

West Virginia State Data Center
Census/ACS Guide to Demographic Data
CDBG FY 2016 Application
January 6, 2016

These instructions pertain to the demographic portions of the FY 2016 CDBG-Small Cities application. Instructions for the LMISD and/or Income Survey portion of the application are addressed by a separate memorandum, according to guidance from HUD.

The geography chosen for the application—block group or census tract—will determine which census dataset and year to be referenced in the application. For example, certain demographic data may be available on the census tract level in the most recent Five-Year ACS Estimates (2010-2014); however, this data may not be available at the block group level. In all cases, use the most recent ACS Five-Year Estimate data. If this data is not available in ACS, use the 2010 Census. If this data is not available in ACS or the 2010 Census, the applicant may cite the 2000 Census.

Use of 2010 Census data should be indicated by a single asterisks (*), and use of 2000 Census data should be indicated by a double asterisks (**).

Note: The 2000 Census should only be cited as a source if data is not contained in the ACS or the 2010 Census. Disability data was recently added to the ACS Five-Year Estimates, but may not be available for all project areas. The applicant must indicate the use of 2010 and/or 2000 Census Data on the Beneficiary Form provided in the application under Section 4 – Beneficiary Analysis/EEO/LMISD/Fair Housing Plan.

Census Tract information – (Page 11 of the 2016 Application Forms booklet)

Determine the appropriate Census Tract and Block Group by using either the **Map** or the **Address** tabs in American FactFinder. (*Map function will not work with older web browsers*)

Go to: <http://factfinder.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

- On the left side of the page, click on the second blue box that shows **Geographies**.
- Click **Address** and enter the complete street address in the appropriate boxes. (Note: If you require the assistance of a map, click the **Map** tab and continue to use the + button to get the map to appear at the proper scale to indicate the Census Tract or Block Group number of the area.)
- When the “Select Geography” box appears, it will provide the Census Tract and Block Group numbers for the address entered.

To determine the **LMI%**, the **Low-Mod Universe** and **Total LMI Population** for the Block Group and Census Tract numbers located above, click on this link:

www.hudexchange.info/manage-a-program/acs-low-mod-summary-data-block-groups-places

Click on “West Virginia” and open or save the “FY 2015 LMISD By State” Excel document. Scroll through document to locate the designated Block Number and Census Tract for this application.

The **LMI%** will be noted in the “low_modpct” column.

The **LMI Low-Mod Universe** persons can be located in the “lowmoduniv” column.

The **Total LMI Population** is located in the “lowmod” column.

To locate the minority composition of the Census Tract for **Section 4 – EEO Beneficiary Analysis / LMISD / Fair Housing (Page 14 of the Application Forms booklet)**, go to this link:

<http://factfinder2.census.gov/faces/nav/jsf/pages/searchresults.xhtml?refresh=t>

- On the left side of the page, click on the second blue box that says **Geographies**;
- If you have a complete street address, you may enter in the appropriated boxes which appear when you click **Address**;
- If you require the assistance of a map, click the **Map** tab and continue to use the + button to get the map to appear at the proper scale to indicate the Census Tract or Block Group number of the area.

In the **Refine Your Search Results** box, enter: “DP05 ACS Demographic and Housing Estimate” and click the “2014 ACS Demographic and Housing” link to obtain information for the following categories:

- American Indian and Alaska Native
- Asian
- Black or African American
- Native Hawaiian and Other Pacific Islander
- White
- White and Asian
- White and Black or African American
- Black or African American and American Indian and Alaska Native
- Balance of Individuals Reporting More Than One Race

In the **Refine Your Search Results** box, enter: “DP02 Selected Social Characteristics” and click on the “2014 ACS Five-Year Characteristics” for the following categories:

- Single/Head of Household by Gender
- Disabled