


**FY 2019 Citizenship and Assimilation Grant Program
Citizenship Instruction and Naturalization Application Services
Applicant Checklist**

	Appendix A Page #	Required by Grants.gov	Non-Responsive if Missing ¹	Required Attachment
				<u>Forms:</u>
	1	X	X	Form SF-424, Application for Federal Assistance
	1	X	X	Form SF-424A, Budget
	1	X	X	Form SF-424B, Assurances for Non-Construction Programs
				<u>Required Documents:</u>
	1		X	Project Abstract (single-spaced, 3 page maximum)
	5		X	Project Narrative (double-spaced, 15 page maximum)
	12			Program curriculum summary
	12			Original lesson plan
	13			Résumés of key personnel or position descriptions for vacant key positions
	13			Organizational chart for the applicant and any sub-awardee(s)
	13			Memorandum of Understanding (MOU) with sub-awardee(s), signed by all parties (if applicable)
	13			Program Goal Chart
	14			USCIS Quarterly Feedback Report (for current or previous grant recipients)
	15		X	Budget Table and Narrative
	16			Negotiated Fringe Benefit Agreement (if applicable)
	18			Indirect Cost Agreement (if applicable)
	19			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)

¹ USCIS will not review if missing.