

United States
Census 2000

**Participant
Statistical Areas
Program
Guidelines**

Census Tracts, Block Groups (BGs)
Census Designated Places (CDPs)
Census County Divisions (CCDs)

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BUREAU OF THE CENSUS

**Census 2000 Participant Statistical Areas
Program**

Chapter 1: General Information.....	2
Eligibility	2
Participation by Interested Parties Locally	3
Deadline for Submitting Participant Statistical Areas Program Proposals	3
Materials Provided by the Census Bureau.....	3
Maps	4
Lists	5
TIGER/Line Files.....	6
Materials Needed by the Participant.....	6
Chapter 2: Participant Statistical Areas Boundary Feature Criteria	8
Acceptable Features.....	8
Questionable Boundary Features	9
Unacceptable Boundary Features.....	12
Legal Boundaries.....	13
Chapter 3: Census Tracts	15
History of Census Tracts.....	15
Census Tract Coverage.....	16
Census Tract Criteria.....	16
General Characteristics	17
Census Tract Boundary Features.....	17
Population.....	18
Census Tract Identifiers (Numbers).....	19
Special Areas	20
Comparability.....	21
"Sliver" Census Tracts/Block Numbering Areas.....	21
1990 Block Numbering Areas.....	22
Reviewing and Revising Existing Census Tracts and Block Numbering Areas	22
Revising Census Tract Boundaries	23
Splitting Census Tracts	24
Combining or Merging Census Tracts.....	25
Census Tracts Below the Minimum Population.....	25
Census Tracts Above the Maximum Population	26
Census Tracts on Federally Recognized American Indian Reservations and Trust Lands	26
Geographic Relationship Between Census Tracts and Legal Entities.....	28

Chapter 4: Block Groups.....	29
History of Block Groups	29
Block Group Coverage	29
Block Group Criteria.....	30
General Characteristics	30
Block Group Boundary Features.....	31
Population.....	31
Block Group Identifiers (Numbers).....	32
Special Areas	32
Comparability.....	33
Reviewing and Revising 1990 Block Groups.....	34
Revising Block Group Boundaries.....	34
Block Groups Below the Required Minimum Population.....	35
Block Groups Above the Maximum Population.....	36
Block Groups on Federally Recognized American Indian Reservations and Trust Lands	36
Geographic Relationship Between Block Groups and Legal Entities.....	37
Chapter 5: Census Designated Places.....	38
History of CDPs.....	38
CDP Coverage.....	39
CDP Criteria	39
General Characteristics	39
CDP Boundary Features	40
Population.....	41
CDP Names.....	41
Special Areas	42
Reviewing and Revising 1990 CDPs	42
Revising CDP Boundaries and Names.....	43
Creating New CDPs	44
CDPs on Federally Recognized American Indian Reservations and Trust Lands.....	46
Geographic Relationship Between CDPs and Legal Entities	46
Chapter 6: Census County Divisions	47
History of CCDs	47
CCD Coverage	47
CCD Criteria.....	48
General Characteristics	48
CCD Boundary Features	48
Population.....	49
CCD Names	49
Comparability.....	49
Reviewing and Revising 1990 CCDs.....	50
CCDs on Federally Recognized American Indian Reservations and Trust Lands.....	51
Chapter 7: Review and Approval of Proposed Participant Statistical Areas By Interested Parties Locally.....	52

Chapter 8: Procedures for Annotating Participant Statistical Areas	
Maps.....	53
Census 2000 Participant Statistical Areas Program Annotation	
Maps.....	53
Materials Needed for Annotation.....	53
General Map Annotation Guidelines.....	54
Specific Guidelines for Annotating Census 2000 Statistical	
Areas.....	55
Color Pencil Usage.....	55
Feature Updates	55
Census 2000 Statistical Areas Boundary and Name/Code	
Updates.....	56
Annotating Geographic Relationships.....	57
Recommended Sequence For Placing Annotations Onto	
the Maps:	58
Chapter 9: Procedures for Equivalency File Submissions.....	60
General Information.....	60
TIGER/Line Files.....	61
Maps.....	62
Preparing the TIGER/Line File	62
Features	63
American Indian Reservations and Trust Lands.....	64
Census Tracts and Block Groups.....	64
Census Designated Places.....	65
Census County Divisions	66
Creating the Polygon Equivalency File.....	66
Transmitting the Equivalency File to the Census Bureau.....	68
Chapter 10: Transmitting a Census 2000 Participant Statistical	
Areas Proposal to the Census Bureau.....	69
Equivalency File Submissions.....	70
Chapter 11: Review and Approval of the Proposed Census 2000	
Participant Statistical Areas by the Census Bureau	72
Appendix A: Census Bureau Regional Offices	

Census 2000 Participant Statistical Areas Program

The Census Bureau is offering local participants the opportunity to delineate statistical areas for tabulation in Census 2000. We are providing these guidelines to give participants detailed instructions and assistance in submitting specific statistical areas as part of the Census 2000 Participant Statistical Areas Program which includes:

Census Tracts
Census Block Groups (BGs)
Census Designated Places (CDPs)
Census County Divisions¹ (CCDs)

We have organized these guidelines into several chapters:

- General information;
- Statistical areas boundary feature criteria which apply to all the participant statistical areas;
- Separate chapters for each type of participant statistical area;
- Instructions for the review and approval of proposed participant statistical areas by interested parties locally;
- Procedures for annotating the maps;
- Procedures for submitting statistical areas through equivalency files;
- Information on transmitting the proposed statistical areas to the Census Bureau; and
- The review and approval of the proposed statistical areas by the Census Bureau.

Please read all the guidelines for the areas for which you are interested in submitting plans; there are some instructions that apply to the manner in which multiple statistical areas are to be submitted that may not be apparent in any one chapter.

The Census Bureau appreciates the assistance of our local participants in the identification of participant statistical areas boundaries for Census 2000. Without the knowledge provided by our local partners in planning Census 2000, the Census Bureau would be unable to meet many of the data needs that are part of our agency's mission: to be the statistical source for a better understanding of our Nation.

¹ Census county divisions exist in the following states: Alabama, Arizona, California, Colorado, Delaware, Florida, Georgia, Hawaii, Idaho, Kentucky, Montana, Nevada, New Mexico, Oklahoma, Oregon, South Carolina, Tennessee, Texas, Utah, Washington, and Wyoming.

Chapter 1: General Information

The Census Bureau is happy to provide assistance by answering questions; clarifying criteria, guidelines, and procedures; or by providing information concerning specific situations that participants encounter when reviewing and submitting their participant statistical area plans. Our responsibility is to ensure a nationwide uniformity in applying the participant statistical area criteria. As part of our job, we may require some changes in the boundaries or definition of some participant statistical areas to meet a national standard.

The Census Bureau establishes and maintains census tracts, BGs, census designated places (CDPs), and census county divisions (CCDs) solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. The participant statistical areas are not designed to meet the requirements of any nonstatistical programs. The Census Bureau will not modify the criteria of the participant statistical areas to meet the requirements of any nonstatistical program, or accept, as justification for an exception to or exemption from the participant statistical areas criteria, the use of these entities in any nonstatistical program.

Eligibility

In the summer of 1995, the Census Bureau issued invitations to local groups and agencies to participate in the delineation of participant statistical areas for Census 2000. These included regional planning agencies, councils of governments, county planning agencies, and officials of Federally recognized American Indian tribes. All recognized contacts are eligible to submit participant statistical area plans for their area of jurisdiction. Generally, participants are responsible for whole counties or equivalent entities² excluding the areas within American Indian reservations and trust lands (both tribal trust and individual trust lands). American Indian area participants are responsible for the area within their reservation and trust lands. If participants have any questions about the extent of their area, please contact the appropriate Census Bureau Regional Office staff. We are providing a list of Regional Office contacts in Appendix A.

² Includes parishes in Louisiana; boroughs and census areas in Alaska; independent cities in Maryland, Missouri, Nevada, and Virginia; that portion of Yellowstone National Park in Montana; districts in American Samoa; the three main islands of the Virgin Islands of the United States; municipalities in the Northern Mariana Islands; municipios in Puerto Rico; and the entire area constituting the District of Columbia and Guam.

Participation by Interested Parties Locally

The Census Bureau intends the delineation of participant statistical areas to be a process open to all interested parties as these entities are a product of local initiative and must be acceptable to a broad range of local users. For the 1990 census, the Census Bureau required local data users to organize a census statistical areas committee consisting of interested individuals representing a wide variety of public and private agencies and organizations in their community. For Census 2000, the Census Bureau is not requiring the formation of a formal census statistical areas committee, but rather requesting that one agency take the lead in coordinating the delineation of the 2000 participant statistical areas by interested local data users. It is the responsibility of this lead agency to ensure that the process is open to all interested individuals and agencies. This can be done, for example, by publicizing the process and making available the proposed participant statistical areas for review by interested data users or by inviting individuals and agencies to a meeting at which the participant statistical areas are reviewed and discussed. At the time of its submission, the participant statistical areas should represent the best collective judgment of the many local groups that use participant statistical areas data. The Census Bureau will, as necessary, ensure that individuals and agencies are not excluded from participating in the process. In the event that the Census Bureau learns that the delineation of the Census 2000 participant statistical areas was not an open process, the Census Bureau reserves the right to make changes to census tracts, BGs, CDPs, and CCDs to ensure that these entities meet the needs of any local data users excluded from the process or to comply with the Census 2000 criteria.

Deadline for Submitting Participant Statistical Areas Program Proposals

The deadline for submitting all participant statistical areas program plans—census tract, block group, census designated place, and census county division—is 6 months from the receipt of the materials provided by the Census Bureau. To ensure that related geographic preparations proceed in a timely manner, the Census Bureau needs to receive the plans within this deadline.

Materials Provided by the Census Bureau

The Census Bureau is providing participants in the Census 2000 Participant Statistical Areas Program the materials listed below. Participants **MUST** use the Census Bureau supplied Census 2000 Participant Statistical Areas Program Annotation Maps or Census 2000 Participant Statistical Areas TIGER/Line³ file. The Census Bureau is under no obligation to accept or attempt to use any information submitted

³ TIGER and TIGER/Line are registered trademarks of the U.S. Bureau of the Census.

on locally produced maps, from other versions of the TIGER/Line files, or local geographic information system (GIS) files.

Maps

The Census Bureau is providing a set of maps covering your area of responsibility showing all the 1990 definitions of participant statistical areas including 1990 census tracts/block numbering areas (BNAs), BGs, CCDs, and CDPs. The maps also will show all the base features contained in the TIGER data base and the boundaries of legal areas such as counties, incorporated municipalities, and American Indian areas. The maps will depict certain landmark areas such as military reservations, National Parks, Federal and state prisons, and so forth. The set of maps includes one or more index map sheets that provide the relative position of each numbered map sheet.

The Census Bureau has color-coded the maps to depict features as to their acceptability for use as boundaries of participant statistical areas. The meaning of each color is as follows:

- **Red**—This color identifies lines in the TIGER data base that the Census Bureau classifies as unacceptable for use as participant statistical areas boundaries because these lines are unidentified lines through space.
- **Purple**—This color identifies lines that the Census Bureau classifies as nonstandard visible features that are "questionable" for use as Census 2000 participant statistical areas boundaries. Questionable features require review and include, for example, features in tunnels, fence lines, ridge lines, property lines, or a feature whose position on the ground may not match that shown on the map.
- **Black and Blue**—These colors identify lines that are acceptable as statistical areas boundaries. Blue identifies water features and the Census Bureau uses black to identify all other features that are acceptable as participant statistical areas boundaries.

Note that the boundaries of legal entities are not shown in red or purple in any situations. Participants should refer to the list of acceptable legal limits for their state in Chapter 2 when retaining or proposing new statistical areas boundaries following legal limits. In many states, legal entity boundaries are not acceptable for use as participant statistical areas boundaries.

Lists

In order to assist participants in their review of existing statistical areas, the Census Bureau is providing various supplementary documents. These include:

- A list of all 1990 census tract/BNA numbers, the 1990 population for each census tract/BNA and the annotation map sheet number where each census tract/BNA is displayed.
- A list of 1990 census tracts/BNAs with 1990 population greater than 8000.
- A list of 1990 census tracts/BNAs with 1990 population less than 1500.
- A list of 1990 census tracts/BNAs currently in a different county than the 1990 tabulation county.
- A list of 1990 BGs with 1990 population less than 600.

Participants should use these lists to determine where changes to existing census tracts and BGs are most desirable. The Census Bureau recommends combining low population census tracts or BGs, and splitting large population areas. The Census Bureau does not require changes to existing census tracts if comparability is maintained. The Census Bureau however, requires all BGs to meet the minimum population size requirement. The Census Bureau, at its discretion, may continue to recognize BGs with a 1990 population slightly less than the required minimum population if a participant provides justification (for example, post-1990 development or estimated 2000 population). Otherwise, the Census Bureau will adjust submitted BG boundaries that do not encompass a 1990 population that meets the minimum requirement for Census 2000 BGs.

- A list of 1990 CDPs that have lost more than 25 percent of their 1990 land area due to annexation by a nearby municipality.
- A list of all 1990 CDPs and the annotation map sheet number where each CDP is displayed.

Participants should use the CDP lists as a guide when reviewing the boundaries and names of 1990 CDPs, and to request the deletion of such areas.

- A list of 1990 participant statistical areas that have segments of their boundaries following unacceptable features or questionable features. The list, by statistical area type, identifies the statistical area code, provides information about whether the boundary feature is

unacceptable or questionable, and gives the total number of unacceptable or questionable boundary segments for a statistical area.

Participants should use this list to identify existing participant statistical areas boundaries where it is necessary to adjust the boundaries of statistical areas onto acceptable features, to provide a reclassification of the feature into an acceptable boundary type, or in the case of questionable features, to provide documentation that the features exist and are positioned correctly on the maps.

TIGER/Line Files

The Census Bureau asked participants if they would like to receive a TIGER/Line file. If a participant indicated a desire to obtain a TIGER/Line file, the Census Bureau will provide a CD-ROM containing the TIGER/Line file(s) for the participants area(s) of jurisdiction. The Census 2000 Participant Statistical Areas Program TIGER/Line Files are extracts of selected geographic and cartographic information from the Census Bureau's TIGER data base. The files are county-based.

The procedures for submitting participant statistical area definitions using equivalency files created from the TIGER/Line file data are included in Chapter 9 of this document.

Materials Needed by the Participant

The most important element a local participant brings to the participant statistical areas programs is the wealth of local knowledge needed to delineate areas that best meet local needs and patterns. The only physical materials required for submitting statistical areas program information on the provided maps are a set of colored pencils (see Chapter 8).

Beyond the minimum requirements, there are some other materials participants may wish to gather for the review and delineation of participant statistical areas. These include:

- Recent maps or aerial photography for your area;
- 1990 census data for existing participant statistical areas;
- Special Census counts if applicable;
- Current small-area estimates of population or housing units;
- Additional thematic materials, such as zoning maps or other land-use data, socioeconomic data, topographic maps, city directories, and so forth, which may prove useful in detailed analysis.

If you are submitting plans using equivalency files, you will require some

means of processing and extracting the TIGER/Line data. The TIGER/Line files do not contain any software to display or generate maps and the data in the TIGER/Line files are not stored in the form of graphic map images.

Chapter 2: Participant Statistical Areas Boundary Feature Criteria

All the different geographic areas that are part of the Census 2000 Participant Statistical Areas Program generally require the use of the same types of features as boundaries. The types of features acceptable as participant statistical areas boundaries can be classified into two categories: map features (further refined as either visible or nonvisible, and standard or nonstandard) or legal boundaries. A visible feature is any cultural or natural element that a person can see on the ground, such as a street, railroad track, above-ground power line, stream, shoreline, fence, sharp ridge, or cliff. A nonvisible feature cannot be seen on the ground but is a line that can be located as a line of sight, such as a property line, a short imaginary extension of a dead-end street, or a point-to-point line of sight. A legal boundary not coincident with a visible feature also is classified as a nonvisible feature.

The Census Bureau also classifies features as standard versus nonstandard. A standard feature is a visible feature generally considered to be permanent and easily identifiable in the field. A nonstandard visible feature is a feature that may not be clearly defined on the ground (such as a ridge), may be seasonal (such as an intermittent stream), or may be relatively impermanent (such as a fence). The Census Bureau generally requests verification that nonstandard features pose no problem in locating them if someone were to go to that location.

The classification of features affects the manner in which the Census Bureau reviews participant statistical areas proposals. For example, the Census Bureau will map acceptable, questionable, and unacceptable lines differently based on the feature classification. Standard, visible features generally will appear as acceptable; nonstandard or nonvisible features generally will appear as questionable; the remaining unidentified (in our TIGER data base) nonvisible lines will appear as unacceptable. The Census Bureau requires that existing participant statistical areas boundaries following features classified as unacceptable either be revised to a different boundary feature, or have the line segment reclassified to some type of acceptable feature. The boundaries classified as questionable require participants to confirm their existence, location, and suitability as boundaries.

Acceptable Features

All participant statistical areas boundaries should follow permanent, visible features, such as roads, perennial streams, railroads, high-tension power lines, and so forth. The feature should be easily locatable in the field without ambiguity; data user and Census Bureau experience has shown

that some features make better boundaries than others, and the same type of feature can make an excellent boundary in one place and a poor one in another.

Rivers, major canals, lakes, and other bodies of water make good participant statistical areas boundaries because they generally limit access from one area to another and rarely change relative location. Other features that limit access between areas, such as interstate and other major highways, railroad tracks, and the ridges of mountain ranges, also make good statistical areas boundaries. In some instances, however, such a feature unifies a community, for example, a lake forming the core of a recreational housing development or a through street forming the spine of a subdivision. In these circumstances, the participant statistical areas boundary should include the entire area of the lake or both sides of a unifying street to better encompass similar community patterns.

Do not use a feature that has structures over it, for example a road that passes under a building; elevated bridges and highways are also inappropriate. In general, when delineating boundaries in bodies of water represented as polygons and having area (lakes, reservoirs, bays, oceans, double-line rivers), the boundary should follow a line bisecting the water body rather than following a shoreline. If possible, use an existing line in water (for example, a city limit in the middle of a river) rather than adding a new line.

Questionable Boundary Features

There are some instances where no visible feature exists that can adequately serve as a participant statistical areas boundary. In such cases, the Census Bureau allows for the use of what are termed nonstandard features that may or may not also be visible. These feature types include many classified as questionable such as property lines, pipelines, fence lines, certain topographic features, features in tunnels, and point-to-point lines. The Census Bureau identifies questionable features in purple on the Census 2000 Participant Statistical Areas Program Annotation Maps. Participants may continue to use or propose new participant statistical areas boundaries following such features, but the Census Bureau requests that participants review these features to confirm their existence and accurate positioning and provide assurance that the features are correctly shown.

The property lines of parks, golf courses, airports, and other conspicuous landmarks or land-use areas may be acceptable participant statistical areas boundaries where other features do not exist and if they follow a fence or are otherwise clearly discernible on the ground. Participant statistical areas boundaries may follow underground telephone lines or pipelines in sparsely settled areas where other features are lacking if the feature follows a cleared and marked right-of-way; the same is true for the abandoned right-of-way of railroads, so long as the track bed remains cleared and

subsequent development is unlikely. The acceptance of these types of features as participant statistical areas boundaries is at the discretion of the Census Bureau.

The Census Bureau accepts as boundaries certain topographic features that separate areas without ambiguity. These types of natural topographic features include the crests of well-defined mountain ridges; the rims or bases of sharply defined escarpments, cliffs, or bluffs; the position of dry ravines or arroyos; as well as other features as long as the features are not also mimicked by another visible feature, have no housing in the vicinity, and are easily located on the ground. The acceptance of such nonstandard features is at the discretion of the Census Bureau.

For census purposes, a ridge line is a line connecting the points of highest elevation along the divide between the drainage areas of two streams or stream systems. A ridge line must be drawn so that elevation decreases when moving away from either side of the line. Ridgelines are not distinct features and cannot always be located precisely. By definition, a ridge line cannot traverse streams. Intersecting features generally should be non-transportation features such as streams and power lines. Wherever possible, an extension off the ridge should intersect a nonstreet feature such as a power line or visible pipeline. An extension from a stream source to the ridge also is acceptable. Transportation features are acceptable as intersecting features if development does not exist or is not likely to be found in the area. Acceptable transportation features that might intersect ridge lines include jeep or hiking trails, logging or mining roads, and forestry roads, such as those leading to fire towers. In some circumstances, ski lifts may be acceptable as well. Do not suggest ridge lines where adjacent roads exist. If a road exists on the top of a ridge, use the road as the participant statistical areas boundary.

Participant statistical areas boundaries also may follow lines of sight or convenience when no other feature is available to better enclose an area provided the boundary does not intersect any buildings and is locatable in the field. The feature under consideration for extension as a line of sight must have a specific visible ending point and a clearly locatable starting point. Where the end point of the feature is ambiguous, as may occur with some drainage features, an extension from that feature is not acceptable. The same is true of point-to-point lines from area features where there may be no clear starting point. Feature extensions should not extend more than 300 feet, if possible; if a participant requires a longer extension, the Census Bureau requires some documentation that the position of the feature extension can be located in the field and no buildings exist in the vicinity.

All extensions must terminate at nonaddressable features and consist of a straight line projecting at an angle close to 180 degrees from the end point of a feature. (Nonaddressable features include all feature types except roads, but also includes interstate highways, trails, and some roads that serve for nonresidential access such as fire, lumber, oil field, and other types of

roads.) Point-to-point lines must be clear lines of sight without any intervening addressable features and are only recommended in very sparsely settled areas.

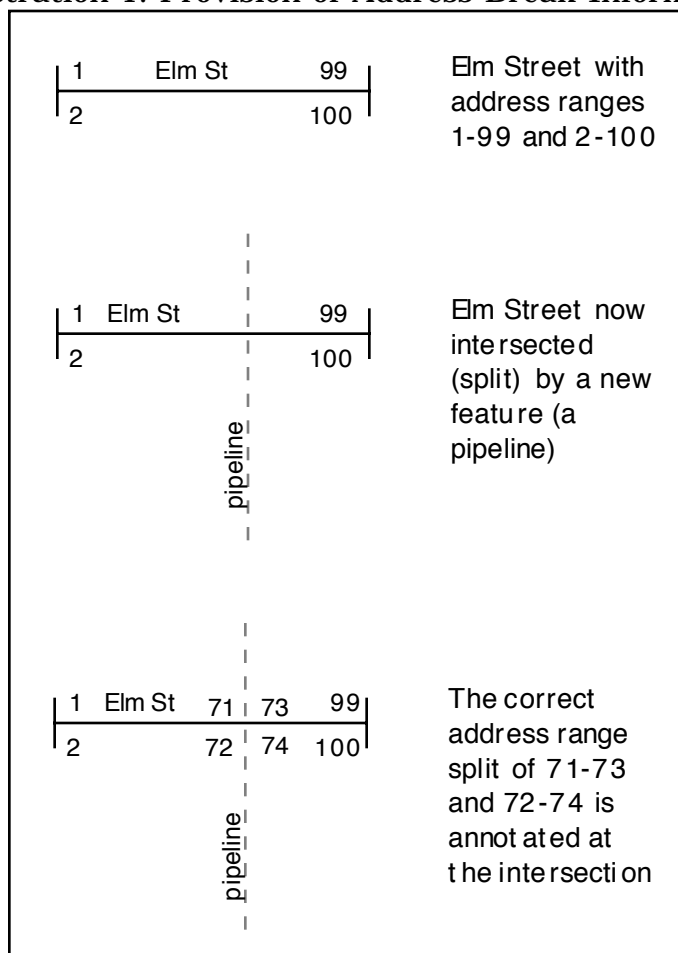
Acceptable nonvisible lines include:

- Short feature extensions from the end point of a visible feature to a nonroad feature or, at the discretion of the Census Bureau, an addressed road feature where a participant provides address break information (see Illustration 1);
- Imaginary lines through water bodies, such as lakes, rivers, or swamps;
- Short feature extensions from a shoreline to the midpoint of water bodies;
- Short feature extensions connecting two nonaddressable features;
- Short lines of sight beginning from one specific point and ending at another specific point (point-to-point).

When submitting new nonvisible feature extensions or point-to-point lines for use as participant statistical areas boundaries, the participant must field check the proposed boundaries or review them using reasonably current map sources to ensure that the proposed line meets Census Bureau requirements. These requirements are the ability of Census Bureau staff to find the extension or point-to-point termini and to assign housing units to the correct geographic area. The participant must certify that these new nonvisible boundaries meet the requirements and provide the name of the verification source or the date of the field check as part of the participant statistical areas submittal. The Census Bureau will review this supporting evidence when determining whether to allow the use of nonstandard features as participant statistical areas boundaries.

The acceptance of any nonstandard or questionable features is at the discretion of the Census Bureau. In areas with city-style addresses the acceptance of the use of these types of features, or their continued use, is contingent on the participants providing address information at the point of intersection of the nonstandard feature with an addressable feature (a street or road with addresses). See Illustration 1 below.

Illustration 1: Provision of Address Break Information



Unacceptable Boundary Features

The Census Bureau classifies nonstandard nonvisible features as unacceptable as participant statistical areas boundary features. Examples of features the Census Bureau considers unacceptable include superseded legal limits, range and township lines that do not coincide with a visible feature, "paper" streets (that is, planned streets that are not in existence or under construction), lines of sight that intersect buildings or addressable features, property lines, right-of-ways, offset lines, and other lines of sight or nonvisible features where the allocation of housing units could be ambiguous. The Census Bureau identifies unacceptable features in red on the Census 2000 Participant Statistical Areas Program Annotation Maps. The classification of lines as unacceptable participant statistical areas boundary features is at the discretion of the Census Bureau.

The fact that the Census Bureau has classified a line as unacceptable does not mean that no acceptable feature exists in that location; it simply means that the line as currently identified in our TIGER data base is unacceptable. There may be a visible feature at that location and all that is necessary is for the participant to reclassify or otherwise identify for

the Census Bureau what feature that line actually portrays. Refer to Chapter 8 for information on how to reclassify features. Otherwise the participant must revise the participant statistical areas boundary to an acceptable feature, usually choosing a nearby feature already shown on the maps or by annotating a new feature on the maps. The Census Bureau will not retain any 1990 participant statistical areas boundaries for Census 2000 or approve any new boundaries following features symbolized in red on the Census 2000 Participant Statistical Areas Program Annotation Maps.

Legal Boundaries

Legal boundaries are the boundaries of any governmental or administrative area for which the Census Bureau reports data in the decennial census. This category includes, but is not limited to, the boundaries of:

- states and their statistical equivalents
- counties and their statistical equivalents
- minor civil divisions (MCDs) (the legal subdivisions of counties and their statistical equivalents as recognized in 28 states)
- subbarrios in Puerto Rico
- incorporated places (cities, towns [except in New England, New York, and Wisconsin], boroughs [except in Alaska and New York], and villages)
- American Indian reservations and trust lands
- Alaska Native Regional Corporations

In some instances, legal boundaries may qualify for use as participant statistical areas boundaries. The following legal boundaries are acceptable as participant statistical areas boundaries:

- All MCD boundaries (generally towns or townships) in Connecticut, Indiana, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- Those MCD boundaries not coincident with the boundaries of incorporated places that themselves are MCDs (being either coextensive with an MCD or independent of MCDs) in Illinois (townships only, not election precincts), Iowa, Kansas, Michigan, Minnesota, Missouri (governmental townships only), Nebraska (townships only, not election precincts), North Dakota, Ohio, South Dakota, and Wisconsin.
- Barrio, barrio-pueblo, and subbarrio boundaries in Puerto Rico, census subdistrict boundaries in the Virgin Islands of the United States, MCD-county and island boundaries in American Samoa, election districts in Guam, and municipal district boundaries in the Northern Mariana Islands.

- All incorporated place boundaries in Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, and Vermont.
- Conjoint incorporated place boundaries in other states, that is, the boundary separating two different incorporated places.
- As CDP boundaries only, all incorporated place boundaries.
- American Indian reservation and trust land boundaries.
- Alaska Native Regional Corporation boundaries, at the discretion of the Census Bureau.

Chapter 3: Census Tracts

The Bureau of the Census is offering local data users the opportunity to revise or subdivide 1990 census tracts and BNAs for use in the 2000 Census of Population and Housing. A major change for the Census 2000 is the merger of the census tract and BNA programs into a single program retaining the census tract name. A census tract is a relatively permanent geographic division of a county or statistically equivalent area defined for the tabulation and dissemination of census data. Ideally, the boundaries of a census tract remain the same between censuses making it possible to compare statistics for the same geographic area from census to census.

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and revision, if necessary, of existing 1990 census tracts and BNAs. This chapter, as well as Chapter 2, are for all participants reviewing census tracts.

Because census BGs nest within census tracts, the Census Bureau suggests that participants review both Chapters 3 (Census Tracts) and 4 (Block Groups) before proceeding with the review and delineation of these two areas. We also recommend that participants in states with CCDs review Chapter 6. The methods for submitting boundaries for each type of area are complementary, as well as the means of indicating specific geographic relationships for each area type. Refer to Chapter 8 for instructions on annotating census tract boundary and number changes on the maps. The guidelines in Chapter 9 apply to electronic submittals of census tracts.

History of Census Tracts

The Bureau of the Census first recognized census tracts for the 1910 census at the suggestion of Dr. Walter Laidlaw, who needed data for comparable areas between censuses. In the 1910 and 1920 censuses, the Census Bureau collected data for census tracts for eight cities with populations over 500,000; in 1930 coverage expanded to 18 cities. Beginning in 1932, Mr. Howard Whipple Green of Cleveland, Ohio, undertook much of the work to promote the census tract program. Under his guidance for nearly 25 years, the census tract program expanded to new areas. The Census Bureau began to publish statistics for census tracts as part of its standard tabulations in 1940.

In 1956, the Census Bureau assumed the leadership for the census tract program and continued to expand the program to cover entire metropolitan areas. The Census Bureau worked with local census statistical areas committees—individuals representing a wide variety of public and private agencies and organizations—to obtain new and revised census tract plans for use in the census.

For the 1990 census, the Census Bureau developed its TIGER (Topologically Integrated Geographic Encoding and Referencing) data base. This national digital data base stores all the feature, geographic, and address data necessary for the taking of the census. This data base coupled with the decision to provide nationwide data for census blocks resulted in the requirement for a national statistical framework for block numbering. In 1990, the entire country was delineated into either census tracts or BNAs. The major differences between the two areas were that census tracts were defined locally by census statistical areas committees using population criteria; BNAs were defined either by a state agency (sometimes with local assistance) or by Census Bureau staff using housing unit count criteria. For Census 2000, the Census Bureau, responding to data user confusion resulting from two similar entities with different names, is combining them into a single entity, the census tract.

While the Census Bureau continues to modify the criteria for the delineation of census tracts to meet the needs of local data users, the basic goals of the census tract program as identified by Dr. Laidlaw and developed by Mr. Green remain unchanged: to provide a small-area statistical unit with comparable boundaries between censuses.

Census Tract Coverage

Census tracts are established within counties or equivalent areas. For American Indian area participants whose reservations or trust lands cross county or state lines, there are new criteria for accepting individual census tracts sharing the same number identifier in multiple counties. These census tracts will respect county lines for tabulation in a standard Census Bureau hierarchy and can be combined in tabulations when reporting data by American Indian reservations and trust lands. Refer to the section on census tracts on Federally recognized American Indian reservations and trust lands later in this chapter for more information.

American Indian area participants, or the Census Bureau, are responsible for reviewing and revising census tracts on Federally recognized American Indian reservations and trust lands. Nontribal statistical areas participants should review the census tracts only up to but not within the reservation or trust land boundaries.

Census Tract Criteria

The Census Bureau establishes and maintains census tracts solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. Census tracts are not designed to meet the requirements of any nonstatistical programs. The Census Bureau will not modify the census tract criteria to meet the requirements of any nonstatistical program, or accept, as justification for

an exception to or exemption from the census tract criteria, the use of these entities in any nonstatistical program. The Bureau of the Census published the census tract criteria for Census 2000 in the Federal Register; a copy is available upon request.

General Characteristics

- A census tract must meet the population and boundary feature criteria and comprise a reasonably compact, contiguous land area internally accessible to all points by road; the only exceptions are:
 - (1) where the census tract is defined to include a specific legal or land-use area that itself is discontinuous, in which case discontinuity is allowed, at the discretion of the Census Bureau;
 - (2) where a discontinuous area or inaccessible area would not meet population size requirements for a separate census tract, in which case the discontinuous or inaccessible area must be combined with an adjacent or proximate census tract;
 - (3) where the topography or geographic patterns of settlement are not compact, but are irregularly shaped, in which case a census tract shape can depart from the compactness requirement.
- A county boundary always must be a census tract boundary. This criterion takes precedence over all other criteria or requirements except for the population threshold criteria for census tracts on American Indian reservations or trust lands in multiple counties.
- Census tracts must cover the entire land and inland water area of each county. In coastal waters, territorial seas, and the Great Lakes, the Census Bureau recommends creating in each county a single census tract covering such water bodies to provide for complete census tract coverage.

Census Tract Boundary Features

The Census Bureau requires census tract boundaries to follow visible and identifiable features wherever possible. This makes the location of census tract boundaries less ambiguous. The Census Bureau also permits the use of legal boundaries in some states and situations to allow for census tract-to-governmental unit relationships where the governmental boundaries tend to remain unchanged between censuses. State and county boundaries are always census tract boundaries (see the section on census tracts on Federally recognized American Indian reservations and trust lands later in this chapter for the exception to this criterion).

Chapter 2 provides the boundary feature requirements for all statistical areas.

Population

Census tracts are tabulation areas for 100 percent count and sample statistics. To provide meaningful statistics, the Census Bureau maintains population size requirements for census tracts while allowing for some flexibility. The following are the population criteria for the Census 2000 census tracts (as summarized in Table 1):

- In the United States, Puerto Rico, and the Virgin Islands of the United States: 1,500 to 8,000 inhabitants (600 to 3,200 housing units), with an optimum (average) population of 4,000 inhabitants (1,600 housing units).
- In American Samoa, Guam, and the Northern Mariana Islands: 1,500 to 8,000 inhabitants (600 to 3,200 housing units) with an optimum (average) population of 2,500 (1,000 housing units).
- On American Indian reservations and trust lands: 1,000 to 8,000 inhabitants (400 to 3,200 housing units) with an optimum (average) population of 2,500 (1,000 housing units). Census tracts delineated within the boundaries of Federally recognized American Indian reservations and trust lands have unique rules. American Indian area participants define census tracts on the basis of the population of the entire reservation or trust lands including reservations and trust lands that cross county or state boundaries.
- In all counties, census tracts delineated to enclose an institution, a military installation, or other "special place" population require at least 1,000 inhabitants with no optimum (average) or maximum population. (A special place includes facilities with resident population, such as correctional institutions, military installations, college campuses, workers' dormitories, hospitals, nursing homes, and group homes. A special place encompasses the entire facility including nonresidential areas and staff housing units, as well as all group quarters population.)

TABLE 1—POPULATION THRESHOLDS FOR
CENSUS 2000 CENSUS TRACTS

Area Description	Population Thresholds		
	Optimum	Minimum	Maximum
United States, Puerto Rico, Virgin Islands of the U. S.	4,000	1,500	8,000
American Samoa, Guam, Northern Mariana Islands	2,500	1,500	8,000
American Indian reservation and Trust Lands	2,500	1,000	8,000
Special Place Census Tract	none	1,000	none

The criteria do not account for all variations in population among areas with census tracts. The primary goal of census tracts is meaningful statistics for geographic areas that remain relatively unchanged between censuses. This goal can be contradictory with current criteria. Many areas originally delineated census tracts that met the criteria, but population change over time has created census tracts that are either below the minimum size or above the maximum size. Review the section on comparability of data for a further discussion of acceptable exceptions to the population criteria.

Census Tract Identifiers (Numbers)

Census tract numbers must be unique within a county or statistical equivalent. A census tract has a basic number composed of no more than four digits and may have a two-digit decimal suffix. The range of acceptable basic census tract numbers for Census 2000 is 1 to 9989. The Census Bureau is reserving the basic census tract numbers 9400 to 9499 for census tracts delineated within or to encompass American Indian reservations or trust lands that cross county or state boundaries, where the intent is for the census tract to ignore the county or state boundary for tabulation in an American Indian geographic hierarchy (see the section on census tracts on Federally recognized American Indian reservations and trust lands later in this chapter). The range of acceptable census tract suffixes is .01 to .98. The Census Bureau reserves the .99 suffix to identify civilian and military ships as "crews-of-vessels" census tracts.

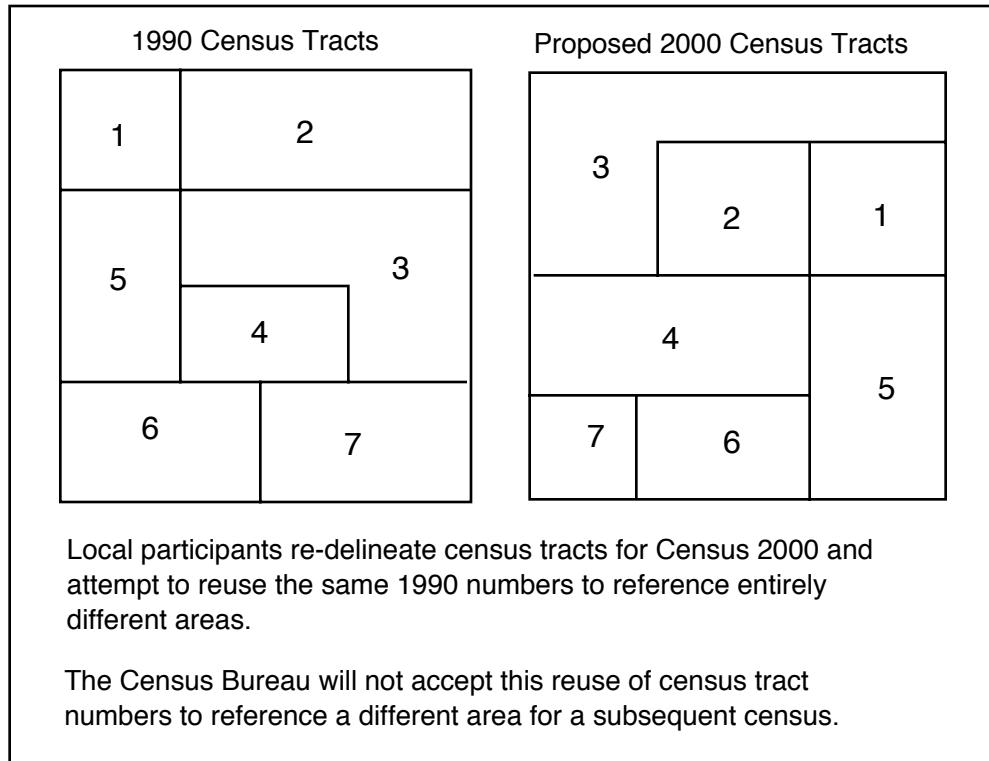
Census tracts delineated specifically to complete coverage in territorial seas and the Great Lakes should use the census tract number 0000 to identify this water area. This may occur in Connecticut, Illinois, Indiana, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, Virginia, Wisconsin, Puerto Rico, American Samoa, Guam, and the Northern Mariana Islands where the water area is within a county, but not within a MCD. In other states, assign a census tract number within the numbering range used in the county.

The Census Bureau recommends that census tract numbers be unique within a metropolitan statistical area or primary metropolitan statistical area. Local participants can accomplish this by using a different hundred or, if necessary, thousand series for each county. Number contiguous census tracts consecutively, insofar as possible, using consecutive numbers. Refer to the sections of this chapter on "sliver" census tracts, revising census tracts, splitting census tracts, or merging census tracts for further information on assigning census tract identifiers for Census 2000.

Census tract numbers once used for a census cannot be reused in a subsequent census to reference a different area within a county or where that census tract has been split into multiple census tracts. For example, census tract 64 can not be used to identify an area in the northwest corner of

County A for the 1990 census and a different area in the southeast corner of the same county for Census 2000. See Illustration 2 below. The exception is where the Census Bureau renumbered census tracts/BNAs for the 1990 census to resolve boundary discrepancies or because of county boundary updates (see the section on sliver census tracts/BNAs later in this chapter). In these situations a census tract number may revert back to its original number.

Illustration 2: Attempted Reuse of Census Tract Numbers to Reference Different Areas



Special Areas

The Census Bureau encourages participants to identify and delineate a separate census tract for property areas associated with specific residential institutions or military installations provided the area contains at least 1,000 inhabitants. The areas the Census Bureau calls special places for participant statistical areas purposes include large hospitals; Federal or state prisons; colleges and universities; Army, Navy, Air Force, Coast Guard, or Marine bases; as well as other types of residential locales. Providing a separate census tract for these particular residential facilities not only allows for the provision of data for the inhabitants of such areas, but also serves to provide better data about the population outside of the facility.

Comparability

As in previous censuses, the Census Bureau generally will not accept newly proposed census tracts that do not meet the required minimum population. However, with appropriate justification, the Census Bureau may grant exceptions on a case-by-case basis for census tracts with less than the minimum population. For example, to facilitate census tract comparability over time, any 1990 census tract or BNA (except a "sliver" census tract/BNA; see the section in this chapter on "sliver" census tracts/BNAs) that is virtually unchanged may be recognized as a census tract for Census 2000 even if its population falls below the minimum required population or above the maximum allowable population. The Census Bureau defines virtually unchanged as having less than five percent of the 1990 population affected by a boundary revision. If a participant revises a census tract/BNA boundary from an unacceptable or questionable feature onto the next available feature qualifying as a census tract boundary, the Census Bureau will grant an exception to the five percent of the 1990 population criterion. The Census Bureau, however, recommends combining low population census tracts and splitting large population census tracts to meet the goal of providing meaningful small-area data. The Census Bureau will not make exceptions to the Census 2000 participant statistical areas boundary feature criteria for purposes of maintaining census tract comparability.

If a statistical areas participant decides to make revisions involving census tracts/BNAs that do not meet the minimum population criteria, the newly delineated census tracts must meet all the Census 2000 criteria, including population requirements.

"Sliver" Census Tracts/Block Numbering Areas

The Census Bureau will not retain, or continue to recognize for Census 2000, any 1990 sliver census tracts or BNAs. After the Census Bureau inserted the 1990 census tracts and BNAs into the TIGER data base, sliver census tracts/BNAs resulted from:

- Changes to county boundaries to correct their location;
- Special land-use boundary changes or corrections to military installation boundaries;
- Local requests to correct errors in the insertion of the 1990 census tracts/BNAs into the TIGER data base.

Sliver census tracts/BNAs usually cover a very small area, and, in most cases, involve little or no population or housing. The Census Bureau has adopted new rules for establishing tabulation geographic areas in Census 2000 by separating the collection areas from the tabulation areas. This change for Census 2000 will eliminate the constraints that created sliver census tracts in 1990.

In 1990, the Census Bureau established rules to assign special numerical suffixes to identify sliver census tracts, generally beginning with .98 and continuing in descending order. The Census Bureau applied this special suffix to both the original census tract/BNA that lost territory and the newly created sliver census tract/BNA. For Census 2000, we recommend that local participants dispense with the sliver suffix for legitimate census tracts, but will not require a change if specifically requested by the local participant for comparability purposes. Census tracts/BNAs that were renumbered because they lost territory may revert back to their original census tract/BNA numbers.

1990 Block Numbering Areas

In 1990, there was complete coverage of the entire nation by either census tracts or BNAs. The criteria for the establishment of BNAs in 1990 included housing unit counts rather than population as threshold values. However, the housing unit count criteria for the 1990 BNAs approximates the population criteria used for the Census 2000 census tract criteria. Generally, either a state agency or Census Bureau staff delineated the 1990 BNAs. Even though the Census Bureau stresses the importance of comparability between 1990 and 2000 geographic entities, it is aware that local participants may need to revise some 1990 BNAs based on local knowledge and to better reflect local needs. If a participant decides to make revisions involving 1990 BNAs that do not meet the minimum population criteria, the newly delineated census tracts must meet all the Census 2000 criteria, including population requirements. Refer to the section on comparability in this chapter for information on retaining, without changes, 1990 BNAs with less than the required minimum population.

Reviewing and Revising Existing Census Tracts and Block Numbering Areas

When revising 1990 census tracts and BNAs, the proposed census tract must meet all the Census 2000 criteria, including population requirements. Refer to the section on comparability in this chapter for information on retaining 1990 census tracts/BNAs with only minor changes.

The Census Bureau asks that participants review all the census tracts in their jurisdiction before each decennial census. To assist in this review, the Census Bureau is providing a list of census tracts/BNAs that do not meet the existing criteria—either having unacceptable or questionable boundary segments or with populations below or above the Census 2000 population thresholds.

Calculate the average (optimum) population of the census tracts in your jurisdiction by dividing the population of your area—either the estimated 2000, current estimated, or 1990 census—by the number of

1990 census tracts/BNAs. If the average is below the optimum shown in Table 1 in the Population section of this chapter, the Census Bureau suggests you carefully review your existing pattern of census tracts to determine if there are any areas that could be combined for Census 2000. The Census Bureau will be looking closely at any new splits of existing census tracts in counties where the average population per census tract is already below the optimum.

The Census Bureau requests that local participants provide population estimates for each revised, split, or merged census tract as part of their submittal. Participants can base the provided population information on the 1990 census, current estimated population, or estimated population as of 2000. See Chapter 10 for further information on materials that participants should include when submitting their Census 2000 proposal to the Census Bureau.

Revising Census Tract Boundaries

Review all the census tracts identified as having some part of their boundary following an unacceptable feature. Be aware that the unacceptable segment may be very short. If the feature does not meet the criteria, for instance it follows the superseded limit of an incorporated city, adjust the boundary to a nearby acceptable boundary. If the line only is misclassified, add the correct feature type to the map following the instructions in Chapter 8.

As with unacceptable features, the Census Bureau classifies selected features as needing review by participants. Questionable features are those that may have ambiguous locations (such as ridge lines or features in tunnels) or those that could be difficult to locate in the field such as fence and property lines. The Census Bureau requests that you verify these lines. In particular, the Census Bureau is concerned about lines of sight features such as point-to-point lines and feature extensions used in the past that may now intersect structures. Please review lines of sight features to ensure that a field enumerator can correctly assign a housing unit to one side of the feature or the other.

The Census Bureau requires from local participants either a revision or documentation for every census tract boundary listed as following either unacceptable or questionable features. The Census Bureau recommends you work by individual census tract in your review and update. Use the list of census tracts to do your review, cross referencing the lists of reviewable areas based on feature boundary or population size. Remember that comparability is important to the census tract program.

Working by census tract, correct all unacceptable boundaries by either selecting a nearby feature to serve as the new census tract boundary or by correcting the type of feature shown on the map. Review all questionable census tract boundaries providing documentation as requested in

Chapter 2. If you are proposing any new census tracts with less than the minimum population threshold or greater than the maximum population threshold, you must provide evidence supporting the delineation. The same is true if you revise the boundaries of an existing census tract below the minimum or above the maximum population thresholds except to eliminate unacceptable feature segments. Refer to the sections in this chapter on population and comparability for further information.

Census tracts revised for Census 2000 should not be renumbered, unless so altered that comparability with their 1990 counterparts no longer exists. If assigning a new census tract number, assign the next available number within the numbering range used in the county but do not reuse a census tract number used in the 1990 or previous censuses.

Splitting Census Tracts

The Census Bureau recommends and encourages local participants to subdivide 1990 census tracts or BNAs with a 1990 or estimated 2000 population of 8,000 or greater. When creating new census tracts, the Census Bureau strongly recommends splitting the existing census tract or BNA while retaining the original census tract or BNA boundary. In this way data users can aggregate data for the newly created census tracts to arrive at comparability with the original single census tract/BNA area. Each proposed new census tract must meet all Census 2000 feature and population criteria. In general, each census tract resulting from a census tract split should average 4,000 population (2,500 population in American Samoa, Guam, the Northern Mariana Islands and on American Indian reservations). The Census Bureau requires a statement justifying the small size of any proposed census tracts with a population between 1,000 and 1,500. With appropriate justification, the Census Bureau, at its discretion, may grant exceptions on a case-by-case basis if the proposed census tract has at least 1,000 inhabitants.

The most common census tract numbering scheme for identifying census tract splits uses the sequential decimal numbers .01, .02, .03, and so forth as a suffix to the basic census tract number. If a census tract with a suffixed census tract number, such as 101.02, is split for subsequent censuses, drop the previously used suffix (.02) and number the census tracts resulting from the split with the next available suffixes, such as 101.04 and 101.05. Using this scheme up to 98 suffix numbers are available. (The Census Bureau reserves the .99 suffix for crews-of-vessels census tracts.) Generally, assign the lower suffix number to the northernmost or westernmost portion of a split census tract.

An alternative numbering scheme that local participants can consider when splitting 101.02 into two parts is to assign decimal numbers .21 and .22 rather than .04 and .05 as above. The Census Bureau cautions

any participants considering this alternative method of numbering that only 9 numbers (.11 through .19, .21 through .29, and so forth) are available. If, for a subsequent census, participants split census tract 101.22, the census tract is assigned the decimal numbers .23 and .24 and .22 would disappear from the sequence.

Combining or Merging Census Tracts

The Census Bureau recommends combining a census tract (or 1990 BNA) into an adjacent census tract when the population of a census tract is below 1,500. In this way the Census Bureau can provide more reliable data for those items collected as part of a sample rather than the 100 percent count. Comparability, local data needs, and function should play some role in the review and elimination of low population census tracts. The primary goal of comparability of data is important to census tracts, but participants must weigh the advantages of comparable data against the disadvantage of potential data variability when dealing with sample statistics. (Refer to the section on census designated place population in Chapter 5 for further information on the effect of disclosure avoidance techniques on geographic entities with small populations.) Some census tracts have low population because much of their original population has since moved elsewhere, for example, the downtown area of large cities. Since these census tracts currently reflect high commercial or retail concentrations they serve a purpose beyond a population-based goal and a local participant may want to retain these census tracts unchanged.

A participant may retain census tracts below the minimum population threshold under the conditions outlined in the section on comparability in this chapter, but the participant must provide written justification for retaining any census tract or BNA with a 1990 population of 1,500 or less. When eliminating low population census tracts and BNAs, we suggest whole combinations so that all users can aggregate the data from previous censuses to arrive at the Census 2000 census tract configuration. Merged or combined census tracts normally retain the census tract number of the census tract (or BNA) that had the larger population.

Census Tracts Below the Minimum Population

The minimum population for new Census 2000 census tracts, outside of Federally recognized American Indian reservations and trust lands, is 1,500. The Census Bureau provided a list of all existing 1990 census tracts and BNAs with a 1990 population below 1,500. The Census Bureau strongly recommends that participants review this list and combine census tracts with populations under 1,500. The Census Bureau requires from local participants either a revision or justification for every census tract listed as having less than 1,500 inhabitants.

Census Tracts Above the Maximum Population

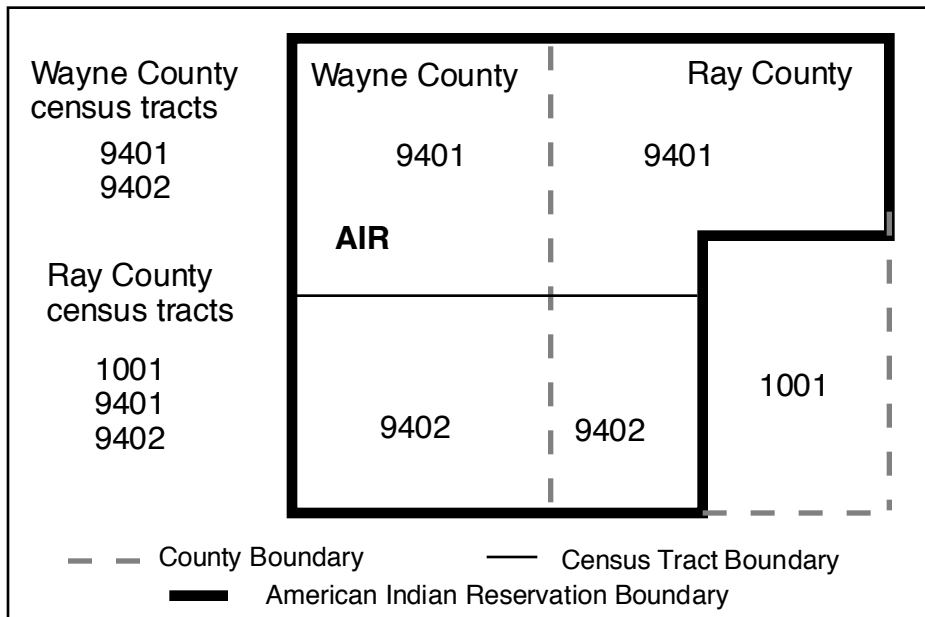
The Census Bureau recommends and encourages local participants to subdivide 1990 census tracts or BNAs with a 1990 census population or an estimated 2000 population of 8,000 or greater. By subdividing census tracts with 8,000 population or greater, all users get the benefit of small area data. If not proposing a split for existing census tracts or BNAs with a 1990 population of 12,000 or more, the Census Bureau requests an explanation for the retention of the census tract.

Census Tracts on Federally Recognized American Indian Reservations and Trust Lands

American Indian area participants or the Census Bureau are responsible for delineating census tracts on Federally recognized American Indian reservations and trust lands. Participants should follow the instructions in this chapter to delineate census tracts on American Indian reservations and trust lands, substituting a minimum population of 1,000 inhabitants wherever these guidelines mention a minimum population of 1,500 people. If a reservation or trust land is in more than one piece (discontiguous areas) the participant should make each piece that has more than 1,000 population a separate census tract. Discontiguous pieces of a reservation or trust land with less than 1,000 population will become part of a surrounding census tract and any nonreservation or nontrust land area surrounded by a reservation or trust land will become part of the surrounding American Indian reservation or trust land census tract. County or state lines are not considered to create discontiguous pieces of a reservation or trust land.

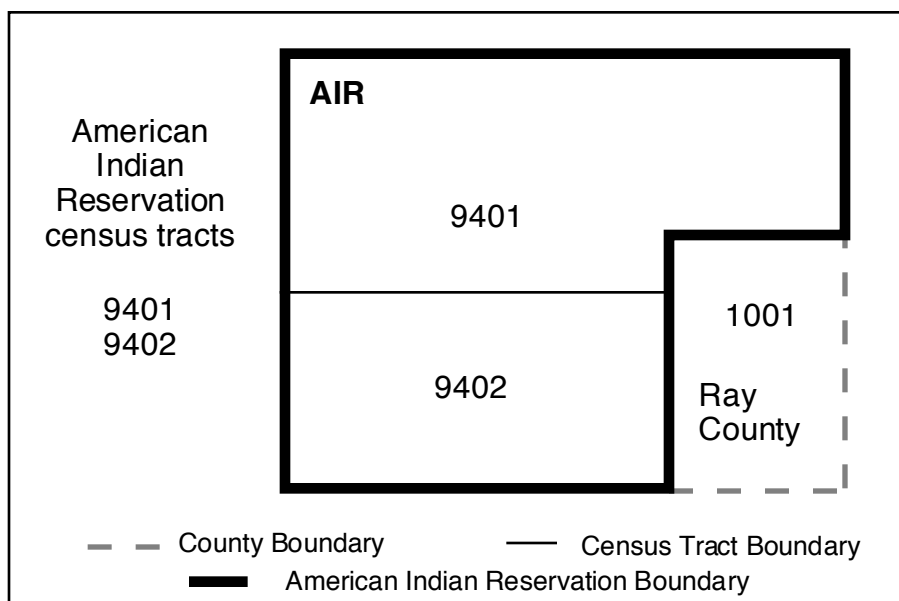
The Census Bureau has reserved the census tract numbering range of 9400 to 9499 for use by American Indian area participants in situations where an American Indian reservation or trust land crosses county or state lines. By assigning the same census tract number (within this reserved series of census tract numbers) on both sides of a county or state line, the Census Bureau will ignore the county or state line for tabulation in an American Indian geographic hierarchy. The standard census tract tabulation hierarchy will continue to recognize the county and state line. See Illustrations 3 and 4 below. If renumbering census tracts using the 9400 to 9499 series of census tract numbers, participants should renumber all the census tracts on their reservation and trust land, not just the census tract that crosses a county line. American Indian area participants need not renumber the census tracts on their reservation and trust land if the reservation does not cross a county or state line.

Illustration 3: Census Tracts in a Standard Geographic Hierarchy



In the standard geographic hierarchy, Wayne County is comprised of census tracts 9401 and 9402 while Ray County is comprised of census tracts 1001, 9401, and 9402. In an American Indian geographic hierarchy the Census Bureau will ignore the county line when tabulating census tracts within Federally recognized American Indian reservation and trust lands. As shown in Illustration 4, the American Indian Reservation is comprised of census tracts 9401 and 9402.

Illustration 4: Census Tracts in an American Indian Geographic Hierarchy



Geographic Relationship Between Census Tracts and Legal Entities

In areas where legal boundaries are acceptable as census tract boundaries (see Chapter 2), a relationship may exist between census tracts and legal entities. For example, census tracts may nest within a city in Rhode Island or two townships in Michigan may comprise a census tract. The Census Bureau is requesting that statistical areas program participants provide this information in a file or on a listing as part of their proposal. Please provide information such as, in Chelsea County census tracts 1–34.02 comprise Haywood City, census tracts 35–37 comprise White Plains town, and census tract 38.01 comprises Albertsville, Jonesboro, and Wilson townships. The Census Bureau also is requesting that participants provide this same type of information if a census tract comprises a military installation.

There are other times when a relationship exists, not where whole entities equate to census tracts, but where a census tract boundary follows a legal entity boundary. If a census tract boundary follows a legal entity boundary and the census tract boundary should move with the legal entity boundary as the legal boundary changes, the Census Bureau needs to know this relationship in order to "float" the census tract boundary along with the legal boundary. Follow the instructions in Chapter 8 that describe how to annotate this information on the participant statistical areas program maps.

If a statistical areas program participant does not provide information on the geographic relationship between census tracts and legal entities as part of their Census 2000 submittal, the Census Bureau is under no obligation to attempt to determine if such relationships exist or maintain any such relationships that appear to have existed for the 1990 census.

Chapter 4: Block Groups

The Bureau of the Census is offering local data users the opportunity to revise or subdivide 1990 BGs for use in the 2000 Census of Population and Housing. A BG is a geographic statistical division of a census tract (for the 1990 census, where census tracts were not established, BGs subdivided BNAs).

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and revision, if necessary, of existing 1990 BGs. This chapter, as well as Chapter 2, are for all participants reviewing BGs.

Because BGs nest within census tracts, the Census Bureau suggests participants review both Chapters 3 (Census Tracts) and 4 (Block Groups) before proceeding with the review and delineation of these two areas. We also recommend that participants in states with CCDs review Chapter 6. The methods for submitting boundaries for each type of area are complementary, as well as the means of indicating specific geographic relationships for each area type. Refer to Chapter 8 for instructions on annotating BG boundary and number changes on the maps. The guidelines in Chapter 9 apply to electronic submittals of BGs.

History of Block Groups

The Census Bureau first used BGs in its data presentations from the 1970 census. It did this in lieu of providing data summaries for enumeration districts in areas that had census block numbers. As census blocks and BGs became increasingly popular with data users, the Census Bureau established them in many new areas. By 1990, complete census block and BG coverage existed nationwide. For the first time in the 1990 census, the Census Bureau offered local participants the opportunity to delineate BGs in their area.

Block Group Coverage

BGs are established by a whole census tract (that in turn are established by whole county or equivalent area.) All census tract boundaries are BG boundaries. For American Indian area participants whose reservations or trust lands cross county or state lines, there are new criteria for accepting individual BGs sharing the same number identifier in multiple counties. These BGs will respect county lines for tabulation in a normal Census Bureau hierarchy and will be combined in tabulations when reporting data by American Indian reservation and trust land.

Block Group Criteria

The Census Bureau establishes and maintains BGs solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. BGs are not designed to meet the requirements of any nonstatistical programs. The Census Bureau will not modify the BG criteria to meet the requirements of any nonstatistical program, or accept, as justification for an exception to or exemption from the BG criteria, the use of these entities in any nonstatistical program. The Bureau of the Census published the 2000 BG criteria in the Federal Register; a copy is available upon request.

General Characteristics

- A BG must meet the population and boundary feature criteria and comprise a reasonably compact, contiguous land area internally accessible to all points by road; the only exceptions are:
 - (1) where the BG is defined to include a specific legal or land-use area that itself is discontinuous, in which case discontinuity is allowed at the discretion of the Census Bureau;
 - (2) where a discontinuous area or inaccessible area would not meet population size requirements for a separate BG, in which case the discontinuous or inaccessible area must be combined within an adjacent or proximate BG;
 - (3) where the topography or geographic patterns of settlement are not compact, but are irregularly shaped in which case the BG shape can depart from the compactness requirement.
- A census tract boundary always must be a BG boundary.
- Each census tract must contain a minimum of one BG and may have a maximum of nine BGs.
- BGs must cover the entire land and inland water area of a census tract.
- A BG entirely within an American Indian reservation or trust land may extend across a state or county boundary for tabulations in the American Indian geographic hierarchy. For standard data tabulations, the portion of the BG in each state and county is treated as a separate BG.

Block Group Boundary Features

The Census Bureau requires BG boundaries to follow visible and identifiable features wherever possible. BG boundary features should be easily locatable in the field without ambiguity. The Census Bureau also permits the use of legal boundaries in some states and situations to allow for BG-to-governmental unit relationships where the governmental boundaries tend to remain unchanged between censuses. Census tract boundaries always are BG boundaries.

Refer to Chapter 2 for BG boundary feature requirements.

Population

BGs are designed to provide 100 percent count and sample statistics for small geographic areas. To provide meaningful statistics, the Census Bureau maintains population size requirements for BGs while allowing for some flexibility. The following are the population criteria for the Census 2000 BGs (as summarized in Table 2):

- In the United States, Puerto Rico, American Samoa, Guam, the Northern Mariana Islands, and the Virgin Islands of the United States: 600 to 3,000 inhabitants (240 to 1,200 housing units), with an optimum (average) population of 1,500 inhabitants (600 housing units).
- On American Indian reservations and trust lands: 300 to 3,000 inhabitants (120 to 1,200 housing units) with an optimum (average) population of 1,000 inhabitants (400 housing units). BGs delineated within the boundaries of Federally recognized American Indian reservations and trust lands have unique rules. American Indian area participants define BGs on the basis of the population of the entire reservation and trust land including reservations and trust lands that cross county or state boundaries.
- In all counties, BGs delineated to enclose an institution, a military installation, or other "special place" population require at least a population of 300 with no optimum (average) or maximum population. (A special place includes facilities with resident population, such as correctional institutions, military installations, hospitals, colleges, workers' dormitories, nursing homes, and other institutions with resident population. A special place includes the entire facility including nonresidential areas and staff housing units, as well as all group quarters population.)

**TABLE 2–POPULATION THRESHOLDS FOR
CENSUS 2000 BLOCK GROUPS**

Area Descriptions	Population Thresholds		
	Optimum	Minimum	Maximum
Standard (most areas)	1,500	600	3,000
American Indian reservation and trust land	1,000	300	3,000
Special Place Block Group	none	300	1,500

The criteria do not account for all variations in population among areas. Review the section on comparability of BG data in this chapter for further information.

Block Group Identifiers (Numbers)

A BG consists of all blocks within a census tract that have the same first digit, and is identified using that same first digit. For example in 1990, BG 3 included all census blocks numbered in the 300s. For Census 2000, the Census Bureau will introduce a four-digit block numbering system, and block group 3 will include all census blocks numbered in the 3000s within a census tract. The range of acceptable BG numbers is 1 through 9. BG numbers must be unique within census tract, that is, the same number cannot be repeated.

The Census Bureau will assign a "zero" BG to census tracts numbered "0000." (In counties that have coastal water, territorial sea, or Great Lakes waters, a census tract number of 0000 sometimes is used to identify this water area if it is not within a MCD.)

While it is preferable that each census tract have a BG 1, participants may retain the 1990 BG numbers. For example, if a participant splits 1990 census tract 216, 1990 BGs 3 and 4 may comprise proposed 2000 census tract 216.01 while 1990 BGs 1 and 2 comprise proposed 2000 census tract 216.02.

Special Areas

The Census Bureau encourages participants to identify and delineate a separate BG for property areas associated with specific residential institutions or military installations provided the area contains at least 300 inhabitants. The areas the Census Bureau calls special places for participant statistical areas purposes include large hospitals; Federal or state prisons; colleges and universities; Army, Navy, Air Force, Coast Guard, or Marine bases; as well as other types of residential locales. Providing a separate BG for these particular residential facilities not only allows for the provision of data for the inhabitants of such areas but also serves to provide better data about the population outside of the facility.

Comparability

The Census Bureau will not accept newly proposed BGs that do not meet the required minimum population. However, with appropriate justification, the Census Bureau may grant exceptions on a case-by-case basis for proposed BGs with slightly less than the required minimum population.

Comparability is not a significant concern for BGs. The Census Bureau recommends combining a BG into an adjacent BG or revising the BG when the population of a BG is below the minimum required population threshold. Participants should be aware that sample data reported for small BGs are subject to increased levels of variability because of the small number of people and housing units included in the sample. A participant may propose retaining unchanged BGs below the minimum population threshold but the participant must provide written justification for retaining any BG having a 1990 census population of 600 or less. The retention of these BGs for Census 2000 is at the discretion of the Census Bureau. Refer to the section on BGs below the minimum population in this chapter for further information.

Similarly, a participant may retain any BG with a population greater than the maximum population. The Census Bureau, however, recommends splitting such areas into two or more BGs in order to provide a consistent framework of units with similar population.

In 1990, there was complete coverage of the entire nation by BGs. The criteria for the establishment of BGs in 1990 were stated in terms of housing units rather than population as threshold values. The 1990 housing unit criteria of 250 to 550 housing units with an optimum of 400 housing units approximates the minimum and optimum population criteria used for the Census 2000 BG criteria (using about 2.5 people per housing unit). The Census Bureau has substantially increased the maximum population criteria for BGs compared to the 1990 housing unit criteria. Because of the use of housing unit counts in some seasonally populated areas, the population thresholds are not met by existing BGs. Where a participant identifies a seasonally populated BG, the Census Bureau will make allowances during the review of BG plans for those BGs that do not meet population requirements but still have large numbers of housing units. This will assist in providing meaningful housing data for areas with seasonal population.

Unless justified by a participant, the Census Bureau will automatically merge all 1990 BGs with population totals substantially less than the minimum population.

Reviewing and Revising 1990 Block Groups

Participants should complete their review and revision, if necessary, of census tracts before reviewing and revising BGs. If a participant decides to make revisions involving 1990 BGs, the newly proposed BGs must meet all the Census 2000 criteria, including population requirements.

Comparability is not a necessary goal for the BG program. Participants may revise BGs freely; they should, however, weigh the advantages of maintaining some BG comparability between censuses. Refer to the section on comparability in this chapter for further information.

The Census Bureau asks that participants review all the BGs in their area before a decennial census. To assist in this review, the Census Bureau is providing a list of BGs that do not meet the existing criteria—either having unacceptable or questionable boundary segments or populations below the population thresholds.

The Census Bureau requests that local participants provide 1990 or estimated 2000 population estimates for each newly proposed or revised BG as part of their submittal. See Chapter 10 for further information on materials that participants should include when submitting their Census 2000 proposal to the Census Bureau.

Revising Block Group Boundaries

Review all the BGs identified as having some part of their boundary following an unacceptable feature. Be aware that the unacceptable segment may be very short. If the line feature does not meet the criteria, for instance, it is the superseded limit of an incorporated city, adjust the boundary to a nearby acceptable boundary. If the line only is misclassified, add the correct feature type to the map following the instructions in Chapter 8.

As with unacceptable features, the Census Bureau classified some features as needing review by participants. Questionable features are those that may have ambiguous locations (such as ridge lines or features in tunnels) or those that could cause difficulty in locating them in the field such as fence and property lines. The Census Bureau requests that participants verify these lines. In particular, the Census Bureau is concerned about lines of sight used in the past that may now intersect structures. Ensure that a field enumerator can correctly assign population when features are lines of sight such as features in tunnels, point-to-point lines, feature extensions, and the like.

The Census Bureau requires from local participants either a revision or documentation for every BG boundary listed as following either unacceptable or questionable features. The Census Bureau recommends you work by an individual BG within census tract in your review and update. Correct all unacceptable boundaries by either selecting a nearby feature to serve as the new BG boundary or by correcting the type of feature shown on the map.

Review all questionable BG boundaries providing documentation as requested in Chapter 2.

If proposing any new BGs with less than the minimum population threshold or greater than the maximum population threshold, participants must provide evidence supporting the delineation. The same is true if you revise the boundaries of an existing BG with a 1990 census population or an estimated 2000 population below the minimum or above the maximum Census 2000 population thresholds.

For areas where a participant modifies the BG pattern extensively, renumber the BGs within the census tract in a serpentine fashion, starting with one in the northwest portion of the census tract and continuing using as many BG numbers as needed up to the maximum of nine.

Block Groups Below the Required Minimum Population

The minimum threshold population for standard Census 2000 BGs is 600 inhabitants. The minimum population threshold for BGs on American Indian reservations and trust lands or special places is 300 inhabitants. To assist participants, the Census Bureau is providing a list of 1990 BGs groups with a 1990 population of less than 600. The Census Bureau requires that participants review this list and combine BGs with a population under the acceptable minimum threshold. In this way, we can provide more reliable data for those items collected as part of a sample rather than the 100 percent count. (Refer to the section on CDP population in Chapter 5 for further information on the effect of disclosure avoidance techniques on geographic entities with small populations.) Census Bureau will not retain BGs under the minimum population threshold for reasons of comparability. Our review will make allowances for BGs that have less than the minimum population threshold if they contain a large number of housing units, however the participant must identify such BGs. A census tract with a population of less than 1,200 can contain only one BG.

Local data needs and function should play a role in the review and elimination of low population BGs. Some BGs have low population because the Census Bureau required the delineation of 1990 BGs to encompass no more than 98 census blocks to meet block numbering requirements. Since these BGs served an administrative purpose, in some sparsely populated areas with a surfeit of block boundary features, the minimum population requirement was not met. The same type of delineation occurred in the past for large parks, employment areas, and other types of noninstitutional land-use for which a local participant wanted data. For Census 2000, the Census Bureau is most interested in providing a meaningful statistical area in terms of population size. Since the Census Bureau is increasing the block number identifier from three to four digits, the number of block polygons no longer restricts BG delineation in almost all cases.

The Census Bureau will revise and combine BGs that do not meet the

population minimum unless:

- the participant provides updated estimated population counts showing that a BG meets the minimum Census 2000 population,
- the participant identifies the area as containing a significant number of vacant (seasonal) housing units, or
- there is only one BG in the census tract.

Block Groups Above the Maximum Population

The Census Bureau recommends and encourages local participants to subdivide 1990 BGs with a 1990 census population or an estimated 2000 population of 3,000 or greater. By subdividing BGs with a population of 3,000 or greater, all users get the benefit of finer-grained small area data. When creating new BGs, the Census Bureau recommends splitting the existing BG while retaining the original BG boundary intact. In this way data users can aggregate data for the newly created BGs to arrive at comparability with the original 1990 BG.

If an existing BG has a 1990 population of more than 4,500, the Census Bureau strongly encourages local participants to split the BG for Census 2000.

Block Groups on Federally Recognized American Indian Reservations and Trust Lands

American Indian area participants or the Census Bureau are responsible for delineating BGs on Federally recognized American Indian reservations and trust lands. Participants should follow the instructions in this chapter to delineate BGs on American Indian reservations and trust lands, substituting a minimum population of 300 inhabitants wherever these guidelines mention a minimum population of 600 people. If a reservation or trust land is in more than one piece (discontiguous areas) the participant should make each piece that has more than 300 population a separate BG. Discontiguous pieces of a reservation or trust land with less than 300 population will become part of a surrounding BG and any nonreservation or nontrust land area surrounded by a reservation or trust land will become part of the surrounding American Indian reservation or trust land BG. County or state and county lines are not considered to create discontiguous pieces of a reservation or trust land.

In situations where an American Indian reservation or trust land crosses county or state lines, American Indian area participants can assign the same BG number (within a census tract) on both sides of a county or state line and the Census Bureau will ignore the county or state line for tabulation in an American Indian geographic hierarchy. The standard BG tabulation hierarchy will continue to recognize the county and state line. See Illustrations 3 and 4 in Chapter 3.

Geographic Relationship Between Block Groups and Legal Entities

In areas where legal boundaries are acceptable as BG boundaries (see Chapter 2), a relationship may exist between BGs and legal entities. For example, BGs may nest within a township or two townships may comprise a BG. The Census Bureau is requesting that statistical areas program participants provide this information in a file or on a listing as part of their proposal. If the geographic relationship exists between census tracts and legal entities, refer to the section on geographic relationships in Chapter 3 and provide this information at the census tract level rather than for BGs. Please provide information such as: in Boone County census tract 2113, BG 1, comprises Dodge township; census tract 2415, BGs 3 and 4 comprise Lafayette township; or census tract 314, BG 2, comprises Hazelton and Byron townships. The Census Bureau also is requesting that participants provide this same type of information if a BG comprises a military installation.

There are other times when a relationship exists, not where whole entities equate to BGs, but where a BG boundary follows a legal entity boundary. If a BG boundary corresponds with a legal entity boundary and the BG boundary should move with the legal entity boundary if the legal boundary changes, the Census Bureau needs to know this relationship in order to "float" the BG boundary along with the legal boundary. Follow the instructions in Chapter 8 which describe how to annotate this information on the participant statistical areas program maps.

If a statistical areas program participant does not provide information on the geographic relationship between BGs and legal entities as part of their Census 2000 submittal, the Census Bureau is under no obligation to attempt to determine if such relationships exist or maintain any such relationships that appear to have existed for the 1990 census.

Chapter 5: Census Designated Places

The Bureau of the Census is offering local data users the opportunity to revise 1990 CDPs and propose new CDPs for use in the 2000 Census of Population and Housing. A CDP represents a closely settled, unincorporated, named community that has a strong local identity and relatively well-known boundaries that are identifiable in the landscape.

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and delineation of Census 2000 CDPs. This chapter, as well as Chapter 2, are for all participants reviewing CDPs. Refer to Chapter 8 for instructions on annotating CDP boundaries and names on the maps. The guidelines in Chapter 9 apply to electronic submittals of CDPs.

History of CDPs

The Census Bureau has tabulated and published data for unincorporated places (the term then used to identify CDPs) at various times since the mid-1800s, however, until 1950 this was generally an exception rather than the rule. Beginning with the 1950 census, the Census Bureau recognized and published population and housing data for CDPs that met specific population threshold criteria. Initially, the only CDPs recognized were those located outside of urbanized areas (UAs). The criteria were modified in 1960 to recognize CDPs with populations of at least 10,000 located inside UAs. Over the years, the Census Bureau has modified the threshold for CDPs within UAs, reducing the threshold from 10,000 to 2,500 persons. Lower thresholds also have been used for CDPs in Hawaii and the Island Areas of the Pacific (300 persons), Alaska (25 persons), American Indian reservations (250 persons), and Puerto Rico (1,000 persons for *comunidades*; no threshold for *zonas urbanas*). From 1950 through 1990, however, there was no change to the threshold for CDPs outside of UAs, with the exceptions for the areas listed above. For the 1990 census, the Census Bureau published data for 4,423 CDPs (4,146 CDPs in the 50 states, 220 in Puerto Rico, plus an additional 57 areas in the Island Areas).

For Census 2000, the Census Bureau has made a significant revision to the CDP criteria to make the program more flexible and useful for local needs. After publishing the proposed Census 2000 CDP criteria in the Federal Register for public comment, the Census Bureau received several substantive comments recommending that the minimum population threshold of 1,000 persons (outside of UAs) be lowered. Respondents indicated a need for the identification of small, rural communities about which previous censuses are mute. As a result, the Census Bureau has eliminated all population thresholds for the qualification of CDPs for Census 2000.

While the Census Bureau continues to modify the population criterion for the delineation of CDPs to meet the needs of local data users, the basic goals

of the CDP program remain unchanged: to provide comparable data for named localities not recognized as incorporated places by the Census Bureau.

CDP Coverage

American Indian area participants, or the Census Bureau, are responsible for reviewing, revising, and delineating CDPs on Federally recognized American Indian reservations and trust lands. The Census Bureau is responsible for reviewing and revising CDPs on military installations. Statistical areas participants should review or delineate Census 2000 CDPs only outside of these areas.

CDP Criteria

The Census Bureau establishes and maintains CDPs solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. CDPs are not designed to meet the requirements of any nonstatistical programs. The Census Bureau will not modify the CDP criteria to meet the requirements of any nonstatistical program, or accept, as justification for an exception to or exemption from the CDP criteria, the use of these entities in any nonstatistical program. The Bureau of the Census published the 2000 CDP criteria in the Federal Register; a copy is available upon request.

General Characteristics

- The purpose of the CDP program is to identify and delineate boundaries for closely settled, named, unincorporated communities that generally contain a mixture of residential, commercial, and retail areas similar to those found in incorporated places of similar sizes. The intent is for a CDP to differ from an incorporated city, town, village, or borough only in regard to legal status and recognition within its respective state. It is not the intent of the CDP program to identify apartment complexes and residential subdivisions in densely settled areas or small crossroads in sparsely settled or rural areas. The Census Bureau may modify, and if necessary reject, any CDP (proposed or retained from 1990) that does not comply with these characteristics.
- A CDP must contain an identifiable core area. The Census Bureau is defining a core area as the area that is associated strongly with the CDP name and contains the majority of the CDPs population and housing as well as commercial structures and economic activity. In sparsely settled or rural areas, the core may be a cluster of houses, commercial structures, and perhaps a post office that provides the place identity for the area. In more densely settled or urban areas, the core may be a larger area consisting of a mixture of residential and commercial structures focused on a particular area.

- A CDP encompasses, as far as possible, all the surrounding closely settled territory associated with the place name. A CDP must comprise a reasonably compact and contiguous land area internally accessible to all points by road; the only exceptions are:
 - (1) where parts of a CDP are separated by a narrow corridor of incorporated territory; and
 - (2) where the topography or geographic patterns of settlement are not compact, but are irregularly shaped. Two parts of a CDP, however, may not be separated by a body of water over which there are no bridges or ferry connections, with the exception of small islands located in a lake or river within or adjacent to the main body of the CDP.
- A CDP may not be located in more than one state or state equivalent, nor may a CDP cross the boundaries of an American Indian reservation or trust land. A CDP may be in more than one county.
- A CDP may not be located partially or entirely within an incorporated place or another CDP.
- A CDP may not be coextensive with an Alaska Native village statistical area (ANVSA). A CDP and an ANVSA, however, may overlap territory provided that the two entities are distinguishable by name.
- A CDP may not be coextensive with any higher-level geographic area recognized by the Census Bureau, such as states, counties, county subdivisions, American Indian reservations and tribal jurisdiction statistical areas (TJSAs). The Census Bureau will make exceptions, at its discretion, for areas such as, but not limited to, towns in the New England states, New York, Wisconsin, and townships in Michigan, Minnesota, Pennsylvania, and New Jersey that generally are perceived of as places, tend to provide municipal-style services, and exhibit urban-type population density patterns over much, if not all, of the land area of the entity.
- The Census Bureau generally will not accept proposals that delineate wall-to-wall CDPs within a county. That is, CDPs usually may not cover all or most of the land area within a county.

CDP Boundary Features

The Census Bureau requires CDP boundaries to follow visible and identifiable features whenever possible. This makes the location of CDP boundaries less ambiguous. The Census Bureau also permits the use of legal boundaries in some states and situations. The boundaries of incorporated places always are acceptable as CDP boundaries.

Features chosen to form CDP boundaries must be the nearest acceptable features bounding the core area of the CDP (as defined in the section on general characteristics in this chapter).

Refer to Chapter 2 for CDP boundary feature requirements.

Population

There are no minimum or maximum population thresholds for recognition as a CDP for Census 2000.

Although there are no population requirements for the recognition of Census 2000 CDPs, participants should be aware that data reported for CDPs with small population and housing unit counts are subject to disclosure avoidance techniques designed to maintain confidentiality of individual responses. In the past, minimum population thresholds for most CDPs were high enough to provide reasonably reliable data for CDPs. With the elimination of population thresholds as a criterion for recognition, statistical areas program participants and data users must recognize that the population and housing characteristics reported for small CDPs may be affected to a greater extent by disclosure avoidance techniques and increased variability compared to larger CDPs.

Participants considering the delineation of potential CDPs with less than 1,000 people should be aware of the following potential pitfalls:

- United States Code, Title 13 requires the Census Bureau to ensure the confidentiality of all individual responses. The Census Bureau will apply a confidentiality edit to meet this legal mandate. A small amount of uncertainty is added to the estimates of demographic characteristics as a result. Small populations require more protection, so there will likely be more uncertainty added to the census data. (The confidentiality edit maintains the basic demographic structure of the data.)
- Sample data are subject to variability within geographic areas of any population size but greater variability occurs with smaller populations. This is because the number of sample cases is smaller.
- If participants delineate a small CDP and the characteristics of the housing or demographics are homogeneous, the estimates may be fairly reliable. To the extent that characteristics vary from house to house or person to person, the data reliability is diminished.

CDP Names

A CDP must have a locally recognized name and the name submitted to the Census Bureau should be that used in day-to-day conversation in reference

to the area. A CDP name, however, may not exactly duplicate the name of an adjacent or nearby incorporated place. (Refer to the section below on reviewing CDP names for more information.) It is permissible to change the name of a 1990 CDP if the new name provides a better identification of the community and is the name that residents associate with the community. (See the following section on reviewing and revising 1990 CDPs.) Hyphenated names are acceptable where two or more communities are perceived to be a single area with the names mingling within the area, and it is difficult to locate a boundary between the communities.

The Census Bureau is required to submit all CDP names to the Board on Geographic Names for its review and approval. On occasion, this may result in a Census 2000 CDP name that is different from the name originally proposed by a statistical areas program participant. To assist the Census Bureau in expediting the Board on Geographic Names review of CDP names, we are requesting that participants provide a text file or list of all newly proposed or renamed CDPs and the map sheets on which they appear as part of their submittal. Before the Census Bureau can insert the newly proposed CDPs into the TIGER data base or change the name of a CDP, Census Bureau staff must assign a temporary CDP code. By providing a file of CDP names for all proposed and renamed CDPs and the map sheet numbers, participants will expedite the code assignment and the review of their proposal. See Chapter 10 for further information on materials that participants should include when submitting their Census 2000 proposal to the Census Bureau.

Special Areas

Participants may establish separate CDPs for certain types of special areas or special places, such as resorts, migrant labor camps, and seasonal communities, but only for those with noninstitutional population. Institutional population includes people under formally authorized and supervised care or custody such as correctional facilities, hospitals, and nursing homes. The Census Bureau will not accept CDPs defined only to include institutions and encourages that CDPs not include a large proportion of their population in such facilities. It is preferable to exclude such population from a CDP because patients or inmates usually have very little social contact with the remaining community. Participants should include other special places, such as college campuses and agricultural dormitory areas within CDPs because these residents freely interact with the community.

Reviewing and Revising 1990 CDPs

The primary goal of the CDP program is to provide meaningful statistics for well-known localities. Some CDPs delineated for prior censuses, met the criteria in effect at the time of their delineation but no longer represent the type of areas the Census Bureau hopes to capture for Census 2000. The Census Bureau is requesting that participants review all the CDPs in their

area for their applicability to the Census 2000 criteria.

The Census Bureau is providing a list of CDPs that do not meet the existing criteria; that is, having unacceptable or questionable boundary segments. Additionally, the Census Bureau is identifying those 1990 CDPs that have lost more than 25 percent of their 1990 land area due to annexation by an incorporated place. If a participant decides to make revisions involving 1990 CDPs, the newly proposed CDPs must meet all the Census 2000 criteria.

Revising CDP Boundaries and Names

Review all the CDPs identified as having some part of their boundary following an unacceptable feature. Be aware that the unacceptable segment may be very short. If the feature does not meet the criteria, for instance, if it is the superseded limit of an incorporated city, adjust the boundary to a nearby acceptable boundary. If the line only is misclassified, add the correct feature type to the map following the instructions in Chapter 8.

As with unacceptable features, the Census Bureau classifies some features as needing review by participants. Questionable features are those that may have ambiguous locations (such as ridge lines or features in tunnels) or those that could cause difficulty in locating them in the field, such as fence and property lines. The Census Bureau requests that you verify these lines. In particular, the Census Bureau is concerned about lines-of-sight used in the past that may now intersect structures. Ensure that a field enumerator can correctly assign population when features are lines of sight; such as features in tunnels, point-to-point lines, feature extensions, and the like.

The Census Bureau requires from local participants either a revision or documentation for every CDP boundary listed as following either unacceptable or questionable features. Correct all unacceptable boundaries by either selecting a nearby feature to serve as the new CDP boundary or by correcting the type of feature shown on the map. Review all questionable CDP boundaries providing documentation as requested in Chapter 2.

The Census Bureau requests that participants review all 1990 CDPs to ensure they are consistent with the Census 2000 criteria. Features used as CDP boundaries must be the nearest acceptable features bounding the core area of the CDP (as defined in the section above on general characteristics of CDPs). Additionally, the Census Bureau is requesting that participants carefully review all CDP boundaries in the vicinity of incorporated places. Participants should adjust the CDP boundaries as necessary to resolve situations resulting from annexations and detachments by incorporated places.

The Census Bureau tries to apply the CDP criteria to produce comparable areas nationwide. This is difficult in many cases due to the unique historical, cultural, economic, or topographic forces that affected the

development of an area. Traditionally a CDP consists of a network of streets with a viable high-value intersection and abrupt limits of development. In some areas of the country, other patterns exist; such as string communities aligned along one or more road accesses; low-density development over a wide area with no discernible core or center; or multiple discontinuous centers that, when grouped together, form a unified community. The Census Bureau will review each CDP on its own merit, but we do ask participants to review their CDPs for large areas of undeveloped territory producing a CDP with overall low population density. With the elimination of population thresholds for Census 2000 CDPs, it no longer is necessary to overbound a CDP in order to meet a minimum population requirement or to group two or more separate and distinct communities together as one CDP. In some cases, a planned community may have a completed network of dense road patterns, but only some sections may be inhabited. The CDP should contain only the built-up portion of communities.

The Census Bureau is requesting that participants review the names of all 1990 CDPs, especially those CDPs that have multiple hyphenated names. If a 1990 CDP has a multiple hyphenated name, determine if there is some way to divide the 1990 CDP to recognize each community separately for Census 2000. In addition to reviewing all CDPs that have multiple hyphenated names, participants should review all CDPs that use a name referencing an adjacent incorporated place appended with a suffixed directional, such as a CDP named Smithboro North, lying immediately north of a city named Smithboro. In many cases, the local participant delineated this CDP to serve as an extension of the built-up portions of incorporated places immediately beyond the corporate limits. Often residents do not use a unique name for this type of community, usually identifying themselves as associated with the incorporated municipality even though they live outside the corporate limits. The Census Bureau would like to eliminate this type of CDP for Census 2000.

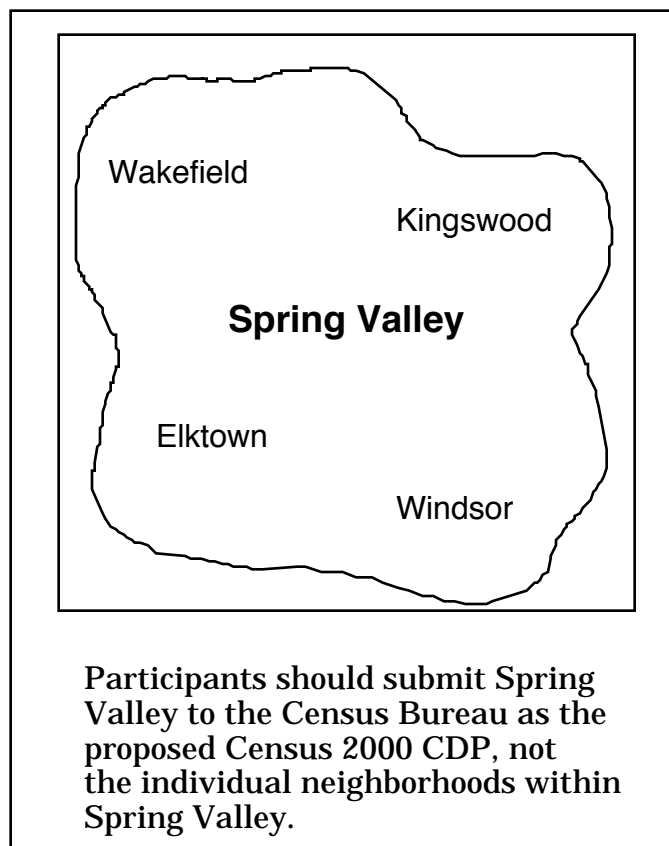
Participants should review all CDPs (particularly in New England) that use a name appended with a delimiting suffix, such as Center, Compact, Hamlet, District, and the like, as in the example, Jonesboro Center. In New England, this occurs frequently by using the town name with an appended descriptive to denote the built-up central location within the town. The Census Bureau recommends that the CDP take only the name that residents associate with the community. We realize this may result in some confusion where the name of the town and CDP duplicate, but the Census Bureau does provide distinctive data for each area. In some cases, the name of the locality does take on a separate descriptive suffix and we would not want a change if this would misidentify the actual community.

Creating New CDPs

Potential 2000 CDPs should include the entire developed area of a community and exclude, to the greatest extent possible under the Census Bureau's boundary feature criteria, large areas of undeveloped or

underdeveloped territory. Refer to the section in this chapter on the general characteristics of CDPs for further information. To assist the Census Bureau in expediting the Board on Geographic Names review of CDP names, we are requesting that participants provide a text file or list of all newly proposed or renamed CDPs and the map sheets on which they appear as part of their submittal (refer to the section on CDP Names in this chapter for further information). Chapter 2 describes the CDP boundary feature requirements. It is not the intent of the CDP program to identify housing subdivisions, apartment complexes, or individual neighborhoods within larger communities where the larger community is known locally by name (see Illustration 5).

Illustration: 5 Submit the Larger Community as a CDP



The Census Bureau may modify, and if necessary reject, any proposed CDP that does not comply with the general characteristics as outlined in this chapter or with any other criteria contained in this document. The Census Bureau also may define CDPs in instances where clear evidence of a place exists but where local statistical areas participants did not submit a proposed CDP.

CDPs on Federally Recognized American Indian Reservations and Trust Lands

American Indian area participants or the Census Bureau are responsible for delineating CDPs on Federally recognized American Indian reservations and trust lands. Tribal participants should follow the instructions in this chapter to delineate CDPs on American Indian reservations and trust lands. A CDP may not cross the boundary of an American Indian reservation, American Indian trust land, or a state, however, it may cross a county line.

Geographic Relationship Between CDPs and Legal Entities

In some states, most notably in the Northeast, but also in other areas, participants may propose a CDP that coincides with a legal MCD (such as towns in New England and New York or townships in Pennsylvania and New Jersey). The Census Bureau is requesting that statistical areas program participants provide this information in a file or on a listing as part of their proposal. Please provide information such as, in Bristol County, West Warwick CDP coincides with West Warwick town.

If a statistical areas program participant does not provide information on the geographic relationship between CDPs and legal entities as part of their Census 2000 submittal, the Census Bureau is under no obligation to attempt to determine if such relationships exist or maintain any such relationships that appear to have existed for the 1990 census.

Chapter 6: Census County Divisions

The Bureau of the Census is offering local data users the opportunity to review and update the boundaries and names of the 1990 CCDs for use in Census 2000. CCDs are statistical entities established cooperatively by the Census Bureau and officials of state and local governments in 21 states where MCDs either do not exist or are unsatisfactory for reporting decennial census data. The primary goal of the CCD program is to establish and maintain a set of subcounty units that have stable boundaries and recognizable names. A CCD usually represents one or more communities, trading centers, or, in some instances, major land uses.

CCDs exist in the following states:

Alabama	Arizona	California	Colorado
Delaware	Florida	Georgia	Hawaii
Idaho	Kentucky	Montana	Nevada
New Mexico	Oklahoma	Oregon	South Carolina
Tennessee	Texas	Utah	Washington
Wyoming			

The Census Bureau is providing these guidelines for use by statistical areas participants in the review and revision, if necessary, of existing 1990 CCDs. This chapter, as well as Chapter 2, are for all participants reviewing CCDs. Because many CCDs are groupings of several contiguous census tracts, the Census Bureau suggests participants review Chapter 3 (Census Tracts) before proceeding with the review and delineation of CCDs. The methods for submitting boundaries for each type of area are complementary, as well as the means of indicating specific geographic relationships for each area type. Refer to Chapter 8 for instructions on annotating CCD boundary and name changes on the maps. The guidelines in Chapter 9 apply to electronic submittals of CCDs.

History of CCDs

Since the 1950s, the Census Bureau has worked with state and local officials to create subcounty areas for the collection, presentation, and analysis of census statistics in states where governmental MCDs do not exist, are not well known locally, or are subject to frequent change. By 1990, 21 states had shifted to CCDs. Once a state has replaced its MCDs with CCDs, it usually keeps them throughout subsequent decennial censuses. For Census 2000, all of the 21 states listed above will retain their CCDs.

CCD Coverage

CCDs are established within whole counties or equivalent areas. CCDs generally comprise a census tract or a group of contiguous census tracts. In rare instances, two CCDs comprise one census tract.

American Indian area participants, or the Census Bureau, are responsible for reviewing and revising CCDs on Federally recognized American Indian reservations and trust lands. Nontribal statistical areas participants should review the CCDs up to the reservation or trust land boundary and stop.

CCD Criteria

The Census Bureau establishes and maintains CCDs solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. CCDs are not designed to meet the requirements of any nonstatistical programs. The Census Bureau will not modify the CCD criteria to meet the requirements of any nonstatistical program, or accept, as justification for an exception to or exemption from the CCD criteria, the use of these entities in any nonstatistical program. The Bureau of the Census published the 2000 CCD criteria in the Federal Register; a copy is available upon request.

General Characteristics

- A CCD should be focused on one or more communities or places, and take in the additional surrounding territory that is served by the community or place.
- A CCD should consist of one census tract or a combination of contiguous census tracts.
- At the Census Bureau's discretion, some CCD boundaries may not need to follow census tract boundaries or two or more CCDs may comprise one census tract. A CCD that does not comprise a census tract or group of census tracts must meet population and boundary feature criteria and comprise a reasonably compact, contiguous land area internally accessible to all points by road. A CCD can depart from the compactness requirement where the topography or geographic patterns of settlement are not compact but are irregularly shaped.
- A CCD should be named after either the largest population center(s) or place(s) within it, a prominent physical feature, or consist of the county or place name and a compass direction.

CCD Boundary Features

The Census Bureau generally requires CCD boundaries to follow census tract boundaries. Where CCD boundaries do not follow census tract boundaries, they must follow visible and identifiable features. This makes the location of CCD boundaries less ambiguous. State and county boundaries are always CCD boundaries.

Refer to Chapter 2 for CCD boundary feature requirements.

Population

Since CCDs should comprise a census tract or group of census tracts, population is not as important a consideration as it is with census tracts or BGs. Insofar as possible, CCDs that are new for Census 2000 should have a population of at least 1,500 people, the minimum population of a census tract.

CCD Names

A CCD usually should be named after the largest population center or place within it, for example, Santa Barbara. If a CCD comprises an area with two or more places with similar populations it may be named for the two largest population centers, for example, Bayard-Santa Rita. In other situations, a CCD may be named after a prominent physical feature (Castle Rock, Lake Mono, Pikes Peak) or a distinctive region within the county (Death Valley, Everglades, Lower Keys, Tellico Plains). In other cases, a CCD name may consist of the county name and a compass direction to indicate the portion of the county in the CCD or a place name and a compass direction to give the CCD location relative to the place. The directional indicator usually precedes a county name, as in Northwest Union. If a place name is used, the directional indicator follows it, for example, Smithville North. In all cases, the objective is to clearly identify the extent of the CCD by the means of an area name.

To assist the Census Bureau in its review, we are requesting that participants provide a text file or list of all newly proposed or renamed CCDs as part of their submittal. Before the Census Bureau can insert the proposed CCDs into the TIGER data base, or change the name of a CCD, Census Bureau staff must assign a CCD code. By providing a file of CCD names for all proposed and renamed CCDs, participants will expedite the code assignment and the review of their proposal. See Chapter 10 for further information on materials that participants should include when submitting their Census 2000 proposal to the Census Bureau.

Comparability

The Census Bureau does not encourage major revisions to the CCDs, since the goal of the program is to maintain a set of stable subcounty entities that allows for data comparability from census to census. However, updates and revisions may be necessary in some instances, such as where there have been revisions to census tract boundaries or to resolve discrepancies where the CCD boundaries and census tract boundaries were supposed to be conjoint but were not. Additionally, revisions to CCD names may be necessary due to population changes within CCDs.

Reviewing and Revising 1990 CCDs

The Census Bureau asks that participants review all the CCDs in their area. State agencies in cooperation with the Census Bureau defined many of the CCDs 40 or more years ago. Since then there has been little detailed review of the CCD plans except to eliminate problematic boundaries or conform to new criteria. There may be CCDs in existence that still reflect patterns that are now outdated geographically.

A CCD should be focused on one or more communities or places. The community on which a CCD is centered usually is an incorporated place or CDP and includes additional surrounding territory that is served by the community or place. The definition of community should take into account factors such as production, marketing, consumption, and the integrating factor of local institutions. In some cases, the CCD may be centered on a major area of significantly different land use or ownership, such as a large military base or American Indian reservation. In other situations, a CCD can represent an area that is physiographically different from the rest of the county.

Participants may want to consider subdividing existing CCDs with a 1990 population of 500,000 or greater if the CCD comprises more than one distinct geographic region or several well known areas of settlement. The resultant CCDs, however, should continue to contain substantial population and must focus on distinct communities or places.

Review the CCDs names to ensure that, for example, the place the CCD is named after is within that CCD or is still the most populous place within that CCD. If a CCD name contains a directional, participants also should verify that the CCD name follows the guidelines for Census 2000 CCD names.

The Census Bureau recommends that CCD boundaries conform to census tract boundaries. In counties that had BNAs in 1990, participants will be converting the BNAs to census tracts. For these counties, the Census Bureau strongly recommends that participants adjust the CCDs to comprise a census tract or group of census tracts. As an alternative, participants may use the CCD framework as a basis for establishing some or all of their census tracts for Census 2000. Both approaches are acceptable. The Census Bureau requests that local participants provide a file or list showing the relationship between the census tracts and CCDs, for example, in Ocean County, census tracts 1–33.02 comprise Osborne CCD and census tracts 34–38 comprise Clover CCD.

If a participant chooses to make significant changes in the 1990 BNA plan and the county also contains CCDs, it may be advantageous to retain the original CCD plan to provide geographic comparability between the 1990 and 2000 censuses. Under these circumstances, the Census Bureau requires documentation from participants as to their decision to retain the

1990 CCDs. However, participants must retain the 1990 CCDs virtually unchanged. That is, the Census Bureau will not accept the continuance of a nonrelationship between CCDs and census tracts where a participant proposes to make significant changes to both the census tracts and CCDs.

Where there is no relationship between the CCDs and census tracts (the CCDs do not consist of a census tract or group of census tracts or a census tract is not comprised of two CCDs) the Census Bureau is requesting that participants consider revising either the CCDs or census tracts to create such a relationship. If a participant chooses not to adjust the CCD boundaries to follow census tract boundaries, or vice versa, the Census Bureau requires an explanation and justification for the continued noncorrespondence of the census tracts and CCDs. Because of the lack of relationship between census tracts and CCDs, it then is necessary for the participant to carefully review all CCD boundaries to identify situations where the CCD boundaries follow unacceptable boundary features or features requiring review. Correct all unacceptable boundaries by either selecting a nearby feature to serve as the new CCD boundary or by correcting the type of feature shown on the map. Review all questionable CCD boundaries providing documentation as requested in Chapter 2.

If CCDs follow census tract boundaries, participants need not review the CCD boundaries separately to identify and resolve those CCD boundaries which follow unacceptable or questionable features. Participants should conduct the review and resolution of both CCDs and census tracts concurrently to ensure that they make identical revisions to both statistical areas. The Census Bureau is requesting, however, that participants review the CCD boundaries carefully to identify small areas where the CCD boundaries and census tract boundaries are not conjoint but should be. Participants must correct these situations by adjusting either the CCD or census tract boundary.

If a participant is proposing new CCDs or renaming an existing CCD, the Census Bureau is requesting that a participant provide a text file or list of all newly proposed CCDs or renamed CCDs as part of their submittal (refer to the section on CCD names in this chapter for further information).

CCDs on Federally Recognized American Indian Reservations and Trust Lands

American Indian area participants or the Census Bureau are responsible for delineating CCDs on Federally recognized American Indian reservations and trust lands. Tribal participants should follow the instructions in this chapter when reviewing CCDs boundaries and names.

Chapter 7: Review and Approval of Proposed Participant Statistical Areas By Interested Parties Locally

For Census 2000, the Census Bureau is not requiring the formation of a formal committee to review census tracts, BGs, CDPs or CCDs. Rather it has requested that one agency take the lead in coordinating the delineation of the 2000 participant statistical areas. The Census Bureau intends the delineation to be a process open to all interested parties. It is the responsibility of the lead agency to ensure that the process of reviewing the Census 2000 participant statistical areas is open to all individuals and agencies interested in participating. The lead agency may choose to publicize the process, making available the proposed participant statistical areas for review by interested data users or by inviting individuals and agencies to a meeting where the participant statistical areas proposal is discussed. At a minimum, the delineation of the participant statistical areas should involve several individuals who represent more than one agency. At its discretion the Census Bureau will determine whether or not the process was indeed open to all and that the needs of data users were met. The Census Bureau reserves the right to enforce an open policy by making changes, if necessary, to census tracts, BGs, CDPs, and CCDs to ensure that these entities meet the needs of any local data users excluded from the process.

The Census Bureau is aware that at times there are conflicting local needs or requirements and that it is not always possible to reach a consensus. The proposed Census 2000 participant statistical areas should, however, reflect the views of the majority of those interested. To assist the Census Bureau in situations where a data user complains, we are suggesting that the lead agency maintain documentation such as the names/agencies of those invited to meetings, who attended, what was discussed and the outcome, copies of newspaper articles or other means used to publicize the process, a sign-up sheet of those reviewing the proposal and their comments, and any other documentation that the participant believes would demonstrate that the delineation of the Census 2000 statistical areas was an open process.

At the time of its submission, the participant statistical areas must represent the best collective judgment of the many local data users.

Chapter 8: Procedures for Annotating Participant Statistical Areas Maps

The Census Bureau recommends that participants review this chapter in its entirety before proceeding to annotate the Census 2000 Participant Statistical Areas Program Annotation Maps. Although various colored pencils are used to annotate the different participant statistical areas on the maps, we have devised a sequential annotation methodology that eliminates the need to annotate two different colored pencil lines adjacent to each other where the boundaries of two different statistical areas coincide.

Participants should refer to the individual chapters on the various participant statistical areas and to Chapter 2 for information on the types of features that the Census Bureau accepts as participant statistical areas boundaries.

Census 2000 Participant Statistical Areas Program Annotation Maps

The Census Bureau is providing Census 2000 Participant Statistical Areas Program Annotation Maps to each participant. The maps are organized by county or equivalent area, and are symbolized to show the boundaries and codes for legal and statistical areas. Each map has a legend that provides examples of the symbols and labels used to depict the boundaries and the names and/or codes of these geographic areas. The Census Bureau uses a standard set of scales with the selection of a scale based upon the density of the feature network.

The names and/or codes for each of the statistical areas are displayed on the maps in a unique color:

- census tracts—boundaries in green, numbers in purple
- BGs—boundaries in gray, numbers in orange
- CDPs—boundaries in gray, names and codes in brown
- CCDs—boundaries in gray, names and codes in blue

Refer also to Chapter 1 which provides further information on the map content and color-coding.

Materials Needed for Annotation

Participants will need the following materials:

- Standard black lead pencils
- Colored pencils: brown, orange, purple, green, dark blue (CCD states only), and yellow

- Straight edge

Participants also may find local maps and United States Geological Survey 7.5' Quadrangle maps helpful.

General Map Annotation Guidelines

The Census Bureau is providing two copies of the Census 2000 Participant Statistical Areas Program Annotation Maps. Participants should do all of their preliminary work on one copy of the maps. (Please note that it is very difficult to erase annotations from these maps without also removing the printed information.) After completing all statistical area delineation and feature updates, transcribe all of the proposed statistical areas boundaries, names, and feature updates onto the second copy of the maps. Follow the instructions in Chapter 10 to send the entire second set of maps to the appropriate Census Bureau Regional Office.

Participants must use the maps provided by the Census Bureau to submit their statistical areas updates to the Census Bureau. This will assist the Census Bureau in accurately inserting participant statistical areas information into its TIGER data base in a timely manner. By annotating the Census 2000 participant statistical areas program changes on these maps, participants easily identify for the Census Bureau where changes are required thus eliminating the need for Census Bureau staff to compare each boundary and name/number. The Census Bureau has determined that many of the discrepancies between the agreed upon location of the 1990 statistical areas boundaries and numbers and what appeared in the TIGER data base resulted from the comparison and transfer of statistical areas program information from locally produced maps.

Restrict all Census 2000 statistical areas boundary and code annotations and feature updates to the subject county, even though the map sheets may contain the areas of adjacent counties. (The name of the subject county is in the lower right corner of each map sheet.) Participants should annotate up to the county line and stop. Participants should annotate the census tracts, BGs, CDPs, and CCDs up to the American Indian reservation or trust land boundaries and stop. American Indian area participants or the Census Bureau are responsible for delineating statistical areas on Federally recognized American Indian reservations and trust lands. The Census Bureau will adjudicate situations along the reservation and trust land boundaries where the statistical areas boundaries and names or codes do not match.

Please make Census 2000 participant statistical areas boundary and code annotations neatly. Use a straight edge for drawing straight lines. When a Census 2000 participant statistical areas boundary follows a feature on the map, such as a road, annotate the boundary directly on top of the feature and try not to meander on and off of the feature. The Census Bureau appreciates the effort that participants take to make their annotations neat and

understandable. This assists the Census Bureau in accurately inserting the Census 2000 participant statistical areas into its TIGER data base.

The Census Bureau requests that participants make sure that boundary annotations match from one map sheet to the adjacent sheet. Put the map sheets together and match the annotations. This is especially important when adding a feature to the maps or when going between maps of different scales. Participants should note that Insets to mapsheets are shown in gray shading on the parent sheet to alert you that there is a larger scale map. Only make annotations on the nonshaded portions of maps. Also please make sure that annotations are complete and do not stop in the middle of a boundary.

Specific Guidelines for Annotating Census 2000 Statistical Areas

Color Pencil Usage

Participants should use the appropriate color pencil that applies to each Census 2000 participant statistical area type when making annotations on the maps:

- Black Lead—Adding Features and Address Ranges
- Green—Labeling Added Features or Correcting Feature Types
- Purple—Census Tracts
- Orange—Block Groups
- Brown—Census Designated Places
- Dark Blue—Census County Divisions (states only)
- Yellow—Showing Geographic Relationships

Please use colored pencils and not markers.

Feature Updates

Participants may update the Census 2000 Participant Statistical Areas Program Annotation Maps with existing features not shown on the maps.

- Use a standard black lead pencil when drawing additional features on the maps. Annotate a solid continuous line for visible features, such as roads, creeks, railroads, ridge lines, and power lines. Annotate short dashed lines for invisible features such as extensions, property lines, and point-to-point lines. Do not add "paper" streets; added features must be in existence or under construction.

- Use a green pencil to label these added features with names. Annotate in green the proper names of the added features, and if unnamed, use generic names such as road, creek, power line, ext (extension), and property line. All added features must be labeled.

If there is insufficient space on the maps to annotate the names legibly, use a key number identifier in the margin of the map to identify features. Start with the number 1 and place the numbers as close as possible to the features. Key numbers must be unique within map sheet. Annotate the numbers and feature names (e.g., 1 = Jones Road) in the margin area.

- Use a green pencil when making corrections to feature names or to correct the feature type. Line or X-out the incorrect names and annotate the new names. To delete only part of a feature, mark the end(s) of the deletion with two "hatch" marks—closely spaced green lines approximately .25" in length (| |). Annotate the two green lines perpendicular to the line at the point where the feature should stop.
- Where a feature update has a change of name or feature type, annotate "hatch" marks (| |) to show where the change occurs. Annotate the two green lines perpendicular to the line, and at the point along the line where the change occurs.
- Use green when labeling an existing feature to revise its feature type. For example, a segment of a road may not appear as a road on the map, but a correction can be requested if it is labeled "road" or labeled with its proper name, "Jones Street."
- Use a standard black lead pencil to annotate address break information on the maps. See the illustration in Chapter 2. The Census Bureau requests that participants provide address breaks when a new visible feature intersects a street feature with addresses. The Census Bureau requires that participants provide address break information when adding nonstandard or "questionable" features. In areas with city-style addresses, the acceptance of these types of features is contingent on the participants providing address break information.

Census 2000 Statistical Areas Boundary and Name/Code Updates

- Draw the entire boundary of new participant statistical areas, for example, when totally redelineating census tracts in a county that had 1990 BNAs. Also draw the entire boundary of a statistical area if the statistical area is both revised and renamed or renumbered. It is not necessary to draw the boundary of the statistical area if only the name or number/code is changing. If splitting a census tract where the outer boundary of the 1990 census tract remains unchanged, it also is not necessary to annotate the entire outer boundary of the census tract.

Annotate the new split boundary and the new census tract numbers only.

- Annotate only the portion of the boundary that is being revised when the statistical area is not being renamed or renumbered. Do not "highlight" in color the unchanged statistical areas boundaries.
- Draw the colored lines that represent the boundaries of statistical areas directly on top of any pencil lines that were annotated on the maps as added features.
- X-out the superseded statistical areas boundaries, and place fishhooks (Z) across them. Annotate the Xs and fishhooks in the appropriate color(s) for the statistical area(s) that is superseded.

If completely redelineating a statistical area (for example, the BGs within a census tract) such that the relationship between the 1990 and 2000 entities is at best tenuous, do not X-out or fishhook the old statistical area(s) boundaries. In this case, add all the proposed 2000 statistical area(s) boundaries in the appropriate color even where the statistical area(s) boundary follows an existing preprinted 1990 boundary. Do X-out the old (superseded) statistical areas names or codes.

- Annotate the name, number, or code of the statistical area, in the appropriate color when the statistical area is new, renamed, or renumbered. Be sure to annotate the new name or number/code for the statistical area on all map sheets on which a statistical area appears.
- Annotate names, numbers, or codes for all separate pieces of new, renamed, or renumbered statistical areas. Use arrows when necessary.
- For new CDPs or CCDs, annotate the name of the proposed CDPs and CCDs. Do not annotate any codes. For existing CDPs and CCDs, annotate the census codes (CDPs are the 4-digit codes, and CCDs are the 3-digit codes) instead of the name or the 5-digit FIPS code.
- X-out all statistical area names and numbers/codes that no longer exist or are no longer within the area that they represent.

Annotating Geographic Relationships

- Use a yellow pencil to identify situations where a geographic relationship exists between a census tract or BG boundary and a legal boundary, and the census tract or BG boundary should move with the legal entity boundary if the legal boundary moves. Highlight only that portion of the boundary where such a relationship exists.

Do not highlight census tract and BG boundaries where a nesting relationship exists with a legal entity. That is, a group of census tracts or BGs comprise a legal entity or a legal entity equals a census tract or BG. In these situations, follow the instructions in Chapter 3 (Census Tracts) or 4 (Block Groups) to create a file or list showing the relationship.

- Draw the yellow pencil line on top of a preprinted statistical areas boundary if no other colored pencil line appears in that location. If highlighting a boundary with yellow pencil that already is annotated with a colored pencil, place the yellow pencil line adjacent to, and touching, the other colored pencil line.

Recommended Sequence For Placing Annotations Onto the Maps:

Participants should follow the recommended sequence described below when placing annotations on the Census 2000 Participant Statistical Areas Program Annotation Maps.

- First, place all added feature annotations onto the map sheets, especially features to be used as Census 2000 participant statistical areas boundaries.
- Next, annotate the maps with Census 2000 statistical areas boundary and name/number updates and revisions. Use the following sequence when annotating the boundaries of Census 2000 statistical areas. This sequence is recommended so that the maps are annotated properly.

Note: Never annotate two different colored pencil lines together with the exception of the use of the yellow pencil highlight. Follow the guidelines below to avoid these situations.

1. Annotate the census tract boundaries and numbers in purple pencil;
2. Next, annotate the BG boundaries and numbers in orange pencil. Because BGs nest within census tracts, there is no need to annotate orange lines alongside or on top of census tract boundaries. Nor is there any need to annotate orange Xs and orange fishhooks across census tract boundaries that are being revised;
3. In CCD states only, next annotate CCD boundaries and codes in dark blue pencil. Draw the boundary lines in dark blue pencil where the CCD boundaries are not following census tract boundaries or when moving the CCD boundaries to follow census tract boundaries. In most cases CCD boundaries follow census tract boundaries.

Do the following when the CCD and census tract boundaries are being revised identically:

- a. X-out and fishhook the superseded CCD and census tract boundary in BOTH dark blue and purple pencil;
 - b. Only draw the revised census tract/CCD boundary in purple; and
 - c. Using dark blue pencil, label the maps "CCD Bdy" along the revised conjoint census tract/CCD boundary. Participants need not annotate "CCD Bdy" along conjoint census tract/CCD boundaries if providing a file or list showing the relationship between census tracts and CCDs (see the section on reviewing and revising CCDs in Chapter 6).
4. Then annotate the maps with the CDP updates in brown pencil. CDPs do not inherently follow any other statistical boundary. However, where a CDP boundary follows an annotated color boundary for either a revised census tract (purple), BG (orange), or CCD (dark blue), annotate brown circles along the portions of the colored lines where the revised CDPs boundaries are coincident with any other revised statistical areas.
- Last, add any yellow pencil highlighting to identify geographic relationships.

Chapter 9: Procedures for Equivalency File Submissions

Participants may submit their Census 2000 participant statistical areas information using a polygon equivalency file based on key fields in the Census 2000 Participant Statistical Areas TIGER/Line^{®4} file. The Census Bureau recommends that participants using TIGER/Line files review this chapter in its entirety before proceeding to review and revise participant statistical areas. Participants should refer to the individual chapters on the various statistical areas, Chapter 2, for information on the types of features that the Census Bureau accepts as participant statistical areas boundaries and Chapter 8 for instructions on annotating feature updates on the participant statistical areas maps.

When making the decision to submit Census 2000 participant statistical areas information by equivalency file, participants should be aware of the following:

- The TIGER/Line CD-ROMs do not contain software to display or generate maps, nor are these data stored in the form of graphic map images. To create maps with these TIGER/Line data, participants would typically use a GIS package or other mapping software. For information on how to use these TIGER/Line data with a specific package, participants should contact the company that produced the package. For further information on TIGER/Line files or companies that sell products that use TIGER/Line data, refer to the TIGER Page at the Census Bureau's World Wide Web site (<http://www.census.gov/geo/www/tiger/>).
- The Census Bureau requires that participants use the Census 2000 Participant Statistical Areas Program Annotation Maps for providing all feature update information and annotating the boundary segments of all statistical areas boundaries that follow added features.

General Information

The Census Bureau is providing Census 2000 Participant Statistical Areas Program Annotation Maps to each participant, and to those participants requesting it, a Census 2000 Participant Statistical Areas TIGER/Line file. Participants must use the Census Bureau provided Census 2000 Participant Statistical Areas TIGER/Line file and maps. The Census Bureau is under no obligation to accept or attempt to use any information submitted based on any other versions of TIGER/Line files or on locally produced maps.

⁴ TIGER and TIGER/Line are registered trademarks of the U.S. Bureau of the Census.

TIGER/Line Files

The Census Bureau is requiring that participants use the provided Census 2000 Participant Statistical Areas TIGER/Line file because each version of the TIGER/Line files contain identifiers, such as the census file identification code (CENID) and polygon identification code (POLYID) that can change with each version. In order for the Census Bureau to take a participant's polygon equivalency file and correctly insert the Census 2000 participant statistical areas information into the TIGER data base, both the participant and the Census Bureau must be using the same version with identical CENID and POLYID data. The CENID and POLYID can change between versions of the TIGER/Line files for the same polygon. Participants must therefore, use the provided Census 2000 Participant Statistical Areas TIGER/Line file as the basis for equivalency file submissions.

If a participant chooses to submit Census 2000 statistical areas through the use of a polygon equivalency file, the participant must have software that can:

- translate and import TIGER/Line files (we recommend at a minimum, record types 1, 2, 3, A, C, I, and S; record types 7 and 8 also may be useful); participants must verify that their GIS translator software operates properly on these record types;
- display the feature network and line feature attributes such as feature names and census feature class codes (CFCCs);
- create and display geographic polygon overlays (coverages) for geographic areas;
- select, insert, and update geographic codes on polygons; and
- generate a comma-delineated ASCII equivalency file in a carriage-return/line-feed format with participant statistical areas codes in a specified order that the Census Bureau can use to update the TIGER data base.

The TIGER/Line CD-ROM contains the record layout of the Census 2000 Participant Statistical Areas TIGER/Line file and the TIGER/Line documentation.

The Census Bureau requires participants to include in the polygon equivalency file all records, even those with no changes to participant statistical areas. In addition, participants must annotate any feature updates on the Census 2000 Participant Statistical Areas Program Annotation Maps.

The Census Bureau is including only incorporated places and not CDPs as a current geographic area in the place fields on record types 1 and S (except in Hawaii). CDPs do not appear as current geography because they were defined to be consistent with the 1990 legal boundaries. The 1990 CDPs all appear on record types 3 and A, but participants must be aware that the changes to current incorporated place boundaries must be taken into account when submitting the Census 2000 CDPs. Refer to the section on CDPs in this chapter for further information.

Maps

The Census Bureau is providing two copies of the Census 2000 Participant Statistical Areas Program Annotation Maps. Participants must use these maps to submit any feature updates and to annotate statistical areas boundaries and names or codes that follow added features. (When adding a feature for use as a statistical areas boundary, the new feature will split a polygon. In order for the Census Bureau to identify the correct participant statistical areas code on either side of the new feature, participants must annotate this information on the maps.) Follow the procedures in Chapter 8 to annotate feature updates and participant statistical areas on the maps. Participants need to annotate only the participant statistical areas boundary and code on either side of the added feature; it is not necessary to annotate the entire statistical area on the maps. If the added feature is very short, such as a feature extension, annotate the statistical areas boundary and code a little beyond the added feature.

Preparing the TIGER/Line File

Participants should create a graphic representation of all features in the TIGER/Line file using record types 1 and 2. Record type 2 provides an additional series of latitude and longitude coordinate values that describe the shape of each feature. Participants also should create a graphic representation of geographic areas including:

- the current legal boundaries such as a MCD, incorporated place, and American Indian reservation and trust land from record type 1 or S and
- the 1990 participant statistical areas from record type 3 or A (record type 3 has the geographic codes associated with the left and right sides of a feature; record type A has the geographic codes associated with each polygon).

Participants also may find it useful to identify water areas by using the water flag on record type S and areal landmarks such as military installations, National Parks, and Federal penitentiaries by using record types 1, 2, 7, 8, and I.

Features

The Census Bureau has color-coded the Census 2000 Participant Statistical Areas Program Annotation Maps to depict features that are unacceptable and other features that require the participant to confirm their existence, location, and suitability for use as the boundary of a statistical area. In addition to creating a graphic representation of the features contained in the TIGER/Line files, participants may choose to identify those features that the Census Bureau classifies as unacceptable or questionable based on the CFCC appearing on record type 1.

The Census Bureau is classifying the CFCCs listed below as unacceptable as participant statistical areas boundaries (those that appear on the annotation maps are shown in red). Refer to Chapter 2 for an explanation of unacceptable features.

- C00 Miscellaneous ground transportation—classification unknown
- C30 Other ground transportation feature
- E00 Physical feature—classification unknown
- E20 Topographic feature
- F00 Nonvisible boundary—classification unknown
- F14 Superseded political boundary
- F15 Corrected governmental unit boundary
- F16 EAC nonvisible boundary
- F17 Legislative District nonvisible boundary
- F23 Closure extension
- F24 Nonvisible separation line
- F25 Nonvisible corporate corridor centerline
- F50 ZIP Code boundary
- F60 Map edge
- F71 1980 statistical boundary
- F72 1990 block boundary
- F73 Urbanized area land use boundary
- F74 1990 Statistical boundary—acceptable feature in water
- F80 Nonvisible other tabulation boundary—classification unknown
- F81 School district boundary
- F82 Special Census tabulation boundary

The Census Bureau is classifying the CFCCs listed below as questionable boundary features (they appear on the maps in purple). Refer to Chapter 2 for an explanation of questionable features.

- A12, A16, A22, A26, A32, A36, A42, A46, A52—roads in tunnels
- A51, A53—Jeep trail
- A60 Special road feature
- A70 Other thoroughfare
- A71 Trail or Walkway
- A72 Stairway
- A73 Alley

- A74 Private road, driveway, and service road
- B02, B12, B22, B32—Railroads in tunnels
- B50 Other rail feature
- B51 Carline
- B52 Cog railroad, incline railway, or logging tram
- C31 Aerial tramway, monorail, or ski lift
- E10 Fence line
- E21 Ridge line
- E22 Mountain peak
- F30 Point-to-point line
- F40 Property line

The lack of a feature type on the list of unacceptable or questionable features above, does not in any way indicate that a feature is acceptable as a participant statistical areas boundary. Refer to Chapter 2 for further information.

American Indian Reservations and Trust Lands

American Indian area participants or the Census Bureau are responsible for reviewing and revising participant statistical areas on Federally recognized American Indian reservations and trust lands. Participants in counties with Federally recognized American Indian reservations and trust lands should create a graphic representation for the reservation and trust lands using record types 1 and 2 but only review the participant statistical areas up to the reservation or trust land boundary and stop.

Census Tracts and Block Groups

Participants should use TIGER/Line record type 3 to create a graphic representation of the 1990 census tracts and BGs. Do not use the current state and county codes on record type 1 with the 1990 census tracts and BGs. Participants must use the 1990 state and county codes on record type 3 or on record type A to identify the 1990 census tracts and BGs, adjusting the census tracts and BGs to the current state and county boundaries represented in record type 1. Follow the procedures in Chapters 3 (Census Tracts) and 4 (Block Groups) to review and revise these geographic entities for Census 2000.

The Census Bureau provided a list of census tracts and BGs that do not meet the Census 2000 criteria based on their 1990 population. Participants can identify these census tracts and BGs by finding census tracts with a population less than 1,500 or greater than 8,000 and BGs with a population less than 300 or greater than 3,000. Participants on American Indian reservations and trust lands should identify those census tracts with a population less than 1,000 or greater than 8,000 and those BGs with a population less than 300 or greater than 2,000.

When identifying the Census 2000 census tract number in the polygon equivalency file, the Census Bureau is requiring that participants use a six-character census tract identifier with an implied decimal point. Where a basic census tract number is smaller than 1000, add leading zeros. If a census tract number does not contain a suffix, add trailing zeros. In the polygon equivalency file census tract 1 should appear as 000100; census tract 32.02 as 003202; census tract 9605 as 960500; and so forth.

Where a newly revised Census 2000 census tract and BG boundary follows a feature that does not appear in the TIGER/Line file, add the feature and the census tract and BG boundary and number to the Census 2000 Participant Statistical Areas Program Annotation Map following the instructions in Chapter 8 and in the section on maps in this chapter. Identify the polygon in the equivalency file as having multiple census tract and BG numbers by assigning a dummy census tract code of ZZZZZZ and a dummy BG code of Z.

Census Designated Places

Because CDPs do not appear on TIGER/Line record type 1, participants will need to create a graphic representation of the current legal boundaries from record type 1 and a separate graphic representation of the 1990 CDPs from record type 3 or record type A. Participants can use either the Federal Information Processing Standard 55 Class Code or the Census place description code from record type C to differentiate between incorporated places and CDPs. Important note: when using record type C, be sure you are using records with a "90" in the FIPSYR field. FIPS Class Codes of U1, U2, U9, and M2 or Census place description codes with alphabetic characters identify CDPs. Participants will find CDP names on record type C. Compare the 1990 CDP boundaries to the current legal boundaries, reviewing and revising CDP boundaries as necessary following the procedures in Chapter 5.

Participants should use the 5-character numeric FIPS 55 code to identify existing CDPs in the polygon equivalency file, unless renaming an existing CDP. To identify newly proposed CDPs or renamed CDPs, participants will assign a temporary four-character alpha-numeric code. The Census Bureau will be assigning a unique alphabetic identifier to each participant submitting their participant statistical areas on an equivalency file. Participants must contact the appropriate Census Bureau Regional Office (see Appendix A) to obtain this alphabetic code. Use the alphabetic code as the prefix, or first character, of the four-character alpha-numeric CDP code, assigning three numeric digits to create a unique code for each newly proposed or renamed CDP; for example, assign the temporary code of D001 to a newly proposed CDP of Roseville, and code D002 to the renamed CDP of Clark. The Census Bureau also needs to know the name associated with each newly proposed or renamed CDP. As part of their submission, participants must provide a text file listing the names of all newly proposed or renamed CDPs and the temporary CDP code assigned to that CDP by the participant.

Please include only place codes for CDPs in the polygon equivalency file; do not include any place codes for incorporated places or other legal entities. If a polygon is not inside a CDP, the place code field should be blank.

Where a newly defined CDP boundary follows a feature that does not appear in the TIGER/Line file, add the feature and the CDP boundary and code to the Census 2000 Participant Statistical Areas Program Annotation Map following the instructions in Chapter 8 and in the section on maps in this chapter. In the polygon equivalency file identify the polygon as being partly within the CDP by assigning a dummy CDP code of ZZZZ.

Census County Divisions

To create a graphic representation of the CCDs, participants should use TIGER/Line record type 1. Participants will find CCD names on record type C. Follow the procedures in Chapter 6 to review and revise CCDs.

Participants should use the 5-character numeric FIPS 55 code to identify CCDs in the polygon equivalency file, unless renaming an existing CCD. To identify newly proposed CCDs or renamed CCDs, participants will assign a temporary three-character numeric code in the 900 series. Assign temporary CCDs beginning with 901, using as many consecutive codes as necessary to uniquely identify the renamed or newly proposed CCDs. For example, a participant would assign a temporary CCD of 901 to a renamed CCD of McGraw and a temporary code of 902 to a newly proposed CCD of Hill. The Census Bureau also needs to know the name associated with each newly proposed or renamed CCD. As part of their submission, participants must provide a text file listing the names of all newly proposed or renamed CCDs and the temporary CCD code assigned to that CCD by the participant.

Where a newly defined CCD boundary follows a feature that does not appear in the TIGER/Line file, add the feature and the CCD boundary and code to the Census 2000 Participant Statistical Areas Program Annotation Map following the instructions in Chapter 8 and in the section on maps in this chapter. Identify the polygon as having multiple CCD codes by assigning a dummy CCD code of ZZZ to that polygon in the equivalency file.

Creating the Polygon Equivalency File

The Census Bureau is requiring that participants provide their participant statistical areas polygon equivalency file in a comma-delimited ASCII format with a carriage-return/line-feed at the end of each line. The equivalency file should include the following fields in the order listed below. It is very important the participant statistical areas codes are in the order listed below so that the Census Bureau does not, for example, inadvertently insert CDP information into the census tract field of the TIGER data base. Participants must include in their polygon equivalency file all records, even

those with no changes to the participant statistical areas. In addition, it is critical that no change is made to the first four fields listed below.

- STATE (FIPS State Code, Current) found on record types A, I, and S or derived from record type 1; (2-character numeric code with leading zeros.)
- COUNTY (FIPS County Code, Current) found on record types A, I, and S or derived from record type 1; (3-character numeric code with leading zeros.)
- CENID (Census File Identification Code) found on record types A, I, and S; (5-character alphanumeric code with NO leading zeros.)
- POLYID (Polygon Identification Code) found on record types A, I, and S; (10-character numeric code with leading zeros.)
- 2000 CENSUS TRACT; (6-character numeric code with leading and trailing zeros and with an implied decimal between the fourth and fifth digit.)
- 2000 BLOCK GROUP; (1-character numeric code.)
- 2000 CDP; (4-character alphanumeric code [new entities] or a 5-character numeric FIPS code with leading zeros [retained 1990 entities].)
- 2000 CCD; (5-character numeric FIPS code with leading zeros [retained 1990 entities] or a 3-character numeric code [new entities]; in nonCCD states leave this field blank.

The following are examples of correctly prepared records. Note fields that must be filled and match the TIGER/Line file exactly are shown in the following examples in bold.

Example 1: a submittal of a census tract, BG, and CDP; state 54 (West Virginia) is not a CCD state so the last field is blank.

- 54,047,B6598,2832454170,954400,2,84902, [return]

Example 2: a submittal of census tract, BG, and CCD; this polygon contains no 2000 CDP.

- 06,055,102,1964224962,018600,1,,91615 [return]

Example 3: a submittal of census tract and BG only for this polygon.

- 19,035,14986,2860511872,021400,5,,[return]

Example 4: a submittal of for a polygon that has been divided by a new feature. (Boundary information and codes must be annotated on maps.)

◦ 40,101,42477,4261991014,zzzzzz,z,,zzz [return]

Name the file sccc.2sa where "ss" is the FIPS state code and "ccc" is the FIPS county code. Do not compress, archive, or zip the file.

Transmitting the Equivalency File to the Census Bureau

Follow the instructions in Chapter 10 to transmit the Census 2000 participant statistical areas materials to the Census Bureau. The Census Bureau prefers that participants submit their equivalency file using the Internet, transmitting all other participant statistical areas materials to the appropriate Census Bureau Regional Office (see Appendix A).

Chapter 10: Transmitting a Census 2000 Participant Statistical Areas Proposal to the Census Bureau

Send the Census 2000 Participant Statistical Areas Program proposal to the appropriate Census Bureau Regional Office. Refer to Appendix A for a list of Census Bureau Regional Offices. Participants submitting an electronic submission (equivalency file) should follow the instructions below as some materials should be sent to the Census Bureau's Regional Office but others sent to Census Bureau Headquarters.

In some instances the Census Bureau has requested that participants provide a file or list of information, such as a list of CDP names or what census tracts comprise a CCD. If at all possible, the Census Bureau would appreciate receiving a computer text file of this information on diskette rather than a paper listing. Most computer applications including word processing programs, data bases, spreadsheets, and GIS have a provision for saving a file in text format. Do not send spreadsheet, data base, word processing, or GIS files; create a text file instead. This saves the Census Bureau from having to key the information from a paper listing in order to submit a file of CDP names to the Board on Geographic Names, for example.

To assist the Census Bureau in its review of your proposed Census 2000 statistical areas, please provide the following materials, as appropriate:

- Information on what participant statistical areas the proposal covers and for which counties. For example, the proposal includes census tracts and CDPs, but not BGs for Clark and Madison Counties;
- One copy of the Census 2000 Participant Statistical Areas Program Annotation Maps. The Census Bureau is requesting that all participants return a complete set of the maps, even if there are no annotations on a map sheet or where a participant is submitting their proposal using an equivalency file. Having this set of maps will assist Census Bureau staff during their review of your proposal;
- Supporting evidence for the use of nonstandard features including the name of the verification source or date of the field check (see Chapter 2);
- Address information for added features (see Chapter 2);
- Population estimates for all split, revised, or merged census tracts (see Chapter 3);
- Justification for census tracts with less than 1,500 population (see Chapter 3);

- Explanation for not proposing splits of census tracts with more than 12,000 population (see Chapter 3);
- Population estimates for proposed or revised BGs (see Chapter 4);
- Justification for block groups with less than 600 population (see Chapter 4);
- A text file or a list providing the geographic relationship between census tracts and legal entities (see Chapter 3), BGs and legal entities (see Chapter 4), or CDPs and legal entities (see Chapter 5);
- A text file or a list of the names of all newly proposed or renamed CDPs and the map sheet numbers that they appear on (see Chapter 5);
- A text file or a list of the names of renamed or newly proposed CCDs (see Chapter 6);
- A text file or a list of the geographic relationship between CCDs and census tracts (see Chapter 6);
- Where CCDs are not groups of census tracts, justification for the continued noncorrespondence of the CCDs and census tracts (see Chapter 6);
- Any other information that a participant believes may help the Census Bureau evaluate the Census 2000 Participant Statistical Areas Program proposal.

Equivalency File Submissions

Participants submitting their Census 2000 Participant Statistical Areas Program proposal by equivalency file should send the materials listed above to the appropriate Census Bureau Regional Office. The equivalency file, however, should go directly to Census Bureau Headquarters. The Census Bureau prefers that participants submit their equivalency file using the Internet.

To submit a file using the Internet, a participant will use File Transfer Protocol (FTP) to send the comma-delimited ASCII file to the Census Bureau's Internet machine following these procedures:

- FTP anonymously by using "anonymous" as a username
- Use your Internet e-mail address as a password
- Change directory to: `cd /pub/incoming/geo/statareas`

- Put the file in ASCII
- Type: put filename (for example 54057.2sa)

We will, however, work with participants to determine the other options for submitting an equivalency file to the Census Bureau. The Census Bureau's Geography Division will ensure that the equivalency file meets certain standards before it is inserted into the TIGER data base and reviewed by the Census Bureau's Regional Office staff.

Include an e-mail message at the time of submission to:

The appropriate Regional Office Geographer (see Appendix A), and to:

Ms. Jamie Rosenson
Bureau of the Census
Geography Division
Room 327 WP1
Washington, D.C. 20233-7400
jrosenson@census.gov

Mr. David Aultman
Bureau of the Census
Geography Division
Room 327 WP1
Washington, D.C. 20233-7400
dave.aultman@quickmail.geo.census.gov

Chapter 11: Review and Approval of the Proposed Census 2000 Participant Statistical Areas by the Census Bureau

The Census Bureau will acknowledge receipt of the Census 2000 Participant Statistical Areas Program proposal. The Census Bureau Regional Office geographic staff will verify that the proposal includes the appropriate items listed in Chapter 10. If any items are missing or questionable, Census Bureau staff will contact the participant. It is likely that missing items will delay the process, as the Census Bureau may not be able to proceed without them.

The Census Bureau immediately will reject a proposal under the following conditions:

- Participants submit their Census 2000 statistical areas on locally produced maps or a version of TIGER/Line file other than the Census 2000 Participant Statistical Areas TIGER/Line file;
- A proposal does not appear to comply with the Census 2000 participant statistical areas criteria.

Under these circumstances, the Census Bureau will return the proposal to the participant and, in the case of the last situation, offer to provide the participant with information or clarification of the criteria to assist the participant in resubmitting participant statistical areas that meet the Census 2000 criteria.

Following the initial review to determine if all items are present, the Census Bureau will insert the proposed statistical areas into the TIGER data base followed by a detailed review of the participant statistical areas proposal. If there are any questions, problems, concerns, or necessary adjustments, Census Bureau staff will contact the participant and work with them to resolve the situation(s).

The Census Bureau is responsible for ensuring nationwide consistency for census tracts, BGs, CDPs, and CCDs; and reserves the right to require, or to make, adjustments to participant statistical areas boundaries, names, and identifiers that do not meet the Census 2000 criteria. The Census Bureau may modify, and if necessary reject, any proposed participant statistical areas that do not comply with the Census 2000 criteria. The Census Bureau establishes and maintains census tracts, BGs, CDPs, and CCDs solely for statistical purposes and does not take into account or attempt to anticipate any nonstatistical uses that may be made of their definitions. The Census Bureau will not accept, as justification for an exception to or exemption from the participant statistical areas criteria, the use of these entities in any nonstatistical program.

Once the Census Bureau completes its review and approval, it will notify the participant in writing. Under current plans, but subject to budget constraints, the Census Bureau intends to provide statistical areas participants an opportunity to verify the accuracy of their participant statistical areas boundaries, codes, and names as they appear in the TIGER data base before their use in Census 2000 tabulations. The Census Bureau will provide further information about the verification phase following the approval of the participant's statistical areas proposal.

Appendix A Census Bureau Regional Offices

(Refer to <http://www.census.gov/field/www/> for up-to-date Regional Census Center addresses and telephone numbers)

Atlanta

Bureau of the Census
101 Marietta St. NW
Suite 3200
Atlanta, GA 30303-2700

Mr. Gene Wallace
fwallace@ccmail.census.gov
(404) 730-3955

Area Covered

Alabama, Florida, Georgia

Boston

Bureau of the Census
2 Copley Place, Suite 301
P.O. Box 9108
Boston, MA 02117-9108

Ms. Denise Smith
mdsmith@census.gov

Mr. Vincent Pito
vpito@census.gov
(617) 424-0513

Area Covered

Connecticut, Maine, Massachusetts,
New Hampshire, Rhode Island,
Vermont, and New York (part-
balance not covered by the New York);
Puerto Rico and the U.S. Virgin
Islands.

Charlotte

Bureau of the Census
901 Center Park Drive
Suite 106
Charlotte, NC 28217-2935

Mr. David Wiggins
David.H.Wiggins@ccmail.census.gov
(704) 344-6702

Area Covered

Kentucky, North Carolina, South
Carolina, Tennessee, Virginia

Chicago

Bureau of the Census
2255 Enterprise Drive
Suite 5501
Westchester, IL 60154-5800

Ms. Linda Gray
Linda.K.Gray@ccmail.census.gov
(708) 562-1698

Area Covered

Illinois, Indiana, Wisconsin

Dallas

Bureau of the Census
6303 Harry Hines Blvd.
Suite 210
Dallas, TX 75235-5269

Mr. Ken Harris
Kenneth.A.Harris@ccmail.census.gov

Ms. Meredith Gillum
Meredith.L.Gillum@ccmail.census.gov

Mr. Demain Deloney
Demain_D_Deloney_at_dallas@ccmail.census.gov
(214) 640-4472

Area Covered

Louisiana, Mississippi, Texas

Denver

Bureau of the Census
6900 W. Jefferson Ave.
Denver, CO 80235-2032

Mr. Jim Castagneri
castagne@census.gov
(303) 969-7760

Area Covered

Arizona, Colorado, Montana
Nebraska, Nevada, New Mexico,
North Dakota, South Dakota,
Utah, Wyoming

Detroit

Bureau of the Census
1395 Brewery Park Blvd.
P.O. Box 33405
Detroit, MI 48232-5405

Mr. Gordon Rector
George.G.Rector@ccmail.census.gov
(313) 259-2605

Area Covered

Michigan, Ohio, West Virginia

Kansas City

Bureau of the Census
Gateway Tower II, Suite 600
400 State Avenue
Kansas City, KS 66101-2410

Mr. Mathew Milbrodt
Matthew.S.Milbrodt@ccmail.census.gov
(913) 551-6750

Area Covered

Arkansas, Iowa, Kansas, Minnesota
Missouri, Oklahoma

Los Angeles

Bureau of the Census
15350 Sherman Way, Suite 300
Van Nuys, CA 91406-4224

Mr. Tim McMonagle
Timothy_W_McMonagle@ccmail.census.gov
(818) 904-6364

Area Covered

California (part): Fresno, Imperial,
Inyo, Kern, King, Los Angeles,
Madera, Mariposa, Merced,
Monterey, Orange, Riverside,
San Benito, San Bernadino, San
Diego, San Louis Obispo, Santa
Barbara, Tulare, and Ventura
Counties; Hawaii; Guam; American
Samoa; Northern Mariana Islands

New York

Bureau of the Census
Regional Census Center
201 Varick Street, 9th Floor
New York, NY 10014-4826

Mr. Jonathan Martin
jonathan.d.martin@ccmail.census.gov
(212) 620-4803

Area Covered

New York (part): Bronx, Kings,
Nassau, New York, Queens,
Richmond, Rockland, Suffolk, and
Westchester Counties; New Jersey
(part): Bergen, Essex, Hudson,
Middlesex, Morris, Passaic,
Somerset, Sussex, Union, Warren
Counties.

Philadelphia

Bureau of the Census
First Floor
105 South 7th Street
Philadelphia, PA 19106-3395

Ms. Vicki Lewis
vlewis@census.gov
(215) 597-1990

Area Covered

Delaware, District of Columbia,
Maryland, New Jersey (part–balance
not covered by the New York Regional
Office), Pennsylvania

Seattle

Bureau of the Census
Suite 500
101 Stewart Street
Seattle, WA 98101-1098

Mr. Rick Campbell
rcampbel@census.gov
(206) 728-5410

Ms. Elena Baranov
Elena.A.Baranov@ccmail.census.gov
(206) 728-5309

Area Covered

Alaska, California (part–balance not
covered by the Los Angeles Regional
Office), Idaho, Oregon, Washington