# Affirmative Fair Housing Marketing Plan (AFHMP)
# Directions for Completing Worksheet 1
# Exporting Data from the United States Census Bureau

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# Process Overview

**This PowerPoint provides step by step instructions on:**

- **"How to Export Data from the US Census Bureau to Complete Worksheet 1" and "How to Determine which Demographic Groups are "Least Likely to Apply" to complete Section 3b., of the AFHMP.**

- **Completing "Worksheet 1" of the AFHMP is one of the MOST important steps in preparing an AFHMP for review and approval.**

- **Correct data in Worksheet 1 is critical in determining which "Groups" are considered "Least Likely to Apply" for housing. The "Groups" identified are represented in Section (3)b for the AFHMP form.**

- **Demographic data exported from the United States Census Bureau is represented on Worksheet 1 of the AFHMP form. Worksheet 2 is completed only when there is a "Residency Preference". Marketing and Outreach efforts to the "Groups" considered "least likely to apply" are identified on Worksheet 3 and Worksheet 4.**

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# Why Worksheet 1 is the MOST Important Part of the AFHMP Completion Process

- Worksheet 1 is where the subject property's demographic data, that is exported from the United Census Bureau, is located.

- The data identified on Worksheet 1, shows the percentage indicators for those groups who are "least likely to apply", for housing at the subject property.

- This data is derived by entering the exact address of where the subject property is located, (Census Tract/Neighborhood), what City it is located in, and what County.

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## Continued

- If the demographic data represented on Worksheet 1, is not correct, then Section 3b., of the AFHMP will be incorrect and the information on Worksheets 3 and 4 “marketing and community outreach” will be incorrect.

- To Complete Worksheet 1 of the AFHMP, we first need to find the Census Tract # for the property. Once we know the Census Tract #, we can then go to the US Census Bureau website to export all of the demographic data for each group represented on Worksheet 1.

**Okay, Let’s Begin!**

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# AFHMP Worksheet 1

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities**
**(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

| Demographic Characteristics | Project's Residents | Project's Applicant Data | Census Tract | Housing Market Area | Expanded Housing Market Area |
|---|---|---|---|---|---|
| % White | | | | | |
| % Black or African American | | | | | |
| % Hispanic or Latino | | | | | |
| % Asian | | | | | |
| % American Indian or Alaskan Native | | | | | |
| % Native Hawaiian or Pacific Islander | | | | | |
| %Persons with Disabilities | | | | | |
| % Families with Children under the age of 18 | | | | | |
| Other (specify) | | | | | |

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## **Step 1:** Find the **Census Tract #** for the property.

The Census Tract # is assigned for the demographic data in the area that the property is located. **Google: Censusreporter.org/locate**

You will see **Search for an Address.** (see example in next slide)

Type in the property address:
ie. 187 Summer Street, Boston MA 02136
For that address, the **Census Tract # is 1401.07**
We know from the address that the City is **Boston. (Housing Market Area)**
It will also show you the **County** in which the property is located, which is **Suffolk County. (Expanded Housing Market Area)**

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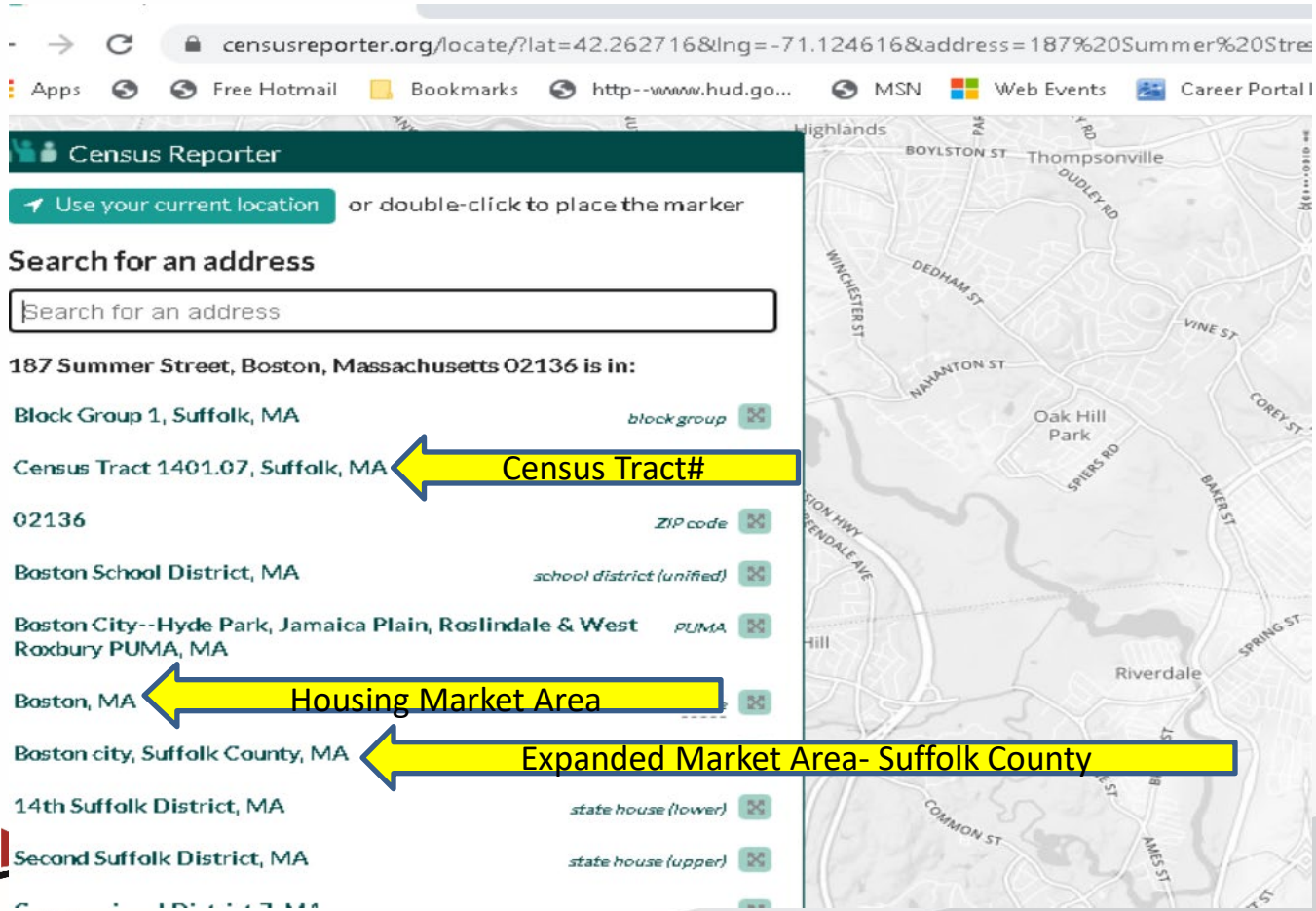
Now you have the Census Tract # 1401.07, the City is Boston, the County is Suffolk County, so you are all set to go to the United States Census Bureau Data Base to export the Demographic Data and Social Characteristics for the above three categories.

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**Step 2:**

Now it's time to Retrieve Demographic Data from US Census Bureau.

Go to: Google: [https://data.census.gov](https://data.census.gov)

**In Search Box type: DP05, Click on DP05: ACS Demographic and Housing Estimates**

find tables

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# DP05 Brings You to This Screen:

Here is where you select the Filters for exporting data for the Census Tract Area, the Place (City or Town) and the County

An official website of the United States government Here's how you know

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

All | Tables | Maps | Profiles | Pages

Filters

DP05 | ACS Demographic and Housing Estimates

American Community Survey | 2022: ACS 1-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore

Results

| | United States | | | |
|---|---|---|---|---|
| Label | Estimate | Margin of Error | Percent | Percent Margin of Error |
| SEX AND AGE | | | | |
| Total population | 333,287,562 | ***** | 333,287,562 | (X) |
| Male | 165,228,214 | ±33,974 | 49.6% | ±0.1 |
| Female | 168,059,348 | ±33,976 | 50.4% | ±0.1 |
| Sex ratio (males per 100 females) | 98.3 | ±0.1 | (X) | (X) |
| Under 5 years | 18,358,199 | ±18,313 | 5.5% | ±0.1 |
| 5 to 9 years | 19,770,314 | ±74,288 | 5.9% | ±0.1 |
| 10 to 14 years | 21,220,214 | ±73,259 | 6.4% | ±0.1 |
| 15 to 19 years | 21,785,658 | ±36,858 | 6.5% | ±0.1 |
| 20 to 24 years | 22,446,040 | ±36,578 | 6.7% | ±0.1 |
| 25 to 34 years | 45,233,264 | ±45,742 | 13.6% | ±0.1 |
| 35 to 44 years | 44,047,644 | ±32,691 | 13.2% | ±0.1 |
| 45 to 54 years | 40,476,446 | ±29,935 | 12.1% | ±0.1 |
| 55 to 59 years | 20,553,615 | ±65,466 | 6.2% | ±0.1 |
| 60 to 64 years | 21,573,853 | ±65,896 | 6.5% | ±0.1 |
| 65 to 74 years | 33,898,072 | ±23,126 | 10.2% | ±0.1 |

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# DP05 Brings You to This Screen:

Here is where you select the Filters for exporting data for the County, the Place (City or Town) and the Census Tract Area

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

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Filters | Results

1 Filter

DP05

Clear search

Search for a filter

Geography

- Nation
- State
- County
- County Subdivision
- Place
- ZIP Code Tabulation Area
- Metropolitan/Micropolitan Statistical Area
- Census Tract
- Block
- Block Group
- All Geographies

Topics

1 Result

View: 10 | 25 | 50

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DP05 | ACS Demographic and Housing Estimates

View All 28 Products

DP05 | ACS Demographic and Housing Estimates

American Community Survey | 2022: ACS 1-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Hide | Transpose | Margin of Error | Restore

United States

| Label | Estimate | Margin of Error | Percent | Percent Margin of Error |
|---|---|---|---|---|
| SEX AND AGE | | | | |
| Total population | 333,287,562 | ***** | 333,287,562 | (X) |
| Male | 165,228,214 | ±33,974 | 49.6% | ±0.1 |
| Female | 168,059,348 | ±33,976 | 50.4% | ±0.1 |
| Sex ratio (males per 100 females) | 98.3 | ±0.1 | (X) | (X) |
| Under 5 years | 18,358,199 | ±18,313 | 5.5% | ±0.1 |
| 5 to 9 years | 19,770,314 | ±74,288 | 5.9% | ±0.1 |
| 10 to 14 years | 21,220,214 | ±73,259 | 6.4% | ±0.1 |
| 15 to 19 years | 21,785,658 | ±36,858 | 6.5% | ±0.1 |
| 20 to 24 years | 22,446,040 | ±36,578 | 6.7% | ±0.1 |
| 25 to 34 years | 45,233,264 | ±45,742 | 13.6% | ±0.1 |
| 35 to 44 years | 44,047,644 | ±32,691 | 13.2% | ±0.1 |
| 45 to 54 years | 40,476,446 | ±29,935 | 12.1% | ±0.1 |
| 55 to 59 years | 20,553,615 | ±65,466 | 6.2% | ±0.1 |
| 60 to 64 years | 21,573,853 | ±65,896 | 6.5% | ±0.1 |

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# Step 3: Click on: County

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

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Filters

Results

1 Filter

DP05

Clear search

Search for a filter

Geography

- Nation
- State
- County
- County Subdivision
- Place
- ZIP Code Tabulation Area
- Metropolitan/Micropolitan Statistical Area
- Census Tract
- Block
- Block Group
- All Geographies

Topics

1 Result

View: 10 | 25 | 50

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View 28 Products

DP05 | ACS Demographic and Housing Estimates

American Community Survey | 2022: ACS 1-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Hide | Transpose | Margin of Error | Restore

United States

| Label | Estimate | Margin of Error | Percent | Percent Margin of Error |
|---|---|---|---|---|
| SEX AND AGE | | | | |
| Total population | 333,287,562 | ***** | 333,287,562 | (x) |
| Male | 165,228,214 | ±33,974 | 49.6% | ±0.1 |
| Female | 168,059,348 | ±33,976 | 50.4% | ±0.1 |
| Sex ratio (males per 100 females) | 98.3 | ±0.1 | (x) | (x) |
| Under 5 years | 18,358,199 | ±18,313 | 5.5% | ±0.1 |
| 5 to 9 years | 19,770,314 | ±74,288 | 5.9% | ±0.1 |
| 10 to 14 years | 21,220,214 | ±73,259 | 6.4% | ±0.1 |
| 15 to 19 years | 21,785,658 | ±36,858 | 6.5% | ±0.1 |
| 20 to 24 years | 22,446,040 | ±36,578 | 6.7% | ±0.1 |
| 25 to 34 years | 45,233,264 | ±45,742 | 13.6% | ±0.1 |
| 35 to 44 years | 44,047,644 | ±32,691 | 13.2% | ±0.1 |
| 45 to 54 years | 40,476,446 | ±29,935 | 12.1% | ±0.1 |
| 55 to 59 years | 20,553,615 | ±65,466 | 6.2% | ±0.1 |
| 60 to 64 years | 21,573,853 | ±65,896 | 6.5% | ±0.1 |

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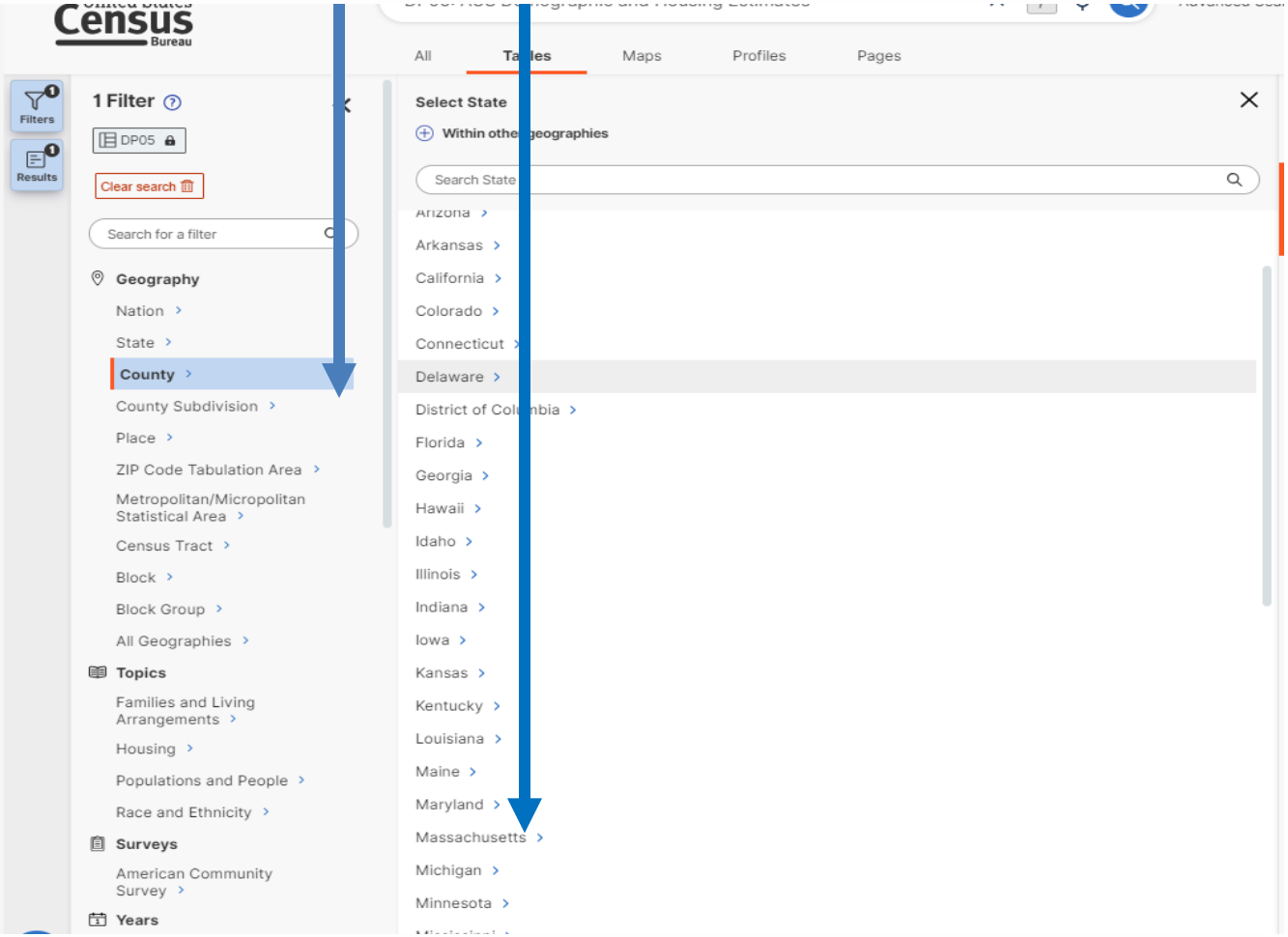
# Step 4: Click on County, then Massachusetts

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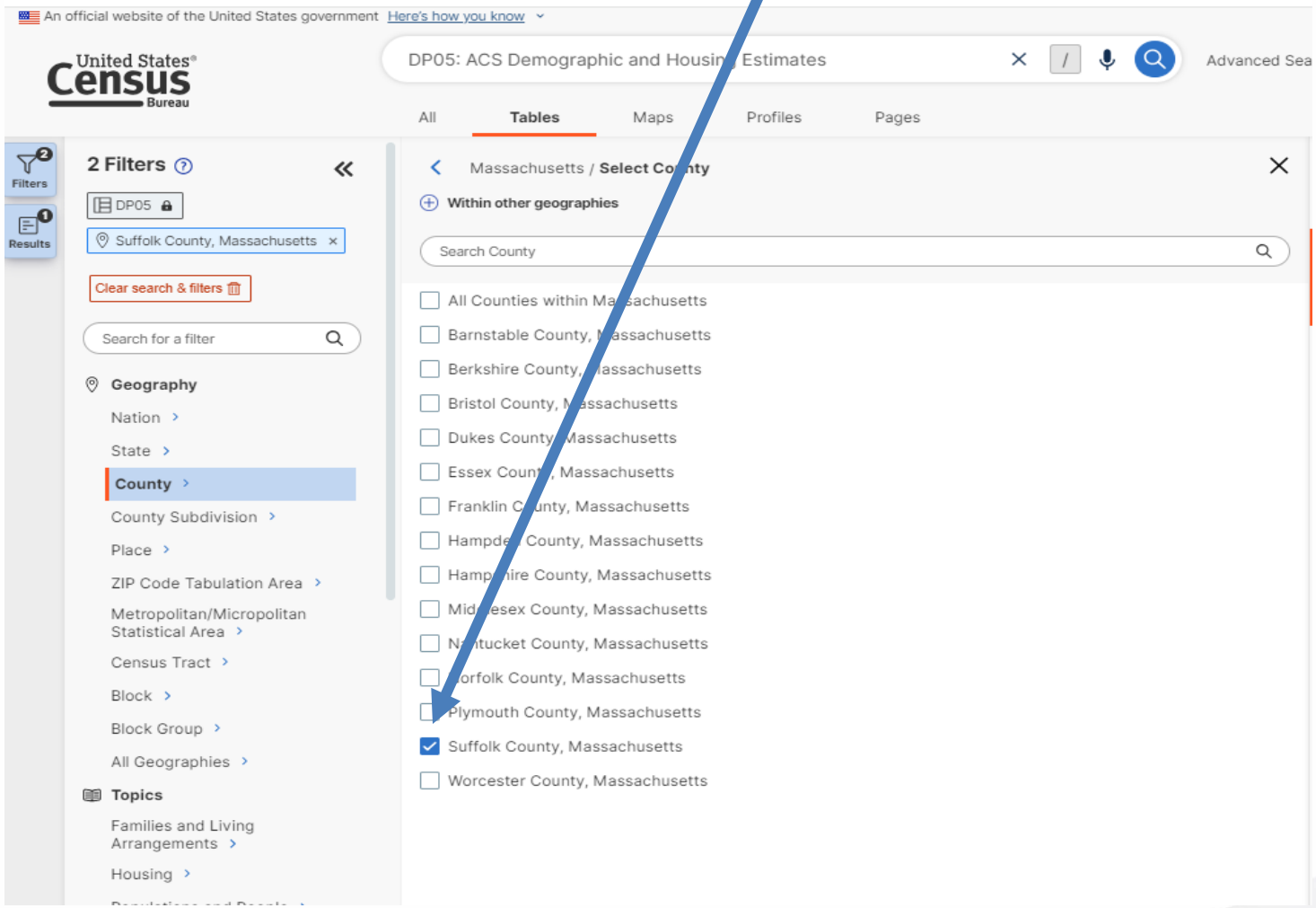
# Step 5: Select Suffolk County

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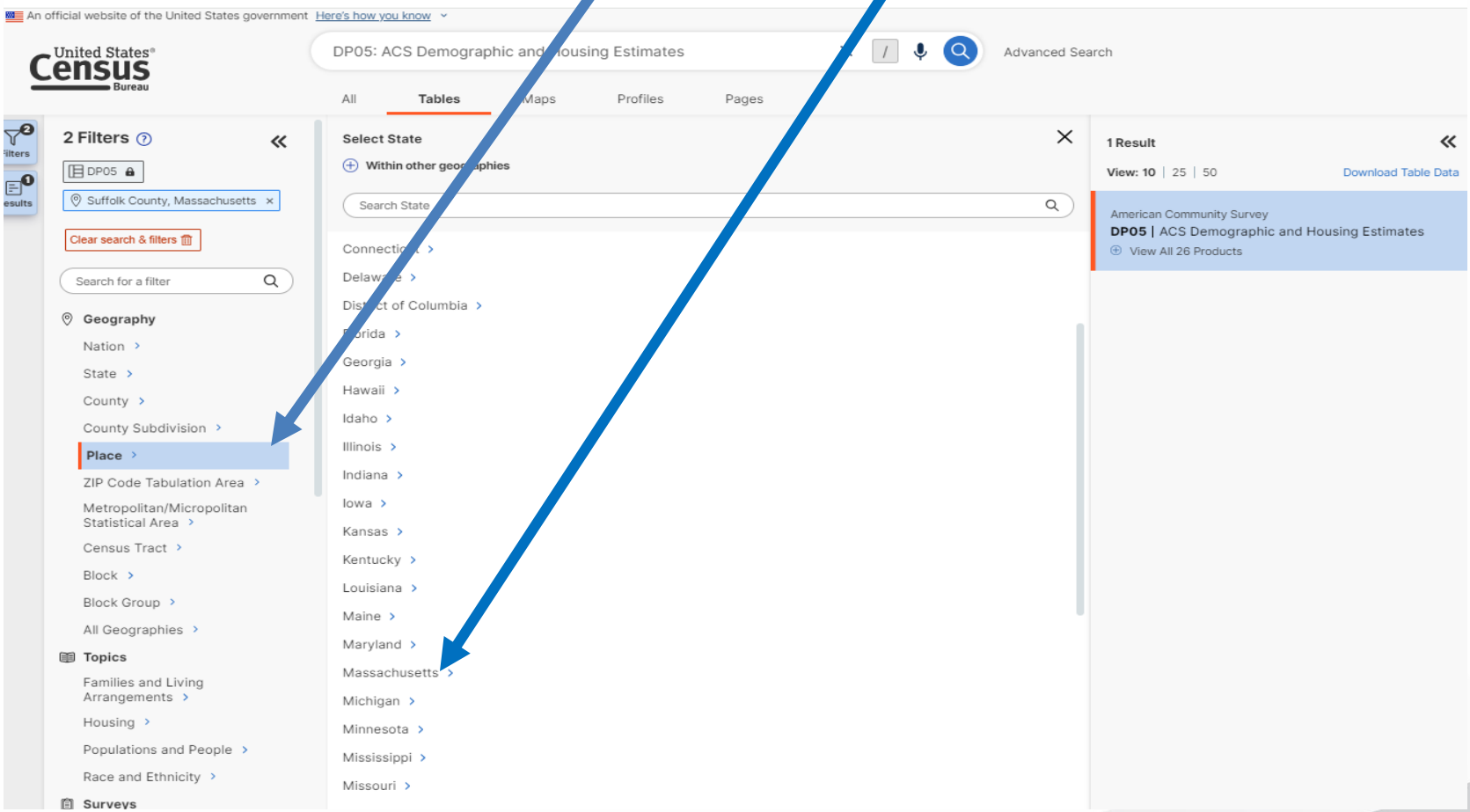
# Step 6: Now that you have County Data, you will need the Housing Market Area Data, select Place, then Massachusetts

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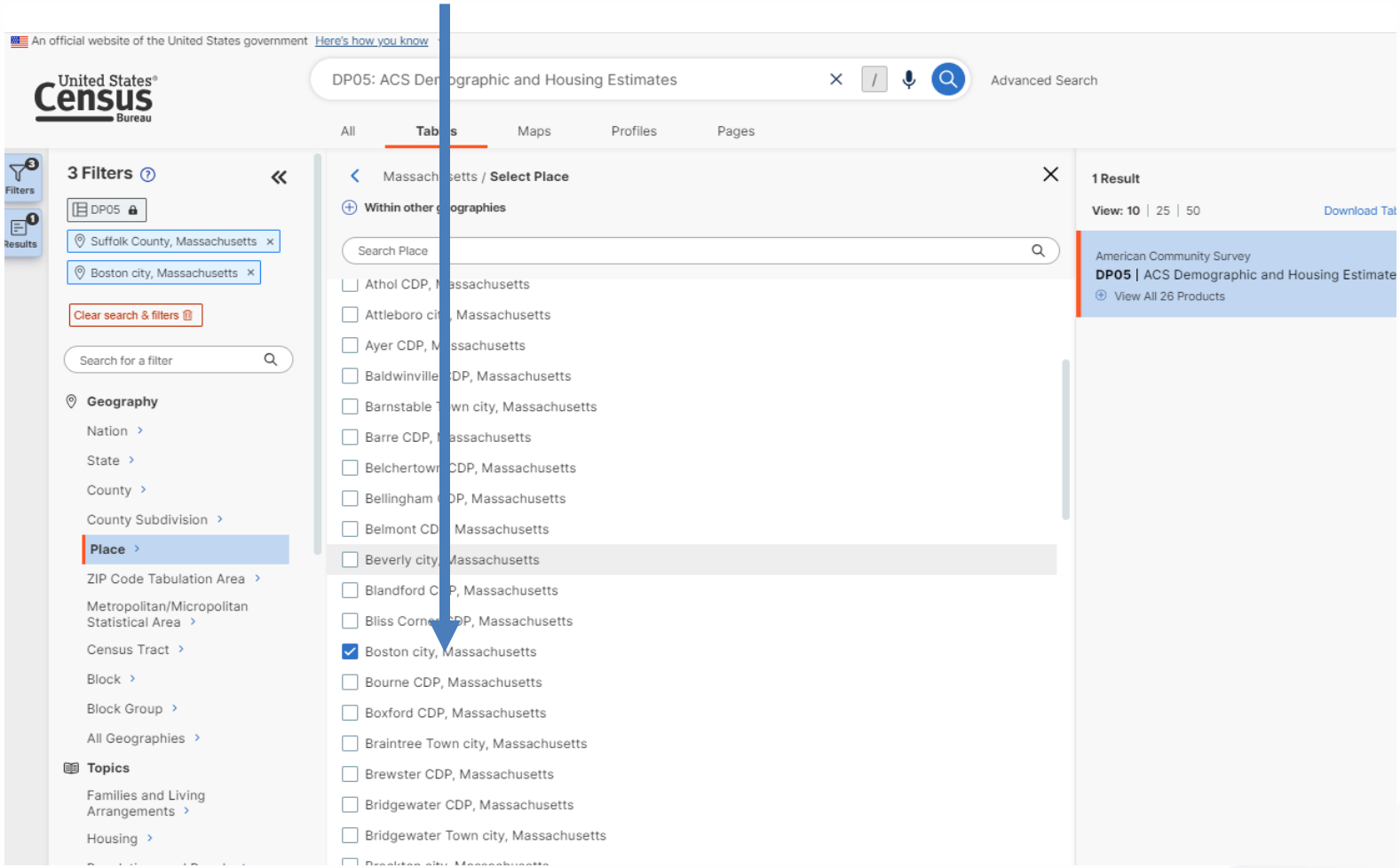
# Step 7: Select the City the development is located

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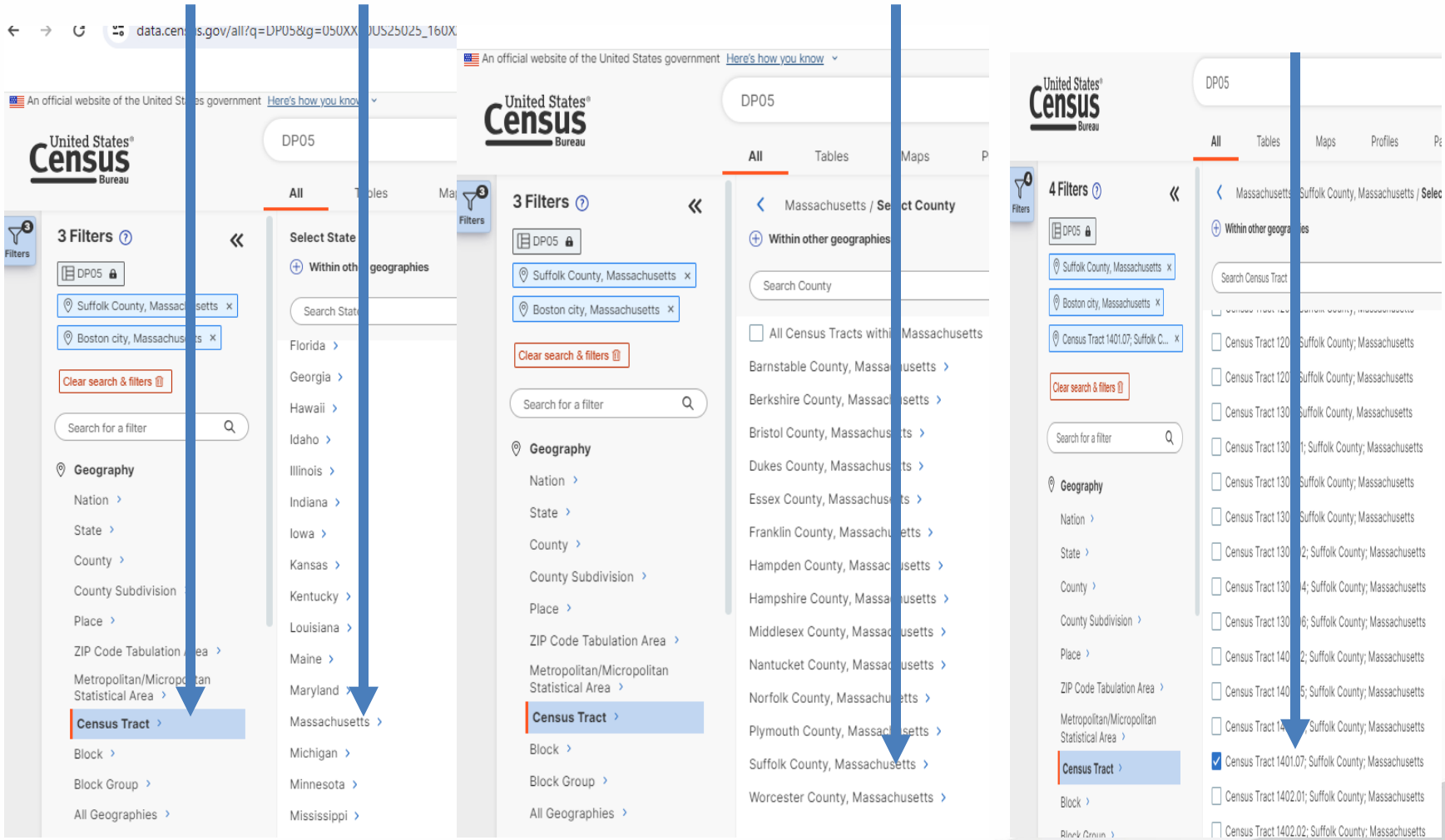
# Step 8: Next, to find Census Tract data, select Census Tract, select State, then County, then scroll down to find the Census Tract #

(1) (2) (3) (4)

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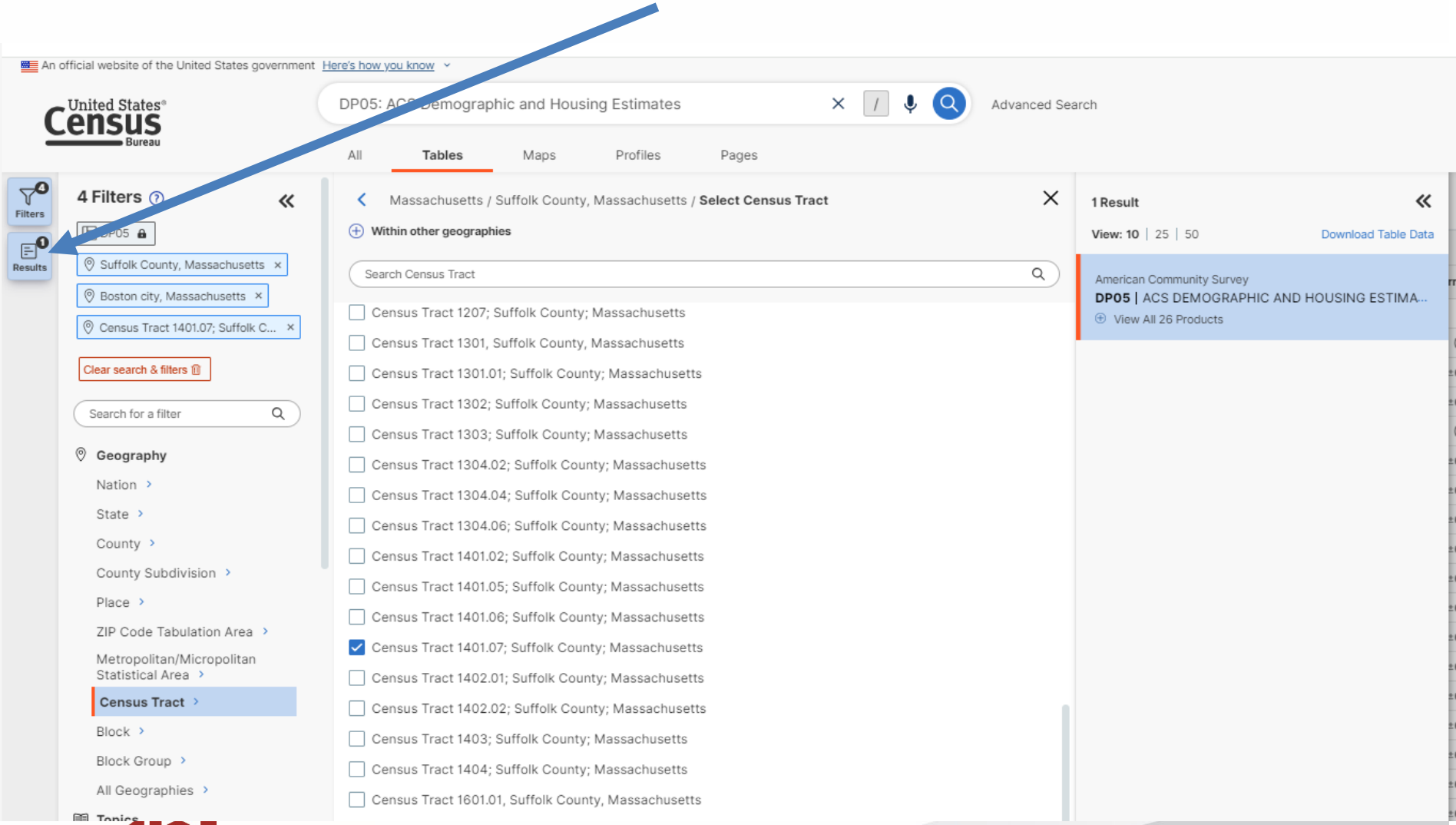
# Step 9: Click on the Results Icon

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# Step 10: This is the Screen shot from clicking the Results Box. We do not need to see the Sex and Age Info, so just click on down arrow to remove.

data.census.gov/table/ACSDP5Y2018.DP05?q=DP05:%20ACS%20Demographic%20and%20Housing%20Estimates&g=050XX00US25025_1400000US25025140107_160XX00US2507000&moe=false

An official website of the United States government Here's how you know

United States Census Bureau

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Results

1 Result

View: 10 | 25 | 50

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View All 26 Products

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American Community Survey | 2018: ACS 5-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Hide | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API

| | Suffolk County, Massachusetts | | Census Tract 1401.07, Suffolk County, Massachusetts | | Boston city, Massachusetts |
|---|---|---|---|---|---|
| | Estimate | Percent | Estimate | Percent | Estimate |
| SEX AND AGE | | | | | |
| Total population | 791,766 | 791,766 | 2,754 | 2,754 | 679,413 |
| Male | 382,830 | 48.4% | 1,154 | 41.9% | 326,759 |
| Female | 408,936 | 51.6% | 1,600 | 58.1% | 352,654 |
| Sex ratio (males per 100 females) | 93.6 | (X) | 72.1 | (X) | 92.7 |
| Under 5 years | 42,567 | 5.4% | 124 | 4.5% | 34,779 |
| 5 to 9 years | 35,534 | 4.5% | 190 | 6.9% | 29,273 |
| 10 to 14 years | 34,465 | 4.4% | 105 | 3.8% | 27,956 |
| 15 to 19 years | 54,416 | 6.9% | 107 | 3.9% | 48,441 |
| 20 to 24 years | 77,934 | 9.8% | 190 | 6.9% | 71,878 |
| 25 to 34 years | 183,283 | 23.1% | 487 | 17.7% | 164,577 |
| 35 to 44 years | 101,528 | 12.8% | 337 | 12.2% | 84,319 |
| 45 to 54 years | 89,765 | 11.3% | 468 | 17.0% | 74,305 |
| 55 to 59 years | 42,689 | 5.4% | 222 | 8.1% | 36,108 |
| 60 to 64 years | 38,462 | 4.9% | 215 | 7.8% | 31,657 |
| 65 to 74 years | 51,675 | 6.5% | 211 | 7.7% | 43,400 |
| 75 to 84 years | 27,180 | 3.4% | 75 | 2.7% | 22,448 |
| 85 years and over | 12,268 | 1.5% | 23 | 0.8% | 10,272 |

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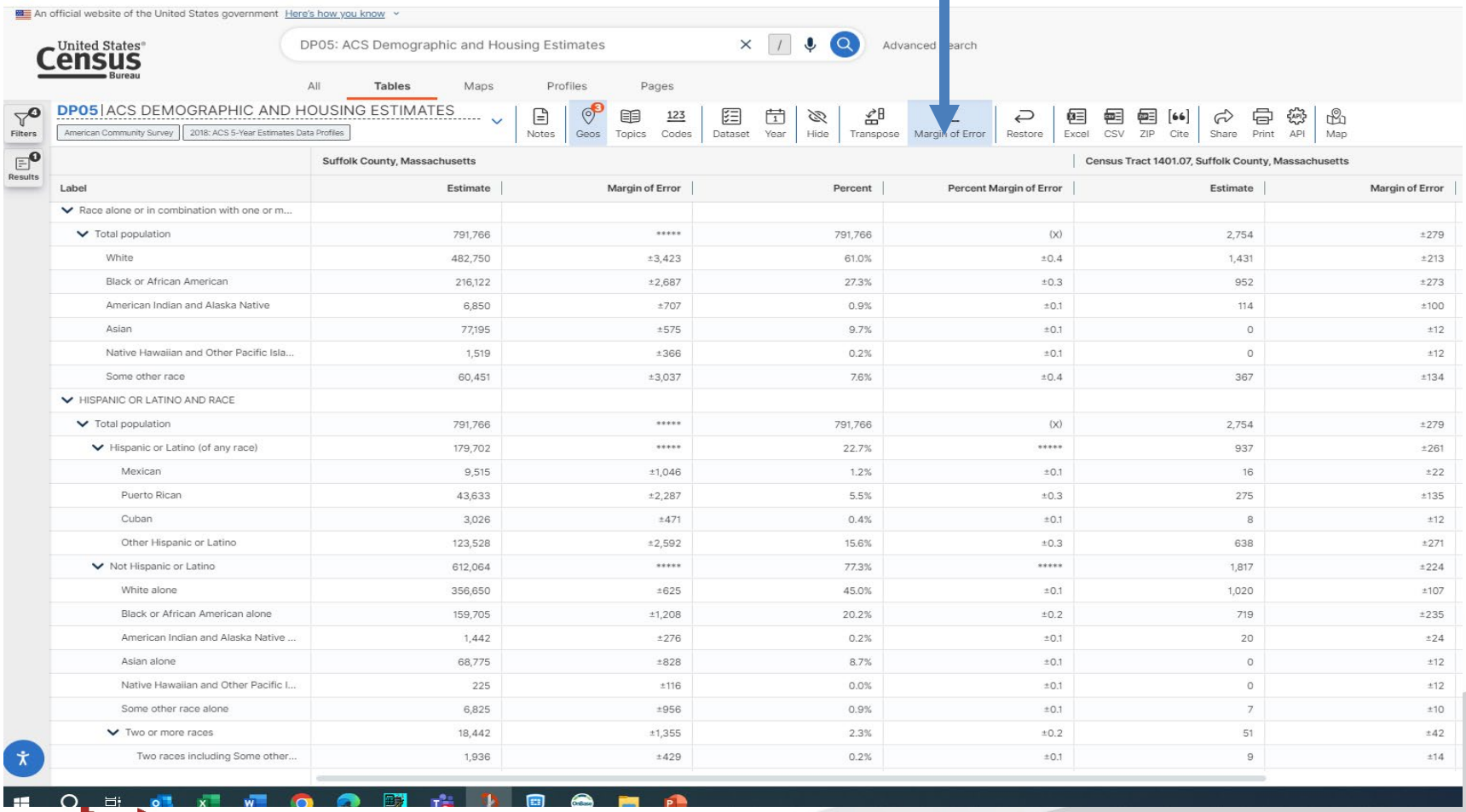
# Step 11: The Margin of Error column is not needed. To remove it, just click on it.




| Label | Suffolk County, Massachusetts | | | | Census Tract 1401.07, Suffolk County, Massachusetts | |
|---|---|---|---|---|---|---|
| | Estimate | Margin of Error | Percent | Percent Margin of Error | Estimate | Margin of Error |
| Race alone or in combination with one or m... | | | | | | |
| Total population | 791,766 | ***** | 791,766 | (X) | 2,754 | ±279 |
| White | 482,750 | ±3,423 | 61.0% | ±0.4 | 1,431 | ±213 |
| Black or African American | 216,122 | ±2,687 | 27.3% | ±0.3 | 952 | ±273 |
| American Indian and Alaska Native | 6,850 | ±707 | 0.9% | ±0.1 | 114 | ±100 |
| Asian | 77,195 | ±575 | 9.7% | ±0.1 | 0 | ±12 |
| Native Hawaiian and Other Pacific Isla... | 1,519 | ±366 | 0.2% | ±0.1 | 0 | ±12 |
| Some other race | 60,451 | ±3,037 | 7.6% | ±0.4 | 367 | ±134 |
| HISPANIC OR LATINO AND RACE | | | | | | |
| Total population | 791,766 | ***** | 791,766 | (X) | 2,754 | ±279 |
| Hispanic or Latino (of any race) | 179,702 | ***** | 22.7% | ***** | 937 | ±261 |
| Mexican | 9,515 | ±1,046 | 1.2% | ±0.1 | 16 | ±22 |
| Puerto Rican | 43,633 | ±2,287 | 5.5% | ±0.3 | 275 | ±135 |
| Cuban | 3,026 | ±471 | 0.4% | ±0.1 | 8 | ±12 |
| Other Hispanic or Latino | 123,528 | ±2,592 | 15.6% | ±0.3 | 638 | ±271 |
| Not Hispanic or Latino | 612,064 | ***** | 77.3% | ***** | 1,817 | ±224 |
| White alone | 356,650 | ±625 | 45.0% | ±0.1 | 1,020 | ±107 |
| Black or African American alone | 159,705 | ±1,208 | 20.2% | ±0.2 | 719 | ±235 |
| American Indian and Alaska Native ... | 1,442 | ±276 | 0.2% | ±0.1 | 20 | ±24 |
| Asian alone | 68,775 | ±828 | 8.7% | ±0.1 | 0 | ±12 |
| Native Hawaiian and Other Pacific I... | 225 | ±116 | 0.0% | ±0.1 | 0 | ±12 |
| Some other race alone | 6,825 | ±956 | 0.9% | ±0.1 | 7 | ±10 |
| Two or more races | 18,442 | ±1,355 | 2.3% | ±0.2 | 51 | ±42 |
| Two races including Some other... | 1,936 | ±429 | 0.2% | ±0.1 | 9 | ±14 |

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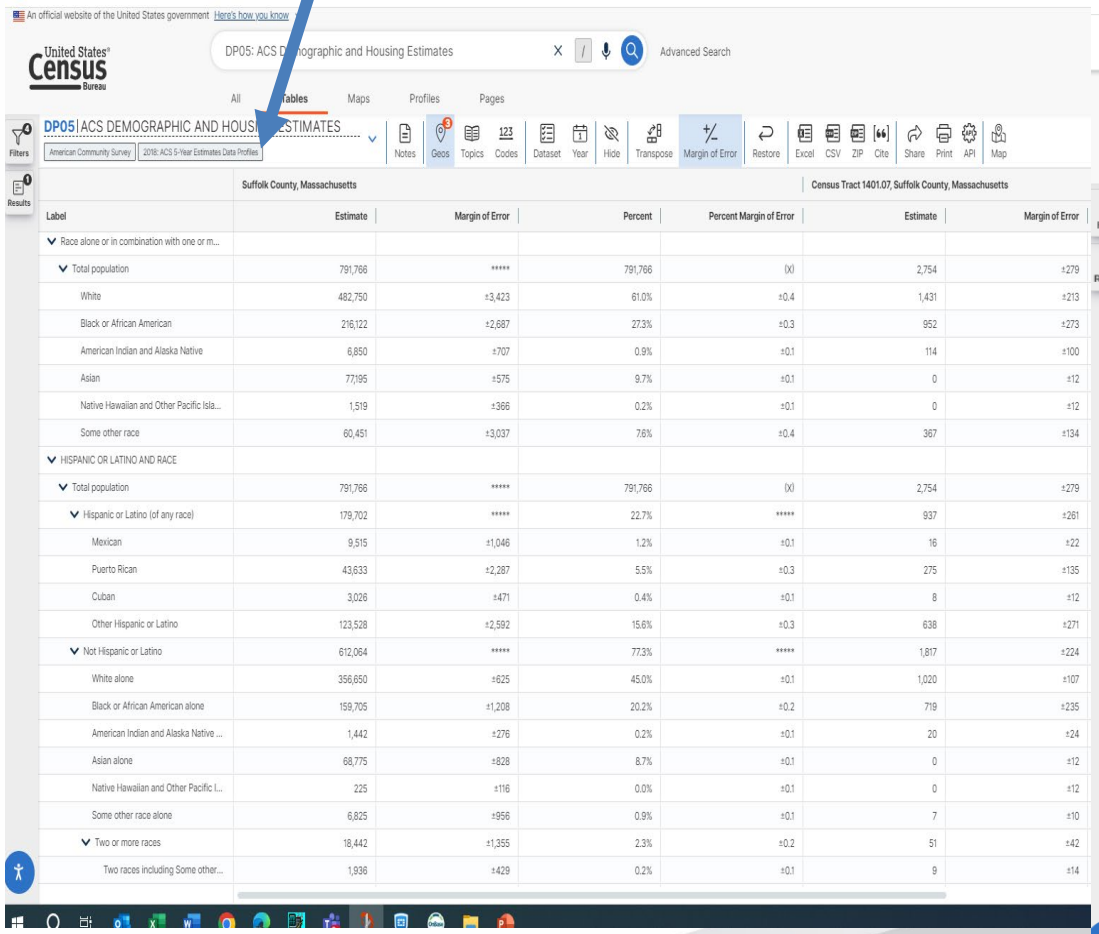
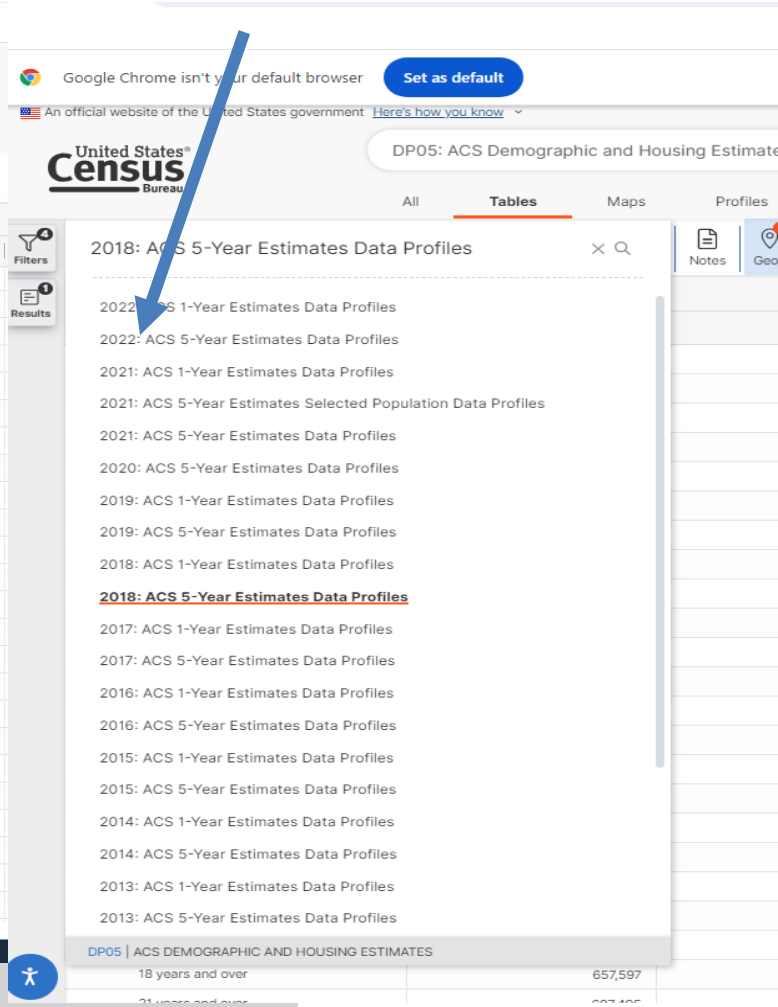
# Step 12: Click on 2018 5 Year Average, In Drop Down Box,

## Select 2023 ACS 5-Year Estimates

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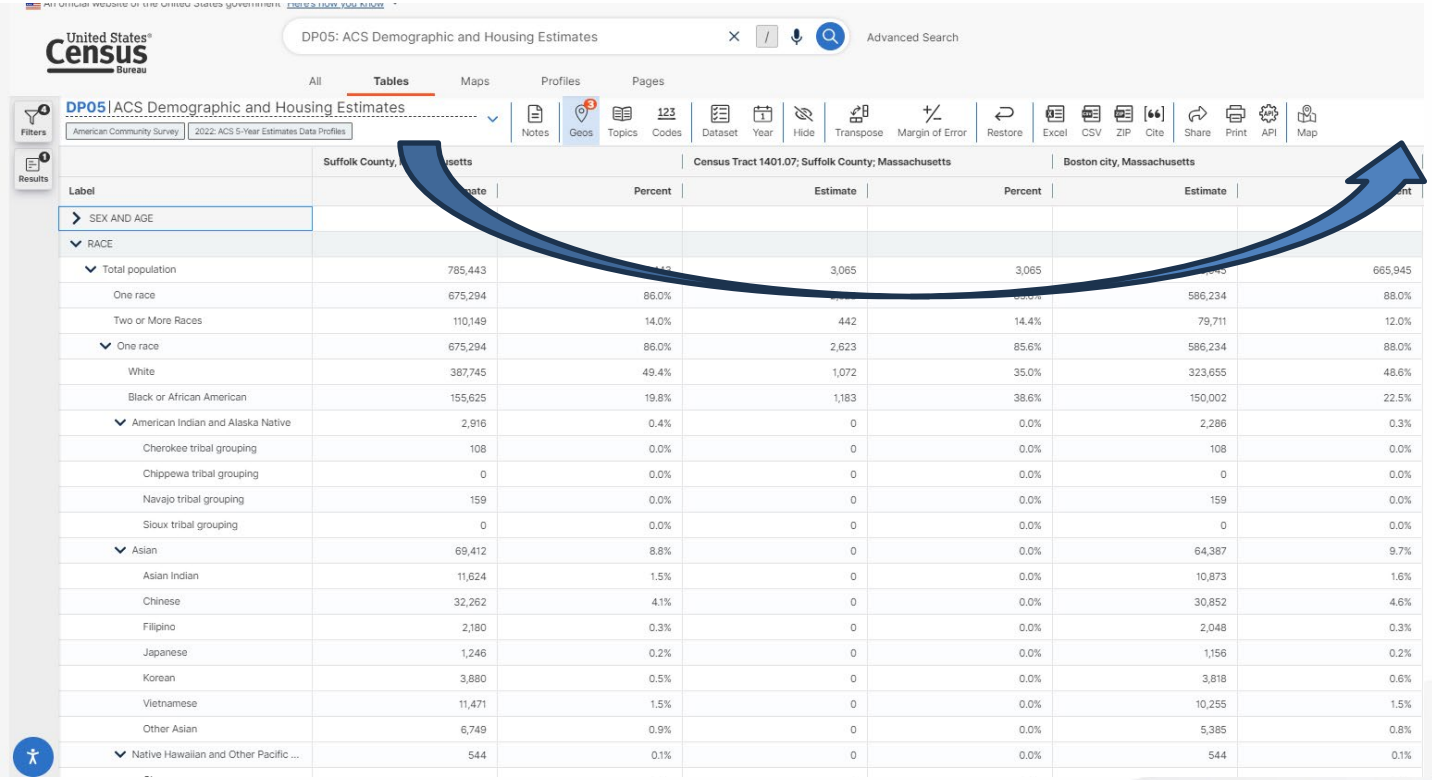
**Step 13:** To complete Worksheet 1 of the AFHMP, it is easier to format these Columns so that they are in the same sequence as they are listed on Worksheet

1. Move Suffolk County column to the right of the page by holding the cursor on Suffolk County and dragging it over to the last column.




| Label | Suffolk County, Massachusetts Estimate | Percent | Census Tract 1401.07; Suffolk County; Massachusetts Estimate | Percent | Boston city, Massachusetts Estimate | Percent |
|---|---|---|---|---|---|---|
| SEX AND AGE | | | | | | |
| RACE | | | | | | |
| Total population | 785,443 | [illegible] | 3,065 | 3,065 | [illegible] | 665,945 |
| One race | 675,294 | 86.0% | [illegible] | [illegible] | 586,234 | 88.0% |
| Two or More Races | 110,149 | 14.0% | 442 | 14.4% | 79,711 | 12.0% |
| One race | 675,294 | 86.0% | 2,623 | 85.6% | 586,234 | 88.0% |
| White | 387,745 | 49.4% | 1,072 | 35.0% | 323,655 | 48.6% |
| Black or African American | 155,625 | 19.8% | 1,183 | 38.6% | 150,002 | 22.5% |
| American Indian and Alaska Native | 2,916 | 0.4% | 0 | 0.0% | 2,286 | 0.3% |
| Cherokee tribal grouping | 108 | 0.0% | 0 | 0.0% | 108 | 0.0% |
| Chippewa tribal grouping | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Navajo tribal grouping | 159 | 0.0% | 0 | 0.0% | 159 | 0.0% |
| Sioux tribal grouping | 0 | 0.0% | 0 | 0.0% | 0 | 0.0% |
| Asian | 69,412 | 8.8% | 0 | 0.0% | 64,387 | 9.7% |
| Asian Indian | 11,624 | 1.5% | 0 | 0.0% | 10,873 | 1.6% |
| Chinese | 32,262 | 4.1% | 0 | 0.0% | 30,852 | 4.6% |
| Filipino | 2,180 | 0.3% | 0 | 0.0% | 2,048 | 0.3% |
| Japanese | 1,246 | 0.2% | 0 | 0.0% | 1,156 | 0.2% |
| Korean | 3,880 | 0.5% | 0 | 0.0% | 3,818 | 0.6% |
| Vietnamese | 11,471 | 1.5% | 0 | 0.0% | 10,255 | 1.5% |
| Other Asian | 6,749 | 0.9% | 0 | 0.0% | 5,385 | 0.8% |
| Native Hawaiian and Other Pacific ... | 544 | 0.1% | 0 | 0.0% | 544 | 0.1% |

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**Step 14**: To Populate Worksheet 1 of the AFHMP, Scroll down the spreadsheet and look at the Race data represented under **Not Hispanic or Latino.** For Hispanic or Latino, the data comes from the **Hispanic or Latino** section of the spreadsheet.

***NOTE: Do Not Use Data Represented under Total Population, You Must Scroll Down to "Not Hispanic or Latino Section"***

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

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DP05 | ACS Demographic and Housing Estimates

American Community Survey | 2022: ACS 5-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API | Map

| | Census Tract 1401.07; Suffolk County; Massachusetts | | Boston city, Massachusetts | | Suffolk County, Massachusetts | |
|---|---|---|---|---|---|---|
| Label | Estimate | Percent | Estimate | Percent | Estimate | Percent |
| Some Other Race | 735 | 24.0% | 99,617 | 15.0% | 135,504 | 17.3% |
| HISPANIC OR LATINO AND RACE | | | | | | |
| Total population | 3,065 | 3,065 | 665,945 | 665,945 | 785,443 | 785,443 |
| Hispanic or Latino (of any race) | 1,018 | 33.2% | 130,313 | 19.6% | 184,846 | 23.5% |
| Mexican | 0 | 0.0% | 7,398 | 1.1% | 8,630 | 1.1% |
| Puerto Rican | 499 | 16.3% | 31,470 | 4.7% | 37,538 | 4.8% |
| Cuban | 45 | 1.5% | 2,607 | 0.4% | 2,824 | 0.4% |
| Other Hispanic or Latino | 474 | 15.5% | 88,838 | 13.3% | 135,854 | 17.3% |
| Not Hispanic or Latino | 2,047 | 66.8% | 535,632 | 80.4% | 600,597 | 76.5% |
| White alone | 934 | 30.5% | 294,226 | 44.2% | 344,133 | 43.8% |
| Black or African American alone | 1,019 | 33.2% | 139,962 | 21.0% | 144,979 | 18.5% |
| American Indian and Alaska Native ... | 0 | 0.0% | 1,197 | 0.2% | 1,252 | 0.2% |
| Asian alone | 0 | 0.0% | 63,633 | 9.6% | 68,618 | 8.7% |
| Native Hawaiian and Other Pacific I... | 0 | 0.0% | 387 | 0.1% | 387 | 0.0% |
| Some Other Race alone | 0 | 0.0% | 5,824 | 0.9% | 7,135 | 0.9% |
| Two or More Races | 94 | 3.1% | 30,403 | 4.6% | 34,093 | 4.3% |

MassHousing

**Step 15:** For Worksheet 1 of the AFHMP Form**, Other Column** is the **Sum** of "**Some Other Race Alone plus Two or More Races".** For the below example, Census Tract equals (3.1%) and City of Boston equals (5.5%) Suffolk County equals (5.2%)

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

All | Tables | Maps | Profiles | Pages

**DP05** | ACS Demographic and Housing Estimates

American Community Survey | 2022: ACS 5-Year Estimates Data Profiles

Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API | Map

| | Census Tract 1401.07; Suffolk County; Massachusetts | | Boston city, Massachusetts | | Suffolk County, Massachusetts | |
|---|---|---|---|---|---|---|
| Label | Estimate | Percent | Estimate | Percent | Estimate | Percent |
| Some Other Race | 735 | 24.0% | 99,617 | 15.0% | 135,504 | 17.3% |
| HISPANIC OR LATINO AND RACE | | | | | | |
| Total population | 3,065 | 3,065 | 665,945 | 665,945 | 785,443 | 785,443 |
| Hispanic or Latino (of any race) | 1,018 | 33.2% | 130,313 | 19.6% | 184,846 | 23.5% |
| Mexican | 0 | 0.0% | 7,398 | 1.1% | 8,630 | 1.1% |
| Puerto Rican | 499 | 16.3% | 31,470 | 4.7% | 37,538 | 4.8% |
| Cuban | 45 | 1.5% | 2,607 | 0.4% | 2,824 | 0.4% |
| Other Hispanic or Latino | 474 | 15.5% | 88,838 | 13.3% | 135,854 | 17.3% |
| Not Hispanic or Latino | 2,047 | 66.8% | 535,632 | 80.4% | 600,597 | 76.5% |
| White alone | 934 | 30.5% | 294,226 | 44.2% | 344,133 | 43.8% |
| Black or African American alone | 1,019 | 33.2% | 139,962 | 21.0% | 144,979 | 18.5% |
| American Indian and Alaska Native ... | 0 | 0.0% | 1,197 | 0.2% | 1,252 | 0.2% |
| Asian alone | 0 | 0.0% | 63,633 | 9.6% | 68,618 | 8.7% |
| Native Hawaiian and Other Pacific I... | 0 | 0.0% | 387 | 0.1% | 387 | 0.0% |
| Some Other Race alone | 0 | 0.0% | 5,824 | 0.9% | 7,135 | 0.9% |
| Two or More Races | 94 | 3.1% | 30,403 | 4.6% | 34,093 | 4.3% |

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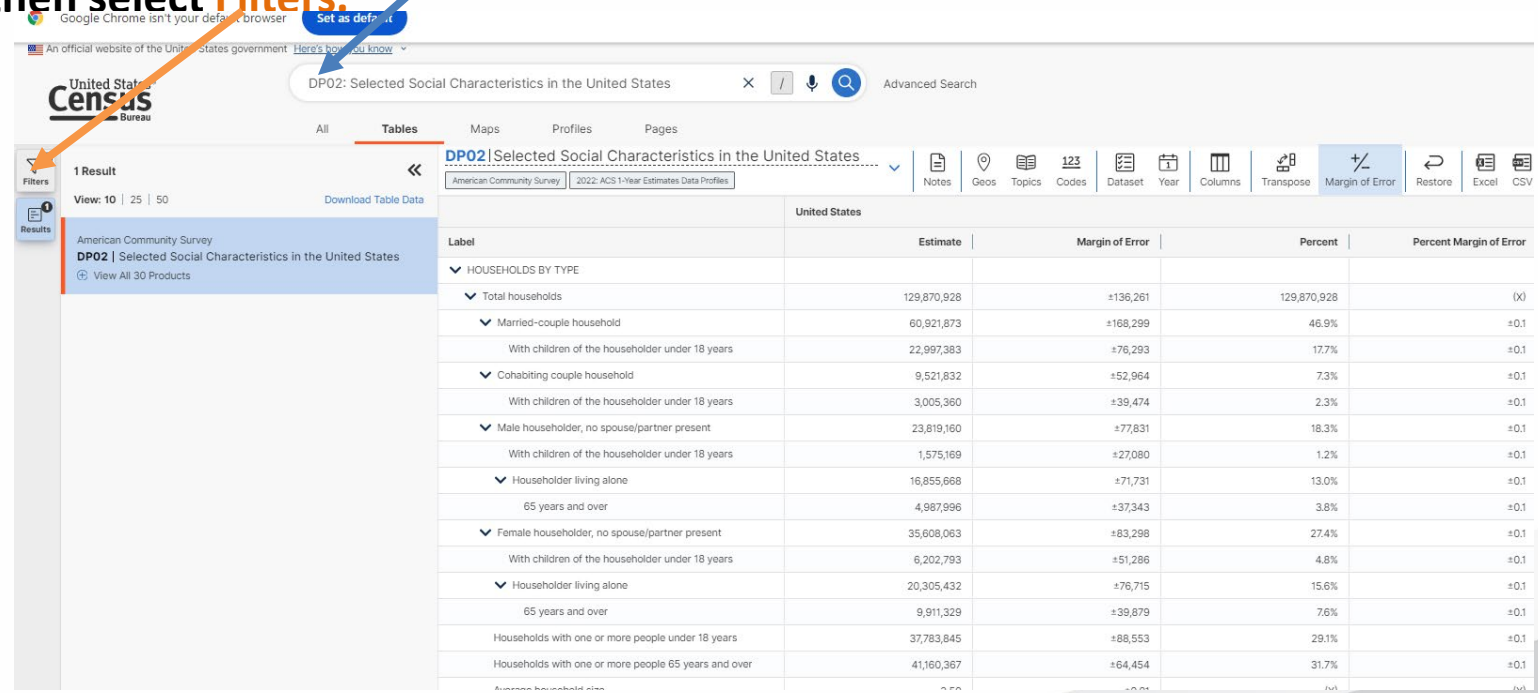
# Step 16: Exporting Social Characteristic Data from the US Census Bureau

- The last step, in completing Worksheet 1, is to access the data from the US Census Bureau for the Social Characteristics for the Census Tract area, the Housing Market Area and the Expanded Housing Market Area. This includes the percentages for two groups, **Persons with Disabilities** and **Households with one or more people under the Age of 18. (Note: Households with one or more people under 18 applies to Families with Children under the age of 18 on Worksheet 1)**

**In the SEARCH bar enter: DP02, select SEARCH and then select Filters.**




| Label | United States | | | |
|---|---|---|---|---|
| | Estimate | Margin of Error | Percent | Percent Margin of Error |
| HOUSEHOLDS BY TYPE | | | | |
| Total households | 129,870,928 | ±136,261 | 129,870,928 | (X) |
| Married-couple household | 60,921,873 | ±168,299 | 46.9% | ±0.1 |
| With children of the householder under 18 years | 22,997,383 | ±76,293 | 17.7% | ±0.1 |
| Cohabiting couple household | 9,521,832 | ±52,964 | 7.3% | ±0.1 |
| With children of the householder under 18 years | 3,005,360 | ±39,474 | 2.3% | ±0.1 |
| Male householder, no spouse/partner present | 23,819,160 | ±77,831 | 18.3% | ±0.1 |
| With children of the householder under 18 years | 1,575,169 | ±27,080 | 1.2% | ±0.1 |
| Householder living alone | 16,855,668 | ±71,731 | 13.0% | ±0.1 |
| 65 years and over | 4,987,996 | ±37,343 | 3.8% | ±0.1 |
| Female householder, no spouse/partner present | 35,608,063 | ±83,298 | 27.4% | ±0.1 |
| With children of the householder under 18 years | 6,202,793 | ±51,286 | 4.8% | ±0.1 |
| Householder living alone | 20,305,432 | ±76,715 | 15.6% | ±0.1 |
| 65 years and over | 9,911,329 | ±39,879 | 7.6% | ±0.1 |
| Households with one or more people under 18 years | 37,783,845 | ±88,553 | 29.1% | ±0.1 |
| Households with one or more people 65 years and over | 41,160,367 | ±64,454 | 31.7% | ±0.1 |

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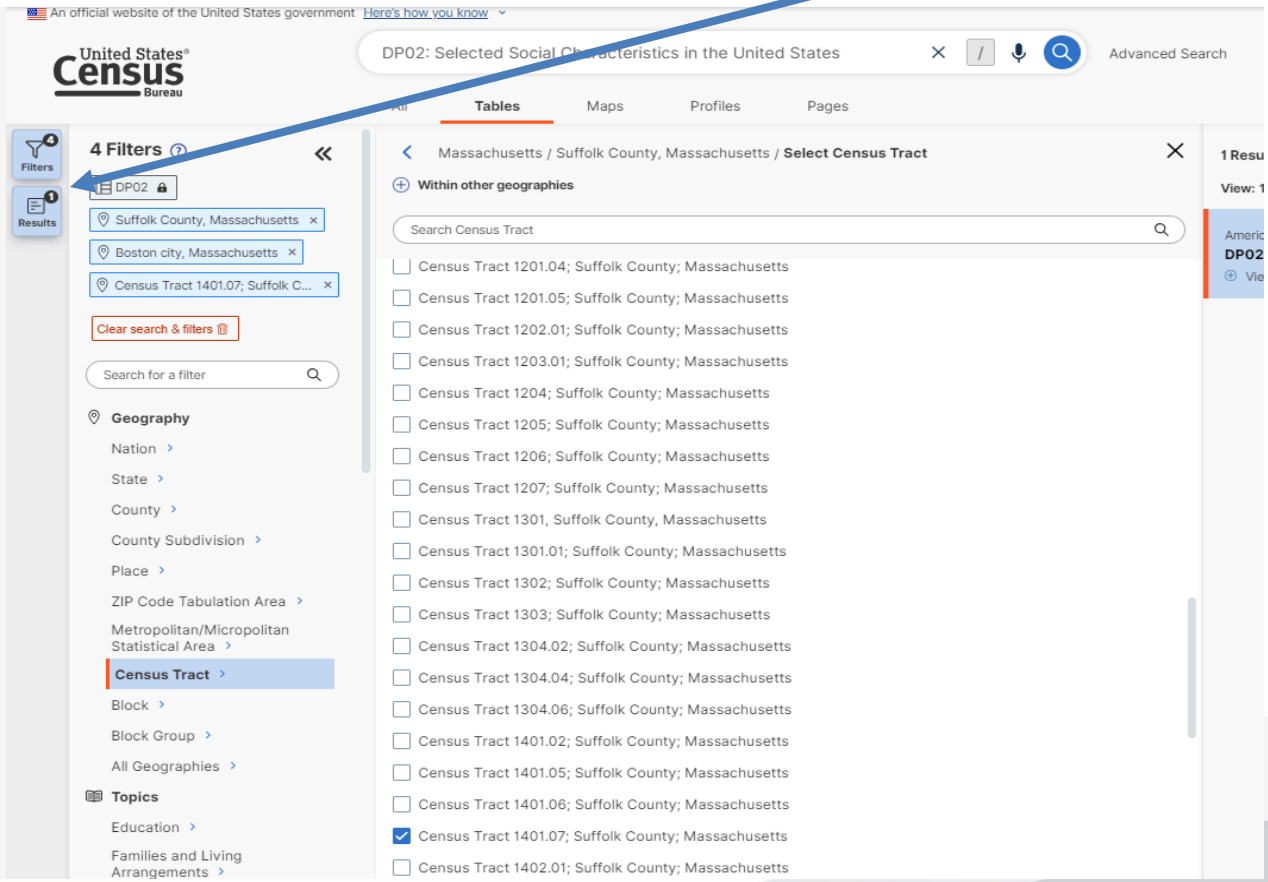
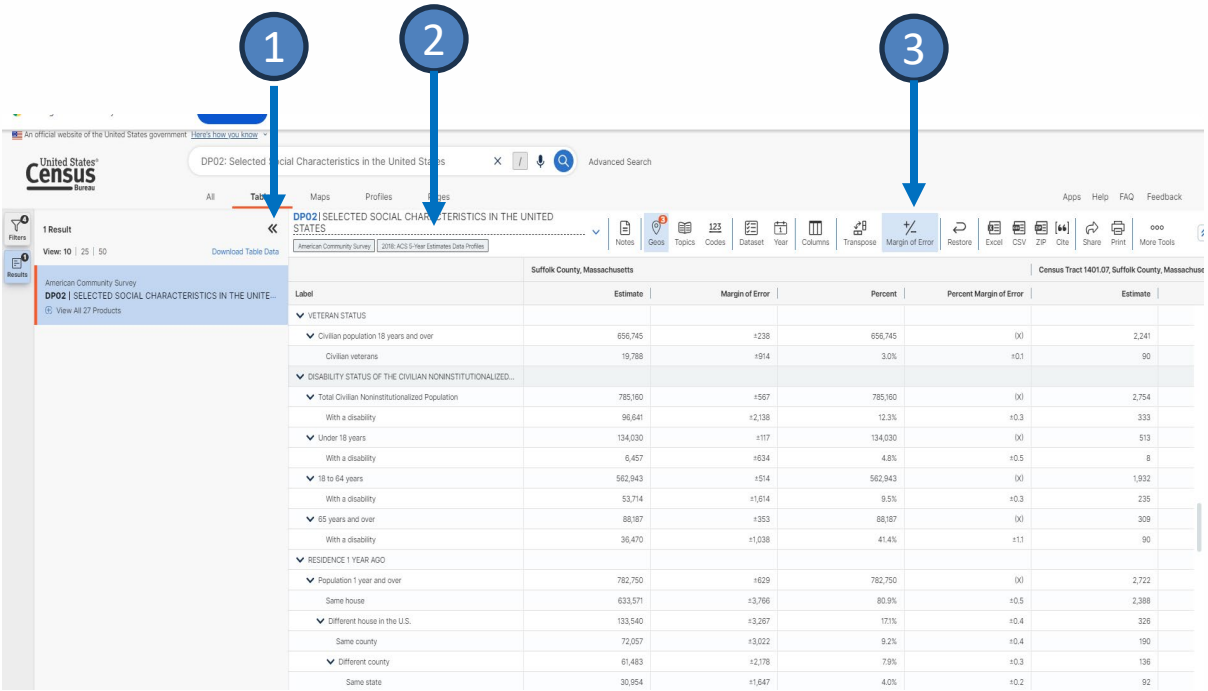
**Step 17:** Last step to complete Worksheet 1, is to now export data for Households with one or more people under 18 years old and Persons with Disabilities. Follow the same steps that were used to export the data for Race, under Filters.

Select Census Tract, then Place, then County, then Results




MassHousing

**Step 18:** As with exporting the Race data, you will need to: (1) hit the (<<) to minimize cell, (2) Click on 2018: ACS 5-Year Estimate and in drop down box
**Select** 2023: ACS 5-Year Estimates, (3) click on Margin of Error to minimize screen view

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# Next: Move the County column to the far-right column position so that the data positions match Worksheet 1.

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United States Census Bureau

DP02: Selected Social Characteristics in the United States | Advanced Search

All | Tables | Maps | Profiles | Pages

DP02 | Selected Social Characteristics in the United States

American Community Survey | 2022: ACS 5-Year Estimates Data Profiles

Filters | Results | Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API | Map

| | Suffolk County, Massachusetts | | Census Tract 1401.07; Suffolk County; Massachusetts | | Boston city, Massachusetts | |
|---|---|---|---|---|---|---|
| Label | Estimate | Percent | Estimate | Percent | Estimate | Percent |
| HOUSEHOLDS BY TYPE | | | | | | |
| Total households | 319,3[illegible] | 319,307 | 1,147 | 1,147 | [illegible]053 | 276,053 |
| Married-couple household | 94,536 | 29.6% | 393 | 34.3% | 78,195 | 28.3% |
| With children of the householder under 18 years | 34,841 | 10.9% | [illegible] | 12.6% | 27,888 | 10.1% |
| Cohabiting couple household | 27,451 | 8.6% | 141 | 12.3% | 23,278 | 8.4% |
| With children of the householder under 18 years | 4,837 | 1.5% | 95 | 8.3% | 3,241 | 1.2% |
| Male householder, no spouse/partner present | 76,611 | 24.0% | 180 | 15.7% | 67,197 | 24.3% |
| With children of the householder under 18 years | 2,915 | 0.9% | 7 | 0.6% | 2,226 | 0.8% |
| Householder living alone | 50,005 | 15.7% | 143 | 12.5% | 43,947 | 15.9% |
| 65 years and over | 11,048 | 3.5% | 41 | 3.6% | 9,161 | 3.3% |
| Female householder, no spouse/partner present | 120,709 | 37.8% | 433 | 37.8% | 107,383 | 38.9% |
| With children of the householder under 18 years | 19,113 | 6.0% | 99 | 8.6% | 17,055 | 6.2% |
| Householder living alone | 65,053 | 20.4% | 201 | 17.5% | 56,906 | 20.6% |
| 65 years and over | 22,042 | 6.9% | 59 | 5.1% | 17,670 | 6.4% |
| Households with one or more people under 18 years | 70,483 | 22.1% | 371 | 32.3% | 57,617 | 20.9% |

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**Final Step**: Scroll down the spreadsheet to access two sets of data points.
(1) Households with one or more people under 18 years old,
(2) Total Civilian Non-Institutionalized with a disability.

United States Census Bureau

DP02: Selected Social Characteristics in the United States

Advanced Search

All | Tables | Maps | Profiles | Pages

DP02 | Selected Social Characteristics in the United States

American Community Survey | 2022: ACS 5-Year Estimates Data Profiles

Filters | Results | Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API | Map

| Label | Census Tract 1401.07; Suffolk County; Massachusetts | | Boston city, Massachusetts | | Suffolk County, Massachusetts | |
|---|---|---|---|---|---|---|
| | Estimate | Percent | Estimate | Percent | Estimate | Percent |
| HOUSEHOLDS BY TYP | | | | | | |
| Total households | 1,147 | 1,147 | 276,053 | 276,053 | 319,307 | 319,307 |
| Married-coup household | 393 | 34.3% | 78,195 | 28.3% | 94,536 | 29.6% |
| With chil n of the householder und 18 years | 145 | 12.6% | 27,888 | 10.1% | 34,841 | 10.9% |
| Cohabiting ouple household | 141 | 12.3% | 23,278 | 8.4% | 27,451 | 8.6% |
| With ch dren of the householder under 18 years | 95 | 8.3% | 3,241 | 1.2% | 4,837 | 1.5% |
| Male ho eholder, no spouse/part r present | 180 | 15.7% | 67,197 | 24.3% | 76,611 | 24.0% |
| With ildren of the household under 18 years | 7 | 0.6% | 2,226 | 0.8% | 2,915 | 0.9% |
| Ho eholder living alone | 143 | 12.5% | 43,947 | 15.9% | 50,005 | 15.7% |
| 5 years and over | 41 | 3.6% | 9,161 | 3.3% | 11,048 | 3.5% |
| Fem le householder, no spous /partner present | 433 | 37.8% | 107,383 | 38.9% | 120,709 | 37.8% |
| ith children of the house lder under 18 years | 99 | 8.6% | 17,055 | 6.2% | 19,113 | 6.0% |
| Householder living along | 201 | 17.5% | 56,906 | 20.6% | 65,053 | 20.4% |
| 65 years and over | 59 | 5.1% | 17,670 | 6.4% | 22,042 | 6.9% |
| ouseholds with one or re people under 18 years | 371 | 32.3% | 57,617 | 20.9% | 70,483 | 22.1% |

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United States Census Bureau

DP02: Selected Social Characteristics in the United States

Advanced Search

All | Tables | Maps | Profiles | Pages

DP02 | Selected Social Characteristics in the United States

American Community Survey | 2022: ACS 5-Year Estimates Data Profiles

Filters | Results | Notes | Geos | Topics | Codes | Dataset | Year | Columns | Transpose | Margin of Error | Restore | Excel | CSV | ZIP | Cite | Share | Print | API | Map

| Label | Census Tract 1401.07; Suffolk County; Massachusetts | | Boston city, Massachusetts | | Suffolk County, Massachusetts | |
|---|---|---|---|---|---|---|
| | Estimate | Percent | Estimate | Percent | Estimate | Percent |
| DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZE... | | | | | | |
| Total Civilian Noninstitutionalized Population | 3,065 | 3,065 | 661,524 | 661,524 | 780,275 | 780,275 |
| With a disability | 541 | 17.7% | 79,571 | 12.0% | 95,369 | 12.2% |

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# By Following All of the above Outlined Steps for Exporting Data from the USCB, the Completed Worksheet 1, Should Look Like the Example Below:

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing Opportunities**
**(See AFHMP, Block 3b)**

In the respective columns below, indicate the percentage of demographic groups among the project's residents, current project applicant data, census tract, housing market area, and expanded housing market area (See instructions to Block 1e). If you are a new construction or substantial rehabilitation project and do not have residents or project applicant data, only report information for census tract, housing market area, and expanded market area. The purpose of this information is to identify any under-representation of certain demographic groups in terms of race, color, national origin, religion, sex, familial status, or disability. If there is significant under-representation of any demographic group among project residents or current applicants in relation to the housing/expanded housing market area, then targeted outreach and marketing should be directed towards these individuals least likely to apply. Please indicate under-represented groups in Block 3b of the AFHMP. **Please attach maps showing both the housing market area and the expanded housing market area.**

| Demographic Characteristics | Project's Residents | Project's Applicant Data | Census Tract 1401.07 | Housing Market Area Boston | Expanded Housing Market Area Suffolk County |
|---|---|---|---|---|---|
| % White | | | 30.5% | 44.2% | 43.8% |
| % Black or African American | | | 33.2% | 21% | 18.5% |
| % Hispanic or Latino | | | 33.2% | 19.6% | 23.5% |
| % Asian | | | 0% | 9.6% | 8.7% |
| % American Indian or Alaskan Native | | | 0% | 0.2% | 0.2% |
| % Native Hawaiian or Pacific Islander | | | 0% | 0.1% | 0% |
| %Persons with Disabilities | | | 17.7% | 12% | 12.2% |
| % Families with Children under the age of 18 | | | 32.3% | 20.9% | 22.1% |
| Other (specify) | | | 3.1% | 5.5% | 5.2% |

**The Demographic Data that is represented in Worksheet 1 (3a) directly impacts the Groups Selected as "Least Likely to Apply in (3b) for Targeting Marketing Activity.**

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# Identifying the Groups Considered "Least Likely to Apply"

**AFHMP Demographics**
**Item 3b**

*Complete Item 3b of the AFHMP. Review demographic data information presented on Worksheet 1 to determine which groups would be considered "least likely to apply".*

- 3b – Targeted Marketing Ability
  - "Least likely to apply" means that there is an identifiable presence of a specific demographic group in the housing market area, but members of the group are not likely to apply without targeted outreach….Reasons for not applying may include, but are not limited to, insufficient information about housing opportunities, language barriers, or transportation impediments.

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## Determining from Worksheet 1 the Groups Considered "Least Likely to Apply"

Once Worksheet Sheet 1 is populated with the demographic data from the US Census Bureau, it's time to determine, which "Groups" are considered "Least Likely to Apply" and then identify those "Groups" in Section 3(b) of the AFHMP.

For **new developments**, we determine those "Groups" in Section 3(b) by comparing the Census Tract data column to the Housing Market Area data column and the Expanded Housing Market Area data column.

If it is an **existing development**, the "Groups" are identified by comparing the Project Resident data column to the Census Tract data column and the Housing Market Area column and the Expanded Housing Market Area column.

Note: If there is a *Residency Preference for* the Property, Worksheet 2 will also have to be completed. For Worksheet 2, the Demographic Data matches Worksheet 1 and the Residency Preference data column matches the data in the Housing Market area column.

**Please see the following two examples for completing (3b) of the AFHMP form**

**(1) New Developments (2) Existing Developments with Project Resident Data**

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# Item 3b – Example 1, New Development With No Existing Project Residents

**3a. Demographics of Project and Housing Market Area**
Complete and submit Worksheet 1.

**3b. Targeted Marketing Activity**

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- [x] White
- [x] American Indian or Alaska Native
- [x] Asian
- [ ] Black or African American
- [x] Native Hawaiian or Other Pacific Islander
- [ ] Hispanic or Latino
- [ ] Persons with Disabilities
- [ ] Families with Children
- [ ] Other ethnic group, religion, etc. (specify)

Note: For developments that are "new", with no existing project resident data, compare the Census Tract data percentages to the Housing Market Area and the Expanded Housing Market Area percentages, to determine which "Groups" are "Least Likely to Apply".
In this example, the asterisks, represent the groups considered "least likely to apply", because of the low data percentages.

| Demographic Characteristics | Project's Residents | Project's Applicant Data | Census Tract 813 | Housing Market Area Boston | Expanded Housing Market Area Roxbury, MA |
|---|---|---|---|---|---|
| % White | | | 11.0% | 44.5% | 44.9% |
| % Black or African American | | | 39.2% | 22.7% | 20.1% |
| % Hispanic or Latino | | | 44.3% | 19.8% | 22.9% |
| % Asian | | | 2.3% | 9.6% | 8.8% |
| % American Indian or Alaskan Native | | | 0% | .2% | .2% |
| % Native Hawaiian or Pacific Islander | | | 0% | .1% | 0% |
| %Persons with Disabilities | | | 20.7% | 11.9% | 12.0% |
| %Families with Children under the age of 18 | | | 6.7% | 10.1% | 11.0% |
| Other (specify) | | | 3.2% | 3.2% | 3.1% |

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# Item 3b – Example 2, Development With Existing Project Residents

**3a. Demographics of Project and Housing Market Area**
Complete and submit Worksheet 1.

**3b. Targeted Marketing Activity**

Based on your completed Worksheet 1, indicate which demographic group(s) in the housing market area is/are *least* likely to apply for the housing without special outreach efforts. (check all that apply)

- [x] White
- [x] American Indian or Alaska Native
- [ ] Asian
- [ ] Black or African American
- [x] Native Hawaiian or Other Pacific Islander
- [ ] Hispanic or Latino
- [ ] Persons with Disabilities
- [x] Families with Children
- [ ] Other ethnic group, religion, etc. (specify)

**By Comparing the Existing Project Resident column data percentages to the Census Tract, the Housing Market Area and the Expanded Housing Market Area columns, we identify that White, American Indian or Alaskan Native and Native Hawaiian or Other Pacific Islander, and Families with Children are "Groups" that should be outreached to for housing.**

**Worksheet 1: Determining Demographic Groups Least Likely to Apply for Housing**

| | Project's Residents | Project's Applicant Data | Census Tract 3398.02 | Housing Market Area Medford | Expanded Housing Market Area Middlesex County |
|---|---|---|---|---|---|
| % White | 21.76% | 21.76% | 66.5% | 71.1% | 71.9% |
| % Black or African American | 24% | 12.44% | 16.0% | 9.1% | 5.0% |
| % Hispanic or Latino | 42% | 21.76% | 3.8% | 6.5% | 8.0% |
| % Asian | 41% | 21.76 | 11.3% | 9.8% | 11.9% |
| % American Indian or Alaskan Native | 0% | 0% | .5% | 0% | .1% |
| % Native Hawaiian or Pacific Islander | 0% | 0% | 0% | 0% | 0% |
| %Persons with Disabilities | UNKNOWN | UNKNOWN | 12.8% | 8.4% | 9.3% |
| %Families with Children under the age of 18 | UNKNOWN | UNKNOWN | 10.4% | 15.3% | 22.4% |
| Other (specify) | UNKNOWN | UNKNOWN | 1.8% | 3.4% | 3.1% |

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# Congratulations! You Have Successfully Completed Worksheet 1 of the AFHMP

MassHousing

NOTE: **When Completing the AFHMP, Please refer to the MassHousing AFHMP Checklist Prior to Submitting Plan to MassHousing for Review**

| | **MassHousing (AFHMP) Affirmative Fair Housing Marketing Plan Checklist** |
|---|---|
| ☐ | **Determine which AFHMP form should be used.**<br><br>**If only State and Local funds are being used, with no Federal affiliation, the MassHousing AFHMP must be used.**<br><br>**If there is Section 8 Project Base, HUD Risk Share, or MAP JV, the HUD 935-2A Affirmative Fair Housing Marketing Plan must be used.**<br><br>**NOTE: Both forms are located on the MassHousing Rental Portal. If you are uncertain about which form is correct for your property, please contact either the MassHousing Asset Manager or the Underwriter/Originator.** |
| ☐ | **Directions for each question on the AFHMP form are outlined on pages 6-8 of the AFHMP form.** |
| | **Completing Worksheet 1 of the AFHMP is MOST IMPORTANT. The data exported from the United States Census Bureau MUST be accurate to determine which groups are considered "least likely to apply".**<br><br>**NOTE: Step by Step Directions for Completing Worksheet 1 and exporting data from the United Census Bureau are on the MassHousing Rental Portal.** |
| | **With every AFHMP submission to either MassHousing or HUD, the following attachments *MUST be included*:** |
| ☐ | **For existing properties, photo of the Property Sign (include Fair Housing Logos) where the sign is located, and the size.**<br><br>**For new properties, a rendering of what the Property Sign will look like, (include Fair Housing Logos) where the sign will be located and the size.** |
| ☐ | **Copies of the Maps for the Housing Market Area (the City) & Expanded Housing Market Area (the County).** |
| ☐ | **Fair Housing Training Materials** |
| ☐ | **Copy of the Advertisement (must be site specific)** |
| ☐ | **Copy of the Community Outreach letter (must be site specific)** |
| ☐ | **If there is a Residency Preference, Worksheet 2, must also be filled out.**<br>**NOTE: For Worksheet 2, the Residency Preference column should match the demographic data represented in the Housing Market Area column.**<br><br>**In 4a. #3, it is important to indicate in the narrative, the percentage number for the Residency Preference. (i.e., 70% of Boston residents). The Residency Preference information represented in this section of the AFHMP *should match what is included in the MH Tenant Selection Plan.*** |
| ☐ | **In Section 7d., of the AFHMP, please indicate when the last training was for staff on Fair Housing and when the next training is scheduled. NOTE: Fair Housing Training should take place annually.** |
| ☐ | **Please be sure to have the Owner/Agent sign the AFHMP, located in Section 9 of the form.** |

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**This AFHMP Worksheet 1 training information was based on US Census Bureau search engine information provided as of December 2025. If you find that the directions are no longer viable because of changes made at the US Census Bureau database platforms, please email us at afhmp@masshousing.com**

**Additionally, if you need assistance in completing Worksheet 1 or have specific questions regarding the AFHMP preparation process, please email us at: afhmp@masshousing.com**

**Note: Prior to submitting the AFHMP's to MassHousing for review, please refer to the "MassHousing AFHMP Checklist" on the MH Rental Portal Page under the MH-AFHMP-Checklist (8).pdf**

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