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## 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.

## SAM Registration

The 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 applicants are now required by federal law to have an active registration with the federal government's [System for Award Management](#), prior to applying for the NCUA's Community Development Revolving Loan Fund grant.

Registration is necessary for the NCUA to meet federal grant disclosure requirements, and instructions for creating an account and registering your credit union are available on the NCUA's website [here](#) . Instructions may also be found on the System for Award Management's website. There is no registration fee.

Credit unions with questions about registering should contact the [Federal Service Desk](#) online or by telephone at 866-606-8220. For questions related to the NCUA's CDRLF program, email [CUREAPPS@ncua.gov](mailto:CUREAPPS@ncua.gov).

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

### **Important SAM.gov Account Policy Changes**

Maintaining an active account status in SAM.gov is a prerequisite to apply for federal financial assistance programs such as CDRLF grants. Credit unions registering a new account in SAM.gov or recertifying an existing SAM.gov account must submit a notarized letter to SAM.gov stating that they are the authorized Entity Administrator within 30 days of account activation. This policy change may impact how long it takes the General Services Administration (GSA) to activate or recertify SAM.gov accounts. Therefore, credit unions interested in applying for CDRLF grants are encouraged to register in SAM.gov or recertify existing SAM.gov accounts **as soon as possible**.

For additional information about new and upcoming policy changes, go to <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>.

**\* 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 save this grant application and 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:

**\* Credit Union Unique Entity Identifier**

(Paragraph)(12 character maximum)

- Please enter a 12-character, alpha-numeric value only; do not include a dash.

If you do not know your credit union's UEI, log on to SAM.gov.

Check on UEI Value

(No input required)

Instructions:

Instructions:

- If it takes longer than 3 minutes to verify the status of your DUNS number, then click the "Verify DUNS Number" button again and/or try to refresh your webpage. You should receive a response immediately after refreshing.

**NOTE: SAM Verification Timing**

(Checkbox List)

Instructions:

**Contact Information**

Please select one primary AND one secondary contact to be associated with your application. A new contact can be added by selecting "Create New" below. Multiple credit union employees are allowed to be associated with the application. Only contacts with a checkbox selected will receive notifications related to this request.

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

## Organization Information

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<b>* Credit Union Name</b> (Text)(255 character maximum)	Instructions:
<b>* Charter Number</b> (Text)(20 character maximum)	Instructions:
<b>* Address</b> (Text)(100 character maximum)	Instructions:
<b>* City</b> (Text)(50 character maximum)	Instructions:
<b>* State</b> (Single-Select List)	Instructions:
<ul style="list-style-type: none"> <li>• (Not Applicable)</li> <li>• Alabama</li> <li>• Alaska</li> <li>• American Samoa</li> <li>• Arizona</li> <li>• Arkansas</li> <li>• Armed Forces Africa/Canada/Europe/Middle East</li> <li>• Armed Forces Americas (except Canada)</li> <li>• Armed Forces Pacific</li> <li>• California</li> </ul>	

- 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:

**\* Tax Identification Number**

(Text)(9 character maximum)

Instructions:

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

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).

**Payment by Electronic Funds Transfer (EFT)**

(No input required)

*For ACH transactions, Treasury requires NCUA to use **only** a checking transaction code with account numbers at least 4 digits in length, and containing **only** 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)

Instructions:

- Checking

- Savings

**\* Account Number**

(Text)(500 character maximum)

Instructions:

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

(Text)(9 character maximum)

Instructions:

Instructions:

**\* Are You Updating the Credit Union's Information?**

(Yes/No)

- Select "Yes" if the credit union name in this section does not match the legal name of the credit union or if any changes were made to the credit union's banking information.

Instructions:

**Organization and Banking Documentation**

(File Upload)File Upload; 5242880 byte limit

- If the credit union has experienced a recent change in name or banking information, upload the IRS Form W-9 and Electronic Funds Transfer (EFT) Authorization Form.

## Loan Application Form

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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. Through the CDRLF Loan Program, NCUA provides financial support in the form of loans to LICUs serving predominantly low-income members. 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.

**\* Funding Initiative**

(Single-Select List)

- CDRLF Loan

Instructions:

Instructions:

**\* Project Title**

(Text)(255 character maximum)

- Provide a title for the proposed project (100 character max).

Instructions:

**\* Request Amount**

(Currency)(20 character maximum)

- How much funding are you requesting for this loan?

**\* Proposed Use of CDRLF Loan**

(Checkbox List)

Instructions:

- To develop new products or services for members
- To develop partnerships with community-based service organizations or government agencies
- To develop or expand loan programs that support the low-income community
- To acquire, expand, or enhance the credit union's office space, equipment, or technology systems
- To develop operational programs such as security or disaster recovery
- Other

- Select the credit union's proposed use of the CDRLF loan. Multiple uses are permitted. However, the narrative section must address each proposed use.

### **Other Use of Loan Funds**

(User-Defined List)

Instructions:

- List any planned use of loan funds not listed above.

### **\* Project Summary**

(Paragraph)(2000 character maximum)

Instructions:

- Describe how the credit union plans to use the CDRLF loan to enhance the products or services it provides to its membership. Also, describe how those enhanced products or services support the membership and community served by your credit union. At least 500 characters are required. If each item is not addressed, the application will be returned to the credit union for a revision.

### **Project Implementation Plan**

(Paragraph)(2000 character maximum)

Instructions:

- Describe how the project will directly benefit the underserved population described in the Needs of the Underserved narrative.

Explain how your project meets the needs of the underserved population.

Describe the credit union's strategy for implementing the selected project(s).

Support your credit union's ability to successfully implement the proposed project. Identify any current financial services and products your credit union already offers or past successes in serving the underserved population.

Identify and explain any needs to create new policies and procedures or modify existing ones.

Identify and describe any potential risks associated with your project. Explain how your credit union plans to mitigate the risks.

Instructions:

- Explain the credit union’s ability to identify, understand, and describe how the project will improve the credit union’s capability to serve their members.

Discuss the significance of the credit union’s project and how it will benefit the underserved and minority population.

Instructions:

- Did the NCUA notify you that matching funds are a requirement for this loan?

Instructions:

- Describe the credit union’s ability to raise matching funds from non-federal sources if required to do so. At least 750 characters are required. (This section is only required if you're notified by the NCUA to provide a Matching Funds Narrative.)

Instructions:

**Impact and Outcome**

(Paragraph)(2000 character maximum)

**Matching Funds Requirement**

(Yes/No)

**Matching Funds Narrative**

(Paragraph)(2000 character maximum)

**\* Project Budget**

(Worksheet)

* Project Activity (?)	* Budget Narrative (?)	* Total Estimated Project Cost (?)	* Project Expense Covered by CDRLF Loan (?)

Instructions:

- Provide any additional information that would help the NCUA understand the proposed project. You can describe it in the box below or upload additional documentation.

**Additional Project Information (Optional)**

(Paragraph)(2000 character maximum)



(File Upload)File Upload; 10485760 byte limit

Instructions:

- Upload any additional documentation that is relevant to the credit union's application. Note: Maximum file size is 10MB. Any file format is acceptable.

Instructions:

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

## Terms and Conditions

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All credit unions are required to certify the following terms and conditions prior to submitting an application:

**The Applicant is a low-income-designated credit union, as defined in §701.34 of the NCUA's Regulations.**

Instructions:

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

Instructions:

**Applicants are required to have an audit conducted if they hold \$750,000 or more in federal awards during a fiscal year as per the Single Audit Requirements for Federal Awards. Applicants that hold less than \$750,000 in federal awards are exempt from this requirement.**

Instructions:

- **For example, if a credit union uses a \$250,000 loan from the NCUA's CDRLF and a \$500,000 grant from the Community Development Financial Institutions Fund—thereby totaling \$750,000 in federal awards during the same fiscal year—then the credit union must have an audit conducted.**

**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 term and conditions of the federal award.**

Instructions:

**No employee, contractor, consultant or vendor has participated substantially for this grant-**

Instructions:

**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.**

**An employee, contractor, consultant or vendor of the Applicant would have such a “covered relationship” if he or she were either: 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 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:

**Applicant must disclose in writing to the NCUA any potential conflict of interest in accordance with applicable federal awarding agency policy.**

Instructions:

**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:

**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 the NCUA. Furthermore, credit unions should ensure compliance with Title VI of the Civil Rights Act of 1964.**

Instructions:

**If a credit union enters into commitments for a project before the grant decision is made, the credit union will be obligated to pay project expenses from its own funds should the grant not be approved; if the grant is approved, the credit union may be responsible for a portion of**

Instructions:

**the expenses due prior to the grant approval date.**

**Requests to reallocate or change approved project(s) and/or requests for an extension to the deadline must be submitted in writing prior to the original deadline and approved by the NCUA prior to Applicant incurring expenses.**

Instructions:

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

Instructions:

**Applicant hereby acknowledges that the NCUA reserves full discretion to deny reimbursement under this grant in the event the NCUA determines the 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:

**Information included in Outcome Summary or Success Stories is considered by the NCUA to be Research Data and is governed by 2 C.F.R. § 200.315 and may be made publicly available.**

Instructions:

**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:

**Applicant is aware recipients and subrecipients are prohibited from obligating or expending loan or grant funds to procure or obtain equipment, services, or systems that uses covered telecommunications equipment or services as a substantial or essential component of any system, or as critical technology as part of any system in accordance with Public Law 115-232, section 889 and 2 C.F.R. 200.216.**

Instructions:

**If you agree to the terms and conditions outlined above, please certify this request 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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OMB Control Number 3133-0138

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[NCUA Accessibility Statement](#)

CyberGrants employs an iterative SDLC methodology, including requirements gathering, prototyping, design, internal security reviews, revision control system (VSS), testing and Q/A platforms, change control rules, etc. CyberGrants senior developers review proprietary application code. For our application software development process, we adhere to the IDEF1X modeling standard and Iterative SDLC. We perform in-house checking and validation of source code. For Web content and accessibility we adhere to W3C and ADA compliance. In our security approaches, we follow guidelines dictated by the Open Web Application Security Project (OWASP).

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

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