

**2010 Census Redistricting Data Program; Phase 2;  
Voting District/Block Boundary Suggestion Project  
Verification Guidelines for Participants**



## Table of Contents

<b>I. GENERAL INFORMATION and PROCEDURE .....</b>	<b>3</b>
<b>A. Background .....</b>	<b>3</b>
<b>B. VTD/BBSP Verification Scope.....</b>	<b>4</b>
<b>C. Verification Deliveries and Schedule .....</b>	<b>6</b>
<b>D. Census Bureau Contact &amp; Web Site Information .....</b>	<b>6</b>
<b>E. Methods for Submitting Verification Corrections.....</b>	<b>7</b>
<b>F. Verification State Data Shapefiles .....</b>	<b>7</b>
<b>G. Web Viewer Tool.....</b>	<b>7</b>
<b>H. Deliver Verification Corrections .....</b>	<b>8</b>
<b>II. RELATIONSHIP INFORMATION.....</b>	<b>9</b>
<b>III. BOUNDARY and ANNEXATION SURVEY .....</b>	<b>9</b>
<b>IV. VTD/BBSP COMPLETION .....</b>	<b>10</b>
Attachment A:	RCC Geographic Staff Contact Information
Attachment B:	Instructions for Using the Web Viewer Tool for the VTD/BBSP Verification
Attachment C:	Instructions for Using the MTPS for Verifying the VTD/BBSP Submissions
Attachment D:	MAF/TIGER Feature Classification Codes (MTFCC)
(Attachment)	VTD/BBSP Relationship Information Review

## I. GENERAL INFORMATION and PROCEDURE

### A. Background

Under the provisions of Public Law (P.L.) 94-171 (Title 13, United States Code (U.S.C.), Section 141(c)), the Director of the U.S. Census Bureau is required to provide the states with the opportunity to specify geographic areas, such as voting districts and state legislative districts, for which they wish to receive decennial census population totals. In order to comply with P.L. 94-171, the Census Bureau offers each state the opportunity to participate in the 2010 Census Redistricting Data Program (RDP). Participation is optional and is conducted in a non-partisan manner as required by law. Designated P.L. 94-171 state liaisons coordinate the participation and submission process with the Census Bureau.

This program is a five phase program outlined below with the timeline:

- **Phase 1 - State Legislative District Project (SLDP) - 2004-2006;**

This phase included the collection of State Legislative District (SLD) boundaries. This was the first effort, post Census 2000, to collect updated SLD Upper Senate and SLD Lower House boundaries to the Census Bureau for the development of data products by legislative district.

All 50 states, as well as the District of Columbia and the Commonwealth of Puerto Rico, participated in Phase 1. Phase 1 concluded in January of 2007 with the re-tabulation of 2000 Census Summary File 1 and Summary File 3 data.

- **Phase 2 - Voting District/Block Boundary Suggestion Project (VTD/BBSP) - 2007-2010;**

Voting District (VTD) is a generic term that describes the administrative areas used by each state to conduct elections, for example precincts or wards. Phase 2 of the 2010 Census Redistricting Data Program involves the collection of VTD boundaries, names, and codes, BBSP suggestions, and any necessary corrections to SLD boundaries and names and Congressional District boundaries. These boundaries are inserted into the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database (MTDB). The P.L. 94-171 data is aggregated and disseminated for the Phase 3 – Data Delivery from these state submitted geographic entities in the MTDB.

The BBSP allows state liaisons to submit block boundary suggestions for possible inclusion in the 2010 Census block tabulations. Forty nine states, as well as the District of Columbia and the Commonwealth of Puerto Rico, are participating in Phase 2.

The Phase 2, VTD/BBSP updates are subject to participant verification, and these guidelines along with the attachments outline the procedures for verification.

- **Phase 3 - Data Delivery for the 2010 Census Redistricting Data Program - 2010-2011;**

This phase includes the delivery of the geographic products (shapefiles) and data tabulations to the majority and minority leadership in each state legislature, as well as the Governor and other officially designated state liaisons. The Census Bureau also delivers these products to the District of Columbia and the Commonwealth of Puerto Rico. Delivery of the shapefiles will precede the P.L. 94-171 data tabulations that are mandated by law for delivery no later than April 1, 2011, one year following Census Day.

- **Phase 4 - Collection of the Post-2010 Census Redistricting Plans - 2012-2013;**

The Census Bureau collects the new state legislative and congressional district plans that are delineated using the Phase 3 materials. The Census Bureau produces new 2010 Decennial Census data tabulations and the American Community Survey for these areas. The Census Bureau also develops geographic products including congressional district atlases, TIGER/Line shapefiles, and maps.

- **Phase 5 - Evaluation and Recommendation for Census 2020 - 2012-2014;**

Working with the National Conference of State Legislatures (NCSL), the Census Bureau conducts a historical review by the states of the successes and failures of the Census Bureau to meet the P.L. 94-171 requirements. Together, the Census Bureau and the NCSL develop recommendations for the Census 2020 Redistricting Data Program and publish the *View From the States*. Follow this link to review *Designing P.L. 94-171 Redistricting Data for the Year 2010 Census; The View From the States*:

(<http://www.census.gov/rdo/pdf/DesignPL94-171.pdf>)

Follow this link to the Federal Register Notice announcing the five phase program:

[http://www.census.gov/rdo/pdf/FRNPHASE\\_2\\_4\\_20\\_07.pdf](http://www.census.gov/rdo/pdf/FRNPHASE_2_4_20_07.pdf)

## **B. VTD/BBSP Verification Scope**

As part of the verification of the VTD/BBSP, participating state liaisons have the opportunity to use the MAF/TIGER Partnership Software (MTPS) with Census Bureau supplied verification shapefiles or the Web Viewer tool to do the following:

- Inspect the submitted VTD boundaries, codes, and names to ensure that they are correct, and verify that the spelling and format of all VTD names is correct.
- Verify that the suggested “must holds” and “do not holds” for 2010 Census tabulation block boundaries are correct.
- Verify that the SLD and Congressional District (CD) boundaries are correct.
- Verify that relationships that VTDs and SLDs have with other legal geographic entities are correct.
- Add road features: The VTD/BBSP verification shapefiles provided to the state participants in February 2010 reflect roads added during the 2010 Census Address Canvassing operation. In verifying the VTD/BBSP file, if a road feature (and **only a road feature**) is not included in the shapefiles provided for verification, it can be submitted to the Census Bureau during the verification work as a line add.

**Recent imagery and/or links must be provided to substantiate any road add(s). If imagery is not provided, the Census Bureau uses available source imagery to determine if the road add is valid. Roads not verified using imagery will not be added to the MTDB.**

- Add other features: Other visible features that serve as a VTD, SLD, and/or CD boundary and are still missing from the Census Bureau shapefile also can be added as part of the verification process. This includes any feature add required as a BBSP “must hold” boundary.

What continues to be paramount for the success of the 2010 census data tabulation is the location of roads **relative** to Census 2010 tabulation boundaries. If the Census Bureau’s representation of a visible feature is not perfect but the feature falls within the correct tabulation entity, do not correct the feature. Tabulation entities include: incorporated places, VTDs, towns, townships, counties, school districts, SLDs and more. As long as each road is within the correct tabulation entity, the population and housing will be correctly aggregated.

As part of the verification of the VTD/BBSP, the Census Bureau emphasizes that participants should **not**:

- provide new lines that are meant to “fix” the location of lines that are already in the verification file.

- add lines to represent a median between divided highways such as Interstate and U.S Highways.

The Census Bureau staff will contact the state participants if they require more information or have questions about road updates submitted during verification.

## **C. Verification Deliveries and Schedule**

The following describes the deliveries and schedule for the VTD/BBSP verification.

### **Verification File Deliveries**

In February 2010, the Census Bureau delivers verification products to the state participants for the Phase 2, VTD/BBSP. The verification products comprise the MTPS (Version 5.5) and the data file disks that contain shapefiles reflecting all submitted, processed, and completed VTD/BBSP updates.

MTPS v5.5 is Vista compatible. This version no longer has Windows 98 compatibility.

### **Schedule**

- February 2010 – Participants receive verification materials for the VTD/BBSP. Participants have 30 days from the date of the receipt of the verification file to review and submit any corrections to the Census Bureau.
- March 2010 – Deadline to submit verification corrections.

## **D. Census Bureau Contact & Web Site Information**

The state liaisons accomplish verification for the VTD/BBSP by working directly with the geographic staff in each of the Census Bureau’s 12 Regional Census Centers (RCCs). The contact information for each of those staffs has been included in *Attachment A: RCC Geographic Staff Contact Information*. State liaisons may direct broader RDP questions and comments to:

### **Census Redistricting Data Office (RDO)**

- RDO; 301-763-4039
- Fax number; 301-763-4348
- Cathy McCully, Chief; catherine.clark.mccully@census.gov)
- Office email; RDO@census.gov

### **Geography Division – Geographic Areas Branch (GAB)**

- GAB; 301-763-1099
- Fax number; 301-763-4710

- Jamie Rosenson, Chief 301-763-1112
- GAB RDP Staff group email; geo.redistricting.list@census.gov

### Redistricting Data Office (RDO) Web Site

The RDO Web site ([www.census.gov/rdo/](http://www.census.gov/rdo/)) contains all information related to the RDP.

### E. Methods for Submitting Verification Corrections

The work submitted during the delineation phase of the VTD/BBSP can be viewed during verification either using the Census Bureau developed Web Viewer tool or by loading the verification shapefiles into the MTPS or the state's local Geographic Information System (GIS).

**For verification, corrections and updates must be submitted to the Census Bureau using the MTPS. The Census Bureau does not accept corrections made using other software or methods.**

Many states compiled their VTD/BBSP submissions using the MTPS. For those participating states that did not use the MTPS for their submission, review *Attachment C: Instructions for Using the MTPS for Verifying the VTD/BBSP Submission* and also execute the Computer Based Training as instructed in that attachment. Contact your RCC staff if you require further instruction using the MTPS.

### F. Verification State Data Shapefiles

The verification shapefiles provided are extracted from the most current version of the MTDB. The verification layers display any submitted VTDs, updates to SLDs and CDs, and respective attribute information. In addition, as with the files used for the VTD/BBSP submissions, there are separate layers for 2000 VTDs; 111<sup>th</sup> CDs; and many relevant reference layers, such as the most current boundaries and attribute information for incorporated places, school districts, roads, and hydrographic features.

The verification shapefiles can be viewed using the MTPS, which is recommended, or any other GIS. However, as stated, any corrections **must be submitted using the MTPS**.

### G. Web Viewer Tool

The Census Bureau developed a Web-based application that allows state participants to view the VTD/BBSP submission over the internet without the need to install additional software. Participants may use the Web Viewer tool for the review and verification of their submission. It is password protected so the state participant can control access to the data. The Web Viewer tool is particularly useful if the state participants have questions for the RCC staff during the verification process because state liaisons and RCC staff can view and discuss specific geographic situations simultaneously over the

Web and resolve any issues that may arise. See *Attachment B: Instructions for Using the Web Viewer Tool for the VTD/BBSP Verification*.

Note that no VTDs display as changes in the Web Viewer tool if the participant did not use the MTPS for delineation.

## H. Deliver Verification Corrections

Submit any verification updates to the Census Bureau on a county/flow basis within 30 days after receipt of verification materials. Submit this information using one of the following approaches:

- Post RDP verification change files to the Census Bureau provided File Transfer Protocol (FTP) site (instructions are provided in *Attachment C: Instructions for Using the MTPS for Verifying the VTD/BBSP Submission*).
- Mail the RDP change files on a CD<sup>1</sup> or DVD<sup>2</sup> to the RCC. Contact the appropriate RCC staff for doing this.
- Contact the RCC via telephone or email for relatively small corrections.

For reporting the status of the verification, the Census Bureau requests that participants send all email messages to the following Census Bureau staff email accounts:

- 1) Respective state RCC
- 2) RDO@census.gov
- 3) geo.redistricting.list@census.gov

Verification status includes:

- Posting verification change files to the FTP site
- Mailing corrections on a CD or DVD to the RCC
- If there are **no corrections or updates**, send an email message stating there are no changes.

Once the RCC staff receives the verification RDP change file(s), they conduct an initial review for format, completeness, etc. If problems are found at this time, they contact the respective state participant to resolve these issues. The Web Viewer may be used in doing this. When all issues are resolved and the file is deemed complete, the Census Bureau inserts the changes into the MTDB. At that time, various edit checks determine if there are other issues that need to be resolved (contiguity, complete coverage, relationships, etc.). If there are issues, the RCC staff will contact the state participant to resolve these.

---

<sup>1</sup> Compact Disk

<sup>2</sup> Digital Versatile Disk



## II. RELATIONSHIP INFORMATION

Some states have identified geographic relationships between their VTDs and other geographic entities that they want the Census Bureau to maintain in the MTDB. Verify that all specified relationships are currently maintained. For example, if a VTD must be coextensive with an incorporated place, you must review these two entities together and confirm that they are coextensive in our shapefiles. Report to the RCC any specified relationships that are not intact. For more information, see the *Relationship Information Review* Attachment.

The following table shows relationship information provided as part of the initial VTD/BBSP work. The Census Bureau has established relationships rules that will be applied to the MTDB to help maintain these relationships.

State	VTDs are coextensive with Places	VTDs are Wholly Within Places	Places are Wholly Within VTD	ALL VTDs are Coextensive or Wholly Within MCD	MOST VTDs are Coextensive or Wholly Within MCD	VTDs are Wholly Within CD	VTDs are Wholly Within SLDU	VTDs are Wholly Within SLDL
Connecticut				Statewide		Statewide	Statewide	Statewide
Delaware		1 Place					Statewide	Statewide
District of Columbia							1 County Equivalent	
Georgia	5 Places	8 Places	3 Places					
Indiana	51 Places	161 Places	7 Places	86 counties	4 counties			
Iowa	347 Places	70 Places						
Kansas	16 Places	110 Places						
Minnesota	706 Places	209 Place		81 counties	4 counties			
Montana	4 Places	3 Places						
New Hampshire				10 Counties				
New York				61 Counties	1 County			
New Jersey				Statewide				
Pennsylvania				Statewide				
Vermont	1 Place			Statewide			Statewide	
Washington	88 Places	182 Places						
Wyoming		1 Place						

## III. BOUNDARY and ANNEXATION SURVEY

The Boundary and Annexation Survey (BAS) is an annual survey conducted by the Census Bureau to collect and maintain information on the inventory, status, legal boundaries, and names of all governmental units, including county boundaries, Minor Civil Divisions (MCDs), incorporated places, American Indian Area (AIA) reservations and off-reservation trust lands. The Census Bureau obtains this information by sending out survey forms and maps or shapefiles to each government to collect changes or updates.

The BAS is important for the delineation of VTDs because many VTDs share their boundaries with legal/administrative entities. For the VTDs that must maintain a nesting or coextensive relationship with legal entities, it is critical that the Census Bureau has up-to-date information about the boundaries of all governmental units.

**The VTD/BBSP verification shapefiles provided by the Census Bureau include the updates from the 2009 BAS.**

**Important Note:** The Census Bureau does not accept county, MCD, incorporated place, or AIA boundary and/or attribute changes from state VTD/BBSP participants. It is very important that this boundary information be accurately reported by each functioning governmental unit and submitted to the Census Bureau through the official designated BAS respondents. In some states the Census Bureau has a state-level BAS agreement and can provide more information about these agreements upon request.

When verifying the VTD/BBSP state files, some governmental unit boundaries may be identified as incorrect or not up-to-date. When this occurs, the Census Bureau recommends that you contact the BAS respondent and encourage them to respond to the 2010 BAS and to report all boundary changes. To receive the appropriate BAS contact information, submit an email to [geo.bas@census.gov](mailto:geo.bas@census.gov). Include in the email, the name of the governmental unit boundary in question, your name, and phone number.

#### **IV. VTD/BBSP COMPLETION**

After completing the review and verification and submitting any corrections or reporting that there are no changes, the Phase 2, VTD/BBSP is complete. For further questions regarding Phase 2 or subsequent phases of the RDP, consult the RDO Web site or contact the RDO by email or telephone.

## **Appendix A. 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 that is used to support programs and to conduct the census and surveys. The VTD/BBSP program was developed to give state participants the opportunity to review and update, if necessary, voting districts, state legislative districts, and to suggest block boundaries 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 80 hours per respondent, including time for reviewing instructions, assembling materials, organizing and reviewing the information, and reporting any needed changes. We anticipate that approximately 51 participants will respond. Please send comments regarding this 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](mailto: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.