

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

Purpose

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

This non-substantive change request is to update the 2021 BAS materials from the currently approved collection. Refer to Table 1 for a list of the additions and changes made to the materials submitted with this NSC.

Background

The current BAS OMB collection was approved on 10/30/2018 for three years, with an expiration date of 11/30/2021. The Census Bureau has made changes to the BAS materials to include new programmatic information, minimize duplication of correspondence, and utilize plain language.

This Non-Substantive Change (NSC) is a request for BAS materials in the form of respondent guides, quick start guides, a partnership toolbox overview document, letters and emails. Participants will use these instructions and guidance to review their BAS materials. Refer to Table 2 for a list and brief description of the BAS materials enclosed with this NSC.

Burden

The burden of the BAS is unchanged by this update.

Attachments

- *Table 1: BAS Respondent and Quick Start Guides Additions and Changes*
- *Table 2: BAS Letters and Emails Additions and Changes*
- *Table 3: BAS Materials Crosswalk*

Table 4: BAS Respondent and Quick Start Guides Additions and Changes

Changes as part of this NSC	Description
<i>Updated in all BAS respondent and quick start guides</i>	
<p>Respondent Guides – Updated Introduction Section C</p> <p>Quick Start Guides- Updated the Key Dates for BAS Respondents</p>	<ul style="list-style-type: none"> • January 1—Boundary updates must be legally in effect on or before this date to be reported in the current survey year. • March 1—Boundary updates returned by this date will be reflected in the ACS and PEP data, and in next year’s BAS materials. <i>Note: PEP not included in tribal documents.</i> • May 31—Boundary updates returned by this date will be reflected in next year’s BAS materials.
What’s New for the 2020 BAS information section	<ul style="list-style-type: none"> • Removed “What’s New for 2020 BAS” section.
Date changes	<ul style="list-style-type: none"> • Updated all instances of 2020 to 2021, 20 to 21, 2019 to 2020 and 19 to 20 throughout the document.
Removed references to 2020 Census	<ul style="list-style-type: none"> • Replaced all references to the 2020 Census with the decennial census, where appropriate.
Removed the word Section	<ul style="list-style-type: none"> • Removed the word Section—throughout. Comments were that when the Users tried to follow links, the word Section is not part of the link.
Added note about date	<ul style="list-style-type: none"> • Add a highlighted note about new date format change in images: Important: X represents the current year in all images where 202X is used.
Updated images	<ul style="list-style-type: none"> • Updated and added new screen shots for 2021 BAS in all documents as needed.
<i>2021 Digital BAS Partnership Toolbox</i>	
Revised first paragraph in the document	<ul style="list-style-type: none"> • Added sentence: These instructions are best used in conjunction with the Boundary and Annexation Survey (BAS) Respondent Guide: Digital.
Section 1 - new bullet	<ul style="list-style-type: none"> • Added new bullet at the top of the bulleted list: The Boundary and Annexation Survey (BAS) Respondent Guide: Digital which can be downloaded at: <https://www.census.gov/programs-surveys/bas/geographies/map-tools/arcmap-tools.html>.
<i>Boundary and Annexation Survey (BAS) Respondent Guide: Digital</i>	
Chapter 1 - Section 1.2	<ul style="list-style-type: none"> • Removed last sentence of paragraph and moved up to Section 1.1 as a note.

Changes as part of this NSC	Description
Chapter 5 - Section 5.3.3	<ul style="list-style-type: none"> Paragraph 3, updated the link for the Indiana Code 36-6 Government of Townships.
Appendix B - Section B1, new bullet	<ul style="list-style-type: none"> Added new bullet at the top of the bulleted list: The Boundary and Annexation Survey (BAS) Respondent Guide: Digital which can be downloaded at: download the guide at: https://www.census.gov/programs-surveys/bas/geographies/map-tools/arcmap-tools.html.
Appendix B - Section B8, added a Note	<ul style="list-style-type: none"> After the first paragraph, added the following note: Note: This tool does not submit the changes, it just makes a file for submission. Please follow Step 9 for submission guidelines.
Appendix D - MTFCC	<ul style="list-style-type: none"> Updated table to include new descriptions, last update has been updated to November 2020.
<i>Boundary and Annexation Survey (BAS) Respondent Guide: Paper</i>	
Part 5 - Figure 28	<ul style="list-style-type: none"> Deleted figure 28 and updated section to read: Return all maps with updates using the provided postage-paid return envelope included with your materials. To obtain a post-paid return envelope, contact the Census Bureau at geo.bas@census.gov or 1-800-972-5651 or mail the updated maps to the Census Bureau at the address listed below. U.S. Census Bureau National Processing Center ATTN: BAS Returns, Bldg 63E 1201 East 10th Street Jeffersonville, IN 47132
Appendix C	<ul style="list-style-type: none"> Replaced all maps images to reflect updates to the government reference maps.
<i>Boundary and Annexation Survey (BAS) Respondent Guide: Tribal GUPS</i>	
Throughout the document	<ul style="list-style-type: none"> Removed references to Population Estimates Program (PEP).
Introduction - Section D	<ul style="list-style-type: none"> Removed the BAS State Agreements section. It is not applicable to tribal governments.
Table 4 – GUPS Hardware and Software Requirements	<ul style="list-style-type: none"> Removed Windows 7® from operating system list. GUPS no longer functions with Windows 7®.
Table 5: Install the GUPS Application	<ul style="list-style-type: none"> Corrected first part to reflect the same information as Digital GUPS: If the software does not run automatically, open Windows Explorer, navigate to the DVD drive, and double-click on the file named <i>Setup<current version number>.bat</i> file.

Changes as part of this NSC	Description
	<p>Note: The name of this file will vary depending on the current GUPS version number, but it will be the only setup .bat file available.</p>
Table 10: Menu Tabs and Their Functions	<ul style="list-style-type: none"> Removed Web function and description. It does not have a function.
Appendix D - MTFCC	<ul style="list-style-type: none"> Updated table to include new descriptions, last update has been updated to November 2020.
<i>Boundary and Annexation Survey (BAS) Respondent Guide: GUPS</i>	
Table 4 – GUPS Hardware and Software Requirements	<ul style="list-style-type: none"> Removed Windows 7® from operating system list. GUPS no longer functions with Windows 7®.
Table 7: Download Shapefiles from the BAS Website - Step 8	<ul style="list-style-type: none"> Added new row/step to match table in Tribal GUPS: When the geography is selected in GUPS, the application asks to specify the location ('CD/DVD', 'My Computer', or 'Census Web') of the files. When a selection is made, GUPS asks to select a directory. Navigate to the location where the files were saved and select those to be uploaded. <i>GUPS unzips and loads the files, then moves them to the pre-established folder in the home directory.</i>
Table 8: Download Shapefiles from ftp Site to a Hard Drive (State Users) - Step 2	<ul style="list-style-type: none"> Added new row/step to match table in Tribal GUPS Press 'Alt' and click the 'View' tab on the browser menu and select "Open FTP site in File Explorer" to open the Census Bureau FTP site in Windows Explorer (sometimes called file explorer). If using Windows Explorer to access the FTP site, no login information is required.
Table 10: Menu Tabs and Their Functions	<ul style="list-style-type: none"> Removed Web function and description. It does not have a function.
Appendix D - MTFCC	<ul style="list-style-type: none"> Updated table to include new descriptions, last update has been updated to November 2020.
<i>Boundary and Annexation Survey (BAS): Digital BAS Quick Start</i>	
Boundary Review - #2, 2 nd bullet	<ul style="list-style-type: none"> Updated next to last sub bullet to read: EFF_DATE: Effective date of change (all legal changes).
Table numbers added	<ul style="list-style-type: none"> Add table numbers to images so they can be more accurately referred to.

Changes as part of this NSC	Description
Key Dates for BAS Respondents	<ul style="list-style-type: none"> Revised section title and dates information. New heading is Key Dates for BAS Respondents.
<i>Boundary and Annexation Survey (BAS): GUPS Quick Start Guide.</i>	
Section Perform Geographic Review/Updates - #1, 3 rd bullet	<ul style="list-style-type: none"> Deleted separate point landmark bullet and added point landmarks to the 3rd bullet.
Section BAS Schedule and Deadlines	<ul style="list-style-type: none"> Revised title and schedule information. New heading is Key Dates for BAS Respondents.
<i>Boundary and Annexation Survey (BAS) Respondent Guide: Tribal Digital</i>	
Appendix B - Section B1, new bullet	<ul style="list-style-type: none"> Added new bullet at the top of the bulleted list: The Boundary and Annexation Survey (BAS) Respondent Guide: Tribal Digital which can be downloaded at: download the guide at: <https://www.census.gov/programs-surveys/bas/geographies/map-tools/arcmap-tools.html>.
Appendix B - Section B8, added a Note	<ul style="list-style-type: none"> After the first paragraph, added the following note: Note: This tool does not submit the changes, it just makes a file for submission. Please follow Step 9 for submission guidelines.
Appendix D - MTFCC	<ul style="list-style-type: none"> Updated table to include new descriptions, last update has been updated to November 2020.

Table 5: BAS Letters and Emails

File Name	Quick Description
In all letters/emails	<ul style="list-style-type: none"> Removed references to 2020 Boundary Validation Program (BVP). Removed references to 2020 Census and updated to decennial census. Updated Key Dates section. Added, updated, and corrected acronyms as necessary.
BAS Annual Response letters (BAS-1L, BAS-2L, BAS-4L, BAS-5L)	<ul style="list-style-type: none"> Added Training Opportunity section.
BAS Annual Response letter (BAS-3L)	<ul style="list-style-type: none"> Added BAS-3L annual response letter back to mailing. BAS-3L had been removed from 2020 BAS mailing because Tribal Chairs and Highest Elected Official received correspondence

	<p>through the BVP. This letter was used during the 2019 BAS mailing.</p> <ul style="list-style-type: none"> • Updated Action Step section to improve wording and make more easily understandable. • Removed CBAS note regarding not providing additional BAS materials.
BAS Annual Response emails (BAS-E-1L, BAS-E-2L, BAS-E-4L, BAS-E-5L)	<ul style="list-style-type: none"> • Added Training Opportunities section. • Moved no changes note from below “Click here to go to the BAS website” to below the Action Step.
BAS Annual Response email (BAS-E-3L)	<ul style="list-style-type: none"> • Added BAS-3L email back to annual response emails. BAS-3L had been removed from 2020 BAS annual response emails because Tribal Chairs and Highest Elected Officials received correspondence through the BVP. This email was used during the 2019 BAS annual response emails. • Updated Action Step section to improve wording and make more easily understandable. • Removed CBAS note regarding not providing additional BAS materials.
BAS Annual Response email (BAS-E-5L)	<ul style="list-style-type: none"> • In the second paragraph of the email, “Click on the website link below” was updated to “Visit the BAS website” to make it easier to access.
BAS HEOTC Courtesy Copy (BAS-E-HEOTC_CC)	<ul style="list-style-type: none"> • Added BAS-E_HEOTC_CC email back to annual response emails. BAS-E_HEOTC_CC had been removed from 2020 BAS annual response emails because Tribal Chairs and Highest Elected Officials received correspondence through the BVP. This email was used during the 2019 BAS annual response emails. • Updated governmental status to status in first paragraph of the email. • Moved no changes note from below “Click here to go to the BAS website” to below the Action Step. • Removed the sentence “By responding “No Changes”, we are able to confirm that your government has received and reviewed the BAS” and rephrased to convey concise instruction.
BAS Non-Response Follow Up (NRFU) emails (BAS-E-NRFU1)	<ul style="list-style-type: none"> • Moved no changes note from below “Click here to go to the BAS website” to below the Action Step. • Added Training Opportunities section.
BAS Non-Response Follow Up (NRFU) emails (BAS-E-NRFU2)	<ul style="list-style-type: none"> • Moved no changes note from below “Click here to go to the BAS website” to below the Action Step. • Added Training Opportunities section. • Updated Action Step section to improve wording and make

	more easily understandable.
BAS Post Response email (BAS-E-PTR)	<ul style="list-style-type: none">• Moved no changes note from below “Click here to go to the BAS website” to below the Action Step.• Updated Action Step section to improve wording and make more easily understandable.
BAS – YesChangeResponseToken email (BAS-E-SWIM-Token)	<ul style="list-style-type: none">• Removed line “for your reference” at end of paragraph because it was unnecessary.
BAS – Yes Change, Has SWIM Account email (BAS-E-SWIM-HasAcct)	<ul style="list-style-type: none">• Added text to help customers. Added “User names and passwords are case sensitive. Forgotten passwords can be reset on the SWIM website.”

Table 3: BAS Materials Crosswalk

File Name	Quick Description
BAS Respondent Guides	
Digital BAS Partnership Toolbox	Step-by-step instructions to using Census Bureau developed tools for facilitating the boundary updating process for ArcGIS users.
Boundary and Annexation Survey (BAS) Respondent Guide: Digital	BAS Respondent Guide with instructions for participating in the 2020 BAS using a Geographic Information System (GIS).
Boundary and Annexation Survey (BAS) Respondent Guide: Paper	BAS Respondent Guide with instructions on using paper maps to review and update boundaries.
Boundary and Annexation Survey (BAS) Respondent Guide: Tribal Digital	BAS Respondent Guide with instructions for the Federal American Indian Reservations, Federal Off-Reservation Trust Lands, Tribal Subdivisions, and Hawaiian Homelands on participating digitally in the 2020 survey.
Boundary and Annexation Survey (BAS) Respondent Guide: GUPS	BAS respondent guide to assist participants with directions for how to use the digital tools available within the GUPS application, as well as step-by-step instructions for how to carry out specific shapefile updates (e.g., annexations and deannexations, adding and deleting features and landmarks, etc.) digitally. This document also contains instructions for using the Geographic Update Partnership Software (GUPS).
Boundary and Annexation Survey (BAS) Respondent Guide: Tribal GUPS	BAS guide to assist participants in the review and update all legal governments and boundaries within their reservation/trust lands/tribal subdivisions, including the additions and deletions of land area and boundary corrections. This document also contains instructions for using GUPS.

BAS Quick Start Guides	
2021 Boundary and Annexation Survey (BAS): Digital Quick Start Guide	A two-page document outlining how to download and obtain BAS Materials to digitally review boundaries and use the Secure Web Incoming Module (SWIM) to submit documents.
2021 Boundary and Annexation Survey (BAS): GUPS Quick Start Guide	A two-page document outlining how to download, start a new project or update using GUPS and how to use the Secure Web Incoming Module (SWIM) to submit documents.
BAS Annual Response letters	
BAS-1L	BAS Annual Response letter to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS-2L	BAS Annual Response letter for tribal governments.
BAS-3L	BAS Annual Response letter for Consolidated BAS or State BAS Agreements governments.
BAS-4L	BAS Annual Response letter for those not currently in Consolidated Boundary and Annexation Survey (CBAS) but their County is.
BAS-5L	BAS Annual Response letter for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
BAS Package cover letter (BAS-9L)	Cover letter for BAS Materials package.
Annual Response Emails	
BAS-E-1L	BAS Annual Response email to BAS contacts of governments that are not in a consolidated BAS or state BAS agreement.
BAS-E-2L	BAS Annual Response email for American Indian Areas.
BAS-E-3L	BAS Annual Response email for County and State BAS Consolidated.
BAS-E-4L	BAS Annual Response email for those not currently in CBAS but their County is.
BAS-E-5L	BAS Annual Response email for CBAS partial. Entity in more than one county and one or more counties participates in CBAS.
BAS HEOTC courtesy copy (BAS-E-HEOTC_CC)	BAS email sent to HEOs and Tribal Chairs to notify them about BAS each January.
NRFU Emails	
BAS-E-NRFU1	BAS nonresponse follow-up email.
BAS-E-NRFU2	BAS Reported Change nonresponse follow-up email.

Post Response Emails	
BAS-E-PTR	Email for those who submit online response form.
SWIM Emails	
BAS – YesChangeResponseToken email (BAS-E-SWIM-Token)	Email for those who need a SWIM Token.
BAS – Yes Change, Has SWIM Account email (BAS-E-SWIM-HasAcct)	Email for those who already have a SWIM Token but need to change information or need assistance with their token.