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## Tribal Statistical Geographies - Quick Program Guide

### 2020 Census Participant Statistical Areas Program (PSAP) Verification Phase

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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, 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 tribal area. Provide corrections to the statistical area boundaries and attributes (e.g., tribal census tract codes, tribal block group codes, CDP names, and tribal statistical area 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 Tribal Respondent Guide (G-800)*. Unlike the delineation phase, there is only one respondent guide for verification.
- *2020 Census PSAP Verification Training Demonstration Video*, pre-recorded, not interactive/live. Unlike during the delineation phase, there is only one training demonstration video for the verification phase.
- *2020 Census PSAP Verification Online Portable Document Format (PDF) maps*, available as an additional resource to use for reviewing tribal statistical areas and their attributes.
- *2020 Census PSAP Verification New Census Designated Places (CDPs) file*, for use in reviewing new CDPs.
- *2020 Census PSAP Quick Reference Guide: Tribal Census Tracts (G-610)*.
- *2020 Census PSAP Quick Reference Guide: Tribal Block Groups (G-600)*.
- *2020 Census PSAP Quick Reference Guide: Census Designated Places (G-615)*.
- *2020 Census PSAP Quick Reference Guide: Alaska Native Village Statistical Areas (G-622)*.
- *2020 Census PSAP Quick Reference Guide: Oklahoma Tribal Statistical Areas (G-623)*.
- *2020 Census PSAP Quick Reference Guide: State American Indian Reservation (G-625)*.
- *2020 Census PSAP Quick Reference Guide: State Designated Tribal Statistical Areas (G-621)*.
- *2020 Census PSAP Quick Reference Guide: Tribal Designated Statistical Areas (G-620)*.

#### 2020 Census PSAP Delineation Materials

- *2020 Census PSAP Tribal Respondent Guide (G-690)*, for use if corrections are necessary.
- *2020 Census PSAP Tribal Paper Respondent Guide (G-700)*, for use if corrections are necessary.
- *2020 Census PSAP Tribal GUPS training materials (e.g., webinar recording, presentation, and script)*, for use if corrections are necessary and seek a refresher on GUPS.
- *2020 Census PSAP Tribal Paper training materials (e.g., presentation and script)*, for use if corrections are necessary and seek a refresher on the use of paper maps. There is no delineation phase webinar recording for paper participants.

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 the statistical area boundaries.

## II. Review 2020 Statistical Areas Using TIGERweb

Tribal participants can use TIGERweb to review their statistical areas. To use the Online PDF maps rather than TIGERweb to review the statistical areas, skip to Section III.

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 Tribal Respondent Guide (G-800)* 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 tribal areas to review, refer to the verification announcement.
  - Access TIGERweb at <[https://tigerweb.geo.census.gov/tigerwebmain/TIGERweb\\_main.html](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 tribal 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., **American Indian, Alaska Native, and Native Hawaiian Areas, Tribal Census Tracts and Block Groups, 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 tribal area.
  - Within the **Query** tool, ensure the **Attribute** tab is active. Choose **American Indian, Alaska Native, and Native Hawaiian Areas** from the **Select Map...** drop-down menu, then select appropriate tribal area within the **Select Layer(s)** section and type all (or part) of the name of the tribal area to locate in the **Enter Name of Feature** section. Click **SUBMIT** and TIGERweb zooms to the extent of the tribal area. Note: If all (or part) of the tribal area name repeats among several tribal areas, the query returns all tribal areas with that name in the **Query Results** section of the **Task Results** tab along the left side of the screen. Click the correct tribal area to review and TIGERweb zooms to the extent of that tribal area.
  - From the extent of the tribal area, zoom in further to display the statistical areas applicable to your tribal area.
  - Zoom and pan around the tribal area, checking the statistical area boundaries and attributes to confirm they align with your expectations.
  - Additionally, users can utilize the **Query** tool to query for individual statistical geographies within the map extent of the tribal area previously queried. Refer to *Table 2* within the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* 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](mailto:geo.psap@census.gov)> to provide notification on whether or not corrections are needed to the statistical areas within their tribal area(s). A complete review of a tribal area 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 tribal area to review, the Census Bureau suggests a quick review of each tribal area so that notification can be sent for all of your responsible areas 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 tribal area(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.
  - Participants using GUPS (i.e., Federal Reservations that review tribal census tracts and tribal block groups), refer to Sections IV and V of this Quick Program Guide.
  - Participants using paper maps, refer to Section VII of this Quick Program Guide. Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

**IMPORTANT:** There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to statistical areas are identified.

### III. Review 2020 Statistical Areas Using Online PDF Maps

The Census Bureau created tribe specific, Online PDF maps for use in reviewing the 2020 statistical areas for participants that do not wish to use TIGERweb to conduct their review. Do not attempt to print these materials for use in making corrections. Paper maps are available for making corrections.

The file naming convention of the Tribal Online PDF maps, except for the Alaska Native Regional Corporation (ANRC) maps, combines the map type abbreviation followed by a unique 11-digit numeric code (e.g., <**map type abbreviation**><**499RRRRAAAA**>.pdf). Below are the seven map type abbreviations based on the type of tribal entity.

- PSAPV20FR for Federal American Indian Reservation
- PSAPV20SR for State American Indian Reservation
- PSAPV20RC for Alaska Native Regional Corporation
- PSAPV20NV for Alaska Native Village Statistical Area
- PSAPV20OT for Oklahoma Tribal Statistical Area
- PSAPV20SD for State Designated Tribal Statistical Area
- PSAPV20TD for Tribal Designated Statistical Area

The unique 11-digit numeric code appears on the bottom of the verification announcement to indicate each tribal area under your responsibility to review and verify. The file naming convention for the ANRC maps use the map type abbreviation mentioned above, but uses <**fffff**> instead of <**499RRRRAAAA**>, where **fffff** is the five-digit Federal Information Processing Series (FIPS) code for the ANRC (e.g., **PSAPV20RC<fffff>.pdf**).

Refer to *Chapter 3* of the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for corresponding information on this map product. The steps below provide high-level guidance on how to locate and view the Online PDF maps for tribal areas.

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 to locate the **Online PDF Maps - Tribal** sub-section.
2. Click the link for the type of tribal entity for your tribal area(s) from the list of American Indian Areas (i.e., Federal Reservations, State Reservations, Alaska Native Regional Corporations, Alaska Native Village Statistical Areas, Oklahoma Tribal Statistical Areas, State Designated Tribal Statistical Areas, or Tribal Designated Statistical Areas). The system routes participants to a file transfer protocol (FTP) directory for the type of tribal entity selected that shows sub-folders for each tribal area within that tribal entity type.
3. Within the type of tribal entity directory, scroll through the list of sub-folders to locate the one that corresponds with the tribal area for review and click it. The tribal area sub-folder naming convention incorporates the tribal area code (i.e., the last four digits of unique 11-digit code or the five-digit FIPS code for ANRCs) and the name of the tribal area.
  - **Federal Reservations** sub-folder naming convention = **r<AAAA>\_<Tribal name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
  - **State Reservations** sub-folder naming convention = **r<AAAA>\_<Tribal name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
  - **Alaska Native Regional Corporations** sub-folder naming convention = **r<ffff>\_<ANRC name>**, where ffff corresponds to the five digit FIPS code of the ANRC.
  - **Alaska Native Village Statistical Areas** sub-folder naming convention = **s<AAAA>\_<ANVSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
  - **Oklahoma Tribal Statistical Areas** sub-folder naming convention = **s<AAAA>\_<OTSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
  - **State Designated Tribal Statistical Areas** sub-folder naming convention = **s<AAAA>\_<SDTSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
  - **Tribal Designated Statistical Areas** sub-folder naming convention = **s<AAAA>\_<TDSA name>**, where AAAA corresponds to the last four digits of the unique 11-digit code.
4. From the tribal area sub-folder, the individual PDF tribal area map(s) appear. Click the PDF file name to open the file directly from the website or to save the file locally for later use. Follow the on-screen prompts 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.
5. With the tribal area-based PDF file open, zoom and pan around the tribal area to review the statistical area boundaries and attributes to confirm they align with your expectations. If more than one map sheet is necessary to depict all of the statistical areas within a tribal area, the PDF file is bundled to include multiple sheets. Review each map sheet that contains a statistical area boundary.
6. 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](mailto:geo.psap@census.gov)> to provide notification on whether or not corrections are needed to the statistical areas within their tribal area(s). A complete review of a tribal area 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 tribal area to review, the Census Bureau suggests a quick review of each tribal area so that notification can be sent for all of your responsible areas 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 tribal area(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.

7. 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.
  - Participants using GUPS (i.e., Federal Reservations that review tribal census tracts and tribal block groups), refer to Sections IV and V of this Quick Program Guide.
  - Participants using paper maps, refer to Section VI of this Quick Program Guide. Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

**IMPORTANT:** There is no need to proceed with the subsequent steps within this Quick Program Guide if no corrections to statistical areas are identified.

#### 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 Tribal Statistical Review for the User Type, the Reservation/Trust Land for the Entity Type, and choose the tribal entity from the Entity Name menu.
5. Choose **Census Web** from the **Select Data Folder, Directory or Location** window to download the data directly into GUPS.
6. Refer to *Part 2* of the *2020 Census PSAP Tribal Respondent Guide (G-690)* 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 Tribal Respondent Guide (G-800)* for specific verification phase instructions.
7. Skip to section VII for instructions on submitting the corrections.

## VI. Annotate Corrections Using Paper Maps

Refer to *Part 2* of the *2020 Census PSAP Tribal Paper Respondent Guide (G-700)* from the delineation phase for instructions on using paper maps to make corrections to the statistical area boundaries and on preparing the updated maps for submission. Consult the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for specific verification phase instructions. **IMPORTANT:** Participants that have not received paper maps should contact the Census Bureau immediately to request paper maps.

## VII. 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.

For those using GUPS, return corrections to the statistical areas, in the form of a .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 7* of the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* 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 guide(s), please contact the Census Bureau by phone at 1-844-788-4921 or by email at <[geo.psap@census.gov](mailto:geo.psap@census.gov)> for additional assistance.

For those using paper maps, refer to the *2020 Census PSAP Verification Tribal Respondent Guide (G-800)* for instructions on the return of updated maps. If questions remain after consulting the respondent guide(s), participants may contact the Census Bureau by phone at 1-844-788-4921 or by email at <[geo.psap@census.gov](mailto:geo.psap@census.gov)> for additional assistance.