


**FY 2017 Citizenship and Assimilation Grant Program
Citizenship Instruction and Naturalization Application Services
Applicant Checklist**

	Page #	Required by Grants.gov	Non-Responsive if Missing ¹	Required Attachment
Forms:				
	7	X	X	Form SF-424, Application for Federal Assistance
	8	X	X	Form SF-424A, Budget Information for Non-Construction Programs
	8	X	X	Form SF-424B, Assurances for Non-Construction Programs
Required Documents:				
	11		X	Project Abstract (single-spaced, 3 page maximum)
	14		X	Project Narrative (double-spaced, 15 page maximum)
	16			Program curriculum
	21			Résumés of key personnel or position descriptions for vacant key positions
	21			An organization chart that shows the leadership and staff structure for the primary applicant and any sub-awardee(s)
	21			Memorandum of Understanding (MOU) with proposed sub-awardee(s), signed by all parties (if applicable)
	22			Goal Chart
	23		X	Budget Table and Narrative (double-spaced, 5 page maximum)
	23			Negotiated Fringe Benefit Agreement (if applicable)
	26			Indirect Cost Agreement (if applicable)
	26			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)

¹ USCIS will not review if missing.