

2025 PSAR Guide: Part A Line 6 Functional Population

Southwest Florida
Water Management District



Overview

- What is Functional Population?
- How to Properly Calculate Functional Population
- How to Use the 2025 REQPOP Calculator
- How to Use the 2025 REQPOP Calculator – Master Meters
- How to Use the 2025 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 2025 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 2025 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.

Data from the last five years:

Total Dwellings Units Served					
2021	2022	2023	2024	2025	Average
2,013	2,012	2,022	2,024	0	2,018

Total Dwellings Units Served

How to Use the 2025 REQPOP Calculator

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

The screenshot shows a spreadsheet interface for the 2025 REQPOP Calculator. A dropdown menu is open, displaying a list of service areas organized by county and WUP Number. The selected service area is CHARLOTTE_GASPARILLA ISLAND WATER ASSOC., WUP#_718. The spreadsheet includes instructions, input fields for RESUNITS, a calculation for REQPOP+FTOURPOP+FNCOM, and a table of total dwellings units served from 2021 to 2025. A bar chart below the table visualizes the data for 2021-2024, with 2025 showing 0 units.

Year	Total Dwellings Units Served
2021	2,013
2022	2,012
2023	2,022
2024	2,024
2025	0

How to Use the 2025 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

H I J K L

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late your
s A-I and Submit with your PSAR

9

10

11 RESUNITS

12 2) Enter y 20,575

13

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

15

16

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18 Voila! Here is your total population served:

19

20 REQPOP+FTOURPOP+FNETCOM

21 39,876

22

23

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.

27

6	FP	Functional Population Served (Supply supporting calculations, see instructions.)	39,876 # people
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How to Use the 2025 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.

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					
Meter Size	Single Family Equivalent Units	Number of Single Family Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	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	OR Counted Residential Account Housing Units
	B	C	D	$B \times C / D$	E		B	C	D	$B \times C / D$	F
3/4"	1.5		1	= E	= F	3/4"	1.5		0.7	= E	= F
1"	2.5		1	= E	= F	1"	2.5		0.7	= E	= F
1 1/2"	5		1	= E	= F	1 1/2"	5		0.7	= E	= F
2"	8		1	= E	= F	2"	8		0.7	= E	= F
3"	17.5		1	= E	= F	3"	17.5		0.7	= E	= F
4"	30		1	= E	= F	4"	30		0.7	= E	= F
6"	62.5		1	= E	= F	6"	62.5		0.7	= E	= F
8"	90		1	= E	= F	8"	90		0.7	= E	= F
10"	145		1	= E	= F	10"	145		0.7	= E	= F
12"	215		1	= E	= F	12"	215		0.7	= E	= F
			Sum:		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	OR Counted Residential Account Housing Units	Meter Size	Single Family Equivalent Units	Number of Manu- Home Master Meters	Unit Adjust-ment Factor	Equivalent Residential Account Housing Units	OR Counted Residential Account Housing Units
	B	C	D	$B \times C / D$	E		B	C	D	$B \times C / D$	F
3/4"	1.5		0.6	= E	= F	3/4"	1.5		0.8	= E	= F
1"	2.5		0.6	= E	= F	1"	2.5		0.8	= E	= F
1 1/2"	5		0.6	= E	= F	1 1/2"	5		0.8	= E	= F
2"	8		0.6	= E	= F	2"	8		0.8	= E	= F
3"	17.5		0.6	= E	= F	3"	17.5		0.8	= E	= F
4"	30		0.6	= E	= F	4"	30		0.8	= E	= F
6"	62.5		0.6	= E	= F	6"	62.5		0.8	= E	= F
8"	90		0.6	= E	= F	8"	90		0.8	= E	= F
10"	145		0.6	= E	= F	10"	145		0.8	= E	= F
12"	215		0.6	= E	= F	12"	215		0.8	= E	= F
			Sum:		0				Sum:		0

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

Use this value in PopulationServed sheet to calculation functional population

(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 2025 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 INDEX 1
 Permit Number(s): 645
 Year of Interest: 2025

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	Equivalent Units	Number of Single Family Master Meters	Adjustment Factor	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Multi Family Master Meters	Adjustment Factor	OR Counted Residential Account Housing Units
B	C	D	E	F	B	C	D	E	F
1"	2.5				1"	2.5			
1 1/2"	5				1 1/2"	5			
2"	8				2"	8			
3"	17.5				3"	17.5			
4"	30				4"	30			
6"	62.5				6"	62.5			
8"	90				8"	90			
10"	145				10"	145			
12"	215				12"	215			
Sum:					Sum:				

Mobile Home (Trailers) Master Metered

Meter Size	Equivalent Units	Number of Mobile Home Master Meters	Adjustment Factor	OR Counted Residential Account Housing Units
B	C	D	E	F
3/4"	1.5			
1"	2.5			
1 1/2"	5			
2"	8			
3"	17.5			
4"	30			
6"	62.5			
8"	90			
10"	145			
12"	215			
Sum:				

Manufactured Home Master Metered

Meter Size	Equivalent Units	Number of Manufactured Home Master Meters	Adjustment Factor	OR Counted Residential Account Housing Units
B	C	D	E	F
3/4"	1.5			
1"	2.5			
1 1/2"	5			
2"	8			
3"	17.5			
4"	30			
6"	62.5			
8"	90			
10"	145			
12"	215			
Sum:				

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

(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).

How to Use the 2025 REQPOP Calculator - Master Meters Example

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

Total Individually Metered Residences: = A 1,834

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. 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.

Master Metered Residential Accounts Worksheet												
Single Family Master Metered					Multi-family Master Metered							
Meter Size	Equivalent Units	Number of Single Family Master Meters	Unit Adjustment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Multi-Family Master Meters	Unit Adjustment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units	
1"	2.5		1	= E	= F	3/4"	1.5	134	0.7	= E		
1 1/2"	5		1			1"	2.5	4	0.7	287,1428		
2"	8		1			1 1/2"	5		0.7	14,2857		
3"	17.5		1			2"	8		0.7			
4"	30		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			
					0	12"	215		0.7			
sum:						sum:					301,4285	0

Mobile Home (Trailer) Master Metered					Manufactured Home Master Metered						
Meter Size	Equivalent Units	Number of Mobile Home Meters	Unit Adjustment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units	Meter Size	Equivalent Units	Number of Manufactured Home Meters	Unit Adjustment Factor	Equivalent Residential Account Housing Units (B x C) / D	OR Counted Residential Account Housing Units
3/4"	1.5		0.6	= E		3/4"	1.5		0.8	= E	
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

RESUNITS 2,135

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

Voila! Here is your total population served:

REQPOP+FOURPOP+FNETCOM 5,893