - Large number of seasonally occupied housing units
    - Population counts provided are incorrect

4. CT is above the maximum housing unit threshold (>3,200 housing units)
    - Includes fewer than 8,000 population (meets threshold)
    - Large number of seasonally occupied housing units
    - Large number of housing units uninhabitable
    - Housing unit counts provided are incorrect

5. CT is noncontiguous
    - County is noncontiguous
    - Includes islands, causeways or other land in a water body

6. CT fails the shape index threshold
    - The unedited Census 2000 CT fails the minimum shape index threshold

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[19] When estimates/projections are used to meet thresholds supply the estimates as part of the justification required when a statistical area does not meet the criteria.

Figure 8: The justification window, labeled as "Confirm with Explanation", appears in the PSAP MTPS when a statistical area does not meet a specific criterion and/or guideline and the Census Bureau requires an explanation for its records as to why a particular statistical area does not. Please keep your explanations brief, but clear and meaningful to everyone. If you find yourself using the same one or few explanations numerous times and want to same time, type the explanations into a text editor or word processing document on the computer on which you are running the PSAP MTPS and then copy and paste them into justification window as needed.

Confirm with Explanation

Warning: All populated census tracts that do not meet the minimum population threshold (population count of 1,200) or housing unit threshold (housing unit count of 480) should be merged with an adjacent census tract or tracts to improve data reliability and avert the application of disclosure avoidance methodologies (e.g., data suppression or data swapping) to the tabulated data. Sample data for any populated census tract with a population of less than 1,200 and a housing unit count less than 480 may be less reliable.

If you choose to continue, you must enter an explanation.

Meets minimum threshold based on 2008 population estimate of 5,100.

[Continue]   [Cancel]

3.3.1 Census Tracts Below Minimum Thresholds (Merging)

The Census Bureau strongly recommends and encourages that participants combine all CTs with a population/housing unit count of 1,200/480 or fewer (based on Census 2000 or a more current estimate) with one or more adjacent CTs, preferably with others that are also below the minimum population/housing unit threshold. We recommend this be done without changing the outer boundary of the CTs used as part of the new merged CT. In this way data users can aggregate data for the newly created (merged) CT to arrive at comparability with the original CTs.

The optimum population/housing units for the resulting merged CT is 4,000 population/1,600 housing units. Aiming to create CTs that meet the optimum population/housing unit threshold will improve the reliability and availability of sample data for that CT. The Census Bureau requires a statement justifying any proposed CT with a Census 2000 population/housing unit count below 1,200/460. Each proposed new (merged) CT must meet all Census 2010 feature and population/housing unit criteria. The Census Bureau requires a statement justifying any proposed CT with a Census 2000 population/housing unit count below 1,200/480. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis.

Figure 9: If possible, CTs that have a population and/or housing unit count below the minimum threshold must be merged by participants with one or more adjacent census tracts for Census 2010. The resulting CT should have a population and/or housing unit count as close to the optimum count as possible. When CTs are merged for Census 2010, the resulting new CT will have a completely new CT code. In this example, the below minimum CTs 35.01 and 35.02 (codes = 003501 and 003502 respectively) are merged into and recoded as CTs 36 (code = 003600).

Before
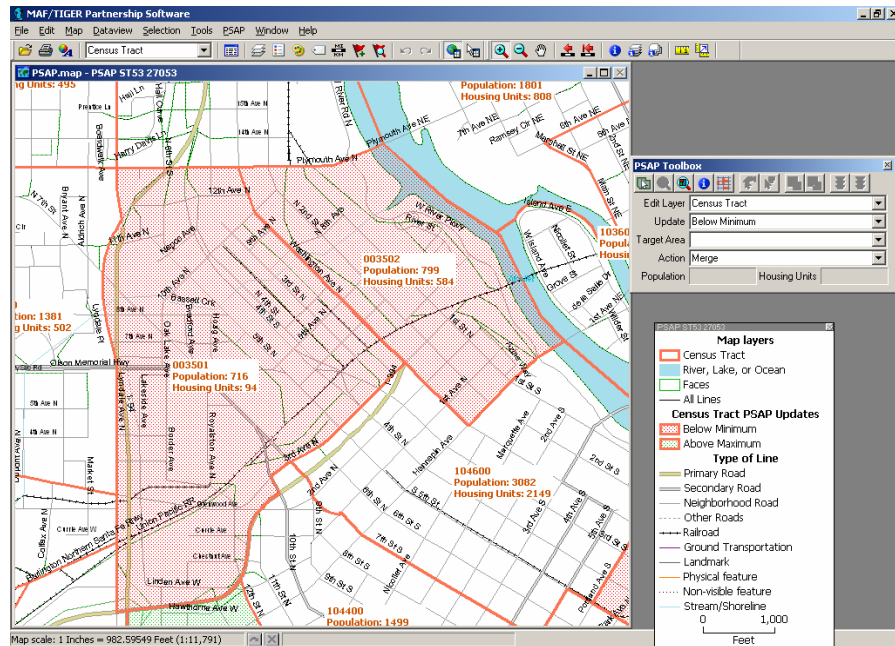
After
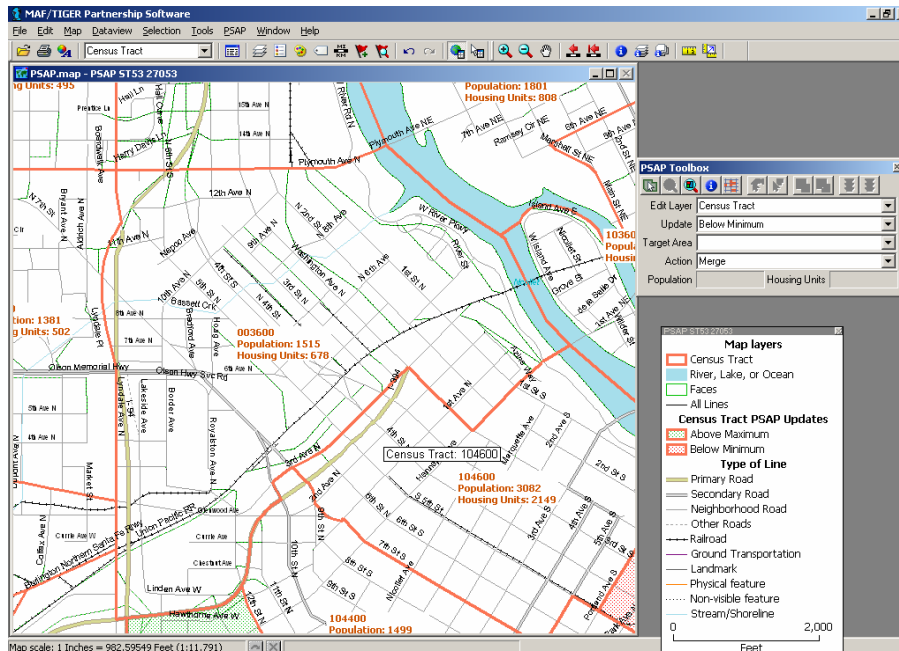
3.3.2 Census Tracts Above Maximum Thresholds (Splitting)

The Census Bureau recommends and encourages participants to subdivide Census 2000 CTs with a population/housing unit count of 8,000/1,200 or greater (based on Census 2000 counts or a more current estimate). When splitting a CT to create two or more new CTs, the Census Bureau strongly recommends splitting the existing CT while retaining the original CT boundary. In this way data users can aggregate data for the newly created (split) CTs to arrive at comparability with the original single CT. Each proposed new (split) CT must meet all Census 2010 feature and population/housing unit criteria.

The optimum population/housing units for the split CTs is 4,000 population/1,600 housing units. The Census Bureau requires a statement justifying any proposed CT with a Census 2000 population/housing unit count above 8,000/1,200. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis.

The CT coding scheme for identifying CT splits uses the sequential decimal numbers .01, .02, .03, and so forth as a suffix to the basic 4 digit CT code. If a CT with a suffixed CT code, such as 101.02, is split for subsequent censuses, drop the previously used suffix (.02) and code the CTs resulting from the split with the next available, sequential suffixes, such as 101.04 and 101.05. Using this scheme up to 99 suffix codes (.01 to .99) are available.

3.3.3 Editing Census Tracts that Fail the Shape Index Threshold (Split/Merge/Boundary Changes)

CTs that fail the shape index thresholds are elongated, narrow CTs (or "sliver" CTs) and CTs that are not compact. CTs that fail the shape index may indicate a delineating or digitizing error. The Census Bureau recommends and encourages participants to split, merge or edit CTs that fail the shape index threshold, especially those CTs that have already been edited (split, merge, boundary change) for Census 2010. Participants may retain Census 2000 CTs that fail the shape index threshold without any editing.

3.3.4 Editing Census Tract Boundaries (Boundary Changes)

Working by CT, review all not acceptable and questionable boundary features.

Where possible and appropriate, correct all not acceptable boundary features by either selecting an acceptable nearby feature to serve as the new CT boundary or by correcting the type of feature shown in the PSAP MTPS. The acceptable nearby features may already be in the MTDB (and present in the PSAP MTPS shapefiles) or may need to be added in the MTPS. As time permits, also correct questionable boundary features that require correction.

Figure 10: If possible, PSAP statistical area boundaries, symbolized as a plain red straight line, should be moved from unacceptable non-visible features, symbolized as "fuzzy" red lines, to the closest acceptable features (any linear feature not symbolized as a "fuzzy" red line). Acceptable features are those that can more easily be located by people working in the field and that allow for more clear allocation of housing units to one side of a boundary or the other.

Before
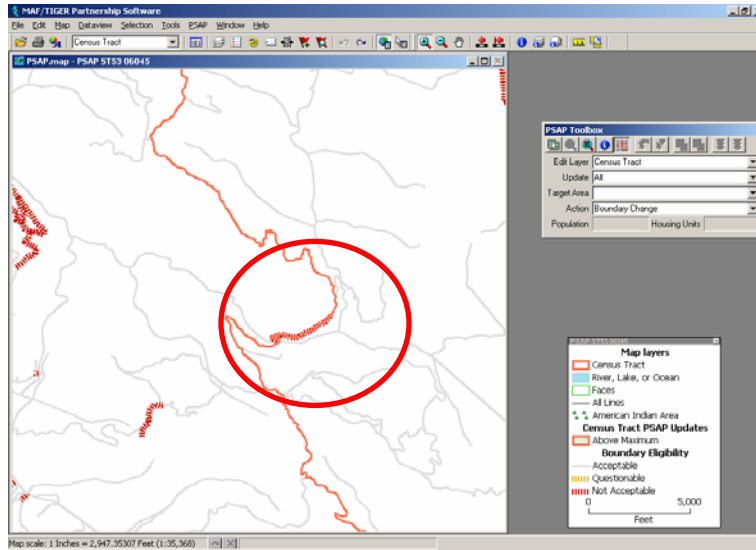
After
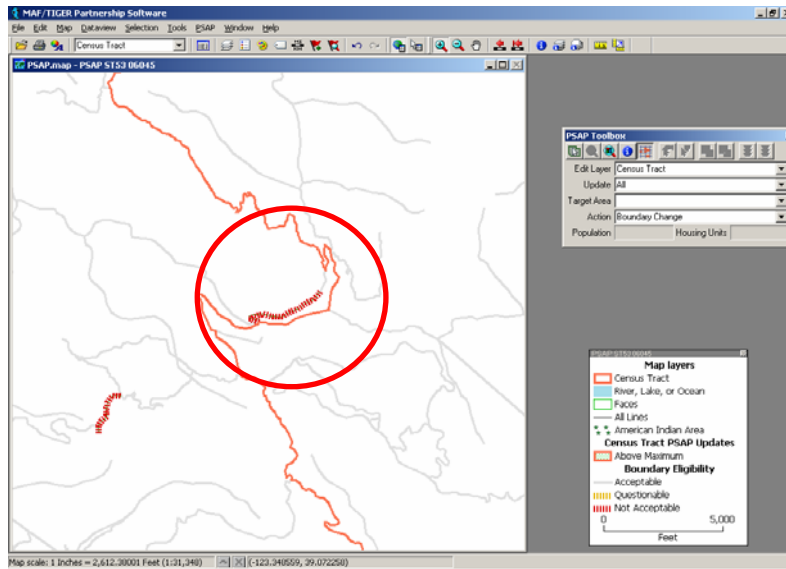
Prioritize editing not acceptable and questionable boundary features where housing units will be affected by the boundary change (i.e., editing the boundary so that it follows an acceptable feature will encompass more or fewer housing units). As time permits, edit the not acceptable and questionable boundary features that will not affect housing units.

When editing CT boundaries, remember that comparability is important to the CT program. Editing a questionable or ineligible CT boundary so that it follows a nearby acceptable feature is acceptable if five percent or less of the Census 2000 population/housing units are affected by the change.

CTs revised for Census 2010 should not be recoded, unless altered so that comparability with their Census 2000 counterparts no longer exists. If assigning a new CT code, assign the next available code within the coding range used in the county but do not reuse a CT code used in the Census 2000 or previous censuses.

3.4 Census Tracts on Federally Recognized American Indian Reservations and Off-Reservation Trust Lands

For Census 2000 American Indian area participants were given the opportunity to delineate CTs on federally recognized AIRs and ORTLs. In most cases the American Indian area participant defining CTs on AIRs and ORTLs was not the Census 2000 PSAP participant for the area.

In Census 2000 data products in which data were presented by state and county, the standard state-county-CT hierarchy was maintained, even for territory contained within an AIR and/or ORTL. In such instances, the state/county portions of a tribal CT were identified as individual CTs. These standard CTs may not have met the minimum population thresholds; therefore, potentially limiting sample data reliability or availability for either or both the tribal CT and the derived standard CTs.

For improved geographic information and data presentation purposes, the Census Bureau is creating standard, county-based CTs nationwide through the PSAP and maintaining tribal CTs on AIRs/ORTLs as a completely separate set of geography from standard CTs through the TSAP. This change seeks to eliminate, in part, these issues that existed with Census 2000 data. As a result, PSAP participants will review and update county-based CTs that are on AIR/ORTL. For Census 2010 American Indian area participants should participate in the PSAP process by working with the other PSAP participants to delineate standard CTs and other statistical areas directly affecting their AIRs/ORTLs. As with all other interested organizations and individuals, the Census Bureau requires that you work with interested tribes in your area in the review and update of Census 2010 statistical areas.

CTs on AIRs and ORTLs, and also HHLs, should be edited so that AIR/ORTL/HHL are within as few CTs as possible. Each AIR, ORTL, or HHL with a population of 2,400 or less and a housing unit count of 960 or less should not be split by CT boundaries. If possible, CTs delineated to encompass AIRs/ORTLs/HHLs should have the majority of their area covered by AIRs/ORTLs/HHLs. One of the few circumstances where

redefining, or completely changing the boundaries of the CT (not by splitting or merging), is encouraged by the Census Bureau is where an AIR/ORTL/HHL is split unnecessarily by standard CT boundaries. In order to edit these CTs one can split, merge, or change the boundaries.

4. Block Groups

The Census Bureau is offering local data users the opportunity to review and update Census 2000 BGs, statistical geographic divisions of a CT defined for the tabulation and presentation of data from the decennial census and selected other statistical programs. BGs will also be used to tabulate and publish estimates from the ACS after 2010. BGs provide the geographic framework within which the Census Bureau defines and identifies census blocks. Each BG comprises a reasonably compact and contiguous cluster of census blocks; up to ten BGs can be contained within a single CT (up to nine standard BGs and one water BG).

The Census Bureau provides these guidelines for use by statistical areas participants in the review and revision, if necessary, of existing Census 2000 BGs. This chapter, as well as Chapter 2 (Statistical Area Boundary Feature Criteria), is for all participants reviewing BGs.

Because BGs nest within CTs, the Census Bureau suggests participants review both Chapters 3 (Census Tracts) and 4 (Block Groups) before proceeding with the review and delineation of these two areas. Refer to the *PSAP MTPS User Guide* for specific delineation and submission instructions.

For information about the history of BGs refer to Appendix C - Statistical Areas History.

4.1 Block Group Coverage

BGs nest within and completely cover CTs nationwide (i.e., wall-to-wall coverage nationwide).

In order to provide meaningful statistical geographic areas within AIRs and ORTLs, as well as make meaningful and reliable data available for these areas and their populations, PSAP participants will define Census 2010 standard (county-CT based) BGs nationwide. American Indian tribes will define tribal BGs through the TSAP, a program designed specifically for review, update, and delineation of tribal statistical geography. The tribal BG geography will be maintained separately from standard BG geography. This differs from the procedure for Census 2000 in which tribal BGs were defined by American Indian tribes within federally recognized AIRs and ORTLs, and standard BGs were identified in those same areas by superimposing county and state boundaries onto the tribal BGs. For additional information about the TSAP refer to: <http://www.census.gov/geo/www/tsap2010/tsap2010.html> or contact your RCC.

4.2 Block Group Criteria

The Census Bureau published Census 2010 BG criteria in the Federal Register, which is available at <www.census.gov/geo/www/psap2010/psap2010_main.html>.

The Census Bureau establishes and maintains BGs solely for statistical purposes and does not tailor our criteria or attempt to anticipate any non-statistical uses that may be made of

their definitions. BGs are not designed to meet the requirements of any non-statistical programs, including the programs of other government agencies.

The Census Bureau will not modify the BG criteria to meet the requirements of any non-statistical program, or accept, as justification for an exception to or exemption from the BG criteria, the use of these areas in any non-statistical program.

4.2.1 Population, Housing Units, and Area

Table 5 - Census 2010 Thresholds

BG type	Threshold type	Minimum	Maximum
Standard BGs	Population threshold	600	3,000
	Housing Unit threshold	240	1,200
Special land use BGs (coextensive with special land use CTs)	Area threshold for an urban area (square miles)	1	*none*
	Area threshold outside an urban area (square miles)	10	*none*
Water BGs (coextensive with water CTs or a water BG encompassing a smaller inland water body)	Area threshold (square miles)	100 square miles if an inland water body or *none* if not coextensive with a water CT	*none*

Threshold changes for Census 2010[20]
For Census 2010 the population thresholds for all BGs are 600 minimum and 3,000 maximum.

The sample size for the ACS is smaller than the sample from the decennial census long form of previous censuses. As a general rule, estimates from programs providing sample data, including the ACS, for geographic areas with smaller populations will be subject to higher variances than comparable estimates for areas with larger populations (i.e., the sample data for smaller population geographies will likely be less reliable than the sample data for geographies with larger population). In addition, the Census Bureau's disclosure rules may have the effect of restricting the availability and amount of sample data published for geographic areas with small populations. Aiming to create BGs that fall between the minimum and maximum thresholds will improve the reliability and availability of data, and PSAP participants should consider these factors when defining their BGs.

Therefore, each BG must encompass at least 600 people or at least 240 housing units unless it is coextensive with a special land use CT or water CT, or is coextensive with a county with fewer than 600 people. Any BG with a population or housing unit count less than the minimum threshold should be updated to meet or exceed the minimum threshold.

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[20] For Census 2000, the population threshold in most areas (for standard CTs) the optimum was 1,500, the minimum was 600 and the maximum was 3,000; for BGs defined in AIRs/ORTLs the optimum was 1,000, the minimum 300 and the maximum 3,000; and for BGs defined in group quarters (e.g. military installations) the minimum was 3,000, the maximum 1,500 and there was no optimum.

The Census Bureau will use Census 2000 population and housing unit counts, with allowance made for growth since 2000, to assess whether each submitted BG meets this criterion. Program participants may submit local estimates as a surrogate for the Census 2000 population and housing unit counts for a BG.

With the advent of the ACS and the "continuous measurement" of characteristics of the population and housing based on a five-year average, there are some new issues to consider in the BG criteria. To accommodate this change, either population or housing units may be used in the review of BGs. The use of housing unit counts accommodates seasonal communities in which residents often are not present on the date of the decennial census, but will be present at other times of the year and for which estimates may be reflected in the ACS. The ACS is designed to produce local area data as of a 12-month period estimate (or an average); whereas, in the past local area data were only represented as of the April 1 Census Day.

In most cases, population counts should be used in BG review. Housing unit counts should be used for BGs in seasonal communities that have no or low population on Census Day (April 1, 2010). Current (2008 or earlier), locally produced estimates of population and housing units can and should be used when reviewing and updating BGs, especially in areas that have experienced considerable growth since Census 2000. Future growth may be considered, but should only be used to exceed the minimum threshold. Future growth projections should extend no more than 5 years from the date of 2010 PSAP review and update (i.e., pre-2015) so that the projections are more likely to be reliable and to best leverage the ACS data. When estimates and projections are used to meet thresholds, supply the estimate/projection as part of the justification required when a statistical area does not meet the criteria. Population estimates and projections do not need to be precise; they just need to show that the 2010 (or 2015) population/housing units of the area will meet the thresholds.

The housing unit thresholds are based on a national average of 2.5 persons per household. The Census Bureau recognizes that there are regional variations to this average, and will take this into consideration when reviewing all BG proposals. Participants may take local variations into account when trying to meet thresholds

For Census 2010, the Census Bureau will allow the delineation of special land use CTs, and special land use BGs will be created coextensive with these special land use CTs. Water BGs are defined as coextensive with water CTs for territorial sea, coastal water, the Great Lakes, and large water bodies of 100 square miles or more, or for smaller water bodies that the PSAP participant wishes to separate from standard BGs.

4.2.2 Block Group Types
For Census 2010 there are standard census BGs, special land use BGs, and water BGs. Standard BGs are the conventional BGs defined by PSAP participants, in the majority of areas, with standard population and housing unit thresholds. Special land use BGs are defined as coextensive with special land use CTs. Water BGs are defined as coextensive with water CTs for territorial sea, coastal water, the Great Lakes, and large water bodies

of 100 square miles or more, or may be for smaller water bodies that the PSAP participant wishes to separate from standard BGs.

Table 6 - Summary of BG Types

	How distinct from standard BGs	Population thresholds	Housing unit thresholds	Area thresholds
Standard BGs		Minimum: 600; Maximum: 3,000	Minimum: 240; Maximum: 1,200	*none*
Special land use BGs	A BG coextensive with a special land use CT	Zero to little	Zero to little	one square mile within an urban area/ten square miles outside an urban area
Water BGs	A BG coextensive with a water CT or a BG encompassing a small inland water body	Zero	Zero	100 square miles if an inland water body or *none* if not coextensive with a water CT

Special land use block groups and water block groups
The Census Bureau recognizes that there are geographic areas that are not characterized by a residential population, and which local participants may wish to separate from populated areas for analytical or cartographic purposes or both. Such areas may be designated as special land use CTs or water CTs to distinguish them from standard CTs, and a special land use BG or water BG is created coextensive with this special land use CT or water CT, respectively.   Refer to section 3.3.4 (Census Tract Types) for additional information on special land use CTs and water CTs.

Where a special land use CT meets thresholds, the coextensive special land use block group will be above the maximum thresholds. In this case, do not edit the block group; provide the justification "Special land use block group".

Where a water CT is not defined, a water BG may be created to encompass a smaller water feature where no water CT and coextensive water BG is created.
Water BGs not coextensive with water CTs:
- must be coded 0
- should be of similar size to adjacent standard BGs
- may be non-contiguous, and if so:
    - should be in fewer than 4 noncontiguous parts
    - each non-contiguous part should be of similar size to area standard BGs
- must consist completely of water (no land area)

4.2.3 Comparability

Comparability is not a significant concern for BGs.

The Census Bureau strongly encourages and recommends combining a BG into an adjacent BG or redefining the BG when the BG is below the minimum required population/housing unit threshold. Participants should be aware that sample data (e.g., ACS data) reported for low population/housing unit BGs are subject to increased levels of variability because of the small number of people and housing units included in the sample.

The Census Bureau generally will not accept proposed BGs that do not meet the required minimum population/housing unit threshold. However, with appropriate justification, the Census Bureau may grant exceptions on a case-by-case basis for proposed BGs with slightly less than the required minimum population/housing units.

Similarly, the Census Bureau recommends splitting or editing a BG when the BG is above the maximum population/housing unit threshold. A participant may retain any BG with a population greater than the maximum population/housing units where an appropriate justification is provided. However, the Census Bureau recommends splitting such areas into two or more BGs in order to provide a consistent framework of units with similar population.

4.2.4 Block Group Identifiers (Codes/Numbers)

BG codes must be unique within a CT. The range of acceptable BG codes is 1 through 9; BGs that completely consist of water must be coded as 0.

The census blocks delineated to tabulate and report results from the Census 2010 will be numbered within the BGs defined in PSAP. Each standard BG is identified using a single-digit code that will correspond to the first digit in the code of each block encompassed by the BG. For example, all blocks within BG 3 will be numbered in the 3000 range.

Special land use BGs created coextensive with special land use CTs should be coded as 1. Water BGs created coextensive with water CTs should be coded as 0.

Review all BG codes after completing BG editing. If the BG codes within a CT are not sequential, recode the BGs sequentially within the CT, beginning with one and continuing with as many BG codes as needed up to the maximum of nine (e.g., if there are 4 BGs in the CT, the BGs will be coded 1, 2, 3, 4 and not 1, 4, 5, 9). This excludes water BGs that are coded as 0.

The Census Bureau may recode all block groups to assure that the BG codes are sequential. If you do **not** want your block groups recoded after submission, please contact your RCC to indicate your interest in maintaining BG codes as submitted.

Figure 11: All BGs within one CT should be numbered sequentially beginning with number/code 1. A BG should always either have either the next highest or lowest number/code as one of its adjacent BG (except for any water BG numbered/coded as zero (0)). If a participant submits BG that are not numbered sequentially within a CT, the Census Bureau plans, time and resources permitting, to renumber/recode the BGs sequentially unless notified by the participant otherwise.

Before

After

46
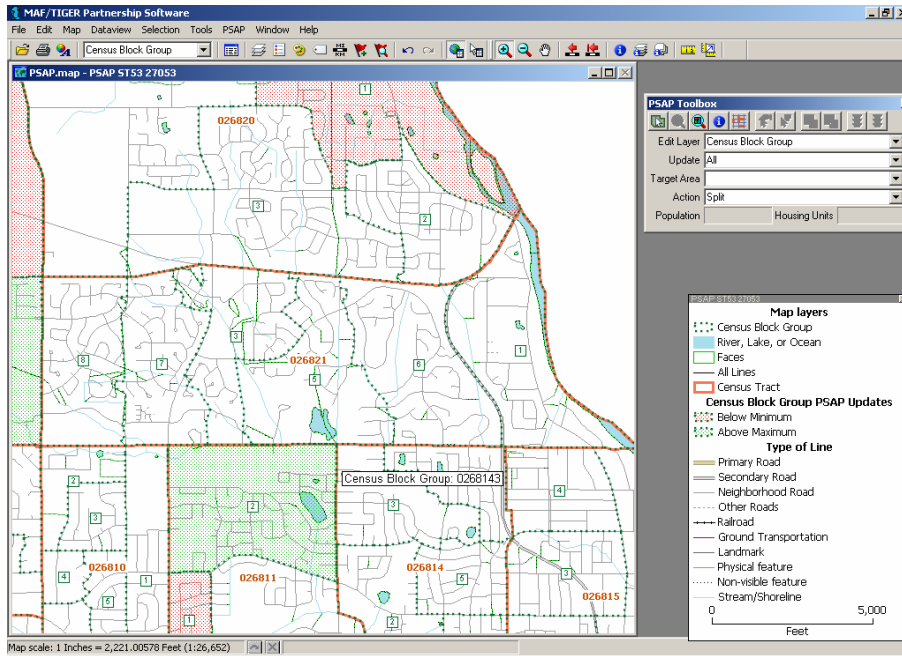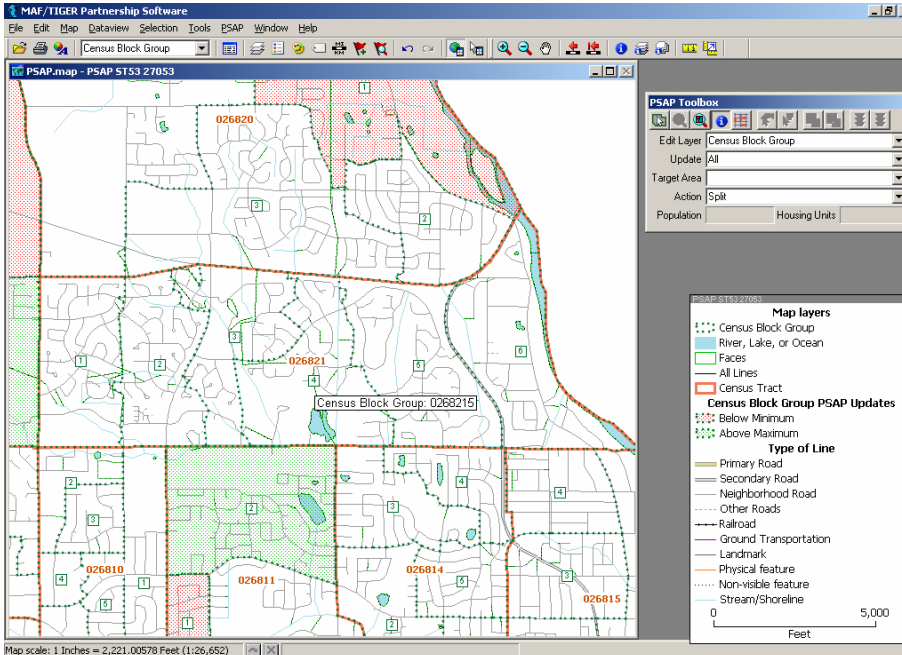
4.2.5 Block Group Boundary Features

CT boundaries must be BG boundaries.

To make the location of BG boundaries less ambiguous, wherever possible, BG boundaries should follow visible and identifiable features. The use of visible features makes it easier to locate and identify BG boundaries over time as the locations of many visible features in the landscape tend to change infrequently. The Census Bureau also requires the use of state and county boundaries in all states, and permits the use of incorporated place and MCD boundaries in states where those boundaries tend to remain unchanged over time (refer to Table 1 in Chapter 2).

4.3 Reviewing and Revising Existing Block Groups

The Census Bureau requests that participants review all BGs in the county or counties the participant agreed to cover for the PSAP. Participants must complete their review and revision of CTs before reviewing and editing BGs. When updating BGs, the proposed BGs must meet population/housing unit, numbering, shape index, and boundary feature criteria. Participants may edit BGs freely; they should, however, weigh the advantages of maintaining some BG comparability between censuses.

The Census Bureau requests that participants review all the BGs in the county or counties the participant agreed to cover for the 2010 PSAP. To assist in this review, the Census Bureau is providing the PSAP MTPS that highlights and provides the appropriate tools to edit those BGs that do not meet the criteria - BGs with populations below or above Census 2010 population/housing unit thresholds, BGs that don't meet the shape index requirements, BGs that are noncontiguous, and BGs that have boundary features that are questionable or unacceptable. Additionally, the PSAP MTPS contains tools to designate water BGs where a water CT is not defined. When editing BGs the PSAP MTPS tallies the Census 2000 population and housing unit counts for the selected areas so that the user can easily assess when the thresholds have been met.

The Census Bureau requires that local participants provide a justification where the BG does not meet the criteria. Valid justifications for BGs that do not meet the criteria are as follows:

1. BG is below the minimum population threshold (<600 population)
    - Includes greater than 240 housing units (meets threshold)
    - County does not include enough population to meet the threshold
    - New housing units built since 2000 (meets threshold)
    - Includes area for new planned housing units (pre-2015)
    - Population counts provided are incorrect
    - Seasonal population
    - Water only

2. BG is below the minimum housing unit threshold (<240 housing units)
    - Includes greater than 600 population (meets threshold)
    - County does not include enough housing units to meet the threshold

- New housing units built since 2000; will meet threshold
- Includes area for new planned housing units (pre-2015)
- Housing unit counts provided are incorrect
- Special land use block group
- Water only

3. BG is above the maximum population threshold (>3,000 population)
    - Includes fewer than 1,200 housing units (meets threshold)
    - Population associated with group quarter(s)
    - Large number of seasonally occupied housing units
    - Population counts provided are incorrect

4. BG is above the maximum housing unit threshold (>1,200 housing units)
    - Includes fewer than 3,000 population (meets threshold)
    - Large number of seasonally occupied housing units
    - Large number of housing units uninhabitable
    - Housing unit counts provided are incorrect

5. BG is noncontiguous
    - County is noncontiguous
    - Includes islands, causeways, or other land in a water body

6. BG fails the shape index threshold
    - The unedited Census 2000 BG fails the minimum shape index threshold

4.3.1 Block Groups Below Minimum Thresholds (Merging and Boundary Changes)

For Census 2010, the Census Bureau is most interested in providing a meaningful statistical area in terms of population/housing unit size. Therefore, the Census Bureau strongly encourages and recommends that local participants edit all BGs with a population/housing unit count of 600/240 or fewer (based on Census 2000 counts or a more current estimate). Aiming to create BGs that meet or exceed the minimum population/housing unit threshold will improve the reliability and availability of sample data.

BGs can be edited to meet the minimum threshold by merging the BG with an adjacent BG or BGs, or by changing the boundaries so that the BG encompasses more population/housing units. Each proposed new (merged/edited) BG must meet all Census 2010 feature and population/housing unit criteria. The Census Bureau requires a statement justifying any proposed BG with a Census 2000 population/housing unit count below 600/240. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis.

A CT with a population of less than 1,200 can contain only one BG.

Figure 12: If possible, BGs that have a population and/or housing unit count below the minimum threshold must be changed so that the resulting BGs meet or exceed the minimum population and/or housing unit thresholds. In this example, the participant merged two below minimum BGs to at least meet the minimum thresholds. Although the minimum population for a BG for Census 2010 is 600 if possible, the Census Bureau suggests that BGs delineated for Census 2010 include a population of at least 1,200 people to help with sample data reliability and availability from the ACS after 2010.

Before

After

49
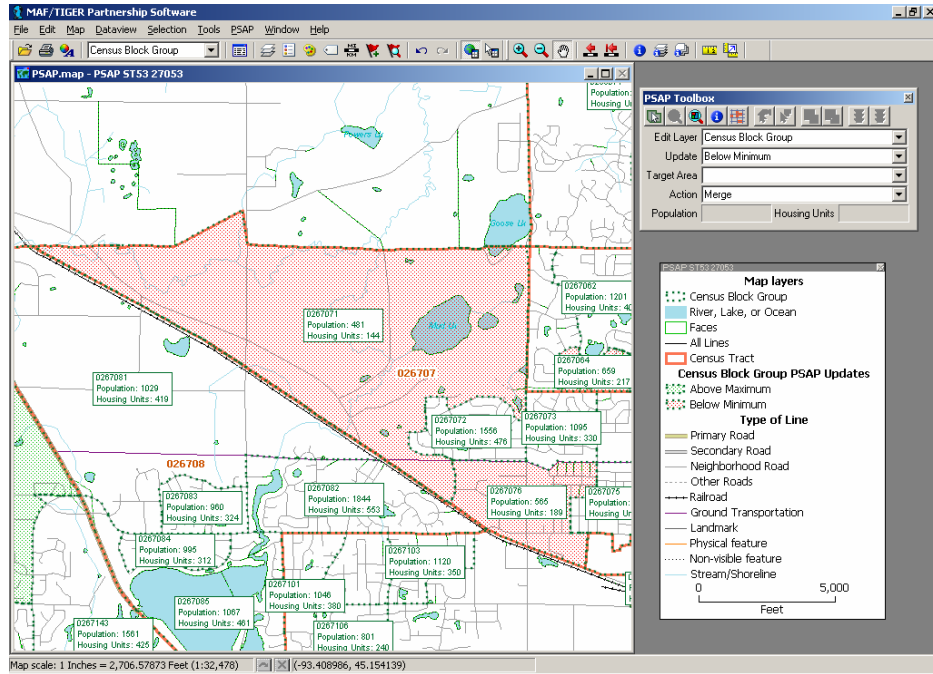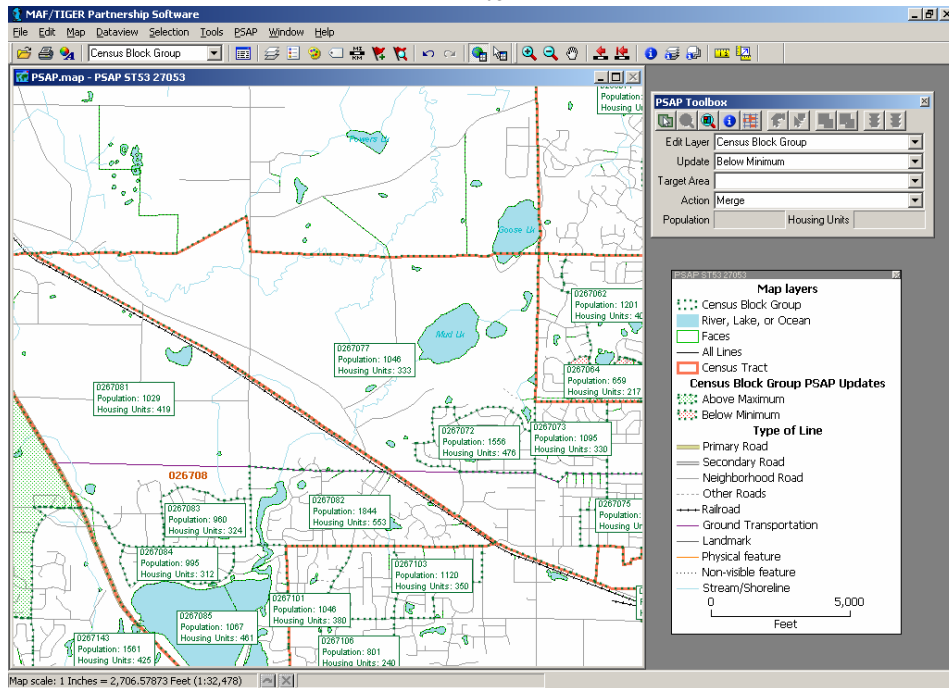
Figure 13: If possible, BGs that have a population and/or housing unit count below the minimum threshold must be changed so that the resulting BGs meet or exceed the minimum population and/or housing unit thresholds. In addition, those BGs above the maximum population and/or housing unit thresholds should be changed so that their population and/or housing unit counts fall between the minimum and maximum thresholds for BGs. In this example, the participant performed a boundary change to the both BGs, rather than merging or splitting BGs, to make them both meet the thresholds for Census 2010. Since BGs, unlike CTs, are not required to be geographically comparable from census to census, it is much more acceptable to use boundary changes, rather than merging and splitting, to delineate BGs for Census 2010. Although the minimum population for a BG for Census 2010 is 600 if possible, the Census Bureau suggests that BGs delineated for Census 2010 include a population of at least 1,200 people to help with sample data reliability and availability from the ACS published after 2010.

Before
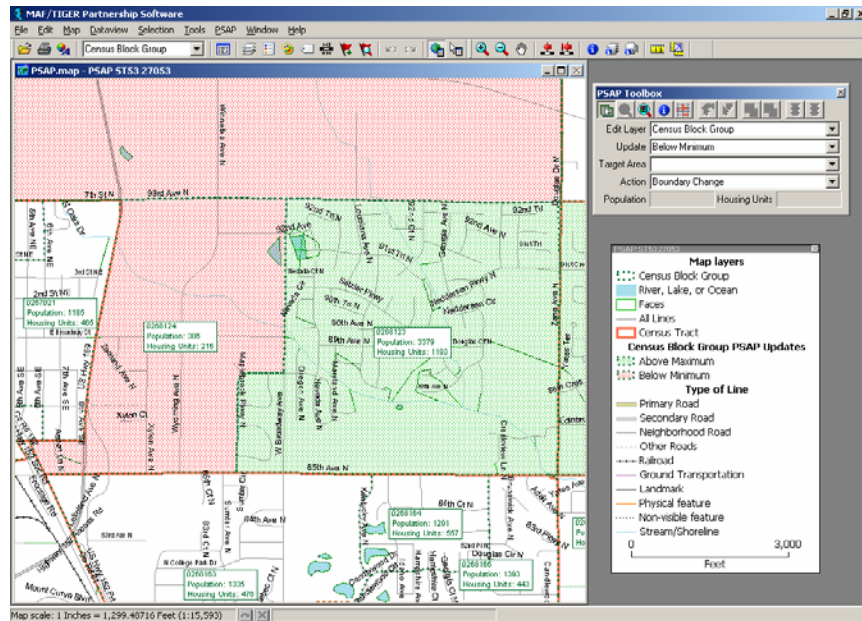
After
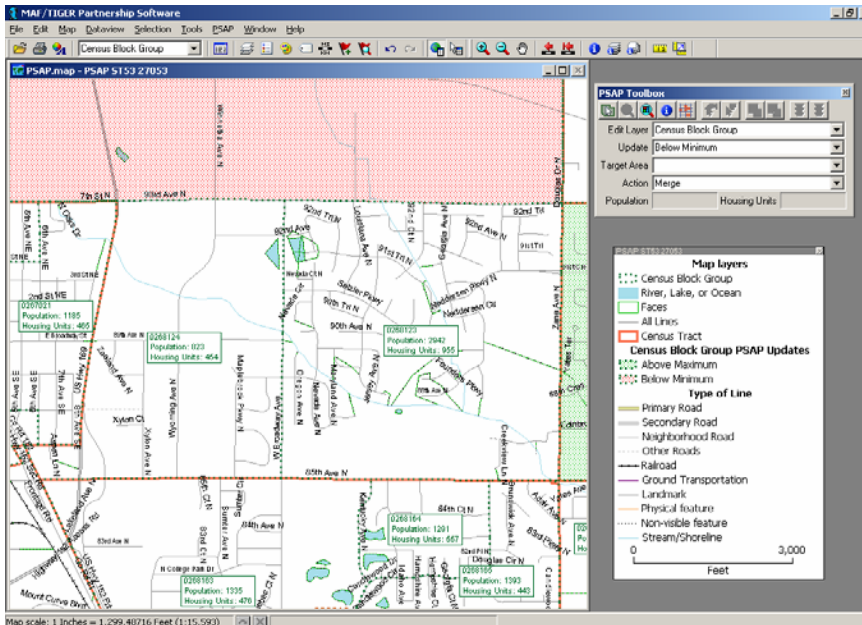
4.3.2 Block Groups Above Maximum Thresholds (Splitting and Boundary Changes)

The Census Bureau strongly encourages and recommends that local participants edit all BGs with a population/housing unit count of 3,000/1,200 or greater (based on Census 2000 counts or a more current estimate). BGs can be edited to meet the maximum threshold by splitting the BG into two or more BGs, or by changing the boundaries so that the BG encompasses fewer population/housing units. Each proposed new (split/edited) BG must meet all Census 2010 feature and population/housing unit criteria. By subdividing BGs above the population/housing unit threshold, all users get the benefit of finer-grained small area data. The Census Bureau requires a statement justifying any proposed BG with a Census 2000 population/housing unit count above 3,000/1,200. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis.

Figure 14: BGs that have a population and/or housing unit count above the maximum threshold should be changed by participants so that the resulting BGs are below the maximum population and/or housing unit thresholds. In this example, the above maximum BG 1 in census tract 11.02 (code = 0011021) is split into block groups 7 and 8 (codes = 0011027 and 0011028 respectively).

Before
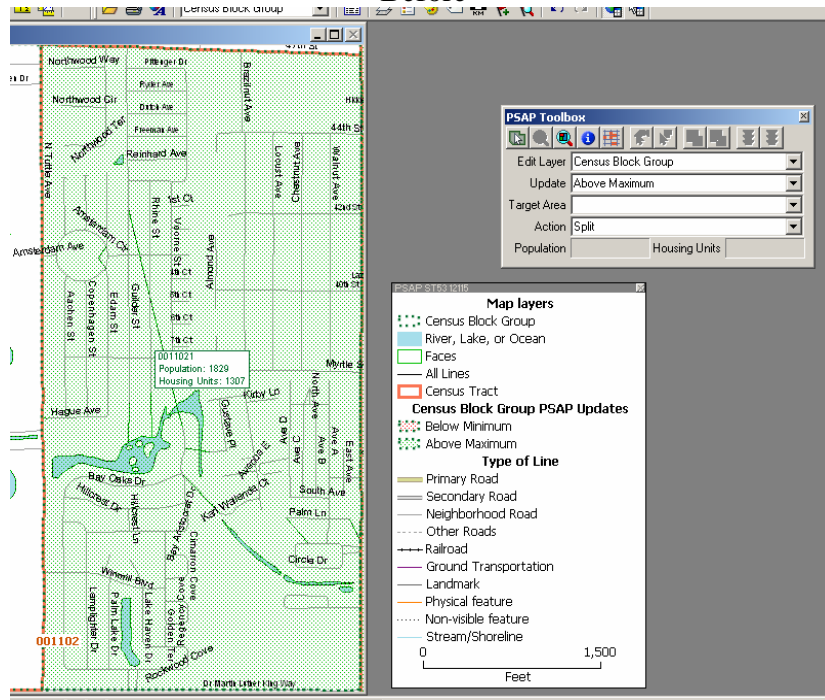
After
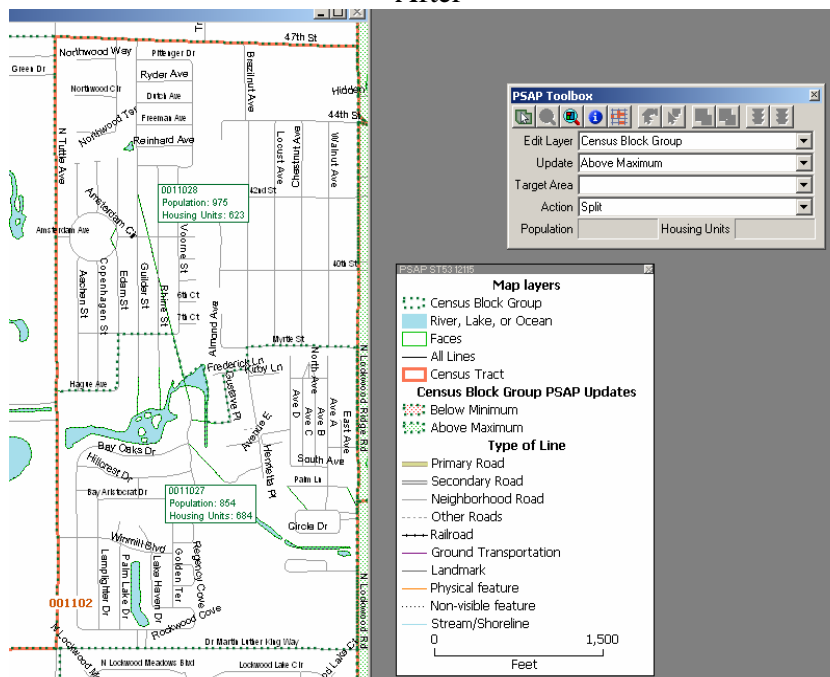
4.3.3 Block Groups that Fail the Shape Index Threshold (Split, Merge, Boundary Change)

BGs that fail the shape index thresholds are elongated, narrow BGs (or "sliver BGs") and BGs that are not compact. BGs that fail the shape index may indicate a delineating or digitizing error. The Census Bureau recommends and encourages participants to split, merge or edit BGs that fail the shape index threshold, especially BGs that have been already edited (split, merge, boundary change) for Census 2010. Participants may retain Census 2000 BGs that fail the shape index threshold without any editing.

4.3.4 Editing Block Group Boundaries (Boundary Changes)

 Working by BG, review all not acceptable and questionable boundary features.

Where possible and appropriate, correct all not acceptable boundary features by either selecting an acceptable nearby feature to serve as the new BG boundary or by correcting the type of feature shown in the PSAP MTPS. The acceptable nearby features may already be in the MTDB (and present in the PSAP MTPS shapefiles) or may need to be added in the MTPS. As time permits, also correct questionable boundary features that require correction.

Prioritize editing not acceptable and questionable boundary features where housing units will be affected by the boundary change (i.e., editing the boundary so that it follows an acceptable feature will encompass more or fewer housing units). As time permits, edit the not acceptable and questionable boundary features that will not affect housing units.

4.4 Block Groups on Federally Recognized American Indian Reservations and Off-Reservation Trust Lands

For Census 2000 American Indian area participants were responsible for delineating BGs on federally recognized AIRs and ORTLs. In most cases the American Indian area participant defining BGs on AIR and ORTL was not the Census 2000 PSAP participant for the area.

In Census 2000 data products in which data were presented by state and county, the standard state-county-CT-BG hierarchy was maintained, even for territory contained within an AIR/ORTL. In such instances, the state/county portions of a tribal BG were identified as standard, county-CT-based BGs. These standard BGs may not have met the minimum population thresholds, therefore, potentially limiting sample data reliability or availability for both the tribal BG and the derived standard BG.

For improved geographic information and data presentation, the Census Bureau is creating standard, county-CT based BGs nationwide through the PSAP and maintaining tribal BGs on AIRs/ORTLs as a completely separate set of geography from standard BGs. This change seeks to eliminate, in part, these issues that existed with Census 2000 data. As a result, PSAP participants will review and update BGs that are on AIRs/ORTLs. For Census 2010, American Indian area participants should participate in the PSAP process by working with the other PSAP participants to delineate standard BGs

and other statistical areas directly affecting their AIRs/ORTLs. As with all other interested organizations and individuals, the Census Bureau requires that you work with interested tribes in your area in the review and update of Census 2010 statistical areas.

5. Census Designated Places (CDPs)

The Census Bureau is offering local data users the opportunity to revise existing CDPs and propose new CDPs for use in the tabulation and presentation of data from the decennial census, Economic Census, and the ACS after 2010.

CDPs are statistical geographic areas representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally-defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. The primary goal of the CDP program is to provide meaningful statistics for well-known, unincorporated localities.

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and delineation of Census 2010 CDPs. This chapter, as well as Chapter 2 (Statistical Area Boundary Feature Criteria), is for all participants reviewing CDPs. Refer to the *PSAP MTPS User Guide* for specific delineation and submission instructions.

For information about the history of CDPs Refer to Appendix C - Statistical Areas History.

5.1 CDP Coverage

A CDP may not be located, either partially or entirely, within an incorporated place or another CDP.

A CDP may be located in more than one county but must not cross state boundaries. It is important to note, however, that since county boundaries provide important demarcations for communities, CDPs that cross county lines should be kept to a minimum and identified only when the community clearly sees itself existing on both sides of a county boundary.

CDPs (or CDPs and incorporated places, together) may not cover a county wall-to-wall. CDPs should not be used to define areas that completely cover a county (i.e., wall-to-wall coverage) such as zoning areas or fire districts. CDPs should be defined for discreet unincorporated communities, and be comparable in area, layout, and make-up to incorporated places in the same county and/or state.

5.2 CDP Criteria

The Census Bureau published the CDP criteria for Census 2010 in the Federal Register; a copy is available at: <www.census.gov/geo/www/psap2010/psap2010_main.html>.

5.2.1 Population and Housing Units

A CDP must contain some population or housing units or both.

The Census Bureau eliminated minimum population thresholds for CDPs for Census 2000, enabling the identification and tabulation of data for small, unincorporated communities, particularly in rural areas, as CDPs. The Census Bureau recognizes that some communities, such as resort or other kinds of seasonal communities, may lack population at certain times of the year. Nevertheless, there should be some evidence, generally in the form of houses, barracks, dormitories, commercial buildings, and/or other structures, providing the basis for local perception of the place's existence. For Census 2010, the Census Bureau will not accept a CDP delineated with zero population and zero housing units, and requests a justification be provided for CDPs delineated with fewer than 10 housing units for Census 2010. The Census Bureau will review the number of housing units within the place, as reported in the previous decennial census, and consider whether additional information is needed before recognizing the CDP. Participants submitting boundaries for places with less than 10 housing units will need to provide additional information attesting to the existence of the CDP.

However, as a general rule, geographic areas with smaller populations are subject to higher variances than comparable estimates for areas with larger populations from programs providing sample data, including the ACS. In other words, CDPs with smaller population/housing units (with a population less than 4,000) may have less reliable and available data, and the reliability and availability of the data increases as the population increases. It is important to note, nonetheless, that CDPs may be defined for reasons other than the provision of sample data.

5.2.2 CDP Identifiers (Names)

The CDP name should be one that is recognized and used in daily communication by the residents of the community. There should be features in the landscape that use the name, such that a non-resident would have a general sense of the location or extent of the community, for example, signs indicating when one is entering the community; highway exit signs that use the name; businesses, schools, or other buildings that make use of the name. Hyphenated names are only acceptable where two or more communities are perceived to be a single area with the names mingling within the area, and it is difficult to locate a boundary between the communities.

It is permissible to change the name of a Census 2000 CDP if the new name provides a better identification of the community and is the name that residents associate with the community.

A CDP may not have the same name as an adjacent or nearby incorporated place. If the community does not have a name that distinguishes it from other nearby communities, then the community is not a distinct place. The use of directional terms ("north", "south", "east", "west", and so forth) to differentiate the name of a CDP from a nearby municipality where this name is not in local use is not acceptable. Additionally, a CDP or CDP name should not be developed solely for planning or other purposes (including simply to obtain data from the Census Bureau).

5.2.3 CDP Boundary Features

To make the location of CDP boundaries less ambiguous, wherever possible CDP boundaries should follow visible and identifiable features. The use of visible features makes it easier to locate and identify CDP boundaries over time as the locations of many visible features in the landscape tend to change infrequently. The Census Bureau permits the use of incorporated place and MCD boundaries in states where those boundaries tend to remain unchanged over time (refer to Table 1 in Chapter 2).

However, reliance upon visible features sometimes has resulted in overbounding of the existing CDPs in order to include housing units on both sides of a road or street feature, in fringe areas where no close boundary features exist. While this has helped ensure accurate allocation of housing units to the place, it also has meant that territory, population, and housing not associated with the place have been included in the CDP. For Census 2010, advances and enhancements in the positional accuracy of housing units within the Census Bureau's geographic databases make it possible to consider the potential use of non-visible boundaries (both questionable and not acceptable) when defining CDPs.

Figure 15: The Census Bureau has frequently received comments from data users that CDPs in previous censuses tended to be too large, or overbounded, and did not truly represent the place indicated. For past censuses the Census Bureau required that participants use linear features that were relatively easy to locate and/or visible in the field to make up the boundaries of CDPs, and this tended to cause the overbounding of CDPs. Although the Census Bureau suggests participants still use visible features as CDP boundaries whenever possible, to help remedy the overbounding of CDPs the Census Bureau is allowing the use, and if needed, creation of non-visible features to be used specifically as CDP boundaries. This example shows a somewhat overbounded CDP that may benefit from the addition of a non-visible feature. A non-visible line running almost west to east was added between the ends of two streams in the top middle portion of the CDP. A boundary change was then performed to the CDP to take advantage of this newly added non-visible line feature. Please note that the non-visible line that was added is symbolized in "fuzzy" red as unacceptable to discourage its use as a statistical area boundary.

Before

After

58
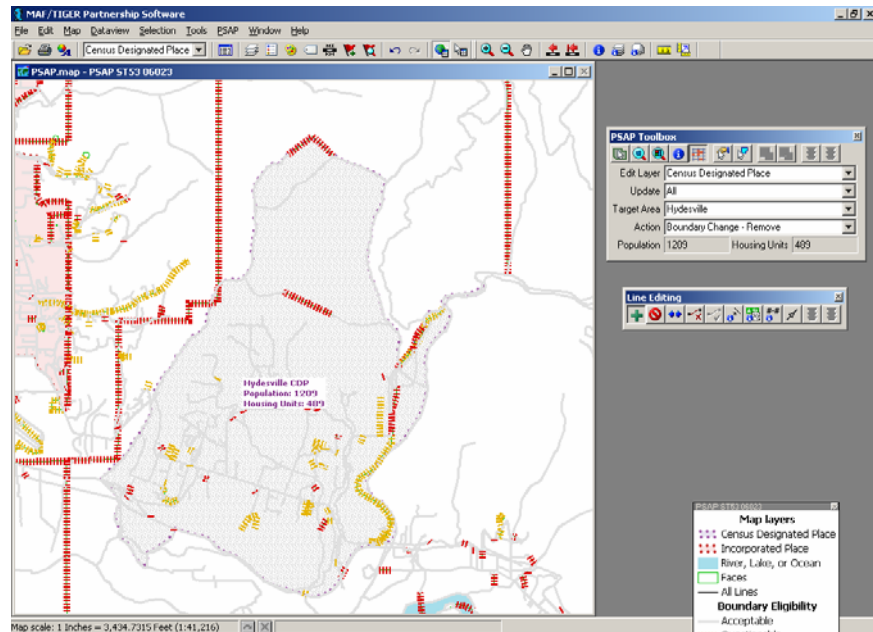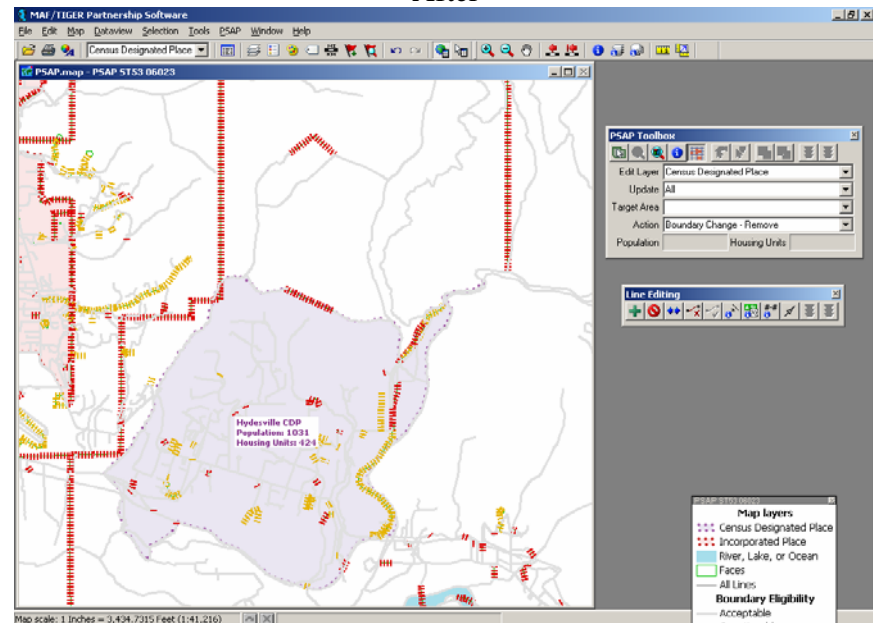
The Census Bureau also permits the use of state and county boundaries in all states, and permits the use of incorporated place and MCD boundaries in states where those boundaries tend to remain unchanged over time.

5.3 Reviewing and Revising Existing CDPs and Adding New CDPs

The Census Bureau requests that participants review all the CDPs in the county or counties the participant agreed to cover for the 2010 PSAP, and delineate new CDPs where an unincorporated community exists but was not a 2000 CDP. When updating Census 2000 CDPs and defining new CDPs, the proposed CDPs must meet Census 2010 criteria, including the minimum population and housing unit requirements, naming conventions, and concept guidelines. Contact your RCC if you need additional guidance on potential new CDPs in your county.

Concept Guidelines
To the extent possible, individual unincorporated communities should be identified as separate CDPs. Similarly, a single community should be defined as a single CDP rather than multiple CDPs with each part referencing the community name and a directional term (i.e., north, south, east, or west).

Additionally, CDPs should consist of a contiguous cluster of census blocks comprising a single piece of territory and containing a mix of residential and commercial uses similar to that of an incorporated place of similar size. Some CDPs, however, may be predominantly residential; such places should represent recognizably distinct, locally known communities, but not typical suburban subdivisions. Examples of such predominantly residential communities that can be recognized as CDPs are colonias found along the United States-Mexico border, small rural communities, and unincorporated retirement communities.

A CDP may be defined for special areas, such as resorts, migrant labor camps, and seasonal communities, but only for those with non-institutional population. Institutional population includes people under formally authorized and supervised care or custody such as correctional facilities, hospitals, and nursing homes. The Census Bureau will not accept CDPs defined only to include institutions, and encourages that CDPs exclude institutional population because patients or inmates usually have very little social contact with the remaining community. Participants should include other special areas, such as college campuses and agricultural dormitory areas within CDPs because these residents freely interact with the community.

Updating Census 2000 CDPs
Some CDPs delineated for prior censuses met the criteria in effect at the time of their delineation but no longer represent the type of areas the Census Bureau hopes to capture for Census 2010. The Census Bureau requests that participants review all the CDPs in their area for their continued existence and relevance as a CDP.

The Census Bureau requests that participants carefully review those Census 2000 CDPs that lost land area as a result of an incorporation or annexation of a nearby incorporated

place to assure the CDP remains contiguous and relevant. If more than 50% of a Census 2000 CDPs' area or population was annexed by an adjacent incorporated place, the CDP was removed from the MTDB, and therefore the CDP will not exist in any Census Bureau products and will not be available for review and update in the PSAP MTPS. Additionally, if a community defined as a Census 2000 CDP has incorporated, that community is now an incorporated place and will no longer be available for review and update through the PSAP[21].

To assist in this review, the Census Bureau is providing the PSAP MTPS that highlights and provides the appropriate tools to edit those CDPs that do not meet the minimum population/housing unit count and those CDPs that are noncontiguous. The Census Bureau requires that local participants provide a justification where the CDP does not meet the criteria. Valid justifications for CDPs that do not meet the criteria are as follows:

1. CDP is below the minimum housing unit guidelines (<10 housing unit)
   ▪ Includes group quarters
   ▪ New housing units built since 2000 (will meet threshold)
   ▪ Includes area for new planned housing units (pre-2015)
   ▪ Housing unit counts provided are incorrect

2. CDP is noncontiguous
   ▪ Military installation excluded
   ▪ CDP has two or more separate populated centers, but is considered one community
   ▪ CDP is too large if contiguous
   ▪ CDP is split by an incorporated place boundary (e.g., in areas where a city annexed a corporate corridor that splits a community)

Additionally, the PSAP MTPS contains tools to edit existing CDP boundaries, create new CDPs, remove CDPs that are no longer relevant, edit CDP names, and review and edit CDP boundaries that follow questionable and unacceptable features.

5.3.1 Editing CDP Boundaries/Area

Participants may add a new CDP where a community exists in the landscape and a CDP has not already been delineated for that community. To reflect the current existence and area extent of the CDP, area can be added to or removed from an existing CDP. When a CDP delineated for a previous census is no longer in existence or is no longer relevant (e.g., the majority of the population of the CDP was annexed by an adjacent incorporated place), the participant should remove the CDP. Using the provided TerraServer imagery in the PSAP MTPS may help participants in determining the extent and boundaries of a CDP.

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[21] Incorporated place boundaries are updated through the Boundary and Annexation Survey (BAS), an annual survey conducted by the Census Bureau to collect and maintain information on the inventory, status, boundaries, and names of all governmental units.

The Census Bureau will review each CDP on its own merit, but we request that participants specifically review their CDPs that capture large areas of undeveloped territory yielding a CDP with overall low population density. With no population or housing unit requirements it is not necessary to overbound a CDP or to group two or more separate and distinct communities together as one CDP. In some cases, a planned community may have a completed network of dense road patterns, but only some sections may be inhabited. The CDP should contain only the built-up portion of communities.

The Census Bureau also may define CDPs in instances where clear evidence of a place exists but where local statistical areas participants did not submit a proposed CDP.

Editing the boundaries/area of existing Census Designated Places
A Census 2000 CDP should be revised where the community has changed, i.e., expanded (increased in area) or contracted (decreased in area) in the landscape since 2000. Where the community has expanded, area should be added to the CDP, and where the community has contracted, area should be removed from the CDP. The same CDP can experience both expansion and contraction, and therefore area can be added to and removed from the same CDP.

Where necessary, add non-visible features to capture the extent of the community without overbounding.

Delineating New Census Designated Places
A proposed new 2010 CDPs should include the entire developed area of a community and exclude, to the greatest extent possible, large areas of undeveloped or underdeveloped territory. CDPs may not contain area already within an incorporated place or another CDP. **It is not the intent of the CDP program to identify housing subdivisions, apartment complexes, or individual neighborhoods within larger communities where the larger community is known locally by name.**

Figure 16: The Census Bureau strongly encourages the creation of new CDPs as long as they meet the criteria and guidelines. Data users, rightfully so, often make comments that they can't find data for a "place" in Census Bureau products. The Census Bureau only lists places in its data products where legal incorporated place boundaries have been officially reported to the Census Bureau or where CDPs have been delineated. Local knowledge is required to accurately define a CDP, so CDPs are primarily defined by participants in PSAP. If participants do not define CDPs during PSAP and the place is not incorporated, the Census Bureau does not have a program for creating new CDPs between decennial censuses, and thus no data will be published for the "place" for at least another decade. In this example, a CDP is newly created to define the boundaries of a place so the Census Bureau will publish data for it. This is a good example of a place because it contains both housing units and population, is based around a commercial center, contains higher population, housing unit, and street densities than the areas adjacent to it, and is locally and historically known as a distinct community with an unambiguous name.

Before
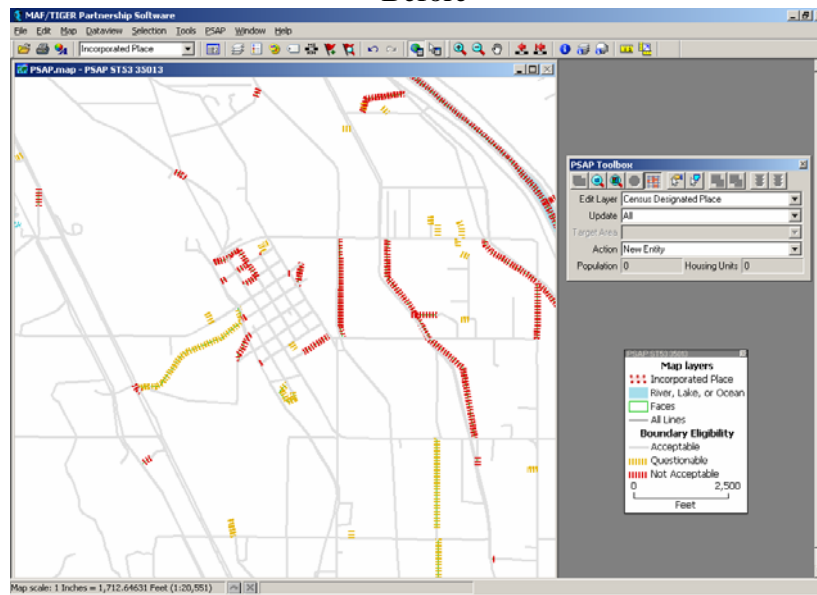
After
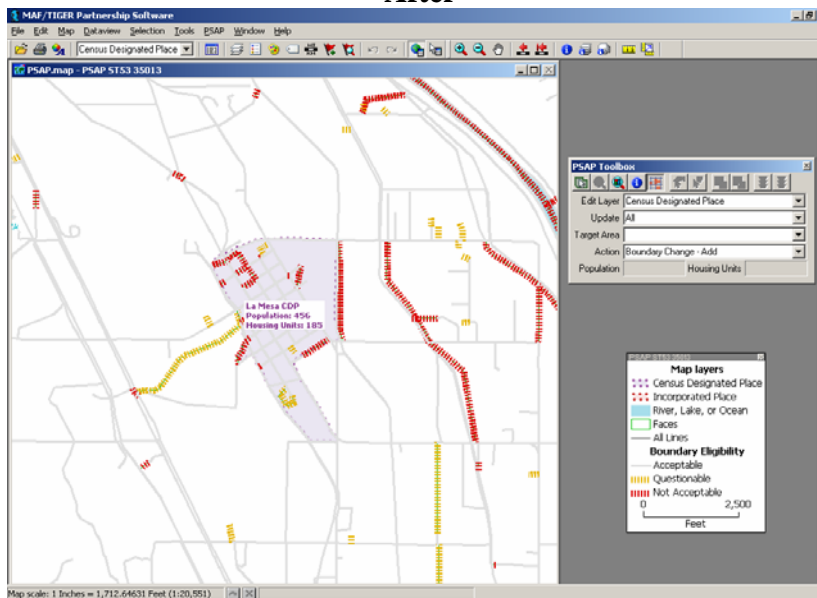
Deleting Census Designated Places

A Census 2000 CDP should be deleted if it is no longer in existence (e.g., the housing units have been demolished, there is no population). Additionally, a Census 2000 CDP should be deleted if it is no longer relevant, e.g., lost the majority of its land area as a result of an incorporation or annexation of a nearby incorporated place, or the densely populated center of the CDP has incorporated or been annexed by a nearby incorporated place.

Editing Census Designated Place Boundaries

Working by CDP, review all not acceptable and questionable boundary features.

Where possible and appropriate, correct all not acceptable boundary features by either selecting an acceptable nearby feature to serve as the new CDP boundary or by correcting the type of feature shown in the PSAP MTPS. The acceptable nearby features may already be in the MTDB (and present in the PSAP MTPS shapefiles) or may need to be added in the MTPS. As time permits, also correct questionable features that require correction. A CDP may follow a questionable or not acceptable boundary feature in instances where reliance upon acceptable or other questionable features will result in overbounding the CDP.

Prioritize editing not acceptable and questionable boundary features where housing units will be affected by the boundary change (i.e., editing the boundary so that it follows an acceptable feature will encompass more or fewer housing units). As time permits, edit the not acceptable and questionable boundary features that will not affect housing units.

Additionally, participants should adjust the CDP boundaries as necessary to resolve situations resulting from annexations and detachments by incorporated places.

5.3.2 Revising CDP Names

The Census Bureau requests that participants review the names of all CDPs established prior to Census 2000. CDPs cannot have the same name as an incorporated place or another CDP in the same county.

Since a CDP is defined to provide data for a single named locality, the Census Bureau does not encourage CDPs that comprise a combination of places, or CDPs identified by multiple, hyphenated names. For example, CDPs such as Poplar-Cotton Center and Downieville-Lawson-Dumont are no longer acceptable. If a Census 2000 CDP has a multiple, hyphenated name, determine if there is some way to divide the Census 2000 CDP to recognize each community separately for Census 2010.

However, where communities have become so intertwined that the communities are commonly perceived and referenced as a single place, it is acceptable to have one CDP defined for these communities, and identified with a hyphenated CDP name. For example, the communities of Arden and Arcade in California have grown together over time and residents commonly use the place name Arden-Arcade. Further, because of the

intertwined identity, residents would have difficulty identifying a boundary between the separate, historical communities of Arden and Arcade. Multiple communities also may be defined as a single CDP when there is no distinguishable or suitable feature in the landscape that can be used as a boundary between the communities, even if the two communities still have separate identities. For example, the CDP of Ashton-Sandy Spring in Maryland encompasses two communities that still maintain separate identities in common, daily usage. The two communities, however, have grown together to such an extent that a clear break between the two communities is no longer identifiable in the landscape. In general, when considering whether to combine multiple communities as a single CDP, the following questions should be taken into account: Do residents commonly perceive and refer to the communities as a single entity? Are there landscape elements, such as signs, that use a hyphenated name for the community? Can residents or other knowledgeable individuals identify clear, commonly accepted boundaries for the individual communities?

Participants should also review all CDPs that use a name referencing a nearby incorporated place/municipality appended with a suffixed directional ("north," "south," "east," "west," and so forth). In many cases local participants delineated these types of CDPs to serve as an extension of the built-up portions of incorporated places immediately beyond the corporate limits. Often residents do not use a unique name for this type of community, usually identifying themselves as associated with the incorporated municipality even though they live outside the corporate limits.

It is permissible to change the name of a Census 2000 CDP for Census 2010 if the new name provides a better identification of the community.

5.4 CDPs on Federally Recognized American Indian Reservations and Off-Reservation Trust Lands

CDPs are delineated through both the PSAP and the TSAP for Census 2010. Federally recognized tribes with AIRs, ORTLs, or Oklahoma Tribal Statistical Areas (OTSAs) may update or delineate new CDPs on those geographic areas through the TSAP. Tribes that would like to delineate CDPs for communities completely off AIRs, ORTLs, and/or OTSAs will work with the PSAP participants for the areas in which they are interested.

Where CDPs are updated or delineated through the PSAP and the TSAP for the same community, and there are discrepancies in the aerial extent of (i.e., boundaries) for the CDP and/or the name of the CDP, the RCC will work with the PSAP primary participant and the TSAP participant to create an acceptable 2010 CDP that accommodates the needs of both participating organizations.

5.5 Geographic Relationship Between CDPs and Legal Entities

There are CDPs that are coextensive with governmentally active MCDs, or "whole-town" CDPs, in the twelve states that contain governmentally functioning MCDs, the six New England states, Michigan, Minnesota, New Jersey, New York, Pennsylvania, and Wisconsin.

The Census Bureau encourages participants to remove these "whole-town" CDPs where they exist, and instead define a CDPs to capture the community or communities within the MCD that encompasses a distinct geography from which more meaningful data can be tabulated.

5.6 CDPs in Puerto Rico

Puerto Rico does not contain incorporated places by the Census Bureau's definition. In Puerto Rico, zonas urbanas and comunidades serve the statistical function of places, equivalent to CDPs in the United States.

Zonas urbanas are delineated to encompass the urban core of the municipio, based on the barrio-pueblo or governmental center of each municipio. Aerially, every zona urbana is equal to or larger than the barrio-pueblo that forms its core. The zona urbana boundaries are drawn to follow visible features and/or the limits of a municipio or barrio. The boundaries of zonas urbanas may be revised to reflect changes to the development around the barrio-pueblo, but they may not extend beyond their municipio. Comunidades are delineated to encompass other types of unincorporated communities throughout Puerto Rico.

When editing the name of an existing zona urbana or comunidad, or creating a new zona urbana or comunidad, append zona urbana (or "ZA") to the zona urbana name, and comunidad (or "comun") to the comunidad name.

6. Census County Divisions (CCDs)

The Census Bureau is offering local data users the opportunity to review and update CCDs for use in the tabulation and presentation of data from the decennial census and the ACS after 2010. The primary goal of the CCD program is to establish and maintain a set of subcounty units that have stable boundaries and recognizable names. A CCD usually represents one or more communities, trading centers, or, in some instances, major land uses. CCDs are statistical areas established cooperatively by the Census Bureau and officials of state and local governments in 21 states where MCDs either do not exist or are unsatisfactory for reporting decennial census data.

CCDs exist in the following states[22]:

Alabama	Alaska	Arizona
California	Colorado	Delaware
Florida	Georgia	Hawaii
Idaho	Kentucky	Montana
Nevada	New Mexico	Oklahoma
Oregon	South Carolina	Texas
Utah	Washington	Wyoming

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and revision, if necessary, of existing Census 2000 CCDs. This chapter, as well as Chapter 2 (Statistical Area Boundary Feature Criteria), is for all participants reviewing CCDs.

The methods for submitting boundaries for CTs and CCDs are complementary. Because CCDs have a relationship to CTs, and many CCDs are groupings of several contiguous CTs, the Census Bureau suggests participants review Chapter 3 (Census Tracts) before proceeding with the review and delineation of CCDs. Refer to the *PSAP MTPS User Guide* for specific delineation and submission instructions.

For information about the history of CCDs Refer to Appendix C - Statistical Areas History.

6.1 CCD Coverage

CCDs are established within counties or equivalent areas in Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming (i.e., complete coverage in states that have CCDs). CCDs generally contain a CT or a group of contiguous CTs. In rare instances, two CCDs comprise one CT.

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[22] CCDs previously existed in Tennessee, however for 2010 and beyond Tennessee will use their county commissioner districts as MCDs. These county commissioner districts, legal entities defined for the purpose of electing county commissioners, are redefined after each decennial census and their boundaries generally remain stable and unchanged through the decade.

6.2 CCD Criteria

The Census Bureau published the CCD criteria for Census 2010 in the Federal Register, which is available at: <www.census.gov/geo/www/psap2010/psap2010_main.html>.

The Census Bureau establishes and maintains CCDs for statistical purposes and does not tailor our criteria or attempt to anticipate any non-statistical uses that may be made of their definitions. CCDs are not designed to meet the requirements of any non-statistical programs, including the programs of other government agencies.

The Census Bureau will not modify the CCD criteria to meet the requirements of any non-statistical program, or accept, as justification for an exception to or exemption from the CCD criteria, the use of these areas in any non-statistical program.

6.2.1 Population and Housing Units

There are no minimum or maximum population/housing unit thresholds for defining CCDs. Insofar as possible, CCDs that are new for Census 2010 should have a population/housing unit count of at least 1,200 people/640 housing units, the minimum population/housing units of a CT. However, in less populated counties CCDs may subdivide CTs, and therefore provide data for smaller geographic areas and populations.

6.2.2 Comparability

The Census Bureau does not encourage major revisions to CCDs since the primary goal of the CCD program is to establish and maintain a set of subcounty units that have stable boundaries and recognizable names that allows for data comparability from decade to decade. The boundaries of CCDs usually coincide with visible features or stable, significant legal boundaries, such as the boundary of an AIR, federally managed land, or conjoint incorporated places.

However, updates and revisions may be necessary in some instances, for example where there have been revisions to CT boundaries and the CCD boundaries follows the CT boundaries, or to resolve discrepancies where the CCD boundaries and CT boundaries were supposed to be conjoint but were not. Additionally, revisions to CCD names may be necessary due to population changes within CCDs.

6.2.3 CCD Identifiers (Names)

CCD names should clearly identify the extent of the CCD. A CCD usually is named after the largest population center or historically central place within it (e.g., Taos, Chimayo, or Ohkay Owingeh, New Mexico). Where a CCD contains multiple centers with relatively equal importance, a CCD name may represent the two or three centers (e.g., Mount Pleasant-Moroni, Utah). A CCD may be named after the AIR (e.g., Hualapai, Arizona or Nez Perce, Idaho) or a prominent land use area (e.g., Federal Reservation, Washington or Yellowstone National Park, Wyoming) in which it is partially or wholly located. A CCD may be named after a prominent physical feature (e.g., Mount Rainier, Washington) or a distinctive region within the county (e.g., Death Valley, California; Everglades and Lower Keys, Florida). If there is no clear cultural focus or topographic

name that can be applied, a CCD name shall consist of the county name and a compass direction to indicate the portion of the county in the CCD or a place name and a compass direction to give the CCD location relative to the place. The directional indicator should precede a county name (e.g., Northeast Cobb, Georgia). If a place name is used, the directional indicator should follow it (e.g., Del Rio Northwest, Texas).

Figure 17: CCDs are intended to be centered around one or more communities or places, or around a specific major land use area. In addition, CCDs should primarily be named after these communities or major land uses that define them. In this example, the first CCD is based around a specific major land use area, Yellowstone National Park, and thus its name reflects the fact: Yellowstone National Park CCD. The second CCD is based around a couple of places, specifically Port Angeles city and Port Angeles East CDP, and thus the CCD is named accordingly: Port Angeles CCD.
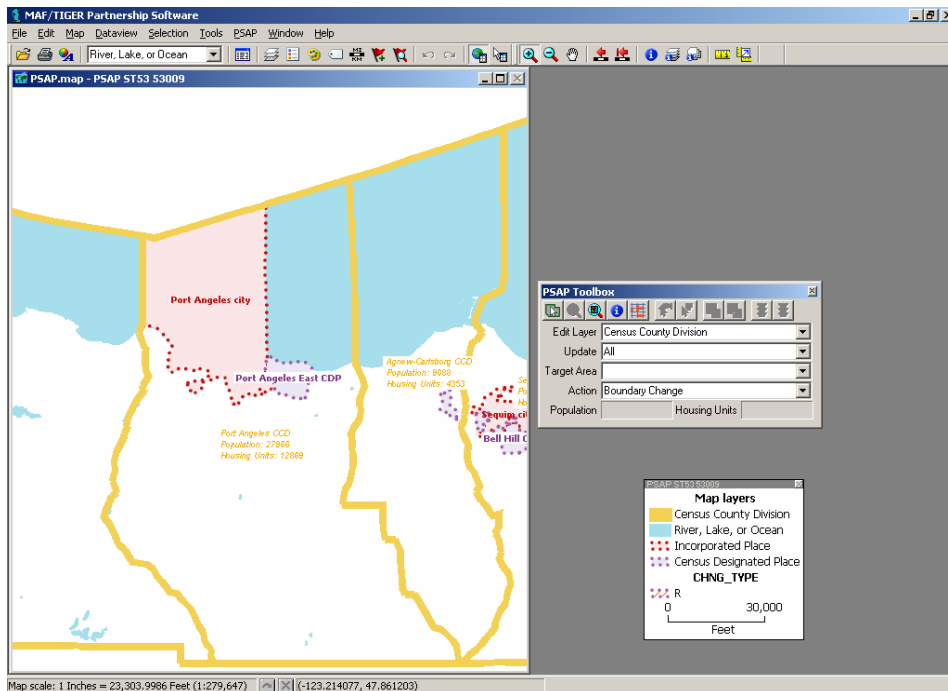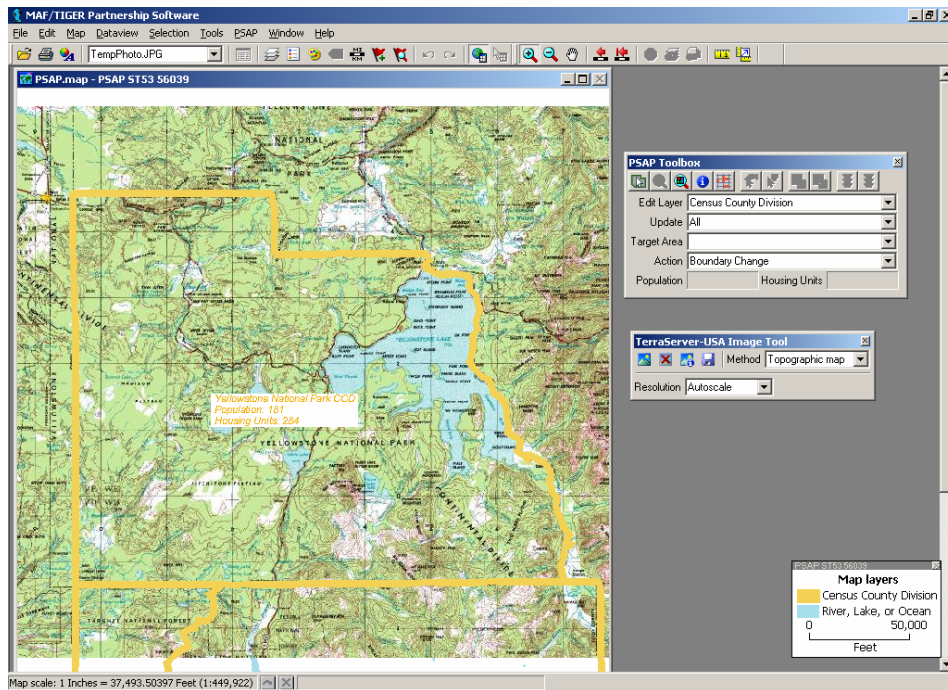
The names of existing CCDs should not be changed unless there is a compelling reason to do so, such as when the name from which the CCD was derived has changed, as in the case of Bainbridge Island, Washington, when the name of the city (Winslow) changed.

6.2.4 CCD Boundary Features

The Census Bureau requires CCD boundaries to follow state and county boundaries. CCD boundaries should follow CT boundaries since CCDs should contain one or more contiguous CTs, or, in less populated counties two or more CCDs should comprise one CT.

Where CCD boundaries do not follow CT boundaries, they should follow visible and identifiable features. The use of visible features makes it easier to locate and identify CCD boundaries over time as the locations of many visible features in the landscape tend to change infrequently. The Census Bureau permits the use of incorporated place and MCD boundaries in states where those boundaries tend to remain unchanged over time (refer to Table 1 in Chapter 2).

6.3 Reviewing and Revising Existing CCDs

The Census Bureau requests that participants review all CCDs in the county or counties the participant agreed to cover for the 2010 PSAP. Participants should complete their review and revision of CTs before reviewing and editing CCDs

To assist in this review, the Census Bureau is providing the PSAP MTPS that highlights and provides the appropriate tools to edit those CCDs that are non-contiguous. The Census Bureau requires that local participants provide a justification where the CCD does not meet the criteria. A valid justification for a CCD that is noncontiguous is "County is noncontiguous". Additionally the PSAP MTPS provides tools to edit the boundaries of the CCD and to change the CCD name.

Relationship with CTs
The Census Bureau recommends that CCD boundaries conform to CT boundaries; specifically a CCD should contain one or more CTs, or in areas in less populated counties CCDs may subdivide CTs. The boundaries of a CCD, or combination of nested CCDs, should align with CT boundaries. Note that a county with a population less than the optimum population for a CT (less than 4,000 people) may contain more CCDs than CTs. For example, McCone County, Montana, which has a 2006 estimated population of 1,760, contains only one CT, but is divided into two CCDs.

Review the CCD boundaries carefully to identify small areas where the CCD boundaries and CT boundaries are not conjoint but should be. Participants must correct these situations by adjusting the CCD boundary.

Figure 18: Although in many counties CCDs existed before census tracts were delineated, it is the intention of the Census Bureau that CCDs and census tracts should be related in a county; specifically in counties with higher populations CCDs should include more than one entire census tract, or in counties with lower populations census tracts should include more than entire CCD. In this example, three entire census tracts nest within one CCD.
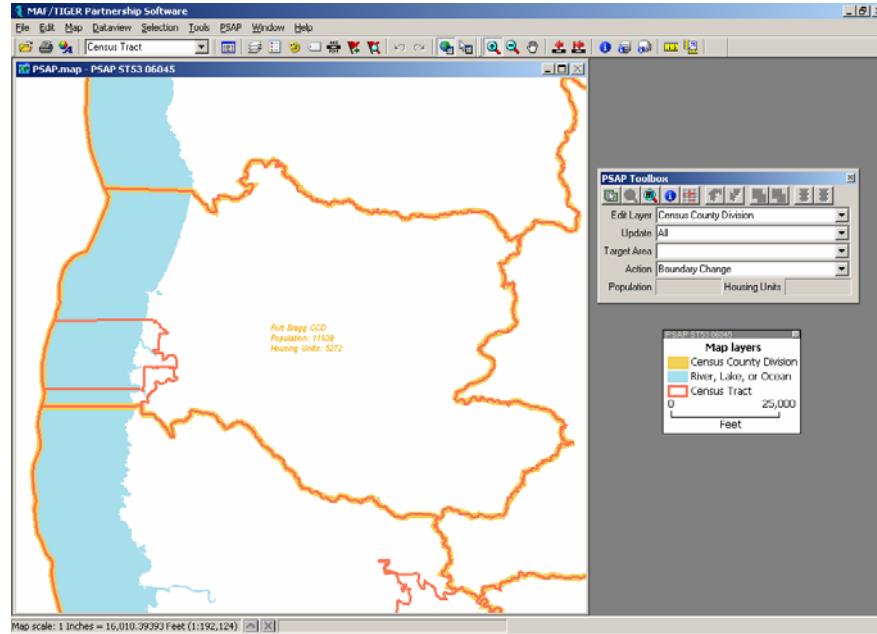
Figure 19: Although in many counties CCDs existed before census tracts were delineated, it is the intention of the Census Bureau that CCDs and census tracts should be related in a county; specifically in counties with higher populations CCDs should include more than one entire census tract, or in counties with lower populations census tracts should include more than entire CCD. In this example, two entire CCDs nest within one census tract.

71
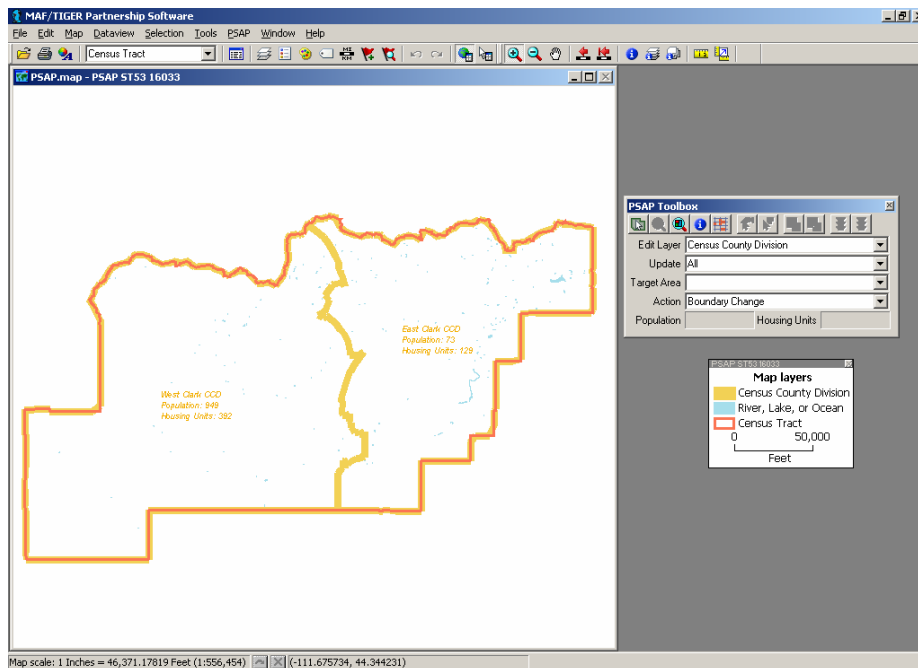
Relationship with communities and places
A CCD usually represents a single contiguous area consisting of one or more communities, trading centers, or, in some instances, major land uses that are relatively compact in shape.

The community (or communities) on which a CCD is centered usually is an incorporated place or CDP and includes additional surrounding territory that is served by the community or place. The definition of community should take into account factors such as production, marketing, consumption, and the integrating factor of local institutions. In some cases, the CCD may be centered on a major area of significantly different land use or ownership, such as a large military base or AIR. In other situations, a CCD can represent an area that is physiographically different from the rest of the county.

Census County Division names
Review the CCDs names to ensure that, for example, the place the CCD is named after is within that CCD or is still the most populous place within that CCD. If a CCD name contains a directional, participants also should verify that the CCD name follows the guidelines for Census 2010 CCD names.

Census County Divisions with large populations
Participants may want to consider subdividing existing CCDs with a Census 2000 population of 500,000 or greater if the CCD comprises more than one distinct geographic region or several well known areas of settlement. The resultant CCDs, however, should continue to contain substantial population and must focus on distinct communities or places.

Editing the boundaries of Census County Divisions
Edit CCD boundaries so that they follow CT boundaries and there is a clear relationship between the CCD(s) and CT(s). If CCDs follow CT boundaries, participants need not review the CCD boundaries separately to identify and resolve those CCD boundaries which follow unacceptable or questionable features.

In the rare cases that CCD boundaries do not follow CT boundaries, review all not acceptable and questionable boundary features.

Where possible and appropriate, correct all not acceptable boundary features by either selecting an acceptable nearby feature to serve as the new CCD boundary or by correcting the type of feature shown in the PSAP MTPS. The acceptable nearby features may already be in the MTDB (and present in the PSAP MTPS shapefiles) or may need to be added in the MTPS. As time permits, also correct questionable features that require correction.

Prioritize editing not acceptable and questionable boundary features where housing units will be affected by the boundary change (i.e., editing the boundary so that it follows an acceptable feature will encompass more or fewer housing units). As time permits, edit the not acceptable and questionable boundary features that will not affect housing units.

6.4 CCDs on Federally Recognized American Indian Reservations and Off-Reservation Trust Lands

For Census 2000 American Indian area participants were responsible for delineating CCDs on federally recognized AIRs and ORTLs. For Census 2010, PSAP participants will review and update CCDs on AIRs and ORTLs. American Indian area participants should participate in the PSAP process by working with the other PSAP participants to delineate CCDs and other statistical areas directly affecting their AIRs/ORTLs.

Federally recognized tribes will delineate statistical areas specifically designed for the collection, tabulation, and presentation of decennial census data for federally and/or state-recognized American Indian tribes through the TSAP.

7. Review and Approval of the Proposed Census 2010 Statistical Areas by the Census Bureau

For the PSAP primary participants that submit the requested statistical area delineation for one county within 60 calendar days of receiving PSAP materials, the Census Bureau will review the submission to ensure participants are successful in implementing the PSAP criteria and guidelines, using the PSAP MTPS to review and edit statistical areas, and generating proposed statistical area submissions. The Census Bureau will provide feedback to the participant on their submission, and if necessary provide additional guidance on the criteria and guidelines, and/or PSAP MTPS usage.

The deadline for submitting all statistical areas plans for CTs, BGs, CDPs, and CCDs is 120 calendar days from the receipt of the materials provided by the Census Bureau. The Census Bureau strongly encourages that participants submit their statistical area plans as early as possible so that if there are issues with the submission there is adequate time for the participant to resolve the issues. If participants submit their statistical area plans at, or just before, the 120 day deadline and there are significant issues with the submission, the Census Bureau may not have time for the participant to resolve the issues and therefore may not be able to accept the statistical area plans.

Contact your RCC if you review your county or counties and determine that no updates are required for one or more of your counties, or no updates are required for one or more of the statistical areas within the county, e.g., CT and BG edits will be submitted to the Census Bureau but there will be no CDP changes/submission (all CDPs in the county should remain for 2010 unchanged).

The Census Bureau RCCs will verify that the submitted CT, BG, CDP, and CCD proposals are complete, meet all criteria and other requirements and, where the criteria have not been met, that a valid justification has been provided.

The Census Bureau will immediately reject any statistical area proposal that is not based on the Census Bureau-supplied shapefiles, or not generated using the PSAP MTPS.

If a submission cannot be opened, the Census Bureau will request that the participant verify their submission files are complete and correct, and will request that the files be resubmitted. If the submission is incomplete, does not meet the criteria, or contains some unclear or questionable statistical area proposals, Census Bureau staff will work with the participant to resolve these issues. In some cases, the Census Bureau will return the proposal to the participant for reworking and resubmission.

After the Census Bureau determines the CT, BG, CDP, and/or CCD proposals meet all requirements, the statistical area(s) will be inserted the MTDB. Post insertion, the Census Bureau will conduct a second review of all statistical areas.

Throughout this process, if there are any questions, problems, concerns, or necessary adjustments, Census Bureau staff will contact the participant and work with them to resolve the situation(s).

The Census Bureau is responsible for ensuring nationwide consistency for CTs, BGs, CDPs, and CCDs, and reserves the right to require, or to make, adjustments to statistical areas boundaries, names, and identifiers that do not meet Census 2010 criteria. The Census Bureau may modify, and if necessary reject, any proposed statistical areas that do not comply with Census 2010 criteria.

The Census Bureau will notify the participant once the review and approval of the PSAP proposal is completed. Under current plans, but subject to budget constraints, the Census Bureau intends to provide PSAP participants an opportunity to verify the accuracy of their statistical area boundaries, codes, and names as they appear in the MTDB before their use in Census 2010 tabulations. The Census Bureau will provide further information about the verification phase following the approval of the participant's statistical areas proposal.

Appendix A – PSAP Glossary

American Community Survey	ACS	A new survey conducted by the Census Bureau. This survey uses a series of monthly samples to produce annually updated data for the same small areas (census tracts and block groups) as the decennial census long-form sample formerly surveyed.
American Indian reservation	AIR	A type of legal geographic entity that is a recognized American Indian land area with a boundary established by final treaty, statute, executive order, and/or court order and over which the tribal government of a federally recognized American Indian tribe (federal AIR) or a state recognized American Indian tribe (state AIR) has governmental authority. Along with reservation, designations such as colony, pueblo, rancheria, and reserve may apply to AIRs.
census block group	BG	Block groups are statistical geographic divisions of a census tract, defined for the tabulation and dissemination of census data form Census 2010, as well the American Community Survey (ACS) after Census 2010.
census block numbering area	BNA	Prior to Census 2000, a statistical subdivision of a county or statistically equivalent entity, delineated by a state government agency or a U.S. Census Bureau regional census center for the purpose of grouping and numbering census blocks in counties that did not have census tracts. BNAs were discontinued for Census 2000; they were named as census tracts in every county.
computer based training	CBT	Interactive training for the PSAP MTPS provided as part of the PSAP MTPS software.
census county division	CCD	Statistical geographic entities in 21 states where minor civil divisions either do not exist or change too frequently for reporting census data. The primary goal of the CCD program is to establish and maintain a set of subcounty units that have stable boundaries and recognizable names. In most cases census tracts should nest within CCDs, but in less populated counties CCDs should nest within census tracts.
census designated place	CDP	Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally-defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials.
census tract	CT	Relatively permanent, small-area, geographic divisions of a county or statistically equivalent entity. The primary goal of the census tract program is to provide a set of nationally consistent, small, statistical geographic units, with stable boundaries that facilitate analysis of data across time.
geographic information system	GIS	A collection of computer hardware, software, and geographic data for capturing, managing, analyzing, and displaying all forms of geographically referenced information
Hawaiian Home Land	HHL	An area held in trust for the benefit of native Hawaiians by the State of Hawaii, pursuant to the Hawaiian Homes Commission Act of 1920, as amended.

Master Address File/Topologically Integrated Geographic Encoding and Referencing System Data Base	MTDB	Master Address File/Topologically Integrated Geographic Encoding and Referencing database, developed by the Census Bureau to support mapping and related geographic activities.
MAF/TIGER Partnership Software	MTPS	Software developed under contract for the Census Bureau to support geographic update activities including the PSAP. Software will be distributed to all participants. Census Bureau staff will train participants on the use of this software package.
minor civil division	MCD	The primary governmental or administrative division of a county in many states.
American Indian off reservation trust land	ORTL	American Indian trust lands are areas for which the United States holds title in trust for the benefit of an American Indian tribe or for an individual American Indian. Trust land may be located on or off a reservation; however, the Census Bureau recognizes and tabulates data only for off-reservation trust land. Census data always associate off-reservation trust land with a specific federally recognized reservation and/or tribal government.
Oklahoma tribal statistical areas	OTSA	Oklahoma tribal statistical areas (OTSAs) are statistical entities identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes in Oklahoma that do not currently have a reservation, but once had a reservation in that state.
participant statistical areas program	PSAP	Participant Statistical Areas Program allows participants, following Census Bureau guidelines and criteria, to review, update, and delineate new census tracts (CTs), block groups (BGs), census designated places (CDPs) and census county divisions (CCDs)
regional census center	RCC	Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the permanent Regional Offices are assigned to the RCCs.
Tribal Statistical Areas Program	TSAP	The Tribal Statistical Areas Program, a decennial program of the Census Bureau, is part of an ongoing effort to enhance the reporting of meaningful statistical data for American Indian and Alaska Native areas. Through the program, tribes have the opportunity to identify and delineate the geographic statistical areas and block boundaries for which the Census Bureau will tabulate data for Census 2010 and the ongoing American Community Survey (ACS) after 2010. The statistical areas that can be defined through the PSAP include: Alaska Native village statistical areas (ANVSAs), Oklahoma tribal statistical areas (OTSAs), OTSA tribal subdivisions, tribal designated statistical areas (TDSAs), state designated tribal statistical areas (SDTSAs), tribal census tracts, tribal block groups, and CDPs.

Appendix B – Regional Census Center contact information

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Appendix C – Statistical Areas History

History of Census Tracts

In 1905, Dr. Walter Laidlaw originated the concept of permanent, small geographic areas as a framework for studying change from one decennial census to another in neighborhoods within New York City. For the 1910 Census, eight cities-New York, Baltimore, Boston, Chicago, Cleveland, Philadelphia, Pittsburgh, and St. Louis-delineated CTs (then termed ``districts'') for the first time. No additional jurisdictions delineated CTs until just prior to the 1930 Census, when an additional ten cities chose to do so. The increased interest in CTs for the 1930 Census is attributed to the promotional efforts of Howard Whipple Green, who was a statistician in Cleveland, Ohio, and later the chairman of the American Statistical Association's Committee on Census Enumeration Areas. For more than twenty-five years, Mr. Green strongly encouraged local citizens, via committees, to establish CTs and other census statistical geographic areas. The committees created by local citizens were known as Census Tract Committees, later called Census Statistical Areas Committees.

After 1930, the Census Bureau saw the need to standardize the delineation, review, and updating of CTs and published the first set of CT criteria in 1934. The goal of the criteria has remained unchanged; that is, to assure comparability and data reliability through the standardization of the population thresholds for CTs, as well as requiring that their boundaries follow specific types of geographic features that do not change frequently. The Census Bureau began publishing CT data as part of its standard tabulations beginning with the 1940 Census. Prior to that time, CT data were published as special tabulations.

For the 1940 Census, the Census Bureau began publishing census block data for all cities with 50,000 or more people. Census block numbers were assigned, where possible, by CT, but for those cities that had not yet delineated CTs, ``block areas'' (called ``block numbering areas'' [BNAs] in later censuses) were created to assign census block numbers.

Starting with the 1960 Census, the Census Bureau assumed a greater role in promoting and coordinating the delineation, review, and update of CTs. For the 1980 Census, criteria for BNAs were changed to make them more comparable in size and shape to CTs. For the 1990 Census, all counties contained either CTs or BNAs.

Census 2000 was the first decade in which CTs were defined in all counties. BNAs were renamed CTs for Census 2000. In addition, the Census Bureau increased the number of geographic areas whose boundaries could be used as CT boundaries.

History of Block Groups
The Census Bureau first delineated BGs as statistical geographic divisions of CTs for the 1970 Census, comprising contiguous combinations of census blocks for data presentation

purposes. At that time, census BGs only existed in urbanized areas in which census blocks were defined. BGs were defined without regard to legal and administrative boundaries, with an average population of 1,000, and to be approximately equal in area.

As census block, BG, and CT data were used increasingly by data users, the Census Bureau expanded these programs to cover additional geographic areas, while redefining the population threshold criteria to more adequately suit data users' needs. The 1990 Census was the first in which census blocks and BGs were defined throughout the entirety of the United States, Puerto Rico, and the Island Areas. For Census 2000, as with CTs, the Census Bureau increased the number of geographic area boundaries that could be used as BG boundaries, and allowed tribal governments of federally recognized American Indian tribes with AIRs/ORTLs to delineate BGs without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

History of CDPs

The CDP concept and delineation criteria has evolved over the past five decades in response to data user needs for place-level data. This evolution has taken into account differences in the way in which places were perceived, and the propensity for places to incorporate in various states. The result, over time, has been an increase in the number and types of unincorporated communities identified as CDPs, as well as increasing consistency in the relationship between the CDP concept and the kinds of places encompassed by the incorporated place category, or a compromise between localized perceptions of place and a concept that would be familiar to data users throughout the United States, Puerto Rico, and the Island Areas.

Although not as numerous as incorporated places or municipalities,[23] CDPs have been important geographic areas since their introduction for the 1950 census[24]. For the 1950 Census, CDPs were defined only outside urbanized areas and were required to have at least 1,000 residents. For the 1960 Census, CDPs could also be identified inside urbanized areas outside of New England, but these were required to have at least 10,000 residents. The Census Bureau modified the population threshold within urbanized areas to 5,000 in 1970, allowed for CDPs in urbanized areas in New England in 1980, and lowered the urbanized area threshold again to 2,500 in 1990. In time, other population thresholds were adopted for identification of CDPs in Alaska, as well as in Puerto Rico, the Island Areas, and on AIR. The Census Bureau eliminated all population threshold requirements for Census 2000, achieving consistency between CDPs and incorporated places, for which the Census Bureau historically has published data without regard to population size.

According to Census 2000, more than 35 million people in the United States, Puerto Rico, and the Island Areas[25] lived in CDPs. The relative importance of CDPs varies from state to state depending on laws governing municipal incorporation and annexation. The

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[23] Known by various terms throughout the United States: cities, towns (except in the six New England States, New York, and Wisconsin), villages, and boroughs (except in New York and Alaska).

[24] CDPs were referred to as "unincorporated places" from 1950 through the 1970 decennial censuses.

[25] There are no CDPs in American Samoa because villages cover its entire territory and population.

importance of CDPs also depends on local preferences and attitudes regarding the identification of places.

History of CCDs

When CCDs were introduced prior to the 1950 Census, few alternatives were available for the provision of statistical data related to relatively stable, subcounty geographic units. CTs were defined in only a subset of metropolitan area counties. MCDs existed in all counties, but in some states, MCD boundaries changed frequently enough that they were not useful for comparing statistical data from one decade to another.

For much of the period from the 1950 Census through the 1980 Census, county subdivisions (MCDs and CCDs) provided the only subcounty unit of geography at which data users could obtain statistical data for complete coverage of counties nationwide. The introduction of BNAs in counties without CTs for the 1990 Census offered an alternate subcounty entity for which data could be tabulated. For Census 2000, the Census Bureau introduced CTs nationwide (in many counties, BNAs were simply relabeled as "census tracts") and the greater dissemination of, and ability to analyze, data at the CT level made CCDs less necessary as statistical reporting units.

As of Census 2000, CCDs were defined in 22 states: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Utah, Washington, and Wyoming. North Dakota adopted CCDs for use in tabulating and presenting data from the 1970 Census. Following the 1970 Census, North Dakota requested that the Census Bureau again use MCDs to tabulate and present statistical data. For Census 2010, Tennessee has requested that the Census Bureau replace its CCDs with county commissioner districts, a type of legal, administrative MCD.

2010 Participant Statistical Areas Program
Guidelines-at-a-Glance – Overview

To assist in your review of statistical areas through the Participant Statistical Areas Program (PSAP), the Census Bureau is providing this "Guidelines-at-a-Glance" condensed version of the Guidelines, focusing on the criteria for and review and update of census tracts (CTs), block groups (BGs), census designated places (CDPs) and census county divisions (CCDs). It is critical that participants review the full "2010 Participant Statistical Areas Program: Program Guidelines" and "2010 Participant Statistical Areas Program: MAF/TIGER Partnership Software User Guide" before attempting any statistical area updates in the Participant Statistical Areas Program: MAF/TIGER Partnership Software (PSAP MTPS).

Participants should review and update the statistical areas in the following order: CTs, BGs, CDPs, and CCDs.

The Census Bureau is providing the PSAP MTPS software, that flags all statistical areas that should be edited and provides all the tools necessary to edit those areas and submit the 2010 PSAP plan, contains a computer-based training (CBT) and a help section and PSAP data disc(s), containing detailed guidelines with criteria for delineating the statistical areas and PSAP MTPS use, shapefiles derived from the Census Bureau's MAF/TIGER database for the county/counties the primary participant agreed to cover for the 2010 PSAP, reference information, including Census 2000 population and housing unit counts for all statistical areas, and Readme.txt containing a complete list of materials that you will receive. Participants must use the Census Bureau supplied Census 2010 shapefiles and the PSAP MTPS software in the update of 2010 statistical areas. The RCC staff will offer PSAP MTPS training to those participants who desire training.

The deadline for submitting all statistical areas plans for CTs, BGs, CDPs and CCDs is 120 calendar days from the receipt of the materials provided by the Census Bureau. For those PSAP primary participants covering more than one county, the Census Bureau requests that participants review, update and submit statistical areas for one county within 60 calendar days so that the Census Bureau can review the submission to ensure participants are successfully implementing the PSAP criteria and guidelines, using the PSAP MTPS to review and edit statistical areas, and generating proposed statistical area submissions.

Before a participant begins to review and update statistical areas for final submission, the Census Bureau strongly recommends participants become familiar with the work flow and functionalities of the PSAP MTPS by making edits to the CT, BG, CDP and CCD layers.

Refer to the 2010 Participant Statistical Areas Program: Program Guidelines for complete instructions.

United States
Census
2010

2010 Participant Statistical Areas Program
Guidelines-at-a-Glance – Census Tracts

Census tracts (CTs) are small, statistical geographic areas defined consistently nationwide. Ideally, CT boundaries remain the same between censuses making it possible to compare statistics for the same geographic area from decade to decade. CTs will be used in the tabulation and presentation of data from the decennial census and the American Community Survey.

CT boundaries must follow state and county boundaries. Visible features are acceptable CT boundaries, as well as incorporated place and minor civil division boundaries in states where those boundaries tend to remain unchanged over time.

The Census Bureau requests that where a CT's area must be updated that the outer boundaries of the CT not be changed, but rather that a CT be split into two or more CTs, or merged with one or more adjacent CTs.

Tribal CT geography will be maintained separately from standard county-based CT geography for Census 2010. American Indian tribes will define tribal CTs through the Tribal Statistical Areas Program (TSAP), a program designed specifically for review, update, and delineation of tribal statistical geography. In addition to tribal CTs, for Census 2010 there are standard CTs (including those CTs updated so that they don't unnecessarily split American Indian reservation/off –reservation trust lands/Hawaiian Home Lands), special land use CTs, and water CTs.

CT Thresholds

CT type	Threshold type	Optimum	Minimum	Maximum
Standard CTs & AIR/ORTL/HHL CTs	Population threshold	4,000	1,200	8,000
	Housing Unit threshold	1,600	480	3,200
Special land use CTs	Area measurement threshold for an urban area (square miles)	*None*	1.0	*none*
	Area measurement threshold outside an urban area (square miles)	*None*	10	*none*
	Population threshold	Zero or very little, or within the standard CT thresholds		
Water CTs	Area measurement threshold (square miles)	*None*	100	*none*

CT codes must be unique within a county. Once used, CT codes cannot be reemployed in a subsequent census to reference a completely different area within a county. A CT has a basic CT identifier (0001 to 9989) composed of no more than four digits and may have a two-digit decimal suffix.

Refer to the 2010 Participant Statistical Areas Program: Program Guidelines for complete instructions.

United States
Census
2010

2010 Participant Statistical Areas Program
Guidelines-at-a-Glance – Block Groups

Block groups (BGs) are statistical geographic divisions of a census tract (CT) defined for the tabulation and presentation of data from the decennial census and the American Community Survey. BGs provide the geographic framework within which the Census Bureau defines and identifies census blocks. Each BG comprises a reasonably compact and contiguous cluster of census blocks; up to ten BGs can be contained within a single CT.

BG boundaries must follow CT boundaries. Visible features are acceptable BG boundaries, as well as incorporated place and minor civil division boundaries in states where those boundaries tend to remain unchanged over time.

Comparability is not a significant concern for BGs. When a BG's area must be updated, it should be merged with one or more adjacent BGs, split into two or more BGs, or redefined.

Tribal BG geography will be maintained separately from standard county-CT based BG geography for Census 2010. American Indian tribes will define tribal CTs and BGs through the Tribal Statistical Areas Program (TSAP), a program designed specifically for review, update, and delineation of tribal statistical geography. In addition to tribal BGs, for Census 2010 there are standard BGs, special land use BGs, and water BGs.

BG Thresholds

BG type	Threshold type	Minimum	Maximum
Standard BGs	Population threshold	600	3,000
	Housing Unit threshold	240	1,200
Special land use BGs (coextensive with special land use CTs)	Area threshold for an urban area (square miles)	1	*none*
	Area threshold outside an urban area (square miles)	10	*none*
Water BGs (coextensive with water CTs, or a water BG encompassing a smaller inland water body)	Area threshold (square miles)	100 square miles if an inland water body, or *none* if not coextensive with a water CT	*none*

BG codes must be unique within a CT. The range of acceptable BG codes is 1 through 9; BGs that completely consist of water must be coded as 0.

Refer to the 2010 Participant Statistical Areas Program: Program Guidelines for complete instructions.

United States
Census
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2010 Participant Statistical Areas Program
Guidelines-at-a-Glance – Census Designated Places

Census Designated Places (CDPs) are statistical geographic areas representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally-defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. CDPs (or CDPs and incorporated places, together) may not cover a county wall-to-wall. The primary goal of the CDP program is to provide meaningful statistics for well-known, unincorporated localities.

A CDP may not be located, either partially or entirely, within an incorporated place or another CDP. A CDP may be located in more than one county but must not cross state boundaries. Visible features are acceptable CDP boundaries, as well as incorporated place and minor civil division boundaries in states where those boundaries tend to remain unchanged over time. However, reliance upon visible features sometimes has resulted in overbounding of the existing CDPs in order to include housing units on both sides of a road or street feature, therefore, where acceptable boundaries do not exist, non-visible boundaries are permitted as CDP boundaries.

Participants may add a new CDP where a community exists in the landscape and a CDP has not already been delineated for that community. To reflect the current existence and area extent of the CDP, area can be added to or removed from an existing CDP. When a CDP delineated for a previous census is no longer in existence or is no longer relevant (e.g., the majority of the population of the CDP was annexed by an adjacent incorporated place), the participant should remove the CDP. As needed, Census 2000 CDP names may be updated to meet naming guidelines or accommodate community changes.

A CDP must contain some population or housing units or both.

A CDP name should be one that is recognized and used in daily communication by the residents of the community. There should be features in the landscape that use the name, such that a non-resident would have a general sense of the location or extent of the community; for example, signs indicating when one is entering the community; highway exit signs that use the name; businesses, schools, or other buildings that make use of the name. CDPs cannot have the same name as an incorporated place or another CDP in the same county. Hyphenated names are only acceptable where two or more communities are perceived to be a single area with the names mingling within the area, and it is difficult to locate a boundary between the communities.

Refer to the 2010 Participant Statistical Areas Program: Program Guidelines for complete instructions.

United States
Census
2010

2010 Participant Statistical Areas Program
Guidelines-at-a-Glance – Census County Divisions

Census County Divisions (CCDs) are sub-county statistical geographic areas with stable boundaries and recognizable names. Ideally, CCD boundaries remain the same between censuses making it possible to compare statistics for the same geographic area from decade to decade. CCDs usually represent one or more communities, trading centers, or major land uses. CCDs generally contain a census tract (CT) or a group of contiguous CTs, and in less populated areas two or more CCDs may comprise one CT. CCDs will be used in the tabulation and presentation of data from the decennial census, the American Community Survey, and selected other censuses and surveys.

CCDs are established in 21 states where MCDs either do not exist or are unsatisfactory for reporting decennial census data: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming.

CCD boundaries must follow state and county boundaries. CCD boundaries should follow CT boundaries since CCDs should contain one or more contiguous CTs, or, in less populated areas two or more CCDs may comprise one CT. Visible features are acceptable CCD boundaries, as well as incorporated place and minor civil division boundaries in states where those boundaries tend to remain unchanged over time.

Since the primary goal of the CCD program is to establish and maintain a set of sub-county units that have stable boundaries and recognizable names, the Census Bureau does not encourage major revisions to CCDs. However, updates may be necessary where there have been revisions to CT boundaries or to resolve discrepancies where the CCD boundaries and CT boundaries were supposed to be conjoint but were not. Additionally, revisions to CCD names may be necessary due to population changes within CCDs.

CCD boundaries should conform to CT boundaries, specifically a CCD should contain one or more CTs, or in less populated areas CCDs may subdivide CTs.

CCD names should clearly identify the extent of the CCD. A CCD is usually named after the largest population center or historically central place within it, and where a CCD contains multiple centers with relatively equal importance, a CCD name may represent the two or three centers. A CCD may be named after an American Indian reservation, a prominent land use area, a prominent physical feature or a distinctive region. If there is no clear cultural focus or topographic name that can be applied, a CCD name should consist of the county name and a compass direction to indicate the portion of the county in the CCD, or a place name and a compass direction to give the CCD location relative to the place.

Refer to the 2010 Participant Statistical Areas Program: Program Guidelines for complete instructions.

2010 Participant Statistical Areas Program (PSAP)
Edge Resolution Guidelines

While performing updates in the Master Address File (MAF)/Topologically Integrated Geographic Encoding and Referencing (TIGER) Partnership Software (MTPS), you may encounter the following error message:
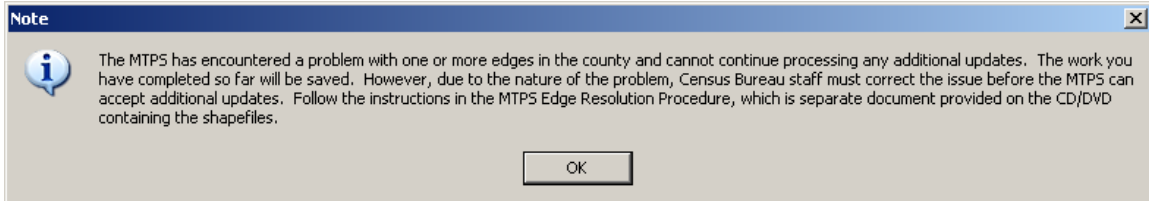
If you encounter the aforementioned message, it is impetrative that you read and follow information below, so the Census Bureau can resolve this issue as quickly as possible.

MTPS Error Message

The error message above is triggered by the MTPS when a participant selects an edge to use as a PSAP boundary that falls within a millionth of a degree of another edge in the file. These multi-edge zigzags represent the spatial anomaly in our database that cause problems in the MTPS, but they only become an issue when the participant makes an update along an edge containing a zigzag, and the participant activates the block group tool in the MTPS. When the system starts the block group tool, it triggers an automated block group nesting routine that cannot handle edges that are within a millionth of a degree of each other. When you receive this error message, it is important to discontinue updates in this county and send the problem files to the Census Bureau for repair.

Resolution

Because the MTPS does not contain tools to fix this issue and the fact many of these multi-edge zigzags are difficult to resolve, the Census Bureau is requesting that you send the damaged files to Census Bureau staff via File Transfer Protocol (FTP), so we can quickly correct the problem. Moreover, if you have multiple counties in your geographic coverage, we will examine all your remaining counties that we have on record to ensure that you do not encounter this problem again. We will return corrected spatial files back to the Primary Participant Official (PPO) on a new CD within a couple of days of receiving the files.

FTP Instructions

The following are instructions for sending the problem MTPS Caliper-based files to the Census Bureau for repair:

1) Locate and open the county subfolder in the MTPSData folder on your C: drive containing the edge issue (e.g., C:\MTPSData\<STCOU>).

2) Select all files within the county subfolder, and using any ZIP software, compress them into a ZIP file called:

   <STCOU>.zip

   Where 'ST' is the two-digit state code and 'COU' is the three-digit county code.

3) Upload the <STCOU>.zip file using the Census Bureau's Send a File Utility at:

   http://www2.census.gov/cgi-bin/sendfile

4) Copy and paste the above URL into the browser address bar or use these following steps to access the utility:

   - Type www.census.gov in your browser address bar;
   - Click on **Data Tools** in the dark blue column on the left-hand side of the screen;
   - Scroll down to the bottom of the **Data Access Tools** page;

5) Click on the Public file send utility link.

6) In the **Source Information (Local)** section, click on the **Browse** button to navigate to the completed file that is to be submitted.

7) Select the file from the **Choose file** window by clicking on it. Click **Open**. The **File to Send** field now contains the file name. **Note:** Only one file can be sent at a time.

8) In the **Target Information (Remote)** section, enter /**geo/2010_PSAP_TSAP/***Name of RCC/* in the Directory to Receive File, where *Name of RCC/* = your appropriate RCC. Choose *Name of RCC/* from following list:

Atlanta_RCC/	Detroit_RCC/
Boston_RCC/	KansasCity_RCC/
Charlotte_RCC/	LosAngeles_RCC/
Chicago_RCC/	NewYork_RCC/
Dallas_RCC/	Philadelphia_RCC/
Denver_RCC/	Seattle_RCC/

If you're not sure which RCC you should choose, refer to Appendix A – Regional Census Center (RCC) contact information.

9) No entry should be made in the **New File Name** field.

10) Under **Notify by E-mail**, type your e-mail address in the Sender's Email Address field. In the Census Bureau Employee's E-Mail Address field, enter **geo.psap.list@census.gov**.

11) We are asking you to please send a **second** e-mail to **geo.psap.list@census.gov** using your regular e-mail account, to notify us when you have submitted files.

12) The last thing you need to do is type in the Verification Code that you see (or hear) in the field below the code.

13) After filling in all the fields correctly, click on the **Upload** button. If you find an error, click the **Clear** button and start the process again from the beginning.

Important Note!! If you must resubmit a file for any reason, you **must rename the file**. If not, the utility will produce an error message. Please retain the default naming convention of **<STCOU>.zip** when you rename it.

Here are examples for re-naming a file:

<STCOU>_revised.zip
<STCOU>_revised2.zip

Census Bureau Return Files

Once the Census Bureau repairs your file(s), we will burn the repaired Caliper files, and any other repaired shapefiles for counties within your geographic coverage, on a data CD. The CD will be shipped via FedEx to the PPO for the region containing the problem, and the PPO can redistribute it to the technical person doing the work. On the CD you will find following named folders:

<STCOU>_Caliper
<STCOU>_Shapefiles

Follow the instructions below for uploading the repaired Caliper data back into the C:\MTPSData folder:

1) Locate your <STCOU> subfolder within the C:\MTPSData folder, and copy (DO NOT CUT) and paste it to another location on your hard drive just as a back-up

2) Place CD in your computer's CD drive

3) Open the <STCOU>_Caliper folder, and click "Edit" on the Windows Explorer menu bar, and select the "Select All" option

4) Click on "Edit" again, and select "Copy"

5) Replace all the Caliper files in the <STCOU> subfolder in the C:\MTPSData folder by pasting the copied contents into it

If you have any enclosed shapefile folders (i.e., <STCOU>_Shapefiles), then that means there is more than one county in your geographic coverage with problem edges, so please use the shapefiles in those folders when you run the county setup to avoid this issue. Of course, if you have already completed updates in those counties, than you didn't perform updates on a problem edge and everything is fine.

Contact Information

If you have any questions regarding this particular issue or you are unsure how to proceed, please contact one of the following Census Bureau employees:

Brian Brlansky
Phone: (301) 763-8992
Email: Brian.L.Brlansky@census.gov

Lyndsey Abel
Phone: (301) 763-1114
Email: Lyndsey.E.Abel@census.gov

Ryan Short
Phone: (301) 763-9047
Email: Ryan.L.Short@census.gov

The Census Bureau apologicises for any inconvenience that this issue has caused, and we will work quickly to resolve it. Thank You.

Appendix A – Regional Census Center (RCC) contact information

Atlanta RCC: Geography
285 Peachtree Center Avenue NE
Marquis II Tower, Suite 1000
Atlanta, GA 30303-1230
Phone: (404) 332-2711
Fax: (404) 331-1570
E-mail: atlanta.geography@census.gov

Boston RCC: Geography
One Beacon Street, 7th Floorz
Boston, MA 02108-3107
Phone: (617) 223-3600
Fax: (617) 223-3675
E-mail: boston.geography@census.gov

Charlotte RCC: Geography
3701 Arco Corporate Drive, Suite 250
Charlotte, NC 28273
Phone: (704) 936-4200
Fax: (704) 936-4225
E-mail: charlotte.geography@census.gov

Chicago RCC: Geography
500 West Madison Street, Suite 1600
Chicago, IL 60661-4555
Phone: (312) 454-2705
Fax: (312) 488-1510
E-mail: chicago.geography@census.gov

Dallas RCC: Geography
2777 N Stemmons Freeway, Suite 200
Dallas, TX 75207-9950
Phone: (214) 267-6920
Fax: (214) 267-6970
E-mail: dallas.geography@census.gov

Denver RCC: Geography
6950 W Jefferson Avenue, Suite 250
Lakewood, CO 80235-2032
Phone: (720) 475-3600
Fax: (720) 897-6415
E-mail: denver.rcc.geography@census.gov

Detroit RCC: Geography
300 River Place Drive, Suite 2950
Detroit, MI 48207
Phone: (313) 396-5002
Fax: (313) 879-2933
E-mail: detroit.geography@census.gov

Kansas City RCC: Geography
2001 NE 46th Street, Suite LL100
Kansas City, MO 64116-2051
Phone: (816) 994-2020
Fax: (816) 298-9614
E-mail: kansas.city.geography@census.gov

Los Angeles RCC: Geography
9301 Corbin Avenue, Suite 1000
Northridge, CA 91324-2406
Phone: (818) 717-6701
Fax: (818) 435-6314
E-mail: los.angeles.geography@census.gov

New York RCC: Geography
330 West 34th Street, 13th Floor
New York, NY 10001-2406
Phone: (212) 971-8800
Fax: (212) 233-2410
E-mail: new.york.rcc.geography@census.gov

Philadelphia RCC: Geography
1234 Market Street, Suite 340
Philadelphia, PA 19107-3780
Phone: (215) 717-1000
Fax: (215) 235-8001
E-mail: philadelphia.geography@census.gov

Seattle RCC: Geography
19820 North Creek Parkway N, Suite 100
Bothell, WA 98011
Phone: (425) 908-3010
Fax: (425) 908-3020
E-mail: seattle.geography@census.gov