

**The Department of Homeland Security (DHS)**  
**Funding Opportunity Announcement (FOA)**  
FY 2014 Citizenship and Integration Direct Services Grant Program

**OVERVIEW INFORMATION**

**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

**Funding Opportunity Announcement Title**

FY 2014 Citizenship and Integration Direct Services Grant Program: Citizenship Instruction and  
Naturalization Application Services

**Authorizing Authority for Program**

Consolidated Appropriations Act, 2014

**Appropriation Authority for Program**

Consolidated Appropriations Act, 2014

**FOA Number**

DHS-14-CIS-010-002

**Key Dates and Time**

Application Start Date: 04/01/2014

Application Submission Deadline Date: 05/16/2014 at 11:59:59 p.m. EDT

Anticipated Funding Selection Date: 09/17/2014

Anticipated Award Date: 09/17/2014

**Other Key Dates**

Period of Performance Start Date: 10/01/2014

**Intergovernmental Review**

Is an intergovernmental review required?  Yes  No

## FOA EXECUTIVE SUMMARY

### Program Type

Select the applicable program type:  New  Continuation  One-time

Date of origin for Program: N/A

### Funding Opportunity Category

Select the applicable opportunity category:

Discretionary  Mandatory  Competitive  Non-competitive  Sole Source

### Application Process

DHS makes all funding opportunities available through the common electronic “storefront” Grants.gov, available at <http://www.grants.gov>. If you experience difficulties accessing information or have any questions, please call Grants.gov customer support at (800) 518-4726.

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Search Grants,” and then enter the CFDA and/or funding opportunity number located on the cover of this announcement. Select the “Application Package” tab and then select “Download.”

To submit an application through Grants.gov, applicants must have the following:

- A compatible version of Adobe Reader. Adobe Reader is available from Grants.gov at no charge.
- A Data Universal Numbering System (DUNS) number. This is required for the applicant and all sub-awardees.
- Registration with the System for Award Management (SAM) at [www.sam.gov](http://www.sam.gov).
- A Grants.gov user profile.
- Authorization to submit an application through Grants.gov.
  - To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization.
  - Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current SAM registration and electronic signature credentials.

See Grants.gov for information on how to obtain a DUNS number, how to register with SAM, and obtain authorization. DHS strongly encourages applicants to obtain or update all registrations related to Grants.gov **well in advance of the application deadline**.

For assistance with using Grants.gov, visit the [Grants.gov Applicant User Guide](#). For additional applicant resources, see: <http://www.grants.gov/web/grants/applicants/applicant-resources.html>.

Note: DHS may request that you provide original signatures on forms at a later date.

### Eligible Applicants

The following entities are eligible to apply for this funding opportunity:

- City or township governments
- County governments
- Independent school districts
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits with 501(c)(3) IRS status (other than institution of higher education)

- Private institutions of higher education
- Public and State controlled institutions of higher education
- Special district governments
- State governments

For additional information, see Section III. Eligibility Information.

**Type of Funding Instrument**

Select the applicable funding instrument:  Cooperative Agreement  Grant

**Cost Share or Match**

Select the applicable requirement:  Cost Match  Cost Share  Voluntary

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.

**Maintenance of Effort**

Is there a Maintenance of Effort (MOE) requirement?  Yes  No

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.

**Management and Administration** Management and Administration Costs and Indirect Costs are allowable for the grantee and any proposed sub-awardee (if applicable). For more information on allowable costs, please see Section IV. Funding Restrictions and Section IX. How to Apply.

## FULL ANNOUNCEMENT

### I. Funding Opportunity Description Program Overview 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 engaging receiving communities in the citizenship and civic integration process.

#### *Request for Proposals*

In fiscal year (FY) 2014, a total of up to \$10,000,000 in federal funding is available for eligible organizations to provide direct citizenship preparation services to lawful permanent residents.

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

- 1. Citizenship instruction** to prepare lawful permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test. Program design must include the use of a nationally normed standardized test of English proficiency for student placement and assessment of progress, and the provision of at least 40 hours of citizenship instruction over an 8-15 week class cycle for students at or below the NRS<sup>1</sup> high beginning level and at least 24 hours of citizenship instruction over an 8-15 week class cycle for all other students. Applicants are required to enroll a minimum of 200 non-duplicated lawful permanent residents in citizenship instruction classes over the two year period of performance. Each teacher, whether a volunteer or paid, must have at least one year of experience teaching English as a Second Language (ESL) or citizenship to adults.
- 2. Naturalization application services**, within the scope of the authorized practice of immigration law, to support lawful permanent residents in the naturalization application and interview process. Services must include the provision of naturalization eligibility screening, the preparation and submission of Form N-400, Application for Naturalization and Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, and ongoing case management. Applicants

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<sup>1</sup> National Reporting System for Adult Education (NRS)

and/or sub-awardees are required to prepare and submit a minimum of 200 N-400 Applications for Naturalization with Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative, over the two year period of performance. Services may also 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. The primary legal service provider must be 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.

***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. Prospective sub-awardees must have their own individual Data Universal Numbering System (DUNS) number and will be responsible for financial and performance reporting. 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.

**II. Funding Information  
Award Amounts, Important Dates, and Extensions**

Available Funding for the FOA:	Up to \$10,000,000
Maximum Grant Award Amount:	Up to \$250,000 (\$125,000 for the first year budget period and \$125,000 for the second year budget period).
Projected Number of Awards:	Up to 40
Projected Award Start Date(s):	10/01/2014
Projected Award End Date(s):	09/30/2016
Period of Performance:	24 months (comprising two one-year budget periods)

**Period of Performance**

Is an extension to the period of performance permitted?  Yes  No

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.

Throughout the performance period, DHS' commitment to continuation of awards will be conditional on evidence of satisfactory progress by the recipient (as documented in required reports and ongoing monitoring) and the determination that continued funding is in the best interest of the federal government.

### **III. Eligibility Information 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 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 employee with experience providing clients with naturalization representation.

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.")

Eligible organizations include, but are not limited to: public or private non-profit organizations such as public school systems; universities or community colleges; civic, community, and faith-based organizations; adult education organizations; public libraries; volunteer and literacy organizations; and state and local governments.

Current awardees and sub-awardees under the FY 2013 Citizenship and Integration Grant Program (funding opportunity DHS-13-CIS-010-002) are not eligible to receive funding under this funding opportunity.

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

### **IV. Funding Restrictions Restrictions on Use of Award Funds**

#### **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. Applicant 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 of \$50 or less for services as long as the program income goes 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.

V. **Application Review Information and Selection Process**  
**Application Review Information**

***Grants.gov Requirements***

An application will be rejected by Grants.gov 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).

***Non-Responsive Applications***

An application will be deemed non-responsive by DHS and **not considered for review** if:

1. The applicant or proposed sub-awardee is a current awardee or sub-awardee under the FY 2013 Citizenship and Integration Grant Program funding opportunity DHS-13-CIS-010-002.
2. The application does not include either a Budget Narrative or a Budget Table.
3. The Project Abstract is missing.
4. The Project Narrative is missing.
5. The Project Narrative does not include each of the three headings identified in Section IX.5, Project Narrative, Format Requirements.

***Review 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 Eligibility Criteria on pp. 5-6) 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 on pages 9-10.
3. An application may be selected for a 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 on page 10.
5. DHS may perform an additional review of the applicant organization and any sub-awardees and/or its key personnel. This may include reviewing publicly available materials and/or government databases and may have a bearing on award outcome.

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

## **Application Selection Process**

### ***Evaluation Criteria***

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. Appropriate 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).

- 3. Capacity to Provide Comprehensive Naturalization Application Services (15 Points)**  
The extent to which the applicant demonstrates:
  - a. Recent and extensive 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).
  
- 4. Quality of the Naturalization Application Services Program (30 Points)**  
The extent to which the applicant proposes a high quality naturalization application services program within the authorized practice of immigration law to meet the needs of the community, including:
  - a. A plan to expand and enhance the naturalization application services program (3 points);
  - b. Appropriate 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.
  
- 6. Cost Effectiveness and Balance (5 Points)**  
The extent to which the applicant's proposed budget shows an effective use of grant funds and shows a balance of costs between the citizenship instruction program and the naturalization application services program.

### ***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:
  - a. Whether an application, when balanced with other potential awards and existing Citizenship and Integration Grant Program recipients, represents a diverse population;
  - b. Whether an application, when balanced with other potential awards and with existing Citizenship and Integration Grant Program recipients, represents a diverse geographic area; and
  
- 2. Policy Priorities**, including:
  - a. Whether an application shows prioritization for high-need or underserved populations;
  - b. Whether an application includes cost-sharing or in-kind contributions to maximize the impact of federal grant funds;
  - c. Whether an application incorporates engagement with the receiving community;
  - d. Whether an application incorporates the use of technology in the citizenship instruction program; and
  - e. Whether an application proposes cooperation with local libraries.
  
- 3. The past performance of a previous Citizenship and Integration Grant Program recipient (if applicable).**

**VI. Post-Selection and Pre-Award Guidelines**  
**Notice of Award**

A grant award will be executed by a DHS Grants Officer authorized to obligate DHS funding.

**Administrative and Federal Financial Requirements**

A complete list of Federal Financial Requirements is available at:  
[http://www.whitehouse.gov/omb/grants\\_forms](http://www.whitehouse.gov/omb/grants_forms). All successful applicants for DHS grant and cooperative agreements are required to comply with [DHS Standard Terms and Conditions](#).

**Data Rights:**

General Requirements. The Recipient grants the Government a royalty free, nonexclusive and irrevocable license to reproduce, display, distribute copies, perform, disseminate, or prepare derivative works, and to authorize others to do so, for Government purposes in:

- a. Any data that is first produced under this Agreement and provided to the Government; or
- b. Any data owned by third parties that is incorporated in data provided to the Government under this Agreement.

“Data” means recorded information, regardless of form or the media on which it may be recorded.

Requirements for sub-awards. The Recipient agrees to include in any sub-award made under this Agreement the requirements of the Copyright and Data Rights paragraphs of this article and of 37 C.F.R. 401.14.

**Program Performance Reporting Requirements**

***Financial Reports***

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](mailto: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.

***Performance Reports***

The recipient is required to submit the following performance reports:

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

The USCIS Office of Citizenship will provide grant recipients with a Quarterly Performance Report template. 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.

- b. **Final Performance Report** must be submitted to the DHS Grants Officer no later than 90 days after the expiration date of the performance period. 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.

### **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.

### **External Evaluation**

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.

### **USCIS Office of Citizenship Requests**

Grant recipients may be asked periodically to review USCIS Office of Citizenship educational tools and materials and provide feedback as requested. The USCIS Office of Citizenship may also request details about grant recipients' promising practices and may publish this information on the Citizenship Resource Center (see [www.uscis.gov/citizenship](http://www.uscis.gov/citizenship)).

**VII. DHS USCIS Contact Information  
Contact and Resource Information**

**USCIS Program Office  
(Office of Citizenship):**

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

**DHS Grants Office:**

Stephanie Dawkins  
Phone: 202-447-0495  
Email: [Stephanie.Dawkins@hq.dhs.gov](mailto:Stephanie.Dawkins@hq.dhs.gov)

**VIII. Other Critical Information  
Additional Information**

N/A

**IX. How to Apply  
Application Instructions**

Applicants must submit all required forms and required documents listed in this section. See the Grants.gov [Applicant User Guide](#) for instructions on how to attach forms and documents.

Applicant should ensure that the final submitted application package includes all required forms and documents. Applicants should avoid the use of special characters in attachment file names.<sup>2</sup>

**REQUIRED FORMS**

Complete the required forms in accordance with the application instructions on Grants.gov. If submitting any information that is deemed proprietary, privileged or confidential commercial or financial, please denote the beginning and ending of such information with asterisks (\*\*\*)

**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.

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

See Section IV. Funding Restrictions.

**3. Certifications/Assurances**

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

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

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

**REQUIRED DOCUMENTS**

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

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

<b>General Information</b>	
<b>1.</b>	<b>Organization legal name</b>
<b>2.</b>	<b>Organization legal address</b> (Number and street, city, state, zip code)
<b>3.</b>	<b>Head of the organization</b> (Name, title, address, phone number, email address)
<b>4.</b>	<b>Authorized official</b> , the person at the organization authorized to sign to receive award (Name, title, address, phone number, email address)
<b>5.</b>	<b>Grant project manager</b> , 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)
<b>6.</b>	<b>Type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
<b>7.</b>	<b>Project description</b> (200 words or less) Provide a brief summary of the following: <ul style="list-style-type: none"><li>• The organization’s or sub-awardee’s experience providing citizenship instruction and naturalization application services to immigrants and number of years providing services;</li><li>• A description of the immigrant community, including most common countries of origin that the organization will serve; and</li></ul>

<sup>3</sup> See the Grants.gov Applicant User Guide for instructions on how to attach forms and documents. The “Attachment” Section begins on page 76 of the [Applicant User Guide](#).

	<ul style="list-style-type: none"> <li>Proposed grant project activities and outcomes.</li> </ul>						
8.	<b>Total federal funding requested</b> (Up to \$250,000)						
9.	<b>Total federal funding allocated for citizenship instruction</b>						
10.	<b>Total federal funding allocated for naturalization application services</b>						
11.	<b>Applicant's total in-kind contributions</b> (if applicable)						
12.	<b>Geographic area/community</b> where services will be provided						
13.	<b>Congressional district</b> (based on the legal address of the applicant organization)						
14.	<b>Targeted underserved immigrant communities</b> (if applicable)						
15.	<b>Number of full-time equivalents (FTEs)</b> Indicate the number of intended grant-funded FTEs. Include part-time work as percentages of FTEs. Include any grant-funded sub-awardee FTEs.						
16.	<b>Fees charged for citizenship instruction</b> (if applicable)						
17.	<b>Fees charged for naturalization application services</b> (if applicable)						
18.	<b>Is your organization or proposed sub-awardee BIA recognized?</b> (yes/no)						
19.	<b>BIA Accredited Representative employee(s) or attorney employee(s)</b> providing naturalization representation (name and title).						
20.	<b>Are all program sites in compliance with the American Disabilities Act (ADA)?</b>						
21.	<b>Has your organization or any sub-awardee previously received a USCIS grant?</b> If so, provide the year(s).						
22.	<b>List any grants received by the primary applicant in the past three years.</b>						
	<b>Name of Grant</b>	<b>Grantor</b>	<b>Period of Performance</b>	<b>Total Award Amount</b>			
<b>Sub-Awardee Organization (if applicable)</b>							
23.	<b>Sub-awardee organization legal name</b>						
24.	<b>Sub-awardee organization point of contact</b> (Name, title, address, phone number and email address)						
25.	<b>Is the sub-awardee a non-profit or public organization?</b> If not, the sub-awardee is not eligible to receive funding.						
26.	<b>Sub-awardee type of organization</b> (e.g., community/faith-based organization, public school, adult education program, public library, etc.)						
27.	<b>Services proposed by sub-awardee organization</b>						
28.	<b>Total funds allocated for the sub-awardee</b>						
<b>Proposed Citizenship Class Structure</b>							
29.	<b>Class cycle table:</b> Provide the information below for each class type following the example.						
	<b>Class Title</b>	<b>Proficiency Level</b>	<b>Hours per class</b>	<b>Times per week</b>	<b>Weeks per class cycle</b>	<b>Total hours per class cycle</b>	<b>Number of times offered over two year</b>

							period of performance
	e.g., Citizenship Morning	High beginning	3	2	10	60	8
	<b>NOTE:</b> Applicants must offer at least 40 hours of citizenship instruction over a 10-15 week class cycle for students at or below the NRS high beginning level and at least 24 hours of citizenship instruction over a 10-15 week class cycle for all other students.						
<b>30.</b>	<b>Number of total citizenship instruction hours</b> to be offered over the two-year period						
<b>31.</b>	<b>Approximate number of students enrolled per class</b>						
<b>32.</b>	<b>Location of classes</b>						
<b>33.</b>	<b>Type of enrollment (i.e., managed or open)</b>						
<b>34.</b>	<b>Other education services</b> offered (tutoring, study groups, etc.)						
<b>35.</b>	<b>The name and language level of the textbook(s)</b> to be provided to students. Include publication year.						
<b>36.</b>	<b>Use of computers</b> in citizenship instruction, if at all						
<b>37.</b>	<b>Nationally normed standardized assessment test(s)</b> of English language proficiency for student placement and assessment of progress						
<b>38.</b>	<b>When are students assessed using the standardized test?</b>						

**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.d. below are the **mandatory headings** that must be included in the Project Narrative. An application that is missing one or more of the three required headings will be deemed **non-responsive** and will not be reviewed. The items and attachments listed in each section are required, and any item or attachment that is omitted will result in points deducted.

**Format Requirements**

- **You must follow the order specified below, using the required three headings:**
  - a. Citizenship Instruction Program
  - b. Naturalization Application Services Program
  - c. Integration of Services
- Include the title “Project Narrative” at the top of the first page.
- Ensure that the application can be printed on 8 ½” x 11” single-sided paper.
- Use double-spacing.
- Font size must be at least 12 point, preferably Times New Roman font.

- Margins must be at least one (1) inch at the top, bottom, left and right of the paper.
- Project narrative pages must be numbered “1” of “XX.”
- Pages should be numbered consecutively and are limited to a total of **15 pages**.
- Do not include any marks from the “Track Changes” tool in your word processing program.
- Attach the completed Project Narrative to the application package.

<b>Project Narrative Items</b>
<b>a. Citizenship Instruction Program</b>
<b>Experience and Community Need</b>
Describe: <ul style="list-style-type: none"> <li>• Your organization’s and, if applicable, sub-awardee’s recent <b>experience providing ESL instruction and citizenship instruction</b>. Indicate dates, total years of experience, the number of lawful permanent residents served in the past year and any previous years, and, if available, the naturalization test pass rate for program participants.</li> <li>• The particular <b>lawful permanent resident population(s) that you serve</b> with ESL and citizenship instruction. Indicate whether you serve any underserved populations (e.g., low-income, low education level, age, etc.)</li> <li>• The <b>need for citizenship instruction</b> among the lawful permanent resident population that you serve, including whether there are wait lists for ESL and/or citizenship classes at your organization. Indicate whether there are other ESL and citizenship instruction service providers in your area.</li> </ul>
<b>Program Expansion</b>
<ul style="list-style-type: none"> <li>• Explain how the proposed grant-funded program will expand the availability and enhance the quality of existing citizenship instruction services offered.</li> <li>• Indicate how many students you intend to serve in the next two years with this grant funding.</li> </ul>
<b>Program Administration</b>
Describe: <ul style="list-style-type: none"> <li>• The <b>outreach plan</b> to raise awareness of services and recruit students.</li> <li>• <b>Intake procedures</b>, including how the organization will <i>verify and document that only lawful permanent residents will receive services funded through this funding opportunity</i>, and whether there is an orientation process for new students.</li> <li>• <b>Plans for student retention</b>, including whether there are any known barriers to student attendance (e.g., transportation, childcare, student tuition, etc.) and solutions to retain students.</li> </ul>
<b>Curriculum</b>
Describe the curriculum for the program. You may reference the information provided in the Class Table in the Project Abstract. Provide the following information: <ul style="list-style-type: none"> <li>• <b>Curriculum goals and objectives</b>.</li> <li>• A description of the <b>comprehensive citizenship education services</b> 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 <b>how the different levels</b> will be managed in the classroom. The use of <b>materials</b> for citizenship instruction,</li> </ul>

### Project Narrative Items

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 proficiency,<sup>4</sup> how assessments are used, and the staff responsible for administering the test. Discuss your organization’s experience administering the standardized test (s).  
**NOTE:** The standardized test(s) may be used in conjunction with other assessment tests.
- If you have an existing ESL program, describe how you will coordinate services between the two programs. Be sure to include information on the coordination of assessment data, referrals, curriculum, and other relevant information.

### 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

<sup>4</sup> The standardized tests that the Department of Education has determined to be suitable to assess English language proficiency as listed in [Federal Register Notice Tests Determined To Be Suitable for Use in the National Reporting System for Adult Education](#). See 77 FR 46749 (August 6, 2012). These tests are as follows:

- Comprehensive Adult Student Assessment Systems (CASAS) Reading Assessments (Life and Work, Life Skills, Reading for Citizenship, Reading for Language Arts—Secondary Level)
- Basic English Skills Test (BEST) Literacy
- Tests of Adult Basic Education Complete Language Assessment System-English (TABE/CLAS-E)
- Comprehensive Adult Student Assessment Systems (CASAS) Employability Competency System Reading Assessments—Workforce Learning Systems
- Comprehensive Adult Student Assessment Systems (CASAS) Functional Writing Assessments
- Basic English Skills Test (BEST) Plus
- Comprehensive Adult Student Assessment Systems (CASAS) Employability Competency System Listening Assessments—Life Skills

<b>Project Narrative Items</b>
<ul style="list-style-type: none"> <li>• If applicable, explain how <b>volunteers</b> 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 supervised by a paid lead teacher or a paid education program coordinator.</li> </ul>
<b>b. Naturalization Application Services Program</b>
<b>Experience and Community Need</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• Your organization's and, if applicable, sub-awardee's recent <b>experience providing naturalization application services within the authorized practice of immigration law</b>. 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.</li> <li>• <b>Program achievements</b>, including the organization's record of submitting successful naturalization applications.</li> <li>• The particular <b>lawful permanent resident population(s) that you serve</b> with naturalization application services. Indicate whether you serve any underserved populations (e.g., low-income, low education level, age, etc.)</li> <li>• The <b>need for naturalization application services</b> 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.</li> </ul>
<b>Program Expansion</b>
<ul style="list-style-type: none"> <li>• Explain how the proposed grant-funded program will expand the availability and enhance the quality of the existing naturalization application services offered.</li> <li>• Indicate how many naturalization applications you intend to file in the next two years with this grant funding.</li> </ul>
<b>Program Administration</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• The coordinated <b>outreach plan</b> to raise awareness of services and recruit clients.</li> <li>• <b>Intake procedures</b>, including how the organization and sub-awardee (if applicable) will <i>verify and document that only lawful permanent residents will receive services funded through this funding opportunity</i>, and who conducts intake.</li> </ul>
<b>Service Delivery and Case Management</b>
<p>Describe:</p> <ul style="list-style-type: none"> <li>• The naturalization application services provided, including the forms filed on behalf of clients.</li> <li>• The naturalization eligibility screening process and who will determine clients' eligibility for naturalization.</li> <li>• How your organization handles complex cases.</li> <li>• The support provided to clients throughout the application process (i.e., from intake until the oath ceremony).</li> <li>• How your organization prepares clients for the naturalization interview.</li> <li>• How your organization keeps clients informed of their case status.</li> </ul>

**Project Narrative Items**

- 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.

<b>Sample Staff Table</b>				
<b>Name</b>	<b>Title and Position Description</b>	<b>Paid or Volunteer</b>	<b>FTE charged to grant</b>	<b>Relevant experience, qualifications and training</b>
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.

**Project Narrative Items**

- 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.

**ATTACHMENTS**

NOTE: The attachments will not count toward the page limit for the Project Narrative. These items should be attached to the application package.

1. Provide a **copy of the curriculum described in the project narrative**. Be sure to include the class level, learning objectives, a detailed schedule, topics to be covered, and corresponding materials for each class. Do *not* include copies of USCIS educational materials or copies of textbooks.
2. Attach **résumés** and/or **position descriptions** (if the position is vacant) for all key personnel. Résumés must include all relevant job experience, education, and licensure or accreditation with corresponding dates. Résumés and position descriptions for vacant key positions are limited to *one page each*.
3. **Organizational chart** for the applicant and any proposed sub-awardee(s).
4. 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.

**6. Program Goals**

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

<b>Program Goal Chart</b>									
<b>Goal</b>	<b>Q1</b>	<b>Q2</b>	<b>Q3</b>	<b>Q4</b>	<b>Q5</b>	<b>Q6</b>	<b>Q7</b>	<b>Q8</b>	<b>Total</b>
1. Number of newly-enrolled (non-duplicated) lawful permanent residents to enroll in citizenship instruction classes <b>(Minimum 200 total)</b>									

2. Number of lawful permanent residents for whom your organization will provide naturalization eligibility screening									
3. Number of lawful permanent residents for whom your organization will prepare and submit Form N-400 and Form G-28 <b>(Minimum 200 total)</b>									
4. Number of lawful permanent residents to pass the naturalization test after receiving services from your organization									
5. Number of lawful permanent residents to naturalize after receiving services from your organization									

**7. Budget Table and Narrative**

*See also Section IV. Funding Restrictions.*

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

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

Budget Table									
Category and Item	Year 1			Year 2			Total		
	In-Kind	DHS	Total	In-Kind	DHS	Total	In-Kind	DHS	Total
<b>1. Personnel</b>									
Program Manager – 1 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
Instructor – 0.5 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
Assistant – 0.25 FTE	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X
<b>TOTAL Personnel</b>	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X	\$X

**Budget Narrative (Double-spaced, no page limit)**

Attach your budget narrative (including separate budget narratives for each proposed sub-awardee) to the application package.

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.

**NOTE:** If no indirect cost rate agreement is included, no indirect costs should be listed in the proposed budget.

## 8. 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.

**X. Application and Submission Information**

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted. Applications will be processed through the Grants.gov portal.

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).

**Appendices**

- DHS highly recommends that applicants use the “Applicant Checklist” to ensure the application is complete and all required documents are included. Visit <http://www.uscis.gov/grants> and click on *Applicant Checklist*.
- For definitions of frequently used terms in this funding opportunity announcement, visit <http://www.uscis.gov/grants> and click on *FOA Glossary*.
- Applicants are also encouraged to review *Tips for Your Proposal* at <http://www.uscis.gov/grants>.