

Table of Contents

Paperwork Reduction Act Statement	iv
Introduction	1
CHAPTER 1: 2020 Census Participant Statistical Area Program (PSAP) Overview	4
1.1 Receiving the Geographic Update Partnership Software (GUPS) Application	5
1.2 PSAP Requirements.....	5
1.1.1 Deadlines	5
1.3 Getting Help.....	5
1.3.1 GUPS Help.....	5
CHAPTER 2: PSAP Data Reviews	7
2.1. Reviewing Statistical Boundaries.....	7
CHAPTER 3: Quality Control and File Submission	9
1.3.1 Validating Updates.....	9
1.3.2 Submitting Files Through the Secure Web Incoming Module (SWIM).....	9
1.3.3 Submitting Files on DVD	10
CHAPTER 4: How to Use the GUPS	11
4.1 Getting Started	11
4.2 System and Hardware Requirements.....	11
4.3 How to Install GUPS.....	12
4.4 How to Access Geography Partnership Shapefiles.....	16
4.5 How to Download Shapefiles from the BAS Website to Your Hard Drive.....	17
4.6 How to Download Shapefiles from the Census Bureau ftp2 Site to Your Hard Drive	19
CHAPTER 5: Using GUPS (GUPS Basics and Map Management)	22
5.1 How to Open GUPS and Start a New Project	22
5.2 Open a Previous Project in GUPS	26
5.3 Save a Project in GUPS.....	28
CHAPTER 6: GUPS Menus and Toolbars	29
6.1 GUPS Page Layout	29

- 6.2 Menu Bar 31
- 6.3 Table of Contents and Map View 34
- 6.4 Toolbars 36
- CHAPTER 7: Using GUPS to Update PSAP Entities..... 80**
- 7.1 Tribal Census Tracts (TCTs) Update 80
- 7.2 Tribal Block Groups (TBGs) Update 98
- 7.3 Census Designated Places (CDPs) Update 108
- CHAPTER 8: GUPS Review Tools 131**
- 8.1 PSAP Criteria Check Tool 131
- 8.2 Geography Review Check Tool 133
- 8.3 Review Change Polygon Tool..... 135
- CHAPTER 9: Exporting ZIP Files to Share 139**
- 9.1 How to Export ZIP Files to Share/Submit 139
- CHAPTER 10: Submitting Files to the Census Bureau Through SWIM 143**

Table of Contents

Paperwork Reduction Act Statement	iv
Introduction to 2020 Census Participant Statistical Areas Program (PSAP)	v
C.1 Alaska Native Village Statistical Areas (ANVSAs)	ix
C.2 Oklahoma Tribal Statistical Areas (OTSAs)	x
C.2.1 Off Reservation Trust Lands	x
C.2.2 Joint Use Areas	xi
C.2.3 Tribal Subdivisions	xi
C.3 State Designated Tribal Statistical Areas (SDTSAs)	xii
C.4 Tribal Designated Statistical Areas (TDSAs)	xiii
CHAPTER 1: Background	17
1.1 Comparison of Tribal Census Tracts (TCTs)/Tribal Block Groups (TBGs) to Standard Census Tracts/Standard Block Groups	17
1.2 The Importance of Population and Housing Unit Thresholds	20
1.3 Census Designated Places (CDPs)	20
1.4 Block Definition Project (BDP)	21
1.5 Tribes Eligible to Delineate TCTs, TBGs, CDPs, and Participate in the BDP	23
1.5.1 Villages Eligible to Delineate ANVSAs	24
1.5.2 Tribes Eligible to Delineate SDTSAs	24
1.5.3 Tribes Eligible to Delineate OTSAs	24
1.5.4 Tribes Eligible to Delineate TDSAs	25
1.6 The Boundary and Annexation Survey (BAS)	25
CHAPTER 2: Features	26
2.1. Acceptable Features for Use as Statistical Area Boundaries	26
2.1.1. Delineating	27
2.2. Boundary Feature Updates	27
2.3. Current State of Census Road Features	27
2.3.1 Guidelines for Updating Features	28

2.4.	Feature Extension Criteria	28
CHAPTER 3:	Criteria	29
3.1	TCT Criteria and Guidelines	29
3.2	TBG Criteria and Guidelines:.....	30
3.3	Special Use TCTs and TBGs	31
3.4	CDP Criteria and Guidelines:	31
3.5	ANVSA Criteria and Guidelines	32
3.6	OTSA Criteria and Guidelines.....	34
3.6.1	Guidelines for delineating tribal subdivisions within OTSAs:.....	35
3.7	SDTSA Criteria and Guidelines	35
3.8	TDSA Criteria and Guidelines.....	37
3.8.1	Things to consider when delineating TDSAs.....	38
CHAPTER 4:	Procedures for Map Delineation.....	40
4.1	Program Materials.....	40
4.2	Reading A Census Bureau Paper Map	41
4.2.1	Index Sheets – For Reference (if More Than One Map Sheet).....	42
4.2.2	Parent Sheets – For Map Updates.....	42
4.2.3	Inset Sheets – For Map Updates to Congested Areas	42
4.2.4	Scales	43
4.2.5	Compass Rose.....	44
4.2.6	Legend	45
4.2.6.1	Boundaries.....	46
4.2.6.2	Transportation	46
4.2.6.3	Other Features.....	47
4.2.6.4	Landmarks	48
4.2.6.5	Footnotes and Notes	48
4.3	Annotation of Maps.....	48
4.3.1	Delineating TCTs, TBGs, CDPs, and Suggested Block Boundaries.....	48
4.3.2	ANVSAs	50

4.3.2.1	Procedures for Reviewing/Revising and Existing ANVSA	51
4.3.2.2	Procedures for Delineating a New ANVSA	52
4.3.3	OTSAs	53
4.3.3.1	Procedures for Reviewing/Revising an Existing OTSAs	53
4.3.4	SDTSAs	54
4.3.4.1	Procedures for Reviewing/Revising and Existing SDTSA	55
4.3.4.2	Procedures for Delineating a New SDTSA	55
4.3.5	TDSAs	56
4.3.5.1	Procedures for Reviewing/Revising an Existing TDSAs	56
4.3.5.2	Procedures for Delineating a New TDSA	57
4.4	Transmitting Completed Submissions and the Census Bureau Review	58
4.5	Verification	58
CHAPTER 5:	Submitting Your PSAP Materials	59
5.1	Preparing Your PSAP Materials for Submission	59
5.1.1	Shipping Your PSAP Materials	60
Appendices	61

Table of Contents

Paperwork Reduction Act Statement	iv
Introduction	1
CHAPTER 1: 2020 Census Participant Statistical Areas Program (PSAP) Overview	4
1.1 Receiving the Geographic Update Partnership Software (GUPS) Application.....	5
1.2 Knowing PSAP Requirements	5
1.1.1 Deadlines	5
1.3 Getting Help.....	5
1.3.1 GUPS Help.....	5
CHAPTER 2: PSAP Data Reviews	7
2.1. Reviewing Statistical Boundaries.....	7
CHAPTER 3: Quality Control and File Submission	9
1.3.1 Validating Updates.....	9
1.3.2 Submitting Files Through the Secure Web Incoming Module (SWIM).....	9
1.3.3 Submitting Files on DVD	10
CHAPTER 4: How to Use the GUPS	11
4.1 Getting Started	11
4.2 System and Hardware Requirements.....	11
4.3 How to Install GUPS.....	11
4.4 How to Access Geography Partnership Shapefiles.....	11
4.5 How to Download Shapefiles to Your Hard Drive	11
4.6 How to Download Shapefiles from the Census Bureau ftp2 Web site to Your Hard Drive.....	19
CHAPTER 5: Using GUPS (GUPS Basics and Map Management)	22
5.1 How to Open GUPS and Start a New Project	22
5.2 Open a Previous Project in GUPS	26
5.3 Save a Project in GUPS.....	28
CHAPTER 6: GUPS Menus and Toolbars	29
6.1 GUPS Page Layout	29

- 6.2 Menu Bar 31
- 6.3 Table of Contents and Map View 34
- 6.4 Toolbars 36
- CHAPTER 7: Using GUPS to Update PSAP Entities..... 80**
- 7.1 Census Tract Coverage/Criteria 80
- 7.2 Block Group Update 98
- 7.3 Census Designated Place (CDP) Update 108
- 7.4 Census County Division (CCD) Update..... 121
- CHAPTER 8: GUPS Review Tools 130**
- 8.1 PSAP Criteria Check Tool 130
- 8.2 Geography Review Check Tool 132
- 8.3 Review Change Polygon Tool..... 134
- CHAPTER 9: Exporting ZIP Files to Share 138**
- 9.1 How to Export ZIP Files to Share/Submit 138
- CHAPTER 10: Submitting Files to the Census Bureau Through SWIM 142**