

2024 PSAR Guide: Part A Line 6 Functional Population

Overview

- What is Functional Population?
- How to Properly Calculate Functional Population
- How to Use the 2024 REQPOP Calculator
- How to Use the 2024 REQPOP Calculator – Master Meters
- How to Use the 2024 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 2024 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 2024 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.

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1 Welcome!

2 These are Worksheets A-I for Part D of the Water Use Permit Information Manual.

3 If you have verified that your service area is correct, then you may proceed to calculate your

4 population served. Please follow steps 1 and 2. Once complete, print Worksheets A-I and Submit with your PSAR

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6 1) Select your service area from the drop down menu below:

7 CHARLOTTE_GASPARILLA ISLAND WATER ASSOC_WUP#_718

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11 RESUNITS

12 2) Enter your total dwelling units served:

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

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18 Voila! Here is your total population served:

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20 REQPOP+TOURPOP+FNETCOM

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24 Note: The above population served estimates includes the permanent, seasonal, tourist, and

25 net commuters. If you plan to take a significant use deduction, you may not be able to include

26 tourist and net commuters. Restrictions apply.

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28 Data from the last five years:

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30 Total Dwellings Units Served

2020	2021	2022	2023	2024	Average
2,003	2,013	2,012	2,022	0	2,013

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Total Dwellings Units Served

Year	Total Dwellings Units Served
2020	2,003
2021	2,013
2022	2,012
2023	2,022
2024	0

How to Use the 2024 REQPOP Calculator

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

1 Welcome!

2 These are Worksheets A-I for Part D of the Water Use Permit Information Manual.

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 PSA

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6 1) Select your service area from the drop down menu below:

7 CHARLOTTE_CITY OF PUNTA GORDA UTILITY DEPT_WUP#_871

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11 RESUNITS

12 2) Enter your total dwelling units served:

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14 Note: For master-metered communities, please utilize the Index A-Residential Account sheet to calculate total dw

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18 Voila! Here is your total population served:

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20 REQPOP=FTOURPOP+FNETCOM

21 0

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24 Note: The above population served estimates includes the permanent, seasonal, tourist, and

25 net commuters. If you plan to take a significant use deduction, you may not be able to include

26 tourist and net commuters. Restrictions apply.

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28 Data from the last five years:

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30 Total Dwellings Units Served

2020	2021	2022	2023	2024	Average
19,649	19,946	20,404	20,575	0	20,144

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CHARLOTTE_CITY OF PUNTA GORDA UTILITY DEPT_WUP#_871

CHARLOTTE_CHARLOTTE HARBOR WATER ASSOC_WUP#_1512

CHARLOTTE_CHARLOTTE COUNTY UTILITIES_WUP#_3522

CHARLOTTE_CHARLOTTE COUNTY UTILITIES_WUP#_7104

CHARLOTTE_ISLAND HARBOR BCH CLUB LTD & CHAR_WUP#_7768

CHARLOTTE_HOMEOWNERS OF ALLIGATOR PARK_WUP#_8626

CHARLOTTE_EL JOBEAN WATER ASSOC_WUP#_99913

CHARLOTTE_RIVERWOOD DEVELOPMENT_WUP#_99916

CITRUS_CITY OF CRYSTAL RIVER_WUP#_207

CITRUS_CITY OF INVERNESS_WUP#_419

CITRUS_CITRUS COUNTY UTILITIES_WUP#_729

CITRUS_FLORAL CITY WATER ASSOCIATION_WUP#_1118

CITRUS_ROYAL OAKS OF CITRUS HOA_WUP#_1345

CITRUS_CITRUS COUNTY UTILITIES_WUP#_2842

CITRUS_DAVID L., HOLLY A., JAMES L., PATRICIA A. COOK_WUP#_4008

Total Dwellings Units Served

Year	Total Dwellings Units Served
2020	19,649
2021	19,946
2022	20,404
2023	20,575
2024	0

How to Use the 2024 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, Part A.

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	12,369	12,301	3,754,375	59.68%	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Multiple Family Dwelling Units	8,206	477	744,186	11.83%	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Mobile Home Dwelling Units				0.00%	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Residential Irrigation Accounts	N/A			0.00%	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Subtotal of Residential Service	20,575	12,778	4,498,561	71.51%	<input type="checkbox"/> Yes <input type="checkbox"/> No

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nit Information Manual.
u may proceed to calculate your
nplete, print Worksheets A-I and Submit with your PSAR

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RESUNITS
20,575

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
39,876

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	2020	2021	2022	2023	2024	Average
	19,649	19,946	20,404	20,575	20,575	20,230

6	FP	Functional Population Served (Supply supporting calculations, see instructions.)	39,876 # people
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How to Use the 2024 REQPOP Calculator - Master Meters

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.

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Worksheet A: Residential Account Housing Unit Estimation

Permittee Name: CITY OF FORT MEADE

Permit Number(s): 645

Year of Interest: 2023

INDEX 1

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 (Trailer) Master Metered

Manufactured Home Master Metered

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

(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).

PopulationServed

Index A-Residential Account

Indexed B-Service Area Summary

G-Functional Tourist Population

How to Use the 2024 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.

[illegible]

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 2024 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).

Total Individually Metered Residences: = A										1,834							
Master Metered Residential Accounts Worksheet																	
Single Family Master Metered								Multi-family Master Metered									
	Single Family	Number of Single Family	Unit	Equivalent Residential	OR				Single Family	Number of Multi-Family	Unit	Equivalent Residential	OR				
Meter Size	Equivalent Units	Master Meters	Adjustment Factor	Account Housing Units	Counted Residential Account Housing Units			Meter Size	Equivalent Units	Master Meters	Adjustment Factor	Account Housing Units	Counted Residential Account Housing Units				
	B	C	D	(B x C) / D	= E				B	C	D	(B x C) / D	= E				
1"	2.5		1		= F			3/4"	1.5	134	0.7	287.1428					
1 1/2"	5		1					1"	2.5	4	0.7	14.2857					
2"	8		1					1 1/2"	5		0.7						
3"	17.5		1					2"	8		0.7						
4"			1					3"	17.5		0.7						
6"	62.5		1					4"	30		0.7						
8"	90		1					6"	62.5		0.7						
10"	145		1					8"	90		0.7						
12"	215		1					10"	145		0.7						
								12"	215		0.7						
Sum:					0			Sum:					301.4285		0		
Mobile Home (Trailer) Master Metered								Manufactured Home Master Metered									
	Single Family	of Mobile Home	Unit	Residential	Counted Residential				Single Family	of Mobile Home	Unit	Residential	Counted Residential				
Meter Size	Equivalent Units	Master Meters	Adjustment Factor	Account Housing Units	Account Housing Units			Meter Size	Equivalent Units	Master Meters	Adjustment Factor	Account Housing Units	Account Housing Units				
	B	C	D	(B x C) / D	= E				B	C	D	(B x C) / D	= E				
3/4"	1.5		0.6					3/4"	1.5		0.8						
1"	2.5		0.6					1"	2.5		0.8						
1 1/2"	5		0.6					1 1/2"	5		0.8						
2"	8		0.6					2"	8		0.8						
3"	17.5		0.6					3"	17.5		0.8						
4"	30		0.6					4"	30		0.8						
6"	62.5		0.6					6"	62.5		0.8						
8"	90		0.6					8"	90		0.8						
10"	145		0.6					10"	145		0.8						
12"	215		0.6					12"	215		0.8						
Sum:					0			Sum:							0		
Total Residential Account Housing Units for the Year of Interest (RESUNITS) = G										2,135							

3. In =G, the totals from each of the 4 categories will auto-calculate. 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.

2) Enter your total dwelling units served:

2,135

Note: For master-metered communities, please utilize the Index A-Residential

Voila! Here is your total population served:

REQPOP+FTOURPOP+FNETCOM

5,893