



Henry G. Williams
Commissioner

October 23, 1990

MEMORANDUM

TO: Regional Water Engineers, Bureau Directors, Section Chiefs

SUBJECT: Division of Water Technical and Operational Guidance Series (5.1.4)
OFFICIAL COUNTY AND MINOR CIVIL DIVISIONS POPULATION PROJECTIONS
(Originator: Mr. DeGaetano)

PURPOSE

To describe Department guidance regarding the use of existing population projections and any post-1980 demographic changes.

DISCUSSION

In accordance with the mandate set forth under Section 208 and elaborated upon in the NYS Water Quality Management Plan, the Department is responsible for developing and implementing guidelines for preparing population projections for water resources and wastewater facilities planning.

The Department of Commerce (DOC) normally would play a central role in this process by providing the Department with population projections disaggregated by county to the minor civil division level. However, DOC did not have available time and resources to perform this task with the 1980 census figures. As a result, the Division of Water performed the disaggregation of county projections that were provided by DOC.

Occasionally the U.S. Department of Commerce Census Bureau publishes areawide or local population estimates in between the normal 10-year census periods. In addition, changes in the local demographic picture may occur which would result in consultants and local governmental entities wishing to adjust the official population projections.

GUIDANCE

The following guidance and procedures for use of census estimates or demographic changes in adjusting September 30, 1985 population projections for wastewater facilities planning should be adhered to:

1. The September 30, 1985 Population Projections contained in the NYS Water Quality Management Plan (which are based on 1980 census figures) are the State's official population projections, and they will remain as such until they are updated by the Department of Commerce.

2. The May 1981 "Guidelines for Preparing Population Projections for Wastewater Treatment Facilities Planning" prepared by DEC are in effect. Section VII - State Population Projection Policy and Procedures - in the guidelines should be followed. These guidelines, policies and procedures describe the manner in which official State population projections are to be used in wastewater facilities planning, and how adjustments can be made to the official projections.
3. Within the policy and procedural framework, the projection total for a county, within which a proposed wastewater treatment facility is to be located, will continue to be used as a "control cap".
4. Any post-1980 data may be used to make adjustments in minor civil divisions projections within the county. However, any redistribution of population within the county total will require agreement in writing from county officials and from the State Department of Commerce.
5. The New York State Department of Commerce must approve changes to the county population projection control cap.



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