

FY 2013 Citizenship and Integration Grant Program Applicant Checklist

	Section	Page #	Required by Grants.gov	Non-Responsive if Missing	Required Attachment
					<u>Forms:</u>
	IX.1.	13	X		Form SF-424-Application for Federal Assistance
	IX.2.	13	X		Form SF 424A-Budget
					<u>Certifications/Assurances:</u>
	IX.3.	14	X		Form SF-424B-Assurances-Non-Construction Programs
	IX.3.	14	X		Certification Regarding Lobbying
					<u>Required Documents:</u>
	IX.4.	14			Project Abstract (3 single-spaced page maximum)
	IX.5.	16		X	Project Narrative (15 double-spaced pages maximum)
	IX.5.	17		X	<i>Heading a: Community Need for Services</i>
	IX.5.	17		X	<i>Heading b: Citizenship Instruction Program</i>
	IX.5.	18		X	<i>Heading c: Naturalization Application Services Program</i>
	IX.5.	19		X	<i>Heading d: Program Administration</i>
	IX.6.	20			Project Plan
	IX.7.	21		X	Budget Table and Narrative (double-spaced, no page limit)
	IX.8.	25			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)
					<u>Attachments:</u>
	IX.5.	17			Class outline(s) for each proposed class type
	IX.5.	18, 19			Résumés of key personnel (one page each) or position descriptions for vacant key positions (one page each)
	IX.5.	20			An organization chart that shows the leadership and staff structure
	IX.5.	20			Memorandum of Understanding (MOU) with proposed sub-awardee(s) signed by all parties (if applicable)
	IX.5.	20			A list of other federal grant programs from which your organization currently receives funding or for which it has applied in federal Fiscal Year 2013
	IX.7.	23			Negotiated Fringe Benefit Agreement (if applicable)
	IX.7.	24			Indirect Cost Agreement (if applicable)