PSAP Supplemental FAQ

[GUPS](#_GUPS)

[How do I run GUPS without administrative privileges?](#_How_do_I)

[Can I obtain the 2020 Pre-Plan now?](#_Can_I_obtain)

[PSAP Timeline](#_PSAP_Timeline)

[When can I expect to receive my materials?](#_When_can_I)

[How/when can I attend training?](#_How/when_can_I)

[PSAP Process](#_PSAP_Process)

[How are tracts supposed to be numbered?](#_How_are_tracts)

 [What numbers can I use?](#_What_numbers_can)

 [What happens when a tract is split](#_What_happens_when)

 [What if we run out of extensions?](#_What_if_we)

 [What if we modify a tract boundary?](#_What_if_we_1)

# GUPS

## How do I run GUPS without administrative privileges?

Some participants have experienced an issue with the PSAP GUPS module for QGIS. The issue is as follows: The participant installs QGIS/GUPS as instructed. When they run QGIS Desktop 2.18.15, after closing the tips window, no map management window appears. Further, *gupsapp* does not appear as an available plugin in the add-on manager menu in QGIS.

Upon running the software as an administrator, QGIS and GUPS work as described in the respondent guide – meaning that the map management window appears as it should, and the participant is able to start/open their project.

While the software works as described when run with administrative privileges, this is not practical for most participants. To run GUPS without requiring administrative privileges, the software must first be installed as described in the respondent guide. Then, the folder containing the GUPS plugin must be moved from the C:/ drive to a user’s personal drive. The issue appears to stem from the software trying to make changes/run the plugin from the C:/ drive, which is often write-protected.

More instructive detail forthcoming- I’ll need to get screenshots and test on my home computer to provide a more detailed guide on correcting this issue.

## Can I obtain the 2020 pre-plans now?

Yes. To do so, please navigate to [this directory](https://www2.census.gov/geo/pvs/) on the census website. Then, navigate to the FIPS code representing your state. For example, a participant in Texas would select the ‘48’ folder. You will see a long list of zip files, all with the following naming convention:

partnership\_shapefiles\_[2-digit year][version]\_[state fips][county fips].zip

The zip files which contain 2020 preplans all have the year and version “***18v3”***. For example, if I wanted to access the changes for Harris County, I would look for the following zip folder:

Partnership\_shapefiles\_18v3\_48201.zip

Extracting this folder will produce 4 shapefiles:

|  |  |
| --- | --- |
| PVS\_18\_v3\_bg\_48201.shp | Block Groups |
| PVS\_18\_v3\_curtracts\_480201.shp | Census Tracts |
| PVS\_18\_v3\_edges\_48201.shp | Edges (all linear features) |
| PVS\_18\_v3\_faces\_48201.shp | Faces (the union of several census geography layers where all polygons have geocodes) |

These shapefiles can be imported into your GIS of choice to view changes or overlay with the original Census geography for comparison purposes.

# PSAP Timeline

## When can I expect to receive my materials?

Mailout will be done on a rolling basis beginning in mid-January. You should expect to receive your materials from mid-January to early-February.

## How/when can I attend training?

The webinar schedule is now posted on the [PSAP Website](https://www.census.gov/programs-surveys/decennial-census/about/psap.html#par_textimage_411189415). To register, just send an email to geo.psap@census.gov with the subject line: PSAP Webinar Attendance – MM/DD/YYYY. In the body of the email, please include your first and last name, phone number, email, government or agency represented, job title, and work address.

# PSAP Process

## How are tracts supposed to be numbered?

Census tracts have been used to monitor change in demographics since the early 1900’s. Starting with New York City in 1920, all major cities established tract plans by 1940. Since that time, tracts have been established nationwide and are now defined for whole counties. Tracts are identified uniquely with a numeric code. These codes (aka “numbers”) must be unique within a county and should be unique within a regional planning area. Because comparability is key to the design of census tracts, tract numbers cannot be reused in a subsequent census to reference a completely different census tract within the same county or planning area.

The tract number is originally defined with no more than four digits but may have a two-digit decimal suffix assigned. A tract with a suffix tells our data users the original tract has been split due to growth. For example, tract code “020000” has a published tract number of 200 and has not been split since its first designation. A tract code “400329” in digital representations has a written/published tract number of 4003.29 and has experienced multiple splits since the original tract 4003 was defined. Another example; tract 001002 is the same as tract 10.02 in printed reports.

### What numbers can I use?

1 to 9399 General use tract numbers

9400 to 9499 American Indian areas

9500 to 9699 1990 Block Numbering Areas held for comparability

9800 to 9899 Special land-use tracts or water tracts

### What happens when a tract is split?

If a tract is split, each portion should keep the same parent identifier, but each new portion must be given a new and unique suffix. The range of acceptable tract suffixes is .01 to .98. Where possible, the Census Bureau recommends that tract suffixes follow a sequential, logical order within a tract. Within an existing parent tract series requiring a split, the next highest available suffix is used and the old suffix is discontinued. For example, if the original census tract 10 in Adams County was split into 10.01 and 10.02 in the past, and now 10.02 must be split again for a later census, the “.02” suffix is retired (for only that parent tract) forever. In other words, as 10.02 is further split into 10.03 and 10.04, the number 10.02 is retired indefinitely. 10.02 cannot be re-used within that county or PSAP planning area.

### What if we run out of extensions?

Any parent number series with more required splits than available extensions must be re-numbered entirely using new whole numbers. The whole numbers should be in a series like the original but allowing enough room numerically for additional splits/growth. If the tract numbers exist within a larger, multi-county regional plan, new numbers should not conflict with existing numbers in other counties within the regional planning area. Seek guidance from your regional census geographers in this situation.

### What if we modify a tract boundary?

Modifying a tract boundary that results in a population change by more than 5% requires that a new number is assigned to that tract. Because comparability is key to the census tract program, any significant change in population nullifies comparability in the resulting data. A new number signifies a modified tract is no longer directly comparable with past censuses.