

INSTRUCTIONS for OSCUI CONSULTING NOMINATION FORM

The Office of Small Credit Union Initiatives (OSCUI) supports the success of credit unions that are small, newly chartered, low income designated (LID) and/or Minority Depository Institutions (MDI) through training, consulting, grants and loans, and partnership opportunities. OSCUI recognizes the unique role small credit unions play and is committed to helping them not only survive, but thrive.

This nomination form is a request for OSCUI consulting services which are provided free of charge. Consulting services are provided by OSCUI Economic Development Specialists (EDS) trained in both exam and consulting. EDS are consultants and have no regulatory authority.

This form requires a charter number. If you are an organizer group seeking to form a new credit union, please contact OSCUIConsulting@ncua.gov.

ENROLLMENT PROCESS

Credit unions nominated into the Consulting Program are considered for enrollment semiannually in June and December. Nomination cut offs are May 31st (for consulting in the third and fourth quarters of each year) and November 30th (for consulting in the first two quarters). Credit unions enrolled into the Consulting Program receive EDS assistance during the upcoming six-month cycle, and then graduate from the program. Credit unions with further consulting needs after the six month cycle may be re-nominated for the next enrollment cycle.

Nominations

Nominations to the OSCUI Consulting Program may be made through:

- NCUA Regional Examiners (and state regulator staff)
- Recommendation by other NCUA staff
- Self-nomination by credit unions

Enrollment Factors

OSCUI staff will meet with staff from the appropriate NCUA regional offices to review the nominations. OSCUI will enroll credit unions from the list of nominations by utilizing the following prioritization factors:

- Credit unions defined as "small", less than \$100 million in assets; Low Income Designated (LID) by NCUA; or a Minority Depository Institution (MDI).
- The likelihood that consulting will improve the credit union's ability to survive and thrive.
- Cooperative, active, and responsive management and officials interested in working with the consultant to improve the long-term viability of the credit union.
- CAMEL component codes.
- Credit unions with a viable field of membership or the potential to identify a new viable field of membership.
- Credit unions that have not participated in the OSCUI Consulting Program previously.

Credit Unions with a Lower Priority for Enrollment:

- Credit unions with sufficient resources to comfortably pay for the services requested, generally those with a Net Worth of greater than 10%; a positive Return on Average Assets (ROAA); and credit unions greater than \$100 million in assets that are not Low Income Designated.
- Credit unions that have received recent substantial assistance (40 hours or more) from OSCUI consulting during the past 12 months.
- Credit unions that are on the verge of merging or liquidating.

Notification of Enrollment Status

OSCUI will notify credit unions, by email, if they've been enrolled or not. Notification will be sent out 1-2 weeks prior to the beginning of the service period (January or July). Afterwards, each EDS will contact the credit unions assigned to her/him within 10 business days of the beginning of the service period. At that time, the EDS will explain the process, what operational information they require, and outline a mutual agreeable timeframe for performing the consulting job.

OSCUI will also notify the Examiners, Supervisory Examiners (SEs) and regional Division of Supervision (DOS) of the credit unions enrolled in the program.

Consulting Format

Our consultants may use one or a combination of the following five delivery methods to assist a credit union:

1. Referral to website resources;
2. Training;
3. Referral to a non-NCUA provider;
4. Consultation by telephone; and
5. Onsite contact.

FILLING OUT THE FORM

Credit Union Information (REQUIRED)

Fill out the name and charter number of the credit union. Both are required fields. If you don't know the charter number, enter the beginning of the credit union name then click the Search by Name button. If

will show you a list of credit unions and their charter numbers. Enter the appropriate charter number from that list in the Charter Number field.

Credit Union Manager's Information (REQUIRED)

Fill out the manager's name as well as the email address and phone number OSCUI can use to contact the Manager. All three of these fields are required.

Requestor's Information: (REQUIRED)

If you are not the manager of the credit union, provide your name (required), email (required), and phone number.

If you are the manager, click the Same as Manager box and the form will populate the required name and email fields.

If you are an NCUA Employee, fill out the required name and email fields. You should also provide your Employee ID and indicate whether you have discussed this nomination with the credit union and/or with the NCUA Supervisory Examiner.

High Priority Services Requested

Certain services receive priority within the Consulting Program. Check the box indicated if your request is for:

- **New Charter:** If the credit union has been chartered within the last three years.
- **Net Worth Restoration Plan (NWRP):** Credit unions with a net worth ratio less than 6% are required to have in place an NCUA-approved NWRP or, in the case of new credit unions, an initial business plan. An NWRP is a credit union's written plan detailing how the credit union will become adequately capitalized. The plan must be supported by projected financial statements for at least eight quarters. The plan must project adequately capitalized net worth which will remain for four consecutive quarters. Check this field if you require an NWRP and your credit union has less than \$10 million in assets.
- **Urgent Need:** A quickly developing circumstance or predicament may trigger a need for Economic Development Specialist (EDS) consulting before the next semi-annual nomination and enrollment period opens. Such occurrences include natural disasters, unanticipated loss of key staff, loss of sponsor support, or situations which are a detriment to the current viability of the credit union. This does not include a drop in CAMEL ratings. A credit union accepted for enrollment under urgent need is assigned EDS assistance provided in a 6-month period.

If you select Urgent Needs, provide an explanation. The explanation may not exceed 255 characters.

Assistance Requested

Select your top three priorities among the services provided. Also, briefly explain your credit union's need for each selection. Definitions of the services provided through the program are:

- **Budgeting Guidance:** obtain guidance on how to develop, implement, monitor and report a credit union's budget
- **Consumer Compliance:** obtain guidance on consumer compliance laws and regulations and information as to how to alleviate consumer compliance risk
- **FOM Expansion/Capturing New Markets:** obtain guidance on exploring new market/new membership opportunities and the process to apply for a Field of Membership (FOM) expansion
- **Internal Control Guidance:** assistance with identifying internal control weaknesses and potential solutions to strengthen a credit union's internal control processes
- **Marketing Strategy Guidance:** obtain guidance on developing a marketing strategy to positively impact your credit union's performance, outreach and product share
- **Merger Guidance:** obtain direction for those credit unions considering a merger to recognize when it is in their best interest and how to negotiate a merger contract that serves members as well as employees
- **New Product Services/Development:** obtain guidance on new product and services development: market research, product research, testing, piloting, implementation, tracking and monitoring, setting standards of success
- **Recordkeeping Guidance:** obtain guidance on recordkeeping standards and processes, and access to reconciliation tools
- **Secondary Capital Guidance:** obtain information on secondary capital, its usage, and NCUA regulatory requirements
- **Strategic Planning Guidance:** obtain direction on the strategic planning process (planning, preparation, developing strategies, objectives and tactics, and implementation and monitoring), and facilitation of the strategic planning event

Submit

Once you have completed your nomination click the Submit button located at the bottom of the form. You will receive a confirmation via email from OSCUI when your application is received. Your email will include a message, copy of the completed form, and a confirmation number. Please save this confirmation number for future reference.

If you have any questions, send an email to OSCUIConsulting@nca.gov.