

USCIS Fiscal Year (FY) 2018 Citizenship and Assimilation Grant Program
Refugee and Asylee Assimilation Program
Important Guidance for Preparing Your Proposal

Use the following information to help you prepare a high-quality proposal for the fiscal year 2018 *Citizenship and Assimilation Grant Program: Refugee and Asylee Assimilation Program* funding opportunity. Please note this list is not exhaustive, for a full description of the requirements, please review the [notice of funding opportunity](#).

In the Community Need section of the project narrative:

- ✓ Discuss the lawful permanent resident population of former refugees and /or asylees you serve and the current unmet need for assimilation services; Civics-based literacy instruction, Civics-Based ESL, and Citizenship Instruction; and naturalization application services among the former refugee/asylee population that you serve, including whether there are wait lists for services. Indicate whether there are other naturalization application service providers in your area.

In the Assimilation Plan section of the project narrative:

- ✓ Describe the process you will use to assess lawful permanent residents LPRs and to develop an individual assimilation plan for LPRs who have identified naturalization as a goal. You must propose to serve a minimum of 200 LPRs.
- ✓ List the key information, including information on English language proficiency and naturalization eligibility, that you will collect and assess as you develop the individual assimilation plan with your clients.

In the “Assimilation Services” section of the project narrative:

- ✓ Describe in detail the types of assimilation services you intend to directly provide using grant funding, and the number of clients you will serve with each type of service.
- ✓ Describe any additional assimilation services to which you will provide referrals, as appropriate.
- ✓ Describe your organization’s and, if applicable, sub-awardee’s recent experience (in the past five years) providing assimilation services to asylees, refugees, or LPRs who entered the United States as refugees or were granted asylum. Describe in detail the specific types of services you provide and indicate dates, total years of experience, the number of clients served with each type of service in the past year and any previous years.
- ✓ Describe your organization’s ability to refer enrolled clients to a robust network of local service providers with whom you have an established and ongoing relationship to provide a wide array of assimilation support that the applicant will not directly provide.

In the “Civics-based Literacy, Civics-based ESL, and Citizenship Instruction” section of the project narrative:

- ✓ Describe your organization’s and, if applicable, sub-awardee’s recent experience providing citizenship instruction to LPRs who are former refugees/asylees. Indicate dates, total years of experience, the number of students enrolled in classes in the past year and any previous years and, if available, the naturalization test pass rate for program participants (if applicable);
- ✓ Describe how you can provide civics-based literacy, civics-based ESL and citizenship instruction services to a minimum of 150 LPRs (who are former refugees/asylees) based

on your organization's experience, past performance, and the proposed budget. Please include a description of how the proposed citizenship and Civics based ESL instruction will meet the unique learning needs of the proposed population. (You must propose to enroll and pre and post-test a minimum of 150 LPRs enrolled in any of the three types of civics/citizenship instruction programs.) NOTE: You may count LPRs who move up between instructional levels as new enrollees for the purposes of performance metrics (e.g. a student moves from the Department of Education's National Reporting System for Adult Education ("NRS") level 2 civics-based ESL to NRS level 3 citizenship instruction).

In the Curriculum section of the project narrative:

- ✓ Describe the curriculum for the program. Be sure to include the following information:
 - For the proposed civics-based literacy instruction, civics-based ESL, and citizenship instruction class, a description of the comprehensive education services provided to students and how the proposed class structure meets the needs of the proposed population to be served. If you propose to offer a multi-level class, describe how you will manage the different levels in the classroom, including how you will use volunteers. Provide a minimum of two examples of the activities that you will employ to promote civic and linguistic assimilation.
 - The use of materials for instruction, including the name, year, and edition of the textbook(s) that you will provide to students for each class level.
 - A description of the assessment process, including the specific nationally normed standardized test or test(s) that you will use for the program to assess English language proficiency as well as the USCIS-developed Assessment of Adult Citizenship Education (AACE), when and how assessments are used, the staff responsible for administering the test, and strategies you intend to employ to ensure that all enrolled students are both pre and post tested. Discuss the instruction provider's experience administering the proposed standardized test(s).

In the Personnel section of the project narrative:

- ✓ Describe the staffing structure for the proposed instruction program.
- ✓ Provide a list of key personnel for the program. Key personnel include the grant project manager(s) and teacher(s).
- ✓ For each person, provide the following information, preferably in a table format:
 - Name, or indicate if the position is vacant. If the position is vacant, a target start date;
 - Title and brief position description;
 - Whether the position is paid or volunteer;
 - FTE charged to the grant; and
 - Relevant experience, qualifications and training. Note that this grant must include at least one paid teacher position. You must demonstrate that the teacher has at least one year of experience teaching ESL to adults in a classroom setting for a program that has a structured curriculum and utilizes a textbook, and
 - 1) Holds a degree in TESOL, and/or
 - 2) Holds a TESOL certification from a state licensing agency; and/or
 - 3) Has a minimum of 2 years of experience in TESOL instruction in a classroom setting for a program that has a structured curriculum.

- ✓ If applicable, explain how you will use volunteers for the instruction program. Describe their roles and responsibilities, the training they will receive, and the reporting structure. Volunteers must be managed by a paid lead teacher or a paid education program coordinator.

In the Free Naturalization Application Services section of the narrative:

- ✓ Describe your organization's and, if applicable, sub-awardee's, recent experience providing naturalization application services within the authorized practice of immigration law. Indicate dates, total years of experience, whether the services were provided by attorneys or U.S. Department of Justice (DOJ)'s Office of Legal Access Programs (OLAP) accredited representatives, and the number of LPRs served in the past year and any previous years.
- ✓ Describe program achievements, including the organization's record of submitting successful naturalization applications on behalf of former refugees/asylees.
- ✓ Describe the particular former refugee/asylee population(s) that you have served with naturalization application services.
- ✓ Describe how you can provide naturalization application services to 100 LPR former refugee/asylee students based on your organization's experience, past performance, and the proposed budget. This number will be assessed on an ongoing basis with grantees as they monitor LPR progress through citizenship instruction to naturalization application readiness.

In the Service Delivery and Immigration Case Management section of the narrative:

- ✓ Describe the naturalization application services you provide, including the forms filed on behalf of clients.
- ✓ Describe the naturalization eligibility screening process and who will determine clients' eligibility for naturalization.
- ✓ Describe how your organization handles complex cases.
- ✓ Describe the support you provide to clients throughout the application process (i.e., from intake until the oath ceremony).
- ✓ Describe how your organization prepares clients for the naturalization interview.
- ✓ How your organization keeps clients informed of their case status.

In the Budget Table and Narrative section:

- ✓ Include reasonable costs that support and reflect the activities described in the project narrative. The budget should be consistent with the project narrative.
- ✓ Include salaries for a sufficient number of staff members to operate the program. You should charge at least some portion of the salaries for key personnel to the grant. Be sure to include at one paid teacher in the budget. Include a full-time equivalent percentage for each staff person.

Before submitting the application:

- ✓ Ensure that you include all requested items in the application.
- ✓ Carefully proofread the application for spelling or grammatical errors, formatting problems, or any markings from the "track changes" tool.