

USDA - RUS			Title of Information Document					OMB No.		
SUMMARY OF INFORMATION COLLECTION			RUS Rural Energy Savings Program (RESP)					0572-0151		
			Burdens					Date Prepared		
INSTRUCTION:			>		(f) TOTAL		(h) TOTAL		(k) TOTAL	
Use this form when a single information collection document involves multiple reporting and keeping requirements.			>		----- = (e) Average		----- = (g) Average		----- = (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 RESPONDENTS	NO. OF RESPONSES PER RESPONDENT	TOTAL ANNUAL RESPONSES (Col. d & e)	HOURS PER RESPONSE	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	17	1	17	5.00	85			
	Step 2: RESP Application				0					
	Transmittal Letter (Request for RESP loan from Gen. Mgr)	written	9	1	9	1.00	9			
	Board Resolution	written	9	1	9	1.00	9			
	Environmental Compliance Review	written	9	1	9	10.00	90			
	Energy Efficiency Program Implementation Work Plan	written	9	1	9	40.00	360			
	Long Range Financial Forecast and Board Resolution	written	9	1	9	40.00	360			
	Statement of Counsel	written	9	1	9	1.00	9			
	Articles of Incorporation and Bylaws	written	9	1	9	0.50	4.5			
	STATEMENTS OF COMPLIANCE									
	Ex. Order 13166, Limited English Proficiency Initiative	written	9	1	9	0.25	2.25			
2 CFR part 182, 421	Governmentwide Requirements for Drug-Free Workplace	AD-1049 (0505-0027)	9	1	9	0.25	2.25			
2 CFR part 417	Certification Regarding Debarment, Suspension	AD-1047 or AD-1048 (0505-0027)	9	1	9	0.25	2.25			
2 CFR part 418	Lobbying for Grants, Loans, Contracts	written	9	1	9	0.25	2.25			
1710.126; 1710.401(a)(13) (ii)	Federal Debt Delinquency Requirements	written	9	1	9	0.50	4.5			
	Review and Acceptance of Condition Letter	written	9	1	9	8.00	72			

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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	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)
	Review and Execution of RESP Loan Agreement	written	9	1	9	1.00	9			
	Post Award									
	Federal Financial Report	written	5	1	5	4.00	20			
	Request for Reimbursement or Advance of Funds	written	5	1	5	1.00	5			
	TOTALS		17		153		1046.00			

Burden Accounted for under other OMB Control Numbers