



**FY 2019 Citizenship and Assimilation Grant Program:**

**Citizenship Refugee and Asylee Assimilation Program  
Funding Opportunity CI-CET-19-003  
And**

**Citizenship Instruction and Naturalization Application Services  
Funding Opportunity CI-CET-19-002**

**Questions and Answers**

Last updated: 7/18/2019

[Links](#)

<https://www.uscis.gov/about-us/citizenship-and-assimilation-grant-program>

[www.grants.gov](http://www.grants.gov)

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**About the Grant Program**

**Q1. What is different about this year's grant program?**

**A1.** There are a few important changes to this year's grant program:

- This year both grants require a minimum of a 10% cost share and an indirect cost cap of 15%.
- This year, all funded grant recipients must enroll in E-Verify as a regular employer within 30 days of receiving the award and remain as a participant in good standing with E-Verify throughout the entire period of grant performance. Funded grant recipients will be required to verify all new hires at hiring locations performing work on a program or activity that is funded in whole or in part under the grant.

**Q2. Where can I send questions?**

**A2.** You may send questions about the **grant program** to [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov). For questions about [Grants.gov](http://Grants.gov), you may email [support@grants.gov](mailto:support@grants.gov) or call 1-800-518-4726. The Grants.gov Contact Center is open 24 hours a day, 7 days a week.

**Q3. Is there a list of current USCIS grant recipients available?**

**A3.** Yes. You can find a list of current and previous grant recipients on the [Citizenship Resource Center](#) webpage.

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**Eligibility**

*General Eligibility*

- Q1. Does my organization need to demonstrate 501(c) (3) status or is it acceptable to simply be a nonprofit organization?**  
**A1.** You do not need to have 501(c) (3) status. However, to be eligible, you must provide proof of public or nonprofit status as discussed in the RAAP [notice of funding opportunity](#) and in the CINAS [notice of funding opportunity](#).
- Q2. My organization has a pending application for 501(c) (3) status. May I apply for this funding opportunity?**  
**A2.** Yes. However, you must have proof of public or nonprofit status before final award in September 2019.
- Q3. My organization is an awardee or sub-awardee under the FY 2017 Citizenship and Assimilation Grant Program. May I apply for this funding opportunity?**  
**A3.** Yes.
- Q4. My organization is an awardee or sub-awardee under the FY 2018 Citizenship and Assimilation Grant Program. May I apply for this funding opportunity?**  
**A4.** No.
- Q5. May a state agency apply as the primary applicant?**  
**A5.** Yes. However, the state agency must provide direct citizenship instruction or naturalization application services under the initial notice of funding.
- Q7. I am an individual providing citizenship services to immigrants. May I apply for this funding opportunity?**  
**A7.** No.
- Q8. Are for-profit entities eligible to apply?**  
**A8.** No.
- Q9. My organization is a community college. May I apply for this funding opportunity?**  
**A9.** Yes, if your organization has public or nonprofit status. You must also meet the other basic eligibility requirements.
- Q10. How many naturalization cases must my organization have submitted in the past in order to qualify as having experience with naturalization application services required for the Citizenship Instruction and Naturalization Application Services grant program? May I discuss my organization's experience with other immigration services?**

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**A10.** USCIS does not set a minimum number of naturalization cases that you must have submitted in the past in order to qualify as having experience with naturalization application services. However, you should demonstrate the capacity to submit at least 200 [Forms N-400, Application for Naturalization](#) over the two-year performance period for the Citizenship Instruction and Naturalization Application Services funding opportunity. You may discuss your organization's experience with other immigration services, but we will evaluate and score your application based on your organization's experience specifically with naturalization application services.

E-verify

**Q1. Is using E-verify a mandatory requirement?**

**A1.** Yes. As outlined in Appendix B and as a condition of receipt of funding under the award, grant recipients and sub-awardees must enroll within 30 days of grant award (if not already enrolled) in E-Verify, use E-Verify to confirm employment eligibility of all new hires of the recipient, who are working in the United States, at hiring sites performing work under the program or activity funded in whole or in part under the award, and take steps as may be necessary to ensure award and sub award recipient compliance with the E-Verify requirements.

Partners and Sub-Awardees

**Q1. Are partnerships allowed?**

**A1.** Yes. USCIS encourages partnerships, particularly when you clearly demonstrate that each partner has the necessary expertise and experience to provide the services you will offer under this grant program. Past experience shows that successful citizenship instruction often includes partnerships between organizations that specialize in adult education, including 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.

If you propose to give a portion of your organization's grant funding to a partner organization to provide additional or complementary direct services, then your organization is the primary applicant and the partner organization is the sub-awardee. Your organization still **must** directly provide citizenship instruction, naturalization application services, or both. The sub-awardee may provide additional or complementary citizenship instruction or naturalization application services.

If you choose to work with a sub-awardee, you must:

- Complete a Memorandum of Understanding (MOU) with the sub-awardee;
- Describe your organization's experience working with the sub-awardee organization and your plan for providing integrated services; and
- Monitor the sub-awardee's performance and ensure 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;
- Be responsible for financial reporting; and
- Submit their reports to the primary applicant for submission to DHS.

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**Q2. 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 under the Citizenship Instruction and Naturalization Application Services funding opportunity?**

**A2.** Yes.

**Q3. We would like to partner with multiple school districts to reach different areas. Is there a limit on how many organizations we can partner with?**

**A3.** No. There is no limit on the number of sub-awardees that you may have. You should ensure that all organizations meet the eligibility requirements, and you must submit a Memorandum of Understanding (MOU) that outlines the terms of the partnership.

**Q4. We do not have experience with formal citizenship instruction or naturalization application services, but our partner has both. Do we still qualify?**

**A4.** If you are the primary applicant, you must have experience providing at least one of the two types of direct services for this program: citizenship instruction or naturalization application services.

**Q5. Can we partner with a pro bono attorney?**

**A5.** No. The organization proposing to provide naturalization application services must employ an attorney or Department of Justice (DOJ) Office of Legal Access Programs (OLAP) accredited representative. You may use pro bono or volunteer attorneys to supplement services, but the pro bono attorney cannot be a partner or sub-awardee.

**Q6. Can we partner with private attorneys?**

**A6.** No. Applicants and sub-awardees must be organizations with nonprofit or public status. For-profit law firms and attorneys in private practice are not eligible to receive grant funding.

*Organizations with Multiple Offices*

**Q1. My organization is the local affiliate of a national organization. Does my organization have to be locally incorporated in order to apply?**

**A1.** No. Your organization and any proposed sub-awardees must have public or nonprofit status but you do not need to be locally incorporated.

**Q2. 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?**

**A2.** 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, but one of the affiliates must be the primary applicant.

**Q3. Our organization has multiple offices in different states. Can we submit one application, or should each location submit its own application?**

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- A3.** Affiliate offices of a national organization may apply as partners on one application, but one of the affiliates must be the primary applicant. Alternatively, the affiliate offices may submit separate applications as long as there is no overlap in funding for the same staff members.
- Q4.** **We are a college with multiple locations, and we have same federal ID number. Will you accept more than one application from us using the same federal ID number?**
- A4.** If an organization has multiple affiliates or locations, more than one affiliate office may apply as long as there is no overlap in funding for the same staff members.

*DOJ Accreditation and Recognition*

**Q1. Is my organization (and any sub-awardees) required to be recognized or accredited by the Department of Justice? If so, how do I prove that my organization meets this requirement?**

- A1.** At the time of application, your organization and any sub-awardees that propose to provide naturalization application services must employ either:
- a Department of Justice (DOJ), Office of Legal Access Programs (OLAP) accredited representative; or
  - a licensed attorney.

You are not required to provide proof of DOJ recognition or accreditation in order to apply because 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.

**Q2. Our organization just received DOJ recognition in January, but we have had an off-site attorney working with us in the past. Are we still eligible?**

- A2.** If your organization is recognized by the DOJ and you have a DOJ-accredited representative at the time you apply, you are eligible. You must show that your experience providing naturalization application services was within the authorized practice of immigration law (using an attorney or accredited representative).

**Q3. Can we use pro bono attorneys until our staff member obtains DOJ accreditation?**

- A3.** No. You must employ an attorney or DOJ-accredited representative at the time you apply.

**Q4. Does the attorney have to be a full-time staff attorney? We have an attorney who comes in once a week.**

- A4.** No. The attorney must be an employee of the applicant or sub-awardee but does not need to work full time. However, you must establish that the attorney is able to provide sufficient oversight of the program. The attorney must also sign [Form N-400, Application for Naturalization](#) as the preparer and sign [Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative](#), for each Form N-400 filed under this grant.

**Q5. We plan to apply for DOJ accreditation for a staff member right now. We can submit copies of their application with our grant application. Will this make us eligible?**

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- A5.** The process to obtain DOJ accreditation can take six months to a year to complete. You may apply for accreditation for your staff now, but it is unlikely you will receive accreditation in time to be eligible for this funding opportunity. In order to be eligible, you must employ an attorney or an accredited representative at the time you apply.
- Q6. Is partial DOJ accreditation acceptable under this grant?**
- A6.** Yes. Accredited representatives may have partial accreditation to provide services under this grant program.

**Grant-Funded Activities**

- Q1. Are the awards a one-time opportunity, or will there be a chance for grant recipients to renew the funding?**
- A1.** The performance period is two years. There is no option to renew funding after two years.
- Q2. If affiliate offices in different states submit one application, does each location have to provide both citizenship instruction and naturalization application services?**
- A2.** 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.
- Q3. The notice of funding opportunity asks how our services will differ with grant funding. Should we discuss how we plan to grow our current services, or how our current services differ from what we propose to offer with grant funding?**
- A3.** You must discuss how the grant program will expand and improve the existing services that you offer, even if the existing services are similar to the proposed services. For example, you might hire new teachers or offer an additional class to accommodate students' schedules.

**Citizenship Instruction**

- Q1. Must the primary applicant offer citizenship instruction?**
- A1.** The primary applicant must provide citizenship instruction, naturalization application services, or both.
- Q2. If my organization also serves other immigrants, should my organization place lawful permanent residents in a class by themselves?**
- A2.** Organizations must adequately demonstrate that only lawful permanent residents will receive services funded by this grant.
- Q3. Can my organization provide Adult Basic Education GED classes under this grant opportunity?**
- A3.** No. This grant funds citizenship instruction to prepare lawful permanent residents for naturalization. You must demonstrate that your organization 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 under the Refugee and Asylee Assimilation Program may also offer to provide civics-based ESL and

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civics-based literacy instruction. You may not propose to use grant funds for any other types of instruction.

**Q4. There is a requirement that students must be assessed using a nationally normed standardized assessment test. What does this mean?**

**A4.** 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](#).

**Q5. Are all students and clients required to take the nationally normed standardized test regardless of their English proficiency level?**

**A5.** All students enrolled in citizenship instruction classes under this grant program must take the standardized test: a pre-test for assessment and class placement, and a post-test to measure educational gains. Clients who receive naturalization application services but do not need citizenship instruction classes are not required to take the standardized test.

**Q6. Are all citizenship teachers required to have one year of teaching experience?**

**A6.** Yes. All citizenship teachers providing services under this grant program must have at least one year of experience teaching English as a Second Language (ESL) or citizenship to adults.

**Q7. May I propose to use volunteers as citizenship teachers?**

**A7.** Yes. However, all paid and unpaid teachers providing services under this grant program must have at least one year of experience teaching ESL or citizenship to adults. Also, a paid lead teacher or a paid education program coordinator must supervise volunteer teachers. If volunteers do not have requisite experience, USCIS encourages you to use these volunteers to provide tutoring or to assist teachers in the classroom.

**Q8. Is the citizenship education coordinator required to have teaching experience?**

**A8.** No. 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.

**Q9. Are we required to provide an equal number of hours of citizenship instruction for every week of the cycle?**

**A9.** No. You are not required to provide an equal number of hours of citizenship instruction for every week of the class cycle. However, most successful applicants have a fixed schedule that does not vary from week to week. If you propose to provide a varying number of hours per week, please note this in the class cycle table in the project abstract, and explain the schedule in the project narrative.

**Q10. Is my organization required to offer more than one level of citizenship instruction?**

**A10.** 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.

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**Q11. May my organization offer only one level of instruction under this grant program and refer students to other providers for all other levels?**

**A11.** Yes.

**Q12. Can we count tutoring hours towards the number of instructional hours that we are required to provide for each class?**

**A12.** No. Only classroom instructional hours can be counted towards the requirement.

*Enrollment Requirements*

**Q1. How many individual must we serve under the Refugee and Asylee Assimilation Program?**

**A1.** You must propose to serve a minimum of 200 lawful permanent residents.

**Q2. Can organizations limit services based on national origin, ethnicity, religion, or language?**

**A2.** No. You must serve eligible participants regardless of their ethnic or religious backgrounds, national origin, or the language they speak.

**Q3. Does USCIS require applicants to screen for income eligibility?**

**A3.** No. There are no income eligibility requirements under this funding opportunity.

**Q4. Does USCIS plan to collect client names and personal data?**

**A4.** USCIS will not collect client names in quarterly reports. However, USCIS may collect alien registration numbers for all lawful permanent residents receiving services with this grant funding. USCIS may use these numbers to track naturalization outcomes during and after the period of performance.

**Q5. There is a requirement to enroll 200 individuals in classes and submit 200 naturalization applications for the Citizenship Instruction and Naturalization Application Services grant. Can we serve the same 200 individuals with both services?**

**A5.** Yes. Successful applicants generally have significant overlap between the individuals who receive citizenship instruction and the individuals who receive naturalization application services. You should integrate your services so that lawful permanent residents are aware of the full range of citizenship services available to them. However, it is not required to have a perfect overlap. In other words, some students may not require legal services, and some clients may not require classes.

**Q6. We receive funding from another government agency and we provide naturalization application services under that contract. Can we count the naturalization applications submitted under that contract towards the 200 served under the USCIS grant?**

**A6.** No. Grant recipients may not count services provided with another grant towards the goals for this grant.



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**Q7. Is there a requirement that individuals served have to naturalize during the grant performance period?**

A7. No. There is no requirement that the students and clients served through this grant funding naturalize within the grant performance period.

*Naturalization Application Services*

**Q1. Can my organization use grant funds to pay the costs associated with DOJ recognition and accreditation?**

A1. Yes. However, at the time of application, your organization and any sub-awardees must be DOJ recognized and have a DOJ-accredited representative employee or an attorney employee with recent experience providing clients with naturalization representation. You may use grant funds to pay for additional staff members to pursue DOJ accreditation.

**Q2. Is an attorney or DOJ-accredited representative who files Form G-28 with Form N-400 required to attend the naturalization interview with the client?**

A2. While naturalization applicants have the right to be represented by an attorney or a DOJ-accredited representative at the naturalization interview ([see 8 CFR 103.2\(a\)\(3\)](#)), an attorney or accredited representative who submits a [Form G-28, Notice of Entry of Appearance as Attorney or Accredited Representative](#), is not required to attend the naturalization interview. At the interview, the interviewing officer may ask the client to sign a waiver indicating his or her desire to proceed without the attorney or DOJ (OLAP) accredited representative. Attorneys and accredited representatives should work with their clients to determine whether their services will include representation at the interview.

**Q3. Can my organization use grant funding to support group events that provide eligibility screening and help people fill out naturalization applications?**

A3. You may use grant funding to support group events that help people fill out naturalization applications. Regardless of whether you provide services under the grant program in a group setting or individually, you must:

- Provide ongoing case management for naturalization applicants; and
- Ensure that an attorney or DOJ-accredited representative signs form N-400 as the preparer, files Form G-28 with each Form N-400 filed under this grant, and submits the naturalization application package to USCIS on behalf of the client.

**Q4. Are volunteer attorneys required to file Form G-28 at group events that help people fill out naturalization applications?**

A4. An attorney or DOJ (OLAP) 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. Your organization must also submit the naturalization application package to USCIS on behalf of the client and provide ongoing case management to naturalization applicants. You may use volunteer attorneys to provide assistance at a group naturalization application processing event, but USCIS recommends that the grant recipient's attorney or accredited representative sign Form G-28.

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**Q5. Can we direct clients to a web-based system that helps applicants complete and submit naturalization applications on their own if the charge for using the web-based system is no more than \$50?**

**A5.** No. Attorneys and DOJ accredited representatives must sign Form N-400 as the preparer, submit Form G-28 with each Form N-400 filed under this grant, and submit the naturalization application package to USCIS on behalf of the client.

**Q6. When proposing a goal for the number of Forms N-400 my organization will submit, should I separately list the number of cases that include [Form N-648, Medical Certification for Disability Exceptions](#)?**

**A6.** No.

*Charging Fees*

**Q1. Is my organization allowed to charge a fee for services?**

**A1.** Yes, you may charge a nominal fee not to exceed \$50 for naturalization application services and not to exceed \$30 for citizenship instruction. If you propose to charge for services under the grant program, please present a justification for these fees in the budget narrative, including a detailed explanation of how they will be used to enhance the grant funded program. Program income generated from these fees must go back into the grant-funded program.

**Q2. If we charge a nominal fee for services, can we use the program income generated from those fees to pay part of the USCIS application fee for some of our clients?**

**A2.** No. Applicants may *not* use grant funds or program income generated through grant-funded services to pay for USCIS application fees.

**Application**

**Q1. Is there a required format for the Memorandum of Understanding (MOU)?**

**A1.** No. There is no required format. The MOU should include the responsibilities expected of each party, performance expectations, plans for maintaining communication, and the payment or reimbursement process for the sub-awardee(s). Both parties must sign and date the MOU.

**Q2. Should organizations submit an MOU for individual volunteers?**

**A2.** No. The MOU is required for any formal agreement between the applicant and another organization. MOUs are not required for individual volunteers.

**Q3. What happens if my organization submits more than one application?**

**A3.** If you submit multiple applications, USCIS will contact you before we begin our review to confirm which application you want to include in the review process. We will not review the other applications.

**Q4. May my organization be listed on more than one application, as either the primary applicant or the sub-awardee?**

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- A4.** You may apply only once as a primary applicant. If USCIS receives multiple applications with your organization as the primary applicant, we will contact you to clarify which application to consider.

We do not prohibit you from appearing as a sub-awardee on multiple applications, however, if you are currently funded and under the FY 2018 grant, you may not apply as part of another application. You should also 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, we will consider whether applicants represent a diverse geographic area. We reserve the right to contact all organizations included in the application before making an award.

**Q5. Can I submit letters of support?**

- A5.** No. You should not submit any documentation other than what is requested in the RAAP [notice of funding opportunity](#) and in the CINAS [notice of funding opportunity](#). We will not consider letters of support. Do not submit letters of support.

**Q6. Should I attach a copy of citizenship education materials that my organization has developed, or should I just describe the materials?**

- A6.** You must include a description of the materials to be used for each class. You are required to submit a document summarizing your organization's curriculum and a copy of one original lesson plan. You can find more information about the required attachments in Appendix A under Project Narrative Attachments. Do not submit copies of materials you intend to use.

**Q8. If we submit our application early and forgot a document, will we be informed before the application deadline so we have time to fix it?**

- A8.** We will not review any applications before the deadline. If you forgot a document, you may submit a revised copy of your application package as long as you submit it before the deadline. After the application period is over, we will contact applicants to ensure that we review the correct application package.

**Q9. Is a letter of intent required?**

- A9.** No. There is no requirement that you submit a letter of intent.

**Q10. How to do I attach the project abstract to the application package?**

- A10.** Attach the project abstract to the "Attachments" form under the "Optional" section of the grant application package. Please note that the project abstract is required and we will not respond to your application if it is missing.

**Budget**

**Q1. Am I required to submit both a budget narrative and a budget table?**

- A1.** Yes. For more information, review the section on budget in the notices of funding opportunity.

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- Q2. 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 I submit one combined budget narrative or separate budget narratives?**
- A2.** You must submit a budget narrative and table for your organization and a separate budget narrative and table for each sub-awardee. Provide the same level of detail for all budget narratives and budget tables.
- Q3. In the Budget section, USCIS asks applicants to show a balance of costs between the citizenship instruction program and naturalization application services program. What does this mean?**
- A3.** We will evaluate budgets 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 providing both high-quality citizenship instruction and high-quality naturalization application services.
- Q4. Is my organization allowed to subcontract services?**
- A4.** Your organization 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.
- Q5. May I list sub-awardee costs as contractual costs?**
- A5.** No. You must present costs for the sub-awardee organization in a separate budget narrative and table. You should provide the same level of detail in the budgets for both the primary applicant and the sub-awardee.
- Q6. Do volunteer hours count as an in-kind contribution?**
- A6.** Yes.
- Q7. Which budget category includes facility rental costs?**
- A7.** You should include facility rental costs under “Other Direct Costs.”
- Q8. How do I demonstrate my organization’s approved fringe benefit rate?**
- A8.** If a cognizant federal agency has negotiated or approved your fringe benefit rate, 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, and taxes. Identify the base for allocating these fringe benefit expenses
- Q9. Can I apply for less than the maximum award amount?**
- A9.** Yes.
- Q10. May I include costs for interpreters and translators? If so, what budget category would those fall under?**
- A10.** Yes. You 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

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possible, your organization should employ staff with knowledge of the language used by the majority of the lawful permanent residents served in the community.

**Q11. What portion of the grant funds should go to the sub-awardee?**

**A11.** You should ensure that proposed costs reflect the activities described in the project narrative, and that the budget reasonably balances the costs between the citizenship instruction program and the naturalization application services program.

**Q12. Can we include costs for mileage for staff?**

**A12.** Transportation costs for employees and volunteers are allowed under this grant.

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**Evaluation**

**Q1. What point values will USCIS use to evaluate applications?**

**A1.** You can find the evaluation criteria and corresponding point values in each notice of funding opportunity.

**Q2. How can I obtain feedback about my organization's application so that I am better prepared to apply in the future?**

**A2.** After we announce the FY 2018 grant recipients, applicants who did not receive a grant may request a written summary evaluation and score breakdown by emailing [citizenshipgrantprogram@uscis.dhs.gov](mailto:citizenshipgrantprogram@uscis.dhs.gov). We will send you the results within 60 days from the date we receive the written request.

**Q3. If my organization received a USCIS grant in the past, do I receive preference over organizations applying for the first time?**

**A3.** Each year, USCIS reviews and rates each application individually. We may consider the past performance of previous Citizenship and Assimilation Grant Program award recipients when making funding recommendations.

**Q4. May I request a top-scoring proposal from last year's grant program?**

**A4.** You may submit a [Freedom of Information Act \(FOIA\) request](#) to view a top-scoring proposal from previous years. However, the grant program requirements have changed and a proposal from last year will not exactly match the requirements of the RAAP [notice of funding opportunity](#) or the CINAS [notice of funding opportunity](#). Keep in mind that it may take more than a month to obtain a response to a FOIA request.

**Q5. When making awards, does USCIS consider the needs of the region and the existing services in that region?**

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- A5.** It is your responsibility to demonstrate and provide evidence of your community's need for citizenship preparation services. We may consider whether an application, when balanced with other potential awards and with current grant recipients, represents a diverse geographic area.
- Q6. Does USCIS prefer to fund organizations in a particular region in the United States?**
- A6.** No. You must demonstrate and provide evidence of your community's need for citizenship preparation services. We may consider whether an application, when balanced with other potential awards and with current grant recipients, represents a diverse geographic area.
- Q7. Can you suggest a website that can help us specifically research lawful permanent resident populations? In the past, we have lost points because we've only been able to break down data by foreign-born populations.**
- A7.** For data on lawful permanent residents, you may check the DHS Office of Immigration Statistics. Please note that the sections on community need in the notice of funding opportunity ask you to discuss the lawful permanent resident population that your organization *currently serves* and that population's need for citizenship preparation services.

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**Grants.gov Requirements**

- Q1. Are partners (sub-awardees) required to register with [Grants.gov](#)?**
- A1.** No. Only the primary applicant must register with [Grants.gov](#).
- Q2. Are partners (sub-awardees) required to have a DUNS number?**
- A2.** Yes. If a partner will receive a portion of the grant funds, then the partner is considered a sub-awardee and must have its own DUNS number.
- Q3. Is a national organization allowed to use one DUNS number to submit applications for local offices?**
- A3.** 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.
- Q4. How do I migrate to the System for Award Management (SAM) from the Central Contractor Registration (CCR) system?**
- A4.** To migrate from CCR to SAM, please follow the steps outlined in the [SAM Quick Guide for Migrating Roles](#). You can find more information on SAM at [www.sam.gov](http://www.sam.gov).
- Q5. We are in the process of getting a Taxpayer Identification Number (TIN). Will we have access in SAM while we are waiting to receive our TIN?**
- A5.** No. You will need your TIN to register in SAM, so you will not be able to access SAM while you are waiting.

**FY 2019 Citizenship and Assimilation Grant Program: Refugee and Asylee Assimilation Program  
Funding Opportunity CI-CET-19-003 and Citizenship Instruction and Naturalization Application  
Services Funding Opportunity CI-CET-19-002  
Questions and Answers**

**Q6. Can we see the funding announcement before we are registered in SAM?**

**A6.** Yes. You do not need to access SAM in order to view the funding announcement for the program. For more information about the program, visit [www.uscis.gov/grants](http://www.uscis.gov/grants).

**Q7. How do I find out if we need to update our status in SAM?**

**A7.** To see if your SAM registration is current, [check your status on the SAM website](#). It is important to check this immediately as it may take up to two weeks to update if your registration is not current.

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