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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.

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## Contact Information

**Please select only one primary and one secondary contact to be associated with your request.**

**\* Salutation**

(Text)(100 character maximum)

Instructions:

**\* First Name**

(Text)(40 character maximum)

Instructions:

**\* Last Name**

(Text)(40 character maximum)

Instructions:

**\* Credit Union Contact Title**

(Text)(50 character maximum)

Instructions:

**\* Telephone**

(Text)(30 character maximum)

Instructions:

**\* E-mail Address**

(Text)(100 character maximum)

Instructions:

**\* Contact Type**

(Single-Select List)

- Primary Contact
- Secondary Contact

Instructions:

## Organization Information

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Please verify your credit union's banking information below and indicate if the credit union has changed banking information for an electronic funds transfer (EFT).

### \* 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.***

Instructions:

- If you are updating your banking information, please select "Yes" and update the information below. If not, select "No" and select "Save and Proceed".

**\* Banking Information Change**  
(Yes/No)

**\* 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:

## Expense Guidelines

### General Expense Guidelines

All credit unions must adhere to the following expense guidelines as they pertain to each grant initiative.

- All expenses must be directly related to the specific grant initiative. Once awarded, a change in initiative will not be approved and any subsequent expenses not related to the approved initiative will be denied.
- Once approved for a project under a specific initiative, awardees are encouraged to notify OSCUI in writing prior to incurring expenses to avoid issues at the time of reimbursement submission.

- NCUA will only reimburse eligible projects indicated in the grant initiative details up to the total grant amount. Evidence of payment after the grant approval must be submitted with the reimbursement request.
- Expenses eligible for reimbursement must be paid **after** the grant application is approved and **before** the grant commitment expires. No exceptions will be made.
- Awardees are required to follow NCUA Letter to Credit Unions 01-CU-20 "Third Party Service Providers" regarding due diligence. Third party vendor agreements must be submitted which include provided services/products and associated costs. 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 the Awardee credit union only. Payments to credit union officials and personnel will not be accepted.

### **Ineligible Expenses**

In addition to the general expense guidelines, all credit unions should avoid using grant funds on the following ineligible expenses.

- Marketing Expense Limitations:
  - General marketing expenses for the credit union are not permitted.
  - Marketing expenses are not permitted for the Leadership Development initiative.
  - In order for marketing expenses to be allowable, it must state marketing as an allowable expense under the grant initiative. For those initiatives, marketing expenses must be associated with the specific grant project and must be less than 25% of the total grant award (e.g. a \$4,000 grant is limited to a \$1,000 reimbursement in eligible marketing expenses).
- The following represent conflicts of interest, and as a result are ineligible uses of grant funds:
  - Salaries/payments to employees for services provided.
  - Employees and board members may not receive compensation from hired consultants, partners or vendors.
  - Contracts, agreements or internships given to credit union employees and board members or their relatives are prohibited.
- The following miscellaneous operational expenses are ineligible uses of grant funds:
  - Custodial services.

- Food and refreshments.
  - Matching Funds such as the matching portion of an Individual Development Account program.
  - Monthly and annual maintenance costs for technical support.
  - Insurance costs.
  - Prepaid expenses such as expenses the credit union has paid prior to receiving grant approval.
  - Promotional items such as gifts, giveaways, souvenirs, and gift cards.
  - Recurring operational expenses such as rent, utilities, annual audits, depreciation, funding for the allowance for loan losses, and office supplies.
  - Transportation, mileage, and parking for credit union personnel, contractors, and/or officials.
- The following non-operational expenses are ineligible uses of grant funds:
    - NCUA or other government agency employee expenses.
    - Projects/Contracts based on covered relationships with NCUA employee(s).

Instructions:

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

## Reimbursement Request Form

### Grant Initiative Approved

(Single-Select List)

- Digital Services & Security
- Leadership Development
- Small LICU Capacity

Instructions:

### Grant Amount Approved

(Currency)(20 character maximum)

Instructions:

### Application ID

(Text)(500 character maximum)

Instructions:

**Grant Commitment Number**

(Text)(500 character maximum)

Instructions:

**Grant Expiration Date**

(Date)

Instructions:

**Digital Service and Security Project  
Selected in the Application**

(Checkbox List)

- Person-to-person payments (P2P)
- Bill Pay
- Biometric or multi-factor authentication systems
- Cyber security risk and transactional monitoring
- Cyber Security Training
- Data classification policy
- Data encryption and protection
- Debit and/or Prepaid Cards
- Digital/Electronic Signatures
- E-statements
- Malware defenses
- Mobile Banking
- Mobile Wallet and digital payments
- Mobile/Online Loan Applications
- Mobile/Online Member and Share Applications
- Online Banking (interactive and transactional website, mobile apps)
- Online banking security upgrades
- Remote Deposit Capture
- Software security
- System tests or risk assessments such as penetration and vulnerability tests

Instructions:

**Eligible Expenses - Digital Services &  
Security**

Instructions:



- The following expenses are eligible for reimbursement if they are associated with one of the suitable projects for this initiative. Funds may not be used to cover the operating expenses of an existing project or general equipment expenses unrelated to the grant initiative (e.g. iPads and computers). The grant may not be used to cover the expenses of a project that was already in progress prior to grant approval. Go to the Expense Guidelines section for additional details about eligible and ineligible uses of grant funds.

- Implementation (project setup, service, and startup costs) and/or enhancement fees.
- Consulting and/or strategic planning fees for eligible projects.
- Marketing expenses must be associated with the grant project and must be less than 25% of the total grant (e.g. a \$4,000 grant project is limited to a \$1,000 reimbursement for eligible marketing expenses).
- Training costs associated with eligible projects.

Instructions:

- Credit unions are permitted to use this grant to implement or enhance any of the digital services, cyber security, and fraud prevention activities in the list of projects. Projects that are not listed are prohibited and will not be reimbursed.

## **Suitable Grant Projects for Digital Services & Security Initiative**

### **Digital Service & Security Project Implemented** (Checkbox List)

Instructions:

- Select the project the credit union is requesting a reimbursement for.

- Person-to-person payments (P2P)
- Bill Pay
- Biometric or multi-factor authentication systems
- Cyber security risk and transactional monitoring
- Cyber Security Training
- Data classification policy
- Data encryption and protection
- Debit and/or Prepaid Cards
- Digital/Electronic Signatures
- E-statements
- Malware defenses
- Mobile Banking
- Mobile Wallet and digital payments
- Mobile/Online Loan Applications
- Mobile/Online Member and Share Applications
- Online Banking (interactive and transactional website, mobile apps)
- Online banking security upgrades
- Remote Deposit Capture
- Software security
- System tests or risk assessments such as penetration and vulnerability tests

**Leadership Development Project Selected** Instructions:  
(Single-Select List)

- Develop a management succession plan.
- Develop a minority and women inclusion plan
- Obtain minority and women inclusion training
- Develop policies & procedures and/or position descriptions for essential credit

union roles.

- Create a career track strategy for entry-level or mid-career positions.
- Enroll an employee in advanced training courses to enhance his/her leadership skills
- Enroll an employee in advanced training courses to enhance operational knowledge
- Organizations that assist minority groups to obtain internship and/or employment opportunities
- Contract a recent graduate or student intern to assist the credit union in an area of need

**Leadership Development Project**

**Description**

(Paragraph)(2000 character maximum)

Instructions:

**Eligible Expenses - Leadership Development**

Instructions:

- The following expenses are eligible for reimbursement if they are associated with one of the suitable projects for this initiative. Funds may not be used to cover the operating expenses of an existing project or general equipment expenses unrelated to the grant initiative such as iPads or laptops or staff salary. For example, the grant may not be used to cover the expenses of a project that was already in progress prior to grant approval. Go to the Expense Guidelines section for additional details about eligible and ineligible uses of grant funds.

- Consulting and/or strategic planning fees for the development of plans (succession planning, development of

career track leadership strategy, etc.) and policies.

- Enrollment and registration fees for advanced training courses (must be completed within the grant timeframe).
- Stipend paid to recent graduate or student intern.
- Tuition reimbursement for courses related to leadership development and/or credit union operations.

## Special Requirements:

### Instructions:

- - For a Recent Graduate:
    - Recent graduates may only be compensated through a stipend during the grant period. Employment related expenses are not permitted under this project.
    - Must have completed, within the previous calendar year (graduation date must be between January 2016 – present), a qualifying associates, bachelors, masters, professional, or doctorate degree from an accredited educational institution.
    - If approved for this grant, a copy of the official transcript, resume, and certification of payment form signed by the recent graduate must be provided to NCUA in the reimbursement request.
  - For a Student Intern:
    - Student interns may only be compensated through a stipend during the grant period. Employment related expenses are not permitted under this project.

- Must be enrolled in a qualifying associates, bachelors, masters, professional, or doctorate degree program from an accredited educational institution.
- If approved for this grant, a copy of the official transcript, resume, and certification of payment form signed by the student intern must be provided to NCUA in the reimbursement request.

### **Small LICU Capacity Project Selected in the Application**

(Checkbox List)

- Converting manual credit union operations to an electronic, automated process.
- Upgrading operational technology capabilities.
- Acquiring updated technology to improve the credit union's back-office operations.
- Other technology projects designed to improve the credit union's operational and outreach capacity

Instructions:

### **Other Small LICU Capacity Project Selected in the Application**

(Text)(100 character maximum)

Instructions:

### **Small LICU Capacity Project Description**

(Paragraph)(2000 character maximum)

Instructions:

### **Total Project Cost (Estimate)**

(Currency)(20 character maximum)

Instructions:

### **Projected Budget Expenses**

Instructions:

### **Eligible Expenses - Small LICU Capacity**

Instructions:

- The following expenses are eligible for reimbursement if they are associated with one of the suitable grant projects for this initiative. Funds may not be used to cover the operating expenses of technology systems currently used by credit unions or general equipment expenses unrelated to the grant initiative. For example, the grant may not be used to cover the expenses of a data conversion that was already in progress prior to grant approval. Go to the Expense Guidelines section for additional details about eligible and ineligible uses of grant funds.

- Consulting and/or strategic planning fees for eligible projects, such as contracting with a consultant who will evaluate current technology at the credit union and identify upgrades or enhancements.
- Attorney fees to review data processing contracts
- Data processing fees associated with analytics, consolidation, and core conversions.
- Equipment expenses such as servers and laptops are permissible as one-time fixed expenses. (iPads are permitted only if the equipment is available for use by all members. For example, iPads that will be used as a teller station for members).
- Implementation (project setup, service, and startup costs) and/or enhancement fees.
- Marketing expenses must be associated with the grant project and must be less than 25% of the total grant (e.g. a \$4,000 grant project is limited to a \$1,000 reimbursement for eligible marketing expenses).

- Training costs associated with eligible projects.

Instructions:

- Below are the budget expenses NCUA has approved for the credit union's project. Reimbursements for each expense description will be limited to the amount indicated on the list.

### Approved Budget Expenses

### Small LICU Capacity Project Implemented (Checkbox List)

- Converting manual credit union operations to an electronic, automated process.
- Upgrading operational technology capabilities.
- Acquiring updated technology to improve the credit union's back-office operations.
- Other technology projects designed to improve the credit union's operational and outreach capacity

Instructions:

- Select the project the credit union is requesting a reimbursement for.

If the project is the same as the one selected in the application, then select the same project.

Instructions:

- Enter a very brief project title or name of the project the credit union is requesting a reimbursement for. (Please limit to 100 characters)

If the project is the same as the one indicated in the application, then enter the same title.

### Other Small LICU Capacity Project Implemented

(Text)(100 character maximum)

Instructions:

- Enter the total cost (actual) of the project.

### Total Project Cost (Actual)

(Currency)(20 character maximum)

**\* Project Start Date**  
(Date)

Instructions:

- When did the credit union start the project?

**\* Project End Date**  
(Date)

Instructions:

- When did the credit union complete the project?

**\* Reimbursement Request Amount**  
(Currency)(20 character maximum)

Instructions:

- Enter the dollar amount you are requesting for reimbursement, not to exceed the approved amount.

**Proof of Purchase Evidence**  
(File Upload)File Upload; 10000000 byte limit

Instructions:

- The following documents are satisfactory evidence to submit as a proof of purchase. Each document you upload should contain a naming convention such as Proof of Purchase 1, Proof of Purchase 2, and so on as needed. The reimbursement request will be returned to the credit union if the naming convention is not completed properly.

#### **Proof of Purchase Examples**

- Detailed Invoice
- Work Orders
- Receipts
- Signed Contracts

**Proof of Payment Evidence**  
(File Upload)File Upload; 10000000 byte limit

Instructions:

- The following documents are satisfactory evidence to submit as a proof of payment.



Each document you upload should contain a naming convention such as Proof of Payment 1, Proof of Payment 2, and so on as needed. The reimbursement request will be returned to the credit union if the naming convention is not completed properly.

### **Proof of Payment Examples**

- Copies of Cleared Checks (requires the front and back of cleared check OR a cleared electronic copy with clearance information)
- Detailed Card Statements (payment amount and vendor name must be listed clearly)
- ACH Confirmation Receipts
- Wire Transfer Confirmation (requires details such as transaction ID, amount, transfer status, and date)

### **List of Project Vendors** (User-Defined List)

Instructions:

- List the name of the vendors used for the project. The list must be submitted in the format below. The reimbursement request will be returned to the credit union if the list is not completed properly.

Vendor Name - Expense Description -  
Amount Paid to Vendor - Purchase  
Document Number - Payment Document  
Number

**Below is an example of what your entry into the list should look like.**

ABC Company - Remote Deposit Capture -  
\$5,000 - Purchase Doc 1 - Payment Doc 1  
DEF Technology Solutions - Mobile Banking -  
\$2,500 - Purchase Doc 2 - Payment Doc 2

**Copy of Official Transcript Upload**

(File Upload)File Upload; 5242880 byte limit

Instructions:

- Upload a copy of the official transcript for the Student Intern/Recent Graduate.

**Resume Upload**

(File Upload)File Upload; 5242880 byte limit

Instructions:

- Upload a copy of the resume for the Student Intern/Recent Graduate.

**Certification of Payment Form Upload**

(File Upload)File Upload; 5242880 byte limit

Instructions:

- Follow the steps below to complete the Certification of Payment requirements.
  1. Download the [Certification of Payment Form](#) .
  2. Provide it to the Student Intern/Recent Graduate to complete and sign.
  3. Upload the signed Certification of Payment Form for each Student Intern/Recent Graduate.

**Names of Student Intern/Recent Graduate**

(User-Defined List)

Instructions:

- Enter the name of the Student Intern/Recent Graduate and add to the list.

**Student Intern/Recent Graduate: Project Outcome Summary**

(Paragraph)(2000 character maximum)

Instructions:

- Have the student intern/recent graduate write a statement describing the impact of his/her experience at the credit union and how his/her experience will benefit them in the future.

**Final Results of the Project**

Instructions:

- This section is the credit union's opportunity to provide insights about the project experience and describe any observations about the grant experience.

Instructions:

**\* 1.**  
(Paragraph)(2000 character maximum)

- Describe how this grant impacted the credit union and how it helped the credit union better serve the underserved members and community.

Instructions:

**\* 2.**  
(Paragraph)(2000 character maximum)

- Describe the credit union's intended goal for the project.

Instructions:

**\* 3.**  
(Yes/No)

- Did the credit union achieve it's intended goal?

Instructions:

**4.**  
(Paragraph)(2000 character maximum)

- Provide insights and details that highlight how the credit union achieved the delivered outcome. For example, describe how the credit union measured progress towards the goal throughout the project.

In addition, include any observations that helped the credit union achieve the intended goal. Provide specific metrics that were measured such as number of new members that joined or number of members that use the new mobile loan app.

**4.**  
(Paragraph)(2000 character maximum)

Instructions:

- Describe any observations that prevented the credit union from achieving the intended goal.

Instructions:

5.  
(Paragraph)(2000 character maximum)

- In hindsight, what would the credit union do to improve the project results and achieve the intended goal?

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 2017 Grant Round in NCUA's CyberGrant system prior to completing a reimbursement request:

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

Instructions:

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

Instructions:

- 

**3. Awardees are required to have an audit conducted if they hold \$750,000 or more in Federal awards during a fiscal year. Awardees 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. Awardee is responsible for the efficient and effective administration of the Federal Award through application of sound management practices. Awardee 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 Awardee 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. Awardee must disclose in writing to NCUA any potential conflict of interest in**

Instructions:

**accordance with applicable Federal awarding agency policy.**

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

Instructions:

**9. The Awardee 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 Awardee enters into commitments for a project before the grant decision is made, Awardee will be obligated to pay project expenses from its own funds should the reimbursement request not be approved.**

Instructions:

**11. If the Awardee obtains multiple grant awards, OSCUI 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**

Instructions:

**deadline must be submitted in writing prior to the original deadline and approved by NCUA prior to Awardee incurring expenses.**

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

Instructions:

**14. Awardee hereby acknowledges that NCUA reserves full discretion to deny reimbursement under this Grant in the event NCUA determines that Awardee is, or previously was, either in breach of any-condition or limitation in the grant/reimbursement 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. Awardee is aware that any false, fictitious, or fraudulent information or the omission of any material fact, may subject Awardee 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:

**Project Title**

(Text)(255 character maximum)

Instructions:

**Total Reimbursement Amount Requested**

(Currency)(20 character maximum)

Instructions:

**If you agree to the terms and conditions**

Instructions:

outlined above, please certify this reimbursement request by completing the following information. •

**\* 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 Awardee, certify the Awardee's compliance with the above terms and conditions.**  
(Checkbox List)

Instructions:

- I certify the terms above.

Instructions:

**\* Final Reimbursement Request?**  
(Yes/No)

- Is this the credit union's final reimbursement request? Only one reimbursement request is allowed per grant application. If the credit union has remaining grant funds after completing this request, NCUA will cancel those funds and it will no longer be available to the credit union.

Instructions:

**\* Describe changes made to the banking information.**  
(Paragraph)(2000 character maximum)

- Please provide information on any changes made to the credit union's banking information in the Organization Information section. For example, changed bank name or routing number. If there are no changes, please type N/A.

Instructions:

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



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

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

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