2020 Post-Census Group Quarters Review

Participants Guide

May 2022

OMB Control No. XX
Expiration Date XX

United States™ Census Bureau

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

This page intentionally left blank.

TABLE OF CONTENTS

Background **1**

A. Operation Overview 1
B. Eligible Governmental Units 2
C. Case Type 2
D. Supporting Documentation 3
E. Getting Help and Using this Guide 4

Chapter 1 - Introduction to 2020 PCGQR **5**

Chapter 2 - Tools and Materials for 2020 PCGQR **10**

Chapter 3 – 2020 PCGQR Digital Participants **17**

Chapter 4 – 2020 PCGQR Paper Participants **26**

Next Steps for 2020 PCGQR **28**

Appendix A Other Materials Available for the 2020 PCGQR **A-1**

A1 2020 Census P.L. 94-171 Redistricting Data Files A-1
A2 2020 Census Group Quarters Definitions and Code List A-2
A3 TIGERweb A-7

LIST OF TABLES

Table 1: Locating a GU's 2020 Census Counts for 2020 PCGQR 5
Table 2: Details Regarding the Required GQ Name tab in the 2020 PCGQR Response Template 11
Table 3: Details Regarding the Optional GQ Client Data in the 2020 PCGQR Response Template 13
Table 4: Using the Census Geocoder to identify State, County, Block and Track codes 15
Table 5. How to Create a .zip File 18
Table 6. How to Submit a Case Using SWIM 21

BACKGROUND

The Census Bureau estimates that completing this program will take 5.2 hours on average. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to <dcmd.2020.pcgqr.submissions@census.gov>*. This collection has been approved by the Office of Management and Budget (OMB). The eight-digit OMB approval number that appears on the introductory email/letter and on the cover page of this material confirms this approval. If this number were not displayed, the Census Bureau could not conduct this operation. The Census Bureau conducts this operation under the legal authority of the Title 13 U.S. Code, Section 6.*

A. Operation Overview

In TBD 2022, the U.S. Census Bureau announced the 2020 Post-Census Group Quarters Review (2020 PCGQR) by distributing an introduction letter and flyer to the highest elected or appointed official in eligible tribal, state, and local governmental units (GUs) in the United States, including the District of Columbia and Puerto Rico. This operation is open for voluntary participation from June X, 2022 through June 30, 2023.

The 2020 PCGQR provides a mechanism for GUs to request the Census Bureau review their 2020 Census population counts for group quarters facilities for a specific block. Specifically, tribal chairpersons and the highest elected officials (or their representative) from tribal, state, and local GUs in the 50 states, the District of Columbia, and Puerto Rico may submit a 2020 PCGQR case and supporting documentation to request a review of their official 2020 Census population count of group quarters. The 2020 PCGQR is focused on group quarters facilities[1] population count[2] for specific 2020 tabulation blocks identified by the GU.

Through this formal process, the Census Bureau reviews cases received to determine if the group quarters population counts submitted by the GU and the documentation are valid. If the Census Bureau makes updates, the revised counts will be provided to the Population Estimates Program for incorporation into the base population for upcoming vintages of estimates, as the production schedule allows.

The population estimates developed from the updated population base will also be used by the American Community Survey (ACS) and the Puerto Rico Community Survey (PRCS) as survey controls so that the population totals from the survey conform to the updated population estimates. The Census Bureau will not incorporate 2020 PCGQR revisions into the 2020 Census data summary files and tables, or re-tabulate any of the other 2020 Census data products.

[1] Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories. For detailed descriptions of group quarters types and codes, refer to the 2020 Census Group Quarters Definitions and Code List.

[2] Population counts for census blocks or other geographic units below the state level may seem inaccurate due to disclosure avoidance measures the Census Bureau applies to the published data. Population counts at the block level have the most "noise" of any geographic level due to use of differential privacy to protect against data disclosure. Additional information on both disclosure avoidance and differential privacy is available at the following <www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/process/disclosure-avoidance.html>.

B. Eligible Governmental Units

The Census Bureau will only accept cases from the eligible GUs listed below. A list of eligible GUs, including the entity identification codes, are available for reference on the 2020 PCGQR website https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html

- Tribal areas, including federally recognized American Indian tribes with reservation and/or off-reservation trust lands, Alaska Native Regional Corporations, and Alaska Native villages.
- States and equivalent entities (e.g., District of Columbia and Puerto Rico).
- Counties and equivalent entities (e.g., parishes in Louisiana, boroughs in Alaska, municipios in Puerto Rico).
- Minor civil divisions (e.g., townships).
- Consolidated cities.
- Incorporated places (e.g., villages, towns, cities).

Note: Hyperlinks only open in Microsoft Edge or Chrome. Also, you can copy and paste the link in the web browser.

C. Case Type

Governmental units (GUs) request a Census Bureau review of their population counts for a group quarters that existed and was available for occupancy on April 1, 2020. Corrections submitted should be consistent with the 2020 Census Residence Criteria and Residence Situations <https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018_04-appendix.pdf> and additional guidance provided by the Census Bureau due to the COVID-19 pandemic <https://www.census.gov/newsroom/press-releases/2020/modifying-2020-operations-for-counting-college-students.html>.

The 2020 PCGQR will only accept cases for GQ types in-scope below:

- Correctional Facilities for Adults (Type code 101-106)
- Juvenile Facilities (Type code 201-203)
- Nursing Facilities/Skilled-Nursing Facilities (Type code 301)
- Other Institutional Facilities (Type code 401-405)
- College/University Student Housing (Type code 501-502)
- Military Quarters (Type code 601-602)
- Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness (Type code 701)
- Group Homes Intended for Adults (Type code 801)
- Residential Treatment Centers for Adults (Type code 802)
- Workers' Group Living Quarters and Job Corps Centers (Type code 901)
- Living Quarters for Victims of Natural Disasters (Type code 903)

The GQ types not included are service-based locations such as Soup Kitchens (702), Regularly Scheduled Mobile Food Vans (704), Targeted Non-Sheltered Outdoor Locations (706) and Other Noninstitutional Group Quarters (904).

Service-based locations do not record the number of people who show up at the location on Census Day for service. Enumerators counted everyone who was in line for service or counted them where they were sleeping. However, Emergency and Transitional Shelters (with Sleeping Facilities) For People Experiencing Homelessness (701), are in scope.

Detailed definitions of each valid group quarters for the 2020 PCGQR can be found in the Appendix **A2**.

Group quarters population count cases must include:

- A digital list (EXCEL spreadsheet file or PDF) that includes the corrected GQ population counts as of April 1, 2020, and the address information for the specific GQ. This list must follow the style from the 2020 PCGQR Response Template provided by the Census Bureau as detailed in section **2.1**.
- Population counts to represent GQ residents who lived at the GQ on Census Day (April 1, 2020) and is consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic.
- Supporting documentation, as described in section **D**.

The GUs have the **option** to submit supplemental demographic data (such as name, age, race, Hispanic origin) for the residents/clients who lived at the GQ on Census Day (April 1, 2020) and is consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic.

D. Supporting Documentation

The Census Bureau requires specific information from the GU before committing resources to investigate a 2020 PCGQR case. The Census Bureau labels this specific information as supporting documentation. In general, supporting documentation includes information or details that assist the Census Bureau with reviewing and processing a 2020 PCGQR case. GUs should include supporting documentation with the 2020 PCGQR case submission .zip file. The bullets below serve as a checklist when preparing the supporting documentation for a 2020 PCGQR case submission.

Supporting documentation for a group quarters population count case includes:

- Written correspondence from the highest elected or appointed official, or their designated representative, that:
    - Include a summary of the contents of the submission, i.e., report from facility or its governing institution, letter from qualified administrator stating count and date of count, and other reports, etc.
    - Provide as much detail as possible about the group quarters count discrepancy to assist the Census Bureau with its research of the GU's case.

- Discusses and certifies the accuracy and validity of the source materials used to prepare the case by including information on the creation date/timeframe, usual use, and maintenance cycle.
- Source(s) to revise the group quarters counts must include the addresses as of April 1, 2020. More recent source material must include a way to determine the addresses that were valid on April 1, 2020.
- Confirms that the updated count information includes only group quarters addresses that existed and were available for occupancy on April 1, 2020.
- When applicable, specify additional information such as whether the group quarters are all male or female and include supporting documentation.

- Consider inclusion of documentation such as:
  - Official reports from a Licensing Agency, Funding Agency, facility, or its governing institution.
  - Letter from qualified administrator stating count and date of count.
  - Other reports.

E. Getting Help and Using this Guide

The 2020 PCGQR website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html> provides useful content on 2020 PCGQR. For questions not covered in the materials available online or in this guide, contact the Census Bureau by email at <dcmd.2020.pcgqr.submissions@census.gov> or by phone at 1(844) 242-1765.

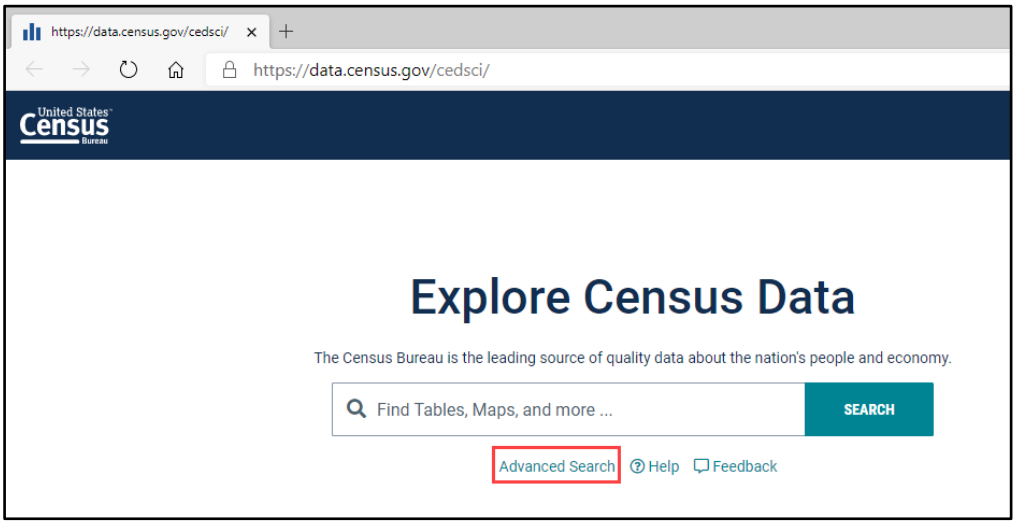
This guide provides specific instructions to create a 2020 PCGQR case. **Chapter 1** introduces the operation itself. **Chapter 2** describes the available tools to prepare a 2020 PCGQR case. **Chapter 3** focuses on digital participation, while **Chapter 4** covers paper participation. The **Next Steps** section will offer what to expect after a case is submitted. Lastly, the **Appendix A** provides important, supplemental information. All participants use the information within Chapter 1-2. Digital participants use specific instructions from Chapter 3 while paper participants use the instructions in Chapter 4.

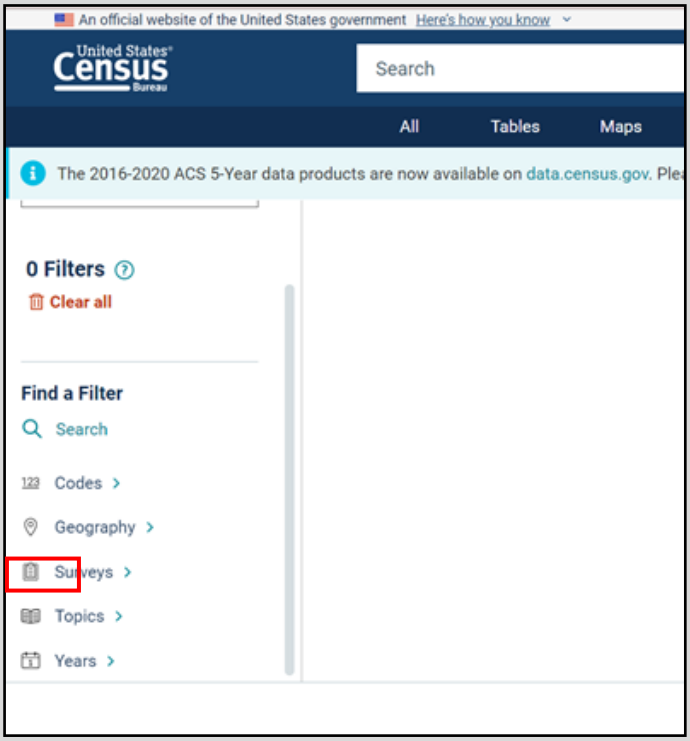
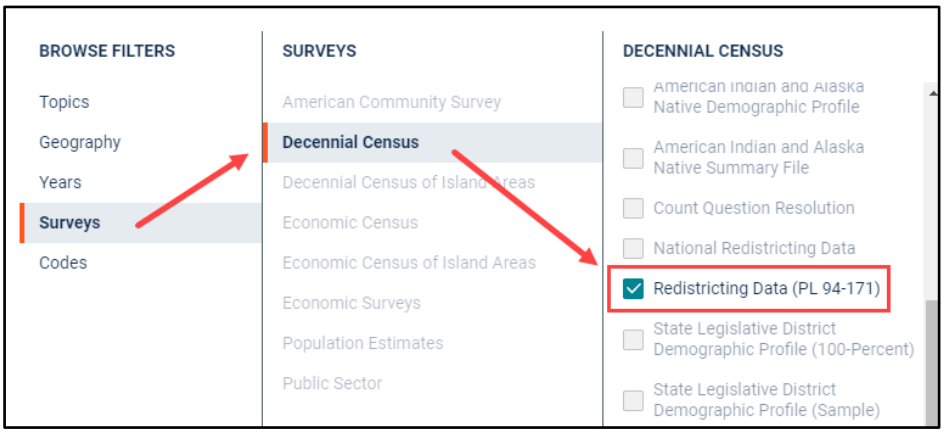
CHAPTER 1 - INTRODUCTION TO 2020 PCGQR

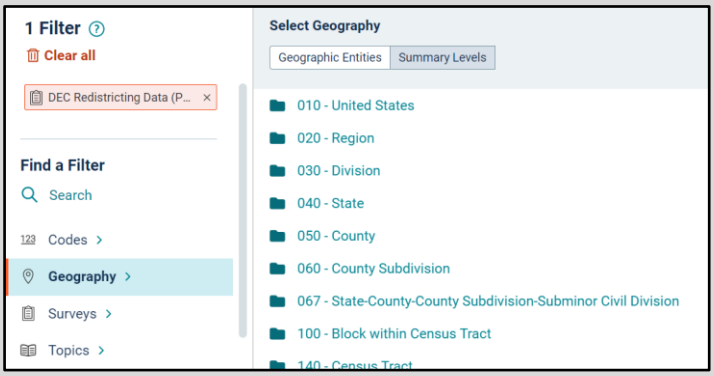
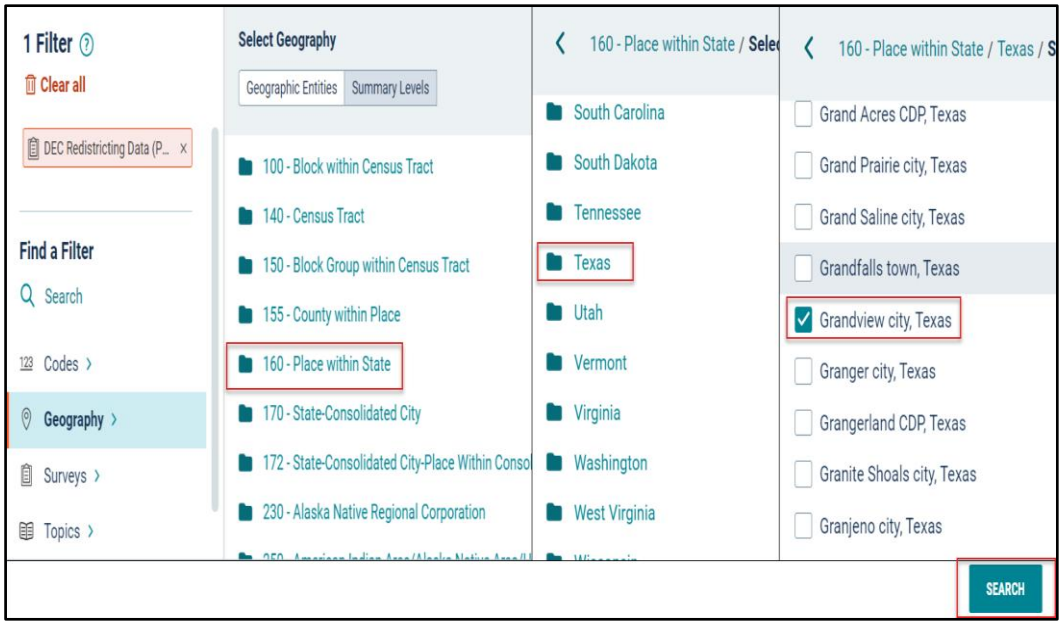
This first part of the guide begins by detailing the initial step, reviewing the overall 2020 Census group quarters population counts. Subsequent chapters in this guide details the tools and materials for use in 2020 PCGQR.

The initial step for 2020 PCGQR is to review your GU's overall 2020 Census group quarters population counts to determine if they align with your GU's expectations. **Table 1** provides the steps to locate the 2020 Census results using the <data.census.gov> website.

Table 1: Locating a GU's 2020 Census Counts for 2020 PCGQR

Step	Action and *Result(s)*
Step 1	Access <data.census.gov> and choose **Advanced Search**. 

Step	Action and *Result(s)*
Step 2	From the left margin of the page beneath **Browse Filters**, choose **Surveys**. This allows for the selection of the proper dataset to use to conduct your search. 
Step 3	In the list of surveys that appear, scroll down to select **Decennial Census** then select **Redistricting Data (P.L. 94-171)**. 

Step	Action and *Result(s)*
Step 4	With the **Redistricting Data (P.L. 94-171)** survey still selected, choose the **Geography** filter along the left margin of the window and click on **Summary Levels**. 
Step 5	Choose the level of geography that matches your GU and continue to select the subsequent levels of information until you reach the list with your GU. Select **Search**. In the example below, Texas is selected in the summary level (second) column, and then rather than scrolling through the entire list of places in Texas, the image shows "Grand" entered as a search method in the top of the third column. This reduces the number of places to scroll through and allows for easier selection of "Grandview city, Texas." It is important to note that multiple selections can be made prior to choosing Search. 

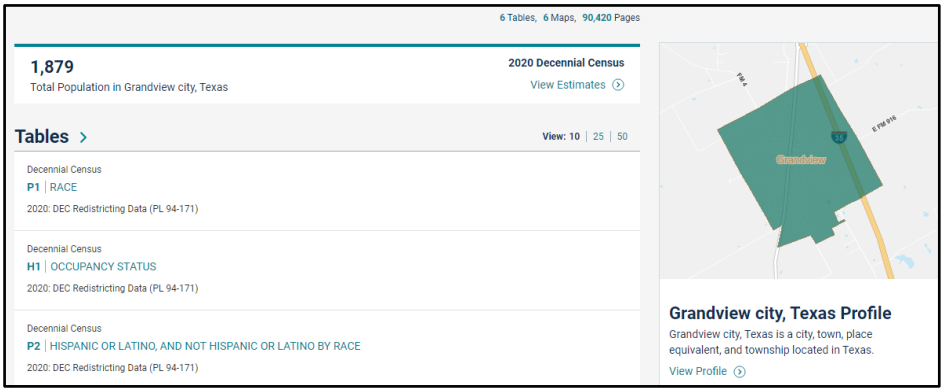
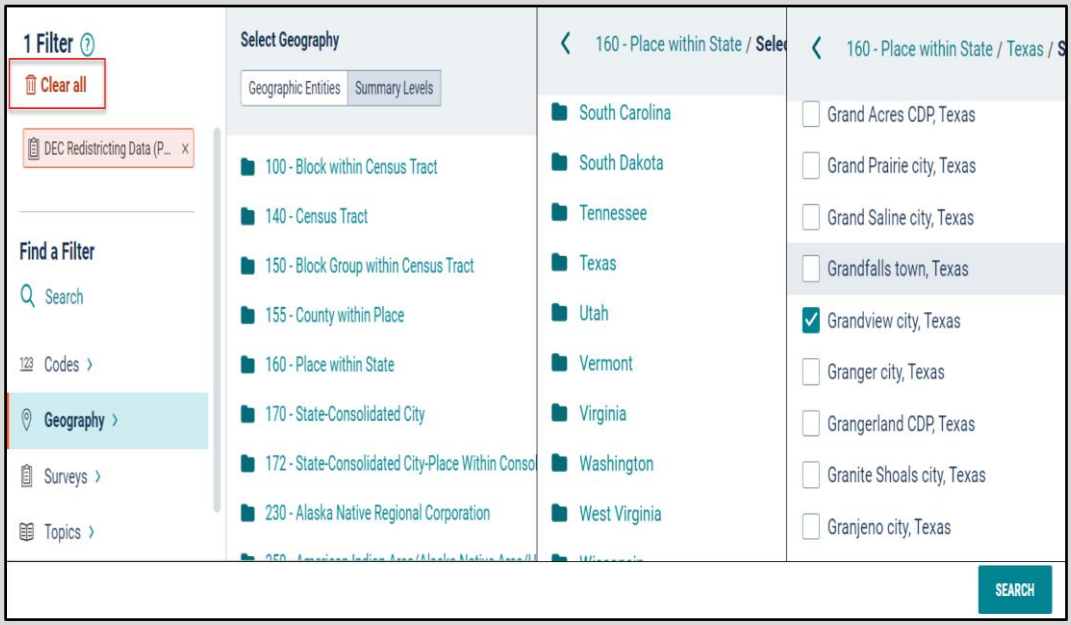
Step	Action and *Result(s)*
Step 6	Choose the results for the 2020 Census. Select **Search**.
Step 7	A new window appears with the results of the search. **Table P1 – Race** includes the total population while **Table H1 – Occupancy Status** includes the total housing unit count.  Not shown in the screenshot above is a new table for 2020 known as **Table P5 – Group Quarters Population by Major Group Quarters Type**. Shown in the image below taken from the 2020 Census State (P.L. 94-171) Redistricting Summary File Technical Documentation, includes 10 fields of information and the total group quarters population by the major group quarters types. **This Table should be used to determine group quarters population counts for the GUs.**

Table number and contents	Data dictionary reference name	Seg-ment	Max size
P5. GROUP QUARTERS POPULATION BY MAJOR GROUP QUARTERS TYPE [10]			
Universe: Population in group quarters			
Total:	P0050001	03	9
Institutionalized population:	P0050002	03	9
Correctional facilities for adults	P0050003	03	9
Juvenile facilities	P0050004	03	9
Nursing facilities/Skilled-nursing facilities	P0050005	03	9
Other institutional facilities	P0050006	03	9
Noninstitutionalized population:	P0050007	03	9
College/University student housing	P0050008	03	9
Military quarters	P0050009	03	9
Other noninstitutional facilities	P0050010	03	9

Step	Action and *Result(s)*
	The **Clear all** button at the top left of the menu clears all selections (geography and survey) so GUs can begin again at Step 2 with reselecting the **Survey** (e.g., **Decennial Census** - **Redistricting Data (P.L. 94-171)**) and then reselecting the **Geography**. 

The total group quarters addresses can be obtained using the Address Count Listing files. <https://www.census.gov/geographies/reference-files/2020/geo/2020addcountlisting.html> These files are available for download from our file transfer protocol (FTP) site. The files include total housing units (including transitory units) and total group quarters counts, by 2020 Census tabulation block. These housing unit and group quarters counts represent final counts for the 2020 Census. Group Quarters are not available by type (i.e. university student housing, correctional facilities, etc.)

After reviewing the official 2020 Census results using the process described above, and a GU believes its official 2020 Census group quarters results are inaccurate, they may use information presented in **Chapter 3** (digital participants), and **Chapter 4** (paper participants) of this guide to submit a 2020 PCGQR case.

CHAPTER 2 - TOOLS AND MATERIALS FOR 2020 PCGQR

This chapter discusses the preferred tools and materials available to conduct a review of the 2020 Census results and to prepare a case for digital and paper participants. **Appendix A** describes additional materials available for use in 2020 PCGQR.

The 2020 PCGQR website https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html provides links to all these materials. GUs can contact the Census Bureau by phone at 1 (844) 242-1765 or by email at <dcmd.2020.pcgqr.submissions@census.gov> if they are unable to download the materials from the website.

The Census Bureau recommends the creation of a local directory on a local computer workstation or perhaps on a shared network storage area (e.g., a folder named "2020 PCGQR") to organize the 2020 PCGQR materials. Save the materials, whether downloaded from the 2020 PCGQR website or received in another manner from the Census Bureau, in the newly created directory.

2.1 2020 PCGQR Response Template

The 2020 PCGQR Response Template is the tool that the GU representative will use to submit a 2020 PCGQR case. Users of this tool will enter the necessary details of a GQ and supporting resident/client data to submit a case. The template is in a Microsoft EXCEL file and can be downloaded from the 2020 PCGQR website <https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/pcgqr.html>.

Only population count submissions for in-scope group quarters will be accepted by the 2020 PCGQR and should be reported in the GQ Name tab of the 2020 PCGQR Response Template. Supplemental demographic data (such as name, age, race, Hispanic origin) are OPTIONAL. Supplemental demographic data can be provided for all residents of a GQ within the Resident/Client Data tab of the Template or summary demographic information for a GQ can be provided as supplemental documentation. Population counts for GQs and their corresponding demographic data for GQ residents should be consistent with the 2020 Census Residence Criteria <https://www2.census.gov/programs-surveys/decennial/2020/program-management/memo-series/2020-memo-2018_04-appendix.pdf> and additional guidance provided by the Census Bureau due to the COVID-19 pandemic <https://www.census.gov/newsroom/press-releases/2020/modifying-2020-operations-for-counting-college-students.html>.

Table 2 and

Table 3 provide details of the information to the GU representative should provide within the 2020 PCGQR Response Template as part of their case.

Table 2: Details Regarding the Required GQ Name tab in the 2020 PCGQR Response Template

Field Name	Field Description	Required (Yes or Recommended)
2020 Census CQR submission	Was this GQ submitted to 2020 Census CQR? If this GQ was submitted as part of 2020 Census Count Question Resolution operation case, please select YES. https://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html	Recommended
2020 Census CQR case number	If the answer to the previous question is YES, please include the CQR case number.	Recommended
GQ Name	The actual building name where residents, clients and/or staff live or stay is considered the GQ. *Include institution name for additional information if possible*.	Yes
GQ Type Description	The group quarters type code and description. (See 2020 Group Quarters Code List Attached)	Yes
GQ Address Number	Address number of the actual physical location hosting the residents or clients.	Yes
GQ Street Name	Street name of the actual physical location hosting the residents or clients.	Yes
GQ City	City of the actual physical location hosting the residents or clients.	Yes
GQ State	State of the actual physical location hosting the residents or clients.	Yes
GQ ZIP Code	ZIP Code of the actual physical location hosting the residents or clients.	Yes
GQ Location Description	Location description (if there is no address) of the actual physical location hosting the residents or clients. *If available, include latitude/longitude when Address Number and Street Name is not available.*	Recommended. ***Required,*** if there is no address available
Field Name	**Field Description**	**Required (Yes, No or Recommended)**
GQ Population on Census Day	The number of persons that were living or staying in this building on Census Day (April 1, 2020). This should be consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic. For example, include students who would have been living in this college/university student housing GQ on April 1, 2020 if not for the COVID-19 pandemic. College students should be counted where they usually live, even if they were temporarily staying elsewhere while their school was closed because of COVID-19. [Note: Federal prisoners detained in state and local correctional facilities (GQ Type Codes 103, 104, 105, and 203), are counted by the particular federal agencies that have jurisdiction over those federal detainees. Therefore, any known federal detainees should not be reported for these GQ Type Codes.]	Yes
State FIPS code	State FIPS code. For example, the State FIPS Code for Arizona is 04	Yes
County FIPS code	County FIPS code	Yes
Census tract code	Census Track code	Yes
Census block code	Census Block code	Yes

GQ POC	Point of Contact (POC) at the GQ, if applicable. If you obtained data from the GQ POC, please provide the name of the POC for the case. ***For example: Jane Doe, administrator GQ***.	Yes
Data Source	What source did you use to provide the population count/demographic data? ***For example: Jane Doe, administrator GQ.***	Yes
Submitter's Name and Title	Person that submitted the 2020 PCGQR case. ***For Example: John Doe, Mayor of Anywhere City.***	Yes
Notes:	Include any additional notes you understand that would help the Census Bureau to conduct research related to this GQ.	Recommended

Group Quarters population counts (required), and demographic data (optional) should be submitted to represent residents/clients who lived or who would have been living at the GQ on Census Day (April 1, 2020). They should be consistent with the 2020 Census Residence Criteria and Residence Situations and additional guidance provided by the Census Bureau due to the COVID-19 pandemic.

Table 3: Details Regarding the Optional GQ Resident/Client Data in the 2020 PCGQR Response Template

Field Name	Field Description
GQ Name	The actual building name where residents, clients and/or staff live or stay.
First Name	First name
Middle Initial	Middle initial
Last Name(s)	Last name(s) [Note: If person uses "Junior" or "Senior" in their name, enter the last name and the suffix (for example: Smith Jr) in the Last Name(s) field.]
Sex	What is this person's sex? (Male or Female) [Note: Please report the person's biological sex as Male or Female. If this information is not available, please leave the field blank.]
Date of Birth	What is this person's date of birth? If you know the date of birth, enter it. If you do not know the exact date of birth, enter as much as you know.
Month of Birth	Provide month of birth in numeric format as two digits.
Day of Birth	Provide day of birth in numeric format as two digits.
Year of Birth	Provide four-digit year of birth.
Age on April 1, 2020	What was this person's age (in years) on Census Day (April 1, 2020)? [Note: Enter age, as of April 1, 2020. For babies less than 1 year old, do not enter the age in months. Enter 0 as the age. Do not round the age up if the person was close to having a birthday on April 1, 2020. If this information is not available, please leave the field blank.]
Hispanic, Latino, or Spanish Origin	Is the person of Hispanic, Latino, or Spanish origin? (Yes or No) [Note: Please answer BOTH Questions about Hispanic origin and race. For this census, Hispanic origins are not races.]
Hispanic, Latino, or Spanish Origin Details	If Yes, please provide details. For example, Mexican, Mexican Am, Chicano, Puerto Rican, Cuban, Salvadoran, Dominican, Colombian, Guatemalan, Spaniard, Ecuadorian, or Another Hispanic, Latino, or Spanish origin.
Race	What is this person's race? You may report more than one group. (White, Black or African Am, American Indian or Alaska Native, Chinese, Filipino, Asian Indian, Vietnamese, Korean, Japanese, Other Asian, Native Hawaiian, Samoan, Chamorro, Other Pacific Islander, or Some other race)
Race Details	Please provide details. See the examples below. White - For example, German, Irish, English, Italian, Lebanese, Egyptian, etc. Black or African American - For example, African American, Jamaican, Haitian, Nigerian,

Field Name	Field Description
	Ethiopian, Somali, etc. American Indian or Alaska Native - Name of enrolled or principal tribe(s), for example, Navajo Nation, Blackfeet Tribe, Mayan, Aztec, Native Village of Barrow Inupiat Traditional Government, Nome Eskimo Community, etc. Other Asian - For example, Pakistani, Cambodian, Hmong, etc. Other Pacific Islander - For example, Tongan, Fijian, Marshallese, etc. Some other race - Provide race or origin.
Lived or Stayed at GQ Most of Time	Did the person live or stay at this GQ most of the time? (Yes or No) Select "Yes" if this person lived (or would have lived) and slept at this GQ more often than any other place as of Census Day (April 1, 2020).
Alternate Address: Address Number	Address number of another place where person sometimes lived or stayed when not at this GQ. [Note: If person never stayed at any place other than this GQ, leave the Alternate Address blank. If person had more than one alternate address, enter the address of the place where they lived or stayed more often.]
Alternate Address: Street Name	Street name of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: Apt / Unit	Apartment or Unit (if applicable) of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: Rural Route Address	Rural Route address (if applicable, and no street address is available) of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: City	City of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: State	State of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: ZIP Code	ZIP Code of another place where person sometimes lived or stayed when not at this GQ.
Alternate Address: Location Description	Location description (if there is no address) of another place where person sometimes lived or stayed when not at this GQ.

IMPORTANT: All fields within this file, or within a file created by the GU, must remain in Text format. This is critical for fields that may include numbers with leading and trailing zeros (e.g., the State FIPS code, County FIPS code, Tract code, Block code, and the two ZIP Code related fields) to ensure no information is lost.

2.2 Census Geocoder

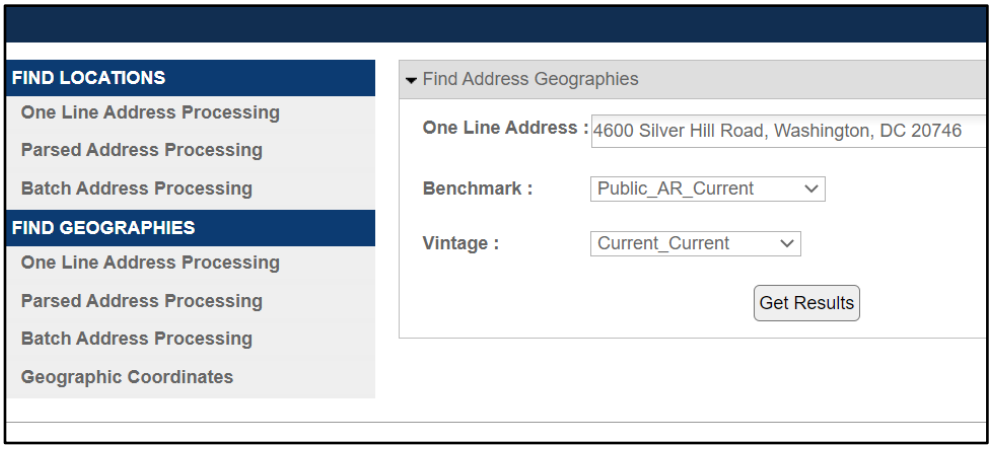
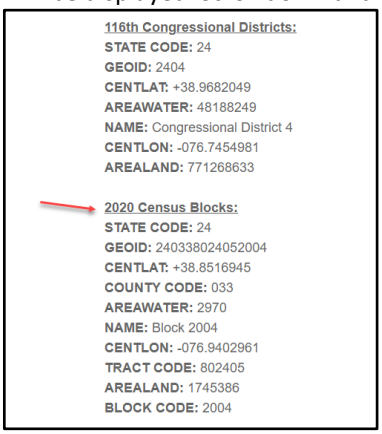
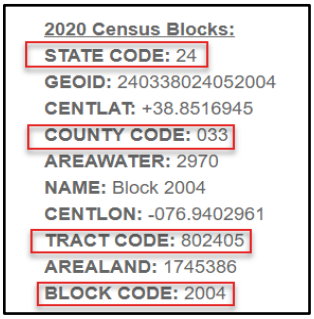
The Census Geocoder is an address look-up tool that converts your address to an approximate coordinate (longitude/latitude) and returns information about the address range that includes the address and the census geography for the address. The geocoder is available as a web interface and as an API (Representational State Transfer - REST - web-based service).

The tool allows you to look-up a single address. Users can find the location of an address using the "Find Locations" option. Also, you can find the census geographic entities for an address using the "Find Geographies" option. The "Find Geographies" option returns the state, county, census tract, and block for each address.

To be able to submit your case you will need to provide specific geographical information in the 2020 PCGQR Response Template such as: State and County FIPS codes, and Census Tract and Block codes. Follow the steps in **Table 4** to use the Geocoder to search for the codes related to the GQ that you will include in the case. If you are including more than one GQ in your case, you need to follow these steps for each of the GQs.

Table 4: Using the Census Geocoder to identify State, County, Census Tract and codes

Step	Action and *Result(s)*
Step 1	Access: <geocoding.geo.census.gov>
Step 2	Under **Find Geographies** select **One Line Address Processing**.

Step	Action and *Result(s)*
Step 3	**Find Address Geographies** box will appear. Enter address number, street name, and zip code on the **One Line Address** field. On the **Benchmark** field: select **Public_AR_Current**. On the **Vintage** field: select **Current_Current**. Click **Get Results.** 
Step 4	Different geographical information will be displayed. Scroll down until you find **2020 Census Blocks.** 
Step 5	Highlighted are the fields needed to fill out the following information on the 2020 PCGQR *Response Template GQ Name tab*: **State code**, **County code**, Census **Tract code**, and Census **Block Code**. 

CHAPTER 3 – 2020 PCGQR DIGITAL PARTICIPANTS

Once your GU determines a 2020 PCGQR case is necessary and wants to participate digitally, use the guidance in this chapter of the guide to prepare and submit your 2020 PCGQR case to the Census Bureau. Participating digitally in 2020 PCGQR means a GU will supply digital related materials (i.e., a 2020 PCGQR Response Template to support a group quarters population count case) with their 2020 PCGQR case submission.

GUs must use the Secure Web Incoming Module (SWIM) to submit their 2020 PCGQR case.

3.1 Preparing a Digital Case

3.1.1 Preparing a Digital Case with a Group Quarters Population Count Discrepancy

As first introduced in the Case Types, section **C** , for the Census Bureau to successfully review and process a digital case with a group quarters population count discrepancy, it must include the following items:

- A completed 2020 PCGQR Response Template. The **GQ Name** tab is required and must be provided in order for your case to be considered. The Resident/Client Data tab is optional. If you want the Census Bureau to review the demographic information for the GQ that you are submitting in the case, please fill the Resident/Client Data tab.
- Supporting documentation, as detailed in section **D**.
- Any additional documentation that you understand could help the Census Bureau to review your case (e.g., summary demographic information about residents of a GQ).

3.2 Conducting Quality Checks and Finalizing a Digital Submission

After completing the 2020 PCGQR Response Template, perform quality checks on the file(s). Navigate to the local directory where the digital case materials are saved (e.g., 2020 PCGQR). Quality Checks for a Digital Case with a Group Quarters Population Count Discrepancy

- Open the 2020 PCGQR Response Template to confirm preservation of leading and trailing zeros, if applicable, on the State FIPS code, County FIPS code, Census Tract code, Census Block code, and Zip code (only for Puerto Rico) fields.
- Be sure only include qualifying group quarters (i.e., that existed and were available for occupancy on April 1, 2020).
- Ensure the inclusion of all supporting documentation as described in section **D**.
- Ensure to list the information for all the required fields shown in Table 2.

3.2.1 Finalizing a Digital Submission

Once satisfied with the quality checks and content of the 2020 PCGQR case materials, GUs that intend to use the Secure Web Incoming Module (SWIM) to provide their 2020 PCGQR case submission must create a .zip file that includes all components of the case. The recommended naming convention of the .zip file is as follows: **2020pcgqr_<Entity name>_<EntityID>_submission.zip**.

3.3 Creating a case .zip file

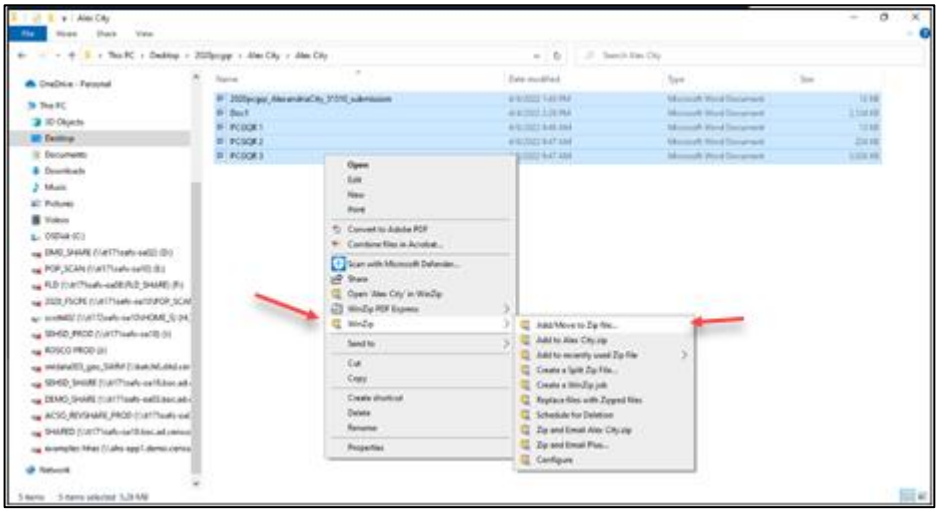
To submit a case using SWIM, the GU representative needs to create a .zip file with all the documentation related to the case.

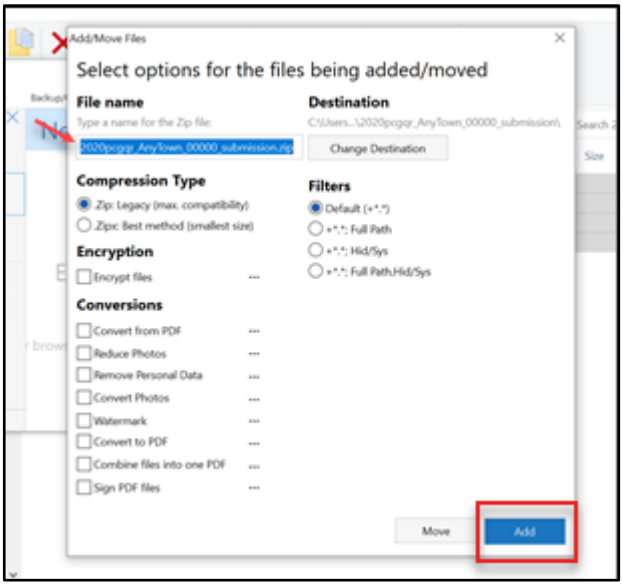
Include the following in the .zip file:

- All relevant supporting documentation
- The 2020 PCGQR Response Template (Naming convention: **2020pcgqr_Entityname._EntityID._.csv (or .xlsx)**).

Table 5 shows the steps that you should follow to create the file.

Table 5. How to Create a .zip File

Step	Action and *Result(s)*
Step 1	Select all documents to be zipped, right click, scroll down to **WinZip**, Select **Add/Move to WinZip file**. 

Step	Action and *Result(s)*
Step 2	The name of the file will be displayed on the File name field. Please update the name following the recommended naming convention: **2020pcgqr_<Entity name>_<EntityID>_submission.zip**. Then click **Add** to create the .zip file. 
Step 3	Your .zip file will show on your list of files. If you don't see your file refresh the page.

With the .zip file created, proceed to section **3.4** for instructions on submitting a digital case. Retain a copy of the submission for your records and to facilitate communication with the Census Bureau if questions arise.

3.4 Submitting a Digital Case

Digital participants must submit their case to the Census Bureau using the Secure Web Incoming Module (SWIM).

3.4.1 Using the Secure Web Incoming Module (SWIM)

Use the information in this section to establish or access an existing SWIM account and to provide the exported .zip file(s) generated in Section 3.3. Some GUs may have staff with an established SWIM account from other Census geography programs. If so, that person may submit the GU's 2020 PCGQR case submission using their existing account. GUs without an established account, contact the Census

Bureau by email at <dcmd.2020.pcgqr.submissions@census.gov> or by phone at (844) 242-1765 to request a registration token.

To check for the existence of an existing SWIM account, or to reset a password of an established account, choose "Forgot your password?" on the main SWIM page and enter the email address in question to check for the existence of an account. If SWIM locates an account, it asks the established security question for the account, for which the answer is not case-sensitive, and sends an email to reset the forgotten password. If SWIM does not locate an account associated with the email address, it returns the following message, "*No account registered for this email address. The email address associated with the account is case sensitive. Try again with the proper case or go to* Account Registration *to register for a SWIM account*. Choosing the Account Registration link opens another window to establish a SWIM account; however, the GU staff person must have a registration token to proceed.

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

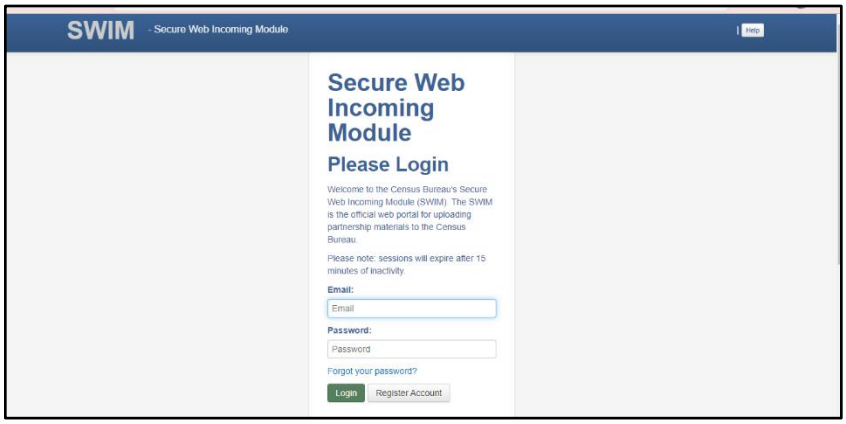
SWIM allows four attempts to login before it temporarily locks the account for 15 minutes. After the lock expires, try to login again, or reset the password using the aforementioned "Forgot your password?" link on the login page. Once reset and logged into SWIM, account holders may modify their password and security answer by selecting "Change Security" link along the top, right side of the window.

If login issues persist, confirm the vintage of internet browser version. SWIM runs on the two most recent versions of each of the major internet browsers, Microsoft Internet Explorer®, Microsoft Edge®, Google Chrome®, Mozilla Firefox®, and Apple Safari®. If the browser version is older, upgrade the version. If problems still occur with SWIM, contact the Census Bureau by phone at (844) 242-1765. It may be necessary to create a new SWIM account.

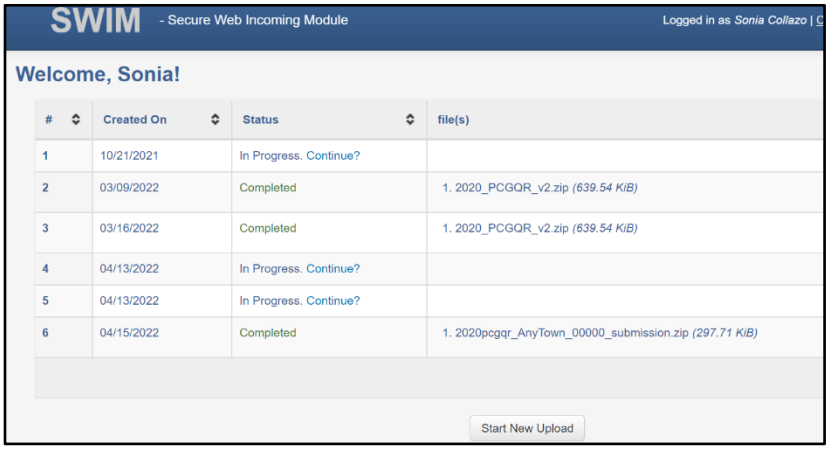
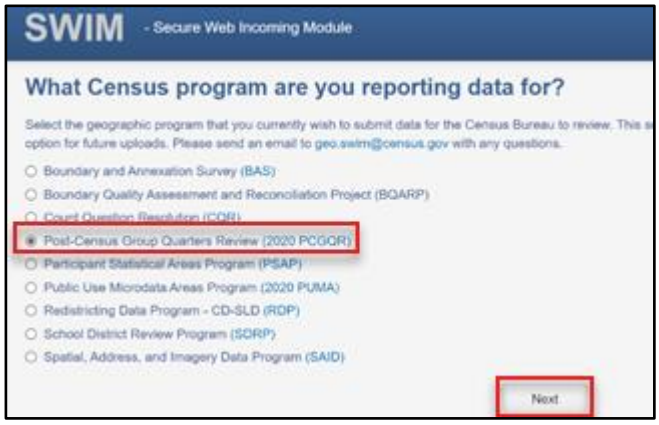
Access SWIM from the following website: <https://respond.census.gov/swim> and follow the screen instructions to choose the operation and type of entity being reported as well as the actual entity and file location information.

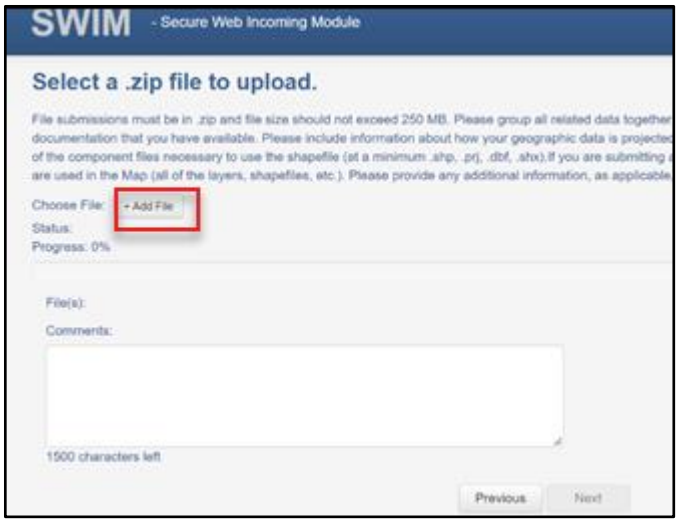
SWIM file requirements include submission of .zip file format. The .zip file may not include another .zip file as a component and it must not be larger than 250 megabytes. Do not create separate .zip files for supporting documentation, or any other relevant case information. Include all materials in one .zip file. Follow the steps below for instructions on using SWIM to submit your GU's 2020 PCGQR case submission.

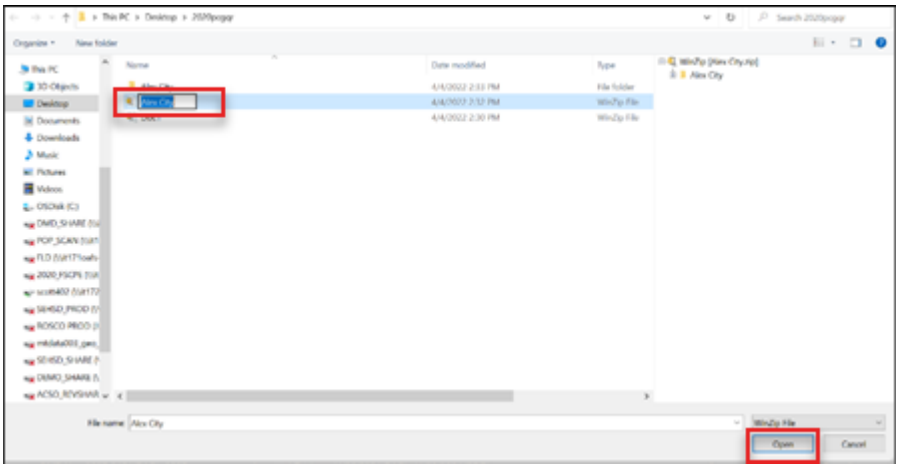
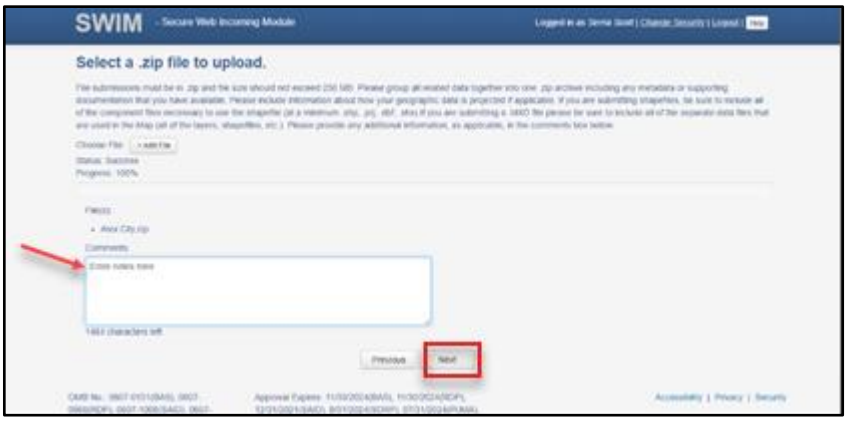
Table 6. How to Submit a Case Using SWIM

Step	Action and *Result(s)*
Step 1	Open a new browser window and enter the SWIM URL <https://respond.census.gov/swim>. For persons with an existing SWIM account, enter the email address and password associated with the account and choose the Login button. Skip to step 3. 
Step 2	For persons without an existing SWIM account, have the 12-digit registration token provided by the Census Bureau ready for account registration. Select the Register Account button to open the "Account Registration" screen. All fields within this screen are required. • The password must be at least 8-characters in length and have at least one uppercase character, one lowercase character, one number, and one special character. (Valid special characters are limited to the #, !, $, *, &, ?, and ~. • Establish a security question associated with the account. Expand the choices arrow to the right of the Security Question field and select a question from the drop-down menu. Enter an answer in the Answer field. Select the Submit button. A "Success!" pop-up window appears confirming successful account registration. • Select Login from the "Success!" pop-up window to return to the SWIM Login screen to enter the newly established account login and password information.

Note: Email addresses and passwords are case sensitive and must be entered as they were when the account was created.

Step	Action and *Result(s)*
Step 3	With a valid login and password, the "Welcome" screen opens. **If the account has uploaded other files for different geography programs administered by the Census Bureau, a list of files previously uploaded by the SWIM user displays. The list includes the creation date of the file upload, the name of the file, and the corresponding size of the .zip file. To submit your GU's 2020 PCGQR submission .zip file, choose the **Start New Upload** button at the bottom of the "Welcome" screen. 
Step 4	From the **"What Census program are you reporting data for?"** screen, choose the **Post-Census Group Quarters Review (2020 PCGQR)** radio button and choose **Next**. 

Step 5	From the **"What type of 2020 PCGQR entity are you reporting for?"** screen choose the entity choice that aligns with your GU's entity type. If uncertain of the correct choice, contact the Census Bureau by email at <dcmd.2020.pcgqr.submissions@census.gov> or by phone at 1 (844) 242-1765. Choose the entity radio button and Click **Next.**
Step	**Action and *Result(s)***
Step 6	Completing the subsequent windows associated with the GU's entity type opens the "**Select a .ZIP file to upload"** screen. Select the +Add File button and the "Choose File to Upload" screen opens. 

Step 7	From the "**Choose File to Upload"** screen, navigate to the directory location of the 2020 PCGQR case .zip file (e.g., likely the "2020 PCGQR" local directory). Click **Open**. 
Step 8	Upon completion, the Status field shows Success, and the name of the file appears in the File(s) field. Add additional, pertinent information to the Comments section if possible. Select the **Next** button to proceed with the upload. 
Step	**Action and *Result(s)***
	The "Thank You" screen appears and indicates a forthcoming email once the transfer completes. GUs can expect to receive the email within a business day of uploading the submission. Choose either **Upload Form** or **Log Out** option from the "Thank You" screen message.

The export process changes the status in the list to “Pending.” The 2020 PCGQR team will review it and either accept it or send it back for corrections.

If GUs want to ship their 2020 PCGQR case submission (i.e., paper participation) rather than using SWIM, please continue to the next chapter; otherwise, skip to **Next Steps for the 2020 PCGQR** section.

CHAPTER 4 – 2020 PCGQR PAPER PARTICIPANTS

The Census Bureau understands paper participation may be the best option for certain GUs (e.g., smaller population and/or smaller geographic area). Once your GU determines a 2020 PCGQR case is necessary and wants to participate using paper, use the guidance in this chapter of the guide to prepare and submit your 2020 PCGQR case to the Census Bureau.

Using paper to participate in 2020 PCGQR means a GU will supply paper (hard copy) address-related materials (i.e., a group quarters population count case) with their 2020 PCGQR case submission. Using paper address materials does not prohibit a GU from submitting a case; however, additional steps are required to prepare and submit materials. For GUs choosing paper participation, the Census Bureau strongly encourages GUs to prepare an all-paper submission to simplify the process by not creating a mixed media submission.

4.1 Preparing a Paper Case with a Group Quarters Population Count Discrepancy

As first introduced in the Case Type, section **C**, for the Census Bureau to successfully review and process a paper case with a group quarters population count discrepancy, it must include the following items:

- A completed 2020 PCGQR Response Template. **GQ Name** tab is required and must be provided in order to consider your case. **Resident/Client** D**ata** tab is optional. If you want the Census Bureau to review the demographic information for the GQ that you are submitting in the case, please complete the Resident/**Client Data** tab.
    - For a paper submission you must print **ALL** the correspondent pages, from both the GQ Name tab and the **Resident/Client Data** tab (if appropriate). Please identify each page with the Entity Name and ID.
    - You may complete the 2020 PCGQR Response Template by filling in the printed pages or by completing the template digitally and then printing all of the pages.
- Supporting documentation, as detailed in section **D**.
- Any additional documentation that you understand could help the Census Bureau to review your case (e.g., summary demographic information about residents of a GQ).

For those planning to handwrite the corrected count information:

1. Print the pages that contain the group quarters population discrepant counts identified.

2. Handwrite the correct group quarters population count for the group quarters identified with discrepant counts into the respective fields.

3. Prepare and assemble the supporting documentation following guidance in section **D**.

4. Stage the handwritten pages and supporting documentation for quality checks and assemble as described in section **4.2**.

When preparing the paper submission please use either blue or black ink (DO NOT USE PENCIL), ensure your handwriting is legible, and number the pages.

4.2 Conducting Quality Checks and Finalizing a Paper Submission

After completing the process of updating the group quarters counts perform quality checks on the page(s). The quality checks vary based upon the type of case. Assemble the completed paper materials or navigate to the local directory where the paper case materials are saved (e.g., 2020 PCGQR). You must still use the Geocoder (Section 2.2) to fill out the 2020 PCGQR Response Template.

4.2.1 Quality Checks for a Paper Case with a Group Quarters Population Count

- Ensure to only include qualifying group quarters (i.e., that existed and were available for occupancy on April 1, 2020).
- Ensure the inclusion of all supporting documentation as described in section D.
- Ensure to include the information for all the required fields.

4.2.2 Finalizing a Paper Submission

Once satisfied with the content and quality of the 2020 PCGQR case materials, proceed with assembly and packaging following the guidance below. Retain a copy for your records and to facilitate communication with the Census Bureau if questions arise.

1. Locate the staged materials.
2. Double wrap the hard copy materials using an inner and outer envelope (or container); one within the other.
3. Label both sides of the inner envelope/container with the notice, "DISCLOSURE PROHIBITED BY TITLE 13 U.S.C."
4. Place the inner envelope/container into the outer envelope/container.
5. Include all relevant, hard copy supporting documentation.

4.3 Submitting a Paper Case

After completing the assembly of materials, paper participants should ship their 2020 PCGQR case to the Census Bureau's National Processing Center. The Census Bureau recommends using a service that provides tracking information, such as the United States Postal Service (USPS) traceable delivery, FedEx, United Parcel Service (UPS), or similar service. Retain the tracking information as proof of delivery.

Ship the 2020 PCGQR case submission to the following address:

U.S. Census Bureau
National Processing Center
1201 East 10th Street
Jeffersonville, IN 47132

Retain the tracking information as proof of delivery and to facilitate communication with the Census Bureau if questions arise

NEXT STEPS FOR 2020 PCGQR

The Census Bureau will respond to all cases, even if the case is considered ineligible for 2020 PCGQR and notify the affected governmental units of any updates resulting from a 2020 PCGQR decision in the form of an official determination letter.

If the Census Bureau makes updates, the revised group quarters population counts will be provided to the Population Estimates Program for incorporation into the base population for upcoming vintages of estimates, as the production schedule allows. The population estimates developed from the updated population base will also be used by the ACS and the PRCS as survey controls so that the population totals from the survey conform to the updated population estimates. The Census Bureau will not incorporate 2020 PCGQR revisions into the 2020 Census data summary files and tables, or re-tabulate any of the other 2020 Census data products.

APPENDIX A OTHER MATERIALS AVAILABLE FOR THE 2020 PCGQR

A1 2020 Census P.L. 94-171 Redistricting Data Files

These materials, as directed by Public Law (P.L.) 94-171, were the first materials released by the Census Bureau, other than Apportionment, with the 2020 Census results. They include data files and geographic products (e.g., maps, block equivalency files, and shapefiles), that the 50 states, District of Columbia, and Puerto Rico use for legislative redistricting.

The redistricting data files contain block level 2020 Census results that include people and housing characteristics for specific geographic areas. GUs may review Table P1 – Race to determine if their overall, total population aligns with their expectations. If not, GUs may review Table H1 – Occupancy Status and P5 – Group Quarters Population by Major Group Quarters Type in their state's data file.

The universe table for Table P5 – Group Quarters Population by Major Group Quarters Type is population in group quarters. Table P5 contains the total population living in group quarters. This count is further disaggregated into institutionalized and noninstitutionalized group quarters population counts. Table P5 does not contain demographic characteristics.

To learn more about all the redistricting materials, navigate to the main Redistricting Data Office website: <www.census.gov/programs-surveys/decennial-census/about/rdo/summary-files.2020.html>. The 2020 redistricting materials are located beneath the "2020" tab.

2020 Census Group Quarters Definitions and Code List (For Data Collection Only)

<table>
<tr><td colspan="2">Group Quarters:</td></tr>
<tr><td colspan="2">A group quarters is a place where people live or stay, in a group living arrangement that is owned or managed by an entity or organization providing housing and/or services for the residents. These services may include custodial or medical care as well as other types of assistance, and residency is commonly restricted to those receiving these services. This is not a typical household-type living arrangement. People living in group quarters are usually not related to each other.

Group quarters include such places as college residence halls, residential treatment centers, skilled-nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.</td></tr>
<tr><td colspan="2">Institutional Group Quarters:
Facilities that house those who are primarily ineligible, unable, or unlikely to participate in the labor force while residents.</td></tr>
<tr><td colspan="2">CORRECTIONAL FACILITIES FOR ADULTS</td></tr>
<tr><td>Type Code: 101</td><td>Federal Detention Centers:
Stand alone, generally multi-level, federally operated correctional facilities that provide "short-term" confinement or custody of adults pending adjudication or sentencing. These facilities may hold pretrial detainees, holdovers, sentenced offenders, and Immigration and Customs Enforcement (ICE) inmates, formerly called Immigration and Naturalization Service (INS) inmates. These facilities include: Metropolitan Correctional Centers (MCCs), Metropolitan Detention Centers (MDCs), Federal Detention Centers (FDCs), Bureau of Indian Affairs Detention Centers, ICE Service Processing Centers, and ICE contract detention facilities.</td></tr>
<tr><td>Type Code: 102 Federal Prisons
Type Code: 103 State Prisons</td><td rowspan="2">Federal and State Prisons:

Adult correctional facilities where people convicted of crimes serve their sentences. Common names include: prison, penitentiary, correctional institution, federal or state correctional facility, and conservation camp. The prisons are classified by two types of control: (1) "federal" (operated by or for the Bureau of Prisons of the Department of Justice) and (2) "state." Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for federal or state correctional authorities are counted in the prison population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.</td></tr>
<tr><td></td></tr>
</table>

Type Code: 104	**Local Jails and Other Municipal Confinement Facilities:** Correctional facilities operated by or for counties, cities, and American Indian and Alaska Native tribal governments. These facilities hold adults detained pending adjudication and/or people committed after adjudication. This category also includes work farms and camps used to hold people awaiting trial or serving time on relatively short sentences. Residents who are forensic patients or criminally insane are classified on the basis of where they resided at the time of enumeration. Patients in hospitals (units, wings, or floors) operated by or for local correctional authorities are counted in the jail population. Other forensic patients will be enumerated in psychiatric hospital units and floors for long-term non-acute patients. This category may include privately operated correctional facilities.
Type Code: 105	**Correctional Residential Facilities:** These are community-based facilities operated for correctional purposes. The facility residents may be allowed extensive contact with the community, such as for employment or attending school, but are obligated to occupy the premises at night. Examples are halfway houses, restitution centers, and prerelease, work release, and study centers.
Type Code: 106	**Military Disciplinary Barracks and Jails:** Correctional facilities managed by the military to hold those awaiting trial or convicted of crimes.
JUVENILE FACILITIES	
Type Code: 201	**Group Homes for Juveniles (non-correctional):** Includes community-based group living arrangements for youth in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the care giver or to each other. Examples are maternity homes for unwed mothers, orphanages, and homes for abused and neglected children in need of services. Group homes for juveniles do not include residential treatment centers for juveniles or group homes operated by or for correctional authorities.
Type Code: 202	**Residential Treatment Centers for Juveniles (non-correctional):** Includes facilities that primarily serve youth that provide services on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. These facilities are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers for juveniles do not include facilities operated by or for correctional authorities.

Type Code: 203	**Correctional Facilities Intended for Juveniles:** Includes specialized facilities that provide strict confinement for its residents and detain juveniles awaiting adjudication, commitment or placement, and/or those being held for diagnosis or classification. Also included are correctional facilities where residents are permitted contact with the community, for purposes such as attending school or holding a job. Examples are residential training schools and farms, reception and diagnostic centers, group homes operated by or for correctional authorities, detention centers, and boot camps for juvenile delinquents.
NURSING FACILITIES/SKILLED-NURSING FACILITIES	
Type Code: 301	**Nursing Facilities/Skilled-Nursing Facilities:** Includes facilities licensed to provide medical care with seven-day, twenty-four hour coverage for people requiring long-term non-acute care. People in these facilities require nursing care, regardless of age. Either of these types of facilities may be referred to as nursing homes.
OTHER INSTITUTIONAL FACILITIES	
Type Code: 401	**Mental (Psychiatric) Hospitals and Psychiatric Units in Other Hospitals:** Includes psychiatric hospitals, units and floors for long-term non-acute care patients. The primary function of the hospital, unit, or floor is to provide diagnostic and treatment services for long-term non-acute patients who have psychiatric-related illness. All patients are enumerated in this category.
Type Code: 402	**Hospitals with Patients Who Have No Usual Home Elsewhere:** Includes hospitals if they have any patients who have no exit or disposition plan, or who are known as "boarder patients" or "boarder babies." All hospitals are eligible for inclusion in this category except psychiatric hospitals, units, wings or floors operated by federal, state or local correctional authorities. Patients in hospitals operated by these correctional authorities will be counted in the prison or jail population. Psychiatric units and hospice units in hospitals are also excluded. Only patients with no usual home elsewhere are enumerated in this category.
Type Code: 403	**In-Patient Hospice Facilities:** Includes in-patient hospice facilities (both free-standing and units in hospitals) that provide palliative, comfort, and supportive care for the terminally ill patient and their families. Only patients with no usual home elsewhere are tabulated in this category.
Type Code: 404	**Military Treatment Facilities with Assigned Patients:** These facilities include military hospitals and medical centers with active duty patients assigned to the facility. Only these patients are enumerated in this category.

Type Code: 405	**Residential Schools for People with Disabilities:** Includes schools that provide the teaching of skills for daily living, education programs, and care for students with disabilities in a live-in environment**.** Examples are residential schools for the physically or developmentally disabled.
Noninstitutional Group Quarters: Facilities that house those who are primarily eligible, able, or likely to participate in the labor force while residents.	
COLLEGE/UNIVERSITY STUDENT HOUSING	
Type Code: 501	**College/University Student Housing (owned/leased/managed by a college/university):** Includes residence halls, and other buildings, including apartment-style student housing, designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed by a college, university, or seminary. Fraternity and sorority housing recognized by the college or university are included as college student housing. Students attending the U.S. Naval Academy, the U.S. Military Academy (West Point), the U.S. Coast Guard Academy, and the U.S. Air Force Academy are counted in military group quarters.
Type Code: 502	**College/University Student Housing (owned/leased/managed by a private company/agency):** Includes buildings designed primarily to house college and university students in a group living arrangement either on or off campus. These facilities are owned, leased, or managed by a private company or agency (i.e., not owned/leased/managed by a college/university). This category includes apartment-style student housing. Residents typically enter into "by the bed" leases (i.e., single-liability leases).
MILITARY QUARTERS	
Type Code: 601 Military Quarters	**Military Quarters:** These facilities include military personnel living in barracks (including "open" barrack transient quarters) and dormitories and military ships. Patients assigned to Military Treatment Facilities and people being held in military disciplinary barracks and jails are not enumerated in this category. Patients in Military Treatment Facilities with no usual home elsewhere are not enumerated in this category.
Type Code: 602 Military Ships	

OTHER NONINSTITUTIONAL FACILITIES*	
Type Code: 701	**Emergency and Transitional Shelters (with Sleeping Facilities) for People Experiencing Homelessness:** Facilities where people experiencing homelessness stay overnight. These include: 1) shelters that operate on a first-come, first-serve basis where people must leave in the morning and have no guaranteed bed for the next night; 2) shelters where people know that they have a bed for a specified period of time (even if they leave the building every day); and 3) shelters that provide temporary shelter during extremely cold weather (such as churches). This category does not include shelters that operate only in the event of a natural disaster. Examples are emergency and transitional shelters; missions; hotels and motels used to shelter people experiencing homelessness; shelters for children who are runaways, neglected or experiencing homelessness; and similar places known to have people experiencing homelessness.
Type Code: 801	**Group Homes Intended for Adults:** Group homes are community-based group living arrangements in residential settings that are able to accommodate three or more clients of a service provider. The group home provides room and board and services, including behavioral, psychological, or social programs. Generally, clients are not related to the care giver or to each other. Group homes do not include residential treatment centers or facilities operated by or for correctional authorities.
Type Code: 802	**Residential Treatment Centers for Adults:** Residential facilities that provide treatment on-site in a highly structured live-in environment for the treatment of drug/alcohol abuse, mental illness, and emotional/behavioral disorders. They are staffed 24-hours a day. The focus of a residential treatment center is on the treatment program. Residential treatment centers do not include facilities operated by or for correctional authorities.
Type Code: 901	**Workers' Group Living Quarters and Job Corps Centers:** Includes facilities such as dormitories, bunkhouses, and similar types of group living arrangements for agricultural and non-agricultural workers. This category also includes facilities that provide a full-time, year-round residential program offering a vocational training and employment program that helps young people 16-to-24 years old learn a trade, earn a high school diploma or GED and get help finding a job. Examples are group living quarters at migratory farmworker camps, construction workers' camps, Job Corps centers and vocational training facilities.
Type Code: 903	**Living Quarters for Victims of Natural Disasters:** These are temporary group living arrangements established as a result of natural disasters.

*Note: Out-of-scope Service Based locations are: Soup Kitchens (702), Regularly Scheduled Mobile Food Vans (704), and Targeted Non-Sheltered Outdoor Locations (706). Also, out-of-scope are Other Noninstitutional Group Quarters (904)

A3 TIGERweb

Another tool GUs may use is TIGERweb. TIGERweb is a web-based system that allows users to visualize our TIGER (Topologically Integrated Geographic Encoding and Referencing database) data in several ways:

- TIGERweb Applications
- TIGERweb WMS
- TIGERweb REST Services

The applications allow 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. The TIGERweb applications provide a simple way to view our TIGER data without Geographic Information System (GIS) software and without downloading data. The applications use our TIGERweb REST Services.

The TIGERweb WMS and TIGERweb REST Services allow users to integrate our data into their own GIS or custom web-based applications. Users may access TIGERweb from the following website: <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>.