



**Department of Homeland Security (DHS)
Funding Opportunity Announcement (FOA):
FY 2012 Citizenship and Integration Direct Services Grant Program**

OVERVIEW INFORMATION

Issued By	
U.S. Citizenship and Immigration Services Office of Citizenship	
Catalog of Federal Domestic Assistance (CFDA) Number	
97.010	
CFDA Title	
Citizenship Education and Training	
Funding Opportunity Announcement Title	
FY 2012 Citizenship and Integration Direct Services Grant Program: Citizenship Instruction and Naturalization Application Services	
Authorizing Authority for Program	
Public Law 112-74, Consolidated Appropriations Act, 2012, SEC. 551	
Appropriation Authority for Program	
Public Law 112-74, Consolidated Appropriations Act, 2012, SEC. 551	
FOA Number	
DHS-12-CIS-010-002	
Key Dates and Time	
Application Start Date:	03/20/2012
Application Submission Deadline Date:	05/07/2012 at 11:59:59 PM EDT
Anticipated Funding Selection Date:	08/30/2012
Anticipated Award Date:	09/17/2012
Other Key Dates	
Other Key Dates:	Period of Performance starts on 10/01/2012
Intergovernmental Review	
Is an intergovernmental review required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Applicants must contact their State's Single Point of Contact (SPOC) to find out about and comply with the State's process under Executive Order 12372. Name and addresses of the SPOCs are maintained at the Office of Management and Budget's home page at http://www.whitehouse.gov/omb/grants_spo to ensure currency.	

FOA Executive Summary

Program Type

Select the applicable program type: New Continuing One-time

Opportunity Category

Select the applicable opportunity category:

- Discretionary Mandatory Competitive Non-competitive
 Sole Source (Requires Awarding Office Pre-Approval and Explanation)

Application Process

How to Find the Application Package

- Go to <http://www.grants.gov>.
- Select “Apply for Grants,” then select “Download Application Package.”
- Enter the CFDA and/or the funding opportunity number located on the cover of this announcement.
- Select “Download Application Package,” and then follow the prompts.
- To download the instructions, go to “Download Application Package” and select “Instructions.”

How to Submit the Application

Applications must be submitted electronically through Grants.gov. To submit an application through Grants.gov, applicants must have the following:

- A compatible version of Adobe Reader. Adobe Reader is available from Grants.gov at no charge.
- A DUNS number. This is required for the applicant and all sub-awardees.
- Registration with the Central Contractor Registry (CCR).
- Authorization at Grants.gov in order to submit an application through Grants.gov.
 - To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization.
 - Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.

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

If the applicant encounters difficulties, contact the Grants.gov Help Desk at 1-800-518-4726 to report the problem and obtain assistance with the system. The Help Desk is available 24 hours a day, seven days a week. For assistance with using Grants.gov, visit the Grants.gov Applicant User Guide: <http://grants.gov/assets/ApplicantUserGuide.pdf>. For additional applicant resources, see: <http://grants.gov/applicants/resources.jsp>.

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

Eligible Applicants

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

- City or township governments
- County governments
- Independent school districts

- Native American tribal government (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits with 501(c)(3) IRS status, other than institution of higher education
- Private institutions of higher education
- Public & State controlled institutions of higher education
- Special district governments
- State governments

For additional information, see Section III. Eligibility Information.

Type of Funding Instrument

Select the applicable funding instrument: Grant Cooperative Agreement

Cost Share or Match

Select the applicable requirement: Cost Match Cost Share None Required

There is no cost share requirement for this program. However, projects that supplement government funding with in-kind contributions are encouraged and may receive favorable consideration. 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 federal grant funding and which are to be supported by in-kind contributions and/or other funding sources, along with an estimate of the value of these non-federal funding sources.

Maintenance of Effort

Requests for funds under this announcement shall not be used to take the place of activities described in the application that are currently supported with other funding. Also, grant funds shall not be used to support activities that are a normal part of the organization's operations.

Management and Administration

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

FULL ANNOUNCEMENT

I. Funding Opportunity Description

Program Overview and Priorities

The Office of Citizenship (OoC), within U.S. Citizenship and Immigration Services (USCIS), Department of Homeland Security (DHS), is charged with promoting the rights and responsibilities of citizenship. Naturalization is not only a benefit in itself, but also a mechanism to foster immigrant integration. Naturalization provides civic and economic opportunities for new citizens, and strengthens our communities and nation as a whole. Through preparing for naturalization, applicants will gain the tools to become successful citizens – ready to exercise their rights and meet their responsibilities as United States citizens.

The goal of the grant program is to expand the availability of quality citizenship preparation services for permanent residents in communities across the nation. Activities that support this goal include making citizenship instruction and naturalization application services accessible to low income and other underserved permanent resident populations; developing, identifying, and sharing promising practices in citizenship preparation; supporting innovative and creative solutions to barriers faced by those seeking naturalization; increasing the use of and access to technology in citizenship preparation programs; and engaging receiving communities in the citizenship and civic integration process.

Request for Proposals

Approximately \$5,000,000 in federal funding is available for eligible organizations to provide direct citizenship preparation services to lawful permanent residents.

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

1. **Citizenship instruction** to prepare lawful permanent residents for the civics (U.S. history and government) and English (reading, writing, and speaking) components of the naturalization test.
2. **Naturalization application services**, within the scope of the authorized practice of immigration law, to support lawful permanent residents in the naturalization application and interview process.

Partnerships

Partnerships are encouraged. Applicants may include partnerships with other non-profit organizations in their proposal. A partner organization is considered a “sub-awardee” if the organization will receive a portion of the grant funding to provide additional or complementary direct services. If a sub-awardee is proposed, the applicant **must** provide citizenship instruction. The sub-awardee may provide additional citizenship instruction, naturalization application services, or both. The applicant must complete a Memorandum of Understanding (MOU) with the sub-awardee. The applicant must clearly demonstrate how it will 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 their own individual Data Universal Numbering System (DUNS) number and will be responsible for financial and performance reporting. If the partner organization will not receive a portion of the grant funds, then the partner is **not** considered a sub-awardee, and would not be required to complete an MOU or obtain a DUNS number.

Describe the how the program addresses a priority area or areas implemented by Presidential Policy Directive/PPD-8:

(Please refer to: http://www.dhs.gov/xabout/laws/gc_1215444247124.shtm)

This program does not directly address a priority area implemented by PPD-8. However, the program fully supports the following QHSR mission, goal and objective:

Mission 3: Enforcing and Administering Our Immigration Laws

Goal 3.1: Strengthen and Effectively Administer the Immigration System

Objective: Promote the integration of lawful immigrants into American society. Provide leadership, support, and opportunities to lawful immigrants to facilitate their integration into American society and foster community cohesion. Homeland Security partners and stakeholders must work collectively to provide strategies that respect newcomers while encouraging and assisting eligible immigrants to naturalize. Communities that are home to lawful immigrants must have the necessary tools to engage lawful immigrants in civic activities and

community issues. New lawful immigrant communities should be encouraged to become an integral part of American life. For their part, new lawful immigrants must obey all applicable laws and take affirmative steps to fully join their new society. This includes learning English and the civic principles that form the foundation of responsible citizenship. Promoting integration reinforces a resilient public where all people belong, are secure in their rights, are confident to exercise their civil liberties, and have opportunities to be full participants in America. The integration process ensures a stronger and more cohesive American society by inviting newcomers from every background to share in our core beliefs and be able to embrace the rights and responsibilities of citizenship.

For additional details on the QHSR Report, please refer to http://www.dhs.gov/xabout/gc_1208534155450.shtm.

II. Funding Information

Award Amounts, Number, Important Dates, and Extensions	
Available Funding for the FOA:	Subject to the availability of funds, DHS estimates that \$5,000,000 will be available.
Maximum Grant Award Amount:	Maximum grant award is \$160,000 (\$80,000 for the first year budget period and \$80,000 for the second year budget period).
Projected Number of Awards:	31
Projected Award Start Date(s):	10/01/2012
Projected Award End Date(s):	09/30/2014
Period of Performance:	24 months (comprising two one-year budget periods)
Period of Performance	
Is an extension to the period of performance permitted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Subject to the availability of funds, the performance period is two years, comprised of two one-year budget periods. By July 2, 2013, prior to the expiration of the first year budget period, the recipient must submit an official notice requesting DHS continuation funding for the second year budget period.	
Throughout the performance period, DHS' commitment to continuation of awards will be conditional on the availability of funds, evidence of satisfactory progress by the recipient (as documented in required reports and ongoing monitoring), and the determination that continued funding is in the best interest of the federal government.	

III. Eligibility Information

Eligibility Criteria
<ol style="list-style-type: none"> 1. Applicants and any proposed sub-awardees must be organizations with public or non-profit status; 2. Applicants must have recent experience providing direct citizenship instruction; 3. The applicant or any sub-awardees that are proposed to provide naturalization application services must have recent, relevant experience and must: <ol style="list-style-type: none"> a. Be recognized by the Board of Immigration Appeals (BIA) and have a BIA accredited

representative on staff who provides or supervises the naturalization application services; or

- b. Have an attorney on staff who provides or supervises the naturalization application services.

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

Current awardees and sub-awardees under FY 2011 Citizenship and Integration Grant Program funding opportunities DHS-11-CIS-010-003, DHS-11-CIS-010-002 and DHS-11-CIS-010-001 may **not** apply.

USCIS will not review applications that fail to meet eligibility criteria.

IV. Funding Restrictions

Restrictions on Use of Award Funds

Eligible Funding Purposes

DHS grant 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 be used for the following purposes:

- a. To provide services to **lawful permanent residents only**, regardless of race, color, national origin, or religion.
- b. Resources to support citizenship instruction, including curriculum, textbooks/materials, standardized assessments, software, etc.
- c. Professional development and training for staff and/or volunteers related to the provision of citizenship instruction and/or naturalization application services.
- d. Facility rental costs **not** to exceed more than 20% of the total approved budget.
- e. Costs associated with BIA recognition of organizations and accreditation (or renewal) of staff. This includes training costs related to BIA recognition and accreditation.
- f. Transportation costs for students attending grant-funded classes. Transportation funds provided to students must match the students' individual transportation costs. Applicant must have a system to track how transportation funds are used.
- g. Reimbursement of transportation costs for volunteers participating in grant-funded activities. Volunteers may **not** receive a general transportation stipend. Transportation funds provided to volunteers must match the volunteers' individual transportation costs. Applicant must have a system to track how transportation funds are used.
- h. Child care costs to assist eligible participants to attend grant-funded classes.
- i. Travel costs for **one** staff member for a **mandatory** two-day grant recipient training orientation in the Washington, D.C. area during the first year of the grant only. Partner organizations are not permitted to attend.
- j. Equipment purchases directly related to the provision of services.
- k. Costs associated with the use of computers for citizenship instruction (e.g., computer equipment, internet access, etc.)
- l. Costs to develop materials and resources for use in grant-funded classes or to conduct outreach for grant-funded services. Note: These materials must be approved by the Office of Citizenship before they are implemented.

Ineligible Funding Purposes

Grant funds may **not** be used for the following purposes:

- a. Cost-sharing or matching funds for other federal grants, lobbying, or intervention in federal regulatory or adjudicatory proceedings. In addition, federal funds may **not** be used to sue the federal government or any other government entity.
- b. USCIS application fees.
- c. Costs of organized fundraising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions.
- d. Profit/Fee is not allowable except when subcontracting for routine goods and services with commercial organizations.
- e. Foreign travel.
- f. Construction costs and purchase of real property under this funding opportunity.
- g. Pre-award costs.
- h. Funding for direct reimbursement of proposal development.
- i. Costs for food or refreshments.
- j. Incentive items or gift cards.
- k. General volunteer stipends.
- l. Living allowances for any national volunteer service program participants.

V. Application Review Information and Selection Process

Application Review Information

Non-Responsive Applications

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

1. The budget request for either of the two budget periods exceeds the maximum of \$80,000 or the total funding requested exceeds the grant award maximum of \$160,000 (direct and indirect costs). (NOTE: The total funding requested does not include cost-sharing or in-kind donations.);
2. The facility rental costs exceed 20% of the total funding requested;
3. The Project Narrative exceeds 15 double-spaced pages (NOTE: The page limit does not include any of the attachments or forms);
4. The Project Narrative does not include each of the specified headings in the order identified in Section IX.6.
5. The application does not include one or more of the required forms or documents listed under Section IX. The required forms and documents are:
 - a. Form SF-424 – Application for Federal Assistance
 - b. Form SF-424A – Budget
 - c. Form SF-424B – Assurances - Non-Construction Programs
 - d. Certification Regarding Lobbying
 - e. Budget Narrative and Table
 - f. Project Abstract
 - g. Project Narrative
 - h. Project Plan
 - i. Documentation of non-profit and/or public status
6. Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.

Review Process

DHS will conduct an initial review of applications to determine the responsiveness of the application. If an applicant is determined to be ineligible or an application is determined to be non-responsive, DHS will notify the applicant. All responsive applications will be reviewed as described below:

1. USCIS will assemble reviewers which may include both federal and non-federal reviewers to review the eligible applications. Reviews of submitted applications will be conducted either on site or by remote review.
2. Teams of technical reviewers will review each eligible application against the published evaluation criteria. The reviewers will assign a score and provide summary comments based on the published evaluation criteria. USCIS staff will conduct a post review quality control of the scores and comments to ensure that every eligible application receives full and fair consideration.
3. An internal review panel consisting of USCIS staff will review the highest ranked applications and make final funding recommendations. The internal review panel may take applications out of rank order in consideration of program balance factors, policy priorities, and Citizenship and Integration Grant Program past performance (if applicable). (See “Strategic Program Priorities” on page 11.)

4. USCIS may perform additional review of the applicant organization and any sub-awardees and/or its key personnel. This may include publicly available materials and/or government databases and may have a bearing on award outcome.
5. After the technical review and before making final funding decisions, DHS may contact the highest ranking applicants to seek clarification and to negotiate technical and programmatic aspects of the application. If an application includes a sub-awardee that will provide additional or complementary grant-funded services in partnership with the main applicant, DHS may request to speak with all parties included in the application to ensure sufficient planning and coordination has taken place prior to making an award.
6. **Confidentiality and Conflict of Interest.** Technical and cost proposals submitted under this funding opportunity will be protected from unauthorized disclosure in accordance with applicable laws and regulations. DHS may use one or more support contractors in the logistical processing of proposals. However, funding recommendations and final award decisions are solely the responsibility of DHS personnel.

DHS screens all technical reviewers for potential conflicts of interest. To determine possible conflicts of interest, DHS requires potential reviewers to complete and sign conflicts of interest and nondisclosure forms. DHS will keep the names of submitting institutions and individuals as well as the substance of the applications confidential except to reviewers and DHS staff involved in the award process. DHS will destroy any unsuccessful applications after one year following the funding decision.
7. DHS strongly discourages, and will not consider, any materials submitted by or on behalf of the applicant (e.g., letters of support) other than those materials specifically requested in this funding opportunity announcement.
8. DHS will notify all applicants electronically of funding decisions. Unfunded applicants may send a written request to citizenshipgrantprogram@dhs.gov to receive a written summary of reviewer comments related to each of the evaluation criteria, along with the points awarded to the application for each of the evaluation criteria within 60 days. Additional information beyond that described here will not be provided.

Evaluation Criteria

DHS will use the following criteria to evaluate applications deemed eligible and responsive. Applicants can receive up to 100 points.

- 1. Community Need for Services (5 Points)**
The extent to which the applicant demonstrates, and provides evidence for, a strong need in the community for citizenship instruction and naturalization application services.
- 2. Program Design for Citizenship Instruction (25 Points)**
The extent to which the applicant proposes a sound and comprehensive program design to meet the citizenship education needs of the community.
- 3. Program Design for Naturalization Application Services (20 Points)**
The extent to which the applicant proposes a sound and comprehensive program design, within the scope of the authorized practice of immigration law, to meet the naturalization application services needs of the community.
- 4. Organizational Qualifications and Experience (25 Points)**
The extent to which the applicant demonstrates the organization's capability to carry out all aspects of the grant-funded project, based on (a) sufficient recent experience and success providing citizenship instruction and naturalization application services, and (b) a sound management and fiscal structure.
- 5. Project Plan (10 Points)**
The extent to which the project plan clearly presents and demonstrates an appropriate and feasible strategy to implement the grant project and achieve stated outcomes.
- 6. Budget Narrative and Table (10 Points)**
The extent to which the proposed budget is clearly presented, well-balanced, and reflects all proposed activities stated in the project narrative.
- 7. Overall Quality (5 Points)**
The extent to which the overall application is organized, clearly presented, free of grammatical and spelling errors, and well-written.

Strategic Program Priorities

Based on the recommendations of the internal review panel, the DHS Source Selection Official may consider the following factors when making an award:

- 1. Program Balance Factors, including:**
 - a. Whether an application, when balanced with other potential awards, represents a diverse population;
 - b. Whether an application, when balanced with other potential awards and with existing Citizenship and Integration Grant Program recipients, represents a diverse geographic area;
 - c. Whether an application, when balanced with other potential awards, does not substantially duplicate other applications submitted in response to this announcement; Whether an application, when balanced with other potential awards, represents diverse community sizes (i.e., city, locality, or service area); and

2. Policy Priorities, including:

- a. Whether an application demonstrates capacity building in the applicant’s community through local partnerships;
- b. Whether an application shows prioritization for high-need or underserved populations;
- c. Whether an application includes cost-sharing or in-kind contributions to maximize the impact of federal grant funds;
- d. Whether an application shows innovative or creative solutions;
- e. Whether an application incorporates engagement with the receiving community;
- f. Whether an application includes the use of national volunteer service program participants; and
- g. Whether an application incorporates the use of technology in the citizenship instruction program.

3. The past performance of a previous Citizenship and Integration Grant Program recipient (if applicable).

VI. Post-Selection and Pre-Award Guidelines

Notice of Award

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

Administrative and Federal Financial Requirements

All successful applicants for all DHS grant and cooperative agreements are required to comply with DHS Standard Administrative Terms and Conditions available on page 6 here:

<http://www.dhs.gov/xlibrary/assets/cfo-financial-management-policy-manual.pdf> .

A complete list of Federal Financial Requirements is available at:

http://www.whitehouse.gov/omb/grants_forms.

Data Rights:

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

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

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

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

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.

Programmatic Reporting Requirements

Financial Reports

The recipient is required to submit the following financial reports:

- a. Quarterly Federal Financial Reports (SF-425) must be submitted to the DHS Grants Officer within 30 days after the end of each quarter. Reports are due January 30, April 30, July 30, and October 30. Reports shall be submitted via email to DHS-GrantReports@dhs.gov (include the DHS grant number in the subject line of the email).
- b. Quarterly Cash Transaction Reports (SF-272) must be submitted to the Department of Health and Human Services Division of Payment Management.
- c. Final Federal Financial Report (SF-425) must be submitted to the DHS Grants Officer within 90 days after the expiration date of the Performance Period.

Performance Reports

The recipient is required to submit the following performance reports:

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

The USCIS Office of Citizenship will provide grant recipients with a Quarterly Performance Report template. Grant recipients must collect and report data to include:

- Alien registration number for all lawful permanent residents receiving services with this grant funding. These numbers may be used by USCIS to track naturalization outcomes during and after the period of performance;
- The number of lawful permanent residents enrolled in citizenship classes;
- The number of lawful permanent residents provided naturalization eligibility screening;
- The number of naturalization applications submitted;
- The application receipt number for any filed N-400 applications;
- The number of Forms G-28 (Notice of Entry of Appearance as Attorney or Accredited Representative) submitted;
- The number of lawful permanent residents who pass the naturalization test;
- The number of lawful permanent residents who naturalize;
- The number of instructional hours offered;
- Countries of origin of lawful permanent residents served;
- Student assessment data.

Grant recipients must also provide quarterly narrative reports on program accomplishments, progress meeting goals, progress of the sub-awardee organization (if applicable), challenges in meeting goals, staff and/or organizational development activities, student assessment and progress, outreach activities, and volunteer recruitment and training.

- b. Final Performance Report must be submitted to the DHS Grants Officer no later than 90 days after the expiration date of the performance period. The final performance report shall include cumulative quantitative data, program accomplishments and challenges, and any promising practices related to direct service provision to lawful permanent residents.

External Evaluation

Subject to the availability of funding, DHS may conduct a formal evaluation of the Citizenship and Integration Grant Program, contingent upon available funding. As part of any formal program evaluation, grant recipients must permit DHS, upon reasonable notice, to review grant-related records and to interview the organization’s staff and clients regarding the program, and to respond in a timely and accurate manner to DHS requests for information relating to their grant program.

Office of Citizenship Requests

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

VII. DHS and USCIS Contact Information

Contact and Resource Information	
USCIS Program Office (Office of Citizenship):	Send all questions to citizenshipgrantprogram@dhs.gov . The Office of Citizenship staff will respond within five (5) business days. You may also refer to the Frequently Asked Questions by going to www.uscis.gov/citizenship , clicking on “Grant Programs,” then “Frequently Asked Questions.”
DHS Grants Office:	Stephanie Dawkins Phone: 202-447-0495 Email: Stephanie.Dawkins@dhs.gov

VIII. Other Critical Information.

Additional Information
N/A

IX. How to Apply

Application Instructions

Applicants must submit all required forms and required documents listed in this section. Applications missing any of the required forms or documents listed in this section will be deemed non-responsive and will not be considered for review.

REQUIRED FORMS

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

1. Form SF-424 – Application for Federal Assistance

Complete the SF-424 application form. This form may be completed 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. Form SF-424A – Budget

Complete the budget in its entirety. Provide budget amounts by object class (salaries, fringe, travel, indirect, etc.). Include second year budget amounts in Section E. Funds may be requested as long as the item and amount are necessary to perform the proposed work and are not precluded by the cost principles or program funding restrictions. Additional guidance on how to complete the Form SF-424A can be found at:

http://www.grants.gov/assets/DraftInstructionsSF424%20A_DOL.pdf.

See Section IV. Restrictions on Use of Award Funds.

3. Certifications/Assurances

Applicants must submit:

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

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

REQUIRED DOCUMENTS

4. Budget Table and Narrative

See also Section IV. Restrictions on Use of Award Funds.

If a **sub-awardee** is proposed, applicants must provide a separate sub-awardee budget narrative and table following the same format and with the same level of detail as that of the applicant (i.e., by Object Class Category/Cost Classification). Each sub-awardee budget and supporting detail should be separate from the applicant’s budget narrative.

If any fees are proposed that will result in program income, please show in the budget how this income will be used.

Budget Table

Provide your budget request in a table format. This must be provided either in the same document as the budget narrative, or uploaded as a separate document under the “Other Attachments” form found under the “Optional Documents” section of the application package.” Include all budget categories, as listed in the budget narrative section. Under each category, list the line items requested. See a sample table below. Note: This sample table shows the Personnel category only. Applicants must provide information on all budget categories.

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

Budget Narrative (Double-spaced, no page limit)

Attach your budget narrative (including separate budget narratives for each proposed sub-awardee) to the form named “Budget Narrative Attachment” in the application package. If you need to add more documents than this form will allow (i.e., sub-awardee budgets or budget table), please use the “Other Attachments” form found under the “Optional Documents” section of the application package.

Include costs for the first and second performance years. Separate the first performance year costs from the second performance year costs. Show a total of all requested federal grant funds. This total should match the total listed on the project abstract. Budget categories **b – i** below should add up to this total. This total should **not** include any in-kind costs. The in-kind contribution total should be listed separately.

Provide budget information in the order listed below. Budget detail is required for:

- a. In-Kind Costs:** The dollar value of non-cash donations to the project. These donations

may be in the form of space, supplies, salaries, etc. The costs should be calculated at the verifiable fair-market value.

- b. **Personnel:** Costs of employee salaries and wages. For each staff person, provide the name (if known), title, time commitment to the project as a percentage of a full-time equivalent (FTE), annual salary, and grant funded salary. Do not include the costs of consultants. Consultants are to be included under “Contractual.”
- c. **Fringe Benefits:** Costs of employee fringe benefits unless treated as part of an approved indirect cost rate. Provide the method used to calculate the proposed rate amount. If a fringe benefit has been negotiated with, or approved by, a cognizant federal agency, 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.
- d. **Travel:** Costs of project-related travel by employees of the applicant organization (do not include costs of sub-contractor or consultant travel). For each proposed trip, provide the purpose, number of travelers, travel origin and destination, number of days, and a breakdown of costs for airfare, lodging, meals, car rental, and incidentals. The basis for the airfare, lodging, meals, car rental, and incidentals must be provided, such as past trips, current quotations, Federal Travel Regulations, etc. Foreign travel is not permitted. The applicant must include costs for **one** staff member to attend a **mandatory** two-day grant recipient orientation training in Washington, D.C.
- e. **Equipment:** Any article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of (a) the capitalization level established by the organization for financial statement purposes, or (b) \$5,000. For each type of equipment requested, provide a description of the equipment, the cost per unit, the number of units, the total cost, and a plan for use on the project, as well as use or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy or section of its policy which includes the equipment definition.

NOTE 1: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, calibration and maintenance services, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.

NOTE 2: Prior to the purchase of equipment in the amount of \$5,000 or more per unit cost, the Recipient must obtain the written approval from DHS. The Recipient shall maintain an annual inventory, which will include a brief description of the item, serial number and amount of purchase for equipment purchased with grant funds, or received under a grant, and having a \$5,000 or more per unit cost. The inventory must also identify the sub-award under which the equipment was purchased. Maintenance and insurance will be the responsibility of the Recipient. Title of equipment will remain with the Recipient until closeout when disposition will be provided in writing by DHS within 120 days of submission of final reports.

- f. **Supplies:** Costs of all tangible personal property other than that included in the equipment category. Specify general categories of supplies and their costs. Show computations and provide other information which supports the amount requested.
- g. **Contractual:** Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include third party evaluation contracts (if applicable) and contracts with secondary recipient organizations.

Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Identify proposed sub-contractor work and the cost of each sub-contractor. Provide a detailed budget for each sub-contractor that is expected to perform work estimated to be \$25,000 or more, or 50% of the total work effort, whichever is less.

- Identify each planned subcontractor and its total proposed budget. Each subcontractor's budget and supporting detail should be included as part of the applicant's budget narrative.
- Provide the following information for each planned subcontract: a brief description of the work to be subcontracted; the number of quotes solicited and received, if applicable; the cost or price analysis performed by the applicant; names and addresses of the subcontractors tentatively selected and the basis for their selection; e.g., unique capabilities (for sole source subcontracts), low bidder, delivery schedule, technical competence; type of contract and estimated cost and fee or profit; and, affiliation with the applicant, if any.
- Recipient may be required to make pre-award review and procurement documents available to DHS, including request for proposals or invitations for bids, independent cost estimates, etc. This may include procurements expected to exceed the simplified acquisition threshold fixed at 41 USC 403(11) (currently set at \$100,000) and expected to be awarded without competition or only one bid or offer is received in response to a solicitation.
- All required flow down provisions in the award must be included in any subcontract.

NOTE: Applicants may propose a sub-contract for specific tasks, such as hiring additional citizenship instructors on a contractual basis. However, the applicant must directly manage the citizenship instruction and must demonstrate its ability to successfully manage all aspects of the grant-funded project, including financial management.

- h. **Other Direct Costs:** Any other items proposed as direct costs. Provide an itemized list with costs, and state the basis for each proposed item.
- i. **Indirect Costs:** Provide a copy of the latest rate agreement negotiated with a cognizant federal agency. If the applicant is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not also be charged as direct costs to the award. If the applicant is requesting a rate which is less than what is allowed under the

program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

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

5. Project Abstract (3 single-spaced page maximum)

Provide the information below in a separate document, suitable for public dissemination. The project abstract must not include any proprietary/confidential information. Attach the Project Abstract to the “Project Abstract” form within the application package.

General Information	
1.	Organization Legal Name
2.	Organization Legal Address (Number and street, city, state, zip code)
3.	Head of the Organization (Name, title, address, phone number, email address)
4.	Authorized Official , the person at the organization authorized to sign to receive award (Name, title, address, phone number, email address)
5.	Grant Project Manager , the person who will manage the operations of the grant project and will serve as USCIS’ primary point of contact (Name, title, address, phone number, email address)
6.	Type of Organization (e.g., community/faith-based organization, public school, adult education program, public library, etc.)
7.	Project Description (200 words or less) Provide a one-paragraph summary of the following: <ul style="list-style-type: none"> • The organization’s experience providing citizenship instruction and naturalization application services to immigrants and number of years providing services; • A description of the immigrant community, including most common countries of origin, that the organization will serve; and • Proposed grant project activities and outcomes.
8.	Total Federal Funding Requested (Not to exceed \$160,000)
9.	Total Federal Funding Allocated for Citizenship Instruction
10.	Total Federal Funding Allocated for Naturalization Application Services
11.	Applicant’s Total In-Kind Contributions (if applicable)
12.	Geographic Area/Community where services will be provided
13.	Congressional District (based on the legal address of the applicant organization)
14.	Targeted Underserved Immigrant Communities (if applicable)
15.	Number of Full-Time Equivalent (FTEs) Indicate the number of intended grant-funded FTEs. Include part-time work as percentages of FTEs. Include any grant-funded sub-awardee FTEs.
16.	Proposed Sub-Awardee Organization (if applicable) (Organization name, point of contact name and title, address, phone number, email address)
17.	Services Proposed by Sub-Awardee Organization
18.	Fees charged for citizenship instruction (if applicable)
19.	Fees charged for naturalization application services (if applicable)
20.	Is Organization BIA Recognized? (yes/no)
21.	BIA Accredited Staff or Attorney(s) providing or overseeing naturalization

	application services program (name and title).
22.	Are all program sites in compliance with the American Disabilities Act (ADA)?
23.	Has your organization previously received a USCIS grant? If so, provide the year(s).
Proposed Citizenship Class Structure	
25.	Title and level of each class to be offered (i.e., high beginning, intermediate)
26.	Number of class sessions to be offered over the two-year period (Separate by level if needed)
	Number of total citizenship instruction hours to be offered over the two-year period
27.	Number of citizenship instruction hours offered per class session (Separate by level if needed)
28.	Number of weeks per class session (Separate by level if needed)
29.	Number of citizenship instruction hours offered per week (Total for all levels)
30.	Approximate number of students per class
31.	Other education services offered (tutoring, study groups, etc.)
32.	Type of enrollment (open/closed)
33.	Textbook(s) to be used
34.	Use of computers in citizenship instruction, if at all
35.	Assessment tool(s) to be used (If it is not a standardized assessment tool, provide it as an attachment.)
36.	When students are assessed
37.	Location(s) of classes
Program Outcomes (for grant-funded services over the two-year period)	
38.	Total number of lawful permanent residents to enroll in citizenship instruction classes.
39.	Total number of lawful permanent residents to receive naturalization eligibility screening and advice
40.	Total number of lawful permanent residents to submit applications for naturalization (N-400).
41.	Total Number of lawful permanent residents to pass the naturalization test
42.	Total number of lawful permanent residents to naturalize

6. Project Narrative (15 double-spaced page maximum)

Use this section to provide a comprehensive description of the proposed program, addressing all required elements in response to the evaluation criteria. Items 6.a. – 6.d. below are the **mandatory elements** that must be included in the Project Narrative. **You must follow the order specified below, using the title headings provided below to identify each element.**

Required Headings:

- a. Community Need for Services
- b. Program Design for Citizenship Instruction
- c. Program Design for Naturalization Application Services
- d. Organizational Qualifications and Experience

An application that does not include each required element listed in the order provided in this section and/or is in excess of 15 double-spaced pages will be deemed non-responsive and will not be considered.

Format Requirements

- Include the title “Project Narrative” at the top of the first page.
- Ensure that the application can be printed on 8 ½” x 11” single-sided paper.
- Use double-spacing.
- Do not include any marks from the “Track Changes” tool in your word processing program.
- Font size must be at least 12 point, preferably Times New Roman font.
- Margins must be at least one (1) inch at the top, bottom, left and right of the paper.
- Project narrative pages must be numbered “1” of “XX.”
- Pages should be numbered consecutively and are limited to a total of 15 pages.
- Attach the completed Project Narrative to the “Project Narrative Attachment” form.

Required Project Narrative Sections

a. Community Need for Services

Use this section to demonstrate the need for citizenship instruction and naturalization application services in the community. Provide sound data, including citations, to support your claims. Describe:

- The lawful permanent resident population and its specific need for citizenship instruction and naturalization application services in the geographic area your organization serves. Include a description of other service providers in the area, and whether there are currently any waiting lists for these services.
- The scope of need of the particular lawful permanent resident community that the organization proposes to serve. If your organization primarily serves a narrow demographic group (e.g. nationality, age group) among lawful permanent residents, please provide specific data on this group(s). If your organization proposes to target any underserved populations, please explain why they are underserved (i.e., low income, low education level, age, etc.).

b. Program Design for Citizenship Instruction

- Provide a brief overview of your citizenship instruction program design that covers the following: (1) a description of the existing citizenship instruction services offered; (2) how the proposed grant-funded program will expand or improve upon the existing services offered; (3) how the program design will meet the community need for services; and (4) the anticipated outcomes of the program. If you propose a sub-awardee, your organization must directly provide the citizenship instruction. The proposed sub-awardee may complement these services.
- Describe the curriculum for the program. Provide the following information:
 - ✓ Curriculum goals and objectives
 - ✓ A list of the classes to be offered, including the student level for each

- ✓ Materials to be used for each class, including: any textbook or textbook series; planned use of any USCIS educational resources; and any educational software, equipment, or innovative learning tools.
 - ✓ Assessment tool to be used and when assessments will be conducted. If you do not use a standardized assessment tool, **provide a copy of your assessment tool** using the “Other Attachments” form found under the “Optional Documents” section of the application package.
 - ✓ For each proposed class, provide a class outline or syllabus that shows the class timeline, topics to be covered, and corresponding materials. **Provide the class outlines as attachments** using the “Other Attachments” form found under the “Optional Documents” section of the application package.
 - ✓ **NOTE:** The attachments will not count toward the page limit for the Project Narrative. These items should be attached using the “Other Attachments” form found under the “Optional Documents” section of the application package. Do **not** include copies of USCIS educational materials or copies of textbooks.
- Provide a list of key personnel for the citizenship instruction program. Key personnel include the grant project manager(s) and teacher(s). For each, provide a brief position description, the individual’s qualifications and relevant training, and whether the person is paid or a volunteer. For key positions that are vacant, provide a position description and target start date. Attach résumés for all key personnel. Résumés and position descriptions for vacant key positions are limited to **one page each** and should be attached to using the “Other Attachments” form found under the “Optional Documents” section of the application package. *NOTE: Résumés and job descriptions do not count towards the project narrative page limit.*
 - Describe how volunteers will be used for the citizenship instruction program, their roles and responsibilities in implementing the grant project, and training they will receive.
 - Describe how the program will engage members of the larger receiving community in the citizenship instruction program. (Some examples include recruiting volunteers from the community to tutor students and inviting local community leaders to speak to students.)
 - Describe how the program will incorporate the use of technology in citizenship instruction.
 - Describe the following administrative procedures for the program:
 - ✓ Student intake procedures, including how the organization will **verify and document that only lawful permanent residents will receive services funded through this funding opportunity.**
 - ✓ Any known barriers to student attendance (e.g., transportation, childcare, student tuition, flexible class offerings, and alternate classroom sites, etc.) and solutions to resolve the barriers.
 - ✓ Plans for outreach, advertising, and student recruitment and retention, if necessary.
 - ✓ Plans for data collection, reporting and program evaluation, including how the organization will track and report on student progress.

c. Program Design for Naturalization Application Services

NOTE: If the applicant proposes a sub-awardee to provide naturalization application services, the applicant must directly provide the citizenship instruction. The proposed sub-awardee may complement the citizenship instruction services; provide naturalization application services, or both.

- Provide a brief overview of your naturalization application services program design that covers the following: (1) a description of the existing naturalization application services offered; (2) how the proposed grant-funded program will expand or improve upon the existing services offered; (3) how the program design will meet the community need for services; and (4) the anticipated outcomes of the program.
- Provide a list of key personnel for the naturalization application services program. Key personnel include the project manager(s), the BIA accredited representative(s) and/or attorney(s), and any additional case workers. Indicate who signs the Form G-28 when filing naturalization applications for clients. (Note: This person must be on staff.) Provide a brief position description of each individual’s qualifications and relevant training, and whether the person is paid or a volunteer. For key positions that are vacant, provide a position description and target start date. Attach résumés for all key personnel. Résumés and position descriptions for vacant key positions are limited to **one page each** and should be attached using the “Other Attachments” form found under the “Optional Documents” section of the application package. *NOTE: Résumés and position descriptions do not count towards the project narrative page limit.*
- If your organization has only one staff member that is BIA accredited or an attorney, please describe your organization’s contingency plan for the provision of naturalization application services in the event of staff turnover. You may use grant funds to cover costs associated with the BIA accreditation of additional staff members.
- Describe how volunteers will be utilized for the naturalization application services program, their roles and responsibilities in implementing the grant project, and training they will receive.
- Describe the following administrative procedures for the program:
 - ✓ Student intake procedures, including how the organization will **verify and document that only lawful permanent residents will receive services funded through this funding opportunity.**
 - ✓ Client outreach plans to raise awareness of the naturalization application services provided through this grant, if necessary.
 - ✓ Plans for data collection, reporting and program evaluation, including how the organization will track whether clients naturalize.

d. Organizational Qualifications and Experience

Use this section to demonstrate the organization’s qualifications and experience to successfully manage and implement all aspects of the grant-funded project. Describe:

- The organization’s and, if applicable, sub-awardee’s recent experience providing citizenship instruction. Indicate dates and total years of experience. Describe program achievements, including the number of lawful permanent residents served.
- The organization’s and, if applicable, sub-awardee’s recent experience providing naturalization application services. Indicate dates and total years of experience. Describe program achievements, including the number of lawful permanent residents served.
- The organization’s recent experience recruiting, training, and utilizing volunteers to provide or support citizenship instruction and naturalization application services.
- The organization’s recent experience measuring, tracking, evaluating, and reporting outcomes related to citizenship instruction and naturalization application services. Include the organization’s naturalization test pass rates for students. Also include the organization’s record of submitting successful Form N-400 applications.
- The organization’s management structure.
- The organization’s recent experience managing grant-funded programs and its fiscal management ability.
- The organization’s quality assurance process for practicing immigration law. Include whether the organization is BIA recognized and whether personnel are BIA accredited.
- The applicant’s relationship with any proposed sub-awardee organization and how the applicant will manage the sub-awardee. The applicant must include a Memorandum of Understanding (MOU) between the organizations as a required attachment to the grant application.

7. Project Plan

Provide a project plan that outlines the applicant’s planned activities and anticipated outcomes by quarter. Use a spreadsheet or a table format that has rows and columns. The project plan should be attached to the “Other Attachments” form found under the “Optional Documents” section of the application package. **Note: Applications that do not contain a project plan will be considered non-responsive and will not be scored.**

Include information for both years of the performance period.

Quarterly Dates	
<u>Year 1</u>	
Quarter 1:	October 1, 2012 to December 31, 2012
Quarter 2:	January 1, 2013 to March 31, 2013
Quarter 3:	April 1, 2013 to June 30, 2013
Quarter 4:	July 1, 2013 to September 30, 2013
<u>Year 2</u>	
Quarter 1:	October 1, 2013 to December 31, 2013
Quarter 2:	January 1, 2014 to March 31, 2014
Quarter 3:	April 1, 2014 to June 30, 2014
Quarter 4:	July 1, 2014 to September 30, 2014

For each **quarter**, provide the following information:

1. **Planned Activities**, including staff hiring and training, volunteer recruitment, outreach, equipment purchases, class start and end dates, student assessments, data collection, program evaluations, naturalization workshops, etc. For each planned activity, provide:
 - a. **Month (s)** when the activity will take place
 - b. **Staff Responsible** for each activity
2. **Anticipated Outcomes**. List the following anticipated outcomes:
 - a. **Number of lawful permanent residents enrolled in classes**
 - b. **Number of lawful permanent residents who received eligibility screening and advice**
 - c. **Number of Forms N-400s submitted**
 - d. **Number of lawful permanent residents who pass the naturalization test** (Be sure to account for the application processing time when estimating this outcome.)
 - e. **Number of lawful permanent residents who naturalized**

See below for a sample project plan for Quarter 1:

<i>SAMPLE PROJECT PLAN</i>				
<u>Quarter 1</u>				
Planned Activities for Quarter 1				
Activity	Month	Staff Responsible		
Hire coordinator	October	Project Manager		
Recruit 10 volunteers	October	Project Manager		
Purchase supplies	October	Accountant		
Train coordinator	November	Project Manager		
Train new volunteers	November	Project Manager		
Citizenship class starts	December	Coordinator/Teachers		
Anticipated Outcomes for Quarter 1				
LPRs Enrolled in Classes	LPRs Who Rec'd Eligibility Screening	N-400s Submitted	LPRs Who Passed Test	LPRs Who Naturalized
XX	XX	XX	XX	XX

8. Documentation of Non-profit and/or Public Status

The applicant must provide documentation of non-profit and/or public status. Any of the following constitutes acceptable proof of non-profit status:

- A reference to the applicant organization’s listing in the Internal Revenue Service’s (IRS) most recent list of tax-exempt organizations described in section 501(c)(3) of the IRS Code.
- A copy of a currently valid IRS tax exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has a non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization’s certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant

organization is a local non-profit affiliate.

- A signed statement on official letterhead by an official authorized to apply for grant funds on behalf of the public entity shall suffice.

The documentation of non-profit and/or public status should be attached to the “Attachments” form found under the “Mandatory Documents” section of the application package.

9. Other Attachments

Attach the following items using the “Other Attachments” form found under the “Optional Documents” section of the application package.

- a. **Résumés** of key personnel (one page each) or job descriptions for key positions if vacant.
- b. If proposing a sub-awardee who will provide additional or complementary grant-funded services, a **Memorandum of Understanding (MOU)** signed by both parties. The MOU should clearly describe the scope of work to be performed, roles, responsibilities, and agreed upon activities, including remuneration, and other terms and conditions that structure or define the relationship (e.g., in-kind services, dollars, staff, space, equipment, etc.). DHS reserves the right to contact all organizations listed in the application prior to making an award.
- c. **Current organizational chart** that shows the leadership and staff structure.
- d. **Class outline(s) or syllabus** for the citizenship instruction program. Do **not** attach copies of books or USCIS materials.
- e. **Assessment tool** for the citizenship instruction program. If you use a standardized assessment tool, you do not need to attach it.
- f. **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.
- g. **Indirect Cost Rate Agreements.**
- h. **A list of other federal grant programs** from which your organization currently receives funding or for which it has applied in federal Fiscal Year 2012.

X. Application and Submission Information

Application and Submission Information

Applicants will obtain FOA Overviews and Full Announcement information from the Grants.gov website where the full FOA is posted.

The following Telephone Device for the Deaf (TDD) and/or Federal Information Relay Service (FIRS) number available for this Announcement is: 1-800-518-4726 (Grants.gov HelpDesk).

Applications will be processed through the Grants.gov portal.

Appendices

DHS highly recommends that applicants use the Applicant Checklist to ensure the application is complete and all required documents are included. Visit <http://www.uscis.gov/grants> and click on **Applicant Checklist**.

For definitions of frequently used terms in this funding opportunity announcement, please visit <http://www.uscis.gov/grants> and click on **FOA Glossary**.