

# **2022 PSAR Guide: Part A Line 6 Functional Population**

## Overview

- What is Functional Population?
- How to Properly Calculate Functional Population
- How to Use the 2022 REQPOP Calculator
- How to Use the 2022 REQPOP Calculator – Master Meters
- How to Use the 2022 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 2022 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 2022 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.

The screenshot shows the 2022 REQPOP Calculator spreadsheet. The interface includes a ribbon with tabs for File, Home, Insert, Page Layout, Formulas, Data, Review, View, Help, and Acrobat. The spreadsheet contains the following content:

- Row 1:** Welcome!
- Row 2:** These are Worksheets A-I for Part D of the Water Use Permit Information Manual.
- Row 3:** If you have verified that your service area is correct, then you may proceed to calculate your population served. Please follow steps 1 and 2. Once complete, print Worksheets A-I and Submit with your PSAR
- Row 4:** 1) Select your service area from the drop down menu below:
- Row 5:** CHARLOTTE\_CHARLOTTE COUNTY UTILITIES\_WUP#\_3522
- Row 6:** RESUNITS
- Row 7:** 2) Enter your total dwelling units served:
- Row 8:** Note: For master-metered communities, please utilize the Index A-Residential Account sheet to calculate total dwelling units served
- Row 9:** Voila! Here is your total population served:
- Row 10:** REQPOP+FTOURPOP+FNETCOM
- Row 11:** Note: The above population served estimates includes the permanent, seasonal, tourist, and net commuters. If you plan to take a significant use deduction, you may not be able to include tourist and net commuters. Restrictions apply.
- Row 12:** Data from the last five years:
- Row 13:** Total Dwellings Units Served
- Row 14:** Table with 6 columns: Year, 2018, 2019, 2020, 2021, 2022, Average
- Row 15:** Table with 6 columns: Year, 2018, 2019, 2020, 2021, 2022, Average
- Row 16:** Total Dwellings Units Served
- Row 17:** Bar chart showing Total Dwellings Units Served from 2018 to 2022.

Year	2018	2019	2020	2021	2022	Average
Total Dwellings Units Served	3,389	3,473	3,349	3,573	0	3,446



## How to Use the 2022 REQPOP Calculator

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

The screenshot shows the 2022 REQPOP Calculator spreadsheet. The service area dropdown menu is open, showing a list of service areas. The selected service area is POLK\_CITY OF FORT MEADE\_WUP#\_645. The spreadsheet displays the following data:

Year	2018	2019	2020	2021	2022	Average
Total Dwellings Units Served	2,051	2,072	1,931	2,135	0	2,047

A bar chart titled "Total Dwellings Units Served" shows the data for the years 2018 through 2022. The y-axis represents the number of units served, ranging from 0 to 2,500. The x-axis shows the years. The bars for 2018, 2019, 2020, and 2021 are blue, with values of 2,051, 2,072, 1,931, and 2,135 respectively. The bar for 2022 is green and has a value of 0.

POLK\_CITY OF FORT MEADE\_WUP#\_645

POLK\_CITY OF FORT MEADE\_WUP#\_645

POLK\_LAKE REGION MOBILE HOMEOWNERS\_WUP#\_1616

POLK\_FOUR LAKES MOBILE HOME PARK\_WUP#\_1625

POLK\_KEEN UTILITIES\_WUP#\_2083

POLK\_TOWN OF LAKE HAMILTON\_WUP#\_2332

POLK\_SCENIC VIEW MOBILE HOME PARK\_WUP#\_2410

POLK\_SWEETWATER EAST INVESTMENT CO\_WUP#\_2449

POLK\_KEEN UTILITIES\_WUP#\_3214

POLK\_ORCHID SPRINGS DEVELOPMENT\_WUP#\_3415

POLK\_PARK WATER COMPANY\_WUP#\_4005

POLK\_CMHPARKS INC\_WUP#\_4441

POLK\_CITY OF WINTER HAVEN\_WUP#\_4607

POLK\_CITY OF LAKE WALES\_WUP#\_4658

POLK\_CITY OF LAKE LAND ELECTRIC AND WATER\_WUP#\_4912

POLK\_GRENELEFE RESORT UTILITY, INC\_WUP#\_5251

## How to Use the 2022 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.

Residential Water Service Category	Number of Dwelling Units	Number of Metered Connections	Annual Average (gpd)	% of Total	Documentation on an Attached Sheet
1. Single Family Dwelling Units	1,834	1,834	367,318	62.66%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
2. Multiple Family Dwelling Units	301	138	22,405	3.82%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
3. Mobile Home Dwelling Units	0	0	0	0.00%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
4. Residential Irrigation Accounts	N/A	0	0	0.00%	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
5. Subtotal of Residential Service	2,135	1,972	389,723	66.48%	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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Permit Information Manual  
You may proceed to calculate your  
complete, print Worksheets A-I and Submit with your PSAR

slow:

RESUNITS  
2,135

Note: For master-metered communities, please utilize the Index A-Residential Account sheet to calculate total dwelling units served

Voila! Here is your total population served:

REQPOP+FTOURPOP+FNETCOM  
5,894

Note: The above population served estimates includes the permanent, seasonal, tourist, and net commuters. If you plan to take a significant use deduction, you may not be able to include tourist and net commuters. Restrictions apply.

Data from the last five years:

Total Dwellings Units Served

Year	2018	2019	2020	2021	2022	Average
Units Served	2,051	2,072	1,931	2,135	2,135	2,065

Total Dwellings Units Served

PopulationServed Index A-Residential Account Indexed B-Service Area Summary G-Functional Tourist Population I-Functional Net Commute



# How to Use the 2022 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.

**Worksheet A: Residential Account Housing Unit Estimation**

Permittee Name: CITY OF FORT MEADE  
 Permit Number(s): 645  
 Year of Interest: 2022  
 INDEX 0

**Enter Only Meter Data for Residential Accounts (No Commercial)**  
 Do Not Include Irrigation Account Meters

**Data Entry Required in Solid Bordered Cells**  
**Calculated Output in Dashed Bordered Cells**

**Total Individually Metered Residences:** = A

**Master Metered Residential Accounts Worksheet**

Single Family Master Metered						Multi-family Master Metered					
Meter Size	Single Family Equivalent Units	Number of Single Family Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units	Meter Size	Single Family Equivalent Units	Number of Multi-Family Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units
B	C	D	= E	= F		B	C	D	= E	= F	
1"	2.5		1	0		3/4"	1.5		0.7	0	
1 1/2"	5		1	0		1"	2.5		0.7	0	
2"	8		1	0		1 1/2"	5		0.7	0	
3"	17.5		1	0		2"	8		0.7	0	
4"	30		1	0		3"	17.5		0.7	0	
6"	62.5		1	0		4"	30		0.7	0	
8"	90		1	0		6"	62.5		0.7	0	
10"	145		1	0		8"	90		0.7	0	
12"	215		1	0		10"	145		0.7	0	
Sum:				0		12"	215		0.7	0	
						Sum:				0	

  

Mobile Home (Trailer) Master Metered						Manufactured Home Master Metered					
Meter Size	Single Family Equivalent Units	Number of Mobile Home Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units	Meter Size	Single Family Equivalent Units	Number of Manufactured Home Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units
B	C	D	= E	= F		B	C	D	= E	= F	
3/4"	1.5		0.6	0		3/4"	1.5		0.8	0	
1"	2.5		0.6	0		1"	2.5		0.8	0	
1 1/2"	5		0.6	0		1 1/2"	5		0.8	0	
2"	8		0.6	0		2"	8		0.8	0	
3"	17.5		0.6	0		3"	17.5		0.8	0	
4"	30		0.6	0		4"	30		0.8	0	
6"	62.5		0.6	0		6"	62.5		0.8	0	
8"	90		0.6	0		8"	90		0.8	0	
10"	145		0.6	0		10"	145		0.8	0	
12"	215		0.6	0		12"	215		0.8	0	
Sum:				0		Sum:				0	

**Total Residential Account Housing Units for the Year of Interest (RESUNITS) = G**

(Sum the total individually metered residences (A) and the sum of equivalent master metered residential account housing units (Es) or the sums of the counted master metered residential account housing units (Fs).

Use this value in PopulationServed sheet to calculation functional population

PopulationServed | **Index A-Residential Account** | Indexed B-Service Area Summary | G-Functional Tourist Population | I-Functional Net Comm

## How to Use the 2022 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.

**Worksheet A: Residential Account Housing Unit Estimation**

Permittee Name: CITY OF FORT MEADE  
 Permit Number(s): 645  
 Year of Interest: 2022  
 Enter Only Meter Data for Residential Accounts (No Commercial)  
 Do Not Include Irrigation Account Meters

Data Entry Required in Solid Bordered Cells  
 Calculated Output in Dashed Bordered Cells

Total Individually Metered Residences: = A

**Master Metered Residential Accounts Worksheet**

Single Family Master Metered						Multi-family Master Metered						Mobile Home (Trail) Master Metered						Manufactured Home Master Metered					
Meter Size	Equivalent Units	Number of Single Family Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Multi-Family Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Mobile Home Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Manufactured Home Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	OR Counted Residential Account Housing Units
B	C	D		E = (B x C) / D	F = Units	B	C	D		E = (B x C) / D	F = Units	B	C	D		E = (B x C) / D	F = Units	B	C	D		E = (B x C) / D	F = Units
1"	2.5		1			3/4"	1.5		0.7			3/4"	1.5		0.6			3/4"	1.5		0.8		
1 1/2"	5		1			1"	2.5		0.7			1"	2.5		0.8			1"	2.5		0.8		
2"	8		1			1 1/2"	5		0.7			1 1/2"	5		0.8			1 1/2"	5		0.8		
3"	17.5		1			2"	8		0.7			2"	8		0.8			2"	8		0.8		
4"	30		1			3"	17.5		0.7			3"	17.5		0.8			3"	17.5		0.8		
6"	62.5		1			4"	30		0.7			4"	30		0.8			4"	30		0.8		
8"	90		1			6"	62.5		0.7			6"	62.5		0.8			6"	62.5		0.8		
10"	145		1			8"	90		0.7			8"	90		0.8			8"	90		0.8		
12"	215		1			10"	145		0.7			10"	145		0.8			10"	145		0.8		
		Sum:				12"	215		0.7			12"	215		0.8			12"	215		0.8		
								Sum:															

(Sum the total individually metered residences (A) and the sums of equivalent master metered residential account housing units (Es) or the sums of the counted master metered residential account housing units (Fs).

Use this value in PopulationServed sheet to calculation functional population

PopulationServed | **Index A-Residential Account** | Indexed B-Service Area Summary | G-Functional Tourist Population | I-Functional Net Comm



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

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

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11					RESUNITS
12	2)	Enter your total dwelling units served:			2,097
13					
14					Note: For master-metered communities, please utilize the Index A-F
15					
16					
17					
18					Voila! Here is your total population served:
19					
20					REQPOP+FTOURPOP+FNETCOM
21					4,690
22					
23					
24					Note: The above population served estimates includes the permanent
25					net commuters. If you plan to take a significant use deduction, you
26					tourist and net commuters. Restrictions apply.
27					