

This document will help you understand how to work with the Population Estimate System (PES) and how to complete Form A when it is available for a reporting year.

Prerequisites:

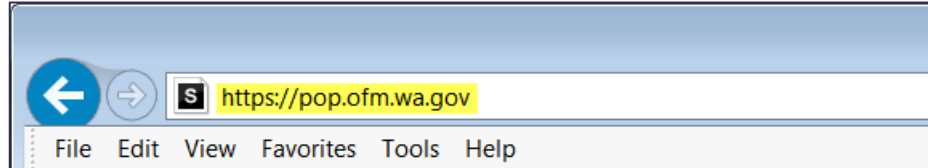
- OFM has created an account for your access to PES
- You have a WA.gov account and it has been registered for PES use
 - Refer to the [‘Setting up your WA.gov account and registering with PES’](#)

Login to PES

1. Start a browser session.

In the address bar, enter:
`https://pop.ofm.wa.gov`

You will be redirected to a
WA.gov login screen.



2. Provide the email address
you used when setting up
your WA.gov account.

A screenshot of the WA.gov login screen. At the top left is the WA.gov logo, which consists of three stylized evergreen trees in green and blue, followed by the text "WA.gov THE EVERGREEN STATE". Below the logo, the word "Welcome" is centered. Underneath, a message reads: "Log in with your WA.gov account to continue to OFM - Population Estimate System." Below this message is a white input field with a rounded border containing the placeholder text "Phone or Username or Email*". At the bottom of the screen is a dark teal button with the word "Continue" in white text.

3. Provide your password.

WA.gov
THE EVERGREEN STATE

Enter Your Password

Enter the password for your WA.gov account to continue to OFM - Population Estimate System

maest0813@gmail.com [Edit](#)

Password*
.....

[Forgot password?](#)

[Continue](#)

4. You will be taken to PES for your city.

Washington State
OFM
Office of Financial Management

Krupp - Grant County [Help](#) [Contact Us](#) [Logout](#)

[Home](#) [Accounts](#) [Survey](#) [Reports](#)

April 1 Population Estimates

The Housing Unit and Population Survey, also known as Form A, gathers housing unit and population data from jurisdictions. The information provided by jurisdictions is used by OFM to make April 1 jurisdiction population determinations. OFM analysts generate population estimates for jurisdictions in their assigned counties. Please contact your analyst directly if you need historical information; need help with data collection requirements; or wish to discuss matters related to the population estimate for your jurisdiction.

Questions? Contact your Analyst:
Wei Gu
(360) 489-4794
wei.gu@ofm.wa.gov

Estimate Status for the Town of Krupp: April Year 2025

If your city resides in more than one county, you will be presented with a list of city/county combinations.

Choose the county for which you will be providing Form A data form.

You will then be taken into PES for that county for your city.

You must submit data for each county your city resides in.

Choose a municipality

City:

City	County
<input type="radio"/> Coulee Dam (part)	Douglas
<input checked="" type="radio"/> Coulee Dam (part)	Grant
<input type="radio"/> Coulee Dam (part)	Okanogan

[Continue](#)

PES Landing Page

The header on the landing page provides helpful information as well as links to different functionality within the applications.

1. City & County name displays in the middle of the header



2. User's name and role is displayed in the right corner of the header.

3. Logout button is in upper right corner of the header.

4. 'Home' is a link to always return you to the PES landing page.

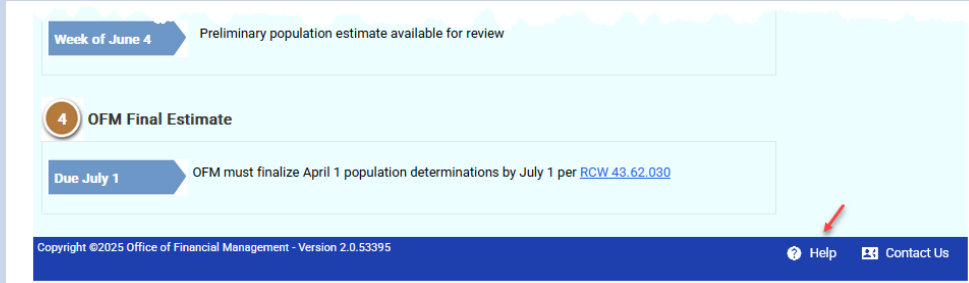
5. 'Accounts' is a link to the Manage Accounts page.

6. 'Survey' is a link to the Form A reporting.

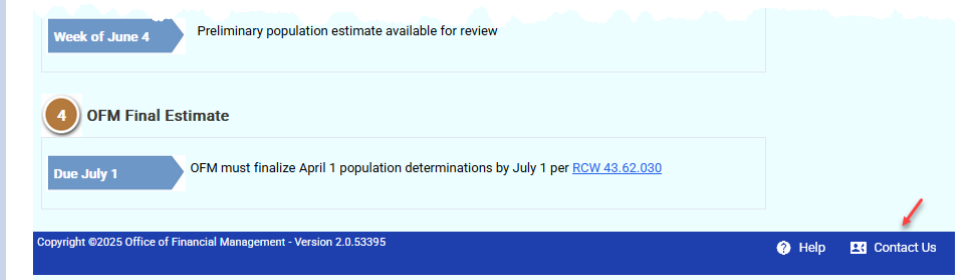
7. 'Reports' takes users to a page with available reports related to Form A reporting.

Landing page footer on the landing page provides links to helpful information and resources related to the April 1 process.

- ‘Help’ is a link to OFM’s April 1 web site with helpful resources.



- ‘Contact Us’ is a link to the same OFM web site as the Help link, but specifically to Contact Information.



Estimate Status

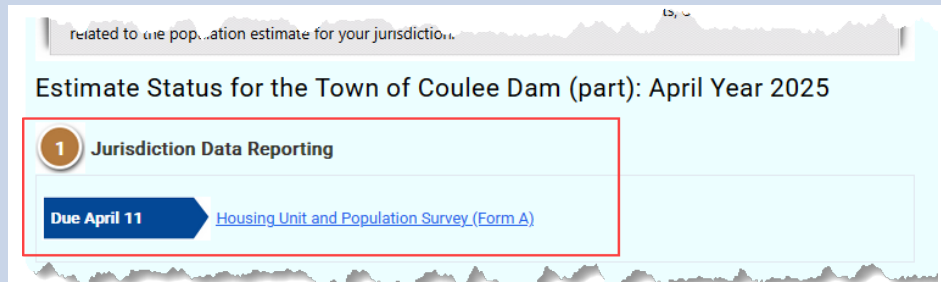
This part of the landing page offers users a way to track the progress of Form A reporting.

1. Jurisdiction Data

Reporting: Indicates the date current April Year Form A reporting is due.

- A link to Form A will be available at the beginning of the reporting period through the time Form A is submitted to OFM.

If you need to make a correction to submitted data, you must contact your OFM analyst.



2. OFM Estimate Development:
Estimates are in progress from the time For A reporting is open through when the final estimates are available.

- A link will be available when the Preliminary Estimate is available.

3. Jurisdiction Estimate Review: The expected date when OFM’s Preliminary Estimates will be available.

- When the OFM preliminary estimates are ready for review, a link to the estimate will be available.

4. OFM Final Estimate:
The date by which OFM must complete the final estimate.

A link to the OFM April 1 estimate page will be available when your final estimate is completed.

A progress bar for 'OFM Estimate Development' showing 'In Progress' status. The bar is blue with a white arrow pointing right. To the right of the bar, the text reads 'OFM development of Housing Unit and Population Survey' and a link 'View Form A (OFM Edited)'.

A progress bar for 'Jurisdiction Estimate Review' showing 'Week of June 4' status. The bar is blue with a white arrow pointing right. To the right of the bar, the text reads 'Preliminary population estimate available for review'.

A progress bar for 'OFM Final Estimate' showing 'Due July 1' status. The bar is blue with a white arrow pointing right. To the right of the bar, the text reads 'OFM must finalize April 1 population determinations by July 1 per [RCW 43.62.030](#)'.

A progress bar for 'OFM Final Estimate' showing 'Completed' status. The bar is grey with a white arrow pointing right. To the right of the bar, the text reads 'The 2025 population determination process is complete. Go to OFM's [April 1 estimates](#) web page for official information.'

Housing Unit and Population Survey (Form A)

A1. New Permits

1. The left-side navigation menu provides a way to move through the form, highlighting the section you're in.
2. Use the + icon to display Instructions or Examples related to a particular section.
3. A white column is where data should be entered.
4. A grey column indicates where system calculations are done. It might also display data from the prior year.
5. The question is a required field and must be answered if you are providing data to OFM.
6. A place is provided for you to enter Comments about the section you are completing.
7. The Cancel button will clear that section of the form.
8. The Save button allows you to save your changes. You can go back later and edit data if you need to.

Population Estimate System
[QA]
Airway Heights - Spokane County
April Year 2025

Welcome, Linda Tamayo! [Role: Analyst] Logout
Home Admin Accounts **Survey** Reports

Housing Unit & Population Survey

Survey Form (Form A) 1

A1. New structures and units permitted from April 2, 2024 through April 1, 2025

+ Instructions 2

Housing Structure Type	Number of new housing structures permitted	Number of housing units associated with these permits	Number of completed units associated with these permits
1-unit structure (Single family detached)	0	0	0
2-unit structure (Duplex)	0	0	0
3-unit structure (Triplex)	0	0	0
4-unit structure (Fourplex)	0	0	0
5-or-more unit structure (Larger apartments)	0	0	0
Accessory dwelling unit	0	0	0
Totals	0	0	0

3 4

Does the data in this section include permits issued in annexed areas by other jurisdictions?* Yes No 5

Comments: 6
Use the space below to provide additional information relevant to the data in this section.
For example:
• Note the names of larger multi-unit buildings or developments that are expected to take several years to complete.
• Note buildings that were included in this section rather than the Group Quarters section.

Number of characters: 0 7 8 (Maximum limit 2000 characters)

← Previous Cancel Save Next →

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A2. Carryover Permits

1. Part “a” is for reporting units permitted since the 2020 census that have not been completed.

2. Use the + symbol to display Instructions or Examples related to a particular section. To hide the Instructions or Examples, click the – symbol.

3. The grey column in part “a” indicates data from the prior year.

4. The white column in part “a” is where data should be entered.

5. Part “b” is for reporting units permitted before the 2020 census that have not been completed.

6. The grey column in “b” is for units not completed in the prior decade

7. The white column in part “b” is where data should be entered.

8. The Cancel button will clear that section of the form.

Population Estimate System
Bremerton - Kitsap County
April Year 2026

Welcome, linda tamayo! [Role: Analyst] Logout

Home Admin Accounts Survey Reports

Housing Unit & Population Survey

Survey Form (Form A)

A. Frame Housing

A1. New Permits

A2. Carryover Permits

A3. Housing Loss

B. Manufactured Homes

B1. Inside Parks

B2. Outside Parks

C. Group Quarters

D. Annexations

Supporting Documents

1. Additional Comments

2. Attached Files

Summary

A2. Frame housing units not yet reported as completed

a. Units permitted since 2020 not yet reported as completed

+ Instructions

+ Examples

Housing Structure Type	Number of non-completed units reported on Form A from April 2, 2020 through April 1, 2025	Of units listed in the previous column, how many were completed from April 2, 2025 to April 1, 2026
1-unit structure (Single family detached)	84	0
2-unit structure (Duplex)	2	0
3-unit structure (Triplex)	33	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	329	0
Accessory dwelling unit	16	0
Totals	464	0

b. Units permitted before 2020 not yet reported as completed

Note: Most jurisdictions will not encounter this situation, especially late in the decade.

5

b. Units permitted before 2020 not yet reported as completed

Note: Most jurisdictions will not encounter this situation, especially late in the decade.

+ Instructions

+ Examples

Housing Structure Type	Number of non-completed units reported on Form A since April 2, 2010 to April 1, 2020	For permits issued prior to April 2, 2020, how many units April 2, 2025 to April 1, 2026
1-unit structure (Single family detached)	1	0
2-unit structure (Duplex)	0	0
3-unit structure (Triplex)	0	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	0	0
Accessory dwelling unit	0	0
Total	1	0

Does the data in section A2, parts a and b, include units in annexed areas that were permitted by other jurisdictions? Yes No

Comments:

Use the space below to provide additional information relevant to the data in this section.

Number of characters: 0 (Maximum limit 2000 characters)

8 Cancel 9 Save

Previous Next

Version 2.0.56502

9. Click the Save button or push the enter key when you're ready to move on. You can go back later and edit data if you need to.

A3. Housing Loss

1. Report the number of structures lost or removed.
2. Report the number of units lost or removed.

A3. Housing lost or removed from April 2, 2025 through April 1, 2026

+ Instructions

+ Examples

Housing Structure Type	1 Number of housing structures lost or removed	2 Number of housing units lost or removed
1-unit structure (Single family detached)	0	0
2-unit structure (Duplex)	0	0
3-unit structure (Triplex)	0	0
4-unit structure (Fourplex)	0	0
5-or-more unit structure (Larger apartments)	0	0
Accessory dwelling unit	0	0
Totals	0	0

Comments:

Use the space below to provide additional information relevant to the data in this section.

Number of characters: 0

(Maximum limit 2000 characters)

← Previous

Cancel

Save

Next →

B1. Inside Parks

1. The questions are required if you are reporting data to OFM.

2. Use the Edit button to update information about a manufactured home park.

3. If your city has manufactured home parks, data is required unless you provide a comment for OFM.

4. Check the Close Park box if the park has closed and will not reopen anytime soon.

5. Use the Add Park button at the bottom of the screen if you need to add a new park.

Warning messages display per park when no values are provided for the current reporting year.

B1. Total manufactured homes inside parks

+ Instructions

Are permits required to place manufactured homes inside parks? * Yes No
 Are permits required to remove (or demolish) manufactured homes from parks? * Yes No

Park Information	Total number of manufactured homes in 2025	Max. capacity or number of pads 2025	Total number of manufactured homes in 2026	Max. capacity or number of pads 2026	Close Park
ALDEA GLEN 6415 5TH WAY SE 98503	128	128	0	0	<input type="checkbox"/>
ALPINE MOBILE ESTATES 7300 32ND AVE NE #10 98516 UNKNOWN	50	50	0	0	<input type="checkbox"/>

Totals	1021	1021	0	0	
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+ Add Park

Comments:
 Use the space below to provide additional information relevant to the data in this section. For example, explain new entries (e.g., brand new park, always there but never listed, etc.).

Number of characters: 0 (Maximum limit 2000 characters)

B1. Inside Parks - Edit Park Information

When you click the Edit icon (pencil) a pop out windows for that park appears.

1. Park Name, Address and ZipCode are required fields.

2. Contact Name, Phone, and Phone Extension are optional fields.

3. The Cancel button closes the Edit Park Information pop out without saving changes

4. The Save button closes the Edit Park Information pop out and saves the changes.

B1. Total manufactured homes inside parks

+ Instructions

Are permits required to place manufactured homes inside parks? * Yes No

Are permits required to remove (or demolish) manufactured homes from parks? * Yes No

Park Information	Total number of manufactured homes in 2025	Max. capacity or number of pads 2025	Total number of manufactured homes in 2026	Max. capacity or number of pads 2026	Close Park
ALDEA GLEN 6415 5TH WAY SE 98503	128	128	0	0	<input type="checkbox"/>

1	Park Name:*	1	Address:*	1	Zipcode:*
	ALDEA GLEN		6415 5TH WAY SE		98503
2	Contact Name:	2	Phone:	2	Extension:
			() - - - -		
3	4		Cancel	Save	

ALPINE MOBILE ESTATES	50	50	0	0	<input type="checkbox"/>
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B1. Inside Parks - Add Park Information

When you click the Add Park button, a pop out window appears.

1. Park Name, Address and ZipCode are required fields.

2. Contact Name, Phone, and Phone Extension are optional fields.

3. The Cancel button closes the Edit Park Information pop out without saving changes

4. The Save button is disabled until data is provided for the required fields.

The screenshot shows a form titled "- Add Park" with the following fields and buttons:

- 1. Park Name:*
- 1. Address:*
- 1. Zipcode:*
- 2. Contact Name:
- 2. Phone: (____) ____-____
- 2. Extension:
- 3. Cancel button
- 4. Save button (disabled)

B2. Outside Parks

The questions at the top of the page are required. Saving is not allowed until they are answered.

When the questions are answered, but no data provided, you must provide a comment for your OFM Analyst.

1. Report the number of **new** placements.
2. Report the number of **removals** or **demolitions**.

The screenshot shows the 'Population Estimate System' interface for 'Seattle - King County' in 'April Year 2026'. The user is logged in as 'linda tamayo' (Role: Analyst). The page title is 'Housing Unit & Population Survey' and the current section is 'Survey Form (Form A) B2. Manufactured homes outside parks'. The left sidebar contains navigation links for 'A. Frame Housing' (A1. New Permits, A2. Carryover Permits, A3. Housing Loss) and 'B. Manufactured Homes' (B1. Inside Parks, B2. Outside Parks, C. Group Quarters, D. Annexations). Under 'Supporting Documents', there are links for '1. Additional Comments', '2. Attached Files', 'Summary', and 'Certify & Submit'. The main content area has a '+ Instructions' section with two required questions: 'Are permits required to place manufactured homes on individual lots outside parks?' and 'Are permits required to remove (or demolish) manufactured homes from individual lots outside parks?'. Both have radio buttons for 'Yes' and 'No'. Below is a table with columns (1) through (4) and a 'Totals' column. The table data is as follows:

(1)	(2)	(3)	(4)	Totals
Total manufactured homes on individual lots reported in 2025	Annexed on jurisdiction lots April 2, 2024 through April 1, 2025	Number of new placements from April 2, 2025 to April 1, 2026	Number of removals and demolitions from April 2, 2025 to April 1, 2026	Total number of manufactured homes outside parks 2026
0	0	0	0	0

Below the table is a 'Comments' section with a text area and a character count of 0. At the bottom, there are 'Previous', 'Cancel', 'Save', and 'Next' buttons.

C. Group Quarters

1. OFM collects data from administrative sources for some Group Quarters. Cities do not report data for these GQs.

2. Provide values per Group Quarter for the current reporting year.

3. Check the Close Facility box if the facility has closed and will not reopen anytime soon.

4. Reporting is not required for group quarters whose current year Population and Close Facility are grayed out. *Refer to note at the top of the page.*

5. Use the Add New Facility to provide a new Group Quarter.

Your role determines whether you can Edit and/or Delete park information.

- Population Contacts have Edit and Delete permission.
- Editors have Edit permission
- Reviewers do not have Edit or Delete permissions.

Population Estimate System
Lacey - Thurston County
April Year 2026

Welcome, Linda Jane Doe! [Role: Editor] Logout

Home Accounts Survey Reports

Housing Unit & Population Survey

Survey Form (Form A)

C. Group quarters population

+ Instructions

+ Add New Facility

For current year GQ population records that are grayed out, OFM collects this data from administrative sources and is not required for you to report.

-Nursing/Convalescent Home

Facility Information	2025 Population	2026 Population	Close Facility
PANORAMA CONVALESCENT 150 CIRCLE DR SE 98503 (360) 456 0111	120	0	<input type="checkbox"/>
ROO-LAN CONVALESCENT 1505 CARPENTER RD SE 98503 (360) 491 1765	77	0	<input type="checkbox"/>
THE COTTAGES OF LACEY 8570 MARTIN WAY E 98516 KEITH ROBERTS (206) 290 5152	38	0	<input type="checkbox"/>
Totals	235	0	

-College Dormitory/Fraternity/Sorority

Facility Information	2025 Population	2026 Population	Close Facility
SAINT MARTIN'S COLLEGE DORMS ST MARTINS COLLEGE OSB 98503 (360) 486 8856	437	0	<input type="checkbox"/>
Totals	437	0	

+ Mental/Correctional/Jail/Juvenile

+ Military Quarters

-Other Non-Institutional

Edit Group Quarter Information

Editing Group Quarter information is only for the park information, it is not for editing the reported population.

Depending on your role, you might see both an Edit and Delete icon, or just an Edit icon or neither icon.

1. Enter the required information.

Facility Name
Facility Type
Address
Zipcode

*The * symbol indicates required fields.*

2. Provide option information if available.

Contact Name
Phone Number
Extension

3. To save the changes to the park, you must click the Save button. Click Cancel to disregard the changes.

While editing a park, all other parks become un-editable.

Housing Unit & Population Survey

Survey Form (Form A) C. Group quarters population

+ Instructions

+ Add New Facility

• For current year GQ population records that are grayed out, OFM collects this data from administrative sources and is not required for you to report.

-Nursing/Convalescent Home

Facility Information	2025 Population	2026 Population	Close Facility
PANORAMA CONVALESCENT 150 CIRCLE DR SE 98503 (360) 456 0111	120	0	<input type="checkbox"/>
ROO-LAN CONVALESCENT 1505 CARPENTER RD SE 98503 (360) 491 1765	77	0	<input type="checkbox"/>

There is a GQ value that is currently zero. Provide non zero GQ value or an explanation in the Comment field.

WASHINGTON STATE OFM Office of Financial Management

Population Estimate System

Welcome, Linda Jane Doel (Role: Editor) Logout

Lacey - Thurston County April Year 2026

Home Accounts Survey Reports

Housing Unit & Population Survey

Survey Form (Form A) C. Group quarters population

+ Instructions

+ Add New Facility

• For current year GQ population records that are grayed out, OFM collects this data from administrative sources and is not required for you to report.

-Nursing/Convalescent Home

Facility Information	2025 Population	2026 Population	Close Facility
PANORAMA CONVALESCENT 150 CIRCLE DR SE 98503 (360) 456-0111	120	0	<input type="checkbox"/>
ROO-LAN CONVALESCENT 1505 CARPENTER RD SE 98503 (360) 491 1765	77	0	<input type="checkbox"/>
THE COTTAGES OF LACEY 8570 MARTIN WAY E 98516 KEITH ROBERTS (206) 290 5152	38	0	<input type="checkbox"/>
Totals	235	0	

-College Dormitory/Fraternity/Sorority

Facility Information	2025 Population	2026 Population	Close Facility
SAINT MARTIN'S COLLEGE DORMS ST MARTINS COLLEGE OSB 98503 (360) 486 8856	437	0	<input type="checkbox"/>
Totals	437	0	

Facility Name: * PANORAMA CONVALESCENT Facility Type: * Nursing/Convalescent

Address: * 150 CIRCLE DR SE Zipcode: * 98503

Contact Name: Phone: (360) 456-0111 Extension:

Cancel Save

Add a new Group Quarter

1. Enter the required facility information.

Facility Name
Facility Type
Address
Zipcode

*The * symbol indicates required fields.*

2. Adding a contact name and phone number are helpful.

You must either Save your changes to add the new park or Cancel will disregard the adding of the park.

Population Estimate System
Welcome, Linda Jane Doe! [Role: Editor] Logout

Lacey - Thurston County
April Year 2026

Housing Unit & Population Survey

Survey Form (Form A)

C. Group quarters population

+ Instructions

-Add New Facility

1 Facility Name: *
1 Facility Type: *
1 Address: *
1 Zipcode: *
2 Contact Name:
2 Phone: () - - - - - Extension:

Cancel Save

* For current year GQ population records that are grayed out, OFM collects this data from administrative sources and is not required for you to report.

-Nursing/Convalescent Home

Facility Information	2025 Population	2026 Population	Close Facility
PANORAMA CONVALESCENT 150 CIRCLE DR SE 98503 (360) 456 0111	120	0	<input type="checkbox"/>

There is a GQ value that is currently zero. Provide non zero GQ value or an explanation

D. Annexations

This page lists the annexations and boundary changes that have been approved by OFM that will be included in this year's estimate.

Population Estimate System
Welcome, Linda Jane Doe! [Role: Editor] Logout

Lacey - Thurston County
April Year 2026

Housing Unit & Population Survey

Survey Form (Form A)

D. Annexations and boundary changes from April 2, 2025 through April 1, 2026

+ Instructions

Annexations or boundary changes approved by OFM from April 2, 2025 through April 1, 2026

Annexation or Boundary line adjustment: name or other identification	Ordinance or Resolution Number	Effective Date	OFM Approval Date	Total Population	Total Housing Units
Draham Road adn Cuoio Park North Islands	1672	03/01/2025	04/23/2025	455	181
Totals				455	181

+ Report Annexation

Comments:
Use the space below to provide additional information relevant to the data in this section.

Number of characters: 0 (Maximum limit 2000 characters)

Previous Cancel Save Next

Report Annexation

Use the **Report Annexation** to provide annexation and boundary changes that are missing from the list

You must either **Save** your changes to add the reported annexation/boundary changes or **Cancel** will disregard the adding of the park.

Population Estimate System
[QA]
Lacey - Thurston County
April Year 2026

Welcome, Linda Jane Doe! [Role: Editor] Logout

Home Accounts Survey Reports

Housing Unit & Population Survey

Survey Form (Form A)

D. Annexations and boundary changes from April 2, 2025 through April 1, 2026

+ Instructions

Annexations or boundary changes approved by OFM from April 2, 2025 through April 1, 2026

Annexation or Boundary line adjustment: name or other identification	Ordinance or Resolution Number	Effective Date	OFM Approval Date	Total Population	Total Housing Units
Draham Road adn Cuolo Park North Islands	1672	03/01/2025	04/23/2025	455	181
Totals				455	181

- Report Annexation

Annexation/ Boundary Change Name

Ordinance/ Resolution Number

Effective Date
Choose a date
MM/DD/YYYY

Cancel Save

Comments:
Use the space below to provide additional information relevant to the data in this section.

Supporting Documents

1. Additional Comments

Provide a Comment about anything else you would like us to consider when developing your city's population estimate.

Population Estimate System
Lacey - Thurston County
April Year 2026

Welcome, Linda Jane Doe! [Role: Editor] Logout

Home Accounts Survey Reports

Housing Unit & Population Survey

Survey Form (Form A)

Additional comments

You may provide additional information for OFM to consider or reference during the estimate process. You can also provide an advisory estimate, which must be accompanied with the input data and the description of the method used. OFM needs that information to review your estimate. You can attach files to this Form A in the attach files section.

Comments:
Use the space below to provide additional information relevant to the data in this section.

Number of characters: 0 (Maximum limit 2000 characters)

Previous Cancel Save Next

2. Attach Files

1. Expand the Instructions to see the types of files that can be attached as supporting documentation.

You can add up to 10 files. The files can't be larger than 20MB.

2. Click the **Add Documents** button, then navigate to the file you want to attach and click Open.

Population Estimate System
Welcome, Linda Jane Doe! [Role: Editor] Logout
Lacey - Thurston County
April Year 2026

Housing Unit & Population Survey

Survey Form (Form A)

Attach files
To provide additional information or advisory estimates, attach files in this section which will be included as part of your Form A submission to OFM. There are some restrictions on file format and the sizes. Please read the instructions below prior to attaching files. As an alternative for large or incompatible files, you can send them via email to your jurisdiction analyst.

1 - Instructions

- You may upload (attach) up to 10 files to Form A.
- Large files will take longer to upload.
- Files must not be larger than 20 MB.
- Accepted file types
 - Portable Document Format (.pdf)
 - Microsoft Word Document (.doc, .docx, .dot, .docm, .dotm)
 - Microsoft Excel Document (.xls, .xlsx)
 - Microsoft PowerPoint Presentation (.ppt, .pptx, .pps, .ppsx)
 - Image (.jpg, .jpeg, .png, .bmp, .gif, .tiff)
 - Text (.txt, .rtf)

No documentation has been uploaded for this estimate.

+ Attach Documents

Supporting Documents

1. Additional Comments
2. Attached Files
Summary

1. Once a file(s) have been added, it will appear on the page. Upload heading flashes to draw user's attention that files are pending being uploaded.

2. Users can provide a description for details about the attachment.

3. Action is required to upload the file to OFM or you can delete the attachment before it is uploaded.

Population Estimate System
Welcome, linda tamayo! [Role: Analyst] Logout
Algona - King County
April Year 2026

Housing Unit & Population Survey

Survey Form (Form A)

Attach files
To provide additional information or advisory estimates, attach files in this section which will be included as part of your Form A submission to OFM. There are some restrictions on file format and the sizes. Please read the instructions below prior to attaching files. As an alternative for large or incompatible files, you can send them via email to your jurisdiction analyst.

+ Instructions

No documentation has been uploaded for this estimate.

+ Attach Documents

1 Upload Pending
Below document(s) are pending for uploading, please provide the description of the document and click on the icon to start uploading the file.

File Name	Description	Size	Progress	Status	Actions
2023_Winthrop_CENEST035_1.PDF	Maximum length 250 characters.	71.33 KB	<div style="width: 0%;"></div>	Not Started	
Notepad_Testdoc.txt	Maximum length 250 characters.	63.7 KB	<div style="width: 0%;"></div>	Not Started	
Word_Testdoc.docx	Maximum length 250 characters.	17.56 KB	<div style="width: 0%;"></div>	Not Started	

Supporting Documents

1. Additional Comments
2. Attached Files
Summary
Certify & Submit

← Previous **Next →**

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Summary

The Summary page provides a snapshot of the data you've entered into Form A.

Use the **View details or edit information** links to go back to that section to view or edit data.


Population Estimate System

 Welcome, Linda Jane Doe! [Role: Editor](#) [Logout](#)

Lacey - Thurston County
April Year 2026

[Home](#)
[Accounts](#)
[Survey](#)
[Reports](#)

Housing Unit & Population Survey

Survey Form (Form A)

A. Frame Housing

[A1. New Permits](#)

[A2. Carryover Permits](#)

[A3. Housing Loss](#)

B. Manufactured Homes

[B1. Inside Parks](#)

[B2. Outside Parks](#)

[C. Group Quarters](#)

[D. Annexations](#)

Supporting Documents

[1. Additional Comments](#)

[2. Attached Files](#)

Summary

[Certify & Submit](#)

Summary

A. Frame Housing

A1. New Permits
[View details or edit information](#)

Number of new housing structures permitted	0
Number of new housing units associated with these permits	0
Number of completed housing units associated with these permits	0

A2. Carryover Permits
[View details or edit information](#)

Number of housing units completed from permits issued between 4/2/2020 and 4/1/2025	11
Number of housing units completed from permits issued prior to 4/2/2020	0

A3. Housing Loss
[View details or edit information](#)

Number of housing structures lost or removed	0
Number of housing units lost or removed	0

B. Manufactured Homes

B1. Inside Parks
[View details or edit information](#)

	2025	2026	Change
Number of manufactured homes inside parks	1021	0	-1021

B2. Outside Parks
[View details or edit information](#)

	2025	2026	Change
Number of manufactured homes outside parks	48	48	0

C. Group quarters population
[View details or edit information](#)

	2025	2026	Change
Total group quarters population	709	0	-709

D. Annexations and boundary changes
[View details or edit information](#) Annexations or boundary changes approved by OFM from April 2, 2025 through April 1, 2026

Annexation or Boundary line adjustment: name or other identification	Ordinance or Resolution Number	Effective Date	OFM Approval Date	Total Population	Total Housing Units
Draham Road adn Cuolo Park North Islands	1672	03/01/2025	04/23/2025	455	181
Totals				455	181

Supporting documentation
[View details or edit information](#)

Attached files:
 No documentation has been uploaded for this estimate.

[← Previous](#)
[Next →](#)

Certify & Submit

The Certify & Submit page is only available to the user assigned to the Population Contact role. Users assigned to the Reviewer or Editor role will not see this page.

1. Click the checkbox that you certify the data provided is accurate and then click Submit for the data to be submitted to OFM.

Once you submit Form A to OFM, you will not be able to make additional edits to the form.

Contact your OFM analyst if you need something changed.

The screenshot shows the 'Population Estimate System' interface for 'Lacey - Thurston County' in 'April Year 2026'. The user is logged in as 'linda tamayo' (Role: Analyst). The page title is 'Housing Unit & Population Survey' and the current step is 'Survey Form (Form A) Certify & Submit'. The form includes a certification checkbox with a red asterisk, indicating it is required. Below the checkbox, the user's contact information is displayed: 'linda tamayo, 1500 Jefferson ST SE, Olympia, WA 98504, linda.tamayo@ofm.wa.gov, (360) 974-9267'. An important note states: 'Important - Please Read: Once you click Submit, you will no longer be able to make changes online. After submittal, changes must be made by contacting your OFM analyst.' Navigation buttons for 'Previous' and 'Submit' are visible at the bottom of the form area.

Managing User Accounts

1. Each user must be assigned a role. There are three roles within the system

Each city must have one person assigned as the Highest Elected Official. The Highest Elected Official can be assigned to any role and must be assigned to the Highest Elected Official Title.

Roles:

Population Contact – There can be only one Population Contact per city. A Population Contact can edit and submit Form A data. They can edit their account contact information and the contact information for any user in their city, but cannot remove themselves as a user. They can assign another user as a Population Contact, but the existing Population Contact's role will be changed to an Editor.

Editor – An Editor can edit and save Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as a user.

Reviewer – A Reviewer can view Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as user.

IMPORTANT! Only the Population Contact can add users, deactivate users and assign user roles and titles.

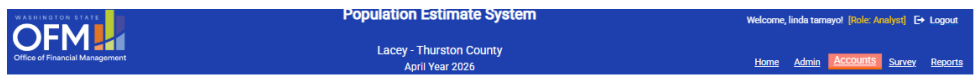
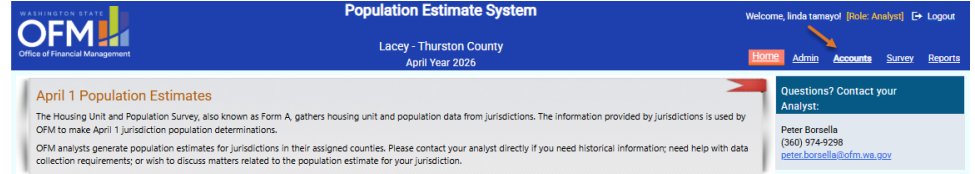
Title:
Highest Elected Official – the highest elected official will receive notifications informing them of the estimate development and review process. They can be assigned as any role.

1. From the PES homepage, choose **Accounts** from the top menu.

Each user's role is identifiable from the Account List.

Depending on your role, you may see or not see the Edit or Delete icons.

- *Population Contacts can Edit and Delete accounts, except their own.*
- *Editors can edit their account and other user accounts.*
- *Reviewers can only view account information.*



Account List	Population Estimate System User Roles
<p>Highest Elected Official ✓</p> <p>Andy Ryder 420 College St SE PO Box 3400 Lacey, WA 98503 aryder@ci.lacey.wa.us (360) 491-3214</p>	<p>Highest Elected Official The highest elected official will receive notifications informing them of the estimate development and review processes.</p>
<p>Population Contact ✓</p> <p>Shannon Bell 420 College St SE Lacey, WA 98503 shannon.bell@cityoflacey.org (360) 412-2882</p>	<p>Population Contact There can be only one Population Contact per city. A Population Contact can edit and submit Form A data. They can edit their account contact information and contact information for any user in their city, but cannot remove themselves as a user. They can assign another user as a Population Contact, but the existing Population Contact's role will be changed to an Editor.</p>
<p>Form-A Editor ✓</p> <p>Rick Walk 420 College St SE Lacey, WA 98503 rwalk@ci.lacey.wa.us (360) 438-2638</p>	<p>Editor An Editor can edit and save Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as a user.</p>
<p>Form-A Reviewer ✓</p> <p>Leah Bender 420 College St SE Lacey, WA 98503 lbender@ci.lacey.wa.us (360) 491-5642</p>	<p>Reviewer A Reviewer can view Form A data, but cannot submit data. They can edit their own account contact information, but cannot change their role or remove themselves as a user.</p> <p>+ Add New User</p>



<p>Form-A Reviewer ✓</p> <p>Leah Bender 420 College St SE Lacey, WA 98503 lbender@ci.lacey.wa.us (360) 491-5642</p>	
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Add New User

To add a new user, click the **Add New User** button.

1. Provide the required information for the new account.

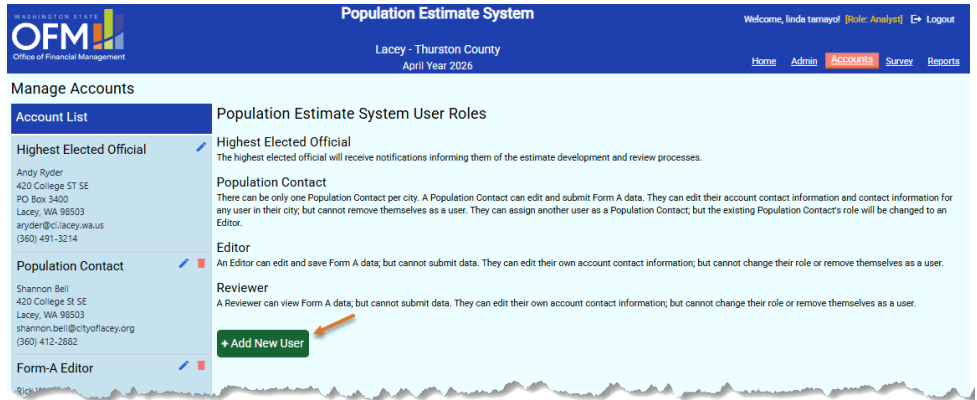
*Required fields are identified by the * symbol.*

2. Assign a role for the user.

To view each role's permission, hover your mouse over the  symbol.

If you assign a user the Highest Elected Official title, the account associated with previous Highest Elected Official is automatically deactivated.

New users will automatically receive an email from pop.estimates@ofm.wa.



Population Estimate System
Welcome, linda tamayo | Role: Analyst | Logout
Lacey - Thurston County
April Year 2026
Home Admin **Accounts** Survey Reports

Manage Accounts

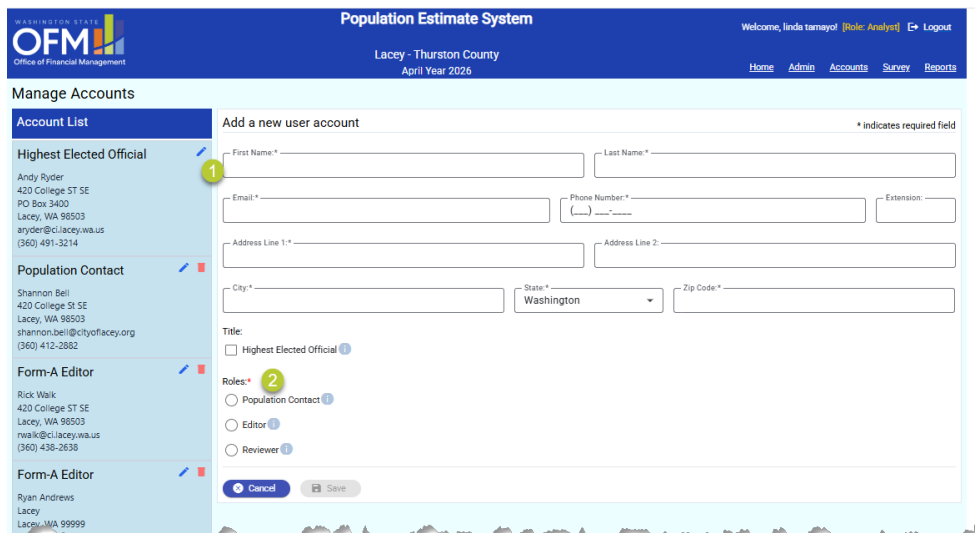
Account List

- Highest Elected Official**
Andy Ryder
420 College St SE
PO Box 3400
Lacey, WA 98503
aryder@cityoflacey.wa.us
(360) 491-3214
- Population Contact**
Shannon Bell
420 College St SE
Lacey, WA 98503
shannon.bell@cityoflacey.org
(360) 412-2882
- Form-A Editor**
Rick Walker

Population Estimate System User Roles

- Highest Elected Official**
The highest elected official will receive notifications informing them of the estimate development and review processes.
- Population Contact**
There can be only one Population Contact per city. A Population Contact can edit and submit Form A data. They can edit their account contact information and contact information for any user in their city, but cannot remove themselves as a user. They can assign another user as a Population Contact; but the existing Population Contact's role will be changed to an Editor.
- Editor**
An Editor can edit and save Form A data, but cannot submit data. They can edit their own account contact information; but cannot change their role or remove themselves as a user.
- Reviewer**
A Reviewer can view Form A data, but cannot submit data. They can edit their own account contact information; but cannot change their role or remove themselves as a user.

+ Add New User



Population Estimate System
Welcome, linda tamayo | Role: Analyst | Logout
Lacey - Thurston County
April Year 2026
Home Admin Accounts Survey Reports

Manage Accounts

Account List

- Highest Elected Official**
Andy Ryder
420 College St SE
PO Box 3400
Lacey, WA 98503
aryder@cityoflacey.wa.us
(360) 491-3214
- Population Contact**
Shannon Bell
420 College St SE
Lacey, WA 98503
shannon.bell@cityoflacey.org
(360) 412-2882
- Form-A Editor**
Rick Walker
420 College St SE
Lacey, WA 98503
rwalker@cityoflacey.wa.us
(360) 438-2638
- Form-A Editor**
Ryan Andrews
Lacey, WA 99999

Add a new user account * Indicates required field

First Name* _____ Last Name* _____

Email* _____ Phone Number* _____ Extension _____
(____) ____-____

Address Line 1* _____ Address Line 2 _____

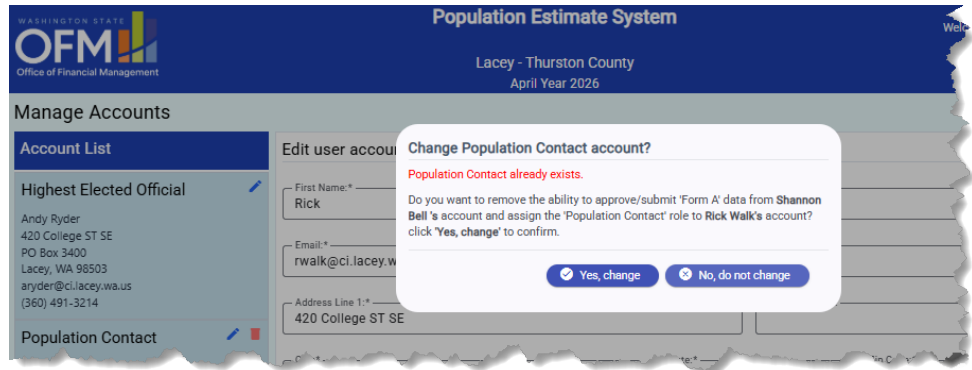
City* _____ State* Washington Zip Code* _____

Title:
 Highest Elected Official

Roles*
 Population Contact
 Editor
 Reviewer

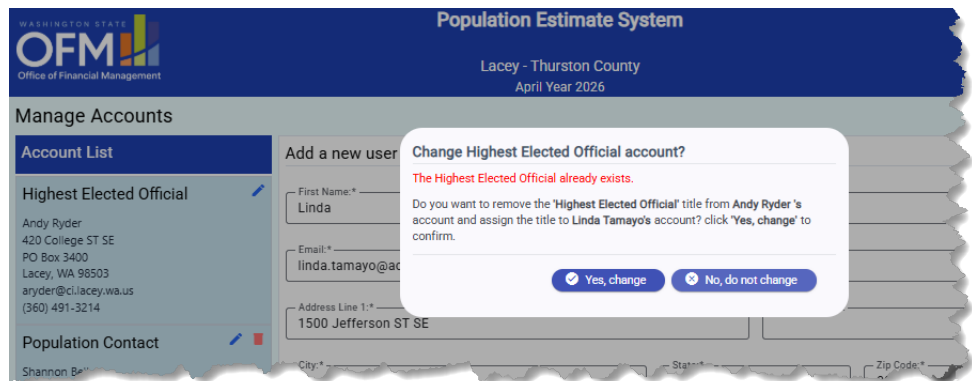
When you assign a user to the Population Contact role, the existing Population Contact will be assigned as an Editor.

You must confirm the change.



When you add a new user and assign the title of Highest Elected Official to them, they will automatically be assigned the Reviewer role.

You must confirm the change.



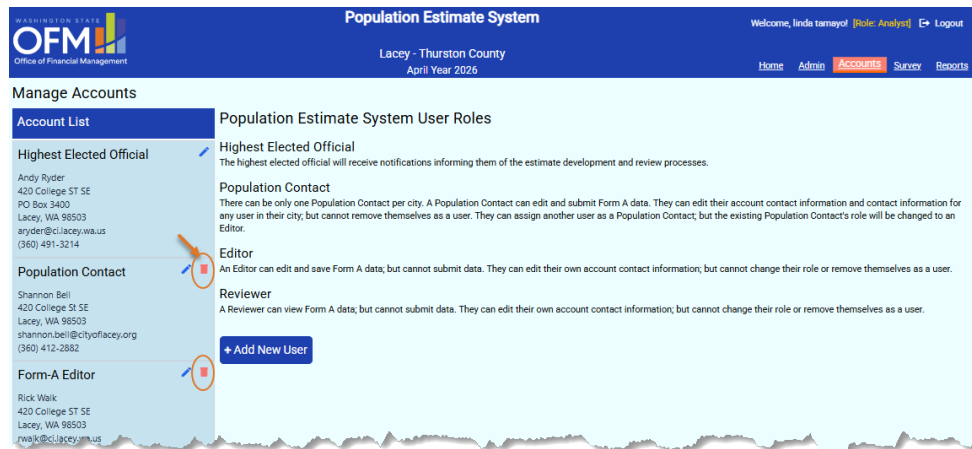
Remove User

Depending on your role, you may or may not be able to remove a user account.

If you have permission to remove a user account, you will see a trash can symbol within the block of user information in the Account List.



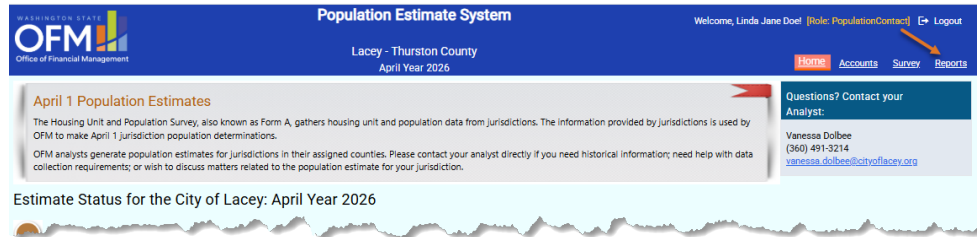
You can reassign the role of Population Contact or the title of Highest Elected Official by adding a new user or editing an existing one and selecting the appropriate option.



If you assign another user to the Population Contact role, you'll need to work with the NEW Population Contact to add, edit or remove anyone.

Reports

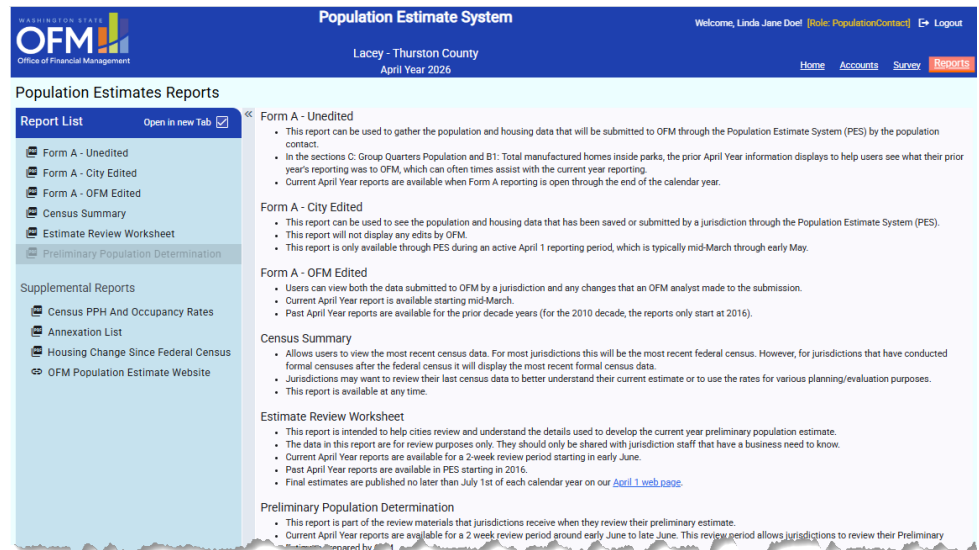
To access reports, click on **Reports** in the header.



The Reports page provides a brief description for each report.

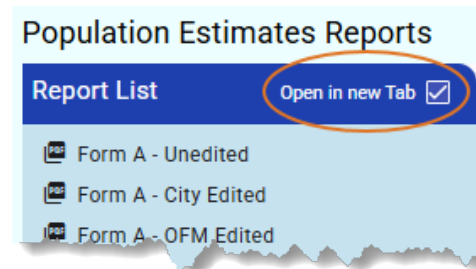
The reports available allow users to view Population and Housing data, census data, annexations and estimate data.

When reports aren't available, the name of the report will display in a lighter color gray.



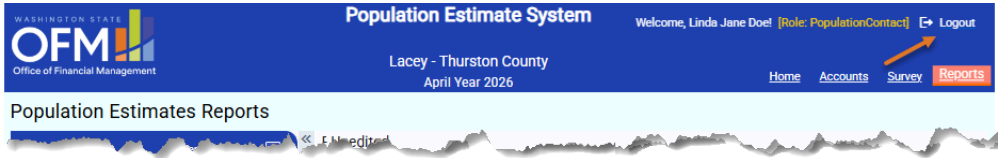
Reports will open in a new browser tab by default.

You can change this setting by unchecking the box. Reports will then display within the same browser window.



Logout

It is recommended that you **Logout** when you no longer need to view or edit information within PES.



A warning message displays when PES sessions are idle for more than 29 minutes.

User can choose to continue or logout.

Sessions idle for 30 minutes will automatically be logged out. This is a safeguard for user access.

