2008 Participant Statistical Areas Program (PSAP) Roles and Responsibilities

Agency	Role/Responsibility
Member Agency	• Provide contact person for PSAP to MAG staff • Attend POPTAC meeting for PSAP updates and ensure appropriate staff are informed • Read PSAP instructions and understand how to make necessary changes • Make necessary changes to census tracts and block groups in your jurisdiction based on PSAP criteria • Ask questions of MAG and Census Bureau staff • Work with neighboring jurisdictions to alter census tracts or block groups that cross jurisdictional boundaries • Submit completed PSAP to MAG • Work with MAG staff on quality assurance/quality control of PSAP submittal
MAG POPTAC	• Provide feedback on recommendation from Adhoc POPTAC • Review and take action on Adhoc recommendation • Encourage appropriate member agency staff to work on PSAP with MAG • Attend POPTAC meetings and share information with appropriate staff at your agency
MAG Adhoc POPTAC	• Involvement in creating the recommendation to forward to POPTAC • Make recommendation to forward to POPTAC
MAG Staff	• Coordinate meeting with Census Bureau Denver PSAP staff and MAG member agencies to encourage a consistent, uniform approach for numbering and boundary changes • Identify action items from Census Bureau meeting(s) and forward to Adhoc POPTAC for discussion • Facilitate PSAP and coordinate submission to the Census Bureau • Act as liaison between Census Bureau and member agencies for materials, training, workshop, disputes, etc. • Know the rules of PSAP • Ensure member agencies know the rules of PSAP • Respond to technical questions from member agencies • Review all data submitted from member agencies and provide written comments • Submit PSAP to Census Bureau
Census Bureau	• Attend MAG PSAP meeting and participate with staff

	to obtain a solution for numbering and boundary changes • Promote PSAP using MTPS • Review and adjudicate if necessary • Provide technical input on program • Provide materials, training and workshop if necessary. • Submit PSAP data to Washington • Send verification product to MAG (digital shapefile)

Summary of Final Criteria for Participant Statistical Areas Program (PSAP) Entities

Census County Divisions (CCDs)	The Census Bureau will retain CCDs as geographic entities for the 2010 Census.
Census Designated Places (CDPs)	A CDP cannot have zero population and zero housing units.
	A CDP cannot be coextensive with a governmentally active minor civil division (i.e.,town, township, charter township, plantation). This change will reduce redundancy in place and county subdivision data tabulations for the following states: Connecticut, Maine, Massachusetts, Michigan, Minnesota, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, and Wisconsin.
	A CDP must represent a single, distinct community. A CDP that represents multiple, distinct communities, and the hyphenated name typically assigned to represent such CDPs, will not be permitted. Exceptions will be made for communities whose identities have merged and in which both names commonly are used together.
Census Tract	Population Thresholds. Minimum: 1,200 Maximum: 8,000 Optimum: 4,000
	Housing Unit Thresholds. Minimum: 480 Maximum: 3,200 Optimum: 1,600
	All types of populated census tracts must meet the same thresholds.
	Wherever possible census tracts conform to American Indian reservations.
	Special census tracts may be created for large special land use areas without housing units or population (e.g., large public parks, forests).
Block Groups (BGs)	Population Thresholds. Minimum: 600 Maximum: 3,000 Optimum: none
	Housing unit counts may be used to meet BG thresholds. Minimum: 240 Maximum: 1,200 Optimum: none
	All types of populated BGs must meet the same thresholds.
	Wherever possible BGs conform to American Indian reservations.
	Special BGs may be created for large special land use areas without housing units or population (e.g., large public parks, forests).