Authority

(1) The Population and Research Center (PRC), was established in 1965 (then known as the Center for Population Research and Census) by the State Board of Higher Education, which delegated to it the state Census responsibilities set forth in ORS 190.510-190.610. These responsibilities include annually preparing population estimates for Oregon, its counties, and incorporated cities and towns.

(2) Chapter 574, Oregon Laws 2013 established the Oregon Population Forecast Program under PRC and requires PRC to prepare and issue population forecasts for cities and counties, for a 50-year period, for purposes of land use planning under ORS 195 and 197.

Stat. Auth.: ORS 190 & 195
Stats. Implemented:
Hist.: PSU 4-1978, f. & ef. 6-26-78; PSU 1-2014, f. & cert. ef. 6-23-1
**577-050-0010**

**Purpose**

(1) Rules at OAR 577-050-0015 through 577-050-0020 govern the procedures by which a county or city may obtain review of a population estimate made by the CPRC.

(2) Rules at 577-050-0030 through 577-050-0060 govern population forecasts for counties and cities, for a 50-year forecast period, for purposes of land use planning under ORS 195 through 197.

Stat. Auth.: ORS 190 & 195
Stats. Implemented:
Hist.: PSU 4-1978, f. & ef. 6-26-78; PSU 1-2014, f. & cert. ef. 6-23-1
County Population Estimates

(1) Population Estimate: Under ORS 190.520, the CPRC annually estimates the population as of July 1 of each county in the State of Oregon.

(2) First Review Period: Preliminary county estimates are mailed to the designated county official by November 15th of the estimate year for review by the county. Since under ORS 190.520 the CPRC is required to certify county estimates by December 15th of the estimate year, the county has one month for review, questions, and challenges. If differences regarding the estimate are not resolved during the first review period, the CPRC will certify the preliminary estimate to the Secretary of State on December 15th of the estimate year.

(3) Second Review Period: A second review period is from December 15th of the estimate year to March 31st of the following year. This period is to allow counties to assemble and present data to the CPRC that could not be assembled during the initial review period. If differences between the county and the CPRC are resolved during the second review period the CPRC will issue a revised certificate of population for the county retroactive to December 31st of the estimate year.

(4) Review Data: Counties may supply the CPRC with data that can be used to evaluate the population estimate in question. Acceptable data are:

(a) Housing Data. To be considered in a CPRC review, housing data must reflect all additions to a county's housing stock from the last decennial federal census through the date of estimate. The data must meet the following criteria:

(A) All housing units constructed are identified by year and month of construction and type of unit. Specifically, the data show number of single units, number of units contained within multiple units (i.e., apartments, condominiums, townhouses, etc.), and mobile homes that are occupied and used as permanent residences;

(B) Building activity reports must exclude commercial construction and permits issued for home improvements or modifications, unless the modification involves conversion to another type of unit (i.e., single family unit modified to a multiple unit). Data for each year must also show demolitions, removals, or housing units lost (fire, etc.), conversions, and abandonments or existing housing stock;

(C) Differences between numbers of permits issued and numbers of actual completed units must be reported. Only completed units can be added to the housing stock;

(D) Counties must differentiate between permits issued in incorporated cities within the county and permits issued for units in the unincorporated areas of the county. Additionally, all units reported for construction in the unincorporated areas of a county must be accompanied by a map (of such scale as to be easily identified) showing the location of such construction.
(b) Group Quarters Data. Counties should also report all persons not living in households (i.e., group quarters). These are defined as persons living in college or other educational institution dormitories; inmates of federal and state prisons, but only those serving term of more than one year; inmates of long-term care facilities; members of religious orders; and members of the armed forces living in military barracks;

(c) Utility Data: If the county chooses to supplement housing data with utility data the following criteria apply:

(A) The utility boundaries must be entirely comparable to the county boundaries;

(B) The coverage of the population by the utility must be evaluated against the last decennial census household county, i.e., the number of housing units serviced by the utility in the last decennial census year should be in general congruent with the number of occupied housing units enumerated in the last decennial census;

(C) Master meters must be accounted for -- The meter in use for an entire building misrepresents the number of residential units; in addition, conversions from master meters to individual meters must be reported;

(D) Vacant units that do not disconnect power between occupants (such as rental units and recreational units) cannot be reported as occupied residences.

(5) Enumeration or Survey: At any time during the first or second review period, the county may request that the CPRC conduct a complete enumeration or a sample survey of housing units and number of permanent residents to determine the population of the county. The enumeration or survey is performed at the cost of the requesting entity. If the census or survey is conducted before March 1 of the year following the December 15th certification, this population count is certified to the Secretary of State and to the Federal Bureau of the Census, and it is retroactive to December 31st of the estimate year. The CPRC determination is final. A census or survey is recognized as a final figure of the county's population by both state and federal governments.

Stat. Auth.: ORS 190
Stats. Implemented: Hist.: PSU 4-1978, f. & cert. ef. 6-26-78
City Population Estimates

(1) Population Estimate: Under ORS 190.520, the CPRC annually estimates the population as of July 1 of each incorporated city or town in the State of Oregon.

(2) First Review Period: Preliminary city estimates are mailed by November 15 to the designated city official in each incorporated city for review. Since under ORS 190.520 the CPRC is required to certify city estimates by December 15 of the estimate year, the city has one month in the first review period for questions and challenges. Unless resolution of differences between a city and the CPRC occurs during the month of the first review period, the CPRC will certify the preliminary population estimate to the Secretary of State on December 15 of the estimate year.

(3) Second Review Period: A second review period ensues from the December 15 certification date to March 31 of the following year. This period allows the cities to assemble and collect data which could not be assembled in the first review period. The CPRC will review additionally submitted data and notify the city whether their population estimate will be changed. If the CPRC changes the city's annual estimate, the revision will be certified March 31 retroactive to December 31 of the estimate year.

(4) Review Data: Cities may supply the CPRC with additional data that can be used to evaluate the population estimate in question. Acceptable review data are:

(a) Housing Data:

(A) Since incorporated cities provide the CPRC with annual building and demolition data by type of unit, these annual data may be reviewed by the city and by the CPRC. If the city has originally submitted incorrect building and demolition data, it must resubmit all building and demolition data broken down by month from the date of its last official census (either Federal or CPRC). The CPRC will then reevaluate the city's estimate and determine if an adjustment is to be made;

(B) Mobile home inventories may be reexamined and resubmitted for the estimate year in question if errors are found in city submitted data. The CPRC will reevaluate the city's estimate based on corrected mobile home input as of March 31 of the estimate year in question.

(b) Group Quarters Data: If a city has originally submitted incorrect data on group quarters population, it may resubmit a detailed summary of all group quarters facilities within the incorporated limits of the city, and their respective populations as of March 31 of the estimate year in question;

(c) Annexation Data: Since cities provide annexation data to the CPRC on a quarterly basis, these data may be reviewed by the city and the CPRC. If city-submitted annexation data are incomplete, the city may submit annexation questionnaires for each omitted annexation and schedules for each housing unit involved in each annexation. If there are more than 125 housing
units in any single annexation, the CPRC must conduct the census of the annexation area at the city's expense. This additional population data will be used to reevaluate the city's estimate;

(d) Utility Data: If a city chooses to supplement housing data with utility data, the following criteria apply:

(A) The utility boundaries must be entirely comparable to the corporate limits of the city;

(B) The coverage of the population by the utility must be evaluated against the last decennial census household count, i.e., the number of housing units serviced by the utility in the last decennial census year should be in general agreement with the number of occupied housing units enumerated in the last decennial census year;

(C) Master meters must be accounted for -- One meter in use for an entire building misrepresents the number of residential units; in addition, conversions from master meters to individual meters must be checked;

(D) Care must be taken not to count vacant rental units that do not disconnect power between occupants.

(5) Enumeration or Survey: At any time during the first or second review period, the city may request that the CPRC conduct either a complete enumeration, or, for cities with populations greater than 5,000, a sample survey of housing units. The enumeration or survey is conducted at the expense of the requesting entity. The population determined by either the enumeration or survey will then be certified to the Secretary of State and to the U.S. Bureau of the Census. It should be noted that the U.S. Bureau of the Census recognizes CPRC conducted censuses and surveys and accepts CPRC figures for their Federal Revenue Sharing estimates. Censuses or surveys conducted before March 1 of the year following the December 15 certification will be certified March 31 retroactive to December 31 of the estimate year in question. The CPRC determination is final.

Stat. Auth.: ORS 190
Stats. Implemented:
Hist.: PSU 4-1978, f. & cert. ef. 6-26-78