

**Supporting Statement for
Office of Management and Budget Approval of
U.S. Census Bureau: Boundary and Annexation Survey & Boundary Validation Program
OMB Control No. 0607-0151**

Part A – Justification

Question 1. Necessity of the Information Collection

This request is for the clearance to continue the Boundary and Annexation Survey (BAS) and Boundary Validation Program. The U.S. Census Bureau is requesting a revision of a currently approved collection. The authority for conducting activities in this document comes from Title 13, U.S.C., Section 6. The BAS updates incorporated place boundaries, minor civil divisions, counties, and the federally recognized American Indian areas inventory for compliance with responsibilities specified in the Office of Management and Budget (OMB) Circular A-16, Governmental Units and Administrative and Statistical Boundaries Data Theme. Alaska Native Regional Corporations will be updated through the 2020 Census Participant Statistical Areas Program. BAS supports the spatial data steward responsibilities of the OMB E-Gov, Data.gov, The National Map, and updates to the Geographic Names Information Systems. The results of the BAS are needed to provide information documenting the creation of newly incorporated places, minor civil divisions, counties, federally recognized American Indian Areas (including American Indian reservations, and off-reservation trust lands). BAS also includes the dissolution of incorporated places and minor civil divisions, and changes in the boundaries of incorporated places, minor civil divisions, counties, and American Indian Areas. BAS information provides an appropriate record for reporting the results of the economic censuses, decennial census, economic census, the Population Estimates Program, and surveys such as the American Community Survey.

The BAS universe and mailing materials vary depending both upon the needs of the Census Bureau in fulfilling its censuses and household surveys and upon budget constraints. Counties or equivalent entities, federally recognized American Indian Reservations, off-reservation trust lands, and tribal subdivisions are included in every BAS.

There are projects to support the BAS among various levels of governments and obtain the most accurate boundary information. These are the:

- Boundary Quality Assessment and Reconciliation Project.
- Boundary Validation Program.
- State Certification Program.

The Boundary Quality and Reconciliation Project (BQARP) supports the BAS program, improves boundary quality in the Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing System (MAF/TIGER), and lessens the burden on BAS participants. BQARP works with state level cadastral or geographic information systems coordinators to update state, county, and incorporated place boundaries. The BAS would then continue the collection of annexations and de-annexations on a transaction basis as they occur over time. Ensuring quality and spatially accurate boundaries is a critical component of the geographic preparations for the 2020 Census and the Census Bureau's ongoing geographic partnership programs and surveys. In addition, the improvement of boundary quality is an

essential element of the Census Bureau's commitment as the responsible agency for legal boundaries under the OMB Circular A-16.

The Census Bureau will conduct the 2020 Boundary Validation Program (BVP) in conjunction with the 2020 BAS. The BVP is a part of BAS conducted in preparation for the decennial census. The Census Bureau conducts the BVP every ten years to provide the highest elected or appointed officials of tribal and local governments an opportunity to review the boundary data collected during the BAS over the last decade. The 2020 BVP will cover:

- All actively functioning counties or statistically equivalent entities.
- Incorporated places (including consolidated cities).
- All functioning minor civil divisions.
- All federally recognized American Indian reservations and off-reservation trust land entities in the United States.
- Municipios, barrios, barrio-pueblos and subbarrios in Puerto Rico.

In addition, the Census Bureau will send a letter to the governor of each state explaining the 2020 BVP process and advising them the Census Bureau will review the state boundaries in conjunction with relevant county boundaries as part of the BVP.

The Census Bureau will conduct the 2020 BVP in two phases, initial and final. During the initial BVP phase, every highest elected official in the BAS universe will receive a BVP form, a letter with instructions, and paper maps or a CD/DVD containing a complete set of 2020 BAS maps in PDF format for their governmental unit with an option to request other formats. The Census Bureau asks the highest elected official to review their boundaries and return the BVP form within ten days of receipt. If the highest elected official determines that there are no changes to report, the highest elected official will sign and return the validated BVP form. If the highest elected official determines that their entity requires boundary changes, the Census Bureau requests the highest elected official work with their BAS contact to submit boundary changes through the 2020 BAS process. If either the highest elected official or the BAS contact submits 2020 BAS boundary updates, effective as of January 1, 2020 or before, by the deadline of March 1, 2020, the entity will be included in the final phase of the BVP. The governments will have the option to submit the corrections on either paper or digital maps.

In the final BVP phase, once the Census Bureau applies the participant's 2020 BAS boundary updates to MAF/TIGER, the Census Bureau will provide each highest elected official a complete set of updated 2020 BAS maps or shapefiles. The governments may request CD/DVD, download or plotted paper maps. This is their final opportunity to review the boundary and verify that the Census Bureau clearly reflects the correct boundary in the MAF/TIGER database, effective January 1, 2020, for the 2020 Census. In the final BVP phase, each highest elected official submits any remaining corrections within five days directly to the Census Bureau using the instructions provided in the BAS respondent guide.

The final stage of BAS is the annual State Certification Program, which reviews the previous years' BAS updates. This program allows state level agencies to verify that the status and boundary updates received through the BAS were accomplished according to state law. The State Certification Program will be held in 2018 and 2019. The BVP replaces the State Certification in 2020. During each cycle of this program, Governor-designated state certifying officials review listings of incorporated place legal boundary and functional status changes reported to the BAS during the previous year. The extent of the State Certification program varies depending on the

laws governing annexations, deannexations, incorporations, and disincorporations in the given state. Some states have strong laws that require local governments to report legal boundary changes to the state government. In these states, the state certifying official is able to certify, edit, add, or reverse reported annexations, and may mark a legal boundary change as a duplicate of a previously reported change. In these states, the state certifying official also has the authority to request that the Census Bureau edit or delete information received from the local government. In states that do not require local governments to report legal boundary changes to the state, the Census Bureau will not edit or delete information without confirmation from the local government. If the state certifying official adds legal boundary changes missing from the Census Bureau's annexation list, the Census Bureau will contact the local government to request information. The State Certification program helps to ensure that all levels of government represent boundaries consistently and accurately.

Question 2. Needs and Uses

The data and information collected from the BAS and BVP serve tribal, federal, state and local governments, and the private sector. The BVP provides validation for the information collected through the BAS. The BAS is the primary provider for the following services and products:

- 1) Classify data collected in the periodic decennial and economic censuses and annual surveys.
- 2) Serve as the primary source of information regarding new incorporations, disincorporations, and other changes in the local and tribal government inventory for the Federal Information Processing Series and Geographic Names Information Systems programs, tribal, state and local officials, and private data users.
- 3) Update its estimates of the population as a result of the creation of new governments, the dissolution of governments, or changes in boundaries for existing local or tribal governments.
- 4) Serve as the source for governmental unit boundary information as a framework layer of the National Spatial Data Infrastructure for The National Map and the data.gov website.

Information quality is an integral part of the pre-dissemination review of the information disseminated by the Census Bureau. Information quality is also integral to the information collections conducted by the Census Bureau, and we incorporate it into the clearance process as required by the Paperwork Reduction Act of 1995.

Question 3. Use of Information Technology

The Census Bureau continually researches and develops new technology in the fields of Geographic Information Systems and web services to lessen the burden of our BAS partners. Our digital partners have multiple options for participating in the BAS. As of FY 2016, our digital partners have the option to submit BAS updates via the Geographic Update Partnership Software (GUPS). GUPS is free to all participants wishing to participate digitally. GUPS is a specifically designed boundary, feature, and address update tool that is accessible by all partners, regardless of their geographic information systems experience or access to the internet. GUPS will reduce

burden and paper costs for the Census Bureau and decrease usage of paper maps for Geographic Partnership Programs.

The internet also plays a significant role in providing the public access to Census Bureau boundary data. GUPS, along with its accompanying spatial data files, is available for download free from the Census Bureau's website, or the Census Bureau, upon request, will send the BAS materials to the participant via DVD. Our paper map participants can also download digital representations of their boundaries from the internet in PDF format, or they can request a DVD of their PDF maps. The Census Bureau also released an easy-to-use web mapping service, TIGERweb, enabling participants to compare and view their boundaries in relationship to other geographic areas and imagery. Geography Division will also conduct BAS workshops online as well as in person to reduce burden and to provide an opportunity for respondents to ask questions about the survey.

BAS partners have opportunities to respond to the survey electronically. The Census Bureau estimates that approximately 50 percent of the reporting universe partners who respond will do so electronically. A partner may report a "no change" response through email or on-line. In addition, a partner may respond they have no changes or request materials electronically through email, and digital updates can be submitted through the Secure Web Incoming Module, or by mailing us CD/DVD media.

Question 4. Efforts to Identify Duplication

Boundary data can be obtained and updated from tribal, state, and local governments. However, the Census Bureau is the designated federal agency through OMB Circular A-16. There is no similar federal boundary data collection occurring on a consistent national basis.

Question 5. Minimizing Burden

To reduce the burden on respondents, the Census Bureau will accept and use digital files. The Census Bureau also offers an electronic response option for those files that meet quality standards. The governments that use a digital file option or electronic form option do not need to use the corresponding paper materials.

The Census Bureau offers two types of consolidated responses for governmental units to respond to the BAS. The first type of consolidated response is the Consolidated BAS program. The Census Bureau offers consolidation agreements to counties that are interested in submitting boundary changes for the legal governments (incorporated places and minor civil divisions (minor civil divisions)) within their jurisdiction. The Consolidated BAS provides counties with an opportunity to report boundary and feature changes for some or all of the legal governments within their county in order to reduce the burden on local governments and to avoid the duplication of effort.

The second type of consolidated response offered by the Census Bureau is a state agreement. Two types of BAS state agreements are available to states that enforce laws requiring local governments to report all boundary changes to a designated state agency. Under the first type of agreement, the state reports boundary changes for all incorporated places, consolidated cities, minor civil divisions (if applicable), and counties and county equivalents within its

jurisdiction to the BAS. Under the second type of agreement, the state provides the Census Bureau with a list of local governments that reported boundary changes to the state. The Census Bureau uses this list to target those specified local governments for the BAS. Through this partnership, the Census Bureau aims to reduce the duplication of effort among the various levels of government, and to reduce the cost burden associated with the annual BAS.

To reduce the burden on respondents, the Census Bureau has simplified the BVP process. The BVP package includes a one-page letter, a one-page form and a CD/DVD with BAS maps in digital format with an option for a paper map. The form is short and can be quickly reviewed. The form asks the participants if the boundaries for their governmental unit are correct and to verify their current contact information. If the boundaries for their governmental unit are correct, the respondent checks the appropriate box and returns the completed form to the Census Bureau. If the boundaries for their governmental unit are incorrect, changes are submitted through the BAS process, not through the BVP.

Question 6. Consequences of Less Frequent Collection

BAS must continue in order to support the 2020 Census and Geographic Partnership Programs. Conducting them less frequently would greatly reduce the efficiency of preparing for the decennial and economic censuses, surveys, the on-going American Community Survey, and the annual Population Estimates Program. In addition, it would disrupt the flow of information to the agencies that use this information in administering their programs. BAS is the only current federal source of a nationally consistent inventory of governments, their legal status, and their boundaries. The BVP occurs at the same time as the 2020 BAS and provides the only opportunity for highest elected officials to validate their legal status and legal boundaries. A less frequent response would prevent the highest elected officials from reviewing their boundaries before the decennial census.

Question 7: Special Circumstances

Data collection for BAS and the BVP follows the guidelines of OMB when conducting the survey.

Question 8: Consultations Outside the Agency

The purpose, methodology, and problems of the BAS are discussed with tribal, state, and county officials, plus a network of frequent users of Census Bureau data, during periodical local and national meetings of tribal, state, county, incorporated place, and minor civil division governments. Discrepancies in maps are discussed with governmental officials at the time the officials are contacted during problem resolution. As the primary stakeholders in the accuracy of boundary information and the resulting data, respondents are cooperative and willing to provide BAS information. The following is a representative sample of the individuals we have consulted with during 2017.

<p>Jefferson County, WV Todd Fagan GIS Director 116 E Washington St. Suite 201 Charles Town, WV 25414 304-724-6759 tfagan@jeffersoncountywv.org</p>	<p>State of Kentucky Kandie Adkinson Administrative Supervisor Secretary of State Land Office Division 702 Capital Ave. Frankfort, KY 40601 502-782-7408 kandie.adkinson@ky.gov</p>
<p>Lane County, OR Bill Clingman Senior GIS Analyst 859 Willamette St. Suite 500 Eugene, OR 97401 541-682-4548 bclingman@lcog.org</p>	<p>State of Washington Mike Mohrman Senior Forecast Analyst Financial Management, Forecasting & Research Division 106 11th Ave SW Suite 2200 Olympia, WA 98501 360-902-0599 pop.annexations@ofm.wa.gov</p>
<p>State of Arkansas Shelby Johnson State Geographic Information Officer 1 Capital Mall Suite 6D Little Rock, AR 72201 501-682-2943 shelby.johnson@arkansas.gov</p>	<p>State of Wisconsin Tony Van Der Wielen GIS Team Manager Legislative Technology Services Bureau 17 W Main Street Suite 200 Madison, WI 53703 608-283-1817 tony.vanderwielen@legis.wisconsin.gov</p>
<p>Buckeye, AZ Anthony Renaud GIS Administrator 1101 E Ash Ave. Buckeye, AZ 85326 623-349-6552 arenaud@buckeyeaz.gov</p>	<p>Fairview Industries Nancy Von Meyer P.O. Box 100 Pendleton, SC 29670 864-646-2755 nancy@fairview-industries.com</p>
<p>State of Georgia Lisa Westin Senior GIS Specialist Community Affairs 60 Executive Park S NE Atlanta, GA 30329 404-679-3135 lisa.westin@dca.ga.gov</p>	

During conversations with these individuals, comments were favorable concerning the survey and all issues resolved.

In addition to the consultations outside the Census Bureau, the public had the opportunity to review and submit comments on the BAS during the 60-Day Notice of the Proposed Information Collection. The notice for public comment, titled “Boundary and Annexation Survey,” was published in the *Federal Register* March 06, 2018 (Vol 83., No. 44, pp. 9475-9478) with a consideration period ending on May 7, 2018. BAS received one public comment on the 60-day federal register notice that was unrelated to the collection.

Question 9. Paying Respondents

The Census Bureau does not pay respondents or provide them with gifts for responding to this survey.

Question 10. Assurance of Confidentiality

All information requested in this survey is public information of a non-sensitive nature and normally would be available to any person requesting it by participating officials. The Census Bureau informs the respondent of the voluntary nature of this survey in the introductory letter. In addition, the Census Bureau provides the OMB approval number, expiration date, and reasons for data collection.

Question 11. Justification for Sensitive Questions

There are no questions of a sensitive nature in this survey.

Question 12. Estimate of Hour Burden

The Census Bureau based the estimated hour burden using the 2016 and 2017 BAS. Burden hours vary for each year; thus, the Census Bureau is providing the maximum burden. The BVP will only occur in 2020. The projected number of respondents and the estimated burden for the 2019 through 2021 BAS are the following:

Stage of Review or Response	Estimated # of Respondents	Estimated Time per Response (Hours)	Estimated Total Annual Burden (Hours)
Annual Response Notification	39,400	0.5	19,700
No Change Response	25,000	4	100,000
Telephone Follow-up	14,000	0.5	7,000
Packages with Changes	5,000	8	40,000
State Certification Review	49	10	490
State Certification Local Review	1,000	2	2,000
Boundary Quality	16	25	400

Assessment Reconciliation Project			
Boundary Validation Program	48,000	2	96,000
Totals	132,465		265,590 ¹

Estimated Total Annual Cost to Public: \$0. (This is not the cost of respondents' time, but the indirect costs respondents may incur for such things as purchases of specialized software or hardware needed to report, or expenditures for accounting or records maintenance services required specifically by the collection).

Question 13. Estimated Cost Burden

The Census Bureau does not expect respondents to incur any cost other than their time to respond. The information requested is of the type and scope normally contained in government records, and no special hardware or accounting software or system is necessary to provide answers to this information collection. Therefore, respondents should not incur any capital, start-up costs, or system maintenance costs in responding. Further, purchasing of outside accounting or information collection services, if performed by the respondent, is part of usual and customary business practices and not specifically required for this information collection. Participation in one of the outlined programs is not contingent on participation of all the programs.

Question 14. Cost to Federal Government

The estimate to conduct the BAS is approximately \$17,500,000 in 2019, \$18,025,000 in 2020 and \$18,565,750 in 2021. This includes costs for the Census Bureau's National Processing Center, Regional Offices, and Headquarters. The Census Bureau's Geography Division has reviewed all requirements for conducting the BAS, including material and person-hour costs to arrive at this estimate and have determined that the resources are available for efficient administration of the BAS. The additional cost to conduct the BVP in 2020 is estimated to be \$8,000,000.

Question 15. Reason for Change in Burden

The reason for the increase in burden hours from the current OMB approval is due to the BVP.

Question 16. Project Schedule for Each Survey Year

¹ The respondent burden was incorrectly estimated at 270,710 hours in the previously published 60-Day presubmission notice. This mistake is corrected in the 30-Day FRN.

Month/ Milestone	Activity
October	Prepare for BAS annual response. Complete review of all stages of product creation for the BAS for spatial product datasets only. Start posting data on the BAS website. Start staging/preparing mail-out of BAS materials.
November	Create BAS partnership shapefiles and maps in PDF format for internet posting. Create BAS letter and forms in electronic format for internet posting and on-demand printing. Complete posting of BAS materials on the BAS website. Complete staging/preparing mail-out of BAS materials. Send State Certification Letter and Appointment Forms to Governor to designate state certifying official.
December	state certifying official Letters with state law summary enclosure distributed by email to the governor appointed state certifying official. Post State Certification files to BAS website for review.
January	Annual response conducted by email for all governments. Start BAS workshops. Start receiving email notifications to request materials to mail to participants. Participants start downloading materials digitally for review and submission. Mail-out of BAS packages begins. Start receiving no change notifications from participants. Start receiving BAS returns and start pre-processing. Processing and verification of BAS returns begin for legal changes with an effective date of no later than January 1 of current survey year. Send annual response letters.
February	Start updating MAF/TIGER and quality control review for legal changes with an effective date of no later than January 1 of current survey year or earlier. Send non-response follow up emails to the reporting universe of governments. Invite the State Data Centers to participate with telephone follow-up for BAS and response status of participation for BAS reporting universe.
March 1	Deadline for governments to return BAS package for inclusion in the American Community Survey and Population Estimates Program product delivery.
March	The State Data Centers participate in telephone follow-up for BAS reporting universe. Distribute State Certification Discrepancy Letters and forms. Jeffersonville call center starts non-response follow up to annual response telephone calls for the reporting universe of governments.
March 30	BAS required to reach 40 percent response rate for reporting universe.
April	Finish BAS workshops. Complete processing and verification of BAS returns for legal changes with an effective date of no later than January 1 of current survey year or earlier.
May	Complete updates into MAF/TIGER and quality check review for legal changes with an effective date of no later than January 1 of current survey year and received by March 1. Final quality check of legal updates by headquarters before releasing to product creation.

	Processing and verification of BAS returns starts for packages returned after March 1.
May 31	Deadline for governments to return BAS package for inclusion in the following BAS year materials and other Census Bureau products inclusion of all boundary updates with an effective date of no later than January 1 of the next survey year as well as all other types of updates submitted (feature, landmarks, etc.). State Certification completion deadline.
June	Start review of all stages of product creation for the American Community Survey and Population Estimates Program.
June 30	BAS required to reach 80 percent response rate for reporting universe.
July	Updates into MAF/TIGER and quality check review begin for all returned packages with a priority on boundaries first, then features. Complete processing and verification of BAS returns received by May 31. Complete review of all stages of product creation for the American Community Survey and Population Estimates Program.
August	Continue processing and verification and update MAF/TIGER.
September 1	Complete processing and update of State Certification returns.
September	Complete updates into MAF/TIGER and quality check review. Final quality check of all updates by Headquarters before releasing to product creation. Start review of all stages of product creation for the BAS.
September 30	BAS required to reach 85 percent response rate for reporting universe.
All Year	Write requirements and procedures. Process data. Respond to participants through email and phone. Provide training of staff and participants. Attend conferences. Develop Production Control System. Identify efficient methods to implement and process BAS.

Question 17. Request to Not Display Expiration Date

The Census Bureau will display the assigned expiration date of this information collection on the BAS forms.

Question 18. Exception to the Certification

There are no exceptions.

Attachments:

ID	Description
Letters/Inserts/Flyers	
BAS 1L	Annual Response Letter: Annual Response Form link, sent via email to the BAS contact.

BAS 2L	Annual Response Letter: American Indian Area with Annual Response Form link, sent to the American Indian Area BAS contact.
BAS 3L	Annual Response Letter: CBAS sent to all local governments that are part of either a county or state consolidation agreement. Annual Response Form link is not included because response will come from the agency named in the agreement. They can report highest elected official updates online or in an email to geo.bas@census.gov .
BAS 4L	Annual Response Letter: Not currently Consolidated BAS, sent to local governments where the county has an agreement and they are currently not part of that agreement.
BAS 5L	Annual Response Letter: Consolidated BAS partial, sent to local governments where the entity is in more than one county but not all of their counties are in an agreement.
BAS 9L	BAS Package Letter sent to entities requesting maps.
BAS 4I	BAS Response Methods Insert is included and explains response methods.
BAS 5I	BAS Materials Checklist sent to entities requesting maps
BAS 14I	Indiana Insert: Indiana specific information.
BAS 15I	Georgia Insert: Georgia Department of Community Affairs information.
BAS 16I	Indiana Insert: 2020 Indiana specific information.
BAS Flyer	BAS Flyer: BAS informational flyer.
BAS Tribal Flyer	BAS Tribal Flyer: BAS Tribal informational flyer.

Forms

BAS 1	Place Form
BAS 2	County Form
BAS 3	Minor civil division Form
BAS 5	American Indian area Form
BAS 6	Consolidated BAS
BAS ARF	Annual Response Form: Mailed to entities that do not have not responded.

Email Templates

BAS Email Highest Elected official /TC Courtesy Copy	Highest Elected Official /TC courtesy copy: Email text version that contains information from BAS letters.
BAS Email Yes Change Response	Entities that reply to Annual Response with yes boundary changes will get this email: It will include submission information.
BAS Email BAS Yes Change Response Has Acct	Entities that reply to Annual Response with yes boundary changes, that already have a SWIM account, will get this email.
BAS Email Yes Change Response Token	Entities that reply to Annual Response with yes boundary changes, that need a SWIM token, will get this email: It will only include the SWIM Token.
BAS Email 1L	Non-Tribal Entities : Email text version of BAS 1L letter.
BAS Email 2L	Tribal Entities: Email text version of BAS 2L letter.

BAS Email 3L	Partnership Entities: Email text version of BAS 3L letter.
BAS Email 4L	Entities whose county is in a consolidated agreement but they are not: Email text version of BAS 4L letter.
BAS Email 5L	Entities in more than one county and not all of their counties are in an agreement: Email text version of BAS 5L letter.
BAS Email 6L	Email sent to regional agencies to promote BAS
BAS Email 7L	Email sent to regional agencies to promote CBAS
BAS Email Nonresponse Yes Change No Return	Entities that reply to Annual Response with yes boundary changes, but have not submitted the updates
BAS Email Nonresponse	Non-partnership entities: Nonresponse email template includes link to website for workshop and webinar information.
BAS Email State Agreement	BAS Information for State Agreement Contact
BAS Email State Data Center	BAS Information for State Data Center Contact
ReadMe BAS	Descriptive text file included on the CD/DVD for BAS materials.
ReadMe BAS GUPS	Descriptive text file included on the CD/DVD for the GUPS software materials.
Videos	
BAS Geographic Concepts	https://www.census.gov/programs-surveys/bas/library/videos/geographic-concepts.html
Introduction to BAS	https://www.census.gov/programs-surveys/bas/library/videos/bas-intro.html
Introduction to Tribal BAS	https://www.census.gov/programs-surveys/bas/library/videos/tribal-intro.html
Introduction to Digital BAS	https://www.census.gov/programs-surveys/bas/library/videos/digital-bas-intro.html
Digital Processing and Topology	https://www.census.gov/programs-surveys/bas/library/videos/digital-processing.html
Paper BAS Demonstration	https://www.census.gov/programs-surveys/bas/library/videos/paper-bas.html
Digital BAS Demonstration	https://www.census.gov/programs-surveys/bas/library/videos/digital-bas.html
GUPS How-To	https://www.census.gov/programs-surveys/bas/library/videos/gups-bas.html
Respondent Guides	
BAS Digital	BAS Respondent Guide Digital: Places, Counties, and minor civil divisions.
BAS Digital GUPS	BAS Respondent Guide: Geographic Update Partnership Software (GUPS).
BAS Digital	BAS Quick Start Guide: Digital

Quick Start	
BAS GUPS Quick Start	BAS Quick Start Guide: GUPS.
BAS Paper	BAS Respondent Guide Paper: Places, Counties, minor civil divisions, and American Indian Areas.
BAS Tribal GUPS	BAS Respondent Guide: American Indian Areas GUPS.
BAS Digital Tribal	BAS Respondent Guide Digital: American Indian Areas.
State Certification	
BASSC 1L	State Certification Letter to the Local: Includes details of discrepancies of changes reversed between state and census data.
BASSC 1L Form	State Certification Form: Includes details of discrepancies of changes reversed between state and census data; Sent with BASSC 1L Letter
BASSC 2L	State Certification Letter to the Local: Includes details of discrepancies of changes not reported to the Census Bureau between state and census data.
BASSC 2L Form	State Certification Form: Includes details of discrepancies of changes not reported to the Census Bureau between state and census data; Sent with BASSC 2L letter
BASSC 3L	State Certification Letter to the Governor: Asks Governor to designate a state certifying official.
BASSC 4L	State Certification Letter to the State Certifying Official: Describes process and schedule.
BASSC 4L MCD	State Certification Letter to the State Certifying Official for MCDs: Describes process and schedule
BASSC 4L CCD	State Certification Letter to the State Certifying Official for CCDs: Describes process and schedule
BASSC Form	State Certifying official Sign-Up Form
BASSC Guide	State Certification Respondent Guide
BASSC state certifying official Email Body text	Email body distributed to state certifying official to announce State Certification Program commencing
BASSC Discrepancy Email Body1	Email body distributed to with BASSC 1L as an attachment to notify entity of change reported to BAS not in compliance with state law
BASSC Discrepancy Email Body 2	Email body distributed to with BASSC 2L as an attachment to notify entity of legal boundary change not reported to BAS program
Boundary Verification Program	
BVP 1	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Form to verify boundaries
BVP L1	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Letter sent to highest elected official s
BVP L1 AIA	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Letter sent to

	Tribal Chairs
BVP L1 PR	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Letter sent to Puerto Rico highest elected official s
BVP L2	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Letter sent to highest elected official s- package includes DVD
BVP L3	BOUNDARY VALIDATION PROGRAM (BVP) – Initial Letter sent to highest elected official s- package includes maps
BVP 2	BOUNDARY VALIDATION PROGRAM (BVP) – Final Form to verify boundaries
BVP L4	BOUNDARY VALIDATION PROGRAM (BVP) – Final Letter sent to highest elected officials- package includes final form, maps
BVP L4 AIA	BOUNDARY VALIDATION PROGRAM (BVP) – Final Letter sent to Tribal Chairs- package includes final form, maps
BVP L5	BOUNDARY VALIDATION PROGRAM (BVP) – Letter sent to state governments