

2004

NATIONAL CREDIT UNION ADMINISTRATION
OFFICE OF CREDIT UNION DEVELOPMENT

Financial Education Assistance Program

Technical Assistance Guidelines

NATIONAL CREDIT UNION ADMINISTRATION

Technical Assistance Program Guidelines

Financial Education Assistance Program

© National Credit Union Administration
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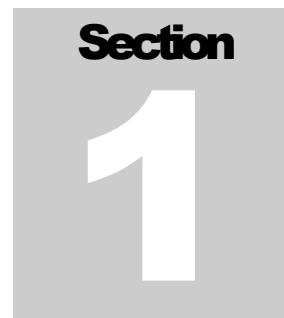
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Introduction

The Community Development Revolving Loan Fund (CDRLF) was established by an Act of Congress to stimulate economic development in low-income communities.

The National Credit Union Administration (NCUA) makes low – interest loans/deposits available to assist credit unions in delivering financial services to their members and improving their long-term growth and stability. The interest generated from the loans is used by NCUA to provide technical assistance grants to credit unions. Congress, for fiscal year 2004, has also appropriated \$1 million dollars for the NCUA technical assistance grant program. These grants are provided to improve the quality of services to members and make more efficient the operations of low-income credit unions.

Financial Education Training

The National Credit Union Administrations (NCUA) Office of Credit Union Development (OCUD) has been working with other government and private sector agencies to identify opportunities for credit unions where there are common interests and more importantly, where resources may be combined to achieve the mutual objectives of providing financial service to credit union members and potential members, specifically those in underserved areas.

We are committed to working diligently to identify potential alliances with other major entities, including financial institutions, trade associations, national non-profit organizations, community and consumer-based groups, and federal, state and local agencies to promote basic financial education. Our efforts are intended to facilitate credit unions in providing members and potential members with practical money-management skills and an introduction to financial planning through course work that covers the fundamentals of money management.

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To that end, we are inviting low-income designated credit unions to apply for grant funding to cover the operational and administrative costs specifically associated with establishing and/or maintaining these programs.



The following guidelines address the specifics of the funding opportunities available to credit unions interested in developing and implementing training programs designed to provide members with the necessary information accomplish basic financial transactions and make informed decisions about important financial and money matters.

Please review them carefully and make sure you qualify. You may direct any questions to the Office of Credit Union Development at the NCUA at 703-518-6610.

Eligibility and Evaluation Criteria

A credit union must be low-income designated to be eligible to participate in the program.

- Federal credit unions must have a current low-income designation from the National Credit Union Administration (NCUA) regional director where they reside.
- State credit unions must have a current low-income designation from their state supervisory authority (SSA) with NCUA regional director concurrence.
- Low-income student credit unions are not eligible to participate in the Technical Assistance Program.
- Credit unions must have sufficient infrastructure to provide financial education training.

Funding Limitations

Funding limitations are a function of available dollars. For this funding initiative, NCUA is making \$100,000 available to assist credit unions in providing financial education programs. It is anticipated that the individual awards will average approximately \$7,500 per credit union.

The Funding Cycle

This program is funded under Congressional appropriation for fiscal year 2004 which ends September 30, 2004. Accordingly, all funds requests must be evaluated and obligated by that date. For that reason, we will open the application period for this initiative on April 1, 2004. All applicants must have completed applications submitted by close of business on June 30, 2004. This will allow sufficient opportunity to review, evaluate and award grant funding.

Technical assistance is a reimbursable award. Accordingly, credit unions will be required to submit evidence of qualifying expenditures along with other pertinent evidentiary program statistics to substantiate their request for reimbursement. All

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requests for reimbursements must be submitted no later than December 31, 2004. The credit union will subsequently be reimbursed up to the extent of the approved technical assistance grant.

Application Submission

Applications must be submitted by close of business June 30, 2004. Credit unions **must** complete the appropriate NCUA technical assistance application form (see enclosed form). Application packets must also include sufficient information to justify the necessity of all projected expenditures in the development / implementation / maintenance of the educational program. Applications received after the application period will not be processed or considered.

Methods of submission

Applications may be mailed to:

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

Applications may be faxed to: 703-519-4080

Applications can be e-mailed to: ocudapps@ncua.gov

Time of Delivery and Withdrawals

Generally, applications must be submitted by close of business on the date specified in the announcement. Applications received after that time will **not be considered**.

Withdrawal of an application may be made at any time during the application process or prior to the time the grant is awarded. **All withdrawals must be made in writing.**

Notification of Award Decisions

Applicants whose proposals are approved will generally be notified in writing within 30 days of the date of receipt of their application. Those not approved will likewise be notified in writing within 30 days as to the reasons for denial.

Applicants may appeal decisions to the Director of the Office of Credit Union Development in writing. The Director has final authority relative to technical assistance requests.

Reimbursable Expenditures

The intent of the Technical Assistance program is to assist credit unions in defraying the costs of developing and implementing a financial education program. Recognizing, that credit unions incur administrative and operational expenses in starting up or maintaining the program, this assistance is being made available to offset some portion of those costs. Specifically, this assistance is aimed at providing relief with regard to the following:

Administrative Costs:

- Consulting Costs (Development of Curricula)
- Printing and Reproduction Costs (outside services)
- Supplies (paper, pens, flip charts, markers, toner cartridges)
- Rental Costs (chairs, tables, projectors)
- Marketing & Advertising (brochures, radio & other media)
- Travel Expenses (mileage for volunteers, cab, and parking)
- Training Related Expenses (Directly related to “Literacy Program”)

Operational Costs:

- Equipment Installation Costs (electrical service, computers)
- Custodial Services (office clean up)
- Occupancy Costs (rental of space from outside parties)

While the above list is not all inclusive, it represents some general guidelines regarding the definition of acceptable reimbursable expenses. All expenses will be evaluated on a case by case basis. Applicants must explain fully all expenditures and justify their need in writing. *(Use separate sheet for Narrative Justification of Expenditures)*

Reporting and Reimbursement of Expenditures

When seeking reimbursement, credit unions must submit a final report of activities and provide justification for all authorized expenditures. This final report consist of a written narrative inclusive of statistics on the number of sessions conducted, the number of persons attending and any other information which describes how the program benefited the credit union and the general membership. The report should further show the actual expenses incurred by the credit union during the facilitation of the program. This section must also explain (justify) how and/or why expenditures were used or necessary to accomplish the objectives of the program. This information is critical to reimbursement.

A sample expense claim form is provided at the end of these guidelines. Applicants **must** submit their request for reimbursement along with this completed form and any other documentation supporting their claim for reimbursement.



All expense reports related to reimbursements must be submitted to NCUA by December 31, 2004. Failure to do so will result in non-reimbursement. Credit Unions may request an extension from NCUA but must justify the need for more time in writing. Approval must be obtained to avoid forfeiture of eligibility for reimbursement. Documents supporting reimbursement may either be mailed or faxed.

Mail to:

***National Credit Union Administration
Office of Credit Union Development
1775 Duke Street
Alexandria, VA 22314-3428***

Fax to:

703-519-4080



Checklist of forms

- 1. NCUA Technical Assistance Application Form**
- 2. Narrative response to application questions. Also any supporting information needed to explain how the program will be developed and implemented.**
- 3. Projected budget (expenses) needed to operate program.**
- 4. Expenditure Report (submit w/reimbursement)**
- 5. Narrative Justification of Expenses (submit w/reimbursement)**
- 6. Copies of Receipts, Invoices and Cancelled Checks.**

Schedule of Due Dates

- 1. Program opens - April 1, 2004**
- 2. Reimbursement period – Through December 31, 2004.**

**National Credit Union Administration
Community Development Revolving
Loan Program for Credit Unions
1775 Duke Street
Alexandria, VA 22314-3428
(703) 518-6610**

**Financial Education
APPLICATION FOR TECHNICAL ASSISTANCE**

Credit Union Name _____

Charter/Ins. Number _____

Mailing Address _____

Credit Union Phone Number _____

Fax Number _____

Contact Person & Phone Number _____

Credit Union Days/Hours Operation _____

Employer Identification Number (EIN #) _____

Dunn & Bradstreet Number _____

Email Address _____

AMOUNT REQUESTED _____

Year Organized _____

Assets _____
Last Month End

Number of Members _____

Potential Members _____

Signature required _____ **Date** _____
Authorizing Official

Incomplete applications are not considered submitted until all information requested has been received.

Financial Education Applications can be e-mailed to: ocudapps@ncua.gov

- I. Attach a signed copy of your most recent month end Statement of Financial Condition and a Statement of Income and Expenses. Provide any supplemental worksheet, footnotes or narratives necessary to explain or clarify the financial statements. Also include any budgets detailing projected costs associated with this initiative. **Failure to provide this information will disqualify your application.**

- II. Describe fully your plan for a financial education program and how the grant will be use to facilitate it. Please be concise but thorough. Include a prioritized list if funding will cover multiple items. Also, provide a list of vendors who will deliver the goods and/or services. Where appropriate, attach copies of bids, estimates, class schedules, prices or other supporting documentation. Use additional sheets if necessary to fully describe the activity. **Failure to provide this information will disqualify your application.**

III. Discuss how the proposed grant will improve the credit union's operations and ultimately enhance service to the members and /or the community. **Failure to provide this information will disqualify your application.**

**Financial Education Technical Assistance Program
EXPENDITURE REPORT FORM for 2004**

	Administrative Expenditures	Costs
Supplies		_____
Travel related expenses		_____
Program Consulting		_____
Marketing & Advertising		_____
Training related Expenses		_____
Printing and Reproduction		_____
	Total Administrative Expenditures	_____
	Operational Expenditures	
Rent/Utilities/Custodial services		_____
Occupancy related expenses		_____
Equipment Installation		_____
	Total Operational Expenditures	_____

Attach receipts, invoices and proofs of purchase

