

**The U.S. Department of Homeland Security (DHS)
Notice of Funding Opportunity (NOFO)
FY 2023 Citizenship and Integration Grant Program
Regional Hub Program**

All entities wishing to do business with the federal government must have a unique entity identifier (UEI). The UEI number is issued by the SAM system. Requesting a UEI (Sam.gov) information can be found at: <https://sam.gov/content/entity-registration>.

Grants.gov registration information can be found at:
<https://www.grants.gov/web/grants/register.html>.

Planned UEI Updates in Grant Application Forms

On April 4, 2022, the Data Universal Numbering System (DUNS) Number was replaced by a new, non-proprietary identifier requested in, and assigned by, the System for Award Management (SAM.gov). This new identifier is the Unique Entity Identifier (UEI). Additional Information can be found on Grants.gov: <https://www.grants.gov/web/grants/forms/planned-uei-updates.html>.

A. Program Description

1. Issued By

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

2. Assistance Listings Number

97.010

3. Assistance Listings Title

Citizenship Education and Training

4. Funding Opportunity Title

FY 2023 Citizenship and Integration Grant Program: Regional Hub Program

5. Funding Opportunity Number

DHS-23-CIS-010-001

6. Authorizing Authority for Program

H.R. 2617 – Consolidated Appropriations Act, 2023 (Pub. L. 117-328) Division F, Title IV

7. Appropriation Authority for Program

H.R. 2617 – Consolidated Appropriations Act, 2023 (Pub. L. 117-328) Division F, Title IV

8. Announcement Type

Initial

9. Program Overview, Objectives, and Priorities

a. Overview

OCPE is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is a key 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 American society. Through preparing for naturalization, immigrants gain tools to become successful citizens and meet their responsibilities as United States citizens.

The goal of the Citizenship and Integration Grant Program (CIGP) is to expand the availability of high-quality citizenship preparation services for immigrants across the nation and to provide opportunities for immigrants to gain the knowledge and skills necessary to integrate into the fabric of American society.

Since it began in 2009, the CIGP has awarded more than \$132 million through 579 competitive grants to immigrant-serving organizations in 39 states and the District of Columbia. Now in its 15th year, the program has helped more than 300,000 Lawful Permanent Residents (LPRs) prepare for citizenship. The Citizenship and Integration Grant Program supports the objectives of [Executive Order 14012, Restoring Faith in Our Legal Immigration Systems and Strengthening Integration and Inclusion Efforts for New Americans](#) and the U.S. Department of Homeland Security’s [Strategic Plan for Fiscal Years 2020-2024](#) by promoting integration, inclusion, and citizenship. The Citizenship and Integration Grant Program also addresses the DHS mission to enforce and administer our immigration laws (captured in the [Third Quadrennial Homeland Security Review](#)) and [USCIS’ mission and core values](#), as the program provides immigrants instruction on the rights and responsibilities of U.S. citizenship and information on how to apply for naturalization within the authorized practice of immigration law.

The *Regional Hub* funding opportunity is designed to build community and organizational capacity to identify, support, and prepare LPRs for citizenship. To achieve this goal,

recipients will help create or expand citizenship networks and provide technical assistance to individual network members that offer citizenship instruction and naturalization application services. Through a hub and spoke funding model, the Regional Hub grant will more holistically support LPRs on the pathway to citizenship and encourage the integration of LPRs into their receiving communities.

b. Objectives

In fiscal year (FY) 2023, up to \$4 million in federal funding is available for eligible organizations to build community and organizational capacity to identify, support, and prepare LPRs for citizenship. USCIS anticipates awarding approximately four awards of up to \$1,000,000 each.

Regional Hub applicants **must** propose to achieve **both** of the following objectives:

Objective 1: Create or expand a city, county, state, or regional citizenship network dedicated to helping LPRs understand, prepare, and apply for naturalization.

The principal applicant will be responsible for leading this network, which will help build community capacity to prepare LPRs for citizenship by stimulating interorganizational collaboration, sharing knowledge and expertise, conducting joint outreach, developing cross-referral systems, and co-hosting community citizenship events.

Objective 2: Provide expert-level technical assistance to organizations that currently offer citizenship preparation services.

The principal applicant will provide (or contract a qualified organization to provide) expert-level technical assistance to a minimum of three proposed subrecipient organizations that would benefit from assistance in the following areas:

1. *Citizenship Instruction Services*: Educational services that provide enrolled LPRs with the skills and knowledge needed to prepare for citizenship, including instruction in English as a Second Language (ESL), U.S. history and government, and the naturalization process; and
2. *Naturalization Application Services*: Within the scope of the authorized practice of immigration law, organizations prepare and submit Form N-400, Application for Naturalization and Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative on behalf of qualified LPRs. Organizations also provide on-going case management and help LPRs prepare for the naturalization interview.

Partnerships

Partnerships are the cornerstone of the Regional Hub program. All applications must include partnerships, as evidenced by a contract, Memorandums of Understanding (MOUs), or both. For the FY 2023 Regional Hub program, the principal applicant will create or expand a city, county, state, or regional citizenship network dedicated to helping LPRs understand, prepare, and apply for naturalization. The principal applicant will also provide, or contract with a qualified organization to provide expert-level technical assistance to subrecipient organizations that currently offer citizenship preparation services. Because multiple organizations may be involved in these efforts, this funding opportunity will refer to the organization creating or expanding a citizenship network as the “Citizenship Network Lead” and the organization providing technical assistance as the “Technical Assistance Lead.” Organizations receiving technical assistance will be referred to as subrecipients.

The Citizenship Network Lead will identify a minimum of three proposed subrecipient organizations (members or potential members of the citizenship network) in need of technical assistance, in consultation with the Technical Assistance Lead. The Citizenship Network Lead must complete an MOU with each proposed subrecipient and submit it with the application. The MOU must state the minimum number of LPRs for which each subrecipient will provide services and how funding will be allocated to fund the services. Subrecipients must have their own individual UEI number and will be responsible for financial and performance reporting. Subrecipients must submit their reports to the Citizenship Network Lead for submission to DHS.

The Citizenship Network Lead will be responsible for the overall management of the award and will distribute funds to the contractor (if applicable) and subrecipient organizations. The Citizenship Network Lead must clearly demonstrate how it will monitor performance of the contractor (if applicable) and the subrecipients to ensure that each complies with all award conditions and data reporting requirements. Each organization must meet the qualifications required for its role. See below Section C.2, Eligibility Information for additional details on required qualifications for the primary applicant, contractor, and subrecipients.

Program Phases

Under the Citizenship and Integration Grant Program, all awards are issued for a two-year performance period divided into eight quarters of three months each. Under the Regional Hub program, these eight quarters will be organized into three phases:

- Phase 1: Start-up
- Phase 2: Implement and Expand
- Phase 3: Achieve and Sustain

Phase 1: Start-up

Quarters 1-2, October 1, 2023 – March 30, 2024

Citizenship Network:

During the first phase of the performance period, the Citizenship Network Lead will create or expand a citizenship network within a specific, defined city, county, state, or regional geographic area. National networks are not permitted under this program. If the citizenship network is new, the Citizenship Network Lead will be responsible for recruiting **a minimum** of five member organizations within the first phase. If the citizenship network already exists, the Citizenship Network Lead will be responsible for expanding membership by **a minimum** of five new members, depending on the size of the network. Member organizations may include any public or private entity within the network's defined geographic area, including but not limited to, city, county, state, or federal government offices that work with immigrants or refugees; public libraries; school districts; police departments; community colleges and universities; English as a Second Language (ESL) providers; Legal Aid organizations; private attorneys; and other immigrant serving organizations. The Citizenship Network Lead will be responsible for maintaining a member roster, including a point of contact for each member organization. During this phase, the Citizenship Network Lead should identify a shared platform for communicating and exchanging resources with network members and identify a location for in-person network meetings.

During phase one, the Citizenship Network Lead will solicit bids for the Technical Assistance Lead and enter into a contract with the selected organization, if the Citizenship Network Lead elects not to provide technical assistance themselves. The final contract must be signed by both parties no later than November 30, 2023, to allow the selected contractor sufficient time to complete its phase one work, described below. A draft Statement of Work (SOW) for potential contractors should be submitted with the grant application. Additionally, the Program Office must be provided with a copy of the final, signed contract, which will then become part of the official award document.

Technical Assistance:

During quarter one, the Technical Assistance Lead will evaluate each subrecipient's existing citizenship services using an evaluation tool provided by USCIS. To successfully complete this tool, the Technical Assistance Lead will conduct site visits and observations with each subrecipient. The goal of the evaluation is to assess the status of each subrecipient's current citizenship preparation services, which will be critical to subsequently creating program development plans. The Technical Assistance Lead must submit a completed evaluation tool (provided by USCIS) for each sub-awardee to the Program Office no later than January 30, 2024. The Technical Assistance Lead will then develop a program development plan for each subrecipient, using a USCIS template. The objective of the program development plan is to outline specific steps needed for each subrecipient to develop a high-quality citizenship preparation program that will endure beyond the performance period. The Technical Assistance Lead is expected to use the [USCIS Elements of Program Quality for Adult Citizenship Education](#) and the [USCIS Adult](#)

[Citizenship Education Program Development Guide](#) for guidance. The program development plans must be submitted to the Program Office by the end of quarter two (March 30, 2024). The program development plan will serve as a project plan for providing technical assistance to each subrecipient and become part of the official award document.

Phase 2: Implement and Expand

Quarters 3-4, April 1, 2024 – September 30, 2024

Citizenship Network:

During the remaining quarters of the program (Quarters 3-8), the Citizenship Network Lead will convene regular meetings for network members. These meetings should be designed to facilitate dialogue, information sharing, and a better understanding of how network members can support each other and amplify their collective impact on the community. Network meetings can be in-person, virtual, or hybrid, although in-person is strongly recommended. Member organizations will work together to increase awareness of citizenship rights, responsibilities, and the naturalization process among communities. During the initial meeting(s), network members are strongly encouraged to draft a governance structure and/or a decision-making process.

Technical Assistance:

During the remaining quarters of the program (Quarters 3-8), the Technical Assistance Lead will provide technical assistance tailored to the specific needs of each subrecipient, as outlined in the program development plans. Technical assistance activities must produce measurable results for the organizations served. The Technical Assistance Lead must use its subject-matter expertise to address the subrecipients' identified program development needs in the following areas:

Citizenship Instruction Program Development: This may include developing staff expertise and qualifications to provide citizenship instruction; recruiting and training a qualified project manager; and strengthening program infrastructure to implement and manage all aspects of a citizenship instruction program, such as teaching and learning resources, student assessments, student recruitment and retention, and student intake processes.

Naturalization Application Services Program Development: This may include developing staff expertise and qualifications to provide naturalization application services; recruiting and training a qualified project manager; and strengthening program infrastructure to implement and manage all aspects of a naturalization application services program, such as client outreach, intake and referral processes, case management systems, and other activities to help qualified LPRs complete the naturalization application and interview process.

Phase 3: Achieve and Sustain

Quarters 5-8, October 1, 2023 – September 30, 2025

Citizenship Network:

During the second year of the performance period (Quarters 5-8), the Citizenship Network Lead, with support from network members, must co-host quarterly, in-person citizenship community fairs. These fairs should be a “one-stop shop” designed to meet multiple needs in one location. Citizenship community fairs should offer group naturalization application workshops, provide information on and enrollment opportunities for upcoming citizenship and ESL classes, and include other available community services that would support the integration of immigrants. During this time, the Citizenship Network Lead will continue to convene regular meetings for network members. Additionally, the Citizenship Lead and network members should identify ways to continue the citizenship network after the completion of the performance period. This may include identifying and applying for additional funding sources and establishing an ongoing system for recruiting new members.

Technical Assistance:

During the second year of the performance period (Quarters 5-8), the Technical Assistance Lead will continue to implement its program development plans and provide technical assistance to subrecipients as needed. By the beginning of this phase, all subrecipients must be providing both citizenship classes and naturalization application services with qualified citizenship instructors and qualified legal service providers (see Appendix D: FY23 Regional Hub Glossary for definitions of these terms). By the end of the two-year performance period, the subrecipients will be able to independently offer a high-quality citizenship preparation program.

USCIS Resources to Support Regional Hub Applicants

USCIS offers a large variety of free resources that may be beneficial to the Citizenship Network Leads, the Technical Assistance Lead, and subrecipients under the Regional Hub program. All applicants are encouraged to review available resources on the [USCIS Citizenship Resource Center](https://www.uscis.gov/citizenship-resource-center) and include information in their applications on how they would incorporate these resources into their work. Examples of available resources include:

- Citizenship outreach tools in several languages: <https://www.uscis.gov/citizenship/outreach-tools>
- Citizenship Public Education and Awareness Campaign materials: <https://www.uscis.gov/citizenship/outreach-tools/citizenship-public-education-and-awareness-campaign>
- Resources for Citizenship Educational Programs, including sample curriculum, lesson plans, classroom exercises, and tip sheets: <https://www.uscis.gov/citizenship/resources-for-educational-programs>

- Naturalization Test and Study Resources: <https://www.uscis.gov/citizenship/find-study-materials-and-resources>
- Naturalization-Related Data and Statistics: <https://www.uscis.gov/citizenship-resource-center/naturalization-related-data-and-statistics>
- Eligible to Naturalize Dashboard, which displays data on populations of LPRs who may be eligible to naturalize on an interactive map: <https://www.uscis.gov/tools/reports-and-studies/immigration-and-citizenship-data/eligible-to-naturalize-dashboard>
- USCIS may be able to provide in-person or virtual naturalization information sessions based upon staffing availability.

10. Performance Measures

Establishing clear performance goals and measures prior to the start of the performance period is an essential way for USCIS and recipients to ensure a clear understanding of expectations and requirements. Principal applicants must include performance goal(s) for each measure listed below in their application (see Appendix A: Additional Required Documents for additional information). USCIS will evaluate each recipient’s performance on how well they achieve their stated goals.

Phase 1 Performance Measures

Quarters 1-2, October 1, 2023 – March 30, 2024

Citizenship Network

- Did the recipient increase membership for the citizenship network, as measured by the number of new members during Q1 and Q2? (minimum goal of five new members)
- Did the recipient identify a meeting location and a shared platform for communicating and exchanging resources with network members?
- Did the recipient submit a finalized signed contract for the Technical Assistance Lead to the USCIS Program Office (or alternatively, demonstrate that it has in-house capability to provide the technical assistance) no later than November 30, 2023?

Technical Assistance

- Did the Technical Assistance Lead submit a completed evaluation tool for each subrecipient to the Program Office no later than January 30, 2024?
- Did the Technical Assistance Lead submit a program development plan for each subrecipient to the Program Office no later than March 30, 2024?

Phase 2 Performance Measures

Quarters 3-4, April 1, 2024 – September 30, 2024

Citizenship Network

- a. Did the recipient convene regular citizenship network meetings with members, as measured by:
 - 1.) the number of meetings per quarter? (minimum goal of one meeting per quarter)
 - 2.) the percentage of members in attendance at each meeting? (minimum goal of 75% of members in attendance at each meeting)

Technical Assistance

- a. Did the Technical Assistance Lead begin implementing its program development plans, as measured by the percentage of actions implemented? (minimum goal of 60% of actions implemented by the end of Q4)

Phase 3 Performance Measures

Quarters 5-8, October 1, 2023 – September 30, 2025

Citizenship Network

- a. Did the Citizenship Network Lead continue to convene regular citizenship network meetings with members, as measured by:
 - 1.) the number of meetings per quarter? (minimum goal of one meeting per quarter)
 - 2.) the percentage of members in attendance at each meeting? (minimum goal of 75% of members in attendance at each meeting)
- b. Did the Citizenship Network Lead host quarterly community citizenship fairs, as measured by:
 - 1.) The number of attendees at each community citizenship fair;
 - 2.) The number of attendees that enrolled in upcoming citizenship classes at the fair;
 - 3.) The number of attendees that filed a Form N-400, Application for Naturalization, at the fair;
 - 4.) The amount of outreach conducted by the network to promote each event, as defined and measured by the principal applicant (examples include but are not limited to website visits, materials distributed, inquiries received, service referrals made, etc.).
- c. Did the Citizenship Network Lead identify ways to continue the citizenship network after performance period?

Technical Assistance

- a. Did the Technical Assistance Lead continue to implement its program development plan, as measured by the percentage of actions implemented? (minimum goal of 80% of actions implemented by the end of Q6)
- b. Did the Technical Assistance Lead measure the success of each subrecipient by tracking the following data per subrecipient during Q5-Q8?

- 1.) Number of newly enrolled non-duplicated LPRs in citizenship instruction classes (minimum goal of 100);
- 2.) Percentage of enrolled citizenship 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 LPRs screened for naturalization eligibility (minimum goal of 100);
- 5.) Number of LPRs for whom the sub-awardee prepared and filed Forms N-400 and G-28, Notice of Entry of Appearance as Attorney or Accredited Representative (minimum goal of 100).

B. Federal Award Information

- | | |
|--|-------------|
| 1. Available Funding for the NOFO: | \$4,000,000 |
| 2. Projected number of Awards: | 4 |
| 3. Period of Performance: | 24 months |
| Note: extensions are permitted. See Section H, Additional Information, Period of Performance Extensions, for more information. | |
| 4. Projected Period of Performance Start Date(s): | 10/01/2023 |
| 5. Projected Period of Performance End Date(s): | 09/30/2025 |
| 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) or 501(c)(6) 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

a. Eligibility Criteria for Citizenship Network Lead

The Citizenship Network Lead must be an organization listed above under “eligible applicants” and must have:

- 1.) Experience with and knowledge of the immigrant community to be served;
- 2.) Experience collaborating with community stakeholders that engage in citizenship preparation and immigrant integration in the public and private sectors;
- 3.) Experience managing federal grants and/or complex projects with timelines and deliverables; and
- 4.) An office that is located and operates in the defined city, county, or state where the network will be located.

b. Eligibility Criteria for Technical Assistance Lead

The Technical Assistance Lead must be an organization listed above under “eligible applicants” and must have:

- 1) A minimum of five years of experience within the past ten years providing citizenship instruction in a classroom setting that follows a curriculum and utilizes a textbook (note: experience providing only ESL instruction does not qualify for this funding opportunity; organization must have experience *specifically* with citizenship instruction);
- 2) A minimum of one qualified citizenship instructor on staff, who has a degree in education (K-12 Social Studies, English Language Arts, History, Linguistics, Teaching English to Speakers of Other Languages, or Adult Education) or at least one year of experience as the lead teacher in a class of adult immigrants;
- 3) Experience administering nationally normed standardized ESL assessments;
- 4) A minimum of five years of experience within the past ten years preparing and filing Forms N-400 and G-28 on behalf of qualified LPRs within the authorized practice of immigration law;
- 5) A minimum of one qualified legal service provider on staff. A qualified legal service provider includes one of the following:
 - a) A U.S. Department of Justice (DOJ) Accredited Representative serving a DOJ

- Recognized Organization. Partial accreditation is permitted; or
- b) An on-staff attorney with training in immigration law.
 - 1.) Contracted or volunteer attorneys, or those who concurrently work for a private practice or law firm, do not qualify.
- 6.) An office that is located and operates in the defined city, county, state, or region where the citizenship network will be located.

c. Eligibility Criteria for Proposed Technical Assistance Subrecipients

The proposed subrecipients that will receive technical assistance must be a type of organization listed above under “eligible applicants” and must have:

- 1) An existing citizenship preparation program with a demonstrated need for technical assistance;
- 2) A minimum of one year of experience within the past three years providing citizenship preparation services, which must include citizenship instruction and/or naturalization application services;
- 3) A minimum of one qualified legal service provider on staff at the time the application is submitted. A qualified legal service provider is defined as:
 - a) A U.S. Department of Justice (DOJ) Accredited Representative serving a DOJ Recognized Organization. Partial accreditation is permitted; or
 - b) An on-staff attorney with training in immigration law.
 - 1.) Contracted or volunteer attorneys, or those who concurrently work for a private practice or law firm, do not qualify.
- 4) An office that is located and operates in the defined city, county, state, or region where the citizenship network will be located; and
- 5) Current or planned membership in the citizenship network.

3. Other Eligibility Restrictions

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

Individuals and other for-profit entities are not qualified to receive funding under this funding opportunity.

Applicants may apply to multiple USCIS funding opportunities, with exceptions noted below. USCIS reserves the right to only fund one award.

Current awardees and sub-awardees under any of the FY 2022 Citizenship and Integration Grant Programs are ineligible to receive funding under this funding opportunity. Current awardees and sub-awardees may, however, be part of the citizenship network.

Any applicant that does not meet the eligibility criteria described in Section C.2 is not eligible to receive funding under this funding opportunity.

Any application that does not include all forms listed as required on the Applicant Checklist, located in Appendix B, is not eligible to receive funding under this funding opportunity.

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 and will be removed from further consideration if:

- a. Form SF-424 – *Application for Federal Assistance* is missing.
- b. Form SF-424A – *Budget* is missing.
- c. Form SF-424B – *Assurances - Non-Construction Programs* is missing.
- d. The applicant's Authorized Organization Representative (AOR) is not registered in SAM.
- e. The application does not include a Budget Narrative or Budget Table.
- f. The application does not include a Project Narrative.

4. 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 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: 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. Application and Submission Information

1. Key Dates and Times

- a. Application Start Date:** 06/9/2023
- b. Application Submission Deadline:** 07/28/2023 at 11:59PM EST
- c. Anticipated Award Date:** No later than 09/30/2023

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

Event	Suggested Deadline for Completion
Initial Registration at SAM.gov (includes UEI issuance)	Four weeks before actual submission deadline
Obtaining UEI Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission deadline
Starting application in Grants.gov	One week 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.” To obtain the application package, select “Download a Grant Application Package.” Enter the Assistance Listing 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)

Each applicant, unless they have a valid exception under 2 CFR 25.110, must:

- a. Be registered in Sam.Gov before application submission.
- b. Provide a valid unique entity identifier in its application.
- c. Continue to always maintain an active SAM registration with current information during the Federal Award process.

5. Steps Required to Submit an Application, Unique Entity Identifier, and System for Award Management (SAM)

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

- a. Have an account with <https://login.gov/>;
- b. Register for, update, or verify their SAM account and ensure the account is active before submitting the application;
- c. Create a Grants.gov account;
- d. Add a profile to a Grants.gov account;
- e. Establish an Authorized Organizational Representative (AOR) in Grants.gov;
- f. Submit (if applicable, add: an initial) application in Grants.gov; and
- g. 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 three 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 UEI 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.

6. Electronic Delivery

DHS is participating in the Grants.gov initiative to provide the grant community with a single site to find and apply for funding opportunities. DHS encourages or requires applicants to submit their applications online through Grants.gov, depending on the funding opportunity. For this funding opportunity, the DHS GFAD requires applicants to submit applications through Grants.gov.

7. How to Register to Apply through Grants.gov

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

Organizations must have a Unique Entity Identifier (UEI) Number with an active System for Award Management (SAM) registration, and Grants.gov account to apply for funding. If individual applicants are eligible to apply for this funding opportunity, then they may begin with step 3, Create a Grants.gov account, listed below.

Creating a Grants.gov account can be completed online in minutes, but SAM registration 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>.

- a. *Register with SAM*: All organizations applying online through Grants.gov must register with the System for Award Management (SAM). 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>.

- b. *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>.
- c. *Add a Profile to a Grants.gov Account*: A profile in Grants.gov corresponds to a single applicant organization the user represents (i.e., an applicant) or an individual applicant. If you work for or consult with multiple organizations and have a profile for each, you may log in to one Grants.gov account to access all of your funding applications. To add an organizational profile to your Grants.gov account, enter the UEI number for the organization in the UEI 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>.

- d. *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 is 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>.

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

8. **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 applying on Grants.gov. 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 submission. 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(s), or external drives, then accessed through Adobe Reader.

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

<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's name, address, and UEI 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>.

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 funding opportunity, contact the number listed in the application package of the opportunity to which you are applying.

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.

9. **Timely Receipt Requirements and Proof of Timely Submission**

Online Submission. All applications must be received by 11:59 PM Eastern time on the due date established for each program. Proof of timely submission is automatically recorded by Grants.gov. An electronic date/time stamp is generated within the system when the application is successfully received by Grants.gov. The applicant with the AOR role who submitted the application will receive an acknowledgement of receipt and a tracking number (GRANTXXXXXXXX) from Grants.gov with the successful transmission of their application. This applicant with the AOR role will also receive the official date/time stamp and Grants.gov Tracking number in an email serving as proof of their timely submission.

When DHS successfully retrieves the application from Grants.gov, and acknowledges the download of submissions, Grants.gov will provide an electronic acknowledgment of receipt of the application to the email address of the applicant with the AOR role who submitted the application. Again, proof of timely submission shall be the official date and time that

Grants.gov receives your application. Applications received by Grants.gov after the established due date for the program will be considered late and will not be considered for funding by DHS.

Applicants using slow internet, such as dial-up connections, should be aware that transmission can take some time before Grants.gov receives your application. Again, Grants.gov will provide either an error or a successfully received transmission in the form of an email sent to the applicant with the AOR role 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.

10. Content and Form of Application Submission

See Appendices A and B for 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 2022 Citizenship and Integration Grant Program are ineligible to receive funding under this funding opportunity. Current awardees and sub-awardees may, however, be part of the citizenship network.

11. 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.

12. Funding Restrictions and Allowable Costs

Funds may **not** be used for the following purposes:

- a. Cost-sharing or matching funds for other federal funding, 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.
- b. USCIS application fees.
- c. 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.
- d. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.
- e. Foreign travel.
- f. Construction costs and purchase of real property under this funding opportunity.

- g. Pre-award costs.
- h. Funding for direct reimbursement of proposal development.
- i. Costs for food or refreshments.
- j. Incentive items or gift cards.
- k. General volunteer stipends.
- l. Living allowances for any national volunteer service program participants.
- m. Fees for conferences that are not considered training events

13. Allowable Costs

- a. DHS funds may only be used for the purposes set forth in the agreement and must be consistent with the statutory authority for the award. Award funds may be used for the following purposes:
 - 1. Providing services to qualified LPRs 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 funded classes.
 - a. Transportation funds provided to students must match the student's 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 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 funded classes.
 - 9. Travel costs for two staff members to attend a mandatory two-day training in the Washington, D.C. area during the first year of the grant, and costs for one teacher or coordinator to attend a USCIS teacher training (or another professional development training with approval from USCIS) during the second year of the grant.
 - 10. Equipment purchases directly related to the provision of services.
 - 11. Costs associated with the use of computers for citizenship instruction (e.g., computer

equipment, internet access, electronic tablets, etc.).

Management and Administration (M&A) Costs

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

Indirect Facilities and Administrative (F&A) Costs

Indirect Costs (IDC) are allowable by the recipient and subrecipients as described in 2 C.F.R. Part 200, including 2 C.F.R. § 200.414. Applicants with a current negotiated IDC rate agreement who desire to charge indirect costs to an award must provide a copy of their IDC rate agreement at the time of application. Not all applicants are required to have a current negotiated IDC rate agreement. Applicants that are not required to have a negotiated IDC rate agreement but are required to develop an indirect cost rate proposal must provide a copy of their proposal at the time of application. Applicants who do not have a current negotiated IDC rate agreement (including a provisional rate) and wish to charge the de minimis rate must reach out to the Program Office and the Grants Office for further instructions.

E. Application Review Information

1. Application Evaluation Criteria

a. Programmatic Criteria

DHS will use the following criteria to evaluate applications deemed eligible and responsive. Applicants can receive up to 100 points. More detail about each of the criteria is included in the Project Narrative instructions, located in Appendix A item 5.

1.) Experience and Qualifications of the Citizenship Network Lead (20 points)

The extent to which the Citizenship Network Lead demonstrates:

- Experience with and knowledge of the immigrant community to be served (7 points);
- Experience collaborating with community stakeholders that engage in citizenship preparation and immigrant integration in the public and private sectors (10 points);
- That it has an office that is located and operates in the defined city, county, state, or region where the network will be located (3 points).

2.) Plan to Establish or Expand a Citizenship Network (20 points)

The extent to which the Citizenship Network Lead:

- Defines the city, county, state, or region that the intended citizenship network will operate in (5 points); and
- Outlines reasonable and feasible steps in the project narrative for expanding or creating a citizenship network, including plans to (15 points):
 - Recruit new members during the first two quarters;
 - Identify a location for member meetings and a shared platform for communicating and exchanging resources with network members;
 - Hold meetings for network members during quarters 3-8;
 - Host quarterly community citizenship fairs during quarters 5-8; and
 - Identify ways to continue the citizenship network after the performance period.

3.) Organizational Capacity to Manage a Technical Assistance Contract (*applies only to applicants that plan to have a technical assistance contractor*) (25 points)

The extent to which the Citizenship Network Lead:

- Demonstrates experience managing federal grants, contracts, and/or complex projects with timelines and deliverables (5 points);
- Demonstrates a documented and well-established process for entering into contracts (5 points);
- Includes a draft SOW for the proposed technical assistance contract with its application, and the extent to which that draft SOW (15 points):
 - Includes accurate scope, objectives, tasks, and deadlines for the work, in accordance with the three project phases;
 - Outlines the eligibility requirements of the Technical Assistance Lead and key personnel;
 - Describes how performance will be measured;
 - Includes information on funding restrictions and allowable costs as described in the Regional Hub funding opportunity announcement.

4.) Experience and Qualifications of the Technical Assistance Provider (*applies only to applicants that plan to provide in-house technical assistance*) (25 points)

The extent to which the principal applicant:

- Demonstrates a minimum of five years of experience within the past ten years providing citizenship instruction in a classroom setting that follows a curriculum and utilizes a textbook (5 points);
- Demonstrates a minimum of one qualified citizenship instructor on staff, who has a degree in education or at least one year of experience as the lead teacher in a class of adult immigrants (5 points);
- Demonstrates experience administering nationally normed standardized ESL assessments (3 points);

- Demonstrates a minimum of five years within the past ten years preparing and filing Forms N-400 and G-28 on behalf of qualified LPRs within the authorized practice of immigration law (4 points);
- Demonstrates a minimum of one qualified legal service provide on staff (5 points);
- Has an office that is located and operates in the defined city, county, state, or region where the citizenship network will be located (3 points).

5.) Experience and Qualifications of the Proposed Subrecipients (15 points)

The extent to which the technical assistance subrecipients have:

- An existing citizenship preparation program with a demonstrated need for technical assistance (5 points);
- A minimum of one year of experience within the past three years providing citizenship preparation services, which must include citizenship instruction and/or naturalization application services (5 points);
- A minimum of one qualified legal service provider on staff at the time the application is submitted (3 points).
- Current or planned membership in the citizenship network (1 points);
- An office that is located and operates in the defined city, county, state or region where the citizenship network will be located (1 points).

6.) Project Plan, Goals, Milestones, and Timeline (20 points)

The extent to which the application includes:

- A project plan that includes the required three phases of the performance period, as described in Section A.10 (5 points);
- Defined milestones, goals, deliverables, and corresponding timelines in its project plan (10 points); and
- Detailed description of how the Citizenship Network Lead will manage and oversee the work of the contractor and subrecipients (5 points).

b. Financial Integrity Criteria

Prior to making a federal award, the DHS GFAD 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 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 GFAD 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.gov 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 GFAD 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. §200.206.

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 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 (e.g., 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 award. 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 award.

- 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 proposed subrecipient that will provide additional or complementary direct 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 three years following the funding decision.

- h. DHS strongly discourages, and will not consider, any supplementary materials submitted by or on behalf of the applicant (e.g., letters of support) other than those materials specifically requested in this NOFO.
- 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 120 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 shows prioritization for marginalized, vulnerable, or underserved populations (e.g.; populations that have historically not received USCIS funding);
 - b) Whether an application, when balanced with other potential awards and with existing Citizenship and Integration Grant Program recipients, has a potential for more positive integration outcomes (e.g., naturalization, increased community engagement, increased sense of belonging, English language knowledge gains) for greater numbers of people throughout the country;
 - c) Whether an application, when balanced with other potential awards and existing Citizenship and Integration Grant Program recipients, addresses a clear need and gap in resources or service provision.
 - 2) **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;
 - 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 award and the terms and conditions associated with responsibilities under federal awards. 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.

An 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 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 funding opportunities. Announcements for future funding opportunities will be listed on [Grants.gov](https://www.grants.gov).

2. Administrative and National Policy Requirements

All successful applicants for DHS grants and cooperative agreements are required to comply with DHS Standard Terms and Conditions, which are available online at: [DHS Standard Terms and Conditions](#). In addition, awardees are required to comply with the prohibitions on certain telecommunications equipment and services under Section 889 of the [John S. McCain National Defense Authorization Act](#) (NDAA) for Fiscal Year (FY) 2019.

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.

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.

The Federal Financial Report (FFR) form is available online at: [SF-425 OMB #4040-0014](#)

b. Programmatic Performance Reporting Requirements

The recipient is required to submit quarterly performance reports 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. Guidance on GrantSolutions is available here: <https://www.grantsolutions.gov/support/pdf/GrantRecipientProcessPerformanceProgressReport.pdf>

Recipients must collect and report data on each LPR served with program funding, including those served by the subrecipients, which may include:

- 1) Alien registration numbers. USCIS may use these numbers to track naturalization outcomes during and after the period of performance;
- 2) Class of admission and/or current immigration status for all program participants;
- 3) Countries of birth;
- 4) When specific services were provided, including:
 - Dates participants were enrolled in citizenship instruction courses;
 - Dates classes were held;
 - Dates pre- and post- tests were conducted, and scores achieved;
 - Classes attended, including the number of hours in class;
 - Dates naturalization eligibility screenings were conducted; and
 - Dates Forms N-400 and G-28 were filed.
- 5) Assessment data, including pre- and post-test scores;

- 6) Class proficiency levels;
- 7) Names of instructors(s) teaching each class;
- 8) Changes to key funded personnel (this must be pre-approved by the program officer);
- 9) Number of instructional hours provided per class;
- 10) Number of students enrolled per class;
- 11) Names and POCs for each citizenship network member organization;
- 12) Number and dates of citizenship network meetings and events;
- 13) Number of attendees at citizenship network meetings and events;
- 14) Number and dates of community citizenship fairs;
- 15) Number of attendees at community citizenship fairs;
- 16) Number of N-400s submitted as a result of citizenship fairs;
- 17) Number of students enrolled in citizenship classes as a result of citizenship fairs;
- 18) Data on outreach efforts;
- 19) Evaluative work conducted by the technical assistance lead, including:
 - Number of site visits conducted;
 - Number of citizenship classes observed;
 - Number of naturalization application screenings observed;
 - Number of staff members interviewed;
 - Number of program participants interviewed;
- 20) Percentage of action items completed from each subrecipient's program development plan.

In addition to collecting these data, 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 subrecipient organization, challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, volunteer recruitment and training, staff changes, and promising practices.

Recipients are required to collect the data listed above and submit it quarterly to DHS. These data are used to measure and track recipient performance and assess the success of individual programs as well as the collective performance of all recipients. All performance data can be used to determine continued and future USCIS funding.

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 the 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 (program evaluation) 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.

After these reports have been reviewed and approved by the DHS Financial Assistance Office, a closeout notice will be completed to close out the award. 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 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, Retention Requirements for Records.

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, Closeout. 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 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 an award with DHS GFAD, the recipient must notify DHS GFAD 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 three 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 GFAD in accordance with 2 C.F.R. § 180.350.

e. Reporting of Matters Related to Recipient Integrity and Performance

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 \$10,000,000 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.

f. Monitoring and Oversight

Per 2 C.F.R. §200.329, DHS GFAD, 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 GFAD will review recipients' files related to the award. As part of any monitoring and program evaluation activities, recipients must permit DHS GFAD, upon reasonable notice, to review program-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 GFAD requests for information relating to the 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. Program Evaluation

Recipients and subrecipients are encouraged to incorporate program evaluation activities from the outset of their program design and implementation to meaningfully document and measure their progress towards the outcomes proposed. Title I of the Foundations for Evidence-Based Policymaking Act of 2018 (Evidence Act), Pub. L. No. 115-435 (2019) defines evaluation as “an assessment using systematic data collection and analysis of one or more programs, policies, and organizations intended to assess their effectiveness and efficiency.” Evidence Act § 101 (codified at 5 U.S.C. § 311). Credible program evaluation activities are implemented with relevance and utility, rigor, independence and objectivity, transparency, and ethics (OMB Circular A-11, Part 6 Section 290).

Evaluation costs are allowable costs (either as direct or indirect), unless prohibited by statute or regulation, and such costs may include the personnel and equipment needed for data infrastructure and expertise in data analysis, performance, and evaluation. (2 C.F.R. §200).

In addition, recipients are required to participate in a DHS-led evaluation if selected, which may be carried out by a third-party on behalf of the Program Office or DHS. By accepting funds, recipients agree to participate in the evaluation, which may include analysis of individuals who benefit from the award, and provide access to program operating personnel and participants, as specified by the evaluator(s) for six months after the period of performance.

G. DHS Awarding Agency Contact Information

1. 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 five business days.

DHS Grants Office: Send all questions to the Grants Officer at CISMailbox@hq.dhs.gov

H. Other 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.

1. Period of Performance Extensions

Recipients 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 extension will be evaluated based on performance to date and potential for meeting programmatic requirements within the proposed extension period. Requests for extensions are subject to approval by the DHS Grants and Financial Assistance Grants Officer.

2. Appendices

For information on additional required documents, and the format of the narrative application please see Appendix A. Appendix B contains a checklist of documents for applicants to submit with their applications. For a list of citizenship program development resources, see Appendix C. For definitions of frequently used terms in this NOFO, see the FY 2023 Glossary in Appendix D.

APPENDIX A: ADDITIONAL 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

Provide the information requested below. Please address each question in the order outlined in the table below. The project abstract must not include any proprietary or confidential information. Attach the Project Abstract to the application package.¹

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

Appendix A: Additional Required Documents

Principal Applicant Organization		
1.	Principal Applicant's legal name	
2.	Principal Applicant's legal address (number and street, city, state, zip code)	
3.	Type of organization (e.g., city government office, public school, adult education program, public library)	
4.	Type of service Principal Applicant proposes to lead: citizenship network, technical assistance, or both	
5.	Head of the organization (name, title, address, phone number, email address)	
6.	Authorized Organization Representative (AOR), the person at the organization authorized to sign and receive award (Name, title, address, phone number, email address and website)	
7.	Project Manager, the person who will manage operations of the project and will serve as USCIS' primary point of contact (name, title, address, phone number, email address)	
8.	Annual organizational budget	
9.	Total federal funding requested (up to \$1,000,000)	
10.	Total federal funding allocated for use by the citizenship network lead (not to include funding allocated to subrecipients; maximum of \$300,000)	
11.	Total federal funding allocated for use by the technical assistance lead (not to include funding allocated to subrecipients; maximum of \$200,000)	
12.	Total cost share (percentage of total award amount requested; minimum of 10% required)	
13.	Congressional district (based on the legal address of the principal applicant organization)	
14.	Number of full-time equivalents (FTEs) to be funded by the award and employed by the principal applicant.	

Appendix A: Additional Required Documents

	Is the principal applicant DOJ recognized? (yes/no)	
	List all employees who are DOJ Accredited or attorneys who will work on this award	
15.	List any grants received by the applicant in the past three years focused on adult education or services to immigrants. Include: <ul style="list-style-type: none"> • Awarding agency • Date received • Dollar amount 	
Proposed Subrecipient Organizations <i>Provide the below information for each subrecipient</i>		
1.	Subrecipient legal name	
2.	Subrecipient point of contact (name, title, phone number and email address)	
3.	Is the subrecipient a non-profit or public organization? If not, the subrecipient is not eligible to receive funding	
4.	Subrecipient type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)	
5.	Total federal funds allocated for the subrecipient	
6.	Total number of FTEs to be funded by the award per subrecipient	
7.	Geographic area/community where services will be provided	
8.	Is the subrecipient DOJ recognized? (yes/no)	
9.	List all subrecipient employees who are DOJ Accredited or attorneys who will work on this award	
10.	Total numbers subrecipient is proposing to serve with this award: <ul style="list-style-type: none"> • Students enrolled; • Form N-400 screenings; • Forms N-400 & G-28 filed 	
11.	Congressional District (based on the address of the subrecipient)	

5. Project Narrative (25 double-spaced page maximum)

In a separate document, provide a response for each item in the chart below following the order listed. **The items and attachments listed in each section below are required.** Any item or attachment that is omitted will result in points deducted.

Format Requirements

- Include the title “Project Narrative” at the top of the first page.
- 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 **25 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 Outline	
A. Experience and Qualification of the Citizenship Network Lead	
1. Organizational overview	
	<ul style="list-style-type: none"> a. Provide a brief overview of your organization’s mission, core projects, staff size, location, and service area. b. Identify the staff member(s) that will play a key role in establishing or expanding the citizenship network and describe their qualifications to do so. Include resumes of these individuals as attachments to the project narrative or include position descriptions if the position is currently vacant.
2. Citizenship network lead’s experience	
	<ul style="list-style-type: none"> a. Describe your organization’s experience working with the immigrant community to be served. Provide a brief overview of that community. b. Describe your organization’s experience collaborating with community stakeholders that engage in citizenship preparation and immigrant integration. c. Verify that your organization’s office is located and operates in the defined city, county, state, or region where the citizenship network will operate.
B. Plan to Establish or Expand a Citizenship Network	
1. Define the geographic area where the citizenship network will operate	
	<ul style="list-style-type: none"> a. Define the city, county, state, or region where the citizenship network will operate. b. Explain why your organization selected this geographic area.

<p>2. Describe the plan for established or expanding a citizenship network</p>
<p>a. Describe how your organization will identify and approach potential new members.</p> <p>b. Describe the number and types of organizations in your defined geographic area that your organization plans to approach about network membership.</p> <p>c. Describe your organization’s plan for holding regular member meetings.</p> <p>d. Describe how the member organizations will work together to increase awareness of citizenship rights, responsibilities, and the naturalization process within its community.</p> <p>e. Describe your organization’s plan for hosting community citizenship fairs, including information on potential activities at the fairs and roles for network members. Please note that all fairs must include naturalization application processing workshops with qualified legal service providers and opportunities for LPRs to enroll in citizenship classes. Networks are encouraged to also include other activities that would support the integration of immigrants and LPRs into the community.</p> <p>f. Describe your organization’s plan for identifying ways to continue the citizenship network beyond the performance period.</p>
<p>C. Organizational Capacity to Manage a Technical Assistance Contract <i>(Applies only to applicants that plan to contract the technical assistance work)</i></p>
<p>1. Experience managing contracts</p>
<p>a. Describe the Citizenship Network Lead’s experience managing contracts, federal grants, and/or complex projects with timelines and deliverables.</p> <p>b. Include information on the scope and outcomes of the described experience. How successful was the Citizenship Network Lead in achieving the contract requirements?</p>
<p>2. Process for entering into contracts</p>
<p>a. Describe how your organization solicits bids or proposals for contracted work.</p> <p>b. Describe your organization’s process for reviewing and selecting bids or proposals.</p> <p>c. Describe your organization’s process for ensuring that contracts are legally sufficient and enforceable.</p>
<p>3. Draft Statement of Work (SOW)</p>
<p>a. Include a draft copy of the SOW for your proposed technical assistance contract. The draft should include the following information:</p> <ol style="list-style-type: none"> 1.) Scope, objectives, tasks, and deadlines for the work, in accordance with the three project phases; 2.) Eligibility requirements for the contractor organization and key personnel that align with the requirements listed in this funding opportunity notice; 3.) Performance measures;

- 4.) Limitations on use of funding, in accordance with the funding restrictions and allowable costs described in the Regional Hub funding opportunity announcement.

D. Experience and Qualifications of the Technical Assistance Provider

(Applies only to applicants that plan to provide in-house technical assistance)

1. Qualifications and Experience with Citizenship Education

- a. Describe your organization’s experience providing citizenship classes in a classroom setting, including information on:
 - 1.) Approximately how many students have enrolled;
 - 2.) The type of curriculum used and what topics were included;
 - 3.) Which textbook was used.
- b. Describe the qualifications and experiences of your organization’s citizenship instructors.
- c. Describe your organization’s experience administering nationally normed ESL assessment tests, including information on what type of test was used and how the results have been used by your organization.

2. Qualifications and Experience with Naturalization Application Services

- a. Describe your organization’s experience preparing and filing Forms N-400 and G-28 on behalf of qualified LPRs, including information on:
 - 1.) Approximately how many Form N-400s your organization has filed in the past ten years;
 - 2.) Approximately how many Forms G-28 your organization has filed in the past ten years;
 - 3.) How many of your organization’s naturalization clients have successfully naturalized in the past ten years;
- b. Describe the qualifications and experience of your organization’s qualified legal service provider(s).

E. Experience and Qualifications of the Proposed Subrecipients

1. Organization overviews

- d. For each proposed subrecipient, provide a brief overview of the mission, core projects, staff size, location, and service area.
- e. Confirm if each subrecipient has a current or planned membership in the citizenship network.
- f. Verify if each subrecipient has an office that is located and operates in the city, county, or state where the citizenship network operates.

2. Qualifications and experience of the proposed subrecipients

- a. Confirm if each subrecipient has at least one year of experience within the past three years providing citizenship preparation services, including either citizenship instruction,

- naturalization application services, or both. Briefly describe this program.
- b. Describe the identified need for assistance in developing or improving a citizenship preparation program for each subrecipient.
- c. Verify if each subrecipient has at least one qualified legal services provider on staff at the time the application is submitted. Include the name(s) of the qualified legal services provider(s) and attach relevant resumes.

6. 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, instructors (paid and volunteer), qualified legal service providers, and other support staff. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates.
- b. **Organizational chart** for the applicant and all proposed subrecipients.
- c. The principal applicant must include a signed **Memorandum of Understanding (MOU)** for each proposed subrecipient as a required attachment to the 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 subrecipient. The MOU should be signed by both parties and dated.
- d. Attach a **project plan** that includes the required phases of the performance period, as described in Section A.10 of the funding opportunity announcement. This project plan should include milestones, deliverables and timelines that clearly show how and when your organization will accomplish the two objectives of the Regional Hub program.

7. Program Goals

Provide the following goals for program-funded services in a table format. Include the total number over the two-year period, per principal applicant and per proposed subrecipient, as well as a breakdown by quarter. Each quarter is three months long. See minimum goal requirements in Section A.10 above. Project goals may be included in the project narrative or in the attached project plan.

Citizenship Network Goals									
Goal	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total

Appendix A: Additional Required Documents

1. Number of network members recruited (minimum goal of 5 members)		N/A	N/A	N/A	N/A	N/A	N/A	N/A	
2. Number of network member meetings (minimum goal of one per quarter)									
3. Percentage of members at network meetings or events (minimum goal of 75%)									
4. Number of community citizenship fairs (minimum goal of one per quarter)	N/A	N/A	N/A	N/A					
5. Number of attendees at community citizenship fairs	N/A	N/A	N/A	N/A					
6. Number of citizenship fair attendees that file a Form N-400 at the fair	N/A	N/A	N/A	N/A					
7. Number of citizenship fair attendees that enroll in a citizenship class at the fair	N/A	N/A	N/A	N/A					
8. Other outreach related metrics, as defined by the applicant. Examples include website visits, materials distributed, inquiries received, service referrals made, etc.									
Technical Assistance Goals									
Goal	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
1. Percentage of actions implemented from the program development plans by the end of Q4 per subrecipient (minimum goal of 60%)	N/A	N/A	N/A						
2. Percentage of actions implemented from the program development plans by the end of Q8 per subrecipient (minimum goal of 80%)	N/A	N/A	N/A	N/A	N/A	N/A	N/A		
3. Number of newly enrolled (non-duplicated) LPR's in citizenship instruction classes per subrecipient (minimum total goal of 100)	N/A	N/A	N/A	N/A					
4. Percentage of enrolled students who post-test using nationally normed standardized tests of English language proficiency per subrecipient (minimum goal of 80%)	N/A	N/A	N/A	N/A					

Appendix A: Additional Required Documents

5. Percentage of post-tested students demonstrating measurable educational gains per subrecipient (minimum goal of 80%)	N/A	N/A	N/A	N/A					
6. Number of LPRs for whom each subrecipient will provide naturalization eligibility screenings (minimum total goal of 100)	N/A	N/A	N/A	N/A					
7. Number of LPRs for whom each subrecipient will prepare and file Forms N-400 and G-28 (minimum total goal of 100)	N/A	N/A	N/A	N/A					

8. Budget Table and Narrative

When proposing costs for this program, ensure that the budget shows a reasonable balance of costs between funding for the principal applicant and subrecipients. **The Citizenship Network Lead may use up to \$300,000. The Technical Assistance Lead may use up to \$200,000. Subrecipients may use all remaining funds. The principal applicant (Citizenship Network Lead) is responsible for managing and distributing all grant funds.**

The principal applicant must provide a separate subrecipient budget narrative and table following the same format and with the same level of detail as that of the applicant. Each subrecipient 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. Subrecipients may charge a nominal fee of \$50 or less for citizenship classes, and \$75 or less for naturalization application services. No fees may be charged for membership in the citizenship network.

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.

	Year 1			Year 2			Total		
Category and Item	In-Kind	DHS	Total	In-kind	DHS	Total	In-kind	DHS	Total
1. Personnel									

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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

Attach your budget narrative (including separate budget narratives for each proposed subrecipient) 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 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. Do not include program income as an in-kind cost.
- 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 program-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.)

Appendix A: Additional Required Documents

- d. **Travel:** Costs of project-related travel by employees of the applicant organization and/or subrecipients (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc. Foreign travel is not permitted. The application must include costs for two staff members to attend a **mandatory** two-day orientation training in Washington, D.C. the first year of the performance period, and costs for a teacher/coordinator (if applicable) to attend a USCIS teacher training on the activities and methods that promote linguistic and civic assimilation during the second year of the performance period.
- 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. For equipment purchased with award funds (or received under a grant) and having a \$5,000 or more per unit cost, the Recipient must maintain an annual inventory, which will include a brief description of the item, serial number, and amount of purchase. 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. Recipients should calculate the cost of assessments as well as printing the USCIS required assessment.

Appendix A: Additional Required Documents

- 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 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

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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.


9. Documentation of Non-profit and/or Public Status

The applicant and any proposed subrecipients 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 funds on behalf of the public entity will suffice.

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

APPENDIX B: FY 2023 REGIONAL HUB APPLICANT CHECKLIST

	Ineligible if Missing ²	Non-Responsive if Missing ³	Required or Requested Attachments
<u>Forms:</u>			
	X	X	Form SF-424, Application for Federal Assistance
	X	X	Form SF-424A, Budget
	X	X	Form SF-424B, Assurances for Non-Construction Programs
	X	X	Certification Regarding Lobbying (if applicable)
<u>Other Documents:</u>			
			Project Abstract
		X	Project Narrative (double-spaced, 25 page maximum)
	X		Statement of Work for technical assistance contractor (if applicable)
			Résumés of key personnel or position descriptions for vacant key positions (project managers, instructors, legal service providers)
			Organizational chart for the principal applicant and subrecipients
	X		Separate Memorandum of Understanding (MOU) with each subrecipient, signed by all parties
	X		Program Goals Chart
	X		Project Plan that Includes a Timeline
		X	Budget Table and Narrative for each organization
			Negotiated Fringe Benefit Agreement (if applicable)
			Indirect Cost Agreement (if applicable)
			Documentation of Non-profit and/or Public Status (for applicant and proposed subrecipients)

² USCIS will not review if missing.

³ DHS will not review if missing.

APPENDIX C: USCIS RESOURCES FOR CITIZENSHIP EDUCATION PROGRAMS

Educators and volunteers play a critical role in helping LPRs prepare for U.S. citizenship. The USCIS Citizenship Resource Center provides an array of resources and materials to support educators and programs working to prepare LPRs for the naturalization process. Below are a few key resources that all programs should be familiar with. For a full list of resources, please visit the Citizenship Resource Center at www.uscis.gov/citizenship.

[USCIS Adult Citizenship Education Program Development Guide: Building an Adult Citizenship Program](#)

This program development guide outlines a step-by-step process to create or sustain an adult citizenship education program and includes products and resources from U.S. Citizenship and Immigration Services (USCIS) for use at each stage of program development

[Elements of Program Quality for Adult Citizenship Education](#)

This document provides a general framework for preparing permanent residents for the civics and English components of the naturalization interview and test.

[USCIS Guide to Creating an Adult Citizenship Education Curriculum](#)

This guide assists adult education program administrators and teachers in developing a citizenship curriculum and thematic lessons, choosing textbooks and supplemental materials, and creating effective learning activities.

[Adult Citizenship Education Sample Curriculum for a High Beginning ESL Level Course](#)

This publication outlines the components, structure, and process involved with creating an adult citizenship education curriculum.

Additional Citizenship Education Resources:

- [Resources for Educators About the Naturalization Process](#)
- [Prepare Students for the Interview and Test](#)
- [Learn New Teaching Techniques](#)
- [Start a Citizenship Program](#)
- [Promote a Citizenship Program](#)
- [Train and Develop Staff](#)

APPENDIX D: FY 2023 REGIONAL HUB GLOSSARY

TERM	DEFINITION
Attorney	Any person who is eligible to practice law in and is a member in good standing of the bar of the highest court of any state, possession, territory, or commonwealth of the United States, or of the District of Columbia, and is not under any order suspending, enjoining, restraining, disbaring, or otherwise restricting him or her in the practice of law. See 8 CFR Part 1.2 .
Authorized practice of immigration law	Occurs when an authorized and qualified individual or organization provides accurate and current legal advice on immigration-related matters. Typically, this is limited to DOJ-accredited representatives who work for DOJ-recognized organizations or to an attorney who is a member in good standing of the bar of a U.S. state. See 8 CFR Part 292, 8 CFR Part 103.2(a)(3), and 8 CFR Part 1.2.
Citizenship Instruction	Educational services that provide enrolled LPRs with the skills and knowledge needed to prepare for citizenship, including instruction in English as a Second Language (ESL), U.S. history and government, and the naturalization process. Citizenship classes should be offered to LPRs who pre-test at NRS levels 2-6.
Citizenship Network Lead	The organization responsible for creating or expanding a citizenship network within a specific, defined city, county, or state, or regional geographic area under the FY 2023 Regional Hub grant.
Citizenship Preparation Services	Services that help prepare LPRs for naturalization, including citizenship instruction and naturalization application services.
Civics-based ESL	Civics-based ESL focuses more heavily on teaching the English structures needed to understand the concepts found within the naturalization test as well as those to assist students to become more integrated community members (this is targeted at program beneficiaries assessed at NRS level 2 – low beginning ESL).
Civics-based Literacy	Civics-based literacy includes using civics and integration concepts and themes to teach low-level students’ basic English grammar and vocabulary preparing them for civics-based ESL (this is targeted at program beneficiaries assessed at National Reporting System for Adult Education (NRS) level 1 – beginning ESL literacy).
Class cycle	The time period, such as a term or semester, when classes are held on a frequent or regular basis. This time period has a beginning and end date.

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Cognizant agency for indirect costs	<p>The Federal agency responsible for reviewing, negotiating, and approving cost allocation plans or indirect cost proposals developed under this part on behalf of all Federal agencies. The cognizant agency for indirect cost is not necessarily the same as the cognizant agency for audit. For assignments of cognizant agencies see the following:</p> <ul style="list-style-type: none"> (1) For Institutions of Higher Education (IHEs) (2) For nonprofit organizations (3) For State and local governments (4) For Indian tribes
Cost sharing or matching	<p>The portion of the project costs not paid by federal funds or contributions (unless otherwise authorized by Federal statute). See also 2 CFR Part 215.</p>
Direct costs	<p>Costs that can be identified specifically with a particular sponsored project or an institutional activity, or easily assigned to activities with a high degree of accuracy. Examples include the salaries of staff assigned to a specific project, materials and supplies, and travel. For more information, see 2 CFR Part 200.413.</p>
DOJ accreditation	<p>A program allowing a specially qualified non-lawyer to represent noncitizens on behalf of a recognized organization.</p> <p>Please refer to the links below for additional information:</p> <p>Recognition of Organizations and Accreditation of Non-Attorney Representatives</p> <p>https://www.justice.gov/eoir/recognition-and-accreditation-program</p>
DOJ Accredited Representative	<p>A representative is “accredited” when the Executive Office for Immigration Review’s (EOIR) Office of Legal Access Programs gives permission to a specially qualified non-lawyer to represent noncitizens on behalf of a recognized organization. There are two kinds of accreditation: “partial” and “full.” A partially accredited representative may represent noncitizens before the Department of Homeland Security (DHS) only. A fully accredited representative may represent noncitizens before both DHS and EOIR, which includes the immigration courts and the Board of Immigration Appeals (BIA).</p>
DOJ Recognized Organization (DOJ recognition)	<p>A nonprofit organization that has permission from the Executive Office for Immigration Review’s (EOIR) Office of Legal Access Programs to practice immigration law through accredited representatives.</p>

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	<p>An organization is “recognized” when the Office of Legal Access Programs gives a non-profit organization in the United States permission to practice immigration law through accredited representatives before DHS only (partial accreditation) or DHS and EOIR (full accreditation). EOIR includes the immigration courts and the Board of Immigration Appeals (BIA). By regulation, a nonprofit, federal tax-exempt, religious, charitable, social service, or similar organization established in the United States that has been approved for recognition is called a recognized organization.</p> <p>Visit the DOJ’s Recognition and Accreditation Program page to learn how an organization can apply for recognition and accreditation.</p>
Employee	<p>A person who provides services to an employer in exchange for compensation and who does not provide these services as part of an independent business. The term does not include board members or contracted individuals. The following factors of a job arrangement may indicate that an individual is an employee:</p> <ol style="list-style-type: none"> a. The employer pays the individual; b. The employer may fire the individual; c. The employer provides the individual with tools or equipment and a place to work; d. The employer trains the individual; e. The individual is required to follow the employer’s instructions; f. The employer sets or can set the individual’s work hours; g. The employer restricts the individual from working for others; and h. Other applicable factors.
Employer	<p>In the context of this notice of funding opportunity, an employer is an organization with public or non-profit status that has the ability to hire, pay, fire, supervise, or otherwise control the work of an employee.</p>
EOIR	<p>An abbreviation for the Executive Office for Immigration Review (EOIR), which is an agency within the Department of Justice (DOJ). Under delegated authority from the Attorney General, immigration judges and the Board of Immigration Appeals, EOIR’s appellate component, interprets and adjudicates immigration cases according to United States immigration laws. Within EOIR, the Office of Legal Access Programs</p>

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	administers the program that grants recognition to organizations and accreditation of their representatives.
Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative	The form that attorneys and accredited representatives use to provide information establishing their eligibility to appear and act on behalf of an applicant, petitioner, or respondent before USCIS. Form G-28 is available at uscis.gov/g-28 .
Form N-400, Application for Naturalization	The form used to apply for U.S. citizenship. Form N-400 is available at uscis.gov/n-400 .
Form N-648, Medical Certification for Disability Exceptions	The form for applicants who seek an exception to the English and civics testing requirements for naturalization because of physical or developmental disability or mental impairment. Form N-648 is available at uscis.gov/n-648 .
Form I-912, Request for a Fee Waiver	The USCIS form used by applicants and petitioners to request a waiver for certain application processing fees. Form I-912 is available at uscis.gov/i-912 .
Fringe benefits	Allowances and services provided by employers to their employees as compensation in addition to regular salaries and wages.
Fringe benefit rate	The value of fringe benefits expressed as a percentage of salary. Calculate the dollar amount by applying the appropriate fringe benefit percentage rate to each employee’s salary to be charged to the project. For more information, see OMB Circular A-21, OMB Circular A-87, or OMB Circular A-122.
Fringe benefit rate agreement	An agreement that has been approved by a cognizant federal agency (usually the agency that provides the most funding to the recipient) that establishes the rate at which an organization will request reimbursement for fringe benefits under the program.
FY	An abbreviation for fiscal year. The federal government’s fiscal year runs from Oct. 1 to Sept. 30.
Indirect (facilities & administrative (F&A)) costs	Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of indirect expenses to the cost objectives served, it may be necessary to establish a number of pools of indirect (F&A) costs. Indirect (F&A) cost pools must be distributed to

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	benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived.
Indirect cost rate proposal	The documentation prepared by a non-Federal entity to substantiate its request for the establishment of an indirect cost.
In-kind contribution	The value of non-cash contributions (such as property or services) that: <ol style="list-style-type: none"> 1. Benefit a federally assisted project or program; and 2. Are provided for free by non-federal third parties to a recipient, sub-recipient, or cost-type contractor under the award.
Key Personnel	Key personnel is defined as any person (employee/volunteer) who is paid by the award and whose work is integral to the goals of the program. Key personnel may include; attorney, program manager, BIA accredited representative, instructor, etc., this list is not exhaustive.
Legal advice	A legal opinion or recommendation offered as a guide to action and based on applying the law to a given set of facts.
Memorandum of Understanding (MOU)	A formal agreement between parties that defines each party’s rights and responsibilities.
National Reporting System (NRS)	An outcome-based reporting system developed by the U.S. Department of Education for state-administered, federally funded adult education programs. For more information, see this list of NRS test benchmarks for educational functioning levels.
Nationally normed standardized assessment test	In the context of citizenship instruction, this refers to specific tests used to determine a student’s English language proficiency. The U.S. Department of Education has a list of approved standardized tests .
Naturalization application services	Legal services, provided within the scope of the authorized practice of immigration law, that help qualified LPRs go through the naturalization application and interview process. Services may include naturalization eligibility screening, legal advice, Form N-400 preparation and submission, and interview preparation.
Naturalization eligibility screening	A systematic assessment conducted by an attorney or DOJ-accredited representative to determine if an individual is eligible to apply for U.S. citizenship. Eligibility screenings include legal advice.
Non-duplicated citizenship students	A student enrolled in a program-funded citizenship class for the first time. A program cannot count a student as newly enrolled more than once

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	during the performance period, even if the student enrolls in multiple classes.
Nonprofit organization	<p>Any corporation, trust, association, cooperative or other organization which:</p> <ul style="list-style-type: none"> a. Operates primarily for scientific, educational, service, charitable or similar purposes in the public interest; b. Is not organized primarily for profit; and c. Uses its net proceeds to maintain, improve and/or expand its operations.
Non-responsive application	An application that does not meet one or more of the requirements listed under Eligibility Information – Non-Responsive Applications in the notice of funding opportunity. We will not review applications that are non-responsive.
Partner organization	Applicants may include a partner organization in their proposal. The partner may provide a portion of the direct services or some other contribution to the applicant’s proposed project. A partner organization is considered a “subrecipient” if the organization will receive a portion of the funding to provide additional or complementary direct services. The partner organization may provide citizenship instruction, naturalization application services, or both.
Period of performance	The total estimated time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the period of performance in the Federal award per § 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
Private practice	To engage in one’s profession as an independent provider rather than as an employee.
Pro bono attorney	An attorney who provides legal services voluntarily and without payment as a public service.
Qualified Citizenship Instructor	Under the CIGP, a qualified instructor is one with a degree in education (K-12 Social Studies, English Language Arts, History, Linguistics, Teaching English to Speakers of Other Languages (TESOL), or Adult Education) or someone with at least one year of experience as the lead teacher in a class for adult immigrants. Although not a requirement, programs whose instructors have the following education, certification,

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	<p>and/or experience are generally more likely to be scored higher than programs that do not:</p> <ul style="list-style-type: none"> a.) Hold a degree in TESOL; or b.) Hold TESOL certification from a state licensing agency; or c.) Have a minimum of two years of experience in TESOL instruction in a classroom setting for an adult education program that utilizes a textbook and a structured curriculum.
<p>Qualified Legal Service Provider</p>	<p>Under the CIGP, a qualified legal service provider is one of the following:</p> <ul style="list-style-type: none"> a.) A U.S. Department of Justice (DOJ) Accredited Representative serving a DOJ Recognized Organization. Partial accreditation is permitted; or b.) An attorney who is an employee of the applicant or the subrecipient organization. <ul style="list-style-type: none"> 1.) Attorneys working under this grant must have training in immigration law and be able to provide legal representation to clients. 2.) Hours charged to the grant should be in alignment with the goals of the application. 3.) Pro bono or volunteer attorneys may be used to supplement the program but may not: <ul style="list-style-type: none"> i. Serve as the applicant’s sole provider of immigration legal services, or j. Serve as a supervisor to staff members who provide naturalization application services but who are not qualified legal service providers.
<p>Quarter</p>	<p>There are four quarters in a fiscal year. The quarterly dates are as follows:</p> <p>Quarter 1: October 1 to December 31</p> <p>Quarter 2: January 1 to March 31</p> <p>Quarter 3: April 1 to June 30</p> <p>Quarter 4: July 1 to September 30</p>

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Representation	Includes “practice” and “preparation” as defined in 8 CFR Part 1.2 .
Subrecipient	An entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a federal awarding agency. Under USCIS grant program applicants must include a Memorandum of Understanding signed by the applicant and potential subrecipient. Potential subrecipient must also have a UEI number.
Subcontract	A legal contract in which the program recipient hires an individual, business or organization to do a specific task or set of tasks. Subcontracting is permitted under the Citizenship and Integration Grant Program, but applicants may <i>only</i> propose a subcontract for specific tasks, such as providing technical assistance to other citizenship preparation programs. Applicants may not enter into a subcontract with a private attorney. Applicants must demonstrate their ability to successfully manage all aspects of the contract, including financial management.
Technical Assistance Lead	The organization responsible for providing technical assistance to two or more subrecipients with an identified need for assistance in developing or improving a citizenship preparation program under the FY 2023 Regional Hub program.
Unique Entity Identifier (UEI)	A unique nine-character identification number requested in, and assigned by, the System for Award Management (Sam.gov). Organizations must request a UEI prior to applying for this funding opportunity.