

USDA - RUS	Title of Information Document	OMB No. 0572-0151
SUMMARY OF INFORMATION COLLECTION	RUS Rural Energy Savings Program (RESP) Burdens	Date Prepared Sep-16

INSTRUCTION: Use this form when a single information collection document involves multiple reporting and recordkeeping requirements.

> (f) TOTAL (h) TOTAL (k) TOTAL
 > ----- = (e) Avera ----- = (g) Avera ----- = (j) Average
 > (d) TOTAL (f) TOTAL (i) TOTAL

IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS			ANNUAL BURDEN							
SECTION OF REGULATIONS	DESCRIPTION	FORM NO(s) (If "none" so state)	REPORTS				RECORDS			
			NO. OF RESPON- DENTS	NO. OF RESPONSES PER RESPON- DENT	TOTAL ANNUAL RESPONSES (Col. d & e)	HOURS PER RESPONSE (Col. f & g)	TOTAL HOURS (Col. f & g)	NO. OF RECORD- KEEPERS	ANNUAL HOURS PER RECORD- KEEPER	TOTAL RECORD- KEEPING HOURS (Col. i & j)
(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)
	Step 1: Letter of Intent	written	33	1	33	5.00	165.00			
	Step 2: RESP Application									
	Transmittal Letter (Request for RESP loan from Gen. Mgr)		12	1	12	1.00	12.00			
	Board Resolution		12	1	12	1.00	12.00			
	Environmental Compliance Review		12	1	12	10.00	120.00			
	Energy Efficiency Program Implementation Work Plan		12	1	12	40.00	480.00			
	Long Range Financial Forecast and Board Resolution		12	1	12	40.00	480.00			
	Statement of Counsel		12	1	12	1.00	12.00			
	Articles of Incorporation and Bylaws		12	1	12	0.50	6.00			
	STATEMENTS OF COMPLIANCE									
	Ex. Order 13166, Limited English Proficiency Initiative		12	1	12	0.25	3.00			
2 CFR part 182, 421	Governmentwide Requirements for Drug-Free Workplace	AD-1049 (0505-0027)	12	1	12	0.25	3.00			
7 CFR part 15, subpart A	Compliance Assurance (Nondiscrimination in Federally Assisted Programs)	RUS Form 266 (0572-0032)	12	1	12	0.50	6.00			
	Equal Employment Opportunity Employer Report	SF-100 (3048-0007)	12	1	12	0.25	3.00			

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IDENTIFICATION OF REPORTING AND RECORDKEEPING REQUIREMENTS			ANNUAL BURDEN							
SECTION OF REGULATIONS (a)	DESCRIPTION (b)	FORM NO(s) (If "none" so state) (c)	REPORTS					RECORDS		
			NO. OF RESPON- DENTS (d)	NO. OF RESPONSES PER RESPON- DENT (e)	TOTAL ANNUAL RESPONSES (Col. d & e) (f)	HOURS PER RESPONSE (g)	TOTAL HOURS (Col. f & g) (h)	NO. OF RECORD- KEEPERS (i)	ANNUAL HOURS PER RECORD- KEEPER (j)	TOTAL RECORD- KEEPING HOURS (Col. i & j) (k)
2 CFR part 417	Certification Regarding Debarment, Suspension	AD-1047 or AD-1048 (0505-0027)	12	1	12	0.25	3.00			
2 CFR part 418	Lobbying for Grants, Loans, Contracts		12	1	12	0.25	3.00			
1710.126; 1710.401(a)(13) (ii)	Federal Debt Delinquency Requirements		12	1	12	0.50	6.00			
	Review and Acceptance of Condition Letter		12	1	12	8.00	96.00			
	Review and Execution of RESP Loan Agreement		12	1	12	1.00	12.00			
TOTALS			33		225		1422			