Request for Non-Substantive Change to the
2020 Census Participant Statistical Areas Program (PSAP)
OMB Control No. 0607-1003
U.S. Department of Commerce
U.S. Census Bureau

Purpose

The U.S. Census Bureau offers a once-per-decade opportunity for regional planning agencies (RPAs), councils of governments (COGs), tribal, state, county, and local governments (including the District of Columbia and Puerto Rico) to review and update selected statistical areas planned for the 2020 Census data tabulation. Attached for your approval are fifty-six delineation materials of the 2020 Census Participant Statistical Areas Program (PSAP) that the Census Bureau will send to the participants in January 2019.

Background

The current PSAP OMB collection was approved on 02/05/2018 for three years with an expiration date of 02/28/2021. This non-substantive change is a request to:

1. Submit the final three Respondent Guides.
2. Submit revised copies of twelve cover letters, two follow-up letters, fourteen Quick Reference Guides, two Quick Program Guides, two Postcards, and two Information Guides. There is an additional of seventeen Compact Disk/Digital Video Disk (CD/DVD) readme.txt. files, an example of a 2010 Population and Housing Unit Counts file, and an example of a 2020 Proposed Changes list.
3. Authorize communication with groups of partners by email and/or letter between January and July 2019.

Previously, the Census Bureau has supplied the table of contents for the three Respondent Guides as part of the package approved by the Office of Management and Budget (OMB). These Respondent Guides, currently renamed for clarity, now exist in final form and need to replace the table of contents included in the package. The Census Bureau made changes to all the delineation materials to meet final program requirements.

In addition, the Census Bureau added new delineation materials for Puerto Rico respondents, a CD/DVD readme.txt file that details all of the documents and files associated with the disc, and two information letters for the technical PSAP assistant and a person interested in reviewing and updating the statistical geographies, respectively.

The Census Bureau has also revised, updated, and refined the language, instructions and steps in all the letters and the quick start guides to make the language more concise and descriptive. The fifth column of the attached table (see Appendix A) contains a summary of the changes made per material. Overall, the additional materials and revised language and instructions will improve the respondent's experience.

Lastly, the Census Bureau will need to contact groups of partners throughout the PSAP delineation phase to notify them of issues and clarifications related to Census Bureau provided materials and software that may impact their review. As the delineation phase is time limited, the Census Bureau is requesting authorization to send emails and/or letters to groups of partners

to document issues and provide additional instruction. At the end of the delineation phase in July 2019, the Census Bureau will supply documentation of all messages that were sent to groups of partners related to these possible issues.

There is no substantive change to the program resulting from this change. The finalized instructions, steps, or languages do not change the content or objective of the program. The changes made were necessary to reflect the most current program information.

Burden

The burden of the 2020 Census PSAP is unchanged by this update.

Appendix A

Documents Included in the 2020 Census PSAP Delineation Package – Non-substantive change request

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
Cover Letters				
1	20PSAP-L-460	Letter sent to regional planning agencies (RPAs), councils of governments (COGs), and county participants choosing to download the Geographic Update Partnership Software (GUPS) online during the delineation phase.	NA	Refining the overall language. The action steps are more elaborated to increase understanding. The schedule is added and the website link is updated. The signature is changed from Director to the Associate Director. Removal of the CC line to State Data Center contact.
2	20PSAP-C-820	Cover letter sent with the respondent guides to a federally recognized tribe using paper maps to delineate to delineate Alaska Native village statistical areas (ANVSAs).	NA	
3	20PSAP-C-821	Cover letter sent with the respondent guides to the Alaska Native Regional Associations (ANRAs) using paper maps to delineate to delineate Alaska Native village statistical areas (ANVSAs.)	NA	Adding a new letter. Previously, the recipients were going to receive the same letter (20PSAP-C-820), but since each letter will be addressed to two different

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
				recipients, it was necessary to add a new letter.
4	20PSAP-C-822	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate tribal designated statistical areas (TDSA).	NA	Refining the overall language. The action steps are more elaborated to increase understanding. The schedule is added and the website link is updated. The signature is changed from Director to the Associate Director. Removal of the CC line to State Data Center contact.
5	20PSAP-C-824	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate an Oklahoma tribal statistical area (OTSA).	NA	
6	20PSAP-C-830	Cover letter sent with the respondent guide to a state tribal liaison using paper maps during the delineation phase.	NA	
7	20PSAP-C-880	Cover letter with GUPS DVDs, online and paper maps sent to RPAs, COGs, and county participants during the delineation phase.	NA	
8	20PSAP-C-880PR	Cover letter with GUPS DVD to Puerto Rico participants (Municipios).	NA	Adding new material for Puerto Rico Participants in Spanish.
9	20PSAP-C-890	Cover letter with GUPS DVDs sent to tribal participants during the delineation phase.	NA	The action steps are more elaborated to increase understanding. The schedule is added and the website link is updated. The signature is changed from Director to the Associate Director.

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
				Removal of the CC line to State Data Center contact.
10	20PSAP-C-891	Cover letter sent with the respondent guide to a federally recognized tribe using paper maps to delineate tribal statistical areas.	NA	Adding a new letter for federal tribes.
11	20PSAP-C-895	Letter sent to PSAP technical assistants to notify them that the delineations materials package were sent to the Primary PSAP participant.	NA	Adding a new material.
12	20PSAP-C-896	Letter sent to inform a person interested in providing input to the statistical geographies that the PSAP delineation materials were sent to the Primary PSAP participant.	NA	Adding a new material.
Follow-Up Letters				
13	20PSAP-L-500	Delineation Follow Up Letter to all participants.	NA	Updating the date Census Bureau will send materials for verification to participants, from December 2019 to January 2020. The signature is changed from Director to the Associate Director. Removal of the CC line to State Data Center contact.
14	20PSAP-L-500PR	Delineation Follow-Up Letter PR (Spanish).	NA	Adding a new follow-up letter for Puerto Rico participants. The

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
				content is similar to L-500.
Respondent Guides				
15	20PSAP-G-690	GUPS respondent guide for tribal participants (table of contents only).	2020 Census Participant Statistical Areas Program (PSAP) Tribal Respondent Guide *Instructions for using the Geographic Update Partnership Software (GUPS)*	Submitting the full respondent guides. The title change reflects better the purpose of the document. Other changes related to the table of contents re made to meet the current program and software requirements.
16	20PSAP-G-700	Paper respondent guide for tribal participants (table of contents only).	2020 Census Participant Statistical Areas Program (PSAP) Tribal Respondent Guide *Instructions for using Paper Maps*	
17	20PSAP-G-730	GUPS respondent guide for RPAs, COGs, and county participants (table of contents only).	2020 Census Participant Statistical Areas Program (PSAP) Standard Respondent Guide *Instructions for using the Geographic Update Partnership Software (GUPS)*	
PSAP Quick Reference Guides				
18	20PSAP-G-600	Quick reference for tribal block groups (TBGs).	NA	Refining the overall language.
19	20PSAP-G-610	Quick reference for tribal census tracts (TCTs).	NA	
20	20PSAP-G-615	Quick reference on census designated places (CDPs) for all participants.	NA	
21	20PSAP-G-620	Quick reference for tribal designated statistical areas (TDSAs).	NA	
22	20PSAP-G-621	Quick reference for state designated tribal statistical areas (SDTSAs).	NA	
23	20PSAP-G-622	Quick reference for ANVSAs.	NA	

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
24	20PSAP-G-623	Quick reference for OTSAs.	NA	
25	20PSAP-G-625	Quick Reference for State American Indian Reservations	NA	Adding a new material for State American Indian Reservations.
26	20PSAP-G-640	Quick reference on block groups for RPAs, COGs, and county participants.	NA	Refining the overall language.
27	20PSAP-G-650	Quick reference on census tracts for RPAs, COGs, and county participants.	NA	
28	20PSAP-G-660	Quick reference on census county divisions (CCDs) for RPAs, COGs, and county participants.	NA	
29	20PSAP-G-615PR	Quick Reference: Census Designated Places	NA	Adding a new material for Puerto Rico Respondents.
30	20PSAP-G-640PR	Quick Reference: Block Groups	NA	Adding a new material for Puerto Rico Respondents.
31	20PSAP-G-650PR	Quick Reference: Census tracts	NA	Adding a new material for Puerto Rico Respondents.
PSAP Quick Program Guides				
32	20PSAP-Q-900	Quick start for GUPS online download.	Quick Program Guide for Digital Download of the GUPS	Changing the title to reflect the purpose of the document. Adding 2020 Census to the title. Adding, rewriting, and/or refining the verbiage to clarify the action steps. The PSAP schedule was removed and Contact Information was added.
33	20PSAP-Q-905	Quick start for GUPS DVD download.	DVD Quick Program Guide for GUPS	Changing the title to reflect the

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
				purpose of the document. Adding 2020 Census to the title. Adding, rewriting, refining the verbiage to clarify action steps. The PSAP schedule was removed and Contact Information added.
PSAP Information Guides				
34	20PSAP-W-100	*2020 Census Participant Statistical Areas Program (PSAP) Information Guide.*	NA	*NA*
35	20PSAP-W-100PR	*2020 Census Participant Statistical Areas Program (PSAP) Information Guide for Puerto Rico.*	NA	Adding a new material for Puerto-Rico's Respondents.
PSAP Postcards				
36	20PSAP-P-300	Yes or No change delineation prepaid postage postcard.	NA	NA
37	20PSAP-P-300PR	Delineation Phase Response Postcard.	NA	Adding a new material for Puerto Rico's Respondents.
PSAP Templates and CD/DVD ReadMe.txt Files				
38	L-2020	2020 Proposed Changes List (template).	NA	Adding a new material.
39	L-2010	2010 Population and Housing Unit Counts List (template).	NA	Adding a new material.
40	C-820_Readme	ReadMe_C-820_PSAP_Disc_Contents.txt.	NA	Adding new materials. These Compact Disk/Digital Video Disks (CD/DVD) contain
41	C-821_Readme	ReadMe_C-821_PSAP_Disc_Contents.txt.	NA	

#	ID	Description or Title	New Description or Title (if applicable)	Summary of Changes
42	C-822_Readme	ReadMe_C-822_PSAP_Disc_Contents.txt.	NA	information needed by PSAP participants.
43	C-824_Readme	ReadMe_C-824_PSAP_Disc_Contents.txt.	NA	
44	C-830_Readme	ReadMe_C-830_PSAP_Disc_Contents.txt.	NA	
45	C-880_Readme	ReadMe_C-880_PSAP_Data_Disc_Contents.txt.	NA	
46	C-880_Readme_GUPS_Disc	ReadMe_C-880_PSAP_GUPS_Disc_Contents.txt.	NA	
47	C-880-ALT_Readme_Data_Disc	ReadMe_C-880-ALT_PSAP_Data_Disc_Contents.txt.	NA	
48	C-880PR_Readme_Data_Disc	ReadMe_C-880PR_PSAP_Data_Disc_Contents.txt	NA	
49	C-880PR_Readme_GUPS_Disc	ReadMe_C-880PR_PSAP_GUPS_Disc_Contents.txt.	NA	
50	C-890_Readme_Data_Disc	ReadMe_C-890_PSAP_Data_Disc_Contents.txt.	NA	
51	C-890_Readme_GUPS_Disc	ReadMe_C-890_PSAP_GUPS_Disc_Contents.txt.	NA	
52	C-890-ALT1_Readme_Data_Disc	ReadMe_C-890-ALT1_PSAP_Data_Disc_Contents.	NA	
53	C-890-ALT2_Readme_Data_Disc	ReadMe_C-890-ALT2_PSAP_Data_Disc_Contents.	NA	
54	C-891_Readme	ReadMe_C-891_PSAP_Disc_Contents.txt.	NA	
55	C-891-ALT1_Readme	ReadMe_C-891-ALT1_PSAP_Disc_Contents.txt.	NA	
56	C-891-ALT2_Readme	ReadMe_C-891-ALT2_PSAP_Disc_Contents.txt.	NA	

PSAP Cover Letters

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

L-460
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your government/organization recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update the census tracts, block groups, census designated places (CDPs), and if applicable, census county divisions (CCDs) for the counties you agreed to review during the PSAP. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Visit the 2020 Census PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> and download the following program materials:
   a. 2020 Census PSAP Quick Program Guide for Digital Download of the Geographic Update Partnership Software (GUPS) (Q-900).
   b. 2020 Census PSAP Standard Respondent Guide: GUPS (G-730).
   c. GUPS software: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
   d. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
   e. 2020 Census PSAP Quick Reference Guide: Block Groups (G-640).
   f. 2020 Census PSAP Quick Reference Guide: Census Tracts (G-650).
   g. 2020 Census PSAP Quick Reference Guide: Census County Divisions (G-660) – if applicable.
   h. 2020 proposed changes list.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Consult with other interested parties to determine if changes are necessary to meet analytical and planning needs. The Census Bureau regularly receives requests to update census tract

boundaries from organizations such as economic development agencies, planners, and local government officials.

b. Use the enclosed postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
c. Return the completed postcard to the Census Bureau within 30 days of receipt.

4. If you determine updates are necessary, complete statistical area updates using GUPS. *Refer to the respondent guide for instructions on updating statistical area boundaries.*
5. Return your 2020 Census PSAP submission file(s) using the Census Bureau's Secure Web Incoming Module (SWIM).
   a. Refer to the 2020 Census PSAP Quick Program Guide for Digital Download of the GUPS (Q-900) for instructions to create a SWIM account if you do not already have one. New SWIM accounts require a 12-digit SWIM token. Use the SWIM token below to create your account.
   b. SWIM token: <XXXXXXXXXXXX>.

Please see Appendix A for the list of counties for which you are responsible for updating and delineating.

Please complete and submit your statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of statistical area delineations for the 2020 Census. The Census Bureau will review your statistical area updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

Appendix A:

Counties to delineate:

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

C-820
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your tribal government recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update your Alaska Native village statistical area (ANVSA). Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. 2020 Census PSAP Quick Reference Guide: Alaska Native Village Statistical Areas (G-622).
   b. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   c. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   d. 2020 Census PSAP paper maps.
   e. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s) and respondent guide.
   f. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.
4. Use the 2020 Census PSAP paper maps to make boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials. This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating boundaries.*

5. Ship the updated 2020 Census PSAP paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please complete and submit your tribal statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of boundaries for the 2020 Census. The Census Bureau will review your updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

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

C-821
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear Representative:

The U.S. Census Bureau invites Alaska Native Regional Associations (ANRA) to delineate Alaska Native Village Statistical Areas (ANVSAs) and Alaska Native Regional Corporations (ANRC). ANRAs may delineate ANVSAs for those Alaska Native Villages (ANVs) that are not able to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. 2020 Census PSAP Quick Reference Guide: Alaska Native Village Statistical Areas (G-622).
   b. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   c. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   d. 2020 Census PSAP paper maps.
   e. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s) and respondent guide.
   f. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.
4. Use the 2020 Census PSAP paper maps to make boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials.

This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating boundaries.*

5. Ship the updated 2020 Census PSAP paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please see Appendix A for the list of ANVSAs for which you are responsible for updating and delineating.

Please complete and submit your updates within 120 days. The information you submit will ensure the accuracy and completeness of boundaries for the 2020 Census. The Census Bureau will review your updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

Appendix A:

Alaska Native Village Statistical Areas (ANVSAs) to delineate:

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

C-822
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your tribal government recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update your tribal designated statistical area(s) (TDSAs). Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. 2020 Census PSAP Quick Reference Guide: Tribal Designated Statistical Areas (G-620).
   b. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   c. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   d. 2020 Census PSAP paper maps.
   e. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s) and respondent guide.
   f. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.
4. Use the 2020 Census PSAP paper maps to make boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials. This disc is a courtesy copy and for reference only. *Please refer to the respondent guide for instructions on updating boundaries.*

5. Ship the updated paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over top of the original label before returning the map tube.*

Please complete and submit your updates within 120 days. The information you submit will ensure the accuracy and completeness of boundaries for the 2020 Census. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

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

C-824
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your tribal government recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update the Oklahoma tribal statistical areas (OTSAs), tribal subdivisions of OTSAs, joint-use areas, and census designated places (CDPs) for your community. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. 2020 Census PSAP Quick Reference Guide: Oklahoma Tribal Statistical Areas (G-623).
   b. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
   c. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   d. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   e. 2020 Census PSAP paper maps.
   f. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s) and respondent guide.
   g. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.
4. Use the 2020 Census PSAP paper maps to make boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials.

This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating boundaries.*

5. Ship the updated paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please complete and submit your updates within 120 days. The information you submit will ensure the accuracy and completeness of boundaries for the 2020 Census. The Census Bureau will review your updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have until 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

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

C-830
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP State Tribal Liaison:

You recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP) as a State Tribal Liaison. You may now start to review and update the State American Indian reservation (SAIR) boundaries, and work with tribes to update the state designated tribal statistical areas (SDTSAs). Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. 2020 Census PSAP Quick Reference Guide: State American Indian reservation boundaries (G-625).
   b. 2020 Census PSAP Quick Reference Guide: State Designated Tribal Statistical Areas (G-621).
   c. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   d. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   e. 2020 Census PSAP paper maps.
   f. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s) and respondent guide.
   g. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.

4. Use the 2020 Census PSAP paper maps to make boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials. This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating boundaries.*
5. Ship the updated paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please see Appendix A for the list of SAIRs and/or SDTSAs for which you are responsible for updating and delineating.

Please complete and submit your updates within 120 days. The information you submit will ensure the accuracy and completeness of boundaries for the 2020 Census. The Census Bureau will review your updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

Contact your Regional Census Center if you would like assistance with coordinating and/or facilitating SDTSA delineation work with the tribes in your state.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including

suggestions for reducing this burden, to <geo.psap@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.

Appendix A:

State American Indian reservations (SAIRs) and/or state designated tribal statistical areas (SDTSAs) to delineate:

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

C-880
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your government/organization recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update the census tracts, block groups, census designated places (CDPs), and if applicable, census county divisions (CCDs) for the counties you agreed to respond for during the PSAP. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package. This package includes two DVDs that contain your 2020 Census PSAP Delineation Phase materials and a postcard.
   a. Data disc:
      i. 2020 Census PSAP DVD Quick Program Guide for Geographic Update Partnership Software (GUPS) (Q-905).
      i. 2020 Census PSAP Standard Respondent Guide: GUPS (G-730).
      ii. 2020 Census PSAP Quick Reference Guide: Census Tracts (G-650).
      iii. 2020 Census PSAP Quick Reference Guide: Block Groups (G-640).
      iv. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
      v. 2020 Census PSAP Quick Reference Guide: Census County Divisions (G-660) – if applicable.
      vi. 2020 Census PSAP partnership shapefiles.
      vii. 2020 proposed changes list.
   b. GUPS disc:
      i. GUPS software for installation. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for installation instructions.
   c. 2020 Census PSAP Delineation Phase Response Postcard (P-300). *Refer to Action Step 3 below for details on the postcard use.*

2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are necessary to report. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Consult with other interested parties to determine if changes are necessary for analytical and planning needs. The Census Bureau regularly receives requests to update census tract boundaries from organizations such as economic development agencies, planners, and local government officials.
   b. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   c. Return the completed postcard to the Census Bureau within 30 days of receipt.
4. If you determine updates are necessary, complete statistical area updates using GUPS. *Refer to the respondent guide for instructions on updating statistical area boundaries.*
5. Return your 2020 Census PSAP submission file(s) using the Census Bureau's Secure Web Incoming Module (SWIM).
   a. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for instructions to create a SWIM account if you do not already have one. New SWIM accounts require a 12-digit SWIM token. Use the SWIM token below to create your account.
   b. SWIM token: <XXXXXXXXXXXX>.

Please see Appendix A for the list of counties for which you are responsible for updating and delineating.

Please complete and submit your statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of statistical area delineations for the 2020 Census. The Census Bureau will review your statistical area updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

Appendix A:

Counties to delineate:

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

C-880PR
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear <CONTACT SALUTATION. LAST NAME>:

Your government/organization recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update the census tracts, block groups, and census designated places (CDPs) for all of the municipios you agreed to represent during the PSAP. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package. This package includes two DVDs that contain your 2020 Census PSAP Delineation Phase materials and a postcard.
   a. Data disc:
      i. 2020 Census PSAP DVD Quick Program Guide for Geographic Update Partnership Software (GUPS) (Q-905).
      ii. 2020 Census PSAP Standard Respondent Guide: GUPS (G-730).
      iii. 2020 Census PSAP Quick Reference Guide: Census Tracts (G-650PR).
      iv. 2020 Census PSAP Quick Reference Guide: Block Groups (G-640PR).
      v. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615PR).
      vi. 2020 Census PSAP partnership shapefiles.
      vii. 2020 proposed changes list.
   b. GUPS disc:
      i. GUPS software for installation. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for installation instructions.
   c. 2020 Census PSAP Delineation Phase Response Postcard (P-300PR).
2. Review the 2020 Census PSAP boundaries to determine if changes are necessary to report. *Refer to the respondent guide for instructions on reviewing your boundaries.*

a. Consult with other interested parties to determine if changes are necessary to meet analytical and planning needs. The Census Bureau regularly receives requests to update census tract boundaries from organizations such as economic development agencies, planners, and local government officials.
b. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300PR) to report if there will be changes to the statistical geographies.
c. Return the completed postcard to the Census Bureau within 30 days of receipt.

3. Complete statistical area updates using GUPS. *Refer to the respondent guide for instructions on updating statistical area boundaries.*

4. Return your 2020 Census PSAP submission file(s) using the Census Bureau's Secure Web Incoming Module (SWIM).
   a. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for instructions to create a SWIM account if you do not already have one. New SWIM accounts require a 12-digit SWIM token. Use the SWIM token below to create your account.
   b. SWIM token: <XXXXXXXXXXXX>.

Please complete and submit your statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of statistical area delineations for the 2020 Census. The Census Bureau will review your statistical area updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

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

C-890
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your tribal government recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update your applicable tribal statistical areas.

You have the option to use the enclosed DVDs to install and use the Geographic Update Partnership Software (GUPS), download and use GUPS from the 2020 Census PSAP website, or use the provided 2020 Census PSAP paper maps to make your tribal statistical area updates. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package.
   a. GUPS/DVD option. *This package includes two DVDs that contain your 2020 Census PSAP Delineation Phase materials for the digital response method.*
      i. Data disc : (Documents G-600 and G-610 included if applicable).
         1. 2020 Census PSAP DVD Quick Program Guide for Geographic Update Partnership Software (GUPS) (Q-905).
         2. 2020 Census PSAP Tribal Respondent Guide: GUPS (G-690).
         3. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
         4. 2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600).
         5. 2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610).
         6. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
         7. 2020 Census PSAP partnership shapefiles.
         8. Pdf file(s) of paper maps.
         9. 2010 Census population and housing unit counts for tribal census tracts and tribal block groups.
      ii. GUPS disc:

1. GUPS software for installation. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for installation instructions.

b. GUPS download option.
   i. Visit the 2020 Census PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> and download any relevant program materials: (Download documents G-600 and G-610 if applicable).
      1. 2020 Census PSAP Quick Program Guide for Digital Download of the Geographic Update Partnership Software (GUPS) (Q-900).
      2. 2020 Census PSAP Tribal Respondent Guide: GUPS (G-690).
      3. 2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600).
      4. 2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610).
      5. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
      6. 2010 Census population and housing unit counts for tribal census tracts and tribal block groups.

c. Paper option. (Documents G-600 and G-610 included if applicable).
   i. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   ii. 2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600).
   iii. 2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610).
   iv. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
   v. 2020 Census paper maps.
   vi. 2010 Census population and housing unit counts for tribal census tracts and tribal block groups.
   vii. Postage-paid label.

d. 2020 Census PSAP Delineation Phase Response Postcard (P-300). *Refer to Action Step 3 below for details on the postcard use.*

2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.

3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide(s) for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.
   b. Return the completed postcard to the Census Bureau within 30 days of receipt.

4. Update and return submission files. *Please select only one method for updating the tribal statistical areas.*
   a. DVD option/GUPS download.
      i. Complete tribal statistical area updates using GUPS. *Refer to the respondent guide for instructions on updating statistical area boundaries.*
      ii. Return your 2020 Census PSAP submission files using the Census Bureau's Secure Web Incoming Module (SWIM).
         1. Refer to the 2020 Census PSAP DVD Quick Program Guide for GUPS (Q-905) for instructions to create a SWIM account if you do not already have one. New SWIM accounts require a 12-digit SWIM token. Use the SWIM token below to create your account.
         2. SWIM token: <XXXXXXXXXXXX>.

b. Paper maps option.
    i. Use the 2020 Census PSAP paper maps to make tribal statistical area boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials. This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating tribal statistical area boundaries.*
    ii. Ship the updated 2020 Census paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please complete and submit your tribal statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of tribal statistical area delineations for the 2020 Census. The Census Bureau will review your tribal statistical area updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar dates to review updates.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

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Economics and Statistics Administration
U.S. Census Bureau
Washington, DC 20233-0001

C-891
OMB Control No.: 0607-1003

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<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your tribal government recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). You may now start to review and update your applicable tribal statistical areas. Please follow the action steps and schedule outlined in this letter to participate.

Action Steps:

1. Review the program materials in your package. (Documents G-600 and G-610 included if applicable).
   a. 2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600).
   b. 2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610).
   c. 2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615).
   d. 2020 Census PSAP Tribal Paper Respondent Guide (G-700).
   e. 2020 Census PSAP Delineation Phase Response Postcard (P-300).
   f. 2020 Census PSAP paper maps.
   g. 2010 Census population and housing unit counts for tribal census tracts and tribal block groups.
   h. Supplemental disc(s) with pdf file(s) of paper maps, quick reference guide(s), respondent guide and 2010 Census population and housing unit counts for tribal census tracts and tribal block groups.
   i. Postage-paid label.
2. Visit the 2020 Census PSAP website for webinar information. *(Optional):* <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.
3. Review the 2020 Census PSAP boundaries to determine if changes are needed. *Refer to the respondent guide for instructions on reviewing your boundaries.*
   a. Use the postage-paid 2020 Census PSAP Delineation Phase Response Postcard (P-300) to report if there will be changes to the statistical geographies.

b. Return the completed postcard to the Census Bureau within 30 days of receipt.

4. Use the 2020 Census PSAP paper maps to make tribal statistical area boundary updates. The Census Bureau has enclosed a supplemental disc(s) that includes PDF map(s) corresponding to the enclosed paper map materials. This disc is a courtesy copy and for reference only. *Refer to the respondent guide for instructions on updating tribal statistical area boundaries.*
5. Ship the updated 2020 Census PSAP paper maps to the Census Bureau in the original map tube or envelope. *Please affix the provided postage-paid label over the top of the original label before returning the map tube.*

Please complete and submit your tribal statistical area updates within 120 days. The information you submit will ensure the accuracy and completeness of tribal statistical area delineations for the 2020 Census. The Census Bureau will review your tribal statistical area updates and ensure all updates meet the established criteria for the 2020 Census PSAP. We will contact you if there are questions regarding your submission.

2020 Census PSAP Schedule

Date	Event
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 days to submit updates.
January 2019	2020 Census PSAP training webinars begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
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2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

Enclosures

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including

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

C-895
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Technical Participant:

Your government/organization recently registered to participate in the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP), and you were designated as the technical contact for the PSAP review and update. The Census Bureau sent the delineation materials package to the primary PSAP participant official in January 2019, and the work should be completed within 120 days from the materials receipt.

If you need to obtain the delineation materials package, please contact the primary PSAP participant. If you need information about the primary PSAP participant for your area, and/or you would like to sign up for a training webinar, visit the 2020 Census PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> or contact the U.S. Census Bureau:

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Program

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information,

including suggestions for reducing this burden, to <geo.psap@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.

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

C-896
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Your government/organization expressed interest in providing input to the statistical geographies reviewed and updated as part of the U.S. Census Bureau's 2020 Census Participant Statistical Areas Program (PSAP). The PSAP materials were sent to the primary PSAP participant in January 2019, and the work should be completed within 120 days from materials receipt. Primary PSAP participants have been asked to consult with other interested parties to determine if statistical area changes are necessary.

If you would like to provide input to the statistical areas plans for your area, please reach out to the primary PSAP participant responsible for the review and update of statistical geographies for your area. For information about the primary PSAP participant for your area, visit the 2020 Census PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> or contact the U.S. Census Bureau:

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921

Thank you for your interest in participating in the 2020 Census PSAP.

Sincerely,

Albert E. Fontenot, Jr.
Associate Director for
Decennial Census Programs

We estimate that completing this program will take a total of 40 hours on average, from 2018-2020. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <geo.psap@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.

PSAP Follow-up Letters

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

L-500
OMB Control No.: 0607-1003

<SEQNUMBER>
<ENTITY_ID>

<MONTH DATE, YEAR>

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

FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau is now performing a final review of the statistical and legal area updates submitted during the 2020 Census Participant Statistical Areas Program (PSAP) to ensure all updates meet the established criteria.

In January 2020, the Census Bureau will provide materials containing updated statistical areas to you for your review. This will be your opportunity to verify that the Census Bureau correctly recorded the statistical updates you provided. Additionally, the Census Bureau will be adding some new census designated places (CDPs) and adjusting the boundaries and names of some existing CDPs. These CDP updates will be reflected in the verification products for your review. You have 90 days from receipt of your 2020 Census PSAP Verification materials to submit any corrections to the Census Bureau.

2020 Census PSAP Contact Information

Email: <geo.psap@census.gov>
Phone: 1-844-788-4921
Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

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

L-500PR
OMB Control No.: 0607-1003

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FROM THE ASSOCIATE DIRECTOR FOR
DECENNIAL CENSUS PROGRAMS

Dear <CONTACT SALUTATION. LAST NAME>:

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PSAP Respondent Guides

2020 Census Participant Statistical Areas Program (PSAP) Tribal Respondent Guide

Instructions for Using the Geographic Update Partnership Software (GUPS)

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

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TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

INTRODUCTION

A. General Information

The 2020 Census Participant Statistical Areas Program (PSAP) provides designated participants the opportunity to review and suggest changes to the boundaries and names for statistical geographic areas, based on U.S. Census Bureau criteria and guidelines. Tribal governments and data users often need data by smaller, statistical geographies for planning purposes. The Census Bureau uses these statistical geographies, in addition to the legal geographies, to tabulate and disseminate data for the Decennial Census, Economic Census, and American Community Survey (ACS).

The Census Bureau establishes and maintains both standard and tribal statistical geographies solely for statistical purposes and does not take into account or attempt to anticipate any non-statistical uses that may be made of their definitions. The Census Bureau will not modify the criteria for, or boundaries of, statistical areas to meet the requirements of any non-statistical program. Subsequent sections of this Respondent Guide detail each statistical geography's criteria, standards, and thresholds. In addition, the *Federal Register* notices also provide a formal resource for the criteria, standards, and thresholds.

The Census Bureau intends for the PSAP to be a process open to all interested parties and strongly recommends that primary participants seek input from other tribal census data users and stakeholders. Tribal participants bring an important wealth of knowledge necessary to delineate statistical areas that best meet tribal needs and development patterns. The census data disseminated by the tribal geographies help tribal leaders and decision makers understand what their communities need. Many tribal communities use census information to attract new business, plan for growth, plan new facilities, and new programs for the communities they serve.

B. The 2020 Census Participant Statistical Areas Program (PSAP)

For 2020, there are two categories of statistical geographies eligible for review and update during PSAP: standard statistical geography and tribal statistical geography. Tribal statistical geographies were part of the Tribal Statistical Areas Program (TSAP) for 2010, but are part of PSAP for 2020.

Though all of the tribal statistical geographies are listed below, **Part One:** of this respondent guide details the criteria for the tribal statistical geographies editable in the Geographic Update Partnership Software (GUPS); e.g., tribal census tracts, tribal block groups, and census designated places. The remaining tribal geographies are editable only with paper materials and are not included in this material. They are included in the Tribal Paper Respondent Guide.

Standard statistical geography includes the following:

- Census tracts.
- Block groups.
- Census designated places (CDPs).
- Census county divisions (CCDs), in 21 states.

Tribal statistical geography includes the following:

- Tribal census tracts.
- Tribal block groups.
- Census designated places (CDPs).
- Alaska Native village statistical areas (ANVSAs).
- Oklahoma tribal statistical areas (OTSAs) and OTSA tribal subdivisions.
- Tribal Designated Statistical Areas (TDSAs).
- State Designated Tribal Statistical Areas (SDTSAs).
- Alaska Native Regional Corporations (ANRCs) and State American Indian Reservations (SAIRs).[1]

All tribal statistical participants receive paper maps for 2020 Census PSAP. Federally recognized American Indian Areas (AIA) with a reservation and/or off-reservation trust land can use GUPS or paper maps to make updates to tribal census tracts, tribal block groups, and census designated places. Details on the use of GUPS to update those three geographies are included in this Respondent Guide. Find details on the use of paper maps in the Tribal Paper Respondent Guide.

IMPORTANT: AIA participants must use either GUPS or paper maps, but not both to complete their 2020 Census PSAP work. The Census Bureau only accepts one method of update per tribal participant.

To gain a better understanding of how PSAP geographies relate to one another and to other geographies, refer to **Figure 1** and **Figure 2**.

[1] ANRCs and SAIRs are not statistical areas, but they are included in 2020 Census PSAP for administrative reasons.

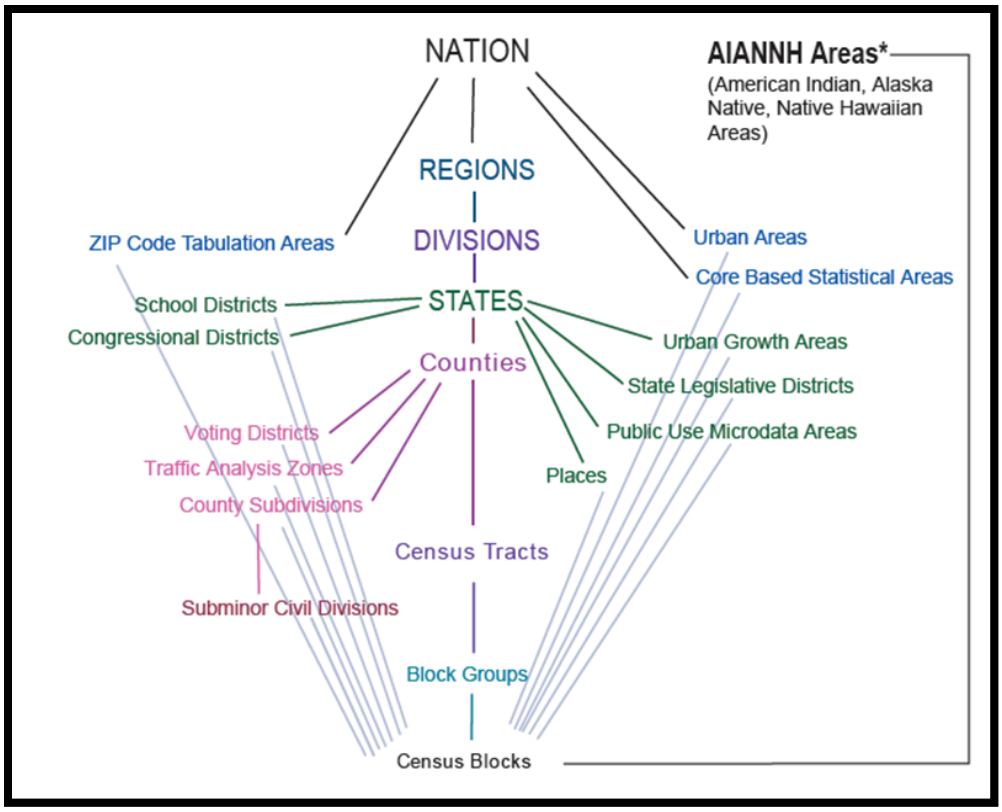


Figure 1. Standard Hierarchy of Census Geographic Entities

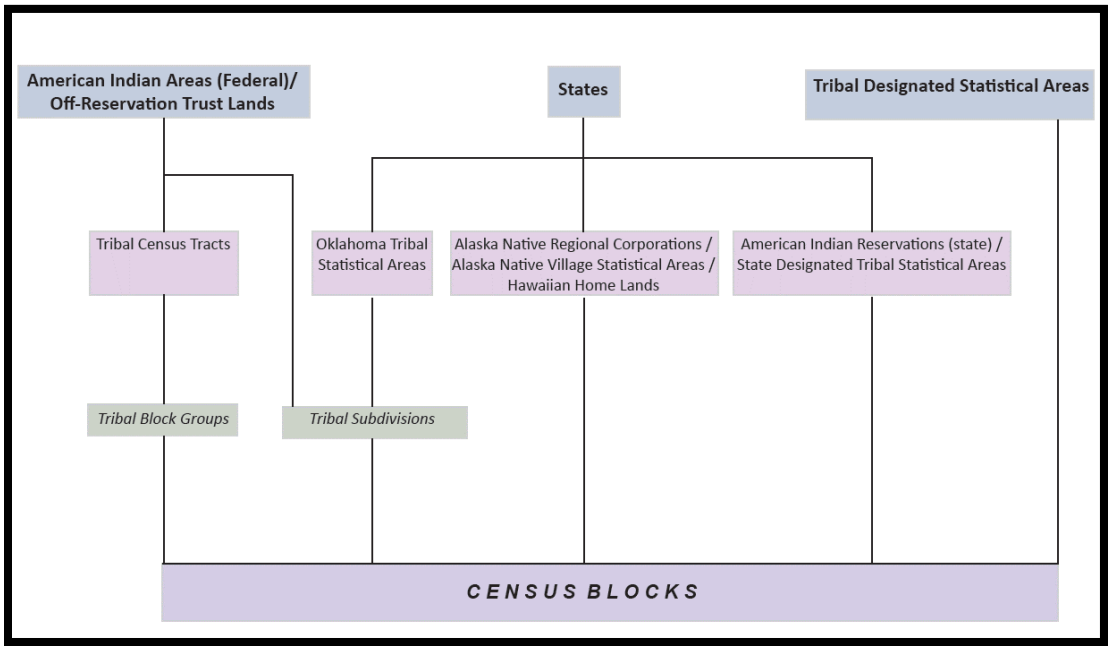


Figure 2. Hierarchy of American Indian, Alaska Native, and Native Hawaiian Areas

C. The Boundary and Annexation Survey (BAS)

The Boundary and Annexation Survey (BAS) is the annual Census Bureau survey of legal geographic entities that includes federal American Indian reservations (AIRs), off-reservation trust lands (ORTLs), and any associated tribal subdivisions. Whereas the PSAP provides the process for reviewing and updating the AIAs that are statistical geographic entities, the BAS provides the process for reviewing and updating AIAs that are legal federal geographic entities, such as the reservation itself, legal tribal subdivisions and ORTLs. Its purpose is to determine, solely for data collection and tabulation by the Census Bureau, the complete and current inventory and the correct names, legal descriptions, official status, and official, legal boundaries of the legal geographic entities with governmental authority over certain areas within the United States, as of January 1 of the survey year. The BAS also collects specific information to document the legal actions that established a boundary or imposed a boundary change. In support of the government-to-government relationship with federally recognized American Indian tribes, the Census Bureau works directly with tribal officials on the BAS. Through the BAS, the Census Bureau also accepts updates to features such as roads or rivers, and address range break information at the boundaries. To update the legal boundaries for a reservation, off-reservation trust lands or legal tribal subdivisions, please participate in the BAS.

For information regarding the BAS, consult the Census Bureau's BAS website at <https://www.census.gov/programs-surveys/bas.html>. For questions, email geo.bas@census.gov or call 1-800-972-5651.

D. 2020 Census PSAP Schedule

Table 1 provides the PSAP program schedule and timeframe for completion of the various tasks. Understanding the 2020 Census PSAP schedule is important for participants to prepare for the delineation and verification phases.

Table 1: 2020 Census PSAP Schedule

Date	Event
March-May 2018	Census Bureau contacted 2010 Census TSAP participants to inquire about 2020 Census PSAP participation.
July 2018	Census Bureau began sending 2020 Census PSAP invitation materials to participants.
January 2019	PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
January 2019	PSAP webinar trainings begin.
July 2019	Census Bureau sends official communication notifying closeout of PSAP delineation phase.
January 2020	PSAP verification phase begins. Participants have 90 calendar days to review updates.
October 2020	Census Bureau conducts closeout of the 2020 Census PSAP.

The PSAP delineation phase begins in January 2019 with the delivery of delineation materials. Participants have a maximum of 120 days from the receipt of materials to complete and submit any statistical geography updates to the Census Bureau. The closeout of the delineation phase begins in the summer of 2019 prior to the start of the verification phase in January 2020. A final closeout occurs after the conclusion of the verification phase in October 2020.

In March 2018, the Census Bureau began contacting previous participants from the 2010 program, regional multi-county organizations, local governments, state data centers, and other interested individuals to solicit participation in the 2020 Census PSAP.[2] The Census Bureau began formally inviting the interested participants in July 2018.

E. Training and Support

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines, and procedures; and providing information concerning specific situations that participants encounter when reviewing, delineating, and submitting their statistical area plans. The Census Bureau plans to conduct training webinars to provide instruction on participating in PSAP and the use of the GUPS. The webinar schedule is available at <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. In addition, an electronic version of this guide is available on that website. For questions concerning technical problems with the GUPS application or specific programmatic questions, support is available via telephone at 1-844-788-4921 and email at geo.psap@census.gov.

F. Respondent Guide Organization

Federally recognized tribes with American Indian Reservations (AIRs) and/or off-reservation trust lands (ORTLs) reviewing tribal statistical area geographies may use the GUPS to make updates. In addition to providing the criteria and programmatic guidelines necessary to define and update tribal statistical geographies, this guide provides participants with systematic instructions of GUPS for use in PSAP. It also introduces the fundamental concepts of the software as well as the major functionalities developed and contained in the software and services. By using this guide and adhering to the PSAP guidelines and criteria, participants learn to utilize GUPS to review and update a variety of statistical geographies and submit their final updates to the Census Bureau. They also learn about the next steps for PSAP. This guide contains four parts.

Part One: Overview of 2020 Census PSAP Materials and the Tribal Statistical Geographies[3]
This section provides an overview of the 2020 Census PSAP delineation materials and summarizes the statistical geography criteria and guidelines for tribal census tracts, tribal block groups and CDPs. Participants use the content within this section to familiarize themselves with the materials provided by the Census Bureau and with the background of the three tribal statistical geographies editable in GUPS.

[2] For Census Bureau purposes, the term "county" includes parishes in Louisiana; boroughs, city and boroughs, municipalities, and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; districts and islands in American Samoa, and districts in the U.S. Virgin Islands; municipalities in the Commonwealth of the Northern Mariana Islands; municipios in the Commonwealth of Puerto Rico; and the areas constituting the District of Columbia and Guam. Henceforth in this document, the term "counties" will refer to all of these entities.

[3] Within the document, **bold, blue colored font** denotes the presence of a cross-referenced hyperlink to other sections, figures, tables, or appendices. Use the Ctrl key and click of left mouse button while hovering over these **bold, blue words** to skip directly to the linked item. The "**Part One**" above is the first cross-reference hyperlink in this document.

Part Two: Introducing GUPS for 2020 Census PSAP

This section introduces GUPS and the basics of the software. Participants refer to this section for the technical instructions to install GUPS, to learn how to get started, and to familiarize themselves with menus, buttons, and tools within the software.

Part Three: Using GUPS for 2020 Census PSAP

This section describes the use of GUPS for 2020 Census PSAP. It discusses the review and update of PSAP geographies. It provides instruction to validate a submission and to prepare it for delivery to the Census Bureau using the Secure Web Incoming Module (SWIM). Participants find information and detailed steps to review and modify the statistical geographies.

Part Four: Next Steps for 2020 Census PSAP

This section provides information on the next steps for 2020 Census PSAP. It includes information for participants on the Census Bureau's processing of submissions, the upcoming verification phase, and the final closeout phase after verification.

IMPORTANT: Due to operational updates, some minor discrepancies may occur between the appearance of individual screens within GUPS, especially concerning polygon colors and symbology in the Map View and the appearance of specific buttons and warning messages. Other small variations may also appear.

PART ONE: OVERVIEW OF 2020 CENSUS PSAP MATERIALS AND THE TRIBAL STATISTICAL GEOGRAPHIES

This portion of the Respondent Guide lays the programmatic foundation for the remainder of the document and provides a reference for upcoming sections. It provides an overview of 2020 Census PSAP delineation materials and summarizes the statistical geography criteria and specifications for each of the three tribal statistical geographies editable using GUPS.

The goal of PSAP is to produce meaningful statistical geographies for data users while maintaining consistent statistical geography nationwide. It is the Census Bureau's responsibility to ensure nationwide uniformity in applying the statistical area criteria and guidelines. As a result, we may require some changes in the boundaries or delineation of some statistical areas to meet the national standard.

Federally recognized tribal participants may use paper materials or GUPS to perform their review and make updates. By creating one, streamlined method of digital participation (i.e., the GUPS), the Census Bureau provides an efficient and intuitive system to review and update statistical boundaries and edit data layers while maintaining flexibility to retrieve and review selected information. Digital participants must use the Census Bureau supplied GUPS and shapefiles to participate in PSAP. The Census Bureau will not accept any submission delineated outside of the GUPS or based on non-Census Bureau provided shapefiles.

To accompany the GUPS, the Census Bureau is providing a set of paper maps to tribal participants that requested GUPS. In addition to the paper maps, the Census Bureau is providing corresponding Adobe .pdf files of the paper maps. The Adobe .pdf files are for reference only. For more information on these materials, refer to the Tribal Paper Respondent Guide.

Refer to **Table 2** to determine what level of tribal statistical geographies are eligible for review and update. All AIRs and ORTLs have at least one tribal census tract and one tribal block group. To obtain the 2010 Census population and housing counts for tribal census tracts and tribal block groups, refer to the 2010 population and housing unit counts file included with the PSAP materials. All federally recognized tribes with AIRs/ORTLs, regardless of population or housing unit counts are eligible to delineate CDPs. Refer to **Appendix E**. for details on supplemental sources that can assist participants during 2020 Census PSAP.

Table 2: Tribal Statistical Areas Delineation Eligibility

Tribal Participant	Tribal Statistical Areas Eligible for Delineation
Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL) with population >= 2,400 or housing units (HUs) >= 960.	Tribal census tracts, tribal block groups, and census designated places (CDPs).
Federally recognized tribe with an AIR and/ ORTL with population >= 1,200 and < 2,400 or HUs >= 480 and <960.	Tribal block groups and census designated places (CDPs). One tribal census tract covering same area as the AIR and/or ORTL.
Federally recognized tribe with an AIR and/ ORTL with population < 1,200 or HUs < 480.	Census designated places (CDPs). One tribal census tract and one tribal block group covering same area as the AIR and/or ORTL.

CHAPTER 1. DELINEATION PHASE MATERIALS FOR 2020 CENSUS PSAP

This chapter focuses on identifying the materials participants receive for the delineation phase.

1.1 Informational and Instructional Materials

The Census Bureau provides this Respondent Guide for conducting 2020 Census PSAP work using GUPS. To support tribal participants' review and update of their statistical geographies for the 2020 Census, the Census Bureau created Quick Reference and Quick Program Guides that summarize each tribal statistical geography and the digital delivery methods of the delineation materials. They created Microsoft Excel files of 2010 population and housing counts that identify the counts for each tribal census tract and tribal block group. Files of the 2010 counts exist for each federally recognized tribe with an AIR and/or ORTL. A separate Tribal Paper Respondent Guide provides detailed instructions for conducting the 2020 Census PSAP work using paper map materials.

Review **Table 3** to identify each piece of informational and instructional material distributed by the Census Bureau for tribal statistical geographies and to identify the tribal participants receiving those materials.

Table 3: Quick Reference, Quick Program, and Respondent Guide Materials

Document ID	Name of Material	Tribal Participant(s) Receiving Material
G-600	Quick Reference: Tribal Block Groups	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
G-610	Quick Reference: Tribal Census Tracts	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
G-615	Quick Reference: Census Designated Places	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
Q-900	Quick Program Guide for Digital Download of GUPS	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL) participants that prefer to download their materials online.
Q-905	Quick Program Guide for DVD delivery of GUPS	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL) participants that prefer to use the DVDs for their materials.
G-690	Tribal GUPS Respondent Guide	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
G-700	Tribal Paper Respondent Guide	All tribal participants.

The 2010 population and housing counts file includes information for every tribal census tract and tribal block group. This file may prove beneficial outside of the GUPS environment. The naming convention for this file is "AIA<AIANNHCE>_2010_Pop_and_Housing_counts.xlsx," *where AIANNHCE is the four-digit Census area code for the tribal entity, where AI is American*

Indian, AN is Alaska Native, and NH is Native Hawaiian. The file includes the following fields of information:

- AIA_NAME is the common name of the American Indian area.
- AIANNHCE is the four-digit Census AI/AN/NH area code.
- TTRACTCE is the six-digit tribal census tract code (four-digit tribal census tract with two-digit suffix), without the decimal point character. For the 2010 tribal census tracts, there were no suffixes, so these appear as (T00100) in the file.
- NAME is the common "name" of the tribal census tract. It is without the suffix information (T001).
- TBLKGRPCE is the one-character tribal block group code.
- TTRACTPOP is the 2010 population of the tribal census tract. It repeats if there is more than one tribal block group in the tribal census tract.
- TTRACTHOUSING is the 2010 housing count of the tribal census tract. It, like the TTRACTPOP, repeats if there is more than one tribal block group in the tribal census tract.
- TBGPOP is the 2010 population of the tribal block group.
- TBGHOUSING is the 2010 housing count of the tribal block group.

Federally recognized tribes with an AIR and/or ORTL can use the information to identify tribal census tracts and tribal block groups that fall outside of the population and housing thresholds explained in **Table 4** and **Table 6**, respectively. The tribal geographies falling outside the thresholds need review for potential updates. Refer to **Section 8.1** for ideas regarding its use with reviewing the tribal census tracts and tribal block groups.

The Census Bureau provides all of these informational and instructional materials in printed and digital formats. Locate the digitally formatted materials on the PSAP website as well as on the "Data disc" described in **Section 1.3**.

1.2 Map Materials

For 2020 Census PSAP, the Census Bureau provides all tribal entities with paper map materials and for reference only, Adobe .pdf files of the paper maps. Participants do not update the Adobe .pdf files. If tribal statistical updates are necessary or requested, tribal participants use GUPS or the paper maps. Refer to the Tribal Paper Respondent Guide for details of the paper maps and the Adobe .pdf files and instructions for their use.

1.3 DVD Materials

The Census Bureau supplies tribal entities that requested GUPS during the invitation phase two DVDs. One DVD contains the GUPS software to install on the participant's computers. The second DVD is termed the "Data disc." It contains the partnership shapefiles needed to conduct 2020 Census PSAP work using the GUPS software. The "Data disc" also contains digital copies of the Quick Reference and Quick Program Guides, both Respondent Guides, the Adobe .pdf files, and the Microsoft Excel file of the 2010 population and housing counts. Instructions for using these DVDs to begin 2020 Census PSAP review are in **Part Two:**.

All informational and instructional materials provided on DVD are available on the PSAP website for online download. The partnerships shapefiles are available directly within GUPS by using the "Census Web" option discussed in **Section 6.1**. There is no need to download the shapefiles from a Census Bureau website to load into GUPS. GUPS simplifies that step for participants choosing the "Census Web" option.

1.4 Delineation Phase Postcard

One very important item enclosed with the delineation materials is the delineation phase postcard (e.g., Document ID P-300). After reviewing the tribal statistical geographies and determining the update status of the materials, please complete the postcard indicating whether changes are forthcoming. The return of this postcard assists the Census Bureau with planning for incoming submissions and identifying participants that will not be providing updates. The Census Bureau requests the return of this postcard within a month of receipt of the delineation phase materials.

If a participant discovers changes are necessary to their 2020 Census PSAP materials after returning the delineation postcard, please contact the Census Bureau PSAP staff by email at geo.psap@census.gov, or phone them at 1-844-788-4921 to let them know a submission is forthcoming.

CHAPTER 2. TRIBAL CENSUS TRACTS

Tribal census tracts are relatively permanent geographic divisions of an AIR and/or ORTL defined for the tabulation and presentation of statistical data. They are conceptually similar and equivalent to census tracts defined within the standard state-county-tract geographic hierarchy used for tabulating and publishing statistical data. The Census Bureau defines tribal census tracts with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized tribes with reservations or trust lands. As such, they recognize the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal census tracts allows for an unambiguous presentation of census tract-level data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL. To this end, the tribal participants may define tribal census tracts that cross county or state boundaries, or both.

Tribal census tracts submitted to the Census Bureau are subject to review to ensure compliance with the published criteria. Detailed criteria pertaining to tribal census tracts exists in a separate *Federal Register* notice pertaining to all American Indian areas, including statistical areas defined through the PSAP. The *Federal Register* notices for both standard and tribal geographies is available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

IMPORTANT: All tribal census tracts must follow all of the final criteria and guidelines published for standard census tracts, EXCEPT they do not have to nest within states or counties. They must instead nest within an individual AIR and/or ORTL, and must include unique identification to distinguish them from standard census tracts.

The following criteria apply to reviewing, updating, and delineating 2020 tribal census tracts:

- Tribal census tracts may cross county or state boundaries.
- Tribal census tracts must not cross AIR and/or ORTL boundaries.
- Tribal census tracts must cover the entire land and water area of the AIR and/or ORTL.
- Tribal census tracts utilize the letter "**T**" and a three-digit code and may have a two-digit suffix. Find more detail on numbering of tribal census tracts in **Section 2.2**.
- Tribal census tracts must meet specific population and housing unit thresholds outlined in **Table 4: Tribal Census Tract Thresholds**.
- Tribal census tracts must comprise a reasonably compact and contiguous land area, with a few exceptions.[4]
- Tribal census tract boundaries should follow visible and identifiable features.

[4] The Census Bureau permits noncontiguous boundaries only where a contiguous area or inaccessible area would not meet population or housing unit count requirements for a separate tribal census tract, in which case the noncontiguous or inaccessible area must be combined with an adjacent or proximate tract. For example, combine an island that does not meet the minimum population threshold for recognition as a separate tribal census tract with other proximate land to form a single, noncontiguous tribal census tract. The Census Bureau reviews each instance of noncontiguous census tracts and uses their discretion to accept or reject.

- Census tracts have three types for the 2020 Census, standard, tribal, and special use. Refer to **Table 4: Tribal Census Tract Thresholds** for the definition and associated criteria for tribal census tracts. The other two types do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for tribal census tracts that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes as needed to meet the published criteria and/or maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

Table 4: Tribal Census Tract Thresholds

	Description	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Tribal Census Tract	Tribal census tracts are statistical subdivisions of AIRs and/or ORTLs used for tabulating and publishing statistical data.	Optimum: 4,000 Min: 1,200 Max: 8,000	Optimum: 1,600 Min: 480 Max: 3,200	None	NA

2.1 Tribal Census Tract Threshold Requirements

Tribal census tracts must meet the population or housing unit thresholds outlined above in **Table 4: Tribal Census Tract Thresholds**. This helps ensure a minimal level of reliability in the sample data and minimized potential disclosures of sensitive information. PSAP participants should aim to create tribal census tracts that meet the optimal population of 4,000 or 1,600 housing units and maintain the minimum thresholds with an AIR and/or ORTL with fewer than 1,200 people. The Census Bureau uses a housing unit criterion to accommodate seasonably occupied areas in which the decennial census population count will be lower than the ACS estimates.[5]

A tribal census tract that exceeds the maximum thresholds should be split into multiple tracts; those that drop below the minimum thresholds should be merged with an adjacent tribal census tract. If a participant chooses not to split or merge tribal census tracts that do not meet approved thresholds, they must provide a justification for retaining the existing geography. GUPS allows participants to add remarks or justifications to statistical geographies that are not changed in the event that population growth (new housing development, typically) or decline (following depopulation trends or scheduled housing demolition) is anticipated.

Participants should use the 2010 Census population and housing counts for tribal census tract review in most cases. This information is part of the data within GUPS and included in the Microsoft Excel file discussed in **Section 1.1**. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

[5] "Occupied seasonally" refers to seasonal communities in which residential populations are lower on Census Day, April 1, than at other times of the year, and for which estimates may be reflected in the ACS. The ACS is designed to produce local area data for a 12-month period estimate.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal census tract revisions.

2.2 Tribal Census Tract Codes and Numeric Identification

Tribal census tract codes begin with the letter "T" followed by three digits. For example, tribal census tract one on an AIR and/or ORTL will have a code of "T001." Subsequent tribal census tracts increase sequentially, e.g., T002, T003, etc. This ensures that a tribal census tract code is used only once within the AIR and/or ORTL.

When splitting a tribal census tract, GUPS introduces a two-digit suffix. When merging, GUPS provides the next sequential tribal census tract number. Standard census tracts coded with a range of 9401 to 9499 have a majority of their population, housing units, and/or area included in AIRs and/or ORTLs.

2.3 Tribal Census Tract Boundary Requirements

Tribal census tract boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as tribal census tract boundaries:

- American Indian reservation and off-reservation trust land boundaries must always be tribal census tract boundaries.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 5** for states with acceptable minor civil division and incorporated place boundaries.
- Alaska Native Regional Corporation boundaries in Alaska.[6]
- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

Table 5: Acceptable Minor Civil Division (MCD) and Incorporated Place Boundaries

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
Alabama				X
Alaska				X
Arizona				X
Arkansas				X
California				X
Colorado				X
Connecticut	X		X	
Delaware				X

[6] Insofar as such boundaries are unambiguous for allocating living quarters as part of 2020 Census activities.

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
Florida				X
Georgia				X
Hawaii				X
Idaho				X
Illinois		X		X
Indiana	X			X
Iowa		X[7]		X
Kansas		X[8]		X
Kentucky				X
Louisiana				X
Maine	X		X	
Maryland				X
Massachusetts	X		X	X
Michigan		X		X
Minnesota				X
Mississippi				X
Missouri				X
Montana				X
Nebraska				X
Nevada				X
New Hampshire	X		X	
New Jersey	X		X	
New Mexico				X
New York	X		X	
North Carolina				X
North Dakota		X		X
Ohio		X		X
Oklahoma				X
Oregon				X
Pennsylvania	X		X	
Rhode Island	X		X	
South Carolina				X
South Dakota				X
Tennessee		X		X
Texas				X
Utah				X
Vermont	X		X	
Virginia				X
Washington				X
West Virginia				X
Wisconsin		X		X
Wyoming				X

[7] Governmental townships only.

[8] Townships only.

CHAPTER 3. TRIBAL BLOCK GROUPS

Tribal block groups are statistical geographic subdivisions of a tribal census tract. The Census Bureau defines tribal block groups in cooperation with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized AIRs and/or ORTLs. As such, they recognize the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal block groups allows for an unambiguous presentation of statistical data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL. To this end, the American Indian tribal participant may define tribal block groups that cross county or state boundaries, or both. For federally recognized American Indian tribes with AIRs and/or ORTLs that have fewer than 1,200 residents, the Census Bureau defines one tribal census tract and one tribal block group coextensive with the AIR and/or ORTL.

Tribal block groups submitted to the Census Bureau are subject to review to ensure compliance with the published criteria. Detailed criteria pertaining to tribal block groups exists in a separate *Federal Register* notice pertaining to all American Indian areas, including statistical areas defined through the PSAP. The *Federal Register* notices for both standard and tribal geographies are available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

IMPORTANT: All tribal block groups must follow all of the final criteria and guidelines published for standard block groups, EXCEPT they do not have to nest within states or counties. They must instead nest within an individual AIR and/or ORTL, and must include unique identification to distinguish them from standard block groups.

The following criteria and guidelines apply for use in reviewing, updating, and delineating 2020 tribal block groups:

- Tribal block groups must not cross tribal census tract boundaries.
- Tribal block groups must cover the entire land and water area of the tribal census tract.
- Tribal block groups utilize capital letters “A” through “K,” with the exception of the letter “I,” and must be unique within tribal census tracts. Find more detail on tribal block group numbering in **Section 3.2**.
- Tribal block groups must meet specific population and housing unit thresholds outlined in **Table 6: Tribal Block Group Thresholds**.
- Tribal block groups must comprise a reasonably compact and contiguous land area and would only be noncontiguous in situations where the tribal census tract is noncontiguous.
- Tribal block group boundaries should follow visible and identifiable features.
- Block groups have three types, standard, tribal, and special use, for the 2020 Census. Refer to **Table 6: Tribal Block Group Thresholds** for the definition and associated criteria for tribal block groups. The other two types do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for tribal block groups that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes as needed to meet the published criteria. Modification may also occur to maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

Table 6: Tribal Block Group Thresholds

	Description	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Tribal Block Groups	Tribal block groups are divisions of tribal census tracts used for tabulating and publishing statistical data.	Min: 600 Max: 3,000	Min: 240 Max: 1,200	None	NA

3.1 Tribal Block Group Threshold Requirements

Tribal block groups have to meet certain population and housing unit thresholds as outlined above in **Table 6: Tribal Block Group Thresholds**. This helps ensure a minimum level of reliability in sample data and minimizes potential disclosures of sensitive information. Like tribal census tracts, the Census Bureau uses housing unit criterion to accommodate seasonably occupied areas that may have higher populations at times of the year other than on Census Day, April 1.

A tribal block group that exceeds maximum thresholds should be split; those that drop below the minimum thresholds should be merged with an adjacent tribal block group. If a participant chooses not to change threshold errant tribal block groups, they must provide justification for their retention. Tribal block groups may be completely redefined to meet population or housing thresholds; however, in doing so, please consider the impact on analysis of tribal block group level data across time.

In most cases, participants should use the 2010 Census population counts for tribal block group review. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal block group revisions.

3.2 Tribal Block Group Codes and Identification

Tribal block groups begin with a single capital letter from “A” through “K,” excluding the letter “I.” These identifiers must be unique within each tribal census tract. Though tribal block group boundaries are census block boundaries, census blocks are numbered within standard, county-based block groups, not tribal block groups. There is no relationship between a tribal block group identifier and the census block numbers. For example, a tribal block group may contain census block numbers in a different “thousand” range (e.g., blocks 1001, 2011, and 3002), whereas all blocks in the 1000 range would be in standard block group 1 while all blocks in the 2000 range would be in standard block group 2.

3.3 Tribal Block Group Boundary Requirements

Like tribal census tracts, tribal block group boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as tribal block group boundaries:

- Tribal census tract boundaries must always be block group boundaries. This criterion takes precedence over all other criteria or requirements.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 5** for states with acceptable minor civil division and incorporated place boundaries.
- Alaska Native Regional Corporation boundaries in Alaska.
- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

CHAPTER 4. CENSUS DESIGNATED PLACES (CDPS)

Census designated places (CDPs) are statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. CDPs cannot be co-extensive with an entire AIR, ORTL, or any other AIA.[9] CDP boundaries may extend beyond the boundaries of AIRs and/or ORTLs.

The Census Bureau published the 2020 Census PSAP CDP criteria in the *Federal Register*. It is available on the PSAP website and in **Appendix B.** The following criteria apply to reviewing, updating, and delineating census designated places:

- CDPs constitute a single, named, closely settled center of population.
- CDPs generally consist of a contiguous cluster of census blocks comprising a single piece of territory with a mix of uses similar to that of an incorporated place of similar size.
- CDPs cannot be located, partially or entirely, within an incorporated place or another CDP.
- CDPs may cross county, AIR and/or ORTL boundaries, but must not cross state boundaries.
- CDPs have no minimum population or housing unit thresholds, but must contain some population, housing units, or both.
- CDP boundaries should follow visible features, except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.
- CDP boundaries may follow other nonvisible features in instances where reliance upon visible features would result in over bounding of the CDP in order to include housing units on both sides of a road or street feature.
    - Such boundaries might include parcel boundaries and Public Land Survey System (PLSS) lines; fence lines; national, state, or local park boundaries; ridgelines; or drainage ditches.
- CDP names should be recognizable and used in daily communication by the residents of the community it represents.[10]
- CDP names cannot have the same name as an adjacent or nearby incorporated place.

In accordance with the final criteria, the Census Bureau may modify and, if necessary, reject any proposals for CDPs that do not meet the established criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes of CDPs as needed to maintain geographic relationships before the final tabulation geography is set for the 2020 Census.

[9] ANVSAs are an exception to this rule. The Tribal Paper Respondent Guide discusses the relationship of ANVSA and CDP statistical geographies.

[10] There should be features in the landscape that use the name, such that a non-resident would have a general sense of the location or extent of the community; for example, signs indicating when one is entering the community; highway exit signs that use the name; or businesses, schools, or other buildings that make use of the name.

PART TWO: INTRODUCING GUPS FOR 2020 CENSUS PSAP

This portion of the Respondent Guide includes detailed system requirement information necessary to use GUPS. It offers an introduction to GUPS and its menus, and toolbars. It provides specific instructions, through "Step - Action and *Result*" tables. In these tables, the Action is usually a command or action to perform and the *Result(s)* of the action are in *italics*. For example, if participants click the QGIS icon on the desktop, *the software should begin to run automatically.*

GUPS allows participants to review and modify the statistical geographies in a more efficient manner than previous decades. GUPS integrates the standardized PSAP requirements and thresholds that define statistical geographies to eliminate the guesswork for participants.

GUPS runs in both a desktop PC and a network environment. It runs in QGIS, which is an open source Geographic Information System (GIS), and contains all functionality required to make updates, executes automated checks for program criteria compliance, and creates standardized data output files for Census Bureau processing. Many of the menus and functionality are solely part of QGIS functionality and not applicable to GUPS for PSAP. For more information about the QGIS open-source platform, go to: <http://www.qgis.org/en/site/>.

The Census Bureau provides two DVDs to federally recognized tribal participants. One DVD includes the GUPS software and the other DVD, known as the “Data disc,” includes shapefiles necessary for GUPS to operate, the Adobe .pdf files of the paper map materials, the Quick Reference materials, Respondent Guide(s), and the 2010 population and housing unit counts.

Participants can choose to navigate to the following website to download GUPS: <https:/www2.census.gov/geo/pvs/gups/> or can install from the GUPS DVD. Once installed, the Census Bureau recommends using the "Census Web" choice within GUPS for accessing and loading in the necessary shapefiles into GUPS. Use of this functionality eases participant burden of installing directly from the DVD or from copying the data from the DVD to the local computer.

The next three chapters cover the following topics:

Chapter 5. System Requirements and Installation

- GUPS system requirements.
- GUPS installation instructions.

Chapter 6. Getting Started with GUPS

- Accessing the shapefiles for 2020 Census PSAP.
- Open GUPS and start a new project.
- Save a project.
- Open a previous project.

Chapter 7. GUPS Menus and Toolbars

- GUPS Page Layout.
- GUPS interface, including the Menu bar, various toolbars, Table of Contents, and the Map View.
- Instructions for using the tools available through the menu and toolbars.

CHAPTER 5. SYSTEM REQUIREMENTS AND INSTALLATION

5.1 System Requirements

Before beginning the installation, check the computer to verify it has the capabilities needed to run GUPS. **Table 7** lists the hardware and software requirements to install and run GUPS and the software requirements to submit files through the SWIM website.

Table 7: GUPS Hardware and Software Requirements

Hardware	Operating System	Browser
Disk Space Needed to Run GUPS: 3.3 GB ***Disk Space Needed to Store Shapefiles:*** Shapefile sizes vary. To view the size of the shapefiles, right-click, and choose **Properties** in the drop-down menu. *The **Files Properties** box opens and displays the folder size.* Select multiple files/folders in the list to view their properties via the same method. ***RAM:*** 4 GB minimum, 8 GB or more recommended for optimal performance.	***Windows:*** To run GUPS, Windows users need one of the following operating systems: • Windows 7 • Windows 8 • Windows 10 ***Apple Mac OS X:*** Mac OS X users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp, which comes pre-installed on all Mac computers. Locate instructions for using Boot Camp at: <https://www.apple.com/support/bootcamp/getstarted/>. **IMPORTANT:** Since Boot Camp requires a restart of the computer to set up the bridge, be sure to print the instructions provided at the URL above before beginning installation.	***Minimum Browser Versions to Use SWIM:*** SWIM supports the two most recent version of each of the major browsers (Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.

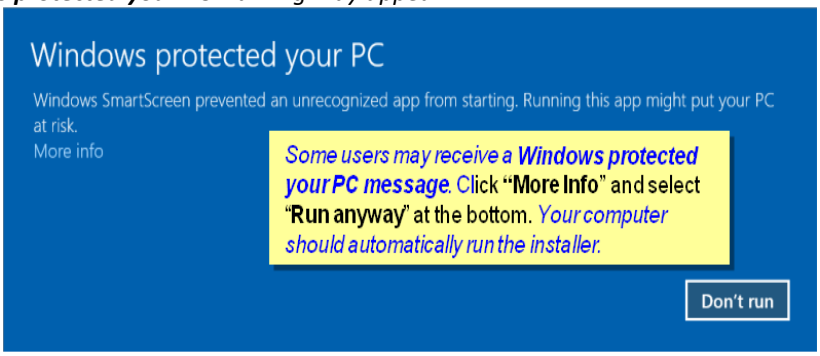
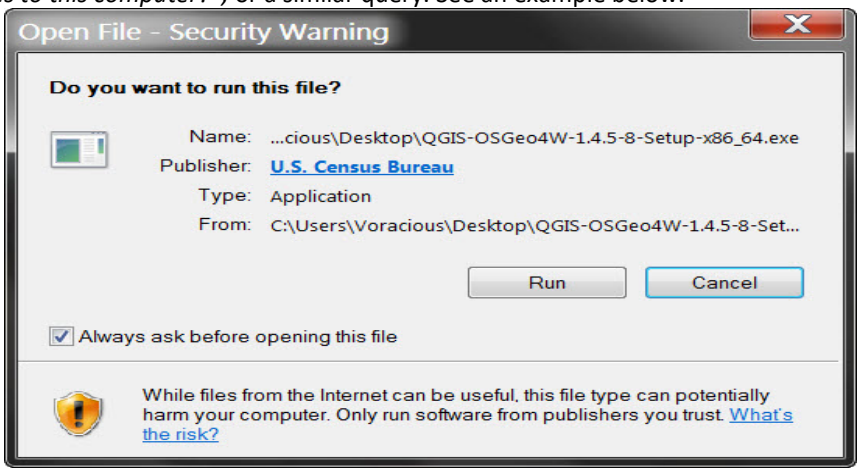
Depending on the Windows OS version, the GUPS dialog boxes may have a different appearance than the screenshots contained in the respondent guide, although the content is the same.

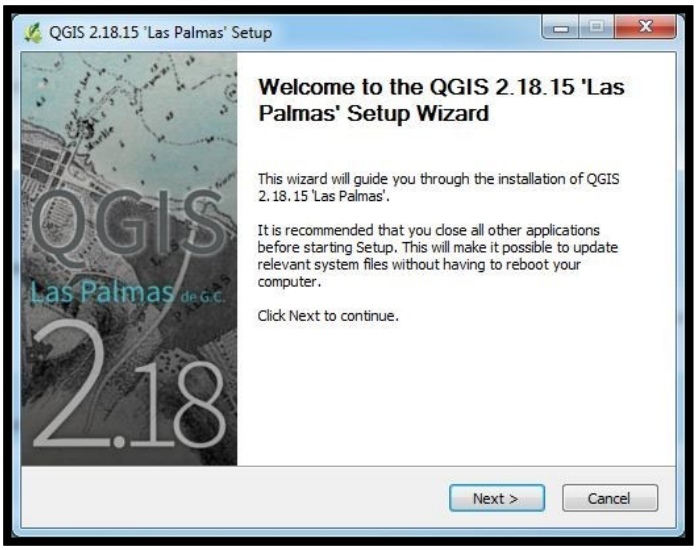
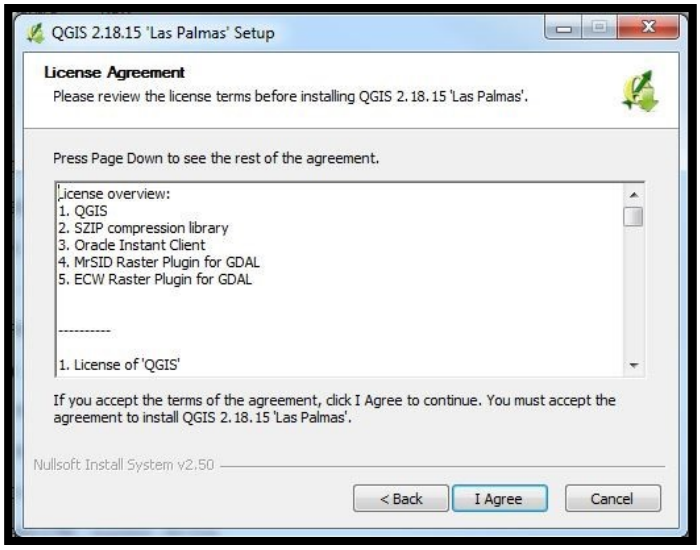
5.2 GUPS Installation

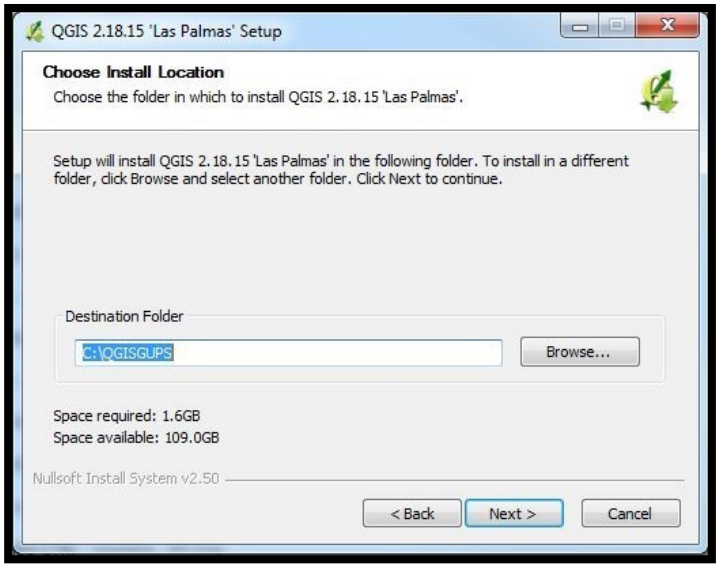
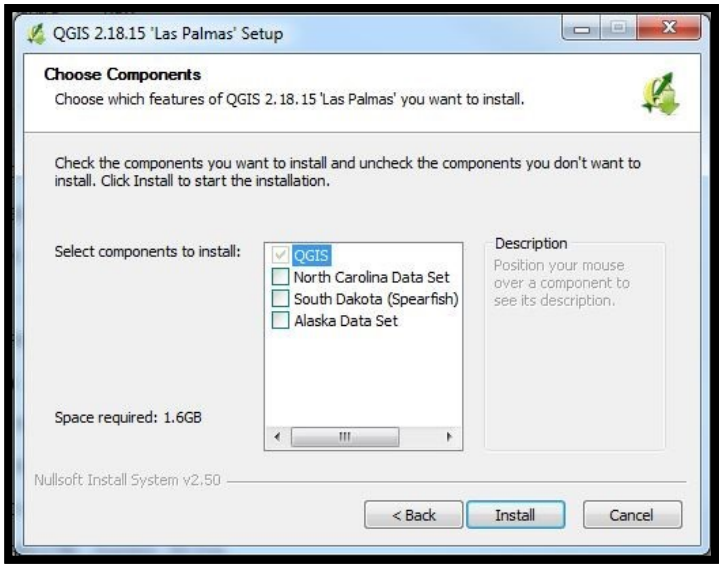
This section provides instructions for both methods, download and DVD, of GUPS installation. Administrator privileges may be required to install GUPS. Please ensure use of the version supplied for 2020 Census PSAP to conduct the review and update of tribal statistical geographies. To complete the installation, follow the steps in **Table 8**.

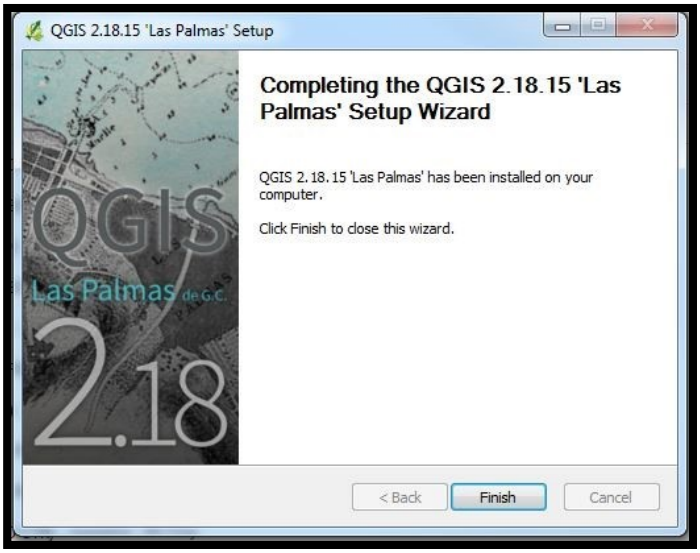
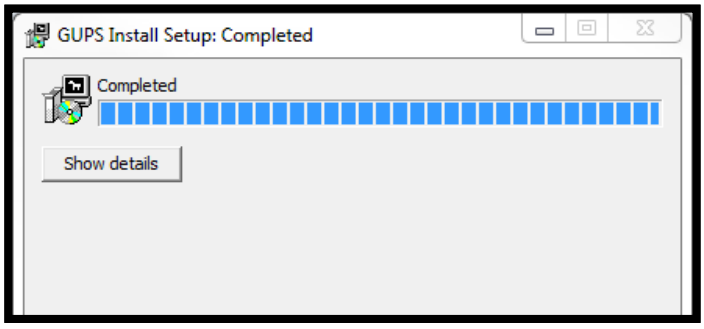
Note: To check for the latest version, navigate to the **GUPS** tab and click the **About GUPS** option in the drop-down menu to find the GUPS version number. If not running the latest version, download and follow the setup instructions that will automatically uninstall the old version before it installs the latest GUPS version.

Table 8: Installation of the GUPS Application

Step	Action and *Result*
Step 1	Click the direct download link <https://www2.census.gov/geo/pvs/gups/> or place the installation DVD (GUPS disc) into the computer's DVD drive. *For some participants, a **Windows protected your PC** warning may appear.*  To continue, click **More info**, and then select **Run anyway?**
Step 2	Other participants may receive an account control warning that asks, *"Do you want to run this file?", "Do you want to allow the following program from an unknown publisher to make changes to this computer?",* or a similar query. See an example below.  If received, click **Run**, **Yes**, **Allow**, or an option that allows GUPS to proceed. *The software should begin to run automatically.*
	Be aware some participants may experience issues with installation because of administrative rights and privileges on their local computer systems. Work with the local Information Technology (IT) support staff to understand the settings that prevent the installation of external software prior to contacting the Census Bureau for assistance.
Step 3	If the software does not run automatically, open Windows Explorer, navigate to the CD/DVD drive where the GUPS disc is located, and double click on the file named ***Setup-9.0.x.bat***. Please be aware, the name of this file may vary slightly, but it will be the only setup .bat file available. If the software still does not run properly, contact the local System Administrator for assistance locally. If they cannot resolve the installation problem, contact the GUPS help desk at 1-844-788-4921 or by email at geo.psap@census.gov.

Step	Action and *Result*
Step 4	When the installer opens, *the **Welcome to the QGIS Setup Wizard** screen appears.*  **Note**: The version needed for PSAP is QGIS 2.18.15 Las Palmas. If another version of QGIS exists on the computer, an instruction to uninstall appears prior to installing the Las Palmas version. Allow the uninstall process to complete or problems with GUPS may occur. Before proceeding, close all other open programs or applications. Once other programs and applications are closed, click the **Next** button.
Step 5	*The **License Agreement** screen appears.*  Read the **License Agreement** and click the **I Agree** button to continue.

Step	Action and *Result*
Step 6	The **Choose Install Location** screen opens. To prevent potential installation errors, allow the software to install at the default location (usually C:\Program files\QGISGUPS).  To begin the installation, click **Next** to continue.
Step 7	*The **Choose Components** screen opens.*  '☑QGIS' in the **Select components to install** field is grayed out since it is the default. Click **Install** to continue.
	To review a previous screen or reread the license agreement, click the **Back** button (each screen contains this button).

Step	Action and *Result*
Step 8	The software should take between 5 and 10 minutes to install. When it finishes, *the **Completing the QGIS GUPS Setup Wizard** screen opens*.  Click the **Finish** button.
Step 9	After choosing **Finish** button from the previous menu, *the **GUPS Install Setup: Completed** screen appears* after showing the status of the installation. 
Step 10	To complete the installation, click the **Close** button at the bottom of the **GUPS Install Setup: Completed Setup Wizard** screen. Once the application installs, *a QGIS icon appears on the desktop. In addition, the All Programs menu list within the Start Menu includes a folder for QGIS.*

CHAPTER 6. GETTING STARTED WITH GUPS

After successfully installing GUPS, there are three ways to retrieve shapefiles when starting a new project:

- Census Web (Recommended. Loads directly into GUPS).
- CD/DVD (i.e., the "Data disc").
- My Computer (If downloaded contents of "Data disc" onto local hard drive).

Note: The next chapter, **Chapter 7. GUPS Menus and Toolbars**, describes the menus, buttons, and toolbars referenced throughout this chapter.

6.1 Accessing the Shapefiles for 2020 Census PSAP

Regardless of the product preference selected during the invitation phase, the shapefiles necessary to conduct PSAP are available directly within the GUPS application. By choosing the "Census Web" option when selecting the geography initially in GUPS, participants with internet connectivity can load files as needed, or load multiple county files at once.

Note: The "Census Web" option is the recommended method for accessing the shapefiles for use in 2020 Census PSAP. Use of this option ensures the proper placement of the required files for the GUPS application to access.

Participants that do not have internet connectivity, or those that have slow, unreliable internet connectivity, can load the shapefiles directly into GUPS from the "Data disc" or from a location on their computer where they saved the "Data disc" contents. Instructions on how to load shapefiles are in **Table 9**.

The GUPS application unzips the files and places them into a pre-established folder created on the computer's home directory during the installation process (e.g., H:\GUPSGIS\gupsdata\...). It then displays them in the application. GUPS manages the files for the participant. No further action is necessary. Because of this GUPS functionality, participants must not make any changes to the shapefile or folder names. The files and folders must have the exact names as provided on the "Data disc" for GUPS to recognize and load them.

IMPORTANT: Census Bureau testing of the GUPS used for PSAP has shown that large entities may take from 15 – 35 minutes for GUPS to create and build the PSAP project. Please be patient while GUPS gathers all of the necessary files and calculates the population and housing unit information.

6.2 Open GUPS and Start a New Project

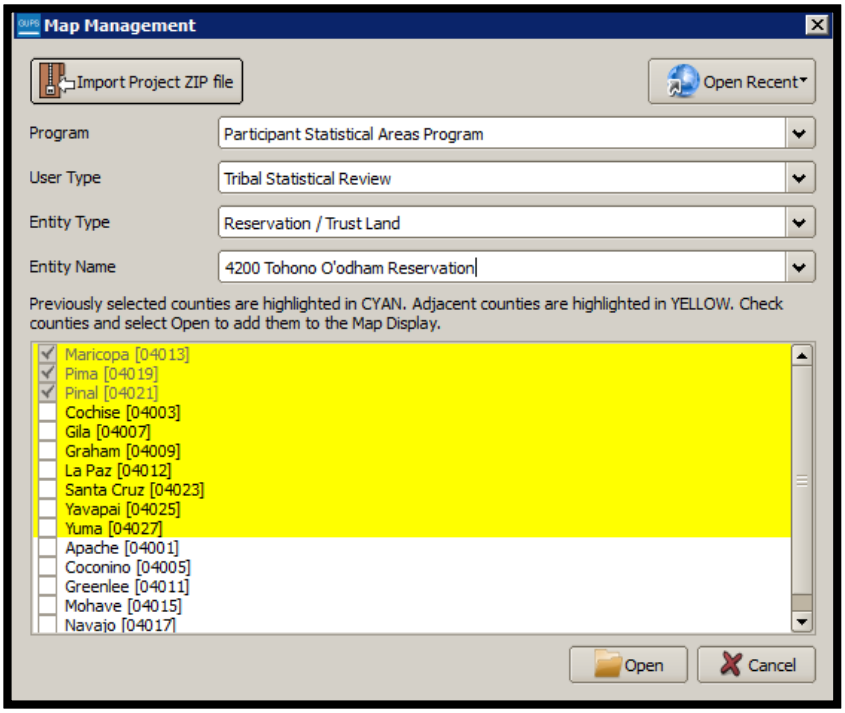
To open GUPS and begin the PSAP review, follow the steps in **Table 9** below. Before beginning, GUPS needs at least 3.3 gigabytes of free space on the hard drive to begin.

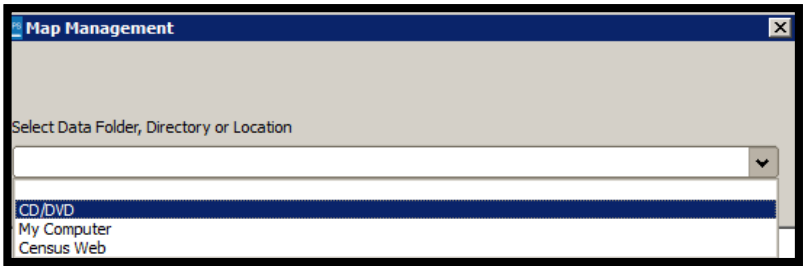
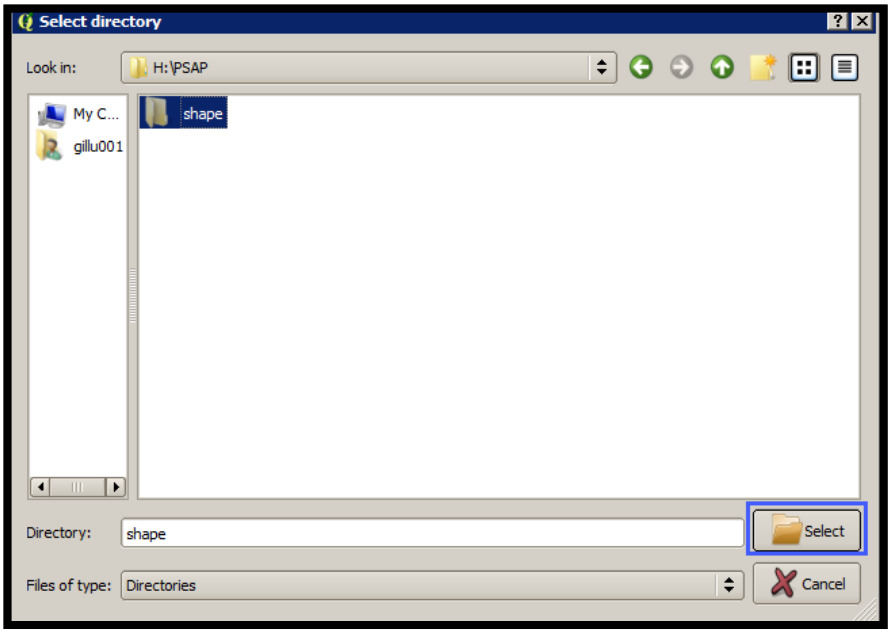
- To practice using GUPS without committing the changes, simply exit the system without saving. Before the system closes, it will provide the option to discard the changes.

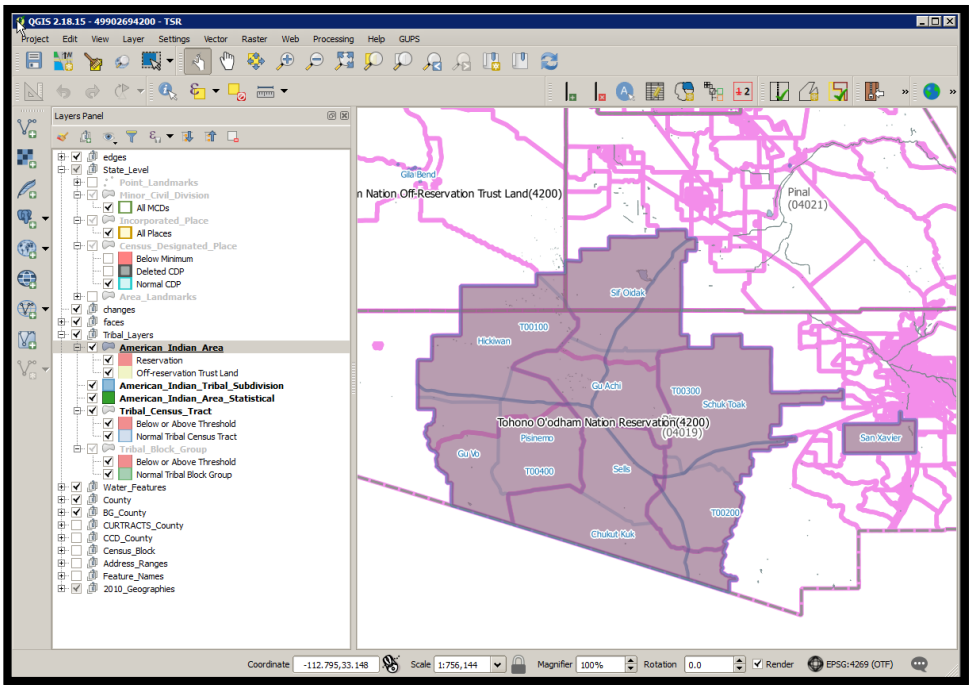
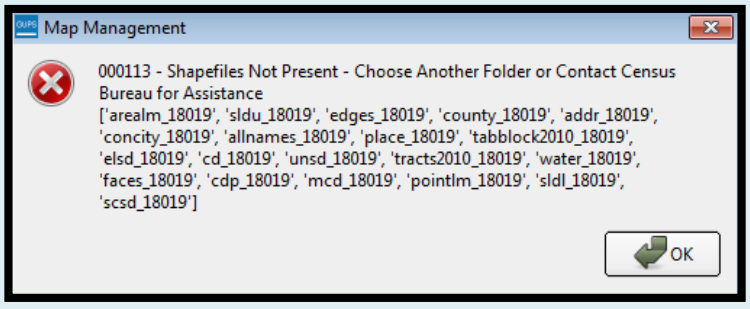
- If comfortable with the GUPS, but completion of review and changes are not possible in one session, simply save the changes and close the system. Participants can reopen saved projects and continue working open GUPS later.

Table 9: Open GUPS and Start a New Project

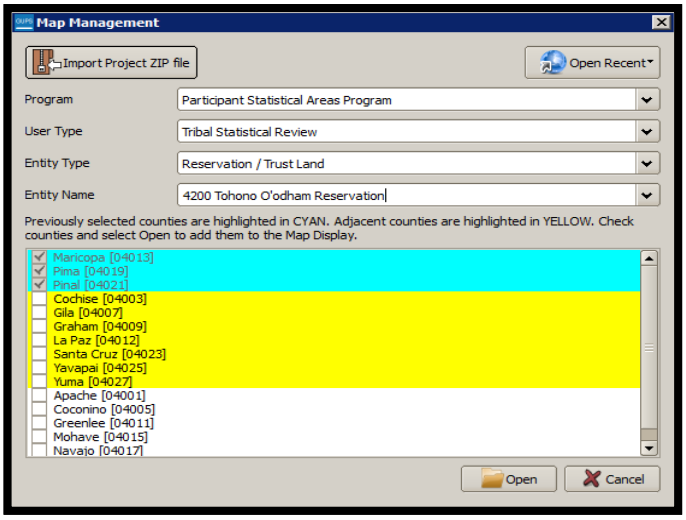
Step	Action and *Result*
Step 1	Double click the **QGIS** icon on the desktop or navigate to QGIS from the Start Menu, All Programs choice and select the **QQIS Desktop 2.18.15.** *The QGIS splash screen appears.* 
Step 2	Wait until the application loads (An older computer may require a few minutes). When the GUPS application has successfully loaded, *the main page opens, and the **QGIS Tips!** window appears.*  Since QGIS provided the open-source platform for building GUPS, participants may see references to QGIS in several locations within the GUPS application.
	To view QGIS system tips, click the **Next** button to read the first tip. Use the **Previous** and **Next** buttons to navigate within tips. To skip the tips, click the checkbox in the bottom left-hand corner that states, "***I've had enough tips, don't show this on start up any more!***"

Step	Action and *Result*
Step 3	To begin a GUPS project, close the **QGIS Tips!** window by clicking the **OK** button. *The tip box closes and the **Map Management** dialog box opens*, as shown below. • Choose **Participant Statistical Areas Program** from the **Program** menu. • Choose **Tribal Statistical Review** from the **User Type** menu. • Choose **Reservation / Trust Land** from the **Entity Type** menu. • Choose the tribal entity from the **Entity Name** menu.  At this point, the participant has not selected how to open these files, so *the window populates with all of the counties within the state.* The unchecked, highlighted counties are the counties adjacent to the tribal entity. **Note:** Only participants opening data using **Census Web** can load adjacent county into the **Map View** along with the tribal entity. This adjacent county functionality will not work for participants using the "Data disc" DVD. They do not have access to the universe of counties for the entire state. Participants can only update the tribal entity selected. It is not required to display the adjacent counties, but sometimes helpful in reviewing legal boundaries and CDP boundaries of those that cross county boundaries. For this review, participants do not need to load the adjacent counties and doing so likely causes GUPS performance to decrease. Click the **Open** button.

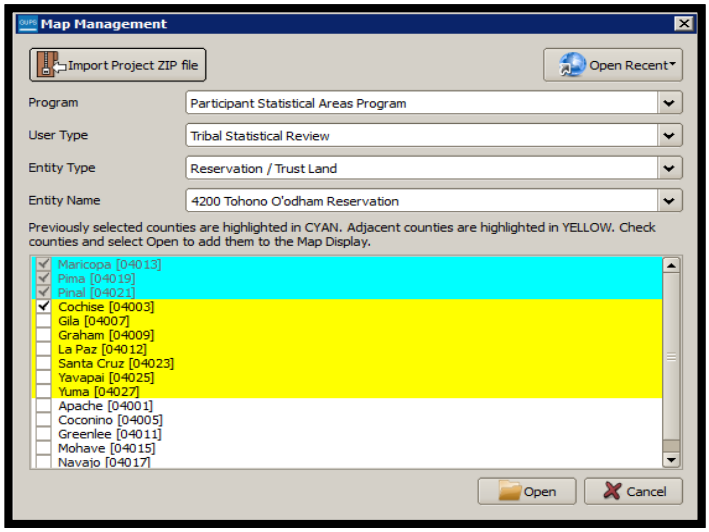
Step	Action and *Result*
Step 4	After selecting the tribal entity, GUPS asks to specify the location from which to pull the county's (or county equivalent's) shapefile. *The **Select Data Folder, Directory or Location** dialog box opens.*  In the **Select Data Folder**, **Directory or Location** dialog box drop-down menu, select the location from which to pull the tribal entity file. This example assumes the participant is pulling the data from the **CD/DVD** in the drop-down menu. To download data directly into GUPS from the Census Bureau, choose **Census Web** (recommended) or directly from the local hard drive, choose **My Computer** (least recommended option).
	GUPS only asks to specify a location of the data the **first time** a participant opens a tribal entity's shapefile. When returning to work, the shapefile automatically loads, even if there were no changes in the first session.
Step 5	From the **Select directory** window, navigate to the location of the CD/DVD, click the **shape** folder to populate the **Directory** field, and then click **Select**.  **IMPORTANT:** Participants must select the directory and not specific files within the directory.

Step	Action and *Result*
Step 6	GUPS downloads all the shapefiles necessary for PSAP off the DVD and opens the requested tribal entity project. *GUPS displays a **Map Management** window that shows the progress of building the project and calculates the population and housing units. Progress displays by a blue status bar with the percentage of download completed shown to the right of the status bar*. Please be patient. Based on the size of the tribal entity, it might take some time to download the data and appear on the screen. Once downloaded, *the tribal entity appears in the **Map View** and layers are visible within the **Table of Contents**.* 
	If the shapefiles are missing from the directory location chosen in the **Select Data Folder, Directory or Location** window drop-down menu, or the files are corrupted and cannot be loaded, *the following error message appears.* Close GUPS and start the process again. 

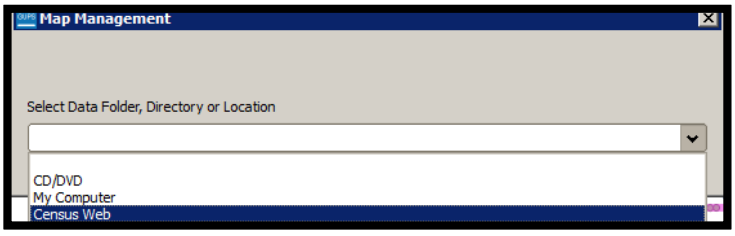
Step 7	As mentioned in **Step 3** of this table, participants using the **Census Web** option can add the adjacent counties of the tribal entity by clicking the **Map Management** button in the **Standard toolbar**. *The Map Management window displays the counties associated with the tribal entity selected from the previous steps in blue highlight. Adjacent counties highlight in yellow in the **Map Management** window*.



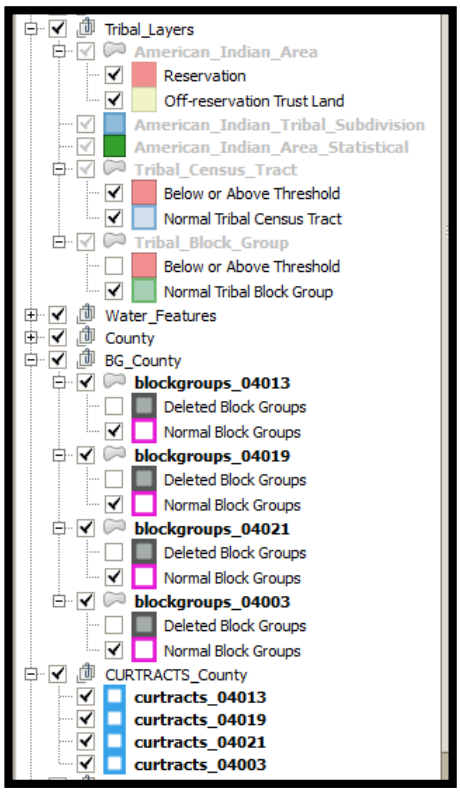
Click the boxes to the left of the highlighted counties list to select adjacent counties to download. *All counties with a checkmark will download and display in the **Map View**.* Unchecking a county excludes that county from the project. **Note:** Loading adjacent counties likely slows GUPS performance.



Click **Open**. From the subsequent **Map Management** window, choose **Census Web**.



*GUPS downloads all the selected adjacent counties layers and places them in the **Table of Contents** within existing Tribal Layers.*

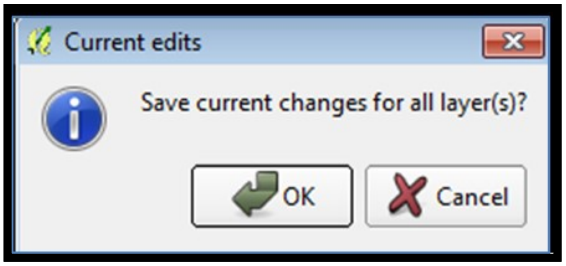
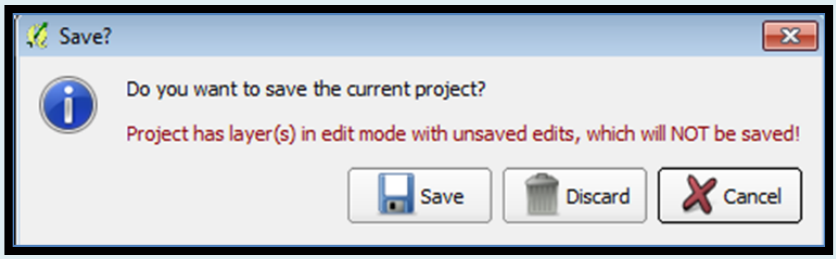
Step	Action and *Result*
Step 8	To view the newly added adjacent county, expand the existing non-tribal layers to activate and display the chosen layer in the **Map View**. *For this example, the BG_County and CURTRACTS_County layers are expanded to show those respective layers for Cochise (04003).* It is important to note that the adjacent county is not part of the tribal layer because it does not contain tribal geographies for the specific tribal entity. For this reason, the standard geographies and county features are loaded into GUPS. 
	The limit for loading counties at once is **11**. To load shapefiles for additional counties, after the first 10 are loaded: 1. Leave the same tribal entity selected in the **Entity Name** field. 2. Uncheck the already loaded counties for the tribal entity in the **Map Management** dialog box list. 3. Check the checkboxes for the additional counties (up to 10) to add. 4. Click the **Open** button and after *the **Select Data Folder, Directory or Location** box opens*, use the drop-down menu to select the source of the files. Repeat this process as many times as needed. This is not recommended as the stability of GUPS may be compromised.

6.3 Save a Project in GUPS

To save any PSAP updates, follow the steps in **Table 10**. Make sure to save the project prior to exiting GUPS.

Note: The Census Bureau recommends saving often, but only after ensuring the changes are accurate. Participants cannot perform the **Undo** action discussed in **Table 13** and in **Table 18** on a change after performing a save action.

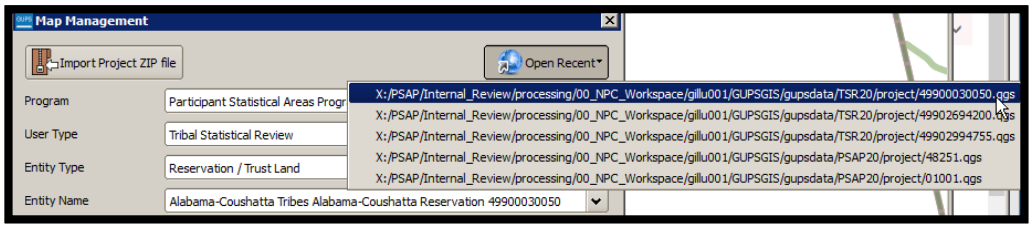
Table 10: Save a GUPS Project

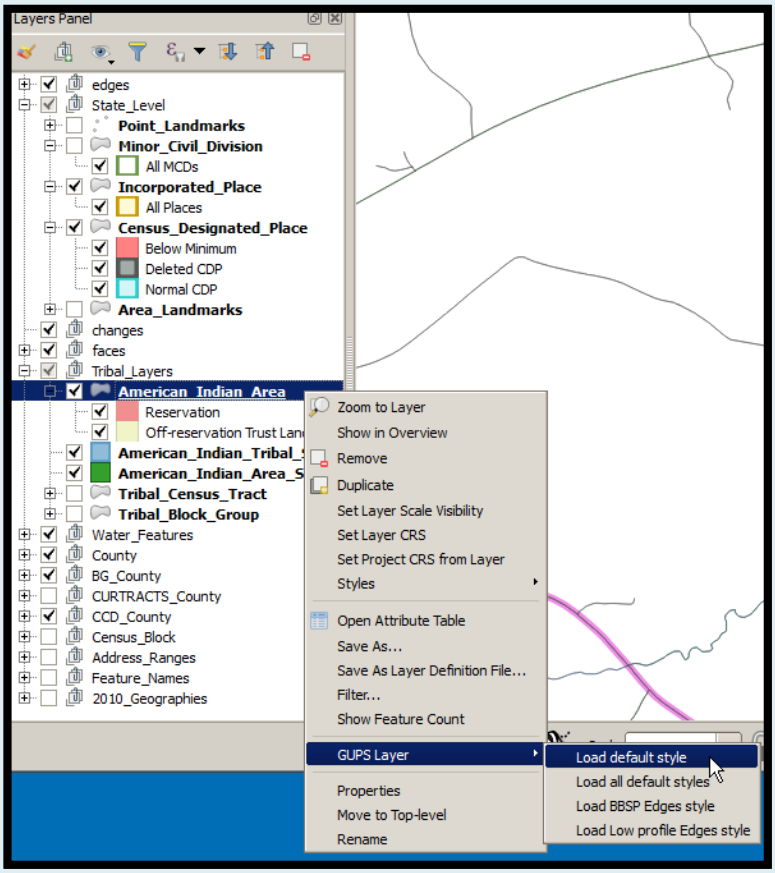
Step	Action and *Result*
Step 1	After working on a project, be sure to S**ave** before exiting. Otherwise, edits will be lost. To save, participants select **Project** from the main menu and **Save** from the drop-down menu or click the **Save** button on the **Standard toolbar** (as shown below).  *Both choices result in the prompting of the **Current edits** confirmation dialog box.*  Click **OK** to save or **Cancel** to return to the **Map View** without saving.
	To exclude changes, close the application (click the **red X** in the upper right-hand corner of the main GUPS page). *A **Save?** dialog box asking to save, discard, or cancel appears.*  Click **Discard** to close the application without saving the project.

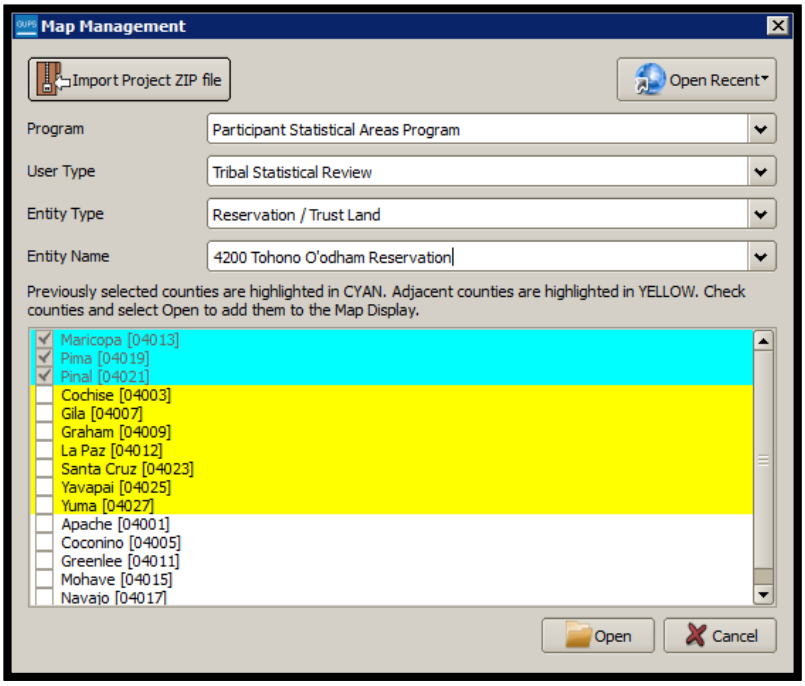
6.4 Open a Previous Project in GUPS

To open a previously saved PSAP project, follow the steps in **Table 11** below.

Table 11: Open a Previous Project in GUPS

Step	Action and *Result*
Step 1	To open a previously saved project, in the **Map Management** dialog box, click the down arrow next to the **Open Recent** button. *The drop-down menu opens with one or more project(s) listed*. If the dialog box does not appear after opening GUPS, click the **Map Management** button in the **Standard toolbar** to open the dialog box shown below.  **Note:** If the computer is shared, then the potential exists for multiple projects to appear in the **Open Recent** list. To identify the proper project file, review the number string. This string comprises the 11-digit tribal code that the Census Bureau uses to identify each tribal entity.

Step	Action and *Result*
Step 2	Select the correct project file from the **Open Recent** list. *The map for the project automatically loads and the layers show in the **Table of Contents**.*
	Census Bureau-defined default layers and view settings are loaded with each new project in GUPS. Changing and saving these settings for a project also saves any new settings. Thus, when reopening the project, the **Table of Contents** and **Map View** display the layers and the map according to the settings last used rather than returning to the Census Bureau default settings. To restore the default settings for a layer, right-click the layer in the **Table of Contents**. *A drop-down menu opens*. In the drop-down menu, select GUPS Layer. *A sub-menu opens*. In the sub-menu, select **Load default style** (see illustration below).  To reset the default settings for all layers, select the second choice **Load all default style**.

Step	Action and *Result*
Step 3	When reopening a previously saved project, note that *any previously selected counties highlight in cyan blue and remain checked*. *Adjacent counties, not previously selected, highlight in yellow*.  Participants may check and load additional adjacent counties at this point if they use **Census Web**. Participants working from DVD are not able to load adjacent counties.

CHAPTER 7. GUPS MENUS AND TOOLBARS

With the basics of GUPS outlined in **Chapter 6. Getting Started with GUPS**, this chapter serves to introduce and provide specific details of the various GUPS menus and toolbars available for use during PSAP.

7.1 GUPS Page Layout

The image below illustrates the GUPS page layout. The blue and white text boxes provide labels for the page components including the Menu and Toolbars, the Map View, the Table of Contents (labeled in GUPS as "Layers Panel"), and the Status Bar.

Note: To simplify the initial view, the Census Bureau recommends disabling, or unchecking, the "BG_County" and "CCD_County" layers if they are present in the project. Participants can enable these layers after they become familiar with GUPS and its layer symbology.

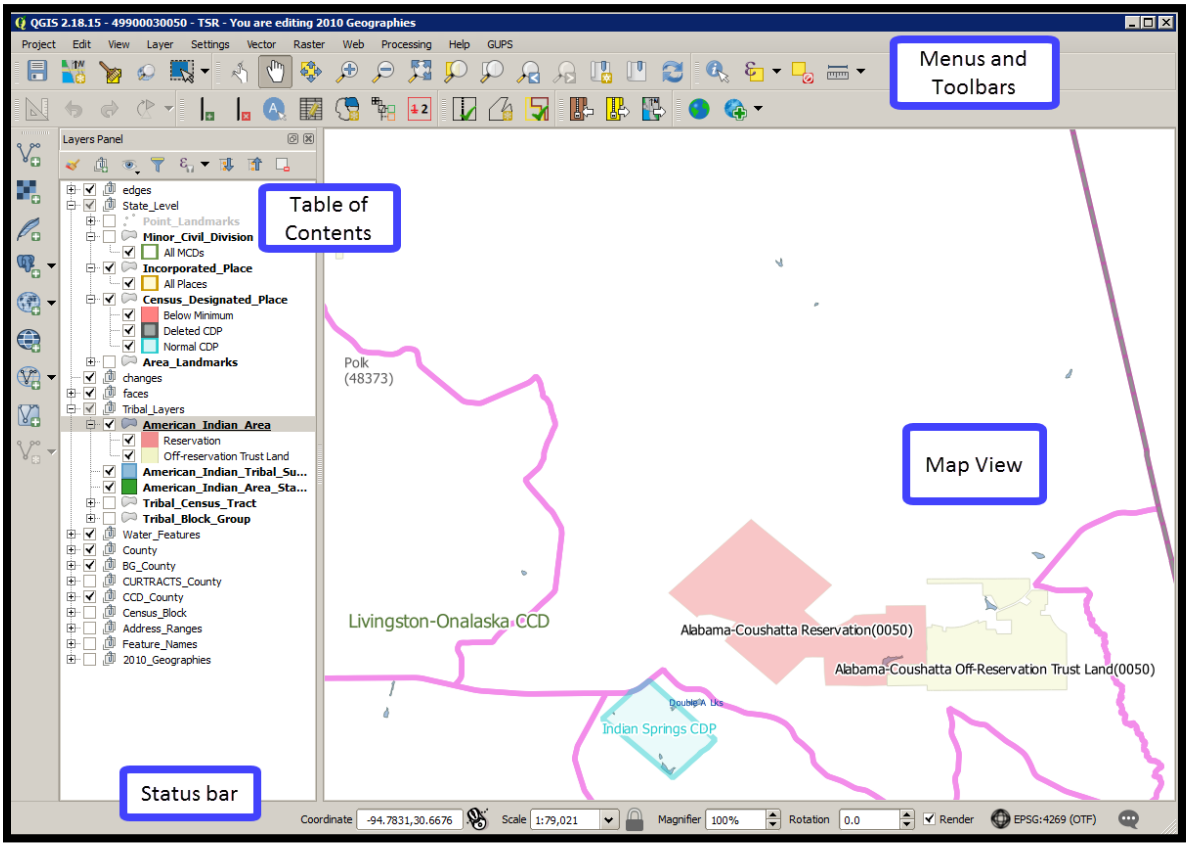
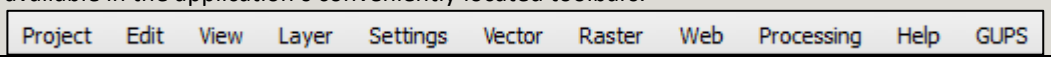
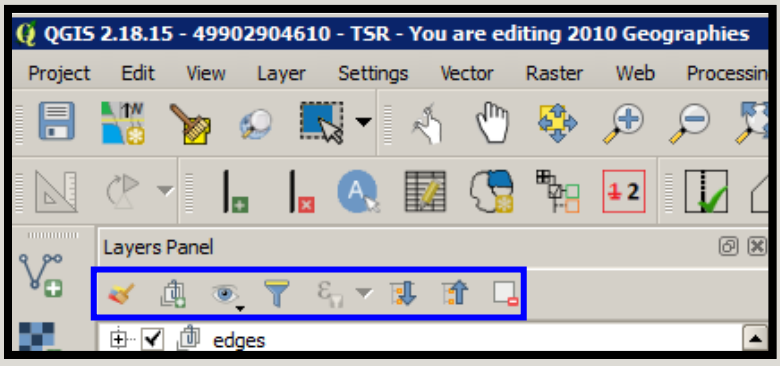


Figure 3. GUPS Page Layout

Table 12 explains the purpose for each element on the main GUPS page. **Section 7.2** details the individual components and specific functions of each element.

Table 12: GUPS Main Page Elements

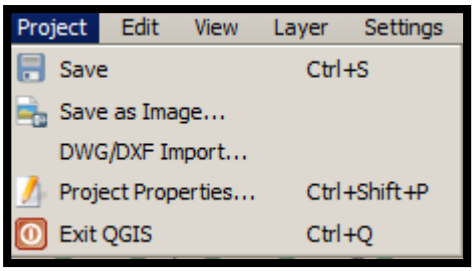
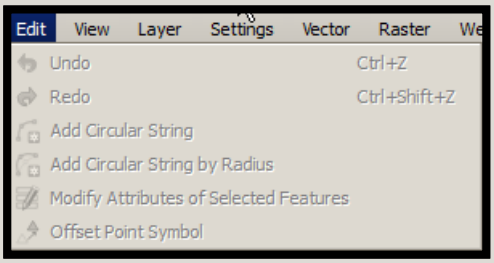
Page Element	General Function
Map View	The **Map View** displays the default data layers for the PSAP. GUPS automatically loads the layers based on the program selected in **Map Management**. The **Map View** reflects symbology updates (i.e. turn layers on/off, zoom or pan) as participants make those adjustments.
Menu bar	The **Menu bar** allows access to QGIS and some GUPS features using a standard hierarchical menu. It offers basic features such as **Settings** and **Help**; tools to manage the **Map View** and import user-provided data; important calculation, measurement, and geoprocessing tools; and tools needed to make shapefile updates. Almost all of the functions available from the **Menu bar** are also available in the application's conveniently located toolbars. 
Standard toolbar	The **Standard toolbar** provides navigation tools and other tools needed to interact with the **Map View** and layers' attribute tables, and data query and editing tools. 
PSAP toolbar	The **PSAP toolbar** provides software functions and the specific tools needed to make PSAP updates, view linear feature attributes, review and validate changes, import and export zipped files and print in support of PSAP. 
Manage Layers toolbar	The **Manage Layers toolbar** offers tools to import participants own data. They may superimpose map layers in GUPS to compare the features on their own maps with those on the Census shapefiles. QGIS is the source of these tools, not GUPS. Refer to the QGIS documentation for detailed definitions on their use. Although shown horizontally here, this toolbar may appear aligned vertically to the left of the **Table of Contents** in the GUPS application. Reposition it accordingly to meet your needs. 
Table of Contents toolbar	The **Table of Contents** shows the layers on the map for the tribal entity selected. The **Table of Contents toolbar**, positioned at the top of the Table of Contents, beneath the Layer Panel, allows participants to add or remove layers (or groups), manage layer visibility, and filter the legend by map content. 

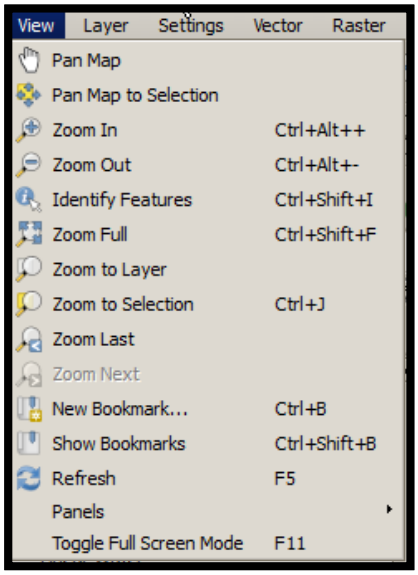
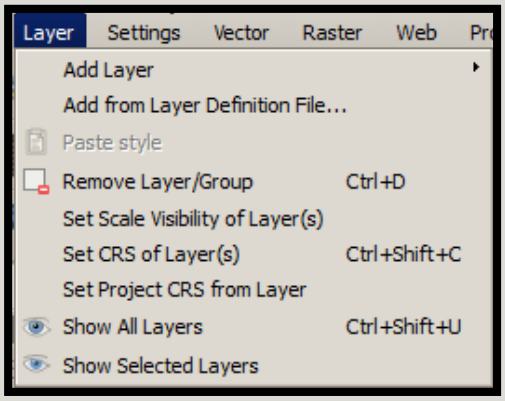
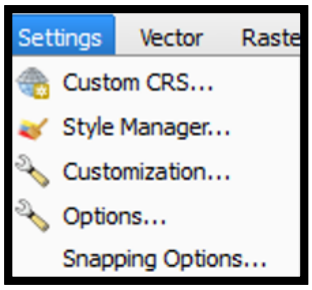
Page Element	General Function
Status bar	The **Status bar** displays information on the coordinates, map scale, magnification, rotation, and projection and allows for the adjustment of the display. 

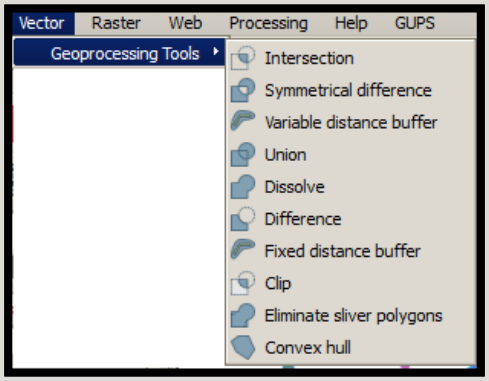
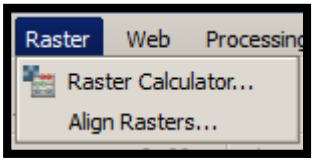
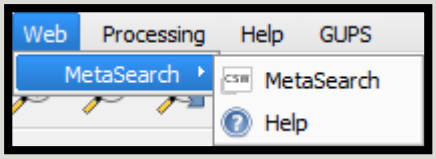
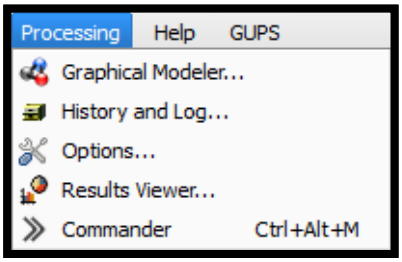
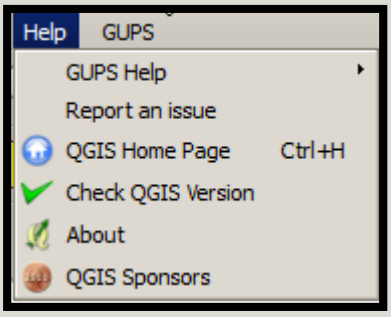
7.2 Menu Bar

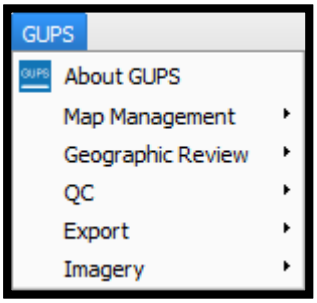
The **Menu bar** includes top-level, drop-down menus and allows navigation through GUPS using a standard hierarchical menu. Most relate to QGIS functionality and not GUPS functionality. Refer to the QGIS documentation cited in Part Two for details on the menu and sub-menu functionality. **Table 13** provides a glimpse into the menu bar and its sub-menus.

Table 13: Menu Bar Tabs, Drop-down Menus, and Function/Description

Tab	Drop-down Menu	Function/Description
Project		The **Project** tab allows participants to save changes to the project layers, create image files, import AutoCAD files, display project properties, and exit the GUPS application.
Edit		The **Edit** tab allows participants to undo or redo vector-editing operations. The **Undo** and **Redo** actions are dockable widgets. They activate in the **Edit** menu and display with orange or green icons on the **Advanced Digitizing toolbar** when a split, merge, and boundary change action occurs. **IMPORTANT:** Click on the edited layer (e.g., curtracts_STCOU) to make it active before performing undo or redo action. Click the **Undo** button to cancel an action or the **Redo** button to redo a recently canceled action. Use these tools before saving the change to the layer; otherwise, if the participant saves the changes after an action then the **Undo** and **Redo** functionality deactivates and the associated icons gray-out. **Note:** There is no PSAP use for the Add Circular String or Add Circular String Radius functions. These icons remain inactive in this menu.

Tab	Drop-down Menu	Function/Description
View		The **View** tab duplicates several actions available on the **Standard toolbar**. Included are options for navigating the map, identifying feature attributes, measuring distance, and creating spatial bookmarks to return to the same **Map View** later. **Refresh** restores the map to its original map extent. **Panels** changes the layer order, browses to a location on the computer to add additional layers, opens the processing toolbox, and more. If not visible or closed earlier, click **Panels** in the drop-down menu, then click the right arrow, and click **Layers** in the **Layers** drop-down-menu to restore the **Table of Contents**. The **Toggle Full Screen Mode** expands GUPS to fill the entire screen. Selecting it again, removes the full screen mode.
Layer		The **Layer** tab adds and removes layers from the map, opens the layer attribute table, sets the map projection or Coordinate Reference System (CRS), displays or hides layers. **Note:** Many of these same functions are located on the **Manage Layers toolbar** and the small toolbar at the top of the **Table of Contents.** Some of these actions are available from the **Table of Contents toolbar**.
Settings		The **Settings** tab allows participants to customize the CRS and map display options and set snapping tolerances (see instructions below this table). **Note:** Snapping tolerances in GUPS are pre-defined by layer (e.g., the default tolerance for edges is set to 15 pixels). When making corrections, participants may want to adjust the snapping tolerances for a layer or layers within this same menu. Locate the definition of edges in **Appendix A.** Glossary.

Tab	Drop-down Menu	Function/Description
Vector		The **Vector** tab provides access to several tools that aid in the creation of buffers around features; overlay areas to create an intersection, union, or symmetrical difference; merge features; and perform other common geoprocessing actions.
Raster		The **Raster** tab provides access to a **Raster Calculator** that allows for the calculation of existing raster pixel values. The results of which are written to a new raster layer with a GDAL-supported format. The **Align Rasters** tool is able to ingest several rasters as input and align them perfectly by performing several actions including reprojection, resampling, clipping, and rescaling. It saves all rasters to a separate file. These tools are QGIS based and not used for PSAP work in GUPS.
Web		The **Web** tab provides access to **MetaSearch**, an easy and intuitive approach and user-friendly interface to searching metadata catalogues within QGIS.
Processing		The **Processing** tab includes several tools; however, these are not required for Census Bureau geographic program participation. The sub-menus pertain to algorithms, creating models, viewing the results of algorithms executed, and history.
Help		The **Help** tab provides tools for understanding QGIS (the open-source platform on which GUPS was developed), the GUPS application itself and allows participants to report an issue with the software. The **GUPS Help** sub-menu, routes participants to the PSAP website.

Tab	Drop-down Menu	Function/Description
GUPS		The **GUPS** tab provides quick access to the key tools also available on the **Standard toolbar** and **PSAP toolbar**, including those needed to manage maps. Click the **About GUPS** option in the drop-down menu to find the GUPS version number. Callers to technical support need to provide this number.

7.3 Map View and Table of Contents

GUPS automatically loads a set of default data layers (and default layer groups) defined by the Census Bureau for the program and geography selected in the **Map Management** dialog box. As the map opens in the **Map View**, the list of the preset layers (already grouped) appears in the **Table of Contents**.

Note: Participants may also see the **Table of Contents** labeled as the **Layer Panel** within GUPS. The two are synonymous and reflect what others often call a Legend.

Participants use the **Table of Contents** and the **Table of Contents toolbar** to manage the **Map View**. These two windows are interdependent. Selections made in the **Table of Contents** reflect immediately in the **Map View**.

To close the **Table of Contents**, click the small '**x**' in the upper right corner of the Layer Panel. To restore the **Table of Contents**, click the **View** tab on the **Menu bar**, select **Panels** in the drop-down menu, click the arrow next to Panel to open the sub-menu, and click **Layers Panel**. Toggling the Layer Panel on and off may be helpful for providing a larger **Map View** window.

7.3.1 Table of Contents Toolbar

Using the buttons on the toolbar located at the top of the **Table of Contents**, participants can add and remove layers or groups, manage layer visibility, filter the legend by map content, expand or condense all sections of the **Table of Contents** list at once, and group layers.

Figure 4. Table of Contents Toolbar

The **Table of Contents toolbar** contains the items shown above in **Figure 4** with descriptions provided below in **Table 14**.

Table 14: Table of Contents Toolbar Buttons

Button	Name	Function/Description
	Open the Layer Styling Dock	Click the **Open the Layer Styling Dock** button to toggle the layer styling panel on and off.

Button	Name	Function/Description
	Add Group	Click the **Add Group** button to organize layers in the **Table of Contents** into groups.
	Manage Layer Visibility	Click the **Manage Layer Visibility** button to preset views in the **Table of Contents**.
	Filter Legend by Map Content	Click the **Filter Legend by Map Content** button to remove layers from the **Table of Contents** that are not currently in the **Map View** extent. This feature ensures that the **Table of Contents** does not contain entries for items not currently in the **Map View**.
	Filter Legend by Expression	Click the **Filter Legend by Expression** button to remove features from the selected layer tree style that have no features satisfying the condition. Used to highlight features within a given area/feature of another layer. Drop-down list allows participants to edit or clear the expression set.
	Expand All	Click the **Expand All** button to expand the **Table of Contents** menus (**+**) to display all layers under each group's menu.
	Collapse All	Click the **Collapse All** button to collapses the **Table of Contents** menus (**-**) to show only groups.
	Remove Layer/Group	Click the **Remove Layer/Groups** button to remove a layer or group from the **Table of Contents**.

7.3.2 Managing the Map View from the Table of Contents

Within the **Table of Contents**, participants can manage layer visibility (i.e., determine what layers display on the map), reorder data layers, expand and condense the layers/layer groups, add labels to layers, and change the layer scale visibility. The following five sub-sections explain these topics. Though not recommended for the pre-loaded layers, participants can also set new layer symbology within the **Layer Properties, Style menu**. This section does not detail this process, but **Figure 10** depicts the menu.

7.3.2.1 Manage Layer Visibility

To add or remove layers from the **Map View**, click the checkbox next to a layer to add it to the **Map View** as shown in **Figure 5**. Uncheck the checkbox next to a layer to remove it from the **Map View** as shown in **Figure 6**. Both illustrate the manipulation of the "edges" layer.

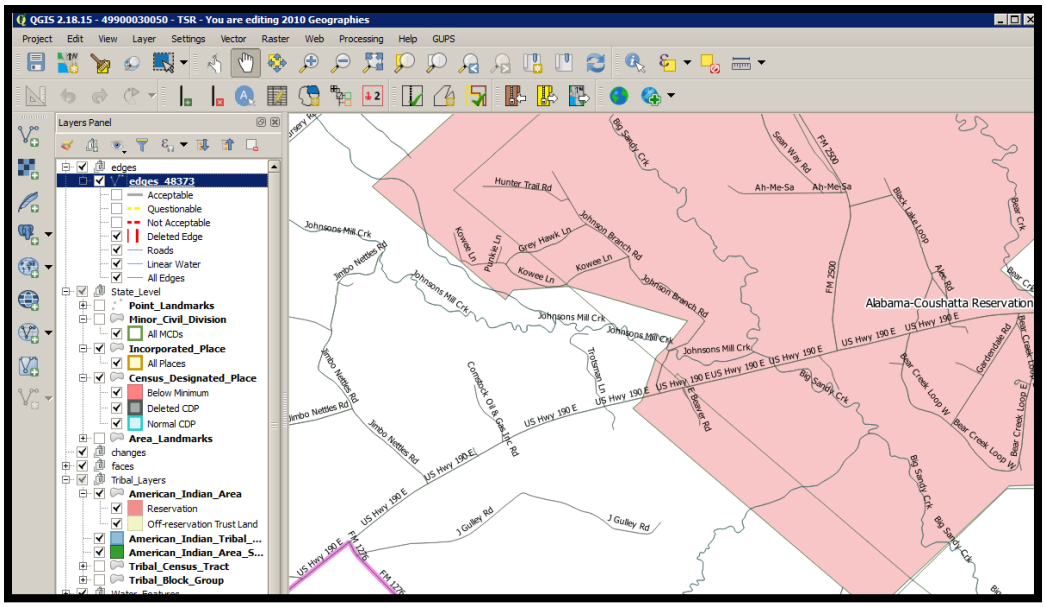


Figure 5. Check a Checkbox to Add a Layer

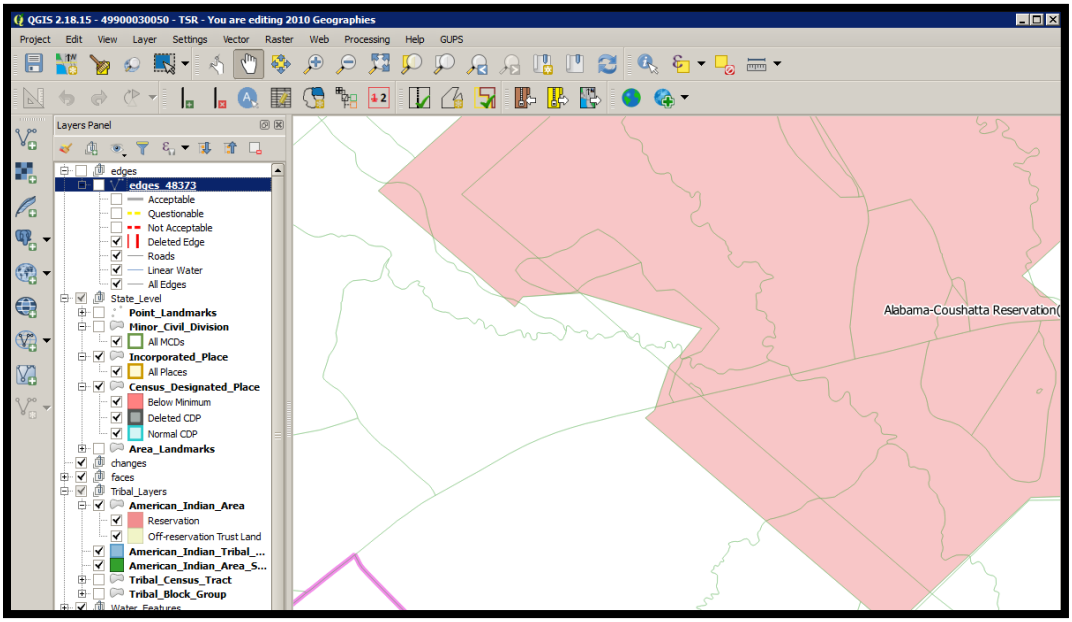


Figure 6. Uncheck a Checkbox to Remove a Layer

Participants can also right-click the name of the layer and select **Remove** in the drop-down menu, as shown in **Figure 7**, to remove the entire layer from the project. Though shown for this example to illustrate the presence of the button, the GUPS PSAP project includes all layers necessary to conduct a review and update. Please use the checkbox to manage the visibility of any preloaded layers rather than removing them from the project. The **Remove** action may be helpful for removing external data added by the PSAP participant.

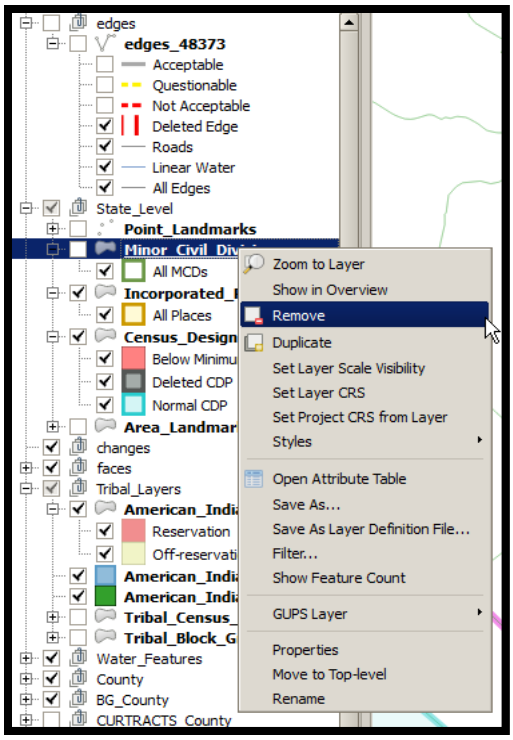


Figure 7. Highlight Layer and Right Click to Remove

7.3.2.2 Reorder Data Layers

In the **Table of Contents**, the layer order determines how the layers display on the map. The top layers display on top of those below them. To change the display order:

- Left-click on the layer name.
- Hold down the mouse button and drag the layer to the desired position in the list.
- Release the mouse button to place the layer in its new position. The map display reflects the new layer order in the **Table of Contents**.

7.3.2.3 Expand/Condense Layers or Layer Groups

To expand or contract the menu for a layer or layer group, click on the '**+**' sign to expand the group and, once expanded, click the '**-**' sign to condense the group. These individual functions allow for a more specific management of layers than the **Expand All/Collapse All** buttons on the **Table of Contents toolbar**.

7.3.2.4 Add Labels to Layers

Participants may notice that many of the standard geographies layers (e.g., census tracts and block groups specifically) are labeled as part of the creating the project in GUPS. Other layers do not automatically label. This section informs participants how to label the edges layer.

From the **Table of Contents**, right-click the name of the layer and select **Properties** in the drop-down menu, as shown in **Figure 8** and left-click to open the layer properties window. This opens the **Layer Properties** window shown in **Figure 9**.

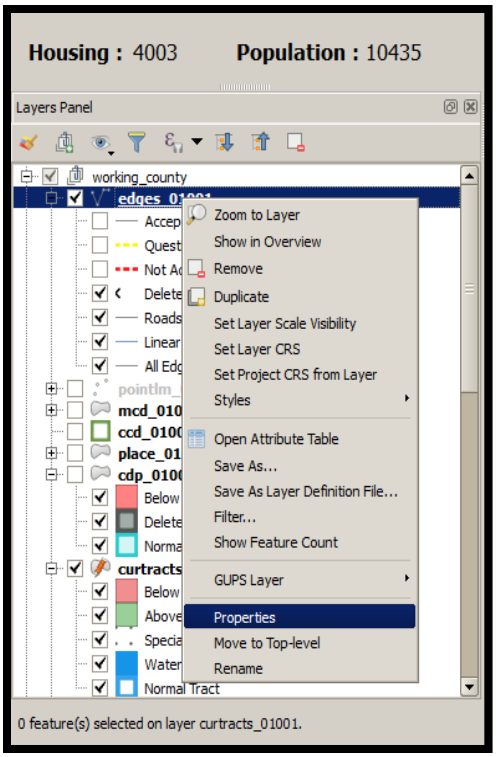


Figure 8. Layer Properties Menu

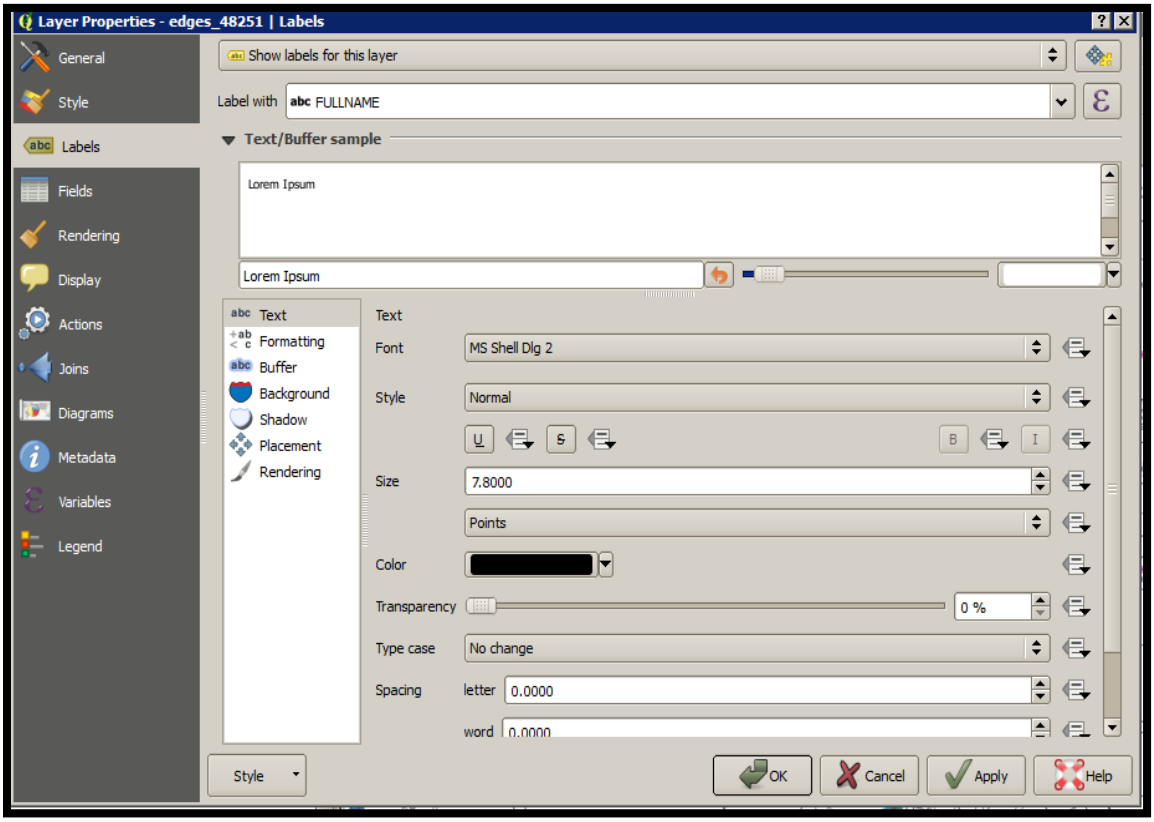


Figure 9. Layer Properties Window – Labels Menu

Click the **Labels menu** on the left side of the window. Choose **Show labels** for this layer from the drop-down menu along the top of the window. From the **Label with section**, select the field to use for labeling the layer's features. In this example, choose **FULLNAME**. Participants can customize the labels Font, Style, Size, Color, Transparency level, Type case, Spacing, Blend mode, etc. and set formatting, buffers, backgrounds, shadows, placement, and rendering options. Click **Apply** and then **OK** to exit the window.

7.3.2.5 Change Layer Scale Visibility

From the **Table of Contents**, right-click the name of the layer and select **Properties** in the drop-down menu, as shown in **Figure 8** and left-click to open the layer properties window. This opens the **Layer Properties** window shown in **Figure 10**.

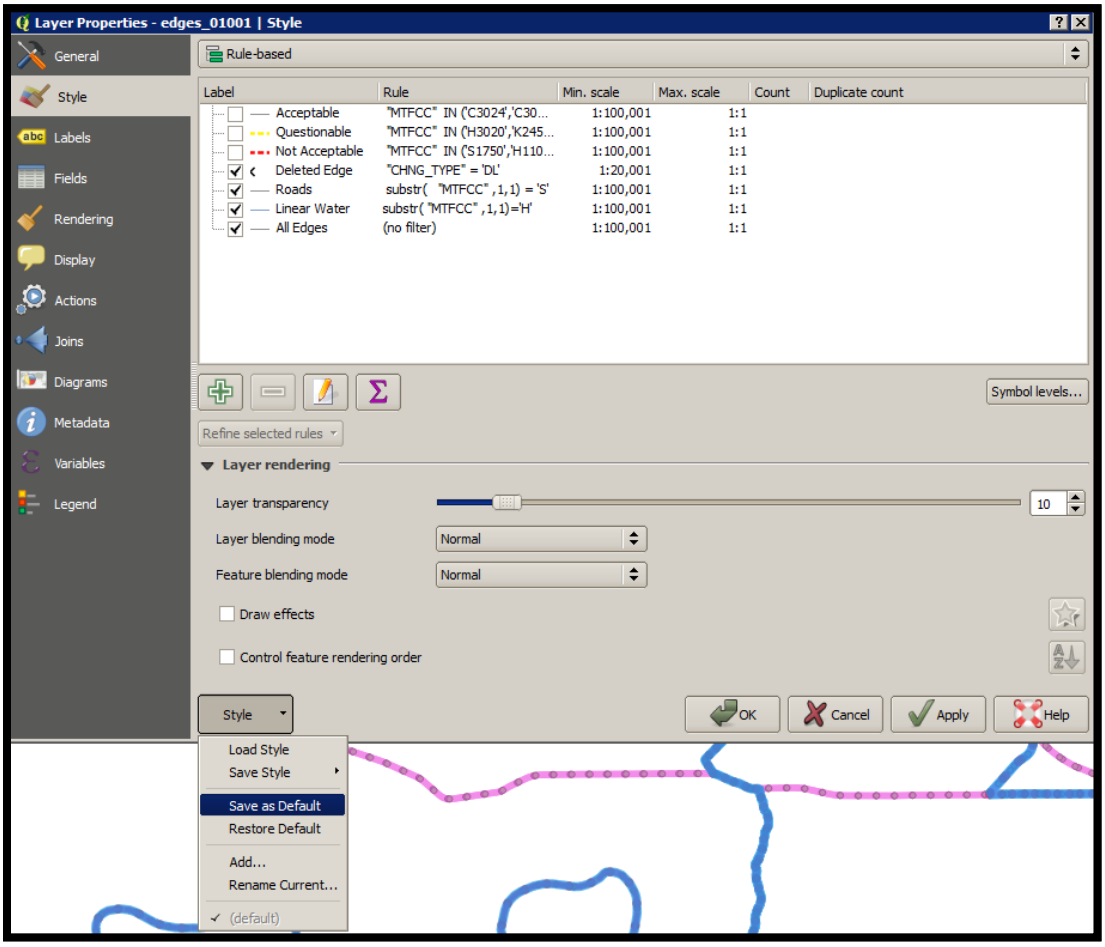


Figure 10. Layer Properties Window – Style Menu

Click the **Style** menu on the left side of the window. Choose each row, or all rows, to change the **Min. Scale** field to an appropriate scale. At the bottom left of the window, within the **Style** drop-down, choose **Set as Default**. Click **Apply** and then **OK** to exit the window. Setting the layer visibility means the layer will not display until reaching a scale below the set Min. Scale.

Note: Participants can also set the scale dependent visibility in the **General** menu within the **Layer Properties** window by setting the **Minimum (exclusive)** value.

7.4 Toolbars

There are two toolbars for GUPS, as shown below. The **Standard toolbar** and **PSAP toolbar** are located at the top of the GUPS page. These toolbars offer general GIS and system tools and allow participants to make specific program updates. The top toolbar is the **Standard toolbar**, which provides map navigation, data query and manipulation tools. The **PSAP toolbar** provides the functionality needed for the PSAP. Hover the mouse over any toolbar button to see the name of the tool it represents.

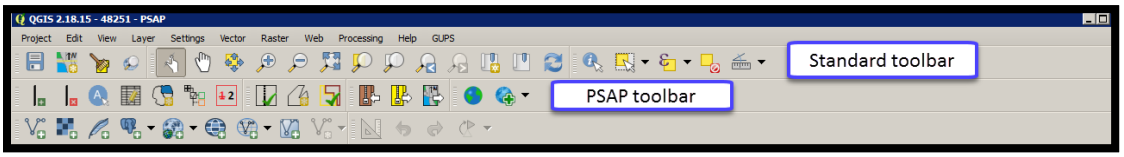


Figure 11. GUPS Toolbars

Note: Participants may move the toolbars and re-dock them to their own preference. For example, if a participant prefers that the **Manage Layers toolbar**, discussed in a later section, to appear at the top of the page, they can drag it there. This allows for the expansion of the area available for the **Table of Contents** and the **Map View**.

7.4.1 Standard Toolbar

The **Standard toolbar**, shown in **Figure 12**, provides the necessary tools to interact with the map and layers. It includes three separate sub-toolbars, identified by the grouping bars or marker on the toolbar, shown in **Figure 13**. The first sub-toolbar contains the buttons for saving projects, changing map projects and conducting searches. This sub-toolbar is the **Project toolbar**. The second sub-toolbar contains the buttons for navigation. This sub-toolbar is the **Map Navigation toolbar**. The third sub-toolbar provides tools for selecting features, making measurements, creating special bookmarks, and working with the layer's attribute tables. It is the **Attributes toolbar**.

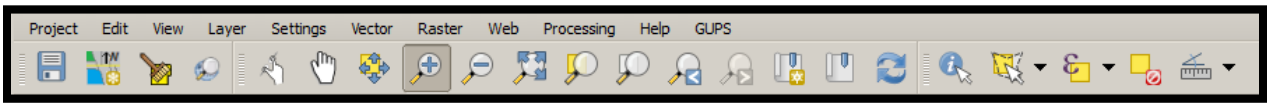


Figure 12. GUPS PSAP Standard Toolbar Buttons

To rearrange the toolbars, left-click and hold the sub-toolbar marker (shown with blue below) then drag it to the desired location. Release the mouse button to set the toolbar in the new location.

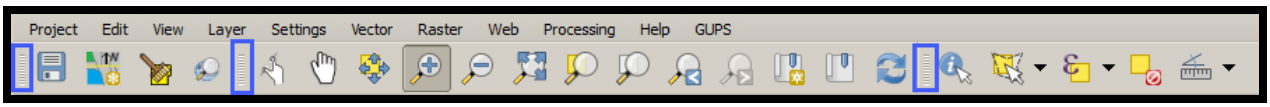
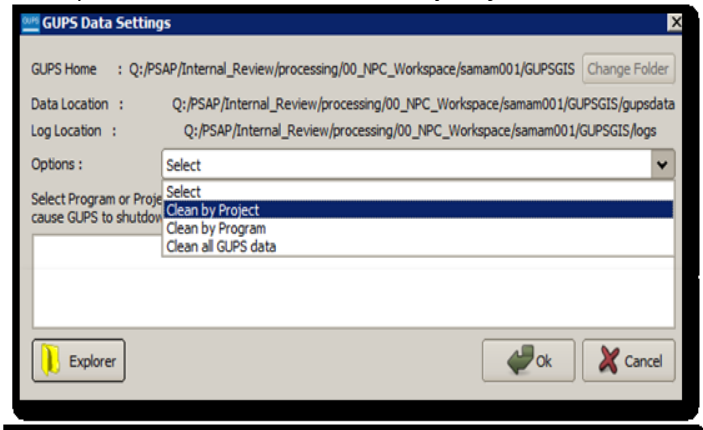
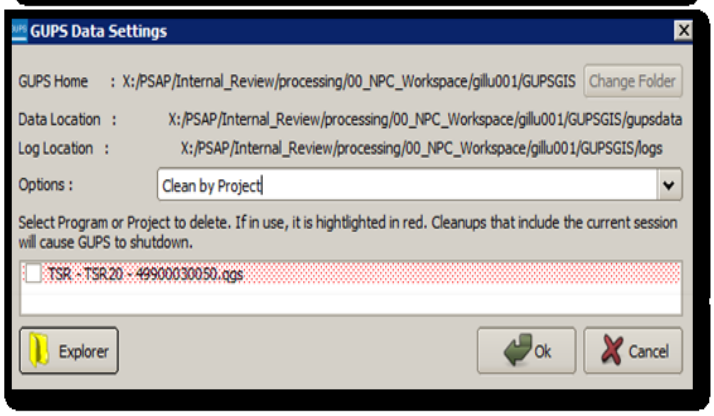
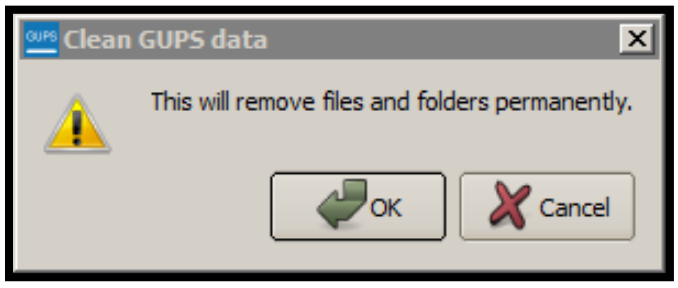
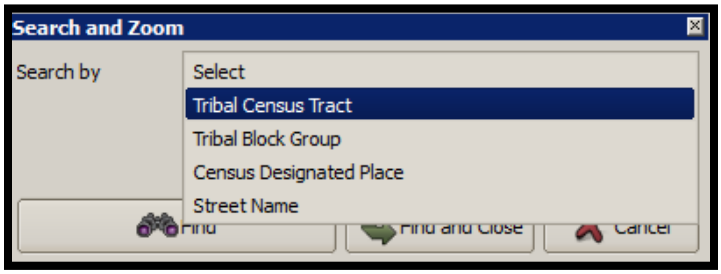
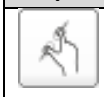


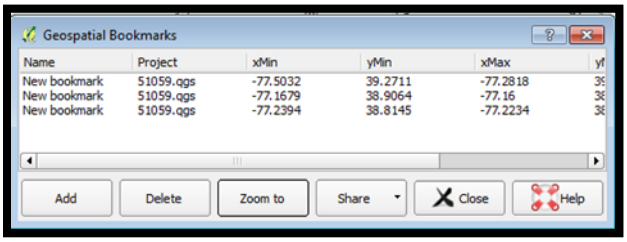
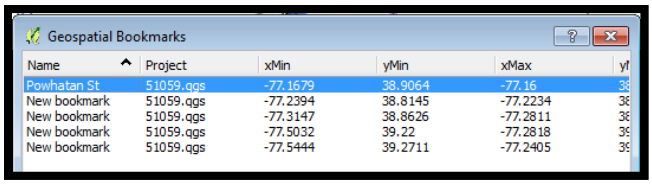
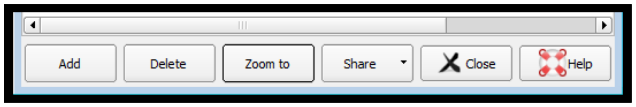
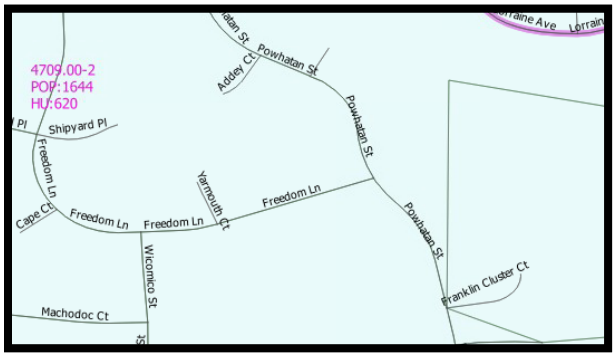
Figure 13. Sub-Toolbar Markers

Table 15 defines the purpose of each button on the **Standard toolbar**. A few of the buttons listed in the table include examples or links to additional tables for further explanation of the button.

Table 15: Standard Toolbar Buttons

Button	Name	Function/Description
Project Toolbar Grouping		
	**Save**	Click the **Save** button to save the current project, including any change to the layer properties, projection, view extent, and layers.
	**Map Management**	Click the **Map Management** button to choose the participant program in GUPS and the county to update. GUPS automatically loads a set of default data layers for the chosen program.
	**GUPS Data Settings**	**Warning! This tool deletes files and folders permanently!** Click the **GUPS Data Settings** button to *open the GUPS Data Settings window*. Click the **Options** drop-down menu and select **Clean by Project**.   From the list that returns, check the box to the left of the project name to select it for deletion. Click **OK** to continue. *GUPS displays a warning message to confirm the action removes files and folders permanently*. Clean-ups of the current session (highlighted in red in the choices list) cause GUPS to close.  Click **OK** to proceed with deletion.

Button	Name	Function/Description
	**Search and Zoom**	Click the **Search and Zoom** button to search the map by census tract, block group, census designated place, census county division (if applicable), or street name.  After selecting the **Search by** choice, a subsequent selection field appears for the participant to choose the specific value to search for in the tribal entity (e.g., Tribal Census Tract). Once selected, click the **Find** or **Find and Close** button to zoom and center the **Map View** on the selection.
Map Navigation Toolbar Grouping		
	**Touch Zoom and Pan**	Click the **Touch and Zoom** button to zoom and pan using finger gestures on a touchscreen computer. This functionality also works with the roller ball on the mouse.
	**Pan Map**	Click the **Pan** button to re-center the map in the **Map View** at the location clicked in the map while preserving the map scale.
	**Pan Map to Selection**	Click the **Pan to Selection** button after selecting a feature on the map (or in the attribute table) to re-center the map based on the selected feature(s).
	**Zoom In**	Click the **Zoom In** button to increase the map scale after clicking on the map and to display the map in **Map View** at a larger scale.
	**Zoom Out**	Click the **Zoom Out** button to decrease the map scale after clicking on the map and to display the map in **Map View** at a smaller scale.
	**Zoom Full**	Click the **Zoom Full** button to display the map at the full extent of the county.
	**Zoom to Selection**	Click the **Zoom to Selection** button after selecting a feature on the map (or in the attribute table) to view the feature at the scale of the selected feature.
	**Zoom to Layer**	Click the **Zoom to Layer** button after selecting a layer in the Table of Contents to display the map at the extent of the selected layer.
	**Zoom Last**	Click the **Zoom Last** button to return to the previous zoom extent.
	**Zoom Next**	Click the **Zoom Next** button to move forward to the next zoom extent.

Button	Name	Function/Description
	**New Bookmark**	Click the **New Bookmark** button to create, name, and save geographic locations in the **Map View** for future reference. To create and save a geographic location, first zoom to the location to bookmark and then select **New Bookmark**. *The Geospatial Bookmarks window opens.*  Click on a row named **New bookmark**, backspace over the name "New bookmark" to delete the name, and enter a descriptive name for the bookmark (255-character limit). Click the **Close** button to add the new bookmark.
	**Show Bookmarks**	Click the **Show Bookmarks** button to view and manage the bookmarks. The bookmark name or coordinates are not editable.  To zoom to a bookmark, click on a bookmark name in the **Geospatial Bookmarks** dialog box and then click the **Zoom to** button.  *The **Map View** zooms to the bookmark.*  To delete a bookmark, click a bookmark name and click the **Delete** button.
	**Refresh**	Click the **Refresh** button to refresh the screen at its current extent.

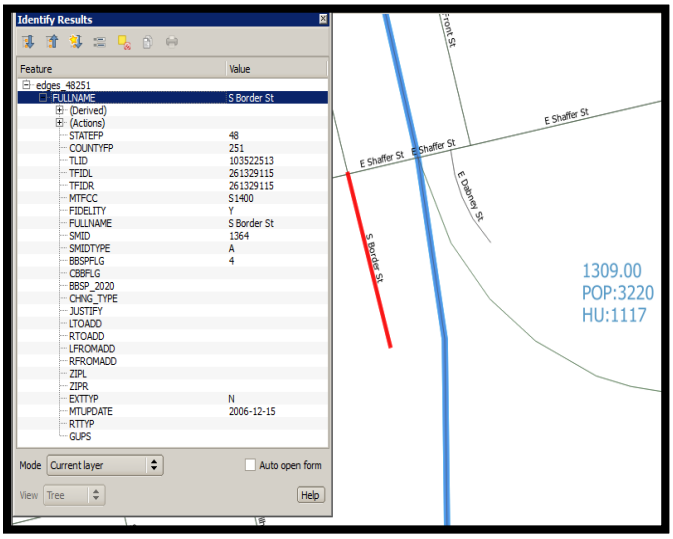
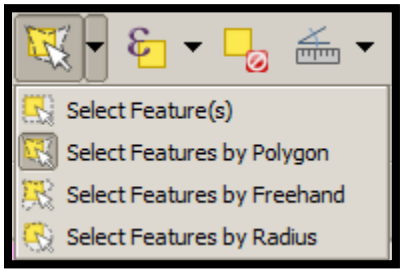
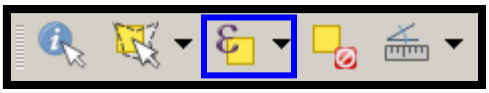
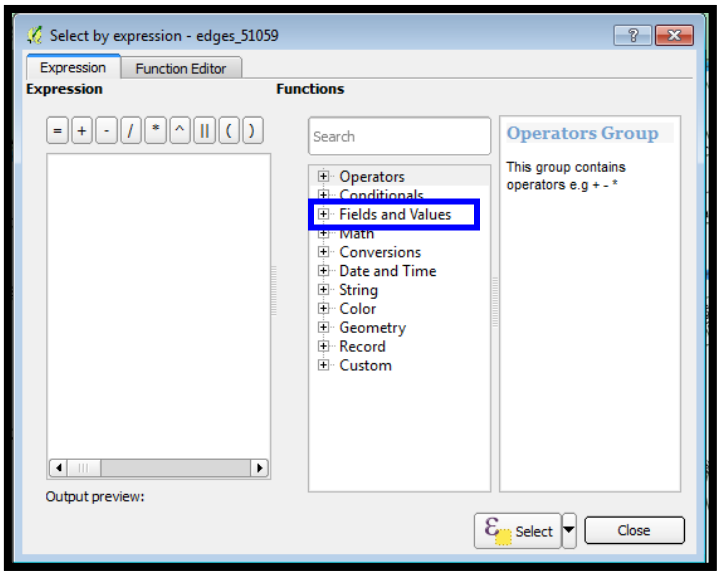
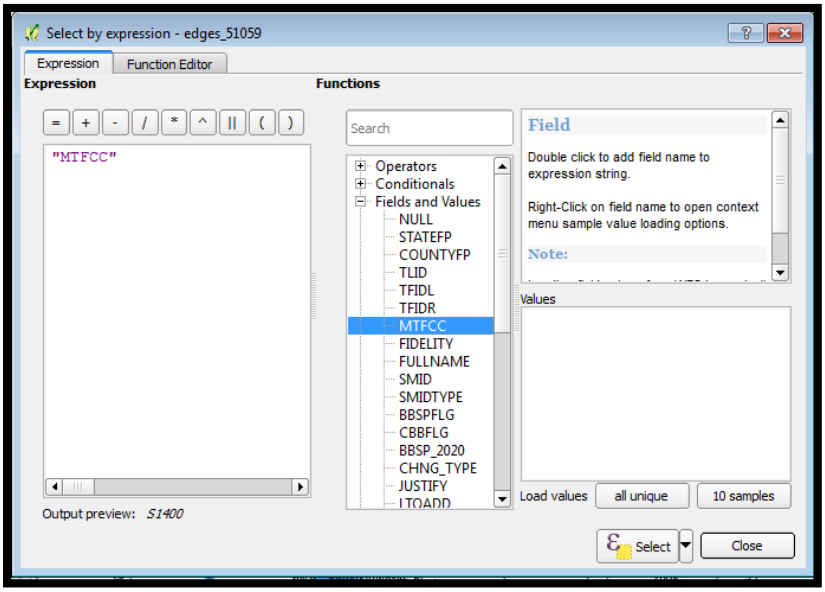
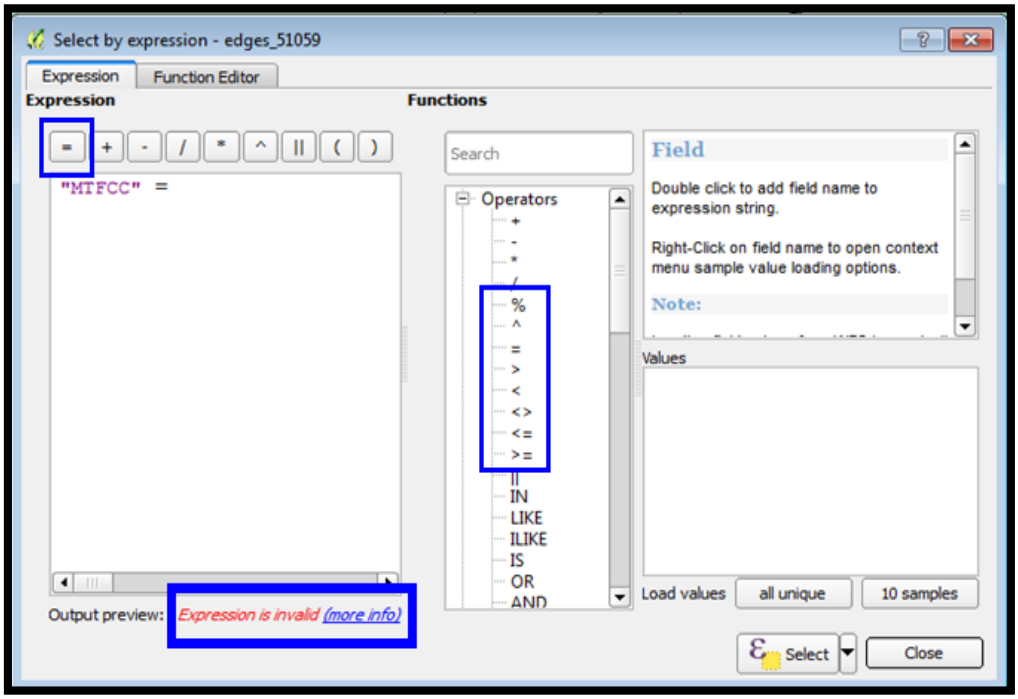
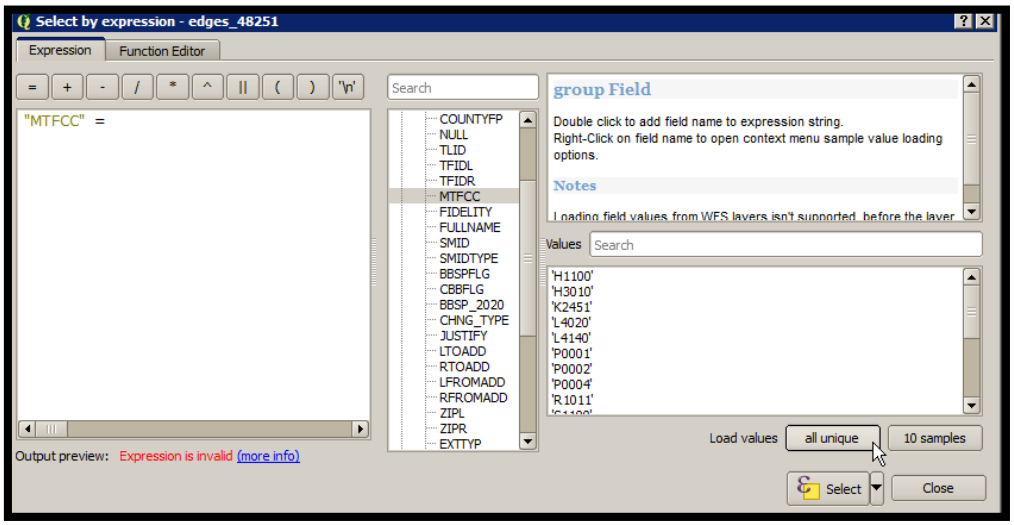
Button	Name	Function/Description
Attributes Toolbar Grouping		
	**Identify Features**	Click the **Identify Features** button, followed by a click on a feature on the map, to identify the feature. *The selected feature appears in red in the **Map View** and the results appear in the **Identify Results** window.* 
	**Select Feature(s) by Area or Single Click**	Click the **Select Feature(s) by Area or Single Click** button to select layer features in the map window with a single click, dragging a box, or drawing graphics on the screen.  To select a single feature, click the **Select Features** button, choose **Select Feature(s)** from the drop-down menu, and click the feature on the map. To select multiple features, hold down the Ctrl key while selecting more than one feature. To remove one or more features from a selection of multiple features, hold down the Ctrl key and click the feature(s) again. Participants can also use **Select Features by Polygon**, **Select Features by Freehand**, and **Select Features by Radius** tools to select multiple features using graphics they draw on the screen.
	**Select Features Using an Expression**	Click the **Select Features Using an Expression** button to select features by querying the attribute table based on table fields and/or values in the fields. See **Table 16** for an example of using the **Select Features Using an Expression** tool to view the features in the edges layer that have an MTFCC code of P0001.
	**Deselect Features from All Layers**	Click the **Deselect Features from all Layers** button to deselect the selected features in all layers in a single action.
	**Measure**	Click the **Measure** button to measure the distance between two or more points, an area, or an angle on a map. See **Table 17** for examples of using the **Measure** tool.

Table 16: Select Features Using an Expression Button

Step	Action and *Result*
Step 1	With the edges layer selected in the **Table of Contents**, click the **Select Features by Expression** button on the **Standard toolbar**. 
Step 2	*The **Select by Expression** dialog box opens.* Click on the '**+**' next to **Fields and Values** to expand it. 
Step 3	Double click on a field name to add it to the **Expression** window. *This example depicts the selection of the MAF/TIGER Feature Classification Code (MTFCC) field and its field name appearance in the **Expression** window.* 

Step	Action and *Result*
Step 4	Single click on an operator button to add it to the **Expression** window. *In this example, the "=" was chosen.* **Note:** There are more operators available than those shown above the **Expression** window. Click the **Operators** menu in the center window of the dialog box to see additional options, including commonly used expressions such as <, >, <=, >=.  For this screenshot, notice the **Output preview:** message below the window indicates the expression is invalid because the value for the expression is missing.
Step 5	Reselect **MTFCC**. Click the **Load values - all unique** button, which shows all of the values for the chosen field name. Double click a value to *add it to the **Expression** window*. For more information about MTFCC codes, please refer to **Appendix F.** MAF/TIGER Feature Classification Codesor the following webpage: <http://www.census.gov/geo/reference/mtfcc.html>. 

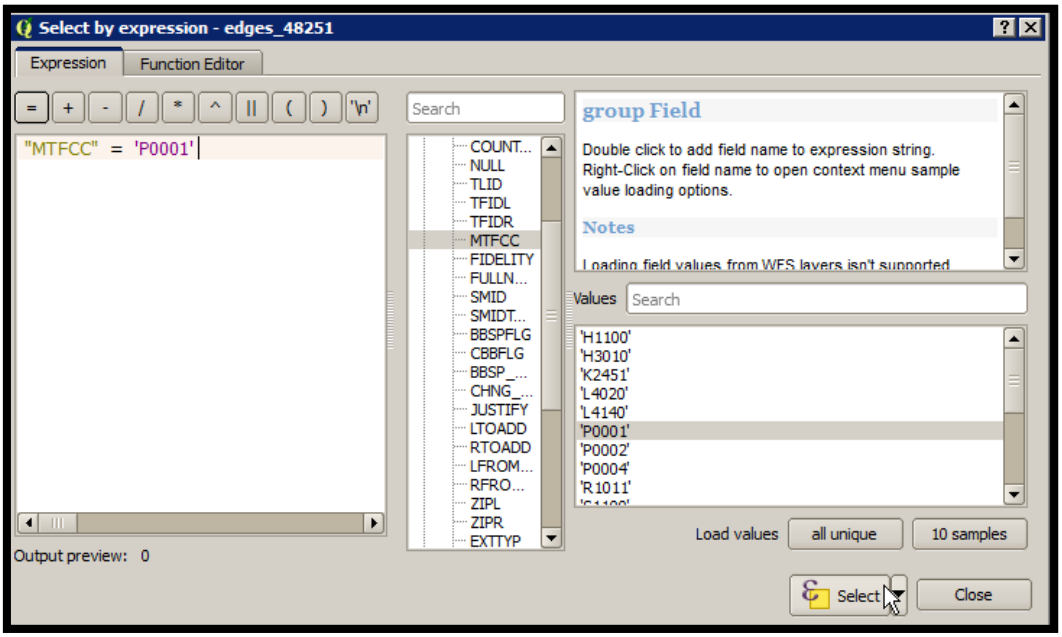
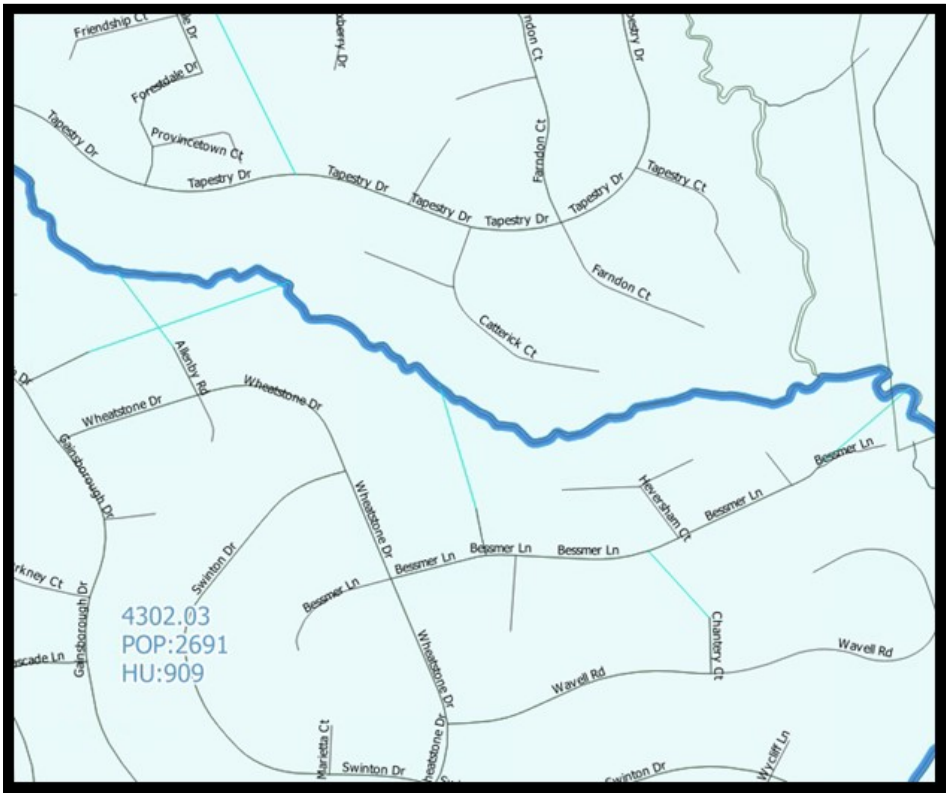
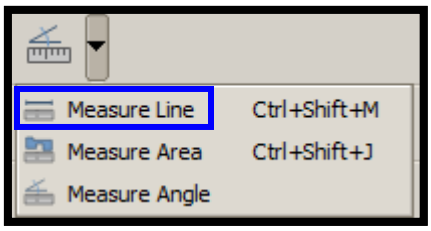
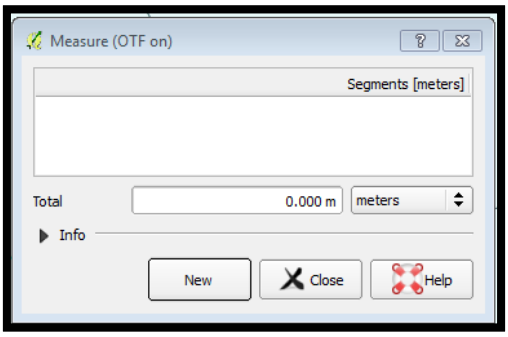
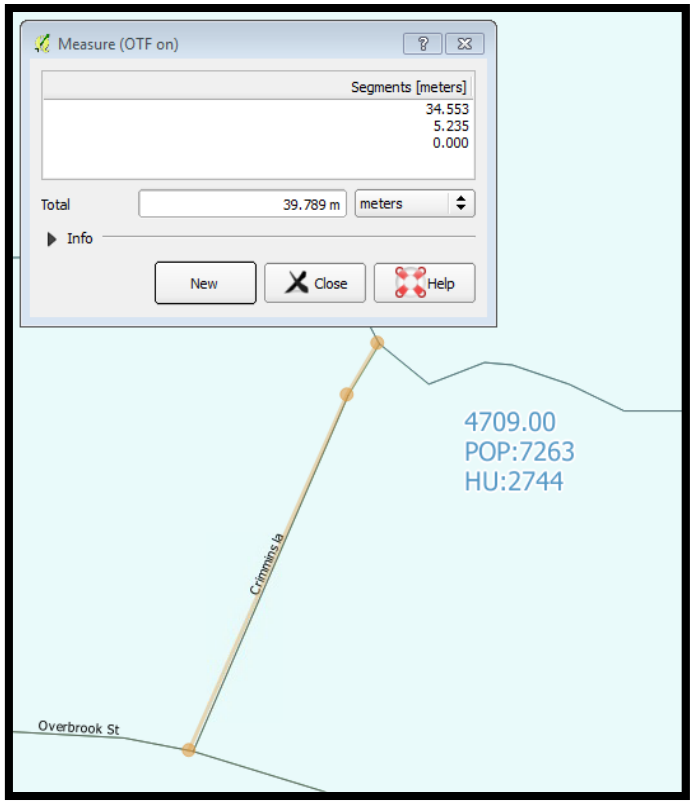
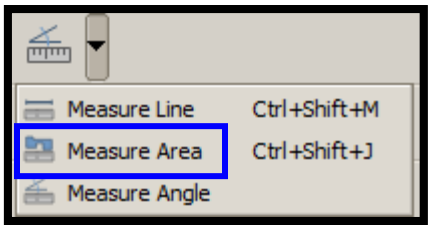
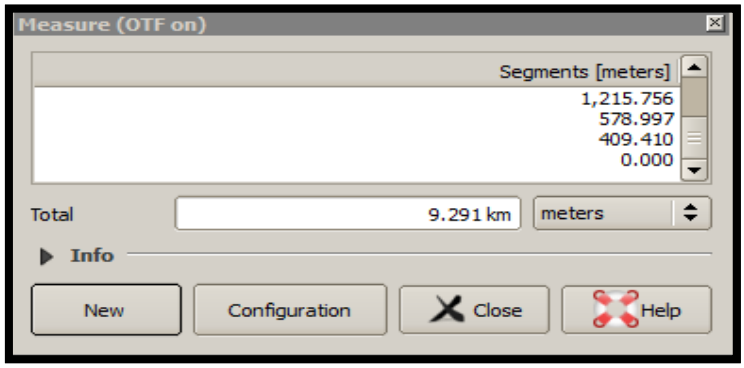
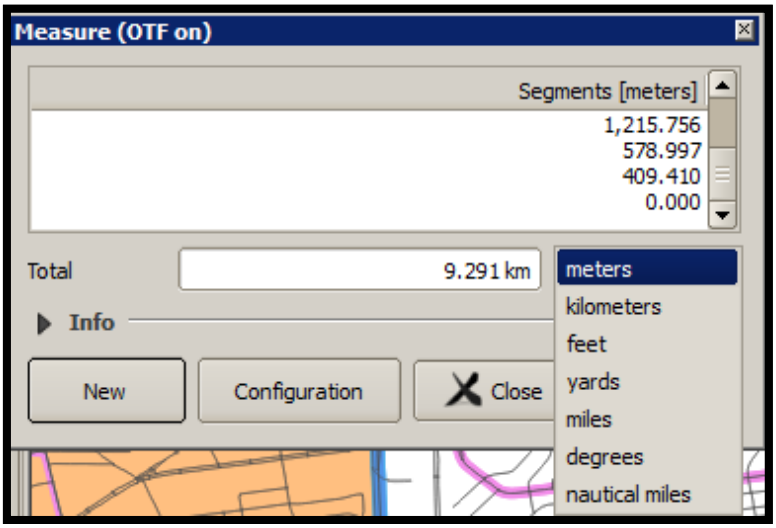
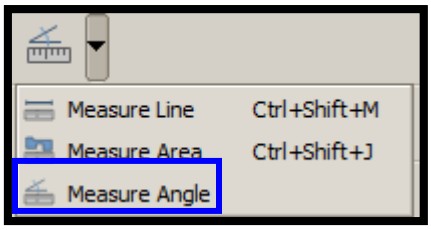
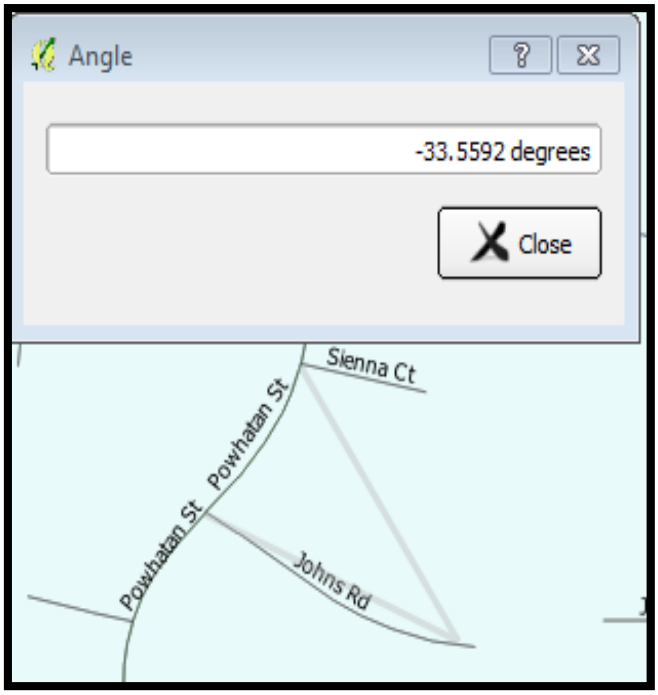
Step	Action and *Result*
Step 6	For this example, double click the value "**P0001**" (Nonvisible Linear Legal/Statistical Boundary) in the values window to *add it to the **Expression** window*.  To execute the expression, click the **Select** button.
Step 7	*The features meeting the expression, "MTFCC" = 'P0001', are highlighted on the map*. 

Table 17: Measure Button

Step	Action and *Result*
Step 1	To measure the distance between two points on the map, select the **Measure** button and then **Measure Line** choice.  *The Measure (OTF en) dialog box opens.* 
Step 2	Zoom to the desired map location to take the measurement. Left-click the beginning point on the map and continue clicking points until reaching the final point. Right-click to show completion of point selection. *The length of each segment of the line, as well as the total length of the line between the beginning point and the ending point, appear in the Measure box.*  Click **New** to start another measurement or click **Close** to close the **Measure** tool.

Step	Action and *Result*
Step 3	To measure the area on the map, select the **Measure** tool and then **Measure Area** choice.  *The Measure (OTF en) dialog box opens.* 
Step 4	Zoom to the desired map location to take the measurement. Left-click on the map to begin drawing a polygon around the area to measure. Left-click at each vertex of the polygon. Right-click to show completion of the polygon. *The polygon's area appears in the **Total** field*. Use the drop-down to the right to see the area in other units of measure. Meters, kilometers, feet, yards, miles, degrees, and nautical miles are the unit of measure choices.  Click **New** to start another measurement or click **Close** to close the **Measure** tool.
Step 5	To measure an angle on the map, select the **Measure** tool and then **Measure Angle** choice. 

Step	Action and *Result*
Step 6	Zoom to the desired map location to take the measurement. Left-click on the map to begin drawing the angle. Drag the mouse to create the first side of the angle, then left-click, and drag the mouse again to draw the second leg. *The **Angle** box opens showing the angle measurement.*  Click **Close** to close the **Measure** tool.

7.4.2 PSAP Toolbar

The **PSAP toolbar**, shown **Figure 14**, provides the software functionality to complete PSAP review and update activities. It includes four separate sub-toolbars, identified by the grouping bars described earlier in the **Standard toolbar** section.

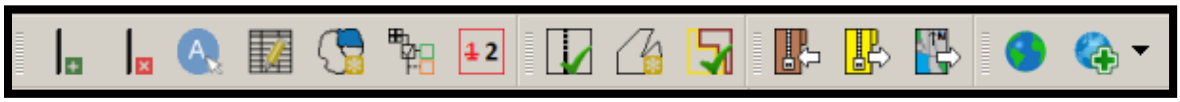
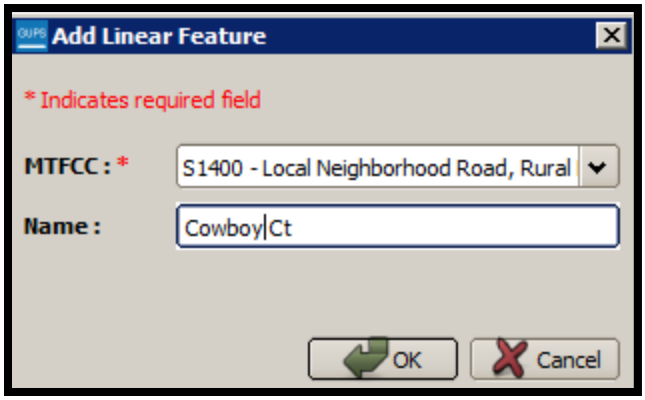


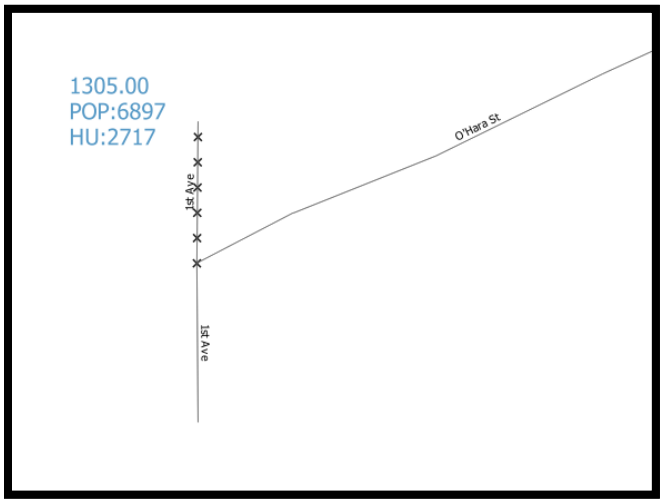
Figure 14. PSAP Toolbar

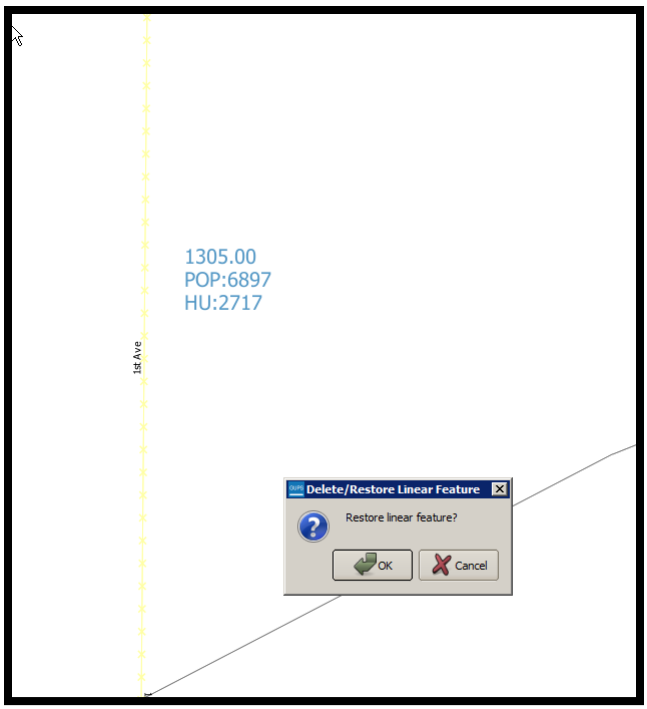
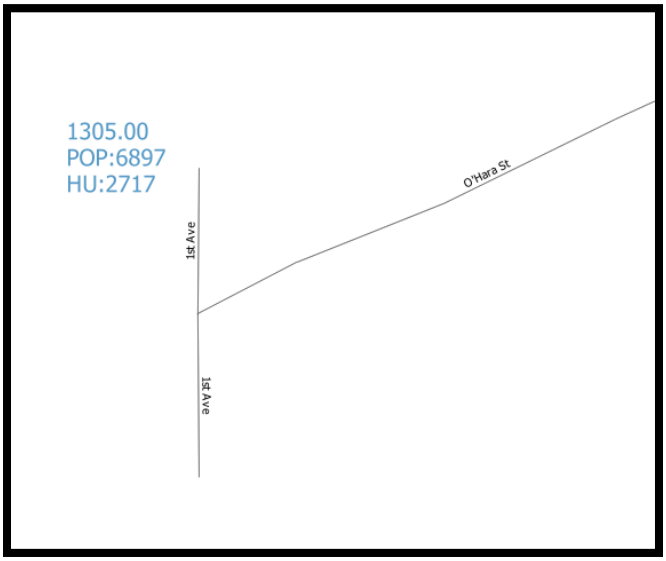
The first sub-toolbar contains the buttons for adding and deleting linear features, modifying linear feature attributes and areal features, displaying names and the legend, and renumbering tribal block groups. The second sub-toolbar contains buttons for conducting geography and criteria reviews. The third sub-toolbar contains buttons for importing shapefiles, exporting the map to a zip file, and exporting a map to print. The fourth sub-toolbar contains buttons for adding an internet map service and adding imagery.

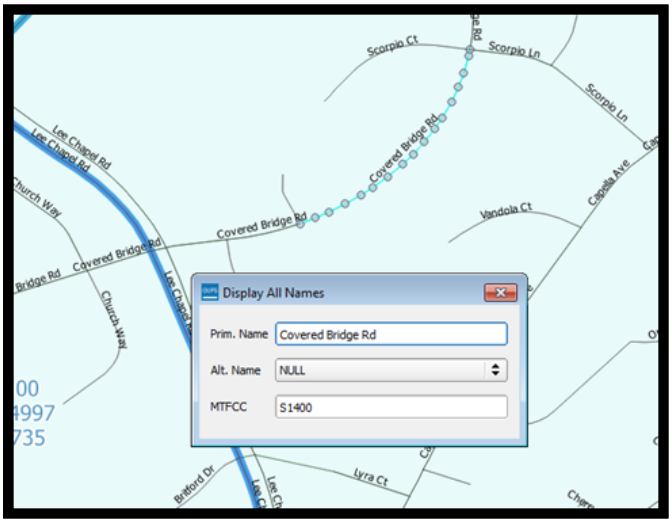
An additional toolbar, the **Manage Layers toolbar**, allows participants to add vector and raster data layers and import data tables. **Table 18** and **Table 28** describe the **PSAP toolbar** and the **Manage Layers toolbar** respectively.

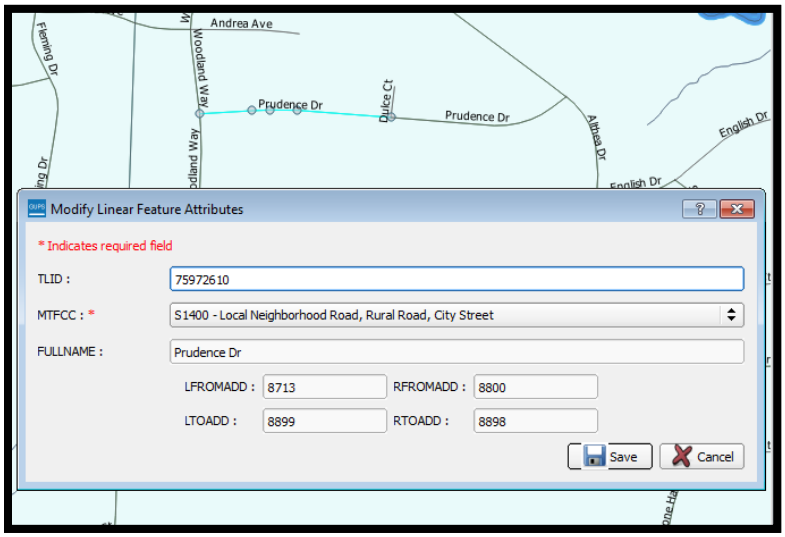
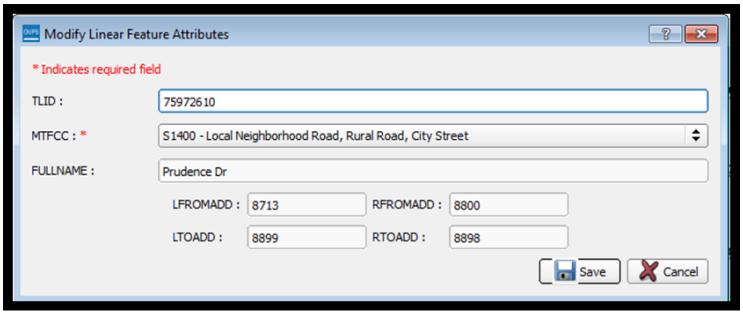
Table 18: PSAP Toolbar Buttons, Names and Functions/Descriptions

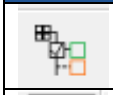
Button	Name	Function/Description
	**Add Linear Feature**	Click the **Add Linear Feature** button to digitize a new linear feature. To add a linear feature, click the mouse to begin the line and continue to click at each vertex point of the line. Right-click the mouse to complete the new line, shown in pink in the image below.  *Upon completion of digitization, the **Add Linear Feature** dialog box opens.* Click the **MTFCC** drop-down menu to choose the appropriate feature classification code. If named, type the name of the feature in the **Name** field.  **Note:** To locate information on the MAF/TIGER Feature Classification Codes (MTFCC) codes, refer to **Appendix F.** Refer to **Appendix H**. for a list of standardized street type abbreviations since the street type (i.e. St., Rd., Ave., Cir., etc.) is required to upload the feature correctly.

	**Delete/Restore Linear Feature**	Click the **Delete/Restore Linear Feature** button to delete a linear feature. Participants can restore linear features if deleted in error. To delete a linear feature, click the mouse on the feature to delete.  *The **Delete/Restore Linear Feature** confirmation dialog box opens with a question about certainty of the delete.* Click **OK** to mark the feature for deletion. The deleted feature appears on the map with a gray X's on top of the linear feature.  **Note:** When a feature is marked for deletion, GUPS assigns a delete flag to the feature in the attribute table. The deletion occurs later if it remains marked as such. Assigning a flag rather than immediately deleting the feature allows for the restoration of the feature if deleted in error. To restore a deleted linear feature, click on the **Delete/Restore Linear Feature** button. Click the feature on the map previously marked for deletion (*highlights in light yellow*).

Button	Name	Function/Description
		 *The **Delete/Restore Linear Feature** confirmation dialog box opens with question restore the line.* Click the **OK** button to remove the delete line flag from the attribute table and restore the feature. 

Button	Name	Function/Description
	**Display All Names**	Click the **Display All Names** button to display the primary and alternate names for a street. It also shows the MTFCC for other linear features such as streams, railroads, non-visible features. To check for the name of a street feature, click the **Display All Names** button and then click on the street on the map. The selected feature highlights in light blue and the **Display All Names** dialog box opens showing the primary name in the **Prim. Name** field and the alternate name, if one exists, in the **Alt. Name** field. To see all alternate names, click the drop-down arrow to the right of the **Alt. Name** field. If no alternate name exists, 'NULL' appears in the **Alt. Name** field. 

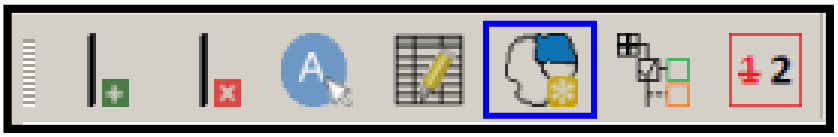
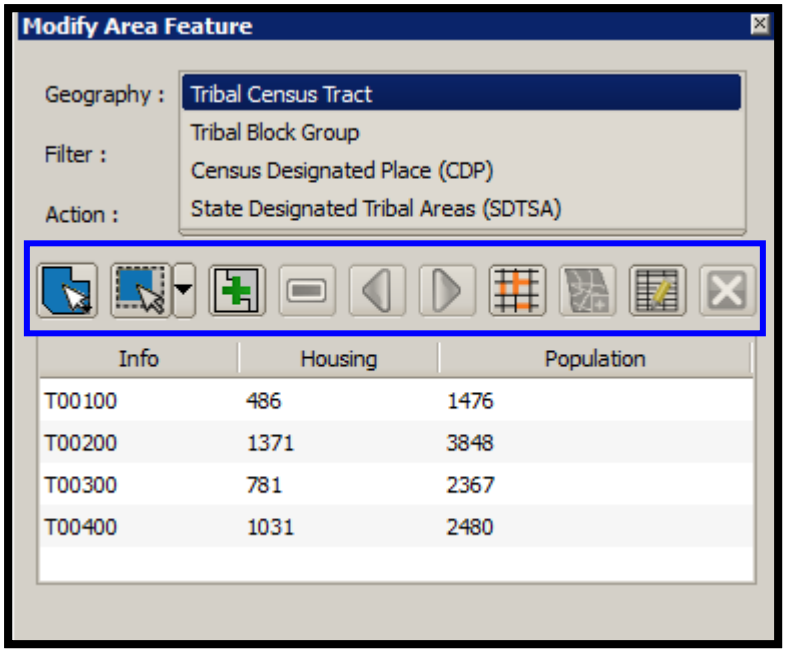
Button	Name	Function/Description
	**Modify Linear Feature Attributes**	Click the **Modify Linear Feature Attributes** button to edit attribute fields for a selected linear feature. To edit the attribution of a linear feature, click the **Modify Linear Feature Attributes** button and then click the linear feature to edit.  The **Modify Linear Feature Attributes** dialog box opens with the TIGER/Line Feature ID (TLID) of the feature selected. The **MTFCC** field displays the assigned MTFCC. If the feature is unnamed, the **FULLNAME** field is blank. The **TLID** field is not eligible for modification. To update the **MTFCC** field, click the down-drop box and select the correct MTFCC code. This field is required for all linear features.  To update the **FULLNAME** field, enter the name if the field is blank. If the field contains an incorrect name, highlight the existing name and press the Delete key from the keyboard or backspace over the existing name to clear the field prior to entering the current/correct name.
	**Modify Area Feature**	Click the **Modify Area Feature** button to choose the geography, filter, and action for the statistical geographies in the given entity (county or tribal). Applying a search filter to each geography helps locate the statistical geographies that do not meet specified criteria. Refer to **Table 19** for several detailed examples of its use. This button is a major component used for updating statistical geographies.

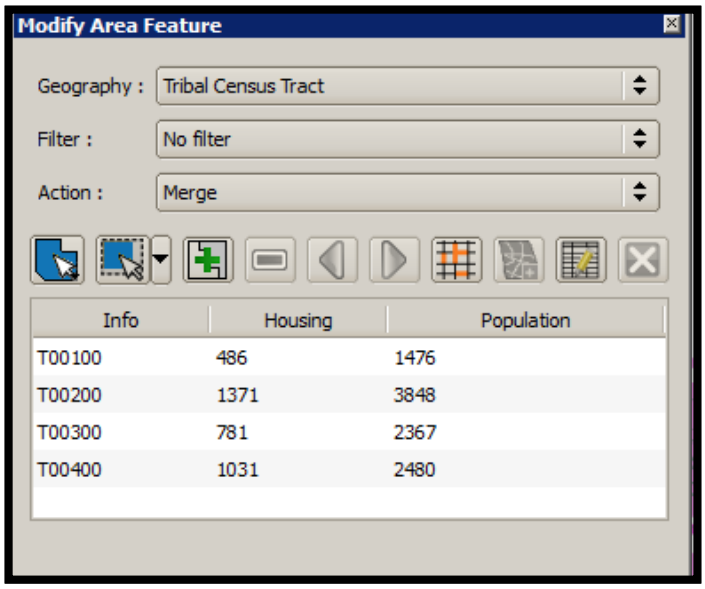
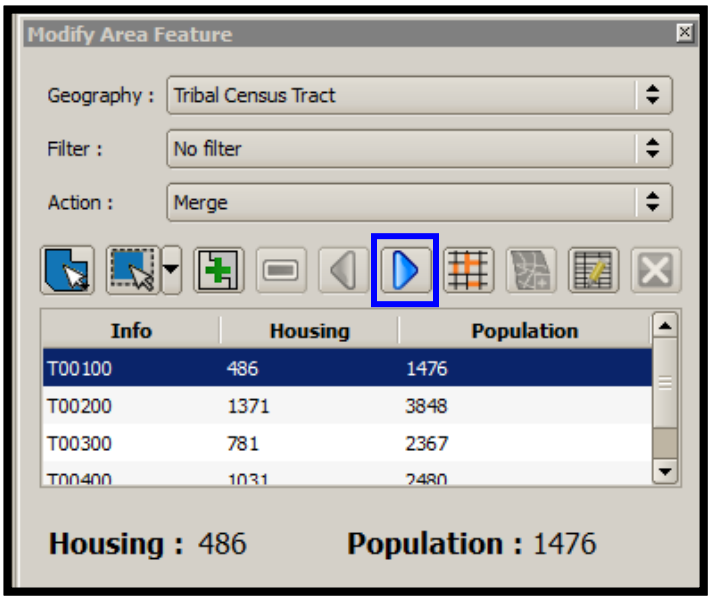
Button	Name	Function/Description
	**Show/Hide Legend**	Click the **Show/Hide Legend** button to hide the layer list. Click it again to show the layer list.
	**Renumbering Tool**	Click the **Renumbering Tool** button to renumber newly created or modified tribal block groups resulting from merges or splits. Renumbering is not required. Participants choosing to renumber should execute this tool after all tribal block group work concludes. Save the project to make the changes permanent.
	**Geography Review Tool**	Click the **Geography Review Tool** button to filter a layer based on field values in the attribute table. Refer to **Table 21** for details on its use.
	**Review Change Polygons**	Click the **Review Change Polygons** button to view the review the updated polygons created from the edits made to tribal census tracts, tribal block groups, and CDPs where applicable. Refer to **Table 22** for details on its use.
	**TSR Criteria Review**	Click the **TSR Criteria Review** button to generate a list of threshold failures and to correct the failures or provide a justification for the failures. This mandatory check is required before creating a data output file. Refer to **Section 9.1** and **Table 23** for details on its use.
	**Import County Zip**	Click the **Import County Zip** button to import a participant's "DataDirectory" output .zip file into GUPS for further review and update. Refer to **Table 24** for details on its use. **Note:** GUPS generates this "DataDirectory" .zip file as part of the **Export to Zip → Share with Another Participant** function described in **Table 25**.
	**Export to Zip**	Click the **Export to Zip** button to create the .zip file containing all required data and shapefiles for submission to the Census Bureau or to share with another participant. Refer to **Table 25** for details on its use.
	**Print Map to File**	Click the **Print Map to File** button export a printable map in .pdf, png, .tif, or jpeg format. Refer to **Table 26** for details on its use.
	**Internet Map Service**	Click the **Internet Map Service** button to load a GIS map service from the internet into GUPS to assist with overlaying external source visuals/data. **Note:** An internet connection is required for this button to function.
	**Add Imagery**	Click the **Add Imagery** button to add either USGS or Esri imagery to overlay the tribal entity shapefiles. Remove imagery using the same button. Refer to **Table 27** for details on its use.
	**Undo**	Click the **Undo** button to revert the last change made by the participant. After making the layer where the change occurred active in the **Table of Contents**, this button activates on the **Advanced Digitizing toolbar** and in the **Edit** menu if the **Undo** action is permissible. **Note:** This button (and action) is very important for a participant to utilize prior to saving any changes. Participants should be confident with the change they have made prior to saving. If not, they should perform the **Undo** action.
	**Redo**	Click the **Redo** button to restores the last change made by the participant. This button activates on the **Advanced Digitizing toolbar** if a redo action is permissible.

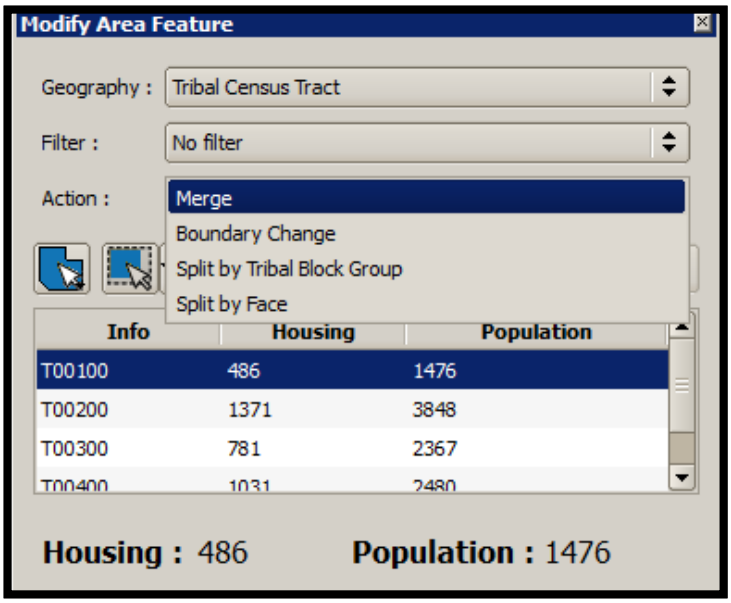
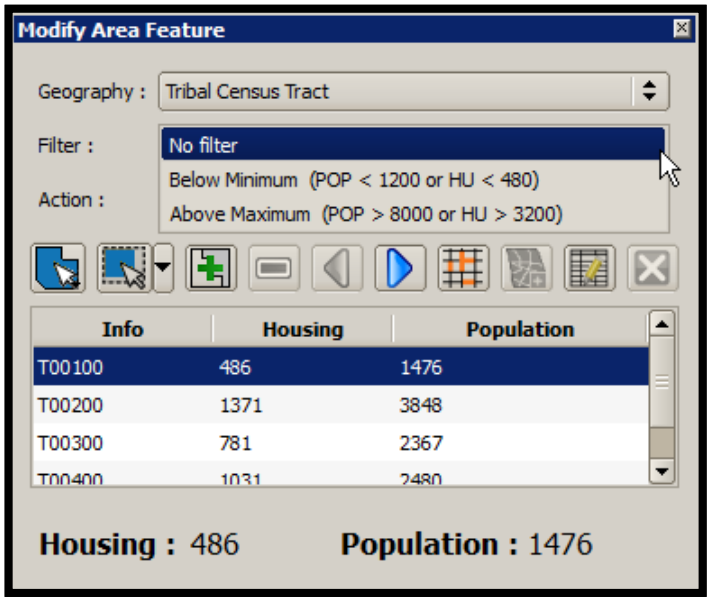
7.4.2.1 Modify Area Feature Button

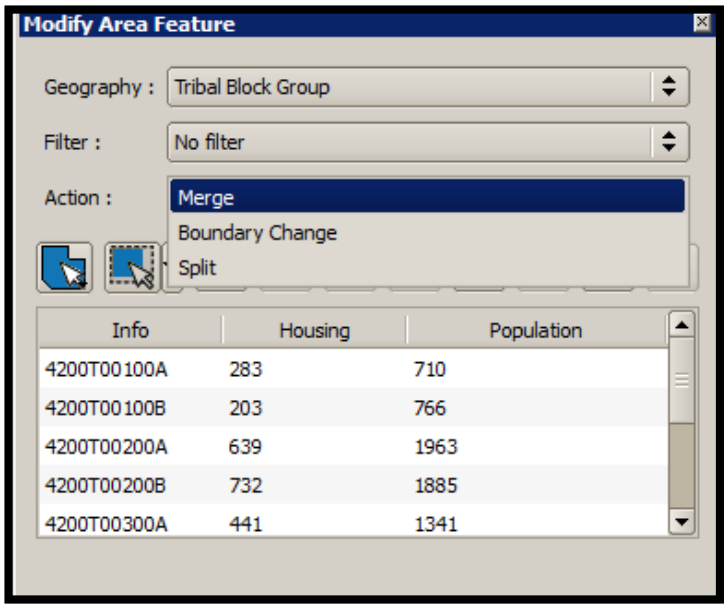
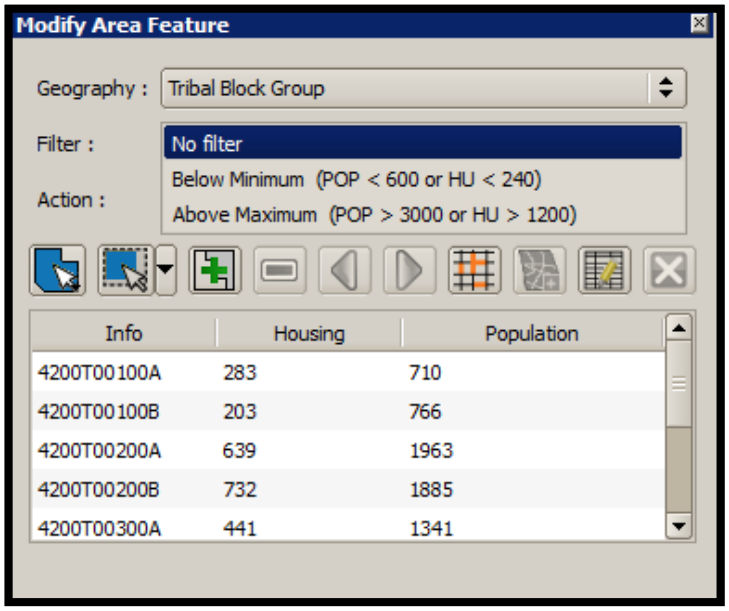
The **Modify Area Feature** button allows participants to review and update tribal census tracts, tribal block groups, and census designated places (CDPs). Please refer to **Chapter 8** Review and Update of PSAP Geographiesfor detailed review and update instructions of each statistical area. The following section discusses the mechanics of the tool itself, not the criteria for which to use the tool.

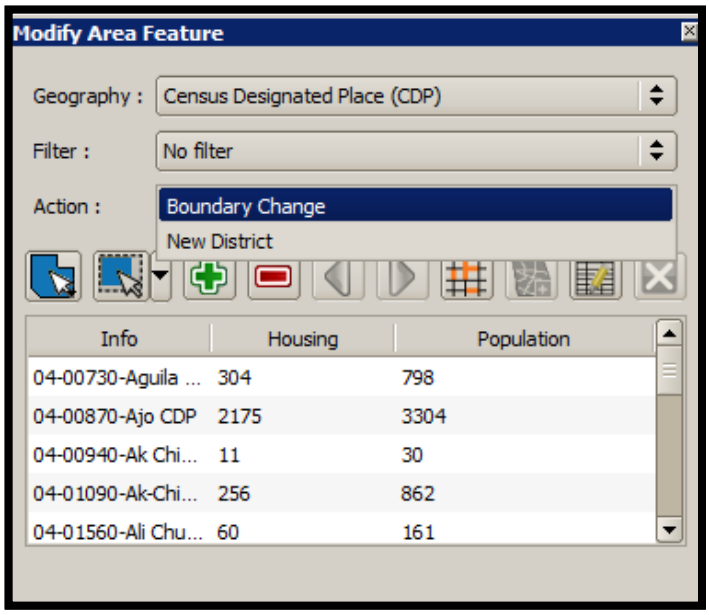
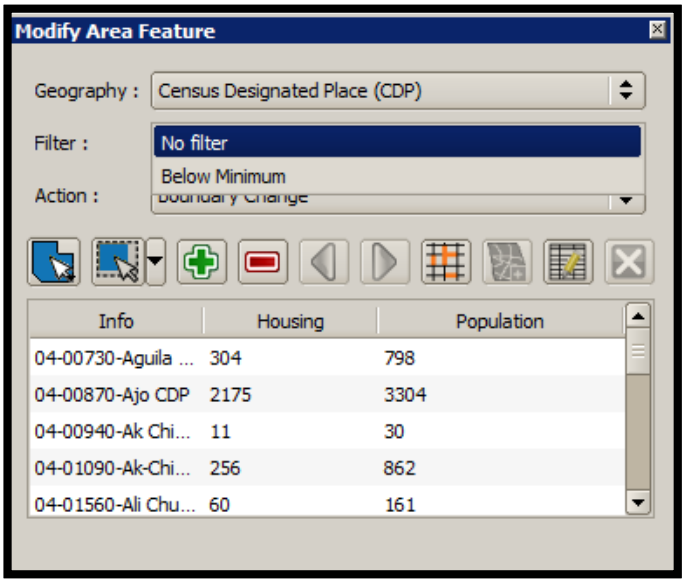
Table 19: Modify Area Feature Button

Step	Action and *Result*
Step 1	Click the **Modify Area Feature** button. 
Step 2	After selection of the editable layers*, the **Modify Area Feature** dialog box opens.* Click the **Geography** drop-down menu to select the geography to review and update.  Geographies that appear in the **Geography** drop-down menu are editable with the tools located above the information window; however, those tools change based upon the geography selected. **Note:** The **State Designated Tribal Areas (SDTSA)** choice appears in the **Geography** drop-down menu for Census Bureau use only.

Step	Action and *Result*
Step 3	Choose **Tribal Census Tract** from the **Geography** drop-down menu. *The default filter, No filter, displays all census tracts in the information window*. 
Step 4	Double click on a row in the list to select the tribal census tract. *The map zooms to the selected tract. The blue arrow tool activates allowing participants to tab through all pieces of T00100.* See **Table 20** for more information on its use. 

Step	Action and *Result*
Step 5	The **Action** drop-down menu activates four separate types of updates, **Merge**, **Boundary Change**, **Split by Block Group**, or **Split by Face**. 
Step 6	With **Tribal Census Tract** selected, click the **Filter** drop-down menu to view census tracts that do not meet the population and housing unit criteria - (**below minimum** – numbers are below the minimum population and housing thresholds and **above maximum** – numbers are above the maximum population and housing thresholds). Refer to **Table 4: Tribal Census Tract Thresholds** for the 2020 population and housing unit criteria for tracts. 

Step	Action and *Result*
Step 7	Selection of **Tribal Block Group** from the **Geography** drop-down menu enables three actions in the **Action** drop-down menu, **Merge**, **Boundary Change**, and **Split**. 
Step 8	As described above for tribal census tracts, with **Tribal Block Group** selected, click the **Filter** drop-down menu to view the block groups that do not meet the population and housing unit criteria - (**below minimum** – numbers are below the minimum population and housing thresholds and **above maximum** – numbers are above the maximum population and housing thresholds). Refer to **Table 6: Tribal Block Group Thresholds** for the 2020 population and housing unit criteria for block groups. 

Step	Action and *Result*
Step 9	Selection of **Census Designated Place (CDP)** from the **Geography** drop-down menu enables two actions in the **Action** drop-down menu, **Boundary Change** and **New District**. 
Step 10	With **Census Designated Place (CDP)** selected, leave the **Filter** drop-down menu set to **No Filter** to view all of the CDPs in the county (or counties) that comprise the tribal entity with their population and housing unit information. CDPs are not limited to just the ones located within the tribal entity. Recall there are no minimum population and housing thresholds, but a CDP cannot have zero population and zero housing units. Refer to **Appendix B.** for a summary of threshold criteria. 

Within the Modify Area Feature dialog box is a section of additional buttons used to implement changes to the various statistical geographies. **Figure 15** highlights the section of additional buttons while **Table 20** describes these buttons and their functionality in detail.

Note: The buttons that appear in this toolbar change depending on the geography and action chosen by the participant; therefore, **Figure 15** does not depict all of the potential buttons, but only those that appear with Tribal Census Tract and Merge selections. **Table 20** discusses all the buttons that appear at any point during a participant's PSAP review.

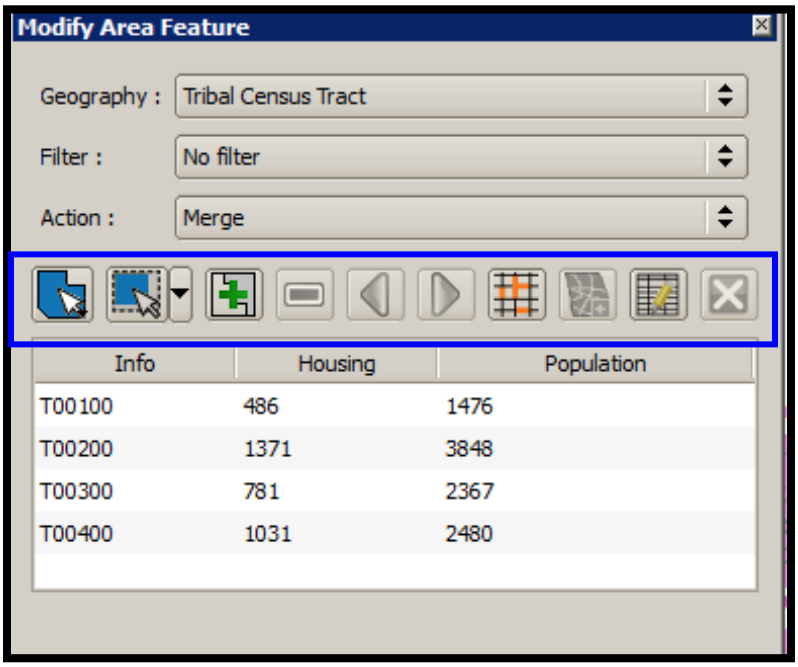
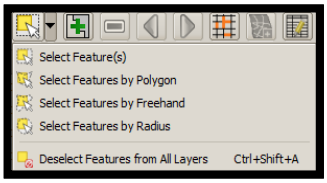


Figure 15. Modify Area Feature Buttons: Tribal Census Tract – Merge

Table 20: Modify Area Feature Buttons Detail

Button	Name	Function
	**Select Target Area**	Allows the participant to select the geographic area (selected from the Geography drop-down menu) by clicking on the map.
	**Select Features**	Allows the participant to select/deselect layer features in the map window with a single click, dragging the cursor, or drawing graphics on the screen.
	**Merge**	Select **Merge** from the **Action** drop-down menu to activate this button. The **Merge** button combines multiple geographic entities. **Note:** Be aware this button is very similar in appearance to the **Add Area** button activated by the **Boundary Change Action** selection.

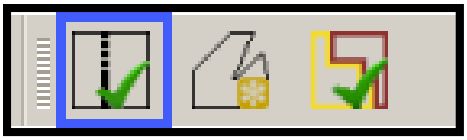
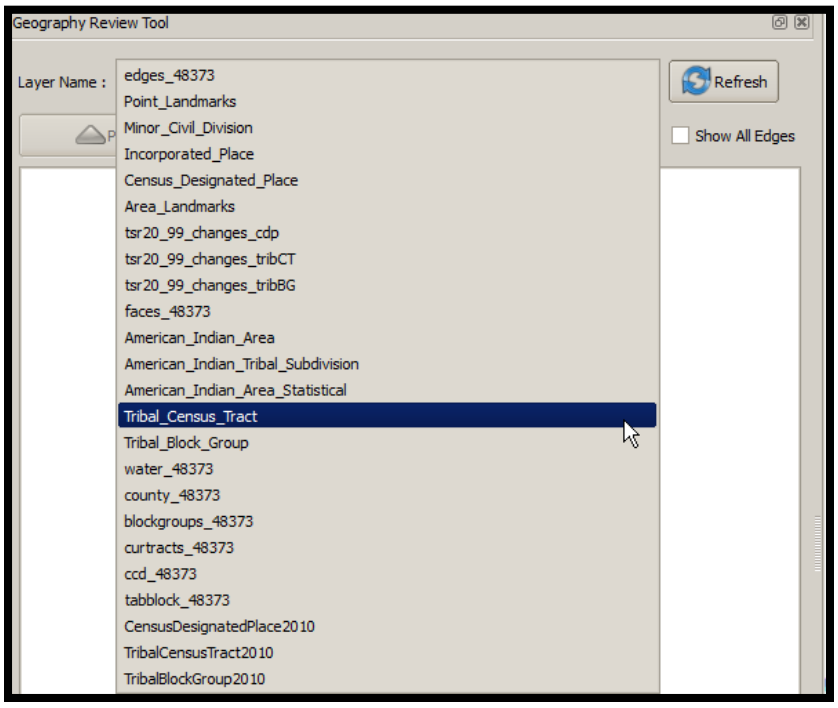
Button	Name	Function
	**Add Area**	Select **Boundary Change** from the **Action** drop-down menu to activate this button. The Add Area button adds smaller geographic entities (faces or block groups) to the geographic area selected on the map. To add more than one face, click on the first face, hold down the Ctrl key, and continue clicking on the other faces until complete. **Note:** Be aware this button is very similar in appearance to the **Merge** button activated by the **Merge Action** selection. Locate the definition of faces in **Appendix A.** .
	**Split by Block Group or Split by Face (Census Tract) and Split (Block Group)**	Once selected, the selected geographic entity is split by the entire block group or individual faces of the geographic area selected on the map. **Note:** Be aware this button activates in both the Tribal Census Tract and Tribal Block Group geography drop-down menus. With **Tribal Census Tract** geography chosen, select **Split by Block Group** or **Split by Face** from the **Action** drop-down menu to activate this button. From **Tribal Block Group** geography, select **Split** from the **Action** drop-down menu.
	**Remove Area**	Select **Boundary Change** from the **Action** drop-down menu. Remove smaller geographic entities (Face and Block Group) from the geographic entity selected on the map by using this button. This button only activates for CDPs.
	**Previous Non-contiguous Area**	Button activates if the selected statistical geographic area is not contiguous and provides a means to pan back to each noncontiguous piece.
	**Next Non-contiguous Area**	Button activates if the selected statistical geographic area is not contiguous and provides a means to pan forward to each noncontiguous piece.
	**Show / Hide Boundary Eligibility Theme**	Displays the features on the map that have questionable boundaries (dashed yellow line) and not acceptable boundaries (dashed red line).
	**Add Entity**	Select **New District** from the **Action** drop-down menu of the **Geography** drop-down menu for CDPs. Add select faces to create a new geographic entity.

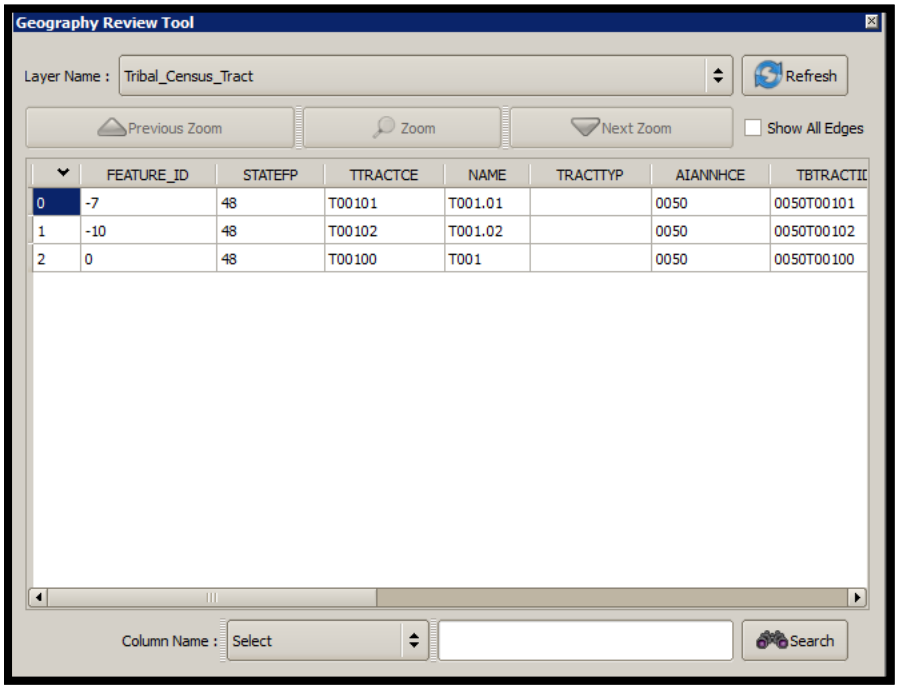
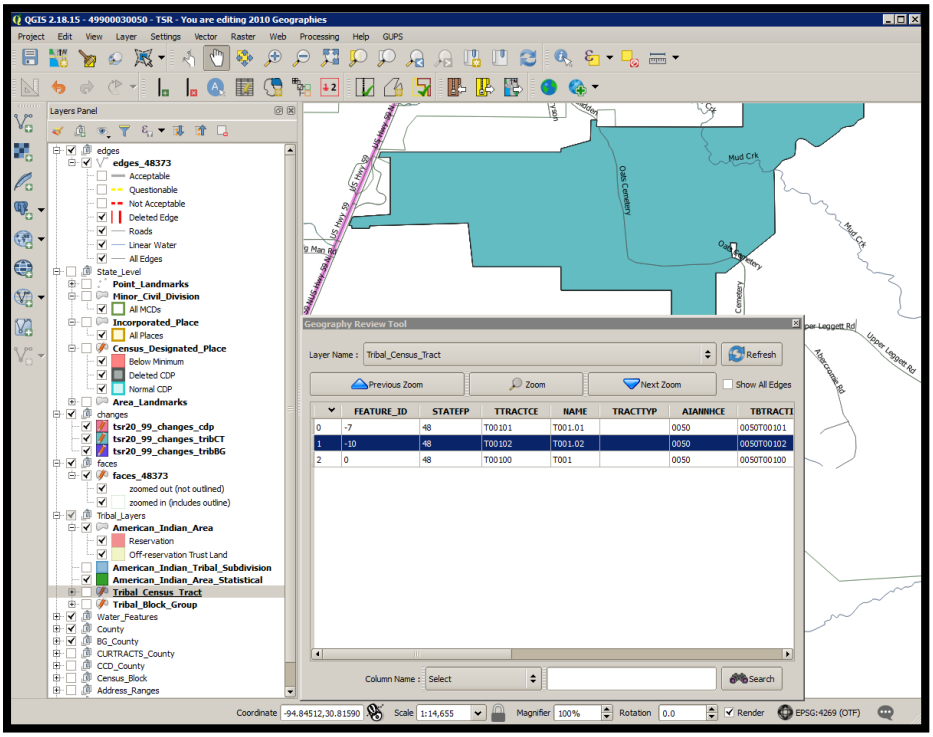
Button	Name	Function
	**Change Attributes**	Edit attributes of a selected geography. For tribal census tracts, a participant may edit the Tribal Tract Code (TTRACTCE). For tribal block groups, a participant can edit the Tribal Block Group Code (TBLKGRPCE).
	**Delete Area Feature**	Select **Boundary Change** from the **Action** drop-down menu. The **Delete Area Feature** button deletes an area feature. This is used only for CDPs.

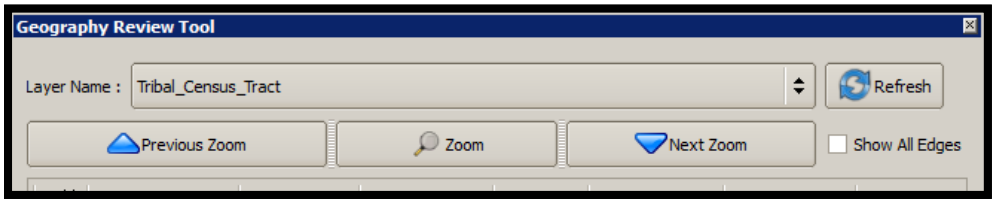
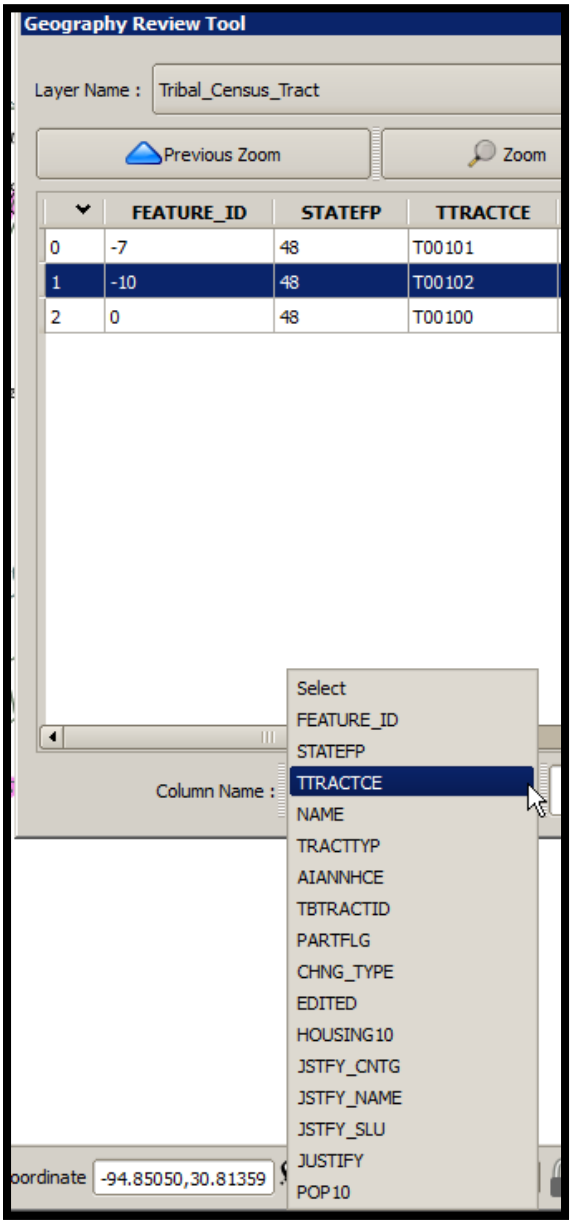
7.4.2.2 Geography Review Tool Button

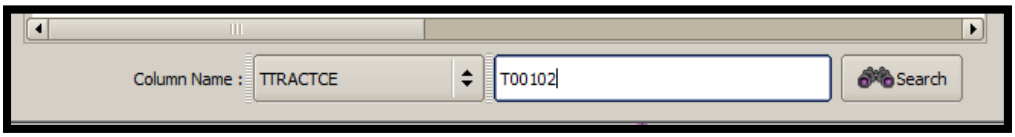
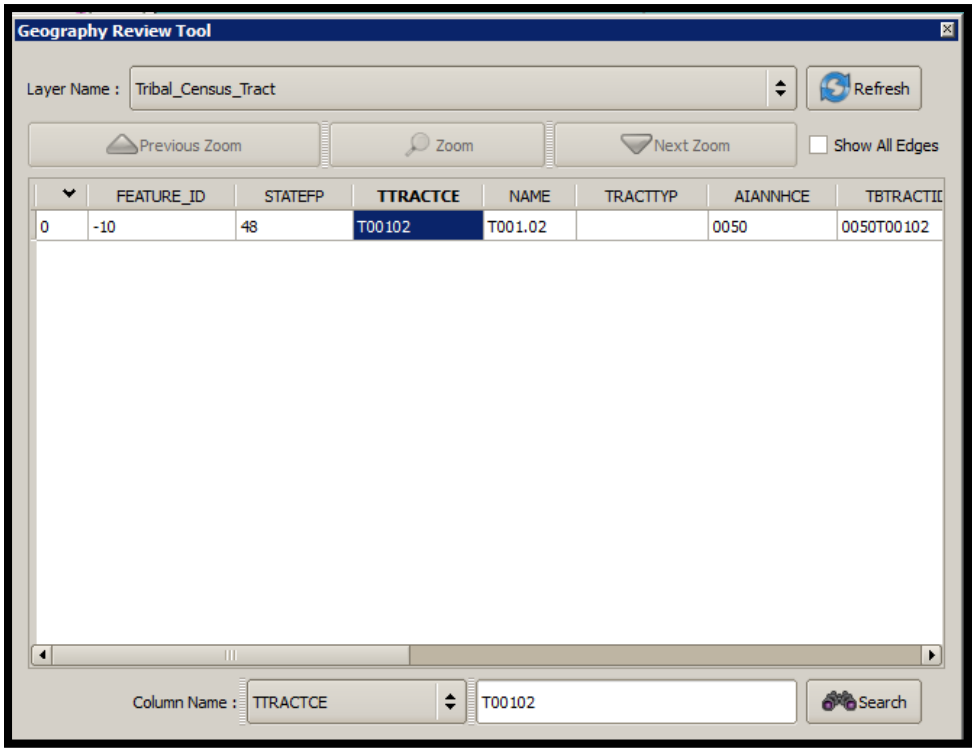
The **Geography Review Tool** button provides access to the attribute tables of some of the layers displayed in the Table of Contents. The layers of interest for PSAP are the tribal census tracts, tribal block groups, and CDPs. This tool filters map layers based on field values in the attribute table. It provides an overall review of the new or deleted entities, or the entities with boundary changes. **Section 8.1** discusses that process while **Table 21** includes information for executing this button. **Section 9.3** provides detailed information and examples.

Table 21: Geography Review Tool Button

Step	Action and *Result*
Step 1	Click the **Geography Review Tool** button.  *The **Geography Review Tool** window opens.*
Step 2	Select the layer to review from the **Layer Name** drop-down menu. 

Step	Action and *Result*
Step 3	After making layer selection, the attribute table for the layer opens, with the attributes for each of the tribal census tracts. 
Step 4	To see a census tract on the map, click its row in the attribute table list and then click **Zoom** or double click the row. *The map automatically zooms to the selected tribal census tract.* 

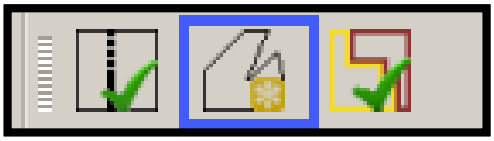
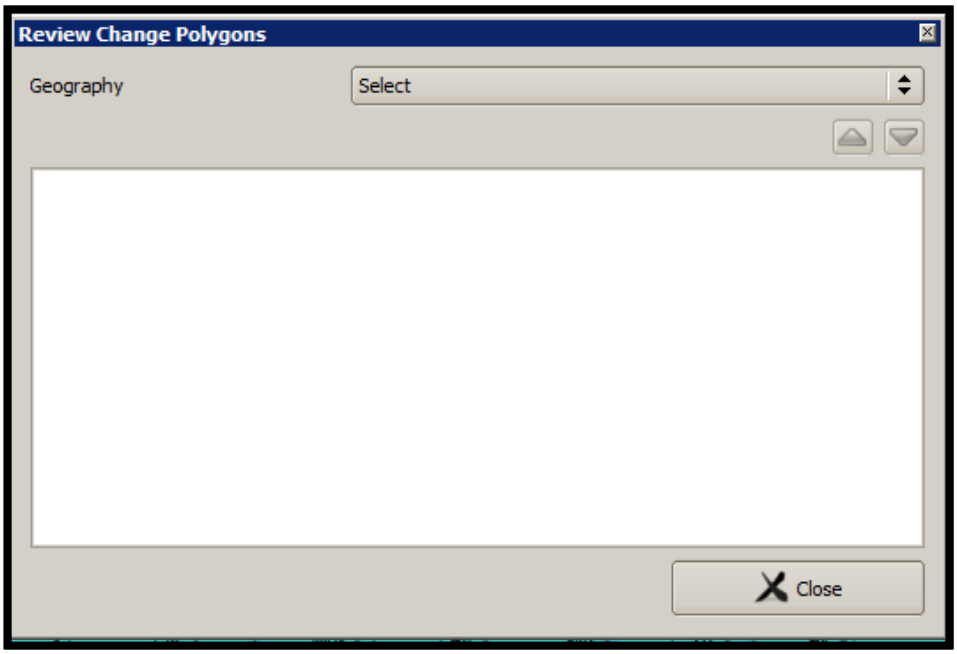
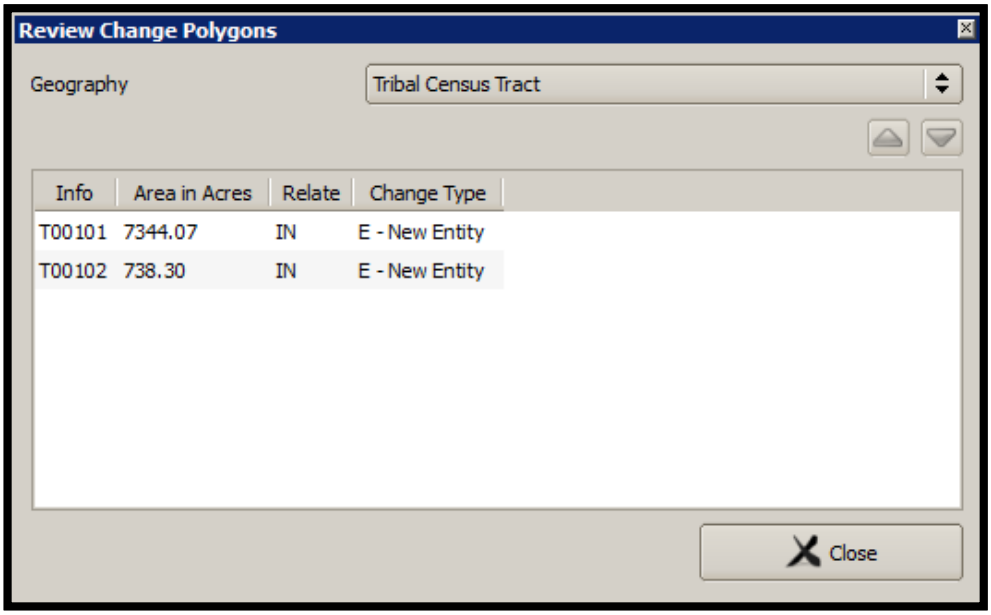
Step	Action and *Result*
Step 5	To view other tracts, use the **Previous Zoom** and **Next Zoom** buttons. The previous or next row highlights and GUPS zooms to the map for that row. 
Step 6	Use the **Column Name** drop-down menu at the bottom of the dialog box to filter the table layers by specific attributes (i.e., TTRACTCE, CHNG_TYPE, etc.). In this example, select **TTRACTCE**. 

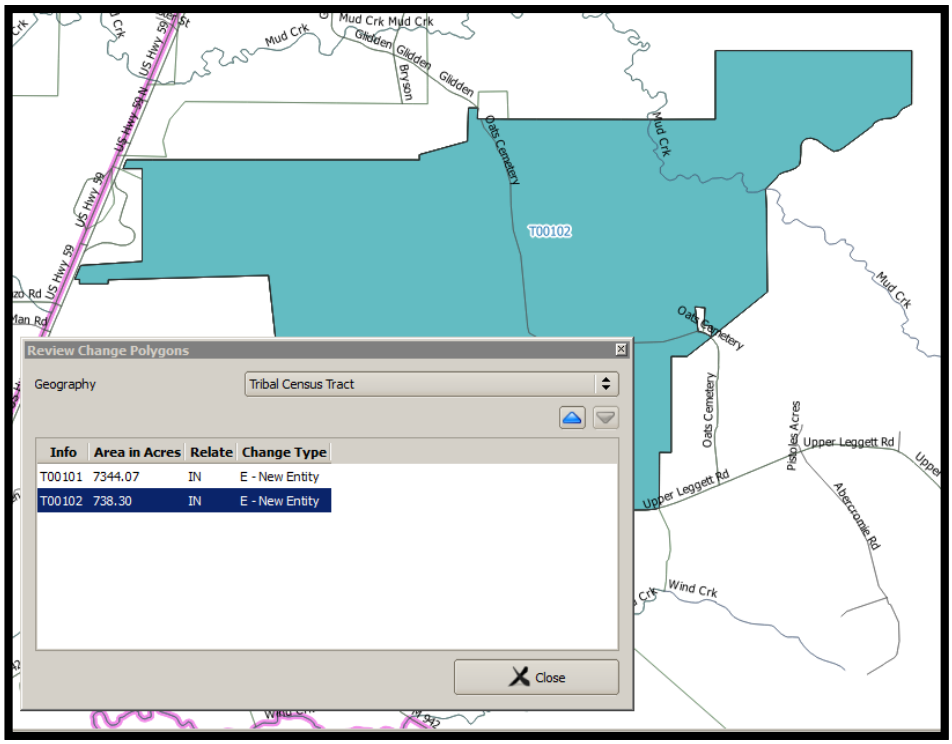
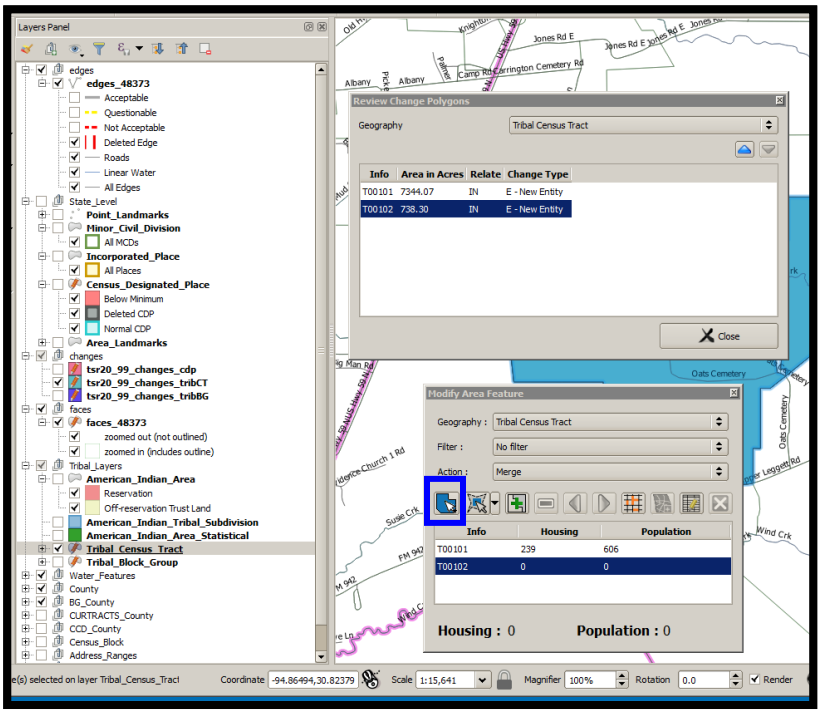
Step	Action and *Result*
Step 7	Once TTRACTCE displays in the **Column Name** field, type in the tribal census tract code in the Search box and then click on the **Search** button.  This filters the attribute table to display just the one tract. 
Step 8	Selecting the one tract from the attribute table activates the **Zoom** menu that allows for quick zoom to the selected tract. Clicking the **Refresh** button restores the attribute table to display all records for the chosen layer name.

7.4.2.3 Review Change Polygons Button

The **Review Change Polygons** button reviews transaction, or change, polygons for tribal census tracts, tribal block groups, and CDPs. This tool may be helpful for participants to use as part of their quality check of the work they performed to modify the statistical geographies. The execution of this tool is not required to make a submission to the Census Bureau. Information for executing this button are in **Table 22**, while **Section 9.2** provides detailed information and examples.

Table 22: Review Change Polygons Button

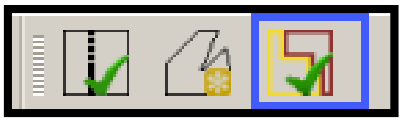
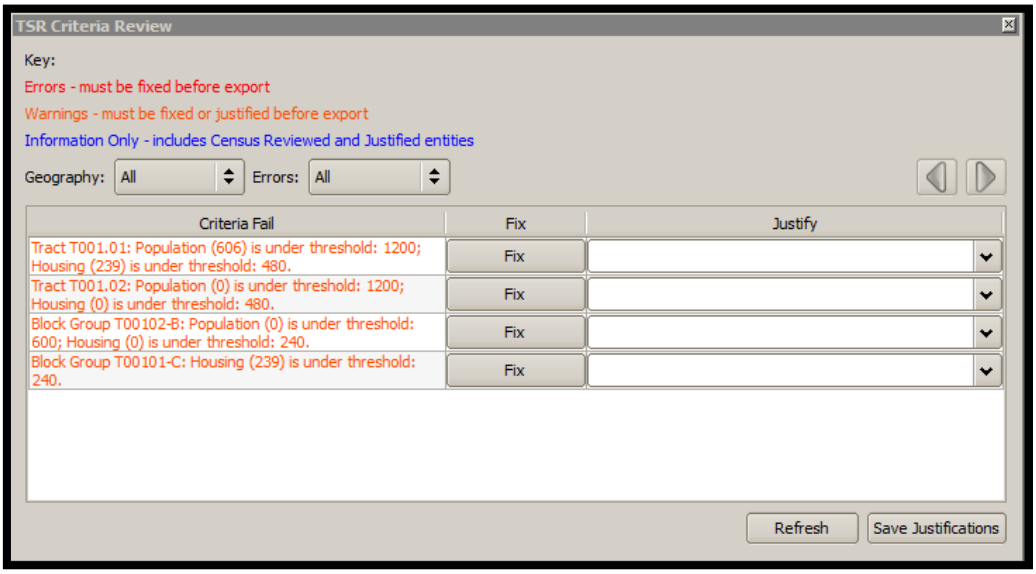
Step	Action and *Result*
Step 1	Click the **Review Change Polygons** button. 
Step 2	*The **Review Change Polygons** window appears.* 
Step 3	Choose the statistical geography to review from the **Geography** drop-down menu, *in this example Tribal Census Tract*.  *The **Review Change Polygons** window populates with the geographies to review.*

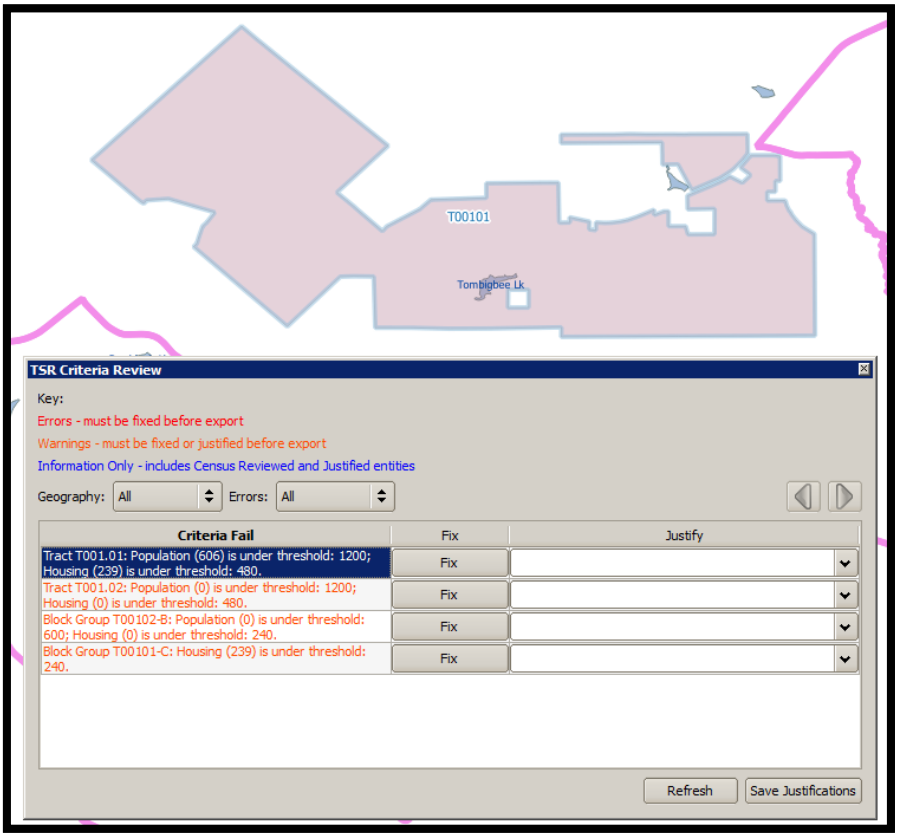
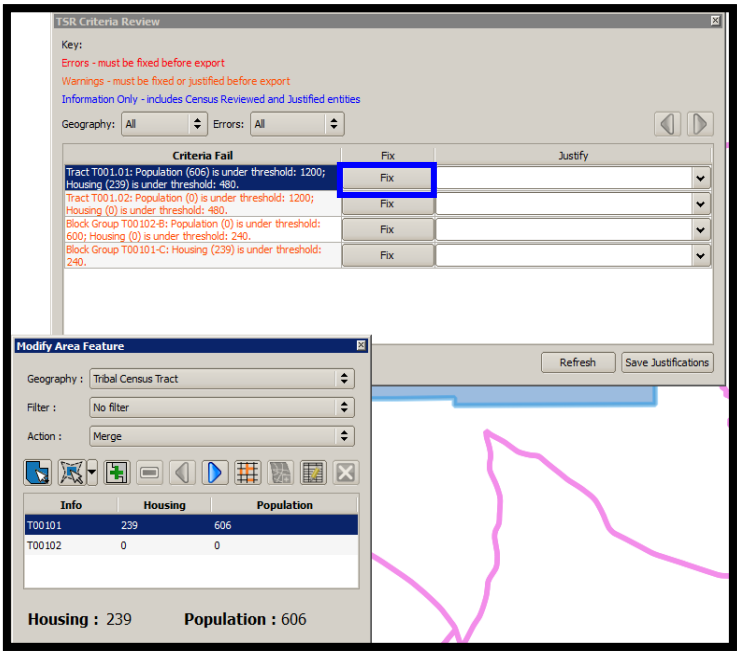
Step	Action and *Result*
Step 4	Click on a row in the list. *The **Map View** zooms to the selected entity*. 
Step 5	To correct a change, activate the **Modify Area Feature** tool and click on the **Select Target Area** button to highlight the geography to edit. Dependent on the type of geography selected, the **Action** menus; and therefore the update update potential, vary.  **Note:** These edits modify the entity selected in the Table of Contents, not the specific change polygon. The change polygon simply provides a record of the action(s) taken on each entity and is not editable.

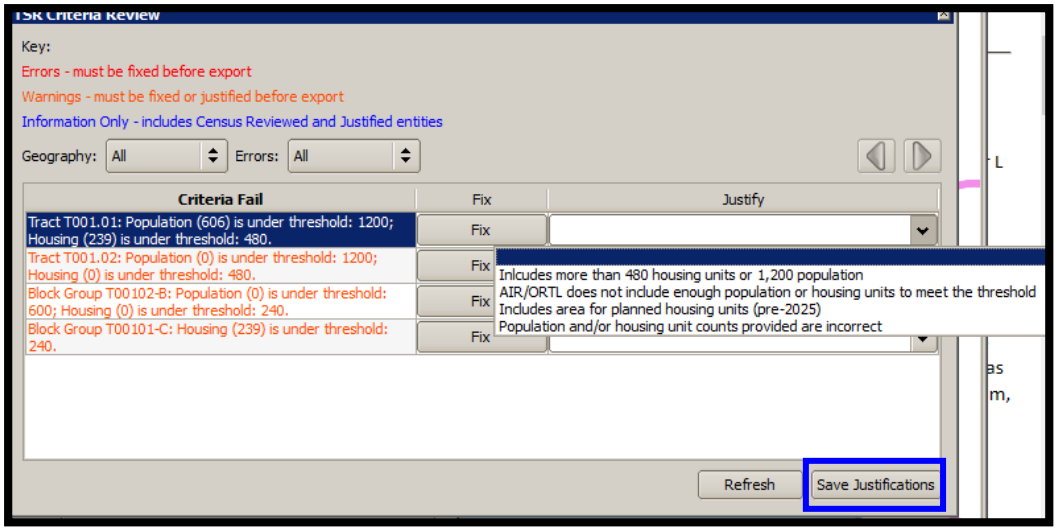
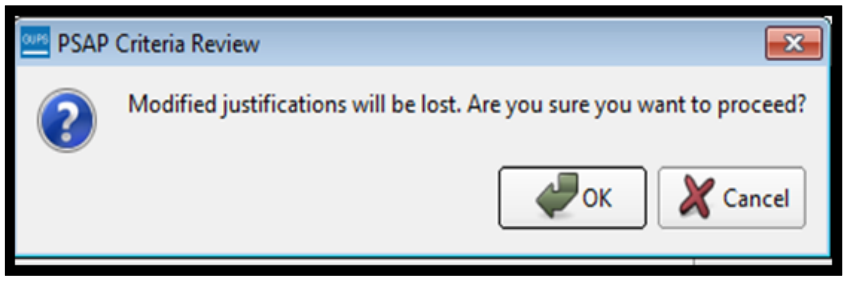
7.4.2.4 TSR Criteria Review Button

Click the **TSR Criteria Review** button to generate a list of threshold failures and correct the failures or provide a justification for the failure. Participants must run this required check before creating a data output file for submission to the Census Bureau. **Table 23** includes information for executing this button. **Section 9.1** provides detailed information and examples.

Table 23: TSR Criteria Review Button

Step	Action and *Result*
Step 1	Click the **TSR Criteria Review** button.  After the **TSR Criteria Review** completes, *a comprehensive list of the failed entities (i.e., those entities that do not meet the established population and housing unit criteria) generates*. The errors to fix appear in red color while the warnings to fix or justify appear in orange. 
Step 2	Select the geography to review from the **Geography** drop-down menu or leave set to **All** to display both geographies at once. This list is dependent on the failing geographies in the tribal entity. Participants can also filter the errors by selecting the error type from the **Errors** drop-down menu.

Step	Action and *Result*
Step 3	Click on an entity in the **Criteria Fail** list to zoom to that geography on the map. 
Step 4	Click **Fix** to open the **Modify Area Feature** tool. Participants use the actions available in the **Modify Feature Area** tool to modify and apply changes to the problematic geography or they provide justification for the geography to remain as-is. **Note:** Clicking the **Fix** button in the **Criteria Fail** list selects the same geography in the **Modify Area Feature** tool. 

Step	Action and *Result*
Step 5	Click the **Justify** drop-down menu to see the default justification choices. As mentioned in Part One, if the tribal entity only has one tribal census tract and/or one tribal block group and those geographies fail to meet the criteria thresholds, participants must provide a Justification in GUPS prior to submitting their file to the Census Bureau. The second choice listed below, "AIR/ORTL does not include enough population or housing units to meet the threshold," is likely the recommended justification in those situations. If none of the choices applies, or if justification that is more detailed is available, participants can type their own justification. Character limit is 150.  Click **Save Justifications** button to save and remove the failure from the list. A save is necessary after each justification. **Note:** Attempting to perform another **Fix** before saving the justification invokes a confirmation dialog box that warns participants of the loss of information. Click **OK** to proceed and lose the justification information or click **Cancel** to return and save the last justification. 
Step 6	**Save** all changes and execute the **TSR Criteria Review** tool again to ensure no threshold failures remain without justification.

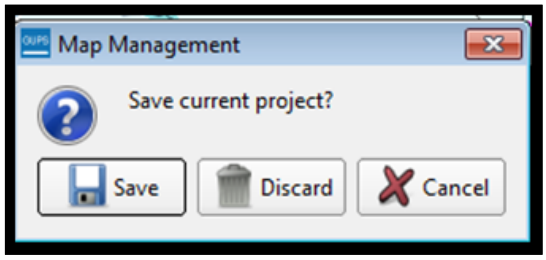
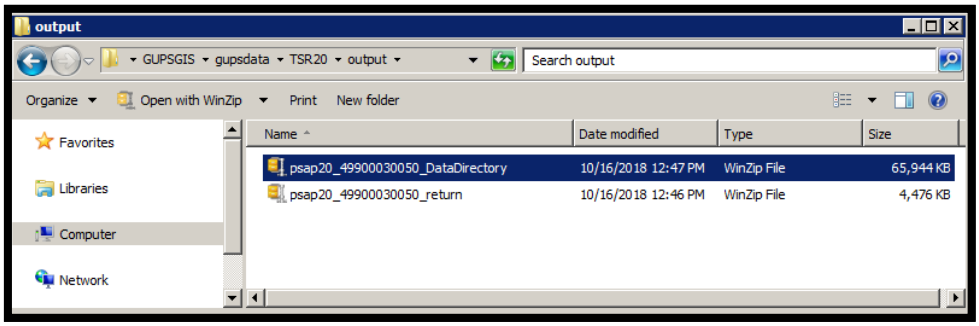
7.4.2.5 Import County Zip Button

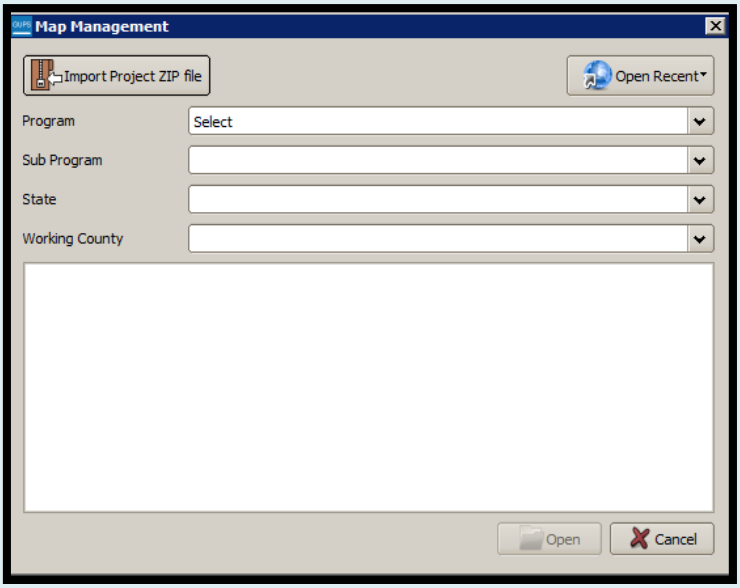
The **Import County Zip** button imports a zipped PSAP project shared by another user. The file exported for sharing with another participant, described in **Section 7.4.2.6** is the file imported with this button. The "DataDirectory.zip" file becomes the active tribal entity. This file contains all the layers for the new project and includes the work performed by the other person in the form of "change layers." Participants use this tool if they intend to have more than one-person review and update the same tribal entity or if the supervisor/manager wants to review all work prior to making a submission to the Census Bureau. The functionality of the **Import Project ZIP**

file button mimics the functionality of the information below; it merely presents the start-up process in a different manner, prior to opening a county. **Table 24** includes information for executing the button from the PSAP toolbar and shows an image of the **Import Project ZIP file** button.

IMPORTANT: Using this tool for a participant's initial review and update means that work must occur sequentially, not concurrently. Parallel work (i.e., work performed independently by two or more people in the same county) cannot be reconciled in GUPS. As a result, this method of work may not be viable for the initial review and update. A decision on this work method is required prior to beginning work on a county. It likely is most useful for conducting quality checks after the tribal entity is complete, prior to submitting it to the Census Bureau.

Table 24: Import County Zip Button

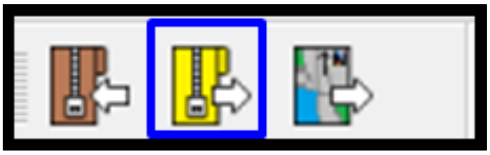
Step	Action and *Result*
Step 1	Click the **Import County Zip** button. Because the imported file becomes the active tribal entity, the Census Bureau suggests no project be open within GUPS. 
Step 2	If a project is open, *a **Map Management** dialog box opens to either **Save** or **Discard** the current project*.  After saving or discarding the project, *a file explorer window appears allowing participants to navigate to the "output" directory where the .zip file to import is stored*.  This is the file created by using the **Export to Zip** button, **Share with Another Participant** choice. After importing, participants are able to see the work performed by the previous reviewer and can begin their review and update.

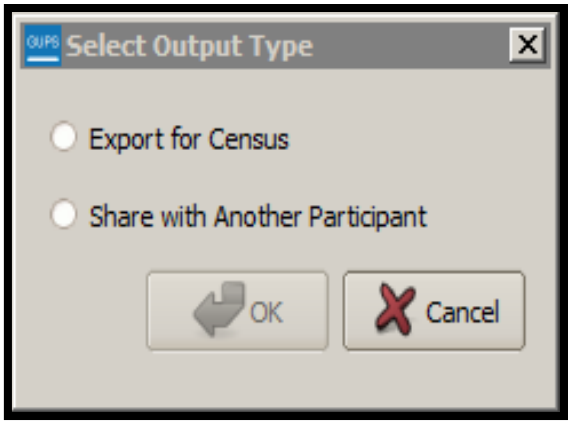
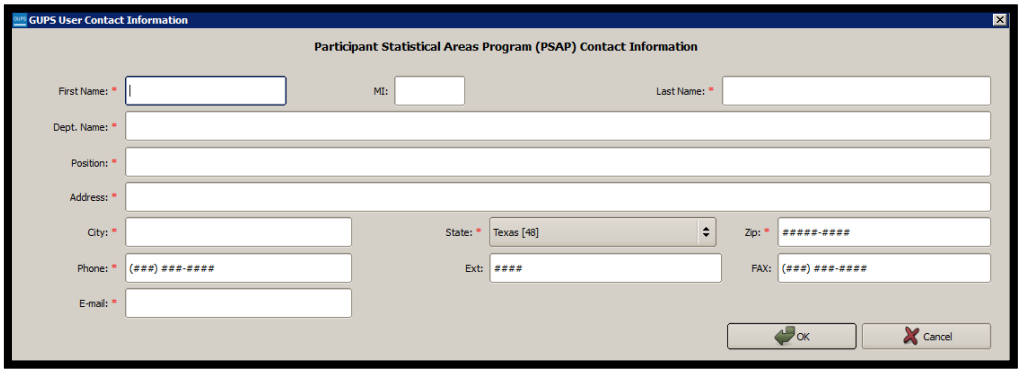
Step	Action and *Result*
	*This image depicts the **Import Project ZIP file** button in the **Map Management** window.*  As mentioned in the introductory portion of this section, this button mimics the **Import County Zip** button functionality on the **PSAP toolbar**. It is available upon initial start-up of a GUPS session. This is the best way to import the shared .zip file rather than using the **Import County Zip** button from within a tribal entity. Opening by this manner eliminates the Save/Discard window that appears in **Step 2**.

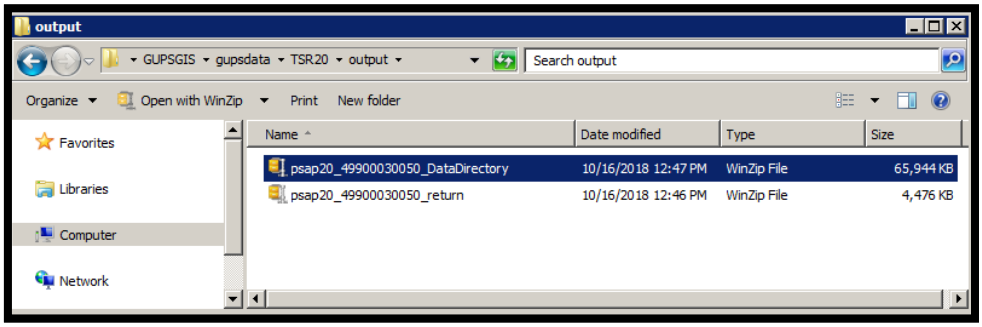
7.4.2.6 Export to Zip Button

The **Export to Zip** button creates a .zip file containing all the required data and shapefiles for submission to the Census Bureau or to share with other reviewers. Participants that intend to make any change to the 2010 geographies must use this button to create the zip file for submission or for sharing. **Table 25** includes information for executing this button. **Section 9.4** repeats much of the same information in Table 23, but serves to provide closure to the review and update process at the end of the documentation.

Table 25: Export to Zip Button

Step	Action and *Result*
Step 1	Click the **Export to Zip** button. 

Step	Action and *Result*
Step 2	*A **Select Output Type** dialog box opens with two options: **Export for Census** and **Share with Another Participant**.*  To share the final edits/changes with the Census Bureau, choose the **Export for Census** option. To share with other reviewers, choose **Share with Another Participant**. The **OK** button activates upon selection of either choice. The **Cancel** button activates with the **Select Output Type** window.
Step 3	*A **GUPS User Contact Information** window opens with the **Export for Census** option*. It requests contact information from the participant. All fields denoted with a red star are required for submission. 

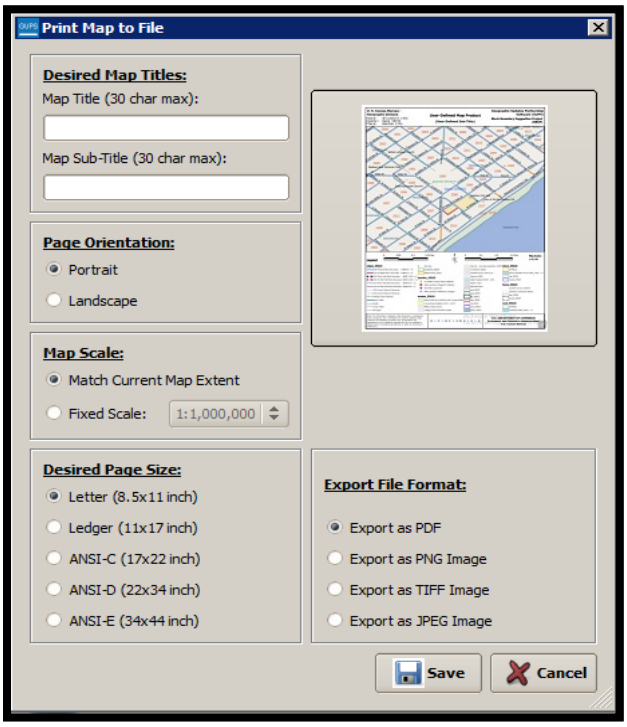
Step	Action and *Result*
Step 4	Following the completion of the **GUPS User Contact Information**, the **Export to Zip** dialog box opens. GUPS generates the .zip file and gives it a name that defines the name of the program (psap20), the tribal entity ID (499000030050), and "return" to differentiate the final zip from the zip created for sharing. GUPS automatically saves all exported data within the .zip file in the output directory (e.g., C:\GUPSGIS\gupsdata\TSR20\output) For participants choosing to **Share with Another Participant**, GUPS generates a .zip file, stores it in the output directory, and *gives it a name similar to the **Export for Census** file, but uses "DataDirectory" rather than "return."* All of the project files necessary for GUPS to operate correctly bundle together as a result of using this option, while the 'Export to Census' bundles only a few layers necessary for processing. Participants must decide early whether they wish to use this functionality, as it does not allow for a concurrent review of a tribal entity. Two or more people cannot conduct independent reviews of the tribal entity because their parallel work cannot be reconciled within GUPS. 

7.4.2.7 Print Map to File Button

The **Print Map to File** button exports and saves a printable map in .pdf, .png, .tif, or jpeg format. **Table 26** includes information for executing this button.

Table 26: Print Map to File Button

Step	Action and *Result*
Step 1	Click the **Print Map to File** button 

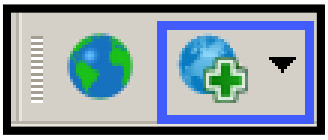
Step	Action and *Result*
Step 2	*The **Print Map to File** dialog box opens.*  Enter the **Map Title** and **Map Sub-Title** under **Desired Map Titles:** section. Click the radio button for **Portrait** or **Landscape** under **Page Orientation:** section. Set the map scale to **Match Current Map Extent** or **Fixed Scale** in the **Map Scale:** section. Choose the page size in the **Desired Page Size:** section and the file format in the **Export File Format:** section. Click **Save** to create a map or **Cancel** to close the window. If choose to **Save**, *a Windows Explorer window opens to specify a file name for the exported map.* As with the .zip file export described in the previous section, GUPS automatically saves all exported map files in the same output directory (e.g., C:\GUPSGIS\gupsdata\TSR20\output), but participants can change the destination folder to their preference.

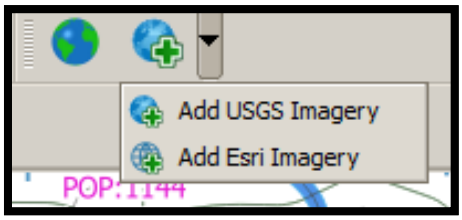
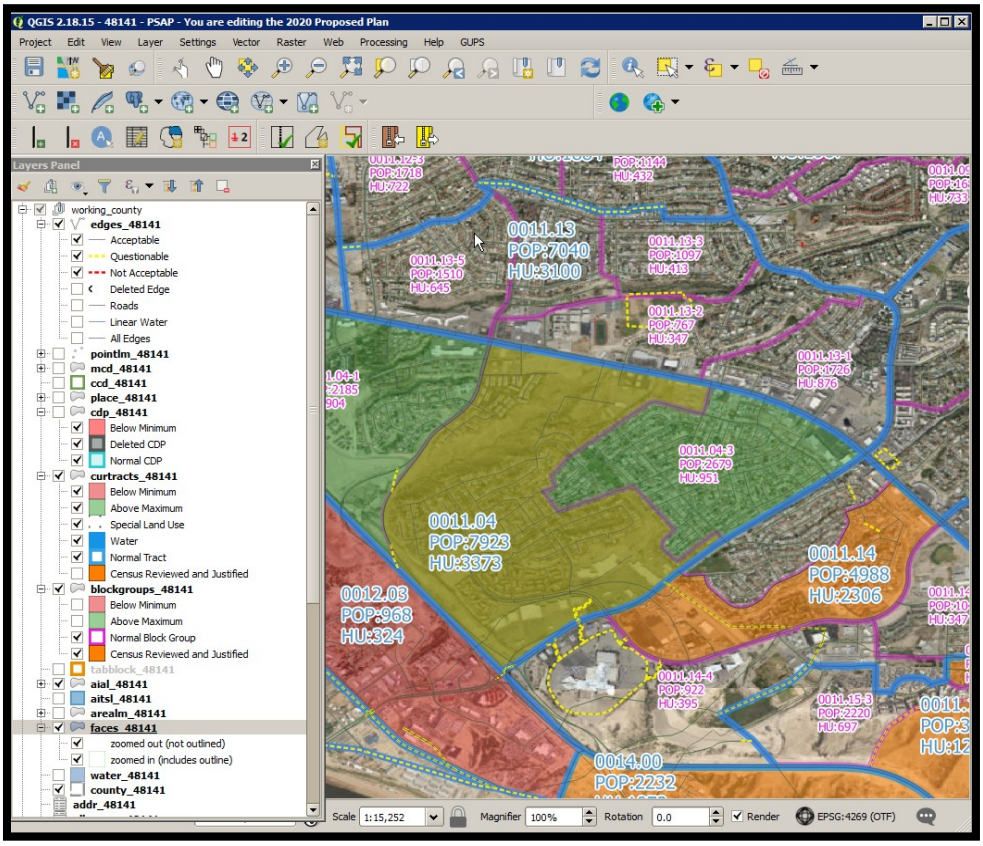
7.4.2.8 Add Imagery Button

The **Add Imagery** button adds imagery to the GUPS map view. An internet connection is required. **Table** 27 includes information for executing this button.

IMPORTANT: The Census Bureau strongly encourages participants to utilize this tool in order to visualize the boundaries of the statistical geographies and orient participants to the area under review.

Table 27: Add Imagery Button

Step	Action and *Result*
Step 1	Click the **Add Imagery** button. 

Step	Action and *Result*
Step 2	*Participants choose to add USGS or Esri imagery.* 
Step 3	*After selecting imagery, it appears in the **Map View** beneath the displayed geographies.*  **Note:** The Census Bureau requests the use of imagery in order to provide the visual reference necessary to orient participants and to initiate any changes to the statistical geographies.

7.4.3 Manage Layers Toolbar

The **Manage Layers toolbar**, shown below in **Figure 16**, supplements the **Add Imagery** button within the **PSAP toolbar**. It offers additional QGIS functionality that allows participants to import their own imagery, geodatabase, web mapping service, or other data layers into the GUPS. **Table 28** describes these buttons, but for exact detail on the functionality refer to the QGIS website provided in Part Two.

Figure 16. Manage Layers Toolbar

Table 28: Manage Layers Toolbar Buttons

Button	Name	Function / Description
	**Add Vector Layer**	Click the **Add Vector Layer** button to add shapefile and geodatabase files to the GUPS project.
	**Add Raster Layer**	Click the **Add Raster Layer** button to add raster datasets such as imagery to the GUPS project.
	**Add SpatialLite Layer**	Click the **Add SpatialLite Layer** button to add data from a SpatialLite database.
	**Add PostGIS Layers**	Click the **Add PostGIS Layers** button to add data from a PostGIS layer, a MSSQL spatial layer, a DB2 spatial layer, or an Oracle spatial layer.
	**Add WMS/WMTS Layer**	Click the **Add WMS/WMTS Layer** button to add data from Web Mapping Services (WMS), Web Mapping Tile Services (WTMS), or from ArcGIS MapServer. GUPS supports publicly accessible and secured map services.
	**Add WCS Layer**	Click the **Add WCS Layer** button to add data from Web Coverage Services, which provide access to raster data useful for client-side map rendering.
	**Add WFS Layer**	Click the **Add WFS Layer** button to add data from Web Feature Services or from ArcGIS FeatureServer.
	**Add/Edit Virtual Layer**	Click the **Add/Edit Virtual Layer** button to add or edit a virtual layer. It is not needed for PSAP.
	**New Shapefile Layer**	Click the **New Shapefile Layer** button to create a new shapefile layer or new temporary scratch layer. This button is inactive and not useful for PSAP.

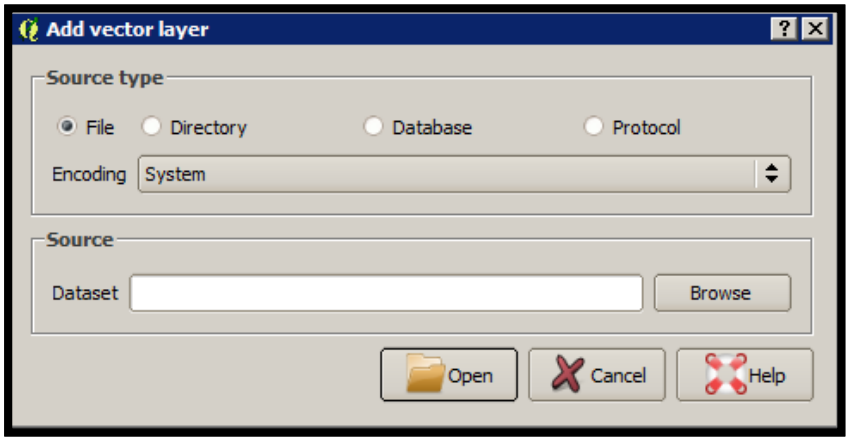
GUPS supports vector data in a number of formats, including those supported by the OGR library data provider plugin, such as ESRI shapefiles, MapInfo MIF (interchange format), and MapInfo TAB (native format). It also supports PostGIS layers in a PostgreSQL database and SpatialLite layers. Additional data provider plugins provide the support for additional data types (e.g., delimited text).

Participants may only upload one participant-provided data layer at a time. Participants with multiple data layers to upload must work with one and close it before loading another. Below are the steps to import the most commonly used data formats.

7.4.3.1 Add Vector Layer Button

The **Add Vector Layer** button described in **Table 29** allows participants to add shapefile or geodatabase data layers.

Table 29: Add Vector Layer Button

Step	Action and *Result*
Step 1	Click the **Add Vector Layer** button on the **Manage Layers toolbar**.  The **Add Vector Layer** dialog box opens. 
Step 2	In the **Encoding** drop-down menu, the default value is **System**. If receive an error message, use the drop-down to select UTF-8.
Step 3	Click the **Browse** button in the **Source** section to navigate to the folder and locate the shapefile or geodatabase to select. Click the filename to populate the **Dataset** field.
Step 4	Click the **Open** button *to add the shapefile/geodatabase to the **Table of Contents** and to the **Map View** window and **Table of Contents***.

7.4.3.2 Add WMS/WTMS Layer Button

The **Add WMS/WTMS Layer** button allows participants to load data from a web mapping service, web mapping tile service, or ArcGIS MapServer. **Table 30** describes the steps for using the button below.

Table 30: Add WMS/WTMS Layer Button

Step	Action and *Result*
Step 1	Click the **Add WMS/WMTS Layer** button on the **Manage Layers toolbar**. Dependent on the service selected, either t*he **Add Layer(s) from a WM(T)S Server** or the **Add ArcGIS MapServer Layer** dialog box opens*. This example depicts adding a WMS.
Step 2	Select the WMS to add. Click the **Layers** tab and click the **New** button under the tab. *The **Create a new WMS Connection** dialog box opens*.
Step 3	In the **Name** field, type a name for the web mapping imagery service. In the **URL** field, type (or copy/paste) the URL for the service. If the service requires a user name and password, type them in the fields provided. Click **OK**. *The service adds to the drop-down menu for web mapping services appearing just below the **Labels** tab*. **Note:** If working inside a firewall, the system may prompt for a user name and password to obtain resources from outside the firewall.
Step 4	Select the imagery service from the drop-down menu. *The available layers appear in the **ID/Name/Title/Abstract** box*.

Step	Action and *Result*
Step 5	Click on the layer to display, then click the **Add** button *to add the service to the **Table of Contents** and to the **Map View** window*. **Note**: The WMS displays on top of the other layers selected in the **Map View**, but participants can move it by clicking the WMS layer and, while holding down the mouse button, dragging it to the bottom of the **Table of Contents**.

If participants do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, they can still add other types of imagery files to GUPS (e.g., a county or state imagery dataset). The **Add Imagery** button automatically links to the USGS and Esri imagery. **Table 27** discusses the use of this button.

7.4.3.3 Add Raster Layer Button

The **Add Raster Layer** button allows participants to add imagery files they may have on their own system. **Table 31** covers the few steps necessary to add raster data, i.e., imagery files.

Table 31: Add Raster Layer Button

Step	Action and *Result*
Step 1	Click the **Add Raster Layer** button on the **Manage Layers toolbar**. *The **Open a GDAL Supported Raster Data Source** dialog box opens.*
Step 2	Navigate to the folder on the computer (or network) where the imagery file is stored.
Step 3	Select the file and click **Open**. *The file loads into the GUPS*.

PART THREE: USING GUPS FOR 2020 CENSUS PSAP

This portion of the Respondent Guide includes guidance for the use of GUPS to conduct PSAP review from the 2010 geographies. It provides specific instructions for using the GUPS tools to review and perform updates on the relevant geographies. The methods for reviewing and updating boundaries for tribal census tracts and tribal block groups are the same.

If your tribal entity falls beneath the population and housing unit thresholds to sustain more than one tribal census tract and/or tribal block group, then it is likely there are no updates to provide to the Census Bureau. Please proceed with a review of the tribal statistical geography and CDP boundaries, but once it is determined that no update is necessary, notify the Census Bureau by completing and returning the P-300 postcard that accompanied the delineation materials. Conversely, if updates are certain, complete and return the same postcard notifying the Census Bureau of forthcoming updates.

IMPORTANT: The Census Bureau does not expect a submission from tribal entities that do not make updates to the existing 2010 statistical geographies. Only tribal entities with changes to their statistical geographies need to perform the validation checks and file preparation outlined in Chapters 8 and 9.

The next three chapters cover the following content:

Chapter 8. Review and Update of PSAP Geographies

- Guidance for the review PSAP geographies.
- Instruction for the update of each of the three tribal PSAP geographies.
  - Tribal census tracts.
  - Tribal block groups.
  - Census designated places (CDPs).

Chapter 9. Validate Data and Prepare Files for Submission

- Instructions for using the GUPS review tools to validate data.
  - TSR Criteria Review Tool.
  - Geography Review Tool.
  - Review Change Polygon Tool.
- Instructions to prepare files for submission.
  - Export .zip files to share.
  - Export .zip files to submit.

Chapter 10. Secure Web Incoming Module (SWIM)

- Instructions to establish account.
- Instructions to submit files.

CHAPTER 8. REVIEW AND UPDATE OF PSAP GEOGRAPHIES

The Census Bureau requests participants evaluate land use characteristics and settlement patterns to make informed decisions to resolve any issues with existing statistical geographies. The Census Bureau recommends using two primary datasets within GUPS to perform the PSAP review: the edges layer to determine the type of linear features used for boundaries and aerial imagery to clarify questions on land use and settlement patterns.

A linear feature in the edges layer can be visible, such as a road or a shoreline, or non-visible, such as the legal limits of a city or a parcel property line. Linear features are coded by type in the MAF/TIGER database with an 'MTFCC', a 5-digit alphanumeric string such as 'S1400' (Local Road) or 'H3010' (Stream/River), and are named where applicable (e.g. 'Harley Ave.' or 'Little Bend River'). While review is subjective, normalizing the methods of evaluation and features for consideration help provide a framework for a consistent review and lays the foundation for consistently reviewed geographies.

Mentioned in **Table 27**, aerial imagery is a background layer that pulls tiles from either the National Agriculture Imagery Program (NAIP) or Esri into the extent of the tribal entity in GUPS. The NAIP dataset originates from the USGS National Map Orthoimagery service. Both USGS and Esri imagery loads dynamically at the viewable scale in the QGIS map canvas. These images are typically one-meter resolution, with some areas having access to sub-foot resolution imagery and a few very remote places (typically interior Alaska) having coarser or even no available imagery. With each pixel in the image corresponding to one square meter of ground surface, determining land use classification through the presence or absence of vegetation, the type and distribution of structures through identification of roofs, and major landmarks such as stadiums is possible. At this resolution, participants are also able to verify placement of visible linear features in the edge layer in most cases.

As important as understanding the GUPS mechanics and the PSAP criteria, the basic concepts of utilizing imagery and understanding the linear features that comprise the statistical geographies is vital to a successful 2020 Census PSAP.

8.1 Review of PSAP Geographies

Tribal participants may begin their review of the 2010 tribal statistical geographies by using the tools and symbology built into GUPS. They may also utilize the Microsoft Excel 2010 population and housing unit counts file (e.g., AIA<AIANNHCE>_2010_Pop_and_Housing_counts.xlsx) provided with the delineation materials outside of the GUPS environment to determine if any of the tribal statistical geographies within their tribal entity fall outside of the criteria thresholds.

The file includes all of the tribal statistical geographies for each tribal entity, so review it closely to identify the tribal census tracts and tribal block groups falling outside of the recommended thresholds. If geographies exist that fail to meet the recommended thresholds, participants conduct their review and update within the **Modify Area Feature** tool. Follow the information provided regarding criteria, guidelines, and boundary requirements within the appropriate chapter in Part One (e.g., chapters 2 – 4).

If the tribal entity only includes one tribal census tract and one tribal block group that fall beneath the thresholds, no updates are possible since each tribal entity will have at least one set of tribal statistical geographies regardless of their population and housing unit counts. Participants with only one tribal census tract and one tribal block group, and those without threshold failures are encouraged to utilize GUPS, the paper maps, or the Adobe .pdf files to review the existing boundaries of the statistical geographies. After completing a review and confirming no updates are required, complete the delineation phase postcard (P-300) and return it to the Census Bureau denoting no changes are forthcoming. Doing so concludes the delineation phase participation.

Participants with a tribal entity large enough to contain more than one tribal census tract and tribal block group must resolve all threshold failures that exist within the tribal entity, or must provide justifications for not correcting the failures. Clearing the thresholds failures (above maximum thresholds and below minimum thresholds of each of the statistical geographies) is the minimum required to participate in PSAP. If time permits, a review of all of the statistical geographies is encouraged as a form of validation of the existing statistical geographies.

To begin a review of the 2010 geographies, the Census Bureau suggests participants use the **Modify Area Feature** tool, described in **Section 8.2.1**, to review and update the statistical geographies that do not meet the required thresholds (whether population and/or housing).

- Begin the review with tribal census tracts. Review and update the failures that are above the criteria thresholds and then those that are below thresholds. Conduct the same review for the tribal block groups, and finish with a review and update the CDPs, if applicable to the tribal area.
- Time permitting, review the boundaries of the statistical geographies.
- Execute the same three validation tools described in **Section 7.4.2** and detailed in **Chapter 9** the **TSR Criteria Review** tool, the **Review Change Polygons** tool, and the **Geography Review Tool**.
- Once satisfied with the geographies, export the files for submission to the Census Bureau.

Section 8.2 details the various steps necessary for updating the three tribal statistical geographies.

8.2 Update of PSAP Geographies

Although this section of the guide focuses on updating statistical geographies to meet criteria thresholds, there are some scenarios where it is better to maintain the existing geography regardless of any changes that may have occurred since the last decennial census. Some situations where this may be appropriate include the following:

- Areas of historical significance.
- Areas of seasonal or vacation housing (usually with skewed population and housing ratios).
- Underlying problem with legal boundaries used as statistical boundaries.

8.2.1 Modify Area Feature Tool

The **Modify Area Feature** tool introduced in **Section 7.4.2.1** enables participants to apply a search filter to each PSAP geography to locate the entities that do not meet specified criteria such as below minimum, above maximum, water, special land use, and AIR/ORTL/Hawaiian Home Lands (HHL). It enables participants to perform specified actions such as merge, boundary change and split to entities to meet criteria and thresholds.

IMPORTANT: The Modify Area Feature tool is the main tool participants use to make changes to the statistical geographies. All of the upcoming sections in this chapter reference use of this tool.

Table 32 summarizes the different actions that the GUPS participant will be able to apply to each of the geographies as well as the filter options and definitions of the population and housing unit criteria.

Table 32: Modify Area Feature Actions by Statistical Geography

Geography	Action	Filter Options	Population and Housing Units Criteria	Change Types
Tribal census tract	Merge, Boundary Change, Split by Block Group, Split by Face, and Change Attribute.	No filter, Below Minimum, Above Maximum, Water, Special Land Use	Census tract is BELOW the minimum population (<1,200) OR housing unit (< 480) threshold. Census tract is ABOVE the maximum population (> 8,000) or housing unit (> 3,200) threshold.	**M** for Merge, **B** for Boundary Change, **E** for Split, and **G** for Attribute Change. These codes manifest most notably in the **Review Change Polygons** tool.
Tribal block group	Merge, Boundary Change, Split, and Change Attribute	No filter, Below Minimum, Above Maximum	Block group is BELOW the minimum population (<600) OR housing unit (< 240) threshold. Block group is ABOVE the maximum population (> 3,000) or housing unit (> 1,200) threshold.	**M** for Merge, **B** for Boundary Change, **E** for Split, and **G** for Attribute Change. These codes manifest most notably in the **Review Change Polygons** tool.
Census designated place (CDP)	Boundary Change, New District, and Change Attribute	No filter, Below Minimum	None, but must contain some population, housing units, or both.	**B** for Boundary Change, **E** for New District (CDP), **G** for Attribute Change, and **X** for Deleted CDP. These codes manifest most notably in the **Review Change Polygons** tool.

Note: The **Change Attribute** choice is not within the **Action** drop-down menu, but appears within the **Modify Area Feature** tool window above the **Information** section after a participant selects the **Geography** and **Action**.

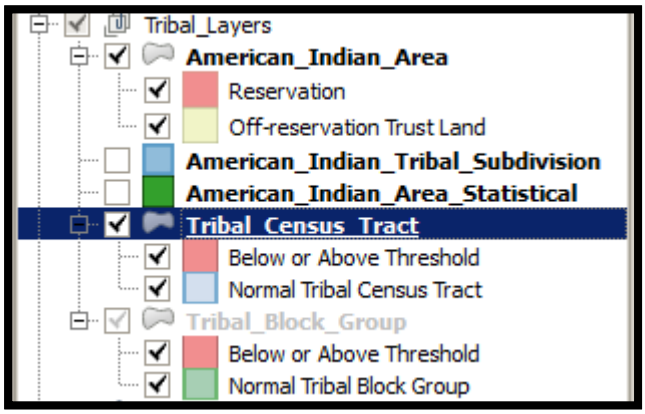
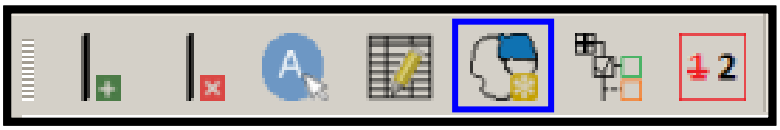
8.3 Tribal Census Tract Update Instructions

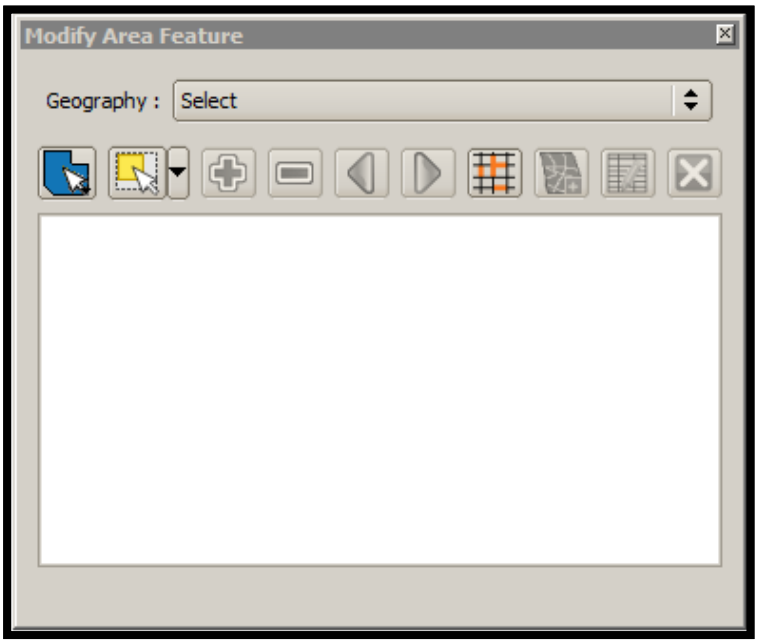
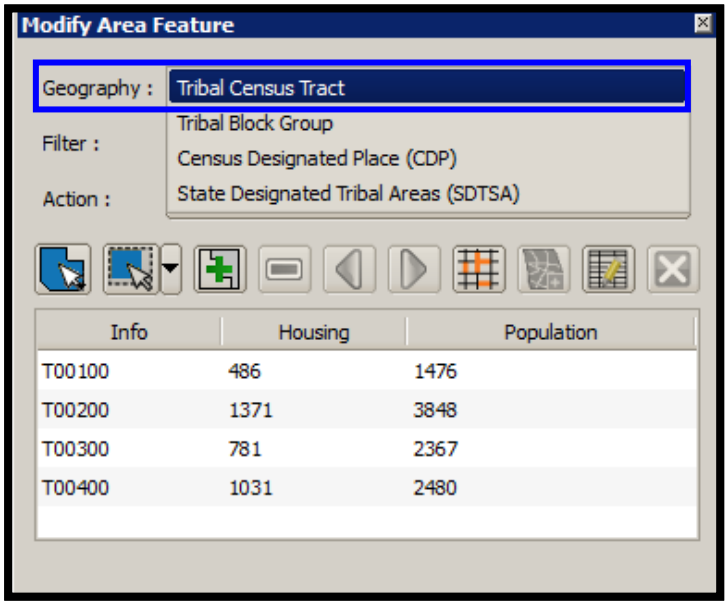
For 2020 Census PSAP, participants can split tribal census tracts, either by using entire tribal block groups or by using individual faces (areas). They can merge tribal census tracts and change tribal census tract boundaries, where the boundary has become errant. The external boundary of tribal census tracts must remain concurrent with the boundary of the tribal entity.

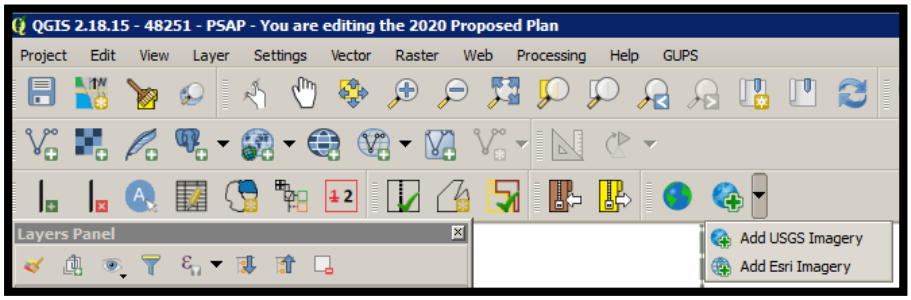
8.3.1 Select Tribal Census Tracts

Participants can change and modify tribal census tracts, which modifies block groups automatically. Steps to select census tracts are included in **Table 33**.

Table 33: Select Tribal Census Tracts

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	*Once loaded, GUPS displays all the data layers on the **Map View** formatted with color, style and labels.* For this example, the "Tribal_Census_Tract" is the tribal census tract layer, has two different categories: Below or Above Threshold (both based on the total population and number of housing units) and Normal Tribal Census Tract.  GUPS uses assorted colors to classify the tribal census tracts (and tribal block groups) by housing units and population counts. The entities grouped within the Below or Above Threshold category require local knowledge of the land use, housing units' type and population characteristics. Participants are required to further review and either apply the necessary actions to change entities using the Census requirements and guidelines. If no action is applied, participants must provide a Justification to maintain the entity.
Step 3	Click the **Modify Area Feature** button to start editing the layers within the selected county. 

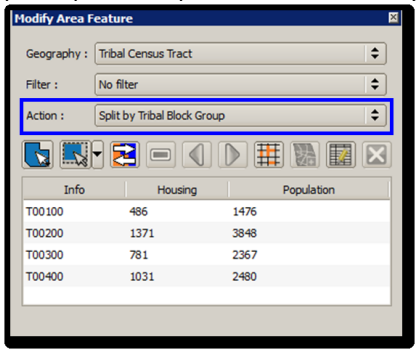
Step	Action and *Result*
Step 4	The **Modify Area Feature** *dialog box displays in the center of the screen*.  The Census Bureau suggests participants move the **Modify Area Feature** window to the upper left corner of the **Map View**. Moving the window allows the participant to have a full view of the map.
Step 6	Within the **Modify Area Feature** window, click the **Geography** drop-down menu to select **Tribal Census Tract**.  Participants should start reviewing and editing first, the Tribal Census Tracts layer with above maximum population counts or housing units, then the tribal census tracts with below minimum population counts or housing units. Next review the Tribal Block Groups layer with above maximum population counts or housing units, then the tribal block groups with below minimum population counts or housing units. If time permits, the participants can review the CDPs.

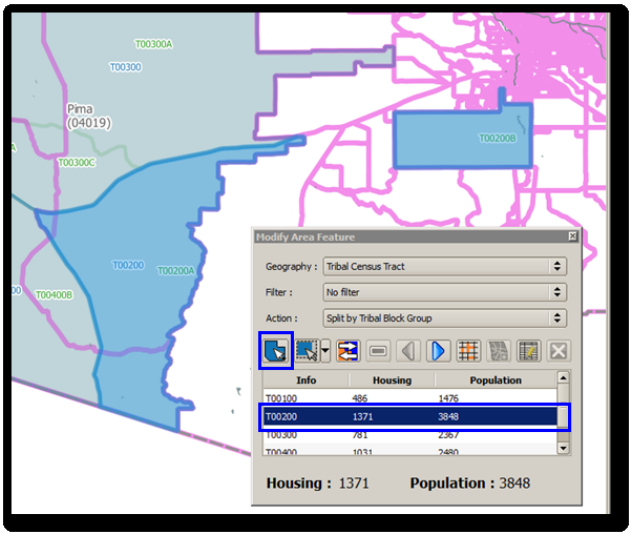
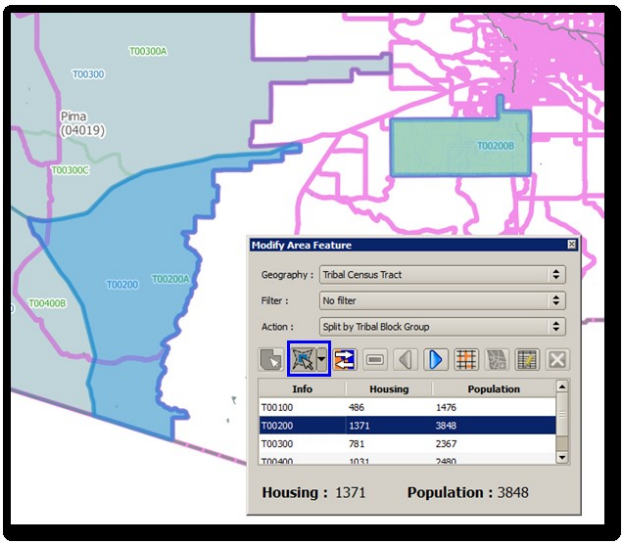
Step	Action and *Result*
Step 7	As noted earlier in **Section 7.4.2.8**, the Census Bureau strongly encourages the use of imagery to review and update the geographies. To enable imagery, click the **Add Imagery** button and choose the imagery source to display in the **Map View**.  *Once selected the imagery displays in the **Map View**.*

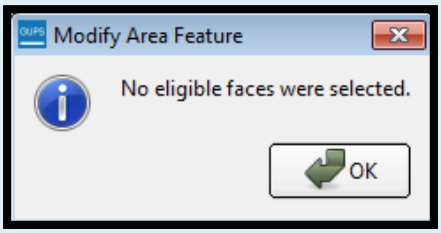
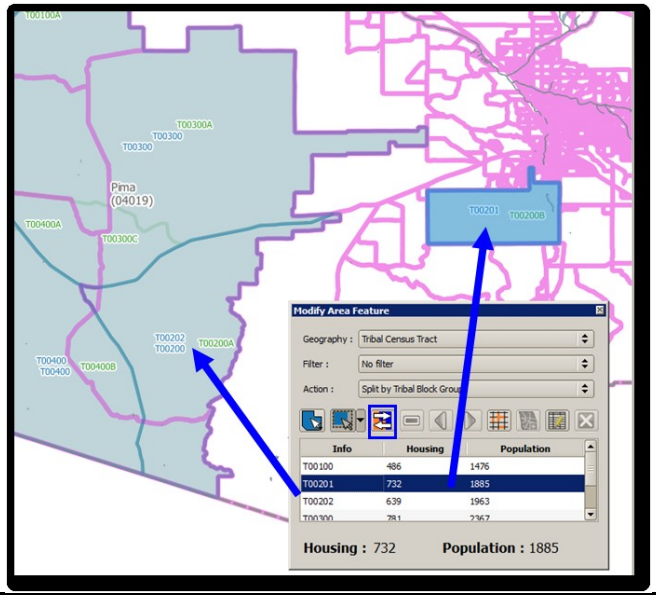
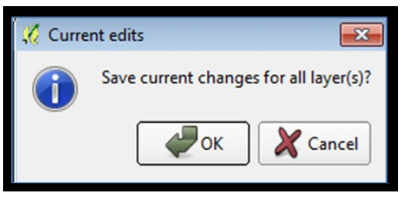
8.3.2 Split Tribal Census Tracts by Tribal Block Group

To resolve the tribal census tracts above the maximum threshold, participants can split tribal census tracts by tribal block group within the failing tribal census tract. Splitting by tribal block group is the first preference for splitting a tribal census tract with more than one tribal block groups because it retains the boundaries of the new tract on features already in use for statistical geographies (i.e., the tribal block groups). If participants wish to forgo a split and retain the above threshold tribal census tract, they must provide a justification in the TSR Criteria Review tool. **Table 34** explains the steps to split a tribal census tract by tribal block group(s).

Table 34: Split Tribal Census Tracts by Tribal Block Group

Step	Action and *Result*
Step 1	Follow steps from **Table 33: Select Tribal Census Tracts** to open the project and select a tribal census tract for editing.
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Above Maximum (POP > 8000 or HU > 3200)**. *This selects all tribal census tracts that have more than the maximum number of housing units or total population*. Change the **Action** drop-down to **Split by Tribal Block Group**. *This allows participants to split the census tract by block group(s).*  **Note:** No tribal census tracts in this tribal entity fall outside of the thresholds, so the **Filter** drop-down remains set to “No filter.” The remaining steps proceed without regard to the threshold for the purpose of illustrating the tools.

Step	Action and *Result*
Step 3	Click **Select Target Area** button and click on the map to select a tribal census tract OR double click to select a tribal census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal census tract to review for potential splitting and highlights it in light blue/green color*.  *The housing and population totals displays on the bottom of the **Modify Area Feature** tool.*
Step 4	Click the **Select Feature(s)** button with a single click on the **Map View** to select a single tribal block group. Hold down the Ctrl key on the keyboard and then click to select additional block groups as needed. Participants can also click the **Map View** and drag the mouse to select multiple block groups**.** *The selected tribal block group(s) highlight and the housing units and population numbers change dynamically.* All of the population and housing for this tribal census tract appears to be in this tribal block group.  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**

Step	Action and *Result*
	Participants are only able to select tribal block group(s) within the highlighted tribal census tract. *Selecting tribal block group(s) outside the highlighted area will result in an error message.*  Click **OK** to dismiss the error and continue.
Step 5	If the selected tribal block group generates a valid new tribal census tract, click the **Split by Block Group** button to create two new census tracts. 
Step 6	Refer to the **Map View** to verify that GUPS created the new tribal census tracts with new tribal census tract numbers. If completed successfully, the two new tribal census tracts have no shading (no red or green) unless they fall outside the acceptable ranges of population or housing unit counts. **IMPORTANT:** To reverse the split, prior to saving use the **Undo** button. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

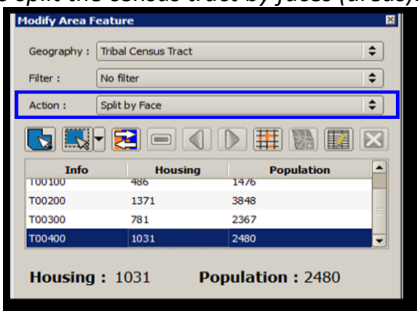
8.3.3 Split Tribal Census Tract by Face

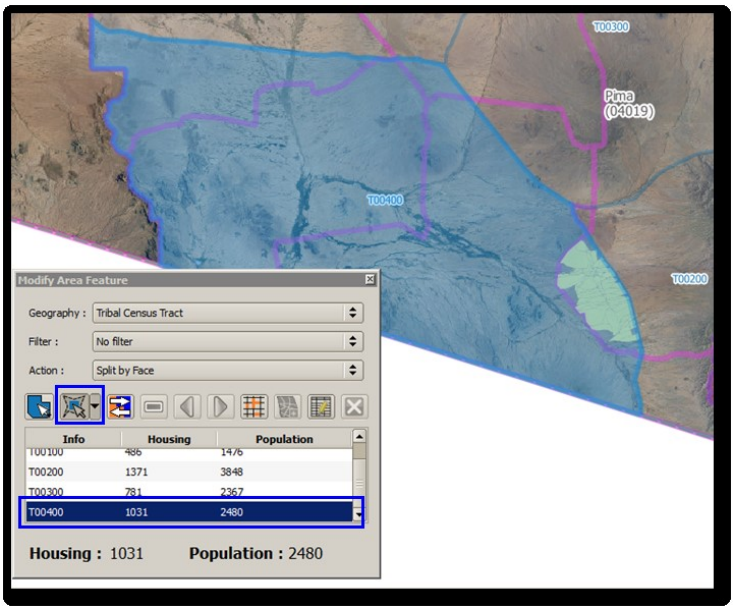
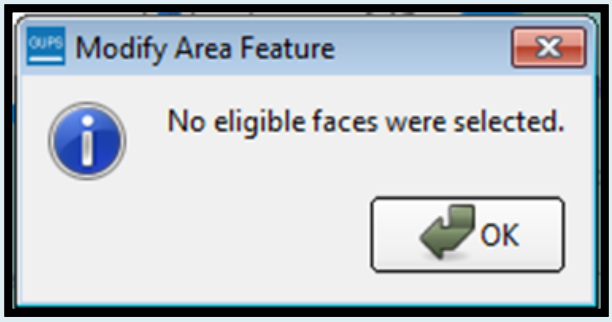
To resolve the tribal census tracts above the maximum threshold, participants can split tribal

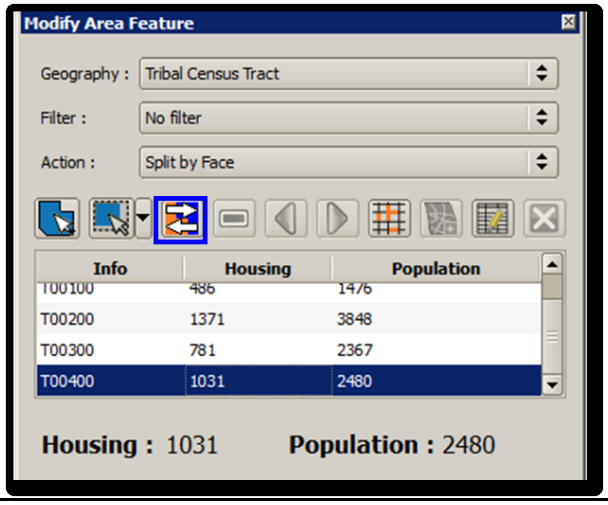
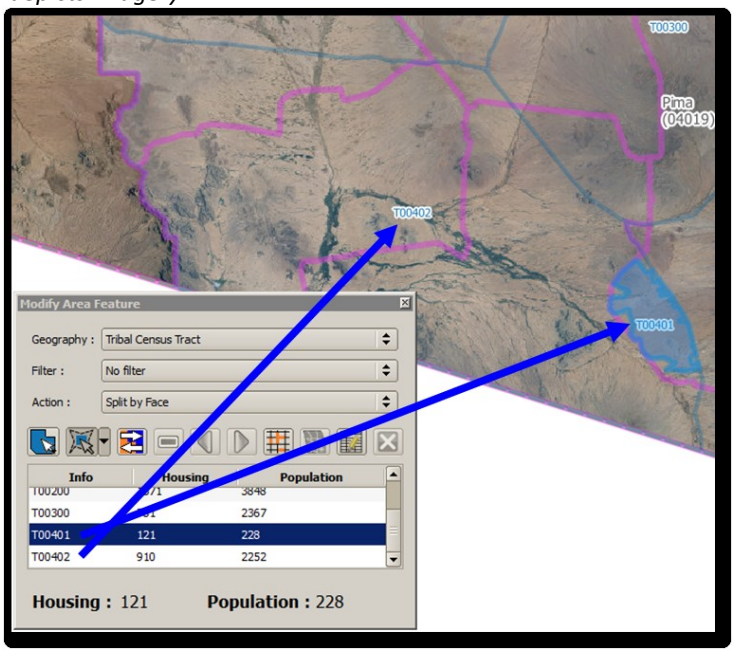
census tracts by faces within the failing tribal census tract instead of by entire tribal block groups. Locate the definition of faces in **Appendix A.** . When there is only one tribal block group in a tract or where the tribal block groups do not reflect distinct land use areas, selecting a split by faces is preferred. If participants wish to forgo a split and retain the above threshold tribal census tract, they must provide a justification in the **TSR Criteria Review** tool.

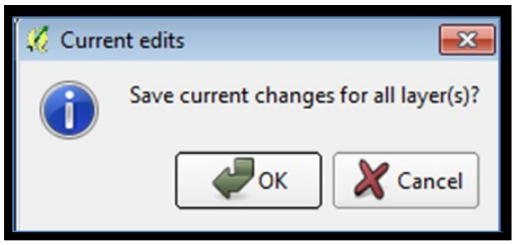
When using this method for splitting a tribal census tract, there are two considerations. First, determine if there are clear land use distinctions within a tract (e.g., single-family homes on one side of the tract and multi-family apartments on the other). Conversely, there may be no significant difference in the land use or land use may not be the primary consideration because of overriding historical or linear feature factors. Either way, identifying a significant, visible, relatively permanent feature to use to split is important. See **Appendix G**. for information regarding acceptable features for use in splitting tracts. **Table 35** explains the steps to split a tribal census tract by faces.

Table 35: Split Tribal Census Tract by Face

Step	Action and *Result*
Step 1	Follow steps from **Table 33: Select Tribal Census Tracts** to open the project and select a tribal census tract for editing.
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Above Maximum (POP > 8000 or HU > 3200)**. *This selects all census tracts that have more than the maximum number of housing units or total population*. Change the **Action** drop-down to **Split by Face**. *This allows participants to split the census tract by faces (areas).*  **Note:** No tribal census tracts in this tribal entity fall outside of the thresholds, so the **Filter** drop-down remains set to "No filter." The remaining steps proceed without regard to the threshold for the purpose of illustrating the tools.
Step 3	As with the **Split by Tribal Block Group** step, click **Select Target Area** button and click on the map to select a tribal census tract OR double click to select a tribal census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal census tract to review for potential splitting and highlights it in light blue/green color*. In order to conduct an accurate split additional zooming may be necessary.

Step	Action and *Result*
Step 4	Click the **Select Features by Freehand** button to select the faces (areas) to split the tribal census tract. Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area. *The selected faces highlight with a yellow/green shade.* Use of **Select Features by Polygon** instead of by freehand may be useful as well. *This step depicts imagery and the standard block groups outlined in pink*.  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**
	Participants are only able to select faces (areas) within the highlighted tribal census tract. *Selecting faces outside the highlighted area will result in an error message.* 

Step	Action and *Result*
Step 5	If the selected faces generate a valid new tribal census tract, click the **Split by Face** button to create two new census tracts. 
Step 6	Refer to the **Map View** to verify that GUPS created the new tribal census tracts with new tribal census tract numbers. If completed successfully, the two new tribal census tracts have no shading (no red or green) unless they fall outside the acceptable ranges of population or housing unit counts. *This step depicts imagery*.  **IMPORTANT:** To reverse the split, prior to saving use the **Undo** button. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.

Step	Action and *Result*
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

8.3.4 Merge Tribal Census Tracts

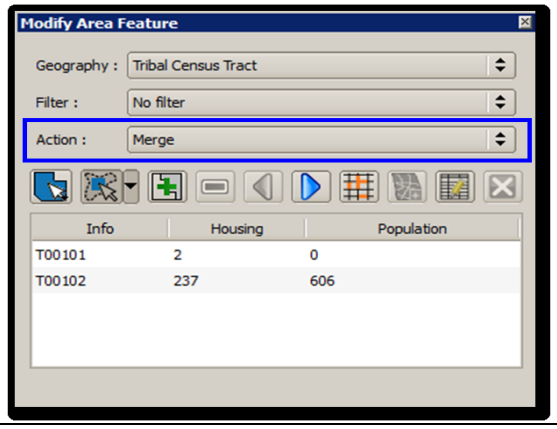
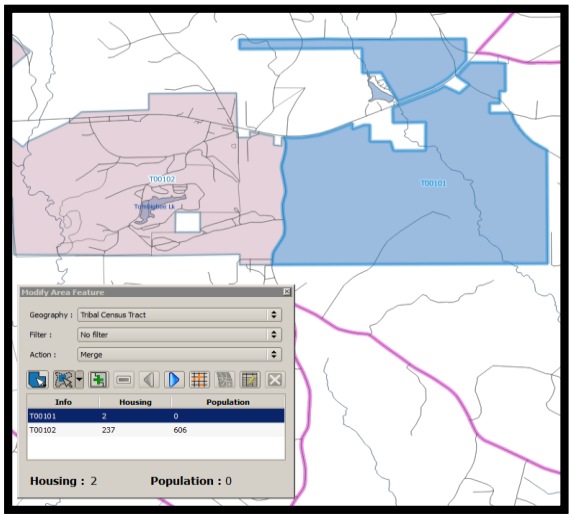
To resolve the tribal census tracts below the minimum threshold, participants perform a merge action or provide justification for retaining the tribal census tract without modification in the **TSR Criteria Review** tool. **Table 36** explains the steps to merge a tribal census tract.

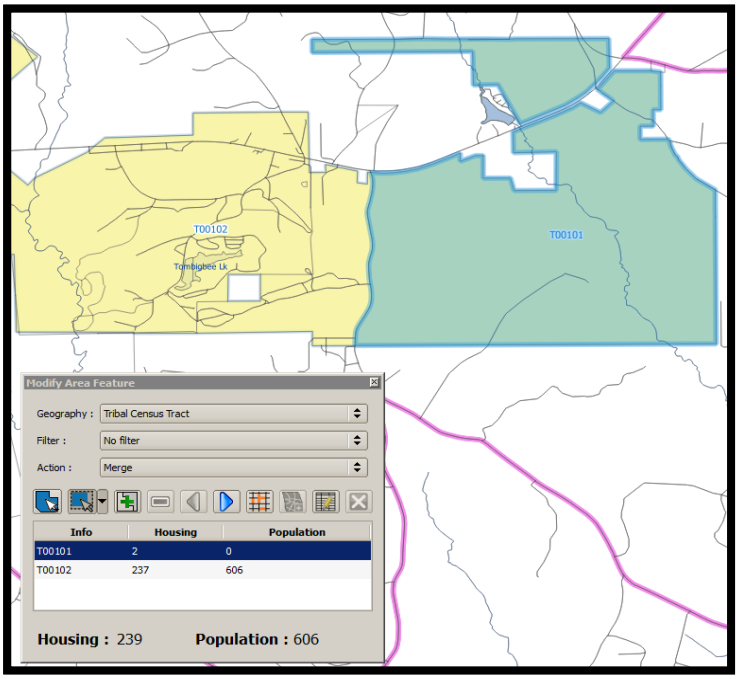
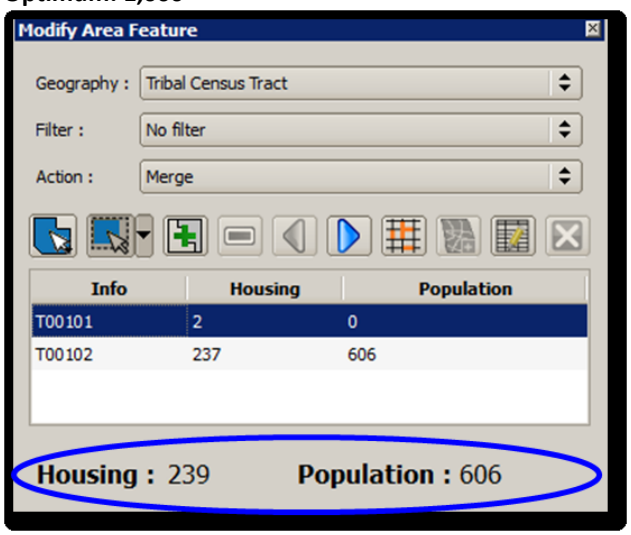
Consider the following priorities while reviewing the tribal census tracts that may require a merge.

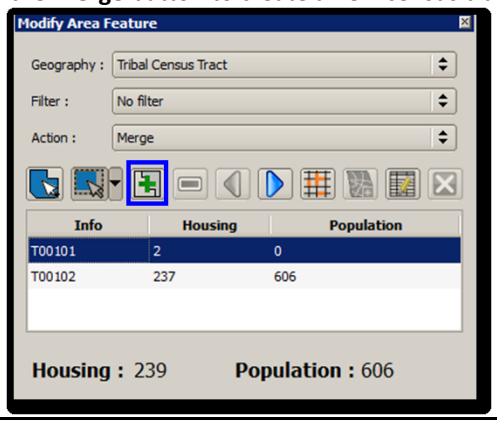
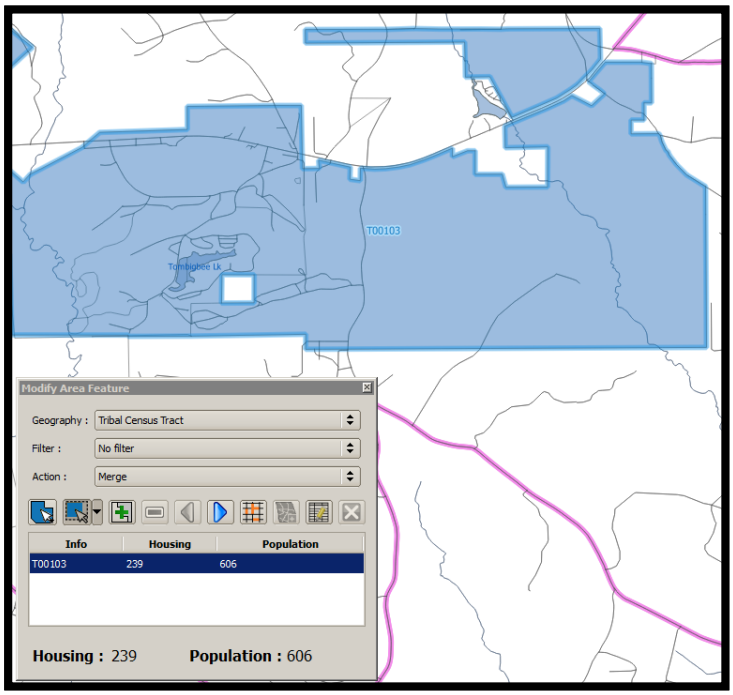
- Merge two tracts of similar land use across a minor feature. This retains outer boundaries for historical comparison and ideally maintains continuity of housing type and demographics.
- Merge two tracts of dissimilar land use across a minor feature. This is less than ideal, but avoids creating tribal census tracts that span major landscape features.
- Merge two tracts of similar land use across a major feature. This is less than ideal, but may group areas of similar housing and demographic characteristics.
- Merge two tracts of dissimilar land use across a major feature. The main benefit is to maintain the outer boundaries for historical comparison, but runs the high risk of compromising comparability of housing and population data within the new tract.
- Alter boundary of below threshold tract to include tribal block groups of neighboring tract(s). This method is highly discouraged because it changes the outer, historic boundaries of census tracts.

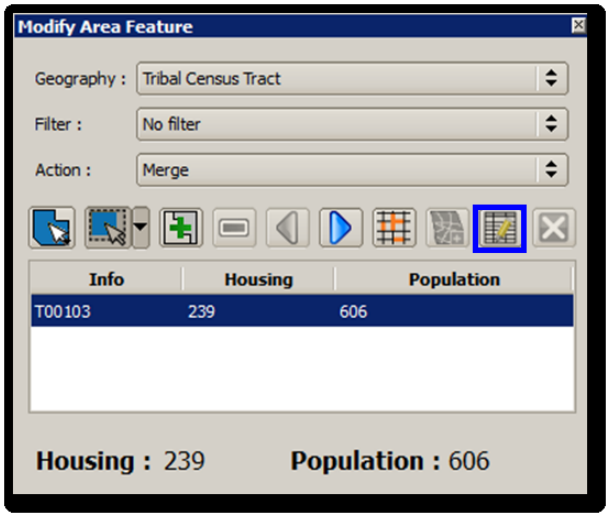
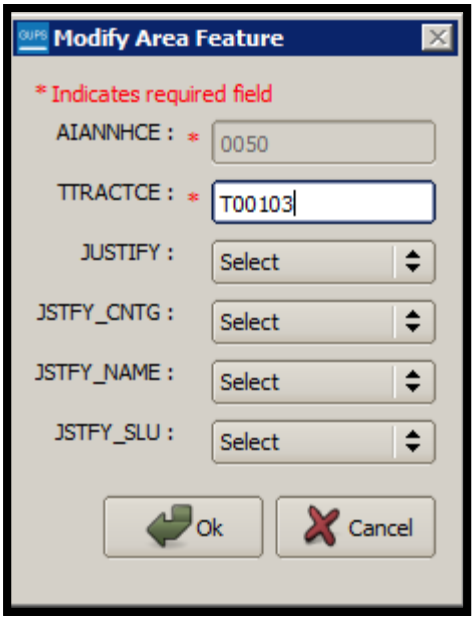
Table 36: Merge Tribal Census Tracts

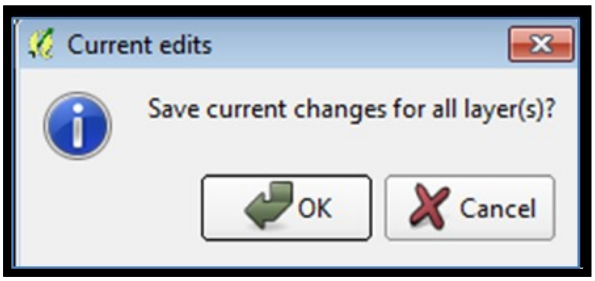
Step	Action and *Result*
Step 1	Follow steps from **Table 33: Select Tribal Census Tracts** to open the project and select a tribal census tract for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Below Minimum (POP < 1200 or HU < 480)**. *This filters all tribal census tracts that have less than the minimum number of housing units or total population.* Change the **Action** drop-down to **Merge**. This allows participants to merge (or combine) the tribal census tracts falling below the minimum requirements. 
Step 3	Double click to select a tribal census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal census tract to review for a potential merge and highlights it in light blue/green color.* Navigate the **Map View** to locate the best neighboring tribal census tract(s) to merge. Verify the tribal census tracts for historic relationships when possible. 

Step	Action and *Result*
Step 4	Click the **Select Feature(s)** button to select the tribal census tract(s) to use to merge with the below minimum census tract. *The newly selected tribal census tract(s) highlight in yellow*. Zoom into the selected tribal census tract to confirm the entirety of its selection. In this example, there is only one additional tribal census tract to choose. If the participant wants to retain both tribal census tracts, they must provide justification in the **TSR Review Criteria** tool.  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**  *The housing and population totals change dynamically while selecting tracts to merge, allowing participants to see the results of the merge, prior to actually merging the tracts.*

Step	Action and *Result*
Step 5	If the selected tract(s) generate a valid new tribal census tract, or one that comes closer to meeting the criteria thresholds, click the **Merge** button to create a new census tract. 
Step 6	Refer to the **Map View** to verify that GUPS created the new tribal census tract with new tribal census tract number.  To reverse the merge, prior to saving use the **Undo** button. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.

Step	Action and *Result*
Step 7	Use the **Change Attribute** button to modify the merged tract number that GUPS automatically assigned if needed.  In the **Change Attribute** window, enter all the requested information for the following fields with a red asterisk. Required information varies based on the type of geography.  Click **OK** to save the attribute change or **Cancel** to return to close the window without saving. **Note**: The **Justify** field exists in the **Change Attribute** tool. This field also exists in the **TSR Criteria Review** tool described in a later section. Character limit is 150 for this field.

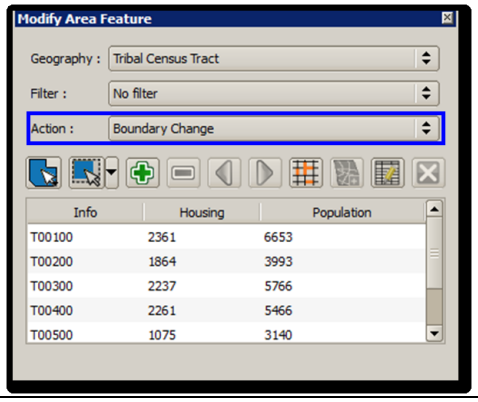
Step	Action and *Result*
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

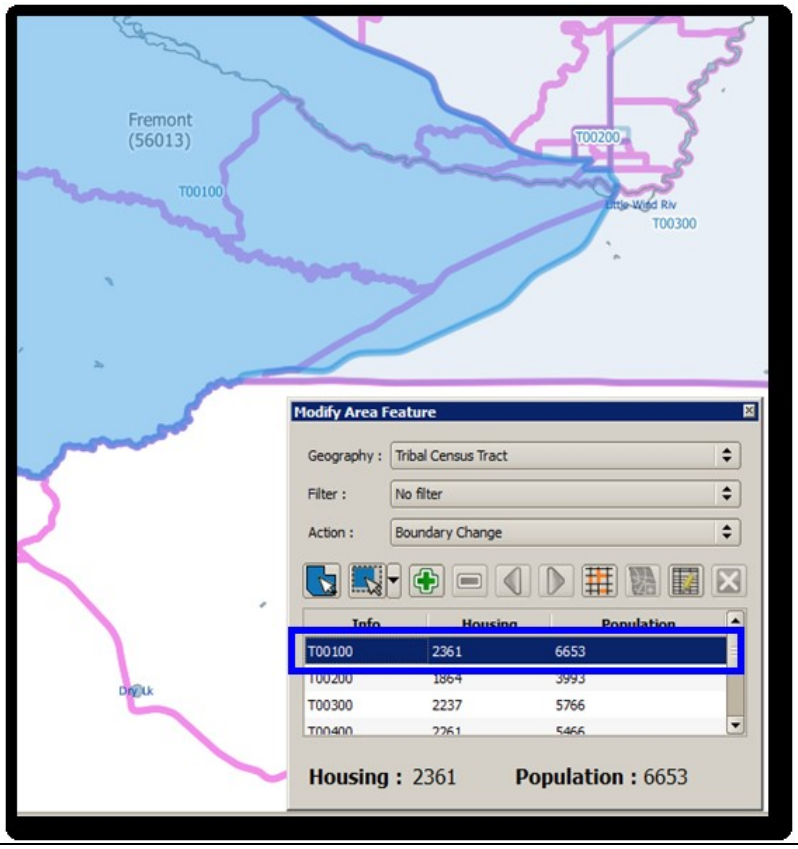
8.3.5 Change Tribal Census Tract Boundaries

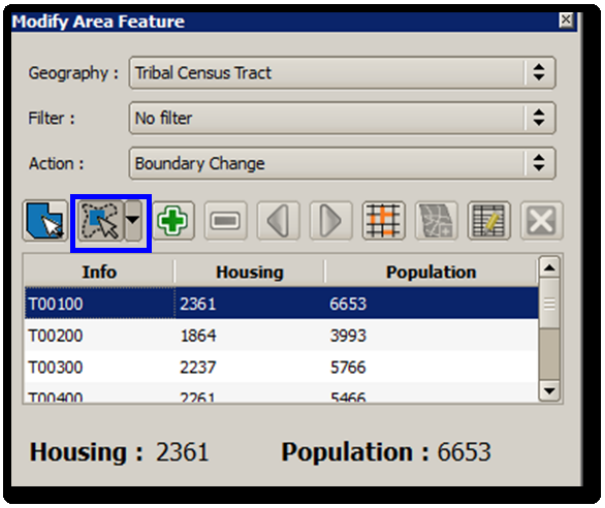
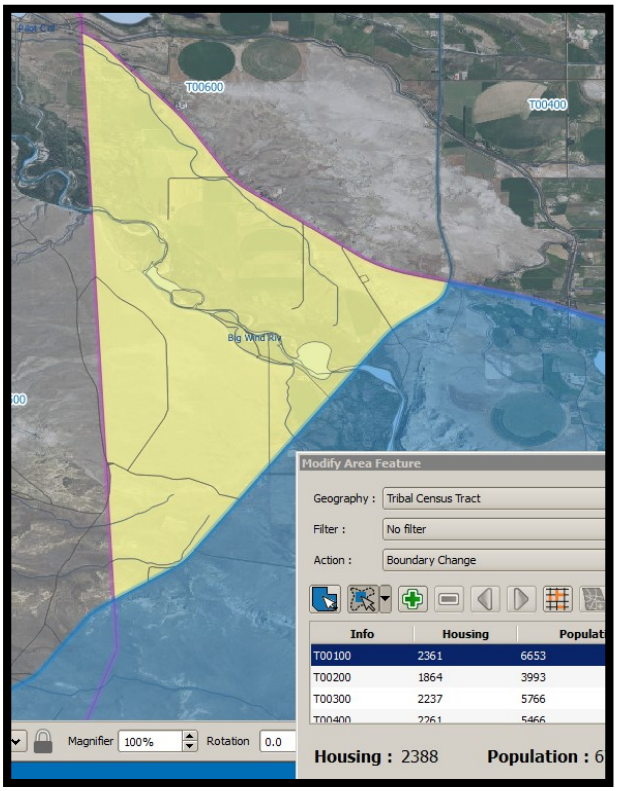
Participants apply boundary changes to tribal census tracts in instances when the boundaries are errant and no longer accurately reflect the real boundary or when the boundary does not follow any visible features. Participants cannot change the tribal census tract boundary where it follows a reservation and/or off-reservation trust land boundary, as tribal census tracts must cover the entire area of (and nest within) the reservation and/or off-reservation trust land. If the boundary of the tribal entity is incorrect, please report the boundary correction through the annual Tribal BAS program. Consult **Part One:** in the Introduction of this document for details on the BAS program. Quality checks and comparisons of tribal census tracts to the tribal boundaries occur yearly to ensure the tribal census tracts align with the boundary of the tribal entity in the Census Bureau systems.

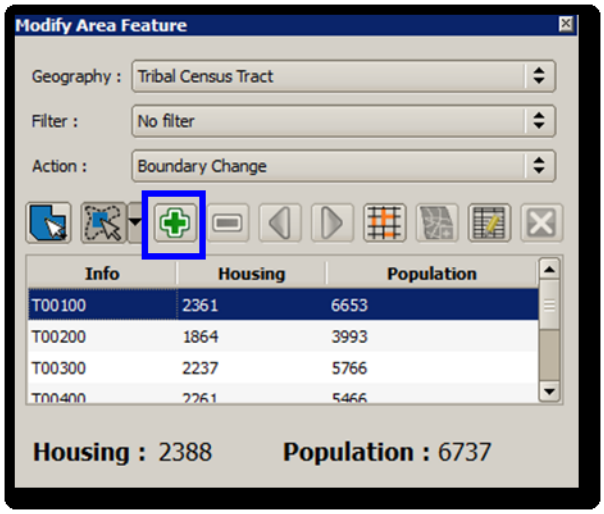
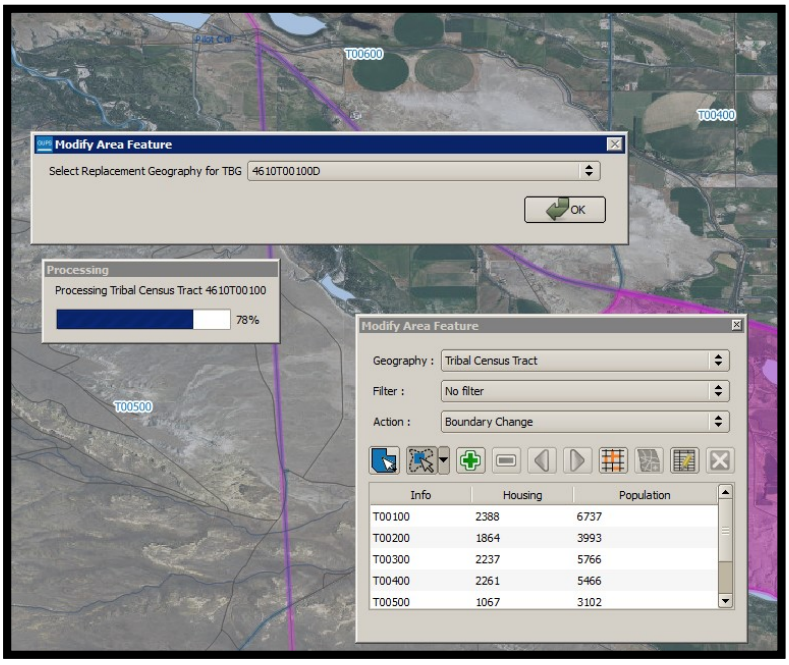
See **Section 8.3.5.1** for instructions to add linear features for use as tribal census tract boundaries and **Section 8.3.5.3** for instructions to delete linear features. The **Boundary Change** action uses the faces layer to modify tribal census tracts. Linear features create faces. **Table 37** explains the steps to change tribal census tract boundaries.

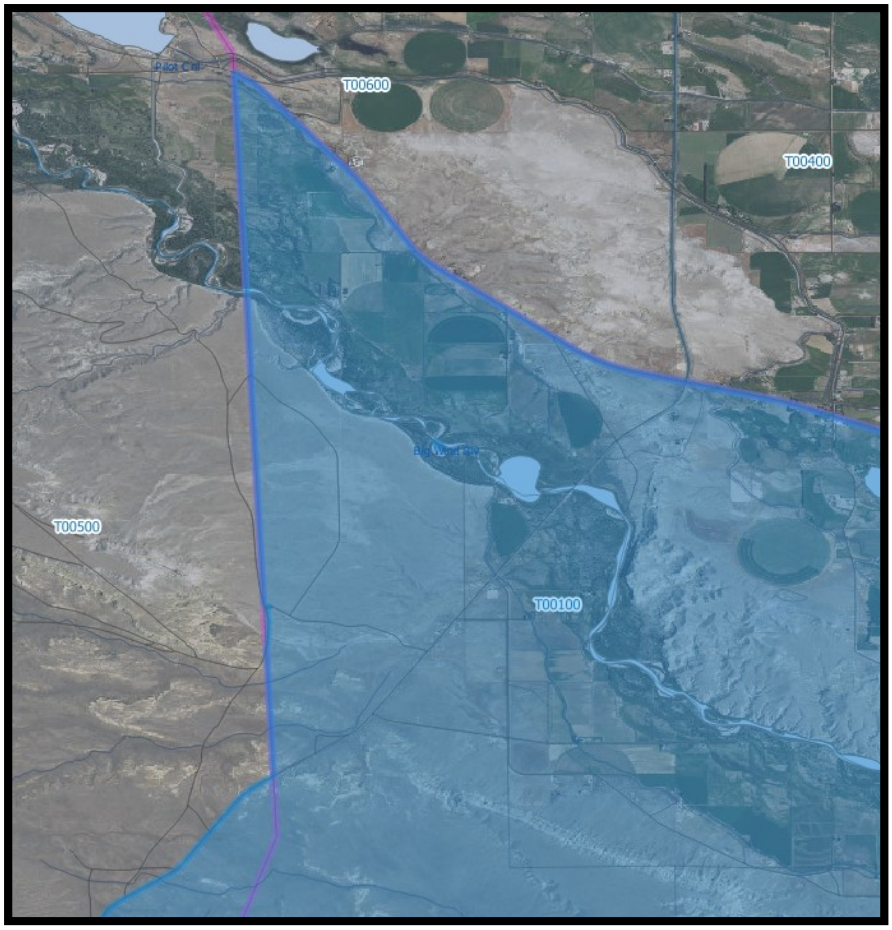
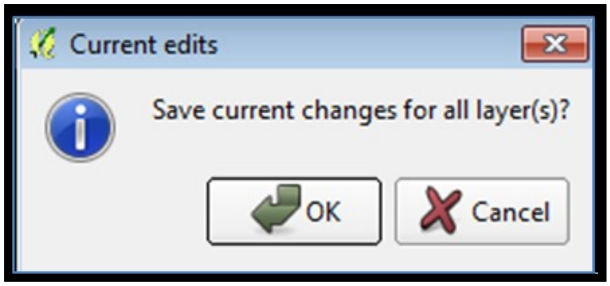
Table 37: Change Tribal Census Tract Boundaries

Step	Action and *Result*
Step 1	Follow steps from **Table 33: Select Tribal Census Tracts** to open your dataset and select a tribal census tract for editing.
Step 2	Within the **Modify Area Feature** window, click the drop-down **Action** menu to select **Boundary Change**. 

Step	Action and *Result*
Step 3	Double click to select a tribal census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal census tract to review for a potential boundary change.* 

Step	Action and *Result*
Step 4	Click the **Select Features By Freehand** button to select the faces to use for boundary change.  *The selected faces highlight in yellow. This step depicts imagery.*  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600** The housing and population totals change dynamically while selecting faces to alter the tribal census tract boundary, allowing participants to see the results of the change, prior to actually modifying the boundary.
	Selecting noncontiguous faces from the selected tribal census tract result in geographic errors. Participants must correct contiguity errors or provide justification for retaining the pieces prior to submitting their data to the Census Bureau.

Step	Action and *Result*
Step 5	Click the **Add Area** button to apply boundary change to the selected tribal census tract. *The housing increased from 2,361 to 2,388 and population increased from 6,653 to 6,737.*  *A window displays requesting participants select the tribal block group to add the selected faces. The **Map View** displays the potential tribal block group in the drop-down menu.* After selecting the appropriate tribal block group, click **OK** to add the selected faces to the selected tribal block group highlighted on the map.  **Note:** GUPS highlights each tribal block group as selected, allowing the participant to choose the adjacent one. Be mindful that this step can introduce contiguity errors.

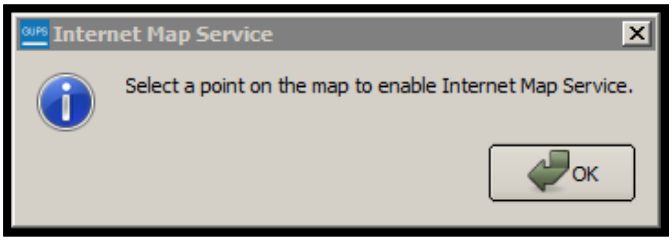
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the tribal census tract.  To reverse the boundary change, simply add the area back to the original tribal census tract or perform the **Undo** action prior to saving. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current** edits confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

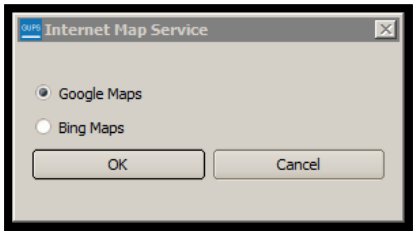
8.3.5.1 Add Linear Feature

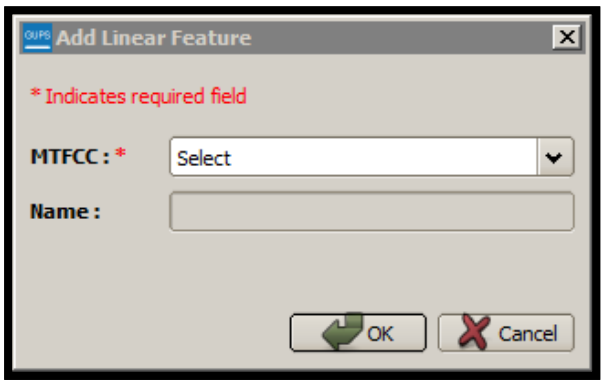
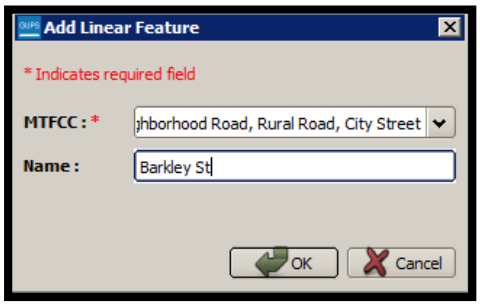
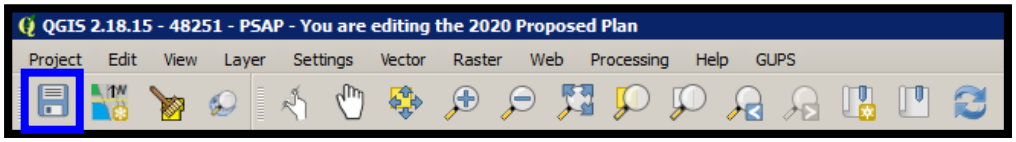
The addition of new or missing linear features may be necessary to form faces in order to modify all of the statistical geographies. While it may be tempting to add all missing linear features, with the time constraints of PSAP, focus first on adding only the linear features necessary to split statistical geographies or form new statistical geographies. Participants must utilize the Add Imagery button within GUPS for digitizing reference and may use the Internet Map Service button to provide a secondary source/visual of the area**. Table 18 describes the use of both buttons. Review Table 38 for a detailed example.**

IMPORTANT: Do not add linear features without the assistance of imagery.

Table 38: Add Linear Feature

Step	Action and Result
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	Follow steps from **Table 33: Select Tribal Census Tracts** to open the existing project. Zoom to the area to add linear features. Ensure imagery is enabled as described in **Step 7** of that table. 
Step 3	Click the **Internet Map Service** button.  *An **Internet Map Service** window appears asking participants to select a point on the map to enable Internet Map Service.* 

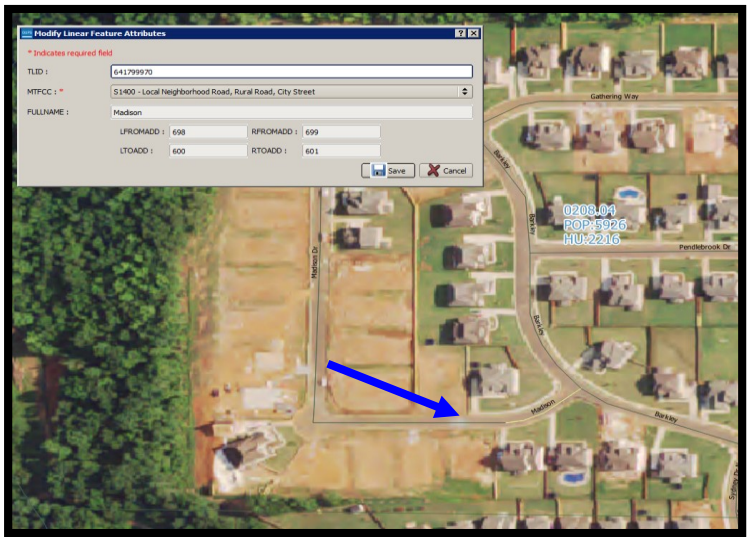
Step	Action and Result
Step 4	Click a point in the **Map View** near the missing feature(s) to select the targeted area from which to launch the internet service. *Another **Internet Map Service** window appears to select either **Google Maps** or **Bing Maps**.*  After selected, click **OK** and *a new internet tab or session opens to the targeted section chosen in **Step 4**.* 
Step 5	Click the **Add Linear Feature** button from within the **PSAP toolbar**. 
Step 6	Zoom in to a proper scale for adding the linear feature. 

Step	Action and Result
Step 7	In the **Map View**, left-click the mouse button to start adding the linear feature. Continue to left-click to add nodes as necessary to add shape to the road. To complete the linear feature, right-click. *An **Add Linear Feature** window appears to enter the required **MTFCC** and a **Name**.* 
Step 8	From the **MTFCC** drop-down menu, select the proper code for the newly added feature. In this example, choose **S1400**.  The **Name** field activates after choosing the **MTFCC**. Enter the name and click **OK**. 
Step 9	Click the **Save** button to save the changes. Continue with the same steps to add any additional linear features. 

8.3.5.2 Modify Linear Feature Attributes

Participants can modify the attributes of linear features by using the Modify Linear Feature Attributes button within the PSAP toolbar. This may be necessary to correct errors in existing feature names or correct errant MTFCC codes. See **Table 39** for an example.

Table 39: Modify Linear Feature Attributes

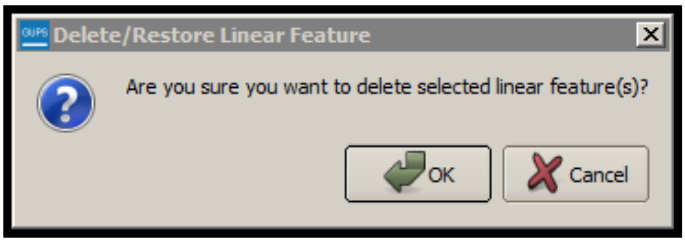
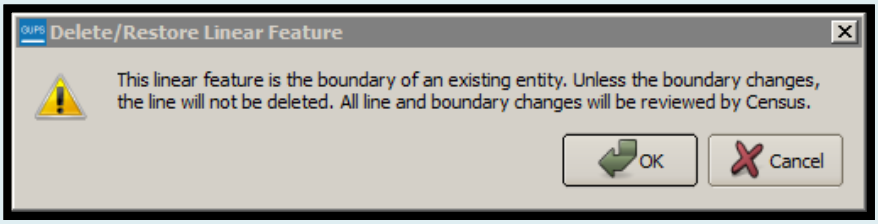
Step	Action and Result
Step 1	Locate the linear feature to modify. Select the **Modify Linear Feature Attributes** button in the **PSAP toolbar**. 
Step 2	In the **Map View**, left-click the linear feature to modify. *A **Modify Linear Feature Attributes** window appears.* 
Step 3	Change the **MTFCC** or the **FULLNAME** of the feature. Click the **Save** button to save the modification.

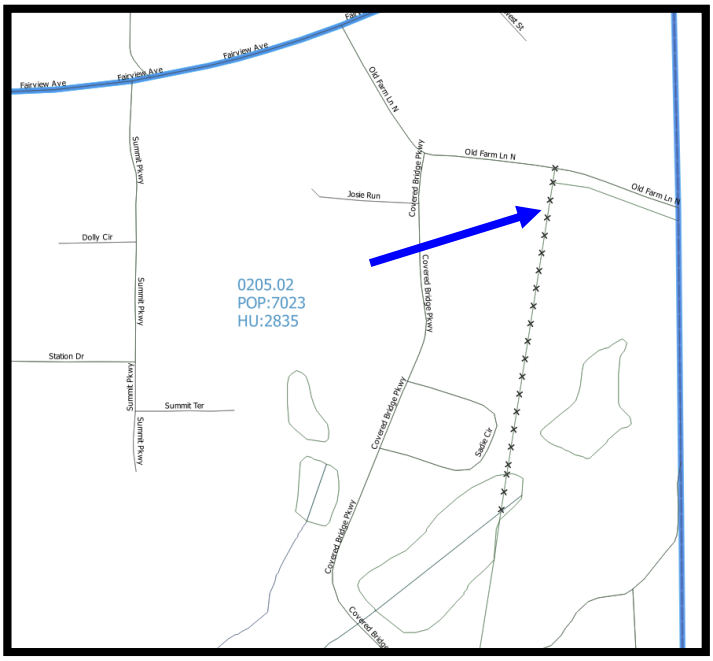
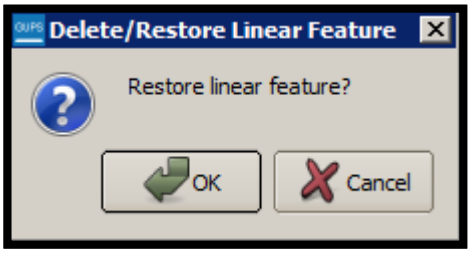
8.3.5.3 Delete/Restore Linear Feature

GUPS allows participants to delete linear features and/or restore recently deleted features since the last save process by using the Delete/Restore Linear Feature button within the PSAP toolbar. Review **Table 40** for examples of both deleting and restoring a linear feature.

Table 40: Delete/Restore Linear Feature

Step	Action and Result
Step 1	Locate the linear feature to delete. Select the **Delete/Restore Linear Feature** button in the **PSAP toolbar**. 

Step	Action and Result
Step 2	In the **Map View**, left-click the linear feature to delete. *A **Delete/Restore Linear Feature** window appears.*  
Step 3	Click **OK** to proceed with deletion of the selected feature.
	If the feature selected forms the boundary of an existing entity, *GUPS displays the following warning message.* 

Step	Action and Result
Step 4	The feature is marked for deletion *and displays in GUPS with the "X" character along the entire feature. Imagery disabled in order to better view the "X" characters.* 
Step 5	GUPS uses the same tool to restore the deleted feature if the deletion was in error. Enable the **Delete/Restore Linear Feature** button. Select the feature marked for deletion from the previous step. *A Delete/Restore Linear Feature window appears asking for confirmation to restore the linear feature.*  Click **OK** to restore the feature.
Step 6	Click the **Save** button to save the changes.

8.4 Tribal Block Group Update Instructions

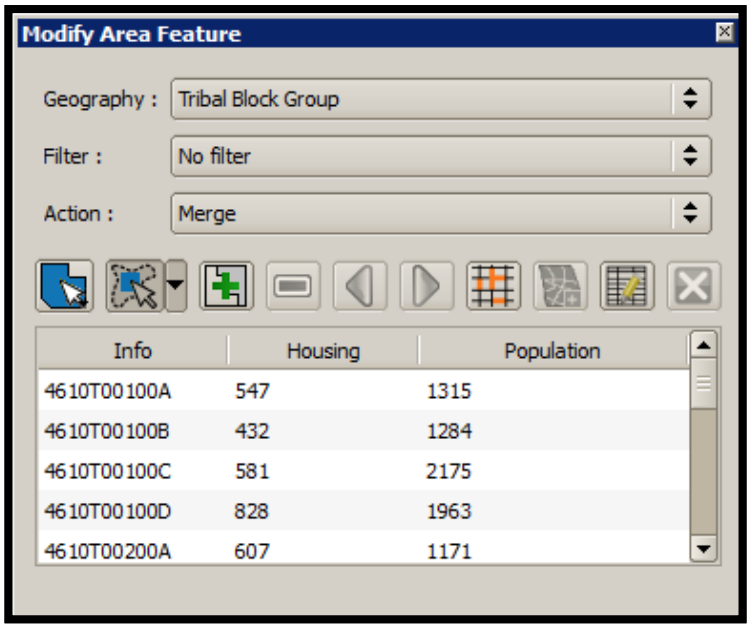
Participants can split tribal block groups by face, merge tribal block groups, and change tribal block group boundaries. **Part One:** outlines the criteria and background for updating tribal block groups, while **Part Two:** introduced the tools for updating. This section provides detailed examples for performing the aforementioned updates of splitting, merging, and changing boundaries.

IMPORTANT: Participants may renumber the tribal block groups using the **Renumbering Tool** in the **PSAP toolbar**. If participants want to renumber to avoid any gaps in the numbering of tribal block groups, execute the tool after all work on the tribal block group geography concludes. Do not execute the tool, if participants wish to retain the existing tribal block group numbering.

8.4.1 Select Tribal Block Group

Participants can change and modify tribal block groups. This is the second priority for participants' review after reviewing and updating tribal census tracts. However, there may be instances where the tribal census tracts remain within specified thresholds, but tribal blocks groups require updating due to population and housing changes. In those cases, participants begin with a review of the tribal block groups. Steps to select a tribal block group to begin a review are included in **Table 41**.

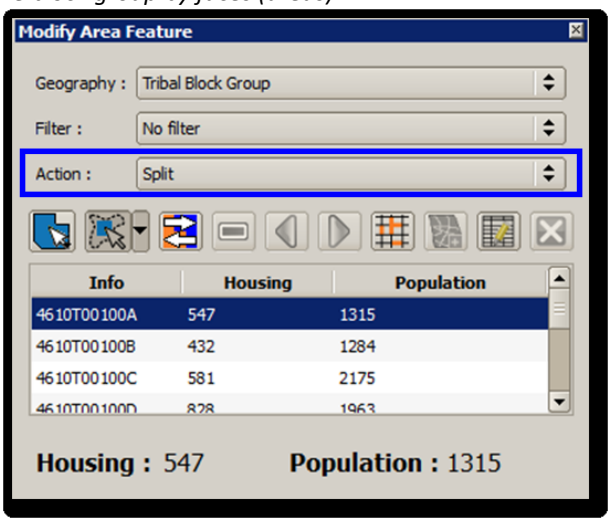
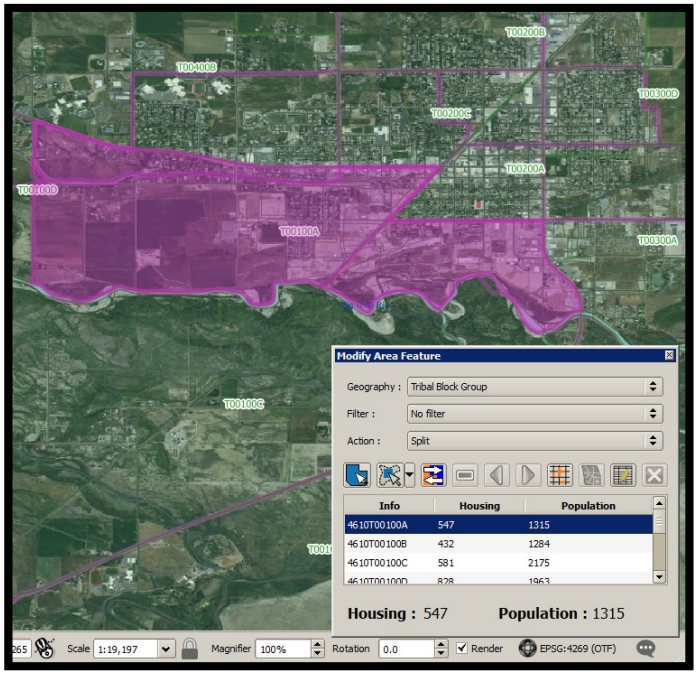
Table 41: Select Tribal Block Group

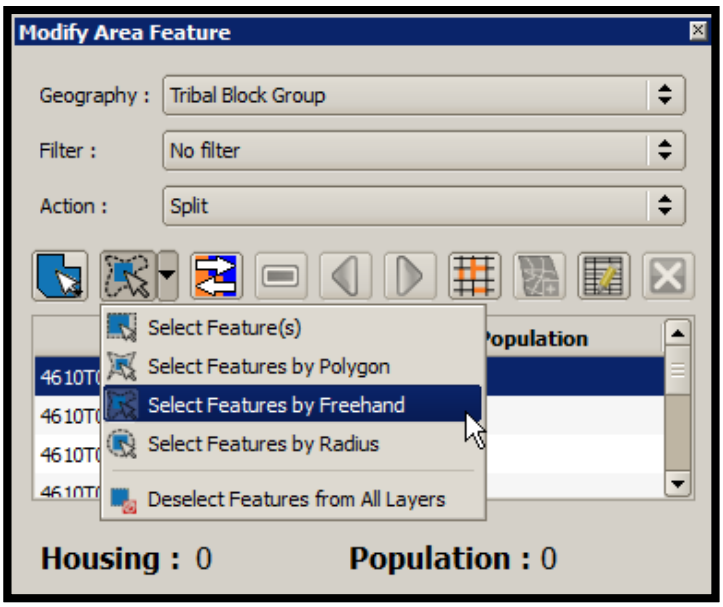
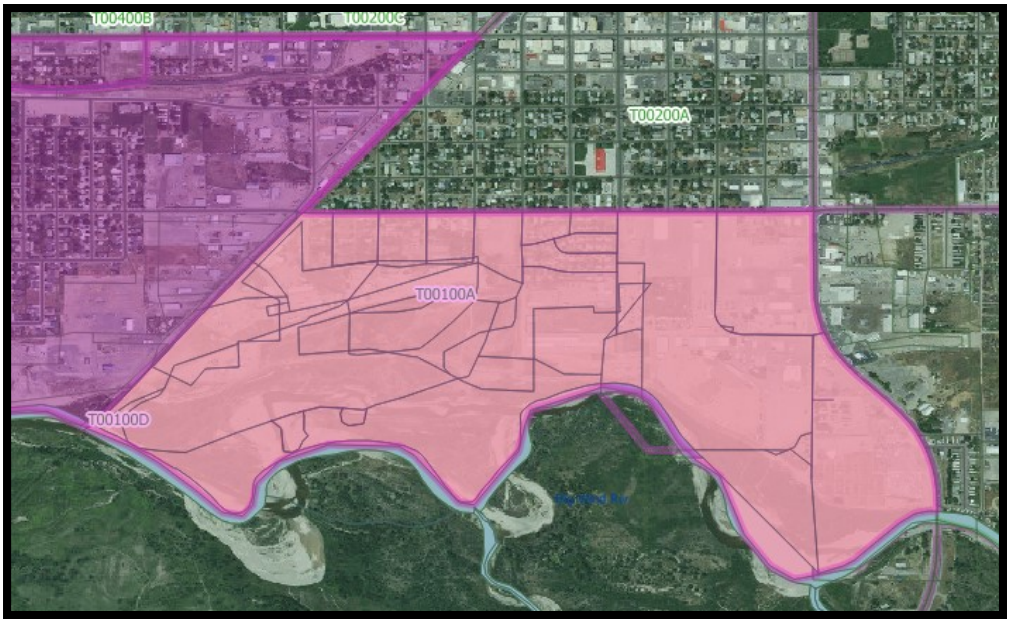
Step	Action and Result
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	Follow steps from **Table 33: Select Tribal Census Tracts** to open the existing project. After completing **Steps 1 – 4** (step 5 only appears with the initial setup), modify **Step 6** by clicking the **Modify Area Feature, Geography** drop-down menu and selecting **Tribal Block Group**. Enable the imagery as described in **Step 7** in order to visualize and orient to the block group(s) under review. 

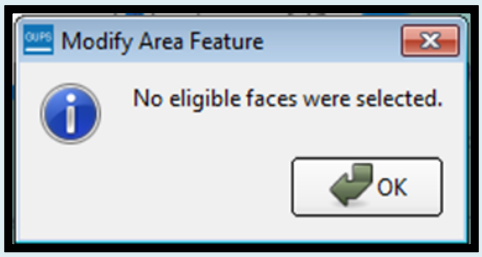
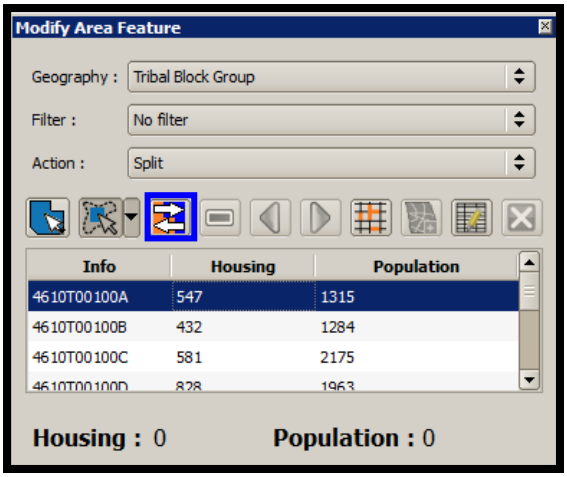
8.4.2 Split a Tribal Block Group

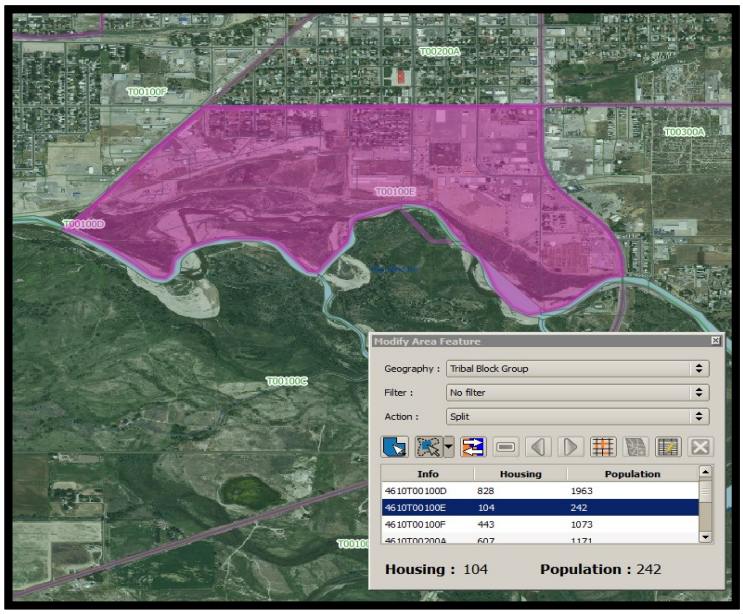
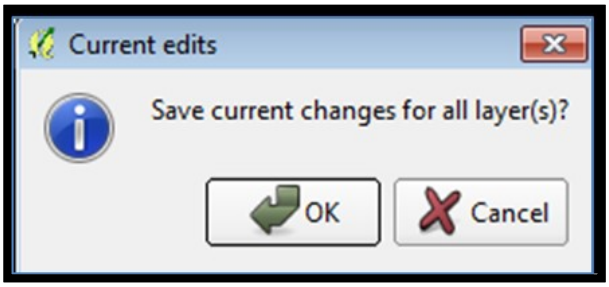
To resolve the tribal block groups above the maximum threshold, participants split block groups by faces within the problematic block group, ideally into two equal parts. Participants are encouraged to use one of two options when splitting tribal block groups. Either split the block group into geometrically equal parts or split according to land use areas. **Table 42** explains the steps to split a block group.

Table 42: Split Tribal Block Group

Step	Action and Result
Step 1	Follow steps from **Table 41: Select Tribal Block Group** to open the project and select tribal block groups for editing.
Step 2	Within the **Modify Area Feature** window, click the drop-down **Filter** menu to select **Above Maximum (POP > 3000 or HU > 1200)**. *This will select all tribal block groups that have more than the maximum number of houses/people.* Change the **Action** drop-down to **Split**. *This allows participants to split the block group by faces (areas).*  **Note:** No tribal block groups in this tribal entity fall outside of the thresholds, so the **Filter** drop-down remains set to "No filter." The remaining steps proceed without regard to the threshold for the purpose of illustrating the tools.
Step 3	Double click to select a tribal block group from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal block group to review for potential splitting and highlights it*. An additional zoom level, performed by using the **Zoom In** button on the **Standard** toolbar, is necessary to visualize the area to split. 

Step	Action and Result
Step 4	Click the **Select Features by Freehand** button to select the faces to use to split the tribal block group. Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area. *The selected faces highlight with a yellow/green shade, likely distorted by the shading of a tribal block group or tribal census tract*.  

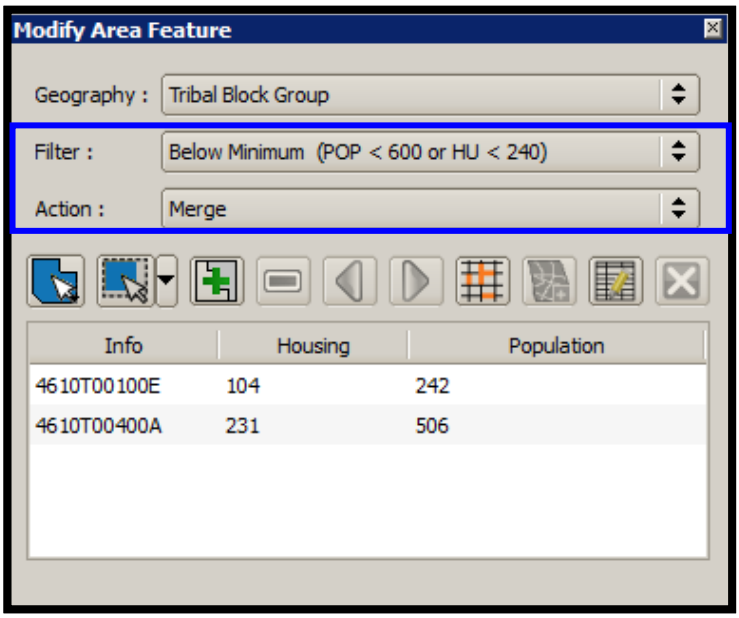
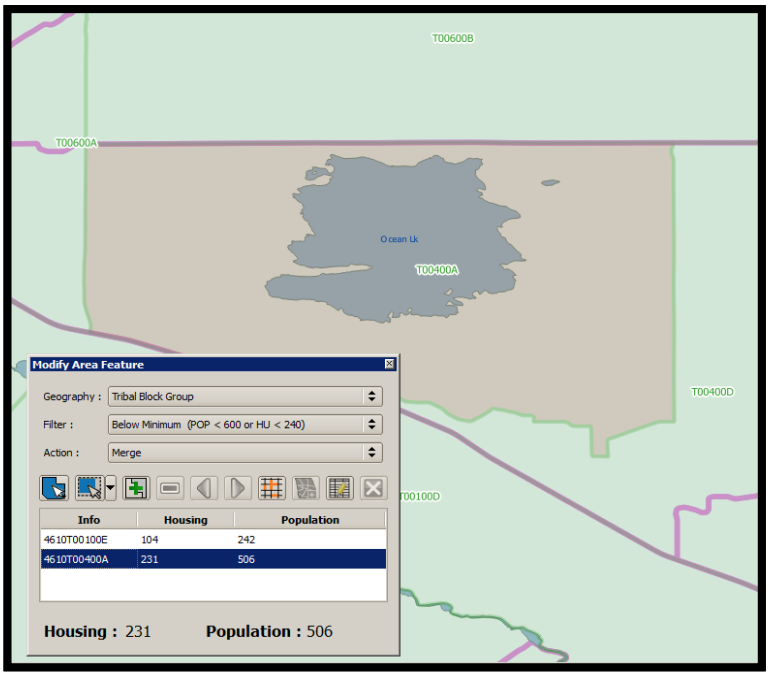
Step	Action and Result
	Participants are only able to select faces (areas) within the highlighted tribal block group. *Selecting faces outside the highlighted area will result in an error message.* 
Step 6	If the selected faces generate a valid new tribal block group, click the **Split** button to create two new tribal block groups. 

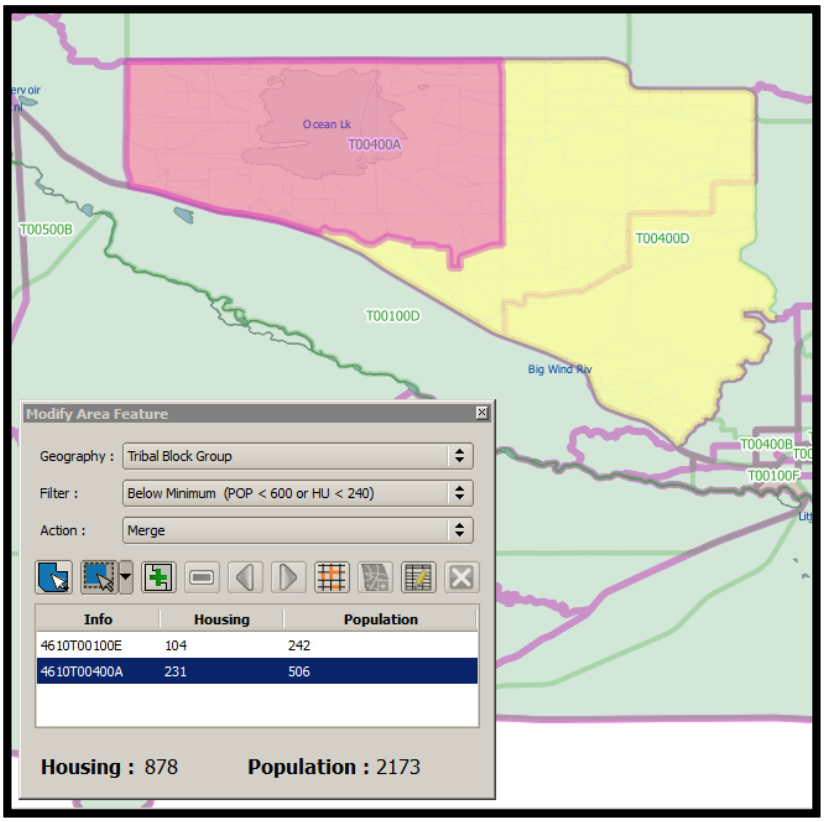
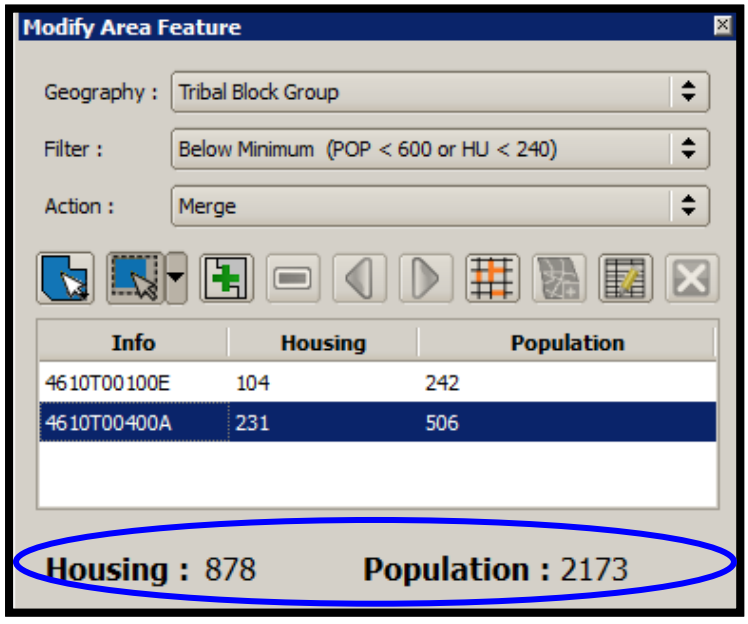
Step	Action and Result
Step 7	Refer to the **Map View** to verify that GUPS created the new tribal block groups with new block group labels (4610T00100E and 4610T00100F).  To reverse the split, prior to saving use the **Undo** button. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

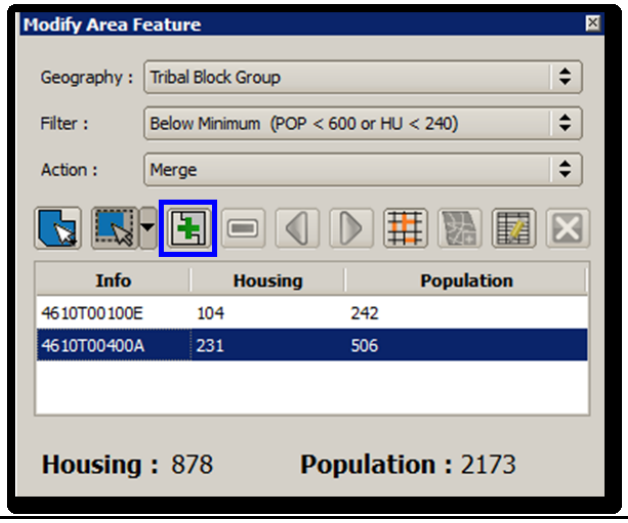
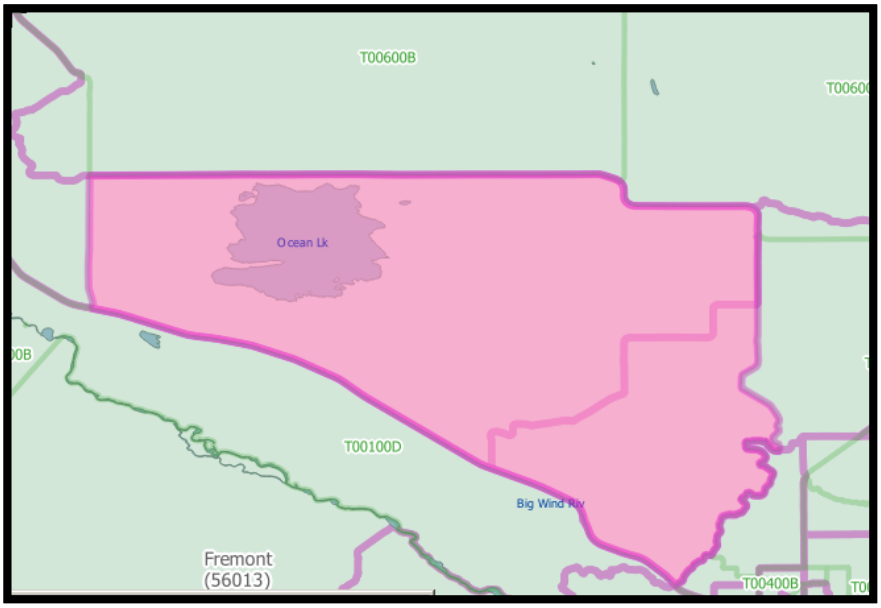
8.4.3 Merge Tribal Block Groups

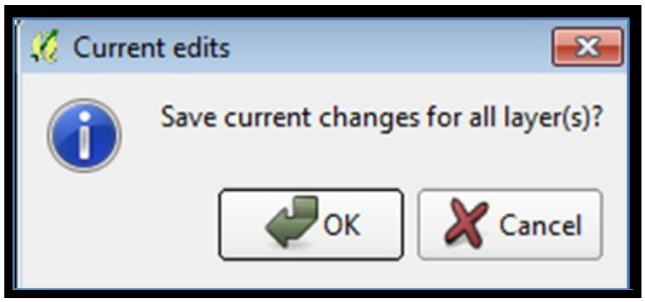
To resolve the tribal block groups below the minimum threshold, participants perform a merge action by merging neighboring tribal block groups or provide a justification in the **TSR Criteria Review** tool for retaining the below threshold tribal block groups. If both the tribal block group and its tribal census tract are outside of thresholds, resolve the tribal census tract first. Because tribal block groups nest within tribal census tracts, the higher-level tribal census tract changes affect how participants resolve tribal block group errors. The historical comparability is not a concern for tribal block groups as it is for tribal census tracts, so participants have more freedom to make boundary corrections and reorganize existing tribal block groups to meet criteria thresholds. **Table 43** explains the steps to merge a tribal block group.

Table 43: Merge Tribal Block Group

Step	Action and Result
Step 1	Follow steps from **Table 41: Select Tribal Block Group** to open the project and select a tribal block group for editing.
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Below Minimum (POP < 600 or HU < 240)**. *This selects all tribal block groups that have less than the minimum number of housing units or total population.* Change the **Action** drop-down to **Merge**. *This allows participants to merge (or combine) the tribal block groups falling below the minimum requirements.* 
Step 3	Double click to select a tribal block group from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal block group to review for potential merging and highlights it*. 

Step 4	Click the **Select Feature(s)** to select the tribal block group(s) to use to merge with the below minimum tribal block group. *The newly selected block group(s) highlight in yellow.*  **IMPORTANT:** Remember to keep the block group threshold numbers in mind: Population: 600 – 3,000 Housing: 240 – 1,200  *The housing and population totals change dynamically while selecting tribal block groups to merge, allowing participants to see the results of the merge, prior to actually completing the merge.*

Step	Action and Result
Step 5	If the selected tribal block group(s) generate a valid new tribal block group, click the **Merge** button to create a new tribal block group. 
Step 6	Refer to the **Map View** to verify that GUPS created the new tribal block group with new block group letter.  To reverse the merge, prior to saving use the **Undo** button. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality. **Note:** Execute the **Renumbering Tool** after all work on the tribal entity is complete. Do not execute it after editing each tribal block group. If a tribal entity submission includes gaps in the block group numbering, the Census Bureau will confirm with the participant whether they want the tribal block groups renumbered or whether they forgot to execute the tool. Pending the answer, the Census Bureau will renumber the tribal block groups prior to creation of the verification products or they will retain the existing tribal block group numbering.
Step 7	Consider using the **Change Attribute** button within the **Modify Area Feature** tool to edit the tribal block group letter assigned by GUPS, or use the **Renumbering Tool** in the **PSAP toolbar** to renumber all of the tribal block groups at the conclusion of all tribal block group updates.
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation*

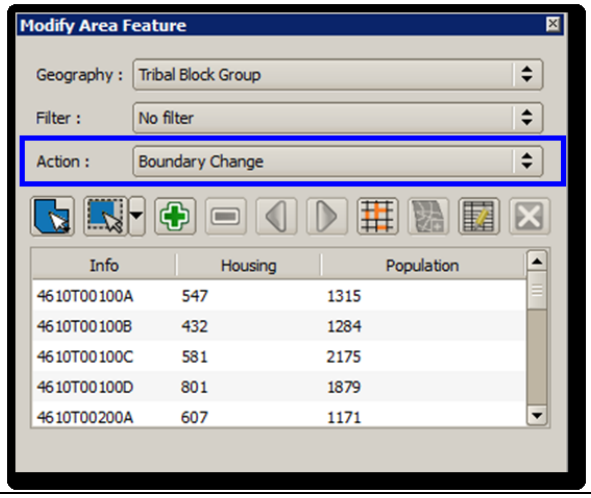
Step	Action and Result
	dialog box asks to save the changes for all layer(s). For more information on saving, please refer to **Section 6.3, Save a Project in GUPS.**  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

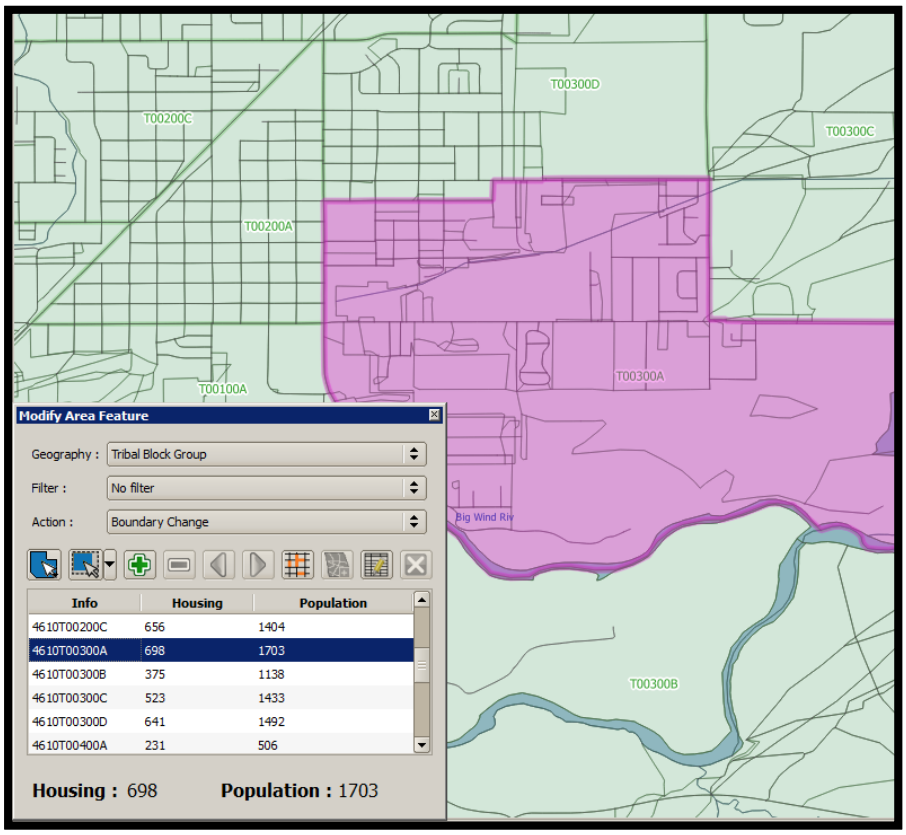
8.4.4 Change Tribal Block Group Boundaries

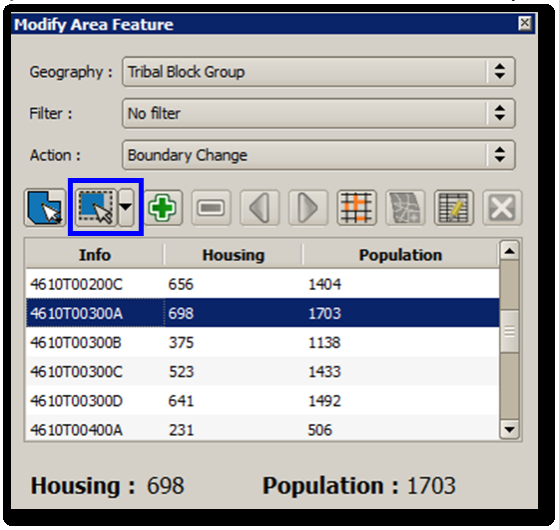
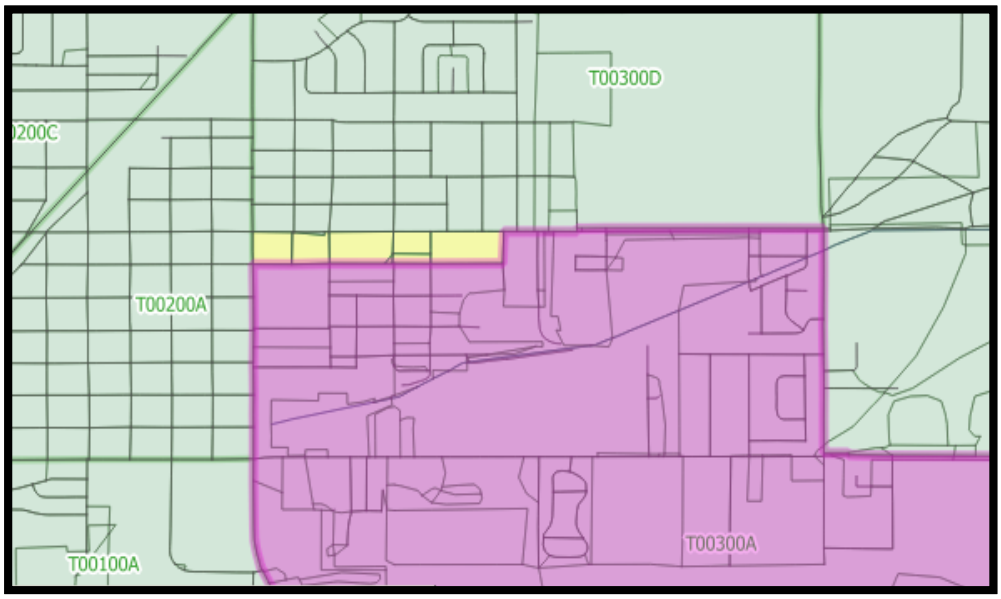
Participants can apply boundary changes to tribal block group boundaries when the housing units and or the populations are below the required thresholds, when the boundary does not follow any visible features, or when the boundaries shown in GUPS are errant and no longer accurately reflect the real boundary. The Census Bureau will likely accept small revisions to tribal block group boundaries, but will likely deny boundary changes that affect a large amount of population in the affected tribal block groups.

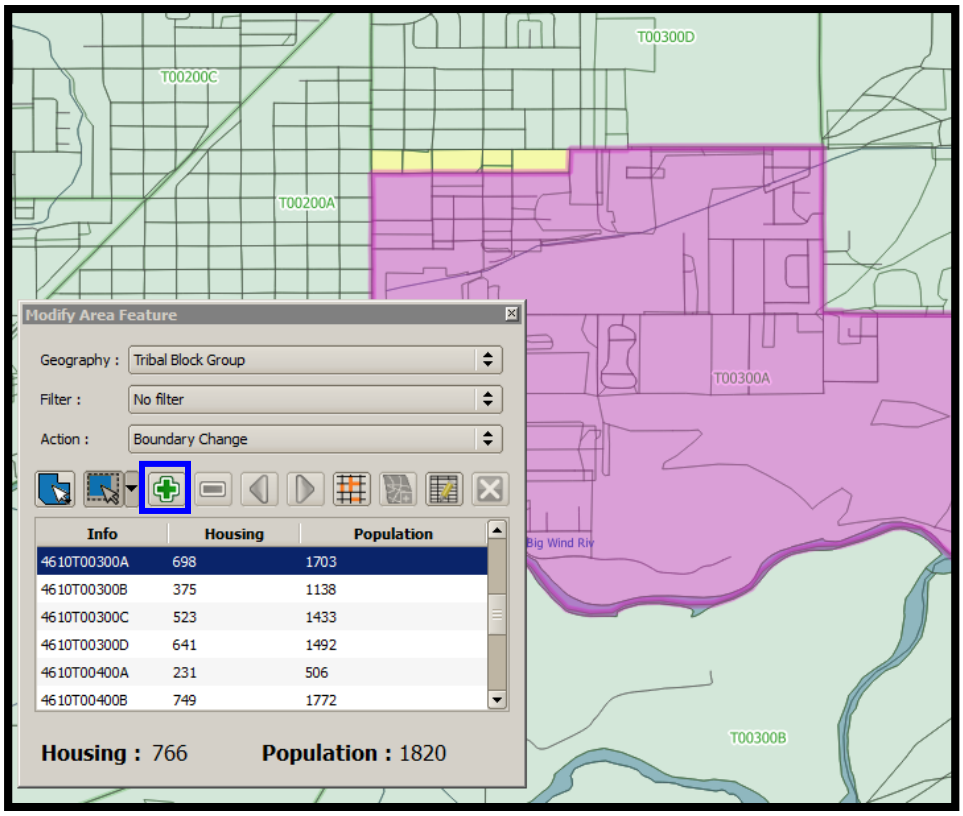
As with tribal census tracts, the boundary change action uses the faces layer to modify tribal block groups. **Table 44** explains the steps to change block group boundaries.

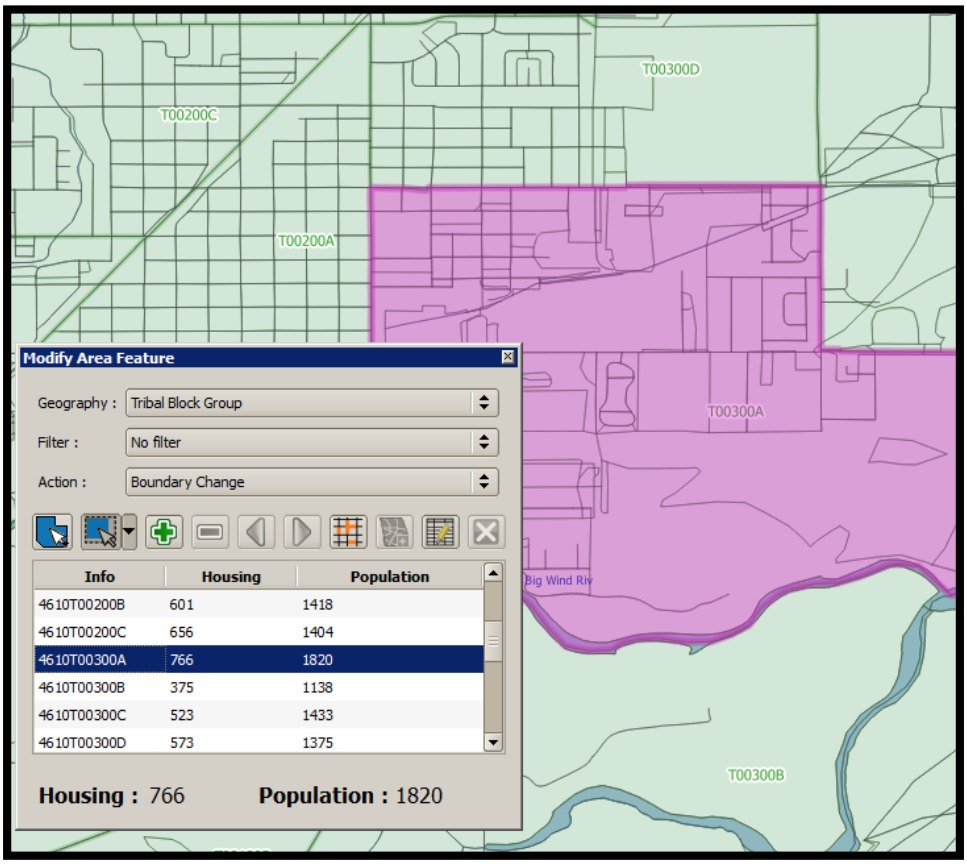
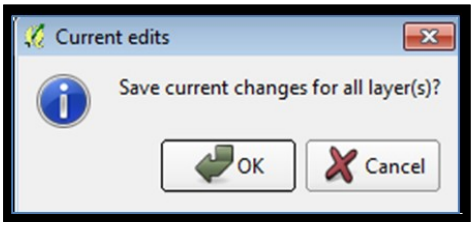
Table 44: Change Tribal Block Group Boundaries

Step	Action and Result
Step 1	Follow steps from **Table 41: Select Tribal Block Group** to open your dataset and select a tribal block group for editing.
Step 2	Within the **Modify Area Feature** window, click the drop-down **Action** menu to select **Boundary Change**. 

Step	Action and Result
Step 3	Double click to select a tribal block group from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected tribal block group to review for a potential boundary change.* 

Step	Action and Result
Step 4	Click the **Select Feature(s)** button to select the faces to use for boundary change.  *The selected faces from T00300D highlight in yellow.*  **IMPORTANT:** Remember to keep the block group threshold numbers in mind: Population: 600 – 3,000 Housing: 240 – 1,200
	GUPS does not allow for the selection of faces outside of the active tribal census tract. This means the faces must be within the same tribal census tract as the tribal block group.

Step	Action and Result
Step 5	Click the **Add Area** button to apply boundary change to the selected tribal block group.  *The housing and population numbers dynamically adjust prior to finalizing the boundary change (change from 698 and 1,703 to 766 and 1,820 respectively).*

Step	Action and Result
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the tribal block group.  To reverse the boundary change, simply add the area back to the original tribal block group or perform the **Undo** action prior to saving. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current** edits confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

8.5 Census Designated Places (CDPs) Update Instructions

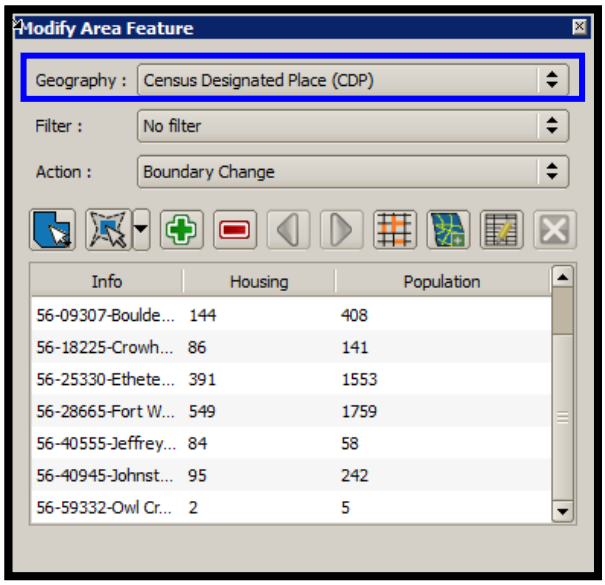
Tribal participants can perform boundary changes to existing CDPs that fall either on or off the reservations and/or off-reservation trust lands. Performing a boundary change adds faces to, or removes faces from, existing CDPs. Participants can add new CDPs, delete existing CDPs, and they can perform attribute updates on existing CDPs. CDPs may exist on the tribal entity land or may be located off the reservation and in the county in which the tribal entity exists.

As a reminder from **Part One:** of this document, the Census Bureau recommends CDP boundaries follow visible features, except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.

8.5.1 Select Census Designated Place (CDP)

Steps to select a CDP to begin a review are included in **Table 45**.

Table 45: Select Census Designated Place

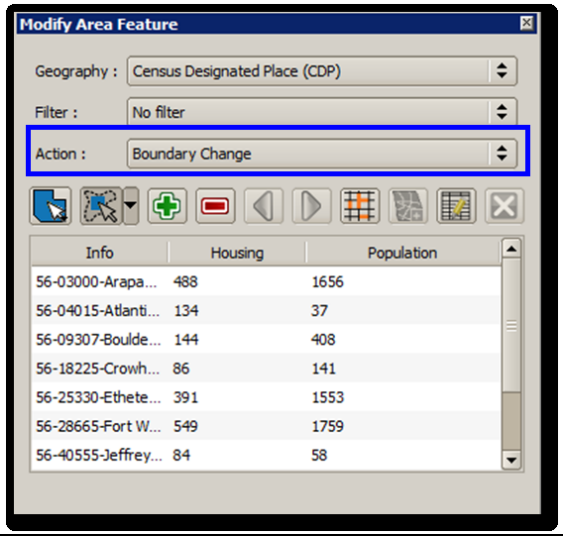
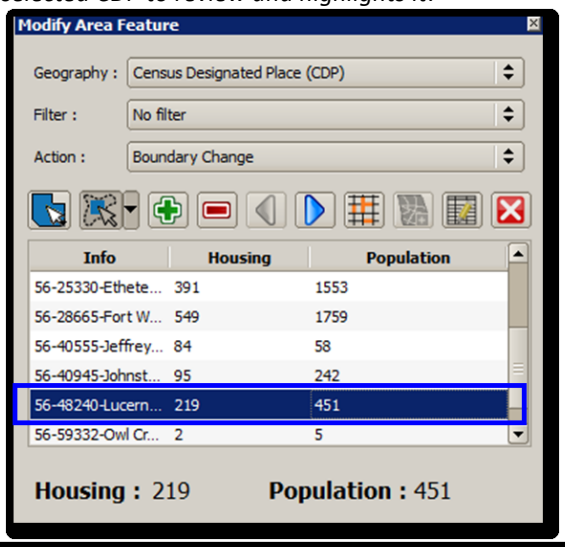
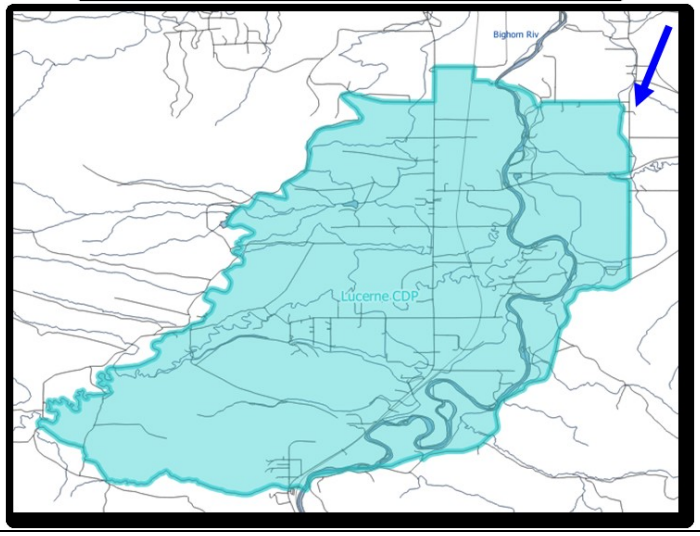
Step	Action and *Result*
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project**.
Step 2	Follow steps from **Table 33: Select Tribal Census Tracts** to open your dataset. After completing **Steps 1 – 4** (step 5 only appears with the initial setup), modify **Step 6** by clicking the **Modify Area Feature, Geography** drop-down menu and selecting **Census Designated Place (CDP)**. Enable the imagery as described in **Step 7** in order to visualize and orient to the CDP(s) under review. 

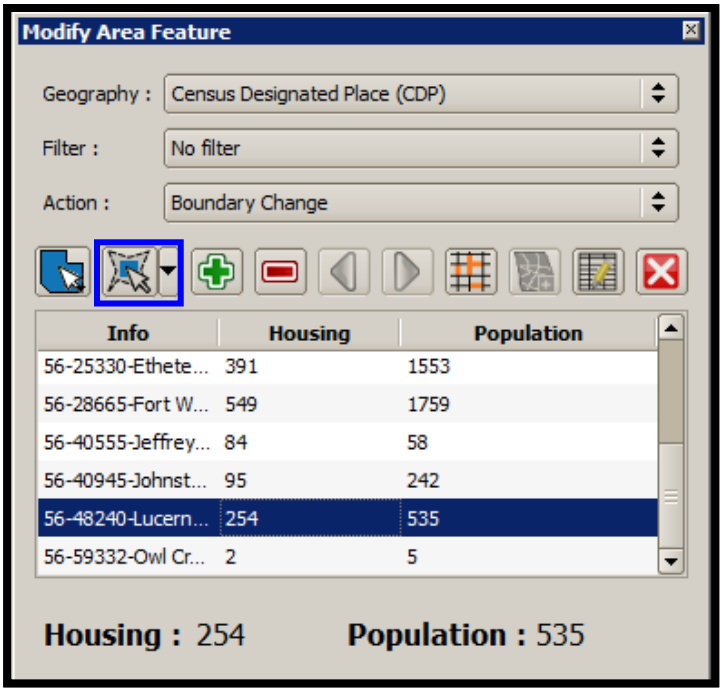
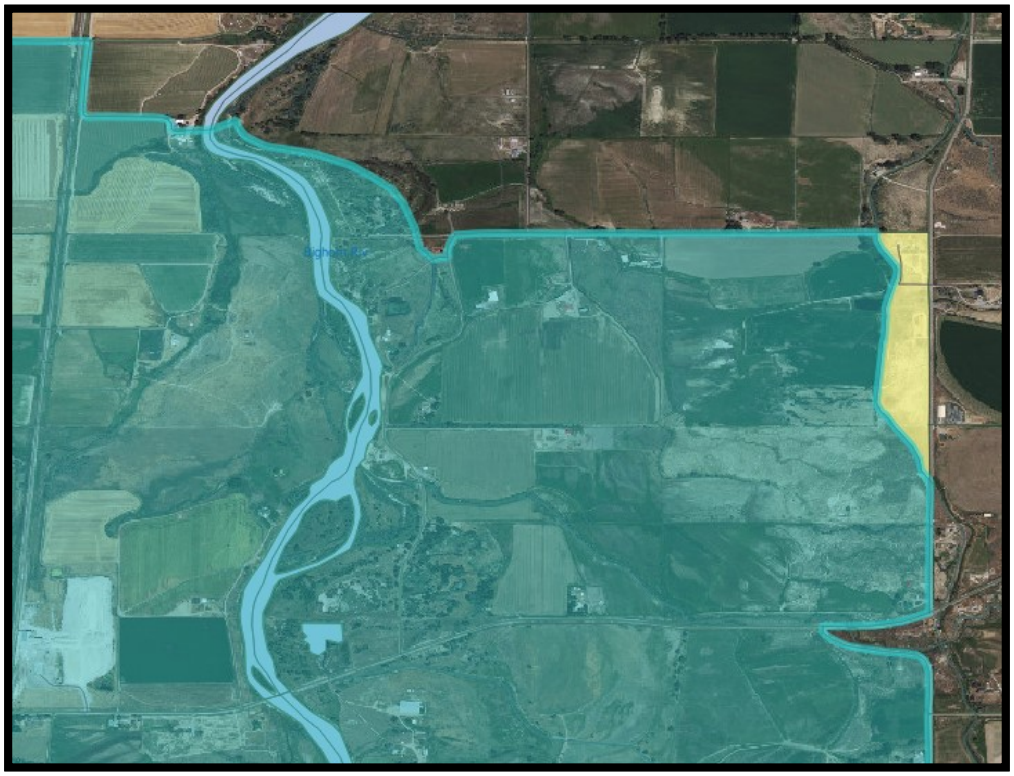
8.5.2 Boundary Change – Add Area (CDP)

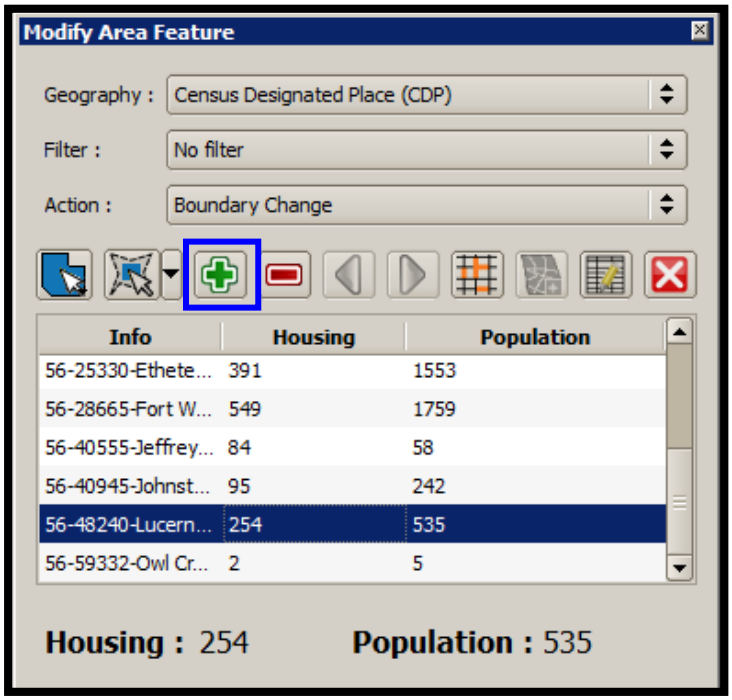
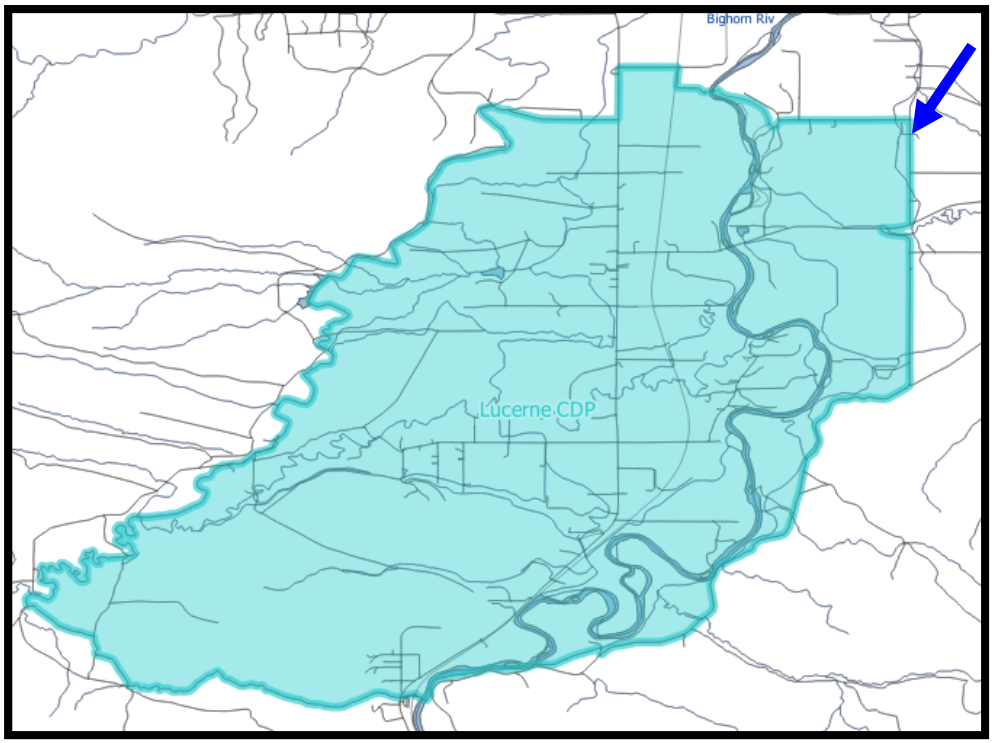
Participants can perform boundary changes to CDPs by adding new area or removing an existing area. The **Boundary Change** action uses the faces layer to modify CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital. If the addition of area dictates an attribute change, refer to the **Change Attribute** section for details on modifying the name of existing CDPs. **Table 46** explains the steps to add area to an existing CDP.

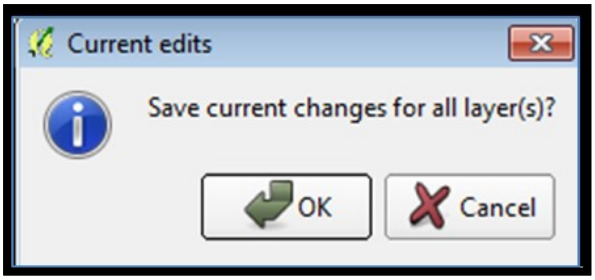
Table 46: Boundary Change – Add Area (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select **Census Designated Places** for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 
Step 3	Double click to select a CDP from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP to review and highlights it*.  

Step	Action and *Result*
Step 4	Click the **Select Feature(s)** button to select the faces to add to the CDP. Participants can choose any of the four choices beneath the **Select Feature(s)** button to accomplish the modification to the CDP.  *The housing and population numbers adjust dynamically with the removal of area. This changed from 219 housing and 451 populations to 254 and 535 respectively. The selected faces highlight in yellow.*  **Note:** The selected faces are outside of the CDP boundary because this is an add action.

Step	Action and *Result*
Step 5	Click the **Add Area** button to apply boundary change (addition of faces/areas) to the selected CDP. 
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale for viewing if the area added is small. If the boundary change is incorrect, **Section 8.5.3** explains the process for removing area from a CDP.  To reverse the boundary change, simply remove the area or perform the **Undo** action prior to saving. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.

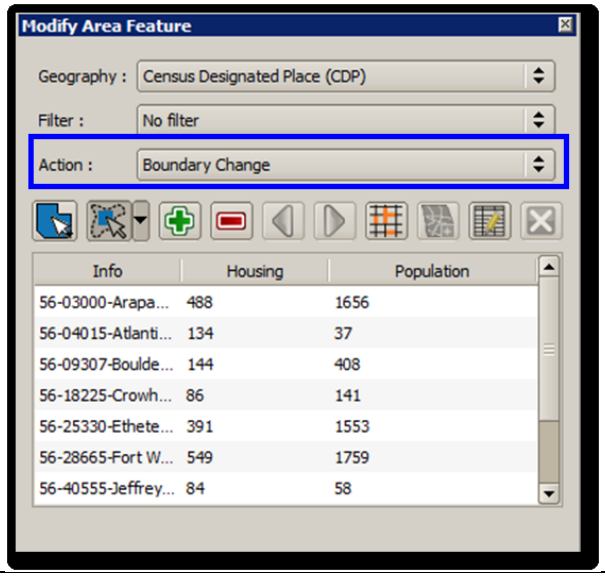
Step	Action and *Result*
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

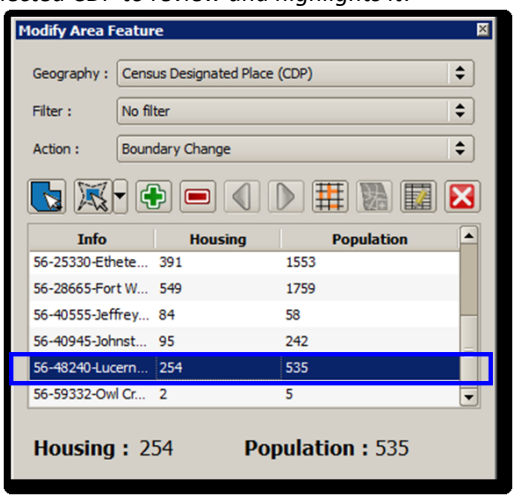
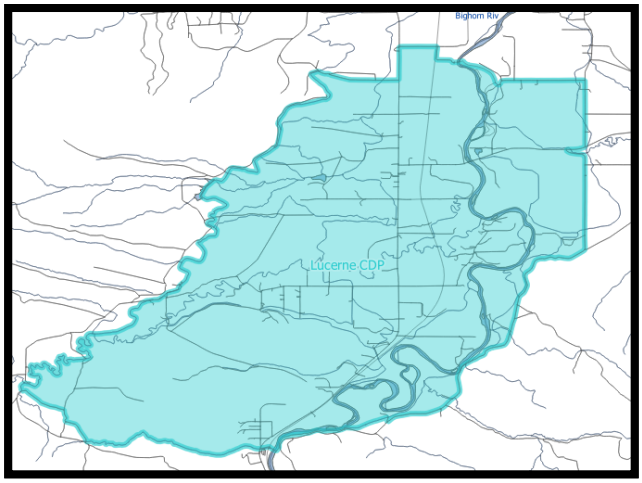
8.5.3 Boundary Change – Remove Area (CDP)

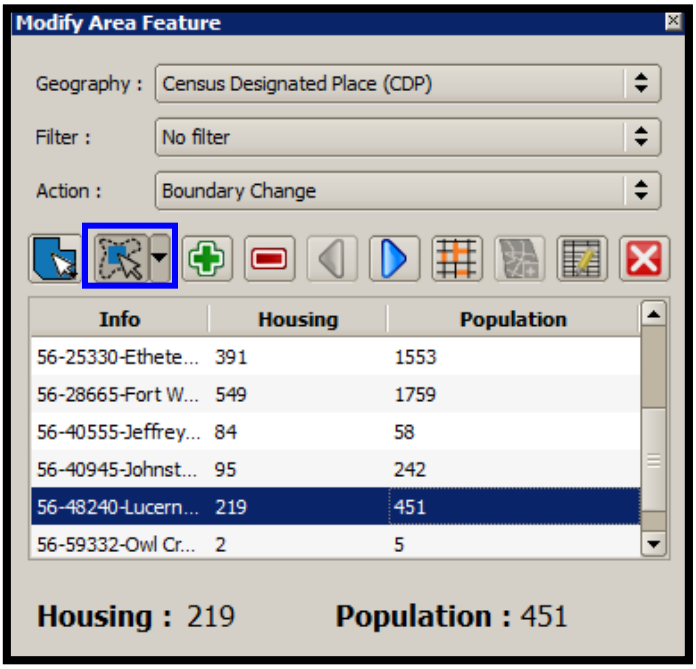
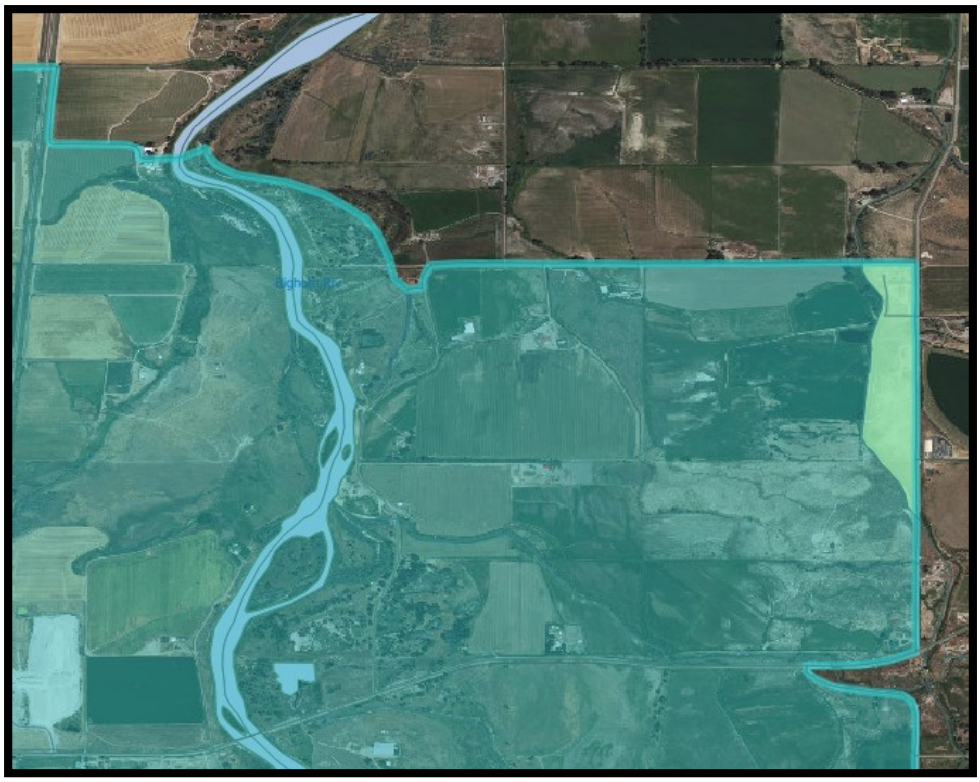
Participants can perform boundary changes to CDPs by adding new area or removing an existing area. The **Boundary Change** action uses the faces layer to modify CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital. If the removal of area dictates an attribute change, refer to the **Change Attribute** section for details on modifying the name of existing CDPs.

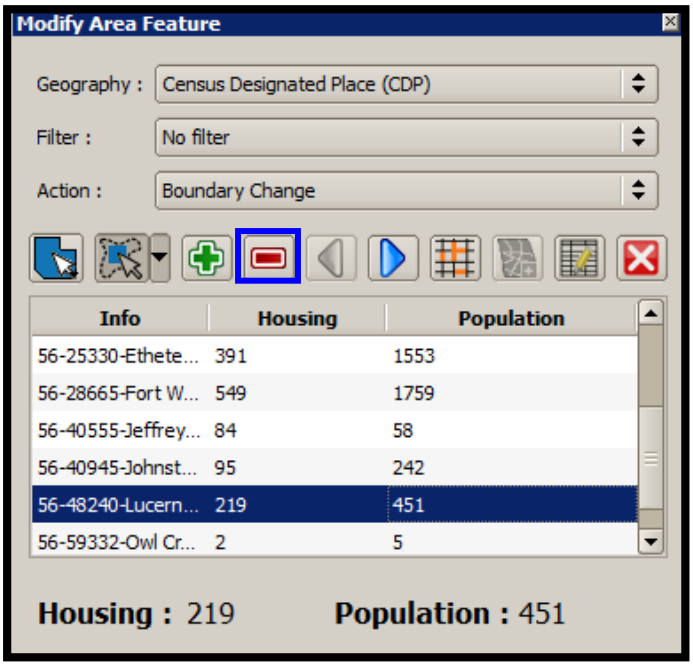
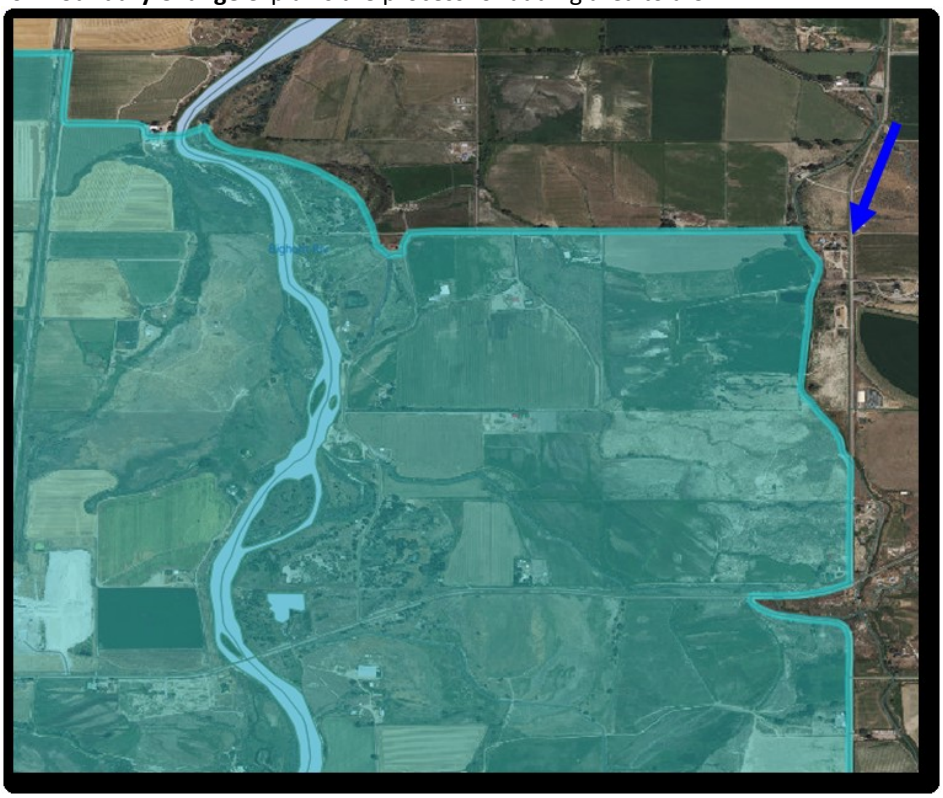
This section covers removing area from an existing CDP. **Table 47** explains the steps to remove area from an existing CDP.

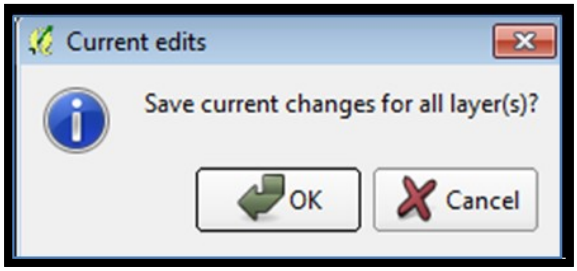
Table 47: Boundary Change – Remove Area (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select **Census Designated Places** for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 

Step	Action and *Result*
Step 3	Double click to select a CDP from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP to review and highlights it*.  

Step	Action and *Result*
Step 6	Click the **Select Feature(s)** button to select the faces to remove from the CDP. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the modification to the CDP.  *The housing and population numbers adjust dynamically with the removal of area. This changed from 254 housing and 535 populations to 219 and 451 respectively. The selected faces highlight in green.*  **Note:** The selected faces are inside of the CDP boundary because this is a remove action.

Step	Action and *Result*
Step 7	Click the **Remove Area** button to apply boundary change (removal of faces/areas) from the selected CDP. 
Step 8	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale if the area is small. If the boundary change is incorrect, the previous section on **Boundary Change** explains the process for adding area to a CDP.  To reverse the boundary change, simply add the area back to the CDP or perform the **Undo** action prior to saving. Refer to **Table 13** and **Table 18** for instructions on the **Undo** functionality.

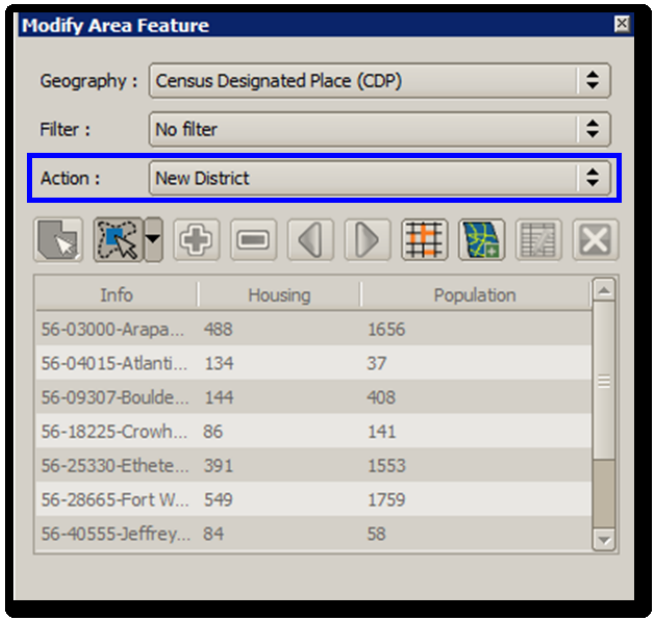
Step	Action and *Result*
Step 9	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

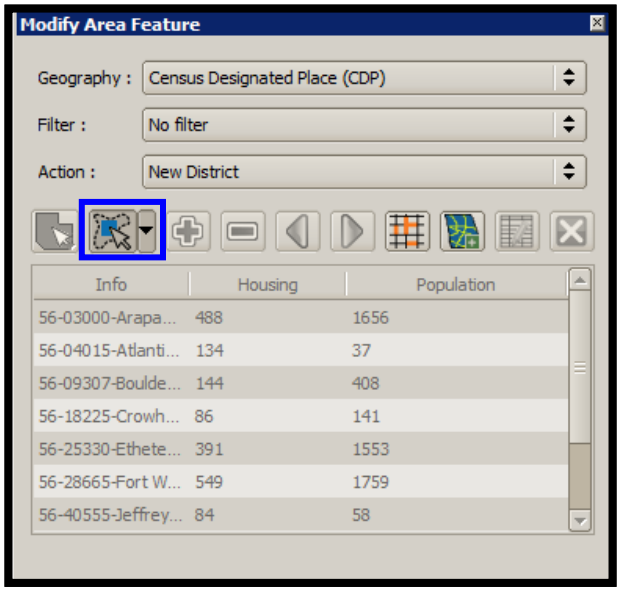
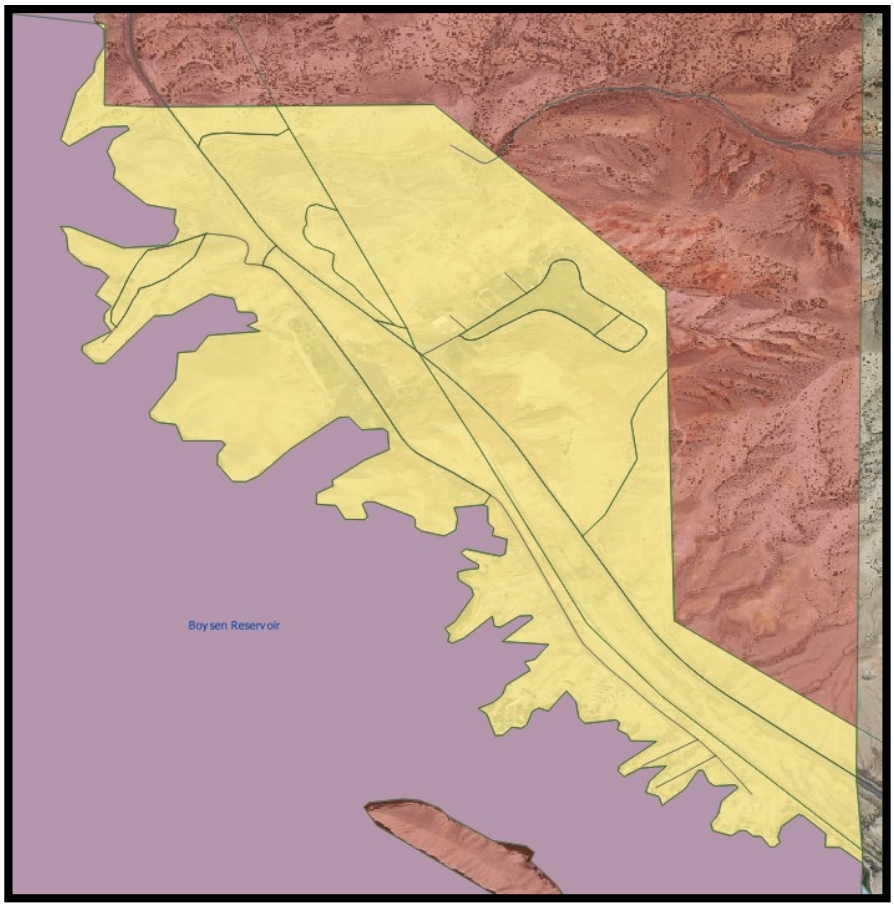
8.5.4 New District – Add Entity (Add a new CDP)

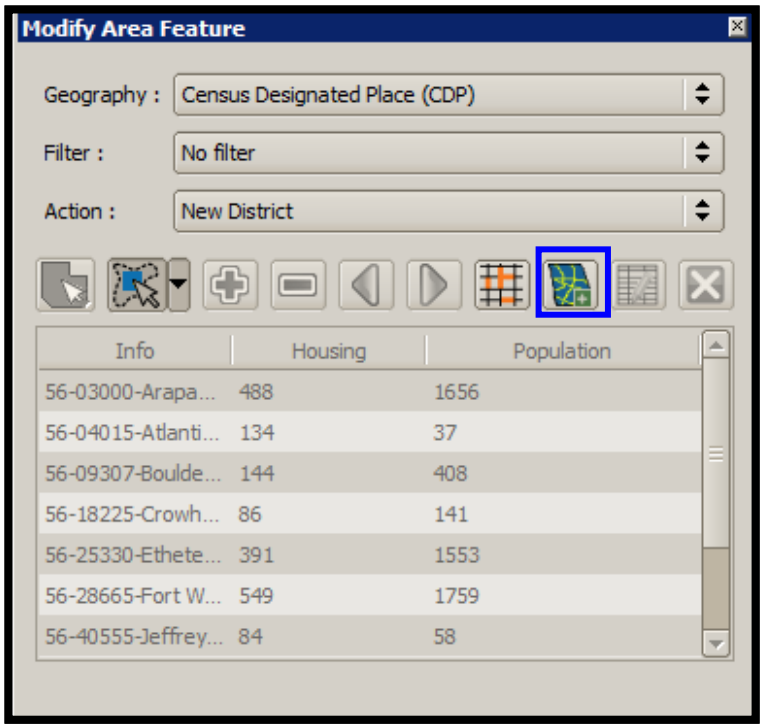
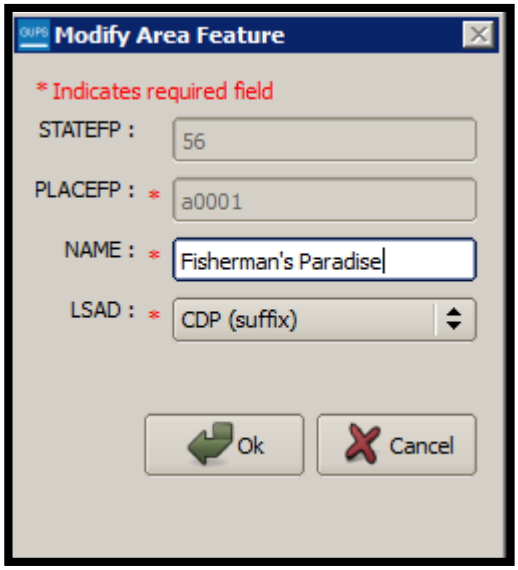
Participants can add new CDPs as part of their PSAP work. As with adding area or removing area from an existing CDP, the **New District** action uses the faces layer to add new CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital.

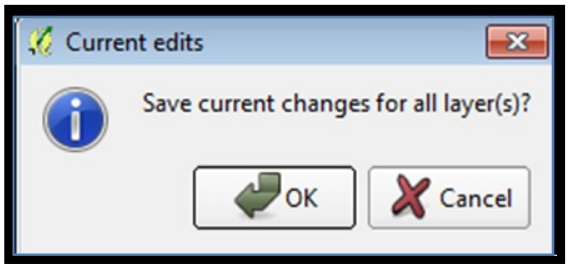
This section covers adding a new CDP. **Table 48** explains the steps to add new CDP using the faces layer.

Table 48: Add a new Census Designated Place (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select **Census Designated Places** for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **New District**.  View the existing CDPs in the **Map View** window and determine if any are missing. To determine if a CDP is missing, use the **Zoom In** button and the **Pan** button on the **Standard toolbar** to zoom and pan around the tribal entity.

Step	Action and *Result*
Step 3	Click the **Select Feature(s)** button to select the faces to add to the new CDP. Participants can choose any of the four choices beneath the **Select Feature(s)** button to accomplish the creation of the new CDP.  *The selected faces highlight in yellow. This step depicts imagery.*  **Note**: Select faces that do not belong to an existing CDP area.

Step	Action and *Result*
Step 4	Click the **Add Entity** button to create a new CDP. 
Step 5	*The **Modify Area Feature** window opens*. Enter the **Name** of the newly created CDP and then click the **OK** button. 

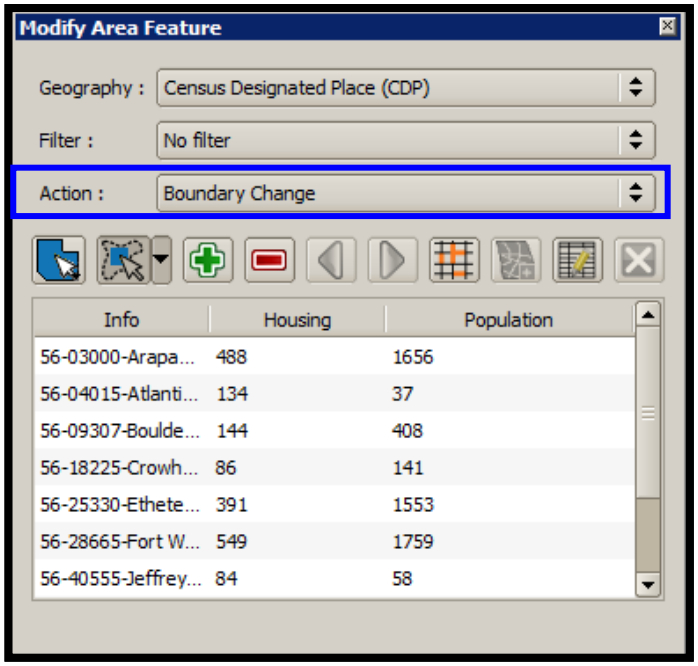
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS captured the new CDP properly. Zoom to the proper scale to confirm the boundaries and area of the CDP. If CDP is incorrect, the previous two sections on **Boundary Change** explain the process to use for modifying the newly created CDP. 
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

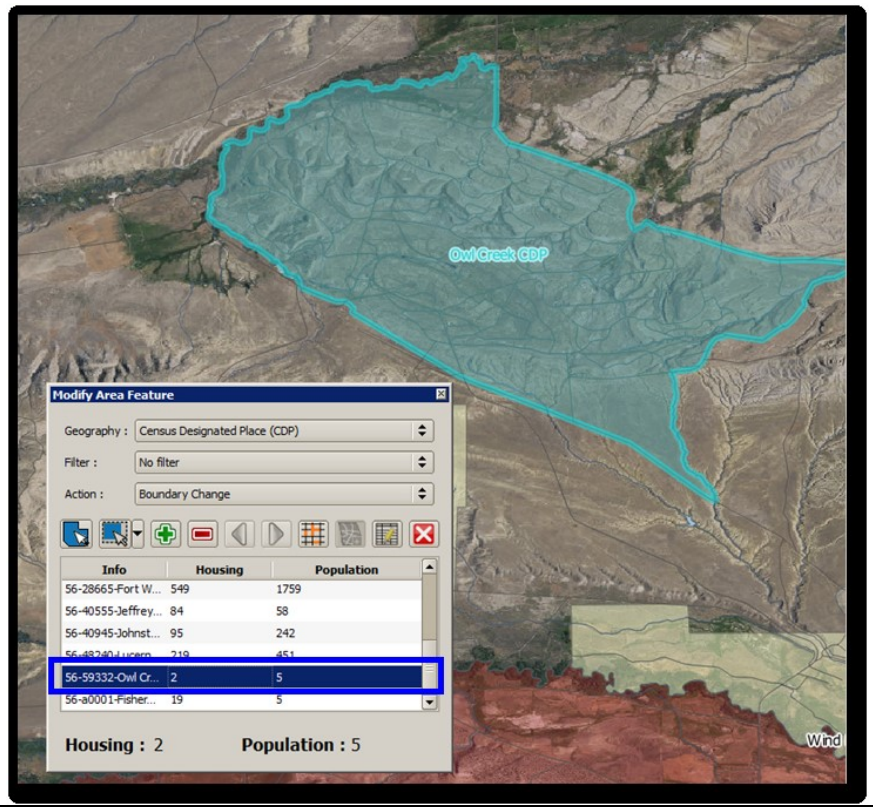
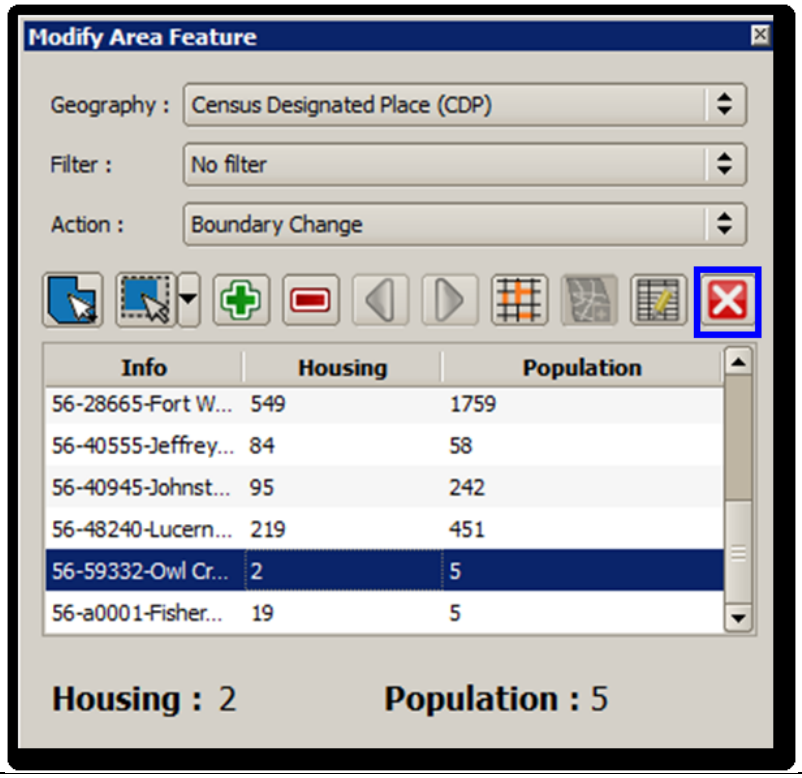
8.5.5 Boundary Change – Delete Area Feature (Delete an existing CDP)

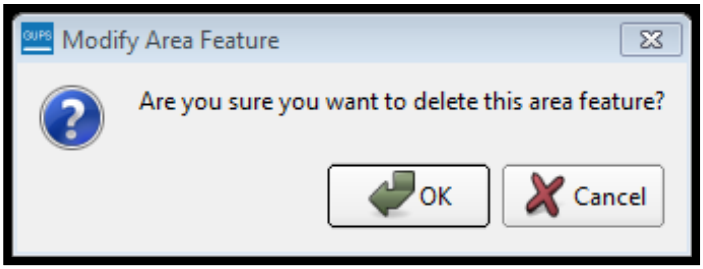
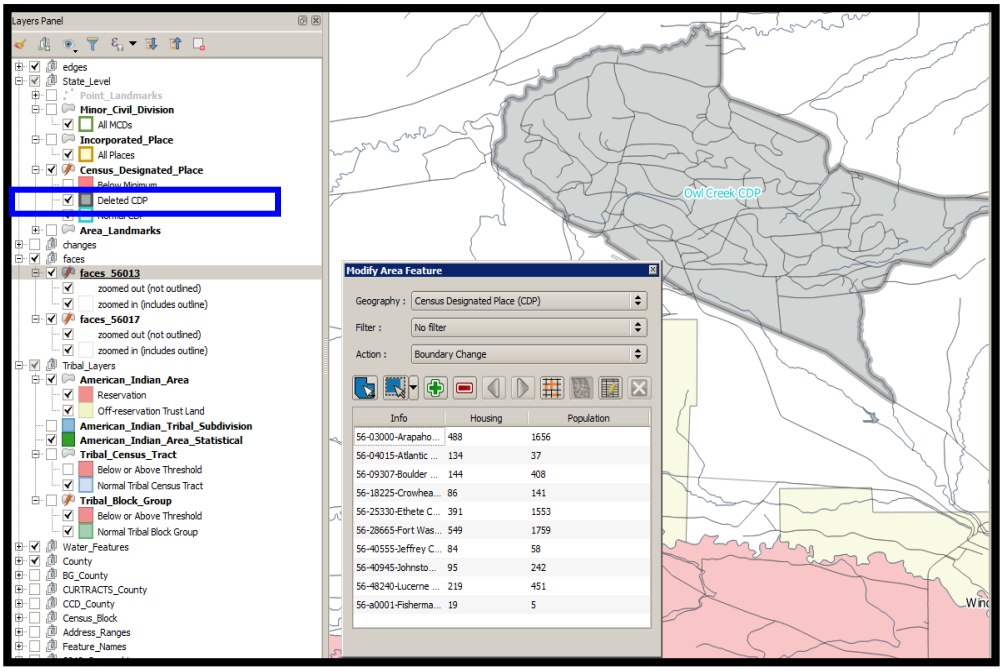
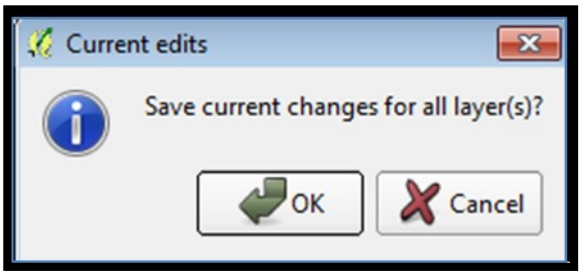
Participants can delete existing CDPs as part of their PSAP work. Before deleting an existing CDP, participants should ensure that none of the characteristics described in **Chapter 4** exist for the CDP under consideration for deletion. Presence of those characteristics leads to retention of the existing CDP. Pending review of the submission, the Census Bureau may disapprove of the deletion and retain CDPs proposed for deletion by participants.

This section covers deleting an existing CDP. **Table 49** explains the steps to remove an existing CDP.

Table 49: Boundary Change – Delete Area Feature (Delete an existing CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select **Census Designated Places** for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 

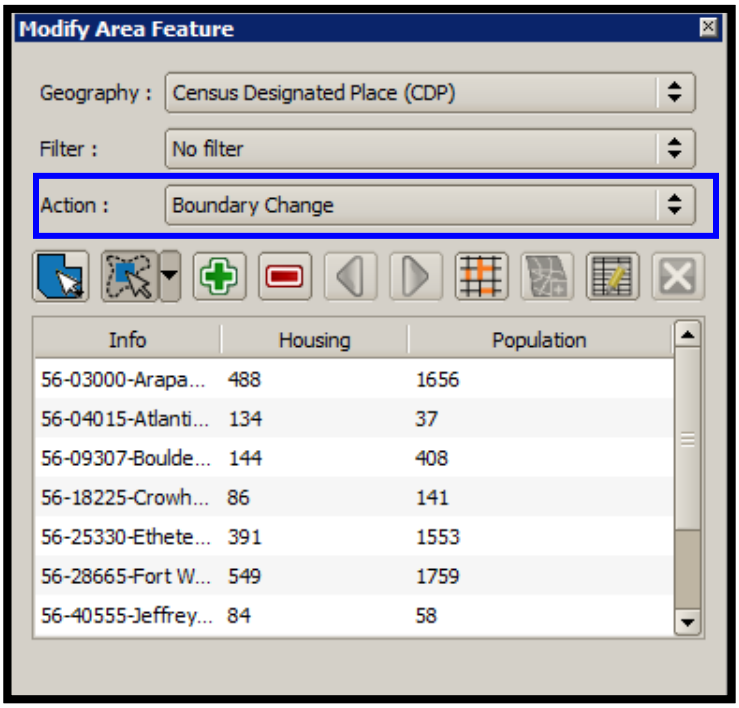
Step	Action and *Result*
Step 3	Double click to select the CDP to delete from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP to review and highlights it. This step depicts imagery.* 
Step 4	Click the **Delete Area Feature** button to delete the CDP from the list. 

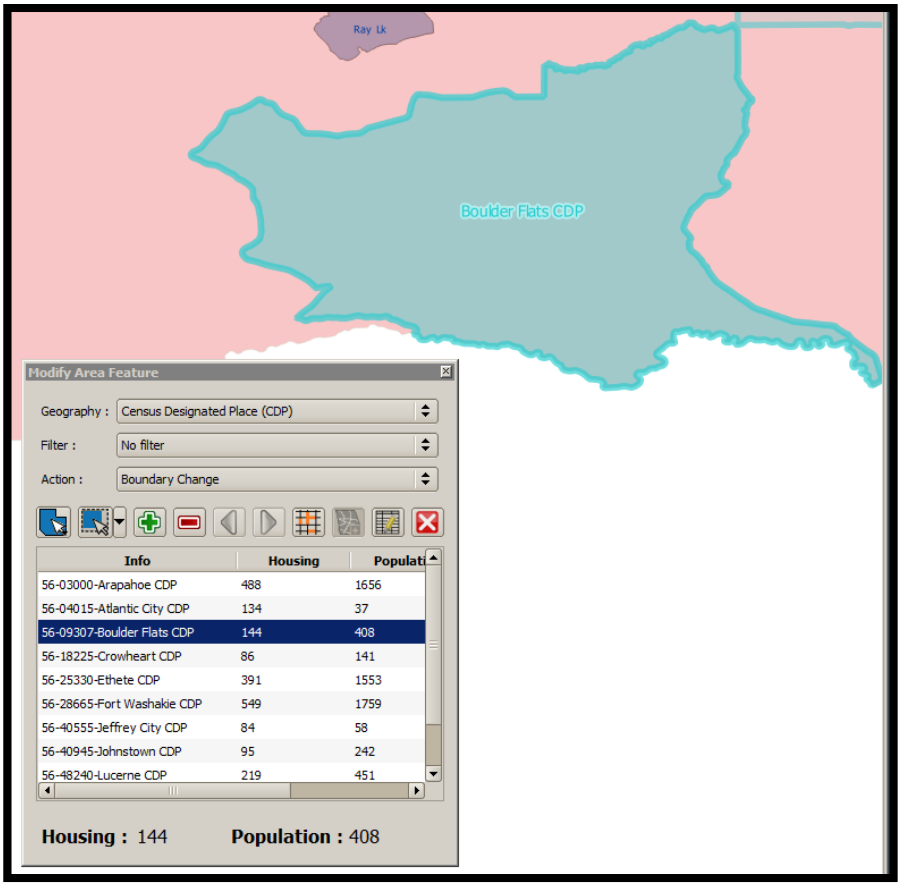
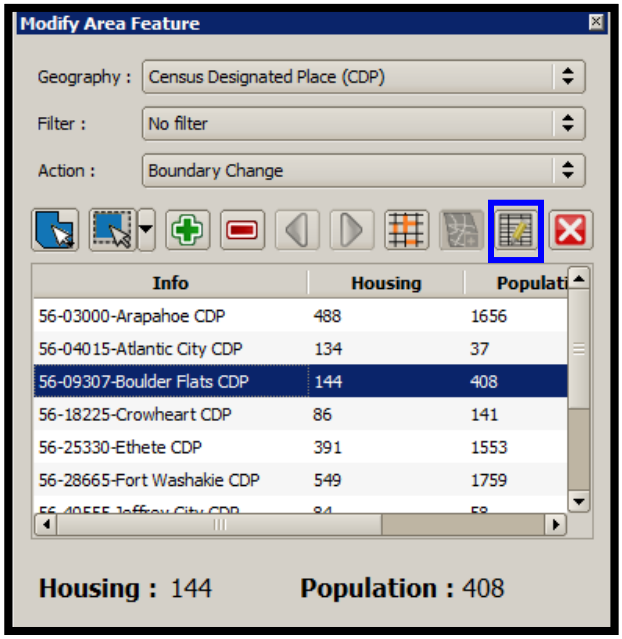
Step	Action and *Result*
Step 5	*The **Modify Area Feature** confirmation dialog box displays to verify the deletion of this area feature.* Click **OK** if satisfied with the deletion. Click **Cancel** to discard the deletion.  For this example, click the **OK** button to continue.
Step 6	Refer to the **Modify Area Feature** tool to verify that GUPS deleted the CDP (*Oak Creek CDP is not listed below*) and the **Table of Contents** to confirm the presence of the deleted CDP in the layer of the same name. Zoom to the proper scale to confirm the deletion. If participants decide the CDP deletion was incorrect, they should perform the **Undo** action prior to saving. If they save and then realize a mistake, the previous section on **New District – Add Entity (Add a new CDP)** explains the process to use for adding the deleted CDP back into the tribal entity. 
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

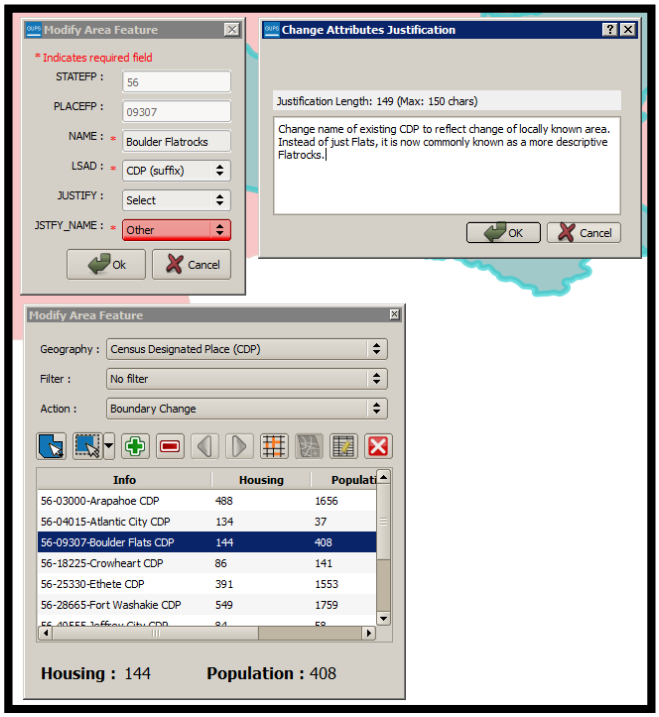
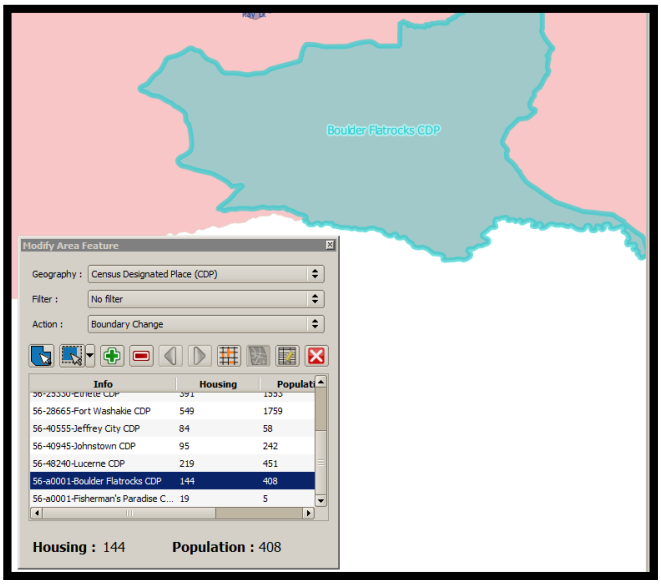
8.5.6 Boundary Change – Change Attributes (CDP)

Using the **Boundary Change** action, participants can perform attribute updates on existing CDPs. Attributes that can be modified include the **NAME**, **JUSTIFY**, and **JSTFY_NAME** fields. Refer to **Chapter 4** for naming rules and recommendations. When a participant changes an existing CDP name or creates a new CDP, then the **JSTFY_NAME** field becomes required. The participant uses the field to provide reasoning for the chosen name. Participants may also use the **JUSTIFY** field to provide additional reasoning for the name change to an existing CDP or creating a new CDP. If participants make substantial changes to the boundaries of an existing CDP, then the Census Bureau recommends the modification of the name or a strong justification for retaining the name. **Table 50** explains the steps to change the attributes an existing CDP where no changes, other than the name, are necessary.

Table 50: Boundary Change – Change Attributes (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select **Census Designated Places** for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 

Step	Action and *Result*
Step 3	Double click to select the CDP to modify from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP and highlights it.* 
Step 4	Click the **Change Attribute** button to modify the CDPs attributes. 

Step	Action and *Result*
Step 5	*The **Modify Area Feature** window displays.* Enter the required data (fields with the red asterisks). *GUPS pre- populates the **Name** field with the selected CDP name and the **LSAD** field defaults to the geography selected. In this case, CDP*. The **NAME**, **JUSTIFY**, and **JSTFY_NAME** fields can be updated. When finished, press **OK**.  **Note:** To change the name of an existing CDP, follow the CDP naming criteria outline in **Chapter 4**. Participants must provide justification such as the community has officially renamed (e.g., Tyson's Corner VA rebranded itself as Tysons VA). Signage and other proof should exist to confirm the renaming. 

CHAPTER 9. VALIDATE DATA AND PREPARE FILES FOR SUBMISSION

As introduced in **Part Two:**, GUPS provides validation tools to help review and validate the updates made to statistical geographies by participants. The next three sections describe the three tools necessary to validate the PSAP data prior to submission to the Census Bureau: **TSR Criteria Review Tool**, the **Review Change Polygons Tool**, and the **Geography Review Tool**. Each of the three tools function differently to give participants the opportunity to verify, fix, justify, and assure the quality of the final exported project. GUPS also provides the **Export to Zip Button**, to prepare data for sharing with other reviewers and/or submitting to the Census Bureau.

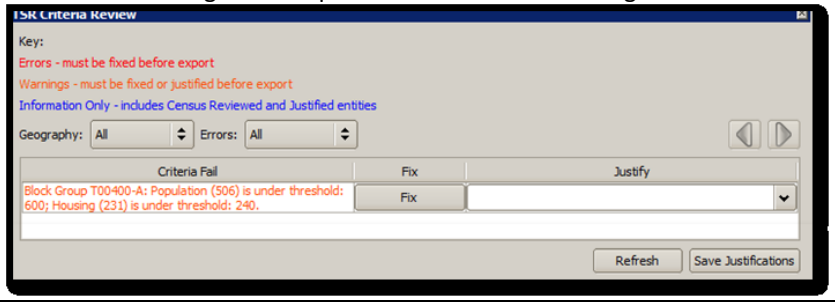
The Census Bureau recommends executing these tools in the order presented for the next three sections. Run the TSR Criteria Review Tool first, then the Review Change Polygons Tool, and finish with the Geography Review Tool.

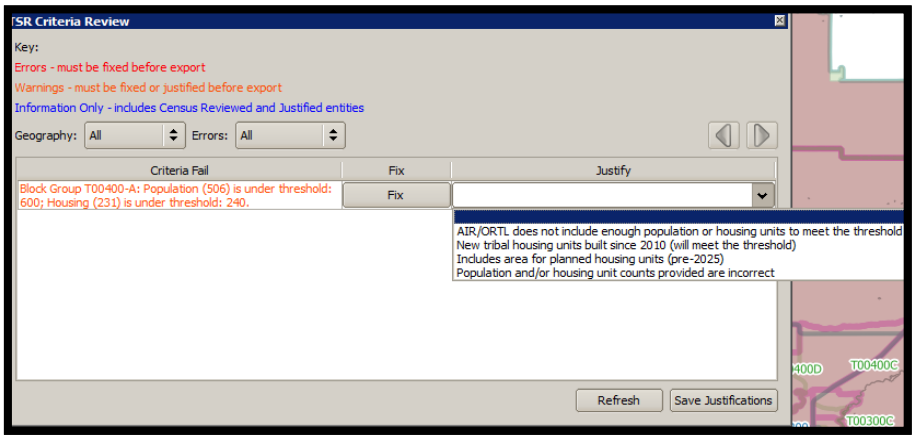
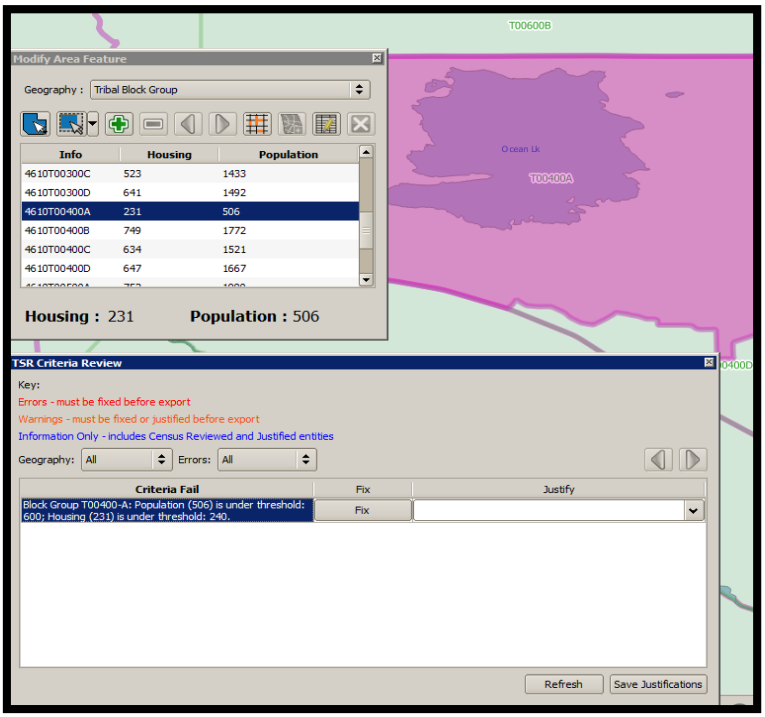
IMPORTANT: If, after conducting a review, participants determine no updates are necessary, skip to **Part Four:** to learn more about the next steps for 2020 Census PSAP.

9.1 TSR Criteria Review Tool

Participants use the TSR Criteria Review tool to generate a list of threshold failures and correct (labeled as "fix" in the tool) the failures or provide a justification for the failure. GUPS color-codes the list of failures: Participants must correct red errors in tribal census tracts and tribal block groups. They must correct orange errors or justify them to remain as such. Participants can correct the issues or provide a justification of their own to retain the geography based on local knowledge. Run this required check before creating a data output file for submission to the Census Bureau. Part Two, **Section 7.4.2.4**, introduced this tool.

Table 51: TSR Criteria Review Tool Button

Step	Action and *Result*
Step 1	Download and Review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	Click the **TSR Criteria Review** button.  *A **TSR Criteria Review** dialog box opens to inform participants that it is actively reviewing the population and housing unit criteria for all the Geographic entities in the tribal entity.* Once the tool has run, *the **TSR Criteria Review** window displays the remaining issues*. Participants can choose to display the list by Geography type, error type, or display all the geographies. The list contains the geographic entities that do not meet thresholds or missing other requirements such as noncontiguous entities. 

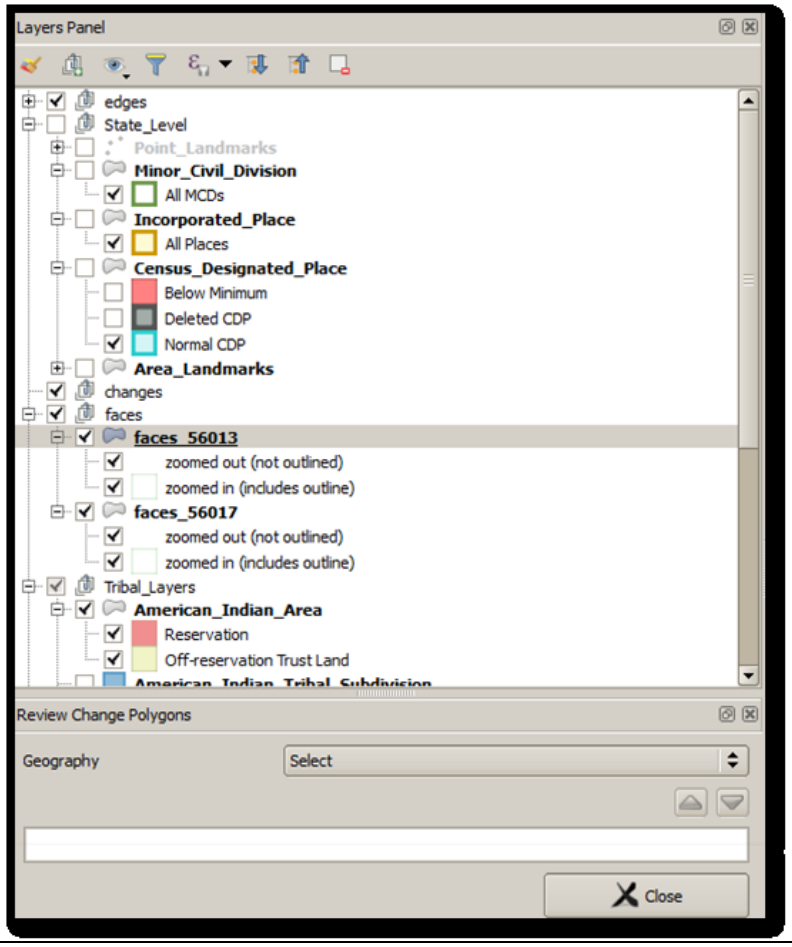
Step	Action and *Result*
Step 3	If the exceedance of the threshold as displayed in the **Criteria Fail** is justified, select the justification using the drop-down button in the **Justify** attribute field. Choose one of the pre-determined justifications or enter something unique. There is a 150-character limit to this field. Be sure to save frequently by clicking the **Save Justifications** button at the bottom of the window.  **Note:** Many of the tribal participants AIR/ORTL fall beneath the threshold criteria and there is no geographic resolution that will correct the failure. Choosing the first justification is the best choice in those instances, as there is no way to "fix" the geography. In other instances, growth or planned growth is expected or the 2010 figures supplied by the Census Bureau are incorrect per the tribal participant.
Step 4	If the failure needs correction, click the **Fix** button for any of the geographic entities within the **TSR Criteria Review** window list*, GUPS zooms to the* ***Map View*** *of the selected geographic entity, opens the* ***Modify Area Feature*** *tool, and then selects the entity within the* ***Modify Area Feature*** *window*. From here, choose an **Action** within the **Modify Area Feature** tool and perform the edits necessary to meet the requirements and resolve the failure (merge or split). Refer to **Section 7.4.2.1**, the **Modify Area Feature** tool section, for detail on its functionality. 

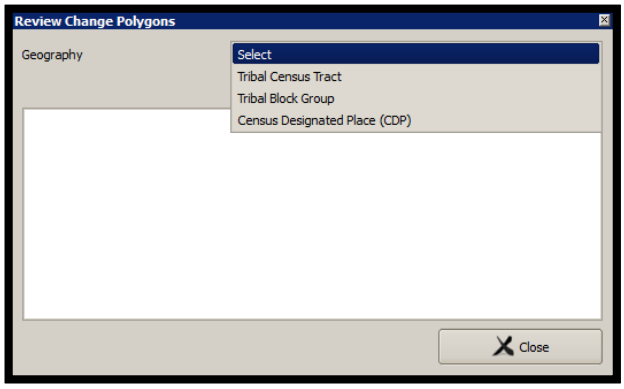
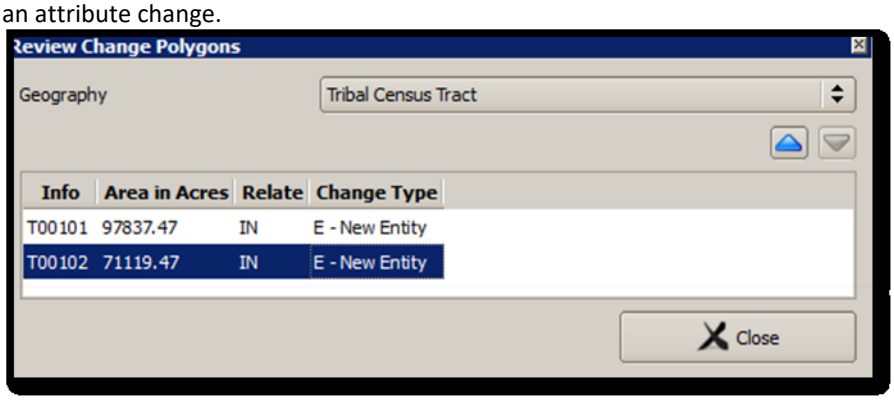
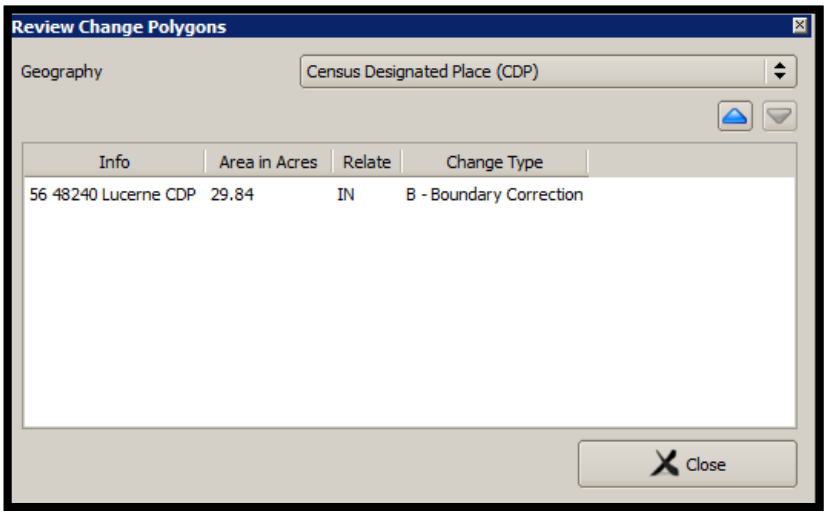
Step	Action and *Result*
Step 5	Once participants correct or justify all failures, participants can close the tool by clicking the "x" in the top right hand corner of the window. Refreshing the window is beneficial as work is underway. Click the **Refresh** button at the bottom of the window next to the **Save Justifications** button to refresh the results of executing the tool.

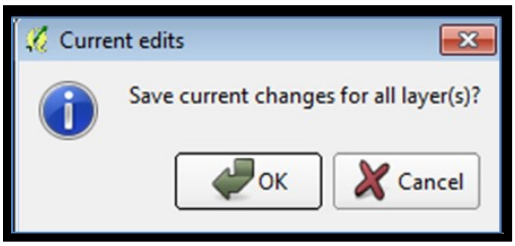
9.2 Review Change Polygons Tool

The **Review Change Polygons** tool reviews transaction polygons for tribal census tracts, tribal block groups, and CDPs. It provides a list of their applied changes (boundary changes, splits, merges). Participants use this tool to check the general accuracy of the change polygons in the **Map View** by clicking each change within the list. Part Two, **Section 7.4.2.3**, introduced this tool.

Table 52: Review Change Polygon Tool Button

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	Click the **Review Change Polygons** button.  *The **Review Change Polygons** dialog box opens just beneath the **Table of Contents**.* The dialog box can be moved anywhere, even out of the GUPS window onto a dual monitor. It does not have to remain beneath the **Table of Contents**. 

Step	Action and *Result*
Step 3	Select the statistical geography to review from the **Geography** drop-down menu. 
Step 4	*The full list of geographies with modifications appear after selecting the geography to review.* For this example, Tribal Census Tract is the selected geography. The review change polygons list includes only the "new entity" records for a tribal census tract split. The CDP geography choice shows a boundary correction. The type of changes varies based on the geography selected. See **Table 32** for information on change types. The **Change Type** field shown below depicts a single letter, where "**E**" denotes a split, "**M**" denotes a merge, "**B**" denotes a boundary change, and "**G**" denotes an attribute change.  
	Refresh the change polygon list by switching geography types. Doing so repopulates the list with the current list of polygon changes.
Step 5	To view a change polygon on the map, click the row for the polygon in the **Info** list. *The polygon highlights and the map zooms to the location.*

Step	Action and *Result*
Step 6	To correct a mistake (e.g., correct a noncontiguous polygon or sliver missed during the splitting/merging of a geography), or review changes made during the participant's review (e.g., creation of a new CDP), click on the **Modify Area Feature** button on the **PSAP toolbar** and make the correction. Refer to **Section 8.2.1, Modify Area Feature Tool**, for the instructions.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the current changes for all layers.* For more information on saving, please refer to **Section 6.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.
Step 8	Upon completion of the review and update to the geographies, click the **Close** button in the **Review Change Polygons** window to close the tool.

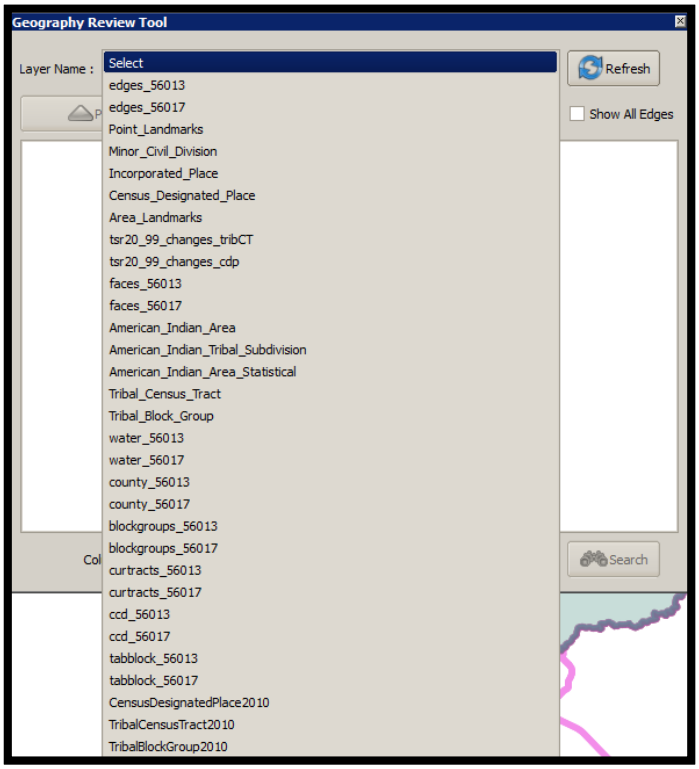
9.3 Geography Review Tool

The **Geography Review Tool** provides access to the attribute tables of some of the layers displayed in the **Table of Contents**. It filters the map layers based on field values in the attribute table. This tool provides an overall review of the new or deleted entities, or the entities with boundary changes. The Census Bureau recommends the use of this tool, rather than directly editing the various statistical geographies attribute tables. Part Two, **Section 7.4.2.2**, introduced this tool.

Table 53: Geography Review Tool Button

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project**.
Step 2	Click the **Geography Review Tool** button on the **PSAP toolbar**.  *The **Geography Review Tool** dialog box opens.*

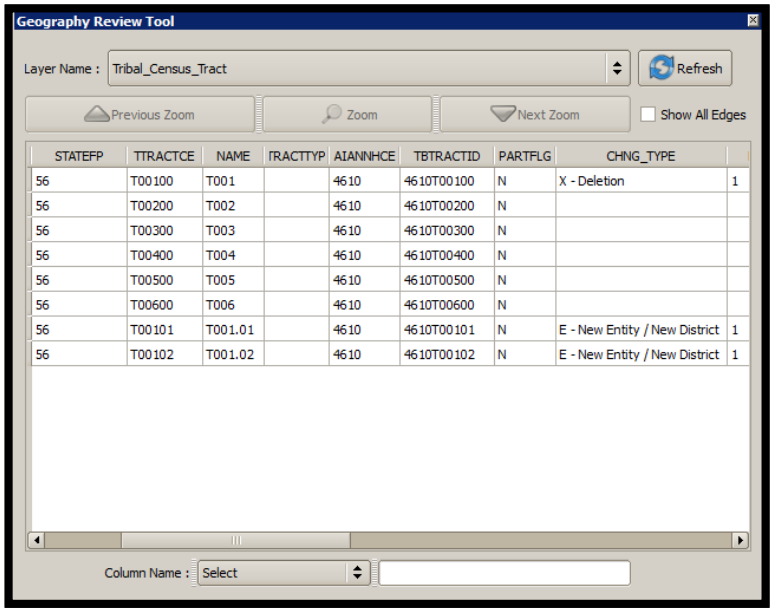
Step	Action and *Result*
Step 3	In the **Layer Name:** field drop-down menu, select the data layer to view.

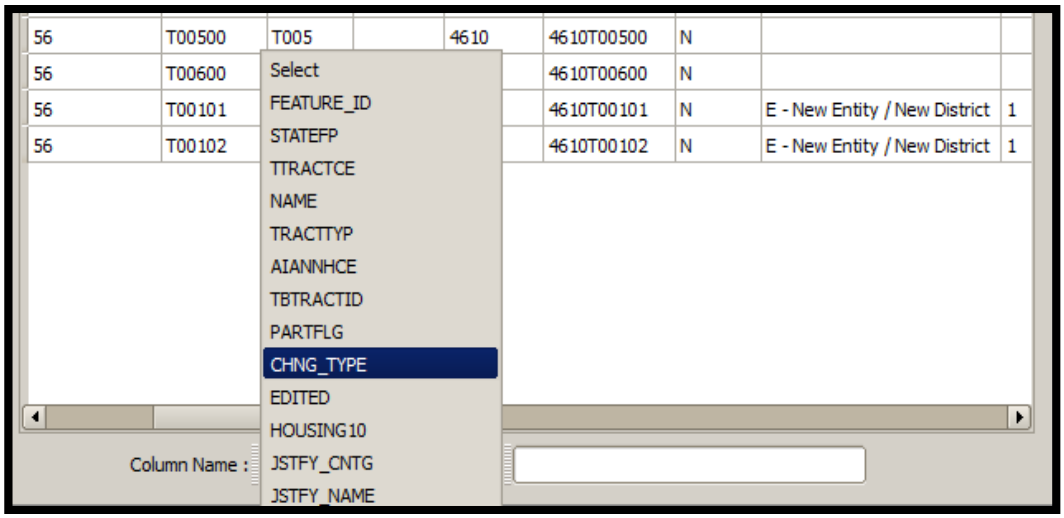
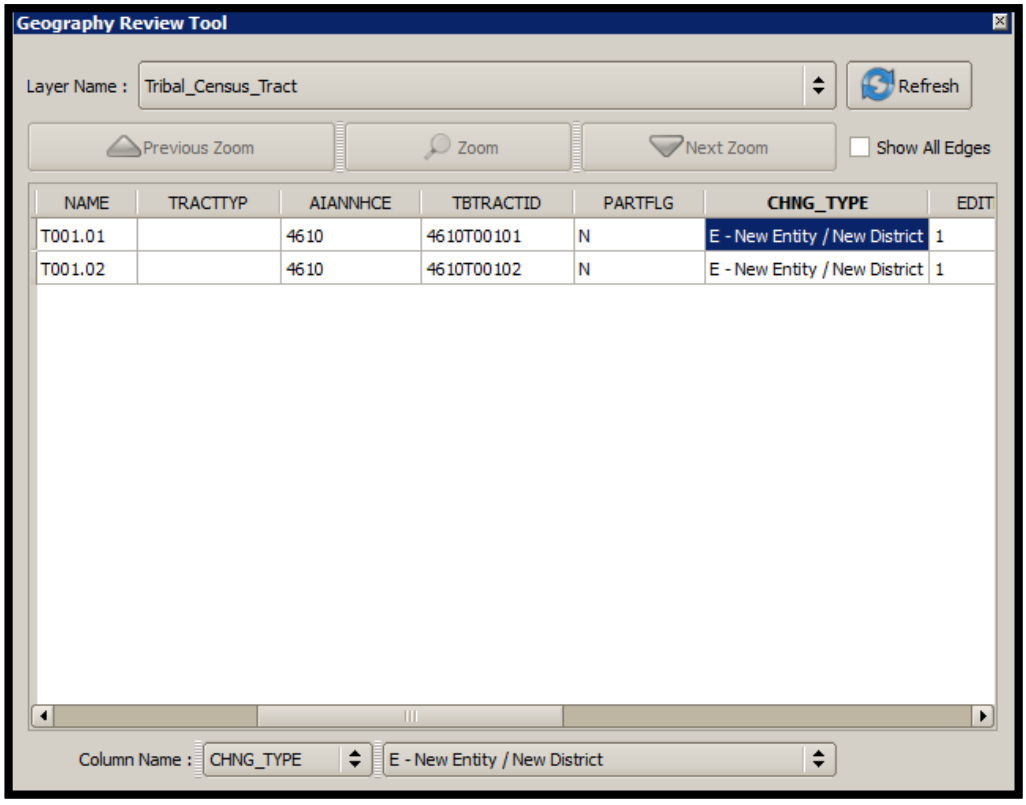


The geography (e.g., layers) modified during PSAP that need to be reviewed are as follows (listed in alpha order, not priority order):

- Census designated places (Census_Designated_Place, if they exist in the counties within which the tribal entity falls).
- Tribal block groups (Tribal_Block_Groups)
- Tribal census tracts (Tribal_Census_Tract)

Once selected, the attribute table for the layer opens, with the individual geographies (each tribal census tract for this example) in separate rows and specific attributes displayed in separate columns.



Step	Action and *Result*
	If columns are not visible in the attribute data table, drag the edge of the dialog box outward to widen the view, or move the dialog box to another location by clicking inside the box and dragging it.
Step 4	Use the **Search** feature at the bottom of the dialog box to filter the table layers by specific attributes (e.g., full name, MTFCC, change type, etc.). This example uses **CHNG_TYPE**.  Participants can run this tool with this specific column name selected to identify the changes made during their review.
Step 5	In the drop-down menu next to the Column Name, select the attribute value by which to filter and click the **Search** button. This example uses **E – New Entity / New District** as the attribute value. *Based on the column name choice and attribute value chosen, the search filters the attribute table to show the rows for the new tribal census tracts. Leaving the attribute value blank would return all records with a value in the CHNG_TYPE field.* 

Step	Action and *Result*
Step 6	Selecting the record from the attribute table activates the **Zoom** menu and quickly zooms the map view to the selection.
Step 7	To return to the attribute table to see the full (*un-filtered*) layer, click the **Refresh** button in the upper right-hand corner of the dialog box.
Step 8	**Note:** When filtering the table by some attributes (e.g., state and county FIPS code or MTFCC), no drop-down menu appears from which to select. Some attribute codes are too numerous to make scrolling through a list practical. Instead participants receive a blank box in which they may type the search value. For example, if filtering the area landmarks layer by MTFCC and want to see hospitals in the layer, type in the MTFCC for hospitals (K1231), and then click **Search**. 

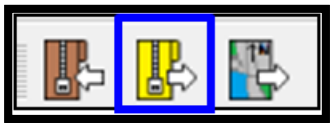
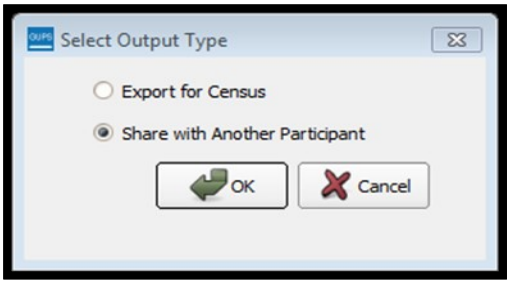
9.4 Export to Zip Button

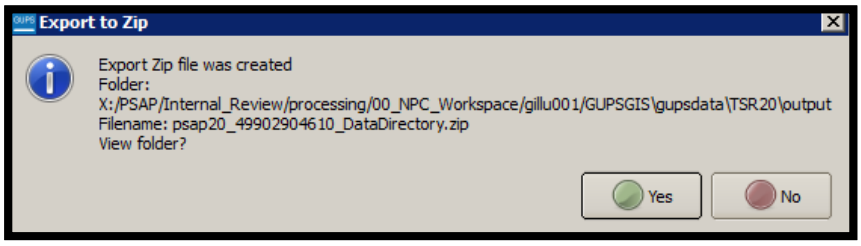
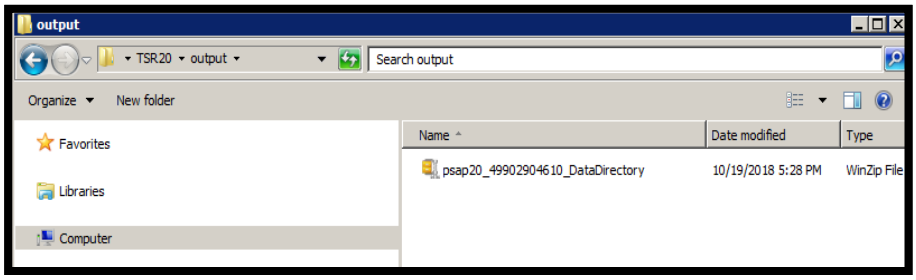
When creating export .zip files, participants have two options. They may export the file to share with another reviewer or they may export the file for submission to the Census Bureau. In either case, GUPS automatically names the output .zip file, packages all the files required by the Census Bureau (including any documentation uploaded into GUPS) into the .zip file, and saves it in a preset location created on the computer during the installation process. Part Two, **Section 7.4.2.6**, introduced this tool. This section repeats much of the information presented earlier, but serves as a closure to Chapter 8.

9.4.1 Export to Zip – Share with Another Participant

To export a file to share with another participant, follow the steps in **Table 54**. A participant might find this functionality useful if they split the review work of geographies among staff; i.e., someone reviews the tribal census tracts and tribal block groups, while someone else reviews the CDPs or if a supervisor wishes to review work of their staff.

Table 54: Export a File to Share with Another Participant

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 6.2, Open GUPS and Start a New Project.**
Step 2	Click the **Export to Zip** button.  *The **Select Output Type** dialog box opens.*  Click the **Share with Another Participant** radio button. Then click **OK**.

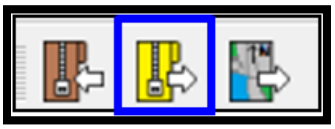
Step	Action and *Result*
Step 3	*The **Export to Zip** dialog box opens.* GUPS generates a .zip file, stores it in the output directory that the GUPS installer placed on the computer during the installation process, and gives it a name that includes "DataDirectory." Ignore the long path name for the file export. This is the current Census Bureau setup. 
Step 4	*If participants click **Yes**, as shown in this example, GUPS automatically opens a windows explorer to the output folder location on the computer. If they click **No**, the **Export to Zip** dialog box closes.* 
Step 5	Participants may now share the file with others who would then use the **Import Project ZIP file** button in the **Map Management** window or the **Import County Zip** button on the **PSAP toolbar** to open the shared .zip file as described in **Section 7.4.2.5**.

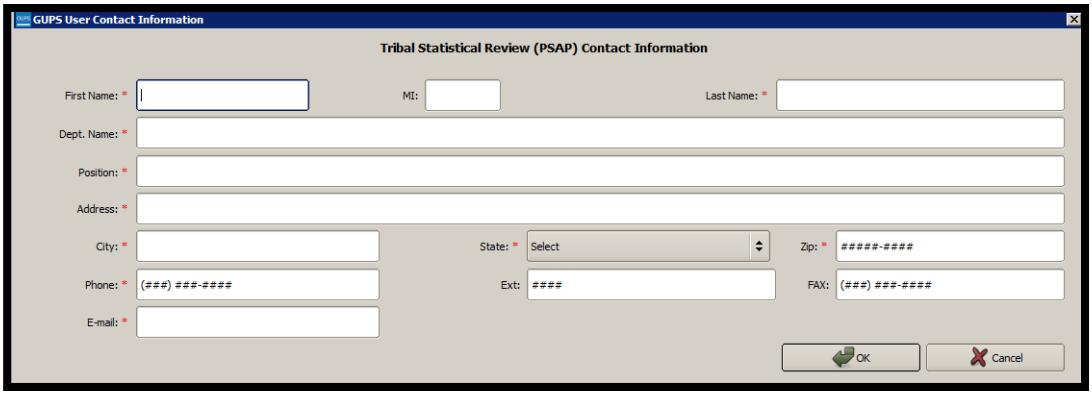
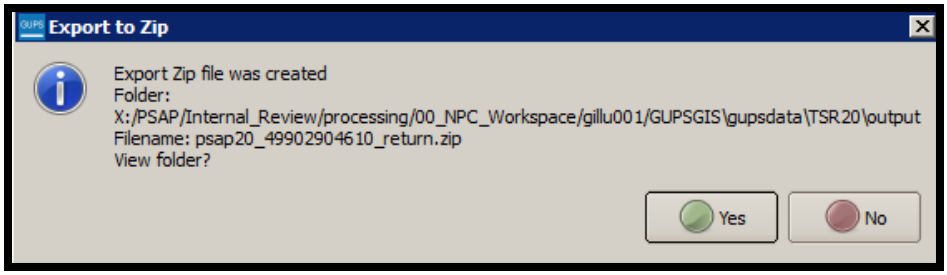
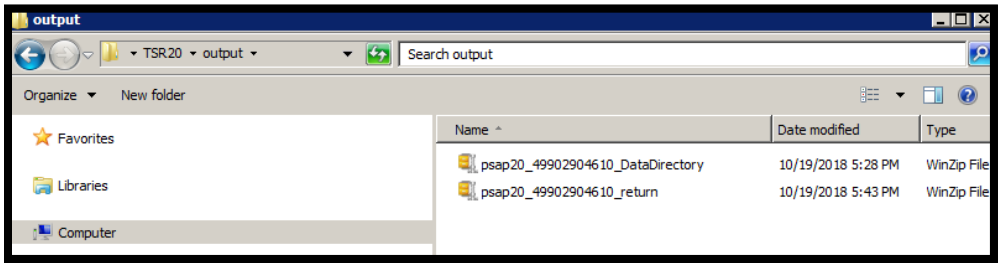
9.4.2 Export to Zip – Export for Census

To export a file to submit to the Census Bureau as the final submission for any tribal entity, follow the steps in **Table 55**.

IMPORTANT: The Census Bureau accepts complete submissions for each tribal entity and will not accept partial submissions. This means a participant cannot submit a .zip file when they complete their review and update of tribal census tracts, then submit another .zip file to include their review and update of the tribal block groups. A tribal entity must be totally complete in order to be submitted for processing to the Census Bureau. If a participant splits work among reviewers, ensure all the work is complete prior to executing this button and submission of the .zip file to the Census Bureau. Additionally, participants may not mix updates on paper maps and in GUPS.

Table 55: Export Files for Submission to the Census Bureau

Step	Action and *Result*
Step 1	Click the **Export to Zip** button.  *The **Select Output Type** dialog box opens with two options, as shown in **Table 54**.*

Step	Action and *Result*
Step 2	Select the **Export for Census** radio button. Click **OK**.
Step 3	A **GUPS User Contact Information** window opens with the **Export for Census** option. It requests contact information from the participant. All fields denoted with a red star are required for submission. Completion of this information helps the Census Bureau communicate with the participant should any questions or issues arise. 
Step 4	Following the completion of the **GUPS User Contact Information**, *the **Export to Zip** dialog box opens.* GUPS generates a .zip file, stores it in the output directory that the GUPS installer placed on the computer during the installation process, and gives it a name that includes "return."  **IMPORTANT:** Make note of the location of the file listed in this dialog box because participants must navigate to the directory to submit this file using SWIM.
Step 5	As with the **Share with Another Participant** example, if participants click **Yes**, *GUPS automatically opens a windows explorer to the output folder location on the computer.* This feature is useful for participants ready to use SWIM to submit their file. If they click **No**, *the **Export to Zip** dialog box closes.* 
Step 6	With the completion of this step, participants can proceed with uploading the file to the Census Bureau. Refer to the next chapter, **Chapter 10**, for details on using SWIM.

CHAPTER 10. SECURE WEB INCOMING MODULE (SWIM)

If PSAP participants perform updates to their tribal statistical geographies that the geographies in GUPS, they must utilize the Census Bureau's Secure Web Incoming Module, or SWIM, to submit their updated tribal entity .zip file for processing. Use the steps outlined in this chapter to learn how to use SWIM to make a submission.

10.1 SWIM Background and Requirements

The Census Bureau provided one SWIM registration token per PSAP participant with their delineation materials cover letter. We recommend either the primary contact or the technical contact utilize the token to create an account once they determine updates are necessary.

Some PSAP participants may have established a SWIM account for other Census geography programs. If so, there is no need to establish a new account just for PSAP. Participants without a SWIM account need to utilize the 12-digit registration token to establish an account. To determine whether an account exists, click "**Forgot your password?**" on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it returns the following message, "*No account registered for this email. Go to Account Registration.*" Choosing the Account Registration link opens a window to establish a SWIM account.

Note: The components of the email and password of SWIM system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the SWIM account (e.g., jane@anytown.org or Jane@anytown.org or JANE@ANYTOWN.ORG). The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

In addition, SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the "Forgot your password?" link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. In addition, once logged into SWIM, users can modify their password and security answer by selecting the 'Change Security' link at the top, right-hand side of the page. Participants continuing to experience issues logging into SWIM can contact 1-844-788-4921 for another SWIM token.

IMPORTANT: Do not use email to send the 2020 PSAP submission to the Census Bureau.

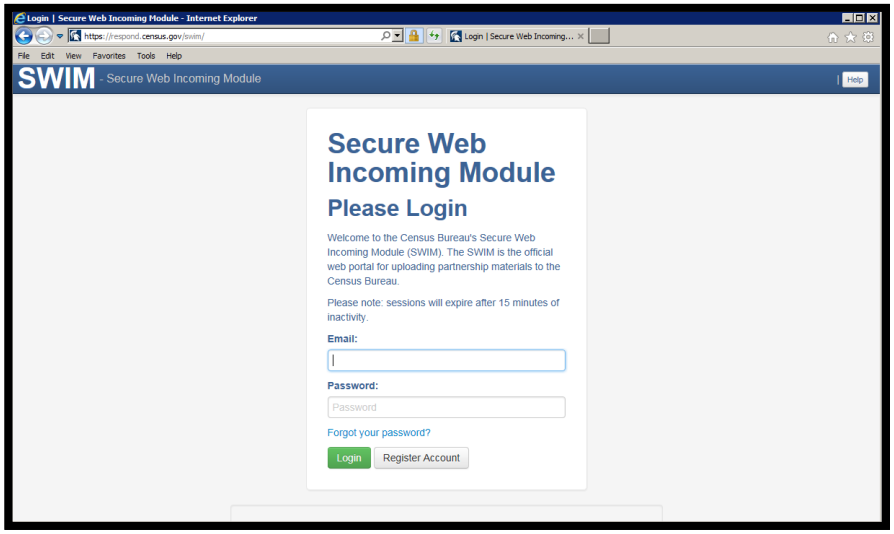
The following list contains the file requirements for using SWIM:

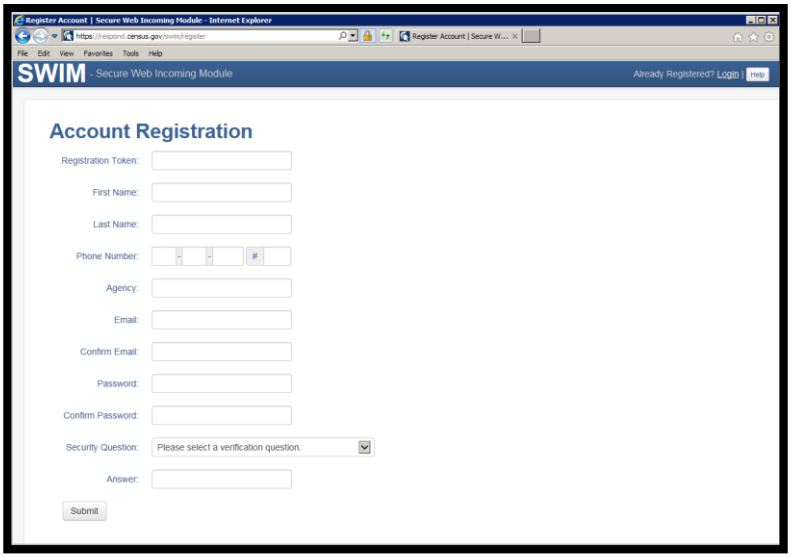
- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

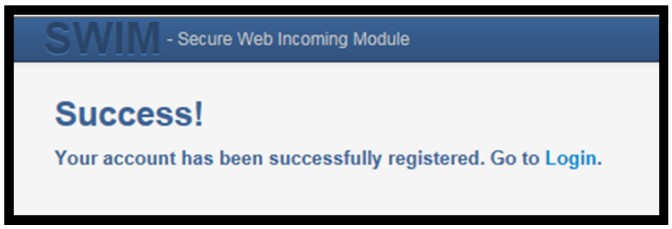
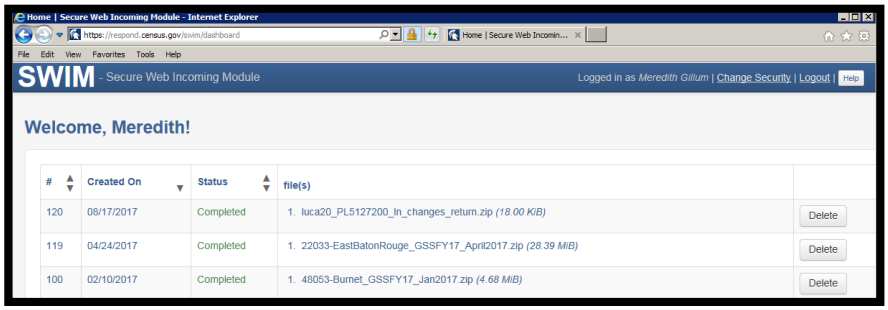
10.2 SWIM Submission Example

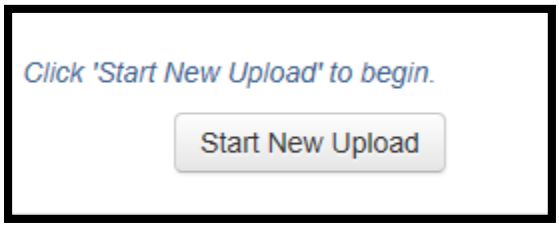
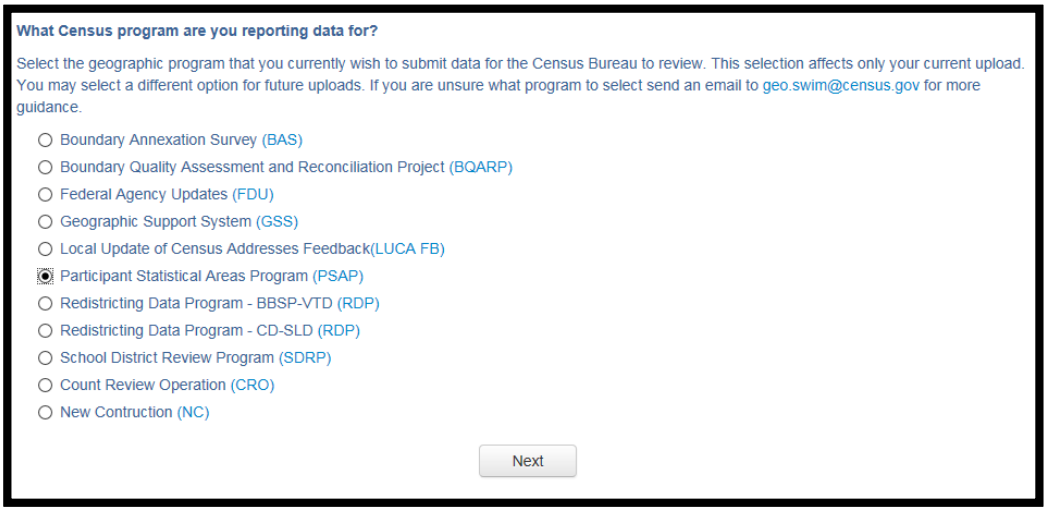
Refer to Error! Reference source not found. for instructions on utilizing the SWIM application to submit PSAP updates.

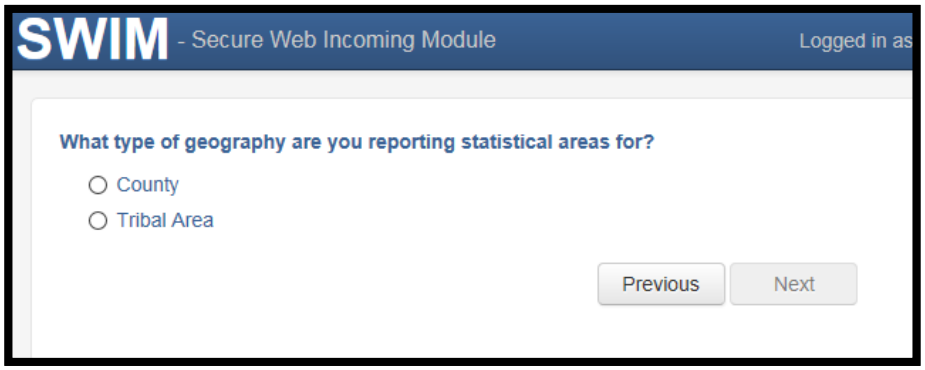
Table 56: SWIM Submission

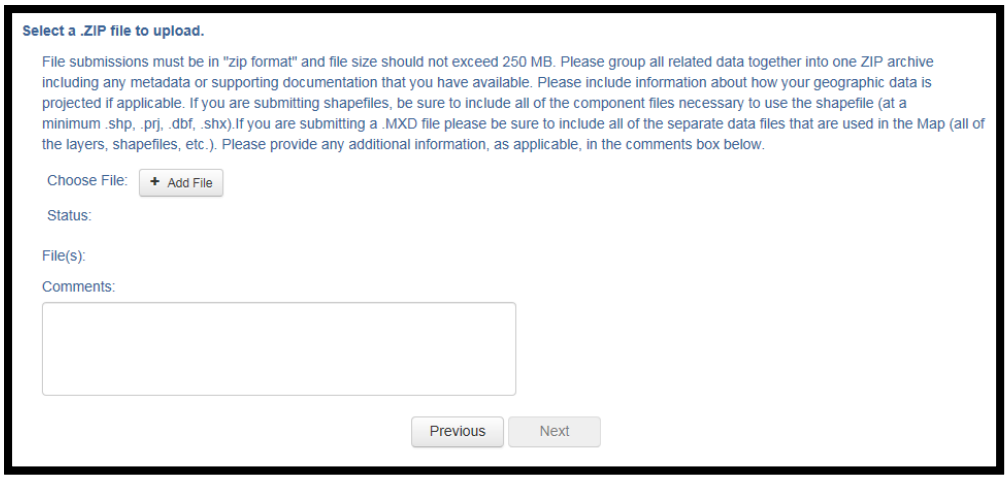
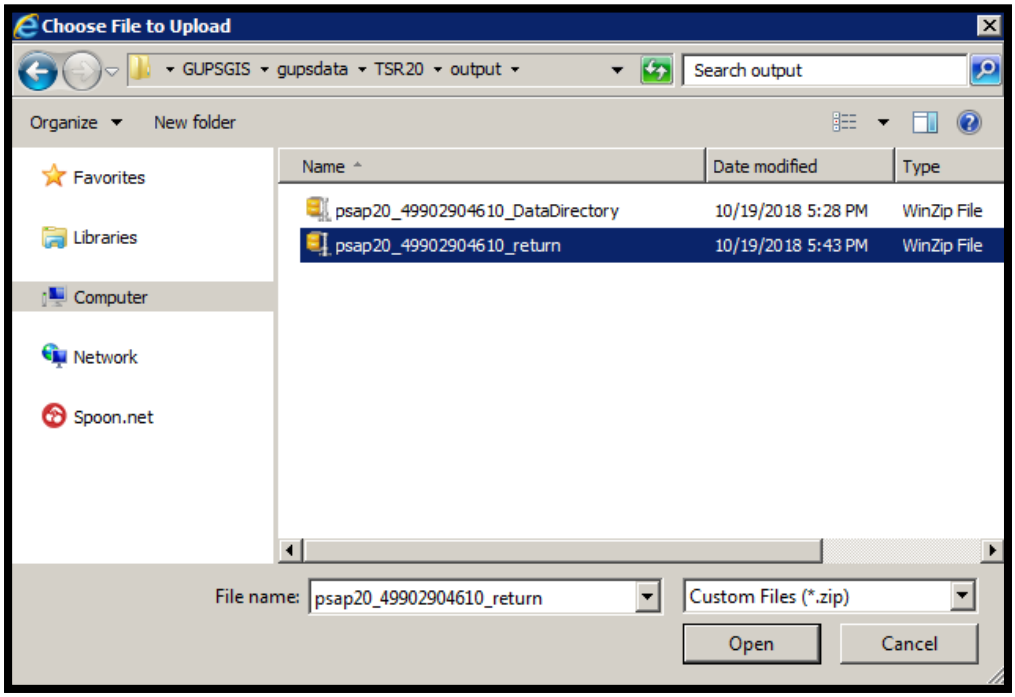
Step	Action and Result
Step 1	Open a new browser window and enter the SWIM URL <https://respond.census.gov/swim>. The **SWIM Please Login** screen open 
Step 2	For participants with an existing SWIM account, enter the email address and password and then click the **Login** button. The **Welcome** screen opens. Go to **Step 8**.
Step 3	For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the **Register Account** button after accessing the SWIM URL. The **Account Registration** screen opens.

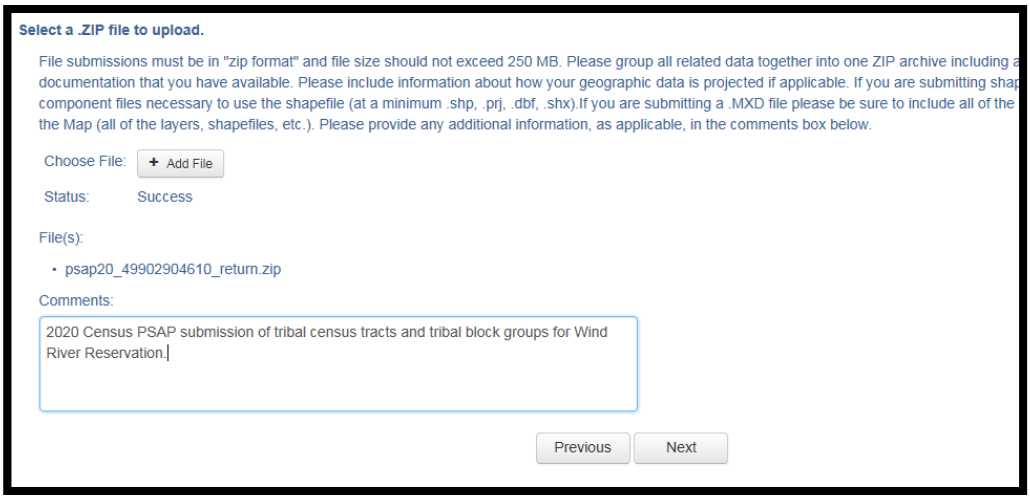
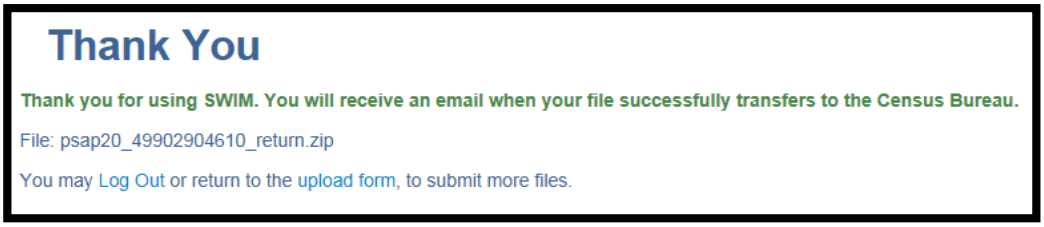
Step	Action and Result
	
	All fields on the Account Registration screen are required.
Step 4	Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.
Step 5	Create a password using the following criteria: 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, $, *, &,?, and ~. **Note:** The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.

Step	Action and Result
Step 6	Establish a security question. Click arrow to the right of the **Security Question** field and select a question from the drop-down menu. Enter an answer in the **Answer** field. Click the **Submit** button when finished. A **Success** screen opens to confirm the successful creation of a SWIM account. 
Step 7	On the **Success** screen, select **Login** to return to the **SWIM Please Login** screen (shown in Step 1) to proceed with the login process.
Step 8	Enter the email and password information and click the green **Login** button to log into SWIM. The **Welcome** screen opens. If the account has uploaded other PSAP working counties or other files for different geography programs administered by the Census Bureau, a list of files previously uploaded by the SWIM user displays, as shown in the example below. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file. 

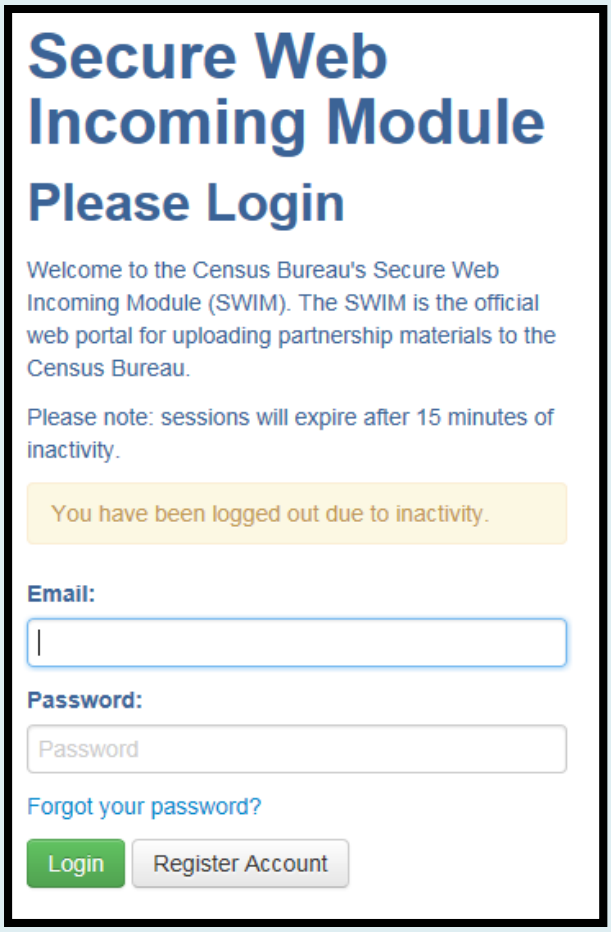
Step	Action and Result
Step 9	To begin a new upload, click the **Start New Upload** button at the bottom of the screen.  The "**What Census program are you reporting data for**?" screen opens. Choose the **Participant Statistical Areas Program (PSAP)** radio button and click the **Next** button. 

Step	Action and Result
Step 10	The "**What type of statistical area are you reporting for?**" screen opens.  Click the radio button for the entity type to upload and click the **Next** button. Tribal statistical geography participants choose **Tribal Area**. *The choice of **Tribal Area** opens the **Select a Tribal Area** screen.* 

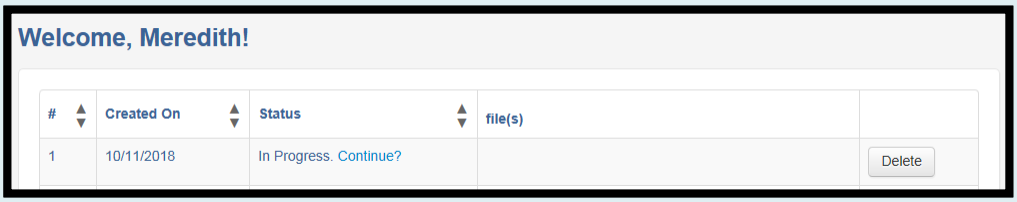
Step	Action and Result
Step 11	Following the selection of the statistical area to upload, *the **Select a .ZIP file to upload** screen opens*. Click the **+Add File** button to *launch the **Choose File to Upload** window* and navigate to the directory where the .zip file resides. Refer to **Table 55** to identify the location of the .zip file to upload. The .zip file resides in the "GUPSGIS\gupsdata\tsr20\output" folder on the default drive selected during installation. This is likely the "C:" drive.  

Step	Action and Result
Step 12	Once the file upload completes, the **Status** field shows "**Success**." The name of the file appears in the **File(s)** field. Participants can add comments to the **Comment** section if they choose. Click the **Next** button to proceed with the upload. 
Step 13	The **Thank You** screen appears. It thanks the participant and indicates a forthcoming email once transfer completes. 
Step 14	If complete with the upload process, choose **Log Out**.

Step	Action and Result
	It is important to mention that SWIM sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. They receive a message noting the period of inactivity on the Login screen.



When they reach the **Welcome** screen, a record listed with a **Status** of "**In progress, Continue?**" appears with that day's date in the **Created On** field. Participants can choose the "**Continue?**" link to continue uploading or they can delete the item by choosing the **Delete** button to the far right of the row.



PART FOUR: NEXT STEPS FOR 2020 CENSUS PSAP

Congratulations on the completion of the delineation phase of 2020 Census PSAP. While this is a major step, it does not conclude participation in 2020 Census PSAP. The final part to this document describes the next steps for 2020 Census PSAP. These steps include a high-level description of the processing of participants' submissions conducted by the Census Bureau that must occur prior to the verification phase. The document concludes by highlighting the plans for the verification and closeout phases of 2020 Census PSAP.

Once received through the SWIM process, the Census Bureau begins its review. This process includes running the same validation checks in GUPS described in **Part Three:** and conducting basic quality assessments to ensure the specific criteria for each tribal statistical geography is enforced.

After completing the review of the updated delineation materials, the Census Bureau uses the newly suggested geographies to generate the final version of the proposed plan, reviewed by participants in the verification phase. The verification phase begins January 2020 with participants having 90 days to review the verification materials for accuracy of the updates they provided during the delineation phase and respond with suggested corrections. Participants receive a prepaid, verification phase postcard asking them to verify, accept, or reject the final version of the proposed plan. The Census Bureau plans to conduct follow-up with non-responding participants in order to ensure receipt of a response from each that participated during the delineation phase. Once the Census Bureau receives the verification phase postcard with the approval or acceptance of the verification plan or after they receive the suggested corrections, they can finalize the 2020 Census statistical boundaries.

In October 2020, the Census Bureau begins the closeout phase of the 2020 Census PSAP to ensure there are no outstanding changes submitted by participants or to communicate the reasoning for not making participant suggested changes. The timing of this phase begins after allowing time for processing any updates from the verification phase.

More details on both the verification and closeout phases will appear on the PSAP website as they become available. In addition, further communication occurs in advance of each of the last two phases. This concludes the instructional content for the delineation phase for 2020 Census PSAP.

APPENDICES

APPENDIX A. GLOSSARY

Alaska Native Claims Settlement Act (ANCSA) – Federal legislation (Pub. L. 92-203, 85 Stat. 688 (1971); 43 U.S.C. 1602 *et seq.* (2000)) enacted in 1971 that recognized Native villages and Native groups, and established ANRCs and their regional boundaries

Alaska Native Regional Corporation (ANRC) – A corporate geographic area established under the Alaska Native Claims Settlement Act (Pub. L. 92–203, 85 Stat. 688 (1971)) to conduct both the business and nonprofit affairs of Alaska Natives. Twelve ANRCs cover the entire State of Alaska except for the Annette Island Reserve.

Alaska Native – For purposes of PSAP, Alaska Native refers to anyone who self-identifies as an American Indian and/or an Alaska Native (AIAN) alone or in combination with one or more other races and resides in Alaska.

Alaska Native village (ANV) – A local governmental unit in Alaska that constitutes an association, band, clan, community, group, tribe, or village recognized by and eligible to receive services from the BIA and/or in accordance with the ANCSA as a Native village or Native group.

Alaska Native Village Corporation (ANVC) – A corporation created pursuant to the ANCSA and organized under the laws of the state of Alaska as a for-profit or non-profit business to hold, invest, manage, and/or distribute lands, property, funds, and assets for or on behalf of a Native village.

Alaska Native village statistical area (ANVSA) – A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving government services from the defining ANV that are located within the region and vicinity of the ANV's historic and/or traditional location. ANVSAs are intended to represent the relatively densely settled portion of each ANV and should include only an area where Alaska Natives, especially members of the defining ANV, represent a significant proportion of the population during at least one season of the year (at least three consecutive months).

American Community Survey (ACS) – A survey conducted by the Census Bureau that uses a series of monthly samples to produce annually updated data for the same small areas (census tract and block groups) as the decennial census long-form sample previously surveyed. The Census Bureau last utilized the long-form during Census 2000.

American Indian Area (AIA) – A Census Bureau term that refers to any or all of the following entities: American Indian reservation, American Indian off-reservation trust land, Oklahoma tribal statistical area, joint use area, American Indian tribal subdivision, tribal designated statistical area, and state designated American Indian statistical area.

American Indian off-reservation trust land (ORTL) – An area of land located outside the boundaries of an AIR, whose boundaries are established by deed, and which are held in trust by the U.S. federal government for a federally recognized American Indian tribe or members of that tribe.

American Indian reservation (AIR) – An area of land with boundaries established by final treaty, statute, executive order, and/or court order and over which a federally recognized,

American Indian tribal government has governmental authority. Along with ‘‘reservation’’ primary governmental or administrative division of a county in 28 states and the ‘‘reservation’’ designations such as colonies, communities, pueblos, rancherias, and reserves apply to AIRs.

American Indian tribal subdivision – A legal subdivision of a federally recognized American Indian reservation, off-reservation trust land, or a statistical subdivision of Oklahoma tribal statistical areas. These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for American Indians.

Borough – A legal geographic entity within the state of Alaska. For purposes of PSAP, the Census Bureau treats boroughs equivalent to county in other states for data collection, tabulation, and presentation purposes.

Boundary – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, state, or reservation. A boundary marks the limits of an area.

Boundary and Annexation Survey (BAS) – An annual survey to collect information about selected legally defined geographic areas. The Census Bureau uses BAS as a means to update information about the legal boundaries and names of all governmental units in the United States.

Bureau of Indian Affairs (BIA) – The primary agency of the federal government, located within the U.S. Department of the Interior (DOI), charged with the trust and responsibility between the federal government and federally recognized AIAN tribal governments and communities, including BIA-recognized ANVs.

Bureau of Land Management (BLM) – The primary agency of the federal government, located within the DOI, charged with carrying out the ANCSA.

Census block – A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within block groups and are uniquely numbered within census tracts.

Census block group – Block groups are statistical geographic divisions of a census tract, defined for the tabulation and dissemination of census data from the decennial censuses, the ACS, and other select surveys.

Census block number – Census block numbers contain a 4-digit number. Census blocks are numbered uniquely within each census tract.

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

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

Bureau tabulates data.

Census county division (CCD) – Statistical geographic entities in 21 states where minor civil divisions either do not exist or have been unsatisfactory for reporting statistical data. The Census Bureau, in cooperation with state, tribal, and local officials, delineate these areas solely for statistical purposes. CCDs have no legal function and are not legal governmental units. The primary goal of CCDs is to establish and maintain a set of sub-county geographies with stable boundaries and recognizable names. Naming of each CCD is based on a place, county, or well-known local name that identifies its location. In most cases, census tracts nest within CCDs, but in less populated counties CCDs nest within census tracts.

Census designated place (CDP) – Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalent of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure chartered by the state and administered by elected official.

Census tract – A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

Census tract number – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as “1” on maps.

City-style address – The Census Bureau’s definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

Coextensive – The Census Bureau defines coextensive as two or more geographic entities that cover exactly the same area, with all boundaries shared.

Conjoint – The Census Bureau defines conjoint as a boundary line shared by two adjacent geographic entities.

Contiguous – The Census Bureau defines contiguous as areas sharing common boundary lines, more than a single point, such that the areas, when combined, form a single piece of territory. Non-contiguous areas form disjoint pieces.

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

Edges – All linear features contained in the MAF/TIGER database.

Edges shapefile – All linear features in the MAF/TIGER database are contained in the edges shapefile. Participants use the edges shapefile to add, delete, or change linear feature attributes.

Faces – Topological areas in the MAF/TIGER database formed by edges.

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

Federal Information Processing Series (FIPS)—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

Geocodes – Codes that place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

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

Geographic Update Partnership Software (GUPS) – A self-contained GIS update and processing package provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 Census PSAP. Pre-packaged to include all of the components for 2020 PSAP, the GUPS contains the Census Bureau's TIGER partnership shapefiles necessary to participate. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

Group quarters – The Census Bureau defines group quarters as a location where people live or stay in a group living arrangement that is owned or managed by an entity or organization

providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

Housing unit – The Census Bureau defines a housing unit as a house, an apartment, a mobile home or trailer, or a group of rooms or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter. Separate living quarters are those in which the occupants live and eat separately from any other residents of the building and which have direct access from outside the building or through a common hall.

Incorporated place —A type of governmental unit, incorporated under state law as a city, town (except in New England, New York, and Wisconsin), borough (except in Alaska and New York), or village, generally to provide governmental services for a concentration of people within legally prescribed boundaries.

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

Master Address File (MAF) – The Census Bureau's nationwide database of all addresses and physical/location descriptions known to the Census Bureau used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau's Geography Division regularly updates the MAF/TIGER Database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

MAF/TIGER database (MTDB) – The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

MAF/TIGER Feature Classification Code (MTFCC) – A 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in the MAF/TIGER database and its output products**.**

Metadata – describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

Minor civil division (MCD) – The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

Municipio —A type of governmental unit that is the primary legal subdivision of Puerto Rico. The Census Bureau treats the municipio as the statistical equivalent of a county.

Non-city style address – The Census Bureau's definition of a non-city style address is one that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

Nonvisible feature – The Census Bureau defines a nonvisible feature as one that is not visible on the ground and/or in imagery such as a city or county boundary through space, a property line, or line-of-sight extension of a road.

Off-Reservation Trust Land (ORTL) – A type of legal geographic entity that is a recognized American Indian land area for which the United States federal government holds fee title in trust for the benefit of a tribe (tribal trust land) or for an individual American Indian (individual trust land). Trust lands can be alienated or encumbered only by the owner with the approval of the Secretary of the Interior or his/her authorized representative. Trust lands may be located on or off an AIR. The Census Bureau recognizes and tabulates data for AIRS and ORTLs because the tribe has governmental authority over these lands. Primary tribal governmental authority generally is not attached to tribal lands located off the AIR until the lands are placed in trust. In Census Bureau data tabulations, ORTLs are always associated with a specific federal AIR and/or tribal government.

Participant Statistical Areas Program (PSAP) – A Census Bureau program offered every 10 years that allows identified participants, following established criteria and guidelines, to review and update existing statistical geographies and delineate new statistical geographies as appropriate. The standard statistical geographies include census tracts, block groups, census designated places, and census county divisions.

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

PSAP official liaison – A person at the PSAP participating government or organization identified to serve as the primary point of contact for PSAP.

PSAP technical contact – A person serving as the technical point of contact for a PSAP participant that likely conducts the actual program work using the Census Bureau's Geographic Update Partnership Software (GUPS) or paper maps (for tribal participants).

Regional Census Center (RCC) – Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

Regional Office (RO) – One of the permanent Census Bureau offices responsible for the Census Bureau's office and field operations within its region.

Retracting – The Census Bureau defines retracting as substantially changing the boundaries of a census tract so that comparability over decades is lost.

Shapefile – Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Esri shapefile format.

Special use census tract/block group – A type of census tract or block group designated as a specific use type (e.g., state park or large lake) and has an official name (e.g. Cleburne State Park or Lake Minnetonka). Special use geographies should contain no (or very little) population or housing, and must not create a noncontiguous census tract/block group.

Standard statistical geographic entity (standard statistical geographies) – A geographic entity specifically defined and delineated (census tract, block group, census designated place, census county division) so that the Census Bureau may tabulate data for it. Designation as a statistical entity neither conveys nor confers legal ownership, entitlement, or jurisdictional authority.

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

Topologically Integrated Geographic Encoding and Referencing (TIGER)—The Census Bureau's digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

Visible feature – The Census Bureau defines a visible feature as one that can be seen on the ground and/or in imagery. Visible features include a street, railroad tract, major above ground transmission line or pipeline, stream, shoreline, fence, distinctly defined mountain ridge, or cliff. A non-standard visible feature is a visible feature that may not be clearly defined on the ground (such as a ridgeline), may be seasonal (such as an intermittent stream), or may be relatively impermanent (such as a fence). The Census Bureau generally requests verification that nonstandard visible features used for statistical geographies pose no problem during fieldwork necessary to conduct a census or survey.

APPENDIX B. 2020 CENSUS PSAP CRITERIA

In **Part One:** of the Respondent Guide, individual tables reflect each of the geographies separately. This table shows the three statistical geographies eligible for update by federally recognized tribal entities along with their associated population and housing criteria.

Table 57: Tribal Statistical Geographies and their Population and Housing Criteria

Tribal statistical geography	Nests Within	Population Criteria		Housing Unit Criteria	
Tribal census tracts	AIR and/or ORTL	Optimum	4,000	Optimum	1,600
		Minimum	1,200	Minimum	480
		Maximum	8,000	Maximum	3,200
Tribal block groups	Tribal census tract	Optimum	1,500	Optimum	None
		Minimum	600	Minimum	240
		Maximum	3,000	Maximum	1,200
Census designated places (CDPs)	State	A CDP cannot have zero population and zero housing units.		A CDP cannot have zero population and zero housing units.	

APPENDIX C. PSAP HISTORICAL BACKGROUND

History of Census Tracts

In 1905, Dr. Walter Laidlaw originated the concept of permanent, small geographic areas as a framework for studying change from one decennial census to another in neighborhoods within New York City. For the 1910 Census, eight cities—New York, Baltimore, Boston, Chicago, Cleveland, Philadelphia, Pittsburgh, and St. Louis—delineated census tracts (then termed "districts") for the first time. No additional jurisdictions delineated census tracts until just prior to the 1930 Census, when an additional ten cities chose to do so. The increased interest in census tracts for the 1930 Census is attributed to the promotional efforts of Howard Whipple Green, who was a statistician in Cleveland, Ohio, and later the chairman of the American Statistical Association's Committee on Census Enumeration Areas. For more than twenty-five years, Mr. Green strongly encouraged local citizens, via committees, to establish census tracts and other census statistical geographic areas. The committees created by local citizens were known as Census Tract Committees, later called Census Statistical Areas Committees.

After 1930, the Census Bureau saw the need to standardize the delineation, review, and updating of census tracts and published the first set of census tract criteria in 1934. The goal of the criteria has remained unchanged; that is, to assure comparability and data reliability through the standardization of the population thresholds for census tracts, as well as requiring that their boundaries follow specific types of geographic features that do not change frequently. The Census Bureau began publishing census tract data as part of its standard tabulations beginning with the 1940 Census. Prior to that time, census tract data were published as special tabulations.

For the 1940 Census, the Census Bureau began publishing census block data for all cities with 50,000 or more people. Census block numbers were assigned, where possible, by census tract, but for those cities that had not yet delineated census tracts, "block areas" (called "block numbering areas" [BNAs] in later censuses) were created to assign census block numbers.

Starting with the 1960 Census, the Census Bureau assumed a greater role in promoting and coordinating the delineation, review, and update of census tracts. For the 1980 Census, criteria for BNAs were changed to make them more comparable in size and shape to census tracts. For the 1990 Census, all counties contained either census tracts or BNAs.

Census 2000 was the first decade in which census tracts were defined in all counties. In addition, the Census Bureau increased the number of geographic areas whose boundaries could be used as census tract boundaries. It also allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tracts without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to census tract criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum, maximum, and optimum population threshold with housing unit thresholds for use in defining census tracts for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized

criteria for census tracts defined for employment centers, airports, parks, large water bodies, and other special land uses that had been permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal census tracts as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard census tracts defined within counties.

History of Block Groups

The Census Bureau first delineated block groups as statistical geographic divisions of census tracts for the 1970 Census, comprising contiguous combinations of census blocks for data presentation purposes. At that time, census block groups only existed in urbanized areas in with census blocks. Defined without regard to political and administrative boundaries, block groups contained an average population of 1,000, and were approximately equal in area.

As use of census block, block group, and census tract data increased among data users, the Census Bureau expanded these programs to cover additional geographic areas while redefining the population threshold criteria to more adequately suit data users' needs. The 1990 Census was the first decennial census in which census blocks and block groups were defined throughout the entirety of the United States, Puerto Rico, and the Island Areas. For the 2000 Census, the Census Bureau increased the number of geographic areas whose boundaries could be used as block group boundaries, and allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tribal block groups without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to block group criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum and maximum population threshold with housing unit thresholds for use in defining block groups for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized criteria for block groups defined for employment centers, airports, parks, large water bodies, and other special land uses permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal block groups as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard block groups defined within counties.

History of Census Designated Places (CDPs)

In response to data user needs for place-level data, the CDP concept and delineation criteria have evolved over the past seven decades. This evolution has taken into account differences in the way in which places were perceived, and the propensity for places to incorporate in various states. Over time, the result has been an increase in the number and types of unincorporated communities identified as CDPs, as well as an increasing consistency in the relationship between the CDP concept and the kinds of places encompassed by the incorporated place category, or a compromise between localized perceptions of place and a concept that would be familiar to data users throughout the United States, Puerto Rico, and the Island Areas.

Although not as numerous as incorporated places, CDPs have been important geographic entities since their introduction for the 1950 Census (CDPs were referred to as "unincorporated places" from 1950 through the 1970 decennial censuses). For the 1950 Census, CDPs were defined only outside urbanized areas and were required to have at least 1,000 residents. For the 1960 Census, CDPs could also be identified inside urbanized areas outside of New England, but these were required to have at least 10,000 residents. The Census Bureau modified the population threshold within urbanized areas to 5,000 residents in 1970, allowed for CDPs in urbanized areas in New England in 1980, and lowered the threshold for CDPs within urbanized areas to 2,500 in 1990. In time, other population thresholds were adopted for identification of CDPs in Alaska, Puerto Rico, the Island Areas, and on American Indian reservations (AIRs). The Census Bureau eliminated all population threshold requirements for Census 2000, achieving consistency between CDPs and incorporated places, for which the Census Bureau historically has published data without regard to population size.

According to the 2010 Census, more than 38.7 million people in the United States, Puerto Rico, and the Island Areas lived in CDPs. The relative importance of CDPs varies from state to state depending on laws governing municipal incorporation and annexation, but also depending on local preferences and attitudes regarding the identification of places.

History of Census County Divisions (CCDs)

When CCDs were introduced prior to the 1950 Census, few alternatives were available for the provision of statistical data related to relatively stable, subcounty geographic units. Census tracts were defined in only a subset of metropolitan area counties. MCDs existed in all counties, but in some states, MCD boundaries changed frequently enough that they were not useful for comparing statistical data from one decade to another.

For much of the period from the 1950 Census through the 1980 Census, county subdivisions (MCDs and CCDs) provided the only subcounty unit of geography at which data users could obtain statistical data for complete coverage of counties nationwide. The introduction of block numbering areas (BNAs) in counties without census tracts for the 1990 Census offered an alternate subcounty entity for which data could be tabulated. For Census 2000, the Census Bureau introduced census tracts nationwide (in many counties, BNAs were simply relabeled as "census tracts"), increasing the dissemination of, and ability to analyze, data at the census tract level, and providing an alternative set of subcounty statistical geographic areas in each county in addition to MCDs and CCDs. Nevertheless, CCDs and MCDs remain useful for presenting subcounty statistics and, in less populous counties containing only one or two census tracts, can provide greater spatial resolution when analyzing the distribution of population and characteristics.

APPENDIX D. HISTORY OF AMERICAN INDIAN AREAS IN THE DECENNIAL CENSUS

The first constitutionally mandated population census in the United States was conducted in 1790. During the period 1790 through 1850, American Indians were enumerated during the decennial censuses only if living among the general population. It was not until 1860 that American Indians living on tribal lands in the western half of the United States were enumerated as a unique population group, but tabulations were not made available for tribal territories or geographic entities. An effort was made for the 1880 Census to enumerate and present data for American Indians living on specific, federally recognized AIRs, but this effort was not completed, and data were available only for tribes in the state of California, as well as parts of Dakota Territory and Washington Territory. The 1890 Census was the first in which American Indian data were collected and presented for individual AIRs, including the now-former AIRs in Indian Territory (now part of Oklahoma); this practice continued through the 1910 Census. American Indian geographic entities were not recognized for the 1920 through 1960 censuses; thus, while American Indians were identified and enumerated, data were not available for the AIRs in which many lived. This decision was reversed with the 1970 Census for which the Census Bureau presented data for 115 AIRs. Still, there was no systematic program for the collection and reporting of all AIR boundaries.

The Census Bureau began to report data systematically for a variety of AIAs starting with the 1980 Census, when it identified and presented data for a more complete inventory of AIRs. The Census Bureau worked with the Bureau of Indian Affairs (BIA) within the U.S. Department of the Interior (DOI) to identify boundaries for AIRs for federally recognized tribes, and with state government officials to identify boundaries for AIRs for state-recognized tribes, by obtaining maps depicting their legally established boundaries. Tribal ORTLs and American Indian subreservation areas (the latter now called tribal subdivisions) were both identified for the first time as geographic entities for the decennial census. To provide data for federally recognized tribes in Oklahoma that formerly had AIRs, the Census Bureau identified a single geographic entity called the Historic Areas of Oklahoma.

The American Indian geographic programs implemented for the 1980 Census were continued with some improvements and additions for the 1990 Census. The Census Bureau began collecting boundaries and reporting data for individual ORTLs (i.e., allotments) in addition to tribal ORTLs, as long as the lands were under a tribe or tribes' governmental authority, or were clearly identified with a particular tribe, tribal government, and/or AIR. The Census Bureau introduced the Tribal Review Program prior to the 1990 Census, which gave the affected federally recognized tribes the opportunity to review, and update if needed, the boundaries of their AIRs and/or ORTLs. The Census Bureau also replaced the single entity Historic Areas of Oklahoma with tribal jurisdiction statistical areas (TJSAs—now called OTSAs) whose boundaries were intended to correspond with those of the individual former AIRs in Oklahoma. In addition, as part of the continuing effort to improve the presentation of data for American Indians, the Census Bureau adopted the TDSA concept to identify lands associated with federally or state recognized tribes that did not have an AIR or ORTL. American Indian subreservation areas (now called tribal subdivisions) were not defined for the 1990 Census. The Census Bureau also offered tribal officials with an AIR and/ or ORTL the opportunity to provide suggestions for 1990

Census tabulation block boundaries on their AIR and ORTL through the Block Definition Project (BDP), similar to the Block Boundary Suggestion Project portion of the Redistricting Data Program.

In preparation for Census 2000, the Census Bureau continued to work with tribal governments and federal and state agencies, as well as the Census Race and Ethnic Advisory Committee (REAC) of the American Indian and Alaska Native (AIAN) populations (referred to hereafter as AIAN REAC), to improve the identification of AIAs. For federally recognized tribes, the Census Bureau offered programs to collect updated AIR and ORTL boundaries directly from the tribal governments using the 1990 Census boundaries as a baseline. The Tribal Review Program was offered a second time in 1997 and again enabled officials of all federally recognized American Indian tribes with an AIR or ORTL to review and, if necessary, update the Census Bureau's maps of their AIRs and/or ORTLs before Census 2000. The Tribal Review Program also included updating and correcting the roads and other geographic features shown on the Census Bureau's maps, and providing suggestions for Census 2000 block boundaries in the BDP. The Tribal Review Program, prior to Census 2000, also gave tribes in Oklahoma the opportunity to review the delineation of their 1990 Census TJSAs. Census 2000 was the first decennial census for which census tracts were defined throughout the United States. American Indian tribes benefited from this change as the Census Bureau allowed tribal governments of federally recognized American Indian tribes with an AIR or ORTL to delineate census tracts without regard to state or county boundaries, provided the AIR/ORTL had a 1990 Census population of at least 1,000.

Beginning in 1998, the Census Bureau included federally recognized American Indian tribes with an AIR and/or ORTL in its annual BAS, thus replacing the once a decade Tribal Review Program. All AIRs and ORTLs included in the 2000 BAS were also included in the Census 2000 Boundary Validation Program (BVP). The BVP offered a final opportunity for tribal leaders to review the Census Bureau's depiction of their AIR/ORTL boundaries prior to Census 2000 and provide any updates to ensure those boundaries were shown correctly as of January 1, 2000 (the reference date of the boundaries used for Census 2000 data tabulations). To support tribal requests for data by administrative subdivisions, the Census Bureau again offered tribal officials the opportunity to delineate American Indian tribal subdivisions (similar to the 1980 Census sub-reservation areas).

For Census 2000, on the recommendation of the AIAN REAC, the Census Bureau adopted the state-designated American Indian statistical area (SDAISA) to represent geographic areas for state-designated tribes that lacked AIRs and ORTLs, thus distinguishing these areas from TDSAs, which continued to represent geographic areas associated with federally recognized tribes that lacked AIRs and ORTLs. The designation TJSA was changed to OTSA to more accurately reflect that these entities were defined solely to present statistical information, and did not represent areas in which legal jurisdiction was conferred or inferred by the federal government.

The 2010 Census provided an opportunity to enhance the Census Bureau's ability to provide meaningful, statistically relevant data about federal and state-recognized tribes. Two statistical entities, tribal tracts and tribal block groups, were redefined to provide federally recognized tribes with AIRs greater control and flexibility in delineating such areas. The final criteria and guidelines for TDSAs and SDTSAs (formerly known as SDAISAs) encouraged tribes without an

AIR and/or ORTL to delineate geographic areas that more effectively present the important data for their populations. SDAISAs were renamed to SDTSAs to create a more consistent naming convention for Census Bureau tribal entities. SDTSAs, TDSAs, OTSAs, tribal subdivisions defined within OTSAs, tribal block groups, and tribal tracts were referred to collectively as ‘‘tribal statistical areas’’ as they are not legally defined geographic entities. These entities were included in the new TSAP, a more inclusive term to refer to the delineation process for all the tribal statistical areas for the decennial census. This program facilitated the definition and delineation of tribal statistical areas, and enhanced the ability of tribes to acquire meaningful data about their tribal members.

For the 2020 Census, the TSAP program integrates back into PSAP. The same criteria established in 2010 are in effect for 2020 Census PSAP.

APPENDIX E. SUPPLEMENTAL SOURCES FOR PSAP REVIEW

This section describes four supplemental sources to consider using while performing PSAP review: paper maps and Adobe .pdf files, TIGERweb, American Indian Areas layer, and parcel boundaries. Not all of these sources may be available or applicable to each participant.

Paper maps and Adobe .pdf files

The Census Bureau determined it beneficial to all PSAP tribal participants to provide a set of large format paper maps depicting the entirety of the tribal entity and associated tribal statistical geographies, regardless of the product preference selected during the invitation phase. By providing the paper maps, if a participant determines they cannot use GUPS, they do not have to wait for the Census Bureau to change the product preference and ship the paper map materials. This eliminates any delay that would affect their 120-day review timeframe. The paper maps provide an additional resource, outside of the GUPS environment, for participants to use while conducting their review. Refer to the Tribal Paper Respondent Guide enclosed with the delineation materials for instructions on updating the paper map materials.

In addition to the paper maps, the Census Bureau is providing the Adobe .pdf files of the paper maps on the "Data disc." Participants use Adobe Reader software to view these files on their computer, outside of GUPS. These files are for reference only and are not editable. Participants do not use the Adobe .pdf files for update.

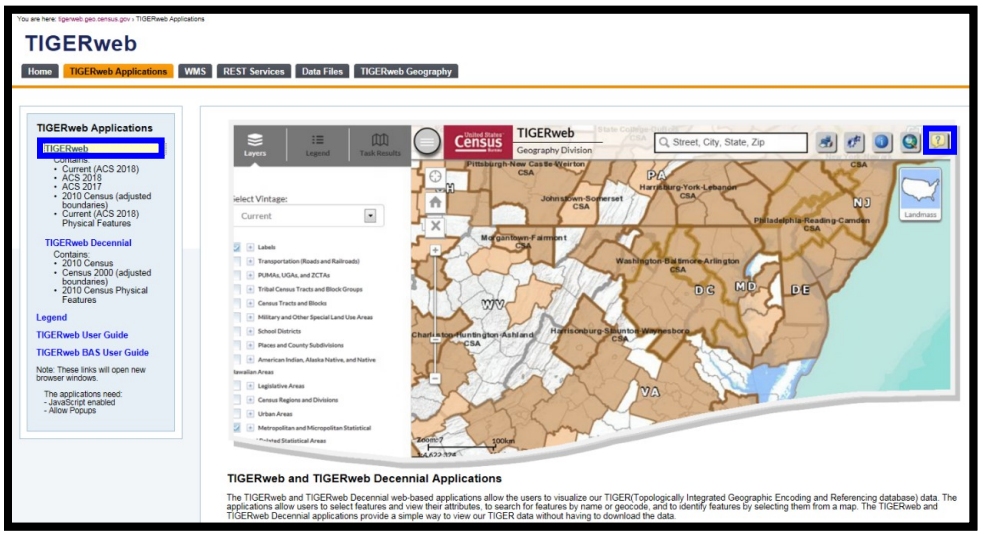
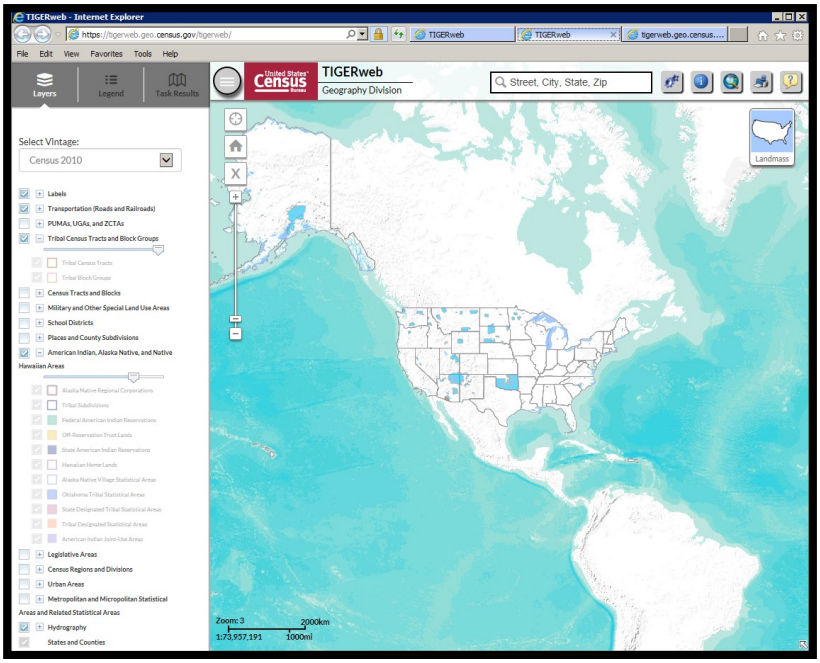
TIGERweb

The Census Bureau's TIGERweb online map viewer, located at <https://tigerweb.geo.census.gov/tigerweb/>, allows participants to view the Census Bureau's 2010 census geographies layers outside of the GUPS environment. TIGERweb allows viewing, at street level detail, features such as roads, waterways, and county, place/city, CDP, tribal census tracts and tribal block groups, census tracts and block groups, and satellite imagery.

Participants may find this additional tool beneficial to visualize the 2010 tribal census tracts and tribal block groups. Because it resides outside of GUPS, participants can open TIGERweb in a separate window or on a second, dual monitor for a side-by-side visual comparison. Follow the steps in **Table 58** for instructions on accessing and using TIGERweb.

Table 58: Display the TIGERweb Online Map Viewer

Step	Action and *Result*
Step 1	Navigate to the TIGERweb web site located at: <https://tigerweb.geo.census.gov/>. TIGERweb currently supports Microsoft Internet Explorer, Mozilla Firefox, Opera, and Google Chrome internet browsers.
Step 2	Click the **TIGERweb Applications** tab.

Step	Action and *Result*
Step 3	Click the **TIGERweb** link under the orange **TIGERweb Applications** tab on the left side of the screen. **Do not click the TIGERweb Decennial link**. The built-in user guide is located by clicking the "**Help/About**" icon in the upper right corner of the TIGERweb window. 
Step 4	After opening TIGERweb the map display, navigation tools, the Layers panel, a legend, and map vintage becomes visible. 
	The **Layers** panel shows the list of available features and geographic areas. Several display upon startup organized into separate groups, called map services. The geographic type forms the basis of the groupings. Expand each map service by clicking on the '+' symbol to see all of the available layers that include physical features such as roads and water features, as well as legal and statistical boundaries, census blocks and incorporated places. Limit the amount of data on the map by selecting only the applicable types of linear features and geographic entities. Click on the '+' sign to expand a map layer and view the 'Slider' tool to make the layer more or less transparent.

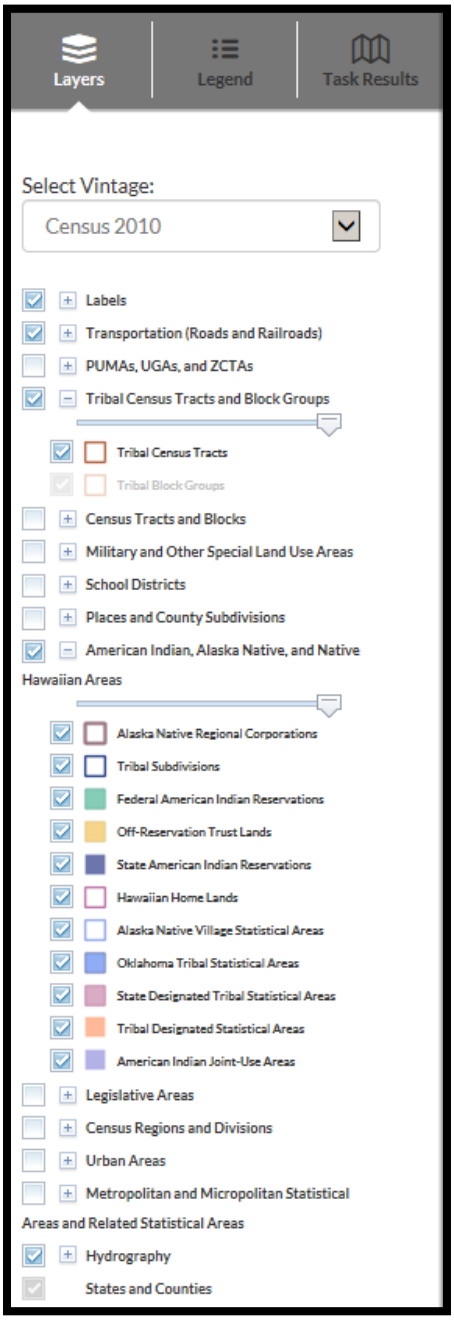
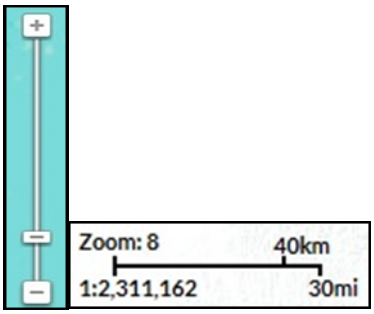
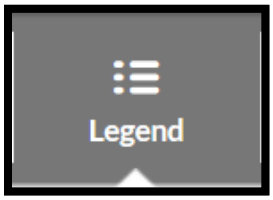
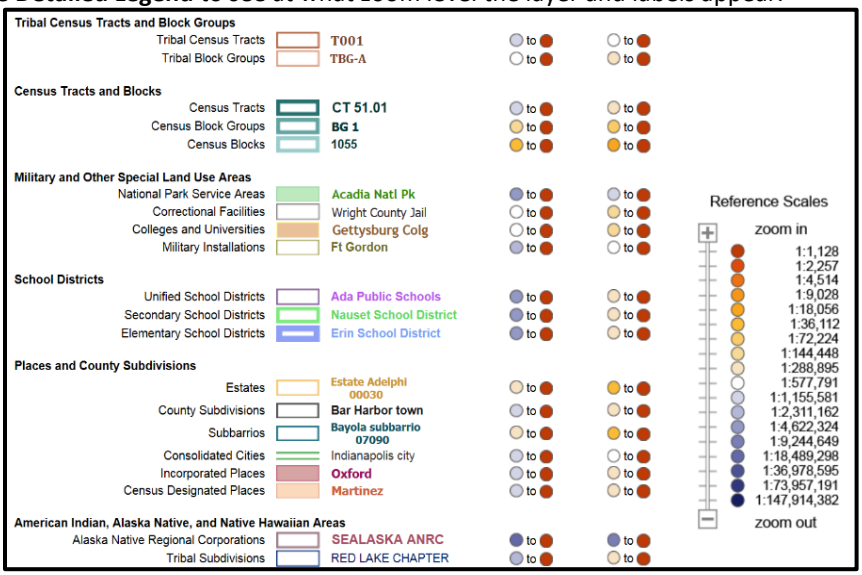
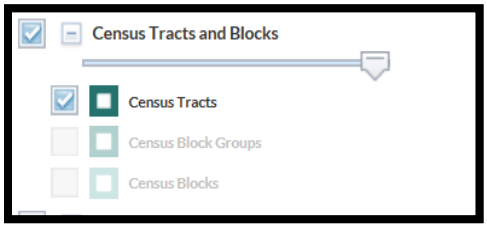
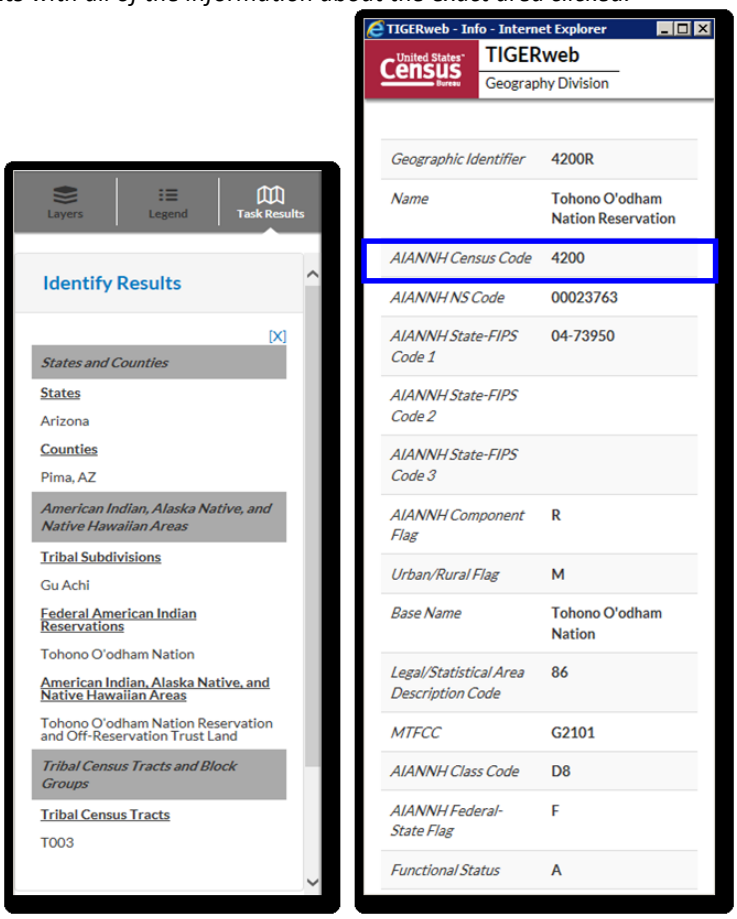
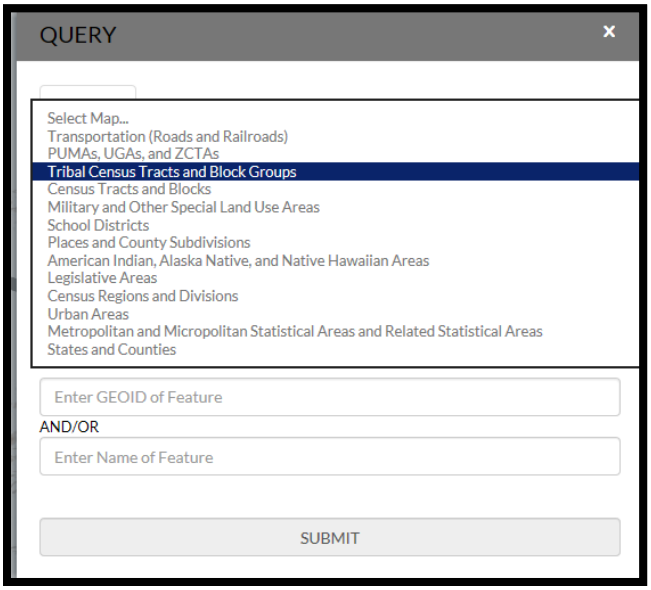
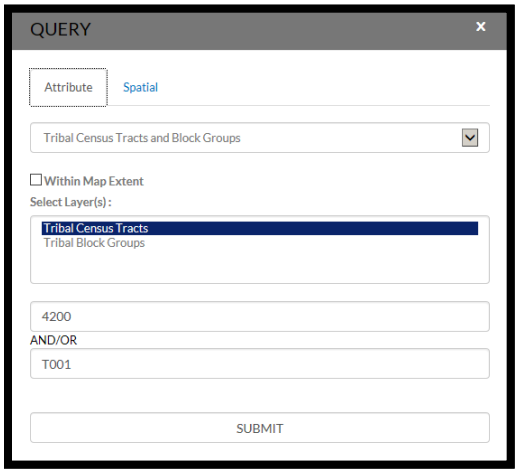
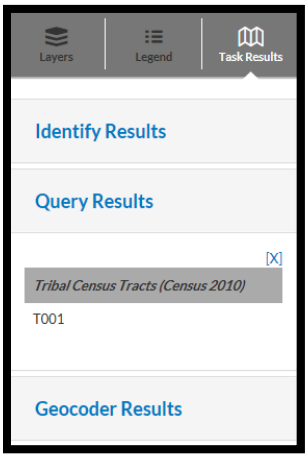
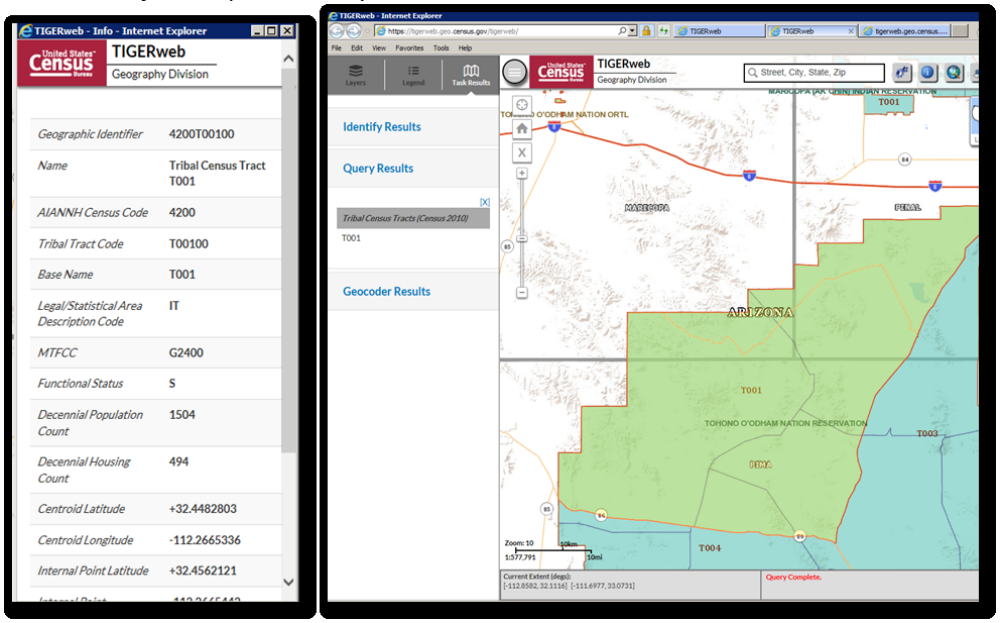
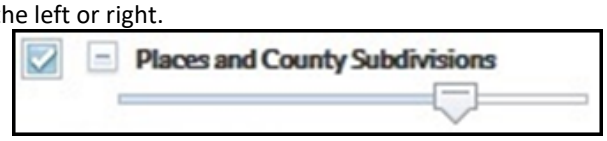
Step	Action and *Result*
Step 5	The **Select Vintage** from the drop-down menu in the **Layers** panel shows the vintages of TIGERweb geographies that are available for display in the application. Select **Census 2010** to view the 2010 geographies. Click on the '+' sign next to each map service in the **Layers** panel to expand the map service and view the layers within it. *This example shows the selection of the Transportation, Tribal Census Tracts and Block Groups, American India, Alaska Native, and Native Hawaiian Areas, and Hydrography map layers*.  The features and geographic areas contained in the map services do not immediately appear because each layer has a range of zoom levels at which it will display. In other words, visibility of layers is scale dependent. More details appear when zooming in on the map. **Table 59** Error! Reference source not found.provides a summary of many of TIGERweb tools and functionality.

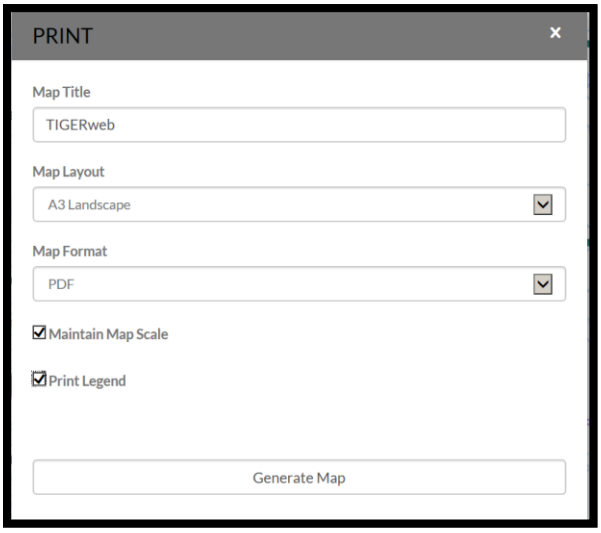
Table 59: TIGERweb Tools and Functions

Step	Action and Result
Step 1	The vertical **Zoom In Scale Bar**, shown on the left. Click on the '**+**' to zoom in for more detail or click on the '**-**' to zoom out for less detail. By rolling the wheel on the computer's mouse, participants can zoom in or zoom out from the current scale. **Note:** At Zoom level 6, counties appear; at zoom level 9, Census Tracts and Places appear, at zoom level 10, Roads and Railroads appear, and at zoom level 13, Block Groups appear. 
Step 2	Click the **Legend** tool at the top of the screen to view the **Detailed Legend** and layers symbology. 
Step 3	Click the **Detailed Legend** to see at what zoom level the layer and labels appear. 

Step	Action and Result
Step 4	Click off the **Legend** and back in the **Layers** panel to turn them on or off to display boundaries for only active layers. *The example shows the Census Block Groups and Census Blocks unchecked.* 
Step 5	One of the easiest ways to determine the Census Code for each tribal entity (needed for the next step) is to use the **Identify** button along the top right of the TIGERweb window.  After zooming into the area of interest, click the **Identify** button and then click anywhere inside of the tribal entity displayed on the screen. *The **Task Results** window populates with **Identify Results** with all of the information about the exact area clicked.*  Click the name listed beneath the **Federal American Indian Reservations** link *to open a separate window of detailed information.* Tohono O'odham Nation has an **AIANNH Census Code** of 4200. Use this information in the next step.

Step	Action and Result
Step 6	TIGERweb allows PSAP participants to quickly locate an entity visually using the **Zoom In** tool or by using the **Query** button to search for a tribal census tract or tribal block group by the geographic ID, also known as GEOID of the tribal entity and geography. To locate a 2010 Tribal Census Tract: Select the **Query** button along the top right of the TIGERweb window.  From the **Select Map** drop-down menu, select **Tribal Census Tracts and Block Groups**.  Select to highlight the **Tribal Census Tracts** from the **Select Layer(s)** list. Enter the tribal entity's four-digit GEOID number (4200 for tribal entity Tohono O'odham Nation) and enter the tribal census tract code beneath the **AND/OR** section (T001). Locate the four-digit tribal entity code from the earlier **Identify** action in **Step 5**. Locate the tribal census tract code from the 2010 population and housing unit list or from the **Identify Results** window shown in **Step 5**.  Click **Submit**.

Step	Action and Result
	To locate a 2010 Tribal Block Group, execute the same steps described above, except from the **Tribal Census Tracts and Block Groups** menu select the **Tribal Block Groups** from the **Select Layer(s)** list. Enter the tribal entity's four digit GEOID number (4200 for tribal entity Tohono O'odham Nation) and enter the tribal block group code beneath the **AND/OR** section (A). Click **Submit**. *This returns all of the "A" tribal block groups in the tribal entity.*
Step 6	Similar to the **Identify Results** action, the **Task Results** serves up the **Query Results**. Click the **Query Results** tab within the **Task Results** menu. *TIGERweb displays the result(s) of the query.* 
Step 7	Click the value within the **Query Result** section, *TIGERweb displays the **Info** panel containing attribute data for the queried entity*.  Minimize or close the **Info** panel by clicking on the '-' or '**x**' symbols in the top right of the **Info** panel, respectively. *Clicking on the **Query Result** makes TIGERweb display the selected entity (tribal census tract T001) highlighted in the center of the map.*
Step 8	Change the transparency of each layer within the **Layers** panel by moving the sliding bar below the layer name to the left or right. 

Step	Action and Result
Step 9	TIGERweb allows users to select landmass, satellite imagery, or terrain as a background of the map display from the upper right corner of the map view. *The **Landmass** displays by default when opening TIGERweb.* To change options click the button to toggle through all three choices. Select the **Satellite** button to display satellite imagery. 
Step10	Click the **Print** button when using TIGERweb to print and save a map. *The **PRINT** window displays.*  From the **PRINT** window, select a **Map Title, Map Layout, Map Format**, then Click the **Generate Map** to create a map and print.  This functionality allows participants to generate their own hardcopy of any area of interest.

With the tools and functionality described above, participants can navigate their PSAP tribal entity outside of GUPS and may find this easier for comparison sake.

American Indian Area Layer

The American Indian Area layer within GUPS provides a supplemental source for understanding what entities cause regular census tracts to code in the 94XX range and can serve as a very strong legal feature for establishing and correcting census tract and block group boundaries.

Note: This layer will not exist within GUPS for counties without an American Indian Area.

The Census Bureau reserves the 94XX code series for standard census tracts that are delineated within, or primarily to cover, an American Indian Reservation or off-reservation trust land while also adhering to the standard census tract criteria. Some areas of the country, primarily in the Southwest, have counties with the majority of tracts coded to the 94XX range. Major changes to reservation areas happen infrequently, so the Census Bureau does not anticipate that PSAP will produce any new 94XX coded tracts.

Parcel Boundaries

In some situations, non-visible, legal, linear features can be preferred as boundaries for tribal census tracts and tribal block groups. At the smallest scale, participants can use parcel boundaries for reference to developments or contiguous personal plots if no other solution for splitting an area is present. Parcel boundaries are particularly useful when working tribal census tracts that contain neighborhoods characterized by cul-de-sacs that form 'dangling' edges in the database, meaning that there is frequently not a closed circuit of visible features available to connect all of the housing units associated with the development.

Participants with access to digital map data for parcels can utilize the **Manage Layers toolbar** to add external data. Review **Section 7.4.3** for details on using the specific buttons with respect to the local data type.

APPENDIX F. MAF/TIGER FEATURE CLASSIFICATION CODES

The MAF/TIGER Feature Classification Code (MTFCC) is a 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in Census Bureau MAF/TIGER products. Participants may need these codes if they edit existing or add new linear features for creating new statistical boundaries.

An electronic list is located within the technical documentation for the TIGER/Line Shapefiles on the Census Bureau's website <https://www.census.gov/geo/maps-data/data/tiger-line.html>. Within that specific documentation, it is Appendix E.

Table 60: MTFCC and Descriptions

MTFCC	Feature Class	Description
C3022	Mountain Peak or Summit	A prominent elevation rising above the surrounding level of the Earth's surface.
C3023	Island	An area of dry or relatively dry land surrounded by water or low wetland [including archipelago, atoll, cay, hammock, hummock, isla, isle, key, moku and rock].
C3024	Levee	An embankment flanking a stream or other flowing water feature to prevent overflow.
C3026	Quarry (not water-filled), Open Pit Mine or Mine	An area from which commercial minerals are or were removed from the Earth; not including an oilfield or gas field.
C3027	Dam	A barrier built across the course of a stream to impound water and/or control water flow.
C3061	Cul-de-sac	An expanded paved area at the end of a street used by vehicles for turning around. For mapping purposes, the Census Bureau maps it only as a point feature.
C3062	Traffic Circle	A circular intersection allowing for continuous movement of traffic at the meeting of roadways.
C3066	Gate	A movable barrier across a road.
C3067	Toll Booth	A structure or barrier where a fee is collected for using a road.
C3071	Lookout Tower	A manmade structure, higher than its diameter, used for observation.
C3074	Lighthouse Beacon	A manmade structure, higher than its diameter, used for transmission of light and possibly sound generally to aid in navigation.
C3075	Tank/Tank Farm	One or more manmade structures, each higher than its diameter, used for liquid (other than water) or gas storage or for distribution activities.
C3076	Windmill Farm	One or more manmade structures used to generate power from the wind.
C3077	Solar Farm	One or more manmade structures used to generate power from the sun.
C3078	Monument or Memorial	A manmade structure to educate, commemorate, or memorialize an event, person, or feature.
C3079	Boundary Monument Point	A material object placed on or near a boundary line to preserve and identify the location of the boundary line on the ground.
C3080	Survey Control Point	A point on the ground whose position (horizontal or vertical) is known and can be used as a base for additional survey work.

MTFCC	Feature Class	Description
C3081	Locality Point	A point that identifies the location and name of an unbounded locality (e.g., crossroad, community, populated place or locale).
C3085	Alaska Native Village Official Point	A point that serves as the core of an Alaska Native village and is used in defining Alaska Native village statistical areas.
G2100	American Indian Area	A legally defined state- or federally recognized reservation and/or off-reservation trust land (excludes statistical American Indian Areas).
G2120	Hawaiian Home Land	A legal area held in trust for the benefit of Native Hawaiians.
G2130	Alaska Native Village Statistical Area	A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving governmental services from the defining legal Alaska Native Village corporation.
G2140	Oklahoma Tribal Statistical Area	A statistical entity identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes that have no current reservation, but had a former reservation in Oklahoma.
G2150	State-designated Tribal Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a state-appointed liaison for a state-recognized American Indian tribe that does not currently have a reservation and/or lands in trust.
G2160	Tribal Designated Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a federally recognized American Indian tribe that does not currently have a reservation and/or off-reservation trust land.
G2170	American Indian Joint Use Area	An area administered jointly and/or claimed by two or more American Indian tribes.
G2200	Alaska Native Regional Corporation	Corporate entities established to conduct both business and nonprofit affairs of Alaska Natives pursuant to the Alaska Native Claims Settlement Act of 1972 (Public Law 92-203). There are twelve geographically defined ANRCs and they are all within and cover most of the State of Alaska (the Annette Island Reserve-an American Indian reservation-is excluded from any ANRC). The boundaries of ANRCs have been legally established.
G2300	Tribal Subdivision	Administrative subdivisions of federally recognized American Indian reservations, off-reservation trust lands, or Oklahoma tribal statistical areas (OTSAs). These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for the American Indians on the reservations, off-reservation trust lands, or OTSAs.
G2400	Tribal Census Tract	A relatively small and permanent statistical subdivision of a federally recognized American Indian reservation and/or off-reservation trust land, delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G2410	Tribal Block Group	A cluster of census blocks within a single tribal census tract delineated by American Indian tribal participants or the Census Bureau for presenting demographic data.
G3100	Combined Statistical Area	A grouping of adjacent metropolitan and/or micropolitan statistical areas that have a degree of economic and social integration, as measured by commuting.
G3110	Metropolitan and	An area containing a substantial population nucleus together with

MTFCC	Feature Class	Description
	Micropolitan Statistical Area	adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using whole counties and equivalents.
G3120	Metropolitan Division	A county or grouping of counties that is a subdivision of a Metropolitan Statistical Area containing an urbanized area with a population of 2.5 million or more.
G3200	Combined New England City and Town Area	A grouping of adjacent New England city and town areas that have a degree of economic and social integration, as measured by commuting.
G3210	New England City and Town Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using Minor Civil Divisions (MCDs) in New England.
G3220	New England City and Town Division	A grouping of cities and towns in New England that is a subdivision of a New England City and Town Area containing an urbanized area with a population of 2.5 million or more.
G3500	Urban Area	Densely settled territory that contains at least 2,500 people. The subtypes of this feature are Urbanized Area (UA), which consists of 50,000 + people and Urban Cluster, which ranges between 2,500 and 49,999 people.
G4000	State or Equivalent Feature	The primary governmental divisions of the United States. The District of Columbia is treated as a statistical equivalent of a state for census purposes, as is Puerto Rico.
G4020	County or Equivalent Feature	The primary division of a state or state equivalent area. The primary divisions of 48 states are termed County, but other terms are used such as Borough in Alaska, Parish in Louisiana, and Municipio in Puerto Rico. This feature includes independent cities, which are incorporated places that are not part of any county.
G4040	County Subdivision	The primary divisions of counties and equivalent features for the reporting of Census Bureau data. The subtypes of this feature are Minor Civil Division, Census County Division/Census Subarea, and Unorganized Territory. This feature includes independent places, which are incorporated places that are not part of any county subdivision.
G4050	Estate	Estates are subdivisions of the three major islands in the United States Virgin Islands (USVI).
G4060	Subbarrio (Subminor Civil Division)	Legally defined divisions (subbarrios) of minor civil divisions (barrios-pueblo and barrios) in Puerto Rico.
G4110	Incorporated Place	A legal entity incorporated under state law to provide general-purpose governmental services to a concentration of population. Incorporated places are generally designated as a city, borough, municipality, town, village, or, in a few instances, have no legal description.
G4120	Consolidated City	An incorporated place that has merged governmentally with a county or minor civil division, but one or more of the incorporated places continues to function within the consolidation. It is a place that contains additional separately incorporated places.
G4210	Census Designated Place	A statistical area defined for a named concentration of population and the statistical counterpart of an incorporated place.
G4300	Economic Census Place	The lowest level of geographic area for presentation of some types

MTFCC	Feature Class	Description
		of Economic Census data. It includes incorporated places, consolidated cities, census designated places (CDPs), minor civil divisions (MCDs) in selected states, and balances of MCDs or counties. An incorporated place, CDP, MCD, or balance of MCD qualifies as an economic census place if it contains 5,000 or more residents, or 5,000 or more jobs, according to the most current data available.
G5020	Census Tract	Relatively permanent statistical subdivisions of a County or equivalent feature delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
G5030	Block Group	A cluster of census blocks having the same first digit of their four-digit identifying numbers within a Census Tract. For example, block group 3 (BG 3) within a Census Tract includes all blocks numbered from 3000 to 3999.
G5035	Block Area Grouping	A user-defined group of islands forming a single census tabulation block. A BAG must: (1) consist of two or more islands, (2) have a perimeter entirely over water, (3) not overlap, and (4) not cross the boundary of other tabulation geographies, such as county or incorporated place boundaries.
G5040	Tabulation Block	The lowest-order census defined statistical area. It is an area, such as a city block, bounded primarily by physical features but sometimes by invisible city or property boundaries. A tabulation block boundary does not cross the boundary of any other geographic area for which the Census Bureau tabulates data. The subtypes of this feature are Count Question Resolution (CQR), current, and census.
G5200	Congressional District	The 435 areas from which people are elected to the U.S. House of Representatives. Additional equivalent features exist for state equivalents with nonvoting delegates or no representative. The subtypes of this feature are 106th, 107th, 108th, 109th, and 111th Congressional Districts, plus subsequent Congresses.
G5210	State Legislative District (Upper Chamber	Areas established by a state or equivalent government from which members are elected to the upper or unicameral chamber of a state governing body. The upper chamber is the senate in a bicameral legislature, and the unicameral case is a single house legislature (Nebraska).
G5220	State Legislative District (Lower Chamber)	Areas established by a state or equivalent government from which members are elected to the lower chamber of a state governing body. The lower chamber is the House of Representatives in a bicameral legislature.
G5240	Voting District	The generic name for the geographic features, such as precincts, wards, and election districts, established by state, local, and tribal governments for the purpose of conducting elections.
G5400	Elementary School District	A geographic area within which officials provide public elementary grade-level educational services for residents.
G5410	Secondary School District	A geographic area within which officials provide public secondary grade-level educational services for residents.
G5420	Unified School District	A geographic area within which officials provide public educational services for all grade levels for residents.
G6120	Public-Use Microdata Area	A decennial census area with a population of at least 100,000 or more persons for which the Census Bureau provides selected extracts of household-level data that are screened to protect

MTFCC	Feature Class	Description
		confidentiality.
G6300	Traffic Analysis District	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data. A Traffic Analysis District (TAD) consists of one or more Traffic Analysis Zones (TAZs).
G6320	Traffic Analysis Zone	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data.
G6330	Urban Growth Area	An area defined under state authority to manage urbanization that the Census Bureau includes in the MAF/TIGER® System in agreement with the state.
G6350	ZIP Code Tabulation Area (Five-Digit)	An approximate statistical-area representation of a U.S. Postal Service (USPS) 5-digit ZIP Code service area.
G6400	Commercial Region	For presenting economic statistical data, municipios in Puerto Rico are grouped into commercial regions.
H1100	Connector	A known, but nonspecific, hydrographic connection between two nonadjacent water features.
H2025	Swamp/Marsh	A poorly drained wetland, fresh or saltwater, wooded or grassy, possibly covered with open water [includes bog, cienega, marais and pocosin].
H2030	Lake/Pond	A standing body of water that is surrounded by land.
H2040	Reservoir	An artificially impounded body of water.
H2041	Treatment Pond	An artificial body of water built to treat fouled water.
H2051	Bay/Estuary/Gulf/Sound	A body of water partly surrounded by land [includes arm, bight, cove and inlet].
H2053	Ocean/Sea	The great body of salt water that covers much of the earth.
H2060	Gravel Pit/Quarry filled with water	A body of water in a place or area from which commercial minerals were removed from the Earth.
H2081	Glacier	A body of ice moving outward and down slope from an area of accumulation. An area of relatively permanent snow or ice on the top or side of a mountain or mountainous area [includes ice field and ice patch].
H3010	Stream/River	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run].
H3013	Braided Stream	A natural flowing waterway with an intricate network of interlacing channels.
H3020	Canal, Ditch or Aqueduct	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral].
K1225	Crew-of-Vessel Location	A point or area in which the population of military or merchant marine vessels at sea are assigned, usually being at or near the home port pier.
K1231	Hospital/Hospice/Urgent Care Facility	One or more structures where the sick or injured may receive medical or surgical attention [including infirmary].
K1235	Juvenile Institution	A facility (correctional and non-correctional) where groups of juveniles reside; this includes training schools, detention centers, residential treatment centers and orphanages.
K1236	Local Jail or Detention Center	One or more structures that serve as a place for the confinement of adult persons in lawful detention, administered by a local (county,

MTFCC	Feature Class	Description
		municipal, etc.) government.
K1237	Federal Penitentiary, State Prison, or Prison Farm	An institution that serves as a place for the confinement of adult persons in lawful detention, administered by the federal government or a state government.
K1238	Other Correctional Institution	One or more structures that serve as a place for the confinement of adult persons in lawful detention, not elsewhere classified or administered by a government of unknown jurisdiction.
K1239	Convent, Monastery, Rectory, Other Religious Group Quarters	One or more structures intended for use as a residence for those having a religious vocation.
K1246	Community Center	Community Center.
K2110	Military Installation	An area owned and/or occupied by the Department of Defense for use by a branch of the armed forces (such as the Army, Navy, Air Force, Marines, or Coast Guard), or a state owned area for the use of the National Guard.
K2165	Government Center	A place used by members of government (either federal, state, local, or tribal) for administration and public business.
K2167	Convention Center	An exhibition hall or conference center with enough open space to host public and private business and social events.
K2180	Park	Parkland defined and administered by federal, state, and local governments.
K2181	National Park Service Land	Area—National parks, National Monuments, and so forth—under the jurisdiction of the National Park Service.
K2182	National Forest or Other Federal Land	Land under the management and jurisdiction of the federal government, specifically including areas designated as National Forest, and excluding areas under the jurisdiction of the National Park Service.
K2183	Tribal Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of an American Indian tribe.
K2184	State Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a state government.
K2185	Regional Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a regional government.
K2186	County Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a county government.
K2187	County Subdivision Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a minor civil division (town/township) government.
K2188	Incorporated Place Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a municipal government.
K2189	Private Park, Forest, or Recreation Area	A privately owned place or area set aside for recreation or preservation of a cultural or natural resource.
K2190	Other Park, Forest, or Recreation Area (quasi-public, independent park,	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of some other type of government or agency such as an independent park authority or

MTFCC	Feature Class	Description
	commission, etc.)	commission.
K2191	Post Office	An official facility of the U.S. Postal Service used for processing and distributing mail and other postal material.
K2193	Fire Department	Fire Department.
K2194	Police Station	Police Station.
K2195	Library	Library.
K2196	City/Town Hall	City/Town Hall.
K2400	Transportation Terminal	A facility where one or more modes of transportation can be accessed by people or for the shipment of goods; examples of such a facility include marine terminal, bus station, train station, airport and truck warehouse.
K2424	Marina	A place where privately owned, light-craft are moored.
K2432	Pier/Dock	A platform built out from the shore into the water and supported by piles. This platform may provide access to ships and boats, or it may be used for recreational purposes.
K2451	Airport or Airfield	A manmade facility maintained for the use of aircraft [including airstrip, landing field and landing strip].
K2452	Train Station, Trolley or Mass Transit Rail Station	A place where travelers can board and exit rail transit lines, including associated ticketing, freight, and other commercial offices.
K2453	Bus Terminal	A place where travelers can board and exit mass motor vehicle transit, including associated ticketing, freight, and other commercial offices.
K2454	Marine Terminal	A place where travelers can board and exit water transit or where cargo is handled, including associated ticketing, freight, and other commercial offices.
K2455	Seaplane Anchorage	A place where an airplane equipped with floats for landing on or taking off from a body of water can debark and load.
K2456	Airport—Intermodal Transportation Hub/Terminal	A major air transportation facility where travelers can board and exit airplanes and connect with other (i.e. non-air) modes of transportation.
K2457	Airport—Statistical Representation	The area of an airport adjusted to include whole 2000 census blocks used for the delineation of urban areas
K2458	Park and Ride Facility/Parking Lot	A place where motorists can park their cars and transfer to other modes of transportation.
K2459	Runway/Taxiway	A fairly level and usually paved expanse used by airplanes for taking off and landing at an airport.
K2460	Helicopter Landing Pad	A fairly level and usually paved expanse used by helicopters for taking off and landing.
K2540	University or College	A building or group of buildings used as an institution for post-secondary study, teaching, and learning [including seminary].
K2543	School or Academy	A building or group of buildings used as an institution for preschool, elementary or secondary study, teaching, and learning [including elementary school and high school].
K2545	Museum, Visitor Center, Cultural Center, or Tourist Attraction	An attraction of historical, cultural, educational or other interest that provides information or displays artifacts.
K2561	Golf Course	A place designed for playing golf.
K2582	Cemetery	A place or area for burying the dead [including burying ground and

MTFCC	Feature Class	Description
		memorial garden].
K2586	Zoo	A facility in which terrestrial and/or marine animals are confined within enclosures and displayed to the public for educational, preservation, and research purposes.
K3544	Place of Worship	A sanctified place or structure where people gather for religious worship; examples include church, synagogue, temple, and mosque.
L4010	Pipeline	A long tubular conduit or series of pipes, often underground, with pumps and valves for flow control, used to transport fluid (e.g., crude oil, natural gas), especially over great distances.
L4020	Powerline	One or more wires, often on elevated towers, used for conducting high-voltage electric power.
L4031	Aerial Tramway/Ski Lift	A conveyance that transports passengers or freight in carriers suspended from cables and supported by a series of towers.
L4110	Fence Line	A manmade barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.
L4121	Ridge Line	The line of highest elevation along a ridge.
L4125	Cliff/Escarpment	A very steep or vertical slope [including bluff, crag, head, headland, nose, palisades, precipice, promontory, rim and rimrock].
L4130	Point-to-Point Line	A line defined as beginning at one location point and ending at another, both of which are in sight.
L4140	Property/Parcel Line (Including PLSS)	This feature class may denote a nonvisible boundary of either public or private lands (e.g., a park boundary) or it may denote a Public Land Survey System or equivalent survey line.
L4150	Coastline	The line that separates either land or Inland water from Coastal, Territorial or Great Lakes water. Where land directly borders Coastal, Territorial or Great Lakes water, the shoreline represents the Coastline. Where Inland water (such as a river) flows into Coastal, Territorial or Great Lakes water, the closure line separating the Inland water from the other class of water represents the Coastline.
L4165	Ferry Crossing	The route used to carry or convey people or cargo back and forth over a waterbody in a boat.
P0001	Nonvisible Linear Legal/Statistical Boundary	A legal/statistical boundary line that does not correspond to a shoreline or other visible feature on the ground.
P0002	Perennial Shoreline	The more-or-less permanent boundary between land and water for a water feature that exists year-round.
P0003	Intermittent Shoreline	The boundary between land and water (when water is present) for a water feature that does not exist year-round.
P0004	Other non-visible bounding Edge (e.g., Census water boundary, boundary of an aerial feature)	A bounding Edge that does not represent a legal/statistical boundary, and does not correspond to a shoreline or other visible feature on the ground. Many such Edges bound area landmarks, while many others separate water features from each other (e.g., where a bay meets the ocean).
R1011	Railroad Feature (Main, Spur, or Yard)	A line of fixed rails or tracks that carries mainstream railroad traffic. Such a rail line can be a main line or spur line, or part of a rail yard.
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit	Mass transit rail lines (including lines for rapid transit, monorails, streetcars, light rail, etc.) that are typically inaccessible to mainstream railroad traffic and whose tracks are not part of a road right-of-way.

MTFCC	Feature Class	Description
R1052	Cog Rail Line, Incline Rail Line, Tram	A special purpose rail line for climbing steep grades that is typically inaccessible to mainstream railroad traffic. Note that aerial tramways and streetcars (which may also be called "trams") are accounted for by other MTFCCs and do not belong in R1052.
S1100	Primary Road	Primary roads are generally divided, limited-access highways within the interstate highway system or under state management, and are distinguished by the presence of interchanges. These highways are accessible by ramps and may include some toll highways.
S1200	Secondary Road	Secondary roads are main arteries, usually in the U.S. Highway, State Highway or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They often have both a local name and a route number.
S1400	Local Neighborhood Road, Rural Road, City Street	Generally, a paved non-arterial street, road, or byway that usually has a single lane of traffic in each direction. Roads in this feature class may be privately or publicly maintained. Scenic park roads would be included in this feature class, as would (depending on the region of the country) some unpaved roads.
S1500	Vehicular Trail (4WD)	An unpaved dirt trail where a four-wheel drive vehicle is required. These vehicular trails are found almost exclusively in very rural areas. Minor, unpaved roads usable by ordinary cars and trucks belong in the S1400 category.
S1630	Ramp	A road that allows controlled access from adjacent roads onto a limited access highway, often in the form of a cloverleaf interchange. These roads are unaddressable and do not carry a name in the MAF/TIGER System.
S1640	Service Drive usually along a limited access highway	A road, usually paralleling a limited access highway, which provides access to structures along the highway. These roads can be named and may intersect with other roads.
S1710	Walkway/Pedestrian Trail	A path that is used for walking, being either too narrow for or legally restricted from vehicular traffic.
S1720	Stairway	A pedestrian passageway from one level to another by a series of steps.
S1730	Alley	A service road that does not generally have associated addressed structures and is usually unnamed. It is located at the rear of buildings and properties and is used for deliveries.
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A road within private property that is privately maintained for service, extractive, or other purposes. These roads are often unnamed.
S1750	Internal U.S. Census Bureau use	Internal U.S. Census Bureau use.
S1780	Parking Lot Road	The main travel route for vehicles through a paved parking area.
S1820	Bike Path or Trail	A path that is used for manual or small, motorized bicycles, being either too narrow for or legally restricted from vehicular traffic.
S1830	Bridle Path	A path that is used for horses, being either too narrow for or legally restricted from vehicular traffic.
S2000	Road Median	The unpaved area or barrier between the carriageways of a divided road.

APPENDIX G. ACCEPTABLE LINEAR FEATURES FOR STATISTICAL BOUNDARIES

Below is a list of linear features that make acceptable or questionable statistical geography boundaries. Refer to this list while reviewing existing boundaries, but also when creating new geographies or modifying existing boundaries. Except in instances described in **Table 5** for non-visible boundaries, this appendix is the source for the Census Bureau during their review of participant submissions. A complete list of MAF/TIGER Classification Codes (MTFCCs) is located on the Census Bureau's geography reference website: <https://www.census.gov/geo/reference/mtfcc.html>.

Table 61: Acceptable Linear Features for Statistical Boundaries

Feature Name	MTFCC	Acceptable	Questionable
Aerial Tramway/Ski Lift	L4031	X	
Alley	S1730	X	
Bike Path or Trail	S1820		X
Braided Stream	H3013	X	
Bridle Path/Horse Trail	S1830		X
Canal, Ditch, or Aqueduct (intermittent)	H3020		X
Canal, Ditch, or Aqueduct (perennial)	H3020	X	
Carline, Streetcar Track, Monorail, Other Mass Transit Rail	R1051	X	
Cliff/Escarpment	L4125	X	
Cog Rail Line, Incline Rail Line, Tram	R1052	X	
Dam	C3027	X	
Fence Line	L4110		X
Ferry Crossing	L4165	X	
Intermittent Shoreline	P0003		X
Interstate Highway or Primary Road with limited access	S1100	X	
Levee	C3024	X	
Local Neighborhood Road, Rural Road, City Street	S1400	X	
Parking Lot Road	S1780		X
Perennial Shoreline	P0002	X	
Pier/Dock	K2432	X	
Pipeline (above ground)	L4010	X	
Point-to-Point Line	L4130		X
Power line (above ground, high tension)	L4020	X	
Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads	S1200	X	

Feature Name	MTFCC	Acceptable	Questionable
Private Driveway	S1750		X
Private Road for service vehicles (logging, oil fields, ranches, etc.)	S1740		X
Property/Parcel Line (PLSS, airport, airfield, military installation or other)	L4140		X
Railroad Feature (Main, Spur, or Yard)	R1011	X	
Ridge Line	L4121	X	
Runway/Taxiway	K2459	X	
Service Drive/Service Road (usually along limited access highway)	S1640	X	
Stairway	S1720		X
Stream/River (intermittent)	H3010		X
Stream/River (perennial)	H3010	X	
Vehicular Trail (4WD)	S1500		X
Walkway/Pedestrian Trail	S1710		X

APPENDIX H. STANDARD STREET TYPE ABBREVIATIONS

The street name types and their abbreviations shown below provide background to PSAP participants that may need to add linear features in order to split statistical geographies. Use the standard street type abbreviations to assign the street type to any newly added linear features that are streets.

Table 62: Standard Street Type Abbreviations

Street Type	Standard Abbreviation
ALLEY	ALY
ANEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING

Street Type	Standard Abbreviation
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GLENS	GLNS
GREEN	GRN
GREENS	GRNS
GROVE	GRV
GROVES	GRVS
HARBOR	HBR
HARBORS	HBRS
HAVEN	HVN
HEIGHTS	HTS
HIGHWAY	HWY
HILL	HL
HILLS	HLS
HOLLOW	HOLW
INLET	INLT
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
JUNCTION	JCT

Street Type	Standard Abbreviation
JUNCTIONS	JCTS
KEY	KY
KEYS	KYS
KNOLL	KNL
KNOLLS	KNLS
LAKE	LK
LAKES	LKS
LAND	LAND
LANDING	LNDG
LANE	LN
LIGHT	LGT
LIGHTS	LGTS
LOAF	LF
LOCK	LCK
LOCKS	LCKS
LODGE	LDG
LOOP	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNRS
MEADOW	MDW
MEADOWS	MDWS
MEWS	MEWS
MILL	ML
MILLS	MLS
MISSION	MSN
MOTORWAY	MTWY
MOUNT	MT
MOUNTAIN	MTN
MOUNTAINS	MTNS
NECK	NCK
ORCHARD	ORCH
OVAL	OVAL
OVERPASS	OPAS
PARK	PARK
PARKS	PARK
PARKWAY	PKWY
PARKWAYS	PKWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PIKE	PIKE
PINE	PNE
PINES	PNES
PLACE	PL
PLAIN	PLN
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
POINTS	PTS
PORT	PRT

Street Type	Standard Abbreviation
PORTS	PRTS
PRAIRIE	PR
RADIAL	RADL
RAMP	RAMP
RANCH	RNCH
RAPID	RPD
RAPIDS	RPDS
REST	RST
RIDGE	RDG
RIDGES	RDGS
RIVER	RIV
ROAD	RD
ROADS	RDS
ROUTE	RTE
ROW	ROW
RUE	RUE
RUN	RUN
SHOAL	SHL
SHOALS	SHLS
SHORE	SHR
SHORES	SHRS
SKYWAY	SKWY
SPRING	SPG
SPRINGS	SPGS
SPUR	SPUR
SPURS	SPUR
SQUARE	SQ
SQUARES	SQS
STATION	STA
STRAVENUE	STRA
STREAM	STRM
STREET	ST
STREETS	STS
SUMMIT	SMT
TERRACE	TER
THROUGHWAY	TRWY
TRACE	TRCE
TRACK	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TUNNEL	TUNL
TURNPIKE	TPKE
UNDERPASS	UPAS
UNION	UN
UNIONS	UNS
VALLEY	VLY
VALLEYS	VLYS
VIADUCT	VIA
VIEW	VW
VIEWS	VWS

Street Type	Standard Abbreviation
VILLAGE	VLG
VILLAGES	VLGS
VILLE	VL
VISTA	VIS
WALK	WALK
WALKS	WALK
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS

APPENDIX I. SHAPEFILE NAMES

State-based shapefiles exist for use within GUPS. Participants need not worry about opening these files independently from GUPS. The information in this section serves as basic metadata about the files used by GUPS.

PVS_18_v2_<layername>_<SS>.shp, where <SS> is the number corresponding FIPS number for the state, (e.g., "24" corresponds to Maryland) and <layername> is the abbreviation for the shapefile layer, describe in detail below. For example, PVS_18_v2_tbg_24.shp is the tribal block group shapefile layer for Maryland.

Table 63: State Shapefiles Names

Shapefile Layer	<layername>
American Indian Areas (AIA) – Legal	aial
2010 American Indian Areas (AIA) – Legal	aial2010
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Alaska Native Regional Corporations (ANRC) – State 02 only	anrc
Block Area Group	bag
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Congressional Districts	cd
Census Designated Place	cdp
Counties and Equivalent Areas	county
2010 Counties and Equivalent Areas	county2010
Elementary School Districts	elsd
Hawaiian Home Lands (HHL) – State 15 only	hhl
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Incorporated Places	place
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative District Upper Chambers	sldu
State	state
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Urban Area	uac
Unified School District State-Based	unsd

County-based shapefiles exist for use within GUPS. Participants need not worry about opening these files independently from GUPS. The information in this section serves as basic metadata about the files used by GUPS.

PVS_18_v2_<layername>_<SSCCC>.shp, where <SSCCC> is the number corresponding FIPS number for the state and county, (e.g. "24001" corresponds to Allegany County, Maryland) and <layername> is the abbreviation for the shapefile layer, describe in detail below. For example, PVS_18_v2_curtracts_24001.shp is the current census tract shapefile layer for Allegany County,

Maryland. The source of the census tracts is still the 2010 geography, but if spatial updates occurred to the 2010 census tracts, they are reflected in this layer, not the tract2010 layer.

Table 64: County Shapefiles Names

Shapefile Layer	<layername>
American Indian Areas (AIA) – Legal	aial
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Alaska Native Regional Corporations (ANRC) – State 02 only	anrc
Area Landmark	arealm
Block Area Group	bag
Block Groups	bg
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Census County Division	ccd
Congressional Districts	cd
Census Designated Place	cdp
Consolidated Cities	concity
Counties and Equivalent Areas	county
Census Tracts - Current	curtracts
All Lines	edges
Elementary School Districts	elsd
Topological Faces (2-cells with all geocodes)	faces
Hawaiian Home Lands (HHL) – State 15 only	hhl
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Offsets	offset
Incorporated Places	place
Point Landmarks	pointlm
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative Districts Upper	sldu
Subbarrios – State 72 only	submcd
Census Blocks - Current	tabblock
2010 Census Blocks	tabblock2010
2010 Traffic Analysis Delineation	tad2010
2010 Traffic Analysis Zones	taz2010
Tribal Block Groups	tbg
Tribal Census Tracts	tct
2010 Census Tracts	tracts2010
Census Urban Areas	uac
Urban Growth Area	uga
Unified School Districts	unsd
Voting Tabulation Districts	vtd
Hydrography - Area	water
Relationship Tables	**<layername>**
Address Ranges	addr
Topological Faces - Area Landmark Relationship	areafaces
Topological Faces - Area Hydrography Relationship	hydrofaces
Linear Feature Names - Fielded	allnames

APPENDIX J. SHAPEFILE LAYOUTS

This appendix includes several tables with the most common shapefiles used in 2020 Census PSAP and their file layout.

Table 65: Edges Shapefile (PVS_18_v2_edges)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	8	String	Type of shape (Polyline)
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
TLID	10	Integer	TIGER/Line Permanent Edge ID
TFIDL	10	Integer	TIGER/Line Permanent Face ID (left)
TFIDR	10	Integer	TIGER/Line Permanent Face ID (right)
MTFCC	5	String	MAF/TIGER Feature Classification Code
FIDELITY	1	String	Indication to a respondent when their entity boundary has changed through spatial enhancement
FULLNAME	40	String	Decoded feature name with abbreviated qualifier, direction, and feature type
SMID	22	Double	Spatial Tmeta ID
SMIDTYPE	1	String	Spatial type
BBSPFLG	1	String	Redistricting data project participant's submitted request of an EDGE for selection as a block boundary
CBBFLG	1	String	Indicates the status of an EDGE for a selection as a block boundary
BBSP_2020	1	String	New BBSP flag
CHNG_TYPE	4	String	Type of linear feature update
JUSTIFY	150	String	Justification of change
LTOADD	10	String	Left To address
RTOADD	10	String	Right To address
LFROMADD	10	String	Left From address
RFROMADD	10	String	Right From address
ZIPL	5	String	Left 5-digit ZIP Code
ZIPR	5	String	Right 5-digit ZIP Code
EXTTYP	1	String	Extension type
MTUPDATE	10	Date	Date of last MAF/TIGER update to the edge
RTTYP	1	String	Route type
GUPS	80	String	Used internally by GUPS during digitizing

Table 66: Address Ranges Attribute File (PVS_18_v2_addr)

Attribute Field	Length	Type	Description
OID	8	String	Object ID
TLID	10	Integer	TIGER/Line Permanent Edge ID
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
FROMHN	12	String	From house number
TOHN	12	String	To house number
SIDE	1	String	Side of feature indicator flag (L or R)
ZIP	5	String	5-digit ZIP Code
PLUS4	4	String	ZIP+4 Code
LFROMADD	10	String	Left From address
LTOADD	10	String	Left To address
RFROMADD	10	String	Right From address
RTOADD	10	String	Right To address
ZIPL	5	String	Left 5-digit ZIP Code
ZIPR	5	String	Right 5-digit ZIP Code
ZIP4L	4	String	Left ZIP+4 Code
ZIP4R	4	String	Right ZIP+4 Code

Table 67: Tribal Block Group Shapefile (PVS_18_v2_tbg)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS state code (56)
TTRACTCE	6	String	Tribal census tract code (T00101)
TBLKGRPCE	1	String	Tribal block group code (A)
TBLKGRPID	12	String	AIANHCE, TTRACTCE, and TBLKGRPCE (4610T00101A)
AIANNHCE	4	String	Census AI/AN/NH area code (4610)
PARTFLG	1	String	Indicates if only part of a feature is represented (Y or N)
CHNG_TYPE	2	String	Code for type of area update (M, B, E, and G)
EDITED	1	String	GUPS updates to indicate an edit by the participant
HOUSING10	10	Integer	2010 housing unit count
JSTFY_CNTG	150	String	Justification entered by participant to retain noncontiguous statistical geography
JSTFY_SLU	150	String	Justification entered by participant for a special use measurement threshold
JUSTIFY	150	String	Justification of change to attribute of tribal block group
POP10	10	Integer	2010 population count
TBTRACTID	11	String	AIANHCE and TTRACTCE (4610T00101)

Table 68: Tribal Census Tract Shapefile (PVS_18_v2_tct)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS state code (56)
TTRACTCE	6	String	Tribal census tract code (T00101)
NAME	100	String	Tribal census tract code with decimal if applicable (T001.01) used as label
TTRACTTYP	1	String	Tribal census tract characteristic flag
AIANNHCE	4	String	Census AI/AN/NH area code (4610)
TBTRACTID	11	String	Census AI/AN/NH area code and TTRACTCE (4610T00101)
PARTFLG	1	String	Partial flag indicator
CHNG_TYPE	2	String	Code for type of area update (M, B, E, and G)
EDITED	1	String	GUPS updates to indicate an edit by the participant
HOUSING10	10	Integer	2010 housing unit count
JSTFY_CNTG	150	String	Justification entered by participant to retain noncontiguous statistical geography
JSTFY_NAME	150	String	Justification entered by participant when the name is changed
JSTFY_SLU	150	String	Justification entered by participant for a special use measurement threshold
JUSTIFY	150	String	Justification of change to attribute of tribal census tract
POP10	10	Integer	2010 population count
RELATE	120	String	Relationship description

Table 69: Census Designated Place Shapefile (PVS_18_v2_cdp)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS State code
COUNTYFP	3	String	FIPS County code
PLACEFP	5	String	FIPS 55 Place code
PLACENS	8	String	ANSI feature code for the place
NAMELSAD	100	String	Name with translated LSAD
LSAD	2	String	Legal / Statistical Area description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing and entity
PARTFLG	1	String	Indicates if only part of a feature is represented (Y or N)
CHNG_TYPE	2	String	Code for type of area update (E, B, G, and X)
EFF_DATE	8	Date	Effective date or vintage
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage updated with returned data
POP10	10	Integer	2010 population count
HOUSING10	10	Integer	2010 housing unit count
JSTFY_NAME	150	String	Justification entered by participant when the name is changed

Table 70: American Indian Areas – Legal Shapefile (PVS_18_v2_aial)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS state code (56)
AIANNHCE	4	String	Census AIANNH code (4610)
COMPTYP	1	String	Indicates if Reservation, Trust Land, or both are present (R, T, or B)
AIANNHFSR	1	String	Flag Indicating level of recognition of an AIA, AN, or NH
NAMELSAD	100	String	Name with translated LSAD (Wind River Reservation)
AIANNHNS	8	String	ANSI numeric identifier for AIA, AN, or NH areas
LSAD	2	String	Legal / Statistical Area description
FUNCSTAT	1	String	Functional status (A for active)
CLASSFP	2	String	FIPS 55 class code describing an entity
PARTFLG	1	String	Partial flag indicator (Y or N)
CHNG_TYPE	2	String	Code for type of area update
EFF_DATE	8	Date	Effective date
AUTHTYPE	1	String	Authorization Type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Acreage of area update
RELATE	120	String	Relationship description
JUSTIFY	150	Char	Justification of change to attribute of AIA
NAME	100	String	AIA name (Wind River)
VINTAGE	2	String	Vintage updated with returned data
JSTFY_NAME	150	String	Justification entered by participant when the name is changed

Table 71: American Indian Areas – Statistical Shapefile (PVS_18_v2_aias)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS state code (22)
AIANNHCE	4	String	Census AIANNH code (9515)
COMPTYP	1	String	Indicates if Reservation, Trust Land, or both are present (R, T, or B)
AIANNHFSR	1	String	Flag Indicating level of recognition of an AIA, AN, or NH
NAMELSAD	100	String	Name with translated LSAD (Apache Choctaw SDTSA)
AIANNHNS	8	String	ANSI numeric identifier for AIA, AN, or NH areas (02418775)
LSAD	2	String	Legal / Statistical Area description
FUNCSTAT	1	String	Functional status (S for statistical)
CLASSFP	2	String	FIPS 55 class code describing an entity
PARTFLG	1	String	Indicates if only part of a feature is represented (Y or N)
CHNG_TYPE	2	String	Code for type of area update
EFF_DATE	8	Date	Effective date
RELATE	120	String	Relationship description
JUSTIFY	150	Char	Justification of change to attribute of AIA
NAME	100	String	AIA name (Apache Choctaw)
VINTAGE	2	String	Vintage updated with returned data
JSTFY_NAME	150	String	Justification entered by participant when the name is changed

Table 72: County and Equivalent Areas Shapefile (PVS_18_v2_county)

Attribute Field	Length	Type	Description
FID	1	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS state code
COUNTYFP	3	String	FIPS county code
COUNTYNS	8	String	ANSI feature code for the county or equivalent feature
NAMELSAD	100	String	Name with translated LSAD code
LSAD	2	String	Legal/Statistical Area description code
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing an entity
CHNG_TYPE	2	String	Code for type of area update
EFF_DATE	8	Date	Effective date or vintage
AUTHTYPE	1	String	Authorization type (O – Ordinance, R – Resolution, L – Local Law, S – State Level Action, X – Other)
DOCU	120	String	Supporting documentation
FORM_ID	4	String	Record ID (GUPS only)
AREA	10	Double	Acreage of area update
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change to attribute of the county or equivalent area
NAME	100	String	Entity name
VINTAGE	2	String	Vintage updated with returned data

2020 Census Participant Statistical Areas Program (PSAP) Tribal Respondent Guide

Instructions for Using Paper Maps

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TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

INTRODUCTION

A. General Information

The 2020 Census Participant Statistical Areas Program (PSAP) provides designated participants the opportunity to review and suggest changes to the boundaries and names for statistical geographic areas, based on U.S. Census Bureau criteria and guidelines. Tribal governments and data users often need data by smaller, statistical geographies for planning purposes. The Census Bureau uses these statistical geographies, in addition to the legal geographies, to tabulate and disseminate data for the Decennial Census, Economic Census, and American Community Survey (ACS).

The Census Bureau establishes and maintains both standard and tribal statistical geographies solely for statistical purposes and does not take into account or attempt to anticipate any non-statistical uses that may be made of their definitions. The Census Bureau will not modify the criteria for, or boundaries of, statistical areas to meet the requirements of any non-statistical program. Subsequent sections of this Respondent Guide detail each statistical geography's criteria, standards, and thresholds. In addition, the *Federal Register* notices also provide a formal resource for the criteria, standards, and thresholds.

The Census Bureau intends for the PSAP to be a process open to all interested parties and strongly recommends that primary participants seek input from other tribal census data users and stakeholders. Tribal participants bring an important wealth of knowledge necessary to delineate statistical areas that best meet tribal needs and development patterns. The census data disseminated by the tribal geographies help tribal leaders and decision makers understand what their communities need. Many tribal communities use census information to attract new business, plan for growth, plan new facilities, and new programs for the communities they serve**.**

B. The 2020 Census Participant Statistical Areas Program (PSAP)

For 2020, there are two categories of statistical geographies eligible for review and update during PSAP: standard statistical geography and tribal statistical geography. Tribal statistical geographies were part of the Tribal Statistical Areas Program (TSAP) for 2010, but are part of PSAP for 2020. **Part One:** of this respondent guide details the criteria for the tribal statistical geographies.

Standard statistical geography includes the following:

- Census tracts.
- Block groups.
- Census designated places (CDPs).
- Census county divisions (CCDs), in 21 states.

Tribal statistical geography includes the following:

- Tribal census tracts.
- Tribal block groups.
- Census designated places (CDPs).
- Alaska Native village statistical areas (ANVSAs).
- Oklahoma tribal statistical areas (OTSAs) and OTSA tribal subdivisions.

- Tribal Designated Statistical Areas (TDSAs).
- State Designated Tribal Statistical Areas (SDTSAs).
- Alaska Native Regional Corporations (ANRCs) and State American Indian Reservations (SAIRs).[1]

All tribal statistical participants receive paper maps for 2020 Census PSAP. Federally recognized American Indian Areas (AIA) with a reservation and/or off-reservation trust land can use the Census Bureau's Geographic Update Partnership Software (GUPS) instead of paper maps to make updates to tribal census tracts, tribal block groups, and census designated places. The details on the use of GUPS to update those three geographies are in the Tribal GUPS Respondent Guide located on the PSAP website.

IMPORTANT: AIA participants must use either paper maps or GUPS, but not both to complete their 2020 Census PSAP work. The Census Bureau only accepts one method of update per tribal participant.

To gain a better understanding of how PSAP geographies relate to one another and to other geographies, refer to **Figure 1** and **Figure 2**.

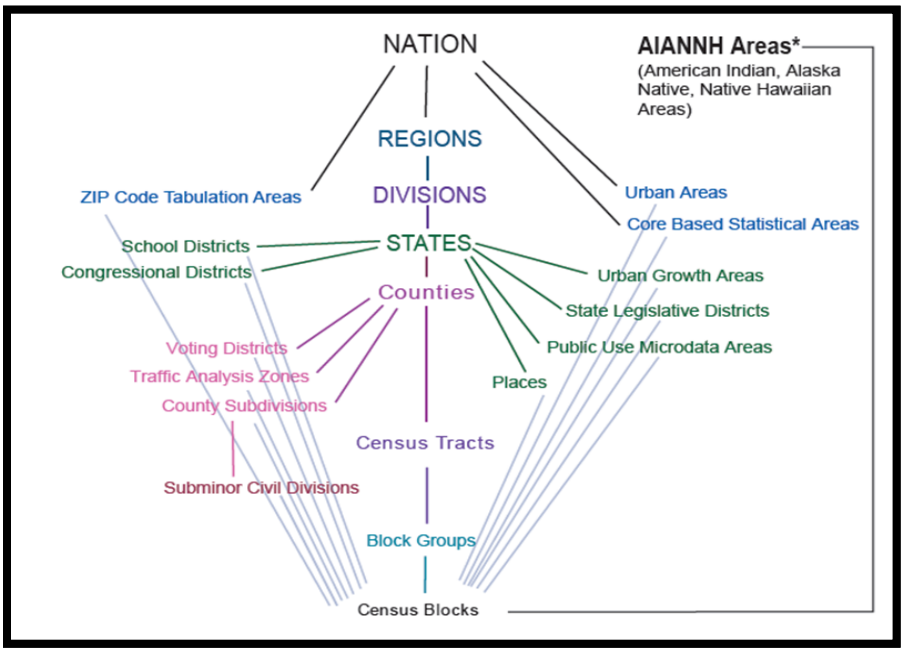


Figure 1. Standard Hierarchy of Census Geographic Entities

[1] ANRCs and SAIRs are not statistical areas, but they are included in 2020 Census PSAP for administrative reasons.

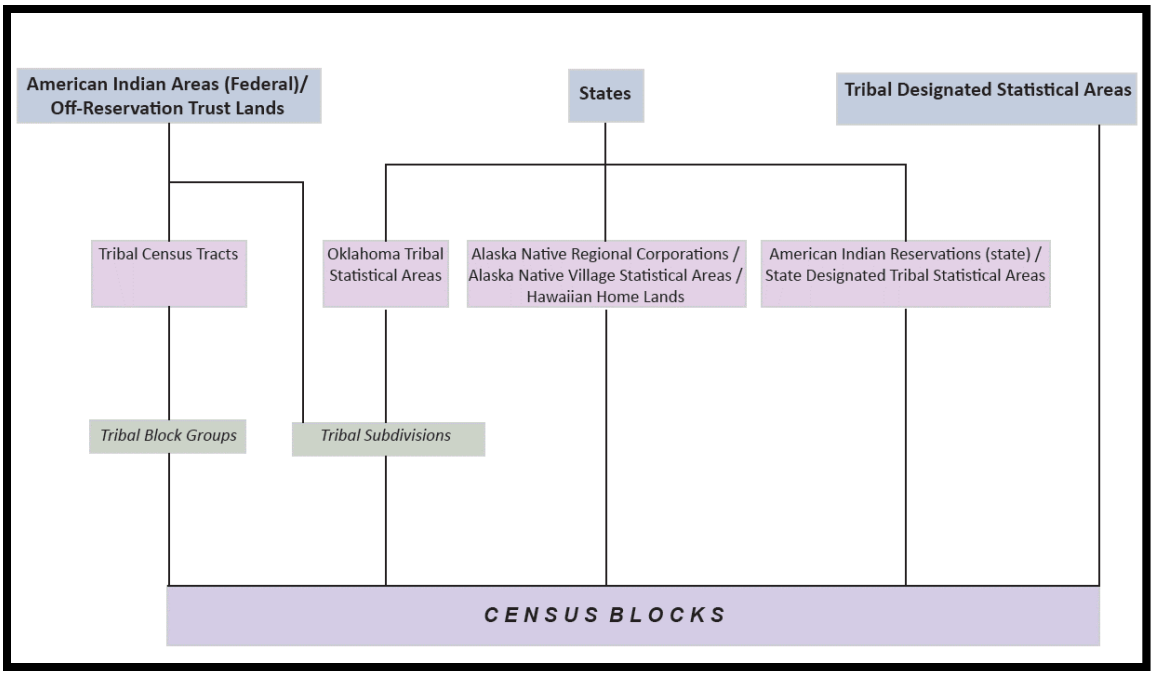


Figure 2. Hierarchy of American Indian, Alaska Native, and Native Hawaiian Areas

C. The Boundary and Annexation Survey (BAS)

The Boundary and Annexation Survey (BAS) is the annual Census Bureau survey of legal geographic entities that includes federal American Indian reservations (AIRs), off-reservation trust lands (ORTLs), and any associated tribal subdivisions. Whereas the PSAP provides the process for reviewing and updating the AIAs that are statistical geographic entities, the BAS provides the process for reviewing and updating AIAs that are legal federal geographic entities, such as the reservation itself, legal tribal subdivisions and ORTLs. Its purpose is to determine, solely for data collection and tabulation by the Census Bureau, the complete and current inventory and the correct names, legal descriptions, official status, and official, legal boundaries of the legal geographic entities with governmental authority over certain areas within the United States, as of January 1 of the survey year. The BAS also collects specific information to document the legal actions that established a boundary or imposed a boundary change. In support of the government-to-government relationship with federally recognized American Indian tribes, the Census Bureau works directly with tribal officials on the BAS. Through the BAS, the Census Bureau also accepts updates to features such as roads or rivers, and address range break information at the boundaries. To update the legal boundaries for a reservation, off-reservation trust lands or legal tribal subdivisions, please participate in the BAS.

For information regarding the BAS, consult the Census Bureau's BAS website at <https://www.census.gov/programs-surveys/bas.html>. For questions, email geo.bas@census.gov or call 1-800-972-5651.

D. 2020 Census PSAP Schedule

Table 1 provides the PSAP program schedule and timeframe for completion of the various tasks. Understanding the 2020 Census PSAP schedule is important for participants to prepare for the delineation and verification phases.

Table 1: 2020 Census PSAP Schedule

Date	Event
March-May 2018	Census Bureau contacted 2010 Census TSAP participants to inquire about 2020 Census PSAP participation.
July 2018	Census Bureau began sending 2020 Census PSAP invitation materials to participants.
January 2019	PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
January 2019	PSAP webinar trainings begin.
July 2019	Census Bureau sends official communication notifying closeout of PSAP delineation phase.
January 2020	PSAP verification phase begins. Participants have 90 calendar days to review updates.
October 2020	Census Bureau conducts closeout of the 2020 Census PSAP.

Participants have a maximum of 120 days from the receipt of materials to complete and submit any statistical geography updates to the Census Bureau. The closeout of the delineation phase begins in the summer of 2019 prior to the start of the verification phase in January 2020. A final closeout occurs after the conclusion of the verification phase in October 2020.

In March 2018, the Census Bureau began contacting previous participants from the 2010 program, regional multi-county organizations, local governments, state data centers, and other interested individuals to solicit participation in the 2020 Census PSAP.[2] The Census Bureau began formally inviting the interested participants in July 2018.

E. Training and Support

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines, and procedures; and providing information concerning specific situations that participants encounter when reviewing, delineating, and submitting their statistical area plans. The Census Bureau plans to conduct training webinars to provide instruction on participating in PSAP. The webinar schedule and this respondent guide are available at <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. For questions concerning specific programmatic questions, support is available via telephone at 1-844-788-4921 and email at geo.psap@census.gov.

[2] For Census Bureau purposes, the term "county" includes parishes in Louisiana; boroughs, city and boroughs, municipalities, and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; districts and islands in American Samoa, and districts in the U.S. Virgin Islands; municipalities in the Commonwealth of the Northern Mariana Islands; municipios in the Commonwealth of Puerto Rico; and the areas constituting the District of Columbia and Guam. Henceforth in this document, the term "counties" will refer to all of these entities.

F. Respondent Guide Organization

In addition to providing the criteria and programmatic guidelines necessary to define and update tribal statistical geographies, this guide provides 2020 Census PSAP participants with instructions for updating the tribal statistical geographies using paper maps. By using this guide and adhering to the PSAP guidelines and criteria, participants learn to utilize the paper maps to review and update a variety of tribal statistical geographies and submit their final updates to the Census Bureau. They also learn about the next steps for PSAP. This guide contains three parts.

Part One: Overview of the 2020 Census PSAP Materials and Tribal Statistical Geographies[3]
This section provides an overview of the 2020 Census PSAP delineation materials and summarizes the criteria and guidelines for each of the tribal statistical geographies mentioned in **Part B** of the Introduction. Participants use the content within this section to familiarize themselves with the materials provided by the Census Bureau and with the background of the tribal statistical geographies within their tribal entity.

Note: In order to eliminate duplication of instruction, use the chapters within this section in conjunction with the information presented in **Part Two:**.

Part Two: Reviewing, Updating, and Submitting 2020 Census PSAP Maps

This section provides the procedures for updating the paper map products and provides examples of performing the most common updates on the paper maps. It describes preparing the updated paper maps for submission to the Census Bureau and provides shipping instructions to ensure receipt of the updated materials by the Census Bureau's National Processing Center.

Part Three: Next Steps in 2020 Census PSAP

This section provides information on the next steps for 2020 Census PSAP. It includes information for participants on the Census Bureau's processing of submissions, the upcoming verification phase, and the final closeout phase after verification.

IMPORTANT: Due to operational updates, some minor discrepancies may occur between the appearance of examples in this documentation and the actual materials.

[3] Within the document, **bold, blue colored font** denotes the presence of a cross-referenced hyperlink to other sections, figures, tables, or appendices. Use the Ctrl key and click of left mouse button while hovering over these **bold, blue words** to skip directly to the linked item. The "**Part One**" above is the first cross-reference hyperlink in this document.

PART ONE: OVERVIEW OF THE 2020 CENSUS PSAP MATERIALS AND TRIBAL STATISTICAL GEOGRAPHIES

This portion of the Respondent Guide lays the programmatic foundation for the remainder of the document and provides a reference for **Part Two:**. It provides an overview of the 2020 Census PSAP delineation materials and an overview of each of the tribal statistical geographies.

The goal of PSAP is to produce meaningful statistical geographies for data users while maintaining consistent statistical geography nationwide. It is the Census Bureau's responsibility to ensure nationwide uniformity in applying the statistical area criteria and guidelines. As a result, we may require some changes in the boundaries or delineation of some statistical areas to meet the national standard.

Tribal participants refer to **Table 2** to determine what level of tribal statistical geographies they are eligible to review and update. Refer to **Appendix F**. for details on the TIGERweb online mapping tool that can assist participants during 2020 Census PSAP.

Table 2: Tribal Statistical Areas Delineation Eligibility

Tribal Participant	Tribal Statistical Areas Eligible for Delineation
Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL) with population >= 2,400 or housing units (HUs) >= 960.	Tribal census tracts, tribal block groups, and census designated places (CDPs).
Federally recognized tribe with an AIR and/ ORTL with population >= 1,200 and < 2,400 or HUs >= 480 and <960.	Tribal block groups and census designated places (CDPs). One tribal census tract covering same area as the AIR and/or ORTL.
Federally recognized tribe with an AIR and/ ORTL with population < 1,200 or HUs < 480.	Census designated places (CDPs). One tribal census tract and one tribal block group covering same area as the AIR and/or ORTL.
Alaska Native village (federally or Alaska Native Claims Settlement Act (ANCSA) recognized).	Alaska Native village statistical areas (ANVSAs).
Alaska Native Regional Association (ANRA).	Alaska Native Regional Corporation (ANRC) boundaries[4].
Federally recognized tribe in Oklahoma with a former AIR in Oklahoma.	Census designated places (CDPs), Oklahoma tribal statistical areas (OTSAs), and OTSA tribal subdivisions.[5]
Federally recognized tribe without an AIR or ORTL.	Tribal designated statistical areas (TDSAs).
State recognized tribe without an AIR through the state liaison	State designated tribal statistical areas (SDTSAs).
State recognized tribe with a state recognized AIR through the state liaison.	State recognized American Indian Reservations (SAIRs).

[4] ANRAs can review current ANVSA boundaries and propose edits to ANVSAs that declined to provide updates.

[5] The Census Bureau collects tribal subdivisions for federally recognized tribes with an AIR and/or ORTL during the Census Bureau's annual Boundary and Annexation Survey (BAS). The Census Bureau does not expect changes to tribal subdivisions, aside from the OTSA tribal subdivisions, during the 2020 Census PSAP.

CHAPTER 1. DELINEATION PHASE MATERIALS FOR 2020 CENSUS PSAP

This chapter focuses on identifying the materials participants receive for the delineation phase. The Census Bureau uses FedEx to deliver these materials in order to track the shipment and expedite delivery to participants.

1.1 Informational and Instructional Materials

The Census Bureau provides this Respondent Guide with detailed instructions for conducting the 2020 Census PSAP work using paper map materials. To support tribal participants' review and update of their statistical geographies for the 2020 Census, the Census Bureau created informational materials in the form of individual Quick Reference Guides that summarize each tribal statistical area. The Census Bureau generated lists of 2010 population and housing counts that identify the counts for each tribal census tract and tribal block group. Lists of the 2010 counts exist for each federally recognized tribe with an AIR and/or ORTL.

Review **Table 3** to identify each piece of informational and instructional material distributed by the Census Bureau for tribal statistical geographies and to identify the tribal participants receiving those materials.

Table 3: Quick Reference and Respondent Guide Materials for Tribal Participants

Document ID	Name of Material	Tribal Participant(s) Receiving Material
G-600	Quick Reference: Tribal Block Groups	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
G-610	Quick Reference: Tribal Census Tracts	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL).
G-615	Quick Reference: Census Designated Places	Federally recognized tribe with an American Indian reservation (AIR) and/or off-reservation trust land (ORTL) and federally recognized tribe in Oklahoma with a former AIR in Oklahoma.
G-620	Quick Reference: Tribal Designated Statistical Areas	Federally recognized tribe without an AIR or ORTL.
G-621	Quick Reference: State Designated Tribal Statistical Areas	State recognized tribe without an AIR through state liaison.
G-622	Quick Reference: Alaska Native Village Statistical Areas	Alaska Native village (federally or Alaska Native Claims Settlement Act <ANCSA> recognized) and Alaska Native Regional Association (ANRA).
G-623	Quick Reference: Oklahoma Tribal Statistical Areas and Tribal subdivisions of Oklahoma Tribal Statistical Areas	Federally recognized tribe in Oklahoma with a former AIR in Oklahoma.
G-625	Quick Reference: State American Indian Reservations	State recognized tribe with a state recognized AIR through state liaison.
G-700	Tribal Paper Respondent Guide	All tribal participants.

The 2010 population and housing counts Microsoft Excel file and printed list includes information for every tribal census tract and tribal block group. The naming convention for this file is "AIA<AIANNHCE>_2010_Pop_and_Housing_counts.xlsx," *where AIANNHCE is the four-digit Census area code for the tribal entity, where AI is American Indian, AN is Alaska Native, and NH is Native Hawaiian*. The list includes the following fields of information:

- AIA_NAME is the common name of the American Indian Area.
- AIANNHCE is the four-digit Census AI/AN/NH area code.
- TTRACTCE is the six-digit tribal census tract code (four-digit tribal census tract with two-digit suffix), without the decimal point character. For the 2010 tribal census tracts, there were no suffixes, so these appear as (T00100) in the list.
- NAME is the common "name" of the tribal census tract. It is without the suffix information (T001).
- TBLKGRPCE is the one-character tribal block group code.
- TTRACTPOP is the population of the tribal census tract. It repeats if there is more than one tribal block group in the tribal census tract.
- TTRACTHOUSING is the housing count of the tribal census tract. It repeats if there is more than one tribal block group in the tribal census tract.
- TBGPOP is the population of the tribal block group.
- TBGHOUSING is the housing county of the tribal block group.

Federally recognized tribes with an AIR and/or ORTL can use the information contained in the list to identify tribal census tracts and tribal block groups that fall outside of the population and housing thresholds explained in **Table 6** and **Table 8**, respectively. The tribal geographies falling outside the thresholds need review for potential updates. Refer to **Section Chapter 11** for information regarding using the list to review tribal census tracts and tribal block groups.

The Census Bureau provides all of these informational and instructional materials in printed and digital formats. Locate the digitally formatted materials on the PSAP website as well as on the "Supplemental disc" described in **Section 1.2.2.**

1.2 Map Materials

For 2020 Census PSAP, the Census Bureau provides all tribal entities with paper map materials and for reference only, Adobe .pdf files of the paper maps. Participants do not update the Adobe .pdf files. If tribal statistical updates are necessary or requested, tribal participants must use the paper maps.

1.2.1 Paper Maps

The Census Bureau generates large format (36" x 32") paper maps for use by tribal entities in the 2020 Census PSAP. The types of paper maps vary depending on the size and mapping complexity of each tribal entity. Tribal entities with small land area may only receive a single, large format map sheet while those with large area may receive an index map, a series of parent maps, and a number of inset maps. Retain the delineation materials shipment packaging (i.e., map tubes, box, or envelope) for use in returning updated materials, as described in **Section Chapter 13**.

There are three types of large format maps: Index, Parent, and Inset. An index map covers the complete geographic extent of the tribal participants' legally or statistically defined area divided into numbered grids. These grids correspond to an area covered by a parent map. Index maps exist for tribal participants with more than one parent sheet and are for reference purposes only. A parent map shows a detailed version of section for each of the grids from the index map. They show detail for features and the statistical geographies. Inset maps do not exist for every tribal participant. They show finer details of areas within the parent map where the feature network is too dense to represent clearly at the map scale of the parent map. Think of the inset map as a "blow-up" of a specific area. Make the map updates to the parent or inset sheets, not the index sheet. See **Figure 3** for a visual of the relationship between Index, Parent, and Inset maps.

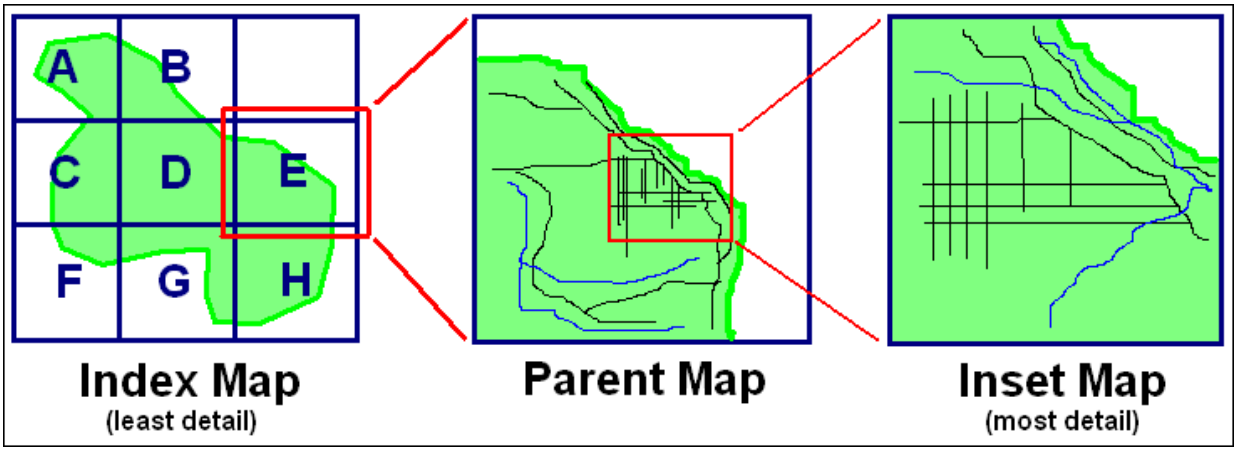


Figure 3. Illustration of Index, Parent, and Inset Map Relationships

The large format maps contain information within the map border including the map title, corner sheet coordinates, disclaimer information, data source information, projection information, number of total sheets, tribal entity information, key to adjacent areas (if there are multiple map sheets), a barcode, a scale, a north arrow, and the legend.

See **Appendix G**. 0for a detailed view of the large format map legend. The legend includes some of the same information found on a typical road map, such as streets and roads, water features, and legal boundaries. However, the large format maps used for PSAP display information with symbols unique to the Census Bureau.

1.2.2 Adobe Portable Document Format (.pdf) Files

The accompanying Adobe .pdf files of the paper maps are reference material only and located on the "Supplemental disc." These files contain the tribal entity's index map and all the parent and inset maps bundled into one file. There are a few instances where more than one bundled .pdf file exists for tribal entities. The lower right corner of the map provides information about the total number of map sheets within the set.

View these .pdf files using Adobe Reader (or Adobe Acrobat Professional) software. They may display improperly with other software. On the "Supplemental disc," participants find a "/maps" directory. Within this directory, the following materials exist:

- ReadMe.txt – provides instructions to use Adobe software and Adobe Reader download instructions if participants need the software to view the .pdf files.
- PSAP20<EntType><EntCode>.pdf – contains images of the large format paper maps. One or more bundled .pdf files complete the map package for a given tribal area. See **Table 4** for explanation of the entity types, entity codes, and file name examples.

Table 4: Entity Type and Entity Codes for Large Format Maps

<ENTTYPE> is Entity Type	<ENTCODE> is Entity Code	Example
FR = Federal AIR	BASID	PSAP20FR49900010010.pdf (Map for Acoma Pueblo and ORTL).
SR = State AIR	BASID	PSAP20SR49906139400.pdf (Map for Tama Reservation).
NV = ANVSA (area)	BASID	PSAP20NV49903906015.pdf (Map for Akhiok ANVSA as an area).
NVP = ANVSA (point)	BASID	PSAP20NVP49903906015.pdf (Map for Akhiok ANVSA as a point).
RC = ANRC	FIPS code	PSAP20RC52120.pdf (Map for NANA ANRC).
OT = OTSA	BASID	PSAP20OT49903735690.pdf (Map for Kaw OTSA).
TD = TDSA	BASID	PSAP20TD49906018750.pdf (Map for Samish TDSA).
SD= SDTSA	BASID	PSAP20SD49906269815.pdf (Map for Lumbee SDTSA).
C = County	BASID	PSAP20C21000500000.pdf (Map for Sussex County, DE).
JU = Joint Use Area	JU<joint use area census code>TA<tribal area census code>	PSAP20JU4930TA3400.pdf (Map for San Felipe/Santa Ana joint use area with San Felipe Pueblo (TA)). **This map type is for reference only, not for annotating.**

1.3 Other Materials

There are three other materials of use and interest to 2020 Census PSAP participants: a delineation phase postcard, a postage-paid label/envelope, and colored map pencils.

After reviewing the tribal statistical geographies and determining the update status of the materials, please complete the delineation phase postcard indicating whether changes are forthcoming. The return of this postcard assists the Census Bureau with planning for incoming submissions and identifying participants that will not be providing updates. The Census Bureau requests the return of this postcard within a month of receipt of the delineation phase materials.

If a participant discovers changes are necessary to their 2020 Census PSAP materials after returning the delineation postcard, please contact the Census Bureau PSAP staff by email at geo.psap@census.gov, or phone them at 1-844-788-4921 to let them know a submission is forthcoming.

The postage-paid label/envelope for submitting the updated paper maps removes the burden of shipment costs from participants. If updates to the paper map materials are necessary, follow the procedures outlined in **Section Chapter 13** to submit the updated paper maps.

Lastly, the Census Bureau enclosed colored map pencils for use in updating the paper maps. Colors vary by tribal statistical geography. Use the information in **Table 5** as the resource to define the colors used for 2020 Census PSAP paper map updates.

Table 5: Pencil Color, Tribal Statistical Geographies Using Color, and Tribal Participants

Pencil color	Tribal statistical geographies using color	Tribal participant(s) making the update(s)
Orange	Tribal census tract boundary and labels for tribal census tract.	American Indian Areas with a reservation (AIR) and/or off-reservation trust lands (ORTL).
Brown	Tribal block group boundary and labels for tribal block group.	American Indian Areas with a reservation (AIR) and/or off-reservation trust lands (ORTL)
Red	Census designated place (CDP) boundary and CDP names.	American Indian Areas with a reservation (AIR) and/or off-reservation trust land (ORTL), and federally recognized tribe in Oklahoma with a former AIR in Oklahoma.
Purple	ANVSA boundary, ANRC boundary, OTSA boundary, OTSA tribal subdivision boundaries and labels for OTSA tribal subdivisions, TDSA boundary, SDTSA boundary, and SAIR boundary.	Alaska Native village (federally or Alaska Native Claims Settlement Act <ANCSA> recognized), Alaska Native Regional Corporation, federally recognized tribe in Oklahoma with a former AIR in Oklahoma, federally recognized tribe without an AIR or ORTL, state recognized tribe without an AIR or ORTL, and State American Indian Reservation.
Blue	New or missing feature, and the name of feature, needed for a statistical boundary.	All

CHAPTER 2. TRIBAL CENSUS TRACTS

IMPORTANT: As stated in **Table 2**, federally recognized American Indian Areas with a reservation and/or off-reservation trust lands may review and update tribal census tracts. This chapter targets those participants.

Tribal census tracts are relatively permanent geographic divisions of an AIR and/or ORTL defined for the tabulation and presentation of statistical data. They are conceptually similar and equivalent to census tracts defined within the standard state-county-tract geographic hierarchy used for tabulating and publishing statistical data. The Census Bureau defines tribal census tracts with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized tribes with reservations or trust lands. As such, they recognize the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal census tracts allows for an unambiguous presentation of census tract-level data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL. To this end, the tribal participants may define tribal census tracts that cross county or state boundaries, or both.

Tribal census tracts submitted to the Census Bureau are subject to review to ensure compliance with the published criteria. Detailed criteria pertaining to tribal census tracts exists in a separate *Federal Register* notice pertaining to all American Indian areas, including statistical areas defined through the PSAP. The *Federal Register* notices for both standard and tribal geographies is available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

IMPORTANT: All tribal census tracts must follow all of the final criteria and guidelines published for standard census tracts, EXCEPT they do not have to nest within states or counties. They must instead nest within an individual AIR and/or ORTL, and must include unique identification to distinguish them from standard census tracts.

The following criteria apply to reviewing, updating, and delineating 2020 tribal census tracts:

- Tribal census tracts may cross county or state boundaries.
- Tribal census tracts must not cross AIR and/or ORTL boundaries.
- Tribal census tracts must cover the entire land and water area of the AIR and/or ORTL.
- Tribal census tracts utilize the letter "**T**" and a three-digit code and may have a two-digit suffix. Find more detail on numbering of tribal census tracts in **Section 2.2**.
- Tribal census tracts must meet specific population, housing unit thresholds outlined in **Table 6: Tribal Census Tract Thresholds**.
- Tribal census tracts must comprise a reasonably compact and contiguous land area, with a few exceptions.[6]

[6] The Census Bureau permits noncontiguous boundaries only where a contiguous area or inaccessible area would not meet population or housing unit count requirements for a separate tribal census tract, in which case the noncontiguous or inaccessible area must be combined with an adjacent or proximate tract. For example, combine an island that does not meet the minimum population threshold for recognition as a separate tribal census tract with other proximate land to form a single, noncontiguous tribal census tract. The Census Bureau reviews each instance of noncontiguous census tracts and uses their discretion to accept or reject.

- Tribal census tract boundaries should follow visible and identifiable features.
- Census tracts have three types for the 2020 Census, standard, tribal, and special use. Refer to **Table 6: Tribal Census Tract Thresholds** for the definition and associated criteria for tribal census tracts. The other two types do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for tribal census tracts that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes as needed to meet the published criteria and/or maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

Table 6: Tribal Census Tract Thresholds

	Description	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Tribal Census Tract	Tribal census tracts are statistical subdivisions of AIRs and/or ORTLs used for tabulating and publishing statistical data.	Optimum: 4,000 Min: 1,200 Max: 8,000	Optimum: 1,600 Min: 480 Max: 3,200	None	N/A

2.1 Tribal Census Tract Threshold Requirements

Tribal census tracts must meet certain population and housing unit thresholds as outlined above in **Table 6: Tribal Census Tract Thresholds**. This helps ensure a minimal level of reliability in the sample data and minimized potential disclosures of sensitive information. PSAP participants should aim to create tribal census tracts that meet the optimal population of 4,000 or 1,600 housing units and maintain the minimum thresholds with an AIR and/or ORTL with fewer than 1,200 people. The Census Bureau uses a housing unit criterion to accommodate seasonably occupied areas in which the decennial census population count will be lower than the ACS estimates.[7]

A tribal census tract that exceeds the maximum thresholds should be split into multiple tracts; those that drop below the minimum thresholds should be merged with an adjacent tribal census tract. If a participant chooses not to split or merge tribal census tracts that do not meet approved thresholds, they must provide a justification for retaining the existing geography. Some valid justifications may be related to expected population growth (new housing development under construction) or anticipated decline (following depopulation trends or scheduled housing demolition). Participants can include these justifications on the specific map or on the 2020 Census population and housing counts list. They may choose to compose a formal letter to accompany update map materials or prepare an email to geo.psap@census.gov if no map updates are expected.

[7] "Occupied seasonally" refers to seasonal communities in which residential populations are lower on Census Day, April 1, than at other times of the year, and for which estimates may be reflected in the ACS. The ACS is designed to produce local area data for a 12-month period estimate.

Participants should use the 2010 Census population and housing counts for tribal census tract review in most cases. This list is part of the printed materials and located on the "Supplemental disc" discussed in **Section 1.1**. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal census tract revisions.

2.2 Tribal Census Tract Codes and Numeric Identification

Tribal census tract codes begin with the letter "T" followed by three digits. For example, tribal census tract one on an AIR and/or ORTL will have a code of "T001." Subsequent tribal census tracts increase sequentially (e.g., T002, T003, etc.). This ensures that a tribal census tract code is used only once within the AIR and/or ORTL.

If it becomes necessary to split a tribal census tract, retain the tribal census tract number and assign a two-digit suffix to each of the newly created tribal census tracts. A split of tribal census tract T002 would create T002.01 and T002.02.

If a merge is necessary, choose the tribal census tract number in sequential order. For a tribal participant with two tribal census tracts, the newly merged tract becomes T003.

Note: Standard census tracts coded with a range of 9401 to 9499 have a majority of their population, housing units, and/or area included in AIRs and/or ORTLs. While these do not appear in every tribal entity, their appearance may provide participants with additional insight.

2.3 Tribal Census Tract Boundary Requirements

Tribal census tract boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as tribal census tract boundaries:

- American Indian reservation and off-reservation trust land boundaries must always be tribal census tract boundaries.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 7** for states with acceptable minor civil division and incorporated place boundaries.
- Alaska Native Regional Corporation boundaries in Alaska.[8]
- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

[8] Insofar as such boundaries are unambiguous for allocating living quarters as part of 2020 Census activities.

Table 7: Acceptable Minor Civil Division (MCD) and Incorporated Place Boundaries

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
Alabama				X
Alaska				X
Arizona				X
Arkansas				X
California				X
Colorado				X
Connecticut	X		X	
Delaware				X
Florida				X
Georgia				X
Hawaii				X
Idaho				X
Illinois		X		X
Indiana	X			X
Iowa		X[9]		X
Kansas		X[10]		X
Kentucky				X
Louisiana				X
Maine	X		X	
Maryland				X
Massachusetts	X		X	X
Michigan		X		X
Minnesota				X
Mississippi				X
Missouri				X
Montana				X
Nebraska				X
Nevada				X
New Hampshire	X		X	
New Jersey	X		X	
New Mexico				X
New York	X		X	
North Carolina				X
North Dakota		X		X
Ohio		X		X
Oklahoma				X
Oregon				X
Pennsylvania	X		X	
Rhode Island	X		X	
South Carolina				X
South Dakota				X
Tennessee		X		X

[9] Governmental townships only.

[10] Townships only.

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
Texas				X
Utah				X
Vermont	X		X	
Virginia				X
Washington				X
West Virginia				X
Wisconsin		X		X
Wyoming				X

CHAPTER 3. TRIBAL BLOCK GROUPS

IMPORTANT: As stated in **Table 2**, federally recognized American Indian Areas with a reservation and/or off-reservation trust lands may review and update tribal block groups. This chapter targets those participants.

Tribal block groups are statistical geographic subdivisions of a tribal census tract. The Census Bureau defines tribal block groups in cooperation with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized AIRs and/or ORTLs. As such, they recognize the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal block groups allows for an unambiguous presentation of statistical data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL. To this end, the American Indian tribal participant may define tribal block groups that cross county or state boundaries, or both. For federally recognized American Indian tribes with AIRs and/or ORTLs that have fewer than 1,200 residents, the Census Bureau defines one tribal census tract and one tribal block group coextensive with the AIR and/or ORTL.

Tribal block groups submitted to the Census Bureau are subject to review to ensure compliance with the published criteria. Detailed criteria pertaining to tribal block groups exists in a separate *Federal Register* notice pertaining to all American Indian areas, including statistical areas defined through the PSAP. The *Federal Register* notices for both standard and tribal geographies are available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

IMPORTANT: All tribal block groups must follow all of the final criteria and guidelines published for standard block groups, EXCEPT they do not have to nest within states or counties. They must instead nest within an individual AIR and/or ORTL, and must include unique identification to distinguish them from standard block groups.

The following criteria and guidelines apply for use in reviewing, updating, and delineating 2020 tribal block groups:

- Tribal block groups must not cross tribal census tract boundaries.
- Tribal block groups must cover the entire land and water area of the tribal census tract.
- Tribal block groups utilize capital letters “A” through “K,” with the exception of the letter “I,” and must be unique within tribal census tracts. Find more detail on tribal block group numbering in **Section 3.2**.
- Tribal block groups must meet specific population and housing unit thresholds outlined in **Table 8: Tribal Block Group Thresholds**.
- Tribal block groups must comprise a reasonably compact and contiguous land area and would only be noncontiguous in situations where the tribal census tract is noncontiguous.
- Tribal block group boundaries should follow visible and identifiable features.
- Block groups have three types, standard, tribal, and special use, for the 2020 Census. Refer to **Table 8: Tribal Block Group Thresholds** for the definition and associated criteria for tribal block groups. The other two types do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for tribal block groups that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes as needed to meet the published criteria. Modification may also occur to maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

Table 8: Tribal Block Group Thresholds

	Distinction from Standard Block Groups	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Tribal Block Groups	Tribal block groups are divisions of tribal census tracts used for tabulating and publishing statistical data.	Min: 600 Max: 3,000	Min: 240 Max: 1,200	None	N/A

3.1 Tribal Block Group Threshold Requirements

Tribal block groups have to meet certain population and housing unit thresholds as outlined above in **Table 8: Tribal Block Group Thresholds**. This helps ensure a minimum level of reliability in sample data and minimizes potential disclosures of sensitive information. Like tribal census tracts, the Census Bureau uses housing unit criterion to accommodate seasonably occupied areas that may have higher populations at times of the year other than on Census Day, April 1.

A tribal block group that exceeds maximum thresholds should be split; those that drop below the minimum thresholds should be merged with an adjacent tribal block group. If a participant chooses not to change threshold errant tribal block groups, they must provide justification for their retention. Tribal block groups may be completely redefined to meet population or housing thresholds; however, in doing so, please consider the impact on analysis of tribal block group level data across time.

In most cases, participants should use the 2010 Census population counts for tribal block group review. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal block group revisions.

3.2 Tribal Block Group Codes and Identification

Tribal block groups begin with a single capital letter from “A” through “K,” excluding the letter “I.” These identifiers must be unique within each tribal census tract.

Should it become necessary to split a tribal block group in an entity with only one tribal block group, participants may choose to retain the original letter “A” and use the next letter “B” for the new tribal block group, or they may choose to assign two new letters, “B” and “C.” For

participants with more than one tribal block group, they if they wish to retain the original letter "A," they choose the next available letter, for example, "C" or they may choose to assign the next two new letters, "C" and "D."

If a merge becomes necessary, retain the letter of the first tribal block group or choose the next sequential letter. For example, if merging tribal block groups "A" and "B," retain the letter "A" or assign the newly merged tribal block group the letter "C."

Comparability of tribal block groups is not as important between decennial censuses as the comparability of tribal census tracts; therefore, participants can relabel the tribal block groups removing any gaps in lettering once the edits are complete. The decision to do so remains with the participant. In the examples above the resulting tribal block group lettering, if renumbered, would be "A" and "B" and "A," "B," and "C" respectively.

Though tribal block group boundaries are census block boundaries, census blocks are numbered within standard, county-based block groups, not tribal block groups. There is no relationship between a tribal block group identifier and the census block numbers. For example, a tribal block group may contain census block numbers in a different "thousand" range (e.g., blocks 1001, 2011, and 3002), whereas all blocks in the 1000 range would be in standard block group 1 while all blocks in the 2000 range would be in standard block group 2.

3.3 Tribal Block Group Boundary Requirements

Like tribal census tracts, tribal block group boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as tribal block group boundaries:

- Tribal census tract boundaries must always be block group boundaries. This criterion takes precedence over all other criteria or requirements.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 7** for states with acceptable minor civil division and incorporated place boundaries.
- Alaska Native Regional Corporation boundaries in Alaska.
- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

CHAPTER 4. CENSUS DESIGNATED PLACES (CDPS)

IMPORTANT: As stated in **Table 2**, federally recognized American Indian Areas with a reservation and/or off-reservation trust lands and OTSAs may review and update census designated places. This chapter targets those participants.

Census designated places (CDPs) are statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. CDPs cannot be co-extensive with an entire AIR, ORTL, or any other AIA.[11] CDP boundaries may extend beyond the boundaries of AIRs and/or ORTLs.

The Census Bureau published the 2020 Census PSAP CDP criteria in the *Federal Register*. It is available on the PSAP website and in **Appendix B**. The following criteria apply to reviewing, updating, and delineating census designated places:

- CDPs constitute a single, named, closely settled center of population.
- CDPs generally consist of a contiguous cluster of census blocks comprising a single piece of territory with a mix of uses similar to that of an incorporated place of similar size.
- CDPs cannot be located, partially or entirely, within an incorporated place or another CDP.
- CDPs may cross county, AIR and/or ORTL boundaries, but must not cross state boundaries.
- CDPs have no minimum population or housing unit thresholds, but must contain some population, housing units, or both.
- CDP boundaries should follow visible features, except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.
- CDP boundaries may follow other nonvisible features in instances where reliance upon visible features would result in over bounding of the CDP in order to include housing units on both sides of a road or street feature.
    - Such boundaries might include parcel boundaries and Public Land Survey System (PLSS) lines; fence lines; national, state, or local park boundaries; ridgelines; or drainage ditches.
- CDP names should be recognizable and used in daily communication by the residents of the community it represents.[12]
- CDP names cannot have the same name as an adjacent or nearby incorporated place.

In accordance with the final criteria, the Census Bureau may modify and, if necessary, reject any proposals for CDPs that do not meet the established criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes of CDPs as needed to maintain geographic relationships before the final tabulation geography is set for the 2020 Census.

[11] Due to the historical nature of their creation, the boundaries of some ANVSAs coincide with CDPs. Refer to **Section 5.3** and **Appendix E**. for more information on the relationship of ANVSAs to CDPs and the history of ANAs in the decennial census.

[12] There should be features in the landscape that use the name, such that a non-resident would have a general sense of the location or extent of the community; for example, signs indicating when one is entering the community; highway exit signs that use the name; or businesses, schools, or other buildings that make use of the name.

CHAPTER 5. ALASKA NATIVE VILLAGE STATISTICAL AREAS (ANVSAS)

IMPORTANT: As stated in **Table 2**, Alaska Native villages and Alaska Native Regional Associations (ANRAs) may review and update Alaska Native village statistical areas. This chapter targets those participants.

The Census Bureau works with Alaska Native villages (ANV) to define ANVSAs in order to produce statistical data for each ANV.[13] Where no participant is located, the Census Bureau asks the Alaska Native Regional Association (ANRA) to conduct a review for ANVs within their respective ANRC region.

ANVSAs are statistical geographic entities defined so the Census Bureau can produce statistical data for each ANV. They are the geographic representation of permanent and/or seasonal residences of Alaska Natives who are members of or receive governmental services from the defining ANV, and are located within the region and vicinity of the ANV's historic and/or traditional location. The Census Bureau intends for ANVSAs to represent the relatively densely settled portion of each ANV and should include only an area where Alaska Natives, especially members of the defining ANV, represent a substantial proportion of the population during at least one season of the year (at least three consecutive months). ANVSAs should not contain large areas that are primarily unpopulated or that do not include concentrations of Alaska Natives.

The geographic definition of an ANVSA may not necessarily include all tribal members; nor is it intended to depict land ownership, represent an area over which a tribe has any form of governmental authority or jurisdiction, or represent all of the traditional or historical areas associated with the tribe, including areas used for subsistence activities. An ANVSA should represent a geographic area where there is a concentration of tribal population currently living and where the tribe has social, economic, or historical ties to the land evidenced by the existence of tribally owned businesses, buildings, meeting areas, or culturally significant structures. Representation of ANVSA boundaries in Census Bureau products is solely for the purpose of data collection, tabulation, and presentation.

As part of the 2020 Census PSAP, ANV officials again have the opportunity to review and confirm the existing ANVSA boundaries or update the boundaries of their existing ANVSAs. If appropriate, they may delineate new ANVSAs. If the ANV official declines or defers participation, or does not respond to the Census Bureau invitation to participate, the Census Bureau will work with the associated ANRA in whose region the ANV is located. See **Table 9** for the list of ANRAs and associated ANRCs. If the Census Bureau receives no reply from any of these entities, the Census Bureau may delineate or revise the ANVSA, to meet the criteria outlined in this document.

[13] Any ANV recognized by or eligible to receive services from the Bureau of Indian Affairs (BIA) or recognized under ANCSA as a Native village (NV) or Native group (NG) may delineate an ANVSA. BIA recognition is determined by inclusion of an ANV on the BIA's list of recognized tribes (published annually by January 31st) or by addenda to the list as published by the BIA. ANCSA recognition is determined by inclusion on the Bureau of Land Management's (BLM's) list of ANCSA recognized Native villages and Native groups. There are no population requirements for defining an ANVSA.

In some cases, an ANV official may elect not to delineate an ANVSA if it will not provide meaningful, relevant, or reliable statistical data. This would be appropriate if the member population now resides in other places or has been completely subsumed by non-member and/or non-Native populations.

The Census Bureau tabulates statistical data for all people living within the boundaries of an ANVSA (including non-tribe members), and for all village members regardless of where they reside in the state or nation. Each household completing the Census questionnaire throughout the nation has the opportunity to identify the race of each person living in the house. Each person who identifies their race as American Indian or Alaska Native, can then list their village as the enrolled or principal tribe. While data tabulated for a well-defined ANVSA provides a rich source of statistical and demographic information about an ANV, it is not necessary for an individual to be living within the boundary of the ANVSA to count as part of the village. Village members living outside of the ANVSA count as tribal members living elsewhere in the state and nation, not as residing within the ANVSA.

The following sections on criteria and guidelines help to ensure meaningful data for the respective village, and to enhance the ability for data users to make meaningful comparisons between data for the various types of tribal statistical areas.

5.1 ANVSA Criteria

The Census Bureau sets forth the following criteria for use in reviewing, updating existing ANVSAs:

- The ANVSAs must not overlap.
- An ANVSA must not completely surround the location of another ANV.
- All portions of an ANVSA must be located within 50 miles of the ANV's point location. Use the point level maps to assist with determining distance.
- An ANVSA must not include more water area than land area. Only include large expanses of water to maintain contiguity, to provide a generalized version of the shoreline, or if the water area is completely surrounded by land area included in the ANVSA.
- Use of nonvisible lines for an ANVSA boundary are only acceptable if a standard acceptable feature is unavailable.
- ANVSAs must not include military installations or area within a 2010 Census urbanized area.
- The ANVSA name must match the corresponding ANV name.
    - The Census Bureau only considers ANVSA name change requests if accompanied by a brief statement describing the reason for the change and signed by the highest elected official of the ANV.

5.2 ANVSA Guidelines

Guidelines are suggestions to improve the relevance and the utility of the tribal statistical areas. The following guidelines apply to ANVSAs.

- ANVSA boundaries should not extend beyond the regional boundary of the ANRC region in which the ANV is located. Refer to **Table 9** for the list of ANRC regions and the associated ANRAs.
- An ANVSA should not exceed 325 square miles in area.
- Housing units occupied by Alaska Natives, even if seasonal, should constitute the majority of the housing units within an ANVSA.

- Population within an ANVSA should be majority Alaska Native, and, of that population, the majority should be members of the population served by the delineating ANV.
- An ANVSA should not contain large areas without housing or population. The housing unit density for ANVSAs should be at least three housing units per square mile.
- An ANVSA should be contiguous. That is, an ANVSA should form a single area with all territory located within a continuous boundary. This makes identification of the extent of the ANVSA easier for residents and data users and provides for a clearer representation of the ANVSA's boundaries on maps. Participants may define an ANVSA with multiple noncontiguous pieces if doing so helps avoid inclusion of population and housing not associated with the ANV.
- ANVSA boundaries should follow visible, physical features, such as roads, rivers, streams, shorelines, glaciers, trails, and ridgelines.
- ANVSA boundaries may follow some nonstandard, nonvisible features such as parcel boundaries, local and state park boundaries, cemetery boundaries, short, straight-line extensions, and other lines-of-sight between acceptable visible features
- ANVSA boundaries may follow the nonvisible, legally defined boundaries of ANRCs, boroughs, or incorporated places. If the ANVSA boundary follows a governmental unit boundary, the Census Bureau will adjust the ANVSA boundary to continue to follow that boundary should it change due to correction, annexation or detachment during the annual Boundary and Annexation Survey (BAS).

5.3 ANVSA Relationship to Incorporated Places and CDPs

There are two place-level geographic entities for which the Census Bureau publishes data: incorporated places (cities in Alaska) and CDPs. Cities are governmental entities sanctioned by the state of Alaska to perform general-purpose functions and whose boundaries are defined without specifically considering ANV member or other Alaska Natives. CDPs are unincorporated places delineated by state and borough officials in Alaska and are intended to encompass all people at a given location, including ANV members. Cities and CDPs are mutually exclusive of each other because, by definition, a CDP represents a named, unincorporated area. Because ANVSAs are defined specifically to represent concentrations of Alaska Natives, they are not constrained by other place-level geographic entities; that is, ANVSAs may overlap cities and CDPs. An ANVSA may be delineated to encompass only a part of a city and/or a CDP; it may encompass multiple cities or CDPs; or it may cover an area that has neither cities nor CDPs. In addition, ANVSAs are used in census data collection activities and are included in the specific American Indian/Alaska Native geographic hierarchy for tabulating and presenting data from the 2020 Census; cities and CDPs do not appear in the American Indian/Alaska Native geographic hierarchy. Cities and CDPs do not clearly identify geographic entities that are specific to Alaska Natives, and therefore, data for cities and CDPs likely will reflect the characteristics of both Alaska Native and non-Native populations.

CHAPTER 6. ALASKA NATIVE REGIONAL CORPORATION (ANRC)

IMPORTANT: As stated in **Table 2**, Alaska Native Regional Associations may review and update the ANRC boundaries and the Alaska Native village statistical areas within their ANRC that are not participating otherwise. This chapter targets those participants.

Pursuant to ANCSA (PL 92-203, Sec. 7a), the state of Alaska was divided into 12 geographic regions by the Secretary of the U.S. Department of the Interior. Each region was composed, as far as practicable, of Alaska Natives having a common heritage and sharing common interests and approximated the areas covered by the operations of the existing Alaska Native associations as of December 1971. These regions, now referred to as the 12 non-profit Alaska Native Regional Associations (ANRAs), incorporated under State Law in 1973. Also created pursuant to ANCSA were 13 Alaska Native Regional Corporations (ANRCs). Under the laws of the state of Alaska, they conduct the for-profit affairs of Alaska Natives within the defined twelve geographic regions. The twelve ANRC areas cover the entire state of Alaska except for the area within the Annette Island Reserve (an AIR under the governmental authority of the Metlakatla Indian Community).[14] See **Table 9** for a list of the 12 ANRCs geographic area names and the ANRCs and ANRAs associated with each.

The Census Bureau terms the 12 geographic ANRCs "legal geographic entities" and therefore, must follow their legal boundaries. At the request of the ANRCs, the Census Bureau works with the representatives of the ANRAs to review their ANRC boundaries and to ensure that the name for each region continues to match the name of the ANRC for that region.

Though ANRC boundaries are legal boundaries, effective with 2020 Census PSAP, ANRA officials have the opportunity to review and confirm that the boundaries for their respective ANRC are correct on the Census Bureau maps and may make corrections if necessary. For ANVs who are unable or unwilling to review an ANVSA, the Census Bureau requests the assistance of the ANRA in whose region the ANV is located.

The Census Bureau uses the boundaries of the ANRCs to tabulate data for the decennial census, and to support the American Community Survey (ACS) after 2020 and potentially other Census Bureau statistical data. Maintaining correct boundaries and boundary-to-feature relationships helps ensure that the Census Bureau assigns the appropriate population to each geographic entity.

Table 9: Alaska Native Regional Corporation Names with ANRCs and ANRAs

	ANRC name	Alaska Native Regional Corporation (ANRC)	Alaska Native Regional Association (ANRA)
1	Ahtna	Ahtna, Incorporated	Copper River Native Association
2	Aleut	The Aleut Corporation	Aleutian-Pribilof Islands Association
3	Arctic Slope	Arctic Slope Regional Corporation	Arctic Slope Native Association
4	Bering Straits	Bering Straits Native Corporation	Kawerak Incorporated
5	Bristol Bay	Bristol Bay Native Corporation	Bristol Bay Native Association
6	Calista	Calista Corporation	Association of Village Council Presidents
7	Chugach	Chugach Alaska Corporation	Chugachmiut Incorporated

[14] A thirteenth ANRC represents Alaska Natives who do not live in Alaska and do not identify with any of the twelve corporations. The Census Bureau does not provide data for this thirteenth ANRC because it has no defined geographic extent.

	ANRC name	Alaska Native Regional Corporation (ANRC)	Alaska Native Regional Association (ANRA)
8	Cook Inlet	Cook Inlet Region Incorporated	Cook Inlet Tribal Council
9	Doyon	Doyon Limited	Tanana Chiefs Conference
10	Koniag	Koniag Incorporated	Kodiak Area Native Association
11	NANA	NANA Regional Corporation	Maniilaq Association
12	Sealaska	Sealaska Corporation	Central Council of Tlingit and Haida Indian Tribes

CHAPTER 7. OKLAHOMA TRIBAL STATISTICAL AREAS (OTSAS) AND OTSA TRIBAL SUBDIVISIONS

IMPORTANT: As stated in **Table 2**, federally recognized tribes in Oklahoma with a former AIR in Oklahoma may review and update Oklahoma tribal statistical areas and Oklahoma tribal statistical areas tribal subdivisions. This chapter targets those participants.

OTSAs are statistical areas identified and delineated by the Census Bureau with federally recognized tribes based in Oklahoma that had a former American Indian Reservation (AIR) in Oklahoma. OTSAs represent the former AIRs that existed in the Indian and Oklahoma territories prior to Oklahoma statehood in 1907. They provide comparable geographic entities for analyzing data over time, and a way to obtain data comparable to that provided to federally recognized tribes that currently have an AIR. The Census Bureau provides the opportunity to review the boundary and name of the 2010 Census OTSA, but does not allow for the creation of new OTSAs. Since OTSAs use the historical former reservation boundary to form the basis of the OTSA boundary, it should not change from the 2010 Census. In addition to reviewing the OTSA boundaries and name, participants may opt to revise tribal subdivisions and census designated places within the 2010 Census OTSA. Refer to **Chapter 4** for instructions on reviewing CDPs and **Section 0** for a couple of specifics related to CDPs on OTSAs.

Tribal subdivisions are units of self-government and/or administration within an AIR and/or ORTL for a federally recognized tribe or within an OTSA, that serve social, cultural, and/or legal purposes for the tribal government. Tribal subdivisions delineated within an AIR or ORTL are "legal geographic entities" and, thus, are specifically termed "legal tribal subdivisions." The annual BAS serves as the method for updates to the legal tribal subdivisions. Tribal subdivisions delineated within OTSAs are ''statistical geographic entities'' and are specifically termed ''statistical tribal subdivisions'' because the larger OTSA is also considered a statistical geographic entity. The 2020 Census PSAP serves as the method for updates to the OTSA tribal subdivisions.

The Census Bureau tabulates data for only one level of tribal subdivision within an AIR, ORTL, or OTSA. Tribes that have multiple hierarchical levels of administrative units (for example, water districts that nest within council members' districts) should submit the unit with the smallest geographic area (the water districts using our example) so that their data can aggregate to the larger geographic area. The Census Bureau identifies each tribal subdivision in its data products with the name and administrative unit type (chapter, district, etc.) submitted by the defining tribal government. The name of each tribal subdivision must reflect its name, as cited in recent tribal legal documentation and/or used by the tribal government for administrative purposes.

Prior to the 2010 Census, the Census Bureau allowed the boundaries of OTSAs to deviate somewhat from the corresponding former AIR boundaries when requested by a tribe and supported by available demographic data. Such deviations may affect the delineation and identification of other tribes' OTSAs, resulting in areas being associated with multiple OTSAs. These areas with multiple relationships were defined as separate geographic entities and identified as ''joint use area OTSAs'' for Census 2000. In response to comments received from data users, especially with regard to federal laws and programs requiring the use of the former

AIR boundaries rather than OTSA boundaries, the Census Bureau sought to avoid identification of joint use area OTSAs for the 2010 Census. For 2020, the Census Bureau will not create any new joint use area OTSAs and plans to work with the tribes involved to eliminate those that remain from 2010.

Lastly, the Census Bureau is aware that federally recognized tribes in Oklahoma have trust lands throughout the state. A tribe may choose to have the Census Bureau tabulate data for its ORTL for the 2020 Census rather than for an OTSA; however, as in 2010, the Census Bureau will not depict trust lands that fall within the boundary of the OTSA for the 2020 Census. During the Tribal Consultation meetings held in 2016, OTSA tribes overwhelmingly indicated they wanted to retain the OTSA geography in favor of documenting the ORTLs. If the ORTL delineation opinion has changed since the 2016 meetings, and a tribe seeks to submit their ORTL during PSAP, contact the Census Bureau for instructions. Be aware that once delineated, the trust lands become part of the universe of legally defined entities updated and maintained through the Census Bureau's annual Boundary and Annexation Survey (BAS) described in **Part C** of the Introduction.

The following sections on criteria and guidelines help to ensure meaningful data for the respective tribe, and to enhance the ability for data users to make meaningful comparisons between data for the various types of tribal statistical areas.

7.1 OTSA Criteria

The Census Bureau sets forth the following criteria and guidelines for use in reviewing, updating existing OTSAs:

Note: The first six apply to OTSAs, TDSAs, and SDTSAs criteria and repeat in each of the three chapters.

- A statistical AIA must contain some American Indian population and housing.
- A statistical AIA may not overlap with any other AIA at the same level of the geographic hierarchy. For example, an OTSA may not overlap an AIR; a TDSA may not overlap an AIR; a SDTSA may not overlap a TDSA.
- A statistical AIA may not completely surround another legal or statistical AIA at the same level of the geographic hierarchy.
- A statistical AIA may not include more water area than land area.
- Officials delineating statistical AIAs may only add nonvisible lines as a boundary only if other acceptable boundary features are not available and they aid in a statistical AIA meeting other specific delineation criteria and/or guidelines.
- The Census Bureau will evaluate the submitted name to ensure that each statistical AIA's name is clearly distinguishable from the name of any other legal or statistical AIA.
- The OTSA must be located completely within the current boundaries of the State of Oklahoma.
- The OTSA name must reflect one or more of the following conditions:
    - The tribe or tribes associated with the former AIR represented by the OTSA;
    - Tribes that have historically resided within the area of the OTSA;
    - Tribes that have significant population currently residing within the OTSA; and/or
    - The name(s) of the tribe(s) commonly associated with the area encompassed by the OTSA.

7.2 OTSA Guidelines

Guidelines are suggestions to improve the relevance and the utility of the tribal statistical areas. The following guidelines apply to OTSAs.

- To the extent possible, OTSA boundaries identified for the 2020 Census should be the same as those delineated for Census 2000 and reviewed for the 2010 Census.
- The OTSA should follow last legal boundaries established for their former AIR.
- Tribes may delineate tribal subdivisions within their own OTSAs.
  - OTSA tribal subdivisions should represent units of self-government or administration.
  - OTSA tribal subdivisions must cover all of the OTSA.
  - If OTSA consists of multiple, noncontiguous parts, the tribal subdivisions within them are also noncontiguous.
  - OTSA tribal subdivision names must reflect the names cited in recent tribal legal documentation and/or used by the tribe for administrative purposes.
- Tribes may delineate CDPs representing unincorporated communities located totally or partially within their own OTSAs. Separate, discrete communities whose boundaries encompass a concentration of population and housing are a CDP rather than a tribal subdivision. Refer to **Chapter 4** for details on CDPs, but two additional points about CDPs on OTSAs are as follows:
  - CDPs cannot be coextensive with an entire OTSA, AIR, or any other AIA.
  - CDPs may extend off OTSAs.

CHAPTER 8. TRIBAL DESIGNATED STATISTICAL AREAS (TDSAS)

IMPORTANT: As stated in **Table 2**, federally recognized tribes without a reservation or off-reservation trust lands may review and update tribal designated statistical areas. This chapter targets those participants.

TDSAs are statistical American Indian Areas (AIAs) identified for federally recognized tribes that do not have an American Indian reservation (AIR) or off-reservation trust lands (ORTLs) and are based outside of Alaska, Hawaii, and Oklahoma.

In an effort to improve the presentation of data for federally recognized tribes that did not have a reservation, boundaries for statistical areas associated with these tribes were first introduced for the 1990 Census of Population and Housing. Prior to 1990, the Census Bureau tabulated data only for federal and state recognized reservations and ORTLs, legal tribal subdivisions and the Historic Areas of Oklahoma (now called OTSAs). Census 2000 and the 2010 Census brought revisions to the geography. For 2020 Census PSAP, eligible tribal officials will again have the opportunity to review and update the boundaries of existing TDSAs or delineate new TDSAs.

TDSAs are intended to provide comparable geographic entities for analyzing data over time and to provide a way to obtain data comparable to that provided for tribes of a similar size that have reservations or off-reservation trust lands in the same region and/or state. The geographic definition of a TDSA may not necessarily include all tribal members; nor is it intended to depict land ownership, represent an area over which a tribe has any form of governmental authority or jurisdiction, or represent all of the traditional or historical areas associated with the tribe, including areas used for subsistence activities. A TDSA should represent a geographic area where there is a concentration of tribal population currently living and where the tribe has social, economic, or historical ties to the land evidenced by the existence of tribally owned businesses, buildings, meeting areas, or culturally significant structures. Representation of TDSA boundaries in Census Bureau products is solely for the purpose of data collection, tabulation, and presentation.

The Census Bureau tabulates statistical data for all people living within the boundaries of a TDSA (including non-tribe members), and for all tribal members regardless of where they reside in the state or nation. Each household completing the Census questionnaire throughout the nation has the opportunity to identify the race of each person living in the house. Each person who identifies their race as American Indian or Alaska Native, can then list their tribe as the enrolled or principle tribe. Tribe members living outside of the TDSA are counted as tribal members living elsewhere in the state and nation, not as residing within the TDSA.

The following sections on criteria and guidelines help to ensure meaningful data for the respective tribe, and to enhance the ability for data users to make meaningful comparisons between data for the various types of tribal statistical areas.

8.1 TDSA Criteria

The Census Bureau sets forth the following criteria and guidelines for use in reviewing, updating existing TDSAs:

Note: The first six apply to OTSAs, TDSAs, and SDTSAs criteria and repeat in each of the three chapters.

- A statistical AIA must contain some American Indian population and housing.
- A statistical AIA may not overlap with any other AIA at the same level of the geographic hierarchy. For example, an OTSA may not overlap an AIR; a TDSA may not overlap an AIR; a SDTSA may not overlap a TDSA.
- A statistical AIA may not completely surround another legal or statistical AIA at the same level of the geographic hierarchy.
- A statistical AIA may not include more water area than land area.
- Officials delineating statistical AIAs may only add nonvisible lines as a boundary only if other acceptable boundary features are not available and they aid in a statistical AIA meeting other specific delineation criteria and/or guidelines.
- The Census Bureau will evaluate the submitted name to ensure that each statistical AIA's name is clearly distinguishable from the name of any other legal or statistical AIA.
- The TDSA must not include military areas.
- TDSAs shall not be delineated in Alaska, Hawaii, or Oklahoma.
- The tribe or tribes (in conjunction with the Census Bureau, and the state liaison for TDSAs) that are responsible for its delineation determine the name of the TDSA.
- The TDSA name must reflect one or both of the following conditions:
  - The tribe that has the largest population currently residing within the TDSA and/or
  - The name of the tribe most commonly associated with the area encompassed by the TDSA.

8.2 TDSA Guidelines

Guidelines are suggestions to improve the relevance and the utility of the tribal statistical areas. The following guidelines apply to TDSAs:

- TDSAs should be comparable in area to the AIRs and/or ORTLs of other tribes with similar numbers of members in the same state and/or region.
- American Indians should constitute a large proportion of the population within a TDSA, and of the American Indian population, the majority should be members of the delineating tribe.
- The Census Bureau suggests a minimum population of at least 1,200 individuals or 480 housing units to help enhance reliability and availability of sample-based data.
- TDSAs should include area where there is structured and organized tribal activity, including tribal headquarters, tribal service centers, meeting areas and buildings, ceremonial grounds, tribally owned commercial locations, etc.
- TDSAs should not contain large areas without housing or population. The Census Bureau suggests a housing unit density of at least three housing units per square mile.
- TDSAs should be contiguous.
- Water area should be included only to maintain contiguity, to provide a generalized version of the shoreline, or if the water area is completely surrounded by land area included in the TDSA.
- TDSA boundaries should follow visible, physical features, such as rivers, streams, shorelines, roads, and ridgelines.
- TDSA boundaries may follow the nonvisible, legally defined boundaries of AIRs, ORTLs, states, counties, or incorporated places.

8.3 Considerations for Delineating TDSAs

Since TDSA boundaries are used to tabulate and present period estimates from the ACS, participants should consider that period estimates of demographic characteristics for geographic entities with small populations would be subject to higher variances than comparable estimates for geographic entities with larger populations. In addition, the Census Bureau's disclosure rules may have the effect of restricting the availability and amount of data for geographic entities with small populations. The more closely a TDSA's boundary relates to the distribution of tribal members and American Indians receiving governmental services from the tribe, and does not include large numbers of people and households not affiliated with the tribe, the more likely that data presented for the TDSA will accurately reflect the characteristics of the intended tribal population.

Although eligible, a tribe may elect not to delineate a TDSA if it will not provide meaningful, relevant, or reliable statistical data because the member population now resides in numerous other locations or has been completely subsumed by non- member and/or non-American Indian populations. In such instances, defining a TDSA will not improve the presentation of statistical data relating to tribal members. These tribes may still be able to receive meaningful, relevant, and reliable statistical data for their tribal membership at higher levels of census geography through the characteristic of tribal affiliation.

CHAPTER 9. STATE DESIGNATED TRIBAL STATISTICAL AREAS (SDTSAS)

IMPORTANT: As stated in **Table 2**, state recognized tribes without a reservation or off-reservation trust lands may review and update state designated tribal statistical areas. This chapter targets those participants.

SDTSAs are statistical American Indian Areas (AIAs) identified for state recognized tribes that are not federally recognized and do not have an American Indian reservation (AIR) or off-reservation trust lands (ORTLs).

In an effort to improve the presentation of data for state recognized tribes that did not have a reservation, boundaries for statistical areas associated with these tribes were first introduced for the 1990 Census of Population and Housing, and then revised during Census 2000. During Census 2000, these statistical areas carried the name of State Designated American Indian Statistical Areas (SDAISAs). During the 2010 Census, their name changed to State Designated Tribal Statistical Areas (SDTSAs). This name remains for the 2020 Census. As in 2010, governor-appointed state liaisons representing state recognized tribes will again have the opportunity for 2020 Census PSAP to review and update the boundaries of existing SDTSAs or delineate new SDTSAs.

SDTSAs are intended to provide comparable geographic entities for analyzing data over time and to provide a way to obtain data comparable to that provided for tribes of a similar size that have reservations or off-reservation trust lands in the same region and/or state. The geographic definition of a SDTSA may not necessarily include all tribal members; nor is it intended to depict land ownership, represent an area over which a tribe has any form of governmental authority or jurisdiction, or represent all of the traditional or historical areas associated with the tribe, including areas used for subsistence activities. A SDTSA should represent a geographic area where there is a concentration of tribal population currently living and where the tribe has social, economic, or historical ties to the land evidenced by the existence of tribally owned businesses, buildings, meeting areas, or culturally significant structures. Representation of SDTSA boundaries in Census Bureau products is solely for the purpose of data collection, tabulation, and presentation.

The Census Bureau tabulates statistical data for all people living within the boundaries of a SDTSA (including non-tribe members), and for all tribal members regardless of where they reside in the state or nation. Each household completing the Census questionnaire throughout the nation has the opportunity to identify the race of each person living in the house. Each person who identifies their race as American Indian or Alaska Native, can then list their tribe as the enrolled or principal tribe. Tribe members living outside of the SDTSA are counted as tribal members living elsewhere in the state and nation, not as residing within the SDTSA.

The following sections on criteria and guidelines help to ensure meaningful data for the respective tribe, and to enhance the ability for data users to make meaningful comparisons between data for the various types of tribal statistical areas.

9.1 SDTSA Criteria

The Census Bureau sets forth the following criteria and guidelines for use in reviewing, updating existing SDTSAs:

Note: The first six apply to OTSAs, TDSAs, and SDTSAs criteria and repeat in each of the three chapters.

- A statistical AIA must contain some American Indian population and housing.
- A statistical AIA may not overlap with any other AIA at the same level of the geographic hierarchy. For example, an OTSA may not overlap an AIR; a TDSA may not overlap an AIR; a SDTSA may not overlap a TDSA.
- A statistical AIA may not completely surround another legal or statistical AIA at the same level of the geographic hierarchy.
- A statistical AIA may not include more water area than land area.
- Officials delineating statistical AIAs may only add nonvisible lines as a boundary only if other acceptable boundary features are not available and they aid in a statistical AIA meeting other specific delineation criteria and/or guidelines.
- The Census Bureau will evaluate the submitted name to ensure that each statistical AIA's name is clearly distinguishable from the name of any other legal or statistical AIA.
- The SDTSA must not include military areas.
- The SDTSA for a specific tribe may be delineated in a state only if the tribe is officially recognized by the state.
- The tribe or tribes (in conjunction with the Census Bureau, and the state liaison for SDTSAs) that are responsible for its delineation determine the name of the SDTSA.
- The SDTSA name must reflect one or both of the following conditions:
  - The tribe that has the largest population currently residing within the SDTSA and/or
  - The name of the tribe most commonly associated with the area encompassed by the SDTSA.

9.2 SDTSA Guidelines

Guidelines are suggestions to improve the relevance and the utility of the tribal statistical areas. The following guidelines apply to SDTSAs.

- SDTSAs should be comparable in area to the AIRs and/or ORTLs of other tribes with similar numbers of members in the same state and/or region.
- American Indians should constitute a large proportion of the population within a SDTSA, and of the American Indian population, the majority should be members of the delineating tribe.
- The Census Bureau suggests a minimum population of at least 1,200 individuals or 480 housing units to help enhance reliability and availability of sample-based data.
- SDTSAs should include area where there is structured and organized tribal activity, including tribal headquarters, tribal service centers, meeting areas and buildings, ceremonial grounds, tribally owned commercial locations, etc.
- SDTSAs should not contain large areas without housing or population. The Census Bureau suggests a housing unit density of at least three housing units per square mile.
- SDTSAs should be contiguous.
- Water area should be included only to maintain contiguity, to provide a generalized version of the shoreline, or if the water area is completely surrounded by land area included in the SDTSA.
- SDTSA boundaries should follow visible, physical features, such as rivers, streams, shorelines, roads, and ridgelines.

- SDTSA boundaries may follow the nonvisible, legally defined boundaries of AIRs, ORTLs, states, counties, or incorporated places.

9.3 Considerations for Delineating SDTSAs

Since SDTSA boundaries are used to tabulate and present period estimates from the ACS, participants should consider that period estimates of demographic characteristics for geographic entities with small populations would be subject to higher variances than comparable estimates for geographic entities with larger populations. In addition, the Census Bureau's disclosure rules may have the effect of restricting the availability and amount of data for geographic entities with small populations. The more closely a SDTSA's boundary relates to the distribution of tribal members and American Indians receiving governmental services from the tribe, and does not include large numbers of people and households not affiliated with the tribe, the more likely that data presented for the SDTSA will accurately reflect the characteristics of the intended tribal population.

Although eligible, a tribe may elect not to delineate a SDTSA if it will not provide meaningful, relevant, or reliable statistical data because the member population now resides in numerous other locations or has been completely subsumed by non- member and/or non-American Indian populations. In such instances, defining a SDTSA will not improve the presentation of statistical data relating to tribal members. These tribes may still be able to receive meaningful, relevant, and reliable statistical data for their tribal membership at higher levels of census geography through the characteristic of tribal affiliation.

CHAPTER 10. STATE AMERICAN INDIAN RESERVATIONS (SAIRS)

IMPORTANT: As stated in **Table 2**, state recognized tribes with a state recognized reservation or off-reservation trust lands may review and update state recognized American Indian Reservations. This chapter targets those participants.

State American Indian Reservations (SAIRs) and their legal boundaries are established pursuant to state law. States with state-recognized tribes, that are not also federally recognized, have their own unique laws that recognize specific tribes or establish a formal process by which tribes apply for state recognition.

A subset of states have a process whereby:

- State-recognized tribes may obtain a SAIR.
- State-recognized tribes have established a SAIR, specifically through state legislation or have continued to recognize an American Indian Reservation established through laws.
    - These laws are often treaties of one of the original thirteen colonial assemblies and/or Great Britain during the Colonial Era.

Though SAIR boundaries are legal boundaries, effective with 2020 Census PSAP, state officials have the opportunity to review and update the boundaries of their existing SAIRs and may provide boundaries and other attribute information for newly recognized SAIRs.

In 2010, the Census Bureau solicited changes to the boundaries of SAIRs from the state government through the State Reservation Program and changes to the boundaries of state designated tribal statistical areas (SDTSAs) through the 2010 PSAP. For 2020, the review of both SAIRs and SDTSAs occurs during 2020 Census PSAP. There is no separate State Reservation Program. Because the Census Bureau works with a single point of contact to review both the SAIRs and SDTSAs, integrating the SAIRs review into PSAP likely eases the burden for the state official. If the state official declines or defers participation, the Census Bureau will use 2010 SAIR boundaries to tabulate 2020 Census data.

IMPORTANT: If changes occur to the boundary of an existing SAIR or if a new SAIR exists, the state official must provide the supporting legal documentation as they would with the BAS to modify the boundary or add the new SAIR.

10.1 SAIR Criteria and Guidelines

The Census Bureau sets forth the following criteria and guidelines for use in reviewing, updating existing SAIRs, and delineating new SAIRs:

- SAIR boundaries cannot cross state lines unless each state recognizes the AIR and tribe is separately.
- SAIRs must not include territory within federally recognized AIRs or off-reservation trust lands.
- Report SAIR boundaries and the SAIR name as they exist in the legislation, treaty or other legal document under which they were established.
    - The Census Bureau will identify each SAIR with the name submitted by the state liaison providing the boundary for the area. For this reason, the SAIR name should reflect the specific tribal name cited in the legal records establishing the SAIR.

Acceptance of boundary changes to existing SAIRs requires clear legal documentation

supporting any, and all, changes involving these boundaries.

PART TWO: REVIEWING, UPDATING, AND SUBMITTING 2020 CENSUS PSAP MAPS

Part Two provides instructions for conducting the review of the PSAP materials by discussing general information about boundary features and types of feature updates sought by the Census Bureau. It also includes a summary of map annotation procedures that span all participants and provides examples most common to each of the seven types of tribal participant listed in **Table 2**.

IMPORTANT: The Census Bureau does not expect a submission from tribal entities that do not make updates to the existing 2010 statistical geographies.

CHAPTER 11. REVIEWING 2020 CENSUS PSAP MAPS

In order to begin a review of the PSAP materials, participants must assemble their local source material for comparison.

For federally recognized American Indian Areas with a reservation and/or off-reservation trust lands, conduct a review of the paper maps by first reviewing the 2010 population and housing counts list provided with the materials. The list includes all of the tribal statistical geographies for each tribal entity, so review it closely to identify the tribal census tracts and tribal block groups falling outside of the recommended thresholds. Review any CDP boundaries if they exist in the tribal entity. Follow the information provided with regards to criteria, guidelines, and boundary requirements within the appropriate chapter in Part One (e.g., chapters 2 – 4) and the general guidance in **Section 11.1** to conduct the review.

Participants with only one tribal census tract and one tribal block group, and those without threshold failures are encouraged to utilize the paper maps or the Adobe .pdf files to review the existing boundaries of the statistical geographies. After completing a review and confirming no updates are required, complete the delineation phase postcard (P-300) and return it to the Census Bureau denoting no changes are forthcoming. Doing so concludes the delineation phase participation.

Participants with a tribal entity large enough to contain more than one tribal census tract and tribal block group must resolve all threshold failures that exist within the tribal entity, or must provide justifications for not correcting the failures. Clearing the threshold failures (above maximum thresholds and below minimum thresholds of each of the statistical geographies) is the minimum required to participate in PSAP. For unresolvable threshold failures, provide written justification on the specific map, on the 2010 pop and housing count list, or in a more formal fashion such as a letter or email, so the Census Bureau knows a review was conducted and the participant does not want to change the boundaries. If time permits, a review of all of the statistical geographies is encouraged as a form of validation of the existing statistical geographies.

For all other tribal participants reviewing ANVSA, ANRC, OTSA, TDSA, SDTSA, and SAIR geographies, review the respective tribal statistical geography boundaries to determine if they remain valid and are accurate. Follow the information provided with regards to criteria, guidelines, and special considerations within the appropriate chapter in Part One (e.g., chapters 4 – 10) and the general guidance in **Section 11.1** to conduct the review. If the review concludes no updates are required, complete the delineation phase postcard (P-300) and return it to the Census Bureau denoting no changes are forthcoming. Doing so concludes the delineation phase participation.

11.1 General Information on Boundary Features

Data user and Census Bureau experience has shown that some features simply make better boundaries than others, and the same type of feature can make an excellent boundary in one place and a poor one in another. Rivers, major canals, lakes, and other bodies of water often make good statistical area boundaries because they generally limit access from one area to another and rarely change relative location. Other features that limit access between areas,

such as interstate and other major highways, railroad tracks, and the ridges of mountain ranges, also make good statistical area boundaries. In some instances, however, such a feature unifies a community, for example, a lake forming the core of a recreational housing development or a through street forming the spine of a subdivision. In these circumstances, the statistical area boundary should include the entire area of the lake or both sides of a unifying street to better encompass similar community patterns.

In general, when delineating boundaries in bodies of water represented as polygons and having area (lakes, reservoirs, bays, oceans, and wide rivers), the boundary should follow a line bisecting the water body rather than following a shoreline. Wherever possible, use an existing line in water (for example, a county line in the middle of a river) rather than adding a new line.

Officials delineating tribal statistical geographies may only add nonvisible lines as a boundary if other acceptable boundary features such as roads, rivers, streams, shorelines, trails and ridgelines, are not available and they aid in a statistical geography meeting other specific, delineation criteria and/or guidelines. Refer to **Appendix I**. for a table that lists whether features are acceptable or questionable boundaries. The Census Bureau staff will contact participants if they require more information or have questions about feature updates submitted as part of our 2020 Census PSAP.

11.2 General Guidelines for Feature Updates

It is critical that participants understand that the purpose of PSAP is not street feature updates. During PSAP, the Census Bureau accepts updates to features only where a boundary follows a road (or other visible feature such as a stream) and the road is not on the paper maps. For this reason, the Census Bureau cannot accept street (or other feature) updates that do not follow the guidelines below:

- Add the feature and provide the name of the feature, if it is missing from the paper maps and forms the boundary for the area needed for delineating a statistical geography.
- Correct a feature, if the participant cannot delineate the boundary for a statistical geography correctly because the feature on the map is incorrectly located, mislabeled, or distorted.
- Add missing streets only when necessary to form a statistical geography boundary. Do not use valuable time of the 120-day review period adding streets and other missing features not used for PSAP boundaries. The verification phase products provided to each participant making a submission during the delineation phase allow participants to see the results of later census operations that may have added those missing features.
- Use straight-line extensions (invisible, short, line-of-sight lines) to form a closed polygon only if they are straight lines, do not intersect a cul-de-sac, and do not exceed 300 feet in length.

CHAPTER 12. UPDATING 2020 CENSUS PSAP MAPS

Though this Respondent Guide contains chapters for nine specific tribal statistical geographies, most procedures for annotating the different paper maps are identical. The unique component for the annotation is usually limited to the colored pencil used to make the update. Refer to **Table 5:** Pencil Color, Tribal Statistical Geographies Using Color, and Tribal for the proper pencil color for each tribal statistical geography.

Note: For the sake of illustration within this material, **all forthcoming examples utilize real tribal entity maps, but the updates are fictitious**. The examples show the updates to symbology, naming, and supporting documentation as computer generated rather than handwritten. Participants handwrite corrections and changes on the paper maps.

The common procedures for annotating any of the PSAP paper maps are as follows:

- Compare source materials with the Census Bureau maps.
- If updates are necessary for boundaries of the statistical geography, cross out the old/errant boundary with an "X" and mark the ends of the deletion/update with hash marks "(//)."
- Follow information outlined in **Section 11.2** to draw in the new/revised boundary. Refer to **Appendix H.** for valuable information on types of features to utilize.
- If adding new features is necessary to complete an update for statistical geography boundary, add the new feature first and then add the proper symbology to denote it as a boundary for the statistical geography.
- If updates are necessary for the name or number of the statistical geography, cross out old information and add the new/corrected information within the boundary of the statistical geography in the same color as the revised boundary.

12.1 Tribal Block Group Update Example

Figure 4 depicts a boundary update between the tribal block group A (TBG-A) and tribal block group B (TBG-B) in tribal census tract T002 of the L'Anse Reservation. It illustrates the use of proper color (brown) and symbology (X and //). The net result of this change the removal of area from TBG-A and addition of the area to TBG-B.

The modification of tribal census tract boundaries uses the same actions as tribal block group modifications, with the exception of color (e.g., orange for tribal census tracts); therefore, no separate example is provided. In addition, many federally recognized American Indian Areas with a reservation and/or off-reservation trust lands have only one tribal census tract so no modification can occur. Still others, with enough population or housing to have more than one tribal census tract, have few options for modification. Should questions arise about updating tribal census tracts that the information in **Part Two:** and in this example does not resolve, contact the Census Bureau for support and assistance.

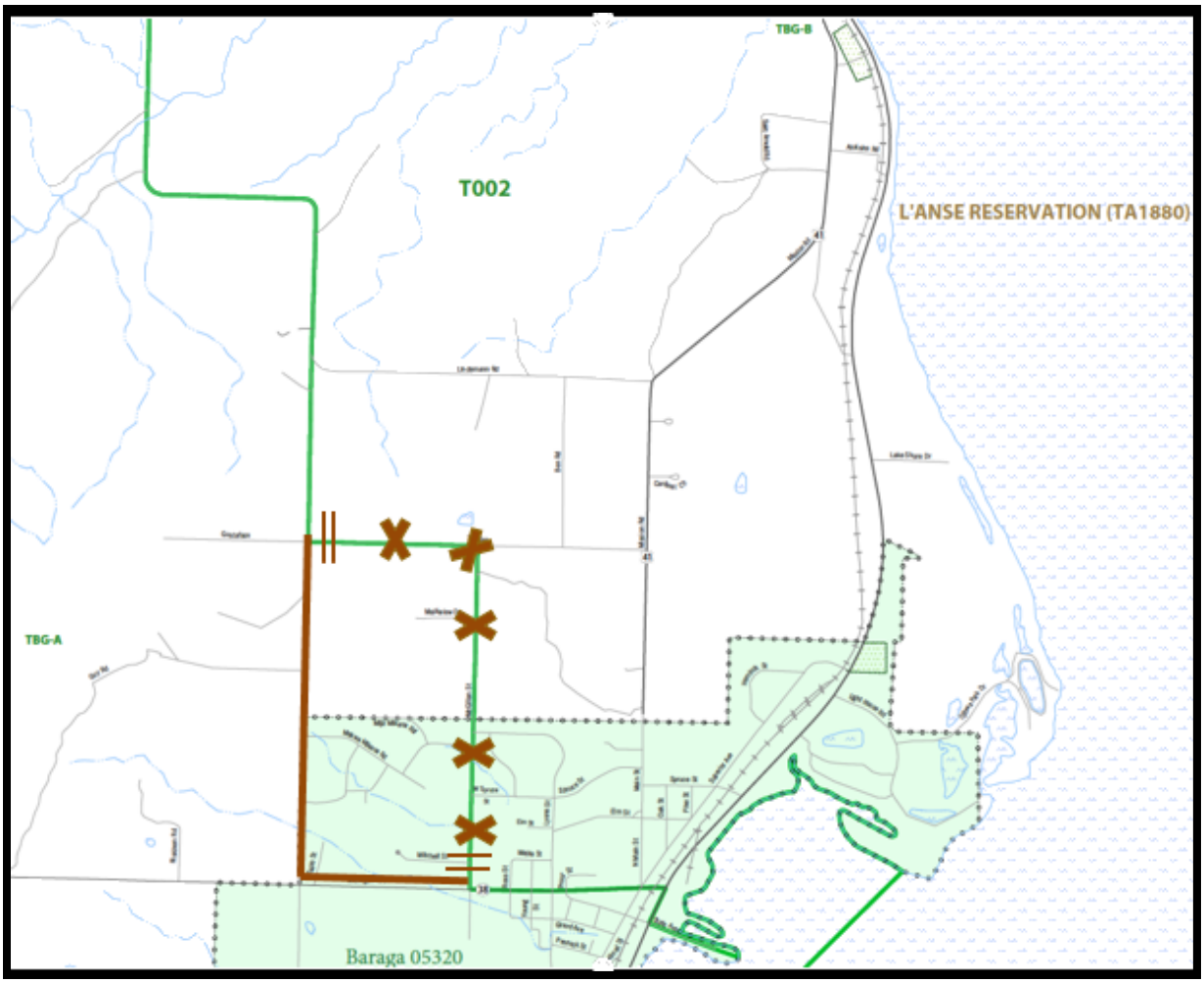


Figure 4. Tribal Block Group Boundary Change (Fictitious Example)

12.2 CDP Update Example

Census designated places (CDPs) can be added on federally recognized American Indian Areas with a reservation and/or off-reservation trust lands and OTSAs. **Figure 5** depicts adding a new CDP for an OTSA tribal participant. Regardless of the participant, CDP boundaries are red.

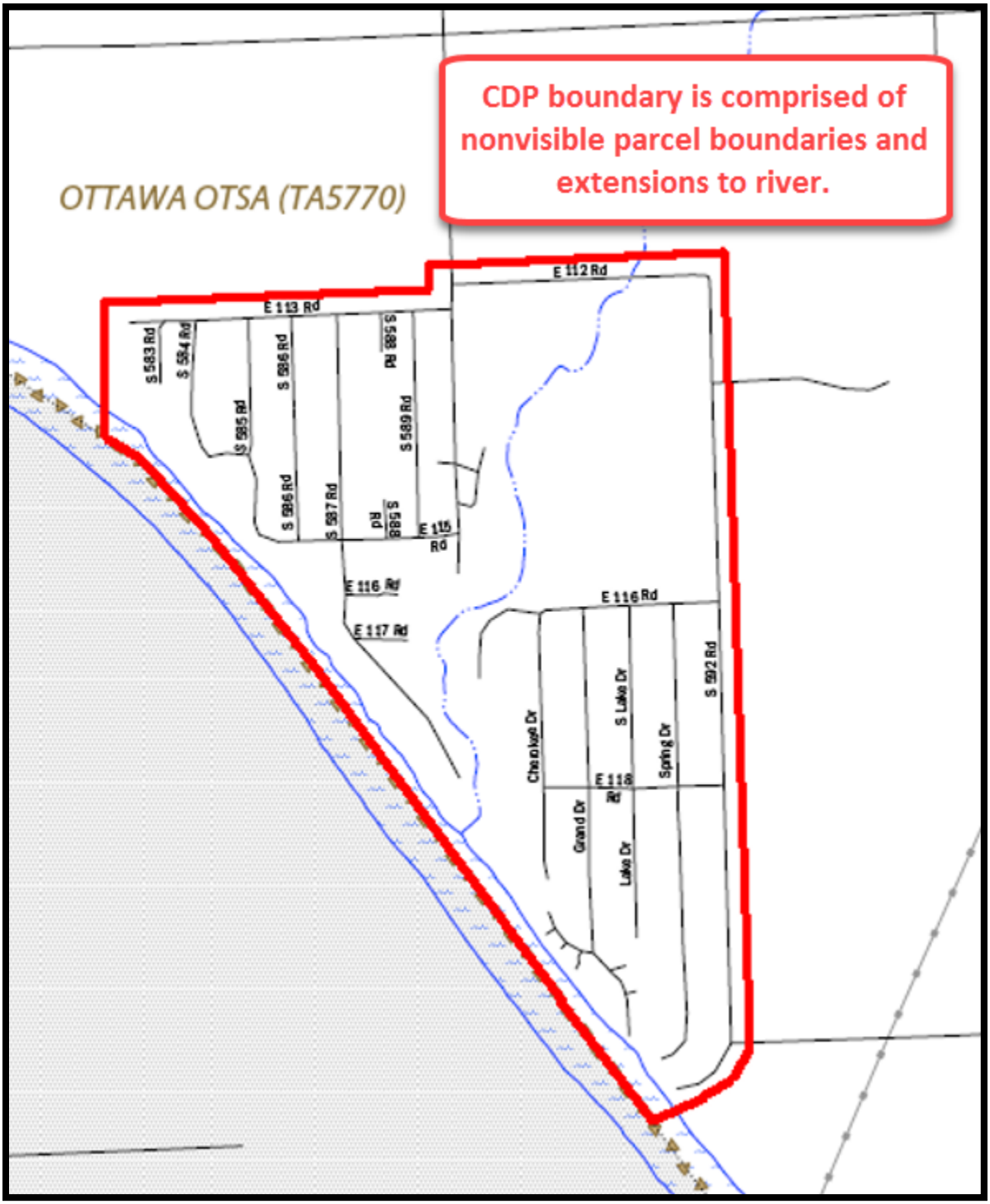


Figure 5. Adding a New CDP (Fictitious Example)

12.3 ANVSA Update Example

Figure 6, for the sake of the scale of the map and this Respondent Guide, only shows a portion of the correction necessary. It does not depict the new purple boundary atop the green park boundary in order to maintain a better visual for the Census Bureau. In this example, the entire boundary needs to conjoin with the park boundary. It appears as though the boundary of the park shifted and the ANVSA boundary did not move with it. The opportunity to correct that misalignment occurs in 2020 Census PSAP. When situations like this occur, adding supporting documentation or a note that describes the issue helps the Census Bureau interpret the requested change.

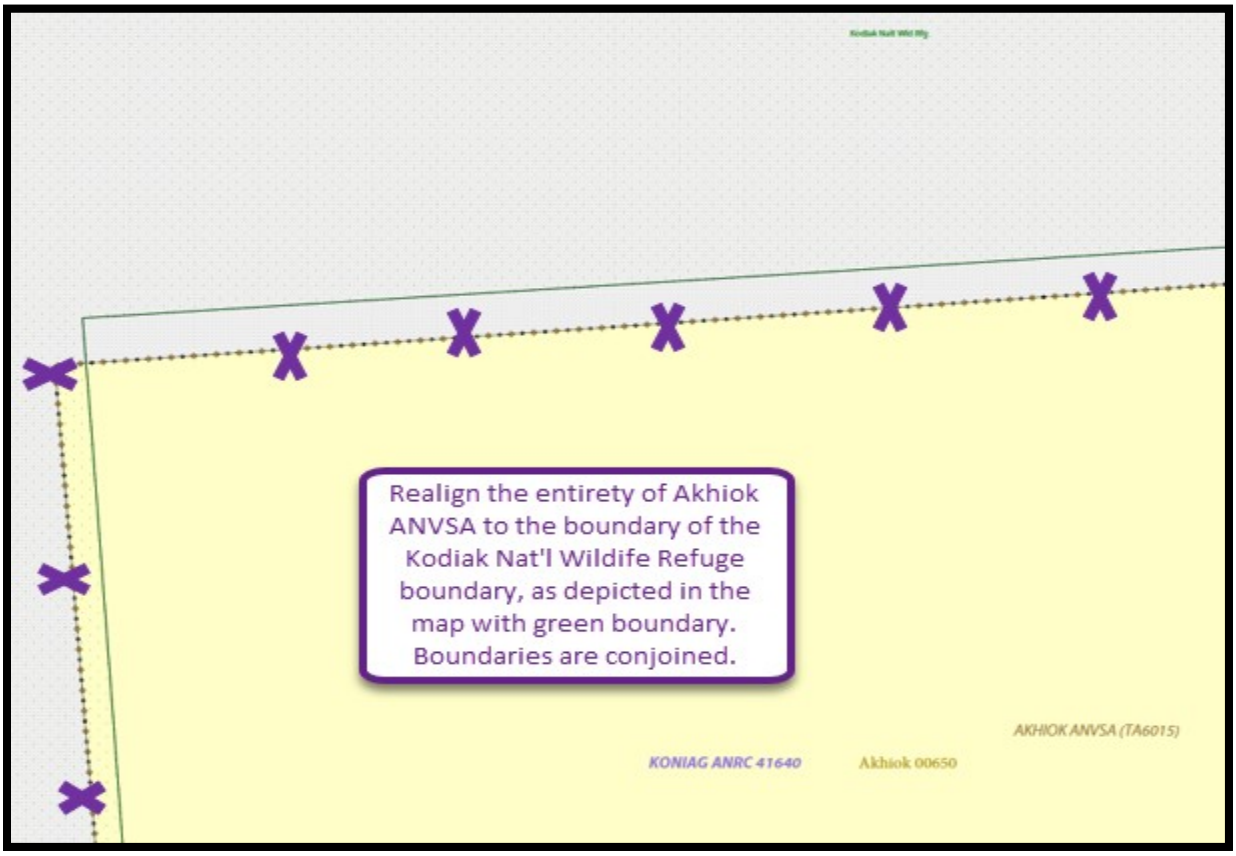


Figure 6. ANVSA Boundary Correction (Fictitious Example)

12.4 ANRC Update Example

Updates to ANRCs are not likely; however, they may use the ANRC paper map to make corrections to the boundaries or the ANRC name. Provide the explanation for the correction on the map or in separate, supporting documentation. For the sake of this example, **Figure 7** shows a name correction and supporting documentation. The legal documentation cited in the map note is required in addition to the note on the map itself. ANRCs are more likely to perform edits to ANVSAs as shown in **Section 12.3**.

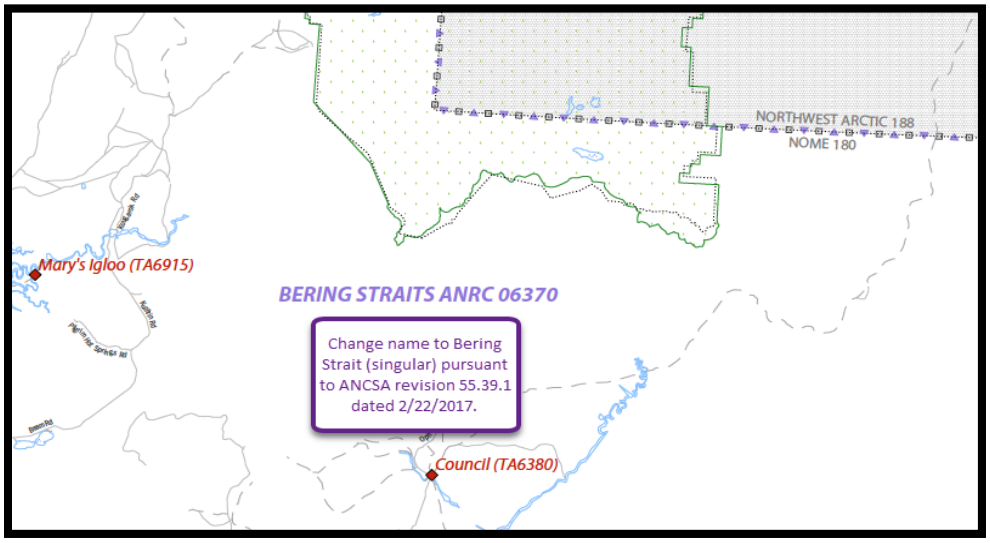


Figure 7. ANRC Name Correction (Fictitious Example)

12.5 OTSA Update Example

Figure 8 shows the proper way to modify the existing boundary of an OTSA. Though an uncommon update since OTSAs follow former legal boundaries, the image is used to depict the proper use of symbology (X and //) as well as color (purple). The net result of this change is area added to the Miami OTSA.

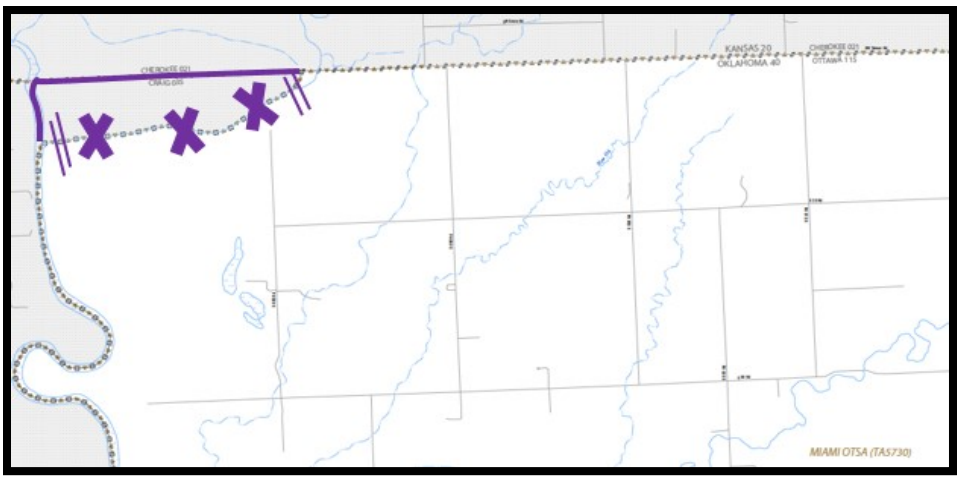


Figure 8. OTSA Boundary Change (Fictitious Example)

12.6 TDSA Update Example

Figure 9 shows modification of an existing boundary of a TDSA due to a cartographic error. The image depicts the proper use of symbology (X and //) as well as color (purple) and provides an example of including information related to a boundary error in the Census Bureau. This type of information helps the Census Bureau understand the change suggested.

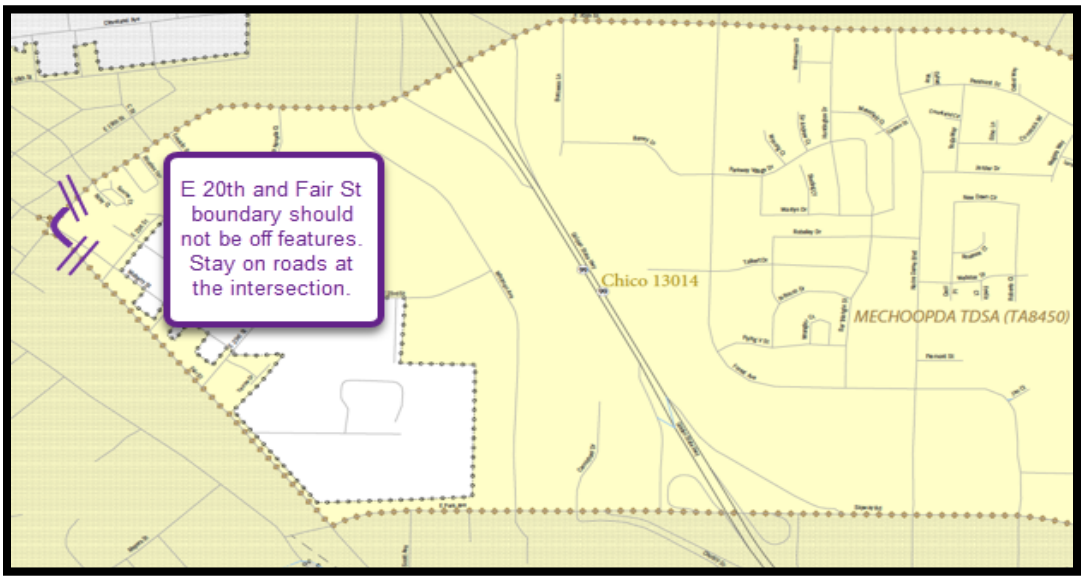


Figure 9. TDSA Boundary Change with Additional Information (Fictitious Example)

12.7 SDTSA Update Example

Figure 10 illustrates the addition of new area to the SDTSA and the removal of existing area from the SDTSA. As with all of the previous examples, the image depicts the proper use of symbology (X and //) as well as color (purple), but it shows changing the name of the SDTSA to reflect the new name of the tribe, as discussed in **Section 9.2.**

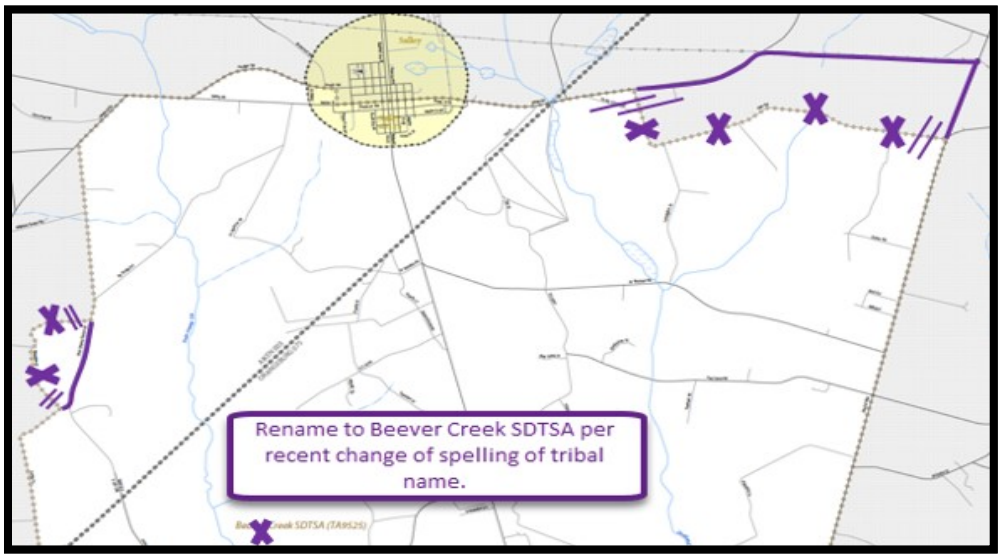


Figure 10. SDTSA Boundary Changes and Name Change (Fictitious Example)

12.8 SAIR Update Example

Figure 11 shows the proper manner to modify the existing boundary of a SAIR. The image depicts the proper use of symbology (X and //) as well as color (purple) and supporting documentation noted on the map. The net result of this change is more area added to the Hassanamisco Reservation. The legal documentation cited in the map note is required in addition to the note on the map itself.

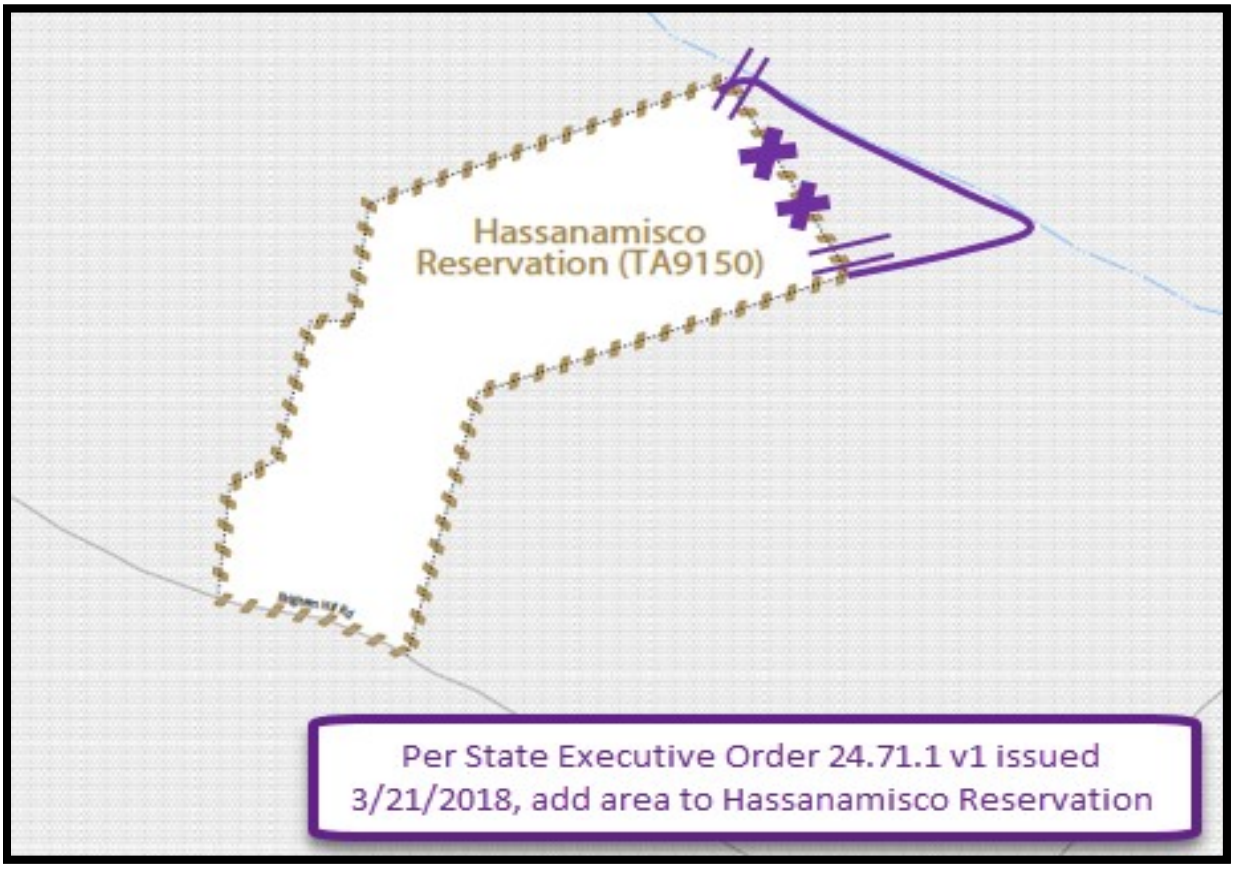


Figure 11. SAIR Boundary Correction (Fictitious Example)

CHAPTER 13. SUBMITTING UPDATED 2020 CENSUS PSAP MAPS

After completing the review and performing updates to the PSAP paper maps, separate the updated map sheets from the ones without updates. Make a copy of the portion of the map(s) that shows the proposed update(s). Retain the copies for reference during the verification phase scheduled to begin in January 2020.

Retain copies of all supporting documentation that reinforces the participant's position for the retention of a failing geography (below minimum/above maximum tribal census tract or tribal block group) and any other information that may benefit the Census Bureau's review of the submission.

Place the updated maps and all supporting documentation in the original delineation material packaging (i.e., map tubes, box, or envelope). Use the FedEx postage-paid label/envelope to return the updated materials to the Census Bureau. If postage-paid label is misplaced, call the Census Bureau's PSAP help line at 1-844-788-4921 for instructions on receiving a replacement label/envelope. If participants choose to ship the updated materials on their own, without contacting the PSAP line, the Census Bureau recommends using a service that provides tracking information, such as USPS traceable delivery, FedEx, United Parcel Service (UPS), or similar service.

IMPORTANT: Do not send updated materials on a flow basis. Complete all work prior to making a submission.

The address to use for shipping without the postage-paid label/envelope is as follows:

ATTN: GEOGRAPHY PSAP BLDG 63E
National Processing Center
1201 E 10th St
Jeffersonville IN 47132

PART THREE: NEXT STEPS IN 2020 CENSUS PSAP

Congratulations on the completion of the delineation phase of 2020 Census PSAP. While this is a major step, it does not conclude participation in 2020 Census PSAP. The final part to this document describes the next steps for 2020 Census PSAP. These steps include a high-level description of the processing of participants' submissions conducted by the Census Bureau that must occur prior to the verification phase. The document concludes by highlighting the plans for the verification and closeout phases of 2020 Census PSAP.

The Census Bureau begins its review of the submitted paper map materials. This process includes performing basic validation checks and conducting basic quality assessments to ensure the enforcement of specific criteria for each tribal statistical geography.

After completing the review of the updated delineation materials, the Census Bureau uses the newly suggested geographies to generate the final version of the proposed plan, reviewed by participants during the verification phase. The verification phase begins January 2020 with participants having 90 days to review the verification materials for accuracy of the updates they provided during the delineation phase and respond with suggested corrections. Participants receive a prepaid, verification phase postcard asking them to verify, accept, or reject the final version of the proposed plan. The Census Bureau plans to conduct follow-up with non-responding participants in order to ensure receipt of a response from each that participated during the delineation phase. Once the Census Bureau receives the verification phase postcard with the approval or acceptance of the verification plan or after they receive the suggested corrections, they can finalize the 2020 Census statistical boundaries.

In October 2020, the Census Bureau begins the closeout phase of the 2020 Census PSAP to ensure there are no outstanding changes submitted by participants or to communicate the reasoning for not making participant suggested changes. The timing of this phase begins after allowing time for processing any updates from the verification phase.

More details on both the verification and closeout phases will appear on the PSAP website as they become available. In addition, further communication occurs in advance of each of the last two phases. This concludes the instructional content for the delineation phase for 2020 Census PSAP.

APPENDICES

APPENDIX A. GLOSSARY

Alaska Native Claims Settlement Act (ANCSA) – Federal legislation (Pub. L. 92-203, 85 Stat. 688 (1971); 43 U.S.C. 1602 *et seq.* (2000)) enacted in 1971 that recognized Native villages and Native groups, and established ANRCs and their regional boundaries.

Alaska Native Regional Corporation (ANRC) – A corporate geographic area established under the Alaska Native Claims Settlement Act (Pub. L. 92–203, 85 Stat. 688 (1971)) to conduct both the business and nonprofit affairs of Alaska Natives. Twelve ANRCs cover the entire State of Alaska except for the Annette Island Reserve.

Alaska Native – For purposes of PSAP, Alaska Native refers to anyone who self-identifies as an American Indian and/or an Alaska Native (AIAN) alone or in combination with one or more other races and resides in Alaska.

Alaska Native village (ANV) – A local governmental unit in Alaska that constitutes an association, band, clan, community, group, tribe, or village recognized by and eligible to receive services from the BIA and/or in accordance with the ANCSA as a Native village or Native group.

Alaska Native Village Corporation (ANVC) – A corporation created pursuant to the ANCSA and organized under the laws of the state of Alaska as a for-profit or non-profit business to hold, invest, manage, and/or distribute lands, property, funds, and assets for or on behalf of a Native village.

Alaska Native village statistical area (ANVSA) – A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving government services from the defining ANV that are located within the region and vicinity of the ANV's historic and/or traditional location. ANVSAs are intended to represent the relatively densely settled portion of each ANV and should include only an area where Alaska Natives, especially members of the defining ANV, represent a significant proportion of the population during at least one season of the year (at least three consecutive months).

American Community Survey (ACS) – A survey conducted by the Census Bureau that uses a series of monthly samples to produce annually updated data for the same small areas (census tract and block groups) as the decennial census long-form sample previously surveyed. The Census Bureau last utilized the long-form during Census 2000.

American Indian Area (AIA) – A Census Bureau term that refers to any or all of the following entities: American Indian reservation, American Indian off-reservation trust land, Oklahoma tribal statistical area, joint use area, American Indian tribal subdivision, tribal designated statistical area, and state designated American Indian statistical area.

American Indian off-reservation trust land (ORTL) – An area of land located outside the boundaries of an AIR, whose boundaries are established by deed, and which are held in trust by the U.S. federal government for a federally recognized American Indian tribe or members of that tribe.

American Indian reservation (AIR) – An area of land with boundaries established by final treaty, statute, executive order, and/or court order and over which a federally recognized, American Indian tribal government has governmental authority. Along with ‘‘reservation’’ primary governmental or administrative division of a county in 28 states and the ‘‘reservation’’ designations such as colonies, communities, pueblos, rancherias, and reserves apply to AIRs.

American Indian tribal subdivision – A legal subdivision of a federally recognized American Indian reservation, off-reservation trust land, or a statistical subdivision of Oklahoma tribal statistical areas. These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for American Indians.

Borough – A legal geographic entity within the state of Alaska. For purposes of PSAP, the Census Bureau treats boroughs equivalent to county in other states for data collection, tabulation, and presentation purposes.

Boundary – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, state, or reservation. A boundary marks the limits of an area.

Boundary and Annexation Survey (BAS) – An annual survey to collect information about selected legally defined geographic areas. The Census Bureau uses BAS as a means to update information about the legal boundaries and names of all governmental units in the United States.

Bureau of Indian Affairs (BIA) – The primary agency of the federal government, located within the U.S. Department of the Interior (DOI), charged with the trust and responsibility between the federal government and federally recognized AIAN tribal governments and communities, including BIA-recognized ANVs.

Bureau of Land Management (BLM) – The primary agency of the federal government, located within the DOI, charged with carrying out the ANCSA.

Census block – A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within block groups and are uniquely numbered within census tracts.

Census block group – Block groups are statistical geographic divisions of a census tract, defined for the tabulation and dissemination of census data from the decennial censuses, the ACS, and other select surveys.

Census block number – Census block numbers contain a 4-digit number. Census blocks are numbered uniquely within each census tract.

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

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

Census county division (CCD) – Statistical geographic entities in 21 states where minor civil divisions either do not exist or have been unsatisfactory for reporting statistical data. The Census Bureau, in cooperation with state, tribal, and local officials, delineate these areas solely for statistical purposes. CCDs have no legal function and are not legal governmental units. The primary goal of CCDs is to establish and maintain a set of sub-county geographies with stable boundaries and recognizable names. Naming of each CCD is based on a place, county, or well-known local name that identifies its location. In most cases, census tracts nest within CCDs, but in less populated counties CCDs nest within census tracts.

Census designated place (CDP) – Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalent of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure chartered by the state and administered by elected official.

Census tract – A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features. However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

Census tract number – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as “1” on maps.

City-style address – The Census Bureau’s definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

Coextensive – The Census Bureau defines coextensive as two or more geographic entities that cover exactly the same area, with all boundaries shared.

Conjoint – The Census Bureau defines conjoint as a boundary line shared by two adjacent geographic entities.

Contiguous – The Census Bureau defines contiguous as areas sharing common boundary lines, more than a single point, such that the areas, when combined, form a single piece of territory. Non-contiguous areas form disjoint pieces.

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

Edges – All linear features contained in the MAF/TIGER database.

Edges shapefile – All linear features in the MAF/TIGER database are contained in the edges shapefile. Participants use the edges shapefile to add, delete, or change linear feature attributes.

Faces – Topological areas in the MAF/TIGER database formed by edges.

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

Federal Information Processing Series (FIPS)—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

Geocodes – Codes that place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

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

Geographic Update Partnership Software (GUPS) – A self-contained GIS update and processing package provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 Census PSAP. Pre-packaged to include all of the components for 2020 PSAP, the GUPS contains the Census Bureau's TIGER partnership shapefiles necessary to participate. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

Group quarters – The Census Bureau defines group quarters as a location where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

Housing unit – The Census Bureau defines a housing unit as a house, an apartment, a mobile home or trailer, or a group of rooms or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter. Separate living quarters are those in which the occupants live and eat separately from any other residents of the building and which have direct access from outside the building or through a common hall.

Incorporated place —A type of governmental unit, incorporated under state law as a city, town (except in New England, New York, and Wisconsin), borough (except in Alaska and New York), or village, generally to provide governmental services for a concentration of people within legally prescribed boundaries.

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

Master Address File (MAF) – The Census Bureau's nationwide database of all addresses and physical/location descriptions known to the Census Bureau used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau's Geography Division regularly updates the MAF/TIGER Database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

MAF/TIGER database (MTDB) – The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

MAF/TIGER Feature Classification Code (MTFCC) – A 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in the MAF/TIGER database and its output products**.**

Metadata – describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

Minor civil division (MCD) – The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

Native group (NG) – Any tribe, band, clan, group, community, village, or village association of Alaska Natives designated by the Secretary of the Interior composed of less than 25, but more than three, Alaska Natives, who also comprised a majority of the residents of a locality at the time of the 1970 Census.

Native village (NV) – Any tribe, band, clan, group, community, village, or village association of Alaska Natives listed in Sections 11 and 16 of the ANCSA (See 43 U.S.C. 1610 and 1615 (2000)) or which the Secretary of the Interior determines was composed of 25 or more Alaska Natives, who also comprised a majority of the residents of a locality at the time of the 1970 Census.

Non-city style address – The Census Bureau's definition of a non-city style address is one that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

Nonvisible feature – The Census Bureau defines a nonvisible feature as one that is not visible on the ground and/or in imagery such as a city or county boundary through space, a property line, or line-of-sight extension of a road.

Off-Reservation Trust Land (ORTL) – A type of legal geographic entity that is a recognized American Indian land area for which the United States federal government holds fee title in trust for the benefit of a tribe (tribal trust land) or for an individual American Indian (individual trust land). Trust lands can be alienated or encumbered only by the owner with the approval of the Secretary of the Interior or his/her authorized representative. Trust lands may be located on or off an AIR. The Census Bureau recognizes and tabulates data for AIRS and ORTLs because the tribe has governmental authority over these lands. Primary tribal governmental authority generally is not attached to tribal lands located off the AIR until the lands are placed in trust. In Census Bureau data tabulations, ORTLs are always associated with a specific federal AIR and/or tribal government.

Participant Statistical Areas Program (PSAP) – A Census Bureau program offered every 10 years that allows identified participants, following established criteria and guidelines, to review and update existing statistical geographies and delineate new statistical geographies as appropriate. The standard statistical geographies include census tracts, block groups, census designated places, and census county divisions.

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

PSAP official liaison – A person at the PSAP participating government or organization identified to serve as the primary point of contact for PSAP.

PSAP technical contact – A person serving as the technical point of contact for a PSAP participant that likely conducts the actual program work using the Census Bureau's Geographic Update Partnership Software (GUPS) or paper maps (for tribal participants).

Regional Census Center (RCC) – Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

Regional Office (RO) – One of the permanent Census Bureau offices responsible for the Census Bureau's office and field operations within its region.

Retracting – The Census Bureau defines retracting as substantially changing the boundaries of a census tract so that comparability over decades is lost.

Shapefile – Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Esri shapefile format.

Special use census tract/block group – A type of census tract or block group designated as a specific use type (e.g., state park or large lake) and has an official name (e.g. Cleburne State Park or Lake Minnetonka). Special use geographies should contain no (or very little) population or housing, and must not create a non-contiguous census tract/block group.

Standard statistical geographic entity (standard statistical geographies) – A geographic entity specifically defined and delineated (census tract, block group, census designated place, census county division) so that the Census Bureau may tabulate data for it. Designation as a statistical entity neither conveys nor confers legal ownership, entitlement, or jurisdictional authority.

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

Topologically Integrated Geographic Encoding and Referencing (TIGER)—The Census Bureau's digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

Visible feature – The Census Bureau defines a visible feature as one that can be seen on the ground and/or in imagery. Visible features include a street, railroad tract, major above ground transmission line or pipeline, stream, shoreline, fence, distinctly defined mountain ridge, or cliff. A non-standard visible feature is a visible feature that may not be clearly defined on the ground (such as a ridgeline), may be seasonal (such as an intermittent stream), or may be relatively impermanent (such as a fence). The Census Bureau generally requests verification that nonstandard visible features used for statistical geographies pose no problem during fieldwork necessary to conduct a census or survey.

APPENDIX B. 2020 CENSUS PSAP CRITERIA

In **Part One:** of the Respondent Guide, individual tables reflect each of the geographies separately. This table summarizes that information into one table.

Table 10: Tribal Statistical Geographies and their Population and Housing Criteria[15]

Tribal statistical geography	Nests Within	Population Criteria		Housing Unit Criteria	
Tribal census tracts	AIR and/or ORTL	Optimum	4,000	Optimum	1,600
		Minimum	1,200	Minimum	480
		Maximum	8,000	Maximum	3,200
Tribal block groups	Tribal census tract	Optimum	1,500	Optimum	None
		Minimum	600	Minimum	240
		Maximum	3,000	Maximum	1,200
Census designated places (CDPs)	State	A CDP cannot have zero population and zero housing units.		A CDP cannot have zero population and zero housing units.	
Tribal designated statistical areas (TDSAs)	N/A	Minimum	1,200	Minimum	480
State designated tribal statistical areas (SDTSAs)	State	Minimum	1,200	Minimum	480

[15] The minimum population and housing unit information listed for TDSAs and SDTSAs is a guideline, not criteria.

APPENDIX C. PSAP HISTORICAL BACKGROUND

History of Census Tracts

In 1905, Dr. Walter Laidlaw originated the concept of permanent, small geographic areas as a framework for studying change from one decennial census to another in neighborhoods within New York City. For the 1910 Census, eight cities—New York, Baltimore, Boston, Chicago, Cleveland, Philadelphia, Pittsburgh, and St. Louis—delineated census tracts (then termed "districts") for the first time. No additional jurisdictions delineated census tracts until just prior to the 1930 Census, when an additional ten cities chose to do so. The increased interest in census tracts for the 1930 Census is attributed to the promotional efforts of Howard Whipple Green, who was a statistician in Cleveland, Ohio, and later the chairman of the American Statistical Association's Committee on Census Enumeration Areas. For more than twenty-five years, Mr. Green strongly encouraged local citizens, via committees, to establish census tracts and other census statistical geographic areas. The committees created by local citizens were known as Census Tract Committees, later called Census Statistical Areas Committees.

After 1930, the Census Bureau saw the need to standardize the delineation, review, and updating of census tracts and published the first set of census tract criteria in 1934. The goal of the criteria has remained unchanged; that is, to assure comparability and data reliability through the standardization of the population thresholds for census tracts, as well as requiring that their boundaries follow specific types of geographic features that do not change frequently. The Census Bureau began publishing census tract data as part of its standard tabulations beginning with the 1940 Census. Prior to that time, census tract data were published as special tabulations.

For the 1940 Census, the Census Bureau began publishing census block data for all cities with 50,000 or more people. Census block numbers were assigned, where possible, by census tract, but for those cities that had not yet delineated census tracts, "block areas" (called "block numbering areas" [BNAs] in later censuses) were created to assign census block numbers.

Starting with the 1960 Census, the Census Bureau assumed a greater role in promoting and coordinating the delineation, review, and update of census tracts. For the 1980 Census, criteria for BNAs were changed to make them more comparable in size and shape to census tracts. For the 1990 Census, all counties contained either census tracts or BNAs.

Census 2000 was the first decade in which census tracts were defined in all counties. In addition, the Census Bureau increased the number of geographic areas whose boundaries could be used as census tract boundaries. It also allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tracts without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to census tract criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum, maximum, and optimum population threshold with housing unit thresholds for use in defining census tracts for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized

criteria for census tracts defined for employment centers, airports, parks, large water bodies, and other special land uses that had been permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal census tracts as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard census tracts defined within counties.

History of Block Groups

The Census Bureau first delineated block groups as statistical geographic divisions of census tracts for the 1970 Census, comprising contiguous combinations of census blocks for data presentation purposes. At that time, census block groups only existed in urbanized areas in with census blocks. Defined without regard to political and administrative boundaries, block groups contained an average population of 1,000, and were approximately equal in area.

As use of census block, block group, and census tract data increased among data users, the Census Bureau expanded these programs to cover additional geographic areas while redefining the population threshold criteria to more adequately suit data users' needs. The 1990 Census was the first decennial census in which census blocks and block groups were defined throughout the entirety of the United States, Puerto Rico, and the Island Areas. For the 2000 Census, the Census Bureau increased the number of geographic areas whose boundaries could be used as block group boundaries, and allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tribal block groups without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to block group criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum and maximum population threshold with housing unit thresholds for use in defining block groups for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized criteria for block groups defined for employment centers, airports, parks, large water bodies, and other special land uses permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal block groups as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard block groups defined within counties.

History of Census Designated Places (CDPs)

In response to data user needs for place-level data, the CDP concept and delineation criteria have evolved over the past seven decades. This evolution has taken into account differences in the way in which places were perceived, and the propensity for places to incorporate in various states. Over time, the result has been an increase in the number and types of unincorporated communities identified as CDPs, as well as an increasing consistency in the relationship between the CDP concept and the kinds of places encompassed by the incorporated place category, or a compromise between localized perceptions of place and a concept that would be familiar to data users throughout the United States, Puerto Rico, and the Island Areas.

Although not as numerous as incorporated places, CDPs have been important geographic entities since their introduction for the 1950 Census (CDPs were referred to as "unincorporated places" from 1950 through the 1970 decennial censuses). For the 1950 Census, CDPs were defined only outside urbanized areas and were required to have at least 1,000 residents. For the 1960 Census, CDPs could also be identified inside urbanized areas outside of New England, but these were required to have at least 10,000 residents. The Census Bureau modified the population threshold within urbanized areas to 5,000 residents in 1970, allowed for CDPs in urbanized areas in New England in 1980, and lowered the threshold for CDPs within urbanized areas to 2,500 in 1990. In time, other population thresholds were adopted for identification of CDPs in Alaska, Puerto Rico, the Island Areas, and on American Indian reservations (AIRs). The Census Bureau eliminated all population threshold requirements for Census 2000, achieving consistency between CDPs and incorporated places, for which the Census Bureau historically has published data without regard to population size.

According to the 2010 Census, more than 38.7 million people in the United States, Puerto Rico, and the Island Areas lived in CDPs. The relative importance of CDPs varies from state to state depending on laws governing municipal incorporation and annexation, but also depending on local preferences and attitudes regarding the identification of places.

History of Census County Divisions (CCDs)

When CCDs were introduced prior to the 1950 Census, few alternatives were available for the provision of statistical data related to relatively stable, subcounty geographic units. Census tracts were defined in only a subset of metropolitan area counties. MCDs existed in all counties, but in some states, MCD boundaries changed frequently enough that they were not useful for comparing statistical data from one decade to another.

For much of the period from the 1950 Census through the 1980 Census, county subdivisions (MCDs and CCDs) provided the only subcounty unit of geography at which data users could obtain statistical data for complete coverage of counties nationwide. The introduction of block numbering areas (BNAs) in counties without census tracts for the 1990 Census offered an alternate subcounty entity for which data could be tabulated. For Census 2000, the Census Bureau introduced census tracts nationwide (in many counties, BNAs were simply relabeled as "census tracts"), increasing the dissemination of, and ability to analyze, data at the census tract level, and providing an alternative set of subcounty statistical geographic areas in each county in addition to MCDs and CCDs. Nevertheless, CCDs and MCDs remain useful for presenting subcounty statistics and, in less populous counties containing only one or two census tracts, can provide greater spatial resolution when analyzing the distribution of population and characteristics.

APPENDIX D. HISTORY OF AMERICAN INDIAN AREAS IN THE DECENNIAL CENSUS

The first constitutionally mandated population census in the United States was conducted in 1790. During the period 1790 through 1850, American Indians were enumerated during the decennial censuses only if living among the general population. It was not until 1860 that American Indians living on tribal lands in the western half of the United States were enumerated as a unique population group, but tabulations were not made available for tribal territories or geographic entities. An effort was made for the 1880 Census to enumerate and present data for American Indians living on specific, federally recognized AIRs, but this effort was not completed, and data were available only for tribes in the state of California, as well as parts of Dakota Territory and Washington Territory. The 1890 Census was the first in which American Indian data were collected and presented for individual AIRs, including the now-former AIRs in Indian Territory (now part of Oklahoma); this practice continued through the 1910 Census. American Indian geographic entities were not recognized for the 1920 through 1960 censuses; thus, while American Indians were identified and enumerated, data were not available for the AIRs in which many lived. This decision was reversed with the 1970 Census for which the Census Bureau presented data for 115 AIRs. Still, there was no systematic program for the collection and reporting of all AIR boundaries.

The Census Bureau began to report data systematically for a variety of AIAs starting with the 1980 Census, when it identified and presented data for a more complete inventory of AIRs. The Census Bureau worked with the Bureau of Indian Affairs (BIA) within the U.S. Department of the Interior (DOI) to identify boundaries for AIRs for federally recognized tribes, and with state government officials to identify boundaries for AIRs for state-recognized tribes, by obtaining maps depicting their legally established boundaries. Tribal ORTLs and American Indian subreservation areas (the latter now called tribal subdivisions) were both identified for the first time as geographic entities for the decennial census. To provide data for federally recognized tribes in Oklahoma that formerly had AIRs, the Census Bureau identified a single geographic entity called the Historic Areas of Oklahoma.

The American Indian geographic programs implemented for the 1980 Census were continued with some improvements and additions for the 1990 Census. The Census Bureau began collecting boundaries and reporting data for individual ORTLs (i.e., allotments) in addition to tribal ORTLs, as long as the lands were under a tribe or tribes' governmental authority, or were clearly identified with a particular tribe, tribal government, and/or AIR. The Census Bureau introduced the Tribal Review Program prior to the 1990 Census, which gave the affected federally recognized tribes the opportunity to review, and update if needed, the boundaries of their AIRs and/or ORTLs. The Census Bureau also replaced the single entity Historic Areas of Oklahoma with tribal jurisdiction statistical areas (TJSAs—now called OTSAs) whose boundaries were intended to correspond with those of the individual former AIRs in Oklahoma. In addition, as part of the continuing effort to improve the presentation of data for American Indians, the Census Bureau adopted the TDSA concept to identify lands associated with federally or state recognized tribes that did not have an AIR or ORTL. American Indian subreservation areas (now called tribal subdivisions) were not defined for the 1990 Census. The Census Bureau also offered tribal officials with an AIR and/ or ORTL the opportunity to provide suggestions for 1990

Census tabulation block boundaries on their AIR and ORTL through the Block Definition Project (BDP), similar to the Block Boundary Suggestion Project portion of the Redistricting Data Program.

In preparation for Census 2000, the Census Bureau continued to work with tribal governments and federal and state agencies, as well as the Census Race and Ethnic Advisory Committee (REAC) of the American Indian and Alaska Native (AIAN) populations (referred to hereafter as AIAN REAC), to improve the identification of AIAs. For federally recognized tribes, the Census Bureau offered programs to collect updated AIR and ORTL boundaries directly from the tribal governments using the 1990 Census boundaries as a baseline. The Tribal Review Program was offered a second time in 1997 and again enabled officials of all federally recognized American Indian tribes with an AIR or ORTL to review and, if necessary, update the Census Bureau's maps of their AIRs and/or ORTLs before Census 2000. The Tribal Review Program also included updating and correcting the roads and other geographic features shown on the Census Bureau's maps, and providing suggestions for Census 2000 block boundaries in the BDP. The Tribal Review Program, prior to Census 2000, also gave tribes in Oklahoma the opportunity to review the delineation of their 1990 Census TJSAs. Census 2000 was the first decennial census for which census tracts were defined throughout the United States. American Indian tribes benefited from this change as the Census Bureau allowed tribal governments of federally recognized American Indian tribes with an AIR or ORTL to delineate census tracts without regard to state or county boundaries, provided the AIR/ORTL had a 1990 Census population of at least 1,000.

Beginning in 1998, the Census Bureau included federally recognized American Indian tribes with an AIR and/or ORTL in its annual BAS, thus replacing the once a decade Tribal Review Program. All AIRs and ORTLs included in the 2000 BAS were also included in the Census 2000 Boundary Validation Program (BVP). The BVP offered a final opportunity for tribal leaders to review the Census Bureau's depiction of their AIR/ORTL boundaries prior to Census 2000 and provide any updates to ensure those boundaries were shown correctly as of January 1, 2000 (the reference date of the boundaries used for Census 2000 data tabulations). To support tribal requests for data by administrative subdivisions, the Census Bureau again offered tribal officials the opportunity to delineate American Indian tribal subdivisions (similar to the 1980 Census sub-reservation areas).

For Census 2000, on the recommendation of the AIAN REAC, the Census Bureau adopted the state designated American Indian statistical area (SDAISA) to represent geographic areas for state-designated tribes that lacked AIRs and ORTLs, thus distinguishing these areas from TDSAs, which continued to represent geographic areas associated with federally recognized tribes that lacked AIRs and ORTLs. The designation TJSA was changed to OTSA to more accurately reflect that these entities were defined solely to present statistical information, and did not represent areas in which legal jurisdiction was conferred or inferred by the federal government.

The 2010 Census provided an opportunity to enhance the Census Bureau's ability to provide meaningful, statistically relevant data about federal and state-recognized tribes. Two statistical entities, tribal tracts and tribal block groups, were redefined to provide federally recognized tribes with AIRs greater control and flexibility in delineating such areas. The final criteria and guidelines for TDSAs and SDTSAs (formerly known as SDAISAs) encouraged tribes without an

AIR and/or ORTL to delineate geographic areas that more effectively present the important data for their populations. SDAISAs were renamed to SDTSAs to create a more consistent naming convention for Census Bureau tribal entities. SDTSAs, TDSAs, OTSAs, tribal subdivisions defined within OTSAs, tribal block groups, and tribal tracts were referred to collectively as ‘‘tribal statistical areas’’ as they are not legally defined geographic entities. These entities were included in the new TSAP, a more inclusive term to refer to the delineation process for all the tribal statistical areas for the decennial census. This program facilitated the definition and delineation of tribal statistical areas, and enhanced the ability of tribes to acquire meaningful data about their tribal members.

For the 2020 Census, the TSAP program integrates back into PSAP. The same criteria established in 2010 are in effect for 2020 Census PSAP.

APPENDIX E. HISTORY OF ALASKA NATIVE AREAS IN THE DECENNIAL CENSUS

Prior to the 1980 Census, the Census Bureau had no program specifically designed to recognize or tabulate data for Alaska Native Areas (ANAs). Data were published for most of the Alaska Native Villages (ANVs) as either incorporated places or ‘‘unincorporated places’’ (referred to as census designated places (CDPs) in later censuses). Congress used data tabulated from the 1970 Census for these places, in conjunction with other information, to determine if they qualified as a ‘‘Native village’’ or a ‘‘Native group’’ in accordance with the Alaska Native Claims Settlement Act (ANCSA).

Upon enactment of the ANCSA, the Census Bureau began to report data specifically for ANAs beginning with the 1980 Census. The types of ANAs included in the 1980 Census were based on recommendations of an ad hoc interagency committee established by Office of Management and Budget (OMB) to examine how the federal government could provide improved data for Alaska Natives. In addition to input from OMB, the Census Bureau also consulted directly with Alaska Native tribal governments and associations, as well as Alaska State officials.

The Census Bureau used approximate boundaries for the ANRCs to tabulate data from the 1980 Census. Data for ANRCs were not published as part of the standard decennial census tabulations, but were included in a supplementary report. In sparsely populated areas, the ANRC boundaries were generalized to follow visible features and the boundaries of other census geographic entities.

For the 1980 Census, the Census Bureau worked with Alaska State officials to identify the names and locations of ANVs recognized in accordance with the ANCSA, and to delineate their boundaries. The boundaries of most ANVs coincided with the boundaries of other census geographic entities, in particular incorporated places and CDPs. For the few remaining ANVs whose boundaries did not coincide with incorporated place or CDP boundaries, the Census Bureau delineated boundaries that corresponded to one or more enumeration districts (similar to the block groups of later censuses). For the 1980 Census, the Census Bureau identified 209 ANVs.

After reviewing these data from the 1980 Census, the Census Bureau discovered that the territory encompassing housing units and population associated with an ANV did not necessarily correspond with the territory of an incorporated place or CDP of the same name. In addition, ANV and ANRC officials commented that the ANV boundaries for the 1980 Census were not their historical or traditional boundaries. The ANV boundaries also did not represent the land withdrawals, selections, or conveyances for the Alaska Native Village Corporations (ANVCs) made pursuant to the ANCSA or the lands historically or traditionally used for subsistence activities, including hunting and fishing. In response to these concerns and to emphasize that these points were all valid, the Census Bureau changed the term for these statistical geographic entities from ANVs to ANVSAs to indicate that while they still were based on the historical or traditional *location* of the ANV, they did not necessarily represent the ANV’s historical or traditional *boundary.*

To improve the accuracy of ANRC boundaries for the 1990 Census, the Census Bureau transferred the ANRC boundaries from a source map provided by the U.S. Bureau of Land Management (BLM) onto a series of U.S. Geological Survey (USGS) 1:250,000-scale topographic maps. The Census Bureau implemented a review process, which included the participation of each ANRC, to verify that the ANRC regional boundary was updated correctly. At the request of ANRCs, the Census Bureau worked directly with the ANRC's non- profit associations, whose purpose is to conduct the sociocultural outreach and support for members and other Alaska Natives within their region, in reviewing each regional boundary.

ANV government officials and ANRA officials were encouraged to delineate ANVSA boundaries for the 1990 Census to facilitate enumeration of Alaska Natives, especially in remote Alaska. To meet the need for collecting, tabulating, and presenting data for the ANV housing and population, it was important to be able to allocate the housing units correctly and thus population. To correctly allocate the housing units ANVSA boundaries ANVSA boundaries were required to follow physical features that would likely be visible to census enumerators, such as roads, trails, shorelines, rivers, streams, and ridgelines, or locally known boundaries of other legal geographic entities, such as boroughs, ANRCs, etc. For the 1990 Census, the Census Bureau identified 217 ANVSAs.

There were no changes to the types of ANAs identified for Census 2000. Similar to the 1990 Census, ANRC boundaries were reviewed by officials of the ANRAs. A few small boundary corrections were made for some of the ANRCs. The new development seen in the Census 2000 was the introduction of tribal- designated statistical areas (TDSAs) in Alaska. TDSAs had existed in some of the forty-eight conterminous states for the 1990 Census, but they had purposely been excluded from Alaska because ANVSAs were thought to cover all the ANVs in Alaska. Some data users stated that there was a difference between those ANVs that participated in the ANCSA and those that did not, but were recognized by the U.S. Bureau of Indian Affairs (BIA) as tribes and eligible to receive services from the BIA. In an attempt to remedy this, the Census Bureau introduced TDSAs in Alaska. For Census 2000, the Census Bureau identified 205 ANVSAs and two TDSAs in Alaska (Tetlin TDSA and Kamatak TDSA). Fewer ANVSAs were delineated for Census 2000 primarily because some of the ANVs identified in previous censuses were not recognized in accordance with the ANCSA or recognized by the BIA.

For the 2010 Census, the Census Bureau introduced two changes. The review of the boundaries for the ANRCs were included in the materials for the Boundary and Annexation Survey (BAS). Each ANRA was invited to review their regional boundary, especially in relation to the boundaries of the Public Land Survey System (PLSS) townships and sections, to confirm that it is the correct legal boundary for that region as developed under the ANCSA. Each ANRC was also reviewed to determine if the correct ANVSAs were depicted within its regional boundary. At the request of the ANRCs, the Census Bureau continued to work with representatives of the twelve ANRAs to review the regional boundaries and to ensure that the name for each region continued to closely match the name of the ANRC for that region.

The goal for the 2010 Census was to improve the delineation of ANVSA boundaries to result in more consistent and comparable ANVSAs and more meaningful, relevant, and reliable statistical data for Alaska Natives and their ANVs. The majority of ANVSAs from the 2000 Census met this goal, along with a few additional ANVs not delineated as ANVSAs in the 2000 Census.

Additionally, in an effort to delineate ANVSAs that met this goal, the Census Bureau decided to discontinue the delineation of TDSAs in Alaska. Instead, all ANVs eligible to delineate TDSAs for the 2000 Census were eligible to delineate ANVSAs for the 2010 Census if the resulting ANVSA met all the program's criteria. For the 2010 Census, the Census Bureau identified 218 ANVSAs. Including former Tetlin TDSA. The Kamatak TDSA did not meet the eligibility criteria.

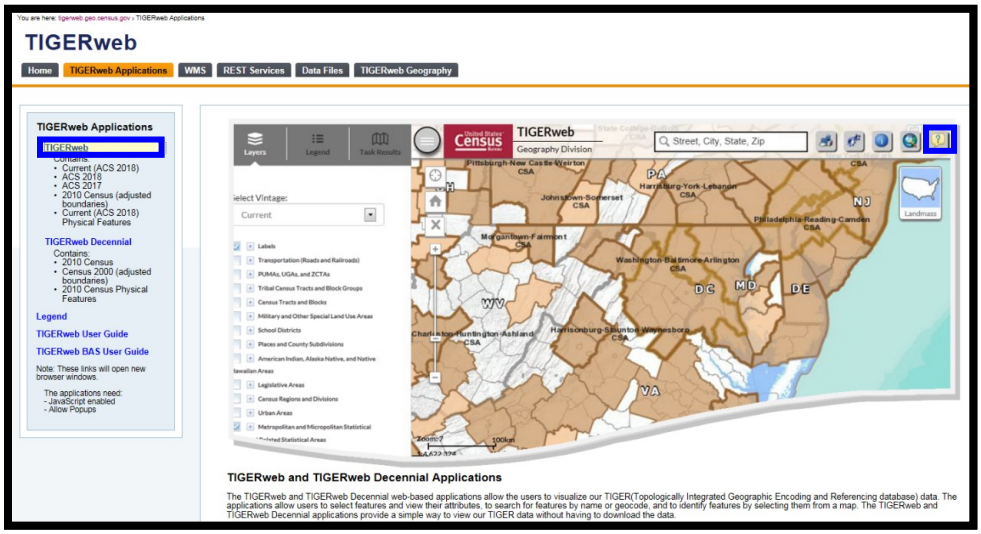
For the 2020 Census, the TSAP program integrates back into PSAP. The same criteria established in 2010 are in effect for 2020 Census PSAP. No new types of ANAs are proposed for the 2020 Census; however, to ensure the quality of the ANRC boundaries, the ANRC boundary review is being conducted in tandem with the ANVSA boundary review through the PSAP instead of separately in BAS.

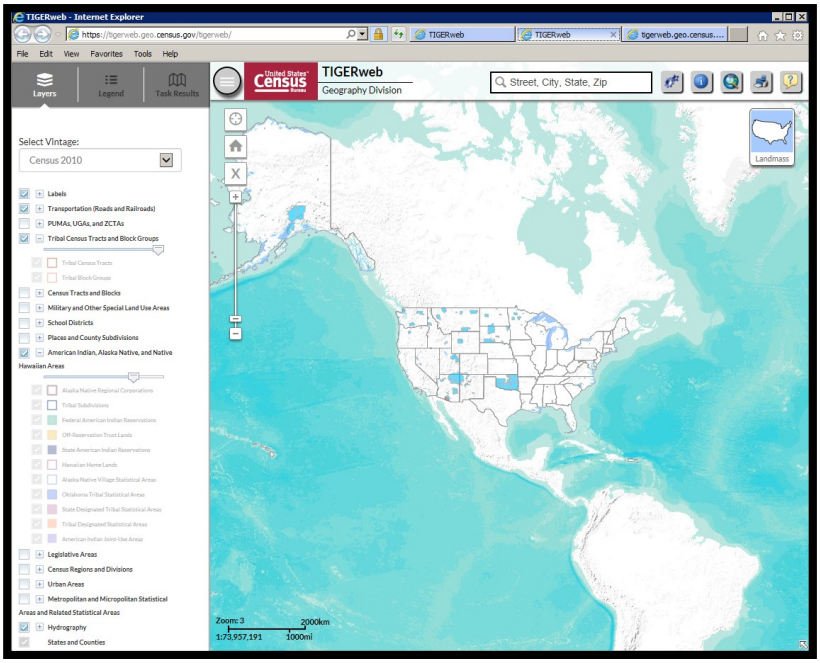
APPENDIX F. TIGERWEB ONLINE MAP VIEWER

The Census Bureau's TIGERweb online map viewer, located at <https://tigerweb.geo.census.gov/tigerweb/>, allows participants to view the Census Bureau's 2010 census geographies layers in addition to the paper maps. TIGERweb allows viewing, at street level detail, features such as roads, waterways, and county, place/city, CDP, tribal census tracts and tribal block groups, census tracts and block groups, and satellite imagery.

Participants may find this additional tool beneficial to visualize the 2010 tribal census tracts and tribal block groups. Follow the steps in **Table 11** for instructions on accessing and using TIGERweb.

Table 11: Display the TIGERweb Online Map Viewer

Step	Action and *Result*
Step 1	Navigate to the TIGERweb web site located at: <https://tigerweb.geo.census.gov/>. TIGERweb currently supports Microsoft Internet Explorer, Mozilla Firefox, Opera, and Google Chrome internet browsers.
Step 2	Click the **TIGERweb Applications** tab.
Step 3	Click the **TIGERweb** link under the orange **TIGERweb Applications** tab on the left side of the screen. **Do not click the TIGERweb Decennial link**. The built-in user guide is located by clicking the "**Help/About**" icon in the upper right corner of the TIGERweb window. 

Step	Action and *Result*
Step 4	After opening TIGERweb the map display, navigation tools, the Layers panel, a legend, and map vintage becomes visible. 
	The **Layers** panel shows the list of available features and geographic areas. Several display upon startup organized into separate groups, called map services. The geographic type forms the basis of the groupings. Expand each map service by clicking on the '+' symbol to see all of the available layers that include physical features such as roads and water features, as well as legal and statistical boundaries, census blocks and incorporated places. Limit the amount of data on the map by selecting only the applicable types of linear features and geographic entities. Click on the '+' sign to expand a map layer and view the 'Slider' tool to make the layer more or less transparent.
Step 5	The **Select Vintage** from the drop-down menu in the **Layers** panel shows the vintages of TIGERweb geographies that are available for display in the application. Select **Census 2010** to view the 2010 geographies. Click on the '+' sign next to each map service in the **Layers** panel to expand the map service and view the layers within it. *This example shows the selection of the Transportation, Tribal Census Tracts and Block Groups, American India, Alaska Native, and Native Hawaiian Areas, and Hydrography map layers*.

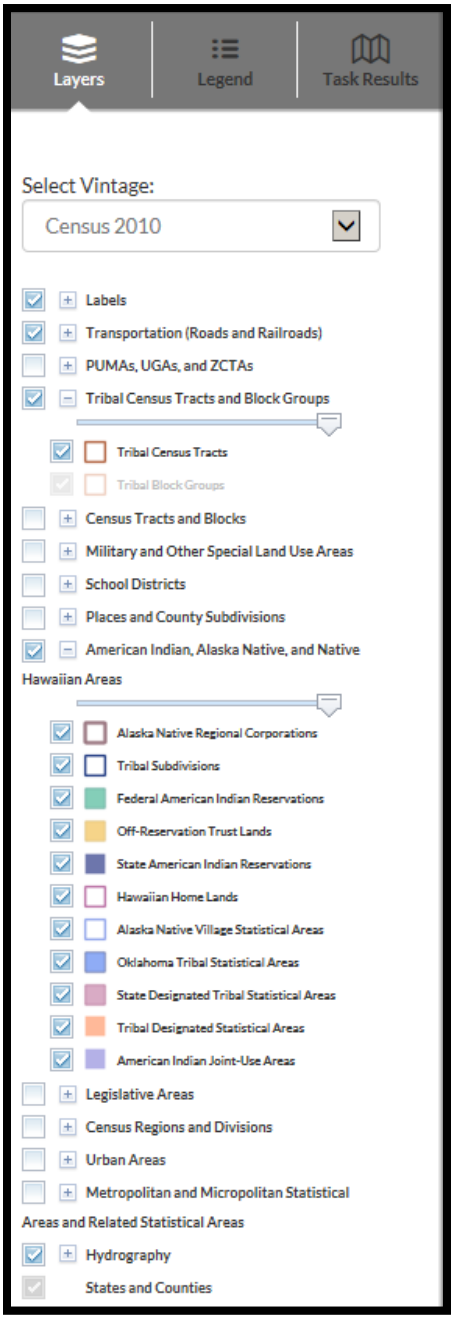
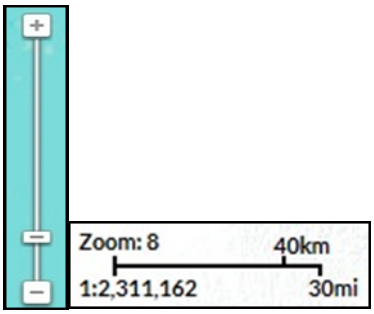
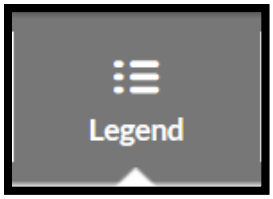
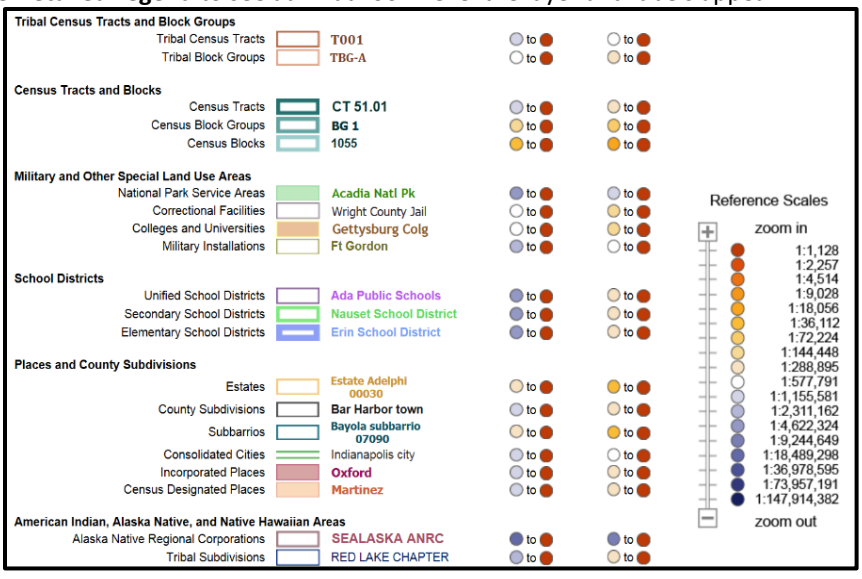
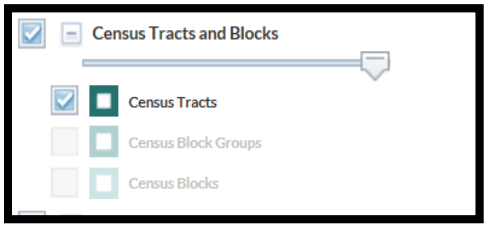
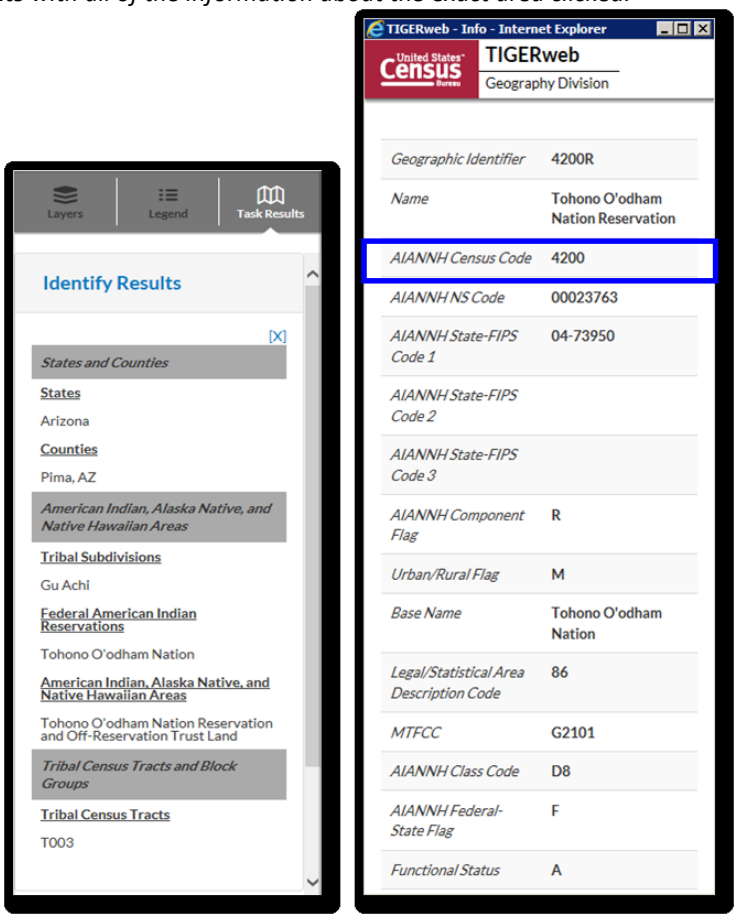
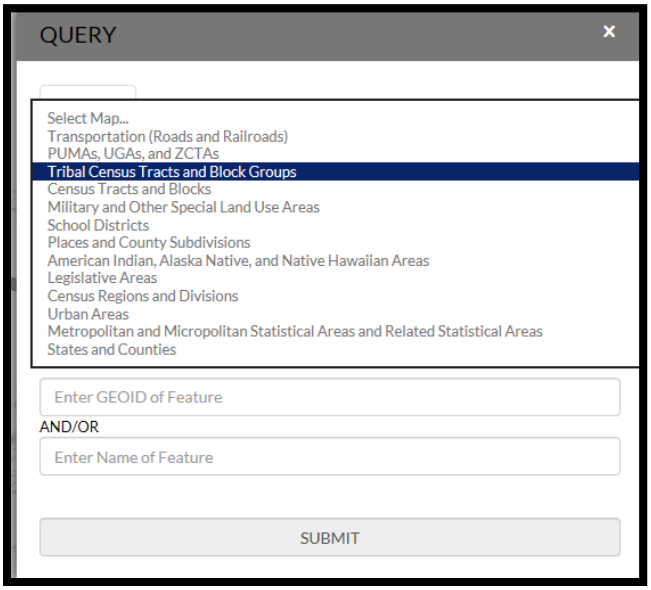
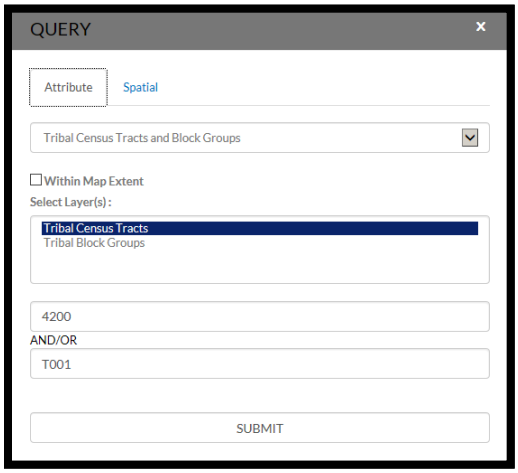
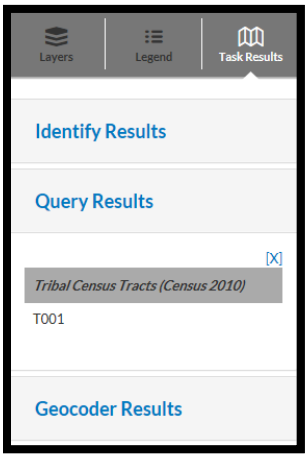
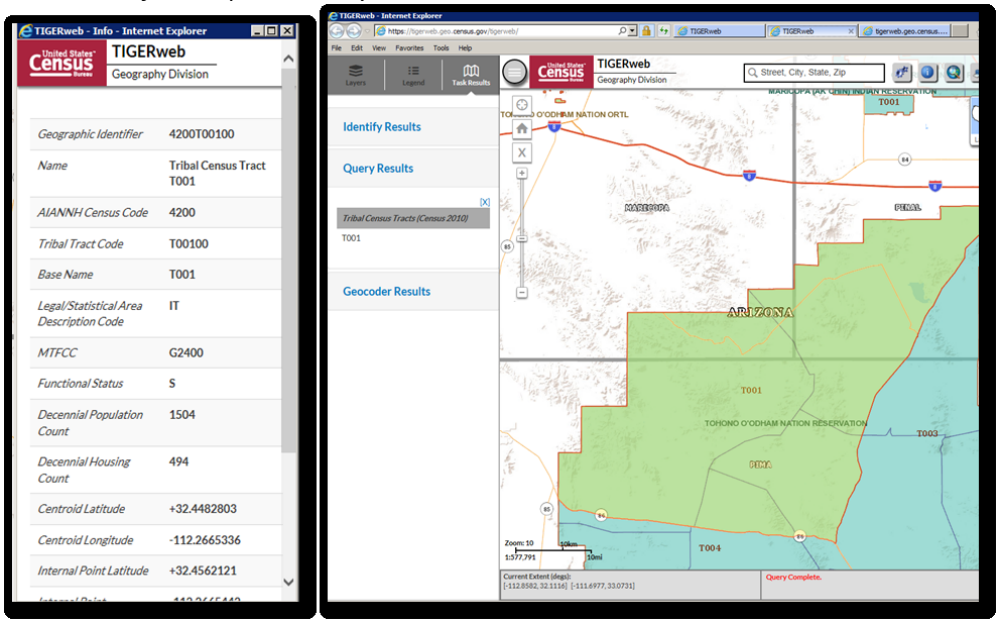
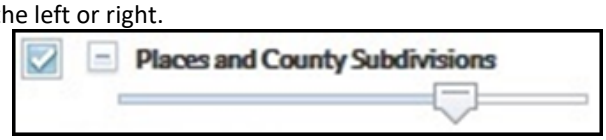
Step	Action and *Result*
	 The features and geographic areas contained in the map services do not immediately appear because each layer has a range of zoom levels at which it will display. In other words, visibility of layers is scale dependent. More details appear when zooming in on the map. **Table 12** Error! Reference source not found.provides a summary of many of TIGERweb tools and functionality.

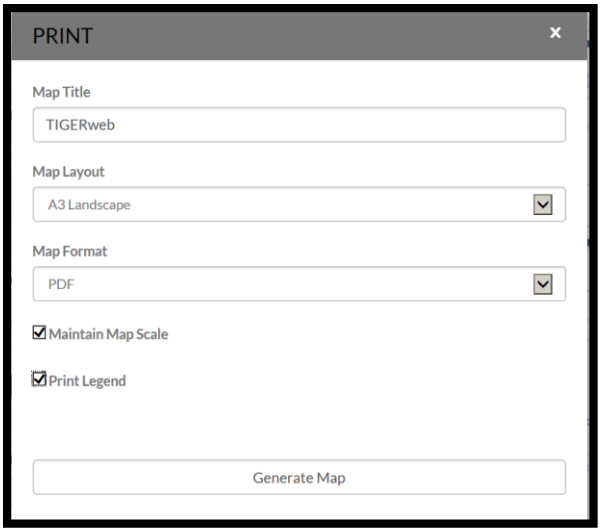
Table 12: TIGERweb Tools and Functions

Step	Action and Result
Step 1	The vertical **Zoom In Scale Bar**, shown on the left. Click on the '**+**' to zoom in for more detail or click on the '**-**' to zoom out for less detail. By rolling the wheel on the computer's mouse, participants can zoom in or zoom out from the current scale. **Note:** At Zoom level 6, counties appear; at zoom level 9, Census Tracts and Places appear, at zoom level 10, Roads and Railroads appear, and at zoom level 13, Block Groups appear. 
Step 2	Click the **Legend** tool at the top of the screen to view the **Detailed Legend** and layers symbology. 
Step 3	Click the **Detailed Legend** to see at what zoom level the layer and labels appear. 

Step	Action and Result
Step 4	Click off the **Legend** and back in the **Layers** panel to turn them on or off to display boundaries for only active layers. *The example shows the Census Block Groups and Census Blocks unchecked.* 
Step 5	One of the easiest ways to determine the Census Code for each tribal entity (needed for the next step) is to use the **Identify** button along the top right of the TIGERweb window.  After zooming into the area of interest, click the **Identify** button and then click anywhere inside of the tribal entity displayed on the screen. *The **Task Results** window populates with **Identify Results** with all of the information about the exact area clicked.*  Click the name listed beneath the **Federal American Indian Reservations** link *to open a separate window of detailed information.* Tohono O'odham Nation has an **AIANNH Census Code** of 4200. Use this information in the next step.

Step	Action and Result
Step 6	TIGERweb allows PSAP participants to quickly locate an entity visually using the **Zoom In** tool or by using the **Query** button to search for a tribal census tract or tribal block group by the geographic ID, also known as GEOID of the tribal entity and geography. To locate a 2010 Tribal Census Tract: Select the **Query** button along the top right of the TIGERweb window.  From the **Select Map** drop-down menu, select **Tribal Census Tracts and Block Groups**.  Select to highlight the **Tribal Census Tracts** from the **Select Layer(s)** list. Enter the tribal entity's four-digit GEOID number (4200 for tribal entity Tohono O'odham Nation) and enter the tribal census tract code beneath the **AND/OR** section (T001). Locate the four-digit tribal entity code from the earlier **Identify** action in **Step 5**. Locate the tribal census tract code from the 2010 population and housing unit list or from the **Identify Results** window shown in **Step 5**.  Click **Submit**.

Step	Action and Result
	To locate a 2010 Tribal Block Group, execute the same steps described above, except from the **Tribal Census Tracts and Block Groups** menu select the **Tribal Block Groups** from the **Select Layer(s)** list. Enter the tribal entity's four-digit GEOID number (4200 for tribal entity Tohono O'odham Nation) and enter the tribal block group code beneath the **AND/OR** section (A). Click **Submit**. *This returns all of the "A" tribal block groups in the tribal entity.*
Step 6	Similar to the **Identify Results** action, the **Task Results** serves up the **Query Results**. Click the **Query Results** tab within the **Task Results** menu. *TIGERweb displays the result(s) of the query.* 
Step 7	Click the value within the **Query Result** section, *TIGERweb displays the **Info** panel containing attribute data for the queried entity*.  Minimize or close the **Info** panel by clicking on the '-'or '**x**' symbols in the top right of the **Info** panel, respectively. *Clicking on the **Query Result** makes TIGERweb display the selected entity (tribal census tract T001) highlighted in the center of the map.*
Step 8	Change the transparency of each layer within the **Layers** panel by moving the sliding bar below the layer name to the left or right. 

Step	Action and Result
Step 9	TIGERweb allows users to select landmass, satellite imagery, or terrain as a background of the map display from the upper right corner of the map view. *The **Landmass** displays by default when opening TIGERweb.* To change options, click the button to toggle through all three choices. Select the **Satellite** button to display satellite imagery. 
Step10	Click the **Print** button when using TIGERweb to print and save a map. *The **PRINT** window displays.*  From the **PRINT** window, select a **Map Title, Map Layout, Map Format**, then Click the **Generate Map** to create a map and print.  This functionality allows participants to generate their own hardcopy of any area of interest.

APPENDIX G. LARGE FORMAT MAP LEGEND

The map legend describes the various symbols and colors used on the paper maps. The legend includes three columns: Symbol Description, Symbol, and Label Style.

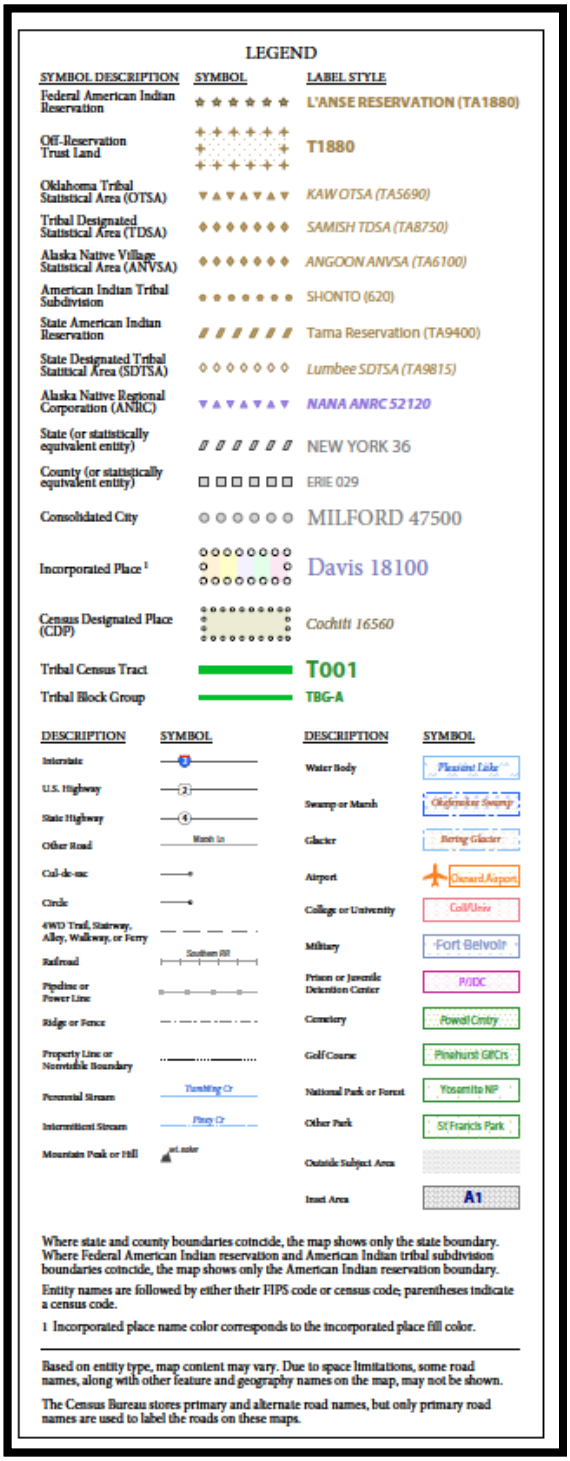


Figure 12. Large Format Map Legend

1. The **Symbol Description** column includes the type of features, boundaries, and geography shown on the map.
2. The **Symbol** column shows the symbols representing the feature in the symbol description.
3. The **Label Style** column shows an example of the name of a particular feature such as a road, waterway, or geographic area displayed on the map.

Within the legend, there are five groupings:

1. The **boundaries** grouping refers to different boundary types or geographic areas shown in the map. Each with its own distinct color or symbol.
2. The **transportation** grouping represents the various types of transportation features. Thicker lines identify major roadways such as interstate and U.S. highways while thinner lines represent secondary roads and city streets. Also identified are cul-de-sacs and circles, jeep trails, walkways, stairways, and ferries. Each represented by distinctive symbology.
3. The **other features** grouping includes features such as pipelines, streams, and nonvisible boundaries. Streams and shorelines are blue and geographic offsets and corridors are speckled red.
4. The last grouping of symbols represents various **landmarks** on the map such as rivers, lakes, glaciers, airports, cemeteries, golf courses, jails, military installations, parks, and mountain peaks. The area outside of the subject area is speckled gray.
5. The **footnote and notes** grouping provides additional information and details on geographic relationships, boundaries, and symbols.

APPENDIX H. STANDARD STREET TYPE ABBREVIATIONS

The street name types and their abbreviations shown below provide background to PSAP participants that may need to add linear features in order to split statistical geographies. Use the standard street type abbreviations to assign the street type to any newly added linear features that are streets.

Table 13: Standard Street Type Abbreviations

Street Type	Standard Abbreviation
ALLEY	ALY
ANEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING

Street Type	Standard Abbreviation
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GLENS	GLNS
GREEN	GRN
GREENS	GRNS
GROVE	GRV
GROVES	GRVS
HARBOR	HBR
HARBORS	HBRS
HAVEN	HVN
HEIGHTS	HTS
HIGHWAY	HWY
HILL	HL
HILLS	HLS
HOLLOW	HOLW
INLET	INLT
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
JUNCTION	JCT

Street Type	Standard Abbreviation
JUNCTIONS	JCTS
KEY	KY
KEYS	KYS
KNOLL	KNL
KNOLLS	KNLS
LAKE	LK
LAKES	LKS
LAND	LAND
LANDING	LNDG
LANE	LN
LIGHT	LGT
LIGHTS	LGTS
LOAF	LF
LOCK	LCK
LOCKS	LCKS
LODGE	LDG
LOOP	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNRS
MEADOW	MDW
MEADOWS	MDWS
MEWS	MEWS
MILL	ML
MILLS	MLS
MISSION	MSN
MOTORWAY	MTWY
MOUNT	MT
MOUNTAIN	MTN
MOUNTAINS	MTNS
NECK	NCK
ORCHARD	ORCH
OVAL	OVAL
OVERPASS	OPAS
PARK	PARK
PARKS	PARK
PARKWAY	PKWY
PARKWAYS	PKWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PIKE	PIKE
PINE	PNE
PINES	PNES
PLACE	PL
PLAIN	PLN
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
POINTS	PTS
PORT	PRT

Street Type	Standard Abbreviation
PORTS	PRTS
PRAIRIE	PR
RADIAL	RADL
RAMP	RAMP
RANCH	RNCH
RAPID	RPD
RAPIDS	RPDS
REST	RST
RIDGE	RDG
RIDGES	RDGS
RIVER	RIV
ROAD	RD
ROADS	RDS
ROUTE	RTE
ROW	ROW
RUE	RUE
RUN	RUN
SHOAL	SHL
SHOALS	SHLS
SHORE	SHR
SHORES	SHRS
SKYWAY	SKWY
SPRING	SPG
SPRINGS	SPGS
SPUR	SPUR
SPURS	SPUR
SQUARE	SQ
SQUARES	SQS
STATION	STA
STRAVENUE	STRA
STREAM	STRM
STREET	ST
STREETS	STS
SUMMIT	SMT
TERRACE	TER
THROUGHWAY	TRWY
TRACE	TRCE
TRACK	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TUNNEL	TUNL
TURNPIKE	TPKE
UNDERPASS	UPAS
UNION	UN
UNIONS	UNS
VALLEY	VLY
VALLEYS	VLYS
VIADUCT	VIA
VIEW	VW
VIEWS	VWS

Street Type	Standard Abbreviation
VILLAGE	VLG
VILLAGES	VLGS
VILLE	VL
VISTA	VIS
WALK	WALK
WALKS	WALK
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS

APPENDIX I. ACCEPTABLE LINEAR FEATURES FOR STATISTICAL BOUNDARIES

Below is a list of linear features that make acceptable or questionable statistical geography boundaries. Refer to this list while reviewing existing boundaries, but also when creating new geographies or modifying existing boundaries. Except in instances described in **Table 7** for non-visible boundaries, this appendix is the source for the Census Bureau during their review of participant submissions.

Table 14: Acceptable Linear Features for Statistical Boundaries

Feature Name	Description	Acceptable	Questionable
Aerial Tramway/Ski Lift	A conveyance that transports passengers or freight in carriers suspended from cables and supported by a series of towers.	X	
Alley	A service road that does not generally have associated addressed structures and is usually unnamed. It is located at the rear of buildings and properties and is used for deliveries.	X	
Bike Path or Trail	A path that is used for manual or small, motorized bicycles, being either too narrow for or legally restricted from vehicular traffic.		X
Braided Stream	A natural flowing waterway with an intricate network of interlacing channels.	X	
Bridle Path/Horse Trail	A path that is used for horses, being either too narrow for or legally restricted from vehicular traffic.		X
Canal, Ditch, or Aqueduct (intermittent)	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral] that does not exist year-round.		X
Canal, Ditch, or Aqueduct (perennial)	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral].	X	
Carline, Streetcar Track, Monorail, Other Mass Transit Rail	Mass transit rail lines (including lines for rapid transit, monorails, streetcars, light rail, etc.) that are typically inaccessible to mainstream railroad traffic and whose tracks are not part of a road right-of-way.	X	
Cliff/Escarpment	A very steep or vertical slope [including bluff, crag, head,	X	

Feature Name	Description	Acceptable	Questionable
	headland, nose, palisades, precipice, promontory, rim and rimrock].		
Cog Rail Line, Incline Rail Line, Tram	A special purpose rail line for climbing steep grades that is typically inaccessible to mainstream railroad traffic. Note that aerial tramways and streetcars (which may also be called "trams") are accounted for by other MTFCCs and do not belong in R1052.	X	
Dam	A barrier built across the course of a stream to impound water and/or control water flow.	X	
Fence Line	A manmade barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.		X
Ferry Crossing	The route used to carry or convey people or cargo back and forth over a waterbody in a boat.	X	
Intermittent Shoreline	The boundary between land and water (when water is present) for a water feature that does not exist year-round.		X
Interstate Highway or Primary Road with limited access	Generally divided, primary roads with limited-access highways within the interstate highway system or under state management, and distinguished by the presence of interchanges. These highways are accessible by ramps and may include some toll highways.	X	
Levee	An embankment flanking a stream or other flowing water feature to prevent overflow.	X	
Local Neighborhood Road, Rural Road, City Street	Generally, a paved non-arterial street, road, or byway that usually has a single lane of traffic in each direction. Roads in this feature class may be privately or publicly maintained. Scenic park roads would be included in this feature class, as would (depending on the region of the country) some unpaved roads.	X	
Parking Lot Road	The main travel route for vehicles through a paved parking area.		X
Perennial Shoreline	The more-or-less permanent boundary between land and water for a water feature that exists year-round.	X	

Feature Name	Description	Acceptable	Questionable
Pier/Dock	A platform built out from the shore into the water and supported by piles. This platform may provide access to ships and boats, or it may be used for recreational purposes.	X	
Pipeline (above ground)	A long tubular conduit or series of pipes, often underground, with pumps and valves for flow control, used to transport fluid (e.g., crude oil, natural gas), especially over great distances.	X	
Point-to-Point Line	A line defined as beginning at one location point and ending at another, both of which are in sight.		X
Power line (above ground, high tension)	One or more wires, often on elevated towers, used for conducting high-voltage electric power.	X	
Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads	Secondary roads are main arteries, usually in the U.S. Highway, State Highway or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They often have both a local name and a route number.	X	
Private Driveway	A road within private property used to access a residence or business. Similar in nature to a private road for service vehicles.		X
Private Road for service vehicles (logging, oil fields, ranches, etc.)	A road within private property that is privately maintained for service, extractive, or other purposes. These roads are often unnamed.		X
Property/Parcel Line (PLSS, airport, airfield, military installation or other)	This feature class may denote a nonvisible boundary of either public or private lands (e.g., a park boundary) or it may denote a Public Land Survey System or equivalent survey line.		X
Railroad Feature (Main, Spur, or Yard)	A line of fixed rails or tracks that carries mainstream railroad traffic. Such a rail line can be a main line or spur line, or part of a rail yard.	X	
Ridge Line	The line of highest elevation along a ridge.	X	
Runway/Taxiway	A fairly level and usually paved expanse used by airplanes for taking off and landing at an airport.	X	
Service Drive/Service	A road, usually paralleling a limited	X	

Feature Name	Description	Acceptable	Questionable
Road (usually along limited access highway)	access highway, that provides access to structures along the highway. These roads can be named and may intersect with other roads.		
Stairway	A pedestrian passageway from one level to another by a series of steps.		X
Stream/River (intermittent)	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run] that does not exist year-round.		X
Stream/River (perennial)	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run].	X	
Vehicular Trail (4WD)	An unpaved dirt trail where a four-wheel drive vehicle is required. These vehicular trails are found almost exclusively in very rural areas. Minor, unpaved roads usable by ordinary cars and trucks belong in the S1400 category.		X
Walkway/Pedestrian Trail	A path that is used for walking, being either too narrow for or legally restricted from vehicular traffic.		X

APPENDIX J. MAF/TIGER FEATURE CLASSIFICATION CODES

The MAF/TIGER Feature Classification Code (MTFCC) is a 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in Census Bureau MAF/TIGER products. This information below serves as a resource for descriptions of various feature types. GUPS participants need MTFCCs for their 2020 Census PSAP work, but paper map participants do not.

An electronic list of MTFCCs is located within the technical documentation for the TIGER/Line Shapefiles on the Census Bureau's website <https://www.census.gov/geo/maps-data/data/tiger-line.html>. Within that specific documentation, it is Appendix E.

Table 15: MTFCC and Descriptions

MTFCC	Feature Class	Description
C3022	Mountain Peak or Summit	A prominent elevation rising above the surrounding level of the Earth's surface.
C3023	Island	An area of dry or relatively dry land surrounded by water or low wetland [including archipelago, atoll, cay, hammock, hummock, isla, isle, key, moku and rock].
C3024	Levee	An embankment flanking a stream or other flowing water feature to prevent overflow.
C3026	Quarry (not water-filled), Open Pit Mine or Mine	An area from which commercial minerals are or were removed from the Earth; not including an oilfield or gas field.
C3027	Dam	A barrier built across the course of a stream to impound water and/or control water flow.
C3061	Cul-de-sac	An expanded paved area at the end of a street used by vehicles for turning around. For mapping purposes, the Census Bureau maps it only as a point feature.
C3062	Traffic Circle	A circular intersection allowing for continuous movement of traffic at the meeting of roadways.
C3066	Gate	A movable barrier across a road.
C3067	Toll Booth	A structure or barrier where a fee is collected for using a road.
C3071	Lookout Tower	A manmade structure, higher than its diameter, used for observation.
C3074	Lighthouse Beacon	A manmade structure, higher than its diameter, used for transmission of light and possibly sound generally to aid in navigation.
C3075	Tank/Tank Farm	One or more manmade structures, each higher than its diameter, used for liquid (other than water) or gas storage or for distribution activities.
C3076	Windmill Farm	One or more manmade structures used to generate power from the wind.
C3077	Solar Farm	One or more manmade structures used to generate power from the sun.
C3078	Monument or Memorial	A manmade structure to educate, commemorate, or memorialize an event, person, or feature.
C3079	Boundary Monument Point	A material object placed on or near a boundary line to preserve and identify the location of the boundary line on the ground.
C3080	Survey Control Point	A point on the ground whose position (horizontal or

MTFCC	Feature Class	Description
		vertical) is known and can be used as a base for additional survey work.
C3081	Locality Point	A point that identifies the location and name of an unbounded locality (e.g., crossroad, community, populated place or locale).
C3085	Alaska Native Village Official Point	A point that serves as the core of an Alaska Native village and is used in defining Alaska Native village statistical areas.
G2100	American Indian Area	A legally defined state- or federally recognized reservation and/or off-reservation trust land (excludes statistical American Indian Areas).
G2120	Hawaiian Home Land	A legal area held in trust for the benefit of Native Hawaiians.
G2130	Alaska Native Village Statistical Area	A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving governmental services from the defining legal Alaska Native Village corporation.
G2140	Oklahoma Tribal Statistical Area	A statistical entity identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes that have no current reservation, but had a former reservation in Oklahoma.
G2150	State-designated Tribal Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a state-appointed liaison for a state-recognized American Indian tribe that does not currently have a reservation and/or lands in trust.
G2160	Tribal Designated Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a federally recognized American Indian tribe that does not currently have a reservation and/or off-reservation trust land.
G2170	American Indian Joint Use Area	An area administered jointly and/or claimed by two or more American Indian tribes.
G2200	Alaska Native Regional Corporation	Corporate entities established to conduct both business and nonprofit affairs of Alaska Natives pursuant to the Alaska Native Claims Settlement Act of 1972 (Public Law 92-203). There are twelve geographically defined ANRCs and they are all within and cover most of the State of Alaska (the Annette Island Reserve-an American Indian reservation-is excluded from any ANRC). The boundaries of ANRCs have been legally established.
G2300	Tribal Subdivision	Administrative subdivisions of federally recognized American Indian reservations, off-reservation trust lands, or Oklahoma tribal statistical areas (OTSAs). These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for the American Indians on the reservations, off-reservation trust lands, or OTSAs.
G2400	Tribal Census Tract	A relatively small and permanent statistical subdivision of a federally recognized American Indian reservation and/or off-reservation trust land, delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G2410	Tribal Block Group	A cluster of census blocks within a single tribal census tract delineated by American Indian tribal participants or the

MTFCC	Feature Class	Description
		Census Bureau for the purpose of presenting demographic data.
G3100	Combined Statistical Area	A grouping of adjacent metropolitan and/or micropolitan statistical areas that have a degree of economic and social integration, as measured by commuting.
G3110	Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using whole counties and equivalents.
G3120	Metropolitan Division	A county or grouping of counties that is a subdivision of a Metropolitan Statistical Area containing an urbanized area with a population of 2.5 million or more.
G3200	Combined New England City and Town Area	A grouping of adjacent New England city and town areas that have a degree of economic and social integration, as measured by commuting.
G3210	New England City and Town Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using Minor Civil Divisions (MCDs) in New England.
G3220	New England City and Town Division	A grouping of cities and towns in New England that is a subdivision of a New England City and Town Area containing an urbanized area with a population of 2.5 million or more.
G3500	Urban Area	Densely settled territory that contains at least 2,500 people. The subtypes of this feature are Urbanized Area (UA), which consists of 50,000 + people and Urban Cluster, which ranges between 2,500 and 49,999 people.
G4000	State or Equivalent Feature	The primary governmental divisions of the United States. The District of Columbia is treated as a statistical equivalent of a state for census purposes, as is Puerto Rico.
G4020	County or Equivalent Feature	The primary division of a state or state equivalent area. The primary divisions of 48 states are termed County, but other terms are used such as Borough in Alaska, Parish in Louisiana, and Municipio in Puerto Rico. This feature includes independent cities, which are incorporated places that are not part of any county.
G4040	County Subdivision	The primary divisions of counties and equivalent features for the reporting of Census Bureau data. The subtypes of this feature are Minor Civil Division, Census County Division/Census Subarea, and Unorganized Territory. This feature includes independent places, which are incorporated places that are not part of any county subdivision.
G4050	Estate	Estates are subdivisions of the three major islands in the United States Virgin Islands (USVI).
G4060	Subbarrio (Subminor Civil Division)	Legally defined divisions (subbarrios) of minor civil divisions (barrios-pueblo and barrios) in Puerto Rico.
G4110	Incorporated Place	A legal entity incorporated under state law to provide general-purpose governmental services to a concentration of population. Incorporated places are generally designated as a city, borough, municipality, town, village,

MTFCC	Feature Class	Description
		or, in a few instances, have no legal description.
G4120	Consolidated City	An incorporated place that has merged governmentally with a county or minor civil division, but one or more of the incorporated places continues to function within the consolidation. It is a place that contains additional separately incorporated places.
G4210	Census Designated Place	A statistical area defined for a named concentration of population and the statistical counterpart of an incorporated place.
G4300	Economic Census Place	The lowest level of geographic area for presentation of some types of Economic Census data. It includes incorporated places, consolidated cities, census designated places (CDPs), minor civil divisions (MCDs) in selected states, and balances of MCDs or counties. An incorporated place, CDP, MCD, or balance of MCD qualifies as an economic census place if it contains 5,000 or more residents, or 5,000 or more jobs, according to the most current data available.
G5020	Census Tract	Relatively permanent statistical subdivisions of a County or equivalent feature delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
G5030	Block Group	A cluster of census blocks having the same first digit of their four-digit identifying numbers within a Census Tract. For example, block group 3 (BG 3) within a Census Tract includes all blocks numbered from 3000 to 3999.
G5035	Block Area Grouping	A user-defined group of islands forming a single census tabulation block. A BAG must: (1) consist of two or more islands, (2) have a perimeter entirely over water, (3) not overlap, and (4) not cross the boundary of other tabulation geographies, such as county or incorporated place boundaries.
G5040	Tabulation Block	The lowest-order census defined statistical area. It is an area, such as a city block, bounded primarily by physical features but sometimes by invisible city or property boundaries. A tabulation block boundary does not cross the boundary of any other geographic area for which the Census Bureau tabulates data. The subtypes of this feature are Count Question Resolution (CQR), current, and census.
G5200	Congressional District	The 435 areas from which people are elected to the U.S. House of Representatives. Additional equivalent features exist for state equivalents with nonvoting delegates or no representative. The subtypes of this feature are 106th, 107th, 108th, 109th, and 111th Congressional Districts, plus subsequent Congresses.
G5210	State Legislative District (Upper Chamber	Areas established by a state or equivalent government from which members are elected to the upper or unicameral chamber of a state governing body. The upper chamber is the senate in a bicameral legislature, and the unicameral case is a single house legislature (Nebraska).
G5220	State Legislative District (Lower Chamber)	Areas established by a state or equivalent government from which members are elected to the lower chamber of a state governing body. The lower chamber is the House of

MTFCC	Feature Class	Description
		Representatives in a bicameral legislature.
G5240	Voting District	The generic name for the geographic features, such as precincts, wards, and election districts, established by state, local, and tribal governments for the purpose of conducting elections.
G5400	Elementary School District	A geographic area within which officials provide public elementary grade-level educational services for residents.
G5410	Secondary School District	A geographic area within which officials provide public secondary grade-level educational services for residents.
G5420	Unified School District	A geographic area within which officials provide public educational services for all grade levels for residents.
G6120	Public-Use Microdata Area	A decennial census area with a population of at least 100,000 or more persons for which the Census Bureau provides selected extracts of household-level data that are screened to protect confidentiality.
G6300	Traffic Analysis District	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data. A Traffic Analysis District (TAD) consists of one or more Traffic Analysis Zones (TAZs).
G6320	Traffic Analysis Zone	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data.
G6330	Urban Growth Area	An area defined under state authority to manage urbanization that the Census Bureau includes in the MAF/TIGER® System in agreement with the state.
G6350	ZIP Code Tabulation Area (Five-Digit)	An approximate statistical-area representation of a U.S. Postal Service (USPS) 5-digit ZIP Code service area.
G6400	Commercial Region	For the purpose of presenting economic statistical data, municipios in Puerto Rico are grouped into commercial regions.
H1100	Connector	A known, but nonspecific, hydrographic connection between two nonadjacent water features.
H2025	Swamp/Marsh	A poorly drained wetland, fresh or saltwater, wooded or grassy, possibly covered with open water [includes bog, cienega, marais and pocosin].
H2030	Lake/Pond	A standing body of water that is surrounded by land.
H2040	Reservoir	An artificially impounded body of water.
H2041	Treatment Pond	An artificial body of water built to treat fouled water.
H2051	Bay/Estuary/Gulf/Sound	A body of water partly surrounded by land [includes arm, bight, cove and inlet].
H2053	Ocean/Sea	The great body of salt water that covers much of the earth.
H2060	Gravel Pit/Quarry filled with water	A body of water in a place or area from which commercial minerals were removed from the Earth.
H2081	Glacier	A body of ice moving outward and down slope from an area of accumulation; an area of relatively permanent snow or ice on the top or side of a mountain or mountainous area [includes ice field and ice patch].
H3010	Stream/River	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run].
H3013	Braided Stream	A natural flowing waterway with an intricate network of

MTFCC	Feature Class	Description
		interlacing channels.
H3020	Canal, Ditch or Aqueduct	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral].
K1225	Crew-of-Vessel Location	A point or area in which the population of military or merchant marine vessels at sea are assigned, usually being at or near the home port pier.
K1231	Hospital/Hospice/Urgent Care Facility	One or more structures where the sick or injured may receive medical or surgical attention [including infirmary].
K1235	Juvenile Institution	A facility (correctional and non-correctional) where groups of juveniles reside; this includes training schools, detention centers, residential treatment centers and orphanages.
K1236	Local Jail or Detention Center	One or more structures that serve as a place for the confinement of adult persons in lawful detention, administered by a local (county, municipal, etc.) government.
K1237	Federal Penitentiary, State Prison, or Prison Farm	An institution that serves as a place for the confinement of adult persons in lawful detention, administered by the federal government or a state government.
K1238	Other Correctional Institution	One or more structures that serve as a place for the confinement of adult persons in lawful detention, not elsewhere classified or administered by a government of unknown jurisdiction.
K1239	Convent, Monastery, Rectory, Other Religious Group Quarters	One or more structures intended for use as a residence for those having a religious vocation.
K1246	Community Center	Community Center.
K2110	Military Installation	An area owned and/or occupied by the Department of Defense for use by a branch of the armed forces (such as the Army, Navy, Air Force, Marines, or Coast Guard), or a state owned area for the use of the National Guard.
K2165	Government Center	A place used by members of government (either federal, state, local, or tribal) for administration and public business.
K2167	Convention Center	An exhibition hall or conference center with enough open space to host public and private business and social events.
K2180	Park	Parkland defined and administered by federal, state, and local governments.
K2181	National Park Service Land	Area—National parks, National Monuments, and so forth—under the jurisdiction of the National Park Service.
K2182	National Forest or Other Federal Land	Land under the management and jurisdiction of the federal government, specifically including areas designated as National Forest, and excluding areas under the jurisdiction of the National Park Service.
K2183	Tribal Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of an American Indian tribe.
K2184	State Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a state government.
K2185	Regional Park, Forest, or	A place or area set aside for recreation or preservation of a

MTFCC	Feature Class	Description
	Recreation Area	cultural or natural resource and under the administration of a regional government.
K2186	County Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a county government.
K2187	County Subdivision Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a minor civil division (town/township) government.
K2188	Incorporated Place Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a municipal government.
K2189	Private Park, Forest, or Recreation Area	A privately owned place or area set aside for recreation or preservation of a cultural or natural resource.
K2190	Other Park, Forest, or Recreation Area (quasi-public, independent park, commission, etc.)	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of some other type of government or agency such as an independent park authority or commission.
K2191	Post Office	An official facility of the U.S. Postal Service used for processing and distributing mail and other postal material.
K2193	Fire Department	Fire Department.
K2194	Police Station	Police Station.
K2195	Library	Library.
K2196	City/Town Hall	City/Town Hall.
K2400	Transportation Terminal	A facility where one or more modes of transportation can be accessed by people or for the shipment of goods; examples of such a facility include marine terminal, bus station, train station, airport and truck warehouse.
K2424	Marina	A place where privately owned, light-craft are moored.
K2432	Pier/Dock	A platform built out from the shore into the water and supported by piles. This platform may provide access to ships and boats, or it may be used for recreational purposes.
K2451	Airport or Airfield	A manmade facility maintained for the use of aircraft [including airstrip, landing field and landing strip].
K2452	Train Station, Trolley or Mass Transit Rail Station	A place where travelers can board and exit rail transit lines, including associated ticketing, freight, and other commercial offices.
K2453	Bus Terminal	A place where travelers can board and exit mass motor vehicle transit, including associated ticketing, freight, and other commercial offices.
K2454	Marine Terminal	A place where travelers can board and exit water transit or where cargo is handled, including associated ticketing, freight, and other commercial offices.
K2455	Seaplane Anchorage	A place where an airplane equipped with floats for landing on or taking off from a body of water can debark and load.
K2456	Airport—Intermodal Transportation Hub/Terminal	A major air transportation facility where travelers can board and exit airplanes and connect with other (i.e. non-air) modes of transportation.
K2457	Airport—Statistical Representation	The area of an airport adjusted to include whole 2000 census blocks used for the delineation of urban areas
K2458	Park and Ride Facility/Parking Lot	A place where motorists can park their cars and transfer to other modes of transportation.

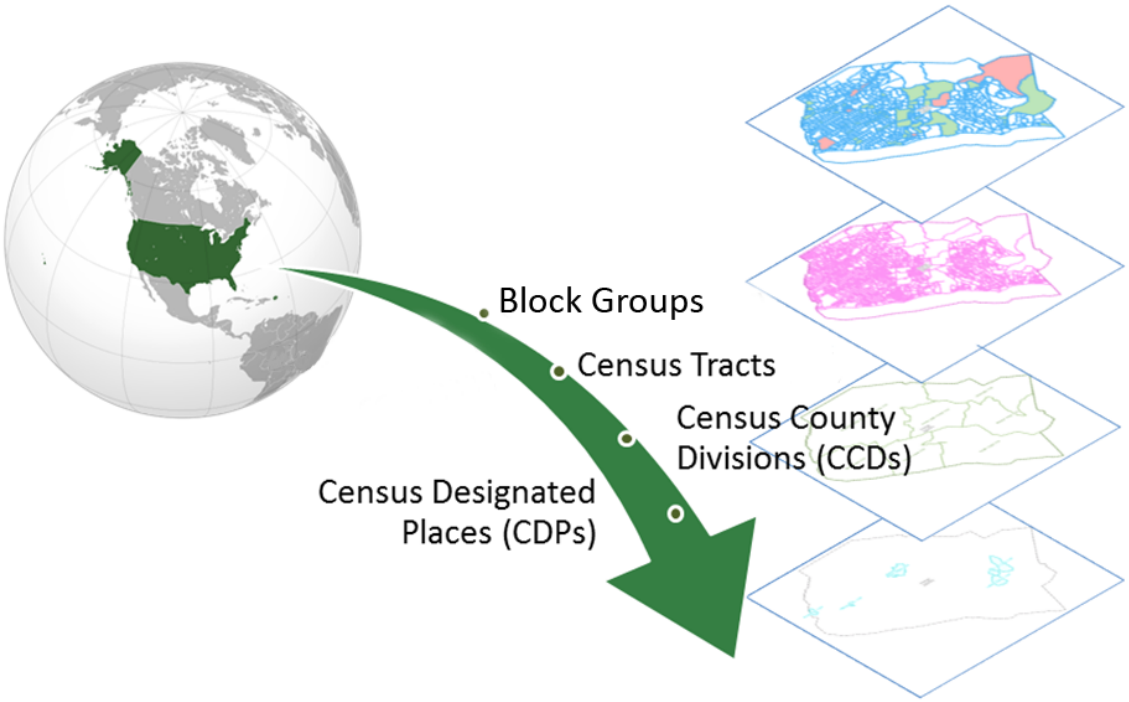
MTFCC	Feature Class	Description
K2459	Runway/Taxiway	A fairly level and usually paved expanse used by airplanes for taking off and landing at an airport.
K2460	Helicopter Landing Pad	A fairly level and usually paved expanse used by helicopters for taking off and landing.
K2540	University or College	A building or group of buildings used as an institution for post-secondary study, teaching, and learning [including seminary].
K2543	School or Academy	A building or group of buildings used as an institution for preschool, elementary or secondary study, teaching, and learning [including elementary school and high school].
K2545	Museum, Visitor Center, Cultural Center, or Tourist Attraction	An attraction of historical, cultural, educational or other interest that provides information or displays artifacts.
K2561	Golf Course	A place designed for playing golf.
K2582	Cemetery	A place or area for burying the dead [including burying ground and memorial garden].
K2586	Zoo	A facility in which terrestrial and/or marine animals are confined within enclosures and displayed to the public for educational, preservation, and research purposes.
K3544	Place of Worship	A sanctified place or structure where people gather for religious worship; examples include church, synagogue, temple, and mosque.
L4010	Pipeline	A long tubular conduit or series of pipes, often underground, with pumps and valves for flow control, used to transport fluid (e.g., crude oil, natural gas), especially over great distances.
L4020	Power line	One or more wires, often on elevated towers, used for conducting high-voltage electric power.
L4031	Aerial Tramway/Ski Lift	A conveyance that transports passengers or freight in carriers suspended from cables and supported by a series of towers.
L4110	Fence Line	A manmade barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.
L4121	Ridge Line	The line of highest elevation along a ridge.
L4125	Cliff/Escarpment	A very steep or vertical slope [including bluff, crag, head, headland, nose, palisades, precipice, promontory, rim and rimrock].
L4130	Point-to-Point Line	A line defined as beginning at one location point and ending at another, both of which are in sight.
L4140	Property/Parcel Line (Including PLSS)	This feature class may denote a nonvisible boundary of either public or private lands (e.g., a park boundary) or it may denote a Public Land Survey System or equivalent survey line.
L4150	Coastline	The line that separates either land or Inland water from Coastal, Territorial or Great Lakes water. Where land directly borders Coastal, Territorial or Great Lakes water, the shoreline represents the Coastline. Where Inland water (such as a river) flows into Coastal, Territorial or Great Lakes water, the closure line separating the Inland water from the other class of water represents the Coastline.
L4165	Ferry Crossing	The route used to carry or convey people or cargo back

MTFCC	Feature Class	Description
		and forth over a waterbody in a boat.
P0001	Nonvisible Linear Legal/Statistical Boundary	A legal/statistical boundary line that does not correspond to a shoreline or other visible feature on the ground.
P0002	Perennial Shoreline	The more-or-less permanent boundary between land and water for a water feature that exists year-round.
P0003	Intermittent Shoreline	The boundary between land and water (when water is present) for a water feature that does not exist year-round.
P0004	Other non-visible bounding Edge (e.g., Census water boundary, boundary of an aerial feature)	A bounding Edge that does not represent a legal/statistical boundary, and does not correspond to a shoreline or other visible feature on the ground. Many such Edges bound area landmarks, while many others separate water features from each other (e.g., where a bay meets the ocean).
R1011	Railroad Feature (Main, Spur, or Yard)	A line of fixed rails or tracks that carries mainstream railroad traffic. Such a rail line can be a main line or spur line, or part of a rail yard.
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit	Mass transit rail lines (including lines for rapid transit, monorails, streetcars, light rail, etc.) that are typically inaccessible to mainstream railroad traffic and whose tracks are not part of a road right-of-way.
R1052	Cog Rail Line, Incline Rail Line, Tram	A special purpose rail line for climbing steep grades that is typically inaccessible to mainstream railroad traffic. Note that aerial tramways and streetcars (which may also be called “trams”) are accounted for by other MTFCCs and do not belong in R1052.
S1100	Primary Road	Primary roads are generally divided, limited-access highways within the interstate highway system or under state management, and are distinguished by the presence of interchanges. These highways are accessible by ramps and may include some toll highways.
S1200	Secondary Road	Secondary roads are main arteries, usually in the U.S. Highway, State Highway or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They often have both a local name and a route number.
S1400	Local Neighborhood Road, Rural Road, City Street	Generally, a paved non-arterial street, road, or byway that usually has a single lane of traffic in each direction. Roads in this feature class may be privately or publicly maintained. Scenic park roads would be included in this feature class, as would (depending on the region of the country) some unpaved roads.
S1500	Vehicular Trail (4WD)	An unpaved dirt trail where a four-wheel drive vehicle is required. These vehicular trails are found almost exclusively in very rural areas. Minor, unpaved roads usable by ordinary cars and trucks belong in the S1400 category.
S1630	Ramp	A road that allows controlled access from adjacent roads onto a limited access highway, often in the form of a cloverleaf interchange. These roads are unaddressable and do not carry a name in the MAF/TIGER System.
S1640	Service Drive usually	A road, usually paralleling a limited access highway, that

MTFCC	Feature Class	Description
	along a limited access highway	provides access to structures along the highway. These roads can be named and may intersect with other roads.
S1710	Walkway/Pedestrian Trail	A path that is used for walking, being either too narrow for or legally restricted from vehicular traffic.
S1720	Stairway	A pedestrian passageway from one level to another by a series of steps.
S1730	Alley	A service road that does not generally have associated addressed structures and is usually unnamed. It is located at the rear of buildings and properties and is used for deliveries.
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A road within private property that is privately maintained for service, extractive, or other purposes. These roads are often unnamed.
S1750	Internal U.S. Census Bureau use	Internal U.S. Census Bureau use.
S1780	Parking Lot Road	The main travel route for vehicles through a paved parking area.
S1820	Bike Path or Trail	A path that is used for manual or small, motorized bicycles, being either too narrow for or legally restricted from vehicular traffic.
S1830	Bridle Path	A path that is used for horses, being either too narrow for or legally restricted from vehicular traffic.
S2000	Road Median	The unpaved area or barrier between the carriageways of a divided road.

2020 Census Participant Statistical Areas Program (PSAP) Standard Respondent Guide

Instructions for Using the Geographic Update Partnership Software (GUPS)



United States Census Bureau

U.S. Department of Commerce
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TABLE OF CONTENTS

LIST OF TABLES

LIST OF FIGURES

INTRODUCTION

A. General Information

The 2020 Census Participant Statistical Areas Program (PSAP) provides designated participants the opportunity to review and suggest changes to the boundaries and names for statistical geographic areas, based on U.S. Census Bureau criteria and guidelines. Local governments and data users often need data for planning by smaller, statistical geographic areas. The Census Bureau uses these statistical geographies to tabulate and disseminate data for the Decennial Census, Economic Census, and the American Community Survey (ACS).

The Census Bureau establishes and maintains both standard and tribal statistical geographies solely for statistical purposes and does not take into account or attempt to anticipate any non-statistical uses that may be made of their definitions. The Census Bureau will not modify the criteria for, or boundaries of, statistical areas to meet the requirements of any non-statistical program. Subsequent sections of this Respondent Guide detail each statistical geography's criteria, standards, and thresholds. In addition, the *Federal Register Notices* also provide a formal resource for the criteria, standards, and thresholds.

The Census Bureau intends for the PSAP to be a process open to all interested parties and strongly recommends that primary participants seek input from other census data users and stakeholders. Local participants bring an important wealth of knowledge necessary to delineate statistical areas that best meet local needs and development patterns. The primary participant should publicize the process by making the proposed statistical areas available for review by interested data users, or by inviting individuals and agencies to a meeting to discuss the statistical areas proposal. At the time of its submission, the statistical areas must represent the best collective judgment of the local organizations and data users.

The Census Bureau is aware that at times there are conflicting needs or requirements and that it is not always possible to reach a clear consensus. To assist in situations where a data user alleges the process was not open or objects to the final proposed PSAP submission for their area, the Census Bureau suggests that the primary participant maintain documentation that proves they conducted an open review process. Maintaining documentation demonstrates that the delineation of statistical geographies was an open process and provides background on particular outcomes. Such documentation could include names of agencies invited to meetings, meeting attendance, discussion topics and outcomes, copies of newspapers, emails, and other means of communication used to publicize the review process.

B. The 2020 Census Participant Statistical Areas Program (PSAP)

There are two categories of statistical geographies eligible for review and update during PSAP: standard statistical areas and tribal statistical areas. Standard statistical geography includes the following:

- Census tracts.
- Block groups.
- Census designated places (CDPs).
- Census county divisions (CCDs), in 21 states.

Tribal statistical geography includes the following:

- Tribal census tracts.
- Tribal block groups.
- Census designated places (CDPs).
- Alaska Native village statistical areas (ANVSAs).
- Oklahoma tribal statistical areas (OTSAs) and OTSA tribal subdivisions.
- Tribal Designated Statistical Areas (TDSAs).
- State Designated Tribal Statistical Areas (SDTSAs).
- Alaska Native Regional Corporations (ANRCs) and State American Indian Reservations (SAIRs).[1]

To gain a better understanding of how PSAP geographies relate to one another and to other geographies, refer to **Figure 1** and **Figure 2**.

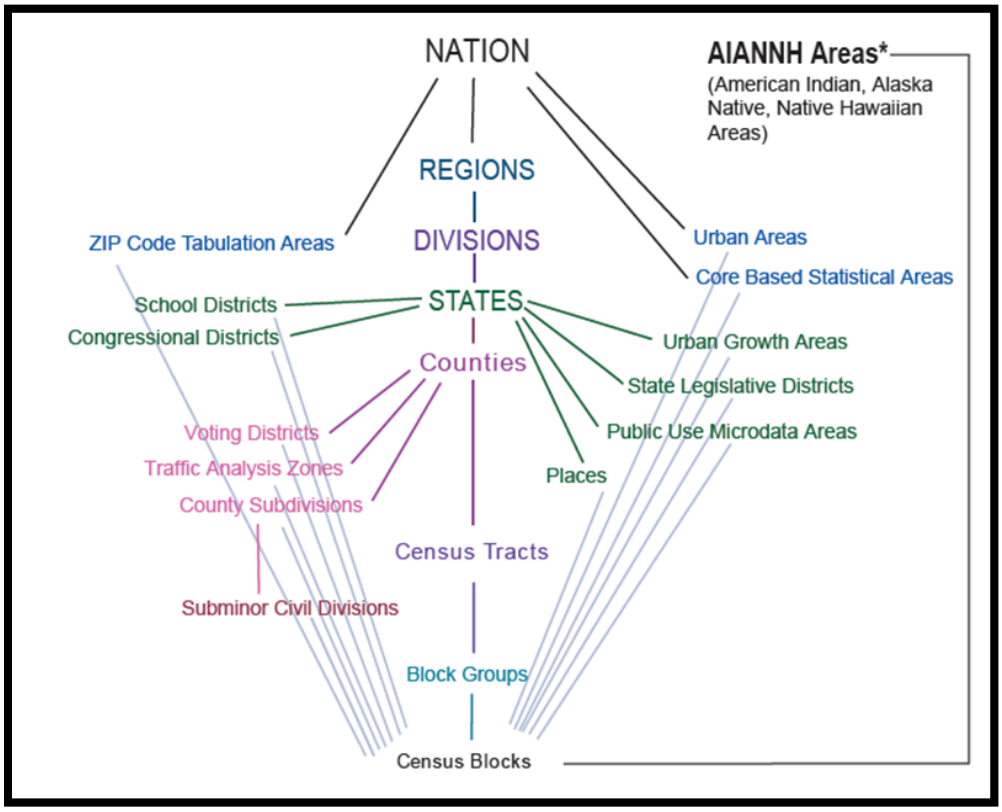


Figure 1. Standard Hierarchy of Census Geographic Entities

[1] ANRCs and SAIRs are not statistical areas, but they are included in 2020 Census PSAP for administrative reasons.

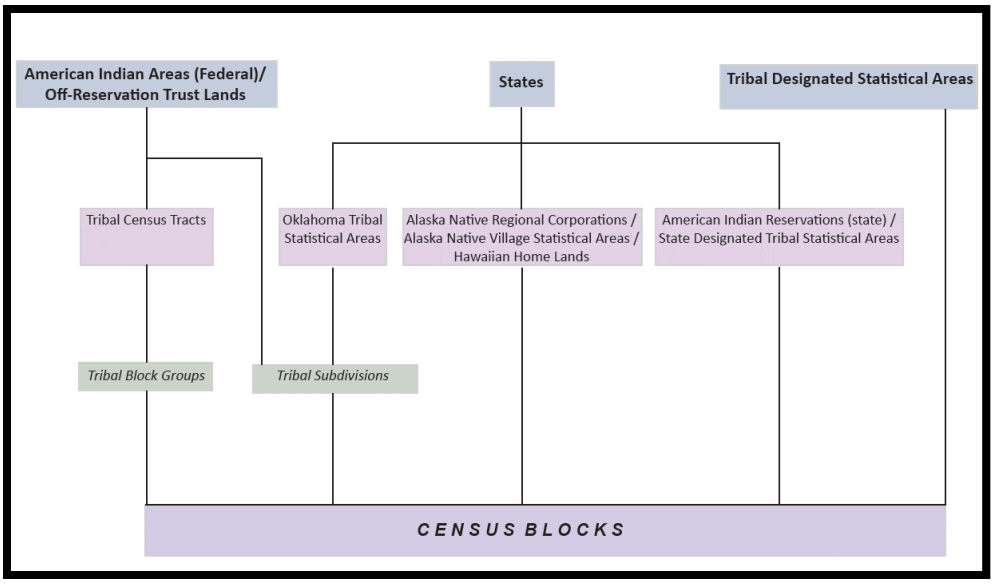


Figure 2. Hierarchy of American Indian, Alaska Native, and Native Hawaiian Areas

For 2020, the Census Bureau integrated the Tribal Statistical Areas Program (TSAP) that covered the tribal geographies in 2010 into the PSAP. The Census Bureau prepared separate documentation for the tribal statistical geography component of PSAP. Those tribal details are not included in this material.

In addition to the integration of TSAP into PSAP, the Census Bureau reviewed census tracts and block groups in nearly all counties, identifying suggested changes and adjustments to help streamline the review and update on the part of primary participants.[2] The Census Bureau terms this early review and the associated updates an "internal review" and its output as the "2020 Proposed Plan." Participants choose either the "2020 Proposed Plan" or "2010 Geographies" when using the Modify Area Feature button in the Geographic Update Partnership Software (GUPS). Refer to **Table 18** for a visual showing both choices.

This internal review ensures a consistent review of the census tract and block group statistical geographies prior to any external review conducted by 2020 Census PSAP participants. The Census Bureau believes the internal review reduces the burden of participation; however, participants can opt to conduct their own review and update the 2010 statistical geographies or they can review and update the 2020 proposed plan. Because of decreased processing timeframes, the Census Bureau is unable to provide the internal review updates made to the census designated place geographies during the delineation phase; however, those updates will appear during verification phase of PSAP in January 2020. The verification phase allows participants to see the updates made by the Census Bureau as well as those made by the participant during the delineation phase.

[2] The Census Bureau did not conduct this internal review for seven large counties with active PSAP participants that we anticipate already had plans for updating statistical areas for 2020. The Census Bureau contacted these participants to inform them of the absence of a 2020 proposed plan.

C. The Boundary and Annexation Survey (BAS)

The Boundary and Annexation Survey (BAS) is the annual Census Bureau survey of legal geographic entities. Whereas the PSAP provides the process for reviewing and updating the statistical geographic entities, the BAS provides the process for reviewing and updating legal geographic entities. Its purpose is to determine, solely for data collection and tabulation by the Census Bureau, the complete and current inventory and the correct names, legal descriptions, official status, and official, legal boundaries of the legal geographic entities with governmental authority over certain areas within the United States, as of January 1 of the survey year. The BAS also collects specific information to document the legal actions that established a boundary or imposed a boundary change. Through the BAS, the Census Bureau also accepts updates to features such as roads or rivers, and address range break information at the boundaries. To update the boundaries for legal boundaries, participate in the BAS**.**

For information regarding the BAS, consult the Census Bureau's BAS website at <https://www.census.gov/programs-surveys/bas.html>. For questions, email geo.bas@census.gov or call 1-800-972-5651**.**

D. 2020 Census PSAP Schedule

Table 1 provides the PSAP program schedule and timeframe for completion of the various tasks. Understanding the 2020 Census PSAP schedule is important for participants to prepare for the delineation and verification phases.

Table 1: 2020 Census PSAP Schedule

Date	Event
February 2017-October 2018	Census Bureau conducted PSAP internal review to generate 2020 proposed plans.
March-May 2018	Census Bureau contacted 2010 Census PSAP participants to inquire about 2020 Census PSAP participation.
July 2018	Census Bureau began sending 2020 Census PSAP invitation materials to participants.
January 2019	PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
January 2019	PSAP webinar trainings begin.
July 2019	Census Bureau sends official communication notifying closeout of PSAP delineation phase.
January 2020	PSAP verification phase begins. Participants have 90 calendar days to review updates.
October 2020	Census Bureau conducts closeout of the 2020 Census PSAP.

The PSAP delineation phase begins in January 2019 with the delivery of delineation materials. Participants have a maximum of 120 days from the receipt of materials to complete and submit any statistical geography updates to the Census Bureau. The closeout of the delineation phase begins in the summer of 2019 prior to the start of the verification phase in January 2020. A final closeout occurs after the conclusion of the verification phase in October 2020.

In March 2018, the Census Bureau began contacting previous participants from the 2010 program, regional multi-county organizations, local governments, state data centers, and other

interested individuals to solicit participation in the 2020 Census PSAP.[3] The Census Bureau began formally inviting the interested participants in July 2018.

E. Training and Support

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines, and procedures; and providing information concerning specific situations that participants encounter when reviewing, delineating, and submitting their statistical area plans. The Census Bureau plans to conduct training webinars to provide instruction on participating in PSAP and the use of the GUPS. The webinar schedule is available at <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. In addition, an electronic version of this guide is available on that website. For questions concerning technical problems with the GUPS application or specific programmatic questions, support is available via telephone at 1-844-788-4921 and email at <geo.psap@census.gov>.

F. Respondent Guide Organization

Participants reviewing standard statistical area geographies are required to use the Geographic Update Partnership Software, or GUPS, to make updates. In addition to providing the criteria and programmatic guidelines necessary to define and update standard statistical geographies, this guide provides participants with systematic instructions of GUPS for use in PSAP. It also introduces the fundamental concepts of the software as well as the major functionalities developed and contained in the software and services. By using this guide and adhering to the PSAP guidelines and criteria, participants learn to utilize GUPS to review (and potentially update) a variety of statistical geographies and submit their final updates to the Census Bureau. They also learn about the next steps for PSAP. This guide contains four parts.

Part One: Overview of the 2020 Census PSAP Materials and the Standard Statistical Geographies[4]

This section provides an overview of the 2020 Census PSAP delineation materials and summarizes the statistical geography criteria and guidelines for census tracts, block groups, CDPs, and CCDs. Participants use the content within this section to familiarize themselves with the materials provided by the Census Bureau and with the background of the four standard statistical geographies.

[3] For Census Bureau purposes, the term "county" includes parishes in Louisiana; boroughs, city and boroughs, municipalities, and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; districts and islands in American Samoa, and districts in the U.S. Virgin Islands; municipalities in the Commonwealth of the Northern Mariana Islands; municipios in the Commonwealth of Puerto Rico; and the areas constituting the District of Columbia and Guam. Henceforth in this document, the term "counties" will refer to all of these entities.

[4] Within the document, **bold, blue colored font** denotes the presence of a cross-referenced hyperlink to other sections, figures, tables, or appendices. Use the Ctrl key and click of left mouse button while hovering over these **bold blue words** to skip directly to the linked item. The "**Part One:**" above is the first cross-reference hyperlink in this document.

Part Two: Introducing GUPS for 2020 Census PSAP

This section introduces GUPS and the basics of the software. Participants refer to this section for the technical instructions to install GUPS, to learn how to get started, and to familiarize themselves with menus, buttons, and tools within the software.

Part Three: Using GUPS for 2020 Census PSAP

This section describes the use of GUPS for 2020 Census PSAP. It discusses the review and update of PSAP geographies. It provides instruction to validate a submission and to prepare it for delivery to the Census Bureau using the Secure Web Incoming Module (SWIM). Participants find information and detailed steps to review and modify the statistical geographies.

Note: The examples in this section highlight the function of the menu, the button, the tool, or the process. They are not specific to the vintage of geography (i.e., the 2010 statistical geography or the 2020 proposed plan). The function of the menus, buttons, and tools applies regardless of the vintage of the geography.

Part Four: Next Steps for 2020 Census PSAP

This section provides information on the next steps for 2020 Census PSAP. It includes information for participants on the Census Bureau's processing of submissions, the upcoming verification phase, and the final closeout phase after verification.

IMPORTANT: Due to operational updates, some minor discrepancies may occur between the appearance of individual screens within GUPS, especially concerning polygon colors and symbology in the Map View and the appearance of specific buttons and warning messages. Other small variations may also appear.

PART ONE: OVERVIEW OF THE 2020 CENSUS PSAP MATERIALS AND THE STANDARD STATISTICAL GEOGRAPHIES

This portion of the Respondent Guide lays the programmatic foundation for the remainder of the document and provides a reference for upcoming sections. It provides an overview of the delineation materials and 2020 Census PSAP standard statistical geographies. It summarizes the statistical geography criteria, guidelines, and specifications for each of the four standard statistical geographies.

The goal of PSAP is to produce meaningful statistical geographies for data users while maintaining consistent statistical geography nationwide. It is the Census Bureau's responsibility to ensure nationwide uniformity in applying the statistical area criteria and guidelines. As a result, we may require some changes in the boundaries or delineation of some statistical areas to meet the national standard.

By creating one, streamlined method of participation for standard statistical geographies (i.e., the Geographic Update Partnership Software, or GUPS), the Census Bureau provides an efficient and intuitive system to review and update statistical boundaries and edit data layers while maintaining flexibility to retrieve and review selected information. Participants must use the Census Bureau supplied GUPS and shapefiles to participate in PSAP. The Census Bureau will not accept any submission delineated outside of the GUPS or based on non-Census Bureau provided shapefiles.

Part B of the Introduction mentions that 2020 proposed plans for census tracts and block groups exists for most counties in the nation. The Census Bureau recommends participants review the 2020 proposed plan. Participants may review and agree with the proposed plan or they may make adjustments to that plan. Taking this approach may streamline the review and update process, if any updates are required. Use of the 2020 proposed plan ensures the aforementioned consistency of review mentioned in the previous section.

If participants choose to begin their review from the 2010 statistical geographies, they must conduct the necessary updates to ensure the statistical areas meet the published criteria and guidelines, coding and naming conventions, and ensure the features used for the boundaries are valid. This approach is likely to be lengthier than a review of the 2020 proposed plan, but some participants may find it the best approach for their situation.

IMPORTANT: If participants begin conducting their review and wish to change to the other vintage of geography, they must delete their GUPS project. **Table 14** includes a section that describes the process of deleting a project in GUPS and starting over by choosing the **GUPS Data Settings** button.

CHAPTER 1. DELINEATION PHASE MATERIALS FOR 2020 CENSUS PSAP

This chapter focuses on identifying the materials participants receive for the delineation phase.

1.1 Informational and Instructional Materials

The Census Bureau provides this Respondent Guide for conducting the 2020 Census PSAP work using GUPS. To support participants' review and update of their statistical geographies for the 2020 Census, the Census Bureau created Quick Reference and Quick Program Guides that summarize each standard statistical geography and digital delivery methods, as well as Microsoft Excel files of 2020 proposed changes for census tracts and block groups. These files exist for all but the seven stateside counties not worked through the Census Bureau's internal review.

The Census Bureau provides all informational and instructional materials in in digital format. Locate the digitally formatted materials on the PSAP website as well as on the "Data disc" provided to participants that requested DVDs during the invitation phase of 2020 Census PSAP. Review **Table 2** to identify each piece of informational and instructional material distributed by the Census Bureau in support of 2020 Census PSAP for standard geographies and to identify the participants receiving those materials.

Table 2: Quick Reference, Quick Program, and Respondent Guide Materials

Document ID	Name of Material	Participant(s) Receiving Material
G-640	Quick Reference: Block Groups	Stateside, non-tribal participants.
G-650	Quick Reference: Census Tracts	Stateside, non-tribal participants.
G-615	Quick Reference: Census Designated Places	Stateside, non-tribal participants.
G-660	Quick Reference: Census County Divisions	Stateside, non-tribal participants.
G-615PR	Quick Reference: Census Designated Places	Puerto Rico participants.
G-640PR	Quick Reference: Block Groups	Puerto Rico participants.
G-650PR	Quick Reference: Census Tracts	Puerto Rico participants.
Q-900	Quick Program Guide for Digital Download of GUPS	Stateside, non-tribal participants that requested to download their materials online.
Q-905	Quick Program Guide for DVD delivery of GUPS	Stateside, non-tribal participants and Puerto Rico participants that requested DVDs for delivery of materials.
G-730	Standard GUPS Respondent Guide	Stateside, non-tribal participants and Puerto Rico participants.

The Census Bureau supplies the list of changed statistical entities in the form of a Microsoft Excel file (e.g., psap20_proposed_changes_<SSCCC>.xlsx), *where SS is the two-digit state FIPS code and CCC is the three-digit county FIPS code*. This file is the output from Census Bureau's internal review. It appears on the previously mentioned "Data disc" and is available online for download. The Excel file contains census tracts that have been split or merged, or have had code/type changes and census tracts with modified block groups. The following seven fields of information comprise the file:

- STATEFP is the two-digit state FIPS code.
- COUNTYFP is the three-digit county FIPS code.
- TRACTCE is the six-digit census tract code (with leading and trailing zeros and no decimal point).
- BLKGRPCE is the one-digit block group number. It will be blank if the entity is a tract, and will have an integer from 1-9 if it pertains to a block group.
- BLKGRPID is the 12-digit block group code that concatenates the STATEFP, COUNTYFP, TRACTCE, and BLKGRPCE information into one field if the record represents a block group, otherwise it will be blank. Participants use this field, along with the TRACTCE field, to review the Census Bureau changes performed to the 2010 geographies within the 2020 proposed plan.
- TRACTTYP and BGTYP are blank unless the entity is a special use entity, in which case it will contain a single letter pertaining to the special use categories within GUPS (A, B, C, H, I, J, M, O, P, T, and W). These single character codes represent the information shown in **Figure 3** in both special use census tracts and special use block groups.

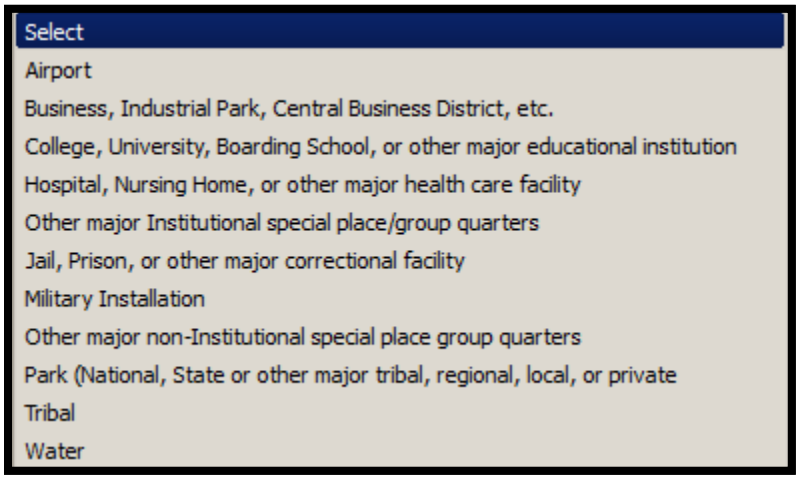


Figure 3. Types of Special Use Geographies

1.2 DVD Materials

The Census Bureau supplies two DVDs to stateside, non-tribal participants that asked to receive their delineation material by that digital medium during the invitation phase, as well as to all Puerto Rico participants. One DVD contains the GUPS software to install on the participant's computers. The second DVD is the "Data disc." It contains the partnership shapefiles to conduct the 2020 Census PSAP work using the GUPS software. The "Data disc" also contains digital copies of the Quick Reference Guides, the appropriate Quick Program Guide, and the Microsoft Excel file(s) 2020 proposed changes list for each county the participant agreed to review. All informational and instructional materials provided on DVD are available on the PSAP website for online download. Instructions for using these DVDs for 2020 Census PSAP are in **Part Two:**.

1.3 Delineation Phase Postcard

One important item enclosed with the delineation materials is the delineation phase postcard (e.g., Document ID P-300 and P-300PR for Puerto Rico). After reviewing the standard statistical geographies and determining the update status of the materials, please complete the postcard indicating whether changes are forthcoming. The return of this postcard assists the Census Bureau with planning for incoming submissions and identifying participants that will not be providing updates. The Census Bureau requests the return of this postcard within a month of receipt of the delineation phase materials.

If a participant discovers changes are necessary to their 2020 Census PSAP materials after returning the delineation postcard, please contact the Census Bureau PSAP staff by email at geo.psap@census.gov, or phone them at 1-844-788-4921 to let them know a submission is forthcoming.

CHAPTER 2. CENSUS TRACTS

Census tracts are small, relatively permanent geographic divisions of a county or statistically equivalent entity defined for the tabulation and presentation of data from the decennial census, the ACS, and selected other statistical programs. Census tracts nest within, and completely cover, counties nationwide. Ideally, their boundaries remain the same between censuses making it possible to compare statistics from decade to decade.

The Census Bureau published the 2020 Census PSAP census tract criteria in the *Federal Register*, available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

The following criteria apply to the United States, including federally recognized American Indian reservations (AIRs) and off-reservation trust lands (ORTLs), Puerto Rico, and the Island Areas[5]:

- Census tracts must not cross county or state boundaries.
- Census tracts must cover the entire land and water area of a county.
- Census tracts must comprise a reasonably compact and contiguous land area, with a few exceptions.[6]
- Census tract boundaries should follow visible and identifiable features.
- Census tracts must meet specific population and housing unit thresholds outlined in **Table 3: Census Tract Types and Thresholds**.
- Census tracts must have a basic numeric identifier composed of no more than four digits and may have a two-digit decimal suffix. Find more detail on numbering in **Section 2.2, Census Tract Codes and Numeric Identification**.
- Census tracts have three types for the 2020 Census, standard, tribal, and special use. Refer to **Table 3: Census Tract Types and Thresholds** for the definition and associated criteria for standard and special use census tracts. Tribal census tracts do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for census tracts that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes of census tracts as needed to meet the published criteria and/or maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

[5] For Census Bureau purposes, the United States typically refers to only the fifty states and the District of Columbia, and does not include the U.S. territories (Puerto Rico, the Island Areas, and the U.S. Minor Outlying Islands). The Island Areas includes American Samoa, the Commonwealth of the Northern Mariana Islands, Guam, and the U.S. Virgin Islands. The U.S. Minor Outlying Islands are an aggregation of nine U.S. territories: Baker Island, Howland Island, Jarvis Island, Johnston Atoll, Kingman Reef, Midway Islands, Navassa Island, Palmyra Atoll, and Wake Island.

[6] The Census Bureau permits noncontiguous boundaries only where a contiguous area or inaccessible area would not meet population or housing unit count requirements for a separate census tract, in which case the noncontiguous or inaccessible area must be combined with an adjacent or proximate tract. For example, combine an island that does not meet the minimum population threshold for recognition as a separate census tract with other proximate land to form a single, noncontiguous census tract. The Census Bureau reviews each instance of noncontiguous census tracts and uses their discretion to accept or reject.

Table 3: Census Tract Types and Thresholds

Census Tract Types	Description	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Standard Census Tract	Small statistical subdivisions of counties; emphasis on comparability over time to facilitate longitudinal analysis.	Optimum: 4,000 Min: 1,200 Max: 8,000	Optimum: 1,600 Min: 480 Max: 3,200	None	NA
Special Use Census Tract	A census tract encompassing an employment center, large airport, public park, public forest, or large water body with no (or very little) population or housing units.	None (or very little) or within the standard census tract threshold	None (or very little) or within the standard census tract threshold	At least comparable in size to surrounding standard census tracts	Suggested minimum of 1,200 workers or jobs when encompassing employment centers.

2.1 Census Tract Threshold Requirements

Census tracts, with the exception of special use tracts, must meet specified population or housing unit thresholds as outlined above in **Table 3: Census Tract Types and Thresholds**. This helps ensure a minimal level of reliability in the sample data and minimized potential disclosures of sensitive information. PSAP participants should aim to create census tracts that meet the optimal population of 4,000 or 1,600 housing units and maintain the minimum thresholds unless it is flagged as a special use tract (discussed above), or is coextensive with a county with fewer than 1,200 people. The Census Bureau uses a housing unit criterion to accommodate seasonably occupied areas in which the decennial census population count will be lower than the ACS estimates.[7]

A census tract that exceeds the maximum thresholds should be split into multiple tracts; those that drop below the minimum thresholds should be merged with an adjacent tract. If a participant chooses not to split or merge tracts that do not meet approved thresholds, they must provide a justification for retaining the existing geography. GUPS allows participants to add remarks or justifications to statistical geographies that are not changed in the event that population growth (new housing development, typically) or decline (following depopulation trends or scheduled housing demolition) is anticipated.

Participants should use the 2010 Census population and housing counts for census tract review in most cases. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

[7] "Occupied seasonally" refers to seasonal communities in which residential populations are lower on Census Day, April 1, than at other times of the year, and for which estimates may be reflected in the ACS. The ACS is designed to produce local area data for a 12-month period estimate.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all census tract revisions.

2.2 Census Tract Codes and Numeric Identification

The census tract codes consist of six digits with an implied decimal between the fourth and fifth digit, with leading and trailing zeroes for census tracts without a full six digits; e.g. 140102 and 002300, respectively. Census tract numbers (sometimes described as census tract names) are the same digits but expressed without the full digit range of the code (1401.02 or 23, for the examples above). A permanent numbering system is desirable since it helps data users make comparisons of information by census tract from one decade to the next.

The Census Bureau uses suffixes (the final two digits of the tract code, populated with '00' if none exists) to help identify census tract changes for comparison purposes. Census tract suffixes may range from .01 to .98. When a census tract splits, the resulting tracts retain the basic four-digit base code and receive different suffixes. For example, if census tract 0014.00 splits, the new tract codes are 0014.01 and 0014.02. If census tract 0014.02 splits, the "02" suffix is "retired" and the resulting tracts suffix becomes "03" and "04" (or the next available suffixes). Data users expect the four-digit basic census tract codes to remain unchanged from one decade to another. The Census Bureau allows renumbering of census tracts only in limited circumstances, such as when there are more anticipated census tract splits than available suffixes.

Some ranges of census tract numbers identify distinctive types of census tracts. The code range 9400 identifies census tracts with a majority of population, housing, or land area associated with an American Indian Area. The 9800 code range was established for the 2010 Census and used to specifically identify special land-use census tracts; that is, census tracts defined to encompass a large area with little or no residential population and/or with special characteristics, such as large parks, special land use, or employment areas. For 2020, this range also includes areas not characterized by residential population (i.e., National Parks or large water bodies). It morphed into special use census tracts, removing reference to land since they may be water. Refer to **Table 3: Census Tract Types and Thresholds** for details on the thresholds for special use census tracts. These types of tracts are optional in PSAP.

2.3 Census Tract Boundary Requirements

Census tract boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as census tract boundaries:

- State and county boundaries must always be census tract boundaries. This criterion takes precedence over all other criteria or requirements.
- American Indian reservation and off-reservation trust land boundaries.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 4** for states with acceptable minor civil division and incorporated place boundaries.
- Additional legally defined administrative boundaries for barrio, barrio-pueblo, and subbarrio boundaries in Puerto Rico; census subdistrict and estate boundaries in the U.S. Virgin Islands;

county and island boundaries in American Samoa; election district boundaries in Guam; municipal district boundaries in the Northern Mariana Islands; and Alaska Native Regional Corporation boundaries in Alaska.[8]

- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

Table 4: Acceptable Minor Civil Division (MCD) and Incorporated Place Boundaries

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
Alabama				X
Alaska				X
Arizona				X
Arkansas				X
California				X
Colorado				X
Connecticut	X		X	
Delaware				X
Florida				X
Georgia				X
Hawaii				X
Idaho				X
Illinois		X		X
Indiana	X			X
Iowa		X[9]		X
Kansas		X[10]		X
Kentucky				X
Louisiana				X
Maine	X		X	
Maryland				X
Massachusetts	X		X	X
Michigan		X		X
Minnesota				X
Mississippi				X
Missouri				X
Montana				X
Nebraska				X
Nevada				X
New Hampshire	X		X	

[8] Insofar as such boundaries are unambiguous for allocating living quarters as part of 2020 Census activities.

[9] Governmental townships only.

[10] Townships only.

State	All MCD Boundaries	Boundaries of MCDs Not Coincident with the Boundaries of Incorporated Places that themselves are MCDs	All Incorporated Place Boundaries	Only Conjoint Incorporated Place Boundaries
New Jersey	X		X	
New Mexico				X
New York	X		X	
North Carolina				X
North Dakota		X		X
Ohio		X		X
Oklahoma				X
Oregon				X
Pennsylvania	X		X	
Rhode Island	X		X	
South Carolina				X
South Dakota				X
Tennessee		X		X
Texas				X
Utah				X
Vermont	X		X	
Virginia				X
Washington				X
West Virginia				X
Wisconsin		X		X
Wyoming				X

CHAPTER 3. BLOCK GROUPS

Block groups are statistical geographic subdivisions of a census tract defined for the tabulation and presentation of data from the decennial census and select other statistical programs. They are the smallest geographies for which the Census Bureau provides sample data, primarily from the ACS 5-year period estimates. Block groups nest within, and completely cover, census tracts nationwide. They form the geographic framework within which the Census Bureau defines and numbers census blocks. The block group number becomes the first digit of the four-digit census blocks. Each block group comprises a reasonably compact and contiguous cluster of census blocks. Census tracts may contain no more than 10 block groups (nine standard and one comprised of water).

The Census Bureau published the 2020 Census PSAP block group criteria in the *Federal Register* notice available on the PSAP website. **Appendix B.** provides a summary of the statistical geographies criteria thresholds.

The following criteria apply to the United States, including federally recognized American Indian reservations (AIRs) and off-reservation trust lands (ORTLs), Puerto Rico, and the Island Areas:

- Block groups must not cross census tract boundaries.
- Block groups must cover the entire land and water area of each census tract.
- Block groups must meet specific population and housing unit thresholds and suggested area and employment thresholds outlined below in **Table 5: Block Group Types and Thresholds**.
- Block groups must comprise a reasonably compact and contiguous land area.
- Block group boundaries should follow visible and identifiable features.
- Block groups have three types, standard, tribal, and special use for the 2020 Census. For the definition and associated criteria for standard and special use block groups, refer again to **Table 5: Block Group Types and Thresholds**. Tribal block groups do not appear in the table since they are out of scope for this material.

The Census Bureau may modify and, if necessary, reject any proposals for block groups that do not meet the published criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes of block groups as needed to meet the published criteria. Modification may also occur to maintain geographic relationships before or after the final tabulation geography is set for the 2020 Census.

As with census tracts, the Census Bureau recognizes there are significant, or special, geographic areas characterized by unique populations or not characterized by residential populations that local data users may wish to exclude from populated block groups. PSAP participants may designate special use block groups to distinguish them from standard block groups. Special use block groups are optional, and if delineated, they must follow specific details outlined in **Table 5**. Special use census tracts must contain at least one special use block group and it must be coextensive with the special use tract boundary. If the area is not large enough to sustain a special use census tract, participants may identify special use block groups within standard census tracts.

Table 5: Block Group Types and Thresholds

Block Group Types	Description	Population Thresholds	Housing Unit Thresholds	Area Measurement Thresholds	Employment Threshold
Standard Block Groups	Subdivisions of census tracts; smallest geographic area for which ACS data are tabulated and disseminated.	Min: 600 Max: 3,000	Min: 240 Max: 1,200	None	NA
Special Use Block Groups	A block group, usually coextensive with a special use census tract, encompassing an employment center, large airport, public park, public forest, or large water body with no (or very little) population or housing units.	None (or very little) or within the standard block group thresholds	None (or very little) or within the standard block group thresholds	At least comparable in size to surrounding standard block groups	Suggested minimum of 600 workers or jobs.

3.1 Block Group Threshold Requirements

Block groups must meet specified population and housing unit thresholds as outlined above in **Table 5**. This helps ensure a minimum level of reliability in sample data and minimizes potential disclosures of sensitive information. Like census tracts, the Census Bureau uses housing unit criterion to accommodate seasonably occupied areas that may have higher populations at times of the year other than on Census Day, April 1.

Like census tracts, a block group that exceeds maximum thresholds should be split; those that drop below the minimum thresholds should be merged with an adjacent block group. If a participant chooses not to change threshold errant block groups, they must provide justification for their retention. Unlike census tracts, block groups may be completely redefined to meet population or housing thresholds; however, in doing so, please consider the impact on analysis of block group level data across time.

In most cases, participants should use the 2010 Census population counts for block group review. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all block group revisions.

3.2 Block Group Codes and Numeric Identification

Block groups are identified by a single digit integer code from “1” through “9.” Codes with “0” designate a water only block group that does not contain population or housing units. If a census tract needs more than nine block groups to organize the population and housing units, split the tract. The block group number provides the first digit for the 2020 tabulation blocks. For example, block group 3 includes all 2020 tabulation blocks numbered in the 3000 range

within a single census tract. Block group numbers can repeat within a county, but must be unique within individual census tracts. Find details on the thresholds for special use block groups in **Table 5: Block Group Types and Thresholds**.

3.3 Block Group Boundary Requirements

Like census tracts, block group boundaries generally follow permanent, visible features that are identifiable in the field. The following features are preferred as block group boundaries:

- State, county, and census tract boundaries must always be block group boundaries. This criterion takes precedence over all other criteria or requirements.
- American Indian reservation and off-reservation trust land boundaries.
- Visible, perennial natural and cultural features, such as roads, shorelines, rivers, perennial streams and canals, railroad tracks, or aboveground high-tension power lines.
- Boundaries of legal and administrative entities in selected states. See **Table 4** for states with acceptable minor civil division and incorporated place boundaries.
- Additional legally defined administrative boundaries for barrio, barrio-pueblo, and subbarrio boundaries in Puerto Rico; census subdistrict and estate boundaries in the U.S. Virgin Islands; county and island boundaries in American Samoa; election district boundaries in Guam; municipal district boundaries in the Northern Mariana Islands; and Alaska Native Regional Corporation boundaries in Alaska.
- Boundaries of large parks, forests, airports, penitentiaries/prisons, and or military installations if the boundaries are clearly visible.
- Some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- Some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.

CHAPTER 4. CENSUS DESIGNATED PLACES (CDPS)

Census designated places (CDPs) are statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. CDPs include comunidades and zona urbanas in Puerto Rico.

The Census Bureau published the 2020 Census PSAP CDP criteria in the *Federal Register*. It is available on the PSAP website and in **Appendix B.** . The following criteria apply to the United States, including federally recognized American Indian reservations (AIRs) and off-reservation trust lands (ORTLs), Puerto Rico, and the Island Areas:

- CDPs constitute a single, named, closely settled center of population.
- CDPs generally consist of a contiguous cluster of census blocks comprising a single piece of territory with a mix of uses similar to that of an incorporated place of similar size.
- CDPs cannot be located, partially or entirely, within an incorporated place or another CDP.
- CDPs may cross county boundaries, but must not cross state boundaries.
- CDPs have no minimum population or housing unit thresholds, but must contain some population, housing units, or both.
- CDP boundaries should follow visible features, except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.
- CDP boundaries may follow other nonvisible features in instances where reliance upon visible features would result in over bounding of the CDP in order to include housing units on both sides of a road or street feature.
    - Such boundaries might include parcel boundaries and Public Land Survey System (PLSS) lines; fence lines; national, state, or local park boundaries; ridgelines; or drainage ditches.
- CDP names should be recognizable and used in daily communication by the residents of the community it represents.[11]
- CDP names cannot have the same name as an adjacent or nearby incorporated place.

In accordance with the final criteria, the Census Bureau may modify and, if necessary, reject any proposals for CDPs that do not meet the established criteria. In addition, the Census Bureau reserves the right to modify the boundaries and attributes of CDPs as needed to maintain geographic relationships before the final tabulation geography is set for the 2020 Census.

[11] There should be features in the landscape that use the name, such that a non-resident would have a general sense of the location or extent of the community; for example, signs indicating when one is entering the community; highway exit signs that use the name; or businesses, schools, or other buildings that make use of the name.

CHAPTER 5. CENSUS COUNTY DIVISIONS (CCDS)

Census county divisions (CCDs) and equivalent entities are statistical geographic entities established cooperatively by the Census Bureau and officials of state and local governments in 21 states where minor civil divisions (MCDs) either do not exist or have been unsatisfactory for reporting statistical data.[12] The 21 states are as follows: Alabama, Alaska, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming. **Appendix D.** depicts the CCD states in green.

The Census Bureau discourages major revisions to CCDs since the primary goal of the CCD program has been to establish and maintain a set of sub-county units that have stable boundaries and recognizable names. However, updates and revisions may be necessary in some instances, where there have been revisions to census tract boundaries and the CCD boundaries follows those boundaries, or to resolve discrepancies where the census tract and CCD boundaries were supposed to be conjoint but were not. Revisions to CCD names may be necessary due to population changes within CCDs. Changes to CCD names must follow the guidance outlined in **Section 5.1**.

The Census Bureau published detailed 2020 Census PSAP CCD criteria in the *Federal Register*, available on the PSAP website. **Appendix B.** provides a summary of CCD criteria. The following criteria apply to the 21 states that contain CCDs:

- CCDs must have community orientation, i.e., center on place(s) that form a cohesive community area.
- CCDs must have visible and/or stable boundaries.
- CCD boundaries must follow state and county boundaries and conform to census tract boundaries.[13]
- CCD boundaries may follow the boundaries of federally recognized AIRs, and federal, state, or locally managed land.[14]
- CCD boundaries may follow conjoint city limits (where change to the boundary is infrequent).
- CCD boundaries may follow some nonstandard visible features such as major ridgelines, aboveground pipelines, intermittent streams, or fence lines.
- CCD boundaries may follow some nonstandard nonvisible features such as parcel boundaries, straight-line extensions and other lines-of-sight between acceptable visible features.
- CCDs must have recognizable names (see the next section for detail on name identification).

[12] In Alaska, census subareas are county subdivisions equivalent to CCDs. For purposes of this notice, the term CCD also refers to census subareas in Alaska.

[13] Whenever possible, a CCD should encompass one or more contiguous census tracts or multiple CCDs should constitute a single census tract. Therefore, CCD boundaries should be consistent with census tract boundaries. Population size is not as important a consideration with CCDs as it is with census tracts

[14] Managed land includes National Parks, National Monuments, National Forests, other types of large parks or forest, airports, marine ports, prisons, military installations, or other large facilities.

5.1 Census County Division Name Identification

Though CCDs do not include numeric identification, there are criteria for naming CCDs:

- Names of existing CCDs shall not be changed unless a compelling reason is provided, such as when the name from which the CCD was derived has changed, as in the case of Bainbridge Island, Washington, when the name of the city (Winslow) changed.
- Name new CCDs after the largest population center or historically central place within it (e.g., Taos, or Zuni Pueblo, New Mexico).
- CCDs with multiple centers of equal importance may represent two or three centers (e.g., Mount Pleasant-Moroni, Utah).
- CCDs may be named after the AIR (e.g., Hualapai, Arizona or Nez Perce, Idaho) or a prominent land use area (e.g., Federal Reservation, Washington or Yellowstone National Park, Wyoming) in which it is significantly or wholly located.
- CCDs may be named after a prominent physical feature (e.g., Mount Rainier, Washington) or a distinctive region within the county (e.g., Death Valley, California; Everglades or Lower Keys, Florida).
- If there is no clear cultural focus or topographic name that can be applied, a CCD name shall consist of the county name and a compass direction to indicate the portion of the county in the CCD or a place name and a compass direction to give the CCD location relative to the place. The directional indicator precedes a county name (e.g., Northeast Cobb, Georgia). If an incorporated place name is used, the directional indicator follows it (e.g., Del Rio Northwest, Texas).

In all cases, the objective is to identify the extent of the CCD by means of an area name since CCD names should always be meaningful to data users. Any name used as a CCD name must also be recognized by the Board on Geographic Names for federal use and appear in the Geographic Names Information System maintained by the U.S. Geological Survey. This includes any individual names combined to make a hyphenated CCD name.

With the overview of and high-level information on the statistical geographies provided in this portion and the general information from the Introduction of the Respondent Guide, the focus now shifts to introducing the GUPS for 2020 Census PSAP in the next portion, **Part Two:**.

PART TWO: INTRODUCING GUPS FOR 2020 CENSUS PSAP

This portion of the Respondent Guide includes detailed system requirement information necessary to use GUPS. It offers an introduction to GUPS and its menus, and toolbars. It provides specific instructions, through "Step - Action and *Result*" tables. In these tables, the Action is usually a command or action to perform and the *Result(s)* of the action are in *italics*. For example, if participants click the QGIS icon on the desktop, *the software should begin to run automatically.*

GUPS allows participants to review and modify the statistical geographies in a more efficient manner than previous decades. GUPS integrates the standardized PSAP requirements and thresholds that define statistical geographies to eliminate the guesswork for participants.

GUPS runs in both a desktop PC and a network environment. It runs in QGIS, an open source Geographic Information System (GIS), and contains all functionality required to make updates, executes automated checks for program criteria compliance, and creates standardized data output files for Census Bureau processing. Many of the menus and functionality are solely part of QGIS functionality and not applicable to GUPS. For information on the QGIS open-source platform, go to: <http://www.qgis.org/en/site/>.

GUPS is available on DVD or available for download from the PSAP website at during the delineation phase. If participants chose the "DVD GUPS and SHAPEFILES" selection, there are two DVDs enclosed with their PSAP delineation materials. One includes the GUPS software and the second is the “Data disc.” If participants chose the "DOWNLOAD GUPS and SHAPEFILES" selection, they must navigate to the following website to download GUPS: <https:/www2.census.gov/geo/pvs/gups/>.

Once installed, the Census Bureau recommends using the "Census Web" choice within GUPS for accessing and loading the necessary shapefiles into GUPS. Use of this functionality eases participant burden of installing directly from the DVD or from copying the data from the DVD to the local computer.

The next three chapters cover the following topics:

Chapter 6. System Requirements and Installation

- GUPS system requirements.
- GUPS installation instructions.

Chapter 7. Getting Started with GUPS

- Accessing the shapefiles for 2020 Census PSAP.
- Open GUPS and start a new project.
- Save a project.
- Open a previous project.

Chapter 8. GUPS Menus and Toolbars

- GUPS Page Layout.
- GUPS interface, including the Menu bar, various toolbars, Table of Contents, and the Map View.
- Instructions for using the tools available through the menu and toolbars.

CHAPTER 6. SYSTEM REQUIREMENTS AND INSTALLATION

6.1 System Requirements

Before beginning the installation, check the computer to verify it has the capabilities needed to run GUPS. **Table 6** lists the hardware and software requirements to install and run GUPS and the software requirements to submit files through the SWIM website.

Table 6: GUPS Hardware and Software Requirements

Hardware	Operating System	Browser
Disk Space Needed to Run GUPS: 3.3 GB ***Disk Space Needed to Store Shapefiles:*** Shapefile sizes vary. To view the size of the shapefiles, right-click, and choose **Properties** in the drop-down menu. *The **Files Properties** box opens and displays the folder size.* Select multiple files/folders in the list to view their properties via the same method. ***RAM:*** 4 GB minimum, 8 GB or more recommended for optimal performance.	***Windows:*** To run GUPS, Windows users need one of the following operating systems: • Windows 7 • Windows 8 • Windows 10 ***Apple Mac OS X:*** Mac OS X users must secure a license for Microsoft Windows and use a Windows bridge. The suggested bridge software is Boot Camp, which comes pre-installed on all Mac computers. Locate instructions for using Boot Camp at: <https://www.apple.com/support/bootcamp/getstarted/>. **IMPORTANT:** Since Boot Camp requires a restart of the computer to set up the bridge, be sure to print the instructions provided at the URL above before beginning installation.	***Minimum Browser Versions to Use SWIM:*** SWIM supports the two most recent version of each of the major browsers (Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari.

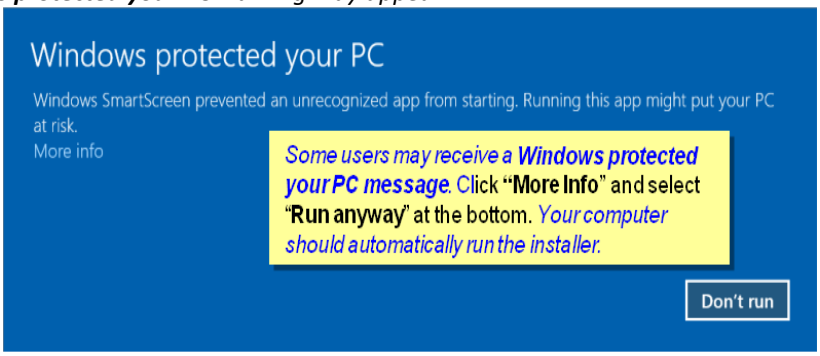
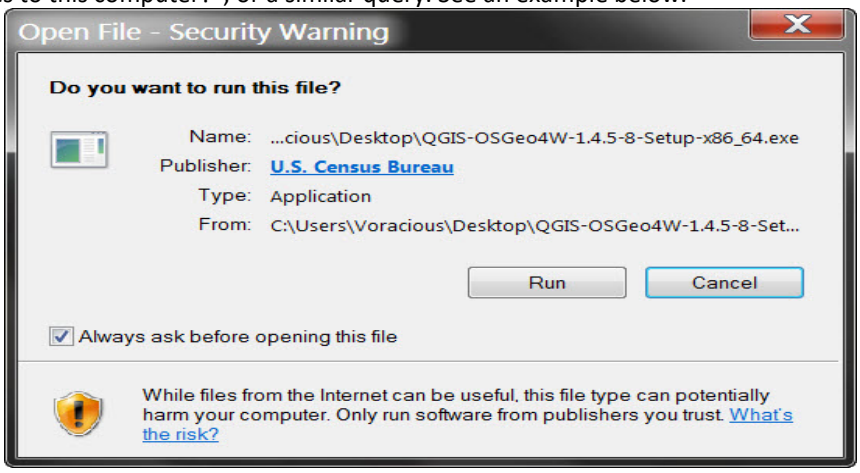
Depending on the Windows or OS version, the GUPS dialog boxes may have a different appearance than the screenshots contained in the respondent guide, although the content is the same.

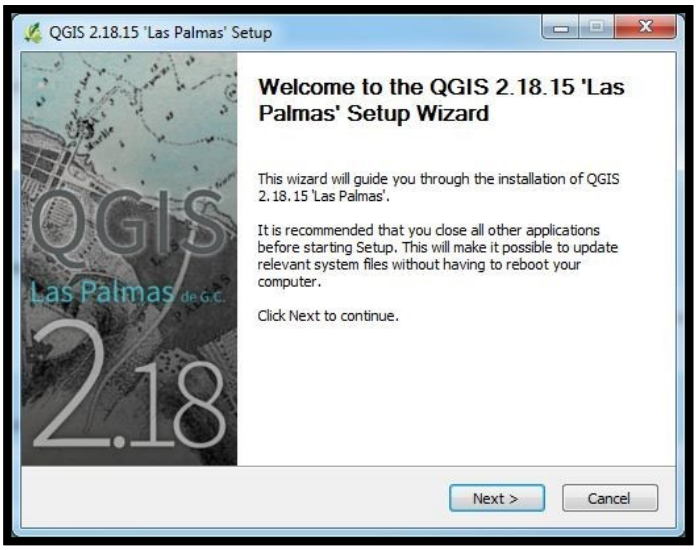
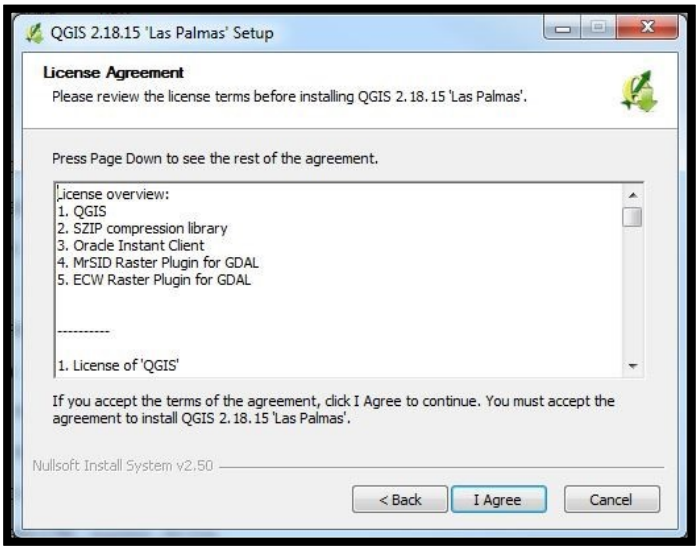
6.2 GUPS Installation

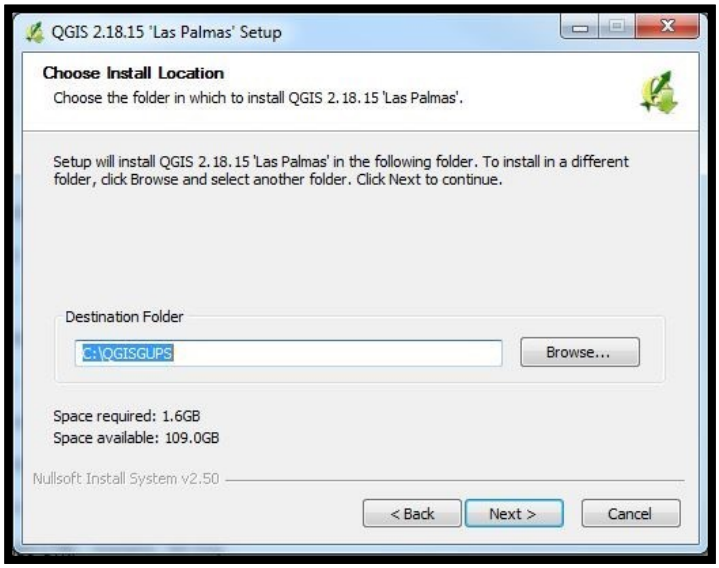
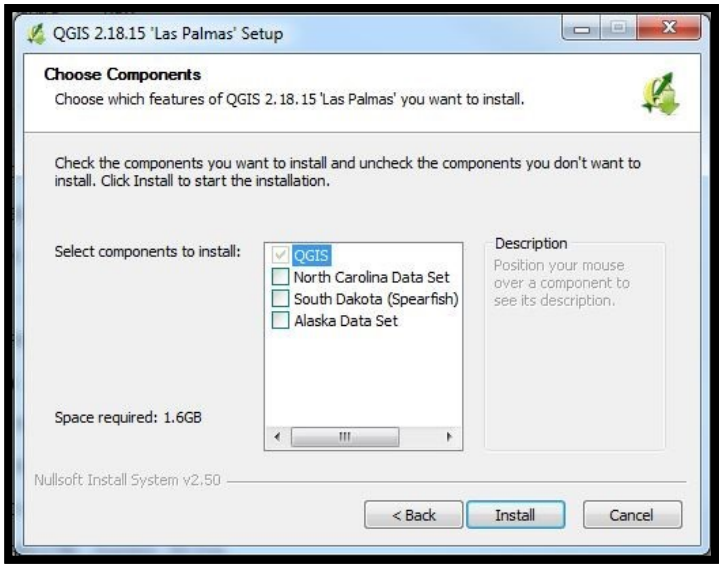
This section provides instructions for both methods, download and DVD, of GUPS installation. Administrator privileges may be required to install GUPS. Please ensure use of the version supplied for 2020 Census PSAP to conduct the review and update of statistical geographies. To complete the installation, follow the steps in **Table 7**.

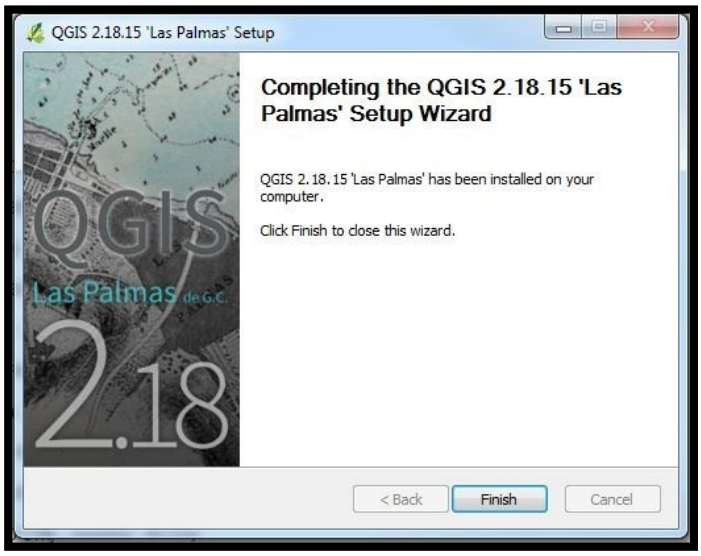
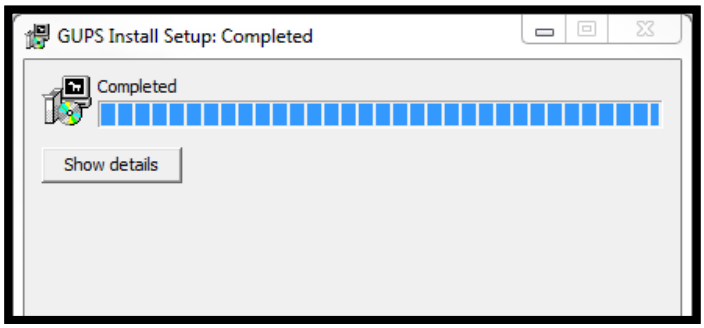
Note: To check for the latest version, navigate to the **GUPS** tab and click the **About GUPS** option in the drop-down menu to find the GUPS version number. If not running the latest version, download and follow the setup instructions that will automatically uninstall the old version before it installs the latest GUPS version.

Table 7: Installation of the GUPS Application

Step	Action and *Result*
Step 1	Click the direct download link <https://www2.census.gov/geo/pvs/gups/> or place the installation DVD (GUPS disc) into the computer's DVD drive. *For some participants, a* ***Windows protected your PC*** *warning may appear.*  To continue, click **More info**, and then select **Run anyway?**
Step 2	Other participants may receive an account control warning that asks, "Do you want to run this file?", "Do you want to allow the following program from an unknown publisher to make changes to this computer?", or a similar query. See an example below.  If received, click **Run**, **Yes**, **Allow**, or an option that allows GUPS to proceed. *The software should begin to run automatically.*
	Be aware some participants may experience issues with installation because of administrative rights and privileges on their local computer systems. Work with the local Information Technology (IT) support staff to understand the settings that prevent the installation of external software prior to contacting the Census Bureau for assistance.
Step 3	If the software does not run automatically, open Windows Explorer, navigate to the CD/DVD drive where the GUPS disc is located, and double click on the file named ***Setup-9.0.x.bat***. Please be aware, the name of this file may vary slightly, but it will be the only setup .bat file available. If the software still does not run properly, contact the local System Administrator for assistance locally. If they cannot resolve the installation problem, contact the GUPS help desk at 1-844-788-4921 or by email at geo.psap@census.gov.

Step	Action and *Result*
Step 4	When the installer opens, *the **Welcome to the QGIS Setup Wizard** screen appears*.  **Note:** The version needed for PSAP is QGIS 2.18.15 Las Palmas. If another version of QGIS exists on the computer, an instruction to uninstall appears prior to installing the Las Palmas version. Allow the uninstall process to complete or problems with GUPS may occur. Before proceeding, close all other open programs or applications. Once other programs and applications are closed, click the **Next** button.
Step 5	*The **License Agreement** screen appears*.  Read the **License Agreement** and click the **I Agree** button to continue.

Step	Action and *Result*
Step 6	The **Choose Install Location** screen opens. To prevent potential installation errors, allow the software to install at the default location (usually C:\Program files\QGISGUPS).  To begin the installation, click **Next** to continue.
Step 7	*The **Choose Components** screen opens*.  '☑QGIS' in the **Select components to install** field is grayed out since it is the default. Click **Install** to continue.
	To review a previous screen or reread the license agreement, click the **Back** button (each screen contains this button).

Step	Action and *Result*
Step 8	The software should take between 5 and 10 minutes to install. When it finishes, *the **Completing the QGIS GUPS Setup Wizard** screen opens*.  Click the **Finish** button.
Step 9	After choosing **Finish** button from the previous menu, *the **GUPS Install Setup: Completed** screen appears after showing the status of the installation*. 
Step 10	To complete the installation, click the **Close** button at the bottom of the **GUPS Install Setup: Completed Setup Wizard** screen. Once the application installs, *a QGIS icon appears on the desktop. In addition, the All Programs menu list within the Start Menu includes a folder for QGIS.*

CHAPTER 7. GETTING STARTED WITH GUPS

After successfully installing GUPS, there are three ways to retrieve shapefiles when starting a new project:

- Census Web (Recommended. Loads directly into GUPS).
- CD/DVD (i.e., the "Data disc").
- My Computer (If downloaded contents of "Data disc" onto local hard drive).

Note: The next chapter, **Chapter 8. GUPS Menus and Toolbars**, describes the menus, buttons, and toolbars referenced throughout this chapter.

7.1 Accessing the Shapefiles for 2020 Census PSAP

Regardless of the product preference selected during the invitation phase, the shapefiles necessary to conduct PSAP are available directly within the GUPS application. By choosing the "Census Web" option when selecting the geography initially in GUPS, participants with internet connectivity can load files as needed, or load multiple county files at once.

Note: The "Census Web" option is the recommended method for accessing the shapefiles for use in 2020 Census PSAP. Use of this option ensures the proper placement of the required files for the application to access.

Participants that do not have internet connectivity, or those that have slow, unreliable internet connectivity, can load the shapefiles directly into GUPS from the "Data disc" or from a location on their computer where they saved the "Data disc" contents. Instructions on how to load shapefiles are contained in **Table 8**.

The GUPS application unzips the files and places them into a pre-established folder created on the computer's home directory during the installation process (e.g., H:\GUPSGIS\gupsdata\...). It then displays them in the application. GUPS manages the files for the participant. No further action is necessary. Because of this GUPS functionality, participants must not make any changes to the shapefile or folder names. The files and folders must have the exact names as provided on the "Data disc" for GUPS to recognize and load them.

IMPORTANT: Census Bureau testing of the GUPS used for PSAP has shown that large counties may take from 15 – 35 minutes for GUPS to create and build the PSAP project. Please be patient while GUPS gathers all of the necessary files and calculates the population and housing unit information.

7.2 Open GUPS and Start a New Project

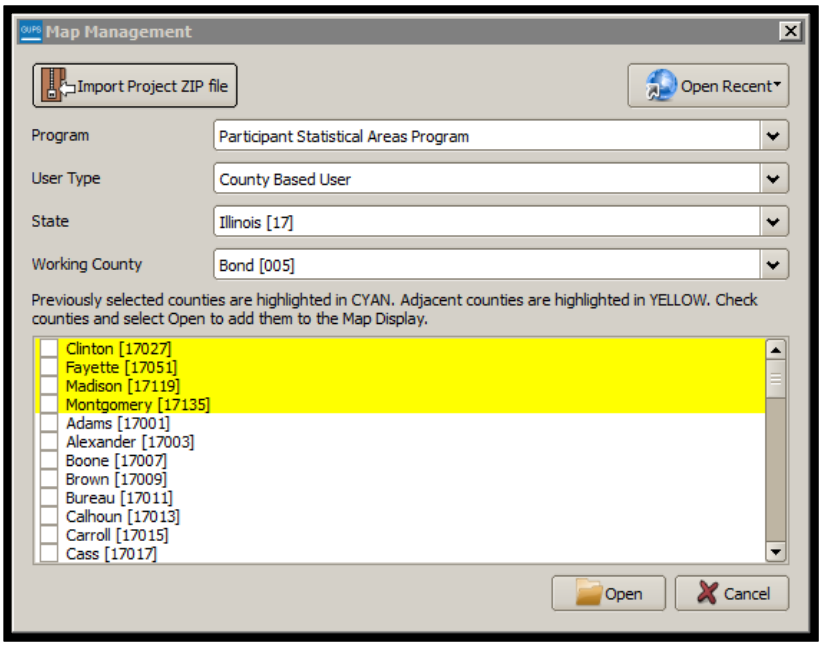
To open GUPS and begin the PSAP review, follow the steps in **Table 8** below. Before beginning, GUPS needs at least 3.3 gigabytes of free space on the hard drive to begin.

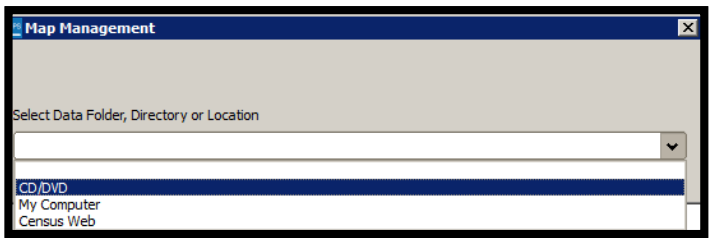
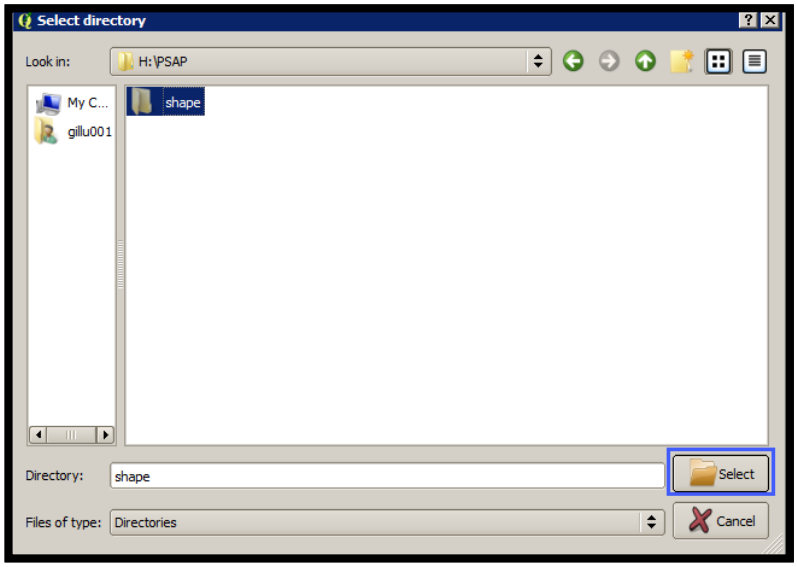
- To practice using GUPS without committing the changes, simply exit the system without saving. Before the system closes, it will provide the option to discard the changes.

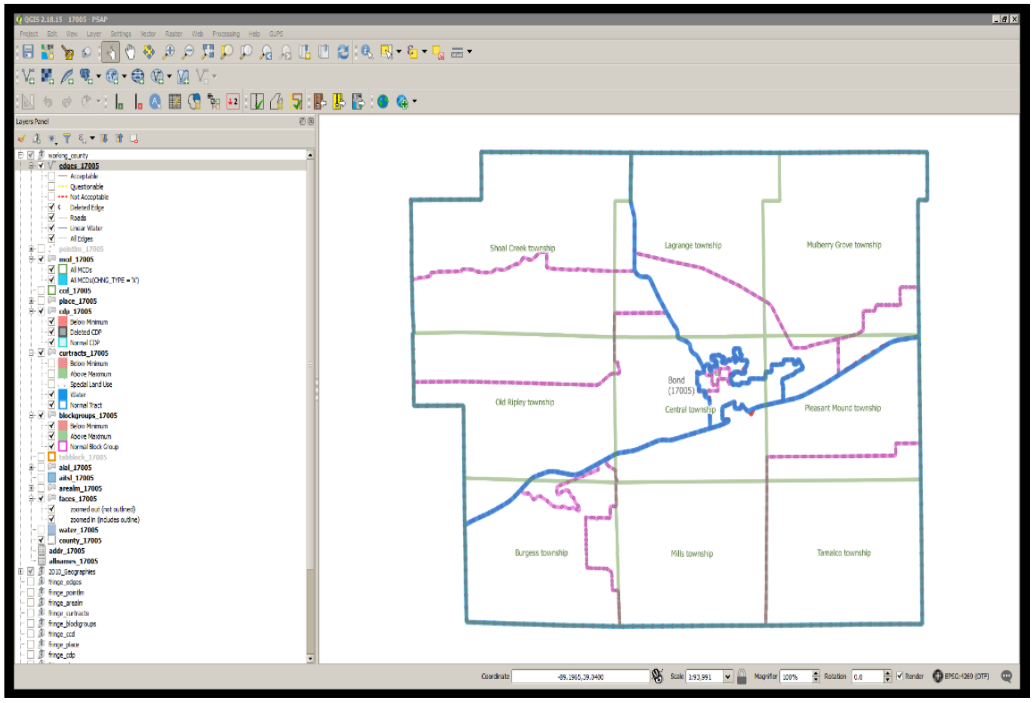
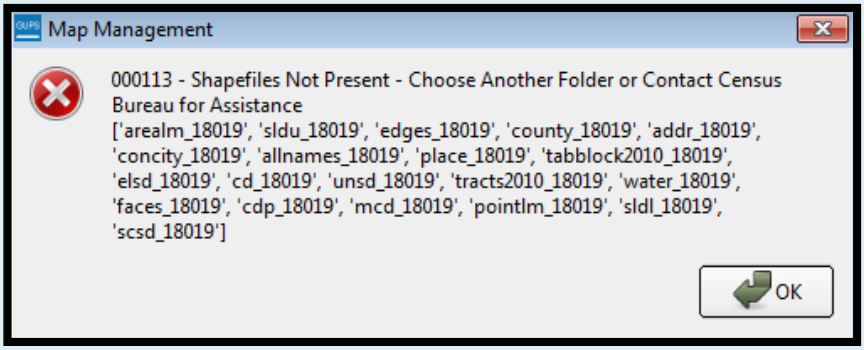
- If comfortable with the GUPS, but completion of review and changes are not possible in one session, simply save the changes and close the system. Participants can reopen saved projects and continue working open GUPS later.

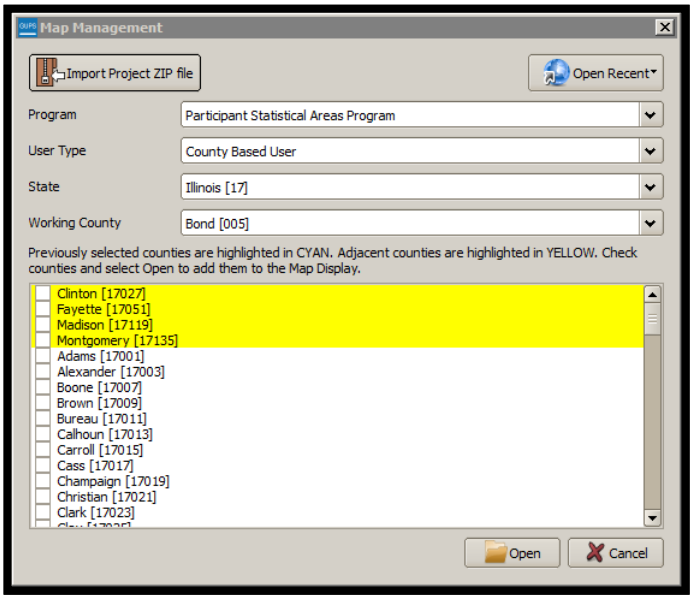
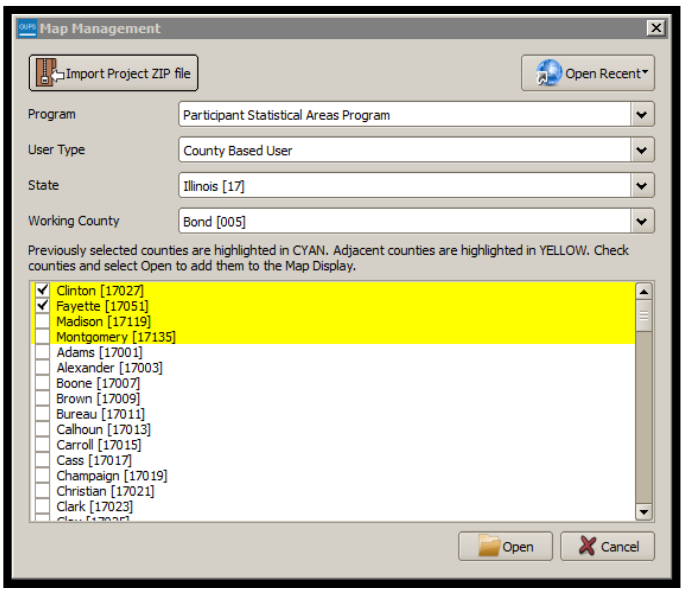
Table 8: Open GUPS and Start a New Project

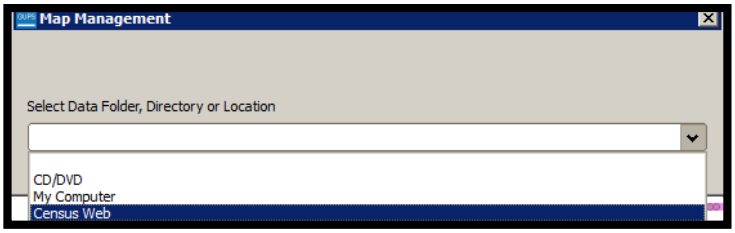
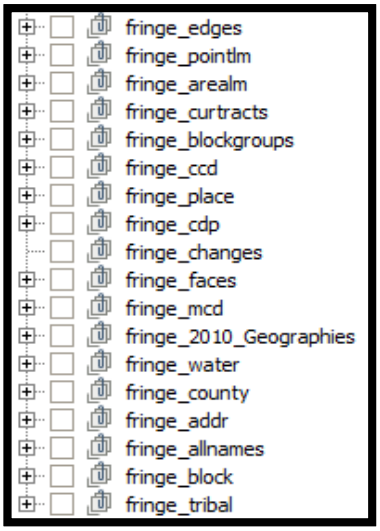
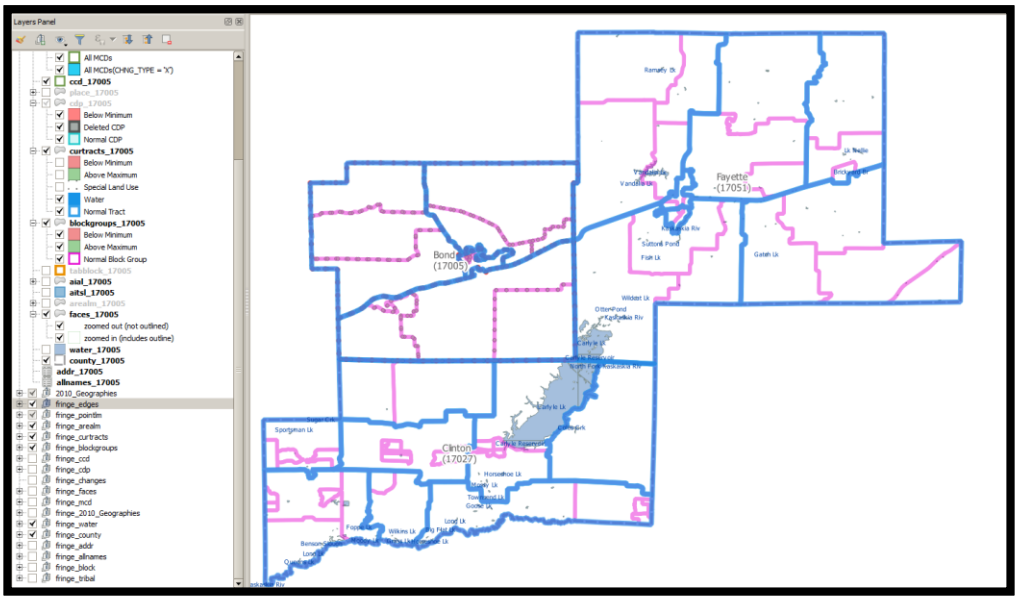
Step	Action and *Result*
Step 1	Double click the **QGIS** icon on the desktop or navigate to QGIS from the Start Menu, All Programs choice and select the **QQIS Desktop 2.18.15.** *The QGIS splash screen appears.* 
Step 2	Wait until the application loads (An older computer may require a few minutes). When the GUPS application has successfully loaded, *the main page opens, and the **QGIS Tips!** window appears.*  Since QGIS provided the open-source platform for building GUPS, participants may see references to QGIS in several locations within the GUPS application.
	To view QGIS system tips, click the **Next** button to read the first tip. Use the **Previous** and **Next** buttons to navigate within tips. To skip the tips, click the checkbox in the bottom left-hand corner that states, "***I've had enough tips, don't show this on start up any more!***"

Step	Action and *Result*
Step 3	To begin a GUPS project, close the **QGIS Tips!** window by clicking the **OK** button. *The tip box closes and the **Map Management** dialog box opens*, as shown below. • Choose **Participant Statistical Areas Program** from the **Program** menu. • Choose **County Based User** from the **User Type** menu. • Choose the state of the Working County from the **State** menu. • Choose the county to update from the **Working County** menu.  At this point, the participant has not selected how to open these files, so *the window populates with all of the counties within the state.* The highlighted counties are the counties adjacent to the working county. **Note:** Only participants opening data using **Census Web** can load adjacent county into the **Map View** along with the working county. This adjacent county functionality will not work for participants using the "Data disc" DVD. They do not have access to the universe of counties for the entire state. Participants can only update the working county. It is not required to display the adjacent counties, but sometimes helpful in reviewing legal boundaries and CDP boundaries of those that cross county boundaries. For this review, participants do not need to load the adjacent counties and doing so likely causes GUPS performance to decrease. Click the **Open** button.

Step	Action and *Result*
Step 4	After selecting the working county or adjacent counties, GUPS asks to specify the location from which to pull the county's (or county equivalent's) shapefile. *The **Select Data Folder, Directory or Location** dialog box opens.*  In the **Select Data Folder**, **Directory or Location** dialog box drop-down menu, select the location to pull the working county file. This example assumes the participant is pulling the data from the **CD/DVD** in the drop-down menu. To download data directly into GUPS from the Census Bureau, choose **Census Web** (recommended) or directly from the local hard drive, choose **My Computer** (least recommended option).
	GUPS only asks to specify a location of the data the **first time** a participant opens a county's shapefile. When returning to work on the same county, the shapefile automatically loads, even if there were no changes in the first session.
Step 5	From the **Select directory** window, navigate to the location of the CD/DVD and then click the **shape** folder to populate the **Directory** field. Then click **Select**.  **IMPORTANT:** Participants must select the shape folder and not specific files within the folder.

Step	Action and *Result*
Step 6	GUPS downloads all the shapefiles necessary for PSAP off the DVD and opens the requested working county project. GUPS displays a **Map Management** window that shows the progress of building the working county project and calculates the population and housing units. Progress displays by a blue status bar with the percentage of download completed shown to the right of the status bar. Please be patient. Based on the size of the working county, it might take some time to download the data and appear on the screen. Once downloaded, *the working county appears in the **Map View** and layers are visible within the **Table of Contents**.* 
	If the shapefiles are missing from the directory location chosen in the **Select Data Folder, Directory or Location** window drop-down menu, or the files are corrupted and cannot be loaded, *the following error message appears.* Close GUPS and start the process again. 

Step	Action and *Result*
Step 7	As mentioned in **Step 3** of this table, participants using the **Census Web** option can add the adjacent counties of the working county by clicking the **Map Management** button in the **Standard toolbar**. *The Map Management window displays the working county selected from the previous steps. Adjacent counties highlight in yellow in the **Map Management** window.*  Click the boxes to the left of the highlighted counties list to select adjacent counties to download. *All counties with a checkmark will download and display in the **Map View**.* Unchecking a county excludes that county from the project. **Note:** Loading adjacent counties likely slows GUPS performance. 

Step	Action and *Result*
Step 8	Click **Open**. From the subsequent **Map Management** window, choose **Census Web**.  *GUPS downloads all the selected adjacent counties layers and places them in the **Table of Contents**, labeled as "fringe_."*  To view the layers, check the boxes to the left of the fringe layer name to activate and display the chosen layer in the **Map View**.  For this example, several fringe layers for the two previously selected adjacent counties (Clinton and Fayette) appear with working county (Bond).

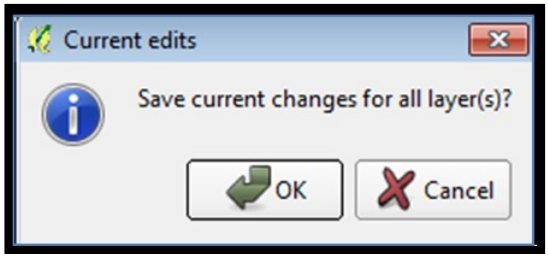
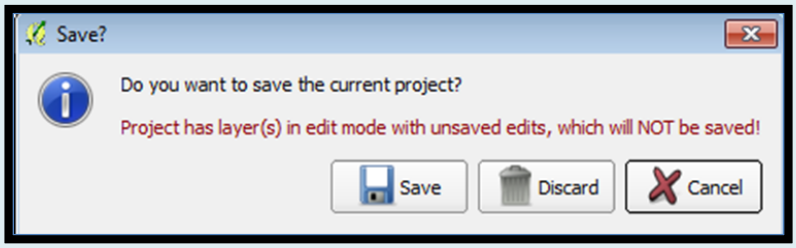
Step	Action and *Result*
	The limit for loading counties at once is **11** (**the working county plus 10 other counties**). To load shapefiles for additional counties, after the first 10 are loaded: 1. Leave the same working county selected in the **Working County** field. 2. Uncheck the already loaded counties in the **Map Management** dialog box list. 3. Check the checkboxes for the additional counties (up to 10) to add. 4. Click the **Open** button and after *the **Select Data Folder, Directory or Location** box opens*, use the drop-down menu to select the source of the files. Repeat this process as many times as needed.

7.3 Save a Project in GUPS

To save any PSAP updates, follow the steps in **Table 9**. Make sure to save the project prior to exiting GUPS.

Note: The Census Bureau recommends saving often, but only after ensuring the changes are accurate. Participants cannot perform the **Undo** action discussed in **Table 12** and in **Table 17** on a change after performing a save action.

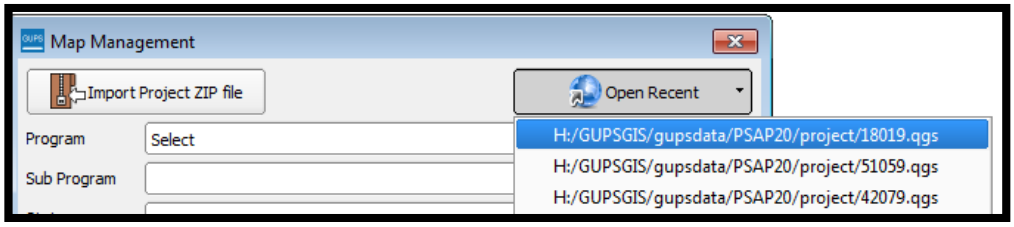
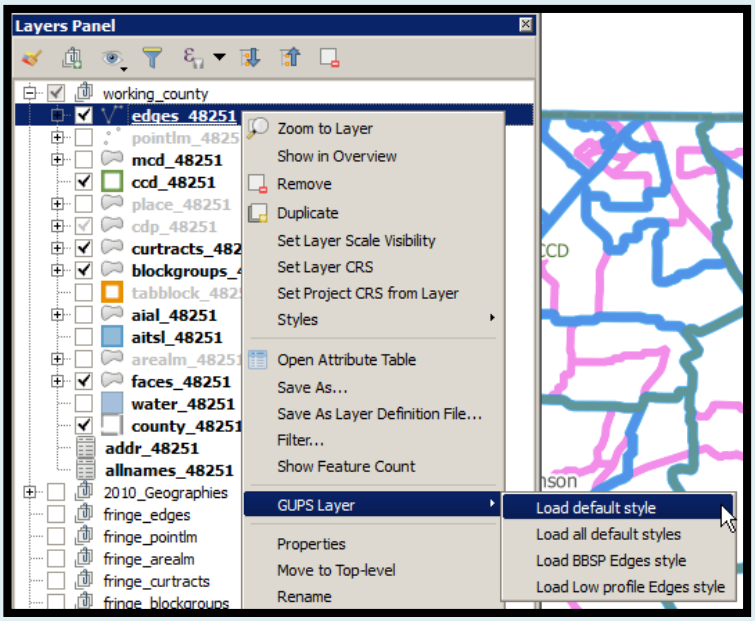
Table 9: Save a GUPS Project

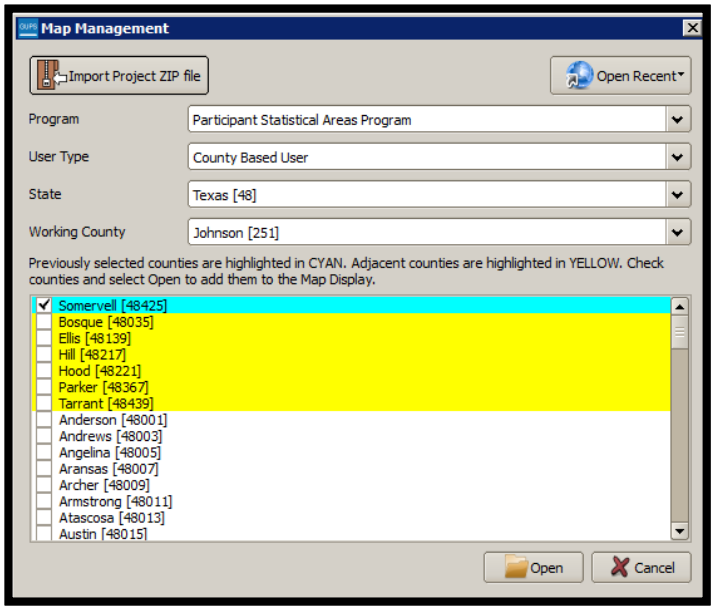
Step	Action and *Result*
Step 1	After working on a project, be sure to S**ave** before exiting. Otherwise, edits will be lost. To save, participants select **Project** from the main menu and **Save** from the drop-down menu or click the **Save** button on the **Standard toolbar** (as shown below).  *Both choices result in the prompting of the **Current edits** confirmation dialog box.*  Click **OK** to save or **Cancel** to return to the **Map View** without saving.
	To exclude changes, close the application (click the **red X** in the upper right-hand corner of the main GUPS page). *A **Save?** dialog box asking to save, discard, or cancel appears.*  Click **Discard** to close the application without saving the project.

7.4 Open a Previous Project in GUPS

To open a previously saved PSAP project, follow the steps in **Table 10** below.

Table 10: Open a Previous Project in GUPS

Step	Action and *Result*
Step 1	To open a previously saved project, in the **Map Management** dialog box, click the down arrow next to the **Open Recent** button. *The drop-down menu opens with one or more project(s) listed*. If the dialog box does not appear after opening GUPS, click the **Map Management** button in the **Standard toolbar** to open the dialog box shown below.  **Note:** If participants share the computer, then the potential exists for multiple projects to appear in the **Open Recent** list. To identify the proper project file, review the number string. This string comprises the state FIPS and county FIPS. Each state / county FIPS is 5 digits. The first two digits indicates the state FIPS code and the following three digits are the county FIPS code for the working county.
Step 2	Select the correct project file from the **Open Recent** list. The map for the project automatically loads and the layers show in the **Table of Contents**.
	Census Bureau-defined default layers and view settings are loaded with each new project in GUPS. Changing and saving these settings for a project saves any new settings. When reopening the project, the **Table of Contents** and **Map View** display the layers and the map according to the settings last used rather than returning to the default settings. To restore the default settings for a layer, right-click the layer in the **Table of Contents**. *A drop-down menu opens*. In the drop-down menu, select GUPS Layer. *A sub-menu opens*. In the sub-menu, select **Load default style** (see illustration below). To reset the default settings for all layers, select the second choice **Load all default style**. 

Step	Action and *Result*
Step 3	When reopening a previously saved project, note that *any previously selected counties highlight in cyan blue and remain checked. Adjacent counties, not previously selected, highlight in yellow.*  Participants may check and load additional adjacent counties at this point if they use **Census Web**. Participants working from DVD are not able to load adjacent counties.

CHAPTER 8. GUPS MENUS AND TOOLBARS

With the basics of GUPS outlined in **Chapter 7. Getting Started with GUPS**, this chapter serves to introduce and provide specific details of the various GUPS menus and toolbars available for use during PSAP.

8.1 GUPS Page Layout

The image below illustrates the GUPS page layout. The yellow text boxes provide labels for the page components including the Menu and Toolbars, the Map View, the Table of Contents (labeled in GUPS as "Layers Panel"), and the Status Bar.

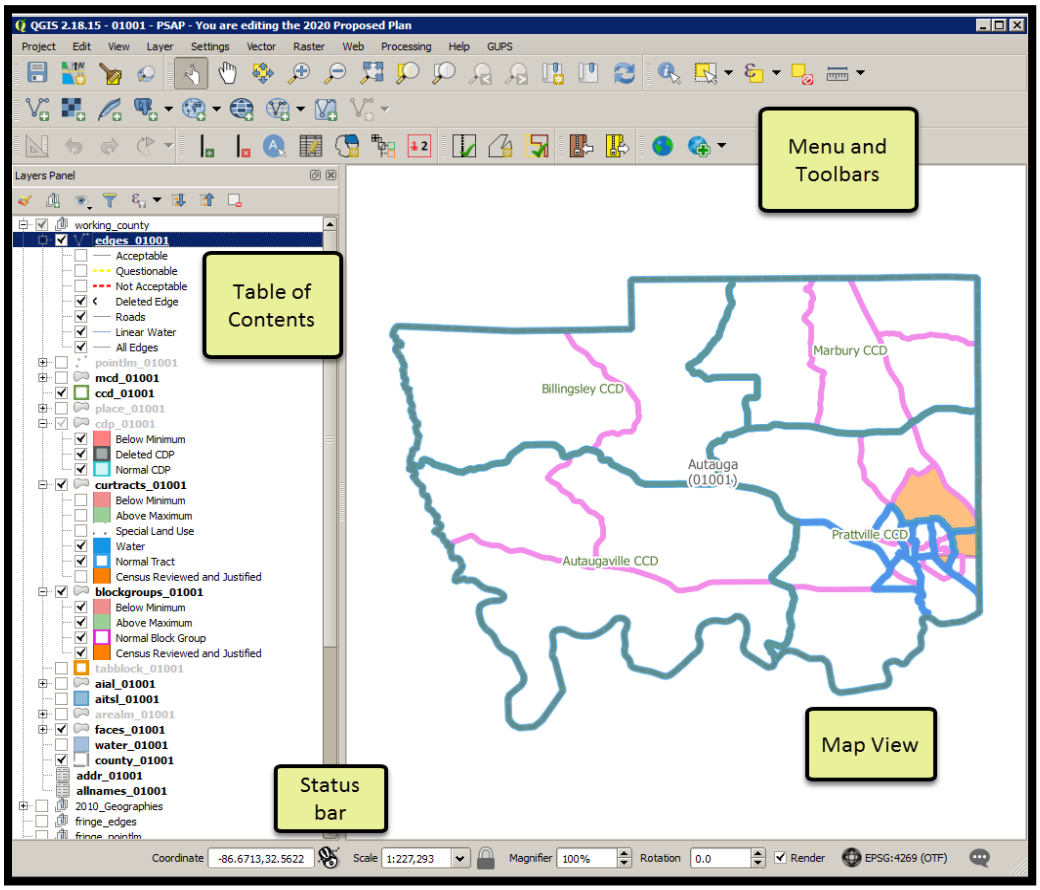
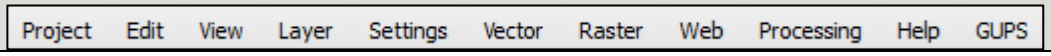
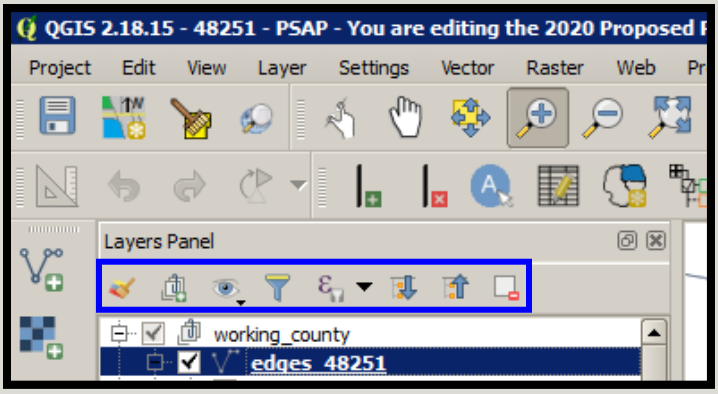


Figure 4. GUPS Page Layout

Table 11 explains the purpose for each element on the main GUPS page. **Section 8.2** details the individual components and specific functions of each element.

Table 11: GUPS Main Page Elements

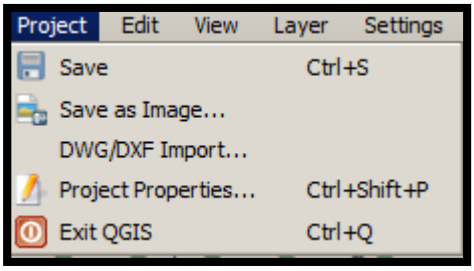
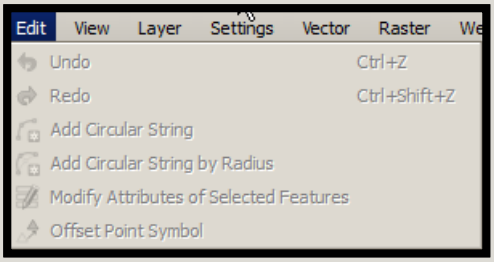
Page Element	General Function
Map View	The **Map View** displays the default data layers for the PSAP. GUPS automatically loads the layers based on the program selected in **Map Management**. The **Map View** reflects symbology updates (i.e. turn layers on/off, zoom or pan) as participants make those adjustments.

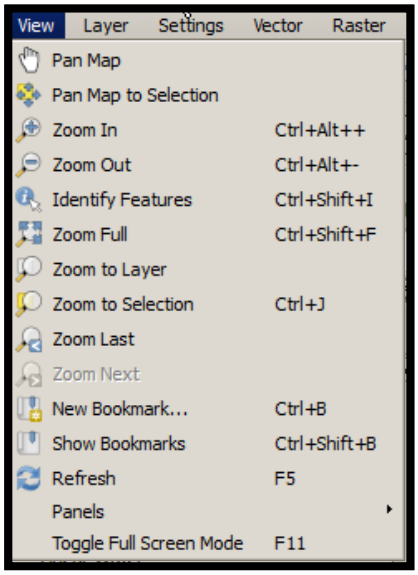
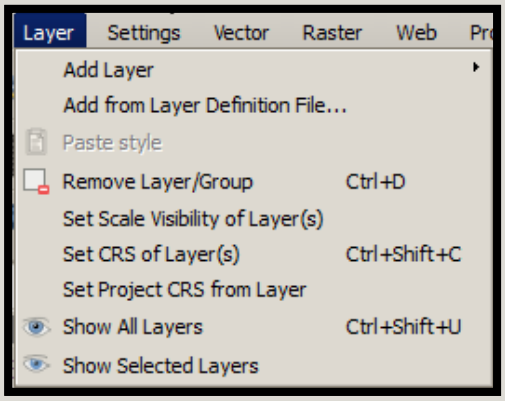
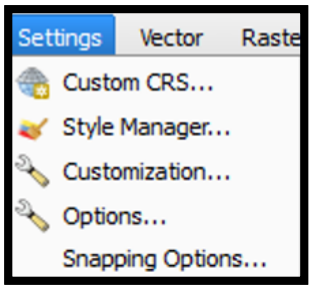
Page Element	General Function
Menu bar	The **Menu bar** allows access to QGIS and some GUPS features using a standard hierarchical menu. It offers basic features such as **Settings** and **Help**; tools to manage the **Map View** and import user-provided data; important calculation, measurement, and geoprocessing tools; and tools needed to make shapefile updates. Almost all of the functions available from the **Menu bar** are also available in the application's conveniently located toolbars. 
Standard toolbar	The **Standard toolbar** provides navigation tools and other tools needed to interact with the **Map View** and layers' attribute tables, and data query and editing tools. 
PSAP toolbar	The **PSAP toolbar** provides software functions and the specific tools needed to make PSAP updates, view linear feature attributes, review and validate changes, import and export zipped files and print in support of PSAP. 
Manage Layers toolbar	The **Manage Layers toolbar** offers tools to import participants own data. They may superimpose map layers in GUPS to compare the features on their own maps with those on the Census shapefiles. QGIS is the source of these tools, not GUPS. Refer to the QGIS documentation for detailed definitions on their use. Although shown horizontally here, this toolbar may appear aligned vertically to the left of the **Table of Contents** in the GUPS application. Reposition it accordingly. 
Table of Contents toolbar	The **Table of Contents** shows the layers on the map for the working county selected. The **Table of Contents toolbar**, positioned at the top of the Table of Contents, beneath the Layer Panel, allows participants to add or remove layers (or groups), manage layer visibility, and filter the legend by map content. 
Status bar	The **Status bar** displays information on the coordinates, map scale, magnification, rotation, and projection and allows for the adjustment of the display. 

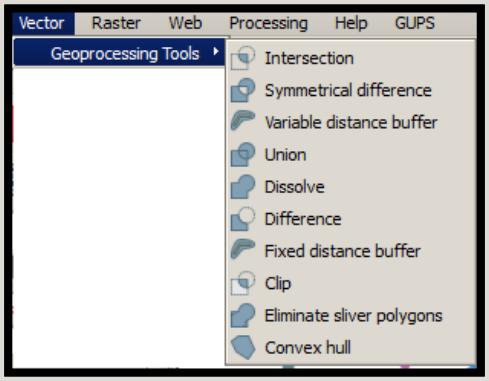
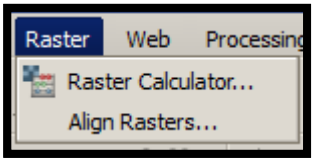
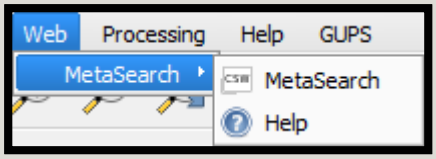
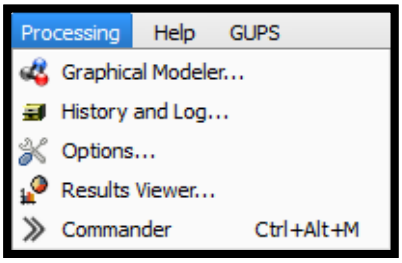
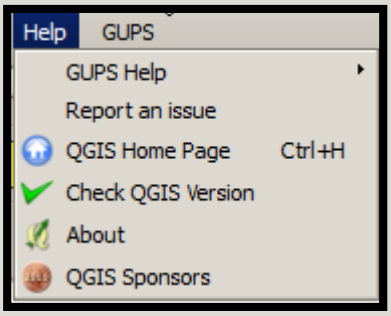
8.2 Menu Bar

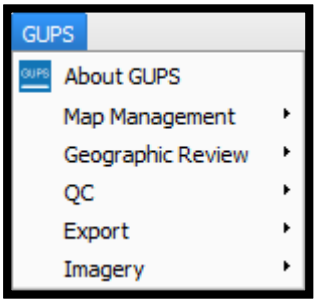
The **Menu bar** includes top-level, drop-down menus and allows navigation through GUPS using a standard hierarchical menu. Most relate to QGIS functionality and not GUPS functionality. Refer to the QGIS documentation cited in **Part Two:** for details on the menu and sub-menu functionality. **Table 12** provides a glimpse into the menu bar and its sub-menus.

Table 12: Menu Bar Tabs, Drop-down Menus, and Function/Description

Tab	Drop-down Menu	Function/Description
Project		The **Project** tab allows participants to save changes to the project layers, create image files, import AutoCAD files, display project properties, and exit the GUPS application.
Edit		The **Edit** tab allows participants to undo or redo vector-editing operations. The **Undo** and **Redo** actions are dockable widgets. They activate in the **Edit** menu and display with orange or green icons on the **Advanced Digitizing toolbar** when a split, merge, and boundary change action occurs. **IMPORTANT:** Click on the edited layer (e.g., curtracts_STCOU) to make it active before performing undo or redo action. Click the **Undo** button to cancel an action or the **Redo** button to redo a recently canceled action. Use these tools before saving the change to the layer; otherwise, if the participant saves the changes after an action then the **Undo** and **Redo** functionality deactivates and the associated icons gray-out. **Note:** There is no PSAP use for the Add Circular String or Add Circular String Radius functions. These icons remain inactive in this menu.

Tab	Drop-down Menu	Function/Description
View		The **View** tab duplicates several actions available on the **Standard toolbar**. Included are options for navigating the map, identifying feature attributes, measuring distance, and creating spatial bookmarks to return to the same **Map View** later. **Refresh** restores the map to its original map extent. **Panels** changes the layer order, browses to a location on the computer to add additional layers, opens the processing toolbox, and more. If not visible or closed earlier, click **Panels** in the drop-down menu, then click the right arrow, and click **Layers** in the **Layers** drop-down-menu to restore the **Table of Contents**. The **Toggle Full Screen Mode** expands GUPS to fill the entire screen. Selecting it again, removes the full screen mode.
Layer		The **Layer** tab adds and removes layers from the map, opens the layer attribute table, sets the map projection or Coordinate Reference System (CRS), displays or hides layers. **Note:** Many of these same functions are located on the **Manage Layers toolbar** and the small toolbar at the top of the **Table of Contents.** Some of these actions are available from the **Table of Contents toolbar**.
Settings		The **Settings** tab allows participants to customize the CRS and map display options and set snapping tolerances (see instructions below this table). **Note:** Snapping tolerances in GUPS are pre-defined by layer (e.g., the default tolerance for edges is set to 15 pixels). When making corrections, participants may want to adjust the snapping tolerances for a layer or layers within this same menu. Locate the definition of edges in **Appendix A.** .

Tab	Drop-down Menu	Function/Description
Vector		The **Vector** tab provides access to several tools that aid in the creation of buffers around features; overlay areas to create an intersection, union, or symmetrical difference; merge features; and perform other common geoprocessing actions.
Raster		The **Raster** tab provides access to a Raster Calculator that allows for the calculation of existing raster pixel values. The results of which are written to a new raster layer with a GDAL-supported format. The Align Rasters tool is able to ingest several rasters as input and align them perfectly by performing several actions including reprojection, resampling, clipping, and rescaling. It saves all rasters to a separate file. These tools are QGIS based and not used for PSAP work in GUPS.
Web		The **Web** tab provides access to MetaSearch, an easy and intuitive approach and user-friendly interface to searching metadata catalogues within QGIS.
Processing		The **Processing** tab includes several tools; however, these are not required for Census Bureau geographic program participation. The sub-menus pertain to algorithms, creating models, viewing the results of algorithms executed, and history.
Help		The **Help** tab provides tools for understanding QGIS (the open-source platform on which GUPS was developed), the GUPS application itself and allows participants to report an issue with the software. The **GUPS Help** sub-menu, routes participants to the PSAP website.

Tab	Drop-down Menu	Function/Description
GUPS		The **GUPS** tab provides quick access to the key tools also available on the **Standard toolbar** and **PSAP toolbar**, including those needed to manage maps. Click the **About GUPS** option in the drop-down menu to find the GUPS version number. Callers to technical support need to provide this number.

8.3 Map View and Table of Contents

GUPS automatically loads a set of default data layers (and default layer groups) defined by the Census Bureau for the program and geography selected in the **Map Management** dialog box. As the map opens in the **Map View**, the list of the preset layers (already grouped) appears in the **Table of Contents**.

Note: Participants may also see the **Table of Contents** labeled as the **Layer Panel** within GUPS. The two are synonymous and reflect what others often call a Legend.

Participants use the **Table of Contents** and the **Table of Contents toolbar** to manage the **Map View**. These two windows are interdependent. Selections made in the **Table of Contents** reflect immediately in the **Map View**.

To close the **Table of Contents**, click the small 'x' in the upper right corner of the Layer Panel. To restore the **Table of Contents**, click the **View** tab on the **Menu bar**, select **Panels** in the drop-down menu, click the arrow next to Panel to open the sub-menu, and click **Layers Panel**. Toggling the Layer Panel on and off may be helpful for providing a larger **Map View** window.

8.3.1 Table of Contents Toolbar

Using the buttons on the toolbar located at the top of the **Table of Contents**, participants can add and remove layers or groups, manage layer visibility, filter the legend by map content, expand or condense all sections of the **Table of Contents** list at once, and group layers.

Figure 5. Table of Contents Toolbar

The **Table of Contents toolbar** contains the items shown above in **Figure 5** with descriptions provided below in **Table 13**.

Table 13: Table of Contents Toolbar Buttons

Button	Name	Function/Description
	**Open the Layer Styling Dock**	Click the **Open the Layer Styling Dock** button to toggle the layer styling panel on and off.

Button	Name	Function/Description
	**Add Group**	Click the **Add Group** button to organize layers in the **Table of Contents** into groups.
	**Manage Layer Visibility**	Click the **Manage Layer Visibility** button to preset views in the **Table of Contents**.
	**Filter Legend by Map Content**	Click the **Filter Legend by Map Content** button to remove layers from the **Table of Contents** that are not currently in the **Map View** extent. This feature ensures that the **Table of Contents** does not contain entries for items not currently in the **Map View**.
	**Filter Legend by Expression**	Click the **Filter Legend by Expression** button to remove features from the selected layer tree style that have no features satisfying the condition. Used to highlight features within a given area/feature of another layer. Drop-down list allows participants to edit or clear the expression set.
	**Expand All**	Click the **Expand All** button to expand the **Table of Contents** menus (**+**) to display all layers under each group's menu.
	**Collapse All**	Click the **Collapse All** button to collapses the **Table of Contents** menus (**-**) to show only groups.
	**Remove Layer/Group**	Click the **Remove Layer/Groups** button to remove a layer or group from the **Table of Contents**.

8.3.2 Managing the Map View from the Table of Contents

Within the **Table of Contents**, participants can manage layer visibility (i.e., determine what layers display on the map), reorder data layers, expand and condense the layer's/layer groups, add labels to layers, and change the layer scale visibility. The following five sub-sections explain these topics. Though not recommended for the pre-loaded layers, participants can also set new layer symbology within the **Layer Properties, Style menu**. This section does not detail this process, but **Figure 11** depicts the menu.

8.3.2.1 Manage Layer Visibility

To add or remove layers from the **Map View**, click the checkbox next to a layer to add it to the **Map View** as shown in **Figure 6**. Uncheck the checkbox next to a layer to remove it from the **Map View** as shown in **Figure 7**. Both illustrate the manipulation of the "edges" layer.

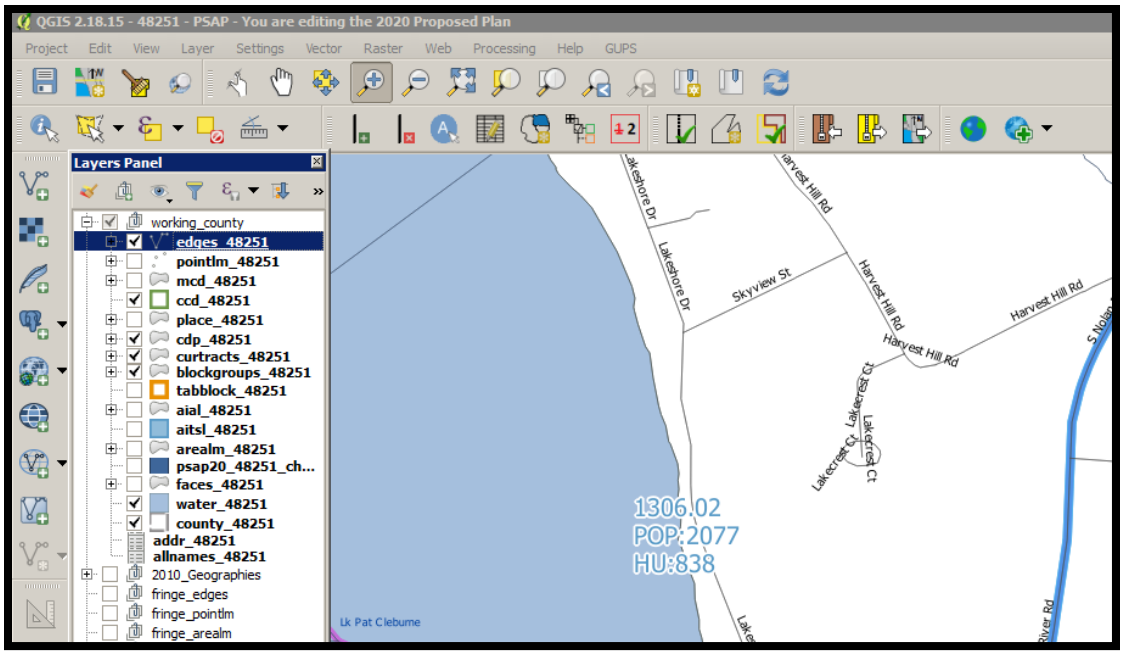


Figure 6. Check a Checkbox to Add a Layer

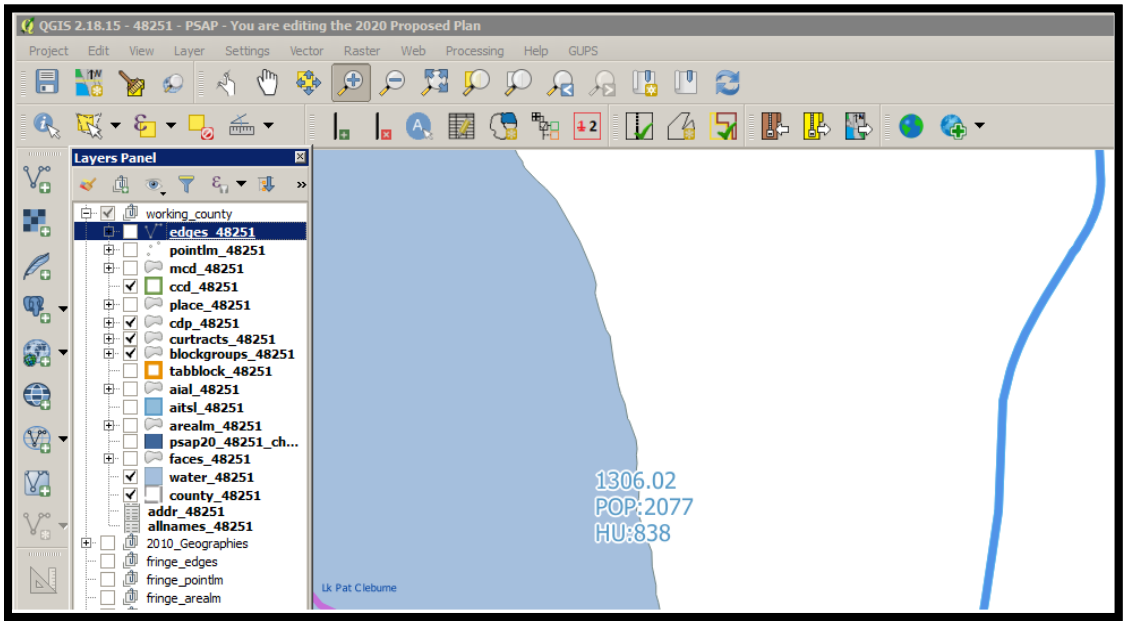


Figure 7. Uncheck a Checkbox to Remove a Layer

Participants can also right-click the name of the layer and select **Remove** in the drop-down menu, as shown in **Figure 8**, to remove the entire layer from the project. Though shown for this example to illustrate the presence of the button, the GUPS PSAP project includes all layers necessary to conduct a review and update. Please use the checkbox to manage the visibility of any preloaded layers rather than removing them from the project. The **Remove** action may be helpful for removing external data added by the PSAP participant.

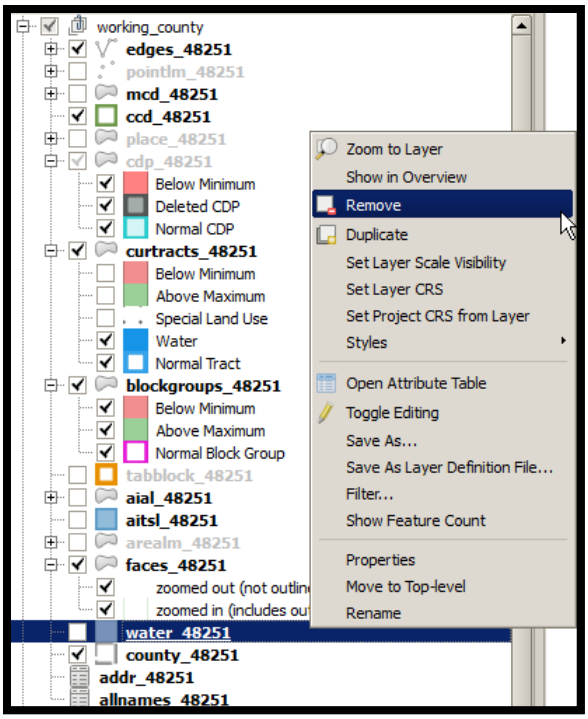


Figure 8. Highlight Layer and Right Click to Remove

8.3.2.2 Reorder Data Layers

In the **Table of Contents**, the layer order determines how the layers display on the map. The top layers display on top of those below them. This is very important for conducting a review of the 2020 proposed plan in comparison to the 2010 statistical geographies. To change the display order:

- Left-click on the layer name.
- Hold down the mouse button and drag the layer to the desired position in the list.
- Release the mouse button to place the layer in its new position. The map display reflects the new layer order in the **Table of Contents**.

8.3.2.3 Expand/Condense Layers or Layer Groups

To expand or contract the menu for a layer or layer group, click on the '**+**' sign to expand the group and, once expanded, click the '**-**' sign to condense the group. These individual functions allow for a more specific management of layers than the **Expand All/Collapse All** buttons on the **Table of Contents toolbar**.

8.3.2.4 Add Labels to Layers

Participants may notice that many of the standard geographies layers (e.g., census tracts and block groups specifically) are labeled as part of the creating the project in GUPS. Other layers do not automatically label. This section informs participants how to label the edges layer.

From the **Table of Contents**, right-click the name of the layer and select **Properties** in the drop-down menu, as shown in **Figure 9** and left-click to open the layer properties window. This opens the Layer Properties window shown in **Figure 10**.

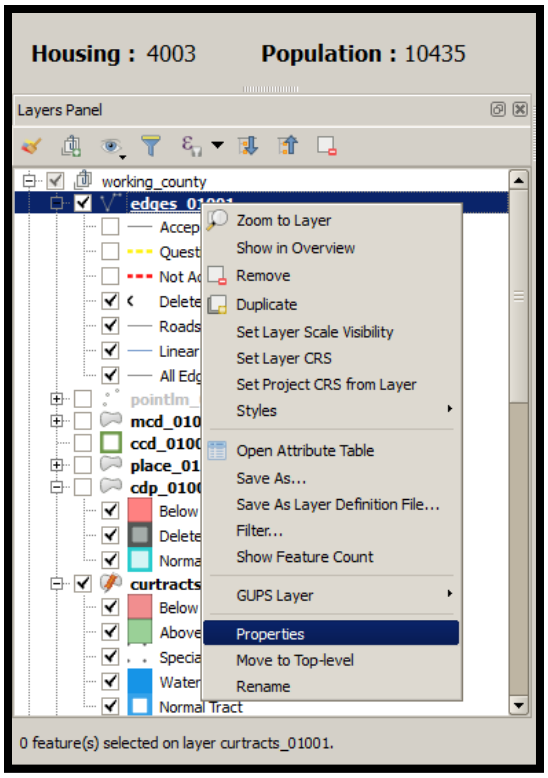


Figure 9. Layer Properties Menu

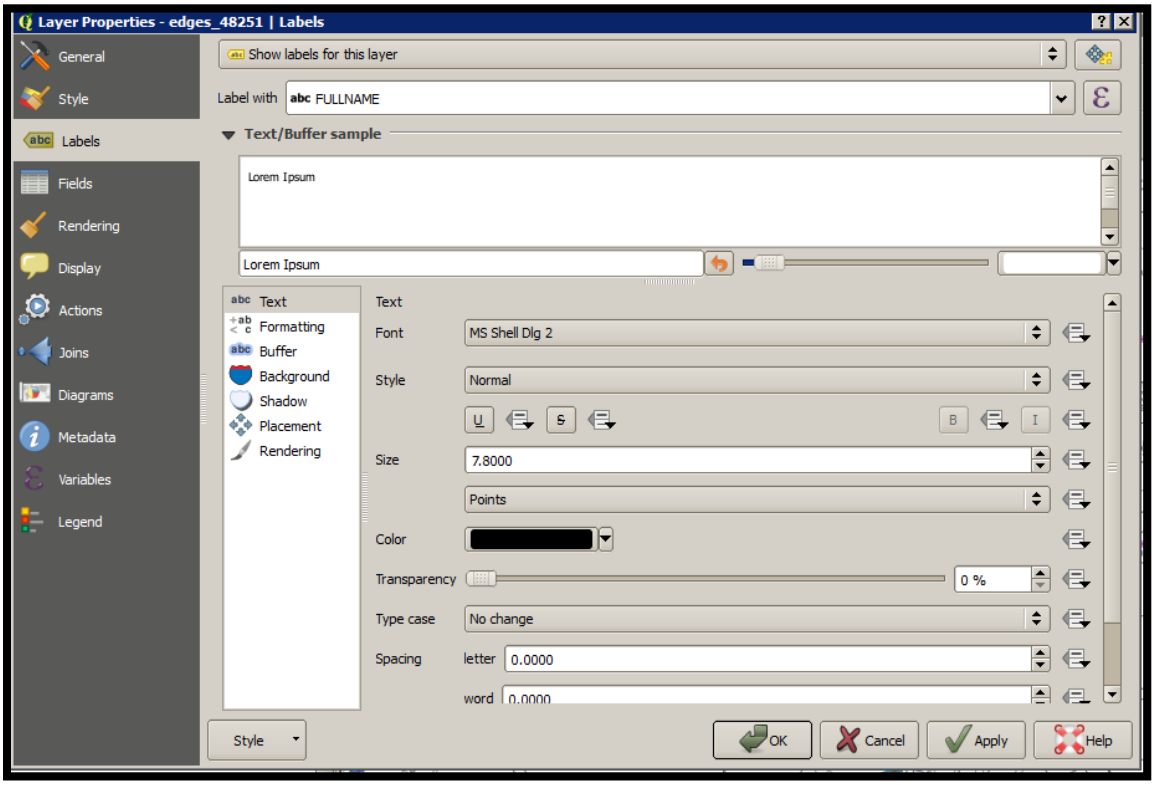


Figure 10. Layer Properties Window – Labels Menu

Click the **Labels** menu on the left side of the window. Choose **Show labels** for this layer from the drop-down menu along the top of the window. From the **Label with** section, select the field to use for labeling the layer's features. In this example, choose **FULLNAME**. Participants can customize the labels Font, Style, Size, Color, Transparency level, Type case, Spacing, Blend mode, etc. and set formatting, buffers, backgrounds, shadows, placement, and rendering options. Click **Apply** and then **OK** to exit the window.

8.3.2.5 Change Layer Scale Visibility

From the **Table of Contents**, right-click the name of the layer and select **Properties** in the drop-down menu, as shown in **Figure 9** and left-click to open the layer properties window. This opens the **Layer Properties** window shown in **Figure 11**.

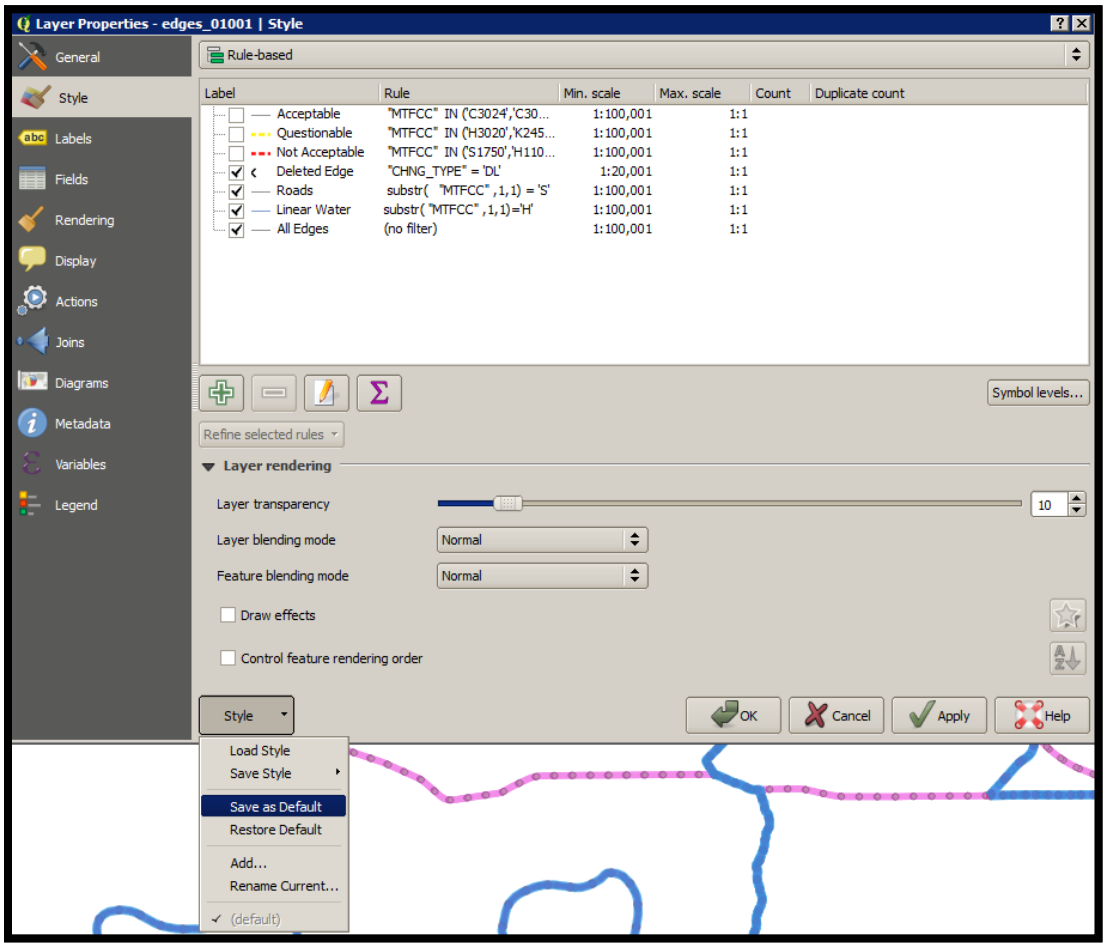


Figure 11. Layer Properties Window – Style Menu

Click the **Style** menu on the left side of the window. Choose each row, or all rows, to change the **Min. Scale** field to an appropriate scale. At the bottom left of the window, within the **Style** drop-down, choose **Set as Default**. Click **Apply** and then **OK** to exit the window. Setting the layer visibility means the layer will not display until reaching a scale below the set Min. Scale.

Note: Participants can also set the scale dependent visibility in the **General** menu within the **Layer Properties** window by setting the **Minimum (exclusive)** value.

8.4 Toolbars

There are two toolbars for GUPS, as shown below. The **Standard toolbar** and **PSAP toolbar** are located at the top of the GUPS page. These toolbars offer general GIS and system tools and allow participants to make specific program updates. The top toolbar is the **Standard toolbar**, which provides map navigation, data query and manipulation tools. The **PSAP toolbar** provides the functionality needed for the PSAP.

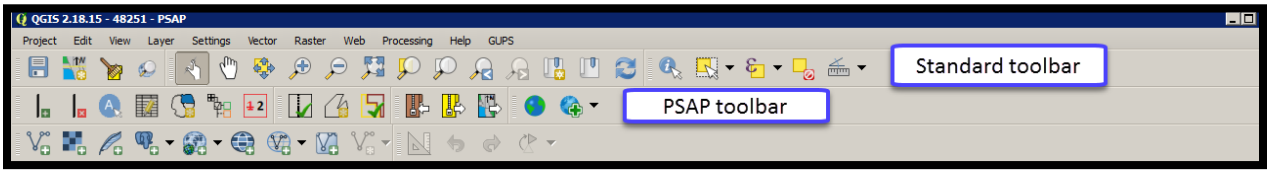


Figure 12. GUPS Toolbars

Note: Participants may move the toolbars and re-dock them to their own preference. For example, if a participant prefers that the **Manage Layers toolbar**, discussed in a later section, to appear at the top of the page, they can drag it there. This allows for the expansion of the area available for the **Table of Contents** and the **Map View**.

Hover the mouse over any toolbar button to see the name of the tool it represents. The next section describes the **Standard toolbar**.

8.4.1 Standard Toolbar

The **Standard toolbar**, shown in **Figure 13**, provides the necessary tools to interact with the map and layers. It includes three separate sub-toolbars, identified by the grouping bars or marker on the toolbar, shown in **Figure 14**. The first sub-toolbar contains the buttons for saving projects, changing map projects and conducting searches. This sub-toolbar is the **Project toolbar**. The second sub-toolbar contains the buttons for navigation. This sub-toolbar is the **Map Navigation toolbar**. The third sub-toolbar provides tools for selecting features, making measurements, creating special bookmarks, and working with the layer's attribute tables. It is the **Attributes toolbar**.

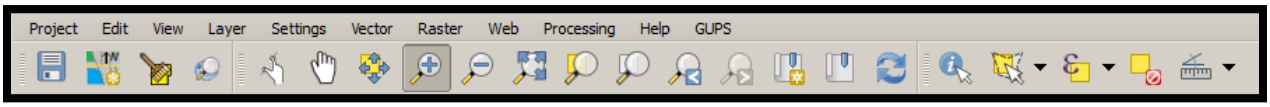


Figure 13. GUPS PSAP Standard Toolbar Buttons

To rearrange the toolbars, left-click and hold the sub-toolbar marker (shown with blue below) then drag it to the desired location. Release the mouse button to set the toolbar in the new location.

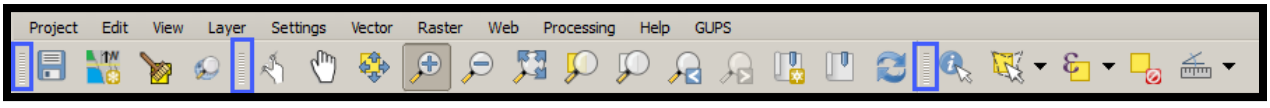
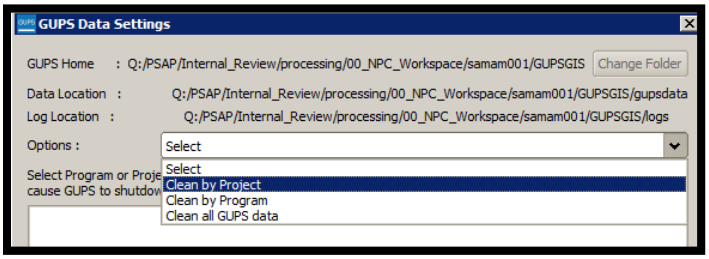
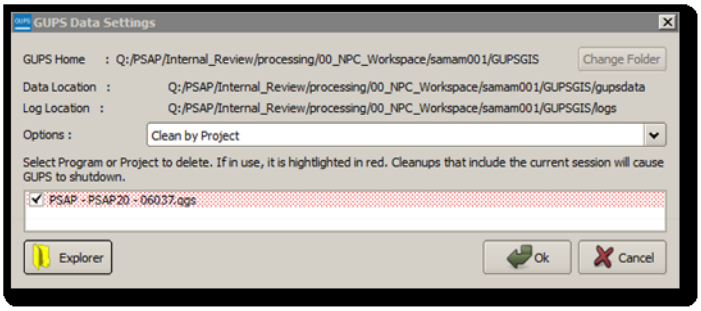
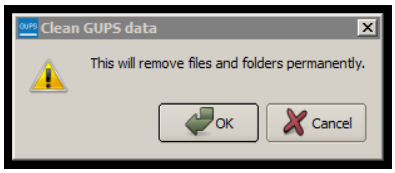
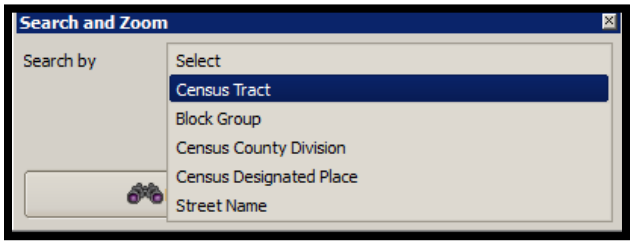


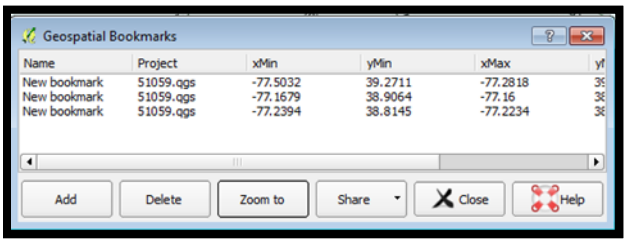
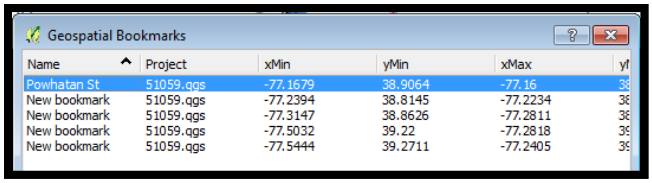
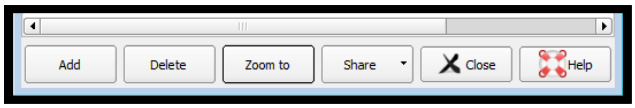
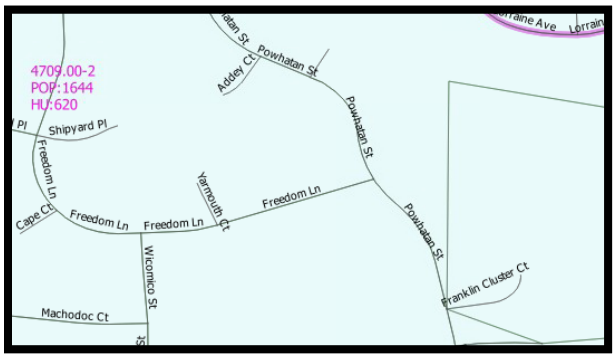
Figure 14. Sub-Toolbar Markers

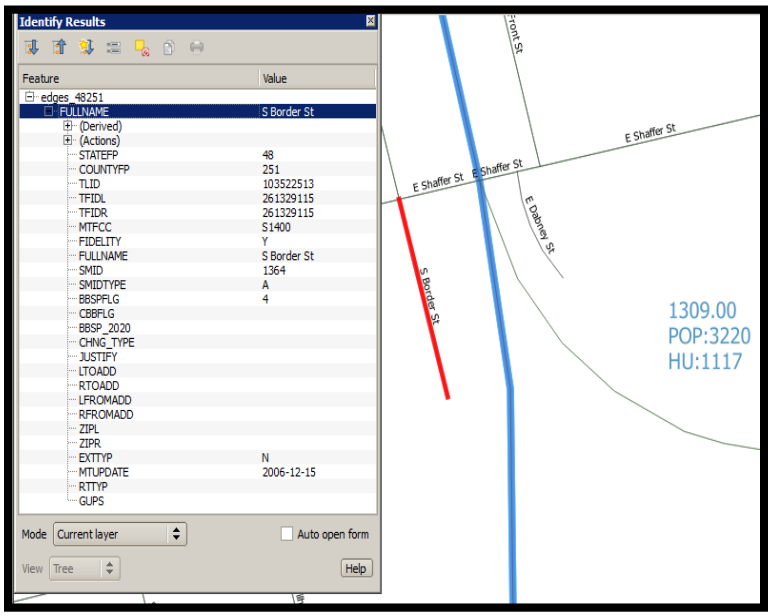
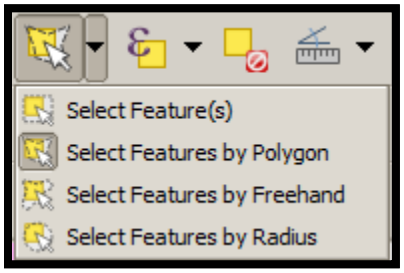
Table 14 defines the purpose of each button on the **Standard toolbar**. A few of the buttons listed in the table include examples or links to additional tables for further explanation of the button.

Table 14: Standard Toolbar Buttons

Button	Name	Function/Description
Project Toolbar Grouping		
	**Save**	Click the **Save** button to save the current project, including any change to the layer properties, projection, view extent, and layers.
	**Map Management**	Click the **Map Management** button to choose the participant program in GUPS and the county to update. GUPS automatically loads a set of default data layers for the chosen program.
	**GUPS Data Settings**	**Warning! This tool deletes files and folders permanently!** Click the **GUPS Data Settings** button to *open the GUPS Data Settings window*. Click the **Options** drop-down menu and select **Clean by Project**.   From the list that returns, check the box to the left of the project name to select it for deletion. Click **OK** to continue. *GUPS displays a warning message to confirm the action removes files and folders permanently*. Clean-ups of the current session (highlighted in red in the choices list) cause GUPS to close. **Note:** This list could include more than one project if a participant has multiple counties in their workload.  Click **OK** to proceed with deletion.

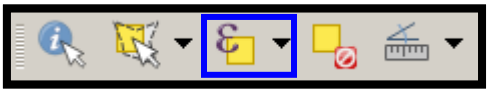
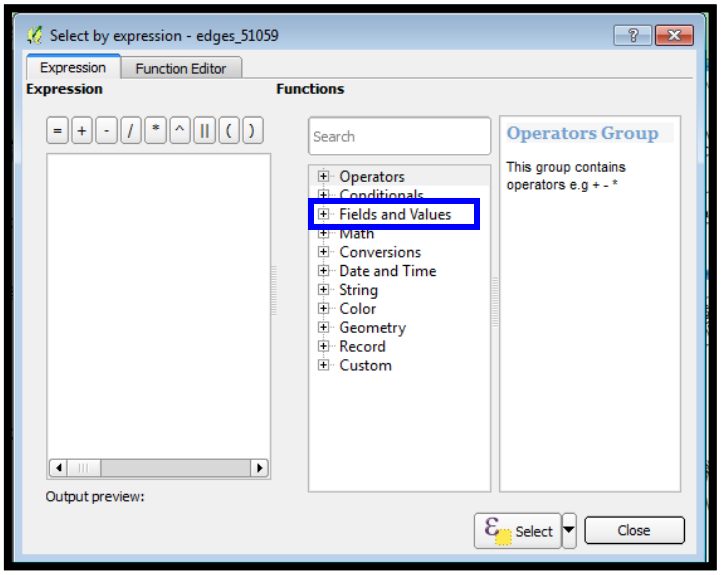
Button	Name	Function/Description
	**Search and Zoom**	Click the **Search and Zoom** button to search the map by census tract, block group, census designated place, census county division (if applicable), or street name.  After selecting the **Search by** choice, a subsequent selection field appears for the participant to choose the specific value to search for in the working county (e.g., Census Tract). Once selected, click the **Find** or **Find and Close** button to zoom and center the **Map View** on the selection.
Map Navigation Toolbar Grouping		
	**Touch Zoom and Pan**	Click the **Touch and Zoom** button to zoom and pan using finger gestures on a touchscreen computer. This functionality also works with the roller ball on the mouse.
	**Pan Map**	Click the **Pan** button to re-center the map in the **Map View** at the location clicked in the map while preserving the map scale.
	**Pan Map to Selection**	Click the **Pan to Selection** button after selecting a feature on the map (or in the attribute table) to re-center the map based on the selected feature(s).
	**Zoom In**	Click the **Zoom In** button to increase the map scale after clicking on the map and to display the map in **Map View** at a larger scale.
	**Zoom Out**	Click the **Zoom Out** button to decrease the map scale after clicking on the map and to display the map in **Map View** at a smaller scale.
	**Zoom Full**	Click the **Zoom Full** button to display the map at the full extent of the county.
	**Zoom to Selection**	Click the **Zoom to Selection** button after selecting a feature on the map (or in the attribute table) to view the feature at the scale of the selected feature.
	**Zoom to Layer**	Click the **Zoom to Layer** button after selecting a layer in the **Table of Contents** to display the map at the extent of the selected layer.
	**Zoom Last**	Click the **Zoom Last** button to return to the previous zoom extent.
	**Zoom Next**	Click the **Zoom Next** button to move forward to the next zoom extent.

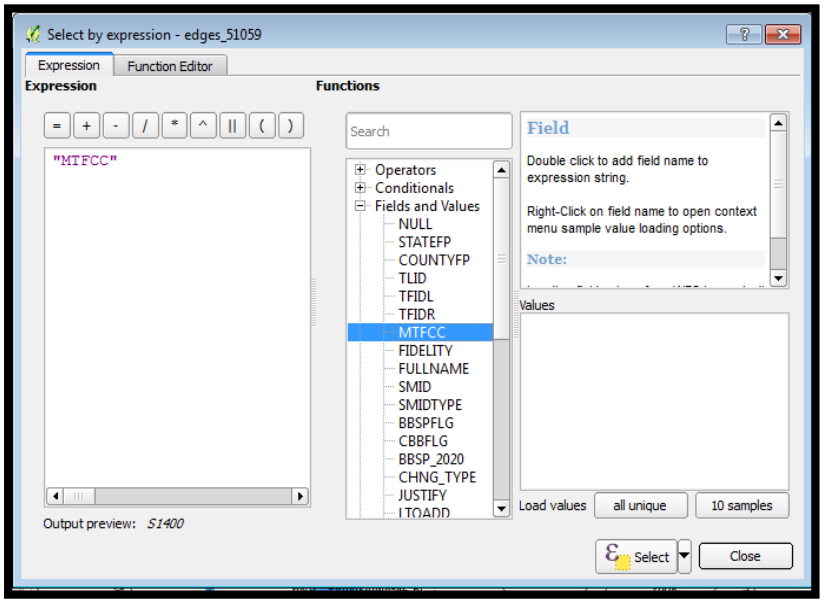
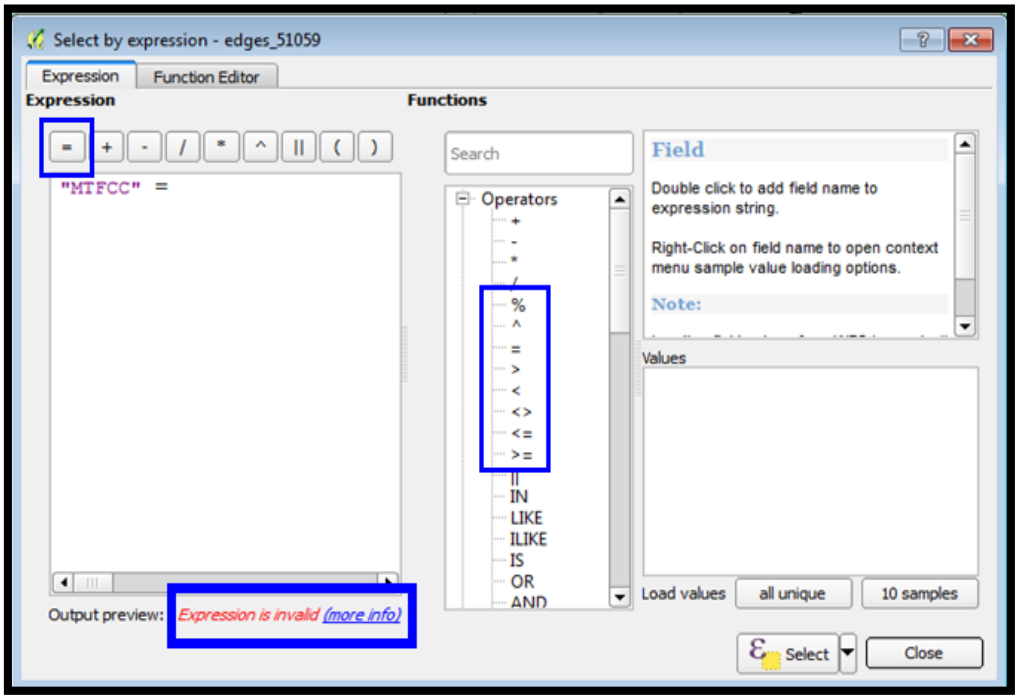
Button	Name	Function/Description
	**New Bookmark**	Click the **New Bookmark** button to create, name, and save geographic locations in the **Map View** for future reference. To create and save a geographic location, first zoom to the location to bookmark and then select **New Bookmark**. *The Geospatial Bookmarks window opens.*  Click on a row named **New bookmark**, backspace over the name "New bookmark" to delete the name, and enter a descriptive name for the bookmark (255-character limit). Click the **Close** button to add the new bookmark.
	**Show Bookmarks**	Click the **Show Bookmarks** button to view and manage the bookmarks. The bookmark name or coordinates are not editable.  To zoom to a bookmark, click on a bookmark name in the **Geospatial Bookmarks** dialog box and then click the **Zoom to** button.  *The **Map View** zooms to the bookmark.*  To delete a bookmark, click a **bookmark name** and click the **Delete** button.
	**Refresh**	Click the **Refresh** button to refresh the screen at its current extent.

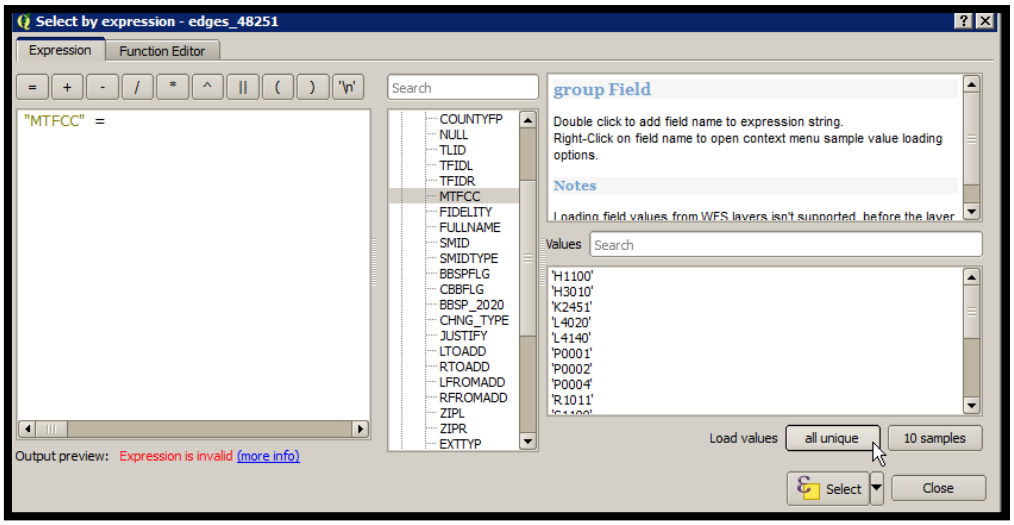
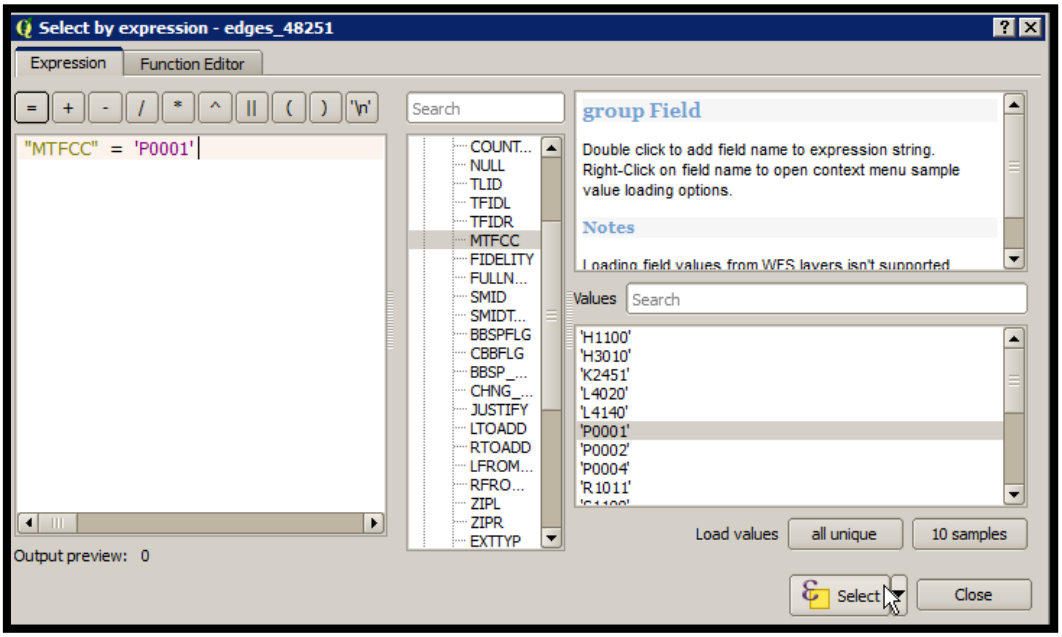
Button	Name	Function/Description
Attributes Toolbar Grouping		
	**Identify Features**	Click the **Identify Features** button, followed by a click on a feature on the map, to identify the feature. *The selected feature appears in red in the **Map View** and the results appear in the **Identify Results** window.* 
	**Select Feature(s) by Area or Single Click**	Click the **Select Feature(s) by Area or Single Click** button to select layer features in the map window with a single click, dragging a box, or drawing graphics on the screen.  To select a single feature, click the **Select Features** button, choose **Select Feature(s)** from the drop-down menu, and click the feature on the map. To select multiple features, hold down the Ctrl key while selecting more than one feature. To remove one or more features from a selection of multiple features, hold down the Ctrl key and click the feature(s) again. Participants can also use **Select Features by Polygon**, **Select Features by Freehand**, and **Select Features by Radius** tools to select multiple features using graphics they draw on the screen.
	**Select Features Using an Expression**	Click the **Select Features Using an Expression** button to select features by querying the attribute table based on table fields and/or values in the fields. See **Table 15** for an example of using the **Select Features Using an Expression** tool to view the features in the edges layer that have an MTFCC code of P0001.

Button	Name	Function/Description
	**Deselect Features from All Layers**	Click the **Deselect Features from all Layers** button to deselect the selected features in all layers in a single action.
	**Measure**	Click the **Measure** button to measure the distance between two or more points, an area, or an angle on a map. See **Table 16** for examples of using the **Measure** tool.

Table 15: Select Features Using an Expression Button

Step	Action and *Result*
Step 1	With the edges layer selected in the **Table of Contents**, click the **Select Features by Expression** button on the **Standard toolbar**. 
Step 2	*The **Select by Expression** dialog box opens.* Click on the '**+**' next to **Fields and Values** to expand it. 

Step	Action and *Result*
Step 3	Double click on a field name to add it to the **Expression** window. This example depicts the selection of the MAF/TIGER Feature Classification Code (MTFCC) field and its field name appearance in the **Expression** window. 
Step 4	Single click on an operator button to add it to the **Expression** window. *In this example, the "=" was chosen.* **Note:** There are more operators available than those shown above the **Expression** window. Click the **Operators** menu in the center window of the dialog box to see additional options, including commonly used expressions such as <, >, <=, >=.  For this screenshot, notice the **Output preview:** message below the window indicates the expression is invalid because the value for the expression is missing.

Step	Action and *Result*
Step 5	Reselect **MTFCC**. Click the **Load values - all unique** button, which shows all of the values for the chosen field name. Double click a value to *add it to the **Expression** window*. For more information about MTFCC codes, please refer to **Appendix F**. f**Appendix F.** or the following webpage: <http://www.census.gov/geo/reference/mtfcc.html>. 
Step 6	For this example, double click the value "**P0001**" (Nonvisible Linear Legal/Statistical Boundary) in the values window to *add it to the **Expression** window*.  To execute the expression, click the **Select** button.

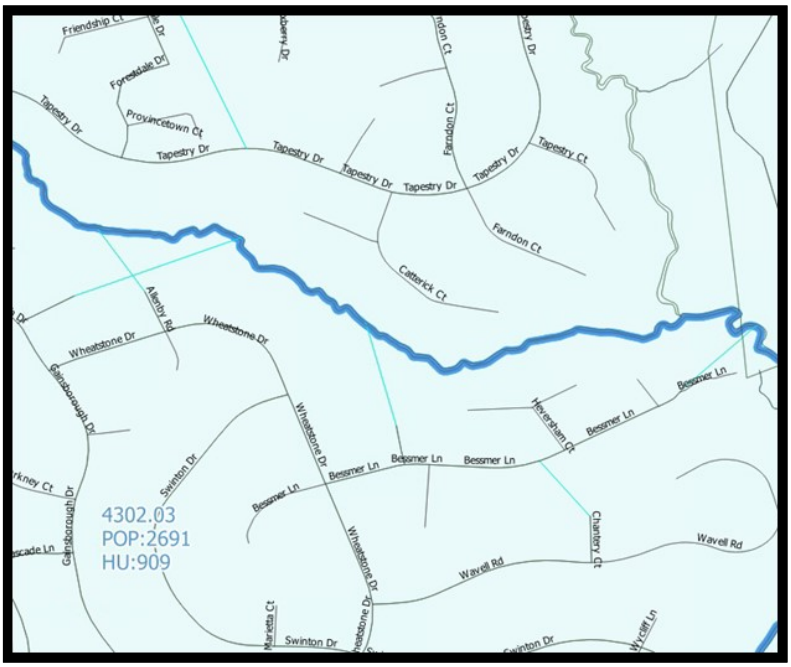
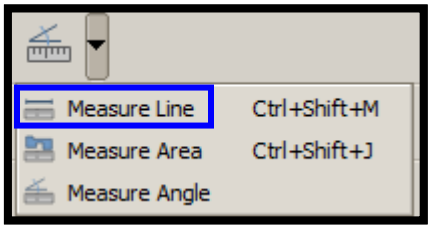
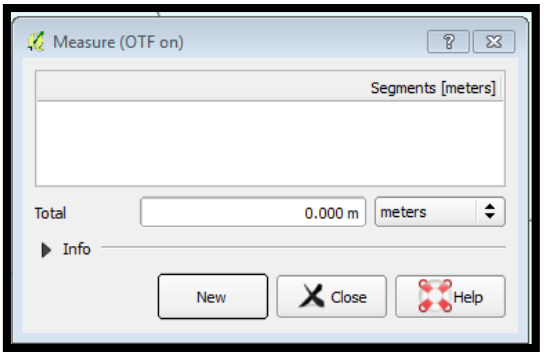
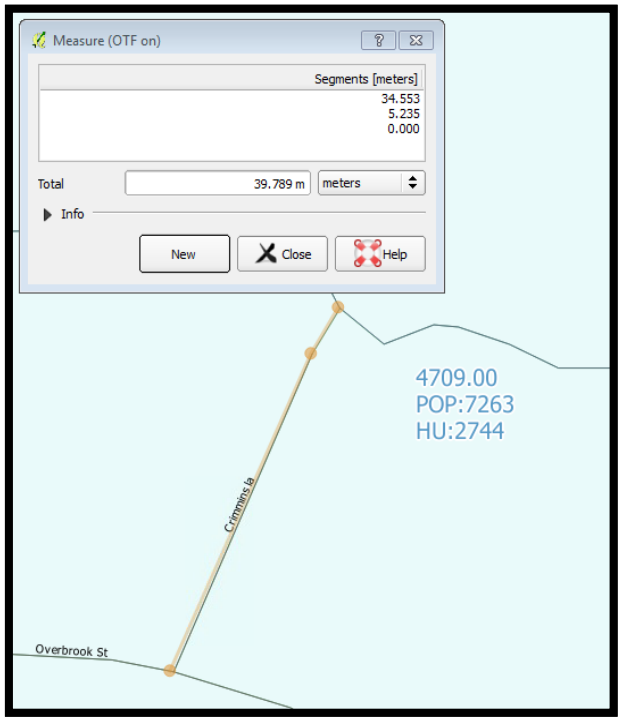
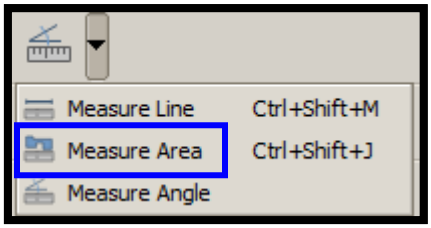
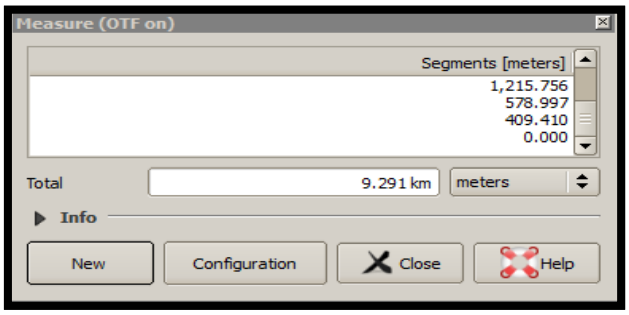
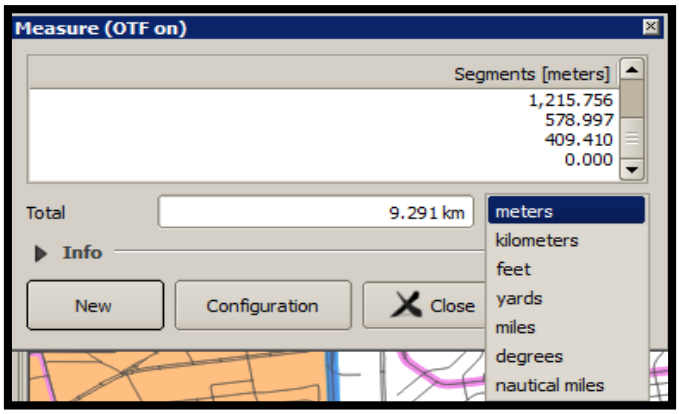
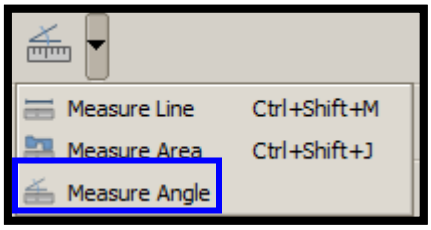
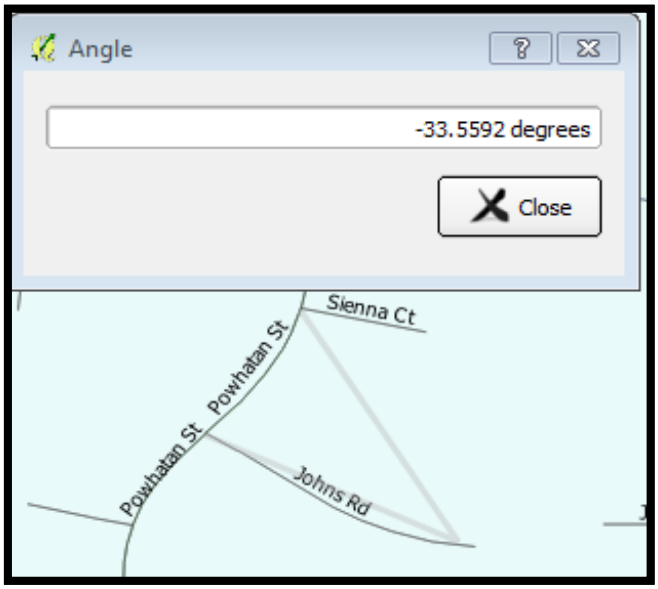
Step	Action and *Result*
Step 7	*The features meeting the expression, "MTFCC" = 'P0001', are highlighted on the map.* 

Table 16: Measure Button

Step	Action and *Result*
Step 1	To measure the distance between two points on the map, select the **Measure** button and then **Measure Line** choice.  The Measure (OTF en) dialog box opens. 

Step	Action and *Result*
Step 2	Zoom to the desired map location to take the measurement. Left-click the beginning point on the map and continue clicking points until reaching the final point. Right-click to show completion of point selection. *The length of each segment of the line, as well as the total length of the line between the beginning point and the ending point, appear in the Measure box.*  Click **New** to start another measurement or click **Close** to close the **Measure** tool.
Step 3	To measure the area on the map, select the **Measure** tool and then **Measure Area** choice.  The Measure (OTF en) dialog box opens. 

Step	Action and *Result*
Step 4	Zoom to the desired map location to take the measurement. Left-click on the map to begin drawing a polygon around the area to measure. Left-click at each vertex of the polygon. Right-click to show completion of the polygon. *The polygon's area appears in the **Total** field*. Use the drop-down to the right to see the area in other units of measure. Meters, kilometers, feet, yards, miles, degrees, and nautical miles are the unit of measure choices.  Click **New** to start another measurement or click **Close** to close the **Measure** tool.
Step 5	To measure an angle on the map, select the **Measure** tool and then **Measure Angle** choice. 
Step 6	Zoom to the desired map location to take the measurement. Left-click on the map to begin drawing the angle. Drag the mouse to create the first side of the angle, then left-click, and drag the mouse again to draw the second leg. *The **Angle** box opens showing the angle measurement.*  Click **Close** to close the **Measure** tool.

8.4.2 PSAP Toolbar

The **PSAP toolbar**, shown **Figure 15**, provides the software functionality to complete PSAP review and update activities. It includes four separate sub-toolbars, identified by the grouping bars described earlier in the **Standard toolbar** section.

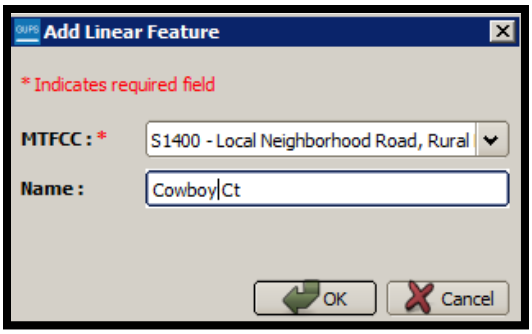
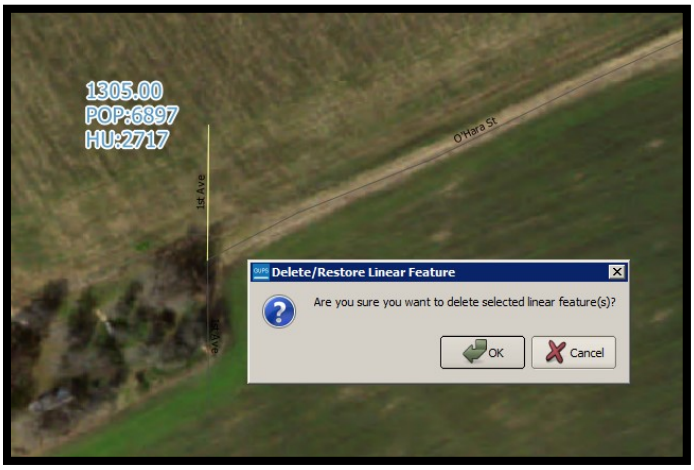
Figure 15. PSAP Toolbar

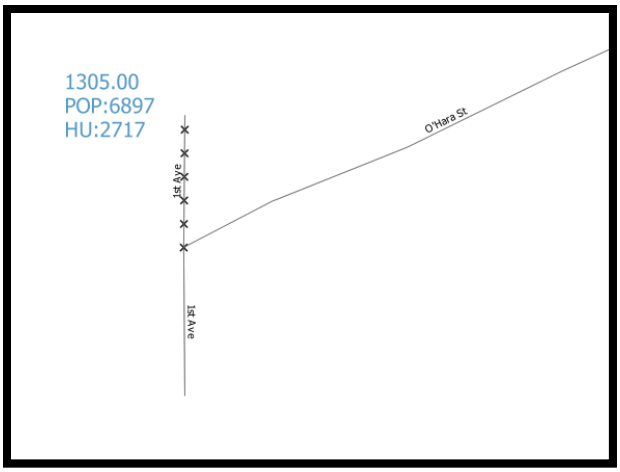
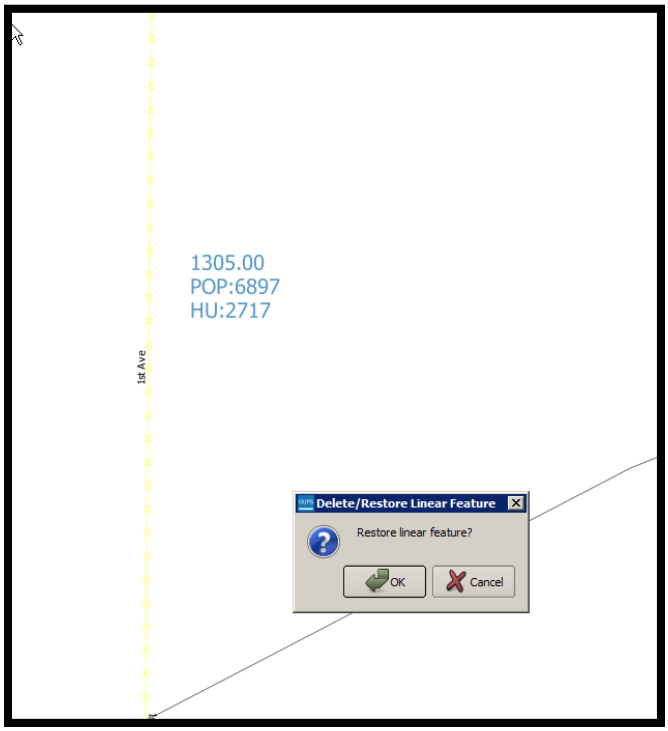
The first sub-toolbar contains the buttons for adding and deleting linear features, modifying linear feature attributes and areal features, displaying names and the legend, and renumbering block groups. The second sub-toolbar contains buttons for conducting geography and PSAP criteria reviews. The third sub-toolbar contains buttons for importing shapefiles, exporting the map to a zip file, and exporting a map to print. The fourth sub-toolbar contains buttons for adding an internet map service and adding imagery.

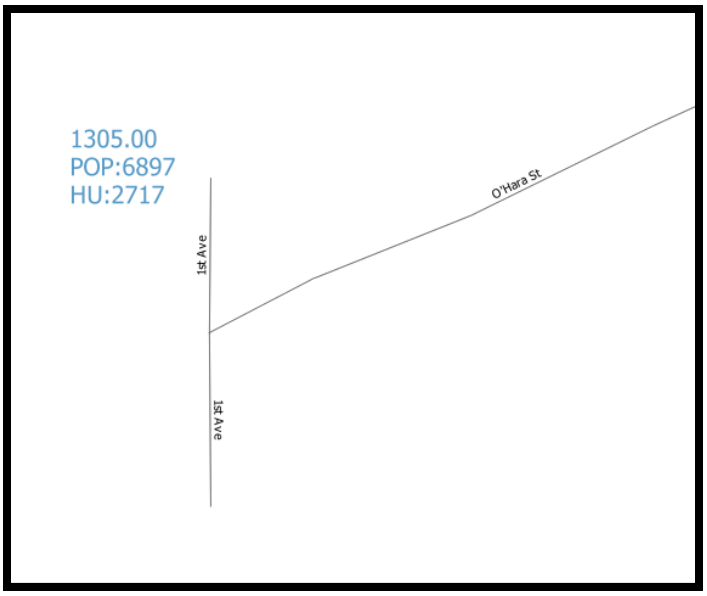
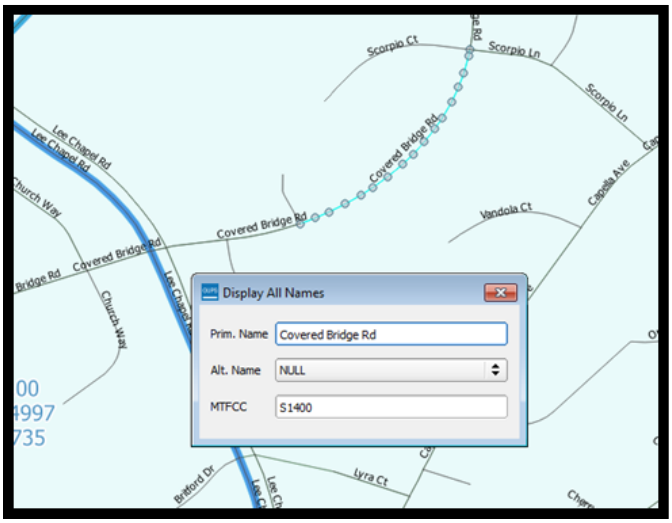
An additional toolbar, the **Manage Layers toolbar**, allows participants to add vector and raster data layers and import data tables. **Table 17** and **Table 27** describe the **PSAP toolbar** and the **Manage Layers toolbar** respectively.

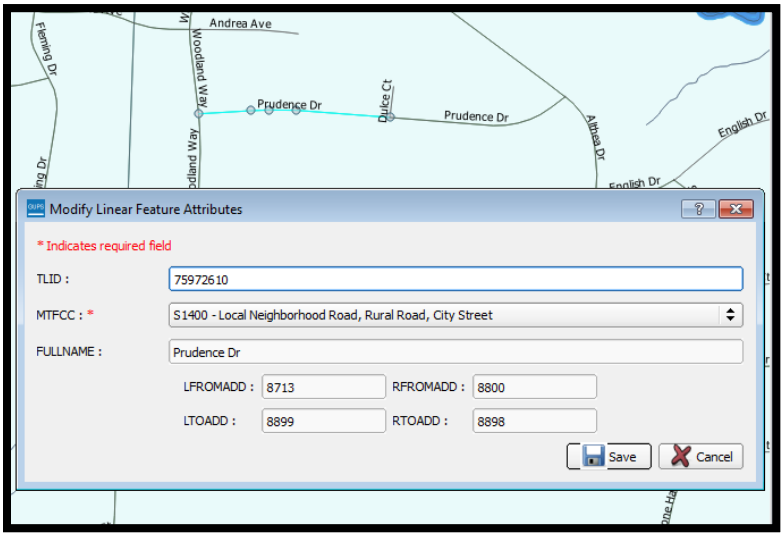
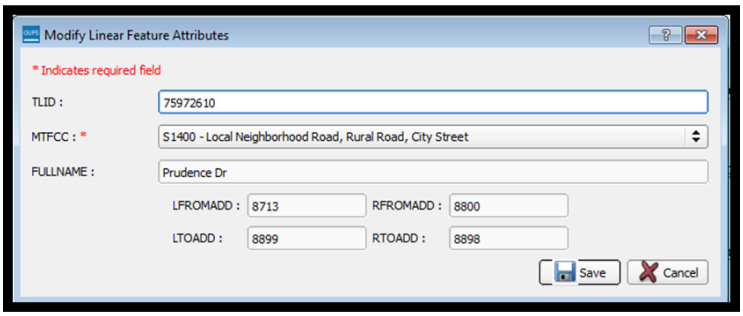
Table 17: PSAP Toolbar Buttons, Names and Functions/Descriptions

Button	Name	Function/Description
	**Add Linear Feature**	Click the **Add Linear Feature** button to digitize a new linear feature. To add a linear feature, click the mouse to begin the line and continue to click at each vertex point of the line. Right-click the mouse to complete the new line, shown in pink in the image below.  *Upon completion of digitization, the **Add Linear Feature** dialog box opens.* Click the **MTFCC** drop-down menu to choose the appropriate feature classification code. If named, type the name of the feature in the **Name** field.

Button	Name	Function/Description
		 **Note:** To locate information on the MAF/TIGER Feature Classification Codes (MTFCC) codes, refer to **Appendix F.** . Refer to **Appendix H**. for a list of standardized street type abbreviations since the street type (i.e. St., Rd., Ave., Cir., etc.) is required to upload the feature correctly.
	**Delete/Restore Linear Feature**	Click the **Delete/Restore Linear Feature** button to delete a linear feature. Participants can restore linear features if deleted in error. To delete a linear feature, click the mouse on the feature to delete.  *The **Delete/Restore Linear Feature** confirmation dialog box opens with a question about certainty of the delete.* Click **OK** to mark the feature for deletion. The deleted feature appears on the map with a gray X's on top of the linear feature.

Button	Name	Function/Description
		 **Note:** When a feature is marked for deletion, GUPS assigns a delete flag to the feature in the attribute table. The deletion occurs later if it remains marked as such. Assigning a flag rather than immediately deleting the feature allows for the restoration of the feature if deleted in error. To restore a deleted linear feature, click on the **Delete/Restore Linear Feature** button. Click the feature on the map previously marked for deletion (*highlights in light yellow*).  *The **Delete/Restore Linear Feature** confirmation dialog box opens with question restore the line.* Click the **OK** button to remove the delete line flag from the attribute table and restore the feature.

Button	Name	Function/Description
		
	**Display All Names**	Click the **Display All Names** button to display the primary and alternate names for a street. It also shows the MTFCC for other linear features such as streams, railroads, non-visible features. To check for the name of a street feature, click the **Display All Names** button and then click on the street on the map. The selected feature highlights in light blue and the **Display All Names** dialog box opens showing the primary name in the **Prim. Name** field and the alternate name, if one exists, in the **Alt. Name** field. To see all alternate names, click the drop-down arrow to the right of the **Alt. Name** field. If no alternate name exists, 'NULL' appears in the **Alt. Name** field. 

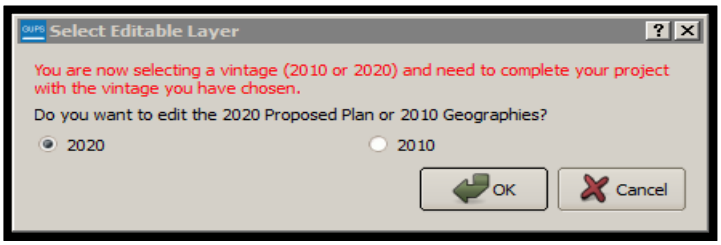
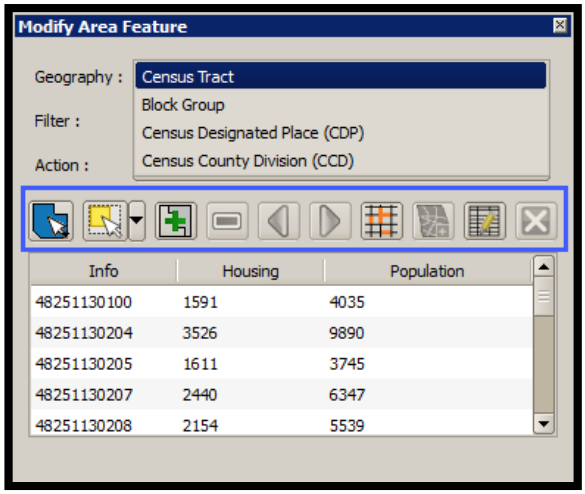
Button	Name	Function/Description
	**Modify Linear Feature Attributes**	Click the **Modify Linear Feature Attributes** button to edit attribute fields for a selected linear feature. To edit the attribution of a linear feature, click the **Modify Linear Feature Attributes** button and then click the linear feature to edit.  The **Modify Linear Feature Attributes** dialog box opens with the TIGER/Line Feature ID (TLID) of the feature selected. The **MTFCC** field displays the assigned MTFCC. If the feature is unnamed, the **FULLNAME** field is blank. The **TLID** field is not eligible for modification. To update the **MTFCC** field, click the down-drop box and select the correct MTFCC code. This field is required for all linear features.  To update the **FULLNAME** field, enter the name if the field is blank. If the field contains an incorrect name, highlight the existing name and press the Delete key from the keyboard or backspace over the existing name to clear the field prior to entering the current/correct name.
	**Modify Area Feature**	Click the **Modify Area Feature** button to choose the geography, filter, and action for the statistical geographies in the given entity (county or tribal). Applying a search filter to each geography helps locate the statistical geographies that do not meet specified criteria. Refer to **Table 18** for several detailed examples of its use. This button is a major component used for updating statistical geographies.
	**Show/Hide Legend**	Click the **Show/Hide Legend** button to hide the layer list. Click it again to show the layer list.

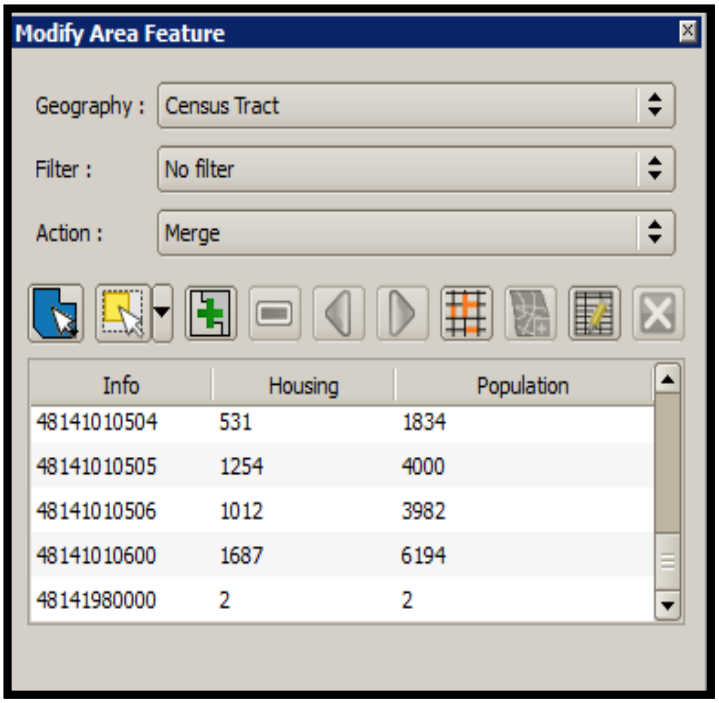
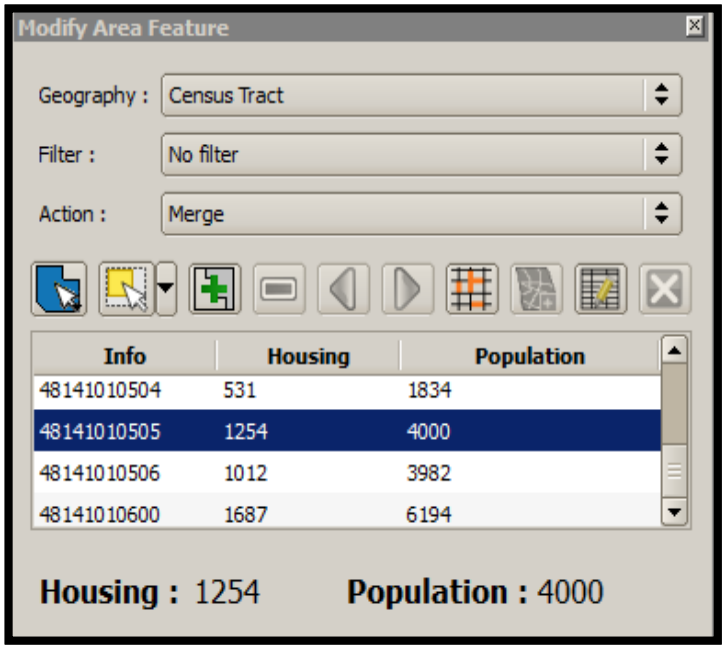
Button	Name	Function/Description
	**Renumbering Tool**	Click the **Renumbering Tool** button to renumber newly created or modified block groups resulting from merges or splits. Renumbering is not required. Participants choosing to renumber should execute this tool after all block group work concludes. Save the project to make the changes permanent.
	**Geography Review Tool**	Click the **Geography Review Tool** button to filter a layer based on field values in the attribute table. The **Geography Review Tool** does not allow for changes. Refer to **Table 20** for details on its use.
	**Review Change Polygons**	Click the **Review Change Polygons** button to view the review the updated polygons created from the edits made to census tracts, block groups, CDPs, and CCDs where applicable. The **Review Change Polygons** button allows for changes to previous updates. Refer to **Table 21** for details on its use.
	**PSAP Criteria Review**	Click the **PSAP Criteria Review** button to generate a list of threshold failures and to correct the failures or provide a justification for the failures. This mandatory check is required before creating a data output file. Refer to **Section 10.1** and **Table 22** for details on its use. **Note:** If reviewing the 2020 Proposed Plan, no threshold failures will register until the participant performs edits.
	**Import County Zip**	Click the **Import County Zip** button to import a participant's "DataDirectory" output .zip file into GUPS for further review and update. Refer to **Table 23** for details on its use. **Note:** GUPS generates this "DataDirectory" .zip file as part of the **Export to Zip** → **Share with Another Participant** function described in **Table 24**.
	**Export to Zip**	Click the **Export to Zip** button to create the .zip file containing all required data and shapefiles for submission to the Census Bureau or to share with another participant. Refer to **Table 24** for details on its use.
	**Print Map to File**	Click the **Print Map to File** button export a printable map in .pdf, png, .tif, or jpeg format. Refer to **Table 25** for details on its use.
	**Internet Map Service**	Click the **Internet Map Service** button to load a GIS map service from the internet into GUPS to assist with overlaying external source visuals/data. **Note:** An internet connection is required for this button to function.
	**Add Imagery**	Click the **Add Imagery** button to add either USGS or Esri imagery to overlay the working county shapefiles. Remove imagery using the same button. Refer to **Table 26** for details on its use.
	**Undo**	Click the **Undo** button to revert the last change made by the participant. After making the layer where the change occurred active in the **Table of Contents**, this button activates on the **Advanced Digitizing toolbar** and in the **Edit** menu if the **Undo** action is permissible. **Note:** This button (and action) is very important for a participant to utilize prior to saving any changes. Participants should be confident with the change they have made prior to saving. If not, they should perform the **Undo** action.
	**Redo**	Click the **Redo** button to restores the last change made by the participant. This button activates on the **Advanced Digitizing toolbar** if a redo action is permissible.

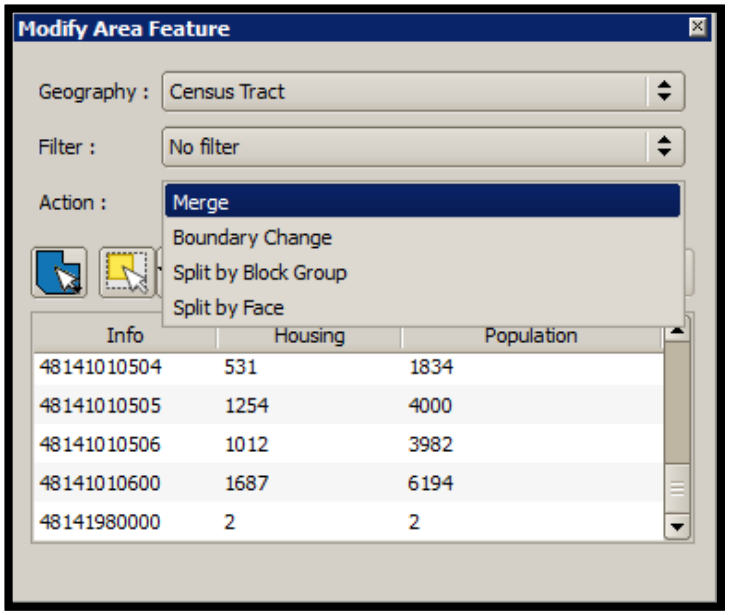
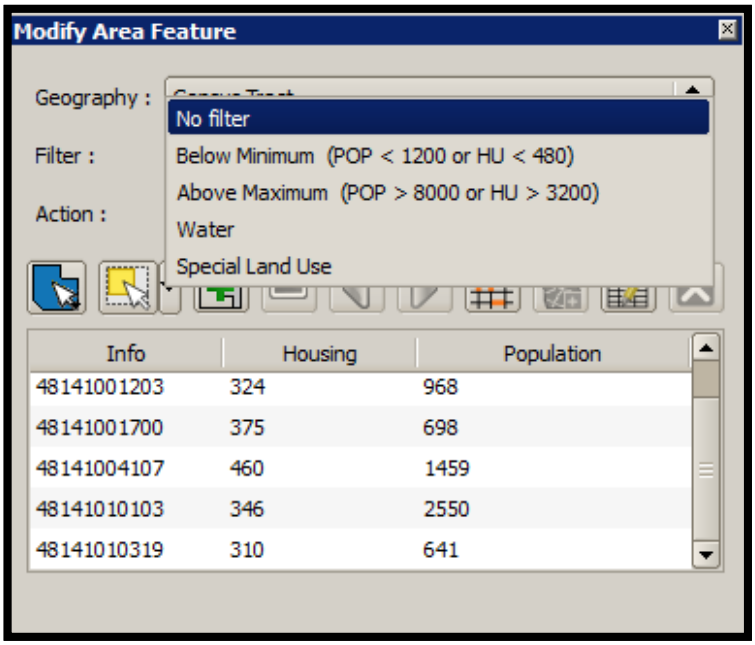
8.4.2.1 Modify Area Feature Button

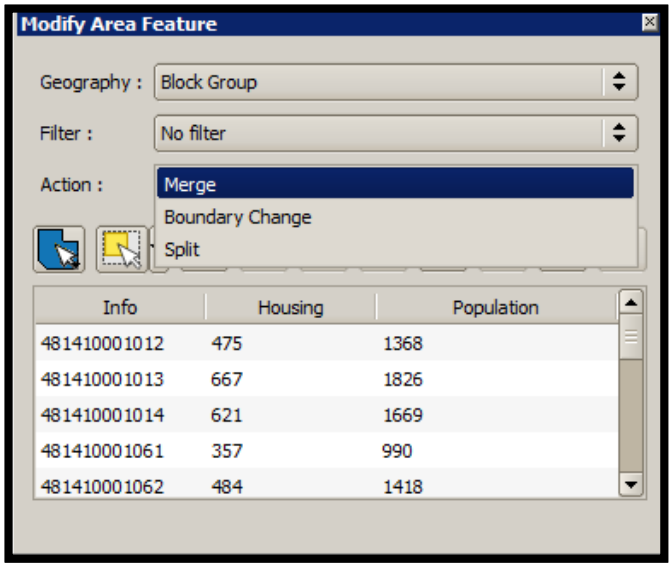
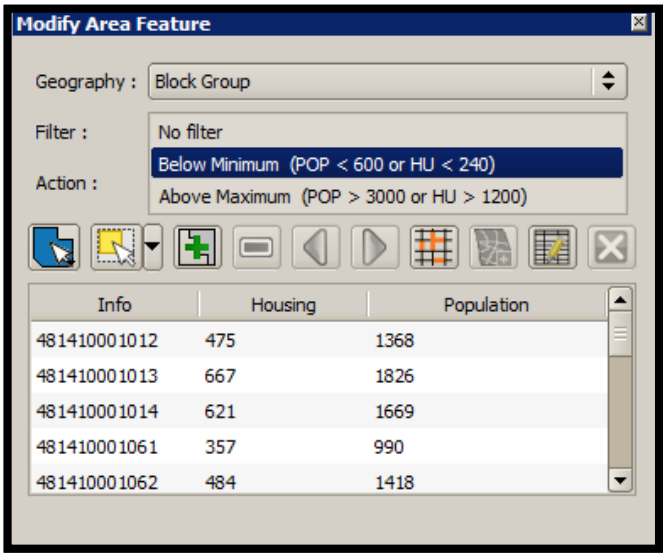
The **Modify Area Feature** button allows participants to review and update census tracts, block groups, census designated places (CDPs), and census county divisions (CCDs) in applicable states. Please refer to **Chapter 9** for detailed review and update instructions of each statistical area. The following section discusses the mechanics of the tool itself, not the criteria for which to use the tool.

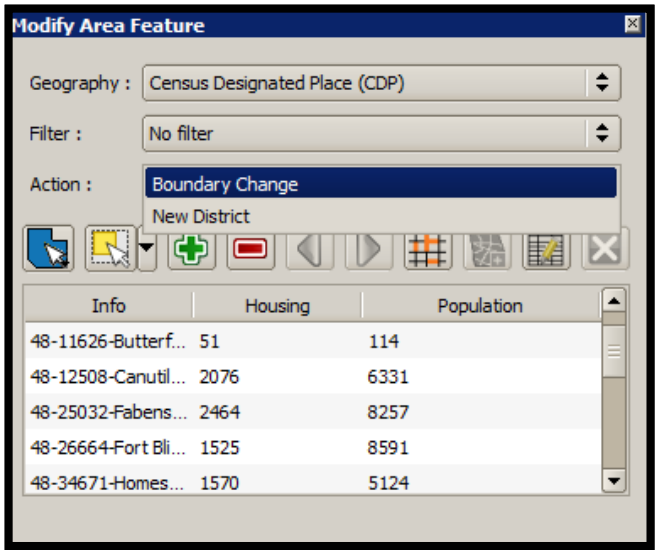
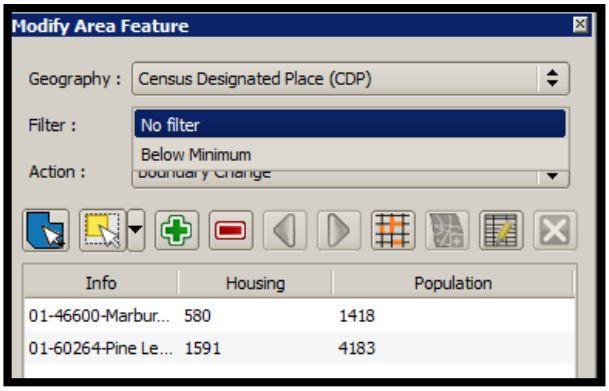
Table 18: Modify Area Feature Button

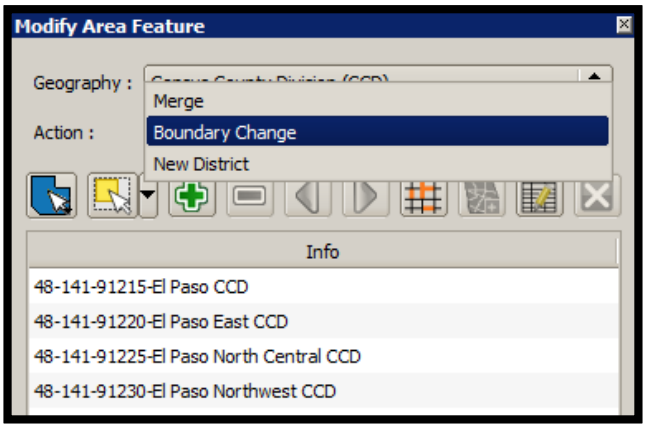
Step	Action and *Result*
Step 1	Click the **Modify Area Feature** button.  **IMPORTANT:** The first time use of this button in the working county launches the **Select Editable Layer** window. The window shows two editable layer choices (2020 Proposed Plan and 2010 Geographies). This window only appears with the initial launch of the button in any given working county. Once selected, GUPS remembers the geography chosen in this window. If a participant wants to start over, they must initiate the **GUPS Data Settings** button to delete the current project. See **Table 14** for details on deleting a project and starting again. 
Step 2	After selection of the editable layers*, the **Modify Area Feature** dialog box opens.* Click the **Geography** drop-down menu to select the geography to review and update.  Geographies that appear in the **Geography** drop-down menu are editable with the tools located above the information window; however, those tools change based upon the geography selected. **Note:** For the 21 states with CCDs, the **Census County Division (CCD)** choice appears in the **Geography** drop-down menu.

Step	Action and *Result*
Step 3	Choose **Census Tract** from the **Geography** drop-down menu. The default filter, **No filter**, displays all census tracts in the information window. 
Step 4	Double click on a row in the list to select a census tract. *The map zooms to the selected tract.* 

Step	Action and *Result*
Step 5	The **Action** drop-down menu activates four separate types of updates, **Merge**, **Boundary Change**, **Split by Block Group**, or **Split by Face**. 
Step 6	With **Census Tract** selected, click the **Filter** drop-down menu to view census tracts that do not meet the population and housing unit criteria - (**below minimum** – numbers are below the minimum population and housing thresholds and **above maximum** – numbers are above the maximum population and housing thresholds). Refer to **Table 3**: Census Tract Types and Thresholds for the 2020 population and housing unit criteria for tracts. If present in the working county, participants can also select and view, **water tracts** (assigned tract codes in the 9900 series) and **special land use tracts** (assigned tract codes in the 9800 series). 

Step	Action and *Result*
Step 7	Selection of **Block Group** from the **Geography** drop-down menu enables three actions in the **Action** drop-down menu, **Merge**, **Boundary Change**, and **Split**. 
Step 8	As described above for census tracts, with **Block Group** selected, click the **Filter** drop-down menu to view the block groups that do not meet the population and housing unit criteria - (**below minimum** – numbers are below the minimum population and housing thresholds and **above maximum** – numbers are above the maximum population and housing thresholds). Refer to **Table 5** for the 2020 population and housing unit criteria for block groups. 

Step	Action and *Result*
Step 9	Selection of **Census Designated Place (CDP)** from the **Geography** drop-down menu enables two actions in the **Action** drop-down menu, **Boundary Change** and **New District**. 
Step 10	With **Census Designated Place (CDP)** selected, leave the **Filter** drop-down menu set to **No Filter** to view all of the CDPs in the working county with their population and housing unit information. Recall there are no minimum population and housing thresholds, but a CDP cannot have zero population and zero housing units. Refer to **Appendix B.** for a summary of threshold criteria. 

Step	Action and *Result*
Step 11	With **Census County Division (CCD)** selected, click the **Action** drop-down menu to see the three actions available, **Merge**, **Boundary Change**, and **New District**. There is no **Filter** menu visible for CCDs since no threshold requirements exist. **Note:** The 21 **s**tates with CCDs may review and update those statistical geographies using the **Modify Area Feature** tool. States without CCDs will not see this choice in the **Geography** drop-down menu.  As shown in **Appendix B.** , there are no population or housing criteria for CCDs. As a result, edits to them are rare. The intentions of the CCD menu functionality are primarily to align the CCD boundaries to census tract boundaries (using the **Boundary Change** action). Use local knowledge to make modifications to ensure the sub-county level of geography remains sound and accurate. Do not eliminate CCDs, but ensure their boundaries are valid. If a census tract boundary changed that is also a CCD boundary, review the CCD boundary to determine if it should change as well. Though rare, the Census Bureau permits the creation of new CCDs (using the **New District** action) for high-level planning purposes. Refer to **Chapter 5** for guidance.

Within the **Modify Area Feature** dialog box is a section of additional buttons used to implement changes to the various statistical geographies. **Figure 16** highlights the section of additional buttons while **Table 19** describes these buttons and their functionality in detail.

Note: The buttons that appear in this toolbar change depending on the geography and action chosen by the participant; therefore, **Figure 16** does not depict all of the potential buttons, but only those that appear with Census Tract and Boundary Change selections. **Table 19** discusses all the buttons that appear at any point during a participant's PSAP review.

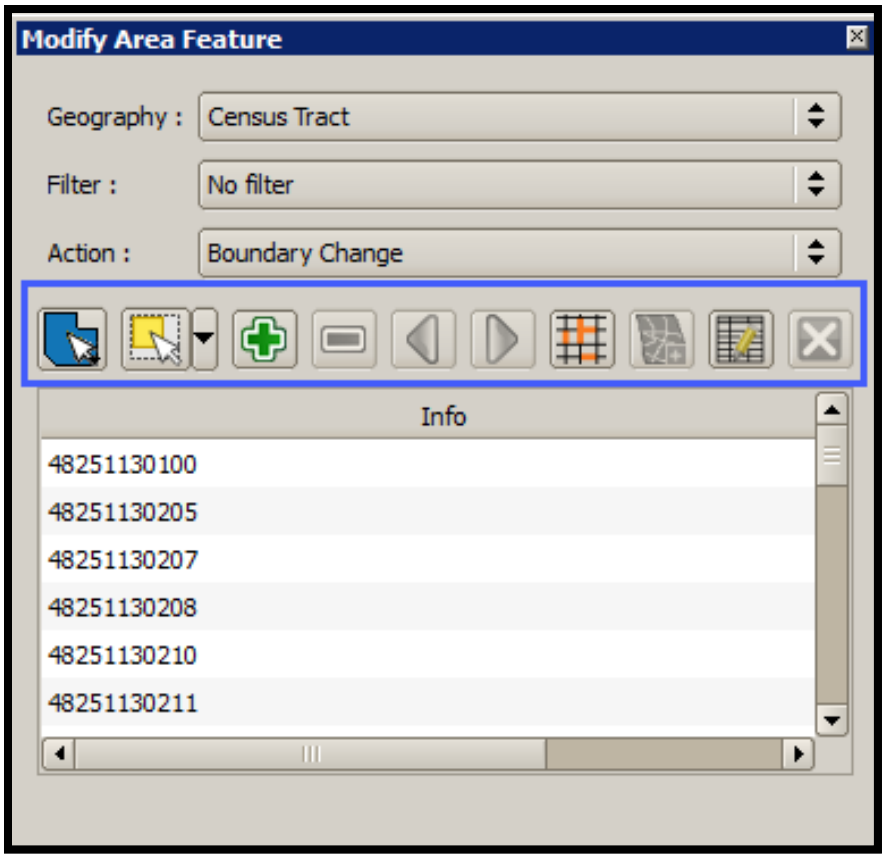
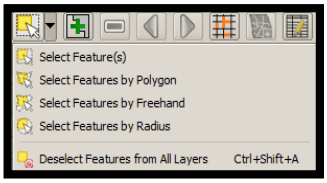


Figure 16. Modify Area Feature Buttons: Census Tract – Boundary Change

Table 19: Modify Area Feature Buttons Detail

Button	Name	Function
	**Select Target Area**	Allows the participant to select the geographic area (selected from the Geography drop-down menu) by clicking on the map.
	**Select Features**	Allows the participant to select/deselect layer features in the map window with a single click, dragging the cursor, or drawing graphics on the screen.
	**Merge**	Select **Merge** from the **Action** drop-down menu to activate this button. The **Merge** button combines multiple geographic entities. **Note:** Be aware this button is very similar in appearance to the **Add Area** button activated by the **Boundary Change Action** selection.

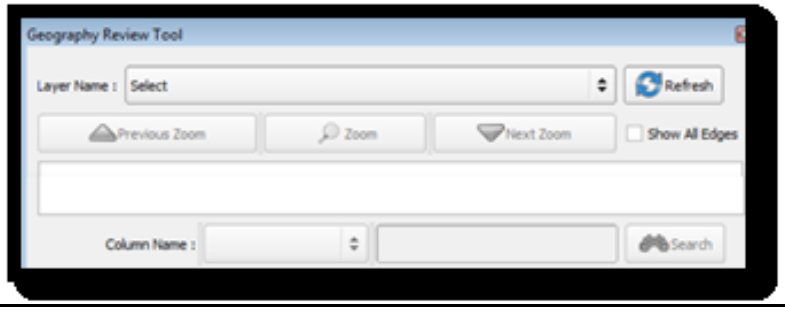
Button	Name	Function
	**Add Area**	Select **Boundary Change** from the **Action** drop-down menu to activate this button. The Add Area button adds smaller geographic entities (faces or block groups) to the geographic area selected on the map. To add more than one face, click on the first face, hold down the Ctrl key, and continue clicking on the other faces until complete. **Note:** Be aware this button is very similar in appearance to the **Merge** button activated by the **Merge Action** selection. Locate the definition of faces in **Appendix A.** .
	**Split by Block Group or Split by Face (Census Tract) and Split (Block Group)**	Once selected, the selected geographic entity is split by the entire block group or individual faces of the geographic area selected on the map. **Note:** Be aware this button activates in both the Census Tract and Block Group geography drop-down menus. With **Census Tract** geography chosen, select **Split by Block Group** or **Split by Face** from the **Action** drop-down menu to activate this button. From **Block Group** geography, select **Split** from the **Action** drop-down menu.
	**Remove Area**	Select **Boundary Change** from the **Action** drop-down menu. Remove smaller geographic entities (Face and Block Group) from the geographic entity selected on the map by using this button. This button only activates for CDPs.
	**Previous Non-contiguous Area**	Button activates if the selected statistical geographic area is not contiguous and provides a means to pan back to each noncontiguous piece.
	**Next Non-contiguous Area**	Button activates if the selected statistical geographic area is not contiguous and provides a means to pan forward to each noncontiguous piece.
	**Show / Hide Boundary Eligibility Theme**	Displays the features on the map that have questionable boundaries (dashed yellow line) and not acceptable boundaries (dashed red line).
	**Add Entity**	Select **New District** from the **Action** drop-down menu of either CDP or CCD **Geography** drop-down menu. Add select faces to create a new geographic entity.

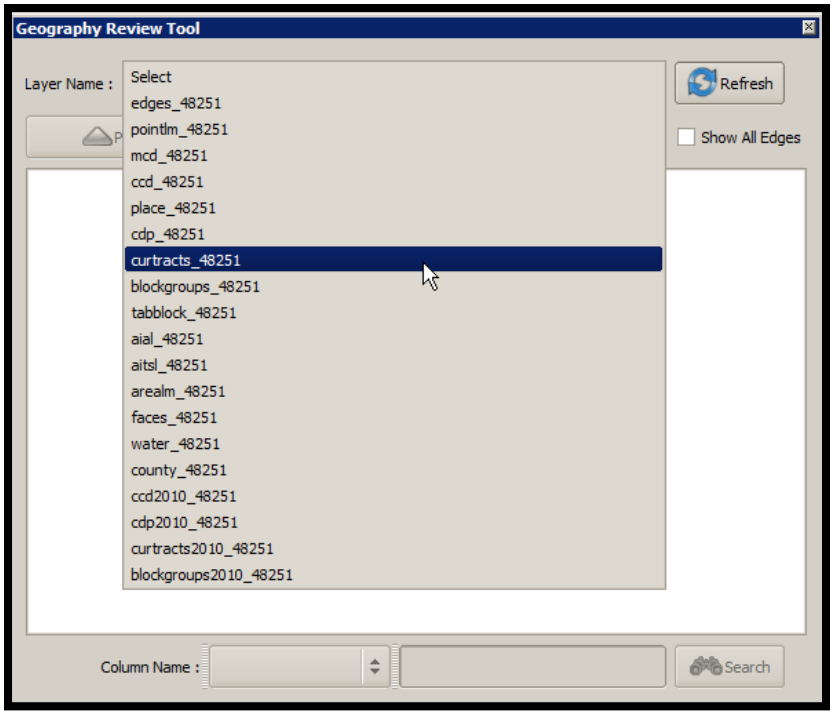
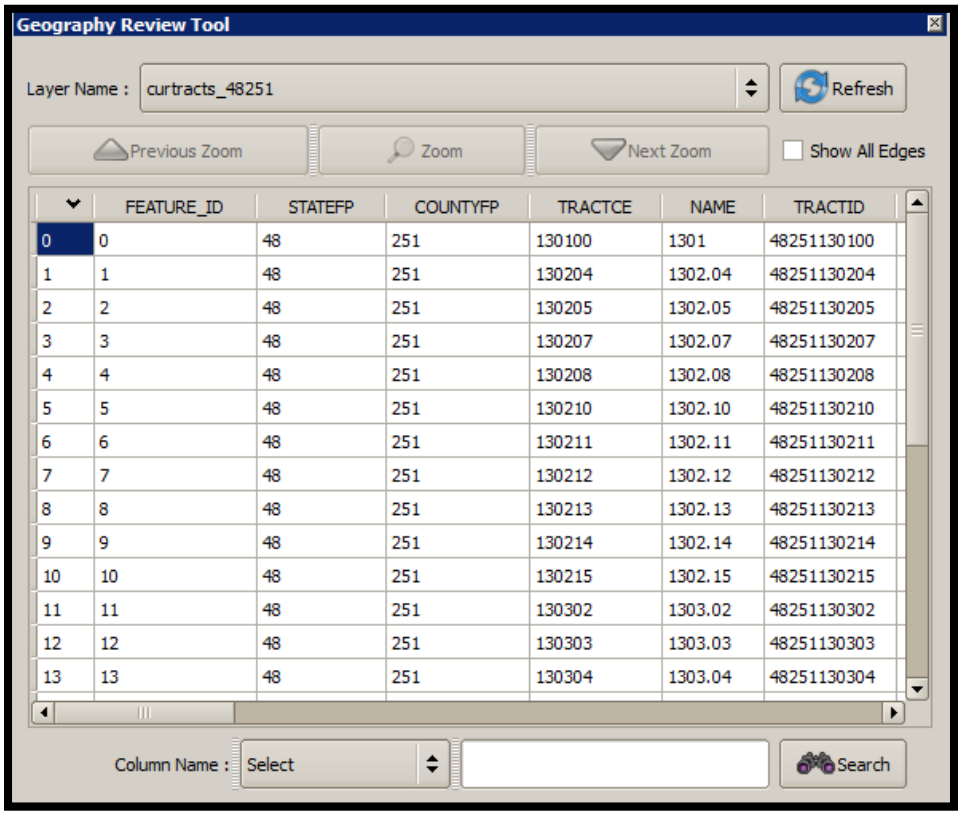
Button	Name	Function
	**Change Attributes**	Edits the attributes of a selected feature. For census tracts, a participant may edit Tract Code (TRACTCE), Tract Type (TRACTTYP) and Tract Name (SITE_NAME) fields. These fields activate depending on selections and change made in the Change Attribute window. TRACTTYP and SITE_NAME exist for special use census tracts. Similar to census tracts, for block groups, a participant can edit Block Group Code (BLKGRPCE), Block Group Type (BGTYP), and Block Group Name (SITE_NAME).
	**Delete Area Feature**	Select **Boundary Change** from the **Action** drop-down menu. The **Delete Area Feature** button deletes an area feature. This is used only for CDPs.

8.4.2.2 Geography Review Tool Button

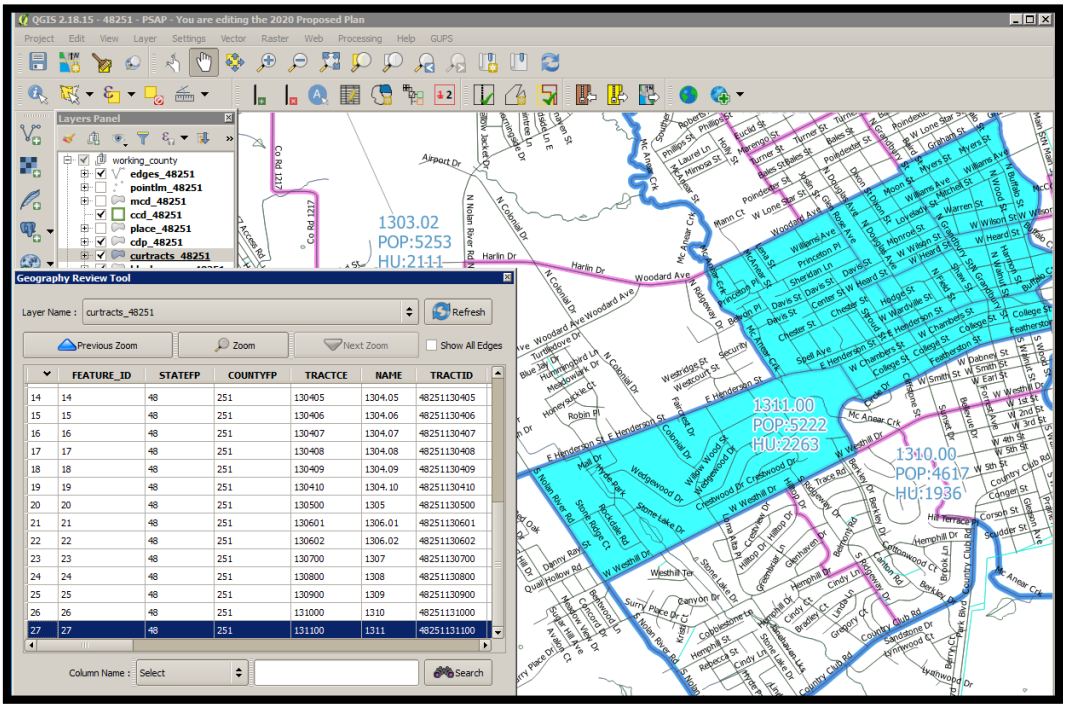
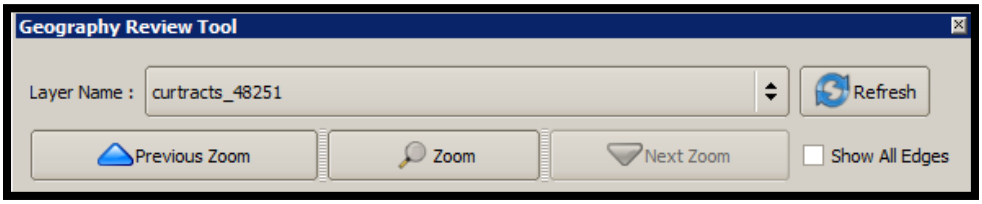
The **Geography Review Tool** button provides access to the attribute tables of some of the layers displayed in the **Table of Contents**. The layers of interest for PSAP are the curtracts, blockgroups, ccd, and cdp layers. It filters map layers based on field values in the attribute table. This tool provides an overall review of the new or deleted entities, or the entities with boundary changes. Participants choosing to conduct their review from the 2020 proposed plan utilize this tool to locate the changes made to census tracts and block groups during the Census Bureau's internal review. **Section 9.1.1** discusses that process while **Table 20** includes information for executing this button. **Section 10.3** provides detailed information and examples.

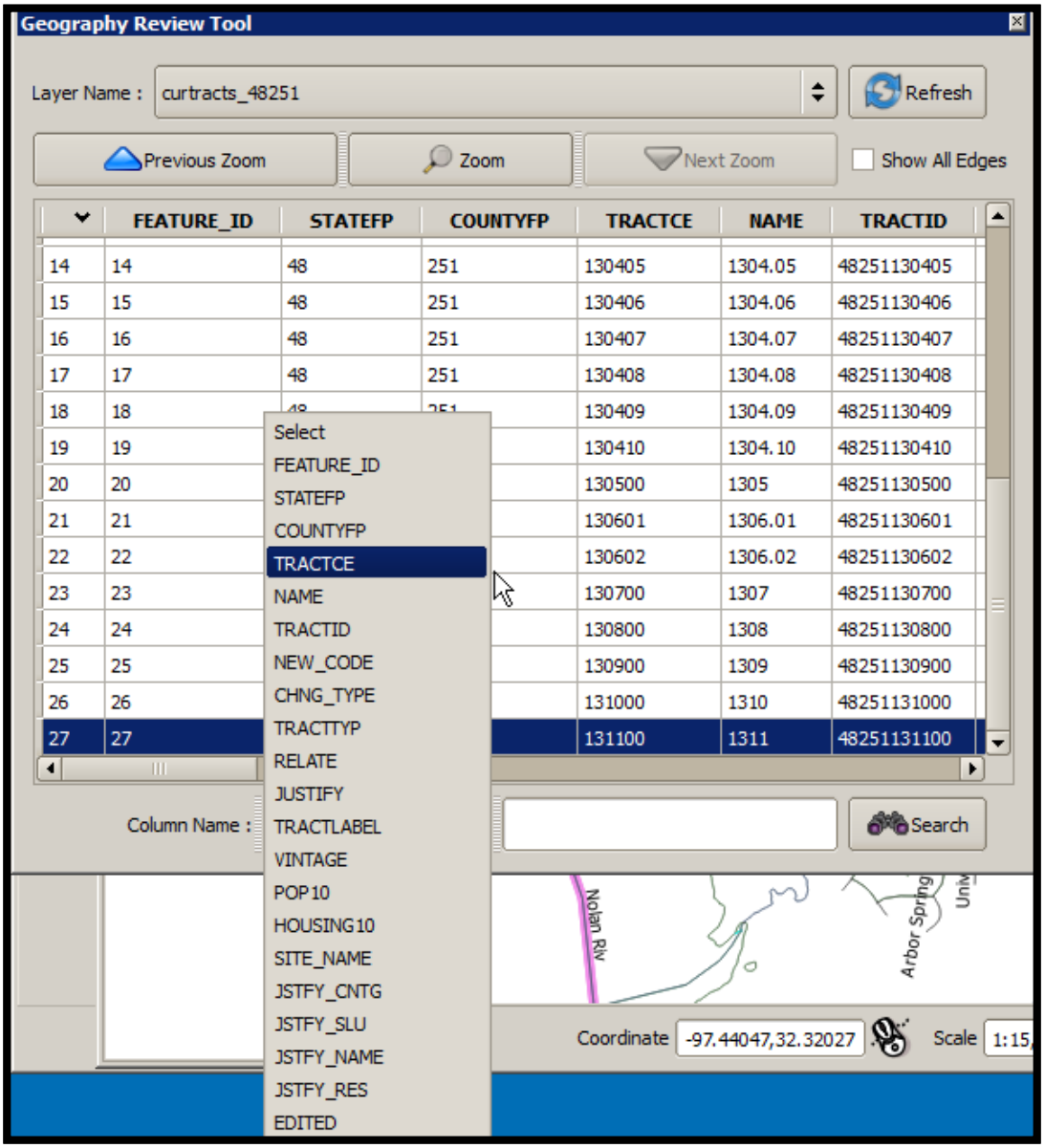
Table 20: Geography Review Tool Button

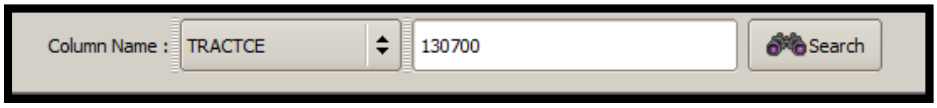
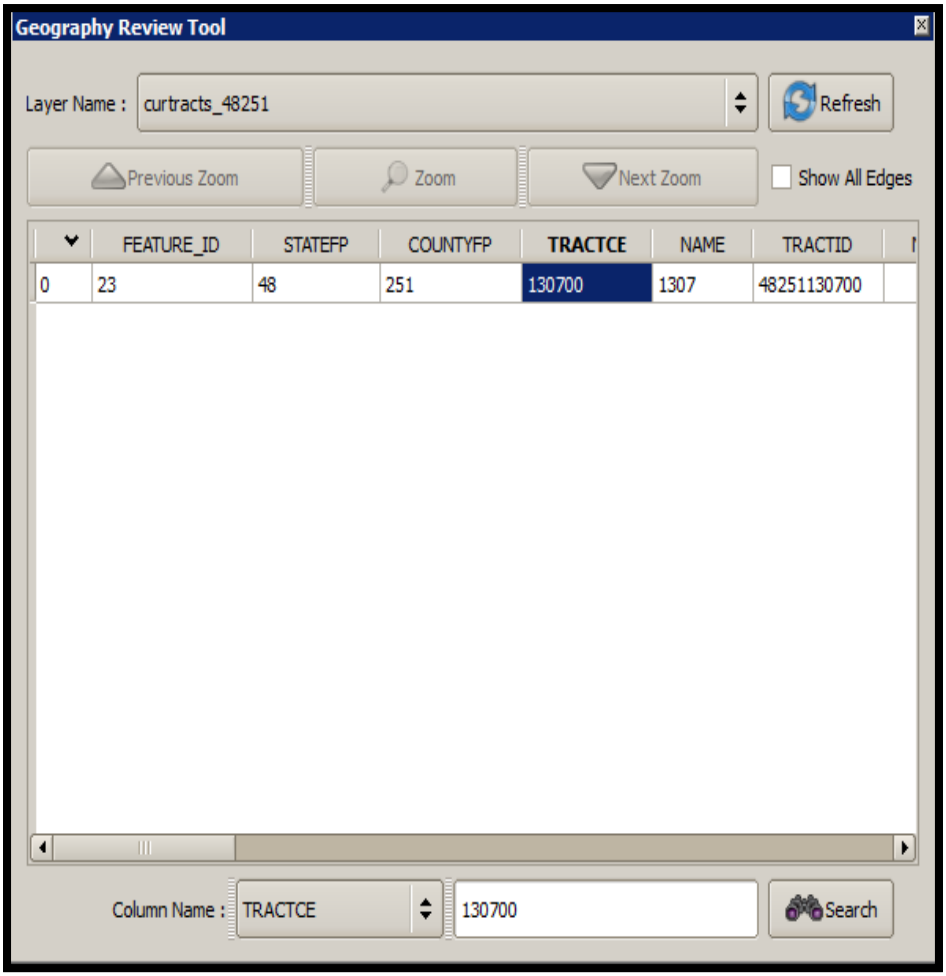
Step	Action and *Result*
Step 1	Click the **Geography Review Too**l button.  *The **Geography Review Tool** window opens.* 

Step	Action and *Result*
Step 2	Select the layer to review from the **Layer Name** drop-down menu. 
Step 3	After making layer selection, the attribute table for the layer opens, with the attributes for each of the current census tracts. 

	FEATURE_ID	STATEFP	COUNTYFP	TRACTCE	NAME	TRACTID
0	0	48	251	130100	1301	48251130100
1	1	48	251	130204	1302.04	48251130204
2	2	48	251	130205	1302.05	48251130205
3	3	48	251	130207	1302.07	48251130207
4	4	48	251	130208	1302.08	48251130208
5	5	48	251	130210	1302.10	48251130210
6	6	48	251	130211	1302.11	48251130211
7	7	48	251	130212	1302.12	48251130212
8	8	48	251	130213	1302.13	48251130213
9	9	48	251	130214	1302.14	48251130214
10	10	48	251	130215	1302.15	48251130215
11	11	48	251	130302	1303.02	48251130302
12	12	48	251	130303	1303.03	48251130303
13	13	48	251	130304	1303.04	48251130304

Step	Action and *Result*
Step 4	To see a census tract on the map, click its row in the attribute table list and then click **Zoom** or double click the row. *The map automatically zooms to the selected census tract.* 
Step 5	To view other tracts, use the **Previous Zoom** and **Next Zoom** buttons. The previous or next row highlights and GUPS zooms to the map for that row. 

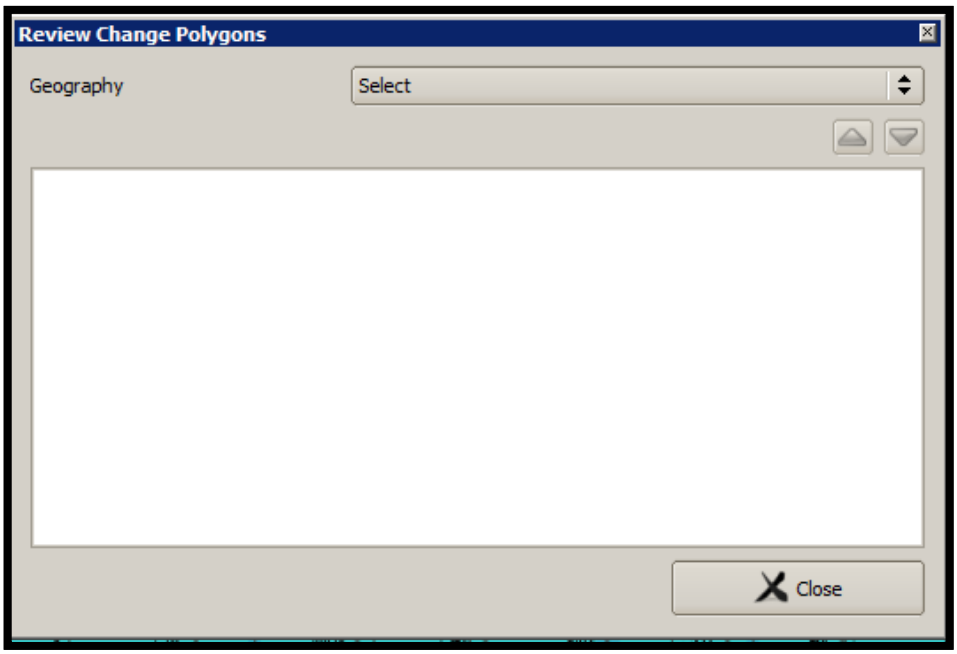
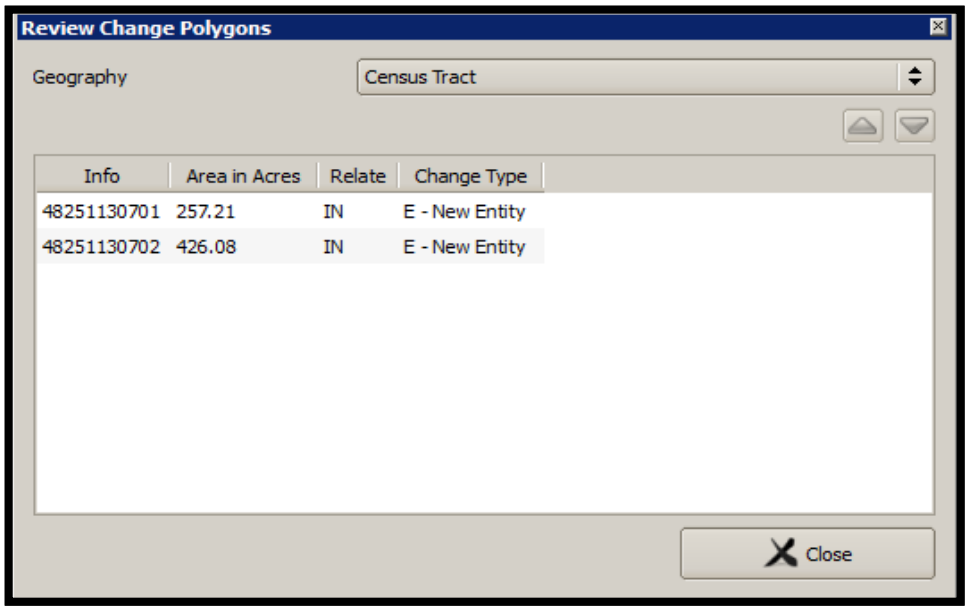
Step	Action and *Result*
Step 6	Use the **Column Name** drop-down menu at the bottom of the dialog box to filter the table layers by specific attributes (i.e., TRACTCE, CHNG_TYPE, etc.). In this example, select **TRACTCE**. 

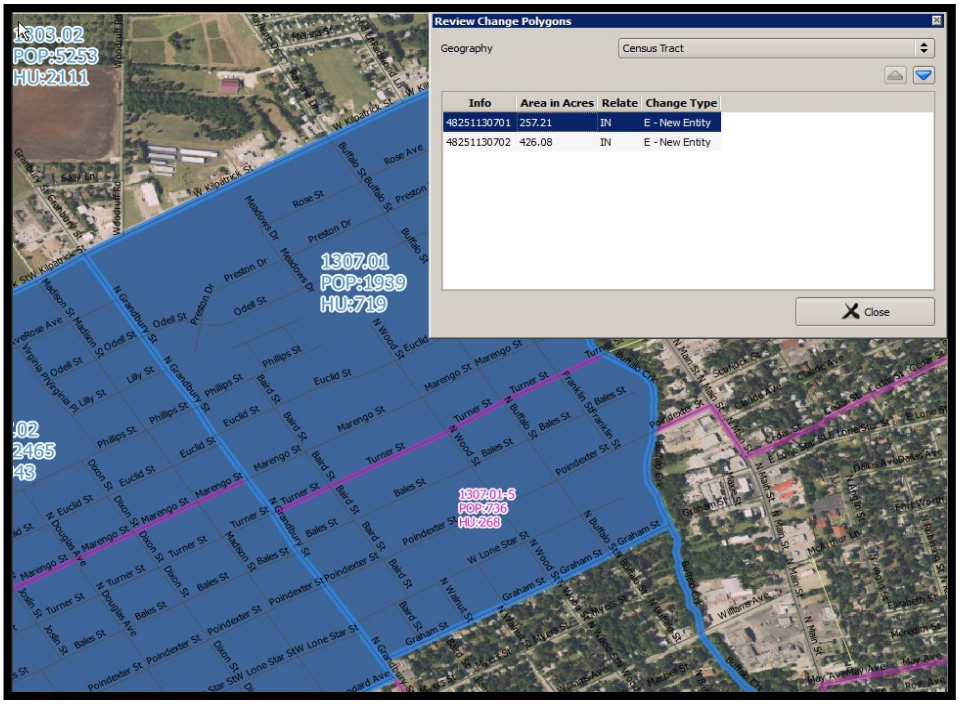
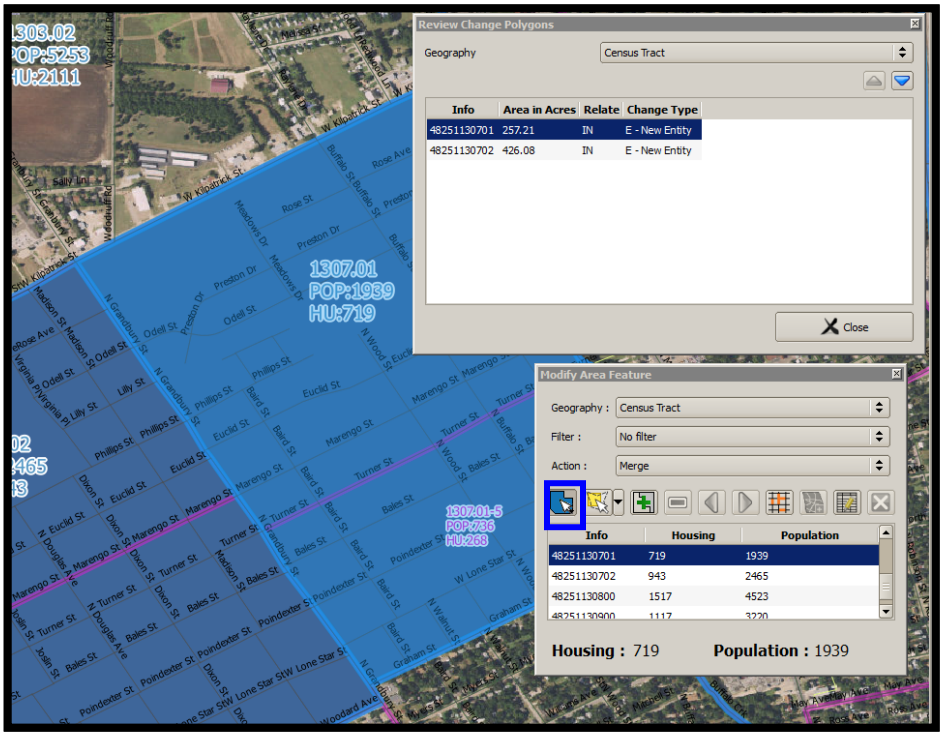
Step	Action and *Result*
Step 7	Once TRACTCE displays in the **Column Name** field, type in the census tract code in the Search box and then click on the **Search** button.  This filters the attribute table to display just the one tract. 
Step 8	Selecting the one tract from the attribute table activates the **Zoom** menu that allows for quick zoom to the selected tract. Clicking the **Refresh** button restores the attribute table to display all records for the chosen layer name.

8.4.2.3 Review Change Polygons Button

The **Review Change Polygons** button reviews transaction, or change polygons, for census tracts, block groups, CDPs, and CCDs. This tool may be helpful for participants to use as part of their quality check of the work they performed to modify the statistical geographies. The execution of this tool is not required to make a submission to the Census Bureau. Information for executing this button are in **Table 21**, while **Section 10.2** provides detailed information and examples.

Table 21: Review Change Polygons Button

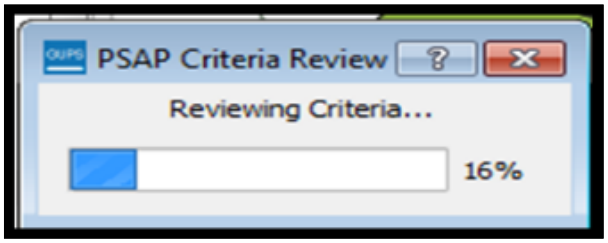
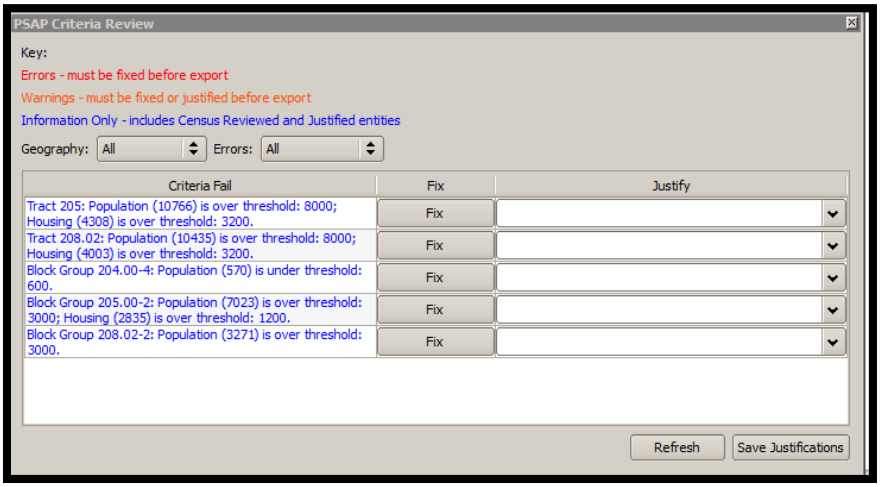
Step	Action and *Result*
Step 1	Click the **Review Change Polygons** button. 
Step 2	*The **Review Change Polygons** window appears.* 
Step 3	Choose the statistical geography to review from the **Geography** drop-down menu, *in this example Census Tract*.  *The **Review Change Polygons** window populates with the geographies to review.*

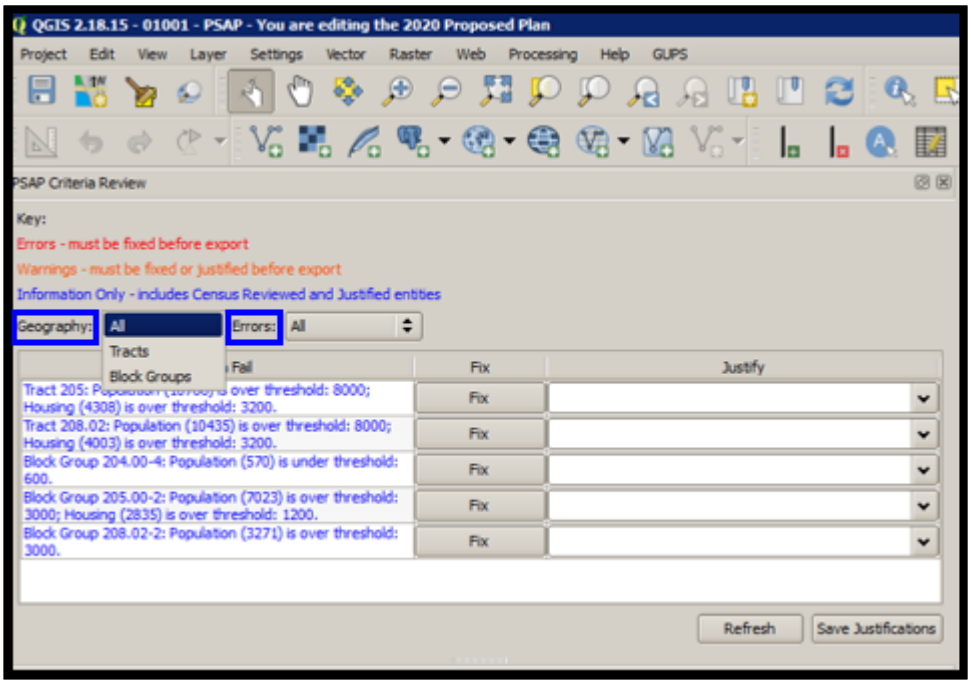
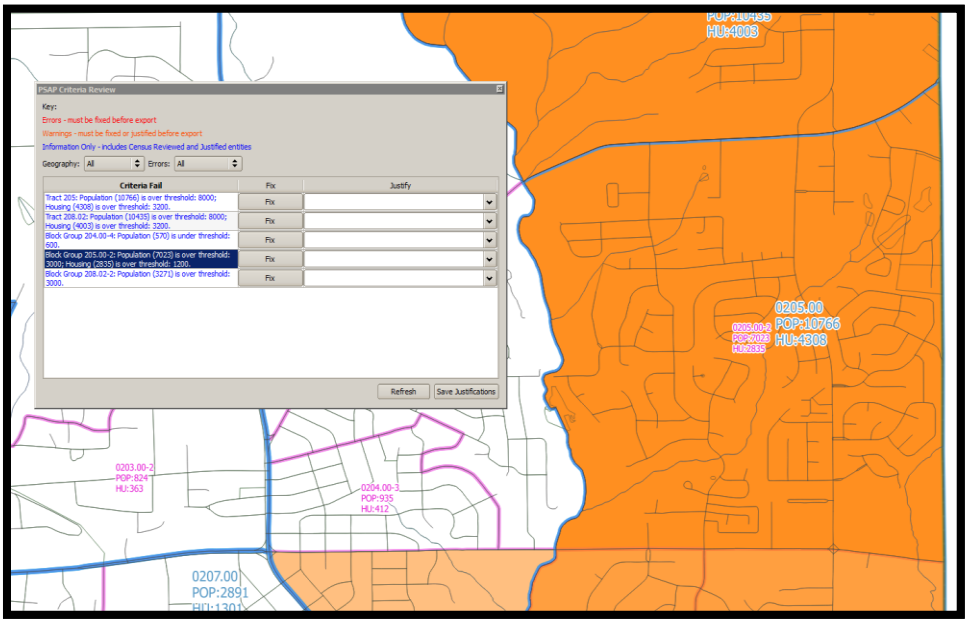
Step	Action and *Result*
Step 4	Click on a row in the list. The **Map View** zooms to the selected entity. 
Step 5	To correct a change, activate the **Modify Area Feature** tool and click on the **Select Target Area** button to highlight the geography to edit. Dependent on the type of geography selected, the **Action** menus; and therefore the update update potential, vary.  **Note:** These edits modify the entity selected, not the specific change polygon. The change polygon simply provides a record of the action(s) taken on each entity and is not editable.

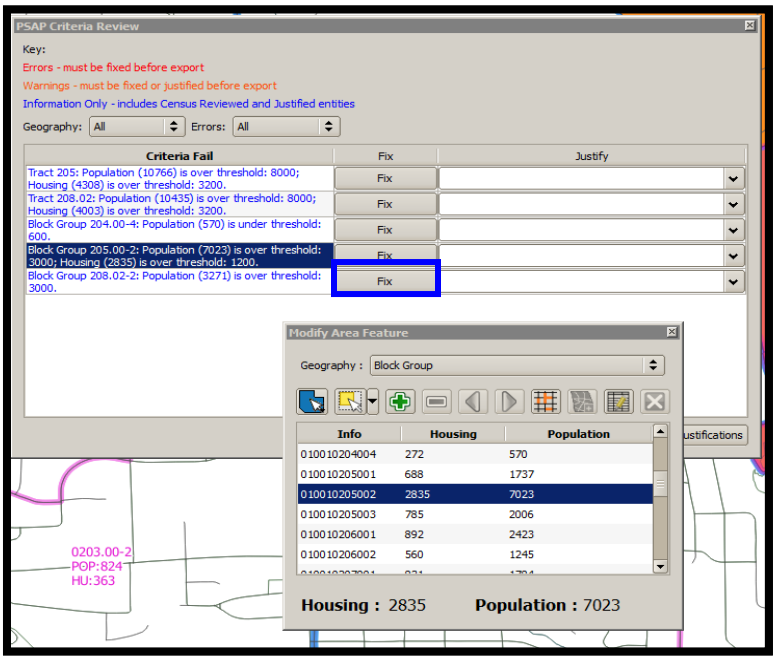
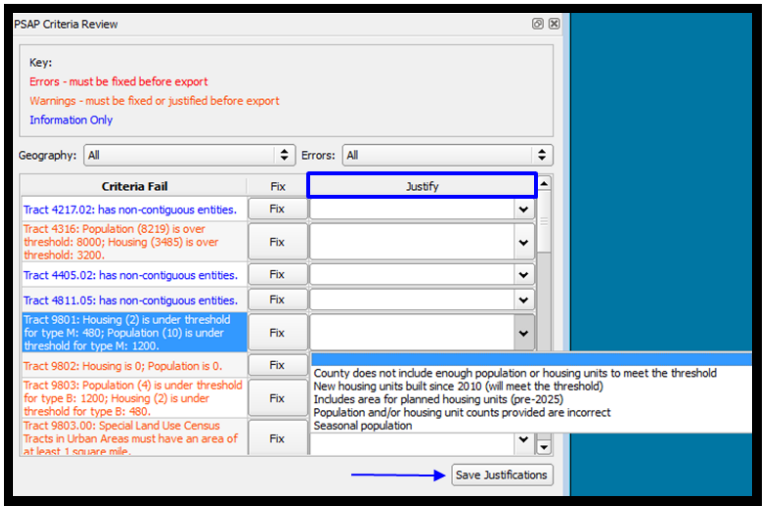
8.4.2.4 PSAP Criteria Review Button

Click the **PSAP Criteria Review** button to generate a list of threshold failures and correct the failures or provide a justification for the failure. Participants must run this required check before creating a data output file for submission to the Census Bureau. **Table 22** includes information for executing this button. **Section 10.1** provides detailed information and examples.

Table 22: PSAP Criteria Review Button

Step	Action and *Result*
Step 1	Click the **PSAP Criteria Review** button.  *A **PSAP Criteria Review** dialog box opens to inform participants that it is actively reviewing the population and housing unit criteria for all the Geographic entities in the working county.*  After the **PSAP Criteria Review** completes, a comprehensive list of the failed entities (i.e., those entities that do not meet the established population and housing unit criteria) generates. In addition, the list of noncontiguous areas generates if they exist in the working county. As shown in the next image, *the errors to fix appear in red color while the warnings to fix or justify appear in orange*. 

Step	Action and *Result*
Step 2	Select the geography to review from the **Geography** drop-down menu or leave set to **All** to display both geographies at once. This list is dependent on the failing geographies in the working county. Participants can also filter the errors by selecting the error type from the **Errors** drop-down menu. 
Step 3	Click on an entity in the **Criteria Fail** list to zoom to that geography on the map. 

Step	Action and *Result*
Step 4	Click **Fix** to open the **Modify Area Feature** tool. Participants use the actions available in the **Modify Feature Area** tool to modify and apply changes to the problematic geography or they provide justification for the geography to remain as-is.  **Note:** Clicking the **Fix** button in the **Criteria Fail** list selects the same geography in the **Modify Area Feature** tool.
Step 5	Click the **Justify** drop-down menu to see the default justification choices. If none of the choices applies, or if justification that is more detailed is available, participants can type their own justification. Character limit is 150.  Click **Save Justifications** button to save and remove the failure from the list. A save is necessary after each justification. **Note:** Attempting to perform another **Fix** before saving the justification invokes a confirmation dialog box that warns participants of the loss of information. Click **OK** to proceed and lose the justification information or click **Cancel** to return and save the last justification.

Step	Action and *Result*
Step 6	**Save** all changes and execute the **PSAP Criteria Review** tool again to ensure no failures remain without justification.

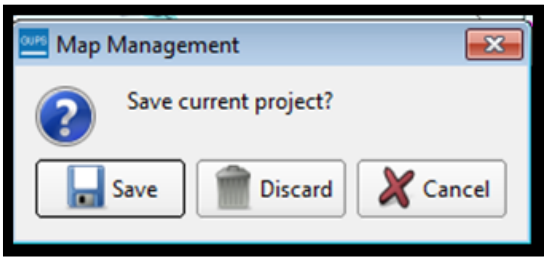
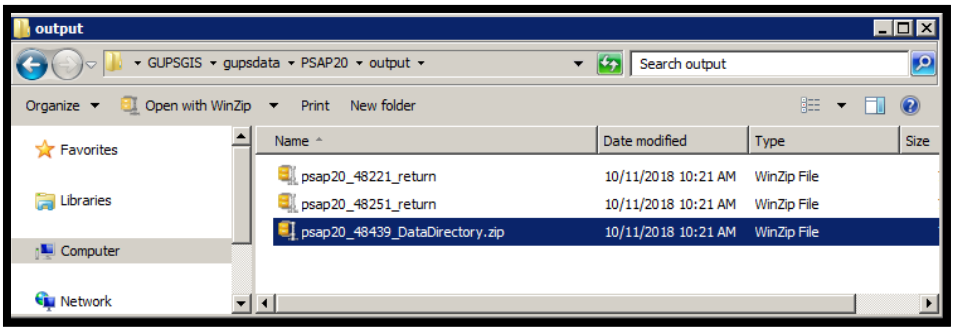
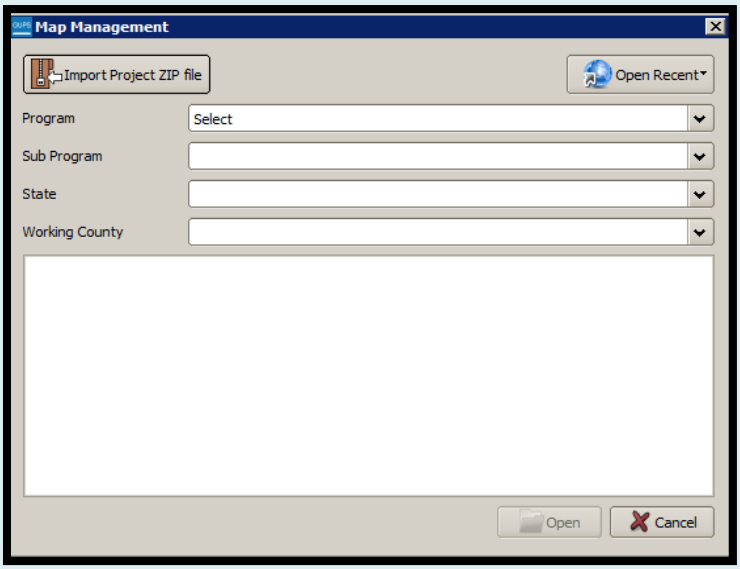
8.4.2.5 Import County Zip Button

The **Import County Zip** button imports a zipped PSAP project shared by another user. The file exported for sharing with another participant, described in **Section 8.4.2.6** is the file imported with this button. The "DataDirectory.zip" file becomes the working county. This file contains all the layers for the new project and includes the work performed by the other person in the form of "change layers." Participants use this tool if they intend to have more than one-person review and update the same working county of if the supervisor/manager wants to review all work prior to making a submission to the Census Bureau. The functionality of the **Import Project ZIP file** button mimics the functionality of the information below; it merely presents the start-up process in a different manner, prior to opening a county. **Table 23** includes information for executing the button from the PSAP toolbar and shows an image of the **Import Project ZIP file** button.

IMPORTANT: Using this tool for a participant's initial review and update means that work must occur sequentially, not concurrently. Parallel work (i.e., work performed independently by two or more people in the same county) cannot be reconciled in GUPS. As a result, this method of work may not be viable for the initial review and update. A decision on this work method is required prior to beginning work on a county. It likely is most useful for conducting quality checks after a working county is complete, prior to submitting it to the Census Bureau.

Table 23: Import County Zip Button

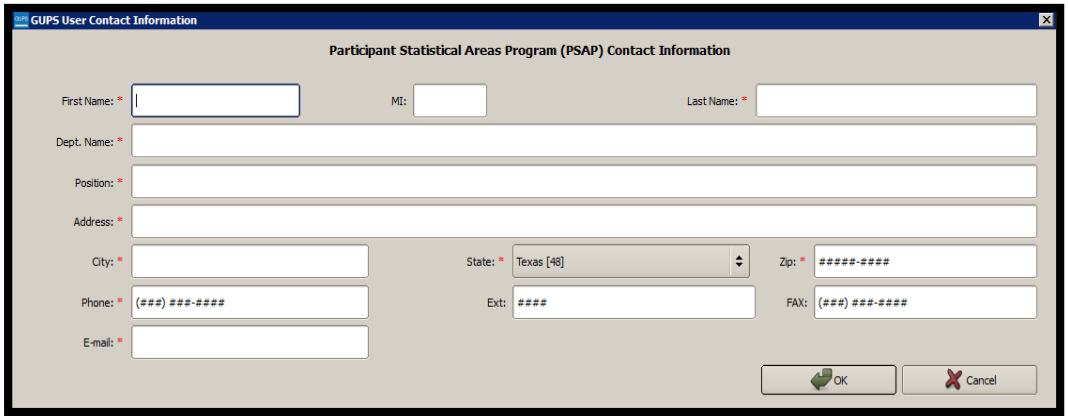
Step	Action and *Result*
Step 1	Click the **Import County Zip** button. Because the imported file becomes the working county, the Census Bureau suggests no project be open within GUPS. 

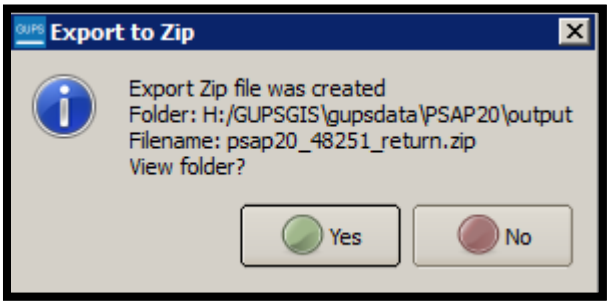
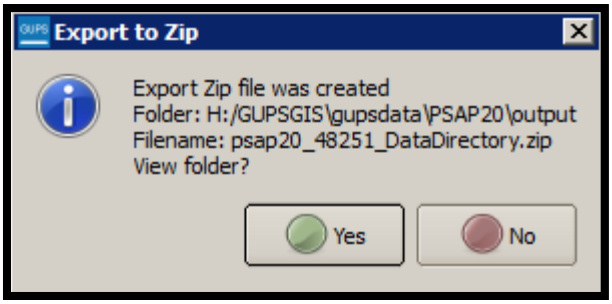
Step	Action and *Result*
Step 2	If a project is open, a **Map Management** dialog box opens to either **Save** or **Discard** the current project.  After saving or discarding the project, *a file explorer window appears allowing participants to navigate to the "output" directory where the .zip file to import is stored*.  This is the file created by using the **Export to Zip** button, **Share with Another Participant** choice. After importing, participants are able to see the work performed by the previous reviewer and can begin their review and update.
	*This image depicts the **Import Project ZIP file** button in the **Map Management** window.*  As mentioned in the introductory portion of this section, this button mimics the **Import County Zip** button functionality on the **PSAP toolbar**. It is available upon initial start-up of a GUPS session. This is the best way to import the shared .zip file rather than using the **Import County Zip** button from within a working county. Opening by this manner eliminates the Save/Discard window that appears in **Step 2**.

8.4.2.6 Export to Zip Button

The **Export to Zip** button creates a .zip file containing all the required data and shapefiles for submission to the Census Bureau or to share with other reviewers. Participants that intend to make any change to either the 2020 proposed plan or the 2010 geographies must use this button to create the zip file for submission or for sharing. **Table 24** includes information for executing this button. **Section 10.4** repeats much of the same information, but serves to provide closure to the review and update process at the end of the documentation.

Table 24: Export to Zip Button

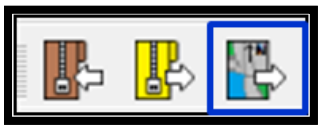
Step	Action and *Result*
Step 1	Click the **Export to Zip** button. 
Step 2	*A **Select Output Type** dialog box opens with two options: **Export for Census and Share with Another Participant**.*  To share the final edits/changes with the Census Bureau, choose the **Export for Census** option. To share with other participants to complete edits on the same county, choose **Share with Another Participant**. The **OK** button activates upon selection of either choice. The **Cancel** button activates with the **Select Output Type** window.
Step 3	A **GUPS User Contact Information** window opens with the **Export for Census** option. It requests contact information from the participant. All fields denoted with a red star are required for submission. 

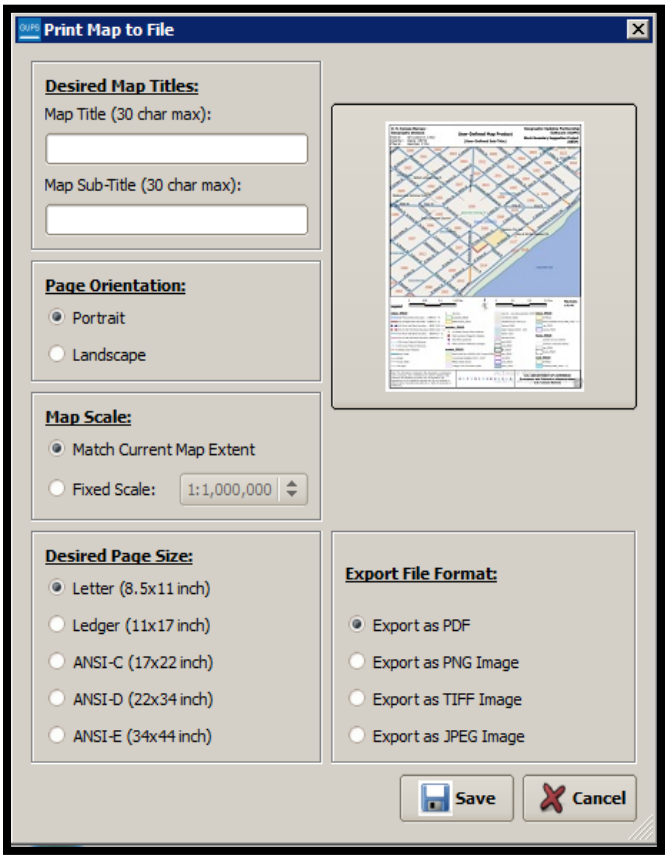
Step	Action and *Result*
Step 4	Following the completion of the **GUPS User Contact Information**, the **Export to Zip** dialog box opens. GUPS generates the .zip file and gives it a name that defines the name of the program (psap20), the working county FIPS ID (48251), and "return" to differentiate the final zip from the zip created for sharing. GUPS automatically saves all exported data within the .zip file in the output directory (e.g., H:\GUPSGIS\gupsdata\PSAP20\output).  For participants choosing to **Share with Another Participant**, GUPS generates a .zip file, stores it in the output directory, and *gives it a name similar to the* ***Export for Census*** *file, but uses "DataDirectory" rather than "return."* All of the project files necessary for GUPS to operate correctly bundle together as a result of using this option, while the 'Export to Census' bundles only a few layers necessary for processing. Participants must decide early whether they wish to use this functionality, as it does not allow for a concurrent review of a county. Two or more people cannot conduct independent reviews of the same county because their parallel work cannot be reconciled within GUPS. 

8.4.2.7 Print Map to File Button

The **Print Map to File** button exports and saves a printable map in .pdf, .png, .tif, or jpeg format. **Table 25** includes information for executing this button.

Table 25: Print Map to File Button

Step	Action and *Result*
Step 1	Click the **Print Map to File** button 

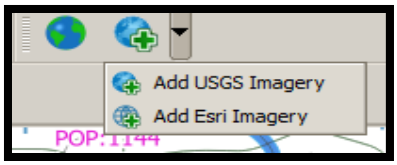
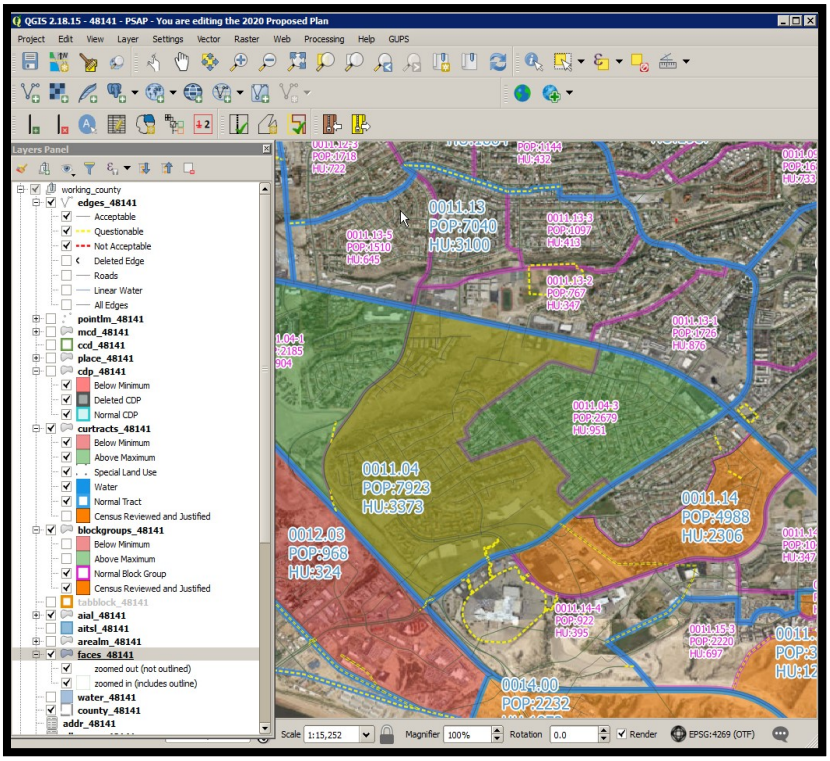
Step	Action and *Result*
Step 2	*The **Print Map to File** dialog box opens.*  Enter the **Map Title** and **Map Sub-Title** under **Desired Map Titles:** section. Click the radio button for **Portrait** or **Landscape** under **Page Orientation:** section. Set the map scale to **Match Current Map Extent** or **Fixed Scale** in the **Map Scale:** section. Choose the page size in the **Desired Page Size:** section and the file format in the **Export File Format:** section. Click **Save** to create a map or **Cancel** to close the window. If choose to **Save**, *a Windows Explorer window opens to specify a file name for the exported map.* As with the .zip file export described in the previous section, GUPS automatically saves all exported map files in the same output directory (e.g., H:\GUPSGIS\gupsdata\PSAP20\output), but participants can change the destination folder to their preference.

8.4.2.8 Add Imagery Button

The **Add Imagery** button adds imagery to the GUPS map view. An internet connection is required. **Table 26** includes information for executing this button.

IMPORTANT: The Census Bureau strongly encourages participants to utilize this tool in order to visualize the boundaries of the statistical geographies and orient participants to the area under review.

Table 26: Add Imagery Button

Step	Action and *Result*
Step 1	Click the **Add Imagery** button. 
Step 2	Participants choose to add USGS or Esri imagery. 
Step 3	After selecting imagery, it appears in the **Map View** beneath the displayed geographies.  **Note:** The Census Bureau requests the use of imagery in order to provide the visual reference necessary to orient participants and to initiate any changes to the statistical geographies.

8.4.3 Manage Layers Toolbar

The **Manage Layers toolbar**, shown below in **Figure 17**, supplements the **Add Imagery** button within the **PSAP toolbar**. It offers additional QGIS functionality that allows participants to import their own imagery, geodatabase, web mapping service, or other data layers into the GUPS. **Table 27** describes these buttons, but for exact detail on the functionality refer to the QGIS website provided in **Part Two**.

Figure 17. Manage Layers Toolbar

Table 27: Manage Layers Toolbar Buttons

Button	Name	Function / Description
	Add Vector Layer	Click the **Add Vector Layer** button to add shapefile and geodatabase files to the GUPS project.
	Add Raster Layer	Click the **Add Raster Layer** button to add raster datasets such as imagery to the GUPS project.
	Add SpatialLite Layer	Click the **Add SpatialLite Layer** button to add data from a SpatialLite database.
	Add PostGIS Layers	Click the **Add PostGIS Layers** button to add data from a PostGIS layer, a MSSQL spatial layer, a DB2 spatial layer, or an Oracle spatial layer.
	Add WMS/WMTS Layer	Click the **Add WMS/WMTS Layer** button to add data from Web Mapping Services (WMS), Web Mapping Tile Services (WTMS), or from ArcGIS MapServer. GUPS supports publicly accessible and secured map services.
	Add WCS Layer	Click the **Add WCS Layer** button to add data from Web Coverage Services, which provide access to raster data useful for client-side map rendering.
	Add WFS Layer	Click the **Add WFS Layer** button to add data from Web Feature Services or from ArcGIS FeatureServer.
	Add/Edit Virtual Layer	Click the **Add/Edit Virtual Layer** button to add or edit a virtual layer. PSAP does not use.
	New Shapefile Layer	Click the **New Shapefile Layer** button to create a new shapefile layer or new temporary scratch layer. This button is inactive and not useful for PSAP.

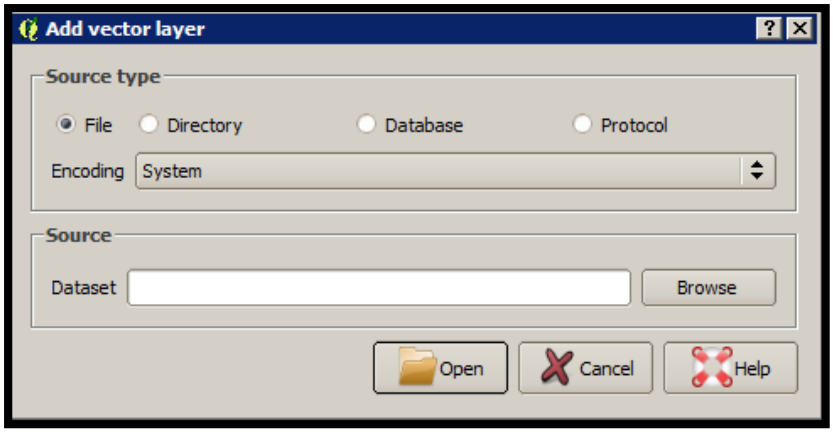
GUPS supports vector data in a number of formats, including those supported by the OGR library data provider plugin, such as ESRI shapefiles, MapInfo MIF (interchange format), and MapInfo TAB (native format). It also supports PostGIS layers in a PostgreSQL database and SpatiaLite layers. Additional data provider plugins provide the support for additional data types (e.g., delimited text).

Participants may only upload one participant-provided data layer at a time. Participants with multiple data layers to upload must work with one and close it before loading another. Below are the steps to import the most commonly used data formats.

8.4.3.1 Add Vector Layer Button

The **Add Vector Layer** button described in **Table 28** allows participants to add shapefile or geodatabase data layers.

Table 28: Add Vector Layer Button

Step	Action and *Result*
Step 1	Click the **Add Vector Layer** button on the Manage Layers toolbar.  *The **Add Vector Layer** dialog box opens.* 
Step 2	In the **Encoding** drop-down menu, the default value is **System**. *If an error message is received, use the drop-down to select UTF-8.*
Step 3	Click the **Browse** button in the **Source** section to navigate to the folder and locate the shapefile or geodatabase to select. Click the filename to populate the **Dataset** field.
Step 4	Click the **Open** button to add the shapefile/geodatabase to the **Table of Contents** and to the **Map View** window and **Table of Contents**.

8.4.3.2 Add WMS/WTMS Layer Button

The **Add WMS/WTMS Layer** button allows participants to load data from a web mapping service, web mapping tile service, or ArcGIS MapServer. **Table 29** describes the steps for using the button below.

Table 29: Add WMS/WTMS Layer Button

Step	Action and *Result*
Step 1	Click the **Add WMS/WMTS Layer** button on the **Manage Layers toolbar**. Dependent on the service selected, either t*he **Add Layer(s) from a WM(T)S Server** or the **Add ArcGIS MapServer Layer** dialog box opens*. This example depicts adding a WMS.
Step 2	Select the WMS to add. Click the **Layers** tab and click the **New** button under the tab. *The **Create a new WMS Connection** dialog box opens*.
Step 3	In the **Name** field, type a name for the web mapping imagery service. In the **URL** field, type (or copy/paste) the URL for the service. If the service requires a user name and password, type them in the fields provided. Click **OK**. *The service adds to the drop-down menu for web mapping services appearing just below the **Labels** tab*. **Note:** If working inside a firewall, the system may prompt for a user name and password to obtain resources from outside the firewall.

Step	Action and *Result*
Step 4	Select the imagery service from the drop-down menu. The available layers appear in the **ID/Name/Title/Abstract** box.
Step 5	Click on the layer to display, then click the **Add** button to add the service to the **Table of Contents** and to the **Map View** window. **Note**: The WMS displays on top of the other layers selected in the **Map View**, but participants can move it by clicking the WMS layer and, while holding down the mouse button, dragging it to the bottom of the **Table of Contents**.

If participants do not have access to a web mapping service, have a poor Internet connection, or work under a restrictive firewall, they can still add other types of imagery files to GUPS (e.g., a county or state imagery dataset). The **Add Imagery** button automatically links to the USGS and Esri imagery. **Table 26** discusses its use.

8.4.3.3 Add Raster Layer Button

The **Add Raster Layer** button allows participants to add imagery files they may have on their own system. **Table 30** covers the few steps necessary to add raster data, i.e., imagery files.

Table 30: Add Raster Layer Button

Step	Action and *Result*
Step 1	Click the **Add Raster Layer** button on the Manage Layers toolbar. *The **Open a GDAL Supported Raster Data Source** dialog box opens.*
Step 2	Navigate to the folder on the computer (or network) where the imagery file is stored.
Step 3	Select the file and click **Open**. *The file loads into the GUPS*.

PART THREE: USING GUPS FOR 2020 CENSUS PSAP

This portion of the Respondent Guide includes guidance for the use of GUPS to conduct PSAP review from either the 2020 proposed plan or the 2010 geographies. It provides specific instructions for using the GUPS tools to review and perform updates on the relevant geographies. The methods for reviewing and updating boundaries for census tracts, block groups, and CCDs are the same.

The next three chapters cover the following content:

Chapter 9. Review and Update of PSAP Geographies

- Guidance for the review PSAP geographies.
- Instruction for the update of each of the four standard PSAP geographies.
    - Census tracts.
    - Block groups.
    - Census designated places (CDPs).
    - Census county divisions (CCDs).

Chapter 10. Validate Data and Prepare Files for Submission

- Instructions for using the GUPS review tools to validate data.
    - PSAP Criteria Review Tool.
    - Geography Review Tool.
    - Review Change Polygon Tool.
- Instructions to prepare files for submission.
    - Export .zip files to share.
    - Export .zip files to submit.

Chapter 11. Secure Web Incoming Module (SWIM)

- Instructions to establish account.
- Instructions to submit files.

CHAPTER 9. REVIEW AND UPDATE OF PSAP GEOGRAPHIES

The Census Bureau requests participants evaluate land use characteristics and settlement patterns to make informed decisions to resolve any issues with existing statistical geographies. The Census Bureau recommends using two primary datasets within GUPS to perform the PSAP review: the edges layer to determine the type of linear features used for boundaries and aerial imagery to clarify questions on land use and settlement patterns.

A linear feature in the edges layer can be visible, such as a road or a shoreline, or non-visible, such as the legal limits of a city or a parcel property line. Linear features are coded by type in the MAF/TIGER database with an 'MTFCC', a 5-digit alphanumeric string such as 'S1400' (Local Road) or 'H3010' (Stream/River), and are named where applicable (e.g. 'Harley Ave.' or 'Little Bend River'). While review is subjective, normalizing the methods of evaluation and features for consideration help provide a framework for a consistent review and lays the foundation for consistently reviewed geographies.

Mentioned in **Table 26**, aerial imagery is a background layer that pulls tiles from either the National Agriculture Imagery Program (NAIP) or Esri into the extent of the working county in GUPS. The NAIP dataset originates from the USGS National Map Orthoimagery service. Both USGS and Esri imagery loads dynamically at the viewable scale in the QGIS map canvas. These images are typically one-meter resolution, with some areas having access to sub-foot resolution imagery and a few very remote places (typically interior Alaska) having coarser or even no available imagery. With each pixel in the image corresponding to one square meter of ground surface, determining land use classification through the presence or absence of vegetation, the type and distribution of structures through identification of roofs, and major landmarks such as stadiums is possible. At this resolution, participants are also able to verify placement of visible linear features in the edge layer in most cases.

As important as understanding the GUPS mechanics and the PSAP criteria, the basic concepts of utilizing imagery and understanding the linear features that comprise the statistical geographies is vital to a successful 2020 Census PSAP.

9.1 Review of PSAP Geographies

For 2020, the Census Bureau offers two approaches for the review and update of statistical geographies. Participants can review the 2020 proposed plan or they can review the 2010 geographies. The next two sub-sections describe each of these approaches in order for participants to decide which approach best fits their situation.

IMPORTANT: After reviewing the statistical geographies in GUPS and determining the update status of the materials, please complete the postcard (P-300) included with the delineation materials indicating whether changes are forthcoming. The receipt of this postcard assists the Census Bureau with planning for incoming submissions. The Census Bureau requests the return of this postcard within a month of receipt of the materials.

9.1.1 Review from the 2020 Proposed Plan

Though the Census Bureau generated the 2020 proposed plan to alleviate PSAP respondent burden, the 2020 proposed plan also serves as a means to encourage a thorough review and program participation. The two specific geographies, census tracts and block groups, comprise the 2020 proposed plans. No 2020 proposed changes are included for CDPs or CCDs. The Census Bureau anticipates proposed CDP changes will appear in the verification phase materials.

Be aware the Census Bureau used estimates (population and housing) to prepare the 2020 proposed plans. The Census Bureau encourages participants to review the proposed plan closely and update it based on their local knowledge, historical insight of the area(s), and other key factors of which they may only be aware.

To begin a review of the 2020 proposed plan, GUPS functionality facilitates comparison with the 2010 geography using the supplemental reference layers and symbolization when creating the GUPS project (e.g., "2010_Geographies" layers). Refer to **Appendix E**. for details on various supplemental sources that can assist participants during 2020 Census PSAP. The **Geography Review Tool Button** described in **Section 8.4.2.2** (to browse the 2020 layers) and a county level list of entities that have changed significantly from 2010 are leveraged during the review of the 2020 proposed geographies. To use these tools and data, after selecting the 2020 proposed plan when opening the **Modify Area Feature Button** detailed in **Section 8.4.2.1**, the Census Bureau suggests participants:

- Open the list of changed entities (e.g., psap20_proposed_changes_<SSCCC>.xlsx) described in **Section 1.1** outside of GUPS. Copy the first value in the TRACTCE field.
- In GUPS, open the **Geography Review Tool** and execute the following four steps:
  - Select "curtracts_STCOU" layer from the **Layer Name** drop-down menu.
  - Select "TRACTCE" from the **Column Name** drop-down menu. Paste the TRACTCE value copied from the list of changed entities Microsoft Excel file into the search field at the bottom of the screen and click the **Search** button.
  - Highlight the row with the TRACTCE value in the table view.
  - Click **Zoom**.
- Once located, click the Deselect Features from all Layers button from the Attributes toolbar.
- Scroll to the **2010_Geographies** layer in the **Table of Contents** and expand it by clicking the '**+**' to the left of the layer name.
- Check the "curtracts2010_STCOU" to display the 2010 census tract geography.
- Correct any changes made by Census Bureau based on local knowledge and experience by using the **Modify Area Feature** tool and repeat the process for every record with a TRACTCE value and an empty BLKGRPID value.
- Repeat the previous **Geography Review Tool** steps replacing census tracts for the block groups.
  - Copy the first value present in the BLKGRPID field from the list of changed entities file.
  - Select "blockgroups_STCOU" layer from the **Layer Name** drop-down menu.
  - Select "BLKGRPID" from the **Column Name** drop-down menu. Paste the BLKGRPID value copied from the list of changed entities into the search field at the bottom of the screen and click the **Search** button.
  - Highlight the row with the BLKGRPID in the table view.
  - Click **Zoom**.
- Once located, click the **Deselect Features from all Layers** button from the **Attributes toolbar**.

- Scroll to the **2010_Geographies** layer in the **Table of Contents** and expand it by clicking the '**+**' to the left of the layer name.
- Check the "blockgroups2010_STCOU" to display the 2010 block group geography.
- Correct any changes made by Census Bureau based on local knowledge and experience by using the **Modify Area Feature** tool and repeat the process for every record with a BLKGRPID value. No action is necessary if the change made by the Census Bureau is agreeable to the participant.

With all the changed census tracts and block groups reviewed, perform the following steps:

- Execute the **PSAP Criteria Review** tool to see any new threshold failures introduced by the participant updates
    - Begin with the census tracts. Review, edit, or justify the failures that are above the criteria thresholds and then those that are below thresholds. Conduct the same review for the block groups, then review and update the CDPs and finish with the CCDs.
- Execute the **Review Change Polygons** tool to review changes introduced by the participant and make additional adjustments if necessary.
- Execute the **Geography Review Tool** again to provide another overall review of the new or deleted entities, or the entities with boundary changes.

IMPORTANT: If a participant disagrees with a majority of the changes in the 2020 proposed plan or if they want to work fresh from the 2010 data, they MUST launch the **GUPS Data Settings** tool described in **Table 14** to execute a "Clean by Project" task. GUPS does not overwrite a working county that has begun review in GUPS. The initial launch of the **Modify Area Feature** tool sets the geography selection that cannot be reset without a "clean."

In addition to using the list of changed entities to focus a participants' review, an initial review of the curtracts2010_STCOU and blockgroups2010_STCOU layers is possible by visually reviewing the below minimum (red shading) and above maximum (green shading) geographies. "Normal" census tracts and block groups will be absent of shading. See **Figure 18** for a visual from the **Table of Contents** in county 48251 for 2010_Geographies.

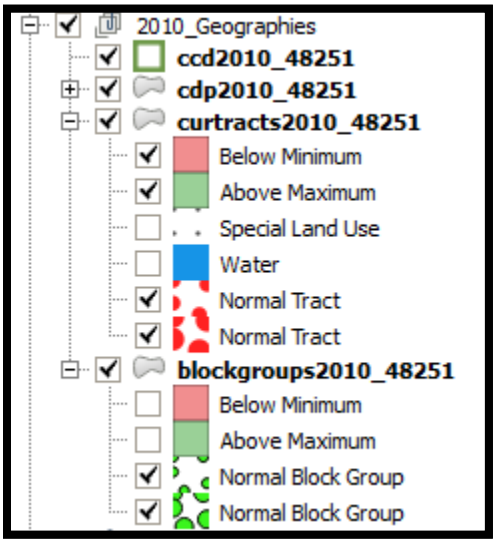


Figure 18. 2010 Geographies in the Table of Contents

Clearing the threshold failures (above maximum thresholds and below minimum thresholds of each of the statistical geographies) is the minimum required to participate in PSAP. If time permits, the Census Bureau encourages the review of all remaining geographies.

Once satisfied with the geographies, export the files for submission to the Census Bureau. **Chapter 10** within this part of the Respondent Guide describes the use of the aforementioned tools.

Note: Participants visualize the threshold failures in the **Map View** and in the **Table of Contents** depicted in red (below threshold criteria) and green (above threshold criteria).

9.1.2 Review from the 2010 Geographies

Beginning the PSAP review from the 2010 geographies instead of the 2020 proposed plan means that participants must resolve all threshold failures that exist within the working county, or provide justifications for not correcting the failures. As with a review and update from the 2020 proposed plan, clearing the threshold failures (above maximum thresholds and below minimum thresholds of each of the statistical geographies) is the minimum required to participate in PSAP. If time permits, a review of all of the statistical geographies is encouraged as a form of validation of the existing statistical geographies.

To begin a review of the 2010 geographies, the Census Bureau suggests participants use the **Modify Area Feature** tool, described in **Section 9.2.1**, to review and update the statistical geographies that do not meet the required thresholds (whether population and/or housing).

- Begin the review with census tracts. Review and update the failures that are above the criteria thresholds and then those that are below thresholds. Conduct the same review for the block groups, then review and update the CDPs and finish with the CCDs. Use the instructions mentioned in **Section 9.1.1** regarding a review of the 2010 layers to assist with locating the failing geographies or simply let the GUPS tools locate the problem geographies.
- Time permitting, review the boundaries of the statistical geographies.
- Execute the same three validation tools described in **Section 9.1.1**, the PSAP Criteria Review tool, the Review Change Polygons tool, and the Geography Review Tool.
- Once satisfied with the geographies, export the files for submission to the Census Bureau.

Section 9.2 details the various steps necessary for updating the four standard statistical geographies.

9.2 Update of PSAP Geographies

Once the decision on which version of geography to review is made, the update process can begin. The content in this section is prepared and presented from the perspective of making changes, regardless of the source of the geography. There may be some variance on functionality and guidance dependent on the source of the geography under review; i.e., review of 2020 proposed plan vs. review of 2010 geographies. Focus on the function of the tool, not the version of geography used to apply the change.

Although this section of the guide focuses on updating statistical geographies to meet criteria thresholds, there are some scenarios where it is better to maintain the existing geography regardless of any changes that may have occurred since the last decennial census. Some situations where this may be appropriate include the following:

- Existing special land use areas.
- Areas of seasonal or vacation housing (usually with skewed population and housing ratios).
- Ultra-high density urban areas with the inability for further splitting.
- Underlying problem with legal boundaries used as statistical boundaries.

9.2.1 Modify Area Feature Tool

The **Modify Area Feature** tool introduced in **Section 8.4.2.1** enables participants to apply a search filter to each PSAP geography to locate the entities that do not meet specified criteria such as below minimum, above maximum, water, special land use, and AIR/ORTL/Hawaiian Home Lands (HHL). It enables participants to perform specified actions such as merge, boundary change and split to entities to meet criteria and thresholds.

IMPORTANT: The Modify Area Feature tool is the main tool participants use to make changes to the statistical geographies. All of the upcoming sections in this chapter reference use of this tool.

Table 31 summarizes the different actions that the GUPS participant will be able to apply to each of the geographies as well as the filter options and definitions of the population and housing unit criteria.

Table 31: Modify Area Feature Actions by Statistical Geography

Geography	Action	Filter Options	Population and Housing Units Criteria	Change Types
Census tract	Merge, Boundary Change, Split by Block Group, Split by Face, and Change Attribute.	No filter, Below Minimum, Above Maximum, Water, Special Land Use	Census tract is BELOW the minimum population (<1,200) OR housing unit (< 480) threshold. Census tract is ABOVE the maximum population (> 8,000) or housing unit (> 3,200) threshold.	**M** for Merge, **B** for Boundary Change, **E** for Split, and **G** for Attribute Change. These codes manifest most notably in the **Review Change Polygons** tool.
Block group	Merge, Boundary Change, Split, and Change Attribute	No filter, Below Minimum, Above Maximum	Block group is BELOW the minimum population (<600) OR housing unit (< 240) threshold. Block group is ABOVE the maximum population (> 3,000) or housing unit (> 1,200) threshold.	**M** for Merge, **B** for Boundary Change, **E** for Split, and **G** for Attribute Change. These codes manifest most notably in the **Review Change Polygons** tool.
Census designated place (CDP)	Boundary Change, New District, and Change Attribute	No filter, Below Minimum	None, but must contain some population, housing units, or both.	**B** for Boundary Change, **E** for New District (CDP), **G** for Attribute Change, and **X** for Deleted CDP.

Geography	Action	Filter Options	Population and Housing Units Criteria	Change Types
				These codes manifest most notably in the **Review Change Polygons** tool.
Census county division (CCD)	Merge, Boundary Change, New District, and Change Attribute	The Filter option section does not exist for CCDs	None, but since comprised of census tracts the housing and population totals mimic those of that geography.	**M** for Merge, **B** for Boundary Change, **E** for New District (CCD), and **G** for Attribute Change. These codes manifest most notably in the **Review Change Polygons** tool.

Note: The **Change Attribute** choice is not within the **Action** drop-down menu, but appears within the **Modify Area Feature** tool window above the **Information** section after a participant selects the **Geography** and **Action**.

9.3 Census Tract Update Instructions

A century of census tract use, along with the ACS and the averaging of sample data for tracts over a five-year span, has shown that continuity and comparability in tracts and their boundaries over time are of considerable importance to data users. Pursuant to this goal, the Census Bureau requests that where a census tract must be updated, for example to meet the minimum or maximum population or housing unit thresholds, that the outer boundaries of the tract not be changed, but rather that a tract be split into two or more tracts, or merged with an adjacent tract. Over time, the Census Bureau developed a set of standards to guide the establishment and revision of census tracts. These practices and rules promote census tract consistency nationwide, and serve to meet local needs for small-area data.

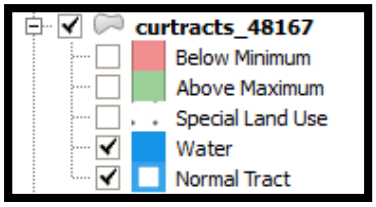
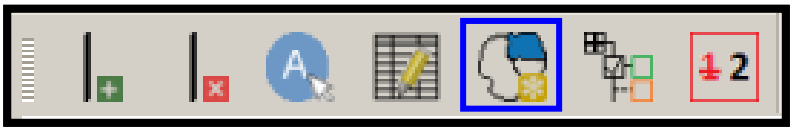
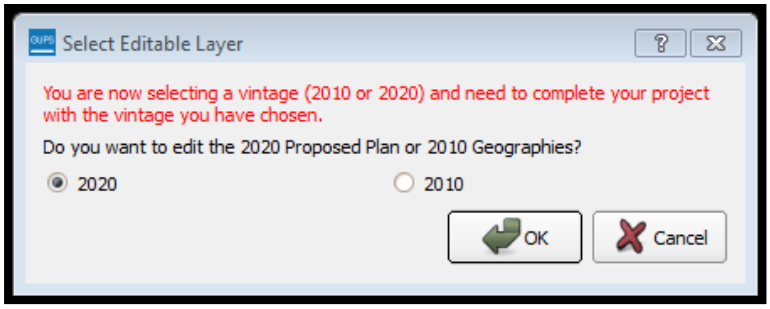
For 2020 Census PSAP, participants can split census tracts, either by using whole block groups or by using individual faces (areas). They can merge census tracts and change census tract boundaries, where the boundary has become errant. The Census Bureau discourages drastic changes to tract boundaries (that is, “retracting”), except in specified circumstances, which the Census Bureau will review on a case-by-case basis. It is not the recommended to modify the external boundary of a census tract to resolve a threshold problem.

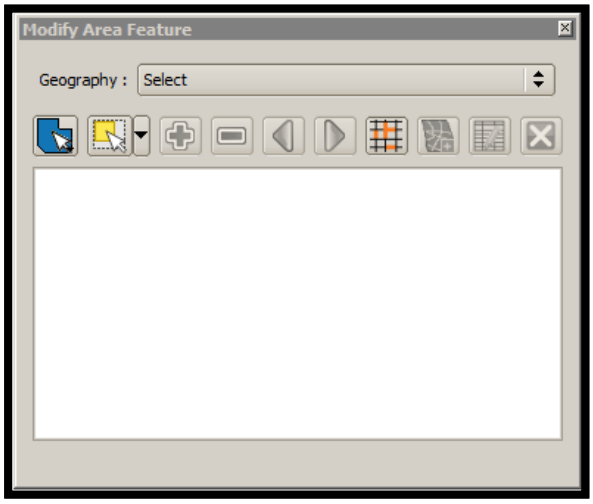
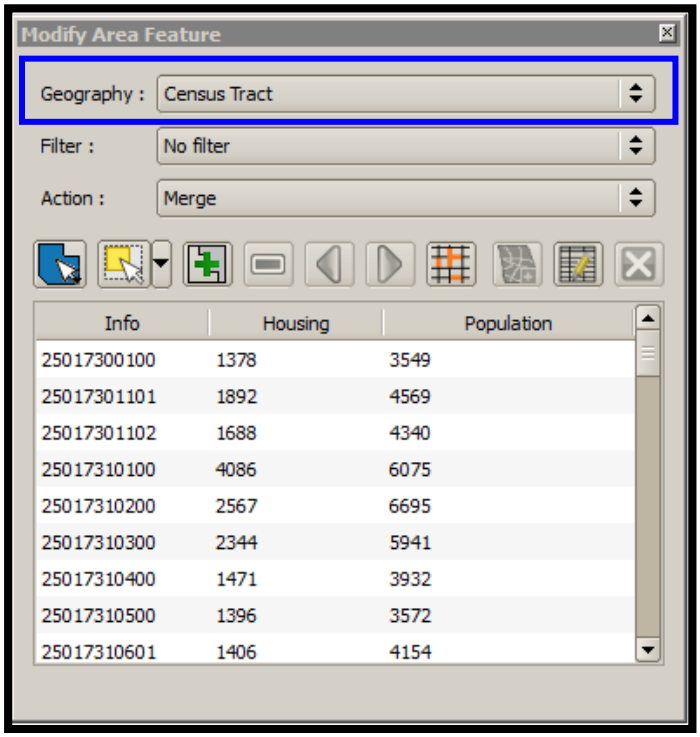
9.3.1 Select Census Tracts

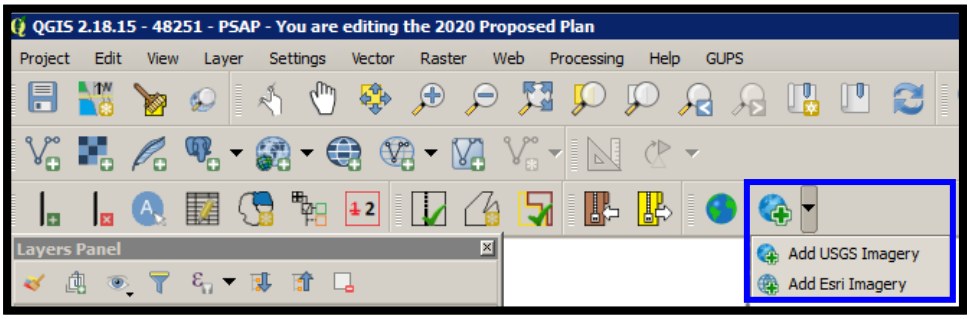
Participants can change and modify census tracts, which modifies block groups automatically. Steps to select census tracts are included in **Table 32**.

Table 32: Select Census Tracts

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.

Step	Action and *Result*
Step 2	*Once loaded, GUPS displays all the data layers on the **Map View** formatted with color, style and labels.* For this example, the "curtracts" is the Census Tract layer, has five different categories: Below Minimum and Above Maximum (both based on the total population and number of housing units); Special Land Use; Water; and Normal Tract.  GUPS uses assorted colors to classify the census tracts by housing units and population counts. The red fill indicates census tracts below minimum housing units and population counts. The green fill indicates census tracts above the maximum thresholds. The census tracts with no fill are "Normal Tracts" within the thresholds desired by the PSAP program. The entities grouped under Below Minimum and Above Maximum category require local knowledge of the land use, housing units' type and population characteristics. Participants are required to further review and either apply the necessary actions to change entities using the Census requirements and guidelines. If no action is applied, participants must provide a Justification to maintain the entity.
Step 3	Click the **Modify Area Feature** button to start editing the layers within the selected county. 
Step 4	The **Select Editable Layers** window appears to choose the vintage to edit. The 2020 vintage is stored in the 2020 Proposed Plan. The 2010 vintage is stored in the 2010 geographies. Select the vintage radio button and then click **OK** button.  **Note:** This action occurs with the initial launch of the **Modify Area Feature** tool in the working county. This menu does not reappear with subsequent launch of the tool.

Step	Action and *Result*
Step 5	The **Modify Area Feature** dialog box displays in the center of the screen.  The Census Bureau suggests participants move the **Modify Area Feature** window to the upper left corner of the **Map View**. Moving the window allows the participant to have a full view of the map.
Step 6	Within the **Modify Area Feature** window, click the **Geography** drop-down menu to select **Census Tract**.  Regardless if participants selected 2020 vintage or 2010 vintage as the editable layer they should start reviewing and editing first, the Census Tracts layer with above maximum population counts or housing units. Second, the Census Tracts layer with below minimum population counts or housing units. Third, the Block Groups layer with above maximum population counts or housing units. Fourth, the Block Groups layer with below minimum population counts or housing units. Then the participants can move to reviewing the CDPs and the CCDs.

Step	Action and *Result*
Step 7	As noted earlier in **Section 8.4.2.8**, the Census Bureau strongly encourages the use of imagery to review and update the geographies. To enable imagery, click the **Add Imagery** button and choose the imagery source to display in the **Map View**.  *Once selected the imagery displays in the **Map View**.*

9.3.2 Split Census Tracts by Block Group

To resolve the census tracts above the maximum threshold, participants can split census tracts by block group within the failing census tract. Splitting by block group is the first preference for splitting a census tract because it retains the boundaries of the new tract on features already in use for statistical geographies (block groups). See **Figure 19** for an example that depicts three total block groups, one split from the other two to form a new census tract.

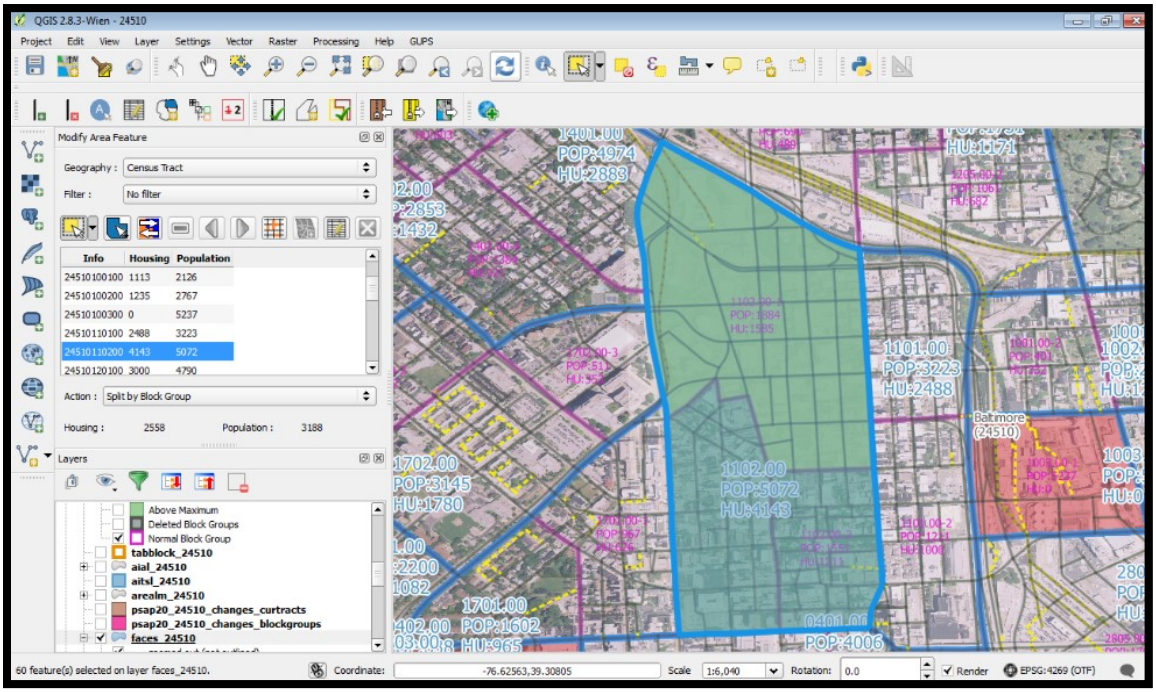
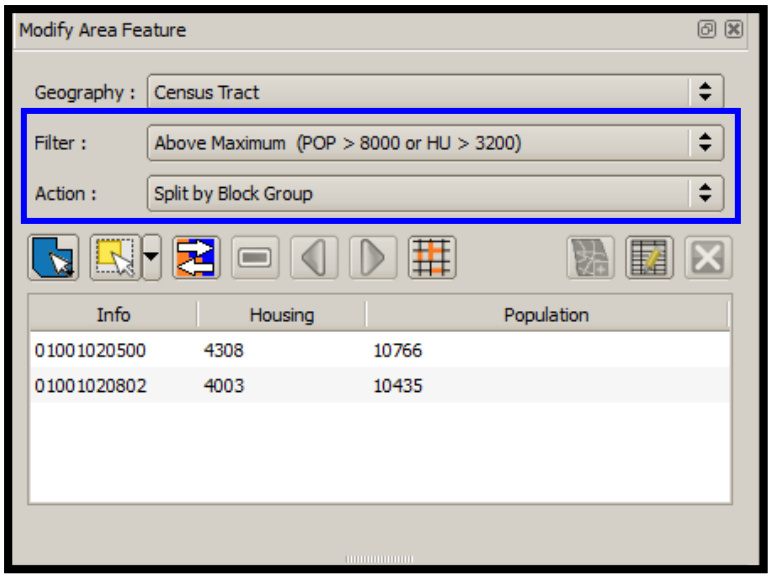
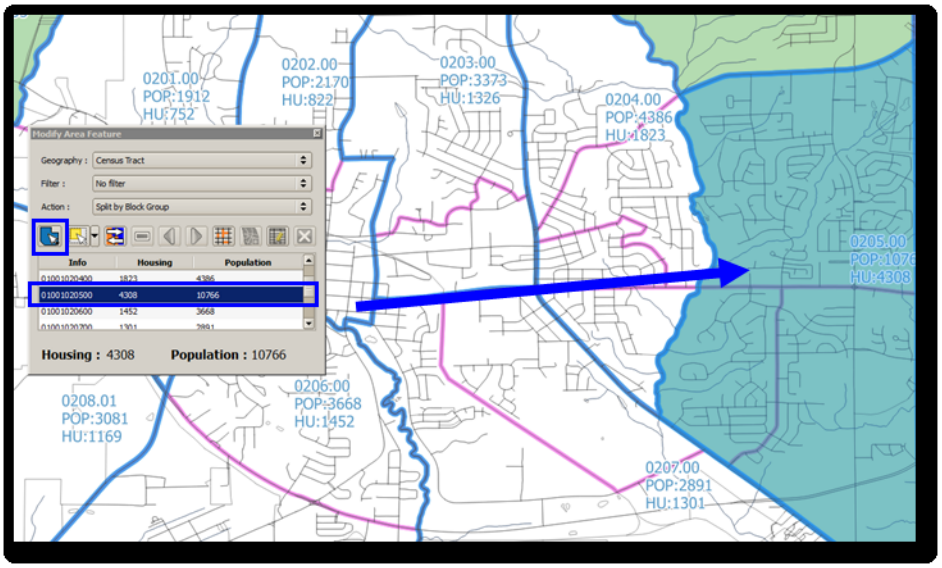
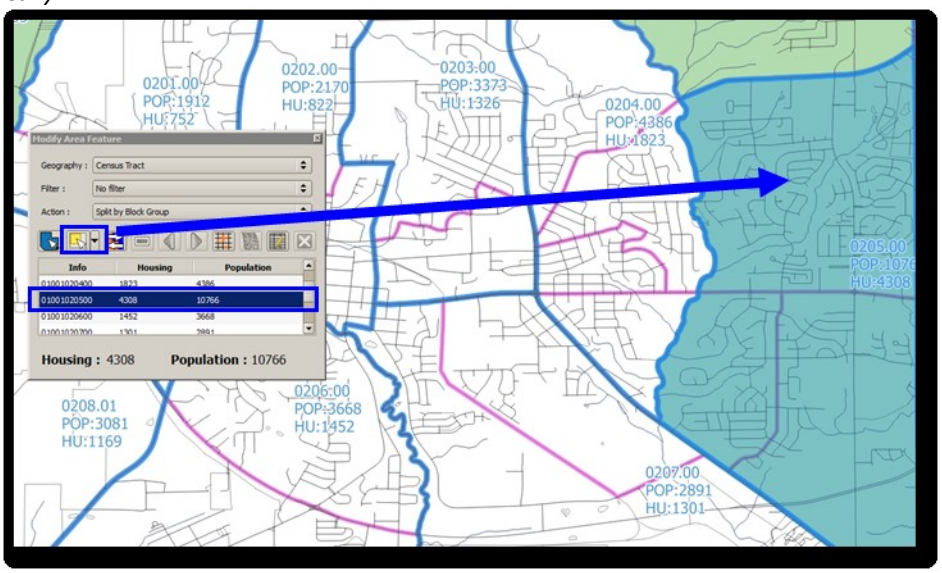
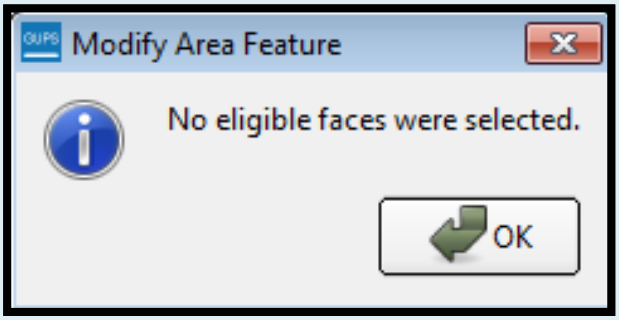


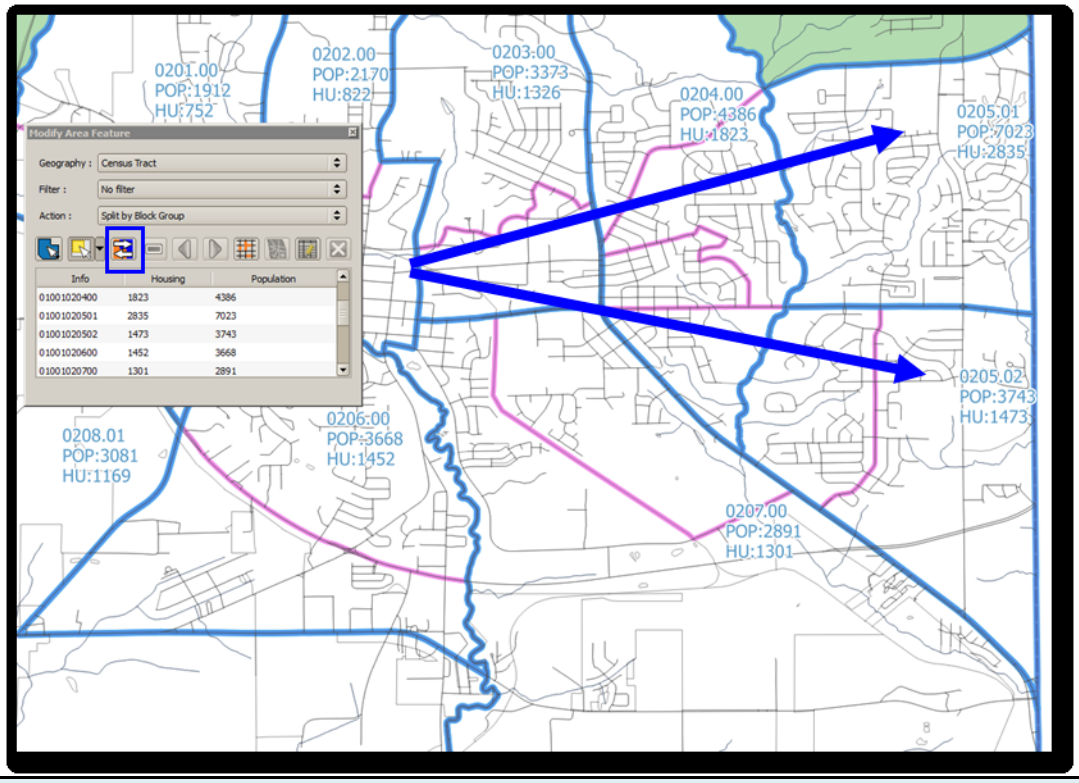
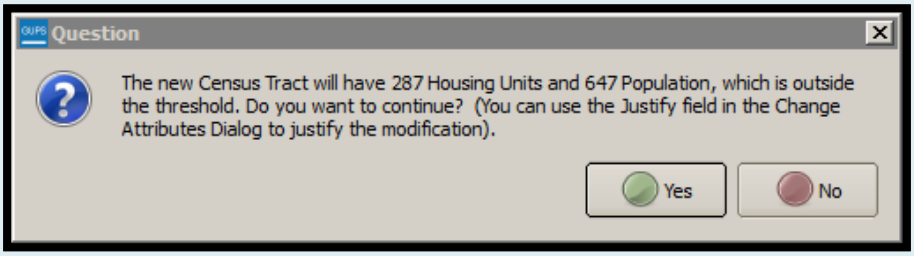
Figure 19. Splitting a Census Tract by Block Group Example

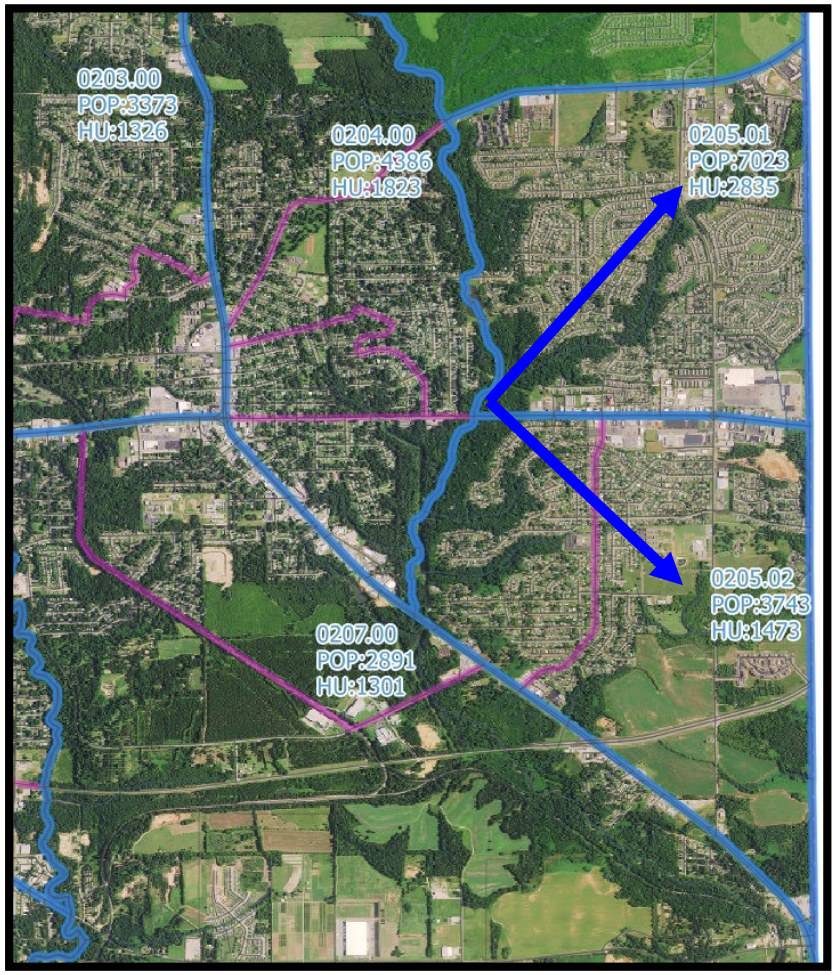
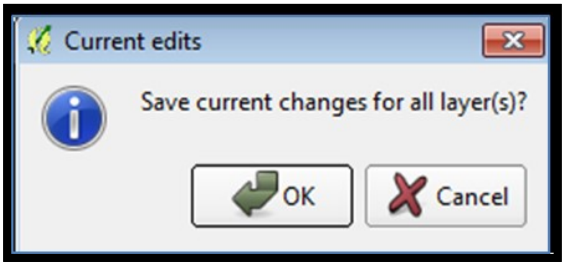
Table 33 explains the steps to split a census tract by block group(s).

Table 33: Split Census Tracts by Block Group

Step	Action and *Result*
Step 1	Follow steps from **Table 32: Select Census Tracts** to open the project and select a census tract for editing.
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Above Maximum (POP > 8000 or HU > 3200)**. *This selects all census tracts that have more than the maximum number of housing units or total population*. Change the **Action** drop-down to **Split by Block Group**. *This allows participants to split the census tract by block group(s).* 
Step 3	Click **Select Target Area** button and click on the map to select a census tract OR double click to select a census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected census tract to review for potential splitting and highlights it in light blue/green color*.  *The housing and population totals displays on the bottom of the **Modify Area Feature** tool.*

Step	Action and *Result*
Step 4	Click the **Select Features by Area** button with a single click on the **Map View** to select a single block group. Hold down the Ctrl key on the keyboard and then click to select additional block groups as needed. Participants can also click the **Map View** and drag the mouse to select multiple block groups**.** *The selected block group(s) highlight and the housing units and population numbers change dynamically.*  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**
	Participants are only able to select block group(s) within the highlighted census tract. *Selecting block group(s) outside the highlighted area will result in an error message.*  Click **OK** to dismiss the error and continue.

Step	Action and *Result*
Step 5	If the selected block groups generate a valid new census tract, click the **Split by Block Group** button to create two new census tracts. 
	If a **Question** window displays showing that the selection is outside the threshold of acceptable ranges, participants need to either justify this threshold violation or select additional geographies to meet the required threshold. Click **YES** if satisfied with new census tracts. Click **NO** if not satisfied and would like to revise. 

Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS created the new census tracts with new census tract numbers. If completed successfully, the two new tracts have no shading (no red or green) unless they fall outside the acceptable ranges of population or housing unit counts. *This step depicts imagery.*  To reverse the split, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

9.3.3 Split Census Tract by Face

To resolve the census tracts above the maximum threshold, participants can split census tracts by faces within the failing census tract instead of by entire block groups. Locate the definition of faces in **Appendix A.** . When there is only one block group in a tract or where the block groups do not reflect distinct land use areas, selecting a split by faces is preferred.

When using this method for splitting a census tract, there are two considerations. First, determine if there are clear land use distinctions within a tract (e.g., single-family homes on one side of the tract and multi-family apartments on the other). Conversely, there may be no significant difference in the land use or land use may not be the primary consideration because of overriding historical or linear feature factors. Either way, identifying a significant, visible, relatively permanent feature to use to split is important. See **Appendix G.** for information regarding acceptable features for use in splitting tracts. See **Figure 20** that depicts the same tract shown in **Figure 19**, but with the split using faces rather than block groups.

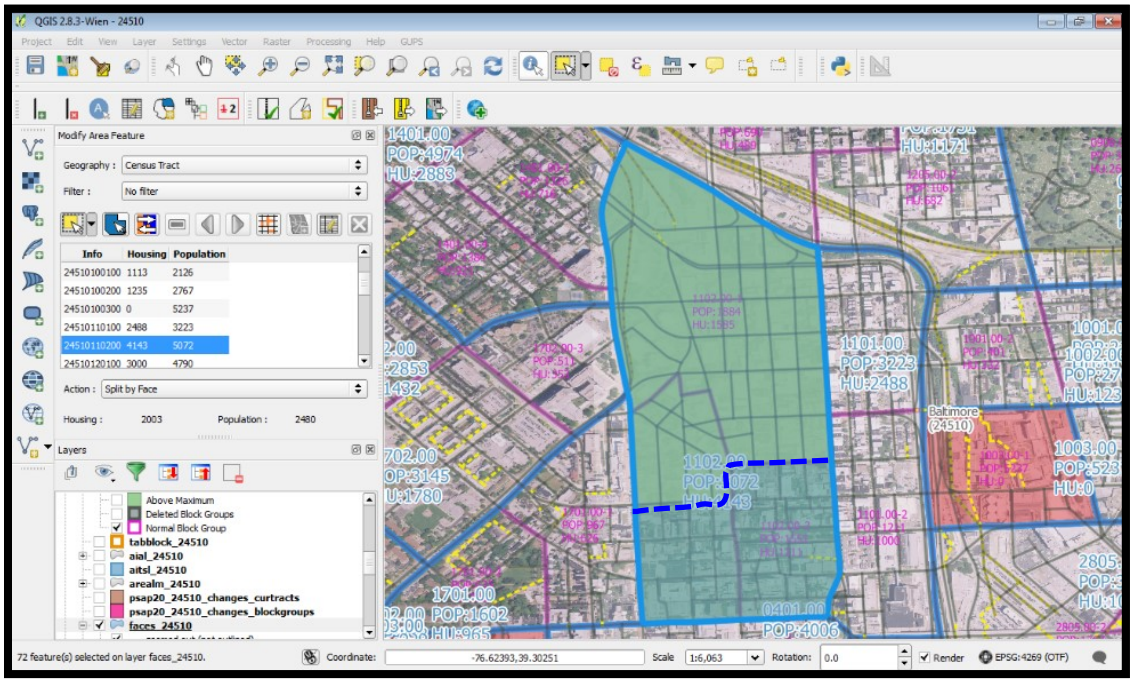
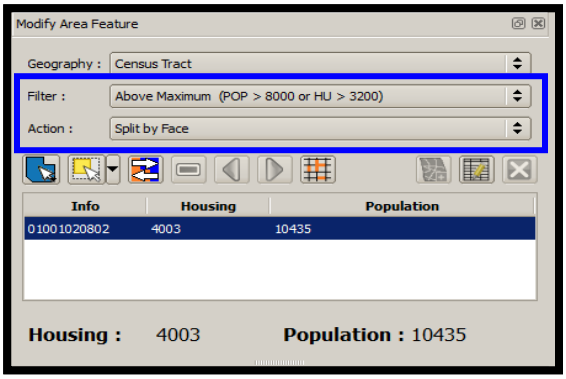
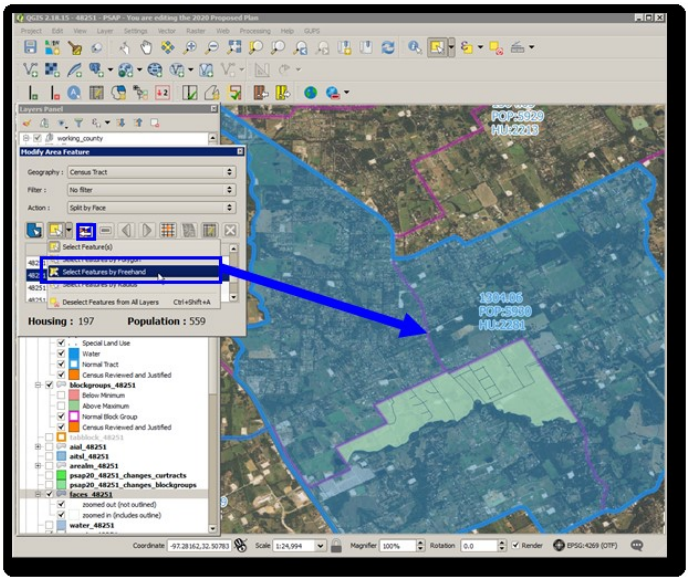


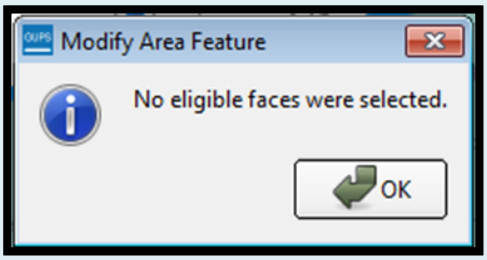
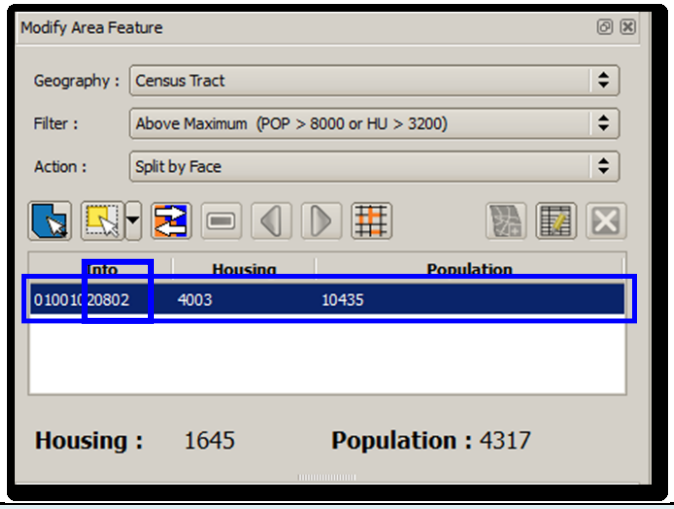
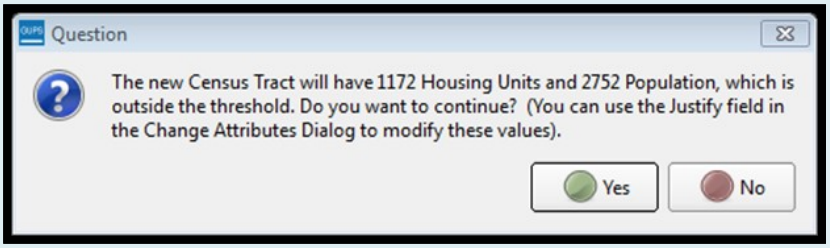
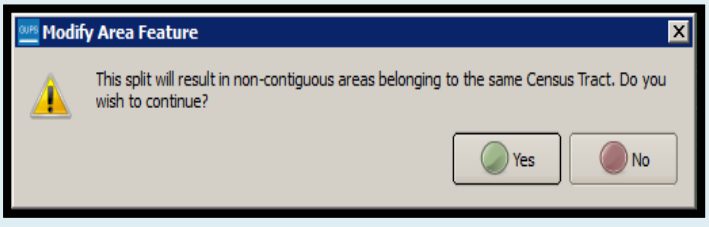
Figure 20. Splitting a Census Tract by Face Example

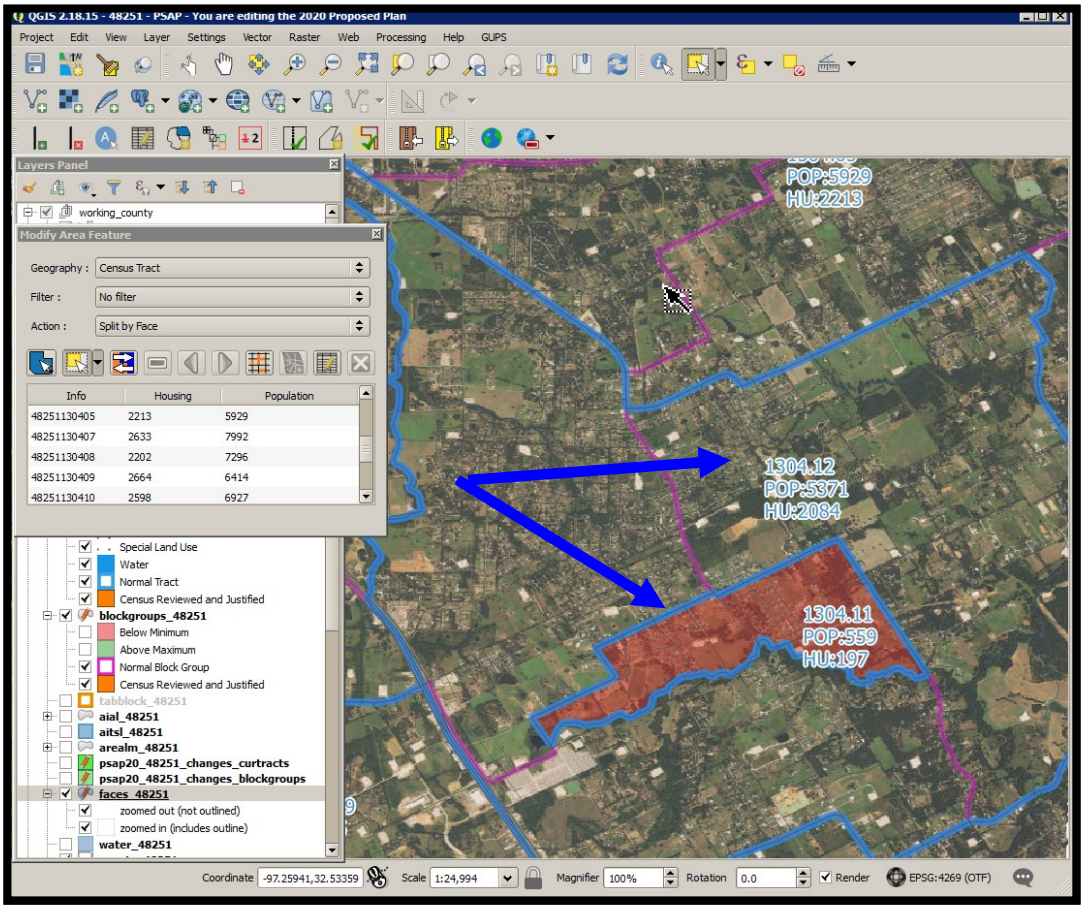
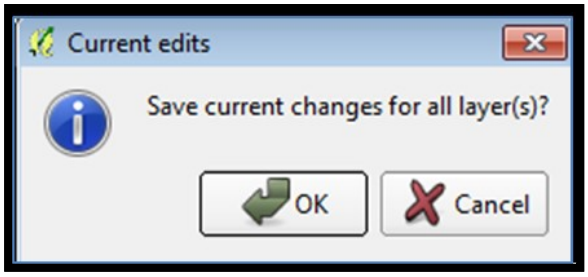
Table 34 explains the steps to split a census tract by faces.

Table 34: Split Census Tract by Face

Step	Action and *Result*
Step 1	Follow steps from **Table 32: Select Census Tracts** to open the project and select a census tract for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Above Maximum (POP > 8000 or HU > 3200)**. *This selects all census tracts that have more than the maximum number of housing units or total population*. Change the **Action** drop-down to **Split by Face**. *This allows participants to split the census tract by faces (areas).*  *The housing and population totals displays on the bottom of the **Modify Area Feature** tool.*
Step 3	As with the **Split by Block Group** step, click **Select Target Area** button and click on the map to select a census tract OR double click to select a census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected census tract to review for potential splitting and highlights it in light blue/green color*.
Step 4	Click the **Select Features by Freehand** button to select the faces (areas) to split the census tract. Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area or simply let go of the left. *The selected faces highlight with a yellow/green shade*. Hold the Ctrl key on the keyboard and single click to select and add any missing faces. Also, hold the Ctrl key and single click to unselect unnecessary selected faces. The use of the Shift key may also prove beneficial when adding to an existing set of faces, as it works similarly to the Ctrl key. *This step depicts imagery*.  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**

Step	Action and *Result*
	Participants are only able to select faces (areas) within the highlighted census tract. *Selecting faces outside the highlighted area will result in an error message.* 
Step 5	If the selected faces generate a valid new census tract, click the **Split by Face** button to create two new census tracts. 
	If a **Question** window displays showing that the selection is outside the threshold of acceptable ranges, participants need to either justify this threshold violation or select additional geographies to meet the required threshold. Click **YES** if satisfied with new census tract. Click **NO** if not satisfied and would like to revise. 
	If a **Question** window displays showing that the split will result in noncontiguous areas belonging to the same census tract, participants need to either select **Yes** to continue and fix the non-continuous areas or select again to make sure all necessary faces are selected. 

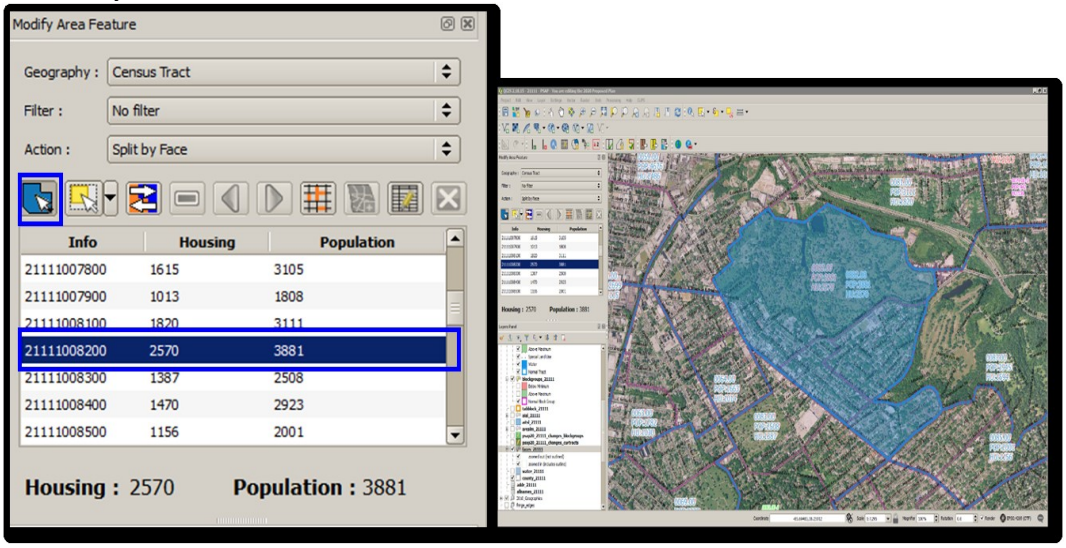
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS created the new census tracts with new census tract numbers. If completed successfully, the two new tracts have no shading (no red or green) unless they fall outside the acceptable ranges of population or housing unit counts. *This step depicts imagery*.  To reverse the split, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

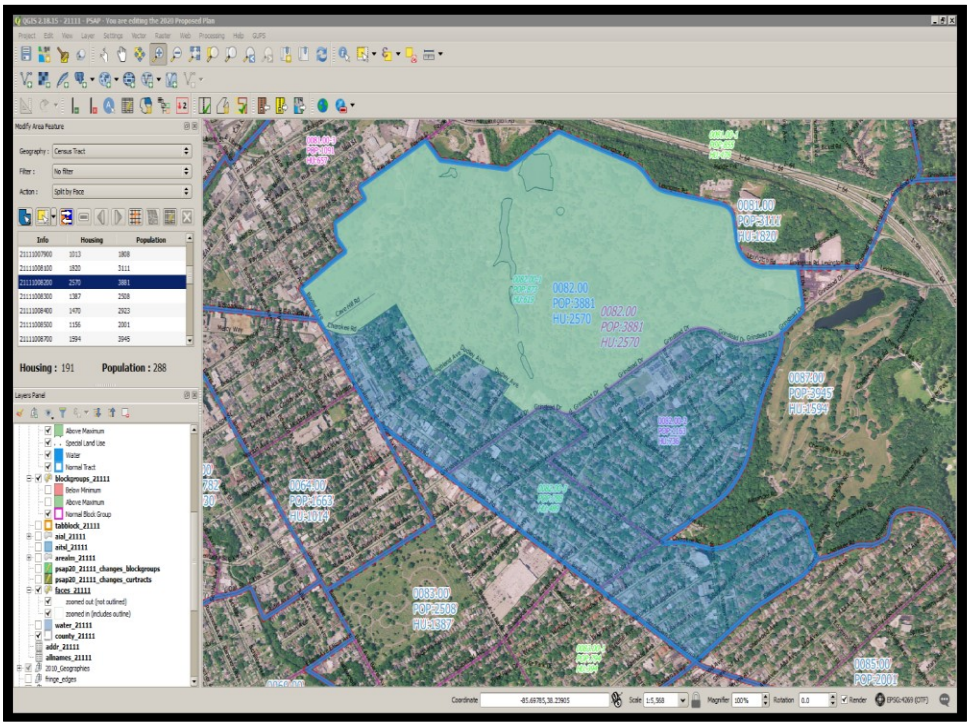
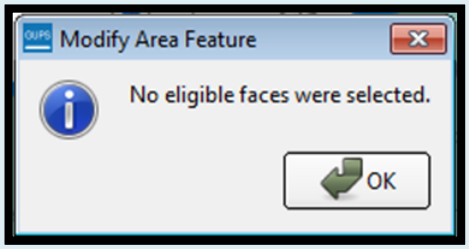
9.3.4 Creating a Special Use Census Tract

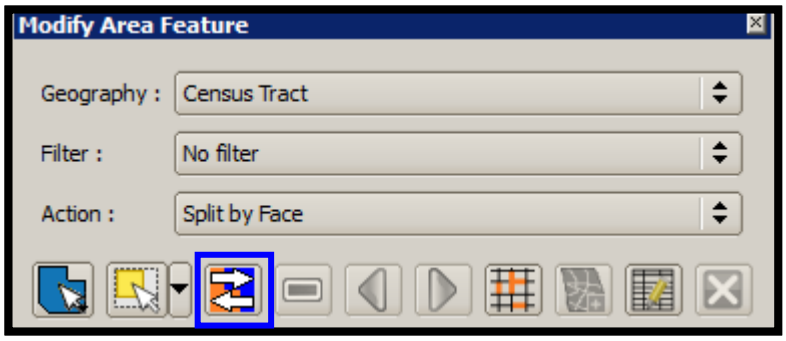
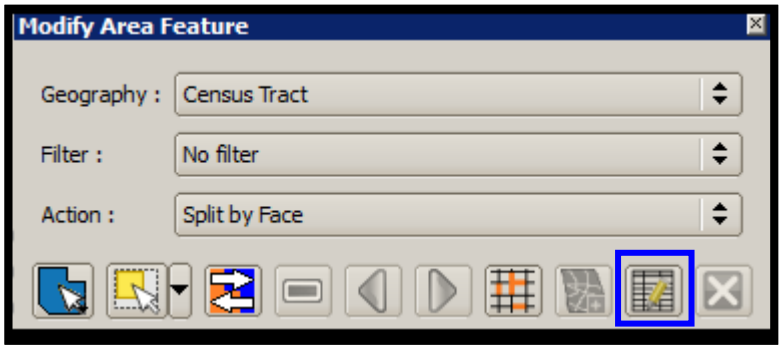
Participants may create special use census tracts for large land areas that exclude housing units or population (e.g., large public parks, forests, large bodies of water, airports). These may also include geographic areas characterized by unique populations (e.g., prisons or universities). Special use census tracts are optional. If delineated, they must be designated with a specific type of special use, have an official name, and ideally have no residential population or housing units (or at the least meet all the minimum population and housing thresholds for a special use census tract. They also must not create noncontiguous census tracts. Participants, along with the Census Bureau, decide if the presence of a special use census tract would be useful to help provide high quality, statistical data. Refer to **Chapter 1** for the special use census tract criteria and detailed threshold information. Review **Table 35** for an example of using GUPS tools to create a special use census tract.

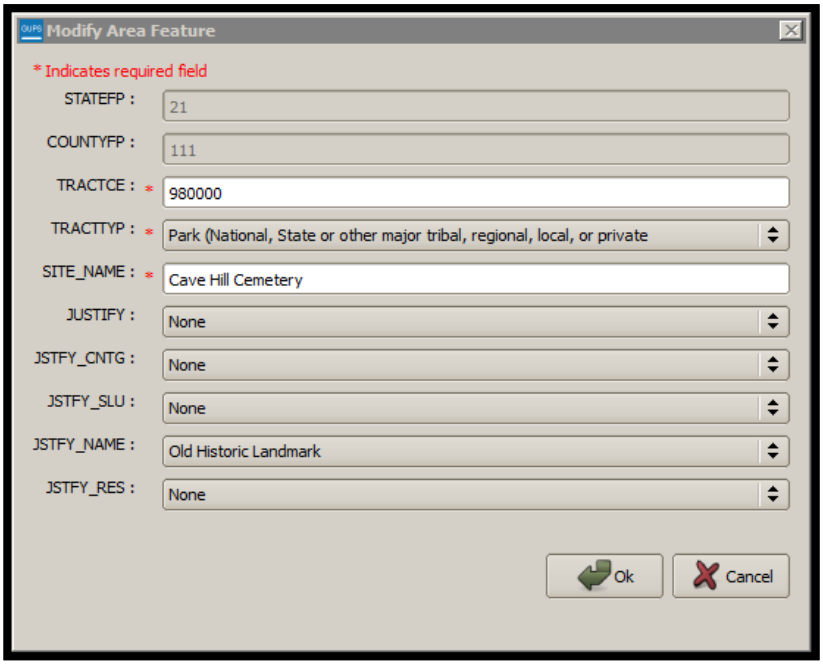
Note: As with special use census tracts, refer to **Chapter 1** for the special use block group criteria and detailed threshold information. Special use block groups are coextensive with special use census tracts. Special use block groups can exist within standard census tracts if there is not enough population or housing to support a special use census tract.

Table 35: Creating a Special Use Census Tract

Step	Action and *Result*
Step 1	As with the **Split Census Tract by Face** example, click **Select Target Area** button and click on the map to select a census tract OR double click to select a census tract from the **Info** column within the **Modify Area Feature** window.  *The **Map View** zooms to the selected census tract to review for potential splitting and highlights it in light blue/green color.*
Step 2	Ensure the **Action** field is **Split by Face**.

Step	Action and *Result*
Step 3	Click the **Select Features by Freehand** button to select the faces (areas) to split the census tract. Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area. *The selected faces highlight with a yellow/green shade*. Hold the Ctrl key on the keyboard and single click to select and add any missing faces. Also, hold the Ctrl key and single click to unselect unnecessary selected faces. The use of the Shift key may also prove beneficial when adding to an existing set of faces, as it works similarly to the Ctrl key. *This step depicts imagery*. 
	Participants are only able to select faces (areas) within the highlighted census tract. *Selecting faces outside the highlighted area will result in an error message.* 

Step	Action and *Result*
Step 4	If the selected faces generate a valid new special use census tract, click the **Split by Face** button to create two new census tracts. *The new special use tract appears below.*  
Step 5	Click the **Change Attributes** button in the **Modify Area Feature** window. 

Step	Action and *Result*
Step 6	Change the **TRACTCE** field to a valid special use census tract number (e.g., first two digits begin with 98xx). *This example uses 980000 since there are no other special use census tracts in this working county*. Enter a **SITE_NAME** that represents the name of the special use area. *This example uses Cave Hill Cemetery.* Enter a justification (up to 150 characters) for the use of the name in the **JSTFY_NAME** field. *This example uses Old Historic Landmark.*  Click **OK** to accept the modifications.
Step 7	Click the **Save** button to save the edits and update the project.

9.3.5 Merge Census Tracts

To resolve the census tracts below the minimum threshold, participants perform a merge action. Merging tracts of the same code series is the preferred approach (e.g., merge adjacent census tracts 1200.01 and 1200.02 instead of merging 1200.01 with adjacent census tract 2000). This is the best method for maintaining historical comparability between censuses. Census tracts in the same code series increment their coding by suffix (the final two digits), while tracts merged outside of the same series increment by the next available tract code in the county, with a default .00 suffix. See **Figure 21** for a visual of this description.

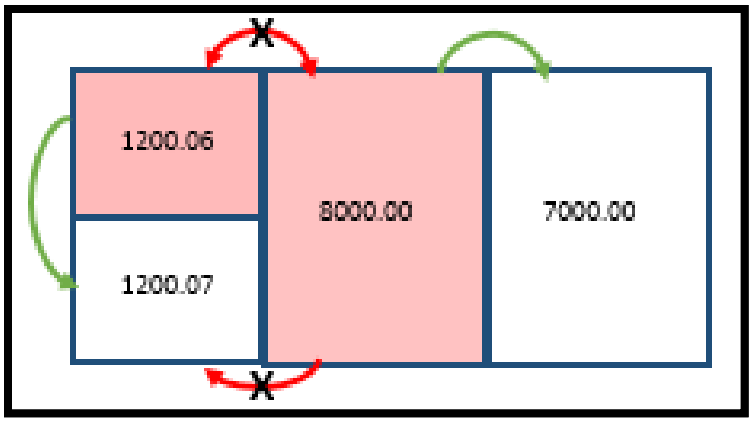


Figure 21. Merging Census Tracts within Same Code Series Visual

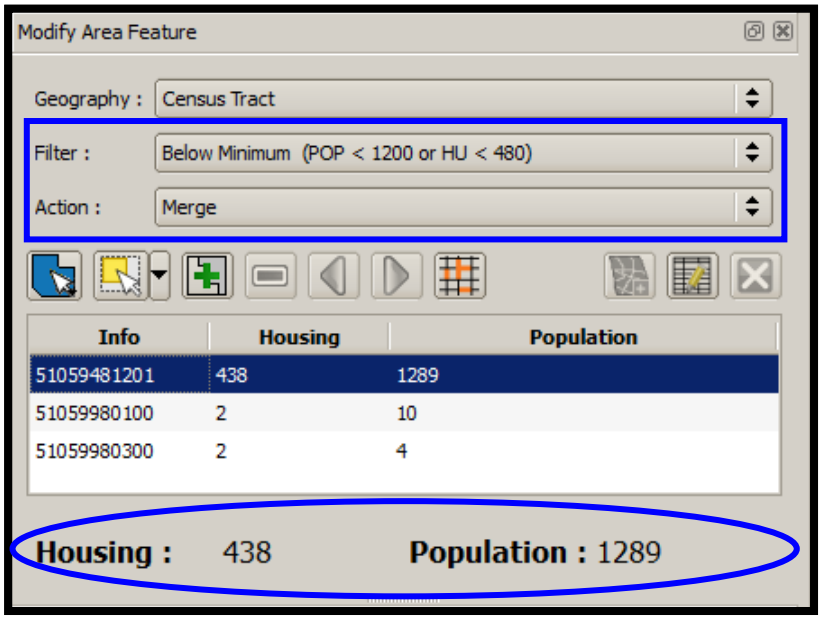
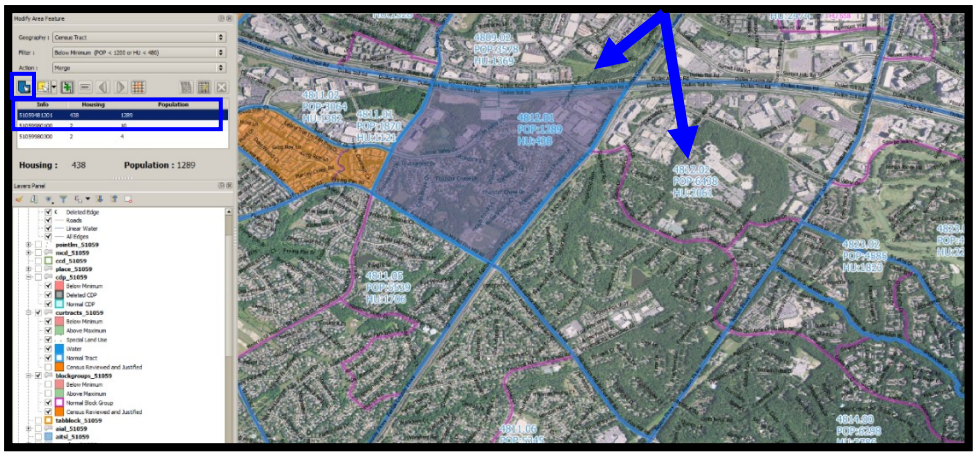
Other methods of merging, in order of priority, include:

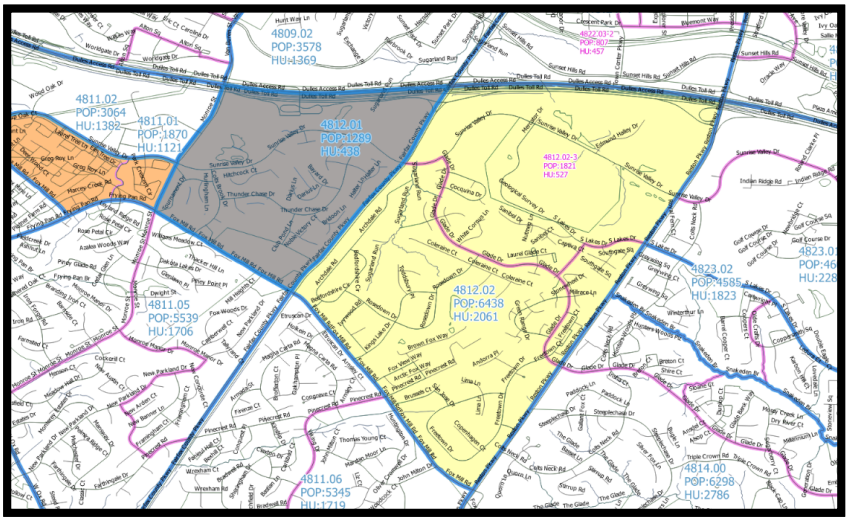
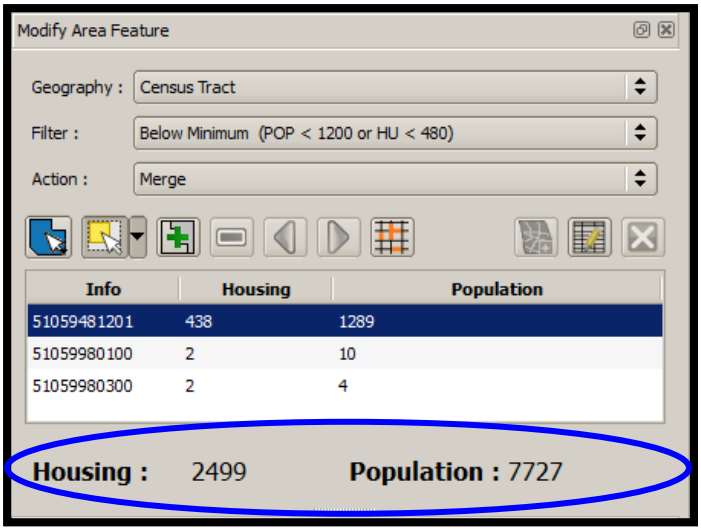
- Merge two tracts of similar land use across a minor feature. This retains outer boundaries for historical comparison and ideally maintains continuity of housing type and demographics.
- Merge two tracts of dissimilar land use across a minor feature. This is less than ideal, but avoids creating census tracts that span major landscape features.
- Merge two tracts of similar land use across a major feature. This is less than ideal, but may group areas of similar housing and demographic characteristics.
- Merge two tracts of dissimilar land use across a major feature. The main benefit is to maintain the outer boundaries for historical comparison, but runs the high risk of compromising comparability of housing and population data within the new tract.
- Alter boundary of below threshold tract to include block groups of neighboring tract(s). This method is highly discouraged because it changes the outer, historic boundaries of census tracts.

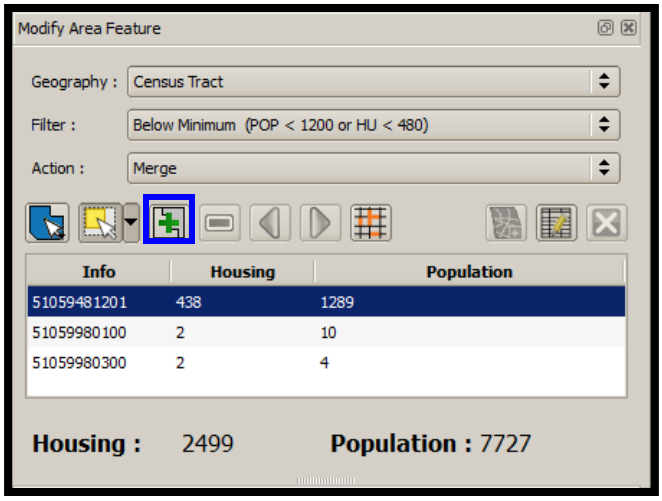
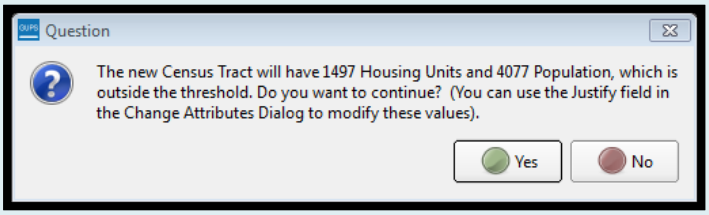
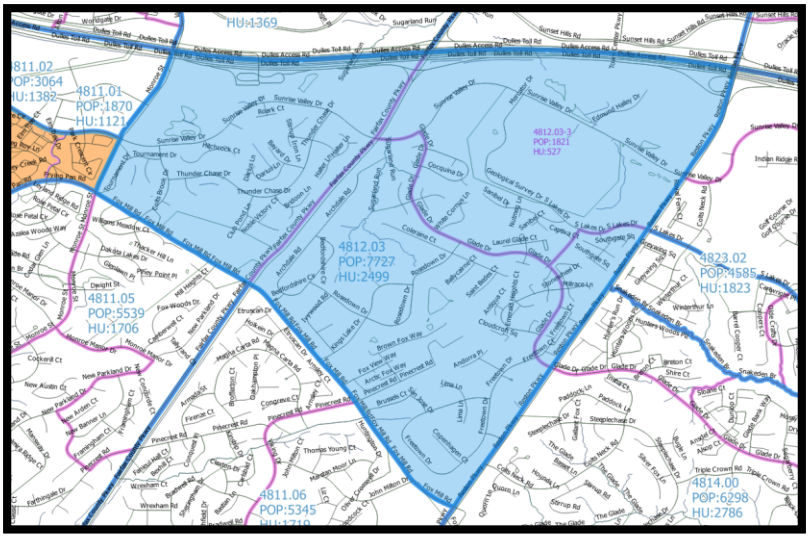
Table 36 explains the steps to merge a census tract.

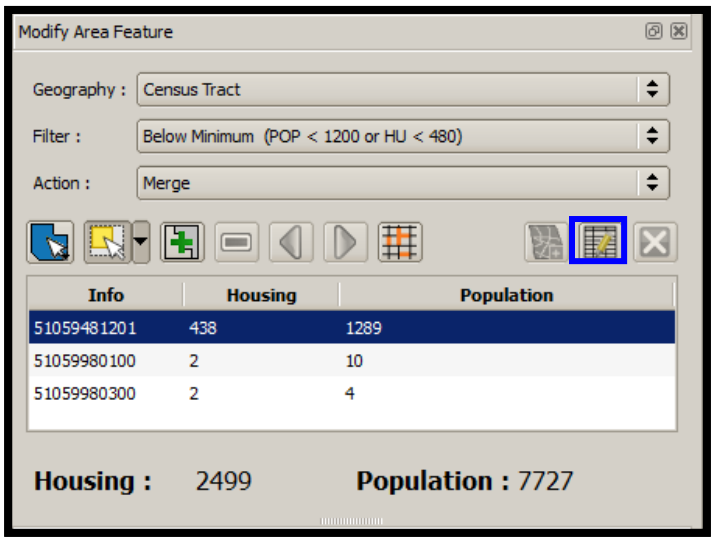
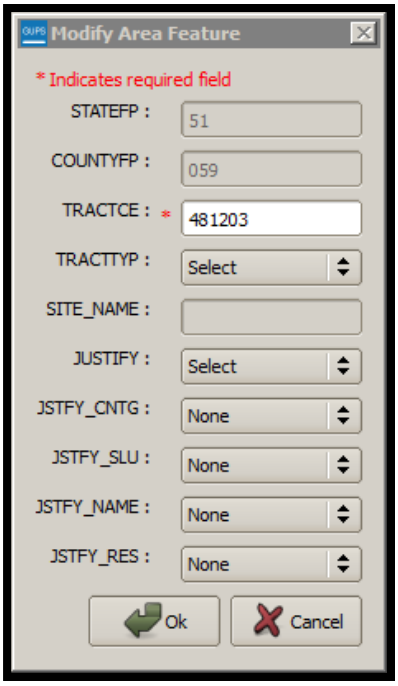
Table 36: Merge Census Tracts

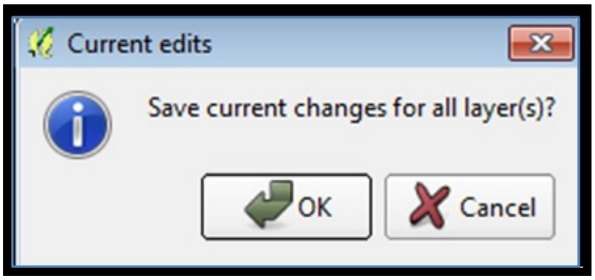
Step	Action and *Result*
Step 1	Follow steps from **Table 32: Select Census Tracts** to open the project and select a census tract for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Below Minimum (POP < 1200 or HU < 480)**. *This selects all census tracts that have less than the minimum number of housing units or total population.* Change the **Action** drop-down to **Merge**. *This allows participants to merge (or combine) the census tracts falling below the minimum requirements.*  *The housing and population totals displays on the bottom of the **Modify Area Feature** tool.*
Step 3	Double click to select a census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected census tract to review for a potential merge and highlights it in light blue/green color.* Navigate the **Map View** to locate the best neighboring census tract(s) to merge. Verify the census tracts for historic relationships when possible. *This step depicts imagery*. 

Step	Action and *Result*
Step 4	Click the **Select Features by Area or single click** button to select the census tract(s) to use to merge with the below minimum census tract. *The newly selected census tract(s) highlight in yellow*.  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600**  *The housing and population totals change dynamically while selecting tracts to merge, allowing participants to see the results of the merge, prior to actually merging the tracts.*
	Selecting census tracts not contiguous with each other result in geographic errors. Participants must correct contiguity errors (or provide a justification for keeping the tracts noncontiguous) prior to submission to the Census Bureau. The **Modify Area Feature** tool does not allow a participant to select census tracts in different counties.

Step	Action and *Result*
Step 5	If the selected tract(s) generate a valid new census tract, click the **Merge** button to create a new census tract. 
	If a **Question** window displays showing that the selection is outside the threshold of acceptable ranges, participants need to either justify this threshold violation or select additional geographies to meet the required threshold. Click **YES** if satisfied with new census tract. Click **NO** if not satisfied and would like to revise. 
Step 6	Refer to the **Map View** to verify that GUPS created the new census tract with new census tract number. If completed successfully, the new tract has no shading (no red or green) unless it still falls outside the acceptable ranges of population or housing unit counts. To reverse the merge, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality. 

Step	Action and *Result*
Step 7	Use the **Change Attribute** button to modify the merged tract number that GUPS automatically assigned if needed.  In the **Change Attribute** window, enter all the requested information for the following fields with a red asterisk. Required information varies based on the type of geography.  Click **OK** to save the attribute change or **Cancel** to return to close the window without saving. **Note:** The **Justify** field exists in the **Modify Area Feature, Change Attribute** tool. This field also exists in the **PSAP Criteria Review** tool described in a later section. Character limit is 150 for this field.

Step	Action and *Result*
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

9.3.6 Change Census Tract Boundaries

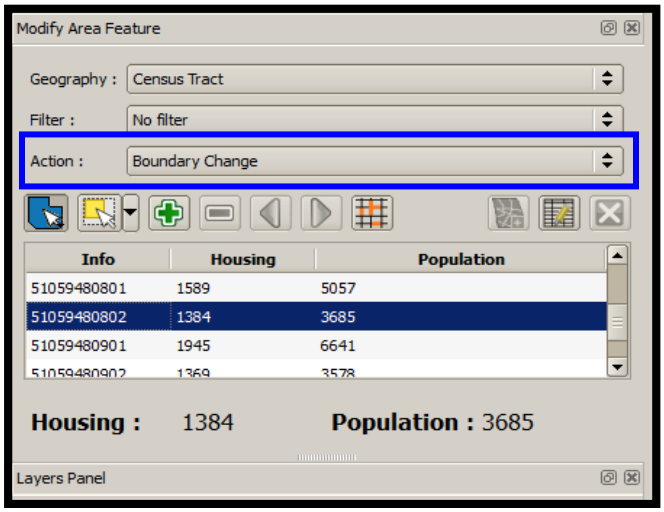
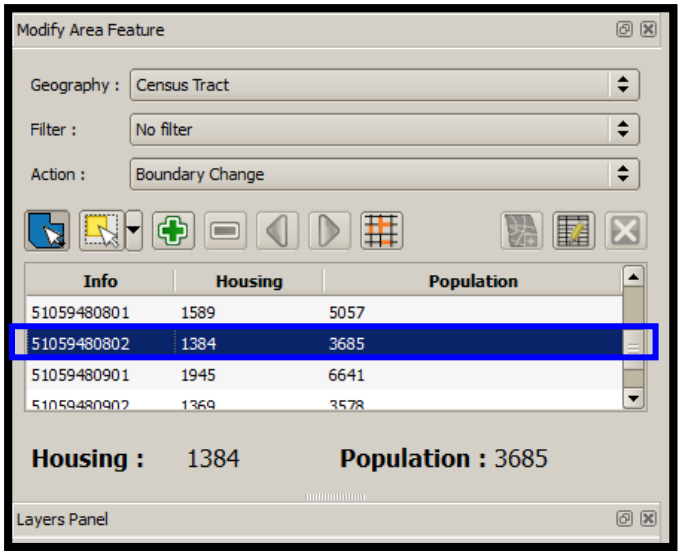
Participants apply boundary changes to census tracts in instances when the boundaries are errant and no longer accurately reflect the real boundary or when the boundary does not follow any visible features. Participants cannot change the census tract boundary where it follows an acceptable legal boundary as listed in **Section 2.3**. If the boundary of the legal entity is incorrect, please report the boundary correction through the annual Boundary and Annexation Survey (BAS) program. Consult the **Part C** in the Introduction of this document for details on the BAS. Quality checks and comparisons of census tracts to the legal boundaries occur yearly to ensure the census tracts align with the boundary of the legal entity in the Census Bureau systems.

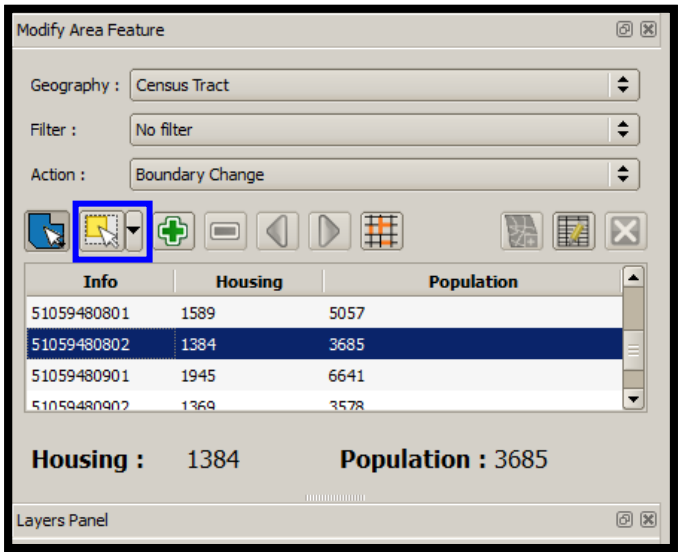
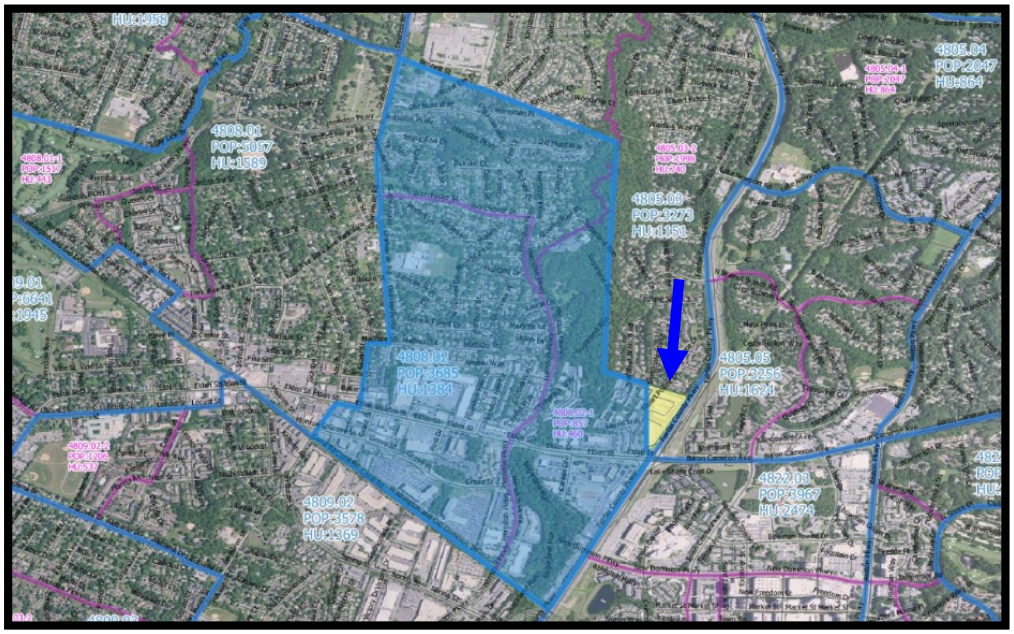
See **Section 9.3.6.1** for instructions to add linear features for use as census tract boundaries and **Section 9.3.6.3** for instructions to delete linear features. The **Boundary Change** action uses the faces layer to modify census tracts. Linear features create faces. **Table 37** explains the steps to change census tract boundaries.

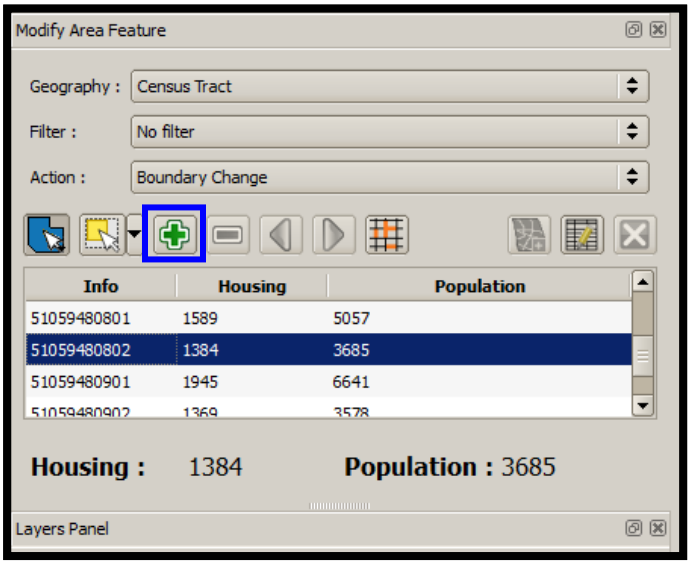
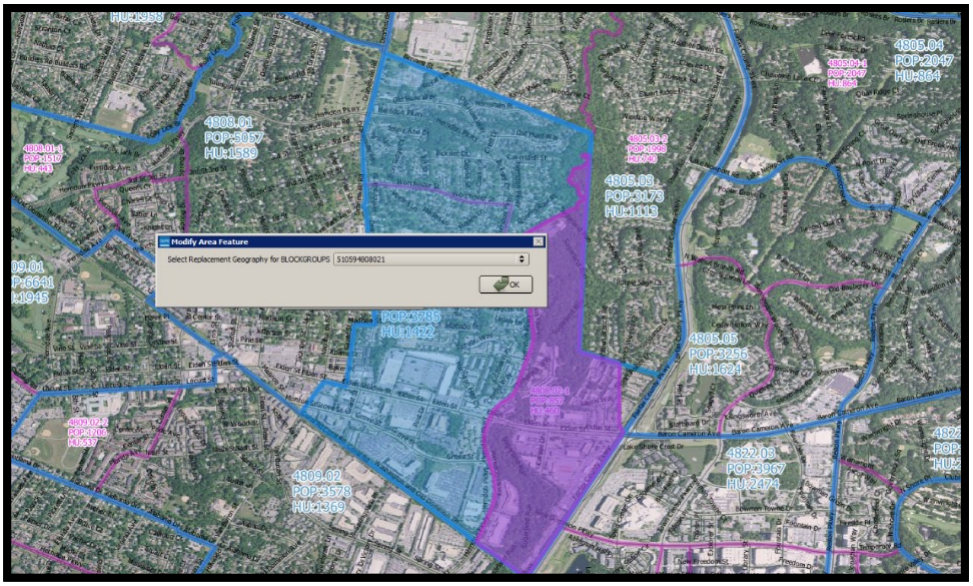
IMPORTANT: The guiding principle for census tract boundaries is to maintain historical comparability between decennial censuses. Sometimes small boundary changes occur to maintain the census tract boundary along a visible feature such as a road or river; however, drastic changes to census tract boundaries compromise comparability of the census tracts between decades. The Census Bureau reserves the right to deny participant boundary changes that introduce significant changes.

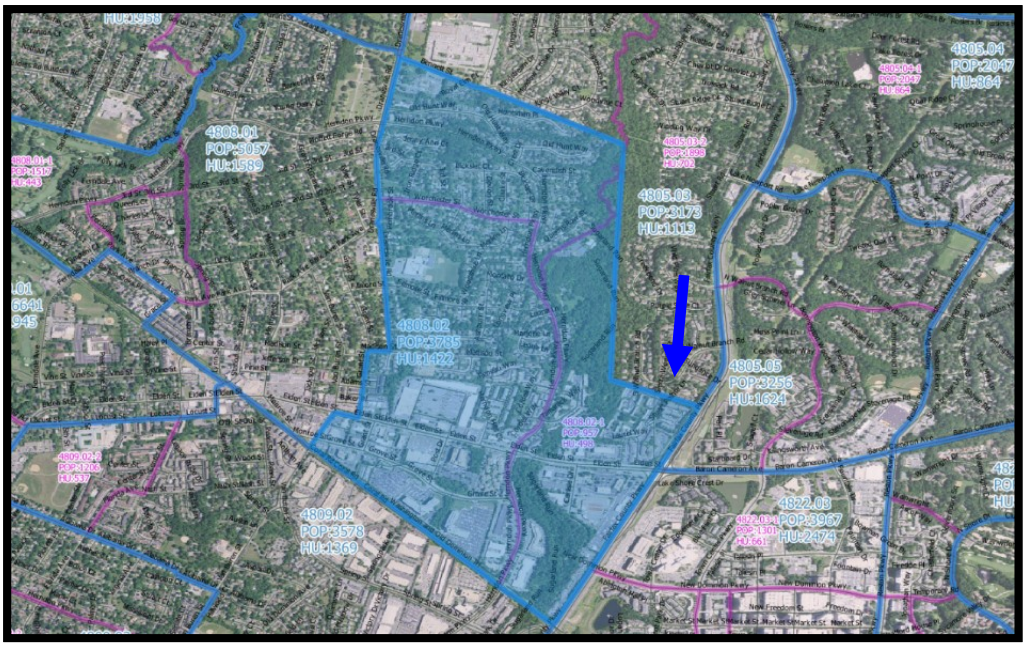
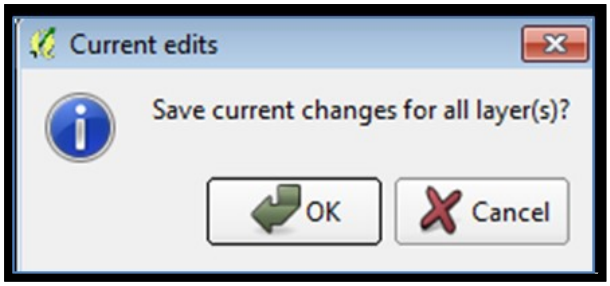
Table 37: Change Census Tract Boundaries

Step	Action and *Result*
Step 1	Follow steps from **Table 32: Select Census Tracts** to open the project and select census tract for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the drop-down **Action** menu to select **Boundary Change**. 
Step 3	Double click to select a census tract from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected census tract to review for a potential boundary change.* 

Step	Action and *Result*
Step 4	Click the **Select Features By Area or single click** button to select the faces to use for boundary change.  *The selected faces highlight in yellow. This step depicts imagery.*  **IMPORTANT:** Remember to keep the census tract threshold numbers in mind: Population: 1,200 – 8,000 **Optimum: 4,000** Housing: 480 – 3,200 **Optimum: 1,600** The housing and population totals change dynamically while selecting faces to alter the census tract boundary, allowing participants to see the results of the change, prior to actually modifying the boundary of the census tract.
	Selecting noncontiguous faces from the selected census tract result in geographic errors. Participants must correct contiguity errors prior to submitting their data to the Census Bureau.

Step	Action and *Result*
Step 5	Click the **Add Area** button to apply boundary change to the selected census tract.  *A window displays requesting participants select the block group to add the selected faces. The **Map View** displays the potential block group in the drop-down menu.*  **Note:** GUPS highlights each block group as selected, allowing the participant to choose the adjacent one. Be mindful that this step can introduce contiguity errors. After selecting the appropriate block group, click **OK** to add the selected faces to the selected block group highlighted on the map.

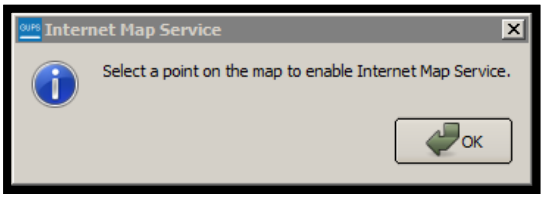
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the census tract.  To reverse the boundary change, simply add the area back to the original census tract or perform the **Undo** action prior to saving. Refer to **Table 12** and **Table 17** for instructions on the **Undo** functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current** edits confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

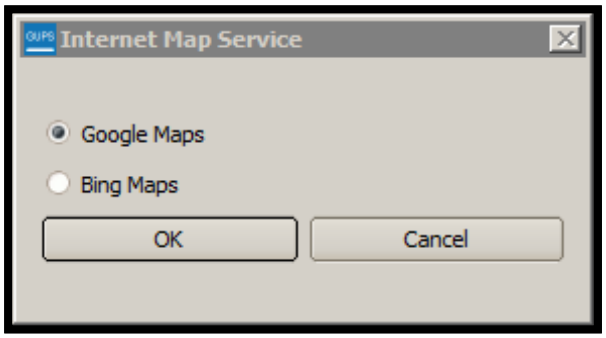
9.3.6.1 Add Linear Feature

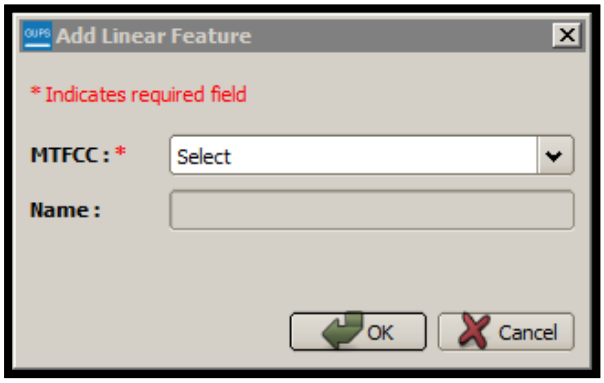
The addition of new or missing linear features may be necessary to form faces in order to modify all of the statistical geographies. While it may be tempting to add all missing linear features, with the time constraints of PSAP, focus first on adding only the linear features necessary to split statistical geographies or form new statistical geographies. Participants must utilize the Add Imagery button within GUPS for digitizing reference and may use the Internet Map Service button to provide a secondary source/visual of the area. **Table 17** describes the use of both buttons. Review **Table 38** for a detailed example.

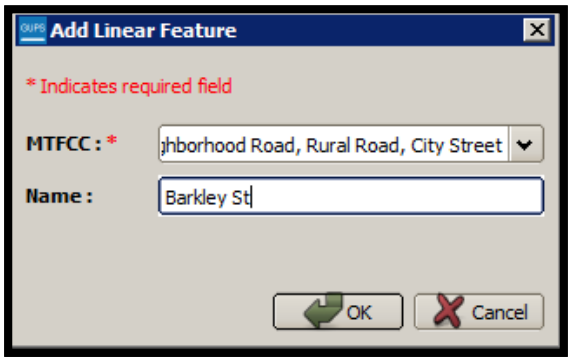
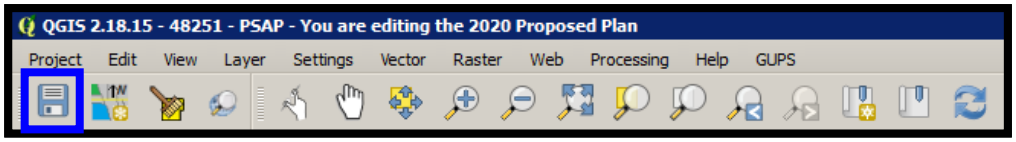
IMPORTANT: Do not add linear features without the assistance of imagery.

Table 38: Add Linear Feature

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project.**
Step 2	Follow steps from **Table 32: Select Census Tracts** to open the existing project. Zoom to the area to add linear features. Ensure imagery is enabled as described in **Step 7** of that table. 
Step 3	Click the Internet Map Service button.  *An **Internet Map Service** window appears asking participants to select a point on the map to enable Internet Map Service.* 

Step	Action and *Result*
Step 4	Click a point in the **Map View** near the missing feature(s) to select the targeted area from which to launch the internet service. *Another **Internet Map Service** window appears to select either **Google Maps** or **Bing Maps**.*  After selected, click **OK** and a new internet tab or session opens to the targeted section chosen in **Step 4**. 
Step 5	Click the **Add Linear Feature** button from within the **PSAP toolbar**. 

Step	Action and *Result*
Step 6	Zoom in to a proper scale for adding the linear feature. 
Step 7	In the **Map View**, left-click the mouse button to start adding the linear feature. Continue to left-click to add nodes as necessary to add shape to the road. To complete the linear feature, right-click. *An **Add Linear Feature** window appears to enter the required **MTFCC** and a **Name**.* 

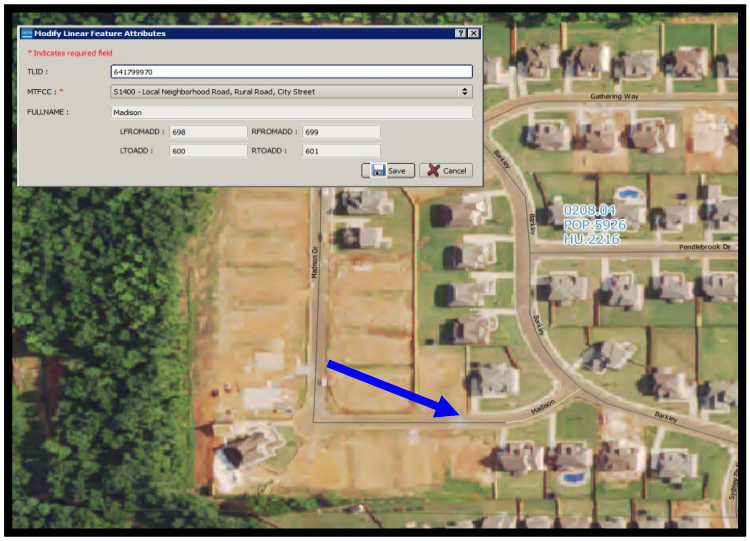
Step	Action and *Result*
Step 8	From the **MTFCC** drop-down menu, select the proper code for the newly added feature. In this example, choose **S1400**.  The **Name** field activates after choosing the **MTFCC**. Enter the name and click **OK**. 
Step 9	Click the **Save** button to save the changes. Continue with the same steps to add any additional linear features. 

9.3.6.2 Modify Linear Feature Attributes

Participants can modify the attributes of linear features by using the **Modify Linear Feature Attributes** button within the PSAP toolbar. This may be necessary to correct errors in existing feature names or correct errant MTFCC codes. See **Table 39** for an example.

Table 39: Modify Linear Feature Attributes

Step	Action and *Result*
Step 1	Locate the linear feature to modify. Select the **Modify Linear Feature Attributes** button in the **PSAP toolbar**. 

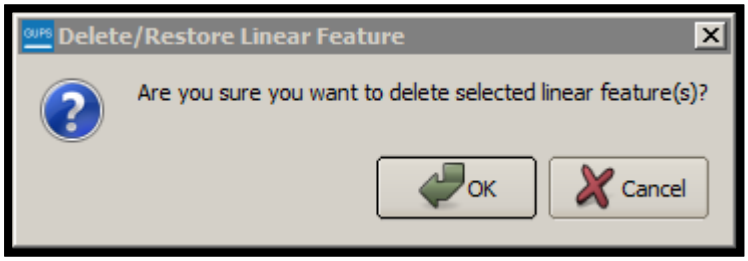
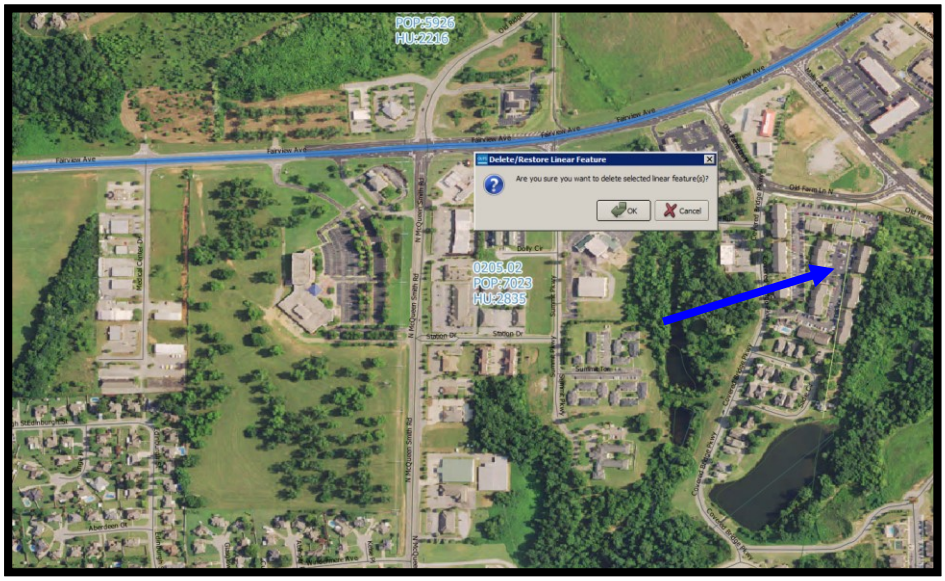
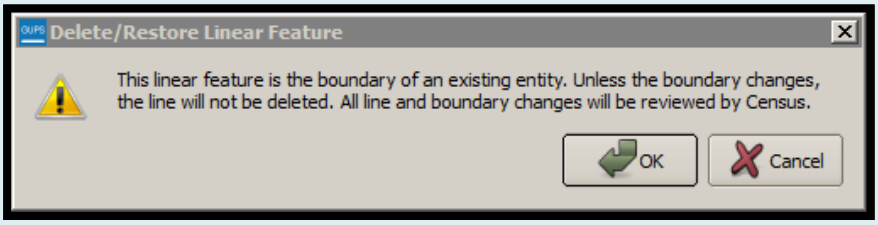
Step	Action and *Result*
Step 2	In the **Map View**, left-click the linear feature to modify. *A **Modify Linear Feature Attributes** window appears.* 
Step 3	Change the **MTFCC** or the **FULLNAME** of the feature. Click the **Save** button to save the modification.

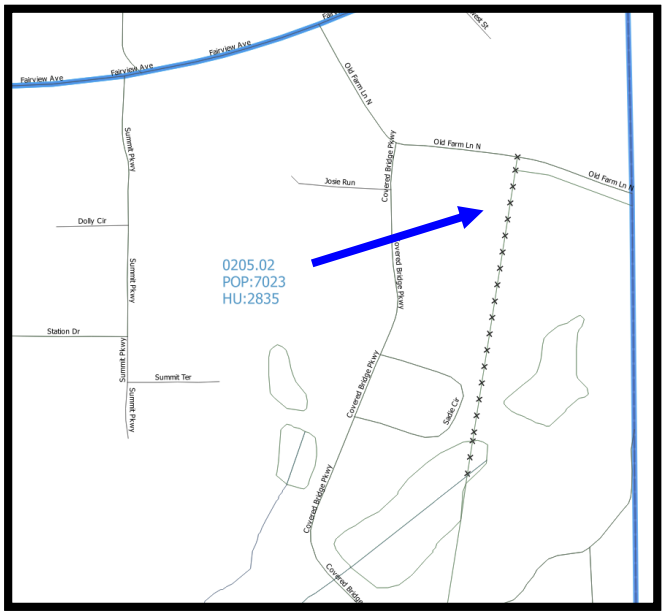
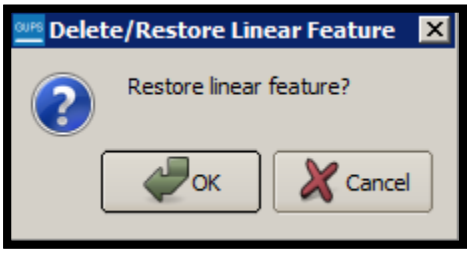
9.3.6.3 Delete/Restore Linear Feature

GUPS allows participants to delete linear features and/or restore recently deleted features since the last save process by using the **Delete/Restore Linear Feature** button within the PSAP toolbar. Review **Table 40** for examples of both deleting and restoring a linear feature.

Table 40: Delete/Restore Linear Feature

Step	Action and *Result*
Step 1	Locate the linear feature to delete. Select the **Delete/Restore Linear Feature** button in the **PSAP toolbar**. 

Step	Action and *Result*
Step 2	In the **Map View**, left-click the linear feature to delete. *A **Delete/Restore Linear Feature** window appears.*  
Step 3	Click **OK** to proceed with deletion of the selected feature.
	If the feature selected forms the boundary of an existing entity, *GUPS displays the following warning message.* 

Step	Action and *Result*
Step 4	The feature is marked for deletion and displays in GUPS with the "**X**" character along the entire feature. Imagery disabled in order to better view the "**X**" characters. 
Step 5	GUPS uses the same tool to restore the deleted feature if the deletion was in error. Enable the **Delete/Restore Linear Feature** button. Select the feature marked for deletion from the previous step. *A Delete/Restore Linear Feature window appears asking for confirmation to restore the linear feature.*  Click **OK** to restore the feature.
Step 6	Click the **Save** button to save the changes.

9.4 Block Group Update Instructions

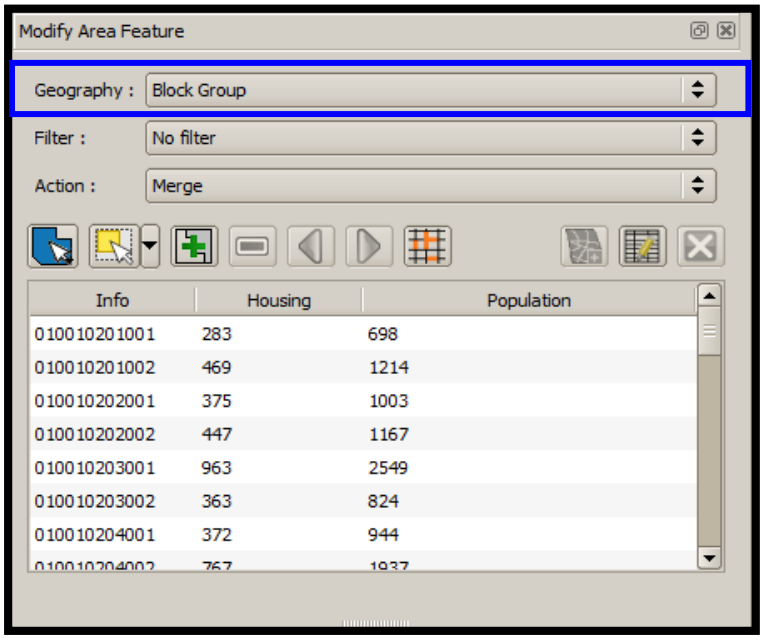
Participants can split block groups by face, merge block groups, and change block group boundaries. **Part One:** outlined the criteria and background for updating block groups, while **Part Two:** introduced the tools for updating. This section provides detailed examples for performing the aforementioned updates of splitting, merging, and changing boundaries. Refer to **Section 9.3.4** for details on special use block groups.

IMPORTANT: Participants may renumber the block groups using the **Renumbering Tool** in the **PSAP toolbar**. If participants do want to renumber to avoid any gaps in the numbering of block groups, execute the tool after all work on the block group geography concludes. Do not execute the tool, if participants wish to retain the existing block group numbering.

9.4.1 Select Block Group

Participants can change and modify block groups. This is the second priority for participants' review after reviewing and updating census tracts. However, there may be instances in which the census tracts remain within specified thresholds, but block groups require updating due to population or housing changes. In those cases, participants begin with a review of the block groups. Steps to select block groups to begin a review are included in **Table 41**.

Table 41: Select Block Group

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.
Step 2	Follow steps from **Table 32: Select Census Tracts** to open the existing project. After completing **Steps 1 – 4** (step 5 only appears with the initial setup), modify **Step 6** by clicking the **Modify Area Feature, Geography** drop-down menu and selecting **Block Group**. Enable the imagery as described in **Step 7** in order to visualize and orient to the block group(s) under review. 

9.4.2 Split a Block Group

To resolve the block groups above the maximum threshold, participants split block groups by faces within the problematic block group, ideally into two equal parts. Unlike census tracts, historical comparability between decades is not a strong expectation. It is more important to ensure block groups meet the suggested criteria rather than maintaining historical comparability. Participants are encouraged to use one of two options when splitting block groups. Either they split the block group into geometrically equal parts or they split according to land use areas. See **Figure 22** and **Figure 23** for an example of each option.

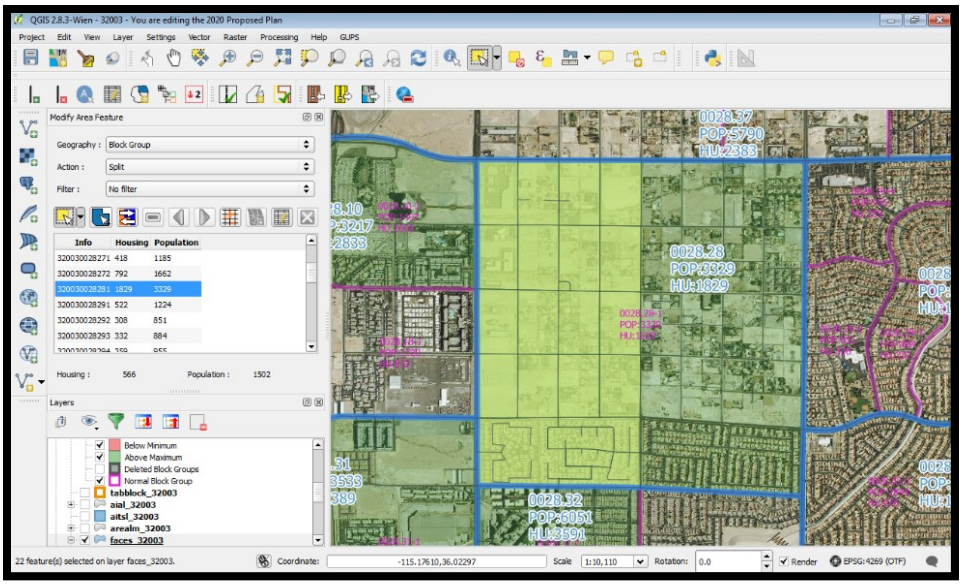


Figure 22. Dividing a Block Group into Geometrically Equal Parts Example

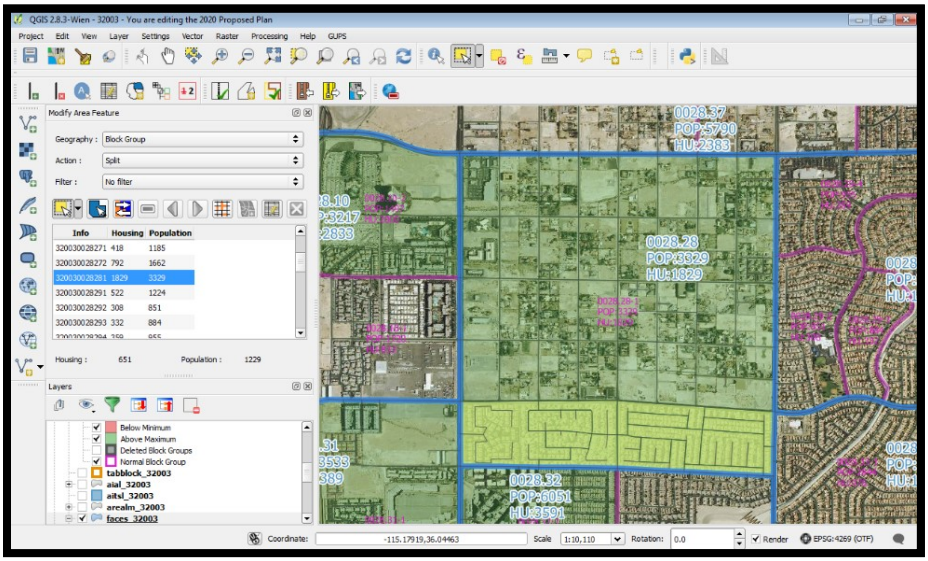
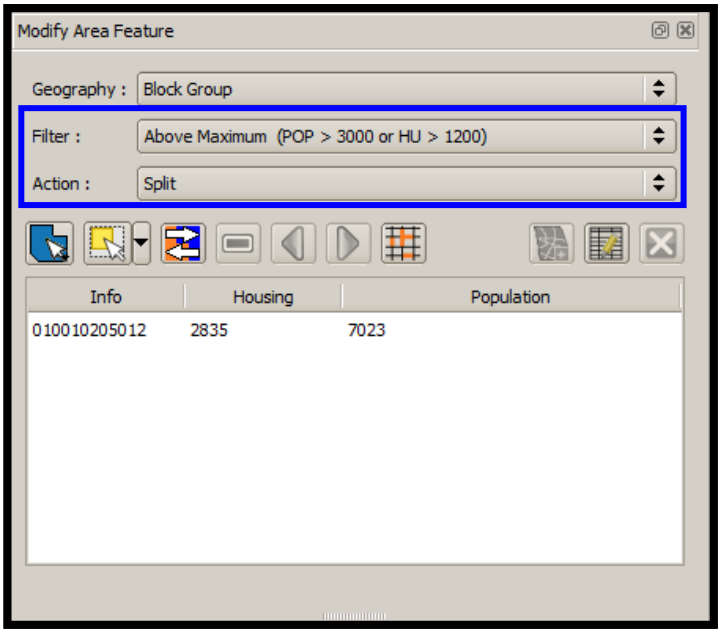
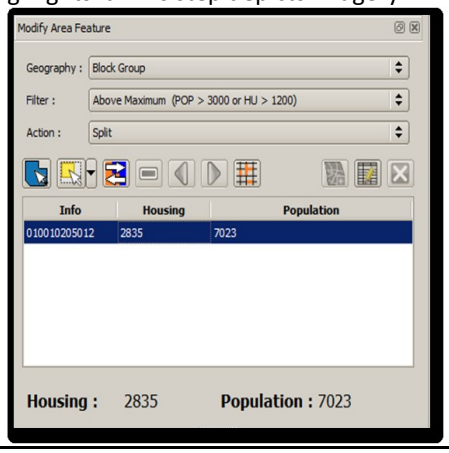


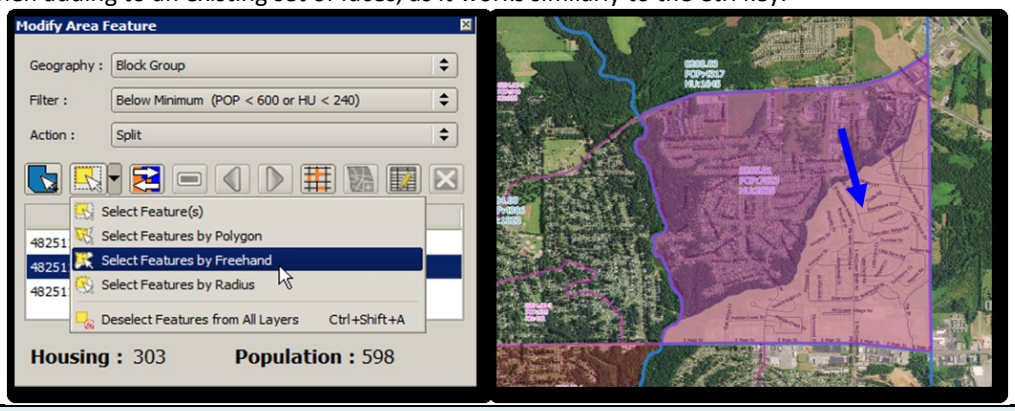
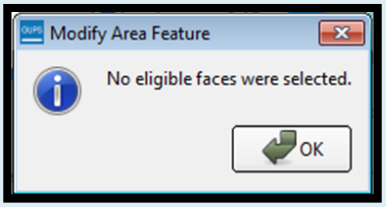
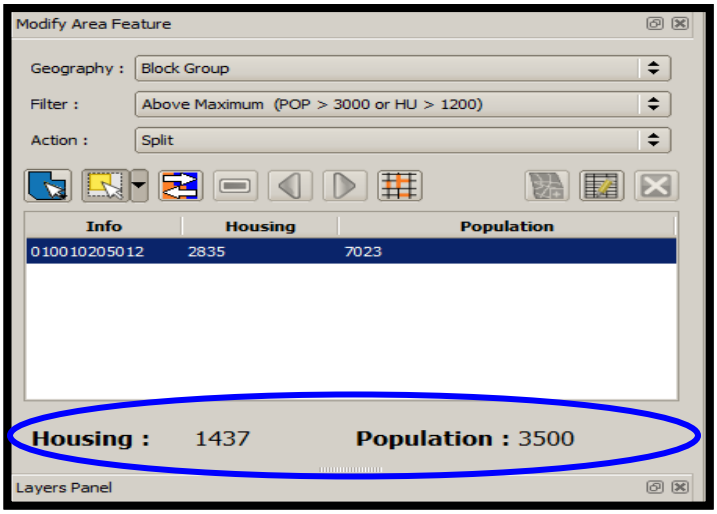
Figure 23. Dividing a Block Group According to Land Use Areas Example

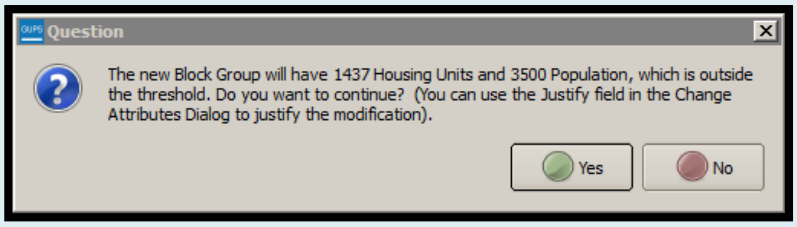
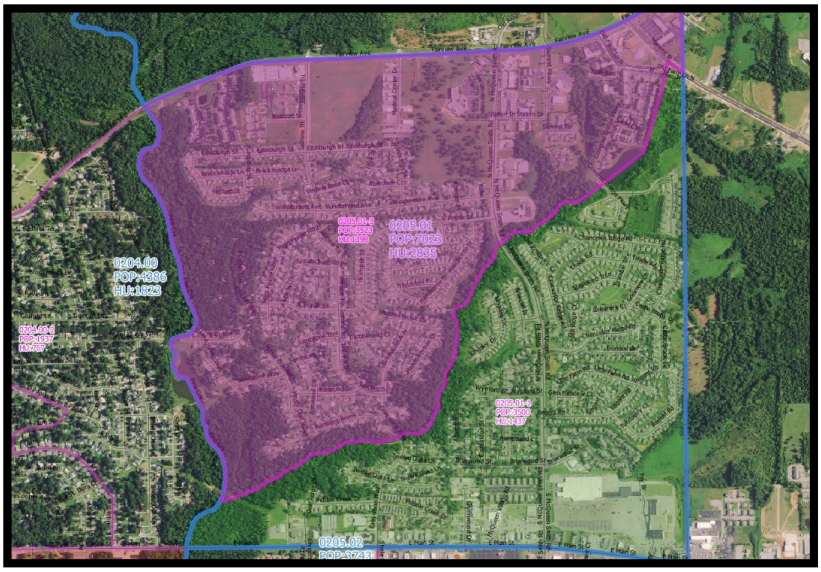
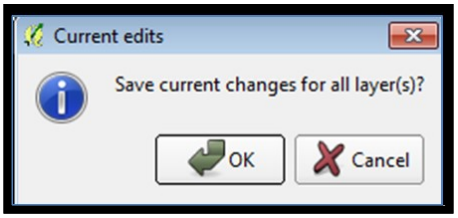
Table 42 explains the steps to split a block group.

Table 42: Split Block Group

Step	Action and *Result*
Step 1	Follow steps from **Table 41: Select Block Group** to open the project and select block groups for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the drop-down **Filter** menu to select **Above Maximum (POP > 3000 or HU > 1200)**. *This will select all block groups that have more than the maximum number of houses/people.* Change the **Action** drop-down to **Split**. *This allows participants to split the block group by faces (areas).* 
Step 3	Double click to select a block group from the **Info** column within the **Modify Area Feature** window. The **Map View** zooms to the selected block group to review for potential splitting and highlights it. This step depicts imagery.  

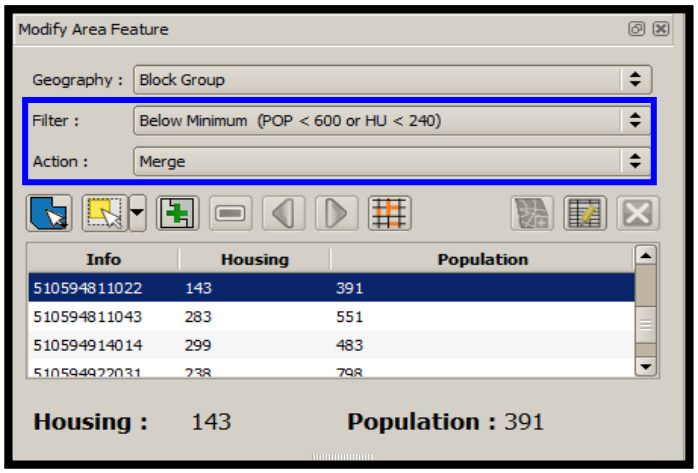
Step	Action and *Result*
Step 4	Click the **Select Features by Freehand** button to select the faces to use to split the block group. Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area. *The selected faces highlight with a yellow/green shade, likely distorted by the shading of a block group or census tract*. Change the selection method from **Select Features by Freehand** to **Select Feature(s)**. Hold the Ctrl key on the keyboard and single click to select and add any missing faces. Also, hold the Ctrl key and single click to unselect unnecessary selected faces. The use of the Shift key may also prove beneficial when adding to an existing set of faces, as it works similarly to the Ctrl key. 
	Participants are only able to select faces (areas) within the highlighted block group. *Selecting faces outside the highlighted area will result in an error message.* 
Step 5	*The selected area's **Housing and Population** totals display at the bottom of the **Modify Area Feature** window prior to completing the split.*  **IMPORTANT:** Remember to keep the block group threshold numbers in mind: Population: 600 – 3,000 Housing: 240 – 1,200

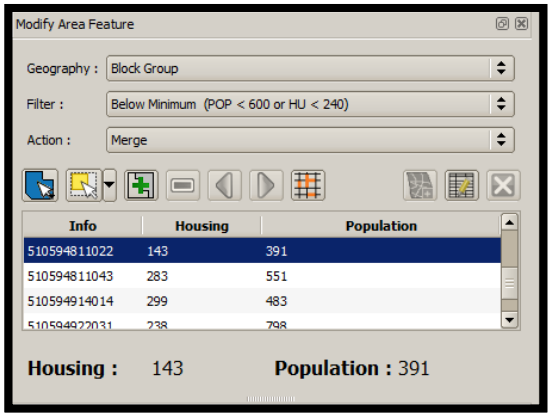
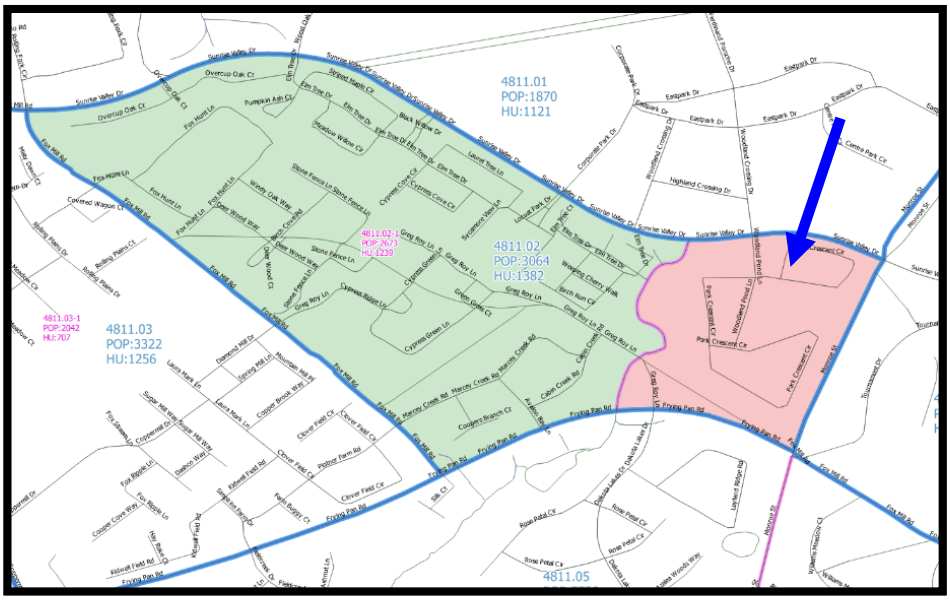
Step	Action and *Result*
Step 6	If the selected faces generate a valid new block group, click the **Split by Face** button to create two new block groups.
	If a **Question** window displays showing that the selection is outside the threshold of acceptable ranges, participants need to either justify this threshold violation or select additional geographies to meet the required threshold. Click **YES** if satisfied with new block group. Click **NO** if not satisfied and would like to revise. 
Step 7	Refer to the **Map View** to verify that GUPS created the new block groups with new block group numbers. If completed successfully, the two block groups have no shading (no red or green) unless they fall outside the acceptable ranges of population or housing unit counts.  To reverse the split, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality.
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

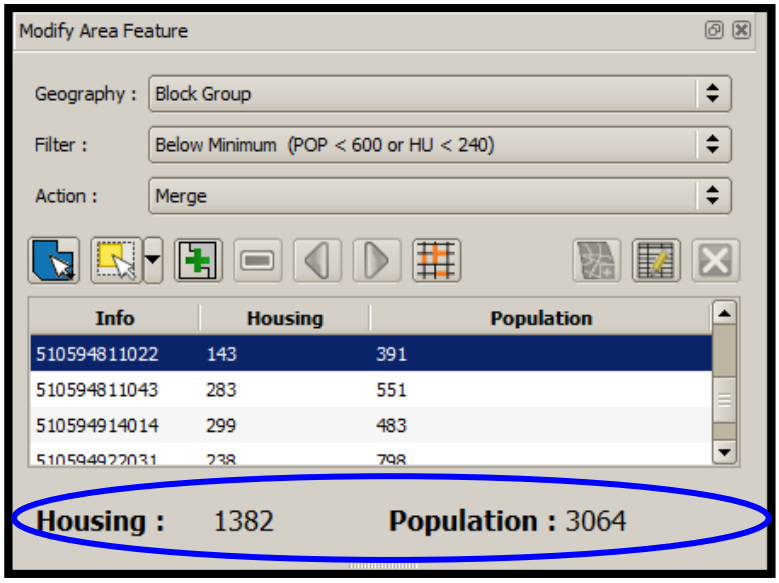
9.4.3 Merge Block Groups

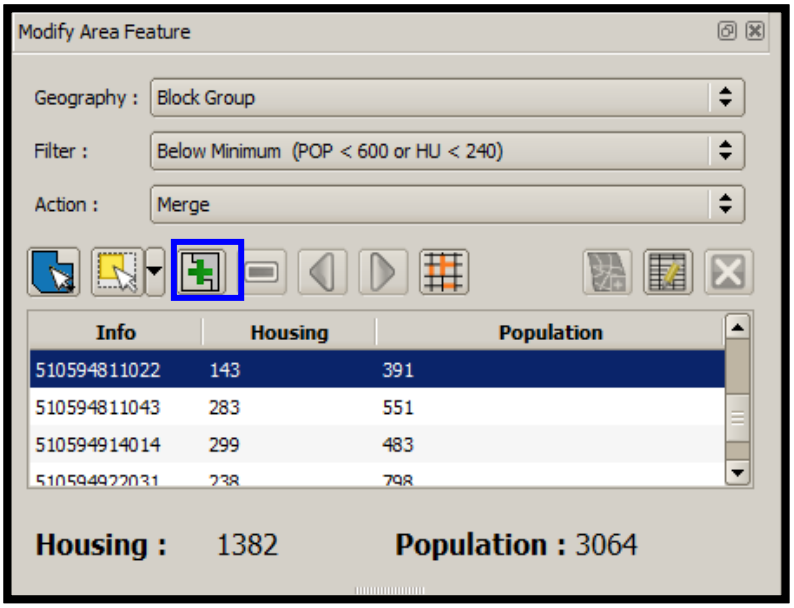
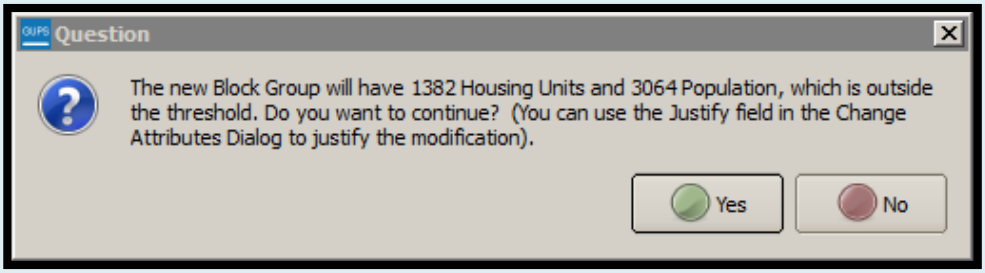
To resolve the block groups below the minimum threshold, participants perform a merge action by merging neighboring block groups. If both the block group and its census tract are outside of thresholds, resolve the census tract first. Because block groups nest within census tracts, the higher-level census tract changes affect how participants resolve block group errors. Recall that historical comparability is not a concern for block groups as it is for census tracts, so participants have more freedom to make boundary corrections and reorganize existing block groups to meet criteria thresholds. **Table 43** explains the steps to merge a block group.

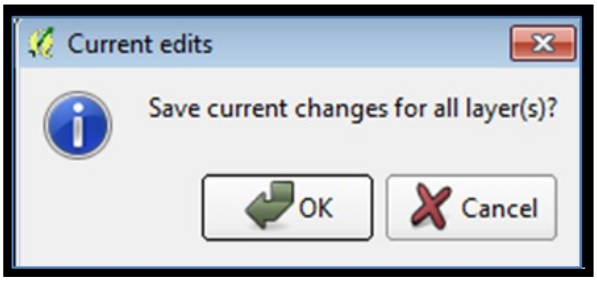
Table 43: Merge Block Group

Step	Action and *Result*
Step 1	Follow steps from **Table 41: Select Block Group** to open the project and select block group for editing.
Step 2	Within the **Modify Area Feature** window, click the **Filter** drop-down menu to select **Below Minimum (POP < 600 or HU < 240)**. *This selects all block groups that have less than the minimum number of housing units or total population.* Change the **Action** drop-down to **Merge**. *This allows participants to merge (or combine) the block groups falling below the minimum requirements.* 

Step	Action and *Result*
Step 3	Double click to select a block group from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected block group to review for potential merging and highlights it*.  

Step	Action and *Result*
Step 4	Click the **Select Features by Area or single click button** to select the block group(s) to use to merge with the below minimum block group. *The newly selected block group(s) highlight in yellow. This step depicts imagery.*  **IMPORTANT:** Remember to keep the block group threshold numbers in mind: Population: 600 – 3,000 Housing: 240 – 1,200  *The housing and population totals change dynamically while selecting block groups to merge, allowing participants to see the results of the merge, prior to actually merging the block groups.*
	Selecting block groups not contiguous with each other result in geographic errors. Participants must correct contiguity errors (or provide a justification for keeping the block groups noncontiguous) prior to submission to the Census Bureau. The **Modify Area Feature** tool does not allow a participant to select block groups in different counties.

Step	Action and *Result*
Step 5	If the selected block group(s) generate a valid new block group, click the **Merge** button to create a new block group. 
	If a **Question** window displays showing that the selection is outside the threshold of acceptable ranges, participants need to either justify this threshold violation or select additional geographies to meet the required threshold. Click **YES** if satisfied with new block group. Click **NO** if not satisfied and would like to revise. 

Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS created the new block group with new block group number. If completed successfully, the new block group has no shading (no red or green) unless it still falls outside the acceptable ranges of population or housing unit counts.  To reverse the merge, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality. **Note:** Execute the **Renumbering Tool** after all work on the working county is complete. Do not execute it after editing each block group. If a working county submission includes gaps in the block group numbering, the Census Bureau will confirm with the participant whether they want the block groups renumbered or whether they forgot to execute the tool. Pending the answer, the Census Bureau will renumber the block groups prior to creation of the verification products or they will retain the existing block group numbering.
Step 7	Consider using the **Change Attribute** button within the **Modify Area Feature** tool to edit the block group number assigned by GUPS, or use the **Renumbering Tool** in the **PSAP toolbar** to renumber all of the block groups at the conclusion of all block group updates.
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS.**  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

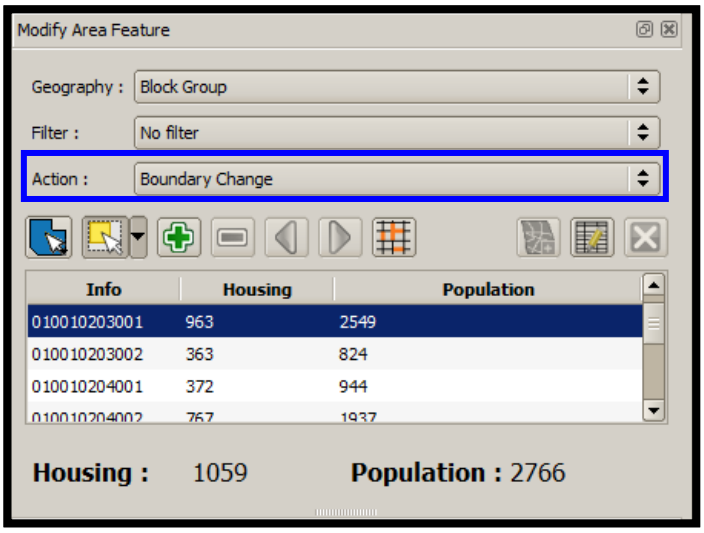
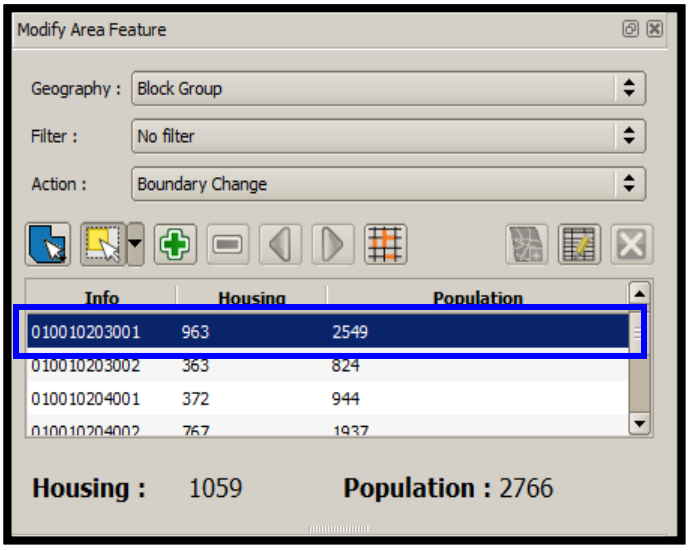
9.4.4 Change Block Group Boundaries

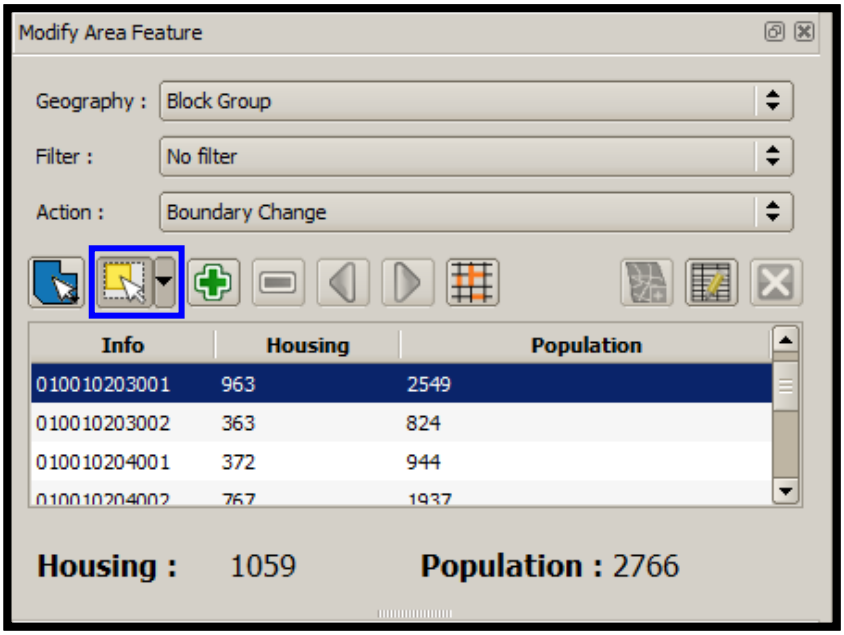
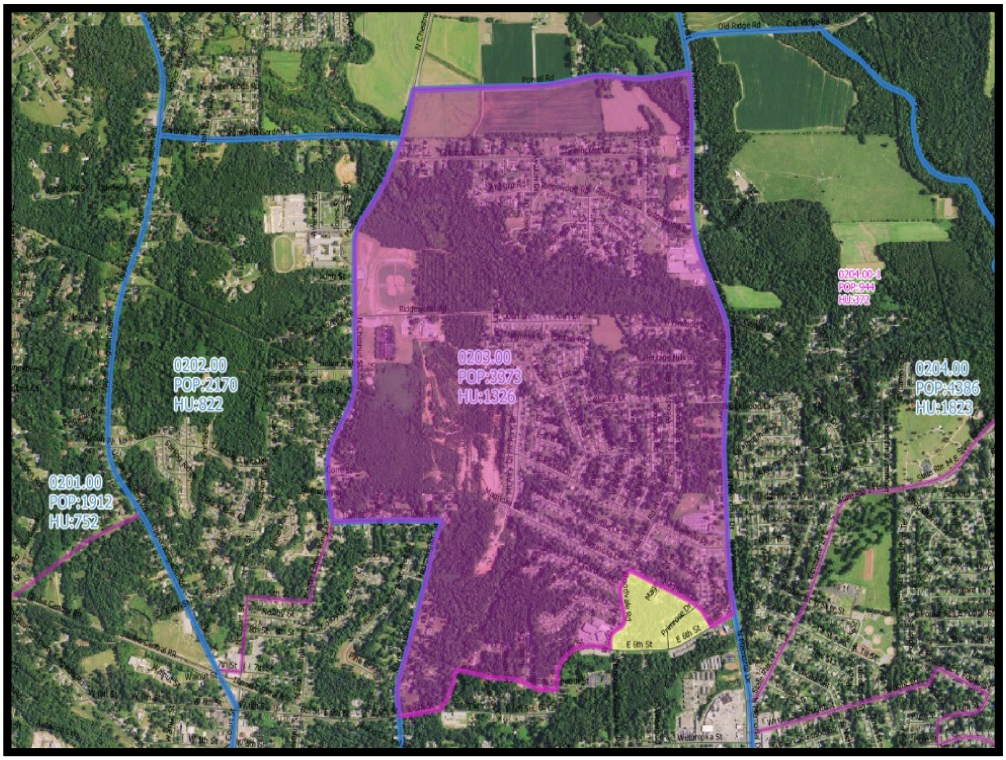
As stated previously, block group comparability is not as important as census tract comparability through the decades. Participants can apply boundary changes to block group boundaries when the housing units and or the populations are below the required thresholds,

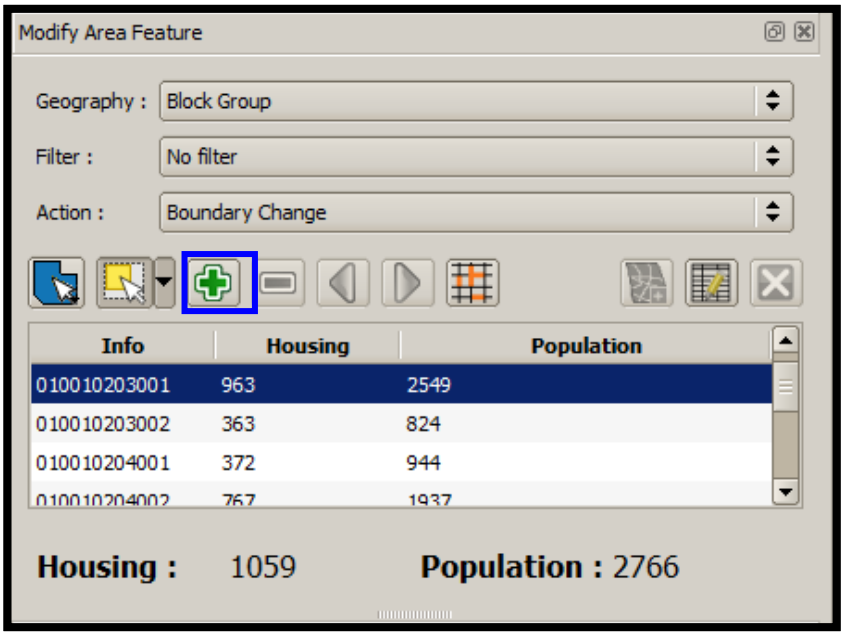
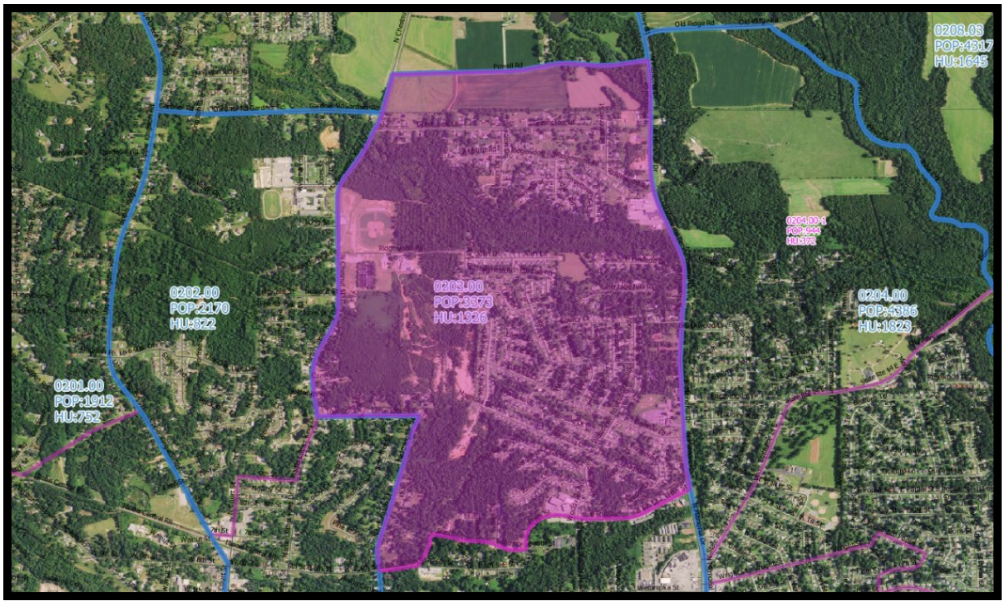
when the boundary does not follow any visible features, or when the boundaries shown in GUPS are errant and no longer accurately reflect the real boundary. The Census Bureau will likely accept small revisions to block group boundaries, but will likely deny boundary changes that affect a large amount of population in the affected block groups.

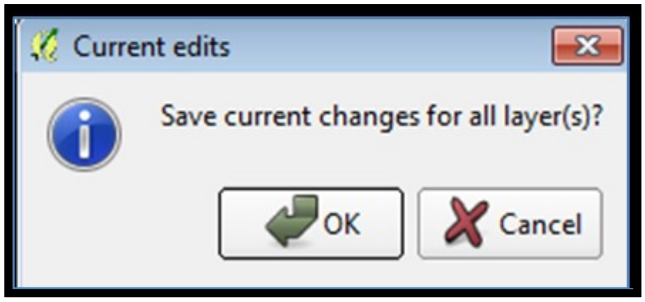
As with census tracts, the boundary change action uses the faces layer to modify block groups. **Table 44** explains the steps to change block group boundaries.

Table 44: Change Block Group Boundaries

Step	Action and *Result*
Step 1	Follow steps from **Table 41: Select Block Group** to open the project and select block group for editing.
Step 2	Within the **Modify Area Feature** window, click the drop-down **Action** menu to select **Boundary Change**. 
Step 3	Double click to select a block group from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected block group to review for a potential boundary change.* 

Step	Action and *Result*
Step 4	Click the **Select Features By Area or single click** button to select the faces to use for boundary change.  *The selected faces highlight in yellow. This step depicts imagery.*  **IMPORTANT:** Remember to keep the block group threshold numbers in mind: Population: 600 – 3,000 Housing: 240 – 1,200

Step	Action and *Result*
	Selecting noncontiguous faces and the selected block group result in geographic errors. Participants must correct contiguity errors prior to submitting their data to the Census Bureau.
Step 5	Click the **Add Area** button to apply boundary change to the selected block group.  *The housing and population numbers dynamically adjust prior to finalizing the boundary change (change from 963 and 2,549 to 1,059 and 2,766 respectively).*
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the block group.  To reverse the boundary change, simply add the area back to the original block group or perform the **Undo** action prior to saving. Refer to **Table 12** and **Table 17** for instructions on the **Undo** functionality.

Step	Action and *Result*
Step 7	Click the **Save** button to save the edits and update the project. *The **Current** edits confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

9.5 Census Designated Places (CDPs) Update Instructions

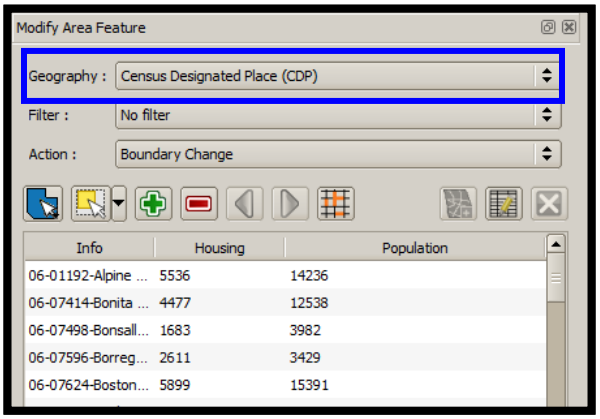
Participants can perform boundary changes to existing CDPs. Performing a boundary change adds faces to or removes faces from existing CDPs. Participants can add new CDPs, delete existing CDPs, and they can perform attribute updates on existing CDPs.

As a reminder from **Part One:** of this document, the Census Bureau recommends CDP boundaries follow visible features, except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.

9.5.1 Select Census Designated Place (CDP)

Steps to select a CDP to begin a review are included in **Table 45**.

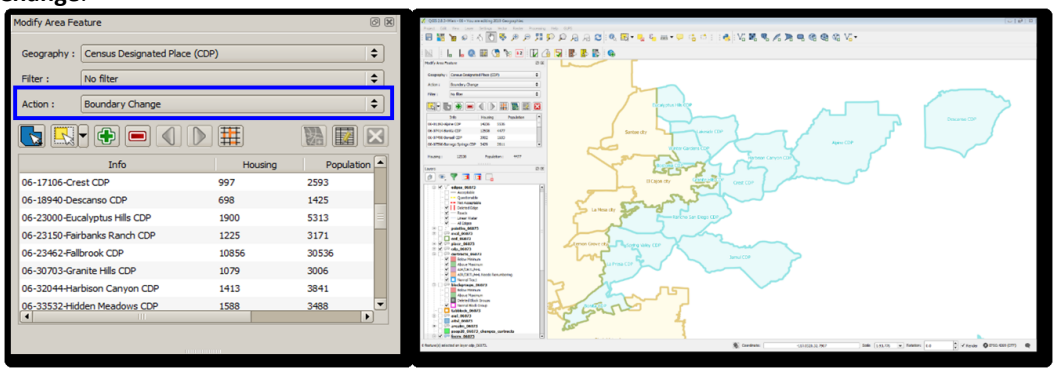
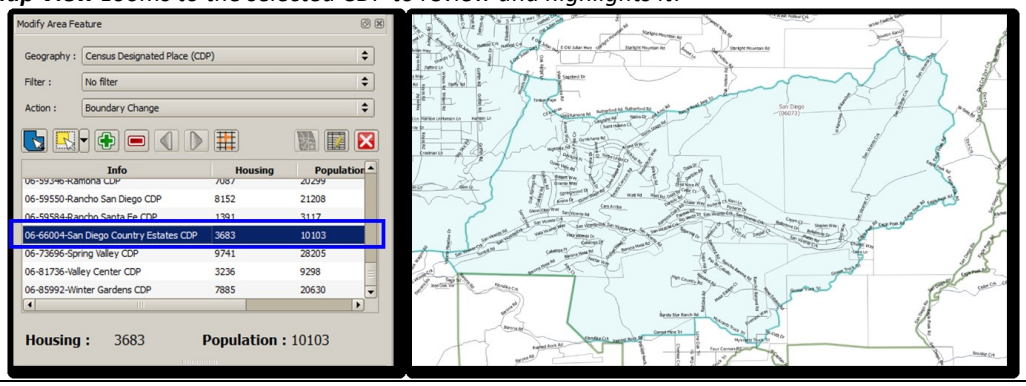
Table 45: Select Census Designated Place

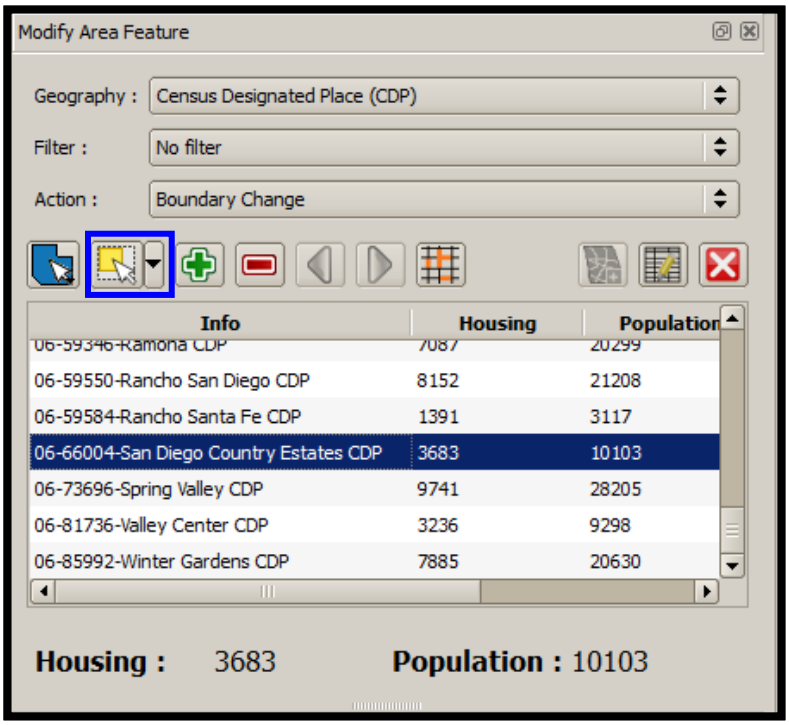
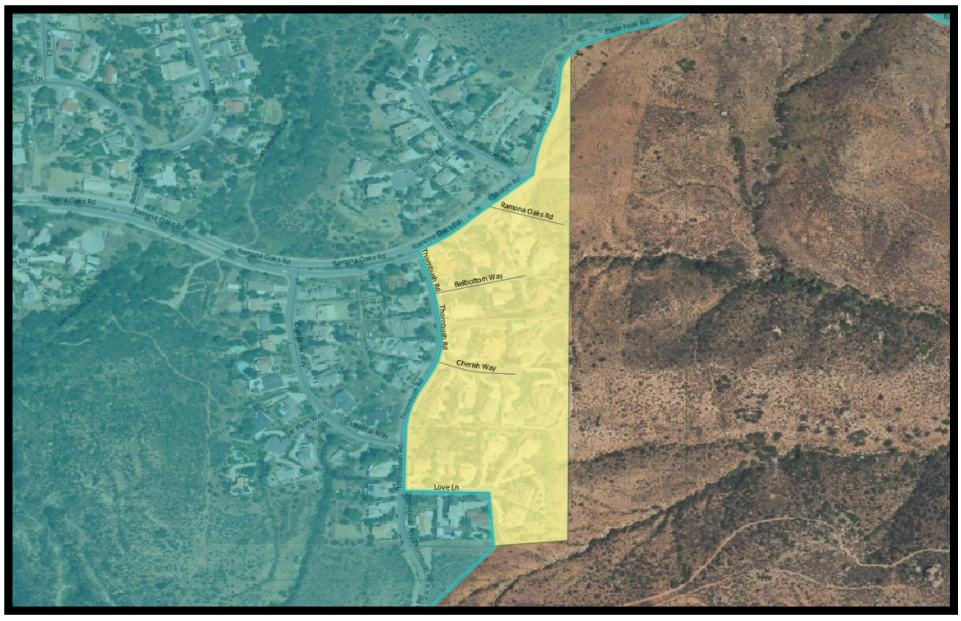
Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.
Step 2	Follow steps from **Table 32: Select Census Tracts** to open the project. After completing **Steps 1 – 4** (step 5 only appears with the initial setup), modify **Step 6** by clicking the **Modify Area Feature, Geography** drop-down menu and selecting **Census Designated Place (CDP)**. Enable the imagery as described in **Step 7** in order to visualize and orient to the CDP(s) under review. 

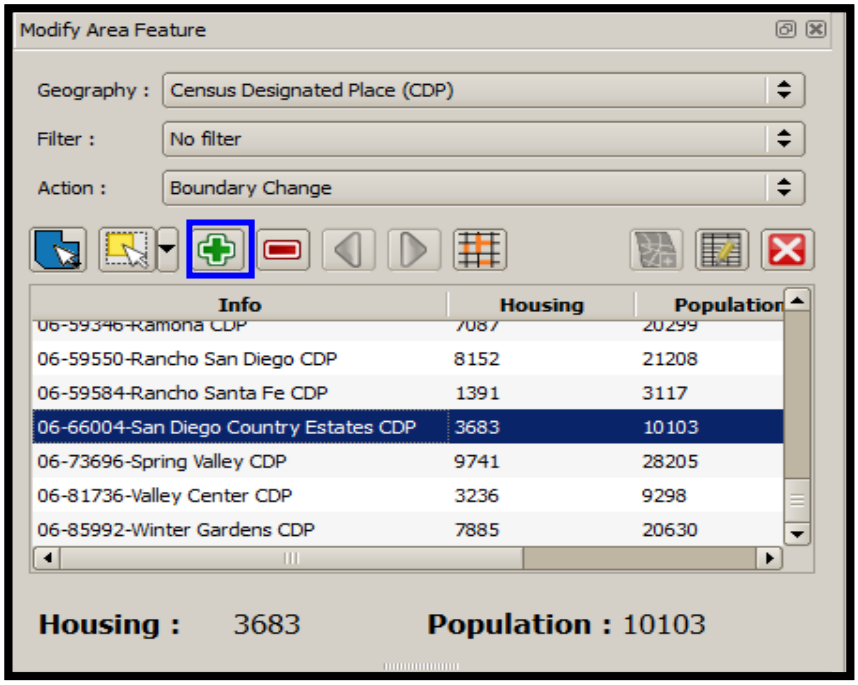
9.5.2 Boundary Change – Add Area (CDP)

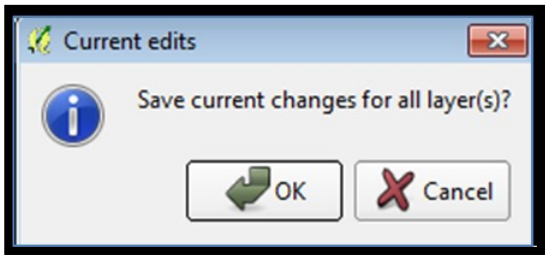
Participants can perform boundary changes to CDPs by adding new area or removing an existing area. The **Boundary Change** action uses the faces layer to modify CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital. If the addition of area dictates an attribute change, refer to the **Change Attribute** section for details on modifying the name of existing CDPs. **Table 46** explains the steps to add area to an existing CDP.

Table 46: Boundary Change – Add Area (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select Census Designated Places for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**.  View the CDPs in the **Map View** window.
Step 3	Double click to select a CDP from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP to review and highlights it*. 

Step	Action and *Result*
Step 4	Click the **Select Features By Area or single click** button to select the faces to add to the CDP. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the modification to the CDP.  *The selected faces highlight in yellow. This step depicts imagery.*  **Note:** The selected faces are outside of the CDP boundary because this is an add action.

Step	Action and *Result*
Step 5	Click the **Add Area** button to apply boundary change (addition of faces/areas) to the selected CDP. 
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale for viewing if the area added is small. If the boundary change is incorrect, the next section explains the process for removing area from a CDP.  To reverse the boundary change, simply remove the area or perform the **Undo** action prior to saving. Refer to **Table 12** and **Table 17** for instructions on the **Undo** functionality.

Step	Action and *Result*
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

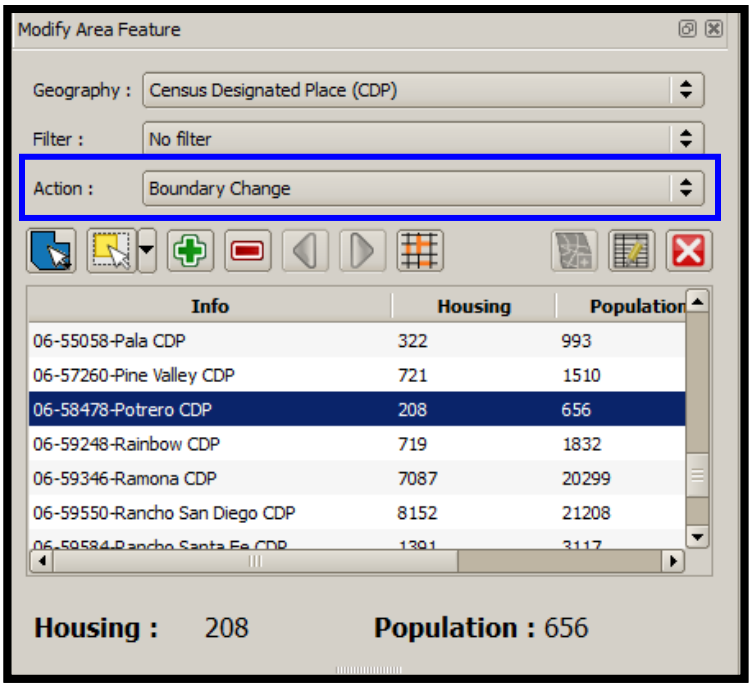
9.5.3 Boundary Change – Remove Area (CDP)

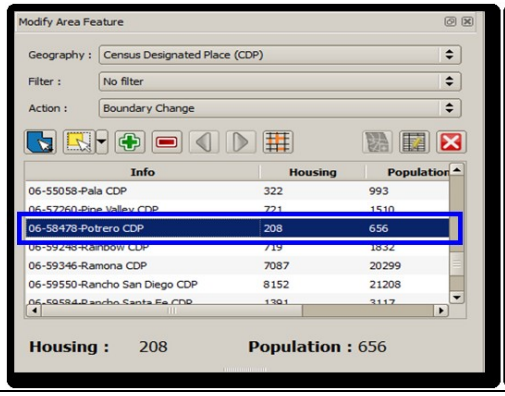
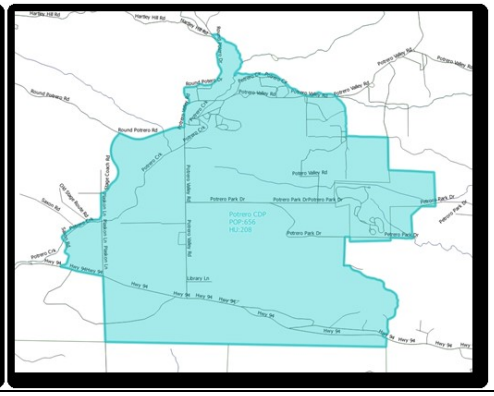
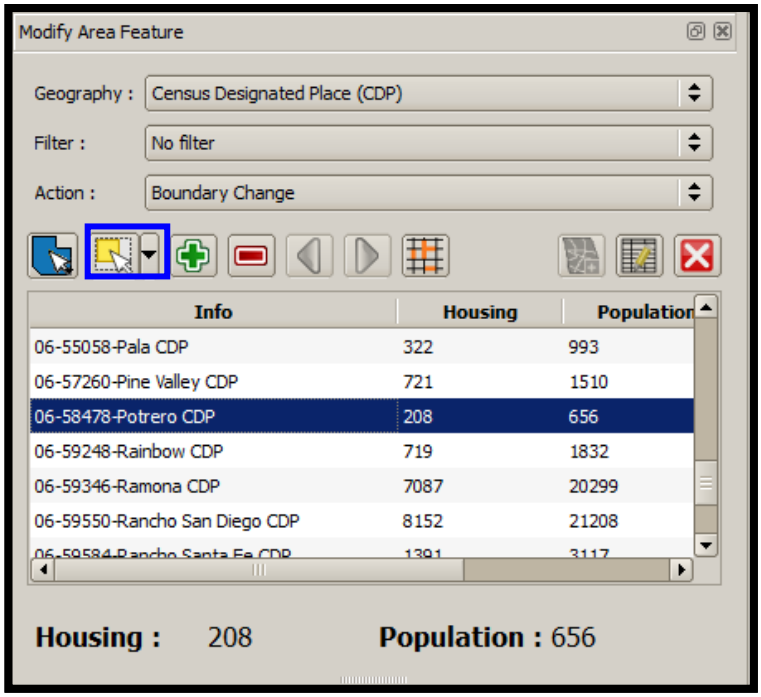
Participants can perform boundary changes to CDPs by adding new area or removing an existing area. The **Boundary Change** action uses the faces layer to modify CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital. If the removal of area dictates an attribute change, refer to the **Change Attribute** section for details on modifying the name of existing CDPs.

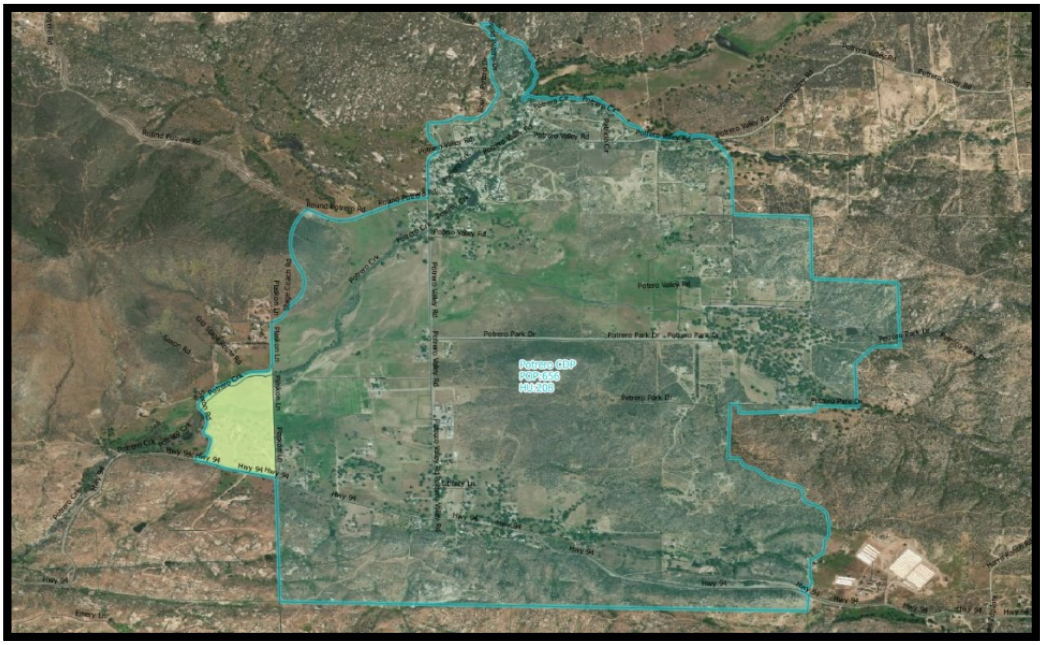
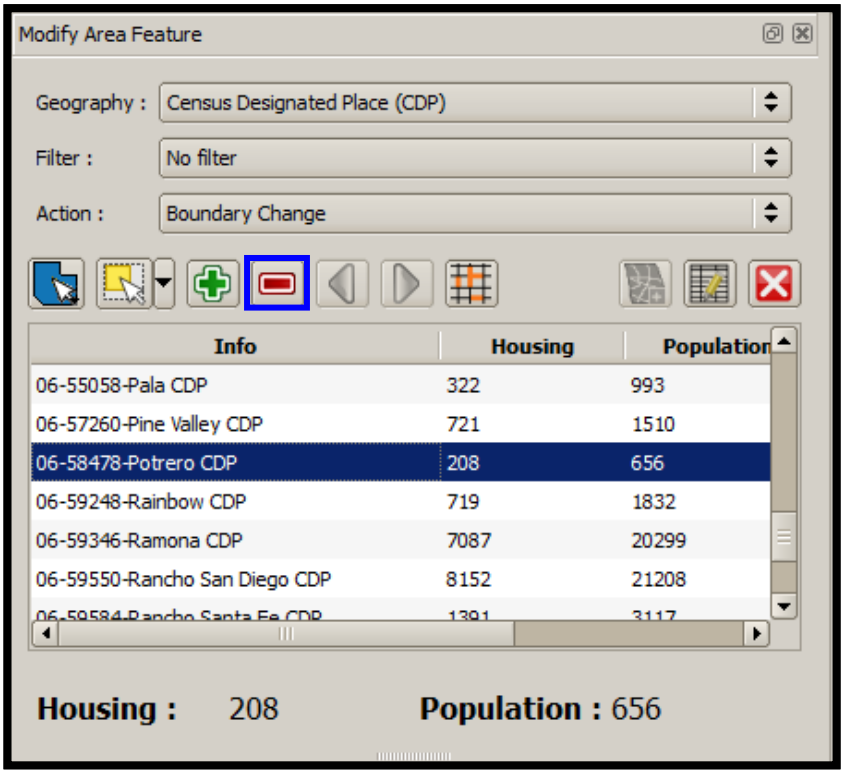
This section covers removing area from an existing CDP. **Table 47** explains the steps to remove area from an existing CDP.

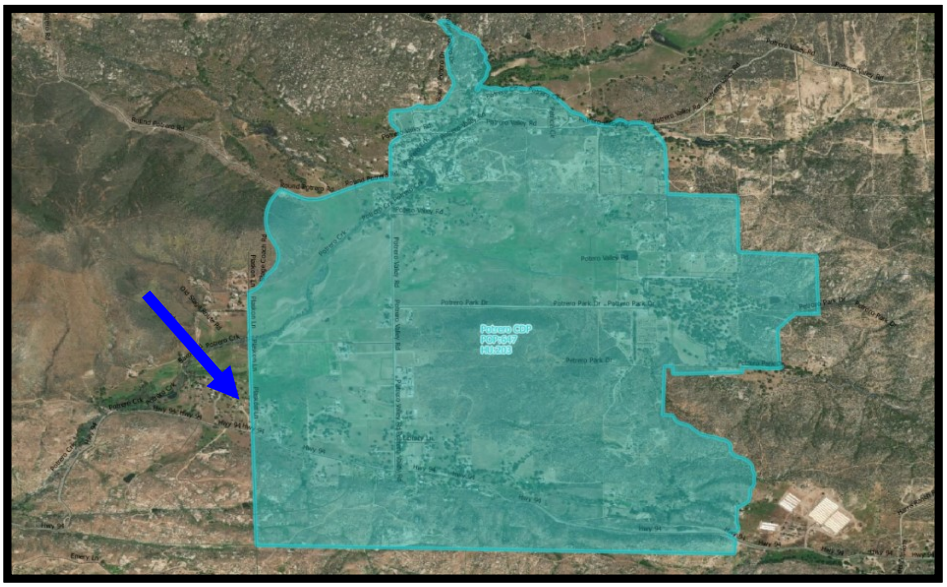
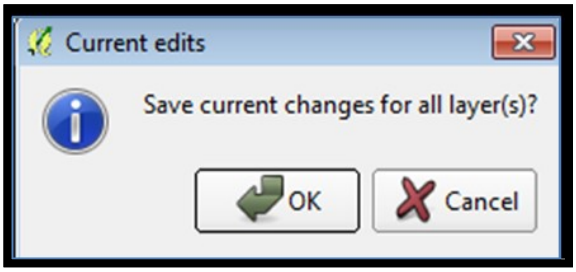
Table 47: Boundary Change – Remove Area (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select Census Designated Places for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**.   View the CDPs in the **Map View** window.

Step	Action and *Result*
Step 3	Double click to select a CDP from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP to review and highlights it.*  
Step 4	Click the **Select Features By Area or single click** button to select the faces to remove from the CDP. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the modification to the CDP.  *The selected faces highlight in yellow. This step depicts imagery.*

Step	Action and *Result*
	 **Note:** The selected faces are inside of the CDP boundary because this is a remove action.
Step 5	Click the **Remove Area** button to apply boundary change (removal of faces/areas) from the selected CDP. 

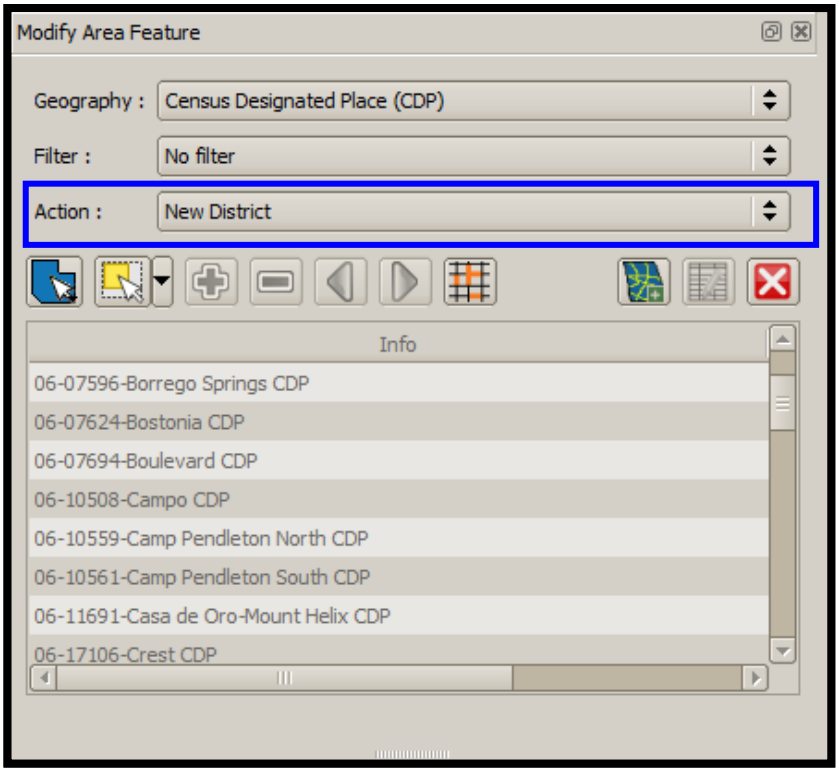
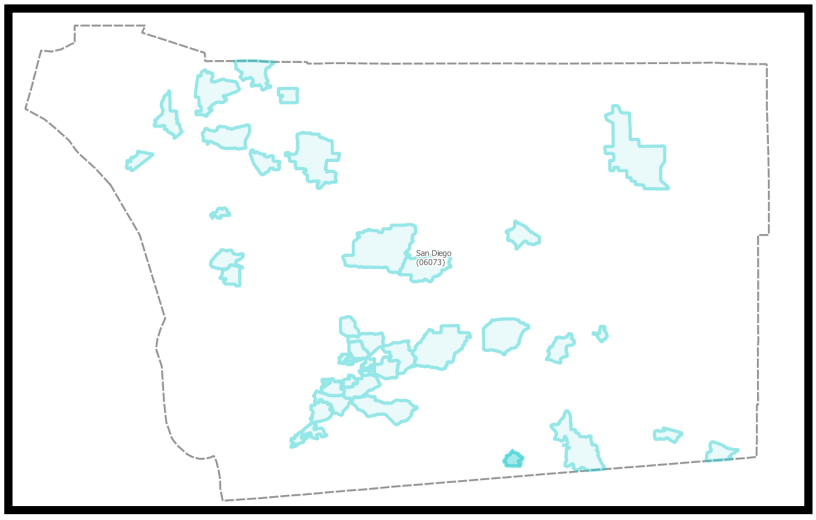
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale if the area is small. If the boundary change is incorrect, the previous section on **Boundary Change** explains the process for adding area to a CDP.  To reverse the boundary change, simply add the area back to the CDP or perform the **Undo** action prior to saving. Refer to **Table 12** and **Table 17** for instructions on the **Undo** functionality.
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

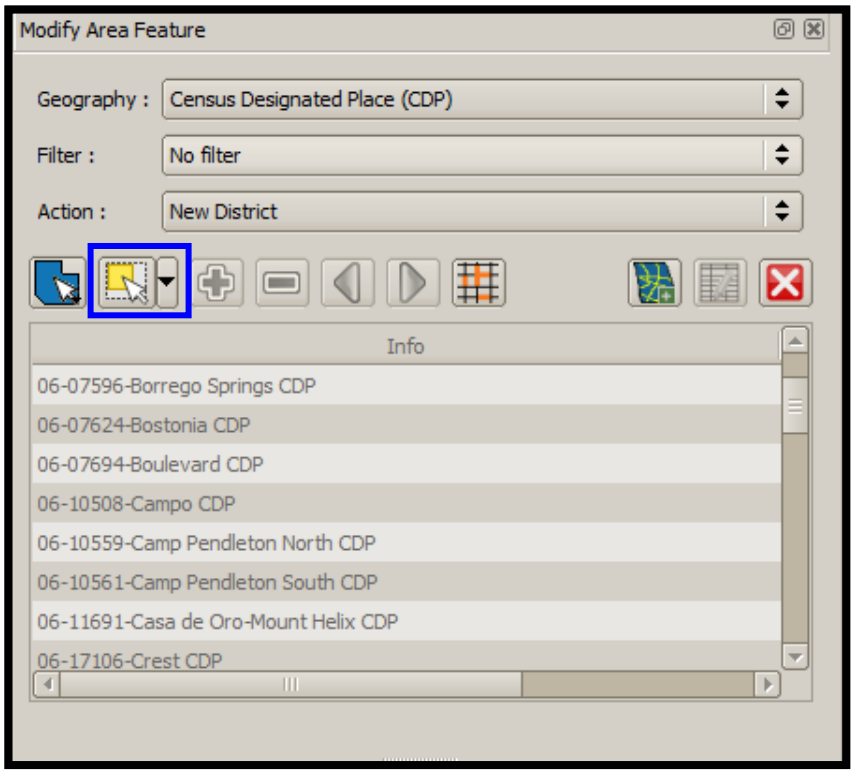
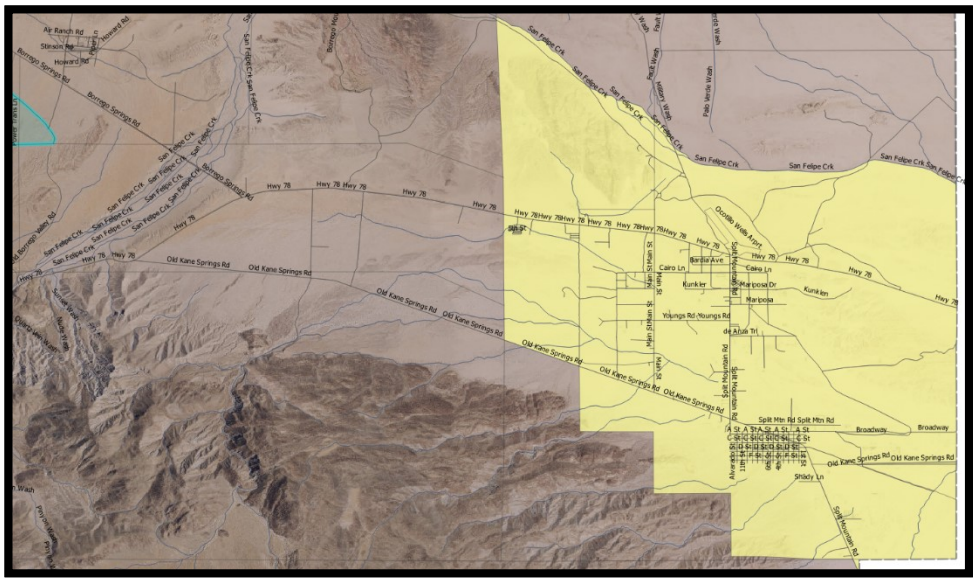
9.5.4 New District – Add Entity (Add a New CDP)

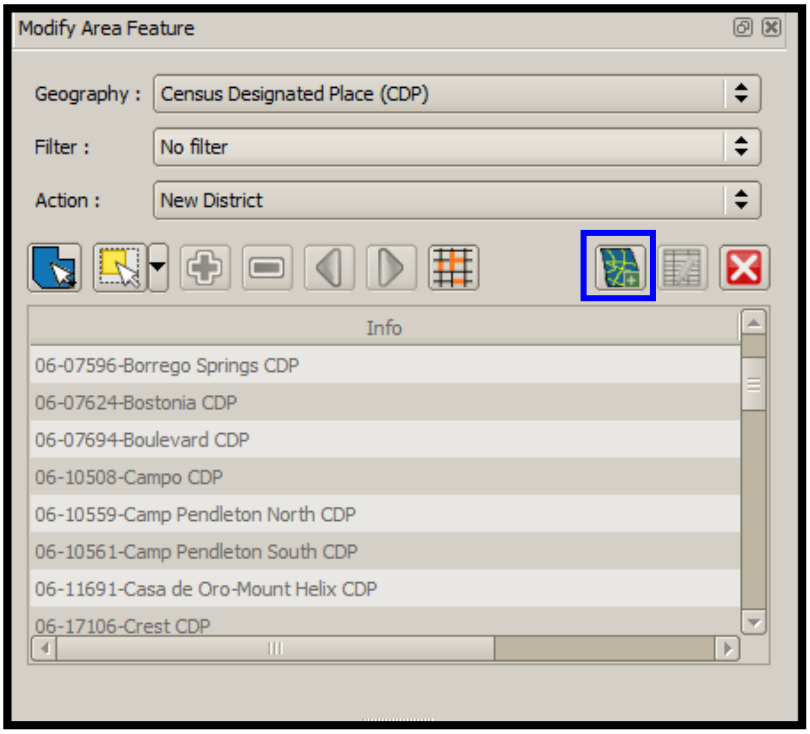
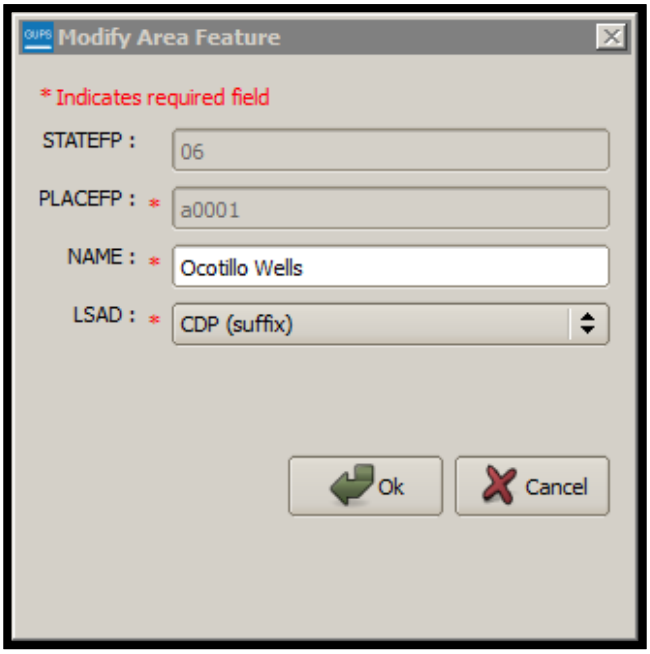
Participants can add new CDPs as part of their PSAP work. As with adding area or removing area from an existing CDP, the **New District** action uses the faces layer to add new CDPs. CDP boundaries must follow physical boundaries (with some exceptions as mentioned in **Chapter 4**), so the use of imagery when performing this action is vital.

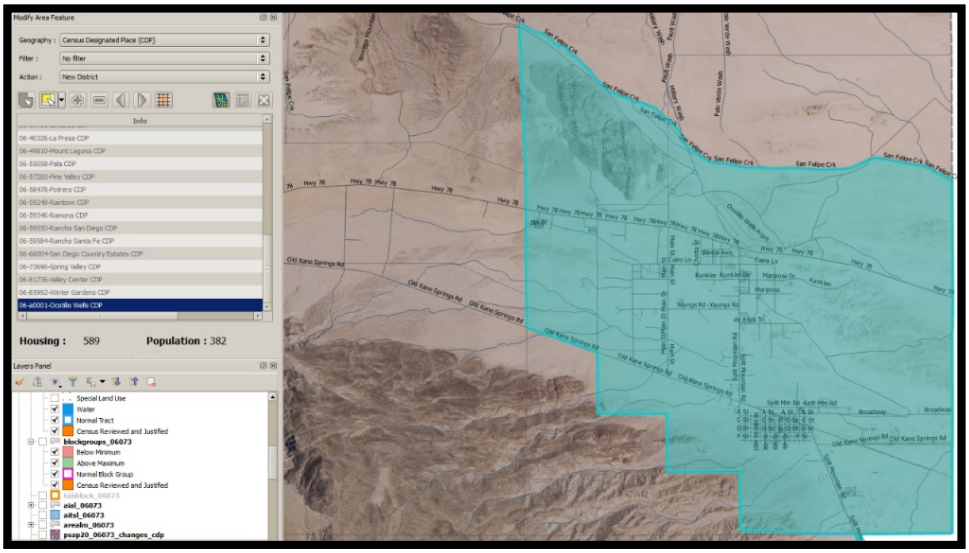
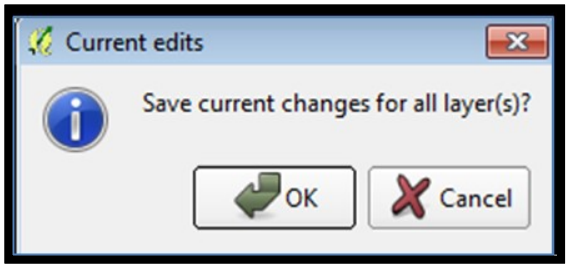
This section covers adding a new CDP to a working county. **Table 48** explains the steps to add new CDP using the faces layer.

Table 48: Add a New Census Designated Place (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select Census Designated Places for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **New District**.   View the existing CDPs in the **Map View** window and determine if any are missing. To determine if a CDP is missing, use the **Zoom In** button and the **Pan** button on the **Standard toolbar** to zoom and pan around the working county.

Step	Action and *Result*
Step 3	Click the **Select Features By Area or single click** button to select the faces to add to the new CDP. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the creation of the new CDP.  *The selected faces highlight in yellow. This step depicts imagery.*  **Note:** Select faces that do not belong to an existing CDP area.

Step	Action and *Result*
Step 4	Click the **Add Entity** button to create a new CDP. 
Step 5	*The **Modify Area Feature** window opens.* Enter the **Name** of the newly created CDP and then click the **OK** button. 

Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS captured the new CDP properly. Zoom to the proper scale to confirm the boundaries and area of the CDP. If CDP is incorrect, the previous two sections on **Boundary Change** explain the process to use for modifying the newly created CDP. 
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

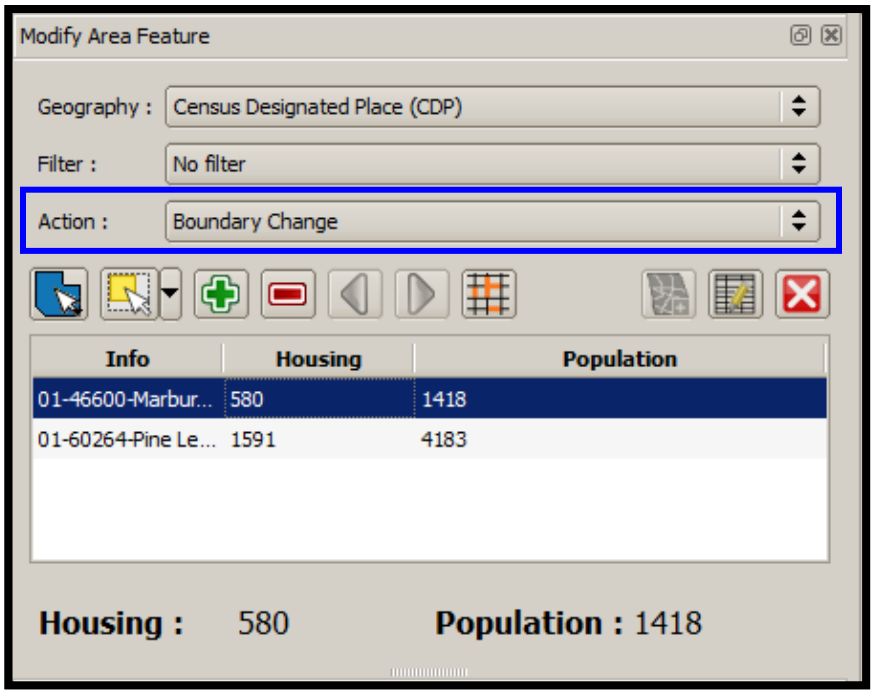
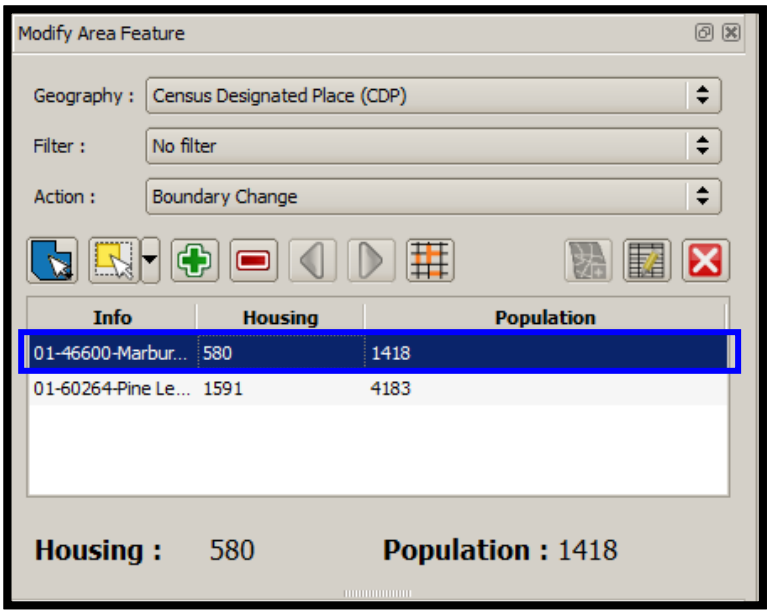
9.5.5 Boundary Change – Delete Area Feature (Delete an Existing CDP)

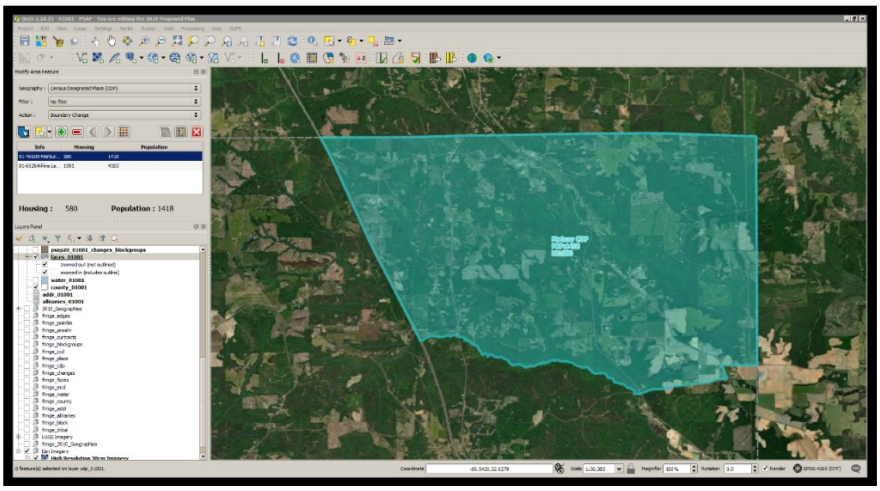
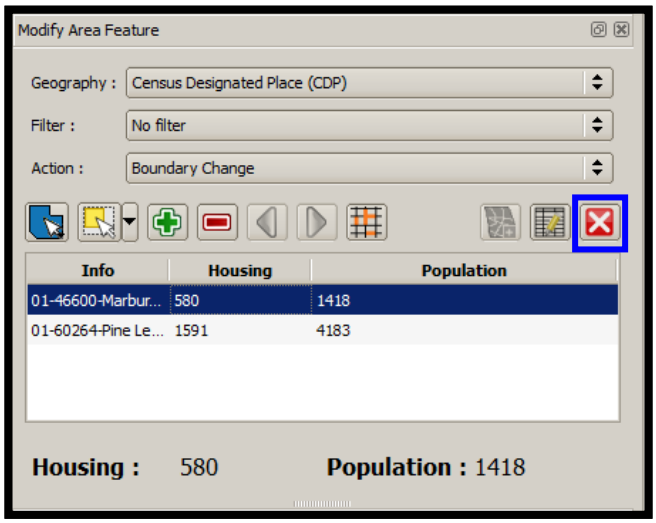
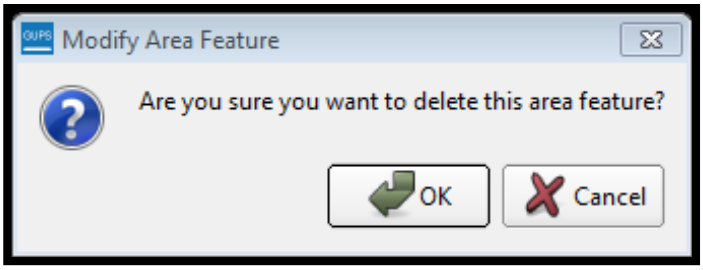
Participants can delete existing CDPs as part of their PSAP work. Before deleting an existing CDP, participants should ensure that none of the characteristics described in **Chapter 4** exist for the CDP under consideration for deletion. Presence of those characteristics leads to retention of the existing CDP. Pending review of the submission, the Census Bureau may disapprove of the deletion and retain CDPs proposed for deletion by participants.

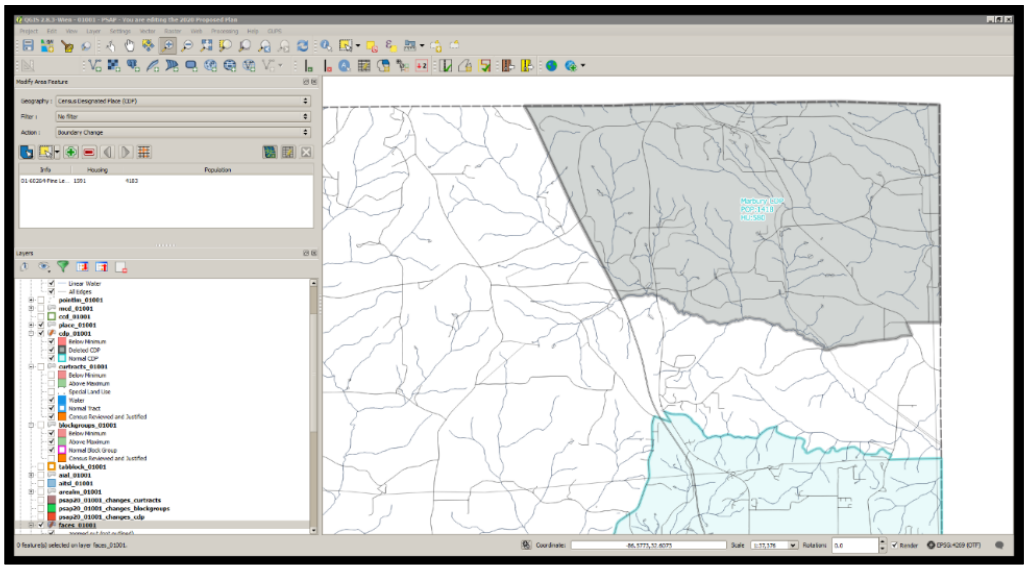
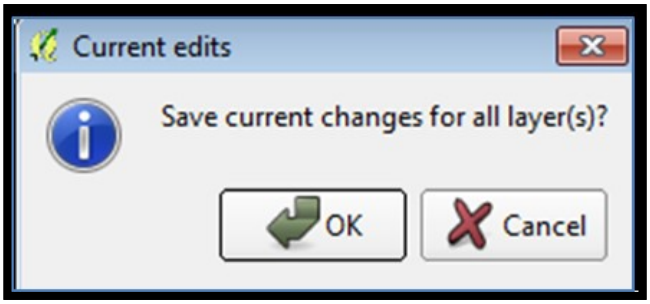
This section covers deleting an existing CDP. **Table 49** explains the steps to remove an existing CDP from the working county.

Table 49: Boundary Change – Delete Area Feature (Delete an Existing CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select Census Designated Places for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 
Step 3	Double click to select the CDP to delete from the **Info** column within the **Modify Area Feature** window. 

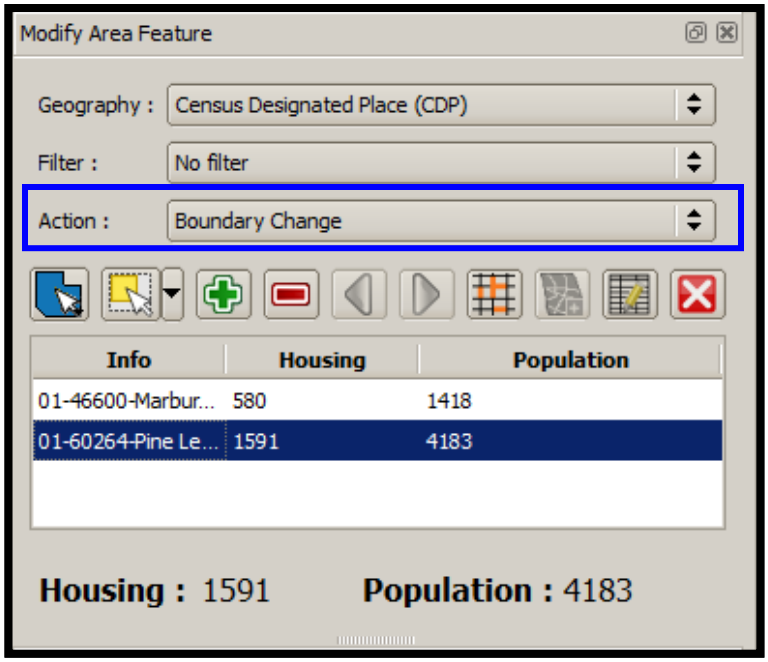
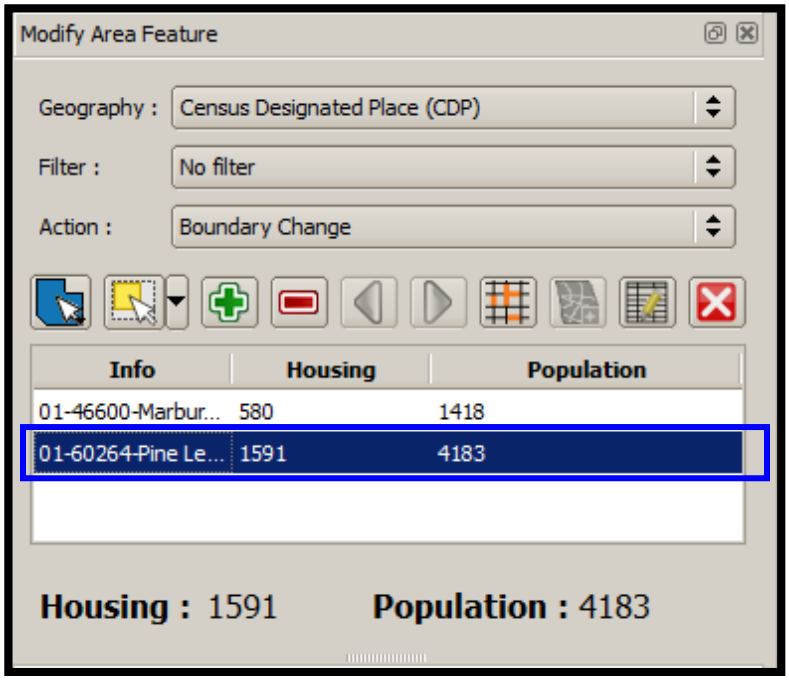
Step	Action and *Result*
	*The **Map View** zooms to the selected CDP to review and highlights it. This step depicts imagery.* 
Step 4	Click the **Delete Area Feature** button to delete the CDP from the list. 
Step 5	*The **Modify Area Feature** confirmation dialog box displays to verify the deletion of this area feature.* Click **OK** if satisfied with the deletion. Click **Cancel** to discard the deletion.  For this example, click the **OK** button to continue.

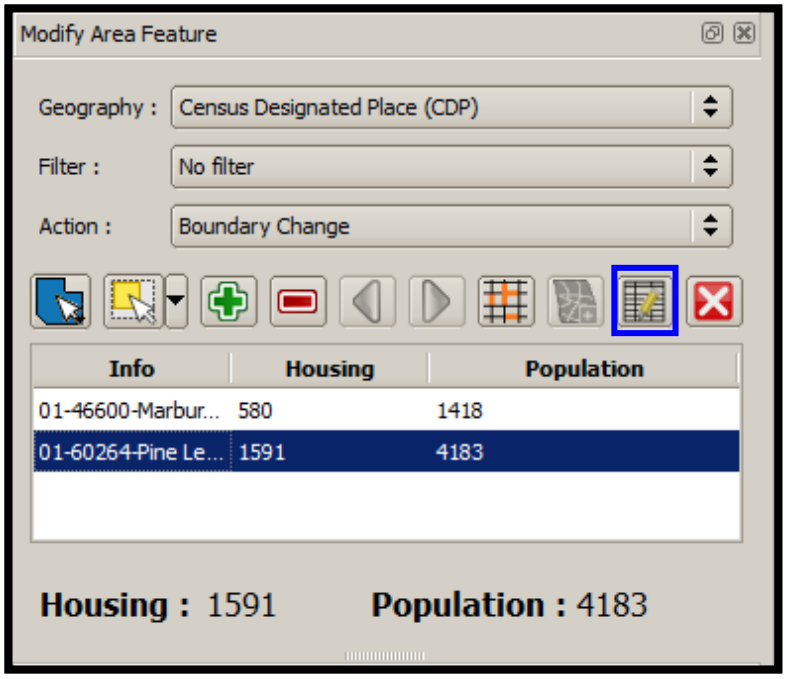
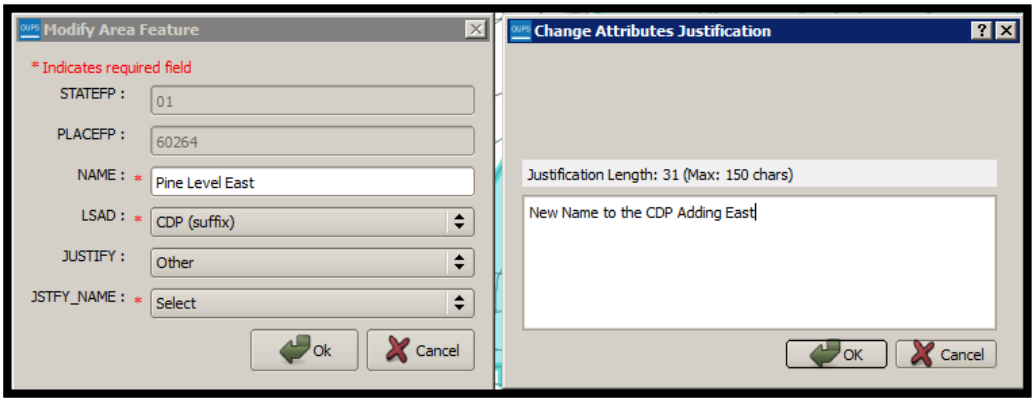
Step	Action and *Result*
Step 6	Refer to the **Map View** to verify that GUPS deleted the CDP. Zoom to the proper scale to confirm the deletion. If participants decide the CDP deletion was incorrect, the previous section on **New District – Add Entity (Add a new CDP)** explains the process to use for adding the deleted CDP back into the working county. 
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

9.5.6 Boundary Change – Change Attributes (CDP)

Using the **Boundary Change** action, participants can perform attribute updates on existing CDPs. Attributes that can be modified include the **NAME**, **JUSTIFY**, and **JSTFY_NAME** fields. Refer to **Chapter 4** for naming rules and recommendations. When a participant changes an existing CDP name or creates a new CDP, then the **JSTFY_NAME** field becomes required. The participant uses the field to provide reasoning for the chosen name. Participants may also use the **JUSTIFY** field to provide additional reasoning for the name change to an existing CDP or creating a new CDP. If participants make substantial changes to the boundaries of an existing CDP, then the Census Bureau recommends the modification of the name or a strong justification for retaining the name. **Table 50** explains the steps to change the attributes an existing CDP.

Table 50: Boundary Change – Change Attributes (CDP)

Step	Action and *Result*
Step 1	Follow steps from **Table 45: Select Census Designated Place** to open the project and select Census Designated Places for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 
Step 3	Double click to select the CDP to modify from the **Info** column within the **Modify Area Feature** window. *The **Map View** zooms to the selected CDP and highlights it (not shown in this example).* 

Step	Action and *Result*
Step 4	Click the **Change Attribute** button to modify the CDPs attributes. 
Step 5	*The **Modify Area Feature** window displays.* Enter the required data (fields with the red asterisks). *GUPS pre- populates the **Name** field with the selected CDP name and the **LSAD** field defaults to the geography selected.* In this case, CDP. The **NAME**, **JUSTIFY**, and **JSTFY_NAME** fields can be updated. When finished, press **OK**.  **Note:** To change the name of an existing CDP, follow the CDP naming criteria outlined in **Chapter 4**. Participants must provide justification such as the community has officially renamed (e.g., Tyson's Corner VA rebranded itself as Tysons VA). Signage and other proof should exist to confirm the renaming.

9.6 Census County Division Update Instructions

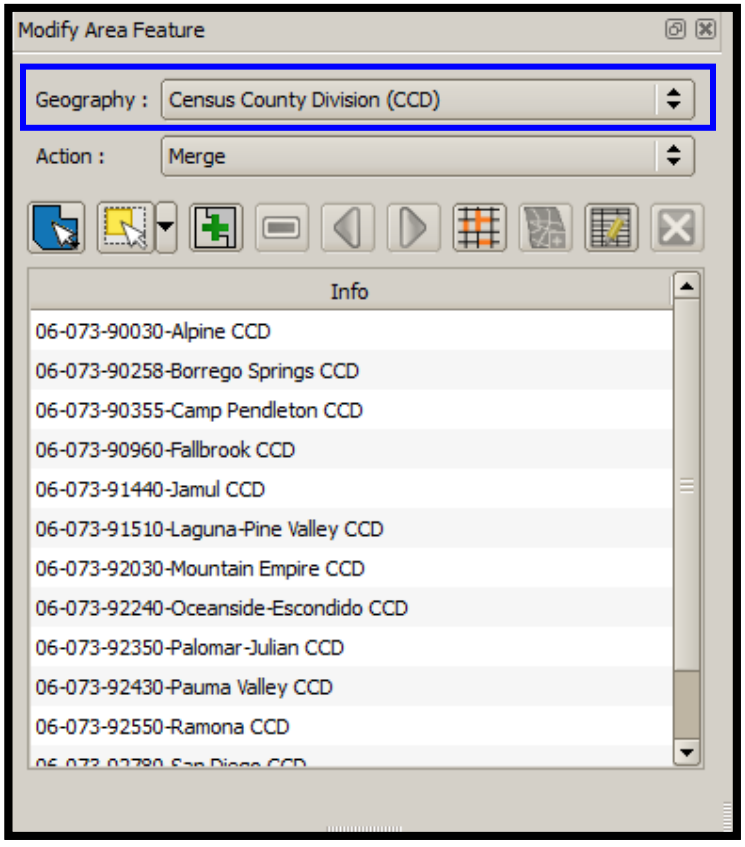
Participants can merge CCDs or perform boundary changes, specifically by adding faces to existing CCDs. Participants can add new CCDs, and they can perform attribute updates for existing CCDs.

As a reminder from Part One, CCD boundaries normally follow visible features and county lines, but may also follow corporate boundaries and other nonvisible features.

9.6.1 Select Census County Division (CCD)

Steps to select a CCD to begin a review are included in **Table 51.**

Table 51: Select Census County Division (CCD)

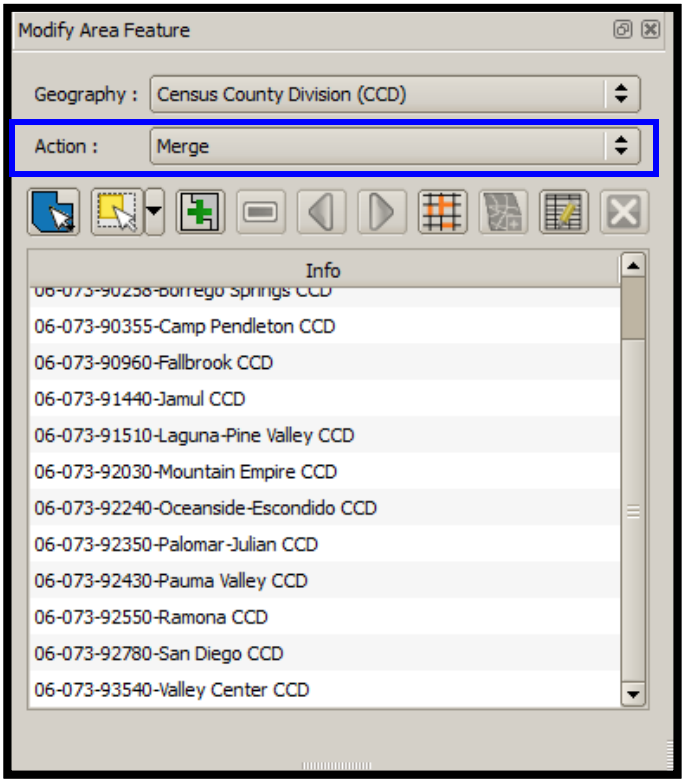
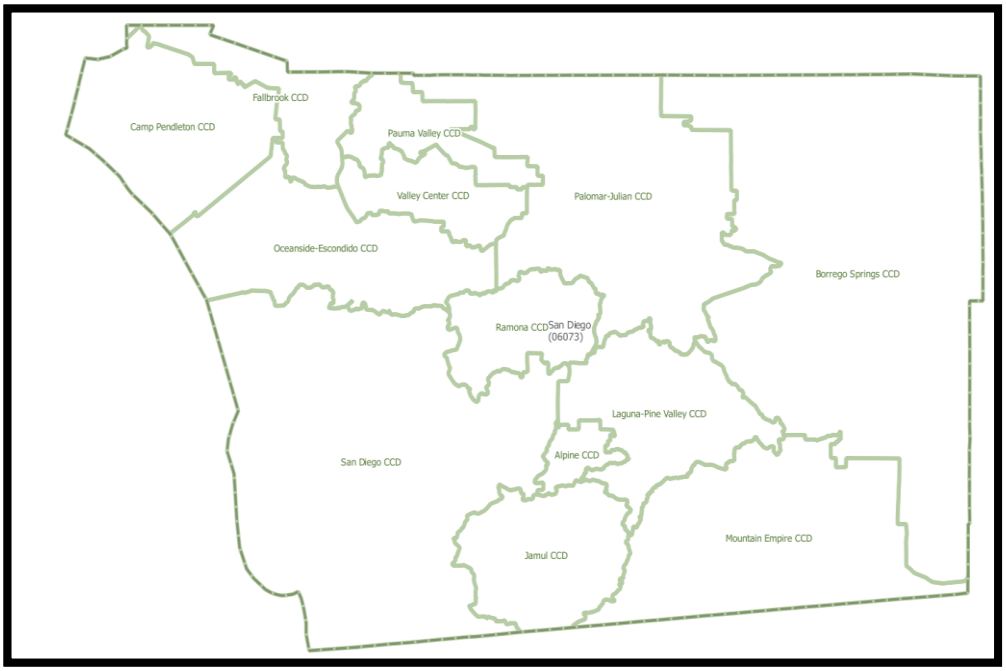
Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.
Step 2	Follow steps from **Table 32: Select Census Tracts** to open the existing project. After completing **Steps 1 – 4** (step 5 only appears with the initial setup), modify **Step 6** by clicking the **Modify Area Feature, Geography** drop-down menu and selecting **Census County Division (CCD)**. Enable the imagery as described in **Step 7** in order to visualize and orient to the CCD(s) under review. *The following screenshot is for San Diego County, California.* 

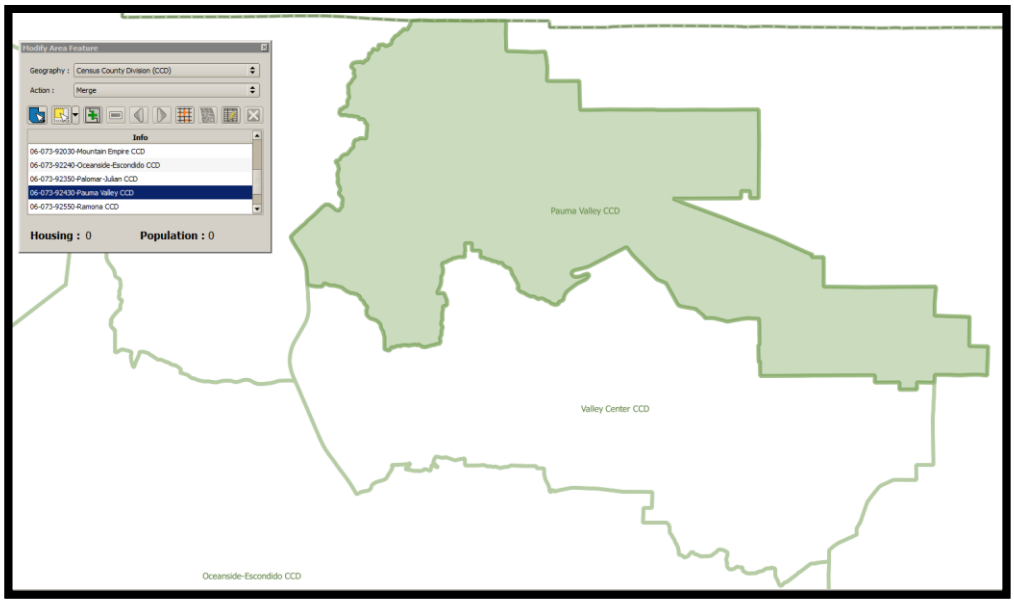
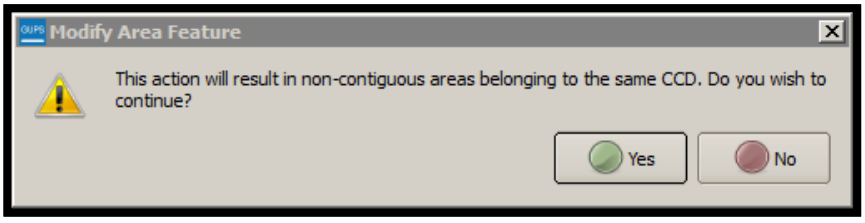
9.6.2 Merge Census County Divisions (CCDs)

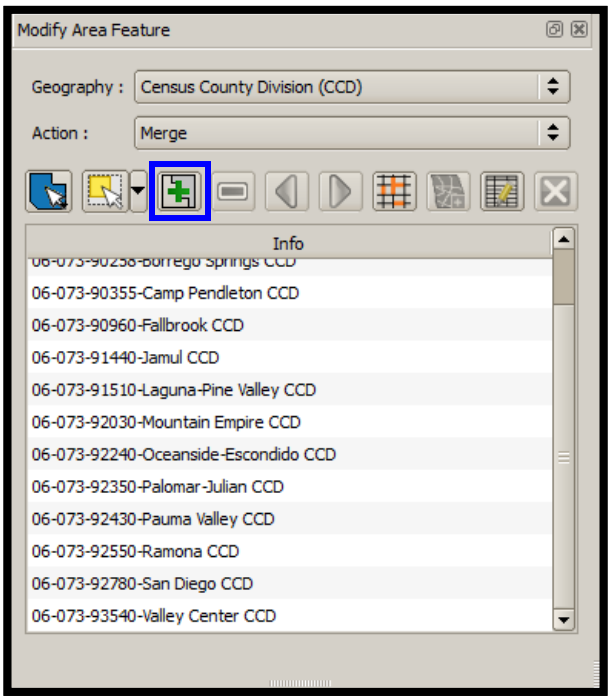
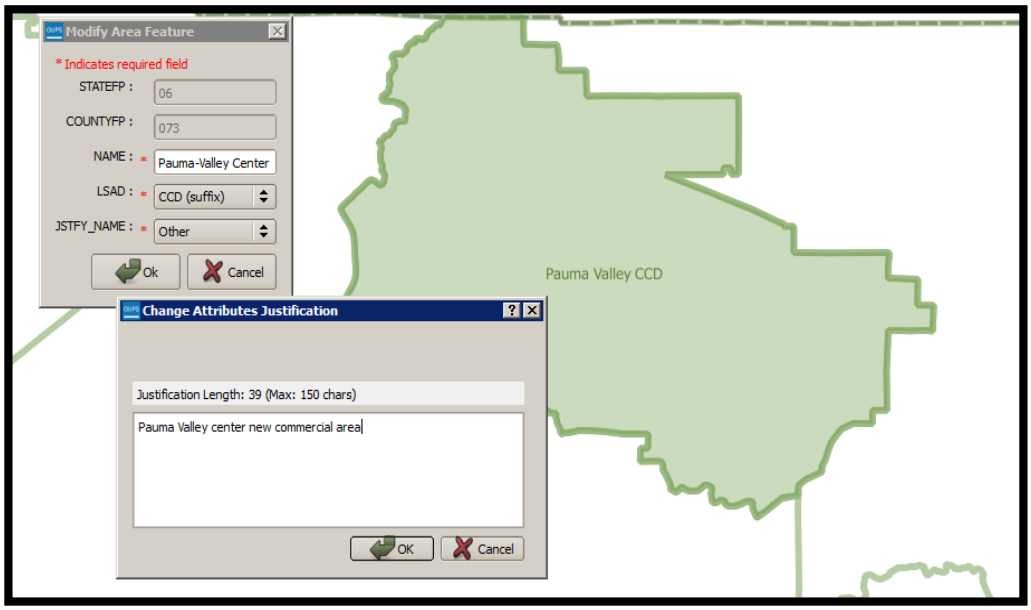
Participants can merge CCDs to form a new CCD. **Table 52** explains the steps to merge CCDs.

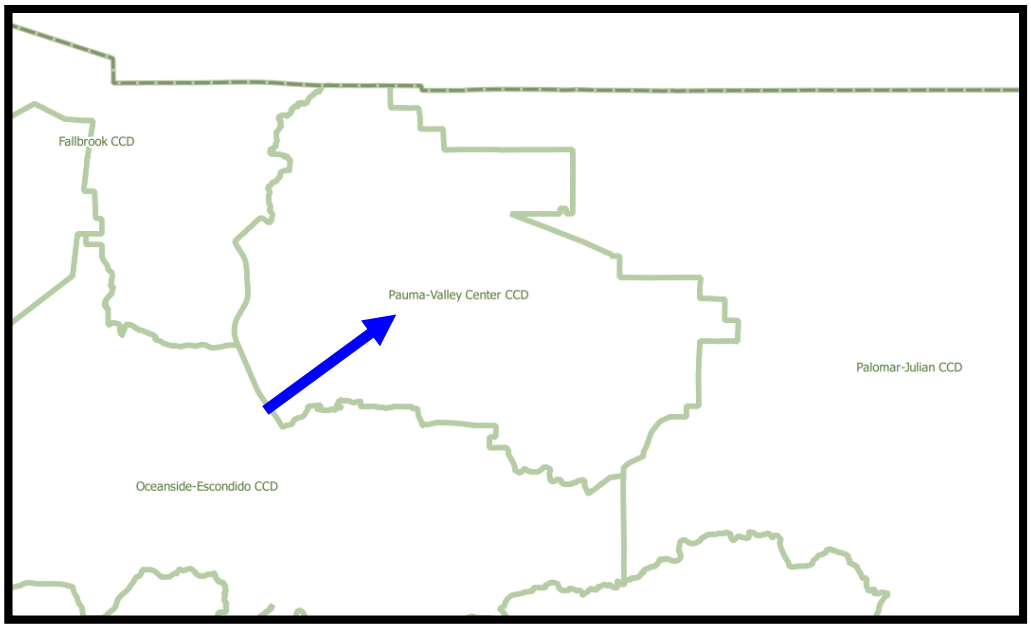
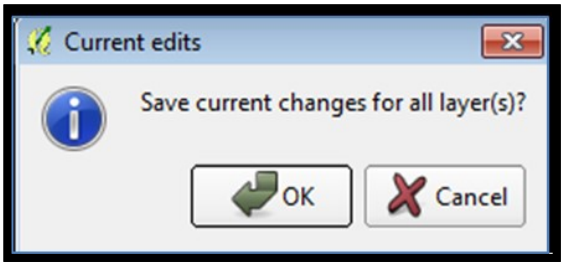
Table 52: Merge CCDs

Step	Action and *Result*
Step 1	Follow steps from **Table 51: Select Census County Division (CCD)** to open the project and select Census County Division for editing.

Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Merge**.  Use the **Zoom Full** button on the **Standard toolbar** to zoom to the extent of the county and view the existing CCDs. *The **Map View** displays all of the CCDs for the working county*. **Note**: Not enabling imagery at this scale allows for better visualization of the CCD names. 

Step	Action and *Result*
Step 3	Double click to select a CCD from the **Info** column within the **Modify Area Feature** window. The **Map View** zooms to the selected CCD (Pauma Valley) and displays it in light green color with a dark green border. 
Step 4	Click the **Select Features by Area or single click** button to select the CCD to use to merge with the previously selected CCD. *The newly selected CCD (Valley Center) highlights in yellow*. 
Step 5	Selecting CCDs not contiguous with each other result in geographic errors.  Participants must correct contiguity errors (or provide a justification for keeping the CCD noncontiguous) prior to submission to the Census Bureau. The **Modify Area Feature** tool does not allow a participant to select CCDs in different counties.

Step	Action and *Result*
Step 6	With the CCDs selected, click the **Merge** button to create a new CCD. 
Step 7	*The **Modify Area Feature** window displays. Enter the required data (fields with the red asterisks). GUPS pre- populates the **NAME** field with the selected CCD name and the **LSAD** field defaults to the geography selected.* The **NAME** and **JSTFY_NAME** fields are editable. The participant must update one of those two fields to continue.  When finished, click **OK**. **Note:** Participants must to change the name of the CCD to continue or must justify retention of the existing name in the JSTFY_NAME field (e.g., name of one of the merged CCD names is still the most prominent after merging). Otherwise, they receive an error message *indicating the name must be unique and the specified name is not unique*.

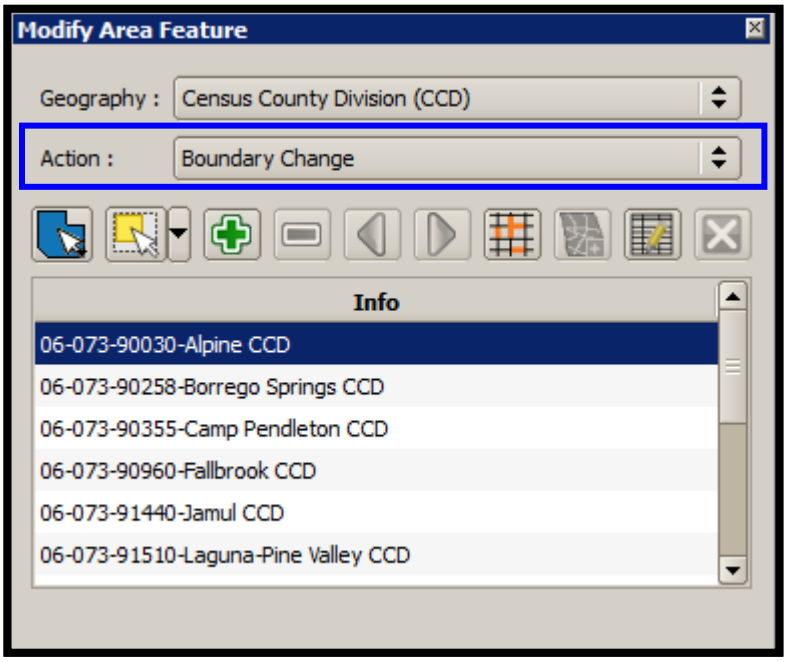
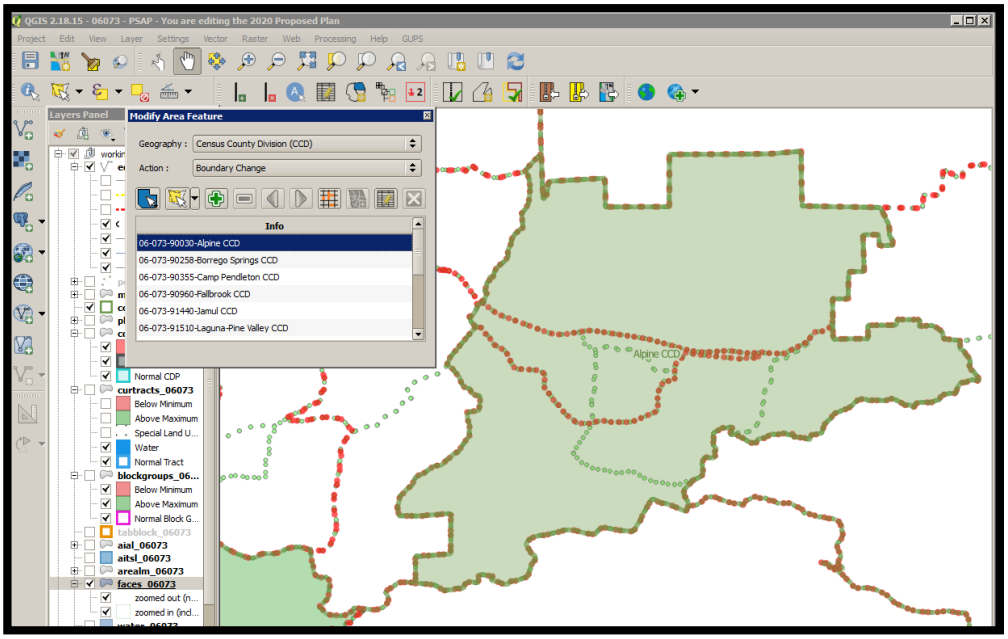
Step	Action and *Result*
Step 8	Refer to the **Map View** to verify that the CCD merge completed properly. The **Map View** shows the two CCDs merged into one CCD and depicts the new name, Pauma Valley Center CCD.  To reverse the merge, prior to saving use the **Undo** button. Refer to **Table 12** and **Table 17** for instructions on the Undo functionality.
Step 9	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

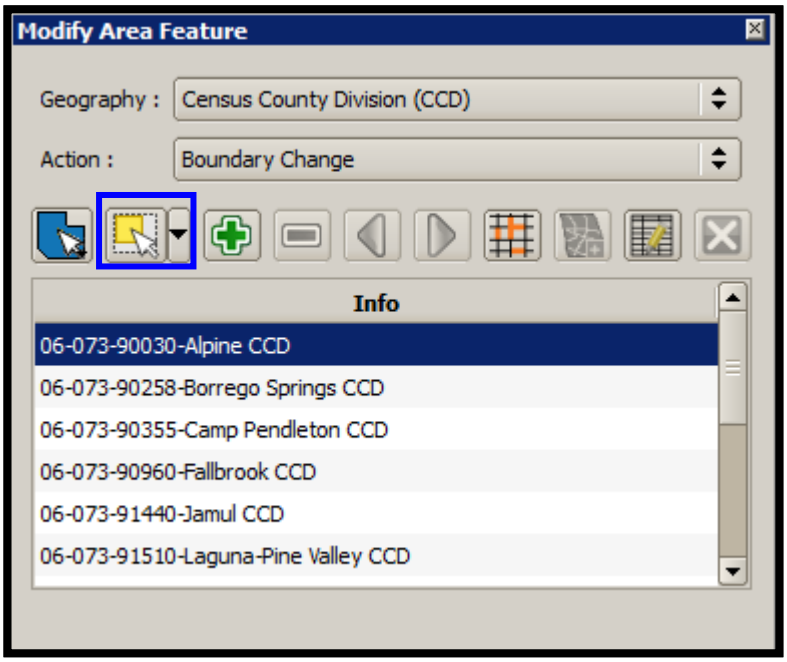
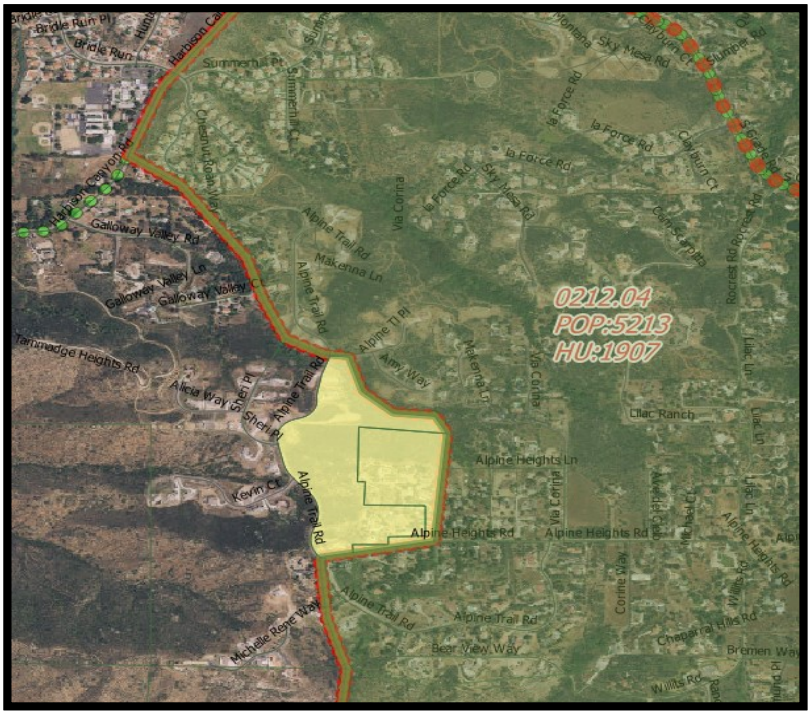
9.6.3 Boundary Change – Add Area (CCD)

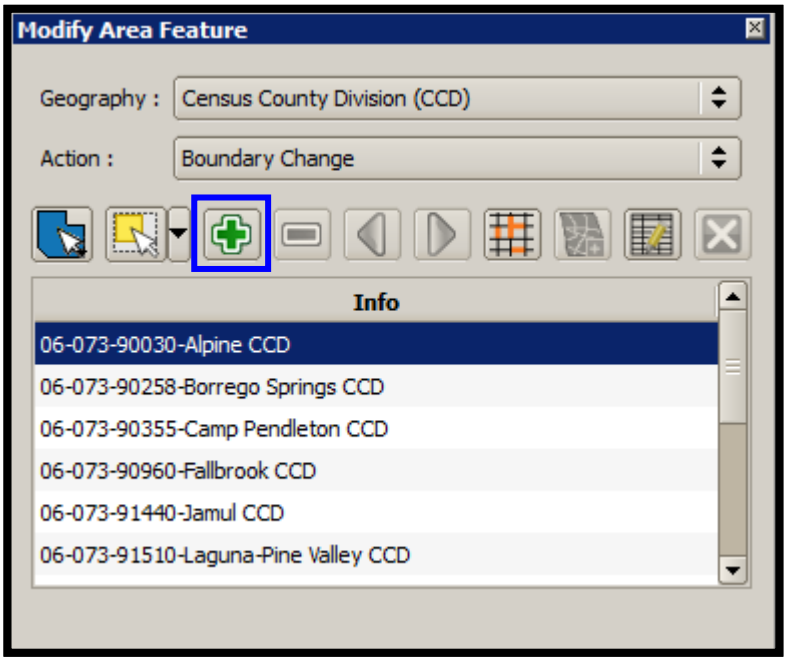
Participants can perform boundary changes to CCDs by adding new area or removing existing area. The **Boundary Change** action uses the faces layer to modify the area of a CCD. **Table 53** provides steps for adding area to a CCD through the **Boundary Change** menu.

Table 53: Boundary Change – Add Area (CCD)

Step	Action and *Result*
Step 1	Follow steps from **Table 51: Select Census County Division (CCD)** to open the project and select Census County Division for editing.

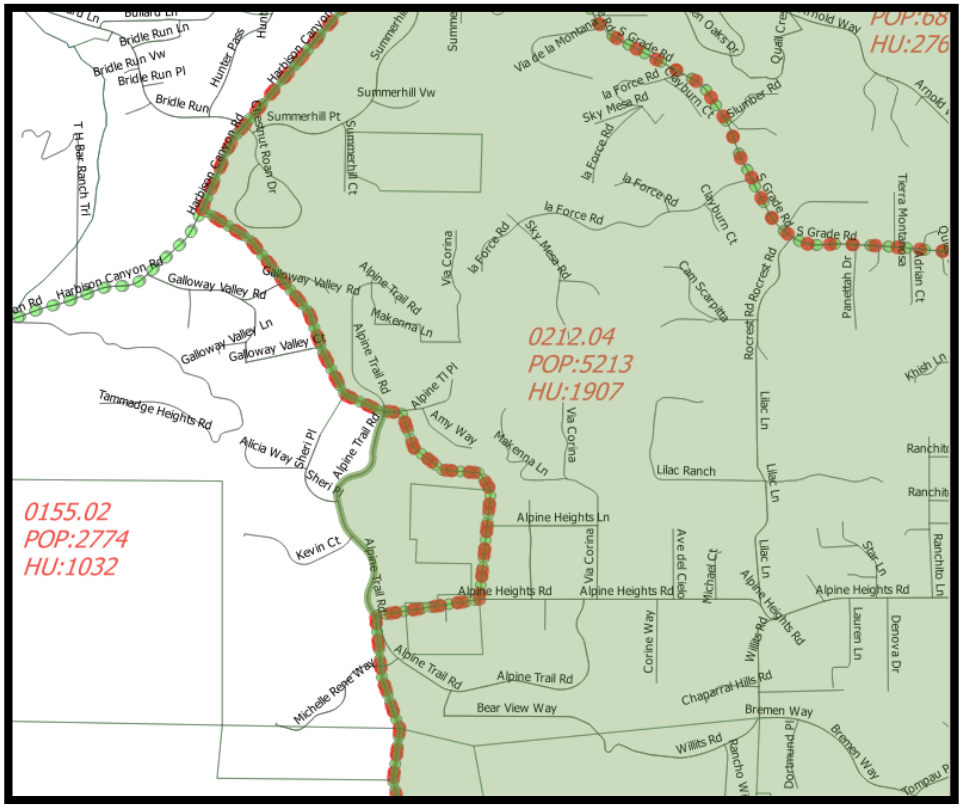
Step	Action and *Result*
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **Boundary Change**. 
Step 3	Double click to select a CCD from the **Info** column within the **Modify Area Feature** window. The **Map View** zooms to the selected CCD (e.g., Alpine CCD) to review and highlights it using green. 
Step 4	Use the **Zoom In** button and **Add Imagery** button to help with accuracy of selected area(s) to add.

Step	Action and *Result*
Step 5	Click the **Select Features By Area or single click** button to select the faces to add to the CCD. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the modification to the CCD.  *The selected faces highlight in yellow. This image depicts zoomed view with imagery enabled.* 
	Participants are unable to select faces within the CCD selected in **Step 3**, the targeted CCD. Selecting noncontiguous faces results in geographic errors that participants must correct prior to submitting to the Census Bureau. The GUPS software prevents adding faces from different counties.

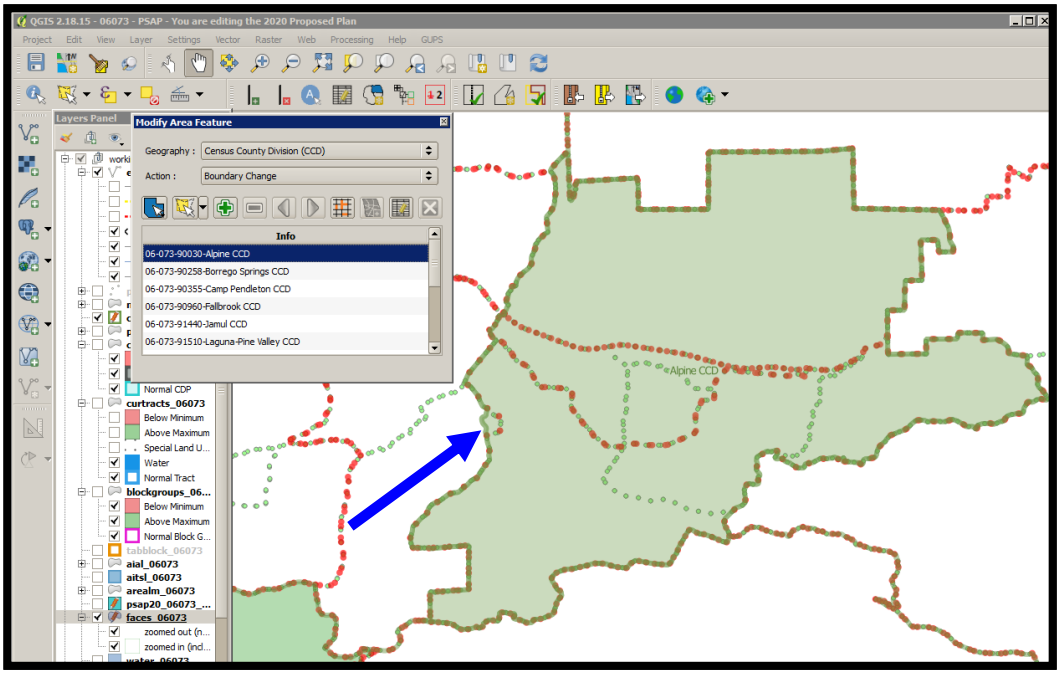
Step	Action and *Result*
Step 6	Click the **Add Area** button to apply boundary change (addition of faces/areas) to the selected CCD. 

Step 7

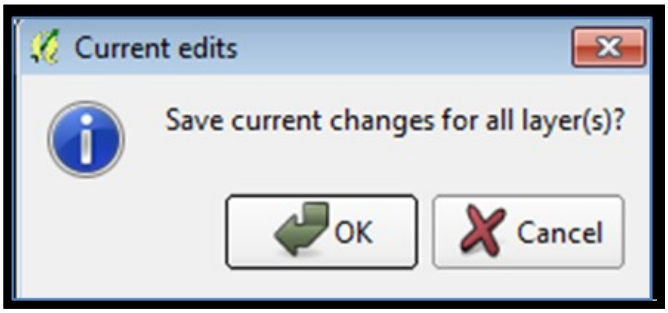
Refer to the **Map View** to verify that the CCD boundary change completed properly.



The newly added area appears in the same fill color as the selected CCD and the external boundary bumps out to the edge of the added area.



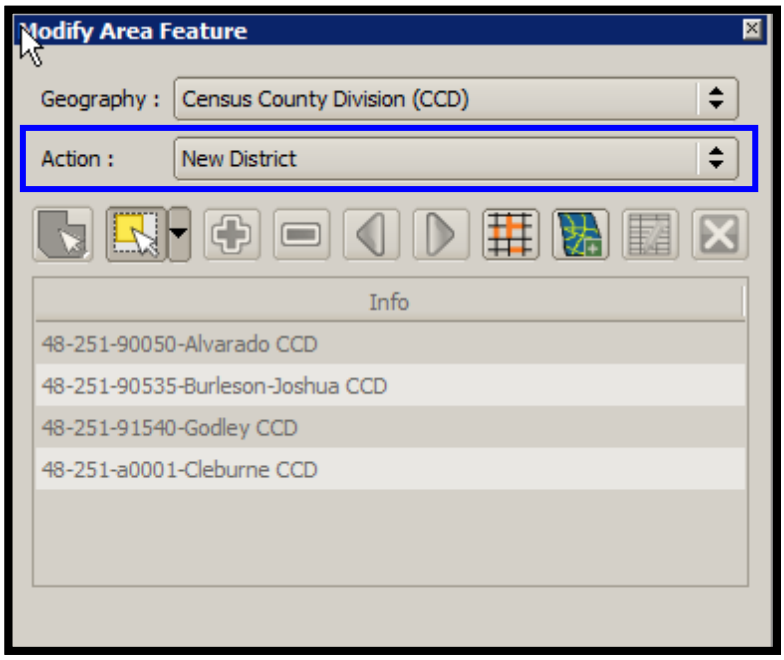
The full image includes blue arrow denoting the newly added area. To reverse the boundary change, simply add the area back to the original CCD or perform the **Undo** action prior to saving. Refer to **Table 12** and **Table 17** for instructions on the **Undo** functionality.

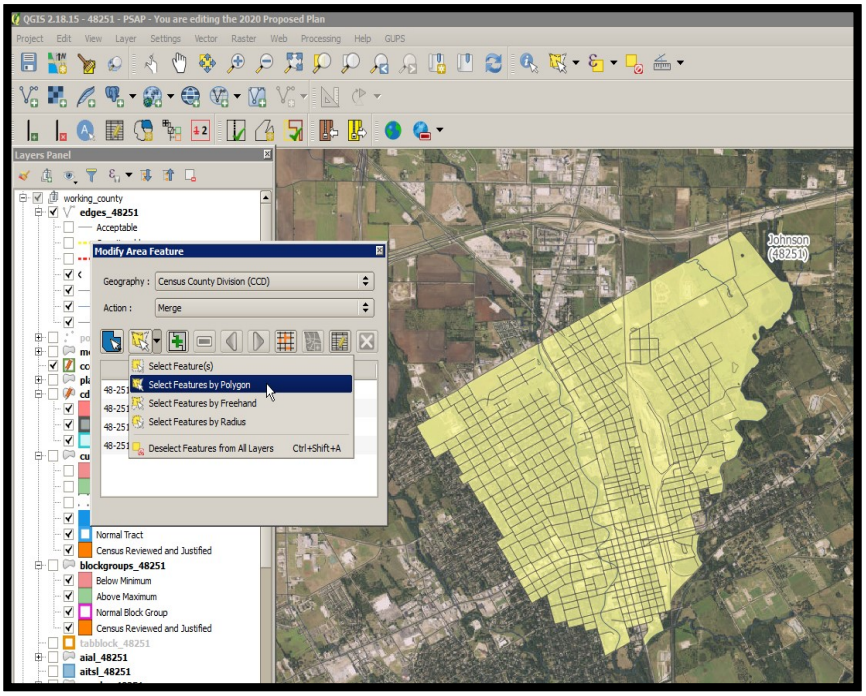
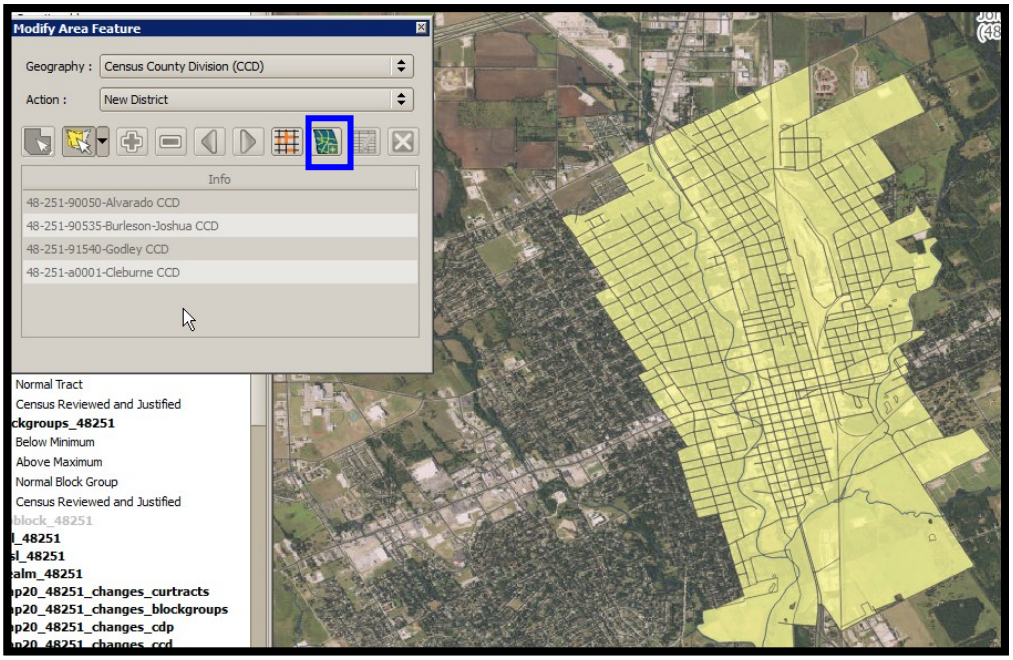
Step	Action and *Result*
Step 8	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

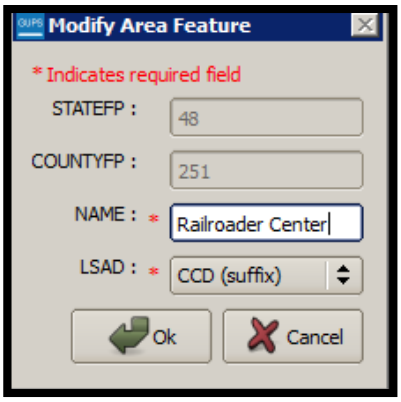
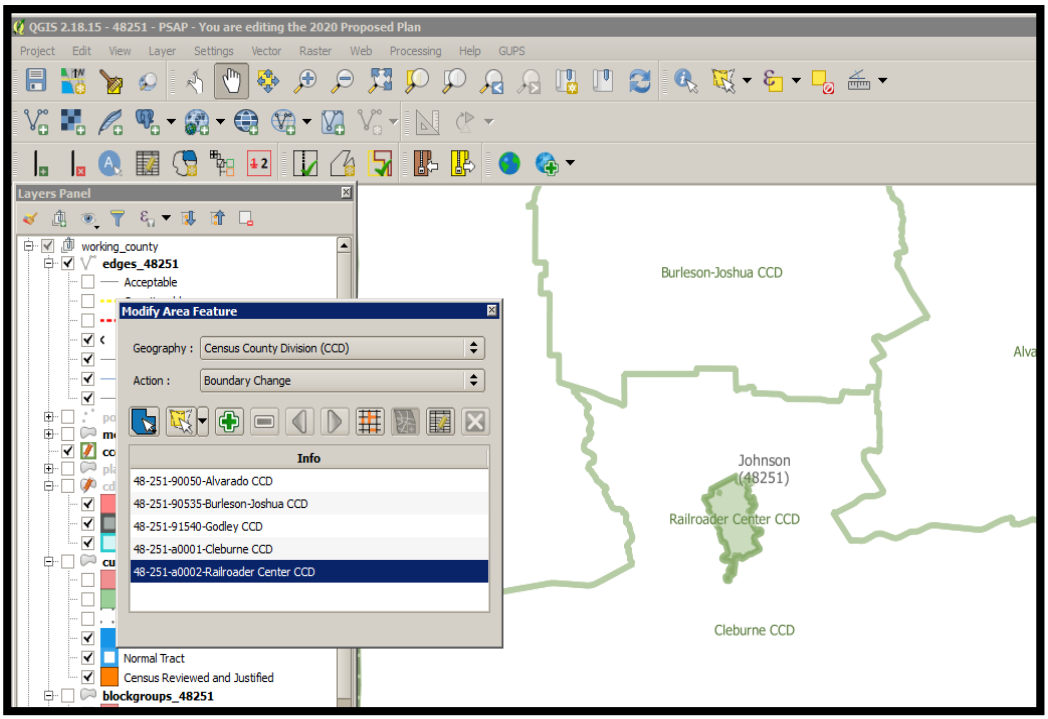
9.6.4 New District – Add Entity (Add a New CCD)

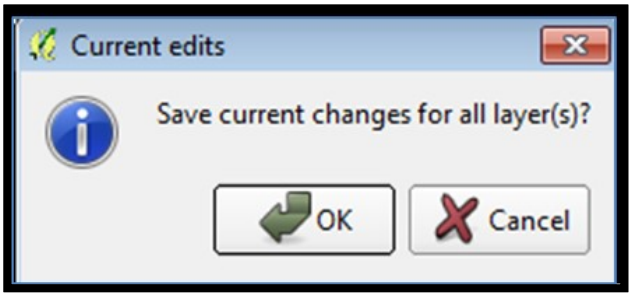
As with CDPs, participants can add new CCDs as part of their PSAP work. As with adding area or removing area from an existing CCD, the **New District** action uses the faces layer to modify CCDs. **Table 54** describes the steps for adding a new CCD.

Table 54: Add a New Census County Division (CCD)

Step	Action and *Result*
Step 1	Follow steps from **Table 51: Select Census County Division (CCD)** to open the project and select Census County Division for editing.
Step 2	Within the **Modify Area Feature** window, click the **Action** drop-down menu to select **New District**. 

Step	Action and *Result*
Step 3	Use **Zoom In** button to zoom into an appropriate scale for selecting areas to add to a new CCD and the **Add Imagery** button to help with accuracy of selected area(s) to add. Click the **Select Features By Area or single click** button to select the faces to add to the CCD. Participants can choose any of the four choices beneath the **Select Features** button to accomplish the modification to the CCD. *This example uses **Select Features by Polygon**. The selected faces highlight in yellow.* 
Step 4	Click the **Add Entity** button to add the selected faces to create a new CCD. 

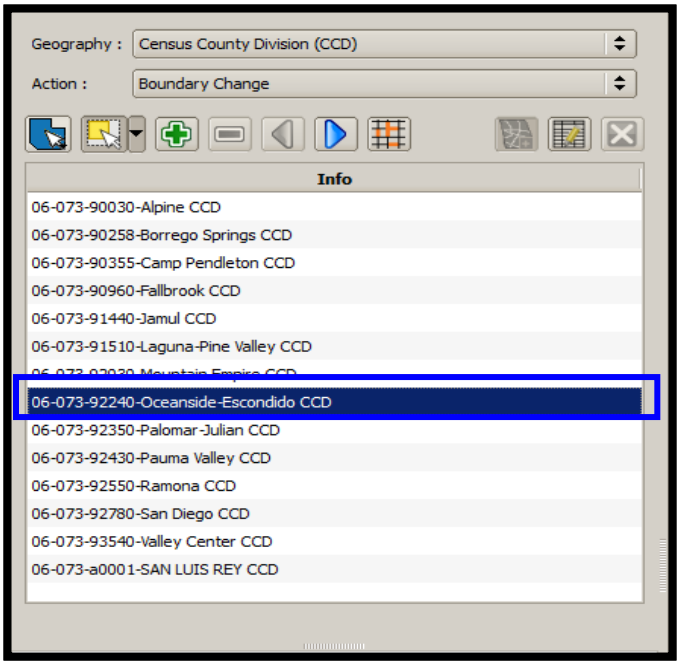
Step	Action and *Result*
Step 5	*The **Modify Area Feature** window opens*. Enter the **NAME** of the newly created CCD and then click the **OK** button. 
Step 6	Refer to the **Map View** to verify that GUPS captured the new CCD properly. Zoom to the proper scale to confirm the boundaries and area of the CCD. To reverse the creation of the CCD, prior to saving, use the **Undo** button. If CCD is incorrect, participants can cancel the creation and begin again or they can accept the almost correct CCD and perform a **Boundary Change** action with the adjacent CCD. *The **Boundary Change** window is activated in the screenshot below.* 

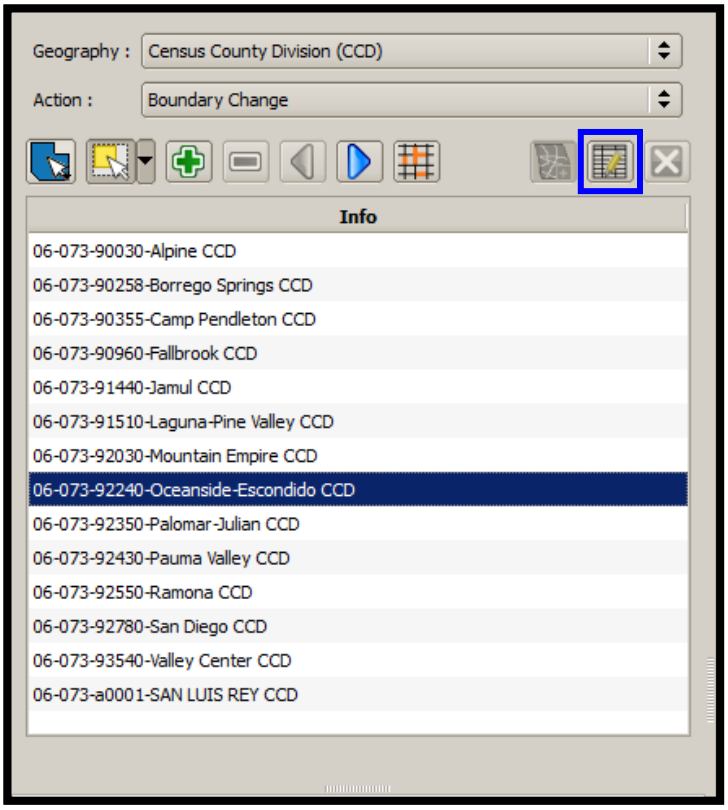
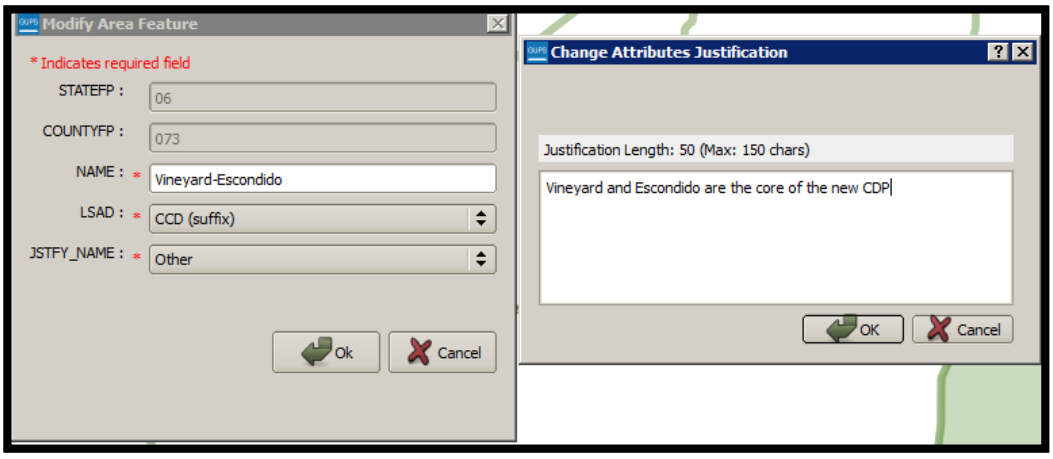
Step	Action and *Result*
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits confirmation dialog box** asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.

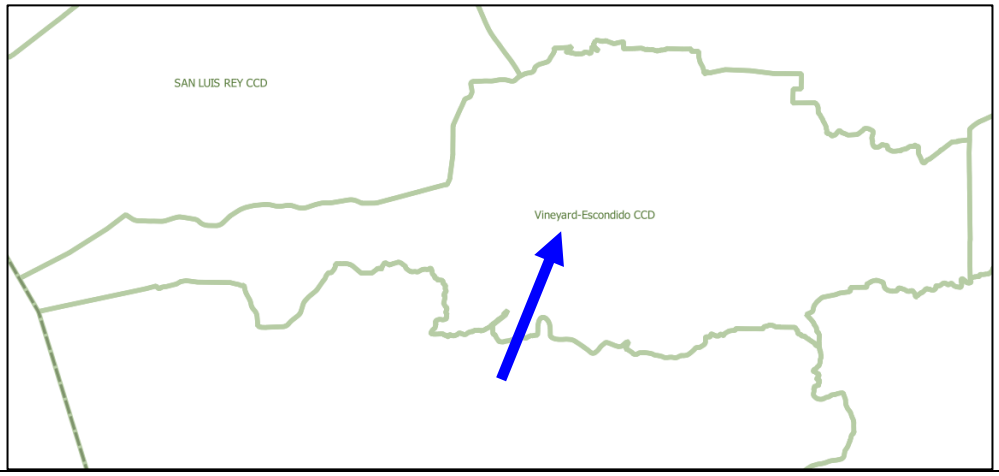
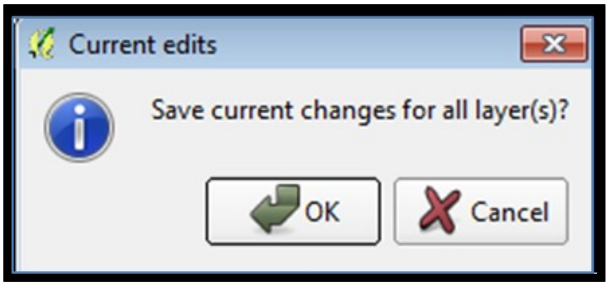
9.6.5 Boundary Change – Change Attributes (CCD)

Using the **Boundary Change** action, participants can perform attribute updates for existing CCDs. Attributes that can be modified include the **NAME** and **JSTFY_NAME** fields. When a participant changes an existing CCD name or creates a new CCD, then the **JSTFY_NAME** field becomes required. The participant uses the field to provide reasoning for the chosen name. **Table 55** describes steps necessary to change the attributes of an existing CCD.

Table 55: Boundary Change – Change Attributes (CCD)

Step	Action and *Result*
Step 1	Follow steps from **Table 51: Select Census County Division (CCD)** to open the project and select Census County Division for editing.
Step 2	Double click the CCD to update from the **Info** list. *The **Map View** zooms to the selected CCD.* 

Step	Action and *Result*
Step 3	Click the **Change Attribute** button. 
Step 4	*The **Modify Area Feature** window opens to allow participants to change the attribution of the selected CCD.* In this example, the Oceanside-Escondido CCD name changed to Vineyard-Escondido CCD.  Click the **OK** to continue and process the change.

Step	Action and *Result*
Step 5	*GUPS updates the **Map View** with the new CCD name. Imagery disabled to make viewing the CCD names easier.* 
Step 6	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the changes for all layer(s).* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to not and return to the **Map View**.

CHAPTER 10. VALIDATE DATA AND PREPARE FILES FOR SUBMISSION

As introduced in **Part Two:**, GUPS provides validation tools to help review and validate the updates made to statistical geographies by participants (regardless whether updates made to the 2020 proposed plan or to the 2010 geographies). The next three sections describe the three tools necessary to validate the PSAP data prior to submission to the Census Bureau: **PSAP Criteria Review Tool**, the **Review Change Polygons Tool**, and the **Geography Review Tool**. Each of the three tools function differently to give participants the opportunity to verify, fix, justify, and assure the quality of the final exported project. GUPS also provides the **Export to Zip Button**, to prepare data for sharing with other reviewers and/or submitting to the Census Bureau.

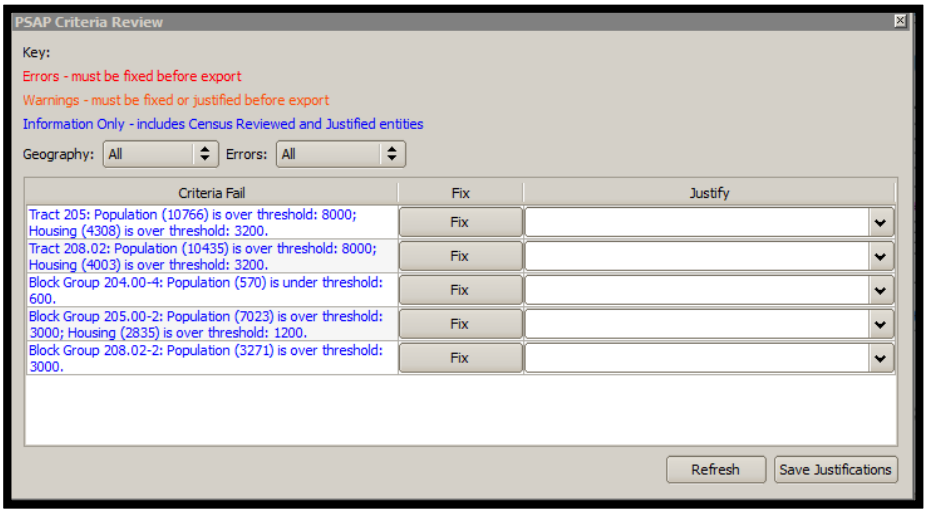
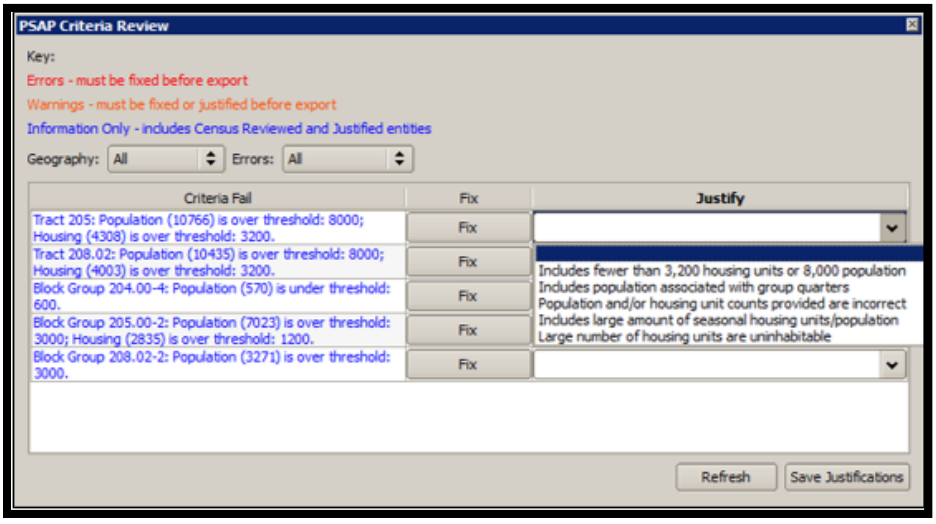
The Census Bureau recommends executing these tools in the order presented for the next three sections. Run the PSAP Criteria Review Tool first, then the Review Change Polygons Tool, and finish with the Geography Review Tool.

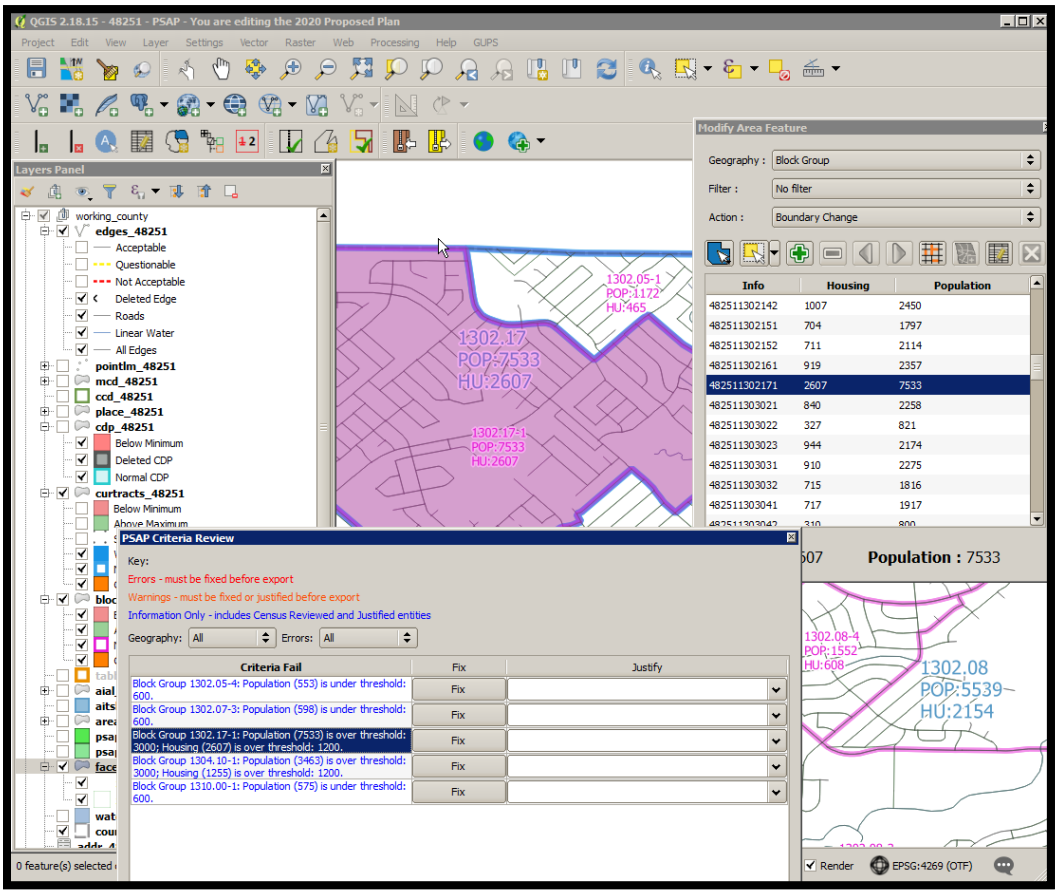
10.1 PSAP Criteria Review Tool

Participants use the PSAP Criteria Review tool to generate a list of threshold failures and correct (labeled as "fix" in the tool) the failures or provide a justification for the failure. GUPS color-codes the list of failures: Participants must correct red errors. They must correct orange errors or justify them to remain as such. Participants can correct the issues or provide a justification of their own to retain the geography based on local knowledge. Run this required check before creating a data output file for submission to the Census Bureau. Part Two, **Section 8.4.2.4**, introduced this tool.

Table 56: PSAP Criteria Review Tool Button

Step	Action and *Result*
Step 1	Download and Review the data as described in **Section 7.2, Open GUPS and Start a New Project**.

Step	Action and *Result*
Step 2	Click the **PSAP Criteria Review** button.  *A **PSAP Criteria Review** dialog box opens to inform participants that it is actively reviewing the population and housing unit criteria for all the Geographic entities in the working county.* Once the tool has run, *the **PSAP Criteria Review** window displays the remaining issues.* Participants can choose to display the list by Geography type, error type, or display all the geographies. The list contains the geographic entities that do not meet thresholds or missing other requirements such as noncontiguous entities. 
Step 3	If the exceedance of the threshold as displayed in the **Criteria Fail** is justified, select the justification using the drop-down button in the **Justify** attribute field. Choose one of the pre-determined justifications or enter something unique. There is a 150-character limit to this field. Be sure to save frequently by clicking the **Save Justifications** button at the bottom of the window. 

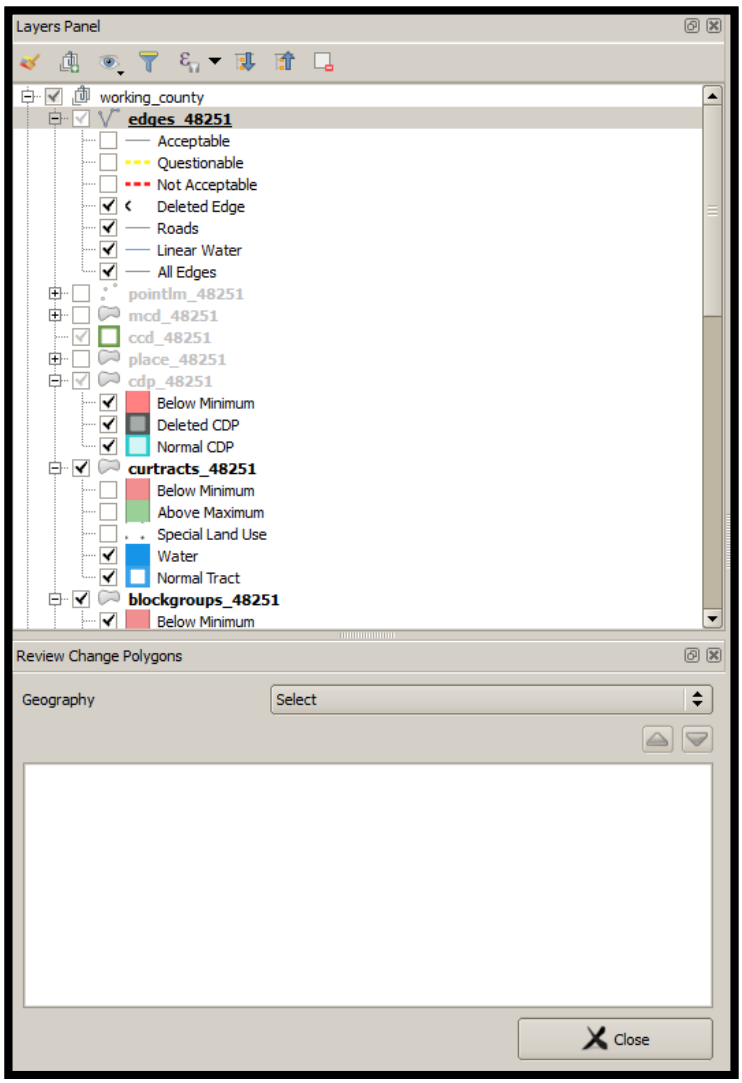
Step	Action and *Result*
Step 4	If the failure needs correction, click the **Fix** button for any of the geographic entities within the **PSAP Criteria Review** window list, *GUPS zooms to the **Map View** of the selected geographic entity, opens the **Modify Area Feature** tool, and then selects the entity within the **Modify Area Feature** window*. From here, choose an **Action** within the **Modify Area Feature** tool and perform the edits necessary to meet the requirements and resolve the failure. Refer to **Section 8.4.2.1**, the **Modify Area Feature** tool section, for detail on its functionality. 
Step 5	Once participants correct or justify all failures, participants can close the tool by clicking the "**x**" in the top right hand corner of the window. Refreshing the window is beneficial as work is underway. Click the **Refresh** button at the bottom of the window next to the **Save Justifications** button to refresh the results of executing the tool

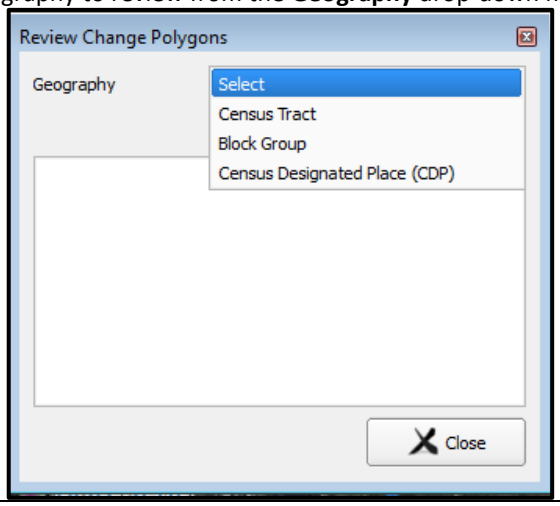
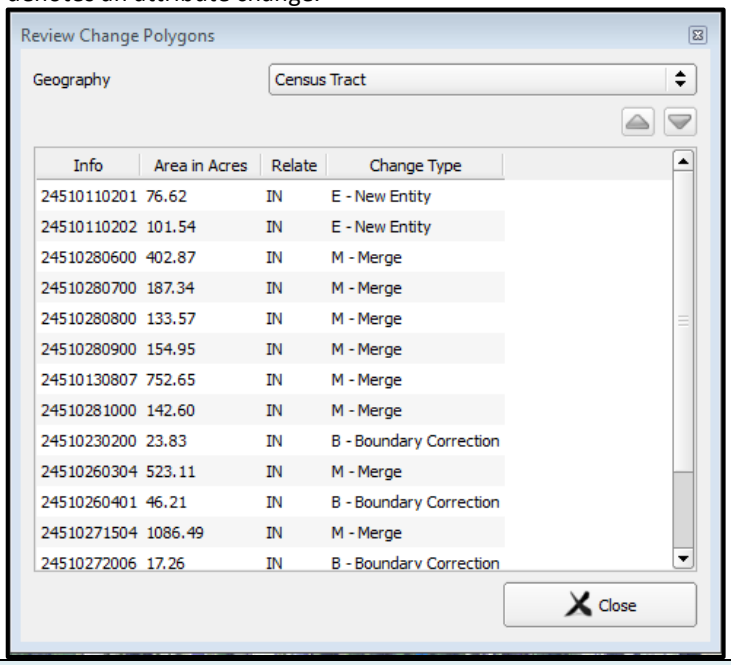
10.2 Review Change Polygons Tool

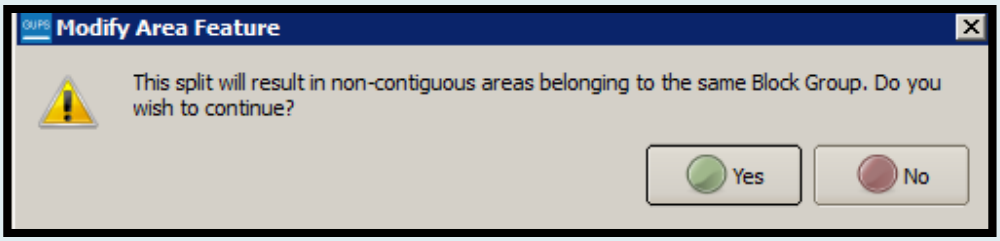
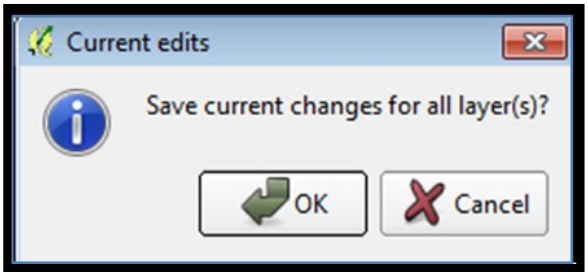
The **Review Change Polygons** tool reviews transaction polygons for tracts, block groups, CDPs, and CCDs. It provides a list of their applied changes (boundary changes, splits, merges). Participants use this tool to check the general accuracy of the change polygons in the **Map View** by clicking each change within the list. Part Two, **Section 8.4.2.3**, introduced this tool.

Table 57: Review Change Polygon Tool Button

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.

Step	Action and *Result*
Step 2	Click the **Review Change Polygons** button.  *The **Review Change Polygons** dialog box opens just beneath the **Table of Contents**.* The dialog box can be moved anywhere, even out of the GUPS window onto a dual monitor. It does not have to remain beneath the **Table of Contents**. 

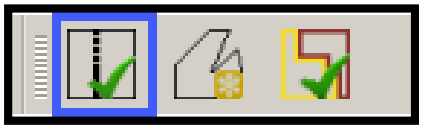
Step	Action and *Result*
Step 3	Select the statistical geography to review from the **Geography** drop-down menu. 
Step 4	*The full list of geographies with modifications appear after selecting the geography to review.* For this example, Census Tract is the selected geography and the list includes numerous changes (e.g., New Entity, Merge, and Boundary Correction). The type of changes varies based on the geography selected. See **Table 31** for information on change types. The **Change Type** field shown below depicts a single letter, where "E" denotes a split, "M" denotes a merge, "B" denotes a boundary change, and "G" denotes an attribute change. 
	Refresh the change polygon list by switching geography types. Doing so repopulates the list with the current list of polygon changes.
Step 5	To view a change polygon on the map, click the row for the polygon in the **Info** list. *The polygon highlights and the map zooms to the location.*
Step 6	To correct a mistake (e.g., correct a noncontiguous polygon or sliver missed during the splitting/merging of a geography), or review changes made during the participant's review (e.g., creation of a new CDP), click on the **Modify Area Feature** button on the **PSAP toolbar** and make the correction. Refer to **Section 9.2.1, Modify Area Feature Tool**, for the instructions on using this tool.

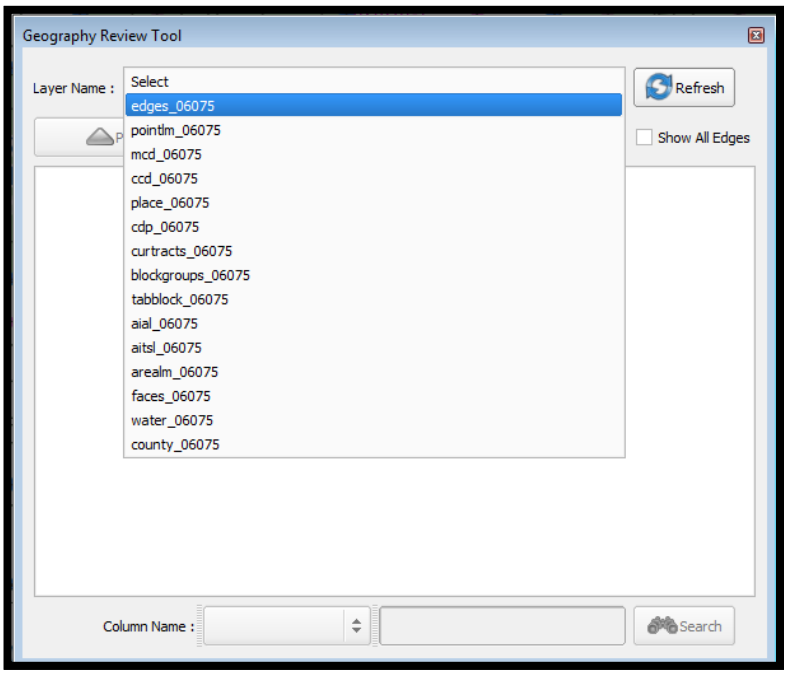
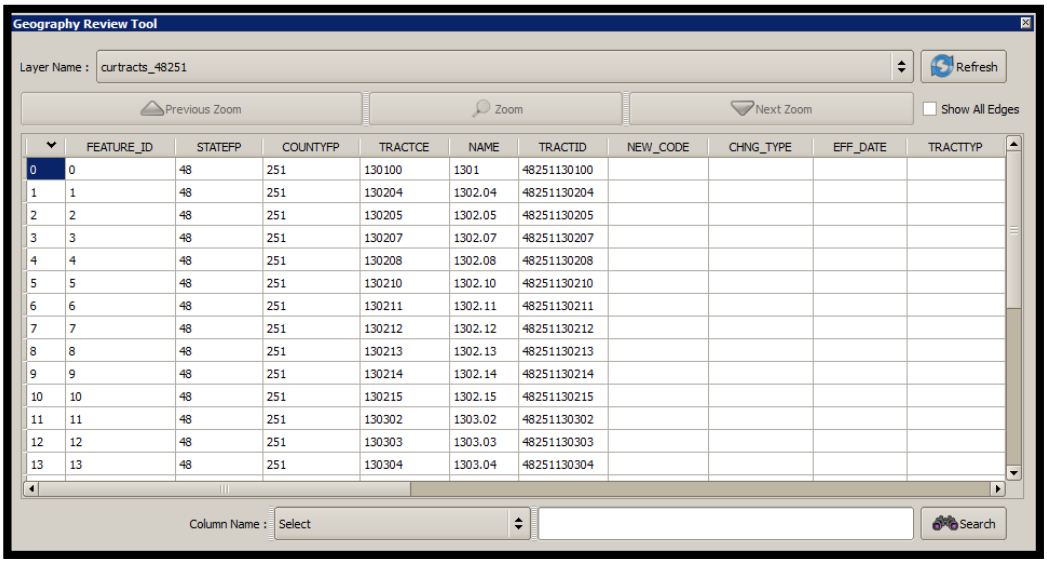
Step	Action and *Result*
	The software contains built-in tools to check for contiguity of the statistical geographies. A confirmation dialog box, similar to the one shown below, appears if the participant introduces a contiguity issue during their work. 
Step 7	Click the **Save** button to save the edits and update the project. *The **Current edits** confirmation dialog box asks to save the current changes for all layers.* For more information on saving, please refer to **Section 7.3, Save a Project in GUPS**.  Click **OK** to save or **Cancel** to return to the **Map View** without saving.
Step 8	Upon completion of the review and updates, click the **Close** button in the **Review Change Polygons** window to close the tool.

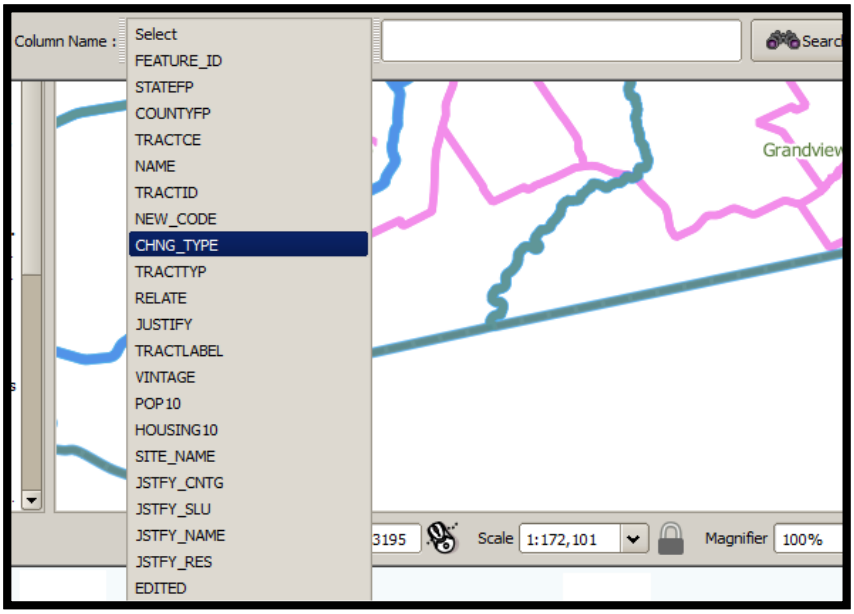
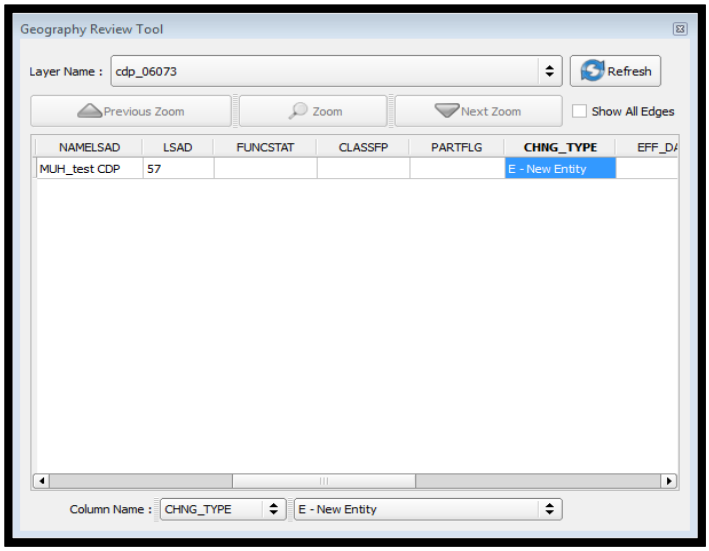
10.3 Geography Review Tool

The **Geography Review Tool** provides access to the attribute tables of some of the layers displayed in the **Table of Contents**. It filters the map layers based on field values in the attribute table. This tool provides an overall review of the new or deleted entities, or the entities with boundary changes. The Census Bureau recommends the use of this tool, rather than directly editing the various statistical geographies attribute tables. Part Two, **Section 8.4.2.2**, introduced this tool.

Table 58: Geography Review Tool Button

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.
Step 2	Click the **Geography Review Tool** button on the PSAP toolbar.  *The **Geography Review Tool** dialog box opens.*

Step	Action and *Result*
Step 3	In the **Layer Name:** field drop-down menu, select the data layer to view.  The geography (e.g., layers) modified during PSAP that need to be reviewed are as follows (listed in alpha order, not priority order): • Block groups (blockgroups_<STCOU>). • Census county divisions (ccd_<STCOU>), if one of the 21 states with CCD geography. • Census designated places (cdp_<STCOU>), if they exist in the working county. • Census tracts (curtracts_<STCOU>). *Once selected, the attribute table for the layer opens, with the individual geographies (each census tract for this example) in separate rows and specific attributes displayed in separate columns. The image below shows the attributes for curtracts.* 
	If columns are not visible in the attribute data table, drag the edge of the dialog box outward to widen the view, or move the dialog box to another location by clicking inside the box and dragging it.

Step	Action and *Result*
Step 4	Use the **Search** feature at the bottom of the dialog box to filter the table layers by specific attributes (e.g., full name, MTFCC, change type, etc.). This example uses **CHNG_TYPE**.  Participants can run this tool with this specific column name selected to identify the changes made during their review.
Step 5	In the drop-down menu next to the Column Name, select the attribute value by which to filter and click the **Search** button. This example uses **E – New Entity / New District** as the attribute value. *Based on the column name choice and attribute value chosen, the search filters the attribute table to show the rows for the new CDPs in this working county. Leaving the attribute value blank would return all records with a value in the CHNG_TYPE field.* 
Step 6	Selecting the record from the attribute table activates the **Zoom** menu and quickly zooms the map view to the selection.
Step 7	To return to the attribute table to see the full (*un-filtered*) layer, click the **Refresh** button in the upper right-hand corner of the dialog box.

Step	Action and *Result*
Step 8	**Note:** When filtering the table by some attributes (e.g., state and county FIPS code or MTFCC), no drop-down menu appears from which to select. Some attribute codes are too numerous to make scrolling through a list practical. Instead participants receive a blank box in which they may type the search value. For example, if filtering the area landmarks layer by MTFCC and want to see hospitals in the layer, type in the MTFCC for hospitals (K1231), and then click **Search**. 

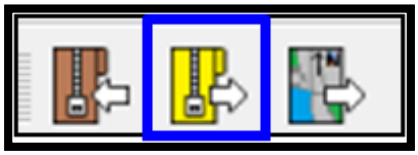
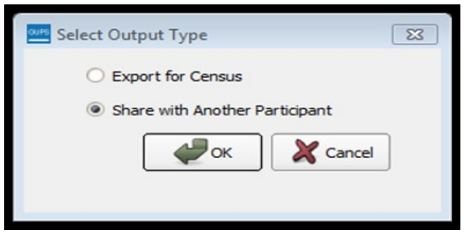
10.4 Export to Zip Button

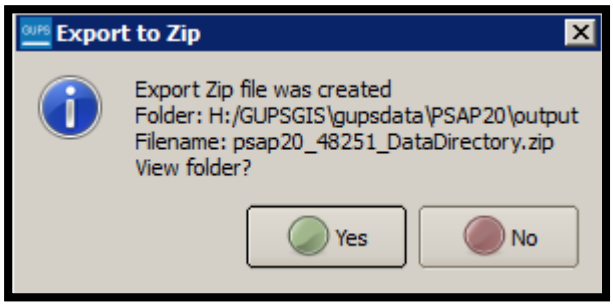
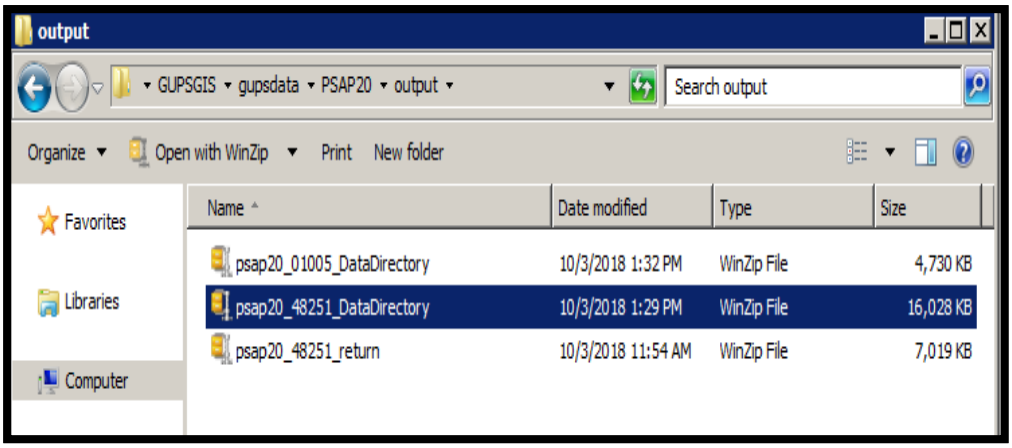
When creating export .zip files, participants have two options. They may export the file to share with another reviewer or they may export the file for submission to the Census Bureau. In either case, GUPS automatically names the output .zip file, packages all the files required by the Census Bureau (including any documentation uploaded into GUPS) into the .zip file, and saves it in a preset location created on the computer during the installation process. **Part Two**, **Section 8.4.2.6**, introduced this tool. This section repeats much of the information presented earlier, but serves as a closure to Chapter 9.

10.4.1 Export to Zip – Share with Another Participant

To export a file to share with another participant, follow the steps in **Table 59**. A participant might find this functionality useful if they need to show their supervisor their work or if they split the review work of geographies among staff; i.e., someone reviews the census tracts and block groups, while someone else reviews the CDPs.

Table 59: Export a File to Share with Another Participant

Step	Action and *Result*
Step 1	Download and review the data as described in **Section 7.2, Open GUPS and Start a New Project**.
Step 2	Click the **Export to Zip** button.  *The **Select Output Type** dialog box opens.*  Click the **Share with Another Participant** radio button. Then click **OK**.

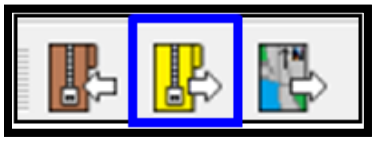
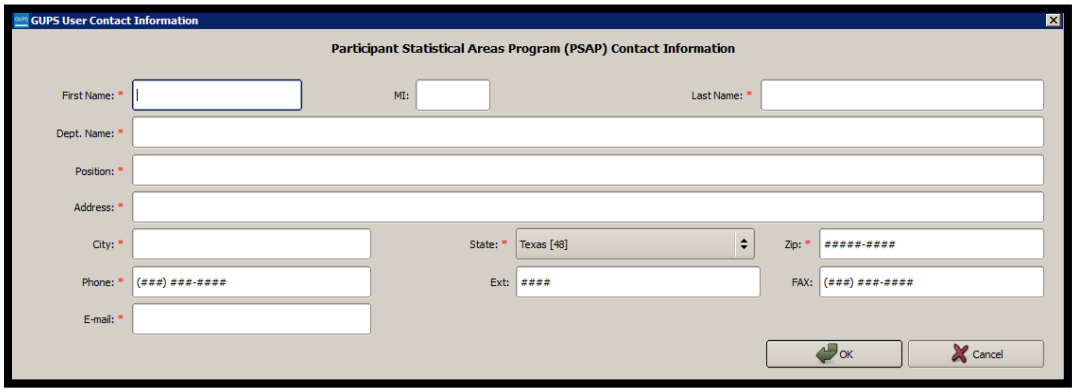
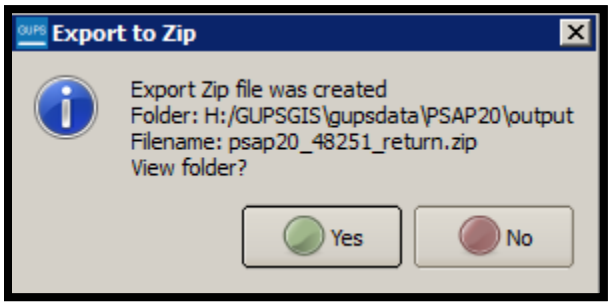
Step	Action and *Result*
Step 3	*The **Export to Zip** dialog box opens.* GUPS generates a .zip file, stores it in the output directory that the GUPS installer placed on the computer during the installation process, and gives it a name that includes "DataDirectory." 
Step 4	*If participants click **Yes**, as shown in this example, GUPS automatically opens a windows explorer to the output folder location on the computer. If they click **No**, the **Export to Zip** dialog box closes.* 
Step 5	Participants may now share the file with others who would then use the **Import Project ZIP file** button in the **Map Management** window or the **Import County Zip** button on the **PSAP toolbar** to open the shared .zip file as described in **Section 8.4.2.5**.

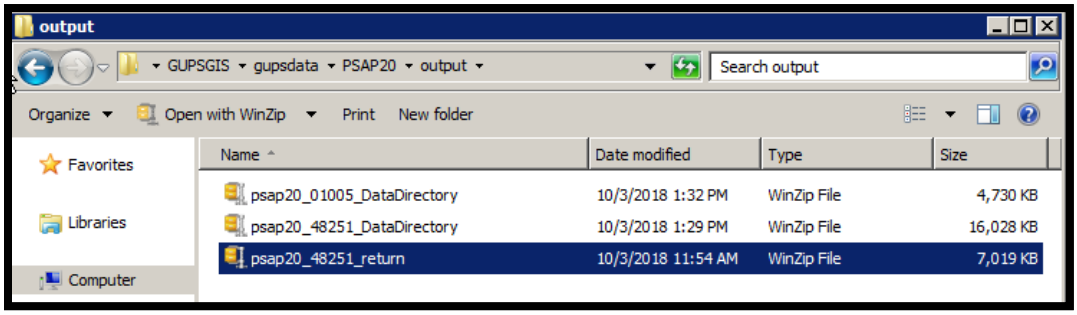
10.4.2 Export to Zip – Export for Census

To export a file to submit to the Census Bureau as the final submission for any working county, follow the steps in **Table 60**.

IMPORTANT: The Census Bureau accepts complete submissions for each working county and will not accept partial submissions. This means a participant cannot submit a .zip file when they complete their review and update of census tracts, then submit another .zip file to include their review and update of the block groups. A county must be totally complete in order to be submitted for processing to the Census Bureau. If a participant splits work among reviewers, ensure all the work is complete prior to executing this button and submission of the .zip file to the Census Bureau.

Table 60: Export Files for Submission to the Census Bureau

Step	Action and *Result*
Step 1	Click the **Export to Zip** button.  *The **Select Output Type** dialog box opens*.
Step 2	Select the **Export for Census** radio button. Click **OK**.
Step 3	A **GUPS User Contact Information** window opens with the **Export for Census** option. It requests contact information from the participant. All fields denoted with a red star are required for submission. Completion of this information helps the Census Bureau communicate with the participant should any questions or issues arise. 
Step 4	Following the completion of the **GUPS User Contact Information**, *the **Export to Zip** dialog box opens.* GUPS generates a .zip file, stores it in the output directory that the GUPS installer placed on the computer during the installation process, and gives it a name that includes “return.”  **IMPORTANT:** Make note of the location of the file listed in this dialog box because participants must navigate to the directory to submit this file using SWIM.

Step	Action and *Result*
Step 5	As with the **Share with Another Participant** example, if participants click **Yes**, *GUPS automatically opens a windows explorer to the output folder location on the computer.* This feature is useful for participants ready to use SWIM to submit their file. If they click **No**, *the **Export to Zip** dialog box closes.* 
Step 6	With the completion of this step, participants can proceed with uploading the file to the Census Bureau. Refer to **Chapter 11** for details on using SWIM.

CHAPTER 11. SECURE WEB INCOMING MODULE (SWIM)

If PSAP participants perform updates, using either the 2020 proposed plan or the 2010 geographies, they must utilize the Census Bureau's Secure Web Incoming Module, or SWIM, to submit their updated working county .zip file for processing. Use the steps outlined in this chapter to learn how to use SWIM to make a submission.

11.1 SWIM Background and Requirements

The Census Bureau provided one SWIM registration token per PSAP participant with their delineation materials cover letter. We recommend either the official liaison or the technical contact utilize the token to create an account once they determine updates are necessary.

Some PSAP participants may have established a SWIM account for other Census geography programs. If so, there is no need to establish a new account just for PSAP. Participants without a SWIM account need to utilize the 12-digit registration token to establish an account. To determine whether an account exists, click "**Forgot your password?**" on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it returns the following message, "*No account registered for this email. Go to Account Registration.*" Choosing the Account Registration link opens a window to establish a SWIM account.

Note: The components of the email and password of SWIM system accounts are case-sensitive. Make note of the case-sensitive format used when establishing the SWIM account (e.g., jane@anytown.org or Jane@anytown.org or JANE@ANYTOWN.ORG). The Census Bureau recommends the use of lowercase characters and recommends safe retention of this information in a secure location for future reference.

SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the 15-minute lock expires, participants may try to login again or reset their password using the "Forgot your password?" link on the login page. Once selected, follow the prompts to enter the case-sensitive email address and provide the security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password. Once logged into SWIM, users can modify their password and security answer by selecting the 'Change Security' link at the top, right-hand side of the page.

Participants continuing to experience logon issues should confirm use of the current internet browser version (or one previous version). If the browser version is older, upgrade to a newer version. If problems with SWIM still occur, contact 1-844-788-4921 for assistance. An additional SWIM token may be necessary to create another account.

IMPORTANT: Do not use email to send the 2020 Census PSAP submission to the Census Bureau.

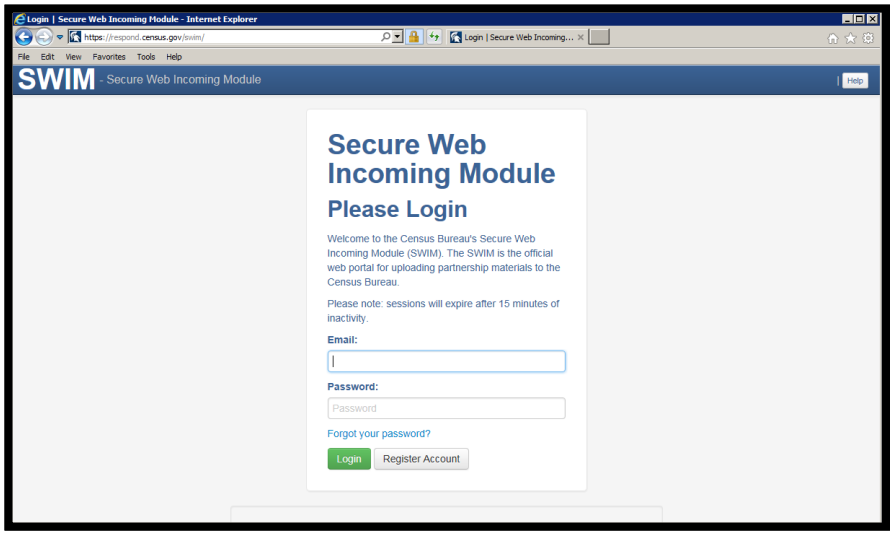
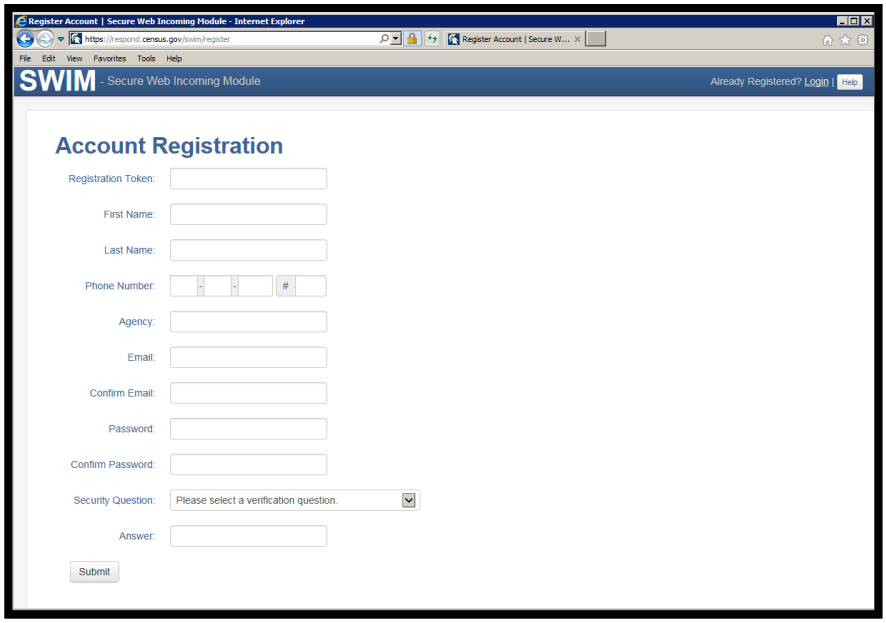
The following list contains the file requirements for using SWIM:

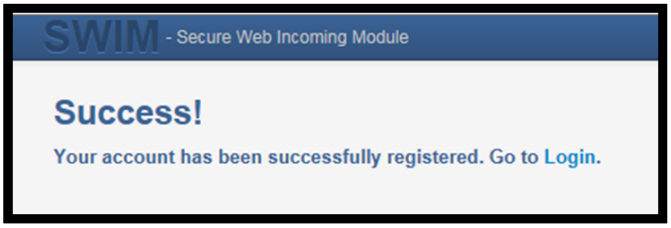
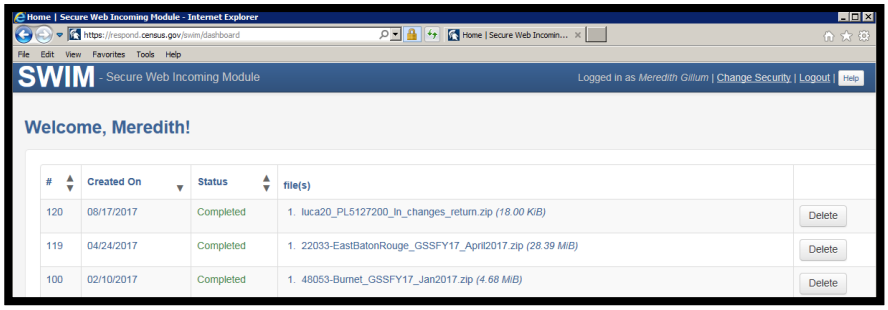
- File to upload must be .zip file format.
- The .zip file may not include another .zip file as a component.
- The .zip file must not be larger than 250 megabytes in size.

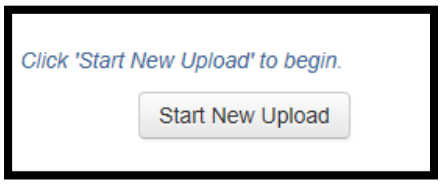
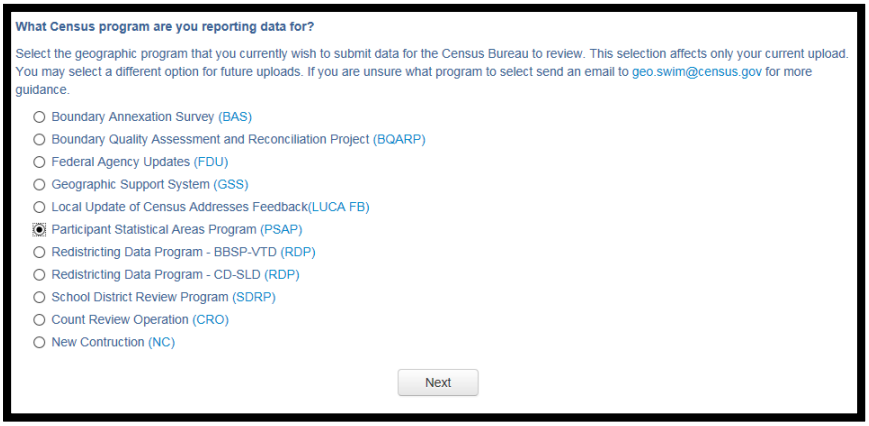
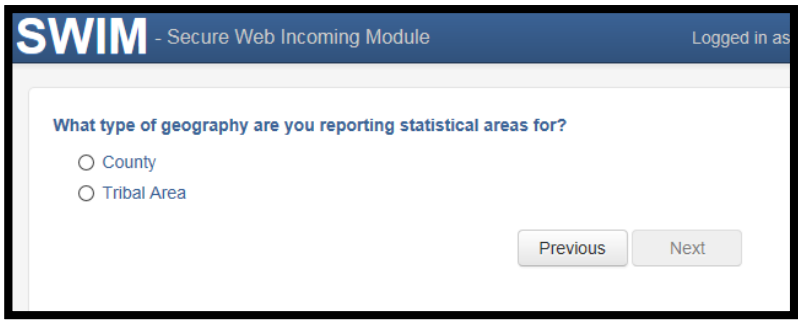
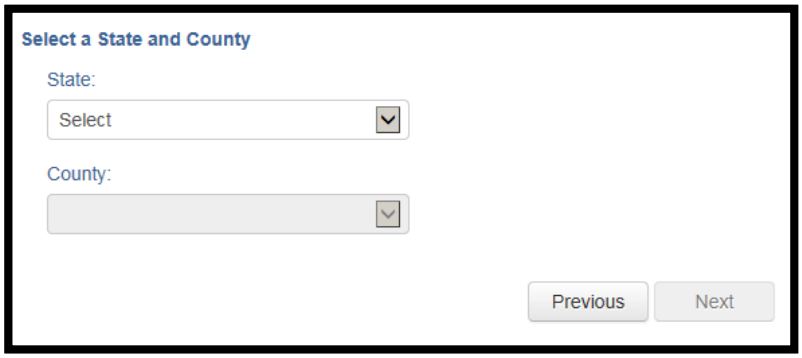
11.2 SWIM Submission Example

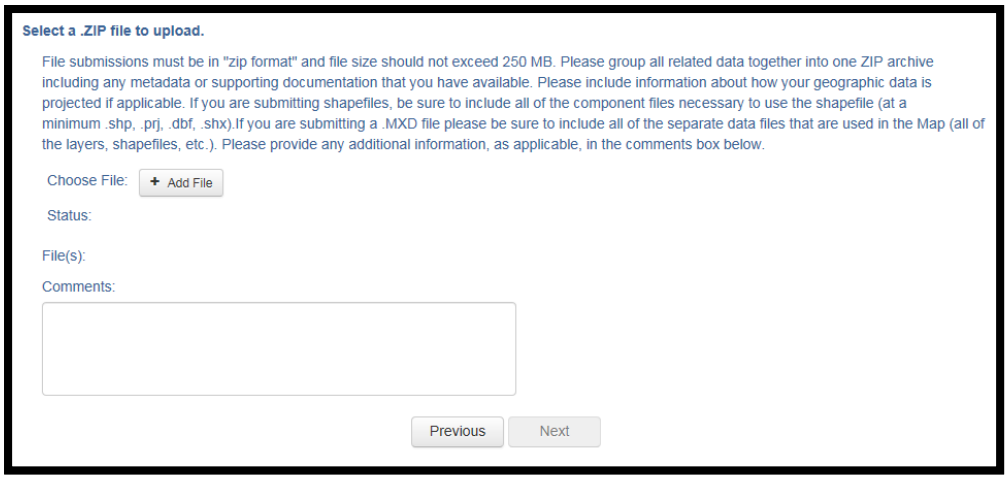
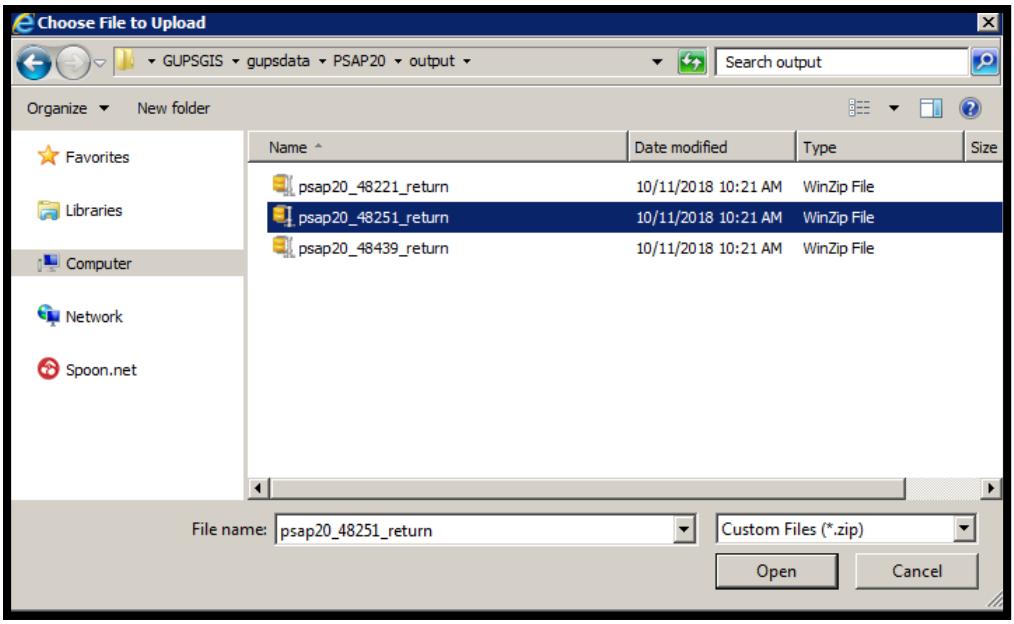
Refer to **Table 61** for instructions on utilizing the SWIM application to submit PSAP updates.

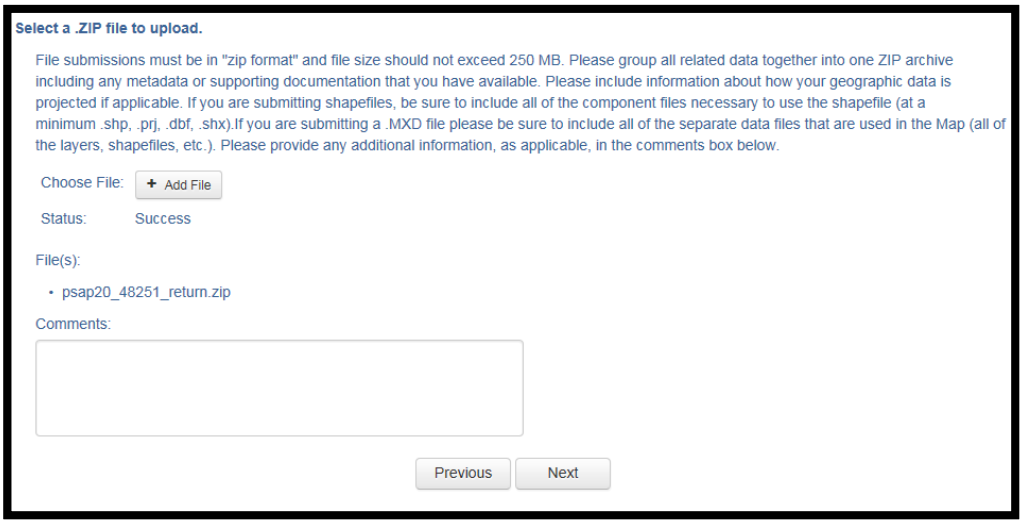
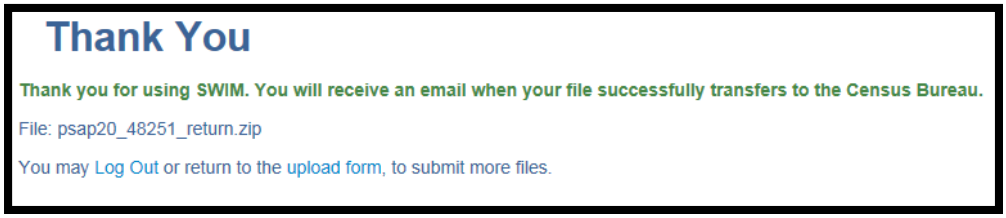
Table 61: SWIM Submission

Step	Action and *Result*
Step 1	Open a new browser window and enter the SWIM URL <https://respond.census.gov/swim>. *The **SWIM Please Login** screen opens.* 
Step 2	For participants with an existing SWIM account, enter the email address and password and then click the **Login** button. *The **Welcome** screen opens*. Go to **Step 8**.
Step 3	For participants without a SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Choose the **Register Account** button after accessing the SWIM URL. *The **Account Registration** screen opens.* 
	All fields on the Account Registration screen are required.

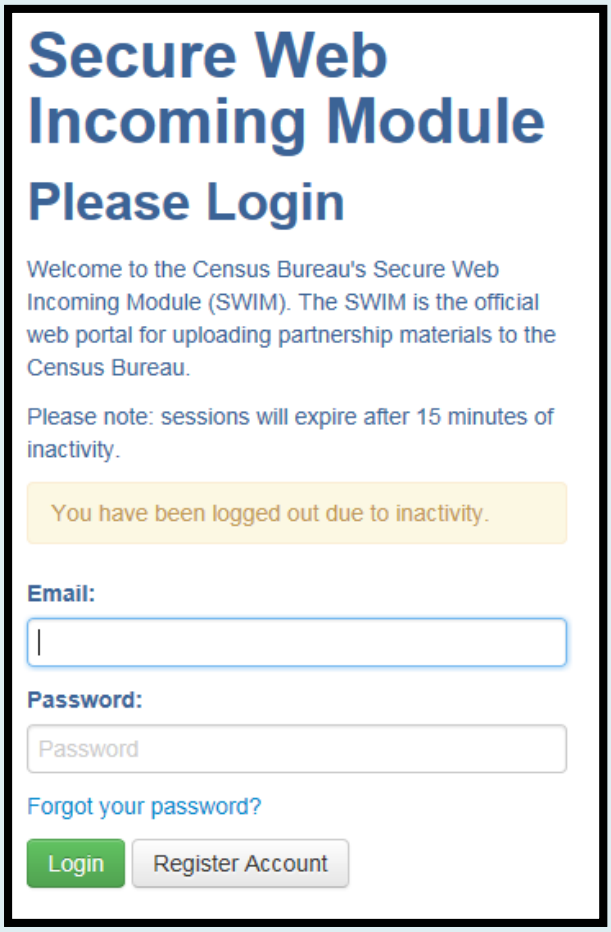
Step	Action and *Result*
Step 4	Enter the registration token, name, phone number, agency or organization, email address in the appropriate fields.
Step 5	Create a password using the following criteria: 1. Must be at least 8-characters in length. 2. Must have at least one uppercase character. 3. Must have at least one lowercase character. 4. Must have at least one number. 5. Must have at least one special character. Valid choices are as follows: #, !, $, *, &,?, and ~. **Note:** The comma shown in the previous list are for spacing purposes only. The comma is not a valid special character for use in the password.
Step 6	Establish a security question. Click arrow to the right of the **Security Question** field and select a question from the drop-down menu. Enter an answer in the **Answer** field. Click the **Submit** button when finished. *A **Success** screen opens to confirm the successful creation of a SWIM account.* 
Step 7	On the **Success** screen, select **Login** to return to the **SWIM Please Login** screen (shown in Step 1) to proceed with the login process.
Step 8	Enter the email and password information and click the green **Login** button to log into SWIM. *The **Welcome** screen opens.* If the account has uploaded other PSAP working counties or other files for different geography programs administered by the Census Bureau, *a list of files previously uploaded by the SWIM user displays, as shown in the example below*. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file. 

Step	Action and *Result*
Step 9	To begin a new upload, click the **Start New Upload** button at the bottom of the screen.  *The "**What Census program are you reporting data for**?" screen opens*. Choose the **Participant Statistical Areas Program (PSAP)** radio button and click the **Next** button. 
Step 10	The "***What type of statistical area are you reporting for?***" screen opens.  Click the radio button for the entity type to upload and click the **Next** button. Standard statistical geography participants choose **County**. *The choice of **County** opens the **Select a State and County** screen.* 

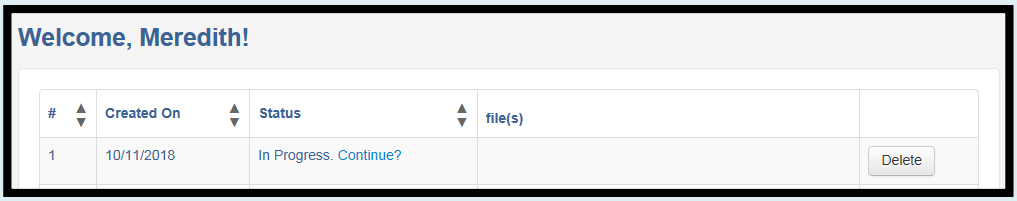
Step	Action and *Result*
Step 11	Following the selection of the statistical area to upload, *the **Select a .ZIP file to upload** screen opens*. Click the **+Add File** button to *launch the **Choose File to Upload** window* and navigate to the directory where the .zip file resides. Refer to **Table 60** to identify the location of the .zip file to upload. The .zip file resides in the "GUPSGIS\gupsdata\psap20\output" folder on the default drive selected during installation. This is likely the "C:" drive.   **Note:** State and Regional Agency participants perform county based uploads. This means a participant with 10 counties will perform the upload process 10 times if they wish to submit updates for all 10 of those counties. SWIM does not allow for the selection of multiple .zip files within the **Choose File to Upload** window because of the way other systems receive and process the information from SWIM.

Step	Action and *Result*
Step 12	Once the file upload completes, the **Status** field shows "**Success**." The name of the file appears in the **File(s)** field. Participants can add comments to the **Comment** section if they choose. Click the **Next** button to proceed with the upload. 
Step 13	*The **Thank You** screen appears.* It thanks the participant and indicates a forthcoming email once transfer completes. 
Step 14	To submit files for an additional county (i.e., for State and Regional Agency participants), choose '**upload form'** in the phrase "**You may Log Out or return to the upload form to submit more files**" sentence to return to the **Welcome** screen and begin the upload process again. If complete with the upload process, choose **Log Out**.

Step	Action and *Result*
	It is important to mention that SWIM sessions deactivate after 15 minutes of inactivity. Participants taking longer than 15 minutes to upload a file must log back into the system and start again. *They receive a message noting the period of inactivity on the Login screen.*



When they reach the **Welcome** screen, a record listed with a **Status** of "**In progress, Continue?**" appears with that day's date in the **Created On** field. Participants can choose the "**Continue?**" link to continue uploading or they can delete the item by choosing the **Delete** button to the far right of the row.



PART FOUR: NEXT STEPS FOR 2020 CENSUS PSAP

Congratulations on the completion of the delineation phase of 2020 Census PSAP. While this is a major step, it does not conclude participation in 2020 Census PSAP. The final part to this document describes the next steps for 2020 Census PSAP. These steps include a high-level description of the processing of participant's submissions conducted by the Census Bureau that must occur prior to the verification phase. The document concludes by highlighting the plans for the verification and closeout phases of 2020 Census PSAP.

Once received through the SWIM process, the Census Bureau begins its review. This process includes running the same validation checks in GUPS described in **Part Three:**, checking for block group numbering gaps, and conducting basic quality assessments to ensure the specific criteria for each statistical geography is enforced.

After completing the review of the updated delineation materials, the Census Bureau uses the newly suggested geographies to generate the final version of the proposed plan, reviewed by participants during the verification phase. The verification phase begins January 2020 with participants having 90 days to review the verification materials for accuracy of the updates they provided during the delineation phase and respond with suggested corrections. Participants receive a prepaid, verification phase postcard asking them to verify, accept, or reject the final version of the proposed plan. The Census Bureau plans to conduct follow-up with non-responding participants in order to ensure receipt of a response from each that participated during the delineation phase. Once the Census Bureau receives the verification phase postcard with the approval or acceptance of the verification plan or after they receive the suggested corrections, they can finalize the 2020 Census statistical boundaries.

In October 2020, the Census Bureau begins the closeout phase of the 2020 Census PSAP to ensure there are no outstanding changes submitted by participants or to communicate the reasoning for not making participant suggested changes. The timing of this phase begins after allowing time for processing any updates from the verification phase.

More details on both the verification and closeout phases will appear on the PSAP website as they become available. In addition, further communication occurs in advance of each of the last two phases. This concludes the instructional content for the delineation phase for 2020 Census PSAP.

APPENDICES

APPENDIX A. GLOSSARY

Alaska Native Regional Corporation (ANRC) – A corporate geographic area established under the Alaska Native Claims Settlement Act (Pub. L. 92–203, 85 Stat. 688 (1971)) to conduct both the business and nonprofit affairs of Alaska Natives. Twelve ANRCs cover the entire State of Alaska except for the Annette Island Reserve.

Alaska Native village statistical area (ANVSA) – A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving government services from the defining ANV that are located within the region and vicinity of the ANV's historic and/or traditional location. ANVSAs are intended to represent the relatively densely settled portion of each ANV and should include only an area where Alaska Natives, especially members of the defining ANV, represent a significant proportion of the population during at least one season of the year (at least three consecutive months).

American Community Survey (ACS) – A survey conducted by the Census Bureau that uses a series of monthly samples to produce annually updated data for the same small areas (census tract and block groups) as the decennial census long-form sample previously surveyed. The Census Bureau last utilized the long-form during Census 2000.

American Indian Area (AIA) – A term used by the Census Bureau that refers to any or all of the following entities: American Indian reservation, American Indian off-reservation trust land, Oklahoma tribal statistical area, joint use area, American Indian tribal subdivision, tribal designated statistical area, and state designated American Indian statistical area.

American Indian off-reservation trust land (ORTL) – An area of land located outside the boundaries of an AIR, whose boundaries are established by deed, and which are held in trust by the U.S. federal government for a federally recognized American Indian tribe or members of that tribe.

American Indian reservation (AIR) – An area of land with boundaries established by final treaty, statute, executive order, and/or court order and over which a federally recognized, American Indian tribal government has governmental authority. Along with ''reservation'' primary governmental or administrative division of a county in 28 states and the ''reservation'' designations such as colonies, communities, pueblos, rancherias, and reserves apply to AIRs.

American Indian tribal subdivision – A legal subdivision of a federally recognized American Indian reservation, off-reservation trust land, or a statistical subdivision of Oklahoma tribal statistical areas. These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for American Indians.

Boundary – A line, either invisible or coincident with a visible feature that identifies the extent of a geographic entity, such as a census tract, city, county, state, or reservation. A boundary marks the limits of an area.

Boundary and Annexation Survey (BAS) – An annual survey to collect information about selected legally defined geographic areas. The Census Bureau uses BAS as a means to update information about the legal boundaries and names of all governmental units in the United States.

Census block – A census block is an area bounded by visible and/or invisible features shown on Census Bureau maps. A census block is the smallest geographic area created by the Census Bureau for which it collects and tabulates decennial census data. Census blocks are numbered within block groups and are uniquely numbered within census tracts.

Census block group – Block groups are statistical geographic divisions of a census tract, defined for the tabulation and dissemination of census data from the decennial censuses, the ACS, and other select surveys.

Census block number – Census block numbers contain a 4-digit number. Census blocks are numbered uniquely within each census tract.

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

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

Census county division (CCD) – Statistical geographic entities in 21 states where minor civil divisions either do not exist or have been unsatisfactory for reporting statistical data. The Census Bureau, in cooperation with state, tribal, and local officials, delineate these areas solely for statistical purposes. CCDs have no legal function and are not legal governmental units. The primary goal of CCDs is to establish and maintain a set of sub-county geographies with stable boundaries and recognizable names. Naming of each CCD is based on a place, county, or well-known local name that identifies its location. In most cases, census tracts nest within CCDs, but in less populated counties CCDs nest within census tracts.

Census designated place (CDP) – Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalent of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure chartered by the state and administered by elected official.

Census tract – A small, relatively permanent statistical subdivision of a county or statistically equivalent entity delineated for data presentation. Designed to be relatively homogeneous units with respect to population characteristics, economic status, and living conditions at the time of establishment, census tracts generally contain between 1,000 and 8,000 people, with an optimum size of 4,000 people. Delineated with the intention of being stable over many decades, census tract boundaries generally follow relatively permanent visible features.

However, they may follow governmental unit boundaries and other invisible features in some instances; the boundary of a state or county (or statistically equivalent entity) is always a census tract boundary.

Census tract number – Unique numbers to identify census tracts within a county or statistically equivalent entity. Census tract numbers contain up to a 4-digit number followed by a decimal point and a 2-digit number for suffixed tracts, e.g., 1234.01. For census tracts without a suffix, the number will contain a period with zero fill, e.g., 4567.00. Leading zeros for census tracts, e.g., 0001.00, are not shown on Census Bureau maps. This tract would appear as "1" on maps.

City-style address – The Census Bureau's definition of a city style address is an address consisting of a house number and street or road name. For example, 201 Main Street is a city style address. The address may or may not be used for the delivery of mail and may include apartment numbers/designations or similar identifiers.

Coextensive – The Census Bureau defines coextensive as two or more geographic entities that cover exactly the same area, with all boundaries shared.

Conjoint – The Census Bureau defines conjoint as a boundary line shared by two adjacent geographic entities.

Colonia – A small, generally unincorporated community located in one of the states on the U.S.-Mexico border where residents often build or provide their own housing and that may lack utilities, paved roads, and other infrastructure typically found other similarly sized communities.

Comunidad – A CDP in Puerto Rico that is not related to a municipio's seat of government, called an aldea or a ciudad prior to the 1990 Census.

Contiguous – The Census Bureau defines contiguous as areas sharing common boundary lines, more than a single point, such that the areas, when combined, form a single piece of territory. Non-contiguous areas form disjoint pieces.

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

Edges – All linear features contained in the MAF/TIGER database.

Edges shapefile – All linear features in the MAF/TIGER database are contained in the edges shapefile. Participants use the edges shapefile to add, delete, or change linear feature attributes.

Faces – Topological areas in the MAF/TIGER database formed by edges.

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

Federal Information Processing Series (FIPS)—These are codes formerly known as Federal Information Processing Standards codes, until the National Institute of Standards and Technology (NIST) announced its decision in 2005 to remove geographic entity codes from its

oversight. The Census Bureau continues to maintain and issue codes for geographic entities covered under FIPS oversight, albeit with a revised meaning for the FIPS acronym. Geographic entities covered under FIPS include states, counties, congressional districts, core based statistical areas, places, county subdivisions, sub-minor civil divisions, consolidated cities, and all types of American Indian, Alaska Native, and Native Hawaiian areas. FIPS codes are assigned alphabetically according to the name of the geographic entity and may change to maintain alphabetic sort when new entities are created or names change. FIPS codes for specific geographic entity types are usually unique within the next highest level of geographic entity with which a nesting relationship exists. For example, FIPS state, congressional district, and core based statistical area codes are unique within nation; FIPS county, place, county subdivision, and sub-minor civil division codes are unique within state. The codes for American Indian, Alaska Native, and Native Hawaiian areas also are unique within state; those areas in multiple states will have different codes for each state.

Geocodes – Codes that place an individual address in its correct geographic location, which includes the correct state, county, census tract, and census block codes. Because the Census Bureau counts people where they live, geocodes provide information to Census enumerators for locating an address. Accurate geocoding also ensures the Census Bureau counts housing units, and the people associated with them, in the correct census geography.

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

Geographic Update Partnership Software (GUPS) – A self-contained GIS update and processing package provided by the Census Bureau for participation in a variety of Census geography programs, including 2020 Census PSAP. Pre-packaged to include all of the components for 2020 Census PSAP, the GUPS contains the Census Bureau's TIGER partnership shapefiles necessary to participate. GUPS allows the participant to add external geospatial data (shapefiles, geodatabases, and imagery) for comparison and update purposes.

Group quarters – The Census Bureau defines group quarters as a location where people live or stay in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. This is not a typical household-type living arrangement. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. People living in group quarters are usually not related to each other. Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

Housing unit – The Census Bureau defines a housing unit as a house, an apartment, a mobile home or trailer, or a group of rooms or a single room occupied as a separate living quarter or, if vacant, intended for occupancy as a separate living quarter. Separate living quarters are those in which the occupants live and eat separately from any other residents of the building and which have direct access from outside the building or through a common hall.

Incorporated place —A type of governmental unit, incorporated under state law as a city, town (except in New England, New York, and Wisconsin), borough (except in Alaska and New York), or village, generally to provide governmental services for a concentration of people within legally prescribed boundaries.

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

Master Address File (MAF) – The Census Bureau's nationwide database of all addresses and physical/location descriptions known to the Census Bureau used to support many of the Census Bureau's operations. Besides containing mailing addresses and ZIP Codes, a MAF record also contains geographic information about the location of addresses. The Census Bureau's Geography Division regularly updates the MAF/TIGER Database from various sources, including the United States Postal Service (USPS) Delivery Sequence File (DSF) and other sources of updates such as current surveys and locally provided sources.

MAF/TIGER database (MTDB) – The Census Bureau's nationwide geographic database, which integrates the Master Address File (MAF) and Topologically Integrated Geographic Encoding and Referencing (TIGER) files.

MAF/TIGER Feature Classification Code (MTFCC) – A 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in the MAF/TIGER database and its output products**.**

Metadata – describes the data content, coordinate system/projection, author, source, and other characteristics of GIS files.

Minor civil division (MCD) – The primary governmental or administrative division of a county in 29 states and the Island Areas having legal boundaries, names, and descriptions. The MCDs represent many different types of legal entities with a wide variety of characteristics, powers, and functions depending on the state and type of MCD. In some states, some or all of the incorporated places also constitute MCDs. MCDs are identified by a variety of terms, such as town (in eight states), township, and/or district. They include both functioning and nonfunctioning government entities.

Municipio —A type of governmental unit that is the primary legal subdivision of Puerto Rico. The Census Bureau treats the municipio as the statistical equivalent of a county.

Non-city style address – The Census Bureau's definition of a non-city style address is one that does not have a house number and/or street name or may not include a complete house number and street name address. This includes rural route and box number address and highway contract route addresses, etc., which may include a box number, post office boxes and drawers, and general delivery.

Nonvisible feature – The Census Bureau defines a nonvisible feature as one that is not visible on the ground and/or in imagery such as a city or county boundary through space, a property line, or line-of-sight extension of a road.

Participant Statistical Areas Program (PSAP) – A Census Bureau program offered every 10 years that allows identified participants, following established criteria and guidelines, to review and update existing statistical geographies and delineate new statistical geographies as appropriate. The standard statistical geographies include census tracts, block groups, census designated places, and census county divisions.

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

PSAP official liaison – A person at the PSAP participating government or organization identified to serve as the primary point of contact for PSAP.

PSAP technical contact – A person serving as the technical point of contact for a PSAP participant that likely conducts the actual program work using the Census Bureau's Geographic Update Partnership Software (GUPS) or paper maps (for tribal participants).

Regional Census Center (RCC) – Temporary offices set up approximately two years prior to the decennial census. The geographic staff from the Regional Offices are assigned to their respective RCC and assist with the execution of various geographic operations as well as provide support for the field operations conducted during the decennial.

Regional Office (RO) – One of the permanent Census Bureau offices responsible for the Census Bureau's office and field operations within its region.

Retracting – The Census Bureau defines retracting as substantially changing the boundaries of a census tract so that comparability over decades is lost.

Shapefile – Digital representations of geographic features, such as roads and boundaries used to create maps. A shapefile stores non-topological geometry and attribute information for the spatial features in a dataset. The Census Bureau provides county-based shapefiles in Esri shapefile format.

Special use census tract/block group – A type of census tract or block group designated as a specific use type (e.g., state park or large lake) and has an official name (e.g. Cleburne State Park or Lake Minnetonka). Special use geographies should contain no (or very little) population or housing, and must not create a noncontiguous census tract/block group.

Standard statistical geographic entity (standard statistical geographies) – A geographic entity specifically defined and delineated (census tract, block group, census designated place, census county division) so that the Census Bureau may tabulate data for it. Designation as a statistical entity neither conveys nor confers legal ownership, entitlement, or jurisdictional authority.

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

Topologically Integrated Geographic Encoding and Referencing (TIGER)—The Census Bureau's digital map, including the geographic coordinates and names of streets, water features, other linear features, and boundaries for all jurisdictions and statistical areas that provide the

geospatial framework for collecting and tabulating census data. TIGER also contains the structure coordinates of address records in the Master Address File (MAF) and address ranges along street features used for geocoding MAF records to census geography.

Visible feature – The Census Bureau defines a visible feature as one that can be seen on the ground and/or in imagery. Visible features include a street, railroad tract, major above ground transmission line or pipeline, stream, shoreline, fence, distinctly defined mountain ridge, or cliff. A non-standard visible feature is a visible feature that may not be clearly defined on the ground (such as a ridgeline), may be seasonal (such as an intermittent stream), or may be relatively impermanent (such as a fence). The Census Bureau generally requests verification that nonstandard visible features used for statistical geographies pose no problem during fieldwork necessary to conduct a census or survey.

APPENDIX B. 2020 CENSUS PSAP CRITERIA

The population and housing unit criteria for the standard statistical geographies in the 2020 Census PSAP. In **Part One:** of the Respondent Guide, individual tables reflect each of the geographies separately. This table shows the four standard statistical geographies and their associated population and housing criteria in one table, with the exception of the special use census tracts and block groups. The criteria for special use geographies is located in the respective chapters for census tracts and block groups.

Table 62: Standard Statistical Geographies and their Population and Housing Criteria

Standard statistical geography	Nests Within	Population Criteria		Housing Unit Criteria	
Census tracts	County	Optimum	4,000	Optimum	1,600
		Minimum	1,200	Minimum	480
		Maximum	8,000	Maximum	3,200
Block groups	Census Tract	Optimum	1,500	Optimum	None
		Minimum	600	Minimum	240
		Maximum	3,000	Maximum	1,200
Census designated places (CDPs)	State	A CDP cannot have zero population and zero housing units.		A CDP cannot have zero population and zero housing units.	
Census county divisions (CCDs)	County	None		None	

APPENDIX C. PSAP HISTORICAL BACKGROUND

History of Census Tracts

In 1905, Dr. Walter Laidlaw originated the concept of permanent, small geographic areas as a framework for studying change from one decennial census to another in neighborhoods within New York City. For the 1910 Census, eight cities—New York, Baltimore, Boston, Chicago, Cleveland, Philadelphia, Pittsburgh, and St. Louis—delineated census tracts (then termed "districts") for the first time. No additional jurisdictions delineated census tracts until just prior to the 1930 Census, when an additional ten cities chose to do so. The increased interest in census tracts for the 1930 Census is attributed to the promotional efforts of Howard Whipple Green, who was a statistician in Cleveland, Ohio, and later the chairman of the American Statistical Association's Committee on Census Enumeration Areas. For more than twenty-five years, Mr. Green strongly encouraged local citizens, via committees, to establish census tracts and other census statistical geographic areas. The committees created by local citizens were known as Census Tract Committees, later called Census Statistical Areas Committees.

After 1930, the Census Bureau saw the need to standardize the delineation, review, and updating of census tracts and published the first set of census tract criteria in 1934. The goal of the criteria has remained unchanged; that is, to assure comparability and data reliability through the standardization of the population thresholds for census tracts, as well as requiring that their boundaries follow specific types of geographic features that do not change frequently. The Census Bureau began publishing census tract data as part of its standard tabulations beginning with the 1940 Census. Prior to that time, census tract data were published as special tabulations.

For the 1940 Census, the Census Bureau began publishing census block data for all cities with 50,000 or more people. Census block numbers were assigned, where possible, by census tract, but for those cities that had not yet delineated census tracts, "block areas" (called "block numbering areas" [BNAs] in later censuses) were created to assign census block numbers.

Starting with the 1960 Census, the Census Bureau assumed a greater role in promoting and coordinating the delineation, review, and update of census tracts. For the 1980 Census, criteria for BNAs were changed to make them more comparable in size and shape to census tracts. For the 1990 Census, all counties contained either census tracts or BNAs.

Census 2000 was the first decade in which census tracts were defined in all counties. In addition, the Census Bureau increased the number of geographic areas whose boundaries could be used as census tract boundaries. It also allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tracts without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to census tract criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum, maximum, and optimum population threshold with housing unit thresholds for use in defining census tracts for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized

criteria for census tracts defined for employment centers, airports, parks, large water bodies, and other special land uses that had been permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal census tracts as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard census tracts defined within counties.

History of Block Groups

The Census Bureau first delineated block groups as statistical geographic divisions of census tracts for the 1970 Census, comprising contiguous combinations of census blocks for data presentation purposes. At that time, census block groups only existed in urbanized areas in with census blocks. Defined without regard to political and administrative boundaries, block groups contained an average population of 1,000, and were approximately equal in area.

As use of census block, block group, and census tract data increased among data users, the Census Bureau expanded these programs to cover additional geographic areas while redefining the population threshold criteria to more adequately suit data users' needs. The 1990 Census was the first decennial census in which census blocks and block groups were defined throughout the entirety of the United States, Puerto Rico, and the Island Areas. For the 2000 Census, the Census Bureau increased the number of geographic areas whose boundaries could be used as block group boundaries, and allowed tribal governments of federally recognized American Indian tribes with a reservation and/or off-reservation trust lands to delineate tribal block groups without regard to state and/or county boundaries, provided the tribe had a 1990 Census population of at least 1,000.

For the 2010 Census, the Census Bureau adopted changes to block group criteria that recognized their utility as a framework of small geographic areas for presenting and analyzing statistical and other data for a variety of communities, settlement patterns, and landscapes. The Census Bureau augmented its minimum and maximum population threshold with housing unit thresholds for use in defining block groups for seasonal communities that have no or low population on census day (April 1). In addition, the Census Bureau formalized criteria for block groups defined for employment centers, airports, parks, large water bodies, and other special land uses permitted in previous decades, but never specified within the criteria. The Census Bureau also established tribal block groups as a geographic framework defined within federally recognized American Indian reservations and off-reservation trust lands that is fully separate from the standard block groups defined within counties.

History of Census Designated Places (CDPs)

In response to data user needs for place-level data, the CDP concept and delineation criteria have evolved over the past seven decades. This evolution has taken into account differences in the way in which places were perceived, and the propensity for places to incorporate in various states. Over time, the result has been an increase in the number and types of unincorporated communities identified as CDPs, as well as an increasing consistency in the relationship between the CDP concept and the kinds of places encompassed by the incorporated place category, or a compromise between localized perceptions of place and a concept that would be familiar to data users throughout the United States, Puerto Rico, and the Island Areas.

Although not as numerous as incorporated places, CDPs have been important geographic entities since their introduction for the 1950 Census (CDPs were referred to as "unincorporated places" from 1950 through the 1970 decennial censuses). For the 1950 Census, CDPs were defined only outside urbanized areas and were required to have at least 1,000 residents. For the 1960 Census, CDPs could also be identified inside urbanized areas outside of New England, but these were required to have at least 10,000 residents. The Census Bureau modified the population threshold within urbanized areas to 5,000 residents in 1970, allowed for CDPs in urbanized areas in New England in 1980, and lowered the threshold for CDPs within urbanized areas to 2,500 in 1990. In time, other population thresholds were adopted for identification of CDPs in Alaska, Puerto Rico, the Island Areas, and on American Indian reservations (AIRs). The Census Bureau eliminated all population threshold requirements for Census 2000, achieving consistency between CDPs and incorporated places, for which the Census Bureau historically has published data without regard to population size.

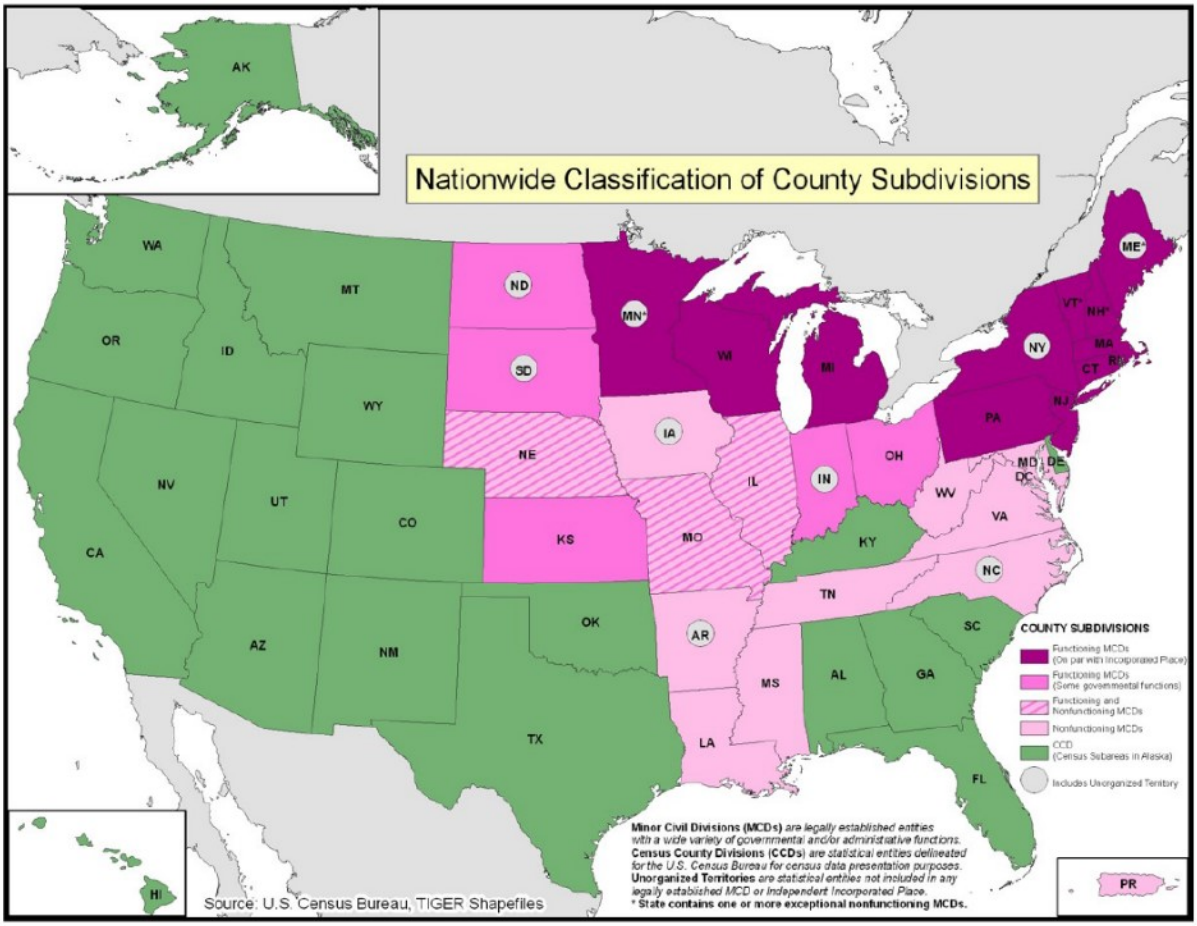
According to the 2010 Census, more than 38.7 million people in the United States, Puerto Rico, and the Island Areas lived in CDPs. The relative importance of CDPs varies from state to state depending on laws governing municipal incorporation and annexation, but also depending on local preferences and attitudes regarding the identification of places.

History of Census County Divisions (CCDs)

When CCDs were introduced prior to the 1950 Census, few alternatives were available for the provision of statistical data related to relatively stable, subcounty geographic units. Census tracts were defined in only a subset of metropolitan area counties. MCDs existed in all counties, but in some states, MCD boundaries changed frequently enough that they were not useful for comparing statistical data from one decade to another.

For much of the period from the 1950 Census through the 1980 Census, county subdivisions (MCDs and CCDs) provided the only subcounty unit of geography at which data users could obtain statistical data for complete coverage of counties nationwide. The introduction of block numbering areas (BNAs) in counties without census tracts for the 1990 Census offered an alternate subcounty entity for which data could be tabulated. For Census 2000, the Census Bureau introduced census tracts nationwide (in many counties, BNAs were simply relabeled as "census tracts"), increasing the dissemination of, and ability to analyze, data at the census tract level, and providing an alternative set of subcounty statistical geographic areas in each county in addition to MCDs and CCDs. Nevertheless, CCDs and MCDs remain useful for presenting subcounty statistics and, in less populous counties containing only one or two census tracts, can provide greater spatial resolution when analyzing the distribution of population and characteristics.

APPENDIX D. COUNTY SUBDIVISIONS MAP



APPENDIX E. SUPPLEMENTAL SOURCES FOR PSAP REVIEW

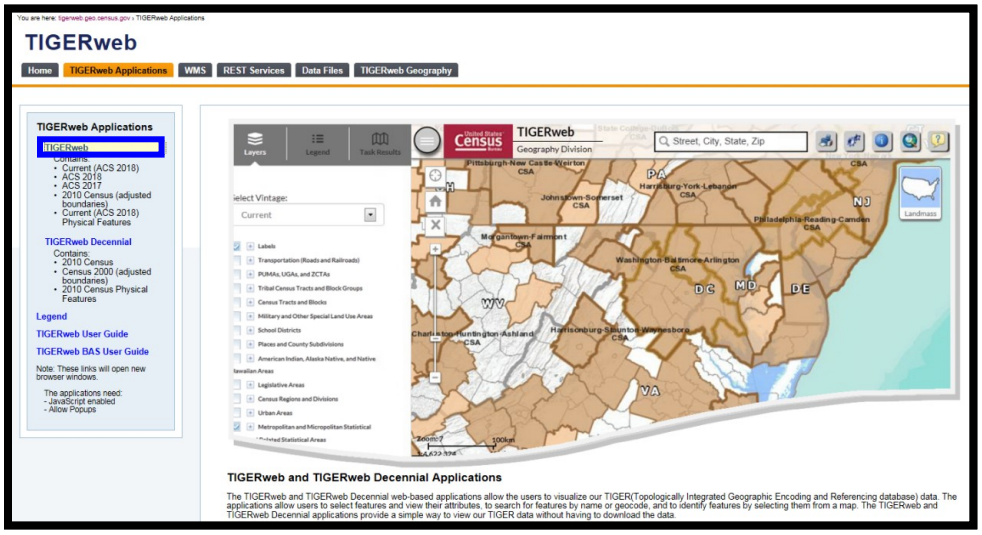
This section describes four supplemental sources to consider using while performing PSAP review: TIGERweb, American Indian Areas layer, area landmark and point landmark layers, and parcel boundaries. Not all of these sources may be available or applicable to each participants' universe of counties.

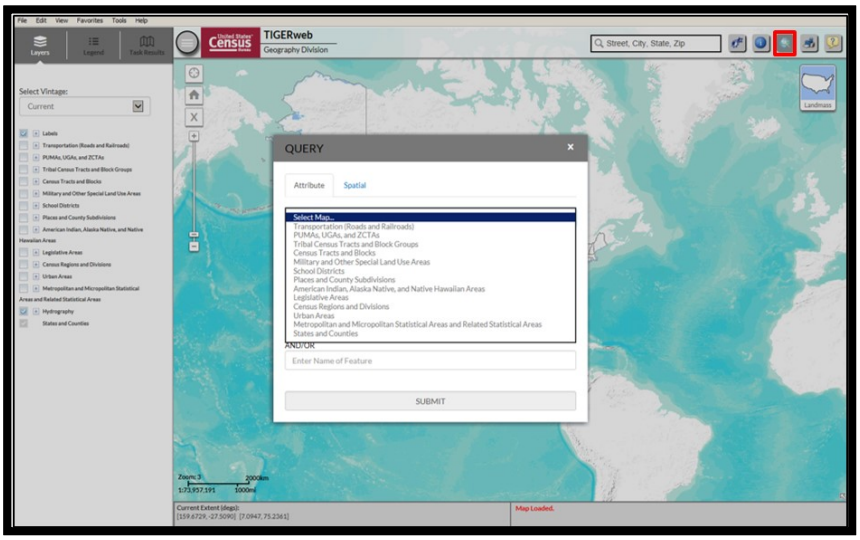
TIGERweb

The Census Bureau's TIGERweb online map viewer, located at <https://tigerweb.geo.census.gov/tigerweb/>, allows participants to view the Census Bureau's 2010 census geographies layers outside of the GUPS environment. TIGERweb allows viewing, at street level detail, features such as roads, waterways, and county, place/city, CDP, census tracts, block groups and other boundaries, and satellite imagery.

Participants may find this additional tool beneficial to visualize the 2010 census tracts and block groups for comparison to their 2020 proposed plan in order to verify the changes or determine if there is a need to make additional changes. Because it resides outside of GUPS, participants can open TIGERweb in a separate window or on a second, dual monitor for a side-by-side visual comparison. Follow the steps in **Table 63** for instructions on accessing and using TIGERweb.

Table 63: Steps to Display the TIGERweb Online Map Viewer

Step	Action and *Result*
Step 1	Navigate to the TIGERweb web site located at: <https://tigerweb.geo.census.gov/>. TIGERweb currently supports Microsoft Internet Explorer, Mozilla Firefox, Opera, and Google Chrome internet browsers.
Step 2	Click the **TIGERweb Applications** tab.
Step 3	Click the **TIGERweb** link under the orange **TIGERweb Applications** tab on the left side of the screen. **Do not click the TIGERweb Decennial link**. The built-in user guide is located by clicking the "**Help/About**" icon in the upper right corner of the TIGERweb window. 

Step	Action and *Result*
Step 4	After opening TIGERweb the map display, navigation tools, the Layers panel, a legend, and map vintage becomes visible. 
	The **Layers** panel shows the list of available features and geographic areas. Several display upon startup organized into separate groups, called map services. The geographic type forms the basis of the groupings. Expand each map service by clicking on the '+' symbol to see all of the available layers that include physical features such as roads and water features, as well as legal and statistical boundaries, census blocks and incorporated places. Limit the amount of data on the map by selecting only the applicable types of linear features and geographic entities. Click on the '+' sign to expand a map layer and view the 'Slider' tool to make the layer more or less transparent.

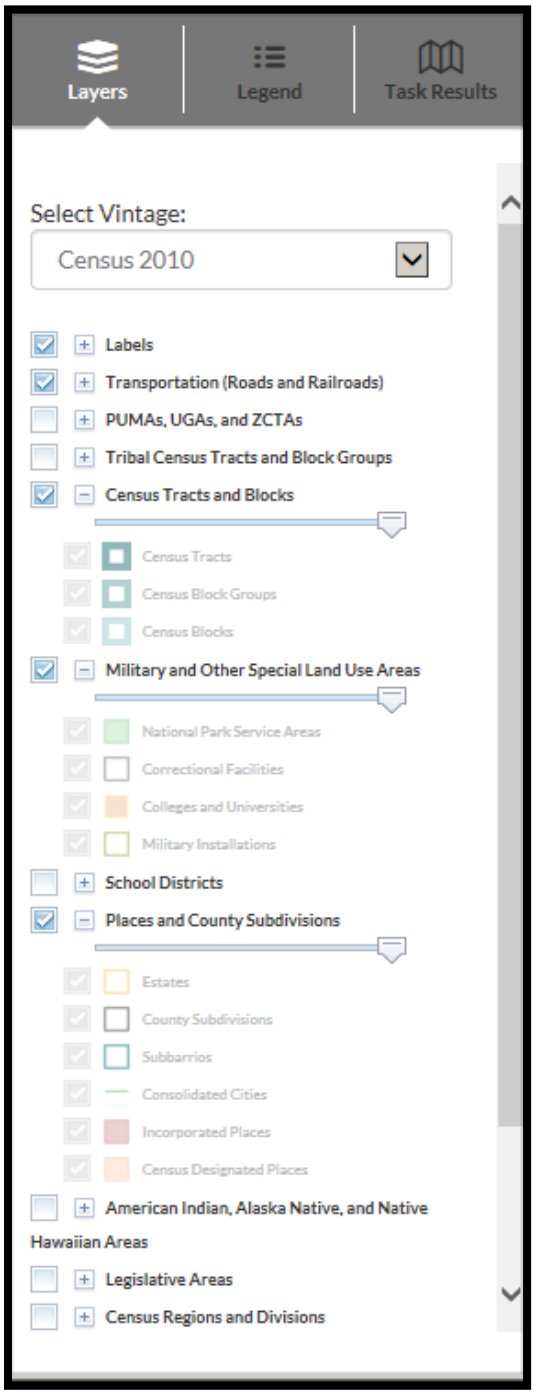
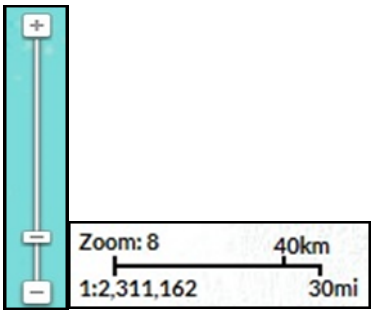
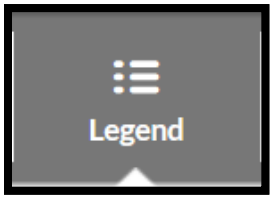
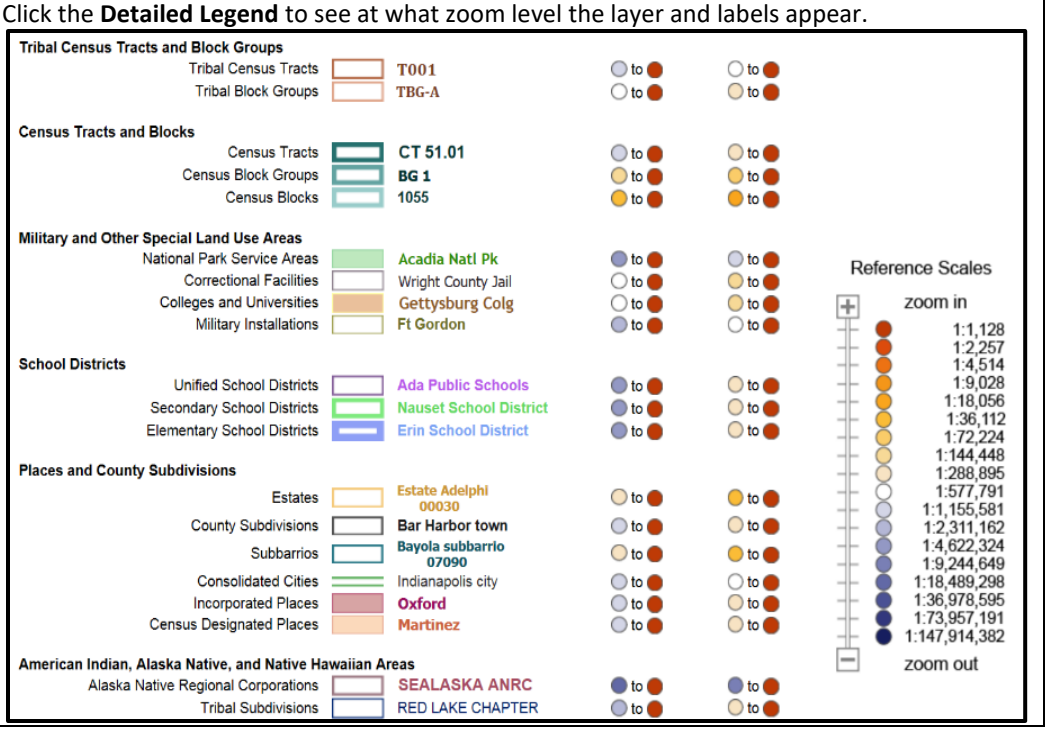
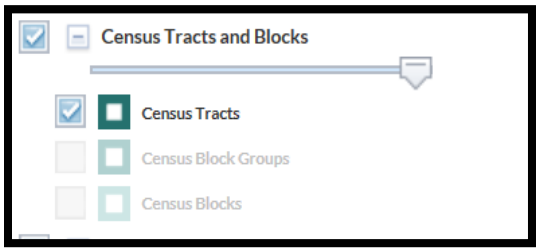
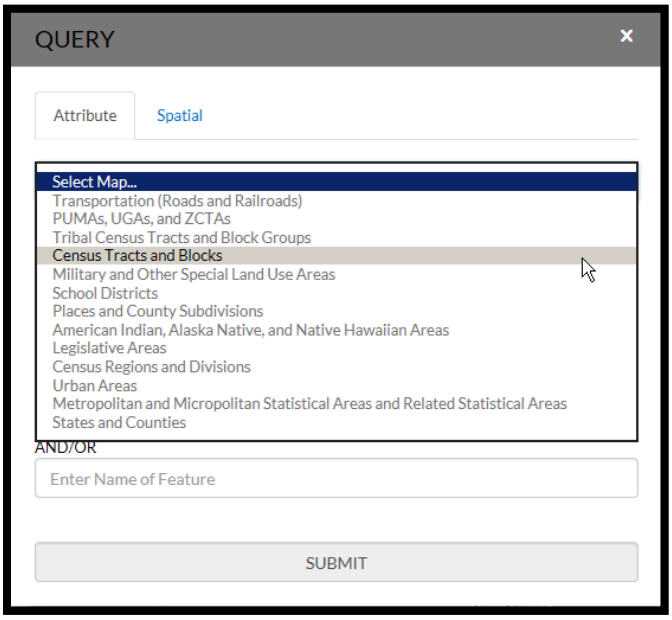
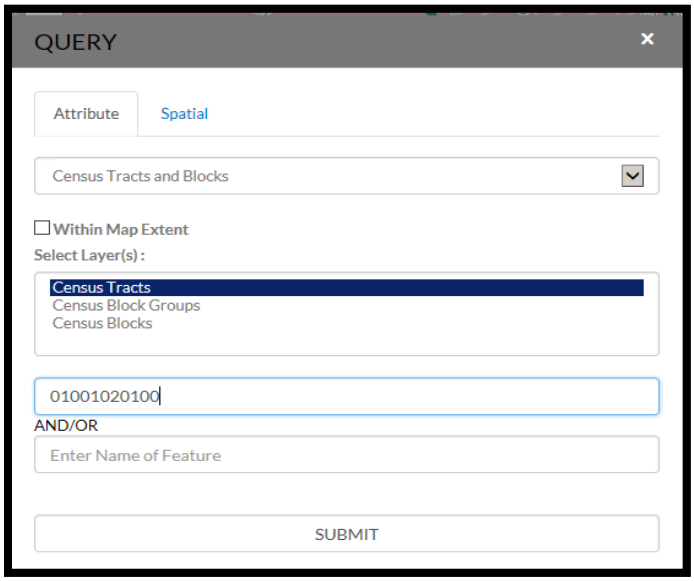
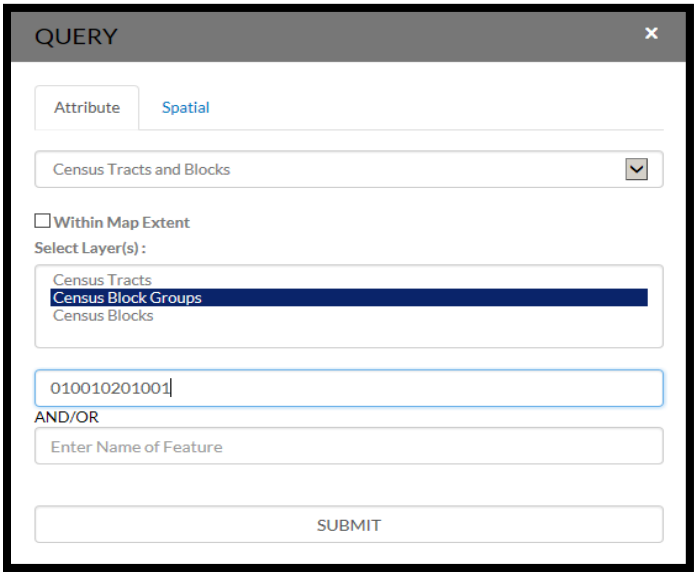
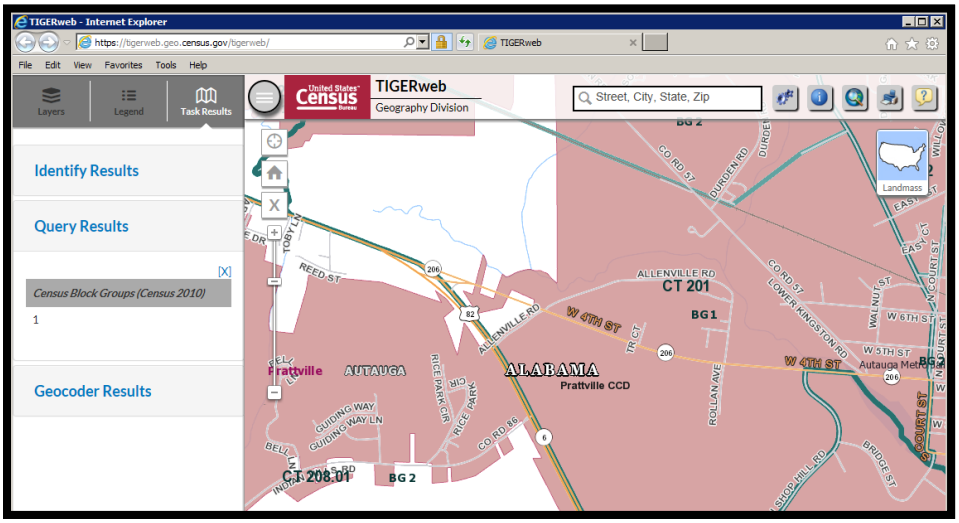
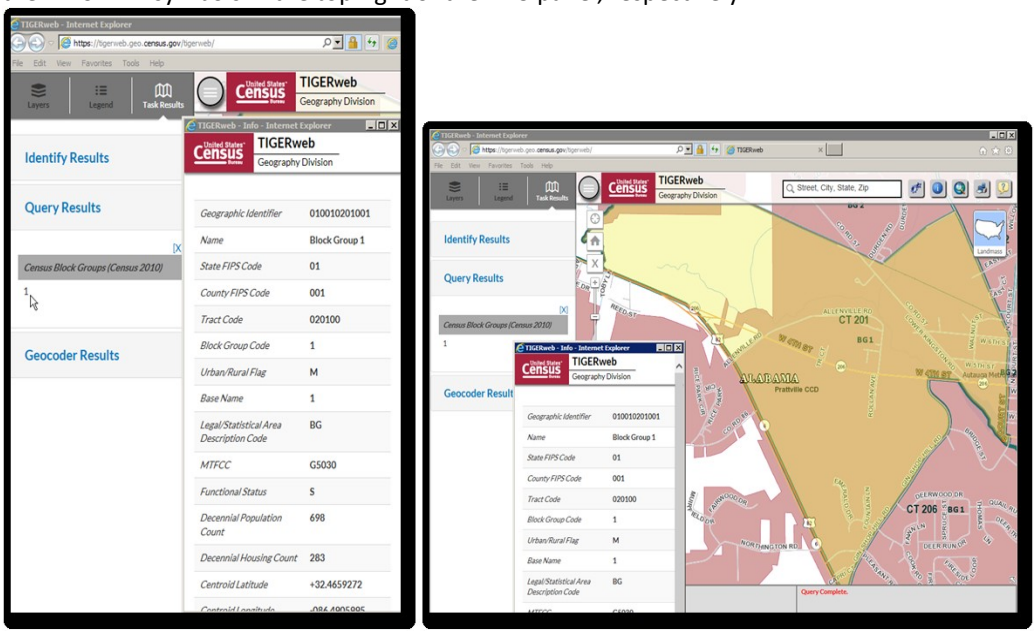
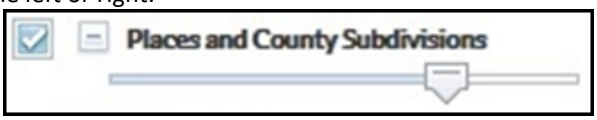
Step 5	The **Select Vintage** from the drop-down menu in the **Layers** panel shows the vintages of TIGERweb geographies that are available for display in the application. Select **Census 2010** to view the 2010 geographies. Click on the '+' sign next to each map service in the **Layers** panel to expand the map service and view the layers within it. *This example shows the selection of the Transportation, Tribal Census Tracts and Block Groups, American India, Alaska Native, and Native Hawaiian Areas, and Hydrography map layers*.  The features and geographic areas contained in the map services do not immediately appear because each layer has a range of zoom levels at which it will display. In other words, visibility of layers is scale dependent. More details appear when zooming in on the map. **Table 64** provides a summary of many of TIGERweb tools and functionality.

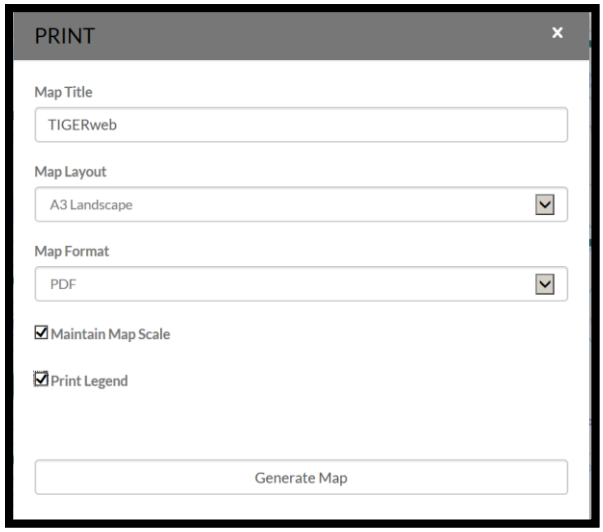
Table 64: TIGERweb Tools and Functions

Step	Action and *Result*
Step 1	The vertical **Zoom In Scale Bar**, shown on the left. Click on the '**+**' to zoom in for more detail or click on the '**-**' to zoom out for less detail. By rolling the wheel on the computer's mouse, participants can zoom in or zoom out from the current scale. **Note:** At Zoom level 6, counties appear; at zoom level 9, Census Tracts and Places appear, at zoom level 10, Roads and Railroads appear, and at zoom level 13, Block Groups appear. 
Step 2	Click the **Legend** tool at the top of the screen to view the **Detailed Legend** and layers symbology. 
Step 3	Click the **Detailed Legend** to see at what zoom level the layer and labels appear. 

Step	Action and *Result*
Step 4	Click off the **Legend** and back in the **Layers** panel to turn them on or off to display boundaries for only active layers. *The example shows the Census Block Groups and Census Blocks unchecked.* 
Step 5	One of the easiest ways to determine information for any given entity is to use the **Identify** button along the top right of the TIGERweb window.  After zooming into the area of interest, click the **Identify** button and then click anywhere inside of the tribal entity displayed on the screen. *The **Task Results** window populates with **Identify Results** with all of the information about the exact area clicked.*
Step 6	TIGERweb allows PSAP participants to quickly locate an entity visually using the **Zoom In** tool or by using the **Query** button to search for a census tract or block group by its geographic ID, also known as its GEOID. To locate a 2010 Census Tract: Select the **Query** button along the top right of the TIGERweb window.  From the **Select Map** drop-down menu, select **Census Tracts and Blocks**. 

Step	Action and *Result*
Step 7	Select to highlight the **Census Tracts** from the **Select Layer(s)** list. Enter the census tracts GEOID number to locate. The GEOID is an 11-digit number that represent the following: two-digit State FIPS code followed with the three-digit County FIPS code and then the six-digit census tract code (e.g.“01001020100” is the numeric GEOID of census tract 0201.00 in 01001).  Click **Submit**.
Step 8	To locate a 2010 Block Group: Execute the same steps described above, except from the **Census Tracts and Blocks** menu select the **Census Block Groups** from the **Select Layer(s**) list. Enter the block group’s GEOID number. The block group GEOID is a 12-digit number that represent the following: two-digit State FIPS code followed with the three-digit County FIPS code followed with the six-digit census tract code and the one-digit block group code (e.g., “010010201001” is the numeric GEOID of block group 1 in 01001, census tract 0201.00).  Click **Submit**.

Step	Action and *Result*
Step 9	Click the **Query Results** tab to the left of the map. *TIGERweb displays the result(s) of the query.* 
Step 10	If participants click the value within the query result section, *TIGERweb displays the **Info** panel containing attribute data for the queried entity*. Minimize or close the **Info** panel by clicking on the "**-**" or "**X**" symbols in the top right of the **Info** panel, respectively.  *TIGERweb displays the selected entity (block group 010010201001) highlighted in the center of the map.*
Step 11	Change the transparency of each layer within the **Layers** panel by moving the sliding bar below the layer name to the left or right. 

Step	Action and *Result*
Step 12	TIGERweb allows users to select landmass, satellite imagery, or terrain as a background of the map display from the upper right corner of the map view. *The **Landmass** displays by default when opening TIGERweb.* To change options, click the button to toggle through all three choices. Select the **Satellite** button to display satellite imagery. 
Step 13	Click the **Print** button when using TIGERweb to print and save a map. *The **PRINT** window displays.*  From the **PRINT** window, select a **Map Title, Map Layout, Map Format**, then Click the **Generate Map** to create a map and print. 

With the tools and functionality described above, participants can navigate their working county outside of GUPS and may find this easier for comparison sake.

American Indian Areas Layer

The American Indian Areas layer within GUPS provides a supplemental source for understanding what entities cause tracts to code in the 94XX range and can serve as a very strong legal feature for establishing and correcting tract and block group boundaries.

Note: This layer will not exist within GUPS for counties without an American Indian Area.

Although tribal statistical geography falls under a different universe for review, the 94XX code series is reserved for standard census tracts that are delineated either within or primarily to cover an American Indian Reservation or off-reservation trust land while also adhering to the standard census tract criteria. Some areas of the country, primarily in the Southwest, have counties with the majority of tracts coded to the 94XX range. Major changes to reservation areas happen infrequently, so the Census Bureau does not anticipate that PSAP will produce any new 94XX coded tracts.

IMPORTANT: 94XX are not tribal tracts but a special use area with a type denoted as tribal. Tribal tracts are a part of a distinct system, separate from standard census geography.

Area and Point Landmark Layers

As a tool for determining whether a census tract or block group could be a special land use area, it can sometimes be helpful to activate the area landmark (arealm) or point landmark (pointlm) layers within GUPS. While providing a useful visual, many landmarks do not qualify as special use areas because of their areal extent. Additionally, existing landmarks may not have any distinguishing features in aerial imagery to help with drawing boundaries and may not necessarily map to the extent of the special land use geographic entity. As a supplemental layer, area landmarks give participants another tool to describe a special land use area that is apparent directly from the visible land use characteristics.

Parcel Boundaries

In some situations, non-visible, legal, linear features can be preferred as boundaries for census tracts and block groups. At the smallest scale, participants can use parcel boundaries for reference to developments or contiguous personal plots if no other solution for splitting an area is present. Parcel boundaries are particularly useful when working census tracts that contain neighborhoods characterized by cul-de-sacs that form 'dangling' edges in the database, meaning that there is frequently not a closed circuit of visible features available to connect all of the housing units associated with the development.

Participants with access to digital map data for parcels can utilize the Manage Layers toolbar to add in external data. Review **Section 8.4.3** for details on using the specific buttons with respect to the local data type.

APPENDIX F. MAF/TIGER FEATURE CLASSIFICATION CODES

The MAF/TIGER Feature Classification Code (MTFCC) is a 5-digit code assigned by the Census Bureau to classify and describe geographic objects or features in Census Bureau MAF/TIGER products. GUPS participants may need these codes if they edit existing or add new linear features for creating new statistical boundaries.

An electronic list of MTFCCs is located within the technical documentation for the TIGER/Line Shapefiles on the Census Bureau's website <https://www.census.gov/geo/maps-data/data/tiger-line.html>. Within that specific documentation, it is Appendix E.

Table 65: MTFCC and Descriptions

MTFCC	Feature Class	Description
C3022	Mountain Peak or Summit	A prominent elevation rising above the surrounding level of the Earth's surface.
C3023	Island	An area of dry or relatively dry land surrounded by water or low wetland [including archipelago, atoll, cay, hammock, hummock, isla, isle, key, moku and rock].
C3024	Levee	An embankment flanking a stream or other flowing water feature to prevent overflow.
C3026	Quarry (not water-filled), Open Pit Mine or Mine	An area from which commercial minerals are or were removed from the Earth; not including an oilfield or gas field.
C3027	Dam	A barrier built across the course of a stream to impound water and/or control water flow.
C3061	Cul-de-sac	An expanded paved area at the end of a street used by vehicles for turning around. For mapping purposes, the Census Bureau maps it only as a point feature.
C3062	Traffic Circle	A circular intersection allowing for continuous movement of traffic at the meeting of roadways.
C3066	Gate	A movable barrier across a road.
C3067	Toll Booth	A structure or barrier where a fee is collected for using a road.
C3071	Lookout Tower	A manmade structure, higher than its diameter, used for observation.
C3074	Lighthouse Beacon	A manmade structure, higher than its diameter, used for transmission of light and possibly sound generally to aid in navigation.
C3075	Tank/Tank Farm	One or more manmade structures, each higher than its diameter, used for liquid (other than water) or gas storage or for distribution activities.
C3076	Windmill Farm	One or more manmade structures used to generate power from the wind.
C3077	Solar Farm	One or more manmade structures used to generate power from the sun.
C3078	Monument or Memorial	A manmade structure to educate, commemorate, or memorialize an event, person, or feature.
C3079	Boundary Monument Point	A material object placed on or near a boundary line to preserve and identify the location of the boundary line on the ground.
C3080	Survey Control Point	A point on the ground whose position (horizontal or vertical) is known and can be used as a base for additional survey work.

MTFCC	Feature Class	Description
C3081	Locality Point	A point that identifies the location and name of an unbounded locality (e.g., crossroad, community, populated place or locale).
C3085	Alaska Native Village Official Point	A point that serves as the core of an Alaska Native village and is used in defining Alaska Native village statistical areas.
G2100	American Indian Area	A legally defined state- or federally recognized reservation and/or off-reservation trust land (excludes statistical American Indian Areas).
G2120	Hawaiian Home Land	A legal area held in trust for the benefit of Native Hawaiians.
G2130	Alaska Native Village Statistical Area	A statistical geographic entity that represents the residences, permanent and/or seasonal, for Alaska Natives who are members of or receiving governmental services from the defining legal Alaska Native Village corporation.
G2140	Oklahoma Tribal Statistical Area	A statistical entity identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes that have no current reservation, but had a former reservation in Oklahoma.
G2150	State-designated Tribal Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a state-appointed liaison for a state-recognized American Indian tribe that does not currently have a reservation and/or lands in trust.
G2160	Tribal Designated Statistical Area	A statistical geographic entity identified and delineated for the Census Bureau by a federally recognized American Indian tribe that does not currently have a reservation and/or off-reservation trust land.
G2170	American Indian Joint Use Area	An area administered jointly and/or claimed by two or more American Indian tribes.
G2200	Alaska Native Regional Corporation	Corporate entities established to conduct both business and nonprofit affairs of Alaska Natives pursuant to the Alaska Native Claims Settlement Act of 1972 (Public Law 92-203). There are twelve geographically defined ANRCs and they are all within and cover most of the State of Alaska (the Annette Island Reserve-an American Indian reservation-is excluded from any ANRC). The boundaries of ANRCs have been legally established.
G2300	Tribal Subdivision	Administrative subdivisions of federally recognized American Indian reservations, off-reservation trust lands, or Oklahoma tribal statistical areas (OTSAs). These entities are internal units of self-government or administration that serve social, cultural, and/or economic purposes for the American Indians on the reservations, off-reservation trust lands, or OTSAs.
G2400	Tribal Census Tract	A relatively small and permanent statistical subdivision of a federally recognized American Indian reservation and/or off-reservation trust land, delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G2410	Tribal Block Group	A cluster of census blocks within a single tribal census tract delineated by American Indian tribal participants or the Census Bureau for the purpose of presenting demographic data.
G3100	Combined Statistical Area	A grouping of adjacent metropolitan and/or micropolitan statistical areas that have a degree of economic and social integration, as measured by commuting.

MTFCC	Feature Class	Description
G3110	Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using whole counties and equivalents.
G3120	Metropolitan Division	A county or grouping of counties that is a subdivision of a Metropolitan Statistical Area containing an urbanized area with a population of 2.5 million or more.
G3200	Combined New England City and Town Area	A grouping of adjacent New England city and town areas that have a degree of economic and social integration, as measured by commuting.
G3210	New England City and Town Metropolitan and Micropolitan Statistical Area	An area containing a substantial population nucleus together with adjacent communities having a high degree of economic and social integration with that core, as measured by commuting. Defined using Minor Civil Divisions (MCDs) in New England.
G3220	New England City and Town Division	A grouping of cities and towns in New England that is a subdivision of a New England City and Town Area containing an urbanized area with a population of 2.5 million or more.
G3500	Urban Area	Densely settled territory that contains at least 2,500 people. The subtypes of this feature are Urbanized Area (UA), which consists of 50,000 + people and Urban Cluster, which ranges between 2,500 and 49,999 people.
G4000	State or Equivalent Feature	The primary governmental divisions of the United States. The District of Columbia is treated as a statistical equivalent of a state for census purposes, as is Puerto Rico.
G4020	County or Equivalent Feature	The primary division of a state or state equivalent area. The primary divisions of 48 states are termed County, but other terms are used such as Borough in Alaska, Parish in Louisiana, and Municipio in Puerto Rico. This feature includes independent cities, which are incorporated places that are not part of any county.
G4040	County Subdivision	The primary divisions of counties and equivalent features for the reporting of Census Bureau data. The subtypes of this feature are Minor Civil Division, Census County Division/Census Subarea, and Unorganized Territory. This feature includes independent places, which are incorporated places that are not part of any county subdivision.
G4050	Estate	Estates are subdivisions of the three major islands in the United States Virgin Islands (USVI).
G4060	Subbarrio (Subminor Civil Division)	Legally defined divisions (subbarrios) of minor civil divisions (barrios-pueblo and barrios) in Puerto Rico.
G4110	Incorporated Place	A legal entity incorporated under state law to provide general-purpose governmental services to a concentration of population. Incorporated places are generally designated as a city, borough, municipality, town, village, or, in a few instances, have no legal description.
G4120	Consolidated City	An incorporated place that has merged governmentally with a county or minor civil division, but one or more of the incorporated places continues to function within the consolidation. It is a place that contains additional separately incorporated places.

MTFCC	Feature Class	Description
G4210	Census Designated Place	A statistical area defined for a named concentration of population and the statistical counterpart of an incorporated place.
G4300	Economic Census Place	The lowest level of geographic area for presentation of some types of Economic Census data. It includes incorporated places, consolidated cities, census designated places (CDPs), minor civil divisions (MCDs) in selected states, and balances of MCDs or counties. An incorporated place, CDP, MCD, or balance of MCD qualifies as an economic census place if it contains 5,000 or more residents, or 5,000 or more jobs, according to the most current data available.
G5020	Census Tract	Relatively permanent statistical subdivisions of a County or equivalent feature delineated by local participants as part of the Census Bureau's Participant Statistical Areas Program.
G5030	Block Group	A cluster of census blocks having the same first digit of their four-digit identifying numbers within a Census Tract. For example, block group 3 (BG 3) within a Census Tract includes all blocks numbered from 3000 to 3999.
G5035	Block Area Grouping	A user-defined group of islands forming a single census tabulation block. A BAG must: (1) consist of two or more islands, (2) have a perimeter entirely over water, (3) not overlap, and (4) not cross the boundary of other tabulation geographies, such as county or incorporated place boundaries.
G5040	Tabulation Block	The lowest-order census defined statistical area. It is an area, such as a city block, bounded primarily by physical features but sometimes by invisible city or property boundaries. A tabulation block boundary does not cross the boundary of any other geographic area for which the Census Bureau tabulates data. The subtypes of this feature are Count Question Resolution (CQR), current, and census.
G5200	Congressional District	The 435 areas from which people are elected to the U.S. House of Representatives. Additional equivalent features exist for state equivalents with nonvoting delegates or no representative. The subtypes of this feature are 106th, 107th, 108th, 109th, and 111th Congressional Districts, plus subsequent Congresses.
G5210	State Legislative District (Upper Chamber	Areas established by a state or equivalent government from which members are elected to the upper or unicameral chamber of a state governing body. The upper chamber is the senate in a bicameral legislature, and the unicameral case is a single house legislature (Nebraska).
G5220	State Legislative District (Lower Chamber)	Areas established by a state or equivalent government from which members are elected to the lower chamber of a state governing body. The lower chamber is the House of Representatives in a bicameral legislature.
G5240	Voting District	The generic name for the geographic features, such as precincts, wards, and election districts, established by state, local, and tribal governments for the purpose of conducting elections.
G5400	Elementary School District	A geographic area within which officials provide public elementary grade-level educational services for residents.
G5410	Secondary School District	A geographic area within which officials provide public secondary grade-level educational services for residents.

MTFCC	Feature Class	Description
G5420	Unified School District	A geographic area within which officials provide public educational services for all grade levels for residents.
G6120	Public-Use Microdata Area	A decennial census area with a population of at least 100,000 or more persons for which the Census Bureau provides selected extracts of household-level data that are screened to protect confidentiality.
G6300	Traffic Analysis District	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data. A Traffic Analysis District (TAD) consists of one or more Traffic Analysis Zones (TAZs).
G6320	Traffic Analysis Zone	An area delineated by Metropolitan Planning Organizations (MPOs) and state Departments of Transportation (DOTs) for tabulating journey-to-work and place-of-work data.
G6330	Urban Growth Area	An area defined under state authority to manage urbanization that the Census Bureau includes in the MAF/TIGER® System in agreement with the state.
G6350	ZIP Code Tabulation Area (Five-Digit)	An approximate statistical-area representation of a U.S. Postal Service (USPS) 5-digit ZIP Code service area.
G6400	Commercial Region	For the purpose of presenting economic statistical data, municipios in Puerto Rico are grouped into commercial regions.
H1100	Connector	A known, but nonspecific, hydrographic connection between two nonadjacent water features.
H2025	Swamp/Marsh	A poorly drained wetland, fresh or saltwater, wooded or grassy, possibly covered with open water [includes bog, cienega, marais and pocosin].
H2030	Lake/Pond	A standing body of water that is surrounded by land.
H2040	Reservoir	An artificially impounded body of water.
H2041	Treatment Pond	An artificial body of water built to treat fouled water.
H2051	Bay/Estuary/Gulf/Sound	A body of water partly surrounded by land [includes arm, bight, cove and inlet].
H2053	Ocean/Sea	The great body of salt water that covers much of the earth.
H2060	Gravel Pit/Quarry filled with water	A body of water in a place or area from which commercial minerals were removed from the Earth.
H2081	Glacier	A body of ice moving outward and down slope from an area of accumulation. An area of relatively permanent snow or ice on the top or side of a mountain or mountainous area [includes ice field and ice patch].
H3010	Stream/River	A natural flowing waterway [includes anabranch, awawa, branch, brook, creek, distributary, fork, kill, pup, rio, and run].
H3013	Braided Stream	A natural flowing waterway with an intricate network of interlacing channels.
H3020	Canal, Ditch or Aqueduct	An artificial waterway constructed to transport water, to irrigate or drain land, to connect two or more bodies of water, or to serve as a waterway for watercraft [includes lateral].
K1225	Crew-of-Vessel Location	A point or area in which the population of military or merchant marine vessels at sea are assigned, usually being at or near the home port pier.

MTFCC	Feature Class	Description
K1231	Hospital/Hospice/Urgent Care Facility	One or more structures where the sick or injured may receive medical or surgical attention [including infirmary].
K1235	Juvenile Institution	A facility (correctional and non-correctional) where groups of juveniles reside; this includes training schools, detention centers, residential treatment centers and orphanages.
K1236	Local Jail or Detention Center	One or more structures that serve as a place for the confinement of adult persons in lawful detention, administered by a local (county, municipal, etc.) government.
K1237	Federal Penitentiary, State Prison, or Prison Farm	An institution that serves as a place for the confinement of adult persons in lawful detention, administered by the federal government or a state government.
K1238	Other Correctional Institution	One or more structures that serve as a place for the confinement of adult persons in lawful detention, not elsewhere classified or administered by a government of unknown jurisdiction.
K1239	Convent, Monastery, Rectory, Other Religious Group Quarters	One or more structures intended for use as a residence for those having a religious vocation.
K1246	Community Center	Community Center.
K2110	Military Installation	An area owned and/or occupied by the Department of Defense for use by a branch of the armed forces (such as the Army, Navy, Air Force, Marines, or Coast Guard), or a state owned area for the use of the National Guard.
K2165	Government Center	A place used by members of government (either federal, state, local, or tribal) for administration and public business.
K2167	Convention Center	An exhibition hall or conference center with enough open space to host public and private business and social events.
K2180	Park	Parkland defined and administered by federal, state, and local governments.
K2181	National Park Service Land	Area—National parks, National Monuments, and so forth—under the jurisdiction of the National Park Service.
K2182	National Forest or Other Federal Land	Land under the management and jurisdiction of the federal government, specifically including areas designated as National Forest, and excluding areas under the jurisdiction of the National Park Service.
K2183	Tribal Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of an American Indian tribe.
K2184	State Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a state government.
K2185	Regional Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a regional government.
K2186	County Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a county government.
K2187	County Subdivision Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a minor civil division (town/township) government.

MTFCC	Feature Class	Description
K2188	Incorporated Place Park, Forest, or Recreation Area	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of a municipal government.
K2189	Private Park, Forest, or Recreation Area	A privately owned place or area set aside for recreation or preservation of a cultural or natural resource.
K2190	Other Park, Forest, or Recreation Area (quasi-public, independent park, commission, etc.)	A place or area set aside for recreation or preservation of a cultural or natural resource and under the administration of some other type of government or agency such as an independent park authority or commission.
K2191	Post Office	An official facility of the U.S. Postal Service used for processing and distributing mail and other postal material.
K2193	Fire Department	Fire Department.
K2194	Police Station	Police Station.
K2195	Library	Library.
K2196	City/Town Hall	City/Town Hall.
K2400	Transportation Terminal	A facility where one or more modes of transportation can be accessed by people or for the shipment of goods; examples of such a facility include marine terminal, bus station, train station, airport and truck warehouse.
K2424	Marina	A place where privately owned, light-craft are moored.
K2432	Pier/Dock	A platform built out from the shore into the water and supported by piles. This platform may provide access to ships and boats, or it may be used for recreational purposes.
K2451	Airport or Airfield	A manmade facility maintained for the use of aircraft [including airstrip, landing field and landing strip].
K2452	Train Station, Trolley or Mass Transit Rail Station	A place where travelers can board and exit rail transit lines, including associated ticketing, freight, and other commercial offices.
K2453	Bus Terminal	A place where travelers can board and exit mass motor vehicle transit, including associated ticketing, freight, and other commercial offices.
K2454	Marine Terminal	A place where travelers can board and exit water transit or where cargo is handled, including associated ticketing, freight, and other commercial offices.
K2455	Seaplane Anchorage	A place where an airplane equipped with floats for landing on or taking off from a body of water can debark and load.
K2456	Airport—Intermodal Transportation Hub/Terminal	A major air transportation facility where travelers can board and exit airplanes and connect with other (i.e. non-air) modes of transportation.
K2457	Airport—Statistical Representation	The area of an airport adjusted to include whole 2000 census blocks used for the delineation of urban areas
K2458	Park and Ride Facility/Parking Lot	A place where motorists can park their cars and transfer to other modes of transportation.
K2459	Runway/Taxiway	A fairly level and usually paved expanse used by airplanes for taking off and landing at an airport.
K2460	Helicopter Landing Pad	A fairly level and usually paved expanse used by helicopters for taking off and landing.
K2540	University or College	A building or group of buildings used as an institution for post-secondary study, teaching, and learning [including seminary].

MTFCC	Feature Class	Description
K2543	School or Academy	A building or group of buildings used as an institution for preschool, elementary or secondary study, teaching, and learning [including elementary school and high school].
K2545	Museum, Visitor Center, Cultural Center, or Tourist Attraction	An attraction of historical, cultural, educational or other interest that provides information or displays artifacts.
K2561	Golf Course	A place designed for playing golf.
K2582	Cemetery	A place or area for burying the dead [including burying ground and memorial garden].
K2586	Zoo	A facility in which terrestrial and/or marine animals are confined within enclosures and displayed to the public for educational, preservation, and research purposes.
K3544	Place of Worship	A sanctified place or structure where people gather for religious worship; examples include church, synagogue, temple, and mosque.
L4010	Pipeline	A long tubular conduit or series of pipes, often underground, with pumps and valves for flow control, used to transport fluid (e.g., crude oil, natural gas), especially over great distances.
L4020	Powerline	One or more wires, often on elevated towers, used for conducting high-voltage electric power.
L4031	Aerial Tramway/Ski Lift	A conveyance that transports passengers or freight in carriers suspended from cables and supported by a series of towers.
L4110	Fence Line	A manmade barrier enclosing or bordering a field, yard, etc., usually made of posts and wire or wood, used to prevent entrance, to confine, or to mark a boundary.
L4121	Ridge Line	The line of highest elevation along a ridge.
L4125	Cliff/Escarpment	A very steep or vertical slope [including bluff, crag, head, headland, nose, palisades, precipice, promontory, rim and rimrock].
L4130	Point-to-Point Line	A line defined as beginning at one location point and ending at another, both of which are in sight.
L4140	Property/Parcel Line (Including PLSS)	This feature class may denote a nonvisible boundary of either public or private lands (e.g., a park boundary) or it may denote a Public Land Survey System or equivalent survey line.
L4150	Coastline	The line that separates either land or Inland water from Coastal, Territorial or Great Lakes water. Where land directly borders Coastal, Territorial or Great Lakes water, the shoreline represents the Coastline. Where Inland water (such as a river) flows into Coastal, Territorial or Great Lakes water, the closure line separating the Inland water from the other class of water represents the Coastline.
L4165	Ferry Crossing	The route used to carry or convey people or cargo back and forth over a waterbody in a boat.
P0001	Nonvisible Linear Legal/Statistical Boundary	A legal/statistical boundary line that does not correspond to a shoreline or other visible feature on the ground.
P0002	Perennial Shoreline	The more-or-less permanent boundary between land and water for a water feature that exists year-round.
P0003	Intermittent Shoreline	The boundary between land and water (when water is present) for a water feature that does not exist year-round.

MTFCC	Feature Class	Description
P0004	Other non-visible bounding Edge (e.g., Census water boundary, boundary of an aerial feature)	A bounding Edge that does not represent a legal/statistical boundary, and does not correspond to a shoreline or other visible feature on the ground. Many such Edges bound area landmarks, while many others separate water features from each other (e.g., where a bay meets the ocean).
R1011	Railroad Feature (Main, Spur, or Yard)	A line of fixed rails or tracks that carries mainstream railroad traffic. Such a rail line can be a main line or spur line, or part of a rail yard.
R1051	Carline, Streetcar Track, Monorail, Other Mass Transit	Mass transit rail lines (including lines for rapid transit, monorails, streetcars, light rail, etc.) that are typically inaccessible to mainstream railroad traffic and whose tracks are not part of a road right-of-way.
R1052	Cog Rail Line, Incline Rail Line, Tram	A special purpose rail line for climbing steep grades that is typically inaccessible to mainstream railroad traffic. Note that aerial tramways and streetcars (which may also be called "trams") are accounted for by other MTFCCs and do not belong in R1052.
S1100	Primary Road	Primary roads are generally divided, limited-access highways within the interstate highway system or under state management, and are distinguished by the presence of interchanges. These highways are accessible by ramps and may include some toll highways.
S1200	Secondary Road	Secondary roads are main arteries, usually in the U.S. Highway, State Highway or County Highway system. These roads have one or more lanes of traffic in each direction, may or may not be divided, and usually have at-grade intersections with many other roads and driveways. They often have both a local name and a route number.
S1400	Local Neighborhood Road, Rural Road, City Street	Generally, a paved non-arterial street, road, or byway that usually has a single lane of traffic in each direction. Roads in this feature class may be privately or publicly maintained. Scenic park roads would be included in this feature class, as would (depending on the region of the country) some unpaved roads.
S1500	Vehicular Trail (4WD)	An unpaved dirt trail where a four-wheel drive vehicle is required. These vehicular trails are found almost exclusively in very rural areas. Minor, unpaved roads usable by ordinary cars and trucks belong in the S1400 category.
S1630	Ramp	A road that allows controlled access from adjacent roads onto a limited access highway, often in the form of a cloverleaf interchange. These roads are unaddressable and do not carry a name in the MAF/TIGER System.
S1640	Service Drive usually along a limited access highway	A road, usually paralleling a limited access highway, that provides access to structures along the highway. These roads can be named and may intersect with other roads.
S1710	Walkway/Pedestrian Trail	A path that is used for walking, being either too narrow for or legally restricted from vehicular traffic.
S1720	Stairway	A pedestrian passageway from one level to another by a series of steps.
S1730	Alley	A service road that does not generally have associated addressed structures and is usually unnamed. It is located at the rear of buildings and properties and is used for deliveries.

MTFCC	Feature Class	Description
S1740	Private Road for service vehicles (logging, oil fields, ranches, etc.)	A road within private property that is privately maintained for service, extractive, or other purposes. These roads are often unnamed.
S1750	Internal U.S. Census Bureau use	Internal U.S. Census Bureau use.
S1780	Parking Lot Road	The main travel route for vehicles through a paved parking area.
S1820	Bike Path or Trail	A path that is used for manual or small, motorized bicycles, being either too narrow for or legally restricted from vehicular traffic.
S1830	Bridle Path	A path that is used for horses, being either too narrow for or legally restricted from vehicular traffic.
S2000	Road Median	The unpaved area or barrier between the carriageways of a divided road.

APPENDIX G. ACCEPTABLE LINEAR FEATURES FOR STATISTICAL BOUNDARIES

Below is a list of linear features that make acceptable or questionable statistical geography boundaries. Refer to this list while reviewing existing boundaries, but also when creating new geographies or modifying existing boundaries. Except in instances described in **Table 4** for non-visible boundaries, this appendix is the source for the Census Bureau during their review of participant submissions. A complete list of MAF/TIGER Feature Classification Codes (MTFCCs) is located on the Census Bureau's geography reference website: <https://www.census.gov/geo/reference/mtfcc.html>.

Table 66: Acceptable Linear Features for Statistical Boundaries

Feature Name	MTFCC	Acceptable	Questionable
Aerial Tramway/Ski Lift	L4031	X	
Alley	S1730	X	
Bike Path or Trail	S1820		X
Braided Stream	H3013	X	
Bridle Path/Horse Trail	S1830		X
Canal, Ditch, or Aqueduct (intermittent)	H3020		X
Canal, Ditch, or Aqueduct (perennial)	H3020	X	
Carline, Streetcar Track, Monorail, Other Mass Transit Rail	R1051	X	
Cliff/Escarpment	L4125	X	
Cog Rail Line, Incline Rail Line, Tram	R1052	X	
Dam	C3027	X	
Fence Line	L4110		X
Ferry Crossing	L4165	X	
Intermittent Shoreline	P0003		X
Interstate Highway or Primary Road with limited access	S1100	X	
Levee	C3024	X	
Local Neighborhood Road, Rural Road, City Street	S1400	X	
Parking Lot Road	S1780		X
Perennial Shoreline	P0002	X	
Pier/Dock	K2432	X	
Pipeline (above ground)	L4010	X	
Point-to-Point Line	L4130		X
Power line (above ground, high tension)	L4020	X	

Feature Name	MTFCC	Acceptable	Questionable
Primary Road without limited access, US Highway, State Highway, or County Highway, Secondary and connecting roads	S1200	X	
Private Driveway	S1750		X
Private Road for service vehicles (logging, oil fields, ranches, etc.)	S1740		X
Property/Parcel Line (PLSS, airport, airfield, military installation or other)	L4140		X
Railroad Feature (Main, Spur, or Yard)	R1011	X	
Ridge Line	L4121	X	
Runway/Taxiway	K2459	X	
Service Drive/Service Road (usually along limited access highway)	S1640	X	
Stairway	S1720		X
Stream/River (intermittent)	H3010		X
Stream/River (perennial)	H3010	X	
Vehicular Trail (4WD)	S1500		X
Walkway/Pedestrian Trail	S1710		X

APPENDIX H. STANDARD STREET TYPE ABBREVIATIONS

The street name types and their abbreviations shown below provide background to PSAP participants that may need to add linear features in order to split statistical geographies. Use the standard street type abbreviations to assign the street type to any newly added linear features that are streets.

Table 67: Standard Street Type Abbreviations

Street Type	Standard Abbreviation
ALLEY	ALY
ANEX	ANX
ARCADE	ARC
AVENUE	AVE
BAYOU	BYU
BEACH	BCH
BEND	BND
BLUFF	BLF
BLUFFS	BLFS
BOTTOM	BTM
BOULEVARD	BLVD
BRANCH	BR
BRIDGE	BRG
BROOK	BRK
BROOKS	BRKS
BURG	BG
BURGS	BGS
BYPASS	BYP
CAMP	CP
CANYON	CYN
CAPE	CPE
CAUSEWAY	CSWY
CENTER	CTR
CENTERS	CTRS
CIRCLE	CIR
CIRCLES	CIRS
CLIFF	CLF
CLIFFS	CLFS
CLUB	CLB
COMMON	CMN
COMMONS	CMNS
CORNER	COR
CORNERS	CORS
COURSE	CRSE
COURT	CT
COURTS	CTS
COVE	CV
COVES	CVS
CREEK	CRK
CRESCENT	CRES
CREST	CRST
CROSSING	XING

Street Type	Standard Abbreviation
CROSSROAD	XRD
CROSSROADS	XRDS
CURVE	CURV
DALE	DL
DAM	DM
DIVIDE	DV
DRIVE	DR
DRIVES	DRS
ESTATE	EST
ESTATES	ESTS
EXPRESSWAY	EXPY
EXTENSION	EXT
EXTENSIONS	EXTS
FALL	FALL
FALLS	FLS
FERRY	FRY
FIELD	FLD
FIELDS	FLDS
FLAT	FLT
FLATS	FLTS
FORD	FRD
FORDS	FRDS
FOREST	FRST
FORGE	FRG
FORGES	FRGS
FORK	FRK
FORKS	FRKS
FORT	FT
FREEWAY	FWY
GARDEN	GDN
GARDENS	GDNS
GATEWAY	GTWY
GLEN	GLN
GLENS	GLNS
GREEN	GRN
GREENS	GRNS
GROVE	GRV
GROVES	GRVS
HARBOR	HBR
HARBORS	HBRS
HAVEN	HVN
HEIGHTS	HTS
HIGHWAY	HWY
HILL	HL
HILLS	HLS
HOLLOW	HOLW
INLET	INLT
ISLAND	IS
ISLANDS	ISS
ISLE	ISLE
JUNCTION	JCT

Street Type	Standard Abbreviation
JUNCTIONS	JCTS
KEY	KY
KEYS	KYS
KNOLL	KNL
KNOLLS	KNLS
LAKE	LK
LAKES	LKS
LAND	LAND
LANDING	LNDG
LANE	LN
LIGHT	LGT
LIGHTS	LGTS
LOAF	LF
LOCK	LCK
LOCKS	LCKS
LODGE	LDG
LOOP	LOOP
MALL	MALL
MANOR	MNR
MANORS	MNRS
MEADOW	MDW
MEADOWS	MDWS
MEWS	MEWS
MILL	ML
MILLS	MLS
MISSION	MSN
MOTORWAY	MTWY
MOUNT	MT
MOUNTAIN	MTN
MOUNTAINS	MTNS
NECK	NCK
ORCHARD	ORCH
OVAL	OVAL
OVERPASS	OPAS
PARK	PARK
PARKS	PARK
PARKWAY	PKWY
PARKWAYS	PKWY
PASS	PASS
PASSAGE	PSGE
PATH	PATH
PIKE	PIKE
PINE	PNE
PINES	PNES
PLACE	PL
PLAIN	PLN
PLAINS	PLNS
PLAZA	PLZ
POINT	PT
POINTS	PTS
PORT	PRT

Street Type	Standard Abbreviation
PORTS	PRTS
PRAIRIE	PR
RADIAL	RADL
RAMP	RAMP
RANCH	RNCH
RAPID	RPD
RAPIDS	RPDS
REST	RST
RIDGE	RDG
RIDGES	RDGS
RIVER	RIV
ROAD	RD
ROADS	RDS
ROUTE	RTE
ROW	ROW
RUE	RUE
RUN	RUN
SHOAL	SHL
SHOALS	SHLS
SHORE	SHR
SHORES	SHRS
SKYWAY	SKWY
SPRING	SPG
SPRINGS	SPGS
SPUR	SPUR
SPURS	SPUR
SQUARE	SQ
SQUARES	SQS
STATION	STA
STRAVENUE	STRA
STREAM	STRM
STREET	ST
STREETS	STS
SUMMIT	SMT
TERRACE	TER
THROUGHWAY	TRWY
TRACE	TRCE
TRACK	TRAK
TRAFFICWAY	TRFY
TRAIL	TRL
TRAILER	TRLR
TUNNEL	TUNL
TURNPIKE	TPKE
UNDERPASS	UPAS
UNION	UN
UNIONS	UNS
VALLEY	VLY
VALLEYS	VLYS
VIADUCT	VIA
VIEW	VW
VIEWS	VWS

Street Type	Standard Abbreviation
VILLAGE	VLG
VILLAGES	VLGS
VILLE	VL
VISTA	VIS
WALK	WALK
WALKS	WALK
WALL	WALL
WAY	WAY
WAYS	WAYS
WELL	WL
WELLS	WLS

APPENDIX I. SHAPEFILE NAMES

County-based shapefiles exist for use within GUPS. Participants need not worry about opening these files independently from GUPS. The information in this section serves as basic metadata about the files used by GUPS. Not all files listed below appear in each county's data. For example, the Consolidated Cities layer only exists in counties with that type of geography.

PVS_18_v2_<layername>_<SSCCC>.shp, where <SSCCC> is the number corresponding FIPS number for the state and county, (e.g. "24001" corresponds to Allegany County, Maryland) and <layername> is the abbreviation for the shapefile layer, describe in detail below.

For example, PVS_18_v2_curtracts_24001.shp is the current census tract shapefile layer for Allegany County, Maryland. The source of the current census tracts is still the 2010 geography, but if spatial updates occurred to the 2010 census tracts, they exist in this layer, not the tract2010 layer. Files in this set of shapefiles correspond to the 2010 geographies vintage in GUPS.

Table 68: County Shapefiles Names (PVS_18_v2_)

Shapefile Layer	<layername>
American Indian Areas (AIA) – Legal	aial
American Indian Areas (AIA) – Statistical	aias
American Indian Tribal Subdivisions (AITS) - Legal	aitsl
American Indian Tribal Subdivisions (AITS) - Statistical	aitss
Alaska Native Regional Corporations (ANRC) – State 02 only	anrc
Area Landmark	arealm
Block Area Groups	bag
Block Groups	bg
Metropolitan Statistical Area/Metropolitan Statistical Area	cbsa
Census County Divisions	ccd
Congressional Districts	cd
Census Designated Place	cdp
Consolidated Cities	concity
Counties and Equivalent Areas	county
Census Tracts - Current	curtracts
All Lines	edges
Elementary School Districts	elsd
Topological Faces (2-cells with all geocodes)	faces
Hawaiian Home Lands (HHL) – State 15 only	hhl
County Subdivisions - Legal	mcd
New England City and Town Areas	necta
Offsets	offset

Shapefile Layer	<layername>
Incorporated Places	place
Point Landmarks	pointlm
2010 Public Use Microdata Areas	puma2010
Secondary School Districts	scsd
State Legislative Districts Lower	sldl
State Legislative Districts Upper	sldu
Subbarrios – State 72 only	submcd
Census Blocks - Current	tabblock
2010 Census Blocks	tabblock2010
2010 Traffic Analysis Delineation	tad2010
2010 Traffic Analysis Zones	taz2010
2010 Census Tracts	tracts2010
Census Urban Areas	uac
Urban Growth Area	uga
Unified School Districts	unsd
Hydrography - Area	water
Relationship Tables	**<layername>**
Address Ranges	addr
Topological Faces - Area Landmark Relationship	areafaces
Topological Faces - Area Hydrography Relationship	hydrofaces
Linear Feature Names - Fielded	allnames

PVS_18_v3_<layername>_<SSCCC>.shp correspond to the 2020 proposed plans in GUPS. They follow the same naming convention as the v2 files. Only four layers exist for this version of shapefiles geography: block groups, census tracts, edges, and faces.

Table 69: County Shapefile Names (PVS_18_v3_)

Shapefile Layer	<layername>
Block Groups	bg
Census Tracts - Current	curtracts
All Lines	edges
Topological Faces (2-cells with all geocodes)	faces

Figure 24 shows an example of a Windows Explorer window with the PVS_18_v2 and PVS_18_v3 county shapefiles.

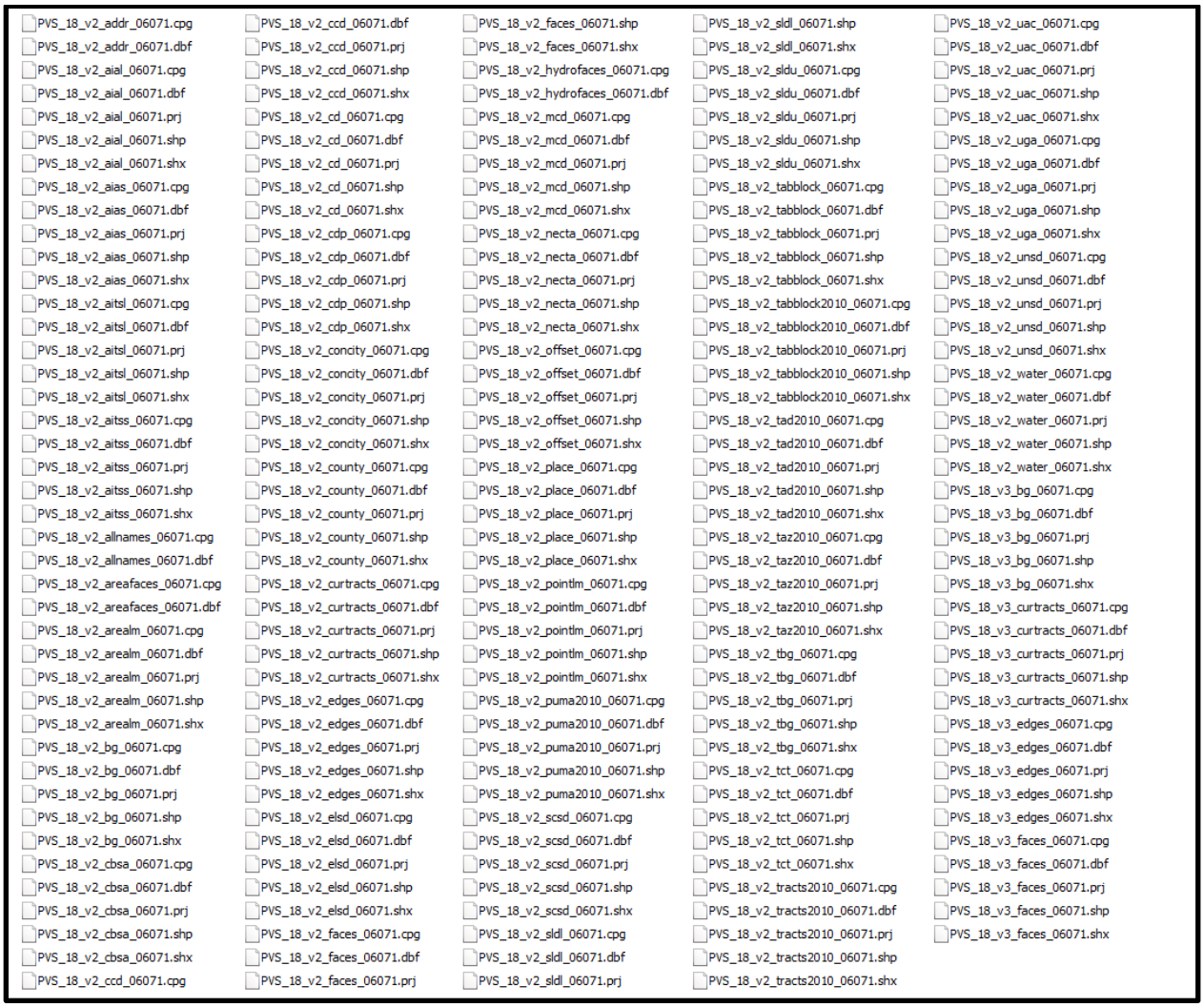


Figure 24. Windows Explorer Example of County Shapefiles (v2 and v3)

APPENDIX J. SHAPEFILE LAYOUTS

This appendix includes several tables with the most common shapefiles used in 2020 Census PSAP and their file layout.

Table 70: Edges Shapefile (PVS_18_v2_edges)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	8	String	Type of shape (Polyline)
STATEFP	2	String	FIPS State code
COUNTYFP	3	String	FIPS County code
TLID	10	Integer	TIGER/Line Permanent Edge ID
TFIDL	10	Integer	TIGER/Line Permanent Face ID (left)
TFIDR	10	Integer	TIGER/Line Permanent Face ID (right)
MTFCC	5	String	MAF/TIGER Feature Classification Code
FIDELITY	1	String	Indication to a respondent when their entity boundary has changed through spatial enhancement
FULLNAME	40	String	Decoded feature name with abbreviated qualifier, direction, and feature type
SMID	22	Double	Spatial Tmeta ID
SMIDTYPE	1	String	Spatial type
BBSPFLG	1	String	Redistricting Data Project participant's submitted request of an EDGE for selection as a block boundary
CBBFLG	1	String	Indicates the status of an EDGE for a selection as a block boundary
BBSP_2020	1	String	New BBSP flag
CHNG_TYPE	4	String	Type of linear feature update
JUSTIFY	150	String	Justification of change
LTOADD	10	String	Left To address
RTOADD	10	String	Right To address
LFROMADD	10	String	Left From address
RFROMADD	10	String	Right From address
ZIPL	5	String	Left 5-digit ZIP Code
ZIPR	5	String	Right 5-digit ZIP Code
EXTTYP	1	String	Extension type
MTUPDATE	10	Date	Date of last MAF/TIGER update to the edge
RTTYP	1	String	Route type
GUPS	80	String	Used internally by GUPS during digitizing

Table 71: Address Ranges Attribute File (PVS_18_v2_addr)

Attribute Field	Length	Type	Description
OID	8	String	Object ID
TLID	10	Integer	TIGER/Line Permanent Edge ID
STATEFP	2	String	FIPS State code
COUNTYFP	3	String	FIPS County code
FROMHN	12	String	From house number
TOHN	12	String	To house number
SIDE	1	String	Side of feature indicator flag (L or R)
ZIP	5	String	5-digit ZIP Code
PLUS4	4	String	ZIP+4 Code
LFROMADD	10	String	Left From address
LTOADD	10	String	Left To address
RFROMADD	10	String	Right From address
RTOADD	10	String	Right To address
ZIPL	5	String	Left 5-digit ZIP Code
ZIPR	5	String	Right 5-digit ZIP Code
ZIP4L	4	String	Left ZIP+4 Code
ZIP4R	4	String	Right ZIP+4 Code

Table 72: Block Groups Shapefile (PVS_18_v2_bg)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS State code (48)
COUNTYFP	3	String	FIPS County code (251)
TRACTCE	6	String	Census tract code (130204)
BLKGRPCE	1	String	Block group code (1)
BLKGRPID	12	String	STATEFP, COUNTYFP, TRACTCE, and BLKGRPCE (482511302041)
CHNG_TYPE	2	String	Code for type of area update (E, B, M, and G)
EFF_DATE	8	Date	Effective date
BGTYP	1	String	Block group characteristic flag
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change to attribute of block group
VINTAGE	2	String	Vintage updated with returned data
POP10	10	Integer	2010 population count
HOUSING10	10	Integer	2010 housing unit count
TRACTID	11	String	STATEFP, COUNTYFP, and TRACTCE (48251130204)
SITE_NAME	100	String	Special use block group name
JSTFY_CNTG	150	String	Justification entered by participant to retain noncontiguous statistical geography
JSTFY_SLU	150	String	Justification entered by participant for a special use measurement threshold
EDITED	1	String	GUPS updates to indicate an edit by the participant

Table 73: Census Tracts - Current Shapefile (PVS_18_v2_curtracts)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS State code (48)
COUNTYFP	3	String	FIPS County code (251)
TRACTCE	6	String	Census tract code (130204)
NAME	100	String	TRACTCE, decimal point, and two-digit suffix (if applicable) (1302.04)
TRACTID	11	String	STATEFP, COUNTYFP, and TRACTCE (48251130204)
NEW_CODE	6	String	Newly generated census tract code following change
CHNG_TYPE	2	String	Code for type of area update (E, M, B, and G)
EFF_DATE	8	Date	Effective date
TRACTTYP	1	String	Census tract characteristic flag
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change to attribute of census tract
TRACTLABEL	7	String	Name
VINTAGE	2	String	Vintage updated with returned data
POP10	10	Integer	2010 population count
HOUSING10	10	Integer	2010 housing unit count
SITE_NAME	100	String	Special use census tract name
JSTFY_CNTG	150	String	Justification entered by participant to retain noncontiguous statistical geography
JSTFY_SLU	150	String	Justification entered by participant for a special use measurement threshold
JSTFY_NAME	150	String	Justification entered by participant when the name is changed
JSTFY_RES	150	String	Justification entered by participant for a reservation related issue

Table 74: Census County Divisions Shapefile (PVS_18_v2_ccd)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS State code
COUNTYFP	3	String	FIPS County code
COUSUBFP	5	String	FIPS 55 County Subdivision code
NAMELSAD	100	String	Name with translated LSAD
COUSUBNS	8	String	ANSI feature code for the county subdivision
LSAD	2	String	Legal/Statistical Area description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 Class code describing an entity
CHNG_TYPE	2	String	Code for type of area update (E, M, B, and G)
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage updated with returned data
JSTFY_CNTG	150	String	Justification entered by participant to retain noncontiguous statistical geography
JSTFY_NAME	150	String	Justification entered by participant when the name of the statistical geography is changed

Table 75: Census Designated Place Shapefile (PVS_18_v2_cdp)

Attribute Field	Length	Type	Description
FID	10	Integer	Feature ID
Shape	7	String	Type of shape (Polygon)
STATEFP	2	String	FIPS State code
COUNTYFP	3	String	FIPS County code
PLACEFP	5	String	FIPS 55 Place code
PLACENS	8	String	ANSI feature code for the place
NAMELSAD	100	String	Name with translated LSAD
LSAD	2	String	Legal / Statistical Area description
FUNCSTAT	1	String	Functional status
CLASSFP	2	String	FIPS 55 class code describing and entity
PARTFLG	1	String	Indicates if only part of a feature is represented (Y or N)
CHNG_TYPE	2	String	Code for type of area update (E, B, G, and X)
EFF_DATE	8	Date	Effective date or vintage
RELATE	120	String	Relationship description
JUSTIFY	150	String	Justification of change
NAME	100	String	Entity name
VINTAGE	2	String	Vintage updated with returned data
POP10	10	Integer	2010 population count
HOUSING10	10	Integer	2010 housing unit count
JSTFY_NAME	150	String	Justification entered by participant when the name of the statistical geography is changed

PSAP Quick Reference Guides

G-600
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Tribal Block Groups

A tribal block group[1] is a statistical geographic subdivision of a tribal census tract. Tribal block groups are defined by the Census Bureau in cooperation with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized American Indian reservations (AIRs) and/or off-reservation trust lands (ORTLs) without the imposition of state or county boundaries. The Census Bureau uses tribal block groups in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that tribal block groups must:

- Nest within tribal census tract boundaries and by default, nest within the American Indian reservation (AIR) and off-reservation trust land (ORTL) boundaries.
- Cover the entire AIR and/or ORTL. However, defining tribal census tracts and tribal block groups is optional.
- Comprise a reasonably compact and contiguous land area. A non-contiguous tribal block group is permitted if there are physically separate areas that would not meet population or housing unit requirements on their own, in which case the non-contiguous area must be combined with other nearby land area to form the tribal block group.
- Meet the population and/or housing unit thresholds as specified in Table 1. A tribal block group that exceeds thresholds, either above or below, may remain unchanged with justifications. For federally recognized American Indian tribes with AIRs and ORTLs that have fewer than 1,200 residents, the Census Bureau will define one tribal census tract and one tribal block group that encompasses the entirety of the AIR or ORTL.
- Use the letter range A through K (except "I," which could be confused with a number "1") to identify and code the tribal block groups within a tribal census tract. Census blocks will be numbered uniquely within county-based block groups, and thus there will not be a direct relationship between a tribal block group and the census block number.

Census Bureau guidelines recommend that tribal block groups:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g., tribal subdivision, incorporated place, and minor civil division boundaries).

[1] Tribal block group was delineated under Tribal Statistical Areas Program (TSAP) in 2010.

Table 1: Block Group Thresholds

Block Group Type	Population Threshold	Housing Unit Threshold	Area Measurement Threshold
Tribal Block Groups	Min.: 600	Min.: 240	None
	Max.: 3,000	Max.: 1,200	None

Refer to the Respondent Guide for complete instructions.

G-610
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Tribal Census Tracts

Tribal census tracts are statistical geographic units defined by the U.S. Census Bureau in cooperation with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized American Indian reservations (AIRs) and/or off-reservation trust lands (ORTLs). As such, they meet the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal census tracts allows for an unambiguous presentation of census tract-level data specific to the federally recognized AIR and/or ORTL. Tribal census tract geography is maintained separately from standard county-based census tract geography. Ideally, tribal census tracts remain consistent between censuses making it possible to compare statistics for the same geographic area from decade to decade. Therefore, we request that you do not change the outer boundaries of any census tracts when making census tract updates, unless it is a correction due to boundary or feature inaccuracy. The Census Bureau uses tribal census tracts in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that tribal census tracts must:

- Nest within an individual American Indian reservation (AIR) or off-reservation trust land (ORTL).
- Cover the entire land and water area of an AIR and/or ORTL.
- Be reasonably compact and contiguous. Non-contiguous boundaries are permitted only when a physically separate area would not meet population and housing unit count requirements for a separate tribal census tract.
- Meet the population/housing unit thresholds as specified in Table 1. A tract that exceeds thresholds, either above or below, may remain unchanged with justifications. For federally recognized American Indian tribes with AIRs and ORTLs that have fewer than 1,200 residents, the Census Bureau will define one census tract that encompasses the entirety of the AIR or ORTL.
- Have codes that are six characters long with a leading "T" alphabetic character followed by five numeric codes having an implied decimal between the fourth and fifth character; for example, T01000 translates as tribal census tract 10.

Census Bureau guidelines recommend that tribal census tracts:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g., tribal reservation, tribal subdivision, incorporated place, and minor civil division boundaries).
- Be merged when tribal census tracts are below the minimum population (1,200) or housing unit (480) count with adjacent tribal census tracts. Participants should split any tribal census tracts above maximum population (8,000) or housing unit (3,200) counts into multiple tribal census tracts. When revising tribal census tracts, participants should aim to meet or exceed the optimum population (4,000) or housing unit (1,600) thresholds to increase the reliability of sample data for tribal census tracts.

Table 1: Tribal Census Tract Thresholds

Census Tract Type	Threshold Type	Optimum	Minimum	Maximum
Tribal Census Tracts	Population	4,000	1,200	8,000
	Housing unit	1,600	480	3,200

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Census Designated Places

Census designated places (CDPs) are statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. The purpose of CDPs is to provide meaningful statistics for well-known, unincorporated communities. The U.S. Census Bureau uses CDPs in the tabulation and presentation of data from the decennial census, the American Community Survey (ACS), the Economic Census, and the Longitudinal Employer-Household Dynamics (LEHD) Program.

Census Bureau criteria and guidelines[1] specify that CDPs:

- Constitute a single, named, closely settled center of population.
  - Multiple communities may be combined to form a single CDP, with a hyphenated name, when the identities of the communities have become so intertwined that the communities are commonly perceived and referenced as a single place.
  - Two communities with separate identities may be combined to form a single CDP, with a hyphenated name, when there are no distinguishable or suitable features in the landscape that can be used as a boundary between the communities.
- Consist of a contiguous cluster of census blocks comprising a single piece of territory and containing a mix of residential, nonresidential, and commercial uses. Some predominantly residential communities, such as colonias, small rural communities, and unincorporated resort and retirement communities may also be recognized as CDPs.
- Cannot be located partially or entirely within an incorporated place or another CDP.
- Can be located in more than one county but cannot cross state boundaries.
- Contain at least some population or housing units.
- Cannot have both zero population and zero housing units. The Census Bureau may request a justification for CDPs delineated with fewer than ten housing units.
- Boundaries should follow visible features.
  - Exception is when the boundary is coincident with the nonvisible boundary of a state, county, American Indian area (AIA), or incorporated place or minor civil division (MCD) in states where those boundaries tend to remain unchanged over time.
  - Or, the boundary may follow other nonvisible features in instances where reliance upon visible features would result in overbounding of the CDP in order to include housing units on both sides of a road or street feature.
- May not have the same name as an adjacent or nearby incorporated place. Adding a directional to the name to differentiate it is not acceptable if that name is not in local use.
- Can have a name change from 2010 Census if the new name provides a better identification of the community.
- Boundaries of a pre-existing CDP can be adjusted or a CDP can be deleted if it is no longer relevant.

Refer to the Respondent Guide for complete instructions.

[1] The criteria outlined herein apply to the United States, including American Indian reservations and off-reservation trust lands.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Census Designated Places

Census designated places (CDPs) are statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. They are statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials. The purpose of CDPs is to provide meaningful statistics for well-known, unincorporated communities. The U.S. Census Bureau uses CDPs in the tabulation and presentation of data from the decennial census, the Puerto Rico Community Survey (PRCS), and the Longitudinal Employer-Household Dynamics (LEHD) Program.

Census Bureau criteria and guidelines specify that CDPs:

- Constitute a single, named, closely settled center of population.
  - Multiple communities may be combined to form a single CDP, with a hyphenated name, when the identities of the communities have become so intertwined that the communities are commonly perceived and referenced as a single place.
  - Two communities with separate identities may be combined to form a single CDP, with a hyphenated name, when there are no distinguishable or suitable features in the landscape that can be used as a boundary between the communities.
- Consist of a contiguous cluster of census blocks comprising a single piece of territory and containing a mix of residential, nonresidential, and commercial uses. Some predominantly residential communities, such as small rural communities, and unincorporated resort and retirement communities may also be recognized as CDPs.
- Cannot be located partially or entirely within an incorporated place or another CDP.
- Can be located in more than one municipio; however, zonas urbanas are generally located only in the municipio bearing the same name.
- Contain at least some population or housing units.
- Cannot have both zero population and zero housing units. The Census Bureau may request a justification for CDPs delineated with fewer than ten housing units.
- Boundaries should follow visible features.
  - Exception is when the boundary is coincident with the nonvisible boundary of a municipio.
  - Or, the boundary may follow other nonvisible features in instances where reliance upon visible features would result in overbounding of the CDP in order to include housing units on both sides of a road or street feature.
- Can have a name change from 2010 Census if the new name provides a better identification of the community.
- When editing the name of an existing zona urbana or comunidad or creating a new zona urbana or comunidad, append “zona urbana” (or “ZA”) or “Comunidad” to the name.
- Boundaries of a pre-existing CDP can be adjusted or a CDP can be deleted if it is no longer relevant.

Refer to the Respondent Guide for complete instructions.

G-620
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Tribal Designated Statistical Areas

Tribal-designated statistical areas (TDSAs) are statistical geographic areas identified and delineated by the U.S. Census Bureau in partnership with federally recognized tribes that do not have a reservation or off-reservation trust land and are not located in Alaska, Hawaii, or Oklahoma. The primary purpose for delineating a TDSA is to obtain meaningful statistical data for a recognized tribe within a specific geographic area encompassing a substantial concentration of tribal members. The Census Bureau uses TDSAs in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that each TDSAs must:

- Not include military areas.
- Have the name determined by the associated tribe, in conjunction with the Census Bureau. The Census Bureau will evaluate the submitted name to ensure it is clearly distinguishable from the name of any other legal or statistical American Indian Area.
- Be named for the tribe that has the largest population currently residing within the TDSA and/or the tribe that is most commonly associated with the area encompassed by the TDSA.
- Contain some American Indian population and housing.
- Not overlap with, or completely surround, an American Indian reservation (AIR), off-reservation trust land, or state designated tribal statistical area.
- Not include more water area than land area.

Census Bureau guidelines recommends that each TDSA:

- Be comparable in area to the AIRs and/or off-reservation trust lands of other tribes with similar numbers of members in the same state and/or region.
- Have a significant population of American Indians and the majority should be members of the tribe.
- Have a minimum population of 1,200 or a minimum housing unit count of 480.
- Include an area where there is structured/organized tribal activity, including tribal headquarters, tribal service centers, meeting areas and buildings, ceremonial grounds, tribally owned businesses, etc.
- Not contain large areas without housing or population. The Census Bureau suggests a minimum density of three housing units per square mile.
- Be contiguous.
- Only include a water area if it maintains contiguity, provides a generalized version of the shoreline, or is completely surrounded by land area that is included in the TDSA.
- Have boundaries that preferably follow visible, physical features such as rivers, streams, shorelines, roads, and ridgelines.
- Only follow nonvisible boundaries if they are legally defined boundaries of AIRs, off-reservation trust lands, states, counties, or incorporated places.
- Only add nonvisible lines as a boundary if other acceptable boundary features are not available and they aid in meeting other specific TDSA delineation criteria and guidelines.

Refer to the Respondent Guide for complete instructions.

G-621
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: State Designated Tribal Statistical Areas

State-designated tribal statistical areas (SDTSAs) are geographic areas identified and delineated by the U.S. Census Bureau in partnership with a governor-designated state official for state-recognized tribes that are not federally recognized and are not located within Alaska, Hawaii, or Oklahoma. The primary purpose for delineating a SDTSA is to obtain meaningful statistical data for a recognized tribe within a specific geographic area encompassing a substantial concentration of tribal members. The Census Bureau uses SDTSAs in the tabulation and presentation of data from the decennial census and the America Community Survey (ACS).

Census Bureau criteria specify that each SDTSA must:

- Not include military areas.
- Be delineated in a state only if the tribe is officially recognized by that state.
- Have the name determined by the associated tribe, in conjunction with the Census Bureau and the state liaison responsible for its delineation. The Census Bureau will evaluate the submitted name to ensure it is clearly distinguishable from the name of any other legal or statistical American Indian Area (AIA).
- Be named for the tribe that has the largest population currently residing within the SDTSA and/or the tribe that is most commonly associated with the area encompassed by the SDTSA.
- Contain some American Indian population and housing.
- Not overlap with, or completely surround, an American Indian reservation (AIR), off-reservation trust land, or a tribal designated statistical area.
- Not include more water area than land area.

Census Bureau guidelines recommend that each state-designated tribal statistical area (SDTSA):

- Be comparable in area to the AIRs and/or off-reservation trust lands of other tribes with similar numbers of members in the same state and/or region.
- Have a significant population of American Indians and the majority should be members of this tribe.
- Have a minimum population of 1,200 or a minimum housing unit count of 480.
- Include an area where there is structured/organized tribal activity, including tribal headquarters, tribal service centers, meeting areas and buildings, ceremonial grounds, tribally owned businesses, etc.
- Not contain large areas without housing or population. The Census Bureau suggests a minimum density of three housing units per square mile.
- Be contiguous.
- Only include a water area if it maintains contiguity, provides a generalized version of the shoreline, or is completely surrounded by land area that is included in the SDTSA.
- Have boundaries that preferably follow visible, physical features such as rivers, streams, shorelines, roads, and ridgelines.
- Only follow nonvisible boundaries if they are legally defined boundaries of AIRs, off-reservation trust lands, states, counties, or incorporated places.
- Only add nonvisible lines as a boundary if other acceptable boundary features are not available and they aid in meeting other SDTSA specific delineation criteria and/or guidelines.

Refer to the Respondent Guide for complete instructions.

G-622
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Alaska Native Village Statistical Areas

Alaska Native village statistical areas (ANVSAs) are statistical geographic entities representing the permanent and/or seasonal residences for Alaska Natives who are members of, or receiving governmental services from, the defining Alaska Native village (ANV) located within the region and vicinity of the ANV's historic and/or traditional location. The primary purpose of delineating an ANVSA is to produce meaningful, relevant, and reliable statistical data for Alaska Natives and their ANVs. The Census Bureau uses ANVSA boundaries in the tabulation and presentation of data from the decennial census and American Community Survey (ACS).

An ANV is eligible to delineate an ANVSA if it is either:
1. Recognized by and eligible to receive services from the Bureau of Indian Affairs (BIA),
2. Recognized pursuant to the Alaska Native Claims Settlement Act (ANCSA) as either a Native village or Native group.

Recognition is determined by inclusion of an ANV on the BIA's list of recognized tribes or by addenda to the list as published by the Bureau of Indian Affairs. ANCSA recognition is determined by inclusion of an ANV on the list of ANCSA-recognized Native villages and Native groups maintained by Bureau of Land Management, (Alaska Region Office).

Census Bureau criteria specify that ANVSAs must:
- Be located in areas of historical and traditional significance for the ANV as referenced in either:
  - BIA-recognized name for an ANV.
  - Former BIA-recognized name for an ANV.
  - Bureau of Land Management ANCSA-recognized name.
- Encompass the densely settled part of the ANV.
- Not overlap, or completely surround, another ANVSA or American Indian reservation.
- Have their entire area located within 50 miles of the ANV point location.
- Not include more water area than land area.
- Not include military installations or area within a Census 2010 urbanized area.
- Be named to match the corresponding ANV name listed in the *Federal Register* Notice, Vol 73, No. 214/Tuesday, November 4, 2008.

Census Bureau guidelines recommend that ANVSAs:
- Be delineated within the Alaska Native regional corporation boundary in which it is located.
- Encompass no more than 325 sq. miles in area.
- Have the majority of their housing units, even if only seasonably used, occupied by Alaska Natives.
- Have a significant part of the population who are Alaska Native during at least one season or three months and the majority should be members of the delineating ANV.
- Not contain large areas without housing or population. Census Bureau suggests a minimum density of three housing units per square mile.
- Be contiguous.
- Only include water area if it maintains contiguity, provides a generalized version of the

shoreline, or is completely surrounded by land area that is included in the ANVSA.

- Have boundaries that preferably follow visible, physical features such as rivers, streams, shorelines, glaciers, roads trails, and ridgelines.
- Only follow nonvisible boundaries if they are legally defined boundaries of Alaska Native regional corporations, boroughs, or cities in Alaska.
- Only use nonvisible lines for an ANVSA boundary if other acceptable boundary features are not available.

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Oklahoma Tribal Statistical Areas

Oklahoma tribal statistical areas (OTSAs) are identified and delineated by the U.S. Census Bureau and federally recognized tribes in Oklahoma that had a former American Indian reservation (AIR) in Oklahoma. The Census Bureau intends OTSAs to represent the former AIRs that existed in the Indian and Oklahoma territories prior to Oklahoma statehood in 1907. OTSAs provide a way to obtain data comparable to that provided to federally recognized tribes that currently have an AIR. The Census Bureau uses OTSAs and their tribal subdivisions in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Tribal subdivisions are units of self-government and/or administration within an AIR and/or off-reservation trust lands (OTRL) for a federally recognized tribe or an OTSA, that serve social, cultural, and/or legal purposes for the tribal government. Tribal subdivisions delineated within OTSAs are considered "statistical geographic entities" by the Census Bureau and are specifically termed "statistical tribal subdivisions" because the larger OTSA is also considered a statistical geographic entity. These subdivisions are delineated or updated with the OTSAs through PSAP.

Census Bureau criteria specify that OTSAs must:

- Be located completely within the current boundaries of the State of Oklahoma.
- Be named by the tribe or tribes that are responsible for delineating each OTSA, and must be clearly distinguishable from the name of any other OTSA. The name of an OTSA must reflect one or more of the following conditions:
    - Tribe or tribes associated with the former AIR represented by the OTSA;
    - Tribes that have historically resided within the area of the OTSA;
    - Tribes that have significant population currently residing within the OTSA; and/or
    - Name(s) of the tribe(s) commonly associated with the area encompassed by the OTSA.
- The Census Bureau will evaluate the submitted name to ensure the criteria listed above are applied properly, and the name is clearly distinguishable from the name of any other legal or statistical American Indian Areas (AIAs).
- Contain some American Indian population and housing.
- Not overlap with, or completely surround, an American Indian reservation, off-reservation trust land, or a tribal designated statistical area.
- Not include more water area than land area.

Census Bureau guidelines recommend that each OTSA:

- Retain the same boundaries as those delineated for the 2010 Census, to the extent possible.
- Follow the last legal boundaries used by their former AIR.
- Eliminate joint-use areas, if possible.
- Delineate census designated places (CDPs) representing unincorporated communities located within their own OTSA.
- Add nonvisible lines as a boundary only if other acceptable boundary features are not available and they aid in meeting other specific OTSA delineation criteria and/or guidelines.

Census Bureau guidelines recommend that tribal subdivisions of OTSAs:

- Completely cover all of an OTSA or at least the major contiguous portion.
- Represent units of self-government or administration within the OTSA.

- Not be used to define separate, discrete communities whose boundaries encompass a concentration of population and housing – these should be defined as CDPs within the OTSA.
- Have a name that reflects the name cited in recent tribal legal documentation and/or used by the tribal government for administrative purposes.
- Be noncontiguous if OTSA consists of multiple, noncontiguous parts.

Refer to the Respondent Guide for complete instructions.

G-625
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: State American Indian Reservations

State American Indian reservations (SAIRs) and their legal boundaries are established pursuant to state law. States with state-recognized tribes that are not also federally recognized each have their own unique laws that recognize specific tribes or establish a formal process by which tribes apply for state recognition. For the 2010 Census, the U.S. Census Bureau solicited changes to the boundaries of SAIRs from the state government through the State Reservation Program. Although these are legal boundaries, for the 2020 Census, the Census Bureau is requesting that the governor for each affected state appoint a liaison to review the boundaries of any currently existing SAIRs and, if applicable, provide the boundaries for any new SAIRs to the Census Bureau via the 2020 Census PSAP. The Census Bureau uses SAIRs in the tabulation and presentation of data from the decennial census and American Community Survey (ACS).

- Acceptance of boundary changes to SAIRs require clear legal documentation supporting any and all changes involving these boundaries.
- By definition, SAIR boundaries cannot cross state lines unless the SAIR and tribe is separately recognized in each state.
- SAIRs may not include territory within federally recognized American Indian reservations (AIRs) or off-reservation trust lands (ORTLs).
- Census Bureau will identify each SAIR with the name submitted by the state liaison providing the boundary for the area.
- The SAIR name should reflect the specific name cited in the legal records establishing the SAIR.
- The Census Bureau also accepts additions and updates to features such as roads or rivers on or near the SAIR, as well as address range break information at the boundaries.

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Block Groups

A block group is a statistical geographic subdivision of a census tract. Local participants are provided an opportunity to review and if necessary, suggest updates to the boundaries and attributes of the block groups in their geographic area through the 2020 Census PSAP. The U.S. Census Bureau uses block groups in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that standard block groups must:

- Nest within census tract boundaries.
- Cover the entire land and water area of each census tract.
- Be reasonably compact and contiguous.
- Meet the population and/or housing unit thresholds as specified in Table 1. For counties that have fewer than 1,200 residents, the Census Bureau will define one census tract and one block group that encompasses the entirety of the county.
- Have no more than nine block groups (excluding water blocks) contained within a single census tract.
- Have a unique code, between 0 and 10, within each census tract. To identify each standard block group, a single-digit code is used that will correspond to the first digit in the code of each block encompassed by the block group (e.g., all blocks within block group 3 will be numbered in the 3000 range). A zero is to be used to denote a water-only block group.

Census Bureau guidelines recommend that standard block groups:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g. incorporated place, minor civil division, and American Indian reservation boundaries).
- Be delineated as a special use block group if coextensive with a special use census tract, encompassing an employment center, large airport, public park, public forest, or large water body with no (or very little) population or housing units.

Table 1: Block Group Thresholds

Block Group Type	Population Threshold	Housing Unit Threshold	Area Measurement Threshold
Standard Block Groups	Min.: 600	Min.: 240	None
	Max.: 3,000	Max.: 1,200	None
Special Use Block Groups	None (or very little) or within the standard block group thresholds	None (or very little) or within the standard block group thresholds	At least comparable in land area size to surrounding block groups

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Block Groups

A block group is a statistical geographic subdivision of a census tract. Local participants are provided an opportunity to review and, if necessary, suggest updates to the boundaries and attributes of the block groups in their geographic area through the 2020 Census PSAP. The U.S. Census Bureau uses block groups in the tabulation and presentation of data from the decennial census and the Puerto Rico Community Survey (PRCS).

Census Bureau criteria specify that block groups must:

- Nest within census tract boundaries.
- Cover the entire land and water area of each census tract.
- Be reasonably compact and contiguous.
- Meet the population and/or housing unit thresholds as specified in Table 1. For municipios that have fewer than 1,200 residents, the Census Bureau will define one census tract and one block group that encompasses the entirety of the municipio.
- Have no more than nine block groups (excluding water blocks) contained within a single census tract.
- Have a unique code, between 0 and 9, within a census tract. To identify each standard block group, a single-digit code is used that will correspond to the first digit in the code of each block encompassed by the block group (e.g., all blocks within block group 3 will be numbered in the 3000 range). A zero is to be used to denote a water-only block group.

Census Bureau guidelines recommend that block groups:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g. barrio, barrio-pueblo and subbario boundaries).
- Be delineated as a special use block group if coextensive with a special use census tract, encompassing an employment center, large airport, park, forest, or large water body with no (or very little) population or housing units.

Table 1: Block Group Thresholds

Block Group Type	Population Threshold	Housing Unit Threshold	Area Measurement Threshold
Standard Block Groups	Min.: 600	Min.: 240	None
	Max.: 3,000	Max.: 1,200	None
Special Use Block Groups	None (or very little) or within the standard block group thresholds	None (or very little) or within the standard block group thresholds	At least comparable in land area size to surrounding block groups

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Census Tracts

Census tracts are relatively permanent geographic divisions of a county or county equivalent. The purpose of the census tract is to provide a set of nationally consistent, relatively small statistical units, with stable boundaries, that facilitate analysis of data across time. The U.S. Census Bureau prioritizes the comparability of census tracts from decade to decade. Therefore, we request that you do not change the outer boundaries of any census tracts when making census tract updates, unless it is a correction due to boundary or feature inaccuracy. The Census Bureau uses census tracts in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that census tracts must:

- Nest within county boundaries.
- Cover the entire land and water area of the county.
- Be reasonably compact and contiguous.
- Meet the population/housing unit thresholds as specified in Table 1. For counties that have fewer than 1,200 residents, the Census Bureau will define one census tract that encompasses the entirety of the county.
- Have census tract codes ranging from 1 to 9989 that must be unique within each county. Special use tract codes must range from 9800 to 9899. The acceptable range of census tract suffixes for split census tracts is from .01 to .98.

Census Bureau guidelines recommend that census tracts:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g., tribal reservation, tribal subdivision, incorporated place, and minor civil division boundaries).
- Be merged when census tracts are below the minimum population (1,200) or housing unit (480) count with adjacent census tracts. Participants should split any census tracts above maximum population (8,000) or housing unit (3,200) counts into multiple census tracts. When revising tracts, participants should aim to meet or exceed the optimum population (4,000) or housing unit (1,600) thresholds to increase the reliability of sample data for census tracts.

Table 1: Census Tract Thresholds

Census Tract Type	Threshold Type	Optimum	Minimum	Maximum
Standard Census Tracts	Population	4,000	1,200	8,000
	Housing Unit	1,600	480	3,200
Special Use Census Tracts (Encompassing an employment center, large airport, park, forest, or large water body with no (or very little) population or housing units)	Area measurement	At least comparable in size to surrounding census tracts		
	Employment	Suggested minimum of 1,200 workers or jobs		

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Census Tracts

Census tracts are relatively permanent geographic divisions of a municipio. The purpose of the census tract is to provide a set of nationally consistent, relatively small statistical units, with stable boundaries, that facilitate analysis of data across time. The U.S. Census Bureau prioritizes the comparability of census tracts from decade to decade. Therefore, we request that you do not change the outer boundaries of any census tracts when making census tract updates, unless it is a correction due to boundary or feature inaccuracy. The Census Bureau uses census tracts in the tabulation and presentation of data from the decennial census and the American Community Survey (ACS).

Census Bureau criteria specify that census tracts must:

- Nest within municipio boundaries.
- Cover the entire land and water area of the municipio.
- Be reasonably compact and contiguous.
- Meet the population/housing unit thresholds as specified in Table 1. For municipios that have fewer than 1,200 residents, the Census Bureau will define one census tract that encompasses the entirety of the municipio.
- Have census tract codes ranging from 1 to 9989 that must be unique within each municipio. Special use tract codes must range from 9800 to 9899. The acceptable range of census tract suffixes is from .01 to .98.

Census Bureau guidelines recommend that census tracts:

- Have boundaries that follow visible features (e.g., roads, rivers) or other acceptable features (e.g., incorporated place and barrio).
- Be merged when census tracts are below the minimum population (1,200) or housing unit (480) count with adjacent census tracts. Participants should split any census tracts above maximum population (8,000) or housing unit (3,200) counts into multiple census tracts. When revising tracts, participants should aim to meet or exceed the optimum population (4,000) or housing unit (1,600) thresholds to increase the reliability of sample data for census tracts.

Table 1: Census Tract Thresholds

Census Tract Type	Threshold Type	Optimum	Minimum	Maximum
Standard Census Tracts	Population	4,000	1,200	8,000
	Housing Unit	1,600	480	3,200
Special Use Census Tracts	Area measurement	At least comparable in size to surrounding standard census tracts.		
	Population	Either none, or must be within standard census tract thresholds		

Refer to the Respondent Guide for complete instructions.

2020 Census Participant Statistical Areas Program (PSAP)
Quick Reference: Census County Divisions

Census county divisions (CCDs) are sub-county statistical geographic areas that usually represent a single contiguous area consisting of one or more communities, economic centers, or major land use areas in a county or county equivalent. Ideally, CCD boundaries remain consistent between censuses, facilitating comparison of statistics from one decade to another. CCDs have no legal status and are defined only for the tabulation and presentation of statistical data. The U.S. Census Bureau uses CCDs in the tabulation and presentation of data from the decennial census, the American Community Survey (ACS), and the Longitudinal Employer-Household Dynamics (LEHD) Program.

CCDs are established in 21 states where minor civil divisions (MCDs) either do not exist or have been unsatisfactory for reporting statistical data. CCDs exist in the following states:

Alabama	Colorado	Hawaii	Nevada	South Carolina	Wyoming
Alaska[1]	Delaware	Idaho	New Mexico	Texas	
Arizona	Florida	Kentucky	Oklahoma	Utah	
California	Georgia	Montana	Oregon	Washington	

Census Bureau criteria and guidelines specify that CCDs:

- Center on one or more places, typically an incorporated place or an unincorporated community, and encompass additional surrounding territory that together form a cohesive community area. In some cases, the CCD may center on a major area of significantly different topography, land use, or ownership (e.g. military installation or American Indian reservation).
- Comprise a reasonably compact, continuous land area, generally with road access to all areas within the CCD.
- Nest within state and county boundaries.
- Have boundaries that follow visible features (e.g. roads, rivers) or other acceptable features (e.g. federally recognized American Indian reservation boundaries, conjoint city limits, or boundaries of federal, state, or locally managed lands. The Census Bureau may also accept nonstandard visible features and/or nonstandard potentially non-visible features, on a case-by-case basis, when visible and/or stable identifiable boundaries are not available.
- Encompass one or more contiguous census tracts, or multiple CCDs should constitute a single census tract.
- Establish/maintain a set of sub-county units that have stable boundaries and recognizable names.
- Must not have their existing name changed unless a compelling reason is provided.
- Name should clearly identify the extent of the CCD. Newly created CCDs will usually be named based on the largest population center or historically central place within it. When a CCD contains multiple centers with relatively equal importance, the CCD name may represent the two or three centers. CCDs may also be named after:
  - An American Indian reservation.
  - A prominent land use area.
  - A prominent physical feature.
  - A distinctive region.
  - If there is no clear cultural focus or topographic name that may be applied, a CCD name must consist of:
    - The county name and a compass direction of the CCD location within the county, or

[1] In Alaska, census subareas are the county subdivision equivalents to CCDs.

- A major place name and a compass direction of the CCD location relative to the place.

Any name used as a CCD name must also be recognized by the Board on Geographic Names for federal use and appear in the Geographic Names Information System maintained by the U.S. Geological Survey.

Refer to the Respondent Guide for complete instructions.

PSAP Quick Program Guides

Q-900
OMB Control No.: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
Quick Program Guide for Digital Download of the Geographic Update Partnership Software (GUPS)

Initial Steps

1) Obtain materials from the PSAP website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>:
   - 2020 Census Participant Statistical Areas Program (PSAP) GUPS Respondent Guide.
   - 2020 Census PSAP Digital Quick Program Guide.
   - 2020 Census PSAP Quick Reference Guides.
   - Download GUPS – <https://www2.census.gov/geo/pvs/gups/>.
2) Review the appropriate GUPS respondent guide and Quick Program Guide before beginning any updates.

Download and Install GUPS

1) Download the GUPS tool from the website to the computer.
2) Unzip the file and extract all contents of the unzipped package to a folder on the computer.
3) Click on the file named **Setup-9.0-X.bat** to start the installation.
4) When the installer opens, the **Welcome to the QGIS GUPS Setup Wizard** screen will appear. Follow the instructions on the Wizard and click the *Next* button.
5) The **License Agreement** screen will appear. Review the License Agreement and click *I Agree* button to continue the install process.
6) The **Choose Install Location** screen will appear. Click the *Browse* button to choose the location where GUPS will be installed. The Census Bureau recommends installation of the application at the default location shown (C:\Program Files\QGIS GUPS). Click *Next* to continue the install process.
7) The **Choose Components** screen will appear. Click *Install* to continue.
8) The software should take 5 to 10 minutes to complete the install. When the install is complete, the **Completing the QGIS GUPS Setup Wizard** screen will appear. To complete the install, click the *Finish* button at the bottom of the screen.

Start New PSAP Project

1) Double-click the **QGIS** icon on the desktop [QGIS splash screen appears].
2) Click *Close (X)* on QGIS Tips screen [Map Management dialog page opens].
3) Use the **Program** drop-down box to select **Participant Statistical Areas Program**.
4) Select **User Type**.
   - **Standard statistical area reviewers,** select **County Based Users**, follow step 5.
   - **Tribal statistical area reviewers,** select **Tribal Statistical Review**, skip to step 6
5) Use the **State** dropdown box to select the appropriate state.
   - Use the **Working County** drop-down box to select the county for review and update.
   - Do not select any **Adjacent Counties**, highlighted in yellow, unless planning to download the data from Census Web (see step 7 below).
   - Click the **Open** button.
   - Skip to step 7.
6) Use the **Entity Type** dropdown box select the entity you represent (Reservation/Trust Land).
   - Use the **Entity Name** dropdown box to select the entity to update.
   - Do not select any **Adjacent Counties**, highlighted in yellow and unchecked, unless planning to download the data from Census Web (see step 7 below).
   - Click the **Open** button.
7) Use the **Select Data Folder, Directory or Location** drop-down box to select **Census Web.** The other options are used by participants receiving DVD materials.
   - Suggested option: **Census Web.**
   - If errors are experienced accessing data using the Census Web option, contact the Census Bureau.
   - Files load into GUPS and are ready for updates.
   - If reference to adjacent counties is needed, refer to the *Getting Started with GUPS* chapter of the appropriate 2020 Census PSAP respondent guide.

Q-900
OMB Control No.: 0607-1003

Perform Statistical Area Review/Updates

For County Based Users:

- Review the 2020 Census proposed statistical areas and compare to the 2010 Census statistical areas, or begin with the 2010 Census statistical areas.
- Update the 2020 Census proposed statistical areas or the 2010 Census statistical areas as necessary.

For Tribal Reviewers:

- Review the 2010 Census statistical areas.
- Update the 2010 Census statistical areas as necessary.

Perform Quality Control

Use the validation tools provided in GUPS to review changes before returning updates to the Census Bureau:

- PSAP/TSR Criteria Review Tool.
- Review Change Polygon Tool.
- Geography Review Tool.

Create Return Zip Files

1) Select **Export to Zip** icon on the PSAP toolbar.
2) From the **Select Output Type** dialog box select **Export for Census** button to create a file to return to the Census Bureau. (The file naming convention is as follows: psap20_<descriptor>_return.zip).
3) Click **OK**. A window opens showing the location of the of the output file on the local system. This is the file to return to the Census Bureau as described in the next steps.

Return Updates Using the Secure Web Incoming Module (SWIM)

1) Open an internet browser window and enter the **SWIM URL**: <https://respond.census.gov/swim/>.
2) Participants who already **have** a SWIM account should enter their **email address** and **password**. Skip to step 4 below.
3) Participants who **do not** have a SWIM account click **Register Account**:
   - Enter the **12-digit SWIM token** provided by the Census Bureau.
     - If additional SWIM accounts are needed, please contact the Census Bureau.
   - Create a password following the five criteria below:
     - It must be 8 characters in length.
     - It must have at least one upper case character.
     - It must have at least one lower case character.
     - It must have at least one number.
     - It must have at least one special character (valid characters are: #, !, $, &, ?, ~). Do not use commas.

     Note: SWIM email and passwords are case sensitive.
   - Complete the registration information form.
4) Login to SWIM:
   - Select **Start New Upload** button.
   - Select **Participant Statistical Areas Program (PSAP**) radio button
   - Input information on subsequent SWIM screens using instructions from the SWIM chapter of the appropriate 2020 Census PSAP respondent guide.

Contact Information

Please contact the U.S. Census Bureau for questions:

- Email: <geo.psap@census.gov>.
- Phone: 1-844-788-4921.
- Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.

Q-905
OMB Control No: 0607-1003

2020 Census Participant Statistical Areas Program (PSAP)
DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)

Initial Steps

Note: *GUPS, 2020 Census PSAP partnership shapefiles, and 2020 Census PSAP reference materials are located on two DVDs.*

1) Obtain materials from the DVD or PSAP website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>:
   - 2020 Census Participant Statistical Areas Program (PSAP) GUPS Respondent Guide.
   - 2020 Census PSAP DVD Quick Program Guide.
   - 2020 Census PSAP Quick Reference Guides.
   - Download GUPS from the DVD or website: <https://www2.census.gov/geo/pvs/gups/>.
2) Review the appropriate GUPS respondent guide and Quick Program Guide before beginning any updates.

Install GUPS

Note: *When DVD 1 is inserted in the DVD player, the GUPS installation should run automatically. If it does not, please navigate to your DVD drive and begin with step 3, below.*

1) Insert DVD 1 into the CD/DVD drive of your computer.
2) Follow the directions on the screen.
3) Click the **Setup-9.0-X.bat** to start the installation.
4) When the installer opens, the **Welcome to the QGIS GUPS Setup Wizard** screen will appear. Follow the instructions on the Wizard and click the *Next* button.
5) The **License Agreement** screen will appear. Review the License Agreement and click *I Agree* button to continue the install process.
6) The **Choose Install Location** screen will appear. Click the *Browse* button to choose the location where GUPS will be installed. The Census Bureau recommends installation of the application at the default location shown (C:\Program Files\QGIS GUPS). Click *Next* to continue the install process.
7) The **Choose Components** screen will appear. Click *Install* to continue.
8) The software should take 5 to 10 minutes to complete the install. When the install is complete, the **Completing the QGIS GUPS Setup Wizard** screen will appear. To complete the install, click the *Finish* button at the bottom of the screen.
9) **Note**: The software should run automatically for those requesting a DVD. If it does not, please navigate to the DVD drive and begin with Step 3, above).

Start New PSAP Project

1) Double-click the **QGIS** icon on your desktop [QGIS splash screen appears].
2) Click *Close (X)* on QGIS Tips screen [Map Management dialog page opens].
3) Use the **Program** drop-down box to select **Participant Statistical Areas Program**.
4) Select **User Type**.
   - **Standard statistical area reviewers,** select **County Based Users**, follow step 5.
   - **Tribal statistical area reviewers,** select **Tribal Statistical Review**, skip to step 6
5) Use the **State** drop-down box to select the appropriate state.
   - Use the **Working County** drop-down box to select the county for review and update.
   - Do not select any **Adjacent Counties, highlighted in yellow,** unless planning to download the data from Census Web (see step 7 below).
   - Click the **Open** button.
   - Skip to step 7.
6) Use the **Entity Type** drop-down box select the entity you represent (Reservation/Trust Land).
   - Use the **Entity Name** drop-down box to select the entity to update.
   - Click the **Open** button.
7) Use the **Select Data Folder, Directory or Location** drop-down box to select the location from which to pull the county's/entity's shapefiles. (Options include: Census Web, CD/DVD, and My Computer).
   - Suggested option: **Census Web.**
   - If errors are experienced accessing data using the Census Web option, insert DVD 2 and use the **Select Data Folder**, **Directory or Location** drop-down box to select the **CD/DVD** option. Participants must select the

"shape" directory on DVD 2 and not the specific files within that directory. This will load in the shapefiles provided on DVD 2 into GUPS.

- Files will load into GUPS and are ready for updates.
- If reference to adjacent counties is needed, refer to the *Getting Started with GUPS* chapter of the appropriate 2020 Census PSAP respondent guide.

Perform Statistical Area Review/Updates

For County Based Users:

- Review the 2020 Census proposed statistical areas and compare to the 2010 Census statistical areas, or begin with the 2010 Census statistical areas.
- Update the 2020 Census proposed statistical areas or the 2010 Census statistical areas as necessary.

For Tribal Reviewers:

- Review the 2010 Census statistical areas.
- Update the 2010 Census statistical areas as necessary.

Perform Quality Control

Use the validation tools provided in GUPS to review changes before returning updates to the Census Bureau:

- PSAP/TSR Criteria Review Tool.
- Review Change Polygon Tool.
- Geography Review Tool.

Create Return Zip Files

1) Select **Export to Zip** icon on the PSAP toolbar.
2) From the **Select Output Type** dialog box select **Export for Census** button to create a file to return to the Census Bureau. (The file naming convention is as follows: psap20_<descriptor>_return.zip).
3) Click **OK**. A window opens showing the location of the of the output file on the local system. This is the file to return to the Census Bureau as described in the next steps.

Return Updates Using the Secure Web Incoming Module (SWIM)

1) Open an internet browser window and enter the **SWIM URL**: <https://respond.census.gov/swim/>.
2) Participants who already **have** a SWIM account should enter their **email address** and **password**. Skip to step 4 below.
3) Participants who **do not** have a SWIM account click **Register Account**:
   - Enter the **12-digit SWIM token** provided by the Census Bureau.
     - If additional SWIM accounts are needed, please contact the Census Bureau.
   - Create a password following the five criteria below:
     - It must be 8 characters in length.
     - It must have at least one upper case character.
     - It must have at least one lower case character.
     - It must have at least one number.
     - It must have at least one special character (valid characters are: #, !, $, &, ?, ~). Do not use commas.

     Note: SWIM email and passwords are case sensitive.
   - Complete the registration information form.
4) Login to SWIM:
   - Select **Start New Upload** button.
   - Select **Participant Statistical Areas Program (PSAP**) radio button.
   - Input information on subsequent SWIM screens using instructions from the SWIM chapter of the appropriate 2020 Census PSAP respondent guide.

Contact Information

Please contact the U.S. Census Bureau for questions:

- Email: <geo.psap@census.gov>.
- Phone: 1-844-788-4921.
- Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.

PSAP Information Guides

2020 Census Participant Statistical Areas Program (PSAP) Information Guide

W-100
Issued October 2018

WHAT IS THE 2020 CENSUS PSAP?

The 2020 Census Participant Statistical Areas Program (PSAP) enables invited participants to review and update selected statistical area boundaries for 2020 Census data tabulation following U.S. Census Bureau guidelines and criteria. The Census Bureau will use the defined statistical areas to tabulate data for the 2020 Census, American Community Survey (ACS), and the Economic Census.

There are two types of statistical geographies eligible for review under the 2020 Census PSAP. The first is standard statistical geography and the second is tribal statistical geography.

Standard statistical geographies include:

- Census tracts.
- Block groups.
- Census designated places (CDPs).
- Census county divisions (CCDs), in selected states.

Tribal statistical geographies include:

- Tribal census tracts (TCTs).
- Tribal block groups (TBGs).
- Census designated places (CDPs).
- Tribal designated statistical areas (TDSAs).
- State designated tribal statistical areas (SDTSAs).
- Alaska Native village statistical areas (ANVSAs).
- Oklahoma tribal statistical areas (OTSAs).
- Statistical tribal subdivisions.

The Census Bureau initially solicits 2020 Census PSAP participation from our 2010 Census PSAP participants. Where no previous partner exists, the Census Bureau attempts to solicit new partners. The Census Bureau strongly recommends 2020 Census PSAP participants seek input from other census data users and stakeholders regarding the delineation of 2020 Census statistical areas.

The Census Bureau may modify, and if necessary, reject statistical geographic areas and/or their boundaries submitted by participants that do not meet established criteria and guidelines.

WHY PARTICIPATE IN THE 2020 CENSUS PSAP?

The 2020 Census PSAP is the only opportunity prior to the 2020 Census for regional planning agencies (RPAs); councils of governments (COGs); Alaska Native Regional Associations (ANRAs); and tribal, state, county, and local governments (including the District of Columbia and Puerto Rico) to review and update the selected statistical areas. Examples of how these data are used include:

- Prepare grant applications to fund community and regional development, education, agriculture, energy, and environmental programs, as well as other needed community improvements and enhancements.
- Plan for future community needs.

The next opportunity to review and delineate statistical areas is planned for the 2030 Census.

United States® Census Bureau

U.S. Department of Commerce
Economics and Statistics Administration
U.S. CENSUS BUREAU
census.gov

United States® Census 2020

WHAT IS NEW FOR THE 2020 CENSUS PSAP?

The former Tribal Statistical Areas Program (TSAP) is included as part of the 2020 Census PSAP. Federally recognized tribes and state tribal liaisons are invited to update tribal statistical geographies in the 2020 Census PSAP.

To reduce participant burden, the Census Bureau will create 2020 Census statistical area suggestions for review and update by all 2020 Census PSAP participants. Participants may accept the Census Bureau's 2020 Census proposed statistical areas, update the 2020 Census proposed statistical areas, or use the 2010 Census statistical area geography as a base to make updates.

Participants reviewing standard statistical area geographies are required to use the Census Bureau's Geographic Update Partnership Software (GUPS) to delineate updates. The GUPS runs in QGIS, which is an open source Geographic Information System (GIS). GUPS contains all functionality required to make 2020 Census PSAP updates, executes automated checks for program criteria compliance, and creates standardized data output files for Census Bureau processing. The GUPS is available on DVD or available for download from the Census Bureau's Web site at <www.census.gov/programs-surveys/decennial-census/about/psap.html> during the 2020 Census PSAP delineation phase.

Tribal participants reviewing tribal block groups, tribal census tracts, or CDPs may elect to use the GUPS or Census Bureau provided paper map products to review and edit tribal statistical geographies.

Participants using the GUPS must use the Secure Web Incoming Module (SWIM) to send their updates. The SWIM is the official Web portal for uploading partnership materials to the Census Bureau and is found at <https://respond.census.gov/swim/>.

Participants reviewing ANVSAs, OTSAs, OTSA tribal subdivisions, TDSAs, or SDTSAs are provided Census Bureau paper map products to review and edit tribal statistical areas.

2020 CENSUS PSAP *FEDERAL REGISTER* NOTICE

The 2020 Census PSAP *Federal Register* notice is available at <www.census.gov/programs-surveys/decennial-census/about/psap.html>. The *Federal Register* notice includes detailed information on standard and tribal statistical areas geography criteria and guidelines.

2020 CENSUS PSAP SCHEDULE

Date	Event
March–May 2018	Contact 2010 Census PSAP participants to inquire about 2020 Census PSAP participation.
July 2018	2020 Census PSAP invitation materials sent to participants.
September 2018	Final criteria for standard statistical areas published.
January 2019	2020 Census PSAP delineation phase begins. Participants have 120 calendar days to submit updates.
January 2019	2020 Census PSAP Webinar trainings begin.
July 2019	2020 Census PSAP participants notified of delineation phase closeout.
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar days to review updates.

2020 CENSUS PSAP PREPARATION CHECKLIST

- ✓ Review the 2020 Census PSAP schedule and determine staffing and budget needs.
- ✓ Identify the primary 2020 Census PSAP contact for your government or organization.
- ✓ Identify the technical 2020 Census PSAP contact for your government or organization.
- ✓ Review the 2020 Census PSAP criteria and guidelines.
- ✓ Seek 2020 Census PSAP stakeholder input.
- ✓ Establish a meeting schedule for stakeholders during the 2020 Census PSAP delineation phase.
- ✓ Conduct research on local housing unit and population data trends.
- ✓ Identify potential CDPs for delineation during the 2020 Census PSAP.
- ✓ Attend a 2020 Census PSAP Webinar training.
- ✓ Review and update 2020 Census PSAP delineation phase materials.
- ✓ Review and update 2020 Census PSAP verification phase materials.

Review the 2020 Census PSAP schedule and determine staffing and budget needs.

Plan for the number of staff needed to review and update statistical geographies prior to the start of the delineation phase scheduled for January 2019.

Identify the primary 2020 Census PSAP contact.

The primary 2020 Census PSAP contact will coordinate the 2020 Census PSAP review and update activities. Past primary PSAP contacts have included planning directors, executive directors, COG presidents, or other persons with decision-making authority.

Identify the 2020 Census PSAP technical contact.

The technical 2020 Census PSAP contact will conduct the technical review work or manage the technical staff. Consider whether this person will be available for the verification phase of the 2020 Census PSAP.

Review the 2020 Census PSAP criteria and guidelines.

Review the 2020 Census PSAP criteria and guidelines for census tracts, block groups, CDPs, and, if applicable to your state, CCDs. Tribal participants should review the 2020 Census PSAP criteria and guidelines for tribal statistical geographies for which they are eligible. Criteria and guidelines for all 2020 Census PSAP statistical areas are published in the *Federal Register* at <www.census.gov/programs-surveys/decennial-census/about/psap.html>.

Seek 2020 Census PSAP stakeholder input.

Contact local governments and planning organizations in your service area for input into the review and update of statistical areas for the 2020 Census PSAP.

Establish a meeting schedule for stakeholders during the 2020 Census PSAP delineation phase.

Coordinate stakeholder meetings during the delineation phase to review the Census Bureau's 2020 Census proposed statistical areas, and subsequent updates, to seek consensus among stakeholders.

Conduct research on local housing unit and population data trends.

Conduct research to determine where housing unit and population growth or decline have occurred since 2010. Determine whether there are areas of future change that may affect the delineation of statistical areas based on housing unit and population criteria beyond the 2020 Census.

Identify potential CDPs for definition during the 2020 Census PSAP.

Work with local stakeholders to identify potential CDPs. CDPs can be delineated for the 2020 Census PSAP for unincorporated, named places with concentrations of housing units or population.

Attend a 2020 Census PSAP Webinar training.

Training Webinars will offer "hands-on" experience using the 2020 Census PSAP materials. Self-training aids and Webinars will be available online on the 2020 Census PSAP Web site. In addition, the 2020 Census PSAP Respondent Guides will contain detailed instructions and examples for conducting your statistical area review.

Review and update 2020 Census PSAP delineation phase materials.

You have 120 calendar days from receipt of materials to conduct your 2020 Census PSAP review and return updates to the Census Bureau. The time it will take to complete your 2020 Census PSAP review and submit your updates depends on the geographic territory and number of changes.

QUESTIONS

For more information about 2020 Census PSAP, call 1-844-788-4921, e-mail us at <GEO.PSAP@census.gov>, or visit our Web site at <www.census.gov/programs-surveys/decennial-census/about/psap.html>.

Review and update 2020 Census PSAP verification phase materials.

After updating statistical areas based on 2020 Census PSAP participants' submissions, the Census Bureau will provide verification products to participants. You have 90 calendar days from the receipt of your verification materials to conduct the 2020 Census PSAP verification review and respond to the Census Bureau.

Table 1.
2020 CENSUS PSAP STANDARD STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Nationwide wall-to-wall coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
CENSUS TRACTS					
Standard census tract	Boundary continuity. Data comparability.	Yes	County	Optimum: 4,000 Minimum: 1,200 Maximum: 8,000	Optimum: 1,600 Minimum: 480 Maximum: 3,200
Special use	Distinguish areas of little or no population that have a specific type of land use. Large water bodies.	No	County	Population Threshold = Little/None or must be within the standard census tract threshold. Employment threshold (suggested): Minimum of 1,200 jobs/workers. Area Measurement Thresholds: ▪ Should be comparable in land area size to surrounding census tracts	
BLOCK GROUPS					
Standard block group	Form the geographic framework within which census blocks are numbered. Smallest area for which demographic characteristics are produced from the American Community Survey (ACS).	Yes	Census Tract	Minimum: 600 Maximum: 3,000	Minimum: 240 Maximum: 1,200
Special use	Distinguish areas of little or no population that have a specific type of land use AND are coextensive with a special land use census tract. Large water bodies.	No	Census Tract	Population Threshold = Little/None or must be within the standard block group threshold. Employment threshold (suggested): Minimum of 600 jobs/workers. Area Measurement Thresholds: ▪ Should be comparable in land area size to surrounding block groups	

Table 1.
2020 CENSUS PSAP STANDARD STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Nationwide wall-to-wall coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
Census designated places (CDPs)	Place-level statistics for well-known, closely settled named localities that are not part of an incorporated place. Mix of residential and commercial areas.	No, CDPs capture distinct communities.	State	Should have population during at least one entire season (at least 3 consecutive months) of the year.	Should have higher housing unit (or population) density than surrounding area. If less than 10 housing units, Census Bureau will ask for an explanation.
Census county divisions (CCDs)	Provide data for subcounty units that have stable boundaries and recognizable names. Usually represents one or more communities, economic centers, or major land uses.	Partial—CCDs and minor civil divisions (MCDs) together provide national coverage. CCDs exist in 21 states.[1]	County	None	None

[1] CCDs exist in the following states:

Alabama
Alaska (referred to as census subarea)
Arizona
California
Colorado
Delaware
Florida
Georgia
Hawaii
Idaho
Kentucky
Montana
Nevada
New Mexico
Oklahoma
Oregon
South Carolina
Texas
Utah
Washington
Wyoming

Table 2.
2020 CENSUS PSAP TRIBAL STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
TRIBAL CENSUS TRACTS (TCTs)					
TCT *(Conceptually similar and equivalent to standard census tract.)*	Meet unique statistical needs of federally recognized American Indian reservation (AIR) and/or off-reservation trust land (ORTL). Tract-level data without the imposition of state or county boundaries. Data comparability.	Entire land and water area of the AIR and/or ORTL must be covered by one or more TCTs.	Federally recognized AIR or ORTL. *(Identified uniquely to distinguish from standard census tract.)*	Optimum: 4,000 Minimum: 1,200 Maximum: 8,000 *(Fewer than 2,400 = 1 TCT coextensive with AIR and/or ORTL.)*	Optimum: 1,600 Minimum: 480 Maximum: 3,200
Special use	Distinguish areas of little or no population that have a specific type of land use. Large water bodies.			Population Threshold = Little/None or must be within the standard census tract threshold. Employment threshold (suggested): Minimum of 1,200 jobs/workers. Area Measurement Thresholds: ▪ Should be comparable in land area size to surrounding tribal census tracts.	

Table 2.
2020 CENSUS PSAP TRIBAL STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
TRIBAL BLOCK GROUPS (TBGs)					
TBG *(Conceptually similar and equivalent to standard block group.)*	Smallest area for which demographic characteristics are produced from the American Community Survey (ACS). Maintained separately from standard county-based block groups to meet unique statistical needs of federally recognized AIR and/or ORTL.	Because TCTs must cover the entire area of each AIR and/or ORTL, by definition, TBGs also must cover the entire area of each AIR and/or ORTL.	TCT *(Identified uniquely to distinguish from standard block group.)*	Minimum: 600 Maximum: 3,000 *(Equal to or fewer than 1,200 = 1 TBG coextensive with TCT, AIR, and/or ORTL.)*	Minimum: 240 Maximum: 1,200
Special use	Distinguish areas of little or no population that have a specific type of land use AND are coextensive with a special land use tribal census tract. Large water bodies.			Population Threshold = Little/None or must be within the standard block group threshold. Employment threshold (suggested): Minimum of 600 jobs/workers. Area Measurement Thresholds: ▪ Should be comparable in land area size to surrounding tribal block groups.	
OTHER TRIBAL STATISTICAL GEOGRAPHIES					
Census designated places (CDPs)	Place-level statistics for well-known, closely settled named localities that are not part of an incorporated place. Mix of residential and commercial areas.	CDPs capture distinct communities.	State *(Tribes that would like to delineate CDPs for communities partially or completely outside the boundaries of their legal or statistical area should work with the primary participants for those areas.)*	Should have population during at least one entire season (at least 3 consecutive months) of the year.	Should have higher housing unit (or population) density than surrounding area. If less than 10 housing units, Census Bureau will ask for an explanation.

Table 2.
2020 CENSUS PSAP TRIBAL STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
Tribal designated statistical areas (TDSAs)	Provide meaningful statistical data for federally recognized tribes that do not have an AIR or ORTL and are not based in Alaska, Hawaii, or Oklahoma. Enhance the ability for data users to make more meaningful comparisons, over time, between data for both legal and statistical American Indian Areas (AIAs).	Relates to distribution of tribal members and American Indians receiving governmental services from the tribe.	United States—excluding Alaska, Hawaii, and Oklahoma. *(Can cross state boundaries.)*	Minimum = 200 American Indian population makes up large proportion of population and majority of that population are members of the delineating tribe. Should not include large numbers of people and households not affiliated with the tribe.	Minimum = 480 Housing unit density of at least 3 housing units per square mile.
State tribal designated statistical areas (STDSAs)	Provide meaningful statistical data for state-recognized tribes that are not federally recognized, do not have a state-recognized AIR or ORTL, and are not based in Alaska, Hawaii, or Oklahoma. Enhance the ability for data users to make more meaningful comparisons, over time, between data for both legal and statistical AIAs.	Relates to distribution of tribal members and American Indians receiving governmental services from the tribe.	State in which the respective tribe is officially recognized.	Minimum = 200 American Indian population makes up large proportion of population and majority of that population are members of the delineating tribe. Should not include large numbers of people and households not affiliated with the tribe.	Minimum = 480 Housing unit density of at least 3 housing units per square mile.

Table 2.
2020 CENSUS PSAP TRIBAL STATISTICAL AREAS CRITERIA—Con.

Statistical area	Primary purpose	Coverage	Geography nests within	2020 Census population criteria	2020 Census housing unit criteria
Alaska Native village statistical areas (ANVSAs)	Provide meaningful, relevant, and reliable statistical data for Alaska Natives and their Alaska Native villages (ANVs) that are federally recognized by Bureau of Indian Affairs (BIA) or recognized pursuant to Alaska Native Claims Settlement Act (ANCSA) as either a Native Village or Native Group.	State of Alaska—represent relatively densely settled portion of each ANV.	Alaska Native Regional Corporation (ANRC).	Significant proportion of the population during at least one season of the year (at least 3 consecutive months) is Alaska Native and the majority are members of the defining ANV.	Majority of housing units, permanent and/or seasonal, should be for Alaska Natives who are members of or receiving governmental services from the defining ANV. Should not include large areas that are unpopulated or have no housing units. Should have housing unit density of at least 3 housing units per square mile.
Oklahoma tribal statistical areas (OTSAs)	Provide a way to obtain data comparable to that provided to federally recognized tribes that currently have an AIR.	Represent the former AIRs that existed in the Indian and Oklahoma territories prior to Oklahoma statehood in 1907.	State of Oklahoma. *(Cannot overlap with any other AIA at the same level of the geographic hierarchy.)*	Must contain some American Indian population.	Must contain some American Indian housing units.
Statistical tribal subdivisions	Provide a way to obtain data for units of self-government and/or administrations within an OTSA.	Federally recognized tribes in Oklahoma with a defined OTSA.	OTSA	Must contain some American Indian population.	Must contain some American Indian housing units.

GLOSSARY OF TERMS

Alaska Native Regional Associations (ANRAs). The 12 regional nonprofit associations in Alaska (incorporated under State Law in 1973) whose boundaries became the basis of the for-profit regional corporations (Alaska Native Regional Corporations [ANRC]) pursuant to the Alaska Native Claims Settlement Act (ANCSA) (as amended) (43 U.S.C. 1601 et seq. [2000]). Regional nonprofit associations were created to administer social, education, and health services for Alaska Native people in their region.

Alaska Native villages (ANVs). Constitute associations, bands, clans, communities, groups, tribes, or villages recognized pursuant to the Alaska Native Claims Settlement Act of 1971 (Public Law 92-203).

Alaska Native village statistical areas (ANVSAs). Statistical geographic entities that represent the more densely settled portions of ANVs.

American Community Survey (ACS). An ongoing survey that collects demographic and housing characteristics data, January through December, to provide every community with the information they need to make important decisions. The Census Bureau releases new data every year, in the form of estimates, in a variety of tables, tools, and analytical reports.

American Indian reservations (AIRs). Areas that have been set aside by the United States for the use of tribes, the exterior boundaries of which are more particularly defined in the final tribal treaties, agreements, executive orders, federal statutes, secretarial orders, or judicial determinations. The Bureau of Indian Affairs (BIA) maintains a list of all federally recognized tribal governments and makes final determination of the inventory of federal AIRs.

American Indian tribal subdivisions. Described as additions, administrative areas, areas, chapters, county districts, communities, districts, or segments and are legal administrative subdivisions of federally recognized AIRs and ORTLs or are statistical subdivisions of OTSAs.

Block groups. Statistical geographic divisions of census tracts that generally contain population ranging from 600 to 3,000 and are used to present data and control block numbering within a census tract.

Census county divisions (CCDs). Statistical geographic entities in 21 states where MCDs either do not exist or change too frequently for reporting comparable census data over time. The primary goal of the CCD program is to establish and maintain a set of subcounty units that have stable boundaries and recognizable names. In most cases census tracts should nest within CCDs, but in less populated counties CCDs should nest within census tracts.

Census designated places (CDPs). Statistical geographic entities representing closely settled, unincorporated communities that are locally recognized and identified by name. CDPs are the statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials.

Census tracts. Small, relatively permanent statistical subdivisions of a county or equivalent entity that provide a stable set of geographic units for the presentation of statistical data. Census tracts generally have a population ranging from 1,200 to 8,000, with an optimum population of 4,000.

Geographic Information Systems (GIS). A collection of computer hardware, software, and geographic data for capturing, managing, analyzing, and displaying all forms of geographically referenced information.

Geographic Update Partnership Software (GUPS). A customized GIS, based on the open-source platform QGIS, provided by the Census Bureau to facilitate the participation and submission of statistical area updates for the 2020 Census PSAP.

Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System. A digital (computer-readable) geographic database that automates the mapping and related geographic activities required to support the Census Bureau's census and survey programs.

Minor civil divisions (MCDs). Primary governmental or administrative divisions of a county in many states (parishes in Louisiana) and the county equivalents in Puerto Rico and the Island Areas.

Off-reservation trust lands (ORTLs). Areas for which the United States holds title in trust for the benefit of a tribe (tribal trust land) or for an individual American Indian (individual trust land).

Oklahoma tribal statistical areas (OTSAs). Statistical entities identified and delineated by the Census Bureau in consultation with federally recognized American Indian tribes that had a former reservation in Oklahoma. OTSAs generally follow the boundaries of former reservations.

2020 Census Participant Statistical Areas Program (PSAP). A decennial census program that allows invited participants to review and update selected statistical area boundaries following Census Bureau guidelines and criteria.

State designated tribal statistical areas (SDTSAs). Statistical entities for state-recognized American Indian tribes that do not have a state-recognized land base (reservation).

Tribal block groups (TBGs). Statistical geographic divisions of tribal census tracts (TCTs) that generally contain population ranging from 600 to 3,000 and are used to present data and control block numbering within a TCT. TBGs are defined independently of the standard county-based block group delineation.

Tribal census tracts (TCTs). Small, relatively permanent statistical subdivisions of federally recognized AIRs or ORTLs that provide a stable set of geographic units for the presentation of statistical data. TCTs generally have a population ranging from 1,200 to 8,000, with an optimum population of 4,000. TCTs are defined independently of the standard county-based tract delineation.

Tribal designated statistical areas (TDSAs). Statistical entities identified and delineated by federally recognized American Indian tribes that do not currently have a federally recognized land base (reservation or off-reservation trust land).

Censo del 2020
Programa de Áreas Estadísticas Participantes (PSAP)
Guía Informativa

W-100
Publicado en octubre del 2018

¿QUÉ ES EL PSAP DEL CENSO DEL 2020?

El Programa de Áreas Estadísticas Participantes del Censo del 2020 (PSAP) permite a los participantes invitados revisar y actualizar límites de áreas estadísticas seleccionadas para la tabulación de datos del Censo del 2020 siguiendo las normas y criterios de la Oficina del Censo de los EE. UU. (Oficina del Censo). La Oficina del Censo usará las áreas estadísticas definidas para tabular datos del Censo del 2020, la Encuesta sobre la Comunidad de Puerto Rico (PRCS) y el Censo Económico.

Las geografías estadísticas estándar cumplen con los requisitos para la revisión en conformidad con el PSAP del Censo del 2020.

Entre las geografías estándar están:

- Sectores censales.
- Grupos de bloques.
- Lugares designados del censo (CDP).

Inicialmente, la Oficina del Censo solicita la participación en el PSAP del Censo del 2020 a nuestros participantes en el PSAP del Censo del 2010. En los casos en que no existan socios anteriores, la Oficina del Censo trata de captar nuevos socios. La Oficina del Censo recomienda encarecidamente a los participantes en el PSAP del Censo del 2020 que les pidan a otros usuarios y entidades interesadas en los datos del censo su aporte con respecto a la delineación de las áreas estadísticas del Censo del 2020.

La Oficina del Censo puede modificar, y si es necesario rechazar, las áreas geográficas estadísticas, y/o sus límites, presentados por los participantes que no cumplan los criterios y normas establecidos.

¿POR QUÉ PARTICIPAR EN EL PSAP DEL CENSO DEL 2020?

El PSAP del Censo del 2020 es la única oportunidad antes del Censo del 2020 para que las agencias de planificación regional (RPA), consejos de gobierno (COG), Asociaciones Regionales de Nativos de Alaska (ANRA) y los gobiernos tribales, estatales, de condado y locales (incluyendo el Distrito de Columbia y Puerto Rico) para revisar y actualizar las áreas estadísticas seleccionadas. Por ejemplo, estos datos se usan para:

- Preparar solicitudes de subsidios para financiar programas comunitarios y regionales de desarrollo, educación, agricultura, energía y ambientales, al igual que otras mejoras y avances comunitarios necesarios.
- Planificar para las necesidades futuras de la comunidad.

La próxima oportunidad para revisar y delinear las áreas estadísticas se planifica para el Censo del 2030.

¿QUÉ HAY DE NUEVO PARA EL PSAP DEL CENSO DEL 2020?

Con el fin de reducir el esfuerzo de los participantes, la Oficina del Censo va a crear sugerencias para todos los participantes en el PSAP del Censo del 2020 de áreas estadísticas del Censo del 2020 para que se revisen y se actualicen. Los participantes pueden aceptar las áreas estadísticas del Censo del 2020 que proponga la Oficina del Censo, actualizar las áreas estadísticas del Censo del 2020 que se propongan, o pueden usar la geografía de las áreas estadísticas del Censo del 2010 como base para hacer actualizaciones.

Oficina del Censo Estados Unidos Puerto Rico

Departamento de Comercio de los EE.UU.
Administración de Economía y Estadísticas
Oficina del Censo de los EE.UU.
census.gov

Censo 2020 Puerto Rico

Los participantes que revisen geografías de áreas estadísticas estándar tienen que usar el Software de Colaboración para la Actualización Geográfica (GUPS) de la Oficina del Censo para delinear las actualizaciones. El GUPS opera en QGIS, que es un Sistema de Información Geográfica (GIS) de código abierto. El GUPS contiene toda la funcionalidad que se requiere para hacer actualizaciones del PSAP del Censo del 2020, ejecuta verificaciones automatizadas del cumplimiento de los criterios del programa y crea archivos de salida de datos estandarizados para el procesamiento que realiza la Oficina del Censo. El GUPS está disponible en DVD o disponible para descargarlo del sitio web de la Oficina del Censo <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> durante la fase de delineación del PSAP del Censo del 2020.

Los participantes que usen GUPS tienen que usar el Módulo Entrante de Web Segura (SWIM) para enviar sus actualizaciones. SWIM es el portal oficial de internet para cargar materiales de asociación a la Oficina del Censo, y se encuentra en <https://respond.census.gov/swim/>.

AVISO DEL PSAP DEL CENSO DEL 2020 DEL *REGISTRO FEDERAL*

El Aviso del PSAP del Censo del 2020 del *Registro Federal* está disponible en <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. El Aviso del *Registro Federal* incluye información detallada sobre criterios y normas de geografías de las áreas estadísticas tribales y estándar.

PREGUNTAS

Para recibir más información sobre el PSAP del Censo del 2020, llame gratis al 1-844-788-4921, envíenos un correo electrónico a <GEO.PSAP@census.gov>, o visite nuestro sitio web <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.

CALENDARIO DEL PSAP DEL CENSO DEL 2020

Fecha	Evento
Marzo a mayo del 2018	Se establece contacto con los participantes del PSAP del Censo del 2010 para preguntar sobre la participación en el PSAP del Censo del 2020.
Julio del 2018	Se envían los materiales de invitación del PSAP del Censo del 2020 a los participantes.
Septiembre del 2018	Publicación de los criterios finales de las áreas estadísticas estándar.
Enero del 2019	Comienza la fase de delineación del PSAP del Censo del 2020. Los participantes tienen 120 días calendario para enviar las actualizaciones.
Enero del 2019	Comienzan las capacitaciones del PSAP del Censo del 2020 en seminarios web.
Julio del 2019	Se informa a los participantes en el PSAP del Censo del 2020 del cierre de la fase de delineación.
Enero del 2020	Comienza la fase de verificación del PSAP del Censo del 2020. Los participantes tienen 90 días calendario para revisar las actualizaciones.

LISTA DE VERIFICACIÓN PREPARATORIA PARA EL PSAP DEL CENSO DEL 2020

- ✓ Revisar el calendario del PSAP del Censo del 2020 y determinar las necesidades de personal y presupuesto.
- ✓ Identificar el principal contacto del PSAP del Censo del 2020 para su gobierno u organización.
- ✓ Identificar el contacto técnico del PSAP del Censo del 2020 para su gobierno u organización.
- ✓ Revisar los criterios y normas del PSAP del Censo del 2020.
- ✓ Pedir el aporte de las entidades interesadas del PSAP del Censo del 2020.
- ✓ Establecer un calendario de encuentros para las entidades interesadas durante la fase de delineación.
- ✓ Llevar a cabo una investigación de las tendencias de datos de unidades de vivienda y población a nivel local.
- ✓ Identificar CDP potenciales para la delineación durante el PSAP del Censo del 2020.
- ✓ Asistir a una capacitación del PSAP del Censo del 2020 por seminario web.
- ✓ Revisar y actualizar los materiales de la fase de delineación del PSAP del Censo del 2020.
- ✓ Revisar y actualizar los materiales de la fase de verificación del PSAP del Censo del 2020.

Revisar el calendario del PSAP del Censo del 2020 y determinar las necesidades de personal y presupuesto.

Planificar el número de empleados necesarios para revisar y actualizar las geografías estadísticas antes de empezar la fase de delineación programada para enero del 2019.

Identificar el principal contacto del PSAP del Censo del 2020.

El contacto principal del PSAP del Censo del 2020 va a coordinar las actividades de revisión y actualización del PSAP. Entre los contactos del PSAP en el pasado se cuentan directores de planificación, directores ejecutivos, presidentes de COG y otras personas con autoridad para tomar decisiones.

Identificar el contacto técnico del PSAP del Censo del 2020.

El contacto técnico del PSAP del Censo del 2020 va a llevar a cabo el trabajo de la revisión técnica o dirigir al personal técnico. Considere si esta persona va a estar disponible para la fase de verificación del PSAP del Censo del 2020.

Revisar los criterios y normas del PSAP del Censo del 2020.

Revisar los criterios y normas del PSAP del Censo del 2020 para los sectores censales, grupos de bloques y CDP. Los Criterios y normas de todas las áreas estadísticas del PSAP del Censo del 2020 están publicados en el Registro Federal en <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>.

Pedir el aporte de las entidades interesadas del PSAP del Censo del 2020.

Ponerse en contacto con los gobiernos locales y las organizaciones de planificación en su área de servicio para recibir su aporte sobre la revisión y actualización del PSAP del Censo del 2020.

Establecer un calendario de encuentros para las entidades interesadas durante la fase de delineación.

Coordinar reuniones con las entidades interesadas durante la fase de delineación para revisar las áreas estadísticas propuestas por la Oficina del Censo para el Censo del 2020 y posteriores actualizaciones para lograr el consenso entre las entidades interesadas.

Llevar a cabo una investigación de las tendencias de datos de unidades de vivienda y población a nivel local.

Llevar a cabo una investigación para determinar dónde hubo crecimiento o disminución de las unidades de vivienda y la población desde el 2010. Determinar si hay áreas donde habrá cambios que puedan afectar la delineación de áreas estadísticas, de acuerdo con criterios de unidades de vivienda y población después del Censo del 2020.

Identificar CDP potenciales para su definición durante el Censo del 2020.

Colaborar con las entidades locales interesadas para identificar CDP potenciales. Se pueden delinear los CDP para el PSAP del Censo del 2020 para lugares no incorporados con nombre y con concentraciones de unidades de vivienda o de población.

Asistir a una capacitación del PSAP del Censo del 2020 por seminario web.

Los seminarios web de capacitación ofrecerán experiencia práctica con los materiales del PSAP del Censo del 2020. Habrá materiales de autocapacitación y seminarios web disponibles en internet en el sitio web del PSAP del Censo del 2020. Además, las Guías para responder del PSAP del Censo del 2020 van a contener instrucciones detalladas y ejemplos para llevar a cabo su revisión de áreas estadísticas.

Revisar y actualizar los materiales de la fase de delineación del PSAP del Censo del 2020.

Usted tiene 120 días calendario desde el momento en que reciba sus materiales para realizar su revisión del PSAP del Censo del 2020 y enviar sus actualizaciones a la Oficina del Censo. El tiempo que le tomará completar su revisión del PSAP del Censo del 2020 y enviar sus actualizaciones dependerá del territorio geográfico y el número de cambios.

Revisar y actualizar los materiales de la fase de verificación del PSAP del Censo del 2020.

Después de actualizar las áreas estadísticas de acuerdo con la información de los participantes en el PSAP del Censo del 2020, la Oficina del Censo les va a proporcionar a los participantes los productos de verificación. Usted tiene 90 días calendario desde que reciba sus materiales de verificación para realizar su revisión de verificación del PSAP del Censo del 2020 y responder a la Oficina del Censo.

CRITERIO PARA LAS ÁREAS ESTADÍSTICAS ESTÁNDAR DEL PSAP DEL CENSO DEL 2020

Área estadística	Propósito principal	Cobertura nacional total	Geografía dentro de	Criterio de población del Censo del 2020	Criterio de unidad de vivienda del Censo del 2020
SECTORES CENSALES					
Sector censal estándar	Continuidad de límites Comparabilidad de los datos	Sí	Municipio	Óptimo: 4,000 Mínimo: 1,200 Máximo: 8,000	Óptimo: 1,600 Mínimo: 480 Máximo: 3,200
Uso especial	Distinguir las áreas de poca o ninguna población que tienen un uso específico del terreno Cuerpos de agua grandes	No	Municipio	Umbral de población = Poco/ Ninguno o tiene que estar dentro del umbral estándar del sector censal Umbral de empleo (sugerido) = Un mínimo de 1,200 empleos/ trabajadores Umbral de medición de área = Debería ser comparable en cuanto al tamaño del área del terreno con los sectores censales que lo rodean	
GRUPOS DE BLOQUES					
Grupo de bloque estándar	Forma el marco geográfico dentro del cual se enumeran los bloques censales La menor área para la cual se producen características demográficas para la Encuesta sobre la Comunidad de Puerto Rico (PRCS)	Sí	Sector censal	Mínimo: 600 Máximo: 3,000	Mínimo: 240 Máximo: 1,200
Uso especial	Distinguir las áreas de poca o ninguna población que tienen un uso específico de la tierra Y coinciden con un sector censal que hace uso especial del terreno Cuerpos de agua grandes	No	Sector censal	Umbral de población = Poco/ Ninguno o tiene que estar dentro del umbral estándar del bloque censal Umbral de empleo (sugerido) = Un mínimo de 600 empleos/ trabajadores Umbral de medición de área = Debería ser comparable en cuanto al tamaño del área del terreno con los grupos de bloques que lo rodean	

CRITERIO PARA LAS ÁREAS ESTADÍSTICAS ESTÁNDAR DEL PSAP DEL CENSO DEL 2020

Área estadística	Propósito principal	Cobertura nacional total	Geografía dentro de	Criterio de población del Censo del 2020	Criterio de unidad de vivienda del Censo del 2020
Lugares Designados del Censo (CDP)	Estadísticas a nivel de lugar para lugares bien conocidos, densamente poblados y con nombre que no son parte de un lugar incorporado Mezcla de áreas residenciales y comerciales	No, los CDP capturan comunidades distintas	Estado	Debe tener población al menos durante una temporada completa (al menos 3 meses consecutivos) del año	Debe tener una mayor densidad de unidades de vivienda (o población) que las áreas que lo rodean Si son menos de 10 unidades de vivienda, la Oficina del Censo pedirá una explicación

GLOSARIO DE TÉRMINOS

Divisiones civiles menores (MCD). Principales divisiones gubernamentales o administrativas de un condado en muchos estados (parroquias en Luisiana) y equivalentes de condado en Puerto Rico y las Áreas Insulares.

Encuesta sobre la Comunidad de Puerto Rico (PRCS). Una encuesta continua que recopila datos de características demográficas y de vivienda, desde enero hasta diciembre, para proporcionarles a todas las comunidades la información que necesitan para tomar decisiones importantes. La Oficina del Censo publica nuevos datos todos los años, en forma de estimaciones, en una variedad de tablas, herramientas e informes analíticos.

Grupos de bloques. Divisiones geográficas estadísticas de sectores censales que por lo general contienen una población de entre 600 y 3,000 habitantes y se usan para presentar datos y controlar la numeración de los bloques dentro de un sector censal.

Lugares Designados del Censo (CDP). Entidades geográficas estadísticas que representan comunidades no incorporadas densamente pobladas que están reconocidas localmente e identificadas por nombre. Los CDP son equivalentes estadísticos de los lugares incorporados, con la principal diferencia de que no tienen un límite legal definido ni una estructura gubernamental activa y en funcionamiento, reconocida por el estado y administrada por funcionarios electos.

Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. Un programa del censo decenal que les permite a los participantes invitados revisar y actualizar los límites de las áreas estadísticas seleccionadas siguiendo las normas y criterios de la Oficina del Censo.

Sectores censales. Pequeñas subdivisiones estadísticas de un condado relativamente permanentes o entidades equivalentes que proveen un conjunto estable de unidades geográficas para la presentación de datos estadísticos. Los sectores censales por lo general tienen una población de entre 1,200 y 8,000 habitantes, con una población óptima de 4,000.

Sistema de Archivo Maestro de Direcciones/ Archivos de Codificación y Referencia Geográficas Integradas Topológicamente (MAF/TIGER). Una base de datos geográficos digital (que pueden leer las computadoras) que automatiza la confección de mapas y las actividades geográficas relacionadas que son necesarias para apoyar los programas de censos y encuestas de la Oficina del Censo.

Sistema de Información Geográfica (GIS). Un conjunto de hardware de computación, software y datos geográficos para capturar, administrar, analizar y mostrar todas las formas información de referencia geográfica.

Software de Colaboración para la Actualización Geográfica (GUPS). Un GIS personalizado, basado en una plataforma QGIS de código abierto, provisto por la Oficina del Censo para facilitar la participación y el envío de actualizaciones de áreas estadísticas para el PSAP del Censo del 2020.

PSAP Postcards

U.S. DEPARTMENT OF COMMERCE
Economic and Statistics Administration
U.S. Census Bureau

U.S. Census Bureau
P. O. Box 5000
Jeffersonville IN 47199-5001
PSAP-P-300 (04-2017)

OFFICIAL BUSINESS
Penalty for Private Use

Permit No. G-58
U.S. Census Bureau
PAID
POSTAGE & FEES
PRSRT FIRST-CLASS

P-300
OMB Control no: 0607-1003

<Entity ID>

U.S. Census Bureau
2020 Census Participant Statistical Areas Program (PSAP)
Delineation Phase Response Postcard

The U.S. Census Bureau received the product preference form from your government/organization indicating how you would like to receive the PSAP delineation materials. Please follow instructions on the letter in this package to review delineation materials for your statistical geographies.

Please check the first box if you will have changes to submit to the Census Bureau's 2020 proposed plan for the standard census tracts and block groups or to the existing boundaries for all other statistical geographies. Check the second box if you will not have any changes to submit.

Check only one of the following boxes after reviewing the 2020 Census PSAP Materials:

☐ I plan to submit changes.
☐ I do not plan to submit changes (I plan to accept the 2020 proposed plans for standard census tracts and block groups and existing boundaries for all other statistical geographies).

Please print your name, then sign, and date below before mailing back to the Census Bureau.

_____	_____	_____
Print name	Signature	Date

U.S. DEPARTMENT OF COMMERCE
Economic and Statistics Administration
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_____	_____	_____
Print name	Signature	Date

PSAP Templates and CD/DVD ReadMe.txt Files

AIA_NAME_BASID_TribalTract_TribalBG_	BASID	AIA_NAME	TTRACTCE	NAME	TBLKGRPCE	TRACTPOP	TRACTHOU	TBGPOP	TBGHOUSING	AIA_NAME_AIA_NAME_BASID_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00100	T001	A	2,613	2,497	1,782	1,573	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00100	T001	B	2,613	2,497	831	924	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00200	T002	A	2,436	2,124	2,436	2,124	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00300	T003	A	1,916	1,506	1,229	905	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00300	T003	B	1,916	1,506	687	601	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00400	T004	A	2,051	2,267	652	865	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00400	T004	B	2,051	2,267	1,399	1,402	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00500	T005	A	3,179	2,896	1,781	1,925	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00500	T005	B	3,179	2,896	1,398	971	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00600	T006	A	2,613	2,713	1,354	1,424	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00600	T006	B	2,613	2,713	1,259	1,289	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00700	T007	A	1,462	1,616	535	499	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00700	T007	C	1,462	1,616	927	1,117	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00800	T008	A	3,635	2,761	1,617	1,169	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00800	T008	B	3,635	2,761	1,683	1,267	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00800	T008	C	3,635	2,761	335	325	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00900	T009	A	3,032	2,654	986	923	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T00900	T009	B	3,032	2,654	2,046	1,731	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T01000	T010	A	1,844	1,945	327	275	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T01000	T010	B	1,844	1,945	913	1,182	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing
Agua Caliente_TBD_TribalTract_TribalBG	TBD	Agua Caliente	T01000	T010	C	1,844	1,945	604	488	Agua Caliente_Agua Caliente_TBD_TribalTract_TribalBG_2010Pop_Housing

STATEFP	COUNTYFP	TRACTCE	TRACTYP
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STATEFP	COUNTYFP	TRACTCE	BLKGRPCE	BLKGRPID	TRACTYP	BGTYP
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Document ID: C-820_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-820_PSAP_Disc_Contents.txt

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Geography Division

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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2020 Census PSAP Quick Reference: Alaska Native Village Statistical Areas

Tribal Paper Respondent Guide

PDF file(s) of paper maps

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Document ID: C-821_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-821_PSAP_Disc_Contents.txt

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Document ID: C-822_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-822_PSAP_Disc_Contents.txt

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2020 Census PSAP Quick Reference: Tribal Designated Statistical Areas

Tribal Paper Respondent Guide

PDF file(s) of paper maps

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

Phone: 1-844-788-4921

Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-822_PSAP_Disc_Contents.txt

Document ID: C-824_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-824_PSAP_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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You can also find information about PSAP at our website:
<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Oklahoma Tribal Statistical Areas
- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal Paper Respondent Guide
- PDF file(s) of paper maps

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

Phone: 1-844-788-4921

Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-824_PSAP_Disc_Contents.txt

Document ID: C-830_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-830_PSAP_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: State American Indian Reservations
- 2020 Census PSAP Quick Reference: State Designated Tribal Statistical Areas
- Tribal Paper Respondent Guide
- PDF file(s) of paper maps

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

Phone: 1-844-788-4921

Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-830_PSAP_Disc_Contents.txt

Document ID: C-880_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-880_PSAP_Data_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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You can also find information about PSAP at our website:
<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Census Tracts
- 2020 Census PSAP Quick Reference: Block Groups
- 2020 Census PSAP Quick Reference: Census Designated Places
- 2020 Census PSAP Quick Reference: Census County Divisions
- Standard GUPS Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2020 Proposed Changes List
- Shapefiles

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

Phone: 1-844-788-4921

Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-880_PSAP_Data_Disc_Contents.txt

Document ID: C-880_Readme_GUPS_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-880_PSAP_GUPS_Disc_Contents.txt

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<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

Geographic Update Partnership Software (GUPS)

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

Phone: 1-844-788-4921

Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-880_PSAP_GUPS_Disc_Contents.txt

Document ID: C-880-ALT_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-880-ALT_PSAP_Data_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Census Tracts
- 2020 Census PSAP Quick Reference: Block Groups
- 2020 Census PSAP Quick Reference: Census Designated Places
- Standard GUPS Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2020 Proposed Changes List
- Shapefiles

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-880-ALT_PSAP_Data_Disc_Contents.txt

Document ID: C-880PR_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-880PR_PSAP_Data_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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

- 2020 Census PSAP Quick Reference: Census Tracts
- 2020 Census PSAP Quick Reference: Block Groups
- 2020 Census PSAP Quick Reference: Census Designated Places
- Standard GUPS Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2020 Proposed Changes List
- Shapefiles

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-880PR_PSAP_Data_Disc_Contents.txt

Document ID: C-880PR_Readme_GUPS_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-880PR_PSAP_GUPS_Disc_Contents.txt

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Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-880PR_PSAP_GUPS_Disc_Contents.txt

Document ID: C-890_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-890_PSAP_Data_Disc_Contents.txt

U.S. Census Bureau
Geography Division

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You can also find information about PSAP at our website:
<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Tribal Block Groups
- 2020 Census PSAP Quick Reference: Tribal Census Tracts
- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal GUPS Respondent Guide
- Tribal Paper Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2010 Population and Housing Unit Counts List
- Shapefiles
- PDF file(s) of paper maps

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

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Email: <GEO.PSAP@census.gov>

Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-890_PSAP_Data_Disc_Contents.txt

Document ID: C-890_Readme_GUPS_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-890_PSAP_GUPS_Disc_Contents.txt

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Email: <GEO.PSAP@census.gov>

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-890_PSAP_GUPS_Disc_Contents.txt

Document ID: C-890-ALT1_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-890-ALT1_PSAP_Data_Disc_Contents

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Geography Division

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Tribal Block Groups
- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal GUPS Respondent Guide
- Tribal Paper Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2010 Population and Housing Unit Counts List
- Shapefiles
- PDF file(s) of paper maps

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-890-ALT1_PSAP_Data_Disc_Contents

Document ID: C-890-ALT2_Readme_Data_Disc
Participant Statistical Areas Program (PSAP) File: ReadMe_C-890-ALT2_PSAP_Data_Disc_Contents

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal GUPS Respondent Guide
- Tribal Paper Respondent Guide
- DVD Quick Program Guide for Geographic Update Partnership Software (GUPS)
- 2010 Population and Housing Unit Counts List
- Shapefiles
- PDF file(s) of paper maps

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-890-ALT2_PSAP_Data_Disc_Contents

Document ID: C-891_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-891_PSAP_Disc_Contents.txt

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

- 2020 Census PSAP Quick Reference: Tribal Block Groups
- 2020 Census PSAP Quick Reference: Tribal Census Tracts
- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal Paper Respondent Guide
- 2010 Population and Housing Unit Counts List
- PDF file(s) of paper maps

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-891_PSAP_Disc_Contents.txt

Document ID: C-891-ALT1_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-891-ALT1_PSAP_Disc_Contents.txt

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- 2020 Census PSAP Quick Reference: Census Designated Places
- Tribal Paper Respondent Guide
- 2010 Population and Housing Unit Counts List
- PDF file(s) of paper maps

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Participant Statistical Areas Program (PSAP) File: ReadMe_C-891-ALT1_PSAP_Disc_Contents.txt

Document ID: C-891-ALT2_Readme
Participant Statistical Areas Program (PSAP) File: ReadMe_C-891-ALT2_PSAP_Disc_Contents.txt

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Geography Division

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WHAT MATERIALS ARE INCLUDED ON THE CD/DVD?

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

2020 Census PSAP Quick Reference: Census Designated Places

Tribal Paper Respondent Guide

2010 Population and Housing Unit Counts List

PDF file(s) of paper maps

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

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Website: <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

Participant Statistical Areas Program (PSAP) File: ReadMe_C-891-ALT2_PSAP_Disc_Contents.txt