



Preview Form

This is an example of the application questions with which you will be presented. It is recommended that you compose the answers to the paragraph questions in a word processing program and then cut and paste that text into the online application.

Contact Information

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.

- | | |
|--|---------------|
| <p>* Salutation
(Text)(100 character maximum)</p> | Instructions: |
| <p>* First Name
(Text)(40 character maximum)</p> | Instructions: |
| <p>* Last Name
(Text)(40 character maximum)</p> | Instructions: |
| <p>* Credit Union Contact Title
(Text)(50 character maximum)</p> | Instructions: |
| <p>* Telephone
(Text)(30 character maximum)</p> | Instructions: |
| <p>* E-mail Address
(Text)(100 character maximum)</p> | Instructions: |
| <p>* Contact Type
(Single-Select List)</p> <ul style="list-style-type: none"> • Primary Contact • Secondary Contact | Instructions: |

SAM Registration

System for Award Management (SAM) is a web-based, government-wide application that collects, validates, stores, and disseminates business information about the federal government's trading partners in support of the contract awards, grants, and electronic payment processes.

All credit unions are required by federal law to have an active registration with the government's [System for Award Management](#), prior to applying for an NCUA grant or loan. Registration is necessary for NCUA to meet federal grant disclosure requirements, and instructions for creating an account and registering your credit union are available in the Resource Documents section below. Instructions may also be found on the System for Award Management's website. There is no registration fee. The entire SAM registration process is **FREE**. Credit unions with questions about registering for SAM should contact the [Federal Service Desk](#) online or by telephone at 866-606-8220. You must contact SAM directly with questions related to registration or SAM account changes as the NCUA **DOES NOT** maintain the SAM system.

To download instructions for SAM registration and activation, [Click Here](#).

* SAM Registration

(Yes/No)

Instructions:

- Does your credit union have an active registration status with the System of Award Management?

Instructions:

- If you have not registered your entity in the SAM database, then please go register your SAM status. When you have completed registration, you can return to this application and proceed to apply. Instructions to apply can be found above.

SAM Requirement

SAM Duns Number

(Text)(9 character maximum)

Instructions:

- Please enter digits only; do not include a dash. For example: 123456789

Instructions:

(Checkbox List)

Organization Information

* FCU/CU

(Single-Select List)

- Credit Union
- Federal Credit Union

Instructions:

* Address

(Text)(100 character maximum)

Instructions:

* City

(Text)(50 character maximum)

Instructions:

* State

(Single-Select List)

Instructions:

- (Not Applicable)
- Alabama
- Alaska
- American Samoa
- Arizona
- Arkansas
- Armed Forces
Africa/Canada/Europe/Middle East
- Armed Forces Americas (except Canada)
- Armed Forces Pacific
- California
- Colorado
- Connecticut
- Delaware
- District of Columbia
- Federated States of Micronesia
- Florida
- Georgia
- Guam
- Hawaii

- Idaho
- Illinois
- Indiana
- Iowa
- Kansas
- Kentucky
- Louisiana
- Maine
- Marshall Islands
- Maryland
- Massachusetts
- Michigan
- Minnesota
- Mississippi
- Missouri
- Montana
- Nebraska
- Nevada
- New Hampshire
- New Jersey
- New Mexico
- New York
- North Carolina
- North Dakota
- Northern Mariana Islands
- Ohio
- Oklahoma
- Oregon
- Palau
- Pennsylvania
- Puerto Rico
- Rhode Island
- South Carolina
- South Dakota
- Tennessee

- Texas
- Utah
- Vermont
- Virgin Islands
- Virginia
- Washington
- West Virginia
- Wisconsin
- Wyoming

*** Zip**

(Text)(20 character maximum)

Instructions:

Instructions:

*** Tax Identification Number**

(Number)(9 character maximum)

- Please enter 9 digits only; do not include a dash. For example: 127538524

Instructions:

- Please enter digits only; do not include a dash. For example: 753852441

*** Credit Union DUNS Number**

(Number)(9 character maximum)

For a DUNS number call 1-866-705-5711 or go to <http://fedgov.dnb.com/webform>

Payment by Electronic Funds Transfer (EFT)

(No input required)

Instructions:

- 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).

*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**

(Text)(500 character maximum)

Instructions:

*** Account Holder Name**

(Text)(500 character maximum)

Instructions:

*** Account Type**

(Single-Select List)

- Checking
- Savings

Instructions:

*** Account Number**

(Text)(500 character maximum)

Instructions:

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

(Text)(500 character maximum)

Instructions:

Grant Application Form

The Community Development Revolving Loan Fund (CDRLF) Program serves as a source of financial support, in the form of federal financial assistance, for low-income designated credit unions (LICUs). It also serves as a source of funding to help LICUs respond to emergencies arising in their communities. The purpose of the CDRLF is to assist LICUs in providing basic financial services to their members to stimulate economic activities in their communities. The program consists of Congressional appropriations that are administered by NCUA.

The Urgent Need initiative provides financial assistance for three types of projects such as natural disaster relief, newly chartered credit unions, and relocation assistance. Before proceeding, make sure you to read through the [Urgent Need Initiative Guidelines](#) for more information about each type of urgent need project. The following sections contain an overview of each project type.

Emergency and Natural Disaster Relief

Emergency and natural disaster relief projects are the result of sudden, unexpected costs to the credit union which, if left unaddressed, will result in a disruption of existing services to members. The grant covers costs to restore services, replace equipment, and make repairs that are not covered by insurance.

Newly Chartered Credit Unions

Newly chartered credit union projects are available to assist credit unions in their first three years of operations. Eligible credit unions may use the grant to implement financial services and products, train employees, or hire a consultant.

Home-Based Relocation

Home-based relocation projects are available for residential credit unions relocating to a non-residential site. Residential credit unions may use the funds for planning, acquisition, renovation, equipment, and moving costs associated with the relocation to a non-residential site.

Project Title

(Text)(255 character maximum)

Instructions:

* Urgent Need Project Type

(Single-Select List)

Instructions:

- Unexpected Emergency/Natural Disaster Relief
- Newly Chartered Credit Union
- Home-Based Relocation

- Which urgent need project do you wish to apply for? Select one of the following projects.

Emergency or Natural Disaster Relief Projects

Instructions:

- For this project, the maximum grant amount is \$7,500 per year for eligible credit unions.

The following represent a list of eligible emergency and disaster relief projects:

- Repairing damage to the credit union that occurred from natural disasters and is not covered by insurance.
- Replacing equipment necessary to immediately restore services to members as a result of an unexpected event such as power outages from storms.

- Paying consultant fees for records reconstruction after a natural disaster.
- Converting data servicers following an event such as a vendor bankruptcy.

Instructions:

- For this project, the maximum lifetime grant amount is \$7,500 for eligible credit unions.

The following represent a list of eligible expenses for newly chartered credit unions:

- Repairing damage to the credit union that occurred from natural disasters and is not covered by insurance.
- Hardware, software, or equipment that will assist the credit union in implementing financial services and products (particularly those contained in the chartering business plan approved by NCUA).
- Training for officials and/or employees that will help implement financial services and products (particularly those contained in the chartering business plan approved by NCUA).
- Consulting to develop or assist implementing a strategic, business, succession, or marketing plan.
- Consulting, construction or materials to improve the operating facility.

Newly Chartered Credit Union Projects

Home-Based Relocation Projects

Instructions:

- For this project, the maximum lifetime grant amount is \$7,500 for eligible credit unions.

The following represent a list of allowable

expenses for home-based relocation projects:

- Consultant fees.
- Construction.
- Hardware, software, or equipment such as computers and laptops.
- Materials.
- Marketing and advertising.
- Other expenses associated with the relocation to a non-residential site.

Instructions:

- The following represent a list of projects that are not eligible.

- Replacing or upgrading outdated technology hardware, software, or equipment.
- Vendors' price increases.
- Funding for salaries, annual audits, and other operating costs.
- Addressing items of supervisory concern such as those recommended in a document of resolution.

Ineligible Projects

Description of the Emergency or Natural Disaster

Instructions:

- Provide a narrative that includes the following information. At least 500 characters are required. If each item is not addressed, the application will be returned to the credit union for a revision.
 - Describe the emergency or natural disaster that occurred.
 - Describe how the emergency or natural disaster has disrupted normal operations for the credit union.

- Describe what will happen if the credit union does not address this matter.

Instructions:

- Provide a narrative that includes the following information. At least 500 characters are required. If each item is not addressed, the application will be returned to the credit union for a revision.
 - Describe how your credit union plans to use the grant funds.
 - Describe how this project will impact your members.
 - Describe why your credit union is seeking grant funds for this project.

Description of the Newly Chartered Credit Union Project

Instructions:

- Provide a narrative that includes the following information. At least 500 characters are required. If each item is not addressed, the application will be returned to the credit union for a revision.

Description of the Home-Based Relocation Project

- Describe the need for the credit union to relocate.
- Identify where the credit union is moving FROM and where the credit union plans to move TO.
- Describe what will happen if the credit union does not move. Also, describe how this will impact your members.

*** Proposal Narrative**

(Paragraph)(2000 character maximum)

Instructions:

- Enter the credit union's proposal narrative with the above information in this section. At least 500 characters are required.

Insurance Coverage

(Yes/No)

Instructions:

- Does your credit union's insurance cover any of the costs associated with this request?

Amount of Insurance Coverage

(Currency)(20 character maximum)

Instructions:

- Enter the amount that insurance will cover for costs associated with this request.

Date of Emergency or Natural Disaster

(Date)

Instructions:

- Enter the date the unexpected emergency or natural disaster occurred.

*** Project Vendor**

(File Upload)File Upload; 10485760 byte limit

Instructions:

- Upload a bid, proposal, or quote for the project the credit union is requesting funds for. If you are unable to obtain one, upload a document with a paragraph describing why you were unable to obtain it.

Note: The maximum file size is 10MB. PDF file format is preferable.

Instructions:

*** Request Amount**

(Currency)(20 character maximum)

- How much grant funds are you requesting for this project? Enter an amount up to the maximum, \$7,500. Round your request to the nearest hundred.

Instructions:

*** Total Project Cost (Estimated Cost)**

(Currency)(20 character maximum)

- Enter the total cost of the project. If the total cost is unknown, provide an estimate.

Additional Information (Optional)

(File Upload)File Upload; 10485760 byte limit

Instructions:

- Upload any additional documentation that is relevant to the credit union's application.

Note: The maximum file size is 10MB.

Instructions:

- Click the "**Save and Proceed**" link below to continue.

Terms and Conditions

All credit unions are required to certify the following terms and conditions of the Urgent Need Grant in NCUA's CyberGrant system prior to completing an application:

1. The Applicant is a low-income designated credit union, as defined in Section 701.34 of NCUA's Rules and Regulations.

Instructions:

2. Applicant shall comply with United States Office of Management and Budget, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.

Instructions:

3. Applicants are required to have an audit conducted if they hold \$750,000 or more in Federal awards during a fiscal year. Applicants that hold less than \$750,000 in Federal awards are exempt from this law.

Instructions:

- **For example, if a credit union uses a \$250,000 loan from the NCUA's Community Development Revolving Loan Fund (CDRLF) and a \$500,000 grant from the Community Development Financial Institutions (CDFI) Fund, totaling \$750,000 in Federal awards during the same**

fiscal year; then the credit union must have an audit conducted.

4. Applicant is responsible for the efficient and effective administration of the Federal Award through application of sound management practices. Applicant assumes the responsibility for administering Federal Funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of the Federal Award.

Instructions:

5. No employee, contractor, consultant or vendor has participated substantially for this Grant-funded activity, nor otherwise benefited directly or indirectly from the Grant, who, to its knowledge (assuming reasonable diligence), has a "covered relationship" with an NCUA employee who presently holds a position that would enable him or her to influence a pending or future grant award, or a reimbursement of permitted expenses thereunder.

Instructions:

6. An employee, contractor, consultant or vendor of the Applicant would have such a "covered relationship" if he or she were either: (1) a member of the household of an NCUA employee who presently holds a position that would enable him or her to influence a pending or future grant award, or a reimbursement thereunder; or (2) a relative of such an NCUA employee with whom he or she has a close personal relationship. 5 C.F.R. 2635.502(b)(1)(ii).

Instructions:

7. Applicant must disclose in writing to NCUA any potential conflict of interest in accordance with applicable Federal

Instructions:

awarding agency policy.

8. Per 2 C.F.R 200.113, Applicant must disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the award.

Instructions:

9. The Applicant 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. Furthermore, credit unions should ensure compliance with Title VI of the Civil Rights Act of 1964.

Instructions:

10. If an Applicant enters into commitments for a project before the grant decision is made, Applicant will be obligated to pay project expenses from its own funds should the grant not be approved.

Instructions:

11. If the Applicant obtains multiple grant awards, NCUA will only accept ONE reimbursement request for all awards. Submission must include proof of payment and proof of purchase for ALL projects applied for under this application at the completion of the LAST project. The reimbursement request must be submitted by the deadline as provided at time of the approval.

Instructions:

12. Requests to reallocate or change approved grant initiative, project (s) and/or request an extension to the deadline must be submitted in writing

Instructions:

prior to the original deadline and approved by NCUA prior to Applicant incurring expenses.

13. The Applicant is aware that NCUA will correspond with the credit union regarding this application by email (utilizing the email provided in this application).

Instructions:

14. Applicant hereby acknowledges that NCUA reserves full discretion to deny reimbursement under this Grant in the event NCUA determines that Applicant is, or previously was, either in breach of any-condition or limitation in the grant guidelines, or in breach of the 'covered relationship' restriction set forth above.

Instructions:

15. Information included in Outcome Summary or Success Stories is considered by NCUA to be Research Data and is governed by 2 CFR § 200.315 and may be made publically available.

Instructions:

16. Applicant is aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject Applicant to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730, and 3801-3812).

Instructions:

Total Grant Amount Requested
(Currency)(20 character maximum)

Instructions:

If you agree to the terms and conditions outlined above, please certify this application by completing the following information.

Instructions:

-

*** Authorized Credit Union Official Name**
(Text)(500 character maximum)

Instructions:

*** Authorized Credit Union Official Title**
(Text)(500 character maximum)

Instructions:

*** By checking this box, I, the authorized credit union representative of the Applicant, certify the Applicant's compliance with the above terms and conditions and that all funds received under this grant will be used strictly for the eligible expenditures as set forth in the terms and conditions of the Federal award.**

Instructions:

(Checkbox List)

- I certify the terms above.

Instructions:

- Click the "**Save and Proceed**" link below to continue.

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National Credit Union Administration, 1775 Duke Street, Alexandria, VA 22314-3428

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