

**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 thirty-two verification materials of the 2020 Census Participant Statistical Areas Program (PSAP) that the Census Bureau will send to the participants in January 2020.

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. Add and submit finalized documents included in the 2020 Census PSAP verification package.
2. Authorize communication with groups of partners by email and/or letters between January and October 2020.

The Census Bureau will need to contact groups of partners throughout the PSAP verification phase to notify them of issues and clarifications related to Census Bureau provided materials and software that may impact their review. As the verification 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 closeout, in October 2020, 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 submission. 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 Verification Package – Non-substantive change request

#	ID	Description or Content	Changes as part of this NSC
Letters			
1	L-1200	Letter to Tribal PSAP Primary Official (PPO) – Using Paper Maps	Adding new document.
2	L-1205	Letter to Tribal PPO - Request Paper Maps	Adding new document.
3	L-1220	Letter to Tribal PPO – Using Secure Web Incoming Module (SWIM)	Adding new document.
4	L-1210	Letter to Tribal PPO - Paper Maps	Adding new document.
5	L-1215	Letter to Standard PPO	Adding new document.
6	L-1215-PR	Puerto Rico (PR) Letter to Standard PPO	Adding new document.
7	L-1225	Letter to PSAP Primary Technical (PPT) Contact	Adding new document.
8	L-1230	Letter to PSAP Courtesy Copy (PCC) Contact	Adding new document.
9	L-1225-PR	PR Letter to PSAP PPT	Adding new document.
10	L-1230-PR	PR Letter to PSAP PCC	Adding new document.
11	L-1240	Non-Response Follow-Up (NRFU) Letter to PPO	Adding new document.
12	L-1240-PR	PR Reminder Letter to PPO	Adding new document.
13	L-1250	Verification Phase Close-out Letter to PPO	Adding new document.
14	L-1250-PR	PR Verification Phase Close-out Letter to PPO	Adding new document.
Emails			
15	E-1200	Email to Tribal PPO – Using Paper Maps	Adding new document.
16	E-1205	Email to Tribal PPO - Request Paper Maps	Adding new document.
17	E-1220	Email to Tribal PPO – Using SWIM	Adding new document.
18	E-1215	Email to Standard PPO	Adding new document.
19	E-1215-PR	PR Email to Standard PPO	Adding new document.

20	E-1225	Email to PSAP PPT	Adding new document.
21	E-1230	Email to PSAP PCC	Adding new document.
22	E-1225-PR	PR Email to PSAP PPT	Adding new document.
23	E-1230-PR	PR Email to PSAP PCC	Adding new document.
24	E-1240	NRFU Email to PPO	Adding new document.
25	E-1240-PR	PR Reminder Email to PPO	Adding new document.
26	E-1250	Verification Phase Close-out Email to PPO	Adding new document.
27	E-1250-PR	PR Verification Phase Close-out Email to PPO	Adding new document.
28	GSP_2019	Geographic Support Program Memorandum FLD-GSB will provide email blast text (one or many) that will be used by the RCCs to communicate with partners (PSAP Verification Phase Bulk Email).	Adding new documents.
Quick Program Guides			
29	Q-910	Standard Statistical Geographies	Adding new document.
30	Q-915	Tribal Statistical Geographies	Adding new document.
Respondent Guides			
31	G-800	Tribal Statistical Geographies	Adding new document.
32	G-810	Standard Statistical Geographies	Adding new document.

L-1200
(9-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>
BAS ID: <BAS_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

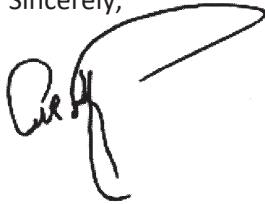
Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/-decennialcensus/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q- 915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s) relevant to your statistical geographic areas*.
 - c) *2020 Census PSAP Verification training video (Optional)*.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb/>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.

- 3) If you determine updates are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.
 - b) Complete the statistical area corrections by annotating the 2020 Census PSAP paper maps you receive in support of the verification phase. These paper maps are scheduled to arrive by February 1, 2020. Refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on updating statistical area boundaries and preparing the updated paper maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 4) Return only the updated paper maps to the Census Bureau in the original map tube or envelope. Please affix the postage-paid label over the original label before returning the map tube.
- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if questions arise regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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

Appendix A:
Areas to verify: <COVERAGE>

L-1205
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>
BAS ID: <BAS_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

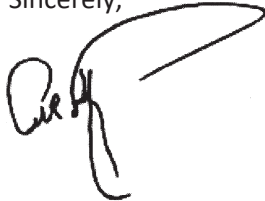
Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s) relevant to your statistical geographic areas*.
 - c) *2020 Census PSAP Verification training video (Optional)*.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) If you determine corrections are necessary:
 - a) Contact the Census Bureau to request paper maps so that corrections can be made. If you believe significant corrections are needed, please discuss this with the Census Bureau when requesting the maps.

- b) Complete the statistical area corrections by annotating the 2020 Census PSAP paper maps you receive in support of the verification phase. Refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on updating statistical area boundaries and preparing the updated maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 4) Return only the updated paper maps to the Census Bureau in the original map tube or envelope. Please affix the postage-paid label over the original label before returning the map tube.
- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read 'Albert E. Fontenot, Jr.', with a large, sweeping flourish extending to the right.

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

Appendix A:
Areas to verify: <COVERAGE>

L-1220
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>
BAS ID: <BAS_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s) relevant to your statistical geographic areas*.
 - c) *2020 Census PSAP Verification training video (Optional)*.
 - d) *2020 Census PSAP Verification Online Portable Document File (PDF) maps available for use to conduct your review*.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) If you determine corrections are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.
 - b) Download and install the Geographic Update Partnership Software (GUPS) from the PSAP website. Refer to the *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)* for instructions on downloading and installing GUPS.

- c) Complete the statistical area corrections using GUPS. Refer to the *2020 Census PSAP Tribal GUPS Respondent Guide (G-690)* from the delineation phase for instructions on using GUPS to update statistical area boundaries and exporting the corrections for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.

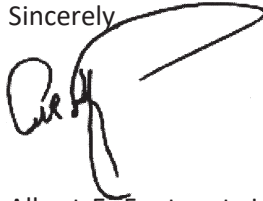
Note: If you requested to receive paper maps, you have the option of completing verification phase corrections using those paper maps rather than using GUPS. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific instructions on making paper map corrections and submitting them to the Census Bureau.

- 4) Use the Census Bureau's Secure Web Incoming Module (SWIM) to return the statistical area corrections (i.e., the .zip file generated by using Export to Zip tool within GUPS). Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for instructions on using SWIM and a descriptive example.
- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

Thank you for your participation in the 2020 Census PSAP.

Sincerely,

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

Appendix A:
Areas to verify: <COVERAGE>

L-1210
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>
BAS ID: <BAS_ID>

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<POSITION>
<DEPARTMENT>
<ADDRESS>
<CITY, STATEABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

Per previous correspondence, enclosed with this letter are the 2020 Census PSAP verification phase paper maps intended for providing corrections to your statistical areas. Please review the previously received verification announcement and follow the action steps to complete the corrections.

Refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on updating statistical area boundaries and preparing the updated maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide. All of the materials for use in the verification phase are located on the PSAP website at <<https://www.census.gov/programssurveys/decennial-census/about/psap.html>>.

Participants with questions may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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

Enclosure

L-1215
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021

<MONTH DATE, YEAR>



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

<SEQNUMBER>
Entity ID: <ENTITY_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of counties for which you are responsible for verifying and correcting and complete the action steps below.

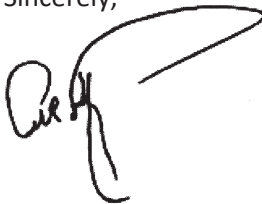
Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programssurveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Standard Statistical Geographies Quick Program Guide (Q-910)*.
 - b) *2020 Census PSAP Quick Reference Guide(s) relevant to your statistical geographic areas*.
 - c) *2020 Census PSAP Verification training video (Optional)*.
 - d) *2020 Census PSAP Verification Online Portable Document Format (PDF) maps* available as an additional resource for reviewing census tract numbering.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)*, available on the PSAP website, for instructions on the use of TIGERweb to review and verify the statistical areas.
 - a) Consult with the governments/organizations that contributed input during the delineation phase for their input on the verification phase materials.
 - b) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) Review the 2020 census tract numbering using the Online Portable Document Format (PDF) maps available on the *2020 Census PSAP website mentioned in Action Step 1*. Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for additional details on their use.
- 4) If you determine updates are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.

- b) Download and install the Geographic Update Partnership Software (GUPS) from the PSAP website. Refer to the *2020 Census PSAP Verification Standard Statistical Geographies Quick Program Guide (Q-910)* for instructions on downloading and installing GUPS.
 - c) Complete the statistical area corrections using GUPS. Refer to the *2020 Census PSAP Standard GUPS Respondent Guide (G-730)* from the delineation phase for instructions on using GUPS to update statistical area boundaries and exporting the corrections for submission. Consult the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 5) Use the Census Bureau's Secure Web Incoming Module (SWIM) to return the statistical area corrections (i.e., the .zip file generated by using Export to Zip tool within GUPS). Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for instructions on using SWIM and a descriptive example.
- 6) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read 'Albert E. Fontenot, Jr.', with a large, sweeping flourish extending to the right.

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

Appendix A:
Areas to verify: <COVERAGE>



L-1215-PR

Núm. de control de OMB: 0607-1003

<MONTH DATE, YEAR>

<SEQNUMBER>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. Tras recibir este anuncio de verificación, le invitamos a revisar y verificar sus áreas estadísticas, y a proporcionar correcciones donde sea necesario. Consulte en el Apéndice A la lista de condados que usted es responsable de verificar y corregir, y complete los pasos de acción a continuación.

Pasos de Acción:

- 1) Visite el sitio web del PSAP del Censo del 2020 <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> para revisar los siguientes materiales del programa y el video opcional de capacitación:
 - a) *Guía de Verificación Rápida del Programa PSAP del Censo del 2020 de Zonas Geográficas Estadísticas Estándares (Q-910).*
 - b) *Guía(s) de Referencia Rápida del PSAP del Censo del 2020* pertinente(s) a sus áreas geográficas estadísticas.
 - c) *Video de capacitación de Verificación del PSAP del Censo del 2020* (Opcional).
 - d) Los *mapas en línea de Verificación del PSAP en Formato de Documento Portátil (PDF)* están disponibles como recursos adicionales para revisar la numeración de los sectores censales.
- 2) Revise las áreas estadísticas del 2020 en TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> para determinar si es necesario hacer correcciones. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)*, disponible en el sitio web del PSAP, para obtener instrucciones sobre el uso de TIGERweb para revisar y verificar las áreas estadísticas.
 - a) Consulte con los gobiernos/organizaciones que contribuyeron durante la fase de delineación para obtener sus comentarios sobre los materiales de la fase de verificación.
 - b) En un plazo de 30 días calendario después de haber recibido el anuncio de verificación, envíe un correo electrónico a <geo.psap@census.gov> para indicar si tiene o no correcciones para sus áreas estadísticas.

- 3) Revise la numeración de sectores censales del 2020 usando los mapas en línea en formato PDF disponibles en el sitio web del PSAP del Censo del 2020 mencionados en el Paso de Acción 1. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para obtener más detalles sobre su uso.
- 4) Si usted determina que se requieren actualizaciones:
 - a) Comuníquese con la Oficina del Censo antes de hacer correcciones importantes o significativas.
 - b) Descargue e instale el Software de Colaboración para la Actualización Geográfica (GUPS) del sitio web del PSAP. Consulte la *Guía de Verificación Rápida del Programa PSAP del Censo del 2020 de Zonas Geográficas Estadísticas Estándares (Q-910)* para obtener instrucciones sobre cómo descargar e instalar GUPS.
 - c) Complete las actualizaciones de las áreas estadísticas usando GUPS. Consulte la *Guía Estándar de GUPS para Participantes del PSAP del Censo del 2020 (G-730)* desde la fase de delineación para obtener instrucciones sobre cómo usar GUPS para actualizar los límites de las áreas estadísticas y exportar las correcciones para enviarlas. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para instrucciones específicas sobre la fase de verificación que complementan las instrucciones de la guía de la fase de delineación.
- 5) Use el Secure Web Incoming Module (SWIM) de la Oficina del Censo para devolver las correcciones de las áreas estadísticas (por ejemplo, el archivo .zip generado al usar la herramienta de Exportar al Archivo Zip en GUPS). Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para obtener instrucciones sobre cómo usar SWIM y un ejemplo descriptivo.
- 6) Envíe todas las correcciones a las áreas estadísticas en un plazo de 90 días calendario después de haber recibido el anuncio de verificación. La Oficina del Censo revisará todas las correcciones para garantizar que cumplan con los requisitos establecidos para el PSAP del Censo del 2020 y se comunicará con usted si hay preguntas sobre el envío.

Los participantes pueden comunicarse con el equipo del Programa PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> o por teléfono llamando al 1-844-788-4921. Todos los materiales mencionados en esta correspondencia están localizados en el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Gracias por su participación en el Programa PSAP del Censo del 2020.

Atentamente,



Albert E. Fontenot, Jr.
Director Asociado para los Programas del Censo Decenal

Apéndice A

Condados por verificar: <COVERAGE>

L-1225
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>

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

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Technical Participant:

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). The PSAP verification phase materials were provided to the primary PSAP participant in January 2020 for review to determine if corrections are needed. As a PSAP technical participant, please work with the primary PSAP participant to review and verify your statistical areas and to provide corrections where needed. Corrections must be completed within 90 calendar days from receipt of the verification phase announcement.

Locate the information regarding the PSAP verification phase and/or the primary PSAP participant on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> or contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921 for that information. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", written over a horizontal line.

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



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

L-1225-PR

Núm. de control de OMB: 0607-1003

<MONTH DATE, YEAR>

<SEQNUMBER>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATEABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado Participante Técnico del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. Los materiales de la fase de verificación del PSAP se proporcionaron al participante primario del PSAP en enero del 2020 para su revisión a fin de determinar si es necesario hacer correcciones. Como participante técnico del PSAP, por favor trabaje con el participante principal del PSAP para revisar y verificar sus áreas estadísticas y proporcionar correcciones donde sea necesario. Las correcciones deben completarse en un plazo de 90 días calendario después de haber recibido el anuncio de la fase de verificación.

Busque la información sobre la fase de verificación del PSAP y/o el participante primario del PSAP en el sitio web del PSAP en<<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> o comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> o por teléfono llamando al 1-844-788-4921 para obtener esa información. Gracias por su participación en el Programa PSAP del Censo del 2020.

Atentamente,

Albert E. Fontenot, Jr.

Director Asociado para los Programas del Censo Decenal

L-1230
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>

<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 verification phase materials were provided to the primary PSAP participant in January 2020 for review to determine if corrections are needed. Corrections must be completed within 90 calendar days from receipt of the verification phase announcement.

To provide input, please contact the primary PSAP participant responsible for the review and corrections of the statistical geographies for your area. Locate the information regarding the PSAP verification phase and/or the primary PSAP participant on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> or contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921 for that information. Thank you for your interest in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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



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

L-1230-PR

Núm. de control de OMB: 0607-1003

<MONTH DATE, YEAR>

<SEQNUMBER>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado Participante del Programa PSAP:

Su gobierno/organización expresó recientemente interés en proporcionar sus comentarios sobre las áreas geográficas estadísticas revisadas y actualizadas como parte del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020 de la Oficina del Censo de los EE. UU. Los materiales de la fase de verificación del PSAP se proporcionaron al participante primario del PSAP en enero del 2020 para su revisión a fin de determinar si es necesario hacer correcciones. Las correcciones deben completarse en un plazo de 90 días calendario después de haber recibido el anuncio de la fase de verificación.

Para proporcionar información, comuníquese con el participante primario del PSAP responsable de las revisiones y correcciones de las áreas geográficas estadísticas en su área. Busque la información sobre la fase de verificación del PSAP y/o el participante primario del PSAP en el sitio web del PSAP en <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> o comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a geo.psap@census.gov o por teléfono llamando al 1-844-788-4921 para obtener esa información. Gracias por su interés en el Programa PSAP del Censo del 2020.

Atentamente,

Albert E. Fontenot, Jr.

Director Asociado para los Programas del Censo Decenal

L-1240
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). In mid-January, we distributed a verification announcement that invited you to review and verify your statistical areas, and to provide corrections where needed. The verification announcement indicated participants have 90 calendar days to submit corrections.

If you have already submitted your corrections or informed the Census Bureau that you do not have corrections to submit, please disregard this message. If not, please email <geo.psap@census.gov> to indicate whether you have any corrections to submit. Review the verification announcement correspondence for the action steps to complete the PSAP verification process in the time remaining. Please note that late submissions will not be accepted.

For questions or additional information, contact the Census Bureau PSAP team by email at <geo.psap@census.gov>, by phone at 1-844-788-4921, or visit the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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



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

L-1240-PR

Núm. de control de OMB: 0607-1003

<MONTH DATE, YEAR>

<SEQNUMBER>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. A mediados de enero, distribuimos un anuncio de verificación que le invitaba a usted a revisar y verificar sus áreas estadísticas, y a proporcionar correcciones donde fuera necesario. El anuncio de verificación indicaba que los participantes tenían 90 días calendario para enviar actualizaciones.

Si usted ya envió sus correcciones o informó a la Oficina del Censo que no tiene correcciones, ignore este mensaje. Si no, envíe un correo electrónico a <geo.psap@census.gov> para indicar si tiene alguna corrección que enviar. Revise en la correspondencia del anuncio de verificación los pasos de acción para completar el proceso de verificación del PSAP en el tiempo restante. Tenga en cuenta que no se aceptarán envíos atrasados.

Para preguntas o información adicional, comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> por teléfono llamando al 1-844-788-4921 o visite el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Gracias por su participación en el Programa PSAP del Censo del 2020.

Atentamente,

Albert E. Fontenot, Jr.

Director Asociado para los Programas del Censo Decenal

L-1250
(10-2019)

OMB Control No.: 0607-1003
Expiration Date: 2-28-2021



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

<MONTH DATE, YEAR>

<SEQNUMBER>
Entity ID: <ENTITY_ID>

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

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau has finalized the 2020 Census Participant Statistical Areas Program (PSAP) statistical geographic areas, incorporating updates submitted during the verification phase, where appropriate. The 2020 Census PSAP is now complete. Thank you for your participation.

The information provided during 2020 Census PSAP ensures the accuracy and completeness of statistical areas used to tabulate data for the 2020 Census, the American Community Survey (ACS), the Economic Census, and potentially other census surveys. For questions or additional information, contact the Census Bureau PSAP team by email at <geo.psap@census.gov>, by phone at 1-844-788-4921, or visit the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

Sincerely,

A handwritten signature in black ink, appearing to read "Albert E. Fontenot, Jr.", with a large, sweeping flourish extending to the right.

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



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

L-1250-PR

Núm. de control de OMB: 0607-1003

<MONTH DATE, YEAR>

<SEQNUMBER>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. ha finalizado el Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020 para áreas geográficas estadísticas, incorporando las actualizaciones enviadas durante la fase de verificación donde fuera necesario. El PSAP del Censo del 2020 ahora está completo. Gracias por su participación.

La información proporcionada durante el PSAP del Censo del 2020 asegura que las áreas estadísticas usadas para tabular los datos del Censo del 2020, la Encuesta sobre la Comunidad de Puerto Rico (PRCS), el Censo Económico y potencialmente otras encuestas censales sean precisas y estén completas. Para preguntas o información adicional, comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> por teléfono llamando al 1-844-788-4921 o visite el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

Atentamente,

Albert E. Fontenot, Jr.

Director Asociado para los Programas del Censo Decenal

E-1200

Email to Tribal PPO - Paper Maps

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

BAS ID: <BAS_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s)* relevant to your statistical geographic areas.
 - c) *2020 Census PSAP Verification training video* (Optional).
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) If you determine updates are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.
 - b) Complete the statistical area corrections by annotating the 2020 Census PSAP paper maps you receive in support of the verification phase. These paper maps are scheduled to arrive by February 1, 2020. Refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on updating statistical area boundaries and preparing the updated paper maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 4) Return only the updated paper maps to the Census Bureau in the original map tube or envelope. Please affix the postage-paid label over the original label before returning the map tube.

E-1200

Email to Tribal PPO - Paper Maps

- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if questions arise regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Appendix A:

Areas to verify: <COVERAGE>

E-1205

Email to Tribal PPO – Request Paper Maps

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

BAS ID: <BAS_ID>

<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 recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s)* relevant to your statistical geographic areas.
 - c) *2020 Census PSAP Verification training video* (Optional).
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) If you determine corrections are necessary:
 - a) Contact the Census Bureau to request paper maps so that corrections can be made. If you believe significant corrections are needed, please discuss this with the Census Bureau when requesting the maps.
 - b) Complete the statistical area corrections by annotating the 2020 Census PSAP paper maps you receive in support of the verification phase. Refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on updating statistical area boundaries and preparing the updated maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 4) Return only the updated paper maps to the Census Bureau in the original map tube or envelope. Please affix the postage-paid label over the original label before returning the map tube.

E-1205

Email to Tribal PPO – Request Paper Maps

- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Appendix A:

Areas to verify: <COVERAGE>

E-1220

Email to Tribal PPO - Using SWIM

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

BAS ID: <BAS_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of areas for which you are responsible for verifying and correcting and complete the action steps below.

Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)*.
 - b) *2020 Census PSAP Quick Reference Guide(s)* relevant to your statistical geographic areas.
 - c) *2020 Census PSAP Verification training video* (Optional).
 - d) *2020 Census PSAP Verification Online Portable Document File (PDF) maps*, available for use to conduct your review.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> and/or in the Online PDF maps posted on the PSAP website to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*, available on the PSAP website, for instructions to review and verify the statistical areas.
 - a) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) If you determine corrections are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.
 - b) Download and install the Geographic Update Partnership Software (GUPS) from the PSAP website. Refer to the *2020 Census PSAP Verification Tribal Statistical Geographies Quick Program Guide (Q-915)* for instructions on downloading and installing GUPS.
 - c) Complete the statistical area corrections using GUPS. Refer to the *2020 Census PSAP Tribal GUPS Respondent Guide (G-690)* from the delineation phase for instructions on using GUPS to update

E-1220

Email to Tribal PPO - Using SWIM

statistical area boundaries and exporting the corrections for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.

Note: If you requested to receive paper maps, you have the option of completing verification phase corrections using those paper maps rather than using GUPS. Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific instructions on making paper map corrections and submitting them to the Census Bureau.

- 4) Use the Census Bureau's Secure Web Incoming Module (SWIM) to return the statistical area corrections (i.e., the .zip file generated by using Export to Zip tool within GUPS). Refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for instructions on using SWIM and a descriptive example.
- 5) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Appendix A:

Areas to verify: <COVERAGE>

E-1215

Email to Standard PPO

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). With receipt of this verification announcement, we now invite you to review and verify your statistical areas, and to provide corrections where needed. Please see Appendix A for the list of counties for which you are responsible for verifying and correcting and complete the action steps below.

Action Steps:

- 1) Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the following program materials and optional training video:
 - a) *2020 Census PSAP Verification Standard Statistical Geographies Quick Program Guide (Q-910)*.
 - b) *2020 Census PSAP Quick Reference Guide(s)* relevant to your statistical geographic areas.
 - c) *2020 Census PSAP Verification training video* (Optional).
 - d) *2020 Census PSAP Verification Online Portable Document Format (PDF) maps* available as an additional resource for reviewing census tract numbering.
- 2) Review the 2020 statistical areas in TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> to determine if corrections are needed. Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)*, available on the PSAP website, for instructions on the use of TIGERweb to review and verify the statistical areas.
 - a) Consult with the governments/organizations that contributed input during the delineation phase for their input on the verification phase materials.
 - b) Within 30 calendar days of receipt of this verification announcement, email <geo.psap@census.gov> to indicate whether you do or do not have corrections for your statistical areas.
- 3) Review the 2020 census tract numbering using the Online PDF maps available on the 2020 Census PSAP website mentioned in Action Step 1. Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for additional details on their use.
- 4) If you determine updates are necessary:
 - a) Contact the Census Bureau prior to making major or significant corrections.

E-1215

Email to Standard PPO

- b) Download and install the Geographic Update Partnership Software (GUPS) from the PSAP website. Refer to the *2020 Census PSAP Verification Standard Statistical Geographies Quick Program Guide (Q-910)* for instructions on downloading and installing GUPS.
 - c) Complete the statistical area corrections using GUPS. Refer to the *2020 Census PSAP Standard GUPS Respondent Guide (G-730)* from the delineation phase for instructions on using GUPS to update statistical area boundaries and exporting the corrections for submission. Consult the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for specific verification phase instructions that enhance the instructions in the delineation phase guide.
- 5) Use the Census Bureau's Secure Web Incoming Module (SWIM) to return the statistical area corrections (i.e., the .zip file generated by using Export to Zip tool within GUPS). Refer to the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for instructions on using SWIM and a descriptive example.
 - 6) Submit all corrections to the statistical areas within 90 calendar days of receipt of the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact you if there are questions regarding your submission.

Participants may contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921. All of the materials mentioned in this correspondence are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

Appendix A

Counties to verify: <COVERAGE>

E-1215-PR

Correo electrónico al PPO Estándar

Asunto: Programa de Áreas Estadísticas Participantes para el Censo del 2020 – Anuncio de la Fase de Verificación

<MONTH DATE, YEAR>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME , LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATEABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. Tras recibir este anuncio de verificación, le invitamos a revisar y verificar sus áreas estadísticas, y a proporcionar correcciones donde sea necesario. Consulte en el Apéndice A la lista de condados que usted es responsable de verificar y corregir, y complete los pasos de acción a continuación.

Pasos de Acción:

- 1) Visite el sitio web del PSAP del Censo del 2020 <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> para revisar los siguientes materiales del programa y el video opcional de capacitación:
 - a) *Guía de Verificación Rápida del Programa PSAP del Censo del 2020 de Zonas Geográficas Estadísticas Estándares (Q-910).*
 - b) *Guía(s) de Referencia Rápida del PSAP del Censo del 2020* pertinente(s) a sus áreas geográficas estadísticas.
 - c) *Video de capacitación de Verificación del PSAP del Censo del 2020 (Opcional).*
 - d) Los mapas en línea de Verificación del PSAP en Formato de Documento Portátil (PDF) del Censo del 2020 están disponibles como recursos adicionales para revisar la numeración de los sectores censales.
- 2) Revise las áreas estadísticas del 2020 en TIGERweb <<https://tigerweb.geo.census.gov/tigerweb>> para determinar si es necesario hacer correcciones. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)*, disponible en el sitio web del PSAP, para instrucciones sobre el uso de TIGERweb para revisar y verificar áreas estadísticas.
 - a) Consulte con los gobiernos/organizaciones que contribuyeron durante la fase de delineación para obtener sus comentarios sobre los materiales de la fase de verificación.

E-1215-PR

Correo electrónico al PPO Estándar

- b) En un plazo de 30 días calendario después de haber recibido el anuncio de verificación, envíe un correo electrónico a <geo.psap@census.gov> para indicar si tiene o no correcciones para sus áreas estadísticas.
- 3) Revise la numeración de los sectores censales del 2020 usando los mapas en línea en formato PDF disponibles en el sitio web del PSAP del Censo del 2020 mencionados en el Paso de Acción 1. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para obtener más detalles sobre su uso.
- 4) Si usted determina que se requieren actualizaciones:
 - a) Comuníquese con la Oficina del Censo antes de hacer correcciones importantes o significativas.
 - b) Descargue e instale el Software de Colaboración para la Actualización Geográfica (GUPS) del sitio web del PSAP. Consulte la *Guía de Verificación Rápida del Programa PSAP del Censo del 2020 de Zonas Geográficas Estadísticas Estándares (Q-910)* para obtener instrucciones sobre cómo descargar e instalar GUPS.
 - c) Complete las actualizaciones de las áreas estadísticas usando GUPS. Consulte la *Guía Estándar de GUPS para Participantes del PSAP del Censo del 2020 (G-730)* desde la fase de delineación para obtener instrucciones sobre cómo usar GUPS para actualizar los límites de las áreas estadísticas y exportar las correcciones para enviarlas. Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para obtener instrucciones específicas sobre la fase de verificación que complementan las instrucciones de la guía de la fase de delineación.
- 5) Use el Secure Web Incoming Module (SWIM) de la Oficina del Censo para devolver las correcciones de las áreas estadísticas (por ejemplo, el archivo .zip generado al usar la herramienta de Exportar al Archivo Zip en GUPS). Consulte la *Guía de Verificación Estándar para Participantes del PSAP del Censo del 2020 (G-810)* para obtener instrucciones sobre cómo usar SWIM y un ejemplo descriptivo.
- 6) Envíe todas las correcciones a las áreas estadísticas en un plazo de 90 días calendario después de haber recibido el anuncio de verificación. La Oficina del Censo revisará todas las correcciones para garantizar que cumplan con los requisitos establecidos para el PSAP del Censo del 2020 y se comunicará con usted si hay preguntas sobre el envío.

Los participantes pueden comunicarse con el equipo del Programa PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> o por teléfono llamando al 1-844-788-4921. Todos los materiales mencionados en esta correspondencia están localizados en el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Gracias por su participación en el Programa PSAP del Censo del 2020.

Apéndice A

Condados por verificar: <COVERAGE>

E-1225

Email to PSAP PPT

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Technical Participant:

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). The PSAP verification phase materials were provided to the primary PSAP participant in January 2020 for review to determine if corrections are needed. As a PSAP technical participant, please work with the primary PSAP participant to review and verify your statistical areas and to provide corrections where needed. Corrections must be completed within 90 calendar days from receipt of the verification phase announcement.

Locate the information regarding the PSAP verification phase and/or the primary PSAP participant on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> or contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921 for that information. Thank you for your participation in the 2020 Census PSAP.

E-1225-PR

Correo electrónico al PPT del PSAP

Asunto: Programa de Áreas Estadísticas Participantes para el Censo del 2020 – Anuncio de la Fase de Verificación

<MONTH DATE, YEAR>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado Participante Técnico del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. Los materiales de la fase de verificación del PSAP se proporcionaron al participante primario del PSAP en enero del 2020 para su revisión a fin de determinar si es necesario hacer correcciones. Como participante técnico del PSAP, por favor trabaje con el participante principal del PSAP para revisar y verificar sus áreas estadísticas y proporcionar correcciones donde sea necesario. Las correcciones deben completarse en un plazo de 90 días calendario después de haber recibido el anuncio de la fase de verificación.

Busque la información sobre la fase de verificación del PSAP y/o el participante primario del PSAP en el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> o comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> o por teléfono llamando al 1-844-788-4921 para obtener esa información. Gracias por su participación en el Programa PSAP del Censo del 2020.

E-1230

Email to PSAP PCC

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Announcement

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR 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 verification phase materials were provided to the primary PSAP participant in January 2020 for review to determine if corrections are needed. Corrections must be completed within 90 calendar days from receipt of the verification phase announcement.

To provide input, please contact the primary PSAP participant responsible for the review and corrections of the statistical geographies for your area. Locate the information regarding the PSAP verification phase and/or the primary PSAP participant on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> or contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921 for that information. Thank you for your interest in the 2020 Census PSAP.

E-1230-PR

Correo electrónico al PCC del PSAP

Asunto: Programa de Áreas Estadísticas Participantes para el Censo del 2020 – Anuncio de la Fase de Verificación

<MONTH DATE, YEAR>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATEABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado Participante del Programa PSAP:

Su gobierno/organización expresó recientemente interés en proporcionar comentarios sobre las áreas geográficas estadísticas revisadas y actualizadas como parte del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020 de la Oficina del Censo de los EE. UU. Los materiales de la fase de verificación del PSAP se proporcionaron al participante primario del PSAP en enero del 2020 para su revisión a fin de determinar si es necesario hacer correcciones. Las correcciones deben completarse en un plazo de 90 días calendario después de haber recibido el anuncio de la fase de verificación.

Para proporcionar información, comuníquese con el participante primario del PSAP responsable de las revisiones y correcciones de las áreas geográficas estadísticas en su área. Busque la información sobre la fase de verificación del PSAP y/o el participante primario del PSAP en el sitio web del PSAP en <https://www.census.gov/programs-surveys/decennial-census/about/psap.html> o comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a geo.psap@census.gov o por teléfono llamando al 1-844-788-4921 para obtener esa información. Gracias por su interés en el Programa PSAP del Censo del 2020.

E-1240
NRFU Email

Subject: 2020 Census Participant Statistical Areas Program – Verification Follow-up

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). In mid-January, we distributed a verification announcement that invited you to review and verify your statistical areas, and to provide corrections where needed. The verification announcement indicated participants have 90 calendar days to submit corrections.

If you have already submitted your corrections or informed the Census Bureau that you do not have corrections to submit, please disregard this message. If not, please email <geo.psap@census.gov> to indicate whether you have any corrections to submit. Review the verification announcement correspondence for the action steps to complete the PSAP verification process in the time remaining. Please note that late submissions will not be accepted.

For questions or additional information, contact the Census Bureau PSAP team by email at <geo.psap@census.gov>, by phone at 1-844-788-4921, or visit the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Thank you for your participation in the 2020 Census PSAP.

E-1240-PR

Correo electrónico de NRFU

Asunto: Programa de Áreas Estadísticas Participantes del Censo del 2020 – Seguimiento de la Verificación

<MONTH DATE, YEAR>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATEABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. finalizó recientemente los planes de las áreas geográficas estadísticas del 2020 basados en los materiales recibidos durante la fase de delineación del Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020. A mediados de enero, distribuimos un anuncio de verificación que le invitaba a usted a revisar y verificar sus áreas estadísticas, y a proporcionar correcciones donde fuera necesario. El anuncio de verificación indicaba que los participantes tenían 90 días calendario para enviar actualizaciones.

Si usted ya envió sus correcciones o informó a la Oficina del Censo que no tiene correcciones, ignore este mensaje. Si no, envíe un correo electrónico a <geo.psap@census.gov> para indicar si tiene alguna corrección que enviar. Revise en la correspondencia del anuncio de verificación los pasos de acción para completar el proceso de verificación del PSAP en el tiempo restante. Tenga en cuenta que no se aceptarán envíos atrasados.

Para preguntas o información adicional, comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> por teléfono llamando al 1-844-788-4921 o visite el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

Gracias por su participación en el Programa PSAP del Censo del 2020.

E-1250

Verification Phase Close-out Email

Subject: 2020 Census Participant Statistical Areas Program – Verification Phase Close-out

<MONTH DATE, YEAR>

Entity ID: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATE ABBR ZIP>

FROM THE ASSOCIATE DIRECTOR FOR DECENNIAL CENSUS PROGRAMS

Dear PSAP Participant:

The U.S. Census Bureau has finalized the 2020 Census Participant Statistical Areas Program (PSAP) statistical geographic areas, incorporating updates submitted during the verification phase, where appropriate. The 2020 Census PSAP is now complete. Thank you for your participation.

The information provided during 2020 Census PSAP ensures the accuracy and completeness of statistical areas used to tabulate data for the 2020 Census, the American Community Survey (ACS), the Economic Census, and potentially other census surveys. For questions or additional information, contact the Census Bureau PSAP team by email at <geo.psap@census.gov>, by phone at 1-844-788-4921, or visit the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

E-1250-PR

Correo electrónico de Cierre de la Fase de Verificación

Asunto: Programa de Áreas Estadísticas Participantes del Censo del 2020 – Cierre de la Fase de Verificación

<MONTH DATE, YEAR>

Identificación de la Entidad: <ENTITY_ID>

<FIRST NAME, LAST NAME>

<POSITION>

<DEPARTMENT>

<ADDRESS>

<CITY, STATEABBR ZIP>

DEL DIRECTOR ASOCIADO PARA PROGRAMAS DEL CENSO DECENAL

Estimado participante del Programa PSAP:

La Oficina del Censo de los EE. UU. ha finalizado el Programa de Áreas Estadísticas Participantes (PSAP) del Censo del 2020 para áreas geográficas estadísticas, incorporando actualizaciones enviadas durante la fase de verificación donde fuera necesario. El PSAP del Censo del 2020 ahora está completo. Gracias por su participación.

La información proporcionada durante el PSAP del Censo del 2020 asegura que las áreas estadísticas usadas para tabular los datos del Censo del 2020, la Encuesta sobre la Comunidad de Puerto Rico (PRCS), el Censo Económico y potencialmente otras encuestas censales sean precisas y estén completas. Para preguntas o información adicional, comuníquese con el equipo del PSAP de la Oficina del Censo por correo electrónico a <geo.psap@census.gov> por teléfono llamando al 1-844-788-4921 o visite el sitio web del PSAP en <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>.

Thank you for your participation in the Census Bureau's Participant Statistical Areas (PSAP) program. You should have recently received a notification letting you know that the verification phase has begun. The primary purpose of this phase is so that you can confirm that the changes you made to statistical area boundaries during PSAP were done correctly.

In addition, you should be paying particular attention to the Census Designated Places (CDPs). During the PSAP review phase, you were supplied a proposed 2020 plan, however that plan did not include the proposed changes to the CDPs. The Census Bureau's proposed CDP changes and additions are present in the verification phase for you to review at this time. Please be aware that in some cases, changes you made to the CDPs during the review phase have been combined with the proposed changes.

You have 90 days to complete your verification, but we ask that you let us know within 30 days if you think you will have any changes. For more information about the verification phase, including quick program guides and respondent guides, please visit the PSAP website at <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>

If you have further questions about the verification phase, the materials on the website, or the PSAP program in general, feel free to contact our regional office by phone or email.

The Geography Team, Los Angeles Regional Census Center, U.S. Census Bureau
Office 213.314.6250 los.angeles.rcc.geography@2020census.gov
[census.gov](https://www.census.gov) Connect with us on [Social Media](#)

Good <morning/afternoon> <State> PSAP Participants,

The U.S. Census Bureau recently finalized the 2020 statistical geographic area plans based on submissions received during the delineation phase of the 2020 Census Participant Statistical Areas Program (PSAP). This January, we will invite you to review and verify your statistical areas and to provide corrections where needed. If you have questions about which counties you are responsible for reviewing, please contact the Geography Department at the New York Regional Census Center at 1-212-882-2150 or New.York.RCC.Geography@2020Census.gov.

Further details are located on the PSAP website at <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Participants may also contact the Census Bureau PSAP team by email at <geo.psap@census.gov> or by phone at 1-844-788-4921.

Thank you for participating in the 2020 Census PSAP.

Kind regards,

Geography Dept.

Standard Statistical Geographies - Quick Program Guide

2020 Census Participant Statistical Areas Program (PSAP) Verification Phase

The 2020 Census PSAP verification phase provides an opportunity to ensure the 2020 statistical areas are acceptable and reflect the edits made by participants and the Census Bureau during the 2020 Census PSAP delineation phase. It serves as the final review of the statistical areas that will be used to tabulate the results of the 2020 Census, the American Community Survey (and Puerto Rico Community Survey), the Economic Census, and potentially other census surveys.

Following receipt of the verification announcement (i.e., email or letter), begin with the information provided in this Quick Program Guide to review and verify the 2020 statistical geographies that apply to your county(s). Provide corrections to the statistical area boundaries or attributes (e.g., census tract codes, block group codes, census designated place (CDP) names or census county division (CCD) names) where needed. Locate detailed instructions within the respondent guides listed below as part of the program materials.

I. Review Program Materials

Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the applicable materials listed below. Please note, the program materials are either found within the **2020 Census PSAP Verification Materials** section or the **2020 Census PSAP Delineation Materials** section.

2020 Census PSAP Verification Materials

- *2020 Census PSAP Verification Standard Respondent Guide (G-810).*
- *2020 Census PSAP Verification Training Demonstration Video*, pre-recorded, not interactive/live.
- *2020 Census PSAP Verification Online Portable Document Format (PDF) maps*, available as an additional resource to assist with the review of census tract coding.
- *2020 Census PSAP Verification New Census Designated Places (CDPs) file*, for use in reviewing new CDPs.
- *2020 Census PSAP Quick Reference Guide: Census Tracts (G-650) or (G-650PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Block Groups (G-640) or (G-640PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615) or (G-615PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Census County Divisions (G-660)*, if applicable to your state.

2020 Census PSAP Delineation Materials

- *2020 Census PSAP Standard Respondent Guide (G-730)*, for use if corrections are necessary.
- *2020 Census PSAP Standard GUPS training materials (e.g., webinar recording, presentation, and script)*, for use if corrections are necessary and seek a refresher on GUPS.

See Section II for information on using TIGERweb to review the statistical area boundaries. See Section III for information on using the Online PDF maps to review census tract coding.

II. Review 2020 Statistical Areas Using TIGERweb

TIGERweb is a web-based system that allows users to visualize the Topologically Integrated Geographic Encoding and Referencing system or database (TIGER) data, including statistical area boundaries and attributes. The **TIGERweb Applications** choice within TIGERweb provides a simple way to view TIGER data without Geographic Information System (GIS) software and without downloading data. It allows users to select features and view attributes, to search for features by name or geocode, and to identify features by selecting them from a map. The **TIGERweb Web Mapping Service (WMS)** and **TIGERweb Representational State Transfer (REST) Services** choices allow users to integrate census data into their own GIS or custom web-based applications.

Refer to *Chapter 2* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* or to the online *TIGERweb User Guide* for detailed instructions on the use of all three choices within TIGERweb. The steps below provide only high-level guidance on how to utilize the TIGERweb online application to review the 2020 statistical areas.

1. Use TIGERweb to review the 2020 statistical areas and determine if corrections are needed. To determine what counties to review, refer to the verification announcement.
 - Access TIGERweb at <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. A link to TIGERweb is also on the PSAP website within the **2020 Census PSAP Verification Materials** section.
 - Select the **TIGERweb Applications** tab to use the online application. Choose either the **WMS** or **REST Services** tabs to use the web services functionality to load TIGER data into the local GIS or web based application.
 - For those using the online application, from the left side of the browser window, select **TIGERweb**. Do not select **TIGERweb Decennial** or **TIGERweb Economic Census**.
 - TIGERweb launches in a new browser window. When it opens, a map of the continental United States appears in the center of the screen and a list of layers on the left side of the screen.
 - Within the **Layers** tab on the left side of the screen, ensure the **Select Vintage:** drop-down menu is set to **Current**. This is very important to view the 2020 statistical areas. Note: Even though the 2020 statistical areas are included in the Current vintage and made available to the public through TIGERweb, they are not yet used in most data products since they will not be finalized until after the verification phase concludes.
 - Within **Layers** panel, turn on the relevant layers, e.g., **Census Tracts and Blocks** and **Places and County Subdivisions** by using the checkmark and ensure **Labels** and **Hydrography** remain checked. Check other layers (e.g., **Transportation**) as appropriate to assist with review. Layers are scale dependent and not visible on-screen until the appropriate scale is reached.
 - Zoom by using the **Zoom In scrollbar**, the rollerball on the mouse, or use the **Query** tool (globe icon with magnifying glass in upper right of the screen) to query for a specific county.
 - Within the **Query** tool, ensure the **Attribute** tab is active. Choose **States and Counties** from the **Select Map...** drop-down menu, then select **Counties** within the **Select Layer(s)** section and type all (or part) of the name of the county to locate in the **Enter Name of Feature** section AND/OR all or part of Federal Information Processing Series (FIPS) code in the **Enter GEOID of Feature** section. Locate the FIPS code for your county(s) within the verification announcement. Click **SUBMIT** and TIGERweb zooms to the extent of the county. Note: If a county name repeats among states, the query returns all counties with that name in the **Query Results** section of the **Task Results** tab along the left side of the screen. Click the correct county to review and TIGERweb zooms to the extent of that county.
 - From the extent of the county, zoom in further to display the census tract and block group boundaries as well as the CDP and CCD boundaries (if applicable).
 - Zoom and pan around the county, checking the statistical area boundaries and attributes to confirm they align with your expectations. Note: see section III for information on the Online PDF maps, which may be useful for reviewing census tract coding.
 - Additionally, users can utilize the **Query** tool to query for individual statistical geographies within the map extent of the county previously queried. Refer to *Table 2* within the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for those details.

2. Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to provide notification on whether or not corrections are needed to the statistical areas within their county(s). A complete review of a county is not required to notify the Census Bureau of pending corrections. Evidence of any correction allows for the email notifying that corrections are forthcoming. Conversely, if the review concludes no corrections are required, notification allows the Census Bureau to proceed with the statistical areas as they exist. For participants with more than one county to review, the Census Bureau suggests a quick review of each county so that notification can be sent for all of your responsible counties at once within the requested timeframe.
 - If the Census Bureau does not receive email notification of approval and has not received a verification phase submission containing corrections for your county(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification will be sent that includes a reminder to notify the Census Bureau of your approval or of your intention to make a submission. This notification reinforces the importance of an on-time submission. Late submissions will not be accepted.
3. If you determine corrections are necessary, contact the Census Bureau prior to making **major or significant corrections** to receive guidance on how, or if, to proceed. However, if **minor or a few corrections** are necessary follow the remaining steps in this Quick Program Guide to complete the statistical area corrections.

IMPORTANT: If census tract coding was not reviewed in TIGERweb, please proceed to the next section; otherwise, if no corrections to the statistical area boundaries or attributes are identified there is no need to proceed with the subsequent steps within this Quick Program Guide.

III. Review 2020 Census Tract Coding Using Online PDF Maps (i.e., Census Tract Code Review Maps)

The Census Bureau created county-based, Online PDF maps that show the census tract boundaries, census tract coding (labels), and other common map features to assist with the review of the 2020 census tract coding. It is not available in printed form. While census tract codes can be reviewed in TIGERweb, the Census Bureau believes this Online PDF map product allows participants to more easily scan and review the coding scheme to ensure any long standing or existing coding patterns are maintained throughout the 2020 Census PSAP process. Because this product does not include all of the statistical area types, it should not be used to review the statistical area boundaries.

Refer to *Chapter 3* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for corresponding information on this map product. The steps below provide high-level guidance on how to locate and view the Online PDF maps of Census Tracts.

1. Open a new internet browser and navigate to the PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Scroll down the page to the **2020 Census PSAP Verification Materials** section to locate the **Online PDF Maps – Census Tract** sub-section.
2. Click the **Choose a State to View** section, then select the name of state in which the county to review is located from the drop-down menu. The system routes participants to a file transfer protocol (FTP) directory for that state where individual PDF census tract maps for each county within the state appear.
 - The file naming convention is **PSAPV20CT<ssccc>.pdf**, where <ssccc> corresponds to the five digit state/county FIPS code listed on the verification announcement for your responsible county(s). For example, Ramsey County, Minnesota would be **PSAPV20CT27123.pdf** and Arroyo Municipio, Puerto Rico would be **PSAPV20CT72015.pdf**.
3. Click the PDF file name to open the map directly from the website or to save the file locally for later use. Follow the on-screen instructions for downloading and saving the file. If using the file locally, ensure use of either Adobe Reader® or Adobe Acrobat® to preserve map symbology and readability.
4. With the county-based PDF file open, zoom and pan around the county reviewing the census tract coding to confirm it aligns with your expectations. If more than one map sheet is necessary to depict all of the census tracts within a county, the PDF file is bundled to include multiple sheets. Review each map sheet within the county to conduct a complete review.
5. If you determine corrections are necessary, make note of the census tracts with coding errors and proceed with the instructions in this Quick Program Guide.

IMPORTANT: There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to the census tract coding are identified and no previous statistical area corrections were noted when using TIGERweb.

IV. Download and Install GUPS

IMPORTANT: The GUPS version for the verification phase uses a newer version of software than the one used during the delineation phase (i.e., on the QGIS 3 Madeira platform rather than QGIS 2 Las Palmas platform). Participants must download and install the newer version to make corrections during the verification phase.

1. Open a new internet browser window and navigate to the PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Scroll down the page to the **2020 Census PSAP Verification Materials** section and click **Download the GUPS**. Use **Save As** rather than **Save** to choose a specific folder location on the local computer to download the file. The software is within a .zip file.
2. Navigate to the folder location of the saved .zip file and unzip the file to extract its contents. Please note, administrative privileges to install GUPS on a local computer are likely necessary. Check with the local system administrator regarding software installation protocol prior to contacting the Census Bureau for assistance with installation. The contact information is located at the bottom of this Quick Program Guide.
3. From the folder where the .zip file extracted, double-click the **SETUP-<version>.bat** file to start the installation. Regardless of the version number of the file, there will be only one SETUP .bat file to choose.
4. The **Welcome to QGIS** screen appears that allows a participant to import their previous settings from QGIS 2 or starting clean. Choose **Start Clean** and click **Let's get started** to proceed. Note, if a new version of GUPS that uses QGIS 3 is already installed, this window may not appear.
5. When the software installer opens, the **Welcome to the QGIS Setup Wizard** screen appears. Read the screen and click **Next** to proceed.
6. The **License Agreement** screen appears. Review the license agreement and click **I Agree** to proceed with installation.
7. The **Choose Install Location** screen appears. For performance and stability, the Census Bureau recommends installation to the default directory even though the **Browse** button allows for changing of the installation directory. Click **Next** to continue.
8. The **Choose Components** screen appears. Leave the defaults. Click **Install** to continue.
9. The software may take five to 10 minutes to install, so please be patient. When complete, the **Completing the QGIS Setup Wizard** screen appears. Click **Finish** to complete the installation of QGIS.
10. Next, the **GUPS Install Setup: Complete** screen appears showing the status of GUPS installation. Do not close the window while GUPS installs. Once it completes, click **Close**.
11. With the previous step, both QGIS and GUPS are installed and ready for use.

V. Open GUPS and Launch the Participant Statistical Areas Program Verification Program

With the new version of GUPS installed, use these instructions to begin a project to perform verification phase corrections.

1. Select **QGIS 3.4.4 Desktop** within the QGIS 3.4 Program Menu on the Start Menu or within the QGIS 3.4 desktop icon to launch GUPS. None of the other software (e.g., GRASS) that installed with QGIS are necessary to use.
2. A **QGIS start-up/splash** screen appears showing the progress of opening the software and is followed by the **QGIS Tips** screen. Dismiss the Tips screen.
3. The Map Management window opens. Select Participant Statistical Area Program Verification from the Program menu.
4. Select the **County Based User** for the **User Type**, the state of the county for review for the **State**, and the county to make corrections for the **Working County**. Do not select any adjacent counties unless they assist with the review of the county selected as the **Working County**. As with the delineation phase, participants complete their verification corrections county-by-county.
5. Choose **Census Web** from the **Select Data Folder, Directory or Location** window to download the data directly into GUPS.
6. Refer to *Part 3* of the *2020 Census PSAP Standard Respondent Guide (G-730)* used during the delineation phase for instructions on using GUPS to make corrections to the statistical area boundaries and consult the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for specific verification phase instructions.

VI. Submit Corrections

Please submit all corrections to the statistical areas within 90 calendar days of receiving the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact participants if there are questions.

Return corrections to the statistical areas, in the form of a county-based .zip file exported from GUPS, using the Census Bureau's Secure Web Incoming Module (SWIM). Locate SWIM at <<https://respond.census.gov/swim/>>. A link to the SWIM website is also located on the PSAP website. Refer to *Chapter 6* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for a descriptive SWIM example.

Please note, because of your participation in PSAP, it is likely a SWIM account already exists for the person who sent the delineation phase submission. If a new SWIM account is necessary, if you encounter problems accessing your existing SWIM account, or if questions remain after consulting the respondent guides, please contact the Census Bureau by phone at 1-844-788-4921 or by email at <geo.psap@census.gov> for additional assistance.

Tribal Statistical Geographies - Quick Program Guide

2020 Census Participant Statistical Areas Program (PSAP) Verification Phase

The 2020 Census PSAP verification phase provides an opportunity to ensure the 2020 statistical areas are acceptable and reflect the edits made by participants and the Census Bureau during the 2020 Census PSAP delineation phase. It serves as the final review of the statistical areas that will be used to tabulate the results of the 2020 Census, the American Community Survey, the Economic Census, and potentially other census surveys.

Following receipt of the verification announcement (i.e., email or letter), begin with the information provided in this Quick Program Guide to review and verify the 2020 statistical geographies that apply to your tribal area. Provide corrections to the statistical area boundaries and attributes (e.g., tribal census tract codes, tribal block group codes, CDP names, and tribal statistical area names) where needed. Locate detailed instructions within the respondent guides listed below as part of the program materials.

I. Review Program Materials

Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the applicable materials listed below. Please note, the program materials are either found within the **2020 Census PSAP Verification Materials** section or the **2020 Census PSAP Delineation Materials** section.

2020 Census PSAP Verification Materials

- *2020 Census PSAP Verification Tribal Respondent Guide (G-800)*. Unlike the delineation phase, there is only one respondent guide for verification.
- *2020 Census PSAP Verification Training Demonstration Video*, pre-recorded, not interactive/live. Unlike during the delineation phase, there is only one training demonstration video for the verification phase.
- *2020 Census PSAP Verification Online Portable Document Format (PDF) maps*, available as an additional resource to use for reviewing tribal statistical areas and their attributes.
- *2020 Census PSAP Verification New Census Designated Places (CDPs) file*, for use in reviewing new CDPs.
- *2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610)*.
- *2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600)*.
- *2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615)*.
- *2020 Census PSAP Quick Reference Guide: Alaska Native Village Statistical Areas (G-622)*.
- *2020 Census PSAP Quick Reference Guide: Oklahoma Tribal Statistical Areas (G-623)*.
- *2020 Census PSAP Quick Reference Guide: State American Indian Reservation (G-625)*.
- *2020 Census PSAP Quick Reference Guide: State Designated Tribal Statistical Areas (G-621)*.
- *2020 Census PSAP Quick Reference Guide: Tribal Designated Statistical Areas (G-620)*.

2020 Census PSAP Delineation Materials

- *2020 Census PSAP Tribal Respondent Guide (G-690)*, for use if corrections are necessary.
- *2020 Census PSAP Tribal Paper Respondent Guide (G-700)*, for use if corrections are necessary.
- *2020 Census PSAP Tribal GUPS training materials (e.g., webinar recording, presentation, and script)*, for use if corrections are necessary and seek a refresher on GUPS.
- *2020 Census PSAP Tribal Paper training materials (e.g., presentation and script)*, for use if corrections are necessary and seek a refresher on the use of paper maps. There is no delineation phase webinar recording for paper participants.

See Section II for information on using TIGERweb to review the statistical area boundaries. See Section III for information on using the Online PDF maps to review the statistical area boundaries.

II. Review 2020 Statistical Areas Using TIGERweb

Tribal participants can use TIGERweb to review their statistical areas. To use the Online PDF maps rather than TIGERweb to review the statistical areas, skip to Section III.

TIGERweb is a web-based system that allows users to visualize the Topologically Integrated Geographic Encoding and Referencing system or database (TIGER) data, including statistical area boundaries and attributes. The **TIGERweb Applications** choice within TIGERweb provides a simple way to view TIGER data without Geographic Information System (GIS) software and without downloading data. It allows users to select features and view attributes, to search for features by name or geocode, and to identify features by selecting them from a map. The **TIGERweb Web Mapping Service (WMS)** and **TIGERweb Representational State Transfer (REST) Services** choices allow users to integrate census data into their own GIS or custom web-based applications.

Refer to *Chapter 2* of the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* or to the online *TIGERweb User Guide* for detailed instructions on the use of all three choices within TIGERweb. The steps below provide only high-level guidance on how to utilize the TIGERweb online application to review the 2020 statistical areas.

1. Use TIGERweb to review the 2020 statistical areas and determine if corrections are needed. To determine what tribal areas to review, refer to the verification announcement.
 - Access TIGERweb at <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. A link to TIGERweb is also on the PSAP website within the **2020 Census PSAP Verification Materials** section.
 - Select the **TIGERweb Applications** tab to use the online application. Choose either the **WMS** or **REST Services** tabs to use the web services functionality to load TIGER data into the tribal GIS or web based application.
 - For those using the online application, from the left side of the browser window, select **TIGERweb**. Do not select **TIGERweb Decennial** or **TIGERweb Economic Census**.
 - TIGERweb launches in a new browser window. When it opens, a map of the continental United States appears in the center of the screen and a list of layers on the left side of the screen.
 - Within the **Layers** tab on the left side of the screen, ensure the **Select Vintage**: drop-down menu is set to **Current**. This is very important to view the 2020 statistical areas. Note: Even though the 2020 statistical areas are included in the Current vintage and made available to the public through TIGERweb, they are not yet used in most data products since they will not be finalized until after the verification phase concludes.
 - Within **Layers** panel, turn on the relevant layers, e.g., **American Indian, Alaska Native, and Native Hawaiian Areas, Tribal Census Tracts and Block Groups, and Places and County Subdivisions** by using the checkmark and ensure **Labels** and **Hydrography** remain checked. Check other layers (e.g., **Transportation**) as appropriate to assist with review. Layers are scale dependent and not visible on-screen until the appropriate scale is reached.
 - Zoom by using the **Zoom In scrollbar**, the rollerball on the mouse, or use the **Query** tool (globe icon with magnifying glass in upper right of the screen) to query for a specific tribal area.
 - Within the **Query** tool, ensure the **Attribute** tab is active. Choose **American Indian, Alaska Native, and Native Hawaiian Areas** from the **Select Map...** drop-down menu, then select appropriate tribal area within the **Select Layer(s)** section and type all (or part) of the name of the tribal area to locate in the **Enter Name of Feature** section. Click **SUBMIT** and TIGERweb zooms to the extent of the tribal area. Note: If all (or part) of the tribal area name repeats among several tribal areas, the query returns all tribal areas with that name in the **Query Results** section of the **Task Results** tab along the left side of the screen. Click the correct tribal area to review and TIGERweb zooms to the extent of that tribal area.
 - From the extent of the tribal area, zoom in further to display the statistical areas applicable to your tribal area.
 - Zoom and pan around the tribal area, checking the statistical area boundaries and attributes to confirm they align with your expectations.
 - Additionally, users can utilize the **Query** tool to query for individual statistical geographies within the map extent of the tribal area previously queried. Refer to *Table 2* within the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for those details.

2. Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to provide notification on whether or not corrections are needed to the statistical areas within their tribal area(s). A complete review of a tribal area is not required to notify the Census Bureau of pending corrections. Evidence of any correction allows for the email notifying that corrections are forthcoming. Conversely, if the review concludes no corrections are required, notification allows the Census Bureau to proceed with the statistical areas as they exist. For participants with more than one tribal area to review, the Census Bureau suggests a quick review of each tribal area so that notification can be sent for all of your responsible areas at once within the requested timeframe.
 - If the Census Bureau does not receive email notification of approval and has not received a verification phase submission containing corrections for your tribal area(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification will be sent that includes a reminder to notify the Census Bureau of your approval or of your intention to make a submission. This notification reinforces the importance of an on-time submission. Late submissions will not be accepted.
3. If you determine corrections are necessary, contact the Census Bureau prior to making **major or significant corrections** to receive guidance on how, or if, to proceed. However, if **minor or a few corrections** are necessary follow the remaining steps in this Quick Program Guide to complete the statistical area corrections.
 - Participants using GUPS (i.e., Federal Reservations that review tribal census tracts and tribal block groups), refer to Sections IV and V of this Quick Program Guide.
 - Participants using paper maps, refer to Section VII of this Quick Program Guide. Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

IMPORTANT: There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to statistical areas are identified.

III. Review 2020 Statistical Areas Using Online PDF Maps

The Census Bureau created tribe specific, Online PDF maps for use in reviewing the 2020 statistical areas for participants that do not wish to use TIGERweb to conduct their review. Do not attempt to print these materials for use in making corrections. Paper maps are available for making corrections.

The file naming convention of the Tribal Online PDF maps, except for the Alaska Native Regional Corporation (ANRC) maps, combines the map type abbreviation followed by a unique 11-digit numeric code (e.g., <**map type abbreviation**><**499RRRRAAAA**>.pdf). Below are the seven map type abbreviations based on the type of tribal entity.

- PSAPV20FR for Federal American Indian Reservation
- PSAPV20SR for State American Indian Reservation
- PSAPV20RC for Alaska Native Regional Corporation
- PSAPV20NV for Alaska Native Village Statistical Area
- PSAPV20OT for Oklahoma Tribal Statistical Area
- PSAPV20SD for State Designated Tribal Statistical Area
- PSAPV20TD for Tribal Designated Statistical Area

The unique 11-digit numeric code appears on the bottom of the verification announcement to indicate each tribal area under your responsibility to review and verify. The file naming convention for the ANRC maps use the map type abbreviation mentioned above, but uses <**fffff**> instead of <**499RRRRAAAA**>, where **fffff** is the five-digit Federal Information Processing Series (FIPS) code for the ANRC (e.g., **PSAPV20RC**<**fffff**>.pdf).

Refer to *Chapter 3* of the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for corresponding information on this map product. The steps below provide high-level guidance on how to locate and view the Online PDF maps for tribal areas.

1. Open a new internet browser window and navigate to the PSAP website < <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>, scroll down the page to the **2020 Census PSAP Verification Materials** section to locate the **Online PDF Maps - Tribal** sub-section.
2. Click the link for the type of tribal entity for your tribal area(s) from the list of American Indian Areas (i.e., Federal Reservations, State Reservations, Alaska Native Regional Corporations, Alaska Native Village Statistical Areas, Oklahoma Tribal Statistical Areas, State Designated Tribal Statistical Areas, or Tribal Designated Statistical Areas). The system routes participants to a file transfer protocol (FTP) directory for the type of tribal entity selected that shows sub-folders for each tribal area within that tribal entity type.
3. Within the type of tribal entity directory, scroll through the list of sub-folders to locate the one that corresponds with the tribal area for review and click it. The tribal area sub-folder naming convention incorporates the tribal area code (i.e., the last four digits of unique 11-digit code or the five-digit FIPS code for ANRCs) and the name of the tribal area.
 - **Federal Reservations** sub-folder naming convention = **r<AAAA>_<Tribal name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
 - **State Reservations** sub-folder naming convention = **r<AAAA>_<Tribal name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
 - **Alaska Native Regional Corporations** sub-folder naming convention = **r<ffff>_<ANRC name>**, where ffff corresponds to the five digit FIPS code of the ANRC.
 - **Alaska Native Village Statistical Areas** sub-folder naming convention = **s<AAAA>_<ANVSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
 - **Oklahoma Tribal Statistical Areas** sub-folder naming convention = **s<AAAA>_<OTSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
 - **State Designated Tribal Statistical Areas** sub-folder naming convention = **s<AAAA>_<SDTSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
 - **Tribal Designated Statistical Areas** sub-folder naming convention = **s<AAAA>_<TDSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
4. From the tribal area sub-folder, the individual PDF tribal area map(s) appear. Click the PDF file name to open the file directly from the website or to save the file locally for later use. Follow the on-screen prompts for downloading and saving the file. If using the file locally, ensure use of either Adobe Reader® or Adobe Acrobat® to preserve map symbology and readability.
5. With the tribal area-based PDF file open, zoom and pan around the tribal area to review the statistical area boundaries and attributes to confirm they align with your expectations. If more than one map sheet is necessary to depict all of the statistical areas within a tribal area, the PDF file is bundled to include multiple sheets. Review each map sheet that contains a statistical area boundary.
6. Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to provide notification on whether or not corrections are needed to the statistical areas within their tribal area(s). A complete review of a tribal area is not required to notify the Census Bureau of pending corrections. Evidence of any correction allows for the email notifying that corrections are forthcoming. Conversely, if the review concludes no corrections are required, notification allows the Census Bureau to proceed with the statistical areas as they exist. For participants with more than one tribal area to review, the Census Bureau suggests a quick review of each tribal area so that notification can be sent for all of your responsible areas at once within the requested timeframe.
 - If the Census Bureau does not receive email notification of approval and has not received a verification phase submission containing corrections for your tribal area(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification will be sent that includes a reminder to notify the Census Bureau of your approval or of your intention to make a submission. This notification reinforces the importance of an on-time submission. Late submissions will not be accepted.

7. If you determine corrections are necessary, contact the Census Bureau prior to making **major or significant corrections** to receive guidance on how, or if, to proceed. However, if **minor or a few corrections** are necessary follow the remaining steps in this Quick Program Guide to complete the statistical area corrections.
 - Participants using GUPS (i.e., Federal Reservations that review tribal census tracts and tribal block groups), refer to Sections IV and V of this Quick Program Guide.
 - Participants using paper maps, refer to Section VI of this Quick Program Guide. Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

IMPORTANT: There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to statistical areas are identified.

IV. Download and Install GUPS

IMPORTANT: The GUPS version for the verification phase uses a newer version of software than the one used during the delineation phase (i.e., on the QGIS 3 Madeira platform rather than QGIS 2 Las Palmas platform). Participants must download and install the newer version to make corrections during the verification phase.

1. Open a new internet browser window and navigate to the PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Scroll down the page to the **2020 Census PSAP Verification Materials** section and click **Download the GUPS**. Use **Save As** rather than **Save** to choose a specific folder location on the local computer to download the file. The software is within a .zip file.
2. Navigate to the folder location of the saved .zip file and unzip the file to extract its contents. Please note, administrative privileges to install GUPS on a local computer are likely necessary. Check with the local system administrator regarding software installation protocol prior to contacting the Census Bureau for assistance with installation. The contact information is located at the bottom of this Quick Program Guide.
3. From the folder where the .zip file extracted, double-click the **SETUP-<version>.bat** file to start the installation. Regardless of the version number of the file, there will be only one SETUP .bat file to choose.
4. The **Welcome to QGIS** screen appears that allows a participant to import their previous settings from QGIS 2 or starting clean. Choose **Start Clean** and click **Let's get started** to proceed. Note, if a new version of GUPS that uses QGIS 3 is already installed, this window may not appear.
5. When the software installer opens, the **Welcome to the QGIS Setup Wizard** screen appears. Read the screen and click **Next** to proceed.
6. The **License Agreement** screen appears. Review the license agreement and click **I Agree** to proceed with installation.
7. The **Choose Install Location** screen appears. For performance and stability, the Census Bureau recommends installation to the default directory even though the **Browse** button allows for changing of the installation directory. Click **Next** to continue.
8. The **Choose Components** screen appears. Leave the defaults. Click **Install** to continue.
9. The software may take five to 10 minutes to install, so please be patient. When complete, the **Completing the QGIS Setup Wizard** screen appears. Click **Finish** to complete the installation of QGIS.
10. Next, the **GUPS Install Setup: Complete** screen appears showing the status of GUPS installation. Do not close the window while GUPS installs. Once it completes, click **Close**.
11. With the previous step, both QGIS and GUPS are installed and ready for use.

V. Open GUPS and Launch the Participant Statistical Areas Program Verification Program

With the new version of GUPS installed, use these instructions to begin a project to perform verification phase corrections.

1. Select **QGIS 3.4.4 Desktop** within the QGIS 3.4 Program Menu on the Start Menu or within the QGIS 3.4 desktop icon to launch GUPS. None of the other software (e.g., GRASS) that installed with QGIS are necessary to use.
2. A **QGIS start-up/splash** screen appears showing the progress of opening the software and is followed by the **QGIS Tips** screen. Dismiss the Tips screen.
3. The Map Management window opens. Select Participant Statistical Area Program Verification from the Program menu.

4. Select Tribal Statistical Review for the User Type, the Reservation/Trust Land for the Entity Type, and choose the tribal entity from the Entity Name menu.
5. Choose **Census Web** from the **Select Data Folder, Directory or Location** window to download the data directly into GUPS.
6. Refer to *Part 2* of the *2020 Census PSAP Tribal Respondent Guide (G-690)* used during the delineation phase for instructions on using GUPS to make corrections to the statistical area boundaries and consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions.
7. Skip to section VII for instructions on submitting the corrections.

VI. Annotate Corrections Using Paper Maps

Refer to *Part 2* of the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on using paper maps to make corrections to the statistical area boundaries and on preparing the updated maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions. **IMPORTANT:** Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

VII. Submit Corrections

Please submit all corrections to the statistical areas within 90 calendar days of receiving the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact participants if there are questions.

For those using GUPS, return corrections to the statistical areas, in the form of a .zip file exported from GUPS, using the Census Bureau's Secure Web Incoming Module (SWIM). Locate SWIM at <<https://respond.census.gov/swim/>>. A link to the SWIM website is also located on the PSAP website. Refer to *Chapter 7* of the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for a descriptive SWIM example.

Please note, because of your participation in PSAP, it is likely a SWIM account already exists for the person who sent the delineation phase submission. If a new SWIM account is necessary, if you encounter problems accessing your existing SWIM account, or if questions remain after consulting the respondent guide(s), please contact the Census Bureau by phone at 1-844-788-4921 or by email at <geo.psap@census.gov> for additional assistance.

For those using paper maps, refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for instructions on the return of updated maps. If questions remain after consulting the respondent guide(s), participants may contact the Census Bureau by phone at 1-844-788-4921 or by email at <geo.psap@census.gov> for additional assistance.

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

Instructions for Participants with Tribal Statistical Geographies
November 2019



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INTRODUCTION

A. General Information

The U. S. Census Bureau completed processing of the 2020 Census Participant Statistical Areas Program (PSAP) delineation phase submissions and is now ready to begin the 2020 Census PSAP verification phase. The verification phase provides an opportunity to ensure the 2020 statistical areas are acceptable and reflect the edits made by participants and the Census Bureau during the delineation phase. It serves as a final review of the statistical areas used to tabulate the results of the 2020 Census, the American Community Survey, the Economic Census, and potentially other census surveys.

In some instances the Census Bureau revised participants' delineation phase submissions in order to meet established criteria and guidelines. For that reason, participants are encouraged to conduct a thorough review of the current 2020 statistical areas to determine if they work for the tabulation and distribution of statistical data and to provide corrections where needed. Participants can compare the current 2020 statistical area boundaries and attributes with the information submitted during the delineation phase or conduct a complete review without making a comparison to their delineation phase submission.

Note: Participant revisions to the 2020 statistical areas during the verification phase, that were not provided during the delineation phase, will be considered based on the scope of the revision, their merit for analytical purposes, and their adherence to the established criteria and guidelines.

The Census Bureau requests tribal participants use TIGERweb or Online Portable Document Format (PDF) maps to review the 2020 statistical areas applicable to their tribal area(s) and to use either the Geographic Update Partnership Software (GUPS) or paper maps to provide corrections where needed. The statistical areas eligible for review are tribal census tracts, tribal block groups, census designated places (CDPs), Alaska Native Regional Corporations (ANRCs), Alaska Native village statistical areas (ANVSAs), Oklahoma tribal statistical areas (OTSAs), OTSA tribal subdivisions, State American Indian Reservations (SAIRs), State Designated Tribal Statistical Areas (SDTSAs), and Tribal Designated Statistical Areas (TDSAs). Please note, ANRCs and SAIRs are not statistical areas, but were included for review as part of the 2020 Census PSAP for administrative reasons, so they are included in verification to confirm the boundaries and attributes remain intact following the delineation phase.

IMPORTANT: The verification phase provides the only opportunity for participants to review CDPs modified or created during the delineation phase. Locate the file that lists the new CDPs created since the delineation phase on the PSAP website. Please review the CDPs within the tribal areas listed on the verification announcement to ensure each CDP captures the extent of the community it seeks to define (i.e., review the boundary) and is identified by the name locally used for that community (i.e., review the CDP name).

For navigating the various products and software for PSAP verification, it is helpful to understand the unique coding used by the Census Bureau for tribal areas. Tribal identification codes contain a unique 12-character alphanumeric identification code assigned by the Census Bureau that identifies the tribe and its associated geographic area. An example of a 12-character tribal identification code, TR0013TA0185, where TR0013 is the six character tribal code that represents the Utu Utu Gwaitu Paiute Tribe of the Benton Paiute Reservation and TA0185 is the six character tribal geographic area code that represents Benton Paiute Reservation, the geographic area associated with the Utu Utu Gwaitu Paiute Tribe. These are the codes listed on the top of verification announcement. In addition to this 12-character tribal identification code, another unique 11-digit code is used for the Online PDF maps and is listed on the bottom of the verification announcement. Details on the unique 11-digit coding and the file naming conventions used for the Online PDF maps are included within [Chapter 3](#).

For participants using GUPS to make corrections, only the last four numbers in the tribal identification code are displayed along with the entity name. In this example, GUPS would show “0185 Benton Paiute Reservation”. The Secure Web Incoming Module (SWIM), used to transmit the verification phase corrections, utilizes only the tribal name. For this example, SWIM would show only the name, “Benton Paiute Reservation and Off-Reservation Trust Land” with no reference to numeric coding.

B. 2020 Census PSAP Schedule

Below is the 2020 Census PSAP schedule that includes past, ongoing, and upcoming activities.

Table 1: 2020 Census PSAP Schedule

Dates	Event
March-May 2018	Census Bureau contacted 2010 Census PSAP participants to inquire about 2020 Census PSAP participation. ✓
July 2018	Census Bureau distributed 2020 Census PSAP invitation materials to 2020 Census PSAP participants. ✓
January 2019	2020 Census PSAP delineation phase began. Participants had 120 calendar days to submit updates. ✓
January-February 2019	Census Bureau conducted 2020 Census PSAP delineation phase webinar trainings. ✓
July 2019	Census Bureau conducted closeout of the 2020 Census PSAP delineation phase. ✓
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar days upon receipt of verification announcement to review the 2020 statistical areas and submit corrections. ✓
April 2020	2020 Census PSAP verification phase ends.

Dates	Event
September 2020	Census Bureau plans to conduct closeout of the 2020 Census PSAP verification phase.
November 2020 – February 2021	On a flow basis, beginning in November 2020 through February 2021, the 2020 statistical areas become available for public use.

C. Training and Support

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines and procedures; and by providing information concerning specific situations that participants encounter when reviewing and verifying their 2020 statistical areas. A pre-recorded verification phase training video/demonstration is available on the PSAP website for participants to utilize as an on-demand training tool. The verification phase training video/demonstration provides an overview of the verification phase and of the updated PSAP website. It provides information on the following topics:

- Reviewing 2020 statistical areas.
- Making corrections to 2020 statistical areas.
- Submitting corrections to 2020 statistical areas.

The verification phase training video/demonstration does not include the detailed steps for using GUPS included in the delineation phase training materials; therefore, all of the delineation phase training materials (e.g., presentations, scripts, and recordings of the Tribal GUPS and Tribal Paper webinars) remain on the PSAP website for participants' use. No training webinars are planned for the verification phase.

IMPORTANT: It is vital that participants use all of the existing training materials as they begin their verification phase review and potential corrections of 2020 statistical areas.

For questions concerning technical matters with the GUPS application or specific programmatic questions, support from the Census Bureau is available by phone at 1-844-788-4921 or by email at <geo.psap@census.gov>.

D. Respondent Guide Organization

This respondent guide consists of three parts: *Reviewing 2020 Statistical Areas*, *Correcting 2020 Statistical Areas*, and *Submitting Corrections to the 2020 Statistical Areas*. It includes information to enhance the instructions and details provided in both the *2020 Census PSAP Tribal Respondent Guide (G-690)* and the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* created for use in the delineation phase, as well as new information applicable to the verification phase.

For an overview of the 2020 statistical areas as well as the GUPS basics or paper map update instructions, participants must refer to the appropriate delineation phase respondent guide,

(e.g., *2020 Census PSAP Tribal Respondent Guide (G-690)* or *2020 Census PSAP Tribal Paper Respondent Guide (G-700)*). Participants will also need to navigate the PSAP website, <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>, to review other program materials such as the Quick Reference Guides for their specific statistical geographies, the Quick Program Guide, and the training materials.

As with the delineation phase respondent guide, two styles are implemented within this guide. The first 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 written in *italics*. For an example, the action “Double-click the icon” has the *result* of “*and the program automatically launches.*” The second is the use of **bold, blue colored font** to denote the presence of a cross-referenced hyperlink to other sections, figures, tables, or appendices. To skip directly to the linked item, use the Ctrl key and click the left mouse button while hovering over the **bold blue words**. The “Chapter 3” mentioned above in Section A is the first cross-referenced hyperlink in this document.

IMPORTANT: At the time of creation of this respondent guide, the PSAP website, TIGERweb, GUPS, and the Online PDF maps of tribal statistical areas are in the final stages of development. As a result, the screenshots within this document may vary slightly from the final versions released to support the verification phase. While the examples may differ slightly, the overall instruction, action, and result remain consistent with what is anticipated with the final versions.

PART 1 REVIEWING 2020 STATISTICAL AREAS

Reviewing the 2020 statistical areas to determine if any corrections are necessary is the first step of the verification phase. With 90 calendar days to conduct the review, it is important to begin your review as soon as possible after receipt of the verification announcement.

IMPORTANT: A participant's focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data.

The chapters within this part of the respondent guide discuss the following:

- Identifying a plan for conducting verification.
- Reviewing the 2020 statistical areas using TIGERweb or the Online PDF maps to verify if the statistical area boundaries and attributes (e.g., tribal census tract codes, tribal block group codes, CDP names, and tribal area names) align with expectations.
- Detailing the email notification requested from participants to inform the Census Bureau of their intentions to make corrections or to approve the existing 2020 statistical areas.

CHAPTER 1 IDENTIFYING A PLAN FOR CONDUCTING VERIFICATION

The Census Bureau strongly recommends reviewing the current 2020 statistical area boundaries and attributes to determine if they serve your tribal area(s) for the tabulation and distribution of statistical data. Because time is a factor during verification, the Census Bureau recommends prioritizing the verification review to ensure a review of the updates you submitted and, if applicable, to the review the new CDPs created since delineation and any updates submitted for existing CDPs on your tribal area(s). A list of new CDPs is available on the PSAP website beneath the **2020 Census PSAP Verification Materials** section within the **Additional Review Materials** sub-section.

Participants that made specific boundary and attribute updates during the delineation phase may wish to conduct a review of those specific updates to determine if the Census Bureau applied those changes. They can do so by using TIGERweb Web Mapping Service (WMS), and TIGERweb Representational State Transfer (REST) Services described in the next chapter to pull the Current vintage into their own web mapping service or GIS for comparison.

The most common reason delineation phase updates were not applied relates to the improper application of guidelines or adherence to criteria for each specific statistical geography. If updates were made during delineation that resulted in statistical areas not complying with minimum criteria or not following the guidelines for the specific statistical area, and an adequate justification for the update was not supplied, the Census Bureau did not make those updates. Resupplying that change as a correction during the verification phase will likely result in the same outcome (i.e., the Census Bureau not accepting the correction to the statistical area).

If you determine a **significant amount of updates** were not applied and have questions about why the updates were not applied, please contact the Census Bureau by email at

<geo.psap@census.gov> or by phone at 1-844-788-4921 so they can research the tribal area(s) and provide you with background information from the delineation phase processing. Do not proceed with resubmitting delineation phase updates that were not applied to the 2020 statistical areas, or with making significant corrections to the statistical areas until a conversation with the Census Bureau occurs. They will provide instruction and guidance on how, or if, to proceed with making corrections.

CHAPTER 2 USING TIGERWEB TO REVIEW 2020 STATISTICAL AREAS

TIGERweb was first introduced as a supplemental source for use during the delineation phase. The *2020 Census PSAP Tribal Respondent Guide (G-690)* includes *Appendix E* and the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* includes *Appendix F* that provide tables with guidance for using TIGERweb to compare the 2010 statistical areas with the proposed 2020 statistical areas. For the verification phase, use the information in this chapter of the respondent guide, in association with the guidance from *Appendix E* or *Appendix F* in the respective delineation phase respondent guide and the *TIGERweb User Guide* available within TIGERweb, to conduct a review of your 2020 statistical areas. For participants that do not wish to use TIGERweb, skip to **Chapter 3** for instructions on using the Online PDF maps of your tribal area(s) to conduct the review.

TIGERweb is a web-based system that allows users to visualize the Topologically Integrated Geographic Encoding and References system and database (TIGER) data in three ways: TIGERweb Applications, TIGERweb WMS, and TIGERweb REST Services.

The TIGERweb Applications choice allows users to select features and view their attributes, to search for features by name or geocode, and to identify features by selecting them from a map. It provides a simple way to view TIGER data without Geographic Information System (GIS) software and without downloading data. It uses the TIGERweb REST Services to provide an online, web-based method for reviewing the TIGER data.

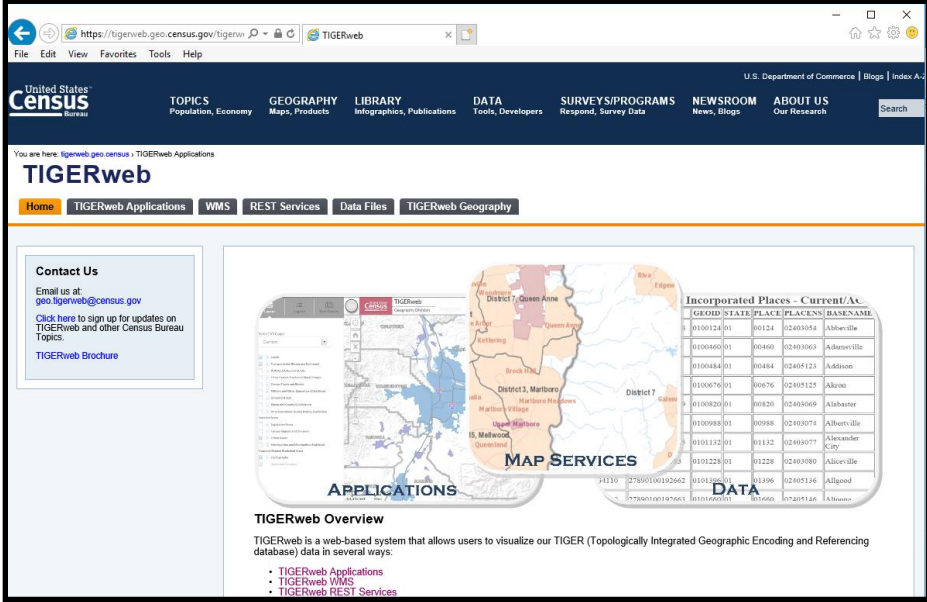
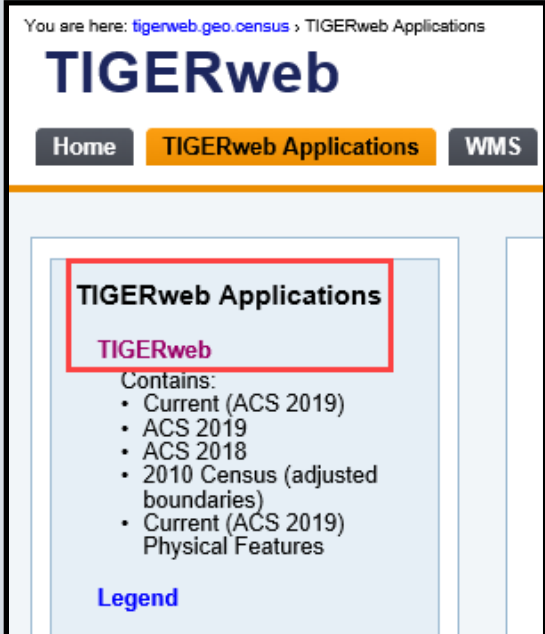
TIGERweb WMS and TIGERweb REST Services allow users to integrate census data into their own GIS or custom web-based application. Find more information about TIGERweb within the online documentation on its website:

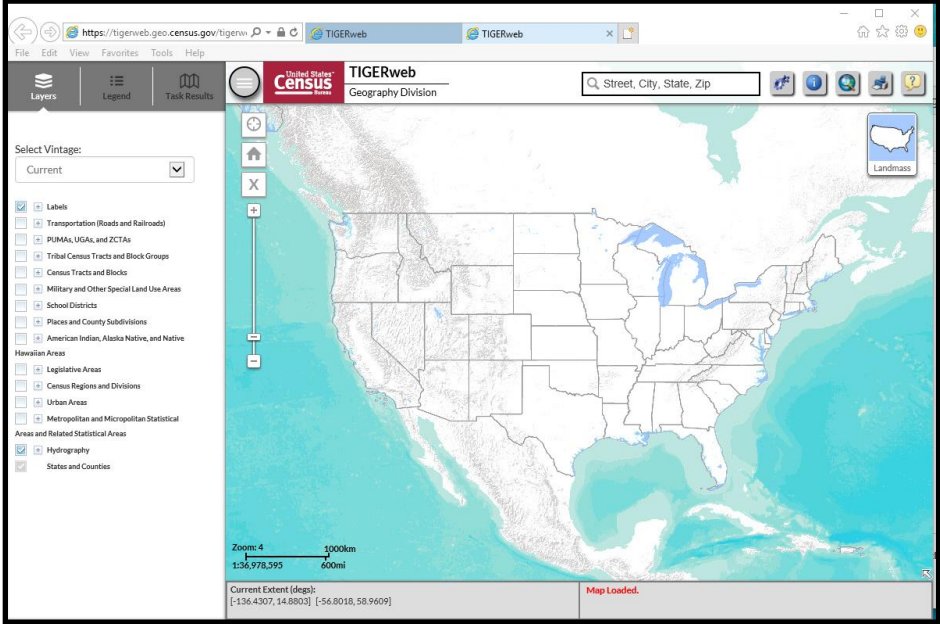


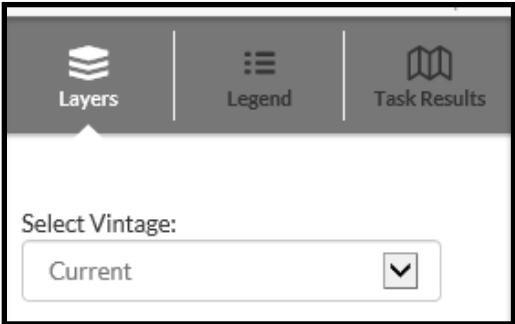
<https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>.

2.1 TIGERweb Applications

See **Table 2** for an example of using TIGERweb online map viewer to review 2020 statistical areas located on tribal areas. Refer to **Appendix A** for instructions on using the TIGERweb online map viewer to compare the 2020 statistical areas to the 2010 statistical areas.

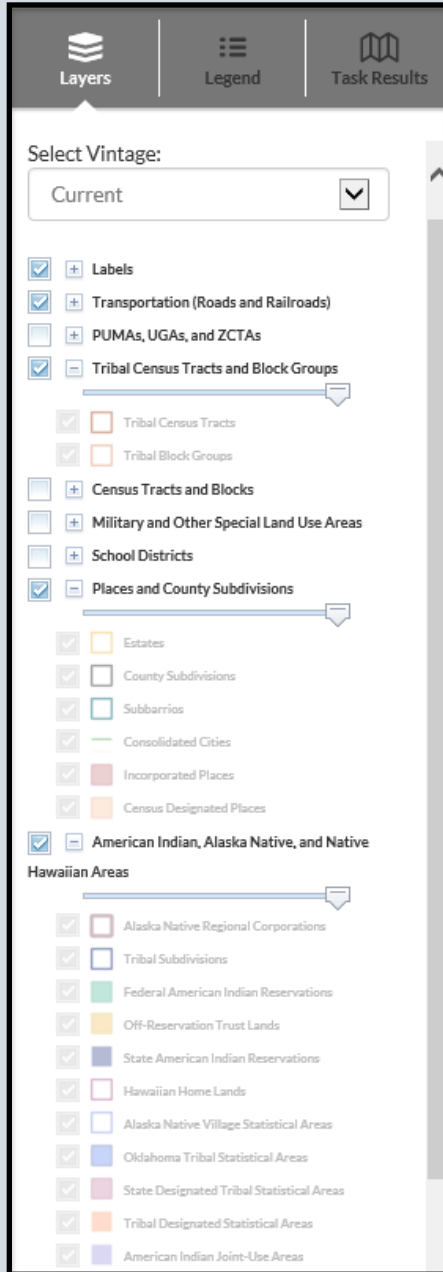
Table 2: Using the TIGERweb Online Map Viewer

Step	Action and Result
<p>Step 1</p>	<p>Open a new internet browser window and navigate to the TIGERweb website <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. The TIGERweb main page appears.</p>  <p>Note: A link to TIGERweb is also available on the PSAP website.</p>
<p>Step 2</p>	<p>Click the TIGERweb Applications tab to the right of the Home tab, then TIGERweb along the left side of the screen. Do not select TIGERweb Decennial or TIGERweb Economic Census.</p> 



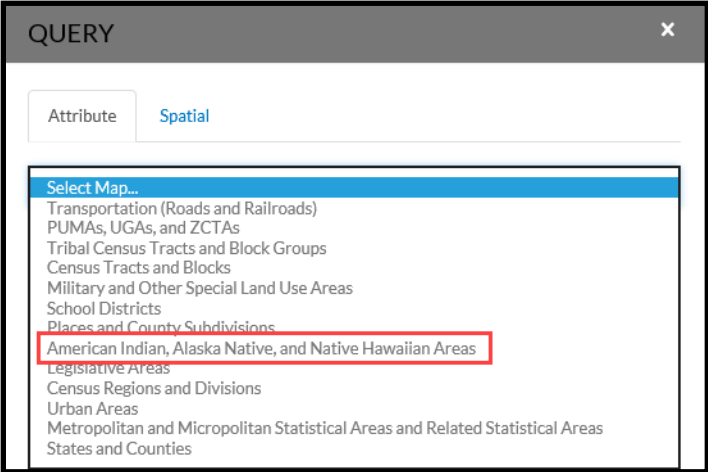
Step	Action and Result
Step 3	<p>The <i>TIGERweb</i> online map viewer application launches.</p> 
	<p>Access the <i>TIGERweb User Guide</i> from the Help/About button in the upper right corner of the screen after launching TIGERweb or along the left side of the screen within the TIGERweb Applications tab.</p> 
Step 4	<p>With the Layers tab active, ensure the Select Vintage section is set, and remains set, to Current. Note: Even though the 2020 statistical areas are included in the Current vintage and made available to the public through TIGERweb, they are not yet used in most data products since they will not be finalized until after the verification phase concludes.</p>  <p>IMPORTANT: Refer to <i>Table 58</i> and <i>Table 59</i> in <i>Appendix E</i> of the <i>2020 Census PSAP Tribal Respondent Guide (G-690)</i> or to <i>Table 11</i> in <i>Appendix F</i> of the <i>2020 Census PSAP Tribal Paper Respondent Guide (G-700)</i> for background on the map display, navigation tools, Layers panel, legend, and tools. The remaining steps in this table assume familiarity with TIGERweb and its functionality that is defined in the aforementioned respondent guide.</p>

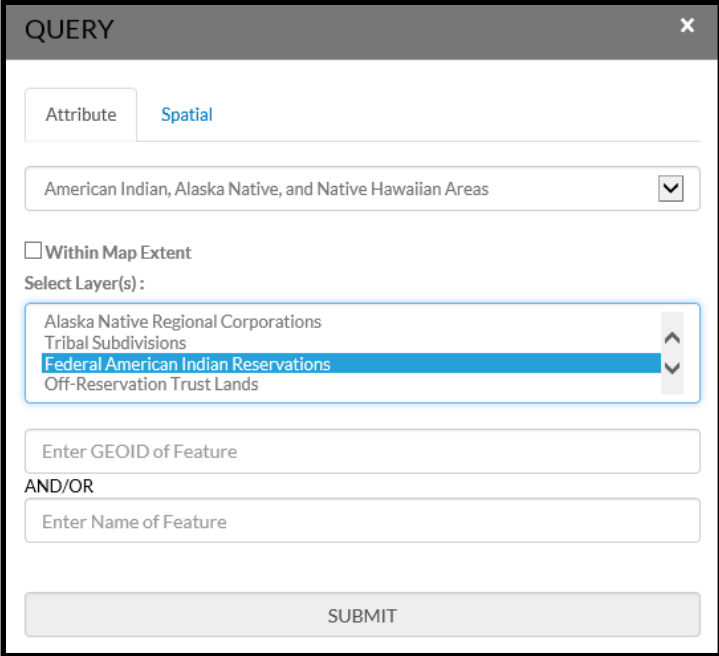
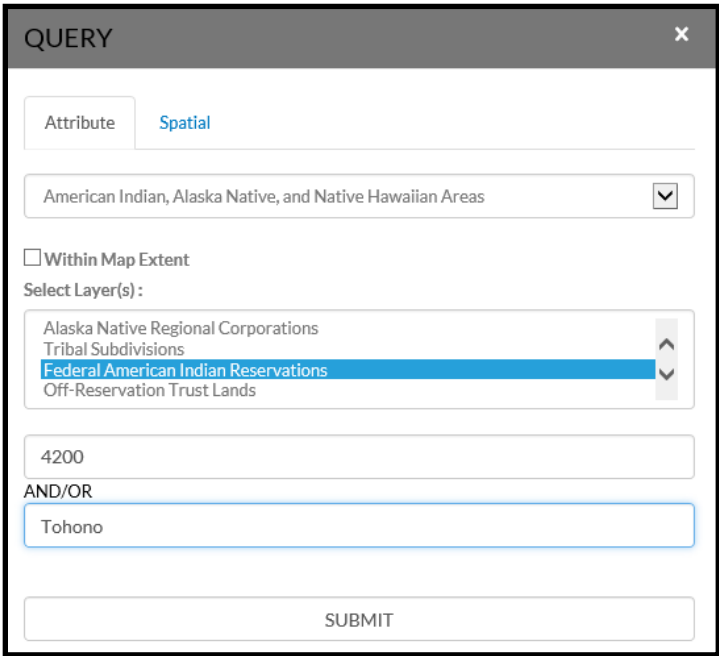
Check the **Tribal Census Tracts and Block Groups** layer, the **Places and County Subdivisions** layer, and the **American Indian, Alaska Native and Native Hawaiian Areas** layer (e.g., AI/AN/NH) in the **Layers** panel. These three layers contain the 2020 statistical areas for tribal census tracts, tribal block groups, CDPs, ANVSAs, OTSAs, OTSA tribal subdivisions, TDSAs, SDTSAs, ANRCs, and SAIRs. Check the **Transportation (Roads and Railroads)** layer to assist with the review. Ensure the **Labels** layer and **Hydrography** layer (not visible in the image below) remain checked.

Step 5



Note: For Census Bureau purposes, the term “county” includes municipios in the Commonwealth of Puerto Rico; 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; and the areas constituting the District of Columbia and Guam. Henceforth in this document, the terms “county” or “counties” will refer to all of these entities.

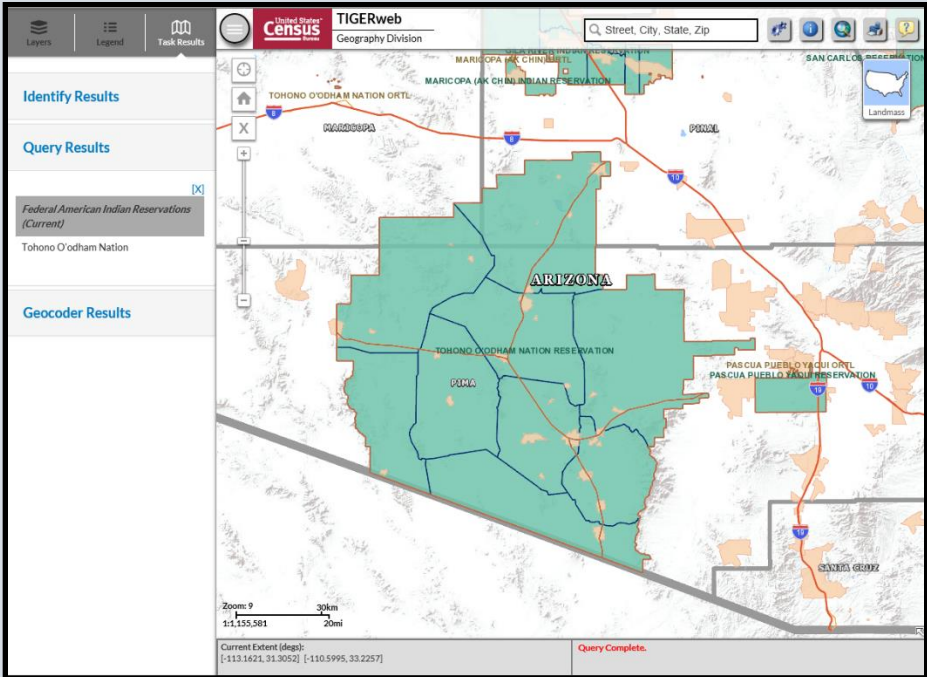
Step	Action and Result
	<p>Because geographic and locational context and relationships are important, TIGERweb determines which geographic entities and features may be visible based on the map scale. Participants can turn on/off layers in the Layers panel which limits the amount of data on the map that appear at a given scale. Additionally, when multiple layers display, one layer may obscure another. Change the transparency of the layer by moving the sliding bar beneath each layer name to the left or right. The image in Step 5 shows the slide bar beneath the layers for the Tribal Census Tracts and Block Groups, the Places and County Subdivisions, and the American Indian, Alaska Native and Native Hawaiian Areas.</p>
Step 6	<p>Manually zoom in or use the Query tool to zoom to the extent of the tribal area to review.</p> 
Step 7	<p>Within the Query tool, ensure the Attribute tab is active. Choose American Indian, Alaska Native, and Native Hawaiian Areas from the Select Map... drop-down menu.</p> 

Step	Action and Result
Step 8	<p>Select the appropriate layer (e.g., Federal American Indian Reservation, State American Indian Reservations, Alaska Native Regional Corporations, Alaska Native Village Statistical Areas, Oklahoma Tribal Statistical Areas, Tribal Subdivisions, State Designated Tribal Statistical Areas, or Tribal Designated Statistical Areas) for the tribal area containing the statistical areas to review within the Select Layer(s) section.</p> 
Step 9	<p>Type all, or part of, the tribal area name in the Enter Name of Feature section AND/OR all, or part of, the four digit tribal geographic area code, as described in Section A, in the Enter GEOID of Feature section. Click SUBMIT.</p> <p>Note: The complete 12-character tribal identification code, from which to find the four digit tribal geographic area code, is located at the top of the verification announcement.</p> 

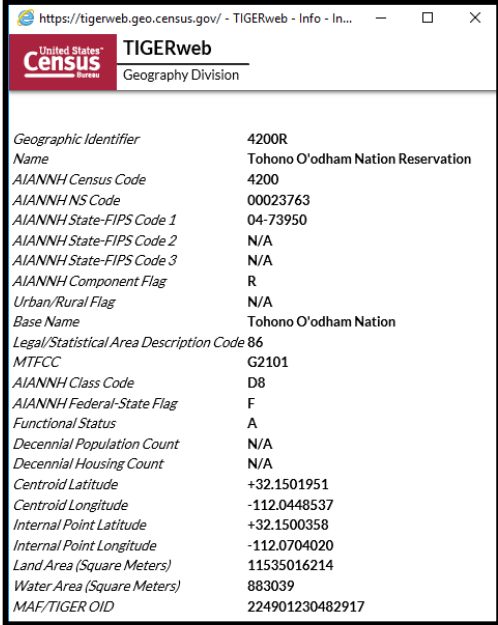
Step	Action and Result
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Step 10


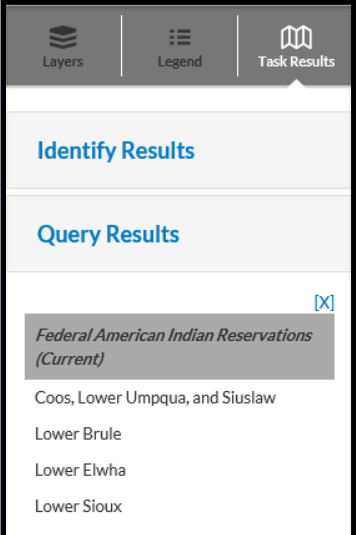

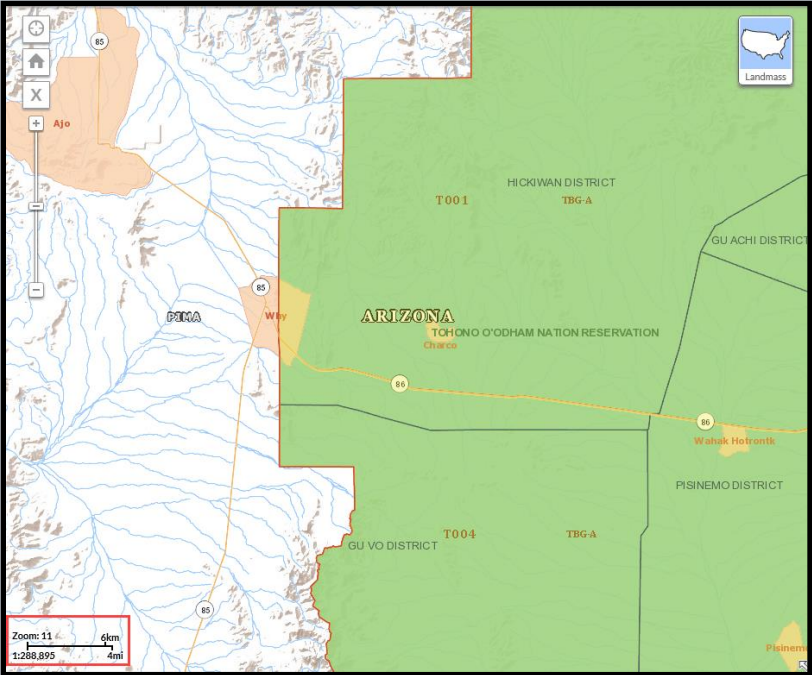
The map display zooms to the extent of the tribal area and the name of the tribal area appears in the **Query Results** section of the **Task Results** tab along the left side of the screen.




Clicking the tribal area in the **Query Results** section launches a **TIGERweb – Info** window with basic census and geographic information about the tribal area and selects the tribal area in the map display.




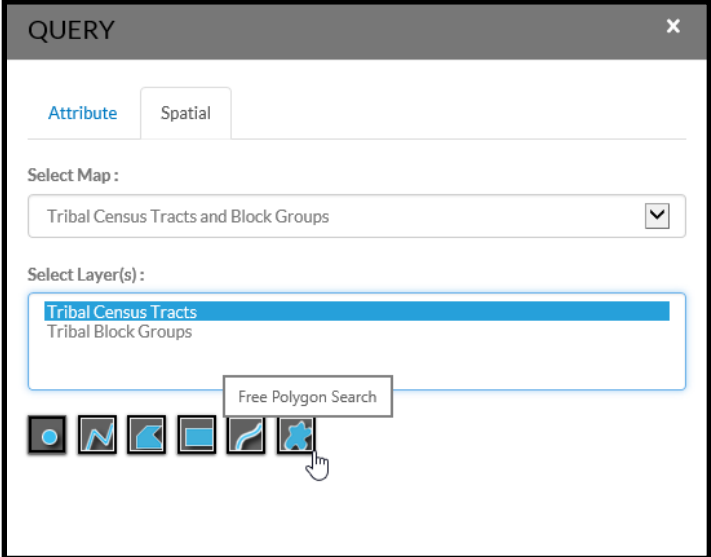
Geographic Identifier	4200R
Name	Tohono O'odham Nation Reservation
AIANNH Census Code	4200
AIANNH NS Code	00023763
AIANNH State-FIPS Code 1	04-73950
AIANNH State-FIPS Code 2	N/A
AIANNH State-FIPS Code 3	N/A
AIANNH Component Flag	R
Urban/Rural Flag	N/A
Base Name	Tohono O'odham Nation
Legal/Statistical Area Description Code 86	
MTFCC	G2101
AIANNH Class Code	D8
AIANNH Federal-State Flag	F
Functional Status	A
Decennial Population Count	N/A
Decennial Housing Count	N/A
Centroid Latitude	+32.1501951
Centroid Longitude	-112.0448537
Internal Point Latitude	+32.1500358
Internal Point Longitude	-112.0704020
Land Area (Square Meters)	11535016214
Water Area (Square Meters)	883039
MAF/TIGER OID	224901230482917

Step	Action and Result
	<p>If a tribal area name (or partial name) repeats among tribal areas, the query returns all tribal areas with that name in the Query Results section of the Task Results tab. <i>Click the correct tribal area to review and TIGERweb zooms to the spatial extent of that tribal area.</i></p> 
<p>Step 11</p>	<p>Continue to zoom in using either the Zoom In scrollbar or the rollerball on the mouse to visualize the statistical area boundaries and features used to form the boundaries. At the tribal area extent, statistical area boundary review is likely impossible, so continue to zoom in and pan around the tribal area to manually view the statistical area boundaries to verify they align with expectations.</p>
	<p>The Scale Bar at the bottom left of the map display displays the scale, but it also indicates the zoom level in the form of numbers. <i>At zoom level 6, county boundaries become visible. At zoom level 9, boundaries of tribal census tracts and CDPs/incorporated places appear. At zoom level 10 tribal block group boundaries and tribal census tract labels appear, and at zoom level 11 labels for CDPs/incorporated places and tribal block groups appear.</i></p> 

Step	Action and Result
Step 12	<p>To start a new query or refresh the screen, click Clear Map (button with an “X”) on the navigation toolbar above the Zoom-In scrollbar. <i>The TIGERweb – Info window disappears and the located tribal entity is no longer highlighted.</i></p>  <p>The image shows a vertical navigation toolbar from a web application. At the top, there are three buttons: a circular refresh icon, a home icon, and a square button with a black 'X' inside, which is highlighted with a red rectangular box. Below these are zoom controls: a 'Zoom In' button with a plus sign and a 'Zoom Out' button with a minus sign, followed by a vertical scrollbar. The background of the toolbar shows a map with a blue river and an orange-shaded area labeled 'Pecan Plant'.</p>

Step	Action and Result
Step 13	<p>IMPORTANT: The Query tool can also be used to query within the map extent (the extent of the tribal area zoomed from the previous steps) and zoom to individual tribal census tracts, tribal block groups, and CDPs.</p> <p>With TIGERweb zoomed to the extent of the queried tribal area, change the Select Map... selection from American Indian, Alaska Native, and Native Hawaiian Areas to Tribal Census Tracts and Block Groups, check the Within Map Extent checkbox, then select the appropriate layer within the Select Layer(s) section, and key the appropriate GEOID or Name. The Name for tribal census tracts begins with the letter “T” and is followed with a three digit number (T001, T002, etc.). The tribal block groups are labeled letters A-K, except letter I.</p> <p>To zoom into tribal census tract T001 in Tohono O’odham Nation, with the map zoomed to the spatial extent of the Tohono O’odham Nation, change the Select Map... section from American Indian, Alaska Native, and Native Hawaiian Areas to Tribal Census Tracts and Block Groups, check the Within Map Extent checkbox, select Tribal Census Tracts in the Select Layer(s) section, key T001 into the Name field and click SUBMIT. <i>TIGERweb zooms to the spatial extent of tribal census tract T001 within Tohono O’odham Nation.</i></p> <div data-bbox="519 756 1198 1375" data-label="Form"> </div> <p>To zoom to tribal block group A of tribal census tract T001, with the map zoomed to the spatial extent of T001, change the layer to Tribal Block Groups, key an A into the Name field, and click SUBMIT. <i>TIGERweb zooms to the spatial extent of tribal block group A of tribal census tract T001 within Tohono O’odham Nation.</i></p>

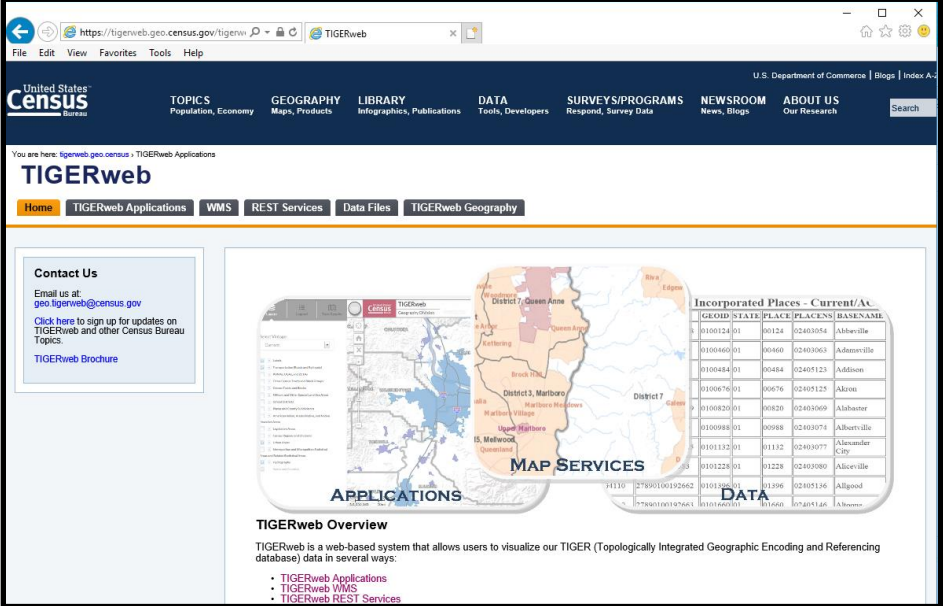
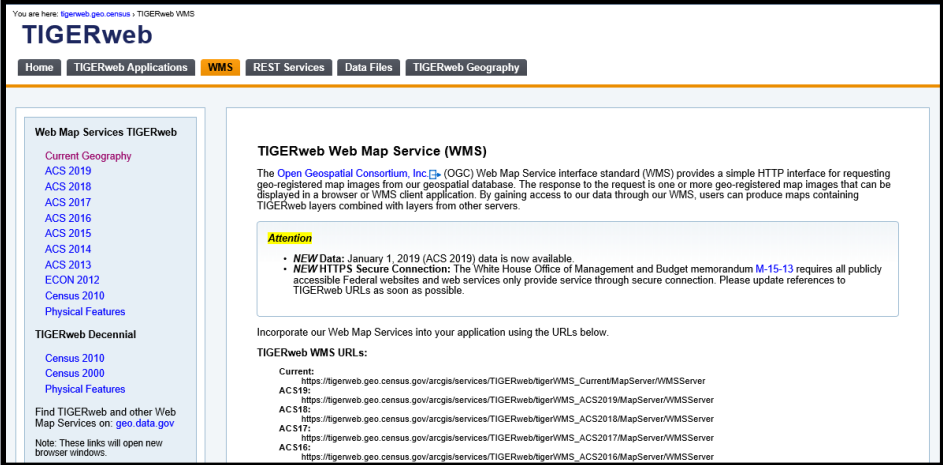
Step	Action and Result
Step 14	<p>To review the CDPs in Tohono O’odham Nation, change the Select Map... section to Places and County Subdivisions, select Census Designated Places within the Select Layer(s) choices, key all or part of the Name rather than GEOID and click SUBMIT. <i>TIGERweb zooms to the spatial extent of the CDP that falls within Tohono O’odham Nation.</i></p> <div data-bbox="495 367 1226 1039" style="border: 1px solid black; padding: 10px;"> <p>QUERY ×</p> <p>Attribute Spatial</p> <hr/> <p>Places and County Subdivisions ▼</p> <p><input checked="" type="checkbox"/> Within Map Extent</p> <p>Select Layer(s):</p> <ul style="list-style-type: none"> Subbarrios Consolidated Cities Incorporated Places <li style="background-color: #0070C0; color: white;">Census Designated Places <p>Enter GEOID of Feature</p> <p>AND/OR</p> <p>Charco</p> <p style="text-align: center;">SUBMIT</p> </div> <p>Note: This method of querying individual statistical areas may not be feasible for tribal areas with a large number of statistical areas, but it may be helpful if a participant knows exactly what statistical areas they modified during the delineation phase.</p>
	<p>The use of satellite imagery or terrain in TIGERweb may also benefit a participant conducting a review of the 2020 statistical areas. Refer to Appendix B for instructions on toggling between landmass, satellite imagery, and terrain within the TIGERweb online map viewer.</p>

Step	Action and Result
Step 15	<p>Instead of an attribute query, some may want to perform a spatial query. Change the tab within the Query tool from Attribute to Spatial. Select the map from which to query in the Select Map... section and the appropriate layer within the Select Layer(s) section. Choose the spatial method symbol from the six choices: Point, Polyline, Polygon, Rectangle, Free Line, or Free Polygon. Once selected interactively touch/draw on the map display to define the spatial area to query.</p> 
Step 16	<p>If you are responsible for one tribal area in PSAP, review the 2020 statistical areas and attributes in that tribal area to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one tribal area in PSAP, perform a quick review of the 2020 statistical areas and attributes in each to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next tribal area until all tribal areas under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the tribal areas in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each tribal area, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

2.2 TIGERweb WMS and TIGERweb REST Services

Rather than using the TIGERweb online map viewer, see [Table 3](#) for steps on reviewing the 2020 tribal statistical areas by using the TIGERweb WMS. See [Table 4](#) for steps on reviewing the 2020 tribal statistical areas by using the TIGERweb REST Services.

Table 3: Using the TIGERweb WMS

Step	Action and Result																																																							
Step 1	<p>Open a new internet browser window and navigate to the TIGERweb website <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. The <i>TIGERweb main page</i> appears.</p>  <p>The screenshot shows the TIGERweb main page with the following elements:</p> <ul style="list-style-type: none"> United States Census Bureau logo and navigation menu (TOPICS, GEOGRAPHY, LIBRARY, DATA, SURVEYS/PROGRAMS, NEWSROOM, ABOUT US). Navigation tabs: Home, TIGERweb Applications, WMS, REST Services, Data Files, TIGERweb Geography. Map Services Overview section with a map of the United States and a table of incorporated places. <table border="1" data-bbox="1079 674 1279 892"> <thead> <tr> <th>GEOID</th> <th>STATE</th> <th>PLACE</th> <th>PLACENS</th> <th>BASENAME</th> </tr> </thead> <tbody> <tr> <td>0100124</td> <td>01</td> <td>00124</td> <td>02403054</td> <td>Abbeville</td> </tr> <tr> <td>0100460</td> <td>01</td> <td>00460</td> <td>02403063</td> <td>Adonville</td> </tr> <tr> <td>0100484</td> <td>01</td> <td>00484</td> <td>02403123</td> <td>Addicks</td> </tr> <tr> <td>0100676</td> <td>01</td> <td>00676</td> <td>02403125</td> <td>Alcorn</td> </tr> <tr> <td>0100820</td> <td>01</td> <td>00820</td> <td>02403069</td> <td>Albaster</td> </tr> <tr> <td>0100988</td> <td>01</td> <td>00988</td> <td>02403074</td> <td>Alberville</td> </tr> <tr> <td>0101132</td> <td>01</td> <td>01132</td> <td>02403079</td> <td>Alexander City</td> </tr> <tr> <td>0101228</td> <td>01</td> <td>01228</td> <td>02403080</td> <td>Aliceville</td> </tr> <tr> <td>0101328</td> <td>01</td> <td>01328</td> <td>02403126</td> <td>Allgood</td> </tr> <tr> <td>0101660</td> <td>01</td> <td>01660</td> <td>02403124</td> <td>Albion</td> </tr> </tbody> </table> <p>TIGERweb Overview TIGERweb is a web-based system that allows users to visualize our TIGER (Topologically Integrated Geographic Encoding and Referencing database) data in several ways:</p> <ul style="list-style-type: none"> TIGERweb Applications TIGERweb WMS TIGERweb REST Services 	GEOID	STATE	PLACE	PLACENS	BASENAME	0100124	01	00124	02403054	Abbeville	0100460	01	00460	02403063	Adonville	0100484	01	00484	02403123	Addicks	0100676	01	00676	02403125	Alcorn	0100820	01	00820	02403069	Albaster	0100988	01	00988	02403074	Alberville	0101132	01	01132	02403079	Alexander City	0101228	01	01228	02403080	Aliceville	0101328	01	01328	02403126	Allgood	0101660	01	01660	02403124	Albion
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Step 2	<p>Click the WMS tab which is two tabs to the right of the Home button. The <i>TIGERweb Web Mapping Service (WMS) page</i> opens. Visit <https://www.opengeospatial.org/standards/wms> to download and review the WMS specification.</p>  <p>The screenshot shows the TIGERweb WMS page with the following elements:</p> <ul style="list-style-type: none"> Navigation tabs: Home, TIGERweb Applications, WMS, REST Services, Data Files, TIGERweb Geography. Web Map Services TIGERweb sidebar with links for Current Geography, ACS 2019-2017, ACS 2016-2014, ECON 2012, Census 2010, Physical Features, and TIGERweb Decennial. Main content area titled "TIGERweb Web Map Service (WMS)" with an attention box and WMS URLs. <p>Attention</p> <ul style="list-style-type: none"> NEW Data: January 1, 2019 (ACS 2019) data is now available NEW HTTPS Secure Connection: The White House Office of Management and Budget memorandum M-15-13 requires all publicly accessible Federal websites and web services only provide service through secure connection. Please update references to TIGERweb URLs as soon as possible. <p>Incorporate our Web Map Services into your application using the URLs below.</p> <p>TIGERweb WMS URLs:</p> <ul style="list-style-type: none"> Current: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_Current/MapServer/WMServer ACS 19: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2019/MapServer/WMServer ACS 18: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2018/MapServer/WMServer ACS 17: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2017/MapServer/WMServer ACS 16: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2016/MapServer/WMServer 																																																							

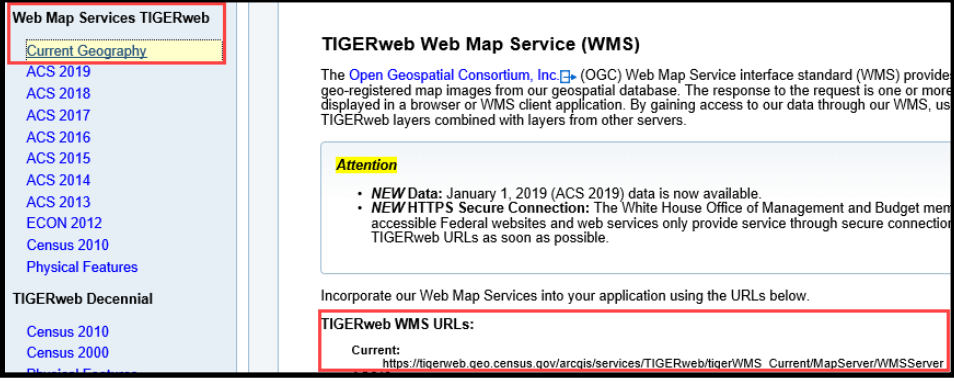
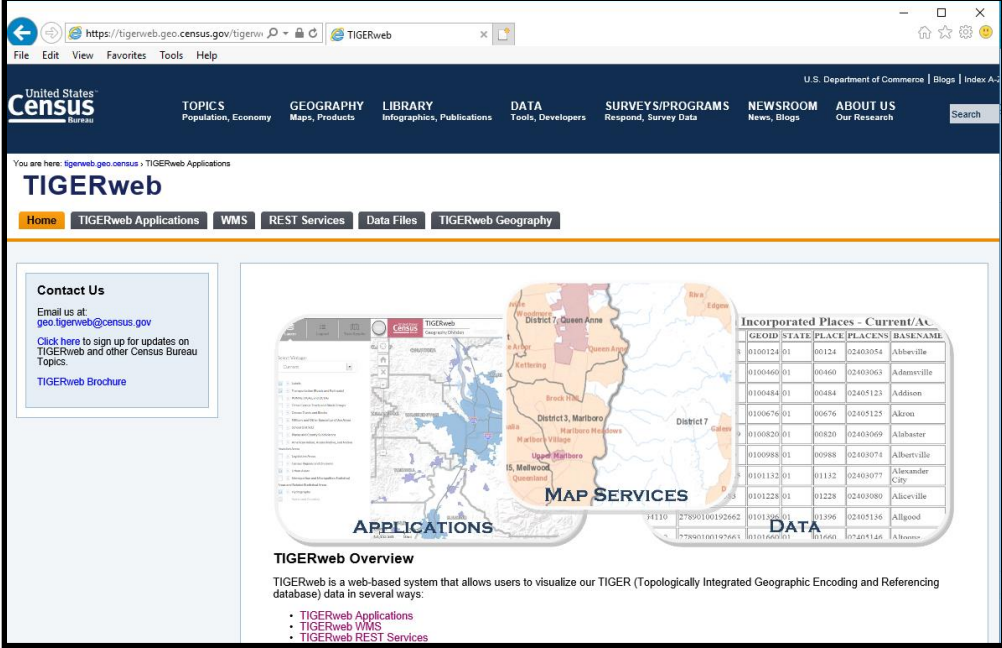
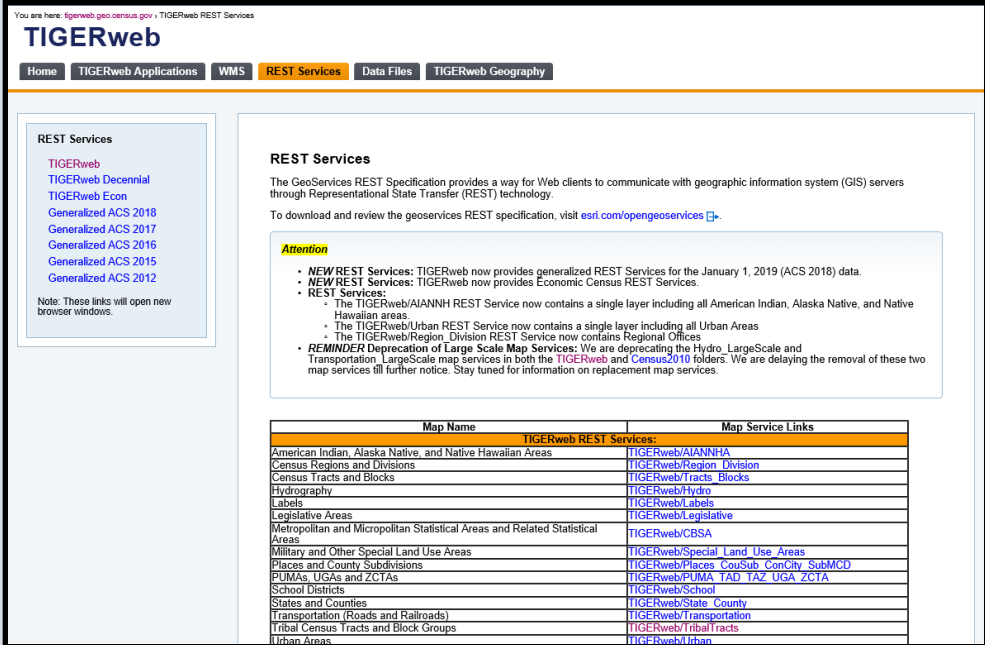
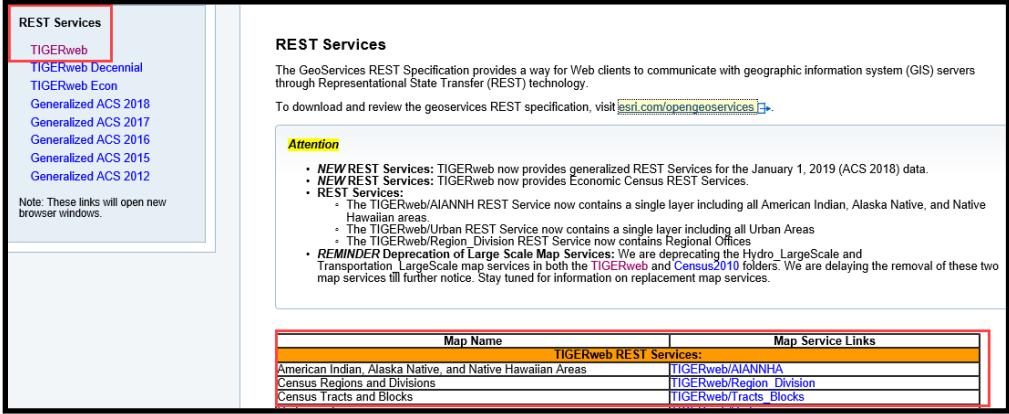
Step	Action and Result
Step 3	<p>Incorporate the Current URL from the TIGERweb WMS URLs section on the WMS main page into your local service/system OR select the Current Geography link along the left side of the WMS main page beneath the Web Map Services TIGERweb section to uncover additional WMS options.</p> 
Step 4	<p>Both methods provide the ability to load URLs for the Current vintage and Census 2010 vintage data into your local service/system for comparison. Follow the information on screen to complete loading the data. Compare the 2020 statistical areas to the 2010 statistical areas by turning the Census 2010 layer on/off in your local service/system.</p> <p>Note: While having the Census 2010 layer for comparison is nice, a participant’s focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data for the tribal area.</p>
Step 5	<p>Zoom and pan, or perform queries within your service/system, after incorporating the Current vintage census data to review the 2020 statistical area boundaries and attributes applicable to your tribal area(s) and to verify they align with expectations.</p>
Step 6	<p>If you are responsible for one tribal area in PSAP, review the 2020 statistical areas and attributes in that tribal area to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one tribal area in PSAP, perform a quick review of the 2020 statistical areas and attributes in each to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next tribal area until all tribal areas under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the tribal areas in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each tribal area, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

Table 4: Using the TIGERweb REST Services

Step	Action and Result																																		
<p>Step 1</p>	<p>Open a new internet browser window and navigate to the TIGERweb website: <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. The TIGERweb main page appears.</p>  <p>The screenshot shows the TIGERweb main page with navigation tabs: Home, TIGERweb Applications, WMS, REST Services, Data Files, and TIGERweb Geography. A central map area is titled 'MAP SERVICES' and 'APPLICATIONS'. To the right, there is a table titled 'Incorporated Places - Current/AC' with columns for GEOID, STATE, PLACE, PLACENS, and BASENAME. Below the map, there is a 'TIGERweb Overview' section.</p> <p>TIGERweb Overview TIGERweb is a web-based system that allows users to visualize our TIGER (Topologically Integrated Geographic Encoding and Referencing database) data in several ways:</p> <ul style="list-style-type: none"> • TIGERweb Applications • TIGERweb WMS • TIGERweb REST Services 																																		
<p>Step 2</p>	<p>Click the REST Services tab which is three tabs to the right of the Home button. The REST Services page opens. Visit <https://www.esri.com/opengeoservices> to download and review the GeoServices REST specification.</p>  <p>The screenshot shows the TIGERweb REST Services page. It features a sidebar with 'REST Services' and a main content area with an 'Attention' section and a table of map services.</p> <p>Attention</p> <ul style="list-style-type: none"> • NEW REST Services: TIGERweb now provides generalized REST Services for the January 1, 2019 (ACS 2018) data. • NEW REST Services: TIGERweb now provides Economic Census REST Services. • REST Services: <ul style="list-style-type: none"> • The TIGERweb/AIANHH REST Service now contains a single layer including all American Indian, Alaska Native, and Native Hawaiian areas. • The TIGERweb/Urban REST Service now contains a single layer including all Urban Areas • The TIGERweb/Region Division REST Service now contains Regional Offices • REMEMBER Deprecation of Large Scale Map Services: We are deprecating the Hydro_LargeScale and Transportation_LargeScale map services in both the TIGERweb and Census2010 folders. We are delaying the removal of these two map services till further notice. Stay tuned for information on replacement map services. <table border="1"> <thead> <tr> <th>Map Name</th> <th>Map Service Links</th> </tr> </thead> <tbody> <tr> <td colspan="2" style="text-align: center;">TIGERweb REST Services:</td> </tr> <tr> <td>American Indian, Alaska Native, and Native Hawaiian Areas</td> <td>TIGERweb/AIANHH</td> </tr> <tr> <td>Census Regions and Divisions</td> <td>TIGERweb/Region Division</td> </tr> <tr> <td>Census Tracts and Blocks</td> <td>TIGERweb/Tracts Blocks</td> </tr> <tr> <td>Hydrography</td> <td>TIGERweb/Hydro</td> </tr> <tr> <td>Labels</td> <td>TIGERweb/labels</td> </tr> <tr> <td>Legislative Areas</td> <td>TIGERweb/Legislative</td> </tr> <tr> <td>Metropolitan and Micropolitan Statistical Areas and Related Statistical Areas</td> <td>TIGERweb/CBSA</td> </tr> <tr> <td>Military and Other Special Land Use Areas</td> <td>TIGERweb/Special Land Use Areas</td> </tr> <tr> <td>Places and County Subdivisions</td> <td>TIGERweb/Places CouSub ConCity SubMCD</td> </tr> <tr> <td>PUMAs, UGAs and ZCTAs</td> <td>TIGERweb/PUMA TAB TAZ UGA ZCTA</td> </tr> <tr> <td>School Districts</td> <td>TIGERweb/School</td> </tr> <tr> <td>States and Counties</td> <td>TIGERweb/State County</td> </tr> <tr> <td>Transportation (Roads and Railroads)</td> <td>TIGERweb/Transportation</td> </tr> <tr> <td>Tribal Census Tracts and Block Groups</td> <td>TIGERweb/Tribal Tracts</td> </tr> <tr> <td>Urban Areas</td> <td>TIGERweb/Urban</td> </tr> </tbody> </table>	Map Name	Map Service Links	TIGERweb REST Services:		American Indian, Alaska Native, and Native Hawaiian Areas	TIGERweb/AIANHH	Census Regions and Divisions	TIGERweb/Region Division	Census Tracts and Blocks	TIGERweb/Tracts Blocks	Hydrography	TIGERweb/Hydro	Labels	TIGERweb/labels	Legislative Areas	TIGERweb/Legislative	Metropolitan and Micropolitan Statistical Areas and Related Statistical Areas	TIGERweb/CBSA	Military and Other Special Land Use Areas	TIGERweb/Special Land Use Areas	Places and County Subdivisions	TIGERweb/Places CouSub ConCity SubMCD	PUMAs, UGAs and ZCTAs	TIGERweb/PUMA TAB TAZ UGA ZCTA	School Districts	TIGERweb/School	States and Counties	TIGERweb/State County	Transportation (Roads and Railroads)	TIGERweb/Transportation	Tribal Census Tracts and Block Groups	TIGERweb/Tribal Tracts	Urban Areas	TIGERweb/Urban
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Urban Areas	TIGERweb/Urban																																		

Step	Action and Result										
Step 3	<p>Incorporate the appropriate Map Service Links into your local server/system (e.g., TribalTracts, AIANNHA, and Places_CouSub_ConCity_SubMCD, plus other valuable reference links like Transportation, State_County, and Hydro) from the TIGERweb REST Services section on the REST Services main page OR select the TIGERweb link along the left side of the REST Services main page beneath the REST Services section to uncover additional REST Services options. Do not select any other service than TIGERweb.</p>  <p>The screenshot shows the 'REST Services' page. On the left, a sidebar lists various services: TIGERweb (highlighted), TIGERweb Decennial, TIGERweb Econ, Generalized ACS 2018, Generalized ACS 2017, Generalized ACS 2016, Generalized ACS 2015, and Generalized ACS 2012. A note below the sidebar states: 'Note: These links will open new browser windows.' The main content area is titled 'REST Services' and explains that the GeoServices REST Specification provides a way for Web clients to communicate with GIS servers. It includes an 'Attention' section with the following bullet points:</p> <ul style="list-style-type: none"> • NEW REST Services: TIGERweb now provides generalized REST Services for the January 1, 2019 (ACS 2018) data. • NEW REST Services: TIGERweb now provides Economic Census REST Services. • REST Services: <ul style="list-style-type: none"> • The TIGERweb/AIANNH REST Service now contains a single layer including all American Indian, Alaska Native, and Native Hawaiian areas • The TIGERweb/Urban REST Service now contains a single layer including all Urban Areas • The TIGERweb/Region_Division REST Service now contains Regional Offices • REMINDER Deprecation of Large Scale Map Services: We are deprecating the Hydro_LargeScale and Transportation_LargeScale map services in both the TIGERweb and Census2010 folders. We are delaying the removal of these two map services till further notice. Stay tuned for information on replacement map services. <p>At the bottom of the screenshot is a table titled 'Map Service Links' with the following content:</p> <table border="1"> <thead> <tr> <th>Map Name</th> <th>Map Service Links</th> </tr> </thead> <tbody> <tr> <td colspan="2">TIGERweb REST Services:</td> </tr> <tr> <td>American Indian, Alaska Native, and Native Hawaiian Areas</td> <td>TIGERweb/AIANNHA</td> </tr> <tr> <td>Census Regions and Divisions</td> <td>TIGERweb/Region_Division</td> </tr> <tr> <td>Census Tracts and Blocks</td> <td>TIGERweb/Tracts_Blocks</td> </tr> </tbody> </table>	Map Name	Map Service Links	TIGERweb REST Services:		American Indian, Alaska Native, and Native Hawaiian Areas	TIGERweb/AIANNHA	Census Regions and Divisions	TIGERweb/Region_Division	Census Tracts and Blocks	TIGERweb/Tracts_Blocks
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American Indian, Alaska Native, and Native Hawaiian Areas	TIGERweb/AIANNHA										
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Step 4	<p>Both methods provide the ability to load URLs for the Current vintage and Census 2010 vintage data into your local service/system for comparison. Follow the information on screen to complete loading the data. Compare the 2020 statistical areas to the 2010 statistical areas by turning the Census 2010 layer on/off in your local service/system.</p> <p>REMINDER: While having the Census 2010 layer for comparison is nice, a participant’s focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data for the tribal area.</p>										
Step 5	<p>Zoom and pan, or perform queries within your service/system, after incorporating the Current vintage census data to review the 2020 statistical area boundaries and attributes applicable to your tribal area(s) and to verify they align with expectations.</p>										

Step	Action and Result
Step 6	<p>If you are responsible for one tribal area in PSAP, review the 2020 statistical areas and attributes in that tribal area to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one tribal area in PSAP, perform a quick review of the 2020 statistical areas and attributes in each to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next tribal area until all tribal areas under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the tribal areas in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each tribal area, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

CHAPTER 3 USING ONLINE PDF MAPS TO REVIEW 2020 STATISTICAL AREAS

The Census Bureau created tribal area-based, Online PDF maps that show the tribal statistical areas, associated labels, and other common map features to assist with the review of the 2020 tribal statistical areas specific to each tribal area. If corrections are identified, then participants either use GUPS or paper maps provided separately by the Census Bureau to make those corrections. The Census Bureau does not recommend participants print the Online PDF map(s) for use in making corrections.

While the 2020 tribal statistical areas can be reviewed using TIGERweb, the Online PDF maps may be preferred by some participants over TIGERweb. For some tribal areas, this product may allow participants to more easily scan and review the tribal statistical area boundaries. The verification phase is the last opportunity to correct errors or inconsistencies with the 2020 tribal statistical areas before the final 2020 tabulation geography is created, so this verification review is very important.

The file naming convention of the Online PDF maps, except for the Alaska Native Regional Corporation (ANRC) maps, combines the map type abbreviation with a unique 11-digit numeric code (e.g., **<map type abbreviation><499RRRRRAAAA>.pdf**).

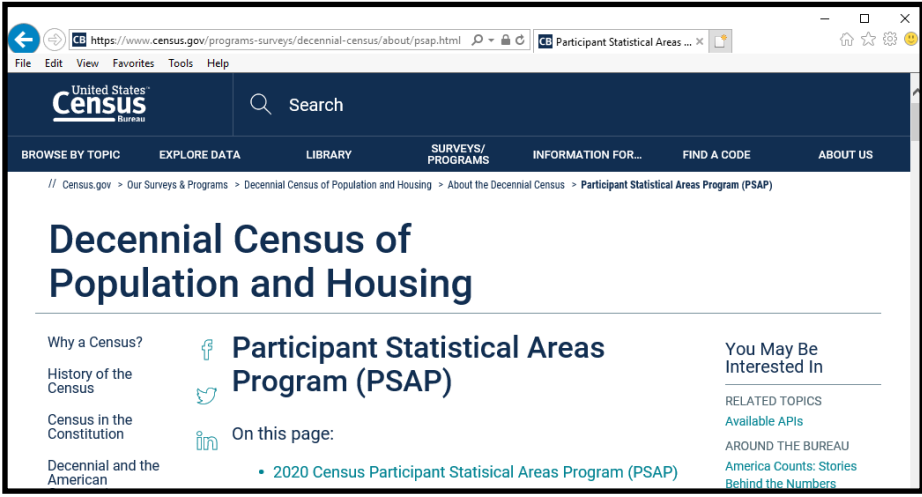
Below are the seven map type abbreviations based on the type of tribal entity.

- PSAPV20FR for Federal American Indian Reservation.
- PSAPV20SR for State American Indian Reservation.
- PSAPV20RC for Alaska Native Regional Corporation.
- PSAPV20NV for Alaska Native Village Statistical Area.
- PSAPV20OT for Oklahoma Tribal Statistical Area.
- PSAPV20SD for State Designated Tribal Statistical Area.
- PSAPV20TD for Tribal Designated Statistical Area.

The unique 11-digit numeric code appears on the bottom of the verification announcement to indicate each tribal area under your responsibility to review and verify. It utilizes the numeric coding of the 12 character tribal identification code, without use of the alpha characters “TR” or “TA”, where RRRR is the tribal code and AAAA is the tribal geographic area code described in **Section A**. The file naming convention for the ANRC maps uses the map type abbreviation mentioned above, but uses <fffff> instead of <499RRRRRAAAA>, where fffff is the five-digit Federal Information Processing Series (FIPS) code for the ANRC (e.g., **PSAPV20RC<fffff>.pdf**).

Refer to **Table 5** for the steps to locate and use the Online PDF maps to conduct a review of the 2020 statistical areas.

Table 5: Locating and Using the Online PDF Maps to Review 2020 Statistical Areas

Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. The PSAP main page appears.</p>  <p>The screenshot shows a web browser window displaying the US Census Bureau website. The page title is "Decennial Census of Population and Housing" and the sub-section is "Participant Statistical Areas Program (PSAP)". The page includes a search bar, navigation tabs like "BROWSE BY TOPIC", "EXPLORE DATA", "LIBRARY", "SURVEYS/PROGRAMS", "INFORMATION FOR...", "FIND A CODE", and "ABOUT US". Below the main heading, there are sections for "Why a Census?", "History of the Census", "Census in the Constitution", "Decennial and the American", "Participant Statistical Areas Program (PSAP)", "On this page:" with a link to "2020 Census Participant Statistical Areas Program (PSAP)", and "You May Be Interested In" with "RELATED TOPICS" like "Available APIs", "AROUND THE BUREAU", "America Counts: Stories", and "Behind the Numbers".</p>
Step 2	<p>Scroll down the page to locate the Online PDF Maps – Tribal sub-section within the 2020 Census PSAP Verification Materials section.</p>

Step	Action and Result
Step 3	<p>Click the link for the type of tribal entity for your tribal area(s) from the list of American Indian Areas (i.e., Federal Reservations, State Reservations, Alaska Native Regional Corporations, Alaska Native Village Statistical Areas, Oklahoma Tribal Statistical Areas, State Designated Tribal Statistical Areas, or Tribal Designated Statistical Areas). <i>The system routes participants to file transfer protocol (FTP) directory for the type of tribal entity selected that shows sub-folders for each tribal area within that tribal entity type.</i></p>
Step 4	<p>Within the type of tribal entity directory, scroll through the list of sub-folders to locate the one that corresponds with the tribal area for review. The tribal area sub-folder naming convention incorporates the tribal geographic area code (i.e., the last four digits of unique 11-digit code or the five-digit FIPS code for ANRCs) and the name of the tribal area.</p> <ul style="list-style-type: none"> • Federal Reservations sub-folder naming convention = r<AAAA>_<Tribal name>, where AAAA corresponds to the last four digits of the unique 11-digit code. • State Reservations sub-folder naming convention = r<AAAA>_<Tribal name>, where AAAA corresponds to the last four digits of the unique 11-digit code. • Alaska Native Regional Corporations sub-folder naming convention = r<ffff>_<ANRC name>, where ffff corresponds to the five digit FIPS code of the ANRC. • Alaska Native Village Statistical Areas sub-folder naming convention = s<AAAA>_<ANVSA name>, where AAAA corresponds to the last four digits of the unique 11-digit code. • Oklahoma Tribal Statistical Areas sub-folder naming convention = s<AAAA>_<OTSA name>, where AAAA corresponds to the last four digits of the unique 11-digit code. • State Designated Tribal Statistical Areas sub-folder naming convention = s<AAAA>_<SDTSA name>, where AAAA corresponds to the last four digits of the unique 11-digit code. • Tribal Designated Statistical Areas sub-folder naming convention = s<AAAA>_<TDSA name>, where AAAA corresponds to the last four digits of the unique 11-digit code.
Step 5	<p>From the tribal area sub-folder, the individual PDF tribal area map(s) appear. Click the PDF file name to open the file directly from the website or to save the file locally for later use. Follow the on-screen prompts for downloading and saving the file. If using the file locally, ensure the use of either Adobe Reader® or Adobe Acrobat® to preserve map symbology and readability.</p>
Step 6	<p>With the tribal area based PDF file open, zoom and pan around the tribal area to review the statistical area boundaries and attributes to confirm they align with expectations. If more than one map sheet is necessary to depict all of the statistical areas within a tribal area, the PDF file is bundled to include multiple sheets. Review each map sheet that contains a statistical area boundary.</p>

Step	Action and Result
Step 7	<p>If you are responsible for one tribal area in PSAP, review the 2020 statistical areas and attributes in that tribal area to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS or on the paper maps. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one tribal area in PSAP, perform a quick review of the 2020 statistical areas and attributes in each to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next tribal area until all tribal areas under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the tribal areas in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each tribal area, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS or on the paper maps. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

CHAPTER 4 EMAIL NOTIFICATION OF CORRECTIONS TO OR APPROVAL OF THE 2020 STATISTICAL AREAS

Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to indicate whether or not corrections to the 2020 statistical areas for their tribal area(s) are forthcoming. See **Figure 1** for a sample email that contains information that ensures proper accounting for your tribal areas and their verification status.

Note: The information included in the sample email is fictitious.

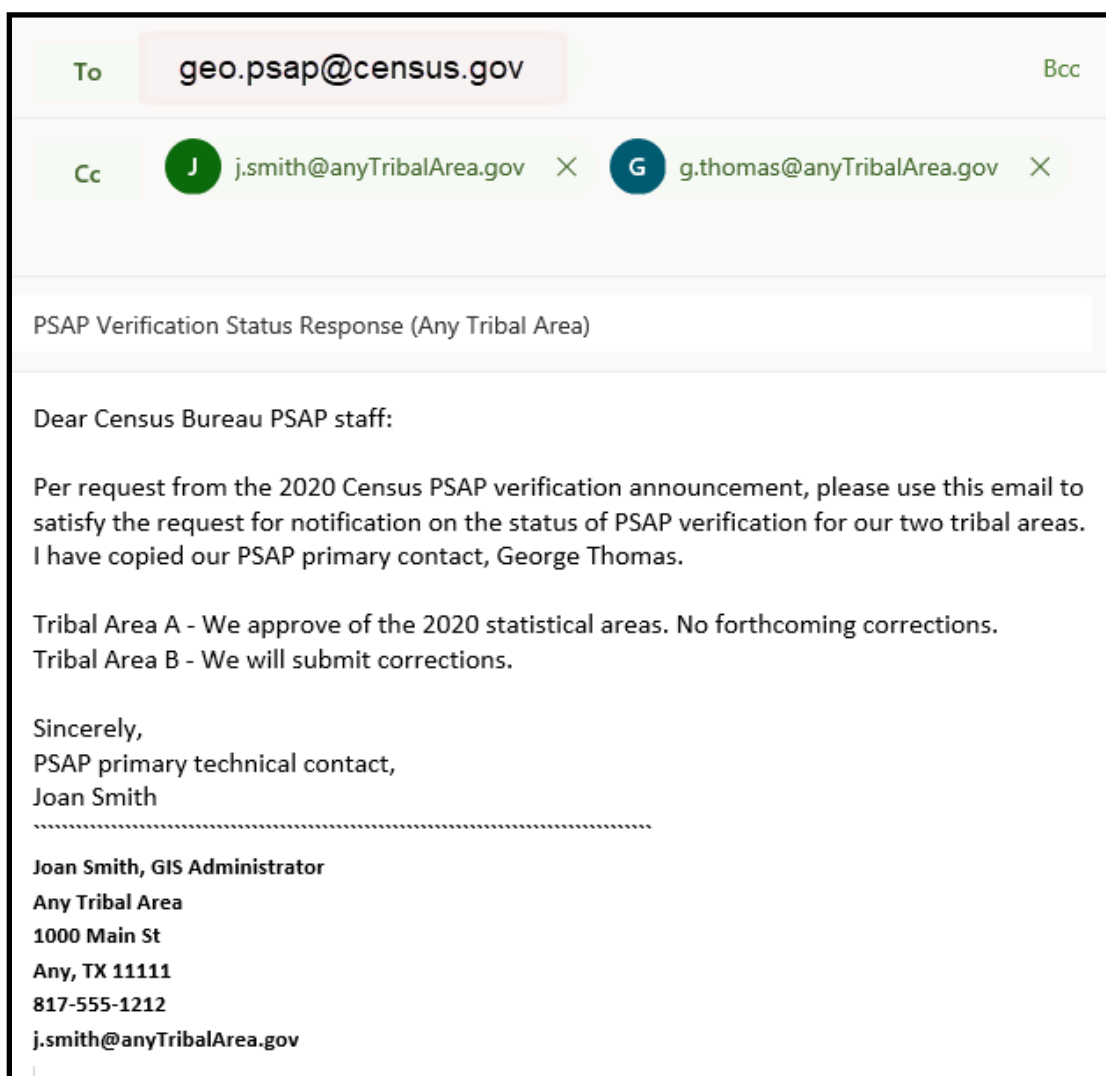


Figure 1: Sample Verification Email Notification from Participant

A complete review of a tribal area is not required to notify the Census Bureau of forthcoming corrections. Identification of any correction to a 2020 statistical area allows for the email notifying the Census Bureau that corrections are forthcoming. Conversely, if the review concludes that no corrections are required, an email notification of approval allows the Census Bureau to proceed with the 2020 statistical areas as they exist in the verification phase

materials. If corrections are identified after having notified the Census Bureau that no corrections were necessary, please send an email alerting the Census Bureau to a change in the verification status for the specific tribal area(s).

For participants with more than one tribal area to review, the Census Bureau suggests a quick review of each so that notification can be sent for all tribal areas at once within the requested 30 calendar days of receipt of the verification announcement. If the Census Bureau does not receive email notification of approval or has not received a submission for your tribal area(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification regarding the status of your tribal area(s) will be distributed by email or letter. This follow-up notification includes a reminder to email the Census Bureau of your approval or of your intention to make a submission and reinforces the importance of an on-time verification submission. Participants are encouraged to use the time remaining in the review period to complete their verification phase corrections. Late submissions will not be accepted.

Prior to making **major or significant corrections**, contact the Census Bureau by email at geo.psap@census.gov or by phone at 1-844-788-4921 to receive guidance on how, or if, to proceed. There may be situations where boundary changes suggested during the delineation phase were not applied and communication with the participant about those changes was not initiated. Contacting the Census Bureau to learn more about why the verification materials do not reflect delineation phase updates will inform a participant whether resubmitting the same changes are acceptable for the verification phase.

However, if **minor or a few corrections** are necessary proceed with the instructions in either the *2020 Census PSAP Tribal Respondent Guide (G-690)* or *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* and in this verification phase respondent guide to complete the statistical area corrections.

IMPORTANT: Participants that agree with the boundaries of the 2020 statistical areas for their tribal area(s) only need to submit an email stating their approval. No submission or additional correspondence is required.

PART 2 CORRECTING 2020 STATISTICAL AREAS

Participants that determine corrections to the 2020 statistical areas are necessary must use either GUPS or paper maps to perform the corrections. Because the process for using GUPS or paper maps to update statistical areas during the verification phase is identical to the process used during the delineation phase, the detailed content within the delineation guides is not repeated within this verification phase material. Participants must refer to both the instructions provided in this part of the verification respondent guide and the appropriate delineation phase respondent guide to make corrections.

IMPORTANT: If no corrections were identified during the review of the 2020 statistical areas described in Part 1, skip to [Chapter 9](#). Participation concludes after sending an email to the Census Bureau indicating approval of the 2020 statistical areas as they exist in TIGERweb or on the Online PDF maps.

For participants using GUPS, i.e., those that can edit tribal census tracts, tribal block groups, and CDPs, continue with Chapter 5. For participants using paper maps to make corrections, skip to [Chapter 6](#).

CHAPTER 5 USING GUPS TO CORRECT 2020 STATISTICAL AREAS

This chapter provides instructions for updating GUPS in support of the verification phase and provides a refresher on getting started with GUPS by opening a new project for PSAP Verification. It introduces a new pop-up window created to support the verification phase and reinforces the importance of using the proper, existing GUPS tools for making corrections to the 2020 statistical areas. It concludes with a section that includes the instructions for creating the verification phase .zip file for submission.

IMPORTANT: Numerous details exist in the delineation phase respondent guide, *2020 Census PSAP Tribal Respondent Guide (G-690)*, that do not repeat in this verification phase material. For this reason, the delineation phase respondent guide should be used as the primary source of information to implement the corrections identified during the TIGERweb and/or Online PDF maps review.

Prior to making any correction to the 2020 statistical area boundaries in GUPS, ensure the corrections result in statistical areas that follow the respective statistical area thresholds, requirements, criteria, and guidelines outlined in the respective chapters in *Part 1* of the *2020 Census PSAP Tribal Respondent Guide (G-690)*. See [Figure 2](#) for a visual of a portion of the Table of Contents from the *G-690*. Participants may also refer to *Appendix B* in the *G-690* or to the *Federal Register* notice section on the PSAP website to locate the established criteria and guidelines.

Part 1	Overview of 2020 Census PSAP Materials and the Tribal Statistical Geographies ..	1
Chapter 1.	Delineation Phase Materials for 2020 Census PSAP	2
1.1	Informational and Instructional Materials	2
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Chapter 2.	Tribal Census Tracts.....	5
2.1	Tribal Census Tract Threshold Requirements.....	6
2.2	Tribal Census Tract Codes and Numeric Identification.....	7
2.3	Tribal Census Tract Boundary Requirements	7
Chapter 3.	Tribal Block Groups	9
3.1	Tribal Block Group Threshold Requirements.....	10
3.2	Tribal Block Group Codes and Identification	10
3.3	Tribal Block Group Boundary Requirements	11
Chapter 4.	Census Designated Places (CDPs)	12
Part 2	Introducing GUPS for 2020 Census PSAP	13

Figure 2: Individual Statistical Geography Chapters in the G-690 Table of Contents

5.1 Updating GUPS

Participants with corrections to the 2020 statistical areas must update their version of GUPS from the delineation phase. In addition to new tools and functionality within GUPS, the newer version is programmed to run on the QGIS 3 Madeira platform rather than on QGIS 2 Las Palmas platform. The Census Bureau bundled the update for GUPS and QGIS into a single .zip file available for download from the PSAP website. No software installation DVDs are distributed for the verification phase.

IMPORTANT: Participants must download and install the newer version of software to make corrections to the 2020 statistical areas during the verification phase.

The local computer to install the newer version of GUPS and to use for the submission of corrections (by using the Secure Web Incoming Module (SWIM)) needs the minimum requirements listed below in [Table 6](#). The Census Bureau recommends installing the newer version of QGIS and GUPS on the same local computer(s) used for the delineation phase.

Table 6: Requirements for Hardware, Operating Systems, and Internet Browsers

Hardware	Operating System	Supported Browsers
<p>Disk Space Needed to Run GUPS: 4 GB</p> <p>Disk Space Needed to Store Shapefiles: Shapefile sizes vary. To view the size of your shapefiles, select a file/ folder, right-click, and choose Properties in the drop-down menu. The Files Properties box opens and displays the file/folder sizes. Select multiple files/folders in the list to view their properties via the same method.</p> <p>RAM:</p> <ul style="list-style-type: none"> 4 GB minimum; 8 GB or more recommended for optimal performance. 	<p>Windows®: To run GUPS, Windows users need one of the following Windows operating systems:</p> <ul style="list-style-type: none"> Windows 7® Windows 8® Windows 10® <p>Apple®: 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. Find instructions for using Boot Camp at: https://www.apple.com/support/bootcamp/getstarted/. Some Apple iOS® users may want to use Red Hat software. Locate instructions at: https://www.redhat.com/download/.</p> <p>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.</p>	<p>Minimum Browser Versions to Use the Secure Web Incoming Module (SWIM): SWIM supports the two most recent versions of each of the major internet browsers:</p> <ul style="list-style-type: none"> Internet Explorer® Google Chrome® Mozilla Firefox® Apple Safari®


Note: Depending on the version of Windows or Operating System on the local computer used for PSAP, the GUPS dialog boxes shown throughout this document may have a different appearance than the screenshots contained in the respondent guide, although the content is essentially the same.

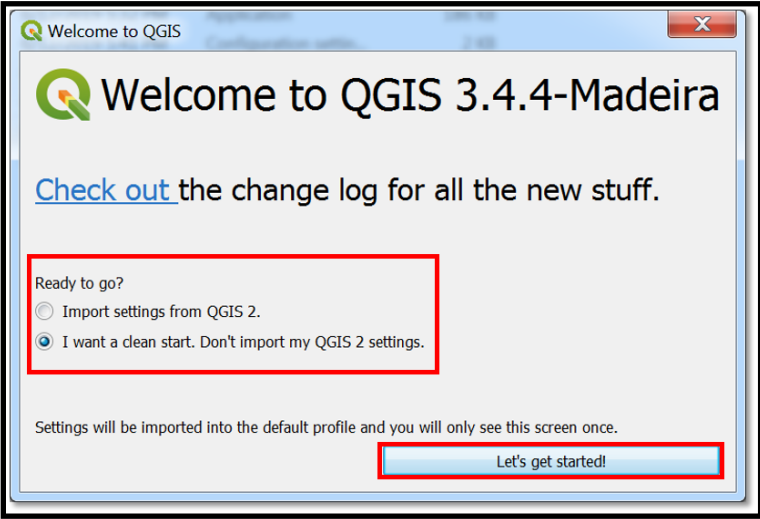
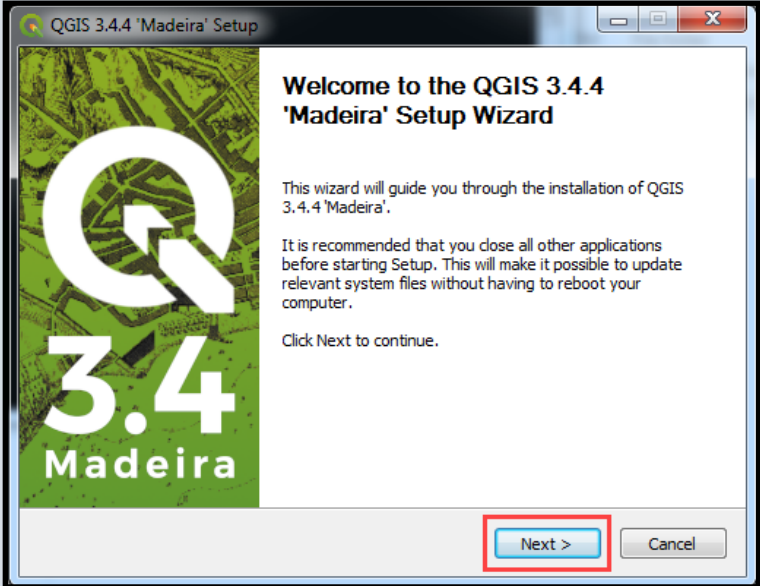
5.1.1 Downloading and Installing GUPS and QGIS

Table 7 provides the steps to download and install the newer version of GUPS and QGIS necessary to support verification phase corrections.

Note: Administrator privileges are likely necessary to install GUPS. Check with the local system administrator for instructions on installing an external software to the local computer prior to contacting the Census Bureau for assistance.

Table 7: Downloading and Installing the Newer Version of GUPS and QGIS

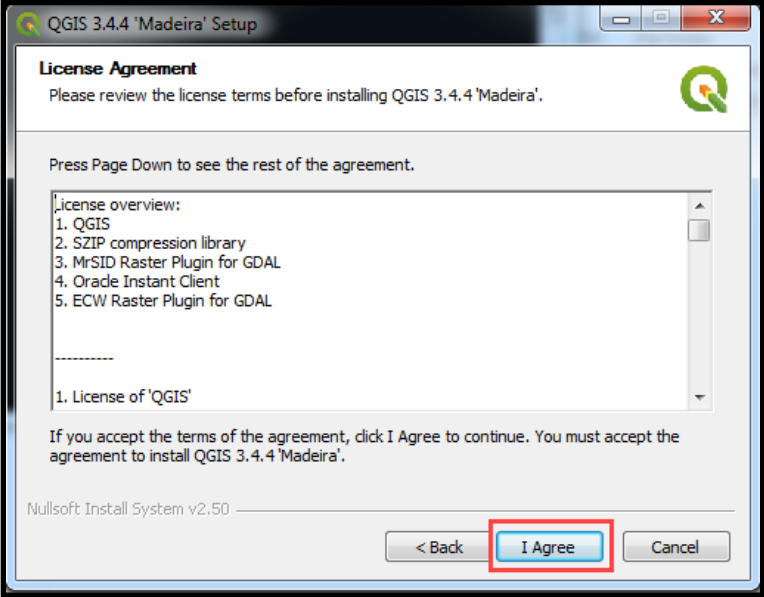
Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. The PSAP main page appears.</p> 
Step 2	<p>Scroll down the page to the 2020 Census PSAP Verification Materials section to locate the Download the GUPS link. Click the link to download the file. Use Save As rather than Save to choose a specific folder on the local computer to download the file.</p>
Step 3	<p>Navigate to the folder on the local computer where the downloaded .zip file resides. Double-click the .zip file to unzip and extract its contents.</p>
Step 4	<p>From the folder where the .zip file was extracted, double-click the SETUP-<version>.bat file to start installation. Regardless of the version of the file, there will be only one SETUP .bat file to choose.</p>

Step	Action and Result
Step 5	<p>The Welcome to QGIS screen appears that allows a participant to import their previous settings from QGIS 2 or starting clean. Choose Start Clean and click Let's get started to proceed. Note, if a new version of GUPS that uses QGIS 3 is already installed from your work with other census programs, this window may not appear.</p> 
Step 6	<p>When the installer opens, the Welcome to the QGIS 3.4.4 'Madeira' Setup Wizard screen appears.</p>  <p>Note: The version needed for the verification phase is QGIS 3.4.4 Madeira. If the exact same version of QGIS exists on the computer, an instruction to uninstall and reinstall may appear. Participants may retain other versions of QGIS that may be in use for other programs (e.g., QGIS 2 Las Palmas version used for the delineation phase), but we suggest to reinstall if the same version exists on the computer to ensure installation of the latest update.</p> <p>Before proceeding with installation, close all other programs or applications. Once other programs and applications are closed, click the Next button.</p>

Step **Action and Result**

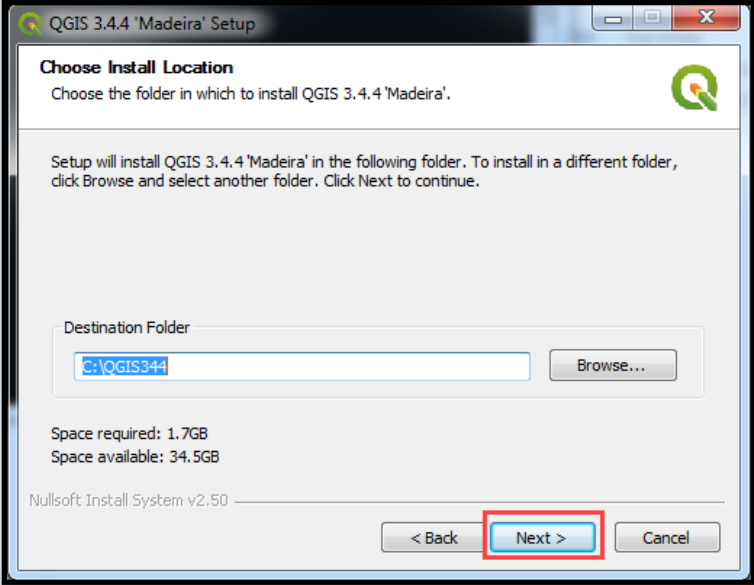
Step 7

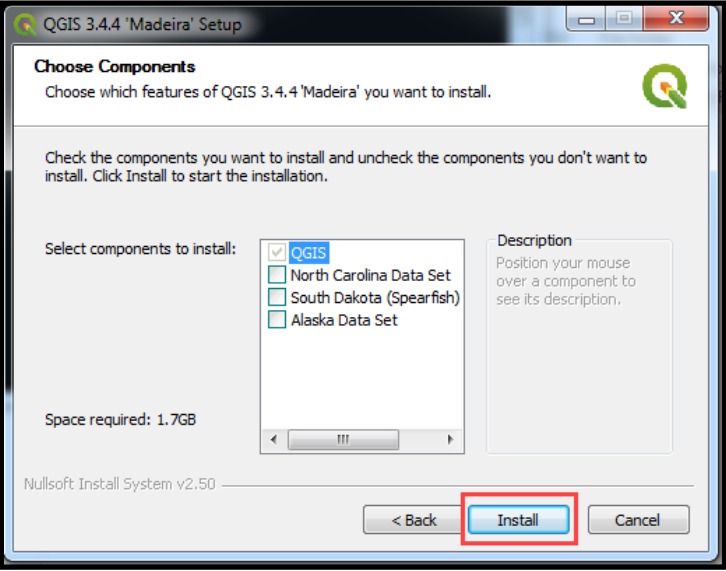

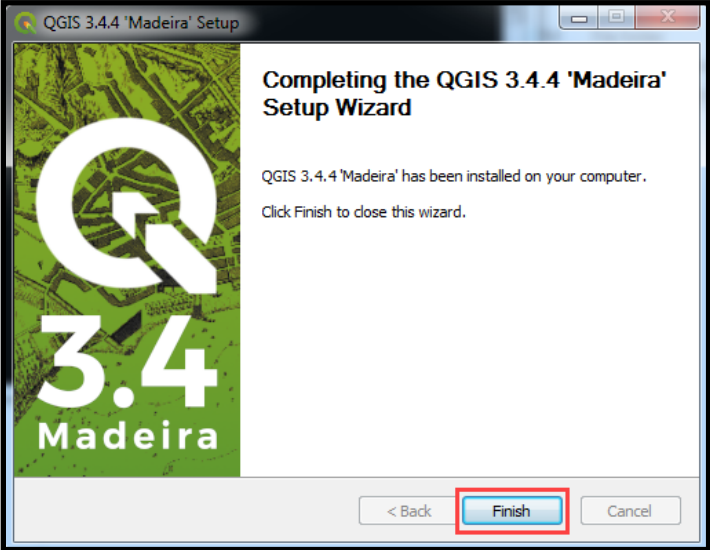
*The **License Agreement** screen appears. Read the License Agreement and click the **I Agree** button to continue.*

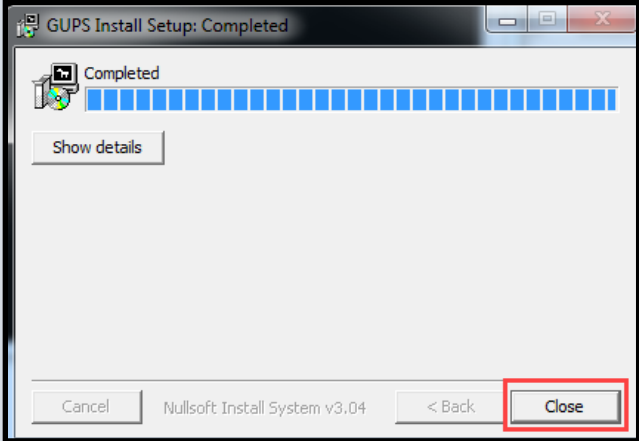
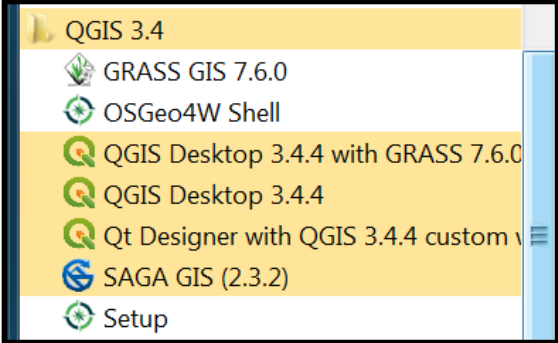


Step 8

*The **Choose Install Location** screen opens. For performance and stability, the Census Bureau recommends installation to the default directory even though the **Browse** button allows for changing of the installation directory. Click **Next** to continue with installation.*



Step	Action and Result
Step 9	<p>The Choose Components screen opens.</p>  <p>'<input checked="" type="checkbox"/> QGIS' in the Select components to install field is checked and grayed out since it is the default. Simply click Install to continue.</p>
	<p>To review a previous screen or reread the license agreement, click the Back button (each screen contains this button). <i>This returns the screen to the previous page.</i></p>
Step 10	<p>The software takes between five and 10 minutes to install. <i>When it finishes installation, the Completing the QGIS 3.4.4 'Madeira' Setup Wizard screen opens.</i> Click the Finish button to finish the QGIS update and launch the GUPS update.</p> 

Step	Action and Result
Step 11	<p>The GUPS Install Setup: Completed screen opens showing the status of the installation of GUPS. To complete the installation, click the Close button.</p> 
Step 12	<p>Use QGIS Desktop 3.4.4 for the verification phase work. Disregard the other software installed as part of the process. Once the application installs, QGIS 3.4 is added to the Start Menu, All Programs list and a QGIS 3.4 icon is created on the desktop.</p> 

After successfully updating GUPS and QGIS for use in the verification phase, participants are ready to begin their work to correct the 2020 statistical areas. Proceed to the next chapter for more instructions on opening GUPS and starting a new project.

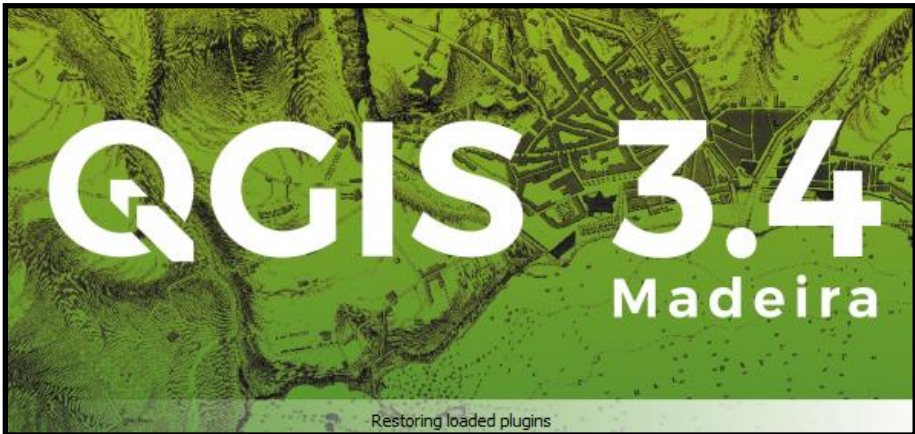
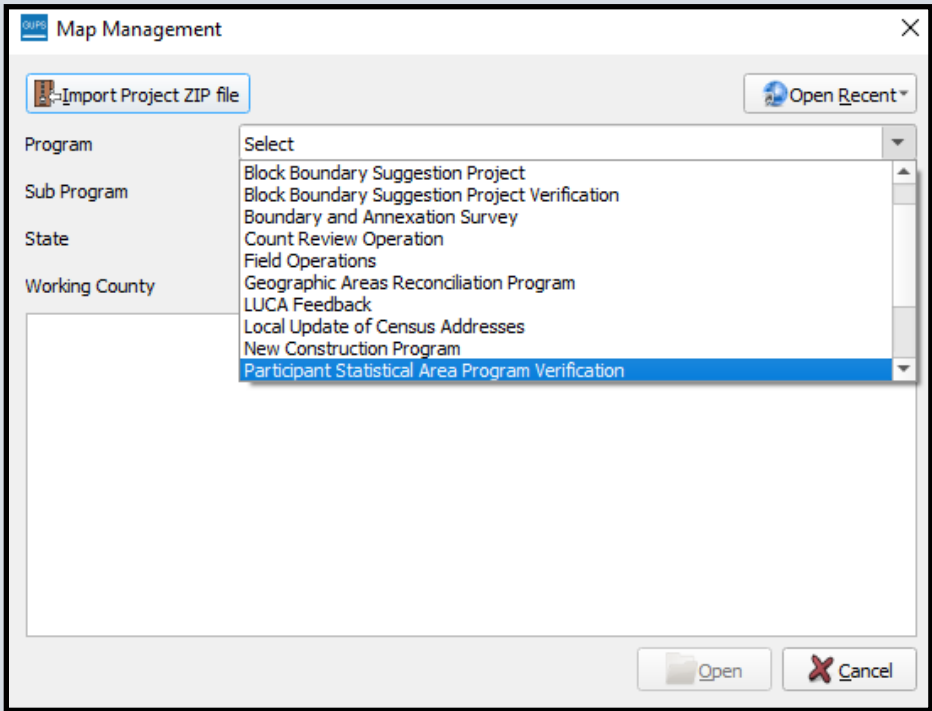
5.2 Opening GUPS and Starting a New Project

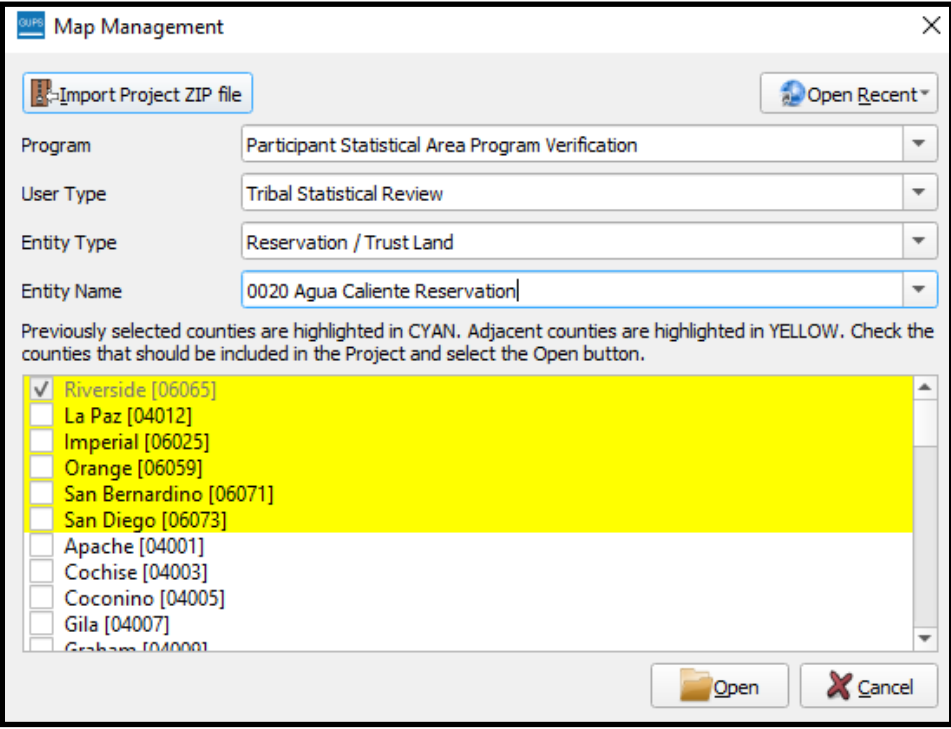
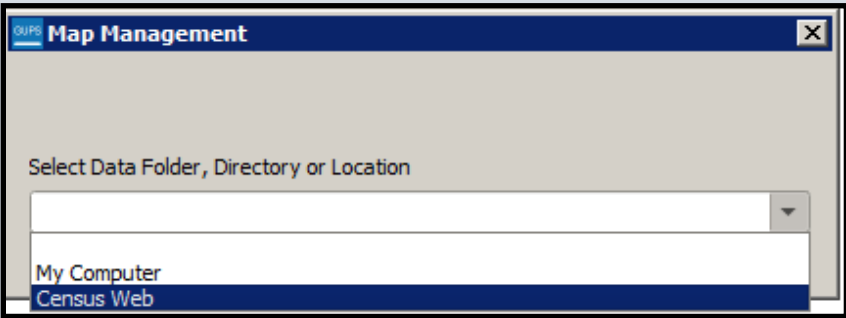
Because no DVDs are distributed for the verification phase, participants with corrections must use the **Census Web** option in GUPS to download the shapefiles directly into GUPS. To open the GUPS using Census Web follow the steps in [Table 8](#) below.

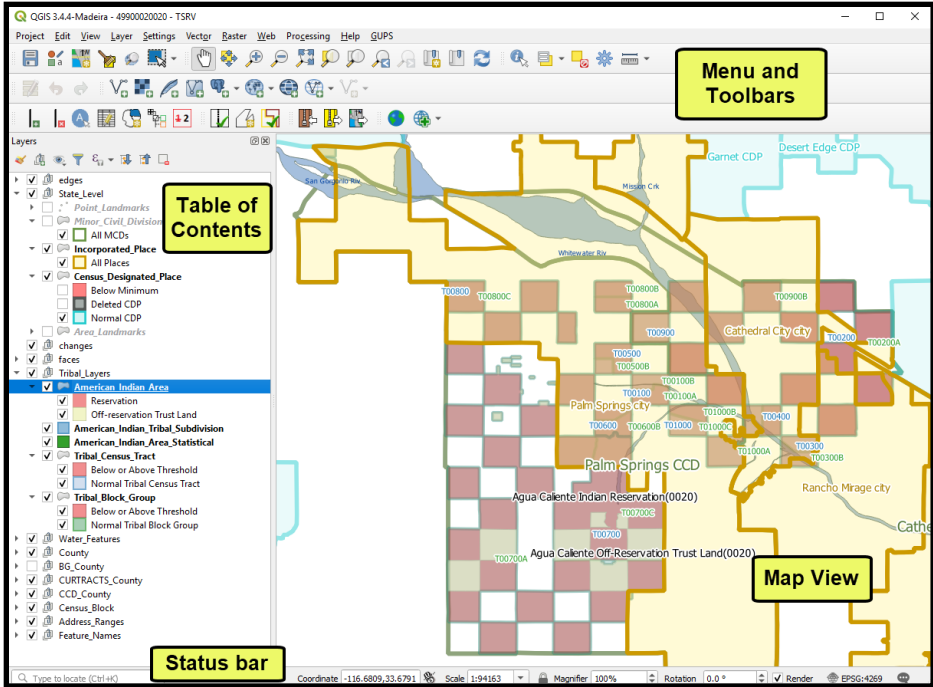
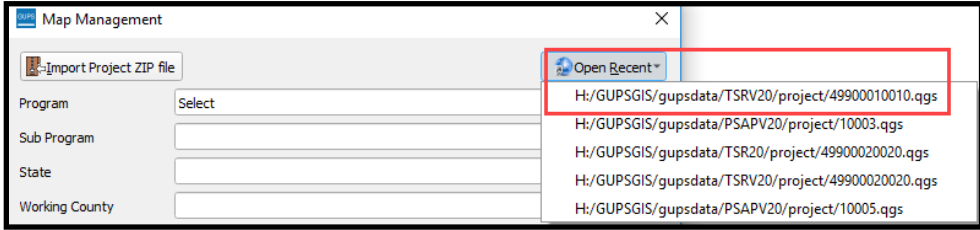

IMPORTANT: GUPS needs at least 4 gigabytes of free space on the hard drive to begin.

To practice using GUPS without committing the corrections, simply exit GUPS without saving. Before GUPS closes, it will give the option to save or discard the changes. Participants can reopen saved projects and continue working later.

Table 8: Getting Started with GUPS using Census Web

Step	Action and Result
Step 1	<p>Select QGIS Desktop 3.4.4 from the All Programs list in the Start Menu, shown in Step 12 of the previous table or from the QGIS 3.4 desktop icon. <i>The QGIS splash screen appears.</i></p>  <p>Note: Depending on the age of the computer and amount of RAM, the application may require a few moments to load and open.</p>
Step 2	<p><i>The Map Management window appears.</i></p>  <p>Use the drop-down menu next to the Program field to select Participant Statistical Areas Program Verification.</p>

Step	Action and Result
Step 3	<p>Select Tribal Statistical Review for the User Type, select Reservation/Trust Land for the Entity Type, and then the tribal area in which to make the corrections for the Entity Name. Notice the use of tribal area coding and tribal name in the Entity Name field as described in Section A.</p>  <p>Previously selected counties are highlighted in CYAN. Adjacent counties are highlighted in YELLOW. Check the counties that should be included in the Project and select the Open button.</p> <p>Do not select adjacent counties that appear in the window beneath the Entity Name unless they assist with providing a reference for corrections in the tribal area.</p>
Step 4	<p>Choose Census Web from the Select Data Folder, Directory or Location window to download the data directly into GUPS.</p> 

Step	Action and Result
Step 5	<p>When the data loads, the Table of Contents populates and symbolizes according to preset styles. The Map View fills with the tribal area. The Menu and Toolbars appear along the top and the Status Bar appears at the bottom of the screen. <i>The QGIS 3.4.4 Madeira and PSAPV are displayed at the very top of the GUPS screen, confirming use of the newer QGIS and selection of the verification phase (e.g., PSAPV).</i></p>  <p>The screenshot shows the QGIS 3.4.4 Madeira interface. At the top, the menu bar includes Project, Edit, View, Layer, Settings, Vector, Raster, Web, Processing, and Help. Below the menu bar is a toolbar with various icons. On the left side, the 'Layers' panel is open, showing a 'Table of Contents' with a list of layers including 'edges', 'State_Level', 'Point_Landmarks', 'Minor_Civil_Division', 'All_MCDs', 'Incorporated_Place', 'All_Places', 'Census_Designated_Place', 'Below_Minimum', 'Deleted_CDP', 'Normal_CDP', 'Area_Landmarks', 'changes', 'faces', 'Tribal_Layers', 'American_Indian_Area', 'Reservation', 'Off-reservation_Trust_Land', 'American_Indian_Tribal_Subdivision', 'American_Indian_Area_Statistical', 'Tribal_Census_Tract', 'Below_or_Above_Threshold', 'Normal_Tribal_Census_Tract', 'Tribal_Block_Group', 'Below_or_Above_Threshold', and 'Normal_Tribal_Block_Group'. The main map area shows a 'Map View' of a tribal area with various colored polygons and labels like 'Garnet CDP', 'Desert Edge CDP', 'Palm Springs city', 'Palm Springs CCD', 'Agua Caliente Indian Reservation (0020)', and 'Rancho Mirage city'. At the bottom, the 'Status bar' displays the coordinate, scale, magnifier, rotation, and render options.</p>
Step 6	<p>To save a project, use the Save button on the Standard toolbar or locate the Save option beneath the Project tab along the Menu bar.</p>
Step 7	<p>To open a previously saved project, in the Map Management window, click the drop-down arrow next to the Open Recent button. <i>The drop-down menu opens with a list of current projects.</i></p>  <p>The screenshot shows the 'Map Management' window. It has a title bar with a close button. Below the title bar, there is an 'Import Project ZIP file' button. There are four input fields: 'Program' (with a 'Select' button), 'Sub Program', 'State', and 'Working County'. On the right side, there is an 'Open Recent' button with a dropdown arrow. The dropdown menu is open, showing a list of project files with their full paths, such as 'H:/GUPSGIS/gupsdata/TSRV20/project/49900010010.qgs', 'H:/GUPSGIS/gupsdata/PSAPV20/project/10003.qgs', 'H:/GUPSGIS/gupsdata/TSRV20/project/49900020020.qgs', 'H:/GUPSGIS/gupsdata/TSRV20/project/49900020020.qgs', and 'H:/GUPSGIS/gupsdata/PSAPV20/project/10005.qgs'.</p>
	<p>Multiple project files, for multiple programs, may appear, as shown above. In the example above, three separate projects exist on the same computer (PSAPV20, TSR20, and TSRV20). To identify which of the entries in the list represents a particular project, look at folder name that follows “/gupsdata” to identify the project (e.g., PSAPV20, TSR20, and TSRV20). Notice the Tribal GUPS projects for PSAP use the unique 11-digit coding mentioned in Chapter 3.</p>
Step 8	<p>To add the delineation phase submission layers into the verification phase project for reference in making corrections, refer to Appendix C.</p>

With the project loaded, participants are ready to begin making corrections. Continue to refer to the delineation phase respondent guide for detailed instructions. To begin making updates,

use the **Modify Area Feature** tool within GUPS to select the geography to correct. Use the information gained from the TIGERweb review of statistical areas, or from the review of the Online PDF maps, to select the corresponding geography from the list that appears in the **Modify Area Feature** window. Because some corrections cascade to underlying geographies, perform the updates in the same order as conducted during the delineation phase: tribal census tract, tribal block group, and then CDP.

Refer to *Chapter 8* of the *2020 Census PSAP Tribal Respondent Guide (G-690)* for instructions on updating each of the three statistical area types. Refer specifically to *Table 61* to confirm a linear feature is an acceptable statistical area boundary prior to making the boundary correction.

5.3 Introducing the GUPS Modification for the Verification Phase

New for the verification phase is a pop-up window, shown in [Figure 3](#), which appears after a tribal area downloads when a participant selects any of the tools to start reviewing the statistical areas. It contains a message about the purpose of the verification phase, verification of statistical areas, not another delineation opportunity.

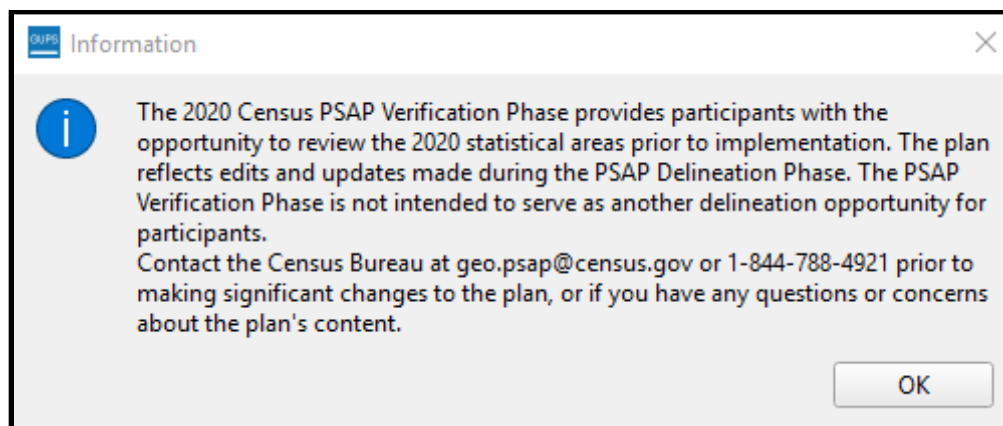


Figure 3: GUPS Information Window

All previously programmed tools and functionality remain in this version of GUPS for the verification phase.

5.4 Reinforcing GUPS Tools for the Verification Phase

Use the *List of Tables* and *List of Figures* within the *Table of Contents* of the *2020 Census PSAP Tribal Respondent Guide (G-690)* to help locate the specific table or figure that may assist with completing the corrective action during the verification phase. Most instructions exist in *Chapter 7*. At a minimum, review of the following tables within the G-690:

- *Table 13* for a refresher of the **Menu bar** tabs and functions.
- *Table 15* for a refresher of the **Standard toolbar** buttons, names and their function (or description).
- *Table 18* for a refresher of the **PSAP toolbar** buttons, names and their function (or description).

The Table of Contents within GUPS for the verification phase includes the same type of layers as provided during delineation. The edges layer is mapped to display the types of features (roads, linear water, and all others) as well as whether or not those features are acceptable, questionable, or not acceptable for use as a statistical area boundary. Other layers included for reference are the point landmark, minor civil division, census county division, incorporated place, area landmarks, various American Indian layers, water features, the county boundary, block groups and census tracts. Layers that are not applicable to the tribal area are grayed-out. The layers where corrections may occur include the Tribal_Census_Tract, Tribal_Block_Group, and Census_Designated_Place. Those layers have preset symbology to assist with visualizing whether they are valid geographies that meet established thresholds. See [Figure 4](#) for a visual of the Table of Contents for a GUPS verification phase project.

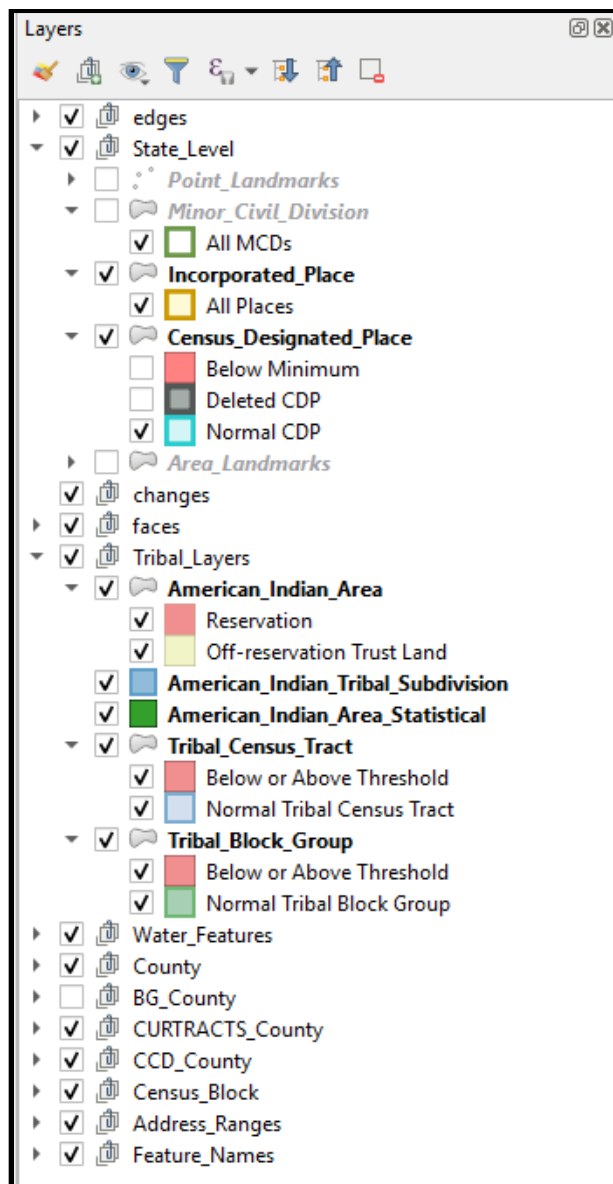


Figure 4: Example of GUPS Table of Contents with Layers

5.4.1 Clarifying the Use of the Boundary Change Tools

During processing of delineation phase submissions, the Census Bureau uncovered situations where participants misused GUPS tools and functionality. A common misuse involved tools used to make boundary modifications. Instead of using the instructions for performing boundary changes, participants used the merge and split instructions to modify boundaries. Though the boundary modification was seemingly successful, the means by which a participant generated the modification introduced numerous issues with coding, recoding, and suffixing that complicated the processing of participant submissions.

Since the focus of the verification phase is on correcting the 2020 statistical areas that do not align with participant expectations or that may have been misprocessed, participants should use the boundary change tools to correct the 2020 statistical areas, and not the merge or split tools within GUPS. While the merge and split tools remain available for use, please consider the type of correction that needs to occur and choose the tool that best fits that task. If you have any questions regarding which GUPS tool should be used to make your corrections, contact the Census Bureau by phone at 1-844-788-4921. A member of our technical support group can assist you with your GUPS functionality questions

Refer to [Figure 5](#) for a visual that highlights the boundary change sections for tribal census tracts, tribal block groups, and CDPs in the Table of Contents of the *2020 Census PSAP Tribal Respondent Guide (G-690)*.

Part 3	Using GUPS for 2020 Census PSAP	82
Chapter 8.	Review and Update of PSAP Geographies	83
8.1	Review of PSAP Geographies	83
8.2	Update of PSAP Geographies	84
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8.3	Tribal Census Tract Update Instructions	85
8.3.1	Select Tribal Census Tracts	86
8.3.2	Split Tribal Census Tracts by Tribal Block Group	88
8.3.3	Split Tribal Census Tract by Face	91
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8.3.5	Change Tribal Census Tract Boundaries	99
8.3.5.1	Add Linear Feature	104
8.3.5.2	Modify Linear Feature Attributes	107
8.3.5.3	Delete/Restore Linear Feature	108
8.4	Tribal Block Group Update Instructions	110
8.4.1	Select Tribal Block Group	111
8.4.2	Split a Tribal Block Group	111
8.4.3	Merge Tribal Block Groups	115
8.4.4	Change Tribal Block Group Boundaries	119
8.5	Census Designated Place (CDP) Update Instructions	123
8.5.1	Select Census Designated Place (CDP)	124
8.5.2	Boundary Change – Add Area (CDP)	124
8.5.3	Boundary Change – Remove Area (CDP)	128
8.5.4	New District – Add Entity (Add a New CDP)	132
8.5.5	Boundary Change – Delete Area Feature (Delete an Existing CDP)	136
8.5.6	Boundary Change – Change Attributes (CDP)	139

Figure 5: Boundary Change Sections in the G-690 Table of Contents

5.4.2 Clarifying the Use of the Undo Button

Another action to clarify from the delineation phase involves the use of the **Undo** button. The description of the **Undo** button is included within *Table 18* of the *2020 Census PSAP Tribal Respondent Guide (G-690)*. For an example, a participant split a tribal census tract that was over threshold, but one of the resulting tribal census tracts ended up below threshold. Instead of using the **Undo** button to cancel the split action and restore the tribal census tract's original boundary or instead of supplying a justification that supports the split, the participant proceeded to merge the newly suffixed tract which introduced an unintended change in the tribal census tract coding.

5.4.3 Reinforcing the Use of Imagery

Should corrections be necessary, use of imagery is strongly recommended. To make spatially accurate boundary corrections, enable imagery from the PSAP toolbar by selecting the **Add Imagery** button. Adding imagery allows participants to visualize the features and alignment of boundaries prior to making corrections. The description of the **Add Imagery** button is included within *Table 18* of the *2020 Census PSAP Tribal Respondent Guide (G-690)*.

Note: Uncheck (i.e., turn-off) the imagery layer from the Table of Contents to prevent GUPS issues that may occur when re-opening the PSAP verification phase project.

5.5 Exporting a File for Submission

Upon completion of all statistical area corrections, execute the three validation tools to help review and validate the corrections made to the 2020 statistical areas. Run the **PSAP Criteria Review** tool first, then the **Review Change Polygons** tool, and finish with the **Geography Review** tool. Refer to *Chapter 9* of the *2020 Census PSAP Tribal Respondent Guide (G-690)* for instructions on the use of the three validation tools. The **Export to Zip** tool executes these tools if a participant overlooks them.

Upon clicking the **Export to Zip** button, two options for exporting within GUPS remain in the verification phase: **Export for Census** or **Share with Another Participant**. To export the corrected statistical areas for submission to the Census Bureau, select the first choice, **Export for Census** as shown below in [Figure 6](#).

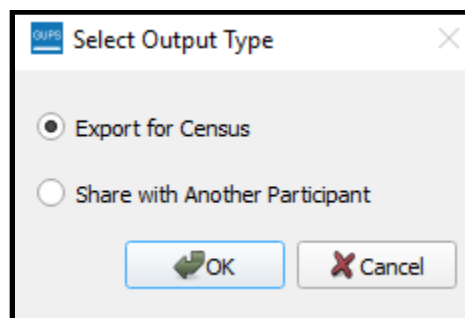


Figure 6: Select Output Type Window - Export for Census

IMPORTANT: Do not submit a partial submission (i.e., just tribal census tracts if corrections are still underway for tribal block groups or CDPs). Ensure all of the work is complete prior to executing this tool.

Table 55 in the *2020 Census PSAP Tribal Respondent Guide (G-690)* describes the export process. The only difference for the verification phase is the directory path and file name. See [Figure 7](#) for an example of the **Export to Zip** window that includes the verification phase directory and file information. Be sure to make note of the directory path and file name.

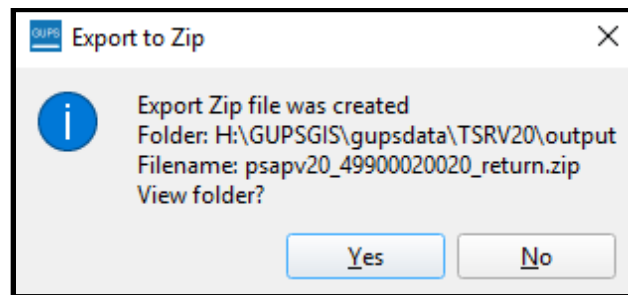


Figure 7: Export to Zip Window for Verification Phase

With the file exported, proceed to [Part 3](#) of this verification guide for instructions on submitting the .zip file to the Census Bureau. Skip the next chapter.

CHAPTER 6 USING PAPER MAPS TO CORRECT 2020 STATISTICAL AREAS

Following the review of the 2020 statistical area boundaries, in TIGERweb or with the Online PDF maps, and the identification of corrections, follow the instructions in *Part 2* of the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* for making corrections during the verification phase. The same delineation phase instructions apply to the verification phase.

Prior to making any correction to the 2020 statistical area boundaries on the paper maps, ensure the corrections result in statistical areas that follow the respective statistical area thresholds, requirements, criteria, and guidelines outlined in the respective chapters in *Part 1* of the *G-700*. See [Figure 8](#) for a visual of a portion of the Table of Contents from the *G-700*. Participants may also refer to *Appendix B* in the *G-700* or to the *Federal Register* notice section on the PSAP website to locate the established criteria and guidelines.

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Figure 8: Individual Statistical Geography Chapters in the G-700 Table of Contents

Read the chapter that applies for your type of tribal area.

- Tribal Census Tract details are in *Chapter 2*.
- Tribal Block Group details are in *Chapter 3*.
- CDP details are in *Chapter 4*.
- ANVSA details are in *Chapter 5*.
- ANRC information is in *Chapter 6*.
- OTSA and OTSA tribal subdivisions details are in *Chapter 7*.
- TDSA details are in *Chapter 8*.
- SDTSA details are in *Chapter 9*.
- SAIR information is in *Chapter 10*.

Most of the chapters align to specific tribal area types, except for Federal American Indian Reservations. They should review *Chapter 2*, *Chapter 3*, and *Chapter 4*, as applicable.

Refer to *Table 5* in the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* for instruction on the proper pencil color to use when making corrections to the verification maps. As with the delineation phase, colored pencils are included in the verification phase material shipment along with the paper maps.

Refer to *Chapter 12* in the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* for instruction on updating the paper maps with corrections.

Proceed to **Part 3** of this verification guide for instructions on shipping the updated paper maps to the Census Bureau.

PART 3 SUBMITTING CORRECTIONS TO THE 2020 STATISTICAL AREAS

This part of the respondent guide provides information for both GUPS and paper map participants. Participants that used GUPS to make corrections are provided a refresher on the use of the Secure Web Incoming Module (SWIM) to submit the corrected 2020 statistical areas. The *2020 Census PSAP Tribal Respondent Guide (G-690)* devoted an entire chapter, *Chapter 10*, to the SWIM topic providing background, requirements, and an example of using SWIM to submit the PSAP delineation phase materials. The instructions in [Table 9](#) update the *Chapter 10* example to show the pertinent information for the verification phase.

Participants that used the verification phase paper maps to perform their corrections are provided with some high level information, but primarily refer to the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)*. The *G-700* devoted an entire chapter, *Chapter 12*, to showing examples for updating the various tribal statistical areas and another chapter, *Chapter 13*, to providing paper map submission instructions.

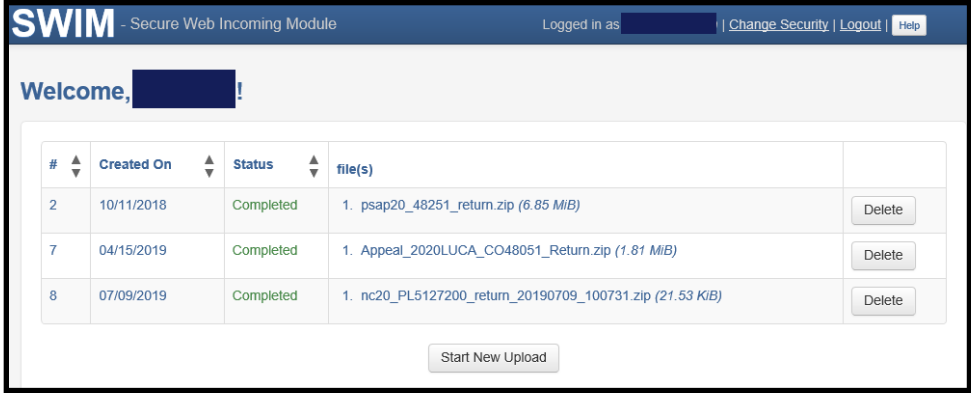
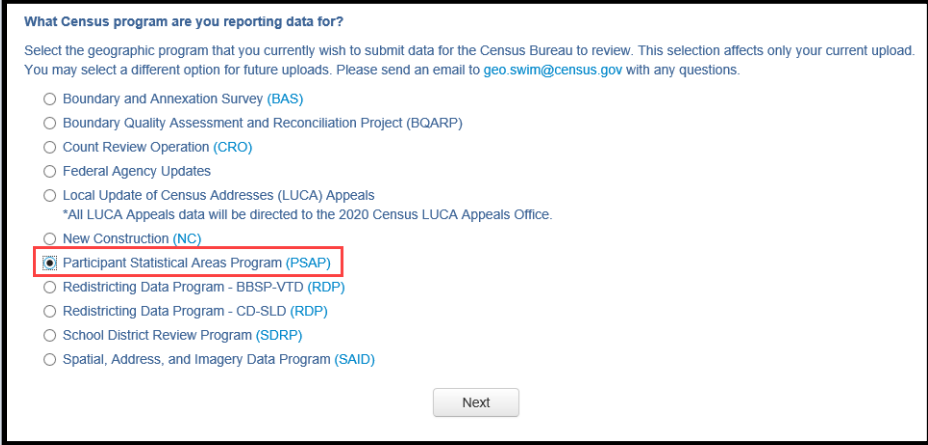

Please submit all corrections, whether made using GUPS or paper maps, to the 2020 statistical areas within 90 calendar days of receiving the verification announcement. The Census Bureau cannot provide extensions to this 90 calendar day review period. The Census Bureau will review all submissions to ensure they meet the established 2020 Census PSAP criteria and will contact participants if there are questions regarding the submission(s).

CHAPTER 7 SUBMITTING CORRECTIONS USING SWIM

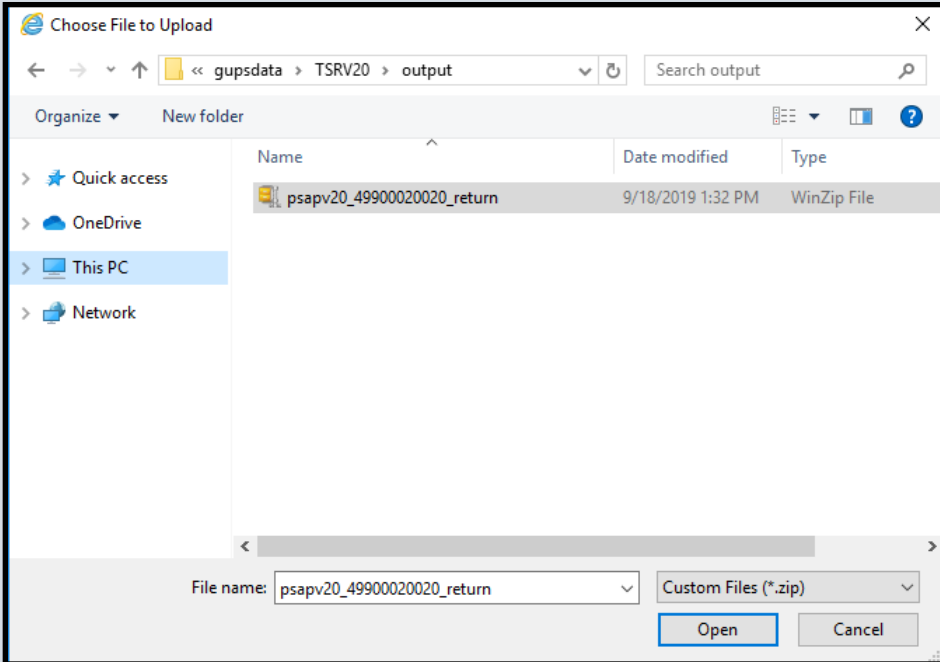
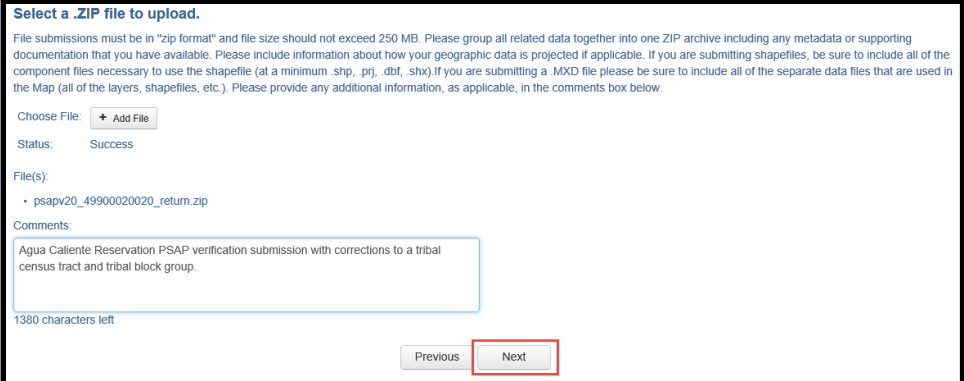
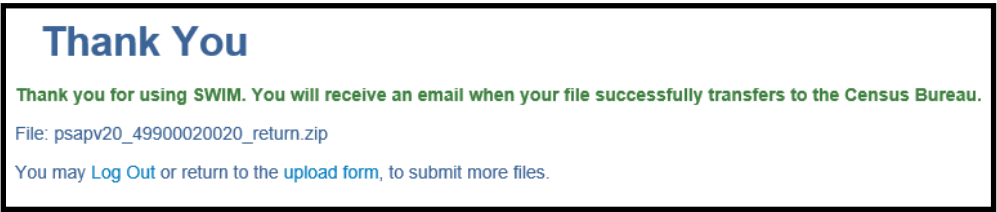
See [Table 9](#) for an example of using SWIM to submit corrections to 2020 statistical areas.

Table 9: SWIM Example

Step	Action and Result
<p>Step 1</p>	<p>Open a new internet browser window and enter the SWIM URL <https://respond.census.gov/swim>. The Secure Web Incoming Module Please Login screen opens.</p> 
	<p>Refer to <i>Section 10.2</i> the <i>2020 Census PSAP Tribal Respondent Guide (G-690)</i> for details on how to determine if an account exists and the SWIM requirements for accounts, passwords, and files submitted using SWIM.</p> <p>Note: We suspect that most participants will have an existing SWIM account since delineation phase materials were submitted through SWIM. For participants without an existing SWIM account, please contact the Census Bureau to receive a 12-digit registration token for account registration.</p>

Step	Action and Result
Step 2	<p>Enter the email address and password, then click the Login button. <i>The Welcome screen opens and previously posted files appear along with the date and status of the upload.</i></p>  <p>Click the Start New Upload button.</p>
Step 3	<p><i>The “What Census program are you reporting data for?” screen appears.</i></p>  <p>Choose Participant Statistical Areas Program (PSAP) and then click the Next button.</p> <p>Note: Unlike GUPS, there is not a specific program choice for PSAP Verification. The verification phase is part of PSAP, so there was no need to add another program choice in SWIM for the submission of verification phase corrections.</p>
Step 4	<p><i>The “What type of geography are you reporting statistical areas for?” screen appears with two choices: County and Tribal Area.</i></p>  <p>Choose Tribal Area and then click the Next button.</p>

Step	Action and Result
Step 5	<p>The Select a Tribal Area screen appears.</p> <div data-bbox="446 273 1274 535" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Select a Tribal Area</p> <p>Tribal Area:</p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> Select ▼ </div> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> Previous Next </div> </div> <p>Choose the appropriate tribal area name from the drop-down menu, as described previously in Section A, and then click the Next button.</p>
Step 6	<p>The Select a .ZIP file to upload screen appears. Click the +Add File button.</p> <div data-bbox="365 693 1347 1176" style="border: 1px solid black; padding: 10px; margin: 10px auto; width: fit-content;"> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: + Add File</p> <p>Status:</p> <p>File(s):</p> <p>Comments:</p> <div style="border: 1px solid #ccc; height: 30px; margin-bottom: 5px;"></div> <p>1500 characters left</p> <div style="display: flex; justify-content: flex-end; gap: 10px; margin-top: 10px;"> Previous Next </div> </div>

Step	Action and Result
Step 7	<p>The Choose File to Upload window opens for use in navigating to the location of the exported .zip file generated by using the Export to Zip button in GUPS. Click the Open button.</p>  <p>Notice the Status is set to Success and the file name appears beneath the File(s) section. Add optional comments that may assist the Census Bureau with processing of the submission and click Next.</p> 
Step 8	<p>The Thank You screen appears. It thanks the participant and indicates a forthcoming email once the transfer completes.</p>  <p>In the last sentence on the Thank You screen, choose upload form to return to the Welcome screen and begin the upload process for another tribal area or choose Log Out.</p>

CHAPTER 8 SUBMITTING CORRECTIONS USING PAPER MAPS

To submit the paper maps with corrections, separate the map sheets with corrections from those without corrections. Retain a copy of the portion of the map(s) that show the corrections for use if the Census Bureau contacts you with questions. Retain copies of all supporting documentation that you may have assembled since the delineation phase that reinforces the corrected 2020 statistical areas.

IMPORTANT: Do not ship materials on a flow basis. Complete all work prior to making a submission.

Place the updated maps and any supporting documentation that may assist the Census Bureau with understanding the corrections in the original verification phase material packaging (i.e., map tubes, boxes, or envelope). Use the FedEx postage paid label/envelope to return the corrected map(s) to the Census Bureau. If the postage-paid label is misplaced, call the Census Bureau at 1-844-788-4921 for instructions. To ship the corrected materials on your own, the Census Bureau recommends using a service that provides tracking information, such as the United States Postal Service traceable delivery, FedEx, United Parcel Service, or similar service.

Ship the corrected map sheets to the following address:

*ATTN: GEOGRAPHY PSAP BLDG 63E
National Processing Center
1201 E 10th St
Jeffersonville IN 47132*

CHAPTER 9 NEXT STEPS FOR THE 2020 CENSUS PSAP

Congratulations on the completion of your review of the 2020 statistical areas and of your corrections, if applicable. Your participation in the 2020 Census PSAP concluded with either the email stating no changes were forthcoming or with the submission of verification phase corrections. Thank you for participating in this program to prepare useful statistical areas for the 2020 Census. Knowledge provided by PSAP participants is invaluable.


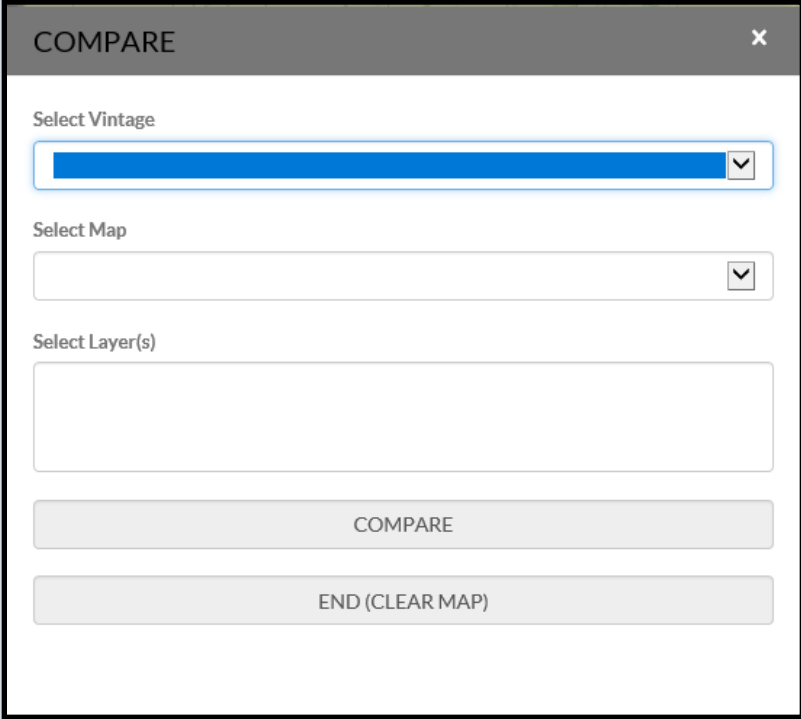

The Census Bureau will process the corrections and finalize the 2020 statistical areas for use in tabulating census data for the next decade. The final data will be made available to the public on the Census Bureau website beginning in November 2020 through February 2021.

APPENDICES

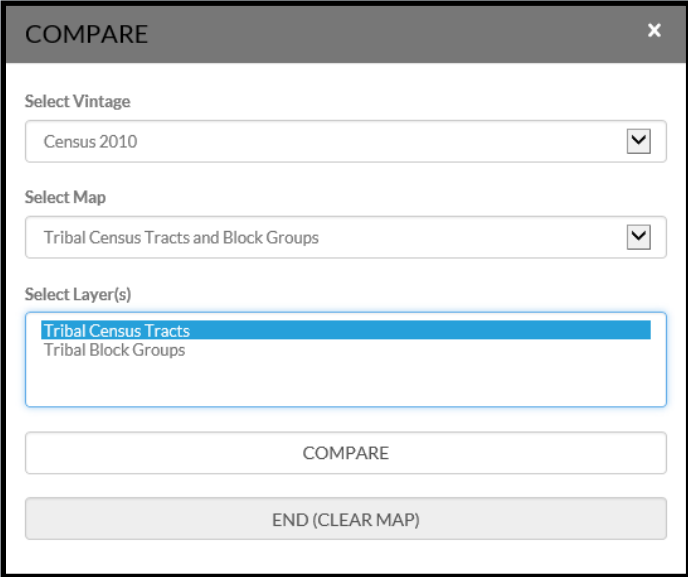
APPENDIX A USING TIGERWEB TO COMPARE 2020 STATISTICAL AREAS TO 2010 STATISTICAL AREAS

The TIGERweb **Compare** tool allows participants to visualize the changes between the 2020 statistical areas and the 2010 statistical areas. **Table 10** presents the steps for comparing the two vintages.

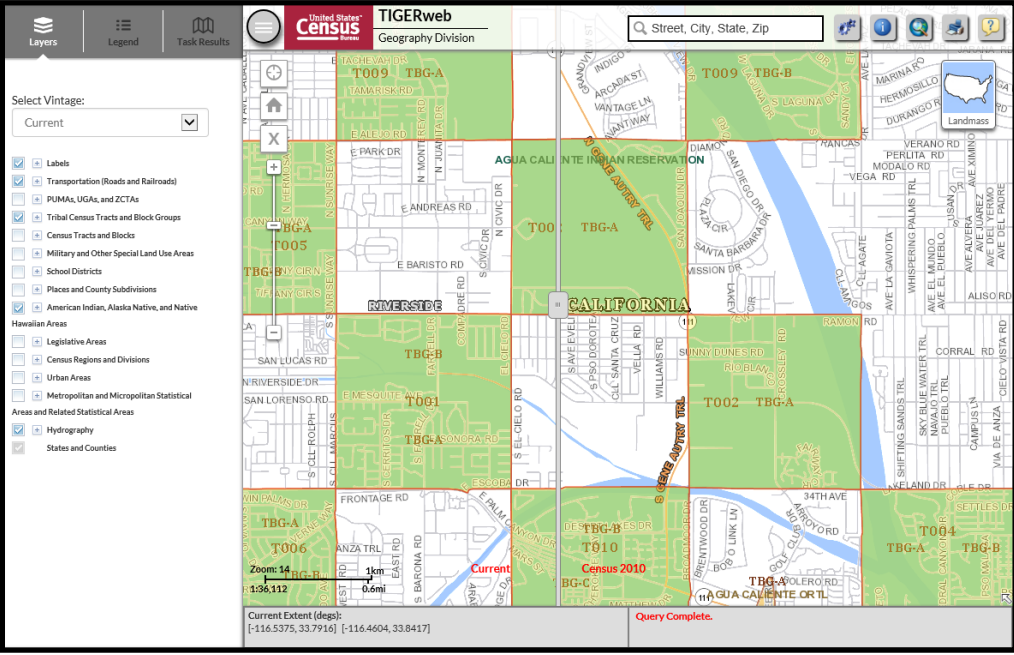
Table 10: Comparing 2020 and 2010 Statistical Areas in TIGERweb

Step	Action and Result
Step 1	<p>To compare the Current vintage to the 2010 Census vintage, launch the TIGERweb online application from the TIGERweb website: https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html.</p> <p>Using the instructions presented in Section 2.1, zoom manually or through a query to the area of interest for comparison.</p>
	<p>Click the Compare button along the upper right of the TIGERweb window.</p>  <p>The Compare window appears.</p> 
	<p>While this comparison does not compare what was submitted during the delineation phase, it does allow for visual comparison between the current 2020 statistical areas and the 2010 statistical areas which may help identify statistical areas splits or merges that occurred as a result of delineation phase processing.</p>

Step	Action and Result
------	-------------------

Step 2	<p>Select the Vintage to compare (e.g., Census 2010), Select the Map to compare with the current (e.g., Tribal Census Tracts and Block Groups), and Select the Layer (e.g., Tribal Census Tracts) and click COMPARE.</p> 
--------	--

A light gray, vertical slide bar appears on-screen with the **Current** vintage displayed on the left and the **Census 2010** vintage on the right. Click the bar to move it left or right and reveal the change of boundaries between the vintages. Large changes are easily viewed on-screen, but smaller modifications to the boundaries are more difficult to see.

Step 3	
--------	--

Note: This example does not depict any boundary differences, but does show the light-gray, vertical slide bar mid-screen and the red label for **“Current”** and **“Census 2010”** at the bottom of the screen.

Step	Action and Result
Step 4	Changing the Select Map choice to Places and County Subdivisions and then selecting the Census Designated Places in the Select Layer(s) drop-down allows for a vintage comparison of the CDPs. If applicable in your tribal area, repeat the same steps listed above to compare the vintages of CDPs.

APPENDIX B CHANGING THE MAP BACKGROUND WITHIN THE TIGERWEB ONLINE MAP VIEWER

The TIGERweb online map viewer has three choices for the map background it displays: Landmass, Satellite, and Terrain. These three choices are housed within the Topography button which is in the upper right corner of the map display, beneath the five tool buttons. The Topography button is also known as the Base Map Selector in the TIGERweb User Guide. See [Figure 9](#) for a visual of the button and its location within the TIGERweb online map viewer.



Figure 9: TIGERweb Topography Button

The default selection is Landmass. To switch displays, continue to click the Topography button, observing the instruction while hovering the mouse over the button. The hover message informs the user of the current display and what the display will be upon switching to the next choice. See [Figure 10](#) for a visual that illustrates changing between base map background choices and how the hover messages compare to what is on-screen. In the example below, though the image on the left shows the Topography button indicating the graphic for the Satellite selection, the hover message indicates the current selection is Landmass. The satellite imagery does not display until clicking the button again to change the display to Terrain. Terrain would not display until clicking the button back to Landmass.



Figure 10: Topography Button with All Base Map Choices

Use of satellite imagery and terrain base map backgrounds help to identify and visualize the features that the 2020 statistical area boundaries follow and may provide valuable insight to understanding if corrections need to be made.

APPENDIX C ADDING DELINEATION PHASE SUBMISSION TO VERIFICATION PHASE PROJECT

Participants may add their delineation phase submission files into their verification phase GUPS project. Doing so provides a visible reference for use during interactive GUPS work to correct the discrepant statistical area boundaries.

IMPORTANT: While having the delineation files available for reference during verification is nice, the Census Bureau strongly encourages participants to focus on the existing 2020 statistical areas and whether they work for the tabulation and distribution of statistical data.

Refer to *Section 7.3* and *Table 29* within the *2020 Census PSAP Tribal Respondent Guide (G-690)* for detailed instruction on the proper use of the **Add Vector Layer** button and for changing layer symbolization or call the Census Bureau at 1-844-788-4921 for assistance. As a high level summary for adding the delineation submission shapefiles into the verification phase project, follow these steps:

- Navigate to the directory location of the delineation phase .zip file (i.e., **PSAP20_<499RRRRAAAA>_return.zip**). As noted previously in the document, the <499RRRRAAAA> corresponds to a unique 11-digit code for your tribal area(s). The default directory location was likely **C:\GUPSGIS\gupsdata\TSR20\output**, but you may have copied the file to another directory for storage reasons or to archive it for safe-keeping.
- Unzip the delineation phase submission .zip file.
- Utilize the **Add Vector Layer** button within the **Manage Layers** toolbar, as highlighted below in **Figure 11**, to add in the “changes” shapefiles. The “changes” shapefiles show the polygons for the respective layer that were changed, so they can be used as reference when making corrections. **Note:** Ensure layers being added use the NAD83 coordinate system. Do not add layers into GUPS in coordinate systems other than NAD83.

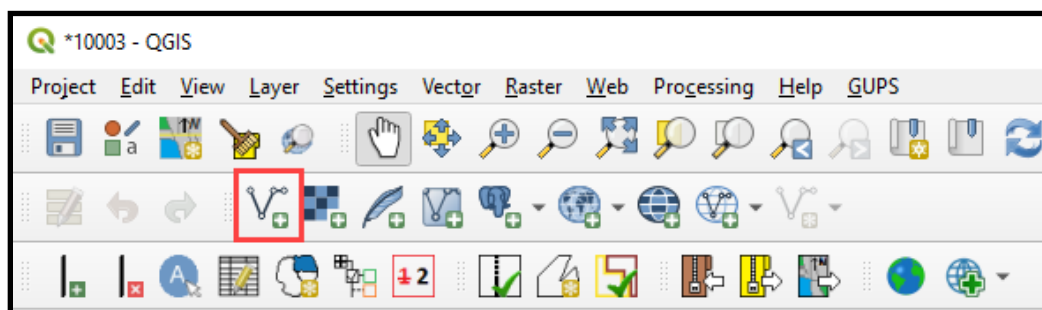


Figure 11: GUPS – Manage Layers Toolbar - Add Vector Layer Button

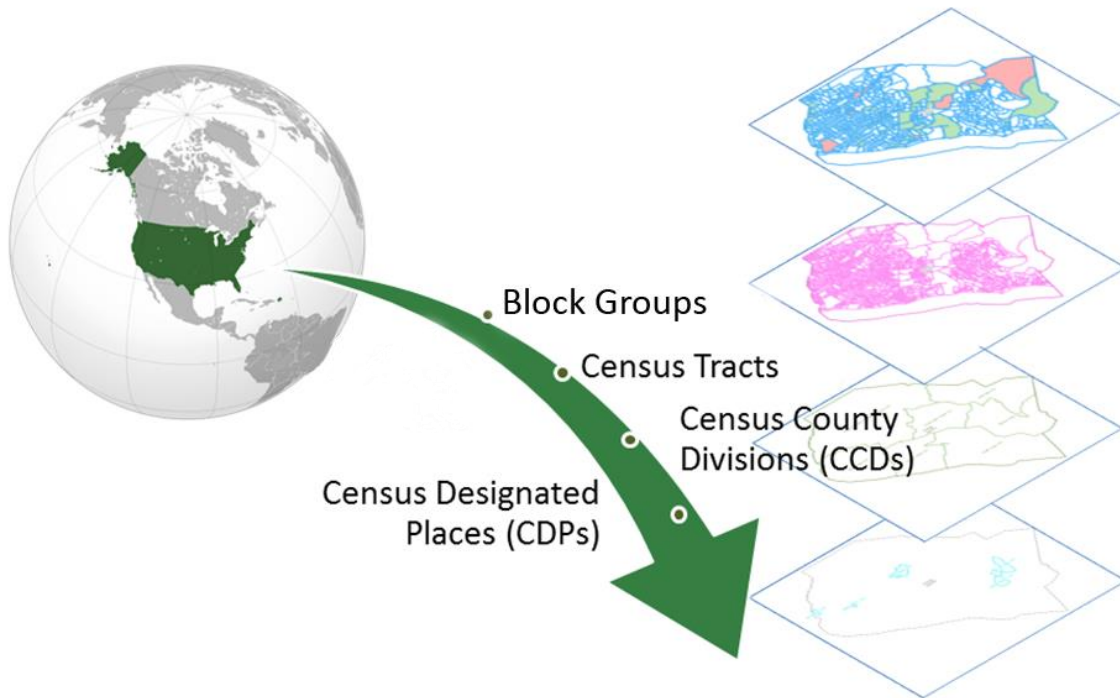
- Change the symbolization of the added shapefiles to view properly with the verification phase shapefiles. Depending on where the added shapefiles appear in the Table of Contents, symbolization changes can occur to the outline, pattern, transparency, color, layer order, etc.

With updated symbology and the ability to turn on/off layers, participants can visualize the differences between the delineation and verification phase statistical area boundaries and use the components of the delineation phase submission to assist with making the correction during the verification phase. Refer to *Sections 8.3.5, 8.4.4, and 8.5* of the *2020 Census PSAP*

Tribal Respondent Guide (G-690) for instructions on making boundary corrections to the tribal census tracts, tribal block groups, and CDPs, respectively.

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

Instructions for Participants with Standard Statistical Geographies
November 2019



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INTRODUCTION

A. General Information

The U. S. Census Bureau completed processing of the 2020 Census Participant Statistical Areas Program (PSAP) delineation phase submissions and is now ready to begin the 2020 Census PSAP verification phase. The verification phase provides an opportunity to ensure the 2020 statistical areas are acceptable and reflect the edits made by participants and the Census Bureau during the delineation phase. It serves as the final review of the statistical areas used to tabulate the results of the 2020 Census, the American Community Survey (and Puerto Rico Community Survey), the Economic Census, and potentially other census surveys.

In some instances the Census Bureau revised participants' delineation phase submissions in order to meet established criteria and guidelines. For that reason, participants are encouraged to conduct a thorough review of the current 2020 statistical areas to determine if they work for the tabulation and distribution of statistical data and to provide corrections where needed. Participants can compare the current 2020 statistical area boundaries and attributes with the information submitted during the delineation phase or conduct a complete review without making a comparison to their delineation phase submission.

Note: Participant revisions to the 2020 statistical areas during the verification phase, that were not provided during the delineation phase, will be considered based on the scope of the revision, their merit for analytical purposes, and their adherence to the established criteria and guidelines.

The Census Bureau requests participants use TIGERweb to review the 2020 statistical areas applicable to their county(s)¹ and to use the Geographic Update Partnership Software (GUPS) to make corrections where needed. The statistical areas eligible for review are census tracts, block groups, census designated places (CDPs), and census county divisions (CCDs). Please be aware CCDs only exist in the following 21 states: Alabama, Alaska (referred as census subarea), Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Texas, Utah, Washington, and Wyoming.

¹ For Census Bureau purposes, the term "county" includes municipios in the Commonwealth of Puerto Rico; 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; and the areas constituting the District of Columbia and Guam. Henceforth in this document, the terms "county" or "counties" will refer to all of these entities.

IMPORTANT: The verification phase provides the only opportunity for participants to review CDPs modified or created during the delineation phase. Locate the file that lists the new CDPs created since the delineation phase on the PSAP website. Please review the CDPs within the counties listed on the verification announcement to ensure each CDP captures the extent of the community it seeks to define (i.e., review the boundary) and is identified by the name locally used for that community (i.e., review the CDP name).

For navigating the various products and software for PSAP verification, it is helpful to understand the unique entity identification codes used by the Census Bureau for counties. These codes appear on the verification announcement, in the file names for the Online Portable Document Format (PDF) maps of census tracts, and within GUPS.

The entity identification code for counties uses the two digit state Federal Information Processing Series (FIPS) code concatenated with the three-digit county FIPS code. For example, 27123 is the five-digit FIPS code for Ramsey County, Minnesota, where 27 is the two-digit state FIPS code for Minnesota and 123 is the three-digit county FIPS code for Ramsey County.

B. 2020 Census PSAP Schedule

Below is the 2020 Census PSAP schedule that includes past, ongoing, and upcoming activities.

Table 1: 2020 Census PSAP Schedule

Dates	Event
March-May 2018	Census Bureau contacted 2010 Census PSAP participants to inquire about 2020 Census PSAP participation. ✓
July 2018	Census Bureau distributed 2020 Census PSAP invitation materials to 2020 Census PSAP participants. ✓
January 2019	2020 Census PSAP delineation phase began. Participants had 120 calendar days to submit updates. ✓
January-February 2019	Census Bureau conducted 2020 Census PSAP delineation phase webinar trainings. ✓
July 2019	Census Bureau conducted closeout of the 2020 Census PSAP delineation phase. ✓
January 2020	2020 Census PSAP verification phase begins. Participants have 90 calendar days upon receipt of verification announcement to review the 2020 statistical areas and submit corrections. ✓
April 2020	2020 Census PSAP verification phase ends.
September 2020	Census Bureau plans to conduct closeout of the 2020 Census PSAP verification phase.
November 2020 – February 2021	On a flow basis, beginning in November 2020 through February 2021, the 2020 statistical areas become available for public use.

C. Training and Support

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines and procedures; and by providing information concerning specific situations that participants encounter when reviewing and verifying their 2020 statistical areas. A pre-recorded verification phase training video/demonstration is available on the PSAP website for participants to utilize as an on-demand training tool. The verification phase training video/demonstration provides an overview of the verification phase and of the updated PSAP website. It provides information on the following topics:

- Reviewing 2020 statistical areas.
- Making corrections to 2020 statistical areas.
- Submitting corrections to 2020 statistical areas.

The verification training video/demonstration does not include the detailed steps for using GUPS that are included in the delineation phase training materials; therefore, all of the delineation phase training materials (e.g., Standard GUPS presentation, script, and webinar recording) remain on the PSAP website for participants' use. No training webinars are planned for the verification phase.

IMPORTANT: It is vital that participants use all of the existing training materials as they begin their verification phase review and potential corrections of 2020 statistical areas.

For questions concerning technical matters with the GUPS application or specific programmatic questions, support from the Census Bureau is available by phone at 1-844-788-4921 or by email at <geo.psap@census.gov>.

D. Respondent Guide Organization

This respondent guide consists of three parts: *Reviewing 2020 Statistical Areas*, *Correcting 2020 Statistical Areas*, and *Submitting Corrections to the 2020 Statistical Areas*. It includes information to enhance the instructions and details provided in the *2020 Census PSAP Standard Respondent Guide (G-730)*, created for use in the delineation phase, as well as new or updated information applicable to the verification phase.

For an overview of the 2020 statistical areas as well as the GUPS basics, participants must refer to the *2020 Census PSAP Standard Respondent Guide (G-730)*. Participants will also need to navigate the PSAP website, <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>, to review other program materials such as the Quick Reference Guides for their specific statistical geographies, the Quick Program Guide, and the training materials.

As with the delineation phase respondent guide, two styles are implemented within this guide. The first 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

written in *italics*. For an example, the action “Double-click the icon” has the *result* of “*and the program automatically launches.*” The second is the use of **bold, blue colored font** to denote the presence of a cross-referenced hyperlink to other sections, figures, tables, or appendices. To skip directly to the linked item, use the Ctrl key and click the left mouse button while hovering over the **bold blue words**. The “Table 2” in section 2.1 is the first cross-referenced hyperlink in this document.

IMPORTANT: At the time of creation of this respondent guide, the PSAP website, TIGERweb, GUPS, and the Online PDF maps of census tracts are in the final stages of development. As a result, the screenshots within this document may vary slightly from the final versions released to support the verification phase. While the examples may differ slightly, the overall instruction, action, and result remain consistent with what is anticipated with the final versions.

PART 1 REVIEWING 2020 STATISTICAL AREAS

Reviewing the 2020 statistical areas to determine if any corrections are necessary is the first step of the verification phase. With 90 calendar days to conduct the review, it is important to begin your review as soon as possible after receipt of the verification announcement.

IMPORTANT: A participant's focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data and whether the census tract codes are consistent with long established census tract coding plans.

The chapters within this part of the respondent guide discuss the following:

- Identifying a plan for conducting verification.
- Reviewing the 2020 statistical areas using TIGERweb to verify if the statistical area boundaries and attributes (e.g., census tract codes, block group codes, CDP names, and CCD names) align with expectations.
- Using the Online PDF maps, instead of, or in addition to, TIGERweb, to review the census tract codes.
- Detailing the email notification requested from participants to inform the Census Bureau of their intentions to make corrections or to approve the existing 2020 statistical areas.

CHAPTER 1 IDENTIFYING A PLAN FOR CONDUCTING VERIFICATION

The Census Bureau strongly recommends reviewing the current 2020 statistical area boundaries and attributes using TIGERweb to determine if they serve your county(s) for the tabulation and distribution of statistical data. Because time is a factor during verification, the Census Bureau recommends prioritizing the verification review as follows:

1. First, ensure a review of the census tract updates;
2. Then review the block group updates;
3. Then review new CDPs and any updates submitted for existing CDPs, if applicable. A list of new CDPs is available on the PSAP website beneath the **2020 Census PSAP Verification Materials** section within the **Additional Review Materials** sub-section.
4. Conclude with a review of CCDs, if applicable in your state.

If a long-established census tract coding pattern exists within the county(s) for review, conduct a complete county review of the census tract coding to ensure the pattern is maintained. As census tract splits and merges occur, the codes assigned by GUPS and processed during the delineation phase may not follow the established pattern. Participants can conduct this census tract coding review using TIGERweb or Online PDF maps. More details on both of those review tools is in upcoming chapters.

Participants that made specific boundary and attribute updates during the delineation phase may wish to conduct a review of those specific updates to determine if the Census Bureau applied those changes. They can do so by using TIGERweb Web Mapping Service (WMS), and TIGERweb Representational State Transfer (REST) Services described in the next chapter to pull the Current vintage into their own web mapping service or GIS for comparison.

The most common reason delineation phase updates were not applied relates to the improper application of guidelines or adherence to criteria for each specific statistical geography. If updates were made during delineation that resulted in statistical areas not complying with minimum criteria or not following the guidelines for the specific statistical area, and an adequate justification for the update was not supplied, the Census Bureau did not make those updates. Resupplying that change as a correction during the verification phase will likely result in the same outcome (i.e., the Census Bureau not accepting the correction to the statistical area).

If you determine a **significant amount of updates** were not applied and have questions about why the updates were not applied, please contact the Census Bureau by email at [<geo.psap@census.gov>](mailto:geo.psap@census.gov) or by phone at 1-844-788-4921 so they can research the county and provide you with background information from the delineation phase processing. Do not proceed with resubmitting delineation phase updates that were not applied to the 2020 statistical areas, or with making significant corrections to the statistical areas until a conversation with the Census Bureau occurs. They will provide instruction and guidance on how, or if, to proceed with making corrections.

CHAPTER 2 USING TIGERWEB TO REVIEW 2020 STATISTICAL AREAS

TIGERweb was first introduced as a supplemental source for use during the delineation phase. The *2020 Census PSAP Standard Respondent Guide (G-730)* includes *Appendix E* that provides tables with guidance for using TIGERweb to compare the 2010 statistical areas with the proposed 2020 statistical areas. For the verification phase, use the information in this chapter, in association with the guidance from *Appendix E* in the delineation phase respondent guide and the *TIGERweb User Guide* available within TIGERweb, to conduct a review of your 2020 statistical areas.

TIGERweb is a web-based system that allows users to visualize the Topologically Integrated Geographic Encoding and References system and database (TIGER) data in three ways: TIGERweb Applications, TIGERweb WMS, and TIGERweb REST Services.

The TIGERweb Applications choice allows users to select features and view their attributes, to search for features by name or geocode, and to identify features by selecting them from a map. It provides a simple way to view TIGER data without Geographic Information System (GIS) software and without downloading data. It uses the TIGERweb REST Services to provide an online, web-based method for reviewing the TIGER data.

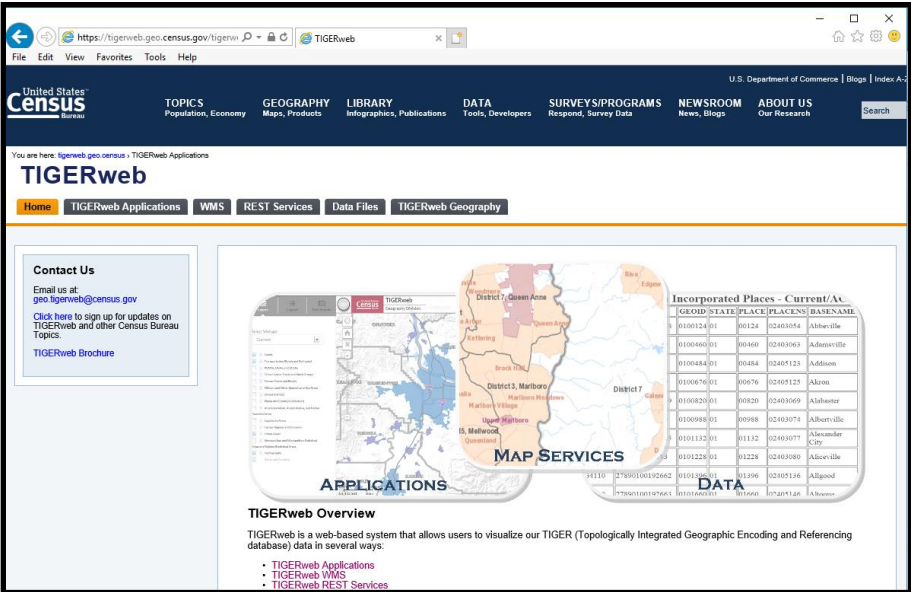
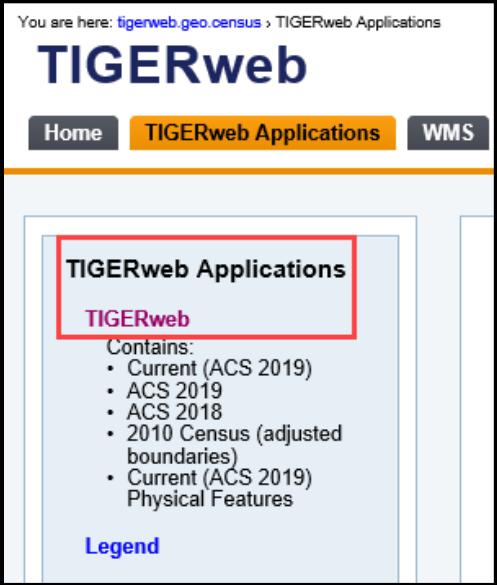
TIGERweb WMS and TIGERweb REST Services allow users to integrate census data into their own GIS or custom web-based application. Find more information about TIGERweb within the online documentation on its website:

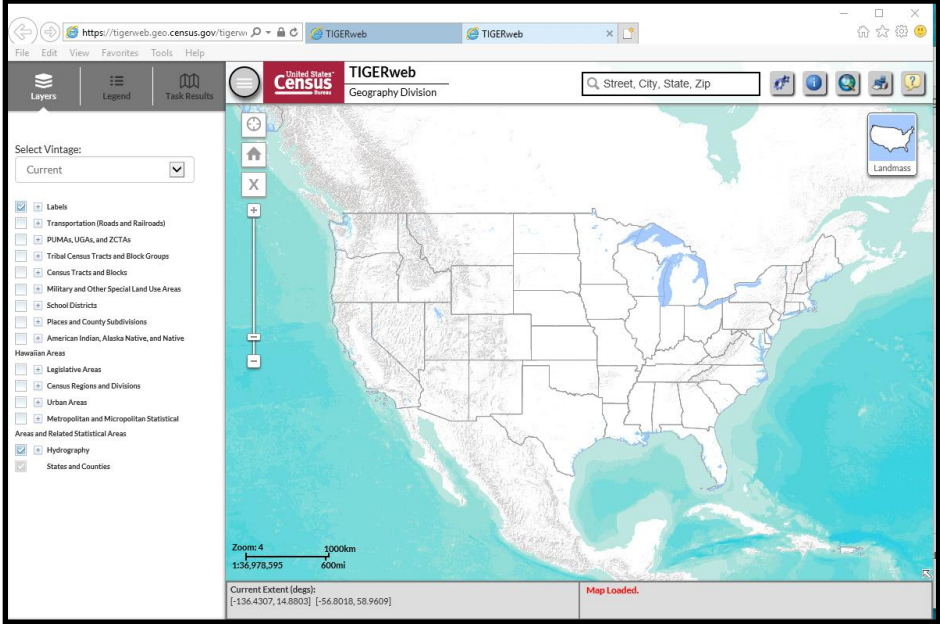


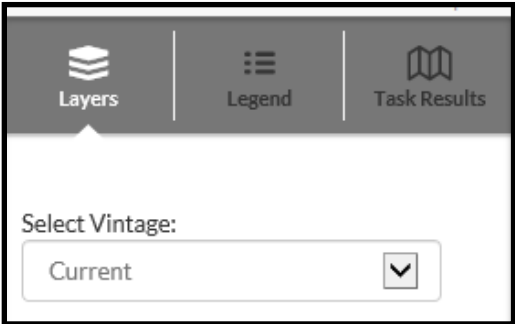
[<https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>](https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html).

2.1 TIGERweb Applications

See [Table 2](#) for an example of using TIGERweb online map viewer to review county-based 2020 statistical areas. Refer to [Appendix A](#) for instructions on using the TIGERweb online map viewer to compare the 2020 statistical areas to the 2010 statistical areas.

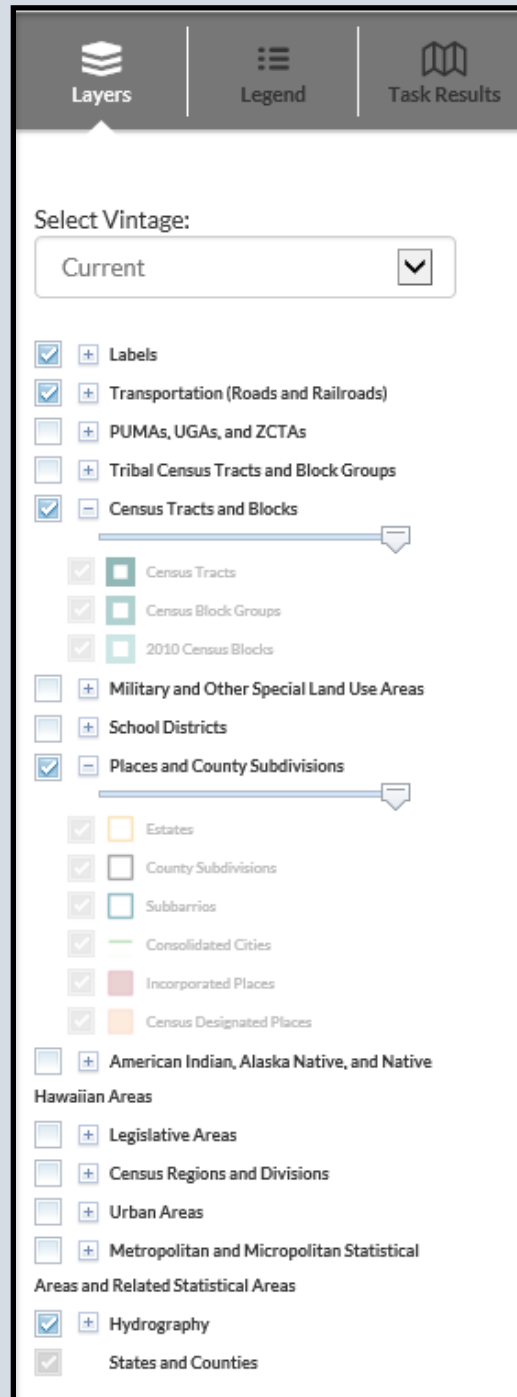
Table 2: Using the TIGERweb Online Map Viewer

Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the TIGERweb website <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. The TIGERweb main page appears.</p>  <p>Note: A link to TIGERweb is also available on the PSAP website.</p>
Step 2	<p>Click the TIGERweb Applications tab to the right of the Home tab, then TIGERweb along the left side of the screen. Do not select TIGERweb Decennial or TIGERweb Economic Census.</p> 


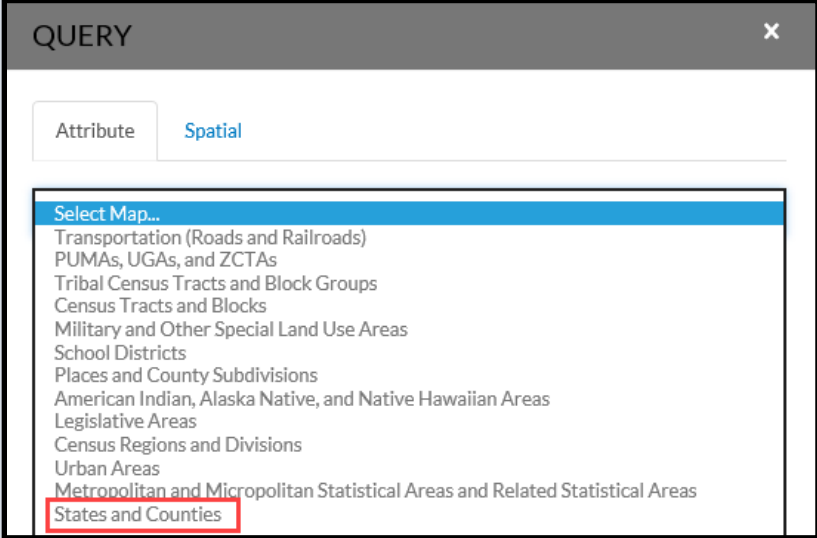
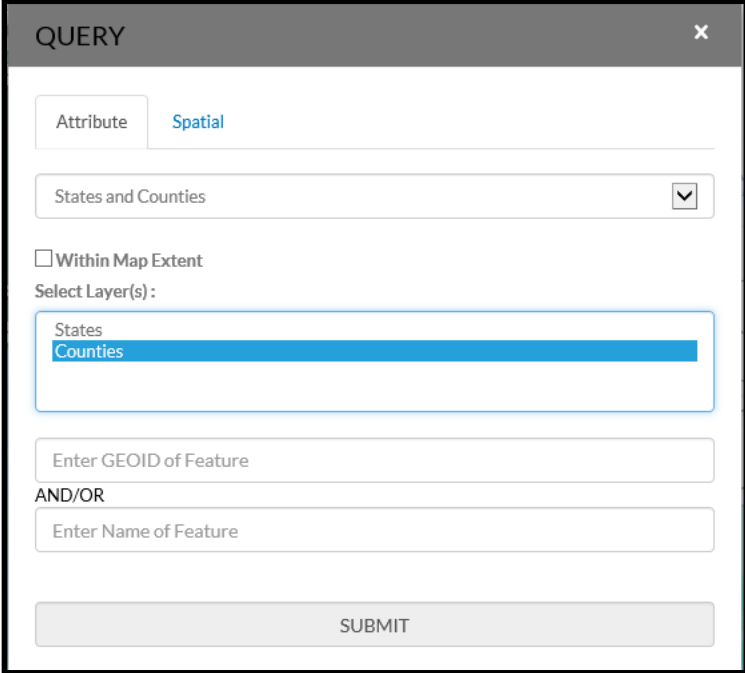
Step	Action and Result
Step 3	<p>The <i>TIGERweb</i> online map viewer application launches.</p> 
	<p>Access the <i>TIGERweb User Guide</i> from the Help/About button in the upper right corner of the screen after launching TIGERweb or along the left side of the screen within the TIGERweb Applications tab.</p> 
Step 4	<p>With the Layers tab active, ensure the Select Vintage section is set, and remains set, to Current. Note: Even though the 2020 statistical areas are included in the Current vintage and made available to the public through TIGERweb, they are not yet used in most data products since they will not be finalized until after the verification phase concludes.</p>  <p>IMPORTANT: Refer to <i>Table 63</i> and <i>Table 64</i> in <i>Appendix E</i> of the <i>2020 Census PSAP Standard Respondent Guide (G-730)</i> for background on the map display, navigation tools, Layers panel, legend, and tools. The remaining steps in this table assume familiarity with TIGERweb and its functionality that is defined in the aforementioned respondent guide.</p>

Check the **Census Tracts and Blocks** layer and the **Places and County Subdivisions** layer in the **Layers** panel. These two layers contain the 2020 statistical areas for census tracts, block groups, CDPs, and CCDs. Check the **Transportation (Roads and Railroads)** layer to assist with the review. Ensure the **Labels** layer and **Hydrography** layer remain checked.

Step 5



Note: Because geographic and locational context and relationships are important, TIGERweb determines which geographic entities and features may be visible based on the map scale. Participants can turn on/off layers in the **Layers** panel which limits the amount of data on the map that appear at a given scale. Additionally, when multiple layers display, one layer may obscure another. Change the transparency of the layer by moving the sliding bar beneath each layer name to the left or right. The **Census Tracts and Blocks** layer and the **Places and County Subdivisions** layer in the image above show the slide bar.

Step	Action and Result
Step 6	<p>Manually zoom in or use the Query tool to zoom to the extent of the county to review.</p> 
Step 7	<p>Within the Query tool, ensure the Attribute tab is active. Choose States and Counties from the Select Map... drop-down menu.</p> 
Step 8	<p>Select Counties within the Select Layer(s) section.</p> 

Step	Action and Result
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Type all, or part of, the name of the county in the **Enter Name of Feature** section AND/OR all, or part of, the five digit state and county FIPS code, as described in [Section A](#), in the **Enter GEOID of Feature** section. Click **SUBMIT**.

Note: The state and county FIPS code(s) are listed at the end of the verification announcement.

QUERY ✕

Attribute Spatial

States and Counties ▼

Within Map Extent

Select Layer(s):

States

Counties

Enter GEOID of Feature 48251

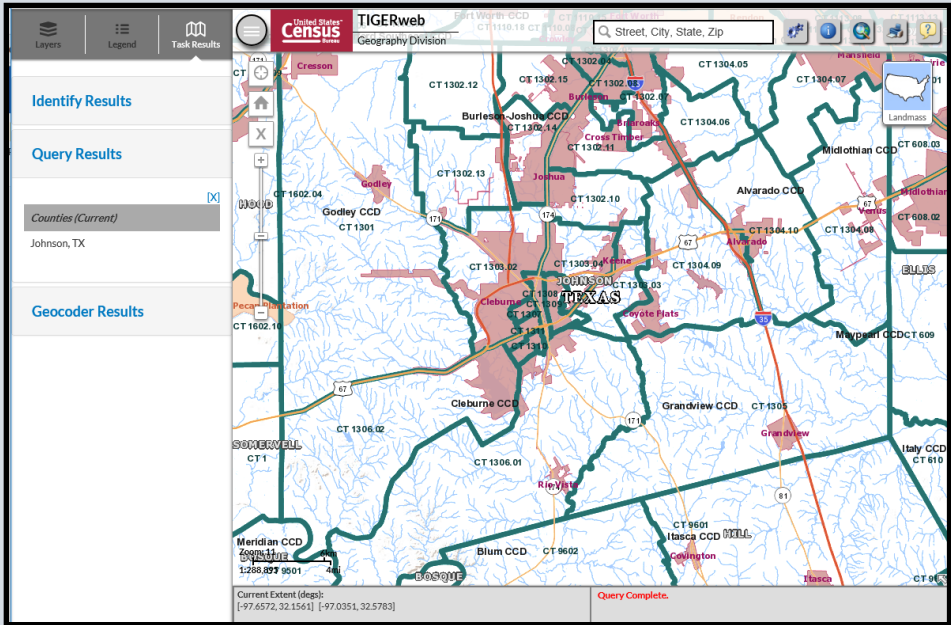
AND/OR


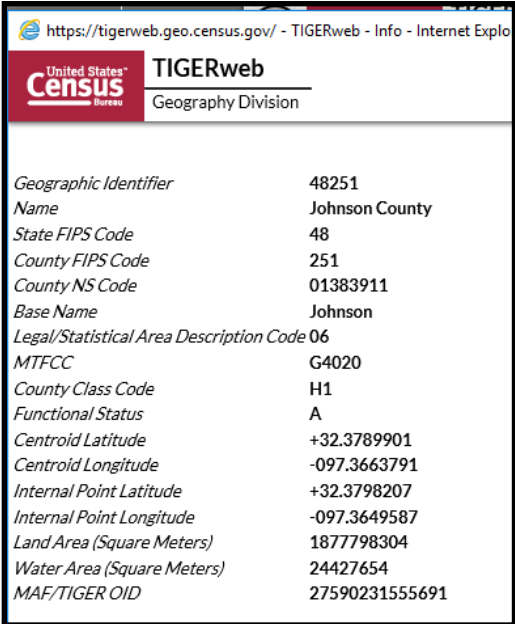

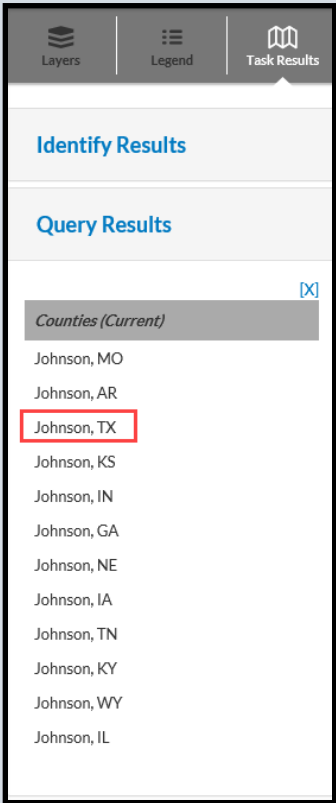
Enter Name of Feature Johnson

SUBMIT

Step 9

The map display zooms to the extent of the county and the name of the county name and state abbreviation appears in the **Query Results** section of the **Task Results** tab along the left side of the screen.

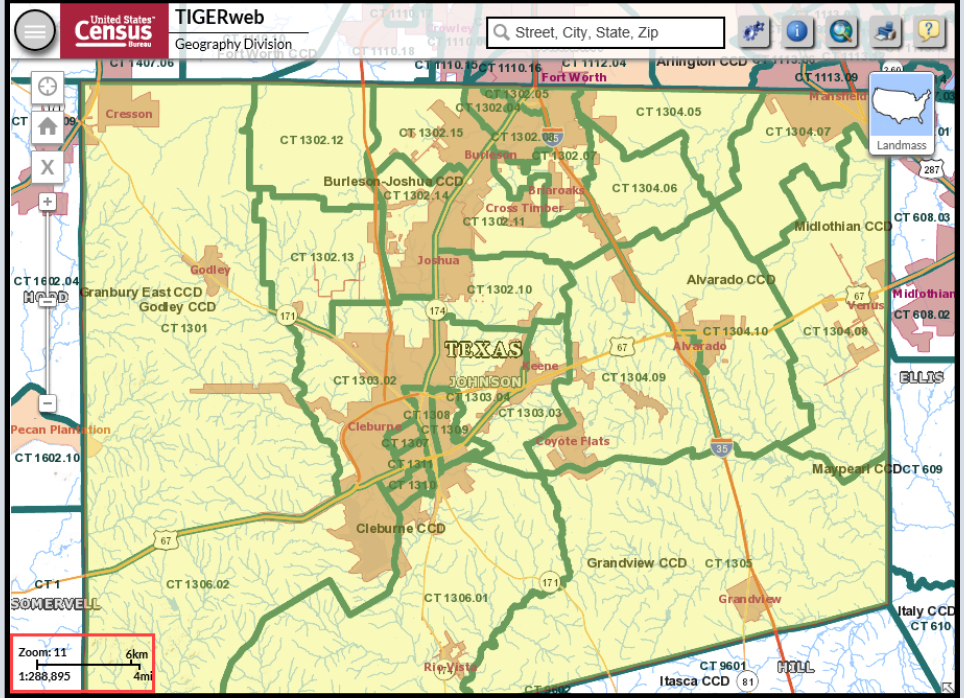


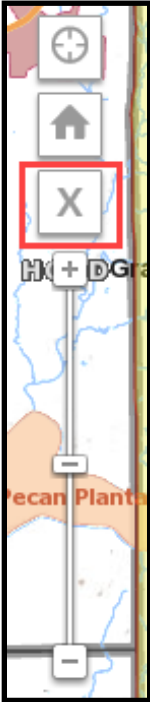
Step	Action and Result																																				
	<p>Clicking the county name in the Query Results section launches a TIGERweb – Info window with basic census and geographic information about the county and selects the county in the map display.</p>  <table border="1" data-bbox="602 344 1114 963"> <thead> <tr> <th colspan="2">TIGERweb Geography Division</th> </tr> </thead> <tbody> <tr><td>Geographic Identifier</td><td>48251</td></tr> <tr><td>Name</td><td>Johnson County</td></tr> <tr><td>State FIPS Code</td><td>48</td></tr> <tr><td>County FIPS Code</td><td>251</td></tr> <tr><td>County NS Code</td><td>01383911</td></tr> <tr><td>Base Name</td><td>Johnson</td></tr> <tr><td>Legal/Statistical Area Description Code</td><td>06</td></tr> <tr><td>MTFCC</td><td>G4020</td></tr> <tr><td>County Class Code</td><td>H1</td></tr> <tr><td>Functional Status</td><td>A</td></tr> <tr><td>Centroid Latitude</td><td>+32.3789901</td></tr> <tr><td>Centroid Longitude</td><td>-097.3663791</td></tr> <tr><td>Internal Point Latitude</td><td>+32.3798207</td></tr> <tr><td>Internal Point Longitude</td><td>-097.3649587</td></tr> <tr><td>Land Area (Square Meters)</td><td>1877798304</td></tr> <tr><td>Water Area (Square Meters)</td><td>24427654</td></tr> <tr><td>MAF/TIGER OID</td><td>27590231555691</td></tr> </tbody> </table>	TIGERweb Geography Division		Geographic Identifier	48251	Name	Johnson County	State FIPS Code	48	County FIPS Code	251	County NS Code	01383911	Base Name	Johnson	Legal/Statistical Area Description Code	06	MTFCC	G4020	County Class Code	H1	Functional Status	A	Centroid Latitude	+32.3789901	Centroid Longitude	-097.3663791	Internal Point Latitude	+32.3798207	Internal Point Longitude	-097.3649587	Land Area (Square Meters)	1877798304	Water Area (Square Meters)	24427654	MAF/TIGER OID	27590231555691
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MAF/TIGER OID	27590231555691																																				
	<p>If a county name (or partial county name) repeats among states, the query returns all counties with that name in the Query Results section of the Task Results tab. Click the correct county to review and TIGERweb zooms to the spatial extent of that county.</p>  <p>Layers Legend Task Results</p> <p>Identify Results</p> <p>Query Results [X]</p> <p>Counties (Current)</p> <ul style="list-style-type: none"> Johnson, MO Johnson, AR Johnson, TX Johnson, KS Johnson, IN Johnson, GA Johnson, NE Johnson, IA Johnson, TN Johnson, KY Johnson, WY Johnson, IL 																																				

Step	Action and Result
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Step 10	<p>Continue to zoom in using either the Zoom In scrollbar or the rollerball on the mouse to visualize the statistical area boundaries and features used to form the boundaries. At the county extent, statistical area boundary review is likely impossible, so continue to zoom in and pan around the county to manually view the statistical area boundaries and attributes to verify they align with expectations.</p> <p>IMPORTANT: While the census tract coding can be reviewed using TIGERweb, the Census Bureau also created Online PDF maps for each county for the sole purpose of reviewing the 2020 census tract coding. The Census Bureau encourages the use of both TIGERweb and the Online PDF maps to conduct a thorough verification review for each county. Refer to Chapter 3 for details on that map product.</p>
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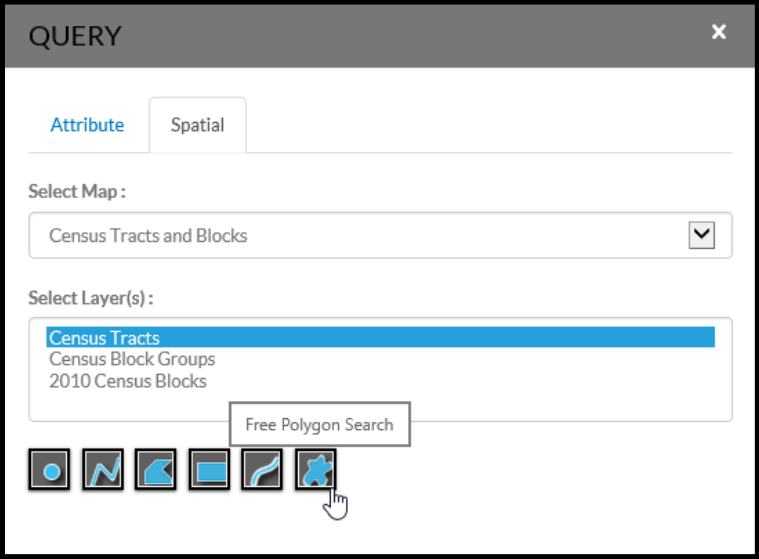
	<p>The Scale Bar at the bottom left of the map display displays the scale, but it also indicates the zoom level in the form of numbers. <i>At zoom level 6, county boundaries become visible. At zoom level 9, census tracts, CDPs/incorporated places, and CCDs appear. Labels appear at zoom level 11.</i></p>
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Step	Action and Result
Step 11	<p>To start a new query or refresh the screen, click Clear Map (button with an “X”) on the navigation toolbar above the Zoom-In scrollbar. <i>The TIGERweb – Info window disappears and the located entity is no longer highlighted.</i></p>  <p>The image shows a vertical navigation toolbar on a map. From top to bottom, the buttons are: a circular refresh icon, a home icon, a square button with a large 'X' (highlighted with a red box), a button with a plus sign and 'DGr' text, a zoom-in slider with a minus sign, and a zoom-out button with a plus sign. The map background shows a street view with a label 'Pecan Plant'.</p>

Step	Action and Result
Step 12	<p>IMPORTANT: The Query tool can also be used to query within the map extent (the extent of the county zoomed from the previous steps) and zoom to individual census tracts, block groups, CDPs and CCDs.</p> <p>With TIGERweb zoomed to the extent of the queried county, change the Select Map... selection from States and Counties to Census Tracts and Blocks (for census tracts and block groups), check the Within Map Extent checkbox, then select the appropriate layer within the Select Layer(s) section, and key the appropriate GEOID or Name. The GEOID for census tracts and block groups is the state and county FIPS code concatenated with the census tract (and block group) codes.</p> <p>To zoom into census tract 1305.00 in Johnson County, Texas, with the map zoomed to the spatial extent of Johnson County Texas, change the Select Map... section from States and Counties to Census Tracts and Blocks, check the Within Map Extent checkbox, select Census Tracts in the Select Layer(s) section, key 48251130500 into the GEOID field and click SUBMIT. <i>TIGERweb zooms to the spatial extent of census tract 1305.00 within Johnson County, Texas.</i></p> <p>To zoom to block group 2 of census tract 1305.00, with the map zoomed to the spatial extent of census tract 1305.00, change the layer to Census Block Groups, key 482511305002 into the GEOID field, and click SUBMIT. <i>TIGERweb zooms to the spatial extent of block group 2 of census tract 1305.00 within Johnson County, Texas.</i></p> <div data-bbox="490 869 1224 1541" data-label="Form"> </div>

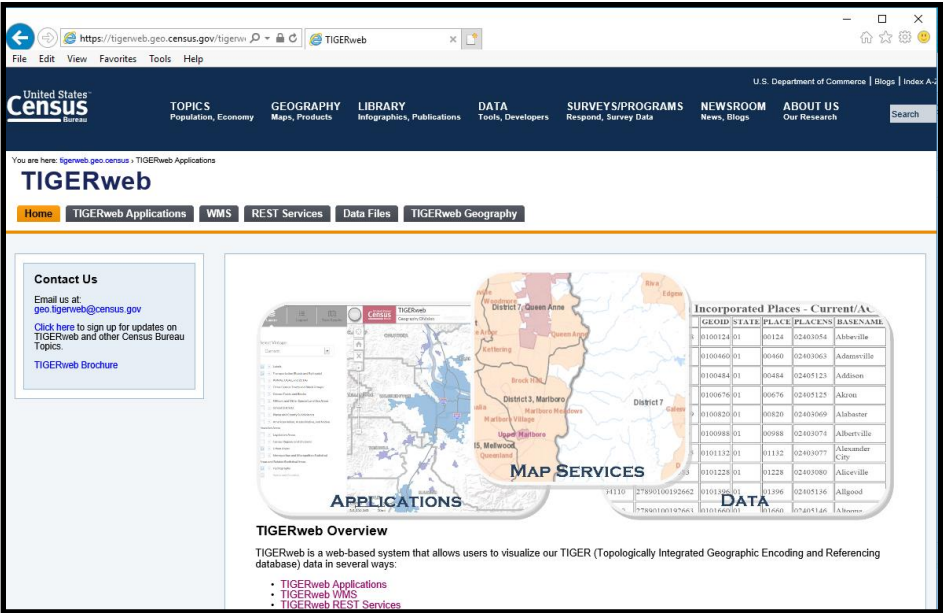
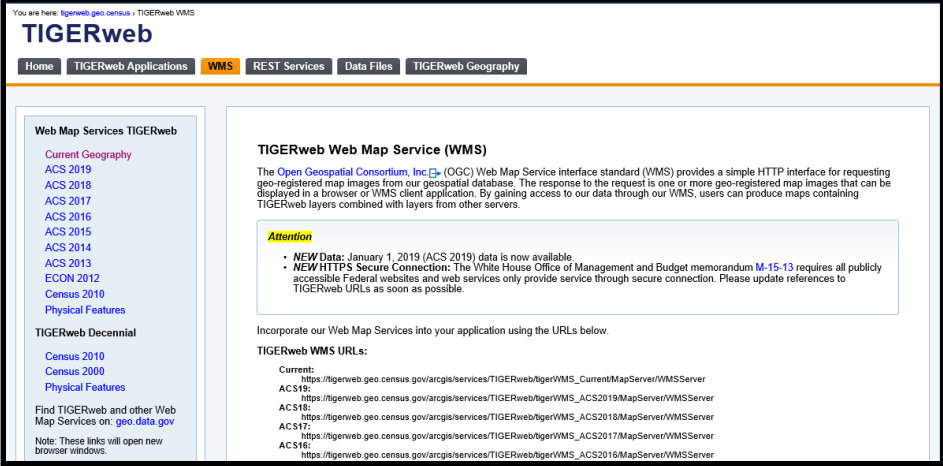
Step	Action and Result
<p>Step 13</p>	<p>To review the CDPs and CCDs, change the Select Map... section to Places and County Subdivisions, select the appropriate layer within the Select Layer(s) choices (e.g., County Subdivisions or Census Designated Places), key all or part of the Name rather than GEOID and click SUBMIT. <i>TIGERweb zooms to the spatial extent of the county subdivision or CDP in Johnson County, Texas.</i></p> <div data-bbox="496 405 1222 1073" data-label="Form"> </div> <p>Note: This method of querying individual statistical areas may not be feasible for counties with a large number of statistical areas, but it may be helpful if a participant knows exactly what statistical areas they modified during the delineation phase.</p>
	<p>The use of satellite imagery or terrain in TIGERweb may also benefit a participant conducting a review of the 2020 statistical areas. Refer to Appendix B for instructions on toggling between landmass, satellite imagery, and terrain within the TIGERweb online map viewer.</p>

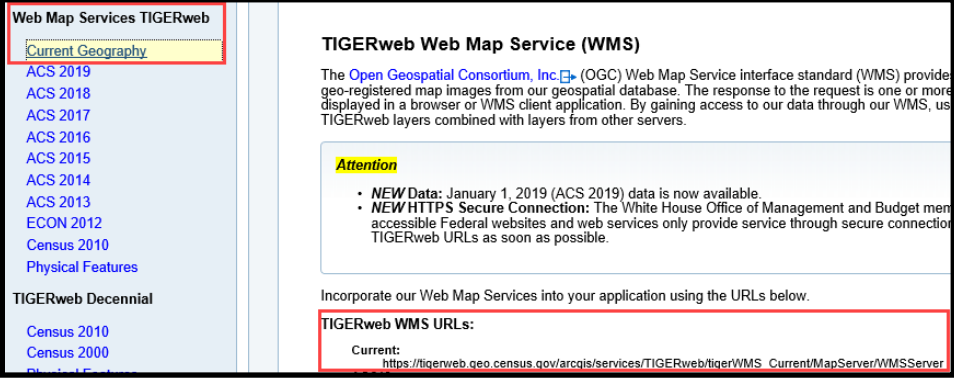
Step	Action and Result
Step 14	<p>Instead of an attribute query, some may want to perform a spatial query. Change the tab within the Query tool from Attribute to Spatial. Select the map from which to query in the Select Map... section and the appropriate layer within the Select Layer(s) section. Choose the spatial method symbol from the six choices: Point, Polyline, Polygon, Rectangle, Free Line, or Free Polygon. Once selected interactively touch/draw on the map display to define the spatial area to query.</p> 
Step 15	<p>If you are responsible for one county in PSAP, review the 2020 statistical areas and attributes in that county to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one county in PSAP, perform a quick review of the 2020 statistical areas and attributes in each county to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next county until all counties under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the counties in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each county, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

2.2 TIGERweb WMS and TIGERweb REST Services

Rather than using the TIGERweb online map viewer, see [Table 3](#) for steps on reviewing the county-based 2020 statistical areas by using the TIGERweb WMS. See [Table 4](#) for steps on reviewing the county-based 2020 statistical areas by using the TIGERweb REST Services.

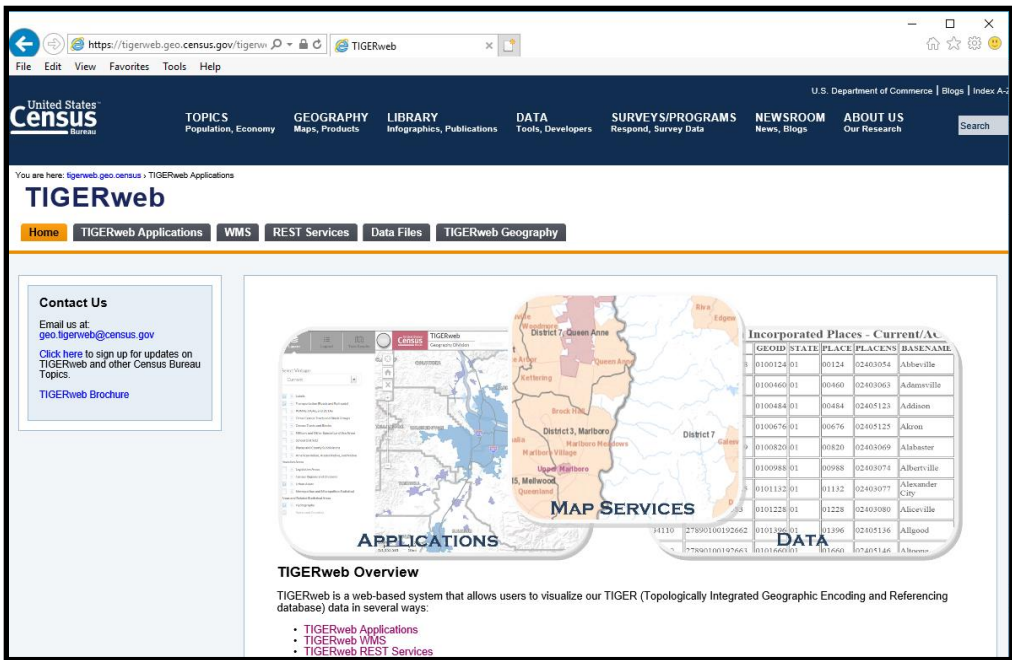
Table 3: Using the TIGERweb WMS

Step	Action and Result																																																							
Step 1	<p>Open a new internet browser window and navigate to the TIGERweb website <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. <i>The TIGERweb main page appears.</i></p>  <p>The screenshot shows the TIGERweb main page with a navigation bar containing 'Home', 'TIGERweb Applications', 'WMS', 'REST Services', 'Data Files', and 'TIGERweb Geography'. Below the navigation bar, there is a 'Contact Us' section on the left and a 'TIGERweb Overview' section on the right. The 'TIGERweb Overview' section includes a map and a table of incorporated places.</p> <table border="1" data-bbox="1079 892 1279 1102"> <thead> <tr> <th>GEOID</th> <th>STATE</th> <th>PLACE</th> <th>PLACENS</th> <th>BASENAME</th> </tr> </thead> <tbody> <tr> <td>0100124</td> <td>01</td> <td>01124</td> <td>02403054</td> <td>Albionville</td> </tr> <tr> <td>0100460</td> <td>01</td> <td>00460</td> <td>02403063</td> <td>Adamsville</td> </tr> <tr> <td>0100484</td> <td>01</td> <td>00484</td> <td>02403123</td> <td>Addison</td> </tr> <tr> <td>0100676</td> <td>01</td> <td>00676</td> <td>02403123</td> <td>Albion</td> </tr> <tr> <td>0100820</td> <td>01</td> <td>00820</td> <td>02403069</td> <td>Albawater</td> </tr> <tr> <td>0100988</td> <td>01</td> <td>00988</td> <td>02403074</td> <td>Albawater</td> </tr> <tr> <td>0101132</td> <td>01</td> <td>01132</td> <td>02403077</td> <td>Alexander City</td> </tr> <tr> <td>0101228</td> <td>01</td> <td>01228</td> <td>02403089</td> <td>Aliceville</td> </tr> <tr> <td>0101320</td> <td>01</td> <td>01320</td> <td>02403126</td> <td>Allgood</td> </tr> <tr> <td>0101660</td> <td>01</td> <td>01660</td> <td>02403126</td> <td>Albion</td> </tr> </tbody> </table>	GEOID	STATE	PLACE	PLACENS	BASENAME	0100124	01	01124	02403054	Albionville	0100460	01	00460	02403063	Adamsville	0100484	01	00484	02403123	Addison	0100676	01	00676	02403123	Albion	0100820	01	00820	02403069	Albawater	0100988	01	00988	02403074	Albawater	0101132	01	01132	02403077	Alexander City	0101228	01	01228	02403089	Aliceville	0101320	01	01320	02403126	Allgood	0101660	01	01660	02403126	Albion
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Step 2	<p>Click the WMS tab which is two tabs to the right of the Home button. <i>The TIGERweb Web Mapping Service (WMS) page opens.</i> Visit <https://www.opengeospatial.org/standards/wms> to download and review the WMS specification.</p>  <p>The screenshot shows the TIGERweb WMS page with the 'WMS' tab selected. The page contains a 'Web Map Services TIGERweb' section on the left with links for 'Current Geography' (ACS 2019, 2018, 2017, 2016, 2015, 2014, 2013, ECON 2012, Census 2010, Physical Features) and 'TIGERweb Decennial' (Census 2010, Census 2000, Physical Features). The main content area is titled 'TIGERweb Web Map Service (WMS)' and includes an 'Attention' box with information about new data and secure connections, and a list of WMS URLs.</p> <p>Attention</p> <ul style="list-style-type: none"> NEW Data: January 1, 2019 (ACS 2019) data is now available. NEW HTTPS Secure Connection: The White House Office of Management and Budget memorandum M-15-13 requires all publicly accessible Federal websites and web services only provide service through secure connection. Please update references to TIGERweb URLs as soon as possible. <p>Incorporate our Web Map Services into your application using the URLs below.</p> <p>TIGERweb WMS URLs:</p> <ul style="list-style-type: none"> Current: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_Current/MapServer/WMServer ACS 19: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2019/MapServer/WMServer ACS 18: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2018/MapServer/WMServer ACS 17: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2017/MapServer/WMServer ACS 16: https://tigerweb.geo.census.gov/arcgis/services/TIGERweb/tigerWMS_ACS2016/MapServer/WMServer 																																																							

Step	Action and Result
Step 3	<p>Incorporate the Current URL from the TIGERweb WMS URLs section on the WMS main page into your local service/system OR select the Current Geography link along the left side of the WMS main page beneath the Web Map Services TIGERweb section to uncover additional WMS options.</p> 
Step 4	<p>Both methods provide the ability to load URLs for the Current vintage and Census 2010 vintage data into your local service/system for comparison. Follow the information on screen to complete loading the data. Compare the 2020 statistical areas to the 2010 statistical areas by turning the Census 2010 layer on/off in your local service/system.</p> <p>Note: While having the Census 2010 layer for comparison is nice, a participant’s focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data and whether any attribute errors exist.</p>
Step 5	<p>Zoom and pan, or perform queries within your service/system, after incorporating the Current vintage census data to review the 2020 statistical area boundaries and attributes applicable to your county(s) to verify they align with expectations. As a reminder, the statistical areas boundaries to review, include census tracts, block groups, census designated places (CDPs), and census county divisions (CCDs).</p> <p>IMPORTANT: While the census tract coding can be reviewed using TIGERweb WMS, the Census Bureau also created Online PDF maps for each county for the sole purpose of reviewing the 2020 census tract coding. The Census Bureau encourages the use of both TIGERweb and the Online PDF maps to conduct a thorough verification review for each county. Refer to Chapter 3 for details on that map product.</p>

Step	Action and Result
Step 6	<p>If you are responsible for one county in PSAP, review the 2020 statistical areas and attributes in that county to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one county in PSAP, perform a quick review of the 2020 statistical areas and attributes in each county to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next county until all counties under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the counties in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each county, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

Table 4: Using the TIGERweb REST Services

Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the TIGERweb website <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. The TIGERweb main page appears.</p>  <p>TIGERweb Overview</p> <p>TIGERweb is a web-based system that allows users to visualize our TIGER (Topologically Integrated Geographic Encoding and Referencing database) data in several ways:</p> <ul style="list-style-type: none"> • TIGERweb Applications • TIGERweb WMS • TIGERweb REST Services

Step	Action and Result
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Click the **REST Services** tab which is three tabs to the right of the **Home** button. *The REST Services page opens.* Visit <<https://www.esri.com/opengeoservices>> to download and review the GeoServices REST specification.

Step 2

Map Name	Map Service Links
TIGERweb REST Services:	
American Indian, Alaska Native, and Native Hawaiian Areas	TIGERweb/AIANNHA
Census Regions and Divisions	TIGERweb/Region_Division
Census Tracts and Blocks	TIGERweb/Tracts_Blocks
Hydrography	TIGERweb/Hydro
Labels	TIGERweb/Labels
Legislative Areas	TIGERweb/Legislative
Metropolitan and Micropolitan Statistical Areas and Related Statistical Areas	TIGERweb/CBSA
Military and Other Special Land Use Areas	TIGERweb/Special_Land_Use_Areas
Places and County Subdivisions	TIGERweb/Places_CouSub_ConCity_SubMCD
PUMAs, UGAs and ZCTAs	TIGERweb/PUMA_TAD_TAZ_UGA_ZCTA
School Districts	TIGERweb/School
States and Counties	TIGERweb/State_County
Transportation (Roads and Railroads)	TIGERweb/Transportation
Tribal Census Tracts and Block Groups	TIGERweb/TribalTracts
Urban Areas	TIGERweb/Urban

Incorporate the appropriate **Map Service Links** into your local server/system (e.g., **Census Tracts and Blocks** and **Places and County Subdivisions**, plus other valuable reference links like **Transportation**, **States and Counties**, and **Hydrography**) from the **TIGERweb REST Services** section on the REST Services main page OR select the **TIGERweb** link along the left side of the REST Services main page beneath the **REST Services** section to uncover additional REST Services options. Do not select any other service than **TIGERweb**.

Step 3

Both methods provide the ability to load URLs for the **Current** vintage and **Census 2010** vintage data into your local service/system for comparison. Follow the information on screen to complete loading the data. Compare the 2020 statistical areas to the 2010 statistical areas by turning the Census 2010 layer on/off in your local service/system.

Note: While having the Census 2010 layer for comparison is nice, a participant's focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data and whether any attribute errors exist.

Step	Action and Result
Step 5	<p>Zoom and pan, or perform queries within your service/system, after incorporating the Current vintage census data to review the 2020 statistical area boundaries and attributes applicable to your county(s) to verify they align with expectations. As a reminder, the statistical areas boundaries to review, include census tracts, block groups, census designated places (CDPs), and census county divisions (CCDs).</p> <p>IMPORTANT: While the census tract coding can be reviewed using TIGERweb REST Services, the Census Bureau also created Online PDF maps for each county for the sole purpose of reviewing the 2020 census tract coding. The Census Bureau encourages the use of both TIGERweb and the Online PDF maps to conduct a thorough verification review for each county. Refer to Chapter 3 for details on that map product.</p>
Step 6	<p>If you are responsible for one county in PSAP, review the 2020 statistical areas and attributes in that county to determine if corrections are necessary. Using guidance in Chapter 4 of this respondent guide, send an email to the Census Bureau indicating whether you approve of the 2020 statistical areas or whether corrections are forthcoming. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are identified, make note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p> <p>If you are responsible for more than one county in PSAP, perform a quick review of the 2020 statistical areas and attributes in each county to identify whether or not corrections are necessary. As soon as one correction is identified, move to reviewing the next county until all counties under your responsibility for PSAP are reviewed. Using guidance in Chapter 4 of this respondent guide, send one email that gives a status (approved as-is or corrections forthcoming) for all of the counties in your verification universe. If no corrections are identified, your participation concludes after sending an email of approval to the Census Bureau. If corrections are needed, continue to identify corrections in each county, making note of which statistical areas and/or attributes need modification. A list of statistical areas in need of correction is useful when making the corrections in GUPS. Proceed to Part 2 of this respondent guide for guidance on correcting the 2020 statistical areas.</p>

CHAPTER 3 USING ONLINE PDF MAPS TO REVIEW 2020 CENSUS TRACT CODING

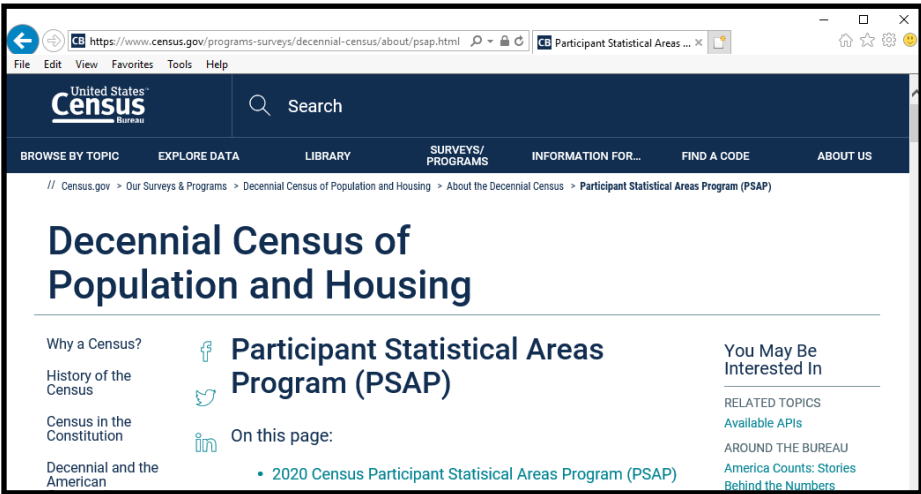
The Census Bureau created county-based, Online PDF maps that show the census tract boundaries, census tract coding (labels), and other common map features to assist with the review of the 2020 census tract coding. These maps are not available in printed form and are not for use for any reason other than reviewing the 2020 census tract codes.

While the 2020 census tract codes can be viewed in TIGERweb, the Census Bureau believes this product allows participants to more easily scan and review the coding scheme to ensure any long-standing or existing coding patterns are maintained throughout the 2020 Census PSAP process. The verification phase is the last opportunity to correct errors or inconsistencies with census tract coding before the final 2020 tabulation geography is created. This review is very important for participants with long established census tract plans and coding schemes.

The file naming convention for these map files is as follows: **PSAPV20CT<ssccc>.pdf**, where <ssccc> corresponds to the five-digit, state county FIPS code described in **Section A** and listed on the verification announcement for your responsible county(s). For example, the file name for Ramsey County, Minnesota would be **PSAPV20CT27123.pdf** and the file name for Arroyo Municipio, Puerto Rico would be **PSAPV20CT72015.pdf**. The maps include **Census Tract Code Review Map** in their title to reinforce their purpose during PSAP verification.

Refer to **Table 5** for the steps to locate and use the Online PDF maps to conduct a review of the 2020 census tract coding within a county.

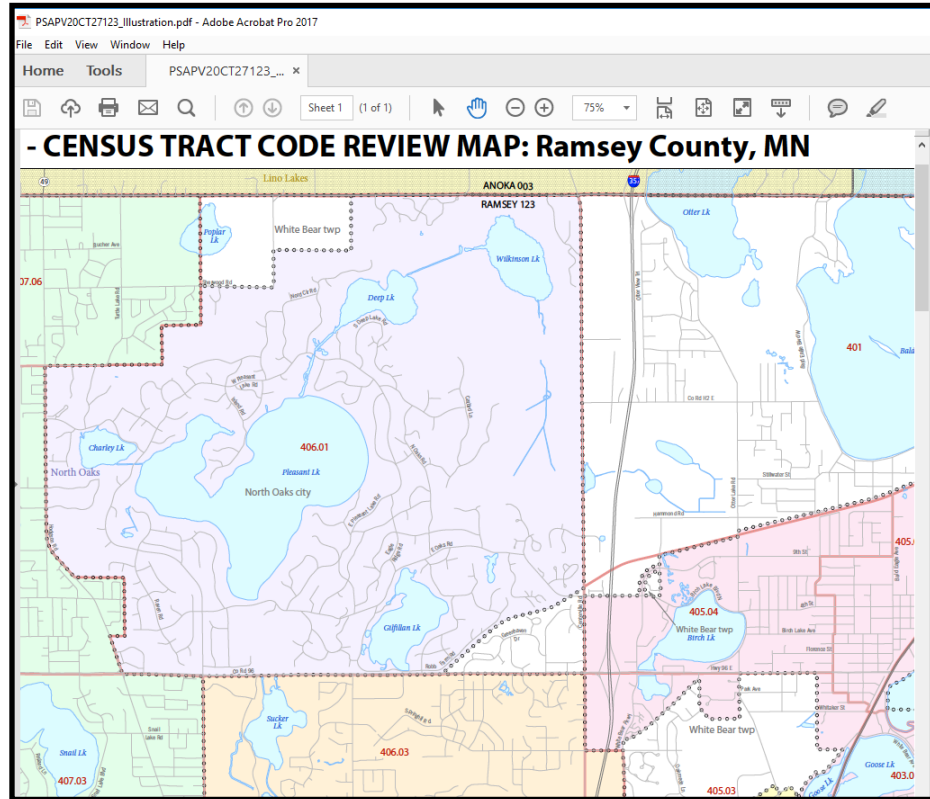
Table 5: Locating and Using the Online PDF Maps to Review 2020 Census Tract Coding

Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. The PSAP main page appears.</p> 
Step 2	<p>Scroll down the page to locate the Online PDF Maps – Census Tract sub-section within the 2020 Census PSAP Verification Materials section.</p>
Step 3	<p>From the drop-down menu within the Choose a State to View section, select the name of the state in which the county to review is located. The system routes participants to a file transfer protocol (FTP) directory for that state. <i>The individual PDF files for each county within the state appear.</i></p>
Step 4	<p>Using the naming convention described in the introductory paragraph to this table, click the PDF file name to open the map directly on-screen or to save the file locally for later use. Follow the on-screen instructions for downloading and saving the file.</p> <p>Note: If using the file locally, ensure use of Adobe Reader® or Adobe Acrobat® to preserve the map symbology and readability.</p>

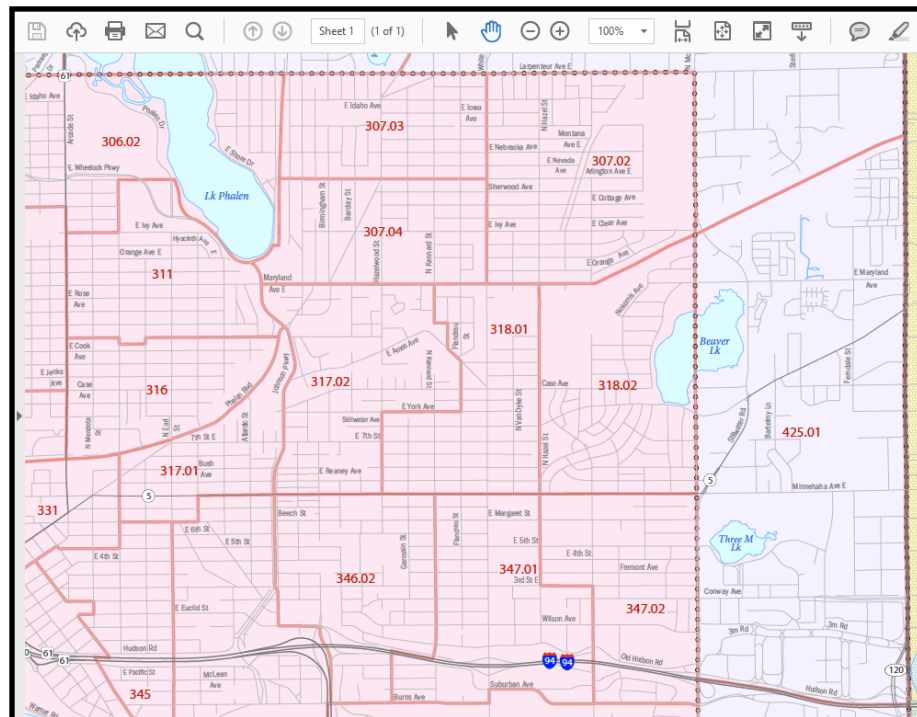
With the county-based PDF file open, zoom and pan around the county checking the 2020 census tract coding to confirm it aligns with expectations. *The first image below shows the map at a 75% zoom level in Adobe Acrobat and includes a portion of the map title.*

Note: These images are for illustrative purposes only and do not reflect the 2020 census tracts for Ramsey County, MN.

Step 5



The second image shows the map at 100% zoom level with several census tracts displayed.



Step	Action and Result
Step 6	<p>Make note of the 2020 census tract coding errors as they are discovered and continue to review the county until all of the census tract codes have been reviewed. Conducting a complete review of the county allows participants to prepare a complete list of census tracts that need correction to their coding.</p> <p>If no corrections to the statistical area boundaries were discovered during the TIGERweb review, but census tract coding errors were discovered during a review of the Online PDF maps, please notify the Census Bureau of forthcoming corrections by following the instructions in Chapter 4.</p> <p>Note: If you have already notified the Census Bureau of forthcoming corrections for your county(s) once boundaries issues were discovered using TIGERweb, there is no need to provide additional notification if census tract coding errors are discovered.</p>
Step 7	Refer to Appendix D for instruction on using GUPS to correct the errant census tract coding.

CHAPTER 4 EMAIL NOTIFICATION OF CORRECTIONS TO OR APPROVAL OF THE 2020 STATISTICAL AREAS

Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to indicate whether or not corrections to the 2020 statistical areas for their county(s) are forthcoming. See **Figure 1** for a sample email that contains information that ensures proper accounting for your county(s) and their verification status.

Note: The information included in the sample email is fictitious.

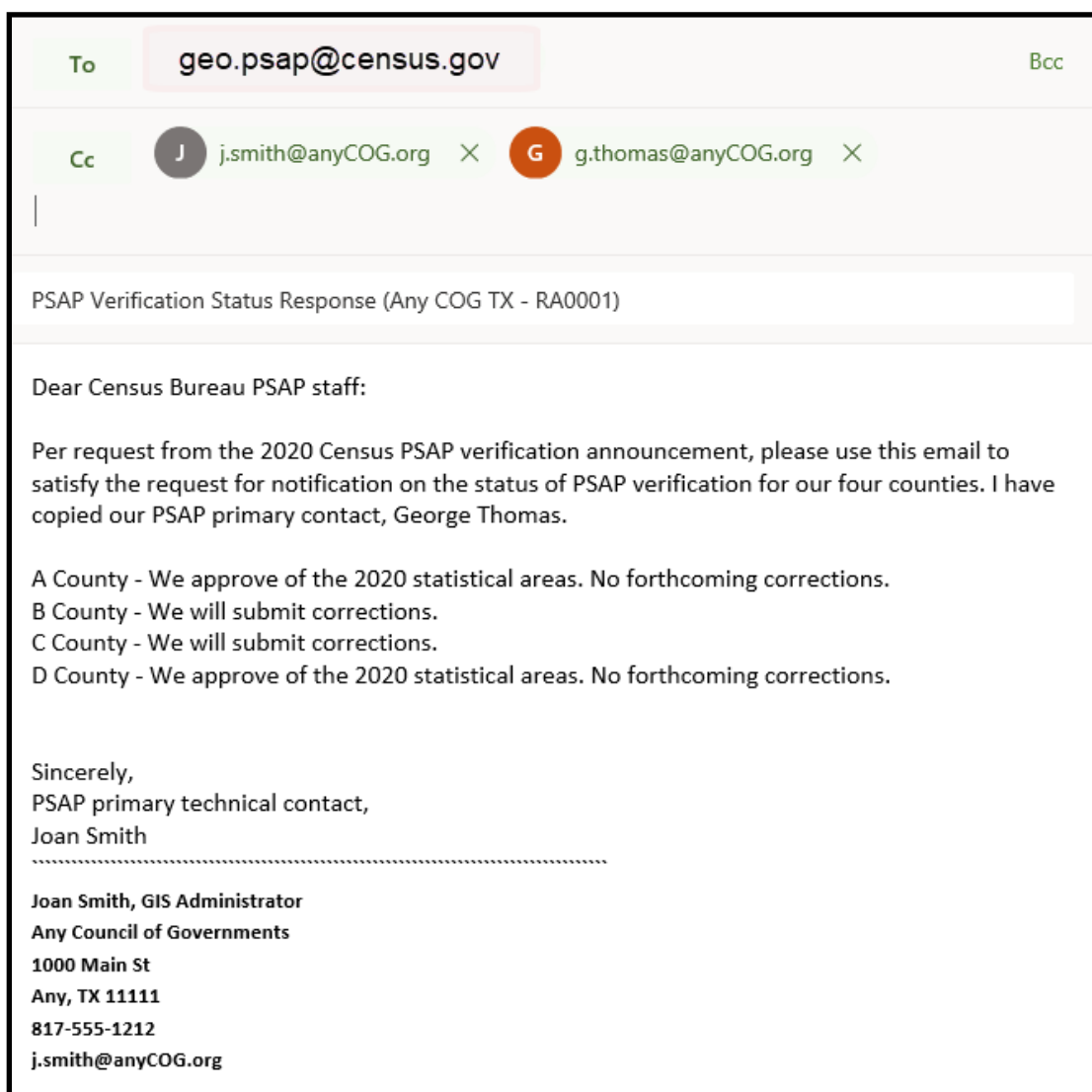


Figure 1: Sample Verification Email Notification from Participant

A complete review of a county is not required to notify the Census Bureau of forthcoming corrections. Identification of any correction to a 2020 statistical area boundary or to a 2020 census tract code allows for an email to be sent notifying the Census Bureau of forthcoming corrections to the specific county. Conversely, if the review concludes that no corrections are

required, an email notification of approval allows the Census Bureau to proceed with the 2020 statistical areas as they exist in the verification phase materials. If corrections are identified after having notified the Census Bureau that no corrections were necessary, please send an email alerting the Census Bureau to a change in the verification status for the specific county(s).

For participants with more than one county to review, the Census Bureau suggests a quick review of each county so that notification can be sent for all counties at once within the requested 30 calendar days of receipt of the verification announcement. If the Census Bureau does not receive email notification of approval or has not received a verification phase submission containing corrections for your county(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification regarding the status of your county(s) will be distributed by email or letter. This follow-up notification includes a reminder to email the Census Bureau of your approval or of your intention to make a submission and reinforces the importance of an on-time verification submission. Participants are encouraged to use the time remaining in the review period to complete their verification phase corrections. Late submissions will not be accepted.

Prior to making **major or significant corrections** to the statistical area boundaries or attributes, contact the Census Bureau by email at <geo.psap@census.gov> or by phone at 1-844-788-4921 to receive guidance on how, or if, to proceed. There may be situations where boundary changes suggested during the delineation phase were not applied and communication with the participant about those changes was not initiated. Contacting the Census Bureau to learn more about why the verification materials do not reflect delineation phase updates will inform a participant whether resubmitting the same changes are acceptable for the verification phase.

However, if **minor or a few corrections** to the statistical area boundaries or attributes are necessary, proceed with the instructions in **Part 2** of this material and the *2020 Census PSAP Standard Respondent Guide (G-730)* to complete the statistical area corrections.

IMPORTANT: Participants that agree with the 2020 statistical areas for their county(s) only need to submit an email stating their approval. No submission or additional correspondence is required. Proceed to **Chapter 7** to close-out 2020 Census PSAP.

PART 2 CORRECTING 2020 STATISTICAL AREAS

Participants that determine corrections to the 2020 statistical areas are necessary must use GUPS to perform the corrections. Because the process for using GUPS to update statistical areas during the verification phase is identical to the process used during the delineation phase, the detailed content for Part 2 and Part 3 of the delineation phase respondent guide is not repeated within this verification phase material. Participants must refer to both the *2020 Census PSAP Standard Respondent Guide (G-730)* from the delineation phase and to the instructions provided in this part of the verification phase respondent guide to make corrections. They should also review the training materials from both delineation and verification phases.

IMPORTANT: If no corrections were identified during the review of the 2020 statistical areas described in Part 1, skip to [Chapter 7](#). Participation in 2020 Census PSAP concludes after sending an email to the Census Bureau indicating approval of the 2020 statistical areas as they exist in TIGERweb.

As a reminder for participants with corrections, the statistical areas modified during the verification phase must still meet the criteria and guidelines set forth during the delineation phase. Refer to the individual statistical geography chapters (e.g., Chapters 2 – 4), shown in [Figure 2](#), and *Appendix B* within the *2020 Census PSAP Standard Respondent Guide (G-730)* or to the *Federal Register* notice section on the PSAP website to ensure corrections made to the 2020 statistical areas follow the established criteria, guidelines and requirements.

Part 1. Overview of the 2020 Census PSAP Materials and the Standard Statistical Geographies	1
Chapter 1 Delineation Phase Materials for 2020 Census PSAP	1
1.1 Informational and Instructional Materials	1
1.2 DVD Materials.....	2
1.3 Delineation Phase Postcard.....	2
Chapter 2 Census Tracts	1
2.1 Census Tract Threshold Requirements.....	2
2.2 Census Tract Codes and Numeric Identification.....	3
2.3 Census Tract Boundary Requirements	3
Chapter 3 Block Groups	1
3.1 Block Group Threshold Requirements.....	2
3.2 Block Group Codes and Numeric Identification	2
3.3 Block Group Boundary Requirements	3
Chapter 4 Census Designated Places (CDPs)	1
Chapter 5 Census County Divisions (CCDs)	1
5.1 Census County Division Name Identification.....	2

Figure 2: Individual Statistical Geography Chapters in the G-730 Table of Contents

CHAPTER 5 USING GUPS TO CORRECT 2020 STATISTICAL AREAS

This chapter provides instructions for updating GUPS in support of the verification phase and provides a refresher on getting started with GUPS by opening a new project for PSAP Verification. It introduces modifications to GUPS created to support the verification phase and reinforces the importance of using the proper, existing GUPS tools for making corrections to the 2020 statistical areas. It concludes with a section that includes the instructions for creating the verification phase .zip file for submission.

IMPORTANT: Numerous details exist in the delineation phase materials, both the *2020 Census PSAP Standard Respondent Guide (G-730)* and the training webinar recording, that do not repeat in the verification phase material. For this reason, the delineation phase materials are the primary source of information to implement verification phase corrections.

5.1 Updating GUPS

Participants with corrections to the 2020 statistical areas must update their version of GUPS from the delineation phase. In addition to new tools and functionality within GUPS, the newer version is programmed to run on the QGIS 3 Madeira platform rather than on QGIS 2 Las Palmas platform. The Census Bureau bundled the update for GUPS and QGIS into a single .zip file available for download from the PSAP website. No software installation DVDs are distributed for the verification phase.

IMPORTANT: Participants must download and install the newer version of software to make corrections to the 2020 statistical areas during the verification phase.

The local computer to install the newer version of GUPS and to use for the submission of corrections (by using the Secure Web Incoming Module (SWIM)) needs the minimum requirements listed below in [Table 6](#). The Census Bureau recommends installing the newer version of GUPS on the same local computer(s) used for the delineation phase.

Table 6: Requirements for Hardware, Operating Systems, and Internet Browsers

Hardware	Operating System	Supported Browsers
<p>Disk Space Needed to Run GUPS: 4 GB</p> <p>Disk Space Needed to Store Shapefiles: Shapefile sizes vary. To view the size of your shapefiles, select a file/ folder, right-click, and choose Properties in the drop-down menu. The Files Properties box opens and displays the file/folder sizes. Select multiple files/folders in the list to view their properties via the same method.</p> <p>RAM:</p> <ul style="list-style-type: none"> 4 GB minimum; 8 GB or more recommended for optimal performance. 	<p>Windows®: To run GUPS, Windows users need one of the following Windows operating systems:</p> <ul style="list-style-type: none"> Windows 7® Windows 8® Windows 10® <p>Apple®: 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. Find instructions for using Boot Camp at: https://www.apple.com/support/bootcamp/getstarted/. Some Apple iOS® users may want to use Red Hat software. Locate instructions at: https://www.redhat.com/download/.</p> <p>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.</p>	<p>Minimum Browser Versions to Use the Secure Web Incoming Module (SWIM): SWIM supports the two most recent versions of each of the major internet browsers:</p> <ul style="list-style-type: none"> Internet Explorer® Google Chrome® Mozilla Firefox® Apple Safari®


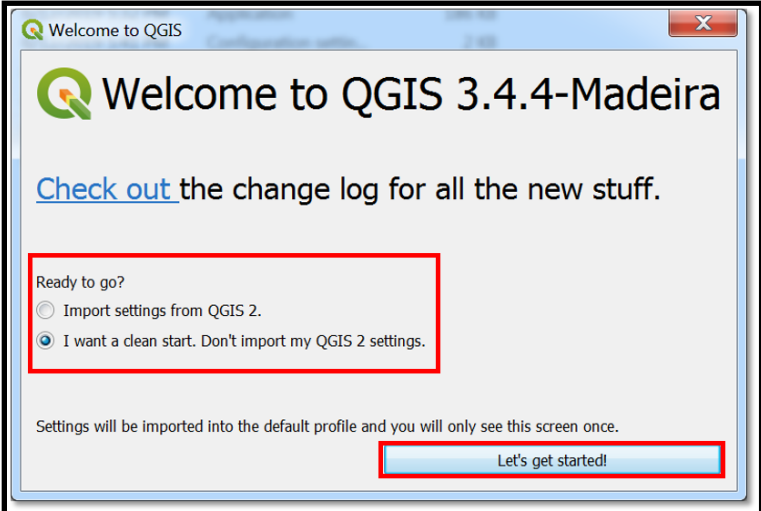
Depending on the version of Windows or Operating System on the local computer used for PSAP, the GUPS dialog boxes shown throughout this document may have a different appearance than the screenshots contained in the respondent guide, although the content is essentially the same.


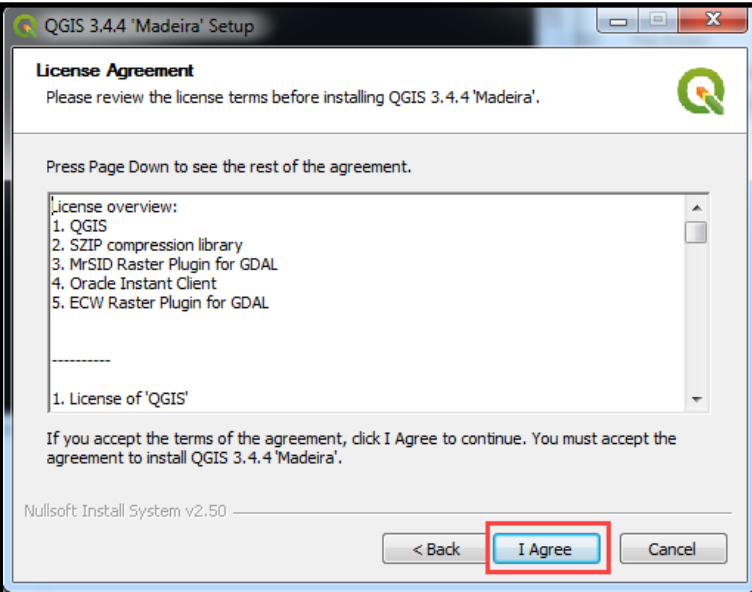
5.1.1 Downloading and Installing GUPS and QGIS

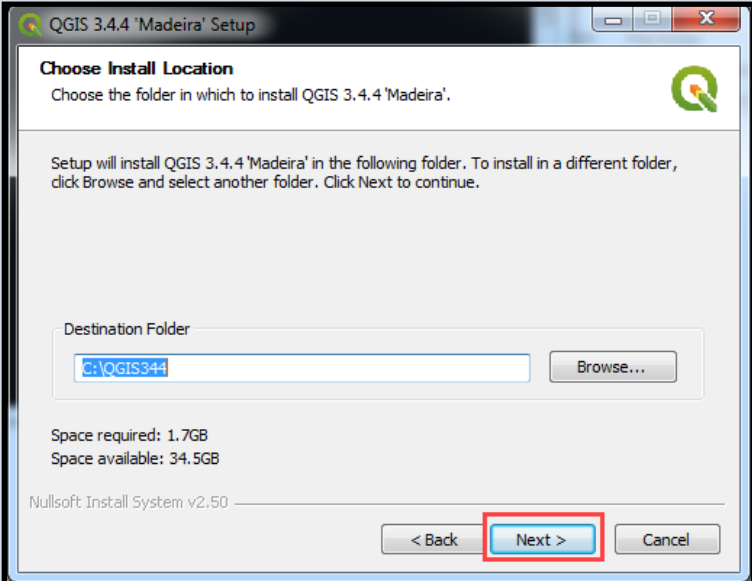
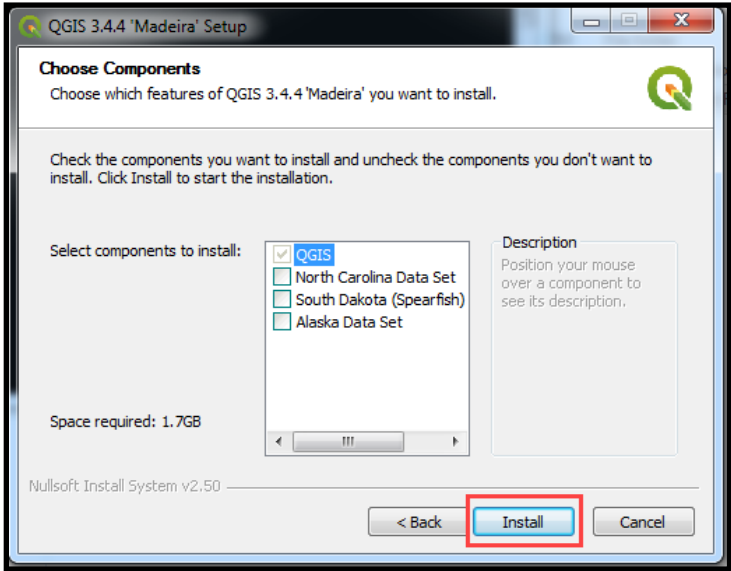

Table 7 provides the steps to download and install the newer version of GUPS and QGIS necessary to support verification phase corrections.

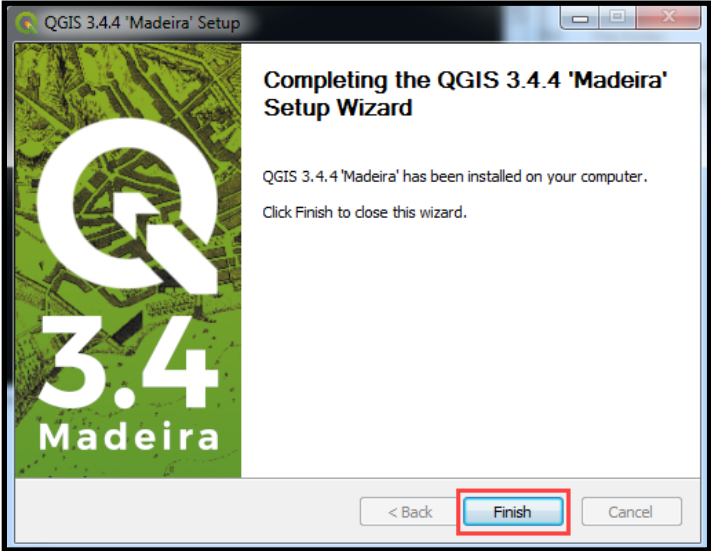
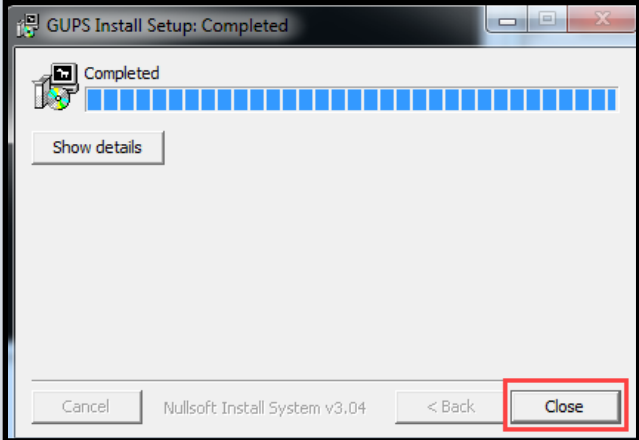
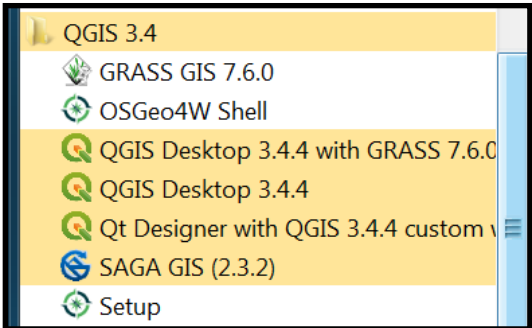
Note: Administrator privileges are likely necessary to install GUPS. Check with the local system administrator for instructions on installing an external software to the local computer prior to contacting the Census Bureau for assistance.

Table 7: Downloading and Installing the Newer Version of GUPS and QGIS

Step	Action and Result
Step 1	<p>Open a new internet browser window and navigate to the PSAP website <https://www.census.gov/programs-surveys/decennial-census/about/psap.html>. The PSAP main page appears.</p> 
Step 2	<p>Scroll down the page to the 2020 Census PSAP Verification Materials section to locate the Download the GUPS link. Click the link to download the file. Use Save As rather than Save to choose a specific folder on the local computer to download the file.</p>
Step 3	<p>Navigate to the folder on the local computer where the downloaded .zip file resides. Double-click the .zip file to unzip and extract its contents.</p>
Step 4	<p>From the folder where the .zip file was extracted, double-click the SETUP-<version>.bat file to start installation. Regardless of the version number of the file, there will be only one SETUP .bat file to choose.</p>
Step 5	<p>The Welcome to QGIS screen appears that allows a participant to import their previous settings from QGIS 2 or starting clean. Choose Start Clean and click Let's get started to proceed. Note, if a new version of GUPS that uses QGIS 3 is already installed from your work with other census programs, this window may not appear.</p> 

Step	Action and Result
Step 6	<p>When the installer opens, <i>the Welcome to the QGIS 3.4.4 'Madeira' Setup Wizard screen appears.</i></p>  <p>Note: The version needed for the verification phase is QGIS 3.4.4 Madeira. If the exact same version of QGIS exists on the computer, an instruction to uninstall and reinstall may appear. Participants may retain other versions of QGIS that may be in use for other programs (e.g., QGIS 2 Las Palmas version used for the delineation phase), but we suggest to reinstall if the same version exists on the computer to ensure installation of the latest update.</p> <p>Before proceeding with installation, close all other programs or applications. Once other programs and applications are closed, click the Next button.</p>
Step 7	<p><i>The License Agreement screen appears. Read the License Agreement and click the I Agree button to continue.</i></p> 

Step	Action and Result
Step 8	<p>The Choose Install Location screen opens. For performance and stability, the Census Bureau recommends installation to the default directory even though the Browse button allows for changing of the installation directory. Click Next to continue with installation.</p> 
Step 9	<p>The Choose Components screen opens.</p>  <p>'<input checked="" type="checkbox"/> QGIS' in the Select components to install field is checked and grayed out since it is the default. Simply click Install to continue.</p>
	<p>To review a previous screen or reread the license agreement, click the Back button (each screen contains this button). <i>This returns the screen to the previous page.</i></p>

Step	Action and Result
Step 10	<p>The software takes between five and 10 minutes to install. <i>When it finishes installation, the Completing the QGIS 3.4.4 'Madeira' Setup Wizard screen opens.</i> Click the Finish button to finish the QGIS update and launch the GUPS update.</p> 
Step 11	<p>The GUPS Install Setup: Completed screen opens showing the status of the installation of GUPS. To complete the installation, click the Close button.</p> 
Step 12	<p>Use QGIS Desktop 3.4.4 for the verification phase work. Disregard the other software installed as part of the process. <i>Once the application installs, QGIS 3.4 is added to the Start Menu, All Programs list and a QGIS 3.4 icon is created on the desktop.</i></p> 

After successfully updating GUPS and QGIS for use in the verification phase, participants are ready to begin their work to correct the 2020 statistical areas. Proceed to the next section for more instructions on opening GUPS and starting a new project.

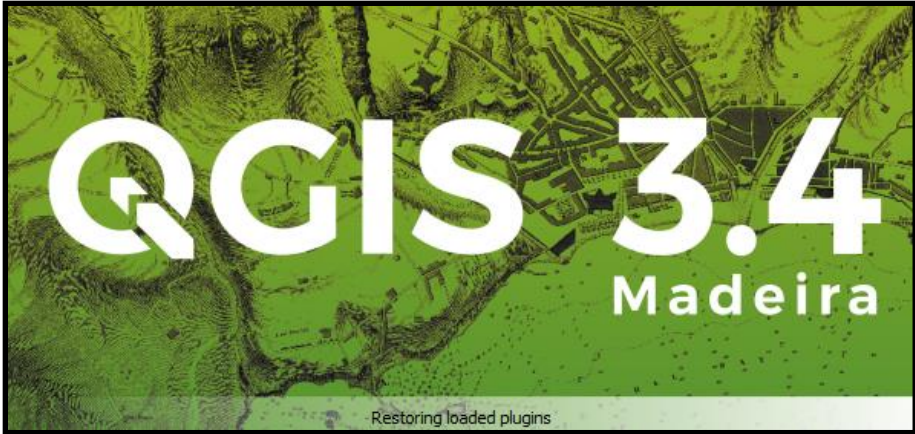
5.2 Opening GUPS and Starting a New Project

Because no DVDs are distributed for the verification phase, participants with corrections must use the **Census Web** option in GUPS to download the shapefiles directly into GUPS. To open the GUPS using Census Web follow the steps in **Table 8** below.

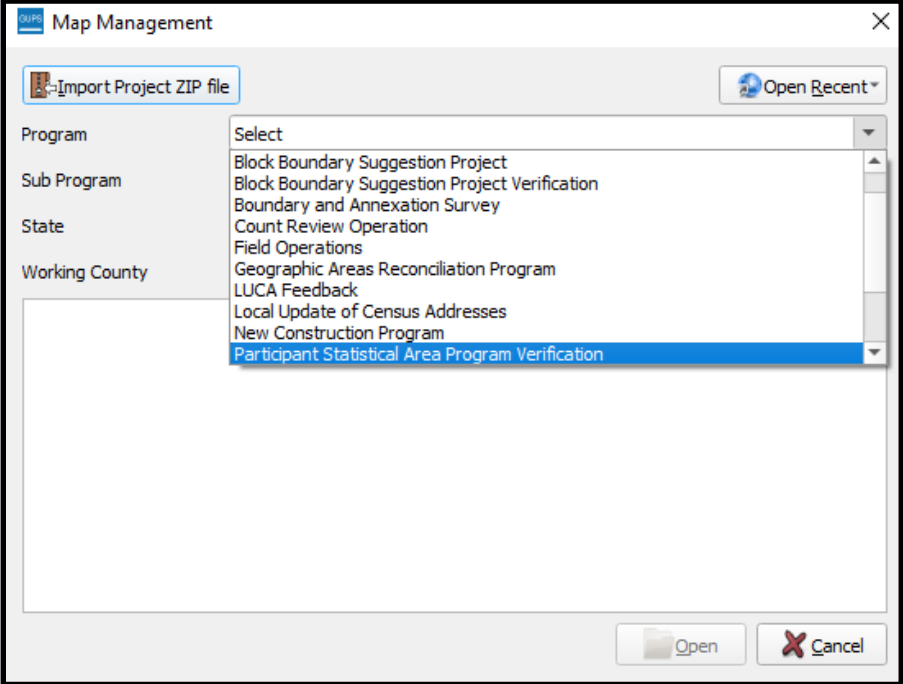
IMPORTANT: GUPS needs at least 4 gigabytes of free space on the hard drive to begin.

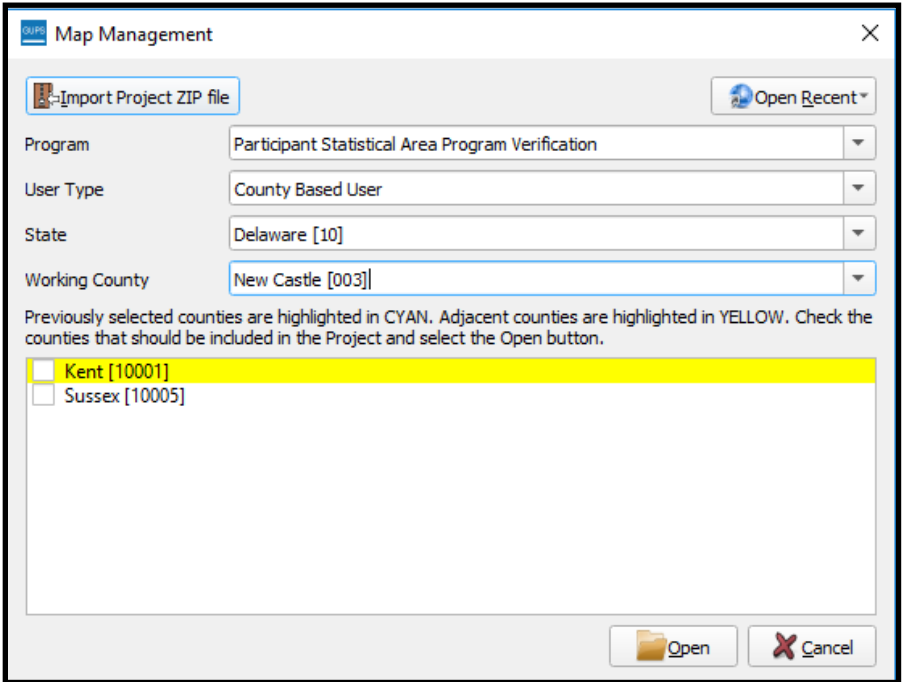
To practice using GUPS without committing the corrections, simply exit GUPS without saving. Before GUPS closes, it will give the option to save or discard the changes. Participants can reopen saved projects and continue working later.


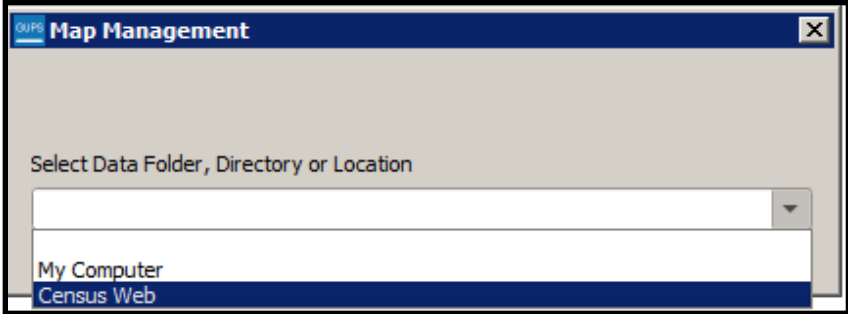
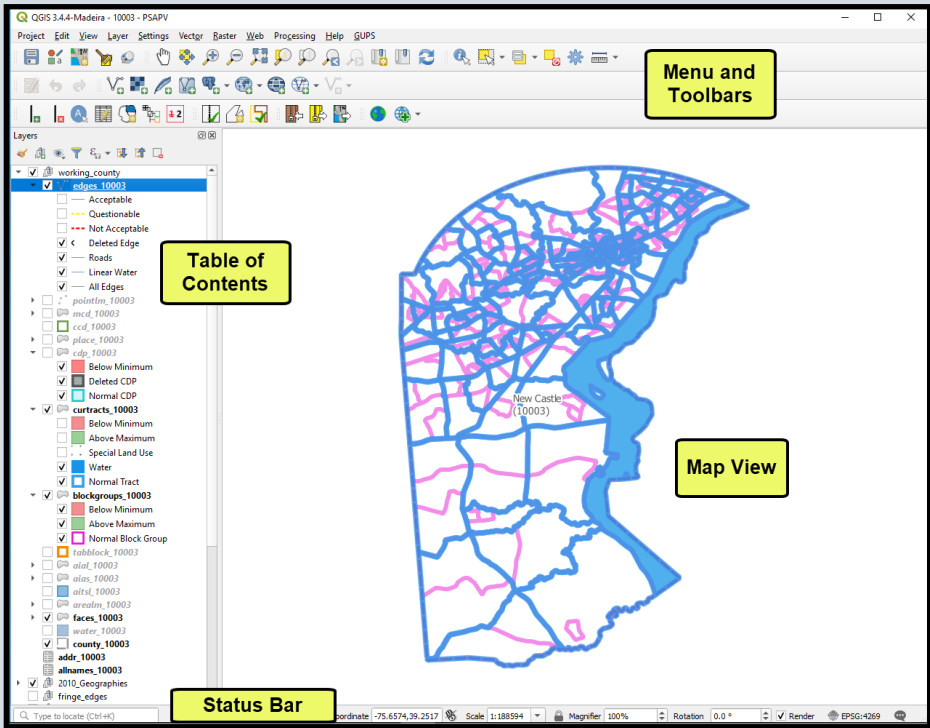
Table 8: Getting Started with GUPS using Census Web

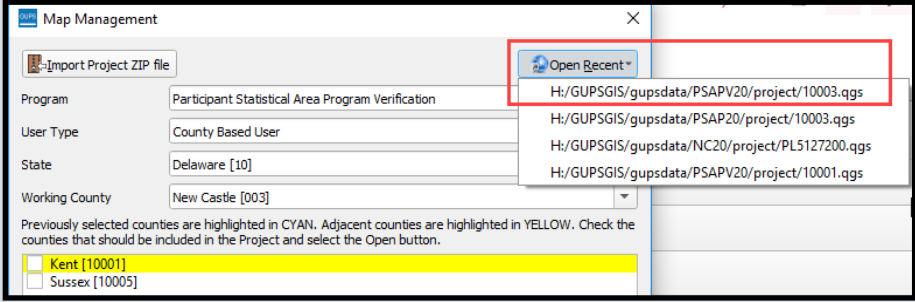

Step	Action and Result
Step 1	<p>Select QGIS Desktop 3.4.4 from the All Programs list in the Start Menu, shown in Step 12 of the previous table or from the QGIS 3.4 desktop icon. <i>The QGIS splash screen appears.</i></p>  <p>Note: Depending on the age of the computer and amount of RAM, the application may require a few moments to load and open.</p>

Step	Action and Result
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Step 2	<p>The Map Management window appears.</p>  <p>Use the drop-down menu next to the Program field to select Participant Statistical Areas Program Verification.</p>
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Step 3	<p>Select County Based User for the User Type, the state of the county for the State, and the county in which to make the corrections for the Working County. Notice the use of the FIPS codes in the State and Working County field.</p>  <p>Previously selected counties are highlighted in CYAN. Adjacent counties are highlighted in YELLOW. Check the counties that should be included in the Project and select the Open button.</p>
--------	--

Step	Action and Result
	<p>Do not select adjacent counties, shown in the window beneath the Working County, unless they assist with providing a reference for corrections. As with the delineation phase, participants complete their verification corrections county-by-county.</p>
Step 4	<p>Choose Census Web from the Select Data Folder, Directory or Location window to download the data directly into GUPS.</p> 
Step 5	<p>When the data loads, the Table of Contents populates and symbolizes according to preset styles. The Map View fills with the working county. The Menu and Toolbars appear along the top and the Status Bar appears at the bottom of the screen. <i>The QGIS 3.4.4 Madeira and PSAPV are displayed at the very top of the GUPS screen, confirming use of the newer QGIS and selection of the verification phase (e.g., PSAPV).</i></p> 
Step 6	<p>To save a project, use the Save button on the Standard toolbar or locate the Save option beneath the Project tab along the Menu bar.</p>

Step	Action and Result
Step 7	<p>To open a previously saved project, in the Map Management window, click the drop-down arrow next to the Open Recent button. <i>The drop-down menu opens with a list of current projects.</i></p>  <p>The screenshot shows the 'Map Management' window with the 'Open Recent' button highlighted by a red box. A dropdown menu is open, listing three project files: 'H:/GUPSGIS/gupsdata/PSAPV20/project/10003.qgs', 'H:/GUPSGIS/gupsdata/PSAP20/project/10003.qgs', and 'H:/GUPSGIS/gupsdata/NC20/project/PL5127200.qgs'. Below the dropdown, the 'Working County' is set to 'New Castle [003]'. A list of counties is shown at the bottom, with 'Kent [10001]' highlighted in yellow.</p>
	<p>Multiple project files, for multiple programs, may appear, as shown above. In the example above, three separate projects exist on the same computer (PSAPV20, PSAP20, and NC20). To identify which of the entries in the list represents a particular project, look at folder name that follows “/gupsdata” to identify the project (e.g., PSAPV20, PSAP20, or NC20). Notice the PSAP GUPS projects use the entity identification coding mentioned in Section A.</p>
Step 8	<p>To add the delineation phase submission layers into the verification phase project for reference in making corrections, refer to Appendix C.</p>

With the project loaded, participants are ready to begin making corrections. Continue to refer to the delineation phase respondent guide for detailed instructions. To begin making updates, use the **Modify Area Feature** tool within GUPS to select the geography to correct. Use the information gained from the TIGERweb review of statistical areas, or from the review of the Online PDF maps, to select the corresponding geography from the list that appears in the **Modify Area Feature** window. Because some corrections cascade to underlying geographies, perform the updates in the same order as conducted during the delineation phase: census tract, block group, CDP, and then CCD.

Refer to *Chapter 9* of the *2020 Census PSAP Standard Respondent Guide (G-730)* for instructions on updating each of the four statistical area types. Refer specifically to *Table 66* to confirm a linear feature is an acceptable statistical area boundary prior to making the boundary correction.

5.3 Introducing GUPS Modifications for the Verification Phase

Recall from the delineation phase, as participants selected the **Modify Area Feature** button to start editing, they were given the choice, through the **Select Editable Layer** window, to begin their edits from the 2020 proposed plan or from the 2010 geographies. For the verification phase this choice is no longer in scope because the 2020 statistical areas are incorporated into the version of shapefiles that will load directly from the Census Bureau’s website into GUPS and the 2010 geography is preloaded for reference purposes only. The **Select Editable Layer** window will not appear when using the **Modify Area Feature** button.

New for the verification phase is a pop-up window, shown in [Figure 3](#), which appears after a county downloads when a participant selects any of the tools to start reviewing the statistical areas. It contains a message about the purpose of the verification phase, verification of statistical areas, not another delineation opportunity.

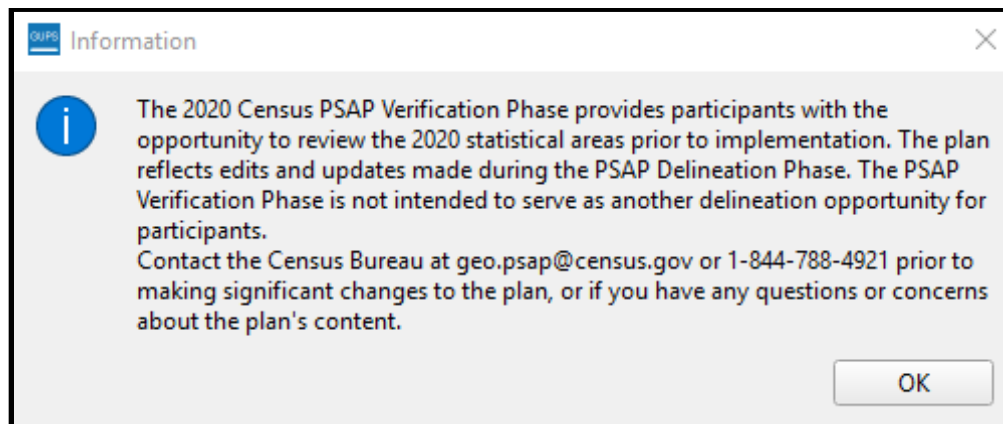


Figure 3: GUPS Information Window

All previously programmed tools and functionality remain in this version of GUPS for the verification phase.

5.4 Reinforcing GUPS Tools for the Verification Phase

Use the *List of Tables* and *List of Figures* within the *Table of Contents* of the *2020 Census PSAP Standard Respondent Guide (G-730)* to help locate the specific table or figure that may assist with completing the corrective action during the verification phase. Most instructions exist in *Chapter 8*. At a minimum, review of the following tables within the *G-730*:

- *Table 12* for a refresher of the **Menu bar** tabs and functions.
- *Table 14* for a refresher of the **Standard toolbar** buttons, names and their function (or description).
- *Table 17* for a refresher of the **PSAP toolbar** buttons, names and their function (or description).

The Table of Contents within GUPS for the verification phase includes the same type of layers as provided during delineation. The edges layer is mapped to display the types of features (roads, linear water, and all others) as well as whether or not those features are acceptable, questionable, or not acceptable for use as a statistical area boundary. Other layers included for reference are the point landmark, minor civil division, incorporated place, various American Indian layers, water, and the county boundary. Layers that are not applicable are grayed-out. The 2010 statistical geographies are also included as a grouping. The layers where corrections may occur include the curtracts, blockgroups, cdp, and ccd. Those layers have preset symbology to assist with visualizing whether they are valid geographies that meet established thresholds. See [Figure 4](#) for a visual of the Table of Contents for a GUPS verification phase project.

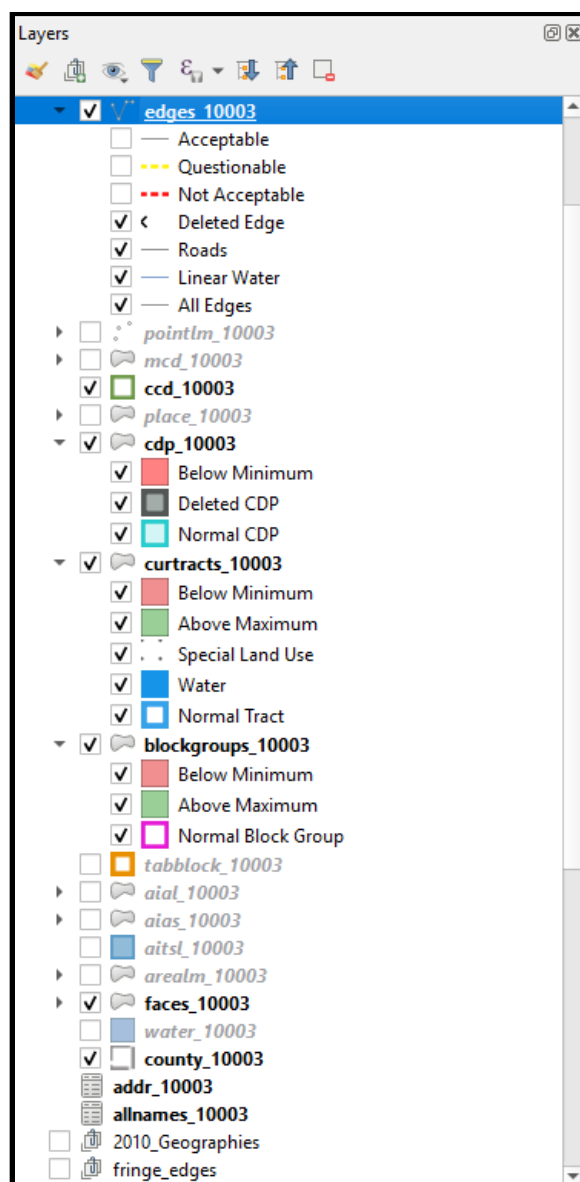


Figure 4: Example of GUPS Table of Contents with Layers

5.4.1 Clarifying Use of the Boundary Change Tools

During processing of delineation phase submissions, the Census Bureau uncovered situations where participants misused GUPS tools and functionality. The most common misuse involved boundary modifications. Instead of using the instructions for performing boundary changes, participants used the merge and split instructions to modify boundaries. Though the boundary modification was seemingly successful, the means by which a participant generated the modification introduced numerous issues with coding, recoding, and suffixing that complicated the processing of participant submissions.

Since the focus of the verification phase is on correcting the 2020 statistical areas that do not align with participant expectations or that may have been misprocessed, participants should use the boundary change tools to correct the 2020 statistical areas, and not the merge or split tools within GUPS. While the merge and split tools remain available for use, please consider the

type of correction that needs to occur and choose the tool that best fits that task. If you have any questions regarding which GUPS tool should be used to make your corrections, contact the Census Bureau by phone at 1-844-788-4921. A member of our technical support group can assist you with your GUPS functionality questions.

Figure 5 highlights the specific boundary change sections for census tracts and block groups in the *2020 Census PSAP Standard Respondent Guide (G-730)*.

9.2.1 Modify Area Feature Tool	79
9.3 Census Tract Update Instructions.....	80
9.3.1 Select Census Tracts.....	80
9.3.2 Split Census Tracts by Block Group.....	83
9.3.3 Split Census Tract by Face.....	88
9.3.4 Creating a Special Use Census Tract	92
9.3.5 Merge Census Tracts.....	95
9.3.6 Change Census Tract Boundaries.....	101
9.3.6.1 Add Linear Feature.....	105
9.3.6.2 Modify Linear Feature Attributes	109
9.3.6.3 Delete/Restore Linear Feature	110
9.4 Block Group Update Instructions.....	112
9.4.1 Select Block Group	113
9.4.2 Split a Block Group.....	113
9.4.3 Merge Block Groups.....	118
9.4.4 Change Block Group Boundaries.....	122

Figure 5: Census Tract and Block Group Boundary Change Sections in the G-730 Table of Contents

Figure 6 highlights the corresponding boundary change sections in the *2020 Census PSAP Standard Respondent Guide (G-730)* that apply for CDPs and CCDs.

9.5 Census Designated Places (CDPs) Update Instructions	127
9.5.1 Select Census Designated Place (CDP).....	127
9.5.2 Boundary Change – Add Area (CDP)	128
9.5.3 Boundary Change – Remove Area (CDP).....	131
9.5.4 New District – Add Entity (Add a New CDP).....	135
9.5.5 Boundary Change – Delete Area Feature (Delete an Existing CDP).....	139
9.5.6 Boundary Change – Change Attributes (CDP).....	142
9.6 Census County Division Update Instructions	144
9.6.1 Select Census County Division (CCD)	145
9.6.2 Merge Census County Divisions (CCDs)	145
9.6.3 Boundary Change – Add Area (CCD)	149
9.6.4 New District – Add Entity (Add a New CCD).....	154
9.6.5 Boundary Change – Change Attributes (CCD).....	157

Figure 6: CDP and CCD Boundary Change Sections in the G-730 Table of Contents

5.4.2 Clarifying Use of the Undo Button

Another action to reinforce and clarify from the delineation phase involves the use of the **Undo** button. The description of the **Undo** button is included within *Table 17* of the *2020 Census PSAP Standard Respondent Guide (G-730)*. For an example, a participant split a census tract that was over threshold, but one of the resulting census tracts ended up below threshold. Instead of

using the **Undo** button to cancel the split action and restore the census tract’s original boundary or instead of supplying a justification that supports the split, the participant proceeded to merge the newly suffixed tract with another nearby statistical area, producing an errant census tract coding sequence and redrawing the outer census tract boundary. Neither of which is permissible during 2020 Census PSAP. Please use the **Undo** button rather than merging or splitting a statistical area back to its original boundary.

5.4.3 Reinforcing the Use of Imagery

Should corrections be necessary, use of imagery is strongly recommended. To make spatially accurate boundary corrections, enable imagery from the PSAP toolbar by selecting the **Add Imagery** button. Adding imagery allows participants to visualize the features and alignment of boundaries prior to making corrections. The description of the **Add Imagery** button is included within *Table 17* of the *2020 Census PSAP Standard Respondent Guide (G-730)*.

Note: Uncheck (i.e., turn-off) the imagery layer from the Table of Contents to prevent GUPS issues that may occur when re-opening the PSAP verification phase project.

5.5 Exporting a File for Submission

Upon completion of all statistical area corrections, execute the three validation tools to help review and validate the corrections made to the 2020 statistical areas. Run the **PSAP Criteria Review** tool first, then the **Review Change Polygons** tool, and finish with the **Geography Review** tool. Refer to *Chapter 10* of the *2020 Census PSAP Standard Respondent Guide (G-730)* for instructions on the use of the three validation tools. The **Export to Zip** tool executes these tools if a participant overlooks them.

Upon clicking the **Export to Zip** button, two options for exporting within GUPS remain in the verification phase: **Export for Census** or **Share with Another Participant**. To export the corrected statistical areas for submission to the Census Bureau, select the first choice, **Export for Census** as shown below in [Figure 7](#).

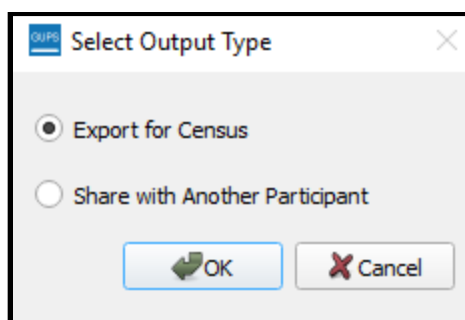


Figure 7: Select Output Type Window - Export for Census

IMPORTANT: Do not submit a partial submission (i.e., just census tracts if corrections are still underway for block groups or CDPs or CCDs). Ensure all of the work is complete prior to executing this tool.

Table 60 in the 2020 Census PSAP Standard Respondent Guide (G-730) describes the export process. The only difference for the verification phase is the directory path and file name. See [Figure 8](#) for an example of the **Export to Zip** window that includes the verification phase directory and file information. Be sure to make note of the directory path and file name.

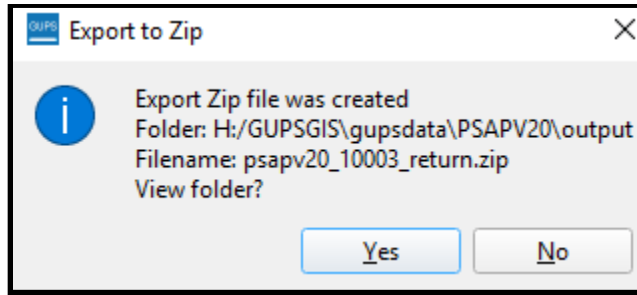


Figure 8: Export to Zip Window for Verification Phase

With the file exported, proceed to the next part of this verification guide for instructions on submitting the .zip file to the Census Bureau.

PART 3 SUBMITTING CORRECTIONS TO THE 2020 STATISTICAL AREAS

This part of the respondent guide provides a refresher for using the Secure Web Incoming Module (SWIM) to submit the corrected 2020 statistical areas. The *2020 Census PSAP Standard Respondent Guide (G-730)* devoted an entire chapter, *Chapter 11*, to the SWIM topic providing background, requirements, and an example of using SWIM to submit the PSAP delineation phase materials. The instructions in **Table 9** update the *Chapter 11* example to show the pertinent information for the verification phase.


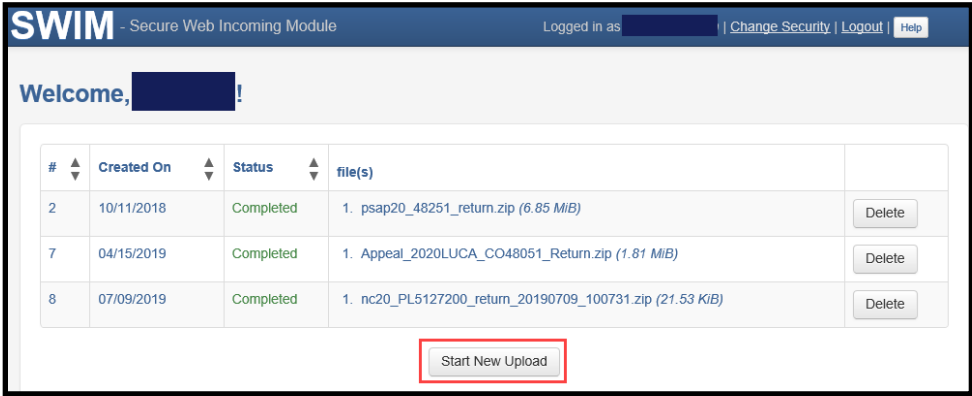
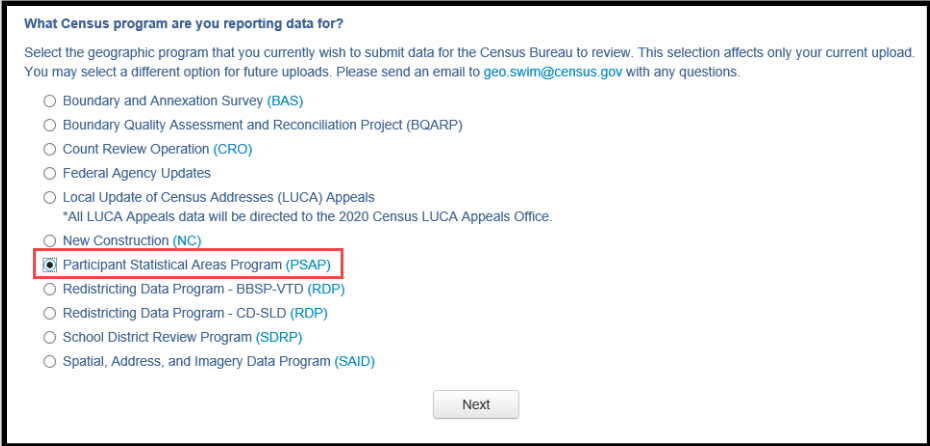
Please submit all corrections to the 2020 statistical areas, by county, within 90 calendar days of receiving the verification announcement. The Census Bureau cannot provide extensions to this 90 calendar day review period. The Census Bureau will review all submissions to ensure they meet the established 2020 Census PSAP criteria and will contact participants if there are questions regarding the submission(s).

CHAPTER 6 USING THE SECURE WEB INCOMING MODULE (SWIM) FOR PSAP VERIFICATION

See **Table 9** for an example of using SWIM to submit corrections to a county-based 2020 statistical area corrections.

Table 9: SWIM Example

Step	Action and Result
Step 1	<p>Open a new internet browser window and enter the SWIM URL <https://respond.census.gov/swim>. The <i>Secure Web Incoming Module Please Login</i> screen opens.</p> 

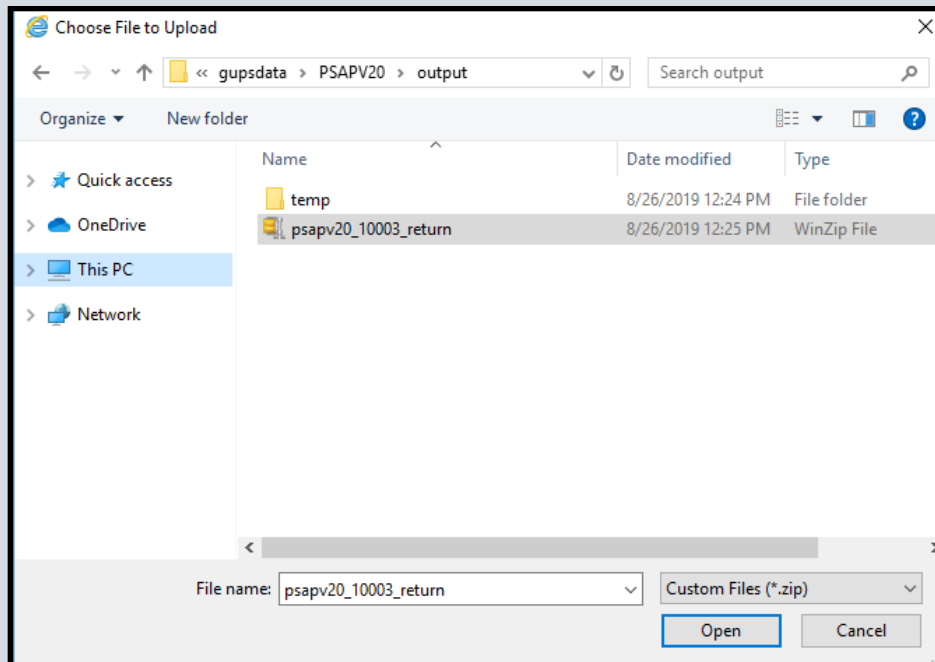
Step	Action and Result
	<p>Refer to <i>Section 11.1</i> the <i>2020 Census PSAP Standard Respondent Guide (G-730)</i> for details on how to determine if an account exists and the SWIM requirements for accounts, passwords, and files submitted using SWIM.</p> <p>Note: We suspect that most participants will have an existing SWIM account since delineation phase materials were submitted through SWIM. For participants without an existing SWIM account, please contact the Census Bureau to receive a 12-digit registration token for account registration.</p>
Step 2	<p>Enter the email address and password, then click the Login button. <i>The Welcome screen opens and previously posted files appear along with the date and status of the upload.</i></p>  <p>Click the Start New Upload button.</p>
Step 3	<p><i>The “What Census program are you reporting data for?” screen appears.</i></p>  <p>Choose Participant Statistical Areas Program (PSAP) and then click the Next button.</p> <p>Note: Unlike with GUPS, there is not a specific program choice for PSAP Verification. The verification phase is part of PSAP, so there was no need to add another program choice in SWIM for the submission of verification phase corrections.</p>

Step	Action and Result
Step 4	<p>The “What type of geography are you reporting statistical areas for?” screen appears with two choices: County and Tribal Area.</p> <div data-bbox="394 306 1321 537" style="border: 1px solid black; padding: 10px;"> <p>What type of geography are you reporting statistical areas for??</p> <p><input type="radio"/> County</p> <p><input type="radio"/> Tribal Area</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div> <p>Choose County and then click the Next button.</p>
Step 5	<p>The Select a State and County screen appears.</p> <div data-bbox="446 667 1271 987" style="border: 1px solid black; padding: 10px;"> <p>Select a State and County</p> <p>State: <input type="text" value="Select"/></p> <p>County: <input type="text"/></p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div> <p>Choose the appropriate state and county name and then click the Next button.</p>
Step 6	<p>The Select a .ZIP file to upload screen appears. Click the +Add File button.</p> <div data-bbox="386 1113 1331 1581" style="border: 1px solid black; padding: 10px;"> <p>Select a .ZIP file to upload.</p> <p>File submissions must be in "zip format" and file size should not exceed 250 MB. Please group all related data together into one ZIP archive including any metadata or supporting documentation that you have available. Please include information about how your geographic data is projected if applicable. If you are submitting shapefiles, be sure to include all of the component files necessary to use the shapefile (at a minimum .shp, .prj, .dbf, .shx). If you are submitting a .MXD file please be sure to include all of the separate data files that are used in the Map (all of the layers, shapefiles, etc.). Please provide any additional information, as applicable, in the comments box below.</p> <p>Choose File: <input type="button" value="+ Add File"/></p> <p>Status:</p> <p>File(s):</p> <p>Comments: <input type="text"/></p> <p>1500 characters left</p> <p style="text-align: right;"><input type="button" value="Previous"/> <input type="button" value="Next"/></p> </div>

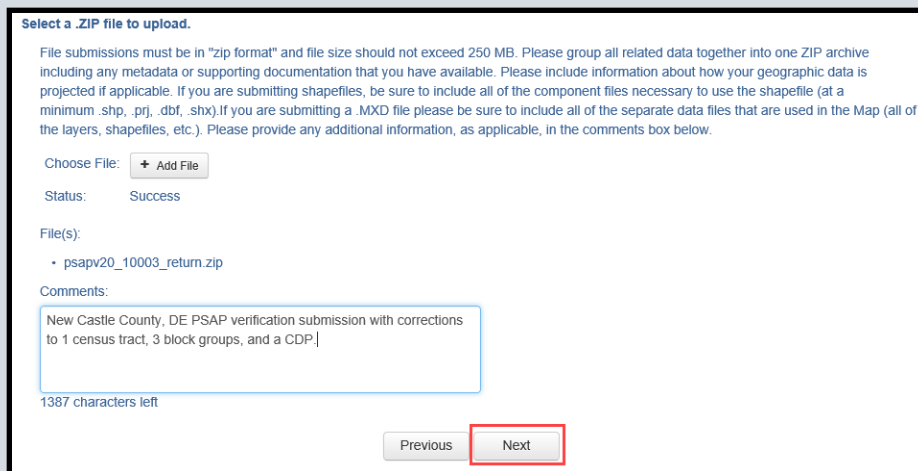
Step	Action and Result
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Step 7

The **Choose File to Upload** window opens for use in navigating to the location of the exported .zip file generated by using the **Export to Zip** button in GUPS. Click the **Open** button.



Notice the **Status** is set to **Success** and the file name appears beneath the **File(s)** section. Add optional comments that may assist the Census Bureau with processing of the submission and click **Next**.



Step	Action and Result
Step 8	<p>The Thank You screen appears. It thanks the participant and indicates a forthcoming email once the transfer completes.</p> <div data-bbox="365 304 1351 520" style="border: 1px solid black; padding: 10px;"> <p style="text-align: center;">Thank You</p> <p>Thank you for using SWIM. You will receive an email when your file successfully transfers to the Census Bureau.</p> <p>File: psapv20_10003_return.zip</p> <p>You may Log Out or return to the upload form, to submit more files.</p> </div> <p>In the last sentence on the Thank You screen, choose upload form to return to the Welcome screen and begin the upload process for another county or choose Log Out.</p>

CHAPTER 7 NEXT STEPS FOR THE 2020 CENSUS PSAP

Congratulations on the completion of your review of the 2020 statistical areas and of your corrections, if applicable. Your participation in the 2020 Census PSAP concluded with either the email stating no changes were forthcoming or with the submission of verification phase corrections in the county based .zip file(s) from GUPS. Thank you for participating in this program to prepare useful statistical areas for the 2020 Census. Knowledge provided by PSAP participants is invaluable.

The Census Bureau will process the corrections and finalize the 2020 statistical areas for use in tabulating census data for the next decade. The final data will be made available to the public on the Census Bureau website beginning in November 2020 through February 2021.

APPENDICES


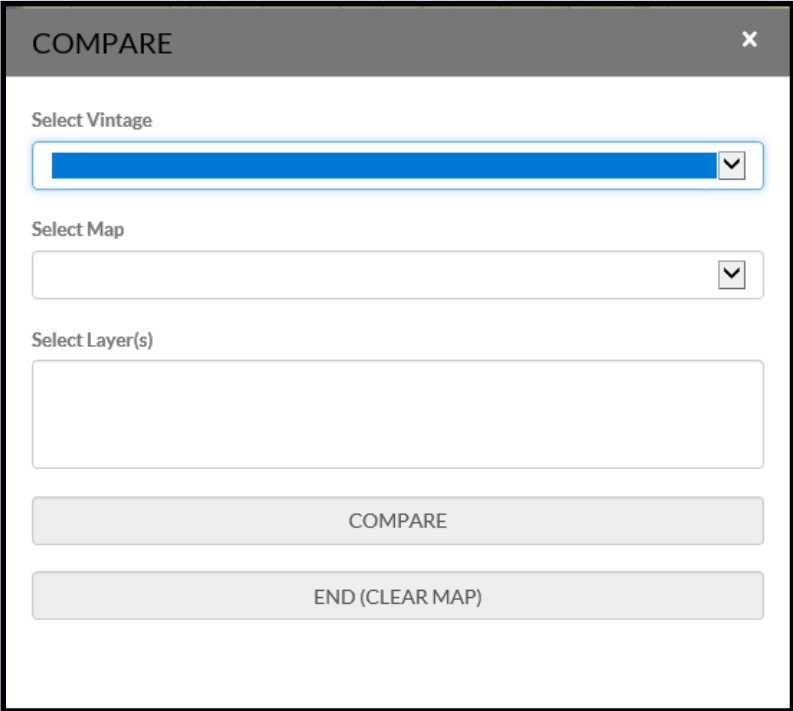

APPENDIX A USING TIGERWEB TO COMPARE 2020 STATISTICAL AREAS TO 2010 STATISTICAL AREAS

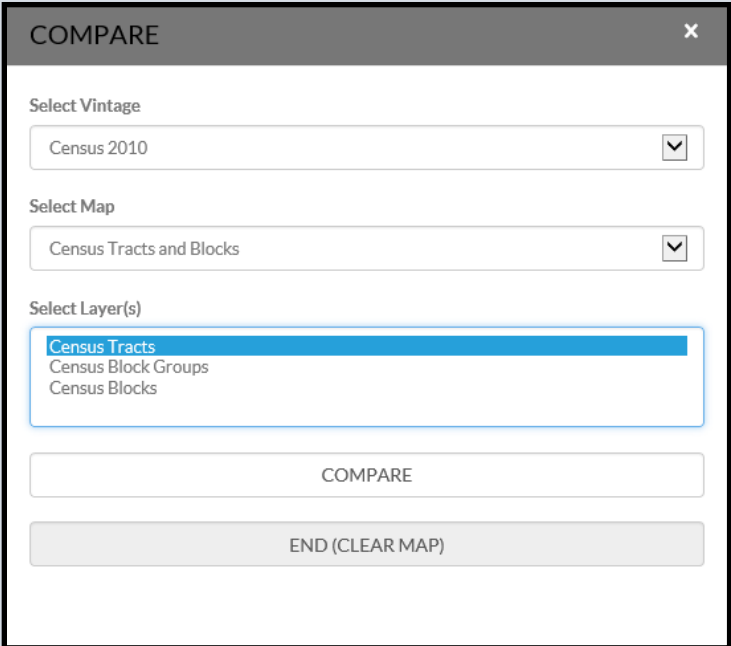
For participants that completed their delineation phase work from the 2010 statistical areas instead of from the 2020 proposed plan, using the TIGERweb **Compare** tool to visualize the changes between the 2020 statistical areas and the 2010 statistical areas may help with locating statistical areas that have changed significantly. **Table 10** presents the steps for comparing the two vintages.

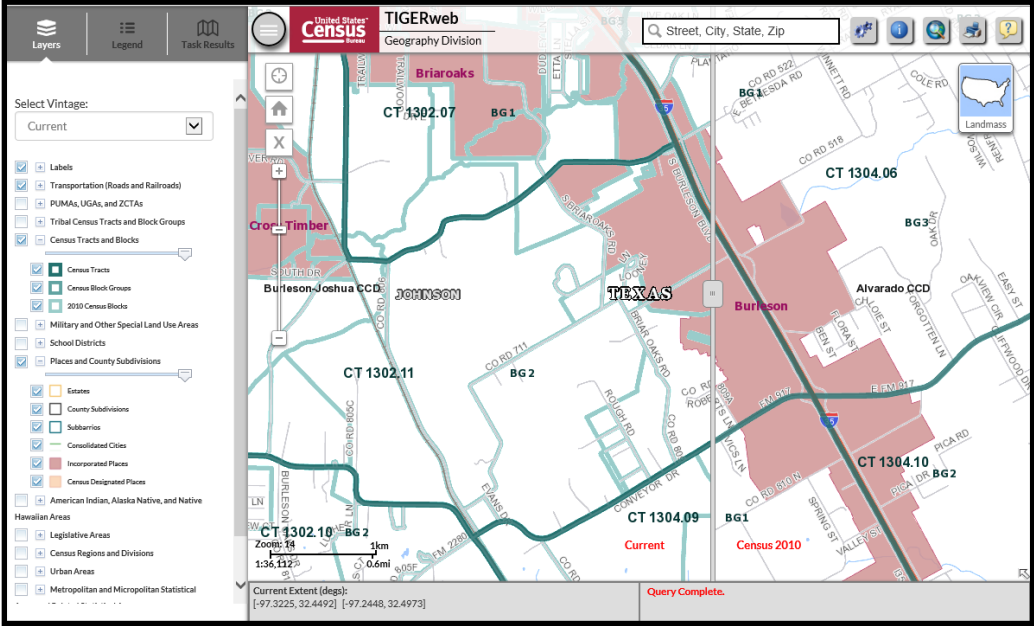
IMPORTANT: While conducting a comparison between 2020 and 2010 statistical areas is possible using this tool, a participant’s focus should remain on whether the existing 2020 statistical areas work for the tabulation and distribution of statistical data and whether any attribute errors exist.

Table 10: Comparing 2020 and 2010 Statistical Areas in TIGERweb

Step	Action and Result
Step 1	To compare the Current vintage to the 2010 Census vintage, launch the TIGERweb online application from the TIGERweb website: < https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html >. Using the instructions presented in Section 2.1 , zoom manually or through a query to the area of interest for comparison.

Step	Action and Result
Step 2	<p>Click the Compare button along the upper right of the TIGERweb window.</p>  <p>The Compare window appears.</p> 
	<p>While this comparison does not compare what was submitted during the delineation phase, it does allow for visual comparison between the current 2020 statistical areas and the 2010 statistical areas which may help identify statistical areas splits or merges that occurred as a result of delineation phase processing.</p>

Step	Action and Result
Step 3	<p>Select the Vintage to compare (e.g., Census 2010), Select the Map to compare with the current (e.g., Census Tracts and Blocks), and Select the Layer (e.g., Census Tracts) and click COMPARE.</p> 

Step 4	<p>A light gray, vertical slide bar appears on-screen with the Current vintage displayed on the left and the Census 2010 vintage on the right. Click the bar to move it left or right and reveal the change of boundaries between the vintages. Large changes are easily viewed on-screen, but smaller modifications to the boundaries are more difficult to see.</p>  <p>Note: This example does not depict any boundary differences, but does show the light-gray, vertical slide bar mid-screen and the red label for “Current” and “Census 2010” at the bottom of the screen.</p>
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Step	Action and <i>Result</i>
Step 5	Changing the Select Map... choice to Places and County Subdivisions and then selecting either the County Subdivisions or Census Designated Places as the Layer allows for a vintage comparison of the CCDs and CDPs, respectively. Repeat the same steps listed above to compare the CCDs and CDPs.

APPENDIX B CHANGING THE MAP BACKGROUND WITHIN THE TIGERWEB ONLINE MAP VIEWER

The TIGERweb online map viewer has three choices for the map background it displays: Landmass, Satellite, and Terrain. These three choices are housed within the Topography button which is in the upper right corner of the map display, beneath the five tool buttons. The Topography button is also known as the Base Map Selector in the TIGERweb User Guide. See [Figure 9](#) for a visual of the button and its location within the TIGERweb online map viewer.



Figure 9: TIGERweb Topography Button

The default selection is Landmass. To switch displays, continue to click the Topography button, observing the instruction while hovering the mouse over the button. The hover message informs the user of the current display and what the display will be upon switching to the next choice. See [Figure 10](#) for a visual that illustrates changing between base map background choices and how the hover messages compare to what is on-screen. In the example below, though the image on the left shows the Topography button indicating the graphic for the Satellite selection, the hover message indicates the current selection is Landmass. The satellite imagery does not display until clicking the button again to change the display to Terrain. Terrain would not display until clicking the button back to Landmass.



Figure 10: Topography Button with All Base Map Choices

Use of satellite imagery and terrain base map backgrounds help to identify and visualize the features that the 2020 statistical area boundaries follow and may provide valuable insight to understanding if corrections need to be made.

APPENDIX C ADDING A DELINEATION PHASE SUBMISSION TO A VERIFICATION PHASE PROJECT

Participants may add their delineation phase submission files into their verification phase GUPS project. Doing so provides a visible reference for use during interactive GUPS work to correct the discrepant statistical area boundaries.

IMPORTANT: While having the delineation files available for reference during verification is nice, the Census Bureau strongly encourages participants to focus on the current 2020 statistical areas and whether they work for the tabulation and distribution of statistical data.

Refer to *Section 8.3* and *Table 28* within the *2020 Census PSAP Standard Respondent Guide (G-730)* for detailed instructions on the proper use of the **Add Vector Layer** button and for changing layer symbolization or call the Census Bureau at 1-844-788-4921 for assistance. As a high level summary for adding the delineation submission shapefiles into the verification phase project, follow these steps:

- Navigate to the directory location of the delineation phase .zip file (i.e., **PSAP20_<ssccc>_return.zip**). As noted previously in the document, the <ssccc> corresponds to the five-digit, state county FIPS code for your county(s). The default directory was likely **C:\GUPSGIS\gupsdata\PSAP20\output**, but you may have copied the file to another directory for storage reasons or to archive it for safe-keeping.
- Unzip the delineation phase submission .zip file.
- Utilize the **Add Vector Layer** button within the **Manage Layers** toolbar, as highlighted below in **Figure 11**, to add in the “complete” shapefiles for the statistical areas (e.g., blockgroups, ccd, cdp, and curtracts). Participants may wish to add in the “changes” shapefiles that show only the polygons for the statistical area layers that were changed during delineation. Adding in the “changes” shapefiles do not provide a complete visual of the delineation phase submission, but they may be useful as a reference to identify the specific areas changed during delineation.
Note: Ensure layers being added use the NAD83 coordinate system. Do not add layers into GUPS in coordinate systems other than NAD83.

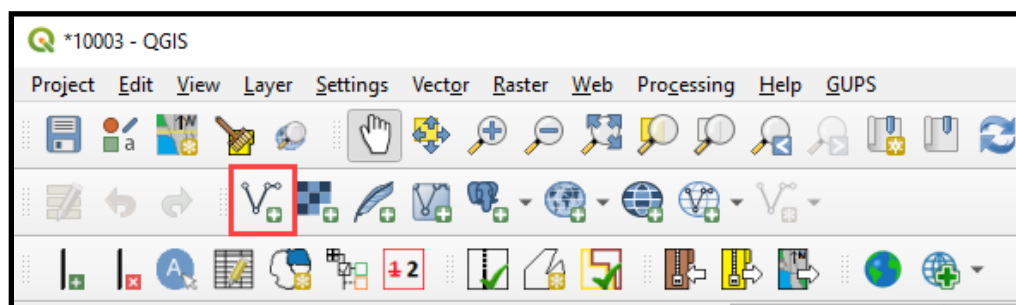


Figure 11: GUPS - Manage Layers toolbar - Add Vector Layer button

- Change the symbolization of the added shapefiles to view them properly within the verification phase project. Depending on where the added shapefiles appear in the Table of Contents, symbolization changes can occur to the outline, pattern, transparency, color, layer order, etc.

With updated symbology and the ability to turn on/off layers, participants can visualize the differences between the delineation and verification phase statistical area boundaries to assist

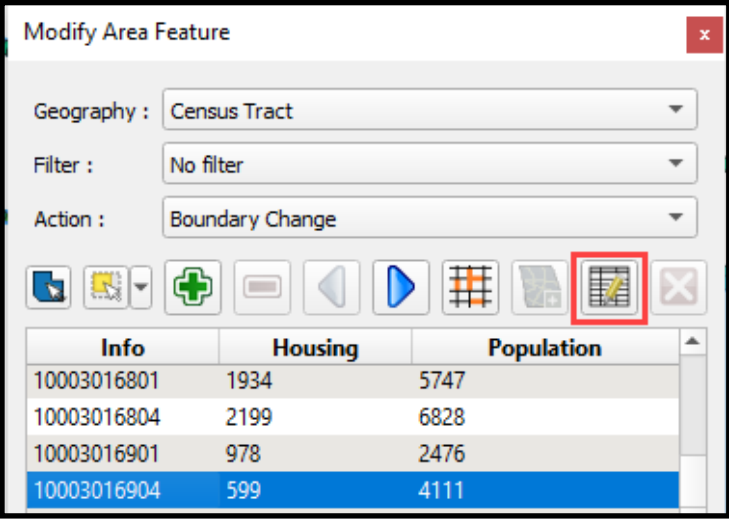
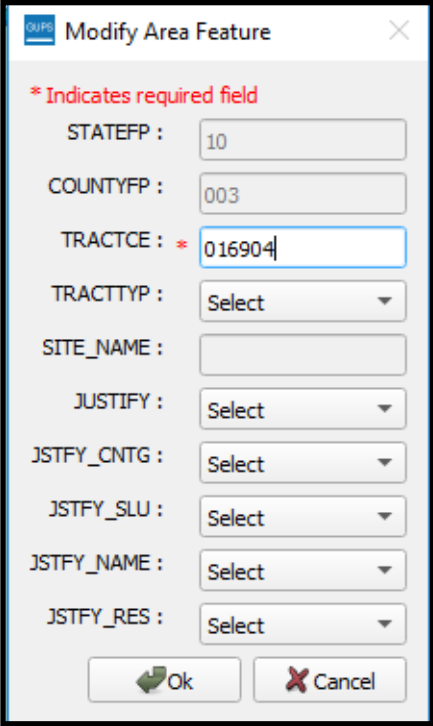
with making corrections during the verification phase. Refer to *Sections 9.3, 9.4, 9.5, and 9.6* of the *2020 Census PSAP Standard Respondent Guide (G-730)* for instructions on making census tract, block group, CDP, and CCD boundary corrections, respectively.

APPENDIX D CORRECTING CENSUS TRACT CODING

Whether an errant census tract code is discovered using TIGERweb or using the Online PDF maps use the instructions below in [Table 11](#) to correct the census tract coding using GUPS.

Table 11: Using GUPS to Correct Census Tract Coding

Step	Action and Result																		
Step 1	With the verification project opened within GUPS, open the Modify Area Feature tool and set the Geography to Census Tract .																		
Step 2	<p>Scroll through the list of census tracts, shown in the Info section of the Modify Area Feature tool and select the census tract to correct. In the example below, census tract 169.04 is selected.</p> <div data-bbox="485 636 1235 1283" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>Modify Area Feature ✕</p> <p>Geography : Census Tract</p> <p>Filter : No filter</p> <p>Action : Boundary Change</p> <div style="display: flex; justify-content: space-between; align-items: center; margin: 5px 0;"> 📄 🔍 + ▢ ⏪ ▶ 📊 📄 📝 ✕ </div> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 30%;">Info</th> <th style="width: 30%;">Housing</th> <th style="width: 30%;">Population</th> </tr> </thead> <tbody> <tr> <td>10003016804</td> <td>2199</td> <td>6828</td> </tr> <tr> <td>10003016901</td> <td>978</td> <td>2476</td> </tr> <tr style="background-color: #007bff; color: white;"> <td>10003016904</td> <td>599</td> <td>4111</td> </tr> <tr> <td>10003980100</td> <td>0</td> <td>0</td> </tr> <tr> <td>10003990100</td> <td>0</td> <td>0</td> </tr> </tbody> </table> <p style="margin-top: 10px;">Housing : 599 Population : 4111</p> </div> <p>Note: This example is for illustrative purposes only.</p>	Info	Housing	Population	10003016804	2199	6828	10003016901	978	2476	10003016904	599	4111	10003980100	0	0	10003990100	0	0
Info	Housing	Population																	
10003016804	2199	6828																	
10003016901	978	2476																	
10003016904	599	4111																	
10003980100	0	0																	
10003990100	0	0																	

Step	Action and Result															
Step 3	<p data-bbox="337 226 1365 289">With the census tract selected, click the Change Attributes button to open a secondary Modify Area Feature window that allows participants to edit the census tract code field, TRACTCE.</p> <div data-bbox="500 306 1224 821">  <p>The screenshot shows the 'Modify Area Feature' window with the following table:</p> <table border="1" data-bbox="521 632 1175 814"> <thead> <tr> <th>Info</th> <th>Housing</th> <th>Population</th> </tr> </thead> <tbody> <tr> <td>10003016801</td> <td>1934</td> <td>5747</td> </tr> <tr> <td>10003016804</td> <td>2199</td> <td>6828</td> </tr> <tr> <td>10003016901</td> <td>978</td> <td>2476</td> </tr> <tr style="background-color: #0070C0; color: white;"> <td>10003016904</td> <td>599</td> <td>4111</td> </tr> </tbody> </table> </div> <div data-bbox="646 835 1076 1556">  <p>The screenshot shows the 'Modify Area Feature' window with the following fields:</p> <ul style="list-style-type: none"> STATEFP : 10 COUNTYFP : 003 TRACTCE : * 016904 TRACTTYP : Select SITE_NAME : JUSTIFY : Select JSTFY_CNTG : Select JSTFY_SLU : Select JSTFY_NAME : Select JSTFY_RES : Select <p>Buttons: Ok, Cancel</p> </div>	Info	Housing	Population	10003016801	1934	5747	10003016804	2199	6828	10003016901	978	2476	10003016904	599	4111
Info	Housing	Population														
10003016801	1934	5747														
10003016804	2199	6828														
10003016901	978	2476														
10003016904	599	4111														
Step 4	Using local knowledge, correct the census tract code. Refer to <i>Section 2.2</i> in the <i>2020 Census PSAP Standard Respondent Guide (G-730)</i> for details on proper census tract coding.															
Step 5	Save the project after performing a census tract coding change.															