



How to Complete the Census Summary Worksheet

1. Go to data.census.gov
2. Click Explore Filters
3. Under Geographies (left hand side) select Place>Delaware>Your town
4. Under Surveys (left hand side) go to American Community Survey>5-year Estimates>Data Profiles then click Search at the bottom right.
5. A profile will appear on the right side, and you can get the information for Total Pop and Median Household Income from there.
6. Select table DP04 Selected Housing Characteristics to find:
 - a. %Housing, Built 1949 or earlier
 - b. %Homeownership
 - c. %Rental
 - d. %Vacant Housing Units
7. Select table DP03 Selected Economic Characteristics. From that table find Percentage of Families and People whose income in the past 12 months is below the poverty level> All People
 - a. Poverty Rate, All People
8. %Low/Mod Income – Find it here
<https://hud.maps.arcgis.com/home/item.html?id=279eca0222754f8a954bbf8cf995a1a3#overview>
 - a. Click on view at the top right of the screen
 - b. When the map loads you can type in your jurisdiction name at the top right of the screen and click the magnifying glass to zoom into your jurisdiction.
 - c. Click in the area of your proposed DDD. In the pop up window you will see left and right arrows at the top. Click through these to see the data relevant to each geography (Census Tract, Place, County).
 - d. The field you are looking for in the pop up window is labeled LOWMOD_PCT.
 - e. This map can help you determine what Census Tracts fall within your proposed DDD boundary so you can go back to data.census.gov to collect the rest of the information on a tract level.
9. To collect the data at the Census Tract level start with step 1 again, but in step 3 select Census Tracts>Delaware>Your County>the census tracts you identified from the HUD map in step 8. Then proceed with step 4. Use the following tables to collect the data needed in the excel worksheet.
 - a. Select DP05 to get the Total Pop in each Census Tract
 - b. Select DP03 to find Median Household Income and Poverty Rate



- c. Select DP04 to find Vacant Housing Units, Housing Built 1949 or earlier, Housing Tenure (Rental/Owner Occupied), and Median Home Value
10. Identify Blocks (for this step you will use data from the Decennial Census, not the American Community Survey).
- a. Under Geographies select Block>Delaware>Your County>Census Tract selected in step 9>All Blocks within Census Tract
 - i. You can click the back arrow at the top to go back and select additional census tracts if there are multiple in your proposed DDD boundary.
 - ii. Select table H1 from the list of results.
 - iii. At the top of the table click the button that says Map. This should show you all of the Census blocks you have selected and will help you focus in on the Census blocks you want in your DDD boundary.
 - iv. At the top of the map is a drop down where you can select which figure is shown when you click on a census block on the map. If 'Occupied' is selected, when you click on the census block the number that is shown is the number of occupied housing units in that census block. If you click on view profile you can see the population for that census block.
 - v. You can change the table the information in the map is pulled from by clicking on a new table on the left side (ex. H4 Tenure). Once this table is selected you can use the drop down at the top of the map to select which field you want to use to populate the map again.
 - b. Decennial Census tables used to collect Block level data:
 - i. P1 – Total Population
 - ii. H1 – Occupied/Vacant
 - iii. H4 – Owned/Rented