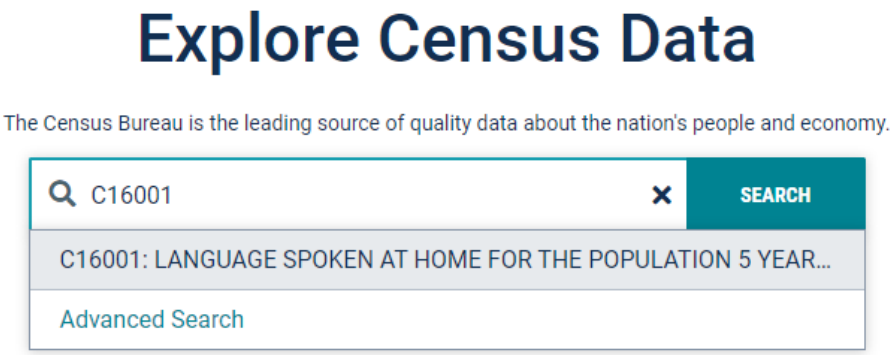
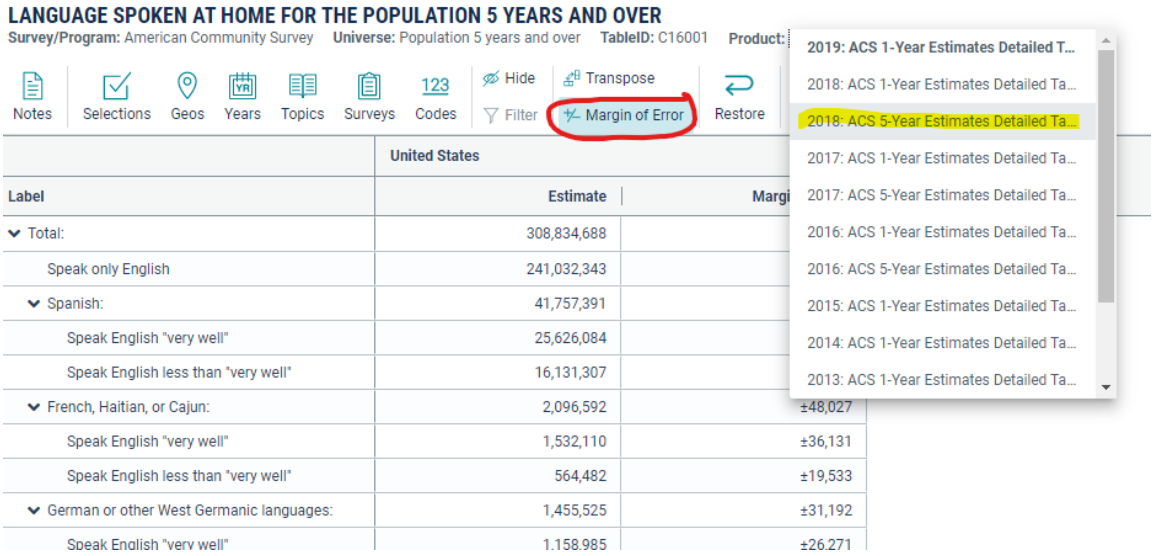
LEP Population Data Guide

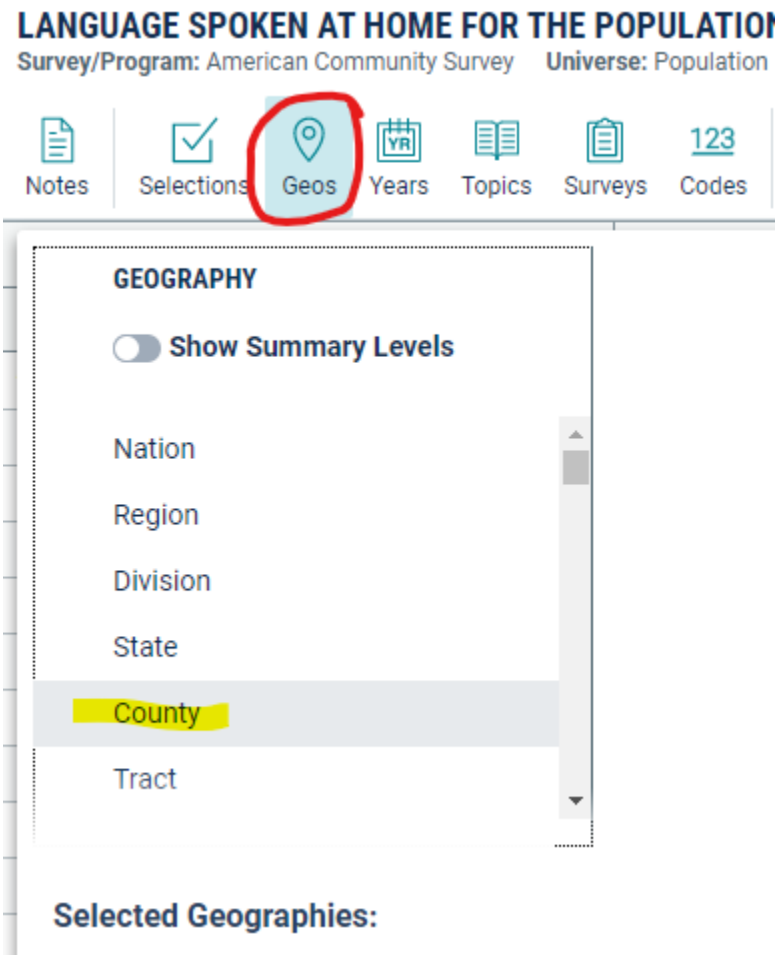
1. [Go to the census data website]
2. Search for table “C16001” in the explore data search bar and click on that result:



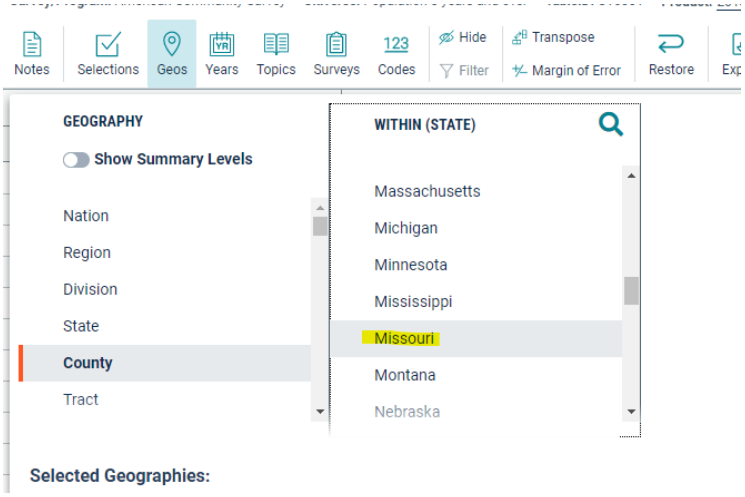
3. That should bring you to the below page. Click the drop down menu by “Product” and ensure that the latest 5-Year survey is selected, as well as de-selecting the “Margin of Error” button, as that is not needed:



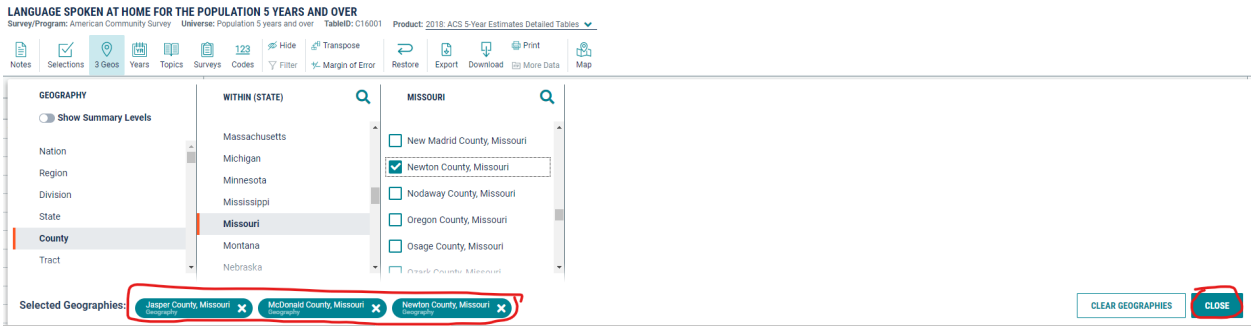
4. Next, click on “Geos” and select “County”:



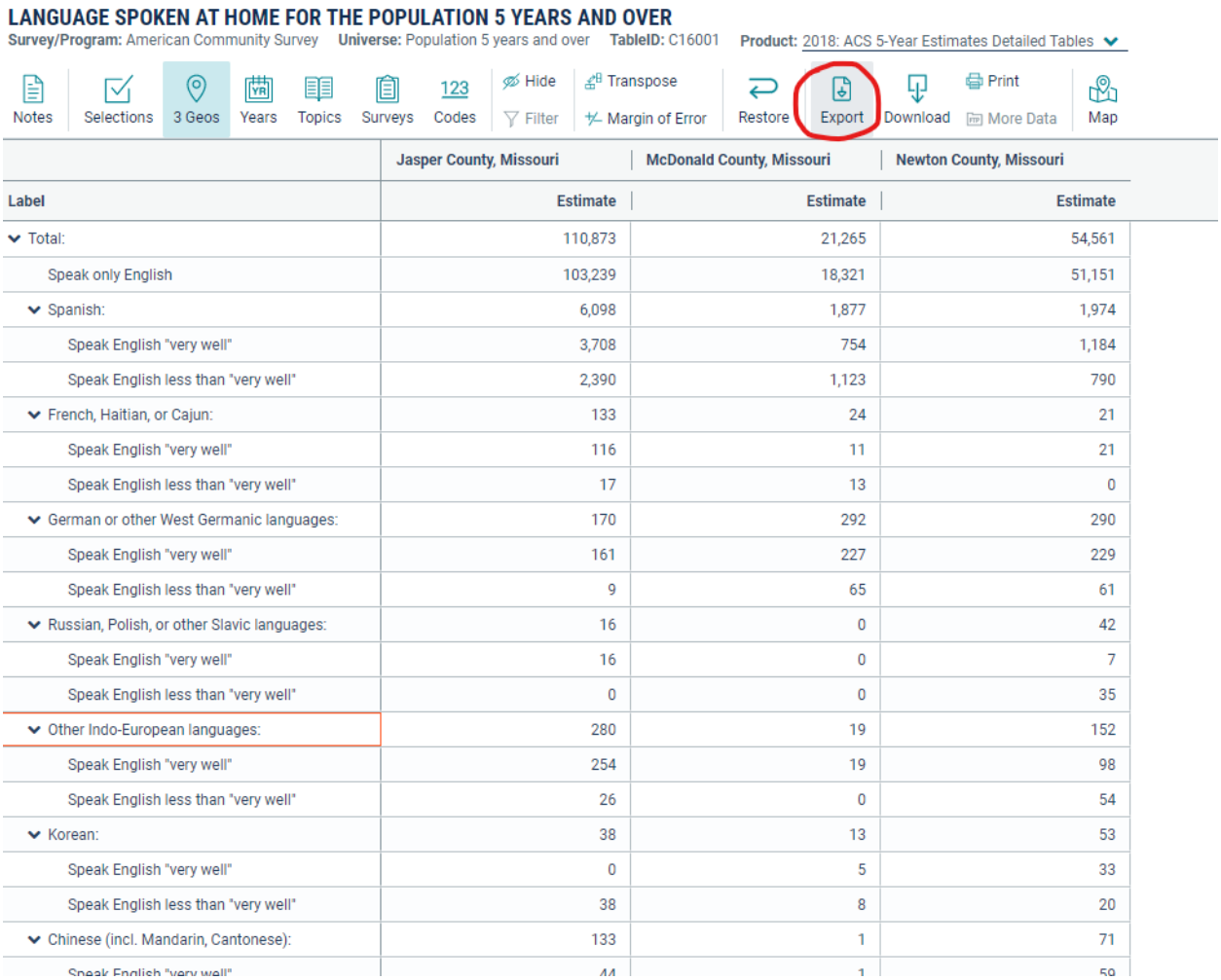
5. Now search for or scroll through until you find Missouri and select that:



6. Now, go through and select the county or counties within your service area, your selections will be shown at the bottom:

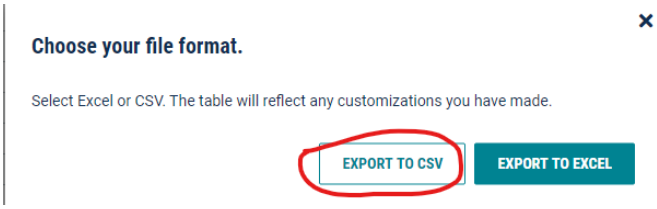


7. After you hit close, you should see something similar to this, where you will select the “Export” button.



	Jasper County, Missouri	McDonald County, Missouri	Newton County, Missouri
Label	Estimate	Estimate	Estimate
Total:	110,873	21,265	54,561
Speak only English	103,239	18,321	51,151
Spanish:	6,098	1,877	1,974
Speak English "very well"	3,708	754	1,184
Speak English less than "very well"	2,390	1,123	790
French, Haitian, or Cajun:	133	24	21
Speak English "very well"	116	11	21
Speak English less than "very well"	17	13	0
German or other West Germanic languages:	170	292	290
Speak English "very well"	161	227	229
Speak English less than "very well"	9	65	61
Russian, Polish, or other Slavic languages:	16	0	42
Speak English "very well"	16	0	7
Speak English less than "very well"	0	0	35
Other Indo-European languages:	280	19	152
Speak English "very well"	254	19	98
Speak English less than "very well"	26	0	54
Korean:	38	13	53
Speak English "very well"	0	5	33
Speak English less than "very well"	38	8	20
Chinese (incl. Mandarin, Cantonese):	133	1	71
Speak English "very well"	44	1	59

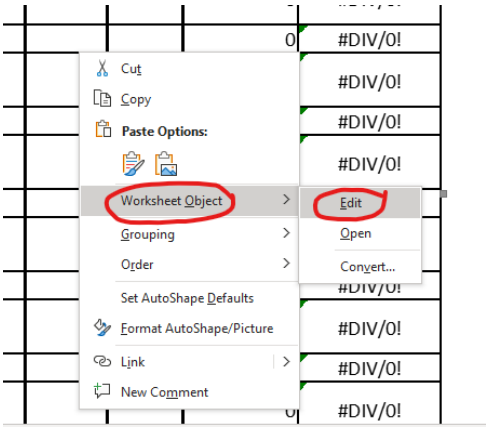
8. Choose “Export to CSV”



9. Open the CSV file once it has completed the download. It should look something like the below. You will need to enter the data in this worksheet into the LEP table found in the Title VI template. The table in the template has formulas in place that auto-calculate the last 2 columns. I have highlighted the first few data points that will need to be entered into the table. Be sure to use data for counties within your service area.

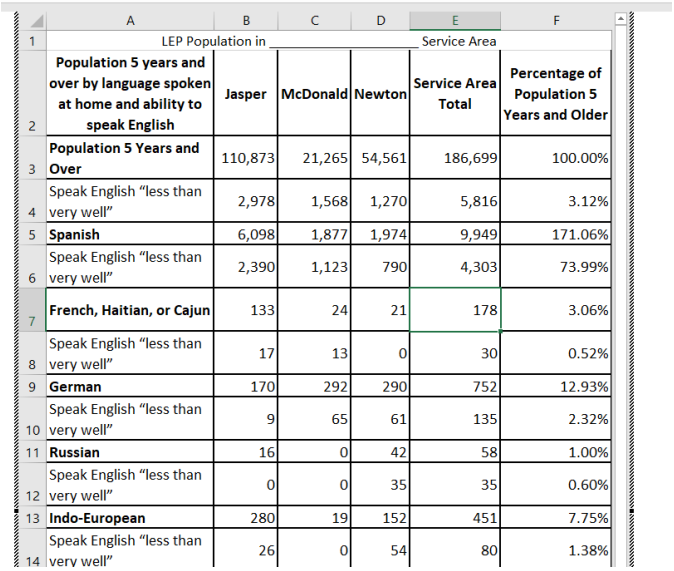
	A	B	C	D
1	Label	Jasper County, Missouri!!Estimate	McDonald County, Missouri!!Estimate	Newton County, Missouri!!Estimate
2	Total:	110,873	21,265	54,561
3	Speak only English	103,239	18,321	51,151
4	Spanish:	6,098	1,877	1,974
5	Speak English "very well"	3,708	754	1,184
6	Speak English less than "very well"	2,390	1,123	790
7	French, Haitian, or Cajun:	133	24	21
8	Speak English "very well"	116	11	21
9	Speak English less than "very well"	17	13	0
10	German or other West Germanic languages:	170	292	290
11	Speak English "very well"	161	227	229
12	Speak English less than "very well"	9	65	61
13	Russian, Polish, or other Slavic languages:	16	0	42
14	Speak English "very well"	16	0	7
15	Speak English less than "very well"	0	0	35
16	Other Indo-European languages:	280	19	152
17	Speak English "very well"	254	19	98
18	Speak English less than "very well"	26	0	54
19	Korean:	38	13	53
20	Speak English "very well"	0	5	33
21	Speak English less than "very well"	38	8	20
22	Chinese (incl. Mandarin, Cantonese):	133	1	71
23	Speak English "very well"	44	1	59

10. When entering data into the LEP table in the Title VI template, you will first need to right click on the table, hover over “Worksheet Object” and then click “Edit” as shown below:



11. The table can now be edited in excel format. Enter in the appropriate figures as shown in the CSV file that you exported. Once complete, scroll to the top of the worksheet that you're editing, and click in the white space to the left of the table. This will convert the excel spreadsheet back into a simple table format for easy viewing. You may need to adjust the columns to ensure that the county names are not split up and all figures are viewable when in edit mode.

    Edit mode:



	A	B	C	D	E	F
1	LEP Population in _____ Service Area					
2	**Population 5 years and over by language spoken at home and ability to speak English**	**Jasper**	**McDonald**	**Newton**	**Service Area Total**	**Percentage of Population 5 Years and Older**
3	**Population 5 Years and Over**	110,873	21,265	54,561	186,699	100.00%
4	Speak English "less than very well"	2,978	1,568	1,270	5,816	3.12%
5	**Spanish**	6,098	1,877	1,974	9,949	171.06%
6	Speak English "less than very well"	2,390	1,123	790	4,303	73.99%
7	**French, Haitian, or Cajun**	133	24	21	178	3.06%
8	Speak English "less than very well"	17	13	0	30	0.52%
9	**German**	170	292	290	752	12.93%
10	Speak English "less than very well"	9	65	61	135	2.32%
11	**Russian**	16	0	42	58	1.00%
12	Speak English "less than very well"	0	0	35	35	0.60%
13	**Indo-European**	280	19	152	451	7.75%
14	Speak English "less than very well"	26	0	54	80	1.38%

    View mode:

LEP Population in _____ Service Area					
Population 5 years and over by language spoken at home and ability to speak English	**Jasper**	**McDonald**	**Newton**	**Service Area Total**	**Percentage of Population 5 Years and Older**
Population 5 Years and Over	110,873	21,265	54,561	186,699	100.00%
Speak English "less than very well"	2,978	1,568	1,270	5,816	3.12%
Spanish	6,098	1,877	1,974	9,949	171.06%
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French, Haitian, or Cajun	133	24	21	178	3.06%
Speak English "less than very well"	17	13	0	30	0.52%
German	170	292	290	752	12.93%
Speak English "less than very well"	9	65	61	135	2.32%
Russian	16	0	42	58	1.00%
Speak English "less than very well"	0	0	35	35	0.60%
Indo-European	280	19	152	451	7.75%
Speak English "less than very well"	26	0	54	80	1.38%
Korean	38	13	53	104	1.79%
Speak English "less than very well"	38	8	20	66	1.13%