



Homeland Security

**U.S. Citizenship and Immigration Services
Office of Citizenship**

Citizenship Grant Program

Funding Opportunity
DHS-09-CIS-010-001

OVERVIEW INFORMATION

General Information

Applicable Catalog of Federal Domestic Assistance (CFDA) Number:

97.010

Program Title:

Citizenship Grant Program

Synopsis of Program:

The Citizenship Grant Program being offered through the Office of Citizenship, within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), will provide monetary support to community-based organizations (CBOs) that serve immigrant populations. Approximately \$1.2 million of federal funding shall be made available through a competitive grant to CBOs that are located in areas of the United States with a large representation (or high concentration) of the nation's immigrant population.

The funds shall be used to support citizenship preparation programs incorporating activities to assist naturalization applicants (or potential naturalization applicants) to improve English language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process. The funds may only be used to provide direct services to immigrants with legal status in the United States. Specific services to be provided may include but are not limited to, English as a Second Language (ESL), English Language (EL)/Civics, citizenship instruction, educational resources (textbooks, language software, computers, etc), assistance with preparing and completing the naturalization

application process (including case management), citizenship-focused community outreach, and staff and volunteer training.

Letter of Intent

If you intend to apply for Fiscal Year 2009 funding under this program, please send an email 30 days [April 15, 2009] prior to the application submission deadline to citizenshipgrantprogram@dhs.gov. Although submission of the notice of intent to apply is not mandatory, your email will help USCIS plan more efficiently for the review of applications. In your email, please include the name of your organization, address, contact person, and phone number.

DHS/USCIS Contacts:

Program Officer: Susan Anton, 202-272-1306, susan.anton@dhs.gov
Grants Officer: David Batcheller, 202-447-5272, david.batcheller@dhs.gov

Eligibility Information

Community-Based Organizations¹(CBOs) having demonstrated experience in providing citizenship and/ or immigration-related services to legal immigrants are eligible for funding under this program. CBOs are defined as a public or private non-profit organization which is representative of a community or significant segments of a community and which provides educational or related services to individuals in the community. Such entities include but are not limited to: educational, community, and faith- based organizations; adult education organizations; libraries; volunteer and literacy organizations; etc.

Award Information

- **Anticipated Type of Award:** Grant
- **Estimated Number of Awards:** Twelve
- **Anticipated Funding Amount:** Subject to the availability of funds. DHS estimates that \$1.2 million comprised of twelve \$100,000 grants will be available
- **Performance Period:** One year
- **Anticipated Award Date:** September 2009

Due Date

May 15, 2009

¹

See 20 U.S.C. § 7801

FULL PROGRAM DESCRIPTION

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I. FUNDING OPPORTUNITY DESCRIPTION

PROGRAM DESCRIPTION:

The mission of the Office of Citizenship (OoC), within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), is to foster immigrant integration and participation in American civic culture. The Office of Citizenship works to promote education and training on fundamental civic principles and the rights and responsibilities of citizenship.

The Office of Citizenship provides information and resources to immigrants at key points on their journey towards civic integration: when they first become permanent residents, as they apply for naturalization, and when they become new U.S. citizens.

The Office of Citizenship also develops educational resources, which include a variety of civics-based publications and training initiatives designed for immigrants, adult educators, and immigrant-serving organizations.

Request for Proposals:

The Office of Citizenship, through this funding opportunity, will provide monetary support to community-based organizations to support the mission of the Office of Citizenship. Approximately \$1.2 million in federal funding is available through this funding opportunity for community-based organizations interested in submitting proposals to build or expand citizenship preparation programs incorporating activities to assist naturalization applicants (or potential naturalization applicants) to improve English language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process. The funds may only be used to provide direct services to immigrants with legal status in the United States. Specific services to be provided may include but are not limited to, ESL, EL/Civics, citizenship instruction, educational resources (textbooks, language software, computers, etc), assistance with preparing and completing the naturalization application process (including case management), citizenship-focused community outreach, and staff and volunteer training.

The Office of Citizenship invites eligible community-based organizations to submit project proposals that describe how they will build or expand existing citizenship preparation programs and resources for *priority immigrant groups*. The proposal must demonstrate how the organization will build or expand citizenship preparation programs incorporating activities to assist naturalization applicants (or potential naturalization applicants) to improve English language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process.

For purposes of this funding opportunity, the Office of Citizenship invites eligible community-based organizations to submit proposals that will address how their program will serve one or more of the following *priority immigrant groups*:

- Legal Permanent Residents (LPRs) sixty-five years or older who are eligible, or soon to be eligible, to apply for naturalization;
- Refugees or asylees that have adjusted status to legal permanent resident (LPR) and are eligible, or soon to be eligible, to apply for naturalization (For a definition of “refugee” and “asylee” see Attachment C)
- Those persons that have adjusted to legal permanent resident (LPR) status under the Violence Against Women Act (VAWA), U or T Visa, or Special Immigrant Juvenile Visa Status and are eligible, or soon to be eligible, to apply for naturalization (For a description of VAWA and definitions of the U or T Visa and Special Immigrant Juvenile Visa Status, see Attachment C);
- Other disadvantaged groups as defined and justified by the proposing organization.

The required elements for the proposal and how to submit a proposal are identified under Section IV of this funding opportunity.

Supplantation/Maintenance of Effort

Requests for funds under this funding opportunity shall not be used to take the place of activities described in the application 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.

II. AWARD INFORMATION

- A. **Type of Award:** Grant
- B. **Authority:** Public Law 110-329 (Consolidated Appropriations Act, 2009), Division D, Title IV
- C. **Estimated Number of Awards:** Twelve
- D. **Estimated Funding:** Subject to the availability of funds. DHS estimates that \$1.2 million in grant funding will be available. DHS anticipates awarding 12 grants for a maximum of \$100,000 (direct and indirect costs).
- E. **Performance Period:**
 - 1. The Performance Period will be for one year.

2. Extensions to the Performance Period may be awarded, but are not guaranteed and will not include increased funding.

III. ELIGIBILITY INFORMATION

A. Eligible Applicants

Community-based organizations (CBOs) having demonstrated experience in providing citizenship and or immigration-related services to legal immigrants are eligible for funding under this program. CBOs are defined as a public or private non-profit organization which is representative of a community or significant segments of a community and which provides educational or related services to individuals in the community. Such entities include but are not limited to: educational, community, and faith based organizations; adult education organizations; libraries; volunteer and literacy organizations; etc.

Documentation of non-profit and/or public status.

Documentation of non-profit or public status of the applicant institution must be included in the application. Applications that fail to meet eligibility criteria will be returned without review.

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.

The following constitutes acceptable proof of public status: A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity shall suffice.

B. Cost Sharing

There is no cost share requirement for this program. However, projects that supplement government funding with in-kind contributions are encouraged. In addition, applicants may use their own funds to increase the capacity of the project. Applicants should clearly identify which budget items are to be supported by the Federal grant and which are to be supported by in-kind

contributions and/or other funding sources, together with an estimate of the value of these non-federal funding sources.

C. Non-Responsive Applications

Proposals with budgets exceeding the total award maximum of \$100,000 (direct and indirect costs) will not be considered for review. Proposals with budgets exceeding 30% for personnel (personnel and fringe benefits), or 20% for facility rental costs will not be considered for review. Proposals with project narratives exceeding 25 pages in length and which do not address the required items identified in Section IV.C.6. a-e will not be considered for review.

IV. APPLICATION AND SUBMISSION INFORMATION

Applicants must complete and include the following sections as part of their response to the solicitation. It is the responsibility of the applicant to ensure that the application is complete. The Office of Citizenship will remove the application from consideration prior to review if the application is incomplete.

A. Address to Request Application Package

Use the Grants.gov website to obtain application forms and instructions. Go to <http://www.grants.gov>, click “Apply for Grants,” and then click “Download a Grant Application Package and Instructions.” Enter the CFDA or the funding opportunity number (see the beginning of this announcement), and click the “Download Application Package” button. Click the “download” link for this opportunity and then follow the prompts to download the application package and the instructions package (if applicable).

B. How to Submit an Application

Applications must be submitted electronically through Grants.gov.

To submit an application through Grants.gov, applicants use Adobe Reader. **You must use a compatible version of Adobe Reader.** Adobe Reader is available from Grants.gov at no charge.

The applicant must have a DUNS number to submit an application through Grants.gov. See the Grants.gov website for information on how to obtain a DUNS number. In addition, the applicant must be registered with the Central Contractor Registry (CCR) to submit an application through Grants.gov. See the Grants.gov website for information on how to register with the CCR.

The applicant must be registered, credentialed and authorized at Grants.gov to submit an application through Grants.gov. See the Grants.gov website for information on how to register, obtain a credential and become authorized.

DHS strongly encourages applicants to obtain or update all registrations, credentials and authorizations related to Grants.gov well in advance of the deadline for submission (on May 15, 2009).

If the applicant encounters difficulties, please contact the Grants.gov Help Desk at 1-800-518-4726 to report the problem and obtain assistance with the system.

We may request that you provide original signatures on forms at a later date.

C. Content and Form of Application

You must complete the mandatory forms for this announcement, including the SF-424 (Application for Federal Assistance), SF-424A (Budget), and other forms in accordance with the application instructions on Grants.gov and additional instructions below. If submitting any information that is deemed proprietary, privileged or confidential commercial or financial information, please denote the beginning and ending of such information with asterisks (***)

MANDATORY FILES:

1. SF-424 – Application for Federal Assistance

Applicants must complete an SF-424 application form. This form may be completed while on the Grants.gov website or it can be completed offline in its entirety. NOTE: Applications submitted through Grants.gov must use the SF-424 provided by Grants.gov. The SF-424 application form can only be viewed and downloaded once Adobe Reader has been installed. The SF-424 application form on Grants.gov is formatted so applicants are only required to complete fields which are indicated with an asterisk (*) and color coded. Once the application is complete, close the document (you will then be prompted to save changes or not).

2. SF-424A Budget

Applicants must complete the budget in its entirety. Applicants must provide budgets by object class (salaries, fringe, travel, indirect, etc.). **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 (see Section IV.F for Funding Restrictions).**

3. Budget Narrative (Justification) File(s)

- a. Attach your budget narrative and justification files (including separate budgets for each proposed subaward or subcontract) to the form named “Budget Narrative-V1.1” in the application package. If you need to add more documents than this form will allow (i.e. subaward budgets), please

use the optional “Other Attachments” form to attach the additional files (see below).

The guidance below is general in nature, be sure to refer to Section IV.F for Funding Restrictions applicable to this program.

b. Budget detail is required for:

i. PERSONNEL: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known. For each staff person, provide the title, time commitment to the project (in months), time commitment to the project (as a percentage or full-time equivalent), annual salary, grant salary, wage rates, etc. Do not include the costs of consultants.

ii. FRINGE BENEFITS: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a Federal government cognizant agency, provide a copy of the agreement. If no rate agreement exists, provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, FICA, retirement insurance, taxes, etc. Identify the base for allocating these fringe benefit expenses.

iii. TRAVEL: Costs of project-related travel by employees of the applicant organization (does not include costs of sub-contractor or consultant travel).

Justification: 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.

iv. 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. (Note: 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.)

Justification: 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.

- v. SUPPLIES: Costs of all tangible personal property other than that included under the equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.

- vi. 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.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed subaward/sub-contractor work and the cost of each subaward/sub-contractor. Provide a detailed budget for each subawardee that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less. **The subawardee budget(s) should provide the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification).** In addition, the following information must be provided:

Subcontracts - 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. In addition, the applicant shall 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.

Subawardees – Identify each planned subawardee and its total proposed budget. Each subawardee's budget and supporting detail should be separate from the applicant's budget narrative.

All required flow down provisions in the award must be included in any subcontract or subaward.

- vii. **OTHER DIRECT COSTS:** Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.
- viii. **INDIRECT COSTS:** Provide a copy of the latest rate agreement negotiated with a cognizant Federal agency. If the applicant organization 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. Also, 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.

4. **Certifications/Assurances**

- a. Applicants must submit:
- i. SF-424B – Assurances – Non-construction Programs; and
 - ii. 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.
- b. By signing and submitting an application under this announcement, the applicant is providing: Certification Regarding Debarment, Suspension, and Other Responsibility Matters – Primary Covered Transactions (see Attachment A); and Certification Regarding Drug-Free Workplace Requirements (see Attachment B).

5. **Project Abstract/Summary (no more than one page)**

Provide a summary description, not to exceed one page, suitable for dissemination to the public. It should be clear and concise. This Abstract must not include any proprietary/confidential information. The Abstract must identify the following using the headers (in bold) provided below:

- **Organization Legal Name:**
- **Organization Legal Address** (street, city/state):
- **Authorized Official** (name, title, address, phone number; and email address):
- **Point of Contact** for the Application (name, title, address, phone number; and email address):
- **Partner(s) Associated with the Project** (name of organization):
- **Total Federal Funding Requested:**
- **Priority Immigrant Group(s) to be served:**
- **Total Priority Immigrant Group within the Community/Communities to be served** by the project:
- **Goal(s) and Objectives** (Listed and clearly defined)

Attach the Project Abstract/Summary to the “Project Abstract-V1.1”
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6. **Project Narrative (total of 25 pages)**

This section provides a comprehensive framework and description of all aspects of the proposed program. It should be succinct, self-explanatory and well organized so that reviewers can understand the proposed project.

The following paragraphs describe the elements that must be included in the Project Narrative portion of your application. An application that does not

include each required element listed in this section using the headers provided (items a-e) and/or is in excess of 25 pages will be deemed non-responsive and will not be considered.

- For duplication and scanning purposes, please ensure that the application can be printed on 8 ½” x 11” single-sided paper.
- 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.
- Pages should be numbered consecutively and are limited to a total of 25 pages.
- Attach the completed Project Narrative to the “Project V1.1” form.

a. INTRODUCTION AND PURPOSE/GOALS AND OBJECTIVES

Describe the purpose of the proposed project and the anticipated accomplishments (goals) and describe the measurable steps (objectives) to achieve the accomplishments. State clearly why the proposed project is expected to have a substantial positive impact on the appropriate goals and objectives.

b. NEEDS ASSESSMENT

This element of the application should outline the need for, and significance of, the project in the specific community or population. Relevant published and unpublished data and observational information with appropriate citations to support the need for and significance of the project should be included. While data may be included to illustrate and provide context of a national need, discussion of local need or assessment of need specific to the *priority immigrant group* must be included.

To support the needs assessment the applicant may include: the total population to be served by the project using reputable or substantiated statistical data or evidence such as state or local government reports, regional analyses, published policy reports or U.S. Census Bureau data, such as the American Community Survey; the demographic data for the overall immigrant population needing citizenship training/preparation services; and, identification and justification for the *priority immigrant group* to be supported by the project (include a description of the geographic location, size, ethnic group(s) or nationality(ies), etc.).

The applicant should describe:

- services provided for citizenship preparation and/or training;
- current or previous initiatives to address the needs of the *priority immigrant group* and whether or not these initiatives were effective; and,
- specific challenges or needs of the *priority immigrant group*.

This element is intended to help reviewers understand the need for, and challenges of, the specific proposed strategies within the context of the community in which the strategies will be implemented.

c. *PROGRAM AND PERFORMANCE PLAN*

This element of the application describes the specifics of the proposed project which should include the project design and a performance plan for implementation of the project. The project design and performance plan must describe the project strategy and discuss how the strategy will address the identified needs of the selected *priority immigrant group* and support the goals and objectives of the project. The project design should:

- Provide detailed information concerning how the project selected will provide or expand citizenship preparation services to the *priority immigrant group*. Include specific tasks and activities that would be necessary to accomplish each goal and objective identified in the previous section.
- Provide a detailed timeline and associated performance measures for the completion of the goals and objectives. The timeline should include each major activity and identify responsible staff. A graphic representation (e.g., Gantt or PERT chart) may be helpful in the review process.
- Include the curriculum/teaching plan, as well as a description of accompanying educational materials to be used. These should be included as an attachment to the application (these documents do not count toward the page limit for the Project Narrative).
- Identify barriers (e.g., barriers to attendance such as: transportation, childcare, student tuition, flexible class offerings, and alternate classroom sites, etc.) encountered by the *priority immigrant group* and describe solutions to resolve the barriers.
- Describe how you will conduct outreach to raise awareness of available services and recruit individuals in the *priority immigrant group*. Outreach may include efforts to raise awareness of available citizenship preparation programs incorporating activities to assist naturalization applicants (or potential naturalization applicants) to improve English language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process.

d. CAPACITY BUILDING AND PROJECT MANAGEMENT PLAN

The applicant must provide a discussion of how they will use grant funds to build organizational capacity to provide and/or expand citizenship preparation services to the *priority immigrant group* in the area of citizenship preparation programs incorporating activities to assist naturalization applicants (or potential naturalization applicants) to improve English language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process.

Information on both current and past projects related to these efforts should be included in the applicant organization's description. The project management plan should include: a summary of existing capabilities for programmatic and fiscal staff along with a description of roles and responsibilities; a detailed description of the project's staffing needs which may include staff and volunteer development and training, as well as hiring additional staff members to meet program goals and objectives; and, current use of volunteers (roles and responsibilities) and any plans for outreach, recruitment, and retention of volunteers. Résumés for the proposed key personnel or a position description for a key position (if not filled) should be limited to one page each and should be attached to the "Other Attachments" form of the application package. Résumés and position descriptions are not counted in the page limitation for the Project Narrative.

If other organizations (or consultants) are involved in the proposed project, clearly identify the name of the organization and the key individual(s), and briefly describe each organization(s) role and responsibilities. Include any relevant experience for the participating organization/individual. If other organizations will be involved, you must include a letter from the participating organization that describes the proposed working relationship between the applicant agency and the other organization. This letter should clearly describe their roles/responsibilities and indicate their commitment to the project/program (in-kind services, dollars, staff, space, equipment, etc.).

e. SUSTAINABILITY

Sustainability is an important aspect of this program. For this element of the application, the applicant should describe:

- how the organization plans to continue the services to the *priority immigrant group* beyond federal funding;

- how volunteers will be recruited, retained, and used on a long-term basis to sustain the project;
- involvement of local community participation and commitment to the project;
- how the organization will maintain and grow capacity and capability within its organization and with other community-based organizations on a long-term basis.

7. **Other required attachments**

Attach the following items to the “Other Attachments V1.1” form.
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- a. A list of other Federal Grant programs from which your organization currently receives funding or for which it has applied in the Federal Fiscal Year of 2009.
- b. Documentation of Non-profit and/or public status.
- c. Indirect Cost Rate Agreements.
- c. Negotiated Fringe Benefit Agreements or, if no agreements exist, the amounts and percentages of all items that comprise the fringe rate, and the basis for allocation, if separate from the Indirect Cost Rate Agreement.

D. Submission Dates and Times

Application Closing Date: May 15, 2009

E. Intergovernmental Review

This program is subject to Executive Order 12372, “Intergovernmental Review of Federal Programs.” When comments are submitted directly to DHS, they should be transmitted electronically to marilyn.morgan@dhs.gov (if unable to transmit electronically please contact the DHS Grants Office at (202) 447-5696 for alternative transmission instructions).

The official list, including addresses of the jurisdictions that have elected to participate in E.O. 12372 can be found on the following URL:

<http://www.whitehouse.gov/omb/grants/spoc.html>

F. Funding Restrictions

1. DHS grant or cooperative agreement funds may only be used for the purpose set forth in the agreement, and must be consistent with the statutory authority for the award. Grant funds may not be used for 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.
2. Funds shall only be used to provide services to immigrants with legal status in the United States.
3. Funds can only be used to provide direct services to immigrants. Specific services to be provided may include but are not limited to, English as a Second Language (ESL), English Language (EL)/Civics, citizenship instruction, educational resources (textbooks, language software, computers, etc), assistance with preparing and completing the naturalization application process (including case management), citizenship-focused community outreach, and staff and volunteer training.
4. Personnel costs are allowable but may not exceed more than 30% of the total approved budget.
5. Facility rental costs are allowable as long as the costs do not exceed more than 20% of the total approved budget.
6. Student transportation costs are allowable for participants attending set classes.
7. Childcare costs are allowable if incurred to assist eligible participants attend set classes.
8. The funds cannot be used for immigration/naturalization application fees.
9. Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are unallowable.
10. Equipment purchases should be directly related to the provision of services (e.g., computers for classroom instruction).
 - 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/cooperative agreement funds, or received under a grant or cooperative agreement, and having a \$5,000 or more per unit cost. The

inventory must also identify the subaward 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.
11. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.
 12. Foreign travel is not allowable under this funding opportunity.
 13. Construction costs and purchase of real property are not allowable under this funding opportunity.
 14. Pre-award costs are not allowable under this funding opportunity.
 15. Funding for direct reimbursement of proposal development costs is not allowable.

V. REVIEW PROCESS AND SELECTION CRITERIA

A. Review Process

1. DHS conducts an initial review of applications to determine eligibility and completeness of the application. If an applicant is determined to be ineligible or an application is deemed incomplete/non-responsive then, DHS will notify the applicant. All eligible and complete/responsive applications will be competitively reviewed.
2. DHS will assemble subject matter experts from within the Federal Government to review the full proposals. Reviews of submitted proposals will be conducted either in person, by mail, or electronically.

At a minimum, 2 subject matter experts will review each proposal and provide summary comments and overall ratings based on the evaluation criteria below. Copies of all proposals are available for inspection by all of the members of the review panel upon request.

3. DHS's designated Selection Authority (SA) will make a final funding decision based upon the results of the evaluation, availability of funds, any funding priorities, and the overall goals of the Citizenship Grant Program.
4. **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, proposal selection and award decisions are solely the responsibility of DHS personnel.

DHS screens all panelists 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 proposals confidential except to reviewers, and will destroy any unsuccessful proposals after one year following the funding decision.

5. DHS discourages, and will not consider, any materials submitted by or on behalf of the applicant other than those materials requested in this funding opportunity announcement.

B. Evaluation Criteria

DHS will use the following criteria to evaluate those submitted applications deemed eligible and complete.

1. Program Design (35 points)

- The extent to which the applicant is able to identify and describe a compelling need for citizenship preparation services in the community that it serves or plans to serve with focus on one or more of the *priority immigrant groups* through statistical data, including the size and complexity of the community's needs, as well as geographic location, total population, or other relevant demographic information as it relates to their respective community and the nation as a whole;
- The extent to which the applicant demonstrates current or previous efforts to address the specific citizenship-related challenges faced by the *priority immigrant group* that will be served and whether or not these approaches were effective;
- The extent to which the applicant proposes well designed program activities to address the need described;
- The extent to which project activities seem feasible and likely to succeed;
- The extent to which project activities and milestones can realistically be completed within the grant cycle;
- The extent to which the applicant is able to describe how the organization will effectively utilize volunteers (including VISTA and AmeriCorps) to address the compelling need identified among the *priority immigrant group*.
- The extent to which the applicant is able to discuss the adequacy of the program's budget to support its program design, including how it is sufficient to support your program activities and is linked to your desired outputs and outcomes.

2. **Past Performance (20 Points)**

- The extent to which the applicant is able to demonstrate the success of their past related programmatic activities.
- The extent to which the applicant already provides, or has experience providing, direct citizenship preparation services to *priority immigrant groups*;
- Whether the applicant's organization has a sound record of accomplishments as an organization, including an ability to (1) develop and support successful direct service programs; (2) develop and implement strategies to increase the organization's capacity; (3) demonstrate leadership within the community served.
- The extent to which the applicant has any past experience utilizing volunteers, including those members of a National Service Program

3. **Qualifications of Staff and or Organization (25 points)**

- The extent to which the applicant identifies and demonstrates that qualifications, capabilities, and educational background of the key personnel who will perform the programmatic activities are relevant and will contribute to the success of citizenship preparation program goals and objectives.
- The degree to which the organization has a sound structure including: (1) the ability to provide sound programmatic and fiscal oversight (2) well-defined roles for its board of directors, administrators, and staff; (3) a well-designed plan or system for organization (as to program) self-assessment and continuous improvement; and (4) the ability to provide technical assistance.

4. **Performance and Sustainability Outcomes (20 points)**

- The extent to which the applicant explains how the organization will continue the Citizenship Grant Program if it does not receive any future federal funding under this program.
- The extent to which the applicant's plan includes sound strategies for preserving the proposed project on a long-term basis, including effective utilization of volunteers.
- The extent to which the applicant is able to describe a plan to utilize award funds to leverage future funding.
- The extent to which the applicant is able to demonstrate that the organization has the capacity and the commitment to sustain the project on a long-term basis and is able to initiate and sustain continuing planning efforts
- The extent to which the applicant clearly defines performance standards and provides a plan to track and report performance.

C. **Selection Factors**

Proposals are usually awarded in the numerical order in which they are ranked. However, the DHS Source Selection official may consider the following program policy factors in making an award: (a) whether a proposal represents a diverse service population among the *priority immigrant population*; (b) whether a proposal represents a diverse geographic area; (c) whether a proposal does not substantially duplicate other proposals submitted in response to this announcement; and, (d) whether the proposal represents diverse community sizes (i.e. city, locality, or service area).

VI. AWARD ADMINISTRATION INFORMATION

A. Notice of Award

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

B. Administrative and National Policy Requirements

Awards under this announcement are subject to the following administrative and national policy requirements.

1. Administrative and Cost Principles. The following Administrative and Cost Principles, as applicable, apply to the award:

- a.** OMB Circular A-110, relocated to 2 CFR Part 215, “Uniform Administrative Requirements for Grants and Cooperative Agreements with Institutions of Higher Education, Hospitals, and Other Non-profit Organizations”
- b.** 44 CFR Part 13, “Uniform administrative requirements for grants and cooperative agreements to State and local governments.”
- c.** OMB Circular A-87, Relocated to 2 CFR Part 225, “Cost Principles for State, Local, and Indian Tribal Governments”
- d.** OMB Circular A-21, relocated to 2 CFR Part 220. “Cost Principles for Educational Institutions.”
- e.** OMB Circular A-133, “Audits of States, Local Governments, and Non-Profit Organizations.”

These publications may be viewed at:

http://www.whitehouse.gov/omb/grants/grants_circulars.html

2. Nondiscrimination. The award is subject to the following terms:

- a.** TITLE VI OF THE CIVIL RIGHTS ACT OF 1964. As amended, provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subject

to discrimination under any program or activity receiving Federal financial assistance. Title VI also extends protection to persons with limited English proficiency. (42 U.S.C. 2000d et seq.)

- b. **TITLE IX OF THE EDUCATION AMENDMENTS OF 1972.** Provides that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied benefits of, or be subject to discrimination under any education program or activity receiving Federal financial assistance. (20 U.S.C. 1681 et seq.)
 - c. **THE AGE DISCRIMINATION ACT OF 1975.** Provides that no person in the United States shall, on the basis of age, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (42 U.S.C. 6101 et seq.)
 - d. **SECTION 504 OF THE REHABILITATION ACT OF 1973.** Provides that no otherwise qualified individual with a disability in the United States, shall, solely by reason of his/her disability, be excluded from participation in, be denied benefits of, or be subject to discrimination under any program or activity receiving Federal financial assistance. (29 U.S.C. 794)
 - e. **THE AMERICANS WITH DISABILITIES ACT OF 1990 ("ADA").** Prohibits discrimination on the basis of disability in employment (Title I), state and local government services (Title II), places of public accommodation and commercial facilities (Title III). (42 U.S.C. 12101-12213)
- 3. Certifications and Assurances.** Certifications and assurances regarding the following apply:
- a. **LOBBYING.** Section 319 of Public Law 101-121 prohibits the use of funds in lobbying members and employees of Congress, as well as employees of Federal agencies, with respect to the award or amendment of any Federal grant, cooperative agreement, contract, or loan. DHS has codified restrictions upon lobbying at 6 CFR Part 9. (31 U.S.C. 1352)
 - b. **DRUG-FREE WORKPLACE ACT.** Requires the recipient to publish a statement about its drug-free workplace program and give a copy of the statement to each employee (including consultants and temporary personnel) who will be involved in award-supported activities at any site where these activities will be carried out. Also, place(s) where work is being performed under the award (i.e., street address, city, state and zip code) must be maintained on file. The recipient must notify the Grants Officer of any employee convicted of a violation of a criminal drug statute that occurs in the workplace. (41 U.S.C. 701 et seq.)
 - c. **DEBARMENT AND SUSPENSION.** Executive Orders (E.O.) 12549 and 12689 provide protection from fraud, waste, and abuse by debarring or suspending those

persons that deal in an irresponsible manner with the Federal government. The recipient must certify that they are not debarred or suspended from receiving Federal assistance.

- d. **FEDERAL DEBT STATUS.** The recipient may not be delinquent in the repayment of any Federal debt. Examples of relevant debt include delinquent payroll or other taxes, audit disallowances, and benefit overpayments. (OMB Circular A-129)

4. Trafficking in Persons

- a. Provisions applicable to a Recipient that is a private entity.
 - i. The Recipient, Recipient's employees, subrecipients under the Award, and subrecipients' employees may not—
 - (A) Engage in severe forms of trafficking in persons during the period of time that the Award is in effect;
 - (B) Procure a commercial sex act during the period of time that the Award is in effect; or
 - (C) Use forced labor in the performance of the Award or subawards under the Award.
 - ii. DHS may unilaterally terminate the Award, without penalty, if the Recipient or a subrecipient that is a private entity—
 - (A) Is determined to have violated a prohibition in paragraph a.i. of this section; or
 - (B) Has an employee who is determined by DHS to have violated a prohibition in paragraph a.i. of this section through conduct that is either—
 - (1) Associated with performance under the Award; or
 - (2) Imputed to the Recipient or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Nonprocurement)."
- b. Provision applicable to a Recipient other than a private entity. DHS may unilaterally terminate the Award, without penalty, if a subrecipient that is a private entity—

- i. Is determined to have violated an applicable prohibition in paragraph a.i. of the Award this section; or
 - ii. Has an employee who is determined by DHS to have violated an applicable prohibition in paragraph a.i of this section through conduct that is either—
 - (A) Associated with performance under the Award; or
 - (B) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement).”
- c. Provisions applicable to any Recipient.
- i. The Recipient and subrecipient must inform DHS immediately of any information the Recipient or subrecipient receives from any source alleging a violation of a prohibition in paragraph a.i. of this section.
 - ii. DHS’ right to terminate unilaterally that is described in paragraph a.ii or b of this section:
 - (A) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - (B) Is in addition to all other remedies for noncompliance that are available to DHS under the Award.
 - iii. The Recipient must include the requirements of paragraph a.i of this section in any subaward the Recipient makes to a private entity.
- d. Definitions. For purposes of the Award:
- i. “Employee” means either:
 - (A) An individual employed by the Recipient or a subrecipient who is engaged in the performance of the project or program under the Award; or
 - (B) Another person engaged in the performance of the project or program under the Award and not compensated by the Recipient including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

- ii. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
- iii. “Private entity:”
 - (A) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
 - (B) Includes:
 - (1) A non-profit organization, including any non-profit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CRF 175.25(b).
 - (2) A for-profit organization.
- iv. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

5. Information and Data Quality. Congress, through OMB, has instructed each Federal agency to implement Information Quality Guidelines designed to “provide policy and procedural guidance for ensuring and maximizing the quality, objectivity, utility, and integrity of information, including statistical information, disseminated by Federal agencies.” Information quality procedures may apply to data generated by grant or cooperative agreement recipients if those data are disseminated as described in the Guidelines. The Office of Management and Budget (OMB) Circular A-110 has been revised to provide public access to research data through the Freedom of Information Act (FOIA) under some circumstances. Data that is (1) first produced in a project that is supported in whole or in part with Federal funds and (2) cited publicly and officially by a Federal agency in support of an action that has the force and effect of law (i.e., a regulation) may be accessed through FOIA. If such data are requested by the public, DHS must ask for it, and the awardee must submit it, in accordance with A-110 and applicable regulations at 40 C.F.R. 30.36.

6. Acknowledgement of DHS Support. DHS’ full or partial support must be acknowledged in journal articles, oral or poster presentations, news releases, interviews with reporters and other communications. Any documents developed under an award under this announcement that are intended for distribution to the public or inclusion in a scientific, technical, or other journal shall include the following statement:

This publication [article] was developed under DHS Agreement No. _____ awarded by the U.S. Department of Homeland Security. The views and conclusions contained in this document are those of the authors and should not be interpreted as necessarily representing the official policies, either expressed or implied, of the U.S. Department of Homeland Security. The Department of Homeland Security does not endorse any products or commercial services mentioned in this publication.

7. **Use of DHS Seal and Non-Endorsement.** Recipient shall acquire DHS' approval prior to using the DHS seal. DHS funding of projects under an award does not equate to DHS' endorsement of such projects.

C. **Reporting Requirements**

1. Financial Reports

- a. The Recipient shall submit quarterly financial reports (SF-269, Financial Status Report) to the DHS Grants Officer within 30 days after the end of each reporting period. Reports are due October 30, January 30, April 30, and July 30. Reports shall be submitted via email to DHS-GrantReports@dhs.gov (include the DHS grant number in the subject line of the email.).
- b. The Recipient is required to submit a quarterly Cash Transaction Report (SF 272) to the Department of Health and Human Services Division of Payment Management.
- c. The Recipient is required to submit a Final Financial Status Report (SF 269) to the DHS Grants Officer within 90 days after the expiration date of the Performance Period.

2. Performance Reports

- a. **Quarterly Performance Reports.** The Recipient shall submit quarterly performance reports to the DHS Grants Officer within 30 days after the end of each reporting period. Reports are due October 30, January 30, April 30, and July 30. Reports shall be submitted via email to DHS-GrantReports@dhs.gov (include the DHS grant number in the subject line of the email.).
- b. Performance Reports shall consist of a comparison of actual accomplishments to the approved project objectives, and provide information documenting the status of budgeted versus actual expenditures, in accordance with the project management plan. If not addressed in the comparison of actual accomplishments to the approved project objectives, the following information should also be included in the performance report:
 - the number of *priority immigrant group* individuals trained and assisted in the following activities: citizenship preparation programs to improve English

language skills, gain knowledge of U.S. history and government (civics), prepare for the naturalization application and interview process, and expand awareness of available information and resources related to U.S. citizenship and the naturalization process.

- any additional capacity offered to the *priority immigrant group*
 - any expanded capacity of services offered to the *priority immigrant group* (for example: *additional ESL training sessions offered*), and
 - a description of lessons learned with a discussion of what could have been done differently and the challenges encountered and addressed.
- c. The Final Performance Report shall be submitted to the DHS Grants Officer no later than 90 days after the expiration date of the Performance Period.

VII. DEPARTMENT OF HOMELAND SECURITY CONTACTS

A. Program Officer

Susan Anton
Office of Citizenship
U.S. Citizenship and Immigration Services
Department of Homeland Security
20 Massachusetts Avenue, NW Room 5200
Washington, DC 20529-2010
Phone: 202-272-1306
E-mail: susan.anton@dhs.gov

B. Grants Officer

David Batcheller
Department of Homeland Security
Attn: Office of Procurement Operations/Grants and Financial Assistance
Division, Mail Stop 0115, Room 3051
245 Murray Lane, SW
Washington, DC 20528-0115
Phone: 202-447-5273
E-mail: david.batcheller@dhs.gov

VIII. OTHER INFORMATION

A. Copyright and Data Rights.

1. **Copyright:** The Recipient may publish, or otherwise exercise copyright in, any work first produced under this Agreement unless the work includes information that is otherwise controlled by the government (e.g. classified information or other information subject to national security or export control laws or regulations).For

scientific, technical, or other copyrighted work based on or containing data first produced under this Agreement, including those works published in academic, technical or professional journals, symposia proceedings, or similar works, 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 all such copyrighted works. The Recipient shall affix the applicable copyright notices of 17 U.S.C. 401 or 402, and an acknowledgment of government sponsorship (including award number) to any work first produced under this Agreement.

2. 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 subawards. The Recipient agrees to include in any subaward made under this Agreement the requirements of the Copyright and Data Rights paragraphs of this article and of 37 C.F.R. 401.14.

B. Technology Transfer

Recipient agrees to work with the technology transfer component of recipient’s institution to engage in technology transfer and commercialization activities associated with recipient’s research using the funding received under an assistance agreement issued pursuant to this announcement.

Attachment A

CERTIFICATION REGARDING DRUG-FREE WORKPLACE REQUIREMENTS

This certification is required by the regulations implementing Sections 5151-5160 of the Drug-Free Workplace Act of 1988 (P.L. 100-690, Title V, Subtitle D; 41 U.S.C. 701 et seq.).

- 1. By signing and/or submitting this application for a grant or cooperative agreement, the awardee is providing the certification set out below.**
2. The certification set out below is a material representation of fact upon which reliance is placed when the agency awards the grant or cooperative agreement. If it is later determined that the awardee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, the agency, in addition to any other remedies available to the Federal government, may take action authorized under the Drug-Free Workplace Act.
3. For awardees other than individuals, Alternate I applies.
4. For awardees who are individuals, Alternate II applies.
5. Workplaces under grants or cooperative agreements, for awardees other than individuals, need not be identified on the certification. If known, they may be identified in the assistance agreement application. If the awardee does not identify the workplaces at the time of application, or upon award, if there is no application, the awardee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the awardee's drug-free workplace requirements.
6. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the assistance agreement takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio studios).
7. If the workplace identified to the agency changes during the performance of the assistance agreement, the awardee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph five).
8. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Awardees' attention is called, in particular, to the following definitions from these rules:

Controlled substance means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

Conviction means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

Criminal drug statute means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

Employee means the employee of a awardee directly engaged in the performance of work under a grant or cooperative agreement, including: (i) All direct charge employees; (ii) All indirect charge employees unless their impact or involvement is insignificant to the performance of the grant or cooperative agreement; and, (iii) Temporary personnel and consultants who are directly engaged in the performance of work under the grant or cooperative agreement and who are on the awardee's payroll. This definition does not include workers not on the payroll of the awardee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the awardee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

Certification Regarding Drug-Free Workplace Requirements

Alternate I. (Awardees Other Than Individuals)

- A. The awardee certifies that it will or will continue to provide a drug-free workplace by:
- a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the awardee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b. Establishing an ongoing drug-free awareness program to inform employees about –
 1. The dangers of drug abuse in the workplace;
 2. The awardee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c. Making it a requirement that each employee to be engaged in the performance of the grant or cooperative agreement be given a copy of the statement required by paragraph (a);
 - d. Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant or cooperative agreement, the employee will --
 1. Abide by the terms of the statement; and
 2. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e. Notifying the agency in writing, within ten calendar days after receiving notice under paragraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant or cooperative agreement activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant or cooperative agreement;
 - f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph (d)(2), with respect to any employee who is so convicted --

1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
3. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e) and (f).
4. The awardee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant or cooperative agreement:

Place of Performance (Street address, city, county, state, zip code)

___ Check if there are workplaces on file that are not identified here.

B. Alternate II. (Awardees Who Are Individuals)

- a. The awardee certifies that, as a condition of the grant or cooperative agreement, he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant or cooperative agreement;
- b. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant or cooperative agreement activity, he or she will report the conviction, in writing, within 10 calendar days of the conviction, to every grant officer or other designee, unless the Federal agency designates a central point for the receipt of such notices. When notice is made to such a central point, it shall include the identification number(s) of each affected grant or cooperative agreement.

Attachment B

CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS

This certification is required by the Department of Homeland Security implementing Executive Orders 12549 and 12689, Debarment and Suspension.

Instructions for Certification

1. **By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.**
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4,

debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate this transaction for cause or default.

Certification Regarding Debarment, Suspension, and Other Responsibility Matters--Primary Covered Transactions

1. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State or local) terminated for cause or default.

Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions

1. Instructions for Certification

2. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
3. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
4. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
5. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
6. The prospective lower tier participant agrees by submitting this proposal that, [[Page 33043]] should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
7. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and No procurement Programs.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
10. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility an Voluntary Exclusion--Lower Tier Covered Transactions

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Attachment C

Priority Population Descriptions

A. Refugees and Asylees

Who is a Refugee?

Under U.S. law, a refugee is a person who has fled his or her country of origin because of past persecution or a well-founded fear of persecution based upon race, religion, nationality, political opinion, or a membership in a particular social group. If the person is not in the United States, he or she may apply overseas for inclusion within the U.S. refugee program. If the person is already within the United States, he or she may apply for the U.S. asylum program.

This definition of a refugee does not include those people who have left their homes only to seek a more prosperous life. Such people are commonly referred to as "economic migrants," and are not refugees. People fleeing civil wars and natural disasters also may be ineligible for refugee resettlement under U.S. law, although they may fall within the protection of the United Nations High Commissioner for Refugees (UNHCR).

For additional information:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=a57476d52bd1e010VgnVCM1000000ecd190aRCRD>

B. Violence Against Women Act (VAWA)

Generally, U.S. citizens (USC) and Lawful Permanent Residents (LPRs) file an immigrant visa petition with the U.S. Citizenship and Immigration Services (USCIS) on behalf of a spouse or child, so that these family members may emigrate to or remain in the United States. USCIS Form I-130, Petition for Alien Relative is filed by the USC/LPR, the petitioner, on behalf of the family member who is the beneficiary. The petitioner controls when or if the petition is filed. Unfortunately, some U.S. citizens and LPRs misuse their control of this process to abuse their family members, or by threatening to report them to the USCIS. As a result, most battered immigrants are afraid to report the abuse to the police or other authorities

Under the Violence Against Women Act (VAWA) passed by Congress in 1994, the spouses and children of United States citizens or lawful permanent residents (LPR) may **self-petition** to obtain lawful permanent residency. The immigration provisions of VAWA allow certain battered immigrants to file for immigration relief without the abuser's assistance or knowledge, in order to seek safety and independence from the abuser.

For additional information:

<http://www.uscis.gov/portal/site/uscis/menuitem.5af9bb95919f35e66f614176543f6d1a/?vgnextoid=499a6c854523d010VgnVCM10000048f3d6a1RCRD>

C. “T” or “U” Nonimmigrant Status

The “T” nonimmigrant status, also known as the “T” visa, was created to provide immigration protection to victims of a severe form of human trafficking. The “U” nonimmigrant status, or “U” visa, is designated for victims of certain crimes who have suffered mental or physical abuse because of the crime and who are willing to assist law enforcement and government officials in the investigation of the criminal activity.

Congress created the “T” and “U” nonimmigrant classifications with passage of the Victims of Trafficking and Violence Protection Act in October 2000. The legislation was intended to strengthen the ability of law enforcement agencies to investigate and prosecute cases of domestic violence, sexual assault, trafficking of persons and other crimes while, at the same time, offering protection to victims of such crimes. The legislation also helps law enforcement agencies to better serve immigrant crime victims.

D. Special Immigrant Juvenile Visa Status

A Special Immigrant Juvenile is an immigrant:

- who is present in the US;
- has been declared dependent on a juvenile court located in the United States or whom such a court has legally committed to, or placed under the custody of, an agency or department of a State, or an individual or entity appointed by a state or juvenile court in the United States, and whose reunification with one or both of the immigrant’s parents is not viable due to abuse, neglect, abandonment, or a similar basis under state law;
- for whom it has been determined that it is not in their best interest to be returned to a country of origin;
- and in whose case the Secretary of DHS *consents* to the grant of SIJ status; except that no juvenile court has jurisdiction to determine the custody status or placement of a minor in the custody of the Secretary of Health and Human Services unless the Secretary of Health and Human Services *specifically consents* to such jurisdiction.

In addition, no natural parent or prior adoptive parent of any alien provided special immigrant juvenile status shall, by virtue of such parentage, be accorded any right, privilege, or status under the Immigration and Nationality Act (INA).

See INA 101(a)(27)(J)