

Formatting Notes:

Text in *italics* represents text that participants will see on the slide.

Slide 1 - Introduction

Hello, welcome to the Participant Statistical Areas Program Tribal GUPS Webinar. Over the next 2 hours, we will be discussing your participation in the 2020 Participant Statistical Area Program, or PSAP.

The first thing to note is that for the 2020 Census, we have combined the former Tribal Statistical Areas Program (or TSAP) with PSAP. The two are now a single program. In this presentation, we will discuss details specific to Tribal PSAP participants who will be reviewing and updating tribal statistical geographies.

Slide 2 - Agenda

This presentation will provide you with an overview of the PSAP program, the PSAP schedule, materials for your PSAP submissions, and an overview of tribal statistical geography. It also provides an introduction to the Geographic Update Partnership Software or GUPS, a technical demonstration of GUPS, an overview of the Secure Web Incoming Module or SWIM, and information on assistance that is available to you for your PSAP submission.

Slide 3 – PSAP Overview

PSAP is a once a decade program which *provides designated participants the opportunity to review and suggest changes to the boundaries and names for statistical geographic areas, based on U.S. Census Bureau criteria and guidelines.*

The Census Bureau uses these statistical geographies to tabulate and disseminate data for the Decennial Census and the American Community Survey (ACS).

With the 2020 Census rapidly approaching, PSAP gives participants the opportunity to review and update their statistical geographies which in turn allows the Census Bureau to provide the best statistics for those areas.

PSAP allows the Census Bureau to provide statistics for tribal and local governments and data users who often need data for planning by smaller, statistical geographic areas.

Slide 4 – PSAP Overview: Participants' Responsibilities

Census Bureau statistical areas are a “shared resource” that are most relevant when they reflect the needs of a variety of tribal data users.

The official primary participant is responsible for:

PSAP Tribal GUPS Webinar Script

- *Coordinating review and update of statistical area boundaries, and then returning those updates to the Census Bureau.*
 - *Engaging with and including other tribal stakeholders and tribal data users in the review process.*
 - *How to engage:*
 - *Notify stakeholders about the start of PSAP and request input.*
 - *Organize meetings to discuss analytical needs and solicit suggested changes.*
 - *Ensuring that the areas submitted to the Census Bureau meet the needs of a variety of tribal data users in the tribal area.*
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Slide 5 – PSAP Schedule

The PSAP delineation phase begins in January 2019 with the delivery of delineation materials.

Participants have a maximum of 120 days, from receipt of materials, to complete and submit any statistical geography updates to the Census Bureau.

The closeout of the delineation phase begins in the summer of 2019 and includes preparation of materials to send to participants in time for the verification phase, which begins in January 2020. Participants have 90 days to verify that the final boundaries of PSAP geographies are correct.

A final closeout occurs after the conclusion of the verification phase. All tabulation geographies for the 2020 Census are finalized in October 2020.

Slide 6 – Return Postcard

An important item enclosed with the delineation materials is the delineation phase postcard.

After comparing the standard statistical geographies and determining the update status of the materials, please complete the postcard indicating whether changes are forthcoming.

The return of this postcard assists the Census Bureau with planning for incoming submissions and identifying participants that will not be providing updates.

The Census Bureau requests the return of this postcard within a month of receipt of the delineation phase materials.

If you discover changes are necessary to your PSAP materials after returning the delineation postcard, please contact the Census Bureau PSAP staff by email at geo.psap@census.gov, or phone them at 1-844-788-4921 to let them know a submission is forthcoming.

Slide 7 – Materials

The Census Bureau provides specialized materials for participants conducting PSAP work.

To support your review and update of your statistical geographies for the 2020 Census, the Census Bureau created Quick Reference and Quick Program Guides that summarize each standard statistical geography and digital delivery methods.

The Census Bureau provides all informational and instructional materials in digital format. The digitally formatted materials are located on the PSAP website as well as on the “data disc” provided to participants that requested DVDs during the invitation phase of 2020 Census PSAP.

Slide 8 – Participant Materials – Cont’d

The table you see here is also located in the respondent guide. It lists each piece of informational and instructional material distributed by the Census Bureau and identifies the participants receiving those materials.

Slide 9 – Paper Maps

The Census Bureau generates large format (36” x 32”) paper maps for use by tribal entities in the 2020 Census PSAP.

The types of paper maps vary depending on the size and mapping complexity of each tribal entity. *Tribal entities with small land area may only receive a single, large format map sheet while those with large area may receive an index map, a series of parent maps, and a number of inset maps.*

It is a best practice to retain the delineation materials shipment packaging (i.e., map tubes, box, or envelope) for use in returning updated materials.

There are three types of large format maps: Index, Parent, and Inset.

Slide 10 – Types of Paper Maps

An index map covers the complete geographic extent of the tribal participants’ legally or statistically defined area divided into numbered grids. These grids correspond to an area covered by a parent map. Index maps exist for tribal participants with more than one parent sheet and are for reference purposes only.

A parent map shows a detailed version of section for each of the grids from the index map. They show detail for features and the statistical geographies. Inset maps do not exist for every tribal participant. They show finer details of areas within the parent map where the feature network is too dense to represent clearly at the map scale of the parent map. Think of the inset map as a “blow-up” of a specific area. Make the map updates to the parent or inset sheets, not the index sheet.

The large format maps contain information within the map border including the map title, corner sheet coordinates, disclaimer information, data source information, projection information, number of total sheets, tribal entity information, key to adjacent areas (if there are multiple map sheets), a barcode, a scale, a north arrow, and the legend.

Slide 11 – Statistical Geography Overview

The goal of PSAP is to produce **meaningful statistical geographies** for data users while maintaining consistent statistical geography nationwide.

The Census Bureau classifies two types of geographies: legal and statistical geography.

Statistical geographies are *areas defined solely for data collection, tabulation, dissemination, and analysis*.

Some statistical geographies *represent areas that do not have legally defined boundaries or are surrogates for legal entities. For example, Alaska Native Village statistical areas (ANVSAs) are statistical surrogates for the legal Alaska Native Villages (ANVs)*.

Other statistical geographies are *representations of entities that have (or had) a legal existence, but may lack clear boundaries or may not fit within an agency's definition of legal entities. For example, Oklahoma Tribal Statistical Areas (OTSAs) represent the former reservations that existed prior to Oklahoma statehood*.

Slide 12 – Statistical Geographies Relationships

This image illustrates how PSAP geographies relate to one another and to other geographies. For example, tribal census tracts subdivide, or nest within, federally recognized American Indian Reservations. Tribal block groups nest within tribal census tracts. Tribal subdivisions, located left of center, exist within American Indian Reservations as well as Oklahoma Tribal Statistical Areas, but notice that there is not a direct relationship with tribal census tracts and tribal block groups.

In the next series of slides, we will give in depth overviews of different types of geographies in PSAP.

Slide 13 – Tribal Statistical Geographies in PSAP

Geographies Updated by GUPS or Paper:

- Tribal census tracts.
- Tribal block groups.
- Census designated places (CDP).

Geographies updated by Paper only:

- Alaska Native village statistical areas (ANVSAs).
 - Oklahoma tribal statistical areas (OTSAs) and OTSA tribal subdivisions.
 - Tribal Designated Statistical Areas (TDSAs).
 - State Designated Tribal Statistical Areas (SDTSAs).
 - Alaska Native Regional Corporations (ANRCs) and State American Indian Reservations.
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[Slide 14 – Importance of Statistical Geographies](#)

- Census Bureau data disseminated by the tribal geographies help tribal leaders and decision makers understand what their communities need.
 - Many tribal communities use census information to attract new businesses, plan for growth, plan new facilities, and develop new programs for the communities they serve.
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[Slide 15 – My Tribal Area](#)

My Tribal Area gives you quick and easy access to selected statistics from the American Community Survey (ACS).

The ACS provides detailed demographic, social, economic, and housing statistics every year for the nation's communities.

[Slide 16 – Tribal Statistical Geographies Updated in GUPS](#)

Over the next series of slides, we will give an overview of tribal census tracts, tribal block groups, and census designated places (CDP). We will also discuss the criteria for each geography type as well as population thresholds.

[Slide 17 – Statistical Geography Boundaries](#)

Statistical geography boundaries generally follow permanent, visible features that are identifiable in the field.

Boundaries *should*:

- Follow visible features whenever possible.
- Use significant/major features on landscape.
- Align to legal geography where a relationship has been established.
- Follow legal conjoint boundaries (where applicable).
- Reflect current land use patterns where possible.

Boundaries should not:

- Cut through housing and other buildings.
 - Include “zig-zags” and sharp angles for no purpose.
 - Group disparate land use types for no reason.
 - Make use of less prominent features when a more significant feature could be used.
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[Slide 18 – Tribal Census Tracts Overview](#)

Relatively permanent statistical subdivisions of American Indian Reservations (AIRs) and/or Off Reservation Trust Lands (ORTLs) defined for tabulation and presentation of statistical data.

They are conceptually similar and equivalent to census tracts defined within the standard state-county-tract geographic hierarchy used for tabulating and publishing statistical data.

The Census Bureau defines tribal census tracts with tribal officials to provide meaningful, relevant, and reliable data for small geographic areas.

As such, they recognize the unique statistical data needs of federally recognized American Indian tribes. The delineation of tribal census tracts allows for an unambiguous presentation of census tract-level data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL.

To this end, the tribal participants may define tribal census tracts that cross county or state boundaries, or both.

Slide 19 – Tribal Census Tracts – Criteria

The following criteria apply to reviewing, updating, and delineating 2020 tribal census tracts:

- Must cover the entire land and water area of the AIR and/or ORTL.
- May cross county or state boundaries.
- Must not cross AIR and/or ORTL boundaries.
- Must meet specified population and housing unit thresholds outlined in respondent guide.
- Must comprise a reasonable compact and contiguous land area.
- Naming convention must utilize the letter “T” and a three-digit code and may have a two-digit suffix.
- Should follow visible and identifiable features.

Slide 20 – Tribal Census Tracts - Thresholds

Tribal census tracts must meet the population or housing unit thresholds as outlined on this slide. This helps ensure a minimal level of reliability in sample data as well as availability of data when disclosure avoidance methods are applied.

PSAP participants should aim to create tribal census tracts that meet the optimal population of 4,000 or 1,600 housing units and maintain the minimum thresholds with an AIR and/or ORTL with fewer than 1,200 people.

The Census Bureau uses a housing unit criterion to accommodate seasonably occupied areas in which the decennial census population count with a reference date of April 1, and may be lower than populations at other times of the year.

A tribal census tract that exceeds the maximum thresholds should be split into multiple tracts; those that drop below the minimum thresholds should be merged with an adjacent tribal census tract.

If a participant chooses not to split or merge tribal census tracts that do not meet approved thresholds, they must provide a justification for retaining the existing geography. This helps the Census Bureau with review of submitted geographies as well as answering questions from data users who are familiar with the 4,000 person optimum population.

GUPS allows participants to add remarks or justifications to statistical geographies that are not changed in the event that population growth (new housing development, typically) or decline (following depopulation trends or scheduled housing demolition) is anticipated.

Participants should use the 2010 Census population and housing counts for tribal census tract review in most cases.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal census tract revisions.

Slide 21 – Tribal Block Groups – Overview

Tribal block groups are statistical subdivisions of tribal census tracts defined for tabulation and presentation of statistical data.

The Census Bureau defines tribal block groups in cooperation with tribal officials to *provide meaningful, relevant, and reliable data for small geographic areas within the boundaries of federally recognized AIRs and/or ORTLs.*

As such, they recognize the unique statistical data needs of federally recognized American Indian tribes.

The delineation of tribal block groups allows for an unambiguous presentation of statistical data specific to the federally recognized AIR and/or ORTL without the imposition of state or county boundaries, which might artificially separate American Indian populations located within a single AIR and/or ORTL.

To this end, the American Indian tribal participant may define tribal block groups that cross county or state boundaries, or both. For federally recognized American Indian tribes with AIRs and/or ORTLs that have fewer than 1,200 residents, the Census Bureau defines one tribal census tract and one tribal block group coextensive with the AIR and/or ORTL.

Tribal block groups submitted to the Census Bureau are subject to review to ensure compliance with the published criteria. Detailed criteria pertaining to tribal block groups exists in a separate *Federal Register* notice pertaining to all American Indian areas, including statistical areas defined through the PSAP.

The *Federal Register* notices for both standard and tribal geographies are available on the PSAP website.

Slide 22 – Tribal Block Groups – Criteria

The following criteria and guidelines apply for use in reviewing, updating, and delineating 2020 tribal block groups:

- Must cover the entire land and water area of the tribal census tract.
 - Must utilize capital letters “A” through “K”, with exception of letter “I” and must be unique within tribal census tracts. More guidance in respondent guide.
 - Must meet specific population and housing unit thresholds.
 - Must comprise a reasonably compact and contiguous land area and would only be noncontiguous in situations where tribal land is noncontiguous.
 - Should follow visible and identifiable features.
 - Must not cross tribal census tract boundaries.
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Slide 23 – Tribal Block Groups – Thresholds

Tribal block groups must meet certain population and housing unit thresholds.

This helps ensure a minimum level of reliability in sample data as well as availability of data when disclosure avoidance methodologies are applied.

Like tribal census tracts, the Census Bureau uses housing unit criterion to accommodate seasonably occupied areas that may have higher populations at times of the year other than on Census Day, April 1.

A tribal block group that exceeds maximum thresholds should be split; those that drop below the minimum thresholds should be merged with an adjacent tribal block group.

If a participant chooses not to change threshold errant tribal block groups, they must provide justification for their retention. Again, this helps the Census Bureau with review of submitted geographies as well as answering questions from data users who are familiar with block group population thresholds.

Tribal block groups may be completely redefined to meet population or housing thresholds; however, in doing so, please consider the impact on analysis of tribal block group level data across time.

In most cases, participants should use the 2010 Census population counts for tribal block group review. Locally produced population and housing unit estimates are permissible when reviewing and updating areas experiencing considerable growth since the 2010 Census.

The housing unit thresholds use the national average of 2.5 persons per household. Because of local and regional variations to this average, the Census Bureau will consider variation while reviewing all tribal block group revisions.

Slide 24 – Census Designated Places (CDPs) – Overview

Census designated places (CDPs) are *statistical geographic entities representing closely settled, unincorporated communities that are locally recognizable and identified by name.*

They are the *statistical equivalents of incorporated places, with the primary differences being the lack of both a legally defined boundary and an active, functioning governmental structure, chartered by the state and administered by elected officials.*

A CDP cannot be co-extensive with an entire AIR, ORTL, or any other American Indian Area (AIA).

Boundaries may extend beyond the boundaries of AIRs and/or ORTLs.

Slide 25 – Census Designated Places (CDPs) – Criteria

- *Must constitute a single, named, closely settled concentration of population.*
 - *Must generally consist of single piece of territory with a mix residual, commercial and other uses similar to that of an incorporated place of similar size.*
 - *Boundaries should follow visible features.* Except in circumstances where the boundary is coincident with the nonvisible boundary of a state, county, minor civil division, or incorporated place.
 - Boundaries may follow other nonvisible features in instances where reliance upon visible features would result in over bounding of the CDP in order to include housing units on both sides of a road or street feature.
 - *Names should be recognizable and used in daily communication by the residents of the community it represents.*
 - *A CDP cannot have the same name as an adjacent or nearby incorporated place.*
 - *The name of a CDP should be based on locally know features or landmarks.* For example, signs indicating when one is entering the community; highway exit signs that use the name; or businesses, schools, or other buildings that make use of the name.
 - *May cross county boundaries, but must not cross state boundaries.*
 - *Cannot be located, partially or entirely, within an incorporated place or another CDP.*
 - *No minimum population or housing unit thresholds, but must contain some population, housing units, or both.*
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Slide 26 – Distribution of Places

This map shows the distribution of incorporated places, in purple, and CDPs, in green. We can see, for example, a cluster of CDPs defined by the Cherokee Nation in Northeastern. We can also see a cluster of

CDPs in the Navajo Nation, and, if we look closely, a cluster of CDPs on the Pine Ridge and Rosebud Reservations in southwestern South Dakota.

Slide 27 – Geographic Update Partnership Software – GUPS

GUPS is the *tool for PSAP response*. It allows participants to *review and modify the statistical geographies in a more efficient manner than previous decades*. GUPS integrates the standardized PSAP requirements and thresholds that define statistical geographies to eliminate the guesswork for participants.

GUPS runs in both a desktop PC and a network environment. It runs in QGIS, an open source Geographic Information System (GIS), and contains all functionality required to make updates, executes automated checks for program criteria compliance, and creates standardized data output files for Census Bureau processing.

Many of the menus and functionality are solely part of QGIS functionality and not applicable to GUPS. For information on the QGIS open-source platform, go to: <http://www.qgis.org/en/site/>.

GUPS is available on DVD or by online download.

Slide 28 – GUPS – System Requirements

Disk space needed to run: 3.3GB.

RAM: 4GB minimum.

Operating system: Windows 7, 8, or 10.

Slide 29 – GUPS Installation

GUPS can be downloaded directly from the PSAP website or it can be sent to a participant on DVD. It should be noted that administrative privileges may be needed in order to install this software on your machine. Please consult your local system administrator prior to contacting the Census Bureau for installation assistance.

If participants chose the "DVD GUPS and SHAPEFILES" selection during registration, there are two DVDs enclosed with their PSAP delineation materials. One includes the GUPS software and the second is the "Data disc."

If participants chose the "DOWNLOAD GUPS and SHAPEFILES" selection during registration, they must navigate to the following website to download GUPS: <https://www2.census.gov/geo/pvs/gups/>.

At the end of the presentation, please take note of the help desk phone line used for GUPS and general PSAP troubleshooting.

To access the shapefiles to perform the PSAP review, the Census Bureau recommends use of the "Census Web" option within GUPS. This option is the easiest way to load the files into GUPS. For those

that may have poor internet connectivity (or no internet connectivity) *load the shapefiles from the “Data disc” DVD or from where you saved the files from the DVD onto your computer’s hard drive.*

Slide 30 – Technical GUPS Demonstration

We will now go over how to perform different action inside of the GUPS software. Please know that only a few examples are listed in this segment of the presentation. For example, the steps for selecting a census tract are not repeated to show how to select block groups, or CDPs. The merging of block groups steps are not repeated to show a merging of census tracts. The respondent guide includes all of the details for each GUPS action used for 2020 PSAP. Consult it for detailed instructions.

- *Opening GUPS.*
- *Map Management Window.*
- *GUPS Interface.*
- *Standard and PSAP Toolbars.*
- *Add Linear Feature.*
- *Delete Linear Feature.*
- *Modify Area Feature Tool.*
- *Opening GUPS.*
- *Getting Started with GUPS.*
- *Map Management Window.*
- *Toolbars.*
- *Add Linear Feature.*
- *Delete Linear Feature.*
- *Modify Area Feature Tool.*
- *Select Tribal Census Tract.*
- *Tribal Census Tract – Split by Tribal Block Group.*
- *Tribal Census Tracts – Merge.*
- *Tribal Block Groups – Split.*
- *Tribal Block Groups – Merge.*
- *Tribal Block Groups – Boundary Change.*
- *CDP Add Area.*
- *CDP Remove Area.*

- *CDP Modify Attributes.*

Slide 31 – Opening GUPS

Double click the QGIS icon on the desktop or navigate to QGIS from the Start Menu, All Programs choice and select the QGIS Desktop 2.18.15. The QGIS splash screen appears.

Wait until the application loads an older computer may require a few minutes. When the GUPS application has successfully loaded, the main page opens, and the QGIS Tips! window appears.

Since QGIS provided the open-source platform for building GUPS, participants may see references to QGIS in several locations within the GUPS application.

Slide 32 – Getting Started with GUPS

When you begin a project in GUPS, the Map Management window will appear.

- Choose Participant Statistical Areas Program from the Program menu.
- Choose County Based User from the User Type menu.
- Choose the state of the Working County from the State menu.
- Choose the county to update from the Working County menu.

At this point, the participant has not selected how to open these files, so the window populates with all of the counties within the state. The highlighted counties are the counties adjacent to the working county.

After selecting the working county or adjacent counties, GUPS asks to specify the location from which to pull the county's (or county equivalent's) shapefile. The Select Data Folder, Directory or Location dialog box opens, as shown on the right side of the slide. Three choices appear:

- Census Web (Recommended. Loads directly into GUPS).
- CD/DVD (i.e., the "Data disc").
- My Computer (If downloaded contents of "Data disc" onto local hard drive).

Regardless of the product preference selected during the invitation phase, the shapefiles necessary to conduct PSAP are available directly within the GUPS application. By choosing the "Census Web" option when selecting the geography initially in GUPS, participants with internet connectivity can load files as needed, or load multiple county files at once.

In the Select Data Folder, Directory or Location dialog box drop-down menu, select the location to pull the working county file.

GUPS downloads all the shapefiles necessary for PSAP and opens the requested working county project. GUPS displays a Map Management window that shows the progress of building the working county

project and calculates the population and housing units. Progress displays by a blue status bar with the percentage of download completed shown to the right of the status bar.

Please be patient. Based on the size of the working county, it might take some time to download the data and appear on the screen. Once downloaded, the working county appears in the Map View and layers are visible within the Table of Contents.

[Slide 33 – GUPS Overview Image](#)

The image below illustrates the GUPS page layout. The white text boxes provide labels for the page components including the Menu and Toolbars, the Map View, the Table of Contents (labeled in GUPS as “Layers Panel”), and the Status Bar.

The Map View displays the default data layers for the PSAP. GUPS automatically loads the layers based on the program selected in Map Management. The Map View reflects symbology updates (i.e. turn layers on/off, zoom or pan) as participants make those adjustments.

The Menu bar allows access to QGIS and some GUPS features using a standard hierarchical menu. It offers basic features such as Settings and Help; tools to manage the Map View and import user-provided data; important calculation, measurement, and geoprocessing tools; and tools needed to make shapefile updates. Almost all of the functions available from the Menu bar are also available in the application’s conveniently located toolbars.

The Table of Contents shows the layers on the map for the working county selected. The Table of Contents toolbar, positioned at the top of the Table of Contents, beneath the Layer Panel, allows participants to add or remove layers (or groups), manage layer visibility, and filter the legend by map content.

The Status bar displays information on the coordinates, map scale, magnification, rotation, and projection and allows for the adjustment of the display.

[Slide 34 – Toolbars](#)

There are two toolbars for GUPS, as shown below. The Standard toolbar and PSAP toolbar are located at the top of the GUPS page. These toolbars offer general GIS and system tools and allow participants to make specific program updates. The top toolbar is the Standard toolbar, which provides map navigation, data query and manipulation tools. The PSAP toolbar provides the functionality needed for the PSAP.

The Standard toolbar, provides the necessary tools to interact with the map and layers. It includes three separate sub-toolbars, identified by the grouping bars or marker on the toolbar. The first sub-toolbar contains the buttons for saving projects, changing map projects and conducting searches. This sub-toolbar is the Project toolbar. The second sub-toolbar contains the buttons for navigation. This sub-toolbar is the Map Navigation toolbar. The third sub-toolbar provides tools for selecting features, making measurements, creating special bookmarks, and working with the layer’s attribute tables. It is the Attributes toolbar.

The PSAP toolbar, provides the software functionality to complete PSAP review and update activities. It includes four separate sub-toolbars, identified by the grouping bars described earlier in the Standard toolbar section.

1. The first sub-toolbar contains the buttons for adding and deleting linear features, modifying linear feature attributes and areal features, displaying names and the legend, and renumbering block groups.
2. The second sub-toolbar contains buttons for conducting geography and PSAP criteria reviews.
3. The third sub-toolbar contains buttons for importing shapefiles, exporting the map to a zip file, and exporting a map to print.
4. The fourth sub-toolbar contains buttons for adding an internet map service and adding imagery.

(Colors correspond to image on slide)

Slide 35 – Add Linear Feature

The addition of new or missing linear features may be necessary to form faces in order to modify statistical geographies.

While it may be tempting to add all missing linear features, with the time constraints of PSAP, focus first on adding only the linear features necessary to split statistical geographies or form new statistical geographies.

Participants must utilize the Add Imagery button within GUPS for digitizing reference and may use the Internet Map Service button to provide a secondary source/visual of the area.

Slide 36 – Delete Linear Feature

GUPS allows participants to delete linear features and/or restore recently deleted features since the last save process by using the Delete/Restore Linear Feature button within the PSAP toolbar.

Slide 37 - Modify Area Feature Tool

The Modify Area Feature button allows participants to review and update census tracts, block groups, and census designated places (CDPs).

- *It enables participants to apply a search filter to each PSAP geography to locate the entities that do not meet specified criteria such as below minimum, above maximum, water, special land use, and other criteria.*
 - *It enables participants to perform specified actions such as merge, boundary change and split to entities to meet criteria and thresholds.*
 - *It is the main tool for use in making changes to statistical geographies.*
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[Slide 38 – Table](#)

This table summarizes the different actions that the GUPS participant will be able to apply to each of the geographies as well as the filter options and definitions of the population and housing unit criteria.

[Slide 39 – Select Tribal Census Tract – Step 1](#)

Participants can change and modify tribal census tracts, which modifies tribal block groups automatically.

[Slide 40 – Select Tribal Census Tract – Step 2](#)

Click the Modify Area Feature button to start editing the layers within the selected county.

[Slide 41 – Select Tribal Census Tract – Step 3](#)

*Within the **Modify Area Feature** window, click the **Geography** drop-down menu to select **Tribal Census Tract**.*

[Slide 42 – Tribal Census Tract – Split by Tribal Block Group 1](#)

Within the Modify Area Feature window, click the Filter drop-down menu to select Above Maximum (POP > 8000 or HU > 3200).

This selects all tribal census tracts that have more than the maximum number of housing units or total population.

Change the Action drop-down to Split by Tribal Block Group. This allows participants to split the tribal census tract by tribal block group(s).

[Slide 43 – Tribal Census Tract – Split by Tribal Block Group 2](#)

Click Select Target Area button and click on the map to select a tribal census tract OR double click to select a tribal census tract from the Info column within the Modify Area Feature window.

The Map View zooms to the selected tribal census tract to review for potential splitting and highlights it in light blue/green color, seen on the next slide.

[Slide 44 – Tribal Census Tract – Split by Tribal Block Group 3](#)

Click the Select Feature(s) button with a single click on the Map View to select a single tribal block group.

Hold down the Ctrl key on the keyboard and then click to select additional tribal block groups as needed.

Participants can also click the Map View and drag the mouse to select multiple tribal block groups.

[Slide 45 – Tribal Census Tract – Split by Tribal Block Group 4](#)

If the selected tribal block group generates a valid new tribal census tract, click the Split by Tribal Block Group button to create two new tribal census tracts.

[Slide 46 – Tribal Census Tracts – Merge 1](#)

Within the Modify Area Feature window, click the Filter drop-down menu to select Below Minimum (POP < 1200 or HU < 480).

This filters all tribal census tracts that have less than the minimum number of housing units or total population. Change the Action drop-down to Merge.

This allows participants to merge (or combine) the tribal census tracts falling below the minimum requirements.

[Slide 47 – Tribal Census Tracts – Merge 2](#)

Double click to select a tribal census tract from the Info column within the Modify Area Feature window.

The Map View zooms to the selected tribal census tract to review for a potential merge and highlights it in light blue/green color.

Navigate the Map View to locate the best neighboring tribal census tract(s) to merge. Verify the tribal census tracts for historic relationships when possible.

[Slide 48 – Tribal Census Tracts – Merge 3](#)

Click the Select Feature(s) button to select the tribal census tract(s) to use to merge with the below minimum tribal census tract.

The newly selected tribal census tract(s) highlight in yellow. In this example, there is only one additional tribal census tract to choose.

[Slide 49 – Tribal Census Tracts – Merge 4](#)

If the selected tract(s) generate a valid new tribal census tract, or one that comes closer to meeting the criteria thresholds, click the Merge button to create a new tribal census tract.

[Slide 50 – Tribal Census Tracts – Merge 5](#)

Refer to the Map View to verify that GUPS created the new tribal census tract with new tribal census tract number.

Slide 51 – Tribal Census Tracts – Merge 6

Use the Change Attribute button to modify the merged tract number that GUPS automatically assigned if needed.

In the Change Attribute window, enter all the requested information for the following fields with a red asterisk. Required information varies based on the type of geography.

Slide 52 – Tribal Block Group – Split 1

Within the Modify Area Feature window, click the drop-down Filter menu to select Above Maximum (POP > 3000 or HU > 1200).

This will select all tribal block groups that have more than the maximum number of houses/people. Change the Action drop-down to Split. This allows participants to split the block group by faces (areas).

Slide 53 – Tribal Block Group – Split 2

Double click to select a tribal block group from the Info column within the Modify Area Feature window.

The Map View zooms to the selected tribal block group to review for potential splitting and highlights it. An additional zoom level, performed by using the Zoom In button on the Standard toolbar, is necessary to visualize the area to split.

Slide 54 – Tribal Block Group – Split 3

Click the Select Features by Freehand button to select the faces to use to split the tribal block group.

Left click the mouse on the starting point and drag the chasing line around the targeted area then right-click the mouse to end the review the selected area.

The selected faces highlight with a yellow/green shade, likely distorted by the shading of a tribal block group or tribal census tract.

Slide 55 – Tribal Block Groups – Merge 1

Within the Modify Area Feature window, click the Filter drop-down menu to select Below Minimum (POP < 600 or HU < 240).

This selects all tribal block groups that have less than the minimum number of housing units or total population.

Change the Action drop-down to Merge. This allows participants to merge (or combine) the tribal block groups falling below the minimum requirements.

[Slide 56 – Tribal Block Groups – Merge 2](#)

Double click to select a tribal block group from the Info column within the Modify Area Feature window. The Map View zooms to the selected tribal block group to review for potential merging and highlights it.

[Slide 57 – Tribal Block Groups – Merge 3](#)

Click the Select Feature(s) button to select the tribal block group(s) to use to merge with the below minimum tribal block group. The newly selected tribal block group(s) highlight in yellow.

[Slide 58 – Tribal Block Groups – Merge 4](#)

If the selected tribal block group(s) generate a valid new tribal block group, click the Merge button to create a new tribal block group.

[Slide 59 – Tribal Block Groups – Merge 5](#)

Refer to the Map View to verify that GUPS created the new tribal block group with new block group letter.

[Slide 60 – Tribal Block Group – Boundary Change 1](#)

Within the Modify Area Feature window, click the drop-down Action menu to select Boundary Change.

[Slide 61 – Tribal Block Group – Boundary Change 2](#)

Double click to select a tribal block group from the Info column within the Modify Area Feature window. The Map View zooms to the selected tribal block group to review for a potential boundary change.

[Slide 62 – Tribal Block Group – Boundary Change 3](#)

Click the Select Feature(s) button to select the faces to use for boundary change.

[Slide 63 – Tribal Block Group – Boundary Change 4](#)

Click the Add Area button to apply boundary change to the selected tribal block group.

[Slide 64 – Tribal Block Group – Boundary Change 5](#)

Refer to the Map View to verify that GUPS captured the boundary change properly for the tribal block group.

[Slide 65 – Census Designated Place \(CDP\) – Boundary Change – Add Area 1](#)

Within the Modify Area Feature window, click the Action drop-down menu to select Boundary Change.

[Slide 66 – Census Designated Place \(CDP\) – Boundary Change – Add Area 2](#)

Double click to select a CDP from the Info column within the Modify Area Feature window. The Map View zooms to the selected CDP to review and highlights it.

[Slide 67 – Census Designated Place \(CDP\) – Boundary Change – Add Area 3](#)

Click the Select Feature(s) button to select the faces to add to the CDP. Participants can choose any of the four choices beneath the Select Feature(s) button to accomplish the modification to the CDP.

[Slide 68 – Census Designated Place \(CDP\) – Boundary Change – Add Area 4](#)

Click the Add Area button to apply boundary change (addition of faces/areas) to the selected CDP.

[Slide 69 – Census Designated Place \(CDP\) – Boundary Change – Add Area 5](#)

Refer to the Map View to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale for viewing if the area added is small.

[Slide 70 – Census Designated Place \(CDP\) – Boundary Change – Remove Area 1](#)

Within the Modify Area Feature window, click the Action drop-down menu to select Boundary Change.

[Slide 71 – Census Designated Place \(CDP\) – Boundary Change – Remove Area 2](#)

Double click to select a CDP from the Info column within the Modify Area Feature window. The Map View zooms to the selected CDP to review and highlights it.

[Slide 72 – Census Designated Place \(CDP\) – Boundary Change – Remove Area 3](#)

Click the Select Feature(s) button to select the faces to remove from the CDP. Participants can choose any of the four choices beneath the Select Features button to accomplish the modification to the CDP.

[Slide 73 – Census Designated Place \(CDP\) – Boundary Change – Remove Area 4](#)

Click the Remove Area button to apply boundary change (removal of faces/areas) from the selected CDP.

[Slide 74 – Census Designated Place \(CDP\) – Boundary Change – Remove Area 5](#)

Refer to the Map View to verify that GUPS captured the boundary change properly for the CDP. Zoom to the proper scale if the area is small. If the boundary change is incorrect, the previous section on Boundary Change explains the process for adding area to a CDP.

[Slide 75 – Census Designated Place \(CDP\) – Boundary Change – Modifying Attributes 1](#)

Within the Modify Area Feature window, click the Action drop-down menu to select Boundary Change.

[Slide 76 – Census Designated Place \(CDP\) – Boundary Change – Modifying Attributes 2](#)

Double click to select the CDP to modify from the Info column within the Modify Area Feature window. The Map View zooms to the selected CDP and highlights it.

[Slide 77 – Census Designated Place \(CDP\) – Boundary Change – Modifying Attributes 3](#)

Click the Change Attribute button to modify the CDPs attributes.

[Slide 78 – Census Designated Place \(CDP\) – Boundary Change – Modifying Attributes 4](#)

The Modify Area Feature window displays. Enter the required data (fields with the red asterisks). GUPS pre-populates the Name field with the selected CDP name and the LSAD field defaults to the geography selected, in this case, CDP. The NAME, JUSTIFY, and JSTFY_NAME fields can be updated.

When finished, press OK.

[Slide 79 – PSAP Criteria Review Tool](#)

Participants use the PSAP Criteria Review tool to generate a list of threshold failures and correct (labeled as “fix” in the tool) the failures or provide a justification for the failure. GUPS color-codes the list of failures: Participants must correct red errors. They must correct orange errors or justify them to remain as such. Participants can correct the issues or provide a justification of their own to retain the geography based on local knowledge. Run this required check before creating a data output file for submission to the Census Bureau.

Slide 80 – Review Change Polygon Tool

The Review Change Polygons tool reviews transaction polygons for tracts, block groups, and CDPs. It provides a list of their applied changes (boundary changes, splits, merges). Participants use this tool to check the general accuracy of the change polygons in the Map View by clicking each change within the list.

Slide 81 – Geography Review Tool

The Geography Review Tool provides access to the attribute tables of some of the layers displayed in the Table of Contents. It filters the map layers based on field values in the attribute table. This tool provides an overall review of the new or deleted entities, or the entities with boundary changes. The Census Bureau recommends the use of this tool, rather than directly editing the various statistical geographies attribute tables.

Slide 82 – Exporting Data

When creating export .zip files, participants have two options.

They may export the file to share with another reviewer or they may export the file for submission to the Census Bureau.

In exporting for Census, GUPS automatically names the output .zip file, packages all the files required by the Census Bureau (including any documentation uploaded into GUPS) into the .zip file, and saves it in a preset location created on the computer during the installation process.

Slide 83 – Secure Web Incoming Module (SWIM)

If PSAP participants perform updates, using either the 2020 proposed plan or the 2010 geographies, they must utilize the Census Bureau’s Secure Web Incoming Module, or SWIM, to submit their updated working county .zip file for processing.

SWIM is the official web portal for uploading materials to the Census Bureau. Other programs use SWIM to upload information. SWIM accounts are people-based, not entity or program based. SWIM account creation requires a 12-digit token provided by the Census Bureau with the delineation materials. SWIM only accepts .zip files (which is all that are created by using GUPS for PSAP) and the file size limitation for the .zip file is 250 megabytes. We do not anticipate PSAP participants will encounter this file size limit.

Slide 84 – SWIM Account Login and Welcome Screens

Some PSAP participants may have established a SWIM account for other Census geography programs. If so, there is no need to establish a new account just for PSAP. Participants without a SWIM account need to utilize the 12-digit registration token to establish an account. To determine whether an account exists, click “Forgot your password?” 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 returns the

following message, *“No account registered for this email. Go to Account Registration.”* Choosing the Account Registration link opens a window to establish a SWIM account.

Slide 85 – SWIM Account Registration Screens

The Census Bureau provided one SWIM registration token per PSAP participant with their delineation materials cover letter. We recommend either the official liaison or the technical contact utilize the token to create an account once they determine updates are necessary.

Slide 86 – SWIM Start New Upload Screen

To begin a new upload, click the Start New Upload button at the bottom of the screen. The “What Census program are you reporting data for?” screen opens. Choose the Participant Statistical Areas Program (PSAP) radio button and click the Next button.

Slide 87 – SWIM Type of Geography Screen

The “What type of geography are you reporting statistical areas for?” screen opens. Click the radio button for the entity type to upload and click the Next button. Standard statistical geography participants choose County. The choice of County opens the Select a State and County screen.

Slide 88 – SWIM Select a .zip file to Upload

Following the selection of the geography to upload, the Select a .ZIP file to upload screen opens. Click the Add File button to launch the Choose File to Upload window and navigate to the directory where the .zip file resides. Refer to Table 60 to identify the location of the .zip file to upload.

The .zip file resides in the “GUPSGIS\gupsdata\psap20\output” folder on the default drive selected during installation. This is likely the “C:” drive.

Note: State and Regional Agency participants perform county based uploads. This means a participant with 10 counties will perform the upload process 10 times if they wish to submit updates for all 10 of those counties. SWIM does not allow for the selection of multiple .zip files within the Choose File to Upload window because of the way other systems receive and process the information from SWIM.

Once the file upload completes, the Status field shows “Success.” The name of the file appears in the File(s) field. Participants can add comments to the Comment section if they choose. Click the Next button to proceed with the upload.

Slide 89 – SWIM Thank You Confirmation Screen

The Thank You screen appears. It thanks the participant and indicates a forthcoming email once transfer completes.

Slide 90 - Supplemental Sources for PSAP Review

This section describes four supplemental sources to consider using while performing PSAP review: TIGERweb, American Indian Areas layer, area landmark and point landmark layers, and parcel boundaries. Not all of these sources may be available or applicable to each participants' universe of counties.

Slide 91 – TIGERweb

The Census Bureau's TIGERweb online map viewer, located at <<https://tigerweb.geo.census.gov/tigerweb/>>, allows participants to view the Census Bureau's 2010 census geographies layers outside of the GUPS environment.

TIGERweb allows viewing, at street level detail, features such as roads, waterways, and county, place/city, CDP, census tracts, block groups and other boundaries, and satellite imagery.

Participants may find this additional tool beneficial to visualize the 2010 census tracts and block groups for comparison to their 2020 proposed plan in order to verify the changes or determine if there is a need to make additional changes. Because it resides outside of GUPS, participants can open TIGERweb in a separate window or on a second, dual monitor for a side-by-side visual comparison.

Slide 92 – American Indian Areas Layer

The American Indian Areas layer within GUPS provides a supplemental, reference source for understanding what entities cause tracts to code in the 94XX range and can serve as a very strong legal feature for establishing and correcting tract and block group boundaries. Please note that standard census tracts and block groups within American Indian areas are different geographies compared to tribal census tracts and tribal block groups.

The 94XX code series is reserved for standard census tracts that are delineated either within or primarily to cover an American Indian Reservation or off-reservation trust land while also adhering to the standard census tract criteria.

Some areas of the country, primarily in the Southwest, have counties with the majority of tracts coded to the 94XX range. Major changes to reservation areas happen infrequently, so the Census Bureau does not anticipate that PSAP will produce any new 94XX coded tracts.

Slide 93 – Area and Point Landmark Layers

As a tool for determining whether a census tract or block group could be a special land use area, it can sometimes be helpful to activate the area landmark (arealm) or point landmark (pointlm) layers within GUPS. This layer is an additional reference source for use during statistical geography delineation.

While providing a useful visual, many landmarks do not qualify as special use areas because of their areal extent. Additionally, existing landmarks may not have any distinguishing features in aerial imagery to help with drawing boundaries and may not necessarily map to the extent of the special land use geographic entity.

As a supplemental layer, area landmarks give participants another tool to describe a special land use area that is apparent directly from the visible land use characteristics.

Slide 94 – Parcel Boundaries

In some situations, non-visible, legal, linear features can be preferred as boundaries for census tracts and block groups. At the smallest scale, participants can use parcel boundaries for reference to developments or contiguous personal plots if no other solution for splitting an area is present.

Parcel boundaries are particularly useful when working census tracts that contain neighborhoods characterized by cul-de-sacs that form ‘dangling’ edges in the database, meaning that there is frequently not a closed circuit of visible features available to connect all of the housing units associated with the development.

Slide 95 – PSAP Website

The PSAP Website is a one stop shop for everything PSAP related. The PSAP Website can be used to:

- Download GUPS.
 - Download Respondent Guides.
 - Access the proposed changes file.
 - View the webinar schedules.
 - Everything else you need to know about PSAP!
-

Slide 96 – Support and Assistance

The Census Bureau provides assistance by answering questions; clarifying criteria, guidelines, and procedures; and providing information concerning specific situations that participants encounter when reviewing, delineating, and submitting their statistical area plans.

For questions concerning technical problems with the GUPS application or specific programmatic questions, support is available by telephone at (844)788-4921 and email at <geo.psap@census.gov>.

Slide 97 – Connect With Us

For those interested in social media and other ways to stay informed, this slide depicts the various methods to connect with the Census Bureau through alerts, memorandums, Facebook, Twitter, YouTube, Instagram, and Pinterest.
