Coordinator: Welcome and thank you for standing by. At this time, all participants are in a listen only mode. During today's Q & A session if you'd like to ask a question, please press *, then 1. Today's call is also being recorded. If you have any objections, you may disconnect at this time. Now I'd like to turn today's meeting over to your host Mr. James Whitehorne, the Chief of the Census Redistricting and Voting Rights Data Office. Thank you, you may begin.

James Whitehorne: All right, thank you operator. And thank you for all of you who are on the phone and dialed in to our webinar. We're very appreciative of you taking time out of your day to attend this training session. Just a little bit of business up front. This webinar is being recorded, as the operator mentioned. And it's our intent to post this to the Web along with a transcript, probably in about a week after we conclude today. So when you're asking questions during the Q & A session, if you can only use your first name and your state, and please don't use your last name. We just want to make sure that we're able to put this up on the Web for folks who aren't able to attend today.

So although this session focuses mostly on the use of our GUPS -- our Geographic Update Partnership Software tool -- and making your voting
district updates, many of the lessons that you're going to see are going to be relatable to the work you need to do, even if you plan to use your own software.

We've tried to break it up into some logical sections and in between those sections we're going to open up the phone line for questions. We have planned to cover the major update activities that are required for someone to participate in the voting district project. There is going to be a little bit of overlap for those of you who participated in these trainings for the block boundary suggestion program. But we're also going to show you enhancements to the tools and re-emphasize some activities that may have caused problems during the submissions we received from the block boundary suggestion project.

However, with all that said, the majority of what we show you today is going to be about updating the voting districts, since that's central to this part of the redistricting data program. We'll also show you how to make place boundary suggested changes, but we are highly encouraging you if you plan to make place boundary changes that you contact us here early so that we can work with you. We had several instances where liaisons spent a lot of effort creating place boundary changes and then the boundary and annexation survey respondent didn't accept them, and we want to make sure that you're only doing work that we can accept. And so we want to coordinate your activities with the boundary and annexation survey respondent so we make sure that it's the most efficient use of your time and that we're getting the updates in that you need and that we can do so through the legal authority.

I have a series of informational announcements to help us set the stage and also to hopefully address some of your questions right out of the gate. The program is arranged into an initial delineation phase -- which is what we're
starting now -- and then two verification phases. This initial delineation phase we started in December of 2017 on December 22nd when we mailed out the packets. And that goes through May 31st of this year. The first verification will then again start late December of 2018 and go through May 31st of 2019. And then we'll have a final verification for those of you who have participated in these early rounds -- that's going to go from December of 2019 through March 31st of 2020. So notice I changed that to March, not May. And that's as we're going right up against the decennial census.

Our hope is that you'll provide us with your best representation of your current voting districts during this initial phase. Then when you do your first verification you'll ensure that we accurately put them into our database, and then make any changes you need to do to keep them current. And then in the final short window right up against the census, you'll look to ensure that they've maintained any needed relationships with other geographies, since there are so many geographic programs going on as we get right up against the census.

I also want to mention that everything that you see demonstrated here today is detailed in greater - or has greater detail about it in the guides that we provided directly to the liaisons in the mailed out packet. And it's also posted to the Web. And in regards to the Web, some of you may have noticed that we recently migrated to a new content management system, which caused us to restructure the Web site. You still navigate to our main page by going to www.census.gov/rdo - that's Richard, Daniel, Oscar. That will take you to the main page. And then on that page there's a redistricting data program management page and we're posting all the materials for every phase of the redistricting data program there, including links to software, data, guides, helpful hints.
And including those helpful hints, we just posted one today. We had a couple people report that they had an installation issue where when they installed the GUPS software the GUPS itself didn't install - QGIS was the only part that installed. So we have a manual installation guide that will tell you what you can do to activate the plugins that will make GUPS come alive within your QGIS. So as we discover these things or we learn things, we put them on that Web site. So it's a good place to check out so you can see if anything's new also as we go through the program.

So now I can get to a couple of VTD or Voting District specific announcements. We've maintained the ability to use non-visible edges for voting district boundaries. You can add edges or features wherever you need them for delineating your voting districts. And the voting districts that you supply to this program will not appear in official TIGER/Line products until after the 2020 Census. And those voting district boundaries that you supply to us will become block boundaries. That's a guarantee. Because we have to tabulate for the voting districts, those have to be block boundaries.

So we will be putting these out in the partnership files, but those are not considered an official release. Those are working files for us to exchange geographic data with census partners. But the official ones won't come out until afterwards. So if any of you have any concerns about having laws that say your voting districts must follow block boundaries, when they come out in 2020 the voting districts that you give us will follow block boundaries, no matter what.

We again included for this cycle of the program the prototype blocks that we were getting out in the block boundary suggestion project. These were blocks that were made using the software that's going to create the 2020 blocks. But we run it against our current geography. And so they show what the
geography would look like if there were no geographic changes from today. Now, the reason I'm bringing that up is they're going to look a little weird for this cycle. In order to facilitate people who have voting districts from 2010 that don't change very much or don't change at all, we've put the 2010 voting districts back into TIGER so we could include them in your working files. But what this did is it influenced those prototype blocks that now thinks that those are the voting districts for 2020 and so it went ahead and used that as part of its decision making when it created those blocks. So that's going to be a little wonky this time around.

We are going to remove those 2010 voting districts before we start putting in what we receive from you from the program. And so when we get to verification your prototype blocks will be a much more accurate representation of what your block will look like for 2020. And so you'll get to see that again. You can still sort of check if there's must holds and do not hold's you supplied during the voting district - or the Block Boundary Suggestion Project by looking at the edge layer and looking at the CBBFLG field. And if there's a one or a two there, that indicates either a must hold or a do not hold, respectively.

Now with that said, I'm going to get out of the way and we'll get right into the materials. Matthew Brooks who’s one of the geographer's in our office -- is going to start us off with getting set up with the GUP software.

Matthew Brooks: So hello everyone. Again, my name is Matt Brooks and I work as a geographer in the Redistricting Data Office. And today I'll be covering setting up GUPS and the different methods for starting a project. So as you can see, when you open up GUPS the map management menu will open automatically. That management helps you move around the various census partnership programs, states, and jurisdictions. So for today I'll select the Voting District
Project. And I'll go down to Virginia. I'm choosing the city of Fairfax. Virginia has a lot of independent cities and they're nice for demonstrations like this because they load quickly. When you - after you selecting your county, you need to choose where - the source for your data. You can choose a CD or DVD, which we sent you in the mail. If you downloaded that data or used FTP to store it on your hard drive, you can use my computer. We would recommend Census Web just for ease of use.

As the census data loads in the background, the next step will be choosing what your current layer will be. This is the layer that you will be updating and eventually submitting to us. And there are four different options for that. So we'll just let this load. You can see the prototype blocks are coming in right now. And there you can see the census data loading. And now you get four options. And these are what will be your current layer. So today I'll be starting off with using a shapefile that I've actually made. And inputting a shapefile is a good option if you and your office already have one that depict your current VTDs. So I'll select that. And then I'll navigate over to where I have it.

And when you're inputting a shapefile, you need to map your attributes to the census headers. So here in mine -- you might have different names -- but in mine I just have ST for state, I have COU for county, VTD code for voting district, and then the names for the name of the VTD. And down below that - when you're importing a shapefile, GUPS will likely complete your VTD shapefile to align with census geography, particularly if current county boundaries have changed. So you should review the depiction of your VTDs in GUP after you import the shapefile.

Just to help with this conflation, we have this minimum overlap percentage. And what this does is it checks to see if there's a 91, in this case, 91% overlap
between your shapefiles and the faces in the Census file. And if it doesn't meet that minimum, then it will not be assigned - the face will remain unassigned if it doesn't meet the 91% overlap. And now you can see my shapefile has loaded. Just to show you the difference between the two, here's mine and here are the 2010 current layer - the 2010 VTDs.

So now the next method I want to show you is importing the tabular equivalency file. And since I want to use the City of Fairfax again, this is a good opportunity to use the GUPS data settings tool that's up here. And to do that - this is a very powerful tool that you can actually use it to clean all of your GUPS data -- meaning remove it -- you can clean by project or by program. In this case I'm just going to do it by project. So I'm going to delete our current work on Fairfax. This will cause GUPS to shut down and you'll need to restart.

We'll have more discussion on the GUPS data settings tool later in the webinar as well. So now I can go back in, I can select voting district, Virginia again, and the City of Fairfax. And now I can just open it using a tabular equivalency file. And the tabular equivalency file -- just to -- it's a good option - well, actually, let me familiarize you all with those, first, if you haven't seen those before.

It's a text file that stores geographic information, just in different columns. And we - there are different ways of doing it. You can have each attribute sort of stored interdependently. So here you can see it's the state, the county, the track, the block, the voting district, and the name. Over here it's actually combined into a GEOID. You can see it's taking the state, the county, the track, and the block and combining into a larger - a longer code. And then this one has an extended GEOID where it actually puts the voting district code at the end.
So when you're choosing a tabular equivalency file it's just important to keep in mind how you have your data stored. And importing a tabular equivalency file is a good option if you have a text file such as the one I just showed that comprise your current VTDs. And again, census block boundaries may have been reshaped in an effort to improve special accuracy and they might not appear exactly as they did in the 2010 products. And therefore, just with -- exactly the same with the shapefile -- you should review the depiction of your VTDs and GUPS after you import a tabular equivalency file.

So here now I'll choose tabular equivalency file. And you'll see - this is just - the error that came up right now is because of the environment that we have here internally at the census. You won't see it on your own computers. So here I'll choose my basic tabular equivalency files. And for that I'll need to select state, county, track, block, voting district, and the name also. And you can see there are other options, depending on how you might have your text organized. And here again just to show you the difference between the text that I created and the 2010 layer, I'll just toggle between the two. And you can see that they're different.

Now I'll show you - we have another two options for making your working layer. So I'm going to go back to map management and I'm going to choose the county that we'll be using for the remainder of this webinar. This first option I'm going to show you I'm going to take you up to the penultimate step in creating a blank VTD. Let me just get to Richmond first. Again, I'll choose Census Web. So I'm going to show you all the way up to the gate of creating a blank VTD layer. Using a blank VTD layer is a good option if you did not submit your voting district boundaries in 2010. Or if you submitted them, but they've changed significantly since then or if you do not have a shapefile or tabular equivalency file defining your current VTDs.
A blank VTD layer is exactly as it sounds, it's just blank. So I'll just show you where you would choose it, but I won't click okay at that point. So since Richland is a larger county, it will take a while to load. So before showing you the lengthy VTD option, I'm just going to familiarize you with some of the toolbars that we have. Up here at the top we have your basic QGIS toolbar. And these are all of your zoom, your select. There's also the ones that we've added such as map management and your GUPS data settings too. Oh, here - it's come up so I'll go back to that in a second. So here, if you were to create a new blank VTD layer, you would select it here. And that would just have a blank as your current and then you have the 2010 data as well - or the Census data.

But instead I'm going to go and move on with the rest of our webinar by selecting edit the Census 2010 VTD shapefile. So I'll select that now. Click okay. And then going back to the toolbars, underneath the basic QGIS toolbar at the top we have the toolbar that will be familiar to those of you all that worked with us during BBSP. It has all of that functionality. Along the side we have your layers tools. This one for example helps you add a vector layers or other layers tools as well with that. So at this moment I'd like to pause for question and answer.

Coordinator: At this time we will begin our question and answer session. If you would like to ask a question, please press * then 1. Remember to unmute your phone and record your first name and state only. Please limit your questions to one and one additional follow up. If you would like to withdraw that question, you may press * 2. One moment as we wait for the first question. Mark from Indiana, your line is open.
Mark: So I have a question. If you import an existing shapefile, how does it handle? I know that you said it will conflate them like if the geography's changed a little bit or whatever, to align them to census geography. But what - how will it handle where our precinct boundaries would split the existing census blocks?

James Whitehorne: So Mark, thanks for calling in to the webinar. So what it'll do is that 91% overlap that Matt pointed out, it's going to look at the individual faces, which for folks who aren't familiar, faces are sort of the smallest areas -- polygons -- of the geography. It's going to take your district and overlay that. And if 91% or more of that face falls into the district, it's going to put it in there. If it's -- let's say -- only 90% falls in, it's going to leave it completely unassigned. So then with some tools you'll see later which is the QA tools where you'll be able to jump around and find the unassigned faces, you would have to go and evaluate and draw in where you want your split and then assign each piece. Now you have two new faces. So…

Mark: Great, thank you.

Coordinator: Thank you. Our next question comes from Josh in Michigan. Your line is open.

Josh: We - our office of automation - every time we get new software we have to justify what we're using it for. And so we've used it - we had to jump through several hoops to get GUPS approved for block boundary suggestion program. And I was wondering if anybody could speak to the software now, because I think it's different than what was used for BBSP. But we have to justify it and kind of explain, "Well, it's the same GUPS software that we're already using and has already been approved, but it's enhanced." And so do you know if it's just been like kind of a newer version of GUPS in general or has this been
tailored specifically for this program, meaning that we can't reuse this program for BBSP again.

James Whitehorne: So what we did when we built the VTD portion of the module is we kept all the tools that were in BBSP, but we enhanced the software further by adding new tools and new QA tools as well to facilitate the different type of updates that are being done in the voting district part of the program. So you would not be able to access any of the tools we've shown you -- they're specifically for voting district -- unless you upgrade. But it's the same core software, the same QGIS platform. It's merely just plug in that we're using that we've built here at census that sits on top of that that is new. So I don't know if that helps your cause.

Josh: Yes, that helps. As long as I understand that it's still - it's all the GUPS software that we had before, plus enhancements, so you - nothing was taken away or tailored specifically for this, it's we can still use this for the Block Boundaries Suggestion Program if we choose to.

James Whitehorne: Yes. So you could still use it for BBSP -- block boundary suggestion -- functions. But also is enhanced to also do the new voting district. And you can expect a new, refined version next year for the verification, so we'll build it in to new verification for you. And that should be the final revision. So if you need to notify your IT department about so you can update, that's what it looks like.

Josh: Okay, thank you.

Coordinator: One moment for our next question. Nick, your line is open.
Nick: Hi. Sorry, this is Nick from Washington. I thought it was going to ask me separately for my state. Question, if we're preparing a shapefile to import, should the state and county then be FIPS codes or will alphabetic work?

James Whitehorne: So the software tool is going to look for a FIPS code.

Nick: Okay. And does it need to be projected to your NAD83?

James Whitehorne: If your - the shapefile that you're bringing in is in a projection other than what we provide, which is un-projected, you would want to do that prior to bringing it in to the GUPS too. So you’ll get that equal match.

Nick: And I had one more follow on if I could.

James Whitehorne: Sure.

Nick: What's the maximum length of a VTD code? We have one county that uses eight digit codes, but the last four are unique.

James Whitehorne: Six digits is all that our database handles.

Nick: Okay, thank you.

Coordinator: Show no further questions in queue at this time.

James Whitehorne: Okay, we'll move on to the next part of the program. Where we're going to have Evan Neuwirth -- another geographer in our office -- will take us through the next steps.
Evan Neuwirth: All right, thanks James. Hi everyone, my name is Evan Neuwirth. I am a geographer in the Redistricting Data Office here at the Census Bureau. I'm going to be demonstrating some of the voting district update activities that you can do in GUPS here. The first thing that I want to do is just bring your attention to the modify area feature tool. It's this button right here. So if you were to click that, it brings up the window. And just for having everything seem organized, I bring it over to the table of contents and dock it over there. And then you'll notice that it asks you for the type of geography that you want to modify. And in this drop down window I'm going to choose voting districts. And you'll see that in the info box here it populates all the voting districts that are currently in your VTD layer - your VTD current layer.

And in this info window you can just click through them and you'll notice in the map view just highlights voting districts as you click through. And this is with a single left click. If you were to double left click with the mouse, it'll zoom to the centroid of that voting district. So you can just click through and it zooms you to those voting districts. And then also another way to select a voting district for modification is you can use this button right here, which is the select target area button. What this allows you to do is you can select any face in a specific voting district and the resulting selection will just be the entire - you'll select the entire voting district, just like looking at any spot in that voting district. This is another way to select the voting district.

The next thing I'm going to talk about is adding area to a voting district. So I'm going to navigate to Ward 8 voting district. And I know that I want to add some faces to this specific voting district right here. So what I'm going to do is I'm going to want to select those faces and then add them, obviously. So what you can do - there's a few different options for selecting faces. The first option is just with a - you can just select a face with a single right - single left click, rather. And then it'll select the face. And you'll see a slight color
change in the selected face. And then with this you can also hold down the control key and then click on multiple faces and then it'll - and then it'll select all of the faces that you clicked on.

Another option is you can select features by polygon. So what this is going to do is if you left click once and then make consecutive left clicks, you can draw a polygon and the resulting selection when you're done drawing your polygon you can just hit a right click and it'll end the selection. And the result will be a selection of all of the faces that that polygon that you just drew touched. So all of those faces are selected. The next option is select features by freehand. What you can - what this allows you to do is you can just with holding down the left mouse button you can draw your selection polygon - or box or whatever. And this will just select -- similarly -- select all the faces that that freehand draw touches.

And then one of the last ones is select features by radius. So this is just if you hold down your left mouse button and you drag in an outwards it'll create a circle and then all of the faces that this circle touches will be selected when you let go of the mouse. So what I'm going to do is just select some faces here, holding down on the control button, clicking on some of these faces. And then I'm going to click this add area button. And you'll notice that some of the faces here have changed in color. And then what this does is it shows that the faces that you've selected have been added to the Ward 8 voting district, which was the voting district that was selected for modification.

So the next thing that I'm going to demonstrate is the creation of a brand new voting district. So what I'm going to do here is navigate to Ward and then up here I'm going to show you one - the last selection pool that we have, and that's select by geography. So this is a - quite an interesting one, and I'm going to dock this as well. What this tool allows you to do is you can select -
you can choose a type of census geography that you want to select by and then you can click on a face in the map and the resulting selection will be the entire - the entire geography type that that face is included in. So I'm going to choose block groups. And if I select on a face, the resulting selection is going to be the entire block group that that specific face is a part of.

So then I'm going to add - I want to add a new voting district using this block group. So what I'm going to do is click on this add new entity button. And it brings up a window here where you can attribute the new voting district. And like James said earlier, voting district codes are six digit codes. And if your codes are less than six digits, they'll be left padded with zeros. So this - for this voting district I'm just going to do up. And then for VTD status, you have two options, that's actual or pseudo. And actual VTDs are those in which the boundaries shown conform exactly to the boundaries that appear in local source maps. And pseudo VTDs are those in which the boundaries have been modified in such a way to conform to the census boundaries feature criteria for block boundaries. And because we have the ability to use non-visible lines as VTD boundaries, it's our anticipation that most likely your VTDs will be actual. And if they're not - if they happen to be pseudo, chances are you would probably know.

And then LSAD -- which stands for Legal Statistical Area Description -- there are also another few options here. You can have the voting district be the prefix or the suffix. And if your LSAD for your voting district isn't voting district -- it could be ward or precinct or something like that -- you can choose none and then the name field you can input your special LSAD there. I'm going to choose prefix. And then for my new voting district name just going to do - add the new name in. And then click okay.
And then if I turn edges off, I select the new voting district here, you'll notice that that new voting district has been added in as a - or those faces have been added in as a new voting district and it's now geared on the - in the modify area feature tool window. And now that I do this I'm noticing that I actually - I mistakenly put the LSAD as the prefix when all of the other LSADs in this county are actually the suffix. You'll see in the - here in the modify area feature tool that those are suffixes. So what I'm going to do is I am going to - well, the county is already selected, but I'm going to select it again and I'm going to choose this - I'm going to click on this button change attributes button. And this gives me the ability to just modify those attributes for the specific voting district. So I'm going to go to LSAD and then pick suffix. And then click okay.

And you can see in the - in the - well, the LSAD is changed. The LSAD has changed to voting district here - or to suffix, rather. All right. So the next thing that I'm going to show is the locking - we have introduced the ability to lock VTDs in the event that you want to make sure that you don't accidentally remove area or add area to a specific VTD. So I'm going to go ahead and select this VTD here as you would. And I'm going to use this button here, the locking tool -- lock area -- going to click that. And it asks me if I want to make - to confirm to lock the area. So I'm going to click okay and now this voting district is now locked.

And if I wanted to make a big selection here and add - sorry. Select this voting district right next to Edgewood and then make a big selection of faces to add -- just a sweeping box here that swept a bunch of faces as part of a bunch of different voting districts -- and some of them you can see - with the color change you can see that some of them are part of Edgewood voting district. And I click add area, only the faces that are not part of the locked voting district are added to the specific voting district. So since I locked
Edgewood, those faces aren't going to be added to another voting district or removed from the block voting district. And then I can select Edgewood again and then unlock it.

All right, and the - one of the last things that I'm going to show is you can't - because VTD is our wall to wall, there isn't really the ability to remove - you can't delete faces from a voting district. You would just effectively be adding that specific face to another voting district. But what you can do is you can delete VTDs entirely, not just by face. So you can select on - you can select your specific VTD voting district and then just delete entity, delete area feature button. And then asks you to confirm the deletion. I'm going to click okay. And you can see the symbology changes here to a white - the faces are now white and that shows that they don't belong to any VTD. So this VTD has been deleted.

All right, so the next part of my demonstration is going to be the demonstrating of updating one of your features and in addition uploading your features. So what I'm going to do is I'm going to use this search zoom tool right here and I'm just - this is - I'm just going to use this tool to navigate to a specific area in this county that I know that needs some updated linear feature work. And now it's just - what it's doing is just fetching through all the possible selections in the county. And I'm going to search by street name. I'm going to type in the specific street name that I want to zoom to. And you can see that as I type in letter by letter, it populates with all the possibilities that there may be in the county. And then when it - when you can just select it when it comes up or when there's only one left you can just click it, obviously. And then I'm just going to find and close.

So it zooms me right to this area that I was specifically interested in. I'm going to turn off the VTD layer for now. And then I'm going to add imagery
using this button right here. And you can see that in this are there's some - appears to be some new construction that hasn't been drawn in yet. All the linear features have not been drawn in yet. So what I'm going to do prior to adding - prior to doing any type of linear feature work I'm going to close the modify area feature tool. And then I'm going to use this button add linear feature button to draw in the new features. So I click that and you can see that it brings up a pink-ish, purple-ish crosshair and what I'm going to do is just click on a starting point where I want the line to begin. And then make consecutive left clicks with my mouse to draw in the new linear feature. And when I'm done with this line segment I can do a right click and it ends that segment and pops up a window where I can attribute that line.

So this is a local neighborhood road, so the MTFCC code -- MAF TIGER Feature Classification Code -- that being - is going to be S1400 for a local neighborhood road. And then the new road name I'm just going to put in. So for names like for a road or lane or things like that, you can either type out road or use the abbreviation. But what we don't want is periods or punctuation marks. So you can - I'm just going to leave it - leave the abbreviation for road without a period. And then I'm going to click okay. And you'll notice that the new road is now digitized in. I'm just going to do one more. And for these consecutive left clicks, you don't have to hold down the control button. I'm going to do another S1400. And so now that new line is drawn as well. And then I would - if I was - I would continue with the rest of the roads if I wanted to.

And it's also important to save your work every now and then, just for safety. And then it's - the next thing that I'm going to demonstrate is the deletion of a linear feature. So how - what I'm going to do for that is I know a specific area where a line might want to be deleted. So I'm going to go into the edges attribute table. And then I'm going to search by expression. And I know the
TIGER/Line Identification - or identification number for this line, so I'm just going to type in TLID equals and then this line is 604. And then I'm going to click select. And you'll see right here it selected one line in the - in this county. So I'm just going to close and then I'm going to click this button for - to zoom to that specific line that was selected. And then it zooms in that right to there.

I'm going to wait for imagery to hop on. There we go. So you can see that this line right here is going straight through a building. So really quickly I'm just going to use this delete linear feature button. And it brings up another crosshair and I can just click on this button right here - or this line right here, rather. And it asks me to confirm the deletion of the selected line. I'm going to click okay. And then you can see that it's symbolized with this X pattern to show the deletion.

And also with the - with this tool you can click on a deleted line once again and it asks you if you want to restore the line. And if you restore it, the Xs go away and that's how you would restore a deleted line if you wanted to.

So the next thing that I'm going to show is I'm going to zoom to another area really quickly. I know the TLID for this line as well. I'm going to zoom to it. So one new tool that we have in GUPS this go around is the ability to split a line into multiple segments. So I know that this line right here is kind of wonky in that it's going through a building over here and it doesn't really trace a road. So with this line right - this line is kind of tracing a road for the first part of it. So I can use this split linear feature button and it brings up that pink-ish crosshair. And then I can locate a point where I might want to split this line. So I'm going to split it right here. Just click once, and now the line is split into two segments. So what I can do really quickly -- now that we know how to delete lines -- is I'm just going to close my selection really quick.
and then click on this second segment after the split and then click okay to delete it. And I'll see that this second half is deleted and leaving the first segment -- the good segment -- still in.

And then what I'm going to do is I'm going to add another line right here just to draw in this new road. I'm going to attribute it. And click okay. So now I have deleted this line that's going through the building, so that's good. And then one thing that I can do if I turn off imagery -- just to bring this full circle -- is I turn back on my VTD layer and open up the modifier feature tool, I can now use this new face that I've selected with the new addition of this road and then - so if I just select a bunch of faces. And then add a new entity. Click okay. I can see that a new voting district has been added into the county. And I notice that it's a little bit separate here, but we can get into that later. So that's just to bring it full circle, you can create faces that way and add new areas to voting districts and such.

And really quickly I'm just going to explain one last thing. And this is the ability to reshape edges. I'm going to zoom - let me zoom to one last spot. All right, so I'm going to go to selection and turn on imagery. And I can see that this line right here is a little bit off. So what I'm going to do to - in order to reshape this line, what I want to do is I want to make sure that I delete this line. And then I want to add in the new line here. And what I want to do - I - for the sense of this demonstration, this line right here wasn't - doesn't have a name, but what you do want to do is make sure that the attributes are the same for the reshape.

So this line right here is an S1400, so I'm going to select that. And if the name - if there was a name, I would make sure the name was the same for the new road as well. But there isn't a name here. So that's how you do a reshape.
in GUPS. And with that I'm going to save my project once again. And I'm going to pass it off to Colleen Joyce.

Colleen Joyce: Okay, good afternoon everyone. Thank you for being here today. I'm going to go over -- before our next question session - we'll have one of those in just a few minutes -- but before then I'm going to go over how to update the eagle boundaries and area landmarks. If you participated in BBSP and did these sorts of updates before, you will see that the methodology and the tools that we use to do this have not changed, so this will be very familiar. And even if you didn't, based on what you just saw Evan demonstrate, you'll see it will also look very familiar because the same tools are used for adding areas, removing areas, creating new entities and deleting entities for legal areas and area landmarks - it's the same tools that Evan just showed you to how to do those same sorts of things to the voting districts.

So we are going to use that very same tool -- this modify area feature tool -- open that. I also like to have it docked, so I want to move that over. Okay. And we start with selecting our geography. Evan was using the voting districts, but you can see -- you probably noticed when he first chose voting districts -- there's another - a number of other options here. Area landmarks is the first. These are things like prisons, hospital complexes, cemeteries, college campuses. That sort of thing, that have area but they're not really any governmental function or anything to them. Not any kind of legal geography.

And then we have these other options here are the legal geographic entities that we need to maintain here at Census Bureau, or some of them. consolidated city, county, and city and place. I'm going to focus on place today. These are referred very commonly known. They're incorporated places. They may be termed different things like a city or a town or a village, but they're all incorporated place. Entities are minor civil divisions. These
are county subdivisions, often referred to as things such as townships or towns, commissioner districts or barrios in Puerto Rico. They are legally defined and exist in 29 states and Puerto Rico. County subdivisions exist in all states, but only 29 states and Puerto Rico actually legally define them.

What do we mean by legal geography or legally defined areas? Are - that's referring to the fact that some kind of a legal documentation, such as an ordinance or a piece of legislation or an executive order or something that created this entity or legally changes this entity. And there is usually some legal description involved. There's rules that say what defines the boundary of the area or what flat long lines or what survey lines or whatever. So there's legal documentation that describes these areas. That's what makes them legal geography.

Consolidated cities I'm not going to get into today. They're very unique. There are only seven in the entire United States. If you have one in your state, you probably know that and we don't really need to go into specifics of that, because if you need to make updates to those things, you will see, it's done exactly the same way as we do incorporated places.

And finally, county is listed here. However, we - if you think you need to make an update to your county boundary, we prefer that you just call us. You probably won't. It's very rare that anyone wants to do those kinds of changes. But if they do, it can be a bit involved and obviously if you're making a change to one county, it's impacting its neighbor counties. So we have to get a few people in the room and discuss any kinds of changes like that that you may want to make. So although it's listed here, if you think you need to update a county boundary, we actually prefer that you just give us a call.
So I'm just going to go through area landmarks and I'm going to go through places today as kind of representative of the legal geography. So first thing I'm going to do is I'm going to turn off the imagery here. And from our geography button, I'm going to select area landmarks. As with voting districts, with area landmarks you can add or delete area from an existing area landmark. You can create a new one, or you can delete one. And you can also modify attributes of area landmarks such as names.

And again, you'll hear me saying this a lot. It's just like with the voting districts. Once I've selected area landmark from my drop down here, you can see a list of all the area landmarks in the county or area hydrography, which those would be things like major lakes, that kind of thing. And you can see they all appear in the info box to your left. The blue arrows here, this is on the building districts as well. If you want, you select one. And you want to scroll through and just maybe do a review to see if they all look okay. You can use these arrows to scroll through the list and it’ll zoom you to each one in the list as you go off. If you just want to kind of look through them and see what they look like you – this is a good tool.

In my example here I’m going to make an assumption that we have an area landmark, Lutheran Theological Southern Seminary right here. That needs an update.

So if you single click on it it’ll just highlight. If I double click on it, just like the voting districts zooms into that area.

And in this case, I’m going to go under the scenario that they have purchased additional land for their campus. And they want to add things to areas all the way to Duke Avenue, all the way to Wildwood Avenue for their new additional area for this seminary.
So again I need to select the faces that need to be moved using the Select Features by Area tool. I’m just going to go with the single click method. Do the methods that Evan just demonstrated since I only have four faces here.

So I’ll select my first. I’ll hold down my control key. And select additional ones. Once I have the area selected I just have to press on my green plus sign for the add area.

And there you have it. The area gets added. It’s very simple, straightforward. And it changes colors so that you know it has been added to that area landmark.

In this scenario I also notice that the name is slightly off. It’s not the Lutheran Theological Southern Seminary. It should be the Southeastern Seminary.

So I’m also going to use as Evan demonstrated for the linear features this change attribute. I have the area landmark I want to update highlighted. I’m going to click on the Mod Change Attributes. It knows the state and county we’re in so those aren’t options we’re changing. But I can change the name. I just have to type over it. I’m just going to change that to Southeastern, whoops, have my all caps.

I can also have the option to change the MAF/TIGER Feature Class Code. So again this is just – these codes are just telling us, we know we’re in area landmarks. But what kind of area landmark is it? So that’s all we have. These are all the options here that you would have.

In this case, I don’t need to change that. It’s still university or college. It’s still appropriate so I’ll just leave that. Click Okay.
And you can see that the name has changed here on the label on the map. It’s a little hard to see there. But you can also see that it’s changed over here in the info box now to Southeastern. So I save my work.

And the next thing I’m going to show you, you can delete area from an existing area landmark. So for my early review I determine that the South Carolina State Hospital, that area didn’t look quite right to me. And I don’t think this is right. I’ve confirmed. Somebody made a mistake. This little face should’ve never been part of the South Carolina State Hospital Complex. It only goes up as far as Colonial Avenue.

So it’s the face. This is getting very repetitive but we’re hoping by the end of this you’ll be able to do this in your sleep. But that’s part of the beauty of GUPS is that we tried to design it so that once you know how to do one action for one kind of entity you know how to do it for all of them.

So I’m going to take my selection tool. Click on this one face I want to select. It’s a little hard to see that it’s selected there. But you’ll see in a second that it is. Because when I click on my Remove Area button you can see that the zymology for the area landmark has been removed. So that face no longer is considered part of that area landmark.

Now you will no doubt notice, it is still highlighted. Has the screen highlighted. It’s not completely disappeared. So one thing I wanted to point out to you is when you’re making updates to these entities GUPS is creating this changes layer. It automatically creates that once an update is made.

And you can see there’s a layer here for VTD. That would contain all the changes that Evan just did.
And once I made a change to area landmark it created this file for area landmark. And so what you’re seeing, what the screen is this is actually the symbology for my area landmark changes. Because that’s the file that’s ultimately submitted back to us so that we know what faces we need to change in that TIGER to reflect what you’re submitting.

So if I just want to double check and I turn off that changes landmark, you can see the symbology changed again so once that’s off you can see that it’s changed more.

Okay, so that is the leading area from an existing landmark. I’m going to save that. You can also create new area landmarks. Now I can’t zoom to it using my info box because since this landmark doesn’t exist yet it’s not there. So I have to use my local knowledge to know where to go to in the county. Where is this new landmark appearing?

And in my scenario we’re creating a new county park called Cedar Creek Park. And there’s multiple ways, Evan just showed you. If you know you can see the select in the attribute table to zoom somewhere. He showed you this one here. This is the one I’m going to use. I happen to know that one of the roads that border this new park is Montgomery Road.

So I’m going to zoom. Find Montgomery Road. Zoom to that and that’ll get me in the right area.

So this Search and Zoom tool, let’s you search by, you know the names of any of these entities. In this case, I know Montgomery Road so I’m going to search by street. Type that in. You can see it has the predictive test. So once
I get enough I know Montgomery Road. I’m going to ask it to find Montgomery Road and then close the box.

So you can see it has here. It has highlighted. But I’m not actually doing anything to Montgomery Road. So I want to use my deselect. It selected Montgomery Road as if I’m going to perform some sort of action on the road. But I’m not. I’m going to deselect Montgomery Road. I’m just using that as a way to get the area I need to be.

And I know that my park, because I work for the county, is bordered by Southern Railroad over here, Cedar Creek here, this unnamed road here and then Montgomery Road to the South and the East.

So I’m going to zoom in a little bit closer. Always a good idea when doing any kinds of digitizing or this kind of work to zoom in as close as you can.

And again I’m going to select the faces that I need to change here, that I need to assign into this new area landmark. So I’m going to use my Select Features tool. And click on the face.

Oh you know what I’m going to do. I’m going to turn off my voting district layer. Because that is not working on voting districts right now and it’s kind of confusing me, making it hard to see my selections because it’s drawing on top there.

So let me select tool again and select this face. Why is it not selecting here? Let me try to reselect area. Turn off my voting district layer again.

And I’m going to use select features by polygon, draw my polygon. Evan showed you this earlier.
Okay. And once – I can’t tell – I’m just going to be honest with you right now. I can’t tell if this is selecting or not. I don’t see the cell change myself. But I’m going to see. Well there’s one way to find out and that is I’m going to create my new entity. I’m going to click Add Entity.

And again it’s going to say okay, we understand this is a new area landmark. What do you want to call it? What kind of area landmark is it?

So I’m going to put in this full name which is Cedar Creek Park. And for my MTFCC I know that this is a county park so I could scroll down through the list. It’s a county park K2186. And I’m going to pray that this works.

Okay. Okay. I think we just for some reason the selection was just not being very visible on the map because it did create this new entity. You can see when I highlight it appears on the map. And you can see that it’s appeared over here in the info box.

Okay, the next thing I’m going to show you is how to delete an existing area landmark. Again this is very much similar to how the voting district deletion works. In this case, I noticed when I did my review through all these area landmarks that I saw this Watkins Pre-Release Center. If I double click on it it’ll zoom me there.

And I happen to know that this closed down last year. They’re going to redevelop this whole area. But this center is no longer there.

So I just have to make sure I have it highlighted over here. And then I can click on the Delete Area Feature tool, the white X in the red box. And it’ll ask me if I’m sure I want to delete. I do.
And you can see that the fill changed indicating it’s deleted. Again it’s still visible there. It’s in this grey fill now. So I just wanted to point out that if you go to our area landmark layer over here and expand it, you can see all the different types of area landmarks are symbolized with the different fill and the deleted ones are symbolized with that grey so that checks out. It’s been deleted.

You also notice Watkins Pre-Release Center disappeared from the info list because it’s been deleted. I’m going to save my work again.

And then the last thing I’m quickly going to run through are the legal area changes. So I already kind of went over in our dropdown menu the various legal areas that you can update. We’re just going to go with place today.

One of the reason – one – the main reason we’re doing that is the most common. But the other thing to point out is if your county does not have one of these you will notice if you try to select it here your info box is empty because there’s nothing there to show.

And South Carolina is not one of the 29 states with MCD so if I click MCD you’ll notice the box is empty there as well.

But if I choose place again you’ll see it will populate with the places that exist, incorporated places that exist in this county.

And I just want to reiterate what James said earlier about our Boundary and Annexation Survey. That’s the Census Bureau’s Program that’s specifically designed to collect updates to legal geography.
During the 2010 Redistricting Data Program however it got a little tricky. If we had a state and they noticed that a legal boundary needed to be updated they of course wanted to report that. Especially if that legal area had a relationship with the voting district such as say the voting district nested within the place.

And at that time the only option for the redistricting participant was to ask the BAS respondent that participates with the Census Bureau through the BAS Survey to report that change for them.

But it could be difficult for them to submit their voting district because they either had to submit it nesting within the wrong boundary or they had to give us the correct voting district boundary and then it would lose that it had that relationship with the place.

So we push it up a bit this decade. And we are allowing these types of changes to be reported through the Voting District Program.

But we still strongly, strongly encourage you to work with the BAS respondent to make sure that they agree with this because it’s just going to be a more sure-fired way to make sure the update is made the way you think it should be or would expect it to be. It’s good to make sure you’re both on the same page about what that boundary update should be.

And you’re going to see that one of the things we need to do these kind of updates is legal documentation and the BAS respondent is probably going to be in a much better position to be able to provide that.

So it’s just a good idea to be coordinating and making sure everyone’s on the same page.
However you can submit these updates yourself. So I’m going to go through that.

The first thing I’ll show you is and this is essentially remove area but because we’re talking about legal places we also refer to those as de-annexation. So let me go to accumulates account. Again if I just double click it’ll zoom me right there.

And in looking at this, I’m seeing this little piece up here. And I think that’s not right. I know that. I have – I know this place. I know we will all hear somebody accidentally clicked on this space at some point. Somehow it got added. It shouldn’t have been. I’m going to remove that.

And again it worked exactly the same way as it did for voting districts or area landmarks. I’m going to select that face using my select tool.

And I’m going to use my minus sign, Remove Area tool to remove that area.

Now here’s a little difference. For a legal geography we have a few different types of changes. Offsite and corridors, I’m not going to talk about. They’re very unusual. This is a tool. Those are change types that our BAS respondents will sometimes use in certain situations. For today, I’m just going to leave it at this.

If you have a change, you’re trying to provide the boundary for a place and there’s something you can’t quite get it to look be spatially accurate and you’re having an issue, just call us. If offsite or corridors is the correct solution for your problem we will work – talk you through that. But for now we’re just going to not touch on that today.
The other two are boundary correction and legal change. A boundary correction is be a scenario where it’s always been wrong. In other words, there was never a legal description for this place that says this area should be included. Therefore you’re not going to be able to give us documentation to say that someone decided to legally remove it because it never should’ve been there in the first place.

So in this case we’re looking at a correction. It’s correcting an error basically. And I’m going to say okay. And that face is removed.

And again you’ll still see it’s filled because now you could see down here, now we have another new layer, the changes for any place. And if I turn that off you’ll see it disappears so you know it’s gone.

This is a little bit – I just wanted to point out. This is a little bit not the typical boundary corrections we get. Normally it might be something and I couldn’t find a good example in this county. But where say a scenario where this area over here was wooded. And 20 years ago when this town incorporated we were using paper maps. We didn’t have imagery and the digitizers at the time did the best they could with the tools they had and drew the boundary right here and now in the middle of a forest.

And now with imagery and how we have them build we can see the boundary really should be somewhere up here. That’s more the typical boundary correction that we see. Our threshold for this though is if you see a boundary correction that needs to be made and the area of change is less than 30 feet or roughly 7.6 meters, 30 feet, we kind of go with both measurements, we ask you not to submit it. Generally that’s not going to affect housing, where we de-code housing.
But if you think it would then you need to submit it. Other than that the rule of thumb is 30 feet, 7.6 meters.

But that’s a boundary correction. The next example I’ll just give you is an annexation.

So again in our scenario I know from my review that we have Irmo Town down here. And they have annexed this area that was previously sort of a hole in the city. You can see this white space because we were right up on the county boundary here. In fact Irmo town very well might extend into the other towns but we’re only seeing what’s in Richland County.

So I want to zoom into that area. And all these faces need to be now be added as an annexation to Irmo town. Same thing, use our select tool. I’m actually going to select by polygon because I’ve got a few faces to catch here. That, I’ll right click to close the polygon. Select all the faces. Very light and I can’t see so I’m going to – I just unselected. Let me do that one more time.

And then I’m actually going to pick up the extra ones I think I missed with my polygon by going back to the select by face holding down my control key to select the faces.

And then I’m going to use my Add Area tool, this green plus sign. Say I want to add that area to the town. And we’ll – and in this case, example, I’m going to select a legal change. This was a true annexation. There was an ordinance the city council passed to do this.
So I’m going to say it’s a legal change. And when I select legal change it’s going to follow-up by asking me. Boy, I missed a lot of faces here. It’s going to ask me some information about the legal change.

If you don’t have this information, if you know it’s an annexation but you don’t know the effective date. You don’t know what the ordinance number was, then just go ahead and select boundary change or boundary correction in that previous box.

We will run all of this by the BAS respondents so we can work it out on our end here. But if you do happen to know it is helpful for you to let us know.

So in this case I’m just going to say the effective date was December 15th. It’s going to ask you for the authorization type and it’ll give you some choices here with the local law, ordinance, resolution, state level action, other if you don’t know or it was none of those. I’m just going to pick ordinance.

I’m going to type in the document. The ordinance number it was. If I happen to have a PDF copy or something of the ordinance itself I can use this folder tool to navigate to where that file is. That PDF file is. And when I generate my submission file at the end which Jennie is going to show you, you’ll be able to – that’ll get attached into the zip file that you’ll ultimately submit back to us.

And the change type in this case is an annexation. And I’m going to say okay.

And this is very messy digitizing. This is terrible digitizing. But we are going to – I know I should probably be fired if I worked for the city here. But we’re going to demonstrate some QC tools later so I’m going to leave all my mistakes in here so that you can see how the QC tool will pick those up.
Okay I’m going to save that poorly digitized work.

And then the last two things I’m going to show you really quickly are a new incorporation and a disincorporation.

So a new incorporation I’m going to use this tool, Search and Zoom tool once again to just navigate into the part of the county I need to be in.

And in this scenario we’re going to create a new town called Glenwood town. And the legal description is Hollingshed Creek to the North, Metz Brook to the West, I-26 to the Southwest and Shady Grove Road to the Southeast. So just to get me in the right place I’m going to search on Shady Grove Road or West Shady Grove. It’s finding code. It’ll zoom me there and there it is. But I’m going to unselect. Again I don’t want the road itself selected.

And the area where this incorporation actually is happening is right in here. So you can see we have Metz Brook, Hollingshed Creek and then Shady Grove Road down to the Northeast and the East.

So again I’m going to select my faces. I’m going to use select features by polygon because I’ve got a lot of them and a good way to do it.

And then I’m going to create a new entity, add Entity button. Once again because it’s brand new it needs a little bit of information. So I’m going to – its name is Glenwood. The legal statistical area description, you can see. These are all the different types of descriptions that people might put on an incorporated place, borough, city, district, town. In this case, it’s a city.
And again it wants this legal information. When did it become effective? I’d say it was November 24th. It was a state legislative action. It created a new town. And it was state law approved by six men. And again I could attach that if I have a copy.

Okay. And it has been created. You can tell because it’s over here in the info box. And if I hit my – if I click on it to highlight you can see that it’s there and again I have some poor digitizing but we have great QC tools in GUPS that are going to catch that.

And the last thing very quickly I’m going to show you a disincorporation deleting stuff really easy and stuff. And in this scenario we have Blythewood town. I will double click here to zoom to it. You can see that also is running right up against the county boundary.

And all I need to do to delete is simply click on Delete Area Feature button. It’ll ask me if I’m sure. I say yes. And the entity is deleted. Again you’ll still see it because it’s in that changes file. But you can tell by the fill change that it did – it was deleted.

And the one last thing I just want to point out. If you are deleting an entity that exists on the edge of the county and potentially crosses over into the next county you will have to make sure that you would go in that neighbor county and do the same delete action on the entity to make sure it’s deleted everywhere it exists.

I wanted to save my work here. And then I think that was a long section I know. But it was all kind of that modifying area theme. And we are now going to open up for questions.
Coordinator: As another quick reminder if you’d like to ask a question please press * then 1. Remember to unmute your line and record your first name and state only. Please limit your questions to one and one additional follow-up, one moment as we wait for the next question.

Doug from Arizona, your line is open.

Doug: Yes. I had a question about the add linear features ability. I’m wondering if there’s any way to bring in for example a partial shapefile and overlay that so that when I’m adding that linear feature I can have my own partial file on – visible.

And then the second part of this is will those linear features that may close polygons, will they be added in as blocks done the line or do I have to do something special for that?

Thank you.

James Whitehorne: So the QGIS software and this is James. The QGIS software allows you the full functionality of bringing in external data sources. You can bring in – probably just showing you the Add Sector Layer button. That’s what you would use to bring in your external Shapefile when you bring in a reference file.

So you could bring in that partial layer as reference. And then when you digitize it whether or not that edge will become a block boundary is dependent on what that edge is.

So if you digitize it in and it’s used as a voting district boundary it will be a block. We have to tabulate for voting districts and be only dependent on
whole block data. So any voting district boundary will become an automatic block.

If it’s something that’s needed in the block boundary but it’s not a voting district boundary, you would have to put the BBSP flag on it. This section of the program is not really designed for that. If there’s a few things you need to tinker with BBSP flag in a dispute, it’s not really designed for wholesale BBSP that at this point.

But if you do find you need to do that, if you give us a call we can talk to you about what we can do and can’t.

Coordinator: Thank you. Our next question comes from I believe it was Scott from Florida. Your line is open.

Scott: Hi guys. In the current partnership files obviously with Florida we have a lot of water. So saw some other counties around me that had a lot of linear water features going out into larger lakes that didn’t go anywhere. They just went out and ended, did not create anything that would look like it could ever possibly be a block.

Can we delete those as we go through?

And secondly, same kind of question for things like driveways that may have a small loop on the end. I know in the previous version and I see it in this version, the partnership Shapefiles, those features are there and they really don’t mean anything even at our level.

So I was wondering if we could delete those as we go just to kind of clean up the stuff.
Jennie Karalewich: Hi Scott. This is Jennie, very good questions. In terms of hydro and cleaning up cul-de-sacs I would only clean it up if it affects your geography for creating blocks or voting districts.

Here at Census I know we’re doing hydro setting operations where when we’re benchmarking our database they go through and clean up cul-de-sacs, we’re deleting them as well.

But we don’t want to put the onus on you to do the cleanup. But only clean it up if it affects, directly affects your situation.

And you can give us a call if you have more questions on that.

Scott: Okay great. Thanks.

Coordinator: Show no further questions in queue at this time.

Colleen Joyce: And I am going to pass it over to Jennie Karalewich who will go over some of our QC tools and how to submit files back to the Census.

Jennie Karalewich: Hey everybody. It’s good to talk to you guys again if you participated in BBSP and BBSPV, if you had it. Hi. I’m Jennie. We’ll be talking a lot.

So I’m going to start off and I see Colleen and Evan made quite a mess of the file. But that’s okay because that’s why we institute our QC checks and everything to run before you submit the file to Census.
So right off the bat I’m going to go up to my toolbar. And this is a new button for old participants. It’s called the VTD Criteria Review. And this is our main QC tool for submitting VTDs.

So basically, you know, let me, you know, open up the tool. So for VTDs there’s two situations that we want you to review before you submit. First are what we call VTD coverage errors. And these are listed in red in the tool.

And basically these are Census faces that do not have a VTD code assigned to them so they’re holes, they’re slivers, an area where somebody deleted a VTD and didn’t add the faces.

So since our VTDs are wall-to-wall coverage we want all of our faces to have a VTD code. So you can review these and add them to their correct VTD. There’s also the option to not ignore but not define the VTD for these faces.

Basically I think we had 63 situations of this in 2010 so it’s more of a rare thing. We’re definitely going to be reviewing if lot of faces have this not defined flag on them so basically long story short try to assign all your faces to a VTD.

The second type of thing we want to look for are noncontiguous VTDs. And we understand that in reality some VTDs will not be one contiguous polygon. There are instances where they could be dis-contiguous. They could be apart. We just ask that you review these before submitting to ensure that if they are noncontiguous that’s how they’re supposed to be. And you didn’t miss face or something when you were doing your work.
So again like it says in the tool the red errors must be fixed before you export the file to us. And the blue errors we ask that you review and you can either fix them or ignore them. And we’ll get to that in a few minutes.

I’m going to go to my VTD coverage error. I’m going to dock this screen as well. Since this tool is a bit bigger it doesn’t dock as cleanly as the Modify Area Feature tool. But it – you still can – it still works.

So I’m going to go to this first face. And when I look at this tool it says I have 51 records to review for VTD Coverage Errors. So I’m just going to click on the first face and it’s going to zoom me to the area. In case you’re curious, the list of faces is sorted by face ID numerically. So there’s not necessarily a rhyme or reason. But we wanted to just let you know how it’s sorted.

So I’m brought to this face that doesn’t have a VTD. What I’m going to do now – oh look. This is where Evan deleted a VTD earlier. But we did not add the faces to other places. This is one of the reasons why we encourage you to do the QC.

Since I work for Richland County know that in this area I just have to add the faces to the existing VTDs. And I know where they’re at. Like I said I’m a pro.

So I’m going to go ahead and add those faces. So I’m going to click the Fix button. And that is going to bring my Modify Area Feature tool open. Because basically the way you’re going to fix these errors are the way that you’re assigning VTDs to faces. It’s all the same.
Like Colleen said after the end of this demo you should be able to do this in your sleep.

I’m going to zoom in. I’m going to select this Ward 9. And I’m going to add several faces to Ward 9. We all have our different ways we like selecting. I like drawing a square to select and holding the key down to add. Give it a second. Okay. So I’m just going to keep adding my faces. Okay.

It’s also important to add. This area is pretty clear. However if you were in a tight area you could use your locking tool to make sure that you’re locking a VTD and not taking any faces away from that have already been assigned to a VTD.

I’m going to try that again. There we go. I think our VDI is a little bit slow hence the lag. Okay. Okay. A few more faces to add, add those.

So it’s important to note like I said when I went through the Criteria Review tool and saw that there were a lot of faces that needed cleaned up because we deleted a VTD, you can go through and add all those faces at once. You don’t have to click face by face.

However now that I went through and did those wholesale cleanups I’m going to refresh my Criteria Review tool. It’s going to ask you if you want to save.

So I went from having around 50 errors. Now I’m down to nine so I got through a lot of them.

So now I’m going to click on each record to zoom around to see where there’s still unassigned faces. There’s one right in front of me. Again, fix, select the VTD. Add it and I can see this one needs added as well.
I’m going to go to my next one. I’m going to select my VTD, select my face. Add it. Okay, I go here.

But again as Colleen mentioned, as Evan mentioned it is repetitive. Okay. And then without this last face.

Okay. So I’m going to refresh my changes again because I like cleaning up my tool. Again when you correct records on this they’re not going to disappear from the tool until you refresh. Yes, I would like to save.

Okay, so now I’m down to my noncontiguous. I’m going to click here. You can see in this instance it looks like this face was incorrectly flagged and it belongs to this ward here. So I’m going to select the ward it belongs to. Select the face, click Add.

So I’m going to the – my next one. And we have some interesting geography here in Richland. So this is okay. This is how Ward 9 looks so I’m going to select Ignore.

I’m going to go to my next one, East Forest Acres as well. This looks correct to me. I’m going to click Ignore.

I’m going to go to Keenan. Again for the purposes of this demo and this VTD looks fine to me. I’m going to click Ignore.

I’ll go to my last one. And this VTD we should add this face. I’m going to add this – these faces to make it correct.
So you can see that I – for three of these I selected Ignore. I’m going to hit refresh. And the three features updated are the three ones that I ignored. I hit okay. Again it’s going to save.

And great news, all my features pass criteria review. So it’s good. So I’m going to close my on modify tool.

And you know what? I’m ready to go. So I’m going to select the Export to Zip button. And basically when you – you have two options when you want to export the project that you’re working on.

So you can select share with another participant and export for Census. I want to get this to Census so I’m just going to export now. Oh no, I have another QC check to run. If you make any BAS type updates we ask you to review your change polygons.

So I’m not going to be able to export right now. However, while I review my change polygons I’m going to select share with another participant to export a file to Colleen and Evan to review what I updated to make sure that I did the right changes.

I’m just going to select share with another participant. And basically what it’s doing while we wait is it’s taking this whole GUPS project and creating a zip file. It’s taking all the layers. It’s taking where we’re zoomed into and putting it all into a zip file. And you can see that it’s written to your GUPS folder and the share with participants are called Data Directory.

And when you hover over it you can see it has all the layers in it. Addresses, all names, it has everything.
So if Colleen and Evan wanted to review what I sent them I would email the message file. They would go to map management and select import project zip file. So they would take up that zip file. You don’t have to unzip it or anything. But open the zip file using this tool. And when they opened it they would be seeing what I just – what I’m seeing right now.

So it’s a handy tool. If several people need to review a file, if you send – it’s a handy tool. Okay.

So again I’m working on getting this sent – ready for Census. So I’m going to go to my Review Change Polygons tool. And basically I’m going to select place.

And this tool right here it shows you the place updates you made. If you think back to that popup I got I had to review the small area and find holes. These are two common errors we see with BAS type updates. So I’m going to run the small area check.

And it tells me it passed. The small area check looks for a polygon smaller than 500 square feet because usually those would be slivers that were created or left behind with an annexation or boundary change.

I’m going to click Find Holes. And this looks for holes in your – in the places that you updated.

So it looks like I have five holes to review. So I’m going to go to Glenwood. I’m going to turn off my VTD layer. So you can see right here Colleen missed this hole.
So I know that this little cul-de-sac type thing should belong in Glenwood. So I’m going to click Fix. And the tool will automatically add that face to Glenwood.

So it’s important to note that it doesn’t pick up all the errors. So I’m going to go to Glen – my other Glenwood hole. Okay. I see that this cul-de-sac needs to be added. I’m going to click Fix. Okay.

Then I don’t know if I need to be current. And you’ll see that these faces weren’t added. But they don’t come up in the QC check.

So it’s always good to take another look at things to make sure that you’re making the updates that you want to do. Since I’m here I will update these quickly using the place, locking Glenwood.

And you’re not going to be able to see the highlight. But I promise it’s there. And the QC added this.

So let’s go to Irmo. And turn off my current layer. You can tell at least we really favor VTDs during this project by always adding it on. So looks like this area right here is my hole. I – that’s how it should be. I don’t necessarily have to fix it if it’s not an error and it’s not an error.

And likewise with this part of Irmo as well coming up as a hole but it does not need to be fixed. It seems to be accurate geography.

Back to Glenwood, there’s one last folder fix. I’m going to click Fix. It’s taking a moment. Oh okay, and you can see that it disappeared. Okay. I’m good to go.
I’m going to open my - it’s saved. I’m going to open my Export to Zip tool again after it’s saved. Export for Census. Okay.

So it says for these review change polygons the check has been done. If you are exporting you definitely want to look at the date you did these QC checks. If these – if I did this two weeks ago I might want to review the checks again just to make sure nothing’s been changed. You only have to run like QC once. And we ask that you run it as needed.

Okay. So I’m ready to export, running the Criteria Review tool again just to make sure. It doesn’t trust me. So I passed the Criteria Review tool. And you can see that the file was created. It’s my GUPS folder.

And it’s called the Return Zip. As Colleen mentioned earlier all those changes that you were making and the change Shapefiles you see, this tool takes all of those together, groups them. And that’s the file that you’ll submit to Census via SWIM.

If you ever get confused which one is one is which, you can see that the Data Directory is much larger than the Return Zip file.

So before I submit to SWIM I do want to show one last tool off. Matt opened up the GUPS Data Settings tool earlier and he used the Cleanup Tool which is a great tool. And again I will echo him. Use it with caution because once you delete things they go away.

But there are other parts of this tool that are helpful. So you can see up here we listed where your GUPS Directory is on your drive. Where your data is stored and where your logs are. God forbid something happens and GUPS crashes and we need to do investigate, we might actually ask you for logs so
we can recreate the series of events. So it’s good to let you know where they’re at.

And if this wasn’t helpful enough, if you click the Explore button it takes you right to your GUPS GIS folder. So it’s good to have that in case you forget.

And last but not least, we listened to you guys, the BBSP and BBSPV. And we have a new functionality where when you install GUPS it automatically creates your GUPS folder. By selecting the change folder which isn’t activated now because I’m in a project, you can actually change the location. GUPS will save your data. I know a lot of people asked for this. We try to deliver when we can.

So and more on this is in the guide and you can give us a call as well.

So I’m going to hit cancel. And let’s get to SWIM. This SWIM is, sorry I can’t type and talk at the same time. Okay. Oh yes that would help. Just respond and if not, we have a workaround.

Perfect. So SWIM stands for the Secure Web Incoming Module. This is where you submit files to us for processing. It’s important to note only liaisons or designated technical liaisons can submit files.

So when you create your SWIM, if you participated in BBSP, BBSPV you already have your SWIM account. You just use the same account. If you need to create account because you’re new coming onto VTD you’ll need a SWIM token. This is what allows you to create a SWIM account. It’s stating you’re a liaison.
So I’m just going to login real quick, okay. So when you log in SWIM welcomes you and lists all the projects that you’ve submitted or in progress. You shouldn’t see this many in progress ones. It just shows all the training I’ve done for BBSP and BBSPV.

So you should just see completed once you submit. So I’m going to start a new upload.

SWIM is used for all our Geographic Partnership Programs as well as redistricting. So when you get to this screen you have to be careful and make sure you select Redistricting Data Program – BBSP-VTD it kind of routes where your package goes. If you select the wrong one, it gets lost in the fray. So always look for Redistricting Data Program – BBSP-VTD, going to select South Carolina.

And here’s where I would add my file and click Next. I’m not going to do that because you saw how many incomplete files I have.

So this pretty much wraps up the QC portion and the submitting your files to us. So I think we’d want to open it up for the last question and answer.

Coordinator: As another quick reminder, if you’d like to ask a question, please press * then 1. Remember to record your first name and state only. Please limit yourself to one question and one additional follow-up, one moment as we wait for the first question.

I’m showing no questions in queue at this time.

James Whitehorne: Okay, thank you Operator. With that, so this is James. And I just wanted to thank everyone for their participation today. I know it’s two hours out of your
time. And at the moment I’d ask you although we’re glad you participated, we’re going to get this information to you.

A couple things came to my mind as we were going through the session today that I just wanted to bring up. One is if you do start with your 2010 VTDs please keep in mind that these were taken out of the Census Geographic Database and they were brought in to conform your current geography. So you should still take a review of what’s there if you’re working with your 2010 VTDs.

And then with the SWIM that Jennie just demonstrated, there’s actually two entities for redistricting data for us so make sure you’re using the BBSP-VTD one. We have another to be used for our congressional and state legislative district. And we just want to make sure that your file. We’ll find them if they go there but we want to make sure that we find them as quickly as possible so we can work them and have that conversation with you if we were incurring any issues with it.

We restructured the way we operate the program. In the past decade, you may have worked with your regional office. We changed that because we want to make sure that we speak to you with a consolidated voice. Make sure everyone is getting the same answers and the same support.

And so what we’ve done is we’ve brought the program into this office, the Census Redistricting & Voting Rights Data Office, and we’ve sort of divvied up the country between the different geographers that we have here. So you’ve heard from Matthew Brooks and Evan Neuwirth. We also have Mike Arthur who works in the Geography office. And each of them have a series of states.
So you’ll find that you get to work with one throughout the program but we’re all available no matter who you get a hold of you, who you call to help you with your participation.

And finally I wanted to mention that we will make ourselves available at this point. If any state liaison wish to arrange additional training for their staff or if they plan to push the work out to another area of government or out of the county to do the work and they’re going to review the work that’s being done, if they want to have some sort of in-person training, they could reach out to our office. We do have the ability to do some in-person training and travel. Whether we do it as a specialized webinar just for your state or if we do it in-person training that is on the table as well.

So I just want to thank you all again for your participation. We really appreciate it. We really appreciate the part that we’re asking of you. We think it will benefit your state and we look forward to working with you over the next several months and several years. We view this as a success for everyone involved.

So thank you very much.

Coordinator: Thank you. And that concludes today’s conference. You may all disconnect at this time.

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