

**Department of Commerce  
United States Census Bureau  
OMB Information Collection Request  
2020 Census Participant Statistical Areas Program (PSAP)  
OMB Control No. 0607-XXXX**

**Part A – Justification**

**Question 1. Necessity of the Information Collection**

This request is for clearance to conduct the 2020 Census Participant Statistical Areas Program (PSAP). The U.S. Census Bureau is requesting a new collection and project-specific Office of Management and Budget (OMB) Control Number.

The Census Bureau provides data for legally-defined geographic entities where the governments provide services to the people living and working within their borders. Examples of legally-defined geographic entities include cities, townships, counties, states, and Federal American Indian reservations and off-reservation trust lands. However, these legal geographic entities do not always provide data users and governments with sufficient details about different communities or sufficient geographic detail. In addition, many of these governmental units have frequently-changing boundaries and extensive variations in population characteristics. These situations make it difficult for data users to summarize and analyze census statistics at a subentity level.

The Census Bureau conducts PSAP to provide geographic data at a subentity level that effectively supplements and complements the legally established areas. In PSAP, the Census Bureau seeks partnerships with tribal, state, and county governments and planning organizations to obtain updates on these geographic entities referred to as statistical areas. The knowledge provided by the designated participants helps the Census Bureau succeed in its mission to be the leading source of quality data about the nation's people and economy.

PSAP allows participants, following Census Bureau guidelines, to review and suggest modifications to the boundaries of 12 types of standard or tribal statistical geographies, which are:

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| 1. Census tracts.                                      | 2. Tribal census tracts (TCTs).                      |
| 3. Census block groups.                                | 4. Tribal block groups (TBGs).                       |
| 5. Census designated places (CDPs).                    | 6. Census county divisions (CCDs).                   |
| 7. State designated tribal statistical areas (SDTSAs). | 8. Alaska Native village statistical areas (ANVSAs). |
| 9. Oklahoma tribal statistical areas (OTSAs).          | 10. OTSA tribal subdivisions.                        |
| 11. Tribal designated statistical areas (TDSAs).       | 12. State reservations <sup>1</sup> .                |

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<sup>1</sup> State reservations are not statistical areas, but they are included in PSAP program for administrative reasons.

**Question 2. Needs and Uses**

The information collected in PSAP from participating governments and agencies is used by tribal and local governments, and, less directly, for the allocation of federal funding. Through PSAP, participants define geographic areas for Census Bureau data products. The Census Bureau uses these standard and tribal statistical geographies to tabulate and disseminate small area data from the decennial census, the American Community Survey (ACS), and other Census Bureau programs and surveys.

These statistical geographies and the data they provide serve as input to governing at the tribal, state, and county levels. In addition, these data are also used for the research and planning of capital expenditures and basic infrastructure investment. Lastly, various tribal, federal, state, and local agencies, private sector, academia, and the public use data are tabulated from these PSAP geographic entities for planning, research, and funding purposes.

**Question 3. Use of Information Technology**

The Census Bureau continuously researches and develops new technology in the fields of Geographic Information System (GIS) and web services to lessen the burden on our partners. Participants, except some tribal governments whose spatial data are not available in GUPS, are required to use the Census Bureau-provided Geographic Update Partnership Software (GUPS), which is available without cost. Participants use GUPS to review, update, and delineate their statistical boundaries. GUPS, along with its accompanying spatial data files, statistical boundaries, and feature and address update tools, is available for download from the Census Bureau's website. Upon request, the Census Bureau can also ship DVDs containing PSAP materials, the software, and the digital shapefiles to the participant.

The internet plays an important role in providing the public access to the Census Bureau's boundary data and PSAP reference materials. The Census Bureau offers webinar trainings, software support through a toll-free support desk, and tutorial videos on how to use GUPS. These videos cover the basics of 1) how to use the software, 2) how to process, delineate, review, and update boundaries and features and, 3) how to export or submit the spatial updates.

**Question 4. Efforts to Identify Duplication**

PSAP is a decennial census geographic program. The Census Bureau is the only agency that initiates, collects, processes, and publishes the geographies defined under PSAP.

**Question 5. Minimizing Burden**

The Census Bureau continues to use innovative systems to simplify the way it collects, processes, and disseminates data from and to the public. Based on the 2010 Census PSAP experience, the Census Bureau estimates that approximately 90 percent of the 2020 Census PSAP volunteers will participate via GUPS. The Census Bureau minimizes burden on PSAP participants:

- a) By providing electronic means to register and access PSAP materials, which simplifies and streamlines the work required of PSAP partners.
- b) By providing the participant with a draft of statistical area boundary plans already updated for the participants' review and update.
- c) By providing easy-to-use, accessible, and free software with customized statistical geographies and functionalities, which facilitates review for approval or rejection with a solid audit trail for documentation purposes. GUPS identifies any criteria violations, providing an opportunity for the participant to correct before submitting their project to the Census Bureau. PSAP participants complete their work through GUPS and submit the completed files to the Census Bureau electronically. GUPS facilitates the delineation and verification processes, enabling the Census Bureau and its partners to meet key delivery milestones.
- d) By supplying sets of materials including a postage-paid envelope and large printed maps to tribal governments that are participating through paper submission only.

#### **Question 6. Consequences of Less Frequent Collection**

PSAP occurs once per decade in order to support the decennial census, the American Community Survey, and other Census Bureau programs and surveys. A less frequent collection would result in Census Bureau data tabulated for out-of-date geographies, which would result in less relevant data for local and tribal governments and other data users.

#### **Question 7. Special Circumstances**

No special circumstances exist.

#### **Question 8. Consultations outside the Agency**

The Census Bureau used the State Data Centers (SDCs) steering committee meetings and the 2020 Census tribal consultations as a platform to conduct external consultations about PSAP between October 2015 and October 2017. During the SDC steering committees

and tribal consultation meetings, the Census Bureau staff presented and discussed the purpose and methodology of PSAP and solicited feedback from hundreds of leaders from federally and state recognized tribes and local, county, and regional governments and planners. These external consultations are necessary to promote PSAP and get feedback about the program. The following is a representative sample of the individuals we have consulted with during the SDC steering committee meetings nationwide.

<p>Mr. Todd Graham          Minneapolis-St. Paul Metropolitan Council          390 Robert Street North, Saint Paul, MN          55101          (651) 602-1322  <a href="mailto:todd.graham@metc.state.mn.us">todd.graham@metc.state.mn.us</a></p>	<p>Mr. Charles Rynerson          Population Research Center, Portland          State University          506 SW Mill - URBN 780C, Portland, OR          97207-0751          (503) 725-515  <a href="mailto:ryneron@pdx.edu">ryneron@pdx.edu</a></p>
<p>Ms. Pamela Schenker          Demographer / Analyst          The Florida Legislature - Office of          Economic and Demographic Research          (850) 487-1402  <a href="mailto:Schenker.pamela@leg.state.fl.us">Schenker.pamela@leg.state.fl.us</a></p>	<p>Ms. Suzan Reagan          New Mexico Bureau of Business and          Economic Research MSCO6, 1          University of New Mexico, Albuquerque,          NM 87131-0001          (505) 277-3038  <a href="mailto:sreagan@unm.edu">sreagan@unm.edu</a></p>
<p>Mr. Gregg Bell          Institute for Rural Health Research          College of Community Health Sciences,          Uof AL, Box 870326, Tuscaloosa, AL          35487-0221          (205) 348-1690  <a href="mailto:gregg.bell@cba.ua.edu">gregg.bell@cba.ua.edu</a></p>	<p>Mr. Allen Barnes Arizona          Office of Economic Opportunity          100 North 15th Ave., Phoenix, AZ 85007          (602) 771-1155  <a href="mailto:allen.barnes@azdoa.gov">allen.barnes@azdoa.gov</a></p>

During conversations with these individuals, comments were favorable concerning PSAP.

Furthermore, the public had the opportunity to review and submit comments on PSAP during the 60-Day Notice of Proposed Information Collection. The notice for public comment, titled “Participant Statistical Areas Program,” was published in the Federal Register August 14, 2017 (Vol 82., No. 155, pp. 37839-37841). The Census Bureau received two comments during the 60-day period.

One comment requested clarification about how Census Bureau chooses PSAP participants and how to participate. The Census Bureau addressed the comment by clarifying in detail the process of selecting participants and added information on how interested parties can get involved in the program. This information is available in the 30-day notice, page five, section *PSAP Internal Review*, second paragraph.

The second comment was a request to provide State Data Centers (SDCs) a database or spatial data layer detailing where the Census Bureau expects to need new 2020 Census PSAP participants and/or what parts of states did not have 2010 Census PSAP participants. The Census Bureau is compiling the 2010 Census PSAP participant/non-participant county list to share with SDC partners.

**Question 9. Paying Respondents**

The Census Bureau does not pay respondents or provide them with gifts for participating.

**Question 10. Assurance of Confidentiality**

Information requested in this survey is non-sensitive public information.

**Question 11. Justification for Sensitive Questions**

Not applicable for this program.

**Question 12. Estimate of Hour Burden**

In Table 1 below, the Census Bureau uses different scenarios to estimate the hour burden. PSAP geographies are unique, diverse, and dependent on population density and area size. In addition, the number of standard or tribal statistical geographies that a participant has to review varies by location. For instance, the participant from example A has a minimal number of eight standard geographies to review where the estimated hour burden is 22 hours. However, the participant from example D has 8,841 standard statistical geographies to review that could exceed 600 hours.

Table 1: PARTICIPANT HOUR BURDEN PER TYPE AND NUMBER OF GEOGRAPHIES (Examples)									
A	B	C	D	E	F	G	H	I	J
	Average hours to read materials from all phases of program	Average hours to learn how to use GUPS	Number of census tracts or tribal census tracts	Number of block groups or tribal block groups	Number of CDPs or other tribal geography	Number of CCDs	Total number of geographies to be reviewed $H=(D+E+F+G)$	Estimated number of minutes per geography	Estimated total hours/minutes $J=(((H*I)/60)+B+C)$
Example A - participant with very few PSAP geographies reporting for a single county.	5	12	1	2	3	2	8	40	22.33
Example B - participant with a medium number of PSAP geographies reporting for three counties.	5	12	218	574	19	27	838	12	185
Example C - tribal participant with a medium number of tribal PSAP geographies.	5	12	7	12	-	-	19	30	27
Example D - participant with a maximum number of PSAP geographies.	5	12	2,345	6,424	52	20	8,841	4	606
Example E - tribal participant with a single PSAP geography using paper maps.	5	-	-	-	1	-	1	120	7

A tribal government that is using the paper maps option, with one tribal geography to review, has the lowest hour burden at seven hours<sup>2</sup>. Overall, the Census Bureau estimates that it will take between seven and 606 hours to complete the boundary review and submit the updates, depending on the size of the population and the number of geographies.

The Census Bureau estimates an average burden of 40 hours for each of the 3,801 participants (Table 2). The 152,040 total hour burden (program lifecycle) is divided into three equal parts to obtain 50,680 as the annual hour burden for each fiscal year 2018, 2019, and 2020. The total number of 2020 Census PSAP participants remains unchanged per fiscal year.

Table 2: PARTICIPANTS AND BURDEN HOURS	
Number of non-tribal participants	3,234
Number of tribal participants	567
Total number of participants	3,801
Average number of hours per participant	40
Total hour burden (program lifecycle)	152,040
Total annual hour burden	50,680

<sup>2</sup> Tribal participants that use paper maps do not need to learn how to use GUPS.

The Census Bureau estimates the cost burden by multiplying the total annual hour burden 50,680 by the average hourly wage \$29.75<sup>3</sup>.

**Estimated Total Annual Cost to Public: \$1,507,730**

**Question 13. Estimate Cost Burden**

Participation in PSAP is voluntary. Participants should not incur any cost other than staff time. The Census Bureau provides free and stand-alone software with drafted plans and shapefiles via DVD or downloadable via the Census Bureau's website. The Census Bureau mails materials via the United States Postal Service to tribal governments that are using paper maps to respond.

**Question 14. Cost to Federal Government**

The estimate to conduct the 2020 Census PSAP is approximately \$18,269,168. This includes cost for the Census Bureau's Headquarters, Regional Offices, and National Processing Center (NPC). The cost includes program planning, project management activities, program outreach, data processing, review of PSAP geographies, data quality control, printing maps, shipping materials, and support staff.

**Question 15. Reason for Change in Burden**

The reason for the change in burden is attributable to the information collection being submitted as a new collection.

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<sup>3</sup> Based on average hourly wage rate of the five common position types that respond to PSAP. Positions include Geographer, Urban/Regional Planner, Cartographer/Photogrammetrist, Surveyor, and Surveying/Mapping Technician. Obtained from the following data source: Bureau of Labor Statistics (BLS); May 2015 National Industry-Specific Occupational Employment and Wage Estimates.

**Question 16. Project Schedule**

<b>Table 3: KEY DATES</b>	
<b>Date</b>	<b>Event</b>
March – May 2018	Census Bureau reaches out to 2010 Census PSAP participants to inquire about 2020 Census PSAP participation.
July 2018	Census Bureau sends official invitation letters/emails to 2020 Census PSAP participants.
January 2019	Census Bureau starts 2020 Census PSAP delineation phase. Participants will have 120 calendar days to submit updates.
February 2019	Census Bureau conducts webinar training.
June – August 2019	Census Bureau sends official communication notifying participants of closeout of delineation phase.
January 2020	Census Bureau starts 2020 Census PSAP verification phase. Participants will have 90 calendar days to submit updates.
October 2020	Census Bureau closes out the 2020 Census PSAP.

**Question 17. Request to not Display Expiration Date**

No exemption is requested.

**Question 18. Exception to the Certification**

There are no exceptions.



**Appendix A**  
**Documents Included in the 2020 Census PSAP OMB Package**

ID	Description or Title
<b>Letters</b>	
20PSAP-L-200	Inquiry letter to the Governor of a state to designate a state tribal liaison for states with known state recognized tribes. The current Governor Liaison is copied.
20PSAP-L-202	Inquiry letter to the Governor of a state to designate a state tribal liaison for states with no known state recognized tribes. The current Governor Liaison is copied.
20PSAP-L-210	Invitation letter to a state liaison for a state with known state recognized tribes.
20PSAP-L-240	Invitation letter to a state liaison for a state with no known state recognized tribes.
20PSAP-L-250	Invitation letter to the Tribal Chair of a federally recognized tribe eligible to review and update tribal census tracts (TCTs), tribal block groups (TBGs), and census designated places (CDPs).
20PSAP-L-260	Invitation letter to the Tribal Chair of a federally recognized tribe eligible to review and update tribal block groups (TBGs) and census designated places (CDPs).
20PSAP-L-270	Invitation letter to the Tribal Chair of a federally recognized tribe only eligible to review and update census designated places (CDPs).
20PSAP-L-280	Invitation letter to the Tribal Chair of a federally recognized tribe without a reservation or trust lands and is eligible to review and update tribal designated statistical areas (TDSAs).
20PSAP-L-290	Invitation letter to Alaska Native Regional Associations (ANRAs) to delineate Alaska Native village statistical areas (ANVSAs) on behalf of Alaska Native villages (ANVs) that do not respond to a PSAP invitation request
20PSAP-L-300	Invitation letter to the Village Official of an ANV to delineate ANVSAs.
20PSAP-L-310	Invitation letter to the Tribal Chair of a federally recognized tribe with an Oklahoma tribal statistical area (OTSA).
20PSAP-L-390	Invitation letter to regional planning agencies (RPAs), councils of governments (COGs), and county participants.
20PSAP-L-395	Invitation letter to the State Data Center (SDC) Contact.
20PSAP-L-460	Letter sent to RPAs, COGs, and county participants choosing to download GUPS online during the delineation phase.
20PSAP-L-470	Letter sent to RPAs, COGs, and county participants

ID	Description or Title
	choosing to download GUPS online during the verification phase.
20PSAP-L-480	Letter sent to tribal participants choosing to download GUPS online during the delineation phase.
20PSAP-L-490	Letter sent to tribal participants choosing to download GUPS online during the verification phase.
20PSAP-L-500	Delineation follow-up letter to all participants.
20PSAP-L-420	Closeout letter to all participants.
20PSAP-C-820	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate an ANVSA. This letter will be sent to either an ANV village official or an ANRA representative.
20PSAP-C-822	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate a TDSA.
20PSAP-C-824	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate an OTSA.
20PSAP-C-830	Cover letter sent with the respondent guide to a state tribal liaison using paper maps during the delineation phase.
20PSAP-C-860	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to verify an ANVSA. This letter will be sent to either an ANV village official or an ANRA representative.
20PSAP-C-862	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to verify a TDSA.
20PSAP-C-864	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to verify an OTSA.
20PSAP-C-870	Cover letter of the respondent guide sent to a state tribal liaison using paper maps during the verification phase.
20PSAP-C-880	Cover letter with GUPS DVDs sent to RPAs, COGs, and county participants during the delineation phase.
20PSAP-C-890	Cover letter with GUPS DVDs sent to tribal participants during the delineation phase.
20PSAP-C-920	Cover letter with GUPS DVD sent to RPAs, COGs, and county participants during the verification phase.
20PSAP-C-930	Cover letter with GUPS DVD sent to tribal participants during the verification phase.
20PSAP-R-800	Reminder letter to a state tribal liaison, with known state recognized tribes, who has not responded to the initial invitation letter.
20PSAP-R-805	Reminder letter to a federally recognized tribe who has not responded to the initial invitation letter.
20PSAP-R-810	Reminder letter to RPAs, COGs, and county participants who have not responded to the initial invitation letter.
<b>Forms</b>	

<b>ID</b>	<b>Description or Title</b>
20PSAP-F-500	<i>State Recognized Tribes Update Form.</i>
20PSAP-F-510	<i>Contact Update Form.</i>
20PSAP-F-511	<i>Product Preference Form.</i>
20PSAP-F-520	<i>State Tribal Liaison Contact Update Form.</i>
20PSAP-F-530	<i>Federally Recognized Tribe Contact Update Form.</i>
20PSAP-F-540	<i>Federally Recognized Tribe Product Preference Form.</i>
<b>Guides</b>	
20PSAP-G-611	Quick reference overview for tribal participants.
20PSAP-G-600	Quick reference for tribal block groups (TBGs).
20PSAP-G-610	Quick reference for tribal census tracts (TCTs).
20PSAP-G-615	Quick reference on census designated places (CDPs) for all participants.
20PSAP-G-620	Quick reference for tribal designated statistical areas (TDSAs).
20PSAP-G-621	Quick reference for state designated tribal statistical areas (SDTSAs).
20PSAP-G-622	Quick reference for ANVSAs.
20PSAP-G-623	Quick reference for OTSAs.
20PSAP-G-630	Quick reference overview for RPAs, COGs, and county participants.
20PSAP-G-640	Quick reference on block groups for RPAs, COGs, and county participants.
20PSAP-G-650	Quick reference on census tracts for RPAs, COGs, and county participants.
20PSAP-G-660	Quick reference on census county divisions (CCDs) for RPAs, COGs, and county participants.
20PSAP-G-690	GUPS respondent guide for tribal participants (table of contents only).
20PSAP-G-700	Paper respondent guide for tribal participants (table of contents only).
20PSAP-G-730	GUPS respondent guide for RPAs, COGs, and county participants (table of contents only).
20PSAP-Q-900	Quick start for GUPS online download.
20PSAP-Q-905	Quick start for GUPS DVD download.
<b>PSAP Information Guide</b>	
20PSAP-W-100	<i>2020 Census Participant Statistical Areas Program (PSAP) Information Guide.</i>
<b>PSAP Postcard</b>	
20PSAP-P-300	Yes or No change delineation prepaid postage postcard.
20PSAP-P-305	No correction verification prepaid postage postcard.