

# 2010 Census New Construction Program

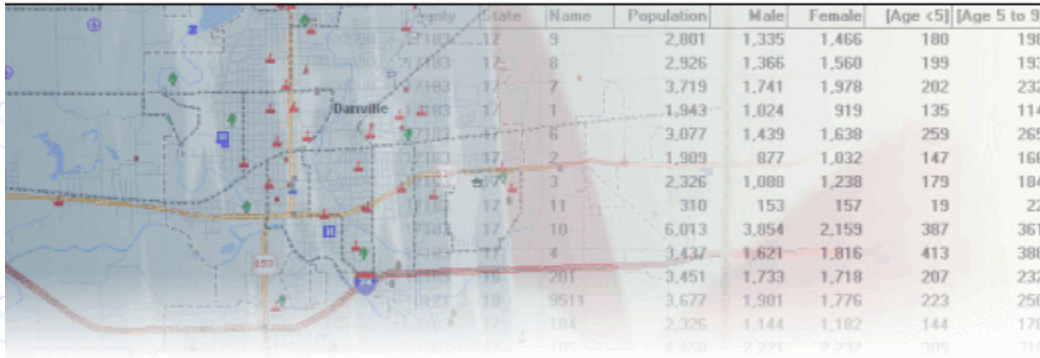
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## MAF/TIGER Partnership Software (MTPS) User Guide

CENSUS BUREAU CENSUS

### MAF/TIGER Partnership Software

Licensed to US Census Bureau geographic program participants



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## Chapter 1

### Introduction to the 2010 Census New Construction Program

- The 2010 Census New Construction Program
- Background
  - The Census Bureau's Master Address File (MAF)
  - The Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) Database
- New Construction Program Responsibilities
  - Census Bureau's New Construction Responsibilities
  - Participant's New Construction Responsibilities
- Training and Technical Support
- Schedule
- Respondent Burden

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### The 2010 Census New Construction Program

The United States Census Bureau wants to ensure that the residential address list for 2010 Census is as complete and as accurate as possible, and to ensure that it accounts for addresses not identified by other programs. Previous programs have attempted to validate the Census Bureau's inventory of residential addresses missing from the list that qualify under the program criteria. The New Construction program is the final opportunity for you to submit new city-style housing unit addresses for which basic construction (closing the structure to the elements) has started by March 1, 2009 and will be completed by Census Day.

The New Construction program is an integral part of the 2010 Census activities that utilizes the expertise of local governments to improve the accuracy and completeness of the address list used to take the census.

The Census Bureau invited the highest elected official of your jurisdiction to participate in this program. New Construction participation allows you to:

- Submit your local address list file of **city-style**<sup>1</sup> residential addresses only, in a predefined Census Bureau computer-readable format. (Refer to Chapter 2 for an explanation of the required format for the address list.)

The New Construction program has been offered to all jurisdictions that have census blocks in which some or all 2010 Census questionnaires will be delivered by the U.S. Postal Service to predominantly city-style addresses. For other areas, the Census Bureau will have its employees deliver questionnaires to the housing units in each census block, add to the Census Address List where newly built units are missing from the list, and deliver a questionnaire to each new address (or actually conduct the enumeration at each housing unit) as they complete their assignment. In this way, these areas also will have accurate address list for the 2010 Census.

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<sup>1</sup>A **city-style** address consists of a house number and street name; for example, 201 Main Street. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers. *See Chapter 2 for a complete definition.*

In this program, participants can only add housing unit addresses. Participants must do this using the computer-readable address list file provided by the Census Bureau. This program does not allow for address deletions and corrections, or for changes to the governmental unit boundaries shown on the maps. The Census Bureau collects this information through various other geographic programs and field operations.

### Defining the Qualifications of New Construction

New construction is any post address canvassing (March 1, 2010) residential housing unit for which basic construction will be completed by April 1, 2010. The Census Bureau defines basic construction as a closed structure, protected from the elements; that is, having a roof, windows, and doors in place. In addition, the structure must be within the New Construction Program Review Area shown on the Census Bureau maps you will receive.

### Background on the Census Bureau's Address List

#### The Census Bureau's Master Address File (MAF)

In preparation for Census 2000, the Census Bureau created the Master Address File (MAF) by merging the **1990 Address Control File**<sup>2</sup> with the latest version of the U.S. Postal Service's (USPS) **Delivery Sequence File (DSF)**<sup>3</sup>. The MAF is a nationwide database of all addresses used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, an address record in the MAF also contains geographic information about the location of addresses. In areas where there are noncity-style addresses (e.g., rural route or post office box number), the address record may contain additional information such as a location description.

#### The Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) Database

Address records in the MAF are linked to feature segments in the Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) database. The TIGER<sup>®</sup> database includes the geographic coordinates and names of all streets, water features, and other linear features, and boundaries for all jurisdictions and statistical areas (**census tracts**<sup>4</sup>, **census blocks**<sup>5</sup>, etc.) used to tabulate decennial census data. The TIGER<sup>®</sup> database also includes **address ranges**<sup>6</sup> along streets that have city-style addresses and the hierarchy of census geographic area codes from the state level down to individual census blocks (*See Appendix D: Census Bureau Geographic Hierarchy*). By linking address records in the MAF to the TIGER<sup>®</sup> database, the

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<sup>2</sup>The 1990 residential address list used to label questionnaires, control the mail response check-in operation, and determine the nonresponse follow-up workload.

<sup>3</sup>A computerized file containing all delivery point addresses serviced by the U.S. Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

<sup>4</sup>A **census tract** is a small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data.

<sup>5</sup>A **census block** is a geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. Census blocks are the smallest area for which the Census Bureau collects and tabulates statistical information.

<sup>6</sup>**Address ranges** are the lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even numbers and the other side has odd address numbers.

Census Bureau is able to identify street segments along which an individual address exists and determine the geographic code that applies to that address.

The Census Bureau's Geography Division regularly updates the MAF/TIGER database from various sources. In addition to the USPS DSF, other sources of updates include current household surveys, special censuses, and local sources.

### New Construction Program Responsibilities

#### Census Bureau's New Construction Program Responsibilities

The Census Bureau's New Construction program responsibilities include:

- Provide the necessary materials to participants.
- Provide technical assistance.
- Process new addresses submitted by participants.
- Conduct a 100% Address Canvassing (field check) operation. The Census Bureau will visit each census block within your jurisdiction during this operation to update our address list and validate your New Construction submissions.

#### Participant's New Construction Program Responsibilities

As a participant in the New Construction program, your responsibilities include:

- Select your New Construction liaison.
- Sign and return the Registration Form.
- Ensure that everyone working on the New Construction program understands the procedures for participating in the program, Census Bureau terminology and concepts.
- Prepare a strategy to conduct the review of New Construction materials.
- Complete your New Construction updates and submit your updated addresses to the Census Bureau within 45 calendar days from the receipt of your materials (feature updates are not part of the New Construction program and will not be accepted).

### Training and Technical Support

Should you need technical support, please contact your Census Bureau Regional Census Center toll free at 1-866-511-5822.

## **Schedule**

August 2009	New Construction invitation letters and registration materials were mailed to the highest elected officials in eligible, active, functioning governments, and a courtesy copy was mailed to other contacts in the government.
August 2009–October 2009	Invited governments registered for the New Construction program.
November 2009–January 2010	The Census Bureau ships New Construction review materials to each participating government. New Construction participants update and submit their addresses to their Census Bureau’s Regional Census Center.
January 2010–May 2010	Census Bureau reviews participant’s New Construction submissions and updates the MAF/TIGER database.

## **Respondent Burden**

The Census Bureau estimates that it will take approximately 47 hours to complete the New Construction review depending on the number of addresses and rate of address growth and change. This includes the time needed to read the invitation materials and complete the registration forms, and upon receipt of the New Construction materials, to read the instructions, assemble and review the New Construction materials, and provide address list additions.

Please send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to:

**U.S. Census Bureau  
Paperwork Project 0607-0795  
4600 Silver Hill Road, Rm. 3K138  
Washington, DC 20233**

Or you may e-mail comments to [paperwork@census.gov](mailto:paperwork@census.gov); use “Paperwork Project 0607-0795” as the subject. Please include a copy of your message addressed to [geo.new.construction@census.gov](mailto:geo.new.construction@census.gov).

Under the Paperwork Reduction Act, the Census Bureau cannot ask you to respond to a collection of information unless it displays a currently valid Office of Management and Budget (OMB) control number. The OMB number is found in the upper right corner of each New Construction form.

## Chapter 2 Before You Begin Your Review

Introduction  
What is a Housing Unit?  
What is an Other Living Quarters (OLQ)?  
Other Unacceptable Types of Housing Units  
Census Bureau Addresses  
    Residential and Nonresidential Addresses  
    Address Formats  
        City-Style Address Format  
        Noncity-Style Address Format  
Census Tract  
Census Block  
What is Geocoding?  
Strategies for Conducting the New Construction Program Review  
Local Address Sources

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### Introduction

Chapter 2 explains some of the terms and concepts used by the Census Bureau and recommended strategies for your New Construction review. Refer to the *Glossary* or visit the Census Bureau's Web site at [www.census.gov](http://www.census.gov) for additional terms and definitions.

### What is a Housing Unit? (Acceptable for New Construction)

*A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.*

The following types of housing units are acceptable and should be included on your address list:

- Houses, including townhouses, condominiums, and apartments.
- Living quarters within an otherwise nonresidential structure such as an apartment within a church, school, or business.
- Mobile homes or trailers occupied as separate living quarters, or if vacant, intended for occupancy as separate living quarters.
- Any housing units under construction that will be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.



### What is an Other Living Quarters (OLQ)? (Not acceptable for New Construction)

*A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. Residency is commonly restricted to those receiving these services which may include custodial or medical care. This is not a typical household-type living arrangement and the people living in other living quarters are usually not related to each other.*

Following is a list of example OLQs; however, no OLQs may be added in the New Construction program.

- Correctional facilities.
- Juvenile facilities.
- Nursing homes.
- Hospitals with long-term care facilities.
- College or university dormitories, fraternities, or sororities.
- Dormitories for workers.
- Religious group quarters.
- Shelters.
- Groups homes. The Census Bureau programs: Group Quarters Validation (GQV) and Group Quarters Advance Visit (GQAV) will be the mechanisms used to collect group quarters data.

**Note:** Housing units and other living quarters can exist within the same structure.

### Other Unacceptable Types of Housing Units

Exclude the following unacceptable types of housing units' and all other living quarters' addresses from your address list. Housing units that are:

- Condemned or scheduled for demolition.
- Being converted or remodeled for nonresidential purposes.
- Used solely for nonresidential storage.
- Used solely as offices or businesses in which no one is living.
- Used solely for ceremonial purposes.
- Under construction and will **not** be habitable (closed to the elements with final roof, windows, and doors) on Census Day, April 1, 2010.

### Census Bureau Addresses

#### Residential and Nonresidential Addresses

The Census Bureau divides all addresses into two use types, residential and nonresidential. Residential addresses are addresses of housing units and/or living quarters where one or more

people could live. Nonresidential addresses are addresses of a structure or unit within a structure that do not serve as a residence, such as commercial establishments, schools, government offices, and churches.

Some structures can contain both residential and nonresidential units, even though they have a single address. For example: an apartment over a store, or a home with an office.

### Address Formats

#### City-Style Address Format

The Census Bureau refers to housing units and other living quarters addresses that have a house number and street name address, for example, 212 Elm Street or 137 Clark Ct., Apt. 316, as city-style addresses. In some instances, the house number may also include an alpha character such as 35A or W9254. These addresses are used for mailing or to provide location for emergency services, such as police, fire, and rescue (E-911 addresses).

City-style addresses for housing units in multi-unit structures, such as apartment buildings, contain a unit designator, for example, Apt 101 or Suite D, or a location designator such as “rear” or “basement” (*See Appendix B: Unit Designation Abbreviations*). The Census Bureau and the USPS treat these unit designators as part of the housing unit address, and they are included in each affected census address record.

#### Noncity-Style Address Format

The Census Bureau classifies addresses that do not include a house number and/or a street name as noncity-style addresses. Noncity-style addresses **do not include a complete** house number and street name address. The majority of noncity-style addresses are located in the more sparsely settled areas of the United States; however, they may exist in small- or medium-sized towns as well. Frequently used noncity-style mailing addresses include:

- General delivery.
- Rural route and box number.
- Highway contract route and box number.
- Post Office box only delivery.

Noncity-style addresses often do not follow any numeric sequence, and may not be associated with the name of the street or highway on which they are located. For this reason, the Census Bureau uses different methods to compile the list of addresses for inclusion into the address list, such as location descriptions (BRICK HSE w/ATTACHED GARAGE ON RIGHT), structure points (geographic coordinates), and census geographic codes (state code, county code, census tract number, census block number).

### Census Tract

Census tracts are small, relatively permanent statistical subdivisions of a county or statistically equivalent entity, delineated for presenting Census Bureau statistical data.

The proposed criterion for Census tracts for the 2010 Census is that they contain a minimum of 1,200 people with an optimal population of 4,000.

Census tract boundaries are delineated with the intention of being stable over many decades, so they generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other non-visible features in some instances. Census tract boundaries never cross state or county (or statistically equivalent entity) boundaries.

Each census tract is uniquely numbered within a county and contains numerous census blocks.

### Census Block

A Census block is an area bounded by visible features such as streets, roads, streams, and railroad tracks and nonvisible features such as the boundaries of governmental units and other legal entities. A block is the smallest geographic area for which the Census Bureau collects and tabulates statistical data.

Census blocks may look like a city block or may be large and irregularly shaped, depending upon features. The boundary of a state or a county is always a block boundary.

Census blocks are numbered within census tracts and are unique to the census tract to which they belong. Census block numbers consist of 4-digits, and may include a single alpha character suffix reflecting a boundary change or added feature (e.g. 3001A and 3001B).

**Note:** The 2010 Census New Construction Program addresses are coded to **current** census block/geography.

### What is Geocoding?

In order to process your address submissions, the Census Bureau **requires** the inclusion of census geographic code information. This link to census geography is referred to as geocoding. Geocoding places an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes.

Because the Census Bureau counts people where they live, census geographic code information, or geocode, supports the systematic collection of data that allows Census enumerators to locate an address. They are also important in allocating data from questionnaire responses to the correct location. **You must include census geographic code information for the Census Bureau to process your address submissions. The Census Bureau will not accept addresses without census geographic codes (geocodes) including the state, county, census tract, and census block codes.** The MTPS will not allow the user to add an address without a geographic code. Consequently, the MTPS automatically adds the geocoding information for the block selected on the map when an address record is added to the address list.

**You can find these census geographic codes on your New Construction materials.**

### Strategies for Conducting the New Construction Program Review

You must decide for yourself how to conduct the New Construction program review. Consider your available time, the information you have readily available, and the staff and computer resources you have.

### Local Address Sources

There are many possible sources of local address information. The following list provides suggestions for local address source materials:

- New housing construction or building permits include units that are under construction only if final roof, doors, and windows will be in place on Census Day, April 1, 2010.
- E-911 address files.
- Housing occupancy permits.
- Planning or zoning records.
- Local utility records.
- Drivers' license files.
- Annexation records.
- Assessment or taxation files.
- Voter registration files.

### Chapter 3 Census Supplied Materials

#### Introduction

The MAF/TIGER Partnership Software (MTPS) Version 5.2

The MTPS Computer Based Training (CBT)

Shapefiles

Other Files and Software

Setup File

Readme.txt File

The MTPS New Construction User Guide

Shapefile User Guide

The MTPS Quick Start Document

Zip Software

Adobe® PDF Reader Software

Adobe® Flash Software

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### Introduction

The Census Bureau supplies the following materials:

- i) One (1) MAF/TIGER Partnership Software CD:
  - The MTPS Application.
  - The MTPS CBT.
- ii) One (1) or more data CDs that may contain the following information:
  - Address list template.
  - Shapefiles.
  - Setup File.
  - Readme.txt File.
  - The MTPS New Construction User Guide.
  - Shapefile User Guide.
  - The MTPS Quick Start Document.
  - Zip Software.
  - Adobe® PDF Reader Software.
  - Adobe® Flash Software.

The number of data disks depends on the size of your jurisdiction.

### The MAF/TIGER Partnership Software (MTPS)

The MAF/TIGER Partnership Software (MTPS) is user friendly Geographic Information Systems (GIS) software, written specifically for Census geographic program participants, that is ready to load with the address list template and shapefiles for your jurisdiction.

**Note:** The licensing agreement for the MTPS prohibits the distribution of the software to anyone outside Census Bureau programs. Do not distribute the software beyond your New Construction staff.

### The MTPS Computer Based Training (CBT)

The MTPS Computer Based Training (CBT) is a step-by-step guide that helps you learn how to use the MTPS for your New Construction review. We strongly advise you to review the CBT before you begin using the application. It is accessible after you load the application software and data.

### Shapefiles

Shapefiles contain the location and attributes of physical features. They are created using the Census Bureau's MAF/TIGER database and allow participants to submit digital updates to map features. Shapefiles require the use of a GIS application such as the MTPS. **No feature updates will be accepted for the New Construction program.**

### Other Files and Software

#### Setup File

The setup file contains the geographic information that the MTPS requires in order to load the data disk(s).

#### Readme.txt File

The readme.txt file contains descriptive information about the software and the files, and provides instructions on how to use them.

#### The MTPS New Construction User Guide

This is a step-by-step guide to learn how to use the MTPS for your New Construction review.

#### Shapefile User Guide

This guide provides instructions and examples on how to use Census supplied shapefiles for your New Construction updates.

#### The MTPS New Construction Quick Start Document

This document offers the quickest way to install and begin using the MTPS. However, it is recommended that users consult the MTPS New Construction User Guide for more information.

### **Zip Software**

Although Zip software is included, the MTPS will Zip your files for you. Encryption is not required for the New Construction program.

### **Adobe® PDF Reader Software**

Adobe® PDF Reader Software allows you to view Adobe® Portable Document Format (PDF) files. The New Construction User Guide and the MAF/TIGER Partnership Software User Guide are in Adobe® PDF format.

### **Adobe® Flash Software**

Adobe® Flash Player is software that allows you to view Web content created by Flash. This content may be interactive such as menus that slide, or it may consist of complex applications, games, or animations. Many Web browsers (Internet Explorer, for example) install Flash Player automatically. The MAF/TIGER Partnership Software Computer Based Training (CBT) is in Flash format. If the CBT does not run on your Web browser, you may need to install the Adobe® Flash player included on your MTPS Data CD.

## Chapter 4

### Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

- Introduction
- Installing the MTPS
  - System Requirements
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- Starting the MTPS
- MTPS Computer Based Training (CBT)
- Opening the New Construction program in the MTPS
- Overview of Toolboxes and Buttons
  - Main Menu
  - Standard Toolbox
  - Tools Toolbox
  - Structure Point Selection Toolbox
  - NC Toolbox
  - Legend
  - Bookmarks
- Additional Resources
  - The MTPS Help Menu
  - New Construction Program Help Desk
  - New Construction Technical Help Desk

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## Introduction

The MAF/TIGER Partnership Software (MTPS) is user friendly software designed to read New Construction data disks and record address additions in a format ready to be submitted to the Census Bureau. This chapter will guide you through setting up the MTPS, and present a brief overview of the New Construction program in the MTPS.

## Installing the MTPS

### System Requirements

Before initializing the installation process, make sure your system meets the following minimum system requirements:

- Microsoft Windows<sup>®</sup> 2000
- 128 MB RAM (*1 GB recommended*)
- 10 GB free space on hard drive (*80 GB recommended*)
- CD-ROM or DVD-ROM with read/write capability
- Adobe<sup>®</sup> Flash Player (*For use with the MTPS CBT. If not already installed, install from the MTPS Program CD.*)

**Note:** This version is compatible with Microsoft Windows<sup>®</sup> 2000, XP, and Vista. The MTPS is not compatible with Apple<sup>®</sup> computers.



### **Installation Procedures**

To install the MTPS, please follow these instructions:

- 1) **Start Windows.**
- 2) Insert the **Program CD** into your CD-ROM drive.
- 3) If the Installation Program automatically starts, skip to Step 5. If the Installation Program fails to begin on its own, select the **Run** command from the **Start** menu. Type the location of your CD-ROM drive and the word “setup” (for example, type “d:\setup”).
- 4) Click **OK**. The installation program will appear on your screen.
- 5) On the Welcome Screen, click **Next**.
- 6) On the **Select Installation Type** window, accept the default option, “Install MAF/TIGER Partnership Software and Data for a Single User.” Click **Next**.
- 7) Follow the onscreen instructions to complete the installation. Accept all default settings.
- 8) When prompted, insert the first Data CD into your CD-ROM drive. (*Most data sets will fit on one (1) CD.*) Click **OK**.
- 9) If asked on a following window, select “Yes, I want to restart my computer now.” Click **Finish** to complete the setup.

### **Starting the MTPS**

To Start the MTPS, please follow these instructions:

- 1) Select **Programs** from the **Start** menu.
  - 2) Select **MAF/TIGER Partnership Software > MAF/TIGER Partnership Software 5.5**.
  - 3) When prompted, select **New Construction** from the available program list.
  - 4) Update your New Construction participant information, if necessary.
  - 5) Select one of two options:
    - To complete the training on the CD-ROM, select “Run the MAF/TIGER Partnership Software Computer Based Training.” (*Please refer to the **Completing the MTPS Computer Based Training (CBT)** section below.*)
- OR-**
- To launch the application, select “Go directly to the MAF/TIGER Partnership Software program.”

### MTPS Computer Based Training (CBT)

The MTPS CBT is a self-paced tutorial that provides instructions on how to use the MTPS application for several Census Bureau geographic programs.

The opening screen shows a total of nine (9) tutorials:

## MAF/TIGER Partnership Software

Licensed to US Census Bureau geographic program participants

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### Computer Based Training Tutorials

<p><b>Basic Skills</b></p> <ul style="list-style-type: none"><li><a href="#">Starting the MTPS software</a></li><li><a href="#">Moving around the map</a></li><li><a href="#">Saving and using bookmarks</a></li><li><a href="#">Measuring distance and size</a></li><li><a href="#">Changing and customizing maps</a></li><li><a href="#">Using legends</a></li><li><a href="#">Displaying data</a></li></ul> <p><b>Additional Skills</b></p> <ul style="list-style-type: none"><li><a href="#">Creating maps</a></li><li><a href="#">Selecting features and records</a></li><li><a href="#">Using images in a map</a></li></ul> <p><b>Editing Linear Features, Area Features, and Landmarks</b></p> <ul style="list-style-type: none"><li><a href="#">Editing linear features</a></li><li><a href="#">Editing area features</a></li><li><a href="#">Editing landmark points</a></li></ul>	<p><b>New Construction</b></p> <ul style="list-style-type: none"><li><a href="#">Updating the address records for a block</a></li><li><a href="#">Working with the address list</a></li><li><a href="#">Updating structure points</a></li><li><a href="#">Reporting new addresses</a></li></ul> <p><b>BAS</b></p> <ul style="list-style-type: none"><li><a href="#">Updating the BAS form (County participants)</a></li><li><a href="#">Updating the BAS form (American Indian Areas participants)</a></li><li><a href="#">Creating additions/annexations, deletions/deannexations, and new entities</a></li><li><a href="#">Reporting and viewing your BAS changes</a></li></ul> <p><b>PSAP</b></p> <ul style="list-style-type: none"><li><a href="#">Getting started</a></li><li><a href="#">Changing PSAP areas and attributes</a></li><li><a href="#">Verifying your PSAP work</a></li><li><a href="#">Reporting and viewing your PSAP changes</a></li></ul>	<p><b>LUCA Feedback</b></p> <ul style="list-style-type: none"><li><a href="#">Updating the Detailed Feedback Address List</a></li><li><a href="#">Working with the address lists</a></li><li><a href="#">Reporting your feedback appeals</a></li></ul> <p><b>VTD/BBSP</b></p> <ul style="list-style-type: none"><li><a href="#">Getting started</a></li><li><a href="#">Creating and editing districts</a></li><li><a href="#">Making block boundary suggestions</a></li><li><a href="#">Reporting and viewing your VTD/BBSP changes</a></li></ul> <p><b>SDRP</b></p> <ul style="list-style-type: none"><li><a href="#">Getting started</a></li><li><a href="#">Changing attributes</a></li><li><a href="#">Consolidating districts</a></li><li><a href="#">Correcting district boundaries</a></li><li><a href="#">Performing complex dissolution</a></li><li><a href="#">Statewide comparison</a></li><li><a href="#">Verifying your SDRP work</a></li><li><a href="#">Reporting and viewing your SDRP changes</a></li></ul>
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- 1) Three (3) General Skills tutorials:
  - Basic Skills.
  - Additional Skills.
  - Editing Linear Features, Area Features, and Landmarks.
- 2) Six (6) tutorials specific to Census Bureau geographic programs:
  - **New Construction** (New Construction).
  - **LUCA Feedback** (Local Update of Census Addresses Feedback and Appeals).
  - **BAS** (Boundary and Annexation Survey).
  - **PSAP** (Participant Statistical Area Programs).
  - **VTD/BBSP** (Voting Districts/Block Boundary Suggestion Program).
  - **SDRP** (School District Review Program).

**Note:** This user guide provides instructions for the NC module of the MTPS only.

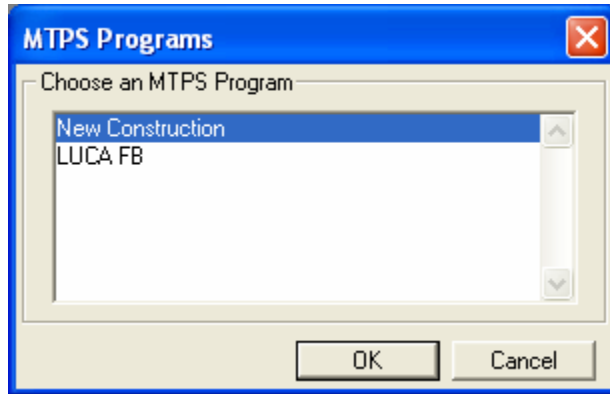
In the future, if you elect to participate in LUCA, LUCA FB, BAS, PSAP, VTD/BBSP, or SDRP, you will have the option to use the MTPS for these programs.

**Note:** All of the examples shown in this user guide and in the MTPS CBT were created with fictitious data that are not applicable to your jurisdiction, and do not contain any Title 13 information.

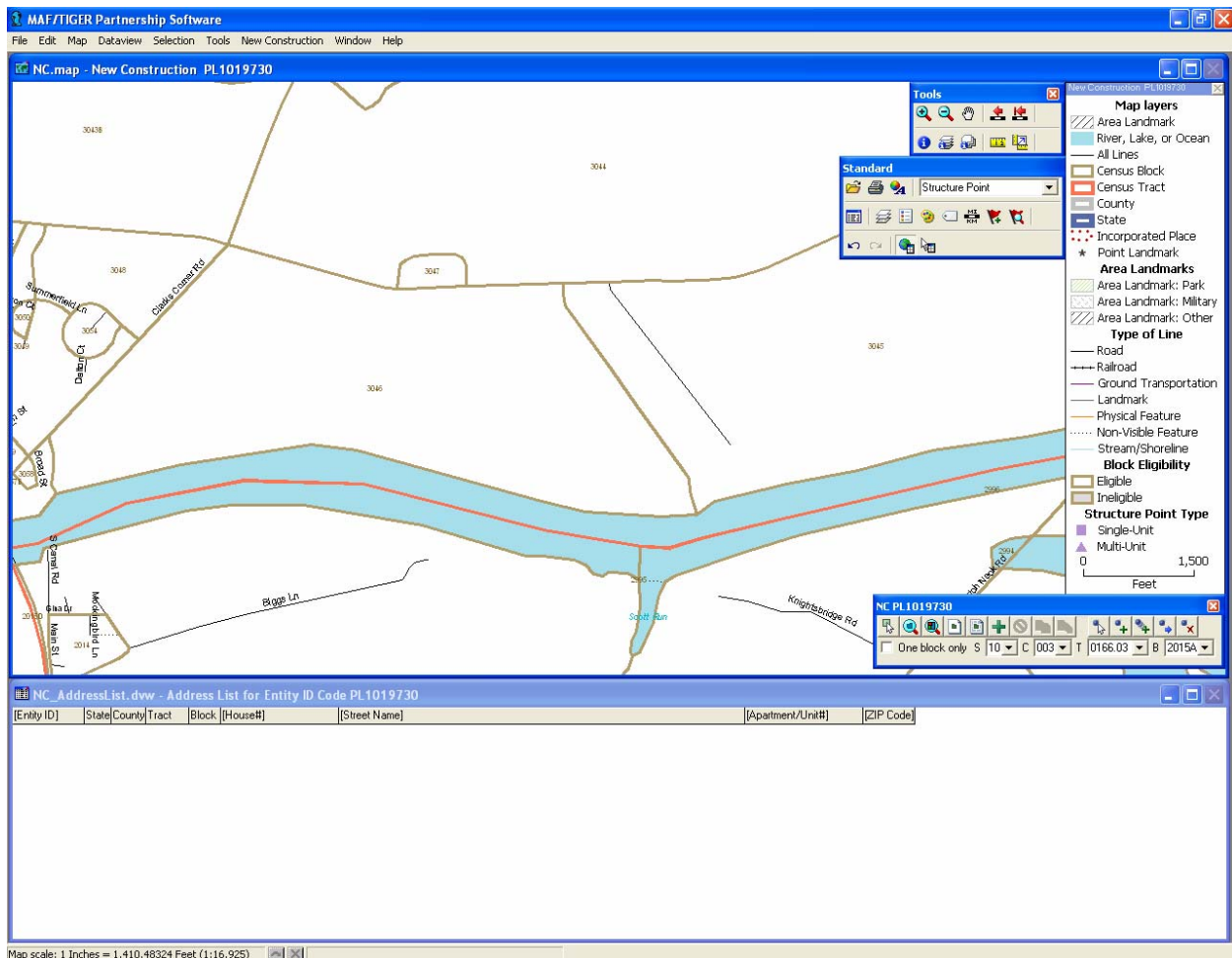
## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

### Opening the New Construction program in the MTPS

- 1) Open the MTPS application. If you have other MTPS data on your computer, the **Program Selection** box will open. If not, the New Construction program will open automatically by default.



- 2) Select **New Construction**, and click **OK**.
- 3) This will display the NC toolbox and two (2) windows:



- a) **NC Map** – The map is primarily used as a visual reference for the user. Features on the map cannot be updated; however, structure points may be added to the map for ease of geocoding. The map will be useful in determining what block and tract the added addresses are in, and which blocks are available for address additions.
- b) **NC Address List** – (*Address List will be blank.*) The address list will be the primary means for adding New Construction addresses. The address list template is linked to the map. If you are working from the map, selecting a block on the map automatically selects and displays the corresponding records on the address list, and vice versa. **Note:** No information in the New Construction program is Title 13 sensitive.

## Overview of Toolboxes and Buttons

The MTPS has several toolboxes, each of which contains many buttons. This section is an overview of the toolboxes and their respective functions. Keep in mind that you will not need to use all of them. Chapter 5 describes in more detail how to use the toolboxes and buttons required to complete your New Construction additions. For more information on any of these toolboxes and buttons, refer to the MTPS Help section.

### Main Menu

The system loads this menu by default when you open the MTPS, and the Main Menu remains open.



File Edit Map Dataview Selection Tools New Construction Window Help

Select **Map** on the Main Menu to access:

- **Layers:** to add, hide, drop, or move map layers.
- **Scale:** to modify the map scale displayed on the computer screen.
- **Previous Scale:** to return the map to the extent that was used before the most recent change.
- **Initial Scale:** to return the map to its initial extent.
- **Locator:** to create a window that shows your location within the overall area.
- **Bookmarks:** to create and manage bookmarks.

Select **Selection** on the Main Menu to access:

- **Settings:** to change the status and labels of map layers.
- **Select:** to build queries by Condition, List, Value, or Location.

Select **Tools** on the Main Menu to access:

- **Imagery:** to load aerial images, topographic maps, or urban color images from TerraServer USA toolbox.
- **Export:** to convert features to a different geographic format.

## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

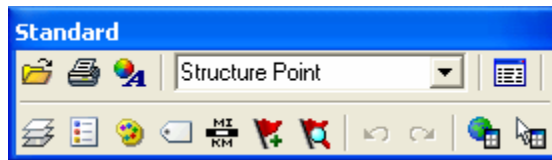
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Select **New Construction** on the Main Menu to access:

- **New Construction Toolbox:** to show or hide the NC Toolbox.
- **Default Display:** to restore the computer screen to the original layout when the MTPS is opened.
- **Verification Toolbox:** to validate your addresses.
- **Report New Addresses:** to create a Zip file of your additions.
- **Update Address Data:** to import an address list.
- **Update User Information:** to make changes on the participant's information window.

### Standard Toolbox

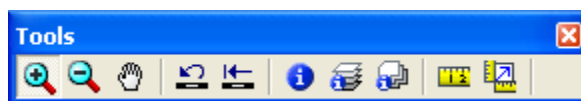
The **Standard Toolbox** is used to perform general tasks. This toolbox is loaded by default when you open the MTPS and remains open. It is located, by default, directly below the **Main Menu**, and can be docked and undocked.






- **Target Layer:** to set the layer that is going to be edited. 
- **Dataview:** to see a table of selected records. 
- **Map Layers:** to add, hide, drop, or move map layers. 
- **Legend:** to show or hide the map legend. 
- **Layer Style:** to change layer symbols. 
- **Automatic Labels:** to create label styles. 
- **Map Scale:** to set the scale of the map on the computer screen. 
- **Bookmarks:** to add and manage bookmarks, respectively.  and 
- **Tools Toolbox Button:** to show or hide the Tools Toolbox. 
- **Selection Toolbox Button:** to show or hide the Structure Point Selection Toolbox. 








### Tools Toolbox

The **Tools Toolbox** is used to navigate the map. This toolbox is loaded by default when you open the MTPS. (If you close the **Tools** toolbox accidentally, you can open it again by selecting **Tools** from the menu toolbar on the main menu then clicking on **Toolbox**.)




- **Zoom In/Zoom Out:** Zoom in or out on an area of the map, respectively.  and   
This function is linked to the map labels. The farther you zoom in, the more labels you will see.
- **Pan:** Used to navigate around the map. 

**Note:** Every time you open the MTPS, the map will display the geographic extent you viewed before closing the application.

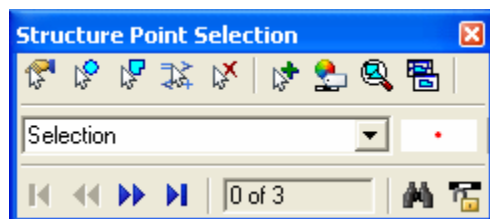
- **Previous Scale:** to return to the previous scale and extent. 
- **Initial Scale:** to return to the initial scale and extent. 
- **Information:** to display fields of selected address records.  Select a feature to display its attributes. Select these buttons to display **multi-layer** and **multi-layer area** information, respectively.  and 
- **Measure:** to measure **length or distance** ; **area or size**. 







**Note:** The Tools Toolbox will disappear from the screen when the address list window is active. It will reappear when the Map window is active.







### Structure Point Selection Toolbox

The **Structure Point Selection Toolbox** allows a user to select a structure point, or multiple structure points, and see them in the address list. Use the button found in the Standard Toolbox to turn it on and off. 

**Note:** The New Construction program does not provide structure points. This section applies to those participants who add addresses using structure points, or have imported their own structure points.



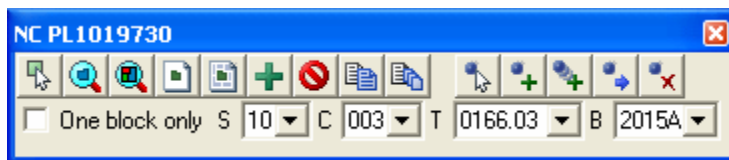
- **Select by Pointing:** to begin selecting structure points individually using a pointer. 
- **Select by Circle:** to select a group of structure points within a circle. 
- **Select by Shape:** to select a group of structure points using a freehand polygon. 
- **Select by Condition:** to select a group of structure points based on a given criteria. 
- **Clear Selection:** to clear the current selection. 
- **Create New Selection:** to create a new selection group, while retaining previous selection groups. 


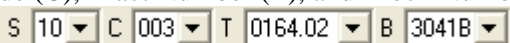



- **Selection Settings:** to view and change settings related to your selection capabilities. 
- **Zoom to Selection:** to zoom to a map extent which shows all of the selected structure points in the selection group. 
- **Show One Set/All Features:** use this button to show or hide all of the structure points, or just those that are in the selection. 
- **Selection Target:** to choose which selection group to view.  

- **Scale Selection:** to choose whether to stay at the current scale or change scales when zooming to new selection. 
- **Zoom to Record:** to zoom to a single record in the selection. 











**Note:** The Structure Point Selection Toolbox is not necessary for the completion of the New Construction Program. Consequently, the uses of selection sets are not covered in depth in this user guide. However, you may refer to **Appendix F: Selection Sets** for a brief walkthrough of selection sets.

### NC Toolbox

The **NC Toolbox** is used for creating the address list. It is loaded by default when you open the MTPS. (If you close the NC Toolbox accidentally, you can load it again by selecting **NC** on the **Main Menu**, and then selecting **NC Toolbox**.)



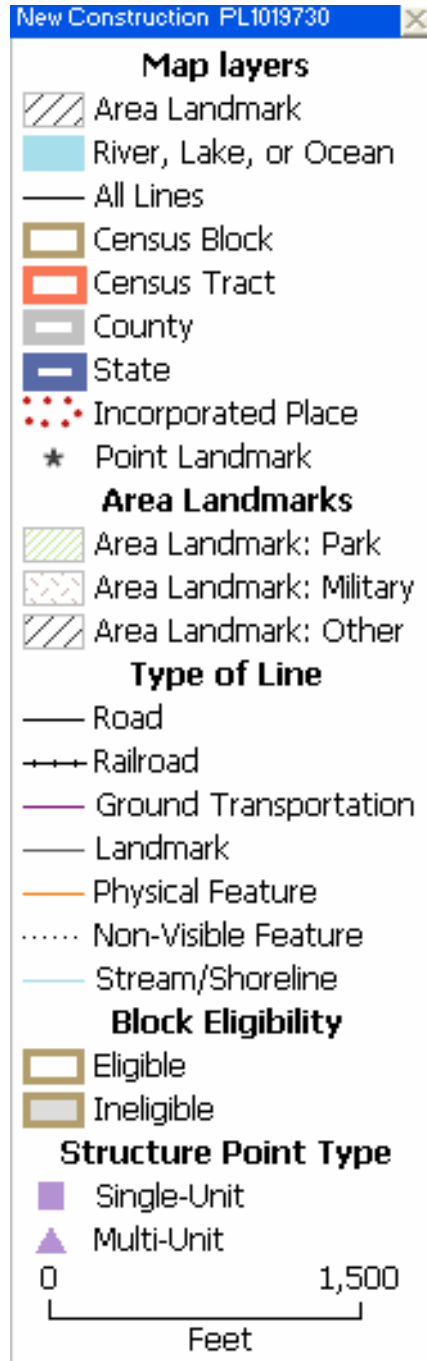
- **Pick Block:** to select a block on the map.  When a block is selected, its corresponding State Code (S), County Code (C), Tract Number (T), and Block Number (B) will be displayed in the NC Toolbox.  You may also use the dropdown menu next to each letter to select a particular block. You may also select to check the “One block only” box. While checked, the address list will only display addresses added to the currently selected block. By unchecking the box, you will see all of the added addresses in the address list.
- **Zoom to Block:** after a block is selected, click this button to zoom to the full extent of the selected block. 
- **Zoom to Entire Map:** click this button at any time to return to the full extent of the geographic map. 
- **Create a Block Layout:** use this button to create a print file for the current block that is selected. 

- **Create a Multiple Block Layout:** use this button to create a print file for the current block that is selected and its adjacent blocks. 
- **Add a New Address:** use this button to add a new address record to the address list. The address will be geocoded to the block that is numbered in the NC toolbox. 
- **Delete an Address:** use this button to delete the selected address record in the address list. 
- **Copy Address Record:** use this button to create a copy of an address record in the address list. 
- **Multiple Copies of an Address Record:** use this button to create multiple copies of an address record in the address list. 
- **Select Structure Point:** use this button to select a structure point and the corresponding record(s) in the address list.  (**Note:** you may add and then select structure points you've added, however, the Census Bureau will not be providing and structure points.)
- **Add Structure Point:** use this button to add a structure point to the map and a corresponding address record to the address list. 
- **Add Multi-unit Structure Point:** use this button to add a multi-unit structure point to the map and corresponding address records to address list. 
- **Move Structure Point:** use this button to move a structure point on the map. If the structure point is moved to a new block, the corresponding address record(s) in the address list will be regeocoded to reflect the new location. 
- **Delete Structure Point:** use this button to delete a structure point and corresponding address record(s) in the address list. If it is a multi-unit structure point, all address records associated with that structure point will be deleted. 




**Legend**

The MTPS Map Legend is a very simple legend. It describes the various symbols and colors used for representation on the map. For the New Construction program, it is suggested to pay particular attention to the following legend items: Map Layers, Block Eligibility, and Structure Point Type.



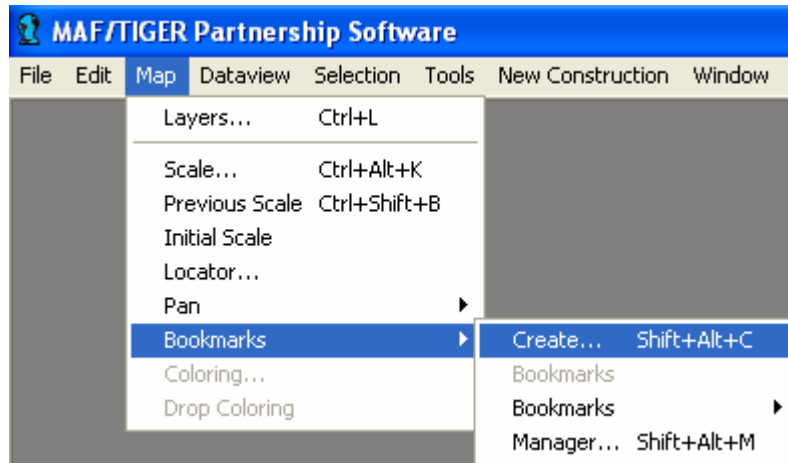
**Bookmarks**

The MTPS allows you to save a particular map extent as a bookmark, so that it is easy to access and view at any time. There are two ways to create a bookmark:

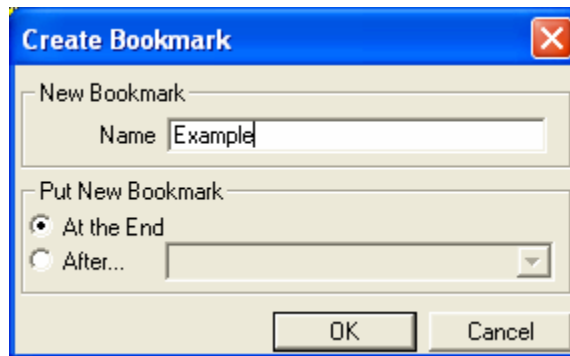
- 1) Click on the **Add Bookmark** button in the **Standard Toolbar**. 

**-OR-**

- 2) Click **Bookmarks** from the **Map** menu.



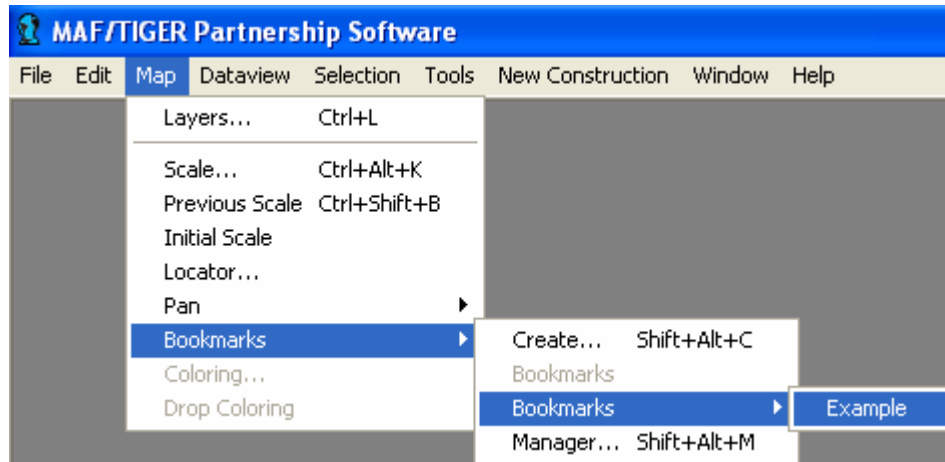
When the **Create Bookmark** window appears, type a name in the space provided, and click **OK**.



## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

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To access the bookmarks you've created, select **Map** from the Main Menu, then **Bookmarks**, then **Bookmarks** again. Select the bookmark you wish to display.



### Additional Resources

#### The MTPS Help Menu

The MTPS Help Menu provides a variety of options for finding information on a particular topic. Select **Help** from the Main Menu to open the help window which contains a right and left pane. The left pane gives you three search options, while the right displays the help section welcome screen. The welcome screen contains two links to quick help:

- 1) **MTPS Basic Skills Help:** This link allows the user to access introductory directions on how to use the MTPS.
- 2) **MTPS Census Program Help:** This link allows the user to access a list of census program links. Each link leads the user to a screen describing the selected program.

## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

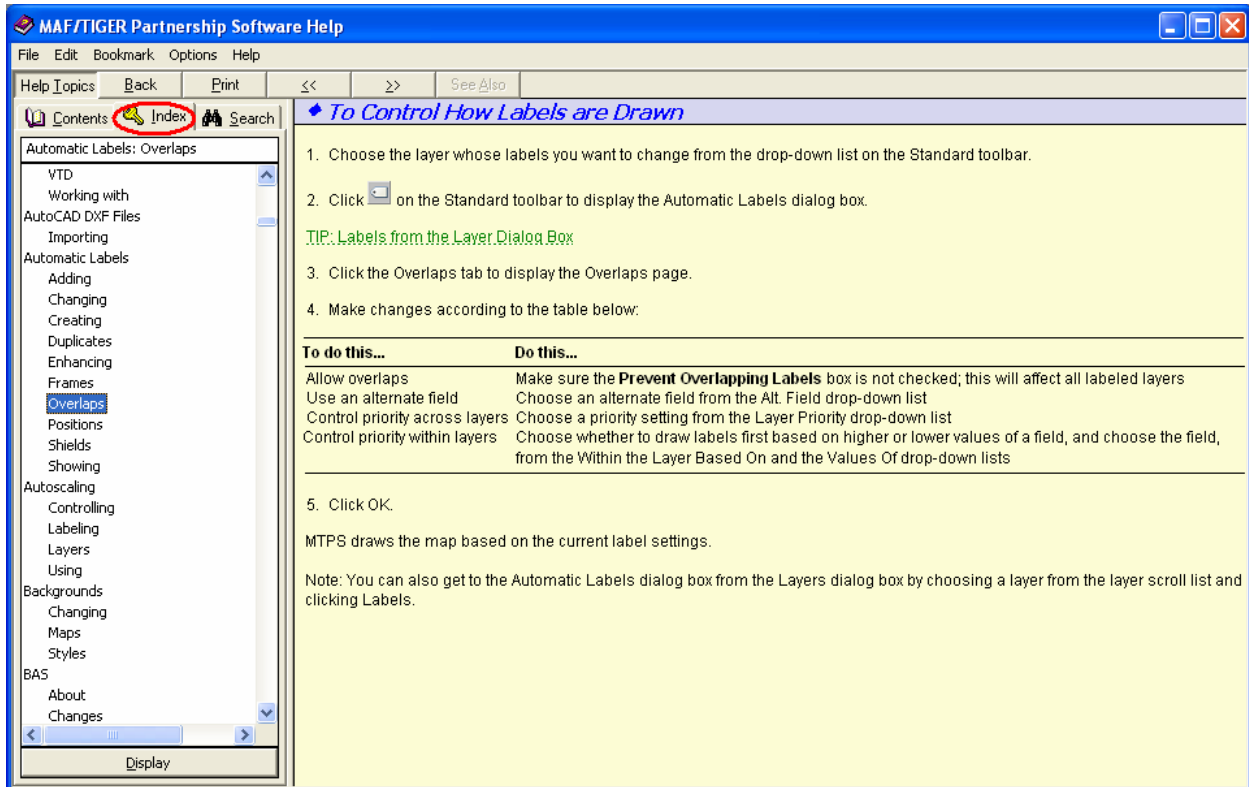
For more refined help topics, choose from one of the three tabbed options in the left pane:

- 1) **Contents:** This option allows you to see general help topics with more refined topics listed within each general topic. By clicking on a general topic a list of more refined topics will appear underneath. Continue selecting until you find the topic you are looking for. Help information will be displayed in the right pane.



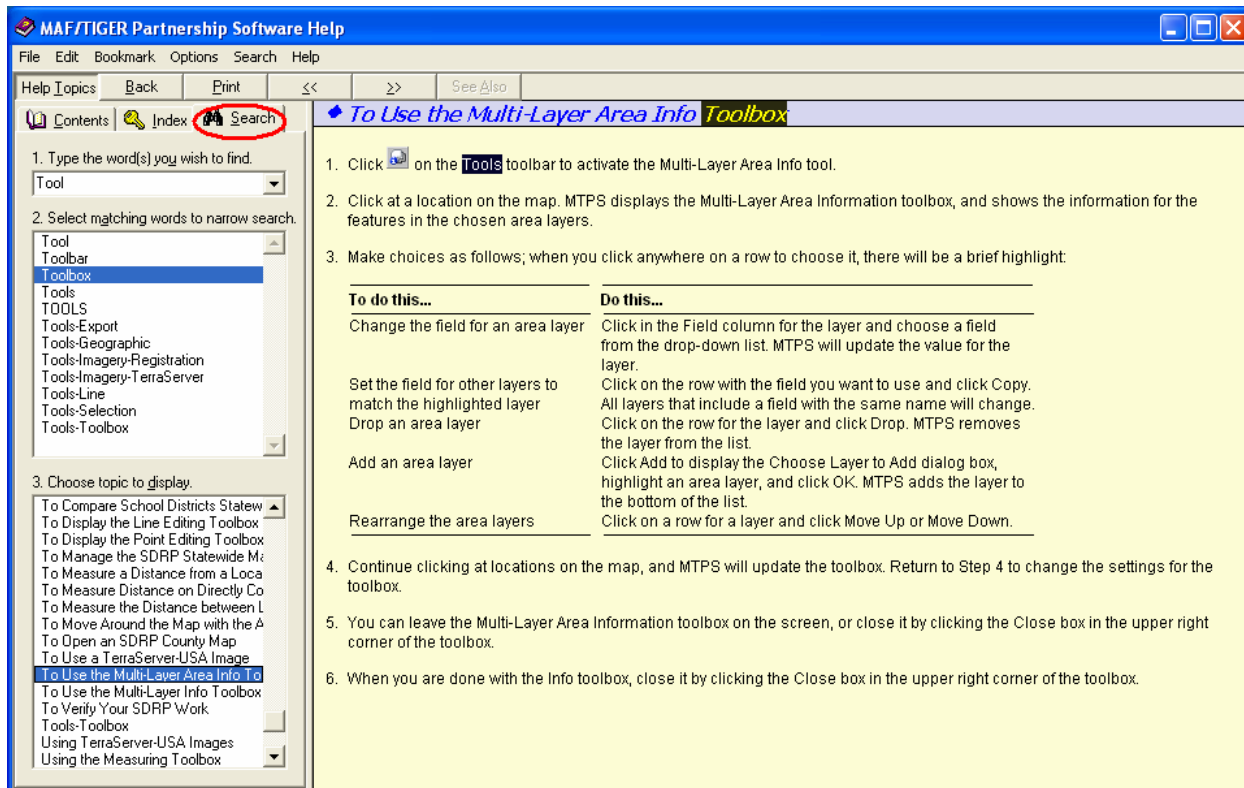
## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

- 2) **Index:** This option allows the user to see a list of help topics arranged alphabetically. Scroll through the list until you find what you are looking for, and then highlight the topic. Help information will be displayed in the right pane.



## Chapter 4: Setting up the MAF/TIGER Partnership Software (MTPS) for New Construction Review

- 3) **Search:** This option allows the user to type a keyword into the search box, or select a keyword from one of the two lists located beneath the search box. After making a selection, the help information will be displayed in the right pane. The first time the Search option is used, you will receive a “Find Setup Wizard” pop-up. Select the default selections, and click Finish on the final page.



### New Construction Program RCC Help

If you have questions concerning the New Construction geographic program, please call your local **Regional Census Center** toll free at **1-866-511-5822**.

### New Construction Technical Help Desk

If you have questions concerning the MTPS and the electronic data, please call the New Construction **Help Desk** toll free at **1-866-919-5822**.

### New Construction Web Page

For additional information about the New Construction program, please visit the New Construction website at [http://www.census.gov/geo/www/newconstruction/newcon\\_main.html](http://www.census.gov/geo/www/newconstruction/newcon_main.html).













- 3) **County:** 3-digit current county code for your jurisdiction. This field is editable.
- 4) **Tract:** Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a decimal point with zero fill, e.g., 4567.00. This field is editable.
- 5) **Block:** Census block numbers contain a 4-digit number plus one alpha character, if applicable, e.g. 3001A. This field is editable.
- 6) **House #:** Housing unit or other living quarters assigned house number, which can contain numbers, letters, hyphens, or other characters e.g., 2718, 1002-3. This field is editable.
- 7) **Street Name:** Full street or road name, including any necessary prefixes or suffixes. For example: Census Drive, or NW Decennial Lane E. This field is editable. (See **Appendix A: Physical Location Description and Street Type Abbreviations**, for acceptable abbreviations.)
- 8) **Apartment/Unit #:** Apartment or unit number, if applicable. This field may contain apartment unit numbers (e.g., 101 or 101A), location (e.g., rear or basement), or trailer lot number. This field is the only field that is not required to have data yet allows the record to remain an acceptable address. This field is optional for data entry. (See **Appendix B: Unit Designation Abbreviations**, for acceptable abbreviations. “\*” (asterisk) is not an acceptable character for this field.)
- 9) **ZIP Code:** 5-digit ZIP Code for city-style mailing addresses. This field is editable.

**Note:** All fields in the address list must be populated with the exception of the Apartment/Unit #.

### Adding Addresses to the New Construction Address List

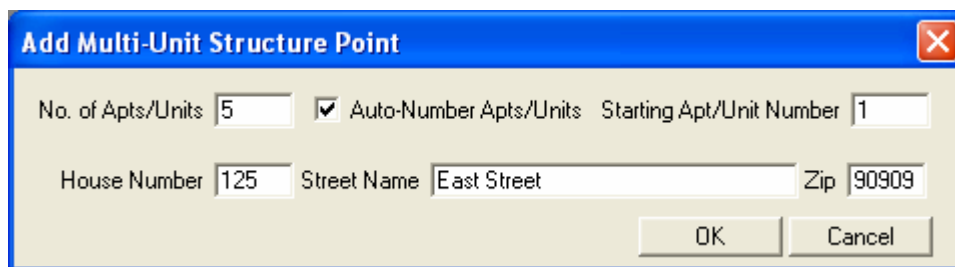
There are two ways to add addresses to the New Construction Address List. The first requires the use of the map and structure points. The second requires the use of the address list directly and the map as a reference tool. Both will be described in detail in this section, but it is up to the user to decide which to use, or a combination of both.

To **add an address record to the address list using structure points**, follow these steps:

- 1) Find the block you need to add an address record to. You can do this by panning around the map  and zooming in  to see block numbers, or by selecting a specific block from the dropdowns  S 10  C 003  T 0164.02  B 3041B  and clicking **Zoom to Block.** 
- 2) Once zoomed to the block of your choice, click the **Add Structure Point**  button to add one address, or **Add Multi-unit Structure Point**  button for multiple addresses at the same location (e.g. a new apartment building).
- 3) Click on the map where you would like the address to be located.
- 4) If you added a single **structure point**, then the address list will have a new address record with the corresponding Entity ID, State, County, Tract, and Block fields already populated. Manually type in the House #, Street Name, Apartment/Unit # (if applicable) and ZIP code to complete the address record.



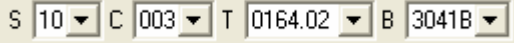

If you added a **multi-unit structure point**, then a window will appear, allowing you to enter in the number of units, and the address information for the structure point.






When the information in the pop-up is complete, click **OK**.

The address list will automatically add an address record for each of the apartments or units. (For example, the information above has 5 units; the address list will add 5 address records. All of the address records will have all of the address list fields populated with the same information, except for Apartment/Unit #, which may have to be entered manually. See **Appendix B: Unit Designation Abbreviations**, for acceptable abbreviations.)

To **add an address record to the address list directly**, follow these steps:

- 1) Select the Census Block that needs a new address record. Use the dropdowns next to each category to select the desired block. 
- 2) Click on the **Add Address** button. 
- 3) An address record is added to the address list with the corresponding Entity ID, State, County, Tract, and Block fields already populated.
- 4) Manually type in the House #, Street Name, Apartment/Unit # (if applicable) and ZIP code.

The user can edit an address that he/she entered, at any time. If the address is associated with a structure point, you may use the **Move Structure Point**  tool to move the structure point to a new location. All addresses in the address list associated with that structure point will be regeocoded to reflect the change in location. If not, the fields can be manually updated by clicking on the cell and correcting the information.

If an address needs to be deleted, select the address record from the address list and click the **Delete Address** button.  If you need to delete a structure point, click the **Delete Structure Point** button , and then select the appropriate structure point.

**Note:** If you delete a **Multi-unit Structure Point**, **ALL** address records associated with that structure point will be deleted from the address list. (See **Appendix B: Unit Designation Abbreviations**, for acceptable abbreviations.)

After you have added all the new addresses to the address list, select **Verification Tool** from the **New Construction** menu in the Main Menu; a box will appear notifying you of how many, if any, addresses still need information in necessary fields.




Perform a final review of your added addresses, edit where necessary, and then proceed to Submitting New Construction Addresses.

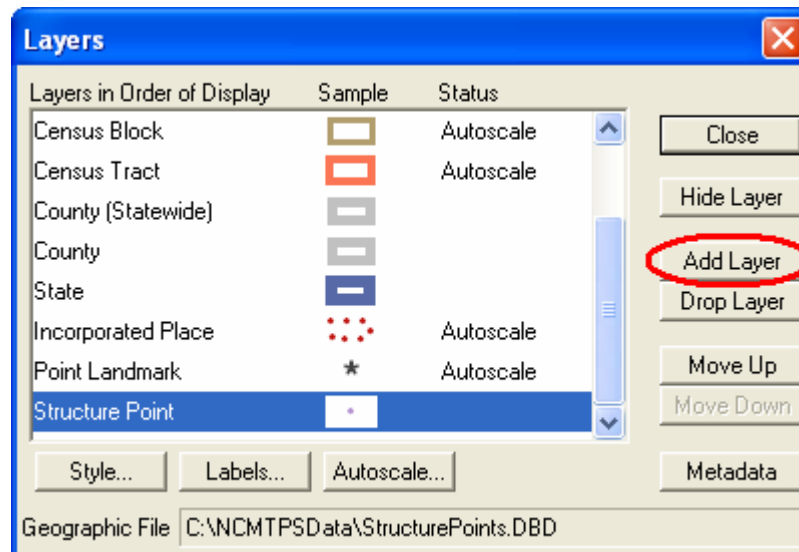
### Adding Imagery to the MTPS

Aerial images can be useful tools when adding addresses to your New Construction Address list. Using imagery can make the placement of structure points simpler and more accurate. There are two ways to display imagery in the MTPS: images files and TerraServer-USA.

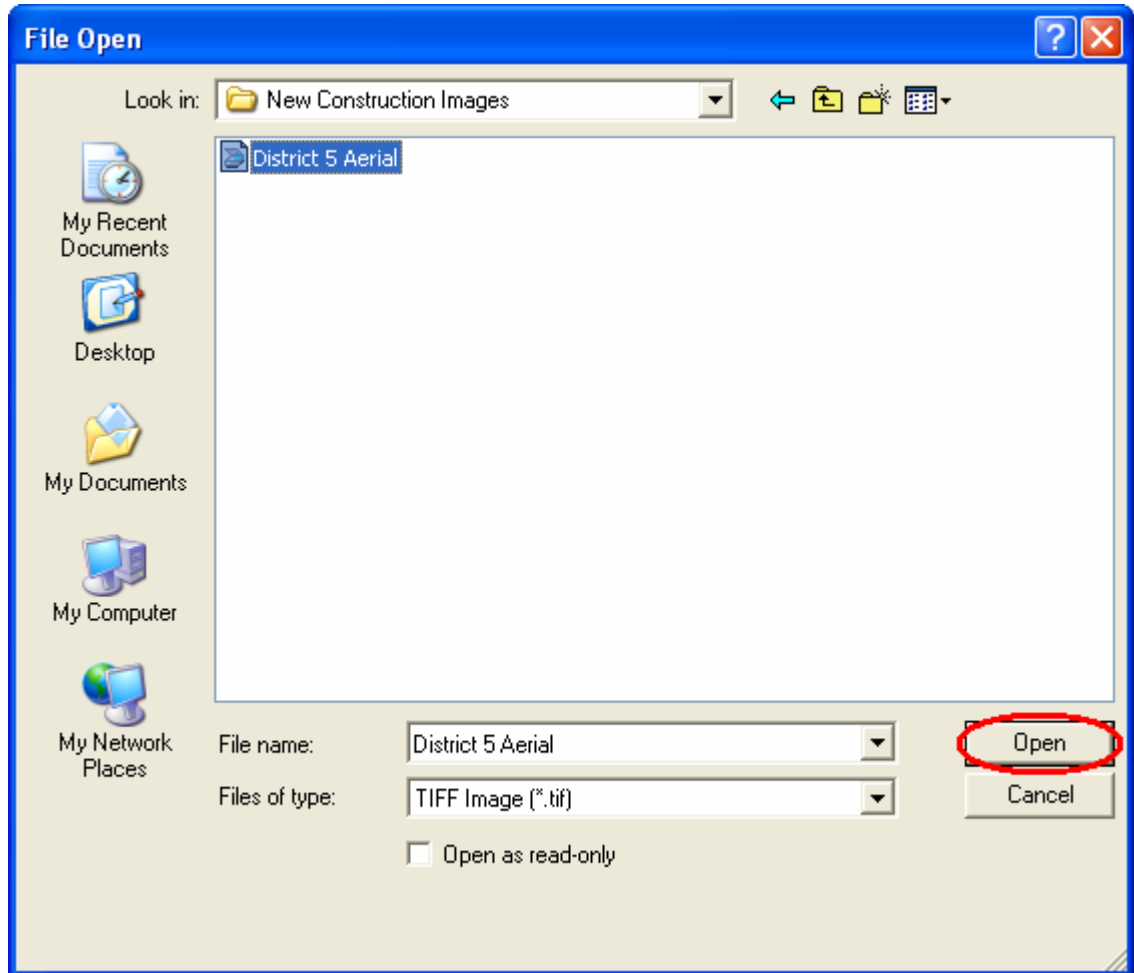
#### Adding Image Files

Follow these steps to add your own saved satellite images, photographs, or scans as a map layer.

- 1) After you have opened the MTPS, and the map is displayed, click the **Map Layers** button located in the **Standard Toolbox**. 
- 2) The Layers window will open. Select **Add Layer**.



- 3) When the **File** window opens, browse to the location of your saved images, and choose the file type. Select the image you wish to display and click **Open**.

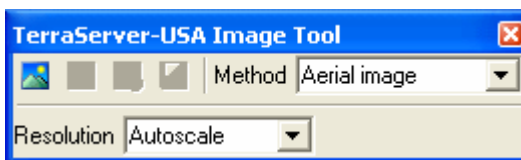


- 4) Click **Close** in the Layers window, and your image will be displayed.

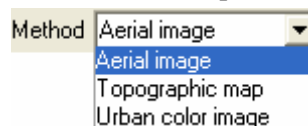
### TerraServer-USA


If you do not have your own saved files, and are connected to the internet, you may add aerial images, topographic maps, and urban color images from TerraServer-USA.

- 1) From the Main Menu, select **Tools**, then **Imagery**, then **TerraServer USA Toolbox** to open the TerraServer-USA toolbox.



- 2) Choose the imagery type from the 'Method' dropdown menu.



- 3) Click the **Get Image** button. 
- 4) The image will download and be added to your map automatically. The TerraServer-USA toolbox will also close automatically. The time it takes to download an image is dependent on the selected resolution and your internet connection speed.



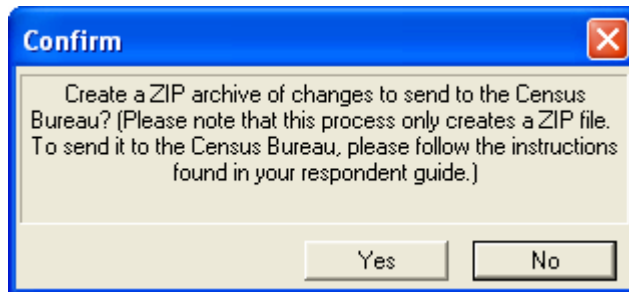
**Note:** Participants are not provided imagery for their jurisdiction. Additionally, the choice to use imagery to complete the New Construction program is up to the discretion of the participant. Internet imagery may or may not be up to date and it is the participant's full responsibility to determine the usefulness of collected imagery.

### Submitting New Construction Addresses

#### Creating the New Construction Zip File

After you are satisfied with the added addresses to the address list, you will need to create a Zip file of the address list and burn the data to a CD for submission to the Census Bureau. Follow these steps to create the Zip file and burn the data to two (2) CDs:

- 1) Select **New Construction > Report New Addresses** from the Main Menu.
- 2) The MTPS will display the following window, click **OK**.



**Note:** If you want to review your address list after creating the Zip file, make sure you have Zip software (i.e., WinZip) installed on your computer, then use Windows Explorer to open the Zip file and extract its contents to a folder on your computer. At this point you will be able to view New Construction Address List file in pipe delimited form.

- 3) Make two (2) CDs of the New Construction Zip File:
  - Return one (1) CD to the Census Bureau.
  - Keep one (1) CD as a backup copy for your records until the completion of the New Construction program.

### Shipping the New Construction Zip File

The Census Bureau has particular guidelines when accepting mail; please follow these directions when shipping your CDs:

- 1) Double wrap all address materials.
- 2) Address all envelopes, mailing boxes, mailing tubes, etc., to your Regional Census Center. You can find a list of the Census Bureau's Regional Census Centers' addresses on the back cover, and in **Appendix C: U.S. Census Bureau Regional Census Centers**.
- 3) The Census Bureau has provided you a FedEx envelope in which to return your New Construction submission. We have included in your package a FedEx billable stamp so you can ship your updates to your Regional Census Center at no cost to your government. The Census Bureau uses FedEx because it costs less than Business Reply mail service from the U.S. Postal Service (USPS) and includes shipment tracking. If you do not know a location for a FedEx drop off, please call 1-800-GOFEDEX. The gray portion of the billable stamp is the receipt for your records. The white portion should be peeled from the label and adhered to the envelope. To ensure that the package was received by the

## **Chapter 5: Completing the New Construction Program in the MTPS**

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Census Bureau, please save the gray portion as it contains the tracking number (12 digit number on the bottom right corner).”

- 4) If FedEx service is not available in your area, please use a shipping company that provides tracking services such as the USPS or United Parcel Service (UPS).

Contact your Census Bureau Regional Census Center toll free at 1-866-511-5822 if you have any questions about submitting your materials for the New Construction program.

## Appendices

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## Appendix A: Physical Location Description and Street Type Abbreviations

Full Name	Abbreviations
Alternate Route	ALT
Avenue	AVE
Blue	BL
Boulevard	BLVD
Brown	BRN
Boarded Up	BU
Circle	CIR
County Highway	CO Hwy
County Road	CO Rd
Court	CT
Drive	DR
East	E
Four-Wheel Drive Trail	4WD
Freeway	FWY
Green	GR
General Delivery	GEN DEL
Hospital	HOSP
Highway Contract Route	HCR
House	HSE
Interstate	I
Intersection	INT
Lane	LN
North	N
Parkway	PKWY
Post Office Box	PO BOX
Road	RD
Route	RTE
Rural Route	RR
South	S
Star Route	ST RT
State Highway	ST HWY
State Road	ST RD
State Route	ST RTE
Street	ST
Thoroughfare	THFR
Township Highway	TWP HY
Township Road	TWP RD
West	W
White	WHT
Yellow	YLW
With	W/



## Appendix B: Unit Designation Abbreviations

<b>Name</b>	<b>Abbreviation</b>
Apartment	APT
Basement	BSMT
Bottom	BOTM
Downstairs	DOWN
Floor	FLR
Front	FRNT
Interior	INTE
Level	LVL
Lower	LOWR
Middle	MIDL
Mobile Home	MH
Number	#
Penthouse	PH
Room	RM
Right	RGHT
Space	SP
Studio	STUD
Suite	STE
Suites	STES
Trailer	TRLR
Upper	UPPR
Upstairs	UPS

**Appendix C: U.S. Census Bureau Regional Census Centers**  
**U.S. Census Bureau Regional Census Centers**  
**Toll Free 1-866-511-5822**



**Atlanta RCC: Geography**  
 285 Peachtree Center Avenue NE  
 Marquis II Tower, Ste. 1000  
 Atlanta, GA 30303-1230  
 (404) 332-2711

**Detroit RCC: Geography**  
 300 River Place Drive, Ste. 2950  
 Detroit, MI 48207-4184  
 (313) 396-5002



**Boston RCC: Geography**  
 1 Beacon Street, 7<sup>th</sup> Floor  
 Boston, MA 02108-3107  
 (617) 223-3600

**Kansas City RCC: Geography**  
 2001 NE 46<sup>th</sup> Street, Ste. LL100  
 Kansas City, MO 64116-2051  
 (816) 994-2020



**Charlotte RCC: Geography**  
 3701 Arco Corporate Drive, Ste. 250  
 Charlotte, NC 28273  
 (704) 936-4200

**Los Angeles RCC: Geography**  
 9301 Corbin Avenue, Ste. 1000  
 Northridge, CA 91324-2406  
 (818) 717-6701



**Chicago RCC: Geography**  
 500 West Madison Street, Ste. 1600  
 Chicago, IL 60661-4555  
 (312) 454-5600

**New York RCC: Geography**  
 330 West 34<sup>th</sup> Street, 13<sup>th</sup> Floor  
 New York, NY 10001-2406  
 (212) 971-8800



**Dallas RCC: Geography**  
 2777 N Stemmons Freeway, Ste. 200  
 Dallas, TX 75207-2514  
 (214) 267-6920

**Philadelphia RCC: Geography**  
 1234 Market Street, Ste. 340  
 Philadelphia, PA 19107-3780  
 (215) 717-1000



**Denver RCC: Geography**  
 6950 W Jefferson Avenue, Ste. 250  
 Lakewood, CO 80235-2032  
 (720) 475-3600

**Seattle RCC: Geography**  
 19820 North Creek Parkway N, Ste. 100  
 Bothell, WA 98011-8227  
 (425) 908-3010



## Appendix D: Census Bureau Geographic Hierarchy

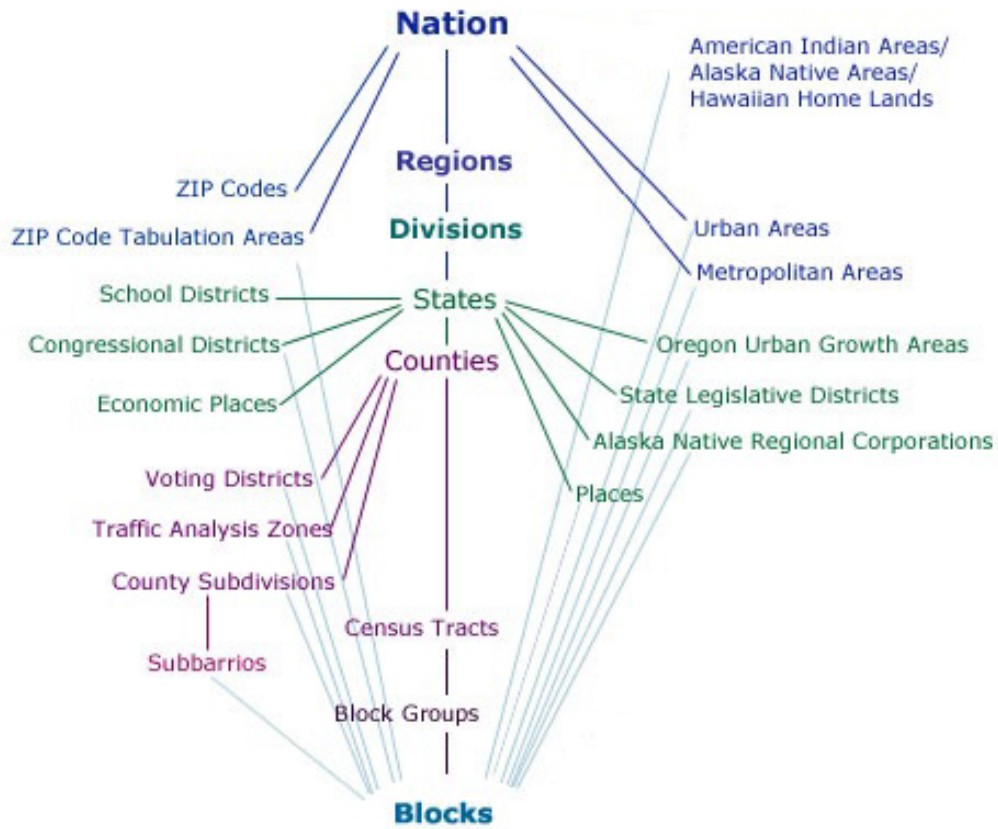


Diagram illustrating the legal and statistical entities for which the Census Bureau tabulates data during the 2010 Census.

## Appendix E: Selection Sets

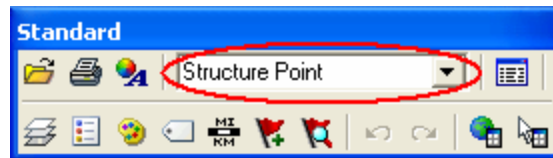
- Introduction
- Creating a Selection Set
- Saving a Selection Set
- Deleting a Selection Set

### Introduction

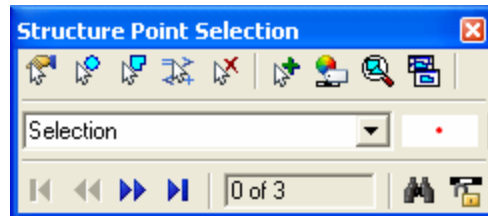
A **Selection Set** is a group of features from a single map layer that you can highlight on the map in order to display only the records that meet a certain condition (e.g., only address records that were added as structure points). The MTPS allows you to create, update, and delete new geographic layers that contain only the features you select using the Selection toolbar and the Selection Sets dialog box. You can save selection sets to store them in the file so you can use them when you open it again.


### Creating a Selection Set

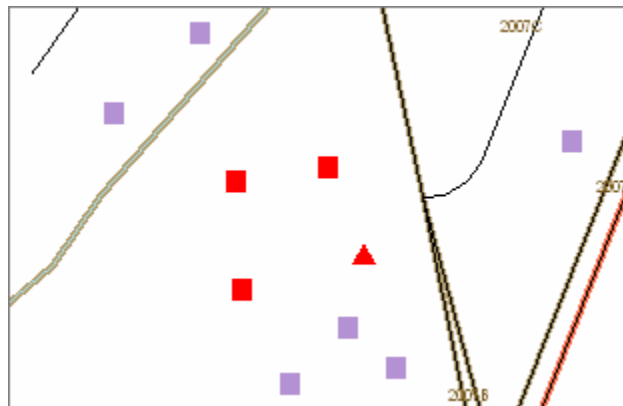
- 1) Choose the layer whose structure points you want to select from the drop-down list on the **Standard** toolbar.





- 2) Click **Structure Point Selection Toolbox** from the **Standard Toolbox**. 





- 3) Click the **Select by Pointing**  button to select a map feature by pointing to it. Click on a single feature on the map. The MTPS selects the features and highlights the result on the map:

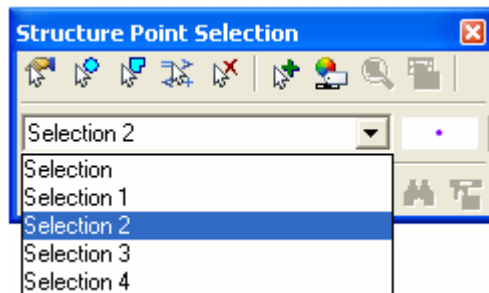


- Click the **Select by Circle**  button to select a map feature by drawing a circle around it. Draw a circle to select all features inside it. The MTPS selects the features and highlights the result on the map.
- Click the **Select by Shape**  button to select a map feature by drawing a shape around it. Draw a shape to select all features inside it (double-click at the end to finish your sketch). The MTPS selects the features and highlights the result on the map.

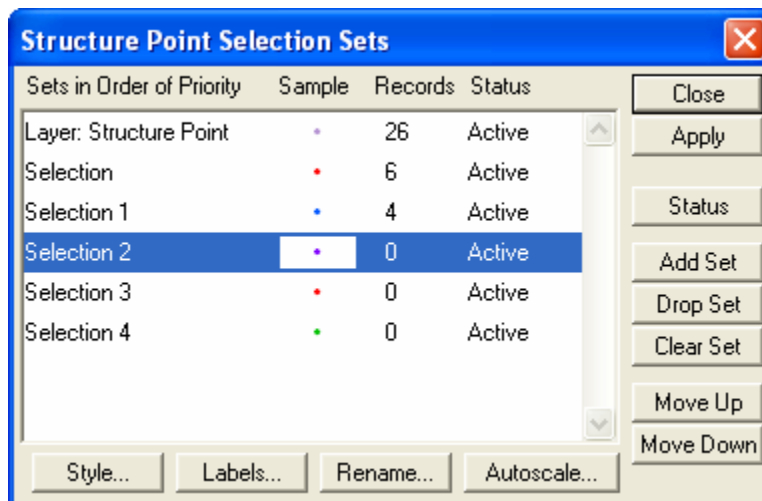
**Note:** Selecting by circle or by shape will only select map features that are completely contained within the shapes.

**Note:** To deselect a structure point, hold the 'CTRL' key on the keyboard and click the structure point you want removed from the selection. For more Selection Set options please search the **Help** menu.

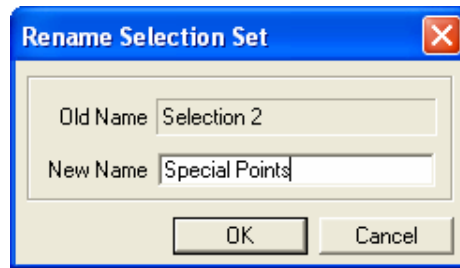
- Click the **Clear Selection**  button to clear all selected features on the active selection set.
- Click the **Create New Selection**  button to add more selection sets:



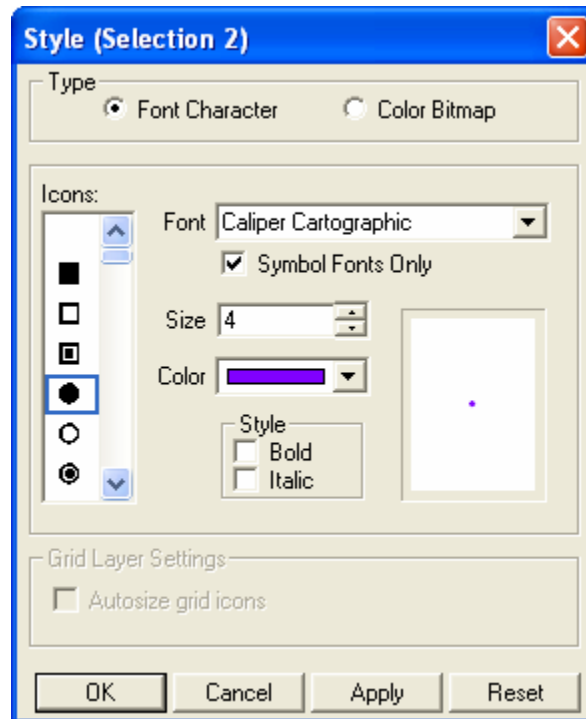
- Click the **Selection Settings**  button to symbolize the selection sets:



- The Selection Sets have a default name of “Selection x,” but you can rename them by selecting the Selection and then clicking the **Rename** button and typing in a new name.



- Click the **Style** button to customize the display style:




- Click **Apply**, then click **OK** to save the Selection Set.

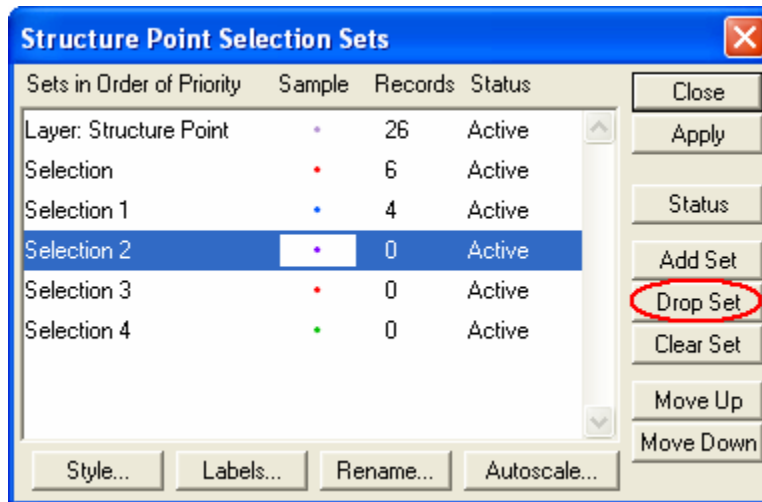
### Saving a Selection Set

When you close the MTPS session, all the selection sets are saved so you can access them again. The MTPS also saves the style settings of the Selection Set(s).

### Deleting a Selection Set

- Click the **Selection Settings**  button to display the Selection Sets dialog box.
- Choose the Selection Set you want to delete.

- Click **Drop Set**. The MTPS prompts you to confirm that you want to delete the Selection Set.



- Click **Yes** to delete the Selection Set. The MTPS deletes the Selection Set and updates the **Selection** toolbar and map legend accordingly.
- Close the **Selection Sets** dialog box.

**Note:** You cannot delete the default selection set named “Selection.”

## Glossary

**Address Range** – The lowest and highest address numbers used to identify structures along each side of a street segment that has city-style addresses. Usually one side of the street has even address numbers and the other side has odd address numbers.

**Boundary** – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, or county.

**Census Bureau Address List** – A nationwide list of all housing unit and group quarters addresses known to the Census Bureau. In addition to the mailing address and ZIP Code, the address list may identify the location of each housing unit and group quarters.

**Census Block** – A geographic area bounded by visible features, such as streets, roads, streams, and railroad tracks, and invisible features, such as the boundaries of governmental units and other legal entities. A census block is the smallest area for which the Census Bureau collects and tabulates statistical information. Census blocks are numbered within census tracts and are unique to the census tract to which they belong.

**Census Block Number** – A 4-digit number, plus 1 alpha character block suffix, if applicable, used by the Census Bureau to identify each census block. Census blocks are numbered uniquely within each census tract. Suffixes, such as 2011A and 2011B, reflect boundary changes and added features.

**Census Bureau Map** – Any map produced by the Census Bureau. A Census Bureau map displays geographic entities used in a Census Bureau sponsored census or survey for which the Census Bureau tabulates data.

**Census Tract** – A small, relatively permanent statistical division of a county or statistically equivalent entity, delineated for the purpose of presenting Census Bureau statistical data. Census tracts never cross the boundary of a county or statistically equivalent entity, but may split other geographic entities; e.g., minor civil divisions and places.

**Census Tract Number** – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros are not shown on Census Bureau maps.

**Chief Executive/Highest Elected Official** – The person most responsible for the governmental activities of a local government. This person receives the New Construction Program invitation letter, and must designate a New Construction liaison, if desired.

**City-style Address** – An address that consists of a house number and street name; for example, 201 Main Street. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

**Confidentiality** – The guarantee made by law (Title 13, United States Code) to individuals who provide information about themselves or their business to the Census Bureau. This item refers to the Census Bureau's promise of nondisclosure of that information to others.



**County** – The primary legal division of most states. Most are governmental units with powers defined by state law.

**Delivery Sequence File (DSF)** – A computerized file containing all delivery point addresses serviced by the U.S. Postal Service (USPS). The USPS updates the DSF continuously as its letter carriers identify addresses for new delivery points or changes in the status of existing addresses.

**Enumeration** – The process of interviewing people and recording the information on census forms.

**Feature** – Any part of the landscape, whether natural (such as, a stream or ridge) or artificial (such as a road or power line). In a geographic context, features are any part of the landscape portrayed on a map, including nonvisible boundaries of legal entities, such as city limits or county lines.

**Federal Information Processing Standards Codes (FIPS Codes)** – A standardized set of numeric or alphabetic codes issued by the National Institute of Standards and Technology (NIST) to ensure uniform identification of geographic entities through all federal government agencies. The entities covered include: states and statistically equivalent entities, counties and statistically equivalent entities, named populated and related location entities (such as places and county subdivisions), and American Indian and Alaska Native areas.

**Geocodes** – Codes that place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block code.

**Geographic Information System (GIS)** – A computer system for the storage, retrieval, and maintenance of information about the points, lines, and areas that represent the streets and roads, rivers, railroads, geographic entities, and other features on the surface of the Earth-information that previously was available only on paper maps.

**Governmental Unit** – A geographic entity established by legal action for the purpose of implementing specified governmental functions. Most governmental units provide a number of general government services and raise revenues (usually through taxing authority).

**Housing Unit** – A single-family house, townhouse, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters. A separate living quarters is one in which one or more occupants (or intended occupants, if vacant) live separate from any other individual(s) in the building and have direct access to the living quarters without going through another living quarters, such as from outside the building or through a common hall.

**Jurisdiction** – The geographical area in which a governmental unit exists and has control of as recognized by the Census Bureau.

**Layer** – A group of geographic objects that are alike. Often a group of associated shapefiles are combined into a layer.

**Legal Boundary** – The legally defined boundary of a governmental unit, usually referring to a county, minor civil division, or incorporated place. The legal boundary identifies the area within a local government's jurisdiction, and thus bounds the area of New Construction responsibility.

**New Construction Liaison** – Also known as the program primary liaison or designated liaison. A person voluntarily appointed by the chief executive/highest elected official of each jurisdiction to review the Census Bureau’s Address List and maps against local records to identify differences.

**MAF/TIGER Database** – The Census Bureau’s nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) files.

**MAF/TIGER Partnership Software (MTPS)** – A GIS application provided by the Census Bureau that has customized functionality required by Census Bureau geographic partnership programs.

**Master Address File (MAF)** – A nationwide database of all addresses to support many of the Census Bureau’s operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses.

**Metadata** – Describes the details of data content for GIS files.

**Minor Civil Division (MCD)** – A type of governmental unit that is the primary governmental or administrative subdivision of a county. MCDs are identified by a variety of terms, such as town (in 8 states), township, and/or district, and include both functioning and nonfunctioning governmental entities.

**Noncity-style Address** – An address that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

**Nonresidential Address** – An address of a structure or unit within a structure that does not serve as a residence.

**Occupied Housing Unit** – A housing unit is classified as occupied if it is the usual place of residence of the individual or group of persons living in it at the time of enumeration or if the occupants are only temporarily absent; for example, away on vacation. Occupied rooms or suites of rooms in hotels, motels, and similar places are classified as housing units only when occupied by permanent residents, that is, individuals for whom the facility is their usual place of residence.

**Other Living Quarters (OLQ)** – A place where people live or stay, in a group living arrangement, that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in other living quarters are usually not related to each other. Other living quarters include, but are not limited to, correctional facilities, juvenile facilities, nursing homes, hospitals with long-term care facilities, college or university dormitories, fraternities, sororities, dormitories for workers, religious group quarters, shelters, and group homes.

**Place** – A concentration of population either legally bound as an incorporated place or identified by the Census Bureau as a census designated place.

**Residential Address** – An address of a housing unit and/or other living quarters where one or more people could live.

**Regional Census Center** – One of twelve Census Bureau offices constructed specifically for the 2010 Census. Each is responsible for the field operations within its region.

**Selection Set** – A group of features from a single map layer that you can highlight on the map in order to display only the records that meet a certain condition (e.g., only address records that were added as structure points).

**Shapefile** – Data set used to represent geographic features such as streets and boundaries. Shapefiles can represent point, line, or area features and require GIS or mapping software.

**Street Segment** – The portion of a street or road between two features that intersect that street or road, such as other streets or roads, railroad tracks, streams, and governmental unit boundaries. The Census Bureau records the known address ranges for every street segment with city-style addresses.

**Structure Point** – A dot on a Census Bureau map, used to show the location of one or more living quarters. A 4-digit number plus 1-digit alpha character is assigned within a census block to each structure point. Structure points are stored in the TIGER<sup>®</sup> database.

**Topologically Integrated Geographic Encoding and Referencing (TIGER<sup>®</sup>) Database** – A computer database that contains a digital representation of all map features (streets, roads, rivers, railroads, lakes, and so forth) required to support Census Bureau operations, the related attributes for each, and the geographic identification codes for all entities used by the Census Bureau to tabulate data for the United States, Puerto Rico, and Island Areas.

**U. S. Census Bureau** – An agency within the U.S. Department of Commerce. The U.S. Census Bureau is the country's preeminent statistical collection and dissemination agency. It publishes a wide variety of statistical data about people and the economy of the nation. The Census Bureau conducts approximately 200 annual surveys and conducts the decennial census of the United States population.

**Vacant Housing Unit** – A habitable structure containing living quarters that is not occupied. New housing units not yet occupied are classified as vacant housing units if construction has reached a point where exterior windows and doors are installed and final usable floors and a roof are in place. Vacant units are excluded if open to the elements, or if there is positive evidence, such as a sign on the house, that the housing unit is to be demolished or has been condemned.

## U.S. Census Bureau Regional Census Centers Toll Free 1-866-511-5822



**Atlanta RCC: Geography**  
285 Peachtree Center Avenue NE  
Marquis II Tower, Ste. 1000  
Atlanta, GA 30303-1230  
(404) 332-2711

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300 River Place Drive, Ste. 2950  
Detroit, MI 48207-4184  
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**Kansas City RCC: Geography**  
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(816) 994-2020



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3701 Arco Corporate Drive, Ste. 250  
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(704) 936-4200

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Northridge, CA 91324-2406  
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**Chicago RCC: Geography**  
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(215) 717-1000



**Denver RCC: Geography**  
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(425) 908-3010

