


FY 2014 Citizenship and Integration Grant Program Applicant Checklist

	Section	Page #	Required by Grants.gov	Non-Responsive if Missing	Required Attachment
Forms:					
	IX.1.	14	X		Form SF-424, Application for Federal Assistance
	IX.2.	14	X		Form SF-424A, Budget Information for Non-Construction Programs
	IX.3.	15	X		Form SF-424B, Assurances for Non-Construction Programs
Required Documents:					
	IX.4.	15		X	Project Abstract (single-spaced, 3 page maximum)
	IX.5.	17		X	Project Narrative (double-spaced, 15 page maximum)
	IX.5.	18		X	<i>Heading A: Citizenship Instruction Program</i>
	IX.5.	20		X	<i>Heading B: Naturalization Application Services Program</i>
	IX.5.	21		X	<i>Heading C: Integration of Services</i>
	IX.5.	22			Program curriculum
	IX.5.	22			Résumés of key personnel or position descriptions for vacant key positions (1 page each)
	IX.5.	22			An organization chart that shows the leadership and staff structure for both the primary applicant and any sub-awardee(s)
	IX.5.	22			Memorandum of Understanding (MOU) with proposed sub-awardee(s), signed by all parties (if applicable)
	IX.6.	22			Goal Chart
	IX.7.	23		X	Budget Table and Narrative (double-spaced, no page limit)
	IX.7.	24			Negotiated Fringe Benefit Agreement (if applicable)
	IX.7.	26			Indirect Cost Agreement (if applicable)
	IX.8.	26			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)