



A Message from the Director, U.S. Census Bureau...

The U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status of all governmental units effective on or before **January 1** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have the correct boundary and legal name for your government. The Census Bureau will use the boundary information you provide to report data from the Population Estimates Program (PEP), the American Community Survey (ACS), and other Census Bureau programs and surveys.

Step 1 Respond to the Boundary and Annexation Survey:

- Complete the online BAS Annual Response Form and Contact Update information online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

OR

- Send an email to geo.bas@census.gov indicating (1) whether you have boundary changes to report (yes or no), and (2) whether the Highest Elected Official and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BAS ID listed at the top of this letter in the subject line of your message.

NOTE: If you have no boundary changes to report, we ask that you still provide a “NO” response. Because we must contact all nonresponding governments, your “NO” response is appreciated.

FOR COUNTY GOVERNMENTS: Please contact us if you are participating in a Consolidated BAS (CBAS) agreement (where the county responds to the BAS on behalf of some or all of the governmental units in the county) and need to update the list of governments for whom you are reporting, **OR** if your county is not yet participating but you are interested in CBAS. (To verify CBAS participation, visit our participant list at <https://www.census.gov/programs-surveys/bas/information/consolidated-bas.html>)

Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):

BAS materials will be posted for download on our website <https://www.census.gov/programs-surveys/bas.html> beginning in January 2018.

KEY DATES

- January 1, 2018** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2018.
- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the ACS and PEP published data. Boundary submissions received by this date are also reflected in next year’s BAS materials.

May 31, 2018 BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

Please note that your response to the BAS does not replace any state or county reporting requirements. Visit <https://www.census.gov/programs-surveys/bas/information/state-agreements.html> for state reporting requirements.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please email <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

Enclosures



A Message from the Director, U.S. Census Bureau...

The U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) to update our records regarding changes to legal boundaries, names, and governmental status for federally recognized American Indian reservations, off-reservation trust land, and tribal subdivisions within the United States effective on or before **January 1** of the survey year. This voluntary survey is an important opportunity for you to ensure that we have your correct boundary and legal name. The Census Bureau will use the boundary information you provide to report data from the American Community Survey (ACS) and other Census Bureau programs and surveys.

In recognition of tribal sovereignty, the Census Bureau asks tribes directly about their boundaries. It is important for your tribe to review Census Bureau boundaries because other government agencies use Census Bureau boundaries and population data for programs and funding.

Step 1 Respond to the Boundary and Annexation Survey:

- Complete the online BAS Annual Response Form and Contact Update information online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

OR

- Send an email to geo.bas@census.gov indicating (1) whether you have boundary changes to report (yes or no), and (2) whether the Tribal Chair and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BAS ID listed at the top of this letter in the subject line of your message.

NOTE: If you have no boundary changes to report, we ask that you still provide a "NO" response. Because we must contact all nonresponding governments, your "NO" response is appreciated.

Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):

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KEY DATES

- January 1, 2018** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2018.
- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the ACS published data. Boundary submissions received by this date are also reflected in next year's BAS materials.
- May 31, 2018** BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

The National American Indian Housing Council (NAIHC) will notify its members about the survey and encourage participation in the 2018 BAS. If you have any questions, please contact the Census Bureau.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please email <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

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The Census Bureau and your state or county representative are collaborating to consolidate responses to the BAS. The representative has agreed to report all governmental annexations, deannexations, incorporations, disincorporations, and mergers for the governments effective on or before **January 1** of the survey year to the Census Bureau. Since your government is participating in this consolidation of work, we will not be sending you separate BAS materials. Please work with your state or county BAS contact to ensure all boundary changes are reported to the BAS.

For state reporting requirements, please visit the BAS Web page at the following link:

<https://www.census.gov/programs-surveys/bas/information/state-agreements.html>

Please confirm your contact information above for the Highest Elected Official and submit changes via email to geo.bas@census.gov or submit online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

If you have questions about what will be submitted for your government to the Census Bureau, please contact your representative:

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please email [**<geo.bas@census.gov>**](mailto:geo.bas@census.gov), telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

BAS-4I BAS Response Methods Guide

Boundary and Annexation Survey (BAS) Response Methods

Digital BAS

Commercial GIS

The U.S. Census Bureau (Census Bureau) designed its Digital BAS program to accept digital spatial updates from its BAS participants. Those participants with GIS experience have the option to use their own GIS software to create and submit spatial updates to the Census Bureau. The Census Bureau does require that all participants using the 'Commercial GIS' option use and render Census Bureau supplied spatial data (currently ESRI Shapefiles) for all updates. This ensures that all participants use the same spatial base as the Census Bureau. The Census Bureau Digital BAS guidelines contain all the information needed to guarantee a smooth update process. Participants can download shapefiles and instructions from the BAS website at: <https://www.census.gov/programs-surveys/bas.html>.

Geographic Update Partnership Software (GUPS)

GUPS is a Census Bureau provided customized GIS application that enables participants without GIS software, or limited GIS skills, the ability to participate digitally in the BAS. GUPS is similar to the 'Commercial GIS' option, but contains built-in BAS-specific tools allowing participants to accurately make spatial and attribute updates in a standardized format. These features make the GUPS the Census Bureau's preferred method for digital participation in the BAS. GUPS participants can request the software and shapefiles on the BAS Annual Response form at: http://www.census.gov/geo/partnerships/bas/bas_ar_form.html.

Paper BAS

Paper BAS is designed for participants who prefer to update their boundary and attribute information on paper maps. In order to reduce the cost of the BAS, the Census Bureau requests that participants first view their boundaries online at: <https://www.census.gov/programs-surveys/bas.html> prior to requesting paper maps. Paper BAS participants can request maps using the BAS Annual Response form at: http://www.census.gov/geo/partnerships/bas/bas_ar_form.html. If specific maps sheets are needed, email geo.bas@census.gov or call 1-800-972-5651.

A Note on the Paperwork Reduction Act

Paperwork Reduction Act (PRA) Statement:

A federal agency may not conduct or sponsor, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a current valid OMB Control Number. This collection is voluntary. The authority for conducting this collection comes from Title 13 U.S.C, Section 6.

The OMB Control Number for this information collection is 0607-0151. Public reporting for this collection of information is estimated to be approximately 2 hours per response, including the time for reviewing instructions, completing and reviewing the collection of information.

Comments concerning the accuracy of this burden and suggestions for reducing the burden should be directed to: Paperwork Reduction 0607-0151, United States Census Bureau, 4600 Silver Hill Road, Room 3K138, Washington, DC 20233. You may email comments to paperwork@census.gov; use "Paperwork Project 0607-0151" as the subject.



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Step 1 Respond to the Boundary and Annexation Survey:

- Complete the online BAS Annual Response Form and Contact Update information online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

OR

- Send an email to geo.bas@census.gov indicating (1) whether you have boundary changes to report (yes or no), and (2) whether the Highest Elected Official and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BAS ID listed at the top of this letter in the subject line of your message.

NOTE: If you have no boundary changes to report, we ask that you still provide a “NO” response. Because we must contact all nonresponding governments, your “NO” response is appreciated.

Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):

BAS materials will be posted for download on our website <https://www.census.gov/programs-surveys/bas.html> beginning January 2018.

Step 3 Let us know if you want your county to report for you:

Currently your county reports for other entities but your entity is not one of them. Please email geo.bas@census.gov if you would prefer your county to report for your entity. Be sure to include the 11-digit BAS ID listed at the top of this letter in the subject line of your message.

KEY DATES

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- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the ACS and PEP published data. Boundary submissions received by this date are also reflected in next year's BAS materials.
- May 31, 2018** BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

Please note that your response to the BAS does not replace any state or county reporting requirements. Visit <https://www.census.gov/programs-surveys/bas/information/state-agreements.html> for state reporting requirements.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please email <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

Enclosures

Boundary and Annexation Survey (BAS) Materials Checklist

Your Paper BAS packet includes:

- BAS Letter
- Respondent Guide - review latest updates at
< <https://www.census.gov/programs-surveys/bas.html> >
- BAS Form
- Maps
- Colored pencils
- Postage-paid return envelope

To change your response method from Paper BAS to the Geographic Update Partnership Software (GUPS), you must notify the U.S. Census Bureau by phone at 1-800-972-5651, by email at geo.bas@census.gov or respond online at http://www.census.gov/geo/partnerships/bas/bas_ar_form.html.



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Step 1 Respond to the Boundary and Annexation Survey:

- Your entity is in more than one county and at least one of the counties is responding to BAS on your behalf through a Consolidated BAS (CBAS) agreement. Please report for the part of your entity that is not in a county agreement. To determine which part to report for, visit our participant list at <https://www.census.gov/programs-surveys/information/consolidated-bas.html>
- Complete the online BAS Annual Response Form and Contact Update information online at https://www.census.gov/geo/partnerships/bas/bas_ar_form.html

OR

- Send an email to geo.bas@census.gov indicating (1) whether you have boundary changes to report (yes or no), and (2) whether the Highest Elected Official and BAS contacts are current and the associated contact information for each is correct. If not, please provide updated information. Be sure to include the 11-digit BAS ID listed at the top of this letter in the subject line of your message.

NOTE: If you have no boundary changes to report, we ask that you still provide a “NO” response. Because we must contact all nonresponding governments, your “NO” response is appreciated.

Step 2 Report Boundary Changes (if in Step 1 you indicated boundary changes to report):

BAS materials will be posted for download on our website <https://www.census.gov/programs-surveys/bas.html> beginning in January 2018. You only need to report changes for the part of your entity not covered by the BAS consolidation in the CBAS agreement.

KEY DATES

- January 1, 2018** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2018.
- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the ACS and PEP published data. Boundary submissions received by this date are also reflected in next year's BAS materials.
- May 31, 2018** BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

The Census Bureau will attempt to include submitted street and landmark updates as resources permit.

Please note that your response to the BAS, including a response provided under a consolidated BAS agreement, does not replace any state or county reporting requirements. Visit <https://www.census.gov/programs-surveys/bas/information/state-agreements.html> for state reporting requirements.

The Census Bureau appreciates your response to this important voluntary survey. If you need any assistance with this request, please email <geo.bas@census.gov>, telephone 1-800-972-5651, or visit <https://www.census.gov/programs-surveys/bas.html>

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**Enclosed are materials you requested to report boundary changes.
Please keep these dates in mind when returning your submission.**

KEY DATES

- January 1, 2018** All boundary changes must be legally in effect on or before this date to be reported under the BAS 2018.
- March 1, 2018** BAS submission date deadline for boundary updates to be reflected in the American Community Survey (ACS) and Population Estimates Program (PEP) published data. Boundary submissions received by this date are also reflected in next year's BAS materials.
- May 31, 2018** BAS submission date deadline for boundary updates to be reflected in next year's BAS materials. Submissions after this date are not guaranteed to be reflected in next year's BAS materials.

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Enclosures

Indiana Boundary Information

Special note regarding townships

The U.S. Census Bureau (Census Bureau) will no longer be sending the annual Boundary and Annexation Survey to Indiana townships. Per the Indiana Code (IC), counties provide the updates for the townships. Please refer to IC 36-6 Government of Townships for more information.

Please report township boundary changes on your county maps or request specific townships maps.

Indiana General Assembly website: <https://iga.in.gov/>

Georgia Boundary Information

If you provide boundary changes for an incorporated place to the U.S. Census Bureau (Census Bureau) through the Boundary and Annexation Survey, please ensure that all annexation and deannexation information has been reported to the Department of Community Affairs, per the Georgia Code. The Georgia Code is available at <http://www.legis.state.ga.us/>.

The Georgia Code stipulates that all annexations and deannexations to incorporated places be reported to the Georgia Department of Community Affairs.

The Census Bureau has an ongoing working relationship with this state agency to conduct the annual Boundary and Annexation Survey. A list of entities that reported boundary changes to the Georgia Department of Community Affairs is provided to the Census Bureau each year.

By agreement, boundary changes to incorporated places not on this list will not be incorporated into the Census Bureau's geographic database.

You may report your boundary changes to the Department of Community Affairs online or print a boundary change report form at <http://www.georgiaplanning.com/annex.htm>.

Printed forms can be mailed to:

Annexation Reports
Georgia Department of Community Affairs
60 Executive Park South NE
Atlanta, GA 30329

If you would like to review the data which the Georgia Department of Community Affairs has for your entity, please visit <http://www.georgiaplanning.com/boundary/annexations/>. If you have any concerns about this data, contact Lisa Westin at 404-679-3135.

Boundary and Annexation Survey (BAS)

What is the Boundary and Annexation Survey?

The Boundary and Annexation Survey (BAS) is the primary way that local, county, and tribal governments ensure that their legal boundaries—and consequently, their official population counts—are correctly recorded with the federal government. Every year, governments use the BAS to update their legal boundaries and official names.

In the BAS, governments report official name changes, (dis)incorporations, and (de)annexations. Governments can also update boundaries, features, and landmarks for:

- Cities, towns, boroughs, and villages (incorporated places)
- Townships and towns (minor civil divisions)
- Counties (or county equivalents)
- Consolidated cities
- Roads and other applicable linear features



How does the BAS benefit you?

Legal boundaries determine your government's population count every year in the American Community Survey and the Population Estimates Program. Many government agencies and other groups use population counts to determine the allocation of funds. Responding to the BAS ensures that your local government has the best data available for its decision-making processes, and that it receives all of the funds for which it is entitled.

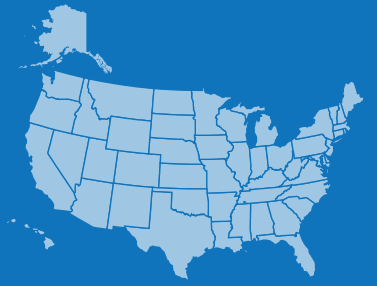
In addition, our boundary records are publicly available and used by many other federal agencies, researchers, and the public. Because the U.S. Census Bureau is responsible for tracking America's legal boundaries and population data, geographic updates that you provide to us ripple out in numerous important ways.

Accurate boundary records directly affect the quality of life in your community.

Accurate boundaries allow us to *count* your community's residents accurately.

Your participation in the BAS helps the Census Bureau continue to produce accurate data, which directly affects the quality of life in your community.

An *accurate count* helps the federal government allocate more than **\$675 billion in federal funds annually** for *programs and services*—including education, housing, health care services for the elderly, job training, transportation, and more.



Find forms, information, and materials about the BAS online at www.census.gov/programs-surveys/bas.html.

Contact us at geo.bas@census.gov or 1-800-972-5651.



Responding to the BAS is easy.

The Census Bureau provides multiple free, user-friendly methods for responding to the BAS.

Paper option

BAS participants can request free paper maps from the BAS Web site.

Basic digital option

The Geographic Update Partnership Software (GUPS) is a free, customized Geographic Information Systems (GIS) tool that will be available during the BAS. It was specifically developed for people who do not have geographic training or are not experienced GIS users.

Advanced digital option

Experienced GIS users can update boundaries in their own GIS. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the BAS.



To make responding to the BAS as easy as possible, we've created a YouTube channel with videos to walk you through the survey.

Visit www.census.gov/programs-surveys/bas/library/videos.html.

To see the existing boundaries that we have on file for your community, visit the Census Bureau's online map application at

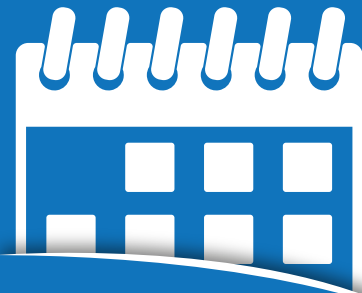
https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html.



Will the Census Bureau contact my government for the BAS program?

Every year, the Census Bureau will send the BAS to key contacts for every government affected by the survey:

- The government's highest-elected official, such as the mayor or county executive.
- A GIS staff, planner, clerk, or other contact that the government instructs us to contact.
- The relevant state-level official.



BAS Schedule

January: The Census Bureau e-mails annual response information to BAS contacts with instructions for participation.

March 1 (first deadline): Legal boundary updates (not including nonlegal boundary corrections) sent by this date are included in the next Population Estimates Program and American Community Survey shapefiles and population estimates.

May 31 (final deadline): Boundary updates sent by this date will appear in the next year's BAS shapefiles.

Boundary and Annexation Survey (BAS)

What is the Boundary and Annexation Survey?

The Boundary and Annexation Survey (BAS) is the primary way that tribal, local, and county governments ensure that their legal boundaries—and consequently, the official population counts within those boundaries—are correctly recorded with the federal government. Every year, tribal governments use the BAS to update their federal reservation and off-reservation trust land boundaries.

In the BAS, tribal governments report new land and update boundaries, features, and landmarks for:

- Federal reservations
- Off-reservation trust lands
- Tribal subdivisions
- Roads

How does the BAS benefit you?

Accurate legal boundaries are part of the foundation of good decision-making for tribal governments. For example, they help determine your community's population count every year in the American Community Survey. Many government agencies and other groups use population counts to determine their allocation of funds. Responding to the BAS ensures that your tribe has the best data available in its decision-making processes, and that it receives all of the funds for which it is entitled.

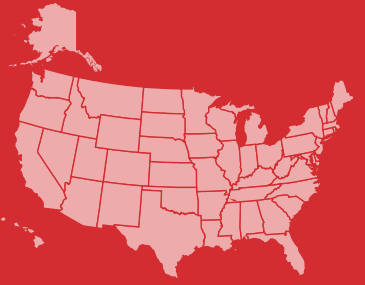
In addition, our boundary records are publicly available and used by many other federal agencies, researchers, and the public. Because the U.S. Census Bureau is responsible for tracking America's legal boundaries and population data, geographic updates that you provide to us ripple out in numerous important ways.

Accurate boundary records directly affect the quality of life in your community.

Accurate boundaries allow us to count all of the residents of your reservation and off-reservation trust land correctly.

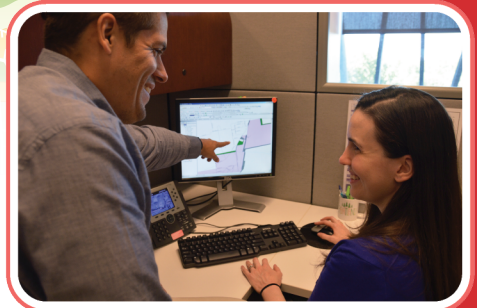
Your participation in the BAS helps the Census Bureau continue to produce accurate data, which directly affects the quality of life in your community.

An accurate count helps the federal government allocate more than \$675 billion in federal funds annually for programs and services—including education, housing, health care services for the elderly, job training, transportation, and more.



Find forms, information, and materials about the BAS online at www.census.gov/programs-surveys/bas.html.

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Responding to the BAS is easy.

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Tribes can request free paper maps from the BAS Web site.

Basic digital option

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Advanced digital option

Experienced GIS users can update boundaries in their own GIS. The Census Bureau provides free GIS files in shapefile format on its Web site, along with digital update guidelines. Governments can update those shapefiles in their GIS and use them to respond to the BAS.



To make responding to the BAS as easy as possible, we've created a YouTube channel with videos to walk you through the survey.

Visit www.census.gov/programs-surveys/bas/library/videos.html.



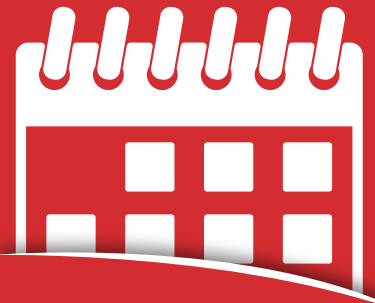
To see the existing boundaries that we have on file for your community, visit the Census Bureau's online map application at

https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html.

Will the Census Bureau contact my tribe for the BAS program?

In recognition of tribal sovereignty, the Census Bureau works government to government with federally recognized tribes and contacts the following every year.

- The tribal chairperson.
- A GIS staff, planner, clerk, or other contact that the tribe instructs us to contact.
- National American Indian Housing Council members



BAS Schedule

January: The Census Bureau e-mails annual response information to BAS contacts with instructions for participation.

March 1 (first deadline): Legal boundary updates sent by this date are included in the next American Community Survey shapefiles and population estimates.

May 31 (final deadline): Boundary updates sent by this date will appear in the next year's BAS shapefiles and maps.