

National Credit Union Administration
2014 Grant Round 2 Reimbursement Guidelines

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Step One: Log into CyberGrants Account

- a. To login, go to the following website:
www.cybergrants.com/ncua/applications
- b. Enter your **Email Address** and **Password**. Then, click the Log In button.
- c. If you forget your login information, click the “**Need Support?**” link. ⁱ

National Credit Union Administration

Please Log In

* indicates required field

* E-mail Address:

* Password:

Log In

Please note that you must have cookies and JavaScript enabled on your browser in order to successfully log in.

Need Support?

- Once you login, you will be welcomed by the CyberGrants system. (Sample screen shot below)

Edit Profile | Logout

Welcome, John Smith!

The National Credit Union Administration (NCUA) Office of Small Credit Union Initiatives (OSCU) Grant and Loan Program was established by Congress to provide funds to low-income designated credit unions to help provide financial services to their members and improve credit union operations. The program consists of Congressional appropriations that are administered by OSCUI.

Eligibility Requirements

To qualify for OSCUI grant funds, a federally chartered credit union must have a current "low-income" designation as set forth in NCUA's Rules and Regulations, Section 701.34.

State chartered credit unions must have the equivalent low-income designation from their respective state supervisory authority (SSA) and concurrence from NCUA.

For information on how to obtain the low-income designation visit the following area of the NCUA website:
<http://www.ncua.gov/Resources/CUs/DevPages/Underserved.aspx>

Step Two: Access Grant Information

- a) Click the **Revise** link next to the reimbursement request you plan to submit.

Revise	2014 Grant Round 2	05/28/2014	2014 Grant Round 2 (Reimbursement)
Comments: Test the reimbursement			

Step Three: Contact Information

Verify that the contact information listed is accurate and up-to-date.

- To add a new contact, click **Create New**.
- To edit an existing contact, click the name of the existing contact.
- Click **Save and Proceed** when finished.

Contact Information

* indicates required field

To successfully submit this application, you must create one primary and one secondary contact. After creating both contacts, select the "Match" box next to one primary contact and select the "Match" box next to one secondary contact.

<input checked="" type="checkbox"/> Match: Click to associate this individual with this application.	<p>Name: JANE SMITH Phone: 1234567890 E-mail: jsmith@fakeemail.com Contact Type: Secondary Contact</p>
<input checked="" type="checkbox"/> Match: Click to associate this individual with this application.	<p>Name: JOHN SMITH Phone: 1234567890 E-mail: jsmith@fakeemail.com Contact Type: Primary Contact</p>

Step Four: Organization Information

Verify the information that appears on the screen.

- If it is accurate, click **Save and Proceed**.
- **If not:** update the necessary information, then click **Save and Proceed**.

Organization Information

* indicates required field

* FCU/ICU

* Address

* City

* State

* Zip

* Tax Identification Number Please enter 9 digits only; do not include a dash. For example: 127538524

* Credit Union DUNS Number Please enter digits only; do not include a dash. For example: 753852441
For a DUNS number call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>

Payment by Electronic Funds Transfer (EFT)

In accordance with the Debt Collection Improvement Act of 1996 (Public Law 104-134), the NCUA must make payments to credit unions by Electronic Funds Transfer (EFT).

Credit unions that did not receive reimbursement/electronic funds transfer disbursement from OSCUI Grant Program during or after 2011 or credit unions that have had changes in banking information should complete the following information.

*For ACH transactions, Treasury requires NCUA to use **only** a checking transaction code with account numbers at least 4 digits in length, and **only** contain numbers, spaces, or dashes (no decimals). Please verify with your institution the correct RTN and account info for ACH use.*

* Financial Institution Name

* 9-Digit Routing & Transit No. (RTN)

* Account Holder Name

* Account Number

* Account Type

Step Five: Award Information

Review this section for details about the initiatives you were awarded, general award information, and reasons you were denied for the other initiatives you applied for; then click **Save and Proceed**.

- Application ID
- Commitment Number
- Grant Expiration Date, and
- Initiative's Approved for Funding(navigating to the tab of any award you received will provide you with details about the amounts approved)
- Reason's you were not awarded the initiatives you applied for (this only applies for credit unions that applied for multiple initiatives but did not receive an award for each initiative)

Award Information/Reimbursement Guideline

* indicates required field

This section contains general information for the grants you were awarded by NCUA. Your commitment number, grant expiration date, and initiative awarded are provided below. In addition, if you applied for multiple initiatives the reason you did not receive that initiative can be found below.

At the time you request reimbursement, please upload proof of payment and proof of purchase for all project expenses. Review the reimbursement guideline for information regarding restricted expenses and submission requirements. As a reminder, reimbursable expenditures must be dated after the date of your approval letter. Also, at the time of reimbursement please answer questions regarding the impact of the grant on the credit union and the community. This information is important as we request future appropriations from Congress.

Please review the following reimbursement guideline before you submit your request: [2014 Grant Round 2 Reimbursement Guideline](#)

Application ID 2014-0004

Commitment Number 35000test

Grant Expiration Date You must have all project information submitted to NCUA through CyberGrants by the following date:
12/31/2014

Initiative Approved for Grant Award You were approved for the grant initiative(s) listed below. To find out the maximum amount we will reimburse you, go to the reimbursement tab for each initiative you see listed below:
CDFI Certification
Staff Training
New Product
Collaboration

2014 GR2 Denial Reasons If you applied for multiple initiatives and did not receive one of them, we have provided the reason for that particular denial below. Each grant initiative had a different set of eligibility requirements and were as follows:

Initiative	Reason for Denial
CDFI Certification	• The CDFI Certification grant was ranked by an index score measuring each credit union's record of managing complex relationships and offering products and services to underserved markets.
New Product	• The New Product grant was awarded to those credit unions with higher scores in the CAMEL Management component, an overall CAMEL composite rating of 3 or higher and the product selected was NEW to the credit union.
Staff Training	• The Staff Training grant was awarded to credit unions from smallest to largest asset size that had a CAMEL composite rating of 3 or better.
Collaboration	• The Collaboration grant was reviewed by a panel of NCUA executives. The panel selected projects that best aligned with OSCUI's goal for the collaboration initiative: scalable, replicable, long term and able to support core expense savings.

[Save and Proceed](#)

Step Six: CDFI Reimbursement

If you did not receive a grant for this initiative, then click **Save and Proceed**.

- The CDFI reimbursement requires documentation supporting your expenses and details about the project outcomes. Please complete the **CDFI Reimbursement** screen using the following guidance:
 - 1) **CDFI Approved Grant Amount** – The maximum reimbursement you are eligible to receive.
 - 2) **Outcome Summary** - Use up to 2000 characters to describe the benefits of the CDFI Certification and your credit union’s future plans on utilizing the certification
 - 3) **CDFI Application** – Upload a copy of the completed CDFI application that was submitted to the program.
 - 4) **CDFI Amount Requesting** – Enter the dollar amount you are requesting for reimbursement.
 - 5) **CDFI Proof of Payment** – Upload the proof of payment for your CDFI grant. The following are the only examples we will accept:
 - **Proof of Payment Examples**
 - A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
 - A credit card statement with the payment amount and vendor listed in the statement; OR
 - An original check made out to the vendor with an attached bank statement showing the check cleared; OR
 - A receipt listing the items purchased with the payment method listed; OR
 - A paid invoice with a zero dollar balance. (least preferred)
 - 6) **CDFI Proof of Purchase** – Upload the proof of purchase for your CDFI grant. The following are the only examples we will accept:
 - **Proof of Purchase Examples**
 - An invoice from the vendor; OR
 - A receipt from the vendor specifying items purchased
 - 7) Then click **Save and Proceed**.

Note: Please upload all documents in the Adobe PDF format.

CDFI Reimbursement

* indicates required field

CDFI Certification Reimbursement Terms

- The grant funds may be used to pay a consultant to complete the certification application process.
- Credit unions that used the funds to re-certify will not be reimbursed
- You may not use this grant for a CDFI technical or financial assistance award

Note to All Credit Unions

- Grant funds can be used for project implementation
- Consultants can be paid with grant funds; however, credit union staff **cannot** be paid using the grant funds
- Travel expenses will not be reimbursed by grant funds

CDFI Approved Grant Amount \$2,500.00

CDFI Outcome Summary

Use this text box to describe the benefits of the CDFI certification grant.

- What compelling argument would you make for NCUA to offer the CDFI Certification grant in the future?
- How will your credit union utilize the CDFI Certification?

(2000 character maximum)

CDFI Amount Requesting

Enter the dollar amount you are requesting for reimbursement, not to exceed the approved grant amount for your CDFI award.

CDFI Vendor(s) Chosen

Enter name(s) of the vendor you selected to complete your CDFI certification application.

Add to List

Remove from List

CDFI Application (?)

Upload a copy of the completed CDFI application that was submitted to the program.

Upload File

CDFI Proof of Payment (?)

Upload one of the following proof of payment examples

- A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
- A credit card statement with the payment amount and vendor listed in the statement; OR
- An original check made out to the vendor with an attached bank statement showing the check cleared; OR
- A receipt listing the items purchased with the payment method listed; OR
- A paid invoice with a zero dollar balance.

Upload File

CDFI Proof of Purchase (?)

Upload one of the following proof of purchase examples

- An invoice from the vendor; OR
- A receipt from the vendor specifying items purchased

Upload File

Save and Proceed

Step Seven: Staff or Volunteer Training Reimbursement

If you did not receive a grant for this initiative, then click **Save and Proceed**.

- The Staff or Volunteer Training reimbursement requires documentation supporting your expenses and details about the project outcomes. Please complete the **Staff or Volunteer Training Reimbursement** screen using the following guidance:
 - 1) **Staff or Volunteer Training Approved Grant Amount** – The maximum reimbursement you are eligible to receive.
 - 2) **Training Topic(s) Approved** – This is the training category(s) you were approved for.
 - 3) **Outcome Summary** - Use up to 2000 characters to describe the impact of training of staff or volunteers. State how this training will benefit your field of membership or improve credit union operations.
 - 4) **Staff or Volunteer Training Amount Requesting** – Enter the dollar amount you are requesting for reimbursement.
 - 5) **Training Vendor(s) Chosen** – Enter the name(s) of the training organization.
 - 6) **How Many Individuals Attended Training** – Enter the number of individuals who attended training.
 - 7) **Date of Training** – Enter the date(s) that the training is scheduled or was attended.
 - 8) **Staff or Volunteer Training Proof of Payment** – Upload the proof of payment for your grant. The following are the only examples we will accept:
 - **Proof of Payment Examples**
 - A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
 - A credit card statement with the payment amount and vendor listed in the statement; OR
 - An original check made out to the vendor with an attached bank statement showing the check cleared; OR
 - A receipt listing the training program purchased with the payment method listed; OR
 - A paid invoice with a zero dollar balance. (least preferred)

9) **Staff or Volunteer Training Proof of Purchase – Upload the proof of purchase** for your training. The following are the only examples we will accept:

➤ **Proof of Purchase Examples**

- An invoice from the vendor; OR
- A receipt from the vendor specifying programs purchased

10) Then click **Save and Proceed**.

Note: Please upload all documents in the Adobe PDF format.

Staff Training Reimbursement

* indicates required field

Staff Training Reimbursement Terms

- A credit union may request reimbursement for several trainings, at a maximum total amount of \$3,000. NCUA will not reimburse training expenses exceeding the approved amount
- Travel expenses will not be reimbursed using the grant funds
- All reimbursable expenses must be submitted in one request

Note to All Applicants

- In order to meet the CDRLF program objectives in a competitive application process, we will fund only ONE AWARD per eligible credit union
- Grant funds can be used for project implementation and necessary technology
- Consultants can be paid with grant funds; however, credit union staff **cannot** be paid using the grant funds
- Travel expenses will not be reimbursed by grant funds

Staff Training Approved Grant Amount \$3,000.00

Approved Training Categories This is the training category/categories you were approved for.

- Compliance
- Financial Counseling for credit union staff to learn how to provide financial counseling to members
- Governance (Board and Volunteer Training)
- Lending and Collections

Staff Training Outcome Summary Use this text box to describe the benefits of the Staff Training grant.

- What compelling argument would you make for NCUA to offer the Staff Training grant in the future?
- How did the grant help improve the daily operations of your credit union?

(2000 character maximum)

Staff Training Amount Requesting Enter the dollar amount you are requesting for reimbursement, not to exceed the approved grant amount for your Staff Training award.

Training Vendor(s) Chosen Enter the name(s) of the training organization.

Add to List

Remove from List

Individuals That Attended Training Enter the number of individuals who attended training.

Date of Training Enter the date(s) that the training is scheduled or was attended.

(MM/DD/YYYY)

Staff Training Proof of Payment (?) Upload one of the following proof of payment examples

- A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
- A credit card statement with the payment amount and vendor listed in the statement; OR
- An original check made out to the vendor with an attached bank statement showing the check cleared; OR
- A receipt listing the items purchased with the payment method listed; OR
- A paid invoice with a zero dollar balance

Upload File

Staff Training Proof of Purchase (?) Upload one of the following proof of purchase examples

- An invoice from the vendor; OR
- A receipt from the vendor specifying items purchased

Upload File

Save and Proceed

Step Eight: New Product Reimbursement

If you did not receive a grant for this initiative, then click **Save and Proceed**.

- The New Product reimbursement requires documentation supporting your expenses and details about the project outcomes. Please complete the **New Product Reimbursement** screen using the following guidance:

- 1) **New Product Approved Grant Amount** – The maximum reimbursement you are eligible to receive.
- 2) **New Product Approved** – This is the product you were approved for.
- 3) **Outcome Summary** - Use up to 2000 characters to describe the benefits of the new product grant to your field of membership. Include projections noting how many members will join your credit union resulting from the project implementation.
- 4) **Name of Vendor** – Enter the name of the vendor.
- 5) **New Product Amount Requesting** – Enter the dollar amount you are requesting for reimbursement.
- 6) **New Product Proof of Payment** – Upload the proof of payment for your new product grant. The following are the only examples we will accept:
 - **Proof of Payment Examples**
 - A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
 - A credit card statement with the payment amount and vendor listed in the statement; OR
 - An original check made out to the vendor with an attached bank statement showing the check cleared; OR
 - A receipt listing the items purchased with the payment method listed; OR
 - A paid invoice with a zero dollar balance. (least preferred)
- 7) **New Product Proof of Purchase** – Upload the proof of purchase for your new product. The following are the only examples we will accept:
 - **Proof of Purchase Examples**
 - An invoice from the vendor; OR
 - A receipt from the vendor specifying items purchased
- 8) Then click **Save and Proceed**.

Note: Please upload all documents in the Adobe PDF format.

New Product Reimbursement

* indicates required field

New Product Reimbursement Terms

- You must submit three year projections on the credit union benefits of the new product/service (for example, the number of new accounts or loans, the number of transactions made).
- You must submit an invoice with details about the cost and product features.
- Grant reimbursement will be paid based on submitted paid invoices, up to the grant maximum. NCUA will not reimburse greater than the approved amount.
- NCUA will not reimburse recurring monthly or maintenance costs.

Note to All Applicants

- Grant funds can be used for project implementation and necessary technology
- Consultants can be paid with grant funds; however, credit union staff **cannot** be paid using the grant funds
- Travel expenses will not be reimbursed by grant funds

New Product Approved Grant Amount \$7,500.00

New Product Selected Mobile Banking Applications - \$7,500

New Product Outcome Summary

Use this text box to describe the benefits of the New Product grant.

- What compelling argument would you make for NCUA to offer the New Product grant in the future?
- How did the new product impact your credit union and its membership?
- What long term results are you hoping for by offering this product?

(2000 character maximum)

3 Year Projections (?)

Submit three year projections on the credit union benefits of the new product/service (for example, the number of new accounts or loans, the number of transactions made, and/or how many members will join the credit union resulting from the new product)

Upload File

New Product Vendor(s) Chosen

Enter the name(s) of the vendor selected for your new product grant.

Add to List

Remove from List

New Product Amount Requesting

Enter the dollar amount you are requesting for reimbursement, not to exceed the approved grant amount for your New Product award.

New Product Proof of Payment (?)

Upload one of the following proof of payment examples

- A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
- A credit card statement with the payment amount and vendor listed in the statement; OR
- An original check made out to the vendor with an attached bank statement showing the check cleared; OR
- A receipt listing the items purchased with the payment method listed; OR
- A paid invoice with a zero balance.

Upload File

New Product Proof of Purchase (?)

Upload one of the following proof of purchase examples

- An invoice from the vendor; OR
- A receipt from the vendor specifying items purchased

Upload File

Save and Proceed

Step Nine: Collaboration Reimbursement

If you did not receive a grant for this initiative, then click **Save and Proceed**.

- The Collaboration reimbursement requires documentation supporting your expenses and details about the project outcomes. Please complete the **Collaboration Reimbursement** screen using the following guidance:
 - 1) **Collaboration Approved Grant Amount** – The maximum reimbursement you are eligible to receive.
 - 2) **Collaboration Project Selected** – This is the collaboration project you selected.
 - 3) **Outcome Summary** - Use up to 2000 characters to describe the benefits of the collaboration project. Provide information on how the project impacted the community, cost efficiencies realized, and additional information relevant to the project. Based on the success of the collaboration project, how many credit unions will continue participating in the project after the grant expires? Is there opportunity to increase other credit union participation?
 - 4) **Collaboration Amount Requesting** – Enter the dollar amount you are requesting for reimbursement.
 - 5) **Collaboration Vendor(s) Chosen** – Enter the name(s) of the vendors.
 - 6) **Collaboration Statement** – Upload a statement from each participating credit union on how they contributed to the project and the impact of the grant on their credit union.
 - 7) **Collaboration Proof of Payment** – Upload the proof of payment for your grant. The following are the only examples we will accept:
 - **Proof of Payment Examples**
 - A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
 - A credit card statement with the payment amount and vendor listed in the statement; OR
 - An original check made out to the vendor with an attached bank statement showing the check cleared; OR
 - A receipt listing the training program purchased with the payment method listed; OR

8) Collaboration Proof of Purchase – Upload the proof of purchase associated with your collaboration. The following are the only examples we will accept:

➤ **Proof of Purchase Examples**

- An invoice from the vendor; OR
- A receipt from the vendor specifying programs/services purchased.

Note: Please upload all documents in the Adobe PDF format.



Collaboration Reimbursement

* indicates required field

Collaboration Reimbursement Terms

- Each participating credit union must provide documentation on how they contributed to the project and how it impacted their credit union
- Only the lead applicant will receive reimbursement for the funds. The participating credit unions must determine how funds will be distributed

Note to All Applicants

- Grant funds can be used for project implementation and necessary technology
- Consultants can be paid with grant funds; however, credit union staff **cannot** be paid using the grant funds
- Travel expenses will not be reimbursed by grant funds

Collaboration Approved Grant Amount \$50,000.00

Collaboration Project Selected Vendor Due Diligence

Collaboration Outcome Summary

Use this text box to describe the benefits of the Collaboration grant.

- What compelling argument would you make for NCUA to offer the Collaboration grant in the future?
- How did the project impact the community?
- How would the participating credit unions define and measure the success of this project?
- What improvements could have been made to improve the project?
- What kind of cost efficiency did the group realize from the project?
- Based on the success of the project, how many credit unions will continue participating in the project after the grant expires?

(2000 character maximum)

Collaboration Amount Requesting

Enter the dollar amount you are requesting for reimbursement, not to exceed the approved grant amount for your Collaboration award.

Collaboration Vendor(s) Chosen

Enter the name(s) of the vendors chosen for this project.

Add to List

Remove from List

Collaboration Statement (?)

Upload a statement from each participating credit union on how they contributed to the project and the impact of the grant on their credit union.

Upload File

Collaboration Proof of Payment (?)

Upload one of the following proof of payment examples

- A cleared check (front and back of the check with a clearance stamp) made out to the vendor identified on the invoice; OR
- A credit card statement with the payment amount and vendor listed in the statement; OR
- An original check made out to the vendor with an attached bank statement showing the check cleared; OR
- A receipt listing the items purchased with the payment method listed; OR
- A paid invoice with a zero dollar balance.

Upload File

Collaboration Proof of Purchase (?)

Upload one of the following proof of purchase examples

- An invoice from the vendor; OR
- A receipt from the vendor specifying items purchased

Upload File

Save and Proceed

Step Ten: Verification and Certification

- Read the certification terms then check the box to verify the information. Click on **Save and Proceed** when finished.

Verification and Certification

* indicates required field

* Certification Terms (Reimbursement)

- The credit union is currently a low-income designated credit union, as defined in Section 701.34 of NCUA's Rules and Regulations; and complied with the program objectives as described in the application, Office of Small Credit Union Initiatives Grant Guidelines, NCUA Rules and Regulations, and United States Office of Management and Budget Circular A-110, A-122, and A-133.
- The credit union is aware of the required documents and information necessary to receive reimbursement. OSCUI will only accept **ONE** reimbursement request which must include proof of payment and proof of purchase for **ALL** projects applied for under this application at the completion of the **LAST** project. Failure to submit all the required and requested information prior to the expiration date may result in the denial of the request.
- The credit union conducts its activities such that no person is excluded from participation in, is denied the benefits of, or is subject to discrimination on the basis of race, color, national origin, sex, age or disability in the distribution of services and/or benefits provided under this grant program. The credit union agrees to provide evidence of its compliance as required by NCUA.
- The credit union is aware that NCUA will correspond with the credit union regarding this reimbursement by email (utilizing the email provided in this reimbursement request).

By checking this box, I, the authorized credit union official, certify the above.

* Credit Union Official's Name

* Credit Union Official's Title

Save and Proceed

Step Eleven: Review Your Application

A) Review the information you input before you submit the reimbursement request to NCUA.

- This is the last chance you will have to edit your request. If you need to make additional changes, scroll to the bottom and click **Save Only**.
- If you are ready to submit, click **Submit**.

Reimbursement Checklist

Use this table to check off the steps as you complete them.

Step		Sub Step	<input checked="" type="checkbox"/>
1	Log Into CyberGrants Account	Enter email address and password	<input type="checkbox"/>
2	Access Grant Information	Click the revise link	<input type="checkbox"/>
3	Contact Information	Verify information is correct	<input type="checkbox"/>
4	Organization Information	Verify information is correct	<input type="checkbox"/>
5	Award Information	Review information	<input type="checkbox"/>
6	CDFI Reimbursement (if applicable)	Input reimbursement information	<input type="checkbox"/>
7	Staff Training Reimbursement (if applicable)	Input reimbursement information	<input type="checkbox"/>
8	New Product Reimbursement (if applicable)	Input reimbursement information	<input type="checkbox"/>
9	Collaboration Reimbursement (if applicable)	Input reimbursement information	<input type="checkbox"/>
10	Verification and Certification	Verify certification terms	<input type="checkbox"/>
11	Review Application	Review and submit request	<input type="checkbox"/>

NCUA Reimbursement Review

- NCUA will review the reimbursement requests and issue payment as a direct deposit to reimburse approved expenditures. The credit union will be notified of via email.
 - NCUA will not process incomplete reimbursement requests. Incomplete requests must be resubmitted, provided the commitment expiration date has not passed.
 - Supporting documentation consists of a proof of payment and purchase.
 - If NCUA has pending questions regarding a particular reimbursement request the credit union will be notified via email.

Treasury Guidance

Credit unions are expected to follow U.S. Treasury/Office of Management and Budget (OMB) Guidance and Circulars such as:

- A-110: Uniform Administrative Requirements for Grant and Other Agreements with Institutions of Higher Education, Hospitals and Other Non-Profit Organizations
- A-122: Cost Principles for Non-Profit Organizations
- A-133: Management Responsibility for Internal Control

Refer to this link to the OMB Website for additional information:

http://www.whitehouse.gov/omb/circulars_default

Reporting/Accounting Guidance

For accounting guidance for grant awards from the OSCUI Grant Program, refer to NCUA Accounting Bulletin No. 07-2. Credit unions are encouraged to consult with their auditor/CPA if there are further questions in this regard.

Click the following link to be directed to NCUA Accounting Bulletin No. 07-2 on the NCUA website:

<http://www.ncua.gov/Legal/GuidesEtc/AccountingBulletins/ACCTBUL07-02.pdf>

Expense Guidelines

The following expenses will **not** be reimbursed under any initiative:

- **Annual Maintenance & Insurance**
- **Custodial Services**
- **Food/Refreshments**
- **Government Agency Expenses & Payment to Government Agency Employee**
- **Lodging**

- **Matching Funds** (i.e. matching portion of an Individual Development Account program)
- **Pre-Grant Approval Expenses** (expenses the credit union has paid in advance of grant approval)
- **Promotional Items** (i.e. gifts, give-aways, souvenirs, gift cards)
- **Recurring Operational Expenses** (i.e. rent, utilities, salaries, annual audits, depreciation, funding for the allowance for loan losses, office supplies)
- **Salaries to Employees & Payments to employees for services provided (except for Student Interns)**
- **Transportation/Mileage/Parking**

The following are general guidelines for expense categories that apply to all initiatives:

- All expenses must be directly related the specific project approved.
- If a credit union enters into a commitment for a project before the grant decision is made, the credit union may be obligated to pay project expenses from own funds should the grant not be approved.
- NCUA will reimburse expenses listed in approved grant applications up to the total grant amount. With your reimbursement request, your CU must present evidence of payment, **paid after the grant approval.**
- **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.*

Contact Information

For immediate assistance, email general questions regarding the OSCUI Grant Program to OSCUIAPPS@ncua.gov.

For technical question regarding the grant application or reimbursement request, utilize the **“Need Support?”** link in the online grant system.

Other Assistance Offered By OSCUI

Information regarding other assistance offered by OSCUI can be found in the following locations on the NCUA website:

Consulting – www.ncua.gov/OSCUI/consulting

Grants and Loans – www.ncua.gov/OSCUI/grantsandloans

Training – www.ncua.gov/OSCUI/training

Partnerships and Outreach – www.ncua.gov/OSCUI/Partnerships

ⁱ All password reset requests must be done utilizing the “Need Support” link. This is performed by the vendor and OSCUI has no access or control to perform this.