Beginning Instructions

1. Go to <https://data.census.gov/> and type in the name of your municipality or county into the search bar in the middle of the webpage and press the “Enter” key or the blue magnifying glass icon on the search bar to get information for your municipality and/or county.
2. On the next webpage that appears, click on the search bar that contains the name of the municipality or county you looked up and enter the code for the table you’re looking for. For example, if you’re looking for Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES”, then you would type in “S0601” after the name of the municipality or county you’re finding information for and press the “Enter” key or the blue magnifying glass icon on the search bar to pull up that table
   1. It is from these different tables that you’ll find the information to include in your Affordable Housing Plan. On this word document, you’ll find the table and specific “Label(s)” (as found in the “Label” column of any table) we recommend you use to complete the corresponding minimum required element of your community’s Affordable Housing Plan. You only need to include the “Estimate” column number in your Affordable Housing Plan; you don’t need to include the “Margin of Error”, “Percent”, or “Percent Margin of Error” column numbers.

**Other Resources**

1. Any elements listed below that are in red ink require using resources other than the Census for information. Follow the instructions listed beneath those elements to complete them.

NOTE: Because these are non-Census sources, they may not have information for your specific community. If possible, please cite county-level information instead.

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| Minimum Required Elements for an Affordable Housing Plan |
| 1. Community and Housing Profile |
| 1. Demographic characteristics   Race/ethnicity   * Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES” * Label “RACE AND HISPANIC OR LATINO ORIGIN”   Income   * Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES” * Label “INDIVIDUALS' INCOME IN THE PAST 12 MONTHS (IN 2021 INFLATION-ADJUSTED DOLLARS)”   Age   * Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES” * Label “AGE”   Employment   * Table “DP03 | SELECTED ECONOMIC CHARACTERISTIC” * Labels “EMPLOYMENT STATUS” & “INDUSTRY”   Population trends   * Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES” * Label “Total population” (just that line’s estimate)   + Only needs to be a comparison of the total population number across multiple years. To get this number:     - Click on “20XX: ACS 5-Year Estimates Subject Tables” under the title of the table and select the table for however many years back you’d like to compare the current vs. past population to (most communities compare their current population vs. their population 10 years ago)   2. Household characteristics  Number of existing households   * Table “S1101 | HOUSEHOLDS AND FAMILIES” * Label “HOUSEHOLDS”   Housing units by tenure   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “YEAR STRUCTURE BUILT”   3. Housing market analysis  Housing cost   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “SELECTED MONTHLY OWNER COSTS (SMOC)”   Rents   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “GROSS RENT”   Vacancy rates   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “Total housing units” |
| 1. Housing Needs Assessment |
| 1. Describe existing needs, such as:   Number of households housing cost burdened   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “SELECTED MONTHLY OWNER COSTS AS A PERCENTAGE OF HOUSEHOLD INCOME (SMOCAPI)” & “GROSS RENT AS A PERCENTAGE OF HOUSEHOLD INCOME (GRAPI)”   + Specifically, you’ll want to use the “Estimate” number from the lines “30.0 to 34.9 percent” and “35.0 percent or more” under each of these “Labels”, as a household is considered “housing cost burdened” if they’re paying 30% or more of their income on housing   Housing for elderly or elderly populations   * Table “S0601 | SELECTED CHARACTERISTICS OF THE TOTAL AND NATIVE POPULATIONS IN THE UNITED STATES” * Label “AGE”   + Specifically, you’ll want to include the “Estimate” number from lines “65 to 74 years” and “75 years and over”, as anyone 65 years or older is considered a senior or elderly   Female headed households   * Table “DP02 | SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES” * Label “Female householder, no spouse/partner present” (just that line’s estimate)   *Only include demographic information for these populations if their numbers are substantial enough to track:*  Overcrowded households   * Table “DP04 | SELECTED HOUSING CHARACTERISTICS” * Label “OCCUPANTS PER ROOM”   + Specifically, you’ll want to use the “Estimate” number from the lines “1.01 to 1.50” and “1.51 or more” under this “Label”, as households that have more than 1 occupant per room can be identified as overcrowded   Persons w/special needs including disabilities   * Table “DP02 | SELECTED SOCIAL CHARACTERISTICS IN THE UNITED STATES” * Label “DISABILITY STATUS OF THE CIVILIAN NONINSTITUTIONALIZED POPULATION”   + Specifically, you’ll want to use the “with a disability” “Estimate” under the “Label” “Total Civilian Noninstitutionalized Population”   Homelessness   * Go to <https://www.nmceh.org/pitreports> * Click on the most recent report available on that webpage * Search that report for information for your county (if it is available); recommend pressing Ctrl + F and then entering in the name of your county to see if homelessness information for your county is available  1. Projected needs including:   Number of new units needed by tenure   * Go to <https://housingnm.org/the-new-mexico-housing-strategy> and click on “Access the complete New Mexico Housing Strategy” to pull up the New Mexico Housing Strategy Report * Then go to pages 104 & 105 of the pdf and enter the numbers from Figures II-26 & II-27 into this section of your Affordable Housing Plan for your county (if available) |