

Ms. Jane Doe  
1111 Anywhere Street  
Suitland, MD 20031

Dear Ms. Doe:

The Census Bureau is now conducting the verification phase of the Voting District/Block Boundary Suggestion Project (VTD/BBSP). With this correspondence you will find enclosed two data discs. The first disc includes the latest version of the MAF/TIGER Partnership Software (MTPS) v5.5. The second disc contains the partnership verification spatial files, including all the counties (or county equivalents) in your state. This disc also includes the verification guidelines and attachments. These documents also are available on our Redistricting Data Program website at: [http://www.census.gov/rdo/program\\_phases/2010\\_census\\_program\\_phases/.html](http://www.census.gov/rdo/program_phases/2010_census_program_phases/.html).

Corrections to the Census Bureau data can be communicated to the RCC staff via email or telephone. More complex corrections must be submitted via shapefile and you must use the MTPS to create the verification correction shapefile. Your RCC staff is available should you need any training or assistance in using the MTPS. To assist you in reviewing your data, the Census Bureau is providing a Web Viewer tool (instructions are provided on the data disc as Attachment B). You will need the following information for logging into the Web Viewer:

- Participant ID: *(provided in actual letter)*
- User Name: *(provided in actual letter)*
- Password: *(provided in actual letter)*

It is important to note that only one user can log into the Web Viewer at a time per each user name and password.

Shapefiles submitted to the Census Bureau must use the "Send a File Utility" (instructions included in the guidelines). You will need the following information to use this site:

- User name: *(provided in actual letter)*
- Password: *(provided in actual letter)*

To ensure that all of your updates are reviewed and inserted into our geographic database in a timely manner, all verification materials should be returned to the Census Bureau within 30 business days of receipt. If you have any questions, please do not hesitate to call me. I can be reached at 301-763-4039 or [Catherine.clark.mccully@census.gov](mailto:Catherine.clark.mccully@census.gov).

The Census Bureau appreciates your work on this project and hopes to continue to work with you during the verification stage to help prepare useful geographic areas for reporting the Census 2010 Public Law 94-171 data.

Sincerely,

Cathy McCully  
Chief, Census Redistricting Data Office

Enclosures