

Affirmative Fair Housing Marketing Plan (AFHMP)

Directions for Completing Worksheet 1 Exporting Data from the United States Census Bureau

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.



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.

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!

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)					

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](https://www.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)**

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.

The screenshot shows the Census Reporter website interface. The browser address bar displays the URL: censusreporter.org/locate/?lat=42.262716&lng=-71.124616&address=187%20Summer%20Street. The page title is "Census Reporter". Below the title, there is a search bar with the placeholder text "Search for an address". The search results for "187 Summer Street, Boston, Massachusetts 02136" are displayed on the left side of the page. The results include the following categories and their corresponding values:

- Block Group 1, Suffolk, MA (block group)
- Census Tract 1401.07, Suffolk, MA (Census Tract#)
- 02136 (ZIP code)
- Boston School District, MA (school district (unified))
- Boston City--Hyde Park, Jamaica Plain, Roslindale & West Roxbury PUMA, MA (PUMA)
- Boston, MA (Housing Market Area)
- Boston city, Suffolk County, MA (Expanded Market Area- Suffolk County)
- 14th Suffolk District, MA (state house (lower))
- Second Suffolk District, MA (state house (upper))

A map of the area is shown on the right side of the page, with various streets and landmarks labeled.

Step 2:

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

Go to: Google: <https://data.census.gov>

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



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

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

	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

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

The screenshot displays the United States Census Bureau's DP05 ACS Demographic and Housing Estimates interface. The left sidebar contains a 'Filter' button, which is highlighted by a blue arrow. Below the filter button is a search bar and a list of geography types: Nation, State, County, County Subdivision, Place, ZIP Code Tabulation Area, Metropolitan/Micropolitan Statistical Area, Census Tract, Block, Block Group, and All Geographies. The main content area shows a table of demographic data for the United States. The table has columns for Label, Estimate, Margin of Error, Percent, and Percent Margin of Error. The data is organized into sections: SEX AND AGE, Total population, Male, Female, Sex ratio (males per 100 females), and various age groups (Under 5 years, 5 to 9 years, 10 to 14 years, 15 to 19 years, 20 to 24 years, 25 to 34 years, 35 to 44 years, 45 to 54 years, 55 to 59 years, 60 to 64 years).

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
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60 to 64 years	21,573,853	±65,896	6.5%	±0.1

Step 3: Click on: County

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

All **Tables** Maps Profiles Pages

1 Filter 1 Result

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

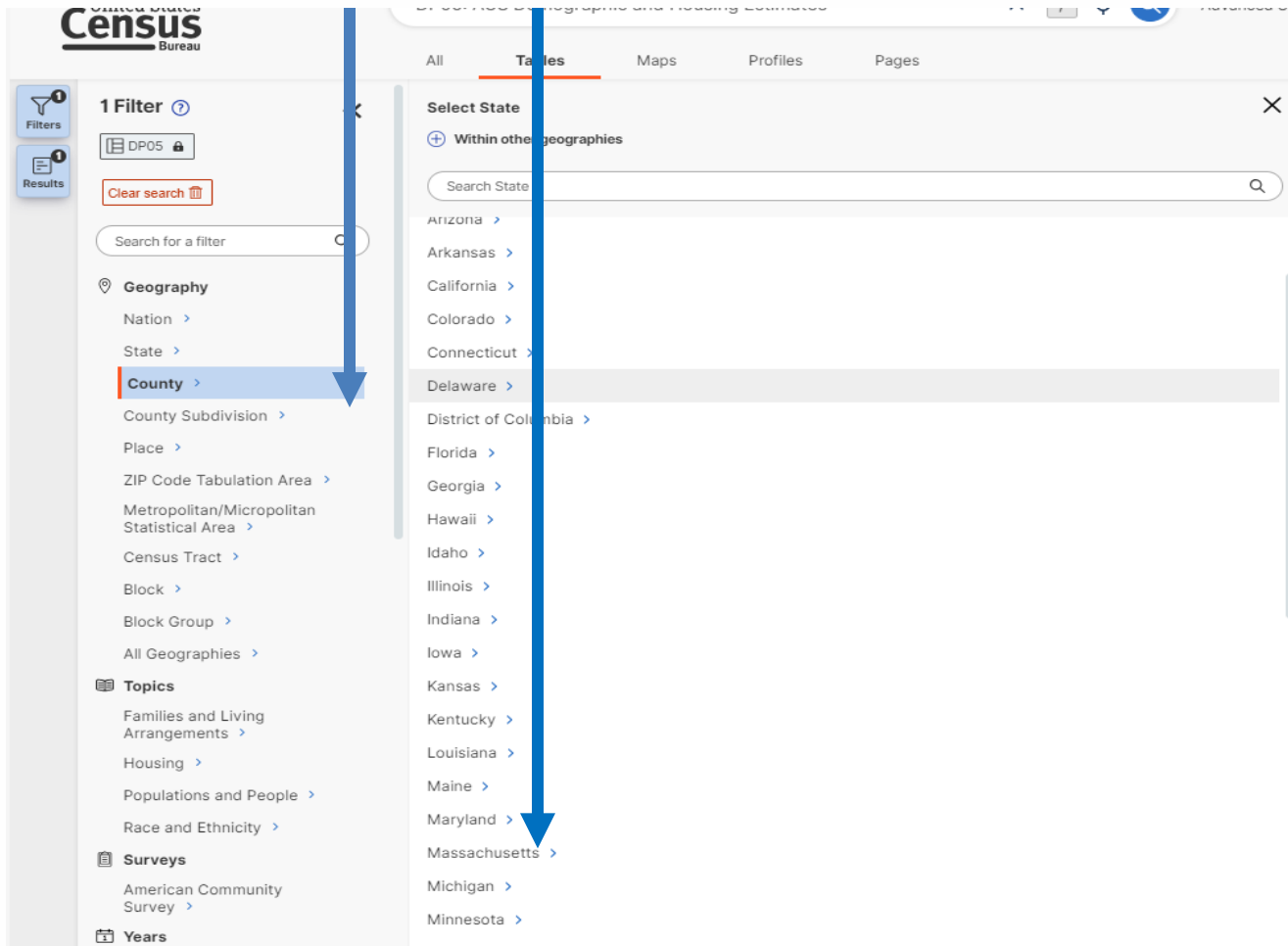
DP05 | ACS Demographic and Housing Estimates

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)
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Sex ratio (males per 100 females)	98.3	±0.1	(X)	(X)
Under 5 years	18,358,199	±18,313	5.5%	±0.1
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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

Step 4: Click on County, then Massachusetts



Step 5: Select Suffolk 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

Massachusetts / **Select County**

Within other geographies

Search County

- ☐ All Counties within Massachusetts
- ☐ Barnstable County, Massachusetts
- ☐ Berkshire County, Massachusetts
- ☐ Bristol County, Massachusetts
- ☐ Dukes County, Massachusetts
- ☐ Essex County, Massachusetts
- ☐ Franklin County, Massachusetts
- ☐ Hampden County, Massachusetts
- ☐ Hampshire County, Massachusetts
- ☐ Middlesex County, Massachusetts
- ☐ Nantucket County, Massachusetts
- ☐ Norfolk County, Massachusetts
- ☐ Plymouth County, Massachusetts
- ☒ Suffolk County, Massachusetts
- ☐ Worcester County, Massachusetts

2 Filters

DP05

Suffolk County, Massachusetts

Clear search & filters

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

- Families and Living Arrangements
- Housing

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

The screenshot shows the United States Census Bureau website interface. At the top, the search bar contains "DP05: ACS Demographic and Housing Estimates". Below the search bar, the "Tables" tab is selected. On the left sidebar, under "2 Filters", "Suffolk County, Massachusetts" is selected. Below this, the "Geography" section is expanded, and "Place" is highlighted. In the center, the "Select State" dropdown menu is open, showing a list of states. "Massachusetts" is highlighted in the list. On the right, the "1 Result" section shows the selected data: "American Community Survey DP05 | ACS Demographic and Housing Estimates".

Step 7: Select the City the development is located

The screenshot shows the United States Census Bureau website interface. At the top, the search bar contains "DP05: ACS Demographic and Housing Estimates". Below the search bar, the "Tables" tab is selected. On the left sidebar, under "3 Filters", the following filters are applied: "DP05", "Suffolk County, Massachusetts", and "Boston city, Massachusetts". The "Place" filter is highlighted. In the main content area, under "Massachusetts / Select Place", a list of cities is displayed. "Boston city, Massachusetts" is selected with a checkmark. On the right, a "1 Result" panel shows the "American Community Survey DP05 | ACS Demographic and Housing Estimate" with a "Download Table" link.

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

All **Tables** Maps Profiles Pages

3 Filters

DP05

Suffolk County, Massachusetts

Boston city, Massachusetts

Clear search & filters

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

Families and Living Arrangements

Housing

Massachusetts / Select Place

Within other geographies

Search Place

Athol CDP, Massachusetts

Attleboro city, Massachusetts

Ayer CDP, Massachusetts

Baldwinville CDP, Massachusetts

Barnstable Town city, Massachusetts

Barre CDP, Massachusetts

Belchertown CDP, Massachusetts

Bellingham CDP, Massachusetts

Belmont CDP, Massachusetts

Beverly city, Massachusetts

Blandford CDP, Massachusetts

Bliss Corner CDP, Massachusetts

☒ Boston city, Massachusetts

Bourne CDP, Massachusetts

Boxford CDP, Massachusetts

Braintree Town city, Massachusetts

Brewster CDP, Massachusetts

Bridgewater CDP, Massachusetts

Bridgewater Town city, Massachusetts

Brockton city, Massachusetts

1 Result

View: 10 | 25 | 50

Download Table

American Community Survey

DP05 | ACS Demographic and Housing Estimate

View All 26 Products

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)

The image displays four sequential screenshots of the United States Census Bureau's data selection interface, illustrating the steps to find Census Tract data. Each screenshot is annotated with a blue arrow indicating the next step in the process.

- Screenshot 1:** The main Census Bureau homepage. A blue arrow points to the "Census Tract" link in the left-hand "Geography" menu.
- Screenshot 2:** The "Select State" screen. A blue arrow points to "Massachusetts" in the list of states.
- Screenshot 3:** The "Select County" screen for Massachusetts. A blue arrow points to "Suffolk County, Massachusetts" in the list of counties.
- Screenshot 4:** The "Select Census Tract" screen for Suffolk County, Massachusetts. A blue arrow points to "Census Tract 1401.07; Suffolk County; Massachusetts" in the list of tracts, which is currently selected.

Step 9: Click on the Results Icon

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

4 Filters

DP05

Suffolk County, Massachusetts

Boston city, Massachusetts

Census Tract 1401.07; Suffolk C...

Clear search & filters

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

Massachusetts / Suffolk County, Massachusetts / **Select Census Tract**

Within other geographies

Search Census Tract

☐ Census Tract 1207; Suffolk County; Massachusetts

☐ Census Tract 1301; Suffolk County; Massachusetts

☐ Census Tract 1301.01; Suffolk County; Massachusetts

☐ Census Tract 1302; Suffolk County; Massachusetts

☐ Census Tract 1303; Suffolk County; Massachusetts

☐ Census Tract 1304.02; Suffolk County; Massachusetts

☐ Census Tract 1304.04; Suffolk County; Massachusetts

☐ Census Tract 1304.06; Suffolk County; Massachusetts

☐ Census Tract 1401.02; Suffolk County; Massachusetts

☐ Census Tract 1401.05; Suffolk County; Massachusetts

☐ Census Tract 1401.06; Suffolk County; Massachusetts

☒ Census Tract 1401.07; Suffolk County; Massachusetts

☐ Census Tract 1402.01; Suffolk County; Massachusetts

☐ Census Tract 1402.02; Suffolk County; Massachusetts

☐ Census Tract 1403; Suffolk County; Massachusetts

☐ Census Tract 1404; Suffolk County; Massachusetts

☐ Census Tract 1601.01; Suffolk County; Massachusetts

1 Result

View: 10 | 25 | 50 [Download Table Data](#)

American Community Survey

DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMA...

[View All 26 Products](#)

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

United States[®] Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

All Tables Maps Profiles Pages

1 Result

View: 10 | 25 | 50

Download Table Data

American Community Survey

DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES

View All 26 Products

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	Percent
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	
Median age (years)	37.7	(X)	39.3	(X)	37.0	

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

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

DP05: ACS DEMOGRAPHIC AND HOUSING ESTIMATES

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 Map

Suffolk County, Massachusetts

Census Tract 1401.07, Suffolk County, Massachusetts

Label	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

Step 12: Click on 2018 5 Year Average, In Drop Down Box, Select 2023 ACS 5-Year Estimates

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

DP05: ACS DEMOGRAPHIC AND HOUSING ESTIMATES

2018: ACS 5-Year Estimates Data Profiles

Suffolk County, Massachusetts

Label	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate	Margin of Error
✓ Race alone or in combination with one or more...						
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Native Hawaiian and Other Pacific Islander...	1,519	±366	0.2%	±0.1	0	±12
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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

Google Chrome isn't your default browser Set as default

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

2018: ACS 5-Year Estimates Data Profiles

2022: ACS 1-Year Estimates Data Profiles

2022: ACS 5-Year Estimates Data Profiles

2021: ACS 1-Year Estimates Data Profiles

2021: ACS 5-Year Estimates Selected Population Data Profiles

2021: ACS 5-Year Estimates Data Profiles

2020: ACS 5-Year Estimates Data Profiles

2019: ACS 1-Year Estimates Data Profiles

2019: ACS 5-Year Estimates Data Profiles

2018: ACS 1-Year Estimates Data Profiles

2018: ACS 5-Year Estimates Data Profiles

2017: ACS 1-Year Estimates Data Profiles

2017: ACS 5-Year Estimates Data Profiles

2016: ACS 1-Year Estimates Data Profiles

2016: ACS 5-Year Estimates Data Profiles

2015: ACS 1-Year Estimates Data Profiles

2015: ACS 5-Year Estimates Data Profiles

2014: ACS 1-Year Estimates Data Profiles

2014: ACS 5-Year Estimates Data Profiles

2013: ACS 1-Year Estimates Data Profiles

2013: ACS 5-Year Estimates Data Profiles

DP05 | ACS DEMOGRAPHIC AND HOUSING ESTIMATES

18 years and over

657,597

657,165

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.

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.

United States Census Bureau

DP05: ACS Demographic and Housing Estimates

Advanced Search

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

Results: 123

Geos: Topics: Codes: Dataset: Year: Hide: 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
> SEX AND AGE					
▼ RACE					
▼ Total population	785,443		3,065	3,065	665,945
One race	675,294	86.0%			586,234
Two or More Races	110,149	14.0%	442	14.4%	79,711
▼ One race	675,294	86.0%	2,623	85.6%	586,234
White	387,745	49.4%	1,072	35.0%	323,655
Black or African American	155,625	19.8%	1,183	38.6%	150,002
▼ American Indian and Alaska Native	2,916	0.4%	0	0.0%	2,286
Cherokee tribal grouping	108	0.0%	0	0.0%	108
Chippewa tribal grouping	0	0.0%	0	0.0%	0
Navajo tribal grouping	159	0.0%	0	0.0%	159
Sioux tribal grouping	0	0.0%	0	0.0%	0
▼ Asian	69,412	8.8%	0	0.0%	64,387
Asian Indian	11,624	1.5%	0	0.0%	10,873
Chinese	32,262	4.1%	0	0.0%	30,852
Filipino	2,180	0.3%	0	0.0%	2,048
Japanese	1,246	0.2%	0	0.0%	1,156
Korean	3,880	0.5%	0	0.0%	3,818
Vietnamese	11,471	1.5%	0	0.0%	10,255
Other Asian	6,749	0.9%	0	0.0%	5,385
▼ Native Hawaiian and Other Pacific ...	544	0.1%	0	0.0%	544

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”

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DP05: ACS Demographic and Housing Estimates

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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%

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%)

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DP05: ACS Demographic and Housing Estimates

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DP05: ACS Demographic and Housing Estimates

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

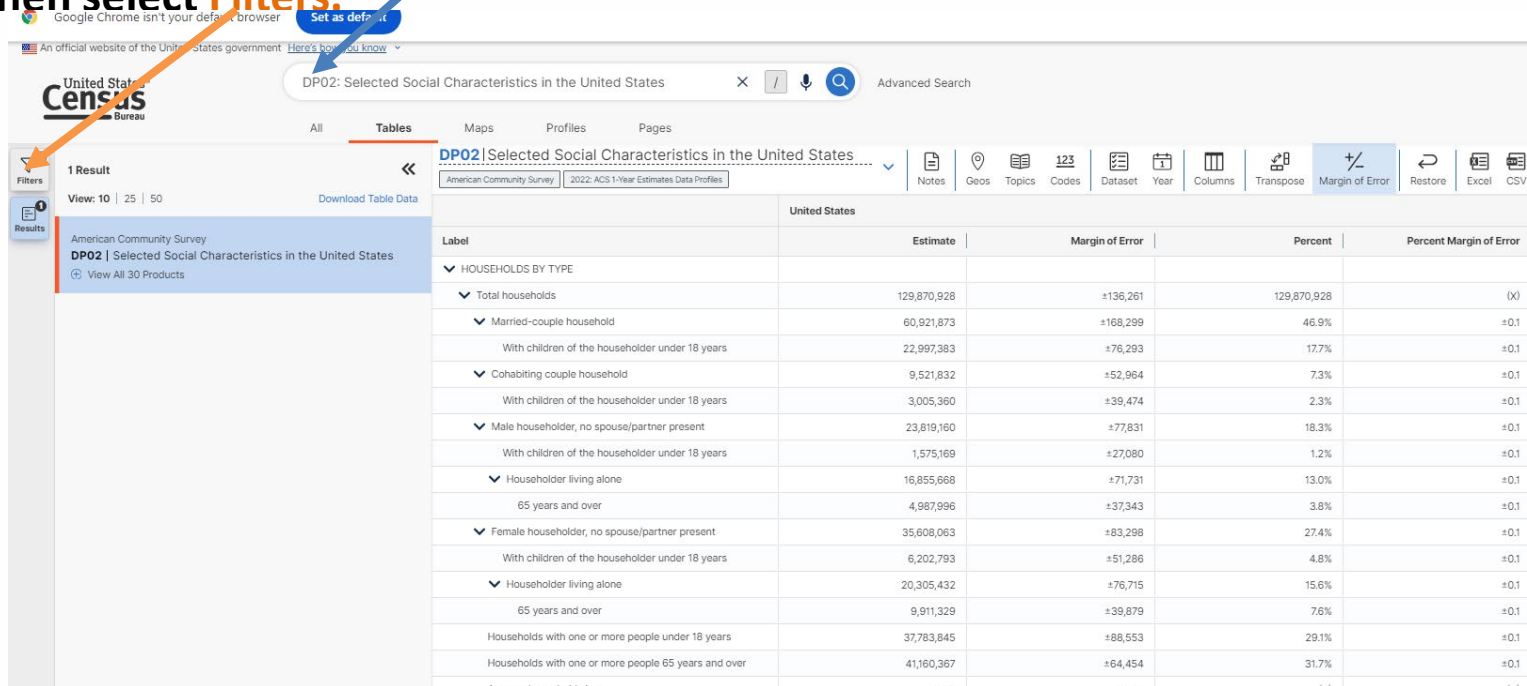
Notes Geos Topics Codes Dataset Year Columns Transpose Margin of Error Restore Excel CSV ZIP Cite Share Print API Map

	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%

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**.



United States Census Bureau

DP02: Selected Social Characteristics in the United States

Advanced Search

1 Result

View: 10 | 25 | 50

Download Table Data

American Community Survey

DP02 | Selected Social Characteristics in the United States

View All 30 Products

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

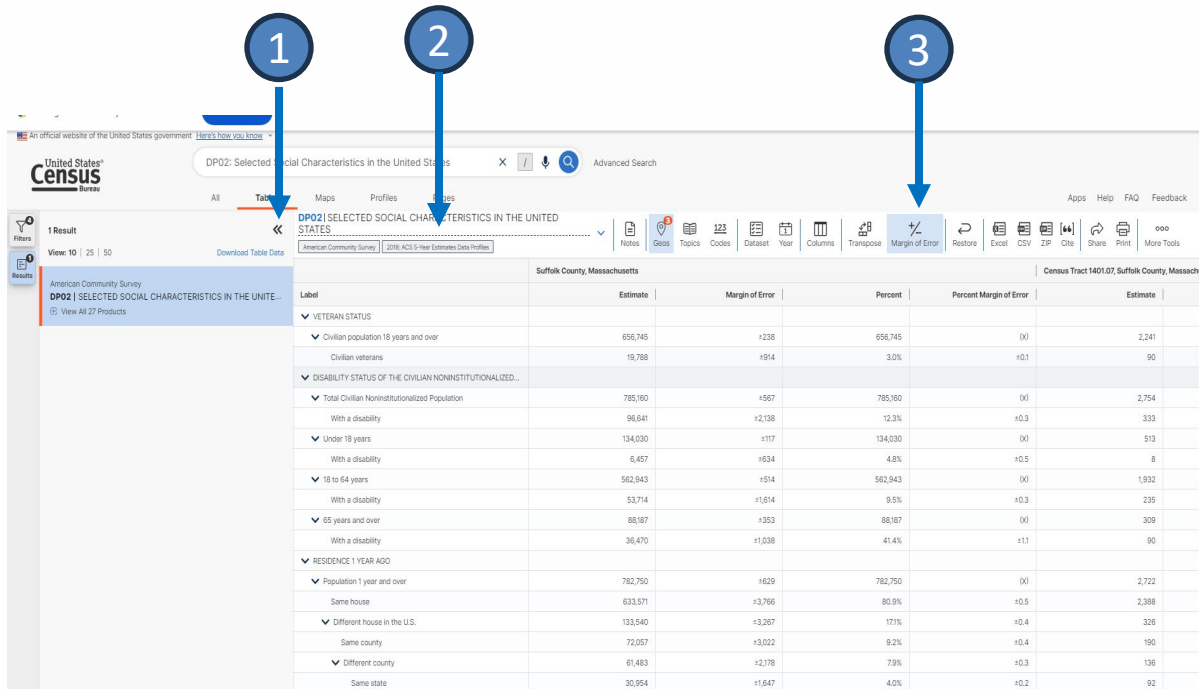
Step 17: Last step to complete Worksheet 1, is to now export data for Households with one or more people under 18 years old and Persons with Disabilities. Follow the same steps that were used to export the data for Race, under Filters.

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

The screenshot displays the United States Census Bureau's data interface for DP02: Selected Social Characteristics in the United States. The interface is divided into several sections:

- Header:** United States Census Bureau logo and search bar.
- Navigation:** Tabs for Tables, Maps, Profiles, and Pages.
- Filters (Left Sidebar):**
 - 4 Filters:** DP02, Suffolk County, Massachusetts, Boston city, Massachusetts, Census Tract 1401.07; Suffolk C...
 - Geography:** Nation, State, County, County Subdivision, Place, ZIP Code Tabulation Area, Metropolitan/Micropolitan Statistical Area, **Census Tract** (selected), Block, Block Group, All Geographies.
 - Topics:** Education, Families and Living Arrangements.
- Main Content Area:**
 - Massachusetts / Suffolk County, Massachusetts / Select Census Tract**
 - Within other geographies:** Search Census Tract
 - List of Census Tracts:**
 - ☐ Census Tract 1201.04; Suffolk County; Massachusetts
 - ☐ Census Tract 1201.05; Suffolk County; Massachusetts
 - ☐ Census Tract 1202.01; Suffolk County; Massachusetts
 - ☐ Census Tract 1203.01; Suffolk County; Massachusetts
 - ☐ Census Tract 1204; Suffolk County; Massachusetts
 - ☐ Census Tract 1205; Suffolk County; Massachusetts
 - ☐ Census Tract 1206; Suffolk County; Massachusetts
 - ☐ Census Tract 1207; Suffolk County; Massachusetts
 - ☐ Census Tract 1301; Suffolk County; Massachusetts
 - ☐ Census Tract 1301.01; Suffolk County; Massachusetts
 - ☐ Census Tract 1302; Suffolk County; Massachusetts
 - ☐ Census Tract 1303; Suffolk County; Massachusetts
 - ☐ Census Tract 1304.02; Suffolk County; Massachusetts
 - ☐ Census Tract 1304.04; Suffolk County; Massachusetts
 - ☐ Census Tract 1304.06; Suffolk County; Massachusetts
 - ☐ Census Tract 1401.02; Suffolk County; Massachusetts
 - ☐ Census Tract 1401.05; Suffolk County; Massachusetts
 - ☐ Census Tract 1401.06; Suffolk County; Massachusetts
 - ☒ Census Tract 1401.07; Suffolk County; Massachusetts
 - ☐ Census Tract 1402.01; Suffolk County; Massachusetts
- Right Sidebar:** 1 Result, View: 1, American DP02, View

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



The screenshot shows the Census Bureau's data tool interface. The top navigation bar includes 'All', 'Table', 'Maps', 'Profiles', and 'Charts'. The 'Table' tab is selected. The main content area displays a table of data for 'Suffolk County, Massachusetts'. The table has columns for 'Label', 'Estimate', 'Margin of Error', 'Percent', 'Percent Margin of Error', and 'Estimate'. The data is organized into sections: 'VETERAN STATUS', 'DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED...', and 'RESIDENCE 1 YEAR AGO'. The 'Margin of Error' column is highlighted, indicating it is the selected view.

Label	Estimate	Margin of Error	Percent	Percent Margin of Error	Estimate
VETERAN STATUS					
✓ Civilian population 18 years and over	656,745	+238	656,745	(0)	2,241
Civilian veterans	19,788	+914	3.0%	+0.1	90
DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED...					
✓ Total Civilian Noninstitutionalized Population	785,160	+567	785,160	(0)	2,754
With a disability	96,641	+2,138	12.3%	+0.3	333
✓ Under 18 years	134,030	+117	134,030	(0)	513
With a disability	6,457	+634	4.8%	+0.5	8
✓ 18 to 64 years	562,943	+514	562,943	(0)	1,932
With a disability	53,714	+1,614	9.5%	+0.3	235
✓ 65 years and over	88,167	+353	88,167	(0)	309
With a disability	36,470	+1,038	41.4%	+1.1	90
RESIDENCE 1 YEAR AGO					
✓ Population 1 year and over	782,750	+629	782,750	(0)	2,722
Same house	633,571	+3,766	80.9%	+0.5	2,388
✓ Different house in the U.S.	133,540	+3,267	171%	+0.4	326
Same county	72,057	+3,022	9.2%	+0.4	190
✓ Different county	61,483	+2,178	7.9%	+0.3	136
Same state	30,954	+1,647	4.0%	+0.2	92

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

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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

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	319,358		1,147		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%	143	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%

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

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

Results: 123

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
HOUSEHOLDS BY TYPE						
Total households	1,147	1,147	276,053	276,053	319,307	319,307
Married-couple household	393	34.3%	78,195	28.3%	94,536	29.6%
With children of the householder under 18 years	145	12.6%	27,888	10.1%	34,841	10.9%
Cohabiting couple household	141	12.3%	23,278	8.4%	27,451	8.6%
With children of the householder under 18 years	95	8.3%	3,241	1.2%	4,837	1.5%
Male householder, no spouse/partner present	180	15.7%	67,197	24.3%	76,611	24.0%
With children of the householder under 18 years	7	0.6%	2,226	0.8%	2,915	0.9%
Householder living alone	143	12.5%	43,947	15.9%	50,005	15.7%
65 years and over	41	3.6%	9,161	3.3%	11,048	3.5%
Female householder, no spouse/partner present	433	37.8%	107,383	38.9%	120,709	37.8%
With children of the householder under 18 years	99	8.6%	17,055	6.2%	19,113	6.0%
Householder living alone	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%
Households with one or more people under 18 years	371	32.3%	57,617	20.9%	70,483	22.1%

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DP02: Selected Social Characteristics in the United States

Advanced Search

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

Results: 123

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
DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED...						
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%

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	Housing Market Area	Expanded Housing Market Area
			1401.07	Boston	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.

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.

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

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)

- ☒ White
 ☒ American Indian or Alaska Native
 ☒ Asian
 ☐ Black or African American
 ☐ Persons with Disabilities
 ☒ Native Hawaiian or Other Pacific Islander
 ☐ Hispanic or Latino
 ☐ 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%

A red string is tied in a bow on a brown paper background. A white tag is attached to the string on the right side. The text "Congratulations! You Have Successfully Completed Worksheet 1 of the AFHMP" is written in white on the left side of the image.

Congratulations!
You Have
Successfully
Completed
Worksheet 1 of
the AFHMP

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. If only State and Local funds are being used, with no Federal affiliation, the MassHousing AFHMP must be used. 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. 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". 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 <u>MUST be included:</u>
☐	For existing properties, photo of the <u>Property Sign</u> (include Fair Housing Logos) where the sign is located, and the size. 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 <u>Residency Preference</u>, Worksheet 2, must also be filled out. NOTE: For Worksheet 2, the Residency Preference column should match the demographic data represented in the Housing Market Area column.
☐	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.

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](#)