


**FY 2016 Citizenship and Integration Grant Program
Citizenship Instruction and Naturalization Application Services
Applicant Checklist**

	Page #	Required by Grants.gov	Non-Responsive if Missing ¹	Required Attachment
				<u>Forms:</u>
	9	X	X	Form SF-424, Application for Federal Assistance
	9	X	X	Form SF-424A, Budget Information for Non-Construction Programs
	9	X	X	Form SF-424B, Assurances for Non-Construction Programs
				<u>Required Documents:</u>
	10		X	Project Abstract (single-spaced, 3 page maximum)
	12		X	Project Narrative (double-spaced, 15 page maximum)
	19			Program curriculum
	19			Résumés of key personnel or position descriptions for vacant key positions
	19			An organization chart that shows the leadership and staff structure for the primary applicant and any sub-awardee(s)
	19			Memorandum of Understanding (MOU) with proposed sub-awardee(s), signed by all parties (if applicable)
	20			Goal Chart
	21		X	Budget Table and Narrative (double-spaced, 5 page maximum)
	22			Negotiated Fringe Benefit Agreement (if applicable)
	25			Indirect Cost Agreement (if applicable)
	25			Documentation of Non-profit and/or Public Status (for applicant and sub-awardee)

¹ USCIS will not review if missing.