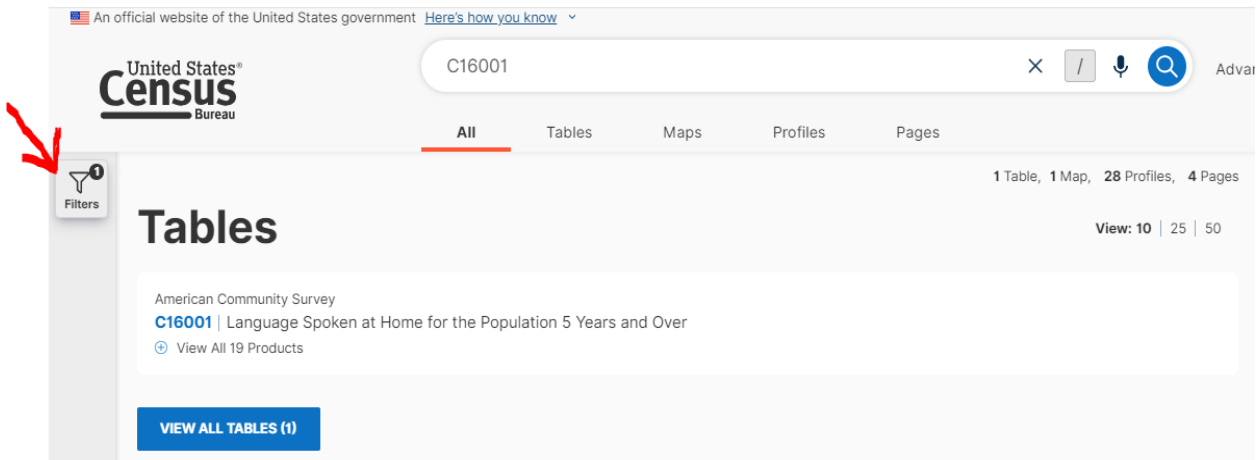
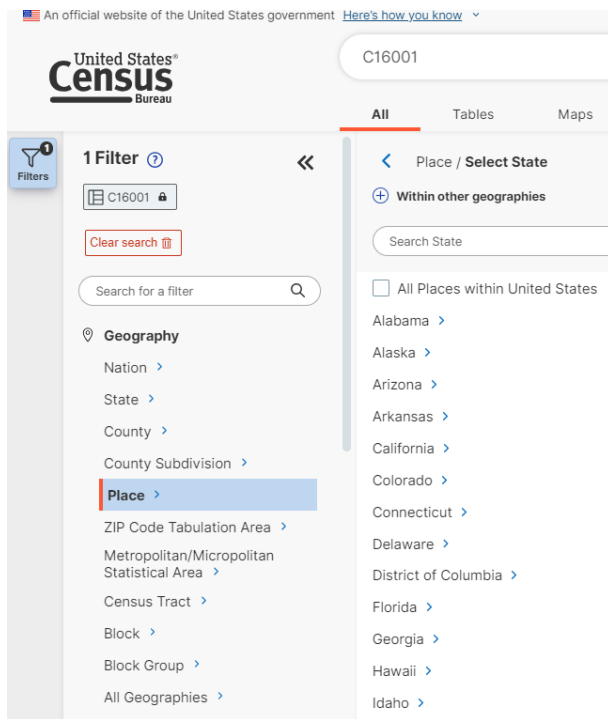


Finding your LEP Data from the U.S. Census American Survey *For Section regarding Four Factor Analysis*

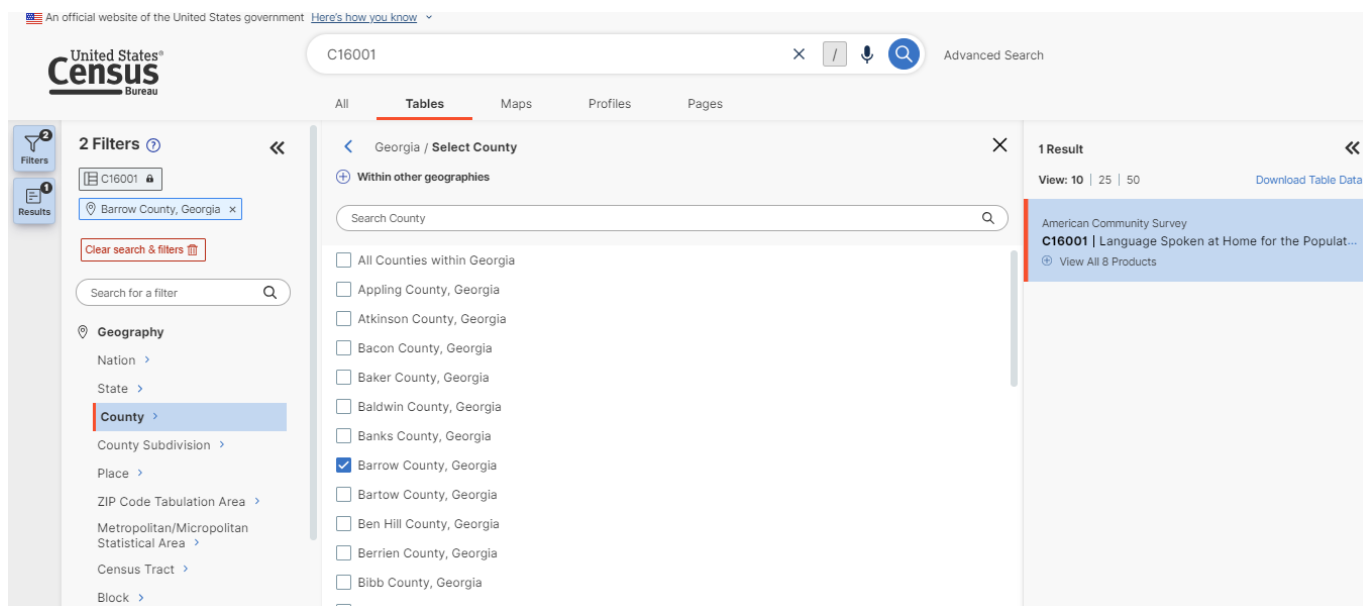
1. Identify your service area. This may be your county, city, a or a variety of counties and towns. The census data you pull must match your actual service area to the best of your ability.
2. Follow the link: <https://data.census.gov/cedsci/>
3. In the search bar, type: C16001 This brings up the correct report, but for the whole country.
4. Narrow the search to your service area by clicking the Filters button at the top left corner:



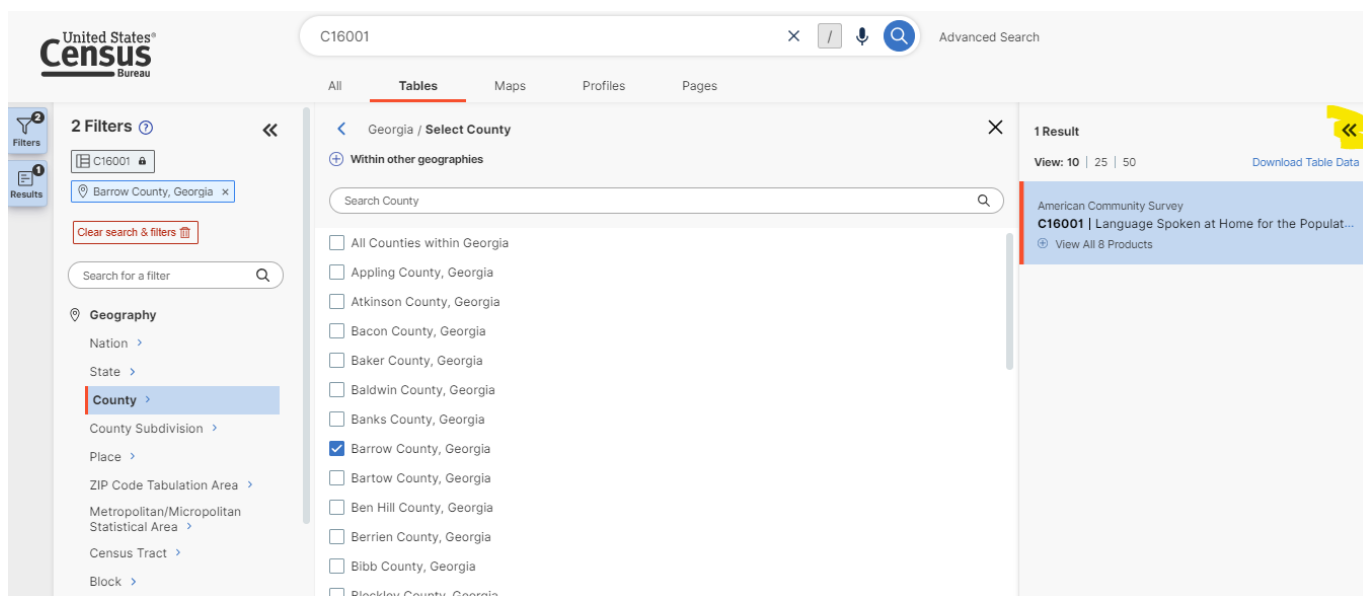
5. The screen will then give you a list of ways to Filter down the data:



- Along the Left:
To find a County, click County, then Georgia, then your County.
- To find a City/town, click Place, then Georgia, then your town.
- To find a portion of a County, click County Subdivision, then Georgia, then your County, then the portion(s) of it in which you provide service.



6. Collapse this filter page by clicking on the two arrows in the right corner of screen – see the yellow highlight in the image below:



1. Next you will want to select the most recent data available, the 2022, 5-year estimate tables - see the yellow highlight in the image below:

United States[®] Census Bureau

C16001

Advanced Search

All **Tables** Maps Profiles Pages

C16001 | Language Spoken at Home for the Population 5 Years and Over

American Community Survey | Universe: Population 5 years and over | **2022 ACS 5-Year Estimates Data**

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

Barrow County, Georgia

Label	Estimate	Margin of Error
✓ Total:	78,992	±37
Speak only English	66,675	±867
✓ Spanish:	8,284	±483
Speak English "very well"	4,984	±473
Speak English less than "very well"	3,300	±411
✓ French, Haitian, or Cajun:	554	±277
Speak English "very well"	477	±234
Speak English less than "very well"	77	±77
✓ German or other West Germanic languages:	34	±34

2. First, turn off (deselect) the Margin of Error and click the Excel button to download the file into Excel. An Excel chart of your data will download.

United States[®] Census Bureau

C16001

Advanced Search

All **Tables** Maps Profiles Pages

C16001 | Language Spoken at Home for the Population 5 Years and Over

American Community Survey | Universe: Population 5 years and over | 2022 ACS 5-Year Estimates Data

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

Barrow County, Georgia

Label	Estimate	Margin of Error
✓ Total:	78,992	±37
Speak only English	66,675	±867
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Speak English less than "very well"	3,300	±411
✓ French, Haitian, or Cajun:	554	±277
Speak English "very well"	477	±234
Speak English less than "very well"	77	±77
✓ German or other West Germanic languages:	34	±34
Speak English "very well"	34	±34
Speak English less than "very well"	0	±34
✓ Russian, Polish, or other Slavic languages:	481	±312
Speak English "very well"	443	±264
Speak English less than "very well"	38	±80

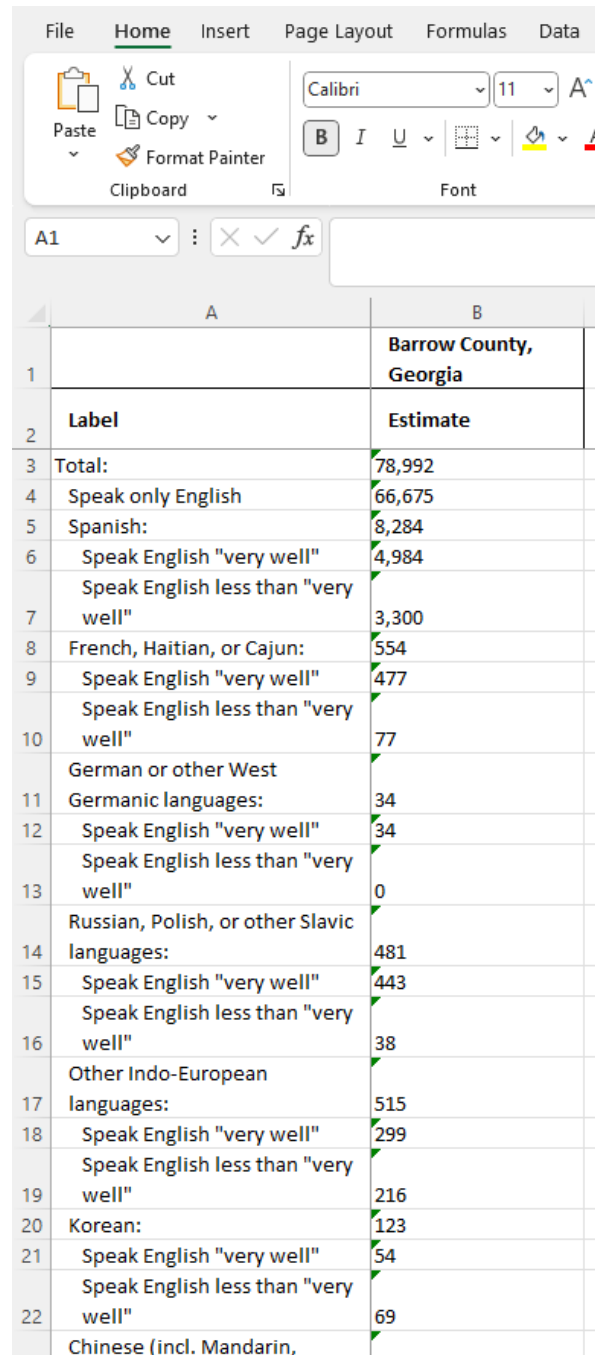
If you have multiple counties or cities you need to add, you can actually click them ALL, and the data will populate into one Excel sheet.

Gather this information in Excel format for *all* your service areas, regardless of whether you have them in one Excel sheet or multiple sheets. Proceed to the next section on cleaning up your data in Excel.

Cleaning up Census Data

1. Using the state of Georgia data, let's walk through turning the original Excel sheet into a usable form for your Title VI Program.

Tab 1 of the Excel Sheet is a table labeled, "Information." We will be working in Tab 2, labeled, "Data," which, for Barrow County, Georgia, looks like this:



A		B
1		Barrow County, Georgia
2	Label	Estimate
3	Total:	78,992
4	Speak only English	66,675
5	Spanish:	8,284
6	Speak English "very well"	4,984
7	Speak English less than "very well"	3,300
8	French, Haitian, or Cajun:	554
9	Speak English "very well"	477
10	Speak English less than "very well"	77
11	German or other West Germanic languages:	34
12	Speak English "very well"	34
13	Speak English less than "very well"	0
14	Russian, Polish, or other Slavic languages:	481
15	Speak English "very well"	443
16	Speak English less than "very well"	38
17	Other Indo-European languages:	515
18	Speak English "very well"	299
19	Speak English less than "very well"	216
20	Korean:	123
21	Speak English "very well"	54
22	Speak English less than "very well"	69
	Chinese (incl. Mandarin,	

2. Reduce the data to those who speak each language “Less than very well.”

a. In Column A, in each line that says, “Speak English less than very well”, **Add/Type in the name of the language, and the word ‘and’**. For example, in the chart above, change the text in Box 7A to now say, “Speak **Spanish, and** English less than very well.”

→ WHY? This is because you will soon delete boxes 5A and 6A, then you won’t be able to tell that section was Spanish anymore. (You do not need to BOLD Spanish or any other words)

b. Repeat for every language listed. (So that each “less than very well” line also lists WHICH language to which it refers.

A22	:	✕	✓	<i>fx</i>	Speak English less than "very w
	A	B	C		
1		Barrow County, Georgia			
2	Label	Estimate			
3	Total:	78,992			
4	Speak only English	66,675			
5	Spanish:	8,284			
6	Speak English "very well"	4,984			
7	Speak English less than "very well"	3,300			
8	French, Haitian, or Cajun:	554			
9	Speak English "very well"	477			
10	Speak English less than "very well"	77			
11	German or other West Germanic languages:	34			
12	Speak English "very well"	34			
13	Speak English less than "very well"	0			
14	Russian, Polish, or other Slavic languages:	481			
15	Speak English "very well"	443			
16	Speak English less than "very well"	38			
17	Other Indo-European languages:	515			
18	Speak English "very well"	299			
19	Speak English less than "very well"	216			
20	Korean:	123			
21	Speak English "very well"	54			
22	Speak English less than "very well"	69			
	Chinese (incl. Mandarin.				

(rows you will be editing by adding text are

highlighted in yellow)

	A	B
1		Barrow County, Georgia
2	Label	Estimate
3	Total:	78,992
4	Speak only English	66,675
5	Spanish:	8,284
6	Speak English "very well"	4,984
7	Speak English and Spanish less than "very well"	3,300
8	French, Haitian, or Cajun:	554
9	Speak English "very well"	477
10	Speak English and French, Haitian, or Cajun, less than "very well"	77
11	German or other West Germanic languages:	34
12	Speak English "very well"	34
13	Speak English and German or other West Germanic languages less than "very well"	0
14	Russian, Polish, or other Slavic languages:	481
15	Speak English "very well"	443
16	Speak English and Russian, Polish or other Slavic languages less than "very well"	38

In red font are the additions you're making to the table. Now you can delete the additional rows of information. **You do not need to type in red font, it is purely for demonstration purposes.**

3. Delete the other two rows associated with each language

(To leave only the data for those who speak English less than very well.)

These are the rows that say the Language, and those that speak it "very well". In the picture above, that would be Rows 5, 6, 8, 9, 11, 12, 14, and 15. (see image above)

a. Delete these rows by clicking the number of the row so that it highlights it, then Right click, and select Delete.

b. You should then have a chart that looks more like this:

	A	B	C	D
1		Barrow County, Georgia		
2	Label	Estimate		
3	Total:	78,992		
4	Speak English and Spanish less than "very well"	3,300		
5	Speak English and French, Haitian, or Cajun, less than "very well"	77		
6	Speak English and German or other West Germanic languages less than "very well"	0		
7	Speak English and Russian, Polish or other Slavic languages less than "very well"	38		
8	Speak English and Other European languages less than "very well"	216		
9	Speak English and Korean less than "very well"	69		
10	Speak English and Chinese (Mandarin, Cantonese) less than "very well"	4		
11	Speak English and Vietnamese less than "very well"	70		
12	Speak English and Tagalog (incl. Filipino) less than "very well"	13		
13	Speak English and Other Asian and Pacific Island languages less than "very well"	817		
14	Speak English and Arabic less than "very well"	56		

* Note: As you delete rows, they will re-number to stay sequential.

* You may prefer to leave in the number of each language group that *do* speak English well, just as a reference/for comparison.

4. Format Data into Numbers

Unfortunately, when the Census data exports to Excel, the numbers are often automatically formatted as Text, which prevents us from using formulas to perform math functions within Excel. If the numbers in your Excel are formatted to the Left side of each box, they are likely stored as text and must be converted:

a. Highlight ALL boxes with numbers.

b. Click the yellow caution triangle, and use the drop-down menu to choose, "Convert to Number":

	A	B	C	D	E
1		Georgia			
2	Label	Estimate			
3	Total:	10,291,750			
4	Speak only English	8,761,133			
5	Speak Spanish, and English less than "very well"	344,118			
6	Speak French, Haitian, or Cajun and English less than "very well"	17,682			
7	Speak German or West Germanic languages and English less than "very well"	2,607			
8	Speak Russian, Polish, or other Slavic languages and English less than "very well"	8,098			
9	Speak Other Indo-European languages and English less than "very well"	43,650			
10	Speak Korean and English less than "very well"	27,932			
11	Speak Chinese (incl. Mandarin, Cantonese) and English less than "very well"	30,310			
12	Speak Vietnamese and English less than "very well"	36,653			
13	Speak Tagalog and English less than "very well"	3,408			
14	Speak Other Asian Pacific Island languages and English less than "very well"	25,988			
15	Speak Arabic and English less than "very well"	6,017			
16	Speak Other and unspecified languages and English less than "very well"	20,891			

Now your numbers have moved to the right side, and are ready for formulas!

5. Add data for multiple geographical locations*

You will only need to complete this step if your service area includes two or more counties/cities/areas for which you had to pull separate Census data. Skip to Step 4 if you only had one geographical location within the Census data. (One county or city.)

Here is an example of what your Excel sheet may look like for multiple counties:

	A	B	C
1		Park County, Wyoming	Teton County, Wyoming
2	Label	Estimate	Estimate
3	Total:	28,425	22,384
4	Speak only English	27,453	18,017
5	Speak Spanish, and English less than "very well"	238	1,545
6	Speak French, Haitian, or Cajun, and English less than "very well"	0	0
7	Speak German or other West Germanic language, and English less than "very well"	0	0
8	Speak English Russian, Polish, or other Slavic languages, and English less than "very well"	0	0
9	Speak Other Indo-European languages, and English less than "very well"	0	9
10	Speak Korean, and English less than "very well"	0	0
11	Speak Chinese (incl. Mandarin, Cantonese, and English less than "very well"	0	10
12	Speak Vietnamese, and English less than "very well"	0	0
13	Speak Tagalog (incl. Filipino), and English less than "very well"	0	0
14	Speak English less than "very well"	49	28
15	Speak Arabic, and English less than "very well"	0	0
16	Speak Other, unspecified languages, and English less than "very well"	15	0

rows can be deleted if you would like, which would leave the chart like this:

Now that we have the data we need, we need to add each county to obtain the totals for the service area:

a. In the "Total" row, in the first blank column (here, Cell D3),

Type/click the following formula into the next blank column:

=SUM(

Then HOLD CONTROL, while clicking each box with numbers in that row.

As you click each box, it will add color, and Excel will add those cells into your formula, as seen here:

	A	B	C	D	E
1		Park County, Wyoming	Teton County, Wyoming		
2	Label	Estimate	Estimate		
3	Total:	28,425	22,384	=SUM(B3,C3)	
4	Speak only English	27,453	18,017		
5	Speak Spanish, and English less than "very well"	238	1,545		
6	Speak Other Indo-European languages, and English less than "very well"	0	9		
7	Speak Chinese (incl. Mandarin, Cantonese, and English less than "very well"	0	10		
8	Speak English less than "very well"	49	28		
9	Speak Other, unspecified languages, and English less than "very well"	15	0		
10					

b. Once you have clicked all numbers in that row (it could be more than 2), type an end parenthesis ")" then click Enter. This should automatically populate the total of those cells:

	A	B	C	D
1		Park County, Wyoming	Teton County, Wyoming	
2	Label	Estimate	Estimate	
3	Total:	28,425	22,384	50,809
4	Speak only English	27,453	18,017	
5	Speak Spanish, and English less than "very well"	238	1,545	
6	Speak Other Indo-European languages, and English less than "very well"	0	9	
7	Speak Chinese (incl. Mandarin, Cantonese, and English less than "very well"	0	10	

c. Now, copy that formula onto all rows below. First, click the box with the total, and it will highlight the cell, and show a tiny green box in the bottom right corner:

	A	B	C	D	E
1		Park County, Wyoming	Teton County, Wyoming		
2	Label	Estimate	Estimate		
3	Total:	28,425	22,384	50,809	
4	Speak only English	27,453	18,017		
5	Speak Spanish, and English less than "very well"	238	1,545		
	Speak Other Indo-European languages, and English less				

d. Hover over the square until a black plus sign appears. Click and HOLD your mouse button, while dragging down until a rectangle encompasses all row of data in the column:

	A	B	C	D	E
1		Park County, Wyoming	Teton County, Wyoming		
2	Label	Estimate	Estimate		
3	Total:	28,425	22,384	50,809	
4	Speak only English	27,453	18,017	45,470	
5	Speak Spanish, and English less than "very well"	238	1,545	1,783	
6	Speak Other Indo-European languages, and English less than "very well"	0	9	9	
7	Speak Chinese (incl. Mandarin, Cantonese, and English less than "very well"	0	10	10	
8	Speak English less than "very well"	49	28	77	
9	Speak Other, unspecified languages, and English less than "very well"	15	0	15	
10					

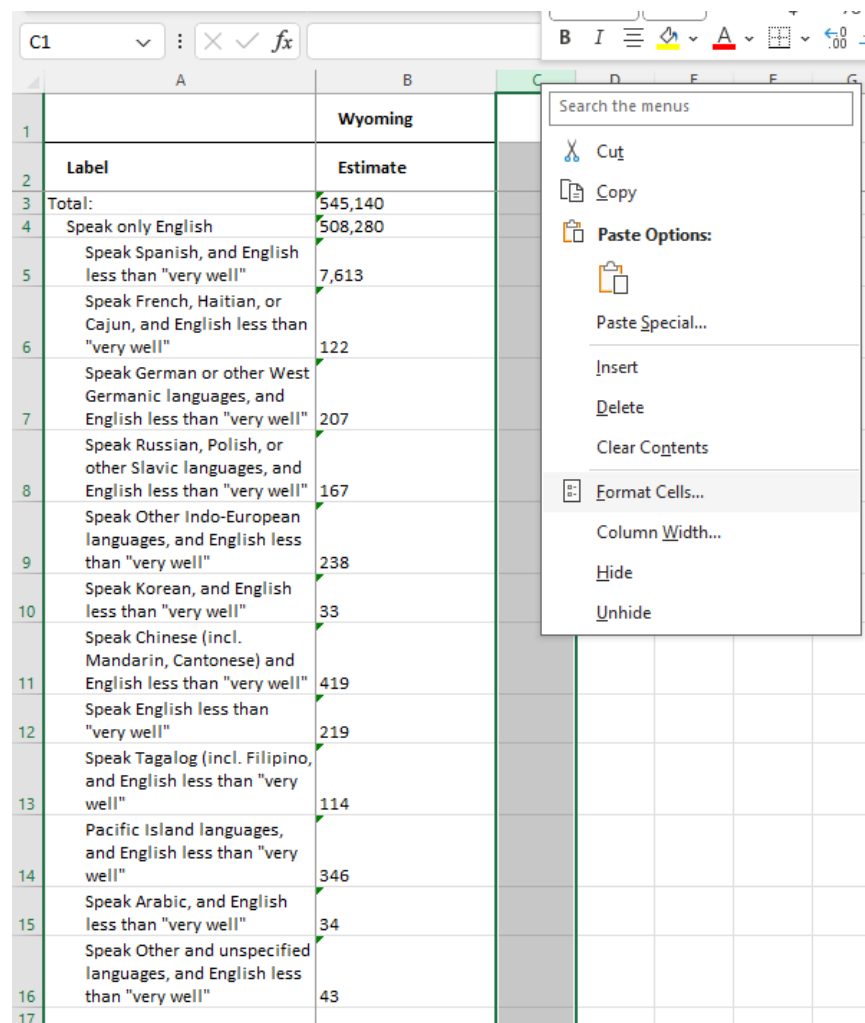
e. Label this column with the totals, "Total in Service Area."

6. Calculate the Total Percentage of the Population for each Language

At this point, you will see which, if any, languages, meet the threshold of at least 1,000 people. In the example above, only Spanish meets the threshold in this way. *However, we still need to check if any language group that is under 1,000 people represents 5% or more of the total population.* We will do this by using Excel formulas to calculate the percentage of the population each language group represents.

a. Format the next blank column to show percentages. If you have only one set of Census data, this will be Column C. If you have multiple data rows (for multiple service counties/cities), this will be the next blank column.

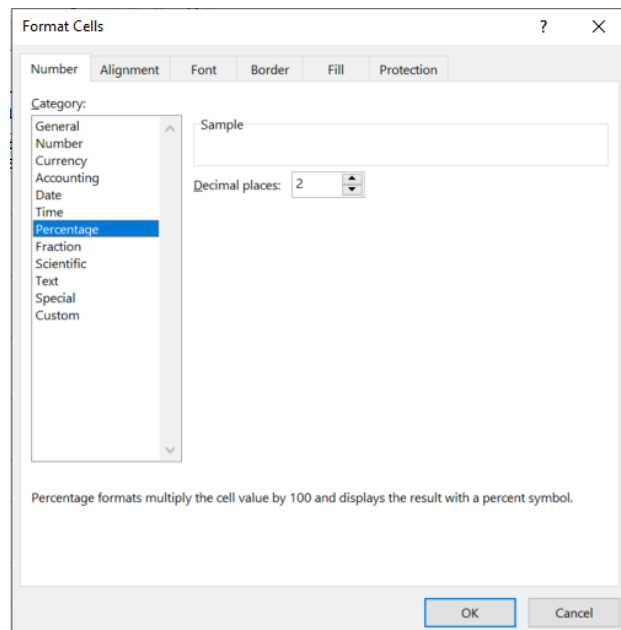
- i. Click/highlight all of Column C (or next blank column),
- ii. Right click, then select, “Format Cells”



	A	B	C	D	E	F	G
1		Wyoming					
2	Label	Estimate					
3	Total:	545,140					
4	Speak only English	508,280					
5	Speak Spanish, and English less than "very well"	7,613					
6	Speak French, Haitian, or Cajun, and English less than "very well"	122					
7	Speak German or other West Germanic languages, and English less than "very well"	207					
8	Speak Russian, Polish, or other Slavic languages, and English less than "very well"	167					
9	Speak Other Indo-European languages, and English less than "very well"	238					
10	Speak Korean, and English less than "very well"	33					
11	Speak Chinese (incl. Mandarin, Cantonese) and English less than "very well"	419					
12	Speak English less than "very well"	219					
13	Speak Tagalog (incl. Filipino, and English less than "very well"	114					
14	Pacific Island languages, and English less than "very well"	346					
15	Speak Arabic, and English less than "very well"	34					
16	Speak Other and unspecified languages, and English less than "very well"	43					
17							

- iii. Under the Number Tab, click “Percentage”, and leave the Decimal

places at the default of 2, and click, “OK”.



b. Now we will add a formula that divides the number of each language group by the total population of the service area to calculate the percentage of the total population each group represents.

We will start by putting the formula in for those who Speak Only English, then copy it down the page.

1. Click in the box in the first empty column beside the “Speak only English” number.
2. Type: =
3. Click the box with total who speak only English (B4 in this example)
 - * It will color and highlight the box, and automatically put the name of that cell into the formula.
4. Type: / *(this means divide in Excel)*
5. Type \$
- h. Type the Letter of last Column with data (in this example, B)
- j. Type \$
- k. Type the Row Number with Total Population (should be 3)
- j. Hit Enter

In other words, the formula is:

(Cell Letter of Total who speak English Only)/\$(Letter of last column with data)\$\$(Number of row with total population), hit ENTER.

	A	B	C
1		Wyoming	
2	Label	Estimate	
3	Total:	545,140	
4	Speak only English	508,280	=B4/\$B\$3
5	Speak Spanish, and English less than "very well"	7,613	
	Speak French, Haitian, or		

	A	B	C
1		Wyoming	
2	Label	Estimate	
3	Total:	545,140	
4	Speak only English	508,280	93.24%
5	Speak Spanish, and English less than "very well"	7,613	
6	Speak French, Haitian, or Cajun, and English less than "very well"	122	

i. Now, copy the formula from the percentage onto all rows below. First, click the box with the new percentage, and it will highlight the cell, and show a tiny green box in the bottom right corner:

	A	B	C
1		Wyoming	
2	Label	Estimate	
3	Total:	545,140	
4	Speak only English	508,280	93.24%
5	Speak Spanish, and English less than "very well"	7,613	
	Speak French, Haitian, or		

j. Hover over the square until a black plus sign appears. Click and HOLD your mouse button, while dragging down until a rectangle encompasses all row of data in the column:

	A	B	C	D
1		Wyoming		
2	Label	Estimate		
3	Total:	545,140		
4	Speak only English	508,280	93.24%	
5	Speak Spanish, and English less than "very well"	7,613		
6	Speak French, Haitian, or Cajun, and English less than "very well"	122		
7	Speak German or other West Germanic languages, and English less than "very well"	207		
8	Speak Russian, Polish, or other Slavic languages, and English less than "very well"	167		
9	Speak Other Indo-European languages, and English less than "very well"	238		
10	Speak Korean, and English less than "very well"	33		
11	Speak Chinese (incl. Mandarin, Cantonese) and English less than "very well"	419		
12	Speak English less than "very well"	219		
13	Speak Tagalog (incl. Filipino, and English less than "very well"	114		
14	Pacific Island languages, and English less than "very well"	346		
15	Speak Arabic, and English less than "very well"	34		
16	Speak Other and unspecified languages, and English less than "very well"	43		
17				
18				

When you release the mouse, all data should populate:

	A	B	C
1		Wyoming	
2	Label	Estimate	
3	Total:	545,140	
4	Speak only English	508,280	93.24%
5	Speak Spanish, and English less than "very well"	7,613	1.40%
6	Speak French, Haitian, or Cajun, and English less than "very well"	122	0.02%
7	Speak German or other West Germanic languages, and English less than "very well"	207	0.04%
8	Speak Russian, Polish, or other Slavic languages, and English less than "very well"	167	0.03%
9	Speak Other Indo-European languages, and English less than "very well"	238	0.04%
10	Speak Korean, and English less than "very well"	33	0.01%
11	Speak Chinese (incl. Mandarin, Cantonese) and English less than "very well"	419	0.08%
12	Speak English less than "very well"	219	0.04%
13	Speak Tagalog (incl. Filipino, and English less than "very well"	114	0.02%
14	Pacific Island languages, and English less than "very well"	346	0.06%
15	Speak Arabic, and English less than "very well"	34	0.01%
16	Speak Other and unspecified languages, and English less than "very well"	43	0.01%
17			

Note: In this example, Spanish hits the threshold by having over 1,000 people who speak English less than very well. Since no other language groups reached 1,000 people or 5% of the population, Spanish is the only language for which this agency must designate and translate Vital Documents.

I advise highlighting in color any language that meets the threshold.

Finally, completing a copy, then paste of the table or snipping or screen shot tool to capture this data to insert into your Program.