

NATIONAL CREDIT UNION ADMINISTRATION
Office of Small Credit Union Initiatives
Community Development Revolving Loan Fund

**General Guidelines for
Technical Assistance for Credit Unions**

Partnerships and Outreach Initiative - 2011

Closes: July 01, 2011 or when funds are exhausted

Eligible credit unions may apply for up to \$10,000.

*National Credit Union Administration
Office of Small Credit Union Initiatives
Community Development Revolving Loan Fund
1775 Duke Street
Alexandria, Virginia 22314*

General Guidelines for Technical Assistance for Credit Unions

Partnerships and Outreach Grant Initiative - 2011

1. What is the Purpose of the Community Development Revolving Loan Fund?

The National Credit Union Administration's (NCUA's) Community Development Revolving Loan Fund (CDRLF) was established by Congress to support credit unions that serve low-income communities by making loans and TAGs available to qualifying institutions. Low-interest loans/deposits are made available to low-income designated credit unions to enhance their financial capacity to, in turn, extend financial services to their members.

Congress appropriates funds to the CDRLF for loans and/or grants. The interest earned on loans is also available as a source of additional funds retained by the program for grant purposes.

2. What is the objective of Technical Assistance Grants?

The objective, or desired outcome, of technical assistance grants is to help low-income credit unions provide financial services to their members and to make the operations of those credit unions more efficient.

3. Which credit unions are eligible to apply?

To participate in the Program, a federally chartered credit union must be currently designated as a "low-income" credit union as set forth in NCUA's Rules and Regulations, Section 701.34. A state chartered credit union must have the equivalent low-income designation from its respective state supervisory authority (SSA) and concurrence from NCUA.

In addition, based on an Office of Management and Budget (OMB) policy directive effective October 31, 2003, credit unions must have a Dun and Bradstreet Universal Numbering System (DUNS) number in order to be eligible to receive grant or loan funding from the CDRLF. As of this printing, a DUNS number may be obtained by calling Dun and Bradstreet, toll-free, at 1-866-705-5711. Credit unions may also visit the Dun and Bradstreet website, www.dnb.com, and click on the links for D&B D-U-N-S number.

4. What is the Partnerships and Outreach Grant Initiative?

The Partnerships and Outreach Grant Initiative provides funds to eligible credit unions to deliver new financial products and services to members and the community or to expand existing services to new and potential members.

NCUA believes that credit unions working in partnership with other organizations achieve greater impacts for low-income members and improve the communities in which they operate. The credit union and the partner organization(s) bring different information, resources, and strengths to a project. The Partnerships and Outreach initiative provides funds for low-income credit unions to create new partnerships or expand on already existing partnerships. Grants under this initiative are expected to increase credit union savings and/or loan activity within the low-income community it serves.

Are there priority factors to be addressed in the application?

Successful credit unions in low-income communities are those that effectively partner with other advocates in their communities. They also access a diversity of funding sources to support projects to serve the members and the community. Therefore, applications with the following factors will receive more favorable consideration.

- New product or service: The request for funding is to conduct due diligence for or to implement a product or service not currently offered by the credit union. For example, the credit union could offer a new loan product not currently offered.
- New members or potential members: The monies will be used to provide access to services to members and the community who do not currently have access to the service. For example, the credit union could install an ATM in an area without existing credit union ATM services. (This technical assistance initiative would therefore not cover the cost of replacing an existing ATM.)
- Project-Oriented: The request is project-oriented, meaning the funds will support an initiative separate from the current day-to-day activities of the credit union, such as a special financial education program, an annual community event or education conference, or development of a new product or service.
- Partner Collaboration: The project involves collaboration with a partner organization qualified to enhance the credit union's goal of serving the low-income community.
- Funding Leverage: The project is or will be supported with funding acquired outside of the NCUA grant. Current and potential funding sources should be identified in the application.

What are examples of partners and projects?

The following is a list of potential partner and project ideas. The examples below are not exhaustive but are intended to demonstrate the range of partnerships and projects that would be acceptable under this technical assistance initiative.

Partnering with local foundations or community action agencies to offer new savings or loan products intended to increase savings and thrift among current and potential low-income members, and the unbanked, such as:

- Individual Development Accounts (IDA)
- Second-chance accounts
- Payday loan alternatives
- Credit-builder loans

Partnering with local immigrant service organizations to reach non-English speaking and immigrant community members by providing:

- International remittance services
- Translation and interpretation services
- Individual Taxpayer Identification Number (ITIN) application assistance

Partnering with schools, teacher associations, and parent groups to reach younger members with programs such as:

- In-school branches
- In-school financial education training
- Youth savings accounts

Providing new online account access and services such as:

- Initial website development
- Online account management (statement access, account transfers, etc.)
- Online bill pay
- Online credit or loan application submission
- Online financial education

Partnering with colleges, Small Business Development Centers, or city/state economic development agencies on small business support activities such as:

- Business plan development training for members or the community
- Microenterprise and small business lending

Partnering with faith-based organizations, city and state housing agencies, or homeownership assistance programs, to provide homeownership activities such as:

- Homeownership counseling and home-buying courses
- Mortgage and foreclosure prevention counseling
- Drafting and promoting anti-predatory loan policies
- First or second mortgage lending
- Home improvement lending

Partnering with other credit unions and other financial institutions on programs such as:

- Participation lending
- Establishing shared facilities/branching
- Establishing shared human resource systems
- Shared space/shared use of space
- Shared technology
- green/environmentally friendly building improvements

5. How much money is available?

The amount allocated to the initiative is \$300,000. The maximum grant amount is \$10,000.

6. What are the allowable uses of funds?

Technical assistance funds may be used to pay the following costs associated with new products or services for members. This list is not exhaustive, but is intended to be representative of costs which may be approved.

- Consultant fees related to:
 - “Due Diligence” reviews such as conducting a feasibility study for a proposed project or new branch location,
 - New product or service development and associated policy updates,
 - Curriculum development for financial, homeownership, or small business training,
 - Translation services during events or for printed material, or
 - Website development or enhancement for new services.
- Initiation or start-up fees for new product offerings.
- Consultant fees for speakers or trainers at special events.
- Equipment rental, purchase and/or installation, directly related to implementing the new project, such as a new ATM.
- Costs of printing and reproduction directly related to the new project
- Programming costs directly related to implementing the project.
- Project related supplies.
- Training directly related to new products or services.

All approved costs will be detailed in the grant award letter to the credit union.

7. How does the grant payment process work?

- First, credit unions must apply for a grant before making any expenditure.
- After receiving a grant approval letter, the credit union may purchase the goods or spend the funds, up to the amount approved.
- After making the expenditure, the credit union must then submit copies of receipts and proof of payment to NCUA for reimbursement. Credit unions should submit all receipts for a single grant commitment number to OSCUI at one time.
- NCUA will review the receipts and process electronic reimbursement for approved expenditures.

- All requests for reimbursement must be received before the end of the commitment period listed in the grant award letter.
- OSCUI will not process incomplete applications. Credit unions may resubmit a grant application, provided the submission deadline has not passed and grant monies have not expired.
- Credit unions must send the “Grant Outcome Summary” found in the back of these guidelines when requesting disbursement. Credit unions failing to submit the summary may be ineligible for future grants.

8. How are grant applications evaluated?

Subject to funds availability, grants are awarded after careful consideration of the merits of an application. Grant applications will be considered based on the financial and non-financial factors listed below, as appropriate.

Financial factors include, but are not necessarily limited to, the following:

NCUA CAMEL* Rating
Net Worth Ratio
Delinquency Ratio
Return on Assets Ratio.

Financial factors are used to determine the overall financial condition of the credit union and its ability to carry out the project as described in the grant application.

Non-Financial factors include the following:

Assessment of Management is a determination of whether credit union management has been responsive in addressing concerns cited in examination reports and whether management has the ability to carry out the project described in the grant application.

Purpose is a determination of whether the outcome of the project, as described in the grant application, is consistent with the purpose of the CDRLF as described in Section 705.10 of the NCUA’s Rules and Regulations. The purpose would be: (1) providing basic financial and related services to residents in their communities; and (2) improving the operations of the credit union. OSCUI will deny grant applications in which the purpose of the grant is inconsistent with the purpose of the CDRLF.

Assessment of Impact is a determination of the scope and reach of the proposed use of the grant funds. Grant applications with projects having an impact on the community as whole will receive more favorable consideration.

* CAMEL ratings are explained in NCUA Letter to Credit Unions No. 07-CU-12. Financial ratios are explained in the Users’ Guide for NCUA’s Financial Performance Report. Both documents are available on the NCUA website at <http://www.ncua.gov>.

Previous Funding is a determination of whether the credit union has received previous CDRLF grant funding. Section 705.2(b) of NCUA's Rules and Regulations states that the purpose of the CDRLF is to gain maximum economic impact on as many participating credit unions as possible. Therefore, credit unions which have NOT received funding in the past will receive priority consideration.

Partnerships is a determination of whether the credit union has developed other partner relationships and has considered other sources of grant funds. Under this grant initiative, a credit union with a viable partner relationship will receive more favorable consideration.

Leverage is a determination of the degree to which the credit union has acquired resources other than NCUA grants. Leverage measures the total cost of the project compared with the total grant dollars requested from NCUA. If, for example, a project costs \$5,000 and the credit union requests \$5,000 from NCUA, that project's leverage ratio is 1-to-1. If, for example, a project costs \$20,000 and the credit union requests a \$5,000 grant from NCUA, that project has a 4-to-1 leverage ratio. Projects with a higher leverage ratio will receive more favorable consideration.

9. Is there anything that would cause an application to be immediately denied?

Yes.

(a) Grants from the CDRLF are reimbursable grants. Credit unions applying for TAGs must obtain approval of the proposed expenditures before making those expenditures. Therefore, the OSCUI will not fund any grant where the credit union has committed to, procured, or purchased the good or service in advance of grant approval.

(b) TAG funds are not provided for recurring operational expenses such as salaries, rent, maintenance agreements, annual audits, funding for the allowance for loan losses, or office supplies.

Salaries to employees are not reimbursable under any CDRLF grant initiative. An individual is considered an employee if the credit union withholds income taxes, withholds and pays Social Security and Medicare taxes, and pays unemployment tax on wages paid.

Expenses for contractors may be reimbursable under certain grant initiatives. In general, the credit union would not withhold or pay any taxes on payments to independent contractors.

(c) Credit unions may not use TAG funds to provide funds to members, such as funding the matching portion of an IDA program or providing gift cards to members.

(d) Credit unions failing to submit summaries for grants previously awarded may be ineligible to receive additional grant funds.

(e) TAG funds may not be used to reimburse NCUA, or any government agency, for any activity.

10. Are there restrictions or limits on what will be reimbursed?

Yes. The following restrictions apply to reimbursements under CDRLF grant initiatives. The list highlights the more common reasons that OSCUI would not reimburse expenses.

Equipment Purchase and Installation:

Annual maintenance fees and insurance costs are not reimbursable.

Marketing:

Marketing and advertising for the general promotion of the credit union will not be reimbursed.

Mileage:

Reimbursement requests for mileage must include receipts and the starting point, the destination, and the number of trips. Mileage is reimbursable at a rate not to exceed the current IRS standard mileage rate per mile.

Postage:

To be reimbursed, the credit union must supply receipts and supporting documentation, such as the number of mailings.

Printing/Copying:

To be reimbursed, the credit union must supply receipts and supporting documentation, such as the number of copies made.

Promotional Items:

Promotional items such as gifts, giveaways, souvenirs, or gift cards are not reimbursable.

Regular Expenses/Pro-Rated Expenses:

Regular expenses of the credit union, such as rent, utilities, and depreciation are not reimbursable under this grant initiative. "Pro-rated" expenses of the credit union, such as a portion of telephone or utility costs, are not reimbursable. These expenses are considered regular operating expenses.

Salaries/Contractors:

Salaries to employees are not reimbursable under any CDRLF grant initiative. An individual is considered an employee if the credit union withholds income taxes, withholds and pays Social Security and Medicare taxes, and pays unemployment tax on wages paid. In general, the credit union would not withhold or pay any taxes on payments to independent contractors.

Travel/Lodging/Meals

Travel expenses, such as airfare for an on-site trainer, will be reimbursed at the lesser of actual costs or the US government General Services Administration (GSA) current year per diem rate. Travel expenses, such as hotel, food, and transportation (i.e. rental car or taxi) are typically non reimbursable expenses.

Undocumented Expenses:

To be reimbursed, credit unions must submit invoices with proof of payments that correspond to the items listed in the grant award letter. Examples of acceptable proof of payments include, but not limited to: copy of cancelled checks, credit card statements, or receipts. Requests for reimbursement that do not contain adequate documentation will not be reimbursed.

Partnership/Third Party/Vendor Relationship and Expenses:

Credit unions are required to follow the due diligence over Third party Service Provides as directed by NCUA Letter to Credit Unions 01-CU-20 and must submit a written agreement detailing the services/products with cost involved. Contractor fees that are not substantiated in writing in a partnership/contractor's agreement will not be reimbursed.

Invoices from outside parties must be billed to and paid by the credit union. Reimbursements will be made to credit unions only.

11. What are the application deadlines?

Application Close Date: July 01, 2011 or when funds are exhausted.

12. What information needs to be submitted with the grant application?

Credit unions must submit a completed Technical Assistance Grant Application either online or by paper. The application must include the signed application form, answers to all questions in the application, and copies of bids, estimates, prices, and other supporting information. The application or project questionnaire (online version) contains several questions regarding the proposed use of the technical assistance funds, which the credit union should answer in detail.

Incomplete grant applications will not be considered. Credit unions may resubmit a completed application provided the application acceptance period is still open, and funds are not exhausted.

13. How to submit an application?

To expedite the process and help NCUA's initiative to stay green, credit unions should apply through the NCUA's website online application at:

<http://www.ncua.gov/Resources/CreditUnionDevelopment/Finance.aspx>

All copies of bids, estimates, prices, and other supporting information along with your signed application need to be:

Emailed to: oscuiapps@ncua.gov or

Faxed to: (703) 519-4088.

Credit unions that are unable to fax or email applications should telephone the Office at (703) 518-6610.

14. When will credit unions know about grant awards?

Applications under this initiative are evaluated in the order they are received. Typically, OSCUI will notify credit union applicants of the grant awards within 15 business days of receiving their application.

15. What is the reporting requirement after receiving an award?

Credit unions receiving awards must provide a summary of the impact of the technical assistance funding to OSCUI as stated in the technical assistance application form. The time frame for submitting the summary will be stated in the award letter. The submission deadline allows reasonable time for the credit union to ascertain the benefits of the technical assistance.

The summary should discuss the overall project and how the funding enabled the credit union to accomplish its objective. Credit unions' success stories provide invaluable supporting information when OSCUI requests annual appropriations from Congress to replenish the grant and loan fund. Credit unions must specify the impact the grant funds have had on the credit union's delivery of service and the consequences upon the community the credit union serves.

Checklist for submission (Application and Reimbursement Requests):

- NCUA Technical Assistance *Application*. *Using the online application module would expedite the process and support NCUA's green initiative.*

- Narrative response to application questions. In addition, any supporting information needed to explain how the program would be developed and implemented.
- Projected budget (expenses) needed to operate program. Submit supporting documentation such as bids, proposals etc.
- **Grant Reimbursement Summary Form** - Expenditure Report (submit w/reimbursement).
- **Outcome Summary Form** with Narrative Justification of Expenses (submit w/reimbursement)
- Copies of Receipts, Invoices, Credit Card Statements and/or Cancelled Checks (submit w/reimbursement).
- Completed SF1199 (Direct Deposit Authorization Form). Required if not submitted previously or if the banking information changed.

Failure to submit accurately completed applications and supporting documentation may impact the decision on your application.

Email your Grant Reimbursement Summary Form, Outcome Summary and supporting information to: oscuiapps@ncua.gov

Fax your Outcome Summary and supporting information to: 703-519-4088

Failure to submit outcome summary will have an impact on the credit union's ability to receive grants in the future.

*National Credit Union Administration
Office of Small Credit Union Initiatives
Community Development Revolving Loan Fund*

<h2 style="margin: 0;">Outcome Summary</h2> <h3 style="margin: 0;">Partnerships and Outreach Initiative - 2011</h3>

1. CREDIT UNION NAME	
2. MAILING ADDRESS	
MAILING ADDRESS, CON'T	
3. CITY, STATE, ZIP	
4. CREDIT UNION CHARTER NUMBER	
5. COMMITMENT NUMBER	

1. Name or short description of the credit union's project:
2. Primary purpose of the project: (select only one)
 - Providing financial services to members
 - Improving the credit union's operations and/or financial condition
3. Did the credit union add a new product or service? If so, describe.
4. Did the credit union attract new low-income, unbanked, or otherwise underserved members? If so, describe.
5. Did the credit union improve credit union operations or financial condition? If so, describe.
6. In the table below, identify the final cost of implementing the project or undertaking the activity—including grant awards from NCUA, the credit union's own monies, grants from other partners, and all other funds provided to complete the project.

Total cost of the project	
NCUA grant:	\$
Other funds:	\$
Total Cost of Project	\$

7. Describe how the grant funds benefitted the credit union, its members, or the community.

Please note that your credit union's success stories provide invaluable supporting information when we request annual appropriations from Congress to replenish the grant and loan fund.

Fax: (703) 519-4088

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