This guidance document provides instructions for finding census data to include in an environmental document.
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1.0 Getting Started

Go to American Factfinder at http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml

Click on “Show Me All” under Advanced Search (circled in red below).
It is best to start by finding your project area. This can be accomplished a couple different ways depending on what you know about the project area.

Begin by clicking on the “Geographies” box on the left hand side (circled below).

If you need to see block groups (and not just tracts), change the default setting from “most requested geographic types” to “all geographic types”
If you do not know the Census tract or block group numbers, you can use the map feature (shown below).
Use the zoom feature to locate your project area.

Also make sure you select the correct census geography by clicking on the “Select Geographies” drop down menu. For income and language it will be tracts and for race it will be block groups.
Use the appropriate selection tool (shown below) to highlight your project area.
This will pull up a list of all the census tracts and/or block groups (depending on what you've selected) in your project area.

Be sure to click “Add to your selection” (shown below) when you are done.
If you already know your tract numbers then you can use the "list" tab instead of the map feature. Beginning with the type of census geography you want, you can drill down to the correct project area. Be sure to click “Add to your selection” to add a tract or block group. You’ll need to do this after every selection before you can add a new one.

You can also use the “Name” and “Address” features in the same manner. Now that you have selected your project area you can select your topic areas.
2.0 Selecting the Right Data

Select the topic area (or areas) you would like to see but expanding the “Topics” menu.

Everything you need for Environmental Justice and Limited English Proficiency is under “People”.

For Language data, expand “Language” and then click on “Language Spoken at Home” (shown below).
This will send “Languages Spoken at Home” into the “Your Selection” box (Shown Below) and pull up lots of different data sets.
The necessary data can be found in many different tables but the easiest to use is Table B16001 – Language Spoken At Home by Ability to Speak English For The Population 5 Years and Over (Shown Below).

For urban areas, the 1-year ACS data can be used. For rural areas, the 5-year estimates may be the only data available. Either one is fine, just be sure to reference it.
For Income data, expand "Income & Earnings" and then click on "Income/Earnings (Household)" (shown below).
Table DP03 is best to use to find "Median Household Income".
For Race data, expand “Race & Ethnicity” and then click on “Race/Ethnicity of Individual” (shown below). Select Table P11 for Race data. 2010 SF1 100% Data should be available for all areas.
Once you click on the table you want and you’ve selected your project area, you’ll get a spreadsheet showing the data you want for the areas you’ve selected.

From there, you can export the data into Excel where you can delete data you don’t need and format it to your needs. You can also create a map.
The following table shows the revision history for this document.

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<thead>
<tr>
<th>Effective Date Month, Year</th>
<th>Reason for and Description of Change</th>
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<tr>
<td>April 2013</td>
<td>Version 1 was released</td>
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