

**IC List for**  
**OMB Control No. 0572-0151**  
**Rural Energy Savings Program (RESP)**

Forms and non-forms used to collect information associated with this program have been uploaded into ROCIS and identified in Question 2 of the supporting statement and summary burden spreadsheet.

**(NON-FORMS) STEP 1: LETTER OF INTENT –**

- SAM Registration
- Legal Status - Tax Identification Number and Legal name and organization status.
- Verification of Rural Status - The letter must verify the rural nature of the area to be served by the eligible entity with RESP funds (counties to be served and populations).
- Financial Status – The letter of intent must contain information concerning the financial status of the entity.
- Point of Contact – Identifying the entity’s point of contact.
- Description of the program.
- Implementation plan.
- List of eligible energy efficiency measures to be implemented and a determination whether the proposed energy efficiency plan will be categorically excluded pursuant to Rural Development Environmental Policies and Procedures, 7 CFR 1970.55 and other applicable requirements.

**(NON-FORMS) STEP 2: RESP APPLICATION –**

- Transmittal letter
- Board Resolution
- Environmental Compliance Review
- Energy Efficiency Program Implementation Work Plan
- Long Range Financial Forecast
- Statements of Counsel
- Articles of Incorporation and Bylaws
- Equal Employment Opportunity Report – The form is required by the Department of Labor (DOL) if a company has 100 or more employees and is filed electronically. If the borrower applying for a RESP loan has 100 or more employees, they should provide a copy of what they sent to DOL.

**STATEMENT OF COMPLIANCE**

- (Non-Form) Executive Order 13166, “Improving Access to Services for Persons with Limited English Proficiency.”

- (Non-Form) 2 CFR part 418, Lobbying for Grants, Loans, Contracts and Cooperative Agreements.
- (Non-Forms) 7 CFR 1710.126- Federal Debt Delinquency Requirements –
  - 1) A report to RUS on federal debt delinquency indicating whether or not the entity is delinquent on any federal debt
  - 2) Certification that they have been informed of the collection options of the federal government

#### **CLOSING/POST AWARD**

- (Non-Form) - Review and Acceptance of Condition Letter
- (Non-Form) - Execution of loan agreement - The burden includes the time required to review and execute the documents required for loan closing.
- (Non-Form) – Performance and Financial Reports
- (Non-Form)- Request for Reimbursement or Advance of Funds