

**The Department of Homeland Security (DHS)  
Notice of Funding Opportunity (NOFO)**

FY 2018 Citizenship and Assimilation Grant Program  
Citizenship Instruction and Naturalization Application Services

**NOTE: If you are going to apply for this funding opportunity and have not obtained a Data Universal Numbering System (DUNS) number and/or are not currently registered in the System for Award Management (SAM), please take immediate action to obtain a DUNS Number, if applicable, and then to register immediately in SAM. It may take 4 weeks or more after you submit your SAM registration before your registration is active in SAM, then an additional 24 hours for Grants.gov to recognize your information. Information on obtaining a DUNS number and registering in SAM is available from Grants.gov at: [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Detailed information regarding DUNS and SAM is also provided in Section D of this NOFO, subsection, Content and Form of Application Submission.**

**A. Program Description**

**Issued By**

U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), External Affairs Directorate, Office of Citizenship

**Catalog of Federal Domestic Assistance (CFDA) Number**

97.010

**CFDA Title**

Citizenship Education and Training

**Notice of Funding Opportunity Title**

FY 2018 Citizenship and Assimilation Grant Program: Citizenship Instruction and Naturalization Application Services

**NOFO Number**

CI-CET-18-002

**Authorizing Authority for Program**

Section 404 of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141), Division F, Title IV

**Appropriation Authority for Program**

Section 404 of the Consolidated Appropriations Act, 2018 (Pub. L. 115-141), Division F, Title IV

## **Program Type**

New

### **Program Overview, Objectives, and Priorities**

The Office of Citizenship (OoC), within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is an important milestone in the civic assimilation of immigrants.

Naturalization requirements, such as knowledge of English and of U.S. history and civics, encourage civic learning and build a strong foundation upon which immigrants can fully assimilate into society. Through preparing for naturalization, immigrants will gain the tools to become successful citizens and meet their responsibilities as United States citizens.

The goal of the Citizenship and Assimilation Grant Program is to expand the availability of high quality citizenship preparation services for lawful permanent residents in communities across the nation and to provide opportunities for lawful permanent residents to gain the knowledge and training necessary to assimilate into the fabric of American society.

Additional activities that support this goal include developing, identifying, and sharing best practices in citizenship preparation; increasing the use of and access to technology in citizenship preparation programs; working with local libraries and museums which serve as vital resources for immigrant communities; and incorporating strategies to foster welcoming communities as part of the citizenship and civic assimilation process.

### ***Request for Proposals***

In fiscal year (FY) 2018, a total of approximately \$9,000,000 in federal funding is available for eligible organizations to provide direct citizenship preparation services to lawful permanent residents through this funding opportunity. USCIS anticipates awarding approximately 36 grants of up to \$250,000 each.

Proposed citizenship preparation activities **must** include the following two components:

1. **Citizenship instruction** to prepare lawful permanent residents for the naturalization test and interview. Program design must include:
  - a. Instruction in U.S. history and government for test preparation and the promotion of civic assimilation in English. Applications to provide instruction in languages other than English will be deemed ineligible;
  - b. Activities that promote civic and linguistic assimilation;
  - c. English as a Second Language (ESL) instruction in reading, writing, and speaking;
  - d. Instruction on the naturalization process and eligibility interview;
  - e. The use of a nationally normed standardized test of English proficiency to place and assess progress of all students enrolled under this program. At

- least 80% of post tested students must demonstrate education gains as evidenced by increased standardized test scores;
- f. The use of the Assessment of Adult Citizenship Education (AACE) provided by USCIS to measure the acquisition of information leading to test preparedness and immigrant assimilation to be administered to all enrolled students;
  - g. The use of a current adult citizenship textbook that aligns with the skill level of the students in the class (published textbooks only, compilations of worksheets or handouts will not be accepted); all students must be issued a textbook for their own personal use;
  - h. A sample curriculum that includes all of the components contained in the USCIS Sample Curriculum found on the Citizenship Resource Center at [www.uscis.gov/citizenship/educators/program-development](http://www.uscis.gov/citizenship/educators/program-development) including:
    - (1) Instruction in U.S. history and government for test preparation and the promotion of civic assimilation;
    - (2) Activities that promote civic and linguistic assimilation;
    - (3) English as a Second Language (ESL) instruction in reading, writing, and speaking for the naturalization test, naturalization process, and to conduct required assimilation activities; and
    - (4) Instruction on the eligibility interview (N-400);
  - i. The provision of at least 40 hours of citizenship instruction over an 8-15 week class cycle with managed enrollment to at least 200 students at the National Reporting System for Adult Education (NRS) low beginning to high intermediate levels; and
  - j. The use of citizenship teachers who have at least one year of experience teaching ESL to adults and who:
    - (1) Hold a degree in TESOL; and/or
    - (2) Hold TESOL certification from a state licensing agency; and/or
    - (3) Have a minimum of 2 years of experience in TESOL instruction in a classroom setting for a program that utilizes a textbook and a structured curriculum.

Grant-funded classes must integrate instruction in U.S. history and government; civics-based ESL instruction in reading, writing, and speaking; and instruction on the naturalization process and eligibility interview. For more detailed information on the content and competencies that applicants are required to address in grant-funded classes, please review the *Guide to the Adult Citizenship Education Content Standards and Foundation Skills* found here [www.uscis.gov/sites/default/files/USCIS/Office of Citizenship/Citizenship Resource Center Site/Publications/M-1121.pdf](http://www.uscis.gov/sites/default/files/USCIS/Office%20of%20Citizenship/Citizenship%20Resource%20Center%20Site/Publications/M-1121.pdf).

Grant-funded programs must also incorporate a minimum of two civic assimilation learning activities into class curricula. The intent of this requirement is to encourage

students to extend knowledge acquisition beyond traditional classroom instruction through opportunities to experience and navigate American civic life firsthand through in-depth learning activities. Applicants are encouraged to draw upon their local resources, venues, and landmarks when conceptualizing and designing these civic assimilation learning activities. Suggested categories for the required assimilation activities include but are not limited to:

- a. Site-based civic assimilation activities – local trips outside the classroom to sites and landmarks of historical and/or cultural significance, libraries, museums, other local public entities, and organizations that promote public safety, etc.;
- b. Classroom-based civic assimilation activities – activities that may involve guest speakers such as local civic leaders and public servants to provide the opportunity for student interaction and exchange, or the use of multimedia and/or materials-based methods that promote an enhanced understanding of key moments in U.S. history and/or the form and function of local, state, and federal government;
- c. Civic participation – activities that encourage students to take participatory learning beyond the classroom by attending a public meeting, volunteering, or participating in local civic institutions; and
- d. Other assimilation activities – activities that promote in-depth understanding of the student’s role as a future citizen of the United States, including: the rights and responsibilities of citizenship; our shared American history; government functions, structure and laws; geography; traditions and symbols; and holidays. These can be external or in-class.

2. **Naturalization application services**, within the scope of the authorized practice of immigration law, to support lawful permanent residents in the naturalization application and interview process. Services must include:

- a. The provision of naturalization eligibility screening;
- b. The preparation and submission of Form N-400 Application for Naturalization with Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, over the two-year period of performance for at least 200 lawful permanent residents;
- c. Ongoing immigration case management;
- d. The use of a U.S. Department of Justice (DOJ) Office of Legal Access Programs (OLAP) accredited representative (partial accreditation is acceptable) or an attorney who is an employee of the applicant organization or the sub-awardee organization. (Pro bono or volunteer attorneys may be used to supplement the program but may not serve as the applicant’s sole provider of immigration legal services, nor serve as a supervisor to a non-DOJ accredited staff member providing such services.) Attorneys and DOJ accredited representatives must sign Form N-400 as the preparer, submit

Form G-28 with each Form N-400 filed under this grant, and mail the naturalization application package to USCIS on behalf of the client. Applications may not be given to the client to mail. The legal service provider is required to mail the application on the client's behalf. The applicant must demonstrate an established process in place to refer individuals with complex immigration matters beyond the scope of the services provided under this grant to a qualified attorney.

Services may include interview preparation, a representative's appearance at the naturalization interview, responding to a Request for Evidence (RFE), and filing other forms or documents (such as Form N-648, Medical Certification for Disability Exceptions), if applicable. Services may also include subsequent preparation and filing of Forms N-600 for naturalization of clients' minor children.

### ***Partnerships***

Partnerships are encouraged. Applicants may include partnerships with other public or non-profit organizations in their proposal. The principal applicant must directly provide either citizenship instruction or naturalization application services, or both. A partner organization is considered a "sub-awardee" if the organization will receive a portion of the grant funding to provide additional or complementary direct citizenship instruction or naturalization application services.

The applicant must complete a Memorandum of Understanding (MOU) with the prospective sub-awardee and submit it with the application. The applicant must clearly demonstrate how it will monitor the prospective sub-awardee's performance and ensure that the prospective sub-awardee complies with all grant award conditions and data reporting requirements. The MOU must state the minimum number of students/clients to whom the sub-awardee will provide services and how grant funding will be allocated to fund the services. Prospective sub-awardees must have their own individual Data Universal Numbering System (DUNS) number and will be responsible for financial and performance reporting. Sub-awardees must submit their reports to the primary applicant for submission to DHS. If the partner organization will not receive a portion of the grant funds, then the partner is not considered a prospective sub-awardee, and would not be required to complete an MOU or obtain a DUNS number.

### ***Evaluation***

Successful applicants may be required to participate in a USCIS formal evaluation study. In addition, DHS will consider providing additional funds (up to 10 percent of the project's total federal funding request) for applications that include a formal project evaluation integrated into the project design. Evaluations should seek to evaluate the effectiveness of the project and provide meaningful information about whether the proposed approach worked well and which aspects worked best, and to inform future

citizenship and assimilation grant programs. Evaluations should be designed and planned so that preliminary findings and data from them can be used to inform and improve the ongoing provision of services; the final evaluation report will be used to support and inform the final performance report to DHS. Evaluation products and reports will be disseminated and shared with stakeholders, including: project partners, program participants, public and private sector organizations, other federal agencies, and interested research, academic and evaluation entities. Applicants are encouraged to develop and propose partnerships with external evaluation firms, research institutions, or universities to design and conduct evaluations. Applicants interested in applying for additional evaluation funds must provide a preliminary evaluation design plan as part of the initial application package filed through Grants.gov. The preliminary evaluation plan will not impact scoring of the application and DHS will either approve the evaluation plan or provide feedback on changes required before the evaluation plan is approved and additional funds are allocated to the project. DHS has the right to disapprove any proposed evaluation plan if the evaluation plan does not demonstrate: a) organizational capacity to manage or conduct high-quality evaluation activities or b) organizational commitment to learning.

### ***Performance Metrics***

For this grant program, organizations will be evaluated based on the following performance metrics:

1. The number of newly enrolled non-duplicated lawful permanent residents in citizenship instruction classes (Minimum of 200);
2. Percentage of enrolled students who post-test using nationally approved standardized tests suitable to assess English language proficiency (Minimum of 80%);
3. Percentage of post-tested students demonstrating measurable educational gains (Minimum of 80%); and
4. Number of lawful permanent residents for whom your organization will prepare and submit a Form N-400 and Form G-28 (Minimum of 200).

## **B. Federal Award Information**

### **Award Amounts, Important Dates, and Extensions**

**Available Funding for the NOFO:**      Approximately \$9,000,000

**Projected Number of Awards:** Up to 36

**Period of Performance:** 24 months (comprising two 1-year budget periods).

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period.

Requests for extensions are subject to approval by DHS. See Section H. Additional Information – Extension(s).

**Projected Period of Performance Start Date(s):** 10/01/2018

**Projected Period of Performance End Date(s):** 9/30/2020

**Funding Instrument:** Grant

### **C. Eligibility Information**

#### **Eligible Applicants**

The following entities are eligible to apply to this announcement:

1. City or township governments
2. County governments
3. Independent school districts
4. Native American tribal government (federally recognized)
5. Native American tribal organizations, other than federally recognized tribal governments
6. Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
7. Private institutions of higher education
8. Public and state controlled institutions of higher education
9. Special district governments
10. State governments

#### **Eligibility Criteria**

To be eligible for this program, applicants and sub-awardees must meet the below requirements.

1. Applicants and any proposed sub-awardees must be organizations with public or non-profit status;
2. At the time of application, applicants and/or any sub-awardees that propose to provide citizenship instruction must have at least 1 year of experience in the past 3 years providing direct service citizenship instruction in a classroom setting that follows a curriculum and utilizes a citizenship textbook.
3. Applicants and/or any sub-awardees that propose to provide naturalization application services must have at least 1 year of experience in the past 3 years providing naturalization application services within the authorized practice of immigration law to clients, and must at the time of application:
  - a) Be recognized by the U.S. Department of Justice (DOJ)'s Office of Legal Access Programs (OLAP) and employ at least one DOJ accredited representative employee (partial accreditation is acceptable) with experience providing clients with naturalization representation; **OR**
  - b) Have at least one attorney on staff as a paid employee with experience providing clients with naturalization representation.

### **Not Eligible**

For-profit law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity. (See the Glossary for the definitions of “representation” and “employee.”)

Current awardees and sub-awardees under the FY 2017 Citizenship and Assimilation Grant Program (funding opportunity DHS-17-CIS-010-001 or DHS-17-CIS-010-002) are not eligible to receive funding under this funding opportunity. Applicants to *Refugee and Asylee Assimilation Program* (DHS-18-CIS-010-001) are not eligible to apply to this program.

If DHS determines at any point during the review process that an application does not meet these eligibility requirements, the application will be removed from further consideration.

### **Non-Responsive Applications**

Your application will be deemed non-responsive if:

1. Form SF-424 – *Application for Federal Assistance* is missing.
2. Form SF-424A – *Budget* is missing.
3. Form SF-424B – *Assurances - Non-Construction Programs* is missing.
4. The applicant’s Authorized Organization Representative (AOR) is not registered with the System for Award Management (SAM).
5. The application does not include a Budget Narrative and a Budget Table.
6. The application does not include a Project Abstract.
7. The application does not include a Project Narrative.

### **Maintenance of Effort (MOE)**

There is no MOE requirement for this program. Requests for funds under this announcement shall not be used to take the place of activities described in the application that are currently supported with other funding. Also, grant funds shall not be used to support activities that are a normal part of the organization’s operations.

### **Cost Share or Match**

There is no cost share requirement for this program, however, projects that supplement government funding are encouraged and may receive favorable consideration. Applicants should clearly identify which budget items are to be supported by federal grant funding and which are to be supported by in-kind contributions and/or other funding sources, along with an estimate of the value of these non-federal funding sources.



**D. Application and Submission Information**

**Key Dates and Times**

**Date Posted to Grants.Gov:** 07/25/2018

**Application Submission Deadline:** 08/08/2018 at 11:59:59 p.m. EDT

**Anticipated Funding Selection Date:** 09/14/2018

**Anticipated Award Date:** 09/21/2018

NOTE: The application must be received in Grants.gov by the date and time listed above. If an application is received after the deadline, it will not be considered. Applicants will receive a confirmation from Grants.gov once the application is successfully submitted.

All applications are time stamped by the Grants.gov system when submitted and recipients are notified accordingly. The federal office will download all applications that are received by the deadline date and time as indicated on the NOFO.

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline For Completion</b>
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission
Starting application in Grants.gov	One week before actual submission deadline

**Address to Request Application Package**

Application forms and instructions are available at Grants.gov.

1. To access these materials, go to [www.grants.gov](http://www.grants.gov), select “Applicants” then “Apply for Grants.”
2. To obtain the application package, select “Download a Grant Application Package.”
3. Enter the CFDA and/or funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

Applications will be processed through the Grants.gov portal. If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at 1-800-518-4726.

The Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is 1-800-518-4726 (Grants.gov customer support).

To request a hard copy of the full NOFO, please email or fax a request to:

Jacqueline Greely

Grants Officer

Jacqueline.Greely@HQ.DHS.GOV

Fax: 202-447-5600

### **Content and Form of Application Submission**

Applicants must submit all required forms and required documents listed in this section. See the Grants.gov [Applicant User Guide](#) for instructions on how to attach forms and documents. Applicant should ensure that the final submitted application package includes all required forms and documents. Applicants should avoid the use of special characters in attachment file names.<sup>1</sup>

### **Unique Entity Identifier and System for Award Management (SAM)**

Each applicant for this award must:

1. Be registered in SAM before submitting an application;
2. Provide a valid DUNS number in its application; and
3. Continue to maintain an active SAM registration with current information while having an active federal award or an application or plan under consideration by a DHS FAO.

DHS may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time DHS is ready to make the award, DHS may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

### **Required Forms**

See Appendix A for required forms.

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<sup>1</sup> [www.grants.gov/web/grants/applicants/applicant-faqs.html#attachments](http://www.grants.gov/web/grants/applicants/applicant-faqs.html#attachments)

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential, or commercial or financial, please denote the beginning and ending of such information with asterisks (\*\*\*)

1. **Form SF-424 – Application for Federal Assistance**

This form must be completed within the application package on Grants.gov. You must download and install Adobe Reader in order to view this form. Applicants are only required to complete fields which are highlighted.

2. **Form SF-424A – Budget**

This form must be completed within the application package on Grants.gov. You must download and install Adobe Reader in order to view this form. Applicants are only required to complete fields which are highlighted. Provide budget amounts by object class (personnel, fringe benefits, travel, etc.). Include second year budget amounts in Section E. Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions.

3. **Certifications/Assurances**

These forms must be completed within the application package on Grants.gov. You must download and install Adobe Reader in order to view these forms. Applicants must submit:

a. **Form SF-424B – Assurances – Non-Construction Programs;** and

b. **Certification Regarding Lobbying.** If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Drug-Free Workplace Requirements; Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions; and Certification that the applicant is not delinquent on any federal debt.

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## **Unique Entity Identifier and System for Award Management (SAM)**

### **Electronic Delivery**

DHS is participating in the Grants.gov initiative to provide the Grant Community with a single site to find and apply for grant funding opportunities. DHS encourages applicants to submit their applications online through Grants.gov.

### **How to Register to Apply through Grants.gov**

1. Read the instructions below about registering to apply for DHS funds. Applicants should read the registration instructions carefully and prepare the information

requested before beginning the registration process. Reviewing and assembling the required information before beginning the registration process will alleviate last-minute searches for required information.

The registration process can take up to four weeks to complete. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required application submission deadlines.

Organizations must have a Data Universal Numbering System (DUNS) Number, active System for Award Management (SAM) registration, and Grants.gov account to apply for grants.

If individual applicants are eligible to apply for this grant funding opportunity, refer to: [www.grants.gov/web/grants/applicants/registration.html](http://www.grants.gov/web/grants/applicants/registration.html)

Organization applicants can find complete instructions here:  
[www.grants.gov/web/grants/applicants/organization-registration.html](http://www.grants.gov/web/grants/applicants/organization-registration.html)

2. All entities applying for funding, including renewal funding, must have a Data Universal Numbering System (DUNS) number from Dun & Bradstreet (D&B). Applicants must enter the DUNS number in the data entry field labeled "Organizational DUNS" on the (SF)-424 form.

For more detailed instructions for obtaining a DUNS number, refer to:  
[www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html](http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html)

3. In addition to having a DUNS number, all organizations applying online through Grants.gov must register with System for Award Management (SAM). Failure to register with SAM will prevent your application from applying through Grants.gov. SAM registration must be renewed annually.

For more detailed instructions for registering with SAM, refer to:  
[www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html](http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html)

4. The next step in the registration process is to create an account with Grants.gov. Applicants must know their organization's DUNS number to complete this process.

For more information, follow the on-screen instructions or refer to:  
[www.grants.gov/web/grants/applicants/registration.html](http://www.grants.gov/web/grants/applicants/registration.html)

5. A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your grant applications. To add an organizational profile to your Grants.gov account, enter the DUNS Number for the organization in the DUNS field while adding a profile.

For more detailed instructions about creating a profile on Grants.gov, refer to:  
[www.grants.gov/web/grants/applicants/registration/add-profile.html](http://www.grants.gov/web/grants/applicants/registration/add-profile.html)

6. After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access is sent to the EBiz Point of Contact (POC). The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving permission to complete and submit applications on behalf of the organization. You will be able to submit your application online any time after you have been assigned the AOR role.

For more detailed instructions about creating a profile on Grants.gov, refer to:  
[www.grants.gov/web/grants/applicants/registration/authorize-roles.html](http://www.grants.gov/web/grants/applicants/registration/authorize-roles.html)

To track your role request, refer to:

[www.grants.gov/web/grants/applicants/registration/track-role-status.html](http://www.grants.gov/web/grants/applicants/registration/track-role-status.html)

7. When applications are submitted through Grants.gov, the name of the organization applicant with the AOR role that submitted the application is inserted into the signature line of the application, serving as the electronic signature. **The EBiz POC must authorize individuals who are able to make legally binding commitments on behalf of the organization as an AOR; this step is often missed but is crucial for valid and timely submissions.**

### **How to Submit an Application to DHS via Grants.gov**

Grants.gov applicants can apply online using Workspace. Workspace is a shared, online environment where members of a grant team may simultaneously access and edit different webforms within an application. For each funding opportunity announcement (FOA), you can create individual instances of a workspace.

Below is an overview of applying on Grants.gov. For access to complete instructions on how to apply for opportunities using Workspace, refer to:

[www.grants.gov/web/grants/applicants/workspace-overview.html](http://www.grants.gov/web/grants/applicants/workspace-overview.html)

1. Creating a workspace allows you to complete it online and route it through your organization for review before submitting.
2. Add participants to the workspace to work on the application together, complete all the required forms online or by downloading PDF versions, and check for errors before submission.
3. If you decide not to apply by filling out webforms you can download individual PDF forms in Workspace so that they will appear similar to other Standard or DHS forms. The individual PDF forms can be downloaded and saved to your local device storage, network drive(s), or external drives, then accessed through Adobe Reader.

NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at:

[www.grants.gov/web/grants/applicants/adobe-software-compatibility.html](http://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html)

4. In the forms, you will note fields marked with an asterisk and a different background color. These fields are mandatory fields that must be completed to successfully submit your application.
5. The forms are designed to fill in common required fields across other forms, such as the applicant name, address, and DUNS number. **To trigger this feature, an applicant must complete the SF-424 information first.** Once it is completed, the information will transfer to the other forms.
6. An application may be submitted through workspace by clicking the “Sign and Submit” button on the Manage Workspace page, under the Forms tab. Grants.gov recommends submitting your application package at least 24-48 hours prior to the close date to provide you with time to correct any potential technical issues that may disrupt the application submission.
7. After successfully submitting a workspace package, a Grants.gov Tracking Number (GRANTXXXXXXXX) is automatically assigned to the application. The number will be listed on the Confirmation page that is generated after submission. Using the tracking number, access the Track My Application page under the Applicants tab or the Details tab in the submitted workspace.

For additional training resources, including video tutorials, refer to:

[www.grants.gov/web/grants/applicants/applicant-training.html](http://www.grants.gov/web/grants/applicants/applicant-training.html)

Grants.gov provides applicants 24/7 support via the toll-free number 1-800-518-4726 and

email at support@grants.gov. For questions related to the specific grant opportunity, contact the number listed in the application package of the grant you are applying for.

If you are experiencing difficulties with your submission, it is best to call the Grants.gov Support Center and get a ticket number. The Support Center ticket number will assist the DHS with tracking your issue and understanding background information on the issue.

### **Timely Receipt Requirements and Proof of Timely Submission**

All applications must be received by **11:59 p.m. Eastern Daylight Time** on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission. When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role. The Grants.gov Support Center reports that some applicants end the transmission because they think that nothing is occurring during the transmission process. Please be patient and give the system time to process the application.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their state's Single Point of Contact (SPOC) to comply with the state's process under Executive Order 12372 (see [www.fws.gov/policy/library/rgeo12372.pdf](http://www.fws.gov/policy/library/rgeo12372.pdf))

## **Funding Restrictions**

### ***Eligible Funding Purposes***

DHS grant funds may only be used for the purposes set forth in the agreement, and must be consistent with the statutory authority for the award. Grant funds may be used for the following purposes:

1. To provide services to **lawful permanent residents only**, regardless of race, color, religion, sex, or national origin.
2. Resources to support citizenship instruction, including staff salaries, textbooks/materials, nationally normed standardized assessment tests, software, etc.
3. Professional development and training for staff and/or volunteers related to the provision of citizenship instruction and/or naturalization application services.
4. Facility rental costs **not** to exceed more than 20% of the total approved budget.
5. Resources to support naturalization application services including staff salaries, case management systems, costs associated with DOJ recognition of organizations and accreditation (or renewal) of staff. This includes training costs related to DOJ recognition and accreditation.
6. Transportation costs for students attending grant-funded classes.
  - a) Transportation funds provided to students must match the students' individual transportation costs.
  - b) Applicant must have a system to track how transportation funds are used.
7. Reimbursement of transportation costs for volunteers participating in grant-funded activities. Volunteers may **not** receive a general transportation stipend.
  - a) Transportation funds provided to volunteers must match the volunteers' individual transportation costs.
  - b) Applicants must have a system to track how transportation funds are used.
8. Childcare costs to assist eligible participants to attend grant-funded classes.
9. Travel costs for two staff members to attend a mandatory two-day grant recipient training in the Washington, D.C. area during the first year of the grant, and costs for one teacher or coordinator to attend a USCIS teacher training (or another professional development training with approval from USCIS) during the second year of the grant.
10. Equipment purchases directly related to the provision of services.
11. Costs associated with the use of computers for citizenship instruction (e.g., computer equipment, internet access, etc.)

### ***Ineligible Funding Purposes***

Grant funds may **not** be used for the following purposes:

1. Cost-sharing or matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may **not** be used to sue the federal government or any other government entity.



2. USCIS application fees.
3. Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
4. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations. (Note: Applicants may charge a nominal fee not to exceed \$50 for either program component. If you propose to charge for services under the grant program, please present a justification for these fees in the budget narrative, including a detailed explanation of how they will be used to enhance the program. Program income generated from these fees must go back into the grant-funded program.)
5. Foreign travel.
6. Construction costs and purchase of real property under this funding opportunity.
7. Pre-award costs.
8. Funding for direct reimbursement of proposal development.
9. Costs for food or refreshments.
10. Incentive items or gift cards.
11. General volunteer stipends.
12. Living allowances for any national volunteer service program participants.
13. Conference fees.

#### **Management and Administration (M&A) Costs**

Management and Administration Costs are allowable for the grantee and any proposed sub-awardee (if applicable). For more information on allowable costs, please see Funding Restrictions (above).

#### **Indirect Facilities & Administrative (F&A) Costs**

Indirect Costs are allowable for the grantee and any proposed sub-awardee (if applicable). The applicant must **attach a copy of the latest indirect cost rate agreement** negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200](#) States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in

[§200.403](#) Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

### **Other Submission Requirements**

Applications must be submitted in electronic format only.

Application forms and instructions are available at [www.grants.gov](http://www.grants.gov). Applicants must have a compatible version of Adobe Reader. Adobe Reader is available from Grants.gov at no charge.

If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at 1-800-518-4726.

## **E. Application Review Information**

### **Application Evaluation Criteria**

Prior to making a federal award, the federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant:

1. Financial stability;
2. Quality of management systems and ability to meet management standards;
3. History of performance in managing a federal award;
4. Reports and findings from audits; and
5. Ability to effectively implement statutory, regulatory, or other requirements.

DHS will use the following criteria to evaluate applications deemed eligible and responsive. Applicants can receive up to 100 points.

#### **1. Capacity to Provide Comprehensive Citizenship Instruction (15 Points)**

The extent to which the applicant demonstrates:

- a) Recent (in the past 5 years) and extensive (a minimum of 2 years) experience providing citizenship instruction (6 points);
- b) Recent (in the past 5 years) and extensive (a minimum of 2 years) experience providing ESL instruction (4 points); and
- c) The need for citizenship instruction within the lawful permanent resident community that the applicant serves (5 points).

2. **Quality of the Citizenship Instruction Program (30 Points)**

The extent to which the applicant proposes a high quality citizenship instruction program to meet the citizenship education needs of the community, including:

- a) Feasible citizenship instruction program enrollment goals (3 points);
- b) Feasible pre and post-testing goals (3 points);
- c) Feasible educational gain goals (3 points);
- d) Feasible and detailed outreach, orientation, intake, and student retention plans (3 points);
- e) High quality service delivery, curriculum, and class structure (8 points);
- f) Qualified and experienced personnel (8 points)<sup>2</sup> and
- g) Assimilation activities (2 points).

**DHS requires that all applicants demonstrate experience providing naturalization application services within the authorized practice of immigration law. Applications that fail to demonstrate this will not be scored on criteria 3 and 4 and as a result will be deemed ineligible.**

3. **Capacity to Provide Comprehensive Naturalization Application Services (15 Points)**

The extent to which the applicant demonstrates:

- a) Recent experience providing naturalization application services within the authorized practice of immigration law (10 points); and
- b) The need for naturalization application services within the lawful permanent resident community that the applicant serves (5 points).

4. **Quality of the Naturalization Application Services Program (30 Points)**

The extent to which the applicant proposes a high quality naturalization application services program, including:

- a) Attainable naturalization application services program goals (3 points);
- b) Viable outreach and intake plans (3 points);
- c) High quality service delivery and case management (12 points); and
- d) Qualified and experienced personnel (as described in the project narrative requirements) (12 points).

5. **Integration of Services (5 Points)**

The extent to which the applicant demonstrates a plan to provide integrated citizenship preparation services particularly in ensuring the accessibility of

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<sup>2</sup> Please see USCIS' [Professional Development Guide for Adult Citizenship Educators](#) for competencies USCIS would expect qualified and experienced personnel to demonstrate in the citizenship instruction classroom.

naturalization application services for enrolled citizenship instruction students. A well-defined referral plan that ensures priority access for enrolled students seeking legal services is required.

**6. Cost Effectiveness and Balance (5 Points)**

The extent to which the applicant's proposed budget is tied to the delivery of programmatic services and demonstrates a programmatically supported balance between funding dedicated to citizenship instruction and naturalization application services.

**Review and Selection Process**

DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible (see Section C. Eligibility Information) or an application is determined to be non-responsive, DHS will notify the applicant. All responsive and eligible applications will be reviewed as described below:

1. DHS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.
2. Teams of technical reviewers will review each eligible application against the evaluation criteria. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified above.
3. An application may be selected for post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.
4. An internal review panel consisting of DHS staff will review the highest ranked applications and make final funding recommendations. The internal review panel may take applications out of rank order in consideration of strategic program priorities, which are identified below.
5. DHS may perform an additional review of the applicant organization and any sub-awardees and/or its key personnel. This may include reviewing audit reports, publicly available materials and/or government data which may have a bearing on award outcome. DHS may request additional materials from the applicant as part of this review, including:
  - a) The summary letter from the applicant's most recent audit report;
  - b) Documentation of previous grant award completion that includes the name of the grantor, amount awarded, and whether the grant recipient sufficiently completed the requirements of the grant award (e.g., a final close-out report, certification of grant award completion, etc.); and
  - c) A pre award site visit or investigation to determine and validate current services and proposed activities

6. After the technical review and before making final funding decisions, DHS will contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. This will include negotiations on the curriculum content, staffing, and activities. If an application includes a sub-awardee that will provide additional or complementary direct grant-funded services in partnership with the main applicant, DHS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.
7. **Confidentiality and Conflict of Interest.** Technical and cost proposals submitted under this NOFO will be protected from unauthorized disclosure in accordance with applicable laws and regulations. DHS may use one or more support contractors in the logistical processing of proposals however, funding recommendations and final award decisions are solely the responsibility of DHS personnel.

DHS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, DHS requires potential reviewers to complete and sign conflict of interest and nondisclosure forms. DHS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and DHS staff involved in the award process. DHS will destroy any unsuccessful applications after three years following the funding decision.

8. DHS strongly discourages, and will not consider, any supplementary materials submitted by or on behalf of the applicant (e.g., letters of support) other than those materials specifically requested in this NOFO.
9. DHS will notify all applicants electronically of funding decisions. Unfunded applicants may send a written request to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov) to receive a written summary of comments related to the evaluation criteria, along with the points awarded to the application for each of the evaluation criteria. DHS will send the written summary to the applicant within 60 days of the request. Additional information beyond that described here will not be provided.

### **Strategic Program Priorities**

Based on the recommendations of the internal review panel, DHS may consider the following factors when making an award:

1. **Program Balance Factors**, including (in descending order of importance):
  - a) Whether an application, when balanced with other potential awards and

with existing Citizenship and Assimilation Grant Program recipients, represents a diverse geographic area;

- b) Whether an application, when balanced with other potential awards and existing Citizenship and Assimilation Grant Program recipients, represents a diverse population;
- c) Whether an application, when balanced against other potential awards with similar scores, incorporates:
  - (1) E-filing of naturalization applications; and/or
  - (2) Use of technology in the citizenship instruction program that would help immigrant students to gain sufficient digital literacy skills to navigate USCIS' educational resources and online application system; and/or
  - (3) Cooperation with local libraries and museums.
- d) Whether an application, when balanced against other potential awards with similar scores, incorporates enrollment of the applicant and sub-awardee organizations in good standing in E-Verify at the time of the proposal submission.

**2. The past performance of a previous Citizenship and Assimilation Grant Program recipient (if applicable), including:**

- a) Whether a previous grant recipient achieved their core program goals (number of students enrolled, number of eligibility screenings, number of Forms N-400 filed, percentage of students pre and post-tested, and percentage of student demonstrating educational gain). Failure to achieve at or above the following will be considered a failure to meet the goals related to testing and education gains:
  - (1) 60% of enrolled students are pre and post-tested using an NRS-approved ESL assessments; and/or
  - (2) 60% of pre and post-tested students show a measurable gain on the NRS-approved ESL assessments.
- b) Whether a previous grant recipient had major findings during a monitoring visit and failed to resolve them in the prescribed time period;
- c) Whether a previous grant recipient was placed on restricted drawdown status for cause, and if so, whether they were able to meet the conditions to have this restriction removed; and
- d) Whether a previous grant recipient demonstrated an ability to file accurate and timely quarterly performance reports.

Prior to making a federal award with a total amount of federal share greater than the simplified acquisition threshold, DHS is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM (currently FAPIIS).

An applicant, at its option, may review information in the designated integrity and performance systems accessible through SAM and comment on any information about itself that a federal awarding agency previously entered and is currently in the designated integrity and performance system accessible through SAM.

DHS will consider any comments by the applicant, in addition to the other information in the designated integrity and performance system, in making a judgment about the applicant's integrity, business ethics, and record of performance under federal awards when completing the review of risk posed by applicants as described in 2 CFR §200.205 federal awarding agency review of risk posed by applicants.

## **F. Federal Award Administration Information**

### **Notice of Award**

DHS issues formal award notification documents following fulfillment of DHS Congressional notifications. All DHS grants and cooperative agreements are subject to the standard DHS Award Terms and Conditions, which are attached to this package.

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding. Organizations that are being funded for the first time under this grant program will be placed on restricted drawdown until quarterly performance goals are met. Unsuccessful applicants will be contacted as well and will be encouraged to apply for future grant award programs. Announcements for future Grant opportunities will be listed at [www.grants.gov](http://www.grants.gov).

### **Administrative and National Policy Requirements**

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at:

[DHS Standard Terms and Conditions](#)

The applicable DHS Standard Terms and Conditions will be for the last year specified at that URL, unless the application is for a continuation of award. In that event, the terms and conditions in effect for the fiscal year that the award was originally made will apply.

Before accepting the award, the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions associated with responsibilities under federal awards. Recipients must accept all conditions in this NOFO as well as any special terms and conditions in the Notice of Award to receive an award under this program.

Post-award program income: In the event program income becomes available to the recipient post-award, it is the recipient's responsibility to notify the DHS Grants Officer to explain how that development occurred, as part of their request for guidance and/or approval. The Grants Officer will review approval requests for program income on a case-by-case basis; approval is not automatic. Consistent with the policy and processes outlined in 2 CFR Part 200, pertinent guidance and options, as determined by the type of recipient and circumstances involved, may be approved by the Grants Officer. If approval is granted, an award modification will be issued with an explanatory note in the remarks section of the face page concerning guidance and/or options pertaining to the recipient's approved request. All instances of program income shall be listed in the progress and financial reports.

## **Reporting**

### **Federal Financial Reporting Requirements**

The Recipient shall submit a Federal Financial Report (SF425) to the DHS Grants Officer no later than 30 days after the end of the reporting period end date. The Federal Financial Reporting Form (FFR) is available online at: <https://www.grants.gov/web/grants/forms.html>

### **Program Performance Reporting Requirements**

The recipient is required to submit the following performance reports:

Quarterly Performance Reports must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Reports shall be submitted via GrantSolutions.gov using the **Grant Note submission guidance** found here:

[www.grantsolutions.gov/support/granteeUsers.html](http://www.grantsolutions.gov/support/granteeUsers.html). Recipients may also email a copy to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov) and to the assigned OoC Program Officer.

Grant recipients must collect and report data on each refugee or asylee served with grant funding, which may include:

1. Alien registration numbers. These numbers may be used by USCIS to track naturalization outcomes during and after the period of performance;
2. Countries of birth;
3. When specific services were provided, including client enrollments, naturalization eligibility screenings, referrals for literacy and ESL instruction, Forms N-400 and G-28 filed and referral for professional recertification;
4. Assessment data, including pre and post test scores;
5. Classes attended, including the number of hours in class;
6. When students and clients either passed or failed the naturalization test; and
7. When students and clients naturalized;



Grantees are required to collect the data listed above and submit it to DHS quarterly. This data is used to measure and track grantee performance and assess the success of individual programs as well as the collective performance of all grantees. All grantee performance data can be used to determine continued and future USCIS grant funding.

Grant recipients must also collect and report data on citizenship classes provided, which may include:

1. Class titles and proficiency levels;
2. Dates when classes are held;
3. The instructor teaching each class;
4. The number of instructional hours provided per class; and
5. The number of students enrolled per class.

In addition to collecting this data, grant recipients must also provide quarterly narrative reports. The narrative report may include questions on the following topics: program accomplishments, progress meeting goals, progress of the sub-awardee organization (if applicable), challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, volunteer recruitment and training, staff changes, progress made towards DOJ accreditation, and promising practices.

For financial reports grant recipients must use the OMB-approved [Performance Progress Report](#). USCIS will provide guidance on attachments to include with the report.

### **Monitoring**

DHS, through its authorized representatives, has the right, at all reasonable times, to make site visits to review project accomplishments and management control systems and to provide such technical assistance as may be required. During site visits, DHS will review grant recipients' files related to the grant-funded program.

As part of any monitoring and program evaluation activities, grant recipients must permit DHS, upon reasonable notice, to review grant-related records and to interview the organization's staff and clients regarding the program, and to respond in a timely and accurate manner to DHS requests for information relating to their grant program.

Recipients that are new to the USCIS Office of Citizenship and/or first time federal funds recipients, shall receive an on-site monitoring visit within the first year of award initiation. If the monitoring visit results in a determination that basic, minimum requirements as outlined in the Notice of Funding Opportunity are not being met, DHS may require corrective actions and/or initiate termination of the award.

## **Close Out Reporting Requirements**

Within 90 days after the end of the period of performance, or after an amendment has been issued to close out a grant, whichever comes first, recipients must submit a final FFR and final progress report detailing all accomplishments and a qualitative summary of the impact of those accomplishments throughout the period of performance.

The final performance report shall include cumulative quantitative data, program accomplishments and challenges, and any promising practices related to direct service provision to lawful permanent residents.

If applicable, an inventory of all construction projects that used funds from this program must be reported with the final progress report.

After these reports have been reviewed and approved by DHS FAO, a close-out notice will be completed to close out the grant. The notice will indicate the period of performance as closed, list any remaining funds that will be de-obligated, and address the requirement of maintaining the grant records for three years from the date of the final FFR.

The recipient is responsible for returning any funds that have been drawn down but remain as unliquidated on recipient financial records.

## **G. DHS Awarding Agency Contact Information**

### **Contact and Resource Information**

#### **USCIS Program Office (Office of Citizenship):**

Send all questions to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov).

USCIS Office of Citizenship staff will respond within five (5) business days. You may also refer to a list of Questions and Answers found at [www.uscis.gov/grants](http://www.uscis.gov/grants). This document will be available a few days after the posting of this NOFO.

**DHS Grants Office:** Send all questions to the Grants Officer at [CISMailbox@hq.dhs.gov](mailto:CISMailbox@hq.dhs.gov)

## **H. Additional Information**

Applicants will obtain NOFO overviews and full announcement information from the Grants.gov website where the full NOFO is posted. Applications will be processed through the Grants.gov portal.

### **Extensions**

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 45 days prior to the expiration of the performance period.

Requests for extensions are subject to approval by the DHS Grants and Financial Assistance Grants Officer.

**Disclosure: Risk Assessment Evaluation**

DHS staff will evaluate the risks to the program posed by each highly-ranked applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation may assist funding decisions. This evaluation may include a pre-award site visit, and for organizations who have not received prior DHS Grants and Financial Assistance Division (GFAD), awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review. If an award is made, DHS may apply special conditions that correspond to the degree of risk of the award.

In evaluating risks, DHS may consider the following:

1. Financial stability;
2. Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
3. Applicant's record in managing previous federal awards, cooperative agreements, or procurement awards, including:
  - a) Timeliness of compliance with applicable reporting requirements
  - b) Accuracy of data reported
  - c) Conformance to the terms and conditions of previous federal awards
  - d) If applicable, the extent to which any previously awarded amounts will be expended prior to future awards
  - e) Information available through OMB-designated repositories of government-wide eligibility qualification or financial integrity information, such as: Federal Awardee Performance and Integrity Information System (FAPIIS), Duns and SAM
  - f) Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 CFR Part 200 and findings and reports of any other available audits
  - g) Applicant organization's annual report
  - h) Publicly available information, including information from the applicant organization's website; and
  - i) Applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

**Applicant Disclosure of High Risk Status**

Applicants are to disclose if they are currently designated as high risk by a federal awarding agency. This includes, but is not limited to, any status requiring additional oversight by a

federal awarding agency due to past programmatic, administrative or financial concerns. If an applicant is designated as high risk by a federal awarding agency, it should provide an explanation with the application package and include the following information:

1. The federal awarding agency that assigned the high risk status;
2. The federal awarding agency's point of contact for the risk status, including name, phone number and email address;
3. Date of the risk status designation;
4. Reason(s) for the risk status.

DHS seeks this information to ensure appropriate federal oversight of all grant awards. The disclosure of an organization's risk status does not disqualify it from receiving an award; however additional grant oversight may be required. If necessary, this information will be provided in the award documentation. Failure to disclose high risk status may result in award termination or other remedies.

## **Appendices**

For information on additional required documents and the format of the narrative application please see Appendix A.

1. For definitions of frequently used terms in this NOFO, visit [www.uscis.gov/grants](http://www.uscis.gov/grants) and click on *FY 2018 Glossary*.
2. Applicants are also encouraged to review the *FY 2018 Guidance for Preparing Your Proposal* at [www.uscis.gov/grants](http://www.uscis.gov/grants).
3. Before submitting your application, use the Applicant Checklist to ensure your application is complete and all required documents are included. Visit [www.uscis.gov/grants](http://www.uscis.gov/grants) and click on *FY 2018 Applicant Checklist*.

*Appendix A*  
*Additional Required Documents*

**1. Project Abstract (3 single-spaced page maximum)**

Provide the information below in a separate document, suitable for public dissemination. The project abstract must not include any proprietary/confidential information. Attach the Project Abstract to the application package.<sup>1</sup>

<b>General Information</b>	
<b>1.</b>	<b>Organization legal name</b>
<b>2.</b>	<b>Organization legal address</b> (Number and street, city, state, zip code)
<b>3.</b>	<b>Head of the organization</b> (Name, title, address, phone number, email address)
<b>4.</b>	<b>Authorized official</b> , the person at the organization authorized to sign and receive award (Name, title, address, phone number, email address)
<b>5.</b>	<b>Grant project manager</b> , the person who will manage operations of the grant project and will serve as USCIS' primary point of contact (Name, title, address, phone number, email address)
<b>6.</b>	<b>Type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
<b>7.</b>	<p><b>Project description</b> (200 words or less)            Provide a brief summary of the following:</p> <ul style="list-style-type: none"> <li>A. The organization's experience providing ESL instruction to immigrants and the number of years providing services and the estimated number of students per year;</li> <li>B. The organization's experience providing citizenship instruction to immigrants and number of years providing services and the estimated number of students per year;</li> <li>C. A description of the immigrant community, including most common countries of origin that the organization will serve; and</li> <li>D. Proposed grant project activities and outcomes.</li> </ul>
<b>8.</b>	<b>Annual Organizational Budget</b>
<b>9.</b>	<b>Total federal funding requested</b> (Up to \$250,000)
<b>10.</b>	<b>Total federal funding allocated for citizenship instructor salaries</b>
<b>11.</b>	<b>Total federal funding allocated for administrative costs</b>
<b>12.</b>	<b>Applicant's total in-kind contribution</b> (if applicable)
<b>13.</b>	<b>Geographic area/community</b> where services will be provided

<sup>1</sup> See the Grants.gov [Applicant User Guide](#) for instructions on how to attach forms and documents.

*Appendix A*  
**Additional Required Documents**

<b>14.</b>	<b>Congressional district</b> (based on the legal address of the applicant organization)								
<b>15.</b>	<b>Number of full-time equivalents (FTEs)</b> Indicate the number of intended grant- funded FTEs.								
<b>16.</b>	<b>Fees charged for citizenship instruction</b> (if applicable)								
<b>17.</b>	<b>Fees charged for naturalization application services</b> (if applicable)								
<b>18.</b>	<b>Is your organization or proposed sub-awardee DOJ recognized?</b> (yes/no)								
<b>19.</b>	<b>List all DOJ Accredited Representative (or partial) employee(s) or attorney employee(s)</b>								
<b>20.</b>	<b>Are all program sites in compliance with the Americans with Disabilities Act?</b>								
<b>21.</b>	<b>List any grants received by the applicant in the past three years focused on adult education or services to immigrants.</b>								
	<b>Name of Grant</b>	<b>Grantor</b>	<b>Period of Performance</b>	<b>Total Award Amount</b>					
<b>Proposed Citizenship Class Structure</b>									
<b>22.</b>	<b>Class cycle table:</b> Provide the information below for each class type. Follow the example provided below.								
	<b>Class Title and Instructor</b>	<b>Proficiency Level</b>	<b>Hours per class</b>	<b>Textbook, list author, edition and any supplementary resources used</b>	<b>Times per week</b>	<b>Weeks per class cycle</b>	<b>Total hours per class cycle</b>	<b>Times offered over two year period of performance</b>	<b>Location of class</b>
	e.g., Citizenship Morning (Instructor - Pat Jones)	High beginning	3	Citizenship Textbook A, Jones, 2017 and USCIS lesson plans from USCIS website	2	10	60	8	ABC Family Center
	<b>NOTE:</b> Applicants must offer a minimum of 40 hours of citizenship instruction over an 8-15 week class cycle for students at the NRS low beginning to high intermediate level.								
<b>23.</b>	<b>Number of total citizenship instruction hours to be offered over the two-year period</b>								
<b>24.</b>	<b>Approximate number of students enrolled per class</b>								
<b>25.</b>	<b>Other education services offered (tutoring, study groups, etc.)</b>								
<b>26.</b>	<b>Name, publisher, and edition of citizenship textbook(s) to be used</b>								
<b>27.</b>	<b>Is the textbook free to students? If no, how much is charged?</b>								
<b>28.</b>	<b>Name of nationally normed standardized assessment test(s) of English language proficiency for student placement and assessment of progress</b>								

*Appendix A*  
*Additional Required Documents*

29.	<b>Is the organization an <a href="#">E-Verify</a> participating employer in good standing? If yes, provide the E-Verify company identification number.<sup>2</sup></b>
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<b>Sub-Awardee Organization (if applicable)</b>	
30.	<b>Sub-awardee organization legal name</b>
31.	<b>Sub-awardee organization point of contact</b> (Name, title, address, phone number and email address)
32.	<b>Is the sub-awardee a non-profit or public organization?</b> If not, the sub-awardee is not eligible to receive funding.
33.	<b>Sub-awardee type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
34.	<b>Services proposed by sub-awardee organization</b>
35.	<b>Total funds allocated for the sub-awardee</b>
36.	<b>Is the sub-awardee an E-Verify participating employer in good standing? If yes, provide the E-Verify company identification number.<sup>3</sup></b>

**2. Project Narrative (15 double-spaced page maximum)**

In a separate document, provide a response for each item in the chart below following the order listed. Items 5.a. – 5.c. below are the **mandatory headings** that must be included in the Project Narrative. The items and attachments listed in each section are required, and any item or attachment that is omitted will result in points deducted.

**Format Requirements**

- A. You must follow the order specified below, using the required three headings:
  - (1) Citizenship Instruction Program
  - (2) Naturalization Application Services Program
  - (3) Integration of Services
- B. Include the title “Project Narrative” at the top of the first page.
- C. Ensure that the application can be printed on 8 ½” x 11” single-sided paper.
- D. Use double-spacing.
- E. Font size must be at least 12 point, preferably Times New Roman font.
- F. Margins must be at least one (1) inch at the top, bottom, left and right of the paper.
- G. Project narrative pages must be numbered “1” of “XX.”
- H. Pages should be numbered consecutively and are limited to a total of **15 pages**.
- I. Do not include any marks from the “Track Changes” tool in your word processing program.
- J. Attach the completed Project Narrative to the application package.

<sup>2</sup> E-Verify participation is not required as a condition of receiving an award.

<sup>3</sup> E-Verify participation is not required as a condition of receiving a sub-award.

*Appendix A*  
*Additional Required Documents*

Project Narrative Items
<b>A. Citizenship Instruction Program</b>
<b>Experience and Community Need</b>
<p>Describe:</p> <ol style="list-style-type: none"><li>1. The primary proposed citizenship instruction provider's (must distinguish if it is the applicant or a proposed sub-awardee) recent <b>experience providing ESL instruction</b>. Indicate dates, total years of experience, the number of students enrolled in ESL in the past year and any previous years. Indicate the program's pre and post-test rates for the last program cycle as well as the percentage of ESL students that showed gains in that same program cycle.</li><li>2. The primary proposed citizenship instructor provider's (must distinguish if it is the applicant or a proposed sub-awardee) recent <b>experience providing citizenship instruction</b>. Indicate dates, total years of experience, the number of lawful permanent residents served in the past year and any previous years, and, if available, the naturalization test pass rate for program participants.</li><li>3. The particular <b>lawful permanent resident population(s) that you currently serve</b> with citizenship and ESL instruction.</li><li>4. The <b>need for citizenship instruction</b> among the lawful permanent resident population that you serve, including whether there are wait lists for citizenship instruction and/or ESL instruction at your organization. Indicate whether there are other citizenship and ESL instruction service providers in your area.</li></ol>
<b>Attainable Goals for Enrollment, Testing, and Educational Gains</b>
<ol style="list-style-type: none"><li>1. Explain how the proposed number of students to be served under the grant-funded program is attainable based on your organization's experience, past performance, and the proposed budget.</li><li>2. Explain how the proposed goals for percentage of students pre and post-tested, and percentage of students demonstrating educational gains is feasible based on your organization's experience, past performance, and proposed budget. Describe the retention strategies employed or that will be employed to maintain a satisfactory posttest rate. Describe the strategies employed or that will be employed to assist students not making educational gains.</li><li>3. Indicate how many additional students will be served under the grant-funded program that would not otherwise have been served.</li></ol>



*Appendix A*  
*Additional Required Documents*

**Program Administration**

Describe:

1. The **outreach plan** to raise awareness of program services and recruit students.
2. **Intake procedures**, including how the organization will *verify and document that only lawful permanent residents will receive services funded through this funding opportunity*.
3. **The orientation** process for new students.
4. **Strategies for ensuring student retention**, including whether there are any known barriers to student attendance (e.g., transportation, childcare, student tuition, etc.) and your organization's strategies to address these and retain students.
5. **The proposed managed enrollment policy** for the program, including whether students will be permitted to enroll in grant funded classes after the start of a class cycle (and if so, for how long into the cycle) and how the organization will accommodate students who desire classes after the registration period has closed. Note programs may not enroll students after the third class period.

*Appendix A*  
*Additional Required Documents*

**Curriculum**

Describe the curriculum<sup>4</sup> for the program. Provide the following information:

1. A description of the **comprehensive citizenship education services** provided to students and how the proposed class structure meets the needs of the lawful permanent resident community. If you propose to offer a multi-level class, describe **how the different levels** will be managed in the classroom, including how volunteers will be used. Provide a minimum of two examples of the activities that you will employ to promote civic and linguistic assimilation.
2. The use of **materials** for citizenship instruction, including the name, year, and edition of the textbook(s) that will be provided to students for each class level.
3. A description of the **assessment process**, including the specific nationally normed standardized test or test(s) that will be used for the program to assess English language proficiency<sup>5</sup> 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 your organization's experience administering the proposed standardized test(s). In addition, please discuss non-standardized assessments (e.g. quizzes, unit tests, etc.) that are used to monitor student learning during the course for each class level.
4. If you have an existing ESL program, describe how you will coordinate services between the broader ESL program and the grant-funded citizenship classes. Be sure to include information on the coordination of assessment data, referrals, curriculum, and;
5. **Curriculum objectives.**
6. Other relevant information.

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<sup>4</sup> For guidance on developing a citizenship curriculum, please review the [Guide to the Adult Citizenship Education Content Standards and Foundation Skills](#).

<sup>5</sup> The standardized tests that the Department of Education has determined to be suitable to assess English language proficiency as listed in Federal Register Notice [Tests Determined To Be Suitable for Use in the National Reporting System for Adult Education](#). See 82 FR 42339 (September 07, 2017).

**Appendix A**  
**Additional Required Documents**

**Personnel**

Describe **the staffing structure** for the proposed citizenship instruction program.

1. Provide a list of key personnel for the program. Key personnel include the grant project manager(s) and teacher(s).
2. For each person, provide the following information, preferably in a table format:
  - A. Name, or indicate if the position is vacant. If the position is vacant, a target start date;
  - B. Title and brief position description;
  - C. Whether the position is paid or volunteer;
  - D. FTE charged to the grant; and
  - E. Relevant experience, qualifications and training. Note that this grant must include at least one paid teacher position. The applicant 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 classroom setting for a program that has a structured curriculum.

See below for a sample staff table.

<b>Sample Staff Table</b>				
<b>Name</b>	<b>Title and Position Description</b>	<b>Paid or Volunteer</b>	<b>FTE charged to grant</b>	<b>Relevant experience, qualifications and training</b>
Mary Brown	Education Program Coordinator – manages adult education programs	Paid	0.5 FTE	TESOL degree, 5 years of experience as a program manager, 10 years of experience teaching ESL

1. If applicable, explain how **volunteers** will be used for the citizenship 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.
2. If your organization has only one teacher on staff at the time of application, please describe your organization’s **contingency plan** for the provision of citizenship instruction in the event of staff turnover.

<b>b. Naturalization Application Services Program</b>
<b>Experience and Community Need</b>
<p>Describe:</p> <ol style="list-style-type: none"> <li><b>Your organization's and, if applicable, sub-awardee's recent experience providing naturalization application services within the authorized practice of immigration law.</b> 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 lawful permanent residents served in the past year and any previous years.</li> <li><b>Program achievements</b>, including the organization's record of submitting successful naturalization applications.</li> <li>The particular <b>lawful permanent resident population(s) that you serve</b> with naturalization application services.</li> <li>The <b>need for naturalization application services</b> among the lawful permanent resident population that you serve, including whether there are wait lists for services. Indicate whether there are other naturalization application service providers in your area.</li> </ol>
<b>Attainable Naturalization Application Services Goals</b>
<ol style="list-style-type: none"> <li>Explain how the proposed number of naturalization clients to be served under the grant- funded program is feasible based on your organization's experience, past performance, and the proposed budget.</li> <li>Indicate how many naturalization applications you intend to file in the next two years with this grant funding that otherwise would not have been filed. Please reference your program goals table attachment.</li> </ol>
<b>Program Administration</b>
<p>Describe:</p> <ol style="list-style-type: none"> <li>The coordinated <b>outreach plan</b> to raise awareness of services and recruit clients.</li> <li><b>Intake procedures</b>, including how the organization and sub-awardee (if applicable) will <i>verify and document that only lawful permanent residents will receive services funded through this funding opportunity</i>, and who conducts intake.</li> </ol>

## **Service Delivery and Case Management**

Describe:

1. The naturalization application services provided, including the forms filed on behalf of clients.
2. The naturalization eligibility screening process and who will determine clients' eligibility for naturalization.
3. How your organization handles complex cases.
4. The support provided to clients throughout the application process (i.e., from intake until the oath ceremony).
5. How your organization prepares clients for the naturalization interview.
6. How your organization keeps clients informed of their case status.\
7. Any plans to use grant funds to hold group application workshops, and if so, the process for following up with those clients about their cases.

## **Personnel**

Describe the **staffing structure** for the proposed naturalization application services program.

1. Provide a list of key personnel for the program. Key personnel include the project manager(s), the DOJ accredited representative(s) and/or attorney(s), and any additional case workers.
2. For each person, provide the following information, preferably in a table format:
  - A. Name, or indicate if the position is vacant. If the position is vacant, provide a separate position description and target start date;
  - B. Title and brief position description;
  - C. Whether the position is paid or volunteer;
  - D. FTE charged to the grant;
  - E. Relevant experience, qualifications and training. For the DOJ accredited representative(s) and/or attorney(s), indicate the level of experience providing naturalization application services; and
  - F. Indicate who will sign Form N-400 as the preparer and who will enter their appearance as Attorney or DOJ accredited representative by signing Form G-28 in connection with all naturalization applications filed under this grant.

See below for a sample staff table.

Sample Staff Table				
Name	Title and Position Description	Paid or Volunteer	FTE charged to grant	Relevant experience, qualifications and training
Jim Smith	DOJ accredited representative – provides immigration legal services to clients	Paid	0.3 FTE	Accredited for 5 years, 3 years of experience with naturalization application services

1. If your organization has only one staff member that is DOJ accredited or an attorney, please describe your organization’s **contingency plan** for the provision of naturalization application services in the event of staff turnover. You may use grant funds to cover costs associated with the DOJ accreditation of additional staff members.
2. If applicable, explain how **volunteers** will be used for the naturalization application services program. Describe their qualifications, roles and responsibilities, the training they will receive, and the reporting structure.

**C. Integration of Services**

Describe:

1. The plan to provide **integrated citizenship preparation services** so that lawful permanent residents are aware of the full range of grant-funded services and can easily access both types of services (instruction and naturalization application assistance). Indicate who will coordinate both components of the grant program and ensure that outreach, intake, and services are conducted in an integrated manner.
2. The **referral process** between the citizenship instruction provider and the naturalization application services provider.
3. Plans for a coordinated **data collection system**, including how the organization and sub-awardee (if applicable) will track and report on services provided and whether students and clients naturalize. Explain the system used for tracking data.
4. If a **sub-awardee** is proposed, describe the applicant’s history working with the sub-awardee organization. Describe the applicant’s plan for managing the sub-awardee’s performance and maintaining frequent communication with the sub-awardee.

**3. Project Narrative Attachments**

NOTE: The attachments will not count toward the page limit for the Project Narrative. These items should be attached to the application package.

- A. Provide a copy of the curriculum described in the project narrative. The curriculum must include:
  - (1) a course abstract that explains how the three areas of citizenship instruction (instruction in U.S. history and government; ESL instruction in reading, writing, and speaking; and instruction on the naturalization

process and eligibility interview) are integrated with one another (150 – 200 words max).

- (2) 3 – 5 course learning objectives.
- (3) a scope and sequence (not to exceed one page) that outlines the order in which the content will be delivered, how long each topic/lesson/unit will be covered. NOTE: The scope and sequence must align with the course structure outlined in the project abstract.
- (4) the proposed sequences for assessments (both nationally normed, standardized test required for placement and post testing, and any non-standardized or in- class assessments),
- (5) descriptions of corresponding materials for each class including the textbook you intend to use.

- B. Provide **one original lesson plan** for each class level.
- C. Attach **résumés** and/or **position descriptions** (if the position is vacant) for all key personnel, including any volunteer teachers that will lead classroom instruction under the grant. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates.
- D. **Organizational chart** for the applicant and any proposed sub-awardee(s).
- E. If you propose a sub-awardee, the applicant must include a signed **Memorandum of Understanding (MOU)** between the organizations as a required attachment to the grant application. The MOU should include the responsibilities expected of each party, performance expectations, plans for maintaining communication, and the payment and/or reimbursement process for the sub-awardee(s). The MOU should be signed by both parties and dated.

#### 4. Program Goals

Provide the following goals for grant-funded services in a table format. Include the total number over the two-year period, as well as a breakdown by quarter. There are eight quarters over the two year performance period, and each quarter is three months long.

Program Goal Chart									
Goal	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
1. Number of newly-enrolled (non-duplicated) lawful permanent residents to enroll in citizenship instruction classes ( <b>Minimum 200 total</b> )									
2. Percentage of enrolled students who post-test ( <b>Minimum 80%</b> )									
3. Percentage of post-tested students demonstrating measurable educational gains ( <b>Minimum 80%</b> )									
4. Number of lawful permanent residents for whom your organization will provide naturalization eligibility screening									
5. Number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28 ( <b>Minimum 200 total</b> )									
6. Number of lawful permanent residents to pass the naturalization test after receiving services from your organization									
7. Number of lawful permanent residents to naturalize after receiving services from your organization									

Please note that participation in the 2018 Citizenship and Assimilation Grant Program may require participation in a study, interview, or monitoring visit for research and evaluation purposes.



## 5. USCIS Quarterly Feedback Report (Current or Past Grant Recipients Only)

If USCIS awarded your organization with a Citizenship and Assimilation Grant anytime in 2012-2017, please provide a copy of the most recent quarterly feedback report.

Note: This is an example of a FY 2015 USCIS feedback report.

### FY 2015 Citizenship and Integration Grant Program Quarterly Feedback Report

I. Grant Information	
Organization:	
OoC Program Officer:	
Quarter:	
Feedback Report Date:	

II. Goal Chart																
Core Goals	TOTAL GOAL	Q1			Q2			Q3			Q4			Q5		
		Project ed	Actual	%	Project ed	Actual	%	Project ed	Actual	%	Project ed	Actual	%	Project ed	Actual	%
1. Number of newly-enrolled (non-duplicated) citizenship students	200	20		0%	20		0%	20		0%	20		0%	20		0%
2. Number of LPRs that received naturalization eligibility screening	200	20		0%	20		0%	20		0%	20		0%	20		0%
3. Number of LPRs for whom your organization prepared and submitted Form N-400	200	20		0%	20		0%	20		0%	20		0%	20		0%
NOTE: The percent column in each quarter refers to the cumulative percent of goals achieved to date.																

## 6. Budget Table and Narrative

When proposing costs for this grant program, ensure that the budget shows a reasonable balance of costs between the citizenship instruction program and the naturalization application services program.

If a **sub-awardee** is proposed, applicants must provide a separate sub-awardee budget narrative and table following the same format and with the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). Each sub-awardee budget and supporting detail should be separate from the applicant's budget narrative.

If any fees are proposed that will result in program income, show in the budget how this income will be used to support the program.

### **Budget Table**

Provide your budget request in a table format in addition to the budget narrative. Include all budget categories, as listed in the budget narrative section. Under each category, list the line items requested. See sample table below. Note: This sample table shows the Personnel category only. Applicants must provide information on all

budget categories.

The Budget Table may be provided either in the same document as the budget narrative, or attached to the application package.

Budget Table									
Category and Item	Year 1			Year 2			Total		
	In-Kind	DHS	Total	In-Kind	DHS	Total	In-Kind	DHS	Total
<b>1. Personnel</b>									
J. Smith, Program Manager - 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
B. Diaz, Instructor - 0.5 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
L. Santiago, Attorney - 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
K. Brown, Assistant - 0.25 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
<b>TOTAL Personnel</b>	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X

**Budget Narrative (Five page limit)**

Attach your budget narrative (including separate budget narratives for each proposed sub-awardee) to the application package. Please limit the information provided in this section to budget relevant information only.

Include costs for the first and second performance years. Separate the first performance year costs from the second performance year costs. Show a total of all requested federal grant funds. This total should match the total listed on the project abstract. Budget categories **b – i** below should add up to this total. This total should **not** include any in-kind costs. The in-kind contribution total should be listed separately.

Provide budget information in the order listed below. Budget detail is required for:

- A. **In-Kind Costs:** The dollar value of non-cash donations to the project. These donations may be in the form of space, supplies, salaries, etc. The costs should be calculated at the verifiable fair-market value.
  
- B. **Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under “Contractual.”

- C. **Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, **attach a copy of the negotiated fringe benefit agreement**. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses. (Attach the agreement to the application package.)
- D. **Travel:** Costs of project-related travel by employees of the applicant organization and/or sub-awardees (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc. Foreign travel is not permitted. The applicant must include costs for two staff members to attend a **mandatory** two-day grant recipient orientation training in Washington, D.C. the first year of the grant, and costs for a teacher/coordinator to attend a USCIS teacher training on activities and methods that promote linguistic and civic assimilation during the second year of the grant.
- E. **Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5,000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.
1. **NOTE 1:** Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

2. **NOTE 2:** Prior to the purchase of equipment in the amount of \$5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient shall maintain an annual inventory, which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5,000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by DHS within 120 days of submission of final reports.

- F. **Supplies:** Costs of all tangible personal property other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested. Grantees should calculate the cost of assessments as well as printing the USCIS required assessment.
- G. **Contractual:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations.

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.

1. Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
2. Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.

3. Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.
4. All required flow down provisions in the award must be included in any subcontract.

**NOTE:** Applicants may propose a sub-contract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. However, the applicant must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management. **Private law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity.**

- A. **Other Direct Costs:** Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.
- B. **Indirect Costs:** Attach a copy of the latest indirect cost rate agreement negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200 States and Local Government and Indian Tribe Indirect Cost Proposals](#), paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403 Factors Affecting Allowability of Costs](#), costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected

must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

## **7. Documentation of Non-profit and/or Public Status**

The applicant and any proposed sub-awardee must provide documentation of non-profit and/or public status. Any of the following constitutes acceptable proof of non-profit status:

- A. A reference to the applicant organization's listing in the Internal Revenue Service's (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- B. A copy of a currently valid IRS tax exemption certificate.
- C. A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- D. A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- E. Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.
- F. A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity shall suffice.
- G. Attach documentation of non-profit and/or public status to the application package.