

2004

NATIONAL CREDIT UNION ADMINISTRATION  
OFFICE OF CREDIT UNION DEVELOPMENT

---

Officials and Staff Training Assistance Program

# Technical Assistance Guidelines

NATIONAL CREDIT UNION ADMINISTRATION

---

## **Technical Assistance Program Guidelines**

## **Officials & Staff Training Assistance Program**

---

© National Credit Union Administration  
Office of Credit Union Development  
1775 Duke Street  
Alexandria, Virginia 22314  
Phone 703-518-6610 • Fax 703-519-4080

---

# **Table of Contents**

## **Section 1**

**Introduction**

**Officials and Staff Training**

## **Section 2**

**Eligibility and Evaluation Criteria**

**Funding Limitations**

**The Funding Cycle**

**Application Submission**

**Notification of Award Decisions**

## **Section 3**

**Reimbursable Expenditures**

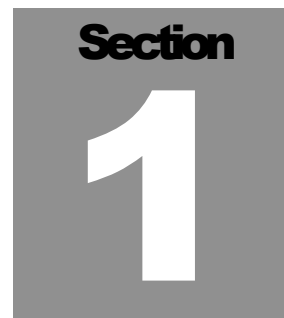
## **Section 4**

**Reporting & Reimbursement of Expenditures**

## **Section 5**

**Check lists**

**Dates**



## 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.

## Officials and Staff Training Assistance

The National Credit Union Administration’s (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 believe having competent and committed leadership in credit unions is essential in achieving the objectives listed above. Accordingly, providing ample opportunity for officials and credit union staff to receive the training necessary to effectively manage their institutions is a goal of the Technical Assistance program. To that end, we are inviting low-income designated credit unions and outside providers, to apply for grant funding for the purpose of developing, implementing, and maintaining recognized

**OFFICIALS AND STAFF TRAINING  
TECHNICAL ASSISTANCE PROGRAM**

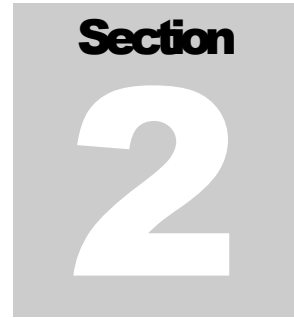
training courses along with covering the tuitions and selected travel costs specifically associated with registering and attending recognized training courses.



We recognize that a number of leagues, national trade organizations and recognized providers of training have developed technical training programs or are interested in initiating these programs that focus on topics that strengthen the knowledge, skills and abilities of staff and officials, enabling them to more effectively serve their members and the surrounding communities.

The following guidelines address the specifics of the funding opportunities available to credit unions and/or vendors interested in providing training programs designed to provide quality training to develop qualified credit unions staff and officials.

Please review them carefully to determine your eligibility. 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 currently eligible to participate in the Technical Assistance Program.

An outside vendor must be a recognized training provider or other organization capable of delivering relevant training services to low-income designated credit union personnel. The following is a list of examples but is not all inclusive:

Financial Institutions  
Credit Union Leagues  
Trade Associations  
Training Industry Professionals

## Funding Limitations

Funding limitations are always a function of available dollars. For this funding initiative, NCUA is allocating \$100,000. It is anticipated that no individual award will exceed \$20,000 and will be assessed on a case by case basis.

**OFFICIALS AND STAFF TRAINING  
TECHNICAL ASSISTANCE PROGRAM**

## **The Funding Cycle**

This program is funded under Congressional appropriation for fiscal year 2004 which ends September 30, 2004. Accordingly, all fund 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, applicants will be required to submit evidence of qualifying expenditures along with other pertinent evidentiary program statistics to substantiate their request for reimbursement. All requests for reimbursements must be submitted no later than December 31, 2004. The applicant 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. Applicants **must** complete the appropriate NCUA technical assistance application form (see enclosed form). Application submissions must also include sufficient information to justify the necessity of all projected expenditures associated with the delivery of the training 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](mailto: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.**

**OFFICIALS AND STAFF TRAINING  
TECHNICAL ASSISTANCE PROGRAM**

## **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.



## Reimbursable Expenditures

The intent of the Technical Assistance Program is to assist applicants in defraying the costs of acquiring / delivering relevant training to officials and staff. Recognizing, that training costs may vary drastically depending upon location, provider and accreditation, this program is ultimately intended to provide assistance to low-income credit union officials and staff seeking to improve their skill sets and subsequently the quality of service they provide to the credit unions they serve and their members. Accordingly, requests will be evaluated for practicality and reasonableness. Applicants should attempt to accomplish this training in the most cost effective and efficient manner possible. The choice of location, the mode and cost of travel and all ancillary training costs should be reasonable and appropriate. Specifically, this assistance is aimed at providing relief with regard to the following:

### **Administrative Costs:**

Consulting Costs (Development of Curricula)

Printing and Reproduction (Manuals, handouts, student materials)

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, travel costs for students to attend qualifying training)

Training Related Expenses (Tuition, Registrations)

### **Operational Costs:**

Equipment Installation Costs (electrical service for onsite training)

Custodial Services (space clean up after sessions)

Occupancy Costs (rental of space from outside parties)

**OFFICIALS AND STAFF TRAINING  
TECHNICAL ASSISTANCE PROGRAM**

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 a separate sheet for Narrative Justification of Expenditures as necessary to fully explain costs.)*

## 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 – from approval 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  
Officials & Staff Training  
APPLICATION FOR TECHNICAL ASSISTANCE**

Credit Union / Organization Name \_\_\_\_\_

Charter/Ins. Number (CU's only) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Contact Person & Phone Number \_\_\_\_\_

Credit Union Days/Hours Operation (CU's only) \_\_\_\_\_

Employer Identification Number (EIN #) \_\_\_\_\_

Dunn & Bradstreet Number \_\_\_\_\_

Email Address \_\_\_\_\_

**AMOUNT REQUESTED** \_\_\_\_\_

(For credit unions only)  
Year Organized \_\_\_\_\_

Assets \_\_\_\_\_  
Last Month End

Number of Members \_\_\_\_\_

Potential Members \_\_\_\_\_

(For organizations only)  
Year Organized \_\_\_\_\_

Business purpose \_\_\_\_\_

**Signature required** \_\_\_\_\_ **Date** \_\_\_\_\_  
Authorizing Official

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

Training Applications can be e-mailed to: [ocudapps@ncua.gov](mailto:ocudapps@ncua.gov)

- I. For credit unions, attach a signed copy of your most recent month-end Statement of Financial Condition and 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. For other businesses / organizations provide a summary of your organizations business cycle. Discuss your funding source. Comment on your company's ability to deliver a satisfactory qualifying product. **Failure to provide this information will impact the decision on your application.**

**III.** Describe fully your plans for or the intent of your training program and how the grant will be used 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.**

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



---

---

**Officials & Staff Training Technical Assistance Program  
EXPENDITURE REPORT FORM for 2004**

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

***Attach receipts, invoices and proofs of purchase***

