VTD/BBSP Relationship Information Review

I. RELATIONSHIP INFORMATION REVIEW

If there are state Voting Districts (VTD) that have a geographic relationship with other geographic entities, particularly incorporated place and Minor Civil Division (MCD) that the Census Bureau must maintain, provide that information as part of the VTD/BBSP verification review. Submit VTD to entity relationship information using the MAF/TIGER Partnership Software (MTPS) or, this information can be supplied to the Census Bureau in a list using similar wording and formatting as the dialog box below.

The Census Bureau will maintain the relationships described by writing specific business rules and applying them to the MAF/TIGER Database (MTDB).

Submit relationship information using the (MTPS) in the **Voting District Attributes** dialog box as shown here.


The Census Bureau maintains three types of relationships:

- **Completely Contains**: Select this relationship if you have an incorporated place that is completely within the VTD. See Example 1 below.

- **Wholly Within:** Select this relationship to have a VTD that is completely within the boundaries of an incorporated place. See Example 2 and 3 below.

- **Coextensive:** Select this relationship if the VTD and incorporated place or county have the same boundaries. See Example 4 and 5 below.

For any relationships that are not available for selection in the **Voting District Attributes** dialog box, please describe them in the **Other Relationship** text box using similar description.
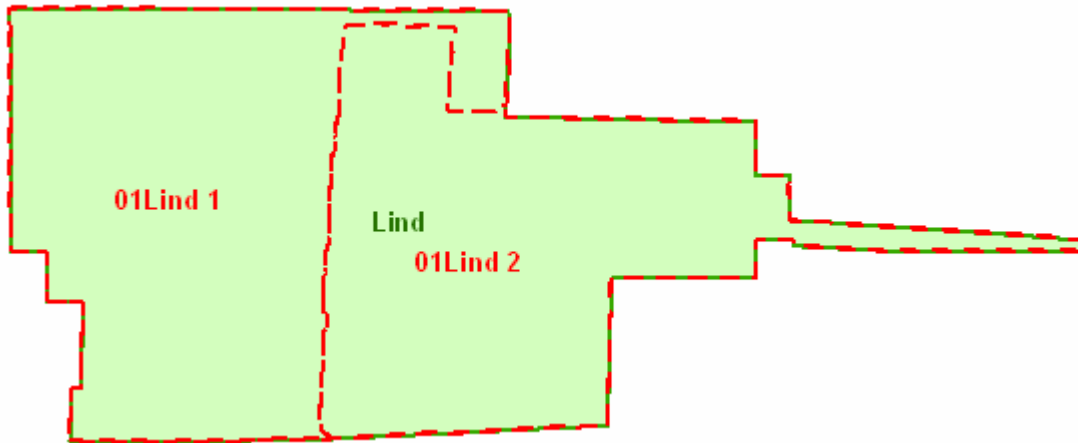

Example 1: VTD Anne Arundel Precinct 06-024 **completely contains** Highland Beach incorporated place.
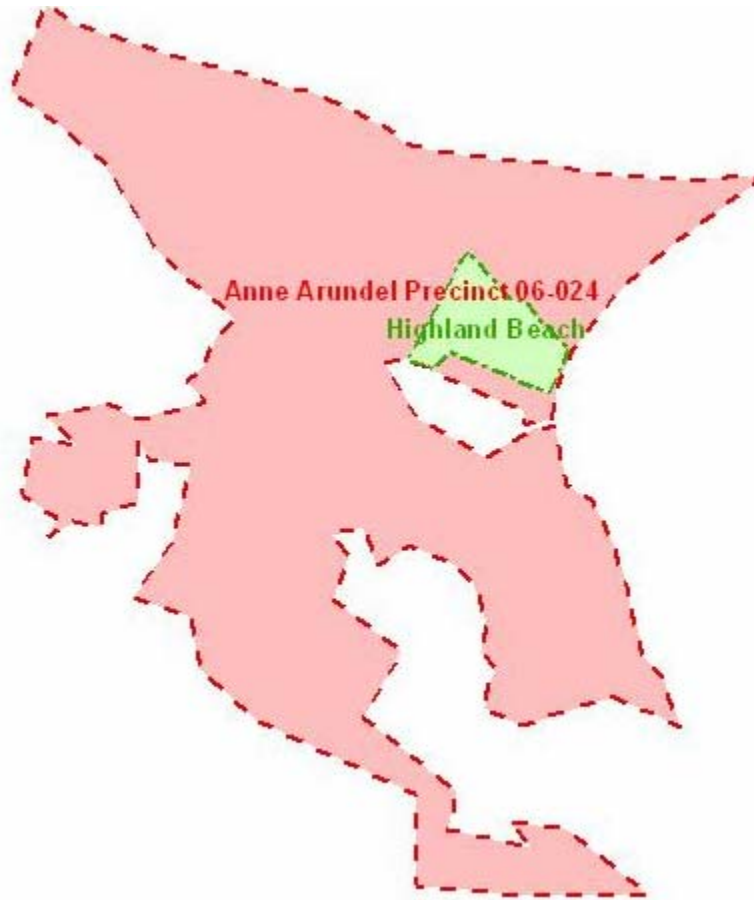
Example 2: VTDs Reading TWP VTD 01 and Reading TWP VTD 02 are **wholly within** Reading Township MCD.
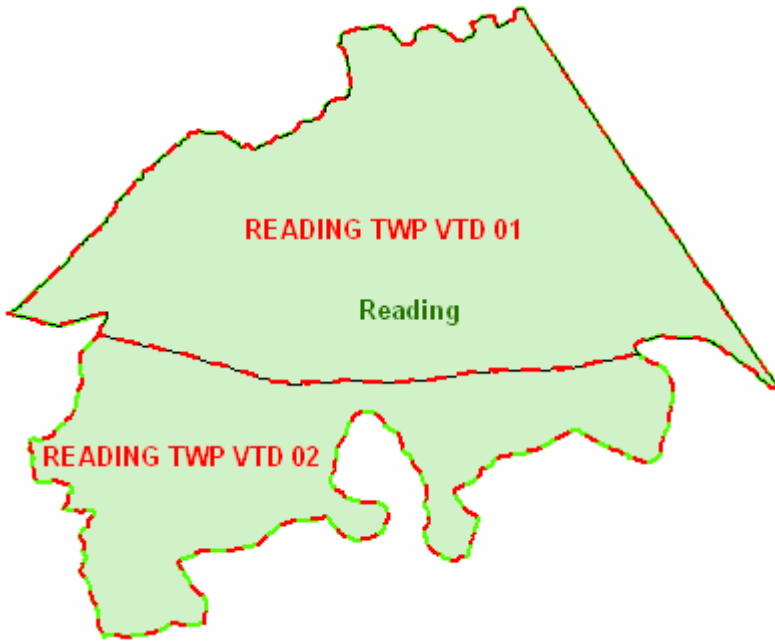
Example 3: VTDs 01Lind 1 and 01Lind 2 are **wholly within** Lind incorporated place.

Example 4: VTD Hamilton TWP is **coextensive** with Hamilton MCD.
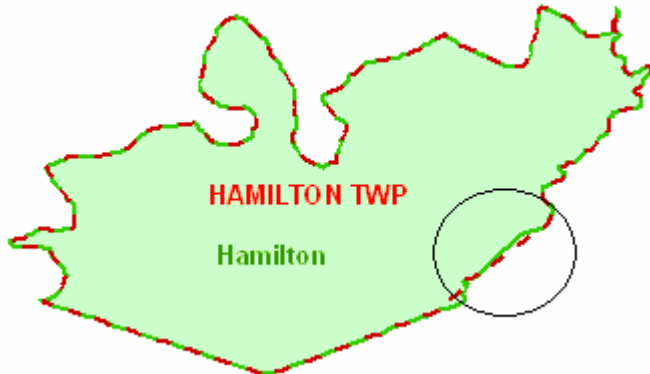
Note that the MCD boundary has moved and the VTD boundary remains in its original location. If the VTD is defined as coextensive with the MCD, then the VTD boundary will move to the new MCD boundary.

Example 5: VTD 01Hatton City is **coextensive** with the incorporated place of Hatton.

II.   ADDITIONAL SUGGESTIONS

Here are additional suggestions for reporting and providing definitive VTD relationships to the Census Bureau.

A.   Situation A – Maintain Specific Relationships Between Individual VTDs and other Individual, Specific Entities

(Example: "VTD 001 is coextensive with Hamilton city"; "VTD 003 completely contains Marysville village"; etc.)

Option 1 – Using the MTPS

For these specific relationships, provide that information through the MTPS. See instructions above.

Option 2 – (Specific Relationships) Provide a spreadsheet or *Microsoft Word* document outputting the information from your own database

If local relationship information stored in a local document, (i.e., *Microsoft Word* document), spreadsheet or database, and not wishing to describe them again separately in the MTPS, provide a text file, *Word* document or *Excel* spreadsheet that describes the relationships. Please make sure to include the following information in the file:

- 2-digit State FIPS[1] code

- 3-digit County FIPS code

- County (or county equivalent) Name

- VTD Code recognized by the Census Bureau (maximum of 6 characters)

- VTD Name

- Type of relationship (The Census Bureau will maintain **Completely Contains**, **Wholly Within**, and **Coextensive**" relationships)

- Entity with which the VTD has a relationship (incorporated place, MCD, or American Indian Area [AIA])

- Census code for the entity with which VTD has the relationship (5-digit code for incorporated places and MCDs, and 4-digit code for AIAs)

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[1] Federal Information Processing Standards

A specific format is not required as long as all the information in the bullets above is provided. The example below shows a basic file layout to provide:

Field Name	Length	Type	Description	Legal Values/Range
STATEFP	2	String	State FIPS Code	01 to 72
County Name	100	String	County Name	
COUNTYFP	3	String	County Code	001 to 840
VTDST	6	String	Voting District Code	
VTD_Name	100	String	VTD Name	
Relate_type	25	String	Type of relationship VTD has with other entity	Completely Contains Wholly Within Coextensive
Relate_Name	100	String	Name of entity to which VTD is related*	
Relate_Code	5	String	Code of entity to which VTD is related*	00001 to 89999 (for inc place) 00001 to 98999 (for MCDs) 0001 to 9998 (for AIAs)

* Must be an incorporated place, MCD or AIA

Examples of using a *Word* document:

- VTD 001 in Suffolk County (003) is wholly within Springfield township (55628)

- VTD 005 in Darlington County (013) completely contains Smith village (25487)

Examples of using a spreadsheet:

STATE FIPS	COUNTY FIPS	VTD Code	VTD Name	Relationship Type	Name of Related Entity	Related Entity_Code
05	115	001	001	wholly within	Springfield township	05248
05	013	005	005	completely contains	Smithberg village	25618

B. Situation B - Maintain <u>General</u> Relationships Between VTDs and Other Entities

(Example: "All VTDs are coextensive with MCDs"; "All VTDs completely contain incorporated places"; etc.)

Option 1 - Using the MTPS

Provide these relationships through the MTPS. (This may be cumbersome as to specify the relationship for each individual VTD.)

Option 2 – (General Relationships) Provide a spreadsheet or *Word* document

Provide a text file, *Word* document or *Excel* spreadsheet that describes the relationships. In some cases, a one-sentence note, provided to the respective Regional Census Center (RCC) may be sufficient. For example, if all state VTDs are coextensive with MCDs, send a note to the RCC indicating "that all VTDs are coextensive with MCDs." Additional examples of how to provide this information in a *Word* document or spreadsheet are below.

If providing a word document to specify relationships, see the following examples for wording:

"All VTDs are wholly within MCDs"

or

"All VTDs in Jefferson County completely contain places"

If providing a spreadsheet to specify relationships, see the following spreadsheet example:

County	Type of Relationship	Entity with which VTD has Relationship
All Counties	Wholly within	MCDs

or

County	Type of Relationship	Entity with which VTD has Relationship
Jefferson	completely contains	places