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SMJU Guidance Document for CARE&LIEE Budget Application PY 2009-2011

**SMALL MULTI-JURISDICTIONAL UTILITIES (SMJUs) GUIDANCE
DOCUMENT FOR CALIFORNIA ALTERNATE RATES FOR ENERGY (CARE)
AND LOW-INCOME ENERGY EFFICIENCY (LIEE)
BUDGET APPLICATIONS FOR PROGRAM YEARS
2009, 2010 AND 2011**

Before the Public Utilities Commission
Of the State of California

July 1, 2008

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I. INTRODUCTION/OVERVIEW

Provide an introduction of the CARE and LIEE programs and provide a summary of what the utility company is requesting in its application. Include an overview of the utility's service area.

II. CARE PROGRAM

A. BACKGROUND

Provide a brief history of the CARE program, how it helps the low-income customers, how it is funded and how it has expanded and changed over the years with guidance given by the Commission. Explain your expectations for the budget cycle 2009-2011.

B. PROGRAM GOALS AND BUDGET FOR PROGRAM YEARS (PY) 2009, 2010, AND 2011

Goals

- Provide proposed program activities and program participation goals for each year. Include the number of eligible households.
- Provide actual participant data from 2006 and 2007, including CARE participant counts and percentage rates for program enrollment. Also provide estimated participation data for 2008 and provide a comparison to the benchmarks established by the Commission.
- Discuss significant variations in enrollment from year to year and discuss unique issues, if any, of your service area that makes it difficult to fulfill the penetration goals of enrollment established by the Commission.

Budget

- Present a detailed proposed budget discussion.
- Provide actual expenditures, along with approved budgets, from 2006 and 2007 by line item, as shown in the tables set forth by the Accounting and Reporting Requirements Workshop, distributed on April 5, 2004. Costs should be shown on an annual basis. The 2008 approved budget should also be included.

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- Provide actual or estimated average cost per enrolled household (from 2006 to 2011) for all major categories of expenses such as Processing, certification, and verification; Outreach; and General Administration.

C. PROGRAM ADMINISTRATION

Describe the administration of the program other than Outreach, and any changes or improvements being implemented by category and include cost by category (should match the budget table).

- Processing/Certification/Verification
 - Include recorded average processing/certification/verification costs for 2006 and 2007 and estimated costs for 2008-2011.
 - Discuss the above costs including self-certification and re-certification.
- General Administration
 - Discuss program accomplishments and challenges
 - Describe any customer complaints or concerns

D. OUTREACH

Describe the current and suggested Outreach methods to improve enrollment, and include the estimated costs. Discuss how Outreach efforts will result in meeting program participation goals including any specific population sectors or segments. As appropriate, for each of the years from 2006 to 2011 provide a comparison of the budgeted, recorded or estimated average Outreach cost per household.

III. LIEE PROGRAM

A. BACKGROUND

Provide a brief history of the LIEE program and how it helps the low-income customers, how it is funded and how the program has changed over the years; include any guidance given by the Commission. Explain how your current proposal has changed from that in prior years, including any proposed new LIEE measures or other activities. Are there any new measures or best practices that could be considered for inclusion in this program that could benefit California based on your experience in other states in which you serve?

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B. PROGRAM GOALS AND BUDGET FOR PY 2009, 2010 AND 2011

Goals

- Propose specific program participation goals for 2009-2011(number of homes treated and weatherized). Provide the number of eligible households.
- Provide actual or estimated participation data and the number of homes treated or weatherized compared against the benchmarks, if any, established by the Commission for the period 2006 to 2008.
- Discuss unique issues in your utility service area that make 100% penetration difficult.
- Provide a chart of estimated energy savings in Kwh or Therms from years 2007 to 2011.

Budget

- Provide a detailed proposed budget discussion.
- Provide actual expenditures, along with approved budgets, from 2006 and 2007 by line item, as shown in the tables set forth by the Accounting and Reporting Requirements workshop, distributed on April 5, 2004. Costs should be shown on an annual basis; the 2008 approved budget should also be included.
- Discuss carry-over funds for 2006, 2007, and estimated 2008. Explain why the carry-over funds exist.

C. PROGRAM DESIGN

Describe how the utility intends to design its LIEE program during the 2009-2011 program years. Discuss program accomplishments and obstacles with regard to program implementation. Describe any customer complaints or concerns. . Provide a brief discussion of the following items:

- Program Delivery: Use of CBOs, private contractors, third parties etc.
- Portfolio composition: Mix of measures and proposed new measures.
- Leveraging: Coordination with other utility programs and other entities

D. OUTREACH

Describe the current and suggested Outreach methods to improve enrollment, and include the estimated costs. Discuss how Outreach efforts will result in meeting program participation goals including any specific population sectors or

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segments. As appropriate, for each of the years from 2006 to 2011 provide a comparison of the budgeted, recorded or estimated average Outreach cost per household. Discuss the effectiveness of the Outreach methods for your service territory and what has been your past experience regarding the success of these methods.

IV. REVENUE REQUIREMENT AND RATE IMPACTS

A. Subsidy and Benefit Costs

Include a brief discussion of the costs and the benefits of these programs and how they impact the rates and the general well-being of ratepayers of your service area.

B. Balancing Account

Include a brief description of the balancing accounts for the LIEE and CARE programs. Explain any changes to the balance accounts.

V. REQUEST TO CONTINUE FUNDING AND ALLOW FOR FUND SHIFTING

Request Commission authorization to continue funding for PY2009 and for flexibility in managing the funds for each program year if the Commission decision is delayed.

VI. CONCLUSION

Request that the Commission approve the CARE and LIEE program plans and budgets for PY 2009, 2010 and 2011.

(END OF ATTACHMENT A)