12/30/98

Census 2000 Redistricting Data Program

Phase 2

Voting District Project

Guidelines

U.S. Department of Commerce
Economics and Statistics Administration
BUREAU OF THE CENSUS

Introduction

To comply with Public Law 94-171, the Census Bureau conducts the Census 2000 Redistricting Data Program in 3 phases:

- Phase 1, the Block Boundary Suggestion Project (BBSP)

  In Phase 1, the Census Bureau sent BBSP Annotation Maps and TIGER/Line® files to designated liaisons in participating states for them to suggest, in accordance with Census Bureau guidelines, roads, rivers, streets, ridgelines, and other visible features they require as Census 2000 block boundaries. These features will be used by participating states during Phase 2 as the boundaries of their voting districts (VTDs) and, optionally, state legislative districts (SLDs). During the verification phase of the BBSP, the states reviewed the Census Bureau's insertion of this information into the Census TIGER® geographic data base.

- Phase 2, the Voting District Project (VTDP)

  In Phase 2, the Census Bureau provides VTDP Annotation Maps and TIGER/Line files to the designated liaison in all participating states. The participating states will outline their VTD and (optionally) SLD boundaries on these maps, or optionally in their GIS (geographic information system) using Census Bureau guidelines. Participants return the VTDP Annotation Maps or polygon-based equivalency files to the Census Bureau for insertion into the TIGER data base. The VTDP will begin in late 1998, include a verification phase in late 1999/early 2000, and continue until mid-2000 with an adjudication phase to ensure VTD conformance, where necessary, with the January 1, 2000 governmental unit boundaries.

- Phase 3, Data Delivery Project

  All state legislatures and governors will receive Census 2000 population totals under P. L. 94-171, including counts by race, persons of Hispanic origin, and persons 18 years and older.

  All states will receive these data for standard tabulation areas (e.g., American Indian/Alaska Native areas, county or equivalent area, minor civil division (MCD)/census county division, place, census tract, and census block). In addition, states that participate in Phase 2 will receive these data for each VTD and SLD they delineated during the VTDP.

  Census maps showing the boundaries of American Indian/Alaska Native areas, counties or equivalent areas, county subdivisions, places, census tracts, blocks, VTDs, and SLDs will accompany these data.

Workflow

The Census Bureau invited all states (and the District of Columbia and Puerto Rico) to participate in Phase 2, the VTDP. Participation in Phase 1, the BBSP, is not a requirement for participation in Phase 2.

The Census Bureau will provide participating states with these products: VTDP Annotation TIGER/Line files (also called the 1998 TIGER/Line files), up to two sets of VTDP Annotation Maps, the electronic files necessary to reprint the VTDP Annotation Maps on local printers that meet the electronic file print requirements, and a mapsheet cornerpoint file. The data shown in these products will include the results of the 1998 Boundary and Annexation Survey (BAS) and other Census 2000 preparatory activities that have taken place before the production of the materials in the late Fall of 1998.

- The Census Bureau anticipates VTDP products being available to participating states no later than early 1999.

The organization of the VTDP Annotation Maps is by county and includes a map sheet index. The Census Bureau will send the maps rolled in one or more map tubes. Each map sheet is cut. The state can use the same tube to send any required maps back to the appropriate Regional Census Center (RCC).

The Census Bureau geographers in the 12 RCCs are responsible for assisting the participating states in the VTDP. The RCC geographers are the primary technical Census Bureau contact for the state liaison. Attachment A provides the appropriate RCC for each state.

- Participating states will have **six months** after their receipt of the VTDP annotation materials to submit their delineated VTDs and optional SLDs to the appropriate RCC.

The RCC geographer will periodically contact the state to discuss their progress.

The RCC staff reviews the submission, inserts the VTD/SLD boundaries into the TIGER data base, edits the submission, and negotiates any problems with the states.

- After updates from 1999 BAS are in the TIGER data base, the Census Bureau will provide VTDP verification products (VTDP Verification Maps and VTDP Verification TIGER/Line files, also to be called the 1999 TIGER/Line files) to the participating states.

- Each state will have **one month** after they receive their verification products to review the VTDs and SLDs and provide any corrections. This includes adjudication of VTD boundaries that followed 1998 corporate limits or MCD boundaries that have moved based on the 1999 BAS.

- After the updates from the 2000 BAS are in the TIGER data base, the Census Bureau will adjudicate the VTD boundaries to the results from the 2000 BAS. The RCC geographers will work with the state liaison in making any required adjustments.

Boundary and Annexation Survey

The BAS is an annual survey conducted by the Census Bureau to identify changes in the boundaries of the functioning general-purpose governments. The principle function of the BAS is to collect and maintain information on the inventory, status, boundaries, and names of all governmental units, including American Indian reservations and off-reservation trust lands, counties, MCDs, and incorporated places. The Census Bureau obtains this information by sending out survey forms and maps to each government to collect changes or updates.

The BAS is important for the delineation of VTDs because many VTDs share their boundaries with legal/administrative areas. For the VTD boundaries that must maintain a coincident relationship with legal boundaries, it is critical that the Census Bureau have up-to-date information about the boundaries of all governmental units. In the VTDP verification and adjudication phases, the VTD boundaries are edited to ensure they meet Census Bureau requirements that they follow features (including general-purpose governmental unit boundaries) that will be tabulation block boundaries.

IMPORTANT: If there are any questions about general-purpose governmental unit boundaries, the states should consult directly with the BAS official. The names and addresses for the last BAS certification official can be found in the BAS Mailout Contacts listed on the Census Bureau Web Site. The URL, user ID and password are in Attachment B. This information provides the certifying official who completed the 1998 BAS.

Materials Required

The materials required for the VTDP are:

- State and local sources that reflect the boundaries of the VTDs for which they wish to have Census Bureau data tabulated.
- VTDP Annotation Maps provided by the Census Bureau. If requested, the Census Bureau will show the VTD boundaries that were provided by the state for the 1990 census (in 1988-89) on these maps.
- The Census Bureau may ask participants to provide supporting evidence, either in the form of local maps or aerial photography, of any feature updates provided in the VTDP.
- VTDP Annotation TIGER/Line file provided by the Census Bureau.
- VTDP Annotation Mapsheet cornerpoint file provided by the Census Bureau (if required by any software that the state might be using).
- GIS software or other software (if using TIGER/Line files).

- Colored pencils:

  orange
  yellow
  green (if submitting Lower Chamber or House SLD boundaries)
  purple (if submitting Upper Chamber or Senate SLD boundaries)
  black #2 (for feature updates and/or corrections)

Procedure for Annotating Maps

All map annotations should be neat and legible. Boundary highlights should be placed as close as possible to the intended feature to avoid any misinterpretation.

VTD Annotations

If a state chooses to submit their VTD plan to the Census Bureau on maps, the participant should follow the procedures outlined below. The goals of the map annotations are to show:

1. the boundaries for each voting district,
2. the code associated with each voting district, and
3. any relationships between voting districts and legal/administrative areas.

To accomplish these goals participants should:

- Obtain source materials showing the VTDs they wish to represent.

- Compare the VTDP Annotation Maps to the local source maps.

- Determine what features on the VTDP map represent or approximate the boundaries of each VTD.

- Use the ORANGE pencil to highlight any black or blue feature on the VTDP map that serves as the boundary for a VTD.

- Use the ORANGE pencil if a legal boundary is coincident with another feature, such as a street, and the VTD boundary follows the street and not the legal boundary (the VTD should not move if the legal boundary moves).

- Use the YELLOW pencil to highlight any limit of a legal/administrative area that serves as the boundary for a VTD **if, and only if**, the VTD boundary SHOULD MOVE with the legal boundary that moves.

  If YELLOW is annotated to highlight a VTD boundary on a feature that is coincident with a legal/administrative boundary, and the legal/administrative boundary moves, the VTD boundary will move to the new location of the legal/administrative boundary and will not remain on its existing feature.

IMPORTANT: A VTD boundary is not allowed to follow any superseded non-visible legal/administrative area boundary (i.e., the legal/administrative area boundary has moved because of an annexation or detachment or other correction submitted through the BAS). A VTD boundary that does not move to the new legal/administrative boundary cannot remain on the superseded limit unless the superseded legal/administrative area boundary is also a state legislative district boundary that is being submitted under the VTDP. In all other cases, the VTD boundary must be moved to an acceptable feature.

- DO NOT SELECT a feature shown in RED on the VTDP map; these features will NOT be census tabulation block boundaries and, therefore, are not eligible for selection as the boundary of a voting district.

- Provide address break information for any feature that is used as the boundary of a voting district that has a RED marker at a street intersection. A RED marker will appear wherever a road with address ranges in the TIGER data base intersects a nonstandard feature (one that normally is not a tabulation block boundary) that was not requested as a "must hold" block boundary during the BBSP. The current address break information in the TIGER data base for these features was imputed by using mathematical techniques. The Census Bureau must receive an accurate separation of addresses along the road to correctly allocate population along the sides of the nonstandard feature as a census tabulation block boundary. The Census Bureau will continue to use mathematical techniques to determine the address break wherever a state does not provide this information. This imputed address break may or may not accurately reflect ground truth.

- Use ORANGE pencil to annotate the VTD code within the highlighted boundary for each VTD. Only codes should appear on the maps. (The names should be submitted in a VTD names file which is explained in a later section of these procedures.) Numeric, alphabetic, and alphanumeric codes are acceptable as VTD codes. Hyphens and dashes also are acceptable in the code field. Annotate the code only; do not add leading zeros or any other clarifiers such as "VTD." The correct annotation for a voting district numbered 25 is simply a orange-penciled "25."

- For areas where no VTDs are defined, (i.e., portions of a county where no VTDs are being submitted) signify this by annotating "ZZZZZZ" (6 Z's) in ORANGE pencil.

Water Area Considerations:

Because the Census Bureau requires a VTD code or ZZZZZZ for the entire coverage of every TIGER county, states should determine how they wish to code the VTDs in large bodies of water such as the oceans or Great Lakes. Along coastal shorelines, the state might prefer to create "water VTDS" or just extend the land VTDs to the edge of TIGER coverage. Because the map sheets may not cover all of the coastal water in the TIGER data base, be sure that your annotations along the coastline are clear how the oceans and similar areas should be coded.

- Provide feature updates **only** if they are required as VTD/SLD boundaries. Use a #2 pencil to annotate any visible feature adds (road, streams, etc.) or corrections. Label all feature adds; for example "road" or "Abbey Road." Use the map legend as a guide for the feature representation. All features must currently exist and all street features update requests for VTD boundaries will be accepted only if they are verified by Census 2000 field operations. All non-street feature requests for VTD boundaries are subject to the concurrence of the Regional Census Center geographer.

- Provide any VTD/SLD boundary lines required through water areas.

- If these visible feature or water boundary additions and/or corrections are small and liable to be missed, circle them in orange so that they are easily identified on the map by the RCC geographer. The RCC geographer may request current aerial photography or satellite imagery to verify new features being requested.

IMPORTANT: If a feature shown in RED is a valid feature that meets the requirements for use as a VTD boundary, discuss the situation with the RCC geographer and, with the concurrence of the RCC, annotate in black pencil the feature correction.

SLD Annotations

Delineating SLDs as a part of the VTDP is optional. If a state chooses to submit an SLD plan to the Census Bureau on maps, the participant should follow the procedures outlined below. The goals of the map annotations are to show the Census Bureau:

1. the boundaries for each SLD, both upper chamber (Senate) and lower chamber (House) (except in Nebraska where the legislative body is unicameral),
2. the code associated with each SLD, and
3. a prefix to the code qualifying whether it's a Senate (S) or a House (H) district.

To accomplish these goals participants should:

- Obtain source materials showing the SLDs they wish to represent.
- Compare the VTDP Annotation Maps to the local source maps.
- Determine what features on the VTDP map represent the boundaries of the SLDs.

- **Annotate the House District boundaries first.**

- Use (lime) GREEN pencil to highlight any black or blue feature on the VTDP map that serves as the boundary for a House district. All non-visible SLD boundaries should have been provided as a must-hold feature as part of the BBSP. If the non-visible feature was not added during the BBSP, it cannot be added as part of the VTDP unless the SLD follows a feature that previously appeared on a BBSP map (for example, a superceded 1990 corporate limit) or was otherwise missed during the BBSP.

- If the feature has already been annotated as a VTD boundary, draw (layer) the green House boundary beside the orange or yellow VTD boundary to clearly convey both boundary lines as coincident.

- Use GREEN pencil to annotate the House code within the highlighted boundary for each House district. Precede the code with "H." Only H-prefixed codes should appear in green on the maps. The Census Bureau will identify SLDs by codes only, therefore there is no names file submitted for SLDs. Numeric, alphabetic, and alphanumeric codes are acceptable as House codes. Annotate the code only; do not add leading zeros or any other clarifiers such as "SLD." The correct annotation for House district 7 is simply a green-penciled: "H7".

- House district boundaries will remain as nonvisible state legislative district boundaries if the legal/administrative area boundary moves.

- Nebraska should use the House procedures for designating their SLDs.

- **Annotate the Senate District boundaries next**

- Use PURPLE pencil to highlight any black or blue feature on the VTDP map that serves as the boundary for a Senate district. The same rules apply for nonstandard features as described for House districts.

- If the feature has already been annotated with a VTD and/or House district boundary, draw (layer) the purple Senate boundary beside the orange or yellow VTD and/or green House boundary to clearly convey the respective boundary lines as coincident.

- Use PURPLE pencil to annotate the Senate code within the highlighted boundary for each Senate district. Precede the code with "S." Only S-prefixed codes should appear in purple on the maps. The Census Bureau will identify SLDs by codes only, therefore there is no names file submitted for SLDs. Numeric, alphabetic and alphanumeric codes are acceptable as Senate codes. Annotate the code only; do not add leading zeros or any other clarifiers such as "SLD." The correct annotation for Senate district 22 is simply a purple-penciled "S22".

- Senate district boundaries will remain as nonvisible state legislative district boundaries if a coincident legal/administrative area boundary moves.

When delineating both the House and Senate districts, provide address break information for any feature that is used as the boundary of a SLD that has a RED marker at a street intersection. A RED marker will appear wherever a road with address ranges in the TIGER data base intersects a nonstandard feature (one that normally is not a tabulation block boundary) that was not requested as a "must hold" block boundary during the BBSP. The current address break information in the TIGER data base for these features was imputed by using mathematical techniques. The Census Bureau must receive an accurate separation of addresses along the road to correctly allocate population along the sides of the nonstandard feature as a census tabulation block boundary. The Census Bureau will continue to use mathematical techniques to determine the address break wherever a state does not provide this information. This imputed address break may or may not accurately reflect ground truth.

IMPORTANT: In some states, VTDs, House districts, and Senate districts have nesting relationships and many of their boundaries are coincident. For example, many VTD boundaries are also Senate boundaries. If these relationships can be conveyed to the respective RCC geographer in some file or list, a state can forego placing multiple coincident boundary lines on the maps. Please arrange any special procedures with the RCC geographers.

Equivalency Files

The states may create a VTDP polygon Equivalency File (EF) to submit VTDs to the Census Bureau. A separate EF is required to submit SLDs using this method. An EF cannot accommodate any feature updates.

The Census Bureau will return to the state for reprocessing any of the following equivalency files that are submitted and do not meet the following specifications and file formats.

- Prepare one EF per county or county equivalent.
- A polygon is a closed plane figure bounded by line segments. The TIGER technical definition is that a polygon is an atomic 2-cell, that is, the smallest 2-cell possible for each set of boundary 1-cells (lines).
- For an EF submission, the Census Bureau requires a comma-delimited ASCII format with a carriage return/line feed at the end of each line.
- The EF must include ALL TIGER/Line polygon records; every record must have a valid VTD code (or "ZZZZZZ" for area not in a VTD), or SLD code(s) if submitted. The EF must include all records contained in the VTDP Annotation TIGER/Line file, i.e., the number of records in Record types A, I, or S in the TIGER/Line file and the number of records in the ASCII EF must match.
- The VTDP and SLD EFs cannot have any null fields.
- If a VTD follows a feature that is not represented in the TIGER/Line file, the feature must be added to a VTDP Annotation Map or acceptable sketch map. Follow the map submittal procedures to annotate added features and the VTD boundaries only within the split polygon. Be sure to include the appropriate VTD codes on either side of the boundary. In the EF, use "PPPPPP" as the VTD code for this split polygon, that is, the polygon containing multiple VTDs.

  For example, if a lake is divided into two VTDs, and the lake does not have the line to demarcate the VTDs, use "PPPPPP" for the VTD code in the EF and submit the line (in the lake) on the VTD Annotation Maps or other map to the RCC geographer. The CENID/POYLID in the TIGER/Line record for the lake is assigned with a provisional code of "PPPPPP" during the EF processing and once the missing line is inserted by the Census Bureau into the TIGER data base, the "PPPPPP" code is superseded by the correct VTD codes shown on the VTD Annotation Maps or equivalent.
- All non-visible SLD boundaries should have been provided as a must-hold feature as part of the BBSP. If the non-visible feature was not requested during the BBSP, it cannot be added as part of the VTDP unless the SLD follows a feature that previously appeared on a BBSP map (for example, a superceded 1990 corporate limit) or was otherwise missed during the BBSP.

  States that do not wish to use the VTDP Annotation Maps to provide new feature/address ranges to the Census Bureau may develop their own map

based on the VTDP Annotation TIGER/Line file. An acceptable map, for example, is a map that displays the added feature (highlighted) with surrounding features, along with the state, county, and Census 2000 collection block number (found on Record Type S) for the CENID/POLYID that is split. This state/county/collection block information may be shown in the margin. The correct VTD codes should be shown on either side of the added feature (along with any address range) on this map.

The VTDP Annotation TIGER/Line file **must** be used as the basis for this EF because the CENID and POLYID are different for each version of TIGER/Line. The Census Bureau will use the CENID and POLYID fields to insert the plan into the TIGER data base.

VTD Equivalency File

The VTD EFs must include the fields specified below.

- STATE (FIPS State Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- COUNTY (FIPS County Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- CENID (Census File Identification Code) found on Record Types A, I, S
- POLYID (Polygon Identification Code) found on Record Types A, I, S
- VTD (Voting District Code) provided by participant (see Record Type S)

Example of records in a VTD EF;

```
14,001,A0123,1641890,6
14,001,A0123,10942641,5-5
```

Name the VTD EF as follows:

```
ssccc VT.EF
```

Where:
(ss = State Code)
(ccc = County Code)

Example of a VTD EF file name:

```
14001VT.EF
```

SLD Equivalency File

States submitting SLDs to the Census Bureau by EF must prepare a separate EF. The SLD EF's include the fields specified below.

- STATE (FIPS State Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- COUNTY (FIPS County Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- CENID (Census File Identification Code) found on Record Types A, I, S
- POLYID (Polygon Identification Code) found on Record Types A, I, S
- STSENATE (State Senate District Code) provided by participant (see Record Type S)
- STHOUSE (State House District Code) provided by participant (see Record Type S)

Example of records in a SLD EF;

```
14,005,A0164,1422622410,7,14
14,005,A0164,1562417326,5,22
```

Name the SLD EF as follows:

```
ssccc SL.EF
```

Where:
(ss = State Code)
(ccc = County Code)

Example of a SLD EF file name:

```
24001SL.EF
```

VTD and SLD Equivalency File Edits

For VTD and SLD EFs, states are responsible for developing an edit that will ensure that all VTD boundaries follow an approved census tabulation block boundary. The edit routine must check that the edges of all VTDs and SLDs form a continuous chain without any breaks or gaps, and that the edges consist only of features that appear in the provided TIGER/Line file with the following Census Feature Class Codes (CFCC) or those with a guaranteed flag (code 1 in the Census1 field of Record Type 1). The states are responsible to ensure that any "breaks" in the chain of the VTD and SLD are caused only by "PPPPPP" codes on polygons that they request to be split.

IMPORTANT: VTD boundaries should not follow nonstandard lines that have a code 0 in the CENBBSEL field of Record Type 1 (not a guaranteed block boundary). Lines that are not guaranteed that the EF creates

as a VTD boundary should be shown on the VTDP Annotation Map(s) or other map (approved by the RCC geographer) with the respective address breaks where these lines intersect addressable road features. The current address break information in the TIGER data base for these features was imputed by using mathematical techniques. The Census Bureau must receive an accurate separation of addresses along the road to correctly allocate population along the sides of the nonstandard feature as a census tabulation block boundary. The Census Bureau will continue to use mathematical techniques to determine the address break wherever a state does not provide this information. This imputed address break may or may not accurately reflect ground truth.

In the TIGER/Line File Documentation, the CENBBSEL field is position 129 (CENSUS1) in the record layout for Record Type 1.

Census Tabulation Block Boundary Features

Only features with the following CFCC codes may be selected and will be census tabulation block boundaries:

- Feature Class A, Road

  All CFCC codes starting with A are acceptable EXCEPT: A12, A16, A22, A26, A32, A36, A42, A46, A52, A60, A61, A70

- Feature Class B, Railroad

  All CFCC codes starting with B are acceptable EXCEPT: B02, B12, B22, B32

- Feature Class C, Miscellaneous Ground Transportation

  All CFCC codes starting with C are acceptable EXCEPT C00, C30

- Feature Class D, Landmarks

  ONLY D50, D51 are acceptable.

- Feature Class E, Physical Feature

  ONLY E10, E21 are acceptable

- Feature Class F, Nonvisible Features

  ONLY the following CFCC codes starting with F are acceptable:

  F10, F11, F12, F13 (These are current governmental unit boundaries and are subject to revision based on the 1999 and 2000 BAS. Participants will be working with the Census Bureau to modify the VTD boundaries if these features change their CFCC code or are deleted from the TIGER data base because of annexations and detachments.)

  F17 (nonvisible state legislative district boundary)
  F18 (nonvisible Congressional District boundary),
  F21, F22, F30, F40, F70

- Feature Class G, Special Feature

  ONLY G31 is acceptable

- Feature Class H, Hydrographic Features

  All CFCC codes starting with H are acceptable.

Linear VTD to Legal/Administrative Area Boundary Relationships for Equivalency File Submissions

The color annotations on the VTDP maps will display relationships with VTDs for lines that should or should not move with a legal/administrative area boundary. For equivalency file submissions, the Census Bureau requests that states submit an additional file to convey the line segment to legal/administrative area relationship. This will aid in the adjudication processes after the 1999 and 2000 BAS.

For SLD submissions, the Census Bureau will assume no relationship. If a legal/administrative area boundary moves, the SLD boundary will not move with it.

Provide one record for each TLID where the VTD boundary should move with a change in the indicated legal/administrative area boundary. Do not provide a record where you can not predetermine that the VTD boundary should move with the legal/administrative area boundary.

The following information is required:

- STATE (FIPS State Code)
- COUNTY (FIPS County Code)
- TLID (found on Record Type 1 - TIGER/Line Segment Number)
- Relationship Descriptor

  The valid relationship descriptors are:

  M (MCD to Voting District)

  P (Incorporated Place to Voting District)

  A (American Indian/Alaska Native area [American Indian reservation or trust land or Alaska Native Village statistical area] to Voting District)

  This file also is a comma delimited file with carriage-return/line feed at the end of each record.

IMPORTANT: Only one record is required for each line segment having a VTD boundary to legal/administrative area boundary relationship. For a record to be valid in this file, both the voting district code and the designated related legal/administrative area code must be different for the polygons on the left and right side of the TLID. Before submitting this file, the state must edit the file to ensure this requirement.

Null fields cannot exist in this EF.

Example of records in a Linear VTD to Legal/Administrative Area Relationship File;

```
14,001,146278,M
14,001,6261147,A
```

Name the Linear VTD to Legal/Administrative Area Relationship file as follows:

```
ssccc VR.EF
```

Where:
(ss = State Code)
(ccc = County Code)

Example of a Linear VTD to Legal/Administrative Area Relationship EF file name:

```
14001VR.EF
```

Optional Equivalency File That May Be Submitted With Either Map-Based Or Electronic File Submissions:

VTD to SLD Equivalency File

Where VTDs nest within SLDs, an EF can be prepared to indicate the SLDs associated with each VTD. The Census Bureau must have the VTDs received and inserted into the Census Bureau's TIGER data base in order to insert SLDs on the basis of these VTDs. Every VTD must have a record to a House and/or Senate code. There must be one record for each VTD, and each VTD must have a record.

The SLD to VTD EF includes the fields specified below.

- STATE (FIPS State Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- COUNTY (FIPS County Code, Current) found on Record Types A, I, S (or derived from Record Type 1)
- VTD (Voting District Code) provided by participant (see Record Type S)
- STSENATE (State Senate District Code) provided by participant (see Record Type S)
- STHOUSE (State House District Code) provided by participant (see Record Type S)

Example of records in a SLD to VTD EF;

```
14,005,21,43,21A
14,005,21,44,21B
```

Name the SLD to VTD EF as follows:

```
ssccc VS.EF
```

Where:
(ss = State Code)
(ccc = County Code)

Example of a SLD to VTD EF file name:

```
36001VS.EF
```

- Reminder: the Census Bureau requires a comma-delimited ASCII format with a carriage-return/line-feed at the end of each line.

Required File To Be Submitted With Both Map-Based And Electronic File Submissions:

VTD Names File

In addition to submitting VTDP Annotation Maps and/or a VTDP EF, the participating state must submit an ASCII names file. Each VTD annotated on the VTDP Annotation Maps or submitted in the VTDP EFs must correspond to a VTD on a VTD names file. The VTD names file includes the indicator code, which is an optional code provided by the state to distinguish VTDs that are depicted accurately from those that are depicted approximately (actual versus pseudo).

The Census Bureau will represent SLDs by their codes only.

- For the names file, the Census Bureau requires a comma-delimited ASCII format with a carriage return/line feed at the end of each line. Comma delimiters are required for any null fields.

The VTD names file include the numeric and alphanumeric fields specified below. It is important that these fields are in the following ASCII format order:

- State Code (length 2) required

  The State Code identifies the two digit FIPS state code

- County Code (length 3) required

  The County Code identifies the three digit FIPS county code

- VTD Code (maximum length 6) required

  The VTD Code identifies the one to six character VTD or precinct alpha-numeric code that is unique within county.

- VTD Name (maximum length 43) required

  This VTD Name identifies the proper name of the VTD. The name is not case sensitive.

- VTD Indicator Code (length 1) not required

  This field identifies the one character value for whether the VTD is the actual or a pseudo VTD.

  A = Actual VTD
  P = Pseudo VTD

  If this field is left blank, no indicator will be assumed.

- VTD Relationship Flag (length 2) not required

This flag ONLY applies when a voting district is:

a) The same (coextensive) as an incorporated place, MCD, or American Indian/Alaska Native area

or

b) Part of a cluster of voting districts that nest (wholly contained) within an incorporated place, MCD, or American Indian/Alaska Native area.

The VTD relationship flag identifies whether the area of the VTD is coextensive with or wholly contained within a legal/administrative geographic area. This flag maintains whole entity relationships between VTDs and counties and their equivalents, MCDs, incorporated places, and American Indian/Alaska Native areas. A two-character alphabetic field contains the legal values. The first character identifies the type of relationship and the second character identifies the type of related entity.

First character values:

C = VTD is coextensive with another entity (one-to-one relationship)

W = VTD is wholly contained within another entity (many-to-one relationship)

Second character values:

M = MCD

P = Incorporated place

A = American Indian/Alaska Native area (American Indian reservation or trust land or Alaska Native Village statistical area).

Thus a VTD Relationship flag CA means a VTD is coextensive with a single American Indian/Alaska Native area, and WP means that this VTD (in combination with other VTDs) nests within and constitutes a single incorporated place.

Example of records in a VTD names file:

```
14,003,21,Rockland,,
14,003,5-5,Richland,P,CP
14,003,D42X,Raymond,,WP
14,003,D42Y,Mitchell,,WP
```

Name the VTD names file as follows:

```
ssccc VN.EF
```

Where:
(ss = State Code)
(ccc = County Code)

Example of a VTD names file name:

```
27001VN.EF
```

Returning the VTDP Submission

- If you find that you will not be returning a VTDP submission for all counties in your state, please notify your RCC geographer, and send e-mail to Marshall Turner and John Byle with the list of counties that you will NOT be submitting materials.

- Return all annotated VTDP Annotation Maps to the respective RCC specified on Attachment A. Include a transmittal listing of those map sheets being returned. Keep an annotated set for reference in your office.

- FTP or e-mail the VTDP EFs, VTD names files, and geographic relationship files to the Geography Division. Please compress all files using PKZIP-compatible (.zip) or GNU zip (.gz) compression format. Please include the state code as part of the zipped file name.

- If using FTP, FTP the files to the appropriate state directory on the Census Bureau FTP site:

  `ftp.census.gov/pub/incoming/geo/vtdfile/ss`

  Where:
  (ss = state code)

- If using e-mail, e-mail the files as attachments (zipped) to both:

  `jbyle@geo.census.gov`
  `dzorn@geo.census.gov`

IMPORTANT: For returning the VTDP EFs, send in the files for ONE county in order for the Census Bureau to check for any format anomalies. Once we have processed the files for the first county, we will notify you to send in the files for the remaining counties.

- The Census Bureau requires that you send e-mail to the individuals listed below and include in the message the names of all files placed on the Census Bureau FTP site:

  `jbyle@geo.census.gov`
  `jrosenson@geo.census.gov`
  `dzorn@geo.census.gov`

- The Geography Division staff in the Census Bureau will acknowledge your e-mail after checking the FTP site or after receiving your e-mail with the zipped attachments, reviewing the files to ensure formats are correct and not damaged, and comparing the file names to the e-mail transmittal.

- If not using FTP or e-mail for submission, then mail the VTDP equivalency and/or names files on a 3.5" PC formatted disk(s) or, if the compressed files are too large, a CD-R (CD-Recordable) disk to John Byle in the Geography Division. If possible, also send John Byle an e-mail message informing him that you are sending the disk. If a file is too large to fit on a 3.5" floppy disk

and you do not have CD-write capability, please contact John Byle or Jamie Rosenson to discuss alternative media.

Questions

For any questions or comments, do not hesitate to consult the geographer in the respective RCC listed on Attachment A. Questions and comments may also be directed to;

Census 2000 Redistricting Data Program

Marshall Turner, Chief
Census 2000 Redistricting Data Office
Bureau of the Census
Washington, DC 20233
(301) 457-4039
mturner@census.gov

General Geographic Questions

Bob LaMacchia
Geography Division
Bureau of the Census
Washington, DC 20233-7400
(301) 457-1022
rlamacchia@geo.census.gov

Jamie Rosenson
Geography Division
Bureau of the Census
Washington, DC 20233-7400
(301) 457-1099
jrosenson@geo.census.gov

John Byle
Geography Division
Bureau of the Census
Washington, DC 20233-7400
(301) 457-1099
jbyle@geo.census.gov

Attachments

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Attachment A

Voting District Project
Regional Census Center Liaison and Address List

Atlanta

Mr. Skip Rose
Bureau of the Census
Atlanta Regional Census Center
230 Peachtree St., NW
Suite 600
Atlanta, GA 30303-1517
404-331-1339
Ralph.F.Rose.Jr@ccmail.census.gov
(AL, FL, GA)

Boston

Mr. Vince Pito
Bureau of the Census
Boston Regional Census Center
4 Copely Place, 4th Floor
PO Box 2000
Boston, MA 02117-2000
617-424-0513
Vincent.J.Pito@ccmail.census.gov
(CT, ME, MA, NH, NY[except 9 counties], RI, VT, PR)

Charlotte

Mr. David Wiggins
Bureau of the Census
Charlotte Regional Census Center
International Airport Center
3300 International Airport Dr.
Suite 600
Charlotte, NC 28208-5742
704-344-6440
David.H.Wiggins@ccmail.census.gov
(KY, NC, SC, TN, VA)

Chicago

Mr. Corey Perdiew
Bureau of the Census
Chicago Regional Census Center
111 West Jackson Blvd.
Suite 400
Chicago, IL 60604-3505
312-353-9605
Corey.Perdiew@ccmail.census.gov
(IL, IN, WI)

Dallas

Mr. Jon Barlett
Bureau of the Census
Dallas Regional Census Center
Park Stemmons
8700 North Stemmons Freeway
Suite 300
Dallas, TX 75247-3724
214-655-3064
Jon.Barlett@ccmail.census.gov
(MS, LA, TX)

Denver

Mr. Chuck Rose
Bureau of the Census
Denver Regional Census Center
11177 West 8th Ave.
First Floor
Lakewood, CO 80215-5539
303-231-5015
Charles.R.Rose@ccmail.census.gov
(AZ, CO, NE, NM, ND, SD, UT, WY)

Detroit

Mr. Gary Gruccio
Bureau of the Census
Detroit Regional Census Center
Crowne Pointe
25900 Greenfield Rd, Suite 400
Oak Park, MI 48237-1267
248-967-9527
Gary.J.Gruccio@ccmail.census.gov
(OH, MI, WV)

Kansas City

Mr. Lanham Lister
Bureau of the Census
Kansas City Regional Census Center
10015 N. Executive Hills Blvd.
2nd Floor
Kansas City, MO 64153-1364
816-801-2010
W.Lanham.Lister@ccmail.census.gov
(AR, IA, KS, MN, MO, OK)

Los Angeles

Mr. Tim McMonagle
Bureau of the Census
Los Angeles Regional Census Center
15400 Sherman Way, Suite 295
Van Nuys, CA 91406-4211
818-904-6415
Timothy.W.McMonagle@ccmail.census.gov
(CA, HI)

New York

Ms. Deirdre Dalpiaz Bishop
Bureau of the Census
New York Regional Census Center
201 Varick Street, Rm. 948
New York, NY 10014-4826
212-620-4805
Deirdre.Dalpiaz@ccmail.census.gov
(NJ, 9 counties in NY)
(Bronx (36005), Kings (36047), Nassau (36059), New York (36061), Queens (36081), Richmond (36085), Rockland (36087), Suffolk (36103), and Westchester (36119)

Philadelphia

Ms. Vicki Lewis
Bureau of the Census
Philadelphia Regional Census Center
841 Chestnut St., Rm. 5101
Philadelphia, PA 19107-4499
215-597-1990
Vicki.L.Lewis@ccmail.census.gov
(DC, DE, MD, PA)

Seattle

Ms. Wendy Hawley
Bureau of the Census
Seattle Regional Census Center
700 Fifth Avenue
Suite 5100
Seattle, WA 98104-5018
206-553-5906
Wendy.Hawley@ccmail.census.gov
(AK, ID, MT, NV, OR, WA)

Attachment B

Boundary and Annexation Survey Internet Page

The BAS Internet Page is available at the following URL. Please note that this is using a secure server and the "https" is required to access this page.

URL: https://www.census.gov/geo/www/bas

This page is password protected. When requested, enter the following ID and password:

ID: guest
Password: localgov