# 2021 PSAR Guide: Part A Line 6 Functional Population



### **Overview**

- What is Functional Population?
- How to Properly Calculate Functional Population
- How to Use the 2021 REQPOP Calculator
- How to Use the 2021 REQPOP Calculator Master Meters
- How to Use the 2021 REQPOP Calculator Master Meters Example



# What is Functional Population?

Functional Population is the served permanent population as adjusted by the seasonal residents, tourist, group quarters, and net commuter population within a utility service area.

This value is not simply the number of residents who live within a utility service area year-round. Functional population considers all types of residents (permanent, seasonal, tourist, etc.) to get an accurate picture of per capita water usage throughout the year.



# How to Properly Calculate Functional Population

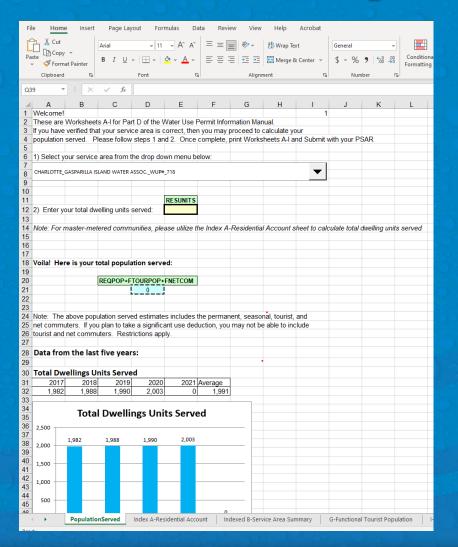
To ensure that Part A Line 6 Functional Population is properly calculated, use the 2021 REQPOP Calculator. The calculator can be found on the Section D, Public Supply Annual Reports and Significant Use webpage in the PSAR Resources box.

It's important to use the 2021 REQPOP

Calculator, not a calculator from a

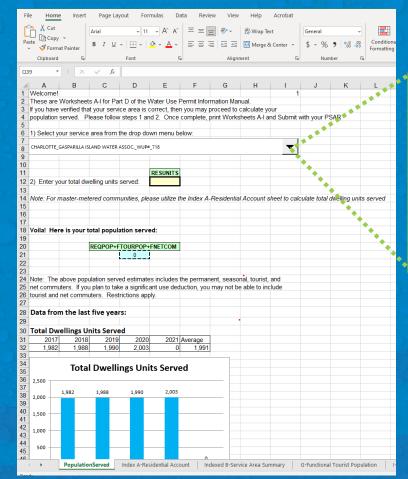
previous year. REQPOP Calculators are
updated yearly with population
variables, so using an older calculator
will yield an incorrect value.

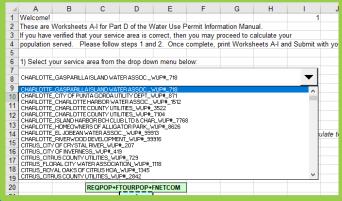




## How to Use the 2021 REQPOP Calculator

1. Select your service area from the dropdown menu. The menu is organized by county then WUP Number.





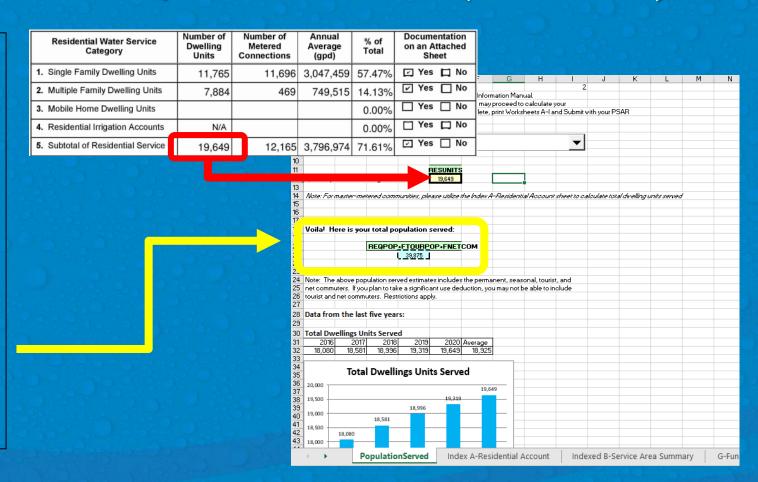


## How to Use the 2021 REQPOP Calculator (Continued)

2. Enter the value from Part B Line 5
Subtotal of Residential Service, Number of Dwelling Units served from your PSAR under RESUNITS.

(If residential dwelling units in your service area use a master meter, please see the next slides.)

3. That's it! Functional Population will auto-populate. Enter this value on Line 6 of your PSAR.

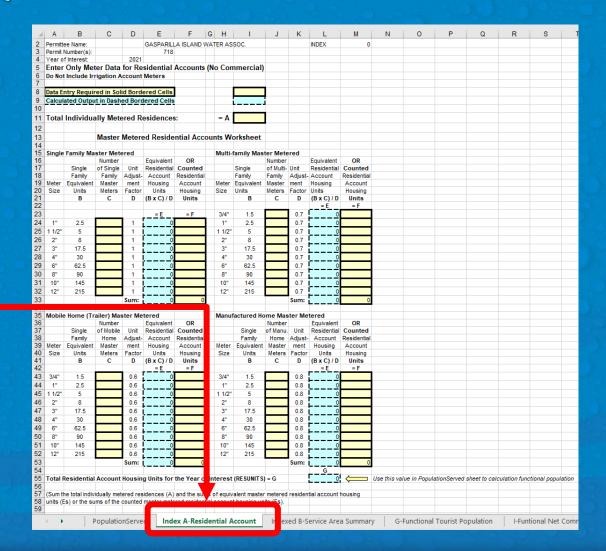




## How to Use the 2021 REQPOP Calculator - Master Meters

In order to calculate residential accounts that are master metered, go to the Index A-Residential Accounts tab of the REQPOP Calculator.

This tab, Worksheet A: Residential Account Housing Unit Estimation, allows you to estimate the number of residential units if the exact number is unknown and to demonstrate how many residential account housing units are in each meter size category. The worksheet is divided into 4 categories of master metered residential accounts: Single Family, Multi-Family, Mobile Home (Trailer), and Manufactured Home.

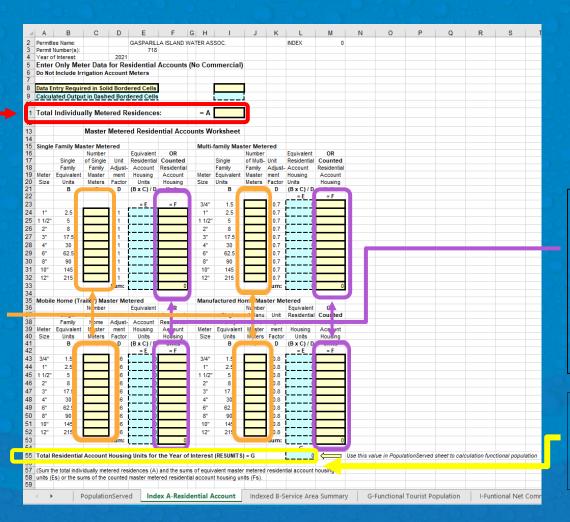




## How to Use the 2021 REQPOP Calculator - Master Meters (Continued)

1. Start by entering A - the total number of **known** individual metered residences.

2A. If the exact number of Master Metered Residential Account Housing Units is **unknown** in any of the 4 categories, use the C columns for those categories.



2B. If the exact number of Master Metered Residential Account Housing Units is **known** for any of the 4 categories, use the F columns for those categories.

3. The worksheet ends with G – your auto-calculated estimated RESUNITS value.



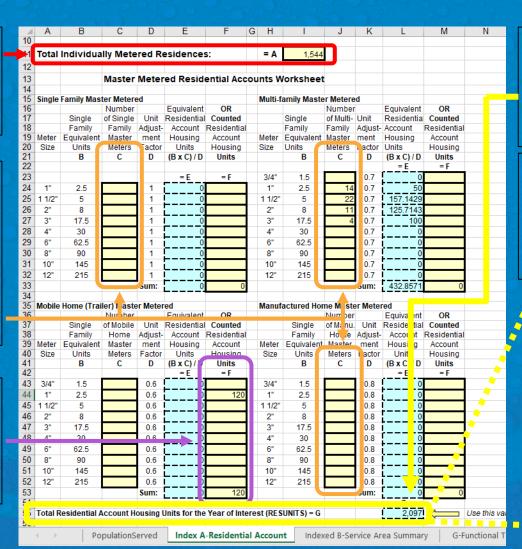
## How to Use the 2021 REQPOP Calculator - Master Meters Example

1. In = A, Enter the total number of **known individual** metered residences.

2A. In the C columns, enter the number of Master Meters for each meter size. The adjacent blue columns will auto-calculate with an estimated number of residential housing units.

2B. In the F columns, enter the number of residential housing units for each meter size (if known).





3.  $\ln =G$ , the totals from each of the 4 categories will autocalculate. This is your estimated RESUNITS value.

4. Go back to the first tab and enter this value into the RESUNITS cell to calculate your Functional Population.

