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"This substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement."



Inclusion of Sub-County Population Estimates and Projections Made by Councils of Governments	Document No.	1000.030
	Revision No.	3.0
	Effective Date	10/28/2015

1.0 Revision History

1.1 Revision Table

Date	Rev. No.	Change	Ref. Section
3/10/2015	1.0	New policy drafted	Not Applicable
7/22/2015	2.0	Deleted a sentence that is redundant. There were two sections that were numbered 4.2 in V1.0. Changed the second 4.2 to 4.3 and the numbering of all subsequent 4.x sections.	Section 4.2. Section 4.2 and all subsequent sections.
8/10/2015	3.0	Clarified procedures. Moved the reference to the challenge program down the text of the policy.	Sections 4.5 and 4.6

1.2 Approval Signatures

Title	Name	Signature	Date
Director	Craig C. Brown		10/28/15
Affected Division Director(s)	Paul Shannon		10/22/15

2.0 Purpose and Background

Executive Order 2011-04 allows ADOA to accept population estimates and population projections that are made by regional Councils of Governments (COGs) for incorporated jurisdictions and unincorporated balance of counties. This policy establishes the conditions and procedures under which ADOA will accept a COG's population estimates and projections.

Arriving at the Current Policy

The Office of the State Demographer shared the first draft of this policy with members of the Council for Technical Solutions (CTS) in March 2015, asked for feedback, and discussed it at the March CTS meeting. Members who commented on the proposed policy were supportive. The Office of the State Demographer asked CTS members to continue to review the draft policy in the following weeks and submit any comments they might have.

After receiving no further comments the Office of the State Demographer created this final policy based on the consensus reached among CTS members. Other non-substantive revisions were made for clarity and formatting purposes, only.

3.0 Persons Affected

3.1 All Councils of Governments in Arizona

3.2 All incorporated cities and towns in Arizona

3.3 All Councils of Governments in Arizona

3.4 The Office of the State Demographer

3.5 Council for Technical Solutions

4.0 Policy

4.1 Principle

ADOA has the authority to produce annual population estimates and three-times-a-decade population projections for the State, its counties, its incorporated jurisdictions and the unincorporated balance of each county (A.R.S. §41-708, Executive Order 2011-04). By default, the Office of the State Demographer at ADOA will produce these estimates and projections with the assistance of members of the CTS. When the following conditions are met, ADOA may accept population estimates and projections made by a COG for the incorporated jurisdictions and balance of counties within the COG's region.

4.2 Agreement in county totals

The population estimates and projections made by a COG for all parts of a county must add up to the county's total population as estimated or projected by ADOA.

4.3 Conformity in assumptions and methods

4.3.1 The COG must provide work files sufficient in detail for ADOA to confirm that the assumptions and methods are consistent with the ADOA assumptions and methods used in determining population estimates and projections.

4.3.2 If a COG has the resources to utilize methods that call for the use of more detailed data than ADOA's methods, ADOA may review the methods and

approve them even if they are different than ADOA's methods for other jurisdictions.

4.4 Organizational commitment and technical capability

- 4.4.1 The COG must officially petition to ADOA to have its sub-county population estimates and/or population projections included in ADOA's official publication.
- 4.4.2 The COG must have a committee that is dedicated to population issues, including population estimates and population projections.
- 4.4.3 The COG must have at least one staff member whose primary responsibility is population estimates and population projections.

4.5 Procedure

- 4.5.1 If a COG intends to submit its sub-county population estimates and/or population projections to ADOA for inclusion in ADOA's official publication, the Executive Director of the COG shall sign a petition form and send it to the State Demographer. The petition forms are Appendix A and Appendix B to this policy.
 - 4.5.1.1 For inclusion of sub-county population estimates, the COG shall submit to ADOA the petition form (Appendix A) no later than July 1st of the year for which the estimates are made. One petition may cover one year or up to five years. If ADOA does not receive a petition from a COG by the deadline, ADOA shall not consider the COG's population estimates for inclusion in ADOA's publication of official population estimates.
 - 4.5.1.2 The COG shall provide population estimates work files (as prescribed in Section 4.3(1)) to ADOA. The COG shall provide to ADOA the first draft of the work files, accompanied by a methodology document, no later than October 15th of each year. The COG shall provide to ADOA the final work files including the sub-county estimates to be published by ADOA, along with a detailed methodology document, no later than November 20th of each year.
 - 4.5.1.3 For inclusion of sub-county population projections, the COG shall submit the petition form (Appendix B) within 30 calendar days following ADOA's release of the State and county population projections. One petition shall cover only one projection cycle. No petitions shall be accepted after 30 days following ADOA's release.
 - 4.5.1.4 The COG shall provide population projections work files (as prescribed in Section 4.3(1)) to ADOA. The COG shall provide to ADOA the first draft of the work files, accompanied by a methodology document, no later than three months after ADOA's release of the State and county population projections. The COG shall provide to ADOA the final work files including the sub-county projections to be published by ADOA, along with a detailed methodology document, no later than eight months after ADOA's release of the State and county population projections.

4.5.2 The Office of the State Demographer shall review each petition and make a determination whether or not to accept the petition. The Office of the State Demographer shall respond to the petitioning COG within 30 calendar days of the deadline to file the petition.

4.6 Handling of challenges to population estimates

4.6.1 When a COG petitions to ADOA to have its sub-county population estimates adopted by ADOA, the COG has agreed to review and resolve challenges to its population estimates using the same standards and procedures established in ADOA Policy 1001.040.

4.6.2 Therefore, when ADOA receives a challenge from a jurisdiction whose sub-county population estimates are made by a COG, ADOA shall forward said challenge to the COG within five business days and the COG shall review and resolve the challenges using the same standards and procedures established in ADOA Policy 1001.040 within the same 180 calendar day time period set in that policy.

4.6.3 If the COG fails to resolve the challenge in accordance with Policy 1001.040 or by failing to act, the Office of the State Demographer shall make a final determination on which population estimate to include.

5.0 Definitions

5.1 “Population Estimates” means the calculated number of people living in an area as of a specified point in time, usually July 1st. The estimated population can be calculated using a number of methods depending on the availability and quality of data for the area.

5.2 “Challenge to Population Estimates” means an official petition to change population estimates. ADOA has a policy (ADOA Policy 1001.040) that allows county, town, and city governments to dispute the accuracy of input data and calculations used to produce population estimates and provides a process to correct errors. This policy prescribes who may file a challenge, what may be challenged, when a challenge must be filed, what the procedures are when filing a challenge, and how a challenge will be resolved.

5.3 “Incorporated jurisdiction” means a city or town that is incorporated in accordance with Arizona laws.

5.4 “Sub-county” means at the incorporated jurisdiction (city or town) level or for the unincorporated balance of a county.

6.0 Responsibilities

The COG that intends to have its sub-county population estimates and/or projections included in ADOA’s official publication has the responsibility to submit a petition by the deadline prescribed in Section 4.5.1. The Office of the State Demographer has the responsibility to promptly review the petition and respond by the deadline prescribed in Section 4.5.2.

7.0 Procedures

As described in Section 4.5.

8.0 Additional Documentation

- 8.1** Appendix A: Petition to Have a Council of Governments' Sub-county Population Estimates Included by ADOA
- 8.2** Appendix B: Petition to Have a Council of Governments' Sub-county Population Projections Included by ADOA

Appendix A

Petition to Have a Council of Governments' Sub-county Population Estimates Included by ADOA

Name of the Council of Governments _____

County or counties for which the COG's sub-county population estimates are to be included by ADOA:

I have read the ADOA policy on the "Inclusion of Sub-County Population Estimates and Projections Made by Councils of Governments" (ADOA Policy 1000.030). I accept the conditions set forth in the policy and petition to have our sub-county population estimates included in ADOA's official publication of July 1 population estimates for years: _____ (up to five years).

In the event one of our member agencies files a challenge to the population estimates made by us, I agree that this COG will review and resolve the challenge using the same standards and procedures established in ADOA Policy 1001.040.

This COG has a committee, _____ (name of committee), that is dedicated to population issues, including population estimates and population projections.

This COG has at least one staff member whose primary responsibility is population estimates and population projections. For the purpose of this petition, the contact person is:

Name: _____ Title: _____

Signed by Executive Director or Designee: _____ Date: _____

Print Name: _____

Title: _____

For use by the Office of the State Demographer

Received on: _____

Decision (circle one): Accepted Rejected

Signed by State Demographer: _____ Decision Date: _____

Print Name: _____

(State Demographer)

Appendix B

Petition to Have a Council of Governments' Sub-county Population Projections Included by ADOA

Name of the Council of Governments _____

County or counties for which the COG's sub-county population projections are to be included by ADOA:

I have read the ADOA policy on the "Inclusion of Sub-County Population Estimates and Projections Made by Councils of Governments" (ADOA Policy 1000.030). I accept the conditions set forth in the policy and petition to have our sub-county population projections included in ADOA's official publication of July 1 population projections in this projection cycle.

This COG has a committee, _____ (name of committee), that is dedicated to population issues, including population estimates and population projections.

This COG has at least one staff member whose primary responsibility is population estimates and population projections. For the purpose of this petition, the contact person is:

Name: _____ Title: _____

Signed by Executive Director or Designee: _____ Date: _____

Print Name: _____

Title: _____

For use by the Office of the State Demographer

Received on: _____

Decision (circle one): Accepted Rejected

Signed by State Demographer: _____ Decision Date: _____

Print Name: _____

(State Demographer)