

## Quick Reference Guide for VTD Verification 2

### Program Updates for VTDP Verification 2

- VTDP Verification 2 is the final chance for your state to make VTD updates before the 2020 Census.
- The submission window for VTDP Verification 2 is shortened from previous update rounds and is only from the receipt of these materials through March 31st, 2020.
- This limited verification round only allows for VTD updates and updates to linear features needed to support those VTD changes.
- If there are additional updates that you need to make, please contact our office to discuss them.
- If your state has counties that will not have changes, please let our office know as soon as possible.

### Getting Started (see user guides for more detail)

- **QGIS Update:** GUPS is built on QGIS and for VTDP Verification 2, a newer more robust version of QGIS is used. There are some very minor discrepancies in the GUPS appearance between previous versions and the new 3.4.4 version.
- **Software:** When using GUPS to perform your voting district verification updates, you must install and use the latest version of the GUPS software whose version number begins with 11.0. A software installation disk is included in this packet which will install the new GUPS and QGIS. To use the software after installation, select QGIS Desktop 344.
- **Data:** You must use the 2019 Version 2 Partnership Shapefiles (pvs\_19\_v2...). The easiest way to download these files is through the GUPS Census Web Option. Updates made using previous versions of the shapefiles cannot be accepted.
- **If you are submitting wide scale boundary changes from your VTDV submission:** We suggest that you select the Voting District Project module. There will be three options in GUPS on how to start your VTD Project. You can start with a:
  - Blank layer
  - Tabular equivalency file,
  - Import your own VTD shapefile.

Once in GUPS, you can update voting districts by creating new VTDs, deleting VTDs, modifying VTD attributes, and adding faces or geographic entities to VTDs using the Modify Area Feature Tool.

- **If you are performing Voting District Verification:** You must select the Voting District Project Verification module. The VTDs that you submitted previously will automatically be loaded. You will be asked if you would like to perform Verification against an external source using:
  - Shapefile
  - Tabular equivalency files,
  - Perform verification without a source.
    - You can still add your source later once in GUPS.

You can verify your VTDs against your source material using the VTD Verification Tool (see below for more information). You can also update voting districts by creating new VTDs, deleting VTDs, modifying VTD attributes, and adding faces or geographic entities to VTDs using the Modify Area Feature Tool.

- Due to quality checks added to the Import Shapefile Tool in VTD and VTDV, import times have increased. In some cases, it appears that GUPS has frozen. Please be patient when importing shapefiles.

- **Electronic Materials:** Digital versions of the participant guides and other materials along with links to the software and geography are available under the Phase 2 section of the Redistricting Data Program Management webpage:  
<https://www.census.gov/programs-surveys/decennial-census/about/rdo/program-management.html>

#### Best Practices

- We strongly recommend using the GUPS software to make your VTDV2 updates. GUPS generated files are generally of better quality than non-GUPS generated updates.
- Please submit completed files on a flow basis as soon as possible. This allows the CRVRDO staff to perform a thorough review of the submission and allows time to work with you if there are issues with the submissions.
- Please email us at [rdo@census.gov](mailto:rdo@census.gov) as soon as you become aware that a county or counties will not have any VTD or VTDV updates. This helps us move your counties through our final 2020 Census quality reviews.

#### Tools Added to GUPS in 2018-2019

- Voting District Project Verification Tool:



- This tool allows you to compare the VTDs in the partnership shapefiles to your source file, to find areas that do not match.
- You can now export the VTDV Tool Results in .csv format as an additional way to track your Verification updates.

- Import Working File Tool:



- This tool allows you to replace your VTD layer mid-project without having to restart the entire project and save other edits.