

## **OMB Non-Substantive Change Request**

**Department:** Commerce

**Agency:** U.S. Census Bureau

**Title:** Boundary and Annexation Survey (BAS) State Certification, State Certifying Official and Discrepancy Correspondence

**OMB Control Number:** 0607-0151

**Expiration Date:** 3/31/2019

**Request:** Change the distribution of the Boundary and Annexation Survey (BAS) State Certification State Certifying Official (SCO) Letter (BASSC-4L) and Discrepancy Letters (BASSC-1L and BASSC-2L), as referenced in the Background section of this document, from a physical mail delivery to electronic mail (email).

**Background:** The BAS State Certification program invites SCOs, whom are appointed by the Governor, from 49 of the 50 states (Hawaii is not included<sup>1</sup>) to review legal boundary changes submitted to the annual Boundary and Annexation Survey (BAS). The Census Bureau's Master Address File/Topologically Integrated Geographic Encoding and Referencing (MAF/TIGER) system and Geographic Change Catalog System (GCAT) capture these updates each year. The MAF/TIGER system houses all of the Census Bureau's spatial, geographic, and residential address data needed for census and survey data collection and tabulation. The BAS State Certification Program serves as a component to ensuring that the MAF/TIGER system and GCAT are accurate and complete.

The BAS SCO letter (BASSC-4L) that is delivered annually in November announces the start of the program and initiates the SCO's review of the BAS State Certification materials. The Census Bureau provides the SCO a file containing the legal boundary changes from the previous BAS cycle added to the MAF/TIGER system and GCAT. The SCO reviews legal boundary changes to ensure the submittal is in accordance with state law. Further, the SCO certifies changes as correct, or requests their removal from the Census Bureau's MAF/TIGER system and GCAT if not in accordance with state law. In addition, the Census Bureau invites the SCO to add legal boundary changes not reported during the previous BAS cycle.

Once the SCO returns their review with annotations electronically to the Census Bureau, the Census Bureau informs the BAS contacts of local governments that had records marked for additions or removals. Currently, the Census Bureau sends these governments a Discrepancy Letter (BASSC-1L/BASSC-2L) via physical mail delivery. Discrepancy letters will be delivered in August 2017 for the 2016 BAS State Certification cycle. The Census Bureau intends to begin distributing this notification by email in August 2017, as much of the communication to BAS participants is currently conducted via email.

**Timeline:** The BAS State Certification Program is conducted annually.

- August 2017: Discrepancy Letters (BASSC-1L/BASSC-2L) for the current State Certification Program will be distributed via email.
- October 2017: Letter to Governor to appoint SCO (BASSC-3L) will be distributed by physical mail.
- November 2017: Distribution of the SCO letter (BASSC-4L) for the next program cycle via email.

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<sup>1</sup> Hawaii does not have any functioning incorporated place level governments and does not participate in the Boundary and Annexation Survey (BAS) for the government levels reviewed during BAS State Certification program.

- February 2018: 2017 BAS State Certification Discrepancy Letters (BASSC-1L/BASSC-2L) will be distributed via email.

**Method:** Currently, the BAS State Certification Program outreach consists of four separate mailings.

- October: A letter to the Governor to appoint an SCO ((BASSC-3L) will remain as a physical mail delivery).
- November: A letter to the SCO (BASSC-4L).
- August (2017)/February (2018): A letter to the government where a legal boundary change was marked for removal by the SCO (BASSC-1L).
- August (2017)/February (2018): A letter to the government where a legal boundary change was added by the SCO (BASSC-2L).

With the first mailing, the Census Bureau requests each Governor to appoint an SCO for their state. The Census Bureau will continue to send this letter via physical mail delivery.

The second mailing notifies the SCO of their appointment by the Governor to complete the BAS State Certification. This correspondence will be distributed via email beginning in October 2017.

The third and fourth mailings are sent at the same time to the state, county, or local government BAS contacts. The BASSC-1L letter informs the BAS contact that a legal boundary change was not reported in accordance to their state's law and to resolve these discrepancies with their SCO. The BASSC-2L letter informs the BAS contact that they did not submit changes to the BAS and requests that they do so in the following BAS cycle. This correspondence will be distributed via email beginning in August 2017. These letters will be distributed via email for following BAS State Certification cycles beginning February 2018.

A majority of our BAS materials are delivered via email, to the BAS contacts throughout the BAS program, therefore the BAS contact is experienced in exchanging communication with the BAS team via email.

All SCOs currently have active email addresses. In the case that an SCO does not have an email address, the Census Bureau will distribute the physical letter to that individual SCO by FedEx or USPS. If delivery to an email address fails, the Census Bureau will work directly with the SCO to revise the contact information and email address on file. In the case that the email failure cannot be resolved, the Census Bureau will distribute the physical letter to that individual SCO by FedEx or USPS.

**Use Incentives:** None.

**Burden:** There is no change in burden to the public associated with the BAS and BAS State Certification programs. No additional contacts are being made. Communication avenues will be reduced by utilizing electronic sources for communication. The Governor's Letter will still be distributed as a physical mail delivery.

**Attachments:**

Attachment A – Letter to the SCO (BASSC-4L)

Attachment B – Letter to the BAS contact of a government where legal change is to be for removed (BASSC-1L)

Attachment C – Letter to the BAS contact of a government where legal change is to be to added the Census Bureau's database (BASSC-2L)

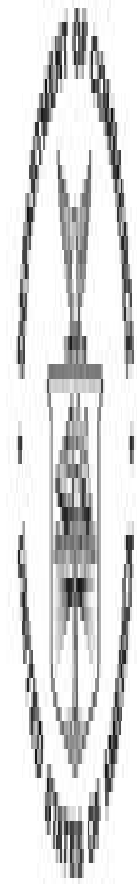
**Contact Information:**

Please contact the following individuals for further information about this request:

Michael Clements  
BAS Project Manager  
Geography Division  
U.S. Census Bureau  
Washington, D.C. 20233  
(301) 763-9124  
Michael.J.Clements@census.gov

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Supervisory Geographer,  
Partnership Communication and  
Outreach  
Geography Division  
U.S. Census Bureau  
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UNITED STATES DEPARTMENT OF COMMERCE

Economics and Statistics Administration

U.S. Census Bureau

Washington, DC 20233-0001

BASSC-4L

Attachment B - Letter to BAS contact regarding removal of records

<DATE>

<BAS\_NAME>

<BAS\_POSITION>

<BAS\_DEPT\_NAME>

<BAS\_MAILING\_ADDRESS>

<BAS\_CITY\_STATE\_ZIP>

<ENTITY\_NAME> + <ENTITY\_LSAD\_PUB\_NAME>

Dear <CONTACT\_SALUTATION> + <BAS\_LAST\_NAME>:

The U.S. Census Bureau (Census Bureau) conducts the Boundary and Annexation Survey (BAS) State Certification Program following the completion of the annual BAS. Through the BAS State Certification, the Census Bureau provides legal boundary and name changes reported to the BAS to the governor-appointed State Certifying Official (SCO). The SCO verifies that all approved changes were reported and in accordance with state law. The BAS State Certification ensures the accuracy of geographic boundaries used to tabulate data for the decennial and economic censuses, and for annual estimates and surveys such as the American Community Survey and Population Estimates Program.

During the 2016 BAS State Certification, the SCO reviewed 2013, 2015, and 2016 BAS changes. The 2014 BAS was cancelled. The SCO notified the Census Bureau that one or more boundary changes, which are listed in the attached form, were not implemented in accordance with state law. If you believe these boundary changes are legally in effect, ensure the required documentation is filed with the appropriate state or county level agency. Please contact your SCO, listed at the bottom of this letter to resolve the boundary changes in question. Once resolved, resubmit the boundary changes with appropriate documentation to the Census Bureau via e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov) by August 18, 2017.

If you have any questions regarding the BAS State Certification, please contact Ms. Allison Shafer or Mr. Nathan Jones of my staff by phone at (301)763-1099 or by e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov).

Sincerely,

John H. Thompson  
Director

Enclosure

BAS State Certifying Official: <SCO\_STNAME>

<SCO\_NAME>

<SCO\_POSITION>

<SCO\_DEPT\_NAME>

<SCO\_PHONE>

<SCO\_EMAIL>

Attachment C - Letter to BAS contact regarding missing records

<DATE>

<BAS\_NAME>

<BAS\_POSITION>

<BAS\_DEPT\_NAME>

<BAS\_MAILING\_ADDRESS>

<BAS\_CITY\_STATE\_ZIP>

<ENTITY\_NAME> + <ENTITY\_LSAD>

Dear <CONTACT\_SALUTATION> + <BAS\_LAST\_NAME>:

Following the completion of the annual Boundary and Annexation Survey (BAS), the U.S. Census Bureau conducts the BAS State Certification Program. During the BAS State Certification process, the Census Bureau provides the information regarding legal boundary and name changes that were reported to the previous BAS to the governor-appointed State Certifying Official (SCO) for review and verification that all changes were submitted and that they were reported in accordance with state law. The BAS State Certification Program helps to ensure the quality and accuracy of the geographic boundaries that are used to represent and report census and survey data.

During the 2016 BAS State Certification, which took place in April 2017, the SCO reviewed changes that were submitted during the 2013, 2015, and 2016 BAS years. The 2014 BAS was cancelled. The SCO notified the Census Bureau that one or more boundary changes for your government were not reported to the BAS. Please see the enclosed form which lists the boundary changes that the SCO indicated were not reported to the BAS. To ensure these boundary changes get included in the Census Bureau's database, please submit any of these boundary changes that are legally in effect to the next annual BAS cycle which will occur in January 2018.

Notify your State Certifying Official, listed at the bottom of this letter, if any of the boundary changes listed were cancelled or not implemented. If you have any questions regarding the BAS, BAS State Certification, or this letter, please contact Ms. Allison Shafer or Mr. Nathan Jones of my staff by e-mail at [geo.bas@census.gov](mailto:geo.bas@census.gov) or by phone at (301)763-1099. Thank you for your cooperation with the Census Bureau and your participation in the Boundary and Annexation Survey.

Sincerely,

John H. Thompson  
Director

Enclosure

State Certifying Official: <SCO\_STNAME>

<SCO\_NAME>

<SCO\_POSITION>

<SCO\_DEPT\_NAME>

<SCO\_PHONE>