

**Request for Non-Substantive Change to the
Boundary and Annexation Survey
OMB Control No. 0607-0151
U.S. Department of Commerce
U.S. Census Bureau**

Purpose

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) annually to collect information about selected legally defined geographic areas. The BAS is used to update information about the legal boundaries and names of all governmental units in the United States. The Census Bureau uses the boundary information collected in the BAS to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the American Community Survey (ACS) and the Population Estimates Program (PEP). The BAS is authorized by Section 6 of Title 13 of the United States Code.

The Boundary Validation Program (BVP) is conducted every ten years, and runs in parallel with the 2020 BAS. For the BVP, Tribal Chairs (TCs) and Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The TC/HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS.

The BAS State Certification is an annual program that invites governor-appointed State Certifying Officials (SCOs) to review legal boundary changes submitted to the annual BAS. This program ensures the accuracy and completeness of the boundary information reported to the Census Bureau through the BAS program.

This non-substantive change request is to update the 2020 BAS, BVP, and BAS State Certification materials from the currently approved collection.

Background

The current BAS OMB collection was approved on 11/07/2018 for three years, with an expiration date of 11/30/2021. The Census Bureau has made changes to the 2020 BAS, BVP, and BAS State Certification materials to include new programmatic information, minimize duplication of correspondence, and utilize plain language.

This Non-Substantive Change is a request to:

1. Submit copies of revised letters and emails planned for use in the 2020 BAS.
2. Eliminate the use of one letter and two emails for the 2020 BAS to reduce duplication of outreach.
3. Submit copies of new and revised letters, emails, guides, and forms for the 2020 BVP.
4. Submit de minimis changes of one letter and one form planned for use in the 2020 BAS State Certification.

2020 BAS Materials

Refer to **Table 1: BAS Materials Additions and Changes** for a complete list of the changes made to the 2020 BAS materials. The Census Bureau added a new section about the BVP to the BAS materials and removed references to the ACS and PEP in the Key Dates section. In addition, the BAS-E-3L email, BAS Email TC/HEO Courtesy Copy email, and BAS-3L letter will not be distributed during the 2020 BAS in order to reduce duplication of outreach. Instead, the Census Bureau will contact and distribute these materials to the TCs and HEOs through the 2020 BVP. The BAS materials were re-named, and a crosswalk of the old document name to new document name is found in **Table 4: BAS Materials Crosswalk**.

2020 BVP Materials

Refer to **Table 2: BVP Materials Additions and Changes** for a complete list of the changes made to the 2020 BVP materials. In the Initial BVP and Final BVP letters, the Census Bureau updated its wording to use plain language and include updated programmatic details. Two new letters, the BVP-L2-F and BVP-L3-F, will be used for contacting TCs/HEOs during the Final BVP if they participate in a Consolidated BAS or State BAS agreement. Three new emails, the BVP-Email-NRFU-I, BVP-Email-NRFU-F, and BVP-Email-F Notify BAS Contact have been added to the BAS OMB package for the 2020 BVP. The Census Bureau will send these emails as nonresponse follow-up to TCs/HEOs and notification to BAS contacts when TCs/HEOs respond with issues to their boundary during BVP. In addition, the Census Bureau added an Initial BVP Read Me file and a Final BVP TIGERweb Quick Guide to provide participants with instructions on how to complete the BVP. The BVP materials were re-named, and a crosswalk of the old document name to new document name is found in **Table 5: BVP Materials Crosswalk**.

2020 BAS State Certification

De minimis changes were made to update the dates of the program year from 2018 to 2019 (refer to **Table 3: State Certification Material Changes**).

Burden

The burden of the BAS is unchanged by this update.

Attachments

Table 1: BAS Materials Additions and Changes

BAS Materials		
Changes as part of this NSC	Material identification	Description
Updated Letters, Emails, and Forms for Consistency	All Annual Response Letters	<ul style="list-style-type: none"> • Header of the letters: Update with the OMB number 0671-0151 and expiration date 11/30/2021. • Above the body of the letters: Replace ellipses with a colon after “A message from the director...Bureau.” • First paragraph: Remove “governmental” before status. • Document ID: Assigned new IDs to all documents updated. See Table 4 for a list of old and new IDs.
Addition of information section	BAS-1L, BAS-2L, BAS-4L, BAS-5L, BAS-E-1L, BAS-E-2L, BAS-E-3L, BAS-E-5L, BAS-E-SA, BAS-E-SDC	New section provides information about the 2020 Boundary Validation Program, which is conducted in parallel to the 2020 BAS.
Additional information added to Key Dates section	BAS-1L, BAS-2L, BAS-4L, BAS-5L, BAS-9L, BAS-E-1L, BAS-E-2L, BAS-E-4L, BAS-E-5L, BAS-E-NRFU1, BAS-E-NRFU2, BAS-E-PTR	Revised section provides updated wording under the Key Dates section that is applicable for only the 2020 BAS cycle. Removed ACS/PEP and changed to January 1, 2020 instead of January 1; March 1, 2020 instead of March 1; and May 31, 2020 instead of May 31.
Removal of redundant sentence	BAS-1L, BAS-2L, BAS-4L, BAS-5L, BAS-9L, BAS-E-1L, BAS-E-2L, BAS-E-4L, BAS-E-5L, BAS-E-NRFU1, BAS-E-NRFU2, BAS-E-PTR	Removal of sentence regarding reporting no changes that does not add any value to the material.
Repositioning of section	BAS-4L, BAS-E-4L	Moved section of text to a different location in the letter/email to better match location of similar text in another item.

BAS Materials		
Changes as part of this NSC	Material identification	Description
Change in verbiage	BAS-5L	Changed instances of BAS consolidation agreement to “Consolidated BAS agreement” which is the correct terminology.
Change in verbiage	BAS-E-SDC	Replaced “Action Steps” with “Please follow the action steps below.”
Change in verbiage	BAS-E-2L	3rd Paragraph, 3 bullet: Replaced “local” with “tribal” before government.
Change in verbiage	BAS-2L	<ul style="list-style-type: none"> • Changed line about government state information updates in first paragraph to match all other emails in the package. • 1st paragraph, 2nd sentence: At the end of the sentence, replace “boundaries” with “boundary, legal name, and governmental status information for your government.” • 3rd Paragraph, 3 bullet: Replace “local” with “tribal” before government.

Table 2: BVP Materials Additions and Changes

BVP Materials		
Changes as part of this NSC	Material identification	Description
Document IDs	All Materials	Updated document IDs for consistency. See Table 5 for a list of old and new IDs.
New Emails added	BVP-Email-NRFU-F, BVP-Email-NRFU-I, BVP-Email-F Notify BAS Contact	Created two nonresponse follow-up emails for both the initial and final BVP phases and an email Notification to BAS contact of incorrect government boundary.
Wording consistency/updates to make accurate with current program.	BVP-L1-I, BVP-L1-I-AIA, BVP-L2-I, BVP-L3-I, BVP-L5-I, BVP-L5-I-PR, BVP-L1-F, BVP-L1-F-AIA_F, BVP-L2-F, BVP-L3-F	Changed wording to make BVP letters more consistent with BAS materials as well as to make wording more concise and accurate for the current program.
Change in location of overprinted data	BVP-L1-I, BVP-L1-I-AIA, BVP-L2-I, BVP-L3-I, BVP-L5-I, BVP-L5-I-PR, BVP-L1-F, BVP-L1-F-AIA_F, BVP-L2-F, BVP-L3-F	Overprinted BAS contact information was moved from the BVP Forms (BVP-F1-I and BVP-F2-F) and will now be overprinted on the BVP letters (BVP-L1-I, BVP-L1-I-AIA, BVP-L2-I, BVP-L3-I, BVP-L5-I, BVP-L5-I-PR, BVP-L1-F, BVP-L1-F-AIA_F, BVP-L2-F, BVP-L3-F) to make it easier on participants to locate the contact information.
Added Read Me document	BVP_ReadMe	Created a read me document to be placed on the disk in order to guide participants and inform them what is on the disk they received.
Added BVP TIGERweb Quick Guide	BVP_TIGERweb_Quick Guide	Created a Quick Guide for participants to use in order to guide them in reviewing their boundaries for BVP using TIGERweb.
Added New Document	BVP_I1-F	Created an insert for Final BVP.
Additional letters for partnership entities	BVP-L2-F, BVP-L3-F	Created additional letters for governments that are currently in a Consolidated BAS agreement or BAS state agreement. The verbiage of these letters reflect that the BAS contact is with another level of government.

Table 3: State Certification Material Changes

BAS State Certification Materials		
Changes as part of this NSC	Material identification	Description
De minimis change	BASSC-3(L) Letter to Governors	Throughout: Updated year from 2018 to 2019. Director's signature changed from Dr Steven D. Dillingham (removing Dr.) to Steven D. Dillingham per his office comments
De minimis change	State Certifying Official Sign- Up Form	Throughout: Updated year from 2018 to 2019.

Table 4: BAS Materials Crosswalk

Old File Names	New File Name	Quick Description
BAS Annual Response Letters		
BAS1L	BAS-1L	BAS Annual Response letter to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS2L	BAS-2L	BAS Annual Response letter for tribal governments.
BAS3L	BAS-3L	BAS Annual Response letter for Consolidated BAS or State BAS Agreements governments.
BAS4L	BAS-4L	BAS Annual Response letter for those not currently in Consolidated Boundary and Annexation Survey (CBAS) but their County is.
BAS5L	BAS-5L	BAS Annual Response letter for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
BAS Package Cover Letter		
BAS9L	BAS-9L	Cover letter for BAS Materials package.
Annual Response Emails		
BAS Email 1L	BAS-E-1L	BAS Annual Response email to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS Email 2L	BAS-E-2L	BAS Annual Response email for American Indian

		Areas.
BAS Email 3L	BAS-E-3L	BAS Annual Response email for County and State BAS Consolidated.
BAS Email 4L	BAS-E-4L	BAS Annual Response email for those not currently in CBAS but their County is.
BAS Email 5L	BAS-E-5L	BAS Annual Response email for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
State Contact Emails		
BAS Email State Agreement	BAS-E-SA	BAS Email to State Agreement contacts.
BAS Email State Data Center	BAS-E-SDC	BAS Email to SDCs.
NRFU Emails		
BAS Email Nonresponse	BAS-E-NRFU1	BAS nonresponse follow-up email.
BAS Email Nonresponse Yes Change No Return	BAS-E-NRFU2	BAS Reported Change nonresponse follow-up email.
Post Response Emails		
BAS Email Yes Change Response	BAS-E-PTR	Email for those who submit online response form.

Table 5: BVP Materials Crosswalk

Old File Names	New File Name	Quick Description
BVP Forms		
BVP 1	BVP-F1-I	Initial BVP Form to TCs and HEOs.
BVP 2	BVP-F2-F	Final BVP Form to TCs and HEOs.
BVP Letters		
BVP L1	BVP-L1-I	Cover letter sent to HEOs of standard governments.
BVP L1 AIA	BVP-L1-I-AIA	Cover letter to tribal chair.
BVP L2	BVP-L2-I	Cover letter sent to HEOs that are in CBAS agreements.
BVP L3	BVP-L3-I	Cover letter sent to HEOs that are in state agreements.
BVP L5	BVP-L5-I	Cover letter sent to the Governor for each state.
BVP L1 PR	BVP-L5-I-PR	Cover letter sent to the Governor of Puerto Rico.
BVP L4	BVP-L1-F	Cover letter for Final BVP to HEO.

Old File Names	New File Name	Quick Description
BVP L4 AIA	BVP-L1-F-AIA	Cover letter for Final BVP to tribal chair.
N/A - New doc added	BVP-L2-F	Cover letter for Final BVP to HEOs in CBAS agreements.
N/A - New doc added	BVP-L3-F	Cover letter for Final BVP to HEOs in state agreements.
BVP Emails		
N/A - New doc added	BVP-Email-NRFU-I	Nonresponse follow-up email for Initial BVP.
N/A - New doc added	BVP-Email-NRFU-F	Nonresponse follow-up email for Final BVP.
N/A - New doc added	BVP-Email-F Notify BAS Contact	Email Notification to BAS contact of incorrect government boundary.
BVP Other Documentation		
N/A - New doc added	BVP-I1-F	Insert for Final BVP.
N/A - New doc added	BVP-Readme	Readme document for BVP CD-DVDs.
N/A - New doc added	BVP-TIGERweb Quick Guide	Quick Guide for using TIGERweb to view boundary.

State Certification Materials

BAS State Certification Materials		
Changes as part of this NSC	Material identification	Description
De minimis change	BASSC-3(L) Letter to Governors	Throughout: Updated year from 2018 to 2019. Director's signature changed from Dr Steven D. Dillingham (removing Dr.) to Steven D. Dillingham per his office comments
De minimis change	State Certifying Official Sign-Up Form	Throughout: Updated year from 2018 to 2019.

BASSC-3(L)
(10-2015)



UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

October 1, 2019

The Honorable «FIRST_NAME» «LAST_NAME»
Governor of «STATE»
«ADDRESS_1»
«ADDRESS_2»
«CITY», «STATE_ABBR» «ZIPCODE»

Dear Governor «LAST_NAME»:

The U.S. Census Bureau conducts the Boundary and Annexation Survey (BAS) every year to update legal boundaries, names, and the status of all governmental units stored in the Census Bureau's database. The boundaries that the local entities provide to us are used to report data in various surveys, estimates, censuses, programs, compilations, and publications. These operations include, but are not limited to, the decennial census, the American Community Survey, and the Population Estimates Program.

As part of the BAS State Certification Program, we will compile listings of all local governments in your state that reported boundary and status changes to the annual BAS. We will distribute the listings to the governor-appointed State Certifying Official (SCO) as a record of what the local governments reported as part of the BAS. If local governments are required by your state law to report boundary updates to the state, the SCO is responsible for reviewing the listings and certifying that the information on those listings is correct. This program is important to us since it ensures that the Census Bureau's inventory of local governmental entities is accurate and that the boundary changes reported to the BAS were accomplished in accordance with your state laws.

We request that you provide us the name and contact information of the person you wish to appoint as the SCO for the state of «STATE». In order for us to proceed with this program, we would appreciate receiving the enclosed form by November 1, 2019. If you do not respond by this date, we will distribute materials to the previous SCO listed on the enclosed form. Please email the completed form to <geo.bas@census.gov> or fax the form to 1-800-972-5652. We plan to distribute the BAS State Certification materials for review to the SCO in December 2019.

If you have any questions or require additional information on this subject, please contact the Geography Division by email at <geo.bas@census.gov> or by telephone at 301-763-1099.

Sincerely,

A handwritten signature in black ink that reads "Steven D. Dillingham".

Steven D. Dillingham
Director

Enclosure

United States®
Census
Bureau

census.gov

Boundary and Annexation Survey (BAS) State Certifying Official Sign-Up Form

The contact information for the individual currently responding to the BAS State Certification program in your state is provided in the space below:

Name:

Title:

Department:

Address:

City:

State:

Zip Code:

Telephone:

Email:

State Certification Materials will be emailed to the individual you appoint as the State Certifying Official. You may either confirm the current State Certifying Official above or appoint another individual to this position. Please provide the contact information for the appointed State Certifying Official if different from above:

I confirm the contact person listed
above as the State Certifying Official

OR

I appoint the following individual as
the new State Certifying Official:

Name: _____

Title: _____

Department: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Fax: _____

Email: _____

Please sign below to indicate that you approve the information provided on this form.

Governor's Signature: _____ Date: _____

Please email, fax, or mail this
completed form to the U.S.
Census Bureau:

U.S. Census Bureau
National Processing Center
ATTN: BAS Returns, BLDG 63E
1201 East 10th Street
Jeffersonville, IN 47132

Email Address: geo.bas@census.gov
Fax Number: 1-800-972-5652

If you have not yet done so, please respond to geo.bas@census.gov with a summary of your state laws regarding annexations, deannexations, incorporations and disincorporations. These state law summaries will be available on the BAS website for the 2019 State Certification Program.

A list of annexations received through the BAS program from 2000-2018 is available online at:
<https://www.census.gov/geographies/reference-files/time-series/geo/bas/annex.html>.

BAS Materials

Old File Names	New File Name	Quick Description
BAS Annual Response Letters		
BAS1L	BAS-1L	BAS Annual Response letter to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS2L	BAS-2L	BAS Annual Response letter for tribal governments.
BAS3L	BAS-3L	BAS Annual Response letter for Consolidated BAS or State BAS Agreements governments.
BAS4L	BAS-4L	BAS Annual Response letter for those not currently in Consolidated Boundary and Annexation Survey (CBAS) but their County is.
BAS5L	BAS-5L	BAS Annual Response letter for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
BAS Package Cover Letter		
BAS9L	BAS-9L	Cover letter for BAS Materials package.
Annual Response Emails		
BAS Email 1L	BAS-E-1L	BAS Annual Response email to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS Email 2L	BAS-E-2L	BAS Annual Response email for American Indian Areas.
BAS Email 3L	BAS-E-3L	BAS Annual Response email for County and State BAS Consolidated.
BAS Email 4L	BAS-E-4L	BAS Annual Response email for those not currently in CBAS but their County is.
BAS Email 5L	BAS-E-5L	BAS Annual Response email for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
State Contact Emails		
BAS Email State	BAS-E-SA	BAS Email to State Agreement contacts.

Agreement		
BAS Email State Data Center	BAS-E-SDC	BAS Email to SDCs.
NRFU Emails		
BAS Email Nonresponse	BAS-E-NRFU1	BAS nonresponse follow-up email.
BAS Email Nonresponse Yes Change No Return	BAS-E-NRFU2	BAS Reported Change nonresponse follow-up email.
Post Response Emails		
BAS Email Yes Change Response	BAS-E-PTR	Email for those who submit online response form.

BAS-1L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY_STATEABBR ZIP>

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

Respond to the BAS using one of these three options:

- Visit the “How to Get Started” page on the BAS website located at this link <https://www.census.gov/programs-surveys/bas/information/get-started.html> to find step-by-step instructions on how to start the boundary updating process and complete the online Annual Response Form.
- Respond through email to geo.bas@census.gov. Please include the following information in your email:
 1. Are there boundary changes to report to the BAS? (Yes or No)
 2. Are there updates to the Highest Elected Official (HEO) or BAS contact information? If so, please provide the updated contact information.
 3. Please include the 11-digit BAS ID number listed at the top of this letter in the subject line of your message.
- Complete the Annual Response and Contact Update Form (BAS-ARF) and return the form using the postage-paid return envelope.

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, HEOs are asked to review and confirm their government’s boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Enclosures

BAS-2L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

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The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your tribal government receives the funds for which it is entitled and has the best data available for its decision-making processes.

The National American Indian Housing Council (NAIHC) will also notify its members about the BAS.

Action Step:

Respond to the BAS using one of these three options:

- Visit the "How to Get Started" page on the BAS website located at this link <https://www.census.gov/programs-surveys/bas/information/get-started.html> to find step-by-step instructions on how to start the boundary updating process and complete the online Annual Response Form.
- Respond through email to geo.bas@census.gov. Please include the following information in your email:
 1. Are there boundary changes to report to the BAS? (Yes or No)
 2. Are there updates to the Tribal Chair (TC) or BAS contact information? If so, please provide the updated contact information.
 3. Please include the 11-digit BAS ID number listed at the top of this letter in the subject line of your message.

- Complete the Annual Response and Contact Update Form (BAS-ARF) and return the form using the postage-paid return envelope.

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, TCs are asked to review and confirm their tribal government’s boundary, legal name, and status information. The TCs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the TCs a final opportunity to verify any boundary updates made.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials. |

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Enclosures

BAS-3L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). The Census Bureau and your state or county BAS representative are collaborating to consolidate responses to the BAS. The representative has agreed to report all boundary updates, legal name changes, and status updates to the Census Bureau. Please confirm your government's BAS and Highest Elected Official (HEO) contact information is correct using the website link below, and work with your state or county BAS contact to ensure all boundary changes for your government are reported by your representative.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Visit the "Contact Update Form" page on the BAS website located at this link https://www.census.gov/geo/partnerships/bas/bas_ar_form.html to review and update HEO and BAS contact information or respond through email to geo.bas@census.gov. Please include the following information in your email:
 1. Are there updates to the HEO or BAS contact information? If so, please provide the updated contact information.
 2. Please include the 11-digit BAS ID number listed at the top of this letter in the subject line of your message.

NOTE: Because your government participates in a consolidated BAS (CBAS) agreement, the Census Bureau will not provide you with additional BAS materials.

CONTACT INFORMATION

Questions for your CBAS representative can be directed to:

"Name:" <BAS_NAME>

"Position:" <BAS_POSITION>

"Department:" <BAS_DEPT_NAME>

"Mailing Address:" <BAS_MAILING ADDRESS>

"City, State, Zip, Zip+4:" <BAS_CITY_STATE_ZIP>

"Phone:" <BAS_PHONE>

"Fax:" <BAS_FAX>

"Email:" <BAS_EMAIL>

General BAS questions can be directed to:

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

BAS-4L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

Your county currently participates in a consolidated BAS (CBAS) agreement. If you would prefer your county to report for your government, please send an email to <geo.bas@census.gov> to request to join the CBAS agreement. Include your 11-digit BAS ID in the subject of the email.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

Respond to the BAS using one of these three options:

- Visit the "How to Get Started" page on the BAS website located at this link <<https://www.census.gov/programs-surveys/bas/information/get-started.html>> to find step-by-step instructions on how to start the boundary updating process and complete the online Annual Response Form.
- Respond through email to <geo.bas@census.gov>. Please include the following information in your email:
 1. Are there boundary changes to report to the BAS? (Yes or No)
 2. Are there updates to the Highest Elected Official (HEO) or BAS contact information? If so, please provide the updated contact information.

3. Please include the 11-digit BAS ID number listed at the top of this letter in the subject line of your message.
- Complete the Annual Response and Contact Update Form (BAS-ARF) and return the form using the postage-paid return envelope.

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, HEOs are asked to review and confirm their government’s boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials. |

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Enclosures

BAS-5L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

Your government is in more than one county, and at least one of these counties is responding to the BAS on behalf of a portion of your government. Please respond to the BAS for the portion of your government not included in the consolidated BAS (CBAS) agreement. Use the website link below to view the list of counties with CBAS agreements to determine which portion of your government is not included in an agreement and requires your response. If you are interested in joining a CBAS agreement that your government is not included in, please email geo.bas@census.gov for more information.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

Respond to the BAS using one of these three options:

- Visit the "How to Get Started" page on the BAS website located at this link <https://www.census.gov/programs-surveys/bas/information/get-started.html> to find step-by-step instructions on how to start the boundary updating process and complete the online Annual Response Form.
- Respond through email to geo.bas@census.gov. Please include the following information in your email:
 1. Are there boundary changes to report to the BAS? (Yes or No)

2. Are there updates to the Highest Elected Official (HEO) or BAS contact information? If so, please provide the updated contact information.
 3. Please include the 11-digit BAS ID number listed at the top of this letter in the subject line of your message.
- Complete the Annual Response and Contact Update Form (BAS-ARF) and return the form using the postage-paid return envelope.

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, HEOs are asked to review and confirm their government’s boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials. |

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Enclosures

BAS-9L
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021

<MONTH DATE, YEAR>

<SEQ_NUMBER>
BAS ID: <BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Enclosed are materials you requested to report boundary changes.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, HEOs are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.

May 31, 2020

Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Enclosures

E-mail: BAS-E-1L <overprinting> and Text

Subject: YYYY Boundary and Annexation Survey (BAS) - BAS ID: <BAS_ID>

<DATE>

"BAS ID:" <BAS_ID>, <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<BAS_NAME>

<BAS_POSITION>

<BAS_DEPT_NAME>

<BAS_MAILING_ADDRESS>

<BAS_CITY_STATE_ZIP>

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- **Respond to the BAS** – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a "No Changes" response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

E-mail- BAS-E-2L - American Indian Areas <overprinting> and Text

Subject: YYYY Tribal Boundary and Annexation Survey (BAS) – BAS ID: <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID>, <ENTITY_NAME>
<ENTITY_LEGAL_AIA_NAME>

<BAS_NAME>
<BAS_POSITION>
<BAS_DEPT_NAME>
<BAS_MAILING_ADDRESS>
<BAS_CITY_STATE_ZIP>

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your tribal government receives the funds for which it is entitled and has the best data available for its decision-making processes.

The National American Indian Housing Council (NAIHC) will also notify its members about the BAS.

Action Step:

- Respond to the BAS – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your tribal government. If you do not respond, we will contact your tribal government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Tribal Chairs (TC) are asked to review and confirm their tribal government’s boundary, legal name, and status information.

The TCs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the TCs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Email: BAS-E-3L <overprinting> and Text– County and State Consolidations

Subject: YYYY Boundary and Annexation Survey – CBAS- BAS ID: <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID>, <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<HEO_NAME>

<HEO_POSITION>

<HEO_DEPT_NAME>

<HEO_MAILING_ADDRESS>

<HEO_CITY_STATE_ZIP>

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). The Census Bureau and your state or county BAS representative are collaborating to consolidate responses to the BAS. The representative has agreed to report all boundary updates, legal name changes, and status updates to the Census Bureau. Please confirm your government’s BAS and Highest Elected Official (HEO) contact information is correct using the website link below, and work with your state or county BAS contact to ensure all boundary changes for your government are reported by your representative.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- Use the website link below to confirm and update your contact information and the contact information for your government’s HEO by filling out the contact update form online or through email.

[Click here to go to the Contact Update Form](#)

NOTE: Because your government participates in a consolidated BAS (CBAS) agreement, the Census Bureau will not provide you with additional BAS materials.

CONTACT INFORMATION

Questions for your CBAS representative can be directed to:

"Name:" <BAS_NAME>

"Position:" <BAS_POSITION>

"Department:" <BAS_DEPT_NAME>

"Mailing Address:" <BAS_MAILING ADDRESS>

"City, State, Zip, Zip+4:" <BAS_CITY_STATE_ZIP>

"Phone:" <BAS_PHONE>

"Fax:" <BAS_FAX>

"Email:" <BAS_EMAIL>

General BAS questions can be directed to:

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Email: BAS-E-4L <overprinting> and text-not currently CBAS but their County is

Subject: YYYY Boundary and Annexation Survey (BAS) – Not included in County’s CBAS- BAS ID: <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID>, <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<BAS_NAME>

<BAS_POSITION>

<BAS_DEPT_NAME>

<BAS_MAILING_ADDRESS>

<BAS_CITY_STATE_ZIP>

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

Your county currently participates in a consolidated BAS (CBAS) agreement. If you would prefer your county to report for your government, please send an email to geo.bas@census.gov to request to join the CBAS agreement. Include your 11-digit BAS ID in the subject of the email.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- **Respond to the BAS** – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Email: BAS-E-5L <overprinting> and text- CBAS Partial -Entity in more than one county

Subject: YYYY Boundary and Annexation Survey – Partial CBAS – BAS ID: <BAS_ID>

<DATE>

“BAS ID:” <BAS_ID>, <ENTITY_NAME> <ENTITY_LSAD_PUB_NAME>

<BAS_NAME>

<BAS_POSITION>

<BAS_DEPT_NAME>

<BAS_MAILING_ADDRESS>

<BAS_CITY_STATE_ZIP>

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for your government.

Your government is in more than one county, and at least one of these counties is responding to the BAS on behalf of a portion of your government. Please respond to the BAS for the portion of your government not included in the consolidated BAS (CBAS) agreement. Click on the website link below to view the list of counties with CBAS agreements to determine which portion of your government is not included in an agreement and requires your response. If you are interested in joining a CBAS agreement that your government is not included in, please email geo.bas@census.gov for more information.

The BAS is a voluntary survey. We strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau’s geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that your local government receives the funds for which it is entitled and has the best data available for its decision-making processes.

Action Step:

- **Respond to the BAS** – On the BAS website, you will find step-by-step instructions on how to start the boundary updating process and respond to the BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a “No Changes” response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide the HEOs a final opportunity to verify any boundary updates made.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

BAS-E-SA

Subject: YYYY Boundary and Annexation Survey (BAS)

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Do not miss your opportunity to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information for counties and local governments in your state.

As a BAS state agreement contact, we strongly encourage your participation in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that local governments in your state receive the funds for which they are entitled and have the best data available for their decision-making processes.

If you have no boundary changes to report or need a SWIM token to submit your response, please email us at geo.bas@census.gov.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Submit updates to the BAS by March 1, 2020 to provide HEOs an opportunity to verify any boundary updates made.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials. |

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-301-763-1099

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS-E-SDC

Subject: YYYY Boundary and Annexation Survey (BAS)

The U.S. Census Bureau is now conducting the Boundary and Annexation Survey (BAS). Throughout your state, governments are asked to participate in the BAS to ensure that the Census Bureau has current and accurate boundary, legal name, and status information.

As a State Data Center contact, we strongly encourage your support in the BAS for the following reasons:

- Boundary updates complete the Census Bureau's geographic framework for data collection, tabulation, and dissemination, and are vital to the success of the 2020 Census, the American Community Survey, Population Estimates Program, and many other censuses and surveys.
- The federal government allocates more than \$675 billion in federal funds annually for health, welfare, infrastructure, education, and other federal programs and services.
- Responding to the BAS ensures that local governments in your state receive the funds for which they are entitled and have the best data available for their decision-making processes.

Please follow the action steps below:

- Encourage governments throughout your state to critically review their boundaries and participate in the BAS.
- Inform the Census Bureau if you are able to assist with non-response follow up during the BAS cycle.

2020 BOUNDARY VALIDATION PROGRAM (BVP)

The Census Bureau is conducting the BVP in parallel with the 2020 BAS. For the BVP, Highest Elected Officials (HEOs) are asked to review and confirm their government's boundary, legal name, and status information. The HEOs are instructed to work with their BAS contact to report any corrections through the 2020 BAS. Updates submitted to the BAS by March 1, 2020 provide the HEOs an opportunity to verify any boundary updates made.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials. |

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-301-763-1099

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

Subject: YYYY Boundary and Annexation Survey (BAS)-March 1, YYYY Deadline – BAS ID: <BAS_ID>

The U.S. Census Bureau is sending this email to alert you that your government has not yet responded to the Boundary and Annexation Survey (BAS). You should have received an email and letter requesting your government's participation. You still have time to participate in the survey.

Action Step:

- Respond to the BAS – On the BAS website, you will find step-by-step instructions on how to respond to the BAS.

[Click here to go to the BAS website](#)

NOTE: Please respond to the BAS with a "No Changes" response if you have no boundary changes, annexations, or contact updates to report for your government. If you do not respond, we will contact your government to confirm your boundary change status.

TRAINING OPPORTUNITIES

The Census Bureau is offering training workshops and webinars for BAS. Please check out the [Events](#) page on the BAS website for further information and email geo.bas@census.gov to register.

KEY DATES

- January 1, 2020** Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle.
- March 1, 2020** Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year's BAS materials.
- May 31, 2020** Boundary updates returned by this date will be reflected in the 2020 Census and in next year's BAS materials.

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

Subject: YYYY Boundary and Annexation Survey (BAS)-March 1, YYYY Deadline- BAS ID: <BAS_ID>

The U.S. Census Bureau is sending you this email to acknowledge and thank you for your recent response to the Boundary and Annexation Survey (BAS). Your government has indicated that there are boundary changes to report, however we have not yet received these changes.

Action Steps:

- Report boundary changes to the Census Bureau - On the BAS website, you will find detailed information on how to respond to the BAS digitally or using paper maps. There you will find respondent guidelines, the Geographic Update Partnership Software (GUPS), the BAS partnership tools, partnership shapefiles, paper maps, previous annexation data, and other important documentation.

[Click here to go to the BAS website](#)

Note: Please respond to the BAS with a “No Changes” response if, after reviewing your government’s boundaries, you determine that there are no boundary changes to report. If you do not respond with boundary changes or a “No Changes” response, we will contact your government to confirm your boundary change status.

TRAINING OPPORTUNITIES

The Census Bureau is offering training workshops and webinars for BAS. Please check out the [Events](#) page on the BAS website for further information and email geo.bas@census.gov to register.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials. |

CONTACT INFORMATION

Email: geo.bas@census.gov

Phone: 1-800-972-5651

Website: <https://www.census.gov/programs-surveys/bas.html>

Thank you for your participation in the BAS.

BAS-E-PTR

Subject: YYYY BAS Digital Submission Information – BAS ID: <BAS_ID>

<Date>

BAS ID: <BASID>, <ENTITY_NAME><ENTITY_LSAD_PUB_NAME>

The U.S. Census Bureau received your response to the Boundary and Annexation Survey (BAS) indicating that your government has boundary changes to report.

Action Steps

- Report boundary changes to the Census Bureau - On the BAS website you will find detailed information on how to respond to the BAS digitally or using paper maps. There you will find respondent guidelines, the Geographic Update Partnership Software (GUPS), the BAS partnership tools, partnership shapefiles, paper maps, previous annexation data, and other important documentation.
- Obtain a Secure Web Incoming Module (SWIM) registration token - All governments responding digitally must use SWIM. This token will be provided in a separate email. Paper participants or those with an existing SWIM account will not receive a registration token.

[Click here to go to the BAS website](#)

Note: Please respond to the BAS with a “No Changes” response if, after reviewing your government’s boundaries, you determine that there are no boundary changes to report. If you do not respond with boundary changes or a “No Changes” response, we will contact your government to confirm your boundary change status.

KEY DATES

- | | |
|------------------------|---|
| January 1, 2020 | Boundary updates must be legally in effect on or before this date to be reported in the current survey year and to be used for the 2020 Census data tabulations. Boundary updates effective after this date will be held until the following BAS cycle. |
| March 1, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census, in the Final BVP materials, and in next year’s BAS materials. |
| May 31, 2020 | Boundary updates returned by this date will be reflected in the 2020 Census and in next year’s BAS materials. |

CONTACT INFORMATION

Email: <geo.bas@census.gov>

Phone: 1-800-972-5651

Website: <<https://www.census.gov/programs-surveys/bas.html>>

Thank you for your participation in the BAS.

BVP Materials

Old File Names	New File Name	Quick Description
BVP Forms		
BVP 1	BVP-F1-I	Initial BVP Form to TCs and HEOs.
BVP 2	BVP-F2-F	Final BVP Form to TCs and HEOs.
BVP Letters		
BVP L1	BVP-L1-I	Cover letter sent to HEOs of standard governments.
BVP L1 AIA	BVP-L1-I-AIA	Cover letter to tribal chair.
BVP L2	BVP-L2-I	Cover letter sent to HEOs that are in CBAS agreements.
BVP L3	BVP-L3-I	Cover letter sent to HEOs that are in state agreements.
BVP L5	BVP-L5-I	Cover letter sent to the Governor for each state.
BVP L1 PR	BVP-L5-I-PR	Cover letter sent to the Governor of Puerto Rico.
BVP L4	BVP-L1-F	Cover letter for Final BVP to HEO.
BVP L4 AIA	BVP-L1-F-AIA	Cover letter for Final BVP to tribal chair.
N/A - New doc added	BVP-L2-F	Cover letter for Final BVP to HEOs in CBAS agreements.
N/A - New doc added	BVP-L3-F	Cover letter for Final BVP to HEOs in state agreements.
BVP Emails		
N/A - New doc added	BVP-Email-NRFU-I	Nonresponse follow-up email for Initial BVP.
N/A - New doc added	BVP-Email-NRFU-F	Nonresponse follow-up email for Final BVP.
N/A - New doc added	BVP-Email-F Notify BAS Contact	Email Notification to BAS contact of incorrect government boundary.
BVP Other Documentation		

Old File Names	New File Name	Quick Description
N/A - New doc added	BVP-I1-F	Insert for Final BVP.
N/A - New doc added	BVP-Readme	Readme document for BVP CD-DVDs.
N/A - New doc added	BVP-TIGERweb Quick Guide	Quick Guide for using TIGERweb to view boundary.



2020 Initial Boundary Validation Program (BVP)

The U.S. Census Bureau is now conducting the Initial BVP. The Initial BVP is your opportunity, as the Tribal Chair (TC)/Highest Elected Official (HEO), to review and ensure the Census Bureau's boundary data for your government is accurate. The enclosed paper maps or maps on the CD/DVD should reflect the legal boundary for your government effective on January 1, 2020.

Please review the maps for accuracy, then complete and return this form to the Census Bureau by March 1, 2020. (Please check a box. Sign below if the boundary is correct.)

- The legal boundary for our government is correct.** (Please sign below.)
 The legal boundary for our government is NOT correct.

I, as the Tribal Chair/Highest Elected Official, verify that the boundary for our governmental unit is correct.

Signature: _____

Print Name: _____

Date: _____

Tribal Reservation/Government Name: _____ **State:** _____

If the Census Bureau's boundary is incorrect, please work with your Boundary and Annexation Survey (BAS) contact to submit corrections through the BAS program. Information for your BAS contact is found on the cover letter in this package.

Please review and correct the contact information printed below. Our records indicate the TC/HEO contact is:

Form return options:

Email:

Scan and email the completed form to
<geo.bas@census.gov>.

Fax:

Fax the completed form to
1-800-972-5652

Mail:

Use the provided postage-paid envelope to mail the completed form to
**U.S. Census Bureau
National Processing Center
Attn: BVP Returns, Bldg. 63E
1201 East 10th Street
Jeffersonville, IN 47132**

We estimate that completing this program will take a total of 2 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.bas@census.gov>. This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.



2020 Final Boundary Validation Program (BVP)

The U.S. Census Bureau is now conducting the Final BVP. The Final BVP is your opportunity, as the Tribal Chair (TC)/Highest Elected Official (HEO), to review recent updates made to the Census Bureau's boundary data for your government. The maps provided by the Census Bureau should reflect the legal boundary for your government effective on January 1, 2020 and include changes submitted to the 2020 Boundary and Annexation Survey (BAS) by March 1, 2020.

Please review the maps for accuracy, then complete and return this form to the Census Bureau within five days of receipt. (Please check a box. Sign below if the boundary is correct.)

- The legal boundary for our government is correct.** (Please sign below.)
 The legal boundary for our government is NOT correct.

I, as the Tribal Chair/Highest Elected Official, verify that the boundary for our governmental unit is correct.

Signature: _____

Print Name: _____

Date: _____

Tribal Reservation/Government Name: _____ **State:** _____

If the Census Bureau's boundary is incorrect, please work with your BAS contact to submit corrections through the BAS program. Information for your BAS contact is found on the cover letter in this package.

Please review and correct the contact information printed below. Our records indicate the TC/HEO contact is:

Form return options:

Email:

Scan and email the completed form to
<geo.bas@census.gov>.

Fax:

Fax the completed form to
1-800-972-5652

Mail:

Use the provided postage-paid envelope to mail the completed form to:

**U.S. Census Bureau
National Processing Center
Attn: BVP Returns, Bldg. 63E
1201 East 10th Street
Jeffersonville, IN 47132**

We estimate that completing this program will take a total of 2 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.bas@census.gov>. This collection has been approved by the Office of Management and Budget (OMB). The eight digit OMB approval number that appears at the upper left of the letter confirms this approval. If this number were not displayed, we could not conduct this survey. The Census Bureau conducts this program under the legal authority of the Title 13 U.S. Code, Section 6.

**BVP-L1-I
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Highest Elected Official, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020.** Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). If any information is incorrect, please work with your BAS contact to submit corrections. Information for your BAS contact is printed below. If boundary updates are submitted to the BAS by March 1, 2020, you will have an additional opportunity to verify your government's boundaries prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

BAS Contact Information

Our records indicate your BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

**BVP-L1-I-AIA
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Tribal Chair, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your tribal government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your reservation and off-reservation trust land. The maps should reflect the legal boundary for your tribal government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020.** Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). If any information is incorrect, please work with your BAS contact to submit corrections. Information for your BAS contact is printed below. If boundary updates are submitted by March 1, 2020, you will have an additional opportunity to verify your tribal government's boundary prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

BAS Contact Information

Our records indicate your BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

**BVP-L2-I
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE

U.S. Census Bureau

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Highest Elected Official, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020.

Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020. Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). Your government participates in a Consolidated BAS (CBAS) agreement, so your county BAS contact is responsible for submitting updates to the BAS on behalf of your government. If any information is incorrect, please work with your CBAS contact to submit corrections. Information for your CBAS contact is printed below. If boundary updates are submitted to the BAS by March 1, 2020, you will have an additional opportunity to verify your government's boundaries prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

CBAS Contact Information

Our records indicate your CBAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

**BVP-L3-I
(8-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE

U.S. Census Bureau

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Highest Elected Official, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020.

Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020. Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). Your state participates in a BAS state agreement, so your state BAS contact is responsible for submitting updates to the BAS on behalf of your government. If any information is incorrect, please work with your state BAS contact to submit corrections. Contact information for your state's BAS contact is printed below. If boundary updates are submitted to the BAS by March 1, 2020, you will have an additional opportunity to verify your government's boundaries prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

State BAS Contact Information

Our records indicate your state BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

BVP-L5-I
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

<MONTH DATE, YEAR>

<SEQ_NUMBER>
<BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATEABBR ZIP>

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

This letter is to inform you that the U.S. Census Bureau is currently conducting the Boundary Validation Program (BVP) in parallel with the 2020 Boundary and Annexation Survey (BAS). The BAS is conducted annually to collect information about selected legally defined geographic areas such as federally recognized American Indian reservations and off-reservation trust lands, counties (and equivalent areas), incorporated places, and minor civil divisions (MCDs). The BVP is conducted every ten years to provide Tribal Chairs and Highest Elected Officials of tribal and local governments the opportunity to review the boundary data collected during the BAS over the last decade.

The Census Bureau's state boundary data will be reviewed in conjunction with relevant county boundaries as part of the BVP. No action for the BVP is required by you. Final review and validation of Census Bureau boundary data will be complete in July 2020. The Census Bureau will use the validated boundary information to tabulate data for the 2020 Census.

The BVP validates the following actions by local governments, as reported in the BAS:

- The addition of new federally recognized American Indian reservations and off-reservation trust lands.
- The creation of new counties (and equivalent areas), incorporated places, and MCDs.
- The dissolution of incorporated places and MCDs.
- The changes in boundaries of American Indian reservations and off-reservation trust lands, counties (and equivalent areas), incorporated places, and MCDs.

If you know of any upcoming legal boundary updates to your state boundary, please notify the BAS Program Manager, Michael Clements, by email at <michael.j.clements@census.gov> or by phone at 301-763-9124.

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 301-763-1099, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>.

cc: <SCO_CONTACT_NAME>
<STATE_GIS_CONTACT>
<STATE_BAS_CONTACT>
<SDC_CONTACT>
<FSCPE_CONTACT>

BVP-L5-I-PR
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

<MONTH DATE, YEAR>

<SEQ_NUMBER>
<BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATEABBR ZIP>

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

This letter is to inform you that the U.S. Census Bureau is currently conducting the Boundary Validation Program (BVP) in parallel with the 2020 Boundary and Annexation Survey (BAS). The BAS is conducted annually to collect information about selected legally defined geographic areas such as municipios, barrios, barrio-pueblos, and subbarrios. The BVP is conducted every ten years to provide Highest Elected Officials of local governments the opportunity to review the boundary data collected during the BAS over the last decade.

Modifications to legal boundaries in Puerto Rico must be provided to the Planning Board and approved by the Legislative Assembly. Due to this legislation, the Census Bureau will provide the boundary information for review to <Name of respondent> of <Department/Organization>.

No action for the BVP is required by you. Final review and validation of Census Bureau boundary data will be complete in July 2020. The Census Bureau will use the validated boundary information to tabulate data for the 2020 Census.

The BVP validates the following actions by local governments, as reported in the BAS:

- The creation of new municipios, barrios, barrio-pueblos, and subbarrios.
- The dissolution of municipios, barrios, barrio-pueblos, and subbarrios.
- The changes in boundaries of municipios, barrios, barrio-pueblos, and subbarrios.

If you know of any upcoming legal boundary updates for your state boundary, please notify the BAS Program Manager, Michael Clements, by email at <michael.j.clements@census.gov> or by phone at 301-763-9124.

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 301-763-1099, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>.

cc: <BAS_STATE_CONTACT>

**BVP-L1-F
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE

U.S. Census Bureau

Washington, DC 20233-0001

OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Final Boundary Validation Program (BVP). Recent updates were reported through the 2020 Boundary and Annexation Survey (BAS) and applied to the Census Bureau's boundary data for your government. The Final BVP is your opportunity, as the Highest Elected Official, to review these updates. The Census Bureau uses this boundary data to tabulate data for the 2020 Census.

The Final BVP package includes a Final BVP form and a paper map, or map index sheet, for your government. Visit the BVP website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>> to view additional maps of your government's legal boundary. The maps should reflect the legal boundary for your government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Final BVP form within five days of receipt.** Return the completed Final BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Final BVP provides you an opportunity to confirm boundary updates submitted during the 2020 BAS. If the legal boundary for your government is incorrect, please work with your BAS contact to submit corrections. Information for your BAS contact is printed below. In order for updates to be included in the tabulation of 2020 Census data, it is important we receive corrections as soon as possible.

BAS Contact Information

Our records indicate your BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Final BVP.

Enclosures

**BVP-L1-I-AIA
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Initial Boundary Validation Program (BVP). The Initial BVP is your opportunity, as the Tribal Chair, to review the Census Bureau's boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your tribal government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census.

The Initial BVP package includes an Initial BVP form and paper maps, or a CD/DVD containing maps, for your reservation and off-reservation trust land. The maps should reflect the legal boundary for your tribal government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Initial BVP form by March 1, 2020.** Return the completed Initial BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Initial BVP is conducted in parallel with the 2020 Boundary and Annexation Survey (BAS). If any information is incorrect, please work with your BAS contact to submit corrections. Information for your BAS contact is printed below. If boundary updates are submitted by March 1, 2020, you will have an additional opportunity to verify your tribal government's boundary prior to the final data tabulation for the 2020 Census. Changes received after March 1, 2020 will be used to correct the boundary, but we will not have sufficient time to send you an updated map before final data tabulations.

BAS Contact Information

Our records indicate your BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Initial BVP.

Enclosures

**BVP-L2-F
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE

U.S. Census Bureau

Washington, DC 20233-0001
OFFICE OF THE DIRECTOR

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

The U.S. Census Bureau is now conducting the Final Boundary Validation Program (BVP). Recent updates were reported through the 2020 Boundary and Annexation Survey (BAS) and applied to the Census Bureau's boundary data for your government. The Final BVP is your opportunity, as the Highest Elected Official, to review these updates. The Census Bureau uses this boundary data to tabulate data for the 2020 Census.

The Final BVP package includes a Final BVP form and a paper map, or map index sheet, for your government. Visit the BVP website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>> to view additional maps of your government's legal boundary. The maps should reflect the legal boundary for your government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Final BVP form within five days of receipt.** Return the completed Final BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Final BVP provides you an opportunity to confirm boundary updates submitted during the 2020 BAS. If the legal boundary for your government is incorrect, please work with your Consolidated BAS (CBAS) contact to submit corrections. Information for your CBAS contact is printed below. In order for updates to be included in the tabulation of 2020 Census data, it is important we receive corrections as soon as possible.

CBAS Contact Information

Our records indicate your CBAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Final BVP.

Enclosures

**BVP-L3-F
(9-2019)**

OMB Control No.: 0607-0151
Expiration Date: 11-30-2021



**UNITED STATES DEPARTMENT OF COMMERCE
U.S. Census Bureau**

Washington, DC 20233-0001

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

The U.S. Census Bureau is now conducting the Final Boundary Validation Program (BVP). Recent updates were reported through the 2020 Boundary and Annexation Survey (BAS) and applied to the Census Bureau's boundary data for your government. The Final BVP is your opportunity, as the Highest Elected Official, to review these updates. The Census Bureau uses this boundary data to tabulate data for the 2020 Census.

The Final BVP package includes a Final BVP form and a paper map, or map index sheet, for your government. Visit the BVP website <<https://www.census.gov/programs-surveys/bas/information/bvp.html>> to view additional maps of your government's legal boundary. The maps should reflect the legal boundary for your government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Final BVP form within five days of receipt.** Return the completed Final BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Final BVP provides you an opportunity to confirm boundary updates submitted during the 2020 BAS. If the legal boundary for your government is incorrect, please work with your state BAS contact to submit corrections. Information for your state BAS contact is printed below. In order for updates to be included in the tabulation of 2020 Census data, it is important we receive corrections as soon as possible.

State BAS Contact Information

Our records indicate your state BAS contact is:

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Final BVP.

Enclosures

**Subject: Initial Boundary Validation Program (BVP) – Response Requested – BAS ID:
<XXXXXXXXXXXX>**

The U.S. Census Bureau recently sent you an invitation to participate in the Initial Boundary Validation Program (BVP). We have not yet received your response. The Initial BVP is your opportunity, as the Tribal Chair/Highest Elected Official, to review the Census Bureau’s boundary data to ensure the Census Bureau has the correct legal boundary, name, and status for your tribal reservation/government. The Census Bureau uses this boundary information to tabulate data for the 2020 Census. Please follow the action steps below.

Action Steps:

1. Review the boundaries using one of the following methods:
 - a. The map(s) found in the Initial BVP package.
 - b. The digital data on the [BVP website](#).
 - c. The Census Bureau’s online map viewer, [TIGERweb](#).
2. Complete and return the attached Initial BVP form by March 1, 2020. This form may be returned by email at <geo.bas@census.gov>, by fax to 1-800-972-5652, or by mail using the previously provided postage-paid envelope.
 - a. If the boundary is correct, complete and return the form. No additional action is required.
 - b. If the boundary is **not** correct, complete and return the form, and work with your Boundary and Annexation Survey (BAS) contact to submit corrections by March 1, 2020.
 - If corrections are submitted by March 1, 2020, you will have an additional opportunity to verify your government’s boundaries prior to the final data tabulation for the 2020 Census.

Our records indicate your BAS contact is:

“Name:” <BAS_CONTACT_NAME>
“Position:” <BAS_POSITION>
“Department:” <BAS_DEPARTMENT>
“Mailing Address:” <BAS_ADDRESS>
 <BAS_CITY_STATE_ZIP>
“Phone:” <BAS_PHONE>
“Email:” <EMAIL>

For more information please visit the [BVP website](#), or contact the Census Bureau by email at <geo.bas@census.gov> or by phone at 1-800-972-5651.

We appreciate your time and participation in the Initial BVP.

Attachment

Subject: Final Boundary Validation Program (BVP) – Response Requested – BAS ID: <XXXXXXXXXX>

The U.S. Census Bureau recently sent you an invitation to participate in the Final Boundary Validation Program (BVP). We have not yet received your response. Recent updates were reported through the 2020 Boundary and Annexation Survey (BAS) and applied to the Census Bureau’s boundary data for your tribal reservation/government. The Final BVP is your opportunity, as the Tribal Chair/Highest Elected Official, to review these updates. The Census Bureau uses this boundary data to tabulate data for the 2020 Census. Please follow the action steps below.

Action Steps:

1. Review the boundaries using one of the following methods:
 - a. The map found in the Final BVP package.
 - b. The digital data on the [BVP website](#).
 - c. The Census Bureau’s online map viewer, [TIGERweb](#).
2. Complete and return the attached Final BVP form by email at <geo.bas@census.gov>, by fax to 1-800-972-5652, or by mail using the previously provided postage-paid envelope within **five** days.
 - a. If the boundary is correct, complete and return the form. No additional action is required.
 - b. If the boundary is **not** correct, complete and return the form, and work with your BAS contact to submit corrections within **five** days.

Our records indicate your BAS contact is:

“Name:” <BAS_CONTACT_NAME>
“Position:” <BAS_POSITION>
“Department:” <BAS_DEPARTMENT>
“Mailing Address:” <BAS_ADDRESS>
 <BAS_CITYSTATEZIP>
“Phone:” <BAS_PHONE>
“Email:” <EMAIL>

For more information please visit the [BVP website](#), or contact the Census Bureau by email at <geo.bas@census.gov> or by phone at 1-800-972-5651.

We appreciate your time and participation in the Final BVP.

Attachment

BVP-Email-F Notify BAS Contact

Subject: Final Boundary Validation Program (BVP) – Boundary Update Request– BAS ID: <BAS_ID>

“BAS ID:” <BAS_ID>
<ENTITY_NAME>

The U.S. Census Bureau is currently conducting the Final Boundary Validation Program (BVP). For the Final BVP, Tribal Chairs (TC)/Highest Elected Officials (HEO) were asked to review the accuracy of recent boundary updates reported through the 2020 Boundary and Annexation Survey (BAS). The Census Bureau uses this boundary data to tabulate data for the 2020 Census. Your TC/HEO has reported that the boundary for your government is **not** correct and does not reflect the legal boundary effective on January 1, 2020.

Please work with your government’s TC/HEO to submit these boundary corrections through the BAS within **five** days. Use the BAS response guidelines found on the [BAS website](#) to report any changes to the Census Bureau.

For more information, please visit the [BVP website](#) or contact the Census Bureau by email at <geo.bas@census.gov> or by phone at 1-800-972-5651.

BVP-L1-F
OMB Control No.: 0671-0151
Expiration Date: 11-30-2021



UNITED STATES DEPARTMENT OF COMMERCE
Economics and Statistics Administration
U.S. Census Bureau
Office of the Director
Washington, DC 20233-0001

<MONTH DATE, YEAR>

<SEQ_NUMBER>
<BAS_ID>

<FIRST NAME LAST NAME>
<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATE ABBR ZIP>

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

The U.S. Census Bureau is now conducting the Final Boundary Validation Program (BVP). Recent updates were reported through the 2020 Boundary and Annexation Survey (BAS) and applied to the Census Bureau's boundary data for your government. The Final BVP is your opportunity, as the Highest Elected Official, to review these updates. The Census Bureau uses this boundary data to tabulate data for the 2020 Census.

The Final BVP package includes a Final BVP form and a paper map, or map index sheet, for your government. Visit the BVP website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>> to view additional maps of your government's legal boundary. The maps should reflect the legal boundary for your government effective on January 1, 2020. **Please review our depiction of your legal boundary for accuracy and return the completed Final BVP form within five days of receipt.** Return the completed Final BVP form by email at <geo.bas@census.gov>, by fax (1-800-972-5652), or using the enclosed postage-paid envelope.

The Final BVP provides you an opportunity to confirm boundary updates submitted during the 2020 BAS. If the legal boundary for your government is incorrect, please work with your BAS contact to submit corrections. Information for your BAS contact is printed below. In order for updates to be included in the tabulation of 2020 Census data, it is important we receive corrections as soon as possible.

BAS Contact Information

Our records indicate your BAS contact is:

"Name:" <BAS_CONTACT_NAME>
"Position:" <BAS_POSITION>
"Department:" <BAS_DEPARTMENT>
"Mailing Address:" <BAS_ADDRESS>
<BAS_CITYSTATEZIP>
"Phone:" <BAS_PHONE>
"Email:" <EMAIL>

Please contact the Census Bureau with questions about the BVP or BAS through email at <geo.bas@census.gov>, by phone at 1-800-972-5651, or visit our website at <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>. Thank you for your participation in the Final BVP.

Enclosures



Readme

Boundary Validation Program: ReadMe_BoundaryValidationProgram.txt
U.S. Census Bureau
Geography Division

The Initial Boundary Validation Program (BVP) provides the Tribal Chair/Highest Elected Official an opportunity to review the Census Bureau's boundary data to ensure it is accurate prior to the tabulation of data for the 2020 Census.

This Compact Disc/Digital Versatile Disc (CD/DVD) contains the maps for your government. The maps should reflect the legal boundary for your government effective on January 1, 2020. Please review our depiction of your legal boundary for accuracy using the provided maps and return the Initial BVP form found in your Initial BVP package.

If the boundary is NOT correct, please work with your Boundary and Annexation Survey (BAS) contact to submit updates through the 2020 BAS.

The contact information for your government's BAS contact is printed on the cover letter of the Initial BVP package.

The map files on this disc are in Adobe's Portable Document Format (PDF) and are designed to be viewed with Adobe Reader (version 6 or later).

Adobe Reader is available free from Adobe at:
<https://acrobat.adobe.com/us/en/acrobat/pdf-reader.html>.

WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

The materials you receive on the CD/DVD are outlined below:

1. Boundary and Annexation Survey (BAS) PDF maps.
2. Readme_BoundaryValidationProgram.txt file.
3. BVP Flyer.

Tip for reviewing your government boundary:

Compare the boundary from the BAS PDF maps to a local boundary data source for your government.

Local boundary sources may include:

1. Local plat maps.
2. Local boundary digital data such as shapefiles or online map viewers.

You can find additional information about the BVP and BAS at our website:
<<https://www.census.gov/programs-surveys/bas/information/bvp.html>>

We encourage you to contact the Census Bureau with any questions about the Initial BVP.

Phone: 1-800-972-5651

Readme

Email: <geo.bas@census.gov>

Website: <<https://www.census.gov/programs-surveys/bas/information/bvp.html>>

Boundary Validation Program File: ReadMe_BoundaryValidationProgram.txt

Boundary Validation Program (BVP)

Quick Guide for reviewing your boundary using TIGERweb.

Use this Final BVP Quick Guide to access TIGERweb and review the Census Bureau's depiction of your government's boundary.

TIGERweb is a web-based system that allows users to visualize the U.S. Census Bureau's TIGER (Topologically Integrated Geographic Encoding and Referencing) database, and provides a simple way to view the TIGER data without geographic information system (GIS) software and without downloading data.

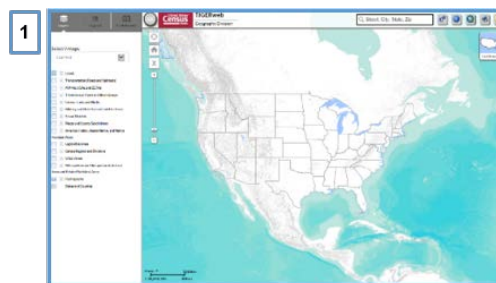
Detailed instructions for using TIGERweb are on the Boundary and Annexation Survey (BAS) website: <<https://www2.census.gov/geo/pdfs/partnerships/bas/TIGERwebforBAS.pdf>>

Access the TIGERweb Online Map Viewer.

1. Visit the TIGERweb website at:

<<https://tigerweb.geo.census.gov/tigerweb/>>

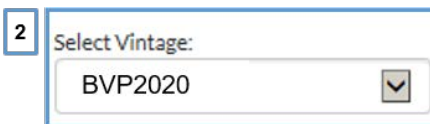
- a. When opening the webpage, you should see a map in the center of the screen and a menu on the left hand side.



TIGERweb website

2. Select a data vintage to view from the dropdown.

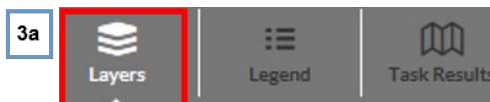
- a. On the left hand side of the screen, select the data to view from the "Select Vintage" dropdown.
- b. Choose "BVP2020" from the "Select Vintage" dropdown menu.



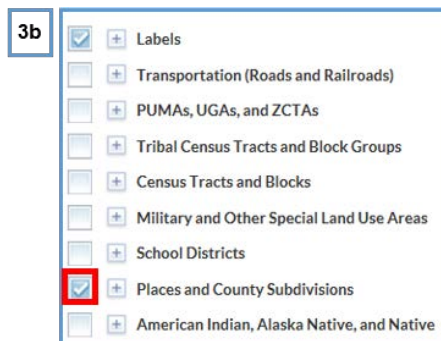
Vintage dropdown

3. Turn on the appropriate boundary layer for your government.

- a. Ensure the "Layers" tab is selected.
- b. Click the empty box next to the layer name of your government type to view the boundary. Layers containing legal boundaries include "American Indian, Alaska Native, and Native Hawaiian Areas," "Places and County Subdivisions" or "States and Counties." There should now be a checkmark in the box.
- c. These layers include the legal boundaries updated during the 2020 BAS.



Layers tab



Layer options

Connect with us
@uscensusbureau

For more information:
2020CENSUS.GOV

Shape
your future
START HERE >

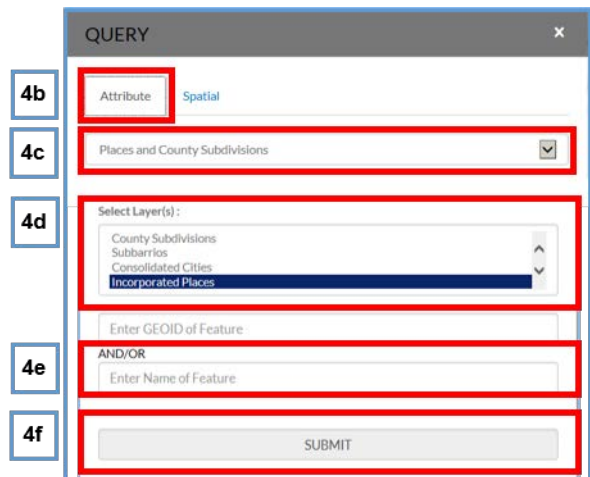
United States®
Census
2020

4. Use the Query tool to find government boundary.

- Select the icon depicting a globe and magnifying glass in the upper right hand corner to open the "Query" tool.
- Select the "Attribute" tab.
- Under the "Select Map" option, choose "American Indian, Alaska Native, and Native Hawaiian Areas," "Places and County Subdivisions" or "States and Counties."
- Under the "Select Layers" option, choose the type of government you represent/boundary to review.
- Enter the name of your government in the "Enter Name of Feature" box.
- Click "Submit."



Select Query Tool



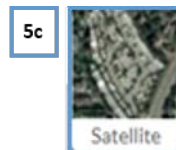
Query Tool Options

5. Zoom to government and view boundary.

- Go to the "Task Results" tab on the upper right hand corner of the page and select the "Query Results." Select the name of your government to zoom to the boundary.
- Zoom and pan around the boundary to review by left clicking and moving the mouse.
- Change the map background to show terrain, landmass, or satellite imagery by clicking the background icon in the upper right hand corner of the map.



Query results



Map background options

Upon completing the boundary review, if you determine the boundary for your government is not correct, please work with your BAS contact to submit any corrections as soon as possible.

For more information on the Final BVP, please visit the BVP website at <https://www.census.gov/programs-surveys/bas/information/bvp.html>, or contact the Census Bureau by email at geo.bas@census.gov, or by phone at 1-800-972-5651.

Connect with us
@uscensusbureau
For more information:
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