

April 1, 2017 Population Determinations: Important Dates and Deadlines

Washington State Office of Financial Management

Decide: Estimate or Special City Census

January 20
Form E due date

Week of March 6
New contacts will receive Population Estimate System (PES) registration information via email

If Estimate . . .

Week of March 20
Contacts will receive an email notification when Form A is available

April 14
Form A due date

If Special City Census . . .

Upon Receipt of Form E
OFM will contact you with more information

February 10
OPTIONAL: Census administrator training* in Olympia

Week of March 6
OFM will email Form C to population contacts

March 17
Earliest date to start city/town census

April 14
Form C and supporting documents due date (via regular mail)

Evaluation . . .

Week of June 5
OFM will mail preliminary population determinations to population contacts and the city's highest elected official for review

June 19
Final date to challenge preliminary population determinations

June 30
Official April 1, 2016 population determinations are released

Forms:

- Form A: Housing Unit and Population Estimate Survey
- Form C: Population Census Certification
- Form E: Update Contact Information and Declare Determination Method

Online resources:

- <http://www.ofm.wa.gov/pop/april1/default.asp>
- <http://www.ofm.wa.gov/pop/april1/info.asp>

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* Census administrator training is for both special city censuses and annexation censuses.