

**Request for Non-Substantive Change to the  
2020 Census Count Question Resolution Operation  
OMB Control No. 0607-0879  
U.S. Department of Commerce  
U.S. Census Bureau**

## Purpose

Approved on December 10, 2021, the current OMB collection that supports the 2020 Census Count Question Resolution Operation (CQR) will expire on December 31, 2024. This non-substantive change request provides revisions to previously approved materials for the 2020 Census CQR. It includes the following:

- *Frequently Asked Questions (FAQs) document.*
- *Ten letters (five English versions and the corresponding five Spanish translated versions).*

In the FAQs document, the version information and date were revised on the cover page. One question (FAQ 1.11) was added. One question (FAQ 5.5) was deleted. Answers to three questions (FAQs 1.7, 5.2, and 6.4) were modified. One hyperlink in an answer (FAQ 7.1) was corrected. These revisions are detailed in [Table 1](#) at the end of this memorandum.

In the letters, minor revisions were made to various placeholder elements in the 10 letters. When the letters are created, the placeholder elements are replaced to include specific information for each governmental unit/case. The modifications to the placeholder elements clarify the content to include and create letters that more properly address the contact person. The signature and signature block for the Associate Director and Director were revised to reflect current management. Lastly, four of the 10 letters include minor revision to wording. All are detailed in [Table 1](#) at the end of this memorandum.

In addition, the title field was corrected in ROCIS to the 2020 Census Count Question Resolution Operation.

There are no substantive changes to the 2020 Census CQR resulting from these revisions. The revisions do not alter the objective of the 2020 Census CQR.

## Background

The 2020 Census CQR provides a mechanism for tribal, state, and local governmental units in the United States and Puerto Rico, or their designated representatives, to request that the Census Bureau review their boundaries and/or housing counts by block to correct any in-scope error(s) affecting the inclusion and/or geographic allocation of housing and population. The term “housing” refers to individual housing units and group quarters.

The Census Bureau will accept 2020 Census CQR cases from tribal, state, and local governmental units from January 3, 2022, through June 30, 2023. The eligible governmental units and geographies are the same as in previous decades for the 2020 Census CQR. The Census Bureau will conduct CQR case research by examining the census records for the 2020 tabulation block(s) identified in the CQR case. All boundaries in the published 2020 Census

results are current as of January 1, 2020, and all housing and population counts are current as of April 1, 2020; therefore, any changes to boundaries or housing that occurred past those dates are out of scope. No new Census information products will be created by the 2020 Census CQR, including no revisions to 2020 Census information products such as the apportionment counts delivered to the President for apportionment or the 2020 Census Public Law 94-171 Redistricting Data Files and Geographic Products.

Once a resolution is determined for each case, the Census Bureau will respond to the governmental unit in writing with an official determination letter, even if the case is determined to be out of scope or that no corrections are warranted. However, if research determines that changes are appropriate, the determination letter will be accompanied by certified housing and population count corrections, which governmental units can use for any purpose requiring their official Census counts. The Census Bureau will incorporate all CQR revisions into the intercensal population estimates and American Community Survey estimates starting in 2022 and will post the new counts on the CQR website. The Census Bureau will attempt to respond to each inquiry within 90 days of receipt and complete all case research and resolution by no later than September 30, 2023.

## Burden

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

## Attachments

**Table 1: 2020 Census CQR – Material Revisions**

Material	Material Description	Description/Summary of Change(s)
2020CQR_WebsiteFAQs_v1.1	Revised document containing frequently asked questions for 2020 Census CQR	<p>Modified version and date on cover page;</p> <p>Added closing paragraph to FAQ 1.7;</p> <p>Added new FAQ 1.11;</p> <p>Added closing sentence to second paragraph for FAQ 5.2;</p> <p>Deleted FAQ 5.5;</p> <p>Added GUPS version information to FAQ 6.4; and</p> <p>Updated the hyperlink reference in FAQ 7.1.</p>
2020CQR-L02_NoChangetoCounts_v2	Determination letter for a case with no change to the official counts	<p>Revised placeholder elements used in the heading and in the salutation; and</p> <p>Changed the signature from one manager to another.</p>
2020CQR-L02(SP)_NoChangetoCounts_v2	Translated determination letter for a case with no change to the official count	<p>Revised placeholder elements used in the heading and in the salutation;</p> <p>Removed "de los" from signature block; and</p> <p>Changed the signature from one manager to another.</p>
2020CQR-L03_OfficialNotification_RevisedCounts_v2	Official notification letter with revised counts	<p>Revised placeholder elements used in the heading and in the salutation; and</p> <p>Changed the Acting Director's signature to the Director's signature.</p>
2020CQR-L03(SP)_OfficialNotification_RevisedCounts_v2	Translated official notification letter with revised counts	<p>Revised placeholder elements used in the heading and in the salutation; and</p> <p>Changed the Acting Director's signature to the Director's signature.</p>

Material	Material Description	Description/Summary of Change(s)
2020CQR-L04_OfficialNotification_RevisedCounts_Adjacent_v2	Official notification letter to adjacent governmental unit(s) that include their revised counts	Revised placeholder elements used in the heading, in the salutation, and in the body of the document; and  Changed the Acting Director's signature to the Director's signature.
2020CQR-L04(SP)_OfficialNotification_RevisedCounts_Adjacent_v2	Translated official notification letter to adjacent governmental unit(s) that include their revised counts	Revised placeholder elements used in the heading, in the salutation, and in the body of the document; and  Changed the Acting Director's signature to the Director's signature.
2020CQR-L05_CorrectionsButNoChangetoCounts_v2	Determination letter for a case with corrections made, but none that resulted in changes to the official counts for the governmental unit	Revised placeholder elements used in the heading and in the salutation;  Revised closing sentence of second paragraph from "are available at <URL>." to "will be available in the coming months in the errata document on <URL>."; and  Changed the signature from one manager to another.
2020CQR-L05(SP)_CorrectionsButNoChangetoCounts_v2	Translated determination letter for a case with corrections made, but none that resulted in changes to the official counts for the governmental unit	Revised placeholder elements used in the heading and in the salutation;  Revised closing sentence of second paragraph from "están disponibles en <URL>." to, "estarán disponibles en los próximos meses en el documento de fe de erratas ubicado en <URL>."; and  Removed "de los" from signature block; and  Changed the signature from one manager to another.

Material	Material Description	Description/Summary of Change(s)
2020CQR-L06_OutofScope_v2	Determination letter for a case that is out-of-scope for 2020 Census CQR	<p>Revised placeholder elements used in the heading and in the salutation;</p> <p>Revised the two closing sentences of the first paragraph and the introductory sentence for the bulleted items from "...out-of-scope or included insufficient materials and/or incorrect formatting for 2020 Census CQR. For information on acceptable case types and case criteria, please review the 2020 Census CQR Federal Register Notice on the CQR website at &lt;URL&gt;.</p> <p>The criteria in-scope for 2020 Census CQR involve: ..." to , "...out-of-scope for 2020 Census CQR or did not include sufficient materials and/or correct formatting within 90 days of the original submission. For information on acceptable case types, case criteria, and submission requirements please review the 2020 Census CQR website at &lt;URL&gt;.</p> <p>To be in-scope for 2020 Census CQR, a case must meet at least one of the following criteria: ..."; and</p> <p>Changed the signature from one manager to another.</p>

Material	Material Description	Description/Summary of Change(s)
2020CQR-L06(SP)_OutofScope_v2	Translated determination letter for a case that is out-of-scope for 2020 Census CQR	<p>Revised placeholder elements used in the heading and in the salutation;</p> <p>Revised the two closing sentences of the first paragraph and the introductory sentence for the bulleted items from "...fuera de alcance o incluyó materiales insuficientes y/o con formato incorrecto para la CQR del Censo del 2020. Para obtener información sobre los tipos de casos aceptables y los requisitos para los casos, vea el Aviso del Registro Federal sobre la CQR del Censo del 2020 en el sitio web de la CQR en &lt;URL&gt;.</p> <p>Los criterios que están dentro del alcance de la CQR del Censo del 2020 incluyen: ..." to, "...fuera de alcance para la CQR del Censo del 2020 o que no incluyó materiales suficientes ni/o con formato correcto no más de 90 días después del envío inicial. Para obtener información sobre los tipos de casos aceptables, los requisitos para los casos y los envíos, vea el sitio web de la CQR del Censo del 2020 en &lt;URL&gt;.</p> <p>Para estar dentro del alcance de la CQR del Censo del 2020, un caso debe cumplir por lo menos uno de los siguientes requisitos: ..."; and</p> <p>Changed the signature from one manager to another.</p>

# 2020 Census CQR Frequently Asked Questions (FAQs)

---

*Version 1.1 – January 5, 2022*



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

**This page intentionally left blank.**



# TABLE OF CONTENTS

---

<b>Section 1</b>	<b>Introduction</b>	<b>1</b>
1.1	What is the 2020 Census Count Question Resolution operation (CQR)?	1
1.2	When does 2020 CQR occur?	1
1.3	What is new for 2020 CQR?	1
1.4	What type of cases are acceptable for 2020 CQR?	1
1.5	What is a housing unit?	2
1.6	What is a group quarters?	2
1.7	Can 2020 CQR correct the population count if we believe the Census Bureau missed people?	2
1.8	When must housing have been in existence for inclusion in the 2020 Census?	3
1.9	Will the Census Bureau publish a list of 2020 CQR case submissions?	3
1.10	Will we receive notification of the outcome of our 2020 CQR case?	3
1.11	What is the 2020 Post-Census Group Quarters Review?	3
<b>Section 2</b>	<b>Registration and Participation</b>	<b>1</b>
2.1	Is there a registration process for 2020 CQR?	1
2.2	Who can participate in 2020 CQR?	1
2.3	Who can initiate a 2020 CQR case?	1
2.4	What are the options to participate in 2020 CQR?	1
2.5	To help us determine if we should participate, how did the Census Bureau count persons in various living situations?	2
2.6	Is training available for 2020 CQR?	2
<b>Section 3</b>	<b>Materials</b>	<b>3</b>
3.1	How does the Census Bureau distribute 2020 CQR materials?	3
3.2	What type of material is available for use in 2020 CQR?	3
3.3	What is the Address Count Listing Files Viewer and how do we use it?	3
3.4	What are the 2021 Partnership shapefiles and how do we use them?	4
3.5	What are the 2020 Census Block Maps and how do we use them?	4
3.6	What are the 2020 Census Block-based Work Maps and how do we use them?	5
3.7	What are the CQR Block Count List Files and how do we use them?	5
3.8	What is the Address List Template File and how do we use it?	5

<b>Section 4</b>	<b>Preparing a 2020 CQR Case</b>	<b>6</b>
4.1	How does our governmental unit review 2020 Census results to determine if we need to prepare a 2020 CQR case?	6
4.2	What local data sources are suitable for preparing a 2020 CQR case?	6
4.3	What must a boundary case include?	6
4.4	What must a housing count case include?	7
4.5	What does supporting documentation include?	7
4.6	How do we report an incorrect boundary for our governmental unit that does not affect our housing or population counts?	8
4.7	How do we certify the existence of housing as of April 1, 2020 in our governmental unit?	8
4.8	How do we submit our 2020 CQR case to the Census Bureau?	9
4.9	What is the deadline to submit a 2020 CQR case?	9
<b>Section 5</b>	<b>Processing Cases and Providing Results</b>	<b>10</b>
5.1	How does the Census Bureau review a 2020 CQR case?	10
5.2	Does our governmental unit receive feedback regarding our 2020 CQR case?	10
5.3	If the Census Bureau issues revised counts because of 2020 CQR, in what data will those revisions appear?	10
5.4	If the Census Bureau corrects a governmental unit’s legal boundary during 2020 CQR, in what material will the correction appear?	11
<b>Section 6</b>	<b>Geographic Update Partnership Software (GUPS)</b>	<b>12</b>
6.1	What is GUPS?	12
6.2	Who does the Census Bureau recommend use GUPS for 2020 CQR?	12
6.3	Are there specific hardware or system requirements to install and use GUPS?	12
6.4	Can our governmental unit use a previous version of GUPS for 2020 CQR?	13
6.5	Our governmental unit has downloaded GUPS from the CQR website, but cannot install it. What should we do?	13
6.6	Our governmental unit prohibits downloading .zip files from an external website onto its network. How can we obtain the new GUPS version?	13
6.7	Where does GUPS save the exported .zip file(s) of our 2020 CQR case?	13
<b>Section 7</b>	<b>Secure Web Incoming Module (SWIM)</b>	<b>14</b>
7.1	What is SWIM?	14
7.2	What internet browsers support the use of SWIM?	14
7.3	Can I use an existing SWIM account for 2020 CQR?	14
7.4	How do I determine if I have an existing SWIM account?	14

7.5	How do I resolve problems logging into SWIM? .....	14
7.6	How do I reset my SWIM password?.....	15
7.7	How do I upload our governmental unit's 2020 CQR case using SWIM?.....	15
7.8	How do I resolve SWIM issues encountered when attempting to upload our governmental unit's 2020 CQR case? .....	15

## SECTION 1 INTRODUCTION

---

### 1.1 What is the 2020 Census Count Question Resolution operation (CQR)?

The 2020 Census CQR provides a mechanism for tribal, state, and local governmental units to request that the Census Bureau review their 2020 Census results. Specifically, tribal chairpersons and the highest elected officials (or their representative) from state and local governmental units in the United States and Puerto Rico can submit a 2020 CQR case to request review of their official 2020 Census count of housing, and/or to correct boundary and housing count issues.

Through this formal process, the Census Bureau reviews cases received to determine whether certain geographic or processing errors affected the 2020 Census count of housing and population. Count corrections made by this operation will result in the issuance of new, official 2020 Census counts to the tribal chairperson or highest elected official of all affected GUs.

The revised counts are integrated into all population estimates released after the 2020 CQR case is closed. The Census Bureau will not incorporate CQR revisions into the 2020 Census data summary files and tables or re-tabulate any of the other 2020 Census data products.

### 1.2 When does 2020 CQR occur?

The 2020 CQR occurs between January 3, 2022 and June 30, 2023.

### 1.3 What is new for 2020 CQR?

The Geographic Update Partnership Software (GUPS) for use in preparing a digital case and the Secure Web Incoming Module (SWIM) for use in submitting a case digitally for review and processing are new for 2020 CQR. Additionally, you are only required to include a count of addresses by 2020 census tabulation blocks where you believe there are incorrect address counts. You won't need to submit a list of addresses for each block.

If you are requesting a review of your boundary(s), please provide a list of residential geocoded addresses for the blocks affected by the boundary correction, and a map showing the boundary in question. Address lists and maps may be prepared using GUPS, local GIS, or paper.

### 1.4 What type of cases are acceptable for 2020 CQR?

The Census Bureau accepts two case types for 2020 CQR.

1. Boundary cases are requests for a Census Bureau review of legal boundaries in effect as of January 1, 2020, and the associated addresses affected by the boundaries. Boundary cases may correct the inaccurate recording of legal boundaries in effect on January 1, 2020 and update the housing counts for the blocks affected by the boundary correction(s) if you supply the required individual, residential address records for the affected blocks.

2. **Housing count** cases are requests for a Census Bureau review of the geographic locations or placement of housing within your specified 2020 census tabulation blocks, as well as a review of the census records in specified 2020 census tabulation blocks for completeness of the housing inventory as of April 1, 2020.

A 2020 CQR case can include any combination of these case types (e.g., boundary case and/or housing count case). The Census Bureau requests that you include appropriate supporting documentation for your case type(s) with your submission.

### **1.5 What is a housing unit?**

A housing unit may be a single-family home, townhouse, condominium, mobile home, trailer, apartment, group of rooms, or a single room occupied as a separate living quarters or, if vacant, intended for occupancy as a separate living quarters.

### **1.6 What is a group quarters?**

A group quarters is a place where people live or stay, in a group living arrangement, 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. People living in group quarters are usually not related to each other. This is not a typical household-type living arrangement.

Group quarters include such places as college residence halls, residential treatment centers, skilled nursing facilities, group homes, military barracks, correctional facilities, and workers' dormitories.

### **1.7 Can 2020 CQR correct the population count if we believe the Census Bureau missed people?**

No, 2020 CQR cannot correct the population count without identifying certain geographic or processing errors. The scope of 2020 CQR does not include a review of population within existing housing (e.g., housing units and group quarters) or a review of occupancy status (i.e., whether housing was vacant or occupied).

The Census Bureau cannot research whether the respondents or census enumerators made an incorrect determination of individual housing size or occupancy status. You must provide documentation with your case indicating that the Census Bureau missed housing, not simply missed population, during 2020 Census enumeration.

The 2020 Post-Census Group Quarters Review (2020 PCGQR) can correct errors affecting the inclusion or population count of group quarters by block. Find more information about the 2020 PCGQR at <[www.govinfo.gov/content/pkg/FR-2021-11-19/pdf/2021-25283.pdf](https://www.govinfo.gov/content/pkg/FR-2021-11-19/pdf/2021-25283.pdf)>.

## **1.8 When must housing have been in existence for inclusion in the 2020 Census?**

If the housing existed on April 1, 2020, it is included in the census count of housing, whether vacant or occupied.

## **1.9 Will the Census Bureau publish a list of 2020 CQR case submissions?**

The Census Bureau will post the list of governmental units that submitted a 2020 CQR case on the CQR website. While the Census Bureau is unable to provide specific details about individual cases, as processing begins in January of 2022, the 2020 CQR case corrections will be available in errata data posted on the CQR website.

## **1.10 Will we receive notification of the outcome of our 2020 CQR case?**

Yes, the Census Bureau will notify all governmental units of the outcome of their case in an official determination letter, even if the case is out of scope for 2020 CQR.

## **1.11 What is the 2020 Post-Census Group Quarters Review?**

The 2020 PCGQR is a mechanism for tribal, state, and local governmental units in the United States and Puerto Rico, or their designated representatives, to submit a request that the Census Bureau review their population counts for group quarters facilities by block to correct error(s) affecting the inclusion of the group quarters and their population from the 2020 Census. Find more information about the 2020 PCGQR at [www.govinfo.gov/content/pkg/FR-2021-11-19/pdf/2021-25283.pdf](https://www.govinfo.gov/content/pkg/FR-2021-11-19/pdf/2021-25283.pdf).

## **SECTION 2            REGISTRATION AND PARTICIPATION**

---

### **2.1      Is there a registration process for 2020 CQR?**

No, there is no formal registration process.

### **2.2      Who can participate in 2020 CQR?**

The Census Bureau will review, and if necessary, correct the housing counts for the following governmental units.

- 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.
- Counties and equivalent entities.
- Minor civil divisions (e.g., townships).
- Consolidated cities.
- Incorporated places (e.g., villages, towns, cities).

The Census Bureau will not accept cases from any other type of statistical or legally defined areas other than those listed above.

### **2.3      Who can initiate a 2020 CQR case?**

The Census Bureau will only accept cases that initiate from the highest elected or appointed official of tribal, state, and local governmental units (GUs), or their designated representative. Regardless of who makes the case submission, the Census Bureau must receive notification from the highest elected or appointed official of the GU that indicates they want the Census Bureau to review their census data through the CQR process. This level of notification assures the Census Bureau that the highest level of leadership is informed and in agreement with filing a case on behalf of the GU. The notification can accompany the supporting documentation submitted with the case or be provided separately through email or letter.

### **2.4      What are the options to participate in 2020 CQR?**

The Census Bureau strongly encourages governmental units (GUs) participating in 2020 CQR to submit their case inquiry digitally. GUs participating digitally may either use the Census Bureau's Geographic Update Partnership Software (GUPS) or prepare their own files to submit their case. Please refer to the participant guides for specific instructions.

If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

## **2.5 To help us determine if we should participate, how did the Census Bureau count persons in various living situations?**

The Census Bureau applies residence criteria during the 2020 Census to determine how and where to count people in various living situations. Documented within the criteria are specific residence situations to illustrate how the criteria are applied.

To learn more about residence criteria, also known as residence rules, review the content [here](#).

## **2.6 Is training available for 2020 CQR?**

No; however, you can contact us by phone at 1-888-369-3617 if you have any specific questions.



## SECTION 3 MATERIALS

---

### 3.1 How does the Census Bureau distribute 2020 CQR materials?

Please download the materials (e.g., instructions, files, maps, software, etc.) from the [CQR website](#). If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

### 3.2 What type of material is available for use in 2020 CQR?

Governmental units (GUs) must use a combination of data and map materials to review their 2020 Census results, specifically their housing counts and legal boundaries, to determine if they need to participate in 2020 CQR.

GUs can locate detailed 2020 Census data housing counts by 2020 census tabulation block within the CQR Block Count List Files.

GUs use maps with the CQR Block Count List Files to visualize their legal boundary and housing counts at the 2020 census tabulation block level. They may use these materials to prepare boundary corrections in a boundary case. Housing count cases do not require submission of updated map materials. Maps provided by the Census Bureau to support 2020 CQR include:

- 2021 Partnership Shapefiles.
- 2020 Census Block Maps.
- 2020 Census Work Maps (available if other map scale prohibits viewing blocks/boundaries and only upon request after discussing situation with the Census Bureau).

Should it be necessary for a GU to file a 2020 CQR case, the Census Bureau makes additional material available for use in creating a case.

- Geographic Update Partnership Software (GUPS).
- Address List Template File.
- CQR Block Count List Files, previously mentioned as a source for reviewing the counts.

All materials listed above have more detail in the participant guides.

### 3.3 What is the Address Count Listing Files Viewer and how do we use it?

The Address Count Listing Files Viewer is an interactive web-based map that shows the total number of residential addresses in the Master Address File (MAF) and the total number of addresses identified as group quarters in the MAF by census block. These numbers may not equate exactly with the CQR Block Count List Files because of the coding and summarization of the MAF, but the viewer is a useful tool while conducting research of the housing counts by census block.

The Address Count Listing Files Viewer is available [here](#).

### **3.4 What are the 2021 Partnership shapefiles and how do we use them?**

The 2021 Partnership shapefiles are extracts of selected geographic and cartographic information from the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) database. The version used for 2020 CQR, version 2 (PVS\_20\_v2), includes the geographical boundaries as of January 1, 2020 for the United States, the District of Columbia, Puerto Rico, and the Island Areas. They include polygon features including boundaries of legal and statistical geographic areas, linear features including roads and hydrography, and point features including landmarks. The version 2 vintage is the first partnership shapefile source to include the 2020 census tabulation geography (i.e., the 2020 census tracts and 2020 census tabulation blocks).

---

---

**IMPORTANT:** Regardless of the year (e.g., 2022-2023) the GU chooses to review the 2020 Census results and prepare a case; the 2021 Partnership shapefiles (e.g., the PVS\_20\_v2 file naming convention) is the version of shapefiles required for 2020 CQR. This version contains the official boundaries as of January 1, 2020, and the 2020 census tabulation blocks without any subsequent year's edits. Using a different version of shapefiles will prevent processing of your case.

---

---

They do not include demographic data, but they do contain geographic entity codes (e.g., GEOIDs) that can be used to link to the block level demographic data in a geographic information system (GIS) software. After spatially joining (linking) the 2021 Partnership shapefiles to the block level housing data from the CQR Block Count List File, GUs can review their housing counts and perform comparisons/analyses with their own locally sourced data to determine if filing a case is necessary. A link to these files is available from the CQR website.

For participants using a GIS to generate their 2020 CQR case materials, updated spatial data is only needed for boundary cases. Spatial updates are not required for housing count cases. Participants using the Geographic Update Partnership Software (GUPS) to prepare a case use these shapefiles. Rather than downloading the shapefiles locally onto their computer, GUPS streamlines the process by uploading these files directly from the internet by using the "Census Web" option upon launch of the software. GUPS handles all the tasks necessary to prepare a valid case submission. It takes the guesswork out of using these shapefiles.

### **3.5 What are the 2020 Census Block Maps and how do we use them?**

The 2020 Census Block Maps are large-scale, GU-based maps produced to support the decennial census data release. They are large format (36"x32"), in Adobe Portable Document File (PDF) format. The Census Bureau recommends using them with the CQR Block Count List File to review housing counts at the block level because they display the 2020 census tabulation blocks and the legal boundaries in effect as of January 1, 2020.

These are available from a link on the CQR website. If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

### **3.6 What are the 2020 Census Block-based Work Maps and how do we use them?**

The 2020 Census Block Work Maps are small-scale, small format (11"x17"), individual block-based maps in Adobe Portable Document File (PDF) format available for all 2020 census tabulation blocks within a given county. These materials are only available upon request.

Governmental units only need these maps if the scale of the other available map materials prevents a review of the legal boundaries or blocks. If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

### **3.7 What are the CQR Block Count List Files and how do we use them?**

The CQR Block Count List Files are the recommended material for reviewing housing counts and are the material used to generate a 2020 CQR housing count case. These files are state-based, comma-delimited text files that include two additional blank fields for entering corrected block count information. One field (CQRHU) is for providing the corrected CQR block count of housing units while the other is for providing the corrected CQR block count of group quarters (CQRGQ).

This file automatically loads into the Geographic Update Partnership Software (GUPS) for use by participants. If a GU does not wish to use GUPS, the file is available for download from the CQR website. If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

### **3.8 What is the Address List Template File and how do we use it?**

The Address List Template File is a pre-formatted template for governments to use to submit individual residential addresses affected by a CQR boundary case. The template is available as a comma-separated value (.csv) file (i.e., comma-delimited text file) or as a Microsoft Excel workbook (.xls) file from the CQR website. It contains a header row with 25 fields of information formatted as text, and is described in the CQR participant guides.

The GUPS includes the User Address List which mimics the fields in this template. If a GU chooses to create their own file and not use this material, the locally created file must follow the structure of the Address List Template File exactly. The Census Bureau will not accept addresses in the incorrect format or with inadequate information.

If you are unable to download materials, please contact us by phone at 1-888-369-3617 to discuss participation options.

## SECTION 4 PREPARING A 2020 CQR CASE

---

### 4.1 How does our governmental unit review 2020 Census results to determine if we need to prepare a 2020 CQR case?

Governmental units (GUs) use the Census Bureau’s data.census.gov website to review their total population and total housing counts from the 2020 Census. If those totals differ from local expectations, then GUs use the CQR Block Count List Files or the Address Count Listing Files Viewer to determine the housing counts at the 2020 census tabulation block level.

GUs may use the 2021 Partnership shapefiles in a geographic information system (GIS) software to review their legal boundaries and perform their own analysis using the CQR Block Count List Files.

For those who do not have a GIS, they may use online PDF maps from the CQR website to review their legal boundaries and view the location of the 2020 census tabulation blocks. They would still need to compare the housing count information by block to the maps to see a complete picture of the distribution of housing counts within their GU. Review the participant guides for detailed instructions on using all these tools.

If you are unable to review maps online, please contact us by phone at 1-888-369-3617 for assistance.

### 4.2 What local data sources are suitable for preparing a 2020 CQR case?

Some examples of suitable sources for use in preparing a 2020 CQR case include the following:

- A list of residential addresses by 2020 census tabulation block.
- Annexation records.
- Assessment/Parcel files or tax records (residential)
- Building permits, occupancy permits, or housing inspection records.
- Driver license files.
- E-911 address files.
- Imagery files (current as of April 1, 2020).
- School enrollment records.
- Utility records.
- Voter registration files.

### 4.3 What must a boundary case include?

A boundary case must include the following:

- A map (digital or hard copy) indicating the portion of the boundary that the Census Bureau potentially depicted incorrectly, as well as depicting the corrected boundary as of January 1, 2020.
  - Locally created maps must include the 2020 census tabulation blocks and block numbers associated with the boundary correction.

- GUs must follow boundary correction guidance as described in the appropriate Boundary and Annexation Survey (BAS) Respondent Guides.
- A list (digital or hard copy) of residential addresses in the 2020 census tabulation blocks affected by the incorrect boundary, indicating their correct coordinates or location in relationship to the boundary. This list must follow the style from the Address List Template File provided by the Census Bureau.
- Supporting documentation, which may include legal documentation for certain circumstances. Details on what this entails are in FAQ 4.5 and in the participant guide.

#### **4.4 What must a housing count case include?**

A housing count case must include the following:

- A list (digital or hard copy) that includes the contested 2020 census tabulation blocks in their GU, their current housing counts, and the corrected housing counts for both housing units and group quarters as of April 1, 2020. This list must follow the style used within the CQR Block Count List Files provided by the Census Bureau.
- Supporting documentation. Details on what this entails are in FAQ 4.5 and in the participant guide.

#### **4.5 What does supporting documentation include?**

Supporting documentation differs depending on whether a GU is submitting a boundary or housing count case. If a case includes both boundary and housing count components, the supporting documentation for both components must be included with the CQR submission.

Supporting documentation for a boundary case includes:

- Written correspondence from the highest elected or appointed official, or their designated representative, that:
  - Specifies the case disputes the location of a legal boundary within the GU. If the case also disputes the housing count, then review the information below that outlines the supporting documentation for a housing count case.
    - Consider inclusion of a summary that confirms the contents of the submission, i.e., like an inventory of the 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) must include the legal boundary in effect as of January 1, 2020 and the addresses affected by the boundary correction as of April 1, 2020. More recent source material must include a way to determine the boundary and addresses that were valid on January 1, 2020 and April 1, 2020, respectively.
- Confirmation the boundary was legally in effect as of January 1, 2020.
  - If required by state law, the GU must provide evidence the required state agency approved the boundary change and provide a statement that the boundary is not under litigation.
- Legal documentation describing legal boundary changes to the GU, which may include annexations, incorporations, etc. Local laws, ordinances, or other types of legal documentation would fulfill this requirement.
  - Legal documentation is only required if it is applicable for the boundary correction submitted for CQR. It may not apply in all instances of boundary cases.

- Legal documentation, as cited in the Boundary and Annexation Survey materials, includes change type (e.g., annexation, deannexation, boundary correction, and other), authorization type (e.g., ordinance, resolution, local law, state level action, and other), documentation number, and effective date (i.e., month, date, year).
- Confirmation the individual addresses included in the Address List Template are residential and were available for occupancy on April 1, 2020.

Supporting documentation for a housing count case includes:

- Written correspondence from the highest elected or appointed official, or their designated representative, that:
  - Specifies the case disputes the housing counts for one or more 2020 census tabulation blocks within the GU and includes details, if known, about the suspected housing count error(s). If the case also disputes a GU boundary, review the information above that outlines the supporting documentation for a boundary case.
    - Provide as much detail as possible about the housing count discrepancy to assist the Census Bureau with its research of your GU's case. Examples of valid details to include might be information about the conversion of a commercial building into residential housing units prior to April 1, 2020, or an incorrect geocode of an address to the incorrect side of the street.
    - Consider inclusion of a summary that confirms the contents of the submission, i.e., like an inventory of the 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 housing 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.
- Confirmation that the updated count information includes only residential addresses that existed and were available for occupancy on April 1, 2020.

#### **4.6 How do we report an incorrect boundary for our governmental unit that does not affect our housing or population counts?**

Boundary inaccuracies that do not affect housing or population counts are out of scope for 2020 CQR. This is a Boundary and Annexation Survey (BAS) matter. More information about the BAS is available [here](#).

#### **4.7 How do we certify the existence of housing as of April 1, 2020 in our governmental unit?**

The highest elected or appointed official, or their designated representative, prepares a written statement that the housing included in the 2020 CQR case existed and was available for occupancy on April 1, 2020. This written statement serves as the certification of existence.

#### **4.8 How do we submit our 2020 CQR case to the Census Bureau?**

Governmental units use the Census Bureau's Secure Web Incoming Module (SWIM) to submit either their GUPS generated .zip file or their own digitally created .zip file for 2020 CQR to the Census Bureau. Refer to the participant guide for instruction.

If you cannot use SWIM, please ship your submission to the following address:

U.S. Census Bureau  
National Processing Center  
ATTN: CQR Geography Bldg 63E  
1201 E 10<sup>th</sup> St  
Jeffersonville, IN 47132

The Census Bureau recommends using a method of shipping that offers a tracing capability and provides a tracking number. Refer to the participant guide for detailed packaging instructions to protect any individual address or map spot information.

#### **4.9 What is the deadline to submit a 2020 CQR case?**

The Census Bureau will accept 2020 CQR cases through June 30, 2023. If submitting a case by mail, ensure the postmark is no later than June 30, 2023.

## **SECTION 5                    PROCESSING CASES AND PROVIDING RESULTS**

---

### **5.1            How does the Census Bureau review a 2020 CQR case?**

Upon receipt of a case, Census Bureau staff determine if the case is within the scope of 2020 CQR. If the case is out of scope, the Census Bureau notifies the governmental unit (GU) through a letter of determination. If in scope, staff use the case materials to establish the universe of blocks and/or boundaries to research. The nature of the research depends on the type of case (e.g., boundary and/or count) and the documentation that accompanied the case in support of the request for review.

Staff review the legal boundary of the GU and/or the 2020 Census records against the documentation provided with the case and correct certain errors in the census data. Upon completion of research and any correction, the Census Bureau prepares a determination letter for the GU that submitted the case, as well as other GUs affected by the corrections.

If warranted based on the corrections, staff prepare revised count data to post on the CQR website, and update our records for use in the annual postcensal estimates released for the years after a decennial census.

### **5.2            Does our governmental unit receive feedback regarding our 2020 CQR case?**

Yes, in several forms of communication. For digital submissions, the Secure Web Incoming Module (SWIM) generates a message on-screen indicating a successful transmission of the CQR .zip file. For paper submissions, and to further confirm a digital submission, the Census Bureau intends to send a separate email confirming receipt of the case. If questions or problems arise with the case, the Census Bureau will reach out to you by phone or email for clarification.

The Census Bureau will respond to all cases in writing, even if the case is out of scope, and will notify all affected governmental units (GUs) of any correction to their official counts resulting from a CQR decision by issuing determination letters. Even if the case did not result in a housing count revision or boundary correction, the Census Bureau will issue a determination letter to the GU.

For GUs submitting a boundary case, the Census Bureau seeks acceptance of the proposed correction(s) before finalization. They do so by distributing a verification map product for the GU to review the correction. If they agree with the work, the Census Bureau moves forward with finalizing the boundary correction in the census spatial data. If they disagree, the two groups work closely to capture the correction accurately.

### **5.3            If the Census Bureau issues revised counts because of 2020 CQR, in what data will those revisions appear?**

Revisions, or errata, from 2020 CQR case corrections will be available from the CQR website as cases are processed. The revised counts are integrated into all population estimates released



after the case is closed. The American Community Survey (ACS) uses population totals from the Population Estimates Program at the incorporated place, minor civil division, and county level to adjust the population totals published by the survey. Thus, to the extent that population estimates incorporate the 2020 CQR results, the ACS will also reflect those revisions. The Census Bureau will not incorporate CQR revisions into the 2020 Census data summary files and tables or re-tabulate any of the other 2020 Census data products.

#### **5.4 If the Census Bureau corrects a governmental unit's legal boundary during 2020 CQR, in what material will the correction appear?**

Prior to finalizing boundary corrections in the census spatial data, the Census Bureau prepares a verification map product to distribute to the governmental unit (GU) for agreement that the Census Bureau made the correction(s) to their satisfaction. This is the first product where the proposed boundary correction appears. If the GU agrees, the Census Bureau moves forward with finalizing the correction.

Corrected boundaries become the current boundaries in Census Bureau generated shapefiles. The version of shapefiles in which they appear depends on the timing of receipt of the submission and completion of Census Bureau processing. The earliest the updated boundaries could appear is 2022 and the latest in which they would first appear is 2024. Once corrected, they will appear in all subsequent Census Bureau (e.g., TIGER/Line and Partnership) shapefile releases unless modified further with the annual Boundary and Annexation Survey.

## **SECTION 6      GEOGRAPHIC UPDATE PARTNERSHIP SOFTWARE (GUPS)**

---

### **6.1      What is GUPS?**

The Geographic Update Partnership Software, or GUPS, is a self-contained, customized geographic information system (GIS) software application provided to participants by the Census Bureau for use in completing many of their geographic programs and operations. Each geographic program supported by GUPS includes a unique set of tools built to run within the QGIS environment. For CQR GUPS is programmed with all the components needed to prepare a case, including built-in access to the TIGER partnership shapefiles used for CQR through a “Census Web” Map Management option.

Designed with the user in mind, GUPS is user-friendly. It includes a review tool requiring the validation of the data to the program criteria before creating a 2020 CQR case .zip file. GUPS ensures the case is valid and allows for easier processing once received by the Census Bureau. GUPS does not require an internet connection to function, but one is necessary to use the recommended “Census Web” option and the built-in imagery server.

GUPS allows governmental units to add external geospatial data (e.g., shapefiles, geodatabases, and imagery) and tabular data (e.g., text files in the .txt or .csv format) for comparison and update purposes.

### **6.2      Who does the Census Bureau recommend use GUPS for 2020 CQR?**

GUPS can be used by all eligible governmental units (GUs); however, the GUPS organizes work by county-level geography. As a result, tribal or incorporated place GUs that extend into more than one county may not wish to use the GUPS to prepare their case because they will have to work each portion of their GU by county. Larger (both geographically and population-wise) GUs may also find GUPS cumbersome to use as they prepare their case.

The Census Bureau believes GUPS is the best choice for smaller GUs (both geographically and population-wise) and for GUs within a single county who are submitting a boundary and/or housing count case.

### **6.3      Are there specific hardware or system requirements to install and use GUPS?**

GUPS can be installed on both Windows® and Apple® operating systems. GUPS requires a minimum of 4 gigabytes (GB) of disk space and a minimum of 4 GB of RAM (8 GB preferred for optimal performance) to run. Disk space to store shapefiles varies by size of the shapefiles. Instructions for installation are in the GUPS Guide.

#### **6.4 Can our governmental unit use a previous version of GUPS for 2020 CQR?**

No, you must install an updated version of GUPS to participate in 2020 CQR. The updated version is available from the CQR website. Confirm the version installed by using the GUPS→About GUPS menu. CQR uses version 15.0.0-4.

#### **6.5 Our governmental unit has downloaded GUPS from the CQR website, but cannot install it. What should we do?**

Many agencies/organizations require certain security privileges to download and install external software. Work with your local Information Technology (IT) staff person to gain those rights or ask they assist with installation. Refer to the GUPS Guide for installation guidance.

If you are still having problems, please call us at 1-888-369-3617 to discuss participation options.

#### **6.6 Our governmental unit prohibits downloading .zip files from an external website onto its network. How can we obtain the new GUPS version?**

If you are unable to download GUPS from our website, please call us at 1-888-369-3617 to discuss participation options.

#### **6.7 Where does GUPS save the exported .zip file(s) of our 2020 CQR case?**

GUPS saves the exported CQR .zip file(s) to C:\GUPSGIS\gupsdata\CQR20\output. Please note the drive label (e.g., C:\) may differ on your machine if the default installation directory changed during the installation process.

The file naming convention for the GUPS exported CQR .zip file begins with “cqr20\_” and ends with “return.zip”. If you cannot locate the file, perform a file search for “cqr20\_\*.zip”.

## SECTION 7      SECURE WEB INCOMING MODULE (SWIM)

---

### 7.1      What is SWIM?

The Secure Web Incoming Module, also known as SWIM, is the official web portal for secure upload of partnership materials to the Census Bureau. Because of Census Bureau IT Security policies, governmental units use SWIM to provide digital case submissions to the Census Bureau. Access SWIM [here](#).

### 7.2      What internet browsers support the use of SWIM?

SWIM runs on the two most recent versions of each of the four major internet browsers (e.g., Internet Explorer®, Google Chrome®, Mozilla Firefox®, and Apple Safari®). If you encounter issues with using SWIM, confirm the browser version and update it if it is not one of the latest two versions.

### 7.3      Can I use an existing SWIM account for 2020 CQR?

Yes, individuals can use existing SWIM accounts for 2020 CQR. SWIM accounts are for individuals, not GUs or for specific programs.

### 7.4      How do I determine if I have an existing SWIM account?

To determine whether a SWIM account exists, click the “Forgot your password” link on the main SWIM page and enter the email address to check for account existence. If SWIM does not locate an account associated with the email address, it will return the following message, “*No account registered for this email. Go to Account Registration.*” Choosing the ‘Account Registration’ link opens a window to establish a new SWIM account.

To establish a new account, a SWIM token is required. If you need one, please call us at 1-888-369-3617 to obtain a SWIM token.

### 7.5      How do I resolve problems logging into SWIM?

First, the email and password components of the SWIM system accounts are case-sensitive. If you have forgotten the case-sensitive format used when establishing the SWIM account, this may be the source of your login problems.

SWIM allows four attempts to login before it temporarily locks your account for 15 minutes. If you have attempted to login four times, after the 15-minute lock expires, try to login again using different case sensitive combinations for your email address. If you have simply forgotten your password, you may reset your password using the ‘Forgot your password’ link on the login page. This functionality works in the same manner as other online websites; however, if you cannot remember the case-sensitive format used for the email address, this password reset functionality will not work. To attempt to reset your password, follow the prompts for entering your case-sensitive email address and providing your security answer. If the security answer is

correct, the SWIM system will send a password reset link to the email account for use in resetting the password.

If you are still having issues, please call us at 1-888-369-3617 for assistance.

## **7.6 How do I reset my SWIM password?**

If you have forgotten your SWIM password, you can reset your password on the SWIM website by selecting “Forgot your password?” on the login page. SWIM allows you to reset your password information and security question.

Once selected, follow the prompts to enter your email address and provide your security answer. If the security answer is correct, the SWIM system sends a password reset link to the email account for use in resetting the password.

Once logged into SWIM, users can modify their password and security answer by selecting the ‘Change Security’ link at the top, right-hand side of the page.

If you are still having issues, please call us at 1-888-369-3617 for assistance.

## **7.7 How do I upload our governmental unit’s 2020 CQR case using SWIM?**

Access SWIM from the following website: [<respond.census.gov/swim/>](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. Refer to the participant guide for examples of the SWIM screens and overall submission process.

## **7.8 How do I resolve SWIM issues encountered when attempting to upload our governmental unit’s 2020 CQR case?**

Three of the most common issues with SWIM involve the web browser, the file extension, and the file size. SWIM supports the two most recent versions of Internet Explorer, Google Chrome, Mozilla Firefox, and Apple Safari. If your version is older, upgrade to a newer browser version and try uploading again.

SWIM only recognizes “.zip” file extensions, so ensure the file you are attempting to submit is in the .zip file format. If you attempt to post a file that is not in .zip file format, you will receive the following error message, “*Error uploading file. Reason: File is not a .zip file.*” Additionally, the .zip file must not contain another .zip file as part of its components.

Lastly, SWIM currently has a size limitation of 250 megabytes for .zip files. If your .zip file is larger than 250 megabytes, ensure to only include spatial data and address records for the blocks affected by the boundary case and that the block counts file only includes blocks in question for the housing count case. Most submissions will easily fall beneath the 250 megabytes size limitation if they only include the necessary/edited information.

If your file is larger than 250 megabytes, please call us at 1-888-369-3617 for assistance.



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

<Entity Name>  
<Entity ID>

<Date>

<Title> <Name>  
<Position>  
<Department Name> *(optional, as needed)*  
<Mailing Address>  
<City>, <ST> <ZIP>

RE: 2020 Census CQR Case Number <CaseID#>

Dear <Title or Position> <Last Name>:

Thank you for your submission to the 2020 Census Count Question Resolution operation (CQR). This letter serves as the official determination for your submission.

We reviewed the documentation you provided in conjunction with official 2020 Census records as part of our research to resolve your question(s). Our research did not identify any errors to correct in the census records within the scope of CQR, so we will not revise the official 2020 Census counts for your governmental unit.

Thank you for sharing your concerns, and for your efforts to ensure that the 2020 Census counts are accurate. If you have questions, please contact the CQR Help Desk by phone at 1-(888) 369-3617 or by email at [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). Please cite the 2020 Census CQR case number shown above in your communication.

Sincerely,

A handwritten signature in black ink that reads "Deborah M. Stempowski".

Deborah M. Stempowski  
Associate Director for  
Decennial Census Programs



<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, PR <ZIP>

EN REFERENCIA A: Caso Número <CaseID#> de la CQR del Censo del 2020

Estimado(a) <Title or Position> <Last Name>:

Le agradecemos su solicitud de revisión enviada a la operación de Resolución de Preguntas del Censo del Censo del 2020 (CQR, por sus siglas en inglés). Esta carta constituye la determinación oficial con respecto a su solicitud.

Revisamos la documentación que usted nos proporcionó junto con los registros oficiales del Censo del 2020 como parte de nuestra investigación para resolver sus preguntas. Nuestra investigación no identificó errores que necesitaran corrección en los registros del censo dentro del alcance de la CQR, de modo que no modificaremos los conteos oficiales del Censo del 2020 para su unidad gubernamental.

Gracias por compartir sus inquietudes y por sus esfuerzos para asegurar que los conteos del Censo del 2020 sean precisos. Si tiene preguntas, comuníquese con el Centro de Ayuda de la CQR por teléfono al 1-(888) 369-3617 o por correo electrónico a [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). En su comunicación, mencione el número de caso de la CQR del Censo del 2020 que aparece anteriormente.

Atentamente,

A handwritten signature in black ink that reads "Deborah M. Stempowski".

Deborah M. Stempowski  
Director Asociado  
Programas del Censo Decenal



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

<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, <ST> <ZIP>

RE: 2020 Census CQR Case Number <CaseID#>

Dear <Title or Position> <Last Name>:

Thank you for your submission to the 2020 Census Count Question Resolution operation (CQR). This letter serves as the official determination for your submission. We reviewed the documentation you provided in conjunction with the official 2020 Census records as part of our research to resolve your question(s). Our research found an error(s) within the legal boundary of your governmental unit.

Enclosed are your revised housing and population counts in the form of an official statement and a detailed table. If your CQR case resulted in a change for an adjacent governmental unit, they will receive a separate notification regarding their revised counts. You will receive a courtesy copy (CC) of their notification.

Thank you for sharing your concerns, and for your efforts to ensure that the 2020 Census counts are accurate. If you have questions, please contact the CQR Help Desk by phone at 1-(888) 369-3617 or by email at [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). Please cite the 2020 Census CQR case number shown above in your communication.

Sincerely,

A handwritten signature in black ink that reads "Robert L. Santos".

Robert L. Santos

Director

Enclosures

cc: State Data Center  
Federal-State Cooperative for Population Estimates  
Census Redistricting Office  
Congressional (if needed)



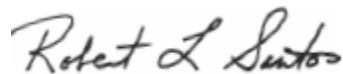
FROM THE DIRECTOR  
U.S. CENSUS BUREAU

This is an official statement of the revised 2020 Census counts of housing and population made through 2020 Census CQR case number <CaseID#>.

~~~~~  
According to the official records of the TWENTY-FOURTH DECENNIAL CENSUS OF THE UNITED STATES, on file at the U.S. Census Bureau, the following are the revised counts as of April 1, 2020, for <Entity Name>, <State Name>:

Total Housing.....<#>  
Total Population.....<#>  
~~~~~

Because of the actions taken in this CQR case, the Census Bureau will include the revisions in the errata information available online from <[www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html)>. The Census Bureau will use the revisions to modify the decennial census file for use in annual postcensal estimates released for the years after the decennial census; however, the census counts used for congressional apportionment, legislative redistricting, and the 2020 Census data products will remain unchanged. See the enclosed table for a summary of the revisions. The table includes the original and revised counts of housing and population and the change calculated between the two.



Robert L. Santos  
Director

**Table 1: 2020 Census CQR Original and Revised Counts**

Governmental unit (GU) name	Original 2020 Census Counts			Revised Counts			Change		
	Total Housing Units (HUs)	Total Group Quarters (GQs)	Total Population	Total HUs	Total GQs	Total Population	Total HUs	Total GQs	Total Population
<Entity Name>, <State Name>	10	5	100	11	4	80	1	-1	-20



<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> (optional, as needed)

<Mailing Address>

<City>, PR <ZIP>

EN REFERENCIA A: Caso Número <CaseID#> de la CQR del Censo del 2020

Estimado(a) <Title or Position> <Last Name>:

Le agradecemos su solicitud de revisión enviada a la operación de Resolución de Preguntas del Censo del 2020 (CQR, por sus siglas en inglés). Esta carta constituye la determinación oficial con respecto a su solicitud. Revisamos la documentación que usted nos proporcionó junto con los registros oficiales del Censo del 2020 como parte de nuestra investigación para resolver sus preguntas. Nuestra investigación encontró errores dentro del límite legal de su unidad gubernamental.

Adjuntamos sus conteos modificados de vivienda y población, en forma de una declaración oficial y una tabla detallada. Si su caso de CQR ocasionó un cambio en una unidad gubernamental adyacente, esa unidad recibirá una notificación aparte con respecto a sus conteos modificados. Usted recibirá una copia de cortesía (CC) de la notificación.

Gracias por compartir sus inquietudes y por sus esfuerzos para asegurar que los conteos del Censo del 2020 sean precisos. Si tiene preguntas, comuníquese con el Centro de Ayuda de la CQR por teléfono al 1-(888) 369-3617 o por correo electrónico a <[dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov)>. En su comunicación, mencione el número de caso de la CQR del Censo del 2020 que aparece anteriormente.

Atentamente,

Robert L. Santos  
Director

Documentos adjuntos

cc: State Data Center  
Federal-State Cooperative for Population Estimates  
Census Redistricting Office  
Congressional (if needed)

DEL DIRECTOR  
OFICINA DEL CENSO DE LOS EE. UU.

Esta es una declaración oficial con respecto a las modificaciones de los conteos de vivienda y población del Censo del 2020 realizadas debido al caso número <CaseID#> de la CQR del Censo del 2020.

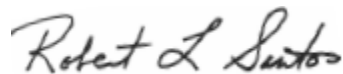
~~~~~

En conformidad con los registros oficiales del VIGÉSIMO CUARTO CENSO DECENAL DE LOS ESTADOS UNIDOS, archivados en la Oficina del Censo de los EE. UU., los siguientes son los conteos modificados a la fecha de 1 de abril de 2020 para <Entity Name>, <State Name>:

Total de Vivienda.....<#>  
Total de Población.....<#>

~~~~~

Debido a las acciones realizadas en este caso de CQR, la Oficina del Censo incluirá las revisiones en la información sobre erratas disponible por internet en <[www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html)>. La Oficina del Censo usará las revisiones para modificar el archivo del censo decenal para su uso en estimaciones poscensales anuales que se publicarán en los años posteriores al censo decenal; sin embargo, los conteos del censo que se usarán para la distribución proporcional de distritos congresionales, la redistribución legislativa y los productos de datos del Censo del 2020 no se modificarán. Vea la tabla adjunta para obtener un resumen de las revisiones. La tabla incluye los conteos de vivienda y población originales y modificados, y el cambio que se calculó entre los dos.



Robert L. Santos  
Director

**Tabla 1: Conteos Originales y Modificados de la CQR del Censo del 2020**

Nombre de la unidad gubernamental (GU)	Conteos Originales del Censo del 2020			Conteos Modificados			Cambio		
	Total de Unidades de Vivienda (HU)	Total de Alojamientos de Grupo (GQ)	Total de Población	Total de HU	Total de GQ	Total de Población	Total de HU	Total de GQ	Total de Población
<Entity Name>, <State Name>	10	5	100	11	4	80	1	-1	-20



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

<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, <ST> <ZIP>

RE: 2020 Census CQR Case Number <CaseID#>

Dear <Title or Position> <Last Name>:

As part of the U.S. Census Bureau's 2020 Census Count Question Resolution operation (CQR), <case-submitting Entity Name>, <State Name> questioned their 2020 Census housing counts. The 2020 Census CQR accepts requests (i.e., cases) from tribal, state, and local officials or their designated representatives in the United States and Puerto Rico to review the official 2020 Census records used to create their housing and population counts. Information regarding the 2020 Census CQR is available online at [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

We reviewed the documentation that <case-submitting Entity Name> provided in conjunction with the official 2020 Census records as part of our research to resolve their case. Our research found an error(s) that affects your counts as well. This letter, and its enclosure, serve as the official determination from our research. <Case-submitting Entity Name> will receive a courtesy copy (CC) of this communication.

Enclosed are your revised housing and population counts in the form of an official statement and a detailed table. If you have questions about this letter or the enclosure, please contact the Census Bureau's CQR Help Desk by phone at 1-(888) 369-3617 or by email at [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). Please cite the 2020 Census CQR case number shown above in your communication.

Sincerely,

Robert L. Santos  
Director

Enclosures

cc: <Case-Submitting Entity Name>, <ST>  
State Data Center  
Federal-State Cooperative for Population Estimates  
Census Redistricting Office  
Congressional (if needed)

FROM THE DIRECTOR  
U.S. CENSUS BUREAU

This is an official statement of the revised 2020 Census counts of housing and population made through the 2020 Census CQR case number <CaseID#> for <case-submitting Entity Name>, <State Name>.

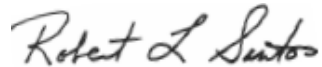
~~~~~

According to the official records of the TWENTY-FOURTH DECENNIAL CENSUS OF THE UNITED STATES, on file at the U.S. Census Bureau, the following are the revised counts as of April 1, 2020, for <Entity Name>, <State Name>:

Total Housing.....<#>  
Total Population.....<#>

~~~~~

Because of the actions taken in the CQR case for <case submitting Entity Name>, the Census Bureau will include the revisions in the errata information available online from <[www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html)>. The Census Bureau will use the revisions to modify the decennial census file for use in annual postcensal estimates released for the years after the decennial census; however, the census counts used for congressional apportionment, legislative redistricting, and the 2020 Census data products will remain unchanged. See the enclosed table for a summary of the revisions. The table includes the original and revised counts of housing and population and the change calculated between the two.



Robert L. Santos  
Director



**Table 1: 2020 Census CQR Original and Revised Counts**

Governmental unit (GU) name	Original 2020 Census Counts			Revised Counts			Change		
	Total Housing Units (HUs)	Total Group Quarters (GQs)	Total Population	Total HUs	Total GQs	Total Population	Total HUs	Total GQs	Total Population
<Entity Name>, <State Name>	10	5	100	11	4	80	1	-1	-20



<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, PR <ZIP>

EN REFERENCIA A: Caso Número <CaseID#> de la CQR del Censo del 2020

Estimado(a) <Title or Position> <Last Name>:

Como parte de la operación de Resolución de Preguntas del Censo del 2020 (CQR), <case-submitting Entity Name>, Puerto Rico cuestionó los conteos del Censo del 2020 para su unidad gubernamental. La CQR del Censo del 2020 acepta solicitudes de revisión (es decir, casos) de parte de funcionarios tribales, estatales y locales o de sus representantes designados, en los Estados Unidos y en Puerto Rico, de los registros oficiales del Censo del 2020 que se usaron para crear sus conteos de vivienda y población. La información relacionada con la CQR del Censo del 2020 está disponible por internet en [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

Revisamos la documentación que <case-submitting Entity Name>, nos proporcionó junto con los registros oficiales del Censo del 2020 como parte de nuestra investigación para resolver el caso. Nuestra investigación encontró errores que también afectan sus conteos. Esta carta y el documento adjunto constituyen la determinación oficial en función de nuestra investigación. <Case-submitting Entity Name> recibirá una copia de cortesía (CC) de esta comunicación.

Adjuntamos sus conteos modificados de vivienda y población, en forma de una declaración oficial y una tabla detallada. Si tiene preguntas sobre esta carta o el documento adjunto, comuníquese con el Centro de Ayuda de la CQR por teléfono al 1-(888) 369-3617 o por correo electrónico a [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). En su comunicación, mencione el número de caso de la CQR del Censo del 2020 que aparece anteriormente.

Atentamente,

Robert L. Santos  
 Director

Documentos adjuntos

cc: <Case-Submitting Entity Name>, PR  
State Data Center  
Federal-State Cooperative for Population Estimates  
Census Redistricting Office  
Congressional (if needed)

DEL DIRECTOR  
OFICINA DEL CENSO DE LOS EE. UU.

Esta es una declaración oficial con respecto a las modificaciones de los conteos de vivienda y población del Censo del 2020 realizadas debido al caso número <CaseID#> de la CQR del Censo del 2020 para <case-submitting Entity name>, Puerto Rico.

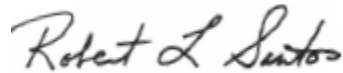
~~~~~

En conformidad con los registros oficiales del VIGÉSIMO CUARTO CENSO DECENAL DE LOS ESTADOS UNIDOS, archivados en la Oficina del Censo de los EE. UU., los siguientes son los conteos modificados a la fecha de 1 de abril de 2020 para <Entity Name>, Puerto Rico:

Total de Vivienda.....<#>  
Total de Población.....<#>

~~~~~

Debido a las acciones realizadas en este caso de CQR para <case submitting Entity Name>, la Oficina del Censo incluirá las revisiones en la información sobre erratas disponible por internet en [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html). La Oficina del Censo usará las revisiones para modificar el archivo del censo decenal para su uso en estimaciones poscensales anuales que se publicarán en los años posteriores al censo decenal; sin embargo, los conteos del censo que se usarán para la distribución proporcional de distritos congresionales, la redistribución legislativa y los productos de datos del Censo del 2020 no se modificarán. Vea la tabla adjunta para obtener un resumen de las revisiones. La tabla incluye los conteos de vivienda y población originales y modificados, y el cambio que se calculó entre los dos.



Robert L. Santos  
Director

**Tabla 1: Conteos Originales y Modificados de la CQR del Censo del 2020**

Nombre de la unidad gubernamental (GU)	Conteos Originales del Censo del 2020			Conteos Modificados			Cambio		
	Total de Unidades de Vivienda (HU)	Total de Alojamientos de Grupo (GQ)	Total de Población	Total de HU	Total de GQ	Total de Población	Total de HU	Total de GQ	Total de Población
<Entity Name>, Puerto Rico	10	5	100	11	4	80	1	-1	-20



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

<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, <ST> <ZIP>

RE: 2020 Census CQR Case Number <CaseID#>

Dear <Title or Position> <Last Name>:

Thank you for your submission to the 2020 Census Count Question Resolution operation (CQR). This letter serves as the official determination for your submission.

We reviewed the documentation you provided in conjunction with official 2020 Census records as part of our research to resolve your question(s). Our research found an error(s) within the legal boundary of your governmental unit and we have made the correction; however, the correction did not change the counts for your total housing and population, so there is no change to your official 2020 Census counts. The revised housing counts by block, introduced by the correction(s), will be available in the coming months in the errata document located on [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

Thank you for sharing your concerns, and for your efforts to ensure that the 2020 Census counts are accurate. If you have questions, please contact the CQR Help Desk by phone at 1-(888) 369-3617 or by email at [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). Please cite your 2020 Census CQR case number in your communication.

Sincerely,

Deborah M. Stempowski  
Associate Director for  
Decennial Census Programs



&lt;Entity Name&gt;

&lt;Entity ID&gt;

&lt;Date&gt;

&lt;Title&gt; &lt;Name&gt;

&lt;Position&gt;

<Department Name> *(optional, as needed)*

&lt;Mailing Address&gt;

&lt;City&gt;, PR &lt;ZIP&gt;

EN REFERENCIA A: Caso Número &lt;CaseID#&gt; de la CQR del Censo del 2020

Estimado(a) &lt;Title or Position&gt; &lt;Last Name&gt;:

Le agradecemos su solicitud de revisión enviada a la operación de Resolución de Preguntas del Censo del Censo del 2020 (CQR, por sus siglas en inglés). Esta carta constituye la determinación oficial con respecto a su solicitud.

Revisamos la documentación que usted nos proporcionó junto con los registros oficiales del Censo del 2020 como parte de nuestra investigación para resolver sus preguntas. Nuestra investigación encontró errores dentro del límite legal de su unidad gubernamental y hemos hecho las correcciones necesarias; sin embargo, las correcciones no cambiaron los conteos del total de vivienda y población, de modo que no hay cambios en sus conteos oficiales del Censo del 2020. Los conteos modificados de vivienda por bloques, generados por las correcciones, estarán disponibles en los próximos meses en el documento de fe de erratas ubicado en [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

Gracias por compartir sus inquietudes y por sus esfuerzos para asegurar que los conteos del Censo del 2020 sean precisos. Si tiene preguntas, comuníquese con el Centro de Ayuda de la CQR por teléfono al 1-(888) 369-3617 o por correo electrónico a [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). En su comunicación, mencione su número de caso de la CQR del Censo del 2020.

Atentamente,

Deborah M. Stempowski  
Director Asociado  
Programas del Censo Decenal



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

<Entity Name>

<Entity ID>

<Date>

<Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, <ST> <ZIP>

RE: 2020 Census CQR Case Number <CaseID#>

Dear <Title or Position> <Last Name>:

Thank you for your submission to the 2020 Census Count Question Resolution operation (CQR). This letter serves as the official determination for your submission. We reviewed the documentation you provided and determined your submission is out-of-scope for 2020 Census CQR or did not include sufficient materials and/or correct formatting within 90 days of the original submission. For information on acceptable case types, case criteria, and submission requirements please review the 2020 Census CQR website at [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

To be in-scope for 2020 Census CQR, a case must meet at least one of the following criteria:

- Correcting the inaccurate recording of boundaries legally in effect on January 1, 2020, and updating the housing counts for the 2020 census tabulation blocks affected by the boundary correction. Note that updating the housing counts only occurs if the governmental unit supplied the individual address records for the blocks affected by the boundary correction.
- Correcting the coverage or placement of housing within the correct governmental unit boundaries and 2020 census tabulation blocks.

Thank you for sharing your concerns, and for your efforts to ensure that the 2020 Census counts are accurate. If you have questions, please contact the CQR Help Desk by phone at 1-(888) 369-3617 or by email at [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). Please cite your 2020 Census CQR case number shown above in your communication.

Sincerely,

A handwritten signature in black ink that reads "Deborah M. Stempowski".

Deborah M. Stempowski  
Associate Director for  
Decennial Census Programs





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

<Entity Name>

<Entity ID>

<Date>

<Title> <Name>

<Position>

<Department Name> *(optional, as needed)*

<Mailing Address>

<City>, PR <ZIP>

EN REFERENCIA A: Caso número <CaseID#> de la CQR del Censo del 2020

Estimado(a) <Title or Position> <Last Name>:

Le agradecemos su solicitud de revisión enviada a la operación de Resolución de Preguntas del Censo del 2020 (CQR, por sus siglas en inglés). Esta carta constituye la determinación oficial con respecto a su solicitud. Revisamos la documentación que nos proporcionó y determinamos que su solicitud está fuera de alcance para la CQR del Censo del 2020 o que no incluyó materiales suficientes ni/o con formato correcto no más de 90 días después del envío inicial. Para obtener información sobre los tipos de casos aceptables, los requisitos para los casos y los envíos, vea el sitio web de la CQR del Censo del 2020 en [www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html](http://www.census.gov/programs-surveys/decennial-census/decade/2020/planning-management/evaluate/cqr.html).

Para estar dentro del alcance de la CQR del Censo del 2020, un caso debe cumplir por lo menos uno de los siguientes requisitos:

- Corregir el registro no preciso de límites con efecto legal el 1 de enero de 2020 y actualizar los conteos de vivienda para los bloques de tabulación del Censo del 2020 afectados por la corrección de los límites. Tenga en cuenta que la actualización de los conteos de vivienda se realiza solo si la unidad gubernamental proporcionó los registros de direcciones individuales para los bloques afectados por la corrección de los límites.
- Corregir la cobertura o la ubicación de viviendas dentro de los límites correctos de las unidades gubernamentales y los bloques de tabulación del Censo del 2020

Gracias por compartir sus inquietudes y por sus esfuerzos para asegurar que los conteos del Censo del 2020 sean precisos. Si tiene preguntas, comuníquese con el Centro de Ayuda de la CQR por teléfono al 1-(888) 369-3617 o por correo electrónico a [dcmd.2020.cqr.submissions@census.gov](mailto:dcmd.2020.cqr.submissions@census.gov). En su comunicación, mencione su número de caso de la CQR del Censo del 2020 que aparece anteriormente.

Atentamente,

Deborah M. Stempowski  
Director asociado  
Programas del Censo Decenal