Sample Contract Specifications

*<City> OR <County Name> OR <School District>*, Arkansas

**CONTRACT SPECIFICATIONS**

**Creation of Updated District Boundaries to Reflect the 2020 Federal Decennial Census**

**Proposals must be submitted no later than:**

*<Time>*

*<Date>*

**To constitute a valid submission, proposals must:**

1. Be submitted by the specified date and time (see above),
2. Address all requirements established herein, and
3. Contain the completed certification found in SECTION 5.0.

*<City> OR <County Name> OR <School District>*, Arkansas

**CONTRACT SPECIFICATIONS**

**Services Requested for the Creation of District Boundaries, Reports, Maps and Written Descriptions of Updated District Boundaries with Substantially Equal Population Recorded by the 2020 Federal Decennial Census**

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# SECTION 1.0: INTRODUCTION AND GENERAL INFORMATION

1.1 PURPOSE: By law, the political subdivisions of the State are required to review the boundary lines of various electoral districts after each decennial census.  This ensures the citizens of the jurisdiction are equally represented by their elected officials.  This process is widely known as redistricting. The purpose of this document is to outline the deliverables and specifications for the delivery of services, and Geographic Information Systems (GIS) data, maps, reports, and written descriptions of the electoral district territory to assist the <County Election Commission>, <School Board> , or <City Council> in redistricting the various electoral districts.  These may include Justice of the Peace Districts, City Wards, and Public School Board of Director Zones.

The process of establishing new districts or updating boundary lines is subject to certain constitutional and statutory requirements. It is the responsibility of the contractor to become familiar with and adhere to these requirements. Questions about any of the various electoral districts should be directed to the appropriate point of contact as described in the following section.

1.2 POINTS OF CONTACT: Questions regarding these contract specifications shall be addressed to the individual listed below:

*<Name of Contact>*, *<Title of Contact>,* *<Name of Jurisdiction>*, Arkansas

*<Mailing Address>*

*<City Name>*, AR *<ZIP Code>*

*<9-Digit Phone Number>*

# Section 2.0: SCOPE OF WORK AND DELIVERABLES

2.1 SCOPE OF WORK: The successful proposer will create an updated districtspatial data layer for <County>, <School Board>, or <City> of Arkansas, which reflects the substantially equal assignment of population of said jurisdiction, to the electoral sub-districts according to the 2020 federal decennial census. Updated district boundaries will adhere to constitutional and statutory requirements and the descriptions and specifications outlined in subsequent sections.

The contractor shall use the U.S. Census Bureau census block boundary file, also known as the PL.94-171 file hereafter referred to as block(s), as the foundation layer used to build each district area.  A redistricted area can be composed of many blocks; however, it is desirable that no district boundary split a block. In the event a block must be split, the boundary line splitting the block shall follow and be topologically coincident with a photo-identifiable physical feature, such as roads, railroads, streams, rivers, lakeshores, etc. A reference list of supplemental GIS data representing these physical features and links where these data can be accessed are contained in Section 2.2.6 of this document. If no visible physical features are present in the vicinity of the necessary split, the contractor shall use the aliquot parts of the public land survey system (e.g. Quarter Sections or Quarter-Quarter Sections) and, or the tax parcel polygons maintained by the County Assessor. In the event this method is applied for splitting a block the redistricted area shall not split the tax parcel of an owner. The split should be applied so that one parcel owner is situated in one district area, and the adjoining parcel owner is situated in the neighboring district area.

The attribute table of the census block data layer will provide a summary of total population in the block. This population summary can be totaled for the entire jurisdiction and will represent the official count of population for redistricting purposes.  The total population count will be divided by the number of districts required to estimate the ideal district population.  To explain further, if a jurisdiction’s population requires nine districts, and the total population is 9,000 persons for example; the ideal population size in each district would be 1,000 persons.  Put another way, 9,000 persons divided by 9 districts equals a target of 1,000 persons per district.

Prospective contractors should be aware that some jurisdictions contain state or federal correctional facilities whose permanent inmate populations will be reflected in the census block containing the group quarter facilities. The State of Arkansas’s Constitution specifies *(a) All persons may register who: (1) have not been convicted of a felony unless the person’s sentence has been discharged or the person has been pardoned*; (Ark. Const. amend. 51 § 9). This population of incarcerated felons are ineligible to vote, and therefore including this population in the redistricting formula may dilute the vote of other districts in the jurisdiction. To avoid diluting the vote, the successful contractor shall subtract the population value to zero for the block that completely contains the correctional facility. In other words, the block population value at a prison block location should be discounted to zero. The remainder of the total population of the jurisdiction shall then be used to compute the target population of each district.

IF APPLICABLE THE CONTRACTOR SHALL INCLUDE THE FOLLOWING STATEMENT IN THE ADOPTION DOCMENT.] *At the direction of the redistricting authority the 2020 Census Population count for the block identified as GEOID xxxxxxxxxx, located in County, State, also known as prison name was reduced to zero (0) and the target population for all districts was recomputed for the jurisdiction.* The State of Arkansas’s Constitution specifies *(a) All persons may register who: (1) have not been convicted of a felony unless the person’s sentence has been discharged or the person has been pardoned*; (Ark. Const. amend. 51 § 9). This population of incarcerated felons are ineligible to vote.

Due to the nature of the data and other legal and policy requirements, it is technically challenging to create districts that are perfectly equal in population size. Substantial equality of population for each district is a goal. Districts created in the plan must comport with legal standards for substantial equality of population. Actual variation among the proposed districts should be minimized while attempting to achieve numeric equality.

Plan considerations include the following:

1. Each district should be as compact as possible
2. Each district should be contiguous with all of its territory. No island, nor enclave of another district is permitted within a district. Territory within a district may be separated by rivers, or bodies of water and is considered contiguous.
3. Each district should include, rather than split communities of interest who share common traits.
4. No district shall extend beyond the administrative boundary of the jurisdiction.
5. For instances of municipal annexation which occurred after the 2020 Census and are not reflected in the PL04-171 Block file, the effective date of the jurisdiction boundary is the award date of the contract. The contractor shall use the administrative boundary effective at that time.
6. For instances of school district consolidation or territory reallocation which occurred after the 2020 Census and are not reflected in the PL04-171 Block file, the effective date of the jurisdiction boundary is the award date of the contract. The contractor shall use the administrative boundary effective at that time.
7. To the maximum degree feasible new district territory should be bounded by visible physical features such as rivers, lakeshores, roads, or railroads.
8. To the maximum degree feasible each new district boundary should attempt to be coincident with other boundaries such as Congressional, State Legislative, Election Precincts, also known as Voting Tabulation Districts, School Districts or other components of election geography.
9. The current district name or number in effect shall be used, and represent the community of interest. It is not permissible to rename or renumber a district unless directed otherwise.

In addition to providing the jurisdiction with updated district boundaries, another important goal of the work will be to update the existing seamless statewide district data that resides on the state GIS data clearinghouse. In order to facilitate the efficient incorporation of the updates into the existing data, specific database schemas shall be adhered to for the final plan. Details about the schema which shall be used are found in Section 2.2.4 and Appendix A.

2.2 DELIVERABLES: The deliverables shall consist of:

1. At least one draft plan for review by the jurisdiction.
2. Topologically correct polygons in a shapefile format representing the specific type of electoral district as well as the associated feature attribute tables (See Appendix A).
3. A series of final maps in Adobe PDF format representing the districts for the entire jurisdiction and each individual district. E.g. An Overview Map shows the entire geography, Map 1 shows the geography of district 1, Map 2 shows the geography of district 2, and so on until a complete set of maps is prepared and delivered showing each unique district in the plan.

2.2.1 Draft Plans: There will be instances when the jurisdiction may require several draft plans.  A draft plan will represent a potential redistricting configuration in the jurisdiction that shall be composed of multiple blocks.  However, a given plan may result in inconvenient election administration, inconvenient polling place locations, or other scenarios that will be known to local officials. These issues shall be communicated to the contractor for adjustment to the plan.

1. A draft plan shall be composed of two parts. Part one shall be a GIS-based map depicting groups of census block polygons that are thematically associated with each district in the jurisdiction. At the draft phase, the GIS-based maps will display the individual census block polygons rather than those polygons being combined into a single district polygon. This will allow population based calculations to be performed more intuitively and accurately. Appropriate thematic symbology will need to be used to ensure clear depiction of the districts. All blocks within the jurisdiction shall be assigned to a district. The data shall not contain any census blocks that are unassigned.

Part two shall be a tabular report depicting at minimum the following attributes:

1. The unique geo-identifier (GEOID) assigned by the U.S. Census Bureau for each block.
2. The new district number associated with each block.
3. The population of each block.
4. The target population for each district.
5. The total population for the new district.
6. The percent deviation or variance from the ideal district population.

The jurisdiction officials authorized by law to adopt the redistricting result will evaluate these plans and decide upon the final version which is in the best interest of voters, election administration, and polling sites. Final adopted district boundaries shall represent the total area established by combining or dissolving the individual blocks which make up a specified district.

2.2.2 Coordinate System: The contractor shall create and deliver the shapefiles using the UTM coordinate system, Zone 15 north, North American Datum 1983, and the units shall be meters.

2.2.3 Topologically Correct Spatial Data: All new district data shall be a seamless polygon data layer in a shapefile format covering the geographic extent of the county, city, or school district, as applicable. The successful proposer shall create and maintain the requisite map topology. The following topology rules shall apply. The jurisdiction reserves the right to deny all, or any portion, of district boundary data that does not meet these topology rules.

Rule Description

Must Not Overlap Requires that the interior of polygons in the feature class not overlap. The polygons can share edges or vertices. This rule is used when an area cannot belong to two or more polygons. It is useful for modeling administrative boundaries, such as voting districts.

Must Not Have Gaps This rule requires that there are no voids within a single polygon or between adjacent polygons. All polygons must form a continuous surface. You cannot either ignore this error. For example, electoral districts cannot include gaps or form voids they must cover an entire area.

2.2.4 All blocks within the jurisdiction shall be assigned to a district. The data shall not contain any census blocks that are unassigned.

2.2.5 Database Schema: In order to facilitate the efficient incorporation of local updates into statewide district datasets, specific database schema shall be followed. Details for schemas applicable to specific data layers are found in Appendix A.

2.2.6 Existing Data Used in the Creation of the Deliverable: In the event that census block boundaries are split by non-visible features such as administrative boundaries, like fire districts, levee districts, drainage districts, or improvement districts, where applicable those framework datasets available via gis.arkansas.gov shall be utilized. Specific framework datasets which should be used are:

Feature type Dataset

Census Blocks 2020 Census Blocks *(when released)*

County Boundaries [County Boundary (polygon)](http://gis.arkansas.gov/product/county-boundary-polygons/)

City Limits [City Limit (polygon)](http://gis.arkansas.gov/product/municipal-boundaries-polygon/)

Justice of Peace Districts [Justice of Peace Districts](http://gis.arkansas.gov/product/justice-of-the-peace-districts/)

Railroads [Railroad (line)](http://gis.arkansas.gov/product/railroad-line/)

Roads [ACF: Arkansas Road Centerline File (line)](http://gis.arkansas.gov/product/arkansas-centerline-file/)

Streams (linear) [Medium Resolution: Natl Hydro Dataset Flowline](http://gis.arkansas.gov/product/medium-resolution-national-hydrography-dataset-flowline-feature-line/)

Rivers (area) [Medium Resolution: Natl Hydro Dataset Landmark](http://gis.arkansas.gov/product/medium-resolution-national-hydrography-dataset-landmark-feature-polygon/)

Waterbodies [Medium Resolution: Natl Hydro Dataset Waterbody](http://gis.arkansas.gov/product/medium-resolution-national-hydrography-dataset-waterbody-feature-polygon/)

Public Land Survey Sections [PLSS: First Division Sections](http://gis.arkansas.gov/product/plss-first-division-sections-blm/)

Public Land Survey Township [PLSS: Townships](http://gis.arkansas.gov/product/plss-townships-blm/)

School Districts [Public School District Boundary (polygon)](http://gis.arkansas.gov/product/public-school-district-boundary-polygon/)

School Board Zones [Zone (polygons)](http://gis.arkansas.gov/product/school-board-zones-secretary-of-state/)

Supplementary Data

Other supplementary data are available for the user to assist in the identification of physical features and other information that may inform the redistricting process.

Feature Type Dataset

Orthoimagery [Digital Orthoimagery Data](http://gis.arkansas.gov/product/adop-2017-one-foot-ortho/)

Address Points [Address Point File](http://gis.arkansas.gov/product/situs-address-points/)

Correctional Institutions [Correctional Institution (point)](http://gis.arkansas.gov/product/correctional-facilities/)

\*\*Note: This dataset was assembled from information gathered by the Arkansas GIS Office from the Arkansas Department of Corrections, Arkansas Division of Community Correction, and the Federal Bureau of Prisons. It depicts the locations and includes pertinent attributes about each facility.

2.2.7 Maps: The contractor will be required to provide the jurisdiction with presentation quality district maps of not less than 150 dots per inch (DPI) in Adobe PDF format. These maps shall be based on the final plan adopted by the jurisdiction. The maps will represent the entire jurisdiction as well as each individual district. The written description must be followed by election administration personnel who will be responsible for the assignment of voters into the revised electoral district. In addition to the revised district boundaries, the map content shall include, at a minimum, appropriately and clearly symbolized and labeled county boundaries, city limit boundaries, the public land survey system of township, range and sections, roads, railroads when applicable, and streams. Specific map size and orientation will be at the discretion of the contractor with feedback from the jurisdiction; however, typical map sizes in landscape orientation would be 36”x44”, 11”x17”, or 8 ½”x11”.

2.2.8 Written Description: The contractor shall prepare a written description that describes each district boundary in the final plan to be adopted by the jurisdiction. The written description must be followed by election administration personnel who will be responsible for the assignment of voters into the revised electoral district.

* 1. The description may employ the use of one or both of the following styles
     1. Metes and bounds description where each section of the report describes the district in a series of lines following physical features, and, or the TIGER line identification number of other features that are represented in the geographic data assigned by the U.S. Census Bureau, and may also use the Public Land Survey System, or aliquot parts thereof. The description shall be written in a manner so as to traverse in a clockwise direction around each district.
     2. Census block listing where each row of the report lists the unique numeric identification code (GEOID) assigned by the U.S. Census Bureau for the geographic unit contained therein. These unique areas may represent Counties, Voting Tabulation Districts, and blocks that when combined altogether compose the geographic territory of the district.

2.2.9 Demographic Report: A demographic report for each district listing the District Name, and at a minimum the following demographic variables: Total Population, White Population, Black Population, Asian Population, Native American Population, Hawaiian Pacific Islander Population, and Hispanic Population.

Software: The contractor will list GIS software to be used to perform topological control processes. The procedures and steps taken to achieve topological accuracy and to convert the deliverable into the required format shall be documented with the deliverable.

2.2.10 Deliverable Media: All digital data associated with these contract specifications shall be delivered on mutually agreed upon media, including but not limited to:

a. Portable USB hard drive

b. Electronic delivery by email attachment or File Transfer Protocol (FTP)

2.2.11 Database Backup: The contractor shall be required to systematically create a computer data backup of all data associated with the project for the duration of the project. The backup shall be part of the deliverable, and shall be restored in the event of a system failure of the contractor equipment during the development of the data.

2.2.12 Relinquishment of Data Rights: The contractor must agree to release all rights of ownership, copyright, and distribution rights of the data deliverables resulting from these contract specifications to *<City>, County Name>, <School District>* , Arkansas.

2.2.13 Metadata: The data deliverable resulting from these contract specifications will be documented in accordance with Federal Geographic Data Committee (FGDC) Content Standard for Digital Geospatial Metadata Version 2 (FGDC-STD-001-1998).

2.2.14 Quality Control: The contractor shall provide a detailed description of their internal quality control processes. The jurisdiction will perform quality control to ensure accurate topology as well as adherence to the statewide framework datasets. The jurisdiction also reserves the right to enlist the oversight of the Arkansas Geographic Information Systems Office (AGISO) for management and quality control. The jurisdiction reserves the right to deny acceptance of all, or any portion, of the deliverable data that does not meet aforesaid quality control measures.

2.2.15 Time Period for Completion: All deliverables described in this contract specifications document shall be completed and returned to the jurisdiction within a period of *<Time Period>* days after the successful proposer is notified.

# SECTION 3.0: PREPARING AND SUBMITTING A PROPOSAL

3.1 GENERAL INSTRUCTIONS: Selection will be based on information submitted by the respondent. In order to be considered, prospective contractors must fully comply with instructions contained herein. Nonconforming submittals shall be rejected.

3.2 COVER LETTER: Each respondent shall provide a cover letter detailing the company’s qualifications, experience, and competence for producing the required deliverable in the specified time period, and it shall contain a summary of the methods to be used by the prospective contractor. In addition, the prospective contractor’s price for completing the required services shall be included in the cover letter. Other details pertaining to pricing are found below.

3.3 CONTRACTOR INFORMATION: With submitted proposals, each prospective contractor must include company name, complete office address, telephone number, and name of the primary contact person responsible for submitting the proposal.

3.4 PLACE AND TIME OF SUBMITTAL: Prospective contractors must submit two (2) copies of their completed proposal along with any supplementary information to:

*<Contact Name, Title, Jurisdiction Address>*no later than *<Closing Time>* on *<Closing Date>*. Proposals received after the date and hour specified will be considered late and will be automatically disqualified. Late proposals will be returned unopened.

3.5 INCURRING COSTS: Buyer is not liable for any cost incurred by prospective contractors in replying to this specifications document. The cost of developing and submitting the proposal is entirely the responsibility of the prospective contractor. This includes costs to determine the nature of this engagement, preparation and submission of proposal, and all other costs associated with these contract specifications.

3.6 RIGHT OF REJECTION: *<Name of Jurisdiction>* reserves the right to award this contract to the firm that best meets the requirements of the specifications, and not necessarily to the firm submitting the lowest pricing. The jurisdiction reserves the right to reject any or all proposals prior to execution of the contract, with no penalty to the jurisdiction.

3.7 PRICING: Each prospective contractor will submit fixed one-time pricing for the services and GIS data deliverables described in Section 2.0 above.

3.8 PRICE PROTECTION: Pricing provided to the jurisdiction as a result of this contract specifications document shall be in effect for a period of 60 days from the date and time of proposal opening.

# SECTION 4.0: EVALUATION AND AWARD

4.1 EVALUATION: In order to select the firm whose proposal is most advantageous to the jurisdiction, prospective contractors will be evaluated based on their submitted pricing as well as demonstrated qualifications and experience. As stated in the ‘RIGHT OF REJECTION’ section above, the jurisdiction reserves the right to award this contract to the firm that best meets the requirements specified in this document, and not necessarily to that submitting the lowest pricing.

4.2 AWARD: Award will be made based upon the evaluation of all proposals received in response to this solicitation and the determination of the proposal considered to be the most advantageous to the jurisdiction. The successful contractor will be notified by mail once the selection has been made.

4.3 PAYMENT: Payment to the contractor will be made according to the following schedule:

30% at start of contract

40% upon delivery of initial draft plan

30% upon acceptance of the final plan by the jurisdiction officials authorized in law to adopt the plan

# SECTION 5.0: CERTIFICATION

**THIS PAGE MUST BE COMPLETED, SIGNED, AND RETURNED FOR THIS PROPOSAL TO BE CONSIDERED.**

(Must be original, in ink. No photocopies.)

I, the undersigned, affirm that this proposal is made on behalf of the below-named individual/company, for whom I have legal authority to commit to the terms and conditions set forth in the contract specifications and this response, to which I/we agree to be bound if this proposal is found acceptable by; and that this proposal is made without any collusion or coercion on the part of any person, firm, corporation or other entity.

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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# APPENDIX A – DISTRICT POLYGON ATTRIBUTE TABLE SCHEMAS

The following tables illustrate the minimum attributes of the polygon features that shall be delivered with the district polygons. Each value entered in an attribute table shall have a corresponding polygon and vice-versa.

**Justice of the Peace Districts**

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Type | Length | Description |
| County | Text | 15 | Stores the name of the county. |
| FIPS | Text | 3 | Stores the unique FIPS code of the county. |
| District | Text | 5 | Stores the district number of the 2021 redistricted Justice of Peace districts. |
| Pop | Numeric |  | Stores the total population of each Justice of Peace District. |

**School District Board Zones**

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Type | Length | Description |
| LEA | Text | 7 | Stores the Arkansas Department of Education local education agency unique identifier |
| Unified | Text | 5 | Stores US Department of Education unique identifier |
| Name | Text | 30 | Stores the school district name |
| Zone | Text | 5 | Stores the number of the 2021 redistricted school board zones. |
| Pop | Numeric |  | Stores the total population of each school board zone. |

**City Wards**

|  |  |  |  |
| --- | --- | --- | --- |
| Field Name | Type | Length | Description |
| City | Text | 30 | Stores the name of the city. |
| FIPS | Text | 5 | Stores the unique FIPS code of the city. |
| Ward | Text | 5 | Stores the ward number of the 2021 redistricted City Wards. |
| Pop | Numeric |  | Stores the total population of each municipal ward. |