


**FY 2018 Citizenship and Assimilation Grant Program  
Citizenship Instruction and Naturalization Application Services  
Applicant Checklist**

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

<sup>1</sup> USCIS will not review if missing.