
Standard Statistical Geographies - Quick Program Guide

2020 Census Participant Statistical Areas Program (PSAP) Verification Phase

The 2020 Census PSAP verification phase provides an opportunity to ensure the 2020 statistical areas are acceptable and reflect the edits made by participants and the Census Bureau during the 2020 Census PSAP delineation phase. It serves as the final review of the statistical areas that will be used to tabulate the results of the 2020 Census, the American Community Survey (and Puerto Rico Community Survey), the Economic Census, and potentially other census surveys.

Following receipt of the verification announcement (i.e., email or letter), begin with the information provided in this Quick Program Guide to review and verify the 2020 statistical geographies that apply to your county(s). Provide corrections to the statistical area boundaries or attributes (e.g., census tract codes, block group codes, census designated place (CDP) names or census county division (CCD) names) where needed. Locate detailed instructions within the respondent guides listed below as part of the program materials.

I. Review Program Materials

Visit the 2020 Census PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>> to review the applicable materials listed below. Please note, the program materials are either found within the **2020 Census PSAP Verification Materials** section or the **2020 Census PSAP Delineation Materials** section.

2020 Census PSAP Verification Materials

- *2020 Census PSAP Verification Standard Respondent Guide (G-810).*
- *2020 Census PSAP Verification Training Demonstration Video*, pre-recorded, not interactive/live.
- *2020 Census PSAP Verification Online Portable Document Format (PDF) maps*, available as an additional resource to assist with the review of census tract coding.
- *2020 Census PSAP Verification New Census Designated Places (CDPs) file*, for use in reviewing new CDPs.
- *2020 Census PSAP Quick Reference Guide: Census Tracts (G-650) or (G-650PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Block Groups (G-640) or (G-640PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615) or (G-615PR) for Puerto Rico participants.*
- *2020 Census PSAP Quick Reference Guide: Census County Divisions (G-660)*, if applicable to your state.

2020 Census PSAP Delineation Materials

- *2020 Census PSAP Standard Respondent Guide (G-730)*, for use if corrections are necessary.
- *2020 Census PSAP Standard GUPS training materials (e.g., webinar recording, presentation, and script)*, for use if corrections are necessary and seek a refresher on GUPS.

See Section II for information on using TIGERweb to review the statistical area boundaries. See Section III for information on using the Online PDF maps to review census tract coding.

II. Review 2020 Statistical Areas Using TIGERweb

TIGERweb is a web-based system that allows users to visualize the Topologically Integrated Geographic Encoding and Referencing system or database (TIGER) data, including statistical area boundaries and attributes. The **TIGERweb Applications** choice within TIGERweb provides a simple way to view TIGER data without Geographic Information System (GIS) software and without downloading data. It allows users to select features and view attributes, to search for features by name or geocode, and to identify features by selecting them from a map. The **TIGERweb Web Mapping Service (WMS)** and **TIGERweb Representational State Transfer (REST) Services** choices allow users to integrate census data into their own GIS or custom web-based applications.

Refer to *Chapter 2* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* or to the online *TIGERweb User Guide* for detailed instructions on the use of all three choices within TIGERweb. The steps below provide only high-level guidance on how to utilize the TIGERweb online application to review the 2020 statistical areas.

1. Use TIGERweb to review the 2020 statistical areas and determine if corrections are needed. To determine what counties to review, refer to the verification announcement.
 - Access TIGERweb at <https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb_main.html>. A link to TIGERweb is also on the PSAP website within the **2020 Census PSAP Verification Materials** section.
 - Select the **TIGERweb Applications** tab to use the online application. Choose either the **WMS** or **REST Services** tabs to use the web services functionality to load TIGER data into the local GIS or web based application.
 - For those using the online application, from the left side of the browser window, select **TIGERweb**. Do not select **TIGERweb Decennial** or **TIGERweb Economic Census**.
 - TIGERweb launches in a new browser window. When it opens, a map of the continental United States appears in the center of the screen and a list of layers on the left side of the screen.
 - Within the **Layers** tab on the left side of the screen, ensure the **Select Vintage:** drop-down menu is set to **Current**. This is very important to view the 2020 statistical areas. Note: Even though the 2020 statistical areas are included in the Current vintage and made available to the public through TIGERweb, they are not yet used in most data products since they will not be finalized until after the verification phase concludes.
 - Within **Layers** panel, turn on the relevant layers, e.g., **Census Tracts and Blocks** and **Places and County Subdivisions** by using the checkmark and ensure **Labels** and **Hydrography** remain checked. Check other layers (e.g., **Transportation**) as appropriate to assist with review. Layers are scale dependent and not visible on-screen until the appropriate scale is reached.
 - Zoom by using the **Zoom In scrollbar**, the rollerball on the mouse, or use the **Query** tool (globe icon with magnifying glass in upper right of the screen) to query for a specific county.
 - Within the **Query** tool, ensure the **Attribute** tab is active. Choose **States and Counties** from the **Select Map...** drop-down menu, then select **Counties** within the **Select Layer(s)** section and type all (or part) of the name of the county to locate in the **Enter Name of Feature** section AND/OR all or part of Federal Information Processing Series (FIPS) code in the **Enter GEOID of Feature** section. Locate the FIPS code for your county(s) within the verification announcement. Click **SUBMIT** and TIGERweb zooms to the extent of the county. Note: If a county name repeats among states, the query returns all counties with that name in the **Query Results** section of the **Task Results** tab along the left side of the screen. Click the correct county to review and TIGERweb zooms to the extent of that county.
 - From the extent of the county, zoom in further to display the census tract and block group boundaries as well as the CDP and CCD boundaries (if applicable).
 - Zoom and pan around the county, checking the statistical area boundaries and attributes to confirm they align with your expectations. Note: see section III for information on the Online PDF maps, which may be useful for reviewing census tract coding.
 - Additionally, users can utilize the **Query** tool to query for individual statistical geographies within the map extent of the county previously queried. Refer to *Table 2* within the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for those details.

2. Within 30 calendar days of receipt of the verification announcement, the Census Bureau requests either the PSAP primary official contact or the PSAP primary technical contact email <geo.psap@census.gov> to provide notification on whether or not corrections are needed to the statistical areas within their county(s). A complete review of a county is not required to notify the Census Bureau of pending corrections. Evidence of any correction allows for the email notifying that corrections are forthcoming. Conversely, if the review concludes no corrections are required, notification allows the Census Bureau to proceed with the statistical areas as they exist. For participants with more than one county to review, the Census Bureau suggests a quick review of each county so that notification can be sent for all of your responsible counties at once within the requested timeframe.
 - If the Census Bureau does not receive email notification of approval and has not received a verification phase submission containing corrections for your county(s) halfway through the review period (i.e., approximately 45 calendar days from receipt of the verification announcement), a follow-up notification will be sent that includes a reminder to notify the Census Bureau of your approval or of your intention to make a submission. This notification reinforces the importance of an on-time submission. Late submissions will not be accepted.
3. If you determine corrections are necessary, contact the Census Bureau prior to making **major or significant corrections** to receive guidance on how, or if, to proceed. However, if **minor or a few corrections** are necessary follow the remaining steps in this Quick Program Guide to complete the statistical area corrections.

IMPORTANT: If census tract coding was not reviewed in TIGERweb, please proceed to the next section; otherwise, if no corrections to the statistical area boundaries or attributes are identified there is no need to proceed with the subsequent steps within this Quick Program Guide.

III. Review 2020 Census Tract Coding Using Online PDF Maps (i.e., Census Tract Code Review Maps)

The Census Bureau created county-based, Online PDF maps that show the census tract boundaries, census tract coding (labels), and other common map features to assist with the review of the 2020 census tract coding. It is not available in printed form. While census tract codes can be reviewed in TIGERweb, the Census Bureau believes this Online PDF map product allows participants to more easily scan and review the coding scheme to ensure any long standing or existing coding patterns are maintained throughout the 2020 Census PSAP process. Because this product does not include all of the statistical area types, it should not be used to review the statistical area boundaries.

Refer to *Chapter 3* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for corresponding information on this map product. The steps below provide high-level guidance on how to locate and view the Online PDF maps of Census Tracts.

1. Open a new internet browser and navigate to the PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Scroll down the page to the **2020 Census PSAP Verification Materials** section to locate the **Online PDF Maps – Census Tract** sub-section.
2. Click the **Choose a State to View** section, then select the name of state in which the county to review is located from the drop-down menu. The system routes participants to a file transfer protocol (FTP) directory for that state where individual PDF census tract maps for each county within the state appear.
 - The file naming convention is **PSAPV20CT<ssccc>.pdf**, where <ssccc> corresponds to the five digit state/county FIPS code listed on the verification announcement for your responsible county(s). For example, Ramsey County, Minnesota would be **PSAPV20CT27123.pdf** and Arroyo Municipio, Puerto Rico would be **PSAPV20CT72015.pdf**.
3. Click the PDF file name to open the map directly from the website or to save the file locally for later use. Follow the on-screen instructions for downloading and saving the file. If using the file locally, ensure use of either Adobe Reader® or Adobe Acrobat® to preserve map symbology and readability.
4. With the county-based PDF file open, zoom and pan around the county reviewing the census tract coding to confirm it aligns with your expectations. If more than one map sheet is necessary to depict all of the census tracts within a county, the PDF file is bundled to include multiple sheets. Review each map sheet within the county to conduct a complete review.
5. If you determine corrections are necessary, make note of the census tracts with coding errors and proceed with the instructions in this Quick Program Guide.

IMPORTANT: There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to the census tract coding are identified and no previous statistical area corrections were noted when using TIGERweb.

IV. Download and Install GUPS

IMPORTANT: The GUPS version for the verification phase uses a newer version of software than the one used during the delineation phase (i.e., on the QGIS 3 Madeira platform rather than QGIS 2 Las Palmas platform). Participants must download and install the newer version to make corrections during the verification phase.

1. Open a new internet browser window and navigate to the PSAP website <<https://www.census.gov/programs-surveys/decennial-census/about/psap.html>>. Scroll down the page to the **2020 Census PSAP Verification Materials** section and click **Download the GUPS**. Use **Save As** rather than **Save** to choose a specific folder location on the local computer to download the file. The software is within a .zip file.
2. Navigate to the folder location of the saved .zip file and unzip the file to extract its contents. Please note, administrative privileges to install GUPS on a local computer are likely necessary. Check with the local system administrator regarding software installation protocol prior to contacting the Census Bureau for assistance with installation. The contact information is located at the bottom of this Quick Program Guide.
3. From the folder where the .zip file extracted, double-click the **SETUP-<version>.bat** file to start the installation. Regardless of the version number of the file, there will be only one SETUP .bat file to choose.
4. The **Welcome to QGIS** screen appears that allows a participant to import their previous settings from QGIS 2 or starting clean. Choose **Start Clean** and click **Let's get started** to proceed. Note, if a new version of GUPS that uses QGIS 3 is already installed, this window may not appear.
5. When the software installer opens, the **Welcome to the QGIS Setup Wizard** screen appears. Read the screen and click **Next** to proceed.
6. The **License Agreement** screen appears. Review the license agreement and click **I Agree** to proceed with installation.
7. The **Choose Install Location** screen appears. For performance and stability, the Census Bureau recommends installation to the default directory even though the **Browse** button allows for changing of the installation directory. Click **Next** to continue.
8. The **Choose Components** screen appears. Leave the defaults. Click **Install** to continue.
9. The software may take five to 10 minutes to install, so please be patient. When complete, the **Completing the QGIS Setup Wizard** screen appears. Click **Finish** to complete the installation of QGIS.
10. Next, the **GUPS Install Setup: Complete** screen appears showing the status of GUPS installation. Do not close the window while GUPS installs. Once it completes, click **Close**.
11. With the previous step, both QGIS and GUPS are installed and ready for use.

V. Open GUPS and Launch the Participant Statistical Areas Program Verification Program

With the new version of GUPS installed, use these instructions to begin a project to perform verification phase corrections.

1. Select **QGIS 3.4.4 Desktop** within the QGIS 3.4 Program Menu on the Start Menu or within the QGIS 3.4 desktop icon to launch GUPS. None of the other software (e.g., GRASS) that installed with QGIS are necessary to use.
2. A **QGIS start-up/splash** screen appears showing the progress of opening the software and is followed by the **QGIS Tips** screen. Dismiss the Tips screen.
3. The Map Management window opens. Select Participant Statistical Area Program Verification from the Program menu.
4. Select the **County Based User** for the **User Type**, the state of the county for review for the **State**, and the county to make corrections for the **Working County**. Do not select any adjacent counties unless they assist with the review of the county selected as the **Working County**. As with the delineation phase, participants complete their verification corrections county-by-county.
5. Choose **Census Web** from the **Select Data Folder, Directory or Location** window to download the data directly into GUPS.
6. Refer to *Part 3* of the *2020 Census PSAP Standard Respondent Guide (G-730)* used during the delineation phase for instructions on using GUPS to make corrections to the statistical area boundaries and consult the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for specific verification phase instructions.

VI. Submit Corrections

Please submit all corrections to the statistical areas within 90 calendar days of receiving the verification announcement. The Census Bureau will review all corrections to ensure they meet the established criteria for the 2020 Census PSAP and will contact participants if there are questions.

Return corrections to the statistical areas, in the form of a county-based .zip file exported from GUPS, using the Census Bureau's Secure Web Incoming Module (SWIM). Locate SWIM at <<https://respond.census.gov/swim/>>. A link to the SWIM website is also located on the PSAP website. Refer to *Chapter 6* of the *2020 Census PSAP Verification Standard Respondent Guide (G-810)* for a descriptive SWIM example.

Please note, because of your participation in PSAP, it is likely a SWIM account already exists for the person who sent the delineation phase submission. If a new SWIM account is necessary, if you encounter problems accessing your existing SWIM account, or if questions remain after consulting the respondent guides, please contact the Census Bureau by phone at 1-844-788-4921 or by email at <geo.psap@census.gov> for additional assistance.