



**STATE OF NEW JERSEY**  
**Board of Public Utilities**  
44 South Clinton Avenue, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, New Jersey 08625-0350  
[www.nj.gov/bpu/](http://www.nj.gov/bpu/)

AUDITS

IN THE MATTER OF THE DEPARTMENT OF	)	ORDER APPROVING
COMMUNITY AFFAIRS' STATE FISCAL YEAR 2014	)	BUDGET
UNIVERSAL SERVICE FUND ADMINISTRATIVE COST	)	
BUDGET	)	DOCKET NO. EO13070687

**Parties of Record:**

**Jose Sanchez, Supervisor, New Jersey Department of Community Affairs**  
**Stefanie A. Brand, Esq., Director, New Jersey Division of Rate Counsel**

BY THE BOARD:

**BACKGROUND/PROCEDURAL HISTORY**

The Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. ("EDECA" or the "Act") established the Universal Service Fund ("USF"). The Act directed the New Jersey Board of Public Utilities ("Board"), inter alia, to determine for the USF the level of funding, the appropriate administration, and the purposes and programs to be funded. N.J.S.A. 48:3-60(b).

On April 30, 2003, in Docket No. EX00020091 ("April 2003 Order"), the Board approved a permanent USF program to ensure that low-income customers have access to more affordable energy. The Board ordered that the program be operated on a state-wide basis and funded through uniform charges on customers' electric and natural gas bills through the Societal Benefits Charge collected pursuant to N.J.S.A. 48:3-60(a). The Board also determined in this Order that initial administrative expenses would be capped at ten per cent (10%) of the program costs or \$3 million. Further, the Board determined it must approve additional expenses above \$3 million in advance.

In its Order dated July 16, 2003, in Docket Number EX00020091, the Board clarified that this cap would total \$3 million, and any administrative costs (excluding one-time start-up costs) exceeding this amount must be approved in advance by the Board. The Board also stated that the USF would be an ongoing, evolving program, subject to review and amended as necessary. In this same Order, the Board designated the Department of Human Services ("DHS") as the USF program administrator.

The USF program was intentionally linked to the Federal Low Income Home Energy Assistance Program ("LIHEAP") in order to take advantage of the existing infrastructure already in place to administer LIHEAP. Through a shared application and database system, repetition of administrative resources was reduced and applicants were conveniently able to apply for both programs simultaneously. LIHEAP was jointly administered by DHS and the Department of Community Affairs ("DCA") when the permanent USF program was authorized by the Board.

On August 31, 2006, DCA was designated as the State's administrator of LIHEAP. The DCA Commissioner sent a letter dated September 21, 2006, requesting that the Board designate the Department of Community Affairs as the Universal Service Fund program administrator. On October 23, 2006, the Board changed the USF program administrator from DHS to DCA. By December 2006, DCA assumed full responsibility as USF program administrator.

On September 13, 2012, the Board approved the projected State Fiscal Year 2013 ("FY 2013") DCA USF administrative cost budget in the amount of \$7,948,299.00. The FY 2013 Budget encompassed an increase above the \$3 million cap instituted in the April 2003 Order, which required Board approval prior to such expenditures.

### **DISCUSSION**

On August 20, 2013, DCA submitted its USF administrative cost budget for State Fiscal Year 2014 ("FY 2014") in the amount of \$7,220,743.00. This is a \$727,556.00 decrease from the prior fiscal year's budget.

Staff has thoroughly reviewed the budget submission and, based upon the size and complexity of the program as well as the efficiencies being made, believes that the budget request is warranted.

The FY 2014 budget is broken down as follows:

DCA	\$1,908,081.00
Subgrantees-	
County Welfare Organizations	\$232,880.00
Community Based Organizations	<u>\$5,079,782.00</u>
Total	\$7,220,743.00

It has been ten years since the Board created the permanent USF program in its April 2003 Order and during that time the administrative costs for the program have remained low in relation to the yearly program cost, despite the fact that the overall cost of the program has increased from \$30 million in 2003 to \$230 million for the 2012-2013 program year. DCA's proposed administrative budget for the 2013-2014 program year does present administrative costs above the \$3 million cap that was instituted in the April 2003 Order, which accordingly requires Board approval prior to such expenditures.

Staff has reviewed DCA's proposed budget and has found that the costs listed therein appear to be appropriate and necessary for the administration of the USF program by DCA. The costs contained in the budget are proportionally justified, relative to the enrollment size of the program. Therefore, Staff recommends the Board approve this budget. It is noted that the budget is an estimate. DCA will provide the Board with an accounting of all expenditures; after

reviewing these expenditures Board Staff will come before the Board for final approval of all expenditures.

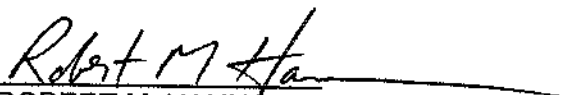
**FINDINGS AND ORDER**


Accordingly, the Board **HEREBY FINDS** that DCA has adequately justified its FY 2014 USF administrative cost budget and **HEREBY APPROVES** said budget in the amount of \$7,220,743.00. The DCA FY 2014 USF administrative cost budget summary is attached hereto as Schedule "A."


This Order will be effective on August 30, 2013.

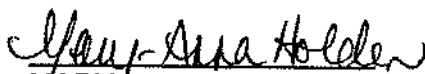
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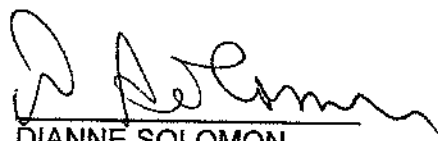
BOARD OF PUBLIC UTILITIES  
BY:

  
ROBERT M. HANNA  
PRESIDENT

  
JEANNE M. FOX  
COMMISSIONER

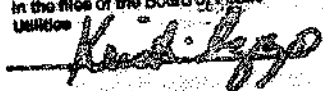
  
JOSEPH L. FIORDALISO  
COMMISSIONER

  
MARY-ANNA HOLDEN  
COMMISSIONER

  
DIANNE SOLOMON  
COMMISSIONER

ATTEST:   
KRISTI IZZO  
SECRETARY

I HEREBY CERTIFY that the within document is a true copy of the original in the files of the Board of Public Utilities



IN THE MATTER OF THE DEPARTMENT OF COMMUNITY AFFAIRS'  
STATE FISCAL YEAR 2014 UNIVERSAL SERVICE  
FUND ADMINISTRATIVE COST BUDGET  
DOCKET NO. EO13070687

SERVICE LIST

Ana Montero  
Assistant Commissioner  
Department of Community Affairs  
101 South Broad Street  
Post Office Box 811  
Trenton, NJ 08624-0811

Jose Sanchez  
Department of Community Affairs  
Division of Community Resources  
101 South Broad Street  
Post Office Box 811  
Trenton, NJ 08624-0811

Miguel Gonzales  
Department of Community Affairs  
Division of Community Resources  
101 South Broad Street  
Post Office Box 811  
Trenton, NJ 08624-0811

Stefanie A. Brand, Esq., Director  
Division of Rate Counsel  
140 East Front Street, 4<sup>th</sup> Floor  
Post Office Box 003  
Trenton, NJ 08625-0003

Sarah Steindel  
Division of Rate Counsel  
140 East Front Street, 4<sup>th</sup> Floor  
Post Office Box 003  
Trenton, NJ 08625-0003

Geoffrey Gersten, Esq.  
Deputy Attorney General  
Division of Law  
124 Halsey Street  
Post Office Box 45029  
Newark, NJ 07101-45029

Kristi Izzo  
Secretary of the Board of Public Utilities  
Board of Public Utilities  
44 South Clinton Ave, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, NJ 08625-0350

Dennis Moran, Director  
Division of Audits  
Board of Public Utilities  
44 South Clinton Ave, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, NJ 08625-0350

Albert Weierman  
Division of Audits  
Board of Public Utilities  
44 South Clinton Ave, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, NJ 08625-0350

Peter Hilerio, Esq.  
Board of Public Utilities  
44 South Clinton Ave, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, NJ 08625-0350

Maureen Clerc  
Board of Public Utilities  
44 South Clinton Ave, 9<sup>th</sup> Floor  
Post Office Box 350  
Trenton, NJ 08625-0350

Attachment "A": DCA FY 2014 Budget Summary

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
DCA USF BUDGET - EXPENSE SUMMARY  
FY 2014**

**Address:** Department of Community Affairs  
101 S. Broad Street  
Trenton NJ, 08625  
PO BOX 811

**Phone:** 609 292-9111

**Chief Executive Officer:** Ana A. Montero

**Prepared By:** Jose Sanchez

BUDGET CATEGORIES COSTS	TOTAL	HEA	USF
<b>A. PERSONNEL AND FRINGE</b>	\$1,423,817.93	\$864,870	\$558,948
<b>B. CONSULTANTS AND PROFESSIONAL FEES</b>	\$1,916,003	\$1,150,553	\$765,450
<b>C. MATERIALS AND SUPPLIES</b>	\$147,392	\$86,961	\$60,431
<b>D. OTHER</b>	\$1,281,056	\$757,804	\$523,252
<b>DCA SUB TOTAL COST</b>	<b>\$4,768,269</b>	<b>\$2,860,187</b>	<b>\$1,908,081</b>
<b>County Welfare Agencies</b>	\$568,000	\$335,120	\$232,880
<b>Community Based Organizations (CBO's)</b>	\$12,468,990	\$7,389,208	\$5,079,782
<b>Subgrantees SUB TOTAL COST</b>	<b>\$13,036,990</b>	<b>\$7,724,328</b>	<b>\$5,312,662</b>
<b>TOTAL COST (DCA &amp; Subgrantees)</b>	<b>\$17,805,259</b>	<b>\$10,584,516</b>	<b>\$7,220,743</b>