

SUPPORTING STATEMENT A
U.S. Department of Commerce
U.S. Census Bureau
Redistricting Data Program
OMB Control No. 0607-0988

Abstract

The Redistricting Data Program (RDP) is administered in accordance with Public Law (P.L.) 94-171. The RDP provides states, the District of Columbia (DC), and the Commonwealth of Puerto Rico (PR) the opportunity to delineate the small area geographies for which they need to receive data tabulations to support their redistricting efforts. The RDP provides high-quality redistricting data to the states, DC, and PR in a timely manner in support of their redistricting efforts. The RDP also collects state legislative district and congressional district plans from the states, DC, and PR, delineated using the decennial P.L. 94-171 redistricting data tabulations, and allows for periodic collection of updated state legislative and congressional district boundaries. In addition, the U.S. Census Bureau is designated as the official manager of congressional and state legislative districts under the National Geospatial Data Asset (NGDA) Management Plan.

The RDP is one of many voluntary geographic partnership programs that collects boundaries and attributes to update the Census Bureau's geographic database of addresses, streets, and boundaries. The Census Bureau uses its geographic database, i.e., the Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) System, to link demographic data from surveys and the decennial census to locations and areas, such as cities, congressional and legislative districts, and counties. To tabulate statistics by localities, the Census Bureau must have accurate addresses, streets, boundaries, and attributes.

Justification

- 1. Explain the circumstances that make the collection of information necessary. Identify any legal or administrative requirements that necessitate the collection. Attach a copy of the appropriate section of each statute and regulation mandating or authorizing the collection of information.**

Because the current Office of Management and Budget (OMB) Control Number clearance for the RDP expires in November 2024, the new clearance allows the Census Bureau to provide the RDP-specific materials, burden hours, and procedures to complete the Solicitation of Non-Partisan Liaisons (2025) activity, Collection of Post-2020 Census Congressional and State Legislative District Plans (2025–2026)¹ activity, and the Block Boundary Suggestion Project² (BBSP) (2026–2027) activity during fiscal years 2025, 2026, and 2027.

¹ The Collection of Post-2020 Census Congressional and State Legislative District Plans is also known as Phase 4 in Census Bureau writing and in various file names.

² The BBSP is also known as Phase 1 in Census Bureau writing and in various file names.

The RDP is executed under the provisions of Title 13, Section 141(c) of the United States Code (U.S.C.). Under the provisions of P.L. 94-171, as amended (Title 13, United States Code (U.S.C.), Section 141(c)), the Secretary of Commerce, who designates this responsibility to the Director of the Census Bureau, is required to provide the “officers or public bodies having initial responsibility for the legislative apportionment or districting of each state” with the opportunity to “identify the geographic areas” (e.g., Voting Districts (wards and election precincts), congressional and state legislative districts, census blocks) “for which specific tabulations of population are desired” and to deliver those counts in a timely manner.

2. Indicate how, by whom, and for what purpose the information is to be used. Except for a new collection, indicate the actual use the agency has made of the information received from the current collection.

Table 1: Information Requirements and Needs and Uses of Information Collected

Item #	Requirement	Statute	Regulation	Form #	Needs and Uses
1	Solicitation of Non-Partisan Liaisons	P.L. 94-171		N/A	- Statute requires the option for input on small area geography from states, DC, and PR. - The states, DC, and PR appointing non-partisan liaisons ensure participation is done in a non-partisan manner, as required by the law.
2	Collection of Post-2020 Census Congressional and State Legislative District Plans (Phase 4)	P.L. 94-171	NGDA Management Plan	N/A	- Statute allows congressional and state legislative district boundaries to be held as small area geography boundaries (blocks). - Regulation requires congressional and state legislative district boundaries be included in the NGDA Governmental Units, and Administrative and Statistical boundaries Theme and their maintenance is delegated to the Census Bureau.
3	BBSP (Phase 1)	P.L. 94-171		N/A	- Statute allows the states, DC, and PR to have input on their small area geographies. - Statute requires data tabulated for small area geographies be released to the states, DC, and PR, for their redistricting needs, and to the public.

The Solicitation of Non-Partisan Liaisons occurs by mail (U.S. Postal Service) and includes follow up emails to the governors and the majority and minority legislative leadership in the states, DC, and PR. Non-partisan liaisons are appointed through a response to that solicitation mailed or emailed to the Census Bureau, and signed by the legislative leadership. Once appointed, the liaisons serve as the primary point of contact for the Census Bureau to execute the Collection of Post-2020 Census

Congressional and State Legislative District Plans and the BBSP. Additionally, once the liaisons have been appointed, they serve as liaisons through the entire RDP, ending in 2035.

Liaisons are emailed an invitation to submit any updates to their Post-2020 Census Congressional and State Legislative Districts in 2025. This collection is performed between the RDP and the states, DC, and PR every two years. Changes are submitted to the Census Bureau electronically. The Census Bureau collects forms confirming changes or no changes through email. This process is the same as what was used for the prior collection in 2024.

Liaisons are emailed an invitation to participate in both the delineation and verifications cycles of the BBSP. Changes are submitted to the Census Bureau electronically. Liaisons reporting no changes do so through email. The BBSP has not appreciably changed since it last occurred from 2016–2017 as a part of the 2020 RDP.

These activities directly support the Census Bureau's efforts to comply with P.L. 94-171 by providing states, DC, and PR the opportunity to identify the small area tabulations they need for legislative redistricting and by supplying them with that data in a timely manner. Participation is strictly voluntary. The states, DC, and PR are the only authorities that can choose where and how to draw their district boundaries.

In addition, these activities assist in maintaining the MAF/TIGER System, in partnership with tribal, state, and local governments nationwide. Because tribal, state, and local governments have current knowledge of, and data about, where housing growth and change are occurring in their jurisdictions, their input into the overall development of geographic data for the Census Bureau makes a vital contribution. Similarly, those governments are in the best position to work with local geographic boundaries, and they benefit from accurate address and geographic data.

Information quality is an integral part of the pre-dissemination review of the information disseminated by the Census Bureau (fully described in the Census Bureau's Information Quality Guidelines). Information quality is also integral to the information collections conducted by the Census Bureau and is incorporated into the clearance process required by the Paperwork Reduction Act.

- 3. Describe whether, and to what extent, the collection of information involves the use of automated, electronic, mechanical, or other technological collection techniques or other forms of information technology, e.g., permitting electronic submission of responses, and the basis for the decision for adopting this means of collection. Also, describe any consideration of using information technology to reduce burden.**

The Census Bureau continually researches and develops new technology in the fields of geographic information system (GIS) software and web services to lessen the burden to liaisons. The Census Bureau provides the Geographic Update Partnership Software (GUPS) free of charge to promote digital participation. It is offered as both standalone (GUPS Standalone) and online (GUPS Web)

applications. GUPS is a specifically designed boundary and feature update tool that guides liaisons through each step of the update process. In addition, the software formats the updates and packages them for easy, electronic submission to the Census Bureau for processing.

The internet also plays a significant role in providing public access to Census Bureau boundary data. The GUPS, along with its accompanying spatial data files, is available for download from the Census Bureau's RDP internet and FTP sites. Liaisons also provide their responses electronically using email to confirm changes or no changes and the Census Bureau's secure online data sharing portal to send in their boundary and data updates. The portal guides liaisons in uploading their submission files to the Census Bureau while providing the Census Bureau with submission tracking for records management.

4. Describe efforts to identify duplication. Show specifically why any similar information already available cannot be used or modified for use for the purposes described in Question 2.

The Census Bureau is the designated federal agency steward for the Governmental Units and Administrative and Statistical Boundaries Data Theme through OMB Circular A-16, to which congressional and state legislative districts belong. There is no similar federal boundary data collection occurring on a consistent national basis. The Census Bureau is also legally obligated to allow states, DC, and PR to identify the small area geography they need for conducting legislative reapportionment or redistricting under the provisions of Title 13, Section 141(c) of the United States Code (U.S.C.).

5. If the collection of information impacts small businesses or other small entities, describe any methods used to minimize burden.

By soliciting non-partisan liaisons, the Census Bureau encourages and relies on them to work with local officials to ensure that local geography is submitted and updated as a part of the Collection of Post-2020 Census Congressional and State Legislative District Plans and the BBSP.

To reduce the burden on respondents, the Census Bureau provides the program software and spatial files to liaisons during the Collection of Post-2020 Census Congressional and State Legislative District Plans and the BBSP. The spatial files are also available to any jurisdiction or member of the public working with the liaisons to identify and capture updates. The Census Bureau also offers states, DC, and PR participating in the RDP the opportunity to suggest legal boundary updates along with their feature changes which reduces the burden on local governments.

6. Describe the consequence to Federal program or policy activities if the collection is not conducted or is conducted less frequently, as well as any technical or legal obstacles to reducing burden.

The RDP must complete these three activities (Solicitation of Non-Partisan Liaisons, Collection of Post-2020 Census Congressional and State Legislative District Plans, and the BBSP) to meet the

requirements of the 2030 RDP and meet the P.L. 94-171 mandate for the 2030 Census.

7. Explain any special circumstances that would cause an information collection to be conducted in a manner:

- requiring respondents to report information to the agency more often than quarterly;
- requiring respondents to prepare a written response to a collection of information in fewer than 30 days after receipt of it;
- requiring respondents to submit more than an original and two copies of any document;
- requiring respondents to retain records, other than health, medical, government contract, grant-in-aid, or tax records for more than three years;
- in connection with a statistical survey, that is not designed to produce valid and reliable results that can be generalized to the universe of study;
- requiring the use of a statistical data classification that has not been reviewed and approved by OMB;
- that includes a pledge of confidentiality that is not supported by authority established in statute or regulation, that is not supported by disclosure and data security policies that are consistent with the pledge, or which unnecessarily impedes sharing of data with other agencies for compatible confidential use; or
- requiring respondents to submit proprietary trade secret, or other confidential information unless the agency can demonstrate that it has instituted procedures to protect the information's confidentiality to the extent permitted by law.

The RDP data collection does not require any of the special circumstances mentioned above.

- There are no special circumstances in the RDP that require liaisons to report to the Census Bureau more often than quarterly. Solicitation of Non-Partisan Liaisons only occurs once a decade. Collection of the Post-2020 Census Congressional and State Legislative District Plans occurs once every two years. The BBSP initial delineation cycle occurs only once a decade, in 2026. The BBSP verification cycle occurs only once a decade, in 2027.
- There are no special circumstances that require liaisons to prepare a written response in fewer than 30 days from the start of the RDP.
- There are no special circumstances in the RDP that require liaisons to submit more than an original and two copies of any document they submit.
- There are no special circumstances in the RDP that require liaisons to retain records for more than three years.
- There are no special circumstances because the RDP is not a statistical survey.

- There are no special circumstances in the RDP that require the use of a statistical data classification that has not been reviewed and approved by OMB.
- There are no special circumstances in the RDP that violate confidentiality.
- There are no special circumstances in the RDP that require the inclusion of proprietary trade secrets or other confidential information.

8. If applicable, provide a copy and identify the date and page number of publications in the Federal Register of the agency’s notice, required by 5 CFR 1320.8 (d), soliciting comments on the information collection prior to submission to OMB. Summarize public comments received in response to that notice and describe actions taken by the agency in response to these comments. Specifically address comments received on cost and hour burden.

Consultation with representatives of those from whom information is to be obtained or those who must compile records should occur at least once every 3 years – even if the collection of information activity is the same as in prior periods. There may be circumstances that may preclude consultation in a specific situation. These circumstances should be explained.

The 60-day *Federal Register* Notice (FRN) announcement publication date was on May 6, 2024, Vol. 89, No. 88 (pages 37172-37174). The public comment period closed on Friday, July 5, 2024. No public comments were received.

The Redistricting & Voting rights Data Office (RVDO) maintains communication with the program’s liaisons throughout its lifecycle. Additionally, after the 2020 Census, the RDP sought feedback from the states, DC, and PR through those same liaisons and through partnership with the National Conference of State Legislatures (NCSL) membership to build upon the 2020 RDP’s successes and plan for any required changes for the 2030 RDP. This feedback was provided through virtual listening sessions open only to the liaisons and through listening sessions at NCSL conferences which included additional state representatives and program stakeholders. The RVDO also conducts outreach through conferences and webinars that provides attendees, who often includes liaisons and stakeholders, the opportunity to consult on any program needs or discuss questions about the RDP.

Table 2: Sample of Liaisons and Other Experts Contacted Regarding Data Collection

Contact Information	Contact Information
Ms. Wendy Underhill Director—Elections and Redistricting National Conference of State Legislatures 7700 E First Place Denver, CO 80230 303-802-6673 < wendy.underhill@ncsl.org >	Ms. Karin MacDonald Director—Statewide Database University of Berkeley Elections Administration Research Center 2850 Telegraph Avenue Suite 500 Berkeley, CA 94705 510-642-9086 < karin@cain.berkeley.edu >

Contact Information	Contact Information
Mr. Bob Coats Executive Staff 20320 Mail Service Center Office of State Budget and Management Raleigh, NC 27699-0320 < bob.coats@osbm.nc.gov >	Ms. Gina Wright Executive Director Legislative & Congressional Reapportionment Coverdell Legislative Building Suite 407 18 Capitol Square SW Atlanta, GA 30334 404-656-5063 < gina.wright@legis.ga.gov >
Mr. Eric Sandberg Research Analyst Alaska Dept of Labor and Workforce Development—Research and Analysis Division 1111 West 8 th St Suite 301 Juneau, AK 99801 907-465-2437 < Eric.Sandberg@alaska.gov >	Mr. Kimball Brace President—Election Data Services 6171 Emerywood Court Manassas, VA 20112-3078 202-607-5857 < Kbrace@electiondataservices.com >
Douglas Johnson National Demographics Corporation 1520 N Pacific Avenue Glendale, AZ 91202 310-200-2058 < djohnson@ndcresearch.com >	

9. Explain any decision to provide any payment or gift to respondents, other than remuneration of contractors or grantees.

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

10. Describe any assurance of confidentiality provided to respondents and the basis for the assurance in statute, regulation, or agency policy. If the collection requires a systems of records notice (SORN) or privacy impact assessment (PIA), those should be cited and described here.

The Privacy Act does not apply to the RDP. All information requested in these collections is public information of a non-sensitive nature and is available to any person requesting it from participating officials.

11. Provide additional justification for any questions of a sensitive nature, such as sexual behavior or attitudes, religious beliefs, and other matters that are commonly considered private. This justification should include the reasons why the agency considers the questions necessary, the specific uses to be made of the information, the explanation to be given to persons from whom the information is requested, and any steps to be taken to obtain their consent.

There are no questions of a sensitive nature included in the RDP.

12. Provide estimates of the hour burden of the collection of information.

- Indicate the number of respondents, frequency of response, annual hour burden, and an explanation of how the burden was estimated. Unless directed to do so, agencies should not conduct special surveys to obtain information on which to base hour burden estimates.

Consultation with a sample (fewer than 10) of potential respondents is desirable. If the hour burden on respondents is expected to vary widely because of differences in activity, size, or complexity, show the range of estimated hour burden, and explain the reasons for the variance. Generally, estimates should not include burden hours for customary and usual business practices.

- If this request for approval covers more than one form, provide separate hour burden estimates for each form and aggregate the hour burdens.
- Provide estimates of annualized cost to respondents for the hour burdens for collections of information, identifying and using appropriate wage rate categories. The cost of contracting out or paying outside parties for information collection activities should not be included here. Instead, this cost should be included under 'Annual Cost to Federal Government' (Item #14).

Table 3: Estimated Annualized Respondent Burden Hours

Information Collection	Type of Respondent (e.g., Occupational Title)	# of Respondents (a)	Annual # of Responses/ Respondent (b)	Total # of Annual Responses (c) = (a) x (b)	Burden Hours/ Response (d)	Total Annual Burden Hours (e) = (c) x (d)
Solicitation of Non-Partisan Liaisons	Governor and State Legislators	52	1	52	6	312
Collection of Post-2020 Census Congressional and State Legislative District Plans (Phase 4)	Non-Partisan Liaisons	52	1	52	8	416
BBSP Delineation Cycle (Phase 1)	Non-Partisan Liaisons	52	1	52	124	6,448
BBSP Verification Cycle (Phase 1)	Non-Partisan Liaisons	52	1	52	62	3,224
Feedback	Non-Partisan Liaisons	52	1	52	1	52
Total						10,452

Table 4: Estimated Annualized Respondent Costs

Type of Respondent / Occupational Title	Number of Respondents	Number of Responses per Respondent	Average Burden per Response	Hourly Wage Rate*, **	Total Burden Costs
Solicitation of Non-Partisan Liaisons / Governor and State Legislators	52	1	312 hours	\$32.76	\$10,221.12
Collection of Post-2020 Census Congressional and State Legislative District Plans / Non-Partisan Liaisons	52	1	416 hours	\$54.92	\$22,846.72
BBSP Delineation Cycle / Non-Partisan Liaisons	52	1	6,448 hours	\$54.92	\$354,124.16
BBSP Verification Cycle / Non-Partisan Liaisons	52	1	3,224 hours	\$54.92	\$177,062.08
Feedback / Non-Partisan Liaisons	52	1	52 hours	\$54.92	\$2,855.84
Totals					\$567,109.92

*Hourly wage rate is derived from the May 2023 National Occupational Employment and Wage Estimates report located at the following website: <www.bls.gov/bls/blswage.htm> by averaging the mean hourly wage for the four common position types that normally respond to the RDP, e.g., Cartographers/Photogrammetrists (\$37.89), Geographers (\$44.45), Lawyers (\$84.84), and Statistician (\$52.50). This rate is \$54.92.

** Using the previously noted May 2023 National Occupational Employment and Wage Estimates report, the mean hourly wage for legislators was calculated by dividing their mean annual wage (\$68,140) by 2,080 hours, or \$32.76.

The Census Bureau estimates that soliciting the non-partisan liaisons will take 6 hours, performing updates of the Post-2020 Census Congressional and State Legislative Districts will take 8 hours, BBSP Delineation will take 124 hours, BBSP Verification will take 62 hours, and providing feedback will take 1 hour. The estimated annualized amount of burden hours is 10,452 hours (i.e., 52 participants x 201 hours). Refer to [Table 3](#) for a tabular representation of this summary. The estimated annualized respondent costs are \$567,109.92 and are summarized in [Table 4](#).

Liaisons are required to use GUPS or their own GIS software for the BBSP and they are required to use GUPS for some portions of the Collection of Post-2020 Census Congressional and State

Legislative District Plans. The Census Bureau provides the GUPS free of charge. If liaisons opt to use their own GIS software for BBSP, it is at their own cost. Other than this, no special hardware or accounting software or system is necessary to provide answers to this information collection.

The information requested is of the type and scope normally contained in department offices and city and county government planning and tax assessing agencies. Therefore, respondents should not incur any start-up costs or system maintenance costs in responding. Further, purchasing of outside accounting or information collection services, if performed by the respondent, is part of usual and customary business practices and not specifically required for this information collection.

13. Provide an estimate for the total annual cost burden to respondents or record keepers resulting from the collection of information. (Do not include the cost of any hour burden already reflected on the burden worksheet).

Other than time to prepare the submission, there are no capital/start-up or ongoing operation/maintenance costs associated with this information collection.

14. Provide estimates of annualized cost to the Federal government. Also, provide a description of the method used to estimate cost, which should include quantification of hours, operational expenses (such as equipment, overhead, printing, and support staff), and any other expense that would not have been incurred without this collection of information.

Table 5: Estimated Annualized Costs to the Federal Government

Staff	Grade/Step	Salary	% of Effort	Total Annualized Cost to Government
Federal Oversight				
RVDO Office Chief	GS 15/05	\$185,824	100	\$185,824
RVDO Office Assistant Chief	GS 14/05	\$157,982	100	\$157,982
RVDO Geographic Team Lead	GS 13/05	\$133,692	100	\$133,692
RVDO Geographers (x3)	GS 11/05	\$281,394	100	\$281,394
Geography Division Staff Support Lead	GS 13/05	\$133,692	50	\$66,846
Geography Division Staff Support (x2)	GS 12/05	\$224,850	100	\$224,850
Contractor Cost (Labor)				
Geographic Support Staff Contract		\$1,812,412	100	\$1,812,412
Other Objects/All Overheads				
Travel				\$112,000
Conference Materials and Rentals				\$25,000
Total Annual Cost to the Government				\$3,000,000

The estimate to conduct the RDP is approximately \$3,000,000 annually (i.e., for each clearance year). The RDP costs are derived almost solely from the staff time (federal and contracted) used during the running of the operation. All systems and processes used by the program exist outside the operation and would continue to exist and be used by other operations with or without their use by the RDP.

15. Explain the reasons for any program changes or adjustments reported in ROCIS.

This program operates on a ten-year cycle. The changes represented in the cost estimation are to accommodate the activities of that ten-year cycle that occur in the upcoming three-year clearance period. The costs reported are influenced by improved cost capture from the last decade's program, inflation, and switching from internal staffing for some data processing to contracted staffing support.

By adding a feedback component, the estimated respondent burden hours were increased by 52 hours, one hour for each potential liaison. This increased the overall burden hours from 10,400 hours to 10,452 hours. Because of the hourly wage increase being applied to the updated burden hours, the estimated annual respondent costs increased as well.

16. For collections of information whose results will be published, outline plans for tabulation and publication. Address any complex analytical techniques that will be used. Provide the time schedule for the entire project, including beginning and ending dates of the collection of information, completion of report, publication dates, and other actions.

Between November 2025 and April 2026, the Census Bureau will solicit the newly drawn 120th Congressional Districts and 2026 State Legislative Districts from each state during the Collection of Post-2020 Census Redistricting Data Plans. These new district boundaries will be processed, and new geographic boundary files will be published for the public in the fall of 2026. A new set of tabulated data derived from these boundaries and the prior 2020 Census counts will be published for the public in December 2026.

The BBSP will include delineation and verification cycles and will be conducted and completed in fiscal years 2026–2027. The results of the BBSP will not be published directly but instead will be used in the formulation of the final 2030 Census geographic universe including tabulation blocks. In 2031, data collected during the 2030 Census will be tabulated by block and states will use the data to perform congressional and state legislative redistricting.

17. If seeking approval to not display the expiration date for OMB approval of the information collection, explain the reasons that display would be inappropriate.

The Census Bureau will display the expiration date for OMB approval on the collection instruments.

18. Explain each exception to the certification statement identified in "Certification for Paperwork Reduction Act Submissions."

There are no exceptions. The agency certifies compliance with [5 CFR 1320.9](#) and the related provisions of [5 CFR 1320.8\(b\)\(3\)](#).

Appendix A–List of the RDP Materials

Table 6: List of the RDP Materials (2025–2027)

Count	ID	Description	Type of Material
1	2030 Liaison Solicitation	This is the text of the letter asking for the appointment of a non-partisan liaison to work with the Census Bureau on the 2030 RDP. The letter is sent to the governor and legislative leaders in each state, DC, and PR under the Director's signature.	Letter
2	2030 Liaison Role	This is the text of the enclosure that accompanies the liaison solicitation letter. It describes the role of the non-partisan liaison and associated timeline for the phases.	Enclosure
3	2030 Liaison Solicitation Follow-up	This is the text emailed as a reminder to appoint a non-partisan liaison. This is sent to the governor and legislative leaders in each state, DC, and PR if they have not provided a response to the initial liaison solicitation request letter.	Email
4	Phase 4 Invitation – DC	This is the text emailed to DC inviting them to participate in the Collection of Post-2020 Census Congressional and State Legislative District Plans.	Email
5	Phase 4 Invitation – Multiple CD States	This is the text emailed to liaisons in states with multiple congressional and state legislative districts inviting them to participate in the Collection of Post-2020 Census Congressional and State Legislative District Plans.	Email
6	Phase 4 Invitation – PR	This is the text emailed to PR inviting them to participate in the Collection of Post-2020 Census Congressional and State Legislative District Plans.	Email
7	Phase 4 Invitation – Single CD States	This is the text emailed to liaisons in states with a single congressional district and multiple state legislative districts inviting them to participate in the Collection of Post-2020 Census Congressional and State Legislative District Plans.	Email

Count	ID	Description	Type of Material
8	Phase 4 Certification Form (Commonwealth of Puerto Rico)	This form is for PR with specific language to certify if their legislative districts have changes or no changes.	Form
9	Phase 4 Certification Form (District of Columbia)	This form is for DC with specific language to certify if their wards have changes or no changes.	Form
10	Phase 4 Certification Form (States with a Single Congressional District)	This form is for states with a single congressional district and only need to certify if their state legislative districts have changes or no changes.	Form
11	Phase 4 Certification Form (States with Multiple Congressional Districts)	This form is for states with multiple congressional districts and need to certify if their congressional and state legislative districts have changes or no changes.	Form
12	Phase 4 Guide	The guide that contains the procedures for submitting whole/split block updates for the Collection of Post-2020 Census Congressional and State Legislative District Plans (Phase 4).	Guide
13	Phase 4 No Verification	This is the text emailed to liaisons that submitted Phase 4 materials after the deadline offered; therefore, they are not eligible for verification.	Email
14	Phase 4 Verification Invitation	This is the text emailed to liaisons to accompany the Phase 4 verification materials that do not include split blocks. Once verified, liaisons sign the appropriate verification form.	Email
15	Phase 4 Verification Invitation – Split Blocks	This is the text emailed to liaisons to accompany the Phase 4 verification materials that include split blocks. Once verified, liaisons sign the appropriate verification form.	Email
16	Phase 4 Verification Reminder	This is the text emailed to liaisons as a reminder to complete their Phase 4 verification.	Email
17	Phase 4 Verification Form (Congressional Districts)	If states, DC, or PR had congressional district updates, this form is used to verify the congressional district boundaries were inserted into the MAF/TIGER System correctly or need additional updates.	Form
18	Phase 4 Verification Form (State Legislative Districts)	If states, DC, or PR had updates to their state legislative districts, wards, or legislative	Form

Count	ID	Description	Type of Material
		districts, this form is used to verify the boundaries were inserted into the MAF/TIGER System correctly or need additional updates.	
19	BBSP Invitation	This is the text emailed to liaisons inviting them to participate in BBSP.	Email
20	BBSP GUPS Standalone Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSP using the standalone version of GUPS.	Guide
21	BBSP GUPS Web Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSP using the web version of GUPS.	Guide
22	BBSP Non-GUPS Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSP using a local GIS instead of GUPS.	Guide
23	BBSPV Invitation	This is the text emailed to liaisons inviting them to participate in BBSP Verification.	Email
24	BBSPV GUPS Standalone Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSPV using the standalone version of GUPS.	Guide
25	BBSPV GUPS Web Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSPV using the web version of GUPS.	Guide
26	BBSPV Non-GUPS Guide TOC	Table of contents for the guide that will contain the procedures for participating in BBSPV using a local GIS instead of GUPS.	Guide
27	BBSPV Quick Start Guide	A short reference guide that provides instructions on how to get started with verification. It covers all three modes of work; GUPS Standalone, GUPS Web, and user supplied GIS software (non-GUPS).	Guide
28	RDP Feedback Form	This form may be used to capture responses from non-partisan liaisons during listening sessions or conference sessions. Responses may be transcribed onto the form by RVDO staff rather than by liaisons themselves.	Form