

# 2012 Grant Guidelines for Low-Income Credit Unions

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Community Development Revolving Loan Fund

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## Section 1 - General CDRLF Information for 5/22/2012 – 6/29/2012 Round

The National Credit Union Administration (NCUA) Community Development Revolving Loan Fund (CDRLF) 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 Office of Small Credit Union Initiatives (OSCUI) administers the CDRLF.

### Eligibility Requirements

To qualify for CDRLF 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/Dev/Pages/Underserved.aspx>

### 2012 Grant Initiatives/Categories/Maximum Amount

Maximum amount is **\$25,000** combined for the following initiatives:

- Financial Literacy & Education in School Branches
- New Product/Service Development
- Staff, Official, and Board Member Training
- Student & Job Creation Internship
- Volunteer Income Tax Assistance

*Refer to [Appendix A](#) for a chart of maximum grant funds available for each initiative.*

*Refer to [Section 10](#) for information regarding the Urgent Needs Initiative.*

### Application Timeline

- Applications Accepted From: **May 22, 2012 to June 29, 2012 (5:00PM EST)**.
- If funds are available OSCUI may open a 2<sup>nd</sup> round of funding at a later time during the year. If so, NCUA will notify credit unions through a Letter to Credit Unions and on the NCUA website at <http://www.ncua.gov/Resources/CUs/Dev/Pages/Loans.aspx>.

## Section 2 – Summary of Program Changes for 2012

In an effort to meet NCUA strategic goals as well as improve internal and external efficiencies, OSCUI has implemented several changes to the CDRLF grant program. Credit unions are encouraged to consider these guidelines prior to applying for grant funds in 2012. The following is a list of major changes made to the program:

- **New Fully Automated Online Grant System**

A fully automated grant system for credit unions to submit applications and reimbursement requests and upload supporting documents will be utilized.

- **One Set of Guidelines**

This document will serve as the only set of guidelines that include application and reimbursement requirements for all initiatives in 2012.

- **One Application Required for All Initiatives**

Credit unions must apply for all initiatives in one application. Credit unions are encouraged to plan projects and needed grant funds at the beginning of the year. Unused funds will not be available to credit unions after the commitment expiration date unless an extension is requested and approved.

- **Revised Maximum Limits Per Initiative and New Category Limits**

Credit unions can apply for up to \$25,000 in one application under various initiatives.

Maximum initiative limit amounts were eliminated (with the exception of Staff, Official Board Training and Student Internship & Job Creation).

*Refer to [Appendix A](#) for a chart of maximum grant funds available for each initiative.*

- **One Reimbursement Required for All Initiatives**

Credit unions will be required to submit one reimbursement request for all initiatives. Credit unions are encouraged to consider cash flow implications prior to applying for grant funds. CDRLF also makes loans to low-income designated credit unions.

*Refer to this link on the NCUA Website: <http://www.ncua.gov/Resources/CUs/Dev/Pages/Loans.aspx>*

- **Proof of Payment & Proof of Purchase Reimbursement Requirements**

A guide outlining the proof that credit unions must submit for reimbursements is included in this document.

*Refer to [Appendix B](#) for Proof of Payment & Proof of Purchase Reimbursement Guidance.*

- **New Product/Service Development Initiative**

Funds are available under this new initiative for credit unions to develop new products and services.

- **Financial Literacy & Education In School Branches Initiative replaces Financial Literacy & Education Initiative**

Funds are available under the Financial Literacy & Education In School Branches Initiative for credit unions to set-up or expand in-school branches.

- **Consolidated “Partnership & Outreach” and “Building Internal Capacity/Building Technology” Initiatives into New Product/Service Development Initiative**

The Partnership & Outreach and Building Internal Capacity/Building Technology initiatives were consolidated into the New Product/Service Development Initiative. Credit unions are encouraged to apply for funds under the initiatives offered for 2012.

- **Flexibility for Student & Job Creation Internship Initiative**

Requirements for selecting an intern and providing proof of payment have changed for the Student & Job Creation Internship Initiative.

## Section 3 – The Grant Process Steps

### Grant Process Step 1 – Credit Unions Apply:

- Credit unions must submit a grant application online.
  - Credit unions must receive application approval and a commitment number before incurring any expenses).
  - Credit unions must apply for all initiatives at one time under one application per round.
  - In the application, the credit union will be asked to answer questions regarding:
    - The type of project the grant funding will be used for
    - Impact the project will have on the community and the credit union
    - Total costs of implementing the project (including bids for requested funds)

### Grant Process Step 2 – NCUA Approval/Denial Notification:

- Credit unions will receive approval/denial via email at the email address provided in the grant application.
  - For approved applications the email will include a **commitment expiration date** for submitting a request for reimbursement and a **commitment number** for reference purposes.
  - In general, OSCUI will notify the credit union applicants of the grant awards within 30 business days of the application deadline.
  - NCUA will not process incomplete applications. Incomplete applications must be resubmitted, provided the application deadline has not passed.
  - If NCUA has pending questions regarding a particular application the credit union will be contacted via email at the email address provided in the grant application.

### Grant Process Step 3 – Credit Unions Incur Expense:

- Credit unions may then spend the funds to purchase the goods or services and to implement the approved project.
  - Credit unions must receive application approval and a commitment number before incurring any expenses.
  - Credit Unions should notify the NCUA immediately if funds awarded will not be utilized as planned.

### Grant Process Step 4 – Credit Unions Request Reimbursement:

- Credit unions must submit proof of payment and proof of purchase for each expense item for which they are requesting reimbursement.

- Credit unions will also be required to report on the outcome/impact of the use of funds based on each initiative and submit proof of payment and proof of purchase of expenses. This must be submitted by the **commitment expiration date**.
  - Credit unions must submit the reimbursement request for **ALL** expense items and **ALL** initiatives of a particular application at one time.

*Refer to [Appendix B](#) for acceptable proof of payment and proof of purchase document guidance.*

#### **Grant Process Step 5 –Reimbursement:**

- NCUA will review the reimbursement requests and issue payment as direct deposit to reimburse approved expenditures. Credit unions will be notified via email address provided in the application.
  - NCUA will not process incomplete reimbursement requests. Incomplete requests must be resubmitted, provided the **commitment expiration date** has not passed.
  - If NCUA has pending questions regarding a particular reimbursement request the credit union will be contacted via email address provided in the application.

#### **Commitment Expiration Date and Extension Request**

- **Credit unions should notify the NCUA immediately if funds awarded will not be utilized as planned.**
- In the event that credit unions need to request an extension of an **commitment expiration date** for approved funds, the Grant Reimbursement Commitment Expiration Date Extension Request Form should be submitted prior to the original **commitment expiration date** of the award.
- NCUA will **not** consider extending the commitment expiration date for more than **three** months after the original commitment expiration date.
- If reimbursement requests are not submitted by the approved commitment expiration date and an extension is not approved, the commitment will be deobligated (closed out) and the funds will no longer be available.
- Extension requests are not considered approved unless the credit union receives notification of approval of the extension from the NCUA in writing. This approval documentation must be submitted with the reimbursement request paperwork.

*Refer to [Appendix D](#) for the Grant Reimbursement Commitment Expiration Date Extension Request Form.*

#### **ACH Form for Direct Deposit**

Credit unions that did not receive reimbursement from CDRLF during 2011 must submit a completed ACH Form to receive reimbursement. Credit unions that have had changes in banking information should submit a completed ACH Form also.

The ACH Form can be found on the NCUA Website at this link:

<http://www.ncua.gov/Resources/CUs/Dev/Pages/Loans.aspx> (after May 21, 2012)

#### **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 on the OMB Website for additional information: <http://www.whitehouse.gov/omb/circulars/default>*

## **Section 4 – The Application**

The link to the application and guidance can be found on the NCUA Website at this link: <http://www.ncua.gov/Resources/CUs/Dev/Pages/Loans.aspx> (after May 21, 2012)

## **Section 5 – The Initiatives for 5/22/2012 – 6/29/2012 Funding Round**

### **Financial Literacy & Education In School Branches Initiative**

- This initiative provides funds to credit unions to improve financial literacy among students in their communities. Credit unions will receive funds under this initiative to set up and expand branches in educational institutions to encourage savings amongst students.
- The maximum amount allowed under this initiative is \$25,000, and the total allowed under all initiatives is \$25,000.

#### **Project Examples (are limited to):**

- Set-up or expansion of in-school branches

#### **Expense Items Allowed for Financial Literacy & Education In School Branches Initiative**

Credit unions may apply for the following expense categories for the set-up or expansion of in-school branches:

- Hardware/Software/Equipment (including Computers)
- Consultant Fees
- Material Fees related to financial education curricula or training in in-school branch
- Marketing and advertising (brochures, radio, video, other media) specifically related to promoting the in-school branch

### **New Product/Service Development Initiative**

- This initiative provides funds to credit unions for projects that develop new products/services to enable the credit union to better serve its members and the community.
- The maximum amount allowed under this initiative is \$25,000, and the total allowed under all initiatives is \$25,000.



### **Project Examples (include but are not limited to):**

- Developing strategic, business, and succession plans, policies and procedures
- Grant writing for funding new products/services
- 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
- Partnering with organizations to offer a new product/service:
  - Partnering with local foundations or community action agencies to offer new savings or loan products intended to increase savings and thrift 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
  - Partnering with colleges, Small Business Development Centers, or city/state economic development agencies on small business support activities such as 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:
    - 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 Branching
    - Shared technology
    - Green/environmentally friendly building improvements
  - Partnering with research firms or universities to research new products/services.

### **Expense Items Allowed for New Product/Service Development Initiative**

- Hardware/Software/Equipment (including Computers)
- Consultant Fees
- Material Fees related to training employees on new product/service
- Marketing and advertising (brochures, radio, video, other media) specifically related to promoting the new products/services

## **Staff, Official, & Board Member Training Initiative– Maximum \$3,000**

- This initiative provides funds to credit unions to offset the cost of training relevant to improving the operations of the credit union.
- NCUA will not pay for college tuition for credit union representatives registered as students.
- NCUA will not pay for costs of networking events, annual meetings, or trade shows.
- Credit unions are required to submit bids of cost with their application.
  - OSCUI understands that organizations that provide annual training may not have estimated costs for training listed on their website during the grant funding round. In this case, credit unions are encouraged to request an email or bid with the estimated cost from the organization. If this is not available, as a last resort, credit unions may utilize an organizations cost of training from the prior year to estimate the cost of training for the current year.
- ***Maximum Allowable Amount is \$3,000.***

### **Expense Items Allowed for Staff, Official, and Board Member Training Initiative**

- Registration
- Books
- Materials
- On-site Trainer
- Workshops
- Conferences
- Seminars

Airfare and Hotel expenses are not allowable expenses.

## **Student and Job Creation Internship Initiative – Maximum \$5,000**

- This initiative provides credit unions with an opportunity to introduce students, underemployed or unemployed individuals to credit union operations.
- To qualify as an intern, individuals must be unemployed, underemployed **or** attending high school or college and be enrolled at least part-time. (Underemployed individuals are defined as adults who are working less than full-time.)
- Based on the timing of availability of funding, this is intended to fund internships for *Fall 2012 or Winter 2012*.
- Interns can't be employees of the credit union prior to or during this initiative. Salaries to credit union employees are not reimbursable under any CDRLF 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.)
- Credit unions are subject to applicable local, state, and federal laws.
- Hourly rates and the length of the internship are determined by the credit union. However, NCUA will only reimburse for up to \$10 per hour, up to a total of \$5,000, for hours worked.
- Credit unions may utilize the funds for one or more interns up to the approved grant amount. Each intern for a particular credit union must be paid the same hourly wage.
- ***Maximum Allowable Amount is \$5,000***
- ***Expense Items Allowed - Hourly wage of intern(s) only***

## **Volunteer Income Tax Assistance (VITA) Initiative**

- This grant initiative provides funds to credit unions to **start or expand** their VITA program to help existing and potential members prepare their tax returns, especially those eligible for the Earned Income Tax Credit (EITC). This initiative grant is to offset administrative and operational costs associated with providing free income tax preparation services.
- **Credit unions that have utilized CDRLF grant funds to implement a VITA program in the past, will be required to describe the expansions/enhancements that will be made to improve the impact of the project.**
- For further information about participating in the VITA initiative, please contact the IRS via email, at [partner@irs.gov](mailto:partner@irs.gov).

Inquiries can be directed to:

Michael Wade  
Senior Analyst  
Internal Revenue Service – SPEC  
National Partnerships  
Email: [michael.wade@irs.gov](mailto:michael.wade@irs.gov)  
Phone: (404) 338 – 8455

- The maximum amount allowed under this initiative is \$25,000, and the total allowed under all initiatives is \$25,000.

### **Expense Items Allowed for VITA Initiative**

- Hardware/Software/Equipment (including Computers and FAST Program – Free Assisted Self-Service Tax Preparation)
- Consultant Fees
- Marketing and advertising (brochures, radio, video, other media)

## Section 6 - Expense Guidelines

The following are general guidelines for expense categories that apply to all initiatives unless stated otherwise in [Section 5](#) of these guidelines:

### ***Marketing:***

Receipts submitted for reimbursement must indicate that marketing materials are directly related to the specific project. Marketing and advertising for the general promotion of the credit union will not be reimbursed.

### ***Transportation/Mileage/Parking:***

Transportation, mileage and parking will not be reimbursed under any initiative.

### ***Lodging***

Lodging will not be reimbursed under any initiative.

### ***Annual maintenance fees and insurance costs***

Annual maintenance fees will not be reimbursed under any initiative.

### ***Hardware, Software, Equipment Purchase and Installation:***

Purchases of computers, set-up, and installation of hardware, software and equipment must be directly related to the project indicated in the grant application. Annual maintenance fees and insurance costs are not reimbursable under any initiative.

### ***Food/Refreshments:***

Food and refreshments will not be reimbursed under any initiative.

### ***Custodial Services:***

Custodial Services will not be reimbursed under any initiative.

### ***Postage:***

Postage will not be reimbursed under any initiative.

### ***Printing/Copying:***

The credit union must supply receipts and supporting documentation, such as the number of copies made, with its requests for reimbursement of printing and copying. The credit union must provide evidence that the printing/copying approved in the grant application is directly related to the initiative project.

### ***Salaries/Contractors:***

Salaries to employees are not reimbursable under any 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.

### ***Recurring Operational Expenses:***

Recurring operational expenses of the credit union, such as rent, utilities, salaries, maintenance agreements, annual audits, depreciation, funding for the allowance for loan losses, or office supplies are not reimbursable. "Pro-rated" expenses of the credit union, such as a portion of telephone or utility costs, are not reimbursable.

***Promotional Items:***

Promotional items such as gifts, give-aways, souvenirs, or gift cards are not reimbursable.

***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.*

***Pre-Grant Approval Expenses:***

Credit unions applying for TAGs must obtain approval of the proposed expenditures before making those expenditures. Credit unions will not be reimbursed for expenses the credit union has committed to, procured, or purchased in advance of grant approval.

***Government Agency Expenses:***

Credit unions will not be reimbursed for funds paid to NCUA, any government agency, or any government agency employee for any activity.

***Matching Funds/Gift Card Programs:***

Credit Unions will not be reimbursed for funds provided to members, such as funding the matching portion of an Individual Development Account program or providing gift cards to members.

***Refer to [Appendix A](#) for a chart of maximum grant funds and expense categories available for each initiative.***

## **Section 7 - Contact Information**

For immediate assistance, questions regarding applications and reimbursements should be emailed to:

[OSCUIAPPS@ncua.gov](mailto:OSCUIAPPS@ncua.gov)

Credit unions can also contact OSCUI by calling (703) 518-6610.

## Section 8 - Evaluation of Application

OSCUI will consider the following factors when reviewing applications:

### **Financial Factors:**

- NCUA CAMEL Ratings
- Net Worth Ratio
- Delinquency Ratio
- Return on Assets

### **Non Financial Factors:**

- Assessment of Management via Examination Reports
- Project Impact on the Community
- Previous Awards Received from CDRLF and its Usage
- Partnerships with Viable Organizations or Agencies
- Amount of Total Project Cost Funded by Non-NCUA Grant Funds
- Economic Development Specialist Referral
- Progressive Impact of Project
- Unused Award Amount from Prior Years (negative impact)

## Section 9 – Reporting/Accounting Guidance for Grants

Credit unions should refer to NCUA Accounting Bulletin No. 07-2 for accounting guidance for grant awards from CDRLF. 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>

## Section 10 – Urgent Needs Initiative

All aforementioned guidelines apply to the Urgent Needs Initiative, unless stated otherwise in this section.

- This initiative provides funds for the continued operations of a credit union with an immediate and pressing need to address financial or operational issues.
- Urgent needs are the result in sudden unexpected costs to the credit union which, if left unaddressed, will result in a disruption of existing services to members.
- **Maximum Allowable Amount is \$7,500**
  - *Credit Unions can apply for urgent need funding up to \$7,500 in addition to the aforementioned \$25,000 available under other initiatives during the funding round.*
- Applicants must apply for the Urgent Needs Initiative in a separate application than other initiatives offered.
- Credit unions may only submit **one** reimbursement request for each Urgent Need Initiative application.
- The Urgent Needs initiative will remain open for applications year-round.

### Examples for Urgent Needs Initiative

The following is a list of potential urgent needs:

- Repairing damage to the credit union that has occurred from natural disasters
- Repairing damage to the credit union's premises that is not covered by insurance
- Replacing equipment needed to immediately restore services to members as the result of an unexpected event
- Paying consultant fees for records reconstruction
- Conversation of data services following an event such as a vendor bankruptcy
- Economic Development Specialist Referral of OSCUI Small Credit Union Program (SCUP) credit unions

### Non-Urgent Need Examples

The following is a list of examples that are not considered urgent needs:

- Replacing obsolete or outdated equipment
- Training expenses
- Vendors' price increases
- Funding for salaries, annual audits, and other operating costs
- Addressing items of supervisory concern (such as those items recommended in the Document Resolution)
- Negative earnings of credit union
- Asset size of credit union

## Section 11 – Appendices

### Appendix A: Chart of Initiatives & Expenses Categories Allowed

Grant Expense Categories		Financial Literacy & Education In School Branches	New Product/Service Development	Staff, Official, & Board Member Training	Student & Job Creation Internship	Volunteer Income Tax Assistance
	<b>Maximum \$ Amount Allowed</b>	*	*	\$3,000*	\$5,000*	*
Registration, Books, Materials	\$3,000*	NA	NA		NA	NA
Internship Payment (based on per hour rate)	\$5,000*	NA	NA	NA		NA
Consulting				NA	NA	
Hardware/Software/Equipment (including Computers)				NA	NA	
Marketing/Advertising				NA	NA	
Materials				NA	NA	



\*Credit Unions should note the following regarding the maximum amount allowed:

- Credit Unions may apply for up to \$25,000 for all initiatives combined.
- Credit unions can apply for up to \$3,000 for Staff, Official & Board Member Training and up to \$5,000 for Student & Job Creation Internship initiatives.
- The maximum amount allowed under Financial Literacy & Education In School Branches, New Product/Service Development, and Volunteer Income Tax Assistance initiatives is \$25,000.

## Appendix B: Reimbursement Proof of Payment & Purchase Guidance

When requesting reimbursement for each expense item, the credit union must provide a proof of purchase as well as a proof of payment. Acceptable documents are listed below.

### Proof of Purchase

Invoice from Vendor  
 Receipt from Vendor specifying items purchased

### Proof of Payment

Cleared check made out to Vendor identified on invoice  
 Credit Card Statement with payment amount and Vendor listed  
 Original check made out to Vendor and Bank Statement showing check clearing  
 Receipt listing items purchased with payment method listed

### Proof of Purchase and Proof of Payment Combinations

Acceptable combinations of proof of purchase and proof of payment are listed below.

- Vendor Invoice and copy of cleared check made out to vendor
- Vendor Invoice and credit card statement showing payment to vendor
- Vendor Invoice, copy of un-cleared check made out to vendor, and bank statement showing the check clearing the account for the correct amount
- Receipt from vendor listing items purchased with evidence of payment method on receipt

\*Dates on proof of purchase and proof of payment must not be before the grant approval date stated on the grant approval letter. Expenses incurred or contracts entered into before the approval date will not be eligible for reimbursement. Also, all documentation submitted in support of reimbursement must be clear and legible. (Payee, dates, dollar amounts, method of payment, account numbers, etc., must all be legible on submitted documentation.)

**For the Student and Job Creation Initiative the credit union is exempt from the aforementioned requirements in this appendix. The credit union must submit the following:**

	<b>For Student Interns :</b>	<b>For Interns Unemployed or Underemployed Prior to Internship:</b>
<b>A.</b>	Resume	Resume
<b>B.</b>	Official, signed letter from the high school or college indicating the intern is enrolled at least part time.	No Equivalent Requirement
<b>C.</b>	Signed Certification of Business Hours (from intern)*	Signed Certification of Business Hours (from intern) - with certification that intern was unemployed or underemployed prior to internship*

\*Refer to [Appendix E](#) for the Student & Job Creation Internship Certification of Business Hours Form

## **Appendix C: Re-allocation of Approved Funds Request Procedures**

Credit unions are not permitted to re-allocate approved funds unless they have received notification of approval of the re-allocation by the NCUA in writing.

In the event that credit unions need to request a re-allocation of approved funds, the credit union should submit the following form:

## Grant Re-allocation of Approved Funds Request Form

This form must be completed by credit unions requesting to re-allocate approved funds for grants awarded from the National Credit Union Administration (NCUA) Community Development Revolving Loan Fund (CDRLF).

Credit unions must complete the following information and email this form to [OSCUIAPPS@ncua.gov](mailto:OSCUIAPPS@ncua.gov). The email subject line should be "Grant Re-allocation of Approved Funds Request" and include the commitment number of the award.

*The NCUA will respond to the request via email. All re-allocation requests require approval in writing. Typically the NCUA does not approve re-allocation requests.*

<b>1. Date of Request:</b>	
<b>2. Credit Union Name:</b>	
<b>3. Charter#:</b>	
<b>4. Initiative:</b>	
<b>5. Commitment #:</b>	
<b>6. Application#:</b>	
<b>7. Authorized Credit Union Contact Name:</b>	
<b>8. Credit Union Contact Email Address:</b>	
<b>9. Credit Union Contact Telephone #:</b>	
<b>10. Authorized Credit Union Contact Signature:</b>	

**11. Briefly describe the project the credit union was initially awarded funds for in this application and provide the reason(s) the credit union is requesting the re-allocation.**

**12. Complete the following chart to illustrate the proposed re-allocation:**

Expense/Initiative Category	Amount Approved/Category	Proposed Re-Allocation Amounts


## Appendix D: Extension of Commitment Expiration Date Request

### Grant Reimbursement Commitment Expiration Date Extension Request Form

This form must be completed by credit unions requesting to extend the expiration date for reimbursement requests for grants awarded from the National Credit Union Administration (NCUA) Community Development Revolving Loan Fund (CDRLF).

Credit unions must complete the following information and email this form to [OSCUIAPPS@ncua.gov](mailto:OSCUIAPPS@ncua.gov). The email subject line should be "Grant Extension Request" and include the commitment number of the award.

*The NCUA will respond to the commitment request via email. All extension requests require approval in writing. The NCUA will **not** consider extending the commitment expiration date for more than **three** months after the original commitment expiration date.*

<b>1. Date of Request:</b>	
<b>2. Credit Union Name:</b>	
<b>3. Charter#:</b>	
<b>4. Initiative:</b>	
<b>5. Commitment #:</b>	
<b>6. Application#:</b>	
<b>7. Authorized Credit Union Contact Name:</b>	
<b>8. Credit Union Contact Email Address:</b>	
<b>9. Credit Union Contact Telephone #:</b>	
<b>10. Authorized Credit Union Contact Signature:</b>	
<b>11. Original Commitment Expiration Date:</b>	
<b>12. Requested Commitment Expiration Date:</b>	

**13. Briefly describe the project the credit union was initially awarded funds for in this application.**

**14. Briefly provide the reason(s) the credit union needs an extension to utilize the funds.**



## **Appendix E: Student & Job Creation Internship Certification of Business Hours Form**

The following Student & Job Creation Internship Certification of Business Hours Form should be uploaded for each student intern to serve as proof of payment (proof that the credit union paid an intern a certain amount for an internship).



# Student & Job Creation Internship Certification of Business Hours Form

This form must be completed by each student intern that was paid by a credit union requesting to receive reimbursement under the Student & Job Creation Internship Initiative of the National Credit Union Administration (NCUA) Community Development Revolving Loan Fund (CDRLF).

Credit unions must be responsible for submitting this form for each intern with their request for reimbursement.

*This completed form serves as proof of payment for the Student & Job Creation Internship Initiative.*

<b>1. Credit Union Name:</b>	
<b>2. Charter#:</b>	
<b>3. Name of Intern:</b>	
<b>4. Intern Contact Email Address:</b>	
<b>5. Authorized Intern Signature:</b>	
<b>6. Start Date of Internship:</b>	
<b>7. End Date of Internship</b>	
<b>8. Total Hours Worked by Intern:</b>	
<b>9. Hourly Rate Intern Paid</b>	
<b>10. Total Amount Paid for Internship</b>	

*\*Items 8 \* Item 9 Should = Item 10*

11.  By checking this box I certify that I was unemployed or underemployed (an adult working less than full-time) prior to this internship. *(This box is only required for interns that were unemployed or underemployed prior to the internship.)*
12. Briefly describe how you, the intern, benefitted from the internship. *(This question is required for all interns) <Limit Response to about 500 characters>*