The U.S. Department of Homeland Security Notice of Funding Opportunity
FY 2021 Citizenship and Integration Grant Program
Citizenship Instruction and Naturalization Application Services

NOTE: If you are applying for this funding opportunity and have <u>not</u> obtained a Data Universal Numbering System (DUNS) number and/or <u>are not</u> 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 four 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 at **Grants.gov**. Detailed information regarding DUNS and SAM is also provided in Section D of this Notice of Funding Opportunity (NOFO).

A. <u>Program Description</u>

1. **Issued By**
   U.S. Department of Homeland Security (DHS), U.S. Citizenship and Immigration Services (USCIS), External Affairs Directorate (EXA), Office of Citizenship (OoC)

2. **Assistance Listings (formerly Catalog of Federal Domestic Assistance (CFDA) Number)**
   97.010

3. **Assistance Listings Title (formerly CFDA Title)**
   Citizenship Education and Training

4. **Funding Opportunity Title**
   FY 2021 Citizenship and Integration Grant Program; Citizenship Instruction and Naturalization Application Services

5. **Funding Opportunity Number**
   DHS-21-CIS-010-002

6. **Authorizing Authority for Program**
   H.R. 133 - Consolidated Appropriations Act, 2021 (Pub. L. 116-260), Division F, Title IV

7. **Appropriation Authority for Program**
   H.R. 133 - Consolidated Appropriations Act, 2021 (Pub. L. 116-260), Division F, Title IV

8. **Announcement Type**
   Initial

9. **Program Overview, Objectives, and Priorities**
   OoC is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is the most important milestone in the civic integration of immigrants. Naturalization requirements, such as knowledge of English and U.S. history and government encourage civic learning and build a strong foundation upon which

immigrants can fully integrate 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 Integration Grant Program is to expand the availability of high-quality citizenship preparation services for lawful permanent residents across the nation and to provide opportunities for lawful permanent residents to gain the knowledge and skills necessary to integrate into the fabric of American society.

Additional activities that support this goal include identifying, implementing, 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 that serve as vital resources for immigrant communities; and incorporating strategies to foster welcoming communities as part of the citizenship and civic integration process.

Furthermore, the goals of the Citizenship and Integration Grant Program support the objectives of Executive Order 14012, *Restoring Faith in Our Legal Immigration Systems and Strengthening Integration and Inclusion Efforts for New Americans*, by promoting integration, inclusion, and citizenship.

The Citizenship and Integration Grant Program also addresses the DHS mission to administer our immigration laws as stated in the 2014 Quadrennial Homeland Security Review as the program provides lawful permanent residents instruction on the rights and responsibilities of U.S. citizenship and information and support on how to apply for naturalization within the authorized practice of immigration law.

Request for Applications
In fiscal year (FY) 2021, a total of approximately $8.2 million 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 33 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 primarily delivered in English in U.S. history and government for test preparation and the promotion of civic integration;[1]
    b. Activities that promote civic and linguistic integration;
    c. English as a Second Language (ESL) instruction in reading, writing, and speaking;
    d. Instruction primarily delivered in English 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 educational gains as evidenced by increased standardized test scores;

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[1] Some instruction in languages other than English may be provided under the program to lawful permanent residents who qualify for exemptions to the English language naturalization requirements. Grant recipients who provide such instruction must still provide at least 200 permanent residents with grant-funded citizenship instruction in English over the two-year period of performance.

f. 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;

g. A 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 including:

    (1) Instruction in U.S. history and government for test preparation and the promotion of civic integration;

    (2) Activities that promote civic and linguistic integration;

    (3) English as a Second Language (ESL) instruction in reading, writing, and speaking for the naturalization test, naturalization process, and to conduct required integration activities; and

    (4) Instruction on the eligibility interview (N-400);

h. The provision of at least 40 hours of citizenship instruction over a 10-12 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 (NRS Levels 2-5); and

i. The use of citizenship teachers who have degrees in education (K-12 Social Studies, History, TESOL, or Adult Education) and/ or who have at least one year of experience teaching adult immigrants. Although not a requirement, programs whose teachers have the following education, certification, and/or experience are generally more likely to be scored higher than programs that do not:

    (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 an adult education program that utilizes a textbook and a structured curriculum.

Classes offered at the NRS literacy level (1) or at the NRS advanced level (6) are not eligible for funding under this program. Tutoring services do not count toward the minimum 40 hours of classroom instruction.

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 at [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) the *USCIS Guide to Creating an Adult Citizenship Education Curriculum* found at www.uscis.gov/sites/default/files/document/guides/M-1189.pdf and the USCIS Sample Curriculum found at [www.uscis.gov/sites/default/files/document/guides/M-1166.pdf.](http://www.uscis.gov/sites/default/files/document/guides/M-1166.pdf)

Grant-funded programs must also incorporate civic integration 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 integration learning activities. Suggested categories for the required integration activities include but are not limited to:

a. **Site-based civic integration 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 integration 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 integration 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; and traditions, 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. The provision of 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 staff members who are not accredited representatives and provide such services.) Attorneys and accredited representatives must sign Form N-400 as the preparer and submit Form G-28 with each Form N-400 filed under this grant, preferably using online filing.[2] Grantees are strongly encouraged to file forms electronically whenever possible. In the case that e-filing is not a viable option, the grantee's legal service provider is required to 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 file 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.

Partnerships

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[2] At grant-supported group processing events, a Form G-28 may not be required if the *pro bono* attorney filling out the Form N-400 determines that the services provided would not be considered "practice" or "preparation", as those terms are defined in 8 C.F.R.CFR 1.2. Such *pro bono* attorneys, however, will be required to complete the preparer section of the N-400.

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 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) or other binding document 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 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.

10. **Performance Measures**
   For this grant program, performance 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 normed standardized tests of English language proficiency (minimum goal of 80%);
   3. Percentage of post-tested students demonstrating measurable educational gains (minimum goal of 80%);
   4. Number of lawful permanent residents for whom your organization will provide naturalization eligibility screenings (minimum of 200); and
   5. Number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28 (minimum of 200).

B. Federal Award Information

1. **Available Funding for the NOFO:** Approximately $8,200,000

2. **Projected number of Awards:** Up to 33

3. **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.

4. **Projected Period of Performance Start Date(s):** 10/01/2021

5. **Projected Period of Performance End Date(s):** 09/30/2023

6. **Funding Instrument Type:** Grant

C. Eligibility Information
1. **Eligible Applicants**
   The following entities are eligible to apply to this announcement:
   a. City or township governments
   b. County governments
   c. Independent school districts

d. Indian/Native American tribal governments (federally recognized)
e. Indian/Native American tribal organizations (other than federally recognized tribal governments)
f. Indian/Native American Tribally Designated Organization
g. Public/Indian Housing Authority
h. Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
i. Private institutions of higher education
j. Public & state-controlled institutions of higher education
k. Special district governments
l. State governments

2. **Applicant Eligibility Criteria**
   To be eligible for this program, applicants and sub-awardees must meet the below
   requirements.
   a. Applicants and any proposed sub-awardees must be organizations with public or non-profit status.
   b. 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 within the past 3 years providing direct service citizenship instruction in a classroom setting or virtually since March 2020 that follows a curriculum and utilizes a citizenship textbook.
   c. 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:
      1) Be recognized by DOJ and employ at least one DOJ accredited representative employee (partial accreditation is acceptable) with experience providing clients with naturalization representation; **OR**
      2) 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 2020 Citizenship and Assimilation Grant Program (funding opportunity DHS-20-CIS-010-002) are not eligible to receive funding under this funding opportunity and awardees under the Refugee and Asylee Assimilation Program (DHS-20-CIS-010-003) are not eligible to apply to this program. Applicants may only submit one proposal in response to the FY 2021 Citizenship and Integration Grant Program. **USCIS will not consider two applications submitted by the same organization in response to the two FY 2021 NOFOs. Failure to follow this directive will result in both applications being removed from consideration.**

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 in SAM.
5. The application does not include a Budget Narrative or Budget Table.
6. The application does not include a Project Narrative.

3. **Maintenance of Effort (MOE)** *(If Applicable)*
   There is no MOE requirement for this program. Requests for funds under this announcement must not be used to take the place of activities described in the application that are currently supported with other funding. Also, grant funds must not be used to support activities that are a normal part of the organization's operations.

3. **Cost Share or Match**
   There is a **minimum cost share requirement for this program of 10%** of the total requested funding amount. 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. All proposed cost share contributions must be clearly described in the budget portion of the proposal. Applicants will be scored on this during the technical review.

   Acceptable forms of cost share items include:
   - Volunteer services: Rates for volunteer services must be consistent with those paid for similar work.
   - Employee time: Time employee's regular rate of pay.
   - Supplies: Fair market value of the supplies at the time of donation.
   - Cash contributions: Cash value.
   - Equipment, building, or land: Fair market value or rental value at the time of application, as established by an independent appraisal.
   - Project co-funding: Actual cost incurred.

D. <u>**Application and Submission Information**</u>
   1. **Key Dates and Times**
      a. **Application Start Date:**   05/17/2021
      b. **Application Submission Deadline:**   07/16/2021 at 11:59:59 p.m. EDT
      c. **Anticipated Award Date:**   No later than 9/30/2021

   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. **Late applications will not be accepted.**

   d. **Other Key Dates** *(If applicable)*

Event	Suggested Deadline for Completion
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid Employer ID Number (EIN)	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	Four weeks before actual submission deadline

2. **Agreeing to Terms and Conditions of the Award**
   By submitting an application, applicants agree to comply with the requirements of this NOFO and the terms and conditions of the award, should they receive an award.

3. **Address to Request Application Package**
   Application forms and instructions are available at Grants.gov. To access these materials, go to https://www.grants.gov/, select "Applicants" then "Apply for Grants. In order to obtain the application package, select "Download a Grant Application Package." 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.

   For a hard copy of the full NOFO, please write or fax a request to:
   Jacqueline Greely
   Grants Officer
   CISMailbox@hq.dhs.gov
   Fax: 202-447-5600

   If you use assistive technology and are unable to access any materials on Grants.gov, please email the Support Center at support@grants.gov.

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

4. **Unique Entity Identifier, and System for Award Management (SAM)**

   To apply for an award under this program, all applicants must:

   a. Apply for, update, or verify their DUNS number from Dun & Bradstreet and Employer ID Number (EIN);
   b. In the application, provide a valid DUNS number, which is currently the unique entity identifier;
   c. Have an account with login.gov;
   d. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
   e. Create a Grants.gov account;
   f. Add a profile to a Grants.gov account;
   g. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
   h. Submit an application in Grants.gov;
   i. Continue to maintain an active SAM registration with current information, including information on a recipient's immediate and highest level owner and subsidiaries, as well on all predecessors that have been awarded a federal contract or grant within the last 3 years, if applicable, at all times during which it has an active federal award or an application or plan under consideration by a federal awarding agency.

      Applicants are advised that DHS may not make a federal award until the applicant has complied with all applicable DUNS and SAM requirements. Therefore, an applicant's SAM registration must be active not only at the time of application, but also during the application review period and when DHS is ready to make a federal award. Further, as noted above, an applicant's or recipient's SAM registration must remain active for the duration of an active federal award. If an applicant's SAM registration is expired at the time of application,

expires during application review, or expires any other time before 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.

5. 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. For this funding opportunity, DHS requires applicants to submit their applications online through Grants.gov.

6. How to Register to Apply through Grants.gov
   a. *Instructions:* Registering in Grants.gov is a multi-step process. 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 4 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, then you may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but DUNS and SAM registrations may take several weeks. Therefore, an organization's registration should be done in sufficient time to ensure it does not impact the entity's ability to meet required application submission deadlines. Complete organization instructions can be found on Grants.gov here: https://www.grants.gov/web/grants/applicants/organization-registration.html.

   1) *Obtain a DUNS Number*: All entities applying for funding, including renewal funding, must have a DUNS number from Dun & Bradstreet. 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: https://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain- duns-number.html.

   2) *Register with SAM*: All organizations applying online through Grants.gov must register with SAM at sam.gov. Failure to register with SAM will prevent your organization from applying through Grants.gov. SAM registration must be renewed annually.
   For more detailed instructions for registering with SAM, refer to: https://www.grants.gov/web/grants/applicants/organization-registration/step-2-register- with-sam.html.

   3) *Create a Grants.gov Account*: The next step is to register an account with Grants.gov. Follow the on-screen instructions or refer to the detailed instructions here: https://www.grants.gov/web/grants/applicants/registration.html.

4) *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (that is, 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: https://www.grants.gov/web/grants/applicants/registration/add-profile.html.

5) *EBiz POC Authorized Profile Roles*: After you register with Grants.gov and create an Organization Applicant Profile, the organization applicant's request for Grants.gov roles and access are sent to the EBiz POC. The EBiz POC will then log in to Grants.gov and authorize the appropriate roles, which may include the AOR role, thereby giving you 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: https://www.grants.gov/web/grants/applicants/registration/authorize-roles.html.

6) *Track Role Status*: To track your role request, refer to: https://www.grants.gov/web/grants/applicants/registration/track-role-status.html.

7) *Electronic Signature*: 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 people who are able to make legally binding commitments on behalf of the organization as a user with the AOR role; **this step is often missed, and it is crucial for valid and timely submissions.**

7. **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 NOFO, you can create individual instances of a workspace.

   Below is an overview of the Grants.gov application process. For access to complete instructions on how to apply for opportunities using Workspace, refer to: https://www.grants.gov/web/grants/applicants/workspace-overview.html.

   a. *Create a Workspace*: Creating a workspace allows you to complete it online and route it through your organization for review before submitting.

   b. *Complete a Workspace*: 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 submitting. The Workspace progress bar will display the state of your application process as you apply. As you apply using Workspace, you may click the blue question mark icon near the upper-right corner of each page to access context-sensitive help.

c. *Adobe Reader*: If you decide not to apply by filling out webforms, you can download individual PDF forms in Workspace. The individual PDF forms can be downloaded and saved to your local device storage, network drive, or external drive, then accessed through Adobe Reader.

   NOTE: Visit the Adobe Software Compatibility page on Grants.gov to download the appropriate version of the software at: https://www.grants.gov/web/grants/applicants/adobe-software-compatibility.html.

d. *Mandatory Fields in Forms:* 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.

e. *Complete SF-424 Fields First*: 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.

f. *Submit a Workspace*: 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.

g. *Track a Workspace Submission*: After successfully submitting a workspace application, 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: https://www.grants.gov/web/grants/applicants/applicant-training.html.

h. *Applicant Support:* 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 DHS with tracking your issue and understanding background information on the issue.

8. **Timely Receipt Requirements and Proof of Timely Submission**
   All applications must be received by 11:59:59 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 when 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 byDHS.

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 attempting to submit the application. 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.

9. **Content and Form of Application Submission**
See Appendix for a list of required documents for this application, forms, and formats. No pre-applications or letters of intent are required to apply.

As discussed in the eligibility section of this NOFO, current awardees and sub-awardees under the FY 2020 Citizenship and Assimilation Grant Program (funding opportunity DHS-20-CIS-010-002) are not eligible to receive funding under this funding opportunity and awardees under the Refugee and Asylee Assimilation Program (DHS-20-CIS-010-003) are not eligible to apply to this program. Applicants may only submit one proposal in response to the FY 2021 Citizenship and Integration Grant Program. USCIS will not consider two applications submitted by the same organization in response to the two FY 2021 NOFOs. Failure to follow this directive may result in both applications being removed from consideration.

10. **Other Submission Requirements**
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 requires applicants to submit their applications online through Grants.gov. Applications that are not submitted through Grants.gov by the deadline will not be considered.

11. **Intergovernmental Review** *(Include if applicable)*
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 https://www.archives.gov/federal-register/codification/executive-order/12372.html; https://www.whitehouse.gov/wp-content/uploads/2019/02/SPOC-February-2019.pdf).

12. **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. Providing 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) Applicants 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. Equipment purchases directly related to the provision of services.
10. Costs associated with the use of computers for citizenship instruction (for example, computer equipment, internet access, electronic tablets, 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 naturalization application services and not to exceed $30 for citizenship instruction. 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. Fees for conferences that are not considered training events.

13. Allowable Costs
a. Pre-Award Costs *(if applicable)*
Pre-Award Costs are not allowed.

b. Management and Administration (M&A) Costs *(if applicable)*

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).

c. **Indirect Facilities and 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. 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) will be subject to a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in 2 C.F.R. §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.

d. **Distance Learning**
Classes may use distance learning as a supplement to regular classroom instruction. Under pandemic conditions, the grantee and any proposed sub-awardee (if applicable) will be allowed to use alternative instructional delivery methods to provide accessibility to students enrolled under this grant program.

E. Application Review Information
1. **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.

   a. **Programmatic Criteria**
   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) Experience providing citizenship instruction (for a minimum of 1 year of experience within the past 3 years is required) (6 points);
         b) Experience providing ESL instruction (for a minimum of 1 year experience within the past 3 years is required) (6 points); and
         c) The need for citizenship instruction within the lawful permanent resident community that the applicant serves (3 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) Attainable citizenship instruction program goals (3 points);
b) Detailed outreach, orientation, intake, and student retention plans (3 points);
c) Well-developed and appropriate curriculum and class structure, including the use of integration activities, and a well-described student assessment strategy (12 points); and
d) Qualified and experienced personnel (as described in the project narrative requirements) (12 points). [3]

DHS requires that all applicants demonstrate experience providing naturalization application services within the authorized practice of immigration law. Applications that fail to demonstrate this experience 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) Detailed 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 when ensuring the accessibility of 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:
   a) 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 (2 points); and
   b) Proposed budget demonstrates an effort to satisfy the 10% cost share requirement (3 points).

b. **Financial Integrity Criteria**
Prior to making a federal award, DHS Grants and Financial Assistance Division is required by 31 U.S.C. § 3321 note, 41 U.S.C. § 2313, and 2 C.F.R. § 200.205 to review information available through

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[3] 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. Programs whose teachers 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 are more likely to receiving funding.

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 federal award.
4) Reports and findings from audits.
5) Ability to effectively implement statutory, regulatory, or other requirements.

c. **Supplemental Financial Integrity Criteria and Review**
Prior to making a federal award where the anticipated total federal share will be greater than the simplified acquisition threshold, currently $250,000 (see Section 805 of the National Defense Authorization Act for Fiscal Year 2018, Pub. L. No. 115-91, OMB Memorandum M-18-18 at https://www.whitehouse.gov/wp-content/uploads/2018/06/M- 18-18.pdf):

1) DHS Grants and Financial Assistance Division is required to review and consider any information about the applicant that is in the designated integrity and performance system accessible through SAM, which is currently the Federal Awardee Performance and Integrity Information System (FAPIIS) and is accessible through the SAM website.
2) An applicant, at its option, may review information in FAPIIS and comment on any information about itself that a federal awarding agency previously entered.
3) DHS Grants and Financial Assistance Division will consider any comments by the applicant, in addition to the other information in FAPIIS, 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 C.F.R. § 200.205.

2. **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:

a. 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.

b. 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.

c. An application may be selected for post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.

d. 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.

e. 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:

1) The summary letter from the applicant's most recent audit report;
2) 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 (for example, a final close- out report, certification of grant award completion, etc.);
3) A pre-award site visit or investigation to determine and validate current services and proposed activities; and
4) A site visit conducted in the case of a contingent award in order to evaluate the organization's ability to satisfy the programmatic and administrative requirements of the grant. DHS reserves the right to not pursue the completion of the award process if preliminary investigations and/or site visits do not provide sufficient evidence of organizational capacity to successfully administer the proposed grant.

f. 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, budget, 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.

g. 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 3 years following the funding decision.

h. DHS strongly discourages, and will not consider, any supplementary materials submitted by or on behalf of the applicant (for example, letters of support) other than those materials specifically requested in this NOFO.

i. DHS will notify all applicants electronically of funding decisions. Unfunded applicants may send a written request to 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 receipt of the request. Additional information beyond that described here will not be provided.

j. **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 Integration Grant Program recipients, represents a diverse geographic area;
   b) Whether an application shows prioritization for underserved or vulnerable populations (e.g., persons with medical disabilities, persons in remote areas, and/or elderly persons);
   c) Whether an application, when balanced with other potential awards and existing Citizenship and Integration Grant Program recipients, represents a diverse population;
   d) 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.

2) **The past performance of a previous Citizenship and Integration 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 students demonstrating educational gains). 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.

F. Federal Award Administration Information

1. Notice of Award
Before accepting the award, the AOR and recipient should carefully read the award package. The award package includes 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.**

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 on Grants.gov.

2. **Administrative and National Policy Requirements**

All successful applicants for 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 (www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

The applicable DHS Standard Terms and Conditions will be for those in effect at the time the award was made, unless the application is for a continuation of award. In that event, the terms and conditions in effect at the time the original award was 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 C.F.R. 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 must be listed in the progress and financial reports.

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

DHS Standard Terms and Conditions (www.dhs.gov/publication/fy15-dhs-standard-terms-and-conditions).

The applicable DHS Standard Terms and Conditions will be those in effect at the time the award was made, unless the application is for a continuation award. In that event, the terms and conditions in effect at the time the original award was made will generally apply. What terms and conditions will apply for the award will be clearly stated in the award package at the time of award.

3. **Reporting**

   a. **Federal Financial Reporting Requirements**

   The recipient must submit a Form SF-425, Federal Financial Report (FFR), to the DHS Grants Officer no later than 30 days after the end of the reporting period end date. The FFR is available online at https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html. The FFR shall be submitted via GrantSolutions using the guidance found here: www.grantsolutions.gov/support/public/pdf/FederalFinancialReport-RecipientsFinalv2.pdf.

b. **Programmatic Performance Reporting Requirements**
    The recipient is required to submit the following performance reports:

    Quarterly Performance Reports must be submitted to the USCIS Program Office and 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 must be submitted via the USCIS GrantBook
    platform and GrantSolutions.gov using the guidance found here:

    https://www.grantsolutions.gov/support/pdf/GrantRecipientProcessPerformanceProgessReport.pdf.

    Grant recipients must collect and report data on each lawful permanent resident served with
    grant funding, which may include:
    1) Alien registration numbers. USCIS may use these numbers 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, and Forms N-400 and
       G-28 filings;.
    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 quarterly to DHS. These data
    are 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:
    8) Class titles and proficiency levels;
    9) Dates when classes are held;
    10) The instructor teaching each class;
    11) The number of instructional hours provided per class; and
    12) The number of students enrolled per class.

    In addition to collecting these 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 toward DOJ accreditation, and promising practices.

c. **Closeout Reporting Requirements**
    Within 120 days after the end of the period of performance, or after an amendment has been issued to
    close out a grant, recipients must submit the following:
    1) The final request for payment, if applicable;
    2) The final FFR (SF-425);
    3) The final progress report detailing all accomplishments;

4) A qualitative narrative summary of the impact of those accomplishments throughout the period of performance; and
5) Other documents required by this NOFO, terms and conditions of the award, or other DHS FAO guidance.

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 the DHS Financial Assistance Office, 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, unless a longer period applies, such as due to an audit or litigation, for equipment or real property used beyond the period of performance, or due to other circumstances outlined in 2 C.F.R. § 200.334.

In addition, any recipient that issues subawards to any subrecipient is responsible for closing out those subawards as described in 2 C.F.R. § 200.344. Recipients acting as pass-through entities must ensure that they complete the closeout of their subawards in time to submit all necessary documentation and information to DHS FAO during the closeout of their prime grant award.

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

d. **Disclosing Information per 2 C.F.R. § 180.335**
This reporting requirement pertains to disclosing information related to government- wide suspension and debarment requirements. Before a recipient enters into a grant award with DHS, the recipient must notify DHS if it knows if it or any of the recipient's principals under the award fall under one or more of the four criteria listed at 2 C.F.R. § 180.335:
1) Are presently excluded or disqualified;
2) Have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. § 180.800(a) or had a civil judgment rendered against it or any of the recipient's principals for one of those offenses within that time period;
3) Are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state or local) with commission of any of the offenses listed in 2 C.F.R. § 180.800(a); or
4) Have had one or more public transactions (federal, state, or local) terminated within the preceding 3 years for cause or default.

At any time after accepting the award, if the recipient learns that it or any of its principals falls under one or more of the criteria listed at 2 C.F.R. § 180.335, the recipient must provide immediate written notice to DHS in accordance with 2 C.F.R. § 180.350.

e. **Reporting of Matters Related to Recipient Integrity and Performance** *(if applicable)*

Per 2 C.F.R. Part 200, Appendix I § F.3, the additional post-award reporting requirements in 2 C.F.R. Part 200, Appendix XII may apply to applicants who, if upon becoming recipients, have a total value of currently active grants, cooperative agreements, and procurement contracts from all federal awarding agencies that exceeds $10 million for any period of time

during the period of performance of an award under this funding opportunity. Recipients that meet these criteria must maintain current information reported in FAPIIS about civil, criminal, or administrative proceedings described in paragraph 2 of Appendix XII at the reporting frequency described in paragraph 4 of Appendix XII.

4. **Monitoring and Oversight**

Per 2 C.F.R. § 200.329, DHS, through its authorized representatives, has the right, at all reasonable times, to conduct desk reviews, make site visits to review project accomplishments and management control systems to review project accomplishments and to provide any required technical assistance. During site visits, DHS staff will review grant recipients' files related to the grant award. As part of any monitoring and program evaluation activities, grant recipients must permit DHS staff, upon reasonable notice, to review grant-related records and to interview the organization's staff and contractors regarding the program. Recipients must respond in a timely and accurate manner to DHS staff requests for information relating to the grant program**.**

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.

G. **DHS Awarding Agency Contact Information**

Contact and Resource Information

USCIS Program Office (Office of Citizenship):
Send all questions to citizenshipgrantprogram@uscis.dhs.gov.

USCIS Office of Citizenship staff will respond within 5 business days. You may also refer to a list of Questions and Answers found at 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

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.

a. **Period of Performance 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.

b. **Appendices**
For information on additional required documents, and the format of the narrative application please see Appendix.
1) For definitions of frequently used terms in this NOFO, visit www.uscis.gov/grants and click on **FY 2021 Glossary.**
2) Applicants are also encouraged to review the **FY 2021 Guidance for Preparing Your Proposal** at 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 and click on **FY 2021 Applicant Checklist.**

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 inform funding decisions. This evaluation may include a pre-award site visit, and organizations which 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 risk, DHS may consider the following:
- Financial stability;
- Quality of management systems and ability to meet the management standards prescribed in applicable OMB Guidance;
- Applicant's record in managing previous DHS awards, cooperative agreements, or procurement awards, including:
  1. Timeliness of compliance with applicable reporting requirements.
  2. Accuracy of data reported.
  3. Conformance to the terms and conditions of previous federal awards.
  4. If applicable, the extent to which any previously awarded amounts will be expended prior to future awards.
  5. 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 DUNS and SAM.
  6. Reports and findings from single audits performed under Subpart F – Audit Requirements, 2 C.F.R. Part 200 and findings and reports of any other available audits.
  7. Applicant organization's annual report.
  8. Publicly available information, including information from the applicant organization's website.
  9. 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 designation.

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.

Appendix
Additional Required Documents

REQUIRED FORMS

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential, 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 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.

4. **Project Abstract (5 pages maximum)**

   Provide the information requested below. Please address each question following the order outlined in the following table. The project abstract must not include any proprietary/confidential information. Attach the Project Abstract to the application package.[4]

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[4] See the Grants.gov Applicant User Guide for instructions on how to attach forms and documents.

Appendix
Additional Required Documents

	General Information *Complete the following table.*	
1.	Organization legal name	
2.	Organization legal address (Number and street, city, state, zip code)	
3.	Head of the organization (Name, title, address, phone number, email address)	
4.	Authorized official, the person at the organization authorized to sign and receive award (Name, title, address, phone number, email address and website:)	
5.	Grant project manager, 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)	
6.	Type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)	
7.	Total numbers you are proposing to serve with this grant: Students enrolled; N400 Screenings; and N400 Submitted.	
8.	Annual Organizational Budget	
9.	Total federal funding requested (up to $250,000)	
10.	Total federal funding allocated for citizenship instructor salaries	
11.	Total federal funding allocated for administrative costs	
12.	Applicant's total cost share (percentage of total award amount requested; minimum of 10% required)	
13.	Geographic area/community where services will be provided	
14.	Congressional district (based on the legal address of the applicant organization)	
15.	Number of full-time equivalents (FTEs) Indicate the number of intended grant-funded FTEs.	

16.	Fees charged for citizenship instruction (if applicable)	
17.	Fees charged for naturalization application services (if applicable)	
18.	Is your organization or proposed sub-awardee DOJ recognized? (yes/no)	
19.	List all employees who are DOJ Accredited or attorneys who will work on this grant	
21.	List any grants received by the applicant in the past three years focused on adult education or services to immigrants. Include: 1. Awarding agency, 2. Date received, and 3. Dollar amount.	
Sub-Awardee Organization(s) (if applicable) *If there are multiple sub-awardees, provide the below information for each.*		
22.	Sub-awardee organization legal name	
23.	Sub-awardee organization point of contact (Name, title, address, phone number and email address)	
24.	Is the sub-awardee a non-profit or public organization? If not, the sub-awardee is not eligible to receive funding.	
25.	Sub-awardee type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)	
26.	Services proposed by sub-awardee organization (legal services, education services, or both)	
27.	Total federal funds allocated for the sub-awardee	

5. **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

- You must follow the order specified below, using the required three headings:
  A. Citizenship Instruction Program
  B. Naturalization Application Services Program
  C. Integration of Services
- Include the title "Project Narrative" at the top of the first page.

Appendix
Additional Required Documents

- Ensure that the application can be printed on 8 ½" x 11" single-sided paper.
- Use double line-spacing.
- Font size must be at least 12 point, preferably Times New Roman font.
- Margins must be at least one (1) inch at the top, bottom, left and right of the paper.
- Project narrative pages must be numbered "1" of "XX."
- Pages should be numbered consecutively and are limited to a total of **15 pages**.
- Do not include any marks from the "Track Changes" tool in your word processing program.
- Attach the completed Project Narrative to the application package.

Project Narrative Items
A. Citizenship Instruction Program
1. Experience and Community Need

Describe:
 	
 • The citizenship instruction provider's recent **experience providing ESL instruction**. (The description must distinguish if it is the applicant or sub- awardee experience.) Include:
      o Dates and total years of experience providing ESL instruction;
      o The number of students enrolled in ESL classes in the past year and any previous years;
      o Name of the standardized test of English language proficiency used (such as CASAS, BEST Plus 2, etc.);
      o Experience administering the standardized test(s);
      o The program's pre- and post-test rates for the last program cycle as well as the percentage of ESL students that demonstrated educational gains in that same program cycle.
 	
 • The citizenship instruction provider's (must distinguish if it is the applicant or sub- awardee) recent **experience providing citizenship instruction.** Include the following:
      o Dates and total years of experience providing citizenship instruction;
      o The number of students enrolled in citizenship instruction in the past year and any previous years;
      o If available, the naturalization test pass rate for program participants; and
      o The textbook and other resources used.

1. Experience and Community Need (cont.)
- The particular **lawful permanent resident population(s) that you currently serve** with citizenship and ESL instruction.   **The need for citizenship instruction 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.

2. Proposed Goals for Enrollment, Testing, and Educational Gains
- 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.   - Explain how the proposed goals for 1) the percentage of students to be pre- and post-tested and 2) the percentage of students demonstrating educational gains are 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 post-test rate. Describe the strategies employed or that will be employed to assist students who are not making educational gains.   - Indicate how many additional students will be served under the grant-funded program that would otherwise not be served.

3. Program Administration
Describe: - The outreach plan to raise awareness of program services, and recruit students.   - The intake procedures, including how the organization will verify and document that only lawful permanent residents will receive services funded through this funding opportunity.   - The orientation process for new students.   - The strategies you use to address barriers to student attendance (e.g., transportation, childcare, student tuition, etc.), and include your organization's attendance policy.   - 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, the enrollment cut-off period). Include how the organization will accommodate students who desire to attend classes after the registration period has closed. Note: Programs may not enroll students after the third class.

<table>
<tr><td colspan="6">4.   Class and Management Structure</td></tr>
</table>

- A description of the specific nationally normed standardized test or test(s) that will be used for the program to assess English language proficiency. [5] Please also describe when the tests will be administered, and who will conduct the tests.
- Grant recipients are strongly encouraged to use the USCIS developed Assessment of Adult Citizenship Education (AACE) to measure civic and English acquisition and knowledge. USCIS will provide the AACE test free of charge upon funding. While use of the AACE test is not required, it is strongly encouraged as a means toward eventual establishment of a nationally normed baseline for measuring civics education gains, in addition to measuring English-language gains.
- Complete the table below with information from the classes you are proposing for this grant. We have provided sample information as a guide.

Name of Class	Location	Days/Times	Length/Total instructional Hours	Textbook	Instructor's name
High Beginning	Main campus Building A	Mondays/Wednesdays 6:00-8:00	10 weeks each quarter/40 hours	Citizenship Tomorrow-Acme Publishing 2019 27th edition	Jill Brown

- Provide a separate document as an attachment to the proposal summarizing your proposed grant-funded citizenship program. [6] This document must include:
    - A course abstract that provides a summary of the course or courses offered;
    - Course learning objectives (for each course); and
    - Textbook(s) and supplemental materials to be used.

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[5] 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*

[6] For guidance on developing a citizenship curriculum, please review the Guide to the Adult Citizenship Education Content Standards

5. Personnel

- Using the below sample staff table as a template, please provide information on citizenship instruction program staff. Please also provide resumes for each staff member included in the chart.

Sample Staff Table				
Name	**Title and Position Description**	**Paid or Volunteer**	**FTE charged to grant**	**Relevant experience, qualifications and training**
Jill Brown	Education Program Co-ordinator – manages adult education programs	Paid	0.5 FTE	TESOL degree, 5 years of experience as a pro-gram manager, 10 years of experience teaching ESL

- 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.
- 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. Naturalization Application Services Program

1. Experience and Community Need

Describe:
- The naturalization application services provider's **recent experience providing naturalization application services within the authorized practice of immigration law**. Include:
  - Dates and total years of experience;
  - Whether the services were provided by attorneys or by DOJ accredited representatives; and
  - The number of lawful permanent residents served in the past year and any previous years.
- **Program achievements,** including the organization's record of submitting successful naturalization applications.
- The **particular lawful permanent resident population(s) that you serve** with naturalization application services.
- The **need for naturalization application services** 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.

2. Attainable Naturalization Application Services Goals

- 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.
- 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.

| **3. Program Administration** |
| Describe:
 • The coordinated **outreach plan** to raise awareness of services and recruit clients.
 • **The intake procedures**, including how the organization and sub-awardee (if applicable) will verify and document that only lawful permanent residents will receive services funded through this funding opportunity, and who will conduct intake. |
| **4. Service Delivery and Case Management** |
| Describe:
 • The naturalization application services provided, including the forms filed on behalf of clients.
 • The naturalization eligibility screening process and who will determine clients' eligibility for naturalization.
 • How your organization handles complex cases.
 • The support provided to clients throughout the application process (i.e., from intake until the oath ceremony).
 • How your organization prepares clients for the naturalization interview.
 • How your organization keeps clients informed of their case status.
 • 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. |
| **5. 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. Please also provide resumes for each listed staff member.

     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

- 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.
- 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:

- 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.
- The **communications plan** for maintaining regular contact between the service providers, including how often meetings will take place and in what manner (by phone or in-person).
- The **referral process** between the citizenship instruction provider and the naturalization application services provider.
- 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.
- 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. Attach **résumés** and/or **position descriptions** (if the position is vacant) for all key personnel, including program managers and coordinators, teachers (paid and volunteer), attorneys and/or DOJ accredited representatives, and other legal support staff. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates.

    b. **Organizational chart** for the applicant and any proposed sub-awardee(s).

    c. 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 2-year period, as well as a breakdown by quarter. There are 8 quarters over the 2-year performance period and each quarter is 3 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 **(Minimum 200)**									
2. Percentage of enrolled students who post-test **(Minimum 80%)**									
3. Percentage of post-tested students demonstrating measurable educational gains **(Minimum 80%)**									
4. Number of lawful permanent residents for whom your organization will provide naturalization eligibility screening **(Minimum 200)**									

5. Number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28 **(Minimum 200)**								
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								

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

If USCIS awarded your organization with a Citizenship and Assimilation Integration Grant anytime within the years 2012-2019, please provide a copy of the most recent quarterly feedback report.

Note: This is an example of a FY 2019 USCIS feedback report. Please be sure to include your full feedback report, not just the example shown below.

FY 2019 Citizenship and Integration Grant Program

Quarterly Feedback Report

I. Grant Information

Organization	
USCIS Program Officer	
Quarter	
Feedback Report Date	

II. Goal Progress Assessment

Core Goal	Did you meet your quarterly goal?	On track to meet cumulative goal?	Feedback: (1) What has gone well? (2) What needs to improve? (3) Does grantee need assistance from USCIS? If so, what? (Assistance can include programmatic, teacher training, retention, educational, testing, legal, technical, and other types of help)
Number of newly-enrolled (non-duplicated) citizenship students			
Percentage of enrolled students who post-tested			
Percentage of post-tested students demonstratining measurable gains			
Number of LPRs that received naturalization eligibility screening			
Number of LPRs for whom your organization prepared and submitted Form N-400			

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.

Budget Table									
	Year 1			Year 2			Total		
Category and Item	In-Kind	DHS	Total	In-Kind	DHS	Total	In-Kind	DHS	Total
1. Personnel									
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
TOTAL Personnel	$X	$X	$X	$X	$X	$X	$X	$X	$X

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

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 – h**

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.

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.

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 must be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Before purchasing equipment in the amount of $5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient must 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.

- 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.
- 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.
- 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 U.S.C. § 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.

- 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.**

h. **Other Direct Costs**: Any other items proposed as direct costs. Provide an itemized list with costs and state the basis for each proposed item. **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 will suffice.

Attach documentation of non-profit and/or public status to the application package.

8. **Performance Measures**
The performance measures for the grant require that a) lawful permanent residents enrolled in class that at least 80% will receive a pre and post-test. Of the students pre and post-tested, (b) 80% should demonstrate educational gains by increasing their score by at least one point.

Example: In FY 2020, 8,533 lawful permanent residents were enrolled in classes. Of the students enrolled, 65% were pre and post tested. Of the students that pre and post tested, 81.2% demonstrated educational gains.