

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

FY 2016 Citizenship and Integration 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 2016 Citizenship and Integration Grant Program: Citizenship Instruction and Naturalization Application Services

NOFO Number

DHS-16-CIS-010-002

Authorizing Authority for Program

Section 538 of the Department of Homeland Security Appropriations Act, 2016 (Pub. L. No. 114-113), Division F, Title V

Appropriation Authority for Program

Section 538 of the Department of Homeland Security Appropriations Act, 2016
(Pub. L. No. 114-113), Division F, Title V

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 integration 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 exercise their rights and responsibilities. Through preparing for naturalization, immigrants will gain the tools to become successful citizens—ready to exercise their rights and meet their responsibilities as United States citizens.

The goal of the Citizenship and Integration Grant Program is to expand the availability of high quality citizenship preparation services for lawful permanent residents in communities across the nation. Additional activities that support this goal include making citizenship instruction and naturalization application services accessible to low-income and other underserved lawful permanent resident populations; developing, identifying, and sharing promising practices in citizenship preparation; supporting innovative and creative solutions to barriers faced by those seeking naturalization; 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 integration process.

The Citizenship and Integration Grant Program addresses the following DHS mission as specified in the [Quadrennial Homeland Security Review \(QHSR\)](#):

Mission 3: Enforce and Administer Our Immigration Laws

Goal 3.1: Strengthen and Effectively Administer the Immigration System

- Promote lawful immigration;
- Effectively administer the immigration services system; and
- Promote the integration of lawful immigrants into American society.

Request for Proposals

In fiscal year (FY) 2016, 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.¹ USCIS anticipates awarding approximately 36 grants of up to \$250,000 each.

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

1. **Citizenship instruction** to prepare lawful permanent residents for the naturalization test and interview. Program design must include:
 - Instruction in U.S. history and government;
 - 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 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 or citizenship to adults.

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>

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:

¹ Note, another approximately \$1,000,000 in federal funding is available through funding opportunity DHS-16-CIS-010-001. Under that program, USCIS anticipates awarding 10 grants of up to \$100,000 each.

- 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 BIA 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 BIA 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 a naturalization 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. 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

Available Funding for the NOFO:	Approximately \$9,000,000
Projected Number of Awards:	Up to 36
Period of Performance:	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):	10/01/2016
Projected Period of Performance End Date(s):	9/30/2018
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;
3. 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 Board of Immigration Appeals (BIA) and have at least one BIA 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 2015 Citizenship and Integration Grant Program: Citizenship Instruction and Naturalization Application Services (funding opportunity DHS-15-CIS-010-002) are not eligible to receive funding under this funding opportunity. Applicants to the 2016 Citizenship and Integration Grant Program: Citizenship Instruction (funding opportunity DHS-16-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:	03/02/2016
Application Submission Deadline:	04/22/2016 at 11:59:59 p.m. EDT
Anticipated Funding Selection Date:	09/07/2016
Anticipated Award Date:	09/17/2016

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

Event	Suggested Deadline For Completion
Obtaining DUNS Number	3/15/2016
Obtaining a valid EIN	3/15/2016
Updating SAM registration	3/21/2016
Starting application in Grants.gov	4/15/2016

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.²

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 the SF-LLL Disclosure of Lobbying which is provided as an optional form in the application package.

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

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.³

General Information	
1.	Organization legal name
2.	Organization legal address (Number and street, city, state, zip code)
3.	Head of the organization (Name, title, address, phone number, email address)
4.	Authorized official , the person at the organization authorized to sign to receive award (Name, title, address, phone number, email address)
5.	Grant project manager , the person who will manage the operations of the grant project and will serve as USCIS’ primary point of contact (Name, title, address, phone number, email address)
6.	Type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
7.	<p>Project description (200 words or less) Provide a brief summary of the following:</p> <ul style="list-style-type: none"> • The organization’s or sub-awardee’s experience providing citizenship instruction and naturalization application services to immigrants and number of years providing services; • A description of the immigrant community, including most common countries of origin that the organization will serve; and • Proposed grant project activities and outcomes.
8.	Total federal funding requested (Up to \$250,000)
9.	Total federal funding allocated for citizenship instruction
10.	Total federal funding allocated for naturalization application services

³ 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](#).

11.	Applicant's total in-kind contributions (if applicable)		
12.	Geographic area/community where services will be provided		
13.	Congressional district (based on the legal address of the applicant organization)		
14.	Targeted underserved immigrant communities (if applicable)		
15.	Number of full-time equivalents (FTEs) Indicate the number of intended grant-funded FTEs. Include part-time work as percentages of FTEs. Include any grant-funded sub-awardee FTEs.		
16.	Fees charged for citizenship instruction (if applicable)		
17.	Fees charged for naturalization application services (if applicable)		
18.	Is your organization or proposed sub-awardee BIA recognized? (yes/no)		
19.	BIA Accredited Representative employee(s) or attorney employee(s) providing naturalization representation (name and title)		
20.	Are all program sites in compliance with the Americans with Disabilities Act (ADA)?		
21.	Has your organization or any sub-awardee previously received a USCIS grant? If so, provide the year(s).		
22.	List any grants received by the primary applicant in the past three years focused on adult education, legal services, or services to immigrants.		
	Name of Grant	Grantor	Period of Performance
			Total Award Amount
Sub-Awardee Organization (if applicable)			
23.	Sub-awardee organization legal name		
24.	Sub-awardee organization point of contact (Name, title, address, phone number and email address)		
25.	Is the sub-awardee a non-profit or public organization? If not, the sub-awardee is not eligible to receive funding.		
26.	Sub-awardee type of organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)		
27.	Services proposed by sub-awardee organization		
28.	Total funds allocated for the sub-awardee		

Proposed Citizenship Class Structure

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

Class Title and Instructor	Proficiency Level	Hours per class	Times per week	Weeks per class cycle	Total hours per class cycle	Number of times offered over two year period of performance
e.g., Citizenship Morning (Instructor - Pat Jones)	High beginning	3	2	10	60	8

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.

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

31. Approximate number of students enrolled per class

32. Location of classes

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

34. The name and language level of the textbook(s) to be provided to students. Include publication year.

35. Use of computers in citizenship instruction, if at all

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

37. If you are a prior grant recipient under the Citizenship and Integration Grant Program, please indicate whether you met your stated program goals with respect to the number of students enrolled, and the number of N-400s filed. (For performance under the FY 2014 grant program, please indicate whether you were meeting your goals as of Dec. 31, 2015.)

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.

Project Narrative Items
a. Citizenship Instruction Program
Experience and Community Need
Describe: <ul style="list-style-type: none">• Your organization’s and, if applicable, sub-awardee’s recent experience providing citizenship instruction and ESL instruction. 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.• The particular lawful permanent resident population(s) that you serve with citizenship instruction and ESL instruction. Indicate whether you serve any underserved populations (e.g., low-income, low education level, etc.)<p style="margin-left: 40px;">The need for citizenship instruction among the lawful permanent resident population that you serve, including whether there are wait lists for citizenship instruction and/or ESL instruction at your organization. Indicate whether there are other citizenship and ESL instruction service providers in your area.</p>
Program Expansion and Enhancement
<ul style="list-style-type: none">• Explain how the proposed grant-funded program will expand the availability and enhance the quality of existing citizenship instruction services offered.• Indicate how many students you intend to serve in the next two years with this grant funding.

Program Administration

Describe:

- The **outreach plan** to raise awareness of services and recruit students.
- **Intake procedures**, including how the organization will *verify and document that only lawful permanent residents will receive services funded through this funding opportunity*, and whether there is an orientation process for new students.
- **Plans for student retention**, including whether there are any known barriers to student attendance (e.g., transportation, childcare, student tuition, etc.) and solutions to retain students.

Curriculum

Describe the curriculum⁴ 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.
- The use of **materials** for citizenship instruction, including the textbook(s) or textbook series 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 proficiency⁵, how assessments are used, and the staff responsible for administering the test. Discuss your organization's experience administering the 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.

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

⁵ The standardized tests that the Department of Education has determined to be suitable to assess English language proficiency as listed in [Federal Register Notice Tests Determined To Be Suitable for Use in the National Reporting System 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, 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; and
 - ✓ Relevant experience, qualifications and training. *Each teacher, whether a volunteer or paid, must have at least one year of experience teaching ESL or citizenship to adults.*

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.

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 BIA 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. Indicate whether you serve any underserved populations (e.g., low-income, low education level, age, etc.)
- 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.

Program Expansion

- Explain how the proposed grant-funded program will expand the availability and enhance the quality of the existing naturalization application services offered.
- Indicate how many naturalization applications you intend to file in the next two years with this grant funding.

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 BIA 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 BIA 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 BIA 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	BIA 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 BIA 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 BIA 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 scope and sequence that outlines the order in which the content will be delivered, how long each topic/lesson/unit will be covered, a schedule for assessments (both nationally normed, standardized test required for placement and post testing, and any non-standardized or in-class assessments), and an abstract explaining how the three areas of citizenship instruction are integrated with one another. Be sure to include the class level, learning objectives, and descriptions of corresponding materials for each class. Do *not* include copies of USCIS educational materials or copies of textbooks – instead please just state the name of these materials.
- 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 **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.

Program Goal Chart									
Goal	Q1	Q2	Q3	Q4	Q5	Q6	Q7	Q8	Total
1. Number of newly-enrolled (non-duplicated) lawful permanent residents to enroll in citizenship instruction classes (Minimum 200 total)									
2. Percentage of enrolled students who post-test (Minimum 80%)									
3. Percentage of post-tested students demonstrating measurable educational gains (Minimum 80%)									
4. Number of lawful permanent residents for whom your organization will provide naturalization eligibility screening									
5. Number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28 (Minimum 200 total)									
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 2012-2014, please provide a copy of the most recent quarterly feedback report.

Note: This is an example of a FY 2014 USCIS feedback report.

**FY 2014 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	250	30		0%	35		0%	35		0%	40		0%	40		0%
2. Number of LPRs that received naturalization eligibility screening	250	40		0%	40		0%	50		0%	50		0%	50		0%
3. Number of LPRs for whom your organization prepared and submitted Form N-400	250	30		0%	35		0%	35		0%	40		0%	40		0%
NOTE: The percent column in each quarter refers to the <i>cumulative</i> 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
1. Personnel									
J. Smith, Program Manager - 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
B. Diaz, Instructor - 0.5 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
L. Santiago, Attorney - 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
K. Brown, Assistant - 0.25 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
TOTAL Personnel	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X

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 one staff member to attend mandatory two-day training in Washington, D.C. 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.

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.

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 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 BIA recognition of organizations and accreditation (or renewal) of staff. This includes training costs related to BIA 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 travel costs for one staff member to attend a mandatory two-day training in Washington, D.C. 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. A plan to expand and enhance the citizenship instruction program (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)⁶.

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

⁶ 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.

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. A plan to expand the naturalization application services program (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 services. 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 rescore 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 databases 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 may contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. 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 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. Strategies to foster welcoming communities including those that are part of the White House Building Welcoming Communities Campaign (BWCC); and/or
 - iii. 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](#)

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 recipient is required to submit the following financial reports:

- a. Quarterly Federal Financial Reports (SF-425) 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 (include the DHS grant number in the subject line of the email).
- b. Quarterly Cash Transaction Reports (SF-272) must be submitted to the Department of Health and Human Services Division of Payment Management.
- c. Final Federal Financial Report (SF-425) must be submitted to the DHS Grants Officer within 90 days after the expiration date of the performance period.

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

http://www.whitehouse.gov/sites/default/files/omb/grants/approved_forms/SF-425.pdf, SF-425 OMB #00348-0061

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 (include the DHS grant number in the subject line of the email) and to 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 BIA 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

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.

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.

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. This document will be available a few days after the posting of this NOFO.

DHS Grants Office: Jacqueline Greely, Grants Officer
Send all questions to: CISMailbox@hq.dhs.gov

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 60 days prior to the expiration of the performance period. Requests for extensions are subject to approval by DHS.

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 2016 Eligibility Guide***.
- For definitions of frequently used terms in this NOFO, visit <http://www.uscis.gov/grants> and click on ***FY 2016 Glossary***.
- Applicants are also encouraged to review the ***FY 2016 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 2016 Applicant Checklist***.