

**From:** [SM.RD.DCWA2.RUSELECTRIC](#)  
**To:** [SM.RD.DCWA2.RUSELECTRIC](#)  
**Subject:** RUS Electric Program Streamlining & Efficiency Initiative  
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**Attachments:** [RUS Streamlining Notification.pdf](#)

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## All Rural Utilities Service Borrowers

The Rural Utilities Service Electric Program will be rolling out a series of ongoing streamlining and efficiency initiatives. These initiatives are part of our efforts to improve customer service and experience, shorten processing times, and reduce unnecessary burdens.

The Electric Program is pleased to announce, through the attached memorandum, the following changes which are effective immediately.

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To All Rural Utilities Service Borrowers:

The Rural Utilities Service (RUS) Electric Program (EP) will be rolling out a series of ongoing streamlining and efficiency initiatives, starting with the following. These initiatives are part of our efforts to improve customer service and experience, shorten processing times, and reduce unnecessary burdens.

The following changes are effective immediately and available to borrowers.

## **Transmission of Documents and Requests via email**

Borrowers may now use email to transmit to RUS certain requests and signed forms, in portable document format (pdf), including:

- Any request for approval, consent, and mortgage, loan contract or security instrument notice
- Form 219 Inventory of Work Orders
- Special Equipment Summary
- Form 595 Financial Requirement and Expenditure Statement
- Form 675 (Certificate of Authority)
- Form 674 (Certificate of Authority to Submit or Grant Access to Data)

A separate electronic mailbox has been set up to receive the requests and provide access to the appropriate RUS staff for processing. This is not available for loan applications.

[RUSElectric@wdc.usda.gov](mailto:RUSElectric@wdc.usda.gov)

## **Approval of RUS Standard Contract Forms**

Borrowers now have three options for submitting standard contract forms. This includes two new options using a certification to RUS. The options are:

1. Submit the actual executed contract, except for those given prior approval and do not require submittal,
2. Certify that the applicable RUS standard contract form was used and executed. This certification is sent to EP in lieu of submitting the actual executed RUS standard contract. The borrower will retain the executed applicable RUS standard contract from in its records, or
3. Certify the contract used for the specified project is not an RUS standard contract form, but that it nonetheless contains all of the essential and identical provisions of the RUS standard contract forms specifically identified in the certification.

The certifications are available on the USDA RD EP website or from your GFR or the EP. However, certifications are not available for use for EPC contracts (engineering, construction & procurement contracts) for RUS-financed projects.

## **Reduction in Submittal of Board Resolutions**

RUS has drastically reduced the number of board resolutions previously required from up to 60 to just five. RUS will only require Board resolutions for:

- Loan document approvals, including promissory notes, loan contracts, and mortgages;
- Loan contract amendments, including loan maturity extensions and note modifications, such as extension of the last date for advance of funds;
- Initial Access to RD Apply or EP web applications and services via the internet and any subsequent changes to the borrower's certifier or administrator;
- Requests for approval for any departure from the prescribed RUS Uniform System of Accounts; provided however, that requests related to those deferrals identified in 7 CFR 1767.13(d)(1)-(5) that do not require board resolutions; and
- eAuthentication requirements.

## **Load Forecasts**

- RUS will only require a load forecast in conjunction with a new loan application. However, it must be prepared within 24 months of the application. Approval of the loan will constitute approval of the load forecast, in one seamless process.

## **Certification of Design, Standards and Specifications and Use of Materials and Equipment**

- Borrowers will also have the option to certify that the electric system design and standards and specifications used meet all RUS requirements and that RUS approved materials and equipment were used for RUS-financed projects. No separate submittal and review are necessary if all such requirements have been met. The certifications are available on the USDA RD EP website or from your GFR or the EP.

Please feel free to contact your GFR or the EP with any questions.