

**FY 2016 Citizenship and Integration Grant Program
Citizenship Instruction
Applicant Checklist**

	Page #	Required by Grants.gov	Non-Responsive if Missing ¹	Required Attachment
				<u>Forms:</u>
	5	X	X	Form SF-424, Application for Federal Assistance
	5	X	X	Form SF-424A, Budget Information for Non-Construction Programs
	5	X	X	Form SF-424B, Assurances for Non-Construction Programs
				<u>Required Documents:</u>
	8		X	Project Abstract (single-spaced, 3 page maximum)
	10		X	Project Narrative (double-spaced, 10 page maximum)
	12			Program curriculum
	14			Résumés for current key staff for ESL (and citizenship instruction, if applicable)
	14			Résumés and/or position descriptions (if the position is vacant) for the citizenship instructor and any program management personnel, including any volunteer teachers that will lead classroom instruction under the grant
	14			An organization chart
	14			Goal Chart
	14		X	Budget Table and Narrative (double-spaced, 5 page maximum)
	16			Negotiated Fringe Benefit Agreement (if applicable)
	17			Indirect Cost Agreement (if applicable)
	18			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)

¹ USCIS will not review if missing.