

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

FY 2017 Citizenship and Assimilation Grant Program  
Citizenship Instruction and Naturalization Application Services

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

**A. Program Description**

**Issued By**

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

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

97.010

**CFDA Title**

Citizenship Education and Training

**Notice of Funding Opportunity Title**

FY 2017 Citizenship and Assimilation Grant Program: Citizenship Instruction and Naturalization Application Services

**NOFO Number**

DHS-17-CIS-010-002

**Authorizing Authority for Program**

Section 404 the Consolidated Appropriations Act, 2017 (Pub. L. 115-31),  
Division F, Title IV

## **Appropriation Authority for Program**

Section 404 the Consolidated Appropriations Act, 2017 (Pub. L. 115-31),  
Division F, Title IV

## **Program Type**

New

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

The Office of Citizenship (OoC), within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), is charged with promoting instruction and training on the rights and responsibilities of citizenship. USCIS recognizes that naturalization is an important milestone in the civic assimilation of immigrants. Naturalization requirements, such as knowledge of English and of U.S. history and civics, encourage civic learning and build a strong foundation upon which immigrants can fully assimilate into society. Through preparing for naturalization, immigrants will gain the tools to become successful citizens and assimilate into our society and meet their responsibilities as United States citizens.

The goal of the Citizenship and Assimilation Grant Program is to expand the availability of high quality citizenship preparation services for lawful permanent residents in communities across the nation and to provide opportunities for lawful permanent residents to gain the knowledge and training necessary to promote their assimilation into the fabric of American society. Additional activities that support this goal include developing, identifying, and sharing promising practices in citizenship preparation;; increasing the use of and access to technology in citizenship preparation programs; working with local libraries which serve as a vital resource for immigrant communities; and incorporating strategies to foster welcoming communities as part of the citizenship and civic assimilation process.

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

In fiscal year (FY) 2017, a total of approximately \$9,000,000 in federal funding is available for eligible organizations to provide direct citizenship preparation services to lawful permanent residents through this funding opportunity.<sup>1</sup> USCIS anticipates awarding approximately 36 grants of up to \$250,000 each.

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

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<sup>1</sup> Note, another approximately \$1,000,000 in federal funding is available through funding opportunity DHS-17-CIS-010-001. Under that program, USCIS anticipates awarding 10 grants of up to \$100,000 each.

1. **Citizenship instruction** to prepare lawful permanent residents for the naturalization test and interview. Program design must include:
  - Instruction in U.S. history and government for test preparation and the promotion of civic assimilation;
  - Activities that promote civic and linguistic assimilation;
  - English as a Second Language (ESL) instruction in reading, writing, and speaking;
  - Instruction on the naturalization process and eligibility interview;
  - The use of a nationally normed standardized test of English proficiency to place and assess progress of all students enrolled under this program. At least 80% of post tested students must demonstrate education gains as evidenced by increased standardized test scores;
  - The use of a standardized civics test to be provided by USCIS to measure the acquisition of information leading to test preparedness and immigrant assimilation;
  - The use of a current adult citizenship textbook that aligns with the skill level of the students in the class;
  - The provision of at least 40 hours of citizenship instruction over an 8-15 week class cycle with managed enrollment to at least 200 students at the National Reporting System for Adult Education (NRS) low beginning to high intermediate level; and
  - The use of citizenship teachers who have at least one year of experience teaching ESL to adults and who:
    1. Hold a degree in TESOL; and/or
    2. Hold TESOL certification from a state licensing agency; and/or
    3. Have substantial experience in TESOL instruction in a classroom setting for a program that utilizes a structured curriculum.

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

Grant-funded programs must also incorporate civic assimilation learning activities into instruction. The intent of this requirement is to encourage students to extend knowledge acquisition beyond traditional classroom instruction through opportunities to experience and navigate American civic

life firsthand and through in-depth learning activities. Applicants are encouraged to draw upon their local resources, venues, and landmarks when conceptualizing and designing these civic assimilation learning activities. The Office of Citizenship will provide training and technical assistance as needed to assist grantees to design and implement activities within the scope of the following categories: (1) Site-based civic assimilation activities – local trips outside the classroom to sites and landmarks of historical and/or cultural significance, libraries, other local public entities, and organizations that promote public safety, etc.; (2) Class-based civic assimilation activities – activities that may involve guest speakers such as local civic leaders and public servants to provide the opportunity for student interaction and exchange, or the use of multi-media and/or materials-based methods that promote an enhanced understanding of key moments in U.S. history and/or the form and function of local, state, and federal government; (3) Civic participation – activities that encourage students to take participatory learning beyond the classroom by attending a public meeting; volunteering; or participating in local civic institutions; and (4) Other assimilation activities – activities that promote in-depth understanding of the student’s role as a future citizen of the United States, including: the rights and responsibilities of citizenship; our shared American history; government functions, structure and laws; geography; traditions, symbols; and holidays. These can be external or in-class.

2. **Naturalization application services**, within the scope of the authorized practice of immigration law, to support lawful permanent residents in the naturalization application and interview process. Services must include:
  - The provision of naturalization eligibility screening;
  - The preparation and submission of Forms N-400, Application for Naturalization with Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative over the two year period of performance for at least 200 lawful permanent residents;
  - Ongoing case management;
  - The use of a U.S. Department of Justice (DOJ)'s Office of Legal Access Programs (OLAP) accredited representative or an attorney who is an employee at the applicant organization or at the sub-awardee organization. (Pro bono or volunteer attorneys may be used to supplement the program.) Attorneys and DOJ accredited representatives must sign Form N-400 as the preparer, submit Form G-28 with each Form N-400 filed under this grant, and mail the naturalization application package to USCIS on behalf of the client. The applicant must have a process in place to refer individuals with

cases too complex for handling to other naturalization application service providers.

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

### ***Partnerships***

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

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

## **B. Federal Award Information**

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

<b>Available Funding for the NOFO:</b>	Approximately \$9,000,000
<b>Projected Number of Awards:</b>	Up to 36
<b>Period of Performance:</b>	24 months (comprising two one-year budget periods)

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval by DHS. *See Section H. Additional Information – Extension.*

**Projected Period of Performance Start Date(s):** 10/01/2017

**Projected Period of Performance End Date(s):** 9/30/2019

**Funding Instrument:** Grant

**C. Eligibility Information**

**Eligible Applicants**

The following entities are eligible to apply to this announcement:

- City or township governments
- County governments
- Independent school districts
- Native American tribal government (Federally recognized)
- Native American tribal organizations, other than Federally recognized tribal governments
- Nonprofits with 501(c)(3) IRS status, other than institutions of higher education
- Private institutions of higher education
- Public and State controlled institutions of higher education
- Special district governments
- State governments

**Eligibility Criteria**

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

1. Applicants and any proposed sub-awardees must be organizations with public or non-profit status;
2. At the time of application, applicants and/or any sub-awardees that propose to provide citizenship instruction must have at least one year of experience in the past three years providing direct service citizenship instruction in a classroom setting that follows a curriculum. Applicants and/or any sub-awardees that propose to provide naturalization application services must have at least one of year of experience in the past three years providing naturalization

application services within the authorized practice of immigration law to clients, and must at the time of application:

- a. Be recognized by the U.S. Department of Justice (DOJ)'s Office of Legal Access Programs (OLAP) and employ at least one DOJ accredited representative employee with experience providing clients with naturalization representation; **OR**
- b. Have at least one attorney on staff as a paid employee with experience providing clients with naturalization representation.

### **Not Eligible**

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

Current awardees and sub-awardees under the FY 2016 Citizenship and Integration Grant Program (funding opportunity DHS-16-CIS-010-001 or DHS-16-CIS-010-002) are not eligible to receive funding under this funding opportunity. Applicants to the 2017 Citizenship and Integration Grant Program: Citizenship Instruction (funding opportunity DHS-17-CIS-010-001) are not eligible to apply to this program.

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

### **Non-Responsive Applications**

Your application will be deemed non-responsive if:

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

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

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

**Cost Share or Match**

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

**D. Application and Submission Information**

**Key Dates and Times**

- Date Posted to Grants.Gov:** 07/25/2017
- Application Submission Deadline:** 08/06/2017 at 11:59:59 p.m. EDT
- Anticipated Funding Selection Date:** 09/21/2017
- Anticipated Award Date:** 09/28/2017

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

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

**Other Key Dates**

<b>Event</b>	<b>Suggested Deadline For Completion</b>
Obtaining DUNS Number	Four weeks before actual submission deadline
Obtaining a valid EIN	Four weeks before actual submission deadline
Updating SAM registration	Four weeks before actual submission



	deadline
Starting application in Grants.gov	One week before actual submission deadline

**Address to Request Application Package**

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov> , select “Applicants” then “Apply for Grants,” In order to obtain the application package select “Download a Grant Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this NOFO, select “Download Package,” and then follow the prompts to download the application package.

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

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

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

Jacqueline Greely  
 Grants Officer  
 Jacqueline.Greely@HQ.DHS.GOV  
 Fax: 202-447-5600

**Content and Form of Application Submission**

Applicants must submit all required forms and required documents listed in this section. See the Grants.gov [Applicant User Guide](#) for instructions on how to attach forms and documents. Applicant should ensure that the final submitted application package includes all required forms and documents. Applicants should avoid the use of special characters in attachment file names.<sup>2</sup>

**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 (\*\*\*)

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<sup>2</sup> <http://www.grants.gov/web/grants/applicants/applicant-faqs/grant-application-faqs.html>

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

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

## **2. Form SF-424A – Budget**

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

## **3. Certifications/Assurances**

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

- a. Form SF-424B – Assurances – Non-Construction Programs;** and
- b. Certification Regarding Lobbying.** If paragraph two of the certification applies, then complete and submit the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

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

## **REQUIRED DOCUMENTS**

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

Provide the information below in a separate document, suitable for public dissemination. The project abstract must not include any proprietary/confidential information. Attach the Project Abstract to the application package.<sup>3</sup>

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<sup>3</sup> See the Grants.gov Applicant User Guide for instructions on how to attach forms and documents. The “Attachment” Section begins on page 83 of the [Applicant User Guide](#)

<b>General Information</b>	
<b>1.</b>	<b>Organization legal name</b>
<b>2.</b>	<b>Organization legal address</b> (Number and street, city, state, zip code)
<b>3.</b>	<b>Head of the organization</b> (Name, title, address, phone number, email address)
<b>4.</b>	<b>Authorized official</b> , the person at the organization authorized to sign and receive award (Name, title, address, phone number, email address)
<b>5.</b>	<b>Grant project manager</b> , the person who will manage operations of the grant project and will serve as USCIS' primary point of contact (Name, title, address, phone number, email address)
<b>6.</b>	<b>Type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
<b>7.</b>	<p><b>Project description</b> (200 words or less) Provide a brief summary of the following:</p> <ul style="list-style-type: none"> <li>• The organization's experience providing ESL instruction to immigrants and number of years providing services;</li> <li>• The organization's experience providing citizenship instruction to immigrants and number of years providing services;</li> <li>• A description of the immigrant community, including most common countries of origin that the organization will serve; and</li> <li>• Proposed grant project activities and outcomes.</li> </ul>
<b>8.</b>	<b>Annual Organizational Budget</b>
<b>9.</b>	<b>Total federal funding requested</b> (Up to \$250,000)
<b>10.</b>	<b>Total federal funding allocated for citizenship instructor salaries</b>
<b>11.</b>	<b>Total federal funding allocated for administrative costs</b>
<b>12.</b>	<b>Applicant's total in-kind contribution</b> (if applicable)
<b>13.</b>	<b>Geographic area/community</b> where services will be provided
<b>14.</b>	<b>Congressional district</b> (based on the legal address of the applicant organization)
<b>15.</b>	<p><b>Number of full-time equivalents (FTEs)</b> Indicate the number of intended grant- funded FTEs.</p>
<b>16.</b>	<b>Fees charged for citizenship instruction</b> (if applicable)
<b>17.</b>	<b>Fees charged for naturalization application services</b> (if applicable)

18.	<b>Is your organization or proposed sub-awardee DOJ recognized? (yes/no)</b>		
19.	<b>DOJ Accredited Representative employee(s) or attorney employee(s) providing naturalization representation (name and title)</b>		
20.	<b>Are all program sites in compliance with the Americans with Disabilities Act?</b>		
21.	<b>List any grants received by the applicant in the past three years focused on adult education or services to immigrants.</b>		
	<b>Name of Grant</b>	<b>Grantor</b>	<b>Period of Performance</b>
			<b>Total Award Amount</b>

**Proposed Citizenship Class Structure**

**22. Class cycle table:** Provide the information below for each class type following the example.

Class Title and Instructor	Proficiency Level	Hours per class	Textbook, list author, edition and any supplementary resources used	Times per week	Weeks per class cycle	Total hours per class cycle	Times offered over two year period of performance	Location of class
e.g., Citizenship Morning (Instructor - Pat Jones)	High beginning	3	Citizenship Textbook A, Jones, 2017 and USCIS lesson plans from USCIS website	2	10	60	8	ABC Family Center

**NOTE:**  
Applicants must offer at least 40 hours of citizenship instruction over an 8-15 week class cycle for students at the NRS low beginning to high intermediate level.

**23. Number of total citizenship instruction hours to be offered over the two-year period**

**24. Approximate number of students enrolled per class**

**25. Other education services offered (tutoring, study groups, etc.)**

**26. Is the textbook free to students? If no, how much is charged?**

**27. Nationally normed standardized assessment test(s) of English language proficiency for student placement and assessment of progress**

**Sub-Awardee Organization (if applicable)**

**28. Sub-awardee organization legal name**

**29. Sub-awardee organization point of contact (Name, title, address, phone number and email address)**

**30. Is the sub-awardee a non-profit or public organization? If not, the sub-awardee is not eligible to receive funding.**

**31. Sub-awardee type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)**

**32. Services proposed by sub-awardee organization**

**33. Total funds allocated for the sub-awardee**

## 5. Project Narrative (15 double-spaced page maximum)

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

### **Format Requirements**

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

<b>Project Narrative Items</b>
<b>a. Citizenship Instruction Program</b>
<b>Experience and Community Need</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• Your organization’s and, if applicable, sub-awardee’s recent <b>experience providing ESL instruction</b>. Indicate dates, total years of experience, the number of students enrolled in ESL in the past year and any previous years.</li> <li>• Your organization’s and, if applicable, sub-awardee’s recent <b>experience providing citizenship instruction</b>. Indicate dates, total years of experience, the number of lawful permanent residents served in the past year and any previous years, and, if available, the naturalization test pass rate for program participants.</li> <li>• The particular <b>lawful permanent resident population(s) that you serve</b> with citizenship instruction and ESL instruction.</li> <li>• The <b>need for citizenship instruction</b> among the lawful permanent resident population that you serve, including whether there are wait lists for citizenship instruction and/or ESL instruction at your organization. Indicate whether there are other citizenship and ESL instruction service providers in your area.</li> </ul>
<b>Feasible Enrollment Goals</b>
<ul style="list-style-type: none"> <li>• Explain how the proposed number of students to be served under the grant-funded program is feasible based on your organization’s experience, past performance, and the proposed budget.</li> <li>• Indicate how many additional students will be served under the grant-funded program that would not otherwise have been served. Please reference your program goals table attachment.</li> </ul>
<b>Program Administration</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• The <b>outreach plan</b> to raise awareness of services and recruit students.</li> <li>• <b>Intake procedures</b>, including how the organization will <i>verify and document that only lawful permanent residents will receive services funded through this funding opportunity</i>.</li> <li>• <b>The orientation</b> process for new students.</li> <li>• <b>Plans for student retention</b>, including whether there are any known barriers to student attendance (e.g., transportation, childcare, student tuition, etc.) and solutions to retain students.</li> <li>• <b>How the organization will manage enrollment</b>, including whether students are permitted to enroll in current classes after the start of a class cycle (and if so, for how long into the cycle) and how the organization will accommodate students who desire classes after the registration period has closed.</li> </ul>

## Curriculum

Describe the curriculum<sup>4</sup> for the program. You may reference the information provided in the Class Table in the Project Abstract. Provide the following information:

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

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

<sup>5</sup> The standardized tests that the Department of Education has determined to be suitable to assess English language proficiency as listed in [Federal Register Notice Tests Determined To Be Suitable for Use in the National Reporting System for Adult Education](#). See 80 FR 48304 (August 12, 2015).



## Personnel

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

See below for a sample staff table.

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

- If applicable, explain how **volunteers** will be used for the citizenship instruction program. Describe their roles and responsibilities, the training they will receive, and the reporting structure. Volunteers must be managed by a paid lead teacher or a paid education program coordinator.  
If your organization has only one teacher on staff at the time of application, please describe your organization's **contingency plan** for the provision of citizenship instruction in the event of staff turnover.

## **b. Naturalization Application Services Program**

### **Experience and Community Need**

Describe:

- **Your organization's and, if applicable, sub-awardee's recent experience providing naturalization application services within the authorized practice of immigration law.** Indicate dates, total years of experience, whether the services were provided by attorneys or U.S. Department of Justice (DOJ)'s Office of Legal Access Programs (OLAP) accredited representatives, and the number of lawful permanent residents served in the past year and any previous years.
- **Program achievements**, including the organization's record of submitting successful naturalization applications.
- The particular **lawful permanent resident population(s) that you serve** with naturalization application services.
- The **need for naturalization application services** among the lawful permanent resident population that you serve, including whether there are wait lists for services. Indicate whether there are other naturalization application service providers in your area.

### **Feasible Naturalization Application Services Goals**

- Explain how the proposed number of naturalization clients to be served under the grant-funded program is feasible based on your organization's experience, past performance, and the proposed budget.
- Indicate how many naturalization applications you intend to file in the next two years with this grant funding that otherwise would not have been filed. Please reference your program goals table attachment.

### **Program Administration**

Describe:

- The coordinated **outreach plan** to raise awareness of services and recruit clients.
- **Intake procedures**, including how the organization and sub-awardee (if applicable) will *verify and document that only lawful permanent residents will receive services funded through this funding opportunity*, and who conducts intake.

## Service Delivery and Case Management

Describe:

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

## Personnel

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

See below for a sample staff table.

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

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

### c. Integration of Services

Describe:

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

## 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. Provide a copy of the curriculum described in the project narrative. The curriculum must include:
  - a course abstract that explains how the three areas of citizenship instruction (instruction in U.S. history and government; ESL instruction in reading, writing, and speaking; and instruction on the naturalization process and eligibility interview) are integrated with one another (150 – 200 words max).
  - 3 – 5 course learning objectives.
  - a scope and sequence that outlines the order in which the content will be delivered, how long each topic/lesson/unit will be covered. NOTE: The scope and sequence must align with the course structure outlined in the project abstract.
  - a schedule for assessments (both nationally normed, standardized test required for placement and post testing, and any non-standardized or in-class assessments),
  - descriptions of corresponding materials for each class.
- b. Provide **a sample of non-standardized assessments** (e.g. quizzes, unit tests, etc.) that are used to monitor student learning during the course for each class level.
- c. Provide **a sample of lesson plans** for each class level.
- d. Provide **a sample of the types of handouts or activities** students will be doing for each class level.
- e. Attach **résumés** and/or **position descriptions** (if the position is vacant) for all key personnel, including any volunteer teachers that will lead classroom instruction under the grant. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates.
- f. **Organizational chart** for the applicant and any proposed sub-awardee(s).
- g. If you propose a sub-awardee, the applicant must include a signed **Memorandum of Understanding (MOU)** between the organizations as a required attachment to the grant application. The MOU should include the responsibilities expected of each party, performance expectations, plans for maintaining communication, and the payment and/or reimbursement process for the sub-awardee(s). The MOU should be signed by both parties and dated.

**7. Program Goals**

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

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

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

If USCIS awarded your organization with a Citizenship and Integration Grant anytime in 2012-2015, please provide a copy of the most recent quarterly feedback report.

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

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

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

  

II. Goal Chart																
Core Goals	TOTAL GOAL	Q1			Q2			Q3			Q4			Q5		
		Projected	Actual	%	Projected	Actual	%	Projected	Actual	%	Projected	Actual	%	Projected	Actual	%
1. Number of newly-enrolled (non-duplicated) citizenship students	200	20		0%	20		0%	20		0%	20		0%	20		0%
2. Number of LPRs that received naturalization eligibility screening	200	20		0%	20		0%	20		0%	20		0%	20		0%
3. Number of LPRs for whom your organization prepared and submitted Form N-400	200	20		0%	20		0%	20		0%	20		0%	20		0%

**NOTE:** The percent column in each quarter refers to the *cumulative* percent of goals achieved to date.

**1. Budget Table and Narrative**

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

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

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

**Budget Table**

Provide your budget request in a table format. Include all budget categories, as listed in the budget narrative section. Under each category, list the line items requested. See

sample table below. Note: This sample table shows the Personnel category only. Applicants must provide information on all budget categories.

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

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

**Budget Narrative (Five page limit)**

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

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

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

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



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

**NOTE 1:** Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

**NOTE 2:** Prior to the purchase of equipment in the amount of \$5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient shall maintain an annual inventory, which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5,000 or

more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by DHS within 120 days of submission of final reports.

- f. **Supplies**: Costs of all tangible personal property other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.
- 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 USC 403(11) (currently set at \$100,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.
- All required flow down provisions in the award must be included in any subcontract.

**NOTE:** Applicants may propose a sub-contract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. However, the

applicant must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management. **Private law firms and attorneys in private practice are not eligible to receive funding under this funding opportunity.**

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

Any non-federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200 States and Local Government and Indian Tribe Indirect Cost Proposals](#), paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403](#) Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

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

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

- A 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.
- A copy of a currently valid IRS tax exemption certificate.

- 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.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- 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.
- A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity shall suffice.

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

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

DHS is participating in the Grants.gov Initiative that provides the Grant Community a single site to find and apply for grant funding opportunities; therefore, applicants with electronic access are to submit their applications electronically through <http://www.grants.gov/web/grants/applicants/apply-for-grants.html>. Before you can apply for a DHS grant at grants.gov, you must have a DUNS number and must be registered in (SAM), and be approved as an Authorized Organizational Representative (AOR).

**Applicants are encouraged to register early. The registration process can take four weeks or more to be completed. Therefore, registration should be done in sufficient time to ensure it does not impact your ability to meet required submission deadlines.**

**DUNS number.** Instructions for obtaining a DUNS number can be found at the following website: <http://www.grants.gov/web/grants/applicants/organization-registration/step-1-obtain-duns-number.html>. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the Standard Forms (SF)-424 forms submitted as part of this application.

System for Award Management. In addition to having a DUNS number, applicants applying electronically through Grants.gov must register with SAM. Step-by-step instructions for registering with SAM can be found here: <http://www.grants.gov/web/grants/applicants/organization-registration/step-2-register-with-sam.html>. Failure to register with SAM will result in your application being rejected by Grants.gov during the submissions process.

**Authorized Organizational Representative.** The next step in the registration process is creating a username and password with Grants.gov to become an AOR. AORs will need to know the DUNS number of the organization for which they will be submitting applications to complete this process. Applicants must register the individual who is able to make legally binding commitments for the applicant organization as the AOR; this step is often missed and it is crucial for valid submissions. To read more detailed instructions for creating a profile on Grants.gov visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-3-username-password.html>.

**AOR Authorization.** After creating a profile on Grants.gov, the E-Biz Point of Contact (POC), who is a representative from your organization listed as the contact for SAM, will receive an email to grant the AOR permission to submit applications on behalf of their organization. The E-Biz POC will then log in to Grants.gov and approve an individual as the AOR, thereby giving him or her permission to submit applications. After you have been approved as an AOR you will be able to submit your application online. To learn more about AOR Authorization, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-4-aor-authorization.html>. To track AOR status, visit: <http://www.grants.gov/web/grants/applicants/organization-registration/step-5-track-aor-status.html>.

**Electronic Signature.** Applications submitted through Grants.gov constitute a submission as electronically signed applications. When you submit the application through Grants.gov, the name of your AOR on file will be inserted into the signature line of the application.

If you experience difficulties accessing information or have any questions please call the Grants.gov customer support hotline at (800) 518-4726 or email grants.gov at [support@grants.gov](mailto:support@grants.gov).

The Federal awarding agency may not make a Federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements and, if an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a Federal award, the Federal awarding agency 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.

### **Intergovernmental Review**

An intergovernmental review may be required. Applicants must contact their State's Single Point of Contact (SPOC) to comply with the State's process under

Executive Order 12372 (see <http://www.fws.gov/policy/library/rgeo12372.pdf>)  
Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at [http://www.whitehouse.gov/omb/grants\\_spoc](http://www.whitehouse.gov/omb/grants_spoc) to ensure currency.

## **Funding Restrictions**

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

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

- a. To provide services to **lawful permanent residents only**, regardless of race, color, religion, sex, or national origin.
- b. Resources to support citizenship instruction, including staff salaries, textbooks/materials, nationally normed standardized assessment tests, software, etc.
- c. Professional development and training for staff and/or volunteers related to the provision of citizenship instruction and/or naturalization application services.
- d. Facility rental costs **not** to exceed more than 20% of the total approved budget.
- e. 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.
- f. Transportation costs for students attending grant-funded classes. Transportation funds provided to students must match the students' individual transportation costs. Applicant must have a system to track how transportation funds are used.
- g. Reimbursement of transportation costs for volunteers participating in grant-funded activities. Volunteers may **not** receive a general transportation stipend. Transportation funds provided to volunteers must match the volunteers' individual transportation costs. Applicants must have a system to track how transportation funds are used.
- h. Childcare costs to assist eligible participants to attend grant-funded classes.
- i. Travel costs for two staff members to attend a mandatory two-day grant recipient training in the Washington, D.C. area during the first year of the grant, and costs for one teacher or coordinator to attend a USCIS teacher training (or another professional development training with approval from USCIS) during the second year of the grant.
- j. Equipment purchases directly related to the provision of services.

- k. Costs associated with the use of computers for citizenship instruction (e.g., computer equipment, internet access, etc.)

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

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

- a. Cost-sharing or matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may **not** be used to sue the federal government or any other government entity.
- 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. (Note: Applicants may charge a nominal fee not to exceed \$50 for either program component. If you propose to charge for services under the grant program, please present a justification for these fees in the budget narrative, including a detailed explanation of how they will be used to enhance the program. Program income generated from these fees must go back into the grant-funded program.)
- 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. Conference fees.

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

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

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

Indirect Costs are allowable for the grantee and any proposed sub-awardee (if applicable). The applicant must **attach a copy of the latest indirect cost rate**

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

Any non-Federal entity that has never received a negotiated indirect cost rate (except for those non-federal entities described in [Appendix VII to Part 200](#) States and Local Government and Indian Tribe Indirect Cost Proposals, paragraph D.1.b) may elect to charge a de minimis rate of 10% of modified total direct costs (MTDC) which may be used indefinitely. As described in [§200.403](#) Factors Affecting Allowability of Costs, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. If chosen, this methodology once elected must be used consistently for all federal awards until such time as a non-federal entity chooses to negotiate for a rate, which the non-federal entity may apply to do at any time. For more information, see [2 CFR Part 200.414](#).

### **Other Submission Requirements**

Applications must be submitted in electronic format only.

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

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

## **E. Application Review Information**

### **Application Evaluation Criteria**

Prior to making a Federal award, the Federal awarding agency is required by 31 U.S.C. 3321 and 41 U.S.C. 2313 to review information available through any OMB-designated repositories of government wide eligibility qualification or financial integrity information. Therefore application evaluation criteria may include the following risk based considerations of the applicant: (1) financial



stability; (2) quality of management systems and ability to meet management standards; (3) history of performance in managing a federal award; (4) reports and findings from audits; and (5) ability to effectively implement statutory, regulatory, or other requirements.

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

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

The extent to which the applicant demonstrates:

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

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

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

- a. Feasible citizenship instruction program goals (3 points);
- b. Feasible and detailed outreach, intake, and student retention plans (3 points);
- c. High quality service delivery, curriculum, and class structure (12 points); and
- d. Qualified and experienced personnel (12 points)<sup>6</sup>.

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

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

The extent to which the applicant demonstrates:

- a. Recent experience providing naturalization application services within the authorized practice of immigration law (10 points);

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<sup>6</sup> Please see USCIS' [Professional Development Guide for Adult Citizenship Educators](#) for competencies USCIS would expect qualified and experienced personnel to demonstrate in the citizenship instruction classroom.

- b. The need for naturalization application services within the lawful permanent resident community that the applicant serves (5 points).

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

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

- a. Feasible naturalization application services program goals (3 points);
- b. Viable outreach and intake plans (3 points);
- c. High quality service delivery and case management (12 points); and
- d. Qualified and experienced personnel (12 points).

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

The extent to which the applicant demonstrates a plan to provide integrated citizenship preparation services particularly in ensuring the accessibility of naturalization application services for enrolled citizenship instruction students. A well- defined referral plan that ensures priority access for enrolled students seeking legal services is required.

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

The extent to which the applicant's proposed budget is tied to the delivery of programmatic services.

**Review and Selection Process**

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

1. DHS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.
2. Teams of technical reviewers will review each eligible application against the evaluation criteria. The reviewers will assign a score and provide summary comments based on the evaluation criteria identified above.
3. An application may be selected for post-review quality control and possible rescoring if it received significantly diverging scores and comments from reviewers.

4. An internal review panel consisting of DHS staff will review the highest ranked applications and make final funding recommendations. The internal review panel may take applications out of rank order in consideration of strategic program priorities, which are identified below.
5. DHS may perform an additional review of the applicant organization and any sub-awardees and/or its key personnel. This may include reviewing audit reports, publicly available materials and/or government data and may have a bearing on award outcome. DHS may request additional materials from the applicant as part of this review, including:
  - The summary letter from the applicant's most recent audit report; and
  - 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.)
6. After the technical review and before making final funding decisions, DHS will contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. This will include negotiations on the curriculum content and activities. If an application includes a sub-awardee that will provide additional or complementary direct grant-funded services in partnership with the main applicant, DHS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.
7. **Confidentiality and Conflict of Interest.** Technical and cost proposals submitted under this NOFO will be protected from unauthorized disclosure in accordance with applicable laws and regulations. DHS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of DHS personnel.

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

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

9. DHS will notify all applicants electronically of funding decisions. Unfunded applicants may send a written request to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov) to receive a written summary of comments related to the evaluation criteria, along with the points awarded to the application for each of the evaluation criteria. DHS will send the written summary to the applicant within 60 days of the request. Additional information beyond that described here will not be provided.

### **Strategic Program Priorities**

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

- 1. Program Balance Factors**, including (in descending order of importance):
  - a. Whether an application, when balanced with other potential awards and with existing Citizenship and Integration Grant Program recipients, represents a diverse geographic area;
  - b. Whether an application, when balanced with other potential awards and existing Citizenship and Integration Grant Program recipients, represents a diverse population;
  - c. Whether an application, when balanced against other potential awards with similar scores, incorporates:
    - i. Use of technology in the citizenship instruction program that would help immigrant students to gain sufficient digital literacy skills to navigate USCIS' educational resources and online application system; and/or
    - ii. Cooperation with local libraries.
- 2. The past performance of a previous Citizenship and Integration Grant Program recipient (if applicable)**, including:
  - d. Whether a previous grant recipient achieved their core program goals (number of students enrolled, number of eligibility screenings, and number of Forms N-400 filed);
  - e. Whether a previous grant recipient had major findings during a monitoring visit;
  - f. Whether a previous grant recipient was placed on a restricted drawdown basis, and if so, whether they were able to meet the conditions to have this restriction removed; and
  - g. Whether a previous grant recipient demonstrated an ability to file accurate and timely quarterly performance reports.

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

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

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

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

### **Notice of Award**

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

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding. Unsuccessful applicants will be contacted as well and will be encouraged to apply for future grant award programs. Announcements for future programs will be listed at <http://www.grants.gov>.

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

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

[DHS Standard Terms and Conditions](#)

The applicable DHS Standard Administrative Terms and Conditions will be for the last year specified at that URL, unless the application is to continue an award first awarded in an earlier year. In that event, the terms and conditions that apply will be those in effect for the year in which the award was originally made.

Before accepting the award the AOR should carefully read the award package for instructions on administering the grant award and the terms and conditions

associated with responsibilities under Federal Awards. Recipients must accept all conditions in this NOFO as well as any Special Terms and Conditions in the Notice of Award to receive an award under this program.

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

## **Reporting**

### **Federal Financial Reporting Requirements**

The Federal Financial Reporting Form (FFR) is available online at:

[SF-425 OMB #4040-0014](#)

### **Program Performance Reporting Requirements**

The recipient is required to submit the following performance reports:

Quarterly Performance Reports must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Reports shall be submitted via email to [DHS-GrantReports@hq.dhs.gov](mailto:DHS-GrantReports@hq.dhs.gov) (include the DHS grant number in the subject line of the email) and to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov).

Grant recipients must use the OMB-approved [Performance Progress Report](#). USCIS will provide guidance on attachments to include with the report. Grant recipients must collect and report data on each lawful permanent resident served with grant funding, which may include:

- **Alien registration numbers.** These numbers may be used by USCIS to track naturalization outcomes during and after the period of performance;
- Countries of birth;

- When specific services were provided, including student enrollments, naturalization eligibility screenings, and Forms N-400 and G-28 filed;
- Assessment data, including pre and post test scores;
- Classes attended, including the number of hours in class;
- When students and clients either passed or failed the naturalization test; and
- When students and clients naturalized;

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

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

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

### **Monitoring**

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

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

### **Close Out Reporting Requirements**

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

qualitative summary of the impact of those accomplishments throughout the period of performance.

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

If applicable, an inventory of all construction projects that used funds from this program has to be reported using the Real Property Status Report (Standard Form SF 429) available at

[http://www.whitehouse.gov/sites/default/files/omb/grants/approved\\_forms/sf-429.pdf](http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/sf-429.pdf).

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

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

**G. DHS Awarding Agency Contact Information**

**Contact and Resource Information**

**USCIS Program Office**

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

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

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

**H. Additional Information**

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



## **Extensions**

Applicants may request a no-cost extension in order to complete all project activities. The request must be submitted 45 days prior to the expiration of the performance period. Requests for extensions are subject to approval by DHS.

## **Disclosure: Risk Assessment Evaluation**

DHS staff will evaluate the risks to the program posed by each applicant, including conducting due diligence to ensure an applicant's ability to manage federal funds. This evaluation is in addition to the evaluation of the applicant's eligibility and the quality of its application on the basis of the Selection Criteria, and results from this evaluation may assist funding decisions. If an award is made, DHS may apply special conditions that correspond to the degree of risk of the award.

In evaluating risks, DHS may consider the following:

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

In addition, organizations who have not received prior DHS Grants and Financial Assistance Division (GFAD) awards may be required to complete a risk assessment questionnaire as part of the pre-award financial and administrative review.

## **Applicant Disclosure of High Risk Status**

Applicants are to disclose if they are currently designated as high risk by a federal awarding agency. This includes, but is not limited to, any status requiring additional oversight by a federal awarding agency due to past programmatic, administrative or financial concerns. If an applicant is designated as high risk by a federal awarding agency, it should provide an explanation with the application package and include the following information:

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

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

## **Appendices**

- Use the Eligibility Guide to determine whether you are eligible to apply for this funding opportunity. Visit <http://www.uscis.gov/grants> and click on ***FY 2017 Eligibility Guide***.
- For definitions of frequently used terms in this NOFO, visit <http://www.uscis.gov/grants> and click on ***FY 2017 Glossary***.
- Applicants are also encouraged to review the ***FY 2017 Guidance for Preparing Your Proposal*** at <http://www.uscis.gov/grants>.
- Before submitting your application, use the Applicant Checklist to ensure your application is complete and all required documents are included. Visit <http://www.uscis.gov/grants> and click on ***FY 2017 Applicant Checklist***.