REPORTING PROJECT CENSUS TRACT (CT)/ENUMERATION DISTRICT (ED)

A.   SOURCE OF DATA

1.   The principal source of data is the Census Track Street Index
     (Directory) for urbanized areas of Standard Metropolitan
     Statistical Areas (SMSAs) organized by county.  Fair Housing and
     Equal Opportunity (FH&EO) Directors in each Field Office have a
     copy of the Directory for all counties within their jurisdiction
     for which data are available.

2.   Using Census Maps will be necessary if there is no Directory for a
     particular county, the project is located in a non-urbanized part
     of a county, or the street is new or newly designated since
     preparation of the Directory.

3.   There are three sets of census maps.  PHC (1) and HC (3) cover
     urbanized areas, and they are found in the packet of the
     respective census books.  A third set of maps cover areas of a
     Field Office's jurisdiction outside of urbanized areas.  These
     maps are in the possession of the FH&EO Director.

4.   Finally, the developer may note the Census Tract or Enumeration
     District in the Preliminary Proposal/Proposal/Application when
     describing the socioeconomic characteristics of the neighborhood,
     or may identify the CT or ED on the required map.

B.   DETERMINING THE CENSUS TRACT OR ENUMERATION DISTRICT

1.   If the project is located in one Census Tract, use that tract.
     Use an Enumeration District only if there are no Census Tracts
     (principally non-urban areas).

2.   If the project is located in two or more CTs or EDs, select a CT
     or ED as follows:

     (a)  If more than 50% of the units are located in a single CT or
          ED, select that tract or district.

     (b)  If there is no single tract or district with more than 50% of
          the units, select the CT or ED which is most representative,
          by race and income, of the tracts in which the majority of
          the units are located when aggregated by race and income.

C.   REPORTING CT OR ED CODES

     It is recommended that the Office of Regional Fair Housing and Equal
     Opportunity, in conjunction with the Office of Regional Housing, write
     procedures to supplement these instructions for reporting these codes
     to the Field Office organization responsible for reporting Section 8
     program activity to the Section 8 MIS.

1.   Transmitting CT or ED codes to the organization of the Field

Office responsible for reporting Section 8 program activity DURING
the Initial Processing of the Proposal/Application.  If the CT or
ED is known, the code may be written in the upper right-hand
corner of the appropriate Proposal/Application Received forms
above or below the Proposal/Application Project number.

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4050.5 REV-1

APPENDIX 1

2.  Transmitting CT or ED Codes to the organization of the Field
    Office responsible for reporting Section 8 program activity AFTER
    the Initial Processing of the Proposal/Application.  If the CT or
    ED is unknown during the initial processing, the responsible Field
    Office Section 8 program organization and the Equal Opportunity
    Staff should determine the process of reporting the codes to the
    responsible Section 8 program organization of the Field Office,
    unless procedures are written by the Region.

    There is no objection to a form being designed for the Equal
    Opportunity Staff to report CT or ED codes.  Such a form could
    also be used in paragraph C.1. above.

3.  Census Tract and Enumeration District numbers vary from 1 (one) to
    6 (six) spaces, and EDs can include letters as well as numbers.
    Therefore, to eliminate any confusion at the stage of entering the
    data into the computer by the assigned data entry staff member(s),
    begin by making six spaces, regardless of the size of the CT or ED
    number as follows:

    (a)  For Census Tracts, enter whole numbers to the left of the
         decimal point.  If the Census Tract contains only whole
         numbers, place zeros in the spaces to the right of the
         decimal point.  If the whole number part of the Census Tract
         to the left of the decimal point is less than four digits,
         place as many leading zeros to the left of the whole number
         to compose a four-digit number to the left of the decimal
         point.

         For example:

         Census Tract #1          0 0 0 1 . 0 0

         Census Tract #25         0 0 2 5 . 0 0

         Census Tract #1104.10    1 1 0 4 . 1 0

    (b)  The ED numbers are always whole numbers and should always be
         placed to the left of the decimal point.  The spaces to the
         right of the decimal point are reserved for letters.  All EDs
         shall be differentiated from CTs with an "E" in the last
         position.  The position to the immediate right of the decimal
         point is used to record an ED suffix letter, when present;
         when not present, use the letter "X".  If the whole number

part of the ED number to the left of the decimal point is not
four digits, place as many leading zeros to the left of the
whole number to compose a four-digit number to the left of
the decimal point.

For example:

ED #1          0 0 0 1 . X E

ED #25         0 0 2 5 . X E

ED #104A       0 1 0 4 . A E