U.S. Citizenship and Immigration Services

FY 2013 Citizenship and Integration Grant Program
Questions and Answers

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Categories:

About the Grant Program

1. **What is different about this year's funding opportunity announcement?**
   There are several important changes to this year's grant program:
   - The maximum amount of the grant award that applicants may request has been increased to $250,000.
   - If a partnership is proposed, the primary applicant may be either the citizenship instruction service provider or the naturalization application services provider.
   - Applicants must demonstrate at least one year of experience in the past five years providing citizenship instruction and naturalization application services.
   - There are several new requirements for the citizenship instruction program, including the following:
     - Program design must include the use of a nationally normed standardized test of English proficiency for student placement and assessment of progress;
     - Applicants must provide at least 40 hours of citizenship instruction over a 10-15 week class cycle for students at or below the National Reporting System for Adult Education (NRS) high beginning level and at least 24 hours of citizenship instruction over a 10-15 week class cycle for all other students; and
     - Teachers must have at least one year of experience teaching English as a Second Language (ESL) or citizenship.

2. **In FY 2012, USCIS awarded approximately $5 million in grants to immigrant-serving organizations. Why did the total award amount increase to nearly $10 million this year?**
   In fiscal year (FY) 2013, Congress authorized USCIS to fund the grant program using $7.5 million in fee funds and $2.373 million in appropriations.

3. **Why is there no National Capacity Building Grant Program this year?**
   In FY 2013, Congress authorized both appropriations and fee funds to continue the grant program. As with FY 2012, USCIS prioritized the provision of direct services. The goal of the National Capacity Building program is to build organizational capacity and increase local citizenship preparation services over a longer-term period. This does not reflect USCIS's priority to immediately offer direct services to permanent residents, including both citizenship instruction and naturalization application assistance.

4. **Where can an applicant send questions?**
   Applicants may send questions about the [funding opportunity announcement](#) to [citizenshipgrantprogram@uscis.dhs.gov](#). For questions about [Grants.gov](#), applicants may email [support@grants.gov](#) or call 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, 7 days a week.

5. **Is there a list of current USCIS grant recipients available?**
   A list of current and previous grant recipients is available on the [Citizenship Resource Center](#).

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Eligibility

1. **Are partnerships allowed?**
   Experience has shown that successful citizenship instruction often includes partnerships between organizations that specialize in adult education, including the provision of English as a Second Language (ESL) and citizenship instruction, and organizations that regularly provide naturalization application services within the scope of the authorized practice of immigration law. For this reason, USCIS encourages partnerships, particularly when the applicant is able to clearly demonstrate that each partner has the necessary expertise and experience providing the services they seek to offer under this grant program.

   Please note that 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 services. If a sub-awardee is proposed, the primary applicant **must** directly provide citizenship instruction, naturalization application services, or both. The sub-awardee may provide additional or complementary citizenship instruction or naturalization application services. The applicant must complete a Memorandum of Understanding (MOU) with the sub-awardee. The applicant must describe their experience working with the sub-awardee organization and their plan to provide integrated services. The applicant is responsible for monitoring the sub-awardee's performance and ensuring that the sub-awardee complies with all grant award conditions and data reporting requirements. Sub-awardees must have a Data Universal Numbering System (DUNS) number and will be responsible for financial reporting.

2. **My organization has experience providing naturalization application services. If I find a partner to provide citizenship instruction, can my organization apply as the primary applicant?**
   Yes.

3. **Are there any options available for an organization that is unable to locate a partner with one year of experience in citizenship instruction?**
Proposed activities under this grant program must include both citizenship instruction and naturalization application services. Applicants and any sub-awardees providing citizenship instruction must be able to demonstrate at least one year of experience in the past five years providing citizenship instruction.

4. **May an applicant have a partner that is not a sub-awardee?**
Yes. However, if a partner receives a portion of the grant funds to provide direct services, the partner is considered a "sub-awardee."

5. **May a state agency apply as the primary applicant?**
Yes. However, the applicant must provide direct citizenship instruction or naturalization application services.

6. **My organization applied for the Citizenship Instruction Only grant program in previous years, but that program was eliminated. Is there any way my organization can still apply?**
If your organization has recent experience providing citizenship instruction but not naturalization application services, you will need to find a qualified partner organization that meets the eligibility criteria to provide the naturalization application services. Your organization may apply as either the primary applicant or may be a sub-awardee to the primary applicant.

7. **Are applicants (and/or sub-awardees) required to be recognized and/or accredited by the Board of Immigration Appeals (BIA)? If so, how does our organization prove BIA recognition?**
At the time of application, applicants and any proposed sub-awardees that propose to provide naturalization application services must either: (1) Be recognized by the Board of Immigration Appeals (BIA) and have at least one BIA accredited representative employee who provides clients with naturalization representation; or (2) Have at least one attorney employee to provide clients with naturalization representation. It is not required to provide proof of BIA recognition or accreditation in order to apply; the list of recognized and accredited organizations is publicly available on the U.S. Department of Justice's website. USCIS may ask for additional documentation before making an award.

8. **Do applicant organizations need to demonstrate 501(c)(3) status or is it acceptable to simply be a non-profit organization?**
It is not necessary to have 501(c)(3) status. However, to be eligible, you must provide proof of public or non-profit status as defined in Section IX.8 of the funding opportunity announcement.

9. **Can an organization with a pending application for 501(c)(3) status apply?**
Before the start of the period of performance, applicants must have proof of public or non-profit status.

10. **Is an awardee or sub-awardee under the FY 2011 Citizenship and Integration Grant Program eligible to apply for this funding opportunity?**
Yes.

11. **Do individuals providing citizenship services to immigrants qualify as eligible applicants?**
    No.

12. **Are for-profit entities eligible to apply?**
    No.

13. **Are university-based law clinics considered eligible applicants?**
    Any organization with public or non-profit status may apply. Applicants must also meet the other basic eligibility requirements found on pages 5 and 6 of the funding opportunity announcement.

14. **If the local affiliates of a national organization want to apply, must they be locally incorporated?**
    Applicants and any proposed sub-awardees must have public or non-profit status. There is no requirement regarding local incorporation.

15. **Can a national organization with multiple local affiliates apply as the primary applicant? If so, would the organization be allowed to provide direct services to more than one state through local affiliates?**
    The primary applicant and any proposed sub-awardees must provide direct services in their respective geographic areas. Affiliate offices of a national organization may apply as partners on one application; however, one of the affiliates must be the primary applicant.

16. **If affiliate offices in different states submit one application, must each location have an attorney or BIA accredited representative at the time of application?**
    Any applicant or sub-awardee proposing to provide naturalization application services must have either a BIA accredited representative employee or an attorney employee at the time of application.

17. **How many naturalization cases must my organization have submitted in the past in order to qualify as having experience with naturalization application services? May applicants discuss their experience with other immigration services?**
    USCIS does not have a requirement regarding the minimum number of naturalization cases that would qualify as experience with naturalization application services. Applicants should demonstrate the capacity to submit a minimum of 200 Forms N-400, Application for Naturalization, over the two-year performance period. Applicants may discuss their experience with other immigration services, but the application will be evaluated and scored based on their experience specifically with naturalization application services.

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Grant-Funded Activities

1. **Can my organization provide general ESL classes or Adult Basic Education under this funding opportunity?**
    Grant funding is for citizenship instruction to prepare lawful permanent residents for naturalization. Applicants must demonstrate that they will offer citizenship instruction that will

prepare lawful permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test. Applicants may not propose to use grant funds for other types of instruction.

2. **There is a new requirement to provide 40 hours of classroom instruction for students at or below the high beginning NRS level, and at least 24 hours of classroom instruction for all other students. Are applicants required to offer more than one class level?**
   Applicants are not required to offer more than one level of citizenship classes. However, high-quality, comprehensive citizenship education programs generally offer more than one class level to accommodate students of varying English language proficiencies.

3. **There is a new requirement that students must be assessed using a nationally normed standardized assessment test. What does this mean?**
   In the context of citizenship education, this refers to specific tests used to determine a student's English language proficiency. A list of standardized tests that the Department of Education has determined to be suitable is available in the Federal Register.

4. **Are applicants required to use paid instructors to teach citizenship classes?**
   There is no requirement that applicants use paid instructors. However, USCIS has observed that a successful citizenship instruction model includes paid instructors. Therefore, it is USCIS's preference that applicants and/or sub-awardees propose one or more paid teachers with at least one year of experience teaching ESL or citizenship. The use of volunteers can enhance a program's service offerings, but volunteers must have adequate training and support. Applicants proposing to use volunteers to teach citizenship instruction must demonstrate that the program has a comprehensive volunteer-training program and sufficient program oversight by a paid program coordinator or paid lead teacher who is qualified to manage and oversee an education program. Volunteers must be supervised by a paid lead teacher or a paid education program coordinator.

5. **Are all citizenship teachers required to have one year of teaching experience?**
   Yes. All citizenship teachers providing services under this grant program must have at least one year of experience teaching ESL or citizenship (see page 18 of the funding opportunity announcement).

6. **May an applicant propose to use volunteers as citizenship teachers?**
   Yes. However, all teachers providing services under this grant program – whether or not they are paid – must have at least one year of experience teaching ESL or citizenship. If the teacher is a volunteer, he or she must be supervised by either a paid lead teacher or a paid education program coordinator. If volunteers do not have requisite experience, applicants are encouraged to use volunteers to provide tutoring or to assist teachers in the classroom.

7. **Is the citizenship education coordinator required to have teaching experience?**
   There is no requirement regarding the experience of the citizenship education coordinator. However, USCIS has observed that successful citizenship instruction programs employ education coordinators with teaching and management experience.

8. **Are applicants required to offer more than one level of citizenship instruction?**
    No. However, USCIS has observed that successful citizenship instruction programs offer more than one class level to meet the different instructional needs of students. Applicants offering a multi-level class should explain how the different levels will be managed in the classroom.

9. **May a citizenship instruction provider offer only one level of instruction under this grant program and refer students to other providers for all other levels?**
    Yes.

10. **How should an applicant balance USCIS's minimum instructional hour requirements with the instructional hours required by the vendors of nationally normed standardized tests?**
    For the purposes of this grant program, applicants should refer to the minimum instructional hour requirements as listed in the funding opportunity announcement (see page 4). Applicants may offer more instructional hours than the minimum requirement. A greater number of instructional hours may better correspond to test vendor requirements. However, applicants are still required to use a nationally normed standardized test of English proficiency for the citizenship instruction program, even if the applicant offers a class with fewer instructional hours than the test vendor recommends.

11. **My organization uses an open enrollment system for classes. Is that allowed under this program?**
    There is no requirement regarding the type of enrollment to use in the citizenship instruction program. However, USCIS has observed that successful citizenship programs utilize a closed or managed enrollment model rather than an open enrollment model. As a reminder, applicants are required to provide citizenship instruction over a 10-15 week class cycle. A class cycle is defined as a period of time with beginning and end dates during which class meetings are held on a frequent basis.

12. **Must the primary applicant offer citizenship instruction?**
    The primary applicant may provide citizenship instruction, naturalization application services, or both.

13. **Are attorneys and BIA accredited representatives required to submit Form G-28 even if students file Form N-400 on their own?**
    Attorneys and BIA accredited representatives must sign Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, when they prepare and submit Form N-400, Application for Naturalization, on behalf of a client, or when they provide other naturalization representation to a client, such as assistance with a Request for Evidence or representation at an interview.

14. **Does the "Program Expansion and Improvement" section of the funding opportunity announcement (see pages 17 and 19) apply to FY 2011 grant recipients since the FY 2013 grant would be a continuation of the program and not an expansion?**
    All applicants, including FY 2011 grant recipients, must discuss how the grant program will expand and improve the existing services offered, even if the existing services offered are similar to the proposed services. For example, an applicant might hire new teachers or offer an additional class to accommodate students' schedules.

15. **Is my organization allowed to charge a fee for services?**
    It is USCIS's preference that organizations provide free services under this program. In instances where USCIS has awarded grants to organizations that have charged fees, those fees generally have been $50 or less for either type of service. If your organization must charge for services under the grant program, please present a well-argued case for these fees, including a detailed explanation of how they will be used to enhance the program.

16. **Can grant funds be used to pay the costs associated with BIA recognition and accreditation?**
    Yes. However, at the time of application, applicants and/or sub-awardees must be BIA recognized and have a BIA accredited representative employee or an attorney employee, to provide clients with naturalization representation. Applicants may use grant funds to pay for additional staff members to pursue BIA accreditation. If a partnership is proposed and one of the organizations provides only citizenship instruction, that organization may use grant funds to pay the costs associated with BIA recognition and accreditation.

17. **Must individuals receiving grant-funded services be lawful permanent residents or can they have any legal immigration status?**
    Individuals receiving services under this grant program must have the status of lawful permanent resident. Applicants must demonstrate how they will verify and document that only lawful permanent residents will receive grant-funded services.

18. **The [funding opportunity announcement](#) states that organizations must provide services to lawful permanent residents only (see pages 4 and 20). If our organization also serves other immigrants, should we place lawful permanent residents in a class by themselves?**
    Organizations must adequately demonstrate that only lawful permanent residents will receive services funded by this grant.

19. **How many lawful permanent residents should receive services for the funds and time allotted?**
    Applicants must provide naturalization application services to a minimum of 200 lawful permanent residents and must provide citizenship instruction to a minimum of 200 lawful permanent residents over the two-year period of performance. It is expected that many clients will receive both types of services. If applicants propose to serve significantly more than the minimum number required, they should rely on their experience to set goals that are realistic and demonstrate a reasonable plan to achieve these goals.

20. **Can organizations limit services based on national origin, or ethnic, religious, or language group?**
    No. Eligible participants must be served regardless of their ethnic or religious backgrounds, national origin, or the language they speak.

21. **Are the awards a one-time opportunity, or will there be a chance for grantees to renew the funding?**
    The performance period is two years. There is no option to renew funding after two years.

22. **May applicants use grant funding to support group naturalization application processing events where eligibility screening is provided?**
Grant funding may be used to support group naturalization application processing events. Regardless of whether services under the grant program were provided in a group setting or individually, grant recipients must:
- Provide ongoing case management for naturalization applicants; and
- Ensure that an attorney or BIA accredited representative signs form N-400 as the preparer and files Form G-28 with each Form N-400 filed under this grant.

23. **What percentage of naturalization application assistance must be completed by the primary legal service provider as opposed to volunteers?**
USCIS does not have a requirement regarding the percentage of application assistance that must be completed by the primary legal service provider rather than volunteers. Organizations proposing to use *pro bono* or volunteer attorneys to supplement the grant program must ensure that the attorney or BIA accredited representative signs Form N-400 as the preparer and files Form G-28 with each Form N-400 filed under this grant. The grant recipient must provide ongoing case management to all naturalization applicants under the grant.

24. **If affiliate offices in different states submit one application, must each location provide both citizenship instruction and naturalization application services?**
Yes. If the applicant and sub-awardee are proposing to provide services in different states, then each location must provide both citizenship instruction and naturalization application services.

25. **If affiliate offices in different states submit one application, should there be a national staff attorney to supervise the BIA accredited representatives?**
No. Grant funding may be used for staff salaries at the primary applicant organization or at the sub-awardee organization. Grant funding may not support staff salaries at any other offices. Each location providing naturalization application services must meet the qualifications to provide naturalization application services (see pages 5 and 6 of the funding opportunity announcement).

26. **When proposing a goal for the number of Forms N-400 to be submitted, should applicants list separately the number of cases that include Form N-648, Medical Certification for Disability Exceptions?**
No. When proposing a goal, applicants should count all Forms N-400, Application for Naturalization, that they plan to submit under the grant program.

27. **Are all students and clients required to take the nationally normed standardized test regardless of their English proficiency level?**
All students enrolled in citizenship instruction classes under this grant program must take the standardized test. Clients who receive naturalization application services but do not need citizenship instruction classes are not required to take the standardized test.

28. **Is an attorney or BIA accredited representative who files a Form G-28 with Form N-400 required to attend the naturalization interview with the client?**
While naturalization applicants have the right to be represented by an attorney or a BIA accredited representative at the naturalization interview (see 8 CFR 103.2(a)(3)), an attorney or accredited representative who submits Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with a naturalization application, is not required to attend the

naturalization interview. The client may be asked to sign a waiver indicating his or her desire to proceed without the attorney or BIA accredited representative. The attorney or BIA accredited representative should work with the client to determine whether their services will include representation at the interview.

29. **Are volunteer attorneys required to file Form G-28 at group naturalization application processing events?**
An attorney or BIA accredited representative must sign Form N-400, Application for Naturalization, as the preparer, and must submit Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, with each Form N-400 filed under this grant. Grant recipients must also provide ongoing case management to naturalization applicants. Volunteer attorneys may be used to provide assistance at a group naturalization application processing event, but USCIS recommends that the grant recipient's attorney or BIA accredited representative sign Form G-28.

30. **Does USCIS require applicants to screen for income eligibility?**
There are no income eligibility requirements under this funding opportunity.

31. **Does USCIS plan to collect client names and personal data?**
No. USCIS will not collect client names and personal data in quarterly reports. Grant recipients will be asked to report on aggregate data for services provided and outcomes during each quarter. USCIS may also collect alien registration number for all lawful permanent residents receiving services with this grant funding. These numbers may be used by USCIS to track naturalization outcomes during and after the period of performance. (See pages 11 and 12 of the funding opportunity announcement).

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Application

1. **How can an applicant establish the number of lawful permanent residents in the community?**
Primary sources of data about the lawful permanent resident population can be obtained from the U.S. Department of Homeland Security's (DHS) Office of Immigration Statistics and the U.S. Census Bureau's American Community Survey. If applicants are unable to find data about a particular community, they may use state-wide data and explain how the community compares to that data.

2. **Is there a format for the Memorandum of Understanding (MOU)?**
There is no required format. The MOU must be signed by all parties. The MOU should clearly describe the scope of work to be performed, roles, responsibilities, and agreed upon activities, including remuneration, and other terms and conditions that structure or define the relationship (e.g., in-kind services, dollars, staff, space, equipment, etc.).

3. **Should organizations submit an MOU for individual volunteers?**
The MOU is required for any formal agreement between the applicant and another organization. MOUs are not required for individual volunteers.

4. **What happens if my organization submits more than one application?**
If an organization submits multiple applications, before commencing review, USCIS will contact the organization to confirm which application the organization wants to include in the review process. The other applications will not be reviewed.

5. **May an applicant be listed on more than one application, as either the primary applicant or the sub-awardee?**
Organizations may apply only once as a primary applicant. If multiple applications with the same primary applicant are received, USCIS will contact the organization to clarify which application to consider. USCIS does not prohibit an organization from appearing as a sub-awardee on multiple applications; however, these sub-awardees should note that the goal of the grant program is to expand the availability of high-quality citizenship preparation services for lawful permanent residents in communities across the nation. Before making an award, DHS will consider whether applicants represent a diverse geographic area. USCIS reserves the right to contact all organizations included in the application before making an award.

6. **Can we submit letters of support?**
The [funding opportunity announcement](#) states that no other documentation should be submitted other than what is requested. USCIS will not consider letters of support.

7. **Should applicants attach a copy of citizenship education materials that they have developed, or should they just describe the materials?**
In the class outline attachment, applicants must include a description of the materials to be used for each class (see page 18 of the [funding opportunity announcement](#)). Applicants may also attach citizenship instruction materials developed by the organization, but this is not required. A description will suffice.

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Budget

1. **Are we required to submit both a budget narrative and a budget table?**
Yes. For more information, see Section IX.7 of the [funding opportunity announcement](#).

2. **My organization is the primary applicant and proposes to work with several partners who will provide additional direct services and receive a portion of the grant funds. Should my organization submit one combined budget narrative or separate budget narratives?**
The applicant must submit a budget narrative and table for the applicant and a separate budget narrative and table for each sub-awardee (i.e., a partner who will receive a portion of the grant funds to provide additional or complementary direct services). Provide the same level of detail for all budget narratives and budget tables. Again, the primary applicant must provide direct services.

3. **In the "Budget" section of the <u>funding opportunity announcement</u>, USCIS asks applicants to show a balance of costs between the citizenship instruction program and naturalization application services program. What does this mean?**
    Budgets will be evaluated on the extent to which they include reasonable and realistic costs that support and reflect the activities described in the project narrative and the proposed numbers served. Budgets should demonstrate a commitment to the provision of both high-quality citizenship instruction and high-quality naturalization application services.

4. **Are applicants allowed to sub-contract services?**
    The applicant and any proposed sub-awardees must provide direct services and must demonstrate the ability to successfully manage and provide all aspects of the grant-funded project, including financial management.

5. **May sub-awardee costs be listed as contractual costs?**
    No. Costs for the sub-awardee organization must be presented in a separate budget narrative and table. Applicants should provide the same level of detail in the budgets for both the primary applicant and the sub-awardee.

6. **Do volunteer hours count as an in-kind contribution?**
    Yes.

7. **Which budget category includes facility rental costs?**
    Facility rental costs should be included under "Other Direct Costs" (see Section IX.7 of the <u>funding opportunity announcement</u>). Facility rental costs should not exceed more than 20 percent of the total approved budget.

8. **How does my organization demonstrate its approved fringe-benefit rate?**
    If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, provide a copy of the 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. See Section IX.7.c of the <u>funding opportunity announcement</u>.

9. **Can organizations apply for less than the maximum award amount?**
    Yes.

10. **May applicants include costs for interpreters and translators? If so, what budget category would those fall under?**
    Applicants may include costs for interpreters and translators under the "Contractual" budget category. However, these costs should be reasonable and justified in the project narrative. When possible, applicants should employ staff with knowledge of the language used by the majority of the lawful permanent residents served in the community.

11. **What portion of the grant funds should go to the sub-awardee?**
    Applicants should ensure that proposed costs reflect the activities described in the project narrative, and that the budget shows a reasonable balance of costs between the citizenship instruction program and the naturalization application services program.

Evaluation

1. **Will USCIS favor organizations with limited resources as opposed to organizations with substantial resources that do not necessarily need additional funding?**
An organization's net worth is not one of the evaluation criteria for the Citizenship and Integration Grant Program.

2. **What are the points by which applicants will be judged?**
The evaluation criteria and corresponding point values are found in Section V. of the [funding opportunity announcement](#).

3. **How can Citizenship and Integration Grant Program applicants obtain feedback about their applications so that they are better prepared to apply?**
After the announcement of FY 2013 grant recipients, unfunded applicants may request a written summary evaluation and score breakdown by sending an email to: citizenshipgrantprogram@uscis.dhs.gov. Results will be sent to the requesting organization within 60 days from the date the written request is received.

4. **If an organization was awarded a grant by USCIS in the past, do they receive preference over organizations applying for the first time?**
Each year, applications are reviewed and rated individually. USCIS may consider the past performance of previous Citizenship and Integration Grant Program recipients when making funding recommendations.

5. **Is priority given to proposals that include a third party evaluator as part of the monitoring and evaluation program?**
No. Applicants must have a data collection and program evaluation plan in place, but a third party evaluator is not required.

6. **To what degree will the use of technology in the classroom impact a proposal's score?**
The use of technology is not a factor used to assign points during the technical review process. However, before making an award, USCIS may consider several policy priorities, including whether an application incorporates the use of technology in the citizenship instruction classroom (see page 10 of the [funding opportunity announcement](#)).

7. **May an applicant request a top-scoring proposal from the FY 2012 grant program?**
Applicants may submit a [Freedom of Information Act (FOIA) request](#) to view a top-scoring proposal from the FY 2012 grant program. However, the grant program requirements have changed and a proposal from last year will not exactly match the requirements of the [current funding opportunity announcement](#). Keep in mind that it may take over a month to obtain a response to a FOIA request.

8. **The [funding opportunity announcement](#) states that USCIS may consider whether an application, when balanced with other potential awards and current grant recipients, represents a diverse geographic area (see page 10). What does this mean?**
When making an award, USCIS may consider the balance of geographic areas represented by the applicants and current grant recipients. USCIS seeks to maximize the number of permanent residents across the U.S. who are able to receive services through this grant program.

9. **When making awards, does USCIS consider the needs of the region and the existing services in that region?**
Applicants may receive up to 10 points for the Community Need section. It is the applicant's responsibility to demonstrate and provide evidence for their community's need for citizenship preparation services. DHS may also consider whether an application, when balanced with other potential awards and with current grant recipients, represents a diverse geographic area.

10. **Does USCIS have a preference for funding organizations in a particular region in the U.S.?**
No. Applicants must demonstrate and provide evidence for their community's need for citizenship preparation services. DHS may also consider whether an application, when balanced with other potential awards and with current grant recipients, represents a diverse geographic area.

11. **Are there any points awarded for the project abstract?**
There are no points allotted specifically to the project abstract, but points can be deducted from the application's score if requested items are missing.

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Grants.gov Requirements

1. **Are partners (sub-awardees) required to register with [Grants.gov](#)?**
Only the primary applicant must be registered with Grants.gov.

2. **Are partners (sub-awardees) required to have a DUNS number?**
If a partner will receive a portion of the grant funds, then the partner is considered to be a sub-awardee and must have its own DUNS number.

3. **Is a national organization allowed to use one DUNS number to submit applications for local offices?**
Yes, a national organization may submit multiple applications under one DUNS number, but it must be clear on each application which location or affiliate office is applying.

4. **How does an applicant migrate to System for Award Management (SAM) from Central Contractor Registration (CCR)?**
To migrate from CCR to SAM, please follow the steps outlined in the [SAM Quick Guide for Migrating Roles](#). More information on SAM can be found at [www.sam.gov](#).

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